

SANDBACH TOWN COUNCIL

ANNUAL REPORT

20010/11

Prepared by:
Ann Banks, Town Clerk
March 2011



Supporters of:
10:10

INTRODUCTION

Welcome to the Annual Report 2010/11.

This report is intended to show you how the Council spends its time and money and details some of the many events and activities that have taken place since the last Annual Town Meeting held in 2010.

A complete list of Town Councillors is included at the end of the report, where you will also find details of how to contact them.

1. THE COUNCIL

The Town Council consists of 18 voluntary Councillors. They are appointed through election or co-option and can serve for a period of up to four years before having to be re-elected; the last election took place in 2007, the next election will take place during May 2011.

The Council employs two staff:

Miss A L Banks, Town Clerk and RFO (37 hours)
Mrs K R Pepper, Administrative Officer (16 hours)

The Council meets a minimum of six times per year and holds its Annual Meeting during May. In addition there are regular meetings of three Committees: Planning, Projects and Finance. Meetings of the Personnel Committee are held as required, the minimum being once per year.

To assist the business of the Council and to enable swift progress the Council operates a number of Working Groups, whilst these groups are not able to make decisions, they undertake a considerable amount of preparatory work which enables them to make justified recommendations for Council to consider. Each Working Group is headed by a Project Leader who manages all meetings, ensures that sufficient progress is being made, works closely with the Clerk and provides regular reports to Council.

All Council and Committee meetings are advertised on the website www.sandbach.gov.uk and on the noticeboard situated to the front of the Literary Institution. Members of the public are welcome to attend these meetings and to ask questions during the 15 minute public question time.

Once a month (normally the second Saturday) Councillors hold a surgery at the Literary Institution, this is an ideal opportunity to meet Councillors and express views regarding the Town. Dates of surgeries are posted on the Council's noticeboard and website.

The Town Council's offices are located at the :

**Sandbach Literary Institution
Hightown
Sandbach
Cheshire
CW11 1AE**

(01270 759959
* clerk@sandbach.gov.uk
www.sandbach.gov.uk



2. MAYOR'S REPORT

Throughout the year, the Town Council has continued to operate on a consultative basis with Cheshire East Council. However, during July 2010, CEC Cabinet resolved to allow and enable Local Council's to take on and manage non-statutory services; as a result Sandbach Town Council is now involved in negotiations which may see the transfer of many services for local management and provision with effect from April 2012.



The Council works in partnership with many voluntary and statutory bodies:

The **Sandbach Partnership** is involved in the delivery of two projects with the Town Council, they are the refurbishment of Sandbach Park and the compilation of a Town Plan. The Partnership has also been involved in the organisation, management and support of a number of events throughout the Town.

A healthy relationship has developed between the Town Council and **Cheshire East Council**, with regular meetings being held to discuss Market Management, Car Parking and the Transfer of Services to name a few, it is hoped that this relationship will go from strength to strength for the benefit of Sandbach and its residents.

The Town Council has met on a regular basis with the **Cheshire Police Constabulary**, with the most recent initiative being the creation of ARCangel in Sandbach, its purpose is to address Alcohol Related Crime.

As our landlord, we continue to work with and support the **Sandbach Literary Institution Trust**, through our involvement with the Joint Management Committee. We are pleased to learn that the efforts of the Trustees are finally paying dividends and it is anticipated that the building will soon be accessible to all following the installation of external and internal lifts.

The Council occupies the ground floor of the Literary Institution which comprises of one office, one meeting room and the Council chamber.

There have been no staff changes during the year and Sandbach Town Council continues to operate with a very lean team of Town Clerk plus one part-time Administrative Assistant.

There has been one change to elected membership during the year following the resignation of Cllr Will Goodall, who was replaced by Cllr Lyndsey Chadwick; Lyndsey is known by many through her work for Demeter's Wholefoods. The resignation of Cllr Goodall was disappointing but understandable, the Council thanks him for all he did and wishes him all the best.

2010/11 has been an extremely busy year and there has been a great deal to celebrate including:

- the appointment of the very first 'Mayor' of Sandbach, a move to raise the profile and status of the Town.
- the formal launch of the Town Plan due to be completed this year, which will inform local decisions for years to come.
- the first farmer's market held on the second Saturday in each month, this has been a great success with other local councils following our lead.
- ongoing support to the Sandbach Allotments Society (SAS), it is anticipated that 2011 will see the provision of allotments in the Town.
- musical successes: the creation of the Sandbach Concert Series, a celebration of Sandbach Music on the refurbished Cobbles and Foden's Brass Band winning a whole string of awards.

On a negative note, the Town was subject to a spate of arson which saw the destruction of the children's play area in Sandbach Park, through an electrical fault St Peter's Church Hall was totally destroyed by fire; it is hoped that both of these valuable community assets will soon return.

We look forward to some exciting times ahead. 2011 will see the appointment of a new Town Council, no doubt we will say goodbye to some familiar faces but we must welcome renewed energy and fresh ideas which new members will bring.

Cllr Mrs Gillian Merry
Town Mayor 2010/11

3. EVENTS

This year's Mayor, Cllr Mrs Gillian Merry's main Civic events were the Civic Parade and Service on 6 June, Sunday Luncheon on 26 September, Ladies Indulgence Evening on 18 November, Music and Mince Pies on 4 December and the Chairman's Ball on 4 February 2011. All monies raised through the Mayor's fund raising activities will be donated to her chosen charities: St Luke's Hospice and St Peter's Church Hall.

The annual bowls match with the Marriott House Veterans was held on 6 August 2010; again the Council lost but great fun was had by all and we are determined to win in 2011.

Another fun packed, two day Transport Festival took place in April 2010. Sandbach was visited by many celebrities and civic dignitaries who enjoyed the spectacular and were blessed with another fine day.

During September, a Celebration of Sandbach Music was presented on the Market Square. Musicians of all ages and abilities entertained the audience, whilst circus skills and face painting kept the youngsters happy. Foden's Band topped the bill as the sun set on a successful day.

The Town Council took part in many of the town's Christmas events which included the Christmas Lights switch on and procession and Sandbach Cemetery Tree of Light ceremony.

Sandbach Partnership presented a Hallowe'en Event on the Market Square, with many fun activities and games available.

The newly formed Sandbach Traders and Retailers (STAR), have hosted several activities on the Market Square to entice visitors and promote the wide range of products available in the town.



4. COMMUNICATION AND CONSULTATION

The Council is committed to being accessible by all and to sharing information about what we do. We do this in the following ways:

Quarterly Newsletter

We have seen the newsletter go from strength to strength, it is now very well established and eagerly awaited by many local people. In addition to publicising meetings and contact numbers, the newsletter aims to provide up to date information on local issues and activities.

Surgeries

Councillor surgeries are held on the second Saturday of each calendar month, however despite a friendly face and warm drink being available they have been quite poorly attended. The surgeries are an excellent opportunity to meet your local councillors and discuss town issues. A timetable is displayed on the Council noticeboard, website and is also available from the Clerk on request.

Website

The website continues to offer up to date information on the Town Council's business and activities, however we are looking to engage with a local business for the ongoing management, to ensure that the site is attractive, user friendly and up to date at all time.

Noticeboard

Details of all Town Council Meetings and forthcoming events are displayed on the noticeboard outside the Council's offices.

Sandbach Directory

Regular Articles promoting the work of the Council and advertising the monthly surgery are included in the Sandbach Directory.

Local Newspapers

The Council engages closely with local newspapers and welcomes them to attend and report on meetings of the Council.

Town Plan Consultation

A detailed questionnaire is currently being formulated which will be delivered to every house, it will also be available for completion on-line. Electors are urged to complete and return their questionnaire, as all information collected will form the basis of the Town Plan for Sandbach. This is an important opportunity to ensure your views are taken into account.

Local Service Delivery Consultation

The Town Council is undertaking a significant piece of work to determine whether local services such as the Town Hall and Market would be best delivered by the Town Council. The views of local people are essential in ensuring that we make the right decision, therefore there will be several opportunities to make your views known to the Council.

5. ACTIVITIES

Quality Town Council

Sandbach Town Council holds Quality Status, this status demonstrates that the Council is representative of, and actively engages with, all parts of its community and that it is properly managed. The Town Council will be due for re-accreditation September 2012 and will have to complete stringent tests in order to qualify.

Sandbach Farmer's Market

Following months of planning, the first Farmer's Market was held on the Market Square on 12 June 2010. There were twenty stalls each selling a variety of different home made products; to signify the success of the market most of the stock was sold before 12 noon! Markets have continued to be held on the second Saturday of every month until December and have recently re-started for Spring 2011.

Christmas and Craft Markets

Specialist markets have been held during the year and the plan is that these will continue.

Town Plan

The Town Plan was launched on 28 September following two public meetings where it was unanimously agreed that the Town would benefit from a detailed plan. Working Groups are currently putting together questionnaires which will go to every household within the Town. The responses received will form the basis of the final Town Plan and supporting Action Plan. It is expected that the final plan will be produced late 2011.

Allotments

The Town Council was petitioned by the Sandbach Allotment Society (SAS) to provide allotments in Sandbach. Sandbach Town Council is fully committed to finding suitable land within the Town and is working closely with the SAS. There have been many suggested locations for allotments, of which two have been actively pursued. Unfortunately, one of those plots is no longer available, the second plot remains under consideration. The Council is optimistic that allotments will be provided for the people of Sandbach.

Town Guide

A comprehensive review of the Sandbach Town Guide is being undertaken as a joint initiative with Sandbach Traders and Retailers (STAR). The Guide will be self-funded and is to raise awareness of the town and what it has to offer. A copy of the new guide will be distributed to all households within the Town, with additional copies being made available through local outlets.

Celebration of Sandbach Music

As part of the Council's sponsorship of Foden's Band and to mark the refurbishment of the Cobbled Market Square, a musical extravaganza was held during September. Musical contributions were made by local bands and artistes of all ages and abilities and it is hoped that this will be the first of many similar events.

Councillor Litterpick

Councillors ventured out in support of the Clean Team to help clean up the streets of Sandbach.



6. JOINT WORKING

The Council has contributed £10,000 during 2010/11 towards the position of Sandbach Partnership Project Coordinator.

The Council is involved in two major projects within the Town, both of which are being managed and delivered by the Sandbach Partnership:

Sandbach Park

Following public consultation a first draft concept design for Sandbach Park has been prepared. The designs include some exciting proposals relating to children's play, youth facilities, adult recreation, environmental improvements, and visitor and event infrastructure.

The draft designs were exhibited during March 2010 and the final design has been approved by Cheshire East Council. The Steering Group is currently looking at funding arrangements.

The Group was successful in bidding for Government Playbuilder funding for the installation of an activity play area for 8 – 12 year olds. It is understood that work is imminent and the area should be open for use by Spring 2011.

The draft designs will be on display on 13 March at Sandbach Town Hall where members of the public will be able to discuss them with the consultants. Feedback received will be taken into account before the final version of the concept design is approved.

Sandbach Town Plan

This project seeks to build upon the existing Town Vision developed in 2007 and to expand the vision statements into a comprehensive development plan. The aim of the plan is to encourage the involvement of the community in developing a statement which would identify and prioritise local projects and would form an accepted basis for local government and funding authorities to support.

Consultation will be undertaken with individual members of the public, local businesses and a wealth of local clubs, societies and organisations, responses will form the basis of the long-term plan for Sandbach.

The project is being overseen by a Steering Group comprising volunteers representing all sectors of the community and it targeted for implementation late 2011.

7. REPRESENTATION

The Council appoints members as representatives on various outside bodies. This ensures good working relationships with local groups and organisations. During the year the Council has been represented on the following bodies:

- Sandbach Partnership
- Sandbach Christmas Lights Committee
- Sandbach in Bloom
- Sandbach Transport Festival
- Sandbach Almshouse Trust
- Sandbach Literary Institution Trustees
- Sandbach Literary Institution Management Committee
- Streets Ahead
- Central Cheshire PCT
- Linden Bank Liaison Committee
- Cheshire Association of Local Councils
 - Congleton Area Meeting
 - Annual Meeting
 - Clerk's Forum
 - Cheshire Quality Forum
- Cheshire Planning Forum
- Cheshire Rights of Way
- Wheelock Village Hall Trustees
- Sandbach Old Hall Action Group (SOHAG)
- Middlewich Railways Steering Group
- Sandbach Youth Council
- Congleton Local Area Partnership
- Sandbach Neighbourhood Action Group
- Cheshire Community Action
- CEC Town and Parish Council Conference
- Sandbach School Governing Body
- Sandbach Traders and Retailers (STAR)
- ARCangel – Sandbach Project
- Neighbourhood Policing Group
- Town Plan Steering Group

8. FINANCE

DONATIONS, GRANTS AND CONTRIBUTIONS 2010/11

Many local groups, societies, churches and youth organisations have been supported via financial donations to enable services to the public.

To date the following donations, grants or contributions have been made during the financial year 2010/11.

Fodens Band, Sponsorship	7500.00
St Mary's, Grant	400.00
St John's, Grant	200.00
St Peter's, Grant	200.00
Christchurch, Grant	250.00
Ettiley Heath Church, Grant	200.00
Sandbach Christmas Lights, Grant	3000.00
Sandbach Transport Festival, Grant	10000.00
Sandbach Concert Series	3166.66
Sandbach Clean Team	561.00
St Peter's Church Hall	25000.00
Cheshire East Autistic Society	500.00
Vitalise	124.50
Sandbach Baptist Church	1000.00
Marriott House Bowling Club	100.00
Sandbach Literary Institution	5000.00
Sandbach Traders and Retailers	500.00
Sandbach Traders and Retailers	405.00
Marriott House Veteran's Association	500.00
Sandbach High School	100.00
Sandbach United FC	4244.00
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	62951.16

It is to be noted that Sandbach in Bloom and the Annual Town Crier's Competition which were previously supported through grant applications are now funded directly from Sandbach Town Council budget.

ACCOUNTS 2010/11

Sandbach Town Council Profit & Loss Account for the year ended 31 March 2011 as at 31 March 2011

	2010/11 Actual £	2009/10 Budget £	2009/10 Actual £
Precept	226,129	226,129	222,780
Interest income	925	2,000	898
Other	5,413	2,000	769
	232,466	230,129	224,447
Grants and Donations			
Regular annual donations	3,612	2,300	1,425
Requested s137 grants	54,101	39,000	35,275
Civic list	3,736	5,490	5,504
	61,449	46,790	42,204
Council Administration			
Subscriptions and fees	3,323	2,700	1,668
Training and traveling	744	1,200	684
By-election	0	0	0
	4,067	3,900	2,352
Premises Administration			
Insurance	2,471	3,500	3,252
Rent / utilities	8,920	10,820	9,953
Handyman / Maintenance costs	1,442	5,000	1,268
	12,833	19,320	14,473
Office Administration			
Staff / NI / Pension	53,453	55,500	51,952
Office / Phone costs	5,236	2,800	3,764
Equipment	1,294	2,000	2,318
	59,983	60,300	58,034
Committed Projects			
Sandbach community police	23,600	23,600	22,000
SLI building upgrade	0	0	9,587
Sandbach park	1,267	25,000	18,562
	24,867	48,600	50,149
New Projects			
Town centre action plan	364	20,000	0
Vision / Partnership projects / Other	5,733	0	3,555
Entry information signs	2,137	1,200	0
	8,234	21,200	3,555
Maintained Projects			

Fodens / Newsletter / Fairtrade	13,528	11,500	10,566
Partnership Management / Cleanteam	10,000	40,000	9,000
Street furniture provision	0	750	0
	<u>23,528</u>	<u>52,250</u>	<u>19,566</u>
 Total Expenses	 194,961	 252,360	 190,333
 Grants from Earmarked reserves less pensions reserve	 0		 0
	<u>194,961</u>		<u>190,333</u>
Net Surplus	<u>37,505</u>	<u>-22,231</u>	<u>34,114</u>

**Sandbach Town Council
Balance Sheet
as at 31 March 2011**

	31.3.11 2010/11	31.3.10 2009/10
	£	£
Fixed Assets	0	0
<i>Current Assets</i>		
Debtors	0	0
VAT Repayable	6,424	4,526
Prepayments		0
 <i>Cash & Bank Accounts</i>		
Cash	12	55
Current Account	1,000	1,000
Business Reserve	100,002	73,522
Capital Reserve/Bonus Saver	81,784	80,931
	<u>182,798</u>	<u>155,508</u>
 <i>Creditors</i>		
Creditors	2,518	10,834
Provisions		0
 Net Assets	 <u>186,704</u>	 <u>149,200</u>
 Reserves		
Balance b/f	149,199	115,085
Surplus for the year	37,505	34,114

Balance c/f	<u>186,704</u>	<u>149,199</u>
Reserves are made up of		
Sandbach Park	47,076	19,411
Wheelock Community Association	0	5,000
St Peters Community Hall	0	15,000
Gratuity Reserve	319	319
Sandbach Literary Institution Lift	0	0
Town Plan	2,700	0
Amount required for this year's budgeted expenditure	59,736	87,858
Amount available for use	76,873	21,611
	<u>186,704</u>	<u>149,199</u>

9. CONTACT DETAILS

SANDBACH TOWN COUNCIL MEMBERSHIP 20010/11			
EAST WARD			
Cllr Mrs D E Alcock	31 Newall Avenue, Sandbach CW11 4BJ	766238	alcockd@talktalk.net
Cllr S A M Corcoran	7 Radbroke Close, Sandbach CW11 1YT	753038	sam@ achillesaccountancy.co.uk
Cllr Mrs PM Minshull	Buttersfield, 66 Manor Road Sandbach. CW11 2NB	764100	N/A
Cllr L Morris	1 Hawthorne Drive, Sandbach CW11 4JH	765885	N/A
Cllr D Robinson	59 Heath Road, Sandbach CW11 2JU	764799	N/A
Cllr D L Darnes	16 Park House Drive, Sandbach CW11 1YW	764681	deborah.darnes@talktalk.net
NORTH WARD			
Cllr Dr G J Bowker	38 Duke's Crescent, Sandbach CW11 1BL	766422	gemmajaner@gmail.com
Cllr G W Bell	128 Heath Road, Sandbach CW11 2LE	529055	bellsontheheath@aol.com
Cllr B E Moran	143 Middlewich Road, Sandbach. CW11 1JD	768816	moranbarrye@aol.com
Cllr S B Holland	Threeways, 122 Congleton Road, Sandbach CW11 1DN	762380	hollandSB@tiscali.co.uk
Cllr Mrs G M Merry	217 Middlewich Road, Sandbach CW11 3EL	764580	gillmerry@talktalk.net
Cllr Mrs C D Lowe	159 Bradwall Road, Sandbach, CW11 1GP	768667	carolyndlowe@gmail.com
WEST WARD			
Cllr P J Darnes	16 Park House Drive, Sandbach CW11 1YW	764681	patrick.darnes@ talktalk.net
Cllr L Chadwick	41 Elworth Street, Sandbach. CW11 1HA	760445	N/A
Cllr K E Haines	25 Tatton Drive, Sandbach CW11 1DZ	761541	keithhaines@talktalk.net
Cllr W W Scragg	3 Mill Lane, Moston, Sandbach CW11 3PT	765746	states@ sheilabill.wanadoo.co.uk
Cllr M R Sherman	57 Congleton Road, Sandbach CW11 1HP	767090	martin.sherman@ mail.adsl4less.com
Cllr A J Wood	60 Marriott Road, Wheelock, Sandbach CW11 3LS	760725	ajw60@tiscali.co.uk
TOWN CLERK			
Ann Banks	Sandbach Literary Institution, Hightown CW11 1AE	759959	clerk@sandbach.gov.uk
ADMINISTRATION			
Katy Pepper	Sandbach Literary Institution, Hightown CW11 1AE	759959	katy.pepper@sandbach.gov.uk