

<b>SANDBACH TOWN COUNCIL</b>
------------------------------

**Finance, Policy and Governance Committee**

Minutes for the meeting to be held on Thursday, 6<sup>th</sup> February 2020 at 7.00pm  
at the Sandbach Literary Institution, Hightown.

In attendance:

- Cllr D Jack
- Cllr Steven Kirkham
- Cllr Gill Merry
- Cllr Michael Muldoon
- Cllr Laura Crane
- Cllr Alan Smith
- Cllr Richard Hovey
- Cllr Ian Williams
- Cllr Sam Corcoran

**1. APOLOGIES FOR ABSENCE**

Apologies received from: Cllr Kieran Seymour  
No Apologies received from Cllr Paula Eaton  
Cllr Sue Ashcombe-Hurt

**2. DECLARATIONS OF INTEREST**

There were no disclosable pecuniary and non-pecuniary interests noted.

---

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

Speaker 1 had 4 questions/ points to raise:

1: The speaker is a member of Sandbach Dementia Friendly group who have been looking at what Sandbach would look like as a dementia friendly town. Asked the committee if we could seriously consider opening/ making available our toilet facilities to Dementia Friendly wristband wearers.

2: Spoke about Sandbach Transport Festival and updated the committee that the (up to the region of) £40,000 funded Spareparts side of the festival that takes place in the Park, comes to an end this year. He has been asked by the committee of the Transport Festival to raise with the Town Council what will happen in 2021 and are giving the Council 16 month notice about what sort of things the Council might want to do to provide entertainment that runs alongside the festival, and we may wish to consider events.

3: Requested a breakdown of the Christmas Lights costs.

4: Commented on item 10, Quoracy, he felt it was sad that this was being raised with view of the history of what he Council has gone through, and that

the quoracy was looked at as part of the Lessons Learned Review (LLR), and was raised as sometimes only 2 members of the Council were in attendance at some meetings discussing the Market Hall development. The quoracy rules of 4 were accepted by the Council after the LLR review and the work of the sub-committee.

The Chair of Finance updated as below:

1: Toilet facilities in the town are plans are being made for improvements on the public toilets.

2: Advised that there is a funding application process available, and that Council would be happy to hear these and any presentations they may have.

3: Christmas Lights breakdown was given, as below. It was noted that the grant due to be given to the Christmas Lights committee before they retired was £10,000, a full breakdown is below:

Switch on event	£ 1,665
Light scheme	£ 8,000
Additional lights/ barriers/tinsel	£ 2,223
<u>Total</u>	<u>£10,223</u>
Emergency repairs/inspections	£ 2,429
Storage going forward	£ 1,000 (Was £2,500)

Actual lights costs were £9,665 on a like to like basis against the £10,000 budget that was due to be given to the Lights Committee, when you take out any additional lights and emergency repairs. A working group has been set up for future discussions.

4: Will be discussed as an agenda item.

The speaker was asked what the costs would be for the Spareparts activities that run just in Sandbach, speaker responded, asking not to be quoted, that it could possibly be double the amount spent on the Transport Festival.

Immediately following the questions, the Chair reconvened the meeting.

### **3. TO APPROVE THE MINUTES OF THE FINANCE POLICY AND GOVERNANCE MEETING ON 14<sup>th</sup> NOVEMBER 2019**

**RESOLVED:** that the minutes of 14 November are approved as an accurate record.

### **4. FINANCIAL STATEMENTS: THIRD QUARTER**

Lead: Chair of Finance

**RESOLVED:** that the third quarter annual statements are received.

## 5. PAYMENTS MADE

Lead: Chair of Finance

**RESOLVED:** that the schedule of payments made between 1<sup>st</sup> October to 31<sup>st</sup> December 2019 are approved.

## 6. APPLICATIONS FOR DONATIONS

Lead: Chair of Finance

### 6.1 MINERVA ARTS

Deferred application from 8<sup>th</sup> August 2019 and 14<sup>th</sup> November 2019: They have applied for a grant of £2,000 to run a project called Cheshire's Popular Entertainment Routes. The applicant was in attendance to answer previous questions and any other that the committee had, she gave a background of their association and the projects they cover.

Running costs: They are no premises or offices so there no overheads, the grant would cover the artists commission, venue hire volunteer expenses and refreshments. Other items would be covered by the NLHF grant.

Artwork: Artwork could be digital, musical or a mural painting, as examples. Anything that takes place during the project will be archived on a project website, there will be digital formats of all artwork created. Any physical artwork will be kept within the Cheshire Archives or donated to the local library should they wish to hold the artwork there.

NLHF (National Lottery Heritage Fund) update: this is now at the second/third next stage and should hear back in 8 weeks.

Accounts: Updated accounts were requested.

Routes: Applicant took on board the routes that cover Sandbach and that Foden's are a big part of Sandbach entertainment history.

**RESOLVED:** that on condition of updated accounts being received and a successful grant award from NLHF a grant of £1,000 be awarded

### 6.2 CREWE GANG SHOW

They have applied for a grant of £1,000 to go towards rehearsal space costs for the 2020 Gang Show.

**RESOLVED:** That after discussion it was approved that a £500 grant would be awarded, noted was that this is a fantastic opportunity for the children taking parts but was not Sandbach based, but support offered due to some Sandbach Scout groups taking part.

Lead Chair of Finance

**RESOLVED:** that the interim internal audit report is noted.

## 8 FINANCIAL REGULATIONS

Lead: Chair of Finance/ RFO

Based on comments made by the recent Internal Audit, the RFO deems that Financial Regulation 4.1 should be amended to the bold text below:

### 4 BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. *Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:*

- *the Council for all items over £10,000;*
- *a duly delegated Committee of the Council for items over £1,500 and not exceeding £10,000; or*
- ***the Clerk for item/s not exceeding £1,500***

With a change to the final bullet point.

**RESOLVED:** That the Finance Committee agreed to re-wording the Financial Regulations and recommend this to Council to adopt, which should be presented at the Town Council meeting on 27 February 2020.

## 9 SANDBACH PARTNERSHIP SLA

Lead: Chair of Finance/RFO

The Chair presented a draft SLA that has been agreed through negotiation with representatives of the Sandbach Partnership.

Clarification with regard to the service provider and client roles under section is required, as it was agreed the responsibilities appeared to be confused.

There was great debate regarding the contract period, whether they should be calendar year, financial year or even civic year, presently the payment/reporting dates do not align with the Partnership delivery dates. Again, clarification is required before the document can be signed off.

Finally, there was a suggestion that the £10k annual payment should not be defined within the SLA. As this is based on 'projects and services anticipated', the amount should not be stated, but the Partnership paid according to their delivery, which could be more or less each year.

**RESOLVED:** that the Council's nominated Partnership representative liaise with the Sandbach Partnership and work with all parties to re-draft the document, which will be presented to Council for adoption in February.

## 10 QUORACY

Lead: Chair of Finance

No written report was available, however the Chairman outlined issues that have been experienced when meetings are unable to take place due to no

quorum being present. He said that this affects Working Groups more than committee/sub committees and suggested that Council might wish to reconsider the quorum for Working Groups and to reduce to three.

Before considering a reduction, members are keen to determine why these meetings are so poorly attended. The Clerk suggested a review of the Committee structure, with a view to reducing the number of working groups in operation. Members felt that this was a good approach.

**RESOLVED:** that the Clerk review all Committees, Sub-Committees and Working Groups and report back to Sandbach Town Council for approval on 16 April ahead of implementing any changes at the AGM in May.

## 11 VOLUNTEER POLICY

Lead: Chair of Finance/RFO

An updated Volunteer Policy, along with a new Volunteer Agreement form was presented for consideration. It was explained that this approach would ensure that Volunteers and the Council fully understand their role and obligations to each other.

Members asked that reference to CRB is changed to DBS and to change workplace to 'Town Council', meaning that they can work in any location for the Town Council.

**RESOLVED:** that the amended volunteer policy and agreement are recommended to Council for adoption.

## 12 SUPPLIER INVOICE PAYMENT

Lead: Chair of Finance

### 12.1 PRISM SOLUTIONS

**RESOLVED:** Payment for invoice 115350 for £1622.21 (£1351.84 plus £270.37 VAT) is approved. Costing will be allocated to equipment renewal nominal code 6230 across Cost Centres Town Hall, Outdoor Market and Indoor Market, this is to pay for a replacement desktop computer. Payment is delegated to the Finance Officer.

## 13 GRANT FEEDBACK FORMS

Lead: Chair of Finance

### 13.1 SANDBACH CHORAL SOCIETY

### 13.2 CHESHIRE & WARRINGTON CARERS TRUST

**RESOLVED:** that the feedback forms are received. A request was made to follow up any feedback forms that are outstanding.

## 14 LETTERS OF THANKS

There were none

**15 CORRESPONDENCE**

There were none

**16 ITEMS FOR THE NEXT MEETING**

There were none

**17 UNDISCHARGED RESOLUTIONS**

Resolved in item 6.1

**18 DATE AND TIME OF NEXT MEETINGS**

The date of the next meeting of the Finance, Policy and Governance Committee is Thursday 30<sup>th</sup> April 2020 at 7.00pm at the Sandbach Literary Institution, Hightown.

Meeting closed at 8.52pm

Cllr D Jack (Chair)

AB/SVS

DRAFT