



Congleton Town Council

Historic market town

Chief Officer: David McGifford



25th November 2016

Dear Councillor,

Town Council Meeting – Thursday 1st December, 2016

You are summoned to attend a meeting of the Council, to be held in the Town Hall, Congleton on **Thursday 1st December, 2016** commencing at **7.00pm**.

The Public and Press are welcome to attend the meeting. There may be confidential items towards the end of the meeting which the law requires the Council to make a resolution to exclude the public and press.

Yours sincerely,

D McGifford
Chief Officer

AGENDA

1. Apologies for absence. (Members are respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non attendance).

2. Minutes (enclosed)

To approve the Minutes of the meeting held on 27th October 2016.

3. Declarations of Disclosable Pecuniary Interest

Members are requested to declare both "non pecuniary" and "pecuniary" interests as early in the meeting as they become aware of it.

4. Outstanding Actions

None.

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where friends are made

Congleton Town Council, Town Hall, High Street, Congleton, Cheshire CW12 1BN

Tel: 01260 270350 Fax: 01260 280357

Email: info@congletontowncouncil.co.uk www.congleton-tc.gov.uk

5. Questions from Members of the Public

To receive any questions from Members of the Public at the meeting and, notified in advance in writing.

6. Mayor's Announcements (enclosed)

To receive any announcements by the Town Mayor and to receive a list of the Mayor's Engagements.

7. Planning Committee (enclosed)

To receive the minutes of the meeting held on 13th October and 3rd November 2016.

8. Community, Environment and Services Committee (enclosed)

To receive the minutes of the meeting held on 6th October 2016.

9. Finance and Policy Committee (enclosed)

To receive the minutes of the meeting held on 20th October 2016.

10. Urgent Items

Members may raise urgent items but no discussion or decisions may be taken at the meeting.

11. Cheshire East Councillors' Reports

To suspend Standing Orders to allow Councillors from the principal authority to report on relevant issues and to receive questions from members.

12. Youth Committee (enclosed)

a) To receive the minutes of the Youth Committee meeting held 8th November 2016.

b) To deal with Questions from Members of the Youth Committee present at the meeting.

13. Christmas Office Hours (enclosed)

To receive and consider a report on the office opening and closing times for the Christmas period.

14. Precept 2017-18 (enclosed)

To consider the recommendation from the Finance and Policy Committee held on 24th November 2016 to approve the precept.

15. Consultation on Household Waste Recycling Centre provision (enclosed)

To note the information relating to the consultation on Household Waste Recycling provision.

To: All Members of the Town Council,

CC: Press 2, Burgesses (5), Mayor's Chaplain,
Members of the Youth Committee
MP, Cheshire East Councillors (1), Library, Congleton Tourist Information Centre.

Congleton Town Council

Minutes of the Meeting of the Council held on Thursday 27th October 2016 in the Town Hall Congleton.

PRESENT: Councillors:

Mrs S Akers Smith
J G Baggott
L D Barker
R Boston
C H Booth (Deputy Town Mayor)
P Broom
D T Brown (Town Mayor)
G R Edwards
Mrs S A Holland
Mrs A M Martin
Mrs J D Parry
Mrs E Wardlaw
G S Williams

1. APOLOGIES

Apologies for absence. (Members are respectfully reminded of the necessity to submit any apologies in advance and to give a reason for non-attendance).

Apologies were received from Cllrs Mrs D S Allen, Mrs A L Armitt, P Bates, G P Hayes and Mrs A E Morrison.

2. MINUTES

To approve the Minutes of the Council meeting held on 15th September 2016.

CTC/27/1617 RESOLVED that the Minutes of the meeting held on 15th September 2016 be approved and signed by the Mayor.

3. DECLARATIONS OF DISCLOSIBLE PECUNIARY INTERESTS

Members are requested to declare both "non pecuniary" and "pecuniary" interests as early in the meeting as they become aware of it.

Cllrs J G Baggott, D T Brown, Mrs E Wardlaw and GS Williams declared a non-pecuniary interest in any matters relating to Cheshire East Council.
Cllr Broom declared a non-pecuniary interest in item 14 Public Toilets

4. OUTSTANDING ITEMS

There were no outstanding actions.

5. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from members of the public.

6 **MAYORS ANNOUNCEMENTS**

The Town Mayor drew attention to the various engagements that he and the Deputy Town Mayor had fulfilled since the last Council meeting.

7. **PLANNING COMMITTEE**

CTC/28/1617 RESOLVED that the minutes of the meetings held 4th August and 22nd September 2016 be received and the recommendations therein be adopted.

8. **FINANCE & POLICY COMMITTEE**

CTC/29/1617 RESOLVED that the minutes of the meeting held on 8th September 2016 be received and the recommendations therein be adopted.

9. **COMMUNITY, ENVIRONMENT & SERVICES COMMITTEE**

CTC/30/1617 RESOLVED that the minutes of the meeting held on 11th August 2016 be received and the recommendations therein be adopted.

10. **TOWN HALL COMMITTEE**

CTC/31/1617 RESOLVED to note the draft minutes of the meeting held on 22nd September 2016 and approve the following Town Hall Expenditure

6. Hearing Loop

THC/8/1617 Resolved to receive the report from the Facilities and Operations Manager on the progress and improvements to the facilities in the Town Hall for the hard of hearing and recommend to Council that the quote from T&S Electrical for £1,770 plus VAT be approved and funded from the Capital Contingency budget.

7. Refurbishment of the Town Hall External Fire Escape

THC/9/1617 Resolved to receive the report from the Facilities and Operations Manager and to recommend to Council that the quotes received from J Williamson £1500 plus VAT and R Beard Ltd £2820 plus VAT – Total £4320 plus VAT be approved and funded from the Capital Contingency Budget.

11. **URGENT ITEMS**

There were no urgent items.

12. **CHESHIRE EAST COUNCILLOR'S REPORTS**

There were no reports from Cheshire East Councillors

13. **YOUTH COMMITTEE**

- a) **CTC/32/1617 RESOLVED** that the minutes of the Youth Committee meeting held on 10th October 2016 be received.
- b) To deal with Questions from Members of the Youth Committee present at the meeting.

There were no questions from members of the Youth Committee.

14. **PUBLIC TOILETS**

To receive a report from the Chief Officer on the refurbishment of Market Street public toilets.

CTC/33/1617 RESOLVED to award the contract to Realm Construction for the refurbishment of the Market Street Toilets for £12,850. The Chief Officer is requested to confirm with Realm Construction the timetable for these works.

**D T Brown
(Town Mayor)**

TOWN MAYOR'S ENGAGEMENTS

2016

28 th October	North West In Bloom Presentation
29 th October	Royal British Legion – Launch of Poppy Appeal
1 st November	In Bloom Celebration Evening – Town Hall
5 th November	Rotary Bonfire – Congleton Park
11 th November	Remembrance - Cenotaph
12 th November	Remembrance Service – St. Mary's Church
12 th November	Opening of New Estate Agent
13 th November	Remembrance Sunday
18 th November	Leek Christmas Lights Switch On
21 st November	Tesco – Launch of Toy Appeal
23 rd November	Junior Council
25 th November	Christmas Lights Switch On
26 th November	Youth Orchestra Concert
30 th November	Visit to Somerford Kindergarten

DEPUTY MAYOR

17 th November	Congleton Amateur Youth Theatre - Daneside
19 th November	Young Artist Competition – Town Hall

CONGLETON TOWN COUNCIL
MINUTES OF THE MEETING OF THE PLANNING COMMITTEE
HELD ON 13th OCTOBER 2016

PRESENT

Councillor L D Barker (Chairman)
G R Edwards
G P Hayes
Mrs A M Martin
Mrs A E Morrison
Mrs J D Parry
Mrs E Wardlaw

1. APOLOGIES

Apologies for absence were submitted from Councillors Mrs S Akers Smith, Mrs D Allen, Mrs A L Armitt, J. G. Baggott, P. Bates, R. Boston, C. Booth, P. Broom, D. T. Brown, Mrs S. A. Holland and G. S. Williams

2. MINUTES

PLN/11/1617 RESOLVED: There were amendments to the Minutes of the Meeting of the Committee held on 22nd September 2016. The amended minutes against applications 16/3840C and 16/3906C were approved and would be signed by the Chairman as a correct record.

3. DECLARATIONS OF INTEREST

Members were reminded to declare both "non pecuniary" and "pecuniary" interests as early in the meeting as they become known.

Councillors Hayes and Wardlaw declared a "non pecuniary" interest due to their membership of Cheshire East Council.

4. OUTSTANDING ITEMS

There were none.

5. PLANNING APPLICATIONS

PLN/12/1617 RESOLVED: That the following comments be made to Cheshire East Borough Council:

Week ended 23rd September 2016

16/4571C	Loachbrook Farm, Sandbach Road, Congleton	NO OBJECTION
16/4578C	The Old Vicarage, 6 Brook Street, Congleton	NO OBJECTION
Councillor Hayes declared a "non pecuniary" interest in application 16/4578C		
16/4583C	2 Rood Hill, Congleton, CW12 1LG	NO OBJECTION
16/4622C	7 Newcastle Road, Congleton, CW12 4HN	NO OBJECTION
16/4637C	41 Astbury Lane Ends, Congleton, CW12 3AY	NO OBJECTION

Week ended 30th September 2016

16/4558C	Land Off Macclesfield Road, Congleton	NO OBJECTION
16/4636C	Land adj to Unit 1 Hopkins Close, Congleton	REFUSE for the

following reasons –

- Highways and safety issues – for example there have been previous problems with HGV access to the area and damage to vehicles
- Traffic generation
- Vehicular access
- Adequacy of parking
- Overdevelopment of the area

Councillors Hayes, Martin, Parry and Wardlaw declared a "non pecuniary" interest in application 16/4636C

16/4703C	Rear of 50 Boundary Lane, Congleton, CW12 3JA	REFER to Cheshire
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East Officer to enforce green belt regulations

16/4740C	45 Herbert Street, Congleton, CW12 1RE	NO OBJECTION
16/4742D	Tall Ash Farm Triangle, 112 Buxton Road, Congleton	NO OBJECTION
16/4749C	Land Off Spring Street, Congleton	NO OBJECTION

subject to Planning Officers checking vehicle access, that there are sufficient parking spaces and appropriate landscaping is provided

16/4752C	77 Manchester Road, Congleton, CW12 2HT	NO OBJECTION
16/4757C	Proposed Congleton Link Road, Congleton	NO OBJECTION

Councillor Hayes declared a "non pecuniary" interest in application 16/4757C

16/4670T	148 Canal Road, Congleton, CW12 3AT	NO OBJECTION
		Subject to usual conditions
16/4709T	92 Park Lane, Congleton, CW12 3DD	NO OBJECTION
		Subject to usual conditions
16/4763T	12 Randles View, Congleton, CW12 3JN	NO OBJECTION
		Subject to usual conditions

Councillor Hayes declared a "non pecuniary" interest in application 16/4763T

16/4562D	Land Off Brook Street, Congleton	NO OBJECTION
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Week ended 7th October 2016

16/4227C	74 Chestnut Drive, Congleton, CW12 4UB	NO OBJECTION
16/4789C	11 Bridge Street, Congleton, CW12 1AY	NO OBJECTION
16/4790C	11 Bridge Street, Congleton, CW12 1AY	NO OBJECTION
16/4791C	11 Bridge Street, Congleton, CW12 1AY	NO OBJECTION
16/4807C	1 Campbell Close, Congleton, CW12 2BQ	NO OBJECTION
16/4816C	Former Garages, Mill Green, Congleton	NO OBJECTION
16/4833C	Peel Croft, Newcastle Road, Astbury, CW12 4HS	NO OBJECTION
16/4036C	Dane Mill, Broadhurst Lane, Congleton, CW12 1LA	NO OBJECTION
16/4858C	Land Off Goldfinch Close, Congleton	NO OBJECTION

6. **PLANNING APPEALS**

None to report.

L. D. Barker – Chairman

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 3rd NOVEMBER 2016

Please note These are draft minutes and will not be ratified until the next meeting of the Planning Committee

PRESENT

Councillor L D Barker (Chairman)
Mrs S Akers Smith
Mrs. D. S. Allen
J. G. Baggott
R Boston
D T Brown
G R Edwards
G P. Hayes
Mrs S A Holland
Mrs A M Martin
Mrs J D Parry
E Wardlaw

1. **APOLOGIES**

Apologies for absence were submitted from Councillors Mrs A. Armitt, P. Bates, P. Broom, Mrs A. E. Morrison, G. S. Williams

2. **MINUTES**

PLN/13/1617 RESOLVED: That the Minutes of the Meeting of the Committee held on 13th October 2016 be approved and signed by the Chairman as a correct record.

3. **DECLARATIONS OF INTEREST**

Members were reminded to declare both "non pecuniary" and "pecuniary" interests as early in the meeting as they become known.

Councillors Baggott, Hayes and Wardlaw declared a "non pecuniary" interest due to their membership of Cheshire East Council.

Councillor D. T. Brown declared a "non pecuniary" interest due to his membership of Cheshire East Council and also due to his membership of the Strategic Planning Committee. Councillor Brown did not vote on any items.

4. **OUTSTANDING ITEMS**

There were none.

5. PLANNING APPLICATIONS

PLN/14/1617 RESOLVED: That the following comments be made to Cheshire East Borough Council:

Week ended 14th October 2016

16/4931T	5 Oakmont Close, Congleton, CW12 3GU	NO OBJECTION
		Subject to usual conditions

Councillor Hayes declared a "non pecuniary" interest in application 16/5122C

Week ended 21st October 2016

16/5014C	29 St Peter's Road, Congleton, CW12 3RE	NO OBJECTION
16/5102C	54 Astbury Street, Congleton, CW12 4EQ	NO OBJECTION
16/5125C	1 Stopsley Close, Congleton, CW12 4PB	NO OBJECTION
16/4968T	Land Off Brook Street, Congleton	NO OBJECTION
		Subject to usual conditions

Week ended 28th October 2016

16/5122C	Astbury Marsh Caravan Park, Newcastle Road, Congleton	NO COMMENT
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Councillors Hayes and Wardlaw declared a "non pecuniary" interest in application 16/5122C

16/5191C	Unit A1, Congleton Retail Park, Barn Road, Congleton	NO OBJECTION
16/5227C	11 Bridge Street, Congleton, CW12 1AY	NO OBJECTION

Subject to approval by Cheshire East Conservation Officer

16/5228C	11 Bridge Street, Congleton, CW12 1AY	NO OBJECTION
16/5229C	11 Bridge Street, Congleton, CW12 1AY	NO OBJECTION
16/5230C	McDonalds, Clayton By Pass, Congleton, CW12 1LR	NO OBJECTION
16/5231C	McDonalds, Clayton By Pass, Congleton, CW12 1LR	NO OBJECTION
16/5232C	McDonalds, Clayton By Pass, Congleton, CW12 1LR	NO OBJECTION
16/5173D	Fol Hollow Cottage, 9A Fol Hollow, Congleton, CW12 4HT	NO OBJECTION

6. PLANNING APPEALS

None to report.

7. UPGRADING OF PUBLIC FOOTPATH

PLN/15/1617 RESOLVED: That correspondence from Cheshire East Council dated 10th October 2016 in respect of upgrading Public Footpaths Numbers 71 and 11 was received and it was requested that directional signage to and from Fol Hollow be provided.

L. D. Barker – Chairman

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE COMMUNITY, ENVIRONMENT AND SERVICES COMMITTEE HELD ON THURSDAY 6th October 2016

PRESENT: Councillors

Mrs S Akers Smith
Mrs A L Armitt
P Bates
R Boston
C H Booth (Deputy Mayor and Vice Chairman)
P Broom
D T Brown (Town Mayor)
G R Edwards
G P Hayes
Mrs S A Holland (Chairman)
Mrs A Martin
Mrs A E Morrison
Mrs J D Parry
G S Williams

1. Apologies for absence.

Apologies for absence were received Cllrs Mrs D S Allen and L D Barker who are not members of this particular committee.

2. Minutes of Last Meeting

CES/20/1617 Resolved that the minutes of the meeting held on 11th August 2016 be confirmed as a correct record and signed by the Chairman.

3. Declarations of Interest

Members are requested to declare both "pecuniary" and "non pecuniary" interests as early in the meeting as they become known.

Cllrs P Bates, DT Brown and G.S Williams declared a non-pecuniary interest in any matters related to Cheshire East Council.

Cllr Broom declared a non-pecuniary interest in item 13 Market Street Public Toilets

Cllr Booth declared a non-pecuniary interest in agenda item 17 Fellowship House Luncheon Club.

4. Outstanding Actions

None.

5. Cheshire Police

To receive and consider a verbal report from a representative of Cheshire Police on Policing matters affecting Congleton.

Summary of points raised as follows

- Attention has been paid to school areas and particularly parking.
- Princess Street/ Market Area and Cong Park ASB. Increase in high visibility patrolling last weekend and this weekend. Operation run on 6th Oct in Cong Park. Arrests made in relation to bin fires and burglary at the Pavillion and these are being progressed. Aware multi agency meetings ongoing in relation to design and locations.
- Mystery shopper dates being progressed.
- Tour of Britain was a great success, engagement opportunity was good and well received by public.
- Community Speedwatch up and running. PCSO Shore coordinating. 90 letters have gone out.
- Some burglaries in Park lane/ Buglawton area. Mainly from sheds and outbuildings
- Some theft from motor vehicles, again reminder about securing vehicles
- Couple of arrests for burglary and 2 males in prison so this should impact on burglaries and theft from motor vehicles.
- 2 x successful drugs warrants in Brook Street and Meadow Mill.
- Scrutiny Panel 2nd November at 6pm –
- Operation Shield launch next week. Reminder about security with dark nights and Xmas coming up. There will be press releases and social media releases. Team will be doing bike marking events throughout October and combine this with security awareness. Also opportunity for home security kits (DNA Marking) and creating Op Shield zones. I can send further details re this.

6. Floral Arrangement Working Group

To receive the minutes of the Floral Arrangement Working Group held on 12 August 2016.

CES/21/1617 Resolved to receive the minutes of the Floral Arrangement Working Group dated as above.

7. PCSO Amie Gillett

Achieving Cheshire Excellence for Community Engagement

CES/22/1617 Resolved to receive the recommendation that the Mayor writes to congratulate PCSO Amie Gillett on her achievement.

8. Congleton In Bloom

To receive a report from the Town Centre and Marketing Manager regarding Membership of the In Bloom Working Group.

CES/23/1617 Resolved to promote the membership opportunity via Councillors, through the Partnership and the Chronicle

9. Update on Christmas 2016

To receive an update from the Town Centre and Marketing Manager on activity for Christmas 2016.

CES/24/1617 Resolved to note the report from the Town Centre and Marketing Manager,

10. Bringing Big Data Small User Initiative

To note the update from the Town Centre and Marketing Manager on the Big Data Small User initiative.

CES/25/1617 Resolved to note the report from the Town Centre and Marketing Manager.

11. Hankinson's Field Leisure Centre

To receive an update from the Chief Officer on the Leisure Centre and works on Hankinson's Field.

CES/26/1617 Resolved to receive the update from the Chief Officer.

12. West Heath Shopping Centre Toilets

To note the update on West Heath Shopping Centre Toilets from the Facilities and Operations Manager.

CES/27/1617 Resolved to receive the report from the Chief Officer and request that he arranges an appointment to meet with the owners of the shopping centre

13. Market Street Public Toilets

To note the update on the Market Street Public Toilets from the Chief Officer.

CES/28/1617 Resolved to defer the proposal for the refurbishment of the toilets is deferred to either the 20th or 27th of October 2016.

14. Congleton Gulley Cleansing

To note the update on Gulley Cleansing in Congleton from the Facilities and Operations Manager.

CES/29/1617 Resolved to note the update from the Facilities and Operations Manager.

15. Rope Walk

To note the update on Rope Walk from the Facilities and Operations Manager.

CES/30/1617 Resolved to note the update from the Facilities and Operations Manager.

16. St Peter's Church - Grounds Maintenance Update

To note the update on St Peters Church Grounds Maintenance from the Facilities and Operations Manager.

CES/31/1617 Resolved to note the update from the Facilities and Operations Manager and request that a meeting is arranged with the Probationary Service to agree an alternative work plan in Congleton.

17. Fellowship House

To receive an update from the Chief Officer on the Fellowship House Luncheon Club.

CES/32/1617 Resolved to receive the update from the Chief Officer and requested that he should be aware of an additional venue that could be worth exploring. St Johns Church in Buglawton and that additional funding could be available via CEC Participatory Budgeting scheme.

**Mrs S A Holland
(Chairman)**

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 20th October 2016

PRESENT - Councillors

N Adams
Mrs S Akers Smith
Mrs D S Allen
P Bates
R Boston
Mrs S A Holland
Mrs A M Martin
Mrs A E Morrison
Mrs E Wardlaw

Appointment of Chairman for the Meeting

Due to apologies being received from the Chairman Cllr G R Edwards and Vice Chair Cllr Mrs J D Parry it was proposed that Cllr Mrs E Wardlaw Chaired the meeting.

FAP/23/1617 RESOLVED that Cllr Mrs E Wardlaw would be Chairman for the meeting.

1. Apologies

Apologies for absence were received from committee members Cllrs J G Baggott, G R Edwards and Mrs J D Parry.

Apologies were also received from non-Committee members Cllrs Mrs A L Armitt, P Broom, G P Hayes, G S Williams and Ex- Officio member Cllr D T Brown.

2. Minutes

FAP/24/1617 RESOLVED that the Minutes of the Meeting of the Committee held on 8th September 2016 be approved and signed by the chairman.

3. Declarations of Interest

Members are requested to declare both "pecuniary" and "non pecuniary" interests as early in the meeting as they become known.

Cllrs P Bates and Mrs E Wardlaw declared a non-pecuniary interest in any matters relating to Cheshire East Council.

Cllr R Boston declared a non-pecuniary interest in item 6 (i)

GR 14/1617 Congleton Community Credit Union

Cllr P Bates declared a non-pecuniary interest in items 6 (ii) and 6 (iii)

GR 14/1617 Congleton Community Credit Union

GR 15/1617 PCSO 2175 Representing Speedwatch Congleton

Cllr N Adams declared a non-pecuniary interest in item 10

New Telephone System for the Town Council

4. Outstanding Actions

None

5. Grant Approvals and Commitments 2016-17

A summary of grant approvals and commitments was considered by the committee and it was noted that £11,250 was remaining for grants for 2016/17.

FAP/25/1617 RESOLVED that that the grant summary be received.

6. New Applications for Financial Assistance

FAP/26/1617 RESOLVED that:-

- i) **GR 13/1617 Trinity Methodist Church**
A grant of £1,000 be approved (S137)
- ii) **GR 14/1617 Congleton Community Credit Union**
A grant of £240 be approved (S137)
- iii) **GR 15/1617 PCSO 2175 Representing Speedwatch Congleton**
A grant of £50.34 be approved (Highways Act 1980 S274A)

7. Management Accounts to September 2016

FAP/27/1617 RESOLVED that that the Management Accounts to 30th September be received.

8. Bank Reconciliation

FAP/28/1617 RESOLVED that the bank reconciliation to 30th September 2016 be received.

9. List of Payments

FAP/29/1617 RESOLVED to receive the Payments List between 1st August and 30th September 2016.

10. New Telephone System for the Town Council

To approve a capital spend to replace the telephone system and to have a VOIP flexible communication system with our existing IT support company.

FAP/30/1617 RESOLVED to not accept the current proposal and that Cllr Adams would support additional research to establish best value for this project. This research to be completed in time for the next Finance and Policy meeting on the 24th November 2016

Mrs E Wardlaw
(Nominated Chairman)

Congleton Town Council

Minutes of the meeting of the Youth Committee held on Tuesday 8th November 2016 in the Town Hall, Congleton

PRESENT Youth Councillor Bella Statham (Vice Chairman – In the Chair)
Michael Howell

Rebecca Casewell
Oliver Proctor
Alfie Seddon
Aaron Barrett
Hannah Morton

Councillor Sally Holland
Councillor George Hayes
Councillor Glen Williams
Councillor David Brown – Town Mayor
Councillor Bob Edwards
Linda Minshull

1. APOLOGIES

Apologies were received from Jamie Bernardi, Matthew Jones, Arabella Holland, Sebastian Nixon, Zak Roberts and Councillors Larry Barker and Liz Wardlaw.

2. MINUTES OF LAST MEETING

RESOLVED – That the Minutes of the Meeting of the Committee held on the 10th October 2016 were signed by the Chairman as a correct record.

3. BRIDESTONES PROPOSALS

Joel Moorcroft of Lexington Communications gave an update on the proposed Town Centre development. There was a discussion about how the young people would like to see the Town Centre develop. Joel gave feedback forms for completion and Bella agreed to ask students at Congleton High School to give their views.

4. MENTAL HEALTH/SUBSTANCE MISUSE

Councillor Glen Williams updated the meeting on his work on this item. A discussion took place regarding the young people's views on groups to target and where to focus resources. Glen stated that he was having further meetings to develop a plan and there would be an opportunity for them to get involved in shaping or delivering projects.

5. **REMEMBRANCE SUNDAY**

Linda updated the meeting on arrangements for Remembrance Sunday. Bella agreed to lay the wreath on behalf of the Youth Committee.

Linda agreed to contact both High Schools to request that they sell poppies and encourage students to attend the remembrance parade and service on Sunday.

6. **YOUTH COMMITTEE BANK ACCOUNT**

It was reported that the balance is £548.92.

7. **MEMBERSHIP**

Bella informed the meeting of her intention to resign from the Committee. She thanked the Town Council for all the opportunities it had given her but due to work commitments it is difficult to give time to the Committee.

Linda will put the item of Chairman and Vice Chairman on the agenda for the next meeting. There was a discussion regarding recruitment and Bella will still help with recruitment at Congleton High School.

Councillors were supportive of the Youth Committee continuing and discussed possible projects which young people may like to be involved with. These could be useful for recruitment. The Mayor gave an update on Congleton In Bloom and suggested that there could be a Youth In Bloom. It was also suggested that we could use the Duke of Edinburgh scheme to encourage volunteering.

8. **YOUTH COMMITTEE MEMBERS ITEMS**

Basketball Hoops

Linda updated the meeting on information the Town Council had received about the progress of the project to improve the Leisure Centre. It was agreed that Linda would feedback the Youth Committee's views on the possibility of siting a basketball hoop there.

9. **DATE OF NEXT MEETING**

Tuesday 20th December 2016 – 5 p.m. followed by the opportunity to meet socially afterwards

Bella Statham (Vice Chairman)

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	1 st December 2016 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	The Chief Officer		
AGENDA ITEM REPORT TITLE	13 Christmas Closure		
Background	To advise Councillors of the proposed closure date of the Town Hall offices over Christmas		
Proposal	<p>It is proposed that the Town Hall Office will open and close on the following times during the Christmas and New Year period</p> <ul style="list-style-type: none">• 23rd December - closing at 12 noon• 26th, 27th 28th 29th, 30th of December and the 2nd of January 2017, closed• 3rd January 2017 normal office hours <p>During this period staff are entitled to 3 bank holidays and will take the 3 additional days from their annual holiday entitlement.</p> <p>Streetscape will operate with a skeleton staff over all of the Christmas period with the exception of Christmas Day.</p> <p>There is an emergency number for residents to ring if an incident occurs requiring the intervention of Streetscape staff which is operated by Cheshire East: - 0300 125 5025. This will be used to contact Town Council staff.</p>		
Decision Requested	To approve the above proposal		

Finance and Policy Committee Meeting 24th November 2016 – Agenda Item 14

REPORT ON THE BUDGET 2017/18

Introduction

As the Council's budget is quite complex, it is ever more important for members to be able to understand the format and details to enable them to make informed decisions. This is the covering report that has been produced along with the draft budget, to bring in the main factors influencing its form.

The Council through its current and previous Corporate Strategies has set in place an ambitious programme of service enhancement and community leadership, which has necessitated its capacity, skill levels and inevitably its costs to be increased over recent years.

The 2017-18 Budget is structured to continue to deliver the Corporate Strategy; however its greatest pressures are most likely to come from the continued devolvement programme from Cheshire East Council; however in some cases these could also be viewed as opportunities to provide cost effective services for our residents. It is also worth noting that due to continuing low interest rates income from our investments is still low.

20016-17 Forecast

The projected expenditure to March 2017 is anticipated to show a variance of approximately £63k. against income.

As expected there have been variations to both income and expenditure during the year, the main variations are summarised below:

Underspend:

- £25k Council Tax Support Grant (This had initially been withdrawn but was later reinstated for 2015/16 after the Town Council budget had been approved)
- £21k Streetscape services. This underspend is largely from the staffing budget and due to some staff currently choosing not to be in the Cheshire Pension scheme and fewer overtime hours being worked than budgeted for.
- £10k extra income into the Town Hall trading account due to increase bookings in the Town Hall including a block booking by Cheshire East Council for the local plan hearing.

The overspend on Congleton Partnership, Floral Displays, Christmas Fayre and Tourism is offset by increased income on all these budget headings.

It is good practice to move some of the underspend into earmarked reserves as long as the Council keeps at the recommended level of general reserves which is 3 months net revenue expenditure currently £175k. As there are a number of capital projects that will be started shortly the Capital Contingency reserve is recommended to receive any significant sums at the financial year end to 31/03/17.

Town Hall

In March 2016 we signed contracts with our new commercial partner for the town hall with the objective of trying to reduce the operating costs of the Town Hall.

Expenditure on the Town Hall is expected to be approximately £156k which is largely on budget, whilst total income is expected to be £108k so £10k above budget. This would show that the operating deficit would be reduced to £48k for 2016/17.

Budget Format

The budget is divided into its main spending committees and within each cost centre and income / expenditure codes

Reserves

The projected reserves for March 2017 are as follows

General Reserve	175109
Capital Contingency - General	191466
Capital Equipment fund	31489
Elections	15000
Carnival	6210
Crime Prevention/Traffic Calming	3779
Congleton Partnership Projects	77965
Civic Treasures	3000
Website	1651
Training	4048
Devolved Services	56767
Loan Repayments	850
Public Toilets	18223
Play Areas	6000
Public Realm	12000
Legal Fees	5292
Christmas Lights	5404
Cenotaph	10000
Rotary Bonfire	5000
In Bloom	3000

General Budget Assumptions

There are no significant changes to the budget for 2017/18 other than the way of operating the luncheon club which seems to be working successfully. Instead of a staffing budget this will now operate as a grant of £11k.

- Salary increases have been assumed to be around 1%.
- Pension contributions assumed around 0.5%
- £15k has been included for 2017/18 contribution to the Citizens Advice Bureau
- £16k has been included for Congleton Community Projects.
- £14k has been included a contributions towards Congleton Partnership projects.

	Precept	Increase £
2016/17	784,342	
2017/18	798,212	13,870
		1.77%

Investment

The Council is required to maintain and review its Investment Policy at least annually. A review has recently been completed. Small changes are recommended, but Investment Income is again anticipated to be relatively low

Recommendations

To agree the Revenue and Capital Budget for 2017/18 as set out in appendix 1

David McGifford 22.11.16

Budget Detail - By Committee

Note : Budget Calculation 2017/18

	<u>Last Year</u>		Agreed Budget	<u>Current Year</u>		Projected Actual	<u>Next Year</u>
	Budget	Actual		Revised Budget	Actual YTD		Next Year Budget
<u>Finance and Policy</u>							
<u>101 Corporate Management</u>							
4000 Staff Costs (re-allocated)	113,562	119,523	116,187	116,187	64,215	115,000	114,645
4007 Travel and Subsistence	1,000	680	1,000	1,000	90	1,000	900
4008 Training / Conferences	2,500	3,452	2,500	2,500	1,378	3,000	1,000
4013 Rent Payable	13,950	13,950	13,950	13,950	9,300	13,950	13,950
4019 Reception - TIC	2,730	2,772	2,800	2,800	2,967	2,966	3,010
4020 Miscellaneous Office Costs	400	371	400	400	163	400	400
4021 Telephone/Fax/Internet	2,000	1,557	2,000	2,000	746	2,000	3,000
4022 Postage	3,000	2,801	3,000	3,000	900	2,500	2,500
4023 Stationery & Printing	2,500	1,511	2,500	2,500	974	1,600	2,000
4024 Subscriptions & Publications	2,100	2,609	2,700	2,700	2,851	2,860	2,900
4025 Insurance	7,250	7,560	8,000	8,000	9,671	9,671	9,800
4026 Computer/IT Costs	7,000	7,298	7,500	7,500	4,360	8,600	9,950
4027 Photocopy Charges	2,500	1,915	2,500	2,500	1,196	2,500	2,500
4030 Recruitment Advertising	500	2,697	500	500	150	500	500
4031 Other Advertising	200	147	300	300	205	300	300
4051 Bank Charges	100	103	500	500	343	600	600
4061 Audit Fees - External	2,000	1,600	2,000	2,000	0	2,000	2,000
4062 Audit Fees - Internal	1,230	1,230	1,260	1,260	0	1,260	1,260

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Continued on Page 2

Budget Detail - By Committee

Note : Budget Calculation 2017/18

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>	
	Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4063	Accountancy Support	3,750	4,061	3,750	1,969	4,075	4,100
4064	Legal & Professional fees	1,500	6,208	3,000	1,407	3,000	3,000
4066	HR & H&S Support	3,560	2,556	3,500	1,491	3,000	4,000
4920	Tfr to Cap Contingency Fund	0	12,000	0	0	0	0
4988	Tfr from EMR Training	0	-952	0	0	0	0
4990	Tfr from EMR Legal Fees	0	-4,708	0	0	0	0
5998	Def'd Grts credit to services	0	-10,000	0	0	0	0
5999	Dep'n charged to services	0	2,575	0	0	0	0
6000	Central Overheads Reallocated	-49,263	-48,971	-49,263	-31,640	-49,263	-49,756
	OverHead Expenditure	124,069	134,544	130,584	72,736	131,519	132,559
1176	Precept	665,630	665,630	784,342	784,342	784,342	798,212
1181	Precept Support Grant	49,890	49,890	0	24,945	24,945	0
1190	Interest Receivable	4,000	3,846	2,500	1,794	3,500	3,000
	Total Income	719,520	719,366	786,842	811,081	812,787	801,212
101	Net Expenditure	-595,451	-584,821	-656,258	-738,345	-681,268	-668,653
102	Democratic Rep'n & Mgmt/Civic						
4000	Staff Costs (re-allocated)	22,500	23,026	23,977	13,937	23,917	25,396
4008	Training / Conferences	1,000	271	1,000	256	500	500
4023	Stationery & Printing	400	438	400	55	500	500

Continued on Page 3

Note : Budget Calculation 2017/18

	<u>Last Year</u>		<u>Current Year</u>			<u>Projected Actual</u>	<u>Next Year</u>	
	Budget	Actual	Agreed Budget	Revised Budget	Actual YTD		Next Year Budget	
4033 Marketing/Promotions	800	470	900	900	165	900	900	
4034 Council Newsletter	5,230	5,094	5,230	5,230	2,601	5,230	5,230	
4035 Council Website	1,000	10,819	2,000	2,000	250	2,000	1,500	
4051 Bank Charges	0	0	0	0	-19	0	0	
4201 Mayor's Allowance	3,000	3,000	3,000	3,000	3,000	3,000	3,000	
4203 Members' Expenses	360	99	360	360	0	200	200	
4213 Civic Expenses	4,500	4,482	5,000	5,000	3,879	5,000	5,000	
4221 Civic Regalia	100	246	100	100	2,204	2,110	250	
4222 Hall & Room Hire	6,000	5,754	5,500	5,500	3,462	6,000	5,500	
4225 Civic Artefacts and Treasures	500	255	500	500	206	500	500	
4983 Tfr from EMR Web site	0	-9,999	0	0	0	0	0	
6000 Central Overheads Reallocated	2,082	2,157	2,082	2,082	1,359	2,082	2,103	
OverHead Expenditure	47,472	46,111	50,049	50,049	31,355	51,939	50,579	
1190 Interest Receivable	0	0	0	0	-7	0	0	
Total Income	0	0	0	0	-7	0	0	
102 Net Expenditure	47,472	46,111	50,049	50,049	31,362	51,939	50,579	
107 Grants (incl S137)								
4701 Grants - Permitted	15,000	11,501	15,000	15,000	1,330	15,000	15,000	
4703 Grants - Subsidised Use	4,000	2,361	4,000	4,000	1,467	4,000	3,500	

Note : Budget Calculation 2017/18

	<u>Last Year</u>		<u>Current Year</u>			<u>Projected Actual</u>	<u>Next Year</u>	
	<u>Budget</u>	<u>Actual</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>			<u>Next Year Budget</u>	
				<u>Actual YTD</u>				
4704	Grant - Team 2012	0	2,085	0	0	0	0	0
4708	Grant - Museum Notional Rent	4,500	4,500	4,500	3,000	4,500	4,500	4,500
4709	CCP Grant	16,000	16,000	16,000	16,000	16,000	16,000	16,000
4710	Congleton Partnership Accom	1,533	1,533	1,533	1,022	1,533	1,533	1,533
4711	Grant - CAB	15,000	15,000	15,000	15,000	15,000	15,000	15,000
4712	Grant - Xmas Lights Partnershi	9,000	7,940	9,000	358	9,000	9,000	9,000
4713	Grant - Carnival Committee	0	0	0	1,290	1,290	1,290	0
4722	Grant - Remembrance Day Parade	700	933	700	132	700	700	700
4723	Grant - Town Hall 150 yr celeb	0	0	5,000	7,049	6,999	6,999	0
4732	Grant - Church Clock Maint'ce	250	258	250	265	250	250	250
4925	Tfr to EMR Committed Grants	0	12,045	0	0	0	0	0
4941	Tfr to EMR Christmas Lights	0	1,060	0	0	0	0	0
4946	Tfr to EMR Rotary Bonfire	0	5,000	0	0	0	0	0
4973	Tfr from EMR Carnival	0	0	0	-1,290	-1,290	-1,290	0
4975	Tfr from EMR Committed Grants	0	-7,465	0	-2,045	-2,045	-2,045	0
4991	Tfr from EMR Christmas Lights	0	-156	0	0	0	0	0
OverHead Expenditure		65,983	72,595	70,983	43,577	70,937	65,483	
1179	Grants Receivable - Other	0	0	0	1,400	1,400	1,400	0
1199	Miscellaneous Income	0	0	0	130	130	130	0
Total Income		0	0	0	1,530	1,530	1,530	0
107	Net Expenditure	65,983	72,595	70,983	42,047	69,407	65,483	

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Budget Detail - By Committee

Note : Budget Calculation 2017/18

	<u>Last Year</u>		<u>Current Year</u>			<u>Projected Actual</u>	<u>Next Year Budget</u>
	<u>Budget</u>	<u>Actual</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		
4920 Tfr to Cap Contingency Fund	35,000	35,000	35,000	35,000	35,000	35,000	35,000
4968 Tfr from Cap Equipment Fund	-5,000	-2,151	-5,000	-5,000	-349	-5,000	-5,000
4970 Tfr from Cap Contingency Fund	-5,000	-46,529	-5,000	-5,000	-463	-5,000	-10,000
4986 Tfr from EMR Loan Repay'ts	-350	-350	-350	-350	0	-350	-350
5175 NBV of Asset Disposals	0	681	0	0	0	0	0
5176 NBV Asset of Disposals to CFR	0	-681	0	0	0	0	0
OverHead Expenditure	96,778	98,195	96,778	96,778	68,363	96,778	96,778
1183 Insurance claims received	0	1,417	0	0	0	0	0
Total Income	0	1,417	0	0	0	0	0
109 Net Expenditure	96,778	96,778	96,778	96,778	68,363	96,778	96,778
Finance and Policy - Expenditure	334,302	361,263	348,394	348,394	212,209	351,533	345,399
Income	719,520	730,601	786,842	786,842	813,013	814,677	801,212
Net Expenditure	-385,218	-369,338	-438,448	-438,448	-600,804	-463,144	-455,813

Note : Budget Calculation 2017/18

		<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
<u>Community, Environment & Serv</u>							
<u>201</u>	<u>Paddling Pool</u>						
4000	Staff Costs (re-allocated)	14,310	13,351	11,746	11,746	10,339	10,261
4009	Protective Clothing\H & Safety	350	338	350	350	200	350
4012	Water	3,500	4,478	3,500	3,500	3,071	4,000
4014	Electricity	2,300	2,086	2,300	2,300	1,843	2,300
4039	Pool Chemicals	2,600	1,711	2,500	2,500	2,103	2,500
4041	Property Maintenance	1,500	4,603	3,000	3,000	1,424	3,000
4042	Grounds Maintenance	100	78	100	100	40	100
5999	Dep'n charged to services	0	2,095	0	0	0	0
6000	Central Overheads Reallocated	1,324	1,229	1,324	1,324	666	1,337
	OverHead Expenditure	25,984	29,970	24,820	24,820	19,686	23,848
1180	Donations Received	300	184	0	0	0	0
	Total Income	300	184	0	0	0	0
201	Net Expenditure	25,684	29,785	24,820	24,820	19,686	23,848
<u>212 Propagation Unit (Partnership)</u>							
4162	General Expenditure	1,000	0	1,000	1,000	0	0
	OverHead Expenditure	1,000	0	1,000	1,000	0	0
212	Net Expenditure	1,000	0	1,000	1,000	0	0

Continued on Page 8

Note : Budget Calculation 2017/18

		<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
<u>215</u>	<u>Floral Displays</u>						
4162	General Expenditure	12,000	12,925	12,000	12,000	14,272	12,000
	OverHead Expenditure	12,000	12,925	12,000	12,000	14,272	12,000
1179	Grants Receivable - Other	0	300	0	0	500	0
1180	Donations Received	0	23	0	0	0	0
1199	Miscellaneous Income	2,500	3,787	2,500	2,500	9,353	0
	Total Income	2,500	4,110	2,500	2,500	9,853	0
	215 Net Expenditure	9,500	8,815	9,500	9,500	4,419	12,000
<u>241</u>	<u>Allotments</u>						
4038	Garage Rent payable	430	361	430	430	210	430
4041	Property Maintenance	0	31	50	50	0	50
5999	Dep'h charged to services	0	668	0	0	0	0
	OverHead Expenditure	430	1,060	480	480	210	480
1010	Rent Received - 3rd Party	190	190	190	190	0	190
	Total Income	190	190	190	190	0	190
	241 Net Expenditure	240	870	290	290	210	290

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Note : Budget Calculation 2017/18

	<u>Last Year</u>			<u>Current Year</u>			<u>Next Year</u>
	Budget	Actual		Revised Budget	Actual YTD		
262	<u>Street Furniture</u>						
5999	Dep'n charged to services	0	6,360	0	0	0	0
	OverHead Expenditure	0	6,360	0	0	0	0
	262	0	6,360	0	0	0	0
263	<u>Public Toilets</u>						
4011	Rates	2,200	4,082	2,350	3,639	1,935	1,975
4012	Water	2,200	1,608	2,200	580	1,500	1,500
4016	Janitorial	500	1,404	2,000	618	1,500	1,500
4040	Maintenance Contracts	156	855	1,000	170	1,000	1,000
4041	Property Maintenance	744	524	800	92	800	800
4162	General Expenditure	0	0	0	6	0	0
4987	Tfr from EMR Public Toilets	0	-1,778	0	0	0	0
	OverHead Expenditure	5,800	6,694	8,350	5,104	6,735	6,775
	263	5,800	6,694	8,350	5,104	6,735	6,775
280	<u>CTC Streetscape</u>						
4000	Staff Costs (re-allocated)	374,297	341,954	388,827	212,465	367,421	400,476
4004	Temporary and Casual Staff	0	4,337	5,000	6,328	6,328	6,000

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Note : Budget Calculation 2017/18

	<u>Last Year</u>		Agreed Budget	<u>Current Year</u>		Projected Actual	<u>Next Year Budget</u>
	Budget	Actual		Revised Budget	Actual YTD		
4008 Training / Conferences	0	0	0	0	0	0	2,000
4009 Protective Clothing/H & Safety	2,500	3,662	3,000	3,000	2,103	3,000	3,000
4013 Rent Payable	3,067	3,067	3,067	3,067	2,045	3,067	3,067
4016 Janitorial	4,000	4,736	4,000	4,000	4,843	6,000	3,000
4021 Telephone/Fax/Internet	1,200	1,200	1,200	1,200	0	1,200	1,200
4025 Insurance	5,500	6,093	6,000	6,000	6,089	6,089	6,400
4041 Property Maintenance	500	11,623	1,000	1,000	513	1,000	1,000
4043 Horticultural etc Supplies	16,000	22,264	16,000	16,000	14,854	16,000	16,000
4047 Vehicle Maintenance\Serv\MOT	7,000	7,778	7,000	7,000	6,074	8,000	8,000
4048 Vehicle Fuel & Oil	17,500	10,647	15,000	15,000	11,835	12,000	15,000
4049 Vehicle Rental charges	37,676	35,615	37,676	37,676	20,865	35,616	35,616
4071 Street Cleansing	0	0	0	0	0	0	3,000
4162 General Expenditure	1,000	179,925	1,500	1,500	1,041	1,500	1,500
4947 Trf to EMR In Bloom	0	3,000	0	0	0	0	0
4985 Trf from EMR Devolved Services	0	-483	0	0	0	0	0
5999 Dep'n charged to services	0	14,694	0	0	0	0	0
6000 Central Overheads Reallocated	34,632	34,427	34,632	34,632	22,040	34,632	35,404
OverHead Expenditure	504,872	684,539	523,902	523,902	311,094	501,853	540,663
3030 Plant purchases for recharging	0	416	0	0	26	26	0
Direct Expenditure	0	416	0	0	26	26	0

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget Calculation 2017/18

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>
	Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
1165	Dev'd Services inc CEC Gross	358,475	358,152	362,696	272,571	363,428	367,320
1177	Grants Receivable - CEC	0	15,000	0	0	0	0
1183	Insurance claims received	0	177,626	0	0	0	0
1199	Miscellaneous Income	900	2,081	900	859	900	900
	Total Income	359,375	552,858	363,596	273,430	364,328	368,220
280	Net Expenditure	145,497	132,096	160,306	37,691	137,551	172,443
290	Partnership - Mini Bus						
4162	General Expenditure	0	6,823	0	0	0	0
4993	Tfr from EMR Mini Bus	0	-6,823	0	0	0	0
290	Net Expenditure	0	0	0	0	0	0
300	Public Realm						
4162	General Expenditure	0	0	0	297	297	0
4164	CCTV	12,600	9,975	14,450	9,250	14,450	14,450
5998	Def'd Grts credit to services	0	-225	0	0	0	0
5999	Dep'n charged to services	0	450	0	0	0	0
	OverHead Expenditure	12,600	10,200	14,450	9,547	14,747	14,450
1179	Grants Receivable - Other	0	0	0	297	297	0
	Total Income	0	0	0	297	297	0
300	Net Expenditure	12,600	10,200	14,450	9,250	14,450	14,450

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Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget Calculation 2017/18

	<u>Last Year</u>		Agreed Budget	<u>Current Year</u>		Projected Actual	<u>Next Year Budget</u>
	Budget	Actual		Revised Budget	Actual YTD		
301 Congleton Partnership							
4000 Staff Costs (re-allocated)	16,357	15,415	16,630	16,630	9,089	15,578	16,853
4301 MTI / Congleton Partnership	1,000	4,611	1,000	1,000	2,617	1,000	1,000
4306 MTI - Regeneration Projects	14,000	23,544	14,000	14,000	29,363	27,281	14,000
4926 Tfr to EMR Cong Partnership	0	77,644	0	0	0	77,965	0
4976 Tfr from EMR Cong Partnership	0	-57,428	0	0	-77,644	-77,644	0
6000 Central Overheads Reallocated	1,513	1,504	1,513	1,513	943	1,513	1,528
OverHead Expenditure	32,870	65,290	33,143	33,143	-35,632	45,693	33,381
1177 Grants Receivable - CEC	0	33,000	0	0	8,000	8,000	0
1179 Grants Receivable - Other	0	100	0	0	4,250	4,250	0
1180 Donations Received	0	271	0	0	200	200	0
1199 Miscellaneous Income	0	0	0	0	100	100	0
Total Income	0	33,371	0	0	12,550	12,550	0
301 Net Expenditure	32,870	31,919	33,143	33,143	-48,182	33,143	33,381
302 Community Development							
4000 Staff Costs (re-allocated)	45,857	41,504	49,818	49,818	27,836	48,593	53,868
4033 Marketing/Promotions	3,150	1,307	3,150	3,150	460	3,150	3,150
4984 Tfr from EMR Town Centre	0	-700	0	0	0	0	0

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Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget Calculation 2017/18

	<u>Last Year</u>		<u>Current Year</u>			<u>Projected Actual</u>	<u>Next Year Budget</u>
	<u>Budget</u>	<u>Actual</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		
6000 Central Overheads Reallocated	4,243	4,218	4,243	4,243	2,824	4,243	4,285
OverHead Expenditure	53,250	46,328	57,211	57,211	31,120	55,986	61,303
302 Net Expenditure	53,250	46,328	57,211	57,211	31,120	55,986	61,303
303 Police Community Support Office							
4162 General Expenditure	47,200	47,200	47,200	47,200	0	47,672	48,150
OverHead Expenditure	47,200	47,200	47,200	47,200	0	47,672	48,150
303 Net Expenditure	47,200	47,200	47,200	47,200	0	47,672	48,150
305 Christmas Fayre/Lights							
4171 Christmas Fayre	5,000	9,738	5,000	5,000	3,920	10,000	10,000
5999 Dep'n charged to services	0	3,662	0	0	0	0	0
OverHead Expenditure	5,000	13,400	5,000	5,000	3,920	10,000	10,000
1169 Christmas Brochure Income	0	1,095	0	0	950	1,000	1,000
1170 Christmas Fayre Stall income	0	2,455	0	0	1,550	2,500	2,500
1171 Christmas Tree Income	1,000	1,821	1,000	1,000	1,798	2,000	2,000
1180 Donations Received	0	222	0	0	0	500	500
1199 Miscellaneous Income	0	0	0	0	280	0	0
Total Income	1,000	5,592	1,000	1,000	4,577	6,000	6,000
305 Net Expenditure	4,000	7,808	4,000	4,000	-658	4,000	4,000

Continued on Page 14

Note : Budget Calculation 2017/18

		<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
310	<u>Neighbourhood Plan</u>						
4033	Marketing/Promotions	0	7,327	0	0	0	0
4162	General Expenditure	0	6,415	0	0	4,260	3,146
4994	Tfr from EMR Neigh'hood plan	0	-6,475	0	0	-3,146	-3,146
	OverHead Expenditure	0	7,268	0	0	1,114	0
1177	Grants Receivable - CEC	0	492	0	0	0	0
1179	Grants Receivable - Other	0	6,776	0	0	0	0
	Total Income	0	7,268	0	0	0	0
310	Net Expenditure	0	0	0	0	1,114	0
321	<u>Tourism</u>						
4162	General Expenditure	3,000	2,774	3,000	3,000	2,546	4,000
4173	Cycle Race Expenditure	0	0	0	0	18,882	21,875
4992	Tfr from EMR Tourism	0	0	0	0	-10,000	-10,000
	OverHead Expenditure	3,000	2,774	3,000	3,000	11,428	4,000
1180	Donations Received	0	0	0	0	18	18
1199	Miscellaneous Income	0	0	0	0	7,300	7,300
	Total Income	0	0	0	0	7,318	7,318
321	Net Expenditure	3,000	2,774	3,000	3,000	4,110	4,000

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Continued on Page 15

Note : Budget Calculation 2017/18

	<u>Last Year</u>		Agreed Budget	<u>Current Year</u>		Projected Actual	<u>Next Year</u> Next Year Budget
	Budget	Actual		Revised Budget	Actual YTD		
341 Youth and Young People							
4162 General Expenditure	2,000	1,981	2,000	2,000	556	2,000	2,000
OverHead Expenditure	2,000	1,981	2,000	2,000	556	2,000	2,000
341 Net Expenditure	2,000	1,981	2,000	2,000	556	2,000	2,000
351 Luncheon Club							
4000 Staff Costs (re-allocated)	4,558	5,907	10,014	10,014	6,591	4,823	0
4014 Electricity	800	800	800	800	0	0	0
4016 Janitorial	250	0	100	100	37	37	0
4041 Property Maintenance	1,000	104	500	500	258	208	0
4705 grant - Luncheon Club	0	0	0	0	503	5,000	11,000
6000 Central Overheads Reallocated	422	419	422	422	568	422	0
OverHead Expenditure	7,030	7,229	11,836	11,836	7,956	10,490	11,000
1180 Donations Received	1,000	1,547	1,000	1,000	1,027	865	0
Total Income	1,000	1,547	1,000	1,000	1,027	865	0
351 Net Expenditure	6,030	5,682	10,836	10,836	6,929	9,625	11,000
Community, Environment & - Expenditure	713,036	943,633	744,392	744,392	380,401	753,210	768,050
Income	364,365	605,122	368,286	368,286	309,052	401,381	374,410
Net Expenditure	348,671	338,511	376,106	376,106	71,349	351,829	393,640

Continued on Page 16

Note : Budget Calculation 2017/18

	<u>Last Year</u>		Agreed Budget	<u>Current Year</u>		Projected Actual	<u>Next Year</u>
	Budget	Actual		Revised Budget	Actual YTD		
<u>Personnel</u>							
<u>401 Staffing & Staff Costs</u>							
4000 Staff Costs (re-allocated)	-645,986	-613,424	-674,354	-674,354	-376,669	-635,901	-681,905
4001 Salaries & Wages	523,425	508,443	536,580	536,580	308,398	516,416	541,680
4005 Employers NIC	31,604	30,583	41,582	41,582	22,570	39,715	42,621
4006 Employers S/Ann	90,957	74,398	96,192	96,192	45,701	79,770	97,604
OverHead Expenditure	0	0	0	0	0	0	0
401 Net Expenditure	0	0	0	0	0	0	0
Personnel - Expenditure	0	0	0	0	0	0	0
Income	0	0	0	0	0	0	0
Net Expenditure	0	0	0	0	0	0	0

Continued on Page 17

Budget Detail - By Committee

Note : Budget Calculation 2017/18

	<u>Last Year</u>			<u>Current Year</u>			<u>Next Year</u>		
	<u>Budget</u>	<u>Actual</u>		<u>Agreed Budget</u>	<u>Revised Budget</u>			<u>Projected Actual</u>	
					<u>Actual YTD</u>				<u>Actual YTD</u>
<u>Town Hall and Assets</u>									
<u>221 Congleton Town Hall</u>									
4000 Staff Costs (re-allocated)	54,545	52,743	57,155	32,198	55,189	60,406			
4008 Training / Conferences	0	0	0	0	0	1,000			
4009 Protective Clothing\H & Safety	400	505	300	169	300	300			
4011 Rates	22,615	22,678	23,150	13,718	22,862	25,680			
4012 Water	4,000	3,363	4,000	2,926	4,000	4,500			
4014 Electricity	17,000	13,939	17,000	7,356	15,000	17,000			
4015 Gas	16,000	9,765	14,000	2,544	12,000	13,140			
4016 Janitorial	2,500	1,750	1,500	1,208	1,500	1,500			
4017 Refuse Disposal	2,376	2,472	2,500	1,565	2,700	2,750			
4020 Miscellaneous Office Costs	1,200	954	1,200	641	1,000	1,000			
4025 Insurance	8,000	8,468	8,400	8,525	8,525	9,000			
4033 Marketing/Promotions	3,500	1,086	3,500	773	3,500	3,500			
4040 Maintenance Contracts	4,590	4,732	4,590	4,681	5,500	5,700			
4041 Property Maintenance	6,000	17,894	7,000	5,694	10,000	10,000			
4064 Legal & Professional fees	100	700	100	0	100	100			
4068 Licences (incl PRS)	1,400	1,412	1,450	1,149	1,150	1,450			
5998 Def'd Grts credit to services	0	-31,072	0	0	0	0			
5999 Dep'n charged to services	0	51,551	0	0	0	0			

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At 14:13

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget Calculation 2017/18

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>
	Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual
				Next Year Budget		
6000	Central Overheads Reallocated	5,047	5,017	5,047	3,240	5,097
	OverHead Expenditure	149,273	167,956	150,892	86,386	148,373
3020	Catering Supplies	4,000	14,199	5,000	5,877	8,000
	Direct Expenditure	4,000	14,199	5,000	5,877	8,000
1009	Rent Rec'd - Museum Notional	4,500	4,500	4,500	3,000	4,500
1010	Rent Received - 3rd Party	14,033	14,033	14,033	6,439	9,033
1011	Rent Received - Internal CTC	17,017	17,017	17,017	11,345	17,017
1013	Letting Income - Grand Hall	26,000	20,870	23,000	15,285	27,000
1014	Letting Income - Bridestones	5,000	7,489	5,000	6,577	12,000
1015	Letting Income -Spencer Suite	3,000	3,030	2,000	2,485	4,500
1016	Letting Income - De Lacey's	6,000	5,750	18,000	7,500	15,000
1017	Letting Income - Kitchen	4,800	3,600	0	0	0
1018	Letting Income - Cambell Suite	0	238	0	1,495	0
1021	Letting Income - Internal	8,000	11,625	8,000	6,717	8,000
1030	TIC Service charges	1,500	1,883	1,600	674	1,600
1035	Service Charges - De Lacey's	0	0	0	661	1,300
1051	Catering Sales	4,000	14,755	5,000	5,971	8,000
1055	Commercial Partner Bar	7,200	5,400	0	0	0
1183	Insurance claims received	0	6,904	0	0	0

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Continued on Page 19

Note : Budget Calculation 2017/18

		<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>	
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
1199	Miscellaneous Income	0	292	0	0	0	0	0
	Total Income	101,050	117,385	98,150	98,150	68,149	108,112	107,950
221	Net Expenditure	52,223	64,770	57,742	57,742	24,113	48,261	62,173
Town Hall and Assets - Expenditure		153,273	182,155	155,892	155,892	92,263	156,373	170,123
Income		101,050	117,385	98,150	98,150	68,149	108,112	107,950
Net Expenditure		52,223	64,770	57,742	57,742	24,113	48,261	62,173

Note : Budget Calculation 2017/18

<u>Last Year</u>			<u>Current Year</u>			<u>Next Year</u>
	Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
<u>Activities not allocated</u>						
<u>999 Capital Accounting Management</u>						
801	Dep'n F'hold land & Bldgs	0	43,472	0	0	0
811	Dep'n L'hold Land & Bldgs	0	1,900	0	0	0
821	Dep'n Vehicles & Equipment	0	28,149	0	0	0
841	Dep'n Infrastructure Assets	0	8,234	0	0	0
898	Deferred Grants Reversal-CFR	0	41,297	0	0	0
899	Depreciation Reversal-CFR	0	-87,596	0	0	0
5900	Dep'n Charged contra	0	-82,055	0	0	0
OverHead Expenditure		0	-46,599	0	0	0
999 Net Expenditure		0	-46,599	0	0	0
Activities not allocated - Expenditure		0	-46,599	0	0	0
Income		0	0	0	0	0
Net Expenditure		0	-46,599	0	0	0
Total Budget Expenditure		1,200,611	1,440,452	1,248,678	684,873	1,283,572
Income		1,184,935	1,453,108	1,253,278	1,190,215	1,283,572
Net Expenditure		15,676	-12,656	-4,600	-505,342	0

Congleton Town Council

Budget Summary

Year Ended 31st March 2017

	2016/17		2017/18		Budget	
	Projected	Budgeted	Proposed	Variance	Incr/Decr	
REVENUE EXPENDITURE						
Finance and Policy						
Corporate Management	131519	130584	132559	935	1975	
Democratic Rep'n & Mgmt	51939	50049	50579	1890	530	
Grants (incl S137)	70937	70983	65483	-46	-5500	
	254395	251616	248621	2779	-2995	
Community, Amenities and Services						
Congleton Pool	23320	24820	23848	-1500	-972	
Propagation Unit Partnership	0	1000	0	-1000	-1000	
Floral Displays	19333	12000	12000	7333	0	
Allotments	480	480	480	0	0	
Public Toilets	6735	8350	6775	-1615	-1575	
CTC Streetscape	501879	523902	540663	-22023	16761	
Public Realm (CCTV)	14747	14450	14450	297	0	
Congleton Partnership	45693	33143	33381	12550	238	
Community Development	55986	57211	61303	-1225	4092	
PCSO's	47672	47200	48150	472	950	
Christmas Fayre/Lights	10000	5000	10000	5000	5000	
Neighbourhood Plan	0	0				
Tourism	14875	3000	4000	11875	1000	
Youth & Young People	2000	2000	2000	0	0	
Fellowship House	10490	11836	11000	-1346	-836	
	753210	744392	768050	8818	23658	
Town Hall						
Congleton Town Hall	156373	155892	170123	481	14231	
	156373	155892	170123	481	14231	
TOTAL REVENUE EXPENDITURE						
	1163978	1151900	1186794	12078	0	34894
INCOME						
Finance and Policy						
Corporate Management	3500	2500	3000	1000	500	
Democratic Rep'n & Mgmt	0	0	0	0	0	
Grants (incl S137)	1530	0	0	1530	0	
	5030	2500	3000	2530	500	
Community, Amenities and Services						
Congleton Pool	0	0	0	0	0	
Floral Displays	9833	2500	0	7333	-2500	
Allotments	190	190	190	0	0	
CTC Streetscape	364328	363596	368220	732	4624	
Public Realm	297	0	0	297	0	
Congleton Partnership	12550	0	0	12550	0	
Christmas Fayre/Lights	6000	1000	6000	5000	5000	
Tourism	7318	0	0	7318	0	
Fellowship House	865	1000	0	-135	-1000	
	401381	368286	374410	33095	0	6124
Town Hall						
Congleton Town Hall	108112	98150	107950	9962	9800	
	108112	98150	107950	9962	9800	
TOTAL REVENUE INCOME						
	514523	468936	485360	45587	0	16424
NET REVENUE EXPENDITURE						
	649455	682964	701434	-33509		18470
CAPITAL & PROJECT EXPENDITURE						
Capital Expenditure	5000	5000	5000	0		
Town Hall	4000	0	5000	4000		
Streetscape Equipment	5000	5000	5000	0		
Toilets	20000	0		20000		
Public Realm		0		0		
From Capital Reserve	-9000	-5000	-10000	-4000		
From Loans	0	0	0	0		
From Earmarked Reserves	-25000	-5000	-5000	-20000		
Town Hall Loan Repayments & Interest	57778	57778	57778	0		
Streetscape Equipment Reserve	4000	4000	4000	0		
Capital Contingency Reserve	35000	35000	35000	0		
Income	0	0	0	0		
	96778	96778	96778	0		

Capital & Project income

Loan CBC
Public Works Loan
Insurance Claim

	0	0	0	0
TOTAL NET EXPENDITURE	746233	779742	-33509	798212
				18470

Financed as follows

Reserves at 1st April	171618	171617	1	234672	
Reserves at 31st March	234672	176217	58455	234672 **	
Used to Fund Expenditure\Replenish Reserves)	-63054	-4600	-58454	0	4600
			0		
Precept Support Grant	24945	0	24945	0	0
Precept Required	784342	784342	0	798212	13870 13870 1.77%

ADJUSTED BASIS

Band D Equivalents	9658.51	9742.7	
Precept per Band D Equivalent (£/annum)	£ 81.21	81.93	£0.72 0.89%
Precept per Band D Equivalent (£/week)	1.56	1.57	

**Note: Minimum recommended reserve equal to 3 months net revenue expenditure	162364	170741	175359
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Earmarked Reserves	31/03/2016	31/03/2017 (projected)	31/03/2018 (available)
Capital Contingency - General	169,466	191,466	216,466
Capital Equipment fund	32,489	31,489	30,489
Others: Elections	15,000	15,000	15,000
Carnival	7,500	6,210	6,210
Crime Prevention/Traffic Calming	3,779	3,779	3,779
Committed Grants	2,045	0	0
Congleton Partnership Projects	77,644	69,965	69,965
Civic Treasures	3,000	3,000	3,000
Website	1,651	1,651	1,651
Training	4,048	4,048	4,048
Devolved Services	56,767	56,767	56,767
Loan Repayments	1,200	850	500
Public Toilets	38,223	18,223	18,223
Play Areas	6,000	6,000	6,000
Public Realm	12,000	12,000	12,000
Legal Fees	5,292	5,292	5,292
Christmas Lights	5,404	5,404	5,404
Tourism	10,000	0	0
Neighbourhood plan	36,025	0	0
Cenotaph	10,000	10,000	10,000
Rotary Bonfire	5,000	5,000	5,000
In Bloom	3,000	3,000	3,000
	505,533	425,740	449,390

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	1 st December 2016 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	The Chief Officer		
AGENDA ITEM REPORT TITLE	15 Consultation on Household Waste Recycling Centre provision		
Background	To advise Councillors of the above Consultation		
Proposal	<p>A full consultation of the borough's household waste and recycling centres is currently open and we are keen to hear from as many interested parties as possible.</p> <p>Please click here to access the consultation portal http://surveys.cheshireeast.gov.uk/s/HWRCConsultation.</p> <p>Supporting documents for the consultation are available here www.cheshireeast.gov.uk/waste_and_recycling . All responses must be received by 10th January 2017.</p> <p>Background To continue providing quality services to residents the Council needs to manage significant reductions in government funding and rising costs from increasing demand for services, particularly in social care. These challenges mirror national issues facing local authorities in England.</p> <p>The Household Waste Recycling Centre Service is expected, like most other Cheshire East Council services, to provide options that could reduce overall expenditure whilst maintaining a service that meets the needs of our residents. The way the service might make these savings is what this consultation is about.</p> <p>Overall, Cheshire East Council is expecting to see cash reductions of almost £100 million for the 3-year period 2017 to 2020, compared with the 2016/17 budget. The Council is currently conducting a Pre-Budget Consultation on how these financial challenges can be met – you can find more details here : www.cheshireeast.gov.uk/budget. The Pre-Budget Consultation proposes a mixture of raising additional income from local taxation and reducing net expenditure on services. Council Tax increases of up to 3.99% (2% of which relates to increasing Adult Social Care costs) are included in the proposals, and this could provide £45.1 million of income, leaving a further £49 million of savings required from service efficiencies.</p>		
Decision Requested	To note the above		