

# SANDBACH TOWN COUNCIL

## ASSETS AND SERVICES COMMITTEE

Minutes for the meeting held on Tuesday, 28 July 2020 at 7.00pm on Zoom.

In attendance: Cllr L Crane  
Cllr G Price Jones (Mayor)  
Cllr A Smith  
Cllr S Broad  
Cllr R Hoffmann  
Cllr R Hovey  
Cllr K Seymour  
Cllr D Jack  
Cllr I Williams  
Cllr J Beddows

Also in attendance was Cllr G Merry, the Business Development Officer, Operational Support Officer and four members of the press and public.

### 1. APOLOGIES FOR ABSENCE

Apologies for Absence: Cllr D Hegarty

### 2. DECLARATIONS OF INTEREST

There were none.

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### PUBLIC QUESTIONS

The Chair adjourned the meeting to allow questions from members of the public and press. There being no questions, the meeting was immediately reconvened.

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### 3. ITEMS TO BE CONSIDERED IN THE ABSENCE OF PUBLIC AND PRESS

None.

### 4. MINUTES OF THE MEETING HELD 28 JANUARY AND 30 JUNE 2020.

**Resolved:** that the minutes of the Assets & Services meeting held 28 January and 30 June 2020 are approved as true records.

### 5. RANGER ROLE

The meeting Clerk referenced March 2020 report which had been circulated with the agenda pack and confirmed several items were ongoing, though some had been postponed due to Covid pandemic and home working. The Ranger, during lockdown, has continued to provide support for the team, including varied tasks

from graphic design to vehicle maintenance and provided significant assistance to the People Helping People scheme, which will continue to run, via CEC, for the foreseeable future. It was requested that the CEC maintenance scheme be made available for Members.

**Resolved:** the Town Clerk's March 2020 report is received.

## **6. STATUS OF EVENTS IN THE TOWN HALL AND MARKET HALL COMPLEX**

A verbal report on the Town Hall and Market Hall events was received, including confirmation of postponed events, cancellations and refunds issued during the shutdown period. Essential Blood Donor events had safely taken place and in August an initial private booking for the Market Hall has been accepted. This event will be staffed and closely monitored by the Business Development Officer, and they have relevant authority, in accordance with the risk assessment, to close down the event should it be felt that safety guidance is not being adhered to and that anyone on site is at risk.

Staff look forward to welcoming new and regular clients to the venues and are working on risk management and room capacities, in accordance with ever-changing guidelines, in order to host community and private bookings over coming months and have maintained frequent contact with hirers during lockdown to keep in touch and provide event information updates.

Members confirmed that on site safety is priority in all situations and that, at this time, no pressure should be applied to staff regarding income generation or quantity of events.

## **7. CHRISTMAS LIGHTS 2021**

In order to facilitate informed future Committee discussion and provide the 2021 Christmas Lights budget requirements, it was suggested the Town Clerk source figures for updated scheme, in line with previous proposals and options received.

**Resolved:** That the Clerk obtain costs from several companies for consideration at the next Assets and Services meeting.

## **8. COVERED SMALL COMMON (CAR PARK, MARKET AND PERFORMANCE AREA)**

Members were updated on action and resolution of last meeting and received details of current pot holes for which urgent repair is now necessary.

**Resolved:** that:-

- i. A consultant is appointed to undertake a feasibility study to a maximum cost of £3,500 and a brief for the consultant will be prepared and circulated to Committee Members by Cllr Smith, which will include options for:
  - a. Car park resurface,
  - b. Resurface Car Park with covering and,
  - c. Resurface car park with covering, additional lighting and additional facilities.

- ii. Bring forward as operational maintenance, due to safety concerns, the repair of large pot holes on the Small Common with professional repair, rather than continued patching, in line with previous quotes received by the Committee and budgeted sum.

## 9. ACCESSIBLE MEETINGS

Having received copies of the report previously presented to Council in February 2020 it was requested that an audit of requirements and equipment was progressed in order to arrange necessary purchases and to subsequently host all future meetings in the Town Hall, with all residents able to attend.

It was agreed that Members are committed to relocation and accessibility however, whilst lockdown meeting restrictions are in place, the time could be used to address and resolve all practical issues such as existing hall bookings, date availability, staffing and staff safety.

Cllr Seymour stated for the record his disappointment at the decision made to delay as it could have moved it on and not waited six months.

**Resolved:** that a fully costed report be bought to the next Council meeting for approval and implementation of mobility access at all Council meetings.

## 10. ITEMS FOR THE NEXT MEETING

None received.

## 11. DATE, TIME AND PLACE OF NEXT MEETING

The next Assets & Services Committee meeting will take place on Tuesday, 3 November 2020 at 7pm via Zoom. The Room number will be circulated prior to the meeting.

Meeting closed 8.05pm

Cllr L Crane, Chair

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