



# Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



27<sup>th</sup> November 2015

Dear Councillor,

**Town Council Meeting – Thursday 3rd December, 2015**

You are summoned to attend a meeting of the Council, to be held in the Town Hall, Congleton on **Thursday 3rd December, 2015 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,

B. Hogan  
TOWN CLERK

**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 29th October 2015.

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 (enclosed)

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

6 Mayor's Announcements (enclosed)

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

7. Planning Committee (enclosed)

To receive the minutes of the meeting held on 15<sup>th</sup> October and 5<sup>th</sup> November 2015.

8. Community, Environment and Services Committee (enclosed)

To receive the minutes of the meeting held on 1st October 2015.

9. Finance and Policy Committee (enclosed)

To receive the minutes of the meeting held on 22nd October 2015.

10. Town Hall Committee (enclosed)

To receive the minutes of the meeting held on 24<sup>th</sup> September 2015.

11. Personnel Committee (enclosed)

To receive the minutes of the meeting held on 27th October 2015.

12. Urgent Items

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

13. Cheshire East Councillors' Reports

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

14. Youth Committee (enclosed)

a) To receive the minutes of the Youth Committee meeting held on held on 23<sup>rd</sup> November 2015 and Junior Council on 19<sup>th</sup> November 2015.

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

15. Christmas Office Hours (enclosed)

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

16. Precept 2016-17 (enclosed)

To consider the recommendation from the Finance and Policy Committee held on 26<sup>th</sup> November 2015 to approve the precept.

17. Honorary Burgess (enclosed)

To consider making a past distinguished member of the Council an Honorary Burgess.

18. Social Media Policy (enclosed)

To consider adopting a Social Media Policy.

19. Public Realm Strategy (enclosed)

To receive and consider a report and recommendation on the public realm strategy.

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,  
29<sup>th</sup> October 2015 in the Town Hall, Congleton.

**PRESENT:** Councillors

N Adams  
Mrs S Akers Smith  
Mrs D Allen  
Mrs A L Armit  
J G Baggott  
L D Barker  
P Bates  
R Boston  
P Broom  
D T Brown  
G R Edwards  
G P Hayes  
Mrs S A Holland  
Mrs A M Martin  
Mrs A E Morrison  
Mrs J D Parry  
Mrs E Wardlaw (Town Mayor)  
G S Williams

1. **APOLOGIES**

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

Apologies for absence were received from Councillor H Richards.

2. **MINUTES**

**CTC/33/1516 RESOLVED-** That the Minutes of the meeting held on the 17<sup>th</sup> September 2015 be approved and signed by the Mayor.

3. **DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST**

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

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

4. **OUTSTANDING ACTIONS**

None.

5. **PRESENTATION OF PENNANT**

The Town Mayor presented a pennant to John Gibb for St Peter's Church who thanked the Town Council for providing the pennant.

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

Question from Mr G Goodwin

Dear Sirs

On 5<sup>th</sup> March 2015, the council accepted changes to the Complaints Policy. When the reasons for the changes were outlined to the F and P Committee by the Town Clerk at the F and P Meeting On 19<sup>th</sup> February 2015 it was stated that the proposed changes to the Policy would enhance and streamline the system and, whilst the basic changes to the policy as explained at the meeting are relatively non-contentious, at the same time, the procedure for hearing a complaint against the Mayor or the Town Clerk was also changed although this was not mentioned at all in the Town Clerk's presentation Prior to March 2015 a complaint against the Mayor or Town Clerk, together with the defence to that complaint, was heard at a full council meeting with all councillors, public and press present. At that time the pertinent paragraph of the Procedure stated:-

**"Where the Clerk or Mayor receives written complaint about his/her own actions, he/she will forthwith refer the complaint to the Council."**

This paragraph was removed completely when the amended Code was adopted in March but no reason was given for its removal and its removal was certainly not mentioned when the Clerk presented the proposal for change to the F and P committee. As a result of the change, a complaint against the Mayor or the Clerk now follows the 3 stage procedure in the Code intended for general complaints but democracy demands that such complaints against senior members of the council are considered in an open and transparent manner

As the Code now stands, a complaint against the Clerk is first heard by a senior member of the council staff whose immediate superior is the Clerk, the second stage is a review by the Clerk himself and the final stage is consideration, in private, by a committee comprising the Mayor, The Deputy Mayor and the "Leader"

This procedure, when used for a complaint against the Mayor or the Clerk, cannot reasonably be regarded as unbiased, democratic and transparent

My question for the council is –

**What precisely was the reason for the removal of the requirement for a complaint against the Mayor or Town Clerk to be referred forthwith to the council and, since it is now more than 6 months since the Code was amended, why can't the same paragraph not be reinserted into the current Code?**

### **Response by the Town Mayor**

The reason the Town Council sought to examine its complaints policy earlier this year was because there was a view that the process was being abused by certain individuals.

A complaints procedure needs to be fair and objective and it became apparent in respect of the Town Clerk and the Town Mayor, that being singled out differently to every other Councillor and employee in this manner, was fundamentally wrong and manifestly unfair.

Indeed advice from our HR advisers clearly stated that to continue with the existing unfair system singling out one employee to be subjected to public scrutiny could lead to a successful claim of constructive dismissal because it would be a clear breach of contract in that the normal employee procedures for governing performance management for discipline, grievances/complaints had not been followed.

Secondly, to continue with the previous procedure would be contrary to the Data Protection Act which states:-

#### **Data protection and Confidentiality**

To ensure compliance with its obligations in the Data Protection Act 1998 ('the 1998 Act'), a council cannot disclose the identity, contact details or other Personal data about an individual complainant/complained or any other party involved in the process, unless he/she consents or disclosure is otherwise fair and lawful under the 1998 Act; e.g. for the purpose of discharging the council's functions, or for the performance of contractual Obligations. Councils should ensure that agendas and minutes do not disclose personal data or financial, sensitive or confidential information that relates to an individual complainant/complained or any other third party in the agendas or minutes of its meeting.

In this instance Congleton Town Council would be acting contrary to the DPA if it continued with the previous Complaints Procedure as undertaking a complaint against the Town Clerk in a Town Council meeting would be a clear breach of the DPA as it states that such personal data cannot be provided as such information we are advised is subject to the exemption contained at FOIA Section 40 (2).

Part II of the FOIA contains the types of information exempt from the general right of access contained in S.1 of the Act. The S.40 (2) exemption covers the personal data of third parties where complying with the request would breach any of the principles in the Data Protection Act 1998 ("DPA"). The first principle of the DPA states that "*personal data shall be processed fairly and lawfully*"

Thus the revised Complaints Policy is now fair to all parties concerned including the Town Mayor and our employees, it is robust, much clearer and easier to understand and meets the legal requirements under the Data Protection Act and complies with good practice as set out under Employment Law.

Mr G Goodwin raised a supplementary question concerning the three stage process of the Complaints Policy and asked how the Town Clerk could be involved in stages 1 and 2 if the complaint was against him or the Town Mayor. The Town Clerk responded by stating that the Council was capable of taking a common sense view of the Complaints Policy and would use the most appropriate stage of the procedure depending upon the circumstances.

7. **MAYOR'S ANNOUNCEMENTS**

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

8. **PLANNING COMMITTEE**

**CTC/34/1516 RESOLVED that** the minutes of the meetings held on 20<sup>th</sup> August 2015 and 24<sup>th</sup> September 2015 be received and the recommendations therein be adopted.

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

**CTC/35/1516 RESOLVED that** the minutes of the meeting held on 27<sup>th</sup> August 2015 be received and the recommendations therein be adopted.

10. **FINANCE & POLICY COMMITTEE**

**CTC/36/1516 RESOLVED that** the minutes of the meeting held on 10<sup>th</sup> September 2015 be received and the recommendations therein be adopted.

11. **URGENT ITEMS**

There were no urgent matters raised.

12. **CHESHIRE EAST COUNCILLORS' REPORT**

Cllr G S Williams reported that he had attended the North West in Bloom Awards for Neighbourhood and Community Groups and wanted to congratulate Buglawton who were awarded level 3, Bromley Farm level 4, The Jubilee Club, Hilary Avenue Allotments and Heath View Nursing Home awarded level 5.

Cllr D T Brown mentioned that the Local Plan is being reviewed by the Planning Inspector at Macclesfield, but expressed extreme concern because one of our local developers has put forward a report claiming there is no need for the Link Road. He suggested as a matter of urgency that the Council should send a letter to the Planning Inspector refuting such a claim and stressing the importance of providing the Link Road.

**CTC/37/1516 RECOMMENDED that:-**

1. The Town Council send a letter to the Planning Inspector reaffirming our strong commitment to the Link Road.
2. The proposal to send such a letter will be formally resolved and approved at the Planning Committee meeting scheduled for 5<sup>th</sup> November 2015.

13. **YOUTH COMMITTEE**

**CTC/38/1516 RESOLVED that** the minutes of the Youth Committee meeting held on 19<sup>th</sup> October 2015 be received.

Matthew Jones, the new Chairman of the Youth Committee read out a letter from Joseph Hearson, the former Youth Committee Chairman.

14. **LOCAL COUNCIL AWARD SCHEME**

The Council considered the various options related to the Local Council Award Scheme.

**CTC/39/1516 RESOLVED that** the Town Council seek accreditation at the Gold level of the Local Council Award Scheme.

15. **RECRUITMENT OF CHIEF OFFICER**

A report on the recruitment process for the position of Chief Officer was considered including a recommendation from the Personnel Committee to appoint Mr David McGifford to the post. .

**CTC/40/1516 RESOLVED that** the recommendation of the Personnel Committee be approved and that Mr McGifford be appointed to the role of Chief Officer.

Mrs E Wardlaw  
TOWN MAYOR



### **Question from a Member of the Public**

Question from Mr G Goodwin

When the Personnel Committee met on 12 November 2015 they agreed to accept a version of the minutes of the meeting of 27 October which made no reference to the statement made at the meeting by Councillor Broom. The council had previously published a copy of the minutes on its website which correctly included the statement from Councillor Broom

In agreeing to accept the minutes of a meeting, councillors are accepting that the minutes are a complete and accurate record of events at the meeting but, in this case, councillors voted to accept a copy of the minutes in the full knowledge that the minutes were incorrect and were not a complete and accurate record of events

The minutes of the Personnel Meeting are tonight before the full council for acceptance but, since it is now beyond dispute that the Broom statement was made at the meeting on 27 October but is not recorded or mentioned in the minutes proposed for acceptance would it be illegal for the full council to vote to accept the minutes as a complete and accurate record, and by doing so, would individual councillors be putting themselves in danger of actions being taken against them?

### **Response by the Town Mayor**

The minutes of any of our meetings are meant to be formal records of official acts and decisions, that is, the resolutions that are made by our Committees and Council, not reports or speeches made by councillors.

Minutes should therefore be short as is consistent with clarity and accuracy, thus the minutes approved by the Personnel Committee at its meeting held on 12th November 2015, accurately recorded that a statement was made by Cllr Broom and need do no more.

## **TOWN MAYOR'S ENGAGEMENTS**

### **2015**

30 <sup>th</sup> October	In Bloom Event
31 <sup>st</sup> October	Congleton United Reformed Church
1 <sup>st</sup> November	Churches Together Celebration Service
7 <sup>th</sup> November	Ex Services Event – St. Mary's
7 <sup>th</sup> November	Rotary Bonfire
7 <sup>th</sup> November	Civic Reception with Guests from Holland
8 <sup>th</sup> November	Remembrance Sunday
10 <sup>th</sup> November	In Bloom Event
10 <sup>th</sup> November	Gang Show Cheque Presentation
14 <sup>th</sup> November	Congleton Choral Society Concert
19 <sup>th</sup> November	Shop Launch
19 <sup>th</sup> November	Junior Council
20 <sup>th</sup> November	Youth Theatre
23 <sup>rd</sup> November	St. John Presentation Evening
27 <sup>th</sup> November	Christmas Lights Switch On Celebrations
28 <sup>th</sup> November	Glebe Farm Christmas Lights Event
28 <sup>th</sup> November	Congleton Youth Orchestra
2 <sup>nd</sup> December	Our Gang – Daneside Theatre

### **DEPUTY TOWN MAYOR**

11 <sup>th</sup> November	Remembrance Event at the Cenotaph
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## CONGLETON TOWN COUNCIL

### MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 15<sup>th</sup> OCTOBER 2015

**PRESENT** Councillor L D Barker  
Mrs S Akers Smith  
Mrs D S Allen  
Mrs A L Armitt  
J G Baggott  
P Bates  
R Boston  
P Broom  
G R Edwards  
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 N. Adams, C. Booth, P. Broom, D. T. Brown, G. P. Hayes, Mrs E. Wardlaw, G. S. Williams.

#### 2. **MINUTES**

PLN/11/1516 RESOLVED: That the Minutes of the Meeting of the Committee held on 24<sup>th</sup> September 2015 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 Bates declared a "non pecuniary" interest due to his membership of Cheshire East Council.

#### 4. **OUTSTANDING ITEMS**

There were none.

#### 5. **PLANNING APPLICATIONS**

PLN/12/1516 RECOMMENDED: That the following comments be made to Cheshire East Borough Council:

### **Week ended 25<sup>th</sup> September 2015**

15/4089C	Former Sutherland Works, Congleton	<b>NO OBJECTION</b>
<b>SUBJECT TO THE FOLLOWING</b> - Applicants for the new properties to be subject to the criteria set out by Homechoice		
15/4255C	102 Chestnut Drive, Congleton, CW12 4UB	<b>NO OBJECTION</b>
15/4275C	77 Holmes Chapel Road, Congleton, CW12 4NU	<b>REFUSE -</b>
The proposed location of the shed in the front garden by reason of its design would adversely affect the character and appearance of the area in which it is located, is unneighbourly and as such should be refused		
15/4355C	71 Westholme Close, Congleton, CW12 4FZ	<b>NO OBJECTION</b>
15/4302T	32 Park Lane, Congleton, CW12 3DG	<b>NO OBJECTION</b>

### **Week ended 2<sup>nd</sup> October 2015**

15/4383C	5 Heath Road, Congleton, CW12 4LF	<b>NO OBJECTION</b>
15/4384C	9 Hertford Close, CW12 1TB	<b>NO OBJECTION</b>
15/4407C	4 Coniston Avenue, Congleton, CW12 4LY	<b>NO OBJECTION</b>
15/4432C	31 Falmouth Road, Congleton, CW12 3BH	<b>NO OBJECTION</b>
15/4461C	118 Biddulph Road, Congleton, CW12 3LY	<b>NO OBJECTION</b>
15/4462C	New Life Church, West Road, Congleton	<b>NO OBJECTION</b>
Councillor Martin declared a "pecuniary" interest in application 15/4462C left the room and did not vote		
15/4420T	United Reformed Church, Antrobus Street, Congleton	<b>NO OBJECTION</b> Subject to usual conditions

### **Week ended 9<sup>th</sup> October 2015**

15/4545C	The Paddock, Tunstall Road, Congleton	<b>NO OBJECTION</b>
<b>Subject to the following</b> - the occupant of the dwelling should be validated who should be a person solely or mainly working in the locality in agriculture.		
15/4584C	116 West Road, Congleton	<b>NO OBJECTION</b>
15/4586C	5 Manchester Road, Congleton	<b>NO OBJECTION</b>
15/4558T	25 Delamere Road, Congleton	<b>NO OBJECTION</b>
		Subject to usual conditions
15/4533D	Daven School, New Street, Congleton	<b>NO OBJECTION</b>

## **6. PLANNING APPEALS**

None to report.

L D Barker – Chairman

## CONGLETON TOWN COUNCIL

### MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 5<sup>th</sup> NOVEMBER 2015

**PRESENT** Councillor L D Barker  
Mrs S Akers Smith  
Mrs D S Allen  
Mrs A L Armitt  
J G Baggott  
P Bates  
R Boston  
P Broom  
G P Hayes  
Mrs S A Holland  
Mrs A M Martin  
Mrs J D Parry  
Mrs E Wardlaw

Approximately 20 members of the public attended the meeting

#### 1. **APOLOGIES**

Apologies for absence were submitted from Councillors N. Adams, C. Booth, D. T. Brown, G. R. Edwards, Mrs. A. E. Morrison, G. S. Williams.

#### 2. **MINUTES**

PLN/13/1516 RESOLVED: That the Minutes of the Meeting of the Committee held on 15<sup>th</sup> October 2015 be approved and signed by the Chairman as a correct record.

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

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

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

Councillor G. P. Hayes declared a "non pecuniary" interest due to his membership of Cheshire East Council and also due to his membership of the Northern Planning Committee. Councillor Hayes did not vote on any items

#### 4. **OUTSTANDING ITEMS**

There were none.

#### 5. **PLANNING APPLICATIONS**

PLN/14/1516 RECOMMENDED: That the following comments be made to Cheshire East Borough Council:

### **Week ended 16<sup>th</sup> October 2015**

15/4625C	45 Rood Hill, Congleton	NO OBJECTION
15/4649C	Land Adj. Brackenwood, Canal Road, Congleton	NO OBJECTION

### **Week ended 23<sup>rd</sup> October 2015**

15/4542C	Radnor Works, Back Lane, Congleton, CW12 4PP	NO OBJECTION
15/4719C	25 Pavilion Way, Congleton, CW12 4EW	NO OBJECTION
15/4745C	7 Bridge Street, Congleton, CW12 1AY	NO OBJECTION
15/4750C	41 Dale Crescent, Congleton, CW12 3ER	NO OBJECTION
15/4451C	17 Walgrave Close, Congleton, CW12 4TS	NO OBJECTION

### **Week ended 30<sup>th</sup> October 2015**

15/4480C	Congleton Link Road, Congleton	NO OBJECTION
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1. The Town Council would like copies of the detailed plans of the roundabout from Radnor Park to Back Lane.
2. Request that as many of the existing trees as possible are saved on Back Lane.

Councillors Bates, Hayes and Wardlaw declared a "non pecuniary" interest due to their membership of Cheshire East Council specifically for application 15/4480C

15/4792C	Congleton Edge Methodist Chapel, Congleton Edge Road, Congleton	NO OBJECTION
15/4840C	Blackfirs Primary School, Longdown Road, Congleton	NO OBJECTION
15/4886C	Land at Key Green Farm, Pedley Lane, Congleton	NO OBJECTION

Councillor Barker declared a "non pecuniary" interest in application 14/4886C and the Vice Chairman, Councillor Mrs Martin took the Chair for this one item

15/4935C	The Shippon, 15 Silver Street, Congleton, CW12 3GT	NO OBJECTION
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### **6. PLANNING APPEALS**

None to report.

### **7. LOCAL PLAN**

The Town Clerk, assisted by Jenny Unsworth and Glyn Roberts, to write to the Secretary of State, with a copy to Fiona Bruce M.P., expressing concern at the lack of status in which Neighbourhood Plans are being viewed by Planning Inspectors and others when developers put forward appeals against refusal of planning applications.

L D Barker – Chairman

## CONGLETON TOWN COUNCIL

### MINUTES OF THE MEETING OF THE COMMUNITY, ENVIRONMENT AND SERVICES COMMITTEE HELD ON THURSDAY 1<sup>ST</sup> OCTOBER 2015

PRESENT:                      Councillors    Mrs A L Armitt  
   Mrs D S Allen  
   P Bates  
   C H Booth  
   P Broom (Vice Chair)  
   D T Brown  
   G R Edwards  
   G P Hayes  
   Mrs S A Holland (Chair)  
   Mrs A M Martin  
   Mrs A E Morrison  
   Mrs J D Parry  
   Mrs E Wardlaw (Town Mayor)  
   G S Williams

#### 1. APOLOGIES.

Apologies for absence were received from Cllr N Adams.

Apologies were also received from Cllrs Mrs S Akers Smith and J G Baggott who are not members of this particular Committee.

#### 2. MINUTES OF LAST MEETING

**CES/18/1516 RESOLVED** that the minutes of the meeting held on the 27<sup>th</sup> August 2015 were confirmed as a correct record and signed by the Chairman.

#### 3. DECLARATIONS OF INTEREST

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

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

#### 4. OUTSTANDING ACTIONS

There were no outstanding actions.

**5. CHESHIRE POLICE**

The police provided a verbal report on the major police operation that was undertaken in Congleton on Wednesday 30<sup>th</sup> September against drug trafficking.

**6. FLORAL ARRANGEMENT WORKING GROUP**

**CES/19/1516 RESOLVED** that the minutes of the meetings held on 15<sup>th</sup> September 2015 were received.

**7. FLORAL BEDDING**

A letter from an out of town visitor congratulating the Town on the excellent standard of floral bedding was presented to the Committee.

**8. ENVIRONMENTAL MITIGATION WORK M6 J16-19**

Correspondence from Highways, England concerning the Smart Motorway Project being introduced on the M6 between Junctions 16-19 was considered.

**CES/20/1516 RESOLVED** that the correspondence be received and noted.

**9. BUGLAWTON POST OFFICE**

A letter from the Post Office outlining the improvements to the Post office in Havannah Street, Buglawton was discussed.

**CES/21/1516 RESOLVED** that:-

1. The Town Clerk to write to the Post Office welcoming the improvements.
2. Point out the concern at the withdrawal of cheque cashing facilities.

**10. LUNCHEON CLUB**

A report outlining some concern over the current level of volunteers available to help prepare and serve food at the Luncheon Club was considered.  
During the discussion a number of possible options were considered.

**CES/22/1516 RESOLVED** that the Town Council employ an Assistant Cook to complement the staff at the Luncheon Club at a cost of about £4,000 per annum.

Mrs S A Holland  
Chairman (In the Chair)



## CONGLETON TOWN COUNCIL

### MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE HELD ON THURSDAY 22<sup>nd</sup> OCTOBER 2015

#### PRESENT

#### Councillors

Mrs D S Allen  
L D Barker  
P Bates  
R Boston  
C Booth  
G R Edwards (Chair)  
Mrs S A Holland  
Mrs A M Martin  
Mrs J D Parry (Vice)  
Mrs E Wardlaw (Town Mayor)

#### 1. APOLOGIES

Apologies for absence were received from Cllrs N Adams, Mrs S Akers Smith, and J G Baggott.

Apologies were also received from Cllrs P Broom, D T Brown, H Richards and G S Williams who are not a member of this particular Committee.

#### 2. MINUTES

**FAP/17/1516 RESOLVED** that the Minutes of the Meeting of the Committee held on 10<sup>th</sup> September 2015 be agreed and signed by the Chairman.

#### 3. DECLARATIONS OF INTEREST

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

Cllrs P Bates and Mrs E Wardlaw declared a non-pecuniary interest in any matters related to Cheshire East Council.

Cllr P Bates declared a non-pecuniary interest in all parts of item 11 and item 13.

Cllr C Booth declared a non-pecuniary interest in item 6 (ii).

The Town Clerk stated that in reference to item 16, he was a member of Congleton Rotary and Chairman of the Bonfire Committee.

#### 4. OUTSTANDING ACTIONS

There are no outstanding actions.

## **5. GRANT APPROVALS AND COMMITMENTS 2015-16**

A summary of grant approvals and commitments was considered by the Committee and it was noted that £12,773 is available for grants in 2015-16.

**FAP/18/1516 RESOLVED** that the grant summary be received.

## **6. NEW APPLICATIONS FOR FINANCIAL ASSISTANCE**

**FAP/19/1516 RESOLVED** that:-

### **i. GR 11/1516 – Congleton Gang Show**

A grant of £500 be approved.

### **ii. GR 12/1516 – St Peter's Church**

A grant of £258 be approved.

## **7. NEW GRANT ACTIVITIES MONITORING FORMS**

There were no new Grant Activities monitoring forms.

## **8. MANAGEMENTS ACCOUNTS FOR SEPTEMBER 2015**

**FAP/20/1516 RESOLVED** that the Managements Accounts for September 2015 be received.

## **9. BANK RECONCILIATION**

**FAP/21/1516 RESOLVED** that the bank reconciliation for 30<sup>th</sup> September 2015 be received.

## **10. LIST OF PAYMENTS**

**FAP/22/1516 RESOLVED** that the Payments List between 1<sup>st</sup> August 2015 and 30<sup>th</sup> September 2015 be received.

## **11. PRESENTATIONS FOR BUDGET 2016-17**

There were presentations provided by the following organisations who received grants from the Town Council:

### **Citizens Advice Bureau (CAB)**

The CAB outlined a number of changes that have taken place with the service, put forward nationally to make it more effective.

The core funding the CAB receive has not changed for the past 2 years, but is lower than it was in 2007.

Whilst the number of clients the CAB deals with has remained about the same, the complexity of the cases handled has increased considerably.

## **Congleton Community Projects (CCP)**

Congleton Community Projects is a not for profit organisation with 11 Trustees and one part time paid employee.

CCP supports the Town Council in many ways by putting on a variety of events. They organize the Food and Drink Festival, Christmas Lights Switch On and this year assisted in the Every Step Counts Campaign. They promote the Rural Touring Theatre, support many other events including the Jazz and Blues Festival and manage Cheshire Marshalls.

## **Congleton Community Partnership**

The Partnership has been involved in a number of high profile projects to improve the wellbeing of the Town which include, completing the River Dane Walkway, Cycle way Signage and Antrobus Street Gardens. Many of its projects are coordinated in partnership with the Town Council.

The Partnership brings volunteers together with the ability to apply for other grants to enable it to complete worthwhile projects.

Projects planned for 2016-17 include installing Town Centre Destination Maps, heritage and cycle trails and upgrading the Community Orchard to make it more accessible.

## **12. BUDGET 2016-17**

A number of issues were mentioned in respect of the Budget for 2016-17 which included increasing funding for the Citizens Advice Bureau and Youth Committee.

## **13. CARNIVAL COMMITTEE**

Correspondence was received from the carnival committee who confirmed that they would not be seeking any grant funding for the 2014 Carnival Event.

**FAP/23/1516 RESOLVED** that the correspondence be received and noted.

## **14. POLICE COMMUNITY SUPPORT OFFICERS (PCSOs)**

Correspondence from Cheshire Police Constabulary concerning funding for PCSOs for 2016-17 was considered. Some concerns were expressed at the current level of policing being experienced in Congleton in relation to the number of PCSOs being available. It was noted that Cllr P Bates would be attending a meeting in early November with Cheshire Police to discuss funding and policing generally.

**FAP/24/1516 RESOLVED** that the correspondence be received.

#### **15. MARGARET WILLIAMSON TRUST FUND**

A letter from Congleton Partnership concerning the setting up of a memorial Trust Fund in memory of Margaret Williamson was considered.

**FAP/25/1516 RESOLVED that:-**

1. The Town Council would provide match funding of the Partnership of £5,000, coming from the grants budget.
2. The funding for the Memorial Trust would be reviewed in 2016-17 if it doesn't reach its target of £100,000.

#### **16. CONGLETON ROTARY BONFIRE EVENT**

A request from Congleton Rotary to underwrite any losses arising out of the Bonfire Event to be held on 7<sup>th</sup> November 2015 was considered.

**FAP/26/1516 RESOLVED that** the Town Council underwrite any potential losses on the event up to a maximum value of £5000.

#### **17. DEBT**

Room at the Top placed an advert in the Town Council Christmas Brochure at a cost of £90, but failed to pay and the business no longer exists.

**FAP/27/1516 RESOLVED that** the bad debt of £90 be written off.

#### **18. GRANTS & FUNDING POLICY**

The Committee considered an amendment to the Grants and funding Policy to encourage grant applicants to volunteer in other activities taking place in the Town.

**FAP/28/1516 RESOLVED that** the following new clause be added to the Grants and Funding Policy:

- Whenever possible, grant applicants and the organisations they represent, should consider what options are available to support the wider community by volunteering for activities such as Congleton in Bloom, litter picking and other activities in the Town requiring volunteer support.

G R Edwards  
Chairman

## CONGLETON TOWN COUNCIL

### MINUTES OF THE MEETING OF THE TOWN HALL COMMITTEE HELD ON THURSDAY 24<sup>TH</sup> SEPTEMBER 2015

PRESENT:                      Councillors      Mrs S Akers Smith  
   Mrs D S Allen  
   P Bates  
   R Boston  
   G R Edwards  
   G P Hayes (Chairman)  
   Mrs A M Martin  
   Mrs E Wardlaw (Town Mayor)

#### 1. APOLOGIES

Apologies were received from Cllrs Mrs A L Armitt, P Broom,  
D T Brown (Ex- Officio Member) and Mrs S A Holland.

Apologies were also received from Councillors J G Baggott, and G S Williams who are not  
members of this particular Committee.

#### 2. MINUTES

**THC/09/1516 RESOLVED** that the minutes of the Meeting held on 30<sup>th</sup> July 2015 be  
approved and signed by the Chairman as a correct record.

#### 3. DECLARATIONS OF INTEREST

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

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

#### 4. OUTSTANDING ACTIONS

There are no outstanding actions

#### 5. TOWN HALL TRADING ACCOUNT

**THC/10/1516 RESOLVED** that the Town Hall Trading Account for August 2015 be received.

6. **CATERING CONTRACT**

The Town Clerk provided a verbal report on progress to find a new catering partner and pointed out that so far 14 organisations had requested an information pack for the catering contract. It was noted that expressions of interest must be submitted by 28<sup>th</sup> September 2015.

**THC/11/1516 RESOLVED** that the verbal report be received.

G P Hayes  
(Chairman)

# Congleton Town Council

Minutes of the Personnel Committee meeting held on  
Tuesday, 27<sup>th</sup> October 2015

PRESENT: Councillors

J G Baggott  
P Bates (Vice)  
P Broom  
G R Edwards  
Mrs S A Holland  
Mrs A M Martin  
Mrs J D Parry  
H Richards  
G S Williams

## 1. APOLOGIES

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

Apologies were received from Cllr D T Brown.

## 2. MINUTES

**PERS/11/1516 RESOLVED** –That the Minutes of the meeting held on 9<sup>th</sup> July 2015 be approved and signed by the Chairman.

## 3. DECLARATIONS OF INTEREST

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

Cllrs P Bates and G S Williams declared a non-pecuniary interest in any matters related to Cheshire East Council.

## 4. OUTSTANDING ACTIONS

None.

## **5. RESIGNATION OF CARETAKER**

The Committee received a resignation letter from one of the Caretaking Staff who intends to retire at the end of this year.

### **PERS/12/1516 RESOLVED that:-**

1. The letter of resignation be received.
2. Recruitment of a replacement caretaker be approved.

## **6. STATEMENT TO THE COUNCIL**

Cllr P Broom made a statement expressing concern about the actions of another Councillor who he believed was bringing the Town Council into disrepute. He went on to say that he has reported the matter to the police and benefits department

## **7. RESOLUTION TO EXCLUDE THE PUBLIC & PRESS**

**PERS/13/1516 RESOLVED** –That in accordance with the Public Bodies (Admission to Meetings) Act 1960, public and press be excluded from the meeting for the matters set out below on the grounds that it could involve the likely disclosure of private and confidential information or staff matters.

## **8. RECRUITMENT OF CHIEF OFFICER**

A comprehensive report on the process involved in recruiting a Chief Officer for the Town Council was considered.

### **PERS/14/1516 RESOLVED that:-**

1. The report is received.
2. David McGifford is recommended for the role of Chief Officer to the next meeting of the Town Council.

## **9. ILL HEALTH EARLY RETIREMENT**

A request by an employee for an ill health early retirement pension was considered along with an accompanying report and recommendation from his doctor.

### **PERS/15/1516 RESOLVED that:-**

1. Full payment of sickness pay be extended until the end of November 2015.
2. The employee concerned to be assessed by the Town Council's Occupational Health Specialist.



3. The matter to be considered again by the Personnel Committee before the end of November 2015.

Cllr P Bates  
Vice Chairman

## Congleton Town Council

Minutes of the meeting of The Junior Council held on Thursday, 19<sup>th</sup> November 2015 in the Town Hall, Congleton

PRESENT Town Councillors Mrs. E. Wardlaw (Town Mayor)  
Mrs. S. Akers Smith

Mrs. L. D. Minshull (Congleton Town Council)  
Mrs J. Unsworth – Protect Congleton

### School

Young Councillors	Lorna Hassall	Woodcocks Well
	Hannah Bradbury	Woodcocks Well
	Ethan Taylor	Havannah
	Molly Turner	Havannah
	Molly Gilmour	Havannah
	Oliver Revill	Bosley
	Adam Clulow	Mossley
	Morgan Barnett	Mossley
	Madison McCarthy	Mossley
	Harry Briton	St. Mary's
	Natasha Scott	Blackfirs
	Anna Gibson	Blackfirs
	Brogan Nicholls	Woodcocks Well
	George Kelsall	Woodcocks Well
	Oliver Carter	Bosley St. Mary's
	Daisy Worrall	Bosley St. Mary's
	Erin Shaw	Bosley St. Mary's
	Lucy James	Marton
	Grace Tyrrell	Marton
	Luke Deakin	Marton
	James Sherman	Marton
	Helena Todd	Mossley
	Abigail Nielson	St. Mary's
	Jack Raig	St. Mary's
	Emma Smith	St. Mary's
	Aaron Rohimun	St. Mary's
	Helen Oduah	St. Mary's
	Vienna Jones	St. Mary's
	Charlie Grange	Astbury
	Leo Willcock	Blackfirs
	George Tyler	Blackfirs

### 1. INTRODUCTION AND WELCOME

Town Mayor Councillor Elizabeth Wardlaw welcomed everyone to the meeting and outlined the plans for the morning.

**2. ELECTION OF JUNIOR TOWN MAYOR AND DEPUTY MAYOR**

Six young councillors put themselves forward for the position of Mayor and the Council voted. It was

RESOLVED: That Aaron Rohimun be elected as Junior Town Mayor for the day.

RESOLVED: That Natasha Scott be elected as Junior Deputy Town Mayor for the day.

**3. CONGLETON TOWN COUNCIL YOUTH COMMITTEE**

Matthew Jones, Chairman of the Congleton Town Council Youth Committee gave a presentation on the work of the Committee. He encouraged the pupils to consider joining the Committee when they moved to High School.

**4. BREAK**

**5. PRESENTATION AND WORKSHOP – NEIGHBOURHOOD PLAN**

Jenny Unsworth of Protect Congleton spoke about her work on the Neighbourhood Plan. Jenny provided large maps of the town and engaged the pupils in a workshop gathering their ideas and opinions on the future development of Congleton.

**6. CONCLUSION**

The Town Mayor, Councillor Elizabeth Wardlaw gave a tour of the Town Hall and thanked the young people for their attendance and participation.

Councillor Elizabeth Wardlaw (Town Mayor)

## **Congleton Town Council**

Minutes of the meeting of the Youth Committee held on Monday 23<sup>rd</sup> November 2015 in the Town Hall, Congleton

PRESENT Youth Councillor Matthew Jones (Chairman)  
Sophie Hammond  
Bella Statham  
Arabella Holland  
Tom Heyes

Paris Hamilton  
Michael Howell

Councillor Sally Holland  
Councillor George Hayes  
Linda Minshull

### **1. APOLOGIES**

Apologies were received from Jade Allen, Jamie Bernardi, Thomas Minshull, Zac Roberts and Councillors Larry Barker and Liz Wardlaw.

### **2. MINUTES OF LAST MEETING**

**RESOLVED** – That the Minutes of the Meeting of the Committee held on 19<sup>th</sup> October 2015 were signed by the Chairman as a correct record.

### **3. YOUTH COMMITTEE HONORARY BURGESS**

A discussion took place regarding the title of Youth Committee Honorary Burgess which was included into the Constitution in 2014. The Committee may award the title Honorary Burgess in recognition of service to the Youth Committee. There is no legal significance to this title nor does it confer any rights or privileges. Burgesses are however, invited to Youth Committee meetings and events. It was

**RESOLVED** – to nominate Joseph Hearson as a Youth Committee Burgess. Linda will write to Joe informing him of the decision.

### **4. MEMBERSHIP**

A discussion took place regarding membership and recruitment and it was again noted that there is a shortage of members from Eaton Bank. Linda will contact Seb Nixon from Eaton Bank to clarify whether he would like to join. Linda confirmed that Adam Bailey, Head Boy at Congleton High, has confirmed that he has decided not to join the Committee but would be happy to help with promotion. The Chairman welcomed Paris and Michael, potential new members to the meeting.

**5. YOUTH COMMITTEE PROJECT - EMPLOYMENT**

Councillor George Hayes gave an update on a meeting he had attended with Fiona Bruce M.P., Cheshire East Councillors and Business Representatives to discuss economic benefits of the Link Road. Fiona had asked George to consult with the Youth Committee about being involved with a project to gather information from young people on employment aspirations. A discussion took place regarding our involvement and time scale. It was agreed that it may be possible to conduct another survey on Survey Monkey. It was agreed that the Committee would like to discuss the project in more detail with Fiona and Linda will contact her office to arrange.

A discussion took place regarding alternative projects which the Committee may like to consider and these included

- Anti-Social Behavior
- Youth Crime
- Mental Health
- Bullying
- Sport and Activities

**6. WEBSITE**

Matt gave an update on discussions he had with Nathan and informed members that Nathan will attend our next meeting.

**7. YOUTH COMMITTEE BANK ACCOUNT**

It was reported that the balance is £638.92

**8. YOUTH COMMITTEE MEMBERS ITEMS**

Link Councillors

A discussion took place regarding Councillor attendance and it was agreed that Brian would clarify the procedure.

Dates

Linda informed the Committee of the following dates.

Town Council Meeting – Thursday 3<sup>rd</sup> December – 7 p.m. followed by Christmas reception.

**9. DATE OF NEXT MEETING**

Monday 21<sup>st</sup> December 2015 – 3.30 p.m. – Congleton Town Hall. A Christmas Social event will be arranged for either Sunday 20<sup>th</sup> December or Monday 21<sup>st</sup> December 2015.

Matthew Jones (Chairman)

Report to Town Council Meeting

Thursday 3rd December 2015

Christmas Office Hours

It is proposed that the Town Hall Office will open and close on the following times during the Christmas and New Year period

1. 24<sup>th</sup> December - closing at 12 noon
2. 25<sup>th</sup>, 28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup> December and 1<sup>st</sup> January 2016, closed
3. 4th January 2016 normal office hours

During this period staff are entitled to 3 bank holidays and will take the 4 additional days from their annual holiday entitlement.

Streetscape will operate with a skeleton staff over all of the Xmas period with the exception of Xmas Day.

There is an emergency number for residents to ring if an incident occurs requiring the intervention of Streetscape staff which is operated by Cheshire East: - 0300 125 5025. This will be used to contact Town Council staff.

Brian Hogan

26.11.15

Town Council Meeting  
3<sup>rd</sup> December 2015

Report on the Budget 2016-17

**Introduction**

As the Council's budget has become more complex, particularly with the inclusion of Streetscape Services, it is ever more important for members to be able to understand the format and detail to enable them to make informed decisions. This then is the covering report that has been produced along with the draft budget, to bring to the fore the main factors influencing its form.

Over the last ten years the Council through its current and previous corporate strategies has set in place an ambitious programme of service enhancement and community leadership, which has necessitated its capacity, skill levels and inevitably its costs, to be increased. 2015-16 has been another challenging year as we experienced the successful integration of devolved Streetscape Services. It has also been a year of additional pressures from needing to respond to the effects of the recession and the developing policies and sometimes uncertainty created by Cheshire East Council, particularly in its increasing propensity to pass on costs to the Town Council for a number of services.

The 2016-17 Budget is structured to deliver the Corporate Strategy; however its greatest pressure will come from the continued uncertainties from Cheshire East Council in this area, coupled with continuing low interest rates for the Council's investments.

**2015-16 Outturn**

The projected expenditure to March 2016 is anticipated to show a negative variance of approximately £k4.4 against income. This though was set against a late budget revision challenging the Council to achieve an efficiency saving of £15,676 which was almost achieved.

There have been variations to both income and expenditure during the year, the main variations are summarised below, some of which were not foreseen at the time of setting the budget which had an effect on its outcome.

- A negative variance on corporate management costs of £k12 primarily due to the overlap and handover of Town Clerk to Chief Executive in the early part of 2016
- A saving on HR& HS support costs of £k1.2
- Interest received on income is less than expected by £k1 because of continued low interest rates and a reduction in reserves held
- Increased costs of operating the website and hosting of £k3.3, which consisted primarily of the first payment of £k3 for the new website which is being

constructed, this will be matched by the release of £k3.3 from an earmarked reserve to offset this cost

- Overspend on maintenance for the paddling pool of £k2.9 due to repairs being carried out to monitoring of chlorine levels in the pump room system
- An overspend on public toilets of £k3.4 due to rates being higher than forecast and greater use of janitorial items
- Streetscape staffing had saving of £k21 primarily due to less overtime working and the second apprentice not being recruited to date. This was offset by £k8.7 of unplanned expenditure on temporary staff to cover for the long term sickness of one member of the Streetscape team in the summer
- Streetscape also showed a further negative variance of £k8.5 which was the cost of painting the bridge in Town over the River Dane, but, this was offset by a grant of £k15 from CEC.
- There was also savings on fuel usage in Streetscape of £k6.5 partly arising because of lower fuel costs and efficiency savings derived from the use of the trackers to control vehicle movement and usage
- Savings on gas and electricity of £k4
- Grand Hall income was down by -£k4
- Expenditure of £k179 shown in Streetscape which was for primarily the ill health early retirement payment made to Cheshire Pension Fund for one of our employees, which was offset by a payment from our insurers of £k177.5 who refunded the cost.

## **Town Hall**

Expenditure on the Town Hall is expected to be about £k3 less than budget, however, total income is £k7 below budget, but this is offset by savings on gas and electricity of £k4. This has meant that this year the deficit has increased by £k4.

## **Budget Format**

The budget is divided into its main spending committees and within each cost centres and income/expenditure codes

## **Reserves**

The General Reserve at the yearend is anticipated to be £156k, General Capital contingency £169k, Public Toilets £k38, Capital Equipment £k31, Elections £15, Devolved Services £k6, Play Areas £k6, Legal Fees £k10, Public Realm £k12, Cenotaph £k10 and Neighbourhood Plan £k37

The Council is recommended to have a minimum of 3 months General reserve equal to net revenue expenditure, which equates to £170,741 whilst actual reserves for 2016-17 are projected to be £k161,722. To enable reserves to return to the recommended level, they are being replenished over a two year period to at a rate of £4,600 p.a.



## General Budget Assumptions

The Medium Term Financial Strategy had originally indicated an anticipated Precept increase of 3.0 % for 2016-17, mainly to accommodate some modest increase in costs of some devolved functions and some increases in office capacity. However the actual total increase is 6.7%, primarily because of additional costs emanating from Cheshire East Borough Council as a consequence of the continued reduction of the rate support grant which is assumed will reduce from £49,890 to zero, an additional cost of £49,890.

The increase though requires further explanation and understanding in terms of how it has been derived.

First of all, the funding emanating from Cheshire East Borough Council is now broken down into two elements, the precept and the Council Tax Support Grant. Prior to this change the precept was in 2013-14, £693,826, however, with the introduction of the support grant this reduced the precept to £618,472 thus changing the base on which any future increases are based.

	Precept	Support Grant	Other adjustments	Total	Increase £
2013-14	618,472	75,354		693,826	0
2014-15	656,714	63,825		720,539	26,713
2015-16	665,630	49,890	15,676	731,196	10,657
2016-17	784,342	0	-4,600	779,742	68,822

The overall increase taking into account the precept and the support grant then is £68,822, which represents an increase on a band D property of 24p per week

The increase in costs in the budget for 2016-17, which have in the main been absorbed with the exception of the rate support grant, are due to the following factors:-

1. The Council Tax Support grant has been reduced by 100% amounting to zero. Whilst this has essentially occurred because the Government has reduced the support grant it provides to Cheshire East, nonetheless CEC has suddenly and dramatically taken away the remaining grant in one hit
2. £4,600 increase to restore reserves over a 2 year period to their recommended level
3. £4,806 for an assistant cook at Fellowship House including some other small increases in costs.
4. An additional grant of £k5 in the grants budget for 150<sup>th</sup> Anniversary of the Town Hall celebration

### Other budget assumptions

- Salary increases have been assumed to be about 1%.
- NI contributions have increased by 3.5% and pension contributions by 0.5%
- £15k has been included for 2016-17 for the CAB.
- £16k has been included for Community Projects
- Grant provision for the Congleton Partnership is £k14, which is the same level as the current year.

### **Streetscape**

There have been a number of changes to the Streetscape budget originally presented to the Finance and Policy Committee last year most notable of which was the absorption of the Handyman Service into the overall Streetscape function.

Next year then is very much a year of consolidation and continuing to deliver and improve on the service that is provided to the Town and its residents.

### **Investment**

The Council is required to maintain and review its Investment Policy at least annually. A review has recently been completed and will be presented to the Finance and Policy Committee at its next meeting. However, small changes are recommended, but, Investment income is again anticipated to be similar to previous years.

### **Budget Expenditure Powers 2016 -17**

Expenditure	Power	£
Police Community Support Officers	P.O.C.	47200
Other grants and donations	P.O.C.	21483
Citizens Advice Bureau	P.O.C.	15000
Christmas Lights	P.O.C.	9000
Congleton Community Projects	P.O.C.	16000
Town Hall 150 <sup>th</sup> Anniversary	P.O.C.	5000
Museum grant	P.O.C.	4500

As the Town Council has adopted the Power of Competence, Localism Act 2011, ss 1-8 any agreed expenditure in the budget, identified above can be approved via this power.

### **Recommendations**

1. To agree a revenue and capital budget for 2016-17 as set out in Appendix 1.

2. To approve the budget expenditure powers

Brian Hogan

27.11.15

# Congleton Town Council

## Budget Summary

Year Ended 31st March 2016

	2015/16 Projected	2015/16 Budgeted	Variance	2016/17 Proposed	Budget Incr/Decr
<b>REVENUE EXPENDITURE</b>					
<b><u>Finance and Policy</u></b>					
Corporate Management	136082	124069	12013	130584	6515
Democratic Rep'n & Mgmt	45754	47472	-1718	50049	2577
Grants (incl S137)	65483	65983	-500	70983	5000
	247319	237524	9795	251616	14092
<b><u>Community, Amenities and Services</u></b>					
Congleton Pool	28682	25984	2698	24820	-1164
Propagation Unit, Partnership	0	1000	-1000	1000	0
Floral Displays	12329	12000	329	12000	0
Allotments	461	430	31	480	50
Public Toilets	8104	5800	2304	8350	2550
CTC Streetscape	673708	504872	168836	523902	19030
Partnership - Minibus	980				
Public Realm (CCTV)	11000	12600	-1600	14450	1850
Congleton Partnership	64749	32870	31879	33143	273
Community Development	53227	53250	-23	57211	3961
PCSO's	47200	47200	0	47200	0
Christmas Fayre/Lights	5000	5000	0	5000	0
Neighbourhood Plan	6776				
Tourism	3000	3000	0	3000	0
Youth & Young People	1500	2000	-500	2000	0
Fellowship House	6344	7030	-686	11836	4806
	923060	713036	202268	744392	31356
<b><u>Town Hall</u></b>					
Congleton Town Hall	150461	153273	-2812	155892	2619
	150461	153273	-2812	155892	2619
<b>TOTAL REVENUE EXPENDITURE</b>	1320840	1103833	209251	1151900	0
<b>NCOME</b>					
<b><u>Finance and Policy</u></b>					
Corporate Management	3000	4000	-1000	2500	-1500
Democratic Rep'n & Mgmt	0	0	0	0	0
Grants (incl S137)	0	0	0	0	0
	3000	4000	-1000	2500	-1500
<b><u>Community, Amenities and Services</u></b>					
Congleton Pool	173	300	-127	0	-300
Floral Displays	3936	2500	1436	2500	0
Allotments	190	190	0	190	0
CTC Streetscape	551500	359375	192125	363596	4221
Congleton Partnership	33000	0	33000	0	0
Christmas Fayre/Lights	1000	1000	0	1000	0
Neighbourhood Plan	6776				
Tourism	0	0	0	0	0
Fellowship House	1000	1000	0	1000	0
	597575	364365	226434	368286	0
<b>Town Hall</b>					
Congleton Town Hall	93842	101050	-7208	98150	-2900
	93842	101050	-7208	98150	-2900
<b>TOTAL REVENUE INCOME</b>	694417	469415	218226	468936	0
<b>NET REVENUE EXPENDITURE</b>	626423	634418	-8975	682964	48546
<b>CAPITAL &amp; PROJECT EXPENDITURE</b>					
Capital Expenditure	45355	5000	40355	5000	
Town Hall	0	0	0	0	
Streetscape Equipment	398	5000		5000	
Public Realm			0		
From Capital Reserve	-45355	-5000	-40355	-5000	

From Loans	0	0	0	0
From Earmarked Reserves	-398	-5000	4602	-5000
Town Hall Loan Repayments & Interest	57778	57778	0	57778
Streetscape Equipment Reserve	4000	4000	0	4000
Capital Contingency Reserve	35000	35000	0	35000
Income	0	0	0	0
	96778	96778	4602	96778
<b>TOTAL NET EXPENDITURE</b>	<b>723201</b>	<b>731196</b>	<b>-4373</b>	<b>779742</b>
				<b>48546</b>

Financed as follows

Reserves at 1st April	164803	164803	0	157122
Reserves at 31st March	157122	149127	7995	161722 **
Used to Fund Expenditure\Replenish Reserves)	7681	15676	-4373	-4600
				-20276
Precept Support Grant	49890	49890		0
				-49890
Precept Required	665630	665630		784342
				118712

<b>TOTAL TAXATION FUNDING REQUIRED</b>	715520	715520	0	784342
	<b>723201</b>	<b>731196</b>	<b>-4373</b>	<b>779742</b>
				<b>48546</b>

#### ADJUSTED BASIS

Band D Equivalents	9495.44	9495.44	
Precept per Band D Equivalent (£/annum)	£ 70.10	82.60	£12.50
Precept per Band D Equivalent (£/week)	1.34	1.58	

*Note: Minimum recommended reserve equal to 3 months net revenue expenditure	156606	158605	170741
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Earmarked Reserves	31/03/2015	31/03/2016 (projected)	31/03/2017 (available)
Capital Contingency - General	168995	158640	188640
Capital Equipment fund	30639	34241	33241
Others: Elections	15000	15000	15000
Carnival	7500	7500	7500
Crime Prevention/Traffic Calming	3779	3779	3779
Committed Grants	7465	5380	5380
Congleton Partnership Projects	57428	0	0
Civic Treasures	3000	3000	3000
Website	11,650	8,317	8317
Training	5000	3000	3000
Town Centre	700	0	0
Devolved Services	57250	7250	7250
Loan Repayments	1550	1200	850
Public Toilets	40000	38222	38222
Play Areas	6000	6000	6000
Public Realm	12000	12000	12000
Legal Fees	10000	9730	9730
Minibus	6823	6153	0
Christmas Lights	4500	4344	9344
Neighbourhood plan	42500	36768	36768
Cenotaph	10000	10000	1000
	501779	313259	341909

## Congleton Town Council Meeting

3<sup>rd</sup> December 2015

### Honorary Burgess

I have received a proposal for the Council to consider inviting a distinguished former member of the Council to become an Honorary Burgess as he is no longer a member of the Council, with effect from the 6<sup>th</sup> May 2015.

For members information, the Council may award a title of "Honorary Burgess" in recognition of service to the Town Council. There is no legal significance to this title nor does it confer any rights or privileges. However, Burgesses are invited to all Full Council meetings and sent copies of agendas and non-confidential reports.

To mark the conferring of this title, the Council presents the recipient with a document which takes the form of a resolution of the Council. The number of Honorary Burgesses is restricted to 25 living persons.

Recipients must be residents of Congleton Town, who by their actions, have served the Town for the benefit of the community. Employees and sitting members of the Council cannot be recipients.

If members resolve to invite any person to become an Honorary Burgess, then I will formally write to inform them of their nomination. If they accept, the scroll could be presented at the next Town Council meeting.

### Decision Required

1. Does the Council wish to invite Mr Denis Murphy to become an Honorary Burgess as he is no longer a member of the Town Council?
2. Does the Council wish to invite Mr Denis Murphy to sit on the Community, Environment and Services Committee as a lay member, which confers no voting rights?

Brian Hogan  
Town Clerk  
25.11.15

## **SOCIAL MEDIA POLICY**

### **1. Introduction**

The objective of this policy is to provide Councillors and staff an overview of Social Media and outline the Council's position on various aspects of their use. The policy includes guidelines on Officer and Councillor responsibilities when using such channels of communication; the policy applies equally to all Councillors and staff.

### **2. Definition of Social Media**

Social media is a term for websites based on user participation and user-generated content. Included are social networking sites and other sites that are centred on user interaction. Social media has the following characteristics:

- Covers a wide variety of formats, including text, video, photographs, audio
- Allows messages to flow between many different types of device; PCs, phones and tablets (e.g. iPad)
- Involves different levels of engagement by participants who can create, comment or just view information
- Speeds and broadens the flow of information
- Provides one-to-one, one-to-many and many-to-many communications
- Allows communication take place in real time or intermittently

Examples of popular social media tools include: Twitter, Facebook, Wikipedia, YouTube, Pinterest, Snip.It, LinkedIn and Google Plus. Groupings of interest are a natural feature of the development of such systems with people with similar interests being attracted to share information.

### **3. Pitfalls**

Whilst these tools are very useful to share information quickly with other people, there are some pitfalls to be aware of. On a personal and professional level councillors and staff should be aware that:

- The information in most cases is shared in the public domain and can be viewed by anyone in the world. You do not even need to register in many cases to view the content. Registering is only required should you wish to participate and post to the site.
- Groups on specific themes can set up easily and posts then edited by the owners of that group to reflect their single interest, ensuring theirs is the only voice heard. There is no guarantee of truth and ill-informed comment and gossip is as likely to be found there as useful information.
- The nature of these tools is that information is shared immediately and it is all too easy to respond instantaneously which can result in unintentionally inflaming a situation. Information can then be shared with other sites and be spread far beyond the intended audience. Friends of Friends may not be our Friends. It is also very easy to spend a lot of time viewing and responding to messages that would outweigh the value gained in the first place.

#### **4. Purpose of the Policy**

Social media provides the Council with the opportunity to communicate to a wide audience instantaneously on a range of subjects relating to its activities, providing updates, news, information and retweeting relevant information from other sources.

The Council will make use of approved social media tools to quickly disseminate information but carefully control its use in order to minimise the risks as stated above. In the first instance this will include Facebook and Twitter.

#### **5. Aims and Objectives**

Social media can be used by the Council as an effective and measurable way to achieve resident engagement and attract publicity.

The aim of this Policy is to ensure:

- Engagement with individuals and communities and successful promotion of council-based services through the use of social media.
- A consistent approach in the use of social media.
- That Council information remains secure and is not compromised through the use of social Media.
- That users operate within existing policies, guidelines and relevant legislation.
- That the Council's reputation is upheld and improved, and not adversely affected.
- That communication by use of social media is effective, timely, appropriate, useful, engages with a wider audience and utilises cross-promotion of other Council communication tools.

#### **6. Policy Statement**

It is acknowledged that there is considerable potential for using social media which can provide significant advantages. The responsible, corporate use of social media is actively encouraged.

This policy provides a structured approach to using social media and will ensure that it is effective, lawful and does not compromise Council information or computer systems/networks.

Users must ensure that they use social media sensibly and responsibly, and ensure that its use will not adversely affect the council or its business, nor be damaging to the Council's reputation and credibility or otherwise violate any Council policies.

The following guidelines will apply to online participation and set out the standards of behaviour expected as a representative of Congleton Town Council:

- Be aware of and recognise your responsibilities identified in the Social Media Policy.
- Remember that you are personally responsible for the content you publish on any form of social media.



- Never give out personal details of others such as home address and telephone numbers.
- Ensure that you handle any personal or sensitive information in line with the Data Protection Act.
- Use a disclaimer. When using social media for personal purposes, you must not imply you are speaking for the council. Avoid use of the council e-mail address, logos or other council identification. Make it clear that what you say is representative of your personal views only. Where possible, you should include a standard disclaimer, such as: "Statements and opinions here are my own and don't necessarily represent the council's policies or opinions".
- Know your obligations: you must comply with other council policies when using social media. For example, you should be careful not to breach council confidentiality and proprietary information policies.
- Show respect to all. You should be respectful of the authority and employees. Derogatory comments are always wrong.
- Use of the Town Council's Twitter or Facebook accounts must always reflect the Council's position/decisions on a matter and in no circumstances must it be used to express personal opinion, particularly when used by a Councillor. If unsure, say nothing.

Councillors are at liberty to set up accounts using any of the tools available but should ensure they are clearly identified as personal and do not in any way imply that they reflect the Council's view. Councillors should at all times present a professional image and not disclose anything of a confidential nature. Comments of a derogatory, proprietary or libellous nature should not be made and care should be taken to avoid guesswork, exaggeration and colourful language.

## **7. Responsibilities**

The Chief Officer is the designated 'Council' owner of the Council Twitter feed and any other Social Media channels agreed by the Council. The Chief Officer may delegate the responsibility for day to day use of Twitter or Facebook to other Officers but all must ensure they follow this policy. No account details may be changed without the permission of the Chief Officer.

The Chief Officer is permitted to operate a Twitter account but must adhere to this policy and ensure the 'personal view' disclaimer is used.

Individual Councillors are at liberty to set up their own accounts but they should ensure they comply with this policy and ensure the 'personal view' disclaimer is used.

## **8. Guidance for Councillors - social media and meetings**

The Council encourages Councillors to keep residents informed of Congleton issues and the use of social media can help with this, especially during official council meetings. Twitter is a quick and direct way of feeding concise updates about a meeting - these principles for members are aimed at the use of Twitter but are equally applicable to other forms of social media.

Below are some additional guidelines for councillors to consider for the use of social media during meetings:

- Handheld devices and laptops are permitted (indeed encouraged) for use during meetings to allow environmentally friendly and effective communication. The use of such devices is intended to improve communication during meetings - not to interrupt or distract anyone taking part. Ensure the volume on all electronic devices is turned to 'mute'.
- Councillors' tweets/blogs during council meetings should refer to the discussions which are taking place at the meeting - tweeting/blogging about other subjects will show the public and other attendees at the meeting that you are not engaging properly in the meeting.
- Councillors have a responsibility to take council business seriously and it is not appropriate for members to use social media to tease or insult other members. Congleton residents expect debate and to be informed about council business, not witness petty arguments.
- Remember that if you break the law using social media (for example by posting something defamatory), you will be personally responsible.

## 9. Facebook Strategy

Social networks are rapidly growing in popularity and are used by all ages in society. The most popular social networks are web-based, commercial, and not purposely designed for town council use. They include sites like Facebook, MySpace, Bebo, and Xanga. For individuals, social networking sites provide tremendous opportunities for staying in touch with friends and family. For the Council the sites provide a modern alternative means to communicate with residents of the town. Facebook, for example, offers a rich platform allowing you to share unlimited content, including images and videos, e.g.

- Share articles / blog posts / expertise
- Start discussions and ask questions to encourage interaction
- Create surveys to encourage participation from visitors
- Upload images and videos
- Generic news – what's happening in the area

One of the hallmarks of online networks is the ability to "friend" others – creating a group of others that share interests and personal news. Care should be exercised when accepting invitations to friend others within personal social networking sites. Friends will gain access to the Council's network of contacts on the site.

Good practice guidelines for the use of Facebook by the Council as a body or Councillors as individuals are:

- As a Town Council, we have a professional image to uphold and how we conduct ourselves online impacts this image.
- Remember that people classified as "friends" have the ability to download and share your information with others.
- Post only what you want the world to see. It is not like posting something to your web site or blog and then realizing that a story or photo should be taken down. On a social networking site, once you post something it may continue to be available, even after it is removed from the site.
- Do not disclose confidential matters or criticise council policies or personnel.
- Set your profile's security and privacy settings carefully. At a minimum, all privacy settings should be set to "only friends". "Friends of friends" and "Networks and Friends" open the content to a large group of unknown people.

- All activity on the Council Facebook page must follow the Council's agreed statement of purpose and outcomes for the use of the networking tool.
- Do not post images that include young people without parental permission.
- Pay close attention to the site's security settings and allow only approved personnel full access to the site.
- Only add statements approved by either Full Council, a committee, the Town Mayor or the Chief Officer.
- Do not use commentary deemed to be defamatory, obscene, proprietary, or libellous. Exercise caution with regards to exaggeration, colourful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.
- Weigh whether a particular posting puts your effectiveness at Congleton Town Council at risk.
- To reduce security risks, do not install any external applications that work with the social networking site. Examples of these sites are calendar programs and games.
- Maintain updated anti-virus and malware protection to avoid infections of spyware and adware that social networking sites might place on your computer.
- Be careful not to fall for phishing scams that arrive via email or on your wall, providing a link for you to click, leading to a fake login page.
- If you find information on the social networking site that falls under the mandatory reporting guidelines then you must report it as required by law.
- Please stay informed and cautious in the use of all new networking technologies.

## 10. Twitter Strategy

Twitter is a 'microblogging' platform which allows users to post short messages and converse with other users. Unlike email or text messaging, these conversations take place in the open and engage audiences in discussions about services, products and issues—connecting a vast amount of like-minded people in a targeted and purposeful way, e.g.

- Share relevant articles / blog posts / expertise
- Start discussions and ask questions to encourage interaction
- Link to Facebook content / surveys / pictures / videos
- Follow and participate in discussions with other related tweeters
- Comment on tweets and re-tweet other posts to build community
- Offer relevant Q&A sessions
- Provide information and news updates on Council activities
- Disseminate information in emergency situations
- 

The Congleton Town Council Twitter account has been set up to inform followers of related news, events, online facilities and other matters that may be of interest to residents of the community, local businesses and visitors to the area.

People following Congleton Town Council can expect tweets covering some or all of the following:

- Updates on Council activities
- Announcements about matters of importance to Congleton Town residents and those who may be visiting or moving to Congleton
- Requests for information and assistance
- News about our online facilities

- Re-tweets from organisations that we are following which meet our Twitter Policy

Following:

If you follow The Town Council on Twitter it will not automatically follow the person back and the right is reserved to block any person from following the Town Council. Being followed by us does not imply endorsement of any kind.

Congleton Town Council is unable to monitor Twitter round the clock. However it will endeavour to answer all sensible tweeted questions. Please be aware that due to privacy it may not be possible to answer all tweet questions.

Councillors are at liberty to set up their own accounts subject to following the guidelines. Key questions when tweeting are:

- What do the followers really want to know?
- When do they need to know it?
- Why is the information you're sharing relevant?
- Am I the most appropriate person to be responding to queries/commenting on tweets if it is a Council-related matter?
- Keep the content valuable.
- Negative comments should only be responded to with factual information and on-line arguments must always be avoided.

## **11. Other Social Media**

At this stage it is not intended to use any other forms of social media for official use by Congleton Town Council.

Councillors and staff are entitled to use any form of social media they wish to but must abide by this policy at all times when so doing.

Town Council Meeting  
Thursday 3<sup>rd</sup> December 2015

Report on Public Realm Strategy

Costs for priority projects 1 and 2 of the original public realm strategy were just over £1 million in 2011 and have now risen to around £1.5 million. With only circa £1 million available, it is not possible to move forward with both projects in its entirety.

As a compromise, it was proposed that Festival Square and Swan Bank should be refurbished at a cost of about £800k. Whilst the remainder of the pedestrian area would be renovated and linked to both ends. The renovated public realm in the pedestrian area would cost around £200k. Linking a partial refurbishment of the main pedestrian area was the best possible outcome that could be derived from the £1m budget available.

A concept design proposal has now been provided by Cheshire East which depicts how the refurbished area could look. The design requires much further work and input will be required from the public via a public consultation on the project before the final designs can be produced, but, it is highly likely it will include controlled crossings.

Further work is required to provide a number of options for consideration for street furniture and lighting in the new area before the project can go out for public consideration.

Recommendation

1. To approve in principle the initial concept design
2. That the internal public realm liaison group consisting of Cllrs, D Allen, P Bates, G Edwards, A Martin and D Parry, meet to consider the selection of appropriate street furniture and lighting.
3. That David McGifford should join this group

Brian Hogan  
19.11.15







From:  
**Projects and Finance Committee**

To:  
Cllr Bob Edwards  
Congleton Town Council  
Town Hall  
High Street  
Congleton  
CW12 1BN

24 November, 2015

Dear Bob,

At the Congleton Partnership Projects and Finance Committee yesterday we had a discussion about the proposed plans for implementing phases 1 and 2 of the Public Realm Strategy. Brian Hogan informed the Committee that the Town Council has convened a sub-team of Councillors to help move the project forward with emphasis on identifying the type of street furniture and lighting that might be incorporated into the project specification. The Committee proposed that the sub-team would benefit from input of the partnership and Jackie McArthur and Steve Foster agreed to provide this. Given that the Public Realm funding was acquired through the joint initiative of yourself and Brian working with members of the Partnership it would make sense to maintain this successful working relationship. I would appreciate your input in facilitating this.

Kind regards,

Dr Stephen J Foster,  
Chair Congleton Partnership.