

SANDBACH TOWN COUNCIL

AGENDA

For the meeting of the Sandbach Town Council to be held at 7.00pm
on Thursday 14 January 2021 in Zoom Room: **843 3542 1593**

Please ensure that all apologies are made directly to the Meeting Clerk
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 function available within zoom to raise your hand 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 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

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.*

Items 7, 11 and 19 due to personnel nature.

5. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 15 OCTOBER AND 22 OCTOBER 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 2 AND 23 NOVEMBER AND 9 DECEMBER 2020 (DRAFT).
7. TO NOTE THE MINUTES OF THE MEETINGS OF THE PERSONNEL COMMITTEE HELD ON 5 NOVEMBER 2020 (CONFIDENTIAL: DRAFT).
8. TO NOTE THE MINUTES OF THE FINANCE, POLICY AND GOVERNANCE COMMITTEE MEETING HELD ON 12 NOVEMBER 2020 (DRAFT).
9. TO NOTE THE MINUTES OF THE MEETING OF THE ASSETS AND SERVICES COMMITTEE HELD ON 3 NOVEMBER 2020 (DRAFT).
10. **MATTERS ARISING**
 - 10.1 **Assets and Services – Deferring of Market Rent Review**
 - Lead: Meeting Clerk
 - Action: *To note Committee resolution and agree the 2020 rent review deferment to April 2021.*
 - 10.2 **Finance, Policy & Governance – Write off**
 - [Attachment: Report from the Finance Officer]
 - Lead: Finance, Policy & Governance Chair
 - Action: *That Council approve the write off of the £507 against Market (Indoor and Outdoor).*
 - 10.3 **Neighbourhood Plan Working Group – Amendment of Wording**
 - [Attachment: Proposed amendment of wording for the Sandbach Neighbourhood Plan]
 - Lead: Working Group Chair
 - Action: *To approve the amendment of wording.*
 - 10.4 **Skate Park Working Group**
 - [Attached: Proposal Report]
 - Lead: Working Group Chair
 - Action: *To receive update on Skatepark project and consider commissioning feasibility study to install a skatepark within Sandbach Town Park, to be funded from Skatepark committed reserves.*
 - 10.5 **Personnel Committee**
 - Lead: Committee Chair
 - Action: *To receive recommendation from the Committee minutes of 5 November 2020 regarding working from home and acknowledge staff response to the Councillor and Committee originated item.*

11. STANDING ORDER 27 DECISIONS
CONFIDENTIAL

[Attached: SO27 Decisions Report]
Lead: Mayor/Meeting Clerk
Action: *To note the SO27 Emergency decisions taken since last meeting.*

12. LOAN REPAYMENT

[Attached: Report from the Finance Officer]
Lead: Finance Officer
Action: *That Council:*
i) Approve the repayment of loan reference PW502858.
ii) Approve and note the overspend on line 400-4629
iii) Delegate the process to commence the payment to the Responsible Financial officer, who would update Council on the final figure.

13. 2021-2022 BUDGET

[Attached: Budget setting report from The Finance Officer, Payments over £1500 Approval request, Draft budget to be sent electronically, paper copy available on request.]
Lead: Finance Officer
Action: *To:*
i) Approve the Draft budget and precept for 2021-2022.
ii) To approve the Committed Reserve year end movement.
iii) Delegate submission of the precept request to CEC to the Acting/Town Clerk, to be made before the deadline.
iv) To approve the regular payments in excess of £1500 as listed on the attached regular payments document. Payments are to be delegated as per the scheme of delegation on the above document.

14. AGAR END OF YEAR EXTERNAL AUDITORS REPORT

[Attached: AGAR End of Years External Auditor's Report and report from the Finance Officer]
Lead: Finance Officer
Action: *To receive the report.*

15. VIRTUAL VOLUNTEER NETWORK – SANDBACH

[Attached: VCP Principles]
Lead: Meeting Clerk
Action: *To confirm that Sandbach Town Council happy to continue as a Volunteer Co-ordination Point (VCP), to commit to the principles set out in the attached VCP Document and for the STC Co-ordinator to apply for a one-off grant on behalf of STC to support the scheme, in line with the VCP development principles.*

16. QUALITY AWARD

[Attached: List of documents to be submitted as part of quality award]

Lead: Meeting Clerk

Action: To:

- i) *Confirm, as per the application process, that the Council either publishes all documents online or is in possession of documents that do not need to be published online.*
- ii) *Delegate application submission to the Operational Support Officer, to be carried out as soon as possible.*

17. HANGING BASKETS INVOICE

[Attached: Invoice from ANSA]

Lead: The Mayor

Action: *To approve payment of £4260.40 to pay invoice 531025912 raised for the 2020 hanging baskets scheme, payment to be delegated to the Finance Officer. Payment to be made from budget line 110-4503.*

18. TOWN HALL LIFT IMPROVEMENTS

[Attached: Quote from Pickerings Lifts and details of work from the Facilities and Services Supervisor]

Lead: Meeting Clerk

Action: To:-

- i. *Review quotation and notes from the Facilities Supervisor.*
- ii. *Approve payment of works agreed up to £3355.16 + VAT, as per the quote, with payment of the final invoice delegated to the Finance Officer and allocated to Cost Centre 180 6080 (Town Hall Maintenance)*
- iii. *Associated budget line overspend be noted.*

19. STAFFING MATTERS

CONFIDENTIAL

Lead: The Mayor/Chair of Personnel

Action: *To receive verbal update, consider proposals and agree next steps on matters raised.*

20. MEMBERS ITEM PROCEDURE

[Attached: Report]

Lead: The Mayor

Action: *To review report and approve procedural recommendations.*

21. CORRESPONDENCE

21.1 Cheshire Living Aids

Email received 5.11.2020 regarding shop unit rent.

22. DATE, TIME AND PLACE OF NEXT MEETING

The next Town Council Meeting will be on Thursday 12th February 2021 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 Extraordinary Meeting of Sandbach Town Council held on 15 October 2020 at 7.00pm, via Zoom.

PRESENT

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

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

1. APOLOGIES FOR ABSENCE

Cllrs: M Muldoon
 M Lea O'Mahoney

Absent without apologies: S Ashcombe-Hurt

2. DECLARATIONS OF INTEREST

There were none.

PUBLIC QUESTIONS

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

Speaker 1.

Queried omission of 20mph speed restriction within specific areas and traffic measures in place at Jct17, Middlewich Road and Old Mill Road.

It was agreed that the resident would be contacted by Heath Ward Councillor outside of the Council meeting and, as necessary, in consultation with CEC Ward Cllr Benson and Highways Dept.

Speaker 2

Regarding correspondence from a Town Councillor email address, referenced Council's legal position on the matter and next steps.

In reply, it was confirmed there is no legal action pending on behalf of the Council and that any complaint regarding Councillor email use should be directed to the Monitoring Officer.

Speaker 3

Referencing a recent newspaper report of a Confidential meeting to discuss office accommodation, the resident queried public inclusion.

The resident was advised that, due to commercial and personnel sensitivity, the very early stage discussion remained confidential and that it was made clear throughout the discussion, with full Council agreement, that stakeholder consultation in due course would be key to progression of any accommodation projects.

Following questions the Town Mayor reconvened the Town Council Meeting.

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

Resolved: That agenda item 5 (RFO) be considered with the exclusion of the public and press, under the Public Bodies (Admission to Meetings) Act 1960 due to Personnel nature.

4. SLI USAGE

Members discussed the current SLI tenancy and associated financial impact during a period in which staff are required to work from home and where Council are making headway on plans to facilitate accessible meetings, in due course, within the Town Hall complex.

It was confirmed that, regretfully, Trustee's earlier external grant application plans and funding awarded from the Town Council have not so far enabled progression to converting to an accessible venue and the SLI therefore remains unsuitable for Council use.

Further mention was made regarding furniture, Covid-safe use of shared/communal facilities, necessary savings during current pandemic and the building being a focal point of the Town.

Resolved: That notice be given to terminate the SLI tenancy by 31 December.

5. RESPONSIBLE FINANCIAL OFFICER (RFO)

Considered in a closed session of the meeting due to Personnel nature.

Members received details of current requirement of the RFO role and expertise required for the tasks, which have been completed by the Finance Officer in previous years.

Resolved: That, with immediate effect, the Finance Officer undertake the role of Acting RFO on a three month basis and commensurate temporary salary increase to SCP 27.

6. DATE, TIME AND PLACE OF NEXT MEETING

The next Town Council Meeting will be on Thursday 22 October 2020 at 7.00pm on Zoom. The room code will be shared on the agenda for the meeting.

Meeting closed 7.49pm

Cllr G Price Jones (Town Mayor)

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SANDBACH TOWN COUNCIL

Minutes of the Extraordinary Meeting of Sandbach Town Council held on 22 October 2020 at 7.00pm, via Zoom.

PRESENT

Councillors: G Price Jones
 K Flavell
 G Merry
 S Broad
 L Crane
 S Crane
 S Corcoran
 J Beddows
 S Kirkham
 P Eaton
 R Hovey
 A Smith
 I Williams
 R Hoffmann
 M Muldoon
 D Hegarty
 S Ashcombe-Hurt
 K Seymour (arrived 7.05)
 D Jack (left 8.32pm)

Also present were Revd Bryony Boyd, ten members of the public and press and the Operational Support Officer.

1. APOLOGIES FOR ABSENCE

Cllrs: M Lea O'Mahoney

2. DECLARATIONS OF INTEREST

Cllr Corcoran.

Confirmed he is Leader of Cheshire East Council.

Cllr Beddows

Declared an interest in agenda item 18, Market Hall PA.

3. MAYORS COMMENTS

The Mayor advised that he had enjoyed attending the opening of Elworth Grange Care Home and remarked on the excellent facilities and positivity for the local area as a result of new job creation and, in addition, that he had also been present at the recent induction of St Mary's new vicar, Revd Bryony Boyd.

PUBLIC QUESTIONS

The Mayor adjourned the meeting to allow questions from members of the public and clarified allotted time for the address of questions and statements.

Speaker 1.

Queried if, in light of Equalities Minister announcement regarding the Government position on Black Lives Matters, now is the time for apology to Cllr Jack from the Mayor and Deputy Mayor?

In response, the Mayor confirmed he had spent time reviewing audio and findings verified his having not named individuals during the meetings specified.

Cllr Flavell asked that if any materials had been circulated to schools which are believed to be inappropriate, details be passed to her, in her capacity as CEC Cabinet Member for Children and Families, and that, during the Council meeting she Chaired, debate during public questions was halted.

Speaker 2

In reference to the Members Item due to be considered, queried the thought process of suggesting an age restriction on involvement with local politics and excluding youth of Sandbach from addressing or holding Council accountable and urged Members to reconsider this Members Item proposal.

Speaker 3

Advised that they were not aware of anyone attending a Council meeting from outside the area and so are unsure why it be raised as an issue within agenda item 20 (Members Item) or how Council would verify anyone's electoral or business status at a meeting.

Having regularly attended Council meetings and only heard relevant and local questions being asked, the speaker felt it would be a failing, particularly against the requirements of Council's adopted LLR for 'Good Communication', to only permit questions pertinent to the meeting agenda; public requirement for clarity or response to non-agenda issues may be necessary.

Speaker 4

Referenced their looking at supporting free school meals during half term.

Details of the foodbanks and local schemes and available grants to support the provision of meals were detailed for the speaker.

Speaker 5

Read several of Council's Standing Orders and sections of local government information regarding declarations of interest and hopes that Leader of CEC will be open and transparent, and perceived as such.

In response, it was confirmed that there is statutory exemption from disclosing a membership of another body; to avoid having to disclose membership of a higher authority when at a Town of Parish meeting.

Following questions the Town Mayor reconvened the Town Council Meeting.

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

Resolved: Items 7 and 21 be considered with the exclusion of public and press due to personnel nature and 13.1 due to personnel nature and commercial sensitivity, under the Public Bodies (Admission to Meetings) Act 1960.

5. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 24 SEPTEMBER.

Resolved: the minutes be approved as a true record of the meeting held.

6. TO NOTE THE MINUTES OF THE PLANNING & CONSULTATION COMMITTEE MEETINGS HELD ON 21 SEPTEMBER AND 12 OCTOBER 2020 (DRAFT).

Resolved: the minutes be noted.

7. TO NOTE THE MINUTES OF THE MEETINGS OF THE PERSONNEL COMMITTEE HELD ON 30 SEPTEMBER 2020 (CONFIDENTIAL: DRAFT). *Considered in the closed meeting.*

Resolved: the draft minutes be noted.

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.

Resolved: the minutes be noted.

10. TO NOTE THE MINUTES OF THE MEETING OF THE EVENTS SUB-COMMITTEE HELD ON 30 SEPTEMBER 2020 (DRAFT).

Resolved: the minutes be noted.

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).

Resolved: the draft minutes be noted.

13. MATTERS ARISING FROM COMMITTEE MEETINGS

13.1 Personnel Committee – HR/H&S Support

Considered within the confidential session.

Resolved: That:-

- i. From renewal date of 21 November 2020, the Council accepts a quotation from Ellis Whittam, on a 36 month agreement, including:
 - Fully insured Employment Law,
 - HR and H&S service (as described in the original proposal)
 - Legal Expenses Insurance (Employment Tribunal cover)
 - Legal Expenses Insurance (H&S prosecution cover).
- ii. Annual payment of £3,485.32 (+ vat) be approved, and payment delegated to the Clerk, from HR Support 101/4152 budget line
- iii. HR Support budget line (2020/21) over spend and general reserves impact be noted.

14. COVID-SAFE MARKET OPERATION

Referencing the report circulated within the agenda pack, the meeting Clerk highlighted current situation regarding winter trading hours, Covid-safe staffing and operation, impact of additional trading days and confirmed the report recommendations, based on discussions with staff and requests from some traders.

Members were supportive of trial opening and setting outdoor trading times to facilitate staff undertaking risk mitigation measures before storing equipment.

Resolved: 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 within agenda 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.

15. INVOICE APPROVAL

Members were advised that circulated agenda invoice for CCTV (invoice number 41161350) had previously been included with the budgeted payment schedule and permission is sought to pay,

Resolved: that payment of CEC CCTV invoice 41161350 totalling £5699.85 (+VAT) is approved and payment delegated to the Clerk.

16. CHRISTMAS LIGHTS EVENT

The Meeting Clerk and Operational Support Officer referenced restrictions of hosting a public event for the lights switch on, due to Covid guidelines, and plans to move to an online activity for the community to view, including music, the Town Crier and leading through to the switch on.

Resolved: 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).

17. CCTV

Having circulated the 2021/22 CCTV email from CEC, dated 23rd September 2020, Members discussed the two options suggested by the CCTV Manager.

Resolved: that option two, for a three year agreement and annual cost of £5728.34 be the preferred option of Council and submitted to the Finance Officer for inclusion within the relevant budget setting meetings.

18. MARKET HALL PA

Cllr Beddows did not take part in discussions or vote on this item.

The Operational Support Officer's report had been received by Members and it was confirmed that appropriate venue licences are in place and that Traders communicating volume suitability to staff is key.

Resolved: that:-

- i. the report is received and the
- ii. virement of £3,750 (£3,500 plus £250 contingency) is approved, from Town Hall Budget line *Approved Purchases, 180-4670* to Indoor Market *Equipment Renewals code 191-6230*, is approved to pay for the installation of the PA. Installation of the PA will be coordinated by the Officers.
- iii. payment of up to £3750 is 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.

19. ACCESSIBLE MEETINGS

A verbal update was received from the Meeting Clerk to confirm that plans and costings were progressing but, as yet, no report is available to review. Apologies were given for the delay, due to missing information from pre-Covid site meetings, but that this would not suspend plans or impact Council hosting accessible meetings in due course and once guidance permits meeting in person.

20. MEMBERS ITEMS

20.1 STANDING ORDER REVISION

Cllr Jack confirmed his proposal and his aim to strengthen and clarify standing orders when it comes to public speaking; making it a public section open only to electors and not those from, for example, America or France who may not know where Cheshire is.

A motion was presented that:

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.

Cllr Jack withdrew his substantive motion and replaced with a motion that:

Standing Orders are taken in review to (Finance) Policy and Governance

and to remove any requirement for 10 signatures to amend the Council's standing orders, as per standing orders.

The vote was lost

A vote was carried to move to next business.

21. FOI REQUEST

Considered in the Confidential session.

An update on recently received Freedom of Information Request was received including information requested, outsourcing necessity and requirements for review of data against policies and exemptions.

Resolved: the update is received and review of data be delegated to the next Finance and Governance Committee or an extraordinary meeting, during a closed session, and within the deadline schedule.

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.

Meeting closed 8.49pm

Cllr G Price Jones (Town Mayor)

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Report to Sandbach Town Council 14 January 2021

Market and Town Hall Rent Review 2020/21.

At the Assets and Services Committee meeting held 5 November 2020, Members discussed the annual rent review, along with possible future income opportunity.

Due to the many uncertainties surrounding the ongoing pandemic and its negative impact on venue hirers and trader income, it was agreed that there be no rent review for the current year and that deferred review be undertaken, to consider all rents and additional income options, and commence at the April 2021 Assets and Services Committee Meeting.

Recommendation: That, based on agreement of Assets and Services Committee, Council approves the decision to not amend rents within the 2020/21 Council year.

Acting Town Clerk

18 December 2020

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SANDBACH TOWN COUNCIL

MARKET RENT WRITE OFF

Two reports have been presented to Finance Committee (F.P.G) on 6th August 2020 and 14th November 2020 to report to the Committee that takings from 19th March 2020 have not been banked and can not be traced in the Town Hall complex. There is also a discrepancy from the takings on 21st March 2020.

Original Details/ Timeline of original report:

- Monies collected for Market Trader takings on 19th March 2020: According to the taking sheet the total due to be banked is £388. Takings sheet signed ready for banking on 19th March 2020 with paying in slip reference noted.
- Finance Officer completed March 2020 bank reconciliation towards end of April, the sheet for the 19th March 2020 was outstanding as no deposit to match in the bank. A check of the safe was completed to see if the money was there, but it was not. (20th April 2020). Finance Officer contacted the bank to request they double check on any discrepancies from un - allocated monies on that date, none where found.
- Email was sent to RFO on 20th April 2020 raising the issue, who took on investigations. RFO liaised with Facilities Supervisor to obtain order of events for that day, and then informed the previous Mayor, Deputy Mayor and Chair of Finance, with information to deal with this on our return to the office. Further physical checks took place by RFO and F.S in July but nothing found.
- Money and paying in book remain missing. No further paying in slips after the one related to this date have been presented to the bank.
- After a full reconciliation of the market receipts books, the total takings for the 19th March were £487, none have been banked, the total takings for 21st March 2020 were £79.00 was taken in rent for 21st March 2020, the amount banked was £59.00.

At the FPG meeting in November it was resolved:

An update of the missing monies was provided by the A RFO. The total missing money is £507, which is Market takings from 19th and 21st March 2020. It was requested that as the money has not been found, that this amount be written off.

RESOLVED: *That the £507 be written off against Market takings.*

Recommendation: That Council approve the write off of the £507 against Market (Indoor and Outdoor)

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<p>20</p>	<p>Policy HC4 (Markets): Policy wording changed considerably. Tom Evans suggests "I'm not sure you'll get away with this policy as written now. Planning permission for a market is only required where it operates for more than 14 days in any year so if you were to support new market activity in the same location for more than 14 days, consent would be required. The requirement to demonstrate commercial and sustainable viability will need to be revised."</p> <p>Proposed amended Policy wording: <i>Outdoor and indoor markets will be supported where they support the vitality of the town centre</i></p> <p><i>Proposals for new markets should include an indicative site layout that addresses surface and land drainage arrangements where necessary and demonstrates how on and off-site parking will be provided</i></p> <p><i>Development of market hall should be in accordance with policy HC1, support and enhance the market offer recognising the buildings unique role within the community</i></p>	<p>2</p> <p>Phase 2</p>	<p>10/10/2020: Proposed amendment - " Development and sustained growth of the Outdoor and Indoor Markets are an essential part of the identity of the town and will be supported" Remove the second paragraph in its entirety.</p> <p>JLE3 The Market Hall - Policy wording change as some scrutiny is to be expected & it currently seems unclear. ACTION: GPJ and RH to raise with the Assets & Services Committee to work out whether this choice of wording was considered best. Completion Date: 13/11/2020</p>
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History

The wooden skatepark in Sandbach Town Park was removed about 10 years ago on the pretext that it was a health & safety risk due to deterioration. During its service, it served as a meeting, activity point and well used amenity for the younger population of Sandbach. Since then there has been no skatepark in Sandbach although several attempts have been made by the younger demographic to start petitions to see its return.

Geographical Background

Sandbach is surrounded by the towns of Middlewich, Alsager, Congleton and Crewe – each of which have a skatepark. At the 2017 census, an estimated 2080 young people between the ages of 10-18 resided in Sandbach. This equates to a potential 10% of the population of Sandbach who this project aims to benefit.

Sites Considered

The following sites in Sandbach were considered

- 1) Sandbach Town Park
- 2) Newall Avenue
- 3) Church Lane Play Area
- 4) Wheelock Playing Fields
- 5) Moss Lane/Salt Line Way
- 6) Capricorn 2, (the business park site by J17 of the M6)
- 7) Queens Drive/Belmont Avenue
- 8) Ettiley Heath Playing Fields
- 9) Green Street
- 10) Abbeyfields

Consultations

There has been extensive consultation on a skatepark in Sandbach over many years

- 1) In 2012 Sandbach Town Council paid £20,000 for Ryder Consulting Ltd to produce a plan for developing Sandbach Town Park. Ryder carried out consultation (Appendix 1) and produced a plan including a skatepark (Appendix 2)
- 2) 200 signature Petition presented to the mayor of Sandbach in 2013/14 (now lost).
- 3) A Sandbach Town Council Skatepark and BMX track working group was formed August 2017 – A first consultation over whether to have a skatepark/bmx track in Sandbach produced 765 responses with 60% in favour (appendix 3).

4) A second consultation was held over where it should be - 10 possible sites were given - 94 responses 51% of respondents rating Sandbach Town Park as their first choice (appendix 4)

5) A third consultation in October 2018 then took place to confirm that the plans were supported by the community - 87% of respondents supported the proposals despite bad weather meaning that the consultation had to be moved to the Indoor Market (72 out of 82) (appendix 5).

Community Involvement

The working group has benefited from significant community involvement. After a Sandbach Skatepark Working Group was formed by the Council, 10 meetings were held to help steer the project. Members of the public were invited to all these meetings with several taking up membership of the group.

The minutes of the meetings are available at

<http://sandbach.gov.uk/skate-parkbmx-track-working-group.htm>

Options Appraisal

An options appraisal was prepared and presented to Sandbach Town Council (appendix 6).

Funding

Sandbach Town Council has allocated £50,000 towards the project – showing cross-party support for the project.

Skatepark design

The vision previously set out by the working group includes a small half pipe for learners (approx. 0.5m high), a large half pipe (approx. 2m high) and a bowl (ideally 15m x 15m with 2m depth) – it was suggested that the bowl could be deeper at one end (particularly as the proposed site is on a slope). Other possible features included

i grind rail, ii stairs, iii ramps, iv spine, v quarter pipe

Conclusions

In conclusion, it has been proven through consultations and public engagement that there exists a strong public demand for a skatepark as a community resource within Sandbach. The public have been consulted at every stage, including deciding upon the placement of the skatepark, and at no stage has there been a considerable amount of opposition to the project. Sandbach Town Council are supportive of and understand the need for a skatepark which is shown through the creation of the working group, and the financial support allocated to the project.

It is believed by the Working Group that the reinstatement of this amenity type in Sandbach will

enhance and complement the existing provision of youth activities, and as a result of careful planning, will serve the youth of Sandbach for many more years to come.

It should also be noted that

- a) there are some objectors to a skatepark
- b) a skatepark in Sandbach Town Park could be viewed as overdevelopment
- c) there is already some anti-social behaviour in Sandbach Town Park and, if not properly monitored, the skatepark could be a focus for such behaviour.

Recommendation

Sandbach Town Council should commission a feasibility study into constructing a skatepark, with CCTV and lighting, in Sandbach Town Park in the area below the MUGA, where the old skatepark was. The details of what the study should cover should be agreed with Cheshire East Council and might include:

- An estimate of the costs, including CCTV and lighting
- An analysis of the benefits and costs, including any loss of trees
- Whether the site is suitable, including whether the soil would hold it without slippage
- Maintenance schedule
- Estimate of lifespan and replacement cost
- Whether planning permission is required.

I am available on the Tuesday but cannot make the alternative night (Wednesday).

Any decision on building a skate park within Sandbach Park in the future will need to be considered formally by the appropriate Council Committee. They will consider all the evidence and make a judgement on what they consider best. In moving this forward, the group will need to ensure that all the necessary evidence is available to place before the Committee. There may also be a need for Planning Approval for the scheme. This will need to be investigated.

The attached documents make a good start in preparation towards seeking the approval and do indicate the support the idea has locally, particularly with the younger age group. I would be keen to get feedback from the park's Friends Group and the Bowling Clubs as well just to make sure that there is full consensus of support as any impact will be long term and very difficult to reverse once the facility is built. One document that appears to be absent from the papers is a comprehensive feasibility study for putting the skate park in the location indicated. This should include looking at the suitability / stability of the ground but also a full impact assessment that looks at the physical impact within the park but also the way such a facility might alter the whole dynamic of the park for all the visitors across the full diversity of groups using the park.

You will be aware of the issues types of behaviour that the Police & PCSOs have been trying to address over recent years and should include their needs and assessment of the impacts resulting from any proposals. For example we already regularly get complaints about problems with bikes causing damage on our bowling greens and about late night activity and noise in the park. It may

mean that we need to build in and fund other measures to design out any predicted issues such as enhanced boundary protections, lighting, additional CCTV as a direct cost on this scheme / proposal?

Also, there needs to be an appraisal of the future long term maintenance and management of a skate park. This needs to be carefully considered and a full budget appraisal prepared so that all the implications can be considered by the Council Committee.

I will look forward to meeting your group in due course so we can consider how best to take this proposal forward.

Kind regards

George

?

Within the 2020-2021 budget The Council have a budget line to repay all/part of the Loans held with the Public Works Loan Board. During the budget discussion that have been taking place for 2021-22, it has been proposed that The Council repay the entire smaller loan.

Point to consider:

- The original approved budget line is: £52,382
- The amount required to pay the smaller loan PW502858 is: £63,081
- Extra budget required/ overspend is: £10,699
- The overspend would come out of general reserves.
- The saving year on year is: £4,906
- If approved, the figure will change slightly due to daily interest rate changes at the PWLB, the actual figure will be presented to the next Finance, Policy and Governance meeting.
- If approved the repayment process would be completed by the Responsible Finance Officer.

Recommendation

That Council:

1. Approve the repayment of loan reference PW502858
2. Approve and note the overspend on line 400-4629
3. Delegate the process to commence the payment to the Responsible Finance Officer , who would update Council on the final figure

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Progress to date:

The initial draft sheet was collated by the Finance Officer after staff and Councillor/ Committee input and discussions. There have been 2 informal budget discussions, 12th October, and 10th November, which have resulted in the attached draft budget.

The operational figures have been input as accurately as possible with information available at the time of the Draft Budget being presented, possible rises in contract prices have been taken into accounts, but it is possible that costs could rise or decrease between the time of approving the budget and the new financial year in April 2021, should any approved costs be higher or lower than the approved figures, in line with our Financial Regulations these will be presented during the next financial year, via the Finance Policy and Governance committee

Starting point:

Precept £688,282, an increase of £1,090 from 2020-21

Cost per household £83.88, a 1.22% decrease.

Tax base increase from to 8093.32 to 8205.94. The new Tax Base was been approved by Cheshire East on 16th December 2020.

Items to consider:

All changes and updates for approval can be seen in the notes section of the Draft Budget sheet, these are changes that have taken place that resulted in the Draft Budget and Precept figure below. Highlighted addition or changes that require consideration and approval:

- Remove committed reserves for events, as budget now requested. £15,870 back to general reserve
- NDP budget of £2,000
- Street Furniture budget of £2,000.
- C&E: Wildflower seeding £2,000 new project.
- Increase office accommodation available funds to £100,000, additional £25,600 budget line to increase £74,400 committed reserve fund.
- Pay off smaller loan, budget from £52,382 to £64,404, this is a separate item for approval.
- Budget line 191-6100 Heat & Light; Currently the recharge income to traders is posted here, reducing costs, all income should be input separately, change this to post the electricity recharge income to its own line.
- Community Grants increased, possible long-term effects on community groups after Covid, increased by £10,000.

- HR Line added to cover staffing review and possible updates, to go back to general reserves if not used for this reason, £20,000.
- Christmas Lights: A&S committee requested £25,000 plus £1,500 for tree.
- Town Hall and Outdoor Market income budget reduced.
- Well Being events budget added, £5,000 to events budget line.
- Town Hall income: Should this recover in 2021-22 any surplus is offset against the Town Hall refurbishment loan.
- Skate park, if £25,000 build-up is included this year this will change the precept to £713,282, an increase of £26,090 from 2020-21, £86.92 per household which equates to an increase 2.37%, **this requires inputting into the sheet prior to approval if accepted.**

Recommendation based on the presented Draft Budget and updates, to:

1. To Approve the Draft Budget for 2021-22
2. Approve Year End Committed Reserves Movement as indicated in the Draft Budget
3. Approve the Over £1500 Payment schedule.
4. Approve the precept demand, final figure (after changes during this meeting) to be noted.

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Sandbach Town Council
Literary Institute
Hightown
Sandbach
Cheshire
CW11 1AE

1311
Delamere House
Delamere Street
Crewe
Cheshire
CW1 2JZ

DATE: 10/11/2020

OUR REF: Parish Precept and Taxbase

Please contact: lawrence.whittaker@cheshireeast.gov.uk

Dear Clerk,

PARISH PRECEPT AND TAXBASE ARRANGEMENTS FOR 2021/22

DEADLINE – FRIDAY 15th JANUARY 2021

Please can you complete and return the precept notification below, not later than Friday, 15th January 2021, to arrange payment of precepts for your Town / Parish Council in respect of the financial year commencing 1st April 2021.

Owing to the current COVID-19 pandemic situation, we request that all signed precept requirement forms should be scanned and submitted by email as a pdf attachment file to the email address listed above. If this new process causes any problems, please advise us as soon as possible and we will deal with each issue on an individual basis.

Cheshire East Council is due to fix its Taxbase for the financial year 2021/22 by Resolution of the Council on the 16th December 2020. The taxbase for your Town / Parish Council area is likely to be 8,205.94 compared to a current amount of 8,093.32.

As an indication, if your current Band D Council Tax (of £84.91) remained the same, this would increase your precept from £687,192 to £696,766. Alternatively, if the precept remained at £687,192 then the Band D Council Tax would reduce to £83.74 when using the new taxbase. An adjustment factor of 99.00% is already included to calculate the taxbase figure to allow for potential losses on collection.

The Council is developing proposals for the 2021/22 budget and you will be invited to engage in the consultation process at an appropriate time.

Payment of precepts to Town and Parish Councils will be in accordance with the requirements of the Local Government Finance Act 1992, therefore 50% of the annual precept will be paid by 30th April and the remaining 50% by 30th September. Payments for 2021/22 will be made wherever possible by BACS, directly to the Town / Parish bank accounts.

If you wish to comment on any aspect of the approach described above, or require further clarification on any of these matters, please contact Lawrence Whittaker, in the Council's Strategy and Reporting Team, by email as shown above.

Yours faithfully,

Cllr Amanda Stott

Cllr Amanda Stott, Finance, ICT and Communications Portfolio Holder, Cheshire East Council

CHESHIRE EAST COUNCIL - PRECEPT REQUEST FOR 2021/22

13ii

Name of Town or Parish Council:	Sandbach Town Council
---------------------------------	-----------------------

Amount of Precept Requested: £	
*Show the amount of cash you wish to receive by way of precept to the nearest £	

State the amount of precept you requested above in words:

The above precept amount was authorised at a meeting of the Town / Parish Council held on the:	
Date	
Signed	
Print Name	
Designation*	
*officer appointed for this purpose	

No adjustment will be made to the precept amount. If you have no precept requirement, please complete, sign and return the form marked NIL.

Bank Details

Payment will be made to the bank account used for the 2020/21 precept payment, unless otherwise advised.

If you have recently changed bank account, please notify the supplier helpdesk at: supplier@ecwip.co.uk.

Payments and Income Section
 1st Floor, Goldsmith House
 Hamilton Place
 Chester
 CH1 1SE

Tel No: 01244 972070

Return Instructions:

Owing to the current restrictions regarding COVID-19, we can only accept electronic requests; please can you print-off, complete and sign this form. **Then scan the form and email it to:**

lawrence.whittaker@cheshireeast.gov.uk

Sandbach Town Council

Over £1500 Payments 2021-2022

13iii

To consider advanced approval to delegate the below non-operational payments over £1,500 to the Officers.

Nominal Code	Item	Further Information	Total Budget	REASON
4000/6022/6023	Salaries		£358,550	
4001/6021	Employer NI			To prevent delays
4002/6022	Pension Contributions			
4100	Mayors Allowance	Paid with monthly salary run	£2,000	To prevent delays
4120	Insurance	Annual insurance £6,000	£10,000	To prevent delays
4152	HR and H&S	Annual invoice	£4,000	Three-year commitment approved at TCM22.10.2020
7000	Loan	Paid by direct debit (Budget will update dependant on Loan Repayment decision)	£29,606	To prevent delays
Cost Centre 110	Grants and Discretionary Payments	Town Crier Honorarium £750 Churchyard Maintenance £1580 Allotments £1000 RBL £250	£3,580	Annual repeat payments
4515	Concert Series	Three Year grant award FCM18.11.15.7. Final payment	£2,500	Committee approved three-year award
6010	Bar Purchases	Total budget used to cover numerous orders.	£15,000	Covered by income, orders are placed on a need-by-need basis according to the vent requirements. To prevent delays.
6100	Utilities	Any invoices over £1,500	£15,000	Paid by variable direct debit, to prevent delays

Recommendation: That Council approve the scheme of delegation for the listed payments to be made by Officers.

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PAGE

SANDBACH TOWN COUNCIL
ANNUAL RETURN 2019-2020
NOTICE OF CONCLUSION

14

The Annual Governance and Accountability Return (AGAR) has now been concluded and returned by the External Auditors PKF Littlejohn. In line with Audit requirement the Notice of Conclusion has been posted for public rights viewing.

Per point 3 in Section 3, the AGAR has been certified and the External Auditors have discharged their responsibilities for 2019-2020.

Attached are copies of the Notice of Conclusion and Section 1, 2 and 3 of the AGAR.

Points to highlight:

The External Auditor found no matters of concern in Sections 1 and 2 of the AGAR, the wording in Section 1 box is:

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

They did raise one point, but this did not affect the above opinion, which was due to a date issued on the 2019-20 initial notice of public rights:

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

- The smaller authority has confirmed that it has not complied with the governance assertion in Section 1, Box 4, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.*

The public viewing rights of the AGAR cover a 5-year period, and members of the public are able to request copies of the return and supporting Accounting Statements.

Recommendation:

To receive and note the Annual Accountability Governance Return for 2019-2020

Sandbach Town Council

Notice of conclusion of audit Annual Governance & Accountability Return for the year ended 31 March 2020

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

	Notes
<p>1. The audit of accounts for Sandbach Town Council for the year ended 31 March 2020 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 November. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Sandbach Town Council on application to:</p> <p>(a) <u>SERENA VAN SCHEPDAEL: ACTING RESPONSIBLE FINANCE OFFICER</u> <u>REQUESTS TO BE MADE BY EMAIL TO: financeofficer@sandbach.gov.uk</u> <u>OR BY TELEPHONE TO 01270 600825</u></p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p>
<p>(b) <u>COLLECTION CURRENTLY NOT AVAILABLE, INSPECTION REPORTS WILL BE EMAILED OR POSTED OUT.</u> <u>CORE WORKING HOURS: 9.00AM TO 3.00PM MONDAY TO THURSDAY</u></p>	<p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of £____ (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>KATY PEPPER (ACTING TOWN CLERK)</u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>16TH NOVEMBER 2020</u></p>	<p>(e) Insert the date of placing of the notice</p>

Section 1 – Annual Governance Statement 2019/20

14

We acknowledge as the members of:

SANDBACH TOWN COUNCIL

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

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

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

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

09/07/2020

and recorded as minute reference:

STC 200709 15.1

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

Chairman



Clerk



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

Authority web address

www.sandbach.gov.uk

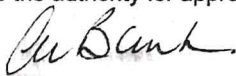
Section 2 – Accounting Statements 2019/20 for

14

SANDBACH TOWN COUNCIL

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

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



Date

10-06-20

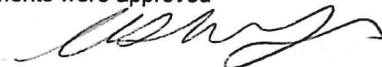
I confirm that these Accounting Statements were approved by this authority on this date:

09/07/2020

as recorded in minute reference:

STC 200709 15.1

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



Section 3 – External Auditor Report and Certificate 2019/20

In respect of

Sandbach Town Council- SACH1074

14

1 Respective responsibilities of the body and the auditor

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

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

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

2 External auditor report 2019/20

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

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

- The smaller authority has confirmed that it has not complied with the governance assertion in Section 1, Box 4, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

10/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Name of smaller authority: **SANDBACH TOWN COUNCIL**

County area (local councils and parish meetings only): CHESHIRE EAST

Explanation of no answers in Section 1 [Page 4]

Question 4:

We have answered no to this question due to the dating of our Notice of Public Rights and publication of Unaudited Annual Governance & Accountability Notice for the 2018-2019 Annual Return.

We have answered no to question 4 as the date of our notice and the viewing period start date was the same date. The notice date should be dated at least 1 day prior to the viewing period. (The full 30 days viewing period rights were given to the public to inspect the accounts and the notice remained in place for the required 30 working days.)

Cheshire East Virtual Volunteer Network Volunteer Coordination Points Development Principles

In response to the Covid-19 pandemic, the Cheshire East Social Action Partnership, working in partnership with Cheshire East Council, has helped establish a number of Volunteer Coordination Points (VCPs). This is part of the People Helping People (PHP) response, which has received online and telephone enquiries from people in need of support and those offering their support, including as volunteers.

The VCPs have also formed as a 'virtual' network to share information and best practice. The aim is for VCPs to fully cover all 8 of the Cheshire East Care Communities Areas, which include:

- Bollington, Disley and Poynton (BDP)
- Chelford, Handforth, Alderley Edge and Wilmslow (CHAW)
- Congleton and Holmes Chapel
- Knutsford
- Macclesfield
- Sandbach, Middlewich, Alsager, Scholar Green & Haslington (SMASH)
- Crewe
- Nantwich & Rural

Following engagement with existing VCPs, there has been an expressed interest in continuing to develop their role and functions in support of Covid-19 Response, Recovery, and Beyond. The VCPs have shown what can be achieved by working in local networks, and by coordinating and supporting volunteers locally. PHP is now considered as an essential service by Cheshire East Council. Connections and engagement have never been stronger. All see the value in continuing to build on the principles of mutual aid and the development of local assets, and consider that the VCPs can have a further significant positive impact on resident's health and wellbeing, including through early intervention, prevention and social action.

This document sets out the principles for continuing the 'development journey' as a VCP, including a VCP definition, potential future role/ functions, and the support being developed.

What is a Volunteer Coordination Point (VCP)?

The original aim of a VCP is to offer support to individuals and families that may be impacted upon by Covid-19, or who may be vulnerable. VCPs can be a range of different types of VCFSE organisation, mutual aid groups established in response to Covid-19, or Town & Parish Councils. It is recognised each VCP is different, providing a unique response for their areas.

VCP Definition

A local 'go to' place for people who need community support or who want to volunteer.

VCPs support local networks, build connections, and provide volunteer coordination and help in matching volunteers to vulnerable and isolated people needing help.

VCP Role and Functions – ‘the ask’

- Provide coordination of volunteers locally, helping to match volunteers to people needing support (including linking to People Helping People)
- Provide a central point of contact for enquiries
- Signpost volunteers to groups in their local networks
- Help volunteers to access training and pastoral support
- Maintain relevant up-to-date information on local volunteering opportunities
- Share information, data, and intelligence about volunteering in their area
- Help promote the value of volunteering in their local area
- Work closely with the Community Development Officers and CESAP, including helping to codesign future support opportunities
- Provide storage space where practical/ available to assist People Helping People, e.g. for the distribution of equipment to help support digital inclusion in communities
- Work with other VCP's to share good practice, skills, and knowledge
- Help raise the profile of volunteering in communities as positive and beneficial
- Help recognise and celebrate the achievements of volunteers

Support for VCPs – ‘the offer’

- Free access to People Helping People volunteers through SharePoint, including technical support, and forthcoming access to the planned new Ami Volunteering Platform
- Free DBS checks (for volunteer roles where these are needed)
- Access to training resources and support (including support, training, and toolkits for volunteer managers/ coordinators; and training, learning, development, and future opportunities available for volunteers)
- Access to a range of free policy templates and procedures
- Back up support and ongoing help, information, updates, and advice
- Information about available funding and resources
- Invitation to Cheshire East Virtual Volunteer Network meetings to share learning and best practice, and jointly develop proposals, for example for partnership funding bids, supported by CESAP
- Access to offers of free help, e.g. car parking permits to support volunteer roles
- Inclusion in Network marketing and promotional opportunities (including social media, campaigns, communications, and publicity) to help raise the profile of VCPs and impact they are making
- Engagement in volunteer celebration events to recognise volunteers and to showcase the important work and role of VCPs
- Connection to wider community infrastructure to help develop joint priorities, e.g. Neighbourhood Partnerships and Care Communities

VCP Standards

- Maintain safe working practices in line with current Government and Cheshire East Council guidelines
- Adopt/ maintain up to date policies including Children's and Adult's Safeguarding, Health and Safety, Data Protection/ Privacy Policy, and Confidentiality Policy
- Sign up to/ adhere to the principles of a forthcoming Cheshire East Volunteer Charter
- Be able to demonstrate good governance and values
- Be welcoming, positive speaking, active listeners, inclusive, caring, and aspirational role models

Council Name: Sandbach Town Council

Date of application: ??????????

Award level applied for: Foundation

16

Local Council Award Scheme application form

This document is a resource for Local Councils taking part in the Local Council Award Scheme

My council has not registered to take part in the scheme – this document is a useful tool to map where you do meet the criteria, and to help you see what work would need to take place before you apply

My council has the relevant criteria in place and has already registered with NALC – you can complete this document and submit it to your local accreditation panel. This will help them find the necessary information and make sure they don't miss any details by mistake.

Tip – proving a web link to the exact page or document needed is important as it will reduce the risk of the panel missing any necessary information. So instead of

<http://www.nalc.gov.uk> use <http://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme>

Tip – some information and documents are not required to be published online. To keep things simple email these to the panel coordinator at the same time as providing this document. That way they have all the information in one place.

Tip – Don't forget to read the full criteria in the Local Council Award Scheme guide. This form just has the summary, but there is further essential information in the guide which can be downloaded from <http://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme>

What criteria do I need to meet for each award level?

If you are applying for Foundation – just the Foundation criteria

If you are applying for Quality – both Foundation and Quality criteria

If you are applying for Quality Gold – Foundation, Quality and Quality Gold criteria

If you are unsure what criteria you are required to submit please check with your County Association.

Council Name: Sandbach Town Council

Date of application: ??????????

Award level applied for: Foundation

16



The council confirms by resolution at a full council meeting that it publishes online:

Criteria	Do you meet these criteria?	Where are these published online?
1 Its standing orders and financial regulations	Yes	https://sandbach.gov.uk/wp-content/uploads/2019/06/Standing-Orders-V3-21.9.17FINAL.pdf https://sandbach.gov.uk/wp-content/uploads/2020/11/Finance-Regs-V2-21.9.17-FINAL-amend-27.2.20.pdf
2 Its Code of Conduct and a link to councillors' registers of interests	Yes	https://sandbach.gov.uk/wp-content/uploads/2019/06/Code-of-Conduct-Review-2018-Adopted-STC-16.8.18-Effective-May-2019.pdf Councillors Registers of Interests found on profiles, with each Ward having it's own page. Links to the 4 Ward pages can be found here: https://sandbach.gov.uk/councillors/
3 Its publication scheme	Yes	Publication Scheme: https://sandbach.gov.uk/wp-content/uploads/2019/06/Publication-Scheme-2.0.pdf Contact details of Council: https://sandbach.gov.uk/contact/ Councillors contact details found on profiles, with each Ward having it's own page. Links to the 4 Ward pages can be found here: https://sandbach.gov.uk/councillors/
4 Its last annual return	Yes	https://sandbach.gov.uk/wp-content/uploads/2020/11/Website-Notice.pdf
5 Transparent information about council payments	Yes	Full list of payments provided quarterly in any Finance Committee agenda. Example are attachments for item 5 here: https://sandbach.gov.uk/wp-

Council Name: Sandbach Town Council

Date of application: ??????????

Award level applied for: Foundation

16

		<p>content/uploads/2020/07/06.08.2020-Finance-Full-Agenda.pdf</p> <p>All agendas and minutes for Finance Committee can be found here: https://sandbach.gov.uk/public-meetings-2020-2021/</p>
6	A calendar of all meetings including the annual meeting of electors	Yes https://sandbach.gov.uk/public-meetings-2020-2021/
7	Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	Yes https://sandbach.gov.uk/public-meetings-2020-2021/
8	Current agendas	Yes https://sandbach.gov.uk/public-meetings-2020-2021/
9	The budget and precept information for the current or next financial year	Yes https://sandbach.gov.uk/council/budgets/
10	Its complaints procedure	Yes https://sandbach.gov.uk/wp-content/uploads/2019/06/Complaints-Procedure-24.04.14.pdf
11	Council contact details and councillor information in line with the Transparency Code	Yes Contact details of Council: https://sandbach.gov.uk/contact/ Councillors contact details found on profiles, with each Ward having it's own page. Links to the 4 Ward pages can be found here: https://sandbach.gov.uk/councillors/
12	Its action plan for the current year	Yes https://sandbach.gov.uk/wp-content/uploads/2020/12/Sandbach-Town-Council-Action-Plan-2020-2021.pdf
13	Evidence of consulting the community	Yes Link to Annual Reports: https://sandbach.gov.uk/documents/annual-reports/ Members of the Public are regularly given opportunity to engage through public speaking sessions at every Council, Committee and Sub-Committee meeting. Also, Councillors hold a monthly surgery in a central location of the Town, although this has not taken place many times this year due to COVID.
14	Publicity advertising council activities	Yes Activities published in Annual Reports, on the front page of the website as and when

Council Name: Sandbach Town Council

Date of application: ??????????

Award level applied for: Foundation

16

		necessary https://sandbach.gov.uk/ and on the Council's Social Media: https://www.facebook.com/Sandbach-Town-Council-383790335094395
15 Evidence of participating in town and country planning	Yes	The Council's Planning & Consultation Committee considers and makes observations to Cheshire East Council of all Planning Applications in Sandbach. Planning Minutes can be found on the meetings page: https://sandbach.gov.uk/public-meetings-2020-2021/

Council Name: Sandbach Town Council

Date of application: ??????????

Award level applied for: Foundation

16

The council also confirms by resolution at a full council meeting that it has:

Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
16 A risk management scheme	Yes	Can be provided on request
17 A register of assets	Yes	Can be provided on request
18 Contracts for all members of staff	Yes	Can be provided on request
19 up-to-date insurance policies that mitigate risks to public money	Yes	Can be provided on request
20 Disciplinary and grievance procedures	Yes	Can be provided on request
21 A policy for training new staff and councillors	Yes	Can be provided on request
22 A record of all training undertaken by staff and councillors in the last year	Yes	Can be provided on request
23 A clerk who has achieved 12 CPD points in the last year	Yes	Clerk has been away for a large portion of the past 12 months, however the Acting Town Clerk achieved more than 12 points.

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INVOICE



VAT Reg. No. 178191479

Our Ref no:

Your Ref no: NO PO AVAILABLE

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

Customer No: 240569
 Invoice No: 531025912
 Date: 20-NOV-20
 Phone No: 01244 972031
 Fax No: 01244 972019

FAO: MISS A L BANKS

IN THE EVENT OF A QUERY PLEASE
 CONTACT KAREN HOLLAND ON 01270
 686833

Description of Goods or Services Provided	QTY	Unit Price exc VAT £	Total Cost exc VAT £	VAT £	VAT %
1 20/ 21 GMS007: MAKE UP & HANG 40 BASKETS, 5 MANGERS, PLANTING TUBS, WATER ALL BASKETS MADE BY ANSA, DELIVER SANDBACH PLANTS & BASKETS TO CLLR JACK, REMOVE 71 BASKETS PUT UP BY CLLR & REMOVE 40 BASKETS 1ST WEEK OCTOBER 2020 PUT UP BY ANSA	1	3,552.00	3,552.00	710.40	20

Please note that payment is required within 28 days

Totals £	3,552.00	710.40
Total Due £	4,262.40	

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Facilities Supervisor notes to accompany Pickering Lift Quotation

All quotes for works for Pickering lifts are recommendations for upgrades, at the present time it does not affect the service agreement.

Pits degrease and Paint £528.20 – this is a safety measure for their Maintenance men. I would question if this is needed. (Recommend only, does not affect safe running of the lift.)

Pit Ladder, Already one here.

Overflow container £79.92 can be done.

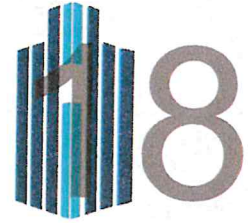
Auto dialler, as there are staff in the building when the lift is used, do we need an extra safety measure.

Car Lighting upgrade, £1123.00. **I would recommend upgrading the lights**, although the lift is a short ride it is a bit gloomy.

One light fitting no working.

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PICKERINGS LIFTS

www.pickeringslifts.co.uk

Sandbach Town Council
Sandbach Literary Institute
Hightown
Sandbach
CW11 1AE

Unit number: 12/26150493
Type: Lifts - Hydraulic
Category: Passenger Lift

On Site Location: Stairwell

11 November 2020

Quote ref: Q304819 : Site Address: Sandbach Town Hall, High Street, Sandbach, CW11 1AE

Further to our recent service visit, we have pleasure in detailing below our offer to carry out the works recommended.

GSM £1,010.40

It has been reported that the phone line for the autodialler requires upgrading. This quote details the supply and fitting of a new GSM line emulator unit including SIM card with 3 year call plan included.

CAR LIGHTING UPGRADE £1,123.00

It has been reported that the car lighting requires upgrading, this quote details the supply and fitting of upgraded to LED lighting.

AUTODIALLER £1,221.76

This quote details the supply and fitting of an upgraded lift car emergency autodialler. The autodialler is connected to the lift alarm call system. Should a passenger become trapped in the lift and the alarm button is pressed the autodialler activates and dials a preset telephone number (Pickering's Lifts), via the in car discrete microphone and speaker system a 2 way communication is created between the trapped person and the call centre - an emergency release can be set up and an engineer dispatched to site.

To operate correctly a standard telephone line is required, this is to be terminated in the lift motor room at a standard socket, the installation and upkeep of this line is the building owner / occupiers responsibility. Or GSM line emulator with SIM card be fitted.

Total price: **£3,355.16**

Any Health & Safety Item(s) are marked with ()*

All prices are exclusive of V.A.T.

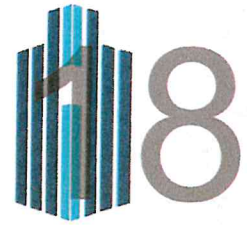
Quote ref: Q304819

Please refer to Terms & Conditions on final page



Unit 1 Cedar Court | Taylor Business Park | Risley | Warrington | WA3 6BT | T: 01925 940760 | E: info@pickeringslifts.co.uk

Registered Name: Pickering's Europe Ltd | Registered Office: Globe Elevator Works, PO Box 19, Stockton-on-Tees, TS20 2AD | Registered in England No. 3217853



PICKERINGS LIFTS

www.pickeringlifts.co.uk

We look forward to receiving your written instructions in due course. If any aspect of our offer does not meet with your satisfaction or requirements, please do not hesitate to contact the writer.

Yours sincerely,

Ian Edwards

Operations Manager

Terms and Conditions

1. All work and parts to be delivered, fixed and / or fitted during our normal working hours, using both skilled and unskilled engineering services, but exclusive of any builders work, steelwork, cutting away or making good involved.
2. Our tender, as herein, is subject to the Lift and Escalator Industry Association 'Conditions of Contract' (LEIA - May 2014), a copy of which is available upon request, or can be viewed / printed from our website at <https://www.pickeringlifts.co.uk/wp-content/uploads/2018/06/LEIA-L1-Conditions-of-Contract-2014-1.pdf>
3. The prices detailed are strictly net, exclusive of Value Added Tax.
4. An additional charge will be made for any materials removed from site which are subject to an environmental disposal cost.
5. Should our engineers find that, during the course of any works, any additional material and / or work are required, they will be provided and the cost thereof will be included in our final invoice, unless you advise us to the contrary.
6. Notwithstanding any other provision of the contract, the Lift Contractor shall not be liable to the Purchaser by way of indemnity or by reason of any breach of the contract or of statutory duty or by reason of tort (including but not limited to negligence) for any loss of profit or income or for any indirect or consequential damage whatsoever which may be suffered by the purchaser.

Quote ref: Q304819

Please refer to Terms & Conditions on final page



Members' Items

Purpose of Report

Prior to May 2019, Members' Items were infrequent, with just one or two being considered each year. The majority of items were previously progressed through the Clerk and support staff, with items appearing on the relevant agenda with a supporting paper, at the appropriate time. Since the last election, Members have chosen to utilise the Members' Item route more frequently, to bring about change to the way of working in addition to recommending projects and events. On occasions, the proposal has not been properly planned, with the implications of finance and resources often being over-looked, and decisions being made that would be difficult to deliver.

To assist in the management of such items and to ensure that all items receive fair and informed consideration when presented to Council or Committee, a change in procedure is being proposed.

Adopted Standing Order 9 (21.9.17)

Procedure for the Inclusion of a Members' Item

9 MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER [Members' Items]

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least ten clear days before the meeting, this includes any supporting information. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning or does not comply with standing order 9(a), the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least eight clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

In short, all Members' Items should go the Town Clerk and should relate to the business of the Town Council. The Town Clerk has the power to correct typographical and grammatical errors. The Town Clerk has the power to reject a Members' Item and such a decision shall be final.

20

Proposed Amendment to Procedure

That a Members' Item Motion Form is completed by the proposing member when requesting an Members' Item is included on Council or Committee agenda.

A version of the Form is attached to this report, along with an example of what a completed Form would look like.

The Form would be submitted to the Town Clerk 14 days before the, this would enable the Clerk and Mayor to review the content before approving for inclusion. It would also allow time for any changes to be made. Consideration would be around the benefits of the Council undertaking the proposed works and the resources required.

On receipt the Clerk would forward a copy of the completed form to the Mayor and the Meeting Chair and Clerk (in the case of Committee), for their comment/feedback.

The form and any subsequent feedback would then be reviewed at the earliest weekly Mayoral meeting.

It might be necessary for the proposer to provide more information or for a change to be made to the proposal, in order for the motion to be accepted. The proposer will be fully appraised of any changes.

The Form would be signed as accepted or rejected by the Town Clerk, with the proposer being notified of the outcome. The reason for any rejection would be recorded. The Town Clerk decision is final. All Forms received will be kept in strict numerical order, whether approved or rejected.

Should the above be agreed, then amendments to Standing Orders will need to be made.

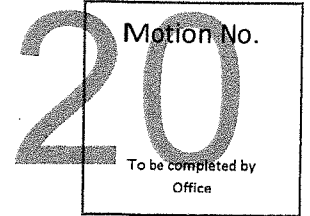
Recommendation to Council

1. That the changes to the procedure are agreed.
2. That the procedure and form be referred to the Finance, Police and Governance Committee for review and amendment before implementation.
3. That following review by the Finance, Policy and Governance Committee, the procedure is adopted for use with immediate effect and will not need to return to Council for further debate.
4. That following review by the Finance, Policy and Governance Committee, the Town Clerk will make amendments to the Standing Orders, which will be referred to Council for approval.

TOWN MAYOR
TOWN CLERK

21 December 2020

SANDBACH TOWN COUNCIL



MEMBERS' ITEM MOTION FORM

To be completed by the Proposing Member

Please ensure that all areas are complete and provide supporting information as necessary. Failure to provide the relevant information could result in delay or rejection of your motion.

Submitted by:		Date submitted		Date Received by Town Clerk	
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MEETING INFORMATION

MEETING:	
DATE:	

Item to be discussed in the presence of public and press? Yes / No
If no, please outline the reason why.

TITLE OF MOTION:
<i>Wording of Motion (to be included on the agenda):</i>
Will you provide a supporting report? Yes/No?

ABOUT YOUR MOTION

<i>Provide an outline of your plan:</i>
<i>What is the purpose and benefits?</i>
<i>Timetable for Implementation:</i>
Don't forget to include approval routes via Committee and Council if required.

Budgetary Implications:

What is the expected cost?

Is there a budget available?

If not, how do you feel it might be funded?

Consultation and Stakeholder Engagement

Who will this affect?

Is there a requirement to consult/engage before a decision is made?

If not, why?

Resources Required

Please list all resources required to deliver your proposal, do not forget to include the time of Councillors and Staff.

Are you willing to be Lead Councillor for this proposal?

Office Use

Considered by Town Clerk / Mayor

Date:

Approved: Yes / No

Meeting and Date of Meeting:

Rejected: Yes / No

Reason for Rejection

Notes:

Proposer Notified of Decision:

21.1

By Email 5.11.2020

Hi Katy

Thank you for taking the time to raise our concerns about our rent to the Council. It appears that in some situations we are treated as part of the Market and in some situations not!

Our business is unique in Sandbach, and offers an important service to elderly and disabled people. Our business also attracts customers from a much wider area into the town , and in turn spend money at other local shops.

Because of the nature of our business and the vulnerability of our customers, it is essential that we now stick to the Covid restrictions again.

Once again we find ourselves having to find rent for a month in which we cannot trade. Home delivery is not a sensible option for us because customers need to try the shoes and slippers for fit. We cannot enter their homes to fit the shoes and give advice.

Lots of people walk past our business and don't understand the vital service we provide, because they themselves are not yet in need! We are well known by local podiatrists and orthopaedic surgeons, and take many referrals.

We are not a business making massive profits unlike some of the big corporate names in the town. However, we have always ticked over making a modest income ,being rewarded with the gratitude from customers and their families . The rent for the closed period will still have to be found and paid.

We have consistently paid rent for 14 years, and feel that a small discount is not unreasonable.

We have always enjoyed what we do, but this lack of regard from Council has now made us question our desire to continue trading.

I would like to raise the inequality of the rent waiver again to Council at the next opportunity.

I should be grateful if you could keep me informed about the date of the next meeting .

Thank you for your help Katy.

Stay safe



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