



# Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



29<sup>th</sup> November 2013

Dear Councillor,

**Town Council Meeting – Thursday 5<sup>th</sup> December, 2013**

You are summoned to attend a meeting of the Council, to be held in the Town Hall, Congleton on **Thursday 5<sup>th</sup> December, 2013** 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 31<sup>st</sup> October 2013.

3. Declarations of Disclosable Pecuniary Interest

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

4. Outstanding Actions

None.



Congleton  
**beartown**  
*where friends are made*

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

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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. 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 14<sup>th</sup> November 2013.
8. Accounts (enclosed)  
(a) To approve payment of the accounts listed (enclosed).  
(b) To approve payment of any expenditure agreed at this meeting.
9. Urgent Items  
Members may raise urgent items but no discussion or decisions may be taken at the meeting.
10. Youth Committee (enclosed)  
a) To receive the minutes of the Youth Committee Meetings held on 15<sup>th</sup> October 2013 and 18<sup>th</sup> November 2013.  
b) To deal with Questions from Members of the Youth Committee present at the meeting.
11. Streetscape Reporting  
To consider the most appropriate committee for Streetscape functions to report to.
12. Christmas Office Hours (enclosed)  
To receive and consider a report on the office opening and closing times for the Xmas period.
13. Council Tax Support Benefit (enclosed)  
To receive and consider correspondence from NALC relating to Council Tax Support.

14. . Precept 2014-15 (enclosed)

To consider the recommendation from the Finance and Policy Committee held on 28<sup>th</sup> November 2013, to approve a precept of £656,714.

To: Members of the Town Council, Press 3, Burgesses (5), Mayor's Chaplain,  
Members of the Youth Committee  
MP, Cheshire East Councillors (4), Library, Congleton TIC.

# Congleton Town Council

Minutes of the Meeting of the Council held on Thursday,  
31<sup>st</sup> October 2013 in the Town Hall, Congleton.

**PRESENT:** Councillors

L.D Barker  
P. Bates  
G Baxendale  
Ms L. Bours  
J S Crowther  
G R Edwards  
G.P Hayes (Town Mayor)  
Mrs S A Holland  
Mrs A M Martin  
D Murphy  
D A Parker  
J. D Parry  
N T Price  
Mrs E Wardlaw  
G S Williams  
Miss R. K 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 Councillors Mrs D.S Allen, R I Brightwell and D T Brown.

2. **MINUTES**

**CTC/31/1314 RESOLVED-** That the Minutes of the meeting held on the 31<sup>st</sup> October 2013 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 G Baxendale declared a non-pecuniary interest in any matters related to Cheshire East Council and item 16.

Cllr D Murphy and D A Parker declared a non-pecuniary interest in item 16.

4. **OUTSTANDING ACTIONS**

None.



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

There were no questions from members of the public.

6. **MAYOR'S ANNOUNCEMENTS**

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

7. **PLANNING COMMITTEE**

**CTC/31/1314 RESOLVED-** That the minutes of the meeting held on 27<sup>th</sup> June, 18<sup>th</sup> July and 26<sup>th</sup> September 2013 be received and the recommendations therein be adopted.

It was further agreed that the minutes dated 17<sup>th</sup> October 2013 should be referred back to the Planning Committee for further consideration.

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

**CTC/32/1314 RESOLVED-** That the minutes of the meeting held on 3<sup>rd</sup> October 2013 be received and the recommendations therein be adopted.

9. **FINANCE & POLICY COMMITTEE**

**CTC/33/1314 RESOLVED-** That the minutes of the meeting held on 17<sup>th</sup> October 2013 be received and the recommendations therein be adopted.

10. **TOWN HALL COMMITTEE**

**CTC/34/1314 RESOLVED-** That the minutes of the meeting held on 10<sup>th</sup> October 2013 be received and the recommendations therein be adopted.

11. **ACCOUNTS**

**CTC/35/1314 RESOLVED-**

- a) To approve the payment of the accounts listed.
- b) To approve the payment of any expenditure agreed at this meeting.

12. **URGENT ITEMS**

There were no urgent items raised.

13. **YOUTH COMMITTEE**

**CTC/36/1314 RESOLVED-** That the minutes of the meeting held on 5<sup>th</sup> October 2013 be received.

14. **COUNCIL MINUTES**

**CTC/37/1314 RESOLVED that** the Committee meeting minutes should be approved by the relevant committee first before coming to the Town Council for adoption.

15. **CONGLETON TOWN TRUST**

The Town Council considered a request from Congleton Town Trust to endorse the appointment of their Trustees.

**CTC/38/1314 RESOLVED that** Cllr D. Murphy, Cllr D. A Parker and Mrs M Williamson be endorsed as Trustees for Congleton Town Trust.

G P Hayes

TOWN MAYOR

## TOWN MAYOR'S ENGAGEMENTS

### 2013

1 <sup>st</sup> November	Rotary Guy Judging
1 <sup>st</sup> November	Astbury Mere Care Home
2 <sup>nd</sup> November	Rotary – Annual Bonfire & Fireworks
6 <sup>th</sup> November	Action for Market Towns Conference
6 <sup>th</sup> November	Rotary – Young Chef Competition
9 <sup>th</sup> November	Ex Services Association Service – St. Mary's Church
10 <sup>th</sup> November	Remembrance Sunday
11 <sup>th</sup> November	Armistice Day Service
12 <sup>th</sup> November	Congleton Amateur Youth Theatre – Daneside Theatre
13 <sup>th</sup> November	'Towards a Drug Free Congleton' Meeting
14 <sup>th</sup> November	Opening of Ruby's Fund Shop
22 <sup>nd</sup> November	Christmas Light's Switch On
23 <sup>rd</sup> November	Opening of Home Bargains Store – West Heath
29 <sup>th</sup> November	Our Gang
30 <sup>th</sup> November	Glebe Farm – Christmas Lights
2 <sup>nd</sup> December	St. John Cadet Awards Evening
3 <sup>rd</sup> December	Emergency Services Carol Concert – Chester Cathedral
4 <sup>th</sup> December	Junior Council
4 <sup>th</sup> December	LOL Foundation A.G.M.

## DEPUTY TOWN MAYOR

15 <sup>th</sup> November	Peakes & Plains Housing Trust A.G.M.
16 <sup>th</sup> November	Congleton Choral Society – Town Hall
27 <sup>th</sup> November	Respect Graduation – Congleton Fire Station

**CONGLETON TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE PLANNING COMMITTEE  
HELD ON 14<sup>th</sup> NOVEMBER 2013**

**PRESENT** Councillor L. D. Barker (Chairman)  
D. S. Allen  
P. Bates  
G. Baxendale  
R. I. Brightwell  
D. T. Brown  
G. R. Edwards  
G. P. Hayes  
Mrs. S. A. Holland  
Mrs. A. M. Martin  
D. Murphy  
D. A. Parker  
Mrs. J. D. Parry  
N. T. Price  
Mrs. E. Wardlaw

**1. APOLOGIES**

Apologies for absence were submitted from Councillors Ms. L. Bours and G. S. Williams.

**2. PUBLIC REALM STRATEGY**

PLN/19/1314 RESOLVED: That on future planning applications the Town Clerk has the discretion to add contributions to be sought to the Public Realm Strategy.

**3. MINUTES**

PLN/20/1314 RESOLVED: That the Minutes of the Meeting of the Committee held on 17<sup>th</sup> October 2013 be approved and signed by the Chairman as a correct record.

**4. DECLARATIONS OF INTEREST**

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

Councillor G. Baxendale declared a "non pecuniary" interest due to his 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.

**5. OUTSTANDING ITEMS**

There were none.



## 6. PLANNING APPLICATIONS

PLN/21/1314 RECOMMENDED: That the following comments be made to Cheshire East Borough Council:

### Week ended 18<sup>th</sup> October 2013

13/4279C	Unit C West Heath Shopping Centre, Holmes Chapel Road, Congleton, CW12 4NB	NO OBJECTION
13/4294C	Brackenwood, Canal Road, Congleton, CW12 3AT	NO OBJECTION
13/4343C	33 Boundary Lane, Congleton, CW12 3JA	NO OBJECTION
Councillor D. Murphy declared a "non pecuniary" interest in application 13/4343C		
13/4337T	L Thompson Optometrist, 5 West Street, Congleton	NO OBJECTION
		Subject to usual conditions
13/4350T	25 Pavilion Way, Congleton, CW12 4EW	NO OBJECTION
		Subject to usual conditions
13/4341D	42 Parson Street, Congleton, CW12 4ED	NO OBJECTION

### Week ended 25<sup>th</sup> October 2013

13/4319C	4 Lower Heath, Congleton, CW12 3AT	NO OBJECTION
Councillor Mrs. A. Martin declared a "non pecuniary" interest in application 13/4319C		
13/4345C	Moss Inn, Canal Road, Congleton, CW12 3AT	NO OBJECTION
Councillor Mrs. S. A. Holland declared a "non pecuniary" interest in application 13/4345C		
13/4364C	Land at Dingenook, Peover Lane, Congleton, CW12 3QH	NO COMMENT
13/4438C	30 Cross Lane, Congleton, CW12 3JX	NO COMMENT

#### **due to the applicant being a member of Congleton Town Council**

All Councillors declared "non pecuniary" interests in application 13/4438C

Councillor Mrs. S. A. Holland declared a "pecuniary" interest in application 13/4438C and left the room.

13/4439C	Land adj. 32 West Street, Congleton, CW12 1JR	NO OBJECTION
Councillors Bates, Barker, Murphy, Holland and Parker declared "non pecuniary" interests in application 13/4439C		

13/4440C	Former Waggon and Horses, West Road, Congleton	<b>REJECTED due to excessive signage.</b>
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13/4437T	67 Park Lane, Congleton, CW12 3DD	NO OBJECTION
		Subject to usual conditions

13/4460T	40 Melton Drive, Congleton, CW12 4YF	NO COMMENT –
Refer to the Cheshire East Tree Preservation Officer		

13/4413D	Tan House Farm, Weathercock Lane, Congleton	NO OBJECTION
13/4414D	Tan House Farm, Weathercock Lane, Congleton	NO OBJECTION
13/4446D	Eaton Bank Academy, Jackson Road, Congleton	NO OBJECTION
Councillor G. P. Hayes declared a "non pecuniary" interest in application 13/4446D		

### Week ended 1<sup>st</sup> November 2013

13/3794C	The Studio, 33 West Street, Congleton, CW12 1JN	NO OBJECTION
Councillor P. Bates declared a "non pecuniary" interest in application 13/3794C		
13/4271C	1A Mill Street, Congleton, CW12 1AB	NO OBJECTION
13/4526C	Meridan House, Roe Street, Congleton, CW12 1PS	NO OBJECTION
Councillors Bates and Hayes declared "pecuniary" interests in application 13/4526C, left the room and did not vote		
Councillor Parker declared a "non pecuniary" interest in application 13/4526C		
13/4525T	1 – 12 Trinity Court, Hulton Close, Congleton, CW12 3TF	NO OBJECTION Subject to usual conditions
13/4450D	Land Off Forge Lane, Congleton, CW12 4HF	NO OBJECTION
13/4507D	Loachbrook Farm, Sandbach Road, Congleton, CW12	NO OBJECTION
13/4514D	Loachbrook Farm, Sandbach Road, Congleton, CW12	NO OBJECTION

### Week ended 8<sup>th</sup> November 2013

13/4377C	116 Leek Road, Congleton, CW12 3HX	NO OBJECTION
13/4527C	Tesco Stores Ltd., Clayton By Pass, Congleton	NO OBJECTION
<b>Subject to conditions to ensure drainage is improved as the area is subject to flooding</b>		
13/4528C	Tesco Stores Ltd., Clayton By Pass, Congleton	NO OBJECTION
13/4552T	23 Park Lane, Congleton, CW12 3DG	NO OBJECTION
Subject to usual conditions		

### Applications previously considered – The Mooring and Goldfinch Close and Land Off Padgbury Lane

It was agreed that Councillor Paul Bates will be the Town Council's representative when these applications, and other large applications, are discussed by Cheshire East and any subsequent appeals.

#### 7. PLANNING APPEALS

None to report.

#### 8. HIGHWAYS ISSUES

Concerns were expressed at the slow progress of works in Market Street and on the A54 past Buglawton. The Town Clerk will contact Cheshire East to request a copy of the conditions Contractors operate to.

#### 9. LOCAL PLAN

Information received from Councillor David T. Brown in respect of the Local Plan was received. The Consultation Documents will be available on line and a printed version will be held by the Town Clerk for members to view.

#### 10. PLANNING DEBATE IN THE HOUSE OF COMMONS

Information received from Fiona Bruce M.P. was received.

11. **RESIDENTS PLANNING OBJECTIONS**

It was noted that the Town Council had received various correspondence from residents concerning a number of planning applications.

12. **ANY OTHER BUSINESS**

It was noted that revised information regarding the environmental statement in respect of application 13/2746C – Blackfirs Lane – had been received.

Some concern was expressed at the closed meeting to be held by Cheshire East Strategic Planning Board concerning recent planning applications.

L. D. Barker (Chairman)



**Congleton Town Council**  
**List of Payments made between 01/10/2013 and 31/10/2013**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/10/2013	United Utilities	DD	£353.64	3rd qtr wastewater & sewerage
01/10/2013	Cheshire East Council	DD	£2,167.00	Town Hall business rates
04/10/2013	Shell UK Ltd	DD	£2.40	0203931/4151/admin charge
07/10/2013	Cheshire East Council	006193	£18,175.00	41048248/4156/loan repayment
07/10/2013	Chubb Electronic Security Ltd	006194	£94.94	4216647/4157/Work on Alarm system
07/10/2013	Chubb Fire	006195	£231.38	4229234/4158/Fire Alarm service
07/10/2013	Congleton Learning Partnership	006196	£696.00	964/4159/Partnership - training 4 unemployed
07/10/2013	Congleton Office Supplies Ltd	006197	£62.33	SINV00085540/4160/Paper
07/10/2013	Hayman Mechanical Services Ltd	006198	£600.00	3214/4161/Town Hall boiler service
07/10/2013	Posh Nosh Parties Ltd	006199	£172.80	147/4163/TC10211 recharge
07/10/2013	SAS Daniels LLP	006200	£449.00	92523/4164/ rear access licence
07/10/2013	United Utilities	006201	£2,652.54	230913/4167/P/Pool water
07/10/2013	Visyon Ltd	006202	£165.68	13061/4168/P/Pool water for toilet
09/10/2013	T Mobile	D D	£21.68	V00930453777/4166/JM phone
11/10/2013	Angel Springs	006203	£62.06	1992642/4171/drinking water
11/10/2013	Auditing Solutions Ltd	006204	£480.00	A3330/4170/1st Internal audit
11/10/2013	Purchase Power	DD	£213.00	BA952759/4162/Postage
14/10/2013	Wirehouse Employer Services	DD	£102.00	Health & Safety Consultants
15/10/2013	AWC Electrical Ltd	006205	£360.00	2264/4173/Anchor plates xmas lights
15/10/2013	Cheshire Association of Local	006207	£54.99	002564/4176/book
15/10/2013	Chubb Electronic Security Ltd	006208	£199.20	4240845/4177/Alarm system work
15/10/2013	Cheshire Electrical Supplies L	006209	£3.46	C1664274/4178/TIC Bulbs
15/10/2013	Heads (Congleton) Limited	006210	£21.12	82268/4179/Roofters Advert
15/10/2013	Congleton Community Projects	006211	£100.00	030613/4180/Food & Drink adver
15/10/2013	MAC Tool & Plant Hire Ltd	006212	£12.72	4857/4181/WD40 for tools
15/10/2013	Mitten Clarke	006213	£226.80	CON06/4182/Dealing with payroll
15/10/2013	Otis Ltd	006214	£478.83	01091585/4183/Lift Maintenance
15/10/2013	PAC Wristbands Ltd	006215	£240.00	19709/4184/skating rink bands
15/10/2013	Our Gang	006217	£50.00	031013/4186/sponsorship
15/10/2013	SAS Daniels LLP	006218	£645.00	91692/4187/war memorial land registered
15/10/2013	Vibrant Graphics Ltd	006219	£688.00	025940/4188/Bear Necessities printing
15/10/2013	Viking Direct	006220	£557.46	265184/4189/Projector
15/10/2013	Canda Copying Ltd	6206	£1,074.32	319911/4174/qrly photocopying
15/10/2013	Posh Nosh Parties Ltd	006216	£647.40	148/4191/TC10249 recharges
18/10/2013	West Mercia Energy	DD	£1,422.62	1089516/4155/Electricity Town Hall
21/10/2013	Shell UK Ltd	D D	£96.28	0219680/4165/Fuel for van
21/10/2013	Wirehouse Employer Services	DD	£153.60	HR Support Monthly
22/10/2013	Autopay	AUTOPAY	£24,611.24	Salaries October 2013
25/10/2013	Autopay charges	DD	£10.00	Autopay charges
25/10/2013	Prism Bus Developments	DD	£549.95	IT support monthly
28/10/2013	Allpay - Plus Dane	DD	£36.08	Allotment Garage rental
29/10/2013	Michael Brown	006223	£879.75	011013/4192/flower watering
29/10/2013	Cheshire Electrical Supplies L	006224	£32.25	C1664772/1/4194/bulbs
29/10/2013	Congleton Food4Free	006225	£31.40	CIB/001/4195/Bulbs for Cap Wal
29/10/2013	Four Oaks Nurseries Ltd	006226	£72.00	123568/4196/Tulip bulbs
29/10/2013	Hayman Mechanical Services Ltd	006227	£252.00	3596/4197/Boiler maintenance
29/10/2013	Jackie Macarthur	006228	£52.64	201013/4207/Banner
29/10/2013	Posh Nosh Parties Ltd	006229	£1,257.54	149/4202/Partnership AGM £34.82 recharges £922.62 Youth Committee £20.10
29/10/2013	Prism Business Developments Li	006230	£860.03	18756/4204/fibre broadband,routers, wi-fi access points
29/10/2013	Plumbing Trade Supplies	006231	£4.80	4043237951/4206/overflow pipe
29/10/2013	The Royal British Legion	006232	£51.00	291013/4208/poppy wreaths
29/10/2013	Talke Chemical Company Limited	006233	£15.50	63104/4210/Dish washer 5L
29/10/2013	Bomford Office Products Ltd	006234	£44.64	57496/4212/Printer paper
29/10/2013	Cong Jazz & Blues	006221	£500.00	Grant - Cong Jazz & Blues
29/10/2013	ATC 230 Squadron	006222	£50.00	In bloom mini bus hire
30/10/2013	West Mercia Energy	DD	£346.37	1092287/4153/Gas
31/10/2013	Sita UK Ltd	D D	£250.08	28890679/4172/Waste disposal

Total Payments      **£63,640.52**

## **Congleton Town Council**

Minutes of the meeting of the Youth Committee held on Monday 15<sup>th</sup> October 2013 in the Town Hall, Congleton

PRESENT Youth Councillor Joseph Hearson (Chairman)  
Catherine Hassell  
Thomas Minshull  
Jamie Bernardi  
Jordan Goodwin  
Tom Heyes  
Arabella Holland

Councillor Larry Barker  
Councillor Sally Ann Holland  
Councillor Liz Wardlaw  
Linda Minshull

### **1. APOLOGIES**

Apologies were received from Councillor George Hayes.

### **2. NEW MEMBERS**

Councillor Larry Barker opened the meeting and welcomed the new members and organised the election of new Chairman and Vice Chairman.

### **3. CHAIRMAN AND VICE CHAIRMAN**

RESOLVED – ( i) That Joseph Hearson be elected as Chairman of the Youth Committee for the forthcoming year.

(i i) That Catherine Hassell be elected as Vice Chairman of the Youth Committee for the forthcoming year.

The new Chairman took over the Chair for the remainder of the meeting.

### **4. MINUTES OF LAST MEETING**

RESOLVED – That the Minutes of the Meeting of the Committee held on 9<sup>th</sup> September 2013 were signed by the Chairman as a correct record.



5. **YOUTH COMMITTEE CONSTITUTION AND MEMBERSHIP**

Larry gave an update on the constitution and suggested members review the details prior to our next meeting. This item can be discussed again at the next meeting. It was agreed that membership of the committee will also be regularly reviewed.

6. **PAST AND FUTURE PROJECTS**

Linda updated the meeting on past projects and gave suggestions of future events. It was agreed to make a decision at the next meeting.

7. **YOUTH COMMITTEE VOLUNTEERING WEBSITE**

Cathy agreed to lead a sub-group to progress this item, she will report progress at the next meeting.

8. **YOUTH COMMITTEE BANK ACCOUNT**

It was reported that the balance is £673.92.

9. **DRUGS EDUCATION**

Linda informed the meeting of the following dates -

Parents evening meeting – Wed 13<sup>th</sup> Nov – Town Hall

Drugs Intervention Day at Schools – Wed 27<sup>th</sup> Nov

Linda will forward further information to members when it is received from Harriet Crompton.

10. **YOUTH COMMITTEE MEMBERS ITEMS**

**Badges**

Linda distributed badges to new members.

**Coffee Morning**

There is a booking for a coffee morning at the Library for 26<sup>th</sup> October. Many members were unable to help as it was the half term holiday and it was agreed to cancel the booking. Linda agreed to cancel the booking at the Library.

**Poynton Meeting**

Sally, Linda, Joe, Cathy and Thomas attended a meeting at Poynton Town Council to provide information on the Youth Committee. A brief update was given.

Tom Heyes

Tom gave an update on a meeting he had attended regarding School Councils.  
This item will be put on the agenda for our next meeting.

11. ANY OTHER BUSINESS

None.

12. DATE OF NEXT MEETING

Monday 18<sup>th</sup> November 2013 at 7 p.m.

Joseph Hearson (Chairman)

## **Congleton Town Council**

Minutes of the meeting of the Youth Committee held on Monday 18<sup>th</sup> November 2013 in the Town Hall, Congleton

PRESENT Youth Councillor Joseph Hearson (Chairman)  
Catherine Hassell  
Thomas Minshull  
Jamie Bernardi  
Matthew Jones  
Tom Heyes  
Arabella Holland

Councillor Sally Ann Holland  
Councillor George Hayes  
Linda Minshull

### **1. APOLOGIES**

Apologies were received from Jordan Goodwin and Councillors Larry Barker and Liz Wardlaw.

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

**RESOLVED** – That the Minutes of the Meeting of the Committee held on 15<sup>th</sup> October 2013 were signed by the Chairman as a correct record.

### **3. YOUTH COMMITTEE CONSTITUTION AND MEMBERSHIP**

#### Resignation

Linda reported that Beth Evans had resigned from the Committee. She thanked the Town Council and Youth Committee and said she had very much enjoyed being a member but wished to concentrate on her studies. A letter of thanks had been sent signed by the Mayor.

It was reported that it is several months since Kirby last attended a meeting. Prospective members Anna and Alice had not attended any subsequent meetings and it is assumed that they have decided not to join. Linda will contact Kirby, Anna and Alice for clarification. There will probably be 4 spaces available on the Committee.

A discussion took place regarding the recruitment of new members.

The Committee also discussed the Constitution in connection with membership and elections. It was agreed that a meeting would be arranged with Larry, Linda, Joe and Cathy to discuss the constitution and report back to the Committee.

4. **PAST AND FUTURE PROJECTS**

The Committee discussed future projects. These included –

To update the questionnaire and research opinions of young people in Congleton

From the research to update the report, with the possibility of presenting to Fiona Bruce M.P. in London.

Holding Questiontime/Husting style events in the future particularly prior to a Parliamentary Election.

5. **YOUTH COMMITTEE VOLUNTEERING WEBSITE**

Cathy agreed to lead a sub-group to progress this item, she will report progress at the next meeting.

6. **YOUTH COMMITTEE BANK ACCOUNT**

It was reported that the balance is £673.92.

7. **TOWARDS A DRUGS FREE CONGLETON**

An update was given on the Parents Evening. The Drugs Intervention Day at both High Schools takes place on Wednesday 27<sup>th</sup> November. There will be a further meeting with Fiona on Friday 6<sup>th</sup> December at 3.30 p.m. to assess the success of the presentations and discuss future plans.

8. **YOUTH COMMITTEE MEMBERS ITEMS**

Tom Heyes

Tom gave a presentation of School Council Training he had attended on behalf of his school. Copies of the presentation were given to Joe and Cathy to feedback to their School Councils. It was agreed to aim to work towards the SMART targets, roles and sub-committees as recommended in the training.

Research Project – Young People's Views

Linda provided information she had received from a Lecturer at Newman University in Birmingham. It was agreed that Linda will meet with Mr. Gilsenan prior to arranging for him to meet with the Committee.

Christmas Lights Switch On

Jackie MacArthur has asked if anyone is able to help at the Christmas Lights Switch On Event on Friday 22<sup>nd</sup> November and Joe, Cathy, Matthew, Jamie and Tom Heyes volunteered to help.

### Town Council Meeting

The next Town Council meeting is Thursday 5<sup>th</sup> December at 7 p.m.  
Refreshments will be served after the meeting.

### Town Carol Service

The Town Carol Service is on Thursday 19<sup>th</sup> December at 7.30 p.m. at St. Stephens Church – note this is different than in previous years when it is usually held at St. Peters.

## 9. ANY OTHER BUSINESS

Tom Heyes reported that there is graffiti on the bus shelter at the Bus Station on Market Street.

## 10. DATE OF NEXT MEETING

Monday 9<sup>th</sup> December 2013 – 7 p.m.

Joseph Hearson (Chairman)



Report to Town Council Meeting

Thursday 5<sup>th</sup> December 2013

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 12.30pm
2. 25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup> December and 1<sup>st</sup> January 2014, closed
3. 2<sup>nd</sup> January 2014 normal office hours

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

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## Chairman Briefing

21 November 2013

### **Council Tax Benefit Support Grant**

To All Town and Parish Councils

To National Council Members

To County Associations

Dear Colleagues

I am writing to keep you informed of our work to address the continuing and very serious problem with Council Tax Benefit Support Grant.

I am very conscious that our member councils need to make decisions very soon on their budgets, precept and, through precept, their council tax level.

It is now clear that very many principal authorities are now indicating that they will not be passing on the grant in the forthcoming financial year.

If principal authorities do not pass on the grant, councils will have to either reduce their spending; or increase council tax levels to support their budgets.

Many of our councils are already setting budgets and precepts on the assumption that the grant will not be forthcoming. This will be a once-off change and would of course restore the previous position where primary income was generated via the precept.

The risk however is that ministers may then criticise the consequent increased levels of town and parish council tax; and may well consider capping any such

increases.

This is a very unsatisfactory position.

We are meeting CLG Minister Brandon Lewis MP again next Tuesday, (26 November 2013) at CLG to see what progress we can make.

As soon as we have had the meeting with the CLG minister I will write to you again.

Yours faithfully

Councillor Ken Browse  
Chairman  
National Association of Local Councils

## Finance & Policy Meeting 28th November 2013

### Report on the Budget & Precept 2014-15

#### **Introduction**

As the Council's budget has become more complex, particularly with the inclusion of Devolved Services which is a feature of this and future budgets, 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 eighth year that a covering report has been produced along with the draft budget, to bring to the fore the main factors influencing its form.

Over the last eight 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. 2013-14 has been another challenging year as we prepare for the next stages of devolution of local services, regeneration of the Town both physically and economically and building a sustainable agenda. 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 2014-15 Budget is structured to deliver the Corporate Strategy; however its greatest pressure will come from the uncertainties from Cheshire East Council in this area, coupled with continuing low interest rates for the Council's investments.

The budget is structured to reflect the on-going commitment to finance devolved services from April 2014, noting that service devolution should actually start in January 2014

#### **2013-14 Outturn**

The projected expenditure to March 2014 is anticipated to show a saving of approximately £k54. Although there have been minor variations to both income and expenditure during the year, the main variations are summarised below, a number of which will affect the 2014-15 Budget.

- A saving on corporate management costs of £k6.5
- A saving on democratic management costs of £k3.1
- Paddling pool labour costs are up by £k1.7 reflecting the greater usage of the facility arising from a good summer and water and power are over budget by a similar amount £k1.7
- Floral displays are over budget by £k2.5 reflecting the increased expenditure on new hanging baskets in the town for traders offset by a similar amount of income



- Savings of £k15.4 on the Handyman service as no recruitment took place of an additional person to assist with devolved services requirements
- Congleton Partnership overspent by £k7 which shows in our accounts, but, is simply them bringing forward and spending their reserves on pre planned projects
- Marketing promotions was over spent by £k3.3 financing a promotion on Mountbatten Way for the banners, again offset by a similar amount of income
- Additional expenditure of £k2 on Fellowship House to pay for repairs to kitchen equipment
- Savings on gas and electricity on the Town Hall of £k4.3
- Total expenditure was below budget by £k54

### **Town Hall**

Expenditure on the Town Hall is expected to be about £k2 less than budget, however, letting income is £k8 below budget, but this is offset by savings on gas and electricity of £k4.2 This has meant that this year the deficit has been reduced by £k4.

In the 2014-15 budget, the plan is to reduce this by a further £k5

### **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 year end is anticipated to be £216k, General Capital contingency £169k, Elections £15, Devolved Services £k7, vehicle replacements/equipment £24k, Play Areas £k6, Legal Fees £k10 and Public Realm £k4

The Council is recommended to have a minimum of 3 months General reserve equal to net revenue expenditure, which equates to £k156,040 whilst actual reserves for 2013-14 are projected to be £k215,596

### **General Budget Assumptions**

The Medium Term Financial Strategy had originally indicated an anticipated Precept increase of 8.5 % for 2014-15, mainly to accommodate the cost of some devolved functions and some increase in office capacity. However the actual total increase has been reduced to 3.91% because much of the service improvement costs for devolved services have been absorbed or withdrawn during the budget framing process.

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



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 £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 to be based.

	Precept	Support Grant	Total	Increase £
2013-14	618,472	75,354	693,826	0
2014-15	656,714	63,825	720539	26,713

The overall increase taking into account the precept and the support grant the increase is £26,713, which represents £2.63 per year on a band D property

The increase in the precept is entirely down to factors created by Cheshire East Borough Council due to the following:-

1. Reduction in Council Tax Support grant of 15.3% amounting to £11,529, this equates to £1.14 per year on a Band D property. This has essentially occurred because the Government has reduced the support grant it provides Cheshire East by 15.3%.
2. Transferring the cost of CCTV to the Town Council at a cost of £14,800, this equates to £1.46 per year on a Band D property
3. Transfer of toilets £15,000, this equates to £1.48 per year on a Band D property
4. This amounts to £41,329 whilst the increase in the precept is £26,713 which means that despite the large increases emanating from Cheshire East, the Town Council has been able to absorb £14,616 of the costs along with other increases to good and services.

#### Other budget assumptions

- Salary increases have been assumed to be about 2%.
- £15k has been included for 2014-15 for the CAB.
- Increased insurance costs associated with devolved services of £k3.9
- £16k has been included for Community Projects; however, this level of support will be a challenge to the organisation as their operating costs are significantly higher than this.
- Grant provision for the Congleton Partnership is £k14, which is the same level as the current year, which is also supported by a £k8 grant from CEBC.
- Costs have been included to take on devolved services which include one additional support staff.

#### **Investment Policy**

The Council is required to maintain and review its Investment Policy at least annually. A review has recently been completed and only small changes are

recommended. Investment income is again anticipated to be similar to previous years.

#### **Budget Expenditure Powers 2014-15**

Expenditure	Power	£
Police Community Support Officers	S 31	47200
Other grants and donations	S 137	19350
Citizens Advice Bureau	S 142	15000
Christmas Lights	S 144	9000
Carnival Committee	S 144	3750
Congleton Community Projects	S 145	16000
Church clock maintenance	S 2	3000
Museum grant	S 144	4500

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

#### **Recommendations**

1. To agree a revenue and capital budget for 2014-15 as set out in Appendix 1 and to recommend this to Council.
2. To recommend a level of precept for 2014-15 of £656,714, which including the rate support grant is an increase of £26,713 which represents a 5p per week increase on a Band D property (2.63p per annum)
3. To approve the budget expenditure powers



## Appendix 1

## Annual Budget 2014-15

		Last Year		Current Year			Next Year	
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
<b>101</b>	<b>Corporate Management</b>							
4000	Staff Costs (re-allocated)	118606	105077	119656	119656	57367	114131	112316
4007	Travel	1200	961	1200	1200	398	1200	1500
4008	Training / Conferences	2600	1794	2600	2600	284	1500	2600
4013	Rent Payable	13950	13950	13950	13950	8138	13950	13950
4019	Reception - TIC	2499	2499	2500	2500	0	2500	2580
4020	Miscellaneous Office Costs	270	150	300	300	32	180	500
4021	Telephone/Fax/Internet	1700	1660	1400	1400	712	1660	2000
4022	Postage	3360	3152	3360	3360	1089	3200	3500
4023	Stationery & Printing	1800	1725	1800	1800	1074	1800	2500
4024	Subscriptions & Publications	1890	1991	2000	2000	1625	2000	2000
4025	Insurance	3800	3584	3700	3700	3515	4000	7905
4026	Computer/IT Costs	4045	3979	4545	4545	3134	5400	5870
4027	Photocopy Charges	3465	2803	3465	3465	1850	3500	3700
4030	Recruitment Advertising	500	112	500	500	0	100	500
4031	Other Advertising	200	146	200	200	79	200	200
4046	Equipment Replacement\Tools	100	0	200	200	0	0	0
4051	Bank Charges	200	12	50	50	14	50	100
4061	Audit Fees - External	2700	1900	2000	2000	0	1600	2000
4062	Audit Fees - Internal	1200	1200	1200	1200	400	1200	1440
4063	Accountancy Support	3675	2684	3675	3675	921	3675	3675
4064	Legal & Professional fees	1500	1525	1500	1500	1259	1500	1500
4066	HR & H&S Support	2501	2641	2560	2560	1363	2556	2560
4921	Trf to EMR Elections	0	15000	0	0	0	0	0
4941	Trf to EMR Digitla Display	0	25000	0	0	0	0	0
5998	Def'd Grts credit to services	0	-1000	0	0	0	0	0
5999	Dep'n charged to services	0	3104	0	0	0	0	0
6000	Central Overheads Reallocated	-29147	-29355	-31012	-31012	-13821	-31012	-31012
	OverHead Expenditure	142614	166294	141349	141349	69433	134890	141884
1176	Precept	681629	681629	693826	693826	618472	618472	657114
1187	CEC Concurrent Functions Grant	0	18751	0	0	75354	75354	63825
1190	Interest Receivable	0	8461	4000	4000	5410	8000	6000
	Total Income	684629	708841	697826	697826	699236	701826	726939
101	Net Expenditure	-542015	-542549	-556477	-556477	-629804	-556936	-585075
<b>102</b>	<b>Democratic Rep'n &amp; Mgmt/Civic</b>							
4000	Staff Costs (re-allocated)	21569	20032	21700	21700	10649	21521	22189
4008	Training / Conferences	3000	631	1000	1000	420	1000	1000
4023	Stationery & Printing	250	130	250	250	0	250	250
4033	Marketing/Promotions	1500	1447	1000	1000	78	1000	1000
4034	Council Newsletter	5178	4104	5230	5230	1714	4304	5230
4035	Council Website	2000	2050	2000	2000	835	2000	2000
4201	Mayor's Allowance	2600	2600	3000	3000	3000	3000	3000
4203	Members' Expenses	500	105	360	360	0	360	360
4204	Deputy Mayor's Allowance	260	260	0	0	0	0	0
4213	Civic Expenses	4500	4520	5500	5500	2701	5500	5500
4221	Civic Regalia	100	1292	100	100	16	16	100
4222	Hall & Room Hire	7000	4501	7000	7000	2767	5000	6000
4225	Civic Artefacts and Treasures	1000	423	500	500	590	590	500
4231	Election Expenses	0	24979			0	0	0
4971	Trf from EMR Elections	0	-10000			0	0	0
6000	Central Overheads Reallocated	3451	3476	3672	3672	1564	3672	3672

		Last Year		Current Year			Next Year
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
	OverHead Expenditure	52908	60550	51312	51312	24334	50801
1199	Miscellaneous Income	0	275	0	0	0	0
	Total Income	0		0	0	0	0
102	Net Expenditure	52908	60275	51312	51312	24334	50801
<u>107</u>	<u>Grants (incl S137)</u>						
4701	Grants - Permitted	8350	3453	8350	8350	1300	19350
4702	Grants - S137	15000	1920	6000	6000	1575	0
4703	Grants - S137 - Subsidised Use	0	4131	4000	4000	2736	4000
4704	Grant - Team 2012	0	2637	0	0	0	0
4705	Grant Jubilee Committee	0	2246	0	0	0	0
4706	Grant Sergeant Eardley St	0	-9967			0	0
4708	Grant - Museum Notional Rent	4500	4500	4500	4500	2625	4500
4709	CCP Grant	16000	16000	16000	16000	16000	16000
4710	Congleton Partnership Accom	1533	1533	1533	1533	894	1533
4711	Grant - CAB	15000	15000	15000	15000	15000	15000
4712	Grant - Xmas Lights Partnershi	9000	8155	9000	9000	0	9000
4713	Grant - Carnival Committee	3750	6720	3750	3750	30	3750
4714	Grant - Mercian March	0	0	5000	5000	1798	0
4722	Grant - Remembrance Day Parade	650	714	650	650	0	650
4731	Grant - Churchyard Maintenance	3000	1950	3000	3000	0	3000
4732	Grant - Church Clock Maint'ce	230	236	250	250	0	250
4899	Assets capitalised	0	9967			0	0
4925	Tfr to EMR Committed Grants	0	13055	0	0	0	13055
4975	Tfr from EMR Committed Grants	0	-19647	0	0	-13055	-13055
	OverHead Expenditure	77013	62603	77033	77033	28903	77033
107	Net Expenditure	77,013	62604	77033	77033	28903	77033
<u>108</u>	<u>Mayor's Fundraising Activities</u>						
4297	Mayor's Fundraising Unspent	0	6394	0	0	-10847	-3566
4298	Mayor's Fundraising-Donations	0	5573	0	0	0	0
4299	Mayor's Fundraising-Expenses	0	4049	0	0	6572	6572
	OverHead Expenditure	0	16016	0	0	-4275	3006
1299	Mayor's Fundraising-Income	0	16016	0	0	3006	3006
	Total Income	0	16016	0	0	3006	3006
108	Net Expenditure	0	0	0	0	-7281	0
<u>109</u>	<u>Capital and Projects</u>						
4053	Loan Interest Payable	18228	18035	17856	17856	8951	17669
4054	Loan Capital Repaid CBC	36350	36350	36350	36350	18175	36350
4055	Loan Capital Repaid - PWLB	3572	3657	5815	5815	3831	5815
4225	Civic Artefacts and Treasures	0	0	0	0	3115	3115
4712	Grant - Xmas Lights Partnership	0	0	0	0	300	0
4804	CAP - New Vehicle	0	0	0	0	0	5000
4805	CAP Town Hall Office	10000	401	0	0	2480	2480
4806	CAP Office Equipment/computers	3000	1090	5000	5000	2780	5000
4809	CAP - Town Hall Equipment	0	1432	0	0	4784	4784
4811	CAP - Public Realm	0	0	50000	50000	29313	29313
4850	CAP - Town Hall 5 Yr Mtce/DDA	0	646	114938	114938	4990	114938
4851	CAP - Brasserie & Bridgestones	35000	0	0	0	0	0
4897	Assets Financed by Loans	-45000	-48007	-114938	-114938	-4980	-114938
4898	Assets Financed by Grants	0	-2250	0	0	0	0



		Last Year		Current Year			Next Year
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
						Projected Actual	
4899	Assets Capitalised	0	73282	0	0	0	0
4918	Tfr to Capital Vehicle Fund	4000	4000	4000	4000	4000	4000
4920	Tfr to Cap Contingency Fund	35000	35000	35000	35000	35000	35000
4929	Trf to EMR Office Equipment	0	1395	0	0	0	0
4936	Tfr to EMR Loan Rep't not made	0	1893	0	0	0	0
4968	Trf Ffrom Cap Vehicle Fund	0	0			0	-5000
4970	Tfr from Cap Contingency Fund	-3000	-24344	-55000	-55000	-5321	-5000
4979	Trf from EMR Office Equipment	0	0	0	0	-1395	0
4986	Tfr from EMR CBC Loan Repay'ts	-350	-2157	-2243	-2243	-2068	-350
4989	Trf from EMR Public Realm	0	-2250	0	0	-3573	0
4991	Trf from EMR Digital Display	0	0			-25000	0
5175	NBV of Asset Disposals	0	4143	0	0	0	0
5176	NBV Asset of Disposals to CFR	0	-4143	0	0	0	0
	OverHead Expenditure	96800	98173	96778	96778	75382	96778
1199	Miscellaneous Income	0	0	0	6002	6002	0
	109 Vet Expenditure	96,800	98173	96,778	96,778	69370	96778
<b>201 Paddling Pool</b>							
4000	Staff Costs (re-allocated)	12811	12709	12140	12140	13815	13114
4009	Protective Clothing\H & Safety	500	223	500	500	290	500
4012	Water	1650	1885	2000	2000	3200	3050
4014	Electricity	1500	1127	1650	1650	1028	2200
4039	Pool Chemicals	0	2055	2100	2100	2532	2600
4040	Maintenance Contracts	2500	631	700	700	0	0
4041	Property Maintenance	3500	592	1000	1000	1315	1500
4042	Grounds Maintenance	500	0	500	500	64	250
5999	Dep'n charged to services	0	7219	0	0	0	0
6000	Central Overheads Reallocated	2050	2064	2181	2181	875	2181
	OverHead Expenditure	25011	28505	22771	22771	23119	25395
1199	Miscellaneous Income	200	159	150	150	337	150
	Total Income	200	159	150	150	337	150
	201 Vet Expenditure	24,811	28345	22,621	22,621	22783	25245
<b>212 Propagation Unit (Partnership)</b>							
4162	General Expenditure	0	0	1000	1000	0	1000
	OverHead Expenditure	0	0	1,000	1,000	0	1000
	212 Vet Expenditure	0	0	1,000	1,000	0	1000
<b>215 Floral Displays</b>							
4162	General Expenditure	15000	12675	17500	17500	16803	20000
	OverHead Expenditure	15,000	12675	17,500	17,500	16803	20000
1199	Miscellaneous Income	0	364	0	0	2635	2500
	Total Income	0	364	0	0	2635	2500
	215 Vet Expenditure	15,000	12312	17,500	17,500	14169	17500



		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
<b>221</b>	<b>Congleton Town Hall</b>							
4000	Staff Costs (re-allocated)	55806	63858	51289	51289	26897	53259	51651
4009	Protective Clothing\H & Safety	400	0	400	400	0	400	400
4011	Rates	19918	21068	22120	22120	15165	21666	22120
4012	Water	4290	3735	3500	3500	1541	3000	3500
4014	Electricity	15600	14787	19000	19000	5917	15500	18000
4015	Gas	12000	12741	15250	15250	4383	14500	16250
4016	Janitorial	3500	4176	2500	2500	2268	3500	3500
4017	Refuse Disposal	1500	2021	2100	2100	1071	2300	2500
4020	Miscellaneous Office Costs	1200	1178	1200	1200	587	1200	1200
4022	Postage	0	0	0	0	7	0	0
4025	Insurance	11500	10760	11300	11300	11269	11269	11300
4033	Marketing/Promotions	3500	3116	3500	3500	2558	3500	3500
4040	Maintenance Contracts	3150	4287	4250	4250	3440	4250	4383
4041	Property Maintenance	5000	6737	5000	5000	2851	5000	5250
4046	Equipment Replacement\Tools	1050	1397	0	0	0	0	0
4064	Legal & Professional fees	800	102	100	100	0	100	100
4068	Licences (incl PRS)	1500	1531	1550	1550	1396	1400	1500
5998	Def'd Grts credit to services	0	-35470	0	0	0	0	0
5999	Dep'n charged to services	0	62482	0	0	0	0	0
6000	Central Overheads Reallocated	8929	8993	9501	9501	3697	9501	9501
	<b>OverHead Expenditure</b>	<b>149643</b>	<b>187499</b>	<b>152560</b>	<b>152560</b>	<b>83047</b>	<b>150345</b>	<b>154655</b>
3020	Catering Supplies	10000	7746	5000	5000	7035	10000	10000
3025	Bar charges	0	20	0	0	0	0	0
	<b>Direct Expenditure</b>	<b>10,000</b>	<b>7766</b>	<b>5,000</b>	<b>5,000</b>	<b>7035</b>	<b>10000</b>	<b>10000</b>
1009	Rent Rec'd - Museum Notional	4500	4500	4500	4500	2625	4500	4500
1010	Rent Received - 3rd Party	12100	11333	14033	14033	2769	9033	14033
1011	Rent Received - Internal CTC	13950	13950	13950	13950	8138	13950	17017
1013	Letting Income - Grand Hall	30000	23208	25000	25000	14975	25000	26000
1014	Letting Income - Bridestones	6000	5353	6600	6600	2574	4400	5000
1015	Letting Income - Spencer Suite	4000	1628	2000	2000	1674	2500	3000
1016	Letting Income - De Lacey's	4950	5200	6000	6000	3000	6000	6000
1017	Letting Income - Kitchen	4800	4400	4800	4800	2400	4800	4800
1018	Letting Income - Cambell Suite	0	315	0	0	120	120	0
1021	Letting Income - Internal	11000	9508	8000	8000	5463	8000	8000
1030	TIC/One Stop Shop Service	1500	2641	1500	1500	491	1500	1500
1045	Rental Income - Bar Provision	0	60	0	0	0	0	0
1051	Catering Sales	10000	7991	5000	5000	6404	10000	10000
1055	Commercial Partner Bar	0	2400	0	7200	3600	7200	7200
1199	Miscellaneous Income	0	0	0	0	500	500	0
	<b>Total Income</b>	<b>102800</b>	<b>92487</b>	<b>91383</b>	<b>98583</b>	<b>54733</b>	<b>97503</b>	<b>107050</b>
<b>221</b>	<b>Vet Expenditure</b>	<b>56,843</b>	<b>102779</b>	<b>66,177</b>	<b>66,177</b>	<b>35349</b>	<b>62842</b>	<b>57605</b>
<b>222</b>	<b>Cong TH Bar/Catering</b>							
4046	Equipment Replacement\Tools	1000	0	0	0	0	0	0
	<b>OverHead Expenditure</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
3025	Bar charges	0	200	0	0	0	0	0
	<b>Direct Expenditure</b>	<b>0</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
1045	Rental Income - Bar Provision	400	140	0	0	0	0	0
1055	Commercial Partner Bar	7200	4200	7200	7200	0	0	0

		Last Year		Current Year			Next Year
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
						Projected Actual	
	Total Income	7,600	4340	7200	7200	0	0
222	Vet Expenditure	-6,600	-4140	-7200	-7200	0	0
<b>241</b>	<b>Allotments</b>						
4012	Water	0	27	0	0	0	0
4038	Garage Rent payable	370	361	370	370	180	430
4041	Prroperty Maintenance	0	0	0	0	4	0
4042	Grounds Maintenance	250	0	0	0	0	0
4162	General Expenditure	0	15	0	0	0	0
5999	Dep'n charged to services	0	688	0	0	0	0
	OverHead Expenditure	620	1071	370	370	184	430
1010	Rent Received - 3rd Party	120	190	190	190	0	190
1199	Miscellaneous Income	0	50				
	Total Income	120	240	190	190	0	190
<b>241</b>	<b>Vet Expenditure</b>	<b>500</b>	<b>831</b>	<b>180</b>	<b>180</b>	<b>184</b>	<b>240</b>
<b>251</b>	<b>Handyman Service</b>						
4000	Staff Costs (re-allocated)	50561	33555	61003	61003	19535	65077
4009	Protective Clothing\H & Safety	500	242	250	250	122	250
4041	Property Maintenance	2000	471	500	500	266	500
4044	Equipment Maintenance	200	299	200	200	34	200
4046	Equipment Replacement\Tools	1500	271	750	750	50	750
4047	Vehicle Maintenance\Serv\MOT	6000	2258	3000	3000	1893	3000
4920	Trf to Cap Contingency Fund	0	20000	0	0	0	0
6000	Central Overheads Reallocated	8090	8148	8608	8608	4398	8608
	OverHead Expenditure	68851	65244	74311	74311	26298	78385
<b>251</b>	<b>Vet Expenditure</b>	<b>68,851</b>	<b>65245</b>	<b>74,311</b>	<b>74,311</b>	<b>26298</b>	<b>78385</b>
<b>262</b>	<b>Street Furniture</b>						
4163	Bus Shelter Maintenance	250	0	0	0	0	0
5999	Dep'n charged to services	0	6360	0	0	0	0
	OverHead Expenditure	250	6360	0	0	0	0
<b>262</b>	<b>Vet Expenditure</b>	<b>250</b>	<b>6360</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>263</b>	<b>Public Toilets</b>						
4162	General Expenditure	0	0	0	0	0	8000
4937	Trf to EMR Public Toilets	0	6000	0	0	0	0
4987	Trf from EMR Public Toilets	0	0	0	0	0	-2000
	OverHead Expenditure	0	6000	0	0	0	8000
<b>263</b>	<b>Vet Expenditure</b>	<b>0</b>	<b>6000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8000</b>
<b>264</b>	<b>Shopmobility</b>						
4151	Shopmobility (global budget)	5000	6100	0	0	0	0
4984	Tfr from Shopmobility Fund	0	-1100	0	0	0	0
	OverHead Expenditure	5,000	5000	0	0	0	0
<b>264</b>	<b>Vet Expenditure</b>	<b>5,000</b>	<b>5000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



		Last Year		Current Year				Next Year
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
<b>280</b>	<b>CTC Streetscape</b>							
4000	Staff Costs (re-allocated)	250418	0	365858	365858	0	67606	270425
4009	Protective Clothing/H & Safety	0	0	0	0	0	0	2000
4013	Rent Payable	2500	0	5000	5000	0	0	3067
4016	Janitorial	0	0	0	0	0	1500	6000
4020	Miscellaneous Office Costs	1744	0	3488	3488	0	0	0
4021	Telephone Fax/Internet	0	0	0	0	0	300	1200
4025	Insurance	8350	0	16700	16700	0	1500	6000
4043	Horticulturla Supplies	0	0	0	0	0	0	8000
4047	Vehicle Maintenance\Serv\MOT	35893	0	0	0	0	0	0
4048	Vehicle Fuel & Oil	18093	0	36186	36186	0	3750	15000
4049	Vehicle Rental Charges	0	0	0	0	0	8094	32376
4162	General Expenditure	20716	0	41432	41432	0	0	50000
4935	Trf to EMR Devolved Services	0	27250	0	0	0	0	0
	OverHead Expenditure	337714	27250	468664	468664	0	82750	394068
1165	Dev'd Services inc CEC Gross	310464	0	444217	444217	0	79105	316422
1166	Dev'd Services Savings to CEC	0	0	-13326	-13326	0	0	0
1199	Miscellaneous Income	0	0	0	0	0	0	50000
	Total Income	310,464	0	430891	430891	0	79105	366422
<b>280</b>	<b>Net Expenditure</b>	<b>27,250</b>	<b>27250</b>	<b>37773</b>	<b>37773</b>	<b>0</b>	<b>3645</b>	<b>27646</b>
<b>300</b>	<b>Public Realm</b>							
4028	Publications	0	465	0	0	0	0	0
4162	General Expenditure	0	193	0	0	0	0	0
4164	CCTV	0	0	0	0	0	0	14800
4989	Trf from EMR Public Realm	0	-658	0	0	0	0	0
5998	Def'd Grts credit to services	0	-225	0	0	0	0	0
5999	Dep'n charged to services		450	0	0	0	0	0
	OverHead Expenditure	0	225	0	0	0	0	14800
<b>300</b>	<b>Net Expenditure</b>	<b>0</b>	<b>225</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14800</b>
<b>301</b>	<b>Congleton Partnership</b>							
4000	Staff Costs (re-allocated)	16716	13532	16117	16117	7556	15367	16132
4025	Insurance	0	619	0	0	0	0	0
4301	MTI / Congleton Partnership	1000	1937	1000	1000	877	1000	1000
4306	MTI - Regeneration Projects	14000	37259	14000	14000	26189	26189	14000
4309	Cong Means Business Legacy	0	3630	0	0	2500	2500	0
4926	Tfr to EMR Cong Partnership	0	56272	0	0	0	49333	0
4976	Tfr from EMR Cong Partnership	0	-74559	0	0	-56272	-56272	0
6000	Central Overheads Reallocated	2675	2694	2846	2846	1162	2846	2846
	OverHead Expenditure	34391	41384	33963	33963	-17988	40963	33978
1177	Grants Receivable - CBC	0	8000	8000	8000	9200	9200	8000
1191	Ice Rink Project	0	1909	0	0	0	0	0
1199	Miscellaneous Income	0	250	0	0	5800	5800	0
	Total Income	0	10159	8,000	8,000	15000	15000	8000
<b>301</b>	<b>Net Expenditure</b>	<b>34,391</b>	<b>31226</b>	<b>25,963</b>	<b>25,963</b>	<b>-32988</b>	<b>25963</b>	<b>25978</b>

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
<b>302</b>	<b><u>Community Development</u></b>							
4000	Staff Costs (re-allocated)	24696	21596	24918	24918	11600	26148	34992
4033	Marketing/Promotions	3150	2184	3150	3150	6172	6577	3150
6000	Central Overheads Reallocated	3952	3980	4204	4204	1796	4204	4204
	<b>OverHead Expenditure</b>	<b>31798</b>	<b>27760</b>	<b>32272</b>	<b>32272</b>	<b>19568</b>	<b>36929</b>	<b>42346</b>
1199	Miscellaneous Income	0	0	0	0	3427	3427	0
	<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3427</b>	<b>3427</b>	<b>0</b>
<b>302</b>	<b><u>Vet Expenditure</u></b>	<b>31,798</b>	<b>27760</b>	<b>32,272</b>	<b>32,272</b>	<b>16141</b>	<b>33502</b>	<b>42346</b>
<b>303</b>	<b><u>Police Community Support Offic</u></b>							
4162	General Expenditure	47200	47200	47200	47200	47200	47200	47200
	<b>OverHead Expenditure</b>	<b>47,200</b>	<b>47200</b>	<b>47,200</b>	<b>47,200</b>	<b>47200</b>	<b>47200</b>	<b>47200</b>
<b>303</b>	<b><u>Vet Expenditure</u></b>	<b>47,200</b>	<b>47200</b>	<b>47,200</b>	<b>47,200</b>	<b>47200</b>	<b>47200</b>	<b>47200</b>
<b>305</b>	<b><u>Christmas Fayre/Lights</u></b>							
4171	Christmas Fayre	5000	7837	5000	5000	56	5604	5000
	<b>OverHead Expenditure</b>	<b>5,000</b>	<b>7837</b>	<b>5,000</b>	<b>5,000</b>	<b>56</b>	<b>5604</b>	<b>5000</b>
1169	Chistmas Brochure Income	0	1075	0	0	0	0	0
1170	Christmas Fayre Stall Income	0	837	0	0	679	604	0
1171	Christmas Tree Income	1000	1518	1000	1000	0	1000	1000
1177	Grants receivable - CBC	0	-15	0	0	0	0	0
1199	Miscellaneous Income	0	550	0	0	0	0	0
	<b>Total Income</b>	<b>1,000</b>	<b>3966</b>	<b>1,000</b>	<b>1,000</b>	<b>679</b>	<b>1604</b>	<b>1000</b>
<b>305</b>	<b><u>Vet Expenditure</u></b>	<b>4,000</b>	<b>3871</b>	<b>4,000</b>	<b>4,000</b>	<b>-624</b>	<b>4000</b>	<b>4000</b>
<b>321</b>	<b><u>Tourism</u></b>							
4162	General Expenditure	4000	2100	3000	3000	1760	3000	3000
4942	Tfr to EMR Tourism	0	460	0	0	0	0	0
5998	Def'd Grts credit to services	0	-600	0	0	0	3000	3000
	<b>OverHead Expenditure</b>	<b>4,000</b>	<b>1960</b>	<b>3,000</b>	<b>3,000</b>	<b>1760</b>	<b>3000</b>	<b>3000</b>
<b>321</b>	<b><u>Vet Expenditure</u></b>	<b>4,000</b>	<b>1960</b>	<b>3,000</b>	<b>3,000</b>	<b>1760</b>	<b>3000</b>	<b>3000</b>
<b>341</b>	<b><u>Youth and Young People</u></b>							
4162	General Expenditure	2000	1382	2000	2000	649	2000	2000
	<b>OverHead Expenditure</b>	<b>2,000</b>	<b>1382</b>	<b>2,000</b>	<b>2,000</b>	<b>649</b>	<b>2000</b>	<b>2000</b>
<b>341</b>	<b><u>Vet Expenditure</u></b>	<b>2,000</b>	<b>1382</b>	<b>2,000</b>	<b>2,000</b>	<b>649</b>	<b>2000</b>	<b>2000</b>
<b>351</b>	<b><u>Fellowship House</u></b>							
4000	Staff Costs (re-allocated)	0	4499	4557	4557	2262	4510	4468
4014	Electricity		200			200	800	800
4016	Janitorial		0			164	250	250
4041	Property Maintenance	0	231	0	0	914	1000	1000
4162	General Expenditure	0	415	0	0	0	0	0
6000	Central Overheads Reallocated	0	0	0	0	329	0	0
	<b>OverHead Expenditure</b>	<b>0</b>	<b>5345</b>	<b>4557</b>	<b>4557</b>	<b>3869</b>	<b>6560</b>	<b>6518</b>



		Last Year		Current Year				Next Year
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
1199	Miscellaneous Income	0	4584	0	0	800	1000	1000
	<b>Total Income</b>	0	4584	0	0	800	1000	1000
<b>351</b>	<b>Vet Expenditure</b>	0	760	4,557	4,557	3069	5560	5518
<b>401</b>	<b>Staffing &amp; Staff Costs</b>							
4000	Staff Costs (re-allocated)	-551183	-275201	-677238	-677238	-149682	-361929	-590364
4001	Salaries & Wages	480535	239618	545859	545859	129000	301894	474322
4005	Employers NIC	45247	14953	30504	30504	8469	19321	26468
4006	Employers S/Ann	25401	20630	100875	100875	12213	40714	89574
	<b>OverHead Expenditure</b>	0	0	0	0	0	0	0
<b>401</b>	<b>Vet Expenditure</b>	0	0	0	0	0	0	0
<b>999</b>	<b>Capital Accounting Management</b>							
801	Dep'n F'hold land & Bldgs	0	43472	0	0	0	0	0
811	Dep'n L'hold Land & Bldgs	0	1900	0	0	0	0	0
821	Dep'n Vehicles & Equipment	0	27307	0	0	0	0	0
841	Dep'n Infrastructure Assets	0	7304	0	0	0	0	0
861	Dep'n Community Assets	0	300	0	0	0	0	0
898	Deferred Grants Reversal-CFR	0	37295	0	0	0	0	0
899	Depreciation Reversal-CFR	0	-80283	0	0	0	0	0
5900	Dep'n Charged contra	0	-80283	0	0	0	0	0
	<b>OverHead Expenditure</b>	0	-42988	0	0	0	0	0
<b>999</b>	<b>Vet Expenditure</b>	0	-42988	0	0	0	0	0
	<b>Total Budget Expenditure</b>	1,106,813	841311	1236640	1236640	405367	857080	1213251
	<b>Income</b>	1,106,813	841431	1236640	1236640	785854	911635	1213251
	<b>Net Expenditure</b>	0	-120	0	0	-380487	-54555	0

## Appendix 2

### Budget & Precept 2014-15

#### Timbersbrook Toilets

There is a desire amongst some councillors to re-open the toilets located at the Timbersbrook car park. Detailed below are the costs and implications in considering this issue

1. The current manpower of streetscape and grounds maintenance services which will be transferred to the Town Council on the 1<sup>st</sup> January 2014 stands at 9 men plus a supervisor. Previously up to 18 months ago the manpower was 15
2. Analysis showed that going back some years when the staffing was 15 or higher, service level agreements were not being met and certain tasks were routinely being neglected or dealt with in a longer period of time than is desirable and that set out in the SLA
3. With the recent 33.3% reduction in staff, the SLA's are a long way off being met and as such it is clear that there is no spare capacity whatsoever in the system, in fact there is a strong argument to increase the size of the work force to improve service levels, if finance weren't such a constraint
4. To re-open Timbersbrook toilets will first of all require some refurbishment work at a cost of about £k25
5. To service the toilets will require two daily visits 7 days per week and this does not allow for closing the facility as it is assumed that local residents will undertake this task. The cost of servicing the toilets together with power, water and rates amounts to £19,876 p.a.
6. As there is no spare capacity in the system there would be a need to recruit a part time employee to carry out this work
7. The cost on the precept would equate to a further increase of 3.2% over and above that already identified in the 2014-15 budget