



Congleton Town Council

Historic market town

Chief Officer: **David McGifford**

15th September 2017

Dear Councillor,

Town Council Meeting – Thursday 21st September 2017

You are summoned to attend a meeting of the Council, to be held in the Town Hall, Congleton on **Thursday 21st September 2017** commencing at **7.00pm**.

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

Yours sincerely,

D McGifford
Chief Officer

Please Note that this will be preceded by a Strategy Working Group Meeting at 6.40 pm finishing at 6.55pm - This meeting is not open to the public and press.

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 13th July 2017.

3. Declarations of Disclosable Pecuniary Interest

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



Congleton
beartown
where friends are made

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

Tel: 01260 270350 Fax: 01260 280357

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

4. Outstanding Actions

CTC/66/1617 Resolved to implement any recommendations from the internal audit report:

- Review the Risk Assessment
- Update of Financial Regulations and Standing Orders

These actions are planned to be undertaken October/ November 2017 aligned to the 2018-19 business plan.

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 meetings held on 29th June and 20th July 2017.

8. Community Environment & Services Committee (enclosed)

To receive the minutes of the meeting held on 6th July 2017.

9. Finance & Policy Committee (enclosed)

To receive the minutes of the meetings held on 8th June and 27th July 2017.

9. Urgent Items

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

10. 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.

11. External Audit Report (enclosed)

To receive and approve the External Auditors report for 2016-17 and to note and action any recommendations arising out of the report.

12. Youth Committee (enclosed)

- a) To receive the minutes of the Youth Committee meeting held on 13th July 2017.
- b) To deal with Questions from Members of the Youth Committee present at the meeting.

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 13th July at Town Hall Congleton.

PRESENT: Councillors

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

1. APOLOGIES

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

Apologies were received from Cllrs N Adams, J G Baggott, Mrs A Morrison and P Bates

2. MINUTES

To approve the Minutes of the Council meeting held on 22nd June 2017.

CTC/15/1718 RESOLVED that the Minutes of the meeting held on 22nd June 2017 be approved and signed by the Mayor.

3. DECLARATIONS OF DISCLOSIBLE PECUNIARY INTERESTS

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

Cllrs D T Brown, G P Hayes, Mrs E Wardlaw and GS Williams declared a non-pecuniary interest in any matters relating to Cheshire East Council.

4. **OUTSTANDING ACTIONS**

CTC/66/1617 Resolved to implement any recommendations from the internal audit report:

- Review the Risk Assessment
- Update of Financial Regulations and Standing Orders

CTC/9/1718 RESOLVED to form a working group to explore the opportunities that the Heritage Trail App could bring to the Council.

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

There were no questions from members of the public.

6. **MAYORS ANNOUNCEMENTS**

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

7. **PLANNING COMMITTEE**

CTC/16/1718 RESOLVED that the minutes of the meeting held 1st June 2017 be received and the recommendations therein be adopted.

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

CTC/17/1718 RESOLVED that the minutes of the meeting held on 16th March 2017 be received and the recommendations therein be adopted.

9. **URGENT ITEMS**

There were no urgent items.

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

Verbal updates were received from Cllrs D T Brown, G S Williams and G P Hayes.

12. **YOUTH COMMITTEE**

a) **CTC/18/1718 RESOLVED** that the minutes of the Junior Council meeting held on 26th June 2017 be received.

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

There were no questions from members of the Youth Committee.

**C H Booth
Town Mayor**

TOWN MAYOR'S ENGAGEMENTS

2017

15 th July	Choral Society Concert
16 th July	New Life Nursery Sports Day
16 th July	Leek Civic Service
22 nd July	Town Mayor Tournament – Congleton Tennis Club
23 rd July	Poynton Civic Service
23 rd July	Macclesfield Civic Service
30 th July	Staffordshire Moorlands Civic Service
26 th August	Jazz & Blues – Electric Picture House
27 th August	Biddulph Civic Sunday
27 th August	Jazz & Blues – Lion & Swan
6 th September	Cloud Group W I – United Reformed Church
9 th September	Annual Bossons Meeting – Lion & Swan
9 th September	Mayor of Macclesfield's Afternoon Tea
10 th September	Bollington Civic Service
13 th September	Green Flag Award – Congleton Park
13 th September	6 th Congleton Scout Group Meeting
16 th September	Centre Stage Youth Theatre – Daneside Theatre
21 st September	Presentation of Bible to Mayor by Steve Hodgkinson

DEPUTY MAYOR

19 th July	TWISTA – MMU Crewe
20 th July	Congleton In Bloom Judging
15 th September	Cheshire East Mayor Charity Evening - Nantwich

CONGLETON TOWN COUNCIL
MINUTES OF THE MEETING OF THE PLANNING COMMITTEE
HELD ON 29th JUNE 2017

PRESENT

Councillor L D Barker (Chairman)
C H Booth
D T Brown
Mrs S A Holland
Mrs A M Martin
Mrs A E Morrison
Mrs J D Parry

1. APOLOGIES

Apologies for absence were submitted from Councillors Mrs S Akers Smith, A Armitt, J G Baggott, P Bates, R Boston, G R Edwards, G P Hayes, E Wardlaw and G S Williams.

2. MINUTES

PLN/35/1617 RESOLVED: That the Minutes of the Meeting of the Committee held on 1st June 2017 be approved and signed by the Chairman as a correct record.

3. DECLARATIONS OF INTEREST

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

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

4. OUTSTANDING ITEMS

There were none.

5. PLANNING APPLICATIONS

PLN/36/1617 RESOLVED: That the following comments be made to Cheshire East Borough Council:

Week ended 2nd June April 2017

17/2785C	47 Howey Hill, Congleton, CW12 4AF	NO OBJECTION
17/2804C	8 Minton Close, Congleton, CW12 3TD	NO OBJECTION
17/2818C	Mountbatten House, Stonehouse Green, Congleton	NO OBJECTION
17/2827T	17 Minton Close, Congleton, CW12 3TD	NO OBJECTION
		Subject to usual conditions

Week ended 9th June 2017

17/2176C	12 West Road, Congleton, CW12 4ER	NO OBJECTION
17/2846C	4 Telford Close, Congleton, CW12 3TR	NO OBJECTION
17/2891C	29 Manchester Road, Congleton, CW12 2HX	NO OBJECTION
SUBJECT TO – Reference being made the Cheshire East Design Guide particularly in respect of loss of daylight or sunlight to the neighbouring property		
17/2896C	Oak Lea Farm, Crouch Lane, Congleton, CW12 3PT	NO OBJECTION
17/0714D	Land at Forge Mill, Forge Lane, Congleton, CW12 4HF	NO OBJECTION
17/2802D	Land between Manchester Road and Giantswood Lane, Congleton, CW12 2HT	NO OBJECTION

Week ended 16th June 2017

17/2755C	Land East of Meadow Avenue, Congleton	Approve subject to
Cheshire East referring to the Design guide in respect of the following –		
- The social housing and shared ownership dwelling appears cramped		
- Excessive fencing and use of close boarded fence to the front and rear of dwellings		
- The largest and tallest properties should be in accordance with the Design Guide		
17/2901C	34 Hertford Close, Congleton, CW12 1TB	NO OBJECTION
17/2970T	10 The Mount, Congleton, CW12 4FD	NO OBJECTION
		Subject to usual conditions

Additional Items

17/3169C	33 A Waggs Street, Congleton	NO OBJECTION
17/3217C	11 Buxton Road, Congleton, CW12 2EL	NO OBJECTION
17/3184C	Tommys Lane, Congleton, CW12 4FD	DEFER to the next
Planning Committee on 20th July to enable additional information to be obtained.		
Cheshire East to be requested to visit the site and supply a full highways report and review the access and egress		
17/3176D	Land between Giantswood Lane and Manchester Road Congleton	NO OBJECTION
17/3173T	2 Woburn Drive, Congleton, CW12 3SS	NO OBJECTION
		Subject to usual conditions
17/3125C	43 Norbury Drive, Congleton, CW12 1NB	NO OBJECTION
17/2707C	12 Burns Road, Congleton, CW12 3EE	NO OBJECTION
17/3074D	Grove Inn, Manchester Road, Congleton	Cheshire East
Officers to enforce the conditions of the inspector and for a full environmental noise and odour assessment		
Councillor Barker declared a "non pecuniary" historical interest in application 17/3074D		
17/2411C	51 Manchester Road, Congleton	NO OBJECTION
17/2807C	54 Harvey Road, Congleton	NO OBJECTION
17/3080C	8 Minton Close, Congleton	NO OBJECTION

6. **PLANNING APPEALS**

The following appeal was noted -

Appeal Ref APP/R0660/D/17/3173379 – 116 West Road, Congleton – Appeal against a refusal – appeal dismissed

7. **PLANNING APPEALS – 16/0798C – NORTEK, PRIESTY FIELDS**

Councillor Morrison provided an update on application 16/0798C. She also gave an overview of the Cheshire East Design Guide Planning Document.

L. D. Barker – Chairman

CONGLETON TOWN COUNCIL
MINUTES OF THE MEETING OF THE PLANNING COMMITTEE
HELD ON 20th JULY 2017

PRESENT

Councillor L D Barker (Chairman)
J G Baggott
P Bates
C H Booth
G P Hayes
Mrs S A Holland
Mrs A M Martin
Mrs J D Parry

1. APOLOGIES

Apologies for absence were submitted from Councillors Mrs S Akers Smith, Mrs A Armitt, R Boston, D T Brown, G R Edwards, A E Morrison, E Wardlaw and G S Williams.

2. MINUTES

PLN/37/1617 RESOLVED: That the Minutes of the Meeting of the Committee held on 29th June 2017 be approved and signed by the Chairman as a correct record.

3. DECLARATIONS OF INTEREST

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

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

4. OUTSTANDING ITEMS

There were none.

5. PLANNING APPLICATIONS

PLN/38/1617 RESOLVED: That the following comments be made to Cheshire East Borough Council:

Deferred Item

17/3184C Car Park, Tommy's Lane, Congleton, CW12 4FD **DEFER** to the Planning Committee on 17th August 2017 due to information from Cheshire East still not being available

Weekly list 26th June 2017

17/3368D	12 – 16 Rood Hill, Congleton, CW12	NO OBJECTION
17/3335C	Beechwood, Surry Drive, Congleton, CW12 1NU	NO OBJECTION
17/3356C	Congleton Plastics, Varey Road, Congleton, 1HD	NO OBJECTION
17/3292D	Land Off Canal Road, Congleton, CW12	NO OBJECTION
17/3312C	Holly Brook Barn, Middle Lane, Congleton, CW12 3PY	REFUSE – on the grounds that existing hedgerow has been lost and request that this be investigated. Development of a garage would result in further loss of hedgerow Councillor Barker declared a “non pecuniary” interest in application 17/3312C
17/3258C	Land West of Padgbury Lane, Congleton, CW12 4LR	REFUSE – on the basis that the reserved matters have not taken into consideration all the TPO’s i.e. they do not include the Padgbury Lane TPO 3. The Chief Officer to write to Councillor Ainsley Arnold, Cheshire East portfolio holder responsible for Planning and Anne Donkin, Landscape Officer, raising the Town Council’s concerns that this has not been picked up and requesting more vigilance on future applications. Two members of West Heath Action Group gave a presentation to the Committee Councillor Bates declared a “non pecuniary” interest in application 17/3258C
17/3241C	Portree Service Station, Padgbury Lane, Congleton	NO OBJECTION
17/3160C	Land between Manchester Road & Giantswood Lane Congleton	NO OBJECTION
17/3207C	16 Moody Street, Congleton, CW12 4AP	NO OBJECTION
17/3199C	Land between Manchester Road and Giantswood Lane, Congleton	NO OBJECTION
17/3257C	Mossley Primary School, Boundary Lane, Congleton	NO OBJECTION
Councillors Baggott, Bates and Hayes declared a “non pecuniary” interest in application 17/3257C		
17/2400C	Land off Brookhouse Lane, Congleton, CW12	NO OBJECTION

Weekly List 3rd July 2017

17/3462C	Crossley Hall, Peover Lane, Congleton	NO OBJECTION
17/3313C	Holly Brook Barn, Middle Lane, Congleton	REFUSE – due to proposed access is dangerous and too close to a mature oak tree. There is adequate access to the development from Middle Lane Councillor Barker declared a “non pecuniary” interest in application 17/3313C
17/3179C	Wood Farm, Wood Lane, Congleton, CW12 3PX	REFUSE – due to the proposal being a new building in the greenbelt which does not appear to be a conversion of an existing building

Weekly List 10th July 2017

17/3471C	Land off Macclesfield Road, Congleton	NO OBJECTION
17/3542C	90 Chestnut Drive, Congleton, CW12 4UB	NO OBJECTION
17/3522C	59 Ennerdale Drive, Congleton, CW12 4FJ	NO OBJECTION
17/3525C	8 Minton Close, Congleton	NO OBJECTION

6. PLANNING APPEALS

None to report.

7. **PROPOSAL FOR LINK BETWEEN THE GREENFIELD ROAD AND RADNOR PARK INDUSTRIAL ESTATES**

PLN/39/1617 RESOLVED: To write to Cheshire East Council with regard to considering a road to join the Greenfield Estate to Radnor Park Industrial Estate.

L. D. Barker – Chairman

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE COMMUNITY, ENVIRONMENT AND SERVICES COMMITTEE HELD ON THURSDAY 6th July 2017

PRESENT:

Councillors

Mrs D S Allen
R Boston
P Broom
G R Edwards
Mrs S A Holland (Chairman)
Mrs A Martin
Mrs J D Parry
G S Williams

1. Apologies for absence.

Apologies for absence were received from Committee members Cllrs Mrs A Armitt,
G P Hayes C Booth.

Apologies were also received from Cllrs P Bates D T Brown Mrs A E Morrison

2. Minutes of Last Meeting

CES/01/1718 Resolved that the minutes of the meeting held on 16th March 2017 be confirmed as a correct record and signed by the Chairman.

3. Declarations of Interest

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

Cllr G Williams declared a non-pecuniary interest in any matters related to Cheshire East Council.

4. Outstanding Actions

There were no outstanding actions.

5. Cheshire Police

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

Report attached below

6. Presentation – Potential Town Centre Monthly Event

Committee members received a presentation from Victoria Crane, Director of the Makers Market, about the potential of opening a monthly Makers Market once a month in Congleton.

The next stage will be for the Makers Market to consult with businesses on the high street and the market traders to establish interest and if applicable, a preferred date for the Market.

7. Presentation – Cenotaph Regeneration

Committee members received a presentation from John Lilley and John Carter from the Congleton Partnership Cenotaph Group outlining proposals for the regeneration of the Cenotaph.

8. Floral Arrangement Working Group

To receive the minutes of the Floral Arrangement Working Group held on 30th January 2017, 24th February 2017, 30th March 2017, 26th April 2017 and 31st May 2017.

CES/02/1718 Resolved to receive the minutes as stated above.

9. Public Realm Update

To receive a verbal update from the Town Centre and Marketing Manager on the progress of the Town Centre Public Realm scheme.

CES/03/1718 Resolved to receive the verbal update from the Town Centre and Marketing Manager who advised that further details would follow once received from Cheshire East Council.

10. Christmas Lights “Thrive and Revive” Competition Winner

CES/04/1718 Resolved to note the enclosed report stating the outcome of the Christmas lights competition.

11. Speeding Issues – Holmes Chapel Road

To receive concerns from Cllr Mrs J D Parry with regards to speeding on Holmes Chapel Road.

CES/05/1718 Resolved to receive the proposal for further assessment of speeding in the built up area of Holmes Chapel Road, inclusive of Speed Indication Devices (SIDS) with the support of enforcement from Cheshire Police.

12. Congleton In Bloom 2017 Competition Update

CES/06/1718 Resolved to note the update on activity for the 2017 In Bloom competition.

13. Toilet facilities West Heath Shopping Centre

To receive the update on toilet provision at West Heath Shopping Centre and the proposed next steps.

CES/07/1718 Resolved to receive the report from the Chief Officer advising of the period of consultation with businesses and shoppers at West Heath shopping centre.

14. Kinsey St - Shared Use Bays Consultation

To review and comment on the Kinsey Street, Park View, Park Road and Worrall Street parking Consultation.

CES/08/1718 Resolved to

- Kinsey Street - propose that the entire street is dual purpose 8.00am – 6.00pm with parking restricted to 1 hour
- Park View – as proposed by CEC
- Park Road- as proposed by CEC
- Worrall Street - as proposed by CEC

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

Cheshire Police Report

Congleton Report - 6th July 2017

Crime

6 burglaries during June- Mainly Park Lane and High Town area
3 Burglaries others June-Mainly west heath
4 commercial burglaries- TC last few days
6 Theft from MV June- Park Lane area although other Lower Heath/Mossley. Urge people to secure vehicles and take valuables out. CCTV good and some footage being presented

Anti-Social Behaviour (ASB)

Marshall Grove area. Patrols and crime prevention. One of priorities for July
Stay Safe Event-9th June. Multi-agency approach tackling market and park 43 letter sent to parents and no ASB. Continuing theme an event Monday at Eaton bank to provide alternatives to young people. CCTV opportunities being explored. Lower reported incidents
ASB – Bath Vale and memorial gardens

Drugs

Drugs seized and 2 dealt with drugs offences on Staysafe night
Successful drugs warrant in Daven road area
Yesterday arrest on M6 in relation to vehicle from Congleton. Substantial drugs and arrests made. Disrupt drugs supply and county lines

Parking

Ayresshire Way monitoring Schools- In particular Quinta school. Priority this month
Speeding –A34 Cong-May 40 letters CSW
Newcastle road, West Heath
Basis for enforcement

Engagement

As well as surgeries. PCSOs involved in Twista, Junior Cadets, Princes trust, food and drink
2 PCs return from maternity leave- PC Emma Burns and PC Kate Burns (Ritchie)

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 8th June 2017

PRESENT - Councillors

N Adams
Mrs D S Allen
J G Baggott
C H Booth (Town Mayor)
G R Edwards (Chairman)
Mrs. S A Holland
Mrs A E Morrison
Mrs J D Parry (Vice Chairman)

1. Apologies

Apologies for absence were received from committee members Cllrs P Bates and Mrs E Wardlaw.

Apologies were also received from non-committee Cllrs D T Brown and G S Williams.

2. Minutes

FAP/01/1718 RESOLVED that the Minutes of the Meeting of the Committee held on 23rd March 2017 be approved and signed by the chairman.

3. Declarations of Interest

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

Cllr J G Baggott declared a non-pecuniary interest in any matters relating to Cheshire East Council.

Cllr C H Booth declared a non-pecuniary interest in Congleton Harriers.

4. Outstanding Actions

There were no outstanding actions.

5. Grant Approvals and Commitments 2017-18

A summary of grant approvals and commitments was considered by the committee and it was noted that £15,043.60p was remaining for grants for 2017/18.

FAP/02/1718 RESOLVED that that the grant summary be received.

6. New Applications for Financial Assistance

FAP/03/1718 RESOLVED that the following grants be awarded:-

- i) **GR01/1718 – SOL Theatre School**
A grant of £500 which is in line with similar applications.
- ii) **GR 02/1718 - Congleton Harriers**
That Congleton Harriers re submit their application at the next F&P meeting.

7. Grant Activities Monitoring Form

- i) **New Life Church – Original Grant Reference GR 19/1617**
- ii) **Congleton United Reformed Church - Original Grant Reference GR 27/1617**

FAP/04/1718 RESOLVED to receive the Grant Activities Monitoring Forms

8. Management Accounts for April 2016 – March 2017

FAP/05/1718 RESOLVED to receive the management accounts for April 2016 to March 2017.

9. Bank Reconciliation

FAP/06/1718 RESOLVED to receive and consider the bank reconciliation as at 30th April 2017.

10. List of Payments

FAP/07/1718 RESOLVED to receive and consider the Payments List between 1st March 2017 and 30th April 2017.

11. Internal Auditor Report – Final Update

To receive and consider the final update of the Internal Audit Report.

FAP/08/1718 RESOLVED to receive the Internal Audit Report and the recommendations therein

12. Standing Orders for Contracts

To consider and approve the Standing Orders for Contracts.

FAP/09/1718 RESOLVED to approve the Standing Orders for Contracts and to note the revised EU Regulations in relation to contracting and tendering. The law is summarised in NALC Legal Topic Note 87 of July 2015. Its impact on S.O's and Financial Regulations is described in NALC Legal Briefing L05-15 of July 2015.

13. Asset Register

To consider and approve the Asset Register for the year ending 31st March 2017.

FAP/10/1718 RESOLVED to approve the Asset Register for year ending 31st March 2017

14. Insurance Review

To receive and consider the Insurance Review for 2017-18.

FAP/11/1718 RESOLVED to receive the Insurance Review for 2017-18

**ClIr G R Edwards
(Chairman)**

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 27th July 2017

PRESENT - Councillors

J G Baggott
P Bates
G R Edwards (Chairman)
Mrs. S A Holland
Mrs A E Morrison
Mrs J D Parry (Vice Chairman)

1. Apologies

Apologies for absence were received from committee members Cllrs N Adams and R Boston.

Apologies were also received from non-committee Cllrs Mrs. S Akers Smith, L D Barker, C H Booth and G S Williams.

2. Minutes

FAP/12/1718 RESOLVED that the Minutes of the Meeting of the Committee held on 8th June 2017 be approved and signed by the chairman.

3. Declarations of Interest

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

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

4. Outstanding Actions

There were no outstanding actions.

5. Grant Approvals and Commitments 2017-18

A summary of grant approvals and commitments was considered by the committee and it was noted that £14,543.60 was remaining for grants for 2017/18.

FAP/13/1718 RESOLVED that that the grant summary be received.

6. New Applications for Financial Assistance

FAP/14/1718 RESOLVED that the following grants be awarded:-

- i) **GR 02/1718 - Congleton Harriers**
This was a re-submission as requested at the last Finance & Policy Committee on 8th June 2017.
£250 towards the Congleton half marathon

7. Grant Activities Monitoring Form

- i) **Congleton Harriers – Original Grant Reference GR 20/1617**
- ii) **Trinity Methodist Church - Original Grant Reference GR 13/1617**

FAP/15/1718 RESOLVED to receive the Grant Activities Monitoring Forms.

8. Management Accounts to 30th June 2017

FAP/16/1718 RESOLVED to receive the management accounts to 30th June 2017.

9. Bank Reconciliation

FAP/17/1718 RESOLVED to receive and consider the bank reconciliation as at 30th June 2017.

10. List of Payments

FAP/18/1718 RESOLVED to receive and consider the Payments List between 1st May – 30th June 2017.

11. Proposed Town Hall Expenditure

To approve the acquisition of new round tables and decorative lighting for the Town Hall.

FAP/19/1718 RESOLVED to approve the recommendation of the Town Hall Committee to spend up to £3137.48 for lighting and up to £1,943.00 for round tables

**Cllr G R Edwards
(Chairman)**

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2017

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2016/17

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 2017, 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.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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
			✓
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.


This annual governance statement is approved by this smaller authority on:

22/06/2017

and recorded as minute reference:

CTC/14/1718

Signed by Chair at meeting where approval is given:



Clerk:



*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 2016/17 for


Enter name of
smaller authority here:

CONGLETON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	666582	677151	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	665630	784342	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	609852	557875	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	613423	638685	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	58128	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	593362	581269	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	677151	741286	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	698244	759454	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	2771702	2788378	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	494140	453279	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)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 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

22/06/2017

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

22/06/2017

and recorded as minute reference:

CTC/14/1718

Signed by Chair at meeting where approval is given:



Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

CONGLETON TOWN COUNCIL

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/~~do not certify~~* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature

[Signature]

External auditor name

BDO LLP Southampton
United Kingdom

Date

21/8/17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2016/17 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 2017.

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 3/05/2017

*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).

Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	YES
	All additional information requested, including the dates set for the period for the exercise of public rights, has been provided for the external auditor?	YES
Section 1	For any statement to which the response is 'no', an explanation is provided?	YES
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	YES
	An explanation of significant variations from last year to this year is provided?	YES
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	YES
	An explanation of any difference between Box 7 and Box 8 is provided?	YES
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	N/A
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	YES

*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.

Congleton Town Council

Minutes of the meeting of the Youth Committee held on Thursday 13th July 2017 in the Town Hall, Congleton

PRESENT Youth Councillor Matthew Jones – In the Chair
Aaron Barrett
Laetitia Eichinger

Olivia Roberts
Diyana Nikolova
Oliver Procter

Councillor Charles Booth
Councillor George Hayes

Linda Minshull

1. APOLOGIES

Apologies were received from Seb Nixon and Michael Howell.

2. MINUTES OF LAST MEETING

RESOLVED – That the Minutes of the Meeting of the Committee held on the 30th May 2017 were signed by the Chairman as a correct record.

3. CONGLETON IN BLOOM

Aaron gave an update on In Bloom and presented a report he has produced regarding an Art and Design Competition for young people in Congleton. Members thanked him for his work and asked to be kept updated and informed of any support he needed.

4. MEMBERSHIP

Three prospective new members attended the meeting. Linda will let them have membership forms to complete should they decided to join.

5. TOWN COUNCILLORS

As agreed at the previous meeting the title of Link Councillor has been removed. Linda confirmed that there are eight Town Councillors who have agreed to support the Youth Committee. These are Councillors Sally Holland, Larry Barker, Charles Booth, George Hayes, Liz Wardlaw, Andrea Armitt and Jean Parry. Members can either contact the Councillors direct or via Linda. Linda will produce a contact list and information on each Councillors responsibilities and forward to members.

6. **SCHOOL FUNDING**

George gave an update on school funding and explained that the National Funding Formula has resulted in Cheshire East being one of the lowest funded areas in the Country. George agreed to keep the Youth Committee updated with information on this topic.

7. **YOUTH COMMITTEE BANK ACCOUNT**

It was reported that the balance is £548.92.

8. **YOUTH COMMITTEE MEMBERS ITEMS**

Bus Consultation

George encouraged members to respond to the bus consultation.

Mayor Event

Charles updated members on his ideas for a Mayor's event he is planning. This is in the early stages but he wanted to make the Youth Committee aware of his plans for a weekend event next April to be a social action project where young people can participate to make a difference in the town. The base will be at New Life Church. Charles will provide more information in due course but the Committee supported his ideas.

9. **DATE OF NEXT MEETING**

Thursday 21st September 5.30 p.m. – prior to the Town Council meeting at 7 p.m.

Sebastian Nixon (Chairman)