



Congleton Town Council

Historic market town

Chief Officer: David McGifford



10th June 2016

Dear Councillor,

Town Council Meeting – Thursday 16th June 2016

You are summoned to attend a meeting of the Council, to be held in the Town Hall, Congleton on **Thursday 16th June 2016** commencing at **7.00pm**.

Please note - There is a Personnel Committee meeting on the same evening commencing at 6.30pm

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 14th April 2016 and Annual Council Meeting held on 12th May 2016.

3. Declarations of Disclosable Pecuniary Interest

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

4. Outstanding Actions

None.



Congleton
beartown
where friends are made

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

Tel: 01260 270350 Fax: 01260 280357

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



5. Questions from Members of the Public

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

6 Mayor's Announcements (enclosed)

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

7. Planning Committee (enclosed)

To receive the minutes of the meeting held on the 7th April 2016.

8. Finance and Policy Committee (enclosed)

I. To receive the minutes of the meeting held on 24th March 2016.

II. To approve the recommendation from the meeting held on 9th June 2016 for financial support for the Tour of Britain Cycle Race.

9. Community Environment and Services Committee (enclosed)

To note the draft minutes of the meeting held on 17th March 2016.

10. Town Hall Committee (enclosed)

To note the draft minutes of the meeting held on 10th March 2016.

11. Personnel Committee (enclosed)

To note the draft minutes of the meeting held on 3rd March 2016.

12. Urgent Items

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

13. 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.

14. Youth Committee (Minutes to be presented at the Council meeting)

a) To receive the minutes of the Youth Committee meeting held on 31st May 2016.

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

15. Annual Return, Annual Governance Statement, Internal Audit report and Annual Accounts 2015-16 (enclosed)

- I. To receive and approve the Annual Governance statement for the year ended 31st March 2016.
- II. To receive and approve the Annual Accounts for 2015-16.
- III. To receive Internal Audit report 2015-16 – Final Update

16. WYG Cheshire Retail Study May 2016

To consider the WYG Cheshire Retail Study May 2016 and officer recommendations.
(Information to follow)

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
14th April 2016 in the Town Hall Congleton

Present: Councillors

Mrs A L Armitt
Mrs S Akers Smith
J G Baggott
L D Barker
P Bates
C Booth
R Boston
P Broom
D T Brown (Deputy Mayor/ Chair)
G R Edwards
G P Hayes
Mrs S A Holland
Mrs A M Martin
Mrs A Morrison
Mrs J D Parry
H Richards
G S Williams

1. **Apologies**

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).

Apologies for Absence were received from Cllrs N Adams, Mrs D Allen and Mrs E Wardlaw (Town Mayor).

2. **Minutes**

CTC/68/1516 RESOLVED that the Minutes of the meeting held on 3rd March 2016 be approved and signed by the Deputy Mayor.

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.

Cllrs G P Hayes, D T Brown, G J G Baggott, P Bates and G S 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 **Mayor's Announcements**

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

The Deputy Mayor requested that the Chief Officer looks into the feasibility of developing an Awards Ceremony for the Voluntary Sector in line with the Macclesfield Awards.

7. **Planning Committee**

CTC/69/1516 RESOLVED that the minutes of the meetings held on the 11th February and 10th March 2016 be received and the recommendations therein be adopted.

8. **Finance and Policy Committee**

CTC/70/1516 RESOLVED that the minutes of the meeting held on 18th February 2016 be received and the recommendations therein be adopted and to note the draft minutes of the meeting held on the 24th March 2016.

9. **Community Environment and Services Committee**

CTC/71/1516 RESOLVED that the minutes of the meeting held on 4th February 2016 be received and the recommendations therein be adopted (subject to item 12 Support for Refugees to be amended to state "seeking support for refugees" – not "from refugees")

10. **Town Hall Committee**

CTC/72/1516 RESOLVED that the minutes of the meeting held on 5th November 2015 and 7th January 2016 be received and the recommendations therein be adopted.

Cllr SA Holland queried her attendance at the meeting and requested that the Chief Officer amend if required.

11. **Personnel Committee**

CTC/73/1516 RESOLVED that the minutes of the meeting held on 12th November 2015 be received and the recommendations therein be adopted.

12. **Urgent Items**

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

There were no urgent items raised

13. **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.

No issues were raised by Cheshire East Councillors.

14. Youth Committee

- a) **CTC/74/1516 RESOLVED that** the minutes of the Youth Committee meeting held on Monday 11th April 2016 be received.
- b) Members of the Youth Committee gave thanks to the Council for their invitations to the Mayors Ball, which they thoroughly enjoyed, and for their supported trip to London where they presented a letter for the Rt Hon David Cameron M.P at number 10 Downing Street.

The Youth Council were commended for the quality of the letter and it was proposed that, with the support of the Chief Officer, they should also make representation to Cheshire East Council with regards to the Local Plan

15 Cheshire East Local Plan Response

CTC/75/1516 RESOLVED that the proposed response from the Town Council be approved subject to the inclusion of an additional area identified by Bollington PC.

"One of the new studies commissioned for the Local Plan was the ARUP report of 2015 on the green belt parcels around settlements. Arup examined all five purposes of a green belt (see below). Purpose 4 is about the green belt protecting 'historic towns'. The original CEC Submission Plan identified two historic towns – Nantwich and Knutsford. The Arup report recognises 13 Historic towns in Cheshire East – including Congleton. We would like the Revised Local Plan to make it clear that it accepts the 13 Historic Towns, as extensively set out by the ARUP report."

Action The Chief Officer to contact Bollington PC to seek support from them with regards to Congletons' inclusion as above.

16. Ex Officio

To receive the recommendation from the Finance and Policy Committee to amend the Constitution to show that only the Mayor is afforded Ex Officio status – i.e. to have voting rights on every committee.

CTC/76/1516 RESOLVED that by a majority vote that the Leader and Deputy Mayor may debate and vote on this item.

Councillor Mrs S.A Holland requested that the names of councillors and their vote be recorded with regards to the proposed amendment to the constitution.

Recorded vote

In support of amending the constitution

Cllrs, J G Baggott R Boston, C Booth, Mrs S A Holland, Mrs A M Martin, Mrs A Morrison
Mrs J D Parry (7)

Against the proposed amendment to the "Ex Officio Status" within the constitution.

Cllrs Mrs A L Armitt, Mrs S A Smith, L D Barker, P Bates, P Broom, G R Edwards,
G P Hayes, H Richards, G S Williams (9)

Abstained

D T Brown (1)

CTC/77/1516 RESOLVED to that there should be **no** amendment to the "Ex Officio Status" within the constitution.

D T Brown
Deputy Town Mayor

Congleton Town Council

Minutes of the Annual Meeting to the Town Council

Held at the Town Hall, Congleton on 12th May 2016

PRESENT: Councillors Mrs E Wardlaw
 Mrs S Akers Smith
 Mrs A L Armitt
 P Bates
 C Booth
 P Broom
 G R Edwards
 G P Hayes
 Mrs S A Holland
 Mrs A M Martin
 Mrs A E Morrison
 J D Parry
 G S Williams

1. ELECTION OF TOWN MAYOR

CTC/1/1516 RESOLVED – Unanimously - That Councillor D T Brown be elected Town Mayor for the ensuing Municipal Year and until the acceptance of office by his successor.

Councillor D T Brown then subscribed the Statutory Declaration of Acceptance of Office.

COUNCILLOR D T Brown (TOWN MAYOR) IN THE CHAIR

The Town Mayor addressed the Meeting and gave thanks for his election.

The Town Mayor then invested the Mayoress Jane Brown with the Chain of Office.

2. VOTE OF THANKS TO RETIRING MAYOR

CTC/2/1516 RESOLVED Unanimously - That a vote of thanks be accorded to Mrs E Wardlaw for the able manner in which she had undertaken her duties during the year she was in Office.

The Town Mayor thereupon presented Mrs E Wardlaw with the Former Town Mayor's Medallion, suitably inscribed, to record her term of Office. The retiring Mayor, Mrs E Wardlaw, then responded.

3. APOLOGIES

Apologies for absence were received from Councillors Mrs D. S Allen, J G Baggott, R Boston, H Richards

4. **ELECTION OF DEPUTY TOWN MAYOR**

CTC/3/1516 RESOLVED - That Councillor Mr C Booth be appointed Deputy Town Mayor for the ensuing Municipal Year and until the acceptance of Office by his successor.

5. **LEADER AND DEPUTY LEADER OF THE COUNCIL**

CTC/4/1516 RESOLVED - That Councillor G R Edwards be elected Leader of the Council and Councillor D T Brown be elected Deputy Leader of the Council for the ensuing Municipal Year.

6. **COUNCIL COMMITTEES**

CTC/5/1516 RESOLVED - That membership of the Committees and Working Group be as follows:-

Planning Committee

All Members of the Council.

Personnel Committee

Cllrs D T Brown, L Barker, P Bates, Mrs S Ackers Smith, C Booth
J G Baggott, Mrs A M Martin, Mrs J Parry, H Richards and G S Williams.

Finance & Policy Committee

Cllrs P Bates, J G Baggott, G R Edwards, Mrs S A Holland, N Adams, Mrs D S Allen,
R Boston, Mrs J D Parry and Mrs S Ackers Smith. Mrs E Wardlaw

Community, Environment & Services Committee (CE&S)

Cllrs Mrs S A Holland, P Broom, G P Hayes, Mrs A L Armitt, R Boston, C Booth,
Mrs A M Martin, Mrs J D Parry, Mrs A E Morrison and G S Williams.

Congleton Town Hall & Assets

Cllrs Mrs D S Allen, Mrs A L Armitt, L Barker, P Broom, G P Hayes,
Mrs S A Holland, Mrs A E Morrison, Mrs E Wardlaw, N Adams and H Richards

Strategy Working Group

All Members of the Council.

Health and Wellbeing Working Group - Reporting (CE&S)

Cllrs E Wardlaw, Mrs A L Armitt, P Broom, Mrs A M Martin, Mrs A E Morrison, C Booth and
Mrs S Ackers Smith,

Anti Social Behaviour Working Group - Reporting to (CE&S)

Cllrs Mrs S A Holland, Mrs J D Parry, P Bates, G Williams Mrs A Martin

In Bloom Working Group Reporting to (CE&S)

Cllrs: D T Brown, G R Edwards, Mrs A M Martin, G Williams, Mrs A E Morrison

Officers: J MacArthur, R Burgess, M Hayes

Volunteers: Mrs P Pinto, Mrs M Gartside, S Foster, P Aston

NOTE: THE MAYOR, DEPUTY MAYOR AND LEADER OF THE COUNCIL ARE
EX-OFFICIO MEMBERS OF ALL COMMITTEES.

7. CHAIRMAN & VICE CHAIRMAN OF COMMITTEES

CTC/6/1516 RESOLVED - That the following Members be appointed Chairmen and Vice-Chairmen of Committees for the ensuing year:-

Planning	Chairman - Vice Chairman -	Councillor L D Barker Councillor Mrs A Martin
Personnel	Chairman - Vice Chairman -	Councillor D T Brown Councillor P Bates
Finance & Policy	Chairman - Vice Chairman -	Councillor G R Edwards Councillor Mrs J D Parry
Community, Environment & Services	Chairman - Vice Chairman -	Councillor Mrs S A Holland Councillor C Booth
Congleton Town Hall & Assets	Chairman - Vice Chairman -	Councillor G P Hayes Councillor Mrs A E Morrison
Strategy Working Group	Chairman - Vice Chairman -	Councillor G R Edwards Councillor D T Brown
Health & Wellbeing Working Group	Chairman - Vice Chairman -	Councillor Mrs S Akers Smith Councillor Mrs E Wardlaw
Anti Social Behaviour Working Group	Chairman	Councillor Mrs S A Holland
In Bloom Working Group	Chairman	Councillor D T Brown

8. APPOINTMENT OF MEMBERS TO OTHER OFFICES

CTC/7/1516 RESOLVED- That the following Members be appointed to the offices set out below:

Town Crier	-	Mr D A Parker
Curator of Town Treasures	-	Mr D A Parker
Assistant Curator	-	Councillor D T Brown
Lead Members on Quality	-	Councillor D T Brown Councillor G R Edwards Councillor C Booth
Macebearer	-	Councillor D A Parker
Deputy	-	Councillor P Bates
Youth Committee Link	-	Councillor L Barker Councillor G P Hayes Councillor Mrs S A Holland Councillor Mrs E Wardlaw Reserve Cllr C Booth

Selection Panel for co-option - of a Councillor		Town Mayor Leader of the Council Chair of Personnel Committee Plus 2 Selected Members
Complaints Panel	-	Town Mayor Leader of the Council Plus 1 selected member
Neighbourhood Planning	-	Councillor G R Edwards Councillor L Barker Councillor Mrs A M Martin Councillor P Bates
Replacement Cheque Signatories 2 from 6		Councillor P Bates Councillor J G Baggott Councillor G R Edwards Councillor D T Brown Councillor Mrs J D Parry Councillor G Hayes

9. **APPOINTMENT OF MEMBERS TO OUTSIDE BODIES**

CTC/8/1516 RESOLVED- That the following Members be appointed as the Council's representatives to serve on the Body stated, for the ensuing Municipal Year, namely:-

(i)	Congleton Museum Trust	-	Councillor Mrs A E Morrison Reserves: Councillors Mrs E Wardlaw, Mrs S Akers Smith
(ii)	Congleton Partnership Executive Group	-	Councillor G R Edwards Councillor Mrs A E Morrison
(iii)	Hilary Avenue Allotment Association	-	Councillor G S Williams
(iv)	Astbury Mere Trust	-	Councillor Mrs E Wardlaw
(v)	Chalc	-	Councillor Mrs S A Holland Councillor Mrs A M Martin
viii)	Police Liaison	-	Councillor P Bates Councillor H Richards
ix)	Cheshire East Liaison	-	Relevant CEC Councillor

10. **JEANNE WHITEHURST FELLOWSHIP**

Julie Teagle was presented with the Jeanne Whitehurst Fellowship Award by Matthew Jones Chairman of the Youth Committee

11 **MAYORAL ANNOUNCEMENTS**

The Town Mayor advised the meeting that Paul Withington had been appointed as the Mayor's Chaplain for the ensuing year and informed the Council that the Civic Service would be held on Sunday 19th June 2016 at St. Peter's Church, Chapel Street, Congleton at 3.00pm.

D T Brown
TOWN MAYOR

TOWN MAYOR'S ENGAGEMENTS

2016

12 th May	Annual Council Meeting – Mayor Making Ceremony
13 th May	ATC Passing Out Parade
14 th May	In Bloom Plant Up

DEPUTY MAYOR

16 th May	Middlewich Mayor Making Ceremony
17 th May	Macclesfield Mayor Making Ceremony
20 th May	Choral Society Concert
21 st May	Beartown Bikers Charity Ride
31 st May	Knutsford Mayor Making Ceremony
11 th June	Beartown Patchwork & Quilters Exhibition
11 th June	Mossley WI Garden Party
11 th June	Congleton Players – Daneside Theatre
12 th June	Queen's Birthday Service – St. Peter's Church
12 th June	Congleton Food and Drink Festival
12 th June	Wellspring Methodist Church Service

COUNCILLOR ELIZABETH WARDLAW

13 th - 15 th May	Civic Visit to Holland
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CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 7th APRIL 2016

PRESENT

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

1. APOLOGIES

Apologies for absence were submitted from Councillors Mrs D. S. Allen, Mrs A. L. Armitt, P. Bates, P. Broom, G. Hayes, Mrs A. E. Morrison, Mrs E. Wardlaw and G. S. Williams.

2. MINUTES

PLN/28/1516 RESOLVED: That the Minutes of the Meeting of the Committee held on 10th March 2016 be approved and signed by the Chairman as a correct record with the amendment of application number 16/0921T being amended to 16/0912T for 6 Cedar Court.

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 Bagott, Hayes and Brown declared a "non pecuniary" interest due to their membership of Cheshire East Council.

4. OUTSTANDING ITEMS

There were none.

5. PLANNING APPLICATIONS

PLN/29/1516 RESOLVED: That the following comments be made to Cheshire East Borough Council:

Week ended 11th March 2016

16/1063C	Land Adj. Brooklands House, Congleton CW12 4LP	NO OBJECTION
16/0613T	6 Boundary Lane, Congleton, CW12 3HZ	NO OBJECTION
		Subject to usual condition
16/1153T	33 Hulton Close, Congleton, CW12 3TF	NO OBJECTION
		Subject to usual condition
16/0870D	Municipal Offices, Market Square, Congleton	NO OBJECTION

16/1155D	45 Rood Hill, Congleton, VW12 1NA	NO OBJECTION
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Week ended 18th March 2016

16/1256C	8 West Street, Congleton, CW12 1JS	NO OBJECTION
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Subject to –

Cheshire East to note that there is currently a pedestrian access to the car park and to check on listed building status

16/1296C	Land Opposite The Coach House, Under Rainow Road, Congleton	NO OBJECTION
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16/1247T	28 Linksway, Congleton, CW12 3BS	NO OBJECTION
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Subject to usual conditions

16/1285D	Grove Inn, Manchester Road, Congleton, CW12 1 NP	NO OBJECTION
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16/1318D	Windyways, Canal Road, Congleton, CW12 3AT	NO OBJECTION
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Week ended 25th March 2016

16/1373C	51 Manchester Road, Congleton, CW12 2HX	NO OBJECTION
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16/1394C	1 Kent Drive, Congleton, CW12 1SD	NO OBJECTION
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16/1448C	102 Chestnut Drive, Congleton, CW12 4UB	NO OBJECTION
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Week ended 1st April 2016

16/1238C	53 Moss Road, Congleton, CW12 3BN	NO OBJECTION
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16/1434C	Queens Head Hotel, Park Lane, Congleton, CW12 3DE	NO OBJECTION
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16/1468C	St John's Schoolroom, Buxton Old Road, Congleton	NO OBJECTION
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16/1503C	14 Coronation Road, Congleton, CW12 2ES	NO OBJECTION
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16/1437D	Land Off Goldfinch Close, Congleton	NO OBJECTION
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Additional Item

15/4480C	Congleton Link Road, Congleton	No Objection – but please note concerns about the proposed Spur Road being routed along Back Lane for the following reasons :-
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- i) Relocating the roundabout by the school, consideration be given to pollution and safety
- ii) Impact on nearby housing due to the location of the spur road
- iii) The flow of traffic along the Link Road and specifically the flow of traffic in and around Back Lane.

6. PLANNING APPEALS

None to report.

L. D. Barker – Chairman

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 24TH MARCH 2016

PRESENT - Councillors

N Adams
Mrs S Akers Smith
J G Baggott
L D Barker
P Bates
R Boston
G R Edwards (Chair)
Mrs S. A Holland
Mrs J Parry (Vice chair)
Mrs E Wardlaw (Town Mayor)

1. Apologies

Apologies for absence were received from committee members Cllrs Mrs D S Allen and C Booth

Apologies were also received from Cllrs Mrs A L Armitt, D T Brown and Mrs A Morrison.

2. Minutes

FAP/70/1516 RESOLVED that the Minutes of the Meeting of the Committee held on 18th February 2016 be approved and signed by the chairman.

3. Declarations of Interest

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

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

Cllr R Boston – Non Pecuniary Trustee of Congleton Credit Union – agenda item 6.ii

Cllr P Bates - Non pecuniary- agenda items 6 and 11

Cllrs G R Edwards & Mrs E Wardlaw agenda item 14 – Ex officio

4. Outstanding Actions

There are no outstanding actions.

5. Grant Approvals and Commitments 2015-16

A summary of grant approvals and commitments was considered by the committee and it was noted that £7582.90 is available for grants for 2015/16.

FAP/71/1516 RESOLVED that that the grant summary be received.

6. New Applications for Financial Assistance

FAP/72/1516 RESOLVED that:-

i) GR 19/1516 Congleton Youth in Action

A grant of £500 be approved.

ii) GR 20/1516 Congleton Community Credit Union

A Grant of £45 be approved.

iii) GR 21/1516 Bromley Farm Community Development Trust

A Grant of £400 be approved.

iv) GR 22/1516 Visyon Ltd

A grant of up to £500 be approved less any discounts achieved on the provision of equipment.

7. Grant Activities Monitoring Forms

It was noted that a Grant Activities Monitoring Form had been received from Congleton Harriers – Original Grant Application GR 3/1516

FAP/73/1516 RESOLVED that that the Grant Activities Monitoring Form be received.

8. Management Accounts for February 2016

FAP/74/1516 RESOLVED that that the Management Accounts to 29th February 2016 be received but to note that the In Bloom budget position is relayed to the In Bloom Committee at each meeting.

9. Bank Reconciliation

FAP/75/1516 RESOLVED that the bank reconciliation for 29th February 2016 be received.

10. List of Payments

FAP/76/1516 RESOLVED to receive the Payments List between 1st February and 29th February 2016.

11. Congleton Shopmobility 22nd February 2016

The Chief Officer advised that the correspondence from Congleton Shopmobility had been passed through to the working group established to review, with Cheshire East Council, the request for support.

FAP/77/1516 RESOLVED that the correspondence from Congleton Shop Mobility be received.

12. Cheshire Fire and Rescue – Notification of Safety Works

FAP/78/1516 RESOLVED to receive notification from Cheshire Fire and Rescue with regards to safety works required for the Town Hall.

Councillors requested that:

- A schedule of works is developed.
- Priority is given in establishing costs for the major items.
- Early completion of simple tasks.

13. Internal Audit

FAP/79/1516 RESOLVED that to receive the internal audit interim report which stated that there were no issues were identified.

14. Ex-officio update

- The agenda item was advertised as “To receive information on ex officio status in other councils”, the chair advised that the original request was to also debate the findings of the report provided.
- Cllr Mrs S A Holland requested that there was a recorded vote against proposals on this item.
- The committee was advised that they did not have the powers to alter the Constitution or Standing Orders, this could only be done at Full Council.

Proposal to recommend to Full Council that the Constitution be amended to show that only the Mayor is afforded Ex Officio status.

Vote

Councillor	For	Against	Abstain
G Edwards		√	
N Adams	√		
R Boston	√		
Mrs J Parry	√		
Mrs SA Smith		√	
J Baggott	√		
P Bates			√
Mrs SA Holland	√		
Mrs E Wardlaw			√

FAP/80/1516 RESOLVED to recommend to Full Council that the Constitution be amended to show that only the Mayor is afforded Ex Officio status.

G R Edwards (Chairman)

Council Meeting 16.6.16 paper to support agenda item 8.ii

Congleton Town Council

FINANCE AND POLICY COMMITTEE MEETING

THURSDAY 9TH JUNE 2016 (7pm)

ITEM 5: Tour of Britain Budget allocation - Cllr Suzie Akers Smith / David McGifford

1 BACKGROUND

At the Council Meeting 3rd March 2016 -

CTC/65/1516 RESOLVED to receive the update outlining that Congleton would be hosting the start of stage 3 of the Tour of Britain Cycle Race 2016 on September 6th 2016.

2 OPPORTUNITY

The popularity of cycling is booming in Britain. For the Tour of Britain, that means not only will it mean that thousands are expecting to be lining the route, but also the whole event will be covered in the national press, online and beamed across the world to millions of people watching it on TV. It also brings great economic benefits for the area both in terms of visitors and in media coverage.

Some of the figures quoted by the Tour of Britain are as follows:-

- Eurosport and ITV 4 – Shown live plus 1 hour daily highlights (start will be highlights)
- Broadcast to 129 countries
- Average of 154,000 spectators per stage
- Press coverage 33 international titles, 13 national newspapers, 33 regional titles
- £4.1 million average net economic impact per stage
- 67% of spectators inspired to cycle more often

3 BUDGET REQUEST AND POTENTIAL ALLOCATIONS

The request is for a budget allocation of up to £15,000 which could cover:-

- The right to host the stage start of the race
- Promotional leaflets for start of the race and for Congleton generally
- Promotional Banners on railings and lamp posts
- Vinyl's
- 40 + Gold painted bikes with fixings
- Rood Hill Wall dressing
- Official Congleton launch of the race at the Town Hall
- Entertainment
- Supporter packs
- Media campaign
- Shop dressing packs
- Start flag competition

There will be opportunities to recover part of the budget via business sponsorship packages which are currently being developed in conjunction with CEC.

An example of this is that Burns garages have agreed to paint the 40 bikes free of charge.

4. RECOMMENDATION

That the Finance and Policy Committee approve the request for a £15,000 allocation for the Tour of Britain Cycle race which would be financed as follows:-

- £10,000 from the earmarked reserve Tourism Budget (allocated towards Tour of Britain)
- £5,000 from the unexpected CEC Precept Support Grant of £24,945 which is not included in the approved 2016/17 budget due to timing of the announcement.

Draft Minute from the meeting 9.6.2016

Resolved to support the request for a £15,000 allocation towards the Tour of Britain Cycle Race on the basis of recouping as much as possible through sponsorship.

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE COMMUNITY, ENVIRONMENT AND SERVICES
COMMITTEE HELD ON THURSDAY 17TH MARCH

Please note – These are draft minutes and will not be ratified until the next meeting of the Committee on 30th June 2016

PRESENT: Councillors

Mrs S A Smith
Mr P Broom
G R Edwards
Mrs A M Martin
Mrs S A Holland (Chair)
Mrs J D Parry
Mrs E Wardlaw (Mayor)
G S Williams

1. APOLOGIES.

Apologies for absence were received from Cllrs N Adams and Mrs A L Armitt. C Booth, D T Brown, G P Hayes, Mrs A E Morrison and Burgess D Murphy

2. MINUTES OF LAST MEETING

CES/44/1516 RESOLVED that the minutes of the meeting held on the 4th February 2016, subject to an amendment on item 12 page 3 which would change the wording "from Syrian refugees" to "for Syrian refugees" 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 and Mrs E Wardlaw declared a non-pecuniary interest in any matters related to Cheshire East Council.

4. OUTSTANDING ACTIONS

There were no outstanding actions.

5. CHESHIRE POLICE

Was attended by Inspector C Mitchell who advised that-

- The Beat Team would have Ross Hamilton as its Sgt
- Helen Hood has returned from maternity leave
- Helen Weeks
- Matt Chapman
- Emma Burns

Inspector Mitchell also reported

- Anti Social Behaviour activity which would be discussed in more detail at the ASB meeting on 23.3.2016.
- Burglaries are currently at a low level.

6. ANTI SOCIAL BEHAVIOUR WORKING GROUP

CES/45/1516 RESOLVED that the minutes of the meetings held on 16th November 2015 and 19th January 2016 be received.

7. FLORAL ARRANGEMENT WORKING GROUP

CES/ 46/1516 RESOLVED that the minutes of the Floral Arrangement Working Group held on 15th February 2016 and 7th March 2016 be received .

8. .DISC (Database and Intranet for Safer Communities) – Pilot Project

The Town Centre and Marketing Manager advised that since the last meeting of Communities, Environment and Services meeting a number of actions have been taken.

- Successfully applied for funding from the Police Commissioner
- Met with the PubWatch group – they are keen to be part of the Pilot however in order to share information between groups an umbrella Crime Reduction Partnership needs to be set up. This is what I am now working on.
- Attended a Cheshire East wide group looking at the various shopwatch ways of working – the group was interested in seeing how the pilot works for Congleton and with possibility of it being a system that could work for other towns.
- Had a meeting with Cheshire Police to start work on a Crime Information Sharing protocol – this is not essential for the success of DISC but it would strengthen the partnership if the Police are able to put pictures of those convicted anti-social behaviour or crimes connected to the shops, pubs and takeaways. Cheshire Police also agreed to send letters to the businesses in town urging them to sign up.
- NEXT STEP – form a steering group for the Crime Reduction Partnership and get the legal niceties in place so that DISC can be launched.

CES/ 47/1516 RESOLVED that the update from the Town Centre and Marketing Manager on piloting the "DISC" system be received.

9. Welcome to Congleton Maps Project (Verbal update)

CES/48/1516 RESOLVED that that the update from the Town Centre and Marketing Manager on the "Welcome to Congleton Maps Project" be received.

10. Decorating The Town

CES/49/1516 RESOLVED to receive the written proposal from the Town Centre and Marketing Manager for the Decoration of the Town for the events in 2016.

11. Market Street Public Toilets

CES/50/1516 RESOLVED to support the officer recommendation to move forward with option 3, the part refurbishment of the toilets with the following objectives:

- Gain full clarity of the Clowes position with regards to the lease.
- If possible request a 5 year lease agreement.
- Aim to obtain quotes for the work by mid-April 2016.
- Potential completion of works by the end of June 2016.

12. Dog Fouling

CES/51/1516 RESOLVED to approve the proposal that Streetscape develop a small working group of staff, councillors and relative stakeholders to investigate what more can be done to resolve this issue and to provide an update at the next meeting of the Community, Environment and Services Committee. Cllrs Williams, Holland and martin offered their services to the working group.

13. Public Realm Scheme –update

The Chief Officer advised that –

- £1m scheme formally approved by Cheshire East Council.
- Project Board has met 8th March to discuss delivery of the scheme.
- Following the recent Holmes report CEC advised that the scheme will not have the originally proposed shared space principles, it will retain kerbs and be fully accessible.
- A steering Group will meet on 21st March to agree pallets of materials for public consultation which is due to start on the 25th April and last for 6 weeks.

CES/52/1516 RESOLVED that to receive the update from the Chief Officer.

14. Congleton Sports Development

The Chief Officer gave a brief presentation about the benefits and rationale for the development of a Congleton Community Sports Trust and advised that this was being progressed with the support of the Congleton Partnership.

CES/53/1516 RESOLVED that to receive the presentation and update from the Chief Officer

15. Tour of Britain Cycling Race 2016

Cllr S A Smith provided a brief update stating –

- Stage 3 starts from Congleton 6th September 2016.
- Already had early meetings with CEC to discuss promotion opportunities and early ideas.
- Meeting with race start organisers will help shape what is happening in Congleton
- Establish the start and route through Congleton.
- What the race organisers' requirements are such as coach parks for the teams and their entourage.
- We need to look at the opportunities for Congleton from a business and tourism perspective.
- We need to move quickly and organise following the meeting once we know what the scope is.
- Draw together a working group to develop and deliver as we would a major event
- Logistics will be a big challenge.

CES/54/1516 RESOLVED that to receive the update from Cllr Mrs S A Smith

Mrs S A Holland
Chairman (In the Chair)

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN HALL COMMITTEE HELD ON
THURSDAY 10TH MARCH 2016

**Please note These are draft minutes and will not be ratified until the next meeting
of the Town Hall Committee on 23rd June 2016.**

PRESENT: Councillors

Mrs D S Allen
G P Hayes (Chairman)
Mrs A M Martin
Mrs A M Morrison (Vice Chairman)
Mrs E Wardlaw (Town Mayor)

1. APOLOGIES

Apologies were received from Cllrs Mrs A L Armitt, L D Barker, R Boston, Mrs S A Holland and P Broom.

Apologies were also received from Cllrs C Booth, D T Brown and G S Williams who are not members of this particular Committee.

2. MINUTES

THC/19/1516 RESOLVED that the minutes of the Meeting held on 7th January 2016 be approved and signed by the Chairman as a correct record.

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 P Hayes declared a non-pecuniary interest in any matters related to Cheshire East Council.

4. OUTSTANDING ACTIONS

There are no outstanding actions.

5. 150 YEAR CELEBRATION UPDATE

THC/20/1516 RESOLVED to receive the update for the 150 year celebration provided by Town Centre & Marketing Manager.

6. TOWN HALL PRICES AND TERMS AND CONDITIONS

THC/21/1516 RESOLVED to receive amendments to the proposed prices and terms and conditions with one amendment.

- Concessionary Hire Charges for rooms on a Friday and Saturday to revert back to 50% (proposal stated 40%).

7. TOWN HALL CONTRACT

The Chief Officer advised that the first draft of the contract had been completed and was currently with the solicitors for updating.

G P Hayes
(Chairman)

Congleton Town Council

Minutes of the Personnel Committee meeting held on
Thursday 3rd March 2016

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

PRESENT: Councillors

Mrs S A Smith
L D Barker
DT Brown (Chair)
P Bates (Vice)
G R Edwards
Mrs A M Martin
Mrs J D Parry
Mrs E Wardlaw (Mayor)
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 Cllrs J G Baggott, P Broom

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

2. MINUTES OF PREVIOUS MEETING

PERS/19/1516 RESOLVED that the minutes of the meeting held on the 12th November 2015 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, P Bates, Mrs E Wardlaw and G S Williams declared a non-pecuniary interest in any matters related to Cheshire East Council.

4. OUTSTANDING ACTIONS

None.

5. CHILDCARE VOUCHERS

Receive a recommendation to introduce a Childcare Voucher Scheme to all employees.

PERS/20/1516 RESOLVED to approve the introduction of a Childcare Voucher Scheme for all employees.

6. RESOLUTION TO EXCLUDE PUBLIC AND PRESS

PERS/21/1516 RESOLVED that 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.

7. EXTENDING THE COMMUNITIES OFFICER CONTRACT UNTIL 31ST MARCH 2018

PERS/22/1516 RESOLVED to extend the contract of the Communities Officer position until March 31st 2018.

8. REQUEST FOR EXTENSION OF SICK PAY

To receive and review additional information relating to the request from an employee for an extension to the payment of full sick pay beyond 6 months.

PERS/23/1516 RESOLVED that further information is required relating to: –

1. Clarification on the 6 month qualification period from HR consultants.
2. Clarification of the impact in the delay in providing the accident report record.
3. Feedback following employees' visit from Occupational Health.
4. Committee to reconvene as soon as the information becomes available.

Congleton Town Council

Minutes of the meeting of the Youth Committee held on Tuesday 31st May 2016 in the Town Hall, Congleton

PRESENT Youth Councillor Matthew Jones (Chairman)
Michael Howell
Bella Statham
Sebastian Nixon

Linda Minshull

1. APOLOGIES

Apologies were received from Jamie Bernardi, Zak Roberts and Councillor Liz Wardlaw

2. MINUTES OF LAST MEETING

RESOLVED – That the Minutes of the Meeting of the Committee held on the 11th April 2016 were signed by the Chairman as a correct record.

3. JEANNE WHITEHURST FELLOWSHIP AWARD

Members met with Julia Teagle to present her with the trophy and take an official photograph.

4. MEMBERSHIP

Linda updated the meeting that Thomas Minshull is now 20 years old so has reached the upper age limit for membership. The Mayor had written to Thomas thanking him for his work on the Committee and hoped he may support the Youth Committee in an informal capacity in the future.

A discussion took place regarding membership and it was acknowledged that other members are reaching the upper age and may be away at University. It was agreed to conduct a recruitment campaign in September which will include inviting the Head's of both High Schools to a meeting in September or October.

5. LINK COUNCILLORS

Linda informed the members that the new Deputy Mayor, Charles Booth, had indicated that he would like to be a Link Councillor with the Youth Committee. At the Annual Council Meeting it was agreed to make Charles a reserve and to bring the item to the Youth Committee for discussion. It was noted that Larry Barker had not attended a Youth Committee meeting for over a year and members agreed that they would like to make Charles a Link Councillor. It was suggested that possibly Larry could be a reserve Councillor. Linda agreed to feedback their views to the Chief Office for his advice on procedure.

6. VOICE FOR CHILDREN

Linda updated the meeting on discussions she had with Jodie Hill of Voice for Children. Jodie is working on a project to design a survey for young people and asked if members of the Youth Committee may be able to help. It was agreed that some members may be able to help depending on the date of meetings. Linda will update Jodie on Matthew's contact details so that dates could be arranged.

7. YOUTH COMMITTEE BANK ACCOUNT

It was reported that the balance is £548.92.

8. YOUTH COMMITTEE MEMBERS ITEMS

Youth Forum

Matthew updated the meeting on a Youth Forum meeting he had attended. The next meeting is scheduled for 8th June and it was agreed that Bella and Michael may be able to attend with Matthew.

Junior Council

Linda provided information on the Junior Council meeting scheduled for 11th July. It was agreed that Matthew and other members attend to provide information on the Youth Committee. It was also agreed that an informal meeting could take place after the Junior Council.

9. DATE OF NEXT MEETING

To be arranged when convenient with members due to holiday commitments.

Matthew Jones (Chairman)

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of

smaller authority here:

CONGLETON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	YES		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	YES		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	YES		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	YES		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	YES		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			N/A

This annual governance statement is approved by this smaller authority and recorded as minute reference:

dated 16/06/2016

Signed by:

Chair

dated

Signed by:

Clerk

dated

16/06/2016

16/06/2016

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for


Enter name of
smaller authority here:

CONGLETON TOWN COUNCIL

	Year ending		Notes and guidance				
	31 March 2015 £	31 March 2016 £					
1. Balances brought forward	704143	666582	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2. (+) Precept or Rates and Levies	656714	665630	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	573390	609852	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	576627	613423	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5. (-) Loan interest/capital repayments	58127	58128	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	632911	593362	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	666582	677151	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	773450	698244	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.				
9. Total fixed assets plus long term investments and assets	2766992	2771702	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March				
10. Total borrowings	534795	494140	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)		<table border="1"> <tr> <td>Yes</td><td>No</td></tr> <tr> <td></td><td>NO</td></tr> </table>	Yes	No		NO	<p>The Council acts as sole trustee for and is responsible for managing Trust funds or assets.</p> <p>N.B. The figures in the accounting statements above do not include any Trust transactions.</p>
Yes	No						
	NO						

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

 _____

Date 16/06/2016

I confirm that these accounting statements were approved by this smaller authority on this date:

16/06/2016

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

 _____

Date 16/06/2016

Congleton Town Council

Financial Statements

For the year ended 31 March 2016

Congleton Town Council

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31 March 2016

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Congleton Town Council

Council Information

31 March 2016

(Information current at 16th June 2016)

Town Mayor

Cllr D.T Brown

Councillors

Cllr N. Adams
Cllr Mrs S. M. Akers Smith
Cllr Mrs D. S. Allen
Cllr Mrs A. L. Armit
Cllr J. G. Baggott
Cllr L. D Barker
Cllr P. D. Bates
Cllr C. H. Booth
Cllr R. Boston
Cllr P. Broom
Cllr G. R. Edwards
Cllr G. P Hayes
Cllr Mrs S. A. Holland
Cllr Mrs A. M. Martin
Cllr Mrs A. E. Morrison
Cllr Mrs J. D. Parry
Cllr H. L. Richards
Cllr Mrs E. Wardlaw
Cllr G.S Williams

Chief Officer

Mr D McGifford

Responsible Financial Officer (R.F.O.)

Mrs J. Potts FMAAT, CiLCA

Auditors

BDO LLP
Arcadia House, Maritime Walk
Ocean Village, Southampton, SO14 3TL

Internal Auditors

Auditing Solutions Limited
Clackerbrook Farm, 46 The Common
Bromham, Chippenham
Wiltshire, SN15 2JJ

Congleton Town Council
Statement of Responsibilities
31 March 2016

The Council's Responsibilities

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Responsible Financial Officer, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Financial Statements in accordance with Part 4 of the Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)” (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2016 and its income and expenditure for the year then ended.

In preparing the Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I hereby certify that the Financial Statements for the year ended 31 March 2016 required by the Accounts and Audit Regulations 2010 (as amended) are set out in the following pages.

I further certify that the Financial Statements present a true and fair view of the financial position of Congleton Town Council at 31 March 2016, and its income and expenditure for the year ended 31 March 2016.

Signed:

Mrs J. Potts FMAAT, CiLCA- Responsible Financial Officer

Date:

Congleton Town Council
Statement of Accounting Policies
31 March 2016

Accounting Convention

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

all assets are included in the balance sheet at the lower of cost (estimated where not known) or estimated realisable value, except that,

certain community assets are the subject of restrictive covenants as to their use and /or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.

Depreciation Policy

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated

Vehicles, plant, equipment and furniture are depreciated over 3 to 10 years on a straight line basis.

Infrastructure assets are depreciated over 10 years at 10% per annum straight line.

Community assets are not depreciated, because they are of either intrinsic or purely nominal value.

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

Grants or Contributions from Government or Related Bodies

Capital Grants

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

Congleton Town Council
Statement of Accounting Policies
31 March 2016

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Debtors and Creditors

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 14.

Leases

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 15.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 17 to 19

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Revaluation Reserves – hold balances representing unrealised gains on the appropriate asset since 1st April 2007.

Capital Financing Account – represent the council's investment of resources in such assets already made.

Interest Income

All interest receipts are credited initially to general funds.

Cost of Support Services

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation was due at 31st March 2016 and any change in contribution rates as a result of that valuation will take effect from 1st April 2017.

Congleton Town Council
Income and Expenditure Account
31 March 2016

	Notes	2016 £	2015 £
Income			
Precept on Unitary Authority		665,630	656,714
Grants Receivable		90,258	88,295
Rents Receivable, Interest & Investment Income		3,846	6,071
Charges made for Services		515,748	479,024
Total Income		1,275,482	1,230,104
Expenditure			
Direct Service Costs:			
Salaries & Wages		(470,874)	(448,064)
Grant-aid Expenditure		(62,111)	(65,404)
Other Costs		(468,672)	(522,856)
Democratic, Management & Civic Costs:			
Salaries & Wages		(142,549)	(128,563)
Other Costs		(66,922)	(53,534)
Total Expenditure		(1,211,128)	(1,218,421)
Excess of Income over Expenditure for the year.		64,354	11,683
Exceptional Items			
(Loss) on the disposal of fixed assets		(681)	(14,158)
Net Operating Surplus/(Deficit) for Year		63,673	(2,475)
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(40,655)	(40,459)
Capital Expenditure charged to revenue	10	(13,130)	89,935
Reverse loss on asset disposals		681	14,158
Transfer (to) Earmarked Reserves	19	(3,754)	(61,073)
Surplus for the Year to General Fund		6,815	86
Net Surplus for the Year		10,569	61,159
The above Surplus for the Year has been applied for the Year to as follows:			
Transfer (to) Earmarked Reserves	19	3,754	61,073
Surplus for the Year to General Fund		6,815	86
		10,569	61,159

The council had no other recognisable gains and/or losses during the year.

The notes on pages 11 to form part of these statements.

Congleton Town Council
Statement of Movement in Reserves
31 March 2016

Reserve	Purpose of Reserve	Notes	2016 £	Net Movement in Year £	2015 £
Asset Revaluation Reserve	Store of gains on revaluation of fixed assets	18	100,943	-	100,943
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	17	289,469	12,346	277,123
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	19	505,533	3,754	501,779
General Fund	Resources available to meet future running costs		171,618	6,815	164,803
Total			1,067,563	22,915	1,044,648

The notes on pages 11 to form part of these statements.

Congleton Town Council

Balance Sheet

31 March 2016

	Notes	2016 £	2016 £	2015 £
Fixed Assets				
Tangible Fixed Assets	9		2,217,313	2,286,919
Current Assets				
Debtors and prepayments	12	23,819		36,689
Cash at bank and in hand		<u>698,244</u>		<u>773,450</u>
		722,063		810,139
Current Liabilities				
Current Portion of Long Term Borrowings		(40,861)		(40,655)
Creditors and income in advance	13	<u>(44,911)</u>		<u>(143,064)</u>
Net Current Assets			636,291	626,420
Total Assets Less Current Liabilities			2,853,604	2,913,339
Long Term Liabilities				
Long-term borrowing	14		(453,279)	(494,140)
Deferred Grants	16		<u>(1,332,762)</u>	<u>(1,374,551)</u>
Total Assets Less Liabilities			<u>1,067,563</u>	<u>1,044,648</u>
Capital and Reserves				
Revaluation Reserve	18		100,943	100,943
Capital Financing Reserve	17		289,469	277,123
Earmarked Reserves	19		505,533	501,779
General Reserve			<u>171,618</u>	<u>164,803</u>
			<u>1,067,563</u>	<u>1,044,648</u>

The Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2016, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 16th June 2016 .

Signed:
Cllr D.T Brown
Town Mayor

.....
Mrs J. Potts FMAAT, CiLCA
Responsible Financial Officer

Date:

.....

_____ *The notes on pages 11 to form part of these statements.*

Congleton Town Council

Cash Flow Statement

31 March 2016

	Notes	2016 £	2016 £	2015 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(613,500)		(577,203)
Other operating payments		<u>(570,381)</u>		<u>(629,319)</u>
			(1,183,881)	(1,206,522)
<i>Cash inflows</i>				
Precept on Unitary Authority		665,630		656,714
Cash received for services		431,613		571,620
Revenue grants received		<u>89,766</u>		<u>88,787</u>
			1,187,009	1,317,121
Net cash inflow from Revenue Activities	20		3,128	110,599
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(17,473)		(17,669)
<i>Cash inflows</i>				
Interest received		<u>3,846</u>		<u>7,507</u>
Net cash (outflow) from Servicing of Finance			(13,627)	(10,162)
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(24,052)		(8,784)
<i>Cash inflows</i>				
Net cash (outflow) from Capital Activities			(24,052)	(8,784)
Net cash (outflow)/inflow before Financing			(34,551)	91,653
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>				
Loan repayments made			(40,655)	(40,459)
Net cash (outflow) from financing and liquid resources			(40,655)	(40,459)
(Decrease)/Increase in cash	21		<u>(75,206)</u>	<u>51,194</u>

The notes on pages 11 to form part of these statements.

Congleton Town Council

Notes to the Accounts

31 March 2016

1 Interest and Investment Income

	2016	2015
	£	£
Interest Income - General Funds	3,846	6,071
	<u>3,846</u>	<u>6,071</u>

2 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

3 Related Party Transactions

The council entered into no material transactions with related parties during the year.

4 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2016	2015
	£	£
Recruitment Advertising	2,097	278
Other Advertising	147	63
Promotions	10,190	6,642
Council Newsletter	5,094	4,979
Council Website	10,819	350
	<u>28,347</u>	<u>12,312</u>

5 Audit Fees

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	2016	2015
	£	£
Fees for statutory audit services	2,000	2,000
Total fees	<u>2,000</u>	<u>2,000</u>

6 Members' Allowances

	2016	2015
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	3,000	3,000
Members' Expenses	99	-
	<u>3,099</u>	<u>3,000</u>

Congleton Town Council

Notes to the Accounts

31 March 2016

7 Employees

The average weekly number of employees during the year was as follows:

	2016 Number	2015 Number
Full-time	18	15
Part-time	12	14
Temporary	-	-
	<u>30</u>	<u>29</u>

All staff are paid in accordance with nationally agreed pay scales.

8 Pension Costs

The council participates in the Cheshire County Council Pension Fund.

The Cheshire County Council Pension Fund is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

Financial Reporting Standard for Small Enterprises (FRSSE), for schemes such as Cheshire County Council requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

The cost to the council for the year ended 31 March 2016 was £74,398 (31 March 2015 - £61,398).

The most recent actuarial valuation was carried out as at 31st March 2013, and the council's contribution rate is confirmed as being 19.10% of employees' pensionable pay with effect from 1st April 2016 (year ended 31 March 2016 – 18.60%).

Congleton Town Council

Notes to the Accounts

31 March 2016

9 Tangible Fixed Assets

	Operational Freehold Land and Buildings	Operational Leasehold Land and Buildings	Vehicles and Equipment	Infra- structure Assets	Community Assets	Total
Cost	£	£	£	£	£	£
At 31 March 2015	2,238,569	95,000	237,245	82,340	137,084	2,790,238
Additions	-	-	13,130	-	-	13,130
Disposals	-	-	(8,420)	-	-	(8,420)
At 31 March 2016	2,238,569	95,000	241,955	82,340	137,084	2,794,948
Depreciation						
At 31 March 2015	(286,232)	(13,300)	(151,293)	(50,394)	(2,100)	(503,319)
Charged for the year	(43,472)	(1,900)	(28,149)	(8,234)	(300)	(82,055)
Eliminated on disposal	-	-	7,739	-	-	7,739
At 31 March 2016	(329,704)	(15,200)	(171,703)	(58,628)	(2,400)	(577,635)
Net Book Value						
At 31 March 2016	1,908,865	79,800	70,252	23,712	134,684	2,217,313
At 31 March 2015	1,952,337	81,700	85,952	31,946	134,984	2,286,919

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

Fixed Asset Valuation

The freehold and leasehold properties that comprise the council's properties have been valued as at 31st March 2009 by external independent valuers, Messrs D Dingle B.Sc. Dip Arch (Hons) RIBA. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

Assets Held under Finance Agreements

The council holds no such assets.

10 Financing of Capital Expenditure

	2016 £	2015 £
The following capital expenditure during the year:		
Fixed Assets Purchased	13,130	8,784
	13,130	8,784
was financed by:		
Loan Proceeds	-	98,719
Revenue:		
from Capital Projects Reserve	2,208	(5,576)
from Equipment Replacement Reserve	2,150	14,361
Precept and Revenue Income	8,772	(98,720)
	13,130	8,784

Congleton Town Council

Notes to the Accounts

31 March 2016

11 Information on Assets Held

Fixed assets owned by the council include the following:

Operational Land and Buildings

Congleton Town Hall

Allotments

Operational Land and Buildings

Congleton Paddling Pool

Vehicles and Equipment

Light Vans - 1

Paddling Pool plant and equipment

Christmas Lights

Town Hall Furniture and Equipment

Sundry office equipment

Streetscape Vehicles and Equipment

Infrastructure Assets

Fencing and gates at various sites

Noticeboards and roadsigns

Other street furniture

Community Assets

Council Artefacts & Regalia

War Memorial

Statue - Sergeant Eardley VC

Public Toilets (2)

Land by War Memorial

12 Debtors

	2016	2015
	£	£
Trade Debtors	13,327	21,038
VAT Recoverable	9,459	14,101
Prepayments	1,033	1,550
	<u>23,819</u>	<u>36,689</u>

Congleton Town Council

Notes to the Accounts

31 March 2016

13 Creditors and Accrued Expenses

	2016	2015
	£	£
Trade Creditors	11,906	10,439
Other Creditors	9,553	8,481
Payroll Taxes and Social Security	7,641	7,717
Accruals	12,948	10,796
Income in Advance	2,863	94,709
Capital Creditors	-	10,922
	44,911	143,064

14 Long Term Liabilities

	2016	2015
	£	£
Public Works Loan Board	366,940	371,245
Cheshire East Council	127,200	163,550
	494,140	534,795

The above loans are repayable as follows:

	2016	2015
	£	£
Within one year	40,861	40,655
From one to two years	41,076	40,861
From two to five years	70,076	105,716
From five to ten years	31,332	29,904
Over ten years	310,795	317,659
	494,140	534,795
Total Loan Commitment	494,140	534,795
Less: Repayable within one year	(40,861)	(40,655)
Repayable after one year	453,279	494,140

Congleton Town Council

Notes to the Accounts

31 March 2016

15 Financial Commitments under Operating Leases

The council had annual commitments under non-cancellable operating leases of equipment as follows:

	2016 £	2015 £
Obligations expiring within one year	-	-
Obligations expiring between two and five years	31,933	30,935
Obligations expiring after five years	-	-
	<u>31,933</u>	<u>30,935</u>

16 Deferred Grants

	2016 £	2015 £
Capital Grants Applied		
At 01 April	1,374,059	1,416,356
Released to offset depreciation	(41,297)	(42,297)
At 31 March	<u>1,332,762</u>	<u>1,374,059</u>

Revenue Grants and S106 Revenue Contributions

At 01 April	492	-
Received in the year	-	492
Released to Revenue	(492)	-
At 31 March	<u>-</u>	<u>492</u>

Total Deferred Grants

At 31 March	<u>1,332,762</u>	<u>1,374,551</u>
At 01 April	<u>1,374,551</u>	<u>1,416,356</u>

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

17 Capital Financing Account

	2016 £	2015 £
Balance at 01 April	277,123	386,056
Financing capital expenditure in the year		
Additions - using revenue balances	13,130	(89,935)
Loan repayments	40,655	40,459
Disposal of fixed assets	(8,420)	(26,621)
Depreciation eliminated on disposals	7,739	12,463
Reversal of depreciation	(82,055)	(87,596)
Deferred grants released	41,297	42,297
Balance at 31 March	<u>289,469</u>	<u>277,123</u>

Congleton Town Council

Notes to the Accounts

31 March 2016

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

18 Revaluation Reserve

	2016 £	2015 £
Balance at 01 April	100,943	100,943
Balance at 31 March	100,943	100,943

The revised system of accounting for local councils requires the establishment of a Revaluation Reserve. The balance on this account represents revaluation of fixed assets since 1st April 2007, less subsequent depreciation charged to revenue on such revaluation elements. This account will increase or reduce as and when assets are revalued or disposed of.

19 Earmarked Reserves

	Balance at 01/04/2015 £	Contribution to reserve £	Contribution from reserve £	Balance at 31/03/2016 £
Capital Projects Reserves	168,995	47,000	(46,529)	169,466
Asset Renewal Reserves	30,639	4,000	(2,150)	32,489
Other Earmarked Reserves	302,145	98,749	(97,316)	303,578
Total Earmarked Reserves	501,779	149,749	(145,995)	505,533

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2016 are set out in detail at Appendix A.

20 Reconciliation of Revenue Cash Flow

	2016 £	2015 £
Net Operating Surplus for the year	64,354	11,683
Add/(Deduct)		
Interest Payable	17,473	17,669
Interest and Investment Income	(3,846)	(7,507)
Deferred Revenue Grants Received	-	492
Deferred Revenue Grants Released to Revenue	(492)	-
Decrease in debtors	12,870	7,336
(Decrease)/Increase in creditors	(87,231)	80,926
Revenue activities net cash inflow	3,128	110,599

Congleton Town Council

Notes to the Accounts

31 March 2016

21 Movement in Cash

	2016 £	2015 £
Balances at 01 April		
Cash with accounting officers	3	26
Cash at bank	773,447	722,230
	<u>773,450</u>	<u>722,256</u>
Balances at 31 March		
Cash with accounting officers	82	3
Cash at bank	698,162	773,447
	<u>698,244</u>	<u>773,450</u>
Net cash (outflow)/inflow	<u>(75,206)</u>	<u>51,194</u>

22 Reconciliation of Net Funds/Debt

	2016 £	2015 £
(Decrease)/Increase in cash in the year	(75,206)	51,194
Cash outflow from repayment of debt	40,655	40,459
Net cash flow arising from changes in debt	<u>40,655</u>	<u>40,459</u>
Movement in net debt/funds in the year	<u>(34,551)</u>	<u>91,653</u>
Cash at bank and in hand	773,450	722,256
Total borrowings	(534,795)	(575,254)
Net funds at 01 April	<u>238,655</u>	<u>147,002</u>
Cash at bank and in hand	698,244	773,450
Total borrowings	(494,140)	(534,795)
Net funds at 31 March	<u>204,104</u>	<u>238,655</u>

23 Capital Commitments

The council had no capital commitments at 31 March 2016 not otherwise provided for in these accounts.

24 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

Congleton Town Council

Notes to the Accounts

31 March 2016

25 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 16th June 2016), which would have a material impact on the amounts and results reported herein.

Congleton Town Council

Appendices

31 March 2016

Appendix A

Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2015</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2016</u> £
<u>Capital Projects Reserves</u>				
Capital Contingency Fund	168,995	47,000	(46,529)	169,466
	<u>168,995</u>	<u>47,000</u>	<u>(46,529)</u>	<u>169,466</u>
<u>Asset Replacement Reserves</u>				
Capital Vehicle Fund	30,639	4,000	(2,150)	32,489
	<u>30,639</u>	<u>4,000</u>	<u>(2,150)</u>	<u>32,489</u>
<u>Other Earmarked Reserves</u>				
Elections	15,000			15,000
Carnival	7,500			7,500
Crime Prevention/Traffic Calming	3,779			3,779
Committed Grants	7,465	2,045	(7,465)	2,045
Congleton Partnership	57,428	77,644	(57,428)	77,644
Ancient Treasures	3,000			3,000
Web Site	11,650		(9,999)	1,651
Training	5,000		(952)	4,048
Town Centre	700		(700)	0
Devolved Services	57,250		(483)	56,767
Loan Repayments	1,550		(350)	1,200
Public Toilets	40,000		(1,777)	38,223
Play Areas	6,000			6,000
Public Realm	12,000			12,000
Legal Fees	10,000		(4,708)	5,292
Christmas Lights	4,500	1,060	(156)	5,404
Tourism		10,000		10,000
Mini bus	6,823		(6,823)	0
Congleton Neighbourhood Plan	42,500		(6,475)	36,025
Cenotaph	10,000			10,000
Rotary Bonfire		5,000		5,000
Congleton in Bloom		3,000		3,000
	<u>302,145</u>	<u>98,749</u>	<u>(97,316)</u>	<u>303,578</u>
TOTAL EARMARKED RESERVES	<u>501,779</u>	<u>149,749</u>	<u>(145,995)</u>	<u>505,533</u>

Annual internal audit report 2015/16 to

Enter name of
smaller authority here:

CONGLETON TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			N/A

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

A Shepherd-Roberts

Signature of person who carried out the internal audit

For Auditing Solutions Ltd

Date 2/06/2016

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Congleton Town Council

Internal Audit Report 2015-16: Final update

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 2015-16 financial year, during our visits on 10th December 2015 and 24th February and 2nd June 2016, 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, 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.

We have completed and signed the 'Annual Internal Audit Report' in the year's Annual Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the 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 2015-16 to the Statement of Accounts and Annual Return for 2014-15 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, December 2015 and March 2016;
- Checked and agreed for the same four months, all inter account "sweep" transfers between the current and high interest bank account;
- Examined and verified the accuracy of transactions in the Council's two mayoral charity bank account cashbooks for the year to March 2016, combined current and deposit accounts and Mayoral Charity accounts as at 30th April, 31st October, December 2015 and March 2016 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 have undertaken further work in this area at this final visit including verifying the accurate disclosure of the combined cash and bank balances in the Annual Return.

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 noted previously that an updated Corporate Business Plan had been prepared and have examined the content accordingly.

We note that the Standing Orders were re-adopted in March 2013 with an amended version of the Financial Regulations approved in July 2015.

We have completed 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 our first visit, we drew the Clerk 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 Clerk with copies of NALC Procurement Guidelines and other related documents, which provided further clarification on the subject.

We have subsequently provided to the newly appointed Chief Officer the latest draft Financial Regulations issued by NALC in January 2016 together with the financial briefing note FOIE - 16 to assist the Council in the revision process. We have also been advised that the original papers were submitted for review to Finance & Policy Committee on 14th January 2016.

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;
- We have also reviewed a sample of the grants awarded and the acknowledgement for receipt of the funds.
- 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 completed work in this area examining a sample of payments individually in excess of £3,500 plus every 35th payment processed in the year to March 2016 totalling £531,909 and equating to 62% by value of all non-pay related expenditure.

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

Conclusions

We are pleased to report that no issues have been identified in this area. We have extended the test sample for the remainder of the year at this final visit, also ensuring 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.

We have noted previously that risk assessment registers were in place using the LCRS software and that they are subject to routine annual review and update, detail being incorporated subsequently into the Council's Corporate Plan. An external agent (Wirehouse Limited) has been contracted to undertake assessments in relation to HR and Health / Safety issues. We also note that the Corporate Business Plan and Risk Assessments for 2015-16 were approved by Finance & Policy Committee in January 2016.

Zurich Municipal continues to provide the Council's insurance cover: we have examined the current year's schedule (to May 2016) 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 for this financial year.

Precept Determination and Budgetary Control

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and the level of precept to be drawn down from the District Council, also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We note that the Council approved a precept of £784,342 for 2016-17 at its December 2015 meeting, also noting that the Council would receive an additional £24,945 by way of a Council Tax Support Grant.

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 have undertaken further work in this area at this 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.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process.

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 March 2016 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.

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 December 2015: -

- 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 four months from September to December 2015 and have checked the receipts and subsequent payments by the bank and we are satisfied that this is managed and controlled effectively.

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 1st 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 November 2015, 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 November 2015, 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 November 2015 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.

Fixed Asset Registers

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We have checked and agreed the principles used in the detail, as recorded in the Asset Register, noting that it has been prepared using purchase cost values or where that value is unknown at the previous year's Return level or uplifted or decreased to reflect the acquisition or disposal of assets.

We note that a comprehensive inventory of smaller stock items has been produced indicating the appropriate values and adding new assets and providing detail of disposals. We also note that the insurance company have been provided with a full list of the Council's assets and that a photographic register is in place for many of the assets held.

Conclusions

There are no matters arising in this area warranting formal comment or recommendation.

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 and, as previously noted, has replaced the use of Treasury term deposits with a straightforward reserve account at RBS given the current low rates of interest returns.

We have verified the half-yearly loan repayments to PWLB and the interest free loan from Cheshire East BC by reference to their "invoice" advices as part of the aforementioned expenditure testing, also ensuring the accurate disclosure of the year-end residual loan liability in the Annual Return.

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.

Statement of Account and Annual Return

The 1996 Accounts and Audit Regulations required all Councils to prepare annually a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council's financial affairs.

We have examined the Council's procedures in relation to the preparation of the year-end detailed Accounts and Annual Return data, with the Council employing, as previously, the services of externally contracted accountants (DCK Beavers) for that purpose. We have also reviewed the arrangements for the identification of year-end debtors and creditors with no issues arising.

Conclusions

No issues have arisen in this review area and, on the basis of work undertaken during the year, we have duly signed off the Internal Audit certificate at Section 4 of the Annual Return, assigning positive assurances in each relevant area.