

FINANCE, POLICY AND GOVERNANCE COMMITTEE

Agenda for the meeting to be held on **Wednesday, 22 November 2023**
At 7.00pm in Sandbach Town Hall.

Committee Members: Cllrs G Lindop (Chair), S Corcoran (Vice Chair), J Arnold, N Cook, M Deakin, K England, D Hegarty, M Mitchel, A Nevitt, T Wheatcroft.

1. APOLOGIES FOR ABSENCE

Please ensure apologies are received by **the Chief Officer no later than 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.

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

3. ELECTION OF COMMITTEE CHAIR

Lead: Chair

Action: *To elect a new Committee Chair, following the resignation of the current Chair.*

4. EXCLUSION OF PUBLIC AND PRESS

To consider, under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), press representatives and public be excluded from the meeting for any of the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

Lead: Chair

Action: *To approve items to be excluded from press and public, if appropriate.*

5. MINUTES OF THE FINANCE POLICY AND GOVERNANCE MEETING

[Attached: Minutes of the meeting held 9 August 2023]

Lead: Chair

Action: *To approve the minutes of the 9 August 2023 meeting.*

6. 2024-25 DRAFT BUDGET RECOMMENDATIONS

[Attached: Budget Report and Supporting Documents]

Lead: Chair

Action: *to consider the report and supporting information and recommend the following to Full Council:*

- i) 2024 -25 net expenditure level*
- ii) Adjustments to Earmarked Reserves*
- iii) Use of general reserves, whilst adhering to the Council's Reserves Policy*
- iv) Precept level and Council Tax (Band D)*

7. GRANTS APPLICATIONS (OVER £500 and UNDER £5,000)

7.1 Grant Applications (over £500 and under £5,000)

[Attached: Grant Applications received in Quarter 2]

7.1a Sandbach Day of Folk & Morris Dance – requested amount £3,000;

7.1b South West Cheshire Scouts – requested amount £2,500;

7.1c Minerva Arts – requested amount £1,500]

[Links: <https://sandbach.gov.uk/wp-content/uploads/2023/11/Minerva-Arts-redacted.pdf>;
<https://sandbach.gov.uk/wp-content/uploads/2023/11/Minerva-Arts-Accounts-redacted.pdf>]

Lead: Chair

Action: *To consider the grant applications for approval against the Council's grant application criteria and an outstanding 2023-24 budget provision of £20,011.*

7.2 Grants Feedback

[Attached: Completed Grant Feedback Forms]

Lead: Chair

Action: *To note the feedback.*

8. POLICY REVIEW

[Attached: Policy Review Schedule]

Lead: Chair

The Council has been undertaking a comprehensive policy review since January 2022 and has thus far updated 9 key policies based on operational priorities. A more systematic approach is now required which ensures all policies are updated and reviewed on a consistent basis.

Action:

- i) To note the proposed indicative timetable;*
- ii) To approve that each policy will be reviewed every 4 years, except where specific amendments are proposed and / or required.*

9. SPONSORSHIP POLICY

[Attached: Draft Sponsorship Policy]

Lead: Chair

At its meeting on 21 September 2022, the Council approved its policy for Sponsorship. It was agreed that the Council's criteria should be added to this policy in due course.

Action: *To consider the updated policy and make recommendations to Full Council.*

10. QUARTERLY FINANCE REPORTS

[Attached: 10a Q2 2023-24 BACS & DD Payments made;
10b Q2 2023-24 CREDIT CARD Payments made;
10c Q2 2023-24 Payments made Current Acc;
10d Q2 2023-24 PETTY CASH Payments made]

Lead: Chair

Actions: *To approve Q2 Financial Reports.*

11. ITEMS FOR THE NEXT MEETING

Lead: Chair

Action: *To consider and agree items for the next meeting.*

12. DATE AND TIME OF NEXT MEETING

The date of the next meeting is Wednesday 7th February 2024 at 7pm in Sandbach Town Hall

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SANDBACH
TOWN COUNCIL

FINANCE, POLICY AND GOVERNANCE COMMITTEE

Minutes for the meeting held on **Wednesday, 9 August 2023**
at 7.00pm in Sandbach Town Hall.

Committee Members: Cllrs G Lindop (Chair), S Corcoran (Vice Chair), J Arnold, N Cook, M Deakin, K England, D Hegarty, M Mitchel, A Nevitt, T Wheatcroft.

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs S Corcoran and M Deakin.

2. DECLARATIONS OF INTEREST

Cllr L Crane declared a non-pecuniary interest in items 6 a and b which she considered to be non-prejudicial.

The Chair adjourned the meeting to allow presentations and questions relating to items on this agenda from members of the public. Three out of the four grant applicants made presentations to the Committee and took questions in advance of their applications being considered for formally under item 6 of the Agenda.

The Chair reconvened the meeting.

3. EXCLUSION OF PUBLIC AND PRESS

To consider, under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), press representatives and public be excluded from the meeting for any of the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

Lead: Chair

Resolved: *No items were excluded from the press and public.*

4. MINUTES OF THE FINANCE POLICY AND GOVERNANCE MEETING

[Attached: Minutes of the meeting held 1 February 2023]

Lead: Chair

Resolved: *The minutes of the 1st February 2023 meeting were approved as an accurate record. It was noted that the item for Sponsorship was*

outstanding. The Chief Officer explained this was due to a legacy backlog of work relating to policy review and current lack of resources to deal with non urgent work.

5. COMMITTEE TERMS OF REFERENCE

[Attached: Draft Terms of Reference]

Lead: Chair

Resolved: the draft terms of reference were considered and it was agreed that reference to the new small grants policy and reporting image data breaches should be included in the proposed Terms of Reference to Council.

6. GRANTS APPLICATIONS (OVER £500 and UNDER £5,000)

[Attached: Grant Applications received in Quarter 1]

Lead: Chair

The Chair thanked all the applicants for their presentations and for providing additional information where requested.

6a Veg and Vibe LTD – requested amount £5,000;

Members were concerned that this was a large sum, when there was already provision through the cooking on a budget initiative, to which the Council had already made a significant contribution.

6b Sandbach Partnership - requested amount £2,520;

Members were concerned that this event was free of charge and that there had been no specific fund raising from the applicant towards event costs.

6c SW Cheshire Scouts – Shipton Explorer Scout Unit - requested amount £2,000

Members were concerned that the applicant had not attended the meeting and could not therefore resolve queries regarding timing and benefactors of the grant.

6d SMILE – requested amount £4,280

Members fully supported this application and felt it provided a vital service in the local community.

Resolved:

- i) Sandbach Partnership were awarded £1,280 following a named vote on the amendment to award half the requested amount. An initial amendment to award £1,750 fell.

Cllrs	Amend 1	Amend 2
M Mitchell	A	A
T Wheatcroft	F	F
N Cook	F	F
K England	F	F
L Crane	A	A
A Nevitt	A	A
J Arnold	A	A
D Hegarty	F	F
G Lindop (Chair)	A	F
Result	5 A 4 F	5 F 4 A
Decision	FELL	CARRIED

- ii) SMILE was awarded the full amount of £4,280

7. SMALL GRANTS ALLOCATION SUMMARY

[Attached: Small Grant Application Summary]

Lead: Chair

Resolved:

- i) That the small grants approved in Quarter 1 are noted;
- ii) It was approved that the remaining budget of £1,150 is merged with the main Grants budget (code 4530) for future allocations.

8. 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. Some questions were raised about the relevance of some of the actions and felt they may be outside the terms of reference. Members also felt that it was necessary to carry out some focussed work to determine both priorities and actions to deliver those priorities

Resolved: *To recommend to Full Council that a Task and Finish Group is set up to establish the priorities and actions for the Council to complete its delivery of the Corporate Strategy in the most efficient manner.*

9. CURRENT YEAR BUDGET

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

Lead: Chair

It was confirmed that the payment under projects was the first installment of the Cost of Living contribution to the pantry and cooking on a budget initiative. The Chief Officer agreed to explore if the account heading could be made more specific although this is determined by the finance system. A request was made for information relating to the Small Common Capital Project which falls outside the revenue budget. It was noted that Town Hall income was over budget for the first quarter and the team were thanked for their efforts in this regard. Also noted that outdoor market income was under budget and the Co noted that this was intended to be addressed by the current rent review and the market modernisation programme.

Resolved: *the actuals against budget position for Finance, Policy and Governance Committee activities were noted.*

10. QUARTERLY FINANCE REPORTS

[Attached: 10a Q1 2023-24 BACS & DD Payments made;
10b Q1 2023-24 CREDIT CARD Payments made;
10c Q1 2023-24 Payments made Current Acc;
10d Q1 2023-24 PETTY CASH Payments made]

Lead: Chair

The Party in the Park invoice was discussed and references made to possible insurance cover. The Chief Officer agreed to circulate the final cost of the Party in the Park event to members of the Committee in due course.

Resolved: *The Q1 Financial Reports were approved*

- 11. ITEMS FOR THE NEXT MEETING (where resources allow)**
Policy Review (including Sponsorship Criteria); 2024-25 Budget Recommendation.

12. DATE AND TIME OF NEXT MEETING

The date of the next meeting is Wednesday 22nd November 2023 at 7pm in Sandbach Town Hall

Meeting Closed 8.35pm
Cllr G Lindop / CL

DRAFT

Finance, Governance and Policy Committee 22.11.23

2024-25 Budget Recommendations to Full Council

Introduction

Under the Council's scheme of delegation, Finance, Policy and Governance Committee is required to make a recommendation to Full Council regarding the Council's 2024-25 spending plans and precept. This will be considered by Full Council on 6 December 2023 in order to make a final Council resolution within the necessary timescale.

Tax Base and Band D Equivalent

Cheshire East Council has informed the Town Council that its taxbase has marginally increased from 2023-24 as follows:

2023-24 Taxbase: 8,857

2024-25 Taxbase: 8,992

In 2023-24 the Council set a precept of £732,380 after using £15,910 of its general reserves resulting in a Council Tax Band D rate of £82.69.

Council Reserve levels

In 2022, the Council agreed a Reserves Policy. This policy sets the parameters of acceptable general reserve levels which should be no higher than its net expenditure budget. In 2023-24, the Council's level of general reserves was £440K and its net expenditure budget was £732K. It is the advice of the Chief Officer and Responsible Finance Officer that Sandbach Town Council's general reserves should remain around £500K due to the profile of its asset base and activities.

In addition to general reserves the Council has a number of Earmarked Reserves, committed for a specific purpose. Earmarked reserves were fundamentally reviewed in 2022 and are now updated every year.

Full Council Informal Meeting 8.11.23

As in every year, all Councillors were invited to an informal budget briefing where a baseline budget was presented and all assumptions were explained. Members discussed a number of issues including staffing pressures, new and existing policy proposals, inflation factors, cost reviews and additional services which may affect the budget. Resolutions from the latest Personnel and Assets & Services Committees were also considered.

The Chief Officer was asked to formulate a draft budget based on these discussions, to be debated in full at the FPG Committee, and to resolve what would be recommended to Council for its 2024-25 budget.

The following amendments have therefore been made to the baseline budget and included in the **draft** budget to be considered at FPG:

- 1) An increase in the revenue budget to fund a sustainable staffing structure including a part time bought in Ranger;
- 2) An increase in the revenue budget to fund replacement Green Space Maintenance following the proposed reduction in service from CEC;
- 3) A transfer to general reserves of £47,514;
- 4) Adjustments to, and the creation of, specific Earmarked Reserves for the purposes set out in Appendix 3;
- 5) The use of general reserves of approximately £20K to limit a Council tax band D equivalent to around 5%.

Supporting Information

In order to make an informed decision, members have been provided with the following information, which is in line with ChALC guidance:

Appendix 1: Draft baseline budget adjusted following discussions at the Informal budget briefing;

Appendix 2: Predicted expenditure and income plans against 2023-24 (current) budget.

Appendix 3: Level of general and earmarked reserves available to the Council, before and after recommended transfers;

Recommended that:

- i) Finance, Policy & Governance Committee consider the supporting information and recommend the following to Full Council:
 - 2024 -25 net expenditure level
 - Adjustments to Earmarked Reserves
 - Use of general reserves, whilst adhering to the Council's Reserves Policy
 - Precept level and Council Tax (Band D)

CL 13.11.23

	Description	2022-23 Budget	Inflation	Inflation Rate	Adjustment	2023-24 Budget	Adjustment	2023-24 Adjusted budget	Inflation Rate	Inflation Amount	2024-25 Draft Budget	NOTES / FORECAST POINTS (CL)
		£	£		£	£	£	£		£	£	
	101 Administration											
4100	Mayor's Allowance	2,000	-	-	-	2,000	500	2,500	-	-	2,500	
4101	Civic & Ceremonial	2,500	-	-		2,500		2,500	-	-	2,500	
4110	ICT Support	7,500	375	5		7,875		7,875	5	394	8,269	
4111	Subscriptions	4,000	200	5		4,200	-	4,200	5	210	4,410	
4112	Audit Fees	5,180	259	5		5,439		5,439	5	272	5,711	
4114	Accountancy Services	8,200	410	5		8,610	- 2,000	6,610	-	-	6,610	
4120	Insurance	10,000	-		5,000	15,000		15,000	5	750	15,750	
4123	Telephones	2,500	75	3		2,575		2,575	5	129	2,704	
4124	Internet		-					-		-	-	
4130	Stationery	1,000	100	10		1,100		1,100	5	55	1,155	
4131	Photocopying	1,000	-		500	1,500		1,500	5	75	1,575	
4135	Postages	400	-	-	200	200		200	5	10	210	
4136	Election Costs/Referendum Costs	8,000	-	-	8,000	-		-	-	-	-	Reserves
4141	Office Equipment/Furniture	3,000	-		1,000	4,000		4,000		-	4,000	
4142	Office Maintenance	500	-	-		500		500	-	-	500	
4145	Financial Software	1,100	55	5		1,155		1,155	5	58	1,213	
4150	Travelling Expenses	500	25	5		525		525	-	-	525	
4151	Training	4,000	-	-		4,000		4,000	-	-	4,000	
4152	HR & H&S Support	5,000	-			5,000		5,000	5	250	5,250	
4154	Aged Debt Write off	-	-		3,000	3,000		3,000	-	-	3,000	
4197	Bank Charges	2,500	-			2,500		2,500	-	-	2,500	
4199	Other Expenses	100	-			100		100	-	-	100	
4630	Legal Fees	1,500	-			1,500		1,500	-	-	1,500	
4670	New Purchases Projects	20,000	-	-	20,000	-		-	-	-	-	
6140	Waste Disposal	1,500	-	5		1,500		1,500	-	-	1,500	Under review - costs will decrease
6290	Advertising	1,000	50	5		1,050		1,050	-	-	1,050	
	NOTIONAL RENT (TOWN HALL)	-			50,000	50,000	- 25,000	25,000	-	-	25,000	Corporate loan share
	Rent (Enterprise)					20,000	20,000	20,000	-	-	20,000	Offset by Boardroom Hire Income
101	Administration Net Exp	92,980	1,549		31,300	125,829	- 6,500	119,329		2,202	121,531	
	102 Staff Costs											
4000	Salaries	145,400	21,810	15	48,005	215,215	23,209	238,424	5	10,761	249,185	Sustainable staff structure
4001	Employer's NI	15,700	2,355	15	4,505	22,560	338	22,898	5	1,128	24,026	
4002	Pension Contributions	32,900	4,935	15	10,809	48,644	2,872	51,516	5	2,432	53,948	
4003	Staff Review (contingency)	70,000	10,500	15	- 70,000	10,500	- 10,500	-	-	-	-	

[illegible]

[illegible]

	NOTIONAL RENT INCOME	-				50,000	50,000	- 25,000	25,000	-	-	25,000	Per above
180	Town Hall - Income	131,500	2,500			40,000	174,000	- 15,000	159,000		5,525	164,525	
180	Town Hall Net Exp over Income	99,735	17,088		-	19,575	97,248	15,000	108,248		2,433	110,831	
182	Car Parks												
4619	Car Park refurbishment	10,000	-	-	-	10,000	-	-	-	-	-	-	
6080	Maintenance	500	-				500	-	500	-	-	500	
182	Car Parks Net Exp	10,500	-	-	-	10,000	500	-	500		-	500	
184	Town Hall Shop Units												
6351	Shop Units Expenditure	1,500	-	-			1,500	-	1,500	-	-	1,500	
184	Shop Units - Income	15,850	793	5			16,643	2,000	18,643	-	-	18,643	Elec Recharge incl / Valuer Review
184	Shop Units Net Exp over Income	- 14,350	- 793			-	- 15,143	2,000	- 17,143		-	- 17,143	
185	Ranger												
	Salary	-	1,658	15		11,051	12,709	- 12,709	0	-	-	0	Review ranger service
	NI	-	44	15		294	338	- 338	0	-	-	0	
	Pensions	-	375	15		2,497	2,872	- 2,872	0	-	-	0	
6230	Equipment renewals	6,500	-	-			6,500	- 6,500	-	-	-	-	
6200	Motor Expenses	1,000	-	-			1,000	- 1,000	-	-	-	-	
	Bought in part time							25,000	25,000	-	-	25,000	Proposal for consideration
	Additional Green Space							15,000	15,000	-	-	15,000	Proposal for consideration
185	Ranger Net Exp	7,500	2,076			13,842	23,418	16,581	39,999		-	39,999	
	Outdoor Market												
6021	Employers NIC	2,600	390	15	-	1,219	1,771	-	1,771	5	89	1,860	
6022	Superannuation/ Pension	6,800	1,020	15	-	2,978	4,842	-	4,842	5	242	5,084	
6023	Market wages	44,900	6,735	15	-	15,313	36,322	-	36,322	5	1,816	38,138	
6070	Training	800	-	-			800	-	800	-	-	800	
6080	Maintenance	2,000	-	-	-	1,000	1,000	-	1,000	5	50	1,050	Earmarked Reserve for major works
6090	Health and Safety	450	-	-			450	-	450	-	-	450	
6100	Light and Heat	625	31	5			656	-	656	-	-	656	
6110	Rates and Water	8,250	413	5			8,663	-	8,663	-	-	8,663	
6120	Repairs	500	-	-	-	500	-	-	-	-	-	-	
6124	Condition survey	5,390	-	-	-	5,390	-	-	-	-	-	-	
6140	Waste Disposal	5,000	-	-			5,000	-	5,000	-	-	5,000	Under review - costs will decrease

6200	Motor expenses	4,500	-	-	-	2,000	2,500	-	1,000	1,500	-	-	1,500	
6230	Equipment renewals	3,000	-	-	-	1,500	1,500	-	-	1,500	-	-	1,500	
6280	Telephone	175	9	5			184	-	-	184	-	-	184	
6290	Promotion/ Advertising	2,500	-		-	1,000	1,500	-	-	1,500	-	-	1,500	
6350	Irrecoverable VAT	1,000	-	-	-	1,000	1,000	-	-	1,000	-	-	1,000	
6352	Christmas Market Expenditure	6,000	-	-	-	3,000	9,000	-	9,000	-	-	-	-	Move to Events
190	Outdoor Market - Exp	94,490	8,598		-	27,900	75,188	-	10,000	65,188		2,197	67,384	
1905	Outdoor Market Rent Income	30,000	3,000	10		-	33,000	-	-	33,000	10	3,300	36,300	
1906	Christmas Market Income	5,000	-				5,000	-	5,000	-	-	-	-	
1911	Gazebo income	2,000	-				2,000	-	-	2,000	5	100	2,100	
190	Outdoor Market - Income	37,000	3,000			-	40,000	-	5,000	35,000		3,400	38,400	
190	Outdoor Mkt Net Exp over Income	57,490	5,598		-	27,900	35,188	-	5,000	30,188	-	1,203	28,984	
191	Indoor Market													
6021	Employers NIC	1,300	195	15		81	1,576	-	-	1,576	5	79	1,655	
6022	Pension Contributions	3,800	570	15		22	4,392	-	-	4,392	5	220	4,612	
6023	Market wages	16,000	2,400	15		911	19,311	-	-	19,311	5	966	20,277	
6070	Training	260	13	5			273	-	-	273	-	-	273	
6080	Maintenance	800	-	-		1,200	2,000	-	-	2,000	-	-	2,000	Earmarked Reserve for major works
6090	Health and Safety	450	-	-			450	-	-	450	-	-	450	
6100	Light and Heat	7,500	375	5			7,875	-	-	7,875	5	394	8,269	
6110	Rates and Water	6,700	335	5			7,035	-	-	7,035	5	352	7,387	
6120	General repairs	1,600	-	-	-	1,600	-	-	-	-	-	-	-	
6124	Condition survey	1,400	-	-	-	1,400	-	-	-	-	-	-	-	
6140	Waste Disposal	1,300	-	-			1,300	-	-	1,300	-	-	1,300	
6220	Cleaning	500	25	5			525	4,000	-	4,525	-	-	4,525	
6230	Equipment renewals	1,000	-	-			1,000	-	-	1,000	-	-	1,000	Earmarked Reserve for major one off items
6280	Telephone	100	5	5			105	-	105	-	-	-	-	
6290	Market Hall Advertising	2,500	-			1,500	4,000	-	2,000	2,000	-	-	2,000	
6350	Irrecoverable VAT	3,125	-				3,125	-	-	3,125	-	-	3,125	
191	Indoor Market - Expenditure	48,335	3,918			714	52,967	1,895		54,862		2,009	56,871	
1901	Indoor Market Rent Income	35,000	3,500	10		5,000	43,500	-	-	43,500	10	4,350	47,850	
New Code	Recharge Electricity		-					1,000	1,000		-	-	1,000	
191	Indoor Market - Income	35,000	3,500			5,000	43,500	1,000		44,500	10	4,350	48,850	

	Indoor Mkt Net Exp over Income	13,335	418	-	4,286	9,467	895	10,362	-	2,341	8,021	
	200 Public Conveniences											
	6100 Light and Heat	750	38	5		788	-	788	-		788	
	6110 Rates and Water	600	30	5		630	-	630	-		630	
	6120 Repairs	1,000	-	-		1,000	-	500	-		500	
	6140 Waste Disposal	250	-	-		250	-	250	-		250	
	6400 Supplies (Public Conveniences)	1,000	-	-		1,000	-	1,000	-		1,000	
	6402 Vandalism Repairs	1,500	-	-	1,000	500	-	500	-		500	
	6406 Contract Cleaning	16,500	825	5		17,325	-	17,325	-		17,325	Under Review
	200 Public Conveniences Net Exp	21,600	893	-	1,000	21,493	-	20,993	-	20,993		
	4667 Asset Maintenance Provision	10,000	-			10,000	-	10,000	-		10,000	As advised
	4667 Capital Projects Exp	35,000	-	-	25,000	10,000	-	10,000			10,000	
	1190 Interest	-	400		200	-	10,000	-	10,200	-	10,200	Increase in national interest rates
	Contingency (if agreed)	-	-		-	-	-	-	-	-	-	
	Other Net Exp						-	10,000	-	10,200	-	
	Overall NET Budget	722,770	70,620	-	45,100	748,290	32,395	772,685	19,347	-	792,182	
	USE OF RESERVES					15,910					20,000	Proposal for consideration
	PRECEPT					732,380					772,182	
	Difference										39,802	
	Percentage Increase										5.02	
	Band D (Estimated)					82.69					86.84	
	Taxbase					8,856.94					8,892.13	

4.15

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>		
<u>Council</u>		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>100</u>	<u>Town Council Income</u>									
1176	Precept	695,310	695,310	732,380	732,380	0	0	0	0	0
1190	Interest Received	400	6,564	200	16,541	0	0	0	0	0
1912	Other income	0	0	0	5,533	0	0	0	0	0
	Total Income	<u>695,710</u>	<u>701,874</u>	<u>732,580</u>	<u>754,454</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>695,710</u>	<u>701,874</u>	<u>732,580</u>	<u>754,454</u>	<u>0</u>		<u>0</u>		
	Council - Income	695,710	701,874	732,580	754,454	0	0	0	0	0
	Expenditure	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>695,710</u>	<u>701,874</u>	<u>732,580</u>	<u>754,454</u>	<u>0</u>		<u>0</u>		
<u>Finance, Policy & Governance</u>										
<u>101</u>	<u>Administration</u>									
4840	Refreshment purchases	0	9	0	1	0	0	0	0	0
	Direct Expenditure	<u>0</u>	<u>9</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4100	Mayor's Allowance	2,000	2,000	2,000	1,000	0	0	0	0	0
4101	Civic & Ceremonial	2,500	1,379	2,500	194	0	0	0	0	0
4108	Outlook 365	0	0	0	299	0	0	0	0	0
4109	ICT Costs	0	0	0	1,775	0	0	0	0	0
4110	ICT Support/Packages	7,500	8,286	7,875	5,064	0	0	0	0	0
4111	Subscriptions	4,000	3,212	4,200	2,239	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
4112	Audit Fees Internal & External	5,180	3,219	5,439	2,109	0	0	0	0
4114	Accountancy Support	8,200	6,711	8,610	2,300	0	0	0	0
4115	Office 365/Outlook (Emails)	0	3,045	0	1,478	0	0	0	0
4120	Insurance	10,000	10,930	15,000	9,981	0	0	0	0
4121	Rent- Enterprise	0	0	0	7,704	0	0	0	0
4123	Telephones	2,500	1,983	2,575	1,020	0	0	0	0
4130	Stationery	1,000	996	1,100	951	0	0	0	0
4131	Photocopying	1,000	1,125	1,500	654	0	0	0	0
4135	Postages	400	4	200	0	0	0	0	0
4136	Election costs	8,000	11,419	0	0	0	0	0	0
4141	Office Equipment/Furniture	3,000	4,210	4,000	1,673	0	0	0	0
4142	Office Maintenance	500	231	500	137	0	0	0	0
4144	STC Work Wear	0	602	0	0	0	0	0	0
4145	Financial Software	1,100	1,169	1,155	1,289	0	0	0	0
4150	Travelling Expenses	500	272	525	25	0	0	0	0
4151	Training	4,000	2,595	4,000	2,378	0	0	0	0
4152	HR & H&S Support	5,000	5,312	5,000	775	0	0	0	0
4154	Aged debt write off	0	0	3,000	0	0	0	0	0
4197	Bank Charges	2,500	2,489	2,500	1,091	0	0	0	0
4198	Cleaning	0	3,855	0	1,017	0	0	0	0
4199	Other Expenses	100	21	100	19	0	0	0	0
4630	Legal Fees	1,500	1,284	1,500	0	0	0	0	0
4670	New Purchases/Projects	20,000	0	0	3,600	0	0	0	0
4850	Legal and professional fes	0	-94	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	29,605	14,803	0	0	0	0	0
Overhead Expenditure	92,980	77,694	105,434	66,014	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	(105,434)	(54,317)	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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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
Movement to/(from) Gen Reserve									
400 Projects									
4600 Projects	0	0	0	4,575	0	0	0	0	0
4614 Office Project	25,000	3,493	0	0	0	0	0	0	0
4626 Community/Pubwatch	0	5,412	0	0	0	0	0	0	0
4648 Neighbourhood Plan	0	168	0	138	0	0	0	0	0
4667 Asset Maintenance Prov	10,000	0	10,000	0	0	0	0	0	0
Overhead Expenditure									
9000 plus Transfer from EMR	35,000	9,073	10,000	4,713	0	0	0	0	0
9001 less Transfer to EMR	0	0	0	4,575	0	0	0	0	0
Movement to/(from) Gen Reserve									
	(35,000)	(33,573)	(10,000)	(138)	0		0		
Finance, Policy & Governance - Income									
Expenditure									
0	0	0	0	0	0	0	0	0	0
395,480	283,903		415,903	175,860	0	0	0	0	0
Net Income over Expenditure									
	-395,480	-283,903	-415,903	-175,860	0	0	0	0	0
plus Transfer from EMR	0	93,508	0	19,333	0	0	0	0	0
less Transfer to EMR	0	29,500	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve									
	(395,480)	(219,895)	(415,903)	(156,528)	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
Assets & Services Committee									
180	Sandbach Town Hall								
1912		0	2	0	0	0	0	0	0
4801	8,000	2,802	8,000	1,392	0	0	0	0	0
4806	8,000	919	8,000	714	0	0	0	0	0
4807	5,500	4,854	5,500	1,796	0	0	0	0	0
4808	0	34	0	53	0	0	0	0	0
4809	0	45	0	9	0	0	0	0	0
6000	60,000	56,611	50,000	30,289	0	0	0	0	0
6002	50,000	45,812	52,500	25,708	0	0	0	0	0
6004	0	650	0	0	0	0	0	0	0
Total Income			124,000	59,960	0	0	0	0	0
4831	5,000	1,333	4,000	830	0	0	0	0	0
4838	5,500	3,492	5,775	1,486	0	0	0	0	0
4840	4,000	449	4,200	52	0	0	0	0	0
6010	20,000	16,611	21,000	9,916	0	0	0	0	0
Direct Expenditure			34,975	12,284	0	0	0	0	0
4111	0	210	0	115	0	0	0	0	0
4670	3,000	2,515	3,000	1,892	0	0	0	0	0
6020	65,200	66,118	89,071	49,221	0	0	0	0	0
6021	4,500	3,495	4,529	4,157	0	0	0	0	0
6022	9,300	8,906	17,055	9,389	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
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	688	0	0	0	0
6150	Security	500	514	525	0	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	0	0	0	0	0	0
	Overhead Expenditure	196,735	170,800	206,668	98,047	0	0	0	0
	Movement to/(from) Gen Reserve	(99,735)	(80,956)	(117,643)	(50,370)	0	0	0	0
182	Car Parks								

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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
4619 Car Parks refurbishment	10,000	9,822	0	139,773	0	0	0	0	0
6080 Maintenance	500	0	500	0	0	0	0	0	0
Overhead Expenditure	10,500	9,822	500	139,773	0	0	0	0	0
plus Transfer from EMR	0	4,943	0	139,773	0	0	0	0	0
Movement to/(from) Gen Reserve	(10,500)	(4,880)	(500)	0	0		0		
184 Town Hall Shop Units									
1914 Electricity Recharge	0	1,739	0	0	0	0	0	0	0
6005 TH Shop Units Rent	15,850	16,232	16,643	7,925	0	0	0	0	0
Total Income	15,850	17,971	16,643	7,925	0	0	0	0	0
6100 Light and Heat	0	-2,324	0	0	0	0	0	0	0
6351 Town Hall Units Expenditure	1,500	616	1,500	174	0	0	0	0	0
Overhead Expenditure	1,500	-1,708	1,500	174	0	0	0	0	0
Movement to/(from) Gen Reserve	14,350	19,679	15,143	7,751	0		0		
190 Outdoor Market									
1905 Outdoor Market Rent	30,000	20,880	33,000	9,455	0	0	0	0	0
1906 Christmas Markets Income	5,000	2,655	0	0	0	0	0	0	0
1907 Other Market Income	0	250	0	0	0	0	0	0	0
1911 Gazebo Income	2,000	4,368	2,000	2,696	0	0	0	0	0
1912 Other income	0	0	0	325	0	0	0	0	0
Total Income	37,000	28,153	35,000	12,476	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
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	9,219	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	2,361	0	0	0	0	0
6200 Motor expenses	4,500	2,102	2,500	-8	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	25,976	0	0	0	0	0
Movement to/(from) Gen Reserve	(57,490)	(59,016)	(31,188)	(13,501)	0		0		
191 Indoor Market									

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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
1901	Indoor Market Rent	35,000	43,049	43,500	22,737	0	0	0	0
1906	Christmas Markets Income	0	1,040	0	0	0	0	0	0
1907	Other Market Income	0	200	0	0	0	0	0	0
1914	Electricity Recharge	0	860	0	3,805	0	0	0	0
Total Income		35,000	45,149	43,500	26,542	0	0	0	0
4111	Subscriptions	0	210	0	307	0	0	0	0
6020	Salaries	0	0	19,311	8,554	0	0	0	0
6021	Employers NIC	1,300	2,876	1,576	756	0	0	0	0
6022	Superannuation	3,800	7,703	4,392	1,594	0	0	0	0
6023	Casuals wages	16,000	33,166	0	763	0	0	0	0
6070	Training	260	0	273	0	0	0	0	0
6080	Maintenance	800	746	2,000	140	0	0	0	0
6090	Health and Safety	450	0	450	13	0	0	0	0
6100	Light and Heat	7,500	8,914	7,875	6,380	0	0	0	0
6110	Rates and Water	6,700	8,364	7,035	4,027	0	0	0	0
6120	Repairs	1,600	2,116	0	0	0	0	0	0
6124	Condition Survey	1,400	0	0	0	0	0	0	0
6140	Waste Disposal	1,300	1,517	1,300	501	0	0	0	0
6220	Cleaning	500	3,633	525	2,687	0	0	0	0
6230	Equipment renewals	1,000	871	1,000	0	0	0	0	0
6280	Telephone	100	66	105	35	0	0	0	0
6291	Market Hall Advertising	2,500	1,587	4,000	459	0	0	0	0
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

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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
Overhead Expenditure									
Movement to/(from) Gen Reserve									
195 Ranger (New Code)									
6020 Salaries	0	0	12,709	5,803	0	0	0	0	0
6021 Employers NIC	0	0	338	513	0	0	0	0	0
6022 Superannuation	0	0	2,872	0	0	0	0	0	0
6024 Employers Casuals NIC	0	888	0	0	0	0	0	0	0
6025 available to use	0	74	0	0	0	0	0	0	0
6200 Motor expenses	1,000	588	1,000	1,045	0	0	0	0	0
6230 Equipment renewals	6,500	1,339	6,500	0	0	0	0	0	0
Overhead Expenditure	7,500	2,889	23,419	7,361	0	0	0	0	0
Movement to/(from) Gen Reserve	(7,500)	(2,889)	(23,419)	(7,361)	0		0		
200 Public Conveniences									
6100 Light and Heat	750	542	788	392	0	0	0	0	0
6110 Rates and Water	600	335	630	0	0	0	0	0	0
6120 Repairs	1,000	512	1,000	303	0	0	0	0	0
6140 Waste Disposal	250	0	250	0	0	0	0	0	0
6400 Supplies (Public Conveniences)	1,000	650	1,000	600	0	0	0	0	0
6402 Vandalism Repairs	1,500	68	500	14	0	0	0	0	0
6406 Contract Cleaning	16,500	12,316	17,325	6,609	0	0	0	0	0
Overhead Expenditure	21,600	14,423	21,493	7,918	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
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	106,902	0	0	0	0	0
Expenditure	415,160	382,919	407,710	318,543	0	0	0	0	0
Net Income over Expenditure	-195,810	-179,917	-188,567	-211,641	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)	(188,567)	(71,868)	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>Community & Events Committee</u>										
<u>110</u>	<u>Grants/Discretionary Payments</u>									
4500	Transport Festival	12,000	23,000	18,000	18,000	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	57,583	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		(111,380)	(112,302)	(115,998)	(54,224)	0		0		
<u>140</u>	<u>Community Events</u>									
1906	Christmas Markets Income	0	0	5,000	4,274	0	0	0	0	0

Continued on next page

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
1910		0	1,084	111	0	0	0	0	0
1912		0	1,200	0	0	0	0	0	0
4801		0	3,360	50	0	0	0	0	0
		0	5,644	4,435	0	0	0	0	0
	Total Income								
4820		20,500	15,602	14,868	0	0	0	0	0
4841		0	2,834	0	0	0	0	0	0
4844		0	-1,030	9,162	0	0	0	0	0
6352		0	0	21	0	0	0	0	0
		20,500	17,406	24,052	0	0	0	0	0
	Overhead Expenditure								
		-20,500	-11,762	-19,617	0	0	0	0	0
	140 Net Income over Expenditure								
9000		0	0	9,157	0	0	0	0	0
9001		0	12,000	0	0	0	0	0	0
		(20,500)	(23,762)	(10,460)	0		0		
	Movement to/(from) Gen Reserve								
		0	5,644	4,435	0	0	0	0	0
	Community & Events Committee - Income								
		131,880	133,549	81,635	0	0	0	0	0
	Expenditure								
		-131,880	-127,905	-77,200	0	0	0	0	0
	Net Income over Expenditure								
		0	14,600	12,516	0	0	0	0	0
	plus Transfer from EMR								
	less Transfer to EMR		22,759	0	0	0	0	0	0
	Movement to/(from) Gen Reserve		(131,880)	(64,683)	0		0		

Continued on next page

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	865,791	0	0	0	0	0
Expenditure	942,520	800,371	972,636	576,039	0	0	0	0	0
Net Income over Expenditure	<u>-27,460</u>	<u>110,149</u>	<u>-15,913</u>	<u>289,753</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
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	<u>(27,460)</u>	<u>170,941</u>	<u>(15,913)</u>	<u>461,375</u>	<u>0</u>		<u>0</u>		

Finance, Policy and Governance Committee 22 November 2023 - Appendix 3
Reserves Proposals Budget Setting 2024-25

Earmarked Reserves	PREVIOUS	CURRENT	ADJUSTMENT	PROPOSED
Town Hall / Asset Maintenance Reserve	141,838	145,838	55,000	200,838
Asset Strategy:				
Small Common Car Park	203,716	59,000	- 59,000	-
Fit for Purpose Accommodation Project	99,500	111,902	- 111,902	-
Short term projects	30,001	30,001	- 30,001	-
Public Toilet Refurbishment / Upgrade	50,000	50,000	- 30,000	20,000
Community Levy	5,863	5,863	-	5,863
Asset Strategy Reserve	389,080	256,766	- 230,903	25,863
Vehicle Replacement:				
New Van	1,611	1,611	8,389	10,000
Vehicle Replacement Reserve	1,611	1,611	8,389	10,000
Community Project:				
Skate Park	50,000	50,000	-	50,000
Community Project Reserve	50,000	50,000	-	50,000
2023-24 Projects	-	4,007	-	4,007
Youth Provision	-		30,000	30,000
Climate Change Pump Priming	-		35,000	35,000
Cycling Initiative	-		5,000	5,000
Market & Town Hall Renewals	-		30,000	30,000
ICT Strategy	-		20,000	20,000
Other Reserve	-	4,007	120,000	124,007
TOTAL EARMARKED RESERVES	582,529	458,222	- 47,514	410,708

GENERAL RESERVES 1 APRIL 2023		440,641	47,514	488,155
Projected Underspend 2023-24				50,000
Use of Reserves 2024-25 budget				- 20,000
GENERAL RESERVES PROJECTION 2024-25				518,155

STC General Reserves Policy:

<i>Draft Budget Net Spend (12 Months) MAX</i>	<i>748,290</i>	<i>792,182</i>
<i>Draft Budget Net Spend (3 Months) MIN</i>	<i>187,073</i>	<i>198,046</i>

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SANDBACH TOWN COUNCIL
APPLICATION FORM - GRANTS TO VOLUNTARY ORGANISATIONS

Name of Organisation or Group:

Sandbach Day of Folk and Morris Dance

Contact Person:

Address:

Post Code

Tel No:

E-mail:

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

To promote and to maintain Traditional Border Morris Dancing.

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

Is it a Registered Charity? NO

If so, please give Charity Number

- **Total cost of your project?** £3000 Sum requested from STC £ 3000
 which will include cost of Road Closure

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

Road Closure..... £1,000.00

Lunch £ 580.00

Breakfast..... £ 300.00

Publicity..... £ 250.00

Teams Expenses.....	£ 300.00
Hire of Hall.....	£ 200.00
Supporting schools	£ 250.00
10 x 240L Waste Bins from Ansa	£ 120.00

• **A summary of your project:**

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

The grant is to establish the Sandbach Day of Folk & Morris Dance and an evening event, we are planning to establish some work in schools and with the Arts for Health organisation.

We will encourage local businesses and public houses to participate in the event and the whole community.

This event has been tried and tested in Sandbach over many years and was always very successful; There was a hugely positive response on social media for its return.

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

We are planning to produce printed material alongside social media campaign.

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

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

How does the project meet these priorities?

The event will attract both local people and visitors to the town to enjoy a social and enjoyable event, members of the dance groups are from all sections of the community and the event will attract a diverse audience.

• **Have you raised funds from any other sources for this project? NO**

If yes, please state source and amount.

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

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

If yes, please give details

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

YEAR			
Accounts Balance b/f			
Accounts Balance c/f			
Income			
Expenditure			

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

- **Describe the geographical area in which your Organisation works.**
The Organisation is based in Staffordshire but promotes Traditional Morris Dance countrywide and overseas.

What proportion of the work takes place in Sandbach?

We would anticipate this event taking place annually in the town.

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

Name Domesday Morris.....

If payment by BACS is preferred:

Bank Account Name.....

Account Number Sort Code.....

Could you please indicate if you are able to/ would like to attend the meeting

to support your application, and answer any questions the committee may have: YES

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

Signed: Position within the
Organisation: ...Squire (Chair).....

Signed: Position within the
Organisation: ...Treasurer.....

On behalf of Domesday Morris.....

Date:... 15th November, 2023.....

Please note: A condition of any grant award is the return of a completed Grant Feedback form within four weeks of the project/event completion. In signing above and submitting a grant application you are committing to return the feedback form.

Town Clerk, Sandbach Town Council
Sandbach Town Hall, High Street, Sandbach , CW11 1AX

Joint Morris Organisation

MORRIS FEDERATION • MORRIS RING ♦ OPEN MORRIS

**CONFIRMATION OF
PUBLIC LIABILITY INSURANCE****PROVISION OF COVER 2023**

The Insured

**The Joint Morris Organisations
(Morris Federation, Morris Ring and Open Morris)**

Insurer and Policy Number

Period of Insurance

26-01-2023 to 25-01-2024

Name of Side or Organisation

Domesday Morris

Being a fully paid up member or associate member of the Morris Federation, the Morris Ring or Open Morris.

The issue of this document by the Treasurer or Membership Secretary of one of the Morris Organisations, who are members of the Joint Morris Organisation, confirms that the Side or member stated above has paid the subscription for the period shown above and is covered in respect of Public Liability for performances of the Morris and associated traditions and during practice to a limit of indemnity of **£10,000,000** subject to the terms and conditions of the policy. Cover is worldwide excluding U.S.A. (For which additional cover can be arranged) however **PLEASE NOTE** that trips outside of the UK must be advised in advance of the trip.

SIGNED.....

DATE OF ISSUE: 25/01/23

ISSUED BY: The Morris Federation

POSITION: Treasurer

NOTE

A PROPERTY DAMAGE EXCESS OF £250.00 APPLIES

Michael Stimpson, Heron Wharf, 12 Heron Close, Batchworth, Herts. WD3 1NF
aol.com

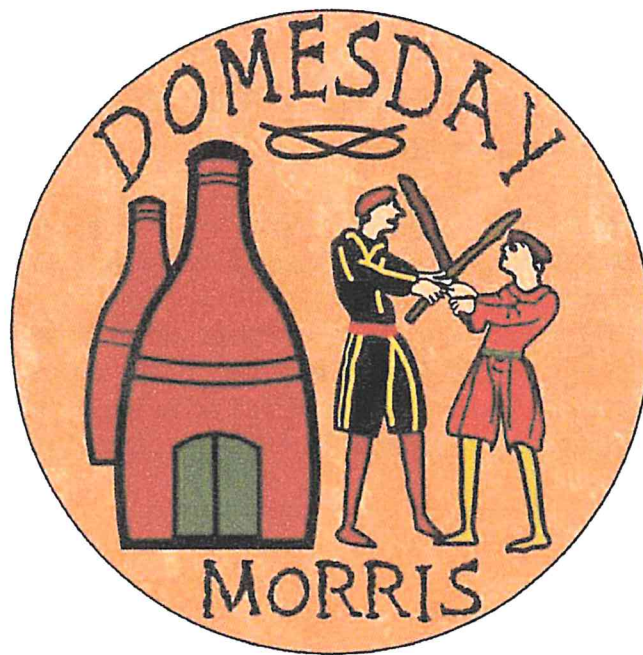
Tel: 01923 770425. e-mail StimpsonM @

Circle Marine Insurance

Newcourt House, New Street, Lymington, Hants. SO41 9BQ
Authorised and Regulated by the Financial Conduct Authority.

Domesday Morris^{7.1a}

Constitution
(The Domesday Book)



1. Name

The name of the association shall be Domesday Morris.

2. Objectives

The Objectives of the association shall be

- 2.1 To perform and promote the tradition of English Border Morris Dancing
- 2.2 To increase participation in the tradition by introducing the tradition to new audiences, especially young people, at performances, ceilidhs and festivals
- 2.3 To encourage correct performance skills and demonstration of the tradition and music

3. Powers

To achieve the Objectives, the association shall have power to

- 3.1 bring together in conference representatives of voluntary organisations, government departments, statutory authorities and individuals
- 3.2 arrange, either alone or with others, the holding of dance performances, meetings, lectures, workshops and similar activities
- 3.3 collect and disseminate information on all matters relating to its Objectives
- 3.4 produce and publish books or other documents, including films and electronic media, and to distribute them whether for payment or otherwise
- 3.5 buy, take on lease or exchange, hire or otherwise lawfully acquire and use such property or other rights and privileges which may contribute to the promotion of its Objectives
- 3.6 make regulations for the management of any property which may be acquired
- 3.7 sell, let, mortgage, charge, dispose or turn to account all or any of its property or assets
- 3.8 raise funds and invite or receive donations, provided that the association shall not engage in any permanent trading activities in raising funds for its Objectives
- 3.9 receive money on deposit or loan
- 3.10 affiliate to the Morris Federation, and to other organisations with similar Objectives

3.11 do all such other lawful things which shall further the Objectives of the association

4. Membership

4.1 The membership of Domesday Morris shall be at the invitation of the Side. The group is open to individuals age 18 and above. Children of full and active (regularly dance or play) Domesday Morris members will be made exception and admitted as members.

4.2 Membership shall initially be probationary for one month or 5 performances/practice session until approval is given by the officers of the side who deem the individual demonstrates aptitude and commitment (not necessarily attendance) and "fits in" with the existing members of the side

4.3 Potential recruits will be welcomed to practise as dancers or musicians and also to take part in social functions. The suitable recruits will be invited to "dance in" to the side at the next opportunity.

4.4 Until new recruits have been invited to "dance in" they will not be required to pay subscriptions.

5. New Members

5.1 Anyone who, at their own instigation, enquires about joining the side, should be invited to contact the membership Secretary/ Squire or Foreman for information and an invite to a practice session, on the clear understanding that this does not guarantee any future invitation to practice or invitation to become a member.

5.2 The officers of the side shall have the power to decide not to invite an individual to join the side

5.3 Active recruitment via publicity & announcements shall be managed by the officers of the side. Individual side members may refer potential members to the side.

6. Costume (also termed "Kit") All kit must be approved by the Squire and Foreman

6.1 All new members must agree to wear the prescribed costume at all times when in the public eye before joining Domesday Morris unless instructed to "stand down" by the Squire or Foreman.

6.2 Members should endeavour to arrive already fully in kit.

6.3 Members will be responsible for purchase of their shirt and Top hat from the side, at cost and of the prescribed type. Members must acquire their own mid brown corduroy trouser and wear black boots. Members will receive their tatters jacket on loan from the side returning this should they leave or should it require repair/renovation.

6.4 Hat adornment must consist of predominantly or ideally totally natural items found in the hedgerows, lanes and fields -therefore should be decorated with fur, feathers, foliage or flowers.

6.5 Members shall not deviate from Domesday Morris costume design without prior approval of the Squire and Foreman.

6.6 Members attending events without correct prescribed Kit may forfeit the option to perform at the Squire or Foreman's discretion. For some events the side will be instructed to wear specific flowers/ foliage e.g Holly Holy Day Nantwich - holly ideally with berries should feature predominantly. Members will be informed prior to the event

7. Subscriptions

7.1 Side members shall pay subscriptions each calendar month via direct debit or standing order into the Domesday Morris bank account. Such subscriptions as the committee may from time to time determine are subject to change but with three months notice to all members..

Individuals £10 per month

Junior members under the age of 18 and low waged are exempt from membership subscriptions (at the discretion of the Treasurer or Squire)

7.2 The Domesday Morris account will pay for the Practice hall, Public liability and indemnity insurance, costume and other expenses the side incurs

8. Officers

8.1 The affairs of the side shall be directed by a committee, which shall meet not less than three times a year.

8.2 The committee shall be formed from elected and none elected members, and shall consist of a minimum of three of the following honorary officers:

- Squire
- Bag (Secretary)
- Foreman
- Musical Director
- Treasurer

7.1a

and such other officers as the association shall from time to time decide. The officers all must be present for a committee meeting to take place.

8.3 If casual vacancies occur among the elected members of the committee it shall have power to fill these from amongst the members of the side. Any person appointed to fill a casual vacancy shall hold office until the next annual general meeting of the side and shall be eligible for election at that meeting.

8.4 The committee shall decide on any conditions or disputes relating to membership of the side, and shall have power to suspend or terminate membership.

9. General meetings of the association

9.1 Once in each year the side shall hold an annual general meeting (AGM), not more than 15 months after the holding of the preceding AGM, or the adoption of this constitution. The squire shall give at least 21 days notice to members.

The business of each AGM shall be to

9.1a consider the association's activities during the preceding year

9.1.b approve the accounts of the association

9.1.c elect officers

9.1.d consider and vote on proposals to alter this constitution

9.1.e consider any business of which due notice has been given

9.2 Special General Meetings (SGM) The squire will call a special general meeting of the association within 21 days of receiving a written request to do so signed by at least one third of the members to consider the business specified on the notice of meeting.

10. Rules of procedure at meetings

10.1 Voting - Questions arising at any meeting shall be decided by a simple majority of those present. Each member who has paid the current full year's subscription and attended at least 50% of practices and events shall have two votes, those attending less than 50% of practices and events will have a single vote. The squire shall have an additional or casting vote if required.

10.2 Quorum .Four out of five of the officers shall be required to form a quorum at committee meetings. Half of the members of the side shall form a quorum at general meetings. In the event that no quorum is present at an AGM

or SGM, the meeting shall be adjourned and be reconvened 14 days later, and those members present at that meeting shall be deemed to form a quorum.

10.3 Minutes - The squire shall appoint a member to record minutes of meetings to be subsequently published within 14 days of the meeting.

11 Finance

11.1 All money raised by or on behalf of the side shall be applied to further the objectives of the association, including payment of reasonable out-of-pocket expenses or donated to agreed charities

11.2 The treasurer shall keep proper accounts of the side's finances, and shall submit accounts for the last financial year at the AGM.

11.3 A bank account shall be opened in the name of the association, with cheques to be drawn on at least two signatures. Up to four officers shall be eligible to sign cheques.

11.4 The Treasurer will work with nominated officers to agree a budget for general running costs of the side such as publicity, membership.

11.5 Any prospective purchase must be approved in advance by the officers of the side:

Amounts up to £100 may be authorised by applying to two of the named signatories. This must be the Squire or Treasurer and one other committee member signatory. No monies will be paid without a valid dated receipt, or a receipt issued and validated by the 2 signatories.

Amounts over £100 pounds must be agreed by the full agreement of the side officers.

Amounts over £500 should be presented to the Squire/Treasurer who will present at the next available Domesday session or by email to members. A period of two weeks will be available for any objections/modifications. The decision will be taken as a vote by a quorum of the side by a simple majority vote in accordance with constitution voting rules. If approved then the officers will decide who will purchase the item. Monies paid out will require a valid dated receipt, or a receipt issued and validated by the 2 signatories.

12. Dissolution

If the committee decides that it is advisable to dissolve the association it shall call a special general meeting to discuss dissolution. If members decide to dissolve the association, the material assets shall be offered to an association or associations with similar objectives, The monetary assets after paying any outstanding debts and expenses shall be given to charity.

13 Alterations to the constitution

Any proposals to alter this constitution must be delivered to the squire in writing signed by at least one half of the members. The squire shall then call a special general meeting within 21 days to discuss the proposals.

This constitution is adopted as the Constitution of the Domesday Morris on 1st June 2015 (updated 8th January 2022)

(Current officer Signatories for account)

Squire [REDACTED]

Foreman [REDACTED]

Bagman (Secretary) [REDACTED]

Treasurer [REDACTED]

Members Secretary.. [REDACTED]

Musical director [REDACTED]

Risk Assessment for Domesday Morris Performance in Fenton, 28th October 2023 for the Wild Pickle event

Explanation of the table columns:

- Column 1: Look and identify all hazards you might possibly encounter.
- Column 2: State who is at risk
- Column 3: What is the possible consequence where 1 is the most minor injury requiring first aid, and 5 would be death
- Column 4: The likelihood of something going wrong where 1 is unlikely and 5 is very likely
- Column 5: Column 3 multiplied by Column 4
- Column 6: Your assessment of the risk with proposed action based on the control measure notes indicated.

Hazard Identified	Persons at Risk	Possible Severity	Probability	Risk Score; Sev. x Prob.	Control Measure
Pedestrian traffic flows or other similar activity	Performers & Audience	1	0	0	Post non dancing morris member to watch & warn pedestrian
Uneven or slippery surface of performance area.	Performers	1	0	0	Select area with acceptably even surface.
Restricted site that might obstruct pedestrian routes	Free passage of passers by	1	0	1	Conduct performance in an area that will not impede progress of passers-by.
Physical Injury by performer	Audience & Passers by	1	1	1	Performers are made aware of risk, but nothing has occurred in the side's 200+ performances. The audience is usually kept naturally about 2 to 3 metres minimum from the dancers. Mobile Phones & First Aid kit carried should anything occur.
Physical Injury by performer	Performers	1	1	1	Performers are aware of risk and accept this by participating, but again nothing serious has occurred in the side's 30+ performances. Mobile Phones & First Aid kit carried should anything occur.
Risk score	1 to 6	6 to 15	16 to 25		
Control Measure Requirements:	No action required	Action required	Prevention required		

7.1a

1-4 No action necessary
5-8 Low priority action
9-10 Medium Priority
10+ Action Essential

SANDBACH TOWN COUNCIL
APPLICATION FORM - GRANTS TO VOLUNTARY ORGANISATIONS

7.1b

Name of Organisation or Group:

...Crewe Gang Show (South West Cheshire Scouts).....

Contact Person: [REDACTED]

Address: [REDACTED]

Post Code [REDACTED]

Tel No: Day [REDACTED] Eve

E-mail: [REDACTED]@swscouts.org.uk.....

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

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

Is it a Registered Charity? YES If so, please give Charity Number 506895

1 **Total cost of your project?** £27,850... Sum requested from STC £ 2500

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

2 **A summary of your project:**

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

South West Cheshire Scouts is the administrative collective of the 22 Scout Groups that meet across the area, this comprises 16 Scout groups in Crewe, and 3 each in Sandbach and Nantwich. (you have generously funded some of these groups before for individual grants, eg Wilson House, 17th SWC.) Biannually we give the young people of our membership the opportunity to partake in a large-scale variety performance in a professional venue (Crewe Lyceum) and create a chance to work with theatre and musical professionals – and we provide this free at the point of entry to participants so as not to exclude anyone based on financial affordability.

We aim to encourage and empower young people from all backgrounds to step outside their comfort zone and achieve creativity that they might not ever expect.

The hire cost for Crewe Lyceum alone totals £15,000 (inc tech staff/kit) plus costs of rehearsal venues, musician's wages, and costumes to name just a few additional costs. We don't charge a participation fee for the young people (to ensure complete inclusivity) and rely mainly on Ticket revenue, sponsorship, and grants to ensure the show is financially sustainable to ensure its continuation.

Giving people from Sandbach, young and old, a voice (spoken and singing voice in this example) representing local views – on stage!

· Raising the profile of the town council locally and build its reputation with its constituents – including our mayors reception evening every show.

· Positive Activity on the ground building partnerships and alliances with Town Council/local Scout volunteers and Crewe's fantastic Lyceum theatre

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

We have to pay musicians at equity musician rates which will total £5500. We have an advertising budget of £60

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

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

How does the project meet these priorities?

Access to Crewe Lyceum theatre for the wider community in cast and audience members – not their usual audience, we bring the arts to the people of Sandbach and surrounding areas!

- Increase skills and learning for young people using local creative professionals (some volunteers, some professional)
- The show relies on 50+ adults in a volunteering capacity – demonstrating how Scouts empowers a volunteering culture.
- A 6-month rehearsal plan shows young people building resilience taking part in a safe activity.
- Development of teamwork to support mental health, including our own trained mental health first aider team.

4 Have you raised funds from any other sources for this project? NO

If yes, please state source and amount.

5 Are you awaiting the outcome of any other applications for funding, towards this project? YES

If yes, please state whom you have applied to and the amount of any application.

Mornflake - £500

Hall Smith Wittingham - £500

Morrisons - £200

6 Has the Organisation previously applied for a Grant from Sandbach Town Council? YES

If yes, please give details

Applied for the 2020 show. This sum was carried over and used toward our 2022 show

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

YEAR	2021	2022	2023
Accounts Balance b/f	4342.21	4342.21	4343.39
Accounts Balance c/f	4342.21	4343.39	
Income	0	21854.94	£30
Expenditure	0	16364.35	£510
Year-end bank balance	4342.21	4343.39	3864.18

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

8 Describe the geographical area in which your Organisation works.

South West Cheshire Scouts covers Sandbach, Crewe, Nantwich and surrounding villages.

9 What proportion of the work takes place in Sandbach?

Sandbach and surrounding area have 6 groups in and around the town. Our cast consists of around 150 young people. We are hoping that Sandbach Scouts are fairly represented at the 2024 show. The show also relies on circa 50 adult volunteers to support our Scouts in the recruitment, rehearsals and show week. Around a third of these are from the Sandbach area.


7.1b

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

Name .Crewe Gang Show.....


If payment by BACS is preferred:

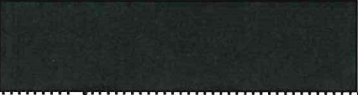
Bank Account Name ...Crewe Gang Show.....

Account Number ........Sort Code........

Could you please indicate if you are able to/ would like to attend the meeting to support your application, and answer any questions the committee may have: YES/NO

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

Signed:  Position within the Organisation: ...Chairman.....

Signed:  Position within the Organisation: ...Treasurer.....

On behalf of ...Crewe Gang Show (South West Cheshire Scouts)..... Date:...02/06/2023.....

Please note: A condition of any grant award is the return of a completed Grant Feedback form within four weeks of the project/event completion. In signing above and submitting a grant application you are committing to return the feedback form.

Town Clerk, Sandbach Town Council
Sandbach Town Hall, High Street, Sandbach , CW11 1AX

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SANDBACH TOWN COUNCIL
APPLICATION FORM - GRANTS TO VOLUNTARY ORGANISATIONS

Name of Organisation or Group:
 Minerva Arts

Contact Person: [REDACTED]

Address: [REDACTED]

[REDACTED]

[REDACTED] Post Code [REDACTED]

Tel No: Day [REDACTED] Eve [REDACTED]

E-mail: [REDACTED]@minervaarts.com

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

THE ADVANCEMENT OF, AND THE ADVANCEMENT OF EDUCATION IN THE PERFORMING ART IN NORTH WEST ENGLAND FOR THE PUBLIC BENEFIT, INCLUDING BUT NOT EXCLUSIVELY BY THE PROVISION OF A YOUTH THEATRE, THE STAGING OF PERFORMING ARTS FOR THE PUBLIC AND OUTREACH WORKSHOPS.

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

Is it a Registered Charity? **YES**/NO If so, please give Charity Number1149379.....

1 **Total cost of your project?** £.....3520..... Sum requested from STC £
1500.....

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

2 **A summary of your project:**

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

Sandbach Youth Theatre has been running successfully since we took it over from Cheshire East in 2017, having produced a number of performances, worked with over 50 local young people and contributed to the Transport Festival. In recent years, due to the struggles many people have experienced with financial worries and increasing pressure on young people's time, we have found that our numbers have decreased. We would like to be able to invest more time and money in re-developing this group, supporting young people to attend with subsidised places and keep our fees as low as possible. We need to invest in the marketing of the group and support our staff to help rebuild the group through making improved local connections.

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

Yes, the grant will cover the provision of some staff time to support the project and print media to help promote the group. Detail in attached budget.

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

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

How does the project meet these priorities?

We believe strongly that the presence of a youth theatre group that is specifically for the young people of Sandbach is of great benefit. Young people often have to travel great distances, relying on public transport or costing parents money in petrol and parking to access arts participation. We aim to provide this on the doorstep for young people so that the arts are more accessible, more relevant and can be a symbol of pride and local identity. Having positive extra-curricular activities for young people helps create a better atmosphere and community for the town as it helps to prevent antisocial behaviour. Local culture and heritage can be supported, championed and celebrated through the work of young people within a youth theatre group. Our groups try to participate in as many local events as possible and play a real part in the community.

4 Have you raised funds from any other sources for this project? YES/NO

If yes, please state source and amount.

£1650 from anticipated funds raised through fees

£370 from current High Sheriffs Fund grant

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

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

If yes, please give details

I believe we applied some years ago for a community heritage project but this did not progress due to COVID.

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

YEAR	2021-22		
Accounts Balance b/f	18128		
Accounts Balance c/f	28317		
Income	61056		
Expenditure	50857		
Year-end bank balance	28317		

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

- 8 Describe the geographical area in which your Organisation works.

Our organisation works across Cheshire including both West, East and Halton.

- 9 What proportion of the work takes place in Sandbach?

One of our five groups.

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

Name

If payment by BACS is preferred:

Bank Account Name.....Minerva

Account Number Sort Code..... ..

Could you please indicate if you are able to/ would like to attend the meeting to support your application, and answer any questions the committee may have: YES/NO I am

currently unable to attend meetings due to being on maternity leave, however I am happy to answer questions via email.

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

Signed:
 Organisation: Artistic Director

Signed:
Chair of Trustees Position within the Organisation:

On behalf of ...Minerva Arts Date:.....15th August
 2023.....

Please note: A condition of any grant award is the return of a completed Grant Feedback form within four weeks of the project/event completion. In signing above and submitting a grant application you are committing to return the feedback form.

Town Clerk, Sandbach Town Council
 Sandbach Town Hall, High Street, Sandbach , CW11 1AX

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Sandbach Budget

Staff Costs (Delivery)	1440
Venue Hire	800
Design	50
Print Marketing	200
Social Media Paid ads	35
Planning, research and development time (1 day per term)	500
Subsidised places (3x places per group)	495
Total Outgoings	3520
Young people's fees	1325
Donations	75
Ticket sales	250
Total Income	1650
Total defecit	1870
High Sheriffs	370
Town Council Ask	1500

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Sandbach Town Council

Grant Feedback Form

Form to be completed by the applicant/s and returned to Sandbach Town Council within four weeks of the completion of the Project/Event.

PROJECT/EVENT NAME:		
Applicant/s	[REDACTED]	
Organisation	Friends of Sandbach Station	
Description of Project/Event:		
Repair to Waiting room window art including covering with antivandal Perspex. Improvements to waiting room Art by Victoria's Art studio		
Project Objectives:		
To repair and cover artwork to waiting room platform 2		
How did the grant enable you to meet the Project Objectives?		
Completed in August 2022 Protected new artwork from vandalism		
What were the benefits of the Project/Event?		
Improved and new artwork to waiting room		
Date of Completion Project/Event: August 2022		
What promotional material was used to publicise your event?		
Sandbach Nub news		
Did STC receive any recognition for its support?	YES Yes	NO
Grant Received from Sandbach Town Council: £280 £		
Did the Grant lever any additional income or grant funding, if so how much and from what source?		
Amount	From	
£97.00	Friends of Sandbach Station	
Grant/s Received from other bodies:		
Amount	From	
None	None	
Total Event/Project cost		£377.44

Please provide a statement of Expenditure of Grant Monies on a separate sheet. Attached	
If you feel that your event/project was successful, please provide details of the success criteria it fulfilled:	
Pleasant environment for passengers with new and improved artwork	
Completed by: XXXXXXXXXX	Date: 19/07/2023

<p>Additional Information which you may feel useful:</p> <p>Attached Photos and Expense sheet</p>

WAITING ROOM ART PROJECT FOSS/SANDBACH TOWN COUNCIL

Breakdown of cost for window

Anti-vandal Perspex £250.00	£203.97 plus vat	£244.76	Paid
Double-sided adhesive tape		£24.73	
Double sided Jointing Tape		£10.99	
Extreme Power sealant		£7.25	
	Total	£42.97	Paid £42.97
Victoria's Invoice Materials		£59.71	
Labour Donation Victoria Art studio		£30.00	
Total cost £84.47 (FOSS)		£377.44	To Pay
Donation from Sandbach Town Council		£280	
Contribution from Friends of Sandbach Station		£97.44	

MANY THANKS AGAIN TO SANDBACH TOWN COUNCIL & VICTORIAS ART STUDIO



Sandbach Town Council

Grant Feedback Form

Form to be completed by the applicant/s and returned to Sandbach Town Council within four weeks of the completion of the Project/Event.

PROJECT/EVENT NAME:		
Applicant/s		
Organisation	Sandbach Pride CIC	
Description of Project/Event: Sandbach Pride 2022 – The first LGBTQ+ Pride event in Sandbach		
Project Objectives: To stage a family focused, inclusive LGBTG+ event in Sandbach involving the whole community, to bring together the LGBTQ+ community in and around Sandbach.		
How did the grant enable you to meet the Project Objectives? The grant enabled us to stage the event. A very successful and well supported event.		
What were the benefits of the Project/Event? The event attracted a large number of visitors from within the whole community, members of the LGBTQ+ community and Allies. We hope that the event helped to bring the community together.		
Date of Completion Project/Event: 3 September 2022		
What promotional material was used to publicise your event? Posters, flyers, a printed programme. In addition, we used Facebook and Instagram to promote the event. The support of Sandbach Town council was included on all promotional material. The event was opened by the STC Mayor, who also supplied a message of support in the programme.		
Did STC receive any recognition for its support?	YES X	NO
Grant Received from Sandbach Town Council: £ 3,500		
Did the Grant lever any additional income or grant funding, if so how much and from what source?		
Amount	From	
£3,389	See attached accounts	
Grant/s Received from other bodies:		
Amount	From	

Total Event/Project cost	£5,675
Please provide a statement of Expenditure of Grant Monies on a separate sheet.	
<p>If you feel that your event/project was successful, please provide details of the success criteria it fulfilled:</p> <p>The event did exactly as we wanted, to provide an event to bring together the whole community in Sandbach to celebrate LGBTQ+ Pride. To show support for the LGBTQ+ community.</p>	
Completed by: [REDACTED] - Treasurer	Date: 01/08/2023

Additional Information which you may feel useful:

The feedback after the event was incredible, along with the support from local businesses, Sandbach Churches Together, and other community groups. We never expected to see the LGBTQ+ Progress Flag flying from the St. Mary's Bell Tower, for many, this was a sign that the community supported the event.

From the dozens of messages after the event, this is perhaps our favourite and the most pertinent:

.....it wasn't (just) about LGBT+ rights/ issues but was a celebration of inclusion/ acceptance (dare I say an " expression of love " for each other) across the board.

The event struck exactly the right tone for Sandbach.....more intimate, personal than possible in large cities. In a sense it was also about commitment cohesion and safety.

Sandbach Pride 2022 Accounts

Income

Grants:

Sandbach Town Council 3500.00

Income from stallholders 425.00

Sponsorship 1821.00

Donations (misc) 254.66

Donations (bucket) 366.17

Income from merch / badge sales 364.50

Raffle 158.03

Donations in kind 216.15

7105.51

7105.51

Expenditure

Stage hire 1914.65

Entertainment 690.00

Art workshops 639.43

Security 0.00

First aid 0.00

Hi Viz (25 @ £6.5) 136.70

Insurance 304.23

PRS/ PPL licence 227.01

Fee CEC re Park permission 0

CEC Lottery Reg fee 40.00

Banners 0.00

leaflets /signs 104.70

Souvenir Programme 726.87

Stickers 0.00

Stalls / gazebo / Tables 284.00

Merchandise etc 276.31

Bunting etc 95.82

"Angel Wings" 177.28

Sundry expenses 96.76

Stationery 25.42

Collection buckets 40.14

Contingency

5779.32

Surplus to 2023 1326.19

7105.51

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Sandbach Town Council

Grant Feedback Form

Form to be completed by the applicant/s and returned to Sandbach Town Council within four weeks of the completion of the Project/Event.

PROJECT/EVENT NAME: Kenya expedition		
Applicant/s	[REDACTED]	
Organisation	Sandbach high school and sixth form College	
Description of Project/Event: Building houses in the community for the homeless Painting and building areas of 2 separate school for the community Wildlife conservation , including installing lion lights for local farmers, to protect livestock		
Project Objectives: To build houses for communities that have homeless members To be involved in projects to improve schools, from start to finish Monitor wildlife to help with the conservation efforts of the local people		
How did the grant enable you to meet the Project Objectives? The grant helped in the fundraising for the expedition, this money has been used, collectively with other monies, both granted and raised, to but the supplies to build the homes, schools and for the purchase of, and installation of the lion lights		
What were the benefits of the Project/Event? Local residents were provided with homes Local Students provided with classrooms Farmers livestock saved Students form Sandbach high school were able to see how other cultures live and the difficulties faced by people in other less fortunate areas of the world. Student able to develop personally and socially.		
Date of Completion Project/Event: July 10 th – August 8 th		
What promotional material was used to publicise your event? Instagram , posters around the school , students fundraising locally		
Did STC receive any recognition for its support?		YES NO
Grant Received from Sandbach Town Council:		£ 300
Did the Grant lever any additional income or grant funding, if so how much and from what source?		
Amount	From	
200	PFA	

Grant/s Received from other bodies:	
Amount	From
200	PFA at Sandbach high school
Total Event/Project cost	£ 4360 PP Total participants – 13 with 2 teachers
Please provide a statement of Expenditure of Grant Monies on a separate sheet.	
This will need to be gained from Camps international who arranged the event as all finances went through them .	
If you feel that your event/project was successful, please provide details of the success criteria it fulfilled:	
Completed by: [REDACTED]	Date: 05/09/23

Sandbach Town Council

Grant Feedback Form

Form to be completed by the applicant/s and returned to Sandbach Town Council within four weeks of the completion of the Project/Event.

PROJECT/EVENT NAME:		
Applicant/s	[REDACTED]	
Organisation	Wales Senior Women Hockey	
Description of Project/Event: Sponsor to cover travel expenses as an Elite athlete.		
Project Objectives: Progression in the Senior Welsh Hockey squad		
How did the grant enable you to meet the Project Objectives?		
<p>In the short-term, the grant enabled me to pay for travel expenses for trials and to be selected for the Welsh senior squad in 2023, and thereafter attend training camps in this country.</p> <p>The grant also helped contribute towards the international tournaments in which I have represented Wales since April, including a friendly series against Scotland in April 2023, as well as more recently competing in a Three Nations Series in Uruguay in June 2023 (playing against Uruguay and Chile). The contribution towards international travel costs I was required to make to Wales was £1,499 and therefore a £500 grant went some way to paying for this, but as importantly it also enabled me to go out to local businesses to find the gap funding, such businesses knowing that I had the backing and confidence of Sandbach Town Council.</p>		
What were the benefits of the Project/Event?		
Selection to the Wales Senior squad and playing hockey on a world stage in South America.		
Date of Completion Project/Event: December 2023.		
What promotional material was used to publicise your event? Social media – LinkedIn and Instagram		
Did STC receive any recognition for its support?		YES NO
Grant Received from Sandbach Town Council: £ 500		
Did the Grant lever any additional income or grant funding, if so how much and from what source?		
Amount	From	
£700	Radius	
£250	Assurant	
£250	Mornflake	

Total Event/Project cost Contribution to Wales Plus 7 trips to Cardiff at approximately £50 per trip Gym membership 8 months x £28 at placement	£1499 £350 £228
Please provide a statement of Expenditure of Grant Monies on a separate sheet.	
If you feel that your event/project was successful, please provide details of the success criteria it fulfilled: Please see Project Objectives	
Completed by: [REDACTED]	Date: 27.07.2023
Additional Information which you may feel useful: Thank you very much for the support. My hockey development has been documented on BBC Sports pages, National Hockey Newspaper, Wales hockey News website and local newspapers all mentioning Sandbach.	

[REDACTED]

From: [REDACTED]
Sent: 10 July 2023 16:30
To: [REDACTED]
Cc: [REDACTED]
Subject: Sandbach Concert Series / Grant payment

Hi [REDACTED]

I am writing on behalf of the trustees of Sandbach Concert Series to thank the Town Council for the grant payment of £3,500 in support of our series of live music concerts in Sandbach. The amount was received on 7th July.

This annual award is vital to us, both in maintaining the series, which gives performance opportunities for talented local youngsters, and in ensuring that we present performances of the highest quality from professional musicians.

Please pass on our thanks to the Town Council,

Best wishes

[REDACTED]
Treasurer
Sandbach Concert Series

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Sandbach Town Council

Grant Feedback Form

Form to be completed by the applicant/s and returned to Sandbach Town Council within four weeks of the completion of the Project/Event.

PROJECT/EVENT NAME: Sandbach Woodland Corridor		
Applicant/s	[REDACTED]	
Organisation	Sandbach Woodland and Wildlife Group	
Description of Project/Event: Regular volunteer working parties maintaining the Sandbach Woodland Corridor		
Project Objectives: Create and maintain public access to the woodland corridor while protecting and encouraging an attractive wildlife environment for future enjoyment.		
How did the grant enable you to meet the Project Objectives? The grant has been spent on construction materials such as timber and stone to lay and repair areas of the 3.0km woodland path network. Safety fencing and paths have been repaired using over 300meters of timber rails and 20tonnes of stone in 2023 so far.		
What were the benefits of the Project/Event? The project working parties have been well attended by volunteers learning new skills and better awareness of our woodland environment. The improved footpaths have been advertised in press releases and Facebook posts. The Sandbach Walking Festival used the paths extensively in there 9 day festival schedule. The STC grant allowed SWWG to seek further funding from organisations who match fund e.g. Peak and Northern Footpath Society and CEC via Spacehive.com. We have recently been approached by a local collage hoping SWWG can involve students with our project work. Geocaching.co.uk have also provided volunteers from far and wide supporting us for a day.		
Date of Completion Project/Event: Ongoing with continual review and maintenance of woodlands.		
What promotional material was used to publicise your event? Emails to SWWG registered membership Facebook posts on SWWG Facebook page Links to volunteers from Geocaching.com / Sandbach Footpath Group / Sandbach Partnership Sandbach Open Gardens 2023		
Did STC receive any recognition for its support?	YESYESYES	NO
Grant Received from Sandbach Town Council: £ 2000 (22/3) £1500 (23/4)		
Did the Grant lever any additional income or grant funding, if so how much and from what source?		
Amount	From	
£927 (2022)	Cheshire East Council (Spacehive.com)	
£1286 (2023)	Cheshire East Council (Spacehive.com)	

£561 (2022) £944 (2023)	Public Crowdfunding (Spacehive.com) Public Crowdfunding (Spacehive.com)
Grant/s Received from other bodies:	
Amount	From
£1942 (2023) £275 (2023)	Peak Northern Footpath Society Public Donations
Total Event/Project cost	£5801 (22/3) £627 (Apr-June23)
Please provide a statement of Expenditure of Grant Monies on a separate sheet.	
<p>If you feel that your event/project was successful, please provide details of the success criteria it fulfilled: Success criteria of SWWG projects are the safe and unhindered public access to the Sandbach Woodland corridor while preserving and enhancing wildlife features through tree maintenance, planting and clean river management. SWWG can only achieve these targets with volunteer support and responsible use of the Sandbach Town Council Grant which remains at nearly 50% of the SWWG budget – all used for purchasing materials (except insurance and subscriptions).</p>	
Completed by:	Date:

<p>Additional Information which you may feel useful:</p> <p>Attached:</p> <p>Group accounts submitted at July 2023 AGM</p>
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SANDBACH WOODLAND AND WILDLIFE GROUP
INCOME AND EXPENDITURE TRANSACTIONS
FOR THE YEAR 1ST APRIL 2022 TO 31ST MARCH 2023

Brought forward from 2021-2022 £ 1,763.88

INCOME		
Date	Details	Amount
30/06/2022	Sandbach Town Council Grant 1/3	£ 2,000.00
15/07/2022	Donation	£ 20.00
26/10/2022	Funding from PNFS	£ 1,942.84
05/12/2022	Funding from Spacehive	£ 2,067.18
30/01/2023	Donation from [REDACTED]	£ 35.00
	TOTAL INCOME	£ 6,065.02

FINANCIAL YEAR 2022 - 2023 ACCOUNTS

SIGNED

[REDACTED] 24/6/23
(TREASURER)

I have examined, without carrying out an audit, the books and records of Sandbach Woodland and Wildlife Group and certify the above accounts to be in accordance therewith. In the course of my examination, no matter has come to my attention to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

SIGNED

[REDACTED]

DATE	EXPENDITURE	AMOUNT
11/03/2022	E2223/01 Postcrete & Rails	£ 723.30
01/04/2022	E2223/02 PNFS Membership	£ 22.50
24/05/2022	E2223/03 Fence posts, rails, MOT	£ 342.46
03/07/2022	E2223/04 CJ Beale Clearance BW	£ 40.00
11/07/2022	E2223/05 Token for auditor & PC's	£ 22.00
15/07/2022	E2223/06 Hire room AGM & Screws	£ 40.56
02/08/2022	E2223/07 Screws, MOT, Timber, pegs	£ 463.60
02/09/2022	E2223/08 Timber & pegs (Canal)	£ 506.10
03/09/2022	E2223/09 Posts, Brackets (Canal)	£ 66.91
13/09/2022	E2223/10 Zurich Pub liability Insurance	£ 117.86
15/09/2022	E2223/11 MOT, Pcrete, screws, paint	£ 395.90
08/10/2022	E2223/12 Timber & Screws	£ 63.61
10/11/2022	E2223/13 Footpath 23 Signpost	£ 70.00
04/09/2022	E2223/14 Fixing straps (canal)	£ 58.78
08/11/2022	E2223/15 Colour prints for display	£ 7.00
20/09/2022	E2223/16 QGC Plaque	£ 62.64
08/11/2022	E2223/17 MOT (BW) & Posts (FBW)	£ 216.39
11/12/2022	E2223/18 Screws	£ 36.88
13/01/2023	E2223/19 Posts/Pegs/Screws (FP23)	£ 151.09
10/01/2023	E2223/20 MOT (FBW)	£ 200.16
24/01/2023	E2223/21 Posts and rails (F23)	£ 398.30
04/02/2023	E2223/22 Posts & Pegs (F23)	£ 97.92
06/02/2023	E2223/23 Hardcore (F23)	£ 359.98
25/02/2023	E2223/24 Posts & Pegs (F23)	£ 77.52
14/02/2023	E2223/25 Screws (F23) MOT (FBW)	£ 193.12
13/02/2023	E2223/26 Posts (F23)	£ 69.60
21/02/2023	E2223/27 Hardcore (F23 & FBW)	£ 257.59
20/03/2023	E2223/28 Posts, pegs, geo, rails	£ 739.57

TOTAL EXPENDITURE £ 5,801.34

Income less Expenditure Total £ 263.68

Bank Balance 1st April 2021 £ 1,763.88

Bank Balance 31st March 2022 £ 2,027.56

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Sandbach Town Council

Grant Feedback Form

Form to be completed by the applicant/s and returned to Sandbach Town Council within four weeks of the completion of the Project/Event.

PROJECT/EVENT NAME: COMMUNITY ALLOTMENTS		
Applicant/s		
Organisation	SANDBACH ALLOTMENT SOCIETY	
Description of Project/Event:		
Provision and maintenance of allotments on behalf of the local community. Note that this is a continuing local facility rather than a single event). The Town Council has supported us with an annual grant (as part of STC's response to the original petition for allotments) for the past 14 years.		
Project Objectives:		
To provide the facility of allotments for the community of Sandbach, in partnership with, and supported by, Sandbach Town Council, as agreed at the inception of the allotments and in response to the original petition by local electors.		
How did the grant enable you to meet the Project Objectives?		
The Grant will enable us to cover our expenses. These include: the cost of renewing the annual Lease, providing Insurance cover, paying for water and electricity and any administration costs. It also enables the upkeep of items such as fences and to maintain and/or renew frequently-used equipment such as lawn mowers, strimmers, etc.		
What were the benefits of the Project/Event?		
The allotments provide local families with the opportunity to grow fruit, vegetables and flowers and also promotes a healthy family lifestyle with exercise, fresh air and companionship.		
Date of Completion Project/Event: Ongoing		
What promotional material was used to publicise your event?		
We maintain a presence on local media (Facebook) and participate in local events (please see Additional Information)		
Did STC receive any recognition for its support?	YES	
Grant Received from Sandbach Town Council:	£	1,000
Did the Grant lever any additional income or grant funding, if so how much and from what source?		
Amount	From	
None		

Grant/s Received from other bodies:	
Amount	From
None	
Total Event/Project cost	£
Please provide a statement of Expenditure of Grant Monies on a separate sheet.	
If you feel that your event/project was successful, please provide details of the success criteria it fulfilled:	
All our Plots are taken and we have a waiting list of approximately 30 people, which demonstrates the need for Allotments in Sandbach (there are no other community allotments in Sandbach).	
Completed by :Sandbach Allotment Society Committee	Date:31 st July 2023

<p>Additional Information which you may feel useful:</p> <p>We hold an annual Open Weekend as part of the Garden Trail, which raises money for local charities. We are also members of Sandbach Partnership and will be holding a stall on "Spooky Saturday".</p> <p>We regularly attend and man a display at the annual Town Meeting and Sandbach Today. At the Big Help Out on May 8th we joined several other local organisations and weeded and cleaned around the enclosures on Scotch Common.</p> <p>We regularly maintain and/or replant the Community Herb Garden in Penda Way.</p> <p>We support a local Church on the their Harvest Festival Day by donating vegetables and fruit, in turn this is then used by Chance Saving Lives (a local food bank charity) in their community kitchen.</p>
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Sandbach Town Council

Grant Feedback Form

Form to be completed by the applicant/s and returned to Sandbach Town Council within four weeks of the completion of the Project/Event.

PROJECT/EVENT NAME: Church yard grant		
Applicant/s	[REDACTED]	
Organisation	Church of England	
Description of Project/Event: To help with church yard upkeep		
Project Objectives: Maintain church yard community green space		
How did the grant enable you to meet the Project Objectives? While the war memorial is in the church grounds it does not belong to the church This grant will support the church in maintaining the grass and trees around the memorial and the whole of the church yard for the benefit of the community		
What were the benefits of the Project/Event? Community of Wheelock benefit of a tidy safe and peaceful churchyard		
Date of Completion Project/Event: ongoing		
What promotional material was used to publicise your event? Not applicable		
Did STC receive any recognition for its support?	YES	NO
Grant Received from Sandbach Town Council: £ 460		
Did the Grant lever any additional income or grant funding, if so how much and from what source?		
Amount	From	
n/a	n/a	
Grant/s Received from other bodies:		
Amount		
Total Event/Project cost	£ n/a	
Please provide a statement of Expenditure of Grant Monies on a separate sheet.		

7.2

If you feel that your event/project was successful, please provide details of the success criteria it fulfilled:

Completed by: [REDACTED]

Date: 19/07/2023

Additional Information which you may feel useful:

Sandbach Town Council

Grant Feedback Form

Form to be completed by the applicant/s and returned to Sandbach Town Council within four weeks of the completion of the Project/Event.

PROJECT/EVENT NAME:		
Applicant/s		
Organisation	Church on Ettiley Heath	
Description of Project/Event:		
Maintenance of churchyard		
Project Objectives:		
Keep churchyard tidy and pleasant environment for those visiting graves of loved ones.		
How did the grant enable you to meet the Project Objectives?		
Assistance with purchase of petrol for mowers, repairs to one mower and new strimmer.		
What were the benefits of the Project/Event?		
It gave us the tools to do the job		
Date of Completion Project/Event: ongoing		
What promotional material was used to publicise your event?		
N/A		
Did STC receive any recognition for its support?	YES	
Grant Received from Sandbach Town Council: £ 240.00		
Did the Grant lever any additional income or grant funding, if so how much and from what source?		
Amount	From	
Grant/s Received from other bodies:		
Amount	From	
Total Event/Project cost		£

This is very valuable support for us and helps us keep on top of maintenance. Whenever we work in the churchyard we always meet people visiting graves and have often told them that although the time is voluntary we do get some financial support from STC



ANDBACH TOWN COUNCIL FINANCE, POLICY & GOVERNANCE COMMITTEE 22 NOVEMBER 2023

POLICY AUDIT & INDICATIVE PLANNED REVIEW SCHEDULE

Existing Council Policies	Type	Category	Approval	Priority	Planned Review	Lead	Action
Accessibility	Statement	Community		M	2025-26	CL	Progress working group findings
Aged Debt	Policy	Finance	FC 16.8.18	L	2027-28	CL	
Audio Recordings	Protocol	Data	FC Feb 17	L	2027-28	CL	
Banner Use	Guidance	Corporate	FC Feb 18	L	2027-28	JB	
Car Parking	Strategy	Corporate	FC 2009	M	Q1 2024-25	CL	
CCTV	Policy	Corporate	A&S 9.1.1.22		2026-27	NP	Check FC Ratification
Customer Care Contact & Complaints (incl Vexatious)	Policy	Corporate	FC 8.6.22		2027-28	CL	Add Form
Data Protection	Policy	Data	FC 8.3.23		2027-28	CL	
Data Breach	Policy	Data	FC 16.8.18		2025-26	CL	Check new policies for replacement
Data Processing	Agreement	Data	FC 16.8.18		2025-26	CL	Check new policies for replacement
Data Privacy & Cookie	Policy	Data	FC 16.8.18		2025-26	CL	Check new policies for replacement
Document Retention	Policy	Data	FC 8.3.18	M	Q3 2024-25	CL	
Dignity at Work	Policy	HR	FC 8.6.22		2026-27	CL	
Employee Handbook & Personnel Policies	Policy	HR	FC 8.3.18	M	Q4 2024-25	CL	
Equality & Diversity	Policy	HR	FC July 21	H	Q4 2023-24	CL	
Grants	Policy	Finance	FC 21.9.22		2026-27	CL	
Small Grants	Policy	Finance	FC 21.9.22		2026-27	CL	
Health & Safety	Policy Manual	Corporate	FC 8.6.22		2026-27	CL	
Information & Data Protection	Policy	Data	FC 2012	H	Q1 2024-25	CL	Check against data policies
Information Security	Policy	ICT	FC 16.8.18	M	2026-27	PG	Check against data policies
IT	Policy	ICT	FC 2012	H	2025-26	PG	
Internet Email & Social Media	Policy	Corporate	FC 16.8.18	H	Q4 2024-25	PG	
Investment & Treasury Management	Policy	Finance	FC 2012	H	Q4 2023-24	AO	Requires update / audit rec
Pensions Discretion	Policy	HR	PERSONNEL FEB 22	H	Q3 2023-24	CL	
Performance Management	Policy	HR	FC 23.11.21	L	2027-28	CL	
Procurement	Policy	Finance	FC 2012	H	Q3 2024-25	AO	
Quality	Policy	Corporate	FC 23.11.21	L	2027-28	CL	
Recording or Photographing at Council Meetings	Policy	Data	FC 8.3.23		2027-28	CL	
Reserves	Policy	Finance	FC 21.9.22		2026-27	CL	
Risk Management	Policy	Corporate	FC 23.11.21	M	2025-26	CL	
Sponsorship	Policy	Community	FC 21.9.22		Q3 2023-24	CL	Add Criteria per cttee resolution
Subject Access	Policy	Corporate	FC 16.8.18	H	2025-26	CL	
Use of Personal IT Equipment	Policy	ICT	FC 18.8.18	L	2027-28	PG	
Volunteering	Policy	Community	FC 14.5.20	M	2025-26	CL	

Outstanding Policies (to be drafted & approved)									
STC Use of Land	Policy	Corporate			L		Q3 2023-24	CL	Under Review at A&S Committee
Business Continuity	Policy	Corporate			H		Q4 2023-24	CL	
Consultation & Engagement Strategy	Policy	Community			M		Q1 2024-25	CL	
Climate Change	Policy	Community			H		Q2 2024-25	CL	
Safeguarding (within employee handbook)	Policy	Corporate			H		Q3 2023-24	CL	
Charging for SAR / FOI	Policy	Corporate			M		Q2 2024-25	CL	
Financial Regulations Update	Policy	Corporate			M		Q3 2024-25	CL	National Model currently in place

Notes:
Policy required on Policies !
Review each policy every 4 years
Develop programme to reflect this as above
Indicative Timetable subject to Staff Resources & Agenda Capacity (Ideally 2 and no more than 3 policies on each Agenda)
CL October 23

(Amended Review Date: **November 2023**)

SANDBACH TOWN COUNCIL SPONSORSHIP POLICY

Purpose of Sponsorship Policy

- Further the Council's corporate strategy by publicly supporting individuals and organisations which deliver services in line with its objectives
- Reinforce the Council's position as a key partner in the community
- Reinforce the Council's position as a supporter of local people, groups and organisations who need help to maximise their talent and opportunities
- Provide a framework and control measures
- Ensure compliance with legislation, advertising industry codes and other Council policies
- Support development of commercial partnerships with the private sector in the interests of the Sandbach community
- Safeguard the Council's image, reputation and brand identity

Definition

- To sponsor something is to support an event, activity, person, or organisation financially or by providing products or services. It should be mutually beneficial
- Sponsorship should not be confused with other types of discretionary funding which the Council administers e.g. Community Small Grant Scheme / Community Grant Scheme which come under separate Council policies
- Sponsorship is a business relationship between a provider of funds, resources or services and an individual, event or organisation which offers in return rights and association that may be used for **commercial advantage** in return for the sponsorship investment.
- Sponsorship can involve the Council sponsoring an individual (subject to its powers) or organisation.
- If a request is made for an external organisation to 'sponsor' the Council this will be treated as advertising and will come under a separate arrangement. Any organisation wishing to sponsor a Council owned product or service should be also considered under the Council's advertising arrangements.

Barriers to Sponsorship

Sponsorship is not a way for any company or organisation to be viewed favourably by the Council in any other business arrangements they might be a party to.

Organisations that will not be considered or approved for sponsorship opportunities include, but are not limited to, those which represent a conflict of interest or are connected directly or indirectly with the following:-

- Advocacy of, or opposition to, any politically, environmentally or socially controversial subjects or issues
- Disparagement or promotion of any person or class of persons
- Promotion or incitement of illegal, violent or socially undesirable acts
- Promotion or availability of tobacco products, weapons, gambling or illegal drugs
- Financial organisations and loan advancers with punitive interest rates
- Promotion or availability of adult or sexually orientated entertainment materials

Process

A **sponsorship application form** must be completed to define the sponsorship opportunity for a potential applicant.

All sponsorship arrangements will be subject to an appropriate signed agreement between the Council and the sponsor, determined by the nature and scale of the arrangement.

The Council must ensure and define a 'return on investment' when it undertakes to sponsor an individual or organisation. A defined benefit should be demonstrated and derived by the Council from the sponsorship arrangement. As a minimum this will include:

- i) Displaying the Council's Logo on clothing / kit / publicity
- ii) Including reference to Council sponsorship and support in all forms of publicity
- iii) Feeding back events and progress to the Council either in writing or in person regularly (at least annually)

Publicity and media coverage must be agreed by the Council for all appropriate sponsorship arrangements.

The use of Council branding and logos must adhere to the Council's Corporate Identity or Brand Guidelines.

Criteria for Successful Sponsorship Applications

- An individual / organisation who lives, works or can prove some identification with Sandbach and who requires financial help to progress
- A Sandbach based club / association / organisation serving specific section of the community or the community as a whole in keeping with the Council's Corporate Objectives

- Individuals or their organisations must generally 'operate' within the Sandbach boundary, this does not exclude regional or national bodies that benefit the people of Sandbach
- Individuals or organisations who display potential to progress in local, regional or national events and competitions and require financial assistance to support their ambitions and aspirations

General Power of Competence (GPoC)

In 2020 CHALC advised that:

- Unless the Council has the GPoC, they cannot **grant** money to an **individual**
- (In terms of legislation) sponsoring is no more than a regular grant
- The Council could give a grant to an organisation that the individual / athlete is involved with but not the individual themselves without GPoC
- If the council has GPoC then they can give a grant or sponsor an individual (within the confines of its own policy)

Financial Implications

Sponsorship provision must be considered annually as part of the Council's budget setting exercise. Sponsorship proposals must be recommended by Finance, Policy and Governance Committee and ratified by Council within the annual grant budget provision and in line with this policy.

CL Chief Officer

10.10.23

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Sandbach Town Council
List of BACS & Direct Debit Payments
Q2 2023/2024

Payment Date	BACS/DD	Supplier	Invoice Details	Invoice Date	Invoice No	Amount	RBS Pg
03/07/2023	DD	Prism Solutions	TH Monthly Telephones	16/06/2023	179841	£200.84	1178
04/07/2023	DD	West Merica Energy	TH Electricity Charges	06/06/2023	11356708	£1,972.56	1177
04/07/2023	DD	West Merica Energy	P/Conv Electricity chrg	06/06/2023	11356710	£70.08	1177
04/07/2023	DD	West Merica Energy	IDM Electricity Charges	06/06/2023	11356711	£1,249.72	1177
04/07/2023	DD	West Merica Energy	ODM Electricity Charges	06/06/2023	11357675	£61.95	1177
07/07/2023	BACS	Reach For The Broom Cleaning & Hygiene	Public Conv. Cleaning JUN23	24/06/2023	INV121	£972.50	1176
07/07/2023	BACS	Prism Solutions	ICT Support	28/06/2023	180090	£128.40	1176
07/07/2023	BACS	STAFFORDSHIRE REELS ON WHEELS	Cinema Costs	29/06/2023	SI-499	£216.00	1176
10/07/2023	DD	BT	Monthly Telephones	24/06/2023	M127 0V	£89.44	1177
10/07/2023	DD	The Fuel Card People	Motor Expenses	30/06/2023	9005522003	£1.44	1177
12/07/2023	DD	Evo Payments International	Card Machine Charges	30/06/2023	06-2023	£102.45	1178
14/07/2023	BACS	Bach 95 Limited	Bar Purchases	30/06/2023	INV-0667	£74.88	1179
14/07/2023	BACS	Cheshire Community Action	Annual Membership 23-24	01/07/2023	MEMBERSHIP 23-24	£100.00	1179
14/07/2023	BACS	FLEXTEL LTD.	Monthly Admin Telephones	03/07/2023	84122	£30.00	1179
14/07/2023	BACS	FLEXTEL LTD.	Monthly Admin Phones	03/07/2023	84140	£178.87	1179
14/07/2023	BACS	The Leaflet Team	Community Events Costs	07/07/2023	TKD01210	£441.00	1179
14/07/2023	BACS	Spotless Commercial Cleaning	TH & IDM Monthly Cleaning	30/06/2023	SIN290510	£1,647.02	1179
14/07/2023	BACS	Spotless Commercial Cleaning	Cleaning Supplies	30/06/2023	SIN290980	£140.18	1179
14/07/2023	BACS	Sutton Manor Nursery	Small Common Refurb	07/07/2023	PROFORMA	£1,299.80	1179
14/07/2023	BACS	Waterplus	ODM Water charges JUN23	04/07/2023	INV02628315	£10.78	1180
17/07/2023	DD	EE Limited	Market Mobile Charges	07/07/2023	V02124848370	£23.27	1178
20/07/2023	DD	West Merica Energy	TH Gas Charges MAY23	22/06/2023	11361125	£275.38	1178
20/07/2023	DD	West Merica Energy	TH Electricity Charges MAY23	22/06/2023	11364176	£1,155.02	1178
20/07/2023	DD	West Merica Energy	ODM Electricity Charges MAY23	22/06/2023	11364177	£52.62	1178
20/07/2023	DD	West Merica Energy	Publ/Conv Electric MAY23	22/06/2023	11364179	£67.37	1178
20/07/2023	DD	West Merica Energy	IDM Electricity MAY23	22/06/2023	11364180	£1,216.61	1178
21/07/2023	BACS	Animal Madness Ltd	TH Events Costs	11/06/2023	1355	£420.00	1181
21/07/2023	BACS	Cheshire Association of Local Councils	Training	11/07/2023	84	£50.00	1181
21/07/2023	BACS	Gemma Crookes Ltd	town hall events	01/03/2023	SI-35	£190.00	1181
21/07/2023	BACS	Hops and Barley LTD	Bar Purchases	10/07/2023	194426	£1,227.26	1181
21/07/2023	BACS	Hops and Barley LTD	Bar Purchases Credit Note	11/07/2023	CN017697	-£210.12	1181

Payment Date	BACS/DD	Supplier	Invoice Details	Invoice Date	Invoice No	Amount	RBS Pg
21/07/2023	BACS	Hops and Barley LTD	Bar Purchases Credit Note	11/07/2023	CV017695	-£42.02	1181
21/07/2023	BACS	Junk Art Creations	Town Hall Events	01/07/2023	JAC155THC	£150.00	1181
21/07/2023	BACS	Restore Dashedred	Waste Disposal	12/07/2023	1722275	£84.00	1181
21/07/2023	BACS	Waterplus	Water Charges JUN23	11/07/2023	INV02709268	£340.32	1182
25/07/2023	DD	Prism Solutions	ICT Support/Packages	30/06/2023	180266	£678.84	1178
25/07/2023	DD	Prism Solutions	ICT Support/Packages	25/07/2023	181342	£1,236.07	1178
28/07/2023	BACS	Reach For The Broom Cleaning & Hygiene	Pbubl/Conv Contract Cleaning	17/07/2023	102	£1,162.50	1183
28/07/2023	BACS	Cheshire Association of Local Councils	Training	20/07/2023	104	£360.00	1183
28/07/2023	BACS	Cheshire East Borough Council	TH Premises Licence	18/07/2023	11700164556	£180.00	1183
28/07/2023	BACS	Clarke Website Design	Website Hosting	03/07/2023	CWD-5002	£138.00	1183
28/07/2023	BACS	Design Office UK Ltd	STC Website Design	11/07/2023	37701	£600.00	1183
28/07/2023	BACS	STAFFORDSHIRE REELS ON WHEELS	Cinema Costs	18/07/2023	SI-509	£100.80	1183
28/07/2023	BACS	Scarlett Entertainment & Management Limi	Community Events Costs	19/07/2023	INV-316722	£1,800.00	1183
28/07/2023	BACS	VIKING	Stationery & P/C Supplies	18/07/2023	2755136	£337.51	1184
01/08/2023	DD	Prism Solutions	Monthly Telephones	14/07/2023	181632	£190.36	1185
07/08/2023	DD	BT	Monthly Telephones	24/07/2023	M128 4H	£89.44	1185
07/08/2023	DD	The Fuel Card People	Motor Expenses	31/07/2023	9005682633	£1.44	1185
10/08/2023	DD	Evo Payments International	Card Machine Charges	31/07/2023	07-2023/52895	£113.27	1185
11/08/2023	BACS	BTS Garage Services	Motor Expenses	02/08/2023	INV-2023/000805	£870.02	1187
14/08/2023	DD	West Merica Energy	TH Gas Charges JUN23	17/07/2023	11372587	£121.76	1186
14/08/2023	DD	West Merica Energy	TH Electricity Charges JUN23	17/07/2023	11374857	£1,090.86	1186
14/08/2023	DD	West Merica Energy	ODM Electricity Charges JUN23	17/07/2023	11374858	£44.40	1186
14/08/2023	DD	West Merica Energy	P/C electric JUN23	17/07/2023	11374860	£72.30	1186
14/08/2023	DD	West Merica Energy	IDM Electricity Charges JUN23	17/07/2023	11374861	£1,241.86	1186
15/08/2023	DD	EE Limited	Market Mobile	07/08/2023	V02134554425	£23.27	1185
18/08/2023	BACS	Alpha Omega Securities Limited	Community Events Costs	08/07/2023	85828	£665.46	1188
18/08/2023	BACS	Animal Madness Ltd	Community Events Costs	01/07/2023	1433	£360.00	1188
18/08/2023	BACS	Bach 95 Limited	Bar Purchases	24/07/2023	INV-0716	£37.44	1188
18/08/2023	BACS	Kevin Ballard	Market Duties	09/08/2023	65	£275.00	1188
18/08/2023	BACS	Beartown Brewery Ltd	Bar Purchases	03/08/2023	58076	£39.36	1188
18/08/2023	BACS	Reach For The Broom Cleaning & Hygiene	P/Conv monthly cleaning JUL23	09/08/2023	10	£1,178.00	1188
18/08/2023	BACS	CREWE COLOUR PRINTERS LTD	Community Events Costs	01/07/2023	69702	£370.00	1188
18/08/2023	BACS	CREWE COLOUR PRINTERS LTD	Community Events Costs	28/07/2023	69808	£204.00	1188
18/08/2023	BACS	CREWE COLOUR PRINTERS LTD	ODM Advertising	31/07/2023	69842	£216.00	1189
18/08/2023	BACS	CREWE COLOUR PRINTERS LTD	ODM Advertising	31/07/2023	69846	£287.00	1189

Payment Date	BACS/DD	Supplier	Invoice Details	Invoice Date	Invoice No	Amount	RBS Pg
18/08/2023	BACS	Cheshire Association of Local Councils	Training	07/08/2023	153	£60.00	1189
18/08/2023	BACS	Cheshire Association of Local Councils	Training	07/08/2023	170	£50.00	1189
18/08/2023	BACS	Cheshire East Borough Council	Admin Office Rent	18/05/2023	11700153564	£1,381.00	1189
18/08/2023	BACS	Cheshire East Borough Council	Enterprise Office Rent	17/06/2023	11700158865	£1,381.00	1189
18/08/2023	BACS	City B Group Ltd	ODM Equipment Renewals	08/08/2023	45822	£252.00	1189
18/08/2023	BACS	Co Train	Community Events Costs	01/07/2023	23.05A	£350.00	1189
18/08/2023	BACS	Derwin Bennett	Community Events	01/07/2023	D1/2023	£140.00	1189
18/08/2023	BACS	Design Office UK Ltd	Website Design	27/07/2023	37749	£1,380.00	1190
18/08/2023	BACS	Face It Professional Face Painting	Community Events	01/07/2023	090923HC	£20.00	1190
18/08/2023	BACS	FLEXTEL LTD.	Monthly Admin Telephones	03/08/2023	85023	£30.00	1190
18/08/2023	BACS	FLEXTEL LTD.	Monthly Admin Telephones	03/08/2023	85042	£170.45	1190
18/08/2023	BACS	Haven Systems Ltd	Bar Equipment	10/08/2023	INV-0416	£1,386.00	1190
18/08/2023	BACS	Hops and Barley LTD	Bar Purchases	21/07/2023	195564	£307.80	1190
18/08/2023	BACS	Hops and Barley LTD	Bar Purchases	03/08/2023	197077	£283.84	1190
18/08/2023	BACS	Martin Scott Price	Community Events Costs	01/07/2023	1/2023	£445.00	1190
18/08/2023	BACS	Pickering Lifts	TH Maintenance	14/06/2023	INV272742	£192.66	1191
18/08/2023	BACS	Precious Little Princess Parties	Community Events Costs	28/07/2023	INV101	£420.00	1191
18/08/2023	BACS	The Redstone Centre	Community Events	01/07/2023	1277	£250.00	1191
18/08/2023	BACS	STAFFORDSHIRE REELS ON WHEELS	Cinema Costs	29/07/2023	SI-510	£210.00	1191
18/08/2023	BACS	Spotless Commercial Cleaning	Monthly Cleaning	31/07/2023	SIN292086	£1,783.90	1191
18/08/2023	BACS	VIKING	Stationery	06/06/2023	2556432	£3.95	1191
18/08/2023	BACS	Waterplus	ODM Water Charges JUL23	03/08/2023	INV02932927	£11.13	1191
18/08/2023	BACS	Waterplus	TH/IDM Water Charges	11/08/2023	INV03020385	£349.23	1191
25/08/2023	BACS	Beartown Brewery Ltd	Bar Purchases	18/08/2023	58248	£38.04	1193
25/08/2023	BACS	Gaskells Waste Services	Waste Disposal	23/08/2023	CNP594752	-£172.80	1193
25/08/2023	BACS	Gaskells Waste Services	Waste Disposal Credit Note	30/05/2023	P582147	-£1,762.99	1193
25/08/2023	BACS	Gaskells Waste Services	Waste Disposal	31/05/2023	P585950	£1,080.51	1193
25/08/2023	BACS	Gaskells Waste Services	Credit Note to MAY Charges	23/06/2023	P586217	-£159.81	1193
25/08/2023	BACS	Gaskells Waste Services	Waste Disposal	30/06/2023	P590258	£1,147.20	1193
25/08/2023	BACS	Gaskells Waste Services	Credit Note to P590258	21/07/2023	P590398	-£216.00	1193
25/08/2023	BACS	Gaskells Waste Services	Waste Disposal JUL23	31/07/2023	P594257	£958.80	1193
25/08/2023	BACS	Gaskells Waste Services	Credit Note	23/08/2023	P594752	£172.80	1193
25/08/2023	BACS	Glitter Tattoos By Kelly Ltd	Community Events	22/05/2023	5	£300.00	1193
25/08/2023	BACS	Knutsford Town Council	Training	26/05/2023	23-32	£72.00	1193
25/08/2023	DD	Prism Solutions	ICT Support/Packages	25/08/2023	182868	£1,254.79	1185

Payment Date	BACS/DD	Supplier	Invoice Details	Invoice Date	Invoice No	Amount	RBS Pg
25/08/2023	BACS	Rialtas Business Solutions Ltd	Staff Training	28/07/2023	30954	£600.00	1193
25/08/2023	BACS	STAFFORDSHIRE REELS ON WHEELS	Cinema Costs	14/08/2023	SI-525	£210.00	1194
25/08/2023	BACS	Rentokil Pest Control	Waste Disposal	24/07/2023	21964247	£311.94	1194
25/08/2023	BACS	VIKING	Stationery	11/08/2023	2864765	£66.20	1194
25/08/2023	BACS	Zurich Insurance plc	Insurance	04/07/2023	525078687	£8,672.13	1194
01/09/2023	BACS	ANSA Environmental Services	Hanging Baskets1/2	15/08/2023	11700169955	£7,200.00	1195
01/09/2023	BACS	Cheshire East Borough Council	CCTV Contribution	17/08/2023	11700170053	£6,874.01	1195
01/09/2023	BACS	Cheshire East Borough Council	Office Accommodation	18/08/2023	11700170184	£1,187.00	1195
01/09/2023	BACS	Claymore Business Machines Limited	Photocopying	24/08/2023	53944	£139.36	1195
01/09/2023	BACS	Claymore Business Machines Limited	Photocopying	24/08/2023	53945	£176.30	1195
01/09/2023	BACS	Elite Cooling Services	General Repairs	24/08/2023	LB7221	£360.00	1195
01/09/2023	BACS	HD Serv Limited	TH Maintenance	28/07/2023	7891	£93.00	1195
01/09/2023	BACS	Hops and Barley LTD	Bar Purchases	17/08/2023	198695	£522.43	1195
01/09/2023	BACS	Junk Art Creations	Balance on 15SEP23	24/08/2023	JAC158STC	£30.00	1196
01/09/2023	DD	Prism Solutions	Monthly Telephones&BB	14/09/2023	184904	£190.36	1200
05/09/2023	CHAPS	Cumberbirch Construction	Small Common Refurb	18/08/2023	209/23	£158,507.66	1197
07/09/2023	DD	BT	Monthly Telephones	24/08/2023	M129 83	£89.44	1200
08/09/2023	BACS	Kevin Ballard	Market Duties	01/09/2023	67	£220.00	1198
08/09/2023	BACS	Kevin Ballard	Market Duties	01/09/2023	68	£55.00	1198
08/09/2023	BACS	Envisage Promotions Ltd	Santa Visit	12/01/2023	ENV13675	£188.10	1198
08/09/2023	BACS	Haven Systems Ltd	Equipment Renewals	17/08/2023	INV-0429	£1,434.00	1198
08/09/2023	BACS	HIPSWING ENTERTAINMENTS LTD	Remembrance Parade	30/08/2023	INV-15722	£1,285.80	1198
08/09/2023	BACS	Hops and Barley LTD	Bar Purchases	29/08/2023	200216	£752.42	1198
08/09/2023	BACS	Rialtas Business Solutions Ltd	Training	25/08/2023	31002	£600.00	1198
11/09/2023	DD	The Fuel Card People	Motor Expenses	31/08/2023	9005864668	£1.44	1200
12/09/2023	DD	Evo Payments International	Card Machine Charges	31/08/2023	08-2023/52895	£122.82	1200
15/09/2023	BACS	Currie & Brown UK Ltd	Small Common Car Park Refurb	31/08/2023	124026862	£1,386.30	1199
15/09/2023	DD	EE Limited	Market Mobile	07/09/2023	V02144259533	£23.27	1199
15/09/2023	BACS	FLEXTEL LTD.	Admin Phones	03/09/2023	85828	£30.00	1199
15/09/2023	BACS	FLEXTEL LTD.	Admin Phones	03/09/2023	85846	£169.02	1199
15/09/2023	BACS	Society of Local Council Clerks	Events Team Training	01/08/2023	2307-16	£120.00	1199
15/09/2023	BACS	Spotless Commercial Cleaning	Monthly Cleaning	31/08/2023	SIN293341	£1,783.90	1199
15/09/2023	BACS	Spotless Commercial Cleaning	Cleaning Supplies	31/08/2023	SIN293587	£341.22	1199
19/09/2023	DD	West Merica Energy	Gas Charges JUL23	21/08/2023	11386375	£124.74	1195
19/09/2023	DD	West Merica Energy	Electricity 01/07/23-31/07/23	22/08/2023	11390090	£1,145.53	1205

Payment Date	BACS/DD	Supplier	Invoice Details	Invoice Date	Invoice No	Amount	RBS Pg
19/09/2023	DD	West Merica Energy	Electricity 01/07/23-31/07/23	22/08/2023	11390095	£51.79	1205
19/09/2023	DD	West Merica Energy	Electricity 01/07/23-31/07/23	22/08/2023	11390096	£75.72	1205
19/09/2023	DD	West Merica Energy	Electric 01/07/23 - 31/07/23	22/08/2023	11392100	£1,014.86	1205
22/09/2023	BACS	AES Electrical & Compliance Services Ltd	Equipment Renewals	15/09/2023	INV-1057	£329.94	1201
22/09/2023	BACS	Beartown Brewery Ltd	Bar Purchases	14/09/2023	58640	£40.68	1201
22/09/2023	BACS	Reach For The Broom Cleaning & Hygiene	P/Conv Monthly Cleaning SEP23	10/09/2023	23	£1,125.00	1201
22/09/2023	BACS	Design Office UK Ltd	Website Development	22/08/2023	37822	£210.00	1201
22/09/2023	BACS	Gaskells Waste Services	Waste Disposal	31/08/2023	P598410	£979.20	1201
22/09/2023	BACS	Gaskells Waste Services	Waste Disposal Credit	14/09/2023	P598821	-£172.80	1201
22/09/2023	BACS	Pickering Lifts	General repairs	01/09/2023	J1395600	£975.00	1201
22/09/2023	BACS	Society of Local Council Clerks	Training	14/09/2023	QL203866-1	£450.00	1202
22/09/2023	BACS	Waterplus	TH water charges	12/09/2023	INV-03304605	-£46.41	1202
22/09/2023	BACS	Waterplus	ODM Water Charges	03/09/2023	INV03230250	£11.13	1202
22/09/2023	BACS	Waterplus	Water Charges	12/09/2023	INV03304605	£349.23	1202
25/09/2023	DD	Prism Solutions	Monthly ICT support & Packages	25/09/2023	184443	£1,254.79	1203
29/09/2023	BACS	AES Electrical & Compliance Services Ltd	TH Maintenance	15/09/2023	INV-1069	£450.00	1204
29/09/2023	BACS	Cheshire East Borough Council	Admin Office Rent	17/09/2023	11700175851	£1,187.00	1204
29/09/2023	BACS	Hops and Barley LTD	Bar Purchases	12/09/2023	201748	£268.54	1204
29/09/2023	BACS	Hops and Barley LTD	Bar Purchases	18/09/2023	243439	£588.35	1204
29/09/2023	BACS	VIKING	Cleaning Supplies	15/09/2023	3013639	£141.53	1204

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Credit Card

List of Payments made between 01/07/2023 and 30/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/07/2023	Amazon	83826207	62.64		Flags for PITP
05/07/2023	Facebook Ads	35750346	5.06		PITP Ads
06/07/2023	Dropbox International	04250656	71.05		Dropbox subscription
07/07/2023	Eamonn Murphy	07568675	257.00		Office Equipment
14/07/2023	Soundtrack Your Brand	24905859	39.00		Background music subscription
19/07/2023	Eventbrite	04902438	16.89		PITP top up for refunds
20/07/2023	Eventbrite	06290310	16.90		PITP top up for Refunds
21/07/2023	ZOOM.US	16531675	12.99		Zoom Subscription
06/08/2023	Dropbox International	83867754	71.05		Dropbox Subscription
08/08/2023	The Events Industry Forum Ltd	06654633	30.00		The Purple Guide subscription
08/08/2023	NALC	08802788	39.22		Training
08/08/2023	NALC	08782196	39.22		Training
08/08/2023	NALC	08803216	39.22		Training
09/08/2023	Doodle AG	05676172	74.08	PO 2448	Doodle Subscription
14/08/2023	Soundtrack Your Brand	47235851	39.00		Monthly Subscription
21/08/2023	ZOOM.US	13942001	12.99		Zoom Subscription
25/08/2023	Eventbrite	00894925	2.42		Cinema Refund
25/08/2023	Eventbrite	00911067	2.42		Cinema Refund
25/08/2023	Eventbrite	00926859	2.42		Cinema Refund
06/09/2023	Dropbox International	84557753	71.05		Subscription
14/09/2023	Soundtrack Your Brand	47775850	39.00		Soundtrack Your Brand
20/09/2023	The Poppy Shop	82550102	424.58		The Poppy Shop
21/09/2023	ZOOM.US	15896470	12.99		ZOOM.US
30/09/2023	Natwest Bank	CC2306/01	30.00		Bank Charges
Total Payments			<u>1,411.19</u>		

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Current/Reserve Bank A/c's

List of Payments made between 01/07/2023 and 30/09/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/07/2023	Cheshire East Council	24739	655.00		TH Rates
03/07/2023	Cheshire East Council	24740	304.00		ODM Rates
03/07/2023	Cheshire East Council	24741-43	172.00		IDM Rates
03/07/2023	Prism Solutions	24738	200.84		TH Monthly Telephones
04/07/2023	Legal and General	24753	214.86		Insurance
04/07/2023	West Merica Energy	24752	3,354.31		P/Conv Electricity chrg
07/07/2023	BACS P/L Pymnt Page 1176	BACS Pymnt	1,316.90		BACS P/L Pymnt Page 1176
07/07/2023	Travelling Expenses	24768	25.17		Travelling Expenses
07/07/2023	Paroch/Church Sandbach Heath	24767	240.00		STC Churchyard Maint. Grant
07/07/2023	St Mary's PC	24770	480.00		Churchyard Maintenance Grant
07/07/2023	Sandbach Concert Series	24772	3,500.00		STC Community Grant
07/07/2023		24774	240.00		Churchyard Maintenance Grant
07/07/2023	The Church on Ettiley Heath	24775	240.00		Churchyard Maintenance Grant
07/07/2023	Sandbach Woodland & Wildlife	24776	1,500.00		STC Grant
07/07/2023	Foden's Band	24777	7,500.00		STC Sponsorship
07/07/2023	PCC of Christ Church Wheelock	24778	460.00		Churchyard Maintenance Grant
07/07/2023	Sandbach Allotment Society	24779	1,000.00		STC Grant
10/07/2023	The Fuel Card People	24785	1.44		Motor Expenses
10/07/2023	BT	24786	89.44		Monthly Telephones
12/07/2023	Evo Payments International	24794	102.45		Card Machine Charges
14/07/2023	Monthly Payroll	24810	22,064.46		Monthly Payroll
14/07/2023	Petty Cash	24811/5591	250.00		Petty Cash
14/07/2023	BACS P/L Pymnt Page 1179	BACS Pymnt	3,922.83		BACS P/L Pymnt Page 1179
17/07/2023	EE Limited	24820	23.27		Market Mobile Charges
17/07/2023	Natwest	24819	25.60		Bankline Charges
20/07/2023	West Merica Energy	24837	2,767.00		Publ/Conv Electric MAY23
21/07/2023	BACS P/L Pymnt Page 1181	BACS Pymnt	2,209.44		BACS P/L Pymnt Page 1181
25/07/2023	Prism Solutions	24857	1,914.91		ICT Support/Packages
28/07/2023	HMRC	7550.09	7,550.09		HMRC JUL23
28/07/2023	Cheshire Pension Fund	24876	5,249.68		Pension JUL23
28/07/2023	Credit Card	24884	385.72		Credit Card
28/07/2023	Amazon	24875	16.43		Stationery
28/07/2023	BACS P/L Pymnt Page 1183	BACS Pymnt	4,678.81		BACS P/L Pymnt Page 1183
31/07/2023	Natwest	24892	41.87		Bank Charges
01/08/2023	DVLA	24899	320.00		Ranger Van Road Tax
01/08/2023	Cheshire East Council	24900	655.00		Business Rates
01/08/2023	Cheshire East Council	24901	304.00		Business Rates
01/08/2023	Cheshire East Council	24902	111.00		Business Rates
01/08/2023	Cheshire East Council	BACS	406.00		Business Rates
01/08/2023	Prism Solutions	24898	190.36		Monthly Telephones
04/08/2023	Legal and General	24913	214.86		Insurance
07/08/2023	The Fuel Card People	24921	1.44		Motor Expenses
07/08/2023	BT	24922	89.44		Monthly Telephones
10/08/2023	Evo Payments International	24931	113.27		Card Machine Charges
11/08/2023	BACS P/L Pymnt Page 1187	BACS Pymnt	870.02		BACS P/L Pymnt Page 1187
14/08/2023	West Merica Energy	24942	2,571.18		P/C electric JUN23
15/08/2023	EE Limited	24948	23.27		Market Mobile

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Current/Reserve Bank A/c's

List of Payments made between 01/07/2023 and 30/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/08/2023	Natwest	24946	23.20		Bankline Charges
15/08/2023	Salaries AUG23	24947	23,980.55		Monthly Payroll AUG23
18/08/2023	BACS P/L Pymnt Page 1188	BACS Pymnt	14,485.59		BACS P/L Pymnt Page 1188
18/08/2023	Amazon	24991	52.97		Operational Expenses
23/08/2023	STC Small Grant	25009	499.00		Stroke Survivors Group
24/08/2023	STC Grant	25018	4,820.00		Smile Group Grant
25/08/2023	Prism Solutions	25033	1,254.79		ICT Support/Packages
25/08/2023	BACS P/L Pymnt Page 1193	BACS Pymnt	11,318.02		BACS P/L Pymnt Page 1193
29/08/2023	Credit Card	25043	481.53		Credit Card Transfer
31/08/2023	HMRC AUG23	HMRC	8,041.89		HMRC AUG23
31/08/2023	Cheshire Pension Fund	PENSIONFUN	5,585.60		PENSION AUG23
31/08/2023	Natwest Bank	25052	53.61		Bank Charges
01/09/2023	BACS P/L Pymnt Page 1195	BACS Pymnt	16,582.10		BACS P/L Pymnt Page 1195
01/09/2023	Cheshire East Council	25063	80.50		Enerprise B/Rates
01/09/2023	Cheshire East Council	25069	655.00		TH Business rates
01/09/2023	Cheshire East Council	25070	304.00		ODM B/Rates
01/09/2023	Cheshire East Council	25071-72	111.00		IDM B/Rates
01/09/2023	Cheshire East Council	25073-74	403.00		Enterprise B/Rates
01/09/2023	Prism Solutions	25068	190.36		Monthly Telephones&BB
04/09/2023	Legal and General	25082	214.86		Insurance
05/09/2023	Natwest bank	25088	21.00		Transfer Charges
05/09/2023	BACS P/L Pymnt Page 1197	BACS Pymnt	158,507.66		BACS P/L Pymnt Page 1197
07/09/2023	Sandbach Partnership	25096	1,260.00		STC Community Grant
07/09/2023	Sandbach Ladies Circle	25097	500.00		STC Community Grant
07/09/2023	BT	25098	89.44		Monthly Telephones
08/09/2023	BACS P/L Pymnt Page 1198	BACS Pymnt	4,535.32		BACS P/L Pymnt Page 1198
11/09/2023	The Fuel Card People	25115	1.44		Motor Expenses
12/09/2023	Evo Payments International	25120	122.82		Card Machine Charges
15/09/2023	BACS P/L Pymnt Page 1199	BACS Pymnt	3,830.44		BACS P/L Pymnt Page 1199
15/09/2023	Sandbach Park Bowling Club	25140	100.00		STC Community Grant
15/09/2023	Natwest	25136	25.20		Bankline Charges
15/09/2023	Monthly Payroll	21537	23,463.99		Monthly Payroll
15/09/2023	EE Limited	25143	23.27		Market Mobile
18/09/2023	Public Works Loan	25150	2,467.11		Loan Repayment
19/09/2023	West Merica Energy	25155	2,412.64		Electricity 01/07/23-31/07/23
21/09/2023	Transport Festival	25166	18,000.00		STC Grant Transport Fest
22/09/2023	Petty Cash	25183/5593	200.00		Petty Cash
22/09/2023	BACS P/L Pymnt Page 1201	BACS Pymnt	4,078.17		BACS P/L Pymnt Page 1201
25/09/2023	Prism Solutions	25190	1,254.79		Monthly ICT support & Packages
28/09/2023	Cheshire Pension Fund	25209	5,471.96		Pension SEP23
28/09/2023	HMRC	25210	7,767.29		HMRC SEP23
28/09/2023	Friends of Sandbach Cemetery	25211	1,500.00		STC Community Grant
28/09/2023	Credit Card	25212	352.04		Credit Card Transfer
29/09/2023	Natwest Bank	25217	42.49		Bank Charges
29/09/2023	BACS P/L Pymnt Page 1204	BACS Pymnt	2,635.42		BACS P/L Pymnt Page 1204
29/09/2023	MCC Trading Ltd	25222	761.04		Equipment renewals

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Current/Reserve Bank A/c's

List of Payments made between 01/07/2023 and 30/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
Total Payments			407,127.46		

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Petty Cash

List of Payments made between 01/07/2023 and 30/09/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2023	Waitrose	PC2304/01	15.00		Bar Supplies
14/07/2023	Handy Household	PC2304/02	17.98		Stationery
14/07/2023	MORRISONS	PC2304/03	1.00		Stationery
18/07/2023	MORRISONS	PC2304/04	2.50		Bar Supplies
18/07/2023	Iceland Foods Ltd.	PC2304/05	2.00		Bar Supplies
19/07/2023	Swift Shoes Ltd	PC2304/06	6.00		Office Maintenance
20/07/2023	MORRISONS	PC2304/07	1.00		Stationery
20/07/2023	Savers Health & Beauty Ltd	PC2304/08	2.51		Savers Health & Beauty Ltd
28/07/2023	MORRISONS	PC2304/09	1.00		Stationery
28/07/2023	Swift Shoes Ltd	PC2304/10	6.00		Office Maintenance
02/08/2023	Swift Shoes Ltd	PC2305/01	18.00		Office Maintenance
03/08/2023	MORRISONS	PC2305/02	1.00		Stationery
03/08/2023	Knutsford Town council	PC2305/03	24.00		Civic & Ceremonial
04/08/2023	MORRISONS	PC2305/04	6.55		Bar Supplies
08/08/2023	Swift Shoes Ltd	PC2305/05	27.00		Office Maintenance
10/08/2023	MORRISONS	PC2203/06	1.00		Stationery
15/08/2023	Amazon	PC2305/07	6.62		Equipment Renewals
17/08/2023	MORRISONS	PC2305/08	1.00		Stationery
18/08/2023	MORRISONS	PC2305/09	2.50		Bar Supplies
18/08/2023	Iceland Foods Ltd.	PC2305/10	2.00		Bar Supplies
24/08/2023	MORRISONS	PC2305/11	1.00		Stationery
25/08/2023	Iceland Foods Ltd.	PC2305/12	19.50		Community Events
29/08/2023	Handy Household	PC2305/13	7.45		Bar Supplies
29/08/2023	Iceland Foods Ltd.	PC2305/14	7.50		Community Events Costs
30/08/2023	MORRISONS	PC2305/15	5.40		Bar Supplies
31/08/2023	MORRISONS	PC2305/16	1.00		Stationery
31/08/2023	MORRISONS	PC2306/07	5.50	Bar Supplies	MORRISONS
06/09/2023	B&M	PC2306/01	9.48		Stationery/Office Equipment
07/09/2023	MORRISONS	PC2306/02	1.00		Stationery
09/09/2023	Iceland Foods Ltd.	PC2306/03	15.00		Community Events Costs
13/09/2023	MORRISONS	PC2306/04	5.65		Refreshments Purchases
15/09/2023	MORRISONS	PC2306/05	1.00		Stationery
15/09/2023	Swift Shoes Ltd	PC2306/06	6.00		IDM Maintenance
19/09/2023	B&M	PC2306/08	8.79		Refreshment Purchases
20/09/2023	MORRISONS	PC2306/09	1.55		Refreshment Purchases
21/09/2023	MORRISONS	PC2306/10	1.00		Stationery
25/09/2023	Iceland Foods Ltd.	PC2306/11	14.40		Bar Supplies
27/09/2023	MORRISONS	PC2306/12	2.90		Refreshment Purchases
27/09/2023	Cheshire East Council	PC2306/13	21.00		Temporary Event Notice Fee
28/09/2023	MORRISONS	PC2306/14	1.00		Stationery
29/09/2023	MORRISONS	PC2306/15	6.10		Bar Supplies
29/09/2023	Handy Household	PC2306/16	12.96		Bar Supplies
Total Payments			299.84		

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