



SANDBACH
Town Council

FINANCE, POLICY AND GOVERNANCE COMMITTEE

Minutes for the meeting held on **Wednesday, 4 September 2024**
At 7.00pm in Sandbach Town Hall.

Members Present: Cllrs J Arnold (Chair), S Corcoran (Vice Chair), G Lindop, M Hough, M Mitchel, A Nevitt, T Wheatcroft, L MacGregor
Officers: Ceri Lloyd, Chief Officer and Meeting Clerk
Steve Wilcock, Policy and Finance Manager

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr K England and N Cook.

2. DECLARATIONS OF INTEREST

No disclosable pecuniary or non-pecuniary interests were declared.

The Chair adjourned the meeting to allow contributions and open discussion relating to items on this Agenda from members of the public.

All organisations who had applied for a Town Council Community Grant (item 5.1) were represented and made comments in support of their application.

1. Sandbach Concert Series outlined the benefits to Sandbach from the annual concert series and emphasised the high quality of performers that they were able to attract to the town. A number of questions were responded to, and it was clarified that the funding request was for £3,500 per year for a three-year period, in keeping with the previous arrangement. The ongoing support from the Town Council would enable the concert series to continue and facilitate effective planning.
2. Bleed Control Kit Campaign explained how they wanted to place a bleed control kit alongside the existing 8-10 Automated External Defibrillator (AED) cabinets in the Sandbach area. The kits could be accessed by members of the public on the instruction of emergency 999 operators; critical care could then be administered to the injured person while waiting for an ambulance to arrive. A number of questions were

answered, and it was agreed that given the nature of the application and the fact that the applicant was now a Town Councillor, it would be best for the application to be withdrawn and instead progressed as a Member's item at a future Town Council meeting. The Clerk emphasised that if the project were to be supported by the Town Council, then the Council would need to fully understand and accept its ongoing responsibilities to monitor and maintain the kits.

3. Sandbach Netball Club presented their application for a £1,000 grant towards the purchase of a branded gazebo and coach training. This would enable the Club to continue to stage its annual tournament successfully.

After the public questions, the Chair thanked the representatives for attending and reconvened the meeting.

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

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

4. MINUTES OF THE FINANCE POLICY AND GOVERNANCE MEETING

[Attached: Minutes of the meeting held 8 May 2024]

Lead: Chair

Resolved: *The minutes of the 8 May 2024 meeting were approved as an accurate record.*

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

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

[Attached: Grant Applications received in Quarter 2

- 5.1a Sandbach Concert Series - requested amount £3,500;
- 5.1b Bleed Control Kit Campaign – requested amount £3,000;
- 5.1c Sandbach Netball Club – requested amount £1,000.

Lead: Chair

- i) Members spoke in support of the application from Sandbach Concert Series and were appreciative of the work of the organisation. The Chair questioned whether the Town Council could enter into the requested three-year commitment. The Clerk confirmed that the Town Council had existing multiyear arrangements with other external organisations and these could be approved. However, she pointed out that commitments spanning more than one year were generally managed more effectively under a Service Level Agreement, with one off funding requests managed through the existing community grants application process. The current grants policy and process would be reviewed to ensure these two different

types of funding support were being managed in the most effective manner.

- ii) Following the submission of the grant application, its organiser, Colin Storey had been elected as a Councillor on the Town Council. It was therefore agreed, with Cllr Storey's consent, that the application should be withdrawn and redirected as a Member's item to be considered by Full Council.
- iii) Sandbach Netball Club – Although Members were supportive of the work done by the Netball Club, they considered more detail and greater clarity was required to support the application. Accounts for the Club had not been presented and Members were not clear on the total cost of the gazebo purchase and how the grant would be applied.

Resolved:

- i) *Grant application 5.1.a was approved unanimously with a grant of £3,500 per annum agreed for a three-year period.*
- ii) *that grant application 5.1b be withdrawn and redirected as a Member's item for consideration by Full Council.*
- iii) *that a maximum grant of £1,000 be approved to Sandbach Netball Club, subject to the Chief Officer being satisfied that the application met all of the Town Council's criteria for a successful grant application, and authority was delegated to the CO for this purpose. Carried – 5 in favour, 3 against.*

5.2 Grants Feedback

[Attached: Completed Grant Feedback Forms]

Lead: Chair

Resolved: *The feedback from Community Groups benefitting from Town Council grants was welcomed and noted.*

5.3 Revised Grant Feedback Form

[Attached: Current Grant Feedback Form and Updated Grant Feedback Form]

Lead: Chair

Members reviewed the proposed new grant feedback form and suggested minor amendments to direct those completing the form to the relevant corporate objective outcomes. The process for managing feedback forms was discussed and it was agreed that, if an organisation was applying for a grant and had received one in the past, then the completed feedback form should be considered alongside the new grant application form. It was further agreed that the Town Council should seek to generate greater publicity regarding grants awarded and publish additional information about successful projects supported by the Council on the website.

Resolved: the revised grant feedback form, with suggested amendments, was welcomed and approved.

6. ITEMS FOR THE NEXT MEETING

Lead: Chair

The Chief Officer explained that the ongoing staff absence meant that it had not been possible to present the normal Quarterly Finance Reports item at this meeting, and that she had appraised the internal auditor of the situation. The reports would be included on the agenda for the next meeting

in November. In response to a question, the CO also confirmed that work was ongoing on the Policy Review programme and again, this would be included on the agenda for the next meeting.

Resolved: *No specific items were agreed – standard items are policy review; grant applications under £5,000 and statutory finance reports.*

7. DATE AND TIME OF NEXT MEETING

The date of the next meeting will be held on 20 November 2024 in Sandbach Town Hall Ball Room at 7pm.

Meeting closed 8.15pm
Cllr J Arnold / CL

DRAFT