



# Congleton Town Council

Historic market town

Chief Officer: **David McGifford**

5<sup>th</sup> April 2017

Dear Councillor,

## **Town Council Meeting – Thursday 13<sup>th</sup> April 2017**

You are summoned to attend a meeting of the Council, to be held in the Town Hall, Congleton on **Thursday 13<sup>th</sup> April 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 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 2<sup>nd</sup> March 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

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4. Outstanding Actions

**Sound System Update**

**THC/21/1617 Resolved to** receive the verbal update from the Chief Officer that advised quotations were being received for the 2 sound systems that had been trialled. It was expected that a proposal would be available for Council on the 13<sup>th</sup> of April 2017.

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 9<sup>th</sup> February and 9<sup>th</sup> March 2017.

8. Finance and Policy Committee (enclosed)

To receive the minutes of the meeting held on 16<sup>th</sup> February 2017.

9. Community, Environment & Services Committee (enclosed)

To receive the minutes of the meeting held on 2<sup>nd</sup> February 2017.

10. Personnel Committee (enclosed)

To receive the minutes of the meeting held on 21<sup>st</sup> December 2016.

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

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

14. Proposed Committee Meeting Dates (enclosed)

To receive the proposed calendar of Committee meeting dates for 2017/18.

15. Proposed amendments to committee quorum (enclosed)

To receive the proposal from the Chief Officer.

16. Wireless conference / sound system (enclosed)

To receive a proposal from the Chief Officer for a replacement conference/ sound system.

17. Internal Audit Report 15<sup>th</sup> March 2017 (enclosed)

To receive the Internal Audit Report 15<sup>th</sup> March 2017 and consider the recommendations therein.

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 2<sup>nd</sup> March 2017 at Town Hall Congleton.**

#### **PRESENT: Councillors**

J G Baggott  
L D Barker  
P Bates  
R Boston  
C H Booth (Deputy Town Mayor)  
D T Brown (Town Mayor)  
G R Edwards  
Mrs S A Holland  
Mrs A M Martin  
Mrs A E Morrison  
Mrs J D Parry  
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 N Adams, Mrs A L Armitt, G P Hayes and Mrs E Wardlaw.

#### **2. MINUTES**

To approve the Minutes of the Council meeting held on 19<sup>th</sup> January 2017.

**CTC/49/1617 RESOLVED** that the Minutes of the meeting held on 19<sup>th</sup> January 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 D T Brown, J G Baggott, P Bates and GS Williams declared a non-pecuniary interest in any matters relating to Cheshire East Council.

Cllr J G Baggott declared a non-pecuniary interest in Agenda item 16, Ansa Environmental Services Ltd.

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/50/1617 RESOLVED** that the minutes of the meeting held on 5<sup>th</sup> January and 26<sup>th</sup> January 2017 be received and the recommendations therein be adopted.

8. **FINANCE & POLICY COMMITTEE**

**CTC/51/1617 RESOLVED** that the minutes of the meeting held on 12<sup>th</sup> January 2017 be received and the recommendations therein be adopted.

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

**CTC/52/1617 RESOLVED** that the minutes of the meeting held on 10<sup>th</sup> November 2017 be received and the recommendations therein be adopted.

10. **URGENT ITEMS**

There were no urgent items.

11 **CHESHIRE EAST COUNCILLOR'S REPORTS**

Cheshire East Council reports were received from

**Cllrs P Bates** advised

Facilitated a meeting between J Unsworth – Chairman of Neighbourhood Plan Housing Group and Senior Planning Officers at Cheshire East Council (CEC)  
That the Playing Pitch Strategy will be going to Cabinet by the end of March.  
Northern Planning refused the application for Pegasus House.  
This weekend is the Great British Clean Up.

**Cllr Brown** advised

**Scarborough Development Group** are presenting their updated proposals for the Mills to CEC next week and hoping to progress to planning.

**Leisure Centre** refurbishment currently going through procurement – there are 3 shortlisted suppliers, evaluation complete early June and going to cabinet end of July.

**Public Realm** works on the high street are delayed by 5/6 weeks due to ground works investigations – proposed report back to the Town Council in April.

### **Business Rate changes**

This year rateable values around England and Wales have been reassessed using the rental market value as of 1 April 2015. Previous to this the bills were based on the rental market value in 2008.

Until March 31 2017 Small Business Rate Relief meant that qualifying shops received a 100% relief if their rateable value was £6,000 reducing to 0% relief by a rateable value of £12,000.

From 1<sup>st</sup> April 2017 Small Business Rate Relief will give 100% relief for Businesses with rateable values up to £12,000 reducing to 0% relief at £15,000.

This means more independent businesses in Congleton will qualify for relief and will actually pay less in 2017/18. For those not able to claim relief the bills are slightly higher – for example the Town Hall is expecting a £2,500 increase. (Approximately 10%)

## **12. YOUTH COMMITTEE**

- a) **CTC/53/1617 RESOLVED** that the minutes of the Youth Committee meeting held on 20<sup>th</sup> February 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.

## **13. CCTV AT CONGLETON TOWN HALL**

To receive a proposal from the Chief Officer to improve CCTV at the Town Hall.

**CTC/54/1617 RESOLVED** to approve the installation of a new CCTV system and agreed that this should be supplied by Chubb Fire and Security based on a quotation of £4635.91 plus VAT.

## **14. PROPOSED AMENDMENTS TO STANDING ORDER 48 AND CHANGES TO COMMITTEE SIZE AND QUORUM**

To receive the proposal from the Chief Officer for amendments to standing order 48.

**CTC/55/1617 RESOLVED** to defer the proposal from the Chief Officer.

## **15. RESOLUTION TO EXCLUDE THE PUBLIC AND THE PRESS**

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting for the matters set out below on the grounds that it could involve the likely disclosure of private and confidential information or staff matters.

**CTC/56/1617 Resolved** to exclude members of the public and press from the meeting.

**16. CONTRACT FOR HEALTH AND SAFETY AND HR SERVICE**

To agree to the awarding of the contract for the Health and Safety and HR Service.

**CTC/57/1617 Resolved to** award the contract for the Health and Safety and HR Service to Ansa Environmental Services Ltd.

**D T Brown  
(Town Mayor)**

## **TOWN MAYOR'S ENGAGEMENTS**

### **2017**

3 <sup>rd</sup> March	Visit to Smallwood School
3 <sup>rd</sup> March	Swimathon
10 <sup>th</sup> March	Town Mayor's Civic Ball
11 <sup>th</sup> March	Opening of St John's Community Centre
14 <sup>th</sup> March	Trinity Operatic Rock of Ages – Daneside Theatre
15 <sup>th</sup> March	Congleton Community Transport Partnership – Mini Bus Launch
20 <sup>th</sup> March	Visit to Congleton High
20 <sup>th</sup> March	Visit to Eaton Bank Academy
28 <sup>th</sup> March	Centre Stage Youth Theatre – Daneside Theatre
1 <sup>st</sup> April	Choral Society Concert – Town Hall
8 <sup>th</sup> April	Macclesfield & District W I Area Show – New Life Church

## **DEPUTY MAYORESS**

3 <sup>rd</sup> March	Women's World Day of Prayer – Trintity Church
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**CONGLETON TOWN COUNCIL**  
**MINUTES OF THE MEETING OF THE PLANNING COMMITTEE**  
**HELD ON 9<sup>th</sup> FEBRUARY 2017**

**PRESENT**

Councillor L D Barker (Chairman)  
Mrs A Armitt  
P Bates  
R Boston  
C Booth  
P Broom  
G R Edwards  
Mrs A M Martin  
A E Morrison  
Mrs J D Parry  
E Wardlaw

**1. APOLOGIES**

Apologies for absence were submitted from Councillors N. Adams, J. G. Baggott, D. T. Brown and G. S. Williams.

**2. MINUTES**

PLN/22/1617 RESOLVED: That the Minutes of the Meeting of the Committee held on 26<sup>th</sup> January 2017 be approved and signed by the Chairman as a correct record, with amendments to applications 16/6117C and 17/0178C.

**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 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/23/1617 RESOLVED: That the following comments be made to Cheshire East Borough Council:

### Week ended 31<sup>st</sup> January 2017

17/0514C	Grove Inn, Manchester Road, Congleton, CW12	<b>REFUSE DUE TO the quality and quantity of the signage and not being in keeping with the building</b>
Councillors Bates and Barker declared a "non pecuniary" interest in application 17/0514C		
17/0508D	McDonalds Restaurant, Clayton By Pass, Congleton	NO OBJECTION
17/0431C	Land Off Newcastle Road, Congleton, CW12	NO OBJECTION

### Week ended 3<sup>rd</sup> February 2017

16/5166C	56 Edinburgh Road, Congleton, CW12 3EN	NO OBJECTION
17/0533C	2 Priory Close, Congleton, CW12 3JL	NO OBJECTION
17/0544C	Oak Lea, Crouch Lane, Congleton, CW12 3PT	<b>REFER BACK TO Cheshire East to evaluate and take into consideration green belt rules on development</b>
17/0563C	Alders Farm, Dial Lane, Congleton, CW12 3QN	NO OBJECTION
17/0577C	Kinsey Street Church, Kinsey Street, Congleton	<b>REFER BACK TO Cheshire East for determination</b>
17/0195C	Land Off Waggs Road, Congleton	<b>REFUSE DUE TO</b>

#### **THE FOLLOWING**

- Outside of settlement zone
- Highway grounds on Fol Hollow and Waggs Road
- Not a strategic site in the Local Plan
- Risk of Flooding
- No suitable walking route to school
- Previous Planning decision for refusal by Congleton Town Council and Cheshire East Council and at Appeal
- Emerging Neighbourhood Plan which has been consulted upon
- Concerns on effluent clearing

Councillors Armitt, Bates and Barker declared a "non pecuniary" interest in application 17/0195C

16/3286C	130 Holmes Chapel Road, Congleton, CW12 4NY	<b>REFUSE DUE TO</b>
<b>THE FOLLOWING</b>		

- Design, visual appearance and materials
- Layout and density of buildings
- Loss of daylight or sunlight
- Overlooking/ loss of privacy

Councillor Bates declared a "non pecuniary" interest in application 16/3286C

### 6. PLANNING APPEALS

None to report.

### 7. PUBLIC FOOTPATHS NUMBERS 71 AND 11

PLN/24/1617 RESOLVED: Correspondence from Cheshire East Council dated 23<sup>rd</sup> January 2017 in respect of upgrading public footpaths numbers 71 and 11 in Congleton was received.

L. D. Barker – Chairman

**CONGLETON TOWN COUNCIL**  
**MINUTES OF THE MEETING OF THE PLANNING COMMITTEE**  
**HELD ON 9<sup>th</sup> MARCH 2017**

**PRESENT**

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

**1. APOLOGIES**

Apologies for absence were submitted from Councillors N. Adams, J. G. Baggott, P. Broom, G. R. Edwards and G. S. Williams.

**2. MINUTES**

PLN/25/1617 RESOLVED: That the Minutes of the Meeting of the Committee held on 9<sup>th</sup> February 2017 be approved and signed by the Chairman as a correct record with the addition of the word quantity in respect of application 17/0514C – Grove Inn, Manchester Road.

**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, 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/26/1617 RESOLVED: That the following comments be made to Cheshire East Borough Council:

**Week ended 10<sup>th</sup> February 2017**

16/5279C Land East of Meadow Avenue, Congleton **NO OBJECTION**  
**Subject to the following –**

- Access over Stoney Lane would require the provision of steps
- Check the adequacy of the pumping station
- Suitable drainage
- The border fencing need to be checked to ensure that the hedgerows are preserved
- The Section 106 Agreement to provide funds for health and education in the area and affordable housing

Councillors Brown and Holland declared a “non pecuniary” interest in application 16/5279C

17/0518C Grove Inn, Manchester Road, Congleton, CW12 **REFUSE - due to**  
**other applications on this development being refused and are currently at appeal**

Councillors Bates and Barker declared a “non pecuniary” interest in application 17/0518C

17/0642C	Land Off Manchester Road, Congleton	NO OBJECTION
17/0721C	81 Lower Heath, Congleton, CW12 1NJ	NO OBJECTION
17/0726C	22 Delamere Road, Congleton, CW12 4PA	NO OBJECTION
17/0413T	14 Barnett Grove, Congleton, CW12 4WF	NO OBJECTION
		Subject to usual conditions
17/0687D	Shakerley Arms, 7 – 9 Willow Street, Congleton	NO OBJECTION

**Week ended 17<sup>th</sup> February 2017**

17/0522C Overlands, Cherry Lane, Congleton, CW12 3QU **NO OBJECTION**  
Councillors Brown, Hayes and Holland declared a “non pecuniary” interest in application 17/0522C

17/0846C	Bakers Villas, Wagg Street, Congleton, CW12 4BA	NO OBJECTION
17/0854C	Rear of 72 Lawton Street, Congleton, CW12 1RS	NO OBJECTION

Councillor Hayes declared a “non pecuniary” interest in application 17/0854C

17/0864C	18 Falmouth Road, Congleton, CW12 3BH	NO OBJECTION
17/0794D	Dane Valley Road, Congleton, CW12 1PH	NO OBJECTION
17/0808D	11 Bridge Street, Congleton, CW12 1AY	NO OBJECTION
17/0809D	11 Bridge Street, Congleton, CW12 1AY	NO OBJECTION
17/0795D	Land West of Goldfinch Close, Congleton	
17/0862D	Land West of Goldfinch Close, Congleton,	

These applications were considered together – to request that the Planning Officer make the decision as to whether the conditions have been satisfied and to note the following comments of the Town Council

- The bridleway that is promoted as a walking route from the development into the Town Centre has drainage problems and is often flooded with surface water
- The hedge and medieval field plans should be preserved and the agreement struck at Appeal should be upheld
- Two fields on the site are adjacent to the cemetery and developers should limit construction noise when funerals are taking place
- Concerns regarding tree protection due to soil compaction affecting tree roots. Enforcement Officers have been involved in having hard standing removed in areas too close to hedges/trees and we request that they continue to closely monitor that protection measures are implemented.

### **Week ended 24<sup>th</sup> February 2017**

17/0870C	166 Biddulph Road, Congleton, CW12 3LS	NO OBJECTION
17/0948C	Roundabout West Road/ Clayton By Pass, Congleton	<b>REFUSE – due to the signs being too large and not in keeping with the tradition of the Town</b>
Councillors Bates, Hayes and Wardlaw declared a “non pecuniary” interest in application		
17/0948C		
17/0949C	Roundabout Newcastle Road, Congleton	<b>REFUSE – due to the signs being too large and not in keeping with the tradition of the Town</b>
Councillors Bates, Hayes and Wardlaw declared a “non pecuniary” interest in application		
17/0949C		
17/0953C	Land at Clayton By Pass Roundabout, Congleton	<b>REFUSE – due to the signs being too large and not in keeping with the tradition of the Town</b>
Councillors Bates, Hayes and Wardlaw declared a “non pecuniary” interest in application		
17/0953C		
17/1019C	2 Padgbury Lane, Congleton, CW12 4LP	NO OBJECTION
17/0781T	Land adj to 6 Hillesden Rise, Congleton, CW12 3DR	NO OBJECTION Subject to usual conditions
17/0925T	Astbury Mere Country Park, Sandy Lane, Congleton	NO OBJECTION Subject to usual conditions
Councillors Bates, Hayes and Wardlaw declared a “non pecuniary” interest in application		
17/0925T		
17/0819D	Wood Farm, Wood Lane, Congleton, CW12 3PX	NO OBJECTION

### **Week ended 3<sup>rd</sup> March 2017**

17/0622C	1 Bridge Row, Congleton, CW12 2QX	NO OBJECTION
17/1088C	High Bent Farm, Congleton, CW12 3QH	NO OBJECTION
17/1181C	30 Howey Hill, Congleton, CW12 4AF	NO OBJECTION
17/1212C	13 Threefields Close, Congleton, CW12 4PU	NO OBJECTION
Councillor Hayes declared a “non pecuniary” interest in application 17/1212C		
17/1108D	12 – 16 Rood Hill, Congleton, CW12 1LQ	NO OBJECTION
17/0995C	Tall Ash Farm, 112 Buxton Road, Congleton, CW12 2DY	NO OBJECTION

### **6. PLANNING APPEALS**

None to report.

### **7. MAIN MODIFICATIONS TO CHESHIRE EAST LOCAL PLAN**

PLN/27/1617 RESOLVED: To receive the group Neighbourhood Plans draft response to the Local Plan Modification – Copy attached.

L. D. Barker – Chairman

## CONGLETON TOWN COUNCIL

### MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 16<sup>th</sup> February 2017

#### PRESENT - Councillors

N Adams  
Mrs S Akers Smith  
Mrs D S Allen  
P Bates  
R Boston  
D Brown (Mayor – ex officio)  
C Booth (Deputy Mayor - ex officio)  
G R Edwards (Chairman)  
Mrs S A Holland  
Mrs A M Martin  
Mrs A E Morrison  
Mrs J D Parry (Vice Chairman)

#### 1. Apologies

Apologies for absence were received from committee members Cllrs J G Baggott and Mrs E Wardlaw.

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

#### 2. Minutes

**FAP/49/1617 RESOLVED** that the Minutes of the Meeting of the Committee held on 12<sup>th</sup> January 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, D Brown declared a non-pecuniary interest in any matters relating to Cheshire East Council. D Brown declared a non-pecuniary interest in St Peter's Church as the Mayor's church.

#### 4. Outstanding Actions

There were no outstanding actions.

#### 5. Grant Approvals and Commitments 2016-17

A summary of grant approvals and commitments was considered by the committee and it was noted that £6,190.89 was remaining for grants for 2016/17.

**FAP/50/1617 RESOLVED** that that the grant summary be received.

6. New Applications for Financial Assistance

**FAP/51/1617 RESOLVED** that the following grants be awarded:-

- i) **GR 26/1617 St Peter's Church**  
A grant of £1,000 towards the ceiling repair and restoration.
- ii) **GR 27/1617 Congleton United Reformed Church & The Listening Out Loud Foundation**  
A grant of £829 towards kitchen equipment.
- iii) **GR 28/1617 Congleton Community Projects**  
A grant of £715 Food and Drink Festival road closures

7. Management Accounts to December 2016

**FAP/52/1617 RESOLVED** to receive the management accounts to December 2016.

8. Bank Reconciliation

**FAP/53/1617 RESOLVED** to receive the bank reconciliation to 31<sup>st</sup> January 2017.

9. List of Payments

**FAP/54/1617 RESOLVED** to receive the Payments List between 1<sup>st</sup> December 2016 and 31<sup>st</sup> January 2017.

10. West Mercia Energy Company Newsletter

**FAP/55/1617 RESOLVED** to receive the newsletter from the energy supplier and to check who Cheshire East Council uses for their utility services.

11. Letters of thanks

**FAP/56/1617 RESOLVED** to receive a letter of thanks from the Congleton Community Credit Union for the support received from the Town Council, including a grant which has been used to purchase a new accounting software package.

12. Business Risk Assessment

**FAP/57/1617 RESOLVED** to receive the Business Risk Assessment for 2017/18.  
**Action** Support to develop this further offered by Cllr N Adams and DT Brown

13. Paddling Pool Refurbishment

**FAP/58/1617 RESOLVED** to approve the quote from the Wilmslow based company for the colour option of £7,642.50 subject to satisfactory written references, a reference visit and agreed guarantee period for the works.

14. CCTV

This report was withdrawn from the meeting, proposed to be received at the next meeting of the Council on the 2<sup>nd</sup> March 2017

**Cllr G R Edwards  
(Chairman)**

## CONGLETON TOWN COUNCIL

### MINUTES OF THE MEETING OF THE COMMUNITY, ENVIRONMENT AND SERVICES COMMITTEE HELD ON THURSDAY 2<sup>nd</sup> February 2017

**PRESENT:** Councillors

Mrs S Akers Smith  
Mrs A L Armitt  
L D Barker  
P Bates  
C H Booth (Deputy Mayor and Vice Chairman)  
G R Edwards (Ex-Officio)  
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 Mrs A E Morrison.  
Apologies were also received from Cllr D T Brown (ex-officio member) and non-Committee member Cllr Mrs D S Allen.

**2. Minutes of Last Meeting**

**CES/39/1617 Resolved** that the minutes of the meeting held on 10<sup>th</sup> November 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, G P Hayes and G.S Williams declared a non-pecuniary interest in any matters related to Cheshire East Council.

**4. Outstanding Actions**

There were no outstanding actions.



## 5. Cheshire Police

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

**Speeding** Biddulph Road – Community Speedwatch has been out supported by speed enforcement by the Community Beat Team. 7 x verbal warnings issued. Generally positive from residents and on social media.

SID device on Canal Road in area has captured data that shows majority of drivers are sticking to limit. Further work and discussions being held with Cheshire East Council's Traffic Manager

**Rural crime** – joint operation with Staffordshire Police targeting border areas of Congleton/ Macclesfield and Staffordshire deterring travelling criminals who are looking to steal plant machinery and farm equipment. It was a successful operation, no offences. Positive feedback from residents, a lot of reassurance visits and contact. Social media campaign to promote rural watch, horse watch and Cheshire alerts.

**Rise in suspicious incidents being reported** - Pleased that residents are calling 101 and reading Cheshire alerts. Common issue around criminals trying car door handles and in gardens, on-going enquiries and some forensics work to be progressed. Urge residents to keep calling and letting the Police know what is happening.

**Anti-Social Behaviour** down but still some issues at Princess Street, work ongoing with partner agencies.

Burglaries, vehicle crime and burglary in outbuildings are at a low level. A number of prolific offenders in custody may be the reason.

Overall a positive Christmas period – operation targeting retail premises and criminals worked well. Dedicated officers working on high visibility patrols in town.

## 6. Cycling Legacy for Congleton

To receive a presentation on ideas for a Congleton Tour of Britain Cycling Legacy from:

**CES/40/1617 Resolved to** receive the presentation from Cllr S Akers Smith which outlined proposals for improving the connections of the current cycle network, creating a circular cycling route around Congleton and the development of a walking, cycling country park.

## 7. Floral Arrangement Working Group

To receive the minutes of the Floral Arrangement Working Group held on 9<sup>th</sup> November 2016.

**CES/41/1617 Resolved to** receive the minutes of the Floral Arrangement Working Group dated 9<sup>th</sup> November 2016.

## **8. Public Realm Improvements**

To receive an update from the Town Centre and Marketing Manager on the agreed specification for the Public Realm Improvements.

**CES/42/1617 Resolved to** receive the verbal update from the Town Centre and Marketing Manager, who stated that agreement on materials and furnishings had been agreed with the Public Realm Steering Group and work was due to commence hopefully in the spring following completion of the gasworks.

## **9. Treo Memorial**

To receive a report from the Town Centre and Marketing Manager on the proposed memorial for Treo.

**CES/43/1617 Resolved to** inform Steve Ashton that Congleton Town Council would be delighted to accept the gift of the statue on behalf of Congleton with the aim of locating the statue to the cenotaph side of the Community Garden.

**ACTION:** Town Centre and Marketing Manager to carry out further research on the suitability of the site and the Rowan Tree before, if appropriate, submitting a planning application.

## **10. St Peter's Churchyard Improvements**

To receive a report from the Streetscape Supervisor with regards to improvements to St Peter's Churchyard.

**CES/44/1617 Resolved to** receive the report from the Streetscape Supervisor.

## **11. Congleton Paddling Pool Improvements**

To receive a report from the Facilities & Developments Manager with regards to improvements to Congleton Paddling Pool.

**CES/45/1617 Resolved to** receive the report from Facilities and Developments Manager and approve the recommendation to replace the surface surrounding the pool, subject to financial approval.

## **12. Completion of Public Toilets**

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

**CES/46/1617 Resolved to** receive the report from the Chief Officer on the completion of the Market Street Public Toilets.

### **13. Connection of Greenfield and Radnor Park Industrial Estates**

To approve the proposed investigation from Cllr Mrs A M Martin into the linking of Greenfield and Radnor Park Industrial Estates.

**CES/47/1617 Resolved to** receive the report from Cllr A Martin and the proposal to formally request Cheshire East Council to outline their plans in restricting heavy goods vehicles using the residential part of Back Lane.

### **14. Big Data Small User**

To receive a report from the Town Centre and Marketing Manager on the progress of the Big Data Small User Project.

**CES/48/1617 Resolved to** receive the report from the Town Centre and Marketing Manager.

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

# Congleton Town Council

## Minutes of the Personnel Committee meeting held on Wednesday 21<sup>st</sup> December 2016

### **PRESENT:** Councillors:

J G Baggott  
P Bates  
D T Brown (Mayor and Chairman)  
G R Edwards  
Mrs A M Martin  
Mrs J D Parry  
H Richards  
G S Williams

### **1. APOLOGIES**

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).

Apologies were received from Committee member Councillor S Akers Smith.

Apologies were also received from Cllrs Mrs A L Armit and Mrs A E Morrison who are not members of this particular Committee.

### **2. MINUTES OF PREVIOUS MEETING**

**PERS/07/1617 RESOLVED** that the minutes of the meeting held on the 29<sup>th</sup> September 2016 be approved and signed by the Chairman.

### **3. DECLARATIONS OF INTEREST**

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

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

### **4. OUTSTANDING ACTIONS**

There were no outstanding actions.

## **5. RESOLUTION TO EXCLUDE THE PUBLIC AND THE PRESS**

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting for the matters set out below on the grounds that it could involve the likely disclosure of private and confidential information or staff matters

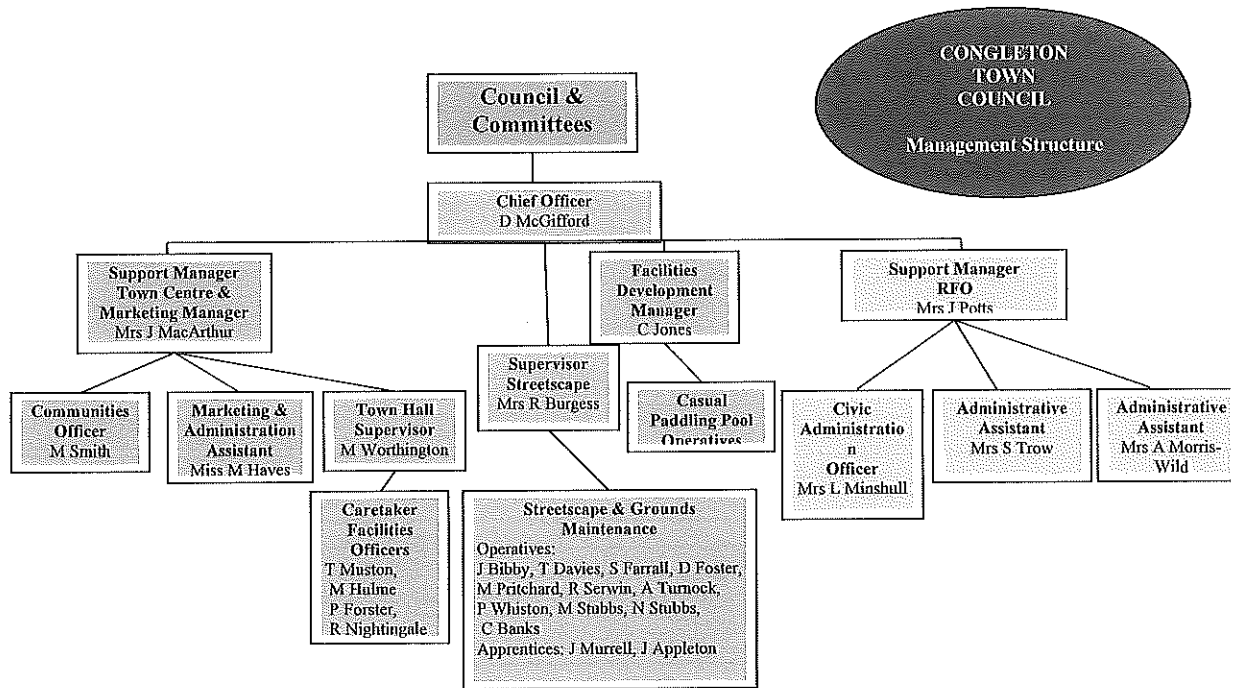
**PERS/08/1617 Resolved to** exclude members of the public and press from the meeting.

## **6. CONGLETON TOWN COUNCIL MANAGEMENT STRUCTURE REVIEW**

To receive a report from the Chief Officer for Management Structural Changes

**PERS/09/1617 Resolved to** receive the proposed changes to the Management Structure from the Chief Officer as attached

**D T Brown**  
(Chairman)



# CONGLETON TOWN COUNCIL

## COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	13 <sup>th</sup> April 2017	LOCATION	Congleton Town Hall
REPORT FROM	Chief Officer		
AGENDA ITEM	14		
REPORT TITLE	Proposed calendar of meetings 2017-2018		
<b><u>April 2017 -</u></b>			
6 <sup>th</sup>	Planning		
13 <sup>th</sup>	Council		
20 <sup>th</sup>	Informal Council		
27 <sup>th</sup>	Annual Town Meeting- (this is not a meeting of the Council, but one convened for the Town's electorate).		
<b><u>May 2017</u></b>			
4 <sup>th</sup>	Annual Council Meeting		
<b><u>June 2017</u></b>			
1 <sup>st</sup>	Planning		
8 <sup>th</sup>	Finance & Policy		
22 <sup>nd</sup>	Council		
29 <sup>th</sup>	Planning &Town Hall		
<b><u>July 2017</u></b>			
6 <sup>th</sup>	Community Services and Environment		
13 <sup>th</sup>	Council-		
20 <sup>th</sup>	Planning		
27 <sup>th</sup>	Finance and policy		
<b><u>August 2017</u></b>			
17 <sup>th</sup>	Planning &Council- if required		
<b><u>September 2017</u></b>			
7 <sup>th</sup>	Community Environment and services		
14 <sup>th</sup> ..	Finance and Policy		
21 <sup>st</sup> -	Council		
28 <sup>th</sup>	Planning &Town Hall		
<b><u>October 2017</u></b>			
5 <sup>th</sup>	Community, Environment & Services		
12 <sup>th</sup>	Planning		
19 <sup>th</sup>	Finance & Policy- in Main Hall		
26 <sup>th</sup>	Council		
<b><u>November 2017-</u></b>			
2 <sup>nd</sup>	Planning &Town Hall		
9 <sup>th</sup> ..	Community, Environment & Services		
16 <sup>th</sup>	Planning		
23 <sup>rd</sup>	Finance & Policy		
<b><u>December 2017</u></b>			
7 <sup>th</sup>	Council		
<b><u>January 2018</u></b>			
4 <sup>th</sup>	Planning		
11 <sup>th</sup>	Finance & Policy		
18 <sup>th</sup>	Council		
25 <sup>th</sup>	Planning		
<b><u>February 2018</u></b>			
1 <sup>st</sup>	Community, Environment & Services		
8 <sup>th</sup>	Planning		
15 <sup>th</sup>	Finance & Policy		

**March 2018**

1<sup>st</sup> Council  
8<sup>th</sup> Planning & Town Hall  
15<sup>th</sup> Community, Environment & Services  
22<sup>nd</sup> Finance & Policy

**April 2018**

5<sup>th</sup> Planning  
12<sup>th</sup> Council  
26<sup>th</sup> Annual Town Meeting- (this is not a meeting of the Council, but one convened for the Town's electorate)

**May 2018**

3<sup>rd</sup> Informal Council  
17<sup>th</sup> Annual Council Meeting- Mayor Making

**Decision  
Requested**

To approve the proposed calendar of meetings



# CONGLETON TOWN COUNCIL

## COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy																							
MEETING DATE AND TIME	23 <sup>rd</sup> March 2017 7.00pm	LOCATION	Congleton Town Hall																					
REPORT FROM	Chief Officer																							
AGENDA ITEM REPORT TITLE	15 Proposed Changes to committee quorums																							
Background	Following guidance received from the Cheshire East Monitoring Officer, it is proposed that amendments are made to the quorums of committees. Committees will be quorate if a minimum of one third of its membership attends the meeting.																							
Current members and quorums of committees	<table><tr><th></th><th>Members</th><th>Quorum</th></tr><tr><td>Council</td><td>20</td><td>7</td></tr><tr><td>Planning</td><td>20</td><td>7</td></tr><tr><td>Personnel</td><td>10</td><td>3</td></tr><tr><td>Community E &amp; S</td><td>10</td><td>3</td></tr><tr><td>Town Hall</td><td>10</td><td>3</td></tr><tr><td>Finance &amp; Policy</td><td>10</td><td>3</td></tr></table>				Members	Quorum	Council	20	7	Planning	20	7	Personnel	10	3	Community E & S	10	3	Town Hall	10	3	Finance & Policy	10	3
	Members	Quorum																						
Council	20	7																						
Planning	20	7																						
Personnel	10	3																						
Community E & S	10	3																						
Town Hall	10	3																						
Finance & Policy	10	3																						
Proposed amendment to current members and quorums of committees	<table><tr><th></th><th>Members</th><th>Quorum</th></tr><tr><td>Council</td><td>20</td><td>7</td></tr><tr><td>Planning</td><td>20</td><td>7</td></tr><tr><td>Personnel</td><td>10</td><td>4</td></tr><tr><td>Community E &amp; S</td><td>10</td><td>4</td></tr><tr><td>Town Hall</td><td>10</td><td>4</td></tr><tr><td>Finance &amp; Policy</td><td>10</td><td>4</td></tr></table>				Members	Quorum	Council	20	7	Planning	20	7	Personnel	10	4	Community E & S	10	4	Town Hall	10	4	Finance & Policy	10	4
	Members	Quorum																						
Council	20	7																						
Planning	20	7																						
Personnel	10	4																						
Community E & S	10	4																						
Town Hall	10	4																						
Finance & Policy	10	4																						
Officer recommendation	To approve the proposed changes to the quorums of the committees																							

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Town Hall Committee		
<b>MEETING DATE AND TIME</b>		<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Town Hall Supervisor – Mark Worthington		
<b>AGENDA ITEM REPORT TITLE</b>	16 Wireless Conference System		
<b>Background</b>	<p>Our current conference system is used for both internal committee meetings and external hirers of our rooms. The system has created issues in terms of the quality of the sound that is generated, which has caused complaints during meetings and given as reasons for external users not to re book rooms in the future. Some external users are now having to contract in their own sound systems for certain meetings.</p> <p>The existing conference system is used by up to 20 Councillors and consists of the following equipment: 3 x hand held wireless microphones 2 x lapel microphones 3 x swan neck microphones</p> <p>The microphones are passed between users which creates background noise through the speakers, also, the varying types of microphones have different operating requirements which causes the system to be non - user or audience friendly.</p> <p>In terms of setting up the audio equipment this can be quite a lengthy process in trying to ensure the individual microphones settings dependant on where it is being used</p> <p>The overall objective is to find a quality professional sound system that will cover Council meetings as a minimum and to also be easily transferable between rooms and support our external users when hiring rooms at the Town Hall</p>		
<b>Updates</b>	<p>We have received demonstrations from two distributors for two similar wireless conference systems, the Bosch Dicensis DCNM-WD system and Beyer Quinta system.</p> <p>Three installation companies have then been contacted to provide quotes for the supply and installation of a Bosch 12-microphone system and a Bosch 22-microphone system.</p> <p>Only one company has provided quotes for a Beyer systems as they are the sole UK distributor for this product.</p> <p>Other systems were considered including the Sennheiser – ADN, Televic D-Cerno and Televic Confidea however these systems were either wired or of a gooseneck design which unlike the unit design of the Bosch and Beyer systems.</p> <p>Following the use of both of these systems we received positive comments from councillors about the improvement in sound quality</p>		
<b>Specifications</b>	<p><b>Bosch Dicensis</b></p> <ul style="list-style-type: none"><li>• Wireless microphone unit with individual speaker build into each unit. Each unit services 2 people</li><li>• Configurable as a participant, dual user or Chairperson wireless unit via the web browser interface of the Wireless Access point.</li><li>• Secure connectivity using WPA2 to prevent eavesdropping and unauthorized</li></ul>		

access.

- System is completely portable and can be transported via provided carry case and used in the Grand Hall.
- System would be connected to our existing speakers and hearing loop.
- Delegate queuing display feature.
- 3 years' product warranty – 1 year on batteries.

If the system needed to be 'split' for separate simultaneous meetings i.e. 6-mics used in Bridestones, 6-mics used in Grand Hall, an additional Control Unit would need to be purchased at a cost of between £1770 and £2100 + vat depending on supplier.

#### **Beyer Quinta**

- Wireless microphone unit with individual speaker built into each unit.
- Each unit services 2 people.
- Chairman units.
- Integrated Web server allows configuring the control unit with a Smartphone, tablet PC.
- Microphone units are portable but main control unit is fixed.
- System would be connected to our existing speakers and hearing loop.
- 3 years product warranty – 1 year on batteries.

The control unit for this system will need to be permanently fixed within our existing sound system meaning that an extra control unit is required for the system to operate in the Grand Hall.

### **Company information and Costs**

<b>Company/system/years of trading/payment</b>	<b>12-Mic System</b>	<b>22-Mic System</b>	<b>Guarantee/ Annual Maintenance Fee</b>
<b>Sound Advice</b> Hampshire <b>(Bosch)</b> Established 23 years No advanced payment 30-day account	£16,740 + vat for system,  +£1770 + vat if option of extra control unit is	£27,100 + vat for system,  +£1770 + vat if option of extra control unit is	3-years guarantee on product  1 year on batteries.  No maintenance
<b>Reflex AV</b> Rotherham <b>(Bosch)</b> Established 30 years No advanced payment 30-day account	£17,999.49 + vat for system,  +£2100 + vat if option of extra control unit is taken.	£29,288.80+ vat for system,  +£2100 + vat if option of extra control unit is taken.	3-years guarantee on product  1 year on batteries.  No maintenance fee.
<b>Pure AV</b> Preston <b>(Bosch)</b> Established 13 years No advanced payment 30-day account	£15,193 + vat for system,  +£1,895 + vat if Option of extra control unit is taken.	£24,960 + vat for system,  +£1895 + vat if Option of extra control unit is taken.	3-years guarantee on product  1 year on batteries.  No maintenance fee.

<b>Decision Requested</b>	<p>To approve the installation of a wireless conference system to work alongside our existing sound system and hearing loop.</p> <p><b><u>Recommendation</u></b>  Following demonstrations of both systems the recommendation would be to purchase the Bosch Dicontis wireless conference system. This system provided a superior sound quality during the demo and a more user-friendly handset when shared between two delegates. The Bosch system also offers a delegate queuing feature to highlight the order of delegates wishing to speak.  This system is easily transferable between rooms.</p> <p><b>The proposed supplier would be Pure AV</b></p> <ul style="list-style-type: none"> <li>• 12 microphone system £15,193 plus VAT</li> </ul> <p><b>We would look to retain the existing system for the rare occasions that we require a sound system in both the Bridestones and the Main Hall at the same time</b></p>		
<b>Piranha AV</b> Crewe (Beyer) Established 9 Years No advanced payment 30-day account	£19,217.67+vat for system  +£3291.33+vat If option of extra control unit is taken.	£31,222.67+ vat for system  +£3291.33+vat If option of extra control unit is taken.	3-years guarantee on product  1 year on batteries. No maintenance fee.

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## **Congleton Town Council**

***Internal Audit Report 2016-17: Interim update***

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***Adrian Shepherd-Roberts***

***For Auditing Solutions Ltd***

## **Background**

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service to Congleton Town Council since 2003.

This report sets out the work undertaken in relation to the 2016-17 financial year, during our visits on 8<sup>th</sup> December 2016 and 15<sup>th</sup> March 2017, together with the matters arising and recommendations for action, where appropriate.

## **Internal Audit Approach**

In undertaking our review for the year, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/Annual Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Return, which requires independent assurance over a number of internal control objectives.

## **Overall Conclusion**

We have concluded that, on the basis of the programme of work we have undertaken to date, the Council has maintained adequate and effective internal control arrangements during the year.

We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

## Detailed Report

### Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have: -

- Ensured that the ledger remains in balance at the present date;
- Verified the opening trial balance for 2016-17 to the Statement of Accounts and Annual Return for 2015-16 to ensure that the closing balances have been brought forward accurately and completely;
- Checked and agreed transactions in the Council's main bank account cashbooks to the relevant RBS Bank statements for April, October 2016 and February 2017;
- Examined and verified the accuracy of January 2017, combined current and deposit accounts as at 30<sup>th</sup> April, 31<sup>st</sup> October 2016 and 28th February 2017 to ensure that no long-standing uncleared cheques or other anomalous entries exist.

#### **Conclusions**

*We are pleased to report that no issues have been identified in this area warranting further comment. We will undertake further work in this area future visits.*

### Review of Corporate Governance

Our objective is to ensure that the Council has robust corporate governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation.

We note that the Standing Orders were adopted in March 2013 with an updated version of the Financial Regulations approved in July 2015. We have been advised that they are both under review in line with the NALC guidelines and some revisions will be undertaken before the end of this financial year and continued in to 2017-18

We have continued our review of the minutes of the Full Council and Standing Committees, excluding Planning, to ensure that no actions of an ultra vires nature are being either considered or have been actioned, whilst also ensuring that the Council's finances remain at a healthy level to provide appropriate funds for future planned development and current revenue spending plans. We also note that, as previously, various grants have been approved for payment during the current year.

#### **Conclusions**

*There are no matters requiring formal comment or recommendation in this area of our review process. At this update visit, we again draw the Chief Officer and members' attention to the revised EU Regulations in relation to contracting and tendering, specifically in the need to formally advertise any contractual work in excess of £25,000 in*



*the Government's "Contract Finder Website". To assist the Council in this respect, we provided the Chief Officer and the Responsible Finance Officer with copies of NALC Procurement Guidelines and other related documents, which give further clarification on the subject.*

## **Review of Expenditure**

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- An official order has been raised in each and every case where one would be expected;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have continued work in this area examining a sample of payments individually in excess of £3,500 plus every 35<sup>th</sup> payment processed in the year to February 2017 totalling £217,836 and equating to 41% by value of all non-pay related expenditure.

We have also examined the periodically prepared and submitted VAT returns to HMRC to December 2016 agreeing sample detail to the underlying Omega control account.

### **Conclusions**

*We are pleased to report that no issues have been identified in this area. We may extend the test sample for the remainder of the year at our final visit and we will also ensure the accurate disclosure of the year-end balance in the Accounts and Annual Return.*

## **Assessment and Management of Risk**

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage any such risks identified in order to minimise the opportunity for their coming to fruition.

Risk assessment registers are in place and they are subject to routine annual review and update. We note that the Business Risk Assessment was approved by Finance & Policy Committee in February 2017.



We note an external agent for Health and Safety and HR Services Ansa Environmental Services Ltd has been appointed.

Zurich Municipal continues to provide the Council's insurance cover: we have examined the current year's schedule (to May 2017) and consider it meets the current needs of the Council appropriately with Employer's liability set at £10 million and Public Liability cover set at £15 million and Fidelity Guarantee cover at £1.0 million.

### **Conclusions**

*We are pleased to report that no issues have been identified in this area warranting further comment currently. We will undertake further work at future visits.*

## **Precept Determination and Budgetary Control**

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans. We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

We note that the Council approved a precept of £798,212 for 2017-18 at its December 2016 meeting.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

### **Conclusions**

*There are no matters requiring formal comment or recommendation in this area of our review process. We will undertake further work in this area at our final visit including examining the year-end budget outturn and following up any significant variances that may exist and ensuring the ongoing appropriateness of retained reserves to meet the Council's ongoing revenue spending plans and any development aspirations.*

## **Review of Income**

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure that all income due to the Council is identified and invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies. We have: -

- Reviewed the hall hire procedures including examination of the schedule of fees and charges; the booking system (maintained on Windows Outlook); the administration of the hire agreements; the accurate charging and collection of fees due and their subsequent banking;

- Also inspected a sample of Sales Ledger invoices issued and posted to the Omega control account to ensure their completeness; and
- Examined the “Aged debtors schedule” generated by the accounting software and are pleased to record that there are no significant issues arising with regard to long-standing debts of which officers and members are unaware.

We have also reviewed the nominal ledger detailed transaction reports for income items for the year to January 2017 to ensure that no obvious coding errors or other anomalous entries are apparent and are pleased to record that none are in evidence.

### **Conclusions**

***We are pleased to record that there are no significant issues in this area. We will undertake further work at future visits. We will also ensure the accurate disclosure of the year-end balances in the Accounts and Annual Return.***

## **Petty Cash Account and Credit Card**

The Council operates a limited petty cash account at the Town Hall on an imprest basis with reimbursement of expenditure incurred at regular intervals topping the cash balance back to the approved level of £200.

We have by reference to transactions in November and December 2016: -

- Verified that all payments were suitably supported by a traders invoice or till receipt,
- Noted that sound “internal” vouchers, sequentially numbered and signed by the claimant, are attached to the receipts;
- Verified that VAT is correctly identified with a journal entry made to the Omega control account for periodic recovery;
- Verified and balanced the petty cash to the holding of £200; and
- We have completed a review of the credit card facility for three months from September to November 2016 and have checked the receipts and subsequent payments by the bank and we are satisfied that this is managed and controlled effectively.
- At this interim update visit we also checked the management controls in respect of the Fuel Account with Porters Service Station noting that forecourt receipts are obtained and attached to the invoice for reconciliation purposes.

### **Conclusions**

***No matters arise in this area of our review.***

## **Salaries and Wages**

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the

requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1<sup>st</sup> April 2015 in relation to employee percentage bandings. To meet that objective, we have: -

- Checked and agreed the computation of staff gross and net pay for October 2016, also verifying that the net payments corresponded to the data produced for the month; and
- Ensured that the Council has approved staff pay rates for the financial year, based upon the approved NJC rates:
- Checked and agreed the computation of staff gross and net pay and salary deductions for October 2016, noting the continued use of a local, third party bureau service provider who utilises Sage software for this purpose;
- Checked to ensure that appropriate tax codes and national insurance tables are being applied in the year and that the correct deductions / contributions have been deducted and paid over to HMRC in a timely manner;
- Ensured that the appropriate revised superannuation contribution rates have been applied, also ensuring that the deductions have been paid over to the County Council in a timely manner; and
- Examined a sample of the time sheets and travel expenses supporting payments made through the October 2016 payroll to ensure that they have been approved for payment and processed appropriately.

### **Conclusions**

*We are pleased to record that no issues have been identified in this area.*

## **Investments & Loans**

Our objectives here are to ensure that the Council is “investing” surplus funds, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the appropriate loan agreements.

The Council holds no specific investments but holds a special Interest account with RBS and a newly arranged deposit with the Cambridge and Counties Bank.

At our first visit we verified the first half-yearly loan repayment to PWLB and the interest free loan from Cheshire East BC by reference to their “invoice” advices as part of the aforementioned expenditure testing.

### **Conclusions**

*We are pleased to report that no issues have been identified in this area that warrants any further attention by officers or formal recommendation. We will undertake further work at our final visit for this financial year ensuring that the loan balances are accurately disclosed in the Accounts and Annual Return.*