



Congleton Town Council

Historic market town

Chief Officer: **David McGifford**



14th June 2017

Dear Councillor,

Town Council Meeting – Thursday 22nd June 2017

You are summoned to attend a meeting of the Council, to be held in the Town Hall, Congleton on **Thursday 22nd June** commencing at **7.00pm**.

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

Yours sincerely,

D McGifford
Chief Officer

AGENDA

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

2. Minutes (enclosed)

To approve the Minutes of the meeting held on 13th April and the Annual Council Meeting held on 4th May 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.

4. Outstanding Actions

None.



Congleton
beartown
where friends are made

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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. Presentation from TMC Creative – Heritage Trail App

To receive a presentation from Tim McLeod Managing Director - TMC Creative.

7 Mayor's Announcements (enclosed)

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

8. Planning Committee (enclosed)

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

9 Finance and Policy Committee (enclosed)

To receive the minutes of the meeting held on 23rd March 2017.

10 Urgent Items

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

11. Cheshire East Councillors' Reports

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

12. Youth Committee (enclosed)

- a) To receive the minutes of the Youth Committee meeting held on 30th May 2017.
- b) To deal with Questions from Members of the Youth Committee present at the meeting.

13. Change of Committee Members (enclosed)

To receive the updated Committee Membership.

14. Annual Return and Financial Statements for the year ended 31/03/2017 (enclosed)

1. To receive and approve the Annual Return for the year ended 31st March 2017.
2. To receive and approve the Financial Statements for the year ended 31st March 2017.

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 April 2017 at Town Hall Congleton.

PRESENT: Councillors

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

1. APOLOGIES

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

Apologies were received from Cllrs N Adams, J G Baggott, L D Barker, P Broom, G R Edwards H Richards and Mrs E Wardlaw.

2. MINUTES

To approve the Minutes of the Council meeting held on 2nd March 2017.

CTC/58/1617 RESOLVED that the Minutes of the meeting held on 2nd March 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 P Bates G Hayes and GS Williams declared a non-pecuniary interest in any matters relating to Cheshire East Council.

4. OUTSTANDING ACTIONS

Sound System Update

THC/21/1617 Resolved to receive a proposal from the Chief Officer within this agenda – item 16

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/59/1617 RESOLVED that the minutes of the meetings held on 9th February and 9th March 2017 be received and the recommendations therein be adopted.

8. FINANCE & POLICY COMMITTEE

CTC/60/1617 RESOLVED that the minutes of the meeting held on 16th February 2017 be received and the recommendations therein be adopted.

9. COMMUNITY, ENVIRONMENT AND SERVICES COMMITTEE

CTC/61/1617 RESOLVED that the minutes of the meeting held on 2nd February 2017 should note the attendance of R Boston and be received with the recommendations therein being adopted.

10. PERSONNEL COMMITTEE

CTC/62/1617 RESOLVED that the minutes of the meeting held on 21st December 2017 be received and the recommendations therein be adopted.

11. URGENT ITEMS

There were no urgent items.

12. CHESHIRE EAST COUNCILLOR'S REPORTS (attached)

Cheshire East Council reports were received from:

Cllr P Bates
Cllr G P Hayes

13. YOUTH COMMITTEE

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

There were no questions from members of the Youth Committee.

14. PROPOSED COMMITTEE MEETING DATES

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

CTC/63/1617 RESOLVED to receive the proposed calendar of Committee meeting dates for 2017/18.

15. PROPOSED AMENDMENTS TO COMMITTEE QUORUM

To receive the proposal from the Chief Officer.

CTC/64/1617 RESOLVED to change the committee quorum from 3 to 4 for Committees of 10

16. WIRELESS CONFERENCE/SOUND SYSTEM

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

CTC/65/1617 Resolved to approve expenditure of £15,193 + Vat for the supply of a Bosch Decentis from Pure AV based in Preston subject to the Chief Officer investigating the costs from an alternative supplier (Commercial Audio Solutions New Mills). Should this supplier be able to supply the same system at a lower price and meet other eligible criteria the Chief Officer may place the order with this company

17. INTERNAL AUDIT REPORT

To receive the Internal Audit Report for 15th March 2017 and consider the recommendations therein.

CTC/66/1617 Resolved to receive the Internal Audit Report for 15th March 2017 and consider the recommendations therein.

**D T Brown
(Town Mayor)**

Cheshire East Councillor Reports

Cllr G P Hayes - Welcomed Department for Education Funding for additional special school provision in Cheshire East to enable more children with additional needs to be educated within the Borough

Also welcomed Department for Education additional funding for nurseries including one located in Congleton East which has gained over £250k to ensure sufficient places for 2 and 3 year old children to access nursery and pre-school provision.

Cllr P Bates - 'There are NO RUBBISH excuses' was officially launched in Crewe this week as part of the council's efforts to tackle fly-tipping, littering and dog fouling.

The campaign sends a firm message to those who commit environmental crimes that the council is stepping up its fight against them.

It also encourages more people to come forward with information about fly-tippers and to report incidents through the council's official channels, as well as supporting and educating residents in how to dispose of waste responsibly.

"Fly-tipping, littering and dog fouling is disgusting and a crime and will not be tolerated in Crewe or anywhere else in Cheshire East.

"It is everyone's responsibility to dispose of waste correctly and we are grateful to the vast majority of our residents, and to the various community groups, who do play their part in helping to keep the borough clean and tidy.

"We want to engage with residents to identify their issues around waste disposal and educate and support them in implementing solutions.

"However, we are an enforcing council and clear in our position that we will take action against those who continue to drop litter, dump rubbish and fail to pick up after their dogs. There are no excuses for their behaviour."

Playing pitch strategy was approved at full cabinet on Tuesday giving Cheshire East its starting point to achieving a workable future proofed strategy it is a comprehensive 461 page document covering most if not all sports.

Connecting Communities 2nd phase was launched with its Community Volunteers and Faith document and was well received and passed by cabinet.

The next phase of our Syrian Vulnerable Person Relocation program was implemented and we now have 5 families in Cheshire East fully housed and in the process of integration and 20 unaccompanied children.

The process for public space protection orders was changed. PSPOs as they are known are powers that have been delegated to the portfolio holder and head of service and can be used in conjunction with the police to protect certain areas of towns and villages across the CHESHIRE east footprint.

We held the great British spring clean with volunteers cleaning around Congleton and other towns in the borough.

Negotiations have been completed with the PCC and new powers for the PCSOs have been agreed and The Chief Officer will communicate those at a separate meeting.

As part of connecting communities we have launched www.friendsagainstscams.org.uk Scamming nationally is on the rise with more and more people falling victim to the unscrupulous criminals who commit these crimes. Although it's often targeted at people who are in the most vulnerable circumstances, anyone can become a victim of a scam and it affects the lives of millions of people across the UK.

Cheshire East is no different, the Community Protection Trading Standards team are working with scam victims across the Borough. It is understood that only 5% of scams are reported, this is for various reasons. The team are already aware of 550 potential vulnerable scam victims in Cheshire East, a number which is growing all the time. With the people we have spoken to, the average financial detriment is approximately £2,600, higher than the national average. The financial impact is only the start of the problem and with the average age of the scam victims we have met being 84, the mental, physical and health impact are further major concerns.

With Cheshire East's ageing population being above the national average also, this is a strategic threat we must meet.

Friends Against Scams is a National Trading Standards Scams Team initiative which aims to protect and prevent people from becoming those victims. It aims to inspire action and highlight the scale of the problem by raising awareness at local, regional and national level through the Friends Against Scams campaign which is rolling out across the country.

Today as a further demonstration of connecting communities we launched the substance misuse service.

Cheshire Wirral Partnership (lead provider of the specialist SMS) who subcontract to Acorn Recovery and Intuitive Thinking Skills who deliver wider peer support, mutual aid and training. There are some really positive outcomes currently delivered by Acorn Recovery in terms of Peer Mentor Training.

It outlines how to:-

- engage with communities to gather insight on the future of Cheshire East Substance Misuse Services
- Connect our Substance Misuse Service with our neighbourhoods and communities.
- Build on our local assets to develop our local recovery communities, and to build 'visible recovery' in our communities.
- Increase the knowledge of Service Users and people in recovery of what assets, activities and opportunities are available to them in their communities.
- Identify volunteering opportunities for people in recovery.

Congleton Town Council

Minutes of the Annual Meeting to the Town Council

Held at the Town Hall, Congleton on 4th May 2017

PRESENT: Councillors

Mrs S Akers Smith
L D Barker
P Bates
C Booth
P Broom
D T Brown
G R Edwards
G P Hayes
Mrs A M Martin
Mrs A E Morrison
J D Parry
G S Williams

1. ELECTION OF TOWN MAYOR

CTC/1/1718 RESOLVED –That Councillor C H Booth be elected Town Mayor for the ensuing Municipal Year and until the acceptance of office by his successor.

Councillor C H Booth then subscribed the Statutory Declaration of Acceptance of Office.

COUNCILLOR C H Booth (TOWN MAYOR) IN THE CHAIR

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

The Town Mayor then invested the Mayoress Aimee Booth with the Chain of Office.

2. VOTE OF THANKS TO RETIRING MAYOR

CTC/2/1718 RESOLVED That a vote of thanks be accorded to Cllr D T Brown for the able manner in which he had undertaken his duties during the year he was in Office.

The Town Mayor thereupon presented Cllr D T Brown with the Former Town Mayor's Medallion, suitably inscribed, to record his Term of Office. The retiring Mayor, Cllr D T Brown, then responded and presented the retiring Town Mayor's Cadet Daniel Bonney with a medallion.

The Town Mayor then invested the next Town Mayor's Cadet, Joseph Krinks with the badge of office.

3. **APOLOGIES**

Apologies for absence were received from Councillors N Adams, J G Baggott, Mrs S A Holland, H Richards and Mrs E Wardlaw.

4. **ELECTION OF DEPUTY TOWN MAYOR**

CTC/3/1718 RESOLVED - That Councillor Mrs S Akers Smith 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/4/1718 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/5/1718 RESOLVED - That membership of the Committees and Working Group be as follows:-

6.1 Planning Committee

All Members of the Council.

6.2 Personnel Committee

Councillors DT Brown, P Bates, G R Edwards Mrs S A Smith, JG Baggott, L D Barker, C H Booth, Mrs A M Martin, H Richards and G S Williams.

6.3 Finance & Policy Committee

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

6.4 Community, Environment & Services Committee (CE&S)

Councillors Mrs S A Holland, C H Booth, Mrs D S Allen, Mrs A L Armit, R Boston, P Broom, G P Hayes, Mrs A M Martin, Mrs J D Parry and G S Williams.

6.5 Congleton Town Hall & Assets

Councillors G P Hayes, Mrs A E Morrison, N Adams, Mrs D S Allen, Mrs A L Armit, L D Barker, P Broom, D T Brown, H Richards and Mrs E Wardlaw.

6.6 Strategy Working Group

All Members of the Council.

6.7 Health and Wellbeing Working Group - Reporting to Community, Environment and Services Committee

Councillors Mrs S A Smith, Mrs E Wardlaw, Mrs A L Armit, C H Booth, R Boston, P Broom, Mrs A M Martin and Mrs A E Morrison.

6.8 Anti-Social Behaviour Working Group - Reporting to Community, Environment and Services Committee

Councillors Mrs S A Holland, P Bates, Mrs A M Martin, Mrs J D Parry, H Richards and G Williams.

7 CHAIRMAN & VICE CHAIRMAN OF COMMITTEES

CTC/6/1718 RESOLVED - That the following Members be appointed Chairmen and Vice-Chairmen of Committees for the ensuing year:-

	Committee	Chairman	Vice Chairman
7.1	Personnel	D T Brown	P Bates
7.2	Finance and Policy	G R Edwards (Leader)	Mrs J D Parry
7.3	Community Environment and Services	Mrs S A Holland	C H Booth
7.4	Congleton Town Hall and Assets	G P Hayes	Mrs A E Morrison
7.5	Planning	L D Barker	Mrs A M Martin
7.6	Strategy	Leader	Deputy Leader
7.7	Health and Wellbeing	Mrs S Akers Smith	Mrs E Wardlaw
7.8	Anti-Social Behaviour	Mrs S A Holland	-

8. APPOINTMENT OF MEMBERS TO OTHER OFFICES

CTC/7/1718 RESOLVED- That the following Members be appointed to the offices set out below:

	Office	Name
8.1	Town Crier	Mr D Parker
8.2	Curator of Town Treasures	Mr D Parker
	Assistant Curator of Town Treasures	Cllr D T Brown
8.3	Lead Members on quality	Councillors C H Booth, D T Brown, G R Edwards
8.4	Macebearer	Mr D Parker
	Deputy Macebearer	Cllr P Bates
8.5	Youth Committee Link Councillors 4 from	L D Barker, G P Hayes, Mrs S A Holland, D T Brown, Mrs A L Armitt, C H Booth, Mrs J D Parry, Mrs E Wardlaw
8.6	Selection Panel for Co-option (5)	Mayor, Leader, Chair off personnel plus 2 other Councillors
8.7	Complaints Panel (quorum 4)	Mayor, Leader, Chairman of Personnel Plus 3 from Committee Chairman
8.8	Cheque signatories - 2 from 6	Councillors J G Baggott, P Bates, D T Brown, G R Edwards, G P Hayes, Mrs J D Parry

9. APPOINTMENT OF MEMBERS TO OUTSIDE BODIES

	Outside Bodies	Number	
9.1	Congleton Museum Trust	1+ Res	Mrs A E Morrison & Mrs A M Martin
9.2	Congleton Partnership Executive Group	2	G Edwards & Mrs A E Morrison
9.3	Hilary Avenue allotment Association	1	G S Williams
9.4	Astbury Mere Trust	1	Mrs E Wardlaw
9.5	ChAlc	1	Mrs S A Holland +any other interested members
9.6	Cheshire East Liaison		Relevant CEC Councillor
9.7	Local Police Liaison	1+ Res	P Bates & H Richards

10. MAYOR'S CHAPLAIN

The Town Mayor advised the meeting that Steve Hodgkinson from New Life Church had been appointed as the Mayor's Chaplain for the ensuing year.

11. MAYORAL ANNOUNCEMENTS

The Town Mayor advised the meeting that the Civic Service would be held on Sunday 25th June 2017 at St. Peter's Church, Chapel Street, Congleton at 3.00pm.

C H Booth
TOWN MAYOR

TOWN MAYOR'S ENGAGEMENTS

2017

8 th May	Knutsford Mayor Making
11 th May	Congleton Amateur Youth Theatre
12 th May	Ruby's Fund - Dinner
13 th May	Friends of Congleton Park – Plant Up
13 th May	Visyon – Fellowship House
15 th May	Macclesfield Mayor Making
20 th May	Beartown Bikers Charity Ride
20 th May	Astbury May Day
20 th May	Somerford Park Event
2 nd June	Bromley Farm Youth Club Celebration
3 rd June	Talking Newspaper Anniversary Party
18 th June	Royal British Legion Service - Northwich

DEPUTY MAYOR

17 th May	Cheshire East Mayor Making – Tatton Park
11 th June	Food and Drink Festival
13 th June	Teddy Bears Picnic
16 th June	Boots Optician Opening Event

CONGLETON TOWN COUNCIL
MINUTES OF THE MEETING OF THE PLANNING COMMITTEE
HELD ON 6th APRIL 2017

PRESENT

Councillor L D Barker (Chairman)
Mrs S Akers Smith
Mrs A Armitt
J G Baggott
P Bates
C Booth
R Boston
D T Brown
G R Edwards
Mrs A M Martin
Mrs J D Parry
E Wardlaw

1. APOLOGIES

Apologies for absence were submitted from Councillors Mrs S A Holland, Mrs A E Morrison and G. S. Williams.

2. MINUTES

PLN/28/1617 RESOLVED: That the Minutes of the Meeting of the Committee held on 9th March 2017 be approved and signed by the Chairman as a correct record with the amendments to application 16/5279C – Land East of Meadow Avenue.

3. DECLARATIONS OF INTEREST

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

Councillors Bates, Baggott and Wardlaw declared a “non pecuniary” interest due to their membership of Cheshire East Council.

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

4. OUTSTANDING ITEMS

There were none.

5. PLANNING APPLICATIONS

PLN/29/1617 RESOLVED: That the following comments be made to Cheshire East Borough Council:

Week ended 10th March 2017

17/1044C	Siemens House, Varey Road, Congleton, CW12 1RG	NO OBJECTION
17/1070C	Unit 2 Towerhill Court, Greenfield Road, Congleton	NO OBJECTION
17/1186C	Davenport House, 20 West Road, Congleton, CW12 4FB	NO OBJECTION
17/12096C	15 High Street, Congleton, CW12 1BJ	NO OBJECTION

Week ended 17th March 2017

17/1252C Brunswick Wharf, Brook Street, Congleton, CW12 4BA **REFUSE due to the following reasons -**

- Noise and disturbance from use – acoustic fencing to be considered
- Smells
- Hazardous materials and ground contamination
- Industrial pollution
- Adequacy of parking
- Highway and safety issues, traffic generation and vehicular access
- Design, visual appearance and materials
- Overlooking and loss of privacy
- Layout and density of buildings and visual appearance
- Landscaping and nature conservation
- Previous planning conditions and enforcement not adhered to, for example breaches of hours of working
- Residents have problems in summer with not being able to open windows due to the dust and smells and in winter with mud on the road.

Councillors Bates and Wardlaw declared a “non pecuniary” interest in application 17/1252C

17/1379C	Land adj. Pump House, Forge Lane, Congleton	NO OBJECTION
17/1440C	Land Off Manchester Road, Congleton	NO OBJECTION
NOTE – Councillors do not consider that this application is a non material amendment		
17/1373T	32 Park Lane, Congleton, CW12 3DG	NO OBJECTION
		Subject to usual conditions
17/1447D	Land Off Macclesfield Road, Congleton	NO OBJECTION

Week ended 24th March 2017

17/1313C	St James House, 14 Moody Street, Congleton, CW12 4AP	NO OBJECTION
17/1314C	St James House, 14 Moody Street, Congleton, CW12 4AP	NO OBJECTION
17/1107C	Astbury Mere Country Park, Congleton, CW12 3PJ	NO OBJECTION

Councillors Bates, Martin and Wardlaw declared a “non pecuniary” interest in application

17/1107C

17/1446C Hineswood Farm, Reades Lane, Congleton, CW12 3PJ **Leave the decision to Cheshire East Planning specialists as this is considered to be a substantial application in the green belt**

17/1461C	Land Off Canal Road, Congleton	Leave the decision to Cheshire East Planning specialists due to the topography and gradient of the land
17/1499C	39 Linksway, Congleton, CW12 3BS	NO OBJECTION
17/1590C	Congleton Link Road, Congleton	NO OBJECTION

Councillors Bates, Brown and Wardlaw declared a "non pecuniary" interest in application 17/1590C
 17/1347D Land Off Manchester Road, Congleton NO OBJECTION

Week ended 31st March 2017

17/1349C 82 Park Lane, Congleton, CW12 3DD NO OBJECTION
 17/1551C 21 Pavilion Way, Congleton, CW12 4EW NO OBJECTION
 17/1690C 23 Southland Road, Congleton, CW12 3JY NO OBJECTION
 17/1697C Lower Park Street, Congleton, CW12 1EH NO OBJECTION
 17/1717C 5 Windermere Drive, Congleton, CW12 4JB NO OBJECTION
 Councillors Armitt and Bates declared a "non pecuniary" interest in application 17/1717C
 17/1745C Unit 3 Royle Street, Congleton, CW12 1HR NO OBJECTION
 17/1646T 65 Park Lane, Congleton, CW12 3DD NO OBJECTION

Subject to usual conditions

Councillor Booth declared a "non pecuniary" interest in application 17/1646T
 17/1743D Land Off Goldfinch Close, Congleton, CW12 DEFERRED – while experts are dealing with application

6. **RESPONSE FROM CEC RE THE JOINING OF GREENFIELD AND RADNOR INDUSTRIAL ESTATES AND MEASURES FOR HGV RESTRICTIONS**

PLN/30/1617 RESOLVED: That the north of Greenfield Industrial Estate should have a similar width restriction scheme to the one proposed on the Link Road Spur to Radnor Park. It should be wide enough for emergency vehicles but restrict HGV's.

7. **CEC PROPOSED COMMUNITY INFRASTRUCTURE LEVY CONTRIBUTION FOR CONGLETON**

PLN/31/1617 RESOLVED: The Chief Office to clarify details with Cheshire East and amend the response accordingly.

8. **PLANNING APPEALS**

None to report.

L. D. Barker – Chairman

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 23rd March 2017

PRESENT - Councillors

N Adams
J G Baggott
P Bates
C Booth (Deputy Mayor - ex officio)
G R Edwards (Chairman)
Mrs. S A Holland
Mrs A E Morrison
Mrs J D Parry (Vice Chairman)
Mrs. E Wardlaw

1. Apologies

Apologies for absence were received from committee members Cllrs Mrs. S Akers Smith and R Boston.

Apologies were also received from ex-officio member Cllr D T Brown and non-committee member Cllr G S Williams.

2. Minutes

FAP/59/1617 RESOLVED that the Minutes of the Meeting of the Committee held on 16th February 2017 be approved and signed by the chairman.

3. Declarations of Interest

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

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

All Councillors declared that Burgess D Murphy was known to them

4. Outstanding Actions

There were no outstanding actions.

5. Grant Approvals and Commitments 2016-17

A summary of grant approvals and commitments was considered by the committee and it was noted that £3546.98 was remaining for grants for 2016/17.

FAP/60/1617 RESOLVED that that the grant summary be received.

6. New Applications for Financial Assistance

FAP/61/1617 RESOLVED that the following grants be awarded:-

- i) **GR 29/1617 St Mary's Parish Centre**
A grant of £213.00
- ii) **GR 30/1617 Congleton Pentecostal Church**
A grant of £500.00
- iii) **GR 31/1617 Congleton Community Credit Union**
A grant of £45.00

7. Grant Activities Monitoring Form

FAP/62/1617 RESOLVED to approve the grant activities monitoring form

8. Feedback from Congleton Harriers – Cloud Nine Hill Race (Original Grant Reference – GR 20/1617)

FAP/63/1617 RESOLVED to receive the feedback from Congleton Harriers

9. Letter of Thanks

FAP/64/1617 RESOLVED to receive a letter of thanks from the Congleton Unplugged Festival Team for the Town Council's support of funding for their event.

10. Management Accounts to February 2017

FAP/65/1617 RESOLVED to receive the management accounts to February 2017.

11. Bank Reconciliation

FAP/66/1617 RESOLVED to receive and consider the bank reconciliation to 28th February 2017.

12. List of Payments

FAP/67/1617 RESOLVED to receive and consider the Payments List between 1st February and 28th February 2017.

13. Appointment of Internal Auditor

FAP/68/1617 RESOLVED to approve the appointment of Accounting Solutions for internal audit provision for the next financial year 2017-18

14. Approval of Changes to Committee Quorums

FAP/69/1617 RESOLVED to refer this agenda item to Council on the 13th of April 2017.

15. Streetscape Trailer Replacement

FAP/70/1617 RESOLVED to approve the replacement the existing trailer with a

IFOR WILLIAMS LM105 Flat Bed Trailer

LM105 2700KG

Headboard & Dropsies

6ft Loading ramp & Prop stands

Mesh Extensions Price £2,360.00 plus VAT.

**Cllr G R Edwards
(Chairman)**

Congleton Town Council

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

PRESENT Youth Councillor Sebastian Nixon - Chairman
Aaron Barrett
Michael Howell
Arabella Holland
Laetitia Eichinger

Councillor Charles Booth
Councillor Sally Holland

Linda Minshull

1. APOLOGIES

Apologies were received from Councillors Larry Barker and Liz Wardlaw.

2. MINUTES OF LAST MEETING

RESOLVED – That the Minutes of the Meeting of the Committee held on 10th April 2017 were signed by the Chairman as a correct record.

3. MEMBERSHIP

RESOLVED: To make Mathew Jones an Alumni member.

RESOLVED: To co-opt Laetitia Eichinger as a member of the Youth Committee.

A discussion took place regarding recruitment. It was agreed that Linda will try to arrange dates to meet with the School Councils at both High Schools with Charles and Dave Brown. Members will continue to recruit new members and Linda and Charles will encourage the Cadet organisations to put forward interested members.

4. LINK COUNCILLORS

A long discussion took place regarding the attendance of Link Councillors. It was

RESOLVED: To remove the title Link Councillor and have a directory of Town Councillors who will act as support to the Youth Committee which will consist of the eight Councillors who have expressed an interest. Linda and the Youth Committee will contact Councillors when they are needed for support.

5. **JUNIOR COUNCIL**

Linda provided information on the Junior Council meeting on 26th June 2017 and asked members to support if they can.

6. **PRIORITIES AND PROJECTS**

These will include –

Membership and recruitment

In Bloom

School Funding – if we can be involved in anyway

Sally suggested inviting someone who could provide information on grant funding

7. **SCHOOL FUNDING**

Linda updated on the reply received from Fiona Bruce. Sebastian asked what the formal Town Council response to School Funding has been and Linda will request this from David McGifford. The Youth Committee would like to be involved in any further work or support required in this area.

8. **CONGLETON IN BLOOM**

Aaron gave an update on In Bloom and was due to attend a meeting the following day. He is proposing to conduct a survey of pupils and use their feedback to promote In Bloom projects and other ideas to be brought back to the Youth Committee.

9. **YOUTH COMMITTEE BANK ACCOUNT**

It was reported that the balance is £548.92.

10. **YOUTH COMMITTEE MEMBERS ITEMS**

Linda informed members of the following dates –

Town Council Meeting – Thursday 22nd June – 7 p.m.

Civic Service and Parade – Sunday 25th June – 2.30 p.m. Parade meet at Town Hall – Service 3 p.m. St Peter's Church

Junior Council - Monday 26th June – 9 a.m. – 12 noon

11. **DATE OF NEXT MEETING**

Thursday 13th July - prior to Council

Sebastian Nixon (Chairman)

Committee Membership 2017 - 2018

Community, Environment & Services

Mrs S A Holland (Chairman)
C H Booth (Vice Chairman)
Mrs DS Allen
Mrs A L Armit
P Broom
R Boston
G P Hayes
Mrs A M Martin
Mrs J D Parry
G S Williams

Finance & Policy

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

Planning

L D Barker (Chairman)
Mrs A Martin (Vice Chairman)
All Cllrs are on this Committee

Personnel

D Brown (Chairman)
P Bates (Vice Chairman)
Mrs S Akers Smith (Deputy Town Mayor)
J G Baggott
L D Barker
C H Booth (Town Mayor)
Mrs A M Martin
G Edwards
H Richards
G S Williams

Congleton Town Hall & Assets

G P Hayes (Chairman)
Mrs A E Morrison (Vice Chairman)
N Adams
Mrs S Akers Smith (Deputy Town Mayor)
Mrs A L Armit
L D Barker
P Broom
D T Brown
H Richards
Mrs E Wardlaw

Anti-Social Behaviour Working Group

Reporting to the Community and Environment & Services Committee

Cllr Mrs S A Holland (Chairman)
Cllr P Bates
Cllr Mrs A M Martin
Cllr Mrs J D Parry
Cllr H Richards

Complaints Panel

Cllr C H Booth (Town Mayor)
Cllr G R Edwards (Leader of the Council)
Cllr D T Brown (Chair of Personnel Committee)
Plus 3 other Committee Chairman

Health and Well Being Working Group

Reporting to the Community and Environment & Services Committee

Mrs S Akers Smith (Chairman)
Mrs E Wardlaw (Vice Chairman)
Mrs A L Armit
C H Booth (Town Mayor)
R Boston
P Broom
Mrs A M Martin
Mrs A E Morrison

Committee Membership 2017 - 2018

Lead Members on Quality

Cllr C H Booth (Town Mayor)
Cllr G R Edwards (Leader)
Cllr D T Brown (Deputy Leader)

Neighbourhood Planning

Cllr G R Edwards (Leader)
Cllr L D Barker
Cllr Mrs A M Martin
Cllr P Bates

Strategy Working Group

G R Edwards (Chairman)
D T Brown (Vice Chairman)
All Cllrs are on this Committee

Town Crier

Mr D A Parker

Curator of Town Treasures

Mr D A Parker (Curator)
Cllr D T Brown (Assistant Curator)

Macebearer

Mr D A Parker
Cllr P Bates (Deputy Macebearer)

Selection Panel for Co-option of a Councillor

Cllr C H Booth (Town Mayor)
Cllr G R Edwards (Leader)
Cllr D T Brown (Chair of Personnel Committee)
Plus 2 other Councillors

Youth Committee Link Councillors

4 from the following 8 Councillors

Cllr Mrs A L Armitt
Cllr L D Barker
Cllr C H Booth (Town Mayor)
Cllr D T Brown (Deputy Leader)
Cllr G P Hayes
Cllr Mrs S A Holland
Cllr J D Parry
Cllr Mrs E Wardlaw

Cheque Signatories

2 from the following 6 Councillors:

- Cllr J G Baggott
- Cllr P Bates
- Cllr D T Brown (Deputy Leader)
- Cllr G R Edwards (Leader)
- Cllr G P Hayes
- Cllr Mrs J D Parry

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:

and recorded as minute reference:

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	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

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

and recorded as minute reference:

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

External auditor name

Date

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)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			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

Unaudited Financial Statements

For the year ended 31 March 2017

Congleton Town Council

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31 March 2017

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Congleton Town Council

Council Information

31 March 2017

(Information current at 22nd June 2017)

Town Mayor

Cllr C. H. Booth

Councillors

Cllr N. Adams

Cllr Mrs S. M. Akers Smith

Cllr Mrs D. S. Allen

Cllr Mrs A. L. Armitt

Cllr J. G. Baggott

Cllr L. D Barker

Cllr P. D. Bates

Cllr R. Boston

Cllr P. Broom

Cllr D.T Brown

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 2017

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 Unaudited 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 2017 and its income and expenditure for the year then ended.

In preparing the Unaudited 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 Unaudited Financial Statements for the year ended 31 March 2017 required by the Accounts and Audit Regulations 2010 (as amended) are set out in the following pages.

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Congleton Town Council at 31 March 2017, and its income and expenditure for the year ended 31 March 2017.

Signed:

Mrs J. Potts FMAAT, CILCA- Responsible Financial Officer

Date:

Congleton Town Council
Statement of Accounting Policies
31 March 2017

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

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.

Congleton Town Council
Statement of Accounting Policies
31 March 2017

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.

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.

Congleton Town Council
Statement of Accounting Policies
31 March 2017

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 is due at 31st March 2019 and any change in contribution rates as a result of that valuation will take effect from 1st April 2020.

Congleton Town Council
Income and Expenditure Account
31 March 2017

	Notes	2017 £	2016 £
Income			
Precept on Unitary Authority		784,342	665,630
Grants Receivable		39,155	90,258
Rents Receivable, Interest & Investment Income		4,365	3,846
Charges made for Services		514,355	515,748
Total Income		1,342,217	1,275,482
Expenditure			
Direct Service Costs:			
Salaries & Wages		(502,172)	(470,874)
Grant-aid Expenditure		(58,848)	(62,111)
Other Costs		(450,129)	(468,672)
Democratic, Management & Civic Costs:			
Salaries & Wages		(136,513)	(142,549)
Other Costs		(62,163)	(66,922)
Total Expenditure		(1,209,825)	(1,211,128)
Excess of Income over Expenditure for the year:		132,392	64,354
Exceptional Items			
(Loss) on the disposal of fixed assets		(310)	(681)
Net Operating Surplus for Year		132,082	63,673
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(40,861)	(40,655)
Capital Expenditure charged to revenue	10	(27,396)	(13,130)
Reverse profit on asset disposals		310	681
Transfer (to) Earmarked Reserves	19	(59,894)	(3,754)
Surplus for the Year to General Fund		4,241	6,815
Net Surplus for the Year		64,135	10,569
The above Surplus for the Year has been applied for the Year to as follows:			
Transfer (to) Earmarked Reserves	19	59,894	3,754
Surplus for the Year to General Fund		4,241	6,815
		64,135	10,569

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

The notes on pages 12 to 19 form part of these unaudited statements.

Congleton Town Council
Statement of Movement in Reserves
31 March 2017

Reserve	Purpose of Reserve	Notes	2017 £	Net Movement in Year £	2016 £
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	314,485	25,016	289,469
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	19	565,427	59,894	505,533
General Fund	Resources available to meet future running costs		175,859	4,241	171,618
Total			1,156,714	89,151	1,067,563

The notes on pages 12 to 19 form part of these unaudited statements.

Congleton Town Council

Balance Sheet

31 March 2017

	Notes	2017 £	2017 £	2016 £
Fixed Assets				
Tangible Fixed Assets	9		2,160,171	2,217,313
Current Assets				
Debtors and prepayments	12	28,026		23,819
Cash at bank and in hand		<u>759,454</u>		<u>698,244</u>
		787,480		722,063
Current Liabilities				
Current Portion of Long Term Borrowings		(41,076)		(40,861)
Creditors and income in advance	13	<u>(46,193)</u>		<u>(44,911)</u>
Net Current Assets			700,211	636,291
Total Assets Less Current Liabilities			2,860,382	2,853,604
Long Term Liabilities				
Long-term borrowing	14		(412,203)	(453,279)
Deferred Grants	16		<u>(1,291,465)</u>	<u>(1,332,762)</u>
Total Assets Less Liabilities			<u>1,156,714</u>	<u>1,067,563</u>
Capital and Reserves				
Revaluation Reserve	18		100,943	100,943
Capital Financing Reserve	17		314,485	289,469
Earmarked Reserves	19		565,427	505,533
General Reserve			<u>175,859</u>	<u>171,618</u>
			<u>1,156,714</u>	<u>1,067,563</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2017, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 22nd June 2017 .

Signed:

Cllr C. H. Booth

Town Mayor

.....

Mrs J. Potts FMAAT, CILCA

Responsible Financial Officer

Date:

.....

The notes on pages 12 to 19 form part of these unaudited statements.

Congleton Town Council

Cash Flow Statement

31 March 2017

	Notes	2017 £	2017 £	2016 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(636,895)		(613,500)
Other operating payments		(554,453)		(570,381)
			(1,191,348)	(1,183,881)
<i>Cash inflows</i>				
Precept on Unitary Authority		784,342		665,630
Cash received for services		511,090		431,613
Revenue grants received		39,155		89,766
			1,334,587	1,187,009
Net cash inflow from Revenue Activities	20		143,239	3,128
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(17,267)		(17,473)
<i>Cash inflows</i>				
Interest received		3,495		3,846
			(13,772)	(13,627)
Net cash (outflow) from Servicing of Finance				
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(27,396)		(24,052)
<i>Cash inflows</i>				
			(27,396)	(24,052)
Net cash (outflow) from Capital Activities				
Net cash inflow/(outflow) before Financing			102,071	(34,551)
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>				
Loan repayments made			(40,861)	(40,655)
			(40,861)	(40,655)
Net cash (outflow) from financing and liquid resources				
Increase/(Decrease) in cash	21		61,210	(75,206)

The notes on pages 12 to 19 form part of these unaudited statements.

Congleton Town Council

Notes to the Accounts

31 March 2017

1 Interest and Investment Income

Interest Income - General Funds

2017	2016
£	£
4,365	3,846
<u>4,365</u>	<u>3,846</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:

	2017	2016
	£	£
Recruitment Advertising	150	2,097
Other Advertising	205	147
Promotions	4,101	10,190
Council Newsletter	5,202	5,094
Council Website	1,050	10,819
	<u>10,708</u>	<u>28,347</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:

	2017	2016
	£	£
Fees for statutory audit services	2,000	2,000
Total fees	<u>2,000</u>	<u>2,000</u>

6 Members' Allowances

Members of Council have been paid the following allowances for the year:

	2017	2016
	£	£
Mayors Allowance	3,000	3,000
Members' Expenses	-	99
	<u>3,000</u>	<u>3,099</u>

Congleton Town Council

Notes to the Accounts

31 March 2017

7 Employees

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

	2017 Number	2016 Number
Full-time	18	18
Part-time	10	12
Temporary
	<u>28</u>	<u>30</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 2017 was £78,768 (31 March 2016 - £74,398).

The most recent actuarial valuation was carried out as at 31st March 2016, and the council's contribution rate is confirmed as being 19.65% of employees' pensionable pay with effect from 1st April 2017 (year ended 31 March 2017 – 19.10%).

Congleton Town Council

Notes to the Accounts

31 March 2017

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 2016	2,238,569	95,000	241,955	82,340	137,084	2,794,948
Additions	-	-	9,969	3,216	14,211	27,396
Disposals	-	-	(10,720)	-	-	(10,720)
At 31 March 2017	2,238,569	95,000	241,204	85,556	151,295	2,811,624
Depreciation						
At 31 March 2016	(329,704)	(15,200)	(171,703)	(58,628)	(2,400)	(577,635)
Charged for the year	(43,472)	(1,900)	(29,716)	(8,556)	(584)	(84,228)
Eliminated on disposal	-	-	10,410	-	-	10,410
At 31 March 2017	(373,176)	(17,100)	(191,009)	(67,184)	(2,984)	(651,453)
Net Book Value						
At 31 March 2017	1,865,393	77,900	50,195	18,372	148,311	2,160,171
At 31 March 2016	1,908,865	79,800	70,252	23,712	134,684	2,217,313

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

The following capital expenditure during the year:

	2017 £	2016 £
Fixed Assets Purchased	27,396	13,130
	27,396	13,130
was financed by:		
Revenue:		
from Capital Projects Reserve	13,557	2,208
from Equipment Replacement Reserve	349	2,150
Precept and Revenue Income	13,490	8,772
	27,396	13,130

Congleton Town Council

Notes to the Accounts

31 March 2017

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 road signs

Other street furniture

Community Assets

Council Artefacts & Regalia

War Memorial

Statue - Sergeant Eardley VC

Public Toilets (2)

Land by War Memorial

12 Debtors

	2017	2016
	£	£
Trade Debtors	15,049	13,327
VAT Recoverable	10,839	9,459
Prepayments	1,268	1,033
Accrued Interest Income	870	-
	<u>28,026</u>	<u>23,819</u>

Congleton Town Council

Notes to the Accounts

31 March 2017

13 Creditors and Accrued Expenses

	2017	2016
	£	£
Trade Creditors	17,513	11,906
Other Creditors	6,907	9,553
Payroll Taxes and Social Security	9,431	7,641
Accruals	11,022	12,948
Income in Advance	1,320	2,863
	<u>46,193</u>	<u>44,911</u>

14 Long Term Liabilities

	2017	2016
	£	£
Public Works Loan Board	362,429	366,940
Cheshire East Council	90,850	127,200
	<u>453,279</u>	<u>494,140</u>

The above loans are repayable as follows:

	2017	2016
	£	£
Within one year	41,076	40,861
From one to two years	41,302	41,076
From two to five years	34,470	70,076
From five to ten years	32,828	31,332
Over ten years	303,603	310,795
	<u>453,279</u>	<u>494,140</u>
Total Loan Commitment	453,279	494,140
Less: Repayable within one year	(41,076)	(40,861)
	<u>412,203</u>	<u>453,279</u>
Repayable after one year	412,203	453,279

15 Financial Commitments under Operating Leases

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

	2017	2016
	£	£
Obligations expiring within one year	30,935	-
Obligations expiring between two and five years	7,032	31,933
Obligations expiring after five years	-	-
	<u>37,967</u>	<u>31,933</u>

Congleton Town Council

Notes to the Accounts

31 March 2017

16 Deferred Grants

	2017 £	2016 £
Capital Grants Unapplied		
At 01 April	-	-
Grants received in the year	-	-
Applied to finance capital investment	-	-
At 31 March	-	-
Capital Grants Applied		
At 01 April	1,332,762	1,374,059
Grants Applied in the year	-	-
Released to offset depreciation	(41,297)	(41,297)
At 31 March	1,291,465	1,332,762
Revenue Grants and S106 Revenue Contributions		
At 01 April	-	492
Received in the year	-	-
Released to Revenue	-	(492)
At 31 March	-	-
Total Deferred Grants		
At 31 March	1,291,465	1,332,762
At 01 April	1,332,762	1,374,551

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

	2017 £	2016 £
Balance at 01 April	289,469	277,123
Financing capital expenditure in the year		
Additions - using revenue balances	27,396	13,130
Loan repayments	40,861	40,655
Disposal of fixed assets	(10,720)	(8,420)
Depreciation eliminated on disposals	10,410	7,739
Reversal of depreciation	(84,228)	(82,055)
Deferred grants released	41,297	41,297
Balance at 31 March	314,485	289,469

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.

Congleton Town Council

Notes to the Accounts

31 March 2017

18 Revaluation Reserve

	2017 £	2016 £
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 01/04/2016 £	Contribution to reserve £	Contribution from reserve £	Balance at 31/03/2017 £
Capital Projects Reserves	169,466	100,000	(13,557)	255,909
Asset Renewal Reserves	32,489	4,000	(349)	36,140
Other Earmarked Reserves	303,578	85,065	(115,265)	273,378
Total Earmarked Reserves	505,533	189,065	(129,171)	565,427

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 2017 are set out in detail at Appendix A.

20 Reconciliation of Revenue Cash Flow

	2017 £	2016 £
Net Operating Surplus for the year	132,392	64,354
Add/(Deduct)		
Interest Payable	17,267	17,473
Interest and Investment Income	(3,495)	(3,846)
Deferred Revenue Grants Released to Revenue	-	(492)
(Increase)/Decrease in debtors	(4,207)	12,870
Increase/(Decrease) in creditors	1,282	(87,231)
Revenue activities net cash inflow	143,239	3,128

Congleton Town Council

Notes to the Accounts

31 March 2017

21 Movement in Cash

	2017 £	2016 £
Balances at 01 April		
Cash with accounting officers	82	3
Cash at bank	698,162	773,447
	<u>698,244</u>	<u>773,450</u>
 Balances at 31 March		
Cash with accounting officers	187	82
Cash at bank	759,267	698,162
	<u>759,454</u>	<u>698,244</u>
 Net cash inflow/(outflow)	<u>61,210</u>	<u>(75,206)</u>

22 Reconciliation of Net Funds/Debt

	2017 £	2016 £
Increase/(Decrease) in cash in the year	61,210	(75,206)
Cash outflow from repayment of debt	40,861	40,655
Net cash flow arising from changes in debt	<u>40,861</u>	<u>40,655</u>
 Movement in net funds/debt in the year	<u>102,071</u>	<u>(34,551)</u>
 Cash at bank and in hand	698,244	773,450
Total borrowings	(494,140)	(534,795)
Net funds at 01 April	<u>204,104</u>	<u>238,655</u>
 Cash at bank and in hand	759,454	698,244
Total borrowings	(453,279)	(494,140)
Net funds at 31 March	<u>306,175</u>	<u>204,104</u>

23 Capital Commitments

The council had no capital commitments at 31 March 2017 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.

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 22nd June 2017), which would have a material impact on the amounts and results reported herein.

Congleton Town Council

Appendices

31 March 2017

Appendix A

Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2016</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2017</u>
	£	£	£	£
<u>Capital Projects Reserves</u>				
Capital Contingency Fund	169,466	100,000	(13,557)	255,909
	<u>169,466</u>	<u>100,000</u>	<u>(13,557)</u>	<u>255,909</u>
<u>Asset Replacement Reserves</u>				
Capital Vehicle Fund	32,489	4,000	(349)	36,140
	<u>32,489</u>	<u>4,000</u>	<u>(349)</u>	<u>36,140</u>
<u>Other Earmarked Reserves</u>				
Elections	15,000			15,000
Carnival	7,500		(1,290)	6,210
Crime Prevention/Traffic Calming	3,779			3,779
Committed Grants	2,045	11,831	(2,045)	11,831
Congleton Partnership	77,644	53,065	(77,644)	53,065
Ancient Treasures	3,000			3,000
Web Site	1,651			1,651
Training	4,048	3,000	(1,573)	5,475
Town Centre	0			0
Devolved Services	56,767			56,767
Loan Repayments	1,200		(350)	850
Public Toilets	38,223		(14,211)	24,012
Play Areas	6,000			6,000
Public Realm	12,000			12,000
Legal Fees	5,292			5,292
Christmas Lights	5,404	2,169		7,573
Tourism	10,000	15,000	(10,000)	15,000
Mini bus	0			0
Congleton Neighbourhood Plan	36,025		(8,152)	27,873
Cenotaph	10,000			10,000
Rotary Bonfire	5,000			5,000
Congleton in Bloom	3,000			3,000
	<u>303,578</u>	<u>85,065</u>	<u>(115,265)</u>	<u>273,378</u>
TOTAL EARMARKED RESERVES	<u>505,533</u>	<u>189,065</u>	<u>(129,171)</u>	<u>565,427</u>