



SANDBACH
Town Council

ASSETS AND SERVICES COMMITTEE

Agenda for the meeting to be held on Wednesday, **31st January 2024**
at **7.00pm** in **Sandbach Town Hall**.

Committee Members: Cllrs K Flavell (Chair), D Hegarty (Vice Chair), J Arnold, J Beddows, K England, R Gray, L MacGregor, M Mitchell, A Nevitt, D Poole.

1. APOLOGIES FOR ABSENCE

To receive apologies for absence made directly to the Clerk **by 5pm** on the day of the meeting.

2. DECLARATIONS OF INTEREST

To provide an opportunity for Members and Officers to declare pecuniary & non-pecuniary interests in relation to any item on the agenda.

3. ITEMS TO BE CONSIDERED IN THE ABSENCE OF PUBLIC AND PRESS

To consider items that, under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for any items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

Lead: Chair

Action: *To approve any items to be excluded from press and public, if appropriate.*

PUBLIC QUESTIONS

The meeting Chair will adjourn the meeting to allow questions relating to items on this Agenda from members of the public.

After the questions, the Chair will reconvene the meeting.

4. MINUTES OF THE MEETING HELD 18TH OCTOBER 2023.

[Attached: Draft minutes of the meeting]

Lead: Chair

Action: *To approve the minutes of the Assets & Services Committee meeting held 18th October 2023 as an accurate record.*

5. ASSETS & SERVICES COMMITTEE 2023-24 BUDGET

[Attached: RBS 2023-24 Budget & Actuals December Summary]

Lead: Chair

Action: *To note the actuals against budget position for Assets & Services Committee activities.*

6. ANSA SERVICES – TOWN CENTRE WEED MANAGEMENT

[Attached: Report of the Chief Officer]

Lead: Chair

Action: *that an additional 3 weed sprays are commissioned via ANSA, at a cost of £1,615.38 funded by the 2023-24 ranger revenue underspend, is approved.*

7. MARKET MODERNISATION PROGRAMME – GAZEBOS

[Attached: Report of the Chief Officer and Market Officer]

Lead: Chair

Action: i) The business case for updated single gazebos is noted;
ii) This committee recommend to Council that an investment of £10,516, funded from the earmarked reserve for this purpose, is approved.

8. TOWN HALL / MARKET UPDATE

[Verbal update from Chief Officer]

Lead: Chief Officer

Action: To receive a verbal update on current issues and performance.

9. SMALL COMMON CAR PARK REVIEW

Lead: Chair / Chair of Small Common Sub Committee

Action: *To consider a verbal update of the implementation of the small common refurbishment and any additional actions required.*

10. SHOP UNIT VALUATION REPORT AND RELATED ISSUES

[External Valuer's Report circulated to committee members by email as this contains commercially sensitive information]

Lead: Chair

Action: i) *To consider the report and agree any actions required;*
ii) *To note an update on current lease arrangements.*

11. ITEMS ON THIS AGENDA FOR PUBLICITY

Lead: Chair

Action: *To approve items for publicity.*

12. ITEMS FOR FUTURE MEETINGS

Lead: Chair

Action: *To approve items for future meetings.*

13. DATE, TIME AND PLACE OF NEXT MEETING

The next meeting will be held at 7pm on 10th April 2024 in Sandbach Town Hall.



ASSETS AND SERVICES COMMITTEE

Minutes for the meeting held on Wednesday, 18th October 2023
at 7.00pm in Sandbach Town Hall.

Present:

Cllrs K Flavell (Chair), D Hegarty (Vice Chair), J Arnold, J Beddows, K England, M Mitchell, A Nevitt, L Crane (Ex Officio).

Chief Officer Ceri Lloyd (Meeting Clerk)

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs D Hegarty, R Gray L MacGregor and J Beddows. Absent without apology was Cllr D Poole.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. ITEMS TO BE CONSIDERED IN THE ABSENCE OF PUBLIC AND PRESS

To consider items that, under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for any items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

Lead: Chair

Resolved : *Item 14 to be excluded from press and public, due to sensitive HR issues.*

PUBLIC QUESTIONS

The meeting Chair adjourned the meeting to allow questions relating to items on this Agenda from members of the public.

Cllr T Wheatcroft attended the meeting to support the proposal at item 10 and provided the following statement:

After the questions, the Chair reconvened the meeting.

4. MINUTES OF THE MEETING HELD 19TH JULY 2023.

[Attached: Draft minutes of the meeting]

Lead: Chair

Resolved : *The minutes of the Assets & Services Committee meeting held 19th July 2023 were approved as an accurate record.*

5. ASSETS & SERVICES COMMITTEE 2023-24 BUDGET

[Attached: RBS 2023-24 Budget & Actuals September Summary]

Lead: Chair

Resolved: *the actuals against budget position for Assets & Services Committee activities were noted.*

6. TOWN HALL COMPLEX UPDATE

[Attached: Update report from Chief Officer / Business & Events Manager]

Lead: Chief Officer

Members welcomed the report and progress to date. The Chief Officer was asked to confirm how many community bookings were rejected due to commercial activities and to ensure that sufficient opportunity existed for community use, whilst balancing this with the necessity to generate income. The Ball Room sound system review was discussed and the potential cost. Chief Officer to explore testing out new systems in advance of significant investment.

Resolved:

- i) *The progress report was welcomed and noted.*
- ii) *STC Market Regulations to be amended to allow piercings, subject to the trader having the necessary training and licences;*
- iii) *To recommend to Council opening of the Indoor Market Hall on Tuesdays and Wednesdays for a trial period wef 1 January 2024;*
- iv) *To recommend to Council that a '4 for 3 weeks new starter trader offer' for the first 2 months of trading is approved;*
- v) *to recommend to Council that the community rate is reduced to 50% for Monday to Friday daytime bookings;*
- vi) *To recommend to Council to prevent the rental of its land to traders except Friday and Saturday evenings and under the current market charter arrangements.*

7. ASSETS AND PUBLIC REALM UPDATE

Lead: Chief Officer

Committee welcomed the update and noted the progress to date with regard to Ranger and Caretaker Services, particularly in the context of the current staff absence challenges. Cllr Nevitt raised her concerns for the state of the cobbles and whilst it was understood that this was beyond the staff resource of the town council, and was a CEC owned asset, the Town Council could consider funding a 'top up' service from ANSA to clear the cobbles annually.

Resolved:

- i) *the update from the Chief officer regarding current progress and issues was noted;*
- ii) *Cllr Muldoon & Chief Officer to check the charge from ANSA to clear up the cobbles.*

8. CEC CCTV CONTRACT RENEWAL

[Attached: CEC CCTV Contract]

Lead: Chief Officer

Resolved: *To recommend to Council to approve a 3 year fixed price contract.*

9. TOWN FURNITURE & ENTERTAINMENT LICENCE CONSIDERATIONS

[Attached: Report from the Chief Officer]

Lead: Chair

The Chief Officer updated the Committee regarding the town's furniture and that discussions with SP had confirmed there was no clear ownership documentation. The partnership had no desire to own and maintain the assets. Members supported the Town Council taking ownership subject to discussions with the Council's auditor and Chief Officer.

The Committee noted that Sandbach Partnership has returned the entertainments licence for the Cobbles to CEC wef 1 April 2024. Members considered the advantages and disadvantages of applying to run the licence and felt that on balance at this stage there was no obvious benefit to undertake this task which would require resources and present additional risk to the Town Council. It was agreed to monitor the situation with CEC and reconsider at a future stage.

Resolved:

- i) *That Council explore ownership and maintenance of Sandbach town street furniture;*
- ii) *It was noted and supported that notice boards are managed and updated by Sandbach partnership;*
- iii) *The Committee noted that the operation of the Entertainments Licence for the Cobbles, wef 1 April 2024, is being transferred from Sandbach partnership to CEC and will review in due course.*

10. MEMBERS ITEM - BENCH ON THE HILL

[Attached: Members item form]

Lead: Chair / Cllr S Corcoran

Resolved: *To recommend to Council that Sandbach Town Council should accept responsibility for maintenance of a bench on The Hill outside Griffiths & Booth Funeral Directors.*

11. ITEMS ON THIS AGENDA FOR PUBLICITY

Lead: Chair

Resolved: publicise the bench; market and town hall developments; cobbles maintenance aspirations.

12. ITEMS FOR FUTURE MEETINGS

Lead: Chair

Shop Units; Furniture Review; Ball Room Sound System Review.

13. DATE, TIME AND PLACE OF NEXT MEETING

The next meeting will be held at 7pm on 31 January 2024 in Sandbach Town Hall.

PART 2**14. RANGER SERVICE UPDATE & REVIEW**

[Attached: Chief Officer Confidential Report]

Lead: Chair

Resolved: *recommendations to Personnel Committee and Council were agreed.*

DRAFT

Sandbach Town Council
Annual Budget - By Committee (Actual YTD Month 9)

Note: Annual Budget 2023-24

Council	2022-23		2023-24					2024-25			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
100	Town Council Income										
1176	Precept	695,310	695,310	0	0	732,380	0	732,380	732,380	0	0
1190	Interest Received	400	6,564	0	0	200	0	200	26,004	0	0
1912	Other income	0	0	0	0	0	0	0	3,883	0	0
	Total Income	695,710	701,874	0	0	732,580	0	732,580	762,267	0	0
	Movement to/(from) Gen Reserve	695,710	701,874			732,580		732,580	762,267	0	
	Council - Income	695,710	701,874	0	0	732,580	0	732,580	762,267	0	0
	Expenditure	0	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	695,710	701,874			732,580		732,580	762,267	0	
	Finance, Policy & Governance										
101	Administration										
4840	Refreshment purchases	0	9	0	0	0	0	0	1	0	0
	Direct Expenditure	0	9	0	0	0	0	0	1	0	0
4100	Mayor's Allowance	2,000	2,000	0	0	2,000	0	2,000	1,500	0	0
4101	Civic & Ceremonial	2,500	1,379	0	0	2,500	0	2,500	349	0	0
4108	Outlook 365	0	0	0	0	0	0	0	299	0	0
4109	ICT Costs	0	0	0	0	0	0	0	1,775	0	0
4110	ICT Support/Packages	7,500	8,286	0	0	7,875	0	7,875	7,458	0	0
4111	Subscriptions	4,000	3,212	0	0	4,200	0	4,200	2,501	0	0

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Sandbach Town Council
Annual Budget - By Committee (Actual YTD Month 9)

Note: Annual Budget 2023-24

	<u>2022-23</u>		<u>2023-24</u>					<u>2024-25</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
4112	Audit Fees Internal & External	5,180	3,219	0	0	5,439	0	5,439	2,559	0	0	0
4114	Accountancy Support	8,200	6,711	0	0	8,610	0	8,610	5,800	0	0	0
4115	Office 365/Outlook (Emails)	0	3,045	0	0	0	0	0	2,376	0	0	0
4120	Insurance	10,000	10,930	0	0	15,000	0	15,000	10,625	0	0	0
4121	Rent- Enterprise	0	0	0	0	0	0	0	11,265	0	0	0
4123	Telephones	2,500	1,983	0	0	2,575	0	2,575	1,543	0	0	0
4130	Stationery	1,000	996	0	0	1,100	0	1,100	1,103	0	0	0
4131	Photocopying	1,000	1,125	0	0	1,500	0	1,500	1,016	0	0	0
4135	Postages	400	4	0	0	200	0	200	0	0	0	0
4136	Election costs	8,000	11,419	0	0	0	0	0	0	0	0	0
4141	Office Equipment/Furniture	3,000	4,210	0	0	4,000	0	4,000	1,673	0	0	0
4142	Office Maintenance	500	231	0	0	500	0	500	304	0	0	0
4144	STC Work Wear	0	602	0	0	0	0	0	0	0	0	0
4145	Financial Software	1,100	1,169	0	0	1,155	0	1,155	1,289	0	0	0
4150	Travelling Expenses	500	272	0	0	525	0	525	25	0	0	0
4151	Training	4,000	2,595	0	0	4,000	0	4,000	3,268	0	0	0
4152	HR & H&S Support	5,000	5,312	0	0	5,000	0	5,000	5,719	0	0	0
4154	Aged debt write off	0	0	0	0	3,000	0	3,000	0	0	0	0
4197	Bank Charges	2,500	2,489	0	0	2,500	0	2,500	1,752	0	0	0
4198	Cleaning	0	3,855	0	0	0	0	0	1,017	0	0	0
4199	Other Expenses	100	21	0	0	100	0	100	19	0	0	0
4630	Legal Fees	1,500	1,284	0	0	1,500	0	1,500	1,200	0	0	0
4670	New Purchases/Projects	20,000	0	0	0	0	0	0	3,600	0	0	0
4850	Legal and professional fes	0	-94	0	0	0	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 9)

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Note: Annual Budget 2023-24

<u>2022-23</u>			<u>2023-24</u>					<u>2024-25</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6091 Covid-19	0	12	0	0	0	0	0	0	0	0	0
6110 Rates and Water	0	0	0	0	0	0	0	2,107	0	0	0
6140 Waste Disposal	1,500	201	0	0	1,500	0	1,500	161	0	0	0
6280 Telephone	0	5	0	0	0	0	0	0	0	0	0
6290 Advertising	1,000	1,223	0	0	1,050	0	1,050	979	0	0	0
7000 Public Works Loan Board	0	0	0	0	29,605	0	29,605	27,138	0	0	0

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Sandbach Town Council

Annual Budget - By Committee (Actual YTD Month 9)

Note: Annual Budget 2023-24

	<u>2022-23</u>		<u>2023-24</u>					<u>2024-25</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve				<u>(3,550)</u>		<u>(3,550)</u>	<u>(976)</u>	<u>0</u>		
400 Projects											
4600 Projects	0	0	0	0	0	0	0	7,500	0	0	0
4614 Office Project	25,000	3,493	0	0	0	0	0	0	0	0	0
4626 Community/Pubwatch	0	5,412	0	0	0	0	0	0	0	0	0
4648 Neighbourhood Plan	0	168	0	0	0	0	0	138	0	0	0
4667 Asset Maintenance Prov	10,000	0	0	0	10,000	0	10,000	0	0	0	0
	Overhead Expenditure	35,000	9,073	0	10,000	0	10,000	7,638	0	0	0
9000 plus Transfer from EMR	0	0	0	0	0	0	0	7,500	0	0	0
9001 less Transfer to EMR	0	24,500	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(35,000)</u>	<u>(33,573)</u>		<u>(10,000)</u>		<u>(10,000)</u>	<u>(138)</u>	<u>0</u>		
Finance, Policy & Governance - Income	0	0	0	0	0	0	0	0	0	0	0
	Expenditure	395,480	283,903	0	415,903	0	415,903	271,532	0	0	0
	Net Income over Expenditure	<u>-395,480</u>	<u>-283,903</u>	0	<u>-415,903</u>	0	<u>-415,903</u>	<u>-271,532</u>	<u>0</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	93,508	0	0	0	0	25,819	0	0	0
	less Transfer to EMR	0	29,500	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(395,480)</u>	<u>(219,895)</u>		<u>(415,903)</u>		<u>(415,903)</u>	<u>(245,714)</u>	<u>0</u>		

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Sandbach Town Council
Annual Budget - By Committee (Actual YTD Month 9)
Note: Annual Budget 2023-24

<u>2022-23</u>			<u>2023-24</u>					<u>2024-25</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Assets & Services Committee</u>											
<u>180</u>	<u>Sandbach Town Hall</u>										
1912	0	2	0	0	0	0	0	0	0	0	0
4801	8,000	2,802	0	0	8,000	0	8,000	4,548	0	0	0
4804	0	0	0	0	0	0	0	31	0	0	0
4806	8,000	919	0	0	8,000	0	8,000	1,035	0	0	0
4807	5,500	4,854	0	0	5,500	0	5,500	2,912	0	0	0
4808	0	34	0	0	0	0	0	63	0	0	0
4809	0	45	0	0	0	0	0	9	0	0	0
6000	60,000	56,611	0	0	50,000	0	50,000	55,435	0	0	0
6002	50,000	45,812	0	0	52,500	0	52,500	37,398	0	0	0
6004	0	650	0	0	0	0	0	168	0	0	0
Total Income		131,500	111,729	0	124,000	0	124,000	101,598	0	0	0
4831	5,000	1,333	0	0	4,000	0	4,000	4,521	0	0	0
4838	5,500	3,492	0	0	5,775	0	5,775	2,252	0	0	0
4840	4,000	449	0	0	4,200	0	4,200	323	0	0	0
6010	20,000	16,611	0	0	21,000	0	21,000	14,689	0	0	0
Direct Expenditure		34,500	21,885	0	34,975	0	34,975	21,785	0	0	0
4111	0	210	0	0	0	0	0	174	0	0	0
4670	3,000	2,515	0	0	3,000	0	3,000	1,791	0	0	0
6020	65,200	66,118	0	0	89,071	0	89,071	85,269	0	0	0
6021	4,500	3,495	0	0	4,529	0	4,529	7,547	0	0	0

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Sandbach Town Council

Annual Budget - By Committee (Actual YTD Month 9)

Note: Annual Budget 2023-24

<u>2022-23</u>			<u>2023-24</u>					<u>2024-25</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6022	9,300	8,906	0	0	17,055	0	17,055	16,112	0	0	0
6023	0	0	0	0	0	0	0	6,514	0	0	0
6070	1,500	1,660	0	0	1,575	0	1,575	1,140	0	0	0
6080	8,000	8,422	0	0	8,400	0	8,400	3,470	0	0	0
6090	500	0	0	0	500	0	500	25	0	0	0
6091	1,000	24	0	0	0	0	0	0	0	0	0
6100	19,000	13,497	0	0	22,800	0	22,800	14,289	0	0	0
6110	12,000	7,954	0	0	12,600	0	12,600	7,632	0	0	0
6120	5,000	464	0	0	10,000	0	10,000	1,643	0	0	0
6124	2,380	0	0	0	0	0	0	0	0	0	0
6140	2,000	2,041	0	0	2,100	0	2,100	1,189	0	0	0
6150	500	514	0	0	525	0	525	0	0	0	0
6200	0	0	0	0	0	0	0	120	0	0	0
6220	13,500	9,288	0	0	14,513	0	14,513	9,473	0	0	0
6230	3,000	1,639	0	0	3,000	0	3,000	2,460	0	0	0
6240	0	87	0	0	0	0	0	0	0	0	0
6280	5,000	1,870	0	0	5,250	0	5,250	2,074	0	0	0
6300	1,000	1,273	0	0	1,000	0	1,000	0	0	0	0
6310	2,500	2,100	0	0	2,500	0	2,500	200	0	0	0
6340	2,000	1,651	0	0	2,000	0	2,000	1,602	0	0	0
6350	6,250	6,191	0	0	6,250	0	6,250	1,449	0	0	0
6450	0	1,278	0	0	0	0	0	0	0	0	0
7000	29,605	29,605	0	0	0	0	0	0	0	0	0
Overhead Expenditure		196,735	170,800	0	0	206,668	0	206,668	164,173	0	0

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Sandbach Town Council
Annual Budget - By Committee (Actual YTD Month 9)
Note: Annual Budget 2023-24

2022-23			2023-24					2024-25			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1912	Other income	0	0	0	0	0	0	325	0	0	0
Total Income			37,000	28,153	35,000	0	35,000	18,823	0	0	0
4111	Subscriptions	0	0	0	0	0	0	192	0	0	0
6020	Salaries	0	0	0	36,322	0	36,322	14,448	0	0	0
6021	Employers NIC	2,600	3,047	0	1,771	0	1,771	1,264	0	0	0
6022	Superannuation	6,800	5,953	0	4,842	0	4,842	2,130	0	0	0
6023	Casuals wages	44,900	48,247	0	0	0	0	13,282	0	0	0
6024	Employers Casuals NIC	0	0	0	0	0	0	30	0	0	0
6070	Training	800	0	0	800	0	800	0	0	0	0
6080	Maintenance	2,000	654	0	1,000	0	1,000	180	0	0	0
6090	Health and Safety	450	0	0	450	0	450	42	0	0	0
6100	Light and Heat	625	410	0	656	0	656	471	0	0	0
6110	Rates and Water	8,250	6,390	0	8,663	0	8,663	2,836	0	0	0
6120	Repairs	500	0	0	0	0	0	0	0	0	0
6124	Condition Survey	5,390	0	0	0	0	0	0	0	0	0
6140	Waste Disposal	5,000	7,735	0	5,000	0	5,000	3,806	0	0	0
6200	Motor expenses	4,500	2,102	0	2,500	0	2,500	226	0	0	0
6230	Equipment renewals	3,000	1,232	0	1,500	0	1,500	1,460	0	0	0
6280	Telephone	175	132	0	184	0	184	122	0	0	0
6290	Advertising	2,500	0	0	1,500	0	1,500	695	0	0	0
6350	Irrecoverable VAT	1,000	858	0	1,000	0	1,000	680	0	0	0
6352	Christmas Market Expenditure	6,000	10,409	0	0	0	0	0	0	0	0
Overhead Expenditure			94,490	87,169	66,188	0	66,188	41,862	0	0	0

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Sandbach Town Council
Annual Budget - By Committee (Actual YTD Month 9)
Note: Annual Budget 2023-24

	2022-23		2023-24					2024-25			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve											
191											
Indoor Market											
1901	Indoor Market Rent	35,000	43,049	0	0	43,500	0	43,500	33,307	0	0
1906	Christmas Markets Income	0	1,040	0	0	0	0	0	0	0	0
1907	Other Market Income	0	200	0	0	0	0	0	0	0	0
1914	Electricity Recharge	0	860	0	0	0	0	0	5,519	0	0
Total Income		35,000	45,149	0	0	43,500	0	43,500	38,826	0	0
4111	Subscriptions	0	210	0	0	0	0	0	366	0	0
6020	Salaries	0	0	0	0	19,311	0	19,311	14,775	0	0
6021	Employers NIC	1,300	2,876	0	0	1,576	0	1,576	1,302	0	0
6022	Superannuation	3,800	7,703	0	0	4,392	0	4,392	2,612	0	0
6023	Casuals wages	16,000	33,166	0	0	0	0	0	900	0	0
6070	Training	260	0	0	0	273	0	273	0	0	0
6080	Maintenance	800	746	0	0	2,000	0	2,000	204	0	0
6090	Health and Safety	450	0	0	0	450	0	450	13	0	0
6100	Light and Heat	7,500	8,914	0	0	7,875	0	7,875	9,423	0	0
6110	Rates and Water	6,700	8,364	0	0	7,035	0	7,035	4,625	0	0
6120	Repairs	1,600	2,116	0	0	0	0	0	0	0	0
6124	Condition Survey	1,400	0	0	0	0	0	0	0	0	0
6140	Waste Disposal	1,300	1,517	0	0	1,300	0	1,300	819	0	0
6220	Cleaning	500	3,633	0	0	525	0	525	3,906	0	0
6230	Equipment renewals	1,000	871	0	0	1,000	0	1,000	1,000	0	0
6280	Telephone	100	66	0	0	105	0	105	52	0	0

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Sandbach Town Council
Annual Budget - By Committee (Actual YTD Month 9)
Note: Annual Budget 2023-24

<u>2022-23</u>			<u>2023-24</u>					<u>2024-25</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6291	Market Hall Advertising	2,500	1,587	0	0	4,000	0	4,000	1,121	0	0
6350	Irrecoverable VAT	3,125	5,362	0	0	3,125	0	3,125	1,503	0	0
6450	Bad Debt Provision	0	508	0	0	0	0	0	0	0	0
Overhead Expenditure		48,335	77,639	0	0	52,967	0	52,967	42,619	0	0
Movement to/(from) Gen Reserve		(13,335)	(32,489)	(9,467)			(9,467)	(3,792)	0		
195	Ranger (New Code)										
6020	Salaries	0	0	0	0	12,709	0	12,709	9,751	0	0
6021	Employers NIC	0	0	0	0	338	0	338	913	0	0
6022	Superannuation	0	0	0	0	2,872	0	2,872	0	0	0
6024	Employers Casuals NIC	0	888	0	0	0	0	0	0	0	0
6025	available to use	0	74	0	0	0	0	0	0	0	0
6200	Motor expenses	1,000	588	0	0	1,000	0	1,000	1,045	0	0
6230	Equipment renewals	6,500	1,339	0	0	6,500	0	6,500	711	0	0
Overhead Expenditure		7,500	2,889	0	0	23,419	0	23,419	12,421	0	0
Movement to/(from) Gen Reserve		(7,500)	(2,889)	(23,419)			(23,419)	(12,421)	0		
200	Public Conveniences										
6100	Light and Heat	750	542	0	0	788	0	788	626	0	0
6110	Rates and Water	600	335	0	0	630	0	630	0	0	0
6120	Repairs	1,000	512	0	0	1,000	0	1,000	303	0	0
6140	Waste Disposal	250	0	0	0	250	0	250	0	0	0
6400	Supplies (Public Conveniences)	1,000	650	0	0	1,000	0	1,000	802	0	0
6402	Vandalism Repairs	1,500	68	0	0	500	0	500	14	0	0

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Sandbach Town Council

Annual Budget - By Committee (Actual YTD Month 9)

Note: Annual Budget 2023-24

<u>2022-23</u>			<u>2023-24</u>					<u>2024-25</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6406 Contract Cleaning	16,500	12,316	0	0	17,325	0	17,325	10,096	0	0	0
Overhead Expenditure	21,600	14,423	0	0	21,493	0	21,493	11,841	0	0	0
Movement to/(from) Gen Reserve	(21,600)	(14,423)			(21,493)		(21,493)	(11,841)	0		
Assets & Services Committee - Income	219,350	203,002	0	0	219,143	0	219,143	171,134	0	0	0
Expenditure	415,160	382,919	0	0	407,710	0	407,710	435,638	0	0	0
Net Income over Expenditure	-195,810	-179,917	0	0	-188,567	0	-188,567	-264,503	0	0	0
plus Transfer from EMR	0	4,942	0	0	0	0	0	140,644	0	0	0
Movement to/(from) Gen Reserve	(195,810)	(174,974)			(188,567)		(188,567)	(123,860)	0		

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Sandbach Town Council
Annual Budget - By Committee (Actual YTD Month 9)
Note: Annual Budget 2023-24

2022-23			2023-24					2024-25						
Budget			Actual		Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
Community & Events Committee														
110 Grants/Discretionary Payments														
4500	Transport Festival	12,000	23,000	0	0	18,000	0	18,000	18,000	18,000	0	0	0	
4503	Hanging Baskets	8,500	11,711	0	0	12,500	0	12,500	12,297	12,297	0	0	0	
4508	Christmas Lights	26,500	26,544	0	0	0	0	0	0	0	0	0	0	
4515	Concert Series	3,500	3,500	0	0	3,500	0	3,500	3,500	3,500	0	0	0	
4530	Community Grants	30,000	29,360	0	0	30,000	0	30,000	15,694	15,694	0	0	0	
4550	Foden's Sponsorship	7,500	7,500	0	0	7,500	0	7,500	7,500	7,500	0	0	0	
4551	Town Crier Honorarium	750	750	0	0	750	0	750	750	750	0	0	0	
4560	Churchyard Maintenance	1,580	1,660	0	0	1,660	0	1,660	1,660	1,660	0	0	0	
4573	Woodland and Wildlife	2,000	2,000	0	0	2,100	0	2,100	1,500	1,500	0	0	0	
4599	Other Regular Donations	300	0	0	0	300	0	300	300	300	0	0	0	
4601	Sandbach Partnership	10,000	0	0	0	0	0	0	0	0	0	0	0	
4611	Remembrance Parade	2,000	3,390	0	0	3,500	0	3,500	2,890	2,890	0	0	0	
4640	CCTV Contribution	5,750	5,728	0	0	6,038	0	6,038	5,728	5,728	0	0	0	
4660	Allotments	1,000	1,000	0	0	1,000	0	1,000	1,000	1,000	0	0	0	
6110	Rates and Water	0	0	0	0	0	0	0	0	403	0	0	0	
Overhead Expenditure				111,380	116,143	0	0	86,848	0	86,848	70,173	0	0	0
9000	plus Transfer from EMR	0	14,600	0	0	0	0	0	0	3,359	0	0	0	0
9001	less Transfer to EMR	0	10,759	0	0	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve				(111,380)	(112,302)	(86,848)			(86,848)			0		

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Sandbach Town Council
Annual Budget - By Committee (Actual YTD Month 9)

Note: Annual Budget 2023-24

<u>2022-23</u>			<u>2023-24</u>					<u>2024-25</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1906	Christmas Markets Income	0	0	0	5,000	0	5,000	4,296	0	0	0
1910	Community Events Income	0	1,084	0	0	0	0	111	0	0	0
1912	Other income	0	1,200	0	0	0	0	0	0	0	0
4801	Ticket Income	0	3,360	0	0	0	0	50	0	0	0
Total Income		0	5,644	0	5,000	0	5,000	4,457	0	0	0
4508	Christmas Lights	0	0	0	29,150	0	29,150	25,882	0	0	0
4820	Community Events	20,500	15,602	0	24,025	0	24,025	15,658	0	0	0
4841	Jubilee civic costs	0	2,834	0	0	0	0	0	0	0	0
4844	King's Coronation Costs	0	-1,030	0	0	0	0	9,162	0	0	0
6230	Equipment renewals	0	0	0	0	0	0	980	0	0	0
6352	Christmas Market Expenditure	0	0	0	9,000	0	9,000	12,744	0	0	0
Overhead Expenditure		20,500	17,406	0	62,175	0	62,175	64,427	0	0	0
140 Net Income over Expenditure		-20,500	-11,762	0	-57,175	0	-57,175	-59,970	0	0	0
9000	plus Transfer from EMR	0	0	0	0	0	0	9,157	0	0	0
9001	less Transfer to EMR	0	12,000	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(20,500)	(23,762)	(57,175)			(57,175)	(50,813)			
Community & Events Committee - Income		0	5,644	0	5,000	0	5,000	4,457	0	0	0
Expenditure		131,880	133,549	0	149,023	0	149,023	134,599	0	0	0
Net Income over Expenditure		-131,880	-127,905	0	-144,023	0	-144,023	-130,143	0	0	0
plus Transfer from EMR		0	14,600	0	0	0	0	12,516	0	0	0
less Transfer to EMR		0	22,759	0	0	0	0	0	0	0	0

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Sandbach Town Council

Annual Budget - By Committee (Actual YTD Month 9)

Note: Annual Budget 2023-24

2022-23			2023-24						2024-25		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	(131,880)	(136,064)			(144,023)		(144,023)	(117,626)	0		
Total Budget Income	915,060	910,520	0	0	956,723	0	956,723	937,858	0	0	0
Expenditure	942,520	800,371	0	0	972,636	0	972,636	841,769	0	0	0
Net Income over Expenditure	-27,460	110,149	0	0	-15,913	0	-15,913	96,088	0	0	0
plus Transfer from EMR	0	113,050	0	0	0	0	0	178,979	0	0	0
less Transfer to EMR	0	52,259	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(27,460)	170,941			(15,913)		(15,913)	275,067	0		

SANDBACH TOWN COUNCIL**ASSETS & SERVICES COMMITTEE 31 JANUARY 2024****TOWN CENTRE WEED MANAGEMENT****Background**

As part of the budget setting process, Council approved the option to buy in its ranger services from ANSA, in line with many other Town Councils. There are several benefits to this approach particularly that the service will not be disrupted by staff absence of competing priorities for internal staff resource. The Committee will be aware that the Council's current ranger is almost fully employed covering long term staff absence and therefore its internal ranger service is very limited.

In the meantime the Council has been able to commission some ad hoc ranger input in the town centre, funded by the ranger underspend. This resulted in a rapid improvement to the look and feel of the town over the winter months and particularly for all the Xmas events such as the lights switch on and Christmas market.

In addition it is apparent that other 'top up' services are available which, in the long term would result in better and more economic weed management regardless of the ranger service.

CEC have reduced the weed spraying provision to one per year due to funding issues. It is possible however to commission additional sprays, which in turn, reduce the amount of direct maintenance required.

ANSA Quote

The price to spray Sandbach Town Centre following the footprint of the baskets, would be £538.46 (ex VAT) per occasion; total cost for 3 sprays £1,615.38 (ex VAT).

The spraying from CEC is carried out by Highways and would provide an additional 3 per seasons, we would carry this out on foot and early morning, to making sure all areas are covered, the spray carried out by highways would be by Quad Bike with in working hours, which has the potential to miss large amounts, due to people, cars etc, we would carry out the spraying 1st spray April, 2nd spray end June/July and 3rd September/October, this is the best times and amount we have found that gets the best results

Funding

It is recommended that this service is funded in the first year from the anticipated 2023-24 revenue underspend. Should it become a regular commission it will be included within the Council's budget setting process as a permanent revenue commitment.

Bought in Ranger Service

The Council is in discussion with ANSA regarding a potential SLA for a half time ranger, starting mid 2024-25, subject to staffing structure developments. This service

would be provided across all wards and would liaise with member and CEC to ensure the Council has the best resource within the budget it has.

Recommended That:

An additional 3 weed sprays are commissioned via ANSA at a cost of £1,615.38 funded by the 2023-24 revenue underspend.

SANDBACH TOWN COUNCIL

ASSETS & SERVICES COMMITTEE 31 JANUARY 2024

MARKET MODERNISATION – GAZEBO REPLACEMENT SCHEME

Background

As previously reported to this Committee, the Council is undertaking a modernisation programme for its market. Council has subsequently approved, at its meeting on 6 December 2023, an earmarked reserve of £30,000 for new investment as required.

To address the current challenges posed by worn out and frequently repaired existing gazebos, the acquisition of 38 new single gazebos for Sandbach Market is proposed as part of this programme. Due to the overall cost, the recommendation is to purchase half of the required upgraded gazebos at a time in a phased approach to reinvestment.

Business Case

The existing gazebos have served the market for numerous years and have deteriorated significantly, necessitating high maintenance in order to keep the market functioning.

In addition, 'double' gazebos which are 6 x 3 metres in size are extremely heavy, making them hazardous to construct, and requiring a 3 person team to set up and take down. This is costly in terms of staff resources required and also potentially exposes the Council to a health and safety risk.

Most outdoor markets, certainly of the scale and nature of Sandbach no longer use double gazebos for this reason, and it is proposed that all double gazebos are phased out of use over a period of time, and that all new gazebos are 'single' which is 3 x 3 metres. Single gazebos are much lighter and require 1 – 2 person team to construct. Finally, it is proposed that any double gazebos in reasonable condition are retained in the market store for external hire where hirers provide the resources to collect, construct and return hired items.

It is estimated, that the reduction in maintenance & market resources required through this investment will pay for itself over a 2-3 year period, notwithstanding the other benefits mentioned and set out further below.

Importance of Appearance

Given the weekly usage, the condition and appearance of the gazebos play a pivotal role in presenting a professional image to customers and the public. Traders' complaints regarding faulty gazebos, prone to falling and slanting, underscore the business case for this proposal.

Features of New Gazebos

The proposed gazebos have a lightweight design, reducing the risk of injury during setup and increasing overall staff efficiency. Their customizable strip allows for the prominent display of the Sandbach Market logo. The PVC roof material ensures resilience against rain, preventing soaking and mold.

Financial Implications

It is proposed that the gazebos are acquired in two instalments, in order to stagger the cost, and also to allow full testing of the new design before purchasing the whole batch required. This investment will be funded from the earmarked reserve, and any revenue underspend for 2023 – 24.

Quote from City B Group for Phase 1 is as follows:

Gazebo upgrade	Unit Cost	Quantity	Total	Notes
HD Ext Pro 40mm imported frames 3x3m	295	12	3,540	
Bmaxx 3x3m British manufactured HD PVC roofs	295	19	5,605	Re use 7 existing frames
Branded canopy for each roof displaying 'Sandbach Market' (new STC logo)	39	19	741	
3m PVC Gutters	35	18	630	For double gazebo functionality
Overall cost for 19 new gazebos (excluding VAT).	664	68	10,516	

It is possible to retain 7 existing single frames to save replacement cost as above.

Choice of Supplier - City B Group

City B Group, a highly reputable company based in Stoke, emerges as the preferred supplier. Having provided our gazebos in the past, their in-house manufacturing capabilities allow for limitless customizations. Positive reviews and recent large orders from Liverpool Market affirm their reliability.

Consideration of Alternatives

While the option to repurchase the same gazebos was considered, their outdated design, heaviness, and tacky appearance led to exploration of alternative suppliers. City B Group, already supplying many markets, emerged as the most fitting choice.

Recommended That;

- i) The business case for updated single gazebos is noted;
- ii) This committee recommend to Council that an investment of £10,516, funded from the earmarked reserve for this purpose, is approved.

CL / FT 25 January 2024