

SANDBACH TOWN COUNCIL

AGENDA

For the meeting of the Sandbach Town Council to be held at 7.00pm
on Thursday 24 September 2020 in Zoom Room: 875 0197 4574

Video feeds for Members of the public will be hidden, unless participating during public speaking, to aid with the organisation and running of the meeting. Members of the Public will still be able to join the meeting as normal and view and listen to the Councillors.

Prayer to be read by Cllr Merry

1. APOLOGIES FOR ABSENCE

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

Items 7, 13.2 and 13.3 and 17 due to personnel nature.

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 MEETINGS HELD ON 9 JULY AND 16 JULY 2020 [ATTACHED].

All Minutes for Agenda items 6 – 12 can be viewed via Sandbach Town Council website: <https://sandbach.gov.uk/public-meetings-2020-2021/>

6. TO NOTE THE MINUTES OF THE PLANNING & CONSULTATION COMMITTEE MEETINGS HELD ON 29 JUNE, 20 JULY, 10 AUGUST AND 1 SEPTEMBER 2020 (DRAFT).

7. TO NOTE THE MINUTES OF THE MEETINGS OF THE PERSONNEL COMMITTEE HELD ON 30 JUNE, 29 JULY AND 12 AUGUST 2020 (DRAFT).
8. TO NOTE THE MINUTES OF THE FINANCE, POLICY AND GOVERNANCE COMMITTEE MEETING HELD ON 6 AUGUST 2020 (DRAFT).
9. TO NOTE THE MINUTES OF THE MEETING OF THE COMMUNITY AND ENVIRONMENT COMMITTEE MEETING – NO MEETING HELD.
10. TO NOTE THE MINUTES OF THE MEETING OF THE EVENTS SUB-COMMITTEE HELD ON 5 AUGUST 2020 (DRAFT).
11. TO NOTE THE MINUTES OF THE MEETING OF THE ASSETS AND SERVICES COMMITTEE HELD ON 28 JULY 2020 (DRAFT).
12. TO NOTE THE MINUTES OF THE MEETING OF THE SMALL COMMON REDEVELOPMENT SUB-COMMITTEE MEETING HELD ON 26 AUGUST 2020 (DRAFT).
13. **MATTERS ARISING FROM COMMITTEE MEETINGS**
 - 13.1 **Assets and Services – Meeting Accessibility**

Lead: Meeting Clerk

Action: *To receive verbal request that this item to be deferred to October Council meeting, at which time the necessary report will be presented for review, approval and implementation of accessibility for all Council meetings.*
 - 13.2 **Personnel Committee – Invoice Approval**

Confidential

Lead: Chair of Personnel

[Attached: Invoice]

Actions:
 - i. *Following Personnel Committee resolution 30 June 2020 and recommendation of 12 August, to approve attached invoice from budget line 101/4152 (HR & H&S Support), delegate payment of £1750 (plus vat) to the Clerk.*
 - ii. *To note the associated overspend of HR & H&S Support budget line and impact on General Reserves.*
 - 13.3 **Personnel Committee – Temporary Staffing**

Confidential

Lead: Chair of Personnel

[Attached: Report]

Action: *To receive attached report and approve recommendations.*
 - 13.4 **Finance Committee – BACS AND DIRECT DEBIT**

Lead: Meeting Clerk

[Attached: Report]

Actions:-
 - i. *That Council approves to continue paying attached list of suppliers by Direct Debit.*

ii. That Council approves the continuation of payments to attached list of suppliers by BACS.

14. LOAN REPAYMENT

[Attached: Report]

Lead: Meeting Clerk

Action: To approve release of 2020/21 budgeted funds, totalling £52,362, from budget line 400-4629 to be paid towards the outstanding balance of Town Hall refurbishment loan.

15. IT HARDWARE

[Attached: Quotation]

Lead: Meeting Clerk

Actions: i. To approve the purchase of new IT equipment for the Business Development Officer, to replace decommissioned faulty laptop, as per the quote attached.
ii. Payment of £1804.80, plus shipping fee and vat, to be delegated to the Clerk and budget allocated to 101/4114 Office Equipment/ Furniture.

16. SHOP UNITS

[Attached: Report]

Lead: Meeting Clerk

Action: To consider report recommendation and approve any agreed discounts be applied.

17. OFFICE ACCOMMODATION/EMPLOYEE CONSIDERATIONS

Confidential

Lead: Working Group Chair

Action: To receive verbal update and agree next steps, in line with current business and employee requirements and regulations.

18. GRANT SUCCESS

Lead: Meeting Clerk

Action: To receive a verbal update on successful grant applications.

19. CORRECTION TO COUNCIL MINUTES

Lead: Meeting Clerk

Action: To consider a correction to minutes of the 2019 AGM, held 6 June 2019, for inclusion of Council agenda item 12 and meeting resolution, to state: 'Item 12, Resolved: that the Council notes that it remains eligible to exercise the General Power of Competence'

20. QUALITY COUNCIL STATUS

Lead: Meeting Clerk

Action: To receive a verbal update on award status.

21. EQUALITY POLICY

[Attached: 2012 Policy]

Lead: Meeting Clerk

Action: *To review the attached adopted policy and update as necessary.*

22. AUTHORISATION OF INVOICES

[Attached: Six invoices]

Lead: Meeting Clerk

Action: *To approve payment of invoices in excess of £1,500, which sit outside of the Scheme of Delegation:*

Purity Clean	£1512	Cleaning (Month of July)
SLI	£2136	Rent (June – Aug 2020)
SLI	£2136	Rent (Sept – Nov 2020)
SLI	£2136	Rent (Dec 2020 – Feb 2021)
SLI	£2136	Rent (March – May 2021)
SLI	£2136	Rent (June - Aug 2021)

23. MEMBERS ITEMS

23.1 Poppies

Lead: Cllr Jack

Action: *To receive verbal update.*

23.2 Sandbach Partnership

Lead: Cllr Jack

Action: *To receive verbal update.*

24. CORRESPONDENCE

24.1 Letter to the Town Council [attached]
Received via email dated 8 July.

25. DATE, TIME AND PLACE OF NEXT MEETING

The next Town Council Meeting will be on Thursday 23 October 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 9 July 2020 at 7.00pm, via Zoom.

PRESENT

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

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

A prayer was read by Cllr Merry.

1. APOLOGIES FOR ABSENCE

This item was not referenced during the meeting.

2. DECLARATIONS OF INTEREST

Cllr L Crane

Items 14.1, 14.2 and 17.3 as a Cheshire East Councillor, and will leave the room during item discussion.

3. MAYORS COMMENTS

Due to regulations of Covid-19 physical meetings have not been attended though an online Concert Series, the first Zoom concert on the Mayoral invite list, was greatly enjoyed and the Mayor expressed his thanks to the event organiser.

PUBLIC QUESTIONS

The Town Mayor adjourned the meeting for questions from Members of the public.

Speaker 1.

Asked what individual members – and Council as a whole - would be doing to ensure Sandbach moves forward as an anti-racist Town?

In response, the resident was advised that Council should look to improving links with the youth, to listen and to learn, in order to ensure all residents feel safe and welcome in the Town. Anti-racism is supported by those who responded to the speaker.

Speaker 2

Raised several queries relating to adherence to the Code of Conduct, Committee responsibility for adopting guidelines, freedom of speech and comportment of representatives of Council in order to conform with Data Protection Policies (DPP).

Clarification was provide from the Town Clerk and Town Mayor regarding the role of Finance, Policy and Governance Committee in forming policies which are then adopted by Council, that all Members are obliged to adhere to the Code of Conduct and conform to the DPP, and that any suggested breach be a matter for the Monitoring Officer.

Speaker 3

Queried Christmas Lights and some trader opinion that the lights are not as good as others within Cheshire. A forthright approach can be beneficial in these instances, to secure improved lighting for the Town.

It was confirmed in response that a majority of Council agreed on the budget for 2020 lighting and any decision regarding the 2021 scheme will again be a Council decision and in accordance with post Covid-19 Council finances.

The meeting was reconvened.

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

Resolved: That item 19 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.**

Resolved: that the minutes of the meetings be approved as a true record.

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

Resolved: that the minutes of the meetings be approved as a true record.

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

Resolved: that the minutes of the meetings be approved as a true record.

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 were none. The Clerk confirmed staff are aware of items pending Committee review and these will be brought to each meeting for action/closure.

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

The Clerk referenced her agenda report and advised that the emergency standing order had been used for a five-week Market Trader discount, following Covid closure, which requires retrospective approval. The offer was well-received by those attending to trade.

Resolved: 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

Reasoning for the proposed action was detailed for Members, including impact of temporarily closing disabled bay to accommodate social distancing rules, subsequent bearing on blue badge parking and restrictions on deliveries to some shops.

It was suggested, in unprecedented times such as these, that this Council learns and applies the lesson to future consultations by ensuring that all Ward Councillors be proactive in discussing content of notices/consultations with their Constituents, where possible, and provide timely response or feedback in order to maintain safety of visitors and encourage return to the Town Centre.

Resolved: Sandbach Town Council welcomes efforts to encourage residents back into the Sandbach town centre and thanks local traders for their efforts to promote social distancing to protect shoppers.

14.2 Active Travel Scheme

Members were encouraged to submit their feedback to the Planning and Consultation Committee for discussion.

Resolved: That the Active Travel documentation be presented to the Planning and Consultation Committee for consultation response, in due course.

14.3 Covid-19 Response Network

A brief verbal update was received confirming work undertaken to progress and develop the Sandbach People Helping People scheme, including communicating with residents in need of support, reaching those wishing to volunteer to help and co-ordinating the daily requests for assistance and responding to queries or concerns. It is anticipated the current scheme will remain in place for some time and that requirements for further support should be considered by the Council, in order to assist those impacted by Covid-19 within our community, wherever possible.

Thanks were expressed to all involved.

Resolved: the verbal update is received.

14.4 Wakes Fair

Having received the Clerk's circulated agenda report together with subsequent emails and risk assessment from the Fairground Operator, members discussed the hosting of the 2020 Wakes Fair, staffing requirements and mitigating risk in line with current Government Covid-19 guidelines.

Resolved: That the Wakes Fair should not take place in September 2020 on the basis of increased risk due to Covid-19 and lack of a robust event Risk Assessment.

15. FINANCE MATTERS

15.1 Annual Audit and Governance

Having received a verbal update on the regular processes and strict annual timetable for audit compliance, the Clerk was asked to explain the Internal Auditor statements, which detail nonconformity in displaying proper notice and lack of completeness check for Party in the Park ticket sales. It was confirmed these areas will be addressed however, it is not yet clear whether a qualified external audit will be received as a result.

Page four AGAR was highlighted by the Clerk and explanation received that this section remains blank, as per previous year's auditor comment, until approved by Council.

Having received a query relating to the response for Item 4, which requires that 'we provide proper opportunity during the year for the exercise of electors' rights..', it was confirmed that this will not be ticked as 'yes' due to response of the Internal Auditor.

Resolved: that:-

- i. The Internal Audit is noted and approved.
- ii. The end of year accounts are approved.
- iii. The Annual Return is approved, with item 4 to be marked 'no', and signed.

15.2 Bank Signatories

Each year the signatories are updated in line with changes to Chair/Vice Chair and Mayor/Deputy Mayor. An extension of up to 6 months is requested for this year due to restrictions on accessing bank whilst in lockdown and with some staff shielding.

Resolved: That an extension of up to 6 months is approved for this year's new signatories to be set in place with the bank.

15.3 NDP Dropbox

Maximum costs to provide 12 months NDP Drop box access were received, though it is anticipated that actual spend, based on number of access accounts required, will be £350-£400 for the year. There is currently £200 in budget, therefore would result in an overspend.

Resolved: That spend of up to £1,000 is approved for the NDP Dropbox account.

15.4 Social Media Policy

With Social Media and current pandemic resulting in increased online communications, Members received a reminder regarding the adopted

Social Media policy and potential impact on reputation of the Council when failing to adhere to the document.

A named vote was requested.

In Favour: G Price Jones, G Merry, K Flavell, L Crane, K Seymour
S Kirkham, M Muldoon, I Williams, J Beddows, A Smith
D Hegarty, R Hoffmann, S Corcoran, S Crane, P Eaton
R Hovey, S Broad, M Lea O'Mahoney

Abstain: D Jack

Against: None.

Resolved: Members received the reminder to abide by the adopted Social Media Policy.

15.5 Sandbach Transport Festival

Having received the 2019 Festival Report and email from the Transport Festival Treasurer regarding funding, Members discussed the festival requirements and scope to increase 2021 contribution ahead of Council's 2021/22 budget setting.

Concern was expressed with regard to requirement for increasing contributions and reduction in private sponsorship.

Resolved: That:-

- i. The 2020 Funding should not be returned, on the basis that it is used towards the event cost for next year.
- ii. Council will accept representations from the Transport Festival Committee later in the year, ahead of budget setting, to receive further funding requirements in line with grant policy.

Due to time available and quantity of items to be discussed, it was agreed that the remaining agenda items be moved to a newly scheduled meeting next week. No new items to be included.

Resolved: that agenda items 15.6 to 20 be moved to a meeting now due to be held 16 July, 7pm via zoom.

Meeting closed 9.22pm

Cllr G Price Jones, Town Mayor

Meeting Clerk: Ann Banks

Minutes completed from audio recording 11.8.2020 KP

SANDBACH TOWN COUNCIL

Minutes of the Meeting of Sandbach Town Council held on 16 July 2020 at 7.00pm, via Zoom.

PRESENT

Councillors: G Price Jones (Town Mayor)
 K Flavell
 G Merry
 J Beddows
 D Jack
 S Kirkham
 A Smith
 S Corcoran
 S Crane
 L Crane
 M Muldoon
 P Eaton
 R Hoffmann
 R Hovey
 S Broad
 K Seymour
 D Hegarty
 I Williams (arrived 7.33pm)

Also present were ten members of the public and press, the Finance Officer and Operational Support Officer.

The Mayor confirmed process for the meeting and that, as a continuation of the meeting held 9 July.

1. APOLOGIES FOR ABSENCE

Cllrs: I Williams (Later joined the meeting)
 S Ashcombe Hurt
 M Lea O'Mahoney

2. DECLARATIONS OF INTEREST

Cllr L Crane.
 Declared an interest in item 6.3 and will leave the room.

Cllr Beddows

Interest in item 5.1 and will not participate in discussion or voting.

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

It was resolved at the meeting of 9 July 2020 that item 8 be considered with the exclusion of public and press, under the Public Bodies (Admission to Meetings) Act 1960.

4. FINANCE MATTERS

4.1 ChALC – Annual Membership

Lead: Assistant Town Clerk

Resolved: that the invoice for £1487.04 for annual membership and one copy of the Local Council Review is approved for payment.

4.2 Town Hall Roof Repairs

Lead: Assistant Town Clerk

In the absence of an update on current situation, the meeting Clerk and several Councillors provided background information regarding the Condition Survey undertaken in 2016 and works identified, including problem areas in the Town Hall roof. These areas have continued to deteriorate and, following recent inclement weather, has resulted in roof leaking into the ballroom and market hall. As such the repairs to the Listed Building are essential to avoid further damage.

Clarification of appropriate Committed Reserve fund allocation was received from the Finance Officer.

Resolved : That £14,420 + VAT is made available from Committed Reserves: Asset Maintenance, for the purpose of carrying out essential and urgent repairs to the Town Hall Complex Roof.

5. ASSETS & SERVICES MATTERS

5.1 Christmas Market

Cllr Beddows did not take part in discussion or voting.

In referencing his agenda report the Operational Support Officer provided an additional verbal recommendation of hosting a much reduced Christmas market for local traders in 2020, incorporating late-night shop opening, sited on small common and within the Market Hall, which would ideally be combined with the Christmas Light Switch on evening. Further suggestion from Members included live streaming the Switch on Event, implementing necessary management of any distancing measures in place and, in due course, and in line with Government Guidelines, an invite be extended for the Town Hall to host the popular Olive and Stitch market.

Resolved: A reduced Christmas Market remains Officer led, and forms part of the Christmas Lights 2020 switch on event.

5.2 Christmas Lights

Lead: Cllr G Price Jones

The proposed lighting schemes, necessary remedial work and anticipated 2020 costs, based on quote provided, were clarified by the Mayor ahead of Member discussion.

Cllr Jack detailed his concerns regarding the Working Group processes and current status of the lights, and asked that this be noted on record.

Resolved: that:-

- i. The report is received.
- ii. £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, with a 5% contingency made available to cover any unexpected maintenance that might be required.
- iii. The installation of 2020 scheme and switch on event (subject to Government Guidance) be delegated to the Clerk.
- iv. Upgrade plans are further investigated by the Assets and Services Committee, with funding requirements for 2021/22 to be factored into budget discussions.

5.3 Office Accommodation

A brief verbal status update was provided by the meeting clerk, based on previous meeting notes, in which the recently received plans for office space were confirmed as unsuitable. A further Councillor and Architect site visit had since taken place and new drawings expected in due course to include ground floor office and first floor meeting space.

Resolved: the verbal update is received.

6. MEMBERS ITEMS

6.1 Cllr A Smith – Complaints Process

Referencing the copy policies and procedures which had been circulated with the agenda pack, the meeting Clerk provided clarification of Complaints processes for:

- Councillor Conduct – Principle Authority/via the Monitoring Officer.
- Council, it's administration or procedures or a staff member – in writing via the Clerk or Mayor.
- Complaint about Clerk or Mayor – To Council.
- Staff or Member complaint about a Council Employee would be reported to the Line Manager or Town Clerk.

Following receipt of any complaint the recipient would duly respond in writing to confirm timescale of complaint review process.

6.2 Cllr A Smith – COVID-19 Press Release

This item was deferred to the next Finance, Policy and Governance meeting.

Members were encouraged to submit details of groups who may benefit from a Covid-19 grant to Cllr Smith or the Town Clerk.

6.3 Cllr D Jack – Parking charges

Cllr Crane left the room during this agenda item.

Members discussed at length the relevance of contacting Cheshire East, in advance of receiving formal parking consultation documents and timescales, and submitting initial objection to any future recommendations regarding potential parking changes for Sandbach. Reference was made to the detailed 2009 STC parking document which has served to protect the Town and included, but was not limited to, resident parking schemes, car park capacity and legal position regarding the status of Scotch Common and has been used to protect the town from parking charges being imposed over more recent years.

A proposal was made that: Sandbach Town Council does oppose any suggestion or plan to impose parking charges of any type, on Cheshire East Land, within the parish boundaries of Sandbach and 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.

A named vote was requested

For: Cllrs Jack, Williams, Kirkham, Muldoon, Hovey and Seymour

Against: Cllrs Price Jones, Smith, Hoffmann, Beddows, S Crane, Eaton, Flavell, Corcoran and Hegarty

Abstention: Cllrs Merry and Broad.

The vote was lost.

Resolved: that Sandbach Town Council reviews its previous consultation on car parking; referring the file to the Planning and Consultation Committee to bring the document up to date, in preparation for consultation concerning parking, in its broadest sense, for Sandbach.

6.4 K Seymour – Wildflower Seeding

Members were informed of the significant environmental and community benefits of seeding native wildflowers within the wards of Sandbach and visual enhancement of the currently derelict spaces with seeding, which will become self-sustaining once established.

It was confirmed that not all sites which are currently empty could be considered for the planting due to potential sightline obstruction.

Resolved: That Sandbach Council agrees in principle to seeding all appropriate sites with wildflower seeds and delegates to the Community and Environment Committee to consider details of costs, sites, seeds, process to be followed and report back to Council in due course.

7. CORRESPONDENCE

7.1 High Street – Cycle Lane

Members reviewed the resident's email received, dated 5 May 2020, regarding High Street cycle lane and current restrictions in place and agreed it be forwarded to the Planning and Consultation Committee.

Resolved: that the correspondence be deferred to the Planning and Consultation Committee for response.

8. PERSONNEL WORKING GROUP

Confidential

Resolved: that:-

- i. The report is received.
- ii. The report is referred to Personnel Committee to put in place a robust action plan for the Working Group report recommendations.

9. 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.

Meeting closed 8.55pm

Cllr G Price Jones, Town Mayor

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SANDBACH TOWN COUNCIL

DIRECT DEBIT AND BACS PAYMENTS

13.4

Information

Sandbach Town Council pay several suppliers by Direct Debit and other suppliers are paid by BACS (Bank Transfer)

The most up to date Direct Debit list is presented annually to Finance Policy and Governance, for information, this is as below. The approval of the use of a variable Direct Debit and the use of BACS or CHAPS is required be renewed by resolution of the council at least every two years.

SUPPLIER	INFO	AMOUNT
PRISM BUSINESS DEV	Monthly ICT services	£885.86
WEST MERCIA ENERGY	Utilities	Varies
WIREHOUSE EMP SERV	Monthly Employer Services	£241.92
EE LIMITED	Market mobile phone	£18.40
FUEL CARD SERVICES	Fuel for vans	£2.16
EVO PAYMENTS INT	Credit/ Debit card machine fees	Varies
BRITISH TELECOM	Monthly telephone and broadband costs	Varies
LEG & GEN MAIN A/C	Critical Illness insurance	£192.81
CHESHIRE EAST BC	Busines Rates x 21 debits	Varies
TELECOMS	Prism: Monthly W-fi costs	£196.15
NW BUSINESS CREDIT	Business Credit Card	Varies
PUBLIC WORKS LOANS	Loan: 4 annual payments	2 different amounts
CALOR DIRECT DEBIT	Gas for Forklift	Varies
ICO	Data Protection: Annual	£35.00
STAMPS&COLLECTIBLE	Postage stamps	Varies

The Finance Policy and Governance Committee noted the report FCM06.08.2020 and resolved:

RESOLVED:

- i-That the Direct Debit List is noted by the Committee
- iii-That the Committee recommend the Direct Debit list to Full Council for approval to continue to pay suppliers by Direct Debit.
- iiii-That the Committee recommend the request to continue to pay suppliers by BACS to Full Council for approval.

Recommendation

That Council:

- 1: Approve to continue to pay suppliers by Direct Debit.
- 2: Approve to continue to pay suppliers by BACS or CHAPS.

SVS Finance Officer

16th September 2020

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Part re-payment of Loans

Sandbach Town Council hold 2 loans with the Public Works Loan Board, they were taken out to fund the Town Hall refurbishment.

During the budget setting for the current financial year a line was included to repay part of one of the loans. The budget was approved by Full Council on the 5th December 2019 and the amount for loan repayment was £52,382. Should Council decide not to part repay at this time the option was discussed to commit these funds for a later date.

Part payment is permitted, it does not reduce the length of the loan re-payments, but it does reduce the monthly instalments. The below figures are based on quotes on 16th September 2020, the interest rates change twice daily so should repayment go ahead the below figures will vary slightly. With regards to the process, if Council decide to go ahead, an email should be sent to PWLB who will provide the values that day, they will then provide all the necessary paperwork and the premature repayment will be due two working days later.

Current situation:

	Balances at 16 th September 2020:	Instalments	Per annum
PWB502623	£315,403.12	2 x £12,335.57	£24,671.14
PWB502858	£64,202.73	2 x £2,467.11	£4,934.22
Current annual budget for repayments			£29,605.36

OPTION 1

Details should part payment be made part payment of lower balance loan:

	New balance after part payment	Instalments	Per annum
PWB502623	£315,403.12	2 x £12,335.57	£24,671.14
PWB502858	£11,820.73	2 x £462.31	£924.62
New budget requirement for Option 1			£25,595.76

Budget requirement: A decrease of £4009.60

OPTION 2

Details should part payment be made part payment of higher balance loan:

	New balances	Instalments	Per annum
PWB502623	£263,021.12	2 x £10,286.89	£20,573.78
PWB502858	£64,202.73	2 x £2,467.11	£4,934.22
New budget requirement for Option 2			£25,508.00

Budget requirement: A decrease of £4,097.36

Recommendation:

1: To approve a part -repayment of one of the loans and should approval be given and decide which option to go forward with 1 or 2.

SVS 16SEP2020

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SANDBACH TOWN COUNCIL
PART LOAN REPAYMENT
OPTION 1

Complete white cells only:

Amount advanced	£11,820.73
Advance date	18-Sep-20
Interest rate	4.1900%
No. of years	18.5
No. of Payments	37
First payment date	17-Mar-21
Final payment date	17-Sep-39
Days in first period	180
Days in half-year	181
Loan Type	Fixed

Additional Lump Sum Payments		
Proposed payment date	Amount	Next regular payment date

Broken period					
Annuity					
	Start Balance	Principal	Interest	Tot. Payment	End Balance
Totals:		£11,820.73	£5,283.55	£17,104.28	
17-Mar-21	£11,820.73	£214.67	£246.28	£460.95	£11,606.06
17-Sep-21	£11,606.06	£219.17	£243.15	£462.31	£11,386.89
17-Mar-22	£11,386.89	£223.76	£238.56	£462.31	£11,163.13
17-Sep-22	£11,163.13	£228.45	£233.87	£462.31	£10,934.69
17-Mar-23	£10,934.69	£233.23	£229.08	£462.31	£10,701.45
17-Sep-23	£10,701.45	£238.12	£224.20	£462.31	£10,463.33
17-Mar-24	£10,463.33	£243.11	£219.21	£462.31	£10,220.23
17-Sep-24	£10,220.23	£248.20	£214.11	£462.31	£9,972.02
17-Mar-25	£9,972.02	£253.40	£208.91	£462.31	£9,718.62
17-Sep-25	£9,718.62	£258.71	£203.61	£462.31	£9,459.91
17-Mar-26	£9,459.91	£264.13	£198.19	£462.31	£9,195.78
17-Sep-26	£9,195.78	£269.66	£192.65	£462.31	£8,926.12
17-Mar-27	£8,926.12	£275.31	£187.00	£462.31	£8,650.81
17-Sep-27	£8,650.81	£281.08	£181.23	£462.31	£8,369.73
17-Mar-28	£8,369.73	£286.97	£175.35	£462.31	£8,082.76
17-Sep-28	£8,082.76	£292.98	£169.33	£462.31	£7,789.78
17-Mar-29	£7,789.78	£299.12	£163.20	£462.31	£7,490.66
17-Sep-29	£7,490.66	£305.39	£156.93	£462.31	£7,185.27
17-Mar-30	£7,185.27	£311.78	£150.53	£462.31	£6,873.49
17-Sep-30	£6,873.49	£318.32	£144.00	£462.31	£6,555.18
17-Mar-31	£6,555.18	£324.98	£137.33	£462.31	£6,230.19
17-Sep-31	£6,230.19	£331.79	£130.52	£462.31	£5,898.40
17-Mar-32	£5,898.40	£338.74	£123.57	£462.31	£5,559.66
17-Sep-32	£5,559.66	£345.84	£116.47	£462.31	£5,213.82
17-Mar-33	£5,213.82	£353.09	£109.23	£462.31	£4,860.73
17-Sep-33	£4,860.73	£360.48	£101.83	£462.31	£4,500.25
17-Mar-34	£4,500.25	£368.03	£94.28	£462.31	£4,132.22
17-Sep-34	£4,132.22	£375.74	£86.57	£462.31	£3,756.47
17-Mar-35	£3,756.47	£383.62	£78.70	£462.31	£3,372.85
17-Sep-35	£3,372.85	£391.65	£70.66	£462.31	£2,981.20
17-Mar-36	£2,981.20	£399.86	£62.46	£462.31	£2,581.34
17-Sep-36	£2,581.34	£408.24	£54.08	£462.31	£2,173.11
17-Mar-37	£2,173.11	£416.79	£45.53	£462.31	£1,756.32
17-Sep-37	£1,756.32	£425.52	£36.79	£462.31	£1,330.80
17-Mar-38	£1,330.80	£434.43	£27.88	£462.31	£896.36
17-Sep-38	£896.36	£443.54	£18.78	£462.31	£452.83
17-Mar-39	£452.83	£452.83	£9.49	£462.31	£0.00

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SANDBACH TOWN COUNCIL
PART LOAN REPAYMENT
OPTION 2

14

Complete white cells only:

Amount advanced	£263,021.12
Advance date	18-Sep-20
Interest rate	4.1900%
No. of years	18.5
No. of Payments	37
First payment date	15-Nov-20
Final payment date	15-Nov-38
Days in first period	58
Days in half-year	184
Loan Type	Fixed

Additional Lump Sum Payments		
Proposed payment date	Amount	Next regular payment date

Broken period					
Annuity					
Totals:	Start Balance	Principal	Interest	Tot. Payment	End Balance
	£263,021.12	£263,021.12	£113,820.40	£376,841.52	
15-Nov-20	£263,021.12	£4,776.60	£1,736.94	£6,513.54	£258,244.52
15-May-21	£258,244.52	£4,876.67	£5,410.22	£10,286.89	£253,367.86
15-Nov-21	£253,367.86	£4,978.83	£5,308.06	£10,286.89	£248,389.03
15-May-22	£248,389.03	£5,083.14	£5,203.75	£10,286.89	£243,305.89
15-Nov-22	£243,305.89	£5,189.63	£5,097.26	£10,286.89	£238,116.26
15-May-23	£238,116.26	£5,298.35	£4,988.54	£10,286.89	£232,817.90
15-Nov-23	£232,817.90	£5,409.35	£4,877.54	£10,286.89	£227,408.55
15-May-24	£227,408.55	£5,522.68	£4,764.21	£10,286.89	£221,885.87
15-Nov-24	£221,885.87	£5,638.38	£4,648.51	£10,286.89	£216,247.49
15-May-25	£216,247.49	£5,756.50	£4,530.38	£10,286.89	£210,490.99
15-Nov-25	£210,490.99	£5,877.10	£4,409.79	£10,286.89	£204,613.89
15-May-26	£204,613.89	£6,000.23	£4,286.66	£10,286.89	£198,613.66
15-Nov-26	£198,613.66	£6,125.93	£4,160.96	£10,286.89	£192,487.73
15-May-27	£192,487.73	£6,254.27	£4,032.62	£10,286.89	£186,233.46
15-Nov-27	£186,233.46	£6,385.30	£3,901.59	£10,286.89	£179,848.16
15-May-28	£179,848.16	£6,519.07	£3,767.82	£10,286.89	£173,329.09
15-Nov-28	£173,329.09	£6,655.64	£3,631.24	£10,286.89	£166,673.45
15-May-29	£166,673.45	£6,795.08	£3,491.81	£10,286.89	£159,878.37
15-Nov-29	£159,878.37	£6,937.44	£3,349.45	£10,286.89	£152,940.93
15-May-30	£152,940.93	£7,082.78	£3,204.11	£10,286.89	£145,858.15
15-Nov-30	£145,858.15	£7,231.16	£3,055.73	£10,286.89	£138,626.99
15-May-31	£138,626.99	£7,382.65	£2,904.24	£10,286.89	£131,244.34
15-Nov-31	£131,244.34	£7,537.32	£2,749.57	£10,286.89	£123,707.02
15-May-32	£123,707.02	£7,695.23	£2,591.66	£10,286.89	£116,011.79
15-Nov-32	£116,011.79	£7,856.44	£2,430.45	£10,286.89	£108,155.35
15-May-33	£108,155.35	£8,021.03	£2,265.85	£10,286.89	£100,134.32
15-Nov-33	£100,134.32	£8,189.07	£2,097.81	£10,286.89	£91,945.24
15-May-34	£91,945.24	£8,360.64	£1,926.25	£10,286.89	£83,584.61
15-Nov-34	£83,584.61	£8,535.79	£1,751.10	£10,286.89	£75,048.82
15-May-35	£75,048.82	£8,714.62	£1,572.27	£10,286.89	£66,334.20
15-Nov-35	£66,334.20	£8,897.19	£1,389.70	£10,286.89	£57,437.01
15-May-36	£57,437.01	£9,083.58	£1,203.31	£10,286.89	£48,353.43
15-Nov-36	£48,353.43	£9,273.88	£1,013.00	£10,286.89	£39,079.55
15-May-37	£39,079.55	£9,468.17	£818.72	£10,286.89	£29,611.37
15-Nov-37	£29,611.37	£9,666.53	£620.36	£10,286.89	£19,944.84
15-May-38	£19,944.84	£9,869.04	£417.84	£10,286.89	£10,075.80
15-Nov-38	£10,075.80	£10,075.80	£211.09	£10,286.89	£0.00

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15 Quote

Quote Number: 17564

Payment Terms: Due At Time Of Order
Expiration Date: 07.10.2020

Quote Prepared For

Michael Wellings
Sandbach Town Council
Sandbach Literacy Institution
Hightown
Sandbach, Cheshire CW11 1AE
United Kingdom
Phone:01270 600800
SupportOfficer@sandbach.gov.uk

Quote Prepared By

Jack Higginbotham
Prism Solutions
20 John Bradshaw Court
Congleton, Cheshire CW12 1LB
United Kingdom
Phone:0845 121 7770
Fax:
jhi@prism.uk.com

Item#	Quantity	Item	Unit Price	Unit Discount	Adjusted Unit Price	Extended Price
One-Time Items						
1)	1	Initial Remote Initial Remote plus one further hour Setup of replacement machine for Jayne -SEE Encryption -Prism Agent Transfer -Office 365 transfer -Cloud Data Protection transfer -Office 365 Access Companion transfer -Email Configuration -Connection to network and peripherals -Remove Prism Agent from users previous hardware	£100.00	£15.00	£85.00	£85.00
2)	1	Further Hours Remote Further Hours Remote Time	£66.50	£9.98	£56.53	£56.53
3)	1	Microsoft Surface Pro 7 SP7 i5 Type Tablet - no keyboard Processor Intel Core i5 (10th Gen) 1035G4 / 1.1 GHz (3.7 GHz) / 6 MB Cache Memory 8 GB LPDDR4X Storage 256 GB SSD OS Provided	£1,180.15		£1,180.15	£1,180.15

****ESTIMATE**** Please note installation/labour charges detailed in this quotation are an estimate based on experience of similar works, knowledge of your site and your specific requirements. Based on our evaluation it does not include unforeseen circumstances which may create additional labour and charges.

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Item#	Quantity	Item	Unit Price	Unit Discount	Adjusted Unit Price	Extended Price
		Win 10 Pro				
4)	1	Microsoft Surface Pro Type Cover with Fingerprint ID Keyboard - With Trackpad, Accelerometer - UK	£103.03		£103.03	£103.03
		20200907114455				
5)	1	Microsoft Surface Pen Surface Pen - Black	£73.17		£73.17	£73.17
		20200907114455				
6)	1	Microsoft Surface Dock Interfaces 4 x SuperSpeed USB 3.0 1 x network - 10Base-T/100Base-TX/1000Base-T - RJ-45 2 x display / video - Mini DisplayPort 1 x audio - line-out - mini-phone stereo 3.5 mm	£132.54		£132.54	£132.54
		20200907114455				
7)	1	Dell P2219H Monitor LED monitor - Full HD (1080p) - 22" VGA, HDMI and DisplayPort compatible.	£125.70		£125.70	£125.70
		20200907114455				
8)	1	C2G - 2M Mini DP (M) to HDMI (M) 20200907114455	£16.42		£16.42	£16.42
9)	1	Dell Wireless Keyboard and Mouse KM636 Dell Wireless Keyboard and Mouse KM636	£32.26		£32.26	£32.26
		20200907114455				
					One-Time Subtotal	£1,804.80
					VAT 20% (20%)	£360.96
					Total Taxes	£360.96
					One-Time Total	£2,165.75
Shipping Items						
10)	1	Standard Delivery Standard Delivery - 24 to 48 hours	£11.00		£11.00	£11.00
					Shipping Subtotal	£11.00
					VAT 20% (20%)	£2.20
					Total Taxes	£2.20
					Shipping Total	£13.20
					Total	£2,178.95

****ESTIMATE**** Please note installation/labour charges detailed in this quotation are an estimate based on experience of similar works, knowledge of your site and your specific requirements. Based on our evaluation it does not include unforeseen circumstances which may create additional labour and charges.

SANDBACH TOWN COUNCIL

Report to Council – Thursday 24 September 2020 Discounted Unit Rent During Closure.

Purpose of the Report

To seek Council review and approval of discount options for Sandbach Market Shop Unit rent, during enforced period of closure due to government restrictions on 'non-essential' trading.

Background

The Sandbach Markets, in line with government guidance, closed from 21 March and fully re-opened to all traders on Thursday 18 June. During closure, there were no rents charged to any market traders and an incentive was implemented on their return, offering various discounts over a period of 5 weeks. The four Shop units at the front of the hall were not included within any incentives offered.

During the lockdown period those (foyer) shop units offering 'essential' goods were trading at reduced weekly hours and the 'non-essential' shops remained closed throughout lockdown. Businesses operating from shop units to support the community with essential food supplies had implemented highly effective Covid-safe practices and social distancing systems within the foyer area. During very uncertain times for the community, this risk management and their support for the community with supplies and home deliveries was invaluable.

Position

To assist and support the shop units unable to trade during lockdown, Members agreement is sought to offer a back-dated reduction in rent and for those who continued to support the Sandbach community with 'essential' food provisions and deliveries to shielding residents, we offer a good will gesture of reduction in rent (only) from 21 March to 18 June.
All utilities excluded from any discount rate.

Recommendation

That Council considers and approves backdated discount in rent for the four essential and non-essential shop units.

Katy Pepper
14 September 2020

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**Sandbach
Town
Council**

SANDBACH TOWN COUNCIL

EQUALITY POLICY STATEMENT

THE COUNCIL'S EQUALITY STATEMENT

The Council aspires to be an Equal Opportunities employer, service provider and community leader. Our aim is to ensure that all employees and service users are not subject to any form of discrimination, harassment and/or victimisation at any time on the basis of age, gender, gender reassignment, ethnic origin, colour, disability, illness (such as HIV or AIDS), marital status or being in a civil partnership, nationality, race, religion or belief, sexual orientation, pregnancy and maternity or social background.

POSITIVE ABOUT EQUALITY, DIVERSITY AND HUMAN RIGHTS

This Policy recognises its general equality duty under the Equality Act 2010.

The Council is committed to providing the highest quality of governance and service and recognises that the implementation of an effective Equality Policy is an integral part of any approach based on quality of service and provision. [It is not a coincidence that an organisation that is able to provide services to meet the diverse needs of its users, usually carries out its core business efficiently. Equally a workforce that has a supportive environment is more productive.] The Council as a corporate body has responsibilities as an employer, a service provider and a public authority, but both Members and employees as individuals also have responsibilities as well as rights.

The Council is committed to ensuring that our services and employment practices are fair, accessible, responsive and appropriate for all residents, clients and service users, voluntary and business organizations and visitors in the community we serve, as well as the dedicated staff we employ and volunteers and partners who work with us.

The Council will strive to advance equality of opportunity between people who share a protected characteristic and those who do not and to foster good relations between people who share a protected characteristic and those who do not.

The Council will engage with people it believes to have an interest in our approach to Equality. It will undertake periodic Equality Assessments to help in deciding whether an existing or proposed policy, procedure, practice or service does (or may) affect people differently, and if so, whether it affects them in an adverse way. and if so, what can be done to change it.

POSITIVE AS AN EMPLOYER

The Council is committed to making full use of the talents and resources of all its employees. It will recruit, reward, develop, promote and transfer employees on the basis of the skills, relevant qualifications, experience, aptitude and ability they can bring to the job.

The Council will encourage and develop all employees to support and carry out the requirements of this Equality policy. All employees will be encouraged to identify and disseminate good practice.

Recruitment

The Council recruitment process must result in the selection of the most suitable person for the job, in respect of experience and qualifications. It is against The Council's policy to discriminate either directly or indirectly on the grounds of any characteristic listed in its Equality Statement, at any stage of the recruitment process.

The Council staff must ensure that:

- all job opportunities are open to all applicants
- no prejudgement or assumptions are made by recruiters or managers
- all applications are given equal consideration
- no decision is made in advance regarding the outcome of recruitment
- all applicants and staff are made aware of the Council policy on recruitment

All recruitment publicity must positively encourage applications from all suitably qualified and experienced people and should avoid any stereotyping of roles. All publicity should state that the Council is an Equal Opportunities employer and welcomes diversity. All vacancies must be advertised in accordance with the Council's Personnel Policies.

The selection process must be carried out consistently at all levels. It must be fair and non-discriminatory. Application forms where used, must state that the Council is an Equal Opportunities employer. The only criteria to be used in the selection process are those based on the skills, experience and qualifications essential for the job.

All aspects of The Council's recruitment and selection process will be monitored by the Town Clerk to ensure the Council meets its obligations as an Equal Opportunities and quality employer.

Training and Development

Training and development opportunities will be made available to all employees and any form of discrimination whether direct or indirect will not be tolerated. Priority will be given to training or development activity which is linked to the achievement of the Council's aims and objectives. Where resources permit the Council will support training and development beyond the needs of the job which can be returned as a benefit to the Council i.e. increased flexibility, breadth of experience and commitment.

Terms and conditions

All employees will be treated equitably with respect to pay and other conditions of their contracts of employment.

Breaches of Policy

Employees who feel that they have been subject to discrimination should attempt to resolve the issue by talking to the individual whom they feel has acted inappropriately. If this does not resolve the issue then the employee can approach their manager or, if necessary, the Town Clerk under the Grievance Procedure.

Harassment

The Council will not tolerate or accept any form of harassment of its employees. All employees have the right to be treated with dignity and any contravention of this right may be subject to the appropriate grievance or disciplinary procedure. Harassment policy and processes are included in the Council's Personnel Policies.

Discrimination against people with disabilities

The Council will make reasonable changes to the physical features of its premises or to its method of undertaking business where this can enable an employee to properly undertake their job role. We will think positively about disabled staff as we do with disabled customers.

Religious discrimination

Discriminatory behaviour which fails to acknowledge the rights and needs of people with different beliefs or practices will be treated as a disciplinary offence.

Bullying

Workplace bullying is a separate issue from sexual and racial harassment but the effects can be the same. Within the working environment bullying can be described as the use of a position or power to coerce others by fear, oppression or threat.

The Council will not tolerate bullying behaviour at any level and it is the responsibility of all managers to eliminate any form of bullying which they become aware of. Allegations of bullying will be dealt with under the grievance or disciplinary procedures. Any employee who feels they are being bullied should consult any manager or the Town Clerk.

Victimisation

The Council will ensure that no employee is treated less favourably than other people because, for example they have brought proceedings, given evidence, or complained about the behaviour of someone who has been harassing or discriminating against them.

Age

- Recruitment, is based entirely on relevant criteria, this criteria will be specific to the post and will not include age or age related criteria
- All job advertisements will avoid the use of ageist language. Phrases such as 'applicants should be 25-35 years of age', 'young graduates' and 'mature person' are discriminatory
- Person specifications must focus on job needs only. Criteria unnecessarily specifying experience, personal qualities or qualifications will be removed from job advertisements and person specifications
- Where appropriate, advertisements will be designed to attract a mixed-age response through advertising
- Age related details will be separated from the application form as far as practicable
- Direct age related details (such as date of birth) will be separated via the equal opportunities monitoring form
- Application forms will be reviewed to minimise inferred calculation of age.
- The selection of candidates will be based upon individual assessment against the relevant criteria and will not include age or age-related criteria
- Candidates will be selected on the basis of skills and abilities. Recruitment procedures will ensure that the process is fair, consistent and does not discriminate against a particular age group
- Only job-related questions should be asked of job applicants. Candidates will be measured against selection criteria to help decision-making
- All successful applicants will be subject to an employment medical questionnaire irrespective of age. Assumptions about capability or medical fitness will not be based on the age of the applicant
- Selection panel members must not make judgements about the abilities of a candidate based on stereotypical assumptions about age

- Promotion, training and career development opportunities will be provided equally for all staff whatever their age
- Procedures relating to appraisal, regarding and the award of accelerated or discretionary increments and other employment situations where selection is required will apply to all staff regardless of age. Any such review will focus on skills and ability
- The take-up of training and development from different ages will be monitored
- Specific length of service provisions relating to pay and benefits will only be permitted where this can be justified in that the arrangement rewards loyalty, encourages motivation or recognises relevant experience
- Pay scales and access to other benefits including the occupational pension and bonuses will not be based on age. Any age related criteria will be removed
- All policies will be reviewed to check whether they include reference to age related or length of service related entitlement. Where age or length of service related criteria are used these will be reviewed and revised where necessary
- The Council does not have a default age for retirement
- Any voluntary redundancy scheme will not be based on age related criteria unless such criteria may be justified under the regulations
- Selection for redundancy will not be based on length of service alone as this is indirectly discriminatory

Responsibilities

- All employees of the Council have a responsibility to ensure that the Council's Equal Opportunities policy is communicated and its requirements adhered to.
- All the Council staff will receive training and development in equal opportunities issues. The Council policies on managing diversity form part of its Employee Handbook.

POSITIVE ABOUT SERVICE DELIVERY

The Council's clients have the right to expect fair and non-discriminatory treatment whilst participating in or receiving any of the Council's services. It will ensure that all recipients of the services delivered directly by the Council are guaranteed the same opportunity.

All aspects of the Council's Equalities Policy impact on the manner in which it directly delivers services to and for its customers.

Adherence to the principles and practices contained within the policy will be monitored on a regular basis. The Council will look for ways that it can make its services accessible to all.

Breaches of this Policy by staff will be subject to the grievance and discipline procedures.

Where any service is delivered indirectly by contractors, partners or volunteers, the Council will ensure that they understand its Equality Policy and adhere to it.

POSITIVE ABOUT COMMUNITY LEADERSHIP

The Council has a local governance and community leadership role. Local residents, members of local organisations, businesses and visitors have the right to expect fair and non-discriminatory treatment when engaging with the Council.

The Council recognises the diversity within the community and seeks to reflect this in the work it undertakes within that community. All aspects of the Council's Equalities Policy impact on the manner in which engages with the community.

Adherence to the principles and practices contained within the policy will be monitored on a regular basis. The Council will look for ways that it can make it easier for everyone to engage with it.

POSITIVE ABOUT DISABILITY**Inclusive**

The Council believes that as far as possible, disabled customers should be able to obtain services in the same way as other customers who are not disabled. However, given the constraints of operating from existing buildings, there will be some situations where the same treatment is not possible. In such cases, the Council will devise a solution as to how best to service our disabled customers, which demonstrates respect for their dignity.

Finding Out

The Council will periodically undertake an audit of its premises and operations to assess as far as possible, what customers with different disabilities may need in order to access our services. We will base this on good practice guidance and where appropriate talk to individual customers about any particular problems they encounter. As necessary, we will seek expert advice on finding solutions.

Existing Premises

The Council will focus particularly on making reasonable adjustments to the physical features of the premises. Where a physical feature makes it impossible or unreasonably difficult for disabled customers to make use of a service, we will take reasonable measures to:- remove the feature, or alter the feature, or provide a reasonable means of avoiding it, or provide a reasonable alternative method of making the service available.

Getting Better

The Council will plan the development of our business with disabled people in mind. We will ensure our staff are aware of disability issues and are trained to meet the needs of disabled customers.

POSITIVE ABOUT DEMOCRACY

Where councillors are to be elected, the Council will make information available as widely as possible about the election, and help people who are interesting in standing for election, with the objective of reflecting the diversity of the Parish.

When the Council seeks a co-opted member, it will advertise widely and will ensure that every applicant has an equal opportunity. Selection will be made against objective criteria.

The Council will always promote democracy, encourage all people to engage with it and vote at elections.

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TAX INVOICE

Sandbach Town Council
Attention: The Finance Officer
Sandbach Town Hall
Hightown
SANDBACH
Cheshire
CW11 1AE
GBR

Invoice Date
01 Aug 2020

Payment Due Date
21 Aug 2020

Invoice Number
171703

Purchase Order No.

VAT Number
352405817




PO Box 242
Sandbach
CW11 5ED

01270 310013
accounts@purity-clean.co.uk

Description	Quantity	Unit Price	VAT	Amount GBP
Monthly invoice for commercial cleaning services.				
84 hours delivered in the July invoicing period.	84.00	15.00	20%	1,260.00
			Subtotal	1,260.00
			Total VAT 20%	252.00
			Invoice Total GBP	1,512.00
			Total Net Payments GBP	0.00
			Amount Due GBP	1,512.00

How to pay your invoice

We accept payment by credit/debit card or bank transfer only. Please pay your invoice by the Due Date to avoid interest being added for late payment.

Credit/Debit Card	Bank Transfer
   View and pay online now <i>Quick, Safe & Secure</i>	Sort Code: 05-00-05 Account Number: 03262619 The reference should be your invoice number

Edwards Ventures UK Ltd t/a Purity Clean. Company Registration No: 10198480. Registered Office: 67 Patrons Drive, Elworth, Sandbach, Cheshire, CW11 3AS, GBR
VAT Reg. No.: 352 4058 17

Terms & Conditions for Goods and/or Services apply.

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INVOICE

* DUPLICATE *

DATE 19/10/19

FROM SANDBACH LITERARY INSTITUTE

TO SANDBACH TOWN COUNCIL

FOR HIRE INSTITUTE ROOMS			
JUNE JULY AUGUST 2020		1062	54
VAT 20%	212.54		
ADMIN OFFICE £239 pch		717	00
VAT 20%	143.40		
VAT 860 4753 19		1780	00
V.A.T.		336	00
TOTAL		2136	00

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INVOICE

DATE 19/9/20

FROM SANDBACH LITERARY INSTITUTE

TO SANDBACH TOWN COUNCIL

FOR HIRE INSTITUTE REELS			
SEPT OCT NOV 2020			1062 54
VAT 20% 212.50			
ADMIN OFFICE £239 P.M.			
VAT 20% 148.40			717 00
VAT 860 4753 19			1760 00
V.A.T.			336 00
TOTAL			2136 00

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INVOICE

DATE 19/8/20

FROM SANDBACH LITERARY INSTITUTE

TO SANDBACH TOWN COUNCIL

FOR HIRE INSTITUTE ROOMS			
DEC JAN FEB 2021			
		1062	54
VAT 20% 212.50			
ADMIN OFFICE £2397.40		717	00
VAT 20% 43.40			
VAT 860 4753 19		1780	00
V.A.T.		336	00
TOTAL		2136	00

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INVOICE

DATE 19/8/20

FROM SANDBACH LITERARY INSTITUTE

TO SANDBACH TOWN COUNCIL

FOR HIRE INSTITUTE ROOMS			
MARCH APRIL MAY 2021			1062 54
VAT 20% 212.50			
ADMIN OFFICE €235 p.m.			717 00
VAT 20% 143.40			
			1780 00
VAT 860 4753 19			
V.A.T.			336 00
TOTAL			2136 00

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INVOICE

DATE 19/8/20

FROM SANDBACH LITERARY INSTITUTE

TO SANDBACH TOWN COUNCIL

FOR HIRE INSTITUTE ROOMS			
JUNE JULY AUGUST 2021			
		1062	54
VAT 20% 212.50			
ADMIN OFFICE £239 p.w.			
		717	00
VAT 20% 143.40			
VAT 860 4753 19		1780	00
V.A.T.		336	00
TOTAL		2136	00

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Sandbach Town Council
Literary Institution
Hightown
Sandbach
Cheshire
CW11 1AE

Dear Mayor Price-Jones,

Your support of my decision to protest has been conveyed to me and I would like to thank you for this.

I am writing to suggest an issue to be raised and addressed in the Sandbach Town Council Meeting.

As you are aware, I decided to sit with a Black Lives Matter placard in Sandbach town centre on Saturday the 4th of July. The response on the internet showed instances of overt, covert and veiled racism.

The responses in real life were mostly negative. We were shouted at, told we would be shot, that segregation was a good thing, that we were stupid and too young to be protesting. Many people told me I was being prejudice and racist against white people. We saw many other micro aggressions enacted by people who walked past including glaring and shaking their heads at us.

These are not the scariest instances of racism I have experienced in Sandbach. I am going to outline the worst experience I had in Sandbach in order to make an analogy. A few years ago I was on the bus coming from Crewe to Sandbach. A man who appeared to be intoxicated and possibly on drugs was screaming racist abuse at a PoC who sat on the bus in front of me- he said things like "This is our country, no one wants you here. Fuck off you P*ki c*nt, speak English when you are in England". The racist man scared me, so I told the bus driver (who undoubtedly could hear all of this anyway; the man was shouting/screaming very loudly). The bus driver came upstairs, asked the PoC to move seats then went back down to continue driving. He did nothing to make me feel safe, he barely said two words to me. He did not make the other PoC on that bus feel safe either. He asked the victim of the racist attack to accommodate the racist. The racist man then knew I told the driver, so myself and my friend moved to sit behind the only other people sat upstairs; two white men who found the entire situation funny.

The point I am making from this is that we all know the man shouting and screaming the racism was wrong. Many people may agree that the bus driver was racist. But fewer people would understand that the two white men who allowed me to sit behind them also perpetrated racism. You could suggest those men were non-racist, but they certainly were NOT anti-racist. Their silence was complicity: they did not step in to help the man or me. This is the problem.

Sandbach suffers from a clear, deep-rooted misunderstanding of what anti-racism looks like. The misconception that conflates anti-racism with non-racism is inherently very harmful. It means that people believe that responding with "all lives matter" and "white lives matter" to us protesting against racism is an acceptable response. It is clearly not. It also means, rather than taking deliberate actions to dismantle harmful thinking, saying nothing is perceived as acceptable.

We must consciously challenge then dismantle racism in Sandbach. This takes action, not just non-racism. Anti-racism is the solution. We need to change, so that a different teenager on the bus can feel safe and someone steps in to help.

I would like to suggest the establishment of an anti-racism action group of Sandbach Town Council. They can develop and implement clear goals to combat racist attitudes and actions perpetrated by residents here. Some possible goals may include:

1. To ensure issues faced by PoC in Sandbach are heard and addressed by the Town Council
2. To change public attitudes about racism AND anti-racism; making a clear distinction between non-racist attitudes and anti-racist action.
3. To eliminate instances of racism PoC face when living here.

Some possible methods they may utilise:

1. The council take a pro-active response to racism and start at home: all council members receive training in anti-racism.
2. Anti-racism courses and training are disseminated into the community via social media and direct action including (but not limited to) dedicated stalls on market days, opportunities to meet and speak with members of the council to talk about issues surrounding race in Sandbach.
3. Public speakers about race invited to events in Sandbach (including the markets).
4. Anti-racism training and resources offered to all businesses and business owners in Sandbach.
5. A collaboration with the schools (primary and secondary) in Sandbach to develop and spread anti-racist lessons.
6. Listen to the people who are directly affected by the racism expressed in Sandbach, offer open focus groups so PoC voices are elevated, and you are directly acting in accordance with their experience.

Thank you for showing your support for Black Lives Matter. Thank you for taking the time to read this.

Kind Regards,

