



Congleton Town Council

Historic market town

Chief Officer: **David McGifford**

30th November 2017

Dear Councillor,

Town Council Meeting – Thursday 7th December 2017

You are summoned to attend a meeting of the Council, to be held in the Town Hall, Congleton on **Thursday 7th December 2017** 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 apologies for absence in advance and to give a reason for non attendance).
2. Minutes (enclosed)

To approve the Minutes of the meeting held on 26th October 2017.

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.



Congleton
beartown
where friends are made

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

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

4. Outstanding Actions

None

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.

Question from Mr. Richard Walton -

'Dear Mayor,

Do you believe that the attendance pattern of some of our Town Councillors, including one Cllr who has missed 16 consecutive full Town Council meetings, is acceptable and, if not, what can the people of Congleton expect from their Councillors in terms of this between now and the next election in 2019?'

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 meetings held on 12th October and 2nd November 2017.

8. Community Environment & Services Committee (enclosed)

To receive the minutes of the meeting held on 5th October 2017.

9. Donation of Dementia Free banners to Congleton town Council from Cllr Sally-Ann Holland

10. Finance & Policy Committee (enclosed)

To receive the minutes of the meeting held on 19th October 2017.

11. Urgent Items

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

12. 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.

13. Youth Committee (enclosed)

a) To receive the minutes of the Youth Committee meeting held on 30th October 2017 and Junior Council on 22nd November 2017.

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

14. Budget and Precept for 2018/19. (enclosed).

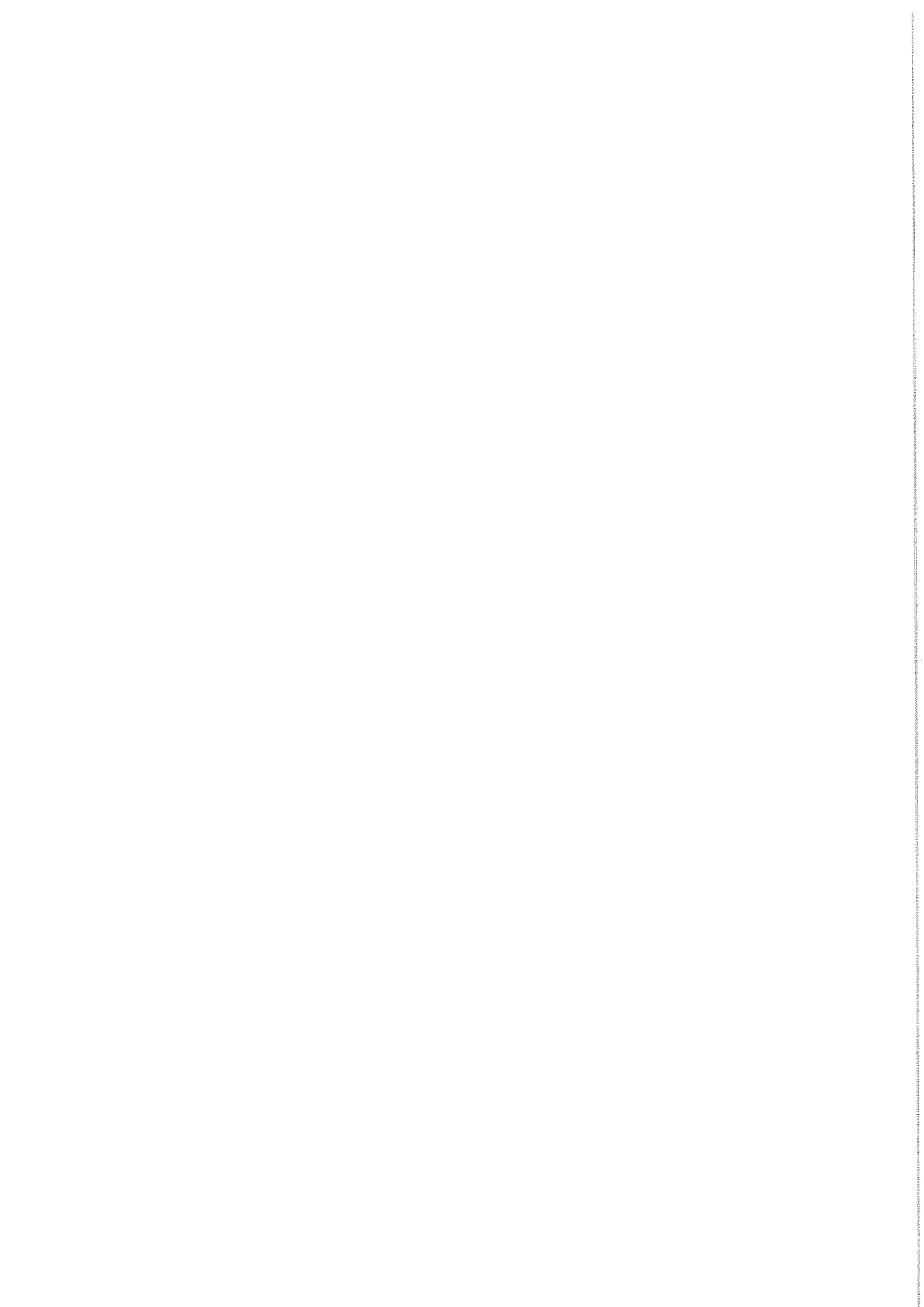
To consider the recommendation from the Finance and Policy Committee held on 23rd November 2017 to approve the precept and budget for 2018/19.

15. Christmas Office Hours (enclosed)

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

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 26th October 2017 at
Town Hall Congleton.

****Please note** – these are draft minutes and will not be ratified until the next meeting of the Council on 7th December 2017

PRESENT: Councillors

Mrs S Akers Smith (Deputy Town Mayor)
J G Baggott
P Bates
C H Booth (Town Mayor)
R Boston
D Brown
G R Edwards
Mrs S A Holland
Mrs A 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 A L Armitt, L D Barker, G P Hayes and Mrs A E Morrison.

2. **MINUTES**

To approve the Minutes of the Council meeting held on 21st September 2017.

CTC/25/1718 RESOLVED that the Minutes of the meeting held on 21st September 2017 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, P Bates, D Brown Mrs E Wardlaw and GS Williams declared a non-pecuniary interest in any matters relating to Cheshire East Council

4. **OUTSTANDING ACTIONS**

None

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/26/1718 RESOLVED that the minutes of the meetings held on 17th August and 28th September 2017 be received and the recommendations therein be adopted.

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

CTC/27/1718 RESOLVED that the minutes of the meeting held on 7th September 2017 be received and the recommendations therein be adopted.

9. **FINANCE & POLICY COMMITTEE**

CTC/28/1718 RESOLVED that the minutes of the meeting held on 14th September 2017 be received and the recommendations therein be adopted.

10. **TOWN HALL & ASSETS COMMITTEE**

CTC/29/1718 RESOLVED that the minutes of the meeting held on 13th July 2017 be received and the recommendations therein be adopted.

11. **URGENT ITEMS**

The Chief officer advised that there was an urgent need to replace one of the Town Hall ovens which had just broken as we were coming into the festive period. It was advised that the cost would be circa £7,500 and that he would progress this issue with The Chairman and Vice chairman of the Finance and Policy Committee

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

Updates were received from CEC members Mrs E Wardlaw, G Williams

13. **YOUTH COMMITTEE**

a) **CTC/24/1718 RESOLVED** that the minutes of the Youth Committee meeting held on 13th July 2017 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.

**C H Booth
Town Mayor**

TOWN MAYOR'S ENGAGEMENTS

2017

28 th October	Poppy Appeal Launch
1 st November	Opening of Sports Injury Clinic
4 th November	Plant Up
4 th November	Rotary Bonfire – Congleton Park
10 th November	Remembrance Concert
11 th November	Remembrance Service – St Mary's Church
11 th November	Reception for guests from Holland
12 th November	Remembrance Sunday
15 th November	In Bloom Celebration Evening
15 th November	Congleton Amateur Youth Theatre
16 th November	Dane Valley Scouts
22 nd November	Junior Council
25 th November	Mayor's Charity Afternoon Tea – New Life Church
25 th November	Christmas Lights Switch On Event
26 th November	Nantwich Mayor's Civic Service
30 th November	Our Gang – Daneside Theatre
3 rd December	Cheshire County Priory Event – United Reformed Church
4 th December	St. John Presentation Evening

DEPUTY MAYOR

3 rd November	In Bloom Awards
11 th November	Choral Society Concert
17 th November	Tesco Toy Appeal Launch

CONGLETON TOWN COUNCIL
MINUTES OF THE MEETING OF THE PLANNING COMMITTEE
HELD ON 12th OCTOBER 2017

PRESENT

Councillor L D Barker - Chairman
Mrs S Akers Smith
Mrs A L Armitt
J G Baggott
P Bates
C H Booth
G R Edwards
Mrs S A Holland
Mrs A M Martin
Mrs A E Morrison
Mrs J D Parry
Mrs E Wardlaw
G S Williams

1. APOLOGIES

Apologies for absence were submitted from Councillors R Boston, D T Brown and G P Hayes.

2. MINUTES

PLN/45/1617 RESOLVED: That the Minutes of the Meeting of the Committee held on 28th September 2017 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 Bates, Baggott, Wardlaw and Williams declared a "non pecuniary" interest due to their membership of Cheshire East Council.

4. OUTSTANDING ITEMS

No outstanding actions

5. PLANNING APPLICATIONS

PLN/46/1617 RESOLVED: That the following comments be made to Cheshire East Borough Council:

Weekly List 18th September 2017

17/4895C	Dinglenook, Peover Lane Congleton, CW12 3QH	NO OBJECTION
17/4853C	Unit 15, West Heath Shopping Centre, Holmes Chapel Road, Congleton, CW12 4NB	NO OBJECTION
17/4865C	3 Somerset Close, Congleton, CW12 1SG	NO OBJECTION
17/4732C	12 – 16 Rood Hill, Congleton, CW12 1LQ	NO OBJECTION

Weekly List 25th September 2017

17/4968C	19 Longdown Road, Congleton, CW12 4QH	NO OBJECTION
17/4970C	Burns Garage, Canal Street, Congleton, CW12 3AA	NO OBJECTION
17/4934D	Land West of Goldfinch Close, Congleton	

As a general comment this proposal does not entirely resolve the Road Safety Audit concerns

Condition 21 **REFUSE – on the basis that it increases speed of vehicles which creates dangers to pedestrians and vehicles. This provides no safe solution for the traffic flow and will therefore have limited impact**

Condition 22 – **Bus stop locations conflict with the requirements for a road crossing to facilitate movement to the hospital**

Condition 23 – No objection

Condition 24 – No objection

17/4947D	Land at the Pump House, Forge Lane, Congleton, CW12	NO OBJECTION
17/4799C	Fairmill, 75 Manchester Road, Congleton, CW12 4HF	NO OBJECTION
Subject to the housing density being consistent with the adjacent development – Bloor Homes		
17/4819C	Hollybrook Barn, Middle Lane, Congleton, CW12 3PY	REFUSE – on the basis that the position of access to the site is still inappropriate
Councillor Barker declared a “non pecuniary” interest in application 17/4819C		

Additional Items

17/5108D	Plots 3 & 4, Land Off Newcastle Road Congleton, CW12	NO OBJECTION
17/5121C	Unit 15 West Heath Shopping Centre, Holmes Chapel Road, Congleton, CW12	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 2nd NOVEMBER 2017

PRESENT

Councillor L D Barker - Chairman
Mrs S Akers Smith
Mrs D S Allen
Mrs A L Armitt
J G Baggott
P Bates
R Boston
C H Booth
P Broom
G R Edwards
Mrs S A Holland
Mrs A M Martin
Mrs A E Morrison
Mrs J D Parry
H Richards
Mrs E Wardlaw
G S Williams

1. APOLOGIES

Apologies for absence were submitted from Councillors D T Brown and G P Hayes.

2. MINUTES

PLN/47/1617 RESOLVED: That the Minutes of the Meeting of the Committee held on 12th October 2017 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 Bates, Baggott, Wardlaw and Williams declared a "non pecuniary" interest due to their membership of Cheshire East Council.

4. OUTSTANDING ITEMS

No outstanding actions

5. PLANNING APPLICATIONS

PLN/48/1617 RESOLVED: That the following comments be made to Cheshire East Borough Council:

Weekly List 2nd, 9th & 16th October 2017

17/4991C	11 Tall Ash Avenue, Congleton, CW12 2DZ	NO OBJECTION
17/5234C	Mogaden House, Barn Road, Congleton, CW12 1LJ	NO OBJECTION
17/5250C	Heath Farm, Padgbury Lane, Congleton, CW12 4LR	NO OBJECTION
17/5189C	Heath Farm, Padgbury Lane, Congleton, CW12 4LR	NO OBJECTION
17/5186C	Unit 1 A West Heath Shopping Centre, Congleton	NO OBJECTION
17/5149C	23 – 25 West Street, Congleton, CW12 4NB	NO OBJECTION
17/5169T	5 Royle Park, Royle Street, Congleton, CW12 1JJ	NO OBJECTION
		Subject to usual conditions
17/5156C	Agricultural Building, Peover Lane, Congleton	REFUSE – due to the application being a new build in the green belt. This is not a barn conversion
17/5130M	35 Buxton Road, Congleton, CW12 2DU	NO OBJECTION
Councillor Bates declared a “non pecuniary” interest in application 17/5130M. He left the room and did not participate in the debate or vote.		
17/5329C	Woodland adj. to Vale Mill, Priestly Fields, Congleton	REFUSE – due to the following
		<ul style="list-style-type: none">- Loss of important trees- Nature conservation- Risk of flooding

The application to be referred to Ann Donkin, Landscape Officer and to note that it is considered that there is an error on the application form in respect of the flood risk

Weekly List 16th October 2017

17/5220C	Church House Inn, Buxton Road, Congleton, CW12 2DY	NO OBJECTION
17/5316M	Tall Ash Farm, 112 Buxton Road, Congleton, CW12 2DY	REFER BACK TO CHESHIRE EAST SPECIALIST OFFICERS to consider the impact on the green belt and the Macclesfield Canal and for them to request input from the Canal Trust
17/5229C	7 Astbury Marsh, Newcastle Road, Congleton, CW12 4HP	NO OBJECTION
17/5362T	28 Park Lane, Congleton, CW12 3DG	NO OBJECTION
		Subject to usual conditions
17/5349D	Tanners Barn, Weathercock Lane, Congleton, CW12 3PS	NO OBJECTION

Weekly List 23rd October 2017

17/5442D	Tall Ash Cottage, 93 Buxton Road, Congleton, CW12 2DY	REFER BACK TO CHESHIRE EAST due to conflicting information provided by Cheshire East
Councillor Boston declared a “non pecuniary” interest in application 17/5442D		
17/5505C	2 Ruskin Road, Congleton, CW12 4EA	NO OBJECTION
17/5444C	Dane Lea, Wards Lane, Congleton, CW12 3LN	NO OBJECTION
17/5117C	Heath Farm, Padgbury Lane, Congleton, CW12 4LR	NO OBJECTION
17/5429D	12 West Road, Congleton, CW12 4ER	NO OBJECTION
17/5388C	Land East of 37 Middle Lane, Congleton, CW12	NO OBJECTION
Councillor Edwards declared a “non pecuniary” interest in application 17/5388C		
17/5413T	65 Park Lane, Congleton, CW12 3DD	NO OBJECTION

6. **PLANNING APPEALS**

None to report

L D Barker – Chairman

CONGLETON TOWN COUNCIL

**MINUTES OF THE MEETING OF THE COMMUNITY, ENVIRONMENT AND SERVICES
COMMITTEE HELD ON THURSDAY 5th OCTOBER 2017**

PRESENT:

Councillors

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

1. Apologies for absence

Apologies for absence were received from non-Committee member Cllr D T Brown.

2. Minutes of Last Meeting

CES/18/1718 Resolved that the minutes of the meeting held on 7th September 2017 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 G S Williams, P Bates and GP Hayes all declared a non-pecuniary interest in any matters related to Cheshire East Council and agenda item 9 and Cllr P Bates to agenda item 12.

4. Outstanding Actions

There were no outstanding actions.

5. Cheshire Police

To receive and consider a verbal report from a representative of Cheshire Police.

Report attached below

6. Neighbourhood Plan Regulation 14

The report advising the progression of the Neighbourhood Plan to Regulation 14 was noted by the committee.

7. 700th year of Mayoralty, Go Congleton , Closed Cycling and Triathlon events

To receive a verbal update on the feasibility of the following projects:-

- **700th Year of Mayoralty** - The working group had met to discuss the feasibility of this project and are looking to progress with its development through a range of several initiatives including challenges around 700, a display in the Town Hall, and linking the 700 years to other projects and initiatives.
- **Go Congleton** – Whilst this project working group has not met due to the current commitments of the proposer it is being investigated to see if it could be integrated into the Closed Cycling and Triathlon Event.
- **Closed Cycling and Triathlon Event** –
An initial meeting has taken place and it is envisaged that the event would take place during April 2017. It will be a similar but larger event than the inaugural event in 2016. The key component being investigated is the road closure element of the project, it is thought the cost of this would be covered by entry fees.

CES/19/1718 Resolved to receive the verbal update on the above events.

8. Public Realm Update

To receive an update /presentation from Cheshire East Council (CEC) on the Progress of the Public Realm Scheme.

CES/20/1718 Resolved to receive the verbal update outlining the progress being made with major concerns being raised about the lack of information being communicated with regards to the full programme of the scheme. Recognition was given to the fact that weekly updates were being provided.

9. Consultation feedback on proposed car parking charges

To review and comment on proposals from Cheshire East Council to increase car parking charges.

Councillors were advised that Cheshire East Council had decided to defer the planned debate on this matter at Cabinet.

CES/21/1718 Resolved that Congleton Town Council communicate the following:

- An overall objection to Cheshire East Council for any proposed increases in car parking charges.
- Due to the impact the gas works and public realm works is having on town centre trading that a 2 hour free parking period is introduced in the run up to Christmas.

10. Christmas lights switch on event

To receive a progress report from the Town Centre and Marketing Manager on the Christmas lights switch on event.

CES/22/1718 Resolved to note the progress report provided by the Town Centre and Marketing Manager.

11. Defibrillators

To receive a proposal from the Town Centre and Marketing Manager for a review of the provision, condition and accessibility of defibrillators in the town centre.

CES/23/1718 Resolved to approve the following:

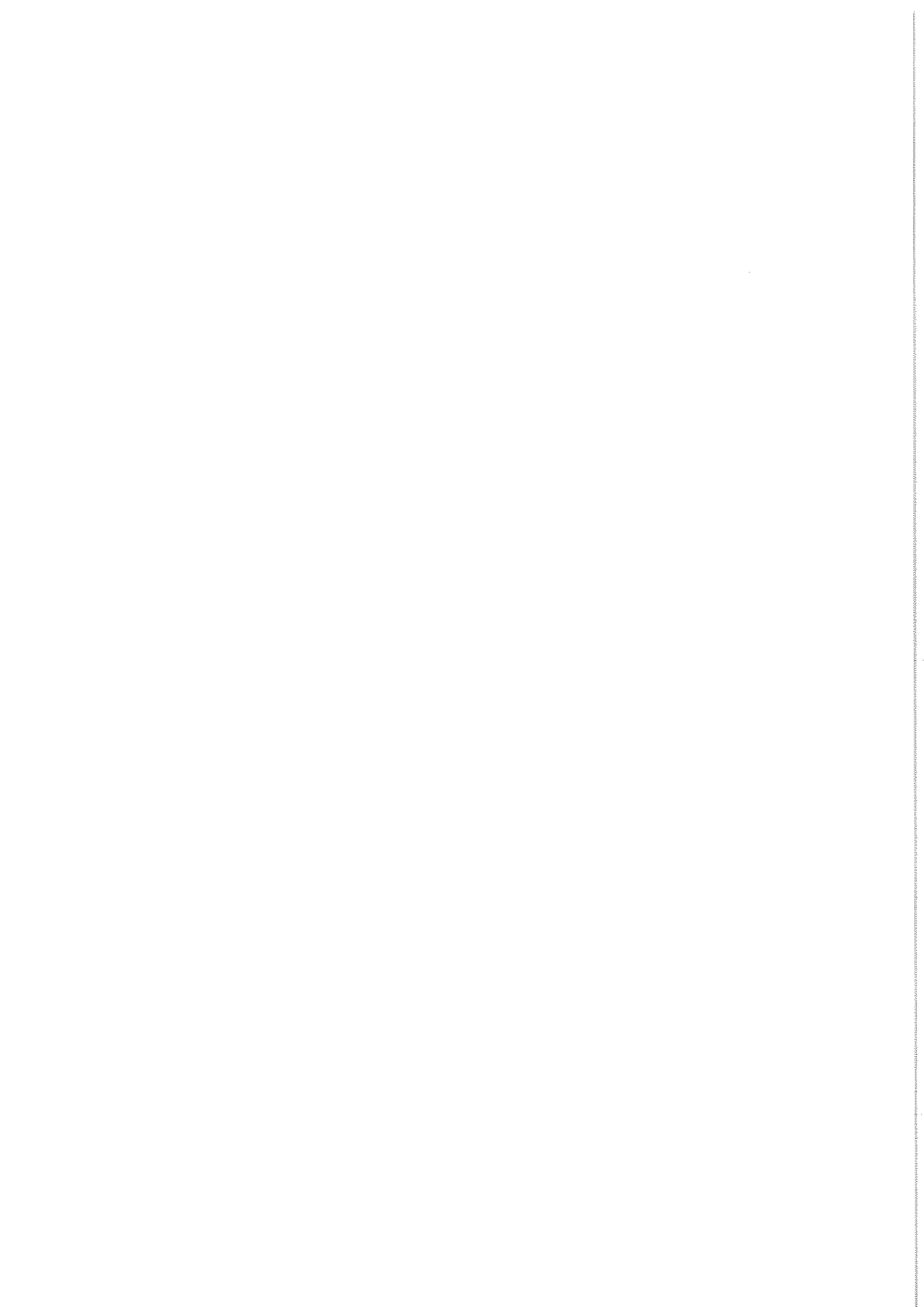
1. That as an urgent action Congleton Town Council should work with North West Ambulance Service to obtain an up to date list of all current working defibrillators.
2. An on-going programme created to alert owners of defibrillators not managed through the North West Ambulance Service of when batteries and pads need replacing.
3. A mapping exercise carried out to identify if there are areas of Congleton without a working defibrillator and then seek solutions.
4. Seek external resource to support the programme.
5. Establish a training and education programme.
6. A demonstration is arranged for all councillors.

12. Treo Statue

To receive an update from the Town Centre and Marketing Manager with regards to the planned installation of the Treo memorial in the Community Gardens.

CES/24/1718 Resolved to note the report.

**Cllr Mrs S A Holland
(Chairman)**



CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 19th October 2017

PRESENT - Councillors

P Bates
R Boston
G R Edwards (Chairman)
Mrs. S A Holland
Mrs J D Parry
Mrs E Wardlaw

1. Apologies

Apologies for absence were received from committee member Cllr J G Baggott.

Apologies were also received from non-committee Cllr G S Williams.

2. Minutes

FAP/27/1718 RESOLVED that the Minutes of the Meeting of the Committee held on 14th September 2017 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.

4. Outstanding Actions

There were no outstanding actions.

5. Grant Approvals and Commitments 2017-18

A summary of grant approvals and commitments was considered by the committee and it was noted that £13,293.60 was remaining for grants for 2017/18.

FAP/28/1718 RESOLVED that the grant summary be received and that the grants policy would be updated to state that:
grants should be claimed within 1 year otherwise the grant would be written back into the main "grants available" budget. In extenuating circumstances, applicants could apply to the Finance & Policy Committee for an extension e.g. if a project was taking over 1 year to complete.

6. New Applications for Financial Assistance

FAP/29/1718 RESOLVED that the following grants be awarded:-

GR06/1718 – Congleton Scout & Guide Gang Show

A grant of £600 was approved as per application.

GR07/1718 – Police Community Support Officer (Representing Cheshire Police)

That the Chief Officer invites PCSO J Shore to the Town Hall to discuss the application with a view to a potential resubmission. Points raised were –

- Why are residents not making a contribution towards this as it is believed other councils operate that way?
- As we have 2 wards why should we prioritise one ward?
- If there is a resident contribution who controls it?
- If the pilot is successful what next?

7. Management Accounts to August 2017

FAP/30/1718 RESOLVED to receive the management accounts to August 2017.

8. Bank Reconciliation

FAP/31/1718 RESOLVED to receive and consider the bank reconciliation as at 31st August 2017.

9. List of Payments

FAP/32/1718 RESOLVED to receive and consider the Payments List between 1st August – 31st August 2017.

10. Congleton Rotary Bonfire

To receive and consider a request from Congleton Rotary Club to underwrite any losses should the bonfire and fireworks not take place due to bad weather or unforeseen circumstances up to a sum of £5,000.

FAP/33/1718 RESOLVED to underwrite the event with the conditions outlined above.

**Cllr G R Edwards
(Chairman)**

Congleton Town Council

Minutes of the meeting of the Youth Committee held on Monday 30th October 2017 in the Town Hall, Congleton

PRESENT Youth Councillor Arabella Holland - Vice Chairman in the Chair
Laetitia Eichinger
Arabella Holland
Michael Howell
Diyana Nikolova

Thomas Minshull (Alumni)

Councillor Charles Booth
Councillor Sally Holland

Linda Minshull

1. APOLOGIES

Apologies were received from Councillor George Hayes.

2. MINUTES OF LAST MEETING

RESOLVED – That the Minutes of the Meeting of the Committee held on the 21st September 2017 were signed by the Chairman as a correct record.

3. MEMBERSHIP

RESOLVED: To co-opt Diyana Nikolova as a member of the Committee.

A discussion took place regarding the recruitment of new members. It was agreed to focus recruitment on Eaton Bank. Sally and Charles would be happy to visit the school with Linda. It was suggested that George be asked to help due to his connections at Eaton Bank. Linda will contact the School.

4. CHAIRMAN AND VICE CHAIRMAN

Aaron Barrett and Michael Howell put themselves forward to be the Chairman for the forthcoming year. Members voted which resulted in a tied vote. The Mayor suggested that the role be shared between Aaron and Michael and members

RESOLVED: That there would be a joint Chairman of Aaron Barrett and Michael Howell.

Arabella Holland put herself forward for the position of Vice Chair and it was

RESOLVED: That Arabella Holland be Vice Chairman for the forthcoming year.

5. M.A.D. FOR CONGLETON

Charles outlined details of a project he is leading – Young People Making a Difference in Congleton. This event will take place over the weekend of 6th – 8th April 2018.

6. YOUTH COMMITTEE BANK ACCOUNT

It was reported that the balance is £548.92.

7. YOUTH COMMITTEE MEMBERS ITEMS

Remembrance Sunday

Linda updated the meeting of the arrangements for Remembrance Sunday.

Sunday 12th November – 10.15 a.m. meet at the Cricket Club, Booth Street for the Parade to the Cenotaph followed by a service in the Town Hall at 11.15 a.m. There will be refreshments after the service. The Youth Committee have a wreath which will be laid by Aaron and Michael.

Drugs Prevention

Sally updated on Anti Social Behavior meetings and concerns regarding drugs prevention. Michael gave his thoughts regarding drug prevention and wondered if we could relaunch the drug prevention sessions with Fiona Bruce M.P. Linda will contact Harriet to discuss the previous work with Fiona and whether she would help relaunch the sessions.

Youth Events

Arabella updated on her ideas for young people to have music/ theatre evenings. It was suggested that this could be possible if they could be organised with existing groups of Theatre or the Youth Orchestra.

8. DATE OF NEXT MEETING

Thursday 7th December 2017 – 5.30 p.m. prior to the Town Council meeting at 7 p.m.

Arabella Holland (Vice Chairman)

Congleton Town Council

Minutes of the meeting of the Junior Council held on Wednesday, 22nd November 2017
in the Town Hall, Congleton

PRESENT Town Councillors C. H. Booth (Town Mayor)
Mrs S. A. Holland
Mrs. A Armitt

Mrs. L. D. Minshull (Congleton Town Council)

	School
Young Councillors	
Riley Woodman	Daven
Harvey Daniel	Daven
Holly Brindley	Daven
Emily Byrne	Daven
Thomas McDonald	St. Mary's
Tilly Craig	St. Mary's
Jessica Smith	St. Mary's
Theo Wright	St. Mary's
Annabel Higgins	Quinta
Barney Mitcheson	Quinta
Jayden Kirk	Quinta
Isabella Jones Cave	Woodcocks Well
Luke	Woodcocks Well
Mackenzie Screen	Woodcocks Well
Lillie Howle	Woodcocks Well
Abbi Ryan	Black Firs
Olivia Hurst	Black Firs
Oscar Roche	Black Firs
Harris Potts	Black Firs
Alfie Lwin	Smallwood
Freya Wagstaffe	Smallwood
Thomas Davenport	Smallwood
Hattie Cooke	Smallwood
James Simpson	Mossley
Ella King	Mossley
Chloe Blench	Mossley
Jake Porter	Mossley
Evie Tickner	Astbury St Mary's
Iona Hunter	Astbury St Mary's
Fahren Jones	Astbury St Mary's
Charlie Warbury	Astbury St Mary's

1. INTRODUCTION AND WELCOME

Town Mayor Councillor Charles Booth welcomed everyone to the meeting and outlined the plans for the morning. Councillor Booth spoke about the work of the Town Council and his role as Mayor.

2. ELECTION OF JUNIOR TOWN MAYOR AND DEPUTY MAYOR

Fifteen young councillors put themselves forward for the position of Mayor and gave a presentation on why they would like to be the Mayor. There was a vote and it was

RESOLVED: That Alfie Lwin be elected as Junior Town Mayor for the day.

RESOLVED: That Thomas McDonald be elected as Junior Deputy Town Mayor for the day.

3. CREATIVITY PRESENTATION – CONGLETON SHIPWRECK

The Mayor gave a presentation on creative thinking. He spoke about two stages – the Idea Stage and the Develop Stage. He then put the pupils into four groups and gave them a scenario to work on – Congleton Shipwreck.

4. CONGLETON SHIPWRECK WORKSHOP

After the break the groupwork was to gather ideas about what to do with the Boat on the River Dane. After the idea stage there was time to develop them and then present back to everyone.

The following ideas were presented

- Making the boat into a museum
- A seafood restaurant
- A milkshake bar
- A centre for the homeless

The pupils had a vote and the winning idea was the museum.

5. CLOSE AND THANKS

The Mayor thanked everyone for attending and all their excellent ideas.

Councillor Charles Booth (Town Mayor)

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	7.12.2017	LOCATION	Congleton Town Hall
REPORT FROM	Chief Officer		
AGENDA ITEM REPORT TITLE	14. Draft Budget and Precept 2018/19		
Introduction	<p>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.</p> <p>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.</p> <p>The 2018-19 Budget is structured to continue to deliver the Corporate Strategy; however its greatest pressures are most likely to come from the continued devolution 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.</p>		
Forecast 2017/18	<p>The accounts are formatted into cost centres and where possible aligned to its main spending committees. When generating the forecasted expenditure current and predicted expenditure and knowledge are taken into consideration, the projected expenditure to March 2018 is anticipated to show a saving / underspend of £17k. 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 31/03/18.</p> <p>Details by cost centre in appendix 1</p>		
Proposed Budget 2018/19	<p>The proposed budget has taken into consideration the following –</p> <ul style="list-style-type: none">• Current expenditure levels• National guidelines on salaries and pensions• Incremental increases• Inflation 3%• Town Hall development and management plans• Town hall maintenance requirements following Health and Safety Review• Streetscape Development• Increase in training for staff and councillors• Capital Investment• Current reserves <p>Details by cost centre in appendix 2</p> <p>Omega report in appendix 3</p>		

<p>Precept</p>	<p>The total precept for 2017-18 was £798, 212 which was based on a charge of £81.93 per Band D property</p> <p>The proposed budget for 2018-19 is £836,152, based on the indicative tax base* provided by Cheshire East Council.</p> <p>It equates to a charge of £84.09 per Band D property which is an increase of £2.16p or 2.64%. per household which is below the current rate of inflation of 3%</p> <p><i>*Indicative tax base provided by CEC to be confirmed mid December 2017</i></p>
<p>Decision requested</p>	<p>To recommend to Council approval of the 2018-19 proposed budget / precept</p>

Appendix 1 The table below shows the individual cost centres, agreed budgets and predicted income,

Cost Centre	Description	2017/18		Comments
		Budget	Projection	
101	Corporate Management	147,862	142,492	Savings on legal fees, telephones and insurance
102	Democratic Rep'n & Mgmt/Civic	50,996	66,066	Increase due to cost of election
107	Grants (incl S137)	65,483	65,483	
109	Capital and Projects	96,778	95,403	
201	Paddling Pool	23,529	28,782	Increase in maintenance costs
212	Propagation Unit	0	0	
215	Floral Displays	12,000	10,129	
241	Allotments	290	1,210	
263	Public Toilets	6,775	9,636	
280	CTC Streetscape	152,137	141,082	Savings due to income generated via works in adjoining parishes and winter works
300	Public Realm	14,450	9,544	
301	Congleton Partnership	33,525	33,525	
302	Community Development	62,364	61,707	
303	Police Community Support Offic	48,150	47,672	
305	Christmas Fayre/Lights	4,000	4,000	
321	Tourism	4,000	4,000	
341	Youth and Young People	2,000	1,046	
351	Luncheon Club	11,000	6,932	100% increase in meals – better business model
221	Congleton Town Hall	65,873	55,280	Increase in lettings
		801,212	783,989	Saving estimate £17,223

Reserves The projected reserves for March 2018 are as follows

General Reserve	175,859
Capital Contingency - General	226,340
Capital Equipment fund	35,140
Elections	15,000
Carnival	6,210
Crime Prevention/Traffic Calming	3,779
Civic Treasures	3,000
Website	1,651
Training	1,000
Devolved Services	56,767
Loan Repayments	500
Public Toilets	24,012
Play Areas	6,000
Public Realm	12,000
Legal Fees	5,292
Christmas Lights	7,573
Cenotaph	10,000
Rotary Bonfire	5,000
Neighbourhood Plan	24,557
Tourism	15,000
In Bloom	3,000

Appendix 2 Budget proposal for 2018/19 and projected reserves for March 2018

		2017/18	2018/19	
Cost Centre	Description	Budget	Proposals	Comment
-				
101	Corporate Management	147,862	158,486	Proposed increase in salaries and pension contribution 2% + 0.5% Incremental increases based on performance
102	Democratic Rep'n & Mgmt/Civic	50,996	55,789	5 year supply of ex mayors badges 700 years of mayoralty
107	Grants (incl S137)	65,483	56,833	Lights allocation now in 305
109	Capital and Projects	96,778	72,778	£25k Less contribution into capital reserves for this year, based on current levels -
201	Paddling Pool	23,529	24,057	
212	Propagation Unit	0	1,000	
215	Floral Displays	12,000	12,000	
241	Allotments	290	1,240	Known works required
263	Public Toilets	6,775	9,400	In line with current expenditure
280	CTC Streetscape	152,137	181,419	2 apprentices being converted to employees
300	Public Realm	14,450	10,500	
301	Congleton Partnership	33,525	33,974	
302	Community Development	62,364	65,198	
303	Police Community Support Offic	48,150	47,672	
305	Christmas Fayre/Lights	4,000	20,000	Transferred from grants
321	Tourism	4,000	5,000	
341	Youth and Young People	2,000	2,000	
351	Luncheon Club	11,000	11,000	Retain the same amount to develop further
221	Congleton Town Hall	65,873	69,806	Increase in maintenance budget , re allocation of overhead
Total			838,152	
Less budgeted interest received			2,000	
Draft Budget for Precept			836,152	

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

Note : Budget Calculation 2018/19

		<u>Last Year</u>		<u>Current Year</u>		<u>Next Year</u>	
		<u>Actual</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>	
<u>Finance and Policy</u>							
<u>101</u>	<u>Corporate Management</u>						
	Total Income	0	0	0	0	0	
4000	Staff Costs (re-allocated)	112,069	114,645	136,484	136,484	144,164	
4007	Travel and Subsistence	278	900	900	500	900	
4008	Training / Conferences	4,177	1,000	1,000	3,500	2,550	
4013	Rent Payable	13,950	13,950	13,950	13,950	13,950	
4019	Reception - TIC	2,967	3,010	3,010	3,063	3,124	
4020	Miscellaneous Office Costs	287	400	400	400	400	
4021	Telephone/Fax/Internet	1,276	3,000	3,000	1,200	1,300	
4022	Postage	2,280	2,500	2,500	2,800	2,900	
4023	Stationery & Printing	1,735	2,000	2,000	2,000	3,000	
4024	Subscriptions & Publications	2,851	2,900	2,900	2,900	3,130	
4025	Insurance	9,671	9,800	9,800	8,127	9,000	
4026	Computer/IT Costs	8,242	9,950	9,950	10,000	10,600	
4027	Photocopy Charges	2,592	2,500	2,500	3,000	3,000	
4030	Recruitment Advertising	150	500	500	250	500	
4031	Other Advertising	205	300	300	250	300	
4051	Bank Charges	685	600	600	1,000	1,000	

Budget Detail - By Committee

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

Note : Budget Calculation 2018/19

		<u>Last Year</u>		<u>Current Year</u>		<u>Next Year</u>	
		Actual	Agreed Budget	Revised Budget	Projected Actual	Next Year Budget	
4061	Audit Fees - External	2,000	2,000	2,000	2,000	2,000	
4062	Audit Fees - Internal	1,260	1,260	1,260	1,260	1,260	
4063	Accountancy Support	4,043	4,100	4,100	4,100	4,200	
4064	Legal & Professional fees	3,089	3,000	3,000	500	3,000	
4066	HR & H&S Support	2,556	4,000	4,000	4,000	4,500	
4920	Tfr to Cap Contingency Fund	32,500	0	0	0	0	
4925	Tfr to EMR Committed Grants	1,500	0	0	0	0	
4988	Tfr from EMR Training	-1,573	0	0	-2,500	0	
6000	Central Overheads Reallocated	-51,914	-56,292	-56,292	-56,292	-56,292	
	OverHead Expenditure	156,876	126,023	147,862	142,492	158,486	
1052	Printing stationary recharges	0	0	0	198	0	
1176	Precept	784,342	798,212	798,212	798,212	836,152	
1181	Precept Support Grant	24,945	0	0	0	0	
1190	Interest Receivable	4,365	3,000	3,000	2,500	2,000	
1199	Miscellaneous Income	0	0	0	207	0	
	Total Income	813,652	801,212	801,212	801,117	838,152	
101	Net Expenditure	-656,776	-675,189	-653,350	-658,625	-679,666	
102	Civic						
4000	Staff Costs (re-allocated)	24,444	25,396	25,396	25,396	26,066	

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Budget Detail - By Committee

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

Note : Budget Calculation 2018/19

	<u>Last Year</u>		<u>Current Year</u>		<u>Next Year</u>	
	Actual	Agreed Budget	Revised Budget	Projected Actual	Next Year Budget	
4008 Training / Conferences	1,052	500	500	150	1,000	
4023 Stationery & Printing	322	500	500	500	500	
4033 Marketing/Promotions	193	900	900	1,500	918	
4034 Council Newsletter	5,202	5,230	5,230	5,000	5,335	
4035 Council Website	1,050	1,500	1,500	1,500	1,500	
4201 Mayor's Allowance	3,000	3,000	3,000	3,000	3,000	
4203 Members' Expenses	0	200	200	0	200	
4211 700 years of Mayoralty	0	0	0	0	2,500	
4213 Civic Expenses	4,667	5,000	5,000	5,000	5,000	
4221 Civic Regalia	2,204	250	250	250	250	
4222 Hall & Room Hire	5,198	5,500	5,500	5,000	5,500	
4225 Civic Artefacts and Treasures	226	500	500	250	1,500	
4231 Election Expenses	0	0	0	16,000	0	
6000 Central Overheads Reallocated	2,230	2,520	2,520	2,520	2,520	
OverHead Expenditure	49,788	50,996	50,996	66,066	55,789	
102 Net Expenditure	49,788	50,996	50,996	66,066	55,789	
107 Grants (incl S137)						
4701 Grants - Permitted	3,364	15,000	15,000	26,831	15,000	
4702 Grants - S137	3,735	0	0	0	0	

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Note : Budget Calculation 2018/19

		<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>	
		Actual	Agreed Budget	Revised Budget	Projected Actual	Next Year Budget		
4703	Grants - Subsidised Use	3,111	3,500	3,500	3,500	3,500		
4708	Grant - Museum Notional Rent	4,500	4,500	4,500	4,500	4,500		
4709	CCP Grant	16,000	16,000	16,000	16,000	16,000		
4710	Congleton Partnership Accom	1,533	1,533	1,533	1,533	1,533		
4711	Grant - CAB	15,000	15,000	15,000	15,000	15,000		
4712	Grant - Xmas Lights Partnershi	6,831	9,000	9,000	9,000	0		
4713	Grant - Carnival Committee	1,290	0	0	0	0		
4722	Grant - Remembrance Day Parade	632	700	700	700	1,000		
4723	Grant - Town Hall 150 yr celeb	7,049	0	0	0	0		
4732	Grant - Church Clock Maint'ce	265	250	250	250	300		
4925	Tfr to EMR Committed Grants	10,331	0	0	0	0		
4941	Tfr to EMR Christmas Lights	2,169	0	0	0	0		
4973	Tfr from EMR Carnival	-1,290	0	0	0	0		
4975	Tfr from EMR Committed Grants	-2,045	0	0	-11,831	0		
OverHead Expenditure		72,474	65,483	65,483	65,483	56,833		
1179	Grants Receivable - Other	1,400	0	0	0	0		
1199	Miscellaneous Income	145	0	0	0	0		
Total Income		1,545	0	0	0	0		
107	Net Expenditure	70,929	65,483	65,483	65,483	56,833		

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At 11:21

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

Note : Budget Calculation 2018/19

		<u>Last Year</u>			<u>Current Year</u>		<u>Next Year</u>
		<u>Actual</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>	
108	<u>Mayor's Fundraising Activities</u>						
4297	Mayor's Fundraising Unspent	-7,162	0	0	-2,407	0	
4298	Mayor's Fundraising-Donations	5,100	0	0	5,870	0	
4299	Mayor's Fundraising-Expenses	10,103	0	0	-500	0	
	OverHead Expenditure	8,042	0	0	2,963	0	
1299	Mayor's Fundraising-Income	8,042	0	0	2,963	0	
	Total Income	8,042	0	0	2,963	0	
	108 Net Expenditure	0	0	0	0	0	
109	<u>Capital and Projects</u>						
4053	Loan Interest Payable	17,267	17,052	17,052	17,052	16,826	
4054	Loan Capital Repaid CBC	36,350	36,350	36,350	36,350	36,350	
4055	Loan Capital Repaid - PWLB	4,511	4,726	4,726	4,726	4,952	
4802	CAP - Paddling Pool	0	0	0	7,643	0	
4803	CAP - Toilets	14,211	0	0	0	0	
4804	CAP - Streetscape Equipment	349	5,000	5,000	5,000	5,000	
4806	CAP Office Equipment/computers	6,812	5,000	5,000	5,000	5,000	
4809	CAP - Town Hall Equipment	3,529	5,000	5,000	51,926	5,000	
4811	CAP - Public Realm	3,216	0	0	0	0	

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Budget Detail - By Committee

Note : Budget Calculation 2018/19

	<u>Last Year</u>		<u>Current Year</u>		<u>Projected Actual</u>	<u>Next Year Budget</u>
	Actual	Agreed Budget	Revised Budget			
4918 Tfr to Capital Equipment Fund	4,000	4,000	4,000	4,000	5,000	
4920 Tfr to Cap Contingency Fund	35,000	35,000	35,000	35,000	10,000	
4968 Tfr from Cap Equipment Fund	-349	-5,000	-5,000	-5,000	-5,000	
4970 Tfr from Cap Contingency Fund	-13,557	-10,000	-10,000	-64,569	-10,000	
4986 Tfr from EMR Loan Repay'ts	-350	-350	-350	-350	-350	
4987 Tfr from EMR Public Toilets	-14,211	0	0	0	0	
	96,778	96,778	96,778	96,778	72,778	
OverHead Expenditure						
1175 Sale of Assets	0	0	0	1,375	0	
	0	0	0	1,375	0	
Total Income						
109 Net Expenditure	96,778	96,778	96,778	95,403	72,778	
Finance and Policy - Expenditure	383,957	339,280	361,119	373,782	343,886	
Income	823,238	801,212	801,212	805,455	838,152	
Net Expenditure	-439,281	-461,932	-440,093	-431,673	-494,266	

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

Note : Budget Calculation 2018/19

		<u>Last Year</u>		<u>Current Year</u>		<u>Next Year</u>	
		Actual	Agreed Budget	Revised Budget	Projected Actual	Next Year Budget	
<u>Community, Environment & Serv</u>							
<u>201</u>	<u>Paddling Pool</u>						
4000	Staff Costs (re-allocated)	10,339	10,261	10,261	10,261	10,685	
4009	Protective Clothing\H & Safety	200	350	350	286	357	
4012	Water	3,740	4,000	4,000	2,639	3,500	
4014	Electricity	1,888	2,300	2,300	2,000	2,346	
4039	Pool Chemicals	2,103	2,500	2,500	2,000	2,550	
4040	Maintenance Contracts	0	0	0	0	0	
4041	Property Maintenance	1,509	3,000	3,000	10,500	3,500	
4042	Grounds Maintenance	40	100	100	78	100	
6000	Central Overheads Reallocated	1,092	1,018	1,018	1,018	1,018	
	OverHead Expenditure	<u>20,911</u>	<u>23,529</u>	<u>23,529</u>	<u>28,782</u>	<u>24,057</u>	
1180	Donations Received	0	0	0	0	0	
	Total Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
	201 Net Expenditure	20,911	23,529	23,529	28,782	24,057	
<u>212</u>	<u>Propogation Unit</u>						
4162	General Expenditure	351	0	0	0	1,000	
	OverHead Expenditure	<u>351</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	
	212 Net Expenditure	351	0	0	0	1,000	

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Budget Detail - By Committee

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

Note : Budget Calculation 2018/19

	<u>Last Year</u>		<u>Current Year</u>		<u>Projected Actual</u>	<u>Next Year Budget</u>
	<u>Actual</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>			
<u>215 Floral Displays</u>						
4162 General Expenditure	18,651	12,000	12,000	16,000	12,000	
	<u>18,651</u>	<u>12,000</u>	<u>12,000</u>	<u>16,000</u>	<u>12,000</u>	
OverHead Expenditure						
1179 Grants Receivable - Other	500	0	0	300	0	
1180 Donations Received	0	0	0	120	0	
1199 Miscellaneous Income	9,353	0	0	5,475	0	
	<u>9,853</u>	<u>0</u>	<u>0</u>	<u>5,895</u>	<u>0</u>	
Total Income						
215 Net Expenditure	8,798	12,000	12,000	10,105	12,000	
<u>241 Allotments</u>						
4038 Garage Rent payable	391	430	430	400	430	
4041 Property Maintenance	1,400	50	50	1,000	1,000	
	<u>1,791</u>	<u>480</u>	<u>480</u>	<u>1,400</u>	<u>1,430</u>	
OverHead Expenditure						
1010 Rent Received - 3rd Party	190	190	190	190	190	
	<u>190</u>	<u>190</u>	<u>190</u>	<u>190</u>	<u>190</u>	
Total Income						
241 Net Expenditure	1,601	290	290	1,210	1,240	

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Budget Detail - By Committee

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

Note : Budget Calculation 2018/19

		<u>Last Year</u>		<u>Current Year</u>		<u>Next Year</u>	
		Actual	Agreed Budget	Revised Budget	Projected Actual	Next Year Budget	
<u>263</u>	<u>Public Toilets</u>						
4011	Rates	2,323	1,975	1,975	2,423	2,500	
4012	Water	855	1,500	1,500	2,500	3,000	
4014	Electricity	0	0	0	3,000	1,000	
4016	Cleaning materials	2,063	1,500	1,500	600	1,000	
4040	Maintenance Contracts	170	1,000	1,000	500	1,000	
4041	Property Maintenance	879	800	800	500	800	
4162	General Expenditure	6	0	0	113	100	
	OverHead Expenditure	<u>6,296</u>	<u>6,775</u>	<u>6,775</u>	<u>9,636</u>	<u>9,400</u>	
	263 Net Expenditure	6,296	6,775	6,775	9,636	9,400	
<u>280</u>	<u>CTC Streetscape</u>						
4000	Staff Costs (re-allocated)	363,858	400,476	375,834	375,834	404,434	
4004	Temporary and Casual Staff	6,328	6,000	6,000	0	6,000	
4008	Training / Conferences	0	2,000	2,000	3,000	3,000	
4009	Protective Clothing\H & Safety	3,344	3,000	3,000	3,000	3,060	
4013	Rent Payable	3,067	3,067	3,067	3,067	3,067	
4016	Cleaning materials	4,919	3,000	3,000	5,000	5,000	
4021	Telephone/Fax/Internet	0	1,200	1,200	700	700	
4025	Insurance	6,089	6,400	6,400	5,307	6,000	

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Note : Budget Calculation 2018/19

	<u>Last Year</u>		<u>Current Year</u>		<u>Next Year</u>	
	Actual	Agreed Budget	Revised Budget	Projected Actual	Next Year Budget	
4041 Property Maintenance	944	1,000	1,000	1,000	1,020	
4043 Horticultural etc Supplies	21,274	16,000	16,000	16,500	18,000	
4046 Winter bedding	0	0	0	0	1,000	
4047 Vehicle Maintenance\Serv\MOT	12,504	8,000	8,000	10,000	10,000	
4048 Vehicle Fuel & Oil	13,147	15,000	15,000	15,000	15,000	
4049 Vehicle Rental charges	36,259	35,616	35,616	38,000	42,000	
4050 Street cleansing	0	0	3,000	2,500	3,000	
4071	0	3,000	0	0	0	
4162 General Expenditure	2,203	1,500	1,500	3,000	3,000	
4920 Tfr to Cap Contingency Fund	10,500	0	0	0	0	
4933 Tfr to EMR Training	3,000	0	0	0	0	
4942 Trf to EMR Tourism	3,000	0	0	0	0	
4988 Tfr from EMR Training	0	0	0	0	0	
6000 Central Overheads Reallocated	36,164	39,740	39,740	39,740	39,740	
OverHead Expenditure	526,598	544,999	520,357	521,648	564,021	
3030 Purchases for recharging	53	0	0	48	0	
Direct Expenditure	53	0	0	48	0	
1040 Plant recharges	0	0	0	12	0	
1165 Dev'd Services inc CEC Gross	363,428	367,320	367,320	366,702	366,702	

Note : Budget Calculation 2018/19

		<u>Last Year</u>		<u>Current Year</u>		<u>Next Year</u>	
		Actual	Agreed Budget	Revised Budget	Projected Actual	Next Year Budget	
1167	Streetscape external work	0	0	0	13,000	15,000	
1199	Miscellaneous Income	2,531	900	900	900	900	
Total Income		365,959	368,220	368,220	380,614	382,602	
280	Net Expenditure	160,693	176,779	152,137	141,082	181,419	
300	<u>Public Realm</u>						
4162	General Expenditure	961	0	0	294	0	
4164	CCTV	9,250	14,450	14,450	9,250	10,500	
OverHead Expenditure		10,211	14,450	14,450	9,544	10,500	
1179	Grants Receivable - Other	297	0	0	0	0	
Total Income		297	0	0	0	0	
300	Net Expenditure	9,914	14,450	14,450	9,544	10,500	
301	<u>Congleton Partnership</u>						
4000	Staff Costs (re-allocated)	15,580	16,853	16,853	16,853	17,302	
4301	Congleton Partnership	3,888	1,000	1,000	1,000	1,000	
4306	P/Ship - Regeneration Projects	49,041	14,000	14,000	77,665	14,000	
4926	Tfr to EMR Cong Partnership	53,065	0	0	0	0	
4976	Tfr from EMR Cong Partnership	-77,644	0	0	-53,065	0	

Continued on Page 12

Budget Detail - By Committee

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

Note : Budget Calculation 2018/19

	<u>Last Year</u>		<u>Current Year</u>		<u>Next Year</u>	
	Actual	Agreed Budget	Revised Budget	Projected Actual	Next Year Budget	
6000 Central Overheads Reallocated	1,547	1,672	1,672	1,672	1,672	
OverHead Expenditure	45,478	33,525	33,525	44,125	33,974	
1177 Grants Receivable - CEC	8,000	0	0	10,600	0	
1179 Grants Receivable - Other	4,250	0	0	0	0	
1180 Donations Received	1,000	0	0	0	0	
1199 Miscellaneous Income	100	0	0	0	0	
Total Income	13,350	0	0	10,600	0	
301 Net Expenditure	32,128	33,525	33,525	33,525	33,974	
302 Community Development						
4000 Staff Costs (re-allocated)	50,668	53,868	53,868	53,868	56,639	
4033 Marketing/Promotions	1,917	3,150	3,150	3,150	3,213	
6000 Central Overheads Reallocated	4,634	5,346	5,346	5,346	5,346	
OverHead Expenditure	57,220	62,364	62,364	62,364	65,198	
1177 Grants Receivable - CEC	0	0	0	100	0	
1179 Grants Receivable - Other	263	0	0	557	0	
1199 Miscellaneous Income	288	0	0	0	0	
Total Income	551	0	0	657	0	
302 Net Expenditure	56,669	62,364	62,364	61,707	65,198	

Continued on Page 13

Budget Detail - By Committee

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

Note : Budget Calculation 2018/19

		<u>Last Year</u>			<u>Current Year</u>			<u>Next Year</u>
		Actual	Agreed Budget		Revised Budget	Projected Actual	Next Year Budget	
303	<u>Police Community Support Office</u>							
4162	General Expenditure	47,672	48,150		48,150	47,672	47,672	
	OverHead Expenditure	47,672	48,150		48,150	47,672	47,672	
	303 Net Expenditure	47,672	48,150		48,150	47,672	47,672	
305	<u>Christmas Fayre -Light Switch</u>							
4171	Christmas Fayre	8,406	10,000		10,000	10,000	5,000	
4172	Christmas Lights	0	0		0	0	15,000	
	OverHead Expenditure	8,406	10,000		10,000	10,000	20,000	
1169	Christmas Brochure Income	950	1,000		1,000	1,000	0	
1170	Christmas Fayre Stall income	1,254	2,500		2,500	2,500	0	
1171	Christmas Tree Income	1,843	2,000		2,000	2,000	0	
1180	Donations Received	0	500		500	500	0	
1199	Miscellaneous Income	280	0		0	0	0	
	Total Income	4,327	6,000		6,000	6,000	0	
	305 Net Expenditure	4,080	4,000		4,000	4,000	20,000	
310	<u>Neighbourhood Plan</u>							
4162	General Expenditure	8,152	0		0	3,316	0	

Continued on Page 14

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At 11:21

Budget Detail - By Committee

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

Note : Budget Calculation 2018/19

	<u>Last Year</u>		<u>Current Year</u>		<u>Projected Actual</u>	<u>Next Year Budget</u>
	<u>Actual</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Next Year Budget</u>		
4994 Tfr from EMR Neigh'hood plan	-8,152	0	0	-3,316	0	0
OverHead Expenditure	0	0	0	0	0	0
310 Net Expenditure	0	0	0	0	0	0
321 Tourism						
4162 General Expenditure	2,546	4,000	4,000	4,000	5,000	5,000
4173 Cycle Race Expenditure	19,997	0	0	0	0	0
4942 Trf to EMR Tourism	12,000	0	0	0	0	0
4992 Trf from EMR Tourism	-10,000	0	0	0	0	0
OverHead Expenditure	24,543	4,000	4,000	4,000	5,000	5,000
1180 Donations Received	18	0	0	0	0	0
1199 Miscellaneous Income	7,300	0	0	0	0	0
Total Income	7,318	0	0	0	0	0
321 Net Expenditure	17,225	4,000	4,000	4,000	5,000	5,000
341 Youth and Young People						
4162 General Expenditure	1,046	2,000	2,000	1,046	2,000	2,000
OverHead Expenditure	1,046	2,000	2,000	1,046	2,000	2,000
341 Net Expenditure	1,046	2,000	2,000	1,046	2,000	2,000

Continued on Page 15

Note : Budget Calculation 2018/19

<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>	
	<u>Actual</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>	
<u>351</u>	<u>Luncheon Club</u>					
4000	6,591	0	0	0	0	
4014	0	0	0	0	0	
4016	37	0	0	0	0	
4041	258	0	0	0	0	
4705	2,587	11,000	11,000	6,932	11,000	
6000	931	0	0	0	0	
	<u>10,404</u>	<u>11,000</u>	<u>11,000</u>	<u>6,932</u>	<u>11,000</u>	
	<u>OverHead Expenditure</u>					
1180	1,027	0	0	0	0	
	<u>1,027</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
	<u>Total Income</u>					
<u>351</u>	<u>9,377</u>	<u>11,000</u>	<u>11,000</u>	<u>6,932</u>	<u>11,000</u>	
<u>Community, Environment & - Expenditure</u>		<u>773,272</u>	<u>748,630</u>	<u>763,197</u>	<u>807,252</u>	
<u>Income</u>		<u>374,410</u>	<u>374,410</u>	<u>403,956</u>	<u>382,792</u>	
<u>Net Expenditure</u>		<u>398,862</u>	<u>374,220</u>	<u>359,241</u>	<u>424,460</u>	

Budget Detail - By Committee

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

Note : Budget Calculation 2018/19

	<u>Last Year</u>	<u>Current Year</u>			<u>Next Year</u>
	Actual	Agreed Budget	Revised Budget	Projected Actual	Next Year Budget
<u>Personnel</u>					
<u>401 Staffing & Staff Costs</u>					
4000 Staff Costs (re-allocated)	-638,685	-681,905	-681,905	-681,905	-730,991
4001 Salaries & Wages	520,758	541,680	541,680	541,680	577,374
4005 Employers NIC	39,159	42,621	42,621	42,621	46,731
4006 Employers S/Ann	78,768	97,604	97,604	97,604	106,886
OverHead Expenditure	0	0	0	0	0
401 Net Expenditure	0	0	0	0	0

Personnel - Expenditure

Income

Net Expenditure

0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0

Budget Detail - By Committee

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

Note : Budget Calculation 2018/19

	<u>Last Year</u>		<u>Current Year</u>		<u>Next Year</u>	
	Actual	Agreed Budget	Revised Budget	Projected Actual	Next Year Budget	
Town Hall and Assets						
221 Congleton Town Hall						
4000 Staff Costs (re-allocated)	55,136	60,406	63,209	63,209	71,701	
4008 Training / Conferences	0	1,000	1,000	1,000	1,000	
4009 Protective Clothing\H & Safety	568	300	300	500	500	
4011 Rates	22,862	25,680	25,680	25,628	26,700	
4012 Water	3,673	4,500	4,500	8,000	8,000	
4014 Electricity	14,355	17,000	17,000	15,000	17,342	
4015 Gas	6,927	13,140	13,140	8,000	12,000	
4016 Cleaning materials	1,899	1,500	1,500	1,600	1,700	
4017 Refuse Disposal	2,697	2,750	2,750	2,860	2,900	
4020 Miscellaneous Office Costs	883	1,000	1,000	1,300	1,300	
4025 Insurance	8,525	9,000	9,000	7,463	8,569	
4033 Marketing/Promotions	1,990	3,500	3,500	2,500	3,500	
4040 Maintenance Contracts	5,174	5,700	5,700	6,122	6,200	
4041 Property Maintenance	10,381	10,000	10,000	15,000	15,000	
4064 Legal & Professional fees	0	100	100	0	100	
4068 Licences (incl PRS)	1,149	1,450	1,450	2,305	2,000	
4920 Tfr to Cap Contingency Fund	22,000	0	0	0	0	
6000 Central Overheads Reallocated	5,316	5,994	5,994	5,994	5,994	
OverHead Expenditure	163,535	163,020	165,823	166,481	184,506	

Continued on Page 18

Budget Detail - By Committee

Note : Budget Calculation 2018/19

	<u>Last Year</u>		<u>Current Year</u>		<u>Next Year</u>	
	Actual	Agreed Budget	Revised Budget	Projected Actual	Next Year Budget	
3020 Catering Supplies	11,002	8,000	8,000	8,000	8,000	
Direct Expenditure	11,002	8,000	8,000	8,000	8,000	
1009 Rent Rec'd - Museum Notional	4,500	4,500	4,500	4,500	4,500	
1010 Rent Received - 3rd Party	10,700	9,033	9,033	9,533	11,033	
1011 Rent Received - Internal CTC	17,017	17,017	17,017	17,017	17,017	
1013 Letting Income - Grand Hall	27,634	27,000	27,000	30,000	30,400	
1014 Letting Income - Bridestones	9,640	12,000	12,000	12,000	13,200	
1015 Letting Income - Spencer Suite	3,119	4,500	4,500	5,500	4,950	
1016 Letting Income - Brasserie	15,000	15,000	15,000	15,000	15,000	
1018 Letting Income - Cambell Suite	1,545	0	0	2,851	0	
1021 Letting Income - Internal	10,898	8,000	8,000	8,000	8,000	
1022 Letting Income - F&F	0	0	0	500	5,000	
1030 TIC Service charges	1,480	1,600	1,600	1,700	1,600	
1035 Service Charges - Brasserie	3,347	1,300	1,300	4,600	4,000	
1051 Catering Sales	11,227	8,000	8,000	8,000	8,000	
Total Income	116,107	107,950	107,950	119,201	122,700	
221 Net Expenditure	58,431	63,070	65,873	55,280	69,806	
Town Hall and Assets - Expenditure	174,538	171,020	173,823	174,481	192,506	
Income	116,107	107,950	107,950	119,201	122,700	
Net Expenditure	58,431	63,070	65,873	55,280	69,806	

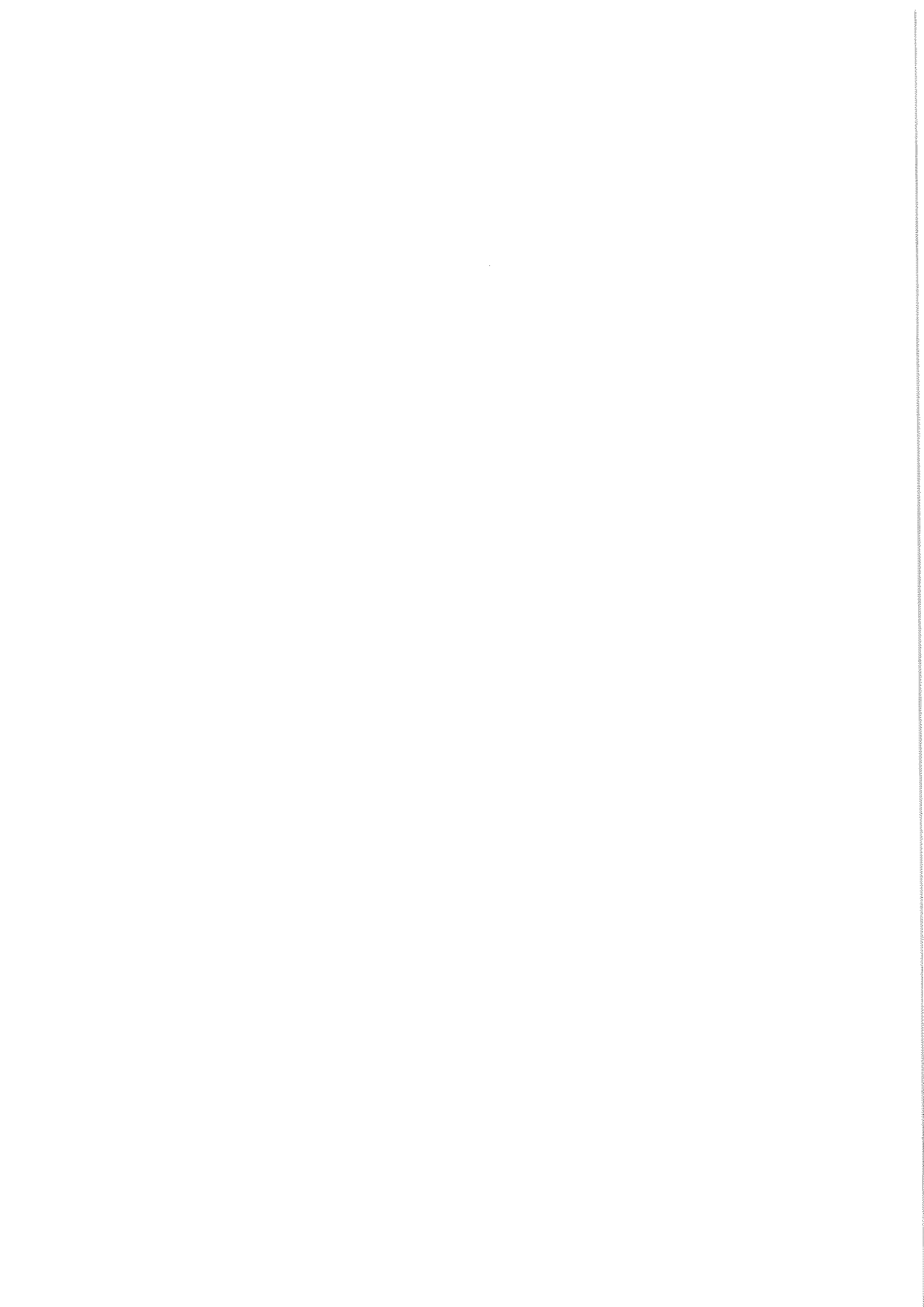
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Budget Detail - By Committee

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

Note : Budget Calculation 2018/19

	<u>Last Year</u>		<u>Current Year</u>		<u>Next Year</u>	
	Actual	Agreed Budget	Revised Budget	Projected Actual	Next Year Budget	
Total Budget Expenditure	1,338,126	1,283,572	1,283,572	1,311,460	1,343,644	
Income	1,342,216	1,283,572	1,283,572	1,328,612	1,343,644	
Net Expenditure	-4,091	0	0	-17,152	0	



CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	7 th December 2017	LOCATION	Congleton Town Hall
REPORT FROM	The Chief Officer		
AGENDA ITEM	15 Christmas Closure		
REPORT TITLE			
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">• 22nd December - closing at 12 noon• Reopening 2nd January 2018 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		