



## **FINANCE, POLICY AND GOVERNANCE COMMITTEE**

Agenda for the meeting to be held on **Wednesday, 7 February 2024**  
At 7.00pm in Sandbach Town Hall.

Committee Members: Cllrs J Arnold (Chair), S Corcoran (Vice Chair), G Lindop, N Cook, M Deakin, K England, D Hegarty, M Mitchel, A Nevitt, T Wheatcroft, L Crane (ex-Officio)

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### **1. APOLOGIES FOR ABSENCE**

Please ensure apologies are received by **the Chief Officer no later than 5pm** on the day of the meeting.

### **2. DECLARATIONS OF INTEREST**

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

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

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### **3. EXCLUSION OF PUBLIC AND PRESS**

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

Lead: Chair

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

### **4. MINUTES OF THE FINANCE POLICY AND GOVERNANCE MEETING**

[Attached: Minutes of the meeting held 22 November 2023]

Lead: Chair

Action: *To approve the minutes of the 22 November 2023 meeting.*

**5. FINANCE, POLICY & GOVERNANCE COMMITTEE 2023-24 BUDGET**

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

Lead: Chair

Action: *To note the actuals against budget position for FPG Committee activities.*

**6. GRANTS APPLICATIONS (OVER £500 and UNDER £5,000)**

**6.1 Grant Applications (over £500 and under £5,000)**

[Attached: Grant Applications received in Quarter 3

6.1a Minerva Arts – requested amount £1,500;

6.1b Sandbach Partnership – requested amount £1,500]

[Links: <https://sandbach.gov.uk/wp-content/uploads/2023/11/Minerva-Arts-redacted.pdf>;

<https://sandbach.gov.uk/wp-content/uploads/2023/11/Minerva-Arts-Accounts-redacted.pdf>]

Lead: Chair

Action: *To consider the grant applications for approval against the Council's grant application criteria and an outstanding 2023-24 budget provision of £14,511.*

**6.2 Grants Feedback**

[Attached: Completed Grant Feedback Forms]

Lead: Chair

Action: *To note the feedback.*

**7. POLICY REVIEW – DIVERSITY POLICY**

[Attached: STC Equality Statement / Policy]

In line with the Policy Review Timetable agreed by Council, the Council's Equality and Diversity Policy is due for review. This policy was last updated in 2021 but may benefit from some revision.

Lead: Chair

Action: *To consider the existing policy and make recommendations for inclusion for the next Finance, Policy and Governance Committee and subsequent Full Council.*

**8. POLICY REVIEW – INVESTMENT POLICY**

[Attached: Draft Policy]

Lead: Chair

Action: *To consider the updated policy and make recommendations to Full Council.*

**9. QUARTERLY FINANCE REPORTS**

[Attached: 9a Q3 2023-24 BACS & DD Payments made;  
9b Q3 2023-24 CREDIT CARD Payments made;  
9c Q3 2023-24 Payments made Current Acc;  
9d Q3 2023-24 PETTY CASH Payments made]

Lead: Chair

Actions: *To approve Q3 Financial Reports.*

**10. ITEMS FOR THE NEXT MEETING**

Lead: Chair

Action: *To consider and agree items for the next meeting.*

**11. DATE AND TIME OF NEXT MEETING**

The date of the next meeting is Wednesday 8<sup>th</sup> May 2024 at 7pm in Sandbach Town Hall

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SANDBACH  
TOWN COUNCIL

## **FINANCE, POLICY AND GOVERNANCE COMMITTEE**

Minutes for the meeting held on **Wednesday, 22 November 2023**  
At 7.00pm in Sandbach Town Hall.

**Present** Councillors: S Corcoran (Vice Chair), J Arnold, N Cook, K England, D Hegarty, M Mitchel, A Nevitt, T Wheatcroft, L Crane (Ex – officio)

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### **1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr G Lindop (professional reasons), and Cllr M Deakin. Cllr S Corcoran assumed the Chair until item 3.

### **2. DECLARATIONS OF INTEREST**

Non-pecuniary and non-prejudicial interests were declared by Cllr A Nevitt in respect of item 7 and generally by Cllr S Corcoran as CEC leader.

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

Three members of the public spoke in relation to the CEC proposals to reduce green space maintenance in the town, and the Town Council's potential provision to replace some of the anticipated reductions, contained in Item 6, Budget Recommendations. The basis of the charges was questioned. The Council was encouraged to resist the proposals but failing that to 'step up' and fill the gap. A question was also raised on this item relating to a proposed 25% increase on the Mayor's Allowance. These points were addressed as part of the debate for Item 6.

Mr. G Proctor spoke in support of Item 7.1b, South West Cheshire Scouts Association grant application, providing background information and answering specific member questions. Cllr A Nevitt explained that the grant applicant for item 7.1a was unable to attend the meeting as intended, due to an emergency situation.

Following these questions, the Chair reconvened the meeting.

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### **3. ELECTION OF COMMITTEE CHAIR**

Lead: Vice Chair

Cllr G Lindop had stood down from the Chair due to a change in work commitments. Cllr Crane commended his work on Policy Review in his short time as Chair.

Cllr A Nevitt nominated Cllr J Arnold as Chair and this was unanimously agreed.

**Resolved:** *Cllr John Arnold was elected as Committee Chair, following the resignation of the current Chair.*

#### 4. EXCLUSION OF PUBLIC AND PRESS

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

Lead: Chair

**Action:** *No items were excluded from press and public.*

#### 5. MINUTES OF THE FINANCE POLICY AND GOVERNANCE MEETING

[Attached: Minutes of the meeting held 9 August 2023]

Lead: Chair

**Resolved :** *2 points of accuracy were agreed for amendment and the minutes of the 9 August 2023 meeting were approved as a true record.*

#### 6. 2024-25 DRAFT BUDGET RECOMMENDATIONS

[Attached: Budget Report and Supporting Documents]

Lead: Chair

The Chief Officer outlined the process of providing the baseline budget based on inflation factors, technical adjustments and agreed policy changes to date. Proposals to adjust this baseline budget, following the consideration of informal budget briefing and supporting information, were outlined as set out in the budget report. In response to the resident's question regarding the proposed increase of £500 to the Mayor's allowance budget of £2,000, Cllr Crane explained that this budget had not been increased for several years, was outstripped by the costs incurred of this role, and was treated as taxable income. In addition, she expressed a wish that the allowance should be sufficient to ensure that the role of Mayor was accessible to all councillors, not just those who could afford it. In response to the resident's points made in relation to the CEC Green Spaces Maintenance Strategy Consultation, the Chief Officer clarified that a provision of £15,000 was contained within the Council's draft revenue budget as an estimate of the potential costs which may be incurred by the Town Council, if it resolved to fund a compensatory service, and that the final costs were subject to further information and negotiation with CEC as their proposals developed.

Overall, the Committee felt that the draft budget was set at an appropriate level, included the necessary provisions, and ensured the precept would increase at an affordable level, bearing in mind the Town Council had not increased the Council tax Band D equivalent in recent years.

**Resolved:**

[Named vote – all councillors present voted in favour]



To recommend the following to Full Council:

- i) A 2024-25 net expenditure level £792,182
- ii) A 2024-25 precept level of £772,182, following use of £20,000 general reserves, to mitigate the annual increase;
- iii) Adjustments to Earmarked Reserves as shown in Appendix 3;
- iv) Use of general reserves, whilst adhering to the Council's Reserves Policy, as shown in Appendix 3;
- v) A Council Tax (Band D) rate per household of £86.84, representing a 5.02% increase on the previous year.

## 7. GRANTS APPLICATIONS (OVER £500 and UNDER £5,000)

### 7.1 Grant Applications (over £500 and under £5,000)

[Attached: Grant Applications received in Quarter 2  
 7.1a Sandbach Day of Folk & Morris Dance – requested amount £3,000;  
 7.1b South West Cheshire Scouts – requested amount £2,500;  
 7.1c Minerva Arts – requested amount £1,500]  
 [Links: <https://sandbach.gov.uk/wp-content/uploads/2023/11/Minerva-Arts-redacted.pdf>;  
<https://sandbach.gov.uk/wp-content/uploads/2023/11/Minerva-Arts-Accounts-redacted.pdf>]

Lead: Chair

#### 7.1a Folk and Morris Dance (£3,000)

The application for Folk & Morris Dance was debated at length. Cllr Cook felt there was inconsistency to the treatment of match funding following the 50% award relating to Spooky Saturday. The Chief Officer confirmed that the Town Council's current grant policy states that applications which have match funding will be favourably considered but that this did not rule out applications with no match funding, unless the policy was changed. The Chief Officer confirmed that although supported by specific members, the application was for an event to be run by an outside organisation, funded by grant from the Town Council. It would not therefore be a Town Council event and any additional council resources required would be subject to additional Council approval. It was confirmed that no payment would be approved until the event had been delivered, based on presentation of final invoices, as proposed by the applicant. The Committee also required the organisation's accounts being presented to the Chief Officer in advance of said payment. Grant awarded.

#### 7.1b South West Cheshire Scouts (£2,500)

Members were keen to support this event and welcomed the opportunity to resolve outstanding questions with the applicant. Grant Awarded.

#### 7.1c Minerva Arts (£1,500)

The applicant was unable to attend the meeting due to unforeseen circumstances. Grant application deferred.

### Resolved:

7.1a *Folk and Morris Dance awarded up to a maximum of £3,000 upon the presentation of a) the organisations accounts and b) the final invoices for the event once it has been delivered to the Town.*

7.1b South West Cheshire Scouts awarded £2,500.

## 7.2 Grants Feedback

[Attached: Completed Grant Feedback Forms]

Lead: Chair

Committee welcomed the feedback and emphasised the need to receive information from the community grants awarded by the Council on behalf of the town to ensure community benefit and value for money.

**Resolved:** *the feedback was noted.*

## 8. POLICY REVIEW

[Attached: Policy Review Schedule]

Lead: Chair

The Council has been undertaking a comprehensive policy review since January 2022 and has thus far updated 9 key policies based on operational priorities. A more systematic approach is required which ensures all policies are updated and reviewed on a consistent basis.

**Resolved:**

- i) *The proposed indicative timetable was approved;*
- ii) *that each policy will be reviewed every 4 years, except where specific amendments are proposed and / or required, was approved.*

## 9. SPONSORSHIP POLICY

[Attached: Draft Sponsorship Policy]

Lead: Chair

At its meeting on 21 September 2022, the Council approved its policy for Sponsorship. It was agreed that the Council's criteria should be added to this policy in due course.

**Resolved:** *The updated policy was agreed as a recommendations to Full Council.*

## 10. QUARTERLY FINANCE REPORTS

[Attached: 10a Q2 2023-24 BACS & DD Payments made;  
10b Q2 2023-24 CREDIT CARD Payments made;  
10c Q2 2023-24 Payments made Current Acc;  
10d Q2 2023-24 PETTY CASH Payments made]

Lead: Chair

**Resolved:** *The Quarter 2 financial reports were approved.*

## 11. ITEMS FOR THE NEXT MEETING

Lead: Chair

**Resolved:** *Policies under policy review timetable.*

## 12. DATE AND TIME OF NEXT MEETING

The date of the next meeting is Wednesday 7<sup>th</sup> February 2024 at 7pm in Sandbach Town Hall.

Meeting closed at 8.40pm

Cllr J Arnold / CL

## Sandbach Town Council

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

Note: Annual Budget 2023-24

<u>2022-23</u>			<u>2023-24</u>			<u>2024-25</u>			
Council	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>100</u>	<u>Town Council Income</u>								
1176	695,310	695,310	732,380	732,380	0	0	0	0	0
1190	400	6,564	200	26,004	0	0	0	0	0
1912	0	0	0	3,883	0	0	0	0	0
	<u>695,710</u>	<u>701,874</u>	<u>732,580</u>	<u>762,267</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>695,710</u>	<u>701,874</u>	<u>732,580</u>	<u>762,267</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>Total Income</b>								
	<u>695,710</u>	<u>701,874</u>	<u>732,580</u>	<u>762,267</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>Movement to/(from) Gen Reserve</b>								
	<u>695,710</u>	<u>701,874</u>	<u>732,580</u>	<u>762,267</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
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	<u>695,710</u>	<u>701,874</u>	<u>732,580</u>	<u>762,267</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>695,710</u>	<u>701,874</u>	<u>732,580</u>	<u>762,267</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>695,710</u>	<u>701,874</u>	<u>732,580</u>	<u>762,267</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>695,710</u>	<u>701,874</u>	<u>732,580</u>	<u>762,267</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>695,710</u>	<u>701,874</u>	<u>732,580</u>	<u>762,267</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>695,710</u>	<u>701,874</u>	<u>732,580</u>	<u>762,267</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

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## Sandbach Town Council

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

Note: Annual Budget 2023-24

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

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

Continued on next page

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

2022-23			2023-24				2024-25		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>									
<b>400 Projects</b>									
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	0	0	0
<b>Overhead Expenditure</b>									
9000 plus Transfer from EMR	35,000	9,073	10,000	7,638	0	0	0	0	0
9001 less Transfer to EMR	0	0	0	7,500	0	0	0	0	0
	0	24,500	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(35,000)</u>	<u>(33,573)</u>	<u>(10,000)</u>	<u>(138)</u>	<u>0</u>		<u>0</u>		
<b>Finance, Policy &amp; Governance - Income</b>									
<b>Expenditure</b>	0	0	0	0	0	0	0	0	0
	395,480	283,903	415,903	271,532	0	0	0	0	0
<b>Net Income over Expenditure</b>	<u>-395,480</u>	<u>-283,903</u>	<u>-415,903</u>	<u>-271,532</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
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
<b>Movement to/(from) Gen Reserve</b>	<u>(395,480)</u>	<u>(219,895)</u>	<u>(415,903)</u>	<u>(245,714)</u>	<u>0</u>		<u>0</u>		

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

		<u>2022-23</u>		<u>2023-24</u>				<u>2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Assets &amp; Services Committee</u>										
<u>180</u>	<u>Sandbach Town Hall</u>									
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	0	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	0	0	0
4807	Cinema Income	5,500	4,854	5,500	2,912	0	0	0	0	0
4808	Catering Income	0	34	0	63	0	0	0	0	0
4809	Town Hall other income	0	45	0	9	0	0	0	0	0
6000	Town Hall HireFees	60,000	56,611	50,000	55,435	0	0	0	0	0
6002	Town Hall Bar Income	50,000	45,812	52,500	37,398	0	0	0	0	0
6004	Town Hall Bar Income Pre paid	0	650	0	168	0	0	0	0	0
<b>Total Income</b>		131,500	111,729	124,000	101,598	0	0	0	0	0
4831	Town Hall Events Costs	5,000	1,333	4,000	4,521	0	0	0	0	0
4838	Cinema Costs	5,500	3,492	5,775	2,252	0	0	0	0	0
4840	Refreshment purchases	4,000	449	4,200	323	0	0	0	0	0
6010	Town Hall Bar Purchases	20,000	16,611	21,000	14,689	0	0	0	0	0
<b>Direct Expenditure</b>		34,500	21,885	34,975	21,785	0	0	0	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	0	0	0
6020	Salaries	65,200	66,118	89,071	85,269	0	0	0	0	0
6021	Employers NIC	4,500	3,495	4,529	7,547	0	0	0	0	0

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

Note: Annual Budget 2023-24

	2022-23		2023-24				2024-25		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6022	Superannuation	9,300	8,906	17,055	16,112	0	0	0	0
6023	Casuals wages	0	0	0	6,514	0	0	0	0
6070	Training	1,500	1,660	1,575	1,140	0	0	0	0
6080	Maintenance	8,000	8,422	8,400	3,470	0	0	0	0
6090	Health and Safety	500	0	500	25	0	0	0	0
6091	Covid-19	1,000	24	0	0	0	0	0	0
6100	Light and Heat	19,000	13,497	22,800	14,289	0	0	0	0
6110	Rates and Water	12,000	7,954	12,600	7,632	0	0	0	0
6120	Repairs	5,000	464	10,000	1,643	0	0	0	0
6124	Condition Survey	2,380	0	0	0	0	0	0	0
6140	Waste Disposal	2,000	2,041	2,100	1,189	0	0	0	0
6150	Security	500	514	525	0	0	0	0	0
6200	Motor expenses	0	0	0	120	0	0	0	0
6220	Cleaning	13,500	9,288	14,513	9,473	0	0	0	0
6230	Equipment renewals	3,000	1,639	3,000	2,460	0	0	0	0
6240	Glassware	0	87	0	0	0	0	0	0
6280	Telephone	5,000	1,870	5,250	2,074	0	0	0	0
6300	Performing Rights Licence	1,000	1,273	1,000	0	0	0	0	0
6310	Premises Licence	2,500	2,100	2,500	200	0	0	0	0
6340	Marketing	2,000	1,651	2,000	1,602	0	0	0	0
6350	Irrecoverable VAT	6,250	6,191	6,250	1,449	0	0	0	0
6450	Bad Debt Provision	0	1,278	0	0	0	0	0	0
7000	Public Works Loan Board	29,605	29,605	0	0	0	0	0	0
Overhead Expenditure		196,735	170,800	206,668	164,173	0	0	0	0

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

Note: Annual Budget 2023-24

2022-23			2023-24				2024-25		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>									
	(99,735)	(80,956)	(117,643)	(84,359)	0		0		
<b>182 Car Parks</b>									
4619	10,000	9,822	0	140,644	0	0	0	0	0
6080	500	0	500	0	0	0	0	0	0
<b>Overhead Expenditure</b>									
	10,500	9,822	500	140,644	0	0	0	0	0
9000	0	4,943	0	140,644	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>									
	(10,500)	(4,880)	(500)	0	0		0		
<b>184 Town Hall Shop Units</b>									
1914	0	1,739	0	0	0	0	0	0	0
6005	15,850	16,232	16,643	11,887	0	0	0	0	0
<b>Total Income</b>									
	15,850	17,971	16,643	11,887	0	0	0	0	0
6100	0	-2,324	0	0	0	0	0	0	0
6351	1,500	616	1,500	294	0	0	0	0	0
<b>Overhead Expenditure</b>									
	1,500	-1,708	1,500	294	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>									
	14,350	19,679	15,143	11,593	0		0		
<b>190 Outdoor Market</b>									
1905	30,000	20,880	33,000	14,231	0	0	0	0	0
1906	5,000	2,655	0	0	0	0	0	0	0
1907	0	250	0	0	0	0	0	0	0
1911	2,000	4,368	2,000	4,267	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**

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

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## Sandbach Town Council

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

Note: Annual Budget 2023-24

	<u>2022-23</u>		<u>2023-24</u>				<u>2024-25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	<u>(57,490)</u>	<u>(59,016)</u>	<u>(31,188)</u>	<u>(23,039)</u>	<u>0</u>				
<b>Movement to/(from) Gen Reserve</b>									
<b>191</b>	<b>Indoor Market</b>								
1901	Indoor Market Rent	35,000	43,049	43,500	33,307	0	0	0	0
1906	Christmas Markets Income	0	1,040	0	0	0	0	0	0
1907	Other Market Income	0	200	0	0	0	0	0	0
1914	Electricity Recharge	0	860	0	5,519	0	0	0	0
	<b>Total Income</b>	<b>35,000</b>	<b>45,149</b>	<b>43,500</b>	<b>38,826</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4111	Subscriptions	0	210	0	366	0	0	0	0
6020	Salaries	0	0	19,311	14,775	0	0	0	0
6021	Employers NIC	1,300	2,876	1,576	1,302	0	0	0	0
6022	Superannuation	3,800	7,703	4,392	2,612	0	0	0	0
6023	Casuals wages	16,000	33,166	0	900	0	0	0	0
6070	Training	260	0	273	0	0	0	0	0
6080	Maintenance	800	746	2,000	204	0	0	0	0
6090	Health and Safety	450	0	450	13	0	0	0	0
6100	Light and Heat	7,500	8,914	7,875	9,423	0	0	0	0
6110	Rates and Water	6,700	8,364	7,035	4,625	0	0	0	0
6120	Repairs	1,600	2,116	0	0	0	0	0	0
6124	Condition Survey	1,400	0	0	0	0	0	0	0
6140	Waste Disposal	1,300	1,517	1,300	819	0	0	0	0
6220	Cleaning	500	3,633	525	3,906	0	0	0	0
6230	Equipment renewals	1,000	871	1,000	1,000	0	0	0	0
6280	Telephone	100	66	105	52	0	0	0	0

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## Sandbach Town Council

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

Note: Annual Budget 2023-24

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

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

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

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## Sandbach Town Council

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

Note: Annual Budget 2023-24

2022-23			2023-24				2024-25		
Community & Events Committee			Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
110 Grants/Discretionary Payments									
4500	Transport Festival	12,000	18,000	18,000	0	0	0	0	0
4503	Hanging Baskets	8,500	12,500	12,297	0	0	0	0	0
4508	Christmas Lights	26,500	0	0	0	0	0	0	0
4515	Concert Series	3,500	3,500	3,500	0	0	0	0	0
4530	Community Grants	30,000	30,000	15,694	0	0	0	0	0
4550	Foden's Sponsorship	7,500	7,500	7,500	0	0	0	0	0
4551	Town Crier Honorarium	750	750	0	0	0	0	0	0
4560	Churchyard Maintenance	1,580	1,660	1,660	0	0	0	0	0
4573	Woodland and Wildlife	2,000	2,100	1,500	0	0	0	0	0
4599	Other Regular Donations	300	300	0	0	0	0	0	0
4601	Sandbach Partnership	10,000	0	0	0	0	0	0	0
4611	Remembrance Parade	2,000	3,500	2,890	0	0	0	0	0
4640	CCTV Contribution	5,750	6,038	5,728	0	0	0	0	0
4660	Allotments	1,000	1,000	1,000	0	0	0	0	0
6110	Rates and Water	0	0	403	0	0	0	0	0
Overhead Expenditure			86,848	70,173	0	0	0	0	0
9000	plus Transfer from EMR	0	0	3,359	0	0	0	0	0
9001	less Transfer to EMR	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve			(86,848)	(66,814)	0				
140 Community Events									

Continued on next page



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

Note: Annual Budget 2023-24

2022-23			2023-24			2024-25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1906 Christmas Markets Income	0	0	5,000	4,296	0	0	0	0	0
1910 Community Events Income	0	1,084	0	111	0	0	0	0	0
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			5,000	4,457	0	0	0	0	0
4508 Christmas Lights	0	0	29,150	25,882	0	0	0	0	0
4820 Community Events	20,500	15,602	24,025	15,658	0	0	0	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	0	0	0
Overhead Expenditure			62,175	64,427	0	0	0	0	0
140 Net Income over Expenditure			-57,175	-59,970	0	0	0	0	0
9000 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			(57,175)	(50,813)	0				
Community & Events Committee - Income			5,000	4,457	0	0	0	0	0
Expenditure			149,023	134,599	0	0	0	0	0
Net Income over Expenditure			-144,023	-130,143	0	0	0	0	0
plus Transfer from EMR			0	12,516	0	0	0	0	0
less Transfer to EMR			0	0	0	0	0	0	0

Continued on next page

## Sandbach Town Council

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

Note: Annual Budget 2023-24

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

**SANDBACH TOWN COUNCIL**  
APPLICATION FORM - GRANTS TO VOLUNTARY ORGANISATIONS

Name of Organisation or Group:

Minerva Arts

Contact Person:

[REDACTED]

Address:

[REDACTED]

[REDACTED]

[REDACTED] Post Code [REDACTED]

Tel No:

Day [REDACTED] Eve [REDACTED]

E-mail:

[REDACTED]@minervaarts.com

Please give the purpose of your organisation as described in your constitution.

THE ADVANCEMENT OF, AND THE ADVANCEMENT OF EDUCATION IN THE PERFORMING ART IN NORTH WEST ENGLAND FOR THE PUBLIC BENEFIT, INCLUDING BUT NOT EXCLUSIVELY BY THE PROVISION OF A YOUTH THEATRE, THE STAGING OF PERFORMING ARTS FOR THE PUBLIC AND OUTREACH WORKSHOPS.

**Please enclose a copy of your constitution or rules, showing your aims and objectives.**

Is it a Registered Charity? **YES**/NO If so, please give Charity Number ....1149379.....

1 **Total cost of your project?** £.....3520..... Sum requested from STC £  
 .....1500.....

Please attach a breakdown of the estimated costs of your project together with your anticipated source of funds.

2 **A summary of your project:**

This grant is aimed at Project establishment / support and should be considered a standalone sum.  
 Describe your project and what you would do with a grant:

Sandbach Youth Theatre has been running successfully since we took it over from Cheshire East in 2017, having produced a number of performances, worked with over 50 local young people and contributed to the Transport Festival. In recent years, due to the struggles many people have experienced with financial worries and increasing pressure on young people's time, we have found that our numbers have decreased. We would like to be able to invest more time and money in re-developing this group, supporting young people to attend with subsidised places and keep our fees as low as possible. We need to invest in the marketing of the group and support our staff to help rebuild the group through making improved local connections.

**Does the grant cover advertising or wages of personnel involved if so how much?**

Yes, the grant will cover the provision of some staff time to support the project and print media to help promote the group. Detail in attached budget.

**3 The Council gives priority to applications which meet the following priorities. Please tick the ones which you feel your project meets.**

- ☐ Projects which benefit the people of Sandbach.
- ☐ Create an Inclusive Society
- ☐ Promoting our Environment, Heritage and Culture
- ☐ Work towards improving Leisure and Amenities.

**How does the project meet these priorities?**

We believe strongly that the presence of a youth theatre group that is specifically for the young people of Sandbach is of great benefit. Young people often have to travel great distances, relying on public transport or costing parents money in petrol and parking to access arts participation. We aim to provide this on the doorstep for young people so that the arts are more accessible, more relevant and can be a symbol of pride and local identity. Having positive extra-curricular activities for young people helps create a better atmosphere and community for the town as it helps to prevent antisocial behaviour. Local culture and heritage can be supported, championed and celebrated through the work of young people within a youth theatre group. Our groups try to participate in as many local events as possible and play a real part in the community.

**4 Have you raised funds from any other sources for this project? YES/NO**

If yes, please state source and amount.

£1650 from anticipated funds raised through fees

£370 from current High Sheriffs Fund grant



- 5 Are you awaiting the outcome of any other applications for funding, towards this project? YES/NO If yes, please state whom you have applied to and the amount of any application.

- 6 Has the Organisation previously applied for a Grant from Sandbach Town Council?  
YES/NO

If yes, please give details

I believe we applied some years ago for a community heritage project but this did not progress due to COVID.

- 7 The Organisation's accounts for the last three years. \*

YEAR	2021-22		
Accounts Balance b/f	18128		
Accounts Balance c/f	28317		
Income	61056		
Expenditure	50857		
Year-end bank balance	28317		

- Please enclose a copy of your last available set of accounts.

- 8 Describe the geographical area in which your Organisation works.

Our organisation works across Cheshire including both West, East and Halton.

- 9 What proportion of the work takes place in Sandbach?

One of our five groups.

If the Organisation were to be successful in securing a grant, to whom should the cheque be made payable?

Name .....

If payment by BACS is preferred:

Bank Account Name.....Minerva .....

Account Number ... [REDACTED] ..... Sort Code..... [REDACTED] ...

Could you please indicate if you are able to/ would like to attend the meeting to support your application, and answer any questions the committee may have: YES/NO I am

currently unable to attend meetings due to being on maternity leave, however I am happy to answer questions via email.

Two of the authorised signatories for your bank/building society account need to sign below:

Signed: .....  
Organisation: Artistic Director

Signed: .....  
.....Chair of Trustees ..... Position within the Organisation:

On behalf of .....Minerva Arts ..... Date:..... 15<sup>th</sup> August  
2023.....

**Please note: A condition of any grant award is the return of a completed Grant Feedback form within four weeks of the project/event completion. In signing above and submitting a grant application you are committing to return the feedback form.**

Town Clerk, Sandbach Town Council  
Sandbach Town Hall, High Street, Sandbach , CW11 1AX

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## Sandbach Budget

Staff Costs (Delivery)	1440
Venue Hire	800
Design	50
Print Marketing	200
Social Media Paid ads	35

Planning, research and development time (1 day per term)	500
Subsidised places (3x places per group)	495

<b>Total Outgoings</b>	<b>3520</b>
------------------------	-------------

Young people's fees	1325
Donations	75
Ticket sales	250
<b>Total Income</b>	<b>1650</b>

Total deficit	1870
High Sheriffs	370
<b>Town Council Ask</b>	<b>1500</b>

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**SANDBACH TOWN COUNCIL**  
APPLICATION FORM - GRANTS TO VOLUNTARY ORGANISATIONS

Name of Organisation or Group: Sandbach Partnership

Contact Person: [REDACTED] – Vice Chair

Address: [REDACTED]  
[REDACTED]

Post Code [REDACTED]

Tel No: Day [REDACTED] Eve [REDACTED]

E-mail: [REDACTED]

Please give the purpose of your organisation as described in your constitution.

To promote, for public benefit, the improvement of economic, social, environmental and cultural health of the Sandbach area (source: [Sandbach Partnership Constitution 2023](#)).

**Please enclose a copy of your constitution or rules, showing your aims and objectives.**

Is it a Registered Charity? NO

If so, please give Charity Number....

1 **Total cost of your project?** £.2134..... Sum requested from STC £.1500.....

Please attach a breakdown of the estimated costs of your project together with your anticipated source of funds.

Crowdfunding was launched during and post the 2023 event however this failed to produce any meaningful contribution to this 2024 event.

See attached Excel document.

The costs are based on

- 2023 event costs and discussion with suppliers
- free to enter event due to open air and lack of control of entry and egress points
- minimal standard charge for refreshments and snacks based on the current cost of living crisis

The costs will be further minimised (where possible) by:

- seeking sponsorship from business surrounding the cobbles
- seeking support from local businesses for prizes and discounted services
- using available social media and media routes for marketing

Sandbach Partnership will return any grant money not utilised in running the event.

Based on recent grant applications for similar events by others to STC. The Partnership makes this application to request support and engagement from STC in line with its Corporate Strategy for this much-loved event for the people of Sandbach.

## 2 A summary of your project:

Describe your project and what you would do with a grant:

This application is made to facilitate a free event open to the public in Sandbach on Saturday 26<sup>th</sup> October 2024 from 15:00 until 18:00.

The event, 'Spooky Saturday', will be held on Sandbach's historic cobbles and within St Mary's Hall (please note due to the open nature of the cobbles area it is not possible to charge for attendance unless significant sums are secured for barrier fencing).

The grant will be used to bring back this much-loved event and to support the following costs:

- Venue hire & decoration
- Outdoor cover for the cobbles
- PA hire, henna artist/tattoo, interactive arts & crafts stall, face painting (third party supplier who will provide Sandbach Partnership with certified (PAT, DBS etc) and appropriately qualified personnel)
- Refreshments (hot drinks, hotdogs, popcorn, candy floss nominal charge to public £1 per item)
- Marketing
- Prizes
- Children's treats

### Does the grant cover advertising or wages of personnel involved if so how much?

£100 marketing cost to include website, media articles, poster/leaflets (including design), printing, banner

## 3 The Council gives priority to applications which meet the following priorities. Please tick the ones which you feel your project meets.

- ☒ Projects which benefit the people of Sandbach.
- ☒ Create an Inclusive Society
- ☒ Promoting our Environment, Heritage and Culture
- ☐ Work towards improving Leisure and Amenities.

### How does the project meet these priorities?

This event meet 3/5 strategic goals of STC as per the Corporate Strategy:

#### *A prosperous town*

- Continue to support a range of events to support the town and attract visitors
- Utilise local suppliers and businesses and seek to influence our partners to do so likewise

Spooky Saturday 2023 was a fantastically successful event with hundreds of people attending and would be welcomed back as an annual fixture. The event was supported by local businesses in 2023 with the majority of suppliers and stall holders provided locally to facilitate this event, goods and services.

The event provides a boost to the commercial businesses that border the cobbles with advanced notification being provided to business owners of the event so that they have the option to extend their opening hours in support.

#### *A sustainable environment*

- Utilise communication channels to promote environmental awareness

Leftover food from the apple bobbing to be donated to a local resident for their pigs.



Rather than having a toy stall, this event is set to feature a free Toy Swap shop which is aligned to our commitment to the environment by promoting a re-use/recycle ethos. This will also be useful to those struggling with the cost-of-living crisis ahead of what can be an expensive time of year.

*An engaged community*

- Engage with, and support, with a wide variety of voluntary and charitable organisations in the Town, which help deliver our aims
- Maintain either directly or in partnership, a programme of events which promote both the Town and the Council's other objectives
- Promote and support events that build community cohesiveness or promote the Town, in the centre and in our smaller parish communities
- Maintain an active and responsive programme of Mayoral engagements to support the community and promote the Town
- Help to build social inclusion by linking all parts of the Parish and reaching out to newcomers and minority groups

It is intended that a request will be submitted for the Mayor and Deputy Mayor to attend the event and join the judging panel for the Fancy dress (three categories: Adult, Child and pet) competition.

This event will be a free to attend event, with free services provided to all members of the public including apple bobbing, face painting, slime station, arts & crafts, toy swap shop. The event is also hoped to support the arts with discussions for entertainment to be provided being held with various local dance, musical and theatre groups.

The event will be marketed utilising a number of channels including traditional media, social media, website, posters, leaflets etc.

**4 Have you raised funds from any other sources for this project? NO**

A crowdfunder was launched during and post the 2023 event, however this failed to raise any meaningful contributions from the public despite the resoundingly positive feedback received on the day and after.

We do plan to approach the businesses surrounding the cobbles for a donation/sponsorship of the event should this grant application be successful.

We understand that grants for other similar events have been approved in full without other funds being raised and therefore do not see that this should influence the outcome of our application.

Where possible, donations will be requested for prizes from local businesses to support the event however a cost line is included should this not be possible to achieve.

Should this grant application not be approved, Sandbach Partnership will not hold Spooky Saturday in 2024.

Sandbach Partnership exists to support projects which promote, for public benefit, the improvement of economic, social, environmental and cultural health of the Sandbach area.

**Are you awaiting the outcome of any other applications for funding, towards this project? NO**

**5 Has the Organisation previously applied for a Grant from Sandbach Town Council? No**

**6 The Organisation's accounts for the last three years. \***

YEAR	2022/23	2021/22	2020/21
Accounts Balance b/f	£13,472.46	£6,041.87	£16,613.76

Accounts Balance c/f	£13,731.10	£13,472.46	£6,041.87
Income	£2086.50	£14,665.88	£8,225.40
Expenditure	£1827.90	£7,235.29	£18,797.29
Year-end bank balance	As C/F	As C/F	As C/F

- Please enclose a copy of your last available set of accounts.

The last available can be accessed on our website - [Published Accounts Apr 22 - Mar 2023 - HD Signed \(sandbachpartnership.co.uk\)](https://sandbachpartnership.co.uk)

**7 Describe the geographical area in which your Organisation works.**

Sandbach

**8 What proportion of the work takes place in Sandbach?**

100%

If the Organisation were to be successful in securing a grant, to whom should the cheque be made payable?

Name .....


If payment by BACS is preferred:


Bank Account Name.....Sandbach Partnership.....

Account Number ..... Sort Code.....

**Could you please indicate if you are able to/ would like to attend the meeting to support your application, and answer any questions the committee may have:** YES

Two of the authorised signatories for your bank/building society account need to sign below:

Signed: .....  ..... Position within the Organisation: ..... Vice-Chair.....

Signed: .....  ..... Position within the Organisation: ..... Chair.....  
on behalf of .....Sandbach Partnership..... Date:.....31/01/2024..

**Please note: A condition of any grant award is the return of a completed Grant Feedback form within four weeks of the project/event completion. In signing above and submitting a grant application you are committing to return the feedback form.**

Town Clerk, Sandbach Town Council  
Sandbach Town Hall, High Street, Sandbach , CW11 1AX

**Spooky Saturday Est Event Costs 26.10.2024**

*Event to take place on the Cobbles (Market Square) and St Mary's Church Hall*

Description	Est Amount	Act Amount	Status	Documentation
Outdoor shelter (on the cobbles)		60		
Indoor Venue hire St Mary's hall		160		
Refreshments hot drinks		60		
Refreshments snacks		200		
Events supplier		800		
arts & crafts		150		
Marketing		100		
Fancy dress prizes		60		
Stall prizes		30		
Childrens treats		150		
Decorations		100		
Event Insurance		0		
Entertainment licence		70		
Generator hire		100		
<b>Sub total</b>		<b>1940</b>		
Contingency		10%		
<b>Total estimated event cost</b>		<b>2134</b>		

may be required if cenotaph electrical point not made good.

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## Sandbach Town Council

### Grant Feedback Form

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

<b>PROJECT/EVENT NAME:</b>		
Sandbach Walking Festival 2023		
Applicant/s	[REDACTED], chairman	
Organisation	Sandbach Footpath Group	
Description of Project/Event: Sandbach Walking Festival, Sat 24 <sup>th</sup> June to 2 <sup>nd</sup> July 2023		
Project Objectives: To promote healthy walking, social interaction,, appreciate fresh air, and exercise and to connect with local businesses.		
How did the grant enable you to meet the Project Objectives? The grant mostly covered the cost of printing leaflets for distribution to local shops, library and Town Hall. Cost £390.		
What were the benefits of the Project/Event? Projective objectives (above) were achieved and 1558 walkers, including the under 5s walk from the library, walked 2462 miles in the 9 days of the Festival.		
Date of Completion Project/Event: 2 <sup>nd</sup> July 2023		
What promotional material was used to publicise your event? Leaflet distributed to via various Sandbach shops, library and Town Hall. Also, Facebook and email contacts to existing members.		
Did STC receive any recognition for its support?	YES	
Grant Received from Sandbach Town Council: £350		
Did the Grant lever any additional income or grant funding, if so how much and from what source?		
Amount	From	
£250	The House, coffee shop, Blackwater & Grubb, Congleton Road	
Grant/s Received from other bodies:		
Amount	From	
Total Event/Project cost, covering leaflet, quiz sheet, and Bookwhen subs.		£618.18

Please provide a statement of Expenditure of Grant Monies on a separate sheet.

STC grant money was all spent on the leaflet, as above £390.00

If you feel that your event/project was successful, please provide details of the success criteria it fulfilled:

Very successful:

Nine quite intensive days, with many volunteers leading and back-marking the events.

Project objectives (see above) were achieved.

Lots of people made new friends, had some exercise and fresh air, learnt some walks, and some new residents to Sandbach were welcomed to the event.

The Quiz Walk was also very successful, just the one person managed to get all the answers correct and received the prize hamper from Williams the grocer.

The Sandbach Walking Festival ran from 24<sup>th</sup> June to 2<sup>nd</sup> July 2023.

Completed by:



Trevor Boxer, Chairman Sandbach Footpath Group

Date: 3<sup>rd</sup> Dec 2023

Additional Information which you may feel useful:

Many thanks for the grant, it was a very worthwhile project.



[sandbachfootpathgroup@gmail.com](mailto:sandbachfootpathgroup@gmail.com)



## Sandbach Town Council

### Grant Feedback Form

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: <i>VJ CUP BOWLING COMPETITION</i>		
Applicant/s	<i>[REDACTED]</i>	
Organisation	<i>SANDBACH PARK BOWLING CLUB</i>	
Description of Project/Event: <i>A CROWN GREEN BOWLING COMPETITION INAUGURATED BY S.U.D.C. IN 1946 TO COMMEMORATE THE VICTORY OVER JAPAN IN WWII.</i>		
Project Objectives: <i>TO KEEP THE HISTORY OF THE TOWNS PAST</i>		
How did the grant enable you to meet the Project Objectives? <i>TO ENHANCE THE PRIZE MONEY TO ATTRACT COMPETITORS</i>		
What were the benefits of the Project/Event? <i>IT MAKES THE ANNUAL EVENT ONE OF THE TOP BOWLING COMPS IN SANDBACH.</i>		
Date of Completion Project/Event: <i>SEPTEMBER 3RD 2023</i>		
What promotional material was used to publicise your event? <i>SANDBACH CHRONICLES. FACEBOOK ETC.</i>		
Did STC receive any recognition for its support?	YES <input checked="" type="checkbox"/>	NO
Grant Received from Sandbach Town Council: <i>£ 100</i>		
Did the Grant lever any additional income or grant funding, if so how much and from what source?		
Amount	From	
<i>£34</i>	<i>DRAW</i>	
Grant/s Received from other bodies: <i>—</i>		
Amount	From	
<i>—</i>	<i>—</i>	
Total Event/Project cost		<i>£ 200</i>

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:

Completed by:

Date: 20/11/23

Additional Information which you may feel useful:

THIS COMPETITION WAS ORIGINALLY ORGANISED BY THE  
MARRIOTT BOXTON CLUB FROM 1946 - 20-21. WITH  
THE DEMISE OF MARRIOTT B.C. IT WAS TRANSFERRED  
TO SANDHURST PARK B.C.

WE AS A CLUB DEEM IT AN HONOUR TO STATE THIS  
COMPETITION TO KEEP ALIVE THE TRADITIONS STARTED  
BY S. U. D. C. 77 YEARS AGO YOUR CONTRIBUTION  
GOES A LONG WAY TO UPHOLDING THIS COMPETITION

## Sandbach Town Council

### Grant Feedback Form

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

<b>PROJECT/EVENT NAME:</b> Spooky Saturday 2023		
Applicant/s	[REDACTED]	
Organisation	Sandbach Partnership	
Description of Project/Event: Free family event to bring together the diverse community of Sandbach.		
Project Objectives: Community engagement Instilling pride in being a resident of Sandbach Raising the profile of Sandbach in the surrounding areas		
How did the grant enable you to meet the Project Objectives? The grant was used within the parameters set out in the grant application and enabled the event to host a number of activities free to the public together with the provision of subsidised drinks and snacks.		
What were the benefits of the Project/Event? See the above objectives. There were also the additional benefits of showcasing local theatrical and arts groups and boosting local businesses.		
Date of Completion Project/Event: 28 <sup>th</sup> October 2023		
What promotional material was used to publicise your event? Large promotional banners were purchased (from a local supplier) and placed in 3 key locations in the town. The event was placed on the Sandbach Partnership website and posters were placed in noticeboards. The event was also picked up by AllEvents and registered with Sandbach Nub News. There was a highly active social media campaign utilising Facebook and Instagram.		
Did STC receive any recognition for its support?	YES	
Grant Received from Sandbach Town Council:	£	1260
Did the Grant lever any additional income or grant funding, if so how much and from what source?		
Amount	From	

Up to £750 due to reduction in grant provided from STC from original application	Sandbach Partnership - this was approved by the SP Management Team although was not unanimous and does not guarantee the same funding for future years.	
Grant/s Received from other bodies:		
Amount	From	
N/A	N/A	
Total Event/Project cost		£ 1623.30
Please provide a statement of Expenditure of Grant Monies on a separate sheet.		
<p>If you feel that your event/project was successful, please provide details of the success criteria it fulfilled:</p> <p>The event was attended by hundreds of people with great engagement from Sandbach Residents and beyond. On the day feedback was overwhelmingly positive.</p> <p>The event was also covered by local press.</p>		
Completed by: Anne-Marie Robinson – Vice Chair		Date: 23.11.2023

<p>Additional Information which you may feel useful:</p> <p>Sandbach Partnership worked hard to keep costs down whilst delivering an excellent event. This included working with local suppliers to negotiate preferred service rates, acquiring donations for prizes and using in-house skills to design all marketing collateral and create decorations.</p> <p>After the event, Sandbach Partnership has attempted to leverage on the public goodwill with an active Crowdfunding appeal for Spooky Saturday 2024. Unfortunately, this has not had good engagement which puts the prospect of a 2024 event, in the 2023 format, in doubt.</p> <p>Sandbach Partnership is currently not in receipt of funding and, substantial research has shown, grants for this type of public event outside of applying to the town council are rare.</p>
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**Grant breakdown**

Total grant provided by Sandbach Town Council £1260:

Outdoor shelter (on the cobbles) -	£60
Provision of subsidised hot drinks -	£28
Provision of subsidised snacks -	£200
PA system, face painter and slime station	£750
Arts & crafts stall	£150
Marketing	£72

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## Sandbach Town Council

### Grant Feedback Form

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: South West Cheshire Scouts District Scout Council, World Scout Jamboree

Applicant/s

[REDACTED]

Organisation

South West Cheshire Scouts

Description of Project/Event:

More than 40,000 Scouts from all over the world will gather for the 25 World Scout Jamboree. The event happens every 4 years, each time hosted by a different country. The first WSJ took place in 1920 in the UK, with the last two hosted in USA in 2019 and then Japan in 2015!

Many people who have been to previous World Scout Jamborees – whether adults or young people – happily talk about a “life changing experience”. You will see new things, meet new people, be immersed in the true worldwide family of Scouts. This really is a unique experience that cannot be put into words.

Project Objectives:

One of our objectives is to ensure everyone who is part of the journey grows as a person and recognises that change – bringing back new skills and ideas to make a lasting impression on their local scouting and community. It’s not just about the Jamboree itself, the journey to the Jamboree is just as important in developing you as a person and forging friendships that will last a lifetime...

Our Contingent are more than just travel buddies, they are planners, fundraisers, motivators, and mentors. We’ve got a lot to achieve in a short time, but we’ll leap at the challenge as we...**Think big. Dream wild. Act Together.**

Not only will this Jamboree be a life changing experience for the Scouts attending. But their experience will be used to champion our future participants to have the courage to apply. Scouting affords Young People with amazing events. On their return from WSJ our young people will be visiting local groups to regale them with the amazing experiences they had, and when it comes to the next Jamboree, they will be front and centre helping to mentor, support and select our next team members. We have found that Scouts that attend Jamborees are more likely to continue their Scouting journey into leadership thus providing a sustainable structure for the younger generations.

How did the grant enable you to meet the Project Objectives?

By helping the young people achieve the fundraising required to participate in the event.

What were the benefits of the Project/Event?

To provide a life changing experience for the Scouts attending, that each participant grows as a person and gains new skills and experiences that they will bring back into local scouting. Scouts that attend Jamborees are more likely to continue their Scouting journey into leadership thus providing a sustainable structure for the younger generations.

Date of Completion Project/Event: 26 November 2023 (World Scout Jamboree Reunion for all participants) Jamboree event in Korea finished 16 August 2023		
What promotional material was used to publicise your event?  Within South West Cheshire the event was publicised via Facebook, using leaflets and banners at the fundraising events we attended and the Sandbach Chronicle wrote an article about it. It was also reported on both prior to and during the event in the National News.		
Did STC receive any recognition for its support?	YES It was reported to the Scouts South West Cheshire District	NO
Grant Received from Sandbach Town Council: £ 500		
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	
£750	Nantwich Town Council grant for 3 Scouts from Nantwich	
£700	Up and Under Foundation	
£1,500	Mallbank School (Nantwich and Acton Grammar School Foundation or NAGS) for 3 Scouts who attended the school	
Total Event/Project cost	£4,300 per Scout £8,600 for 2 Scouts from Sandbach to which this grant related £30,100 for 7 Scouts from South West Cheshire who fundraised as a team	
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: During the training camps prior to the jamboree in Korea the Scouts developed skills such as teamwork and communication as well as learning about cultural differences and inclusion. They also participated in the planning of many of the events therefore learning organisation skills. They also practiced some of the life skills that they would need whilst away such as planning meals, ordering food and cooking. Whilst in Korea they met Scouts from all over the World, learning about different cultures but also about the similarity of the Scouting movement across the world. They visited many of the key cultural and historic sites of Korea including a visit to the demilitarised zone. The issues the participants faced in Korea in particular required them to be resilient, adaptable and to work well as a team. Scouting can only happen if people volunteer their time. To be sustainable you must give back from what you take. Scouts with the experiences and skills gained over the last 2 years have a lot they can give back. They are a huge resource and, post Jamboree, we hope they will do their best to stay involved with Scouts.		
Completed by: [REDACTED]	Date: 30/11//2023	



Additional Information which you may feel useful:

Below shows a full breakdown provided by Scouts UK of the fee for each participant:

Local Training and Events £450

Travel £1378

Pre/Post events £776

25 WSJ fee £756

Contingency £374

UK Contingent operations costs £257

UK Contingent kit and equipment £150

Preparation events for Unit Leaders and International Service Team £45

Unplanned Incident Management £12

Inclusion £7

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## Sandbach Town Council

# SANDBACH TOWN COUNCIL

### Equality Policy

**Revised Policy adopted by Council: 1<sup>st</sup> July 2021**

*Planned Review Date: July 2023*

### EQUALITY ACT 2010

The Equality Act became law in 2010. It covers everyone in Britain and protects people from discrimination, harassment and victimisation.

Everyone in Britain is protected. This is because the Equality Act protects people against discrimination because of the protected characteristics that we all have. Under the Equality Act, there are nine protected characteristics:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

**This Policy recognises the Council's general equality duty under the Equality Act 2010**

**This Policy will be updated in line with National Legislation Changes as communicated by the Council's HR Advisors.**

### EQUALITY POLICY STATEMENT

It is our legal duty is to ensure that all employees and service users are not subject to any form of discrimination, harassment and/or victimisation at any time on the basis of age, gender, gender reassignment, ethnic origin, colour, disability, illness (such as HIV or AIDS), marital status or being in a civil partnership, nationality, race, religion or belief, sexual orientation, pregnancy and maternity or social background.

The Council aspires to be an Equal Opportunities employer, service provider and community leader.

The Council will appoint a 'Diversity Champion'. The position will be held by a Councillor who will be appointed annually at the AGM. The role of the Champion is to liaise as required with marginalised groups and will ensure that matters of importance or concern are addressed in an appropriate manner by the Council and/or its Committees.

## **POSITIVE ABOUT EQUALITY, DIVERSITY AND HUMAN RIGHTS**

The Council is committed to providing the highest quality of governance and service and recognises that the implementation of an effective Equality Policy is an integral part of any approach based on quality of service and provision. [It is not a coincidence that an organisation that is able to provide services to meet the diverse needs of its users, usually carries out its core business efficiently. Equally a workforce that has a supportive environment is more productive.] The Council as a corporate body has responsibilities as an employer, a service provider and a public authority, but both Members and employees as individuals also have responsibilities as well as rights.

The Council is committed to ensuring that our services and employment practices are fair, accessible, responsive and appropriate for all residents, clients and service users, voluntary and business organizations and visitors in the community we serve, as well as the dedicated staff we employ and volunteers and partners who work with us.

The Council will strive to advance equality of opportunity between people who share one or more of the nine protected characteristics (as listed above) and those who do not and to foster good relations between people who share a protected characteristic and those who do not.

The Council will engage with people it believes to have an interest in our approach to Equality. It will undertake periodic Equality Assessments to help in deciding whether an existing or proposed policy, procedure, practice or service does (or may) affect people differently, and if so, whether it affects them in an adverse way and if so, what can be done to change it. Periodic assessments and policy review will take place at least once per Council cycle.

Adherence to the Principles and Practices contained within the policy will be monitored on a regular basis. The Council will look for ways that it can make easier for everyone to engage with the policy including offering equality and diversity training to all councillors.

The Finance Policy and Governance Committee will monitor the implementation of the Equality policy and all associated equality action plans, and will report at least once per Council cycle to the full council. The personnel committee will undertake the periodic equality assessments for the Council's employees at least once per Council cycle.

## **POSITIVE AS AN EMPLOYER**

The Council is committed to making full use of the talents and resources of all its employees. It will recruit, reward, develop, promote and transfer employees on the basis of the skills, relevant qualifications, experience, aptitude and ability they can bring to the job.

The Council will encourage and develop all employees to support and carry out the requirements of this Equality policy. All employees will be encouraged to identify and disseminate good practice. The Council will not discriminate directly or indirectly under any



of the nine characteristics listed in the Equality Statement.

### **Recruitment**

The Council recruitment process must result in the selection of the most suitable person for the job, in respect of experience and qualifications. It is against the Council's policy to discriminate either directly or indirectly on the grounds of any of the nine characteristics listed in its Equality Statement, at any stage of the recruitment process.

The Council staff must ensure that:

- all job opportunities are open to all applicants
- no prejudgement or assumptions are made by recruiters or managers
- all applications are given equal consideration
- no decision is made in advance regarding the outcome of recruitment
- all applicants and staff are made aware of the Council policy on recruitment

All recruitment publicity must positively encourage applications from all suitably qualified and experienced people and should avoid any stereotyping of roles. All publicity should state that the Council is an Equal Opportunities employer and welcomes diversity. All vacancies must be advertised in accordance with the Council's Personnel Policies.

The selection process must be carried out consistently at all levels. It must be fair and non-discriminatory. Application forms where used, must state that the Council is an Equal Opportunities employer. The only criteria to be used in the selection process are those based on the skills, experience and qualifications essential for the job.

All aspects of The Council's recruitment and selection process will be monitored by the Chief Officer ensure the Council meets its obligations as an Equal Opportunities and quality employer.

### **Training and Development**

Training and development opportunities will be made available to all employees and any form of discrimination whether direct or indirect will not be tolerated. Priority will be given to training or development activity which is linked to the achievement of the Council's aims and objectives. Where resources permit the Council will support training and development beyond the needs of the job which can be returned as a benefit to the Council i.e. increased flexibility, breadth of experience and commitment.

### **Terms and conditions**

All employees will be treated equitably with respect to pay and other conditions of their contracts of employment.

### **Breaches of Policy**

Employees who feel that they have been subject to discrimination should attempt to resolve the issue by talking to the individual whom they feel has acted inappropriately. If this does not resolve the issue then the employee can approach their manager or, if necessary, the Chief Officer under the Grievance Procedure.

### **Harassment**

The Council will not tolerate or accept any form of harassment of its employees. All employees have the right to be treated with dignity and any contravention of this right may

be subject to the appropriate grievance or disciplinary procedure. Harassment policy and processes are included in the Council's Personnel Policies.

**Discrimination against people with disabilities**

The Council will discharge its duty to consider reasonable adjustments in making changes to the physical features of its premises or to its method of undertaking business where this can enable an employee to properly undertake their job role. We will think positively about disabled staff as we do with disabled customers.

**Religious discrimination**

Discriminatory behaviour which fails to acknowledge the rights and needs of people with different beliefs or practices will be treated as a disciplinary offence.

**Bullying**

Workplace bullying is a separate issue from sexual and racial harassment but the effects can be the same. Within the working environment bullying can be described as the use of a position or power to coerce others by fear, oppression or threat.

The Council will not tolerate bullying behaviour at any level and it is the responsibility of all managers to eliminate any form of bullying which they become aware of. Allegations of bullying will be dealt with under the grievance or disciplinary procedures.

**Victimisation**

The Council will ensure that no employee is treated less favourably than other people because, for example they have brought proceedings, given evidence, or complained about the behaviour of someone who has been harassing or discriminating against them.

**Age**

The Council will ensure that no employee or potential employee is treated less favourably than others due to age.

A full list of factors can be found at appendix 1.

**Responsibilities**

- All employees of the Council have a responsibility to ensure that the Council's Equal Opportunities policy is communicated and its requirements adhered to.
- All the Council staff will receive training and development in equal opportunities issues. The Council policies on managing diversity form part of its Employee Handbook.
- All Councillors will be offered training in equal opportunities and diversity.

**POSITIVE ABOUT SERVICE DELIVERY**

The Council's clients have the right to expect fair and non-discriminatory treatment whilst participating in or receiving any of the Council's services. It will ensure that all recipients of the services delivered directly by the Council are guaranteed the same opportunity.

All aspects of the Council's Equalities Policy impact on the manner in which it directly delivers services to and for its customers.

Adherence to the principles and practices contained within the policy will be monitored on a regular basis. The Council will look for ways that it can make its services accessible to all. Periodic assessments and policy review will take place at least once per Council cycle and this will include a review of service users experiences with regard to the policy.

Breaches of this Policy by staff will be subject to the disciplinary procedures.

Where any service is delivered indirectly by contractors, partners or volunteers, the Council



will ensure that they understand its Equality Policy and adhere to it. The periodic monitoring of the Policy will also include suppliers who supply goods and services to the Council. The supplier review will also take place at least once per Council cycle.

### **POSITIVE ABOUT COMMUNITY LEADERSHIP**

The Council has a local governance and community leadership role. Local residents, members of local organisations, businesses and visitors have the right to expect fair and non-discriminatory treatment when engaging with the Council.

The Council recognises the diversity within the community and seeks to reflect this in the work it undertakes within that community. All aspects of the Council's Equalities Policy impact on the manner in which engages with the community. The Council aims to foster good relations between people who share a protected characteristic and those who do not.

The Council will nominate a 'Diversity Champion', a Councillor who would be willing to work with such groups, to gain understanding and also to question Council when s/he feels that groups might be being under-represented or unfairly treated. This will be an annual appointment at the AGM.

Adherence to the principles and practices contained within the policy will be monitored on a regular basis. The Council, via its Diversity Champion, will invite representatives of protected characteristics periodically to give their views on the Council's performance on implementing this policy.

### **POSITIVE ABOUT DISABILITY**

#### **Inclusive**

The Council believes that as far as possible, disabled customers should be able to obtain services in the same way as other customers who are not disabled. However, given the constraints of operating from existing buildings, there will be some situations where the same treatment is not possible. In such cases, the Council will devise a solution as to how best to service our disabled customers, which demonstrates respect for their dignity.

#### **Finding Out**

The Council will periodically undertake an audit of its premises and operations to assess as far as possible, what customers with different disabilities may need in order to access our services. We will base this on good practice guidance and where appropriate talk to individual customers about any particular problems they encounter. As necessary, we will seek expert advice on finding solutions.

#### **Existing Premises**

The Council will focus particularly on considering reasonable adjustments to the physical features of the premises. Where a physical feature makes it impossible or unreasonably difficult for disabled customers to make use of a service, we will duly consider reasonable measures to:- remove the feature, or alter the feature, or provide a reasonable means of avoiding it, or provide a reasonable alternative method of making the service available.

#### **Getting Better**

The Council will plan the development of our business with disabled people in mind. We will ensure our staff are aware of disability issues and are trained to meet the needs of disabled customers.

**POSITIVE ABOUT DEMOCRACY**

Where councillors are to be elected, the Council will make information available as widely as possible about the election, and help people who are interesting in standing for election, with the objective of reflecting the diversity of the Parish.

When the Council seeks a co-opted member, it will advertise widely and will ensure that every applicant has an equal opportunity. All candidates will be given an opportunity to address a full Council meeting. There will be a vote of all Councillors at the meeting. The candidate with the highest number of votes will be co-opted onto the Council. The Council will always promote democracy, encourage all people to engage with it and vote at elections.



## Appendix 1

### Age

- Recruitment, is based entirely on relevant criteria, this criteria will be specific to the post and will not include age or age related criteria
- All job advertisements will avoid the use of ageist language. Phrases such as 'applicants should be 25-35 years of age', 'young graduates' and 'mature person' are discriminatory
- Person specifications must focus on job needs only. Criteria unnecessarily specifying experience, personal qualities or qualifications will be removed from job advertisements and person specifications
- Where appropriate, advertisements will be designed to attract a mixed-age response through advertising
- Age related details will be separated from the application form as far as practicable
- Direct age related details (such as date of birth) will be separated via the equal opportunities monitoring form
- Application forms will be reviewed to minimise inferred calculation of age.
- The selection of candidates will be based upon individual assessment against the relevant criteria and will not include age or age-related criteria
- Candidates will be selected on the basis of skills and abilities. Recruitment procedures will ensure that the process is fair, consistent and does not discriminate against a particular age group
- Only job-related questions should be asked of job applicants. Candidates will be measured against selection criteria to help decision-making
- All successful applicants will be subject to an employment medical questionnaire irrespective of age. Assumptions about capability or medical fitness will not be based on the age of the applicant
- Selection panel members must not make judgements about the abilities of a candidate based on stereotypical assumptions about age
- Promotion, training and career development opportunities will be provided equally for all staff whatever their age
- Procedures relating to appraisal, regarding and the award of accelerated or discretionary increments and other employment situations where selection is required will apply to all staff regardless of age. Any such review will focus on skills and ability
- The take-up of training and development from different ages will be monitored
- Specific length of service provisions relating to pay and benefits will only be permitted where this can be justified in that the arrangement rewards loyalty, encourages motivation or recognises relevant experience
- Pay scales and access to other benefits including the occupational pension and bonuses will not be based on age. Any age related criteria will be removed
- All policies will be reviewed to check whether they include reference to age related or length of service related entitlement. Where age or length of service related criteria are used these will be reviewed and revised where necessary
- The Council does not have a default age for retirement
- Any voluntary redundancy scheme will not be based on age related criteria unless such criteria may be justified under the regulations
- Selection for redundancy will not be based on length of service alone as this is indirectly discriminatory

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# **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
2. 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*



*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 its 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
  - o 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.



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.

### **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



# Sandbach Town Council

## List of BACS & Direct Debit Payments

Q3 2023/2024

Payment Date	BACS/DD	Supplier	Invoice Details	Invoice Date	Invoice No	Amount	RBS Pg
02/10/2023	DD	Prism Solutions	Monthly Telephones TH	12/10/2023	186656	£190.36	1206
06/10/2023	BACS	Beartown Brewery Ltd	Bar Purchases	26/09/2023	58768	£19.02	1208
06/10/2023	BACS	CREWE COLOUR PRINTERS LTD	Town Hall events costs	26/09/2023	70062	£410.00	1208
06/10/2023	BACS	Cheshire Association of Local Councils	Training	28/09/2023	199	£25.00	1208
06/10/2023	BACS	Design Office UK Ltd	Website Development	18/09/2023	37894	£312.00	1208
06/10/2023	BACS	Hops and Barley LTD	Bar Purchases	26/09/2023	203107	£1,493.09	1208
06/10/2023	BACS	PKF Littlejohn LLP	Audit Fees	22/09/2023	SB20232259	£2,016.00	1208
06/10/2023	BACS	STAFFORDSHIRE REELS ON WHEELS	Cinema Costs	24/09/2023	SI-535	£210.00	1208
06/10/2023	BACS	STAFFORDSHIRE REELS ON WHEELS	Cinema Cost	24/09/2023	SI-550	£69.60	1208
06/10/2023	BACS	STAFFORDSHIRE REELS ON WHEELS	Cinema Cost	24/09/2023	SI-551	£360.00	1208
06/10/2023	BACS	Tunncliffe Labels & Signs	IDM Marketing/Advertisement	25/09/2024	INV41238	£551.58	1209
09/10/2023	DD	BT	TH Monthly Telephones	24/09/2023	M130 E7	£89.44	1206
09/10/2023	DD	The Fuel Card People	Motor Expenses	30/09/2023	9006040305	£15.84	1206
11/10/2023	DD	Evo Payments International	Card Machine charges	30/09/2023	09-2023	£161.50	1206
13/10/2023	BACS	Apple Safety Services Limited	Training	01/10/2023	2795	£520.00	1210
13/10/2023	BACS	Bach 95 Limited	Bar Purchases	03/10/2023	814	£37.44	1210
13/10/2023	BACS	Reach For The Broom Cleaning & Hygiene	Publ/Conv Monthly Cleaning	02/10/2023	38	£1,162.50	1210
13/10/2023	BACS	Cheshire East Borough Council	Admin Office Rent	16/08/2023	11700169974	£1,187.00	1210
13/10/2023	BACS	Currie & Brown UK Ltd	Small Common Refurb	30/09/2023	124027969	£585.00	1210
13/10/2023	BACS	Design Office UK Ltd	Website Subscription	29/09/2023	37956	£60.00	1210
13/10/2023	BACS	FLEXTEL LTD.	Monthly Admin Phones	03/10/2023	86718	£30.00	1210
13/10/2023	BACS	FLEXTEL LTD.	Monthly Admin Phones	03/10/2023	86736	£169.68	1210
13/10/2023	BACS	HIPSWING ENTERTAINMENTS LTD	Community Events Costs	04/10/2023	15892	£608.29	1211
13/10/2023	BACS	Hops and Barley LTD	Bar Purchases	03/10/2023	203789	£708.93	1211
13/10/2023	BACS	Rialtis Business Solutions Ltd	Training	29/09/2023	31081	£144.00	1211
13/10/2023	BACS	Spotless Commercial Cleaning	Monthly Cleaning	30/09/2023	SIN294600	£1,578.59	1211
13/10/2023	BACS	Spotless Commercial Cleaning	Cleaning Supplies	29/09/2023	SIN294876	£138.93	1211
13/10/2023	BACS	Waterplus	Water Bill	03/10/2023	3491667	£10.78	1211
16/10/2023	DD	EE Limited	Market Mobile	07/10/2023	V02154234474	£23.27	1206
16/10/2023	DD	The Fuel Card People	Motor Expenses	08/10/2023	9006074303	£58.97	1206

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Payment Date	BACS/DD	Supplier	Invoice Details	Invoice Date	Invoice No	Amount	RBS Pg
16/10/2023	DD	West Merica Energy	TH Gas Charges AUG23	18/09/2023	11397836	£125.51	1206
16/10/2023	DD	West Merica Energy	Light & Heat	18/09/2023	11399866	£50.95	1206
16/10/2023	DD	West Merica Energy	Electricity Charges AUG23	18/09/2023	11399868	£81.29	1206
16/10/2023	DD	West Merica Energy	IDM Electric charges AUG23	18/09/2023	11399869	£1,185.17	1207
20/10/2023	BACS	K B	Market Duties	30/09/2023	69	£275.00	1212
20/10/2023	BACS	Gaskells Waste Services	Waste Disposal	30/09/2023	P602804	£951.60	1212
20/10/2023	BACS	Rural Services Partnership Ltd	Membership	08/10/2023	23/24/182	£144.00	1212
20/10/2023	BACS	VIKING	Viking	09/10/2023	3134028	£246.61	1212
20/10/2023	BACS	Waterplus	Water Charges	11/10/2023	3596330	£330.37	1212
20/10/2023	DD	West Merica Energy	TH Electricity Charges	22/09/2023	11405314	£1,058.41	1207
25/10/2023	DD	Prism Solutions	Monthly ICT Support & Packages	25/10/2023	186373	£1,254.79	1207
27/10/2023	BACS	BTS Garage Services	Motor Expenses	10/10/2023	INV-2023/000930	£55.00	1213
27/10/2023	BACS	Cheshire East Borough Council	Training	18/10/2023	11700181242	£430.00	1213
27/10/2023	BACS	The E-Link	Xmas Mkt Costs	16/10/2023	SI-620	£345.00	1213
27/10/2023	BACS	Hops and Barley LTD	Bar Purchases	17/10/2023	205195	£151.50	1213
27/10/2023	BACS	The Leaflet Team	Leaflet Distribution	09/10/2023	TKD01306	£441.00	1213
01/11/2023	DD	Prism Solutions	TH Monthly Telephones	14/11/2023	188418	£190.36	1214
03/11/2023	BACS	Beartown Brewery Ltd	Bar Purchases	27/10/2023	59170	£19.02	1216
03/11/2023	BACS	CREWE COLOUR PRINTERS LTD	Town Hall Events Costs	23/10/2023	70180	£204.00	1216
03/11/2023	BACS	Cheshire East Borough Council	Admin Office Rent	18/10/2023	11700181333	£1,187.00	1216
03/11/2023	BACS	Design Office UK Ltd	Subscriptions	25/10/2023	38014	£186.00	1216
03/11/2023	BACS	Hops and Barley LTD	Bar Purchase	24/10/2023	205901	£400.08	1216
03/11/2023	BACS	JDH BUSINESS SERVICES LTD	Accountancy Support	24/10/2023	4716	£1,740.00	1216
07/11/2023	DD	BT	Monthly Telephones TH	24/10/2023	M131 IU	£89.44	1214
10/11/2023	BACS	AJ Products (UK) Ltd	Market Equipment	30/10/2023	8011618	£1,980.00	1217
10/11/2023	BACS	Bach 95 Limited	Bar Purchases	30/10/2023	INV-0848	£37.44	1217
10/11/2023	BACS	K B	Market Casual	03/11/2023	71	£220.00	1217
10/11/2023	BACS	Reach For The Broom Cleaning & Hygiene	Publ/Conv Monthly Cleaning	03/11/2023	NOVEMBER2023-STC	£1,162.50	1217
10/11/2023	BACS	Cheshire Association of Local Councils	Training	30/10/2023	252	£60.00	1217
10/11/2023	BACS	FLEXTEL LTD.	Monthly Telephones	03/11/2023	FLX 87544	£30.00	1217
10/11/2023	BACS	FLEXTEL LTD.	Monthly Telephones	03/11/2023	FLX 87559	£201.97	1217
10/11/2023	BACS	Hops and Barley LTD	Bar Purchases	31/10/2023	206700	£1,186.47	1217
10/11/2023	BACS	STAFFORDSHIRE REELS ON WHEELS	Cinema Costs	29/10/2023	SI-563	£210.00	1218
10/11/2023	BACS	Rentokil Pest Control	Waste Disposal	25/10/2023	22024122	£311.94	1218



Payment Date	BACS/DD	Supplier	Invoice Details	Invoice Date	Invoice No	Amount	RBS Pg
10/11/2023	BACS	Spotless Commercial Cleaning	Monthly Cleaning	31/10/2023	SIN295845	£1,738.28	1218
10/11/2023	BACS	Spotless Commercial Cleaning	Cleaning Supplies	31/10/2023	SIN296033	£104.63	1218
13/11/2023	DD	Evo Payments International	Card Machine Charges	31/10/2023	10-2023/52895	£138.54	1214
13/11/2023	DD	The Fuel Card People	Motor Expenses	31/10/2023	9006233123	£15.84	1214
13/11/2023	DD	West Merica Energy	Light & Heat	17/10/2023	11411348	£1,125.59	1214
13/11/2023	DD	West Merica Energy	Light & Heat	17/10/2023	11411350	£82.33	1214
13/11/2023	DD	West Merica Energy	Light & Heat	17/10/2023	11411351	£1,191.74	1214
13/11/2023	DD	West Merica Energy	Light & Heat	17/10/2023	11414581	£62.78	1214
15/11/2023	DD	EE Limited	Market Mobile	07/11/2023	V02164607500	£23.27	1214
16/11/2023	DD	West Merica Energy	Light & Heat	19/10/2023	11417861	£130.78	1215
17/11/2023	BACS	The Automatic Door Company	IDM Maintenance	31/10/2023	931046	£1,369.20	1219
17/11/2023	BACS	Blitz Fireworks Ltd	Christmas Market	01/10/2023	SI-1106	£12,522.00	1219
17/11/2023	BACS	Blitz Fireworks Ltd	Christmas Lights	01/10/2023	SI-1117	£27,878.40	1219
17/11/2023	BACS	Design Office UK Ltd	Office Maintenance	07/11/2023	38064	£200.40	1219
17/11/2023	BACS	D.S.Drainage	TH Maintenance	04/11/2023	679	£80.00	1219
17/11/2023	BACS	Hops and Barley LTD	Bar Purchases	01/11/2023	206780	£73.19	1219
17/11/2023	BACS	Miles Lewis LLP	Shop Units Valuation	03/11/2023	ML.VAL.23.188	£1,440.00	1219
17/11/2023	BACS	STAFFORDSHIRE REELS ON WHEELS	Cinema Costs	05/11/2023	SI-574	£104.70	1219
17/11/2023	BACS	Waterplus	Water Charges	03/11/2023	INV03808502	£11.13	1220
24/11/2023	BACS	Design Office UK Ltd	Website Maintenance	06/11/2023	38059	£354.00	1221
24/11/2023	BACS	Dream Entertainment	TH Events Costs	01/11/2023	5	£300.00	1221
24/11/2023	BACS	Dutton Contractors Ltd	Remembrance Parade	13/11/2023	21681	£3,078.00	1221
24/11/2023	BACS	Gaskells Waste Services	Waste disposal	31/10/2023	P610273	£811.80	1221
24/11/2023	BACS	Hops and Barley LTD	Bar Purchases	14/11/2023	208031	£1,054.91	1221
24/11/2023	BACS	Horizon Event Hire	Events Costs	01/10/2023	411	£600.00	1221
24/11/2023	BACS	John Greenall & Co Limited	Accountancy Support	10/11/2023	691	£1,500.00	1221
24/11/2023	BACS	John Greenall & Co Limited	Accountancy Support	10/11/2023	692	£960.00	1221
24/11/2023	BACS	Milkshake Marketing	Xmas Market map design	01/10/2023	1240	£50.00	1222
24/11/2023	BACS	TRADE UK (SCREWFIX)	ODM Health & Safety	13/11/2023	1434541053	£50.83	1222
24/11/2023	BACS	Waterplus	Water Charges	11/11/2023	INV03889019	£342.61	1222
27/11/2023	DD	Prism Solutions	ICT Support & Packages	27/11/2023	188113	£1,254.79	1223
01/12/2023	BACS	Beartown Brewery Ltd	Bar Purchases	17/11/2023	59407	£128.09	1224
01/12/2023	BACS	CREWE COLOUR PRINTERS LTD	Cinema Costs	23/11/2023	70358	£394.80	1224
01/12/2023	BACS	Cheshire East Borough Council	Admin Office Rent	17/11/2023	11700187353	£1,187.00	1224

Payment Date	BACS/DD	Supplier	Invoice Details	Invoice Date	Invoice No	Amount	RBS Pg
01/12/2023	BACS	Claymore Business Machines Limited	Photocopying	24/11/2023	54316	£7.06	1224
01/12/2023	BACS	Claymore Business Machines Limited	Photocopying	24/11/2023	54317	£180.68	1224
01/12/2023	BACS	Claymore Business Machines Limited	Photocopying	24/11/2023	54318	£30.42	1224
01/12/2023	BACS	Claymore Business Machines Limited	Photocopying	24/11/2023	54319	£215.94	1224
01/12/2023	BACS	Edward Torsney Photography	Market Advertisement	20/11/2023	2023_17	£100.00	1224
01/12/2023	DD	Prism Solutions	Monthly Telephones	01/11/2023	182994	£190.36	1226
01/12/2023	BACS	Symphony Outside Ltd	TH Events Costs	15/11/2023	INV-0030	£1,330.00	1224
01/12/2023	BACS	Symphony Outside Ltd	TH Events Costs	15/11/2023	INV-0031	£420.00	1224
01/12/2023	BACS	Tunncliffe Labels & Signs	Market Hall Advertising	02/11/2023	INV41732	£515.59	1225
04/12/2023	DD	The Fuel Card People	Motor Expenses	26/11/2023	9006374179	£65.22	1226
08/12/2023	BACS	Autocentre Station Yard	Motor Expenses	28/11/2023	15	£60.00	1227
08/12/2023	BACS	Bach 95 Limited	Bar Purchases	27/11/2023	INV-0880	£37.44	1227
08/12/2023	BACS	Blitz Fireworks Ltd	Christmas Market Costs	29/11/2023	SI-1173	£342.00	1227
08/12/2023	DD	BT	TH Telephones & BB	24/11/2023	M132 MG	£89.44	1226
08/12/2023	BACS	Dutton Contractors Ltd	Christmas Lights	25/11/2023	22232	£1,266.00	1227
08/12/2023	BACS	STAFFORDSHIRE REELS ON WHEELS	Cinema Costs	28/11/2023	SI-586	£210.00	1227
08/12/2023	BACS	Tradepoint (B&Q)	TH Maintenance	28/11/2023	1440493197	£148.40	1227
08/12/2023	BACS	Tradepoint (B&Q)	TH Maintenance	01/12/2023	1440493197/1	£0.40	1227
08/12/2023	BACS	VIKING	Stationery/Cleaning	29/11/2023	3410978	£116.74	1227
11/12/2023	DD	The Fuel Card People	Motor Expenses	30/11/2023	9006423838	£1.44	1226
12/12/2023	DD	Evo Payments International	Card Machine Charges	30/11/2023	11-2023/52895	£161.10	1226
15/12/2023	BACS	ANSA Environmental Services	Hanging Baskets	22/11/2023	11700187440	£7,556.17	1228
15/12/2023	BACS	K B	ODM Casual	30/11/2023	72	£230.00	1228
15/12/2023	BACS	Reach For The Broom Cleaning & Hygiene	Cleaning Charges	06/12/2023	56	£1,162.50	1228
15/12/2023	BACS	Currie & Brown UK Ltd	Small Common C/Park Refurb	30/11/2023	124029896	£495.00	1228
15/12/2023	BACS	Edward Torsney Photography	ODM Advertising	01/12/2023	2023_18	£105.00	1228
15/12/2023	DD	EE Limited	Market Mobile	07/12/2023	V02174496218	£23.27	1230
15/12/2023	BACS	FLEXTEL LTD.	Monthly Admin Telephones	03/12/2023	88336	£30.00	1228
15/12/2023	BACS	FLEXTEL LTD.	Monthly Admin Phones	03/12/2023	88354	£166.62	1228
15/12/2023	BACS	Hops and Barley LTD	Bar Purchases	05/12/2023	210113	£712.47	1228
15/12/2023	BACS	Cheshire's Silk 106.9	Christmas Lights Promotion	30/11/2023	345941	£1,914.00	1229
15/12/2023	BACS	Spotless Commercial Cleaning	Cleaning TH/IDM	30/11/2023	SIN297084	£1,783.90	1229
15/12/2023	BACS	Spotless Commercial Cleaning	Cleaning Supplies	30/11/2023	SIN297220	£439.67	1229
15/12/2023	BACS	Waterplus	Water Charges	03/12/2023	INV04094786	£10.78	1229



Payment Date	BACS/DD	Supplier	Invoice Details	Invoice Date	Invoice No	Amount	RBS Pg
15/12/2023	BACS	Waterplus	Water Charges	05/12/2023	INV04129598	£254.72	1229
15/12/2023	BACS	WorkNest Limited	HR & HS Support	07/12/2023	SINV057443	£5,558.40	1229
15/12/2023	BACS	WorkNest Limited	HR & HS Support	07/12/2023	SINV057444	£322.75	1229
18/12/2023	DD	West Merica Energy	Light & Heat	16/11/2023	11421099	£609.14	1226
18/12/2023	DD	West Merica Energy	Light and Heat	20/11/2023	11425769	£1,684.96	1226
18/12/2023	DD	West Merica Energy	Light & Heat	20/11/2023	11425770	£55.68	1226
18/12/2023	DD	West Merica Energy	Light & Heat	20/11/2023	11425771	£81.56	1226
18/12/2023	DD	West Merica Energy	Light & Heat	20/11/2023	11425772	£1,247.40	1226
22/12/2023	BACS	AJ Products (UK) Ltd	Equipment renewals	12/12/2023	8012894	£1,800.00	1231
22/12/2023	BACS	Blitz Fireworks Ltd	Christmas Market Costs	08/12/2023	SI-1178	£1,176.00	1231
22/12/2023	BACS	Gaskells Waste Services	Waste Disposal	30/11/2023	P614660	£784.80	1231
22/12/2023	BACS	Hops and Barley LTD	Bar Purchases	08/12/2023	210407	£15.61	1231
22/12/2023	BACS	JDH BUSINESS SERVICES LTD	Audit Fees	08/12/2023	4746	£540.00	1231
22/12/2023	BACS	Nisbets	Equipment Renewals	04/12/2023	28025863	£118.78	1231
22/12/2023	BACS	Nisbets	Refreshment Purchases	05/12/2023	28034625	£40.73	1231
22/12/2023	BACS	Nisbets	Bar Purchases	05/12/2023	28043729	£64.77	1231
28/12/2023	DD	Prism Solutions	Monthly ICT Support & Packages	27/12/2023	189842	£1,254.79	1232

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Date: 23/01/2024

## Sandbach Town Council

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## Credit Card

## List of Payments made between 01/10/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/10/2023	The Poppy Shop	27030173	339.66		Poppies
06/10/2023	Dropbox International	85296552	71.05		Dropbox Subscription
10/10/2023	Natwest Bank	10OCT	-29.34		Membership Fee Credit
14/10/2023	Soundtrack Your Brand	30645857	39.00		Subscription
30/10/2023	Bridebook	04319239	12.00		Bridebook Subscription
30/10/2023	ZOOM.US	08118621	12.99		Zoom Subscription
31/10/2023	Natwest Bank	31OCT23	30.00		Credit Card Fee CL
31/10/2023	Natwest Bank	31OCT23	30.00		C/Card Fee KP
03/11/2023	Amazon	33982338	27.99		Bar Supplies
06/11/2023	Dropbox International	08660057	71.05		Dropbox Subscriptions
13/11/2023	Cheshire East Council	10073591	20.00		Small Society Lottery Licence
13/11/2023	Amazon	95577928	35.43		Market Hall Advertising
14/11/2023	Soundtrack Your Brand	99918055	39.00		Background Music subscription
15/11/2023	Sainsbury's	38088996	55.70		Refreshment Purchases
20/11/2023	Amazon	87881179	95.46		Marketing/Refreshments
21/11/2023	ZOOM.US	19214991	12.99		Zoom Subscription
21/11/2023	The Works	11098569	52.00		TH Events
29/11/2023	Sainsburys	12165005	129.71		Refreshments/Events Costs
30/11/2023	BrideBook	07559347	12.00		Bridebook Subscription
05/12/2023	Sainsbury's	49244946	107.50		Town Hall Events Costs
05/12/2023	Amazon	4214	49.36		TH Events Costs
06/12/2023	Dropbox International	05486059	71.05		Dropbox Subscription
06/12/2023	Amazon	98984043	78.96		TH Events Costs
07/12/2023	Amazon	89373796	39.97		TH Events Costs
14/12/2023	Soundtrack Your Brand	25408052	39.00		Soundtrack Your Brand
21/12/2023	ZOOM.US	19518170	12.99		ZOOM.US
30/12/2023	Bridebook	05343184	12.00		Bridebook
Total Payments			1,467.52		

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**Sandbach Town Council**

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**Current/Reserve Bank A/c's**

**List of Payments made between 01/10/2023 and 31/12/2023**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/10/2023	Cheshire East Council	25232	655.00		TH Business Rates
02/10/2023	Cheshire East Council	25233	304.00		ODM Business Rates
02/10/2023	Cheshire East Council	25234-35	403.00		Enerprise Business Rates
02/10/2023	Prism Solutions	25231	190.36		Monthly Telephones TH
04/10/2023	Legal and General	25248	214.86		Insurance
06/10/2023	Dropbox International	85296552	71.05		Dropbox Subscription
06/10/2023	Dropbox International	85296552	-71.05		Dropbox Payment reversal
06/10/2023	BACS P/L Pymnt Page 1208	BACS Pymnt	5,465.29		BACS P/L Pymnt Page 1208
09/10/2023	The Fuel Card People	25280	15.84		Motor Expenses
09/10/2023	BT	25281	89.44		TH Monthly Telephones
10/10/2023	Natwest Bank	10OCT	-29.34		Membership Fee Credit
10/10/2023	Natwest Bank	10OCT	29.34		Receipt Reversal
11/10/2023	Evo Payments International	25292	161.50		Card Machine charges
13/10/2023	BACS P/L Pymnt Page 1210	BACS Pymnt	6,941.14		BACS P/L Pymnt Page 1210
13/10/2023	STC Expenses	25300	84.00		STC Expenses
13/10/2023	Monthly Salaries	25305	23,495.20		Monthly Salaries
14/10/2023	Soundtrack Your Brand	30645857	39.00		Subscription
14/10/2023	Soundtrack Your Brand	30645857	-39.00		Payment reversal
16/10/2023	The Fuel Card People	25320	58.97		Motor Expenses
16/10/2023	EE Limited	25321	23.27		Market Mobile
16/10/2023	West Merica Energy	25322	1,442.92		TH Gas Charges AUG23
16/10/2023	Natwest Bank	25319	24.40		Bank Charges
18/10/2023	The Pantry Sandbach Hub	25327	2,925.00		Cost of Living 2/2
20/10/2023	West Merica Energy	25335	1,058.41		TH Electricity Charges
20/10/2023	BACS P/L Pymnt Page 1212	BACS Pymnt	1,947.58		BACS P/L Pymnt Page 1212
24/10/2023	Xmas Mkt Refunds	25347-57	572.00		Xmas Mkt Refunds
25/10/2023	Prism Solutions	25362	1,254.79		Monthly ICT Support & Packages
27/10/2023	BACS P/L Pymnt Page 1213	BACS Pymnt	1,374.26		BACS P/L Pymnt Page 1213
30/10/2023	Bridebook	04319239	12.00		Bridebook Subscription
30/10/2023	Bridebook	04319239	-12.00		Bridebook Payment reversal
30/10/2023	Credit Card	25385	548.28		C/Card
31/10/2023	Petty Cash	5597/25395	250.00		Petty Cash
31/10/2023	Natwest bank	25390	47.23		Bank Charges
31/10/2023	HMRC	25391	7,568.63		HMRC OCT Contribution
31/10/2023	Cheshire Pension Fund	25392	5,471.96		Pension OCT23
31/10/2023	Royal British Legion	25393/4	125.00		Remembrance Parade Wreaths
01/11/2023	Cheshire East Council	25402	655.00		TH Business Rates
01/11/2023	Cheshire East Council	25403	304.00		ODM B/Rates
01/11/2023	Cheshire East Council	2540405	403.00		Enterprise B/Rates
01/11/2023	Prism Solutions	25401	190.36		TH Monthly Telephones
03/11/2023	BACS P/L Pymnt Page 1216	BACS Pymnt	3,736.10		BACS P/L Pymnt Page 1216
06/11/2023	Legal and General	25430	214.86		Insurance
07/11/2023	BT	25435	89.44		Monthly Telephones TH
10/11/2023	BACS P/L Pymnt Page 1217	BACS Pymnt	7,243.23		BACS P/L Pymnt Page 1217
10/11/2023	Robrts Bakery Band	25460	200.00		Remembrance Parade
10/11/2023	S Barber	25461	40.00		Xmas Party from deposits
13/11/2023	Petty Cash	5598/25476	200.00		Petty Cash

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## Sandbach Town Council

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## Current/Reserve Bank A/c's

## List of Payments made between 01/10/2023 and 31/12/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
13/11/2023	Evo Payments International	25474	138.54		Card Machine Charges
13/11/2023	The Fuel Card People	25475	15.84		Motor Expenses
13/11/2023	West Merica Energy	25484	2,462.44		Light & Heat
15/11/2023	EE Limited	25491	23.27		Market Mobile
15/11/2023	Natwest	25488	27.20		Bankline Charges
15/11/2023	Monthly Salaries	25489-90	30,717.41		NOV23 Salaries
15/11/2023	Public Works Loans	25492	12,335.57		Public Works Loans
16/11/2023	West Merica Energy	15498	130.78		Light & Heat
16/11/2023	Sandbach Cricket Club	BACS	500.00		Small Grant
17/11/2023	[REDACTED]	25510	50.00		Damage Dep Refund
17/11/2023	[REDACTED]	25514	200.00		Damage Dep Refund
17/11/2023	B&M	25516	48.00		Bar Purchases
17/11/2023	BACS P/L Pymnt Page 1219	BACS Pymnt	43,679.02		BACS P/L Pymnt Page 1219
24/11/2023	BACS P/L Pymnt Page 1221	BACS Pymnt	9,102.15		BACS P/L Pymnt Page 1221
24/11/2023	P Loizou	25541	100.00		TH Events Costs
24/11/2023	[REDACTED]	25542	50.00		Xmas Mkt Refund
27/11/2023	Prism Solutions	25557	1,254.79		ICT Support & Packages
28/11/2023	Credit Card	25561	534.70		Credit Card DD
30/11/2023	Natwest Bank	25574	56.66		Bank Charges
30/11/2023	HMRC CUMBEMAULD	25575	12,493.47		HMRC NOV23
30/11/2023	Cheshire Pension Fund	25576	8,147.62		CPF NOV23
01/12/2023	BACS P/L Pymnt Page 1224	BACS Pymnt	4,509.58		BACS P/L Pymnt Page 1224
01/12/2023	[REDACTED]	25582	100.00		Damage Dep Refund
01/12/2023	[REDACTED]	25584	100.00		Damage Dep Refund
01/12/2023	Sandbach Animal Rescue	25588	100.00		Donation for Santa
01/12/2023	Legal and General	25591	214.86		Insurance
01/12/2023	Cheshire East Council	25592	655.00		TH B/Rates
01/12/2023	Cheshire East Council	25593	304.00		ODM B/Rates
01/12/2023	Cheshire East Council	25594-5	403.00		Enterprise B/Rates
01/12/2023	Prism Solutions	25590	190.36		Monthly Telephones
04/12/2023	The Fuel Card People	25601	65.22		Motor Expenses
07/12/2023	Crewe Gang Show	25611	2,500.00		Community Grant
08/12/2023	BT	25626	89.44		TH Telephones & BB
08/12/2023	[REDACTED]	25619	27.00		Santa Refund
08/12/2023	Iceland Foods Ltd.	25621	9.65		Refreshment Purchases
08/12/2023	BACS P/L Pymnt Page 1227	BACS Pymnt	2,180.98		BACS P/L Pymnt Page 1227
11/12/2023	The Fuel Card People	25633	1.44		Motor Expenses
12/12/2023	Evo Payments International	25636	161.10		Card Machine Charges
14/12/2023	Petty Cash	25647	200.00		Petty Cash
15/12/2023	Natwest Bank	25653	26.40		Bankline charges
15/12/2023	Mobile Reborn Ltd	25654	95.00		Equipment Renewals
15/12/2023	[REDACTED]	25665	50.00		Damage Dep Refund
15/12/2023	[REDACTED]	25668	50.00		Damage Dep Refund
15/12/2023	BACS P/L Pymnt Page 1228	BACS Pymnt	20,741.98		BACS P/L Pymnt Page 1228
15/12/2023	EE Limited	25671	23.27		Market Mobile
15/12/2023	Monthly Payroll	25660	27,330.45		DEC23 Slaries
18/12/2023	West Merica Energy	25676	3,678.74		Light & Heat

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Date: 23/01/2024

## Sandbach Town Council

Time: 11:50

## Current/Reserve Bank A/c's

## List of Payments made between 01/10/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/12/2023	Clem's Traditional Greengrocer	PC2309/12	7.00		Bar Supplies
19/12/2023	Clem's Traditional Greengrocer	PC2309/12	-7.00		Bar Supplies
22/12/2023	BACS P/L Pymnt Page 1231	BACS Pymnt	4,526.34		BACS P/L Pymnt Page 1231
22/12/2023	M Harrison	25695	250.00		TH Hire Fees Refund
22/12/2023	Operational Expenses	25696	77.95		Bar Supplies
22/12/2023	Cafe on the Square	25697	68.00		Xmas Mkt Costs
22/12/2023	Operational Expenses	25698	38.11		TH Events Costs
28/12/2023	Credit Card	25710	551.33		C/Card Transfer
28/12/2023	Prism Solutions	25707	1,254.79		Monthly ICT Support & Packages
29/12/2023	Natwest Bank	BACS	48.04		Bank Charges
29/12/2023	HMRC	25714	9,650.24		HMRC DEC23
29/12/2023	Cheshire Pension Fund	25715	5,910.01		Pension DEC23
<b>Total Payments</b>			<u>284,238.06</u>		

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Date: 23/01/2024

## Sandbach Town Council

Time: 11:07

## Petty Cash

## List of Payments made between 01/10/2023 and 31/12/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/10/2023	MORRISONS	PC2307/01	4.85		Bar Supplies
03/10/2023	Handy Household	PC2307/02	5.96		Bar Supplies
03/10/2023	Savers	PC2307/03	1.00		Bar Supplies
03/10/2023	Savers	PC2307/04	1.00		Bar Supplies
03/10/2023	Iceland Foods Ltd.	PC2307/05	11.00		Iceland Foods Ltd.
04/10/2023	Iceland Foods Ltd.	PC2307/06	1.45		Refreshment Purchases
05/10/2023	MORRISONS	PC2307/07	1.00		Stationery
05/10/2023	Amazon	PC2307/08	16.38		Civic & Ceremonial
12/10/2023	MORRISONS	PC2307/09	1.55		Refreshment Purchases
12/10/2023	MORRISONS	PC2307/10	1.00		Stationery
12/10/2023	Congleton Phone Stall	PC2307/11	6.00		Equipment Renewals
16/10/2023	Amazon	PC2307/12	13.17		Equipment Renewals
17/10/2023	MORRISONS	PC2307/13	1.10		Bar Supplies
17/10/2023	Iceland Foods Ltd.	PC2307/14	2.69		Bar Supplies
18/10/2023	Swift Shoes Ltd	PC2307/15	12.00		Equipment Renewals
20/10/2023	MORRISONS	PC2307/16	1.00		Stationery
24/10/2023	Savers	PC2307/17	3.00		Bar Supplies
26/10/2023	MORRISONS	PC2307/18	1.00		Stationery
26/10/2023	Aldi	PC2307/19	4.36		Bar Supplies
26/10/2023	Tinsley's Fruit & Veg	PC2307/20	5.00		Bar Supplies
27/10/2023	Swift Shoes Ltd	PC2307/21	25.00		Market Hall Advertising
27/10/2023	MORRISONS	PC2307/22	12.60		Bar Purchases
31/10/2023	Handy Household	PC2307/23	11.92		Bar Supplies
31/10/2023	B&M	PC2307/24	195.75		Market Hall Advertising
02/11/2023	MORRISONS	PC2308/01	1.00		Stationery
09/11/2023	MORRISONS	PC2308/02	1.00		Stationery
09/11/2023	Sweet Shop	PC2308/03	3.60		Market Hall Advertising
13/11/2023	Iceland Foods Ltd.	PC2308/04	8.50		Market Hall Advertising
13/11/2023	Savers	PC2308/05	1.00		Market Hall Advertising
16/11/2023	MORRISONS	PC2308/06	1.00		Stationery
21/11/2023	Aldi	PC2308/07	2.70		Refreshment Purchases
22/11/2023	Handy Household	PC2308/08	4.99		Maintenance
22/11/2023	Handy Household	PC2308/09	1.99		Market Hall Advertising
23/11/2023	MORRISONS	PC2308/10	1.00		Stationery
24/11/2023	Aldi	PC2308/11	30.85		Refreshment Purchases
28/11/2023	Aldi	PC2308/15	2.60		Refreshment Purchases
29/11/2023	S [REDACTED]	PC2308/13	6.00		Marketing
30/11/2023	Phone Stall (M Pursglove)	PC2308/12	12.00		TH Maintenance
30/11/2023	MORRISONS	PC2308/14	1.00		Stationery
30/11/2023	Waitrose	PC2308/16	4.60		Refreshment Purchases
01/12/2023	Iceland Foods Ltd.	PC2309/01	4.30		Refreshment Purchases
07/12/2023	MORRISONS	PC2309/02	1.00		Stationery
08/12/2023	Aldi	PC2309/03	31.35		Bar Purchases
08/12/2023	Handy Household	2309/04	15.16		Stationery
08/12/2023	Handy Household	2309/05	13.52		TH Events Costs
12/12/2023	Waitrose	PC2309/06	15.30		Refreshment Purchases
13/12/2023	Handy Household	PC2309/07	3.38		Refreshment Purchases

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Date: 23/01/2024

## Sandbach Town Council

Time: 11:07

## Petty Cash

## List of Payments made between 01/10/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/12/2023	MORRISONS	PC2309/08	1.00		Stationery
15/12/2023	Handy Household	PC2309/09	8.94		Bar Supplies
16/12/2023	MORRISONS	PC2309/10	2.20		Bar Supplies
16/12/2023	Tinsley Fruit & Veg	PC2309/11	6.00		Bar Supplies
19/12/2023	Clem's Traditional Greengrocer	PC2309/23	7.00		Bar Supplies
19/12/2023	Iceland Foods Ltd.	PC2309/13	1.45		Refreshments Purchases
22/12/2023	MORRISONS	PC2309/14	1.00		Stationery
<b>Total Payments</b>			<u>535.21</u>		