



## **ASSETS AND SERVICES COMMITTEE**

Agenda for the meeting to be held on Wednesday, **10<sup>th</sup> April 2024**  
at **7.00pm** in **Sandbach Town Hall**.

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

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

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

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

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

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

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

Lead: Chair

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

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### **PUBLIC QUESTIONS**

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

After the questions, the Chair will reconvene the meeting.

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### **4. MINUTES OF THE MEETING HELD 31<sup>ST</sup> JANUARY 2024.**

[Attached: Draft minutes of the meeting]

Lead: Chair

Action: *To approve the minutes of the Assets & Services Committee meeting held 31<sup>st</sup> January 2024 as an accurate record.*

**5. ASSETS & SERVICES COMMITTEE 2023-24 BUDGET**

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

Lead: Chair

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

**6. TOWN HALL STONE MASONRY**

[Attached: Chief Officer Report]

Lead: Chair

Action: to approve the immediate stone masonry repair work identified to be commissioned at a cost of £2,177 (excluding VAT) and a masonry condition survey to be undertaken at a cost of £3,485 (excluding VAT) asap, both by StoneCentral, funded by the Town Hall Maintenance earmarked reserve.

**7. TOWN HALL COMPLEX - ENERGY EFFICIENCY AUDIT**

[Attached: Chief Officer Report; Utility Aid Energy Efficiency Audit Report - emailed separately to members]

Lead: Chair

Action:

- i) To note the contents of this report;
- ii) the suggested improvements are explored further, for future consideration and approval where appropriate, as part of a sustainable asset development programme.

**8. SMALL COMMON BARRIER**

[Attached: Chief Officer Report; Quotation]

Lead: Chair / Cllr D Hegarty

Action:

- i) To note the research done;
- ii) To consider the recommended option, and if approved, that it is funded from the small common car park underspend.

**9. RANGER / PUBLIC REALM UPDATE**

[Verbal report from the Chief Officer]

Lead: Chair

Action: To receive verbal update on progress to date.

**10. TOWN HALL / MARKET UPDATE**

[Verbal update from Chief Officer]

Lead: Chief Officer

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

**11. ITEMS ON THIS AGENDA FOR PUBLICITY**

Lead: Chair

Action: *To approve items for publicity.*

**12. ITEMS FOR FUTURE MEETINGS**

Lead: Chair

Action: *To approve items for future meetings.*

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

The next meeting is to be confirmed at Council AGM.

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**SANDBACH**  
Town Council

## **ASSETS AND SERVICES COMMITTEE**

Minutes for the meeting to be held on Wednesday, **31<sup>st</sup> January 2024**  
at **7.00pm** in **Sandbach Town Hall**.

Present: Cllrs K Flavell (Chair), D Hegarty (Vice Chair), J Arnold, J Beddows, K England, R Gray, M Mitchell, A Nevitt, D Poole.  
C Lloyd (Chief Officer & Meeting Clerk)

**1. APOLOGIES FOR ABSENCE**

No apologies for absence were received. Cllr L MacGregor was absent without apology.

**2. DECLARATIONS OF INTEREST**

There were no declarations of pecuniary & non-pecuniary interests in relation to any item on the agenda.

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

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

Lead: Chair

**Resolved:** *To approve item 10 to be excluded from press and public due to commercial sensitivity.*

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**PUBLIC QUESTIONS**

There were no questions relating to items on this Agenda from members of the public. One member of the press was present at the meeting.

**4. MINUTES OF THE MEETING HELD 18<sup>TH</sup> OCTOBER 2023.**

[Attached: Draft minutes of the meeting]

Lead: Chair

**Resolved:** *The minutes of the Assets & Services Committee meeting held 18<sup>th</sup> October 2023 were approved as an accurate record.*

## 5. ASSETS & SERVICES COMMITTEE 2023-24 BUDGET

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

Lead: Chair

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

## 6. ANSA SERVICES – TOWN CENTRE WEED MANAGEMENT

[Attached: Report of the Chief Officer]

Lead: Chair

The committee welcomed the opportunity to contribute to the weed maintenance of the Town Centre, given the CEC reductions in service over a period of time. It was noted that additional spraying would bring benefits and economies of reducing further maintenance during the year. Cllr Nevitt requested that further additional work be explored for the cobbles which she felt was a mess, and the Committee supported this proposal.

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

*ii) authority was delegated to the Chief Officer to approach ANSA to provide a deep clean and possible re sanding of the cobbles, and, subject to a reasonable quote to commission the work, to be funded from the 2023-24 Ranger underspend.*

## 7. MARKET MODERNISATION PROGRAMME – GAZEBOS

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

Lead: Chair

The Committee welcomed the latest development within the market modernisation programme with the proposal to purchase new lighter gazebos. The gazebos will show the Town Council logo, require fewer construction resources, and pose fewer risks with regard to manual handling.

**Resolved:** *i) The business case for updated single gazebos was noted;*

*ii) The committee recommends to Council that an investment of £10,516, funded from the earmarked reserve for this purpose, is approved.*

## 8. TOWN HALL / MARKET UPDATE

[Verbal update from Chief Officer]

Lead: Chief Officer

The Chief Officer updated the Committee on a number of issues regarding Town Hall and Market Hall maintenance, Town Hall and Market performance and specific developments such as the 'Yarn & Yarn' initiative, the successful party night and the benefits of better marketing and advertising. The Committee endorsed the approach to improve the existing Ball Room PA system rather than invest in a wireless system which appeared to be prohibitively expensive. Cllr Flavell asked that some weekend space was reserved for Council events. Finally the Committee fully supported the proposal to provide free sanitary products within its ladies toilets and sanitary disposal bins within its male toilets.

**Resolved:** *the verbal update on current issues and performance was received.*

**9. SMALL COMMON CAR PARK REVIEW**

Lead: Chair / Chair of Small Common Sub Committee

Cllr Hegarty updated the Committee on the current implementation review which had involved the Cllr Poole, the Chief Officer and the Acting Assets Manager / Caretaker. Productive discussions had been held and proposals were being developed to ensure the safety of the site was retained but with some improvements to signage and barriers. A proposal will be brought to the next meeting.

**Resolved:** *the update of the implementation of the small common refurbishment and any additional actions required was received and a specific proposals will be brought to the next meeting.*

**10. SHOP UNIT VALUATION REPORT AND RELATED ISSUES**

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

Lead: Chair

The committee were updated with the main findings of the report, which had ensured that the Council was taking the necessary actions as landlord including reviewing the current rent levels. The committee endorsed actions of the Chief Officer to ensure that tenants were operating within the parameters of their lease.

**Resolved:** *the report and subsequent actions were noted.*

**11. ITEMS ON THIS AGENDA FOR PUBLICITY**

Lead: Chair

**Resolved:** *Free sanitary products and supporting period poverty, Bins for Men, Town Centre and Cobbles maintenance.*

**12. ITEMS FOR FUTURE MEETINGS**

Lead: Chair

**Resolved:** *Small Common review proposals*

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

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

Meeting closed at 8.35

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**Annual Budget - By Committee (Actual YTD Month 11)**

Note: Annual Budget 2023-24

Council	2022-23		2023-24			2024-25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>100 Town Council Income</b>									
1176 Precept	695,310	695,310	732,380	732,380	0	0	772,182	0	0
1190 Interest Received	400	6,564	200	32,190	0	0	10,200	0	0
1912 Other income	0	0	0	3,883	0	0	0	0	0
<b>Total Income</b>	<b>695,710</b>	<b>701,874</b>	<b>732,580</b>	<b>768,453</b>	<b>0</b>	<b>0</b>	<b>782,382</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>695,710</b>	<b>701,874</b>	<b>732,580</b>	<b>768,453</b>	<b>0</b>	<b>0</b>	<b>782,382</b>	<b>0</b>	<b>0</b>
<b>Council - Income</b>	695,710	701,874	732,580	768,453	0	0	782,382	0	0
<b>Expenditure</b>	0	0	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>695,710</b>	<b>701,874</b>	<b>732,580</b>	<b>768,453</b>	<b>0</b>	<b>0</b>	<b>782,382</b>	<b>0</b>	<b>0</b>
<b>Finance, Policy &amp; Governance</b>									
<b>101 Administration</b>									
4840 Refreshment purchases	0	9	0	1	0	0	0	0	0
<b>Direct Expenditure</b>	0	9	0	1	0	0	0	0	0
4100 Mayor's Allowance	2,000	2,000	2,000	1,833	0	0	2,500	0	0
4101 Civic & Ceremonial	2,500	1,379	2,500	349	0	0	2,500	0	0
4108 Outlook 365	0	0	0	299	0	0	0	0	0
4109 ICT Costs	0	0	0	1,775	0	0	0	0	0
4110 ICT Support/Packages	7,500	8,286	7,875	9,571	0	0	8,269	0	0
4111 Subscriptions	4,000	3,212	4,200	3,268	0	0	4,410	0	0

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Annual Budget - By Committee (Actual YTD Month 11)

Note: Annual Budget 2023-24

	2022-23		2023-24			2024-25			
	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	5,711	0	0
4114 Accountancy Support	8,200	6,711	8,610	5,800	0	0	6,610	0	0
4115 Office 365/Outlook (Emails)	0	3,045	0	2,376	0	0	0	0	0
4120 Insurance	10,000	10,930	15,000	10,515	0	0	15,750	0	0
4121 Rent- Enterprise	0	0	0	13,639	0	0	20,000	0	0
4123 Telephones	2,500	1,983	2,575	1,877	0	0	2,704	0	0
4130 Stationery	1,000	996	1,100	1,357	0	0	1,155	0	0
4131 Photocopying	1,000	1,125	1,500	1,279	0	0	1,575	0	0
4135 Postages	400	4	200	0	0	0	210	0	0
4136 Election costs	8,000	11,419	0	0	0	0	0	0	0
4141 Office Equipment/Furniture	3,000	4,210	4,000	1,673	0	0	4,000	0	0
4142 Office Maintenance	500	231	500	304	0	0	500	0	0
4144 STC Work Wear	0	602	0	0	0	0	0	0	0
4145 Financial Software	1,100	1,169	1,155	1,289	0	0	1,213	0	0
4150 Travelling Expenses	500	272	525	25	0	0	521	0	0
4151 Training	4,000	2,595	4,000	3,495	0	0	4,000	0	0
4152 HR & H&S Support	5,000	5,312	5,000	5,719	0	0	5,250	0	0
4154 Aged debt write off	0	0	3,000	0	0	0	3,000	0	0
4197 Bank Charges	2,500	2,489	2,500	1,970	0	0	2,500	0	0
4198 Cleaning	0	3,855	0	1,017	0	0	0	0	0
4199 Other Expenses	100	21	100	19	0	0	100	0	0
4630 Legal Fees	1,500	1,284	1,500	2,305	0	0	1,500	0	0
4670 New Purchases/Projects	20,000	0	0	3,600	0	0	0	0	0
4850 Legal and professional fes	0	-94	0	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 11)

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	3,316	0	0	0	0	0
6140 Waste Disposal	1,500	201	1,500	161	0	0	1,500	0	0
6280 Telephone	0	5	0	0	0	0	0	0	0
6290 Advertising	1,000	1,223	1,050	979	0	0	1,050	0	0
7000 Public Works Loan Board	0	0	29,605	27,138	0	0	29,605	0	0
<b>Overhead Expenditure</b>	<b>92,980</b>	<b>77,694</b>	<b>105,434</b>	<b>109,508</b>	<b>0</b>	<b>0</b>	<b>126,133</b>	<b>0</b>	<b>0</b>
9000 plus Transfer from EMR	0	93,508	0	17,633	0	0	0	0	0
9001 less Transfer to EMR	0	5,000	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(92,980)</b>	<b>10,804</b>	<b>(105,434)</b>	<b>(91,876)</b>	<b>0</b>	<b>0</b>	<b>(126,133)</b>	<b>0</b>	<b>0</b>
<b>102 Staff Costs</b>									
4000 Salaries	145,400	158,897	215,215	156,778	0	0	249,185	0	0
4001 Employer's NI	15,700	16,086	22,560	16,346	0	0	24,026	0	0
4002 Employer's Superannuation	32,900	20,093	48,644	20,862	0	0	53,948	0	0
4003 Staff Restructure	70,000	0	10,500	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>264,000</b>	<b>195,076</b>	<b>296,919</b>	<b>193,987</b>	<b>0</b>	<b>0</b>	<b>327,159</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(264,000)</b>	<b>(195,076)</b>	<b>(296,919)</b>	<b>(193,987)</b>	<b>0</b>	<b>0</b>	<b>(327,159)</b>	<b>0</b>	<b>0</b>
<b>105 Publicity</b>									
4300 Newsletter Printing	2,500	0	2,500	0	0	0	2,500	0	0
4310 Website Maintenance	1,000	2,051	1,050	4,037	0	0	1,050	0	0
<b>Overhead Expenditure</b>	<b>3,500</b>	<b>2,051</b>	<b>3,550</b>	<b>4,037</b>	<b>0</b>	<b>0</b>	<b>3,550</b>	<b>0</b>	<b>0</b>
9000 plus Transfer from EMR	0	0	0	3,060	0	0	0	0	0

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**Sandbach Town Council**  
**Annual Budget - By Committee (Actual YTD Month 11)**  
**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>	(3,500)	(2,051)	(3,550)	(976)	0		(3,550)		
<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	10,000	0	0
<b>Overhead Expenditure</b>	35,000	9,073	10,000	7,638	0	0	10,000	0	0
9000 plus Transfer from EMR	0	0	0	7,500	0	0	0	0	0
9001 less Transfer to EMR	0	24,500	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	(35,000)	(33,573)	(10,000)	(138)	0		(10,000)		
<b>Finance, Policy &amp; Governance - Income</b>	0	0	0	0	0	0	0	0	0
<b>Expenditure</b>	395,480	283,903	415,903	315,170	0	0	466,842	0	0
<b>Net Income over Expenditure</b>	-395,480	-283,903	-415,903	-315,170	0	0	-466,842	0	0
plus Transfer from EMR	0	93,508	0	28,193	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>	(395,480)	(219,895)	(415,903)	(286,978)	0		(466,842)		

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**Sandbach Town Council**  
**Annual Budget - By Committee (Actual YTD Month 11)**  
**Note: Annual Budget 2023-24**

	2022-23		2023-24			2024-25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Assets &amp; Services Committee</b>									
<b>180 Sandbach Town Hall</b>									
1912	0	2	0	0	0	0	0	0	0
4801	8,000	2,802	8,000	6,493	0	0	8,400	0	0
4804	0	0	0	31	0	0	0	0	0
4806	8,000	919	8,000	1,093	0	0	8,000	0	0
4807	5,500	4,854	5,500	3,647	0	0	5,500	0	0
4808	0	34	0	63	0	0	0	0	0
4809	0	45	0	9	0	0	0	0	0
6000	60,000	56,611	50,000	66,691	0	0	62,500	0	0
6002	50,000	45,812	52,500	38,238	0	0	55,125	0	0
6004	0	650	0	168	0	0	0	0	0
<b>Total Income</b>	<b>131,500</b>	<b>111,729</b>	<b>124,000</b>	<b>116,433</b>	<b>0</b>	<b>0</b>	<b>139,525</b>	<b>0</b>	<b>0</b>
4831	5,000	1,333	4,000	4,531	0	0	4,000	0	0
4838	5,500	3,492	5,775	3,161	0	0	5,775	0	0
4840	4,000	449	4,200	353	0	0	4,200	0	0
6010	20,000	16,611	21,000	15,090	0	0	21,000	0	0
<b>Direct Expenditure</b>	<b>34,500</b>	<b>21,885</b>	<b>34,975</b>	<b>23,135</b>	<b>0</b>	<b>0</b>	<b>34,975</b>	<b>0</b>	<b>0</b>
4111	0	210	0	174	0	0	0	0	0
4670	3,000	2,515	3,000	1,791	0	0	3,150	0	0
6020	65,200	66,118	89,071	107,080	0	0	93,525	0	0
6021	4,500	3,495	4,529	9,492	0	0	4,755	0	0

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Annual Budget - By Committee (Actual YTD Month 11)

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	20,338	0	0	17,908	0	0
6023 Casuals wages	0	0	0	7,112	0	0	0	0	0
6070 Training	1,500	1,660	1,575	1,165	0	0	1,575	0	0
6080 Maintenance	8,000	8,422	8,400	7,274	0	0	8,820	0	0
6090 Health and Safety	500	0	500	25	0	0	500	0	0
6091 Covid-19	1,000	24	0	0	0	0	0	0	0
6100 Light and Heat	19,000	13,497	22,800	22,733	0	0	22,800	0	0
6110 Rates and Water	12,000	7,954	12,600	9,408	0	0	13,230	0	0
6120 Repairs	5,000	464	10,000	3,595	0	0	10,500	0	0
6124 Condition Survey	2,380	0	0	0	0	0	0	0	0
6140 Waste Disposal	2,000	2,041	2,100	1,394	0	0	2,100	0	0
6150 Security	500	514	525	467	0	0	525	0	0
6220 Cleaning	13,500	9,288	14,513	11,829	0	0	11,238	0	0
6230 Equipment renewals	3,000	1,639	3,000	2,506	0	0	3,150	0	0
6240 Glassware	0	87	0	0	0	0	0	0	0
6280 Telephone	5,000	1,870	5,250	2,797	0	0	5,250	0	0
6300 Performing Rights Licence	1,000	1,273	1,000	1,414	0	0	1,000	0	0
6310 Premises Licence	2,500	2,100	2,500	200	0	0	2,500	0	0
6340 Marketing	2,000	1,651	2,000	1,679	0	0	2,000	0	0
6350 Irrecoverable VAT	6,250	6,191	6,250	2,891	0	0	6,250	0	0
6450 Bad Debt Provision	0	1,278	0	0	0	0	0	0	0
7000 Public Works Loan Board	29,605	29,605	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>196,735</b>	<b>170,800</b>	<b>206,668</b>	<b>215,362</b>	<b>0</b>	<b>0</b>	<b>210,776</b>	<b>0</b>	<b>0</b>
<b>180 Net Income over Expenditure</b>	<b>-99,735</b>	<b>-80,956</b>	<b>-117,643</b>	<b>-122,064</b>	<b>0</b>	<b>0</b>	<b>-106,226</b>	<b>0</b>	<b>0</b>

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**Sandbach Town Council  
Annual Budget - By Committee (Actual YTD Month 11)  
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	
9000	0	0	0	1,540	0	0	0	0	0	
	<u>(99,735)</u>	<u>(80,956)</u>	<u>(117,643)</u>	<u>(120,524)</u>	<u>0</u>		<u>(106,226)</u>			
<b>Movement to/(from) Gen Reserve</b>										
<b><u>182 Car Parks</u></b>										
4619 Car Parks refurbishment	10,000	9,822	0	140,644	0	0	0	0	0	
6080 Maintenance	500	0	500	0	0	0	500	0	0	
	<u>10,500</u>	<u>9,822</u>	<u>500</u>	<u>140,644</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>0</u>	
<b>Overhead Expenditure</b>										
9000 plus Transfer from EMR	0	4,943	0	140,644	0	0	0	0	0	
	<u>(10,500)</u>	<u>(4,880)</u>	<u>(500)</u>	<u>0</u>	<u>0</u>		<u>(500)</u>			
<b><u>184 Town Hall Shop Units</u></b>										
1914 Electricity Recharge	0	1,739	0	110	0	0	0	0	0	
6005 TH Shop Units Rent	15,850	16,232	16,643	13,996	0	0	18,643	0	0	
	<u>15,850</u>	<u>17,971</u>	<u>16,643</u>	<u>14,105</u>	<u>0</u>	<u>0</u>	<u>18,643</u>	<u>0</u>	<u>0</u>	
<b>Total Income</b>										
6100 Light and Heat	0	-2,324	0	0	0	0	0	0	0	
6351 Town Hall Units Expenditure	1,500	616	1,500	1,370	0	0	1,500	0	0	
	<u>1,500</u>	<u>-1,708</u>	<u>1,500</u>	<u>1,370</u>	<u>0</u>	<u>0</u>	<u>1,500</u>	<u>0</u>	<u>0</u>	
<b>Overhead Expenditure</b>										
9000 plus Transfer from EMR	0	4,943	0	140,644	0	0	0	0	0	
	<u>(10,500)</u>	<u>(4,880)</u>	<u>(500)</u>	<u>0</u>	<u>0</u>		<u>(500)</u>			
<b><u>190 Outdoor Market</u></b>										
1905 Outdoor Market Rent	30,000	20,880	33,000	17,015	0	0	36,300	0	0	
1906 Christmas Markets Income	5,000	2,655	0	0	0	0	0	0	0	
1907 Other Market Income	0	250	0	0	0	0	0	0	0	
	<u>14,350</u>	<u>19,679</u>	<u>15,143</u>	<u>12,736</u>	<u>0</u>		<u>17,143</u>			

Continued on next page

**Sandbach Town Council**  
**Annual Budget - By Committee (Actual YTD Month 11)**  
**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
1911 Gazebo Income	2,000	4,368	2,000	5,015	0	0	2,100	0	0
1912 Other income	0	0	0	325	0	0	0	0	0
<b>Total Income</b>	<b>37,000</b>	<b>28,153</b>	<b>35,000</b>	<b>22,355</b>	<b>0</b>	<b>0</b>	<b>38,400</b>	<b>0</b>	<b>0</b>
4111 Subscriptions	0	0	0	192	0	0	0	0	0
6020 Salaries	0	0	36,322	18,135	0	0	38,138	0	0
6021 Employers NIC	2,600	3,047	1,771	1,568	0	0	1,860	0	0
6022 Superannuation	6,800	5,953	4,842	2,765	0	0	5,084	0	0
6023 Casuals wages	44,900	48,247	0	16,091	0	0	0	0	0
6024 Employers Casuals NIC	0	0	0	30	0	0	0	0	0
6070 Training	800	0	800	800	0	0	800	0	0
6080 Maintenance	2,000	654	1,000	180	0	0	1,050	0	0
6090 Health and Safety	450	0	450	42	0	0	450	0	0
6100 Light and Heat	625	410	656	569	0	0	656	0	0
6110 Rates and Water	8,250	6,390	8,663	3,167	0	0	8,663	0	0
6120 Repairs	500	0	0	0	0	0	0	0	0
6124 Condition Survey	5,390	0	0	0	0	0	0	0	0
6140 Waste Disposal	5,000	7,735	5,000	4,911	0	0	5,000	0	0
6200 Motor expenses	4,500	2,102	2,500	427	0	0	1,500	0	0
6230 Equipment renewals	3,000	1,232	1,500	1,460	0	0	1,500	0	0
6280 Telephone	175	132	184	149	0	0	184	0	0
6290 Advertising	2,500	0	1,500	695	0	0	1,500	0	0
6350 Irrecoverable VAT	1,000	858	1,000	931	0	0	1,000	0	0
6352 Christmas Market Expenditure	6,000	10,409	0	0	0	0	0	0	0

Continued on next page



Annual Budget - By Committee (Actual YTD Month 11)

Note: Annual Budget 2023-24

	2022-23		2023-24			2024-25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>									
<b>Movement to/(from) Gen Reserve</b>									
<b>191</b>									
<b>Indoor Market</b>									
1901	35,000	43,049	43,500	41,429	0	0	47,850	0	0
1906	0	1,040	0	0	0	0	0	0	0
1907	0	200	0	0	0	0	0	0	0
1914	0	860	0	5,519	0	0	1,000	0	0
<b>Total Income</b>	<b>35,000</b>	<b>45,149</b>	<b>43,500</b>	<b>46,948</b>	<b>0</b>	<b>0</b>	<b>48,850</b>	<b>0</b>	<b>0</b>
4111	0	210	0	366	0	0	0	0	0
6020	0	0	19,311	18,462	0	0	20,277	0	0
6021	1,300	2,876	1,576	1,607	0	0	1,655	0	0
6022	3,800	7,703	4,392	3,247	0	0	4,612	0	0
6023	16,000	33,166	0	1,152	0	0	0	0	0
6070	260	0	273	273	0	0	273	0	0
6080	800	746	2,000	204	0	0	2,000	0	0
6090	450	0	450	13	0	0	450	0	0
6100	7,500	8,914	7,875	11,365	0	0	8,269	0	0
6110	6,700	8,364	7,035	4,625	0	0	7,387	0	0
6120	1,600	2,116	0	0	0	0	0	0	0
6124	1,400	0	0	0	0	0	0	0	0
6140	1,300	1,517	1,300	1,054	0	0	1,300	0	0
6220	500	3,633	525	4,691	0	0	4,525	0	0
			<u>(31,188)</u>	<u>(29,758)</u>	<u>0</u>		<u>(28,985)</u>	<u>0</u>	<u>0</u>
	<u>94,490</u>	<u>87,169</u>	<u>66,188</u>	<u>52,113</u>	<u>0</u>		<u>67,385</u>	<u>0</u>	<u>0</u>

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**Sandbach Town Council**  
**Annual Budget - By Committee (Actual YTD Month 11)**  
**Note: Annual Budget 2023-24**

	2022-23		2023-24			2024-25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6230	Equipment renewals	1,000	871	1,000	0	0	1,000	0	0
6280	Telephone	100	66	64	0	0	0	0	0
6291	Market Hall Advertising	2,500	1,587	4,000	1,270	0	2,000	0	0
6350	Irrecoverable VAT	3,125	5,362	3,125	3,192	0	3,125	0	0
6450	Bad Debt Provision	0	508	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>48,335</b>	<b>77,639</b>	<b>52,583</b>	<b>0</b>	<b>0</b>	<b>56,873</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(13,335)</b>	<b>(32,489)</b>	<b>(9,467)</b>	<b>(5,635)</b>	<b>0</b>	<b>(8,023)</b>		
<b>195</b>	<b>Ranger (New Code)</b>								
4860	Bought in Ranger provision	0	0	0	0	0	25,000	0	0
4880	Green Space Contingency	0	0	0	0	0	15,000	0	0
6020	Salaries	0	0	12,709	12,091	0	0	0	0
6021	Employers NIC	0	0	338	1,140	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	1,086	0	0	0	0
	<b>Overhead Expenditure</b>	<b>7,500</b>	<b>2,889</b>	<b>23,419</b>	<b>15,362</b>	<b>0</b>	<b>40,000</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(7,500)</b>	<b>(2,889)</b>	<b>(23,419)</b>	<b>(15,362)</b>	<b>0</b>	<b>(40,000)</b>		
<b>200</b>	<b>Public Conveniences</b>								
6100	Light and Heat	750	542	788	778	0	788	0	0
6110	Rates and Water	600	335	630	0	0	630	0	0

Continued on next page

**Annual Budget - By Committee (Actual YTD Month 11)**

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
6120 Repairs	1,000	512	1,000	303	0	0	500	0	0
6140 Waste Disposal	250	0	250	0	0	0	250	0	0
6400 Supplies (Public Conveniences)	1,000	650	1,000	906	0	0	1,000	0	0
6402 Vandalism Repairs	1,500	68	500	14	0	0	500	0	0
6406 Contract Cleaning	16,500	12,316	17,325	12,421	0	0	17,325	0	0
<b>Overhead Expenditure</b>	21,600	14,423	21,493	14,422	0	0	20,993	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(21,600)</u>	<u>(14,423)</u>	<u>(21,493)</u>	<u>(14,422)</u>	<u>0</u>	<u>0</u>	<u>(20,993)</u>		
<b>Assets &amp; Services Committee - Income</b>	219,350	203,002	219,143	199,841	0	0	245,418	0	0
<b>Expenditure</b>	415,160	382,919	407,710	514,989	0	0	433,002	0	0
<b>Net Income over Expenditure</b>	<u>-195,810</u>	<u>-179,917</u>	<u>-188,567</u>	<u>-315,148</u>	<u>0</u>	<u>0</u>	<u>-187,584</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	4,942	0	142,184	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(195,810)</u>	<u>(174,974)</u>	<u>(188,567)</u>	<u>(172,965)</u>	<u>0</u>	<u>0</u>	<u>(187,584)</u>		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 11)

Note: Annual Budget 2023-24

	2022-23		2023-24			2024-25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Community &amp; Events Committee</b>									
<b>110 Grants/Discretionary Payments</b>									
4500 Transport Festival	12,000	23,000	18,000	18,000	0	0	18,000	0	0
4503 Hanging Baskets	8,500	11,711	12,500	12,297	0	0	13,125	0	0
4508 Christmas Lights	26,500	26,544	0	0	0	0	0	0	0
4515 Concert Series	3,500	3,500	3,500	3,500	0	0	3,500	0	0
4530 Community Grants	30,000	29,360	30,000	19,190	0	0	31,375	0	0
4550 Foden's Sponsorship	7,500	7,500	7,500	7,500	0	0	7,500	0	0
4551 Town Crier Honorarium	750	750	750	0	0	0	750	0	0
4560 Churchyard Maintenance	1,580	1,660	1,660	1,660	0	0	1,659	0	0
4573 Woodland and Wildlife	2,000	2,000	2,100	1,500	0	0	2,100	0	0
4599 Other Regular Donations	300	0	300	0	0	0	300	0	0
4601 Sandbach Partnership	10,000	0	0	0	0	0	0	0	0
4611 Remembrance Parade	2,000	3,390	3,500	2,890	0	0	3,675	0	0
4640 CCTV Contribution	5,750	5,728	6,038	5,728	0	0	6,339	0	0
4660 Allotments	1,000	1,000	1,000	1,000	0	0	1,000	0	0
<b>Overhead Expenditure</b>	111,380	116,143	86,848	73,266	0	0	89,323	0	0
9000 plus Transfer from EMR	0	14,600	0	3,359	0	0	0	0	0
9001 less Transfer to EMR	0	10,759	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(111,380)</u>	<u>(112,302)</u>	<u>(86,848)</u>	<u>(69,907)</u>	<u>0</u>		<u>(89,323)</u>		
<b>140 Community Events</b>									
1906 Christmas Markets Income	0	0	5,000	4,296	0	0	3,000	0	0

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Annual Budget - By Committee (Actual YTD Month 11)

Note: Annual Budget 2023-24

	2022-23		2023-24			2024-25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1910 Community Events Income	0	1,084	0	111	0	0	5,000	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
<b>Total Income</b>	0	5,644	5,000	4,457	0	0	8,000	0	0
4508 Christmas Lights	0	0	29,150	26,182	0	0	30,608	0	0
4820 Community Events	20,500	15,602	24,025	17,959	0	0	24,025	0	0
4841 Jubilee civic costs	0	2,834	0	0	0	0	0	0	0
4844 King's Coronation Costs	0	-1,030	0	9,162	0	0	0	0	0
6352 Christmas Market Expenditure	0	0	9,000	13,724	0	0	12,000	0	0
<b>Overhead Expenditure</b>	20,500	17,406	62,175	67,027	0	0	66,633	0	0
<b>140 Net Income over Expenditure</b>	-20,500	-11,762	-57,175	-62,570	0	0	-58,633	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
<b>Movement to/(from) Gen Reserve</b>	(20,500)	(23,762)	(57,175)	(53,413)	0	0	(58,633)	0	0
<b>Community &amp; Events Committee - Income</b>	0	5,644	5,000	4,457	0	0	8,000	0	0
<b>Expenditure</b>	131,880	133,549	149,023	140,293	0	0	155,956	0	0
<b>Net Income over Expenditure</b>	-131,880	-127,905	-144,023	-135,836	0	0	-147,956	0	0
plus Transfer from EMR	0	14,600	0	12,516	0	0	0	0	0
less Transfer to EMR	0	22,759	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	(131,880)	(136,064)	(144,023)	(123,320)	0	0	(147,956)	0	0

Continued on next page



Annual Budget - By Committee (Actual YTD Month 11)

Note: Annual Budget 2023-24

	2022-23		2023-24			2024-25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Budget Income</b>	915,060	910,520	956,723	972,751	0	0	1,035,800	0	0
<b>Expenditure</b>	942,520	800,371	972,636	970,452	0	0	1,055,800	0	0
<b>Net Income over Expenditure</b>	<u>-27,460</u>	<u>110,149</u>	<u>-15,913</u>	<u>2,298</u>	<u>0</u>	<u>0</u>	<u>-20,000</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	113,050	0	182,893	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>	<u>(27,460)</u>	<u>170,941</u>	<u>(15,913)</u>	<u>185,191</u>	<u>0</u>	<u>0</u>	<u>(20,000)</u>	<u>0</u>	<u>0</u>

## Sandbach Town Council

### Assets & Services Committee 10<sup>th</sup> April 2024

#### Town Hall Initial Stone Masonry Assessment

As part of the Council's ongoing asset maintenance programme the following assessment has been received relating to Town Hall masonry repairs:

Specialist feedback and quote for cost of work required:

#### *Immediate Repair*

- *There are a lot of areas of loose stone that have a potential to fall to areas below imminently and injure members of the public. Some of which are above entrances, but there are also areas where people stand off to the side with some significantly loose sections above. To reduce the risk of an accident happening we would recommend that loose and friable stone be removed by accessing the main elevations using a truck mounted MEWP. The cost of this will be £2,177 plus vat for elevations A and B with the areas are shown on the attached marked up photos. We will bring barriers and signs with us but assume that the permits for the closure of the pavement areas can be organised by you along with provision of suitable welfare for our masons. We have allowed for normal working hours on days that the market is closed.*

#### *Masonry Condition Survey*

- *To establish a scope of works and costs involved we would also recommend that a masonry condition survey be carried out to all elevations to identify defects, propose remedial actions, with level of priority and an associated cost for each item of work. This would essentially form a 'shopping list' of repairs for the relevant people to determine how much, or little they would like to proceed with. Our surveys are written in such a way that they can be viewed as a desktop exercise, and issued out to other masonry contractors to cost in line with council procedures. We regularly come across surveys that only the person who wrote the survey can cost the works, but we do not need to win projects by using this tactic. The cost to carry out a survey of the external elevations will be £3,485 plus vat and we can provide examples of similar surveys if required. We have done this exercise for many council owned Town Halls over the years.*

*The stone that I feel would match the building is a mixture of Red Hollington and Mottled Hollington and samples can be provided.*

## **Summary**

It is evident that both immediate and potentially substantial repair work will be necessary, as expected given the age and scale of the Town Hall. An earmarked reserve for Town Hall maintenance has been provided for this purpose and it is

recommended that this work is carried out asap and that it is funded from the Town Hall Maintenance Earmarked Reserve.

In addition, this work requires specialist skill. We have received the quote above and have not been able to locate other providers for the type of work required. Clearly once the survey is completed this may give rise to formal procurement of larger scale jobs.

**Recommended:**

That the immediate work identified above is commissioned at a cost of £2,177 (excluding VAT) and a masonry condition survey is undertaken at a cost of £3,485 (excluding VAT) asap, both by StoneCentral, funded by the Town Hall Maintenance earmarked reserve.



## **Sandbach Town Council**

### **Assets & Services Committee 10 April 2024**

#### **Town Hall Complex - Energy Efficiency Audit**

##### **Background**

As part of the Council's commitment to achieve carbon net zero by 2025, the Council's climate change lead, Cllr Wheatcroft, working with the Climate Change Steering Group, the Council's facilities manager and through connections with Cheshire East Council, secured an external audit of Town Hall efficiency.

This is a vital piece of work not only for the Council's sustainability aims, but also to ensure that its assets are energy efficient and that appropriate professional advice is taken on how to improve current and aging infrastructure.

An earmarked reserve of £200K has been provided in the Council's accounts, over time, in order to sustain and maintain the Town Hall for future generations.

##### **Report**

The audit was based on a thorough site inspection of the Town Hall, and lists a number of potential improvement projects to deliver energy efficiency and net carbon reduction. Many of the observations are made in the context of the ongoing maintenance obligations of a significant building of this nature. Members are directed to **Page 35**, in particular, which provides a useful summary of projects, of varying cost and complexity, with an estimated payback period of initial investment.

There are several areas which are currently being pursued including:

- i) Solar panels in less visible roof space
- ii) Reduction of boiler temperature
- iii) Replacement lighting
- iv) Market heating
- v) Hot water distribution

##### **Summary**

The report provides valuable specialist advice to be evaluated and progressed by the Council within its asset management strategy.

##### **Recommended that;**

- i) the contents of this report are noted;
- ii) the suggested improvements are explored further, for future consideration and approval where appropriate, as part of a sustainable asset development programme.

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## **Sandbach Town Council**

### **Assets & Services Committee 10th April 2024**

#### **Small Common Barrier**

##### **Background**

Research has been carried out to explore solutions to the requirement to install an effective barrier to improve safety and limit unauthorised use of the Town Council's small common car park.

The recommended approach is to instal a heavy duty tubular steel protection barrier in the existing bollard placement holes. This would replace the 3 bollard structure which has been damaged since their installation for a number of reasons.

There are choices regarding the optimal materials to be used for the barrier, and it is suggested in order to invest in the most sustainable, economic and visible option that the barrier should be galvanised and powder coated with a black and yellow finish.

The picture (attached) shows the standard model. The Council requires similar but bespoke design which fits the existing holes and extends to the length of the hatch markings, which are proving effective in warning pedestrians and encouraging careful vehicle use on this busy site.

Several suppliers have been approached to provide a quote for this work. Due to the bespoke nature of this installation only one has returned a price @ £2,779 (Excluding VAT).

If this scheme is approved, it is proposed that it is funded from the small common car park refurbishment sizable underspend. The underspend was increased due to a refund received from the contractor regarding 3 unused bollards within the overall project.

##### **Recommended that;**

- i) The research is noted;
- ii) The recommended option is considered, and if approved, be funded from the small common car park underspend.



*(image: Black-Yellow-Hooped-Barrier-2)*