

SANDBACH TOWN COUNCIL

Quality Committee

Agenda for the meeting to be held on Thursday, 6 October 2004 at 7.15 pm in the Mayor's Room Westfields.

1. **APOLOGIES FOR ABSENCE**
2. **TRAINING - UPDATE**
3. **VISIT TO A CHESHIRE QUALITY COUNCIL**
4. **TOWN CLERK TIME UTILISATION**

The attached estimate of time utilisation was presented to the Finance Committee on 5 August who decided that the implications were best debated by the Quality Committee.

5. **STANDING ORDERS**

- 5.1 **Report from the working Group**

The working party are investigating the differences between the current Sandbach Standing Orders and the Model set issued by the Association of Town and Parish Councils.

- 5.2 **Internal Auditor Recommendation**

The internal auditor raised the following last year and has repeated it this year.

Issue

Standing orders/Financial regulations require the Council to seek tenders from three firms from an appropriate approved list where the supply is greater than £2500. There is no statement as to which approved lists the clerk is supposed to use and also whether there should be public notice via public notice board or press advertisement.

Recommendation

Council should consider amending contract regulations to give greater clarity to the procurement process for contracts above the tendering threshold.

6. **COUNCIL PROJECTS**

To consider possible future projects.

7. **TOWN COUNCIL RESPONSIBILITIES**

To consider possible future Town Council responsibilities.

A list of the principal powers and duties of local councils and their legal basis is attached.

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

The next Quality Committee Meeting is scheduled for 4 November 2004 to be held at the Mayor's Room, Westfields.