



ASSETS AND SERVICES COMMITTEE

Agenda for the meeting to be held on Wednesday, **9th October 2024**
at **7.00pm** in **Sandbach Town Hall**.

Committee Members: Cllrs L Crane (Chair), D Hegarty (Vice Chair), J Arnold, J Beddows, K England, R Gray, S Broad, D Poole, M Hough, N Cook, Cllr A Nevitt (ex-officio).

1. APOLOGIES FOR ABSENCE

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

2. DECLARATIONS OF INTEREST

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

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

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

Lead: Chair

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

PUBLIC QUESTIONS

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

After the questions, the Chair will reconvene the meeting.

4. MINUTES OF THE MEETING HELD 10TH JULY 2024.

[Attached: Draft minutes of the meeting]

Lead: Chair

Action: *To approve the minutes of the Assets & Services Committee meeting held 10th July 2024 as an accurate record.*

5. BUDGET 1ST QUARTER PERFORMANCE

[Attached: 2024-25 First Quarter Report - Budget against Actuals]

Lead: Chair

Action: *To note the budget performance for Assets and Services budget heads.*

6. MASONRY SURVEY - CAPITAL ASSET STRATEGY

[Commissioned Masonry Survey circulated to members separately]

Lead: Chair

Action: *To consider the survey and its implications for the Council's capital asset strategy and budget setting process;*

7. ENERGY EFFICIENCY / SOLAR PROJECT

[Attached: Report from the Climate Change Lead]

Lead: Chair / Climate Change Lead

Action: *To note a verbal update on the Solar Project and determine next steps;*

8. COMMUNITY CINEMA

[Attached: Report from the Cllr Wheatcroft]

Lead: Cllr Wheatcroft

Action: *To note a verbal update on the Community Cinema and determine next steps;*

9. ASSET MAINTENANCE UPDATE & PROPOSALS (INFRARED HEATERS)

[Attached: Report from the Facilities Manager]

Lead: Chair

Action: *To approve the purchase of infrared heaters for the indoor Market Hall at a maximum cost of £3370.00, funded from the earmarked reserve for TH complex maintenance, to achieve financial and energy efficiencies.*

10. MARKET STORE REFURBISHMENT / REPURPOSING

[Attached: Report from the Chief Officer]

Lead: Chair

Action:

- i) *Consider the proposals in this report;*
- ii) *Approve the refurbishment of the Store and delegate authority to the Chief Officer to implement the refurbishment at a maximum cost of £10,000;*

11. TOWN HALL / MARKET OPERATIONAL UPDATE

[Verbal update from Chief Officer]

Lead: Chief Officer

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

12. RANGER / OPEN SPACES WORKING GROUP

Lead: Chair / Chief Officer

Action: *To receive a verbal report on the Council's ranger programme following the recent implementation of the Service Level Agreement with ANSA;*

13. TOWN HALL EQUIPMENT REPLACEMENT

[Attached: Report from the Chief Officer]

Lead: Chair

Action: *Approve the purchase of 180 banquet chairs at a cost of £6,158.24 (excluding VAT), and dispose of fully depreciated old stock, funded by a transfer of revenue budget from Town Hall Repairs (CODE 180/6120,) which is currently underspent, to Town Hall Equipment Renewals (CODE 180 / 6230);*

14. ITEMS FOR FUTURE MEETINGS

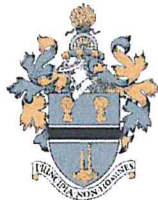
Lead: Chair

Action: *To approve items for future meetings;*

15. DATE, TIME AND PLACE OF NEXT MEETING

The next meeting will take place at 7pm on 29th January 2025 in the Town Hall Ball Room.

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SANDBACH
Town Council

ASSETS AND SERVICES COMMITTEE

Minutes of the meeting held on Wednesday, 10th July 2024 at 7.00pm, in Sandbach Town Hall.

Present: Councillors D Hegarty (Vice Chair)
A Nevitt (Mayor)
S Broad
J Arnold
D Poole
J Beddows
N Cook
R Gray
L Crane (arrived 7.12pm)

The Vice Chair advised the Committee that he would open this meeting as the Chair would be slightly late arriving and that, for continuity, he would remain in the Chair for duration of meeting.

1. APOLOGIES FOR ABSENCE

Apologies for absence received from Councillor K England.

Absent without apologies: Councillor M Hough

2. DECLARATIONS OF INTEREST

Councillor Beddows declared (unspecified) interest in agenda items 6 and 7.

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

It was confirmed that no items needed to be considered without press or public in attendance.

PUBLIC QUESTIONS

No members of the press or public were present at the meeting.

4. MINUTES OF THE MEETING HELD 10TH APRIL 2024.

Resolved: The minutes of the meeting held 10th April 2024 are approved as a true record.

Chair Initials: _____

5. ASSET MAINTENANCE UPDATE & PROPOSALS

Members were encouraged to visit the Market Store, where the Facilities Manager is working to continue implementing plans for additional shelving areas, a lockable workshop and further potential office space. Query was raised regarding the high cost estimate for re-wire of the store, which it was confirmed was a fully itemised quotation and that two additional quotes have been requested.

Resolved:

- i) The significant progress across the Council's asset portfolio is noted.
- ii) The rewiring of the Market Store is approved, at a maximum cost of £8,000, funded from the Maintenance Earmarked Reserve and delegated to the Chief Officer to implement.
- iii) The removal of toilet and sink in the Town Hall 'green room' at a cost of £475 is endorsed, with the remainder of the work to remove the wall to be undertaken by the Facilities Manager in order to maximise necessary storage space.
- iv) Payment of £1,800 for a replacement hot water cylinder in the ballroom toilets is approved, to be funded from the current year annual maintenance budget.
- v) It is recommend to Council that the application of use of Maintenance Earmarked Reserve is delegated to the A&S Committee to a limit of £10K in order to streamline approvals.

6. MARKET MODERNISATION REPLACEMENT GAZEBOS

Members discussed the newly purchased gazebos and queried cost-effectiveness and any issues encountered since their introduction. The Facilities Manager advised that he did not know of any issues, but that the Market Manager would be able to confirm this, and stated that the new gazebos are much lighter and manageable for staff on site.

It was requested that further updates on this transition timeline be obtained.

Resolved: that purchase of the remaining single gazebos (as outlined in the approval last year) at a maximum cost of £12,000 is recommended to Council for approval and to be funded from the earmarked reserve for this purpose and to allow the further reduction of operating costs.

7. TOWN HALL / MARKET OPERATIONAL UPDATE

In the absence of the Chief Officer, the Meeting Clerk provided brief information update confirming that the Chief Officer would not be requesting a price rise this year and that future pricing reviews would take place annually, in March. This item is requested for deferral to the next meeting, at which Chief Officer will provide full update on Town Hall/Market Operations.

Before moving to next item, Members asked how the Market was performing, due to varying reports being received. It was agreed to refer this query to relevant staff for response. Additional query was raised relating to a Shop Unit email which required reply. The Meeting Clerk was not aware of any email being received, however, Councillors suggested individual responses were sent.

8. RANGER / OPEN SPACES WORKING GROUP

In referencing the report received, it was suggested that, as Sandbach partnership have an existing Green Space group, including several Sandbach Councillors, a conversation would be necessary to avoid duplication of task and

Chair Initials: _____

efforts. All Members, including Sandbach's CEC Ward Councillors, are to be invited by the Meeting Clerk to join the working group, which requires one Member from each Ward.

Resolved: **That:-**

- i. The committee agrees recommendation to Council that this working group is created.
- ii. An invitation to join be sent to all Members, seeking a representative from each Ward.

9. HERBAL GARDEN UPGRADE

Within the accompanying agenda item report, members were updated on the status of the Herb Garden and cost options for this to be replanted and maintained by ANSA. As the Rotary Club have expressed interest in continuing to support, there was some concern raised regarding paying for a service which local volunteers were willing to undertake for free. Where finance was only issue faced an amount could be committed in order for the Rotary Club to undertake the work.

Resolved: The Committee approves spend from the unspent Ranger cost centre, up to total suggested budget within Chief Officer's report, with proviso that Rotary Club, along with other community groups and the Ranger service are contacted to establish interest in taking over the maintenance of the Herb Garden - If not, the maintenance will defer to ANSA.

10. TRANSIT VAN REPLACEMENT

In discussing the agenda item report, there were questions raised regarding anticipated usage, purpose of replacement and the high cost requested for approving like-for-like vehicle without other available options being explored or presented. The Facilities Manager provided information update on the last MOT, where advisories were numerous, and anticipated that it would not be cheap to repair. The van was not expected to pass next MOT in October, though quote for repair had not been obtained. It was also confirmed by the Meeting Clerk, during the vehicle discussions, that the Ranger van was not due to be sold.

Clarification was requested regarding mileage and suggestion made of possible trailer use. It was confirmed that mileage is six hundred (average) per year and the Council's trailers are intended to be sold. Other options could be investigated. It was felt by Members that there was time to delay this decision in order to obtain a comprehensive overview of the Market plans from the Chief Officer, view the connections of market/vehicle proposals, all available options and then move this item forward accordingly.

Resolved: that a succinct options report be presented to the next Assets and Services Committee meeting by the Chief Officer, detailing the market and associated vehicle plans.

11. ITEMS ON THIS AGENDA FOR PUBLICITY

The Herb Garden update.

Chair Initials: _____

12. ITEMS FOR FUTURE MEETINGS

Market Modernisation Anticipated Timeline
Town Hall and Market Update
Market Van Replacement.

13. DATE, TIME AND PLACE OF NEXT MEETING

The next meeting will take place at 7pm on 9th October 2024 in the Town Hall Ball Room.

Meeting Closed 7.37pm

Cllr D Hegarty (Vice-Chair in the Chair)

Meeting Clerk: KP

Chair Initials: _____

Sandbach Town Council
Annual Budget - By Committee (Actual YTD Month 3)
Note: Annual Budget 2024-25

Council	2023-24		2024-25			2025-26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100 Town Council Income									
1176 Precept	732,380	732,380	772,182	386,091	0	0	0	0	0
1190 Interest Received	200	34,986	10,200	9,770	0	0	0	0	0
1912 Other income	0	3,883	0	0	0	0	0	0	0
Total Income	732,580	771,250	782,382	395,861	0	0	0	0	0
Movement to/(from) Gen Reserve	732,580	771,250	782,382	395,861	0	0	0	0	0
Council - Income	732,580	771,250	782,382	395,861	0	0	0	0	0
Expenditure	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	732,580	771,250	782,382	395,861	0	0	0	0	0
Finance, Policy & Governance									
101 Administration									
4840 Refreshment purchases	0	1	0	0	0	0	0	0	0
Direct Expenditure	0	1	0	0	0	0	0	0	0
4100 Mayor's Allowance	2,000	2,000	2,500	542	0	0	0	0	0
4101 Civic & Ceremonial	2,500	898	2,500	897	0	0	0	0	0
4108 Outlook 365	0	299	0	0	0	0	0	0	0
4109 ICT Costs	0	1,775	0	0	0	0	0	0	0
4110 ICT Support/Packages	7,875	10,639	8,269	5,005	0	0	0	0	0
4111 Subscriptions	4,200	3,234	4,410	3,055	0	0	0	0	0

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Sandbach Town Council
Annual Budget - By Committee (Actual YTD Month 3)
Note: Annual Budget 2024-25

	<u>2023-24</u>		<u>2024-25</u>			<u>2025-26</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4112 Audit Fees Internal & External	5,439	2,559	5,711	925	0	0	0	0	0
4114 Accountancy Support	8,610	5,900	6,610	-1,150	0	0	0	0	0
4115 Office 365/Outlook (Emails)	0	2,376	0	0	0	0	0	0	0
4120 Insurance	15,000	10,698	15,750	549	0	0	0	0	0
4121 Rent- Enterprise	0	14,826	20,000	3,561	0	0	0	0	0
4123 Telephones	2,575	2,048	2,704	889	0	0	0	0	0
4130 Stationery	1,100	1,361	1,155	267	0	0	0	0	0
4131 Photocopying	1,500	1,279	1,575	414	0	0	0	0	0
4135 Postages	200	0	210	0	0	0	0	0	0
4141 Office Equipment/Furniture	4,000	1,673	4,000	0	0	0	0	0	0
4142 Office Maintenance	500	335	500	230	0	0	0	0	0
4145 Financial Software	1,155	1,289	1,213	1,834	0	0	0	0	0
4150 Travelling Expenses	525	191	521	12	0	0	0	0	0
4151 Training	4,000	3,725	4,000	350	0	0	0	0	0
4152 HR & H&S Support	5,000	5,719	5,250	0	0	0	0	0	0
4154 Aged debt write off	3,000	0	3,000	0	0	0	0	0	0
4197 Bank Charges	2,500	2,242	2,500	764	0	0	0	0	0
4198 Cleaning	0	1,017	0	0	0	0	0	0	0
4199 Other Expenses	100	19	100	93	0	0	0	0	0
4630 Legal Fees	1,500	2,305	1,500	0	0	0	0	0	0
4670 New Purchases/Projects	0	3,600	0	0	0	0	0	0	0
6110 Rates and Water	0	3,316	0	1,061	0	0	0	0	0
6140 Waste Disposal	1,500	161	1,500	0	0	0	0	0	0
6290 Advertising	1,050	979	1,050	0	0	0	0	0	0

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Sandbach Town Council
Annual Budget - By Committee (Actual YTD Month 3)
Note: Annual Budget 2024-25

	<u>2023-24</u>		<u>2024-25</u>			<u>2025-26</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
7000 Public Works Loan Board	29,605	29,605	29,605	12,336	0	0	0	0	0
9000 Overhead Expenditure plus Transfer from EMR	105,434	116,069	126,133	31,634	0	0	0	0	0
Movement to/(from) Gen Reserve	0	18,820	0	0	0	0	0	0	0
	<u>(105,434)</u>	<u>(97,250)</u>	<u>(126,133)</u>	<u>(31,634)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
102 Staff Costs									
4000 Salaries	215,215	171,081	249,185	49,063	0	0	0	0	0
4001 Employer's NI	22,560	17,849	24,026	5,181	0	0	0	0	0
4002 Employer's Superannuation	48,644	22,735	53,948	5,696	0	0	0	0	0
4003 Staff Restructure	10,500	0	0	0	0	0	0	0	0
Overhead Expenditure	296,919	211,665	327,159	59,940	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(296,919)</u>	<u>(211,665)</u>	<u>(327,159)</u>	<u>(59,940)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
105 Publicity									
4300 Newsletter Printing	2,500	0	2,500	0	0	0	0	0	0
4310 Website Maintenance	1,050	4,037	1,050	0	0	0	0	0	0
Overhead Expenditure	3,550	4,037	3,550	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(3,550)</u>	<u>(4,036)</u>	<u>(3,550)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
400 Projects									
4600 Projects	0	7,500	0	0	0	0	0	0	0
4648 Neighbourhood Plan	0	138	0	0	0	0	0	0	0
4667 Asset Maintenance Prov	10,000	0	10,000	0	0	0	0	0	0

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Sandbach Town Council
Annual Budget - By Committee (Actual YTD Month 3)

Note: Annual Budget 2024-25

	<u>2023-24</u>		<u>2024-25</u>			<u>2025-26</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
9000									
Overhead Expenditure	10,000	7,638	10,000	0	0	0	0	0	0
plus Transfer from EMR	0	21,842	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(10,000)</u>	<u>14,204</u>	<u>(10,000)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Finance, Policy & Governance - Income	0	0	0	0	0	0	0	0	0
Expenditure	415,903	339,409	466,842	91,574	0	0	0	0	0
Net Income over Expenditure	<u>-415,903</u>	<u>-339,409</u>	<u>-466,842</u>	<u>-91,574</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	40,662	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(415,903)</u>	<u>(298,747)</u>	<u>(466,842)</u>	<u>(91,574)</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 3)
Note: Annual Budget 2024-25

	<u>2023-24</u>		<u>2024-25</u>			<u>2025-26</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Assets & Services Committee									
180 Sandbach Town Hall									
4801 Ticket Income	8,000	6,493	8,400	0	0	0	0	0	0
4804 Merchandise sales	0	31	0	0	0	0	0	0	0
4806 Refreshment sales	8,000	1,093	8,000	352	0	0	0	0	0
4807 Cinema Income	5,500	4,067	5,500	1,007	0	0	0	0	0
4808 Catering Income	0	63	0	0	0	0	0	0	0
4809 Town Hall other income	0	9	0	0	0	0	0	0	0
6000 Town Hall HireFees	50,000	73,160	62,500	19,821	0	0	0	0	0
6002 Town Hall Bar Income	52,500	38,897	55,125	8,558	0	0	0	0	0
6004 Town Hall Bar Income Pre paid	0	168	0	87	0	0	0	0	0
Total Income	124,000	123,982	139,525	29,826	0	0	0	0	0
Direct Expenditure									
4831 Town Hall Events Costs	4,000	5,629	4,000	177	0	0	0	0	0
4838 Cinema Costs	5,775	3,735	5,775	390	0	0	0	0	0
4840 Refreshment purchases	4,200	355	4,200	93	0	0	0	0	0
6010 Town Hall Bar Purchases	21,000	14,665	21,000	2,910	0	0	0	0	0
	34,975	24,385	34,975	3,570	0	0	0	0	0
4111 Subscriptions	0	174	0	0	0	0	0	0	0
4670 New Purchases/Projects	3,000	1,846	3,150	155	0	0	0	0	0
4823 Travelling Expenses	0	0	0	42	0	0	0	0	0
6020 Salaries	89,071	117,951	93,525	34,300	0	0	0	0	0
6021 Employers NIC	4,529	10,459	4,755	3,102	0	0	0	0	0

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Sandbach Town Council
Annual Budget - By Committee (Actual YTD Month 3)
Note: Annual Budget 2024-25

	<u>2023-24</u>		<u>2024-25</u>			<u>2025-26</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6022 Superannuation	17,055	22,451	17,908	5,784	0	0	0	0	0
6023 Casuals wages	0	7,500	0	1,028	0	0	0	0	0
6060 ICT Support	0	0	0	797	0	0	0	0	0
6070 Training	1,575	1,165	1,575	123	0	0	0	0	0
6080 Maintenance	8,400	8,202	8,820	2,055	0	0	0	0	0
6090 Health and Safety	500	25	500	0	0	0	0	0	0
6100 Light and Heat	22,800	24,945	22,800	5,338	0	0	0	0	0
6110 Rates and Water	12,600	9,158	13,230	2,176	0	0	0	0	0
6120 Repairs	10,000	3,836	10,500	2,678	0	0	0	0	0
6140 Waste Disposal	2,100	1,518	2,100	564	0	0	0	0	0
6150 Security	525	467	525	0	0	0	0	0	0
6200 Motor expenses	0	1	0	0	0	0	0	0	0
6220 Cleaning	14,513	13,089	11,238	3,592	0	0	0	0	0
6230 Equipment renewals	3,000	3,154	3,150	4,034	0	0	0	0	0
6280 Telephone	5,250	3,083	5,250	490	0	0	0	0	0
6290 Advertising	0	0	0	98	0	0	0	0	0
6300 Performing Rights Licence	1,000	1,414	1,000	0	0	0	0	0	0
6310 Premises Licence	2,500	200	2,500	0	0	0	0	0	0
6340 Marketing	2,000	1,679	2,000	0	0	0	0	0	0
6350 Irrecoverable VAT	6,250	6,112	6,250	0	0	0	0	0	0
6450 Bad Debt Provision	0	321	0	0	0	0	0	0	0
	206,668	238,748	210,776	66,355	0	0	0	0	0
Overhead Expenditure									
180 Net Income over Expenditure	-117,643	-139,151	-106,226	-40,100	0	0	0	0	0
9000 plus Transfer from EMR	0	1,724	0	0	0	0	0	0	0

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Sandbach Town Council
Annual Budget - By Committee (Actual YTD Month 3)
Note: Annual Budget 2024-25

	<u>2023-24</u>		<u>2024-25</u>			<u>2025-26</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve									
182 Car Parks									
4619 Car Parks refurbishment	0	155,674	0	0	0	0	0	0	0
6080 Maintenance	500	0	500	0	0	0	0	0	0
Overhead Expenditure	500	155,674	500	0	0	0	0	0	0
plus Transfer from EMR	0	155,674	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(500)	0	(500)	0	0	0	0	0	0
184 Town Hall Shop Units									
1914 Electricity Recharge	0	1,150	0	1,672	0	0	0	0	0
6005 TH Shop Units Rent	16,643	14,783	18,643	2,362	0	0	0	0	0
Total Income	16,643	15,934	18,643	4,035	0	0	0	0	0
6140 Waste Disposal	0	0	0	41	0	0	0	0	0
6351 Town Hall Units Expenditure	1,500	1,415	1,500	1,249	0	0	0	0	0
Overhead Expenditure	1,500	1,415	1,500	1,290	0	0	0	0	0
Movement to/(from) Gen Reserve	15,143	14,518	17,143	2,745	0	0	0	0	0
190 Outdoor Market									
1905 Outdoor Market Rent	33,000	18,440	36,300	4,674	0	0	0	0	0
1907 Other Market Income	0	0	0	300	0	0	0	0	0
1911 Gazebo Income	2,000	5,441	2,100	1,543	0	0	0	0	0
1912 Other income	0	325	0	0	0	0	0	0	0

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Sandbach Town Council
Annual Budget - By Committee (Actual YTD Month 3)
Note: Annual Budget 2024-25

	2023-24		2024-25			2025-26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	35,000	24,206	38,400	6,518	0	0	0	0	0
4111 Subscriptions	0	192	0	137	0	0	0	0	0
6020 Salaries	36,322	20,197	38,138	6,867	0	0	0	0	0
6021 Employers NIC	1,771	1,751	1,860	676	0	0	0	0	0
6022 Superannuation	4,842	3,131	5,084	977	0	0	0	0	0
6023 Casuals wages	0	16,762	0	4,489	0	0	0	0	0
6024 Employers Casuals NIC	0	30	0	0	0	0	0	0	0
6070 Training	800	800	800	0	0	0	0	0	0
6080 Maintenance	1,000	333	1,050	0	0	0	0	0	0
6090 Health and Safety	450	42	450	0	0	0	0	0	0
6100 Light and Heat	656	2,139	656	71	0	0	0	0	0
6110 Rates and Water	8,663	3,178	8,663	938	0	0	0	0	0
6120 Repairs	0	0	0	292	0	0	0	0	0
6140 Waste Disposal	5,000	5,455	5,000	1,644	0	0	0	0	0
6200 Motor expenses	2,500	1,107	1,500	5	0	0	0	0	0
6230 Equipment renewals	1,500	1,460	1,500	10,483	0	0	0	0	0
6280 Telephone	184	163	184	75	0	0	0	0	0
6290 Advertising	1,500	2,653	1,500	0	0	0	0	0	0
6350 Irrecoverable VAT	1,000	1,649	1,000	0	0	0	0	0	0
Overhead Expenditure	66,188	61,042	67,385	26,654	0	0	0	0	0
190 Net Income over Expenditure	-31,188	-36,836	-28,985	-20,136	0	0	0	0	0
9000 plus Transfer from EMR	0	0	0	10,483	0	0	0	0	0
Movement to/(from) Gen Reserve	(31,188)	(36,836)	(28,985)	(9,653)	0	0	0	0	0

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Sandbach Town Council
Annual Budget - By Committee (Actual YTD Month 3)
Note: Annual Budget 2024-25

	<u>2023-24</u>		<u>2024-25</u>			<u>2025-26</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
191 Indoor Market									
1901 Indoor Market Rent	43,500	44,349	47,850	11,232	0	0	0	0	0
1907 Other Market Income	0	0	0	357	0	0	0	0	0
1914 Electricity Recharge	0	6,416	1,000	636	0	0	0	0	0
Total Income	43,500	50,765	48,850	12,224	0	0	0	0	0
4111 Subscriptions	0	366	0	420	0	0	0	0	0
6020 Salaries	19,311	20,524	20,277	6,867	0	0	0	0	0
6021 Employers NIC	1,576	1,790	1,655	676	0	0	0	0	0
6022 Superannuation	4,392	3,613	4,612	977	0	0	0	0	0
6023 Casuals wages	0	1,152	0	23	0	0	0	0	0
6070 Training	273	273	273	0	0	0	0	0	0
6080 Maintenance	2,000	432	2,000	708	0	0	0	0	0
6090 Health and Safety	450	13	450	0	0	0	0	0	0
6100 Light and Heat	7,875	14,277	8,269	1,613	0	0	0	0	0
6110 Rates and Water	7,035	5,524	7,387	4,136	0	0	0	0	0
6120 Repairs	0	0	0	43	0	0	0	0	0
6140 Waste Disposal	1,300	1,144	1,300	358	0	0	0	0	0
6220 Cleaning	525	5,114	4,525	398	0	0	0	0	0
6230 Equipment renewals	1,000	1,000	1,000	220	0	0	0	0	0
6280 Telephone	105	70	0	13	0	0	0	0	0
6290 Advertising	0	0	0	965	0	0	0	0	0
6291 Market Hall Advertising	4,000	2,616	2,000	0	0	0	0	0	0
6350 Irrecoverable VAT	3,125	4,107	3,125	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 3)

Note: Annual Budget 2024-25

	2023-24		2024-25			2025-26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6450	0	638	0	0	0	0	0	0	0
Overhead Expenditure									
	52,967	62,653	56,873	17,418	0	0	0	0	0
	<u>(9,467)</u>	<u>(11,888)</u>	<u>(8,023)</u>	<u>(5,194)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
195 Ranger (New Code)									
4860	0	0	25,000	0	0	0	0	0	0
4880	0	0	15,000	0	0	0	0	0	0
6020	12,709	13,211	0	0	0	0	0	0	0
6021	338	1,246	0	0	0	0	0	0	0
6022	2,872	0	0	0	0	0	0	0	0
6200	1,000	1,045	0	0	0	0	0	0	0
6230	6,500	1,086	0	0	0	0	0	0	0
	<u>23,419</u>	<u>16,589</u>	<u>40,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>(23,419)</u>	<u>(16,589)</u>	<u>(40,000)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
200 Public Conveniences									
6100	788	861	788	142	0	0	0	0	0
6110	630	208	630	0	0	0	0	0	0
6120	1,000	303	500	13	0	0	0	0	0
6140	250	0	250	0	0	0	0	0	0
6220	0	0	0	2,325	0	0	0	0	0
6400	1,000	906	1,000	199	0	0	0	0	0
6402	500	14	500	0	0	0	0	0	0
6406	17,325	13,584	17,325	1,163	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 3)

Note: Annual Budget 2024-25

	<u>2023-24</u>		<u>2024-25</u>			<u>2025-26</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	21,493	15,876	20,993	3,842	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(21,493)</u>	<u>(15,876)</u>	<u>(20,993)</u>	<u>(3,842)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Assets & Services Committee - Income	219,143	214,886	245,418	52,602	0	0	0	0	0
Expenditure	407,710	576,381	433,002	119,129	0	0	0	0	0
Net Income over Expenditure	<u>-188,567</u>	<u>-361,495</u>	<u>-187,584</u>	<u>-66,527</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	157,398	0	10,483	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(188,567)</u>	<u>(204,097)</u>	<u>(187,584)</u>	<u>(56,044)</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 3)

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Note: Annual Budget 2024-25

	<u>2023-24</u>		<u>2024-25</u>			<u>2025-26</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Community & Events Committee									
<u>110 Grants/Discretionary Payments</u>									
4500	18,000	18,000	18,000	0	0	0	0	0	0
4503	12,500	12,297	13,125	0	0	0	0	0	0
4515	3,500	3,500	3,500	3,500	0	0	0	0	0
4530	30,000	18,190	31,375	12,295	0	0	0	0	0
4550	7,500	7,500	7,500	7,500	0	0	0	0	0
4551	750	0	750	0	0	0	0	0	0
4560	1,660	1,660	1,659	1,660	0	0	0	0	0
4573	2,100	1,500	2,100	2,000	0	0	0	0	0
4599	300	0	300	0	0	0	0	0	0
4611	3,500	2,890	3,675	0	0	0	0	0	0
4640	6,038	5,728	6,339	0	0	0	0	0	0
4660	1,000	1,000	1,000	1,000	0	0	0	0	0
	86,848	72,266	89,323	27,955	0	0	0	0	0
9000	0	3,359	0	0	0	0	0	0	0
	(86,848)	(68,907)	(89,323)	(27,955)	0	0	0	0	0
Movement to/(from) Gen Reserve									
<u>140 Community Events</u>									
1906	5,000	4,296	3,000	3,684	0	0	0	0	0
1910	0	201	5,000	1,682	0	0	0	0	0
4801	0	50	0	0	0	0	0	0	0
	5,000	4,547	8,000	5,366	0	0	0	0	0
			Total Income						

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Annual Budget - By Committee (Actual YTD Month 3)

Note: Annual Budget 2024-25

	2023-24		2024-25			2025-26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4508 Christmas Lights	29,150	26,182	30,608	1,055	0	0	0	0	0
4820 Community Events Costs	24,025	18,493	24,025	4,365	0	0	0	0	0
4844 King's Coronation Costs	0	10,192	0	0	0	0	0	0	0
6352 Christmas Market Expenditure	9,000	13,724	12,000	0	0	0	0	0	0
Overhead Expenditure	62,175	68,591	66,633	5,420	0	0	0	0	0
140 Net Income over Expenditure	-57,175	-64,045	-58,633	-54	0	0	0	0	0
9000 plus Transfer from EMR	0	9,157	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(57,175)	(54,887)	(58,633)	(54)	0	0	0	0	0
Community & Events Committee - Income	5,000	4,547	8,000	5,366	0	0	0	0	0
Expenditure	149,023	140,857	155,956	33,375	0	0	0	0	0
Net Income over Expenditure	-144,023	-136,310	-147,956	-28,009	0	0	0	0	0
plus Transfer from EMR	0	12,516	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(144,023)	(123,794)	(147,956)	(28,009)	0	0	0	0	0
Total Budget Income	956,723	990,683	1,035,800	453,828	0	0	0	0	0
Expenditure	972,636	1,056,647	1,055,800	244,078	0	0	0	0	0
Net Income over Expenditure	-15,913	-65,964	-20,000	209,751	0	0	0	0	0
plus Transfer from EMR	0	210,576	0	10,483	0	0	0	0	0
Movement to/(from) Gen Reserve	(15,913)	144,611	(20,000)	220,234	0	0	0	0	0

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Proposed 40kw Solar scheme to rear of market hall roof

We have now engaged with a second solar company and the conclusions of both is that significant savings are possible on our running costs in excess of a conservative £7.5k per annum saving. And importantly significantly reducing our greenhouse gas emissions as previously detailed (with Capital costs likely @£40-45k).

We now need to move to make this an official project to move forward for inclusion in the capital budget next year. At this point we will need to have more detailed quotes.

The next step is instruction of the heritage architect to receive and comment on detailed proposals from 3 suppliers. An initial meeting has happened mid-September with Bruce Johnson a heritage architect. Bruce is also confident of substantial energy cost savings being made.

So, permission is sought to reconfirm the next steps and take them asap as:

- appoint the identified architect
- find a third supplier
- proceed to firm survey-based quotes which may will incur some professional costs e.g. architect etc. so we have a final price and specification to consider.
- return to committee with final costs and a proposal for full council to move the project forward.

Meanwhile we will also be looking separately at grant opportunities especially the upcoming **Phase 4 Public Sector Decarbonisation Scheme** as a funding source.

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Community Cinema

You may recall that in the summer the community cinema charity wound down. This left no provision for many councils and organisations in the region.

We attempted to assist in finding a business model that would work but the fixed overheads were too high.

Along with the events team we looked at how close to a movie theatre we could get with available equipment. Our sound system is good for films. Projector questionable, and connectivity not robust. The events team investigated film hire which came in at £90-£190 per film.

In this time local residents have offered support and assistance and concluded likewise on a test night the need for new projection equipment and connectivity. We hope the provision of kit can make their own aspirations for their military veterans organisation behindthehilt.com/ film club also possible. A Community for armed forces, veterans, their families, and friends.

The past months our search for kit has led us to a Wi-Fi hub and 7000 lumen state of the art projector mounted in place of the current projector and rewired with both Wi-Fi and new fixed wiring.

At average attendance of 65 @ £6 that's £390 revenue, enough to cover staff and room hire.

The upgrade also offers a quality audio/visual facility for media display unmatched in the area in our own events provision for meetings and weddings.

Our best quote currently is £4544.95 + vat and we have £5863 of CIL money held of which £2005 will be returned to CE if unspent by March 25 the balance in March 26

This spend is within the CIL parameters and offers all our community a high-quality resource.

The business model as its sensitive will be circulated separately ahead of the meeting.

The request is to authorise a budget of up to £4999 to officers to make provision of a town cinema facility containing the element of high-quality projector, Wi-Fi access, re-cabling and any other peripherals required. The budget will be from our CIL receipts.

Many thanks to Jayne and all the events team who have been great in getting us this far.

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Market Hall Heating

Background

The Market Hall is currently heated by eleven 3kw overhead electric heaters to provide a comfortable and inviting environment for traders and shoppers whenever the market is open. During the summer months the heating is rarely used, but between October and March it is commonplace for the heaters to be in use, and on particularly cold days this would be for periods in excess of 6-7 hours.

The heaters are of an old design, and by modern day standards would be considered to be inefficient. The electricity costs for the Market Hall are considerable and the vast majority of the cost is the heating. The electricity bill for the Market Hall for the year Jan-Dec 2023 was £18,961.

Proposed Improvements

During recent months we have commissioned a number of surveys and discussions to provide guidance on the suitability and potential for improvements to the Town Hall and Market Hall buildings for the purpose of reducing the consumption and cost of energy. Of the many items that have been highlighted, the Market Hall heating has been consistently suggested as an obvious quick fix in making a reduction in energy costs.

Replacing the heaters with new infra-red heaters has been estimated to save £2245 per year for an initial outlay of £3600. We have a quotation for £3370 for this work.

Further internal research has now shown that there is an additional factor that needs to be considered. During cold weather many of the traders in the market hall resort to individually heating their benches or units. by plugging in their own electric portable heaters. This results in additional heating costs for STC as no charge is made to traders in the centre isles for the electricity that they use. Simply changing the overhead heaters with modern and more effective infra-red heaters does not resolve this problem.

Additional research is on-going to find the best resolution to this situation.

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Assets & Services Committee 9 October 2024

Market Store Refurbishment / Repurposing

Background

The Market Store is placed adjacent to the Scotch Common Car Park and was transferred to the Town Council in the suit of assets including the town hall complex and the markets. The Store's original function was to mainly provide storage for the significant infrastructure to support a major outdoor market which, several years ago was held on the Commons. A decision will have been made at some point to no longer use the Commons for a reducing market, and the market has been limited to the Small Common (owned by the Council) and the land surrounding the Town Hall.

Architects' plans were commissioned by the Council in 2020 to make better use of this space and convert into office space and a Council Chamber but the costs, even at that time, were prohibitive and the Council has subsequently addressed those accommodation issues through a different and far cheaper route.

Until recently the Store has been used as a general storage place for the Council and has gradually become not fit for purpose. Members will be aware that much work has been done to address this, with storage being properly organised and referenced and work spaces being developed.

Council have approved the upgrading of electrics within the Store following an assessment that these were not fit for purpose and urgently required remedial work and re wiring. This is currently being scoped and quotes are being sought.

Further Plans

It is clear that the Market Store is a very useful asset to the Town Council. It is an essential store for the now growing market which requires vehicles and gazebos. It houses a workshop for the inhouse facilities work and a front office for the Ranger and which also houses equipment for some community groups.

It is proposed that, with some modifications, further potential can be realised from this Asset as follows:

- Enhancement to the front office so that the market officer, operations assistant and the Ranger can be accommodated away from the Town Hall Complex and nearer to the market. This will reduce pressure on the market office and make room for the events staff and apprentice who will be working with all the Council teams.
- Use the front office as a STC presence elsewhere in the town and possibly to provide a 'Tourist Information' type function, supported by the staff accommodated there (with further training)
- Provide additional storage for community groups (approved by Council)
- Provide a pop up space for the Youth Club where maximum use can be made of the donated equipment and a more accessible environment can be provided than the Ball Room – which can in turn be hired out at the times originally reserved for the youth club
- Provide additional space / capacity for community events such as Transport Festival and other events which may benefit from use of indoor / undercover space
- Further capacity as required

Work Required / Estimated Costs

If the Store is to be converted to deliver the above it will require:

- 1) Wifi connection
- 2) Heating
- 3) 1 accessible toilet
- 4) Moderate refurbishment to the front office
- 5) Front and Back Door (Fire Exit) upgrades to HSE standard

It is estimated that all this work can be achieved, through the use of in house resources and commissioned work, within a maximum budget of £10K, to be funded from the Maintenance Earmarked Reserve or General Reserves. It is proposed that the work is carried out asap and is planned to be finished by the end of December 2024.

Planning Considerations

Research suggests that no planning application will be required as there is no change of use. But it will be necessary to consult CEC to ensure this is the case and that any building regs etc are met.

Consultation

The CEC Youth Service have been consulted regarding suitability for a Youth Club and they have confirmed this would be an ideal venue from their perspective. Other consultations may be required ref neighbouring businesses. The Youth Club aspect will have less impact as it will be held once a week in the early evening in the first instance. It should help to enhance this part of the town particularly if the Tourist Information aspect can be delivered effectively.

Recommended That Assets and Services Committee

- i) Consider the proposals in this report
- ii) Approve the refurbishment of the Store and delegate authority to the Chief Officer to implement the refurbishment at a maximum cost of £10K.

Assets & Services Committee 9 October 2024**Town Hall Replacement Equipment**

Members are aware that the Council is undergoing a programme of modernisation within the Market and Town Hall provision in line with its corporate strategy.

Banquet tables have recently been replaced and provide attractive and safe facilities for the Councils many commercial and community events.

The Council's banquet chairs are also in need of replacement, being over 10 years old, and now requiring regular repair due to constant wear and tear. We have received complaints about the quality of the chairs which have damaged clothing due to the outdated design of the chair backs. They can be considered as fully depreciated.

It is proposed that 180 chairs of events industry standard and quality are purchased at a cost of £34.99 each totalling £6,158.24 (not including VAT) and funded by a transfer of revenue budget from Town Hall Repairs (CODE 180/6120,) which is currently underspent, to Town Hall Equipment Renewals (CODE 180 / 6230).

The proposed product has been trialled and is recommended by the Operations and Events Senior Manager as an attractive and durable update to the Council's professional events offer.

The current stock will be disposed of using the usual approach of gaining any value through re sale, donation for charity / community use or (if all else fails) scrap.

Recommended that Assets & Services Committee:

Approve the purchase of 180 banquet chairs at a cost of £6,158.24 (excluding VAT), and dispose of fully depreciated old stock, funded by a transfer of revenue budget from Town Hall Repairs (CODE 180/6120,) which is currently underspent, to Town Hall Equipment Renewals (CODE 180 / 6230).

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