

SANDBACH TOWN COUNCIL

AGENDA

For the forty-sixth Annual Meeting of Sandbach Town Council
and
Mayor Making Ceremony
to be held on Thursday, 11th June 2020 at 7.00pm
in Zoom Room: 886 1402 0984

This meeting will be clerked by Ann Banks. Please ensure that all apologies are made directly to the Clerk of the meeting no later than 6pm on the day of the meeting.

The Current Mayor, Deputy Mayor and Candidates for Mayor and Deputy Mayor will join the meeting from the SLI with the Clerk on separate computers whilst being socially distanced from each other. This is to enable acceptances of office to take place.

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

Opening prayer – Cllr G Merry

AGENDA

1. **Apologies for absence**
2. **The retiring Town Mayor's remarks**
3. **Election of the Town Mayor for the year 2020/21**
4. **The Clerk will call upon the Town Mayor to read and sign their declaration accepting the office of Sandbach Town Mayor**
5. **Election of the Deputy Town Mayor for the year 2020/21**
6. **The Clerk will call upon the new Deputy Town Mayor to read and sign their declaration accepting the office of Deputy Town Mayor**

The meeting will be adjourned, while the Mayoral Party is invested with their Civic Chains, following which it will be immediately reconvened.

7. **Tribute by the new Town Mayor to the retiring Town Mayor and his Consort**
8. **Appointment by the new Town Mayor of honorary Chaplains, the announcement of the dates of Civic Events and the charities to be supported and plans for year of office**
9. **Committee Appointments**
[Schedule attached]
To approve Committee appointments.
(Chairmen/Vice-Chairmen to be appointed at each first Committee Meeting.)
10. **Appointments to Outside Bodies**
[Schedule attached]
To agree representation on outside bodies.
11. **Calendar of Meetings**
[Schedule attached]
To agree the Calendar of Meetings for 2020-2021
12. **Internal Auditor**
To approve JDH Business Services as internal auditor 2020/21.
13. **Outside Support 2020/21**
Due to required internal knowledge and for the purpose of business continuity, Financial Regulation 10.3 (quotations) is waived to permit the ongoing appointment of the following:
 - i. To approve Wirehouse Employer Services for Health, Safety and Employment support.
 - ii. To approve John Greenall & Co. Ltd for payroll and pension services.
 - iii. To approve Dixon Rigby Keogh, Sandbach, for Legal Support.
 - iv. To approve John Greenall & Co for Financial guidance and VAT return.
 - v. To approve Prism Computers for IT Support.

14. COVID-19 Grants

Lead: Cllr Smith

Action: The COVID-19 epidemic has had an enormous impact on all aspects of people's lives in Sandbach. Sandbach Town Council is inviting Community Groups and Organisations who are supporting Sandbach residents through the epidemic and its consequences to apply for a Grant from our existing Grant fund. The Grants will be administered by the Finance Policy and Governance Committee according to the existing Policy.

15. Date, Time and Place of next Meeting

The next meeting of the Town Council is a business meeting scheduled for Thursday 9 July at 7.00pm on Zoom. The room number will be circulated with the agenda.

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Committee Appointments 2020/2021

1. **Assets & Services Committee (11 Members in 2019-20)**
Cllrs Beddows, Hovey, L Crane, Broad, Hoffmann, Smith, Seymour, Jack, Hegarty and Williams.
 - **Conditions Survey Sub Committee**
Cllrs Hovey, Williams, L Crane, Jack and Beddows.
 - **Small Common Redevelopment Sub-Committee (5 Members in 2019-2020)**
Cllrs Kirkham, Beddows, Merry, Broad, Smith, Jack, Hegarty and L Crane.
2. **Community & Environment (8 Members in 2019-20)**
Cllrs Merry, L Crane, Broad, Hoffmann, Lea, Flavell, Jack and Hegarty.
 - **Events Sub Committee (7 Members in 2019-20)**
Cllrs Beddows, Merry, L Crane, Broad, Hoffmann, Jack and Hegarty.
3. **Finance, Policy & Governance (12 Members in 2019-20)**
Cllrs Hovey, Kirkham, Merry, Williams, Muldoon, L Crane, Smith, Seymour, Jack and Corcoran.
4. **Planning & Consultation Committee (8 Members in 2019-20)**
Cllrs Hovey, Merry, Muldoon, Broad, Lea, Flavell, Jack and S Crane.
5. **Personnel (8 Members in 2019-20)**
Cllrs Hovey, Merry, L Crane, Broad, Hoffmann, Jack, S Crane and S Corcoran.

Working Groups:

Neighbourhood Development Plan (currently Cllr Price Jones)

Personnel Working Group (currently Cllr Corcoran)

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

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Appointments to Outside Bodies 2020-2021

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

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Proposed Meetings 2020/21
Sandbach Town Council and Committees

DATE	START	MEETING	NOTES
Wednesday 1st June 2020	6.30pm	Pre-AGM	Discussion session, open to public and press
Thursday 11th June 2020	7pm	Sandbach Town Council (AGM)	
Monday 29th June 2020	7pm	Planning	
Tuesday 30th June 2020	7pm	Personnel	
Thursday 2nd July 2020	7pm	Community & Environment	
Thursday 9th July 2020	7pm	Sandbach Town Council	First Business Meeting
Monday 20th July 2020	7pm	Planning	
Tuesday 28th July 2020	7pm	Assets & Services	
Thursday 6th August 2020	7pm	Finance & Governance	
Monday 10th August 2020	7pm	Planning	
Tuesday 1st September 2020	7pm	Community & Environment	Tuesday Meeting
Thursday 17th September 2020	7pm	Community & Environment	
Monday 21st September 2020	7pm	Planning	
Thursday 24th September 2020	7pm	Sandbach Town Council	
Monday 12th October 2020	7pm	Planning	
Tuesday 13th October 2020	7pm	Pre-Budget	
Thursday 23rd October 2020	7pm	Sandbach Town Council	
Monday 2nd November 2020	7pm	Planning	
Monday 2nd November 2020	7pm	Assets & Services	
Tuesday 3rd November 2020	7pm	Pre-Budget	
Tuesday 10th November 2020	7pm	Finance & Governance	
Thursday 12th November 2020	7pm	Finance & Governance	
Monday 23rd November 2020	7pm	Planning	
Thursday 26th November 2020	7pm	Community & Environment	
Thursday 10th December 2020	7pm	Sandbach Town Council	
Monday 14th December 2020	7pm	Planning	
Tuesday 11th January 2021	7pm	Planning	
Monday 25th January 2021	7pm	Planning	
Tuesday 26th January 2021	7pm	Assets & Services	
Thursday 4th February 2021	7pm	Finance & Governance	
Thursday 12th February 2021	7pm	Sandbach Town Council	
Monday 15th February 2021	7pm	Planning	
Thursday 4th March 2021	7pm	Community & Environment	
Monday 8th March 2021	7pm	Planning	
Wednesday 17th March 2021	7pm	Personnel	
Thursday 18th March 2021	7pm	Annual Town Meeting	
Monday 29th March 2021	7pm	Planning	
Thursday 9th April 2021	7pm	Sandbach Town Council	
Monday 19th April 2021	7pm	Planning	
Tuesday 22nd April 2021	7pm	Assets & Services	
Thursday 29th April 2021	7pm	Finance & Governance	
Monday 10th May 2021	7pm	Planning	
Thursday, 6th May 2021	7pm	Pre-AGM	
Thursday 20th May 2021	7pm	Sandbach Town Council (AGM)	

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