



**SANDBACH**  
Town Council

**SANDBACH TOWN COUNCIL MEETING AGENDA**

Agenda for the meeting to be held on **Wednesday, 22<sup>nd</sup> January 2025** at **7.00pm** in **Sandbach Town Hall.**

Apologies should be made 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. 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 16 (this includes all of item 16) and 17 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.*

**4. MAYOR'S COMMENTS**

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**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 Sandbach Town Council office three working days prior to the meeting, via [info@sandbach.gov.uk](mailto:info@sandbach.gov.uk)*

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5. **TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 18th DECEMBER 2024 [ATTACHED].**
6. **TO NOTE THE MINUTES OF THE MEETINGS OF PLANNING, ENVIRONMENT & CONSULTATION COMMITTEE HELD ON 13<sup>th</sup> JANUARY 2025 (DRAFT).**  
[Link:<https://sandbach.gov.uk/wp-content/uploads/2025/01/PCC-Minutes-250113.pdf>]
7. **MATTERS ARISING**
  - 7.1 **Personnel Committee TOR - Personnel Committee**  
[Attached: *Draft Amended Terms of Reference Personnel Committee*]  
**Lead:** Chair  
**Action:** *To review and approve amended Draft Terms of Reference for the Personnel Committee.*
  - 7.2 **Appeals Committee TOR - Personnel Committee**  
[Attached: *Draft Amended Terms of Reference Appeals Committee*]  
**Lead:** Chair  
**Action:** *To review and approve Draft Terms of Reference for the Appeals Committee.*
8. **BLOOM SERVICE AGREEMENT 2025**  
[Attached: *ANSA Bloom Service Agreement – 2025*]  
**Lead:** Chair  
**Action:** *To review SLA and approve the costs of renewing a one-year contract with ANSA.*
9. **MUSIC LICENCE RENEWAL 2025-26**  
[Attached: *PPL PRS Ltd music license quote*]  
**Lead:** Chair  
**Action:** *To review details of quotation from PPL PRS Ltd, approve issue of payment, on receipt of invoice, for £1478.17 (excl. VAT) and note overspend against Music Licence cost centre (£1000 budgeted).*
10. **SLCC MEMBERSHIP RENEWAL**  
[Attached: *SLCC Membership Flyer*]  
**Lead:** Chair  
**Action:** *To approve membership continuation due to renewal on 1 March 2025.*
11. **INTERNAL AUDITOR REPORT**  
[report to be circulated to members via email]  
**Lead:** Chair  
**Action:** *To review and approve.*
12. **MEMBERS ITEM – BUS USE DURING EVENTS**  
[Attached: *Member's item form*]  
**Lead:** Cllr Crane

*Action: To review and approve the suggested during the next Sandbach Transport Festival and expand if successful.*

**13. MEMBERS ITEM – OUTSIDE BODIES FEEDBACK**

[Attached: Member's item form]

**Lead:** Cllr Crane

*Action: To review and approve the suggested feedback method.*

**14. MEMBERS ITEM – TERRACYCLE TRAIL**

[Attached: Member's item form]

**Lead:** Cllr Crane

*Action: To review and approve the purchase of a small blister pack recycling box as trail and review in the Market Hall.*

**15. MEETING CALENDAR 2025**

[Attached: Sandbach Town Council Member's Card]

**Lead:** Chair

*Action: To note meeting calendar alterations.*

**16. DEFFERED FROM LAST MEETING**

**16.1 CONFIDENTIAL STAFFING UPDATE**

**Lead:** Chair

*Action: To receive a verbal update from the Mayor, consider and agree next steps.*

**16.2 Additional Services - Personnel Committee 21 November 2024**

**Lead:** Chair / Cllrs Broad / Arnold

*Action: To recommend to Full Council whether or not to employ additional services on a temporary basis to ensure back log of work is completed.*

**16.3 Personnel Matter - Personnel Committee 21 November 2024**

**Lead:** Chair / Cllrs Broad / Arnold

*Action: To recommend approval of the decision by the Personnel Committee to Full Council relating to a personnel matter.*

**17. STRATEGIC PLANNING**

**Lead:** Chair

*Action: As circulated to Members.*

**18. CORRESPONDENCE**

No correspondence has been received for this agenda.

**19. ITEMS FOR FUTURE MEETINGS & PUBLICITY**

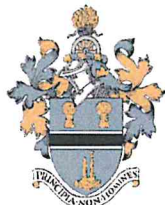
**Lead:** Chair

*Action: To propose items to be considered on the next Agenda and items for publicity.*

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

The next Town Council Meeting is the taking place on Wednesday 19<sup>th</sup> February 2025 at 7pm in Sandbach Town Hall

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**SANDBACH**  
Town Council

## **SANDBACH TOWN COUNCIL MEETING AGENDA**

Minutes for the meeting held on **Wednesday, 18<sup>th</sup> December 2024** at 7.00pm in **Sandbach Town Hall.**

**Present**

**Councillors**

Cllr A Nevitt (Mayor)  
Cllr J Arnold (Deputy Mayor)  
Cllr S Corcoran  
Cllr N Cook  
Cllr H Merrick  
Cllr R Gray  
Cllr S Wright  
Cllr T Wheatcroft  
Cllr D Poole  
Cllr J Beddows  
Cllr G Price Jones  
Cllr L MacGregor  
Cllr L Crane  
Cllr S Richards  
Cllr D Hegarty  
Cllr M Mitchell

**Officers**

P Gorzka (meeting Clerk)

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

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

Apologies were received from Cllrs G Lindop, M Muldoon, S Broad and K England. Cllr M Hough was absent without apologies.

## 2. DECLARATION OF ACCEPTANCE OF OFFICE (ELWORTH WARD)

**Lead:** Chair

**Resolved:** *Elected Elworth Ward Councillor, Helen Merrick, signed her declaration of acceptance of office and immediately joined the council meeting.*

## 3. DECLARATIONS OF INTEREST

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

## 4. CHESHIRE EAST COUNCIL SANDBACH MATTERS

*Cllr Corcoran updated the Council on a number of items including tree planting, the Bloor Homes Consultation and potential future housing developments around Sandbach. The focus of the update was Planning Applications, and upcoming changes to planning rules. Finally, Cllr Corcoran wished everyone a very merry Christmas.*

## 5. 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 12.1, 12.2, 12.3, 12.4 and 22 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.*

## 6. MAYOR'S COMMENTS

The Mayor provided a summary of recent events, including the introduction of the new Town Crier. She extended her gratitude to Mr and Mrs Sproston for producing the Town Crier's livery. The Mayor also acknowledged the Rugby Club's food deliveries, which took place last week, expressing thanks to the companies that donated the food and to the councillors and residents who volunteered to assist with the deliveries. She further noted that the deliveries were filmed by BBC North West and are scheduled to be broadcast on BBC One on Friday evening.

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## PUBLIC QUESTIONS

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

**Speaker 1. P Jennings.** The speaker commented on item 16. The speaker shared his research and opinion about Automated External Defibrillator (AED) presence in Sandbach. Speaking in general opposition to the member's item.

**Speaker 2.** The speaker commented on item 4. Asking for clarification about some points discussed by Cllr Corcoran in regard to consultation closing dates.

The Mayor reconvened the meeting.

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7. **TO APPROVE THE MINUTES OF THE EGM TOWN COUNCIL MEETING HELD ON 30<sup>th</sup> SEPTEMBER 2024 [ATTACHED].**  
**Resolved:** *The minutes of the meeting of 30<sup>th</sup> September 2024 were approved as an accurate record with the amendments to the participation of Cllr Crane and Richards, as well as changes to writing mistakes of item 4 of that agenda.*
8. **TO APPROVE THE MINUTES OF THE EGM TOWN COUNCIL MEETING HELD ON 15<sup>th</sup> OCTOBER 2024 [ATTACHED].**  
**Resolved:** *The minutes of the meeting of 15<sup>th</sup> October 2024 were approved as an accurate record with the following amendments:*
  - i. *The date on the minutes to be changed from September to October.*
  - ii. *Item 6. That the quotation of Standing Order 19 e in relation to different matter was made by Cllr Hough and not Cllr Mitchell.*
9. **TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 04<sup>th</sup> DECEMBER 2024 [ATTACHED].**  
**Resolved:** *The minutes of the meeting of 04<sup>th</sup> December 2024 were approved as an accurate record.*
10. **THE MINUTES OF THE MEETINGS OF THE PERSONNEL COMMITTEES HELD ON 21<sup>st</sup> NOVEMBER 2024 WERE NOTED.**
11. **THE MINUTES OF THE MEETINGS OF EXTRAORDINARY FINANCE POLICY & GOVERNANCE COMMITTEE HELD ON 3<sup>rd</sup> DECEMBER 2024 (DRAFT) WERE NOTED.**
13. **MARKET TRANSIT VAN REPLACEMENT UPDATE**  
**Lead:** Chair / Clerk  
**Resolved:** *The decision: "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 is approved" remained unchanged.*
14. **MEMBER'S ITEM – PURCHASE OF SPEED INDICATOR DEVICE**  
**[Attached: Member's item form]**  
**Lead:** Cllrs N Cook, M Hough, M Muldoon, K England, T Wheatcroft  
Members discussed the necessity of the five poles, noting discrepancies in the information provided regarding their requirement. The discussion then shifted to the impact of Speed Indication Devices on roads where they are installed, and the available data.  
**Resolved:** *the purchase of one mobile speed indicator device, and the installation of 5 poles across the Parish of Sandbach, at a total cost of £9,000, to be funded from the Council's General Reserves was approved.*

**MEMBERS ITEM – WHITE RIBBON ACCREDITATION**

**[Attached:** Member's item form]

**Lead:** Cllrs N Cook & M Hough

Members discussed the necessary steps to complete the White Ribbon accreditation with the Council discussed in the past.

**Resolved:** *The Council's application for White Ribbon accreditation and the undertaking of the necessary actions required was approved.*

**15. MEMBER'S ITEM – BLEED CONTROL KITS**

**[Attached:** Member's item form]

**Lead:** Chair / Cllrs Cllr Gray

Cllr Gray addressed and clarified misunderstandings regarding the Member's Item. This included confirming that the changes to the AED boxes are intended to accommodate the inclusion of a Bleed Control Kit and will not affect the AEDs already in place. Cllr Gray also provided further details on the funding for the project.

Members discussed the impact of Bleed Control Kits and considered whether the funding might be better allocated towards installing additional AEDs around Sandbach.

Cllr Mitchell clarified that the Police and Crime Commissioner's SWAP fund, which is being used to support this project, is not applicable for funding AED equipment due the funds criteria.

**Resolved:**

- i. 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 was approved.*
- ii. The budget of £2,000 from the general reserves for bleed control kits and appropriate cabinets to support storage of both Bleed control kits and AED equipment (defibrillators) where the latter is required was approved.*

**16. COMMUNITY CINEMA**

**Lead:** Cllr Wheatcroft

Cllr Wheatcroft presented the Community Cinema Project and raised the discussion of potential funding options to complete the initiative. This included the possibility of using CIL funding, which specifies "open-air cinema" as an eligible use. While the Community Cinema is not an open-air cinema, it was argued that the project is closely aligned with this category.

Members discussed the merit of the use of the CIL funding, and the possibility of leasing the necessary equipment instead of purchasing it.

**Resolved:** *To defer this item to a future Assets and Service committee meeting to discuss upon receiving a full report which takes into consideration all of the issues raised.*

**17. CIL SPEND RECCOMENDATIONS**

**Lead:** Chair / Cllrs Cook / Arnold



**Resolved:** To delegate authority to the Assets and Services committee to decide on the CIL spend during the 29 January 2025 committee meeting.

#### 18. HEALTH & SAFETY POLICY AND HANDBOOK UPDATE

**[Link:**

<https://sandbach.gov.uk/wp-content/uploads/2024/12/Sandbach-Town-Council-Health-and-Safety-Policy-Manual-Aug-2024-3.pdf>

<https://sandbach.gov.uk/wp-content/uploads/2024/12/Sandbach-Town-Council-Health-and-Safety-Handbook-Aug-2024-1-1.pdf>

**Lead:** Chair

**Resolved:** The proposed updated WorkNest Health and Safety Policy and Handbook was approved.

#### 19. TIME OUT GROUP USE OF TOWN HALL

**[Attached:** Time Out Group Information]

**Lead:** Chair

Members discussed the potential implications of permitting free use of the Town Hall.

Cllr Crane proposed the consideration of establishing a 'Free Use Policy' to provide clear criteria for evaluating future requests for free use.

**Resolved:** To request that the Time Out Group follow the Sandbach Town Council Grant Application process to cover the cost of hiring the Town Hall Charter Room for their charity functions.

#### 20. 2025 EVENT DATES CALENDAR

**[Attached:** Sandbach Town Council Events 2025 document]

**Lead:** Chair

**Resolved:**

- i. the 2025 Sandbach Town Council Events calendar was approved with the following changes: the addition of Sandbach Pride.
- ii. to consider that the dates for Party in the Park and Sandbach Town Festival are swapped in future years to accommodate the weather.

#### 21. CORRESPONDENCE

No correspondence has been received for this agenda.

#### 22. ITEMS FOR FUTURE MEETINGS & PUBLICITY

**Lead:** Chair

**Resolved:** The following to be considered on the next Agenda:

- i. Items 12.3, 12.4 and 22 were deferred to the next Agenda.
- ii. An update from WorkNest on the inclusion of coverage for volunteers to the Sandbach Town Council Health and Safety Policy and Handbook.
- iii. An update on the Schools Project.
- iv. An updated Sandbach Town Council Meeting Calendar.

#### 23. DATE, TIME AND PLACE OF NEXT MEETING

The next Town Council Meeting is the taking place on Wednesday 22<sup>nd</sup> January 2025 at 7pm in Sandbach Town Hall.

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

### 12. MATTERS ARISING

#### 12.1 Policy/Process Review - Personnel Committee 10 December 2024

Lead: Chair / Cllrs Broad / Arnold

**Resolved:** *The additional visit from JDH Auditor for full policy/process status review. Delegate arrangements and meeting to the Deputy Chief Officer and a Cllr was approved.*

#### 12.2 Youth Council - Personnel Committee 10 December 2024

Lead: Chair / Cllrs Broad / Arnold

**Resolved:** *To look for an appropriate venue with consideration for accessibility for the Youth Club.*

#### 12.3 Additional Services - Personnel Committee 21 November 2024

Lead: Chair / Cllrs Broad / Arnold

**Resolved:** *The item was deferred to a future meeting.*

#### 12.4 Personnel Matter - Personnel Committee 21 November 2024

Lead: Chair / Cllrs Broad / Arnold

**Resolved:** *The item was deferred to a future meeting.*

### 22. CONFIDENTIAL STAFFING UPDATE

**Lead:** Chair

**Resolved:** *The item was deferred to a future meeting.*

Meeting Closed at 08.50 pm

Cllr A Nevitt (in the Chair)

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## SANDBACH TOWN COUNCIL PERSONNEL COMMITTEE: TERMS OF REFERENCE

[AMENDMENT DRAFT TO COUNCIL 22/1/2025]

Approved by Council: ~~13<sup>th</sup> September 2023~~ 22<sup>nd</sup> January 2025 ————— Latest Review  
Date: May 2024

This document supersedes the Terms of Reference ~~of May 2018~~ 13 September 2023

	Function of Committee Column 1	Delegation of Functions Column 2
	<b>9 Members of the Authority</b>	
	<b>Quorum = 3</b>	
	<b>Meetings:</b> At least 2 Meetings per year or as needed.	
	All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chair's discretion, but are unable to vote.	
1.	To agree the overall Staffing structure <del>approval of additional posts under scale 27</del>	<ul style="list-style-type: none"> <li>Final approval remains with <u>Full Council</u> for posts over scale 27</li> </ul>
2.	To approve additional posts under scale 27	<ul style="list-style-type: none"> <li>Final approval remains with Council for posts over SCP 27</li> </ul>
3.	To agree the pay and conditions of service for staff	<ul style="list-style-type: none"> <li>Town Clerk to <u>Council reserved for Council</u> Staff above scale 27 to Council</li> <li>Staff scale 18 to 27 (inclusive) to <u>Personnel Committee</u></li> <li>Staff below scale 18 to Town Clerk</li> <li>Annual increments to Town Clerk, <u>Mayor and Chairs of Finance and Personnel Committees</u></li> <li>Payment of honoraria within agreed budget to Committee.</li> </ul>
4.	Approval of personnel policies & Employee Handbook	<ul style="list-style-type: none"> <li>Committee, including discretionary provisions of National Joint Agreement.</li> <li>Committee to monitor</li> </ul>
5.	Management and Appointment of Staff (Local Government Act 1972 s112-119)	<ul style="list-style-type: none"> <li>Recommend appointment of <u>Town Clerk</u> to be endorsed by Council.</li> <li>Selection of long list and preliminary interview by Recruitment Panel from Personnel Committee + Mayor Final Interview-Committee + Mayor</li> <li>Appointment of other Staff Scale Point 27 and above to Council.</li> <li>Appointment of staff Scale point 18-26 to <u>Personnel Committee</u></li> <li>Appointment of Staff below Scale Point 18 to Town Clerk within budget</li> <li>Town Clerk for contract, casual staff and temporary appointments to approved positions within budget and confirmed by <u>Chair of Personnel for SCP 17 and below. SCP 18 and above to be ratified at next available Council meeting.</u></li> <li>NB Temporary= Max 60 days</li> <li>Decision on whether to fill vacant positions is delegated to <u>Town Clerk</u>.</li> </ul>

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		<ul style="list-style-type: none"> <li>Decision on recruitment of consultants to Committee within budget.</li> <li>Recruitment of Locum or Acting Town Clerk after decision in principle by Council or Committee is delegated to Mayor, Deputy Mayor and Personnel Chair.</li> <li>Management of staff in accordance with Council policy, procedures and budget to Town Clerk.</li> <li>Chair or Vice Chair of Personnel to be invited to sit on interviews for all recruitment.</li> </ul>
<del>4.6</del>	Disciplinary matters under the Council's Disciplinary Procedure.	<ul style="list-style-type: none"> <li>Town Clerk with appeal to Personnel Committee</li> <li>Personnel Committee in the case of the Town Clerk with appeal to Appeals Committee (only members on Personnel Committee not previously involved in the Formal Council procedure)</li> <li>Dismissal of Town Clerk to be ratified by Council</li> </ul>
<del>4.7</del>	Determination of individual grading issues and job evaluation	<ul style="list-style-type: none"> <li>Committee, except Town Clerk reserved to Council</li> </ul>
<del>4.8</del>	Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.	<ul style="list-style-type: none"> <li>Committee (Council in case of Town Clerk)</li> <li>Administration of retirement in cases of permanent ill health, after appropriate medical advice via Cheshire Local Government Pensions to Committee</li> <li>Pensions Discretions Policies to Committee</li> </ul>
<del>4.9</del>	Approval of job descriptions & person specifications.	<ul style="list-style-type: none"> <li>Committee (except Town Clerk reserved for Council)</li> <li>Town Clerk for under scale 18</li> </ul>
<del>4.10</del>	Absence issues under the Council's Attendance Management Guidelines.	<ul style="list-style-type: none"> <li>Town Clerk except Committee in the case of Town Clerk</li> </ul>
<del>4.11</del>	<del>Appeals Procedure</del> <u>Customer Care Contact and Complaints Policy and Procedure.</u>	<ul style="list-style-type: none"> <li><del>Appeals Committee</del> <u>As per complaints procedure</u></li> </ul>
<del>4.12</del>	To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	<ul style="list-style-type: none"> <li>Council</li> </ul>
<del>4.13</del>	Competence Procedure	<ul style="list-style-type: none"> <li>Town Clerk except Committee in the case of Town Clerk</li> <li>Appeals to Appeals Committee</li> </ul>
<del>4.14</del>	Issue of Contracts of Employment	<ul style="list-style-type: none"> <li>Town Clerk, <u>in agreement with the Chair of Personnel</u> <del>except</del> <u>Except</u> Committee in the case of Town Clerk</li> <li>Model Contract approved by Committee</li> </ul>
<del>4.15</del>	Redundancy & Redeployment.	<ul style="list-style-type: none"> <li>Committee (Council to ratify in case of Town Clerk)</li> </ul>
<del>4.16</del>	Training and Development	<ul style="list-style-type: none"> <li>Policy to Council</li> <li>Implementation to Town Clerk</li> </ul>
<del>4.17</del>	Approval of Officer Codes of Conduct, supplements & Member-Officer Protocol	<ul style="list-style-type: none"> <li>To Council</li> </ul>
<del>4.18</del>	Health & Safety (including Stress Policy)	<ul style="list-style-type: none"> <li>Committee for approval of Policy other than General Statement which is reserved for Council</li> </ul>

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		<ul style="list-style-type: none"> <li>• Committee to oversee responsibilities for Council within budget and policy</li> <li>• Town Clerk for operational management</li> </ul>
<del>18-19</del>	Grievance Procedure	<ul style="list-style-type: none"> <li>• Hearing Panel <del>from Personnel Committee</del></li> <li>• Appeals to Appeals Committee (non involved members)</li> </ul>
<del>19-20</del>	Administration of other Personnel procedures	<ul style="list-style-type: none"> <li>• Town Clerk except Committee in the case of Town Clerk</li> </ul>
<del>20-21</del>	Employee Development Review and assessment at end of Probationary period	<ul style="list-style-type: none"> <li>• Town Clerk and Management team for all staff</li> <li>• Mayor, Personnel Chairman &amp; Deputy Mayor for Town Clerk</li> </ul>
<del>21-22</del>	Consultation and negotiation with Trade Unions	<ul style="list-style-type: none"> <li>• Committee (Council to ratify for Town Clerk)</li> <li>• Committee Quarterly overview</li> <li>• Town Clerk and appointed managers for operational matters</li> </ul>
<del>21-23</del>	Volunteers Policy	<ul style="list-style-type: none"> <li>• Town Clerk to administer</li> <li>• Committee to recommend policy to Council &amp; monitor</li> <li>• <del>Town Clerk to administer</del></li> </ul>
<del>23-24</del>	Child & Vulnerable Adult Policy	<ul style="list-style-type: none"> <li>• Town Clerk to administer</li> <li>• Committee to monitor &amp; recommend to Council</li> </ul>
<del>24-25</del>	To administer the Council's Equality Policy	<ul style="list-style-type: none"> <li>• Town Clerk to administer for employees, services, volunteers and democratic processes</li> <li>• Committee to monitor &amp; recommend to Council</li> </ul>
<del>24-26</del>	Decision how to implement necessary actions to deal with offensive communications or other forms of intimidation	<ul style="list-style-type: none"> <li>• Committee in line with Dignity at Work Policy</li> </ul>
<del>24-27</del>	First Line of Contact for Town Clerk	Hierarchy: <ul style="list-style-type: none"> <li>• Mayor</li> <li>• Chair of Personnel Committee</li> <li>• <del>Employer</del>—Personnel Committee</li> </ul>

NB. Any financial, operational or managerial action delegated to the Town Clerk may in his/her absence be undertaken by the Deputy Town Clerk, if the matter cannot wait until the Town Clerk returns

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Town Clerk equates to Chief Officer or other lead Officer title encompassing Town Clerk responsibilities

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## SANDBACH TOWN COUNCIL

### APPEALS COMMITTEE

**[DRAFT AMEND FOR COUNCIL 22/1/2025]**

Adopted by Council: **Urgency / 13 September 2023**

Latest Review Date: **May 2024**

5 available Members of Personnel Committee. If 5 qualifying members cannot be selected from the Personnel Committee, this can be chosen from Full Council and selected by the Personnel Committee.

— **Quorum = 3**

**Meetings:** Meetings will take place as and when required.

Non-committee members may not attend meetings of the Committee or have access to documentation.

The Committee is responsible for:

- Considering and deciding whether individual appeals have established grounds for appeal, according to the Council's policies and Procedures.
- To gather further evidence at appeal committee hearings and to decide, on the basis of that information, whether an appeal should be upheld or rejected.

Function of Committee Column 1	Delegation of Functions Column 2
1. To determine whether any appeal made by a member of staff under any of the Council's Human Resources policies are valid.	<ul style="list-style-type: none"> <li>• Committee,</li> </ul>
2. To hold appeal hearings under the Disciplinary, Grievance, Competence, Redundancy and Redeployment Policies	<ul style="list-style-type: none"> <li>• Committee to determine the appeal under the appropriate procedure. (NB. Any Councillor who has previously been involved in the <u>formal Sandbach Town Council</u> Procedure prior to the appeal may not sit on the Appeal hearing.)</li> <li>• Only Council may uphold a decision to dismiss the Town Clerk</li> </ul>
3. To determine any appeals under the Council's Customer Contact Care and Complaint Procedure which is delegated to it.	<ul style="list-style-type: none"> <li>• Committee to determine the appeal under the Procedure. (NB. Any Councillor who has previously been involved in the <u>formal Sandbach Town Council</u> Procedure prior to the appeal may not sit on the Appeal hearing.)</li> <li>• Committee to make redress up to the value of £500 for financial matters.</li> <li>• Town Clerk to make redress up to the value of £300 for financial matters.</li> </ul>

Town Clerk equates to Chief Officer or other lead Officer title which encompasses Town Clerk responsibilities.

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**Ansa Environmental Services Ltd (Grounds South)**  
 Ansa Environmental Hub Cledford lane Middlewich CW100JR

**ansa**

**SERVICE AGREEMENT**

<p><u>Customer Details:</u></p> <p>Customer Name: Sandbach Town Council</p> <p>Contact Name: Ceri Lloyd</p> <p>Address: Sandbach Town Hall High Street Sandbach CW11 1AX</p> <p>Tel: 01270 600830 mobile 07708 473343 Email : clerk@sandbach.gov.uk</p>	<p><u>Quote Ref</u> :2025 Quote</p> <p>Date: 28.11.25</p> <p>Contact Officer: Graham Burgess</p> <p>Address: Ansa Environmental Hub Cledford lane Middlewich CW100JR</p> <p>Tel: [REDACTED] E.Mail: [REDACTED]</p>
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Description of works / site location :

Planting and supply of floral display in Sandbach town center for Summer 2025 and Autumn 2025.

Watering three times per week, usually Monday, Wednesday and Friday per week from end of May to end of September.

Extra watering would be charged per occasion agreed in advance if sustained hot weather if affecting the display or the display needs extra water early in the season.

Haymangers and hanging basket plant up, grow on and erect on existing locations, take down at the end of the season and store over winter.

Floral display planters remove spring bedding replace compost and plant with summer bedding plants.

Floral display planters remove summer bedding and top up compost and replant with spring plants.

The costs are based on the display we provided in 2024

- 125 Baskets
- 9 Cauldrons
- 2 large wooden planters
- 6 Haymangers
- 4 Round planter New

Total Cost for the above works £13,205.12 plus VAT

Please Note:

- *Invoices for the service would be issued directly to the client on completion of the planting in Summer 2025; payment would be required within 28 days of issue. We reserve the right to charge interest on late settlement of our invoice in accordance with the Late Payment of Commercial Debt (Interest) Act 1988 as legislated and updated.*
- *A minimum notice period of 4 weeks in advance must be given to the service should the client wish to terminate this service within the initial contracted period. Failure to do so would result in an additional penalty fee of £75 being added to any final amounts due at the time of the cessation.*
- *Adjustments will be made to each invoice to reflect any non-attendance of the site due to adverse weather conditions or indeed any other unforeseen circumstance. Any requests made for additional works during the contract period, would be charged at the agreed rates and added to the final invoice as appropriate.*

Should this offer meet with your approval, and you wish to continue with our maintenance schedule for 2025 please complete and sign the attached acceptance form and return it to this office (details as indicated above).

Should you have any queries arising or wish to discuss any of the above points, please do not hesitate to contact us directly.

Yours sincerely



Team Leader  
 Grounds South - Operations  
 Ansa Environmental Services Ltd  
 Environmental Hub Middlewich Cheshire CW100JR

**ansa**

Registered in England and Wales with Company number 08714767, Registered office: Environmental Hub, Cledford Lane, Middlewich, CW10 0JR. ANSA Environmental

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<p><b>ACCEPTANCE</b></p> <p><b>Sandbach Town Council Floral display Summer/Autumn 2025</b></p> <p><b>Our Ref: 2025</b></p>
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I/We confirm that I/We have read and understood the contents of this document & agree that it accurately reflects My/Our fair understanding of the service that I/We require you to undertake.

Signed.....

Date .....

Position Held: .....

**For and On Behalf of:**

(Club or Organisation)

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# Quote Usage Summary

Licence Account LIC-01742897

Account Description

Customer Account CUS-01354990

Customer Account Details Sandbach Town Council  
Sandbach Town Hall,  
High Street  
SANDBACH  
CW11 1AX

Quote for Period Ending 31/01/2026

## THIS IS NOT A VAT INVOICE

This Quote Usage Summary sets out the music usage at the named premises for the royalty period commencing on the start date and ending on the end date set out below in respect of each applicable tariff. TheMusicLicence Terms and Conditions apply.

Totals	Royalties (Excl. VAT)	VAT (20%)	Total Royalties (Incl. VAT)
	<b>£1,478.17</b>	<b>£295.63</b>	<b>£1,773.80</b>

Premises: Indoor Market, Highstreet Sandbach, Cheshire, CW11 1AE

Society	Tariff	Tariff Description	Start Date	End Date	Details	Royalties
PPL	PPLPP018: Background Music Tariff - Miscellaneous	Background Music - Miscellaneous	01/02/2025	31/01/2026	Audible Area (SQM): 656.02	£314.63
PRS	Tariff LA: Local Authorities	Background music	01/02/2025	31/01/2026	Audible Area: 656.02 CD or other Device	£1,015.46
<b>Subtotal</b>						<b>£1,330.09</b>



**Premises: Sandbach Town Hall, Hightown SANDBACH, Cheshire, CW11 1AE**

Society	Tariff	Tariff Description	Start Date	End Date	Details	Royalties
PRS	Tariff LA: Local Authorities	Film shows	01/02/2025	31/01/2026	Capacity: 150 No of Sessions: 4	£40.40
PRS	Tariff LA: Local Authorities	Minimum royalty	01/02/2025	31/01/2026	Min	£107.68
					<b>Subtotal</b>	<b>£148.08</b>

# SLCC

For Local Council Professionals

## Join our Community

Society of Local Council Clerks (SLCC) is the professional body for local council clerks and senior council employees in England and Wales.

We ensure that our members are equipped with the necessary knowledge, training and skills to thrive within their role and best support their council and community.

Founded in 1972 and celebrating our 50th anniversary in 2022, SLCC has gone from strength to strength, starting with just 50 members and now representing clerks to over 5,000 parish, town and community councils.

Whether you seek expert advice, to develop your professional career or simply build relationships with your fellow clerks, we can offer you the support and recognition you deserve.

*'Having received the latest Daily Digest from the e-Forum, I just wanted to say how useful it is! I always read through and find something of interest. It's very helpful to know how other clerks are dealing with the various queries that are raised.'*

Teresa Irving, Clerk to Downswood Parish Council




*'I've just read through the latest edition of The Clerk and wanted to let you know that you've reached a new high. Virtually, every page was useful to me and my staff. And I've booked on the webinar elections training already.'*

Paul Wynne PSLCC, Town Clerk,  
Frome Town Council

*'I would just like to place on record my appreciation of the support and help I have received over the years from SLCC; the role of clerk can be very solitary as we face varied challenges and I would have found it incredibly difficult without the advice and assistance that I have been given from SLCC, so many thanks to you all, it has been much appreciated. I am very appreciative of all SLCC's help and support. The Staffordshire branch of SLCC has been a source of friendship and useful knowledge and this has been invaluable, given how isolated the role of clerk can be at times.'*

Liz Harrington-Jones, Former Clerk  
to Chebsey Parish Council

Visit [www.slcc.co.uk/membership](http://www.slcc.co.uk/membership) to apply for or renew your membership today  @SLCCnews



## 10 Reasons to Join

1. Contact our team of experienced, expert advisors by telephone or email for answers to your professional queries
2. Read our bi-weekly news bulletin containing the latest sector news and information
3. Join our online, professional forum to participate in open discussions with your colleagues and benefit from their experience
4. Access over 700 best practice advice documents on a range of topics
5. Review our bi-monthly magazine called 'The Clerk' packed with advice, information and case studies
6. Discover the latest sector legislation and regulation at our events for a reduced rate
7. Advertise your councils' job on our website for a reduced rate
8. Maintain good practice by studying for a sector qualification or attending a training course for a reduced rate
9. Network with fellow clerks and discuss current issues at regular county based branch meetings
10. Enjoy exclusive member discounts on a wide selection of sector-specific publications.



## Making your Case for Membership

We understand that your council may not realise the benefit of your professional membership and, furthermore, appreciate why the council should subsidise the cost of the subscription. The following information can be utilized to help your council to understand the value of membership:



### Under what power may councils pay the subscription of their clerk to SLCC?

The Local Government Act 1972 s 143 (1) (b) states that, 'a local Authority may pay reasonable subscriptions, whether annually or otherwise, to the funds of any association of officers or members of local authorities which was so formed.

### Do many councils pay the SLCC subscriptions of their clerk under these powers?

According to the 2023 Membership Survey, 97% of members' councils pay for their clerks' subscription, as encouraged by the Local Government Act.

### Well that's all very well but you would say that wouldn't you. Who else agrees with you?

National Association of Local Councils (NALC), Local Government Association (LGA), and the Department for Levelling Up, Housing and Communities (DLUHC).

'Your clerk (and the council) benefit if the clerk is a member of the SLCC. SLCC provide legal, financial and other advice, a useful training pack and considerable support and guidance from the clerks' network. Your council may wish to pay the clerk's subscription to the SLCC. There is also information available on the SLCC website [www.slcc.co.uk](http://www.slcc.co.uk).' As stated in the Good Councillors Guide 2018.



### Okay but isn't SLCC in competition with NALC and the County Associations which represents councils?

No. SLCC and NALC (on behalf of itself and County Associations) signed a Strategic Partnership statement in 2017 which established, among other things, that:

'NALC and SLCC are clear in their support for councils to be members of their county associations and NALC and for clerks to be members of the SLCC and active in their county branches. In that way councils get the best possible support for the professional development of clerks; and training and advice for councils and councillors.

NALC and SLCC will work together to raise the sector's reputation with the public, with Government, and with other national and local stakeholders and to ensure that government and other policies support local councils to help local communities.'

**For more information or to join visit [www.slcc.co.uk/membership](http://www.slcc.co.uk/membership)**





## 2025 Membership Subscription Rates

### Full Membership


(Please total your gross annual salary or your gross pro-rata salary from all of your councils.)

Gross Annual Salary	Joining Fee (new and lapsed members only)	Annual Subscription
Up to £3,000	£5	£80
£3,001 - £6,000	£8	£110
£6,001 - £10,000	£10	£150
£10,001 - £20,000	£12	£190
£20,001 - £30,000	£15	£240
£30,001 - £40,000	£15	£300
£40,001 - £50,000	£20	£360
£50,001 - £60,000	£20	£420
> £60,001	£20	£480

Membership Type	Joining Fee (new and lapsed members only)	Annual Subscription
Student	£0	£15
Principal or Principal (Affiliate) <small>(In addition to the cost of full or affiliate membership)</small>	£0	£55
Fellow or Fellow (Affiliate) <small>(In addition to the cost of full or affiliate membership)</small>	£0	£85
Affiliate	£15	£206
Past Service	£0	£42
Clerk Magazine only	£0	£36

### Choose your membership type

- **Full membership** - membership for clerks (or other senior employees) in paid clerking positions - receive all the services SLCC has to offer, to qualify you must be a clerk or other senior employee in a paid clerking position of town, parish or community councils, joint committees of town, parish and community councils, parish and community meetings, or charter trustees.
- **Affiliate membership** - membership for town, parish and community councillors, officers of county associations and any others with an interest in the local council sector - includes some of the benefits of full membership, however, members may only attend branch meetings with the agreement of the relevant branch, may not vote and are not eligible to attend the SLCC's Annual General Meeting (AGM).
- **Student / Principal / Fellow membership** - progress your full or affiliate membership, develop your career and gain recognition with the Professional Development Scheme (PDS). The PDS contains grades of membership which are awarded on a combination of experience, Continuous Professional Development (CPD) and qualifications. Visit [www.slcc.co.uk/develop](http://www.slcc.co.uk/develop) to view the criteria.
- **Past Service membership** - membership for those who are no longer in a paid clerking role - Left your council? Remain a member at a reduced rate and access to all the benefits of a full member except for the advisory service.
- **The Clerk Magazine** - need more copies of The Clerk magazine? The Clerk magazine is included in the price of all the memberships above, although some members like a second copy to share with their council.

Visit [www.slcc.co.uk/membership](http://www.slcc.co.uk/membership) to apply for or renew your membership today  @SLCCnews



## 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.

<b>Submitted by:</b>	Laura Crane
<b>Date submitted:</b>	16/01/25
<b>Date Received by Chief Officer:</b>	

### MEETING INFORMATION

<b>MEETING:</b>	Town Council
<b>DATE:</b>	22/01/25

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  
If no, please outline the reason why.

**TITLE OF MOTION:**

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

Sandbach is well known for its thriving high street in the centre of our wonderful market town. I have heard more than once that some people who don't want to drive into the town when it is busy, avoid doing so when there are events on, therefore depriving our businesses of regular customers. Some of the lost custom may be picked up through tourism but we need to look at ways to help as many people as possible to travel in and out of the town centre on those busy days.

I propose that the Town council underwrites the cost of travel on buses within our Parish boundaries when large events take place. This will encourage those who may avoid the town for fear of being unable to park and will also give those who never use public transport the opportunity try it out at no cost to themselves. Macclesfield have operated a similar approach over the last year and see an increase in ridership during these events. If we can increase ridership in the short, medium and long term then this will help to ensure the stability of our local transport network, encourage public transport use and therefore help with both traffic congestion and air quality for all. Buses are a "Use it or lose it" resource as has been seen elsewhere in the country where services have been lost due to low usage levels. Anything we can do to encourage more people to give them a try can only be beneficial. We are very lucky in Sandbach to have the most modern buses in Cheshire East which are very different the buses of the past which may have previously deterred people from public transport.

As a test event I would suggest the Transport festival, if successful I would like us to look at expanding this for use during events such as the Christmas markets.

Will you provide a supporting report? No

## ABOUT YOUR MOTION

**Provide an outline of your plan:** To underwrite the cost of travel to bus users travelling into and out of Sandbach Town centre on public buses within the boundaries of our parish.

**What is the purpose and benefits?** To encourage more people to use public transport, to ensure parking spaces are available for those without the option to use other modes of travel and to support our local businesses.

### **How is your plan relevant to our Corporate Objectives?**

*This meets the following Corporate objectives:*

- *A Prosperous Town*
- *A Sustainable Environment*
- *An Engaged Community*
- *An agenda for Health and Wellbeing*

**Timetable for Implementation:** If approved by this committee this can be implemented immediately for delivery in time for the event.  
Advertising will be required via social media and the printed press.

### **Budgetary Implications:**

What is the expected cost? Including officer time this should come in under £1600 for the full weekend.

Is there a budget available? Not designated

If not, how do you feel it might be funded? From reserves into cost centre 140 4820 (Community Events Costs)

### **Consultation and Stakeholder Engagement**

Who will this affect? All residents and businesses of the town

Is there a requirement to consult/engage before a decision is made? No

If not, why? This is a trial to see whether it would work as a long term approach to transport in the town. Consultation should be done during the event to monitor the effect of the opportunity.

### **Resource Implications (staff / comms / assets)**

Time for staff to finalise with the bus company and advertise the event.

**What is the environmental impact (if any)?** Positive as it should encourage more people to use public transport on the day and afterwards.

Are you willing to be Lead Councillor for this proposal? Yes

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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## MEMBERS ITEM MOTION FORM

To be completed by the Proposing Member

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<b>Submitted by:</b>	Laura Crane
<b>Date submitted:</b>	16/01/25
<b>Date Received by Chief Officer:</b>	

### MEETING INFORMATION

<b>MEETING:</b>	Town Council
<b>DATE:</b>	22/01/25

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  
If no, please outline the reason why.

**TITLE OF MOTION: Reports from outside bodies**

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

This council currently sends representatives to many outside bodies across the town and further afield. They are there to support organisations but also to be the eyes and ears of the council within said groups. I believe we are currently missing a step within our organisation which is that of feeding back information to council on their activities.

I recommend that, as of the Annual meeting of Sandbach Town council 2025, anyone assigned to represent the council on an outside body will be expected to report back to their fellow councillors on at least a quarterly basis. This would be in the form of an email to all councillors, and appropriate members of staff. Where there are multiple members assigned to a body, they should decide between themselves who takes on the task of providing feedback, preferably sharing the responsibility across the year.

Will you provide a supporting report? No

### ABOUT YOUR MOTION

***Provide an outline of your plan:***

Members to submit email reports to fellow councillors on any information they deem useful to fellow members and the council as a whole.

***What is the purpose and benefits?*** To ensure that all members are well informed and that information sharing is developed to help benefit all residents of the town.

***How is your plan relevant to our Corporate Objectives?***

This should support all of our Corporate objectives but specifically:

<p>An engaged community A council to deliver</p>
<p><b>Timetable for Implementation:</b></p> <p>To be implemented at the Annual General Meeting in May 2025.</p>
<p><b>Budgetary Implications:</b> What is the expected cost? £0</p> <p>Is there a budget available? None required</p> <p>If not, how do you feel it might be funded?</p>
<p><b>Consultation and Stakeholder Engagement</b> Who will this affect? All members directly and all residents indirectly.</p> <p>Is there a requirement to consult/engage before a decision is made? No</p> <p>If not, why? There is no material change to the town or council required.</p>
<p><b>Resource Implications (staff / comms / assets)</b></p> <p>No council resources required, in fact it may reduce the need for staff to request information from members.</p>
<p><b>What is the environmental impact (if any)?</b> None</p>
<p>Are you willing to be Lead Councillor for this proposal? Yes</p>

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





## 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:	Laura Crane
Date submitted:	16/01/2025
Date Received by Chief Officer:	

### MEETING INFORMATION

MEETING:	Town Council
DATE:	22/01/25

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  
If no, please outline the reason why.

#### TITLE OF MOTION:

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

We all know that recycling forms a large part of the toolkit we all access to help with the looming issue of climate change. One barrier to recycling is access to the facilities needed to do so.

Sandbach unfortunately has no location for the recycling of pill packaging and therefore many people dispose of them in their black bins. Travelling a couple of towns over to dispose of a pill packet is not an option for most and with busy lives it's too easy to forget them even when you do travel to one such location.

Terracycle provide boxes which are dispatched and collected for as little as £100. There are a variety of box sizes available and other schemes which we may wish to involve ourselves in in the future.

I propose that we purchase a small blister pack recycling box as a trial and review once it is nearly full. This can positioned in the Market hall for ease of drop off for residents.

Will you provide a supporting report? No

### ABOUT YOUR MOTION

***Provide an outline of your plan:***

A blister pack recycling box to be purchased by the Town council, positioned on site at the Town hall complex and returned to Terracycle once full.

Monitoring of its usage can form part of the routine for the Ops assistant to check.

This resource should be reviewed once the box is nearly full and plans extended if the desire from the council is in place.

<b>What is the purpose and benefits?</b>	
To allow Sandbach residents to recycle locally.	
<b>How is your plan relevant to our Corporate Objectives?</b>	
This meets the objective to maintain a Sustainable Environment	
<b>Timetable for Implementation:</b>	
On approval this can be implemented quickly within an hour of officer time.	
<b>Budgetary Implications:</b>	
What is the expected cost? £100 for the first trial	
Is there a budget available? Yes	
If not, how do you feel it might be funded? Cost centre 101 6140 – Administration / Waste disposal or cost centre 191 6140 – Indoor market / waste disposal.	
<b>Consultation and Stakeholder Engagement</b>	
Who will this affect? All residents of Sandbach.	
Is there a requirement to consult/engage before a decision is made? No	
If not, why? This can be trialled and feedback taken on board should we wish to consider extending past the trial.	
<b>Resource Implications (staff / comms / assets)</b>	
This required a member of staff to order the unit, receive delivery and position it. Minimal time required to monitor its use and then arrange for collection once full.	
<b>What is the environmental impact (if any)?</b> Positive, as it encourages recycling.	
Are you willing to be Lead Councillor for this proposal? Yes	

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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## Appointments to Outside Bodies

Sandbach Partnership Management Team	Cllr Luke MacGregor
Sandbach Almshouse Trust	Cllrs D Poole, A Nevitt, G Price Jones and S Broad
Sandbach Pantry	Cllr Ann Nevitt
Linden Bank Liaison Group	TBC
CHALC Area Committee	Mayor & Chief Officer
CHALC AGM	Mayor, Deputy Mayor and Clerk
CHALC Clerks' Forum	Chief Officer
St Mary's Church	Cllr S Corcoran
CEC Town/Parish Conferences:	Mayor and Chief Officer *
Churches Together Fairtrade	Cllr L MacGregor
Foden's Supervisory Board	Cllr L Crane
Connected Communities	Cllr J Arnold
Sandbach Transport Festival	Cllrs G Price Jones, A Nevitt, L Crane and S Broad

\* Substitutes allowed, as arranged by both Mayor and Chief Officer

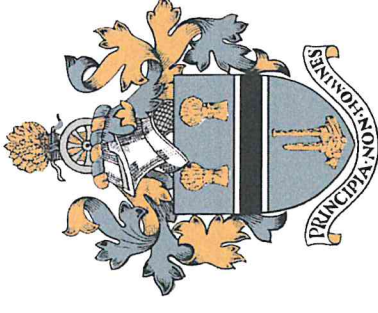
## Lead Members

Climate	Cllr T Wheatcroft	<b>Lead</b>	Cllr T Wheatcroft
Dementia Friends	Cllr D Hegarty		Chief Officer
Police	Cllr K England		Vacancy
Rail	Cllr L Crane		Cllr Crane
Schools	Cllr S Richards		Cllr T Wheatcroft
Diversity	Cllr M Hough		Cllr J Arnold

## Office Contact Information

Main Reception	01270 600800	info@sandbach.gov.uk
Ceri Lloyd, Chief Officer / RFO	01270 600810	chiefofficer@sandbach.gov.uk
Agnieszka Obrochta, Senior Finance Officer	01270 600825	financeofficer@sandbach.gov.uk
Katy Pepper, Corporate & Communities Senior Manager / Deputy Chief Officer	01270 600830	k.pepper@sandbach.gov.uk
Patryk Gorzka, Senior Corporate & Communities Support Officer	01270 600813	patryk@sandbach.gov.uk
Steve Hyland, Caretaker	01270 600800	s.hyland@sandbach.gov.uk
Luke Henderson, Operations Assistant	01270 600800	luke@sandbach.gov.uk
Jayne Barber, Business & Events Manager	01270 600850	jayne@sandbach.gov.uk
Finlay Thomas, Market Officer	01270 600888	market@sandbach.gov.uk
Jenny Pickles, Senior Events Officer	01270 600880	jenny@sandbach.gov.uk
Katy Powell, Events & Finance Officer	01270 600880	k.powell@sandbach.gov.uk
Gabrielle Thomas, Events Officer	01270 600880	gabriella@sandbach.gov.uk
Tina Cotton, Events Officer	01270 600880	tina@sandbach.gov.uk

# SANDBACH TOWN COUNCIL



**SANDBACH**  
Town Council

**2024-25**

**Mayor: Cllr Ann Nevitt**  
**Deputy Mayor: Cllr John Arnold**

[www.sandbach.gov.uk](http://www.sandbach.gov.uk)

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## Sandbach Town Council Membership 2024-2025

Town Ward		
Ann Newitt	01270600851	ann.newitt@sandbach.gov.uk
John Beddows	01270600852	john.beddows@sandbach.gov.uk
John Arnold	01270600853	john.arnold@sandbach.gov.uk
Kevin England	01270600854	kevin.england@sandbach.gov.uk
Mike Muldoon	01270600855	mike.muldoon@sandbach.gov.uk
Sandbach Heath and East Ward		
Dave Poole	07583123666	dave.poole@sandbach.gov.uk
Gareth Lindop	01270600857	gareth.lindop@sandbach.gov.uk
Geraint Price Jones	01270600858	geraint.pricejones@sandbach.gov.uk
Sam Corcoran	01270600859	sam.corcoran@sandbach.gov.uk
Tim Wheatcroft	01270600860	tim.wheatcroft@sandbach.gov.uk
Ettiley Heath and Wheelock Ward		
Laura Crane	01270600861	laura.crane@sandbach.gov.uk
Luke Macgregor	01270600862	luke.macgregor@sandbach.gov.uk
Sandrene Wright	01270600800	sandrene.wright@sandbach.gov.uk
Michelle Hough	01270600864	mitchelle.hough@sandbach.gov.uk
Simon Richards	01270600865	simon.richards@sandbach.gov.uk
Elworth Ward		
Sandra Broad	01270600866	sandra.broad@sandbach.gov.uk
Nicola Cook	01270600867	nicola.cook@sandbach.gov.uk
Helen Merrick	01270600800	helen.merrick@sandbach.gov.uk
Robert Gray	01270600869	robert.gray@sandbach.gov.uk
Donal Hegarty	01270600870	donal.hegarty@sandbach.gov.uk
Mark Mitchell	01270600871	mark.mitchell@sandbach.gov.uk

**MAYORS CHARITIES**  
Foden's Band and Friends of Sandbach Cemetery

### Calendar of Council Meetings

Meetings are held in Sandbach Town Hall, High Street, Sandbach, CW11 1AX  
Meetings marked \* are Informal Discussion Sessions for Councillors only.

#### Town Council

**(7pm start Clerk: Chief Officer, Max Membership: 21, Quorum: 7)**  
01 May 2024\*, 15 May 2024, 12 June 2024, 24 July 2024, 11 September 2024, 13 November 2024\*, 04 December 2024, 18 December 2024, 22 Jan 2025, 19 Feb 2025, 05 March 2025, 30 April 2025\*, and 21 May 2025

#### Assets & Services Committee

**(7pm start Clerk: Chief Officer, Max Membership: 10, Quorum: 4)**  
**Chair:** Cllr L Crane **Vice Chair:** Cllr D Hegarty  
**Members:** Cllrs R Gray, J Arnold, K England, M Hough, J Beddows, S Broad, D Poole and N Cook  
10 July 2024, 09 October 2024, 29 January 2025 and 09 April 2025

#### Community & Events

**(7pm start Clerk: Community & Events Manager, Max Membership: 10, Quorum: 4)**  
**Chair:** Cllr J Beddows **Vice Chair:** Cllr G Price Jones  
**Members:** Cllrs R Gray, J Arnold, M Hough, D Hegarty, S Broad, S Wright and N Cook  
06 November 2024, and 23 April 2025

#### Finance, Policy & Governance

**(7pm start Clerk: Chief Officer, Max Membership: 10, Quorum: 4)**  
**Chair:** Cllr J Arnold **Vice Chair:** Cllr S Corcoran  
**Members:** Cllrs T Wheatcroft, G Lindop, M Mitchell, K England, M Hough, D Hegarty, N Cook and L Macgregor  
04 September 2024, 20 November 2024, 05 February 2025 and 07 May 2025

#### Planning, Environment & Consultation Committee

**(7pm start Clerk: Support Officer, Max Membership: 10, Quorum: 4)**  
**Chair:** Cllr M Muldoon **Vice Chair:** Cllr S Richards  
**Members:** Cllrs T Wheatcroft, R Gray, G Lindop, K England, G Price Jones, S Wright and D Poole.  
03 June 2024, 08 July 2024, 29 July 2024, 27 August 2024, 23 September 2024, 21 October 2024, 18 November 2024, 16 December 2024, 13 January 2025, 10 February 2025, 10 March 2025, 07 April 2025, 06 May 2025 and 02 June 2025

#### Personnel Committee

**(7pm start Clerk: Chief Officer, Max Membership: 9, Quorum: 3)**  
**Chair:** Cllr S Broad **Vice Chair:** —  
**Members:** J Arnold, S Richards, M Mitchell, M Hough, G Price Jones, D Poole, S Wright and L Macgregor  
29 August 2024, 23 October 2024

#### Appeals Committee

**(7pm start Clerk: Chief Officer, Max Membership: 5, Quorum: 3)**  
Made up of Personnel members as and when required.

#### KEY DATES

- Party in the Park Saturday, 13th July 2024
- Market Town Festival Saturday, 14th September 2024
- Wakes Fair Friday, 20th to Monday, 23rd September 2024
- Christmas Lights Switch-on Saturday, 30th November 2024
- Christmas Market Friday, 06th December 2024
- Annual Town Meeting TBC
- Civic Events TBC

