

#### SANDBACH TOWN COUNCIL MEETING AGENDA

Agenda for the meeting to be held on **Wednesday, 6 March 2024 at 7.00pm** in Sandbach Town Hall. The meeting will be clerked by the Chief Officer.

Apologies should be made to the Chief Officer as soon as possible, and no later than 5pm on the day of the meeting.

**Opening Reflections** 

#### 1. APOLOGIES FOR ABSENCE

#### 2. DECLARATIONS OF INTEREST

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

#### 3. MAYOR'S COMMENTS

#### PUBLIC QUESTIONS

The Town Mayor will adjourn the meeting to allow questions from members of the public relating to items on this agenda. After the questions the Town Mayor will reconvene the Town Council Meeting.

If a member of the public wishes to speak to an item which is NOT on the agenda, we request that written confirmation of the question to be raised is received by the Chief Officer three working days prior to the meeting, via <u>chiefofficer@sandbach.gov.uk</u>

#### 4. EXCLUSION OF PUBLIC AND PRESS Lead: Chair

**Action:** To consider, under the Public Bodies (admission to Meetings) Act 1960, the public and accredited representatives of newspaper be excluded from the meeting for the any items of business on this Agenda 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.

#### 5. CHESHIRE EAST COUNCIL SANDBACH MATTERS

Lead: Cllr Nicola Cook Action: To provide a verbal update on CEC Sandbach matters.

6. TO <u>APPROVE</u> THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 13 DECEMBER 2023 [ATTACHED].

[Link: https://sandbach.gov.uk/wp-content/uploads/2024/01/231213-Full-Council-Minutes-1-1.pdf]



7. TO NOTE COMMITTEE MINUTES 7.1 Minutes of the Meeting of the Planning, Consultation & Environment Committees held on 12<sup>th</sup> February 2024 (DRAFT). [Link: <u>https://sandbach.gov.uk/wp-content/uploads/2024/02/PCC-Minutes-240212-1.pdf</u>]



7.2 Minutes of the Meeting of the Assets & Services Committee held on 31<sup>st</sup> January 2024 (DRAFT)

[Link: https://sandbach.gov.uk/wp-content/uploads/2024/02/Assets-Services-Minutes-310124.pdf]



7.3 Minutes of the Meeting of the Finance, Policy & Governance Committee held on 07<sup>th</sup> February 2024 (DRAFT)

[Link: <u>https://sandbach.gov.uk/wp-content/uploads/2024/02/FPG-Minutes-7-February-2024.pdf</u>]



#### 8. MATTERS ARISING

8.1 Assets & Services Committee 31 January 2024
[Link: Item 10 A&S Agenda]
Lead: Assets & Services Committee Chair
Action: to approve the recommendation of the Committee as follows:

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

#### 8.2 Finance, Policy & Governance Committee 7 February 2024

[Attached: Draft Investment Policy]

Lead: Finance, Policy & Governance Committee Chair The Committee resolved that the updated policy was approved for recommendation to Full Council, subject to a statement being added to endorse an ethical approach to investments. [4 For; 2 Ag; 3 Ab - carried]. The Chief Officer has requested that a member of the committee recommends such a statement which also secures the financial viability of the Council's investments in line with other publicly funded bodies.

**Action:** to consider and approve the draft Investment Policy in the light of the Committee's recommendation.

#### 9. TRANSPORT FESTIVAL 3 YEAR FUNDING APPLICATION

[Attached: Transport Festival Committee Report; Transport Festival Grant Application & supporting documents] Lead: Mayor **Action**: To consider and approve the requested grant application of £20,000 per year for a 3 year agreement - April 2025 -2027

#### **10. CEC CAR PARKING STRATEGY – STC RESPONSE**

[Link: CEC Approved Parking Strategy found here: https://moderngov.cheshireeast.gov.uk/ecminutes/ieListDocuments.aspx?CId=9 61&MId=9854&utm\_medium=email&utm\_source=govdelivery] Lead: Mayor Action: to consider i) the implications and ii) the Town Council's actions following the CEC approval of this strategy.

#### 11. CEC CROSSING STRATEGY (Deadline 10 March)

[Attached: CEC Crossing Strategy] Lead: Mayor Action: to consider the Crossing Strategy and agree the Council's response.

#### 12. ANTI SOCIAL BEHAVIOR (ASB) FRAMEWORK

[Attached: ASB Framework Report] Lead: Mayor / Police Lead Member Cllr Kelvin England **Action:** To approve the ASB Framework and delegate the administrative arrangements to the Chief Officer's Office.

#### 13. COUNCIL EVENT PROGRAMME

[Attached: Chief Officer Report]

Lead: Mayor / Community & Events Committee Chair **Action:** *That the events programme for 2024-25 be endorsed.* 

#### 14. SANDBACH TOWN CRIER

#### Lead: Mayor

#### Action:

*i) to thank the Sandbach Town Crier, for his excellent service as the Council's Town Crier over 40 years;* 

*ii) to confirm the final event for the Town Crier to be during the Transport Festival on 21 and 22 April 2024;* 

iii) to approve the appointment of a new Town Crier through a competition during the Day of Dance event on 1 June or other suitable occasion, and delegate the new appointment to the Chief Officer in consultation with the Mayor.

#### **15. YOUTH CLUB & CONSULTATION UPDATE**

[CEC Draft SLA and Chief Officer Report circulated to members] Lead: Mayor

#### Action:

*i) to note the joint public consultation for Youth Service Provision in Sandbach between CEC Youth Service and Sandbach Town Council, approved by Council;* 

*ii) to approve the CEC SLA for Youth Service Support to run a Youth Club; iii) approve the appointment of staff initially on a 12 month contract to deliver a Youth Club, as approved by Council on 13 December 2023, funded by the Youth Provision earmarked reserve of £30K* 

*iv) to note the intention to apply for grant funding of suitable Youth Club kit based on the outcome of the Consultation and CEC Youth Service advice.* 

#### 16. D DAY 2024 PROPOSALS

[Attached: D Day Working Group meeting notes and actions] Lead: D Day Working Group Lead Cllr Ann Nevitt Actions:

- *i)* to approve the proposal for the D Day Event;
- ii) to approve the delegated authority of the implementation of the event to the Chief Officer in consultation with the D Day Working Group;
- iii) to approve a maximum budget of £2,000 to be funded from General Reserves to fund this one off event.

### 17. MEMBER'S ITEM (CLLR WHEATCROFT – MONITORING PLANNING DECISIONS)

[Attached: Member's item form] Lead: Cllr Tim Wheatcroft **Action:** *to approve the member proposal.* 

#### 18. MEMBER'S ITEM (CLLR RICHARDS – SCHOOL ENGAGEMENT)

[Attached: Member's item form] Lead: Cllr Simon Richards **Action:** to approve the member proposal.

#### **19. GRANT FEEDBACK**

[Attached: Grant Feedback Form] Lead: Mayor **Action:** *to note the feedback from Council funded event.* 

#### **20. FINANCE UPDATE**

[Attached: Third Quarter budget statement and variance analysis] Lead: Chief Officer Action: To approve the third quarter budget statement and variance analysis.

#### 21. SO 27 URGENCY DECISIONS REPORT

#### 21.1 Festive Illuminations Lighting Contract 2024 to 2026

[Attached: Festive Illuminations Lighting Contract] Lead: Chief Officer Action: To note the decision taken under the Council's

**Action:** To note the decision taken under the Council's urgency procedures to approve a 3 year contract with Blitz Fireworks Limited.

#### 21.2 Bloom Service Agreement 2024

[Attached: Bloom Service Agreement] Lead: Chief Officer **Action:** To note the decision taken under the Council's urgency procedures to approve a 1 year contract with ANSA.

### 22. SANDBACH TOWN COUNCIL BUSINESS ADMINISTRATION APPRENTICE SCHEME

[Attached: Chief Officer Report] Lead: Mayor **Action:** *to approve the proposed apprentice scheme to be launched in 2024-25.* 

#### 23. RANGER SERVICE

[ANSA Ranger Service Level Agreement circulated to members] Lead: Mayor

Council resolved, at its meeting on 6 December 2023, that it would buy in a Ranger Service from 2024-25 as part of its budget approval decision. **Action:** 

- *i) to approve the Service Level Agreement to be funded by the 2024-45 revenue budget provision;*
- *ii)* To approve delegated authority to the Chief Officer to finalise and implement a 2 year SLA during 2024-25.

#### 24. STAFFING UPDATE

#### Lead: Chief Officer

Action:

- *i) to receive an update regarding current staffing issues;*
- *ii)* to delegate authority to the Chief officer in consultation with the Chair of Personnel and the Council's external HR adviser to progress a current issue to conclusion;
- iii) to note a permanent contract change;
- *iv)* to note a 6 month temporary staffing structure to be implemented 1 April 2024 through a process agreed with the Council's external HR adviser.

#### 25. ITEMS FOR FUTURE MEETINGS & PUBLICITY

Lead: Mayor

Action: To propose items to be considered on the next Agenda and items for publicity.

#### 26. DATE, TIME AND PLACE OF NEXT MEETING

The next Town Council Meeting is the taking place on Wednesday 15 May 2024 (Annual General Meeting and Mayor Making) at 7pm in Sandbach Town Hall.



#### SANDBACH TOWN COUNCIL MEETING MINUTES

Minutes for the meeting held on Wednesday, 13th December 2023 at 7.00pm in Sandbach Town Hall

**Present** Councillors: J Arnold, N Cook, S Corcoran, L Crane (Chair), M Deakin, K England, K Flavell, E Gray, D Hegarty, M Hough, G Lindop, L MacGregor, M Mitchell, M Muldoon, A Nevitt (vice Chair), S Richards, T Wheatcroft;

Chief Officer Ceri Lloyd (Meeting Clerk).

#### 1. APOLOGIES FOR ABSENCE

Apologies received from Cllrs J Beddows and G Price Jones. Absent without apologies Cllrs D Poole and S Broad.

#### 2. DECLARATIONS OF INTEREST

Cllrs S Corcoran, N Cook, L Crane and M Muldoon declared a non-pecuniary non-prejudicial interests due to their role as Cheshire East Councillors.

#### 3. MAYOR'S COMMENTS

The Mayor updated the meeting on the last week's activities which had been busy with numerous Christmas events. She made a special mention of the Tree of Life Event organised by Friends of the Cemetery and part funded by the Town Council. The Mayor thanked a member of the Council who had played a major role in organising this event. The Mayor announced that she was delighted to confirm that Sandbach Town Council was now 'officially' a dementia friendly Council and that she had received the certificate earlier in the month. She particularly thanked Cllr Hegarty for his work to deliver this for the Council. Finally, the Mayor thanked all members and staff who had gathered earlier to individually sign the Member – Officer Protocol, adopted by the Council at its meeting last week, as a commitment to follow the best practice model for effective working in the public interest.

#### **PUBLIC QUESTIONS**

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

Katy O Regan spoke to the Council, regarding some correspondence she had previously sent to all Councillors, regarding her proposal to invite the Council in collaborative working with her local publication 'Go Local Sandbach' for its events and publicity. A number of questions were asked in advance of the debate held on the item later on the agenda.

Ex Councillor, Mr. Richard Hovey, also asked a question, which had been sent in advance to the Chief Officer, regarding the Town Council's plans to reestablish the Neighbourhood Working Group in the light of recent developments and not least the revised HS2 proposals. Cllr Muldoon, as Vice Chair of PCE Committee welcomed the question and confirmed that the PCE Committee would be discussing this at their next meeting and would welcome Mr Hovey's input when the working group was re launched.

After the questions the Mayor reconvened the Town Council Meeting.

4. EXCLUSION OF PUBLIC AND PRESS

#### Lead: Chair

**Resolved:** No items were excluded from press and public under the Public Bodies (admission to Meetings) Act 1960.

#### 5. CHESHIRE EAST COUNCIL SANDBACH MATTERS

Lead: Cllr Sam Corcoran

Cllr Corcoran updated members on Sandbach specific CEC matters. He confirmed the many consultations which are currently underway and provided the deadlines and relevant committee dates. He noted that Crewe was the biggest loser under the revised HS2 plans, yet was receiving no compensatory funding under Network North proposals. He noted that the Sandbach High Street was performing well and felt that this demonstrated change did not necessarily mean decline. Cllr Nevitt sought clarification on when the cemetery report would be published as she felt this was overdue. **Action:** *the update on CEC Sandbach matters was received.* 

### 6. TO <u>APPROVE</u> THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 6 DECEMBER 2023 [ATTACHED].

**Resolved:** The minutes of the meeting of 6<sup>th</sup> December were approved as an accurate record.

#### 7. CEC STRATEGIC LEISURE REVIEW CONSULTATION LAUNCH

Attached: [email from CEC relating to the Strategic Leisure Review consultation] Lead: Mayor

A wide discussion took place regarding CEC's Strategic Leisure Review and the impact it could have on Sandbach. Cllr Arnold reported that he and Cllr Crane (and the Chief Officer) had attended a briefing from the Interim CEC Head of Environment Services, who had explained the background and detail of the proposals which focussed on the Sandbach (Joint Use) Leisure Centre. It was highlighted that the major cost of the Centre was the Joint Use Pool and that CEC were exploring a number of options and principles to reduce costs or increase income to meet additional budget reduction targets for 2024-25.

A number of individual points were made to object to any reduction in service or increase in prices for Sandbach residents for this facility and that it was in high demand providing a valuable service, not least teaching young (all) people to swim at an affordable rate. The essential link was made between the provision of leisure services and improved health outcomes, and that the 'Tartan Rug' exercise to identify needs analysis had highlighted that Sandbach had pockets of deprivation, an elderly population and a large cohort of young families. As part of the debate, Sandabch residents were implored to respond to the consultation directly and / or ensure they used the facilities as much as they were able to demonstrate its value to the community and the Borough Council.

The unanimous position of the Council was to respond to the consultation capturing the points made and strongly objecting to any proposals to reduce this provision, increase prices or limit its access in any way.

**Resolved:** To approve delegated authority to the Chief Officer to draft a response based on the comments made at Council, share it with Council, publish on the website as a framework for the public to participate, and submit to CEC by the deadline of 7<sup>th</sup> January 2024.

#### 8. D DAY 2024 & VE DAY 2025 80 YEAR COMMEMORATIVE EVENTS

Lead: Community & Events Committee Vice Chair

Cllr Nevitt outlined the significance of these events and emphasised the need to plan early in order to make adequate provision. This was supported by Council and Cllr Crane suggested that VJ Day should also be commerated and dealt with by the same working group. Members were asked to confirm to the Chief Officer to join the working group which would deal with all 3 events.

**Resolved:** to develop proposals for 80 Year commemorative events for D DAY (June 2024) VE DAY (May 2025) and VJ Day (August 2025) for Council to consider and include within the Town Council events programme, through one specific working group.

#### 9. VIMIERA ANNUAL COMMEMORATION VERBAL UPDATE

Lead: Mayor

**Resolved:** the arrangements for the Vimiera Commemorative event were noted, and it was approved that this significant event would be included in the Town Council's annual event programme on 9<sup>th</sup> January each year.

#### 10. HOSTING YIZKOR IN THE LEAD UP TO HOLOCAUST MEMORIAL DAY 2024 AT SANDBACH TOWN HALL

Lead: Mayor / Cllr S Corcoran

Members felt that this was a valuable event and were happy to support it through free use of the town hall. It was noted that this should not be confused with possible hire of the Town Hall for the annual Holocaust Memorial Day which would be offered to CEC at the standard commercial rate as usual. **Resolved:** *To provide the Town Hall free of charge to host Yizkor on Monday* 

22nd January 2024.

#### **11.CORRESPONDENCE**

Lead: Mayor

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The Mayor returned to the presentation which had been made under public questions. She confirmed that the Council had to be impartial in terms of sharing publicity and obliged to meet various financial regulations regarding procurement etc. Overall the Council welcomed the invitation to work with Go Local and all other publicity outlets in the interests of better communications and public engagement. The point was made that this would be dealt with under the Council's wider communications and engagement strategy review. **Resolved:** *the presentation and correspondence were noted.* 

#### **12. ITEMS FOR FUTURE MEETINGS & PUBLICITY**

Lead: Mayor **Resolved:** Commemoration Working Group proposals; Vimiera event; Neighbourhood Planning Working Group set up and proposals.

#### 13. DATE, TIME AND PLACE OF NEXT MEETING

The next Town Council Meeting is the taking place on Wednesday 6<sup>th</sup> March 2024 at 7pm in Sandbach Town Hall



## SANDBACH Town Council

### INVESTMENT & TREASURY MANAGEMENT STRATEGY

### Approved:

Date To Be Reviewed: 2028

#### INTRODUCTION

This policy has been developed in accordance with:

- 1. Statutory Guidance on Local Government Investments (3rd Edition) issued under section 15 (1)(a) of the Local Government Act 2003 and effective for financial years commencing on or after 1 April 2018
- The Treasury Management Code issued by CIPFA "Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes, 2017 Edition"

#### **RELEVANT GUIDANCE**

Statutory Guidance has been issued by the Government on Local Government Investments (3rd Edition) issued under section 15 (1)(a) of the Local Government Act 2003 and effective for financial years commencing on or after 1 April 2018. The key principles of the guidance are transparency and democratic accountability. The guidance is statutory for parish councils, providing their total investments exceed or are expected to exceed £100,000 at any time during the financial year.

The guidance states that local authorities who hold treasury management investments should apply the principles set out in the CIPFA Treasury Management Code. There are 3 key principles within section 4 of the Code which are:

- 1. The Council should put in place formal and comprehensive objectives, policies and practices, strategies and reporting arrangements for the effective management and control of their treasury management activities.
- 2. Policies and practices should make clear that the effective management and control of risk are prime objectives of their treasury management activities and that responsibility for these lies clearly within their organisations. Their appetite for risk should form part of their annual strategy, including any use of financial instruments for the prudent management of those risks, and should ensure that priority is given to security and portfolio liquidity when investing treasury management funds.
- 3. The Council should acknowledge that the pursuit of value for money in treasury management, and the use of suitable performance measures, are valid and important tools for responsible organisations to employ in support of their business and service objectives; and that within the context of risk management, their treasury management policies and practices should reflect this.

#### **INVESTMENT STRATEGY 2024/25**

Sandbach Town Council acknowledges the importance of prudently investing the surplus funds held on behalf of the community.

The Council defines its treasury management activities as:

The management of the Council's cash flows, its banking and money Page | 2

market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks.

Sandbach Town Council holds investments for treasury management purposes. Yields that are generated from these financial investments will be added to CCLA Public Sector Deposit Fund received within the revenue accounts.

This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council's treasury management activities and the associated risks.

#### Indicators

The guidance states that where authorities are holding treasury management investments for more than 12 months, they should include quantitative indicators that allow Councillors and the public to assess a local authority's total risk exposure as a result of its investment decisions. The indicators used should be consistent from year to year and should be presented in a way that allows elected members and the general public to understand a local authority's total risk exposure from treasury management and other types of investment.

Where a local authority has entered into a long term investment or has taken out long term debt to finance an investment, the indicators used should allow Councillors and the general public to assess the risks and opportunities of the investment over both it's payback period and over the repayment period of any debt taken out.

#### INVESTMENT POLICY

#### Investment objectives

The three primary objectives of a prudent investment policy are:

- 1. Achieving security (protecting the capital sum from loss);
- 2. Liquidity (keeping the money readily available for expenditure when needed);
- 3. Where possible, offsetting the impact of inflation.

Once proper levels of security and liquidity are determined it will then be reasonable to consider a third objective, what level of yield can be obtained consistent with the first two objectives.

#### **Investment Priorities**

Sandbach Town Council's investment priorities therefore are:

- the security of its reserves;
- the adequate liquidity of its investments;
- the return (yield) on investment the Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments of money under the control of the Council shall be in the name of Sandbach Town Council.

The Department for Levelling Up, Housing and Communities, maintains that the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.

Where external investment managers are used they will be contractually required to comply with the Strategy.

#### Security

In order to diversify an investment portfolio largely invested in cash, investments will be placed with a range of approved financial institutions to minimise risk.

Financial investments can fall into one of three categories:

- 1. Specified Investments
- 2. Loans
- 3. Other Non-Specified Investments

#### 1. Specified Investments

- Specified investments are those offering high security and high liquidity;
- All investments will be made in sterling;
- Specified investments are not long term, the local authority has contractual right to repayment within 12 months;
- The investment is made with a body or in an investment scheme described as high quality or with one of the following bodies:
  - o The United Kingdom Government
  - A local authority in England or Wales (as defined in section 23 of the 2003 Act) for a similar body in Scotland or Northern Ireland; or
  - o A parish council or community council.

The Council will only invest in institutions of high credit quality – based on information from approved credit rating agencies. High credit quality is defined as a body or investment scheme with an 'A' or P1 rating.

The Council will monitor the risk of loss on investments by review of credit ratings on a quarterly basis. Sandbach Town Council will assess the risk of loss before entering into, and whilst holding, an investment.

#### 2. Loans

The guidance states that a local authority may choose to make loans to local enterprises, local charities, wholly owned companies and joint ventures as part of a wider strategy for local economic growth.

There are specific conditions that the local authority must be able to demonstrate in order to undertake this type of investment and the guidance contains a detailed explanation.

Sandbach Town Council does not currently provide any loans.

#### 3. Non-Specified Investments

Non-Specified Investments are those which are not a loan, nor does it meet the criteria to be treated as a specified investment.

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Examples may be long term investments (longer than 12 months) and investment in stocks and shares.

Given the unpredictability and uncertainty surrounding investments in stocks and shares, Sandbach Town Council will not participate in such investments.

The Council's policy on liquidity states that only short-term investments will be held.

#### Liquidity

The Chief Officer/RFO and Chair of Finance, Policy and Governance Committee will determine the maximum period for which funds may prudently be invested, so as not to compromise liquidity.

The Town Council's policy will include short-term investments (no longer than 12 months) and ensure liquidity.

#### Return

The Town Council shall only invest with banks/building societies which it defines as "High Credit Quality". This being those with a credit rating of A with Moody's Investors Service or BBB with Standard and Poor's or Fitch Ratings Ltd. The Town Council also invests in the CCLA Public Sector Deposit fund subject to it maintaining a credit rating as required above.

#### Reporting

The Council will report on the return on investments within the annually produced Investment Position Statement as an indicator of investment performance.

#### Publication

The guidance states that the Council's Investment Strategy should be publicly available on a local authority's website.

#### Annual Reporting on Investments

At the end of the financial year, the Chief Officer/RFO will provide a report on the performance of the Council's investments and an Investment Position Statement to the Finance Policy and Governance Committee at their first meeting of the new financial year.

Within the annually produced Investment Position Statement, the Council will report on:

- Return on investments as an indicator of investment performance
- Debt to net revenue expenditure (gross debt as a percentage of net revenue expenditure, where net revenue expenditure is a proxy for the size and financial strength of a local authority)

#### **Review of Investment Policy**

The Investment Policy will be reviewed every 4 years by the Council in line with agreed approach to policy review. The Council shall be able to amend or make variations to the Policy at any time following consideration of recommendations from the Chief Officer/RFO.

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## 8.2

#### Setting the Investment Strategy

For each financial year, a local authority should prepare at least one Investment Strategy which needs to contain the disclosures and reporting requirements specified in the guidance.

The Strategy should be approved by Council. The Secretary of State recommends that the Strategy should be presented for approval prior to the start of the financial year.

Where a local authority proposes to make a material change to its Investment Strategy during the year, a revised Strategy should be presented to Council or equivalent for approval before the change is implemented.

#### **Treasury Management Advice**

Sandbach Town Council recognises that neither members or officers are experts in the field of treasury management. As such, the Council should review its level of investment on an annual basis and assess if there is a requirement to obtain independent, external, expert 'Treasury Management' advice in reviewing the Investment Strategy and the allocations of Specified Investments. Treasury Management advice may potentially be sourced from the principal local authority or a specialist treasury management advisory firm who specialises in local authority and local town and parish councils.

#### **Banking Arrangements**

The Council will periodically review its banking arrangements by a competitive process which balances returns, high street presence, accessibility of funds, service level, bank charges and ethical credentials.

#### Mayor's Account

An account is held with National Westminster Bank in the name of Sandbach Town Council Mayor's Charity Account. The funds in the account are raised from charitable activities performed by the Mayor during their term of office and are paid to the Mayor's nominated charities/voluntary/community organisations at the end of their term.

These funds do **not** belong to Sandbach Town Council and, as such, fall outside the scope of this investment position statement. A statement showing the activity in the year and closing balance on the Mayor's Charity Account is reported to the first meeting of the financial year of the Finance, Policy and Governance Committee.

CL 1.2.24

#### Future funding for the Sandbach Transport Festival 2026-2028

#### Background

The 2022 and 2023 Festivals were very successful and well attended.

The Festival is spread over 2 days – Saturday and Sunday and includes a Music Festival on the Cobbles, market stalls and children's entertainment in Sandbach Park. For the 2022 Festival we would have liked to have provided more activities in the Park but were constrained by our budget.

The 2022 Festival cost just over £22,000 to put on – with £12,000 + £5000 funding from STC, £1,000 from our reserves and £4,300 from traders and sponsors. The full cost of the 2023 Festival was over £25,600. In 2023 we increased the income from traders and sponsors to £5,500.

In 2022 and 2023 we received a range of subsidised services e.g. Health and Safety advice and support, Cabin for on-site office etc., marketing and advertising. We also sought to reduce costs in other ways e.g. by producing Certificates in-house and forgoing trophies to winning exhibitors. In 2023 we increased the number of market stalls in order to raise more alternative funding.

We have looked at other sources e.g. Cheshire East Council but did not meet the criteria needed to access this funding. The real cost of the 2022 and 2023 Festivals would have been closer to £30,000 and £33,000 respectively. For the 2024 Festival we are planning to hold fundraising activities.

#### Value for money and local impact

We believe that the Festival is particularly good value for money in terms of the contribution from STC. The Festival has become a key event in the town calendar and brings a significant boost to the local economy. In 2023 we acted upon criticism in 2022 about the scope of the road closures by closing fewer roads.

#### Reaching a wide range of people

The visitors included a very high proportion of families with children and adult couple. In 2023 we had sought to make the 2 days quite distinctive and offering more to families. On the Saturday we had a motorcycle stunt team display. This had the most positive feedback of any of the activities and we have booked them again for 2024. Some people asked why we hadn't booked the Spitfire, so we have booked it for 2024.

The Music Festival in 2023 was particularly well supported and the extension of the hours on Saturday to 9.30 pm was generally well received.

#### Contribution to the local economy

The Festival also has a positive impact on the local economy: by attracting visitors and their expenditure to the town; using local supply chains; and creating local employment.

This is in addition to the social return on investment generated as a result of the improved perceptions of place, sense of community and increased well-being of local residents.

#### The future

We want to see the Festival continue to develop, especially in raising its appeal to the 16-24 age group. We see the role of STC is to act as the key commissioner of the event.

Does the Festival need to be over 2 days?

There is divided opinion in the town. Many like it over 2 days but some traders would prefer it to be 1 day – on a Sunday. In terms of costs it would not halve the cost if it were a 1-day Festival – indeed they would be little saving on some items e.g. insurance. Also in terms of organisation and planning it is more cost effective to have a 2-day Festival.

Could the Festival be smaller in scope?

It could be. However, this would mean a reduction in the range of activities on offer thus appealing to a much smaller range of people. Also, many of the costs would not be cut by a half by making it smaller.

The 2024 Festival will take place on 20-21 April. We hope to have a wider range of activities in the Park.

To enable long-term planning we propose a continuation of a 3-year rolling budget (£18,000 agreed by STC in June 2022, covering 2023, 2024 and 2025) increased to £20,000 per year to be reviewed every 3 years. This funding would cover 2026, 2027 and 2028.

Martin Forster On behalf of the Sandbach Transport Festival organising committee 16 January 2024

## **Crossing Facilities Strategy**

First Draft

September 2023

Working for a brighter futures together



OFFICIAL



#### Document history and status

Rev	Date	Description	Ву	Review	Approved
R1	Sept 2022	DRAFT Crossing Facilities Strategy	F Price		



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#### 1. Strategy background

#### 1.1 Overview

The Council recognises that having a strategy for the provision of pedestrian crossings is important for the safe movement of those crossing the highway. It also lends support to realising the councils Local Transport Plan objectives of enabling greater active travel and promoting a healthier active lifestyle.

This Pedestrian Crossing Strategy governs the installation of both controlled and uncontrolled pedestrian crossings to aid the safe passage of pedestrians, cyclists and horse riders. The Council receives many requests for pedestrian crossings, and it is important that the most deserving locations are prioritised against the available budgets under the various programs of work the Council identify.

This document is termed a pedestrian crossing strategy, but this is an umbrella term and includes cyclists and horse riders whilst accommodating vulnerable road users.

Crossings are provided as amenities to give access and easier movement across our highways. Generally, the provision of crossings should be targeted to assist those who experience the most difficulty and potential danger whilst also providing higher quality facilities that encourage walking and cycling wherever possible.

The type of crossing installed depends on several factors and should be appropriate to the circumstances of the location. There are many advantages and disadvantages to each type of available crossing facility with the demands and behaviour of road users being a key consideration.

To protect crossing users and to help them cross the highway, we provide different types of crossings at road junctions and busy crossing points.

These include:

- uncontrolled crossings
- Pedestrian island
- Zebra
- Puffin
- Toucan
- Pegasus
- Parallel

To cross the highway safely, sufficient crossing opportunities in traffic flow are required, along with pedestrians being able to estimate vehicle speeds. Most people can cross without the provision of a controlled crossing if there are sufficient crossing opportunities. At locations with higher vehicular flows, particular groups of pedestrians, may require a crossing facility before they feel it is safe enough to cross.





#### 2. Introduction

#### 2.1 Background

Creating safer crossing points plays a crucial role in encouraging pedestrian activity, especially for vulnerable road users.

The right type of crossing in the right location is key as different types of crossing are appropriate at different locations. The factors such as road character, traffic speed, along with vehicle and pedestrian numbers should be taken into consideration.

It is necessary to evaluate and prioritise requests for new installations as the whole life costs of crossings needs to be considered. The Councils budget constraints can limit the number of crossing facilities being provided and maintained.

Propensity for active travel is greatly linked to local affluence of an area.

This Strategy aims to achieve consistency in the assessment and provision of pedestrian crossings across the Borough prioritising locations where they are most needed.

#### 2.2 Scope

This Strategy shall apply to:

- Cheshire East's existing road network
- New roads constructed by or on behalf of Cheshire East Council; and
- New roads constructed by others for adoption by Cheshire East Council



#### 3. Policy Context

#### 3.1 National Guidance

For roads with a speed limit of 40mph or under, we adhere to the current government guidance on the assessment and design of crossings outlined in 'Traffic Signs Manual Chapter 6 Traffic Control'. This supersedes the previous guidance given in Local Transport Note (LTN) 1/95 The Assessment of Pedestrian Crossings and LTN 2/95 The Design of Pedestrian Crossings.

For roads with speed limits above 40mph, the Design Manual for Roads and Bridges (DMRB) may be more appropriate. The current standards for the design and assessment of crossings are; GG 142 - Walking, Cycling and Horse-riding Assessment and Review and CD 143 - Designing for Walking, Cycling and Horse-riding.

Where a crossing is desired to support a cycle route the requirements of the guidance set out in Cycle Infrastructure Design (LTN1/20) should be considered.

Additionally, where a crossing is desired, the Department for Transport (DfT) guide titled Inclusive Mobility, A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure, should be considered.

Traffic Signs Manual Chapter 6 Traffic Control, recommends that authorities develop their own policy to set out which types of crossing are to be provided in what circumstances, and why to ensure local policy is applied consistently and road users are clear of what is expected of them.

The choice of crossing type and their design is also complemented by further advice in Manual for Streets.

#### 3.2 Cheshire East Council context

This policy recognises that the highway network is for use by all. Its strategic aims are promoting sustainable active travel, help create healthy communities and reduce carbon emissions through the introduction of crossing facilities to support our local communities.

#### 3.3 Local Transport Plan

The Local Transport Plan sets out a framework for how transport will support wider policies to improve our economy, protect our environment, make attractive places to live, work and play and the role transport will play in supporting the long-term goals of the Council.

This strategy helps deliver the priorities of the Local Transport Plan by setting out how the Council manage requests for crossing facilities and the types of crossing facility that can be accommodated in the Borough. This is alongside the active travel aspirations of the Council when considering implementation of a crossing.

The Strategy also recognises that to support economic growth some locations should be prioritised for the consideration of crossing facilities. This is illustrated in the Prioritisation Matrix identified in Section 5.





#### 4. Crossing Types

#### 4.1 Introduction

There are two categories of formal pedestrian crossings: Uncontrolled and Controlled. The following sections outline the categories and illustrate the crossing types in each category.

#### 4.2 Uncontrolled Crossings

An uncontrolled crossing can significantly benefit wheelchair or motorised scooter users as the kerb is lowered to be in line with the carriageway. They are usually used in areas of high footfall, low traffic and where a controlled crossing cannot be justified.

The two main types of uncontrolled pedestrian crossing points are:

- Dropped kerbs
- Dropped kerbs with a pedestrian refuge

Before implementing uncontrolled crossings, site assessments will be undertaken and considered alongside the engineering judgement of the assessing highway engineer.

#### 4.2.1 Dropped Kerbs



Figure 1 Example of a dropped kerb

Dropped kerbs are used in low-traffic areas to support pedestrian routes.

A dropped kerb is mainly to be used when traffic volume and speed is low. Although they are subject to site constraints, they can be introduced without a formal consultation.

Dropped crossings support pedestrian routes for vulnerable road users. New dropped crossings will include tactile paving to assist visually impaired people to locate the dropped crossing point.

The tactile paving also provides a warning to help pedestrians differentiate between where the footway ends, and the carriageway begins.



#### Highways

Tactile paying should be installed in accordance with the latest revision of DfT guidance Document 'The use of Tactile Paving Surfaces' guidance, wherever possible, whilst ensuring the 'right solution' in the 'right location'.

Drivers should give way to those waiting to cross a road.

#### 4.2.2 Dropped Kerb with a pedestrian refuge



Figure 2 Example of a dropped kerb with a pedestrian refuge

A dropped kerb with a pedestrian refuge is considered where the road width exceeds 10 metres. They provide a refuge for pedestrians and cyclists and narrow the carriageway which may also reduce speed of traffic.

This type of crossing may help pedestrians cross quicker as a gap in traffic is only required from one direction at a time. However, capacity can be an issue if a large number of pedestrians need to stand on the refuge.

#### 4.3 **Controlled Crossings**

Controlled crossings use a combination of road markings and signals as the control mechanism for pedestrians and traffic.

For all new controlled crossings, the asset register should include notes on the reason for the installation of the crossing facility.

The introduction of a controlled crossing should be in line with the latest Department for Transport, DfT, guidance such as Traffic Signs Manual chapter 6 or Local Transport Note LTN 1/20.

All new or upgraded crossing facilities should include:

- adequate drainage,
- ducting for cabling with sufficient capacity for future upgrades,
- adequate lighting levels in line with national guidance or standards
- low energy consumption equipment
- Tactile paving



#### Highways

Signalised crossing facilities may include audible 'bleepers', if this has been assessed as necessary by a suitably qualified and experienced design engineer. They should also consider the use of assistive technology to support vulnerable road users.

The waiting time for pedestrians at signalised crossing facilities will be no more than 30 seconds at peak times unless the crossing facilities are linked to junction signals.

When considering the installation of controlled crossing facilities the Council will use the most appropriate type for the location in line with national guidance such as Local Transport Note, LTN, 1/20 and Design Manual for Roads and Bridges, DMRB.

The types of crossing outlined in sections 4.3.1 to 4.3.8 are the most commonly used types.

#### 4.3.1 Zebra Crossing



Zebra crossings are usually considered where pedestrian flows are relatively low and traffic flows are no more than moderate, as well as considering wider context and design factors.

The likely effect of a Zebra crossing can be tested by checking the availability of gaps in the traffic. Gaps of around five seconds are needed for an able person to cross a 7-metre carriageway.

Figure 3 Example of a zebra crossing

Vehicle delays are typically five seconds for a single able person crossing but can be much

more where irregular streams of people cross over extended periods.

Where gaps in traffic flows are few, and waiting times long because people feel it may be hazardous to establish precedence, a Zebra crossing is likely to be unsuitable. Where traffic speeds are higher than 30 m.p.h., people will require longer gaps in the traffic flow or be exposed to the risk of more serious injury if precedence is not conceded for any reason.

Zebra crossings should not be installed on roads with an 85th percentile speed of 35 m.p.h. or above.

Zebra crossings should not be considered where there are significant numbers of vulnerable road users.

Additional LED lighting in posts and around the flashing beacon may also be considered.



#### 4.3.2 Parallel Crossing



Figure 4- Example of a parallel crossing

Parallel crossings operate similar to zebras. However, they also include the provision for cyclists to cross without having to dismount. The parallel crossing consists of a standard zebra crossing as above, however, an adjacent area to the zebra is marked with a broken white line for cyclists to cross to provide a continuous route for cyclists.

Those on the road must stop when they see a crossing user about to cross.

#### 4.3.3 Signalised control crossings

Signalised Controlled Crossings are more suitable where:

- vehicle speeds are high, and other options are thought unsuitable;
- there is normally a greater than average proportion of vulnerable road users
- · vehicle flows are very high and pedestrians have difficulty in asserting precedence
- there is a specific need for a crossing for cyclists or equestrians;
- the crossing could be confused by traffic management measures such as a contra-flow bus lane;
- · there is a need to link with adjacent controlled junctions or crossings;
- The numbers of people crossing are high and delays to vehicular traffic would otherwise be excessive.

The Council does not install count down timers for crossing users at standalone controlled crossings.

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4.3.4 PUFFIN Crossings (Pedestrian User Friendly Intelligent Crossing)

Figure 5- Example of a Puffin Crossing

Puffin crossings can take account of the overall crossing time, which is established each time by on crossing pedestrian detectors. The green man signal only represents an invitation to cross and is followed by an adjustable 'all red period'. This period is determined by the on-crossing pedestrian detectors and is extended sufficiently to allow a pedestrian to safely cross the carriageway.

The demand for the crossing is triggered by the push button unit but kerbside pedestrian detectors can be fitted to cancel demands that are no longer required (when a person crosses before the green man lights). At some crossings a demand can also be registered through use of a 'Smart app' or 'Smart Cross' device to support those with visual impairments.

Puffin crossings have the red man/green man signals above the push button unit on the approaching traffic side of the crossing. This layout encourages pedestrians waiting at the crossing to look at the approaching traffic at the same time as looking at the red man/green man signal.

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#### 4.3.5 TOUCAN Crossings (Two can cross)



Figure 6 Example of Toucan crossing

Toucan crossings are designed for both pedestrians and cyclists and are typically used adjacent to a cycle-path (Cyclists should dismount to cross the road using Zebra, Pelican or Puffin crossings).

There is a green/red cycle symbol alongside the green/red man. At Toucan crossings the crossing time is established each time by on-crossing detectors in the same way as Puffins. The cost of a Toucan is similar to that of a Puffin however a Toucan crossing has four pushbuttons and the crossing point is wider in order to accommodate cyclists and pedestrians simultaneously.

A toucan crossing can only be sited where it links sections of a cycle route.

The installation of a Toucan crossing is determined following assessment against LTN1/20.

4.3.6 Pegasus Crossings



Figure 7 Example of a pegasus crossing

Pegasus crossings are similar to Toucan crossings but have a separate corralled area with a higher mounted red/green horse symbol and push buttons to allow horse riders to cross.

This type of crossing is only used where many equestrian crossing movements are made across a busy main road.

A pegasus crossing can only be sited where it links sections of bridleway.



#### 4.3.7 Crossing facilities at signalised junctions



Figure 8 Example of crossing facilities at signalised junction

Crossing facilities should be considered at all signalised junctions by default, supporting safe pedestrian movement.

#### 4.3.8 Advanced Cycle Signals



Figure 9- Example of Advanced cycle signals

These are used to connect cycle routes across or through junctions. The distinguishing feature is the use of detectors which differentiate for cyclists at an advanced stop line.

These crossings are purely for use by cyclists and are only found at signal controlled junctions.

#### 4.3.9 Other crossing types

The Council may consider the installation of alternative crossing types which support modal shift and active travel. The type of crossing will be informed following assessment and consideration against national design guidance.





#### 5. **Prioritisation of Crossing Requests**

#### 5.1 Introduction

The Council receives many requests for pedestrian crossings, both controlled and uncontrolled each year. It is often not possible to consider every location in detail within the available budgets. Therefore, a mechanism for prioritising locations for further consideration is important. This ensures all requests are considered against consistent criteria, allowing the impact of limited budgets to be maximised.

#### 5.2 Prioritisation

A prioritisation matrix, Appendix A, will be used to determine a score for each location. The top percentile of locations will be investigated further for location assessment, possible crossing type and deliverability within the budgets available.

The top percentile of locations will be determined annually and taken forward for further investigation as the annual program the following financial year. Locations that are then progressed to detailed design and implementation will be informed by the budgets available.

A specific location request for crossing facilities will only be prioritised once every 3 years unless a material change to the local environment, such as development or highway infrastructure changes warrants the location to be reconsidered sooner.

Locations that remain on the prioritised list for more than 3 years will be reassessed to determine whether the location has changed in priority for further investigation.

The prioritisation matrix considers various elements and features across 8 key areas of:

- casualty reduction,
- sustainable travel,
- accessibility and capacity,
- amenity,
- neighbourhood engagement
- local concern,
- supporting growth and
- protects and improves the environment



# 11

#### 6. Further Investigations for prioritised requests

#### 6.1 Introduction

There are three criteria that should be used when assessing what type of crossing is most appropriate: safety, convenience and accessibility.

The decision whether or not to provide a crossing, and its type, should be a balanced judgement based on consideration of:

- the location
- national guidance
- the benefits of installing a crossing facility,
- the likely implementation and future maintenance costs
- latent demand
- proximity of alternative crossing points
- engineering judgement of a professional traffic or design engineer

Should it appear that the location does have a record of collisions resulting in injury to vulnerable road users then the location may be considered for inclusion in the Casualty Reduction programme.

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#### 7. Changes to crossing type

#### 7.1 Introduction

Legislation changes to Traffic Signs, Regulations and General Directions (TSRGD) 2016 have resulted in pelican crossings no longer being best practice to support the Equality Act 2010. Therefore, once such assets reach end of life, they must be reviewed to determine the most suitable crossing type for the location.

Other instances where a review of crossing type could be undertaken are:

- where controller equipment at the roadside is obsolete
- Changes in the local environment which changes the nature and use of the highway

Despite signalised crossings being implemented, pedestrians often choose to cross the road when there are gaps in traffic rather than waiting for the signal. This can not only increase the risk of an accident happening at the crossing, but also question the general need for signalised crossings in certain locations where a zebra crossing would also suffice.

#### 7.2 Review process

Regardless of the reason for reviewing the crossing provision at a location, the review should consider the following points alongside design guidance or requirements and the engineering judgement of a highway engineer undertaking the review:

- Visibility- the location needs to be clear of obstructions (trees, buildings, junctions, railings, etc.)
- Pedestrian activity levels
- Ratio between vehicles and pedestrians at peak hours
- Classification of pedestrians and proportion of vulnerable road users
- Collision data
- Type and proximity of other crossings in the area
- Gaps in traffic for crossing opportunities
- Crossing time
- Waiting time to cross
- Crossing desire lines
- Route linkage
- Active travel priorities for the location

The outcome of the review will be a reasoned conclusion on the actions to be taken converting it to a PUFFIN signalised crossing or a zebra crossing.



#### 8. Development Sites

The need for controlled crossing facilities where development sites are planned or have taken place are identified following a Transport Assessment requested by the Local Highway Authority as part of the planning process.

However, all development sites will include at least one uncontrolled crossing, with tactile paving, on the adjacent adopted highway network to support pedestrian routes to destinations such as town centres, schools, health care facilities and other local amenities.

Where a crossing is implemented by, or on behalf of, a developer a commuted sum for future maintenance must also be provided.



#### Appendix A – Prioritisation Matrix

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	E - NEIGHBOURHOOD ENGAGEMENT	A Later of the state	A COMPANY AND A COMPANY	
20	Is there evidence of political support from a ward member?	Bank		
	(Yes = 5, No = 0)			•
21	Is there evidence of stakeholder support from a town or parish council?			
	(Yos = 3, No = 0)	Blank		0
	Is there evidence of other political support?			
22	(Yes = 2, No = 0)	Blank		0
23	Is there evidence of support from other organisations (e.g. resident associations, disability groups)	Flank		0
2.5	(Yes = 5, No = 0)	Owne		°
24	Is there a school travel plan to support a crossing facility? (Yes = 5, No = 0)	Slank		0
	(105 - 0,100 - 0)	the local data and the particular in the		
	F-LOCAL CONCERN	Contraction of the second		
25	Number of unique recorded resident and/or stakeholder concern for vulnerable road user safety on CONFIRM? (In Past 3 Years)	Blank		
	(0 = 0.1 to 2 = 5.3 or More = 10)			0
26	Does this location directly link into existing or proposed active travel schemes? (Links to an existing scheme=10, Links to a proposed or scheme in design=7, Links to a 'scheme on a 'wish list'=	4		
	Does not link to any active travel scheme=0)	Bank		0
27	Score for population in the ward 65 and over			0
28	Score for population in the ward 16 or under			0
29	<u>G-SUPPORTING GROWTH</u> Will a crossing facility at this location help improve or provide a link to a town or village centre? (Yes = 51 to = 0)			
	(Tes - 5 no = 0)	Blank		0
ю	Will a crossing facility in this location help improve or provide a link to an employment site? (Yes = 5 No = 0)	Blank		0
		Harbert M		
	H - PROTECTS AND IMPROVES THE ENVIRONMENT.			
1	No. of other active travel measures the location ties into or links to	Contraction and the second		
	(No other active travel measure = 0,1 other active travel measure = 1, 2 other active travel measures = 2, 3 or	Blank		
	more active travel measures # 3)			
32	Would a crossing facility provide access to a transport hub? i.e railway or bus station, bus stop, cycle hub or tax			
2	rank (Yes = 5, No = 0)	Blank		0
3	Is there a school crossing patrol in operation at this location? (Yes = 10, No = 0)	Blank		0
2	(Yes = 10, No = 0) Is location an AQMA site?			
	(Yes = 0, No = 2)	Blank		0
4		a sea and the second		
4				
4			Assessment score total	
4	Location Assessed by	Date of assessment	Assessment score total Overall Deprivation score	0 0 Final Score

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## Framework for Sandbach Town Council

## **Crime and Anti-social Behaviour Liaison**

## Purpose

This document provides a framework for the approach, working arrangements and if necessary, actions that will be taken by Sandbach Town Councillors on crime and anti-social behaviour (ASB) issues.

## Introduction

Sandbach Town Council recognises that addressing and tackling crime and ASB effectively will have a positive impact within the Town and surrounding communities and, will work in partnership to prevent and resolve crime and ASB issues effectively by; sharing information, identifying hotspots; providing support and if necessary, delivering initiatives.

The overall propose of this Framework document is to describe the roles and interfaces of Sandbach Town Councillors to:

- > Work to report, prevent incidents and the reoccurrence of crime and ASB in our community
- > Ensure crime and ASB incidents are addressed in a timely and appropriate manner
- > Work proactively with key partners Police, Cheshire East Council ASB Team
- Seek support from organisations Schools, Community/Youth Groups to develop the most effective approach and resolution to policing and ASB issues
- > Identify whether new or enhanced services or facilities should be provided in the Parish.

## Scope

The scope of this Framework document applies, but is not limited to;-

- ➢ Crime
- Road safety
- > Vandalism
- > Aggressive and/or threatening behaviour or language
- > Alcohol and/or substance abuse related ASB
- > Intimidation and/or harassment
- Domestic violence/abuse
- Hate behaviour targeted to individuals or members of identified groups because of their perceived differences
- > Irresponsible pet ownership such as persistent dog barking, fouling, etc.

## **Key Contributors**

Cheshire East Council – Anti-social Behaviour Team

**Cheshire Constabulary** 

Sandbach Schools

Sandbach Town Council

## Working Framework

### **Reporting**

Complainants are encouraged to report incidents relating to crime or anti-social behaviour issues directly to the relevant authority:-

### Policing

Complainants are encouraged to call or contact police directly on crime or police matters :

- 999 if immediate Police response is required i.e., a crime is in progress or about to happen
- > 101 for non-emergency incidents
- https://www.cheshire.police.uk/contact/af/contact-us-beta/contact-us/

or report anonymously via Crimestoppers on 0800 555 111 or https://crimestoppers-uk.org/

### **Anti-social Behaviour**

Cheshire East Council have a dedicated contact number during normal office hours 0300 123 5030 or email <u>ASBTeam@cheshireeast.gov.uk</u>

To report any noise nuisance including domestic, industrial/commercial, burglar alarms, construction and development work contact 0300 123 5015.

To report littering/flytipping, dog fouling, enforcement and removal of abandoned vehicles contact 0300 123 5021.

Complainants are encouraged to provide their details, as anonymous complaints will restrict an investigation and may hinder the support provided.

### **Interactions and Assessments**

A tiered approach to routine interactions on crime and ASB matters shall be adopted. Matters arising that require immediate attention shall be raised with the appropriate authority.

Sandbach Town Council shall identify one Councillor per Ward to be the key contact and details held by the Chief Officer who will also hold and maintain key contacts for the Police, Cheshire East Council ASB Team and other parties.

A routine meeting schedule will be made with dates, times and location details agreed by those attending based on the following;

- > Monthly
- Telephone consultation between Ward Councillor and Sandbach Neighbourhood Police Constable to raise awareness on policing issues or initiatives and review any trends requiring further action. Ward Councillors to raise issues with Chief Office and Police Liaison Councillor where appropriate

## > Quarterly

 Meeting between Sandbach Council (Chief Officer and Police Liaison Councillor) and Sandbach Neighbourhood Police Sergeant to review items raised in monthly contacts and consider future initiatives

## ➢ 6-monthly

 Meeting between Sandbach Council (Chief Officer, Police Liaison and Schools Councillors), Sandbach Neighbourhood Police Sergeant, Local High Schools and Cheshire East Council ASB Team representative to review items raised in previous meetings and consider future initiatives

## > Annually

 Report by Chief Officer to Sandbach Council on Police and ASB matters supported by Sandbach Neighbourhood Police Sergeant and recommend to Council whether new or enhanced services or facilities should be considered in the Parish.

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## COUNCIL 6 MARCH 2024

## <u>COMMUNITY & EVENTS COMMITTEE 24 FEBRUARY 2024 (Meeting Cancelled)</u> Sandbach Town Events Programme 2024-25

## **Introduction**

Sandbach is fortunate as a town to benefit from a number of local, often free, community events.

## Programme of Events

Below is the list of confirmed <u>Sandbach Town</u> events for 2024 – 25, for those currently planned to go ahead:

Event	Days	Date	Туре
Transport Festival	Sat / Sun	20-21/04/2024	Not a STC run event - STC part
			funded
Day of Dance	Saturday	01/06/2024	Not a STC run event - STC part
			funded
<mark>D Day</mark>	Thursday	<mark>06/06/2024</mark>	One-Off STC run event
	evening		
Party in the Park*	<b>Saturday</b>	<mark>13/07/2024</mark>	Annual STC Programme
	evening		
Market Town	<b>Saturday</b>	<mark>14/09/2024</mark>	Annual STC Programme
Festival			
Wakes Fair	Friday -	27-30/09/2024	Not a STC run event – STC
	Monday		receives income
Spooky Saturday	Saturday	26/08/2024	Not a STC run event - STC part
			funded
Remembrance	Sunday 3 1	<mark>10/11/2024</mark>	Annual STC Programme
Service			
Light Switch On	<b>Saturday</b>	30/11/2024	Annual STC Programme
Tree of Light			Not a STC run event
Christmas Market	Friday	06/12/2024	Annual STC Programme
Vimiera <mark>Vimiera</mark>	Thursday	09/01/2025	Annual STC Programme

## **Resources**

It is important to note that those events which Council (highlighted above) run are funded through its annual revenue budget and managed, organised and staffed by Council employees, supplemented by volunteers and members on occasions, but not reliant on their participation. The Council has been advised that it should also provide for additional and professional security, First Aid and traffic management services when it is responsible for running such event – dependent on their nature, scale and level of public participation.

This aspect will be constantly reviewed of course and additional associated costs will be included within specific approvals and future budget setting.

In recent years, weather conditions have become more volatile and do increase the risk of cancellation after costs have been incurred. The Council is considering this aspect of event management and exploring insurance options where these are not prohibitive in order to protect publicly funded events from this increasing issue affecting all similar organisations.

## **Community Feedback and Programme Delivery**

The Council invites feedback from all its events to ensure we provide the best events we can, whilst being responsible with public funds and providing fully inclusive and enjoyable events. The Council received overwhelmingly positive feedback for all its events last year, particularly the Town Fair, the Lights Switch on and the Christmas Market.

There were a number of comments however that residents wished to see the return of more activities for children at the Christmas Lights Switch On event, and this has been factored into the design of the next event by the Council's Business and Events Manager for this year. It is recommended that the design and delivery of events is determined by the B&E Manager, within approved budgets, based on her experience and processing of feedback from the number of events she organised last year, and in line with the Council's scheme of delegation. Updates will be provided to the relevant committees of course and feedback requested as the year progresses.

## Community Groups

Sincere thanks must be given also to the Community Groups who give up their own time to organise and deliver the number of additional events in the town, which are often part funded by the Council, but which are essentially run by Community volunteers for the benefit if the town and its residents, and which without them are unlikely to go ahead.

**Recommended:** That the events programme for 2024-25 be endorsed and recommended to Council.

CL 15.2.24

## D Day Commemoration (6 June 2024) Working Group

## Meetings 17 January 2023 / 1 February 2023

## Group Members:

STC Cllr Nevitt

STC Cllr Broad

STC Cllr Beddows

STC Cllr Mark Mitchell

STC Cllr Michelle Hough

Ceri Lloyd (STC Chief Officer)

Rev Bee Boyde (Vicar of St Mary's Church)

Marjorie Newton (Chair of the RBL (Sandbach) Branch)

Richard Ayres (RBL)

Miles? (RBL)

Craig Roughley (Cheshire Regiment)

Caroline Roughley (Cheshire Regiment)

## 17 January 2024

- 1. Cllr Nevitt Elected group lead
- 2. National guidance shared and will set the itinerary for the event (in general)
- 3. Rev Boyde confirmed St Mary's would host and construct the Beacon (details to be finalised)
- 4. CL agreed to explore road closure / safety requirements
- 5. Cheshire Regiment / RBL proposed a modest march along the High Street to St Mary's and agreed to produce a draft schedule for the next meeting
- 6. Miles to produce a map for group placings
- 7. Cllr Nevitt to explore 'Fish&Chips' relevance and possibilities
- 8. Engagement & Communication strategy considered how to be inclusive / national guidance available
- 9. Church Bells to be rung at 6.30pm Beacon to be lit at 9.15pm exactly on 6 June and schedule to be framed around these national guidelines
- 10. MN to enquire which dignitaries may be able to attend

## 1 February 2024

- 1. RA shared the proposed schedule which was discussed and amendments agreed march from the Lion to the Cobbles **RA** to circulate final version
- 2. Invitees agreed and MN & CL to finalise draft to be issued asap jointly from RBL and STC
- 3. RA to address necessary arrangements to include cadets, following issue of invite
- 4. Road closure with traffic management to cost £1K and **CL (JB**) to carry out further research to check if full TM required and CEC licence?

- 5. Live Beacon preferred by Group although noted that some safety risks to be mitigated and that the impact may be affected by later sunset. **CL & AN** to gain necessary approvals and place order
- 6. Any lighting arrangements to be confirmed
- 7. AN confirmed 'Fish&Chips' have relevance as coded message and Group agreed to include within the event between bells and beacon final details to be decided
- 8. MN confirmed local MP not available. Others pending.
- 9. Report WG to next Community & Events Cttee (21.2.24) and Full Council (6.3.24) with costed proposals
- 10. **CL** to submit 'application' post Council approval

## **Date of Next Meeting**

12 March 2024 (Town Hall Board Room)

CL / AN 7.2.24

## Sandbach Town Council

Enterprise Centre | Wesley Ave | Sandbach | Cheshire | CW11 1DG

Motion No.

To be completed by Office



## **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:	Tim Wheatcroft
Date submitted:	
Date Received by Town Clerk:	

## **MEETING INFORMATION**

MEETING:	Full council
DATE:	6/3/24

Ensure that this form is delivered at least 10 clear days before the meeting.

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

## TITLE OF MOTION:

Problem Approved Planning Developments – Extension of Planning Committee Terms *Wording of Motion (to be included on the agenda):* 

The Planning and environment committee has its terms of reference changed to include monitoring of those approved planning applications that run into difficulty in completing in accordance with the planning approval and / or a reasonable timeline.

**This done by a register** that any local councillor can add to by notifying the committee; with a view to making formal requests from committee for information on issues and outcomes to the applicants and Borough Council.

Will you provide a supporting report? Yes/No? If required

## ABOUT YOUR MOTION

## Provide an outline of your plan:

It would be the role of the town Councillor reporting to stay in touch with the issue and inform the committee of any progress as much as it would be for the committee to establish facts independently from CE planning and the applicants.

In my own ward 3-4 existed and some still ongoing and I don't think this is a unique situation. I hope the committee may learn something positive from these cases and offer some words of wisdom .

Definition of an issue may simply be - over 12 months since permission granted and works started but completion works abandoned for 12 months issue in place for 12 months ?

In my own ward thats Scholars Place open cess pit , and Church Lane Footpath spring to mind.

## What is the purpose and benefits?

Vitally re-assure local residents that town council does care about noncompliance and now formally monitors these issues through to a conclusion.

The register would be an addendum to committee papers with any changes noted for the benefit of the meeting.

Councillors can formally discuss issues with peers for support and advice.

How is your plan relevant to our Corporate Objectives? This promotes resident engagement and offers a formal acknowledgement of planning related issues affecting wellbeing the council does not have a statutory obligation to involve itself in.

## Timetable for Implementation:

Don't forget to include approval routes via Committee and Council if required. Budgetary Implications:

What is the expected cost?

n/a

Is there a budget available?

n/a

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

n/a

**Consultation and Stakeholder Engagement** Who will this affect? All residents and councillors will be more informed Is there a requirement to consult/engage before a decision is made?

If not, why?

## Resource Implications (staff / comms / assets)

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

An electronic register document and time to complete register and potentially write letters of enquiry(which may be councillor originated)

What is	the	environmental	impact	(if any)?
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Are you willing to be Lead Councillor for this proposal? Yes

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:				

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## Sandbach Enterprise Centre

Cheshire CW111DG Wesley Ave, Sandbach 01270 600 800 info@sandbach.gov.uk sandbach.gov.uk

To be completed by Office

## 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:	Simon Richards
Date submitted:	28 <sup>th</sup> Feb 24
Date Received by Chief Officer:	

## **MEETING INFORMATION**

MEETING:	Full Council
DATE:	6 <sup>th</sup> Mar 24

### Ensure that this form is delivered at least 10 clear days before the meeting.

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

## **TITLE OF MOTION: Sandbach Schools Engagement Plan**

## Wording of Motion (to be included on the agenda):

To agree in principle to fund proposals by the school children of Sandbach to improve the lives of children in the area

Will you provide a supporting report? Yes, orally

## **ABOUT YOUR MOTION**

## Provide an outline of your plan:

From speaking with heads of schools in Sandbach, they would like to work with us to allow their school councils to propose ideas to improve Sandbach for children. This will take the following steps:

- 1) A meeting with the relevant teachers to set out the parameters agreed today in late Spring term/early Summer term
- 2) Teachers and school councils spend the summer term creating proposals to bring to Sandbach Town Council
- An ad-hoc working group is created with all members invited to join, to meet to hear these proposals from school children. This meeting would take place in late June/early July.

4) Any successful proposals (one or more, budget allowing) will be ratified in the relevant committee or by full council.

The main priority is to allow the children something *tangible* that they can see in the future as an impact they have been able to make on their local area.

## What is the purpose and benefits?

This feeds into the general purpose of the council to improve youth engagement, as well as to allow young people in our town to have a voice that they can see is heard.

## How is your plan relevant to our Corporate Objectives?

An Engaged Community – we would be looking to build engagement with schools to hopefully have a sustainable and long term partnership between the Council and local schools.

A Council to Deliver - We will implement any successful proposals from the children.

## Timetable for Implementation:

March: Council approval in principle June/July: Proposals from schoolchildren to working group September (or finance committee before this): Ratification of any proposals by full council if required Onwards: Implementation of proposals, timeline tbc

Don't forget to include approval routes via Committee and Council if required. Budgetary Implications:

What is the expected cost?

£5,000-£10,000 depending on proposals

Is there a budget available?

No

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

Smaller projects (<£5,000) funded through grants, subject to approval by committee. Any larger projects (£5000+ to be brought to full council for approval

**Consultation and Stakeholder Engagement** Who will this affect?

Depending on the proposals, potentially all Sandbach residents. In particular, children in Sandbach

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

No

If not, why?

No proposals have been made

## Resource Implications (staff / comms / assets)

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

Simon Richards and an STC Officer to host a meeting of teachers (1hr) All councillors invited to a working group to hear proposals, this would also involve an Officer facilitating the meeting.

## What is the environmental impact (if any)?

Depends entirely on the proposals.

Are you willing to be Lead Councillor for this proposal? YES

Office Use				
Considered by Chief Officer / Mayor Date:				
Approved: Yes / No	Meeting and Date of Meeting:			
Rejected: Yes / No	Reason for Rejection			
Notes:				
Proposer Notified of Decision:				

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## Sandbach Town Council

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Form to be completed by the applicant/s and returned to Sandbach Town Council within four weeks of the completion of the Project/Event.

PROJECT/EVENT NAME: The Tree of Light.						
Applicant/s Ann Nevitt,	Ann Nevitt - Chair of Friends of Sandbach	Cemetery.				
Organisation	The Friends of Sandbach Cemetery.					
The Tree of Light is an eve Sandbach. People collect	Description of Project/Event: The Tree of Light is an event that celebrates the lives of the relatives of the people of Sandbach. People collect stars and write messages on them, these are then hung in the tree along with the lights. The tree is lit up at the event and remains lit until the 6 <sup>th</sup> January.					
Project Objectives: To provide comfort to the r	residents of Sandbach.					
	you to meet the Project Objectives? e staging, lighting and gazebos.					
What were the benefits of the Project/Event? This is a community event where two schools bring along their choirs, an adult choir and several members of the public and the Sandbach Town Council Mayor read poems which we are hopeful gave solace and comfort to the people attending.						
Date of Completion Project/Event: What promotional material was used to publicise your event? The Friends group purchased two banners for outside the cemetery and there were printed programmes that gave a list of all the people and companies who had contributed to the success of the event.						
Did STC receive any recog	nition for its support?	YES	1			
Grant Received from Sandbach Town Council: £ 1500.00						
Did the Grant lever any additional income or grant funding, if so how much and from what source? No.						
Amount	From					
Grant/s Received from other bodies:						
Amount	From					

Total Event/Project cost		£1,804.00		
Please provide a statement	of Expenditure of Grant Monies on a separate	sheet.		
Please provide a statement of Expenditure of Grant Monies on a separate sheet. If you feel that your event/project was successful, please provide details of the success criteria it fulfilled: There were over four hundred people in attendance at the cemetery despite the fact that the weather was cold and wet. The Wheatsheaf provided Hot Chocolate for all the attendees and this was very well received by the residents attending. The two children's choirs were very well received and were so enthusiastic and sang beautifully. We received many compliments from people for a very well organised event. Thanks to the many Councillors who attended to assist at this event. Subsequent posts on social media were almost entirely complimentary. Once again we are pleased to be able to return £1,000 back to the Council as we had held a Quiz night, we received donations from the Funeral Directors and we were lucky to receive a £680 donation collected at the marriage of our Chair and Secretary.				
Completed by: Ann Nevitt		Date: 22/2/2024		
Additional Information wh The Friends of Sandbach C	ich you may feel useful: emetery intend to hold this event on the 5 <sup>th</sup> Dec	ember, 2024.		

## Tree of Light Celebration 2023

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		2024 Budget
Income		
Brought Forward	£354.05	£1,193.50
Donations from Funeral Directors	£550.00	£550.00
Gate Donations	£179.85	£100.00
Quiz Night	£733.60	£700.00
Wedding Donation	£680.00	
Grant from Sandbach Town Council	£1,500.00	£500.00
:	£3,997.50	£3,043.50
Expenditure		
Hipswing via Orbitas Stage & Gazebo	£1,500.00	£1,500.00
Memory Candle	£15.00	£50.00
Volunteers	£25.00	£25.00
Two Banners	£264.00	
Return Grant to STCouncil	£1,000.00	
	£2,804.00	£1,575.00

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Surplus carried forward	£1,193.50	£1,468.50

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## Sandbach Town Council

Internal Audit 2023/24

First Interim Report

JDH BUSINESS SERVICES LTD

Registered to carry on audit work by the Institute of Chartered Accountants in England and Wales

The internal audit of Sandbach Town Council is carried out by undertaking the following tests as specified in the AGAR Annual Return for Local Councils in England:
<ul> <li>Checking that books of account have been properly kept throughout the year</li> <li>Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for</li> <li>Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks</li> <li>Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate</li> <li>Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for</li> <li>Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied</li> <li>Checking the accuracy of the asset and investments registers</li> <li>Checking the accuracy and timeliness of the financial statements</li> <li>Testing the accuracy and timeliness of the financial statements</li> <li>Testing the accuracy and timeliness of the financial statements</li> <li>The authority correctly provided for a period for the exercise of public rights for the prior year AGAR.</li> </ul>
The interim internal audit provides evidence to support the annual internal audit conclusion in the AGAR Annual Return for larger councils.
Conclusion
On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf.
J D H Business Services Ltd
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	ISSUE	RECOMMENDATION	FOLLOW UP	MANAGEMENT RESPONSE
202	2023/24 First Interim Internal Audit			
	Review of member checks undertaken indicates that only general expenditure is sampled.	The periodic checks carried out by members should also include: 1.) Income sampling. The sample items should be agreed to price lists and VAT classification. 2.) Payroll. The monthly payroll should periodically be agreed on a sample basis back to source documentation such as authorised salary increases, timesheets and employment contracts. All the above member checks should be evidenced by a signature and date.		
5	Review of one of our income sample relating to bar receipt dated May 26 <sup>th</sup> , 2023 identified that the z	Z read reconciliation differences should include explanations for		Any discrepancies are now being explained on bar taking sheet and bar income spreadsheet

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MANAGEMENT RESPONSE		l to supporting information.				
FOLLOW UP		been maintained with a comprehensive audit trail to supporting information.		2023/24 follow up – this is acknowledged as an error in the Log document. We are informed that decision making has been delegated by Council on 21st September 2022 to the Small Common Sub Committee.	To be followed up at 2023/24 year end internal audit.	
RECOMMENDATION	overs/unders recorded in the reconciliation sheet.			The council should review the terms of reference of the Small Common Refurbishment Project Group to ensure it is advisory only with no decision making powers.	Management information provided to council could be improved by providing the Rialtas aged debtor report at least annually so council can review income risks in terms of	Page 3 of 18
ISSUE	read till reconciliation had no explanation recorded for the £27.35 difference with Worldpay receipts.	<b>2022/23 Year End Internal Audit</b> No further issues arising – a robust set of year end records have	2022/23 Second Interim Internal Audit	The Informal Group Log than lists the various working groups of the council indicates that one group, the Small Common Refurbishment Project Group, has delegated powers. However, a working group that is not a committee or sub- committee of the council cannot have delegated decision making powers.	Aged debtor reports are not provided annually to council to provide management information about the age profile of debtor balances.	
		<b>2022</b> No fi	2022	1	7	

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MANAGEMENT RESPONSE							
FOLLOW UP		To be followed up at 2023/24 year end internal audit.	To be followed up at 2023/24 year end internal audit with review of reserves.	To be followed up at 2023/24 year end internal audit with review of year end asset register.		Implemented - The council has implemented a bar income spreadsheet which evidences regular reconciliations with	
RECOMMENDATION	whether the levels of older debtors is significant.	The Chair should either email the annual officer pay rise information to the payroll agent or a scanned letter from the Chair should be sent to the agent conforming the annual officer pay rises.	An Investment Strategy and Treasury Management strategy should be established with reference to the requirements of the Local Government Act 2003.	As part of year end procedures, the council should be provided with the Fixed Asset Register for review and approval annually.		The reconciliation of bar income must be carried out comprehensively for every event. Where there are significant differences above a specified threshold between the z	Page <b>4</b> of <b>18</b>
ISSUE		Pay rises are notified to the payroll agent via an email from officers.	Although there is some coverage of investments in the Financial Regulations, there is no current adopted Investment Strategy and Treasury Management strategy.	The council is not currently provided with the Fixed Asset Register for review and approval annually.	2022/23 First Interim Internal Audit	Sample testing of bar income identified the reconciliation of income to z reads was not always being carried out. Where the reconciliation is completed, we	
		n	4	Ś	2022/	1	

identified examples where the	reads and card/cash income	explanations required.	
information was not comprehensive	recorded, then these differences must	when a defined threshold	
enough to evidence that income has	be investigated. The 'issues sheet'	is exceeded. Staff	
been completely and accurately	must be completed with the reasons	responsible for managing	
recorded as follows:	for all significant differences.	bar takings have been	
- Where the reconciliation	Income and expenditure must be	procedures. However, see	
records differences between	posted gross to the Rialtas ledger.	2023./24 first interim	
card/cash and z reads, these	The bar takings sheet should include	internal audit issue.	
are simply recorded with no	a section containing the required		
explanation even where the	posting to the ledger for income and		
differences are significant.	expenditure for each event. VAT		
No threshold has been set	should be reclaimed on all standard		
for explanations to be	rated purchases paid out of bar cash		
required for card and cash	receipts.		
reconciliation differences.	8		
	Staff involved in the bar events		
<ul> <li>The bar takings sheets</li> </ul>	should receive training in the		
containing the reconciliation	completion of the bar takings sheets,		
template also has a checklist	reconciliation with z reads and		
to be completed, This	following up significant differences		
includes confirmation that	identified.		
an ' issues sheet' has been			
completed. We noted this is	Finance staff should review all bar		
ticked even when no issues	takings reconciliation and 'issues		
sheet has been completed so	sheets' to ensure differences are		
there is a need for staff	adequately investigated and		
training in the completion of	explained.		
the bar takings			
reconciliations.			

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MANAGEMENT RESPONSE			
FOLLOW UP		Implemented - The council has reinstated the market income spreadsheet and regular reconciliations.	
RECOMMENDATION		The markets income spreadsheet should be reinstated and used to reconcile market takings sheets with predicted income per the spreadsheet. Reasons for differences should be clearly stated in the reconciliations.	Page 6 of 18
ISSUE	- Due to the lack of effective reconciliation process in the bar takings sheets, the purchases made out of bar cash at events are not being quantified in the reconciliation and then posted to expenditure in the Rialtas ledger. Therefore, net income is being posted for bar income to the ledger. The purchase invoices are attached to each reconciliation so the information is available to calculate the postings required.	Sample testing of markets income identified that the markets spreadsheet developed to predict income for market days and used for reconciliation to actual market takings has been discontinued. Market takings sheets do not always evidence that any reconciliation of markets income took place, for instance the market takings sheet	
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RECOMMENDATION       FOLLOW UP         as       as         tas it       gs are         ty for       as         ry for       as	SE				?( 
RECOMMENDATION         as         be         as         be         ttas it         gs are         ry for         ry for         nd         ry for         ry for         react         ry for         ry for </th <th>MANAGEMENT RESPONSE</th> <th></th> <th></th> <th></th> <th></th>	MANAGEMENT RESPONSE				
as as he he he gs are gs are ry for hd he	FOLLOW UP			Implemented	
<b>ISSUE</b> dated 05/08 /2022 not signed as 'checked by'. The review of the market sheets is also important as it helps ensure that market takings are allocated to the correct category for posting to the Rialtas ledger and that the correct rate of VAT is applied eg Gazebos. We were informed that markets are being moved to a card payment system only which will reduce the administration of cash reconciliations. <b>22 Year End Internal Audit</b> The balance for deposits held in the year-end Balance Sheet is £13,326.10, however, the analysis of deposits actually held for events dated post 31/03/2022 is £9815.60. We were informed the £3510.50 difference related to items such as deposits not converted into payments for invoices and deposits for events cancelled by the customer	RECOMMENDATION			The difference between deposits held per the year-end Balance Sheet, and actual deposits relating to 2022/23 onwards should be fully reconciled and a report produced for council including the amount that is proposed for write off. The report to council should also identify the improvements to internal controls over deposits for	Page 7 of 18
	ISSUE	dated 05/08 /2022 not signed as 'checked by'. The review of the market sheets is also important as it helps ensure that market takings are allocated to the correct category for posting to the Rialtas ledger and that the correct rate of VAT is applied eg Gazebos. We were informed that markets are being moved to a card payment system only which will reduce the administration of cash reconciliations.	2021/22 Year End Internal Audit	The balance for deposits held in the year-end Balance Sheet is £13,326.10, however, the analysis of deposits actually held for events dated post 31/03/2022 is £9815.60. We were informed the £3510.50 difference related to items such as deposits not converted into payments for invoices and deposits for events cancelled by the customer	

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MANAGEMENT RESPONSE							
FOLLOW UP					A review of debtors formed part of year end procedures for 2022/23	including debt provision.	
RECOMMENDATION	implementation including:	• a regular reconciliation of the balance of deposits in the ledger with the underlying analysis of deposits held for future events	<ul> <li>ensuring officers convert all relevant deposits into invoice payments for events held</li> </ul>	<ul> <li>ensuring non-refundable deposits that are forfeited are cancelled from the deposits account in the ledger on a timely basis.</li> </ul>	Customer debt must be followed up promptly in accordance with the council incomes policy.	Annually the council should carry out a review of the debtors ledger, in advance of the year end, to clear errors/cancelled bookings and identify potential and actual bad debts. A report should be provided to council for identified bad debts for approval for write off. For the total	Page 8 of 18
ISSUE	who has then forfeited the non- refundable deposit.				: 60 as s 39%		
					5		

N FOLLOW UP			ented	See follow up of issues below.		ented
RECOMMENDATION	of doubtful debts identified during the review, a provision should be included in the year end accounts.		All credit card and petty cash Implemented payments should be presented to council for approval.	<i>The council should implement</i> See foll internal audit recommendations on a below. timely basis.		The council should ensure there are Implemented sufficient financial staff resources in place to carry out all financial requirements on a timely basis including regular input of transactions into the Rialtas ledger, monthly bank reconciliations, budgetary control reporting,
ISSUE		2021/22 Second Interim Internal Audit	We could not identify any approval in the council minutes for the sample of credit card or petty cash payments we tested.	A number of recommendations from previous financial years remain to be implemented.	2021/22 First Interim Internal Audit	Insufficient staff resources due to gaps in the organisational structure has meant significant delays in delivering key financial requirements for the year to date: - Posting of transactions to the Rialtas ledger has not been

<ul> <li>and as at the date of the internal audit visit on January 20<sup>th</sup> 2022 the ledger and bank reconciliations had not been completed from November onwards as a process of catch up had to be undertaken in terms of posting entries to the ledger for earlier months.</li> <li>As a result of the above, it was not possible to present the first half yearly budget report to the Finance and Governance Committee until December 8th 2021. The lack of staff resources also meant the council had to outsource the development of the 2023 annual budget to an accountancy firm.</li> <li>An input error resulted in a supplier payment of £838.80 being made to an incorrect sort code and therefore bank account. The Natwest Payments status report states 'Not possible to undertake to bank account and the council back of the count of the council back of the</li></ul>	NECOMMENDATION	FOLLOW UP	MANAGEMENT RESPONSE
t t till to the second	council consideration, and ongoing compliance with all the requirements of the Financial Regulations.		
eer			
	When a bank payment is flagged as 'not possible to verify bank details' the payment should not be made to the supplier at that time - the bank details should be checked to the supplier invoice and the supplier	This was an isolated error - the clerk noted that the Council approved the write off of the whole amount on 30 November 2022.	

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MANAGEMENT RESPONSE				
FOLLOW UP		See year end internal audit issue 2.)	Implemented – Z reads are now produced and attached to bar takings reconciliation sheets	
RECOMMENDATION	should be contacted to verify the bank details.	Outstanding debtors should be followed up regularly and customers issued with debtor statements as part of standard credit control procedures.	The council should act promptly to resolve key issues that are impacting on the ability to apply internal controls effectively. In this instance the supplier could have been contacted much earlier in the financial year to provide the required software update for the tills. Staff resources should be identified to complete reconciliations of bar takings for events with the z-reads.	Page 11 of 18
ISSUE	have acted as a prompt to check the supplier bank details but the payment was still made. Natwest have implemented the 'Confirmation of payee' control to prevent fraud, and errors of this nature occurring. The amount paid has not been refunded to date.	The aged debt listing as at the January 20 <sup>th</sup> 2022 comprised £3991.93 of debtors in excess of 60 days old. Discussion with staff indicated there had not been sufficient staff resources to follow up outstanding debtors or issue regular customer statements.	We were unable to review reconciliations of bar takings cash- sheets to till z-reads as no z-reads were available due to ongoing issues with the bar till. The lack of reconciliations between bar cash- sheets and till z-reads means this important internal control of over the completeness and accuracy of bar income had not been in place for a significant portion of the financial year.	
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MANAGEMENT RESPONSE				
FOLLOW UP		2022/23 second interim follow up - The council has reinstated the market income spreadsheet and regular reconciliations.	Implemented	
RECOMMENDATION		Staff resources should be identified to complete checks over the completeness and accuracy of market income in the market takings sheets. These checks should be evidenced by a dated signature.	All individual payments should be reported to the Finance & Governance Committee for approval.	Page 12 of 18
ISSUE	We understand finance staff have since contacted the supplier and the bar till has been updated with new software that enables Z-reads to be printed after every event and that these are now available from August 2021 to date.	Review of market takings sheets identified examples of sheets not being checked and signed as 'checked by'. This again was due to lack of staff resources to undertake checks on actual vs expected income and the allocation of income types. The review of the market sheets is also important as it helps ensure that market takings are allocated to the correct category for posting to the Rialtas ledger and that the correct rate of VAT is applied eg Gazebos.	The Finance & Governance Committee is scheduled to approve payments quarterly. From June 2021 onwards, the schedule of payments produced from Rialtas also includes BACs batch totals of	
		Ś	6	

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MANAGEMENT RESPONSE					
FOLLOW UP		Implemented	Implemented	Implemented	
RECOMMENDATION		The council should authorise payments as prescribed in the current Financial Regulations.	All credit card and petty cash payments should be presented to council for approval. The card and petty cash payments made to date should be put to the next relevant meeting for approval.	The budgetary control information presented to council should comply with the requirements of the Financial Regulations.	Page 13 of 18
ISSUE	payments rather than the underlying payments.	The system of authorising payments changed during the financial year so that the previous locum clerk authorised online payments rather than two councillors from August 2021 until the date the interim support ceased. Financial Regulations require two councillors to authorise online payments prior to the payments being made.	We could not identify any approval in the council minutes for credit card or petty cash payments made during 2021/22 to the date of the interim internal audit.	E	Council with a statement of receipts and
		7	∞	6	

ISSUE		RECOMMENDATION	FOLLOW UP	MANAGEMENT RESPONSE
payments to d budgets, comp the approprian as shown in th are to be prep each financial explanations c this purpose " budget line.	payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of the greater of £500 and 10% of the budget line.			
An invoice located for 07/4/21 to	An invoice or voucher could not be located for the card payment on 07/4/21 to Dropbox for £60.48.	Supporting documentation must be retained for all transactions.	Implemented – supporting documentation has now been provided.	
/21 Year E	2020/21 Year End Internal Audit			
There is an earma year end accounts adverts of £1,300 an annual revenue than a medium tel or a sinking fund.	There is an earmarked reserve in the year end accounts for personnel adverts of £1,300, however, this is an annual revenue spend item rather than a medium term scheme/project or a sinking fund.	Earmarked reserves should not be established for annual revenue spend items.	Implemented	
/21 Second	2020/21 Second Interim Internal Audit			
The counc contracts w conditions	The council is party to a number of contracts with varying lengths and conditions. Current information in	The council should establish a contracts register which should be regularly reviewed to identify those	Implemented	
		Page 14 of 18		20

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MANAGEMENT RESPONSE				
FOLLOW UP		To be followed up at 2023/24 year end internal audit with review of annual risk assessment. 2022/23 follow up - Recommendation Outstanding – the clerk has noted that the updated risk assessment to be adopted March 3 <sup>rd</sup> , 2023 will address supplier fraud risks.		
RECOMMENDATION	contracts where the upcoming end date signifies that a tender or quotation process is required, or whether a decision is needed regarding an extension which is provided for in the contract terms.	The risk assessment should be updated to include supplier (procurement) fraud including the adequacy of supplier onboarding controls.		Page <b>15</b> of <b>18</b>
ISSUE	the 'Contract List 2021' is not sufficient to show key contract information such as when contracts end, payment terms and whether extensions are permitted. For instance, the information regarding the West Mercia contract with annual value of circa £27,500.00 indicates uncertainty as to whether the council is still within a fixed term contract.	The risk assessment does not address the risks of supplier (procurement) fraud.	2020/21 First Interim Internal Audit	
		5	2020/	

MANAGEMENT RESPONSE																									
FOLLOW UP	A revised cash handling	policy is in place including additional restrictions for	access to the safe.																						
RECOMMENDATION	The Cash Handling Procedures	document has been updated for approval by the Finance Committee.	However, we would expect further	controls over access to the safe to be	Jurtner aevetopea in the upaatea policy.		All staff involved in cash handling	should receive instruction in	upplying the updated Cash Handing Procedures and these must be	complied with for all cash takings	and bankings.		Deficits between bankings and	records of cash collected should be	investigated promptly and reasons	for differences recorded on the cash	sheets.								
ISSUE	A cash deficit on market income	bankings was identified on April 20 <sup>th</sup> 2020 relating to March 19 <sup>th</sup> ,	2020. The total collected in rent		receipt books, the actual income	was identified as £463.		I ne market takings had been reconciled and the naving in clin	completed. However, the paying in	book is also missing and the bank	has no record of an excess of cash	bankings recorded that day. The red	ledger book used to record bankings	had been completed with the takings	total and bank giro reference	indicating the cash was ready to be	banked, however, the money was	never banked.	It is not known whether the money	had been stored in the safe prior to	banking according to cash handling	protocols. An internal investigation	has been carried out and a thorough	cash has not been identified neither	has the noving in book book loop
							-															1.2			

Page **16** of **18** 

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MANAGEMENT RESPONSE					
FOLLOW UP				Implemented	
RECOMMENDATION				The format of the market takings sheet should be revised to ensure all required information and analysis is easily completed and presented.	Page 17 of 18
ISSUE	In addition, there is still no explanation for the £99 difference between market rent collected and the amount of bankings recorded.	The internal investigation conclusion reported to the Finance Committee in August 2020 was that the market cash collected and paying in book were missing and the Cash Handling procedures policy had not been followed on March 19 <sup>th</sup> , 2020.	Staff have assessed whether all market rents could be paid by card but it was concluded that a proportion of traders would still wish to pash in cash. Full council will be requested to approve the write off of the cash deficit.	The format of the Market Takings sheet does not account for takings paid by card. Therefore, this information has to be included manually, resulting in a presentation of information that can be difficult to follow.	
				2	

	ISSUE	RECOMMENDATION	FOLLOW UP	MANAGEMENT RESPONSE
e	A cybersecurity checklist has been provided for completion that contains key cybersecurity measures that should be in place.	The council should ensure the key cybersecurity measures are all in place.	The council has completed the cybersecurity checklist and there are a number of issues that need to be implemented.	

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28/02/2024		Sano	Sandbach Town Council	n Council						Page 1
09:21	Annual	Budget - By	y Committe	e (Actual Y	Annual Budget - By Committee (Actual YTD Month 9)	(				
		Note: /	Annual Budget 2023-24	lget 2023-2 <sup>,</sup>	4					
	2022-23	23		2023-24	3-24			2024-25		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
Council										
100 Town Council Income										
1176 Precept	695,310	695,310	732,380	732,380	0	0	772,182	0	0	
1190 Interest Received	400	6,564	200	26,004	0	0	10,200	0	0	
1912 Other income	0	0	0	3,883	0	0	0	0	0	
Total Income	695,710	701,874	732,580	762,267	0	0	782,382	0	0	
Movement to/(from) Gen Reserve	695,710	701,874	732,580	762,267	0		782,382			
Council - Income	695,710	701,874	732,580	762,267	0	0	782,382	0	0	
Expenditure	0	0	0	0	0	0	0	0	0	
Movement to/(from) Gen Reserve	695,710	701,874	732,580	762,267	0		782,382			
Finance, Policy & Governance										
101 Administration										
4840 Refreshment purchases	0	0	0	•	0	0	0	0	0	
Direct Expenditure	0	) ဂ	0	-	0	0	0	0	0	
4100 Mayor's Allowance	2,000	2,000	2,000	1,500	0	0	2,500	0	0	
4101 Civic & Ceremonial	2,500	1,379	2,500	349	0	0	2,500	0	0	
4108 Outlook 365	0	0	0	299	0	0	0	0	0	
4109 ICT Costs	0	0	0	1,775	0	0	0	0	0	
4110 ICT Support/Packages	7,500	8,286	7,875	7,458	0	0	8,269	0	0	
4111 Subscriptions	4,000	3,212	4,200	2,501	0	0	4,410	0	0	
4112 Audit Fees Internal & External	5,180	3,219	5,439	2,559	0	0	5,711	0	0	. (
		C								

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09:21

Sandbach Town Council

# Annual Budget - By Committee (Actual YTD Month 9)

Note: Annual Budget 2023-24

	2022-23	23		202	2023-24			2024-25	
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4114 Accountancy Support	8,200	6,711	8,610	5,800	0	0	6,610	0	0
4115 Office 365/Outlook (Emails)	0	3,045	0	2,376	0	0	0	0	0
4120 Insurance	10,000	10,930	15,000	10,625	0	0	15,750	0	0
4121 Rent- Enterprise	0	0	0	11,265	0	0	20,000	0	0
4123 Telephones	2,500	1,983	2,575	1,543	0	0	2,704	0	0
4130 Stationery	1,000	966	1,100	1,103	0	0	1,155	0	0
4131 Photocopying	1,000	1,125	1,500	1,016	0	0	1,575	0	0
4135 Postages	400	4	200	0	0	0	210	0	0
4136 Election costs	8,000	11,419	0	0	0	0	0	0	0
4141 Office Equipment/Furniture	3,000	4,210	4,000	1,673	0	0	4,000	0	0
4142 Office Maintenance	500	231	500	304	0	0	500	0	0
4144 STC Work Wear	0	602	0	0	0	0	0	0	0
4145 Financial Software	1,100	1,169	1,155	1,289	0	0	1,213	0	0
4150 Travelling Expenses	500	272	525	25	0	0	521	0	0
4151 Training	4,000	2,595	4,000	3,268	0	0	4,000	0	0
4152 HR & H&S Support	5,000	5,312	5,000	5,719	0	0	5,250	0	0
4154 Aged debt write off	0	0	3,000	0	0	0	3,000	0	0
4197 Bank Charges	2,500	2,489	2,500	1,752	0	0	2,500	0	0
4198 Cleaning	0	3,855	0	1,017	0	0	0	0	0
4199 Other Expenses	100	21	100	19	0	0	100	0	0
4630 Legal Fees	1,500	1,284	1,500	1,200	0	0	1,500	0	0
4670 New Purchases/Projects	20,000	0	0	3,600	0	0	0	0	0
4850 Legal and professional fes	0	-94	0	0	0	0	0	0	0
6091 Covid-19	0	12	0	0	0	0	0	0	C

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Sandbach Town Council

Annual Budget - By Committee (Actual YTD Month 9)

																						2	2(	C
		Carried Forward	0	0	0	0	0	0	0	0			0	0	0	0	0		0	0	0	0		
	2024-25	EMR Ca Foi	0	0	0	0	0	0	0	0			0	0	0	0	0		0	0	0	0		
	2	Agreed	0	1,500	0	1,050	29,605	126,133	0	0	(126,133)		249,185	24,026	53,948	0	327,159	(327,159)	2,500	1,050	3,550	0	(3,550)	
		Committed	0	0	0	0	0	0	0	0	11		0	0	0	0	0	1 1	0	0	0	0	<u> </u>	
	24	Projected (	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	o	0	0	0	0	
jet zuz3-z4	2023-24	Actual YTD	2,107	161	0	679	27,138	100,421	15,259	0	(85,163)		128,881	13,438	17,118	0	159,436	(159,436)	o	4,037	4,037	3,060	(976)	xt nade
Note: Annual Budget 2023-24		Total	0	1,500	0	1,050	29,605	105,434	0	0	(105,434)		215,215	22,560	48,644	10,500	296,919	(296,919)	2,500	1,050	3,550	0	(3,550)	Continued on next page
NOIG: F	23	Actual	0	201	5	1,223	0	77,694	93,508	5,000	10,804		158,897	16,086	20,093	0	195,076	(195,076)	0	2,051	2,051	0	(2,051)	3
	2022-23	Budget	0	1,500	0	1,000	0	92,980	ο	0	(92,980)		145,400	15,700	32,900	70,000	264,000	(264,000)	2,500	1,000	3,500	0	(3,500)	
			Rates and Water	Waste Disposal	Telephone	Advertising	Public Works Loan Board	<b>Overhead Expenditure</b>	plus Transfer from EMR	less Transfer to EMR	Movement to/(from) Gen Reserve	Staff Costs	Salaries	Employer's NI	Employer's Superannuation	Staff Restructure	Overhead Expenditure	Movement to/(from) Gen Reserve	Publicity Newsletter Printing	Website Maintenance	<b>Overhead Expenditure</b>	plus Transfer from EMR	Movement to/(from) Gen Reserve	Projects
			6110	6140	6280	6290	7000		0006	9001		102	4000	4001	4002	4003			<b>105</b> 4300	4310		0006		400

28/02/2024		San	Sandbach Town Council	1 Council						Page 4
09:21	Annual	Budget - B	Annual Budget - By Committee (Actual YTD Month 9) Note: Annual Budget 2003-24	e (Actual Y	TD Month 9	(				- D S
	2022-23			2023-24	-24			2024-25		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
4600 Projects	0	0	0	7,500	0	0	0	0	0	
4614 Office Project	25,000	3,493	0	0	0	0	0	0	0	
4626 Community/Pubwatch	0	5,412	0	0	0	0	0	0	0	
4648 Neighbourhood Plan	0	168	0	138	0	0	0	0	0	
4667 Asset Maintenance Prov	10,000	0	10,000	0	0	0	10,000	0	0	
Overhead Expenditure	35,000	9,073	10,000	7,638	0	0	10,000	0	0	
9000 plus Transfer from EMR	0	0	0	7,500	0	0	0	0	0	
9001 less Transfer to EMR	0	24,500	0	0	0	0	0	0	0	
Movement to/(from) Gen Reserve	(35,000)	(33,573)	(10,000)	(138)	0		(10,000)			
Finance, Policy & Governance - Income	0	0	0	0	0	0	0	0	0	
Expenditure	395,480	283,903	415,903	271,532	0	0	466,842	0	0	
Net Income over Expenditure	-395,480	-283,903	-415,903	-271,532		0	-466,842	0	0	
plus Transfer from EMR	0	93,508	0	25,819	0	0	0	0	0	
less Transfer to EMR	0	29,500	0	0	0	0	0	0	0	
Movement to/(from) Gen Reserve	(395,480)	(219,895)	(415,903)	(245,714)	0		(466,842)			
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28/02/2024	024		Sand	Sandbach Town Council	1 Council						Page 5
09:21		Annual	Budget - By	r Committe	Annual Budget - By Committee (Actual YTD Month 9)	TD Month 9	(				
			Note: A	Annual Bud	Note: Annual Budget 2023-24						
		2022-23	23		2023-24	-24			2024-25		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
Assets	Assets & Services Committee										
180	Sandbach Town Hall										
1912	Other income	0	2	0	0	0	0	0	0	0	
4801	Ticket Income	8,000	2,802	8,000	4,548	0	0	8,400	0	0	
4804	Merchandise sales	0	0	0	31	0	0	0	0	0	
4806	Refreshment sales	8,000	919	8,000	1,035	0	0	8,000	0	0	
4807	Cinema Income	5,500	4,854	5,500	2,912	0	0	5,500	0	0	
4808	Catering Income	0	34	0	63	0	0	0	0	0	
4809	Town Hall other income	0	45	0	6	0	0	0	0	0	
6000	Town Hall HireFees	60,000	56,611	50,000	55,435	0	0	62,500	0	0	
6002	Town Hall Bar Income	50,000	45,812	52,500	37,398	0	0	55,125	0	0	
6004	Town Hall Bar Income Pre paid	0	650	0	168	0	0	0	0	0	
	Total Income	131,500	111,729	124,000	101,598	0	0	139,525	0	0	
4831	Town Hall Events Costs	5,000	1,333	4,000	4,521	0	0	4,000	0	0	
4838	Cinema Costs	5,500	3,492	5,775	2,252	0	0	5,775	0	0	
4840	Refreshment purchases	4,000	449	4,200	323	0	0	4,200	0	0	
6010	Town Hall Bar Purchases	20,000	16,611	21,000	14,689	0	0	21,000	0	0	
	Direct Expenditure	34,500	21,885	34,975	21,785	0	0	34,975	0	0	
4111	Subscriptions	0	210	0	174	0	0	0	0	0	
4670	New Purchases/Projects	3,000	2,515	3,000	1,791	0	0	3,150	0	0	
6020	Salaries	65,200	66,118	89,071	85,269	0	0	93,525	0	0	2
6021	Employers NIC	4,500	3,495	4,529	7,547	0	0	4,755	0	0	
6022	Superannuation	9,300	8,906	17,055	16,112	ο	0	17,908	0	0	U

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Sandbach Town Council

# Annual Budget - By Committee (Actual YTD Month 9)

Note: Annual Budget 2023-24

al YTD Projected Committed 6,514 0 0 0 1,140 0 0 0 3,470 0 0 0	Actual YTD Projected 6,514 0 1,140 0 3,470 0 25 0	Actual YTD Projected 6,514 0 1,140 0 3,470 0 25 0	Total         Actual YTD         Projected           0         0         6,514         0           60         1,575         1,140         0           22         8,400         3,470         0	Total         Actual YTD         Projected           0         6,514         0           1,575         1,140         0           8,400         3,470         0
	6,514 1,140 3,470 25	6,514 1,140 3,470 25 0	0 6,514 1,575 1,140 8,400 3,470 5600 25	0 0 6,514 1,660 1,575 1,140 8,422 8,400 3,470 0 500 25
	1,140 3,470 25	1,140 3,470 25 0	1,575 1,140 8,400 3,470 500 25	1,660 1,575 1,140 8,422 8,400 3,470 0 500 25
	3,470 0 25 0	3,470 0 25 0 0	8,400 3,470 0 5600 25 0	8,422 8,400 3,470 0 0 500 25 0
0	25 0	25 O	500 25 D	0 500 25 D
		c	0 67 000	
0 0	0	5	0	0
14,289 0 0 22,800	14,289 0 0	0	14,289 0 0	22,800 14,289 0 0
7,632 0 0 13,230	7,632 0 0	0	7,632 0 0	12,600 7,632 0 0
1,643 0 0 10,500	1,643 0 0	0	1,643 0 0	10,000 1,643 0 0
0 0	0	0	0	0
1,189 0 0 2,100	1,189 0 0	0	1,189 0 0	2,100 1,189 0 0
0 0 0 525	0 0	0 0	0 0	525 0 0 0
120 0 0	120 0	0	120 0	0 120 0
9,473 0 0 11,238	9,473 0 0	0	9,473 0 0	14,513 9,473 0 0
2,460 0 0 3,150	2,460 0 0	0	2,460 0 0	3,000 2,460 0 0
0 0 0	0 0 0	0	0 0 0	0 0 0
	> >	<b>b</b>		
0		9		
000	9,473 0 2,460 0 0 0	9,473 0 2,460 0 0 0	14,513 9,473 0 3,000 2,460 0 0 0 0	9,288 14,513 9,473 0 1,639 3,000 2,460 0 87 0 0 0
	1,189 0 120 9,473 2,460 0	1,189 0 120 9,473 2,460 0	2,100 1,189 525 0 14,513 9,473 3,000 2,460 0 0	2,041 2,100 1,189 514 525 0 9,288 14,513 9,473 1,639 3,000 2,460 87 0 0
1,043 0 1,189 120 9,473 2,460 0	1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1	1,11 9,41 2,46	10,000 2,100 525 14,513 3,000 2,46 3,000 2,46 2,46	464     10,000     1,0       0     0     0     1,10       514     2,100     1,11       514     525     1,11       9,288     14,513     9,41       1,639     3,000     2,46       87     0     2,46
r,632 1,643 0 1,189 0 120 9,473 2,460 2,460	7,6, 1,1,6, 2,4,1,1,1, 2,4,1,1,1,0,1,0,1,0,1,0,1,0,1,0,1,0,1,0,1	7,6, 1,1,6, 2,4,1,1,8,2,2,4,1,1,6,2,1,1,6,2,1,1,1,6,2,1,1,1,6,2,1,1,1,1	12,500 10,000 2,100 525 1,18 525 1,18 3,000 2,46 3,000 2,46	7,954 12,600 7,67 464 10,000 1,67 2,041 2,100 1,18 514 525 1,18 9,288 14,513 9,41 1,639 3,000 2,46
	9990940000	22,800 12,600 10,000 2,100 525 0 14,513 3,000 0		13,497 7,954 464 2,041 514 9,288 1,639 87

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Sandbach Town Council

# Annual Budget - By Committee (Actual YTD Month 9)

Note: Annual Budget 2023-24

			Note: /	Annual Bud	Note: Annual Budget 2023-24						
		2022-23	23		2023-24	24			2024-25		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	ĩ
182											ī
4619	Car Parks refurbishment	10,000	9,822	0	140,644	0	0	0	0		0
6080	Maintenance	500	0	500	0	0	0	500	0		0
	<b>Overhead Expenditure</b>	10,500	9,822	500	140,644	0	0	500	0		0
0006	plus Transfer from EMR	0	4,943	0	140,644	0	0	0	0		0
	Movement to/(from) Gen Reserve	(10,500)	(4,880)	(200)		0		(200)			
184	Town Hall Shop Units										
1914	Electricity Recharge	0	1,739	0	0	0	0	0	0		0
6005	TH Shop Units Rent	15,850	16,232	16,643	11,887	0	0	18,643	0		0
	Total Income	15,850	17,971	16,643	11,887	0	0	18,643	0		0
6100	Light and Heat	0	-2,324	0	0	0	0	0	0		0
6351	Town Hall Units Expenditure	1,500	616	1,500	294	0	0	1,500	0		0
	Overhead Expenditure	1,500	-1,708	1,500	294	0	0	1,500	0		0
	Movement to/(from) Gen Reserve	14,350	19,679	15,143	11,593	0		17,143			
190	Outdoor Market										
1905	Outdoor Market Rent	30,000	20,880	33,000	14,231	0	0	36,300	0		0
1906	Christmas Markets Income	5,000	2,655	0	0	0	0	0	0		0
1907	Other Market Income	0	250	0	0	0	0	0	0		0
1911	Gazebo Income	2,000	4,368	2,000	4,267	0	0	2,100	0		0
1912	Other income	0	0	Ο	325	0	0	0	0		0
	Total Income	37,000	28,153	35,000	18,823	0	0	38,400	0		0

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Sandbach Town Council

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

0 Carried Forward 0 0 0 0 0 C 0 0 0 0 0 0 0 0 0 0 0 0 2024-25 EMR 38,138 1,860 5,084 800 1,050 450 656 8,663 5,000 1,500 1,500 ,500 1,000 67,385 47,850 0 184 (28,985) 0 0 0 0 Agreed 0 Committed Actual YTD Projected 0 0 0 0 0 C 0 C 0 0 0 0 0 C 0 0 0 0 0 10 2023-24 14,448 13,282 2,836 3,806 226 122 695 42,112 192 1,264 2,130 30 0 180 42 1,460 0 33,307 471 931 (23,290) 36,322 1,000 5,000 2,500 1,500 1,771 4,842 0 0 800 450 656 8,663 0 0 184 1,500 1,000 0 66,188 43,500 (31,188) Total 5,953 410 7,735 2,102 1,232 3,047 48,247 654 6,390 10,409 87,169 43,049 0 0 0 0 132 858 0 0 0 0 (59,016) Actual 2022-23 800 625 35,000 0 0 2,600 6,800 44,900 2,000 450 8,250 500 5,390 5,000 175 94,490 (57,490) 4,500 3,000 2,500 1,000 6,000 Budget **Overhead Expenditure** Movement to/(from) Gen Reserve Christmas Market Expenditure Employers Casuals NIC Equipment renewals Indoor Market Rent Irrecoverable VAT Health and Safety Condition Survey Rates and Water Motor expenses Superannuation Casuals wages Waste Disposal Employers NIC Indoor Market Light and Heat Subscriptions Maintenance Advertising Telephone Salaries **Fraining** Repairs 4111 6020 6023 6024 6070 6080 6090 6100 6110 6120 6124 6140 6200 6290 6350 6352 6022 6230 6280 6021 1901 191

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Sandbach Town Council

# Annual Budget - By Committee (Actual YTD Month 9)

Note: Annual Budget 2023-24

		C7-7707		202	2023-24			2024-25	
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1906 Christmas Markets Income	0	1,040	0	0	0	0	0	0	0
1907 Other Market Income	0	200	0	0	0	0	0	0	0
1914 Electricity Recharge	0	860	0	5,519	0	0	1,000	0	0
Total Income	35,000	45,149	43,500	38,826	0	0	48,850	0	0
4111 Subscriptions	0	210	0	366	0	0	0	0	0
6020 Salaries	0	0	19,311	14,775	0	0	20,277	0	0
6021 Employers NIC	1,300	2,876	1,576	1,302	0	0	1,655	0	0
6022 Superannuation	3,800	7,703	4,392	2,612	0	0	4,612	0	0
6023 Casuals wages	16,000	33,166	0	006	0	0	0	0	0
6070 Training	260	0	273	0	0	0	273	0	0
6080 Maintenance	800	746	2,000	204	0	0	2,000	0	0
6090 Health and Safety	450	0	450	13	0	0	450	0	0
6100 Light and Heat	7,500	8,914	7,875	9,423	0	0	8,269	0	0
6110 Rates and Water	6,700	8,364	7,035	4,625	0	0	7,387	0	0
6120 Repairs	1,600	2,116	0	0	0	0	0	0	0
6124 Condition Survey	1,400	0	0	0	0	0	0	0	0
6140 Waste Disposal	1,300	1,517	1,300	819	0	0	1,300	0	0
6220 Cleaning	500	3,633	525	3,906	0	0	4,525	0	0
6230 Equipment renewals	1,000	871	1,000	1,000	0	0	1,000	0	0
6280 Telephone	100	66	105	52	0	0	0	0	0
6291 Market Hall Advertising	2,500	1,587	4,000	1,121	0	0	2,000	0	0
6350 Irrecoverable VAT	3,125	5,362	3,125	3,192	0	0	3,125	0	0
6450 Bad Debt Provision	0	508	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	23		2023-24	-24			2024-25		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
	Overhead Expenditure	48,335	77,639	52,967	44,308	0	0	56,873		0	
	Movement to/(from) Gen Reserve	(13,335)	(32,489)	(9,467)	(5,482)	0		(8,023)			
195	Ranger (New Code)										
4860	Bought in Ranger provision	0	0	0	0	0	0	25,000	0	0	
4880	Green Space Contingency	0	0	0	0	0	0	15,000	0	0	
6020	Salaries	0	0	12,709	9,751	0	0	0	0	0	
6021	Employers NIC	0	0	338	913	0	0	0	0	0	
6022	Superannuation	0	0	2,872	0	0	0	0	0	0	
6024	Employers Casuals NIC	0	888	0	0	0	0	0	0	0	
6025	available to use	0	74	0	0	0	0	0	0	0	
6200	Motor expenses	1,000	588	1,000	1,045	0	0	0	0	0	
6230	Equipment renewals	6,500	1,339	6,500	711	0	0	0	0	0	
	Overhead Expenditure	7,500	2,889	23,419	12,421	0	0	40,000	0	0	
	Movement to/(from) Gen Reserve	(7,500)	(2,889)	(23,419)	(12,421)	0		(40,000)			
200	Public Conveniences										
6100	Light and Heat	750	542	788	626	0	0	788	0	0	
6110	Rates and Water	600	335	630	0	0	0	630	ο	0	
6120	Repairs	1,000	512	1,000	303	0	0	500	0	0	
6140	Waste Disposal	250	0	250	0	0	0	250	0	0	
6400	Supplies (Public Conveniences)	1,000	650	1,000	802	0	0	1,000	0	0	
6402	Vandalism Repairs	1,500	68	500	14	0	0	500	0	0	2
6406	Contract Cleaning	16,500	12,316	17,325	10,096	0	0	17,325	0	0	
	Overhead Expenditure	21,600	14,423	21,493	11,841	0	0	20,993	0	0	L

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28/02/2024	San	Sandbach Town Council	I Council						Page 11
09:21	Annual Budget - By Committee (Actual YTD Month 9)	3y Committee	e (Actual Y	TD Month S	(6				1
	Note:	Note: Annual Budget 2023-24	get 2023-2 <sup>,</sup>	+					
	2022-23		2023-24	3-24			2024-25		
	Budget Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
Movement to/(from) Gen Reserve	(21,600) (14,423)	(21,493)	(11,841)	0		(20,993)			
Assets & Services Committee - Income	219,350 203,002	219,143	171,134	0	0	245,418	0	0	
Expenditure	415,160 382,919	407,710	439,019	0	0	433,002	0	0	
Net Income over Expenditure	-195,810 -179,917	-188,567	-267,885	0	0	-187,584	0	0	
plus Transfer from EMR	0 4,942	0	140,644	0	0	0	0	0	
Movement to/(from) Gen Reserve	(195,810) (174,974)	(188,567)	(127,241)	0		(187,584)			
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Sandbach Town Council

# Annual Budget - By Committee (Actual YTD Month 9)

Note: Annual Budget 2023-24

		2022-23	-23		2023-24	-24			2024-25		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
Comn	Community & Events Committee										
110	Grants/Discretionary Payments										
4500	Transport Festival	12,000	23,000	18,000	18,000	0	0	18,000	0	0	
4503	Hanging Baskets	8,500	11,711	12,500	12,297	0	0	13,125	0	0	
4508	Christmas Lights	26,500	26,544	0	0	0	0	0	0	0	
4515	Concert Series	3,500	3,500	3,500	3,500	0	0	3,500	0	0	
4530	Community Grants	30,000	29,360	30,000	15,694	0	0	31,375	0	0	
4550	Foden's Sponsorship	7,500	7,500	7,500	7,500	0	0	7,500	0	0	
4551	Town Crier Honorarium	750	750	750	0	0	0	750	0	0	
4560	Churchyard Maintenance	1,580	1,660	1,660	1,660	0	0	1,659	0	0	
4573	Woodland and Wildlife	2,000	2,000	2,100	1,500	0	0	2,100	0	0	
4599	Other Regular Donations	300	0	300	0	0	0	300	0	0	
4601	Sandbach Partnership	10,000	0	0	0	0	0	0	0	0	
4611	Remembrance Parade	2,000	3,390	3,500	2,890	0	0	3,675	0	0	
4640	CCTV Contribution	5,750	5,728	6,038	5,728	0	0	6,339	0	0	
4660	Allotments	1,000	1,000	1,000	1,000	0	0	1,000	0	0	
6110	Rates and Water	0	0	0	403	0	0	0	0	0	
	Overhead Expenditure	111,380	116,143	86,848	70,173	0	0	89,323	0	0	
0006	plus Transfer from EMR	ο	14,600	0	3,359	0	0	0	0	0	
9001	less Transfer to EMR	0	10,759	0	0	0	0	0	0	0	
	Movement to/(from) Gen Reserve	(111,380)	(112,302)	(86,848)	(66,814)	0		(89,323)			
140	Community Events										
1906	Christmas Markets Income	0	0	5,000	4,296	0	0	3,000	0	0	
1910	Community Events Income	0	1,084	0	111	0	0	5,000	0	0	L
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09:21		Annual	Annual Budget - By Note: A	and the second	Committee (Actual YTD Month 9)	D Month 9	~				3
		2022-23			2023-24	-24			2024-25		
		Budget	Actual	Total /	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
1912	Other income	0	1,200	0	0	0	0	0	0	0	
4801	Ticket Income	0	3,360	0	50	0	0	0	0	0	
	Total Income	0	5,644	5,000	4,457	0	0	8,000	0	0	
4508	Christmas Lights	0	0	29,150	25,882	0	0	30,608	0	0	
4820	Community Events	20,500	15,602	24,025	15,658	0	0	24,025	0	0	
4841	Jubilee civic costs	0	2,834	0	0	0	0	0	0	0	
4844	King's Coronation Costs	0	-1,030	0	9,162	0	0	0	0	0	
6230	Equipment renewals	0	0	0	980	0	0	0	0	0	
6352	Christmas Market Expenditure	0	0	9,000	12,744	0	0	12,000	0	0	
	Overhead Expenditure	20,500	17,406	62,175	64,427	0	0	66,633	0	0	
	140 Net Income over Expenditure	-20,500	-11,762	-57,175	-59,970	0	0	-58,633	0	0	
0006	plus Transfer from EMR	0	0	0	9,157	0	0	0	0	0	
9001	less Transfer to EMR	0	12,000	0	0	0	0	0	0	0	
	Movement to/(from) Gen Reserve	(20,500)	(23,762)	(57,175)	(50,813)	0		(58,633)			
omn	Community & Events Committee - Income	ο	5,644	5,000	4,457	0	0	8,000	0	0	
	Expenditure	131,880	133,549	149,023	134,599	0	0	155,956	0	0	
	Net Income over Expenditure	-131,880	-127,905	-144,023	-130,143	0	0	-147,956	0	0	
	plus Transfer from EMR	0	14,600	ο	12,516	0	0	0	0	0	
	less Transfer to EMR	0	22,759	0	0	0	0	0	0	0	
	Movement to/(from) Gen Reserve	(131,880)	(136,064)	(144,023)	(117,626)	0		(147,956)			2(

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Sandbach Town Council

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Sandbach Town Council

# Annual Budget - By Committee (Actual YTD Month 9)

		Carried Forward	0	0	0	0	0	
	2024-25	EMR	0	0	0	0	0	
		Agreed	1,035,800	1,055,800	-20,000	0	0	(20,000)
×		Committed	0	0		0	0	
	1-24	Projected	0	0		0	0	0
get 2023-24	2023-24	Actual YTD	937,858	845,151	92,707	178,979	0	271,686
Note: Annual Budget 2023-24		Total	956,723	972,636	-15,913	0	0	(15,913)
Note:	-23	Actual	910,520	800,371	110,149	113,050	52,259	170,941
	2022-23	Budget	915,060	942,520	-27,460	0	0	(27,460)
×			ΰ	<u>e</u>	e	Ľ	Я	/e
			Total Budget Income	Expenditure	er Expenditur	plus Transfer from EMR	less Transfer to EMR	ו) Gen Reserv
			Total F		Net Income over Expenditure	plus Tra	less	Movement to/(from) Gen Reserve
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### 09:21

### Sandbach Town Council



### Detailed Income & Expenditure by Budget Heading 01/02/2024

Month No: 9

Actual Actual Year Current Variance Committed Funds Current Mth To Date Annual Bud Annual Total Expenditure Available	% Spent	Transfer to/from EMR
Council		
100 Town Council Income		
	100.0%	
	13001.8	
1912 Other income 0 3,883 0 (3,883)	0.0%	
Town Council Income :- Income 3,037 762,267 732,580 (29,687)	104.1%	0
Net Income 3,037 762,267 732,580 (29,687)		
Council :- Income 3,037 762,267 732,580 (29,687)	104.1%	
Expenditure 0 0 0 0 0 0 0	0.0%	
Movement to/(from) Gen Reserve 3,037 762,267	01070	
Finance, Policy & Governance		
101 Administration		
4840 Refreshment purchases 0 1 0 (1) (1)	0.0%	
Administration :- Direct Expenditure 0 1 0 (1) 0 (1)		0
4100 Mayor's Allowance 167 1,500 2,000 500 500	75.0%	
4101 Civic & Ceremonial 0 349 2,500 2,151 2,151	14.0%	
4108 Outlook 365 0 299 0 (299) (299)	0.0%	
4109 ICT Costs 0 1,775 0 (1,775) (1,775)	0.0%	1,775
4110 ICT Support/Packages 746 7,458 7,875 417 417	94.7%	
4111 Subscriptions 94 2,501 4,200 1,699 1,699	59.6%	
4112         Audit Fees Internal & External         450         2,559         5,439         2,881         2,881	47.0%	
4114 Accountancy Support 0 5,800 8,610 2,810 2,810	67.4%	
4115 Office 365/Outlook (Emails) 299 2,376 0 (2,376) (2,376)	0.0%	
4120 Insurance 215 10,625 15,000 4,375 4,375	70.8%	
4121 Rent- Enterprise 1,187 11,265 0 (11,265) (11,265)	0.0%	9,884
4123 Telephones 164 1,543 2,575 1,032 1,032	59.9%	
4130 Stationery 16 1,103 1,100 (3) (3)	100.3%	
4131 Photocopying 0 1,016 1,500 484 484	67.7%	
4135 Postages 0 0 200 200 200	0.0%	
4141 Office Equipment/Furniture 0 1,673 4,000 2,327 2,327	41.8%	
4142 Office Maintenance 0 304 500 196 196	60.9%	
4145 Financial Software 0 1,289 1,155 (134) (134)	111.6%	
	4.8%	
4150 Travelling Expenses 0 25 525 500 500		
4150         Traveiling Expenses         0         25         525         500         500           4151         Training         90         3,268         4,000         732         732	81.7%	

### 09:21

### Sandbach Town Council



### Detailed Income & Expenditure by Budget Heading 01/02/2024

### Month No: 9

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4154	Aged debt write off	0	0	3,000	3,000		3,000	0.0%	
4197		193	1,752	2,500	748		748	70.1%	
4198	Cleaning	0	1,017	0	(1,017)		(1,017)	0.0%	
4199	Other Expenses	0	19	100	81		81	18.5%	
4630	Legal Fees	0	1,200	1,500	300		300	80.0%	
4670	New Purchases/Projects	0	3,600	0	(3,600)		(3,600)	0.0%	3,600
6110	Rates and Water	403	2,107	0	(2,107)		(2,107)	0.0%	
6140	Waste Disposal	0	161	1,500	1,339		1,339	10.7%	
6290	Advertising	0	979	1,050	71		71	93.3%	
7000	Public Works Loan Board	0	27,138	29,605	2,467		2,467	91.7%	
	Administration :- Indirect Expenditure	8,968	100,421	105,434	5,013	0	5,013	95.2%	15,259
	Net Expenditure	(8,968)	(100,422)	(105,434)	(5,012)				
9000	– plus Transfer from EMR	1,187	15,259						
	Movement to/(from) Gen Reserve	(7,781)	(85,163)						
102									
4000	Salaries	15,870	128,881	215,215	86,334		86,334	59.9%	
4001	Employer's NI	1,712	13,438	22,560	9,122		9,122	59.6%	
4002	Employer's Superannuation	1,872	17,118	48,644	31,526		31,526	35.2%	
	Staff Restructure	0	0	10,500	10,500		10,500	0.0%	
	_							0.070	
	Staff Costs :- Indirect Expenditure	19,455	159,436	296,919	137,483	0	137,483	53.7%	0
	Net Expenditure	(19,455)	(159,436)	(296,919)	(137,483)				
105	Publicity								
4300	Newsletter Printing	0	0	2,500	2,500		2,500	0.0%	
4310	Website Maintenance	98	4,037	1,050	(2,987)		(2,987)	384.4%	3,060
	Publicity :- Indirect Expenditure	98	4,037	3,550	(497)		(407)	440 70/	
	Publicity :- Indirect Expenditure	30	4,037	3,550	(487)	0	(487)	113.7%	3,060
	Net Expenditure	(98)	(4,037)	(3,550)	487				
9000	plus Transfer from EMR	0	3,060						
	Movement to/(from) Gen Reserve	(98)	(976)						
<u>400</u>	Projects								
4600	Projects	0	7,500	0	(7,500)		(7,500)	0.0%	7,500
4648	Neighbourhood Plan	0	138	0	(138)		(138)	0.0%	
4667	Asset Maintenance Prov	0	0	10,000	10,000		10,000	0.0%	
	Projects :- Indirect Expenditure	0	7,638	10,000	2,362	0	2,362	76.4%	7,500
							de later de la 19		
	Net Expenditure	0	(7,638)	(10,000)	(2,362)				
9000	plus Transfer from EMR	0	7,500						
	Movement to/(from) Gen Reserve	0	(138)						

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### Sandbach Town Council



### Detailed Income & Expenditure by Budget Heading 01/02/2024

Month No: 9

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Fin	nance, Policy & Governance :- Income	0	0	0	0			0.0%	
	Expenditure	28,521	271,532	415,903	144,371	0	144,371	65.3%	
	Net Income over Expenditure	(28,521)	(271,532)	(415,903)	(144,371)				
	– plus Transfer from EMR	1,187	25,819						
	Movement to/(from) Gen Reserve	(27,334)	(245,714)						
Assats	& Services Committee								
	Sandbach Town Hall								
4801		22	4,548	8,000	3,452			56.8%	
4804		31	31	0	(31)			0.0%	
4806		113	1,035	8,000	6,965			12.9%	
4807		245	2,912	5,500	2,588			52.9%	
4808		0	63	0	(63)			0.0%	
4809		0	9	0	(9)			0.0%	
6000		5,193	55,435	50,000	(5,435)			110.9%	
	Town Hall Bar Income	2,779	37,398	52,500	15,102			71.2%	
6004	Town Hall Bar Income Pre paid	57	168	0	(168)			0.0%	
	- Sandbach Town Hall :- Income	8,439	101,598	124,000	22,402			81.9%	0
4831	Town Hall Events Costs	278	4,521	4,000	(521)		(521)	113.0%	
4838	Cinema Costs	0	2,252	5,775	3,523		3,523	39.0%	
4840	Refreshment purchases	71	323	4,200	3,877		3,877	7.7%	
6010	Town Hall Bar Purchases	1,561	14,689	21,000	6,311		6,311	69.9%	
	- Sandbach Town Hall :- Direct Expenditure	1,909	21,785	34,975	13,190		13,190	62.3%	0
4111	Subscriptions	20	174	0	(174)		(174)	0.0%	
4670	New Purchases/Projects	0	1,791	3,000	1,209		1,209	59.7%	
6020	Salaries	11,548	85,269	89,071	3,802		3,802	95.7%	
6021	Employers NIC	1,062	7,547	4,529	(3,018)		(3,018)	166.6%	
6022	Superannuation	2,025	16,112	17,055	943		943	94.5%	
6023	Casuals wages	924	6,514	0	(6,514)		(6,514)	0.0%	
6070	Training	0	1,140	1,575	435		435	72.4%	
6080	Maintenance	0	3,470	8,400	4,930		4,930	41.3%	
6090	Health and Safety	0	25	500	475		475	5.0%	
6100	Light and Heat	3,542	14,289	22,800	8,511		8,511	62.7%	
6110	Rates and Water	655	7,632	12,600	4,968		4,968	60.6%	
6120	Repairs	530	1,643	10,000	8,357		8,357	16.4%	
6140	Waste Disposal	119	1,189	2,100	911		911	56.6%	

Month No: 9

### 09:21

### Sandbach Town Council



### Detailed Income & Expenditure by Budget Heading 01/02/2024

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6200	Motor expenses	120	120	0	(120)		(120)	0.0%	
6220	Cleaning	1,115	9,473	14,513	5,040		5,040	65.3%	
6230	Equipment renewals	95	2,460	3,000	540		540	82.0%	
6280	Telephone	233	2,074	5,250	3,176		3,176	39.5%	
6300	Performing Rights Licence	0	0	1,000	1,000		1,000	0.0%	
6310	Premises Licence	0	200	2,500	2,300		2,300	8.0%	
6340	Marketing	0	1,602	2,000	398		398	80.1%	
6350	Irrecoverable VAT	1,441	2,891	6,250	3,360		3,360	46.2%	
	 Sandbach Town Hall :- Indirect Expenditure	23,430	165,614	206,668	41,054	0	41,054	80.1%	0
	Net Income over Expenditure	(16,900)	(85,801)	(117,643)	(31,842)				
		(10,500)	(00,001)	(117,043)	(31,042)				
<u>182</u>	<u>Car Parks</u>								
4619	Car Parks refurbishment	458	140,644	0	(140,644)		(140,644)	0.0%	140,644
6080	Maintenance	0	0	500	500		500	0.0%	
	Car Parks :- Indirect Expenditure	458	140,644	500	(140,144)	0	(140,144)	28128.7	140,644
	Net Expenditure	(458)	(140,644)	(500)	140,144				
9000	plus Transfer from EMR	458	140,644						
	Movement to/(from) Gen Reserve	0	0						
184	Town Hall Shop Units								
6005	TH Shop Units Rent	1,321	11,887	16,643	4,756			71.4%	
	 Town Hall Shop Units :- Income	1,321	11,887	16,643	4,756			71.4%	0
6351	Town Hall Units Expenditure	45	294	1,500	1,206		1,206	19.6%	v
	_						.,===		
Т	own Hall Shop Units :- Indirect Expenditure	45	294	1,500	1,206	0	1,206	19.6%	0
	Net Income over Expenditure	1,276	11,593	15,143	3,550				
100	Outdoor Market								
	Outdoor Market Rent	1,113	14,231	33,000	18,769			43.1%	
	Gazebo Income	258	4,267	2,000	(2,267)			213.3%	
1912	Other income	0	325	0	(325)			0.0%	
	— Outdoor Market :- Income	1,370	18,823	35,000	16,177			53.8%	0
4111	Subscriptions	0	192	0	(192)		(192)	0.0%	(core)
6020	Salaries	2,076	14,448	36,322	21,874		21,874	39.8%	
6021	Employers NIC	184	1,264	1,771	507		507	71.4%	
6022	Superannuation	318	2,130	4,842	2,712		2,712	44.0%	

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### Sandbach Town Council



### Month No: 9

### Detailed Income & Expenditure by Budget Heading 01/02/2024

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6023	Casuals wages	1,156	13,282	0	(13,282)		(13,282)	0.0%	
6024	Employers Casuals NIC	0	30	0	(30)		(30)	0.0%	
6070	Training	0	0	800	800		800	0.0%	
6080	Maintenance	0	180	1,000	820		820	18.0%	
6090	Health and Safety	0	42	450	408		408	9.4%	
6100	Light and Heat	48	471	656	185		185	71.7%	
6110	Rates and Water	315	2,836	8,663	5,827		5,827	32.7%	
6140	Waste Disposal	540	3,806	5,000	1,194		1,194	76.1%	
6200	Motor expenses	1	226	2,500	2,274		2,274	9.0%	
6230	Equipment renewals	500	1,460	1,500	40		40	97.3%	
6280	Telephone	14	122	184	62		62	66.4%	
6290	Advertising	105	695	1,500	806		806	46.3%	
6350	Irrecoverable VAT	251	931	1,000	69		69	93.1%	
	Outdoor Market :- Indirect Expenditure	5,507	42,112	66,188	24,076	0	24,076	63.6%	0
	Net Income over Expenditure	(4,137)	(23,290)	(31,188)	(7,898)				
191	Indoor Market								
1901	Indoor Market Rent	2,678	33,307	43,500	10,193			76.6%	
	Electricity Recharge	1,715	5,519	43,500 0	(5,519)			0.0%	
		.,	515.5		(0,010)			0.070	
	Indoor Market :- Income	4,393	38,826	43,500	4,674			89.3%	0
4111	Subscriptions	20	366	0	(366)		(366)	0.0%	
6020	Salaries	2,076	14,775	19,311	4,536		4,536	76.5%	
6021	Employers NIC	184	1,302	1,576	274		274	82.6%	
6022	Superannuation	318	2,612	4,392	1,780		1,780	59.5%	
6023	Casuals wages	137	900	0	(900)		(900)	0.0%	
6070	Training	0	0	273	273		273	0.0%	
6080	Maintenance	0	204	2,000	1,796		1,796	10.2%	
6090	Health and Safety	0	13	450	438		438	2.8%	
6100	Light and Heat	1,011	9,423	7,875	(1,548)		(1,548)	119.7%	
6110	Rates and Water	255	4,625	7,035	2,410		2,410	65.7%	
6140	Waste Disposal	90	819	1,300	481		481	63.0%	
6220	Cleaning	372	3,906	525	(3,381)		(3,381)	743.9%	
6230	Equipment renewals	1,000	1,000	1,000	0		0	100.0%	
6280	Telephone	6	52	105	53		53	49.9%	
6291	Market Hall Advertising	0	1,121	4,000	2,879		2,879	28.0%	
6350	Irrecoverable VAT	1,690	3,192	3,125	(67)		(67)	102.2%	
	Indoor Market :- Indirect Expenditure	7,157	44,308	52,967	8,659	0	8,659	83.7%	0
	Net Income over Expenditure	(2,765)	(5 492)	(9 467)	(2 095)				
		(2,703)	(5,482)	(9,467)	(3,985)				

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### Sandbach Town Council



### Detailed Income & Expenditure by Budget Heading 01/02/2024

### Month No: 9

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
195	Ranger (New Code)								
6020		1,203	9,751	12,709	2,958		2,958	76.7%	
6021	Employers NIC	118	913	338	(575)		(575)	270.2%	
6022	Superannuation	0	0	2,872	2,872		2,872	0.0%	
6200	Motor expenses	0	1,045	1,000	(45)		(45)	104.5%	
6230	Equipment renewals	711	711	6,500	5,789		5,789	10.9%	
	Ranger (New Code) :- Indirect Expenditure	2,032	12,421	23,419	10,998		10,998	53.0%	0
	Net Expenditure	(2,032)	(12,421)	(23,419)	(10,998)				
<u>200</u>	Public Conveniences								8
6100	Light and Heat	78	626	788	162		162	79.5%	
6110	Rates and Water	0	0	630	630		630	0.0%	
6120	Repairs	0	303	1,000	697		697	30.3%	
6140	Waste Disposal	0	0	250	250		250	0.0%	
6400	Supplies (Public Conveniences)	92	802	1,000	198		198	80.2%	
6402	Vandalism Repairs	0	14	500	486		486	2.7%	
6406	Contract Cleaning	1,163	10,096	17,325	7,229		7,229	58.3%	
F	Public Conveniences :- Indirect Expenditure	1,332	11,841	21,493	9,652	0	9,652	55.1%	0
	Net Expenditure	(1,332)	(11,841)	(21,493)	(9,652)				
As	ssets & Services Committee :- Income	15,522	171,134	219,143	48,009			78.1%	
	Expenditure	41,870	439,019	407,710	(31,309)	0	(31,309)	107.7%	
	Net Income over Expenditure	(26,347)	(267,885)	(188,567)	79,318				
	plus Transfer from EMR	458	140,644						
	Movement to/(from) Gen Reserve	(25,889)	(127,241)						
		(20,000)	(121,241)						
Commu	unity & Events Committee								
<u>110</u>	Grants/Discretionary Payments								
4500	Transport Festival	0	18,000	18,000	0		0	100.0%	
4503	Hanging Baskets	0	12,297	12,500	203		203	98.4%	
4515	Concert Series	0	3,500	3,500	0		0	100.0%	
4530	Community Grants	2,500	15,694	30,000	14,306		14,306	52.3%	3,359
4550	Foden's Sponsorship	0	7,500	7,500	0		0	100.0%	
	r odena oponaoranip								
4551	Town Crier Honorarium	0	0	750	750		750	0.0%	
		0 0	0 1,660	750 1,660	750 0		750 0	0.0% 100.0%	

Month No: 9

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### Sandbach Town Council



### Detailed Income & Expenditure by Budget Heading 01/02/2024

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4599	Other Regular Donations	0	0	300	300		300	0.0%	
4611		0	2,890	3,500	610		610	82.6%	
4640	CCTV Contribution	0	5,728	6,038	310		310	94.9%	
4660	Allotments	0	1,000	1,000	0		0	100.0%	
6110	Rates and Water	0	403	0	(403)		(403)	0.0%	
	- Grants/Discretionary Payments :- Indirect Expenditure	2,500	70,173	86,848	16,675	0	16,675	80.8%	3,359
	Net Expenditure	(2,500)	(70,173)	(86,848)	(16,675)				
9000	plus Transfer from EMR	0	3,359						
	Movement to/(from) Gen Reserve	(2,500)	(66,814)						
<u>140</u>	Community Events								
1906	Christmas Markets Income	132	4,296	5,000	704			85.9%	
1910	Community Events Income	0	111	0	(111)			0.0%	
4801	Ticket Income	0	50	0	(50)			0.0%	
	- Community Events :- Income	132							
4509	e ≥ 12 • 5 368 (00 2 2 2 2 0000)		4,457	5,000	543		2 000	89.1%	0
4508 4820	Christmas Lights Community Events	0 0	25,882 15,658	29,150 24,025	3,268 8,367		3,268 8,367	88.8% 65.2%	
4844		0	9,162	0	(9,162)		(9,162)	0.0%	9,157
6230		980	980	0	(980)		(980)	0.0%	5,157
	Christmas Market Expenditure	1,608	12,744	9,000	(3,744)		(3,744)	141.6%	
	-								
	Community Events :- Indirect Expenditure	2,588	64,427	62,175	(2,252)	0	(2,252)	103.6%	9,157
	Net Income over Expenditure	(2,456)	(59,970)	(57,175)	2,795				
9000	plus Transfer from EMR	0	9,157						
	Movement to/(from) Gen Reserve	(2,456)	(50,813)						
Comr	nunity & Events Committee :- Income	132	4,457	5,000	543			89.1%	
	Expenditure	5,088	134,599	149,023	14,424	0	14,424	90.3%	
	Net Income over Expenditure	(4,956)	(130,143)	(144,023)	(13,880)				
	 plus Transfer from EMR	0	12,516						
	Movement to/(from) Gen Reserve	(4,956)	(117,626)						
	Grand Totals:- Income	18,691	937,858	956,723	18,865			98.0%	
	Expenditure	75,478	845,151	972,636	127,485	0	127,485	86.9%	
	Net Income over Expenditure	(56,787)	92,707	(15,913)	(108,620)		<u> </u>		
					()				
	plus Transfer from EMR	1,645	178,979						
	Movement to/(from) Gen Reserve	(55,142)	271,686						

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**Sandbach Town Council** 

## Over £1500 Payments 2024-2025

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

4000/6020/6023 S 4001/6021 F	Item	Further Information	<b>Total Budget</b>	REASON
	Salaries		£539,973	
	Employer NI			To prevent delays
4002/6022 P	Pension Contributions			
4003 S	Staff Restructure (contingency)	As per approved budget		
4100 A	Mayors Allowance	Paid with monthly salary run	£2,500	To prevent delays
4120	Insurance	Annual insurance	£15,750	To prevent delays
4152 F	HR and H&S	Annual invoice	£5,250	Three-year commitment approved at TCM22.10.2020
7000 L	Loan	Paid by direct debit	£29,606	To prevent delays
4112	Audit Fees	Invoices over £1500.00	£5,711	To prevent delays
Cost Centre 110 G	Grants and Discretionary	Town Crier Honorarium £750	£7,335	2,002.0
<u> </u>	Payments	Churchyard Maintenance £1660		
		Allotments £1000 RBL £250		
		Remembrance Parade £3675		
4500 T	Transport Festival	Three Year Grant Award	£18,000	Council approved three-year award
		FCM08.06.2022 Item 14		
		Third Payment	ではないとなる	
4515 C	Concert Series	Three Year grant award	£3,500	Committee approved three-year award
		FCM05.08.2021 Item 12.6		
		Third Payment		
4550 F	Foden's Sponsorship	Annual Sponsorship	£7,500	To prevent delays
4573 S	Sandbach Woodland and Wildlife	Three Year grant award	£2,000	Committee approved three-year award
	Group	FCM05.08.2021 Item 12.2		
		Third Payment		
6010 B	Bar Purchases	Total budget used to cover	£21,000	Covered by income, orders placed on a need-by-need
		numerous orders.		basis according to the requirements. To prevent
				delays.
6100 U	Utilities	Any invoices over £1,500	£43,000	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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### SANDBACH TOWN COUNCIL

### **DIRECT DEBIT AND BACS PAYMENTS 2024/25**

### Information

Sandbach Town Council pay several suppliers by Direct Debit and other suppliers are paid by BACS (Bank Transfer)

The most up to date Direct Debit list is presented annually for information, this is as below. The approval of the use of a variable Direct Debit and the use of BACS or CHAPS is required be renewed by resolution of the council annually.

### **DIRECT DEBIT PAYMENTS:**

Supplier	Information	Status	Amount
EE LIMITED	Mobile telephone costs	Active	£23.27
EVO PAYMENTS INT	Card payment terminal fees	Active	Varies
WEST MERCIA ENERGY	Utilities: Heat & Light	Active	Varies
FUEL CARD SERVICES	Fuel for vehicles	Active	Varies
BRITISH TELECOM	Telephone & Broadband	Active	£152.20
LEG & GEN MAIN A/C	Critical Illness Insurance	Active	£183.09
CHESHIRE EAST BC	Business Rates	Active	Varies
PRISM BUSINESS DEV	Wi-Fi/Broadband	Active	£190.36
NW BUSINESS CREDIT	Credit Card	Active	Varies
NW BANKLINE	Bank Charges	Active	Varies
PRISM BUSINESS DEV	ISC Services & Support	Active	£1254.79
PUBLIC WORKS LOANS	Loan Repayment	Active	£2,467.11 & £12335.57
ICO	Data Protection Fee	Active	£35.00
CALOR	LPG Gas for ODM	Active	Varies
DVLA	STC Vehicles Tax	Active	Varies

### **BACS PAYMENTS to Suppliers:**

Supplier	Information	Amount
ANSA	Various Services	Varies
BLITZ	Events Management Services	Varies
ChALC	Various training	Varies
CHESHIRE PENSION FUND	Pension Contributions	Varies
CLAYMORE BUSINESS MACHINES	Photocopying	Varies
FLEXTEL	Admin Mobile	Varies
GASKELLS	Waste Disposal	Varies
HOPS AND BARLEY	Bar Supplies	Varies
JOHN GREENALL & CO	VAT & Accountancy services	£2,826.00
PPL PRS LTD	Music & Copyright Licence	£1,527.37
SCREWFIX	Tools & equipment	Varies
SPOTLESS COMMERCIAL CLEANING	TH & Mkt Cleaning	Varies
STAFFORDSHIRE REELS ON WHEELS	Film Hire Fees	£210.00
THE RALPHS GROUP	Public Convenience Cleaning	£302.40
WATERPLUS	Water & Wastewater	Varies

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### Recommendation

That Finance Policy and Governance Committee:

i-Note and approve the Direct Debit List; ii-note and approve to continue to pay suppliers by BACS.

For TCM 6<sup>th</sup> March 2024

AO Finance Officer 28/02/2024 Seasonal illuminations where you are

This Agreement is made on the 1st February 2024

### Between

**Blitz Fireworks Limited** (Co reg. no. 06162993) whose registered office is DJH Mitten Clarke, Festival Way, Stoke-On-Trent, Staffordshire, ST1 5SQ and their postal address is Blitz Fireworks Limited, Shavington, Crewe, Cheshire, CW2 5BJ ("the Owner") and **Sandbach Town Council** (Co reg'n no .) whose registered office is High Street Sandbach CW11 1AX ("the Hirer").

The Owner hereby covenants to: -

- 1) hire to the Hirer the Goods for the Hire Period as detailed in attached Appendix 1: -
- 2) for the Price of £48,061.00 plus vat (total for three years hire)
- 3) to deliver, install and remove the existing scheme at a cost of £5,000.00 plus vat per annum
- 4) supply, install and removal of real Christmas tree £1,665.00 (this may change annually due to market fluctuations) plus vat per annum
- 5) Hire of 5 bespoke riser brackets for 3 years £1200 plus vat (year 1 2024 cost only)
- 6) storage of existing scheme £1040.00 plus vat per annum
- 7) anchor point testing see Appendix 1
- 8) failed anchor point testing and bolt replacement See Appendix 1

In accordance with the General Conditions of Contract.

AS WITNESS whereof the hands of the duly authorised representatives of the parties hereto the day and year hereinbefore set out.

Signed for and on behalf of:	Sandbach Town Council
Name of authorised signatory	Ceri Lloyd Quer .
Title	Chief Officer
Witnessed by: Signature	
Name	Agnieszka Obrochta Obrochke
Address	
Occupation	Finance Officer at Sandbach Town Council

### 21.1

### Signed for and on behalf of: BLITZ FIREWORKS LIMITED

Director/Company Secretary

### **GENERAL CONDITIONS OF CONTRACT**

### FOR THE SUPPLY AND INSTALLATION OF GOODS

- 1. GENERAL
- 1.1 These conditions supersede any terms of any kind referred to, offered or relied on by the Owner at any stage in the dealings between the Hirer and the Owner, unless the Hirer expressly accepts in writing that such terms shall apply to the Contract.
- 1.2 Unless the Hirer and the Owner agree otherwise in writing, if there is any inconsistency between the terms of the following documentation they will apply in the following order: -
  - 1.2.1 An agreed amendment to any of these Conditions of Contract
  - 1.2.2 These Conditions of Contract
  - 1.2.3 The terms of any Attachments and Appendices

### 2. DEFINITIONS

- 2.1 'Appendix' means a document attached to these Conditions of Contract or attached to or referred to in a Purchase Order.
- 2.2 'Authorised' shall mean signed by a representative of the Hirer duly authorised to sign financial commitments of this size and nature.
- 2.3 'Switch-on Date' means the date agreed in advance between the Hirer and the Owner when the Goods are to be ready for illumination.
- 2.4 'Switch Off Date' means the date agreed in advance between the Hirer and the Owner when the Goods are to be switched off.

- 2.5 'Delivery Date' is the date agreed between the Hirer and the Owner when the Goods are to be delivered on site.
- 2.6 'Removal Date' is the final date agreed between the Hirer and the Owner by which the Goods are to be removed from the site.
- 2.7 The 'Storage Period' is the period during the Contract when the Goods are stored by the Owner, i.e. excluding the period each year between the Delivery date and the Removal date.
- 2.8 'Hirer' shall mean (full legal name and Company No. where appropriate)
- 2.9 'Contract' shall mean the agreement between the parties and these General Conditions of Contract.
- 2.10 'EIR' means the Environmental Information Regulations 2004.
- 2.11 'FOIA' means the Freedom of Information Act 2000.
- 2.12 'Goods' means the Christmas lights which shall be supplied to the Hirer in accordance with the General Conditions of Contract
- 2.13 'Intellectual Property' means patents, copyright, registered and unregistered design rights, utility models, trade marks (whether or not registered), database rights, rights in know-how and confidential information and all other intellectual and industrial property rights and similar or analogous rights existing under the laws of any country, and all rights to apply for or register such rights.
- 2.14 'Information' has the meaning given under Section 84 of FOIA 2000.
- 2.15 'Request for Information' shall have the meaning set out in FOIA or any request for information under EIR.
- 2.16 'Manufacturer' means the original manufacturer of the Goods or the person who attaches its brand to the Goods.

### 21.1

- 2.17 'Price' means the sum of £ in total, due to be paid as follows:
  - 2024 £25,912.00 plus vat
  - 2025 £23,232.00 plus vat
  - 2026 £23,232.00 plus vat

Each annual instalment represents the annual charge for the entire service during each year and will be invoiced in the month of August except in Year 1 where the charge will be invoiced immediately following delivery of the Goods.

- 2.18 'Services' means the installation, maintenance and removal of the Goods.
- 2.19 'Specification' means any technical specification for the Goods or Services contained in an Attachment.
- 2.20 'Site' means the locations(s) for installation as detailed below: -
- 2.21 'Owner' shall mean Blitz Fireworks Limited.

### 3. PRICES

3.1 The Price shall be deemed to be exclusive of VAT.

### 4. OWNERS TO INFORM THEMSELVES FULLY

4.1 The Owner shall be deemed to have examined the Specification and these Conditions of Contract. No claims from the Owner for additional payment will be allowed on the grounds of misinterpretation of the Specification (whether it was prepared by the Hirer or by the Owner) or these Conditions of Contract if the Owner could reasonably have sought clarification from the Hirer prior to the issue of the award of the Contract.

### 5. INSTALLATION

- 5.1 The Owner shall deliver the Goods on site or to the Installer by the Delivery Date and install the Goods on the Site in accordance with the Attachments and these General Conditions of Contract by the Switch-on Date. The Owner will arrange for the Goods to be switched off by the Switch Off Date and removed from site by the Removal Date.
- 5.2 The Owner shall use good quality materials, techniques and standards to execute the installation with the care, skill and diligence required in accordance with the best industry practice.

### 6. THE INSTALLATION SITE

- 6.1 The Owner or his appointed sub-contractor shall be required to visit the site at the commencement of the contract and shall conduct a visual inspection from street level to ensure the site appears suitable for the installation. In the event that in the second or subsequent years of the contract there are: -
  - 6.1.1 any changes to the required layout
  - 6.1.2 any changes to the Electrical infrastructure, or any other changes affecting the installation

these must be notified by the Hirer to the Owner at least two months prior to the Delivery Date.

- 6.2 The Hirer is to ensure that:
  - 6.2.1 All electrical infrastructure is within a reasonable distance of the proposed decoration position, is in good working order, and suitable for the task.
  - 6.2.2 All anchor points are suitable for the task and have been appropriately tested. The Owner or his appointed sub-contractor can undertake anchor point testing under a separate chargeable contract.
- 6.3 The Hirer at his own expense shall ensure that such preparation and provision are made such that the Owner is able to install the Goods by the Switch-on Date.

### 7. ACCESS

- 7.1 The Hirer shall afford to the authorised personnel of the Owner at all reasonable times and with prior agreement, such access to the Site, (but not necessarily sole access) as may be necessary for the inspection of the Site and for the execution of delivery and installation, providing always that the Hirer shall have the right to refuse to admit to, or order the removal from, the Site of any person employed by, or acting on behalf of, the Owner, or any authorised sub-contractor who, in the opinion of the Hirer (which shall be final), is not a fit and proper person to be on Site. Action under this Clause shall not relieve the Owner of any of its obligations under the Contract.
- 7.2 The Owner must take reasonable care to ensure that, in the execution of the delivery and installation, they do not interfere with the operations of the Hirer, its employees or any other contractor employed on the Site.
- 7.3 The Owner may work on the Site only with the permission of the Hirer.
- 7.4 The Owner shall, without prejudice to any other obligations to the Hirer with regard to access to the Site: -
  - 7.4.1 comply at all times with its statutory obligations in respect of Health and Safety at Work and the Hirer's policies, procedures and/or reasonable instructions in respect of health and safety.
  - 7.4.2 comply with any policies, procedures and/or reasonable instructions of the Hirer with regard to security when attempting to gain access to and egress from, and at all times when working on, the Site.
  - 7.4.3 comply with any policies, procedures and/or instructions of the Hirer in respect of the use of any services and/or facilities to be provided by the Hirer in accordance with the Contract and/or as may otherwise be reasonably required in order that the Owner is able to meet its obligations under the Contract.

- 7.4.4 comply with any policies, procedures and/or instructions of the Hirer in respect of the Site and/or any other of the Hirer's sites to which the Owner may have access for any purpose.
- 7.4.5 leave the Goods and the Site in a clean and tidy condition at the end of each visit and upon completion of each installation.
- 7.5 The Owner shall ensure that its personnel and the personnel of any agent and/or subcontractor of the Owner shall comply with its obligations set out in Clauses 7.1 to 7.4 inclusive above.

#### 8. QUALITY

- 8.1 The Goods supplied will be of good construction, materially sound, of adequate strength and free of defects in design materials and workmanship and will be designed and manufactured so as to be safe and without risk to health when properly used.
- 8.2 The Goods and Services supplied must comply with the express terms of the Contract and all implied conditions, warranties and terms contained in the Consumer Rights Act 2015 as applicable to the Contract and as amended by any related statutes, and any statutory re-enactment(s) or modification(s) thereof.
- 8.3 The Goods and Services supplied must comply with all appropriate European Union Directives applicable and relevant at the time of the Commencement Date (in which case all Goods supplied must be clearly endorsed as being fully compliant as aforesaid by the application of the CE Mark in a position on the Goods which meets the requirements of the Directives).
- 8.4 If the Goods and Services comply with any British Standards Institution, European Union, International Standards Organisation or other applicable standard the Owner must, on the request of the Hirer, provide a copy of the standard free of charge.
- 8.5 The Owner will at the request of the Hirer provide the Hirer with copies of any relevant testing or compliance certificates for the Goods and Services.

### 9. MISTAKES IN INFORMATION

9.1 The Hirer shall be responsible for and shall pay any additional costs which the Owner can demonstrate as being reasonably and necessarily incurred as a direct result of the Owner acting upon any discrepancies, errors or omissions in any drawings, information and decisions supplied in writing to the Owner, by the Hirer.

### 10. REMOVAL

- 10.1 The Owner shall remove the Goods from the Site in accordance with the Attachments and these General Conditions of Contract by the Removal Date.
- 10.2 The Owner shall use good quality materials, techniques and standards to execute the removal with the care, skill and diligence required in accordance with the best industry practice.
- 10.3 The Owner shall ensure that by the Removal Date the Owner has: -
  - 10.3.1 removed any equipment from the Site.
  - 10.3.2 removed any additions or alterations which have been made to the Site.
  - 10.3.3 made good any part of the Site which has been damaged by the Owner during the removal and restore the Site to its original state.

### 11. STORAGE AND DELIVERY

- 11.1 All Goods must be adequately stored and protected by the Owner during the Storage Period.
- 11.2 The Owner is responsible for the delivery of the Goods to the Site by the Delivery date and for the removal of the Goods to the storage facilities of the Owner following the Removal Date.
- 11.3 The Owner shall provide all necessary labour, materials and plant required for the delivery and installation.
- 11.4 The Goods shall be stored and transported at the sole risk and expense of the Owner.

11.5 The Owner shall be responsible for the safe custody of any equipment which is the property of the Owner whilst it is on the Site. The Hirer shall not be liable for any loss or damage to the equipment as aforesaid howsoever caused and shall have the right to charge for storage of the equipment in the event that the Owner fails to remove their equipment from Site within a reasonable period of time following installation.

### 12. VARIATIONS

12.1 The Owner shall not alter any of the Goods and/or Services, except as directed in writing by the Hirer.

### 13. DELAYS BY THE OWNER

- 13.1 The Switch-on Date and the Removal Date shall be the essence of the Contract. If the Owner fails to: -
  - 13.1.1 complete any installation by any Switch-on Date; or
  - 13.1.2 remove the Goods by any Removal Date,
  - 13.1.3 the Hirer shall have the right exercisable by giving notice to the Owner, at its sole discretion, either to: -
  - 13.1.4 cancel the Contract whereupon the Hirer's right shall be as described in Clause 17 hereof, or
  - 13.1.5 proceed with the fulfilment of the Contract whereupon the Hirer shall have the right to recover from the Owner any losses which they may have suffered as set out in Clause 13.2 hereof.
- 13.2 In the event that the Hirer shall elect to proceed with the fulfilment of the Contract, and the Hirer shall have suffered a loss, then without prejudice to the Hirer's rights as aforesaid the Hirer shall have the right to deduct, as liquidated damages and not by way of penalty, from the Price the sum of £100 per day that the Goods are not installed and fully operational.

- 13.3 Nothing in the foregoing shall incur a penalty against the Owner in the event that: -
  - 13.3.1 The display is substantially complete and deficient only in very minor ways.
  - 13.3.2 The Hirer has refused reasonable offers by the Owner to provide appropriate temporary or permanent replacements for any non –functioning items.
  - 13.3.3 A delay has been caused by events clearly beyond the control of the Owner, such as extreme adverse weather or vandalism.

#### 14. ACCEPTANCE

- 14.1 If the Goods or Services fail to conform with the Specification and/or the Contract, whether by reason of not being of the required quality or fit for the purpose stipulated either in the Specification issued by the Hirer, the Hirer shall without prejudice to their rights under Clauses 13 and 15 of these Conditions of Contract have the right to reject such Goods and/or Services within a reasonable time after each installation. The Hirer shall be obliged to give the Owner reasonable opportunity to replace any reject Goods and/or provide Services with Goods and/or Services which conform to the Specification and/or the Contract, but shall thereafter, without prejudice to any other right which the Hirer may have against the Owner, have the right to purchase such Goods and/or Services of the same or substantially equal quality and/or specification elsewhere. Any additional costs which may be incurred by the Hirer in purchasing such Goods and/or Services as aforesaid shall be for the Owner's account. When Goods are rejected, they will be removed at the Owner's sole risk and expense.
- 14.2 Acceptance of delivery does not constitute acceptance of the Goods or Services by the Hirer.
- 14.3 The making of any payment due under the Contract shall not constitute acceptance and shall not prejudice the Hirer's right of rejection.

#### 15. CANCELLATION

15.1 In accordance with Clause 13 hereof, any Switch-on Date and any Removal Date shall be of the essence of the Contract. In circumstances where the Hirer invokes the provisions of Clause 13 of these Conditions, and makes a claim in respect of the installation or any part

thereof being subject to a delay due to the fault of the Owner, the Hirer shall be entitled at their sole and absolute discretion either to:

- 15.1.1 cancel the Contract and/or terminate the Contract and/or any part thereof forthwith, in which case the Hirer shall have the right to claim reimbursement from the Owner for all losses suffered as a result of the delay, the cancellation and/or termination, or
- 15.1.2 proceed with the fulfilment of the Contract in which case the Hirer's rights shall be as set out in Clause 13 hereof.

The right in Clause 15.1.1 shall apply in all of the events listed at Clauses 15.2 to 15.6 inclusive below. The right in Clause 15.1.2 shall apply only in the events listed at Clauses 15.2 to 15.4 to inclusive, below.

- 15.2 The Owner fails to deliver Good and/or Services in accordance with the terms of the Contract.
- 15.3 The Owner fails to make progress with the Contract so as to jeopardise the purpose of the Goods and/or Services and/or the Contract.
- 15.4 The Owner being giving a reasonable period to rectify the situation, fails to provide adequate replacement Goods and/or an adequate or satisfactory Service.
- 15.5 The Owner becomes bankrupt or insolvent, or has a receiving order made against it, or compounds with its creditors or, being a corporation, commences to be wound up or is put into administration or if the Owner attempts to carry on its business under a receiver for the benefit of any of its creditors.
- 15.6 In the event that the Hirer shall elect to cancel or terminate this Contract for the supply of the Goods and the Services for any of the foregoing reasons the Hirer shall not be liable for any unfulfilled commitment.

### 16. STANDARD OF PERFORMANCE

- 16.1 The Owner warrants and undertakes to ensure that the Goods maintain the standard of performance specified: -
  - 16.1.1 in the Specification, and during the Hire Period and more particularly between the Switch-on Date and the Switch Off Date, provided any such lack of performance is not caused by events clearly beyond the control of the Owner such as extreme adverse weather or vandalism.
- 16.2. If the Hirer claims that the Goods and/or Services or any portion thereof, are not achieving and maintaining the standard of performance specified in the Contract and the Owner wishes to dispute that claim, then, notwithstanding prior acceptance of the Goods and/or Services in accordance with Clauses 14 and 15 hereof the onus shall be on the Owner to undertake at its own expense all necessary investigations to disprove the Hirer's claims, or to prove that such failure to maintain requisite standards is due to the fault of the Hirer.

#### 17. REPLACEMENT GOODS

- 17.1 In the event that any parts of the Goods supplied in accordance with the Contract shall fail to achieve and maintain the standards of performance then as soon as possible but within 5 days of notification of such failure the Owner shall repair and or replace such part of the Goods as is necessary to achieve the stated standard of performance and free of all charges.
- 17.2 In the event that all or any of the goods supplied in accordance with the Contract shall consistently fail to achieve and maintain the standards of performance as set out in 17.1 the Owner hereby warrants for the Hire Period that the Goods, or specific portion(s) thereof affected by such circumstances shall be replaced with goods and/or services of equal or nearest equivalent higher specification forthwith and free of all charges.
- 17.3 For the avoidance of doubt "consistently fail" shall be defined as the Goods requiring a minimum of four (4) notifications under clause 17.1 above per Display Period to provide service repairs or replacements to satisfactory standards.
- 17.4 Replacement Goods and/or Services supplied by the Owner under this Clause 17 shall be supplied in accordance with these Conditions of Contract. The Goods and/or Services shall be

supplied with a full warranty service as defined herein, and for the remainder of the Hire Period. The Hirer's rights to require the Owner to replace Goods and/or Services in accordance with this Clause shall apply to any replacement Goods and/or Services in accordance with this Clause if they were the Goods and/or Services originally supplied.

### 18. INDEMNITY & INSURANCE

- 18.1 The Owner shall indemnify and keep indemnified the Hirer from and against any and all loss damage and liability (whether criminal or civil) suffered and legal fees and other costs incurred by the Hirer resulting from a breach of this agreement by the Owner including: -
  - 18.1.1 any act neglect or default of the Owners employees or agents.
  - 18.1.2 Breaches in respect of any matter arising from the supply of the Goods and Services resulting in any successful claim by any third party.
- 18.2 The Owner must take out insurance adequate to cover the risks in this Clause and its liabilities under the Contract and in any event, in an amount of not less than five million pounds (£5,000,000) sterling or as otherwise shown in the Purchase Order or any Attachment for any one claim or connected series of claims that may arise. The Owner must, on the request of the Hirer, provide evidence of the insurance policy and of payment of the premiums.

### 19. ASSIGNMENT AND SUB-CONTRACTING

19.1 The Owner shall not assign, charge or otherwise deal with its rights and obligations hereunder without the prior written consent of the Hirer other than by sub-contracting the installation and removal work.

#### 20. PAYMENT

- 20.1 The Hirer shall make payments to the Owner within 28 days of receipt of an invoice detailing the work carried out and all other details, subject to the Hirer being satisfied with the Installation and all other material detailed in the invoice.
- 20.2 Value Added Tax, where applicable, must be shown separately on all invoices.
- 20.3 Any payment made shall be without prejudice to the Hirer's rights, should the Goods or Services prove unsatisfactory or not in accordance with the Contract.

### 21. RECOVERY OF SUMS DUE

21.1 Whenever under a Contract any sum of money shall be recoverable from, or payable by, the Owner, the same may be deducted from any sum then due or which at any time thereafter may become due to the Owner under the Contract, or under any other contract with the Hirer. Exercise by the Hirer of their rights under this Clause, shall be without prejudice to any other rights or remedies available to the Hirer under the Contract.

### 22. LOAN EQUIPMENT

- 22.1 In circumstances where Goods or any specific components or parts thereof are removed from the Site in order to provide warranty services in accordance with Clause 17 above, or for any other reason as may be agreed by the parties, the Owner shall, upon the request of an authorised officer of the Hirer, be required to provide Goods of an identical or nearest equivalent specification on a free loan basis for the entire period of time for which the original Goods and/or specific components or parts thereof are held on the Owner's site.
- 22.2 Any Goods supplied on loan in accordance with this Clause will remain the property of the Owner but will be held on Site at the Hirer's risk. The Hirer undertakes adequately to insure the Goods against loss or damage whilst they are in use on the Hirer's premises. The Owner must repair or replace Goods which are loaned to the Hirer and subsequently develop a fault within five working days.

### 23. STATUTORY AND OTHER REGULATIONS

23.1 The Owner shall in all matters arising in the performance of the Contract conform with all Acts of Parliament and with all orders, regulations and bye-laws made with statutory authority by Government Departments or by local or other authorities that shall be applicable to the Contract; the Owner shall also observe through their staff and work people any rules applicable to the Site. The Hirer shall on request afford all reasonable assistance to the Owner in obtaining information as to local conditions. The Owner shall not in the performance of the Contract in any manner endanger the safety or unlawfully interfere with the convenience of the public. The costs to the Owner in meeting their requirements of this Clause shall be included in the Price.

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23.2 In the event that either party incurs costs which it would not otherwise have incurred, and which are caused by the other party's failure to comply with any law or any order, regulation or bye-law having the force of law, the amount of such costs shall be reimbursed by the other party.

#### 24. WAIVER

24.1 No delay, neglect or forbearance on the part of either party in enforcing against the other party any of these Conditions of Contract shall either be or be deemed to be a waiver or in any way prejudice any right of that party under the Contract.

#### 25. CONFIDENTIALITY

25.1 Not at any time during or after the Completion Date to divulge or allow to be divulged to any person any confidential information relating to the business or affairs of the Hirer other than to persons who have signed a confidentiality undertaking in a form approved in writing by the Hirer.

#### 26. GOODS

26.1 The Goods shall at all times remain the property of the Owner and the Hirer shall have no rights to the Goods other than as Hirer and the Hirer shall not do or permit or cause to be done any matter or thing whereby the rights of the Owner in respect of the Goods may be prejudiced.

26.2 The Goods will remain the property of the Owner but will be held on site during the Hire Period at the Hirer's risk.

### 27. FORCE MAJEURE

27.1 Notwithstanding any other provision of this Contract neither party shall be liable to the other for breach of its obligations under this Contract to the extent that such breach is caused by any act or omission beyond the reasonable control of that party, including without limitation any act of God, terrorist activity, failure or shortage of power supplies, flood, lightening or fire, act or omission of Government, war, military operations, riot, strike, lockout, or other trade union activity or local government reorganisation.

### 28. CORRUPT GIFTS AND PAYMENT OF COMMISSION

- 28.1 The Owner shall not offer or give or agree to give any person in the service of the Hirer any gift or consideration of any kind as in inducement or reward for doing or forbearing to do so or for having done or forborne to do an act in relation to the obtaining or execution of the Contract or any other contract with the Hirer.
- 28.2 Any breach of this Clause by the Owner or by anyone employed by the Owner or acting on behalf of the Owner (whether with or without the knowledge of the Owner) or the commission of any offence by the Owner or by any employed by the Owner or acting on the Owner's behalf under the Bribery Act 2010 or Section 117(2) of the Local Government Act 172 in relation to this Contract or any other contract with the Hirer, shall entitle the Hirer to terminate the Contract and recover from the Owner the amount of any loss resulting from such termination and/or to recover from the Owner the amount of value of any such gift, consideration or commission.

### 29. FREEDOM OF INFORMATION

29.1 The Owner acknowledges that the Hirer is subject to the requirements of the Code of Practice on Access to Government Information (2<sup>nd</sup> Edition), the FOIA and the EIR and shall assist and co-operate with the Hirer (at the Owners expense) to enable the Hirer to comply with these Requests for Information, including but not limited to;

- 29.1.1 Transferring the Request for Information to the Hirer as soon as reasonably practicable after receipt.
- 29.1.2 Providing all necessary assistance as reasonably requested by the Hirer.
- 29.1.3 Ensuring that all information produced in the course of the Contract or relating to the Contract is retained for disclosure and shall permit the Hirer to inspect such records as requested from time to time.

### 30. NOTICE

- 30.1 Any notice to be given under these Conditions of Contract shall be in writing and shall be sent by first class mail or air mail, or e-mail (confirmed by first class mail or air mail), to the address of the relevant party set out at the head of the General Conditions of Contract or such other address as that party may from time to time notify to the other Party.
- 30.2 Notices sent as above shall be deemed to have been received three working days after the day of posting (in the case of inland first-class mail), or seven working days after the date of posting (in the case of air mail), or on the next working day after transmission.

### 31. RIGHTS OF THIRD PARTIES

31.1 A person who is not a party to this Contract has no rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any terms of this Contract.

### 32. DISPUTE RESOLUTION

- 32.1 If any dispute arises out of this agreement which is not resolved by either the Hirer or the Owner, the parties will attempt to settle it by mediation in accordance with the Centre for Effective Dispute Resolution ('CEDR') Model Mediation Procedure ('the Model Procedure') and the following provisions of this clause:
- 32.2 Either party shall give a notice ('the ADR Notice') to the other requesting mediation in accordance with this sub-clause and a copy of the ADR Notice shall be sent to CEDR Solve.

- 32.3 The Model Procedure shall be amended to take account of any relevant provisions in this Agreement or any other additional agreement which the parties may enter into in relation to the conduct of the mediation.
- 32.4 If there is any question on the conduct of the mediation (including as to the nomination of the mediator) upon which the parties cannot agree within 14 days from the date of the ADR Notice CEDR Solve will at the request of either party (and after consultation with the parties) decide such a question.
- 32.5 The Mediation shall start no later than 28 days after the date of the ADR Notice.
- 32.6 The parties agree that in relation to any dispute or difference arising between them in connection with this Agreement which raise the same or parallel issues as those which are submitted to mediation under any other agreement made between them they shall so far as practicable endeavour to appoint the same mediator for all such disputes and have all the mediation proceedings consolidated.
- 32.7 In the event that the dispute has not been resolved to the satisfaction of both parties within six weeks after the appointment of the mediator the dispute shall be referred to litigation and the parties will be free to pursue their remedies without further reference to this clause.
- 32.8 Nothing in this clause shall prevent either party from seeking a preliminary injunction or other judicial relief at any time if in its judgement such action is necessary.
- 33. LAW
- 33.1 The construction validity and performance of the Contract shall be governed by the Law of England and Wales.
- 34. COSTS
- 34.1 The parties shall bear their own costs and expenses in connection with this Contract except as expressly set out in this agreement.

	CHRISTMAS LIGHTS QUOTATION	OTATION			
	The prices quotes for rental are based on a three year scheme	n a three yea.	r scheme		
	DOES NOT INCLUDE SIDE STREETS, PLEASE SEE NOTE AT BOTTOM	E SEE NOTE A	T BOTTOM		
	CHRISTMAS LIGHTS QUOTATIONS	ATIONS			
	BUTZ Rental Year 1 Rental Year 2 Rental Year 3 Total 3 Years	tal Year 3 To	tal 3 Years	Optional	Comment
Cobbied Market Square Warm White animated icide lights Installation	E885.00 E885.00 E E1,190.00 E	£885.00 £1,190.00	£2,655.00 £3,570.00		
	E2,075.00 E2,075.00 E	£2,075.00	£6,225.00		
Congleton Road S X trees on the common Light wrapped Trees (x5) Drsss Trees	£575.00 £575.00 £975.00 £975.00	£575.00 £975.00	£1,725.00 £2,925.00		THIS IS NOW 5 TREES
Electric installation from Lamposits for trees	E100.00 E100.00 E	£100.00 £1,650.00	£300.00 £4,950.00		THIS IS ONLY CATEMARY WIRE TO CARRY POWER BETWEEN THE TREES.
High Street, from the Town Hall to the Old Hall Warm White Animated idde lights Installation	E1,495.00 E1,495.00 E E1,990.00 E1,990.00 E E3,485.00 E3,485.00 E	E1,495.00 E1,990.00 E3,485.00	£4,485.00 £5,970.00 £10,455.00		
Hightown Roundabout Wurm White Animated icicle lights Installation	E1,280.00 E1,280.00 E E1,950.00 E1,350.00 E E3,230.00 E3,230.00 E	£1,280.00 £1,950.00 £3,230.00	£3,840.00 £5,850.00 £9,690.00		
Welles Street Warm white animated icide lights Installation	E650.00 E650.00 E E1,429.00 E1,429.00 E E2,079.00 E2,079.00 E	E650.00 E1,429.00 E2,079.00	£1,950.00 £4,780.00 £6,237.00		
Bold Street Warm white animated icide lights Installation	E790.00 E790.00 E2,460.00 E980.00 E3,250.00 E1,770.00 E	£790.00 £980.00 £1,770.00	£2,370.00 £4,420.00 £6,790.00		
Cobbles Christmes Tree 30m (3000) lights 514 ron points Dress & Undress Tree Wooden Fencing Panels Around Tree	6400.00 6600.00 6430.00 6630.00 6438.00 61,136.00 6 61,7300 61,535.00 6	£800.00 £438.00 £1,238.00	£2,400.00 £1,314.00 £3,714.00		STC Already Own STC Already Own Per Annum
Maintenance and Repairs Anchor Point Stress/Pull Test	Next testing required in 2024			E25.00 Per Anchor Point test.	it test.
Failed Anchor Bolt Replacement	£25 per unit			Per Unit	PLEASE NOTE WE MAY NEED TO ADJUST THESE IN CERTAIN PLACES TO ACCOMMODATE NEW CATENARY IF REQUIRED.
Associated Annual Costs Installation of Existing scheme Bittz: E5000 + VAT This wou Storage of existing scheme 21, 940,00 + VAT Annualiy	This would cover Mr Frosty at the police station, Merry Christmas sign on the front of the town hall, Santa & Reindeer on the roundabout, LED string lights between the Lime trees on Congleton Road, dressing of the Town Hall in existing liddes from The Cobbles and supply of staff for the switch on.	erry Christma	s sign on the fr	ont of the town hall, San	ta & Reindeer on the roundabout, LED
Supply, installation and viscource from whether for reverding £1,665.00+VAT APPROXIMATE COST FOR A REAL TREE, SUSTAINABLY SOURCED, INSTALLED AND REMOVED AFTERWARDS FOR RECYCLING £1,665.00+VAT. ANNUAL QUOTE WILL BE FROVIDED TO Supply, installation and viscource for the suspansion of the transversion of the	istalled as part o	ROXIMATE C e festive light	OST FOR A RE/ ing scheme to	NL TREE, SUSTAINABLY SI enable icicle lights to be	APPROXIMATE COST FOR A REAL TREE, SUSTAINABLY SOURCED, INSTALLED AND REMOVED AFTERWARDS FOR RECYCLING £1,665 00+VAT, ANNUAL QUOTE WILL BE PROVIDED TO TAKE ACCOUNT OF ANNUAL PRICE INCREASES FROM TREE SUPPLERS. Of the festive lighting scheme to enable locke lights to be secured to the catenary wires at regulation height above the highway £1,200,00 ONE OFF COST ONLY APPUCABLE IN 2024
	TOTAL £25,912.00+VAT IN 2024 0	ONLY SUBJEC	T TO THERE NO	IT BEING ANY PRICE INC	TOTAL £25,912.00+VAT IN 2024 ONLY SUBJECT TO THERE NOT BEING ANY PRICE INCREASES FOR THE REAL TREE. IF THERE ARE A QUOTE WILL BE PROVIDED.

TOTAL £25,912.00+VAT IN 2024 ONLY SUBJECT TO THERE NOT BEING ANY PRICE INCREASES FOR THE REAL TREE. IF THERE ARE A QUOTE WILL BE PROVIDED.

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#### Ansa Environmental Services Ltd (Grounds South)

Ansa Environmental Hub Cledford lane Middlewich CW100JR

#### SERVICE AGREEMENT

21.2

ansa

Customer Details:	Quote Ref :2024 Quote
Customer Name: Sandbach Town Council	Date: 07.12.2023
Contact Name: Ceri Lloyd	Contact Officer: Graham Burgess
Address: Sandbach Town Hall High Street Sandbach CW11 1AX	Address:
Tel: 01270 600830 mobile <b>en de la companya de la</b> Email : clerk@sandbach.gov.uk	Tel: E.Mail:

Description of works / site location :

Planting and supply of floral display in Sandbach town center for Summer 2024 and Autumn 2024.

Watering three times per week, usually Monday, Wednesday and Friday per week from end of May to end of September.

Extra watering would be charged per occasion agreed in advance if sustained hot weather if affecting the display or the display needs extra water early in the season.

Haymangers and hanging basket plant up, grow on and erect on existing locations, take down at the end of the season and store over winter.

Floral display planters remove spring bedding replace compost and plant with summer bedding plants.

Floral display planters remove summer bedding and top up compost and replant with spring plants.

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The costs are based on the display we provided in 2023

- 125 Baskets
- 9 Cauldrons
- 2 large wooden planters
- 6 Haymangers
- 4 Round planter New

Total Cost for the above works £12,883.05 plus VAT

#### Please Note:

- Invoices for the service would be issued directly to the client on completion of the planting in Summer 2024; payment would be required within 28 days of issue. We reserve the right to charge interest on late settlement of our invoice in accordance with the Late Payment of Commercial Debt (Interest) Act 1988 as legislated and updated.
- A minimum notice period of 4 weeks in advance must be given to the service should the client wish to terminate this service within the initial contracted period. Failure to do so would result in an additional penalty fee of £75 being added to any final amounts due at the time of the cessation.
- Adjustments will be made to each invoice to reflect any non-attendance of the site due to adverse weather conditions or indeed any other unforeseen circumstance. Any requests made for additional works during the contract period, would be charged at the agreed rates and added to the final invoice as appropriate.

Should this offer meet with your approval, and you wish to continue with our maintenance schedule for 2024, please complete and sign the attached acceptance form and return it to this office (details as indicated above). Should you have any queries arising or wish to discuss any of the above points, please do not hesitate to contact us. directly.

Yours sincerely

Team Leader Grounds South - Operations Ansa Environmental Services Ltd Environmental Hub Middlewich Cheshire CW100JR



ansa Registered in England and Wales with Company number 08714767, Registered office: Environmental Hub, Cledford Lane, Middlewich, CW10 OJR. ANSA Environmental

Services Limited is a company owned and controlled by Cheshire East Borough Council

### ACCEPTANCE

\_\_\_\_\_

Sandbach Town Council Floral display Summer/Autumn 2024 Our Ref: 2024

I/We confirm that I/We have read and understood the contents of this document & agree that it accurately reflects My/Our fair understanding of the service that I/We require you to undertake.

Signed.....

Date .....

Position Held: .....

.....

.....

.....

.....

For and On Behalf of:

(Club or Organisation)

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### Sandbach Town Council

### Personnel Committee 15 February 2024

### **Business Administration Apprenticeship Scheme**

### Background

It is proposed that the Council considers the launch of an Business Apprenticeship Scheme, and provides a valuable career and training opportunity whilst providing useful support to the Council Team.

The Chief Officer has been in discussion with the Employer Engagement Officer at Macclesfield College and it is clear that the Council would be an ideal candidate for this scheme. The Council would be committed to providing a valuable and responsible apprenticeship and has a range of work experience to offer.

The intention would be to provide 18 month fixed term contract, whereupon the Apprentice would seek permanent employment in Business Administration and another Apprentice would be recruited and trained.

This forms part of the Council's strategic objective to be a responsible and progressive employer, whilst addressing value for money and accessing external funding.

### **Management Arrangements**

The College will assist the Council in advertising and recruiting to the scheme.

The salary costs will be accommodated within the Council's 2024-25 approved staffing budget.

The Apprentice will be line managed by the Corporate and Democratic Support Officer, supported by the Council's management team.

### Key points of the scheme:

- 18 month Apprenticeship All based within the work place (no college attendance).
- Each learner will have a dedicated coach assigned to them.
- Assessor completes reviews every 8 weeks, booked in with Chief Officer
- The learner is required to do 20% off the job training funding details below
- If the learner is 16 18 the course is funded and you will receive a £1000 incentive from the government. £500 after 3 months and £500 after 12 months.
- If the learners are 19+ the employer has to pay the 5% co-contribution cost (e.g. Business Administration Level 3 - £250.00).
- Minimum wage is currently £5.28 per hour. This will increase to £6.40 per hours in April 2024. Most companies pay between £12,000 £16,000.
- The learner needs to work a minimum of 30 hours per week and a maximum of 40 hours if they are 16-18.

### **Recommended That:**

- i) The details of the scheme are noted
- ii) The committee endorses the Chief Officer recommendation to Council that one fixed term Business Administration Aprentice would be included in the Council's permanent staffing structure from September 2024.

CL 8.2.24