



SANDBACH
Town Council

SANDBACH TOWN COUNCIL MEETING AGENDA

Agenda for the meeting to be held on **Wednesday, 04th December 2024** at **7.00pm** in **Sandbach Town Hall**. The meeting will be Clerked by the Chief Officer.

Apologies should be made to the Chief Officer prior to
5pm on the day of the meeting.

Opening Reflections

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

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

3. CHESHIRE EAST COUNCIL SANDBACH MATTERS

To be included on the 18th of December 2024 Full Council meeting.

4. EXCLUSION OF PUBLIC AND PRESS

Action:

To consider that under the Public Bodies (admission to Meetings) Act 1960, the public and accredited representatives of newspaper be excluded from the meeting for item 25 and any items of business on this agenda on grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

5. MAYOR'S COMMENTS

PUBLIC QUESTIONS

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

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

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6. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 11th SEPTEMBER 2024 [ATTACHED].
 7. TO APPROVE THE MINUTES OF THE EGM TOWN COUNCIL MEETING HELD ON 30th SEPTEMBER 2024 [ATTACHED].
 8. TO NOTE THE MINUTES OF THE MEETINGS OF THE PLANNING, CONSULTATION ENVIRONMENT COMMITTEES HELD ON 23rd SEPTEMBER, 21st OCTOBER, AND 18th NOVEMBER 2024 (DRAFT).
[Link:<https://sandbach.gov.uk/wp-content/uploads/2024/09/PCC-Minutes-240923.pdf>]
[Link:<https://sandbach.gov.uk/wp-content/uploads/2024/10/PCC-Minutes-241021.pdf>]
[Link:<https://sandbach.gov.uk/wp-content/uploads/2024/11/PCC-Minutes-24118.pdf>]
 9. TO NOTE THE MINUTES OF THE MEETINGS OF THE PERSONNEL COMMITTEES HELD ON 23rd OCTOBER 2024 (DRAFT).
[Link:<https://sandbach.gov.uk/wp-content/uploads/2024/11/Personnel-Minutes-241023.pdf>]
 10. TO NOTE THE MINUTES OF THE MEETINGS OF FINANCE POLICY & GOVERNANCE COMMITTEE HELD ON 20th NOVEMBER 2024 (DRAFT).
[Link:<https://sandbach.gov.uk/wp-content/uploads/2024/11/241120-FPG-Minutes.pdf>]

11. ASSETS & SERVICES POSTPONED ITEMS

11.1 Masonry Survey – Capital Assets 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;*

11.2 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);*

11.3 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;

12. 2025-26 BUDGET & RESERVES

[Attached: Budget Report and Supporting Documents]

Lead: Chair / Finance, Policy & Governance Committee Chair

Action: Following Finance, Policy & Governance Committee review and recommendation on 3rd November 2024, Council approve the following:

[FPG documents will be circulated in advance of the Council meeting, following the 3rd November meeting]

- i. The 2024-25 net expenditure level
- ii. The 2024-25 precept level;
- iii. Any Adjustments to Earmarked Reserves as recommended by the Committee;
- iv. Any recommended use of general reserves, whilst adhering to the Council's Reserves Policy, as shown;
- v. The Council Tax (Band D) rate per household and percentage increase on the previous year.

13. CALENDAR OF MEETINGS UPDATE

Lead: Chair

Action: To discuss and agree on revisions to the 2024-25 Calendar of Meetings to increase the frequency of Council meetings.

14. COMMITTEE UPDATE – PERSONNEL

Lead: Chair

Action: To discuss and nominate a new Chair of the Personnel committee following the resignation of Cllr M Mitchell as the Chair.

15. COMMITTEE COOPTION

Lead: Chair

Action: To discuss and agree on the co-option of nominated Councillors.

16. GRANT FEEDBACK – TRANSPORT FESTIVAL

[Attached: Grant Feedback Form & Supporting Documents]

Lead: Chair

Action: to note the feedback from Council funded event.

17. TRANSPORT FESTIVAL 2025 FREE USE OF SMALL COMMON CAR PARK REQUEST

Lead: Chair

Action: To consider the request of the Transport Festival Committee for free use of the Small Common Car Park for next year's festival dates. With consideration to the limit of 5 tons that cannot be exceeded by individual vehicles.

18. MEMBER'S ITEM – BLEED CONTROL KITS

[Attached: Member's item form]

Lead: Chair / Cllrs Cllr Gray

Action: *To approve the submission of a grant application to the Police and Crime Commissioner SWAP fund on behalf of Sandbach Town Council for £5,000; for bleed control kits and appropriate cabinets to support storage of both Bleed control kits and AED equipment (defibrillators) where the latter is required.*

19. RESIDENT CENTENARIAN GIFT

Lead: Chair

Action: *To approve the purchase of a floral tribute to make the occasion of the 100th birthday of two Sandbach residents, to be gifted on behalf of Sandbach Town Council.*

20. SANTA'S SLEIGH RANGER VAN USE

Lead: Chair

Action: *To confirm the verbal approval of the Mayor for the use of the Ranger Van for this year's Santa's Sleigh.*

21. MARKET TRANSIT VAN REPLACEMENT UPDATE

[Attached: Market Transit Van Purchase & Update Report]

Lead: Chair

Action: *To agree that the income generated from the disposal of the old Van and 2 Trailers is used alongside the agreed net cost of £15K to purchase the new Van with the best possible specification.*

22. FACILITIES PROJECTS UPDATE

[Attached: Facilities Projects Update Report]

Lead: Chair

Action: *To note the report.*

23. RANGER UPDATE

[Attached: Ranger Service Update Report]

Lead: Chair

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

24. OPERATIONS ASSISTANT UPDATE

[Attached: Operations Assistant Update Report]

Lead: Chair

Action: *To note the report.*

25. CONFIDENTIAL STAFFING UPDATE

Lead: Chair

Action: *To receive a verbal update from the Mayor, consider next steps and agree any relevant delegated authority requirements.*

26. CORRESPONDENCE

No correspondence has been received for this agenda.

27. ITEMS FOR FUTURE MEETINGS & PUBLICITY

Lead: Chair

Action:

- i. To note that the Community Cinema and Additional Cleaning Spend will be discussed at the next meeting.
- ii. To propose items to be considered on the next Agenda and items for publicity.

28. DATE, TIME AND PLACE OF NEXT MEETING

The next Town Council Meeting is the taking place on Wednesday 18th December 2024 at 7pm in Sandbach Town Hall



SANDBACH
Town Council

SANDBACH TOWN COUNCIL MEETING MINUTES

Minutes for the meeting held on **Wednesday, 11th September 2024 at 7.00pm** in **Sandbach Town Hall.**

Present:

Cllr A Nevitt (Mayor)

Cllr J Arnold (Deputy Mayor)

Cllr S Corcoran

Cllr N Cook

Cllr T Wheatcroft

Cllr M Muldoon

Cllr S Broad

Cllr R Gray

Cllr S Richards

Cllr S Wright

Cllr K England

Cllr D Poole

Cllr G Lindop

Cllr J Beddows

Cllr G Price Jones

Cllr M Hough

Cllr M Mitchell

Ceri Lloyd (Chief Officer) – Clerk to meeting,

supported by Steve Wilcock (Temp Finance & Policy Manager)

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs L Crane, D Hegarty and C Storey.

2. DECLARATIONS OF INTEREST

Declarations of a non-pecuniary and non-prejudicial interest were made by Cllr Beddows, Cllr Nevitt and Cllr Broad in respect of item 15 and by Cllr Poole in respect of Item 16. There was no stated intention to withdraw from debate or voting for these items.

3. CHESHIRE EAST COUNCIL (CEC) SANDBACH MATTERS

Cllr Muldoon updated Council on a number of items including plans for the M6 junction 17 roundabout, the Middlewich bypass and CEC's Transformation programme. Particular attention was drawn to four current CEC public consultations. Full details were available on the CEC website at: [Consultations in Cheshire East](#)

4. EXCLUSION OF PUBLIC AND PRESS

Resolved:

Under the Public Bodies (admission to Meetings) Act 1960, the public and accredited representatives of newspaper be excluded from the meeting for item 21 of business on this agenda on grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

5. MAYOR'S COMMENTS

The Mayor summarised her community activities since the last meeting. Particular attention was drawn to the recent Sports Dinner for under 16s, which was hosted in the Town Hall and which was attended by 116 young people. The Mayor thanked everyone who attended and those who helped organise such an outstanding event at short notice. The Chief Officer thanked the Mayor for her ability to deliver such a high profile and successful event in the Town Hall.

PUBLIC QUESTIONS

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

Bruce Jarvis (Domesday Morris Association) spoke in support of the application for grant funding of £3,000 per year for three years to support the continuation of the Day of Dance in Sandbach. The event had been successfully re-introduced in 2024 and the grant application would enable a larger scale event to go ahead for the next three years.

Sarah Bradley spoke in support of item 18 on the agenda and other related measures to improve road safety. Particular attention was drawn to the issue of speeding on the hill in Sandbach and the current lack of safety signage.

Robert Mayor from Sandbach Rugby Club spoke in support of the Club's application for a grant of £10,000 to resurface their car park. It was emphasised that the Club was effectively operating as a community hub and allowed numerous groups to use their facilities free of charge; the car park was utilised as a drop off facility for children attending Offley Primary School. A number of questions were responded to and Mr. Mayor confirmed that several other grant applications/requests for funding had been made, but had proved unsuccessful.

Helen Dorney from the Sandbach Partnership spoke to Item 16 and in support of the Partnership's application to use the Town Hall to host the Youth Engagement

Showcase over the weekend of the 2025 Sandbach Transport Festival. A number of questions were responded to and Mrs Dorney explained that in the past, holding the showcase event during the Festival had served to double footfall. She clarified that they would not hold the YES unless it was on this weekend. Ms Dorney also expressed support for Item 17 and suggested the Partnership may be able to assist with tree planting if the proposal was approved.

Paddy Johnson from the Tree Alliance – Transition Wilmslow community group spoke in support of Item 17 and explained that common issues arose when seeking to plant trees within the Cheshire East borough area. He wished to make common cause with like-minded groups across the borough and work together to ensure that the ‘right tree’ could be safely planted in the ‘right place’.

Richard Hoffman asked a question on an issue which was not included on the Council agenda. The Town Mayor explained that the question was not permitted but could be considered under public questions at next Council meeting as it had been raised in advance.

After questions the Town Mayor reconvened the Town Council Meeting and referred all discussion to the items as set on the Agenda.

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6. **THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 24 JULY WERE APPROVED.**
 7. **THE MINUTES OF THE MEETINGS OF THE PLANNING, CONSULTATION & ENVIRONMENT COMMITTEES HELD ON 29 JULY AND 27 AUGUST (DRAFT) WERE NOTED.**
 8. **FESTIVAL OF LIGHT – WORKING GROUP PROPOSALS**
 Cllrs Arnold and Gray made a presentation to Council on the ideas generated by the Working Group for the Festival which is proposed will take place in early February 2025. The Festival was intended to be a free, fun and entertaining event for children and teenagers with a range of activities and performers. Several members spoke in support of the proposed event and a number of questions were addressed.

Resolved: *that Council*
 - i. *receive the presentation from Cllrs Arnold and Gray of the work and proposals of the Festival of Light Working Group to date,*
 - ii. *delegate authority to the Chief Officer, in consultation with the FOL Working Group, to progress and implement the Festival of Light in February 2025, subject to a maximum budget of £8,000 to be funded by the events budget and general reserves in the current year and to be considered as part of the budget setting process for future years.*
 9. **CEC CAR PARK STRATEGY MITIGATIONS UPDATE**

Cllr Wheatcroft updated Council on his assessment of the work of the Car Park Strategy Mitigation Working Group. He explained that the Council's request for meaningful consultation and engagement from CEC on the issue of mitigation had not proceeded as hoped; rather the Town Council had received an offer from CEC for compensation in full for all six car parks for a 5-year period. The Town Council's request for an option to subsidise the introduction of charging had not yet been responded to. Although CEC had requested a response within 28 days, the Town Council had requested an extension to allow today's Council meeting to consider the issue.

Given the limited options available and the costs involved, Cllr Wheatcroft explained that he felt the only viable / realistic option was to take over the lease on one or two of the larger car parks; the most expensive option proposed would cost the equivalent of 37p on the Council's precept.

Members thanked Cllr Wheatcroft and the Working Group for their work to date. Some members were opposed in principle to the concept of mitigation which would involve non-car owners effectively subsidising car owners. The practical benefits to the town of facilitating more free parking was also questioned and concerns were also expressed about the Town Council extending its financial commitments into service areas previously provided by CEC.

The Chief Officer explained that her understanding was that charging was likely to start in October; the figures involved to offer mitigation were relatively large and it would be sensible for Council to consider fully worked up and costed proposals alongside other demands when considering the Council's 2025-26 budget to be decided in December. This meant any mitigation that might be approved would have to be applied retrospectively.

Resolved: *That the update from the Working Group Lead be received and that the PP Working Group be asked to continue its work and present options for consideration by Council in December ensuring that such options were published in advance.*

[Council agreed to reorder the agenda and consider Grant Application items 14, 15 and 16 in advance for visitor convenience]

10. SANDBACH TOWN RUGBY CLUB GRANT APPLICATION (Item 14 on agenda)

[Attached: Rugby Club Grant Application for £10,000]

Lead: Chair

Members were appreciative of the contribution made by the Club to the wider community but were concerned that approving the grant in full would mean the Council could not afford to approve other worthy applications. A motion to award a grant of £8,000 being defeated, with 5 votes in favour and 9 against.

Resolved:

*That a grant award of £5,000 be approved to the Sandbach Town Rugby Club.
[Post meeting note – subject to the project going ahead CL].*

11. DAY OF DANCE GRANT APPLICATION (Item 15 on agenda)

[Attached: Domesday Morris Association Grant Application of £3,000 per year for 3 years]

Lead: Chair

The merits of the application and the amount of funding allocated to the provision of food was debated, with a motion to award a grant of £1,500 per year for three years being defeated with 5 votes in favour and 8 against.

Resolved:

That a grant award of £3,000 per year for three years (2025, 2026, 2027) be approved to the Domesday Morris Association Group.

12. TRANSPORT FESTIVAL 2025 FREE USE OF TOWN HALL REQUEST (agenda item 16)

Lead: Chair

The details and circumstances of the dual booking of the Town Hall ballroom for the Sunday during the Transport Festival were reviewed and the merits of the competing bookings by the Sandbach Partnership and the Transport Festival Committee were debated. The debate concluded with a request that discussions take place with both organisations to try and reach a mutually acceptable compromise which utilised all of the available Town Hall indoor space.

Resolved: *that authority be delegated to the Chief Officer to discuss arrangements with the two groups with a view to the Town Hall facilities being offered to both groups on an equal basis.*

13. CEC LIBRARY CONSULTATION RESPONSE (agenda item 10)

[Attached: CEC Consultation Document]

Lead: Chair

Cllr Gray explained that Sandbach library had been designated as a Tier 2 library and therefore was not considered to be a 'community hub' by CEC. All members who spoke expressed complete opposition to the proposed reduction in opening hours, but differing views existed on whether the consultation response should express a willingness to explore the role of volunteers at the library. A motion proposed in favour of this consideration being included in the consultation response was defeated with 7 votes in favour and 8 against.

Resolved:

*that authority be delegated to the Chief Officer to submit the Council's consultation response on the basis that it should **not** include an expression of willingness to explore the use of volunteers at Sandbach Library.*

MEETING EXTENSION

Resolved:

that Council agree to extend the meeting to 9.30pm.

**14. SANDBACH TOWN COUNCIL VOLUNTEER CO-ORDINATION ROLE
(agenda item 11)**

[Attached: Chief Officer Report]

Lead: Chair

The Chief Officer explained that the proposal was designed to fill a gap which had been specifically identified in the current provision in volunteering to provide services to vulnerable groups in Sandbach (including NHS and social care referrals) . Subject to securing grant funding of £10,000, the arrangements would run for a pilot period of 12 months at a net cost of up to £10,000 to the Town Council.

Members were supportive of the voluntary sector and the Town Council's role in supporting and promoting the voluntary sector in the town. Cllr Cook did however express concerns regarding the appropriateness and capacity of the Council becoming directly involved in the provision of the service. In response to questions, the Chief Officer confirmed her belief that Council resources were sufficient to support the proposed service, through the Communities and Corporate Senior Manager, and emphasised that the pilot would be reviewed after 12 months.

Resolved:

- i) That the application for the flourish fund be submitted in the name of the Town Council by the deadline of 13 September;*
- ii) That, subject to a successful bid, the Town Council employ a part time volunteer co-ordinator for a 12 month temporary period to run volunteer services for vulnerable groups (including NHS and social care referrals) in partnership with CEC and the Connected Communities Group;*
- iii) That the financial and resource implications are understood at a net cost of up to £10k to the Town Council for a 12 month pilot;*
- iv) That the pilot is reviewed and longer term proposals are developed.*

15. TOWN HALL EQUIPMENT REPLACEMENT (agenda item 12)

[Attached: Chief Officer Report]

Lead: Chief Officer

Resolved: *That the item is deferred due to time constraints.*

16. CLIMATE CHANGE UPDATE/FREE USE OF TOWN HALL REQUEST

Lead: Chief Officer

Resolved:

That free use of the Town Hall for Climate Change related events be approved with authority delegated to the Assets and Services Committee as well as Full Council to approve appropriate free bookings.

17. MEMBER'S ITEM – TREE PLANTING

[Attached: Member's item form]

Lead: Cllr S Corcoran

Cllr Corcoran explained some of the issues and difficulties in securing permissions to plant trees in the borough. In response to questions, he emphasised that the motion proposing tree planting was conditional on funding being available.

Resolved:

- i) That Sandbach Town Council wishes to work with residents and Cheshire East Council to plant trees in Sandbach;*
- ii) That Sandbach Town Council delegates authority to the Clerk, in consultation with the Mayor and Deputy Mayor, to agree specific sites and tree species with Cheshire East Council officers, investigate the cost of insurance and maintenance, and proceed with submitting Green Spaces 3rd Party Maintenance forms to Cheshire East Council for the planting of trees if funding is available.*

18. DATE, TIME AND PLACE OF NEXT MEETING

The next Town Council Meeting is the taking place on Wednesday 4th December 2024 at 7pm in Sandbach Town Hall

Meeting Closed 9.33pm with agenda items 18-21 deferred to next Full Council due to time overrun. item 15 to be considered by next Assets & Services Committee. The Mayor apologised to those members of the public who had attended for agenda item 18 regarding the Speed Indicator Device.

Mayor Cllr Ann Nevitt / CL / SW

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SANDBACH
Town Council

SANDBACH TOWN COUNCIL MEETING AGENDA

Minutes of the meeting held on **Monday, 30th September 2024** at 7.00pm in
Sandbach Town Hall, Ballroom.

Present:

Cllr A Nevitt (Mayor)

Cllr J Arnold (Deputy Mayor)

Cllr S Corcoran

Cllr N Cook

Cllr T Wheatcroft

Cllr M Muldoon

Cllr S Broad

Cllr R Gray

Cllr S Richards

Cllr S Wright

Cllr K England

Cllr D Poole

Cllr G Lindop

Cllr J Beddows

Cllr G Price Jones

Cllr M Hough

Cllr M Mitchell

Mrs. N. Clarke – Clerk to meeting

8 members of the public

1 member of the press

PART 1 : ITEMS TO BE CONSIDERED IN THE PRESENCE OF THE PRESS AND PUBLIC

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs D Hegarty and S Richards.

2. DECLARATIONS OF INTEREST

None.

3. EXCLUSION OF PUBLIC AND PRESS

Resolved: Under the Public Bodies (admission to Meetings) Act 1960, the public and accredited representatives of newspaper be excluded from the meeting for items 8 and 9 of business on this agenda on grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

PUBLIC QUESTIONS

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

Speaker 1: The resident expressed their anger relating to the political sniping on social media in Elworth based on the Speedwatch team. Sandbach Town Council should not be political and needs changing.

Speaker 2: The speaker queried how the Town Council had made the error with the recent by-election. The speaker urged the Town Council to co-opt rather than go through another election to save £12,000.

Speaker 3: The speaker, being the winning candidate of the by-election, spoke of their anger and how they are lost for words for the way they have been treated. The speaker is especially disappointed with the misleading comments posted on social media about the error made by Sandbach Town Council.

4. ELECTION UPDATE

Lead: Mayor

The Mayor read out a statement on behalf of Sandbach Town Council sincerely apologising to the winning candidate of the by-election and that they are unable to take up the position of Town Councillor. The Mayor explained that the Declaration of Acceptance of Office was not completed within the time frame of the by-election and therefore the winning candidate was never a Councillor. The vacancy has now been posted with the electorate having 14 days to submit 10 names if another election is to be called. If not, a co-option can take place to the vacant post.

It was confirmed that failure to complete the Declaration of Acceptance of Officer was an Sandbach Town Council officer error, not the winning candidate.

Members spoke of their disappointment of the error and that the winning candidate had made an impact as a candidate from the beginning, working with Elworth residents in various campaigns. Concerns were raised that the Speedwatch campaign would stop now. The general consensus is that a co-option of the winning candidate would be the preferred option as the winning

candidate had won the support of the electorate, however, it is acknowledged that the democratic process allows 10 members of public to request an by-election.

5. CORRESPONDENCE

None.

6. DATE, TIME AND PLACE OF NEXT MEETING

The next Town Council Meeting is the taking place on Wednesday 4th December 2024 at 7pm in Sandbach Town Hall.

PART 2 : ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PRESS AND PUBLIC

7. WORKNEST PAYMENT

Lead: Mayor

The Mayor gave an explanation on why a payment is needed for the use of Worknest in confidential HR matters. The Mayor and Deputy Mayor answered members questions.

Resolved:

- i) *To approve a payment to a maximum of £3,000 for HR support from the HR and H&S budget, provided there is sufficient budget.*
- ii) *To approve a virement from the General Reserves budget if there is insufficient budget in the HR and H&S budget.*
- iii) *To bring further information to a future Town Council meeting to clarify the cover provided in the Worknest contract and how the contract was negotiated.*

8. CONFIDENTIAL STAFFING UPDATE

Lead: Cllr John Arnold

Cllr Arnold informed members of a staffing issue and read an email received from a member of staff to councillors. A lengthy discussion took place on the matter and next steps.

Cllr Arnold confirmed the use of Worknest in the process to ensure correct procedure is followed and that they are following their guidance.

Resolved: To delegate that the Mayor work with Worknest in the matter and that if a resignation is submitted the Mayor has delegated powers as to whether or not to accept the resignation.

Meeting Closed 8.20 p.m.

Mayor Cllr A Nevitt / Meeting Clerk NC

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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 Council's 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).

CL 23.9.24

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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.

FPG 20.11.24 / Sandbach Town Council 4.12.24**2025-26 Budget Recommendations****Introduction**

Under the Council's Financial Regulations, the Finance, Policy and Governance Committee is required to make a recommendation to Full Council regarding the Council's 2025-26 spending plans and precept. This report contains those recommendations and supporting information.

Tax Base and Band D Equivalent

Cheshire East Council has informed the Town Council that its taxbase has marginally increased from 2024-25 as follows:

2024-25 Taxbase: 8,892

2025-26 Taxbase: 8,969

In 2024-25 the Council set a precept of £772,182 after using £20,000 of its general reserves resulting in a Council Tax Band D rate of £86.84, which constituted a 5% increase from the previous year.

Council Reserve levels

In 2022, the Council agreed a Reserves Policy. This policy sets the parameters of acceptable general reserve levels which should be no higher than its net expenditure budget. In 2024-25, the Council's level of general reserves is projected to be £535K and its net expenditure budget was £792K. The Council's Chief Officer and Responsible Finance Officer has previously advised that the Town Council's general reserves should remain around £500K, due to the profile of its asset base and activities.

In addition to general reserves, the Council has a number of Earmarked Reserves, committed for a specific purpose. Earmarked reserves were fundamentally reviewed in 2022 and are now updated every year.

Full Council Informal Meeting 13.11.24

As in every year, all Councillors were invited to an informal budget briefing where a baseline budget was presented and all assumptions were explained. Members discussed a number of issues including the staffing structure, new and existing policy proposals, inflation factors, cost reviews and additional services which may affect the budget.

A draft budget has been formulated based on these discussions, to be debated in full at the Finance, Policy Governance Committee, who will then resolve what would be recommended to Council for its 2025-26 budget.

The following amendments have been made to the 'baseline' budget and included in the proposed budget to be considered by Finance, Policy and Governance Committee and Full Council.

- 1) An increase in the revenue budget to fund the restoration of the Town Hall.
- 2) An increase in the revenue budget to fund potential small-scale mitigation of actions which may be taken by Cheshire East Council.
- 3) No use of general reserves is proposed in 2025-26.

Supporting Information

In order to make an informed decision, members have been provided with the following information:

Appendix 1: Draft baseline budget adjusted following discussions at the Informal budget briefing. This also shows actual expenditure and income incurred in 2023-24.

Appendix 2: The draft budget for 2025-26 consolidated at Council wide level.

Appendix 3: Actual income and expenditure incurred against the current year 2024-25 budget.

Appendix 4: Level of general and earmarked reserves showing planned transfers in 2024-25 at the mid-year position. No transfers to or from earmarked or general reserves are proposed in this Budget Report.

Recommended that:

- i) The Committee recommends to Council approval of the following:
 - 2025-26 net expenditure and precept level £815,067
 - A Council Tax (Band D) rate of £90.87, representing increase of 4.65%.

Appendix 1 - Draft 25-26 Budget

Inflated by CPI at 2.0%
Pay and pay related budgets inflated at 4.0%

| Code | Description | 2023-24 | 2023-24 | 2024-25 | 2025-26 | Notes on adjustments |
|------------|---------------------------------|-----------------|---------|-----------------|--------------|---|
| | | Adjusted budget | Actuals | Approved Budget | Draft Budget | |
| | | £ | £ | £ | £ | |
| 101 | Administration | | | | | |
| 4100 | Mayor's Allowance | 2,500 | 2,000 | 2,500 | 2,500 | |
| 4101 | Civic & Ceremonial | 2,500 | 898 | 2,500 | 2,500 | |
| 4110 | ICT Support | 7,875 | 12,713 | 8,269 | 8,434 | |
| 4111 | Subscriptions | 4,200 | 3,234 | 4,410 | 4,498 | |
| 4112 | Audit Fees | 5,439 | 2,559 | 5,711 | 5,825 | |
| 4114 | Accountancy Services | 6,610 | 5,900 | 6,610 | 6,742 | |
| 4120 | Insurance | 15,000 | 10,698 | 15,750 | 15,750 | Removed inflation uplift given large 23-24 u/s |
| 4123 | Telephones | 2,575 | 2,048 | 2,704 | 2,758 | |
| 4130 | Stationery | 1,100 | 1,361 | 1,155 | 1,178 | |
| 4131 | Photocopying | 1,500 | 1,279 | 1,575 | 1,607 | |
| 4135 | Postages | 200 | - | 210 | 50 | Large reduction in usage/costs |
| 4136 | Election Costs/Referendum Costs | - | - | - | - | |
| 4141 | Office Equipment/Furniture | 4,000 | 1,673 | 4,000 | 4,000 | Budget left as is - includes funding for new desktops @£1,400 each |
| 4142 | Office Maintenance | 500 | 335 | 500 | 500 | |
| 4145 | Financial Software | 1,155 | 1,289 | 1,213 | 1,237 | |
| 4150 | Travelling Expenses | 525 | 191 | 525 | 250 | Reduced usage/costs |
| 4151 | Training | 4,000 | 3,725 | 4,000 | 6,728 | All training budgets now centralised in Admin CL 12/9/24 |
| 4152 | HR & H&S Support | 5,000 | 5,719 | 5,250 | 5,355 | |
| 4154 | Aged Debt Write off | 3,000 | - | 3,000 | 3,000 | |
| 4197 | Bank Charges | 2,500 | 2,242 | 2,500 | 2,500 | |
| 4199 | Other Expenses | 100 | 19 | 100 | 100 | |
| 4630 | Legal Fees | 1,500 | 2,305 | 1,500 | 1,500 | |
| 6110 | Rates and Water | | 3,316 | | 4,000 | New separate budget created for Rates for Ent Ctre. Wired from 4121 Rent. Rates bill estimated approx. £3,600 |
| 6140 | Waste Disposal | 1,500 | 161 | 1,500 | 1,350 | All waste budgets reduced by 10% as actuals £1,372 below budget in 23-24. |
| 6290 | Advertising | 1,050 | 979 | 1,050 | 1,050 | |

| | | | | | | |
|------------|--------------------------------------|----------------|----------------|----------------|----------------|---|
| | NOTIONAL RENT (TOWN HALL) | 25,000 | | 25,000 | - | Reversed out - to reduce to 0. CL agreed 12/9/24 |
| 4121 | Rent (Enterprise) | 20,000 | 14,826 | 20,000 | 15,000 | Licence signed 14/9/23 has charge of £14,244 pa so reduced by £4k to fund separate rates budget on 6110 and £1k saving |
| 101 | Administration Net Exp | 119,329 | 79,470 | 121,531 | 98,412 | |
| 102 | Staff Costs | | | | | |
| 4000 | Salaries | 238,424 | 171,081 | 249,185 | 283,800 | Staffing budgets roll forward with 4% uplift to reflect Oct 24 pay award. Adjustment for new post of Operations Asst (Luke Henderson) |
| 4001 | Employer's NI | 22,898 | 17,849 | 24,026 | 24,987 | |
| | Change in Er's NI | | | | 5,577 | Estimated impact of change in Er's NI from 30 Oct budget |
| 4002 | Pension Contributions | 51,516 | 22,735 | 53,948 | 61,038 | Adjustment for new post of Operations Asst (Luke Henderson) |
| 4003 | Staff Review (contingency) | - | | - | - | |
| 102 | Staff Costs Net Exp | 312,838 | 211,665 | 327,159 | 375,402 | |
| 105 | Publicity | | | | | |
| 4300 | Newsletter Printing | 2,500 | - | 2,500 | 1,000 | Reduced as no longer required. No need to increase website bdgt. |
| 4310 | Website Development & Maintenance | 1,050 | 4,037 | 1,050 | 1,050 | |
| 105 | Publicity Net Exp | 3,550 | 4,037 | 3,550 | 2,050 | |
| 110 | Grants/Discretionary Payments | | | | | |
| 4500 | Transport Festival (SLA) | 18,000 | 18,000 | 18,000 | 18,000 | |
| 4503 | Hanging Baskets (SLA) | 12,500 | 12,297 | 13,125 | 13,519 | 3% inflation - CL 12/9/24 |
| 4508 | Christmas Lights (SLA) | 29,150 | 26,182 | 30,608 | 31,608 | To align with workings for £31,608 bdgt for 25-26 |
| 4515 | Concert Series (SLA) | 3,500 | 3,500 | 3,500 | 3,500 | |
| New | Sandbach Day of Dance (SLA) | | | | 3,000 | £3,000 per year for 3 years approved by Council 11/9/24. |
| 4530 | Community Grants | 30,000 | 18,190 | 31,375 | 32,003 | No reduction for new SLA for Day of Dance - Council 11/9/24. Could instead reduce community grants bdgt by £3k so net nil? |
| | Small Grants | - | | - | - | |
| 4550 | Foden's Sponsorship | 7,500 | 7,500 | 7,500 | 7,500 | |
| 4551 | Town Crier Honorarium | 750 | - | 750 | 750 | |
| 4560 | Churchyard Maintenance (SLA) | 1,659 | 1,660 | 1,659 | 1,660 | To align with actual |
| 4573 | Woodland & Wildlife (SLA) | 2,100 | 1,500 | 2,100 | 2,000 | As per 8 May 2024 FPG minutes |

| | | | | | | | | | |
|------------|---|----------------|---------------|----------------|----------------|--|--|--|---|
| 4599 | Other Donations | 300 | - | 300 | 300 | | | | |
| 4611 | Remembrance Parade: RBL Sandbach Branch | 3,500 | 2,890 | 3,675 | 3,675 | | | | |
| 4640 | CCTV Contribution (CEC Contract) | 6,038 | 5,728 | 6,339 | 6,466 | | | | |
| 4660 | Allotments | 1,000 | 1,000 | 1,000 | 1,000 | | | | |
| 110 | Grants / Disc Net Exp | 115,997 | 98,447 | 119,931 | 124,980 | | | | |
| 140 | Community Events | | | | | | | | |
| 4820 | Community Events (General) | 24,025 | 18,493 | 24,025 | - | | | | Main events broken out of previous consolidated budget of £24k £8k budget (as per Council discussion 11 Sept 24) funded from £4,025 residual Community Events budget and new budget of £4,025 |
| | Festival of Light | | | | 8,000 | | | | Existing consolidated budget for Comm Events split |
| | Party in the Park | | | | 13,000 | | | | Existing budget split |
| | Market Town Festival | | | | 5,000 | | | | Existing budget split |
| | Childrens' Events | | | | 2,000 | | | | Existing budget split |
| | Xmas Market | 12,000 | 13,724 | 12,000 | 13,000 | | | | Increase by £1k to reflect £1k increase in income budget and better align with actual spend (£13,724 in 23-24). |
| | Community Events - Expenditure | 36,025 | 32,217 | 36,025 | 41,000 | | | | |
| | Ticket Income (PIP) | 5,000 | 201 | 5,000 | 5,000 | | | | Note actuals reflect PIP cancelled in 23-24 |
| | Xmas Market Income | 3,000 | 4,296 | 3,000 | 4,000 | | | | Increase in income budget of £1k reflects increase in charges to stall holders |
| | Community Events - Income | 8,000 | | 8,000 | 9,000 | | | | |
| 140 | Events Net Exp over Income | 28,025 | | 28,025 | 32,000 | | | | |
| 180 | Sandbach Town Hall | | | | | | | | |
| 4670 | New project/purchases | 3,000 | 1,846 | 3,150 | 3,213 | | | | |
| 6020 | Town Hall Salaries | 89,071 | 117,951 | 93,525 | 106,920 | | | | Includes apportionment of new budget for cleaning staff |
| 6021 | Employers NIC | 4,529 | 10,459 | 4,755 | 5,244 | | | | As per 6020 |
| | Change in Er's NI | | | | 1,170 | | | | Estimated impact of change in Er's NI from 30 Oct budget |
| 6022 | Pension Contributions | 17,055 | 22,451 | 17,908 | 19,155 | | | | As per 6020 |
| 6070 | Training | 1,575 | 1,165 | 1,575 | - | | | | Centralised in Admin |
| 6080 | Routine Maintenance | 8,400 | 8,202 | 8,820 | 8,996 | | | | |
| 6090 | H&S | 500 | 25 | 500 | 500 | | | | |
| 6100 | Light and Heat | 22,800 | 24,945 | 22,800 | 23,256 | | | | |

| | | | | | | |
|------------|---------------------------------------|----------------|----------------|----------------|----------------|---|
| 6110 | Rates and Water | 12,600 | 9,158 | 13,230 | 9,657 | All Rates and Water budgets reduced by 25% and inflation uplift removed as actuals over £10k below budget in 23-24. Admin left as already reduced by £1k. |
| 6120 | General Repairs | 10,000 | 3,836 | 10,500 | 10,710 | |
| 6140 | Waste Disposal | 2,100 | 1,518 | 2,100 | 1,890 | All waste budgets reduced by 10% as actuals £1,372 below budget in 23-24. |
| 6150 | Security | 525 | 467 | 525 | 525 | |
| 6220 | Cleaning Supplies change | 10,513 | 13,089 | 11,238 | 1,000 | Deleted to be replaced by directly employed cleaners. Residual £1,000 retained for purchase of supplies |
| 6230 | Equipment renewals | 3,000 | 3,154 | 3,150 | 3,213 | |
| 6280 | Telephone | 5,250 | 3,083 | 5,250 | 4,250 | Reduced costs |
| 6300 | Performing Rights Licence | 1,000 | 1,414 | 1,000 | 1,420 | To reflect actual costs |
| 6310 | Premises Licence | 2,500 | 200 | 2,500 | 250 | As per informal Council discussion 13 Nov |
| 6340 | Marketing | 2,000 | 1,679 | 2,000 | 2,000 | |
| 6350 | Irrecoverable VAT | 6,250 | 6,112 | 6,250 | 6,250 | |
| 7000 | Public Works Loan Board | 29,605 | 29,605 | 29,605 | 29,605 | Already moved to Admin 101 in GL |
| new | Clothing | | | | 500 | New budget for clothing, protective footwear etc. Split £500 for Town Hall and £500 Outdoor Market |
| 180 | Town Hall - Expenditure | 232,273 | 258,513 | 240,381 | 239,724 | |
| 4831 | Town Hall events costs | 4,000 | 5,629 | 4,000 | 4,000 | |
| 4838 | Cinema Cost | 5,775 | 3,735 | 5,775 | 5,775 | Roll forward pending Council decision |
| 4840 | Refreshment purchases | 4,200 | 355 | 4,200 | 2,200 | Both refreshments exp and income reduced by £2k to reflect reduced activity. |
| 6010 | Town Hall Bar Purchases | 21,000 | 14,665 | 21,000 | 21,000 | |
| 180 | Town Hall - Direct Expenditure | 34,975 | 24,384 | 34,975 | 32,975 | |
| 4801 | Ticket Income | 8,000 | 6,524 | 8,400 | 8,568 | |
| 4806 | Refreshment sales | 8,000 | 1,093 | 8,000 | 6,000 | Corresponding £2k reduction on refreshment purchases |
| 4807 | Cinema Income | 5,500 | 4,067 | 5,500 | 5,500 | Roll forward pending Council decision |
| 6000 | Town Hall hire fees - Commercial | 60,000 | 73,160 | 62,500 | 70,000 | Increase total fees budget to £70k to better align with 23-24 actuals of £73k. Possible option to reintroduce 10% reduction for Community groups? |
| | Town Hall hire fees - Community | - | - | - | - | See line above |
| 6002 | Town Hall Bar Income | 52,500 | 39,137 | 55,125 | 56,228 | |

| | NOTIONAL RENT INCOME | 25,000 | 123,981 | 25,000 | 164,525 | 25,000 | - | CL advice to remove |
|-----------------------|---------------------------------------|-----------------|-----------------|-----------------|-----------------|--------|---|--|
| 180 | Town Hall - Income | 159,000 | 123,981 | 164,525 | 146,296 | | | |
| 180 | Town Hall Net Exp over Income | 108,248 | 158,916 | 110,831 | 126,403 | | | |
| 182 | Car Parks | | | | | | | |
| 6080 | Maintenance | 500 | | 500 | 500 | | | |
| 182 | Car Parks Net Exp | 500 | - | 500 | 500 | | | |
| 184 | Town Hall Shop Units | | | | | | | |
| 6351 | Shop Units Expenditure | 1,500 | 1,415 | 1,500 | 1,500 | | | |
| 6005 | Shop Units - Income | 18,643 | 14,783 | 18,643 | 18,643 | | | |
| 184 | Shop Units Net Exp over Income | - 17,143 | - 13,368 | - 17,143 | - 17,143 | | | |
| 185 | Ranger | | | | | | | |
| | Salary | - 0 | 13,211 | - 0 | - 0 | | | |
| | NI | 0 | 1,246 | 0 | 0 | | | |
| | Pensions | - 0 | - | - 0 | - 0 | | | |
| 6230 | Equipment renewals | - | 1,086 | - | - | | | |
| 6200 | Motor Expenses | - | 1,045 | - | - | | | |
| | Bought in part time | 25,000 | - | 25,000 | 32,000 | | | Amended to reflect Ranger agreement |
| | Additional Green Space | 15,000 | - | 15,000 | - | | | Amended to reflect Ranger agreement |
| 185 | Ranger Net Exp | 39,999 | | 39,999 | 31,999 | | | |
| Outdoor Market | | | | | | | | |
| 6021 | Employers NIC | 1,771 | 1,781 | 1,860 | 1,934 | | | Staffing budgets roll forward with 4% uplift to reflect Oct 24 pay award |
| | Change in Er's NI | | | | 432 | | | Estimated impact of change in Er's NI from 30 Oct budget |
| 6022 | Superannuation/ Pension | 4,842 | 3,131 | 5,084 | 4,789 | | | Market set up - staffing changes |
| 6023 | Market wages | 36,322 | 36,959 | 38,138 | 28,018 | | | Market set up - staffing changes |
| 6070 | Training | 800 | 800 | 800 | - | | | Centralised under Admin |
| 6080 | Maintenance | 1,000 | 333 | 1,050 | 1,071 | | | |
| 6090 | Health and Safety | 450 | 42 | 450 | 450 | | | |
| 6100 | Light and Heat | 656 | 2,139 | 656 | 656 | | | |

| | | | | | | |
|------------|--|---------------|---------------|---------------|---------------|---|
| 6110 | Rates and Water | 8,663 | 3,178 | 8,663 | 6,497 | All Rates and Water budgets reduced by 25% and inflation uplift removed as actuals over £10k below budget in 23-24. Admin left as already reduced by £1k. |
| 6140 | Waste Disposal | 5,000 | 5,455 | 5,000 | 4,500 | All waste budgets reduced by 10% as actuals £1,372 below budget in 23-24 |
| 6200 | Motor expenses | 1,500 | 1,107 | 1,500 | 1,500 | |
| 6230 | Equipment renewals | 1,500 | 1,460 | 1,500 | 1,500 | |
| 6280 | Telephone | 184 | 163 | 184 | 184 | |
| 6290 | Promotion/ Advertising | 1,500 | 2,653 | 1,500 | 1,500 | |
| 6350 | Irrecoverable VAT | 1,000 | 1,649 | 1,000 | 1,000 | |
| 6352 | Christmas Market Expenditure | - | - | - | - | |
| new | Clothing | | | | 500 | New budget for clothing, protective footwear etc. Split £500 for TH and £500 Outdoor Market |
| 190 | Outdoor Market - Exp | 65,188 | 60,850 | 67,384 | 54,530 | |
| 1905 | Outdoor Market Rent Income | 33,000 | 18,440 | 36,300 | 39,168 | Combined all outdoor market income as all now one price with gazebo |
| 1906 | Christmas Market Income | - | - | - | - | |
| 1911 | Gazebo income | 2,000 | 5,766 | 2,100 | - | Combine with 1905 - 2 lines above |
| 190 | Outdoor Market - Income | 35,000 | 24,206 | 38,400 | 39,168 | |
| 190 | Outdoor Mkt Net Exp over Income | 30,188 | 36,644 | 28,984 | 15,362 | |
| 191 | Indoor Market | | | | | |
| 6021 | Employers NIC | 1,576 | 1,790 | 1,655 | 1,785 | Includes apportionment of new budget for cleaning staff |
| | Change in Er's NI | | | | 398 | Estimated impact of change in Er's NI from 30 Oct budget |
| 6022 | Pension Contributions | 4,392 | 3,613 | 4,612 | 4,910 | Includes apportionment of new budget for cleaning staff |
| 6023 | Market wages | 19,311 | 21,676 | 20,277 | 23,157 | Includes apportionment of new budget for cleaning staff |
| 6070 | Training | 273 | 273 | 273 | - | Centralised in admin CI 12/9/24 |
| 6080 | Maintenance | 2,000 | 432 | 2,000 | 2,000 | |
| 6090 | Health and Safety | 450 | 13 | 450 | 450 | |
| 6100 | Light and Heat | 7,875 | 14,277 | 8,269 | 8,434 | |
| 6110 | Rates and Water | 7,035 | 5,524 | 7,387 | 5,540 | All Rates and Water budgets reduced by 25% and inflation uplift removed as actuals over £10k below budget in 23-24. Admin left as already reduced by £1k. |

| | | | | | | | |
|-------------|-----------------------------|---------------|--------|---------------|---------------|--|---|
| 4667 | Asset Maintenance Provision | 10,000 | | 10,000 | - | | CL advise to convert to Cap Maint Reserve - assume delete given line above? |
| 4667 | Capital Exp | 10,000 | - | 10,000 | 35,000 | | |
| 1190 | Interest on reserves | - 10,200 | 34,986 | - 10,200 | - 25,200 | | Increase to £25k - see Interest workings tab |
| | Contingency (if agreed) | - | - | - | - | | |
| | Other Net Exp | - 10,200 | 34,986 | - 10,200 | - 25,200 | | |
| | Overall NET Budget | 772,685 | | 792,182 | 815,067 | | |
| | USE OF RESERVES | | | 20,000 | - | | |
| | PRECEPT | | | 772,182 | 815,067 | | |
| | Difference | | | 39,802 | 42,885 | | |
| | Percentage Increase | | | 5.02 | 4.65 | | |
| | Band D (Estimated) | | | 86.84 | 90.87 | | |
| | Taxbase | | | 8,892.13 | 8,969.31 | | New 25-26 Taxbase as notified by CEC on 23/10/2024 |

4.03

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| | | | |
|-----------|--------|-----------|-----------|
| GROSS EXP | 972636 | 1,070,599 | 1,077,980 |
| INCOME | 956723 | 278,418 | 262,913 |
| NET | 15913 | 792,182 | 815,067 |
| PRECEPT | | | |

% of precept

76.3%

| | | | |
|--------------|----------------|----------------|--|
| Staff | | | |
| Salaries | 401,124 | 449,135 | |
| NI | 32,296 | 41,526 | |
| Pensions | 81,552 | 90,291 | |
| Total | 514,971 | 580,952 | |

| | | |
|---------------|--------|--------|
| Ranger | 25,000 | 32,000 |
| Youth Service | 15,000 | 9,600 |

Appendix 2

| | Total Council | |
|--------------------------------------|---------------------------|----------------|
| | Draft Budget 25-26 | |
| | £ | £ |
| Staffing Budgets | | |
| 4000 Salaries | 449,135 | |
| 4001 Employer's NI | 33,950 | |
| Change in Er's NI | 7,577 | |
| 4002 Pension Contributions | 90,291 | |
| 4003 Staff Review (contingency) | - | |
| Total Staffing Budgets | | 580,952 |
| Ranger | | |
| Bought in part time | 32,000 | |
| Total Ranger | | 32,000 |
| Supplies and Services Budgets | | |
| 4100 Mayor's Allowance | 2,500 | |
| 4101 Civic & Ceremonial | 2,500 | |
| 4110 ICT Support | 8,434 | |
| 4111 Subscriptions | 4,498 | |
| 4112 Audit Fees | 5,825 | |
| 4114 Accountancy Services | 6,742 | |
| 4120 Insurance | 15,750 | |
| 4123 Telephones | 7,192 | |
| 4130 Stationery | 1,178 | |
| 4131 Photocopying | 1,607 | |
| 4135 Postages | 50 | |
| 4136 Election Costs/Referendum Co | - | |
| 4141 Office Equipment/Furniture | 4,000 | |
| 4142 Office Maintenance | 500 | |
| 4145 Financial Software | 1,237 | |
| 4150 Travelling Expenses | 250 | |
| 4151 Training | 6,728 | |
| 4152 HR & H&S Support | 5,355 | |
| 4154 Aged Debt Write off | 3,000 | |
| 4197 Bank Charges | 2,500 | |
| 4199 Other Expenses | 100 | |
| 4630 Legal Fees | 1,500 | |
| 4670 New Purchases Projects | - | |
| 6110 Rates and Water | 26,165 | |
| 4121 Rent (Enterprise) | 15,000 | |
| 4300 Newsletter Printing | 1,000 | |
| 4310 Website Development & Main | 1,050 | |
| 6140 Waste Disposal | 9,135 | |
| 6290 Advertising | 4,550 | |
| Total Supplies and Services | | 138,346 |
| Grants/Discretionary Payments | | |

| | | | |
|-------------------------|------------------------------------|---|----------------|
| | 4500 Transport Festival (SLA) | | 18,000 |
| | 4501 Town Crier Competition | | |
| | 4503 Hanging Baskets (SLA) | | 13,519 |
| | 4508 Christmas Lights (SLA) | | 31,608 |
| | 4515 Concert Series (SLA) | | 3,500 |
| New | Sandbach Day of Dance (SLA) | | 3,000 |
| | 4530 Community Grants | | 32,003 |
| | 4550 Foden's Sponsorship | | 7,500 |
| | 4551 Town Crier Honorarium | | 750 |
| | 4560 Churchyard Maintenance (SLA) | | 1,660 |
| | 4573 Woodland & Wildlife (SLA) | | 2,000 |
| | 4599 Other Donations | | 300 |
| | 4611 Remembrance Parade: RBL Sar | | 3,675 |
| | 4640 CCTV Contribution (CEC Contra | | 6,466 |
| | 4660 Allotments | | 1,000 |
| | 4670 New project/purchases | | 3,213 |
| | 6080 Car Parks Maintenance | | 500 |
| | 6080 Maintenance | | 1,071 |
| | 6200 Motor expenses | | 1,500 |
| | 6080 Routine Maint | | 10,996 |
| | 6090 H&S | | 1,400 |
| | 6100 Light and Heat | | 33,150 |
| | 6120 General Repairs | | 11,210 |
| | 6150 Security | | 525 |
| | 6220 Cleaning Supplies | | 2,000 |
| | 6230 Equipment renewals | | 5,713 |
| | 6300 Performing Rights Licence | | 1,420 |
| | 6310 Premises Licence | | 250 |
| | 6340 Marketing | | 2,000 |
| | 6350 Irrecoverable VAT | | 10,375 |
| | 7000 Public Works Loan Board | | 29,605 |
| new | Clothing | | 1,000 |
| | 6351 Shop Units Expenditure | | 1,500 |
| | 6402 Vandalism repairs | | 500 |
| | 6005 Shop Units - Income | - | 18,643 |
| | 1905 Outdoor Market Rent Income | - | 39,168 |
| | Indoor Market Income | - | 48,807 |
| | Recharge Electricity | - | 1,000 |
| | Total Grants/Discretionary | | 135,291 |
| Community Events | | | |
| | 4820 Community Events (General) | | |
| | Festival of Light | | 8,000 |
| | Party in the Park | | 13,000 |
| | Market Town Festival | | 5,000 |
| | Childrens' Events | | 2,000 |
| | Xmas Market | | 13,000 |
| | Ticket Income (PIP) | - | 5,000 |
| | Xmas Market Income | - | 4,000 |
| | Total Community Events | | 32,000 |

Town Hall Events

| | | | |
|-------------------------------------|---|--------|------------------|
| 4831 Town Hall events costs | | 4,000 | |
| 4838 Cinema Cost | | 5,775 | |
| 4840 Refreshment purchases | | 2,200 | |
| 6010 Town Hall Bar Purchases | | 21,000 | |
| 4801 Ticket Income | - | 8,568 | |
| 4806 Refreshment sales | - | 6,000 | |
| 4807 Cinema Income | - | 5,500 | |
| 6000 Town Hall hire fees - Commerc- | | 70,000 | |
| Town Hall hire fees - Community | | | |
| 6002 Town Hall Bar Income | - | 56,228 | |
| Total TH Events | | | - 113,321 |

Other

| | | | |
|------------------------------|---|--------|--------------|
| CEC implications | | 5,000 | |
| Capital Reserve Contribution | | 30,000 | |
| Interest on reserves | - | 25,200 | |
| Total Other | | | 9,800 |

Total Council**815,068**

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Annual Budget - By Committee (Actual YTD Month 2)

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 | 6,610 | 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 | 392,701 | 0 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | 732,580 | 771,250 | 782,382 | 392,701 | 0 | 0 | 0 | 0 | 0 |
| Council - Income | 732,580 | 771,250 | 782,382 | 392,701 | 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 | 392,701 | 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 | 333 | 0 | 0 | 0 | 0 | 0 |
| 4101 Civic & Ceremonial | 2,500 | 898 | 2,500 | 189 | 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 | 2,184 | 0 | 0 | 0 | 0 | 0 |
| 4111 Subscriptions | 4,200 | 3,234 | 4,410 | 2,213 | 0 | 0 | 0 | 0 | 0 |

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**Sandbach Town Council
Annual Budget - By Committee (Actual YTD Month 2)**

Note: Annual Budget 2024-25

| | 2023-24 | | 2024-25 | | | 2025-26 | | | |
|-------------------------------------|---------|--------|---------|------------|-----------|-----------|--------|-----|-----------------|
| | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| 4112 Audit Fees Internal & External | 5,439 | 2,559 | 5,711 | 450 | 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 | 366 | 0 | 0 | 0 | 0 | 0 |
| 4121 Rent- Enterprise | 0 | 14,826 | 20,000 | 2,374 | 0 | 0 | 0 | 0 | 0 |
| 4123 Telephones | 2,575 | 2,048 | 2,704 | 602 | 0 | 0 | 0 | 0 | 0 |
| 4130 Stationery | 1,100 | 1,361 | 1,155 | 184 | 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 | 406 | 0 | 0 | 0 | 0 | 0 |
| 4198 Cleaning | 0 | 1,017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4199 Other Expenses | 100 | 19 | 100 | 0 | 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 | 710 | 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 |

Continued on next page

Annual Budget - By Committee (Actual YTD Month 2)

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 |
| Overhead Expenditure | 105,434 | 116,069 | 126,133 | 24,037 | 0 | 0 | 0 | 0 | 0 |
| plus Transfer from EMR | 0 | 18,820 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | <u>(105,434)</u> | <u>(97,250)</u> | <u>(126,133)</u> | <u>(24,037)</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 | 30,881 | 0 | 0 | 0 | 0 | 0 |
| 4001 Employer's NI | 22,560 | 17,849 | 24,026 | 3,216 | 0 | 0 | 0 | 0 | 0 |
| 4002 Employer's Superannuation | 48,644 | 22,735 | 53,948 | 3,901 | 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 | 37,998 | 0 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | <u>(296,919)</u> | <u>(211,665)</u> | <u>(327,159)</u> | <u>(37,998)</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 2)
Note: Annual Budget 2024-25

| | 2023-24 | | 2024-25 | | | 2025-26 | | | |
|--|------------------|------------------|------------------|-----------------|-----------|-----------|----------|----------|-----------------|
| | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| 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 | 62,035 | 0 | 0 | 0 | 0 | 0 |
| Net Income over Expenditure | <u>-415,903</u> | <u>-339,409</u> | <u>-466,842</u> | <u>-62,035</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>(62,035)</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |

Sandbach Town Council
Annual Budget - By Committee (Actual YTD Month 2)
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 | 3,996 | 0 | 0 | 0 | 0 | 0 |
| 6023 Casuals wages | 0 | 7,500 | 0 | 355 | 0 | 0 | 0 | 0 | 0 |
| 6060 ICT Support | 0 | 0 | 0 | 619 | 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 | 544 | 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 | 2,312 | 0 | 0 | 0 | 0 | 0 |
| 6110 Rates and Water | 12,600 | 9,158 | 13,230 | 1,444 | 0 | 0 | 0 | 0 | 0 |
| 6120 Repairs | 10,000 | 3,836 | 10,500 | 501 | 0 | 0 | 0 | 0 | 0 |
| 6140 Waste Disposal | 2,100 | 1,518 | 2,100 | 456 | 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 | 2,862 | 0 | 0 | 0 | 0 | 0 |
| 6230 Equipment renewals | 3,000 | 3,154 | 3,150 | 2,909 | 0 | 0 | 0 | 0 | 0 |
| 6280 Telephone | 5,250 | 3,083 | 5,250 | 159 | 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 | 40,510 | 0 | 0 | 0 | 0 | 0 |
| Overhead Expenditure | | | | | | | | | |
| 180 Net Income over Expenditure | -117,643 | -139,151 | -106,226 | -25,049 | 0 | 0 | 0 | 0 | 0 |
| 9000 plus Transfer from EMR | 0 | 1,724 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Continued on next page

Annual Budget - By Committee (Actual YTD Month 2)

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 | | | | | | | | | |
| | (117,643) | (137,427) | (106,226) | (25,049) | 0 | | 0 | | |
| 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 |
| 9000 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 | | |
| 184 Town Hall Shop Units | | | | | | | | | |
| 1914 Electricity Recharge | 0 | 1,150 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6005 TH Shop Units Rent | 16,643 | 14,783 | 18,643 | 1,575 | 0 | 0 | 0 | 0 | 0 |
| Total Income | 16,643 | 15,934 | 18,643 | 1,575 | 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 | 1,249 | 0 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | 15,143 | 14,518 | 17,143 | 326 | 0 | | 0 | | |
| 190 Outdoor Market | | | | | | | | | |
| 1905 Outdoor Market Rent | 33,000 | 18,440 | 36,300 | 3,132 | 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 | 983 | 0 | 0 | 0 | 0 | 0 |
| 1912 Other income | 0 | 325 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Income | 35,000 | 24,206 | 38,400 | 4,415 | 0 | 0 | 0 | 0 | 0 |

Continued on next page

Annual Budget - By Committee (Actual YTD Month 2)

Note: Annual Budget 2024-25

| | 2023-24 | | 2024-25 | | | 2025-26 | | | |
|---------------------------------------|-----------------|-----------------|-----------------|----------------|-----------|-----------|----------|----------|-----------------|
| | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| 4111 Subscriptions | 0 | 192 | 0 | 137 | 0 | 0 | 0 | 0 | 0 |
| 6020 Salaries | 36,322 | 20,197 | 38,138 | 4,289 | 0 | 0 | 0 | 0 | 0 |
| 6021 Employers NIC | 1,771 | 1,751 | 1,860 | 409 | 0 | 0 | 0 | 0 | 0 |
| 6022 Superannuation | 4,842 | 3,131 | 5,084 | 697 | 0 | 0 | 0 | 0 | 0 |
| 6023 Casuals wages | 0 | 16,762 | 0 | 2,564 | 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 | 634 | 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 | 1,152 | 0 | 0 | 0 | 0 | 0 |
| 6200 Motor expenses | 2,500 | 1,107 | 1,500 | 4 | 0 | 0 | 0 | 0 | 0 |
| 6230 Equipment renewals | 1,500 | 1,460 | 1,500 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6280 Telephone | 184 | 163 | 184 | 36 | 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 | 10,283 | 0 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | (31,188) | (36,836) | (28,985) | (5,868) | 0 | 0 | 0 | 0 | 0 |
| 191 Indoor Market | | | | | | | | | |
| 1901 Indoor Market Rent | 43,500 | 44,349 | 47,850 | 8,197 | 0 | 0 | 0 | 0 | 0 |
| 1907 Other Market Income | 0 | 0 | 0 | 357 | 0 | 0 | 0 | 0 | 0 |

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Annual Budget - By Committee (Actual YTD Month 2)

Note: Annual Budget 2024-25

| | 2023-24 | | 2024-25 | | | 2025-26 | | | |
|---------------------------------------|----------------|-----------------|----------------|--------------|-----------|-----------|----------|----------|-----------------|
| | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| 1914 Electricity Recharge | 0 | 6,416 | 1,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Income | 43,500 | 50,765 | 48,850 | 8,554 | 0 | 0 | 0 | 0 | 0 |
| 4111 Subscriptions | 0 | 366 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6020 Salaries | 19,311 | 20,524 | 20,277 | 4,289 | 0 | 0 | 0 | 0 | 0 |
| 6021 Employers NIC | 1,576 | 1,790 | 1,655 | 409 | 0 | 0 | 0 | 0 | 0 |
| 6022 Superannuation | 4,392 | 3,613 | 4,612 | 697 | 0 | 0 | 0 | 0 | 0 |
| 6023 Casuals wages | 0 | 1,152 | 0 | 0 | 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 | -885 | 0 | 0 | 0 | 0 | 0 |
| 6110 Rates and Water | 7,035 | 5,524 | 7,387 | 2,752 | 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 | 276 | 0 | 0 | 0 | 0 | 0 |
| 6220 Cleaning | 525 | 5,114 | 4,525 | 389 | 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 | 6 | 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 |
| 6450 Bad Debt Provision | 0 | 638 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Overhead Expenditure | 52,967 | 62,653 | 56,873 | 8,904 | 0 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | (9,467) | (11,888) | (8,023) | (351) | 0 | 0 | 0 | 0 | 0 |
| 195 Ranger (New Code) | | | | | | | | | |

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Sandbach Town Council
Annual Budget - By Committee (Actual YTD Month 2)
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 |
| 4860 Bought in Ranger provision | 0 | 0 | 25,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4880 Green Space Contingency | 0 | 0 | 15,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6020 Salaries | 12,709 | 13,211 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6021 Employers NIC | 338 | 1,246 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6022 Superannuation | 2,872 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6200 Motor expenses | 1,000 | 1,045 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6230 Equipment renewals | 6,500 | 1,086 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Overhead Expenditure | 23,419 | 16,589 | 40,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | (23,419) | (16,589) | (40,000) | 0 | 0 | 0 | 0 | 0 | 0 |
| <u>200 Public Conveniences</u> | | | | | | | | | |
| 6100 Light and Heat | 788 | 861 | 788 | 76 | 0 | 0 | 0 | 0 | 0 |
| 6110 Rates and Water | 630 | 208 | 630 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6120 Repairs | 1,000 | 303 | 500 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6140 Waste Disposal | 250 | 0 | 250 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6220 Cleaning | 0 | 0 | 0 | 1,163 | 0 | 0 | 0 | 0 | 0 |
| 6400 Supplies (Public Conveniences) | 1,000 | 906 | 1,000 | 114 | 0 | 0 | 0 | 0 | 0 |
| 6402 Vandalism Repairs | 500 | 14 | 500 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6406 Contract Cleaning | 17,325 | 13,584 | 17,325 | 1,163 | 0 | 0 | 0 | 0 | 0 |
| Overhead Expenditure | 21,493 | 15,876 | 20,993 | 2,515 | 0 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | (21,493) | (15,876) | (20,993) | (2,515) | 0 | 0 | 0 | 0 | 0 |

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Annual Budget - By Committee (Actual YTD Month 2)

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 - Income | 219,143 | 214,886 | 245,418 | 32,241 | 0 | 0 | 0 | 0 | 0 |
| Expenditure | 407,710 | 576,381 | 433,002 | 65,698 | 0 | 0 | 0 | 0 | 0 |
| Net Income over Expenditure | <u>-188,567</u> | <u>-361,495</u> | <u>-187,584</u> | <u>-33,457</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| plus Transfer from EMR | 0 | 157,398 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | <u>(188,567)</u> | <u>(204,097)</u> | <u>(187,584)</u> | <u>(33,457)</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |

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Annual Budget - By Committee (Actual YTD Month 2)

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 | 3,232 | 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 | 4,287 | 0 | 0 | 0 | 0 | 0 |
| 140 Net Income over Expenditure | -57,175 | -64,045 | -58,633 | -803 | 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 | <u>(57,175)</u> | <u>(54,887)</u> | <u>(58,633)</u> | <u>(803)</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Community & Events Committee - Income | 5,000 | 4,547 | 8,000 | 3,484 | 0 | 0 | 0 | 0 | 0 |
| Expenditure | 149,023 | 140,857 | 155,956 | 32,242 | 0 | 0 | 0 | 0 | 0 |
| Net Income over Expenditure | <u>-144,023</u> | <u>-136,310</u> | <u>-147,956</u> | <u>-28,758</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| plus Transfer from EMR | 0 | 12,516 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | <u>(144,023)</u> | <u>(123,794)</u> | <u>(147,956)</u> | <u>(28,758)</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Total Budget Income | 956,723 | 990,683 | 1,035,800 | 428,425 | 0 | 0 | 0 | 0 | 0 |
| Expenditure | 972,636 | 1,056,647 | 1,055,800 | 159,975 | 0 | 0 | 0 | 0 | 0 |
| Net Income over Expenditure | <u>-15,913</u> | <u>-65,964</u> | <u>-20,000</u> | <u>268,450</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| plus Transfer from EMR | 0 | 210,576 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | <u>(15,913)</u> | <u>144,611</u> | <u>(20,000)</u> | <u>268,450</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |

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Appendix 4

Sandbach Town Council Reserves Mid Year Summary 2024-25

| | 01-Apr-24 | Applied / Comm | Revised Total |
|---------------------------------|------------------|-----------------------|----------------------|
| General Reserves | 650,682 | - 50,000 | 600,682 |
| General Fund | - 65,964 | n/a | |
| 2024-25 OUTTURN | - | - | - |
| Total General Reserves | 584,718 | - 50,000 | 534,718 |
| Earmarked | | | |
| Small Common Car Park | 8,000 | - | 8,000 |
| Van | 10,000 | - 15,000 | - 5,000 |
| Public Toilets | 20,000 | - | 20,000 |
| Community Levy Infrastructure | 5,863 | - 5,863 | - |
| Community Projects (Skate Park) | 50,000 | - 50,000 | - |
| Asset Maintenance | 200,000 | 50,000 | 250,000 |
| Defibrillators | 1,400 | - 1,400 | - |
| Youth Provision | 30,000 | - 10,000 | 20,000 |
| Climate Change Pump Priming | 35,000 | - 5,000 | 30,000 |
| Cycling Initiative | 5,000 | - 5,000 | - |
| Market / Town Hall Equipment | 30,000 | - 20,000 | 10,000 |
| ICT Strategy | 20,000 | - | 20,000 |
| Specific Projects | 4,007 | - 4,007 | - |
| Total Earmarked Reserves | 419,270 | - 66,270 | 353,000 |
| Total Reserves | 1,003,988 | - 116,270 | 887,718 |
| | | | |

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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: | |
| Applicant/s: | ██████████ |
| Organisation: | Sandbach Transport Festival |
| Description of Project/Event: 2-day transport and music festival. | |
| Date of Completion of Project/Event: | |
| Do you believe the Project/Event was a success/partial success/failure? Please explain why. Yes, it was a success. Feedback from the public was very positive. See minutes of Debrief Meeting held on 25 April 2024. | |
| Was the grant used as set out in the grant application? If not, please explain the main changes and why these were made? Yes. See attached accounts. | |
| How did the grant from Sandbach Town Council enable you to deliver the Project/Event? See attached accounts. | |

What were the outcomes of your Project/Event and how did each contribute to the Town Council's key objectives? Please explain against those outcomes which apply:

- Promoting a prosperous town
List outcomes:
See debrief notes

- Promoting a sustainable environment
List outcomes:
See debrief notes

- Promoting an engaged community
List outcomes:

The turnout was very high particularly on the Sunday. We had arranged activities that would appeal to different age groups – young children; older children; adults.
We also involved local businesses.

- Promoting health and wellbeing
List outcomes:
See debrief notes

What promotional material was used to publicise your event?

Website
Sandbach Local
Local media
Recognition of contribution and support of STC was mentioned with all promotion

| | | |
|--|------------|----|
| Did STC receive any recognition for its support? | YES | NO |
|--|------------|----|

| | |
|--|----------|
| Grant Received from Sandbach Town Council: | £ 18,000 |
|--|----------|

Did the Grant lever any additional income or grant funding, if so how much and from what source?
NO

| | |
|--|-----------------------|
| See attached accounts. | |
| Amount | From |
| | |
| Grant/s Received from other bodies: | |
| Amount | |
| | |
| Total Event/Project cost | £25,437.31 |
| Please provide a statement of Expenditure of Grant Monies on a separate sheet. | |
| Completed by: ██████████ | Date: 25 October 2024 |

| |
|---|
| Additional Information which you may feel useful: |
| |

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1. Review of 2024 programme

The feeling was that the programme was well received. The Motorcycle Stunt show was very popular. The Spitfire was a major attraction. There were more fair ground rides in the Park, which was well visited. A large crowd watched the Parade on Sunday.

2. Review of parking arrangements and road closures

The parking at the Boys' School and at Westfields was well used. Road closures worked well.

ACTIONS

Jack to ask the Military Arms if we can use their car park for the traders next year

3. Public feedback of 2024

Feedback has been very positive, especially about the Stunt Show and the Spitfire/military vehicles.

4. Date for 2025 Festival

The dates for next year were agreed as 26-27 April 2025. (The previous weekend is the Easter weekend next year.)

5. Programme for 2025

Final programme to be agreed at the next meeting, but preliminary arrangements to be made now.

Scott has already started making plans for the music next year.

Go Local have agreed to be involved next year.

ACTIONS

█ to book the Stunt Show and the Spitfire.

█ to complete application to CEC for the 2025 Festival.

█ to arrange insurance in early Autumn.

█ to confirm Foden's Band for the Sunday 27 April.

█ to investigate cost of portable toilets.

█ to contact █ re military vehicles.

█ to book Niche re barriers and tables and benches (order extra 5 tables/10 benches next year.)

█ to book Dutton traffic management.

█ to order 2 large skips and 10 wheely bins from Ansa.

█ and █ to take on dealing with the trucks especially the Foden Society and ERF – to liaise with █

6. Disabled parking arrangements

This year's arrangements with parking by the library side of the Scotch Common and at the old NatWest car park were an improvement on last year.

ACTIONS

To have same arrangements next year.

Ann stated that the Wheatsheaf will let us use 10 spaces in the old NatWest car park again next year.

7. Accounts for 2024

Martin distributed provisional final accounts for the 2024 Festival. A carry forward of around £2,300 is anticipated.

ACTION

Martin to have official accounts independently produced as previously.

8. Budget for 2025

The budget for 2025 was set at £28,000

ACTIONS

█ has agreed to hold another Quiz Night to raise funds.

█ to look at charges for traders for next year.

9. AOB

A Health & Safety issue was raised – the need to ensure that there are no members of the public on the Scotch Common when vehicles are moving especially before and after the Parade. Two possible solutions – barrier off Scotch Common prior to any vehicle movements to and from the Common with extra marshals OR to have an exit parade. A decision to be made at the next meeting.

The number of medics was also discussed. It was agreed to have more on site next year – 4 per day.

ACTION

Simon and Chris to liaise and to get quotes for next meeting

PA system to be available on Scotch Common next year.

Date of next meeting

TUESDAY 3 SEPTEMBER AT 7.00 PM HASLINGTON

█ 26 April 2024

Sandbach Transport Festival 20-21 April 2024
Accounts for the year ended 30 June 2024

| Income: | | £ | Expenditure: | | £ |
|--------------------------------|---|-----------------|------------------------------|--|------------------|
| Grants - Sandbach Town Council | | 18000.00 | Music on the cobbles | | 2500.00 |
| Sponsorship | | 1250.00 | Spitfire | | 1860.00 |
| Traders | | 6775.00 | Catering, marchals, VIPs | | 84.30 |
| Interest | | 0.00 | Radio & equipment hire | | 336.00 |
| Other - | | 200.00 | Barriers, signs, generator | | 1416.00 |
| Fundraising | | 700.00 | Tables & benches | | 180.00 |
| | \ | | Insurance | | 2007.00 |
| Total income | | <u>26925.00</u> | Health & Safety | | 1650.00 |
| | | | First Aider | | 1120.00 |
| Current account | B/F | 898.94 | Road traffic management | | 5376.00 |
| | Income | 26925.00 | Waste & recycling | | 138.04 |
| | T/F from/to dep acc | 0.00 | Cycle stunt show | | 1800.00 |
| | Expenditure | 25460.41 | Staging, sound, etc | | 3900.00 |
| | C/F | <u>2363.53</u> | Marketing | | 1300.00 |
| Deposit account | | | Administration, printing etc | | 194.17 |
| | B/F | 9.20 | Other, licences, etc | | 468.50 |
| | Interest | | Security | | 780.00 |
| | t/f to curr acc | 0.00 | Contingency | | 192.00 |
| | C/F | <u>9.20</u> | Other issues | | 158.40 |
| Total c/f | | 2372.73 | Total expenditure | | <u>25,460.41</u> |
| Notes: | There was a surplus of £1,464.59 this year due to increased income from sponsorship, traders and fundraising. | | | | 1464.59 |
| | Total funds increased from £908.14 to £2372.73. | | | | |
| Prepared by | Guardian Accountancy Services | 12.07.2024 | | | |

Bank analysis

| | inv | | | | | | | | | | | TOTAL |
|------------------------------|-----------------------------------|---------|---------|--------|--------|--------|--------|--------|--------|--------|--------|-----------------|
| EXPENSES | | | | | | | | | | | | |
| Music on the cobbles | 1, 4, 26, 27, 28, 29, 30, 32, 35. | 150.00 | 200.00 | 600.00 | 500.00 | 500.00 | 100.00 | 200.00 | 150.00 | 100.00 | 100.00 | 2500.00 |
| Spitfire | 3, 17, 34. | 250.00 | 1250.00 | 360.00 | | | | | | | | 1860.00 |
| Catering, marchals, VIPs | 36 | 84.30 | | | | | | | | | | 84.30 |
| Radio & equipment hire | 16 | 336.00 | | | | | | | | | | 336.00 |
| Barriers, signs, generator | part of 15 | 1416.00 | | | | | | | | | | 1416.00 |
| Tables & benches | part of 15 | 180.00 | | | | | | | | | | 180.00 |
| Insurance | 12a. | 2007.00 | | | | | | | | | | 2007.00 |
| Health & Safety | 13 | 1650.00 | | | | | | | | | | 1650.00 |
| First Aider | 23 | 1120.00 | | | | | | | | | | 1120.00 |
| Road traffic management | 21 | 5376.00 | | | | | | | | | | 5376.00 |
| Waste & recycling | 5 | 138.04 | | | | | | | | | | 138.04 |
| Cycle stunt show | 2, 20 | 360.00 | 1440.00 | | | | | | | | | 1800.00 |
| Staging, sound, etc | 19 | 3900.00 | | | | | | | | | | 3900.00 |
| Marketing | 25, 38. | 900.00 | 400.00 | | | | | | | | | 1300.00 |
| Administration, printing etc | 7, 8, 11, 12, 22, 24. | 14.99 | 35.09 | 9.99 | 38.94 | 86.16 | 9.00 | | | | | 194.17 |
| Other, licences, etc | 6, 9, 10, 18, 37. chq 816 | 10.50 | 78.00 | 77.00 | 70.00 | 210.00 | 23.00 | | | | | 468.50 |
| Security | 31 | 780.00 | | | | | | | | | | 780.00 |
| Contingency | 33 | 192.00 | | | | | | | | | | 192.00 |
| Other issues (wix.com) | 14 | 158.40 | | | | | | | | | | 158.40 |
| | | | | | | | | | | | | <u>25460.41</u> |

| INCOME | Refund | Traders | Sponsors | Quiz night |
|-----------|-----------------|---------|----------|------------|
| STC grant | 18000.00 | 200.00 | 700.00 | |
| | 250.00 | 250.00 | 750.00 | 700.00 |
| | 250.00 | 250.00 | 400.00 | 500.00 |
| | 250.00 | 250.00 | | |
| | 1200.00 | 500.00 | | |
| | 250.00 | 250.00 | | |
| | 300.00 | | | |
| | 250.00 | | | |
| | 250.00 | | | |
| | 250.00 | | | |
| | 250.00 | | | |
| | 625.00 | | | |
| | 200.00 | 6775.00 | 1250.00 | 700.00 |
| | <u>26925.00</u> | | | |



MEMBERS ITEM MOTION FORM

To be completed by the Proposing Member

Please ensure that all areas are complete and provide supporting information as necessary. Failure to provide the relevant information could result in delay or rejection of your motion.

| | |
|---------------------------------|------------|
| Submitted by: | Cllr Gray |
| Date submitted: | 28.11.2024 |
| Date Received by Chief Officer: | 28.11.2024 |

MEETING INFORMATION

| | |
|----------|------------------|
| MEETING: | Town Council |
| DATE: | 04 December 2024 |

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

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

TITLE OF MOTION: Bleed Control Kits - Grant

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

To submit a grant application to the Police and Crime Commissioner SWAP fund (<https://www.cheshire-pcc.gov.uk/what-the-commissioner-does/community-funding/SWAP-Fund/>) on behalf of Sandbach Town Council for £5,000; for bleed control kits and appropriate cabinets to support storage of both Bleed control kits and AED equipment (defibrillators) where the latter is required.

Will you provide a supporting report? Yes/No?

ABOUT YOUR MOTION

Provide an outline of your plan:

Purchase appropriate sized cabinets to support AED and Bleed Kit storage with combined bleed control kits: (10 units)
Replace existing AED cabinets and install the new combined cabinets

What is the purpose and benefits?

This equipment has been life saving in other areas. In accidents or crimes. This is a preventative measure to ensure we have lifesaving facilities available if needed. Other

councils have also installed these alongside AED equipment e.g. Crewe,
<https://www.crewetowncouncil.gov.uk/crewe-town-council-launches-defibrillator-directory-for-crewe/#:~:text=All%20of%20the%20Crewe%20Town,Gloves.>

How is your plan relevant to our Corporate Objectives?

This is a improvement on community safety

Timetable for Implementation:

Aim to complete by end of January 2025

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

Budgetary Implications:

What is the expected cost?

Approx. £7,000. Anything not used will be returned.

Is there a budget available?

Request £5,000 via Police and Crime commissioner SWAP fund.

Request £2,000 from Sandbach Town Council

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

Public donations pages

If insufficient funding is available to support upgrade of 10 AED locations then a reduce number of units may have to be upgraded instead

Consultation and Stakeholder Engagement

Who will this affect?

Residents of Sandbach and visitors

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

No

If not, why?

This is to Improve community safety to prevent bleeding to death in 5-6 minutes from ANY penetrating injury including injuries from road traffic collisions.

Resource Implications (staff / comms / assets)

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

An electrician will be required to install the cabinets

What is the environmental impact (if any)?

n/a

Are you willing to be Lead Councillor for this proposal?

| |
|--|
| |
|--|

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

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Full Council 04 December 2024**Market Transit Van Purchase & Update****Background & Disposal Update**

Following the Full Council 24 July 2024 meeting the disposal of the van and trailers have now been completed, with the assets being sold as follows: -

| | |
|-----------------------------|-----------------------|
| Sale of Market van KG57 UNX | £900 |
| Sale of trailer 1 | £1200 |
| Sale of trailer 2 | £1200 |
| TOTAL | £3300 (excluding VAT) |

Proposition

To buy the best possible market van for use with the original features required as specified before: -

- Luton body
- Twin rear wheels
- Tail Lift

The additional income usage would enable us to buy a newer Van with less mileage.

Recommended: That Council:

- i) That the income generated from the disposal of the old Van and 2 Trailers is used alongside the agreed net cost of £15K to purchase the new Van with the best possible specification.

PG / SH 29.11.24

Previous Report Attached For Information

Full Council 24 July 2024 Report

Replacement Transit Van and Trailer Disposal

Background

The Town Council is going through a process of modernising its operations which involves rationalising and improving its use of assets. The Council's original vehicle stock is set out below:

- 1) Market Transit Van
- 2) 2 Trailers
- 3) Market Fork Lift Truck
- 4) Ranger Van

Last year, the Council approved the disposal of the Fork Lift Truck, as it was no longer required following a review of market set up processes, and this achieved a capital receipt of £5K.

Transit Van Replacement

The remaining market van is a Ford Transit with 104,000 miles on the clock and is 17 years old. It was purchased by the Council in 2011, and it has averaged approximately 600 miles per year whilst in the Council's ownership. The current MOT is valid until 9th October 2024. There are 27 advisories on the last MOT certificate. Many are corrosion of bodywork, brake pipes etc. and the braking system is barely adequate. The mechanic who past it last October advised that it would not pass this year without substantial repair work being completed.

It is recommended therefore that this Transit Van is now replaced, to avoid uneconomic repair costs, with a newer vehicle with a tail lift, which supports the revised operating model which relies on fewer operatives and does not require the use of 2 Trailers to set up the outdoor market.

The Facilities Manager has carried out research for a suitable alternative, in consultation with the Events and Operations Manager, who has overall responsibility for the market operation.

As a result of this work it is proposed that the specific features required are:-

- Luton body
- XLB (extra long wheelbase)
- Twin rear wheels
- Tail Lift

The preferred model has the extra long wheelbase, which means it has the same length as the trailer (which currently holds all the gazebos that are required for the normal market set up).

The Luton van is a square box van which maximises the carrying capacity in height and width. The gazebos would stay permanently loaded in the van except when unloaded for market use.

The double rear wheels provide the additional strength and load carrying capacity as bulk gazebos are heavy.

The tail lift provides ease of operating. Lifting a gazebo on and off a trailer is very hard work and requires two operatives to lift each gazebo. The tail lift removes the need for lifting, so each gazebo could be loaded by a single operative.

The ranger van is currently totally unused for the market operation, but with the new system on market day it would be used to move 40 trestle tables from the store to the market + return. The trestle tables are very quick and easy for a single operative to handle. The Ranger Van is relatively and well maintained, and it makes sense to retain it for the foreseeable future for general Council use. The Luton van will also be of general use for wider Council requirements.

This model would also allow the disposal of the 2 trailers (which require a specific driving licence) and this would release valuable space in the Market Store for more efficient use.

Trial Run

The Facilities Manager made arrangements to hire this vehicle model on 17th July in order to test the new operation, in advance of any purchase, to ensure it meets the Council's requirements before committing the investment. In addition A&S Members have been invited to visit the store and see the old and proposed operation in place to gain a better understanding of the issues involved.

Cost of Replacement

Research suggests the preferred vehicle would cost in the region of £15,000. The disposal of Trailers and scrap van would raise a capital receipt of approximately £1,000.

Funding

The Council has provided an earmarked reserve of £10K for replacement vehicles. It is proposed that this is used for the purchase of the van with the remainder being met from general reserves.

Members will also be aware that part of this modernisation programme has been to reduce the costs while maintaining and or improving the output and overall value added of the Council's market. This is evidenced by the annual NET operating budget of the outdoor market significantly reducing from £57,490 in 2022-23 to £28,984 in the current year budget. This proposed investment will continue that trend and provides therefore a very strong business case, whilst fulfilling the Council's Corporate Strategy to support and run a successful town market.

A&S Committee

It is noted that the A&S committee asked for an additional report to the next meeting. As this is set for the day the MOT expires, the Chief Officer is requesting that Council consider this request with an updated report as a matter of operational imperative, and to ensure there is a managed transition to new arrangements and use of new vehicles.

Recommended: That Council:

- i) that the Market Transit Van and 2 Trailers are disposed of and replaced with a new model;
- ii) That the purchase of the Van, and disposal of the 2 trailers, is delegated to the Chief Officer up to a maximum net cost of £15K to be funded from the earmarked reserve of £10K, and balance from general reserves.

CL / SH 3.7.24 (updated 19.7.24)

Full Council 04 December 2024

Facilities Projects Update

A list of 'projects' that were scheduled for further development during Q4 of 2024.

These items are in varying stages of activity with some of them at the 'idea' stage, whilst others have reached completion. All of these items were chosen for further discussion/action in weekly meetings between the Chief Officer and myself. The Chief Officer would determine priority and would present to Council or involve other Members as required.

Since 23rd August 2024 there were no further discussion/action meetings between the Chief Officer and myself as a result of annual leave and subsequent absence of the Chief Officer.

- Market Store refurbishment and additional construction of accessible toilet.
- Total re-wire of the Market Store
- Replacement of the Town Hall lift
- Clear and refurbish the cellar to provide a storage facility for the events team.
- Re-design and rebuild the green room including toilet and sink removal to provide more efficient space for storage of tables and chairs (**now completed**)
- Potential replacement of electric hot water electric immersion heaters throughout the Town Hall complex
- Market van and market trailer disposals (**now completed**)
- Refurbishment of telephone kiosk at front of Town Hall
- Procurement of a fully restored ex British Rail locomotive for temporary public display at the 2025 Transport Festival
- Disposal of scrap metal from the market store (**now completed**)
- Net Zero targets/progress for STC
- Full refurbishment of the public toilets
- Town Hall complex energy efficiency report
- Defibrillator locations

- Legionella risk assessment action plan
- Market operation modernisation plan
- Market Hall re-wire
- Repair/re-roof of leaking flat roof between Town Hall and Market Hall
- Solutions for the overheating of the Town Hall during the summer months
- Replacement of automatic door between foyer and Market Hall
- Town Hall masonry project
- Refurbishment of the Town Spout and surrounding area
- Refurbishment of the Town Pump
- Roller shutter repair programme for Market Hall units
- Replacement of radiators in Ball Room and Boardroom
- Resolve exterior lighting problems
- Anticipate impact of CEC parking charges by considering signage and enforcement on the Small Common car park
- Complete further drainage/sewage checks on damaged town hall drainage system
- Town Hall complex interior building condition and refurbishment programme

SH 29.11.24

Full Council 04 December 2024

Ranger Service Update

The Councils ranger service was re-introduced on 17th September this year. The contract with Ansa provides us with a 'man + van + tools' arrangement for 17 hours per week.

Carl Prince is our designated ranger and has 'hit the ground running' with many projects. The Council own 27 historic litter bins which are located (mainly) around the town centre shopping areas. These have all been refurbished and repainted. Work has commenced on refurbishing the historic telephone kiosk outside the Town Hall together with the Victorian 'Town Pump'. Away from the town centre there are a large number of footpaths that become overgrown and sometimes difficult or dangerous to use. The ranger compiles a list of these and then clears the undergrowth and weeds as necessary. Examples of these can be found on Middlewich Road opposite St, Peter' Church, and the long footpath behind the Co-op.

In addition, the footpath at the front of Ordsall Close in Wheelock has had several days spent on it and now looks excellent. Elworth War Memorial and surrounding pavements have been weeded and cleaned in readiness for Remembrance events.

There are many examples around Sandbach where the rangers time and efforts can be employed. These are best accessed through the use of the Councillor Request Form which provides all Councillors the opportunity of reporting problems within their wards which can then be assessed and dealt with accordingly. During October and November, we have received 5 such requests and all are either completed or are in the process of completion.

There have been a great many favourable comments from Sandbach residents regarding the wonderful work that is being done by the ranger.

Ranger Request Form

The link to the Ranger request form for Councillor use can be found here:

<https://sandbach.gov.uk/wp-content/uploads/2024/11/Ranger-Service-Councillor-Request-Form-updated-2024.docx>



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Full Council 04 December 2024**Operations Assistant Update**

On 9th September this year Luke Henderson joined the team in a split role between Operations, Market and Events.

The arrangement of his time and duties between these areas is, of necessity, fluid but broadly speaking he spends 2 days each week on operations and caretaking duties.

To date he has been involved in numerous activities including joinery, steelwork, construction, painting and numerous and varied caretaking tasks such as sanitary-ware repairs, lock replacements, equipment maintenance and repairs.

In addition, his availability to use Council vehicles to remove rubbish etc. and other vehicle relocation activities is immensely valuable.

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