

SANDBACH TOWN COUNCIL

AGENDA

for the meeting of

Sandbach Town Council to be held at 7.00pm on Thursday 8 April 2021
in Zoom Room: 821 9830 0183

Please ensure that all apologies are made directly to the Meeting Clerk,
Ann Banks, 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.

A Moment of Reflection

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.

Recommended item: 10.3

Minutes for all meetings of the Council, its Committees and Working Groups are available via Sandbach Town Council website: <https://sandbach.gov.uk/public-meetings-2020-2021/>

5. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 11 FEBRUARY AND 4 MARCH 2021 [ATTACHED].
6. TO NOTE THE MINUTES OF THE PLANNING & CONSULTATION COMMITTEE MEETINGS HELD ON 15 FEBRUARY, 8 AND 29 MARCH 2021 [ATTACHED].
7. TO NOTE THE MINUTES OF THE COMMUNITY AND ENVIRONMENT COMMITTEE MEETING HELD ON 4 MARCH 2021 [MINUTES NOT AVAILABLE AT THE TIME OF PUBLISHING THE AGENDA]
8. TO NOTE THE MINUTES OF THE FINANCE, POLICY AND GOVERNANCE COMMITTEE MEETING HELD ON 4 FEBRUARY 2021 [ATTACHED].
9. TO NOTE THE MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 17 MARCH 2021 [MINUTES NOT AVAILABLE AT THE TIME OF PUBLISHING THE AGENDA]

10. MATTERS ARISING

10.1 Planning and Consultation

Neighbourhood Development Plan

Lead: Chair of Planning and Consultation

[Sent: Draft Revision of the Sandbach NDP]

- Actions:
1. STC adopt the revised version of the Sandbach Neighbourhood Plan.
 2. STC to submit the revised Sandbach Neighbourhood Plan to CEC for Review and Regulation 14 consultation

10.2 Finance, Policy and Governance

Equality Policy

Lead: Chair of F,P&G

Action: To receive a verbal progress report.

10.3 Personnel Committee

Personnel Working Group

Lead: Chair of Personnel

Chair of Personnel Working Group

Report to follow.

Actions: Receive the report.

1. Agree the actions.
2. Close down the Working Group

11. FINANCE MATTERS

Lead: RFO

11.1 Blitz Invoice

Attached: Invoice

Action: To approve invoice for £25,828 + VAT for the delivery of the 2020 Christmas Lights.

11.2 Middlewich Town Council

Attached: Invoice

Action: To approve payment which represents 50% of the 'Volunteer Coordination Point' grant.

11.3 Sandbach Transport Festival

Attached: Grant Application

Budget 2020

Accounts 2020

Action: To approve grant application for £12,000 for the 2022 event, this is in addition to the £12,000 current held in lieu of the 2020 event.

12. USE OF STANDING ORDER 27

Lead: Town Clerk

Action: To note the use of SO27 to authorise an emergency replacement laptop for the Conference and Events Manager at a total cost of £1,531.92 +VAT.

This spend was authorised by the Mayor and Chair of Finance, Policy and Governance on 22 March 2021.

13. OFFICE ACCOMMODATION

Lead: Lead Member Office Working Group

Attached: June 2020 Plan and Scope of Works

Actions:

1. Receive verbal report.
2. Convene a meeting of Mayor, Chairs of Assets and Personnel, Lead Member Office Accommodation, Town Clerk and staff representative to revisit 2020 design plans.
3. Make available Town Council Office Budget and Reserves available for spend as required, in accordance with the Council's adopted Financial Regulations.

2021/22 Budget: £25,600 Reserves: £74,400 TOTAL: £100,000
4. Delegate the decision to create office space to the Clerk, in consultation with the Mayor and appropriate Chairs, in accordance with SO and FR, and subject to budget.

14. SANDBACH TOWN HALL KITCHEN IMPROVEMENTS

Lead: Clerk/RFO

Action: To approve the release of £6,769 for improvement items as identified under the Conditions Survey. These include: retiling, plumbing works and a replacement sink. Funding will be from

carried forward reserves from financial years 2019/20 and 2020/21.

15. ANNUAL MEETING 2021

15.1 Nominations for Mayor 2021/22

One nomination has been received for consideration:

Cllr G Price Jones.

Action: To vote on the appointment of Mayor for 2021/22, with formal appointment taking place at the AGM on 6 May 2021.

15.2 Nominations for Deputy Mayor 2021/22

No nominations have been received for consideration.

Action: To vote on the appointment of Deputy Mayor for 2021/22, with formal appointment taking place at the AGM on 6 May 2021.

15.3 Calendar of Meetings 2021/22

[Attached: Draft Calendar of Meetings 2021-2022]

Lead: Meeting Clerk

One change proposed to the draft calendar:

That the Council meeting scheduled to take place on Thursday 15 July is brought forward to Thursday 17 June for the purpose of approving the Annual Governance and Audit Return.

Action: To agree the calendar of meetings for 21/22.

16. MEMBERS ITEMS

There are none.

17. CORRESPONDENCE

17.1 Sandbach Partnership

Letter dated 31 March in which the sum of £5,000 is requested as a contribution towards the Partnership costs from 1 April 2020 to 31 March 2021.

17.2 Mr G Bell

Email dated 14 February 2021 regarding the New Homes Bonus Scheme.

17.3 Cheshire East Council

Letter dated 17 February 2021 regarding Asylum Seekers

18. DATE, TIME AND PLACE OF NEXT MEETING

The next Town Council Meeting, which is the AGM, will be on Thursday 20 May 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.