

SANDBACH TOWN COUNCIL

AGENDA

For the meeting of the Sandbach Town Council to be held at 7.00pm
on Thursday 22 October 2020 in Zoom Room: **895 3113 7629**

Please ensure that all apologies are made directly to the Meeting Clerk (Katy)
no later than 6pm on the day of the meeting.

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. Please use the raise hand function within Zoom if you wish to speak during Public Speaking. 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 Revd. Bryony Boyd

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 and 21 due to personnel nature and 13.1 due to personnel nature and commercial sensitivity.

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 24 SEPTEMBER [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 21 SEPTEMBER AND 12 OCTOBER 2020 (DRAFT).
7. TO NOTE THE MINUTES OF THE MEETINGS OF THE PERSONNEL COMMITTEE HELD ON 30 SEPTEMBER 2020 (CONFIDENTIAL: DRAFT).
8. TO NOTE THE MINUTES OF THE FINANCE, POLICY AND GOVERNANCE COMMITTEE MEETING – NO MEETING HELD.
9. TO NOTE THE MINUTES OF THE MEETING OF THE COMMUNITY AND ENVIRONMENT COMMITTEE MEETING HELD ON 17 SEPTEMBER 2020 (DRAFT).
10. TO NOTE THE MINUTES OF THE MEETING OF THE EVENTS SUB-COMMITTEE HELD ON 30 SEPTEMBER 2020 (DRAFT).
11. TO NOTE THE MINUTES OF THE MEETING OF THE ASSETS AND SERVICES COMMITTEE – NO MEETING HELD.
12. TO NOTE THE MINUTES OF THE MEETING OF THE SMALL COMMON REDEVELOPMENT SUB-COMMITTEE MEETING HELD ON 7 OCTOBER 2020 (DRAFT).
13. **MATTERS ARISING FROM COMMITTEE MEETINGS**
 - 13.1 **Personnel Committee – HR/H&S Support**
Confidential
[Attached: Report]
Lead: Chair of Personnel/ATC
Action: *To receive and approve Committee recommendation*
14. **COVID-SAFE MARKET OPERATION**
[Attached: Report]
Lead: Meeting Clerk
Action: *To consider report recommendations and associated Covid-19 Health and Safety guidance/implications.*
15. **INVOICE APPROVAL**
[Attached: 1 x invoice]
Lead: Meeting Clerk
Action: *To approve 2020/21 CCTV invoice number 41161350, previously included within the agreed payment schedule, and delegate payment, from nominal code 4640, of £5699.85 (+ VAT) to the Clerk.*
16. **CHRISTMAS LIGHTS EVENT**
[Attached: Report]
Lead: Meeting Clerk
Action: *To consider and agree report recommendation regarding the 2020 community event on the cobbles.*

17. CCTV

[Attached: CEC Letter, dated 23rd September 2020, Re. CCTV 2021/22]

Lead: Meeting Clerk

Action: *To consider the two suggested funding options and make any associated recommendation to the Finance Officer for 2021/22 budget setting meeting.*

18. MARKET HALL PA

[Attached: Report]

Lead: Operational Support Officer

Action: *To approve report recommendation regarding the Market Hall PA installation.*

19. ACCESSIBLE MEETINGS

Lead: Meeting Clerk

Action: *To receive verbal progress update.*

20. MEMBERS ITEMS

20.1 STANDING ORDER REVISION

Notice of motion under Standing Order 25b from Cllrs: Jack, Muldoon, Broad, Flavell, Price Jones, Williams, Seymour, Lea, Kirkham and Smith.

[Attached: Report]

Lead: Cllr Jack

Action: *To debate a motion that Sandbach Council considers amending and improving its standing orders in regards to public questions at council and committee meetings.*

21. FOI REQUEST

Confidential

Lead: Meeting Clerk

Action: *To receive verbal update and consider delegation of review to a small working group or Committee.*

22. CORRESPONDENCE

None received.

23. DATE, TIME AND PLACE OF NEXT MEETING

The next Town Council Meeting will be on Thursday 10th December 2020 at 7.00pm on Zoom. The room code will be shared on the agenda for the meeting.

BLANK

PAGE

SANDBACH TOWN COUNCIL

Minutes of the Meeting of Sandbach Town Council held on 24 September 2020 at 7.00pm, via Zoom.

PRESENT

Councillors: K Flavell (Deputy Mayor)
 G Merry
 S Broad
 L Crane
 S Crane
 S Corcoran
 J Beddows (left 9.05pm)
 S Kirkham
 P Eaton
 R Hovey
 D Jack (left 9.15pm)
 A Smith
 I Williams
 K Seymour
 R Hoffmann
 M Muldoon
 D Hegarty

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

1. APOLOGIES FOR ABSENCE

Cllrs: G Price Jones (Town Mayor)
 M Lea O'Mahoney

Absent without apologies: Cllr S Ashcombe Hurt

2. DECLARATIONS OF INTEREST

Cllr Beddows

Declared an interest in item 16.

Cllr Corcoran

In the interest of openness and transparency, disclosed that he is the Leader of Cheshire East Council

Cllr Flavell

Declared that she is a Member of the Cheshire East Council Cabinet

Cllr L Crane

Declared that she is a Member of the Cheshire East Council Cabinet

3. MAYORS COMMENTS

In the absence of the Mayor, there were no events to note, however, the Deputy Mayor (in the Chair) reiterated the requirement to adhere to safety measures as Coronavirus figures continue to increase.

PUBLIC QUESTIONS

The Deputy Mayor adjourned the meeting to allow questions from members of the public.

Speaker 1

Raised questions regarding Council support of anti-racism, reiterated queries raised at a previous Council meeting and provided update on the plans and work being undertaken by the Sandbach BLM sub-groups, including establishing a book club and a review of Sandbach History, which it is hoped will be provided, in due course, for schools in the Town.

Speaker 2

Expressed concern regarding Councillor conduct.

Speaker 3

Referenced safety concerns following online posts opposing the Sandbach BLM views and protest events.

In response, a show of hands to show support for anti-racism, as outlined by the first speaker, was requested and all speakers were advised that Equality, Inclusivity and Diversity training is being investigated by a Council Committee and, in closing, that all complaints about individual Councillors are submitted to the Monitoring Officer and are dealt with via relevant process in place at Cheshire East Council.

Speaker 4

Commented that she was taken aback at lack of support for the previous speakers. In response, the resident was reminded of the show of hands, support previously confirmed and demonstrated through individual communications.

Speaker 5

Queried timeframe for action?

In reply, the speaker was advised of the complaints process and Council meeting schedule/due process for agenda items.

The meeting was reconvened.

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

Resolved: Items 7, 13.2 and 13.3 and 17 be considered with the exclusion of the public and press, under the Public Bodies (Admission to Meetings) Act 1960, due to personnel nature.

5. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETINGS HELD ON 9 JULY AND 16 JULY 2020.

Resolved: that the minutes be approved as true records of the meetings held.

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

Resolved: that the minutes be noted.

7. TO NOTE THE MINUTES OF THE MEETINGS OF THE PERSONNEL COMMITTEE HELD ON 30 JUNE, 29 JULY AND 12 AUGUST 2020 (DRAFT).

Resolved: that the minutes be noted.

8. TO NOTE THE MINUTES OF THE FINANCE, POLICY AND GOVERNANCE COMMITTEE MEETING HELD ON 6 AUGUST 2020 (DRAFT).

Resolved: that the minutes be noted.

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).

Resolved: that the minutes be noted.

11. TO NOTE THE MINUTES OF THE MEETING OF THE ASSETS AND SERVICES COMMITTEE HELD ON 28 JULY 2020 (DRAFT).

Resolved: that the minutes be noted.

12. TO NOTE THE MINUTES OF THE MEETING OF THE SMALL COMMON REDEVELOPMENT SUB-COMMITTEE MEETING HELD ON 26 AUGUST 2020 (DRAFT).

Resolved: that the minutes be noted.

13. MATTERS ARISING FROM COMMITTEE MEETINGS

13.1 Assets and Services – Meeting Accessibility

The meeting Clerk confirmed the Assets and Services Committee's commitment to relocating venue to facilitate accessible meetings and explained that equipment review and associated costs, obtained during an earlier Member/Town Clerk discussion, were originally to have been presented in a report to this meeting for review and implementation. Unfortunately, the Member information was not available and office notes could not be located, therefore a request was made that the action be

deferred to the next meeting, to allow staff opportunity to restart research and costing checks.

Due to accessibility of remote Council meetings, it is suggested that inclusion of hybrid meeting format be included within plans.

Resolved: the verbal update is received and item moved to next meeting.

13.2 Personnel Committee – Invoice Approval

Confidential

Lead: Chair of Personnel

Resolved: That:-

- i. SLCC quotation LCC 20-17 be approved for payment of £1750 (+vat) by the Clerk, on receipt of invoice, from budget line 101/4152 (HR & H&S Support).
- ii. The associated overspend of HR & H&S Support budget line and impact on General Reserves is noted.

13.3 Personnel Committee – Temporary Staffing

Confidential

Resolved: that:-

- i. That the Personnel Committee approval for the Assistant Town Clerk to assume Acting Town Clerk duties, on full time hours, is noted and award of any associated remuneration be delegated to the next Personnel Committee meeting.
- ii. Following ratification at the previous The Personnel Committee it is noted and approved that the Finance Officer is offered the role of Acting RFO, increasing working week to 28 hours, and salary temporarily increased by 1 SCP point.

13.4 Finance Committee – BACS AND DIRECT DEBIT

Following review and noting of the regular BACS and Direct Debit payment lists at FPG Committee held 6th August 2020, Members were asked to approve the circulated list.

Resolved: that:-

- i. That Council approves to continue paying specified list of suppliers by Direct Debit.
- ii. That Council approves the continuation of payments to specified list of suppliers by BACS.

14. LOAN REPAYMENT

The Finance Officer detailed the budgeted sum available to be paid towards the outstanding balance of the Town Hall refurbishment loan and verified the options for repaying, should it be agreed to go ahead; though a budgeted sum, this needn't be progressed and can return to General Reserves at year end.

Due to pandemic and necessity to understand the Council's current financial position, the sharing of information detailing Covid-19 impact on finances was requested for the pre-budget discussion, or sooner by email if possible.

Resolved: The item be deferred to a future meeting, on review of accounts.

15. IT HARDWARE

Due to failure of unrepairable laptop, a quote was presented from Prism IT solutions for replacement equipment to maintain compatibility with those approved for purchase last year.

Resolved: That:-

- i. the purchase of new IT equipment is approved, to replace decommissioned faulty laptop, as per Prism IT quote 17564
- 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

Cllr Beddows did not participate in discussion or vote.

Having received the Acting Town Clerk's agenda pack report, which recommended due consideration be given to a goodwill offer of rent reduction for the four shop (foyer) units, it was further clarified that previous free rent and reopening incentives were not offered to these units, but had only been applicable for Market Traders.

The Unit Businesses had, where guidance permitted, continued trading in some form through lockdown, in order to support the community and shielding residents, though some were forced to close due to 'non-essential' status within government guidelines.

The Council venues closed following the market held 21 March and the Indoor Market re-opened in full on 18 June.

Resolved: A 25% credit be retrospectively applied to the rent for the four shop units for the period of 'lockdown' from 22 March to 17 June 2020 (inclusive).

17. OFFICE ACCOMMODATION/EMPLOYEE CONSIDERATIONS**Confidential**

A verbal update was received regarding:

- staff working and wellbeing during the ongoing pandemic
- remote meeting accessibility
- SLI office and ongoing/potential consideration for use of all Council owned buildings, including risk assessments and accessibility needs.
- Supporting future growth and economic viability of the Thursday Charter Market, including consideration in due course of external support for market set up/take down.
- Due process, Committee input and essential stakeholder consultation is confirmed as priority in any changes to be reviewed regarding all above items.

Resolved: that:-

- i. The Town Council has no intention of forcing staff back to office working and will review this again in April 2021.
- ii. Costs and potential savings of vacating the SLI be reviewed and presented.

18. GRANT SUCCESS

A verbal update was received from the Finance Officer confirming discretionary Covid-19 grant application success. Due to very limited amount of time available to submit the paperwork, the Finance Officer was thanked and congratulated on attaining the £25,000 grant and it is suggested that this sum and allocation be considered at the budget review discussion.

Resolved: The allocation of funds be considered within the budget setting process.

19. CORRECTION TO COUNCIL MINUTES

Members were advised that in recently reviewing Council's eligibility for use of General Power of Competence (GPoC), the staff had noticed an omission in the 2019 AGM approved minutes. Agenda item 12 of the AGM 2019 was to consider the GPoC, which was reviewed and ratified, but the item was not included within the minutes.

Resolved: That the minutes of the 2019 AGM, held 6 June 2019, are amended to include agenda item 12 – General Power of Competence, as per original meeting agenda, 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

A verbal update from the Acting Town Clerk was received to confirm that the majority of award criteria is in place, however, deadline has passed as STC can not currently submit due to requirement for information relating to the specified professional development points. As such, the Support Officer is setting his sights on using time ahead of the next deadline for achieving a higher level award and will include all criteria at the time of submission.

Resolved: the verbal update is received.

21. EQUALITY POLICY

Having received copy of the Council's Equality Policy, dated 2012, members discussed the document relativity and necessary review.

Query was raised regarding community representation for this policy formation to move forward. In reply, the Chair of Finance confirmed the Committee would take into consideration comments contained within the correspondence of this meeting and any further comments subsequently received from other organisations.

Resolved: The policy be referred to the Finance Policy and Governance Committee to review and expand the policy, with all Council Members invited to submit their comments to the meeting Clerk for inclusion within the Committee discussion.

22. AUTHORISATION OF INVOICES

During review of the invoices presented for approval, concern was raised regarding advance rent invoicing which would sit within the next Council year. As such, three of the SLI invoices were removed from the list, dated from Dec 2020 to August 2021.

Resolved: The payment of invoices below be approved for payment:

Purity Clean	£1512	Cleaning (Month of July)
SLI	£2136	Rent (June – Aug 2020)
SLI	£2136	Rent (Sept – Nov 2020)

23. MEMBERS ITEMS

23.1 POPPIES

Lead: Cllr Jack

Provided a verbal update on the 2019 poppy installation and queried Members' views for repeating Poppy sponsorship for 2020 and once again placing poppies on lampposts through the Wards of Sandbach. There are 221 poppies currently owned by the Town Council and all sponsorship funds will be donated to the Royal British Legion.

Resolved: We again install the lamppost poppies through the town, particularly along the parade route, using the sponsorship scheme implemented in 2019 with a cost of £5 per poppy.

23.2 SANDBACH PARTNERSHIP

Lead: Cllr Jack

At the first Partnership Management Meeting since lockdown, it was announced that the Chair and Assistant will be resigning at their AGM 24 November. No further discussion followed the announcement regarding future plans for the Partnership or funds.

Thanks were expressed to the Partnership who have helped Sandbach through hosting and organising several events and invaluable support groups for the Community.

This will be referred to Community and Environment Committee to review future Community Support requirements and a recommendation report provided for a future Council meeting.

The ATC will write, on behalf of the Council, to the two Partnership Staff with thanks for all their contribution.

24. CORRESPONDENCE

24.1 Letter to the Town Council Mayor, Dated 8 July.

The Chair of Finance confirmed this letter will form part of the Equality Policy review process.

Resolved: the letter is received with thanks and will be referenced within the policy review.

**1. SUPPLEMENTARY ITEM
NALC PAY AWARD 2020/21**

Following publication by NALC, Members received notice of the 2020/21 pay scales, as agreed by the National Joint Council for Local Government Services (NJC).

Resolved: The 2020/21 National Salary Award is noted and approved, with implementation from 1 April 2020.

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.

Meeting closed 9.28pm

Cllr K Flavell, Deputy Mayor (in the Chair).

KP

DRAFT

Market Operating Hours

Report to Town Council – 22 October 2020

Purpose of this Report

Having recently received email requests from three indoor Market Traders (Ms. Alcock, Mr Brade and Mr Beddows) to increase current opening hours during Covid-19 pandemic, this report is to inform Councillors of existing operating processes, in line with H&S and Risk Assessment, to facilitate Members' informed review of current opening hours.

Standard Opening Hours (within Terms and Conditions of Trading at Sandbach Market)

Summer (1 April – 31 October) 9am – 4pm (7 hours)

Winter (1 Nov – 31 March) 9am – 3pm (6 hours)

Current Operating - Indoor

Following re-opening on 18 June, and to enable staff and Cleaners to undertake necessary Covid-safe processes and routines, a decision was made to slightly amend above opening hours to 8am – 2.30, Thursday and Saturday, with traders arriving to set up from 7am.

A one way system is in place, site capacity numbers monitored and guidelines and risk assessment compliance maintained, with one external security staff member employed. The venue remains closed on Friday's (previously a concessionary trading day) in line with earlier review of H&S implications, staffing availability and previously low Trader attendance numbers (pre-Covid).

Current Operating - Outdoor

As above, following re-opening and resuming provision of market equipment, the market is open from 8am – 2.30pm. Stalls are erected by STC staff from 5.30am and traders arrive from 6.30am.

This closure time is again necessary due to strict requirement for cleaning of all equipment ahead of the market team take down.

Staff and Market Safety

To facilitate the safe (as is reasonably practicable) running of our in and outdoor markets, staff have been allocated teams/bubbles which allow for staggered working, necessary cleaning, set vehicle access and routines. Currently, there are two teams working both the 5am and 3pm shifts for market set up and take down, with one further team on daytime duties.

To support continued provision of Thursday market equipment several of the Council's contracted staff are reluctant to take their leave entitlement, to avoid impact on 'bubbles' and with awareness of very limited cover availability.

In the current pandemic, cleaning and other risk control measures must always take priority and are therefore significant reason for continuing current market regimes.

Recommendations

That:-

- i. Thursday and Saturday indoor and outdoor opening hours remain as existing (8am – 2.30pm) until such time as health and safety regulations are relaxed to permit trading as per contracted Sandbach Market Terms and Conditions (as detailed on page 1 of this report).
- ii. Friday concessionary trading runs for a test period of 4 weeks (30 October – 20 November, inclusive) from 8.30am – 2pm, with associated security hired at cost of £82.50 (+ vat) and allocated to Covid-19 cost.
- iii. During Friday trial period above, security to record customer footfall at set times (suggest 10am and 12.30pm) and Market Staff to note weekly Friday trader attendance numbers.
- iv. Following trial period, delegation of decision regarding any continuation of Friday trading be delegated to the Clerk, based on a minimum of 5 traders having attended each week and evaluation of the efficacy during current pandemic.
- v. Due to H&S priorities, any Traders failing to adhere to necessary Covid-trading closure times to receive initial verbal reminder from Market Staff; further disregard of Covid-safe routine to result in withdrawn equipment provision for the following week and any such instances reported to A&S Committee in due course.

Katy Pepper, ATC
13.10.2020

INVOICE

VAT Reg. No. 945 0920 22

Our Ref no:

Your Ref no: NO PO AVAILABLE

SANDBACH TOWN COUNCIL
LITERARY INSTIUTE
HIGHTOWN
SANDBACH, CHESHIRE
CW11 1AE

Customer No: 240569
Invoice No: 41135610
Date: 25-SEP-20
Phone No: 01244 972031
Fax No: 01244 972019

TOWN CLERK

IN THE EVENT OF A QUERY PLEASE
CONTACT STUART HOBSON ON 01625
383696

Description of Goods or Services Provided	QTY	Unit Price exc VAT £	Total Cost exc VAT £	VAT £	VAT %
1 2020/21 CONTRIBUTION TO THE MONITORING AND MAINTENANCE OF THE CCTV SYSTEM IN SANDBACH.	1	5,699.85	5,699.85	1139.97	20

Please note that payment is required within 28 days

Totals £	5,699.85	1,139.97
Total Due £	6,839.82	



Scan here to pay via



9826 9447 0251 1356 106

PLEASE ONLY USE THIS BAR CODE TO PAY THIS INVOICE OTHERWISE
YOUR ACCOUNT MAY NOT BE CREDITED CORRECTLY

Cheshire East Borough Council, PO Box 3656, Chester, CH1 9PQ

BLANK

PAGE

Christmas Light Switch on Event **Report to Town Council – 22 October 2020**

Purpose of this Report

To update Council on the current status of this event and to seek clarification on the way forward for the 2020 iteration of the lights switch on.

Current Position

The date for this event was set as Saturday 28th November 2020 by the Assets and Services Committee at their meeting of 28th January 2020 and delivery delegated to the Clerk.

In the absence of the Town Clerk, having been joint organiser of the 2019 event with Cllr Jack, STC Officers have obtained quotes for a similar event plan for 2020, with additional quotes for live streaming, as requested by Members at a subsequent Town Council Meeting. Any spend for this event would be attributed to its budget code: 140 4820, in which £3200 is available.

It has recently become clear, due to the ongoing situation surrounding COVID-19, alongside the recent announcement of the Cheshire East being placed under tier 2 restrictions, that it would not be safe or appropriate to pursue a physical light switch on event for 2020, especially as this event historically draws a large crowd. This is a decision that has already been taken by several local Councils including: Middlewich, Knutsford, Northwich, Winsford, Ellesmere Port, Tarporley and Frodsham.

Alternative Event

Officers have been discussing the possibility of a “Virtual Switch On” event on the 28th November instead. This would be a live or pre-recorded event culminating with the switch on of the Christmas lights and would be streamed to a dedicated website or Council Social Media. It is hoped that this can help bring the community of Sandbach together to witness the switch on, without the risk to health presented by a gathering within the Cobbled Square.

Discussions for a “Virtual Switch On” are in very early stages, but it could possibly include things such as: A Christmas message from the Mayor and Town Crier, played recording from Foden’s (As one of the events with Foden’s per year gained through subscription) and announcing the winner of the Christmas Shop window dressing confirmation as a few initial suggestions (all subject to confirmation).

It is requested that the Community Events budget (The same budget used for the physical event) be retained and used for this virtual event. Any costs incurred are likely to be attributed to filming and streaming the event if professional help is sought. The expectation is that the virtual event will be organised in full by officers and will begin to take shape quickly to meet the deadline at the end of November.

Recommendations

That:

- i. Council confirm that the 2020 iteration of this event will be virtual and not a physical event.
- ii. To aid in swift organisation of the event: Organisation of the event is delegated to Officers, with any approval for spends be delegated to the (Acting) Town Clerk, where appropriate under Financial Regulations, and allocated to budget code 140 4820 (Community Events).

Mike Wellings
Operational Support Officer

13th October 2020

ANN BANKS
TOWN CLERK
SANDBACH TOWN COUNCIL
LITERARY INSTITUTE
HIGHTOWN
SANDBACH
CHESHIRE
CW11 1AE

Town Hall,
Market Place,
Macclesfield,
Cheshire.
SK10 1EA

Tel: 01625 383696 / 07767 701703
Email: Stuart.Hobson@cheshireeast.gov.uk

23rd September 2020

Dear Ann

Contribution towards CCTV Cameras

I am writing to you as an existing valued partner in our CCTV service to ask you to consider your position for 2021 onwards.

I hope you will agree that between us, we have demonstrated by working in close partnership and having the CCTV cameras in Sandbach actively monitored, a real difference has been made to how safe our communities and businesses feel. Our proactive CCTV operators have been able to provide Police and other enforcement agencies with vital evidence in numerous cases over the last year to ensure our areas are as safe as they can be and we continue to offer support and reassurance especially during this difficult time. Throughout 2019/20 we've dealt with 1,086 incidents per month. We have upgraded the Control Room, we have upgraded the majority of the CCTV Cameras across the borough, heavily invested in specialist training and as mentioned in the attached email, we have now been audited externally by the National Security Inspectorate on behalf of Home Office / UK Surveillance Camera Commissioner who have certified us as fully compliant putting us as one of the top control rooms in the UK when it comes to our CCTV Operations.

Going forward, we are keen to retain our wonderful partnership arrangements with you, to benefit all parties, and inform medium term financial planning, we have the following two options available;

- 1) One year agreement which would rise each year in line with the RPI of September that year. This would make the invoice in 21/22 £5,728.34
- 2) A three year agreement which would include a rise at the level of RPI at the very start of the agreement then be frozen from any rises during the length of the agreement which would be £5,728.34 invoiced in August 2021, 2022 and 2023 for their respective years.

I know that your conversations and budget setting process is well underway and we are keen to continue our arrangements with you in keeping our beautiful towns and villages safe. Therefore, I would be grateful if you could let me know if you have any questions and I will get a reply to you immediately. If you could also let me know which option would best suit your requirements, I will send out the relevant paperwork.

Yours sincerely



Stuart Hobson
Public Space CCTV Manager

BLANK

PAGE

Market PA

Report to Town Council – 22 October 2020

Purpose of this Report

To gain Council approval for the installation of a PA system serving the Market Hall.

Background

A Market Hall PA wasn't able to be included as part of the initial Market Refurb and was later included in the 2019-2020 budget for completion during that year. Unfortunately, following the procurement of 3 quotes in early 2020, the project was unable to be approved before 31st March 2020 and so didn't go ahead. It had not included in the budget for 2020-2021 and COVID-19 had unfortunately stalled any further progress on the project.

Current Position

It has recently become clear that budget remains in the Town Hall "Approved Purchases" (180 4670) budget line. There are several projects that were to be funded by this budget that, following consultation with staff, are now very unlikely to take place during the current financial year. The particular approved purchase earmarked for use for this project is "Bar Improvements", for which £10,000 is specified.

As a result of this budget potentially becoming available for other uses and following discussions on Christmas Promotion for the Market Hall, Officers are trying to revitalise this project in time for the Market Hall to have a PA system for the 2020 festive period. It is hoped that this will show a further commitment to traders during these difficult times, as well as improve the amenity, marketability and atmosphere (through the use of background music) of the Hall.

Of the quotes received at the beginning of 2020, Hipswing's was picked by Officers as the one to recommend to Council. Following a site visit, they had recommended the following scheme: Black PA speakers in the Market Hall all wired through the to Market Hall Office. In the office, a mixing desk, amp, microphone with a chime and a solid state media player with a variety of outputs would be installed in a wall mounted rack. This system will be able to support voice announcements, as well as play recorded music from a variety of sources. The Town Council currently holds a PPL PRS and can play recorded music in the Market Hall.

Hipswing have quoted £3038.16 (Inc VAT) for installation of this project alongside £420 (Inc VAT) for the hire of a Cherry Picker to carry out the work. The works would cost £3458.16 (Inc VAT) in total and Hipswing have confirmed that installation can take place in November, so that the system is in use through the festive period. Hipswing have advised that there may be slight price fluctuations for equipment, which is reflected in the recommendation.

Recommendations

1) That Council approve a virement of £3,750 (£3,500 plus £250 contingency) from Town Hall Budget line Approved Purchases, 180-4670 to Indoor Market Equipment Renewals code 191-6230, to pay for the installation of the PA. Installation of the PA will be coordinated by the Officers.

2) That payment of up to £3750 be approved from the Indoor Market Equipment Renewals code 191-6230 to pay for the installation of the PA. Payment is delegated to the Finance Officer.

Mike Wellings
Operational Support Officer

15th October 2020

Debate and motion to amend the manner in which public question sessions are managed

To debate a motion that Sandbach Council considers amending and improving its standing orders in regards to public questions at council and committee meetings.

Motion;

That Sandbach council does commit that all full council meetings and subsequent committees meet under the new amended suggested standing orders, replacing and amending the current standing orders relating to public questions as thus;

PUBLIC PARTICIPATION AT TOWN COUNCIL MEETINGS OR ITS COMMITTEES

1. At any ordinary meeting of the Town Council or its Committees, to which the press and public are admitted, any elector registered within Sandbach Parish, or whom holds a registered operating business within the parish, may ask the Chairman any question on any matter in relation to which the Town Council has power and duties. The following provisions applying to such questions:
 - a. Question time will follow immediately after the confirmation of the Minutes of the previous Council meetings and will be limited to FIFTEEN MINUTES duration.
 - b. Questions may be put orally or by reference to a written notice that must be handed to the Proper Officer before the meeting commences.
 - c. Any discussion shall be at the discretion of the Chairman and within the time limitation. Unless the subject is already on the Agenda, it shall be automatically referred to the next meeting of the Town Council or relevant committee as appropriate.
 - d. The Chairman shall announce that a Member of the Public shall be allowed to speak only once during the Public Participation Period. In the event of more than one speaker wishing to put a question the Chairman shall deal with them in order.
 - e. The Chairman shall direct any dialogue between Councillors of the Town Council and the public during the Public Participation Period, seeking where possible, the avoidance of all ill-humoured or offensive verbal exchanges.
 - f. There shall be no debate, vote or mandatory commitment to carry out any action until such as an agenda item is correctly listed and served for a future meeting.

Debate issues and reasoning.

The main issue is the attendance of members of the public to all meetings, which is a right enshrined in our very being.

The public have a right to be able to come along, listen too, comment upon, question and view the manner in which we operate. This is a natural process of democracy.

However, when members of the pblic start attending from outside the area without any local knowledge, or indeed from overseas, then ordinary llocal issues get pushed out, squashed and overridden. This is not in the interest of the town, the residents nor the council.

Questions must be relevant and current to the town and the council itself.

Cllr David Jack

30.09.2020

BLANK

PAGE