

SANDBACH TOWN COUNCIL

AGENDA

For the meeting of the Sandbach Town Council to be held at 7.00pm
on Thursday 9 July 2020 in Zoom Room: 871 9379 1928

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.

Prayer to be read by Cllr Merry

1. APOLOGIES FOR ABSENCE

Cllrs:

2. DECLARATIONS OF INTEREST

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

3. MAYORS COMMENTS

PUBLIC QUESTIONS

The Town Mayor will adjourn the meeting to allow questions from members of the public. After the questions the Town Mayor will reconvene the Town Council Meeting.

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

Item 19.

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

5. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 14 MAY AND 11 JUNE (AGM) 2020.

6. TO NOTE THE MINUTES OF THE PLANNING & CONSULTATION COMMITTEE MEETINGS HELD ON 1 JUNE AND 15 JUNE 2020.

7. TO NOTE THE MINUTES OF THE MEETINGS OF THE PERSONNEL COMMITTEE HELD ON 19 MAY 2020.

8. TO NOTE THE MINUTES OF THE FINANCE, POLICY AND GOVERNANCE COMMITTEE – NO MEETINGS HELD.

9. TO NOTE THE MINUTES OF THE MEETING OF THE COMMUNITY AND ENVIRONMENT COMMITTEE – NO MEETINGS HELD.
10. TO NOTE THE MINUTES OF THE MEETING OF THE EVENTS SUB-COMMITTEE – NO MEETINGS HELD.
11. TO NOTE THE MINUTES OF THE MEETING OF THE ASSETS AND SERVICES COMMITTEE – NO MEETINGS HELD.
12. **MATTERS ARISING FROM COMMITTEE MEETINGS**

There are none

13. **STANDING ORDER 27 EMERGENCY USAGE REPORT**

[Attached: Standing Order 27 Usage Report]

Lead: The Clerk

Action: *That Council supports and agrees to the decisions taken under Standing Order 27.*

14. **COVID-19**

Matters relating to Covid-19

14.1 **CEC Social Distancing Measures**

Lead: Cllr K Seymour

Attached: Report

Action: *That Sandbach Town Council informs Cheshire East Council it does not approve of the current/previous barriers that were/are in place on Welles Street, Bold Street and High Street.*

And that (if barriers are still in place);

Sandbach Town Council asks Cheshire East Council to remove the barriers and look to set up a one-way system to replace the barriers, with sufficient signage.

Or that (if barriers are no longer in place); Sandbach Town Council asks Cheshire East Council to properly consult with them on any future Covid-19 safety measures with specific plans (including the roads impacted and what will be put in place) on what is being proposed.

14.2 **Active Travel Scheme**

Lead: Cllr A Smith

[https://www.cheshireeast.gov.uk/council_and_democracy/council information/media hub/media releases/active-travel-to-play-its-role-in-cheshire-east's-covid-19-recovery.aspx](https://www.cheshireeast.gov.uk/council_and_democracy/council_information/media_hub/media_releases/active-travel-to-play-its-role-in-cheshire-east's-covid-19-recovery.aspx)

Action: *Agree a process to feedback Sandbach Town Council views on the Cheshire East Council's Active Travel Scheme*

14.3 Covid-19 Response Network

Lead: Cllr G Price Jones

Action: *To receive a verbal update.*

14.4 Wakes Fair

Lead: Clerk

Attached: Report

Action: *To determine if the Wakes Fair should take place September 2020 on the basis of increased risk due to Covid-19.*

15. FINANCE MATTERS

15.1 Annual Audit and Governance

Lead: Chair of Finance, Policy and Governance

Attached: Annual Statement 2020 for approval and signing
Annual Accounting Statements
End of Year Internal Audit Report 2019-20

Action: *i. To note and approve the Internal Audit.
ii. To approve the end of year accounts.
iii. To approve and sign the Annual Return*

15.2 Bank Signatories

Lead: RFO

Attached: Report

Action: *To approve an extension of up to 6 months for the new signatories to set up.*

15.3 NDP Dropbox

Lead: Cllr G Price Jones

Action: *To agree to pay up to £1,000 for the NDP Dropbox; there is currently £200 in budget, therefore would result in an overspend.*

15.4 Social Media Policy

Lead: Cllr G Price Jones

<https://sandbach.gov.uk/wp-content/uploads/2019/06/Internet-email-and-social-media-policy-Adopted-16.8.18.pdf>

Action: *To be reminded of the adopted Social Media Policy.*

15.5 Sandbach Transport Festival

Lead: Chair of Finance, Policy and Governance

Attached: Email from the Transport Festival Treasurer

Action: *i. Determine whether the 2020 Funding should be returned.*

ii. Consider whether there is scope for an increase in the 2021 contribution, prior to budget setting.

15.6 ChALC – Annual Membership

Lead: Town Clerk

Attached: Invoice

Action: *To approve the invoice for £1487.04 for annual membership and one copy of the Local Council Review.*

15.7 Town Hall Roof Repairs

Lead: Town Clerk

Report to Follow

Action: *To make available £14,420 + VAT for the purpose of carrying out essential and urgent repairs to the Town Hall Complex Roof. Funding to be from Committee Reserves: Condition Survey/Building Maintenance.*

16. ASSETS & SERVICES MATTERS

16.1 Christmas Market

[Attached: Report from Operational Support Officer]

Lead: Chair of Assets and Services

Action: *To consider the Officers Report and Recommendations and to agree plans for the 2020 Christmas Market.*

16.2 Christmas Lights

[Attached: Report]

Lead: Cllr G Price Jones

Action: *To receive report and to approve £15,605 (+VAT) expenditure for the installation of 2020 Christmas Lights and Tree, the delivery of which is delegated to the Clerk. It is also requested that a 5% contingency be made available to cover any unexpected maintenance that may be required.*

16.3 Office Accommodation

Lead: Town Clerk

Action: *To receive a verbal progress report.*

17. MEMBERS ITEMS

17.1 Cllr A Smith – Complaints Process

Support Docs.- STC Complaints Procedure

<https://sandbach.gov.uk/wp-content/uploads/2019/06/Complaints-Procedure-24.04.14.pdf>

- Sandbach Town Council Adopted Code of Conduct

<https://sandbach.gov.uk/wp-content/uploads/2019/06/Code-of-Conduct-Review-2018-Adopted-STC-16.8.18-Effective-May-2019.pdf>

- Cheshire East Member Code of Conduct Complaints Process

To complain that a Councillor or co-opted Member of Cheshire East Council or a Town or Parish Councillor in the Cheshire East area may have failed to comply with the relevant Code of Conduct complete the Complaint Form.

- Cheshire East Member Code of Conduct Complaint Form

<https://www.cheshireeast.gov.uk/pdf/council-and-democracy/councillors-and-councillor-conduct/member-code-of-conduct-complaint-form.pdf>

Action: *The Clerk to clarify the complaints process relating to*

- a) Complaints concerning the whole council*
- b) Complaints concerning members of staff*
- c) Complaints against Councillors*

17.2 Cllr A Smith – COVID-19 Press Release

Action: *to draft a press release concerning the Council's resolution on the COVID 19 grants, with the press release being made available on STCs grants page of the website*

Council to agree to put the process and policy on Sandbach Town Council's website.

17.3 Cllr D Jack – Parking charges

Attached: Paper

Action: *That Sandbach council does oppose any suggestion or plan to impose parking charges of any type within the parish boundaries of Sandbach;*

and that:

a named vote under standing orders be taken to express this view;

and that:

any planned consultation must be made only with those residents and businesses within the Parish of Sandbach and not draw on the wider borough of Cheshire East.

17.4 K Seymour – Wildflower Seeding

- Action:
- i. That Sandbach Council agrees in principle to seeding all vacant and derelict public spaces and verges along carriageways with wildflower seeds. (subject to agreeing costs).*
 - ii. That a report be delivered to the next council fully costed and time scaled for the delivery of such a proposal.*

18. CORRESPONDENCE

18.1 High Street – Cycle Lane

Email Dated 5 May 2020.

19. PERSONNEL WORKING GROUP

Confidential

Lead: Chair of Personnel

Attached: Confidential Report

Action: *To receive the report.*

20. DATE, TIME AND PLACE OF NEXT MEETING

The next Town Council Meeting will be on Thursday 24 September 2020 at 7.00pm on Zoom. The room code will be shared on the agenda for the meeting.

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

SANDBACH TOWN COUNCIL

Minutes of the Meeting of Sandbach Town Council held on 14 May 2020 in Zoom Room 895-2053-0217.

PRESENT

Councillors: M Muldoon (Mayor)
G Price Jones (Deputy Mayor)
S Corcoran (arrived 7.03pm)
R Hovey
L Crane
S Crane
S Broad
D Jack
A Smith
S Kirkham
I Williams
G Merry
K Flavell
D Hegarty
S Ashcombe-Hurt
R Hoffmann

Also present was one member of the public (left c.7.30pm), the Assistant Town Clerk and the Operational Support Officer.

Prayer read by Cllr Merry

1. APOLOGIES FOR ABSENCE

Cllrs: J Beddows
K Seymour

Absent without apologies

Cllr M Lea

2. DECLARATIONS OF INTEREST

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

Cllrs L and S Crane declared an interest in Planning Application 20/1840C as neighbours to the property.

3. MAYORS COMMENTS

The Mayor announced that he would not make comments at this time, he would reserve them for a later date.

PUBLIC QUESTIONS

The Town Mayor adjourned the meeting to allow questions from the public. As there were no questions, the meeting was immediately reconvened.

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

There were no items be discussion with the exclusion of the public and press, under the Public Bodies (Admission to Meetings) Act 1960.

5. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 27 FEBRUARY 2020.

RESOLVED: that the minutes of the meeting held on 27 February 2020 are approved as an accurate record.

6. TO NOTE THE MINUTES OF THE PLANNING & CONSULTATION COMMITTEE MEETINGS HELD ON 17 FEBRUARY, 9 MARCH 2020 AND APPROVE THE MINUTES OF 27 APRIL 2020.

RESOLVED: that the minutes of 7 February 2020 and 9 March are noted and those of 27 April are approved as an accurate record

7. TO NOTE THE MINUTES OF THE MEETINGS OF THE PERSONNEL COMMITTEE – NO MEETINGS HELD

8. TO APPROVE THE MINUTES OF THE FINANCE, POLICY AND GOVERNANCE COMMITTEE MEETING HELD ON 6 FEBRUARY 2020.

RESOLVED: the minutes of 6 February are approved as an accurate record

9. TO APPROVE THE MINUTES OF THE MEETING OF THE COMMUNITY AND ENVIRONMENT COMMITTEE HELD ON 5 MARCH 2020.

RESOLVED: the minutes of 5 March are approved as an accurate record

10. TO APPROVE THE MINUTES OF THE MEETING OF THE EVENTS SUB-COMMITTEE HELD ON 25 FEBRUARY 2020.

RESOLVED: the minutes of 25 February are approved as an accurate record

11. TO APPROVE THE MINUTES OF THE MEETING OF THE ASSETS AND SERVICES COMMITTEE HELD ON 28 JANUARY 2020.

RESOLVED: the minutes of 28 January are approved as an accurate record

12. MATTERS ARISING FROM COMMITTEE MEETINGS

12.1 Finance Committee – Volunteer Policy Revision

Lead: Chair of Finance, Policy & Governance.

RESOLVED: That the Council approves the revised Volunteer Policy as recommended by the Finance Committee.

12.2 Planning and Consultation Committee – CIL Payments

Lead: Chair of Planning

A sum of £2005.75 has been received from CEC as a CIL (Community Infrastructure Levy) payment. This money has to be spent on community improving community infrastructure. There is no approved STC list, however the adopted Neighbourhood Development Plan states that when funds become available, that Sandbach Town Council should direct how it is allocated. Any funds have to be spent within 5 years and the way it is spent reported.

As we have now received an amount and to be prepared for any future payments, the Council is asked to agree an approach.

RESOLVED: that

- i. The Planning & Consultation Committee be requested to draw up a list of compliant infrastructure projects, these will need approximate budgets, identified constraints such as land ownership, is any match funding likely to be available, requirement to allocate part of our precept income.
- ii. Each Cheshire East Ward Councillor be requested to liaise with CEC Planning to identify likely timescales of developments in their ward, that will be liable to CIL contributions to enable forward planning.

13. STANDING ORDER 27 EMERGENCY USAGE REPORT

Lead: The Clerk

Since being placed under Covid lockdown, the Clerk, in consultation with the appropriate Councillors, has used Standing Order 27 to enable continuation of Council Business. Standing Order 27 states, that its use should be reported to the earliest available Council meeting. The Clerk reported on how this Standing Order has been used for the following reasons:

- Working from Home.
- Closure of Markets.
- Cancellation of Summer Events.
- Supporting CEC 'People Helping People' Covid Response Group.
- Furlough of contracted staff and Casual staff pay arrangements.

RESOLVED: that Council supports and agrees to the decisions taken under Standing Order 27.

14. SANDBACH TOWN COUNCIL COMMUNITY COVID-19 RESPONSE

Lead: The Town Clerk reported in the absence of the Assistant Town Clerk

Sandbach Town Council has been helping CEC to respond to the needs of vulnerable people within the Town, but coordinating a number of volunteers to respond to requests for help.

An initial coordination group was set up, which comprised of two Councillors and four members of staff, they put in place a procedure and risk assessment; once arrangements had been agreed the service has been delivered by the Assistant Town Clerk and Town Ranger, with remote support from the Deputy Mayor.

At the time of writing the report there were over 50 volunteers, with at least 75 residents registered for support. Support ranges from a phone call to reassure and advise, to the delivery of shopping and collection of prescriptions.

Members were interested to hear about how the Council is supporting the community, with those staff involved being thanked for their work – they are a credit to the team!

RESOLVED: that the report is received.

15. AGM & CIVIC ARRANGEMENTS

Lead: The Clerk

In view of the current lockdown, through consultation with the Mayor and Deputy Mayor, the Clerk recommended that the current appointments are held over until such time an AGM can be convened.

There was an appetite to hold a remote AGM as soon as possible to elect the new Mayor and Deputy Mayor. It was felt that social distancing measures and remote meetings, should not prevent the AGM from taking place.

RESOLVED: that a remote AGM is convened to take place on Thursday 11 June 2020.

16. ASSETS & SERVICES COMMITTEE BUSINESS

16.1 Christmas Market

Lead: Support Officer

The Support Officer presented his report through which he outlined options to deliver the Christmas Market. The options included the possibility of using a third party to deliver the operational side, extend the Market to other areas of the Town and increase the number of days the market is available.

In view of the current uncertainties around Covid-19 and a possible second wave of the virus, it was felt that the timing is not right to consider extending the market, therefore for 2020 it should remain as previous years.

It was commented that some of the volunteers from previous years may not be available this year, as they may be vulnerable or shielding.

It was felt too early to make a decision and the item was deferred to the July meeting of the Council.

RESOLVED: that this be deferred to July for a decision to be made when more information relating to Covid-19 is available.

16.2 Hanging Baskets

Lead: The Clerk

The Clerk reported on difficulties currently being experienced by ANSA due to Covid-19 and the necessary re-deployment of some staff. On this basis ANSA has been unable to give any guarantee regarding the delivery and maintenance of hanging baskets, but has committed, subject to resources, to plant, hang and water 40 baskets within the Town.

The Clerk reported that Cllr Jack and a number of volunteers would be willing to plant and maintain the rest, in the region of 85 baskets, which ANSA has agreed to deliver if required. Others agreed that we should make a good show if able and that others should volunteer where able.

RESOLVED: that the report be received.

17. COMMUNITY AND ENVIRONMENT COMMITTEE BUSINESS

There is none.

18. FINANCE, POLICY AND GOVERNANCE COMMITTEE BUSINESS

18.1 Financial Statements: Final Quarter

Lead: Chair of Finance, Policy & Governance.

It was noted that the Town Hall heating and lighting costs are going up and suggested that both cost and carbon impact should be reviewed.

RESOLVED: that the final quarter financial statements are approved.

18.2 Payments Made

Lead: Chair of Finance, Policy & Governance.

RESOLVED: that the payments made between 1st January to 31st March 2020 are approved.

18.3 Committed Funds

Lead: Chair of Finance, Policy & Governance.

It was reported that permission had previously been granted for the procurement of furniture for the Town Hall, however this had not happened before the financial year end and the available funds had not been committed forward. The funds remain available, Council is asked to transfer the spend to the current year.

RESOLVED: that £3,960 is made available for the purchase of tables for the Town Hall; this should have been spent during 2019/20 and was not carried forward at the year end.

18.4 Supplier Invoice

Lead: Chair of Finance, Policy & Governance.

RESOLVED: That invoice 234 from John Greenhall & Co for £2,700.00 (£2,250 plus £450 VAT) for 2019-2020 payroll services is approved for payment.

18.5 Internal Audit

Lead: Chair of Finance, Policy & Governance.

The Second Interim Internal Audit 2019/20 was presented, along with Officer comments in relation to the items raised.

RESOLVED: that the report be accepted.

Before moving on to item 19, Cllr Williams referred to previous unresolved items of business and asked that they be considered:

Role of Ranger

Grant Feedback Forms

The Clerk assured members that this had not been overlooked, but had been re-prioritised. They will be determined in the near future.

19. PLANNING & CONSULTATION COMMITTEE BUSINESS

19.1 Observations on Planning Applications

Lead: Planning Chair

RESOLVED: that the following comments are made to CEC Planning Division.

Submitted WE 01.05.20 response to Cheshire East by 18.05.20

20/0608C 11 London Road, Sandbach, CW11 3BD

Change of use of existing 1st floor offices into 3 flats on 1st and 2nd floors including three new dormer windows.

Despite receipt of revised drawings, they do not appear to resolve the issues originally raised. As such, this Council again **OBJECT** to the application based on the following:

- The negative impact the building will cause on the street scene, due to the designs not being in keeping with other properties that are nearby.
- There still exists serious safety implications for the building occupants should, especially those on the top floor flat who only appear to have one means of escape.
- Use of the front space will have a serious impact upon the existing Community Resource which already exists on the site (Pharmacy).

As a result of the points above, this application is in contravention of Sandbach Neighbourhood Planning Policy H2 and Cheshire East Local Plan Strategy Policy SE1.

Submitted WE 08.05.20 response to Cheshire East by 03.06.20

- 20/1801C 4 Marlborough Drive, Sandbach, CW11 1SP
Extensions & alterations to front of dwelling. **NO OBJECTION**
- 20/1840C Norbury House, 649 Crewe Road, Sandbach, Cheshire
Ground and first floor rear extension to dwelling. **NO OBJECTION**
- 20/1677C 13 Lime Close, Sandbach, CW11 1BZ
Remove oversized/partially dead conifers, fit new smaller fence.
NO OBJECTION

19.2 Sandbach Neighbourhood Plan

Lead: Cllr Price Jones

The current status of the Neighbourhood Plan was outlined, with it being noted that a refresh is due.

Locality currently has available grants up to £9,000 to assist with refreshing a made NDP including an up to date Housing Needs Survey, something which the NDP Working Group feels is essential to help to understand the current position within Sandbach.

Additional Dropbox storage is required to enable collation and sharing of information between the group members. Council approval was sought to upgrade the current subscription.

RESOLVED: that

- a. The Council supports an application to Locality (the organisation that facilitates all NDP grants) for the sum of £9000 to cover the costs of the refresh of the Sandbach NDP. In the meantime the Council's committed NDP reserves will be used and replenished following a successful application. Any monies not spent within the financial year are to be returned to Locality.
- b. A Housing Needs Survey is commissioned on the basis of the provision of housing for the elderly, provision of social housing and affordable housing within Sandbach. A quotation from housing vision for £4500 gives the group an idea of the cost involved, however three quotes will be sought in accordance with the Council's financial regulations.
- c. A Business Drop Box is set up to store all documentation relating to the NDP."

20. CHRISTMAS LIGHTS

Lead: Town Clerk

The Clerk spoke to a report which had been circulated with the agenda pack and to quotations contained therein which indicated that the delivery of a new scheme of lighting, in addition to the existing lighting being used in other areas of the Town, would cost up to £70,000. She explained that this was significantly more than the budget of £27,500 and that members would need

to determine what level of the scheme they would like to deliver, and if it should be over an extended period.

Members felt that as there had not been a meeting of the Christmas Lights Committee, they had not been able to scrutinise the quotations, but recognised that the installation of a new scheme could boost morale after a very difficult year. An urgent meeting of the Christmas Lights Working Group is to be convened.

There was further discussion about the appropriate level of funding which should be invested during 2020, with some members feeling that £70,000 is excessive. Despite opposition, it was agreed that the Christmas Lights Working Group should aim to stay within the 2020 budget allocation.

RESOLVED: that an urgent meeting of the Christmas Lights Working Group is formed to scrutinise quotations, consider options and to prepare a report with recommendations for the next meeting of Council.

21. MEMBERS ITEMS

An item for the next meeting was suggested:

Cllr Smith - To consider awarding grants to Community Groups who have supported or been affected by Covid-19.

23. CORRESPONDENCE

There was none.

23. DATE, TIME AND PLACE OF NEXT MEETING

The next Town Council Meeting, which will be the AGM will be on Thursday 11 June 2020 at 7.00pm on Zoom.

The room code will be shared on the agenda for the meeting.

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

Meeting closed 8.58pm

Cllr M Muldoon, Town Mayor

ALB

SANDBACH TOWN COUNCIL

5

Minutes of the forty sixth Annual Meeting of Sandbach Town Council held on
Thursday, 11 June 2020 at 7pm on Zoom

PRESENT

Councillors: M Muldoon, Retiring Mayor
G Price Jones (Mayor Elect)
K Seymour
G Merry
D Jack
S Ashcombe Hurt
M Lea
I Williams
S Kirkham
K Flavell
A Smith
R Hovey
J Beddows
P Eaton
D Hegarty
R Hoffmann
S Crane
L Crane
S Corcoran
S Broad

Also present were the Assistant Town Clerk, Operational Support Officer and approximately 25 members of the public and press.

The Opening Prayer was read by Cllr Gill Merry

AGENDA

1. APOLOGIES FOR ABSENCE

None.

2. THE RETIRING TOWN MAYOR'S REMARKS

Cllrs Mike Muldoon welcomed everyone to the meeting and thanked them for their attendance. He noted that 12 months have now passed since the honour of receiving the prestigious post of Mayor was bestowed upon him and said that he had thoroughly enjoyed that time. He took the role on Cllr Richard Hovey, who did a splendid job as Mayor and left a high bar to follow.

Cllr Muldoon explained that he started the role with great trepidation, mixed with excitement. He has learnt more about the magnificent Town of Sandbach, and

its residents, on 1 year as Mayor than in 40 years as a resident. He discovered the huge amounts of talented people, of all ages, that participate in all sorts of organisations, societies and groups within the Town with both Pride and resilience. The amount of man hours that people invest in these groups was certainly noted. Many give their time and efforts for things which they often receive no praise for, which is very commendable.

Cllr Muldoon noted that in his role as Sandbach Mayor, he has attended 59 events and thanked all the organisations who had asked him to be involved. During his time as Mayor, Cllr Muldoon attended and Chaired Full Town Council Meetings, as well as attending the majority of Committee, Sub Committee and Working Group Meetings during the year. He recognised the tremendous work and support given by Council Staff in the background, and thanked them for their hard work in helping the Council run efficiently.

Mike noted that his Mayoral Year had been brought to a sudden and unforeseen halt by the worldwide Covid-19 pandemic, leading to many events cancellations and effort wasted. He is positive that events will return next year for the Town of Sandbach, and that the Council and its residents will ensure that they are continued next year and beyond.

Finally, the outgoing Mayor thanked Cllr Price Jones for his help and support during the year and wished him all the best for his Mayoral year. Cllr Muldoon assured all that Sandbach Town Council will continue to do its duties and fulfil its obligations to the best of its abilities.

3. ELECTION OF THE TOWN MAYOR FOR THE YEAR 2020/21

Proposed by Cllr Muldoon and seconded by Cllr Hovey.

Resolved: that Cllr Geraint Price Jones be elected Mayor for the year 2020/21.

4. DECLARATION OF ACCEPTANCE OF OFFICE – TOWN MAYOR

The new Mayor read and signed his Declaration of Acceptance of Office which was countersigned by the Town Clerk.

5. ELECTION OF THE DEPUTY TOWN MAYOR FOR THE YEAR 2020/21

Cllr David Jack: Proposed by Cllr Kirkham and seconded by Cllr Seymour.

Cllr Kathryn Flavell: Proposed by Cllr L Crane and seconded by Cllr Smith.

Cllr Corcoran requested a named vote, with the vote split as follows:

Cllr Jack: K Seymour, M Muldoon, G Merry, D Jack, S Ashcombe Hurt, M Lea, I Williams, S Kirkham. (8 for).

Cllr Flavell: G Price Jones, A Smith, R Hovey, J Beddows, P Eaton, D Hegarty, R Hoffmann, S Crane, S Corcoran, L Crane, K Flavell (11 for).

Abstained: S Broad.

Resolved: that Cllr Kathryn Flavell be elected Deputy Mayor for the year 2020/21.

6. DECLARATION OF ACCEPTANCE OF OFFICE – DEPUTY TOWN MAYOR

The new Deputy Mayor will read and sign her Declaration of Acceptance of Office at a later date.

The Mayoral Party withdrew from the Meeting whilst the Mayor was invested with his Civic Chains.

7. TRIBUTE TO THE RETIRING TOWN MAYOR

The Mayor, Cllr Geraint Price Jones

On behalf of residents of Sandbach and Members of Sandbach Town Council Cllr Muldoon was thanked for representing the town over the past year. His list of official engagements provides an indication of how busy his year has been. It is hoped that the new year provides similar opportunities to visit the various groups that provide support to the community.

The new Mayor thanked the outgoing Mayor for his assistance and inclusive nature during his year and noted that this has made him feel much more confident in taking on the role himself.

A framed certificate of appreciation for the past year was presented.

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

The Mayor noted that his personal plans and goals for the year have been put on the back burner as the community of Sandbach face the need to rebuild as a community following the COVID-19 pandemic.

During his mayoral year, he hopes to endeavour to keep the work of the Town Council moving at a good pace to continue the good work being done in the Markets and Town Hall, as well as other assets in the Town which the Council is responsible for. The Mayor also hopes to reach out to local organisations and individuals of the town to support and develop work being done by them for the good of Sandbach. It was noted that many resident's mental health will have been tested during the past few months, and that we must do our best to support individuals and organisations. To this end, The Mayor will be looking to invest time into the setting up of a community support hub for this purpose. He also hopes to resurrect the chamber of commerce to help the voices of Sandbach Business be heard.

On a personal level, The Mayor looks forward to working with various sporting groups such as rugby, football, cricket, cycling, running and many more sporting organisations to support their efforts which benefit residents of all ages.

The Mayor will be fundraising for Leighton Hospital Children's Ward, Teenage Youth Cancer Trust and Mental Health Provision for Youth, and will actively

support Foden's Band and Sandbach Concert Series. The appointment of an honorary chaplain will be delayed until The Mayor has contacted them.

9. COMMITTEE APPOINTMENTS 2020/21

Chairmen and Vice-Chairmen will be appointed at each first Committee meeting, when Terms of Reference will also be reviewed for the forthcoming year.

Resolved: The Committee appointments were approved as:

Assets & Services Committee

Cllrs J Beddows, R Hovey, L Crane, S Broad, R Hoffmann, A Smith, K Seymour, D Jack, D Hegarty and I Williams.

Conditions Survey Sub-Committee

Cllrs R Hovey, I Williams, L Crane, D Jack and J Beddows

Small Common Redevelopment Sub-Committee

Cllrs S Kirkham, J Beddows, G Merry, S Broad, A Smith, D Jack, D Hegarty and L Crane.

Community & Environment

Cllrs G Merry, L Crane, S Broad, R Hoffmann, M Lea, K Flavell, D Jack and D Hegarty.

Events Sub-Committee

Cllrs J Beddows, G Merry, L Crane, S Broad, R Hoffmann, D Jack and D Hegarty.

Finance, Policy & Governance

Cllrs R Hovey, S Kirkham, G Merry, I Williams, M Muldoon, S Crane, L Crane, D Hegarty, A Smith, K Seymour, D Jack and S Corcoran.

Planning

Cllrs R Hovey, G Merry, M Muldoon, S Broad, M Lea, K Flavell, D Jack, and S Crane.

Personnel

Cllrs R Hovey, G merry, M Muldoon, S Broad, M Lea, K Flavell, D Jack and S Crane.

10. APPOINTMENTS TO OUTSIDE BODIES 2020/21

Resolved: the appointments be approved.

[List attached]

11. CALENDAR OF MEETINGS 2020/21

Resolved: the calendar of meetings 2020/21 is approved.

[Calendar attached]

12. INTERNAL AUDITOR

Resolved: that JDH Business Services be approved as internal auditor 2020/1

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. **Resolved:** that Wirehouse Employer Services be approved for Health, Safety and Employment support 2020/21.
- ii. **Resolved:** that John Greenall and Co. be approved for payroll and pension services 2020/21.
- iii. **Resolved:** that Dixon Rigby Keogh, Sandbach, be approved for Legal Support 2020/21.
- iv. **Resolved:** that John Greenall & Co be approved for Financial guidance and VAT return 2020/21.
- v. **Resolved:** that Prism Computers be approved for IT Support 2020/21.

14. COVID-19 GRANTS

Resolved: that Sandbach Town Council invites Community Groups and Organisations who are supporting Sandbach Residents through the epidemic and its consequences to apply for a Grant from the existing Grant fund. The Grants are to be administered by the Finance Committee in accordance to 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 the Zoom Meeting Platform.

Cllr G Price Jones, Chair

MW

STCAGM2020

Agenda Item 10 – Appointment to Outside Bodies

Sandbach Partnership Mgmt Team:	Cllr D Jack
Sandbach Park Project:	Cllr S Broad
Sandbach Festival of Transport:	Cllr G Price Jones
Sandbach Almshouse Trust:	Cllrs 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 on invitation
Foden's Supervisory Board	Cllr G Merry
Connected Communities	Mayor + Cllrs G Merry, R Hovey and P Eaton.

SANDBACH TOWN COUNCIL

Minutes of the Meeting of the Planning & Consultation Committee held at 6.00pm on Monday, 01 June 2020. The meeting was held remotely via Zoom..

PRESENT Councillors R Hovey (Chair)
 G Price Jones
 S Broad
 D Jack
 G Merry
 M Muldoon (Mayor)
 M Lea

Also in attendance was the Assistant Town Clerk.

1. APOLOGIES FOR ABSENCE

S Crane

Absent without apologies: P Eaton

2. DECLARATIONS OF INTEREST

Cllr R Hovey declared an interest in Planning Application 20/2002C due to having previous dealings with the applicant. Cllr G P Jones chaired the meeting for this item.

The meeting was adjourned to allow members of the public to ask questions. There being no questions, the meeting was immediately reconvened.

3. OBSERVATIONS ON PLANNING APPLICATIONS

Submitted WE 15.05.20 response to Cheshire East by 11.06.20

20/1873C Land at Corner of Cross Street/Green Street, Sandbach

Change of use from single storey pitched roof store & WC to two storey 2 bedroom house, garden, parking, fencing & gates and timber shed.

Resolved: Members support the applications and it's design suitability for the street scene, but expressed concern that there were no facilities highlighted within the plan for refuse storage.

Submitted WE 22.05.20 response to Cheshire East by 08.06.20

20/2002C B W Bullock, Hind Heath Road, Sandbach, CW11 3LZ

Proposed single storey lean to car port to industrial building.

Resolved: No objection. However, Members are aware of the existing parking problem and trust that this application will not exacerbate the issue.

20/2019C 7 Brindley Park, Sandbach, Cheshire, CW11 3RP
Proposed single storey side extension to replace existing conservatory.

Resolved: No objection to the application providing the consultee responses are adhered to.

4. CONSULTATIONS

4.1 CEC Vulnerable and Older Person Housing Strategy

[All information can be found at:
https://surveys.cheshireeast.gov.uk/s/VOPHS_Consultation]

Deadline for comment is 13th July 2020.

Resolved: Members will review the documentation for discussion at the next Meeting of the Committee. Cllr Price Jones will present to the Neighbourhood Planning Working Group for further advice.

5. CORRESPONDENCE

None.

6. DATE/TIME AND PLACE OF NEXT MEETING

The next Planning Committee meeting will take place on Monday, 29 June 2020 via Zoom.

Please note that the audio recording of this meeting is available to the public within 5 working days of the meeting.

Meeting closed 6.25pm

R Hovey (Chair)

MW

SANDBACH TOWN COUNCIL

Minutes of the Meeting of the Planning & Consultation Committee held at 7.00pm on Monday, 15 June 2020. The meeting was held remotely via Zoom..

PRESENT Councillors R Hovey (Chair)
 G Price Jones (Mayor)
 K Flavell
 D Jack
 G Merry
 M Muldoon
 S Crane

Also in attendance was the Assistant Town Clerk, 1 member of the public, Cllr Eaton and Cllr Corcoran (until 7.15pm).

1. PLANNING AND CONSULTATION COMMITTEE CHAIR

Resolved: That Cllr Hovey be appointed as Chair of the Planning and Consultation Committee.

2. PLANNING AND CONSULTATION COMMITTEE VICE-CHAIR

Resolved: That Cllr Merry be appointed as Vice-Chair of the Planning and Consultation Committee.

3. APOLOGIES FOR ABSENCE

Councillors: Sandra Broad
 Mike Lea

4. DECLARATIONS OF INTEREST

A Non-Pecuniary Interest was declared by Cllr Muldoon for application 20/2254C.

Cllr Flavell noted that she has had been contacted about application 20/2254C by a resident, but doesn't yet have an opinion on the application and has no interest to declare.

The Chair adjourned the Meeting to allow Members of the Public to ask speak. A resident spoke about application 20/2254C. As the application backs onto the garden of their property, they expressed concerns about noise and privacy issues that may affect them. They queried why there would need an office on site for self-contained flats.

As this is the first available Council Meeting, Cllr Jack wished to make 2 points on recent events. The first was that barriers had been erected in the past 48 in Parking Bays in Sandbach, allegedly, with no consultation. The second point

was that he asked for apologies from several Councillors concerning comments that they alleged that he made on Social Media.

The Clerk noted that it would not be appropriate for the Committee to resolve to accept or receive either point due to an related item not being included on the agenda.

As there were no more members of the public wishing to speak, the Chair reconvened the Meeting.

5. TO APPROVE THE MINUTES OF THE PLANNING AND CONSULTATION COMMITTEE MEETING HELD ON MONDAY 1 JUNE 2020.

Resolved: That the minutes be approved as a true record of the Meeting.

6. OBSERVATIONS ON PLANNING APPLICATIONS

Submitted WE 05.06.20 response to Cheshire East by 25.06.20

20/1480C 641 Crewe Road, Sandbach, CW11 3RZ

Proposed alterations and two storey extensions.

Resolved: Members **OBJECT** to this application due to the effect of the proposed frontage on the street scene. The proposal for the large porch and entrance steps together with a large area of parking is visually intrusive and not in keeping with neighbouring properties. Reassurance is sought regarding drainage of the large driveway, currently fresh limestone, and Members suggest suitable screening be installed to front the Highway.

As a result of the above, this application is in contravention of Sandbach Neighbourhood Plan Policy H2 and CEC Local Plan Strategy Policy SE1.

20/2144C 22 Elgan Crescent, Sandbach, CW11 1LD

Single storey extension to side elevation providing new disabled access bedroom and shower room.

Resolved: No objection.

20/2219C 19 Mill Hill Lane, Sandbach, CW11 4PN

Rear extension along with alterations to roof to form additional accommodation.

Resolved: No objection.

20/2254C Park House, 21 London Road, Sandbach, CW11 3BD

Communal lounge and office for all flats.

Resolved: Members **OBJECT** as the application is missing fundamental details to enable an informed decision be made; including loss of off street parking, noise impact in a residential area and design. No information was provided on house and days of use for the office and communal lounge.

Due to a lack of information in the application, the Committee can only assume that the application is in contravention of Congleton Borough Local Plan Saved Policy GR6.

The Committee requested that Cllr Flavell Call this application in as the Ward Council for the Ward the application is within.

Submitted WE 12.06.20 response to Cheshire East by 03.07.20

At time of posting, further applications were not available.

A supplementary list will be issued on the day of the meeting and an updated agenda posted on to Sandbach Town Council's website.

7. CONSULTATIONS

7.1 Cheshire East Council VOPHS Consultation

Resolved: That this item is deferred to the next Planning and Consultation Committee Meeting. The current data is to be reviewed by the NDP group and the information will be conveyed back to this Committee, by Cllrs Price Jones, in order for a formal review and consultation submission ahead of the deadline.

7.2 Cheshire East Council

Resolved: That a letter be sent to the Planning Inspectorate in support of Neighbours concerns. Policies will be reviewed by the Chair and provided for the Meeting Clerk.

8. SUBMISSION OF PHASE 1 REFRESH OF SANDBACH NEIGHBOURHOOD PLAN

Resolved: That the circulated Phase 1 Sandbach Neighbourhood Plan refresh be approved for submission to Cheshire East Borough Council.

9. CORRESPONDENCE

9.1 Cheshire East Council

Correspondence received on the 5th June regarding the June Strategic Planning update from CEC.

Resolved: That correspondence is received and thanks be passed to CEC for circulating the information.

10. DATE/TIME AND PLACE OF NEXT MEETING

The next Planning Committee meeting will take place on Monday, 29 June 2020 at 7pm via Zoom. The Room number will be circulated prior to the meeting.

Please note that the audio recording of this meeting is available to the public within 5 working days of the meeting.

Meeting closed 7.55pm

R Hovey (Chair)

MW

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PAGE

SANDBACH TOWN COUNCIL

Minutes of the Meeting of Sandbach Town Council's Personnel Committee held on 19 May at 7.00pm in Zoom Meeting Room 837 1510 2244.

PRESENT

Councillors: S Corcoran (Chair)
R Hovey
G Merry
D Jack
S Crane
G Price Jones
R Hoffmann
M Muldoon (Mayor in attendance)
S Broad (joined the meeting at item 3)

1. EXCLUSION OF PUBLIC AND PRESS

RESOLVED: that the meeting from item 6 onwards should be considered with the exclusion of public and press [Public Bodies (Admission to Meetings) Act 1960].

2. APOLOGIES FOR ABSENCE

There were no apologies.

Absent without Apologies: M Lea O'Mahoney

3. CO-OPTION TO COMMITTEE

RESOLVED: that Cllr Sandra Broad is coopted to the Committee

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. MINUTES OF THE MEETING HELD 24 SEPTEMBER 2019

RESOLVED: that subject to two minor changes as highlighted by the Clerk the minutes of the Personnel Committee meeting held on 24 September 2019 are approved as an accurate record.

6. TOWN HALL COMPLEX STAFFING

Lead: Chair of Personnel/Town Clerk

A staffing shortfall has been identified following the implementation of the newly approved structure in September 2019. Recommendations were considered for the creation of two new part-time positions, which will provide much needed event support and delivery.

RESOLVED:

- i. That the creation of two new positions be approved.
- ii. That the Clerk develop job descriptions and apply appropriate gradings and refer back to the next meeting of the Committee for final approval.
- iii. That the Clerk appoint temporary part-time labour as the need arises, until such time the two positions have been approved and appointments

made. The temporary part-time labour will cover all aspects of operational delivery and will be paid in line with current casual staff.

7. REAL LIVING WAGE

Lead: Clerk

The Clerk reported that due to increases in the Real Living Wages and enhancements that are awarded to those staff who key-hold, the level of pay for two permanent employees had fallen below the Real Living Wage threshold. She asked that consideration be given to reviewing the salaries of low earners.

RESOLVED: that the Clerk, in consultation with the Chair of Personnel, make recommendations to the next Committee meeting.

8. ACHIEVEMENT

Lead: Clerk

The Clerk reported that the Operational Support Officer has studied and passed his CiLCA qualification. Holding such a qualification enables an enhanced level of understanding of processes within the office. He has already put into practice some of his learning and it will stand him in good stead for the future.

As has previously been the case with all employees, the Clerk asked for consideration to be given to awarding a single increment in recognition of this achievement.

RESOLVED: that any incremental award be deferred to item 9, when performance targets and annual increments will be considered, and that a congratulatory letter be sent.

9. PERFORMANCE TARGETS AND ANNUAL INCREMENTS

Lead: Town Clerk and Town Mayor

The Town Clerk reported on all staff Annual Reviews and made recommendations for incremental rises.

RESOLVED:

That the following incremental rises are awarded on the basis of satisfactory performance and back-paid to 1 April 2020.

Assistant Town Clerk

New SCP 33

Finance Officer

No increase top of scale.

Operation Support Officer

New SCP 14

An additional increment to SCP 15 will be awarded for achievement and back paid to 1 January 2020.

Facilities and Buildings Manager

No increment.

Senior Business Development Officer

New SCP 19

Business Development Officer

New SCP 9, with a letter of thanks being sent for dedication and hard work throughout 2019.

Ranger

New SCP 8

Additionally, the Finance Officer will be funded to access her AAT training and examinations; the previous reference to leaving the employ of the Council will be retracted.

The Mayor reported on the Clerk's performance. As the Clerk is at the top of the scale no increment was awarded. The Council is committed to supporting ongoing development and training.

10. STAFFING WELFARE

Lead: Chair of Personnel / Working Group Lead Member

Cllr Jack left the meeting during this item.

RESOLVED: that a new Working Group is formed with the two written reports being considered.

Members of the Group are: Cllrs Merry, Corcoran, S Crane, Broad and Hoffmann. The first meeting will take place via Zoom on 28 May 2020.

11. TOWN HALL COMPLEX CLEANING SERVICES

Lead: Clerk

The Clerk reported that in the absence of a decision by the Personnel Committee due to the meeting being cancelled, that she had extended the contact of Purity Clean. They have continued to work throughout the lockdown, making sure that those areas which are open are fully disinfected and carrying out deep-cleaning of other areas of the building.

RESOLVED: that the contract is extended.

12. TEMPORARY STAFF

Lead: Clerk

The Clerk reported that the temporary contracts of both staff had now lapsed.

RESOLVED: that the report be received.

13. CORRESPONDENCE

Cheshire Pension Fund letter dated 24 December 2019.

Cllr Corcoran asked Cllr Hoffmann as Vice Chair to chair the meeting during this item so that he could answer any questions in his capacity as a member of the Cheshire Pension Fund Investment Committee. Cllr Corcoran did not take part in the debate and did not vote.

RESOLVED: that the letter be received.

14. ITEMS FOR NEXT MEETING

- i. Event Staff, Job Description and Pay Recommendations.
- ii. Real Living Wage
- iii. Staffing Welfare
- iv. Committee Chair and Vice-Chair

15. DATE, TIME AND PLACE OF NEXT MEETING

30 June 2020 at 7.00pm

The meeting closed at 9.00pm
S Corcoran, Chairman
ALB

Ref: PCM200519

SANDBACH TOWN COUNCIL

Report to Council – Thursday 9 July 2020 Use of SO27 – Discounted Charges for Market Traders

Purpose of the Report

To inform and seek Council approval of the use of SO27 to apply incentive discount to returning Market Traders.

Background

Sandbach Indoor and Outdoor Markets have been closed since Saturday 21 March 2020 due to the Covid Pandemic. As the Government began to relax restrictions, we first opened the Outdoor Market with essential produce and later extended this to include non-essential items. On Thursday 18 June, we re-opened the Indoor Market. At every stage we have reviewed and amended our Risk Assessments, working with Wirehouse to ensure that the Traders, Public and Staff are as safe as they can be. A number of restrictions around social distancing and capacity of the Market Hall have had to be put in place, which have meant that the Markets are not as busy as they normally are.

Position

To assist the traders in their return and in view of the inconvenience and disruption, the Clerk liaised with the Mayor, Deputy Mayor, Chair and Vice Chair of Finance and sought agreement to implement a gradual incentive reduction as follows:

Week 1	25%
Week 2	25%
Week 3	15%
Week 4	15%
Week 5	10%

This incentive discount was to be applied to the rental of stalls and pitches, but did not include gazebos and storage units.

Recommendation

That Council notes and approves the implementation of the incentive discount and outlined.

Ann Banks
29 June 2020

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PAGE

Debate and motion to seek urgent changes to 'social distancing' barriers in Sandbach**Motion**

That Sandbach Town Council informs Cheshire East Council it does not approve of the current/previous barriers that were/are in place on Welles Street, Bold Street and High Street.

And that (if barriers are still in place);

Sandbach Town Council asks Cheshire East Council to remove the barriers and look to set up a one-way system to replace the barriers, with sufficient signage.

Or that (if barriers are no longer in place); Sandbach Town Council asks Cheshire East Council to properly consult with them on any future Covid-19 safety measures with specific plans (including the roads impacted and what will be put in place) on what is being proposed.

Disabled Parking Bays on High Street

The disabled bays that have been blocked off on High Street to allow for 'social distancing'. This has upset many people and doesn't seem like the right solution. The local Chairman of Grass Roots Disability who I spoke to on the issue said they were 'surprised and disappointed to see that the Disabled parking bays in the High street have been closed. I understand there needs to be changes made in order to keep people apart in these times, however what confuses me is why cars are still being allowed pull up on the other side of the street.' They have also written to the Cheshire East Highways Portfolio Holder and are still waiting a response (as of 25/6/20).

The point has been made to me over email by other Councillors about blue badge holders being able to park on yellow lines but these are not spaces designed for people with disabilities to use, such as the extra room and width. Therefore, this isn't an acceptable answer. To be taking away spaces when on average, there is one space per 30 blue badge holders in the country just doesn't seem fair.

Welles Street and Bold Street barriers

The barriers on Welles Street and Bold Street have seriously limited how businesses on those roads can operate. On Saturday 20th June, I visited every shop that was open on Welles Street and Bold Street. None said they had been consulted by Cheshire East, which I was told by other councillors would have taken too long. Having assisted these councillors by gathering this information for them, in an hour, it is clear we now need Cheshire East to review these rules and change them. Three owners feel their takings are down because of the barriers.

They all feel that they would all prefer a one-way system to the barriers. A one-way system, with the correct appropriate signage, could lead to the removal of all these barriers and ensure social distancing and the safety of our residents is maintained, whilst supporting our wonderful local businesses in Sandbach. Cheshire East Councillors have told me the one-way system would not work because they have one on Hightown and it is ignored by the public. I, personally, find this disrespectful to the people of Sandbach, if it is correctly done with adequate signage, Sandbach residents will follow the rules to remain safe and look out for one another, in the way they always do.

It has been claimed that Sandbach Town Council was consulted on all these changes through an email sent on 26th May, however, these specific plans were not mentioned in it.

Other Councils, such as Powys County Council have recently changed and removed barriers in their towns, after reviews and alternate suggestions were put forward, so I hope Cheshire East Council will do the same.

I look forward to hearing your thoughts and comments.

Cllr Kieran Seymour

SANDBACH TOWN COUNCIL

Report to Council – Thursday 9 July 2020 Annual Wakes' Fair

Purpose of the Report

Council to consider whether the Annual Wakes' Fair should take place in light of additional risks relating to Covid-19.

Position

The Annual Wakes' Fair is due to take place during the weekend commencing 25 September 2020. The country is currently easing from a lockdown which started on 23 March 2020, there continue to be measures in place regarding personal protection, social distancing and gathering of people, although at present these measures are being gradually eased.

Due to its very nature, the Annual Wakes' Fair encourages gatherings of young people and families; on occasions anti-social behaviour has been an issue, however recent years have seen a decline due to better planning and an increased police presence. The Town Council has been very proactive in upgrading risk management and has worked closely with the Fairground Provider.

The management of risk in relation to the spread of Covid-19 is complicated and there is a need for all parties to fully understand the risk and to ensure that any risk management measures are fully adhered to. Guidance and advice on the virus continues to change, with plans having to be reviewed and updated frequently.

There are several obvious Covid-19 concerns related to the delivery of a Fairground, these include, but are not limited to:

- The management of people by the Operator
- The exchanging of money.
- Personal protective equipment – enforcement of use.
- Large gatherings and potential anti-social behaviour.
- Additional police and STC staff requirements to aid enforcement.
- Cleanliness of the equipment before and after use.

The Ranger spoke to the Fairground Operator in May, to establish what measures might be required to enable the fair to go ahead. At that time, information from the Showman's Guild was awaited. Despite attempts to obtain further information, nothing has been received at the time of writing the report.

Planning for the Wakes' Fair normally commences in June, with preliminary meetings with all stakeholders. These have not taken place due to the uncertainty of encouraging a social gathering. Additionally, dependent on the position at the time, Sandbach Town Council may not be fully staffed. Members are asked to consider the above and to make a decision on whether the Wakes' Fair is permitted to take place in September 2020 and what support the Council will offer should it go ahead.

Recommendation

14.4

That the Wakes' Fair 2020 will not take place due to the high levels of risk around the spread of Covid-19.

Ann Banks
2 July 2020

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report is completed by the authority's internal auditor.
 - Sections 1 and 2 are to be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority must approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved and published before 1 July 2020.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, must return to the external auditor by email or post (not both) no later than 30 June 2020. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Section 1, Section 2 and Section 3 – External Auditor Report and Certificate will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- Section 1 - Annual Governance Statement 2019/20, approved and signed, page 4
- Section 2 - Accounting Statements 2019/20, approved and signed, page 5

Not later than 30 September 2020 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – No answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

SANDBACH TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority. *① Improvements to income internal controls were recommended in the 2019/20 internal audit report.*

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

26/2/20 + 02/12/19 + 17/6/20

Name of person who carried out the internal audit

JDH BUSINESS SERVICES LTD

Signature of person who carried out the internal audit

[Handwritten signature]

au

Date

23/6/2020

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

SANDBACH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		Yes means that this authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

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

and recorded as minute reference:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.sandbach.gov.uk

Section 2 – Accounting Statements 2019/20 for

15.1

SANDBACH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	461,862	520,722	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	647,110	667,543	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	214,780	207,776	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	290,549	313,453	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	29,605	29,605	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	482,876	397,728	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	520,722	655,255	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	526,335	661,262	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	525,497	556,715	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	398,269	385,216	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

John Bank

Date

10-06-20

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

as recorded in minute reference:

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

Section 3 – External Auditor Report and Certificate 2019/20

15.1

In respect of

SANDBACH TOWN COUNCIL

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

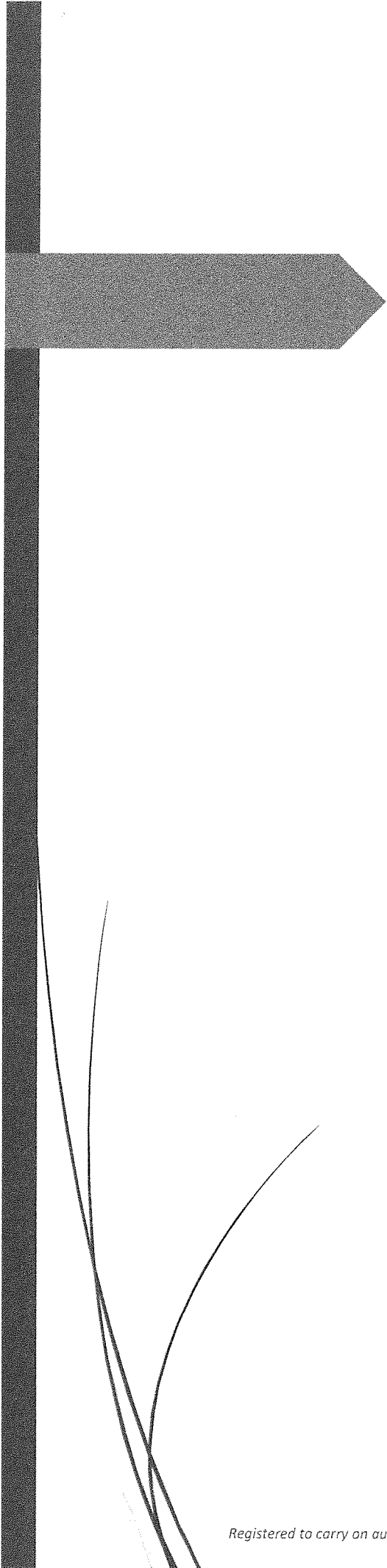
External Auditor Name

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

15.1



Sandbach Town Council

Internal Audit 2019/20

JDH BUSINESS SERVICES LTD

Registered to carry on audit work by the Institute of Chartered Accountants in England and Wales

The internal audit of Sandbach Town Council is carried out by undertaking the following tests as specified on the Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year end testing on the accuracy and completeness of the financial statements

The interim internal audits provide evidence to support the annual internal audit conclusion on the AGAR Annual Return for larger councils.

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf.

J D H Business Services Ltd

	ISSUE	RECOMMENDATION	FOLLOW UP
1	<p>There is a new internal control objective (Objective L) in the AGAR internal audit certificate that requires internal audit to conclude on whether the Public Rights Notice during the previous Summer (2018/19 financial year) was compliant with the Regulations.</p> <p>The council did not comply with Regulation 15 of the Account and Audit Regulations 2015 as it failed to make proper provision for the exercise of public rights in Summer 2019 for the 2018/19 accounts. The public notice was displayed on the first day of the public notice period. However, the notice must be displayed to the public at least one day earlier than the commencement date of the notice period.</p>	<p><i>The council must ensure that it makes proper provision for the exercise of public rights for every financial year. The council need to ensure our finding are taken into account when answering assertion 4 of the Annual Governance Statement for 2019/20.</i></p>	
2	<p>By the end May 2020 a total of £1523.50 had been collected in respect of the £6,678.65 debts that were over 2 months old as at March 31st. Therefore, £5155 of balances are now over 4 months old. We understand the outstanding balances comprise a mixture of old balances that need to be cleared as they relate to cancelled bookings or errors, uncollectible debts and collectible debts. There is no provision for doubtful debts in the year end accounts.</p>	<p><i>Annually the council should carry out a review of the debtors ledger, in advance of the year end, to clear errors/cancelled bookings and identify potential and actual bad debts. A report should be provided to council for identified bad debts for approval for write off. For the total of doubtful debts identified during the review a provision should be included in the year end accounts.</i></p>	<p>SVS/AB: A review will be taking place in 2020-2021 financial year. The finance officer regularly checks aged debts and issues statements/ letters and is aware of where each aged debt is up to with regards to queries, if the debt is payable or any other issues.</p>

	ISSUE	RECOMMENDATION	FOLLOW UP
2019/10 second interim internal audit			
1	There was no completeness check carried out on Party in the Park tick income. Tickets were issued and all people entering had an armband with a unique sequential number. Therefore, the information was available to reconcile income received with underlying activity information.	<i>The completeness and accuracy of income from the Party in the Park event should be checked by reconciling income received to underlying activity information such as sequential tickets/armbands issued.</i>	SVS/AB NOTES: The finance officer will be involved in the next event and liase with the Events Officer and RFO to set up a system going forward.
2	Room hire income sample testing identified that VAT is not charged on screen and projector hire as it is classified as the same type of supply as room hire.	<i>The supply of the screen and projector is not the same as the supply of a room for hire. The council should ensure VAT is charged appropriately on all equipment hire.</i>	SVS: Ongoing investigations, delayed due to year end completion.
3	The annual IT contract is above the levels required for competitive quotations in the Financial Regulations. The contract is rolled over annually by the council.	<i>The council minutes should refer to the Contract Financial Regulations relied upon when rolling over the annual IT contract.</i>	
2019/20 first interim internal audit			
1	Pay rises are notified to the payroll agent by a document that is sent by staff via the secure IRIS portal, however, this document is not signed by councillor to confirm the	<i>The document confirming annual pay rises to the payroll agent should be signed as authorised by the Chair.</i>	AB: This will be implemented as and when next pay rise arises

	ISSUE	RECOMMENDATION	FOLLOW UP
	pay awards were authorised by council.		
2	A van was purchased on 28/08/2019 for £5500. This expenditure is in excess of the threshold in the Financial Regulations for three quotations. We were informed that a review of prices from suppliers was carried out but the evidence was not retained.	<i>The evidence for quotations for material supplies should always be retained, for instance, by attaching them to the Purchase Order.</i>	AB: Noted, however this relates solely to the van purchase which was compared to others locally
3	The annual expenditure with Hops and Barley is material but there was no evidence of three quotations as per the Financial regulations requirements. The contract is ongoing with no time limit set.	<i>Supplies in excess of the threshold for securing three quotations should be procured in accordance with the Financial Regulations requirements. Where a material contract spans more than one financial year a time limit should be included in the contract.</i>	AB: A full review of regular suppliers is being undertaken the plan is that 'preferred' suppliers will be approved by STC at the first business meeting.
4	Financial Regulations require the clerk, in conjunction with the Chair of the appropriate Committee, to provide authority to spend for item/s not exceeding £1,500. Purchase Order 1461 was not signed as authorised by the clerk and Chair and the majority of Purchase Orders for expenditure below £1500 are only signed by the clerk.	<i>The council should comply with the 'authority to spend' requirements in the current Financial Regulations for items of expenditure below £1500.</i>	AB: Not workable consider amending Financial Regulations. Notes: Update to Financial Regulations approved by Council FCMTCM27.02.20.14.2
5	Income to be allocated to other income codes apart from markets is being recorded in the expenditure section of the Market Income Takings form. This could lead to	<i>Income to be allocated to non-markets income codes should be recorded in the Other Information section of the markets takings sheet.</i>	SVS: A new sheet takings sheet has been created to remove this issue. SVS 09JAN20

	ISSUE	RECOMMENDATION	FOLLOW UP
	<p>mis-postings of income when the data is entered into the RBS ledger.</p>		
6	<p>The gross value of debts over 60 days old as at December 2nd was £3558. This balance represents 26.6% of the £13365 debtor balances at that date.</p>	<p><i>The debts in excess of 60 days should be followed up in accordance with the council incomes policy.</i></p>	<p>SVS: This is monitored and updated quarterly. Statements and letters are issued in accordance to our Aged Debt policy. As at 30JAN2020 balance is £2997.45</p>

Sandbach Town Council

Page 1

Working details for ANNUAL RETURN - Year ended 31 March 2020

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	204,005	253,674	310	0	General Reserves
1	755	755	320	0	Committed - Sandbach Park
1	319	319	321	0	Committed - Gratuity Reserve
1	1,421	0	322	0	Committed Reserve - Town Plan
1	1,330	2,751	324	0	Committed reserve - Town Guide
1	15,000	15,000	330	0	Committed Reserve - Parks & PI
1	4,165	770	331	0	Committed res - Website Dev
1	36,000	56,000	332	0	Comm Res - Car Park
1	6,650	22,973	333	0	Comm Res - Events
1	480	480	334	0	Comm Res - Environmental Impro
1	12,221	12,221	335	0	Comm Res - Neighbourhood Plan
1	9,784	8,053	337	0	Comm Res - Conservation
1	30,000	30,000	340	0	Comm Res - Assets Management
1	3,000	3,000	342	0	Comm Res - Legal Fees
1	2,500	0	344	0	Comm Res - Town Crier comp
1	59,075	21,283	346	0	Comm Res - Ind Mkt Project
1	49,400	64,400	347	0	Comm Res - Office Accom Proj
1	1,300	1,300	348	0	Comm Res - Personnel Adverts
1	2,500	2,500	349	0	Comm Res - IT Equipment
1	1,862	1,862	351	0	Comm Res - Office furnit/maint
1	1,434	1,434	352	0	Comm res - Roof repairs
1	18,661	18,661	353	0	Comm res - Salaries
1	0	3,286	354	0	Comm res -New Van
1	Balances brought forward	461,862	520,722	Total balances & reserves at the beginning of the year as recorded in the Financial Records	
2	647,110	667,543	1176	100	Precept
2	Annual Precept	647,110	667,543	Total amount of Precept income received in the year	
3	771	1,598	1190	100	Interest Received
3	33,226	36,089	1901	191	Indoor Market Income
3	29,756	22,996	1905	190	Outdoor Market Income
3	4,195	3,866	1906	190	Christmas Markets
3	3,355	3,035	1907	190	Other Market Income
3	3,142	4,568	1907	191	Other Market Income
3	-217	4,556	1911	190	Gazebo Income
3	2,620	3,792	4801	180	Ticket Income
3	8,610	6,265	4806	180	Refreshment sales
3	6,492	6,468	4807	180	Cinema Income
3	2,133	663	4808	180	Catering Income
3	8	283	4809	180	Town Hall other income
3	5,850	6,682	4810	140	Events Income
3	68,078	66,394	6000	180	Town Hall hire fees
3	30,913	24,673	6002	180	Town Hall Bar Income
3	15,850	15,850	6005	184	Town Hall Shop Units
3	Total other receipts	214,780	207,776	Total income or receipts as recorded in the cashbook minus the Precept	

Continued over page

Sandbach Town Council

Working details for ANNUAL RETURN - Year ended 31 March 2020

15.1

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
4	115,483	122,633	4000	102	Salaries
4	10,704	12,011	4001	102	Employer's NI
4	22,965	25,229	4002	102	Employer's Superannuation
4	75,998	86,467	6020	180	Town Hall Salaries
4	4,266	4,544	6021	180	Employers NIC
4	1,697	1,467	6021	190	Employers NIC
4	503	688	6021	191	Employers NIC
4	11,683	9,698	6022	180	Superannuation
4	3,186	3,281	6022	190	Superannuation
4	800	1,874	6022	191	Superannuation
4	36,912	36,514	6023	190	Market wages
4	6,352	9,047	6023	191	Market wages
4	Staff costs	290,549	313,453	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses	
5	29,605	29,605	7000	180	Public Works Loan Board
5	Loan interest/Capital repayments	29,605	29,605	Total expenditure or payments of capital and interest made during the year on borrowings	
6	2,000	2,167	4100	101	Mayor's Allowance
6	1,824	1,295	4101	101	Civic & Ceremonial
6	2,354	2,275	4108	101	Outlook 365
6	5,701	5,647	4110	101	ICT Support
6	3,055	3,341	4111	101	Subscriptions
6	4,086	3,890	4112	101	Audit Fees
6	3,400	3,550	4114	101	Accountancy Services
6	7,132	7,050	4120	101	Insurance
6	7,180	7,120	4121	101	Rent- SLI
6	2,203	3,843	4122	101	Utilities - SLI
6	2,009	1,913	4123	101	Telephones
6	759	0	4124	101	Internet
6	1,480	1,486	4130	101	Stationery
6	698	719	4131	101	Photocopying
6	400	152	4135	101	Postages
6	82	0	4136	101	Election costs
6	1,270	-341	4140	101	Office Furniture
6	0	9,126	4141	101	Office Equipment
6	562	159	4142	101	Office Maintenance
6	367	80	4150	101	Travelling Expenses
6	654	1,654	4151	101	Training
6	2,304	2,496	4152	101	HR & H&S Support
6	1,455	0	4154	101	Aged debt write off
6	191	71	4196	101	Hospitality
6	2,332	2,202	4197	101	Bank Charges
6	664	150	4198	101	Cleaning
6	26	59	4199	101	Other Expenses

Sandbach Town Council

Page 3

Working details for ANNUAL RETURN - Year ended 31 March 2020

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>and Centre</u>	<u>Code Description</u>
6	3,729	4,134	4300	105	Newsletter Printing
6	4,395	489	4310	105	Website Maintenance
6	3,350	3,653	4400	101	Storage Unit Rental
6	10,000	12,000	4500	110	Transport Festival
6	7,333	7,109	4503	110	Hanging Baskets
6	6,500	13,367	4508	110	Christmas Lights
6	1,500	2,500	4515	110	Concert Series
6	8,525	7,904	4530	110	Community Grants
6	7,500	7,500	4550	110	Foden's Sponsorship
6	750	750	4551	110	Town Crier Honorarium
6	1,580	1,580	4560	110	Churchyard Maintenance
6	2,200	1,800	4573	110	Woodland and Wildlife
6	100	100	4599	110	Other Regular Donations
6	0	200	4600	400	Projects
6	10,000	10,000	4601	110	Sandbach Partnership
6	0	15,000	4603	400	Parks/Play Areas
6	36	133	4604	400	Tidy Town
6	250	243	4611	110	Remembrance Parade
6	195,562	21,837	4613	191	Indoor Market Hall Project
6	5,000	0	4615	400	SLI Support Line
6	0	48,228	4616	400	Town Hall Office
6	1,264	480	4625	400	Benches/Street Furniture
6	5,700	5,700	4640	110	CCTV Contribution
6	0	4,300	4645	400	Project Management Cons Fees
6	168	138	4648	400	Neighbourhood Plan
6	1,000	1,000	4660	110	Allotments
6	520	500	4664	110	Sandbach Clean Team
6	0	4,003	4670	400	Approved purchases
6	8,702	13,785	4820	140	Community Events
6	2,666	2,739	4831	180	Town Hall Events Costs
6	2,872	4,863	4838	180	Cinema Costs
6	1,352	963	4839	180	Catering Purchases
6	2,372	956	4840	180	Refreshment purchases
6	14,477	11,191	6010	180	Town Hall Bar Purchases
6	180	418	6070	180	Training
6	0	698	6070	190	Training
6	0	148	6070	191	Training
6	2,746	5,587	6080	180	Maintenance
6	52	18	6080	182	Maintenance
6	1,317	265	6080	190	Maintenance
6	22	638	6080	191	Maintenance
6	123	262	6090	190	Health and Safety
6	11,346	13,873	6100	180	Light and Heat
6	283	288	6100	190	Light and Heat
6	3,511	2,161	6100	191	Light and Heat
6	478	444	6100	200	Light and Heat

Continued over page

Sandbach Town Council

Working details for ANNUAL RETURN - Year ended 31 March 2020

15.1

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>and Centre</u>	<u>Code Description</u>
6	7,349	7,548	6110	180	Rates and Water
6	7,161	7,457	6110	190	Rates and Water
6	5,140	5,155	6110	191	Rates and Water
6	2,169	1,706	6110	200	Rates and Water
6	4,601	3,569	6120	180	Repairs
6	330	0	6120	190	Repairs
6	1,081	309	6120	191	Repairs
6	1,110	1,103	6120	200	Repairs
6	4,671	278	6124	180	Condition Survey
6	0	420	6124	200	Condition Survey
6	1,037	1,023	6140	101	Waste Disposal
6	1,296	1,397	6140	180	Waste Disposal
6	4,948	4,581	6140	190	Waste Disposal
6	1,287	1,139	6140	191	Waste Disposal
6	35	88	6140	200	Waste Disposal
6	176	0	6150	180	Security
6	3,853	11,827	6200	190	Motor expenses
6	4,816	1,815	6220	180	Cleaning
6	962	414	6220	191	Cleaning
6	4,767	5,159	6230	180	Equipment renewals
6	1,714	1,895	6230	190	Equipment renewals
6	111	734	6230	191	Equipment renewals
6	3,304	4,818	6280	180	Telephone
6	167	155	6280	190	Telephone
6	1,152	62	6280	191	Telephone
6	833	854	6290	101	Advertising
6	1,650	1,807	6290	190	Advertising
6	2,528	0	6290	191	Advertising
6	0	1,737	6291	191	Market Hall Advertising
6	726	11	6300	180	Performing Rights Licence
6	2,000	200	6310	180	Premises Licence
6	1,442	536	6340	180	Marketing
6	4,783	6,632	6350	180	Irrecoverable VAT
6	1,322	1,563	6350	190	Irrecoverable VAT
6	2,140	1,979	6350	191	Irrecoverable VAT
6	0	6,449	6350	400	Irrecoverable VAT
6	1,318	916	6351	184	Town Hall Units Expenditure
6	2,589	2,179	6352	190	Christmas Market costs
6	576	672	6400	200	Supplies (Public Conveniences)
6	37	740	6402	200	Vandalism Repairs
6	13,234	13,104	6406	200	Contract Cleaning
6	813	1,650	6500	400	Christmas Trees
6	Total other payments	482,876	397,728	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)	

Sandbach Town Council

Page 5

Working details for ANNUAL RETURN - Year ended 31 March 2020

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
7	520,722	655,255	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8	50	50	150	0	Cinema Float
8	0	500	152	0	Town Hall Float
8	441,219	574,621	200	0	Current/Reserve Bank A/c
8	84,969	85,140	202	0	Bonus Saver
8	45	132	250	0	Petty Cash
8	52	818	270	0	PayPal
8	526,335	661,262	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March		
9	525,497	556,715	9	0	Total Fixed Assets
9	525,497	556,715	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register		
10	398,269	385,216	10	0	Total Borrowings
10	398,269	385,216	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)		

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SANDBACH TOWN COUNCIL

Report to Council – Thursday 9 July 2020

Bank Signatories

Purpose of the Report

To seek Council approval to suspend Financial Regulation no. 6.4 to enable the extension of current bank signatories

Position

Financial Regulation 6.4 states:

Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or Committee shall be signed by one of either the Town Mayor or Deputy Mayor, plus one of either the Finance Committee Chair or Vice-Chair, and countersigned by the Clerk or Finance Officer in accordance with a resolution instructing that payment.

Due to the difficulties in accessing the bank, whilst maintaining social distancing, coupled with the need for frequent visits to the bank to validate signatures and sign off paperwork, members are asked to agree an extension of up to 6 months from the AGM, to enable signatory change over, during which time the previous office holders will be permitted to sign financial transactions.

Recommendation

That the Council approves a six month delay to the change-over of bank signatories.

Ann Banks
29 June 2020

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PAGE

15.5

Hi Ann

Hope you and everyone is keeping well and staying safe.

We have had a Zoom meeting re the Festival.

We have set dates for next year - 17-18 April 2021.

Has the Council agreed funding of £12000 for 2021 for the Festival? Does the Council want the 2020 funding returned?

We are unsure as to what additional monies we will be able to access for 2021 - we had estimated that the 2020 Festival would cost just over £20000 - much more than the contribution from STC. Is there scope for an increase in funds from STC for 2021 £12000 carry forward from 2020 plus some of the 2021 funding?

Please let me have yours and STC's thoughts.

Regards

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PAGE

Sandbach Town Council
Ann Banks
The Literary Institution
Hightown
Sandbach
Cheshire
CW11 1AE

15th May 2020

Dear Colleague

CHALC AFFILIATION FEE INVOICE 2020-21

Please find enclosed the relevant papers for the renewal of your subscription to ChALC. We have deliberately sent out invoices later this year in the hope that we might soon be 'back to normal'. Sadly it does not appear as if that will be any time very soon.

I am sure you realise how very important your continued support is to us. If it were not for your membership we would not be able to do what we do and I trust that you find our support for local councils like yourselves is of value. If I can be of assistance with any aspect of your renewal then please do not hesitate to contact me.

As members you have unlimited access to the members only areas of the ChALC website and access to the NALC website. If you need help with the log on details please contact Nikki Hewitt who will be pleased to advise.

We are able to receive your payment by BACS if that would be easier or more convenient for you. For details, again please contact Nikki.

I would just like to take this opportunity to say how very much we appreciate your continued support of ChALC and the work we do with, and on behalf of, Town and Parish Councils.

Yours sincerely



Jackie Weaver
Chief Officer



Cheshire Association of Local
Councils
Park View Business Centre
Combermere
Whitchurch
Shropshire
SY13 4AL

01948 871314

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Cheshire Association of Local Councils Affiliation Fee 2020-21 - INVOICE



Sandbach Town Council

Ann Banks
The Literary Institution
Hightown
Sandbach
Cheshire
CW11 1AE

SUBSCRIPTION FEE

Receipt Required?	YES/NO	£ 1470.04
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FURTHER CONTACT INFORMATION: *(Please supply on a supplementary sheet if easier)*

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Chairman: e-mail:

Councillor: e-mail:

Councillor: e-mail:

Councillor: e-mail:

Councillor: e-mail:

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Cheshire Association of Local Councils Affiliation Fee 2020-21 - INVOICE



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Councillor: e-mail:

CHESHIRE ASSOCIATION OF LOCAL COUNCILS

Park View Business Centre, Combermere, Whitchurch, Shropshire, SY13 4AL
Tel: 01948 871314 - www.chalc.org.uk - nikkihewitt@chalc.org.uk

**LOCAL COUNCIL REVIEW
SUBSCRIPTION FORM 20-21**



Sandbach Town Council

Any Council wishing to purchase copies of the Local Council Review or to renew an existing subscription, please complete the boxes below giving the names and addresses and return to Nikki Hewitt at ChALC's Office (address below).

The cost of an annual subscription for 2019-2020 is:

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- 1-3 copies £17.00 per copy
- 4 or more copies £13.50 per copy

NON-MEMBERS

- 1-3 copies £35.00 per copy
- 4 or more copies £30.00 per copy

SANDBACH TOWN COUNCIL Report to Council – 9 July 2020

Christmas Market and Late Night Shopping Event 2020

At the last meeting of Council, it was agreed that a decision over whether the Christmas Market will take place in 2020 be deferred to this meeting (9 June 2020). In broad terms, the landscape doesn't appear to have changed. Despite the fact that lockdown continues to ease, we are still reminded as citizens that Coronavirus has not gone away and could flare up again at any time, with some political and medical commentators pointing towards a winter spike. It is also difficult to see large scale events taking place in 2020 for these reasons.

Locally, Christmas Markets do not appear to be experiencing a resurgence for this year. Only one that we know of are still publicly considering a date, but have not yet opened bookings. As mentioned at the last meeting, this is the Market that pays a significant amount of money to an external company to look after all of the operational side for them. A watered down version of this that would take pressure away from Council Staff was presented to Council last time and rejected almost instantly with little discussion. It is important to note that if the Christmas Market has any hope of being safely held in 2020, outside help MUST be hired. Clearly the follow on issue for this is that there is no money in budget available, and funds would have to be located and vired from elsewhere. This may not be possible due to the other projects such as the Christmas Lights potentially viring funds and the ongoing cost of the COVID-19 Pandemic.

It is an unfortunate truth that an event the size of the Christmas Market would be extremely difficult to safely manage for the Council during this time. If we assume that all the labour that was available for erection and dismantling of the Market last year is again available this year, we would not be able to fulfil adding in the raft of extra operational measures that would be required to satisfy a sensible risk assessment. These would include things such as increased barriers and signage for safe queues and crowd control throughout, and potentially closing off access to large parts of the Market so that visitor numbers can be controlled. Extra staff would be needed throughout the day to do the normal jobs needed, as well as ensuring that 100 traders and thousands of people are kept safe, which would be quite the undertaking. It would also be difficult to extend the Market into the Town Hall due to the huge numbers up and down the stairs we normally see with this part of the Market. All the above would likely require a security firm to be in attendance also for general crowd control.

It is also worth noting that it would probably not be appropriate to use a large number of volunteers (Many of which in the past have been elderly) throughout the day. Previously, volunteers have helped all through the day from erecting lights, to managing traders to looking after Pa systems and lights and just being a friendly and helpful presence. To compound the above, we also have a number of Members of staff distancing for medical reasons with no clear date give on when they are able to reintegrate socially.

It is with a heavy heart that I feel I have no option but to recommend to Members that the Christmas Market does not take place in 2020. This is not a recommendation I make lightly due to having being involved with the Christmas Market for 7 years, and having seen the hard work it has taken to reach this point of popularity. The costs to safely run this event would be extortionate, and are likely to run

far beyond the initial quote of circa £11k for Buddah once extra security and equipment has been factored in, alongside the normal costs of advertising and equipment hire. As Members have already decided that they would not entertain hiring Buddah, I cannot recommend that Members spend this amount of money which remains unbudgeted for.

To end on a positive note, it is important that this sabbatical is used effectively. The Christmas Market will return in 2021 (with the assumption the COVID-19 is well under control by then!) and given the extra time before the date, should return bigger and better than ever. It is a well-established and attended event that has gone from strength to strength over several years and will not be beaten by one missed date, likewise for many of our Summer events that have unfortunately been cancelled.

Recommendation:

That:

- i. The Christmas Market does not take place in 2020 due to concerns over safety, the high potential costs for which no budget exists to run a safe event, and an uncertain future due to COVID-19
- ii. That all traders on the Mailing List to be informed of this decision, as well as the public and any other parties that have previously helped with the Market.

Mike Wellings

30/06/2020

SANDBACH TOWN COUNCIL

Report to Council – Thursday 9 July 2020 Christmas Lights

Purpose of the Report

To seek Council approval to install a partial upgrade of Christmas Lights for 2020, with budget being made available up to £15,605 (+VAT) + a 5% contingency to be made available to cover any unexpected maintenance that might be required. Delivery of the 2020 upgrade and installation of existing lights to be delegated to the Clerk.

Background and Current Position

In 2019, the Sandbach Christmas Lights Committee (independent Community Group) was dissolved, with all assets being passed to the Town Council for future management. The Town Council delivered the full lighting scheme and switch on event, however during the first installation it became clear that some of the lights were several years old and in need of upgrade. The Christmas Lights budget provision for 2020/21 was increased to £25,000.

At the Council meeting held 14 May, it was resolved: *that an urgent meeting of the Christmas Lights Working Group is formed to scrutinise quotations, consider options and to prepare a report with recommendations for the next meeting of Council.*

The Working Group has met on two occasions since 14 May and have considered all options. They have contacted two of the three companies who supplied quotations, for more information and to discuss other options. It appears the main problem has been that the quotations for the full preferred scheme are far in excess of the available budget.

Members are aware of the current position with regard to the Covid Pandemic, with some feeling that it would not be appropriate to deliver a grand upgrade, when many people are suffering and others feeling that the time is right as we emerge from a very difficult year for many.

The future is as yet still unclear, with a second wave of Covid being predicted; no one knows what the position will be in December and if large social gatherings will be permitted. As we progress through the year, the possibility of being able to procure the necessary equipment is lessening.

In view of the uncertainty that surrounds the Town, members have 4 options:

1. To go with the complete scheme, which may require further quotations or tenders and will require the virement of funds from other budget headings.
2. To go with a partials scheme, the detail of which has not been agreed. The expectation would be that this would be within the allocated budget.
3. To do nothing, it is worth noting that the blue netting has been decommissioned and the lighting on Congleton Road (2019) was on free loan from Blitz, therefore we would have to consider how these two areas would be dressed. It might be possible to hire equipment for one year only.
4. Partial delivery, with budgetary consideration being given to the full scheme for 2021/22.

Recommendation

1. That £15,605 (+VAT) is made available from the 2020/21 budget to upgrade the Cobbles illumination to suggested silhouette icicles and to install the rest of the remaining scheme as previous years. It requested that a 5% contingency to be made available to cover any unexpected maintenance that might be required.
2. That Congleton Road be dressed with hired lights, under the most recent quotation Blitz has agreed not to charge (to be confirmed in writing).
3. That the installation of the 2020 scheme and the switch on event (subject to government guidance) be delegated to the Clerk.
4. That the rest of the upgrade plans are further investigated by the Working Group, with any additional funding requirements for 2021/22 being factored into the budget discussions in September.
5. That a final upgrade report for 2021/22 be agreed by Committee and recommended to Council in due course.

Ann Banks
2 July 2020

Debate and motion to oppose implementation of parking charges in Sandbach

To debate a motion that Sandbach Council declares its opposition to any proposals from Cheshire East Council to impose any parking charges through out the parish of Sandbach.

Motion;

That Sandbach council does oppose any suggestion or plan to impose parking charges of any type within the parish boundries of sandbach.

And that:

A named vote under standing orders be taken to express this view.

And that;

Any planned consultation must be made only with those residents and businesses within the Parish of Sandbach and not draw on the wider borough of Cheshire East.

Debate issues and reasoning.

Recent comments by the portfolio holder for highways in Cheshire East Council have alluded to the potential of parking charges being implemented in Sandbach in an aim to bring parity to the boroughs parking charges.

It was also mentioned that Cheshire East council needed to raise further funds, citing various excuses for budget shortfalls.

It is not the business of Sandbach Town Council to concern itself with the running and budgetry management of Cheshire East council but rather its remit to represent the local residents and businesses of Sandbach.

Businesses have been exceptionally hard hit by covid19 restrictions and continue to face an up hill struggle in uncertain financial times.

Many households have also been effected by the financial implications of covid19 and to bring in a stealth tax that will hit many families using the town at this time would be wrong.

Cheshire east members have already placed themselves in a position of pre-empting any consultation across the borough by encouraging other towns who already have charges as seeing sandbach being treated more favourably than them. There is an orchestrated campaign to undermine the very different status sandbach enjoys in an attempt to satisfy other areas of the borough and political opponents within Cheshire east.

I welcome your comments and thank you in anticipation of your kind support.

Cllr David Jack

29.06.2020

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PAGE

Debate and motion to provide wildflower planting along grass verges and empty open spaces throughout the parish

To debate a motion that Sandbach Council considers funding the seeding of wildflower spaces along carriage ways and verges through-out the parish.

Motion;

That Sandbach Council agrees in principle to seeding all vacant and derelict public spaces and verges along carriageways with wildflower seeds. (subject to agreeing costs).

And;

That a report be delivered to the next council fully costed and time scaled for the delivery of such a proposal.

Debate issues and reasoning.

Rotherham Council have recently undertaken seeding of some 8 miles of grass verges and derelict areas to bring some wildlife sanctuary to insects and birds. Other local town councils including Congleton and Holmes Chapel are also undertaking such schemes.

The world has already triggered the sixth mass extinction in the planet's history, with an extinction rate at least 100 times faster than the natural rate. A mass extinction means a planet loses 75% of its species in a short period of time.

Wild flowers and gardens will play a huge role in the future of our eco-system to tackle climate change; they increase bio-diversity and allow insects to flourish which then cross-pollinate the environment including our own food crops.

Alongside the obvious wildlife and environmental benefits, the scheme also enhanced the areas look and made dull spaces look interesting and attractive.

Overall, this planting and seeding scheme saved Rotherham Council in the region of £25,000 per annum in grass cutting services that would have otherwise been deployed.

Sandbach has many areas through the parish that would benefit from such a scheme. For example to name one, the derelict field in Elworth adjacent to Gilberts Crescent.

Much of the land we are identifying is owned or managed by Cheshire East Highways and i am sure they would welcome any softening of demand on budget lines at this present time by supporting such a proposal.

Many of our residents have already shown great support for such a scheme.

We welcome your comments and thank you in anticipation of your kind support.

Cllr David Jack

Cllr Kieran Seymour

17.06.2020

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PAGE

Dear Ann

Can I ask that this be considered for the next council meeting.

There has been a debate on social media with regard to whether the cycle lane on the High Street between the traffic lights and the market square is one way or two way for cycles. I understand that one of the town councillors upbraided a cyclist for travelling uphill in the cycle lane. This, I believe, is misguided, indeed unsafe, and also a misinterpretation of the regulations. Whilst I cannot expect the signs to be changed (because designers can only design within current design parameters, using only signs included in the Traffic Signs Manual), and neither can I expect the council to countermand even advisory signage, there may be something that can be done. At the very least, ask councilors to desist from preventing people from cycling up the hill in the cycle lane, or take advice as to how this could be made to work two way. I am concerned that people are not using their bicycles to go into town because of this.

There are two reasons why this is important:

1. The High Street is the only viable route into and out of the town centre. Making this feel unsafe will discourage cycling in to town.
2. It is local and government aspiration to promote active transport (walking and cycling) and the perception that it is not permissible to use the cycle lane to cycle both ways serves to discourage people from using their bicycles as a primary mode of transport, which is at odds with this aspiration.

I think it is sensible, and safer to use the cycle way to go up the hill instead of sharing the left hand lane with cars, vans and lorries. In terms of regulations, this is supported by the Traffic Signs Manual Chapter 3 Pt 11.6 "Advisory Contraflow Cycle Lanes" Diagram 960.2 (attached) is the same as the sign on our High Street. It requires cars and advises cycles to go with the flow of the traffic going uphill, and advises cycles to go down the hill against the flow of traffic. Please note, this sign is advisory, because it allows cars to encroach into the cycle lane to park.

It is unsafe to cycle in to town up the High Street in the same lane as motorized traffic because it car and van drivers become impatient and sometimes attempt to overtake cyclists travelling at 6-7mph, or at the very least, tailgate. It is much safer to cycle uphill using the cycle lane. Cycling uphill in the cycleway unblocks the road for vehicular traffic. The sightlines are good, so there is usually enough time to take avoiding action should there be a cyclist heading towards you. The risk of an accident is much lower. Going back to the sign, it is legal for cars to encroach into the cycle lane to access parking spaces: the same principle applies to cyclists. The sign is advisory, not mandatory. If cyclists are prevented from riding uphill, then cars should be prevented from encroaching on the cycle lane to reach parking spaces. Clearly this is ridiculous

18.1

As an overall comment, the reason we should be looking to remove obstacles is to encourage those people who are on the verge of using their bicycle as a primary mode of transport, but are discouraged from doing so because they don't feel safe.

Kind Regards

Lance Thackray