



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



4th June, 2015

Dear Councillor,

Town Council Meeting – Thursday 11th June 2015

You are summoned to attend a meeting of the Council, to be held in the Town Hall, Congleton on **Thursday 11th June, 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 16th April and Annual Council Meeting held on the 21st May 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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Email: info@congletontowncouncil.co.uk www.congleton-tc.gov.uk



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 12th March and 2nd April 2015.

8. Finance and Policy Committee (enclosed)

To receive the minutes of the meeting held on 26th March 2015.

9. Community, Environment & Services Committee (enclosed)

To receive the minutes of the meeting held on 5th February 2015.

10. Urgent Items

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

11. Cheshire East Councillors' Reports

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

12. Youth Committee (enclosed)

a) To receive the minutes of the Youth Committee meetings held on held on 13th April 2015.

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

13. Congleton Annual Town Meeting Minutes (enclosed)

To receive the minutes of the Annual Town Meeting held on 28th May 2015.

14. Annual Report 2014 -15 (enclosed)

To receive and approve the Annual Report for 2014-2015.

15. Annual Return, Annual Governance Statement and Annual Accounts 2014-15 (enclosed)

I. To receive and approve the Annual Governance statement for the year ended 31st March 2015.

II. To receive and approve the Annual Accounts for 2014-15.

16. General Power of Competence (enclosed)

To receive and consider a report on the requirements needed to meet the General Power of Competence and to approve the adoption of the power.

17. Honorary Burgess (enclosed)

To consider a proposal to invite Mr Gordon Baxendale to become a Honorary Burgess of the Town Council.

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,
16th April 2015 in the Town Hall, Congleton.

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

2. **MINUTES**

CTC/68/1415 RESOLVED- That the Minutes of the meeting held on the 19th March 2015 be approved and signed by the Deputy Mayor.

3. **DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST**

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

Cllrs G. Baxendale and D. T. Brown declared a non-pecuniary interest in any matters related to Cheshire East Borough Council.

4. **OUTSTANDING ACTIONS**

None.

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

There were no questions from members of the public.

6. **MAYOR'S ANNOUNCEMENTS**

The 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/69/1415 RESOLVED that the minutes of the meetings held on 19th February and 12th March 2015 be received and the recommendations therein be adopted.

8. **FINANCE & POLICY COMMITTEE**

CTC/70/1415 RESOLVED that the minutes of the meeting held on 19th February 2015 be received and the recommendations therein be adopted.

9. **TOWN HALL COMMITTEE**

CTC/71/1415 RESOLVED that the minutes of the meeting held on 25th September 2015 be received and the recommendations therein be adopted.

10. **URGENT ITEMS**

Councillor P Bates congratulated Reliance Medical for winning an order for £35m and Pulse Fitness who gained an order for £45m.

Cllr J S Crowther requested a copy of the Carnival accounts.

Cllrs Mrs D S Allen requested information relating to the timescale of the complaints procedure.

11. **CHESHIRE EAST COUNCILLORS' REPORTS**

Councillor D T Brown expressed his condolences to the Williamson family and mentioned the many good works and projects Margaret Williamson had been involved in for the benefit of the Town.

He also congratulated Pulse Fitness and Reliance Medical for their recent sales successes.

He also mentioned that there would be a celebration of the Galipoli Campaign which would take place at the Cenotaph in Congleton on 25th April 2005.

12. **TOWN HALL COMMITTEE**

CTC/72/1415 RESOLVED that the minutes of the Youth Committee meeting held on 24th March 2015 be received.

13. **DISASTER RECOVERY AND BUSINESS CONTINUITY PLAN**

The members considered a Disaster Recovery and Business Continuity Plan. Cllr G Williams suggested it was worth contacting Zurich Insurance as they have such contingency plans for Town and Parish Councils to use and to also consider inserting a contingency plan for acts of terrorism.

CTC/73/1415 RESOLVED to approve and adopt the Disaster Recovery and Business Continuity Plan.

14. **COMMITTEE MEETING DATES FOR 2015-2016**

The Committee date calendar for 2015-16 was considered.

CTC/74/1415 RESOLVED to approve the meetings calendar for 2015-16.

15. **NEIGHBOURHOOD PLAN**

A report on progress on the Neighbourhood Plan was presented to the Town Council.

CTC/75/1415 RESOLVED that:-

1. That the report be received.
2. Expenditure of £5,560 be approved.

16. **LINK ROAD**

Cheshire East Council, who recently carried out a public consultation on the Link Road, contacted the Town Council as a scheme stakeholder to seek our vision and opinion on the proposed route.

CTC/76/1415 RESOLVED that the Town Council support and endorse the Preferred Route of the Link Road, conditional upon there being no negative impact in respect of noise and air pollution had the purple route been selected.

17. **HONORARY BURGESS**

Cllr G R Edwards proposed that Mr D A Parker in recognition of his service to the Town Council be conferred with the title of Honorary Burgess.

CTC/77/1415 RESOLVED that:-

1. The Council approve of conferring the title of Honorary Burgess on Mr D A Parker upon his retirement from the Town Council.
2. To invite Mr D A Parker to become a member of the Town Hall and Assets Committee as a lay member, which confers no voting rights.

Mr D Murphy
TOWN MAYOR

Congleton Town Council

Minutes of the Annual Meeting to the Town Council

Held at the Town Hall, Congleton on 21st May 2015

PRESENT: Councillors Mrs E Wardlaw
 Mrs S Ackers Smith
 Mrs D S Allen
 Mrs A L Armit
 P Bates
 N Adams
 J G Baggott
 C Booth
 P Broom
 G R Edwards
 G P Hayes
 Mrs S A Holland
 Mrs A M Martin
 Mrs A E Morrison
 J D Parry
 H Richards
 G S Williams

MR D Murphy (RETIRING MAYOR) IN THE CHAIR

1. ELECTION OF TOWN MAYOR

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

Councillor Mrs E Wardlaw then subscribed the Statutory Declaration of Acceptance of Office.

COUNCILLOR E. WARDLAW (TOWN MAYOR) IN THE CHAIR

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

The Town Mayor then invested the Mayor's Consort with the Chain of Office.

2. VOTE OF THANKS TO RETIRING MAYOR

CTC/2/1516 RESOLVED Unanimously - That a vote of thanks be accorded to Mr D Murphy for the able manner in which he had undertaken his duties during the year he was in Office.

The Town Mayor thereupon presented Mr D Murphy with the Former Town Mayor's Medallion, suitably inscribed, to record his term of Office. The retiring Mayor, Mr D Murphy, then responded.

3. APOLOGIES

Apologies for absence were received from Councillors Mr. L Barker, D.T. Brown and

Mr R Boston.

4. **ELECTION OF DEPUTY TOWN MAYOR**

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

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

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

6. **COUNCIL COMMITTEES**

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

Planning Committee

All Members of the Council.

Personnel Committee

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

Finance & Policy Committee

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

Community, Environment & Services Committee

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

Congleton Town Hall

Cllrs Mrs D S Allen, Mrs A L Armitt, L Barker, P Broom, R Boston G P Hayes, Mrs S A Holland, Mrs A E Morrison Mrs A M Martin, and H Richards

Strategy Working Group

All Members of the Council.

Health and Wellbeing Working Group

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

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

7. **CHAIRMAN & VICE CHAIRMAN OF COMMITTEES**

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

Planning	Chairman -	Councillor L D Barker
	Vice Chairman -	Councillor Mrs A Martin

Personnel	Chairman - Vice Chairman -	Councillor D T Brown Councillor P Bates
Finance & Policy	Chairman - Vice Chairman -	Councillor G R Edwards Councillor Mrs J D Parry
Community, Environment & Services	Chairman - Vice Chairman -	Councillor Mrs S A Holland Councillor P Broom
Congleton Town Hall & Assets	Chairman - Vice Chairman -	Councillor G P Hayes Councillor Mrs A E Morrison
Strategy Working Group	Chairman - Vice Chairman -	Councillor G R Edwards Councillor D T Brown
Health & Wellbeing Working Group	Chairman - Vice Chairman -	Councillor E Wardlaw Councillor A E Morrison

8. APPOINTMENT OF MEMBERS TO OTHER OFFICES

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

Town Crier	-	Councillor D A Parker
Curator of Town Treasures	-	Councillor D A Parker
Assistant Curator	-	Councillor D T Brown
Lead Members on Quality	-	Councillor D T Brown Councillor G R Edwards Councillor C Booth
Macebearer	-	Councillor D A Parker
Deputy	-	Councillor P Bates
Youth Committee Link	-	Councillor L Barker Councillor G P Hayes Councillor Mrs S A Holland Councillor Mrs E Wardlaw
Selection Panel for co-option - of a Councillor		Town Mayor Leader of the Council Chair of Personnel Committee Plus 2 Selected Members
Complaints Panel	-	Town Mayor Leader of the Council Deputy Leader of the Council
Neighbourhood Planning	-	Councillor G R Edwards Councillor L Barker Councillor Mrs A M Martin
Replacement Cheque Signatories		Councillor P Bates

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

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

- | | | | |
|-------|---------------------------------------|---|--|
| (i) | Congleton Museum Trust | - | Councillor Mrs A E Morrison
(Reserve: Councillor Mrs D A Allen) |
| (ii) | Congleton Partnership Executive Group | - | Councillor G R Edwards
Councillor Mrs A E Morrison |
| (iii) | Hilary Avenue Allotment Association | - | Councillor G S Williams |
| (iv) | Astbury Mere Trust | - | Councillor Mrs E Wardlaw |
| (v) | Chalc | - | Councillor Mrs S A Holland
Councillor Mrs A M Martin |
| viii) | Police Liaison | - | Councillor P Bates
Councillor H Richards |
| ix) | Cheshire East Liaison | - | Councillor D T Brown |

10. **JEANNE WHITEHURST FELLOWSHIP**

Evie Foster was presented with the Jeanne Whitehurst Fellowship

11. **MAYORAL ANNOUNCEMENTS**

The Town Mayor advised the meeting that Steve Hodgkinson had been appointed as the Mayor's Chaplain for the ensuing year and informed the Council that the Civic Service would be held on Sunday 7th June 2015 at St. Peter's Church, Chapel Street, Congleton at 3.00pm.

12. **HONORARY BURGESS**

Mr D Parker was presented with a certificate confirming him as an Honorary Burgess of the Town Council

E WARDLAW

TOWN MAYOR

Question from a Member of the Public

Dear Sir,

I wish to put the following question to the elected members of Congleton Town Council at the Town Council meeting June 11th 2015:

Yours truly

Michael Knowles

Question to the Town Mayor, Cllr. E Wardlaw

Is it not the case that, in accordance with accepted democratic procedure, whenever and wherever the policies, decisions and actions of the Congleton Town Council are presented to the public it should be an elected member or elected members of the Town Council, who are responsible for making them, who present them and explain them to the public and answer questions on them?

Response by the Town Mayor

Collectively, members are the ultimate policy-makers determining the core values of the Council and approving the authority's policy framework, strategic plans and budget.

Members represent the community, act as community leaders and promote the social, economic and environmental well-being of the community often in partnership with other agencies.

At Council meetings Officers are responsible for giving advice to members to enable them to fulfil their roles, whilst members will be responsible for articulating justifying and determining policy in the Council Chamber.

Under the direction and control of the Council, officers, led by the Town Clerk, manage and provide the Council's services within the framework of responsibilities delegated to them. Thus once the Council has taken a policy decision it is normally the role of the Town Clerk and his officers to implement that decision. The Town Clerk when dealing with the implementation of more complex decisions will as a matter of course provide progress reports and updates to the Council.

The policy decision to produce a Neighbourhood Plan was approved by the Town Council on the 18th September 2014 and delegated to the Town Clerk together with 3 councillors to implement.

Where a parish or town council chooses to produce a Neighbourhood Plan or Order it should work with other members of the community who are interested in, or affected by, the neighbourhood planning proposals to allow them to play an active role in preparing a Neighbourhood Plan or Order, as the essence of a Neighbourhood Plan is that it should be community led.

The relationship between the formal functions of the Town Council then is via delegated authority to the Steering Group of the Neighbourhood Plan Team.

The Annual Town Meeting which was held on the 28th May is not a council meeting it is a meeting of the electors and could involve other organisations should they wish to be involved, such meetings often celebrate local activities and debate current issues in the community such as the Neighbourhood Plan.

Officers have a duty to implement decisions of the Council, committees and sub-committees which are lawful, and which have been properly approved in accordance with the requirements of the law and the Council's constitution, and are duly minuted. Thus the presentation given by the Town Clerk was a progress report on implementation of the Neighbourhood Plan. Policy was not mentioned at any point in the presentation as the policy decision to produce a Plan had already been taken.

At the Annual Town Meeting other than the requirement to have the Town Mayor chair the meeting, no other councillor is required to attend except as an elector. Nor does any councillor at such a meeting have an obligation to present the progress report or indeed respond to any questions as it is the Neighbourhood Planning Team who has the delegated authority to produce a draft report which then will be subject to approval by the Town Council as the responsible body and more importantly ultimately it will be the electorate who approve the Plan.

TOWN MAYOR'S ENGAGEMENTS

2015

21st May	Mayor Making Ceremony
27 th May	Cheshire East Annual Council – Tatton Park
27 th May	Congleton Players
28 th May	Annual Town Meeting
7 th June	Civic Service and Parade
8 th June	Service at Astbury Church

COUNCILLOR SALLY ANN HOLLAND

8 th June	Youth In Action A G M
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CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 12th MARCH 2015

PRESENT Councillor Mrs. A. M. Martin – Vice Chairman
P. Bates
G. Baxendale
R. I. Brightwell
G. R. Edwards
D. A. Parker
Mrs. J. D. Parry
N. T. Price
Mrs. E. Wardlaw

1. **APOLOGIES**

Apologies for absence were submitted from Councillors L. Barker, G. P. Hayes, Mrs. S. A. Holland, D. Murphy, G. Williams and Miss R. K. Williams.

2. **MINUTES**

PLN/28/1415 RESOLVED: That the Minutes of the Meeting of the Committee held on 19th February 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 G. Baxendale declared a “non pecuniary” interest due to his membership of Cheshire East Council.

4. **OUTSTANDING ITEMS**

There were none.

5. **PLANNING APPLICATIONS**

PLN/29/1415 RECOMMENDED: That the following comments be made to Cheshire East Borough Council:

Week ended 20th February 2015

15/0479C	11 Valley View, Congleton, CW12 4EN	NO OBJECTION
15/0559C	21 Malvern Close, Congleton, CW12 4PD	NO OBJECTION
15/0576C	Land Adj. Brooklands House, Padgbury Lane, Congleton	REFUSE –
Due to overintensification of the site and out of character with the surrounding area		
15/0630C	17 Walnut Rise, Congleton, CW12 4JY	NO OBJECTION
15/0722C	Moss Inn, Canal Road, Congleton, CW12 3AT	NO OBJECTION

Week ended 27th February 2015

15/0077C	Mossley School, Boundary Lane, Congleton, CW12 3JA	NO OBJECTION
15/0505C	Land Off The Moorings, Congleton	REFUSE
Councillors P. Bates and G. Baxendale declared a "non pecuniary" interest 15/0505C as they had received correspondence on this item		
15/0750C	98 Park Lane, Congleton, CW12 3DE	NO OBJECTION
15/0778C	19 Longdown Road, Congleton, CW12 4QH	NO OBJECTION
15/0797C	2 – 4 Moody Street, Congleton, CW12 4AP	NO OBJECTION
15/0656C	9 Buxton Old Road, Congleton, CW12 2EL	NO OBJECTION
15/0689C	Black Lion Court, Congleton, CW12 1WL	NO OBJECTION
15/0728C	Tesco, Barn Road, Congleton	NO OBJECTION

6. PLANNING APPEALS

None to report.

Mrs. A. M. Martin (Vice Chairman)

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 2nd APRIL 2015

PRESENT Councillor A Martin - Chairman
D Allen
P. Bates
G. Baxendale
J.S Crowther
Mrs S A Holland
D. Murphy
D. A. Parker
Mrs. J. D. Parry

1. **APOLOGIES**

Apologies for absence were submitted from Councillors R Brightwell, L. Barker, G R Edwards, G. P. Hayes, and G. Williams.

2. **MINUTES**

PLN/30/1415 RESOLVED: That the Minutes of the Meeting of the Committee held on 12th March 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 G. Baxendale declared a "non pecuniary" interest due to his membership of Cheshire East Council and 15/1165C

Cllr P Bates declared a "non pecuniary" interest in 15/1218C

Cllr D Murphy declared a "non pecuniary" interest in 15/1218C, 15/1353C & 15/0943C

Cllr D Parker declared a "non pecuniary" interest in 15/1353C & 15/0943C

4. **OUTSTANDING ITEMS**

There were none.

5. **PLANNING APPLICATIONS**

PLN/31/1415 RECOMMENDED: That the following comments be made to Cheshire East Borough Council:

Week ended 13th March 2015

15/0235C	2 Ennerdale Drive, Congleton, CW12 4FR	NO OBJECTION
15/0719C	Land Off A34, Congleton, CW12	REFUSE
Considered to be over bearing because of the height of the proposed dwellings and out of keeping with the surrounding neighbourhood		
15/0948C	Wood Farm, Wood Lane, Congleton	NO OBJECTION
15/0998C	Mountview Community Support Centre, Melton Drive, Congleton, CW12 4YF	NO OBJECTION
15/1019C	Lining and Hoses Ltd, Congleton, CW12 4XJ	NO OBJECTION

15/1042C	43 High Street, Congleton, CW12 1AU	NO OBJECTION
15/1052C	Manor House, Weathercock Lane, Congleton, CW12 3PZ	NO OBJECTION
15/1054C	77 Ennerdale Drive, Congleton, CW12 4FJ	NO OBJECTION
15/1055C	43 Giantswood Lane, Congleton, CW12 2HQ	NO OBJECTION
15/1009D	Land Off the Moorings, Congleton	NO COMMENT
15/1036D	Land Off Goldfinch Close, Congleton	

The bird nesting report undertaken on the 2nd March has now been brought into question as there have been several reports of nesting birds now setting up home for the summer and the Developer is already clearing the site. Request the appropriate environmental planning officers to investigate the validity of this report

Week ended 20th March 2015

15/1165C	58 Park Lane, Congleton, CW12 3DD	NO OBJECTION
15/1195C	Croft Villa, 115 Canal Road, Congleton	NO OBJECTION
15/1218C	10 Birch Road, Congleton, CW12 4NR	NO OBJECTION
15/1222D	Forge Lane, Congleton, CW12	NO OBJECTION

The entrance from Forge Lane onto West Road needs examining by Highways with a recommendation of a left turn only

Week ended 27th March 2015

15/0700C	Land opposite Greenways Barn, Sprink Lane, CW12 3PF	NO OBJECTION
15/1392C	14 Priory Close, Congleton, CW12 3JL	NO OBJECTION
15/1475C	8 Chaffinch Close, Congleton, CW12 3FE	NO OBJECTION
15/1420C	37 Cross Lane, Congleton, CW12 3JX	NO OBJECTION
15/1382C	Wharf Inn, Canal Road, Congleton, CW12 3AP	NO OBJECTION
15/1532C	6 Randles View, Congleton, CW12 3JN	NO OBJECTION
15/1519C	Lindale House, 11a Mossely Court Congleton, CW12 3BW	NO OBJECTION
15/1353C	Fields Barn, Middle Lane, Congleton, CW12 3NA	NO OBJECTION
15/0943C	Land at Congleton Edge Road, Congleton, CW12 3NA	REFUSE

This an area of natural beauty and should be protected and remain in agricultural use to Ensure the cohesive nature of the natural surroundings remain

6. PLANNING APPEALS

The following appeal was noted -

APP/R0660/A/14/2219069 – Land South of Holmes Chapel Road – Appeal Allowed and Planning Permission Granted for up to 70 dwellings

13/4216C and 13/4219C – Noted that appeals had been lodged for outline planning permission for dwellings in land west of Padgbury Lane

7. FORMER MOSSLEY HOUSE, BIDDULPH ROAD, CONGLETON

Correspondence dated 12th March 2015 from Elan Homes was noted.

A Martin (Vice Chairman)

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE HELD ON THURSDAY 26th March 2015

PRESENT

Councillors

L. D Barker
P. Bates
G Baxendale
R I Brightwell
D T Brown
J S Crowther
G R Edwards (Chairman)
Mrs. S A Holland
D Murphy
D A Parker
Mrs J D Parry (Vice Chairman)
N T Price

1. APOLOGIES

Apologies for absence were received from Cllrs G S Williams and Miss R K Williams, who are not members of this particular Committee.

2. MINUTES

FAP/66/1415 RESOLVED that the Minutes of the Meeting of the Committee held on 19th February 2015 be agreed and signed by the Chairman.

For approval - Cllrs P Bates, G Baxendale, R I Brightwell, D T Brown, G R Edwards, D Murphy, D A Parker, Mrs J D Parry.

Against Cllrs - Mrs S A Holland and N T Price

3. DECLARATIONS OF INTEREST

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

Cllrs G Baxendale and D T Brown declared a non-pecuniary interest in any matters related to Cheshire East Council.

Cllrs P Bates and D Murphy declared a non-pecuniary interest in item 6 (v).

4. OUTSTANDING ACTIONS

There are no outstanding actions.

5. GRANT APPROVALS AND COMMITMENTS 2014-15

A summary of grant approvals and commitments was considered by the Committee and it was noted that £5,839 is available for grants in 2014-15.

FAP/67/1415 RESOLVED that the grant summary be received.

6. NEW APPLICATIONS FOR FINANCIAL ASSISTANCE

FAP/68/1415 RESOLVED that:-

i. GR 25/1415 – Friends of Congleton Park

A grant of £250 be approved.

ii. GR 26/1415 – SOL Theatre School

A grant of £1000 be approved.

A letter to be sent to SOL Theatre School to request them to use any surplus generated to fund the following years productions.

iii. GR 28/1415 – Congleton Green Space Trust

A grant of £2,000 be approved to go towards purchasing squares of the allotment land.

It was noted that if the bid is unsuccessful to buy the land, the funds will be returned to the Town Council.

iv. GR 29/1415 – Bromley Farm Community Development Trust

A grant of £400 be approved.

v. GR 30/1415 – Congleton Community Credit Union

A grant of £45 be approved.

7. NEW GRANT ACTIVITIES MONITORING FORMS

It was noted that a Grant Activities Monitoring Form was received from Congleton Musical Theatre.

8. MANAGEMENTS ACCOUNTS FOR APRIL 2014 – FEBRUARY 2015

FAP/69/1415 RESOLVED that the Managements Accounts for February 2015 be received.

9. BANK RECONCILLIATION

FAP/70/1415 RESOLVED that the bank reconciliation for February 2015 be received.

10. LIST OF PAYMENTS

FAP/71/1415 RESOLVED that the Payments List between 1st February 2015 and 28th February 2015 be received.

11. INSURANCE REVIEW 2015-16

The insurance review for 2015-16 was considered.

It was noted that the Community Garden on long term loan from Cheshire East Council is covered as are some other additions to the asset register at no additional cost.

FAP/72/1415 RESOLVED to approve the insurance review and note that there will be no cost increase other than for inflation built into the contract.

12. VEHICLE TRACKING

A report on various options for vehicle tracking was considered.

FAP/73/1415 RESOLVED that G Force be approved as the supplier of the Tracking system at an annual cost of £2,358.72. p.a.

13. LEASE VEHICLE

A report on leasing an additional tipper van for Streetscape was considered.

FAP/74/1415 RESOLVED that that West Wallasey be approved as the suppliers of the new vehicle at a monthly cost of £389.90

14. INTERNAL AUDIT REPORT

The Internal Audit Report 2014-15 (Interim) produced by Auditing Solutions Ltd was considered.

It was pointed out that in respect of the deposit paid for the Digital Display Unit System, the Council have acted in accordance with the terms of our Standing Orders and Financial regulations.

FAP/75/1415 RESOLVED that the Internal Audit report be received and approved and noted that there were no corrective actions required.

15. TOWN COUNCIL WEBSITE

Jackie MacArthur, Town Centre Marketing Manager, provided an update on the proposals received for building a new Town Council website.

FAP/76/1415 RESOLVED that:-

1. A working party consisting of Cllr D T Brown, Cllr Mrs S A Holland, Cllr Mrs J D Parry, Mrs J MacArthur and Mrs S Trow be formed to approve the preferred supplier.
2. The working party to be given delegated power to approve the capital expenditure of the project and purchase of the new website up to an approved level of £9,999.

16. PUBLIC REALM

A considerable discussion took place concerning how to make a reasonable contribution towards the Public Realm Project, bearing in mind that the whole project consisted of 12 elements. Some concern was also expressed at the considerable increase in costs calculated by Ringway Jacobs.

FAP/77/1415 RESOLVED that:-

1. A contribution of £20,000 be approved to go towards the first phase of the public Realm Project.
2. £10,000 to be ear marked immediately from current reserves to go towards the contribution.
3. Status of finances in October 2015 to be reviewed again to determine when best to ear mark reserves for the other £10,000 required to make the full contribution of £20,000.

Mr. G.R. Edwards
Chairman

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE COMMUNITY, ENVIRONMENT AND SERVICES COMMITTEE HELD ON THURSDAY 5TH FEBRUARY 2015

PRESENT: Councillors Mrs D S Allen
 P Bates (Vice Chairman)
 G Baxendale
 D T Brown
 J S Crowther
 Mrs A M Martin
 D Murphy (Town Mayor)
 Mrs J D Parry
 N T Price
 G S Williams (Chairman)

1. APOLOGIES.

Apologies for absence were received from Cllrs G P Hayes and Miss R K Williams.

Apologies were also received from Cllrs L D Barker, G R Edwards and D A Parker who are not members of this particular Committee.

2. MINUTES OF LAST MEETING

CES/51/1415 RESOLVED that the minutes of the meeting held on the 13th November 2014 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 G Baxendale and D T Brown declared a non-pecuniary interest in any matters related to Cheshire East Council.

4. FLORAL ARRANGEMENT WORKING GROUP

CES/52/1415 RESOLVED that the minutes of the meeting held of the Floral Arrangement Working Group meeting held on 9th January 2015 be received.

5. ANTI-SOCIAL BEHAVIOUR WORKING GROUP

CES/53/1415 RESOLVED that the minutes of the meeting held of the Anti –Social Behaviour Working Group meeting held on 25th November 2014 be received.

6. OUTSTANDING ACTIONS

CES/41/1415 RESOLVED that:-

1. The Committee support the notion of introducing a crossing immediately outside the High School.
2. Request the provision of this facility via "Safer Route to School" ad Strategic Highways.

CES/42/1415 RESOLVED that the proposal by Cheshire East Council to undertake an initial assessment of need in the area be approved, but, it should be emphasised that such assessments should be extensive and undertaken at appropriate times.

7. CHESHIRE POLICE

Sgt Owens provided an update on Police matters pointing out that there are now 2 Sergeants and 7 PCSOs based in Congleton.

There are some anti-social behaviour problems occurring in certain areas in Congleton including the Park and Princess Street, which the Police are patrolling regularly. Generally though anti-social behaviour is down.

Parking generally and in particular around schools is an issue.

8. PROTECTING RECREATIONAL LAND

Correspondence from the Field in Trust outlining measures to protect recreation land was considered.

CES/54/1415 RESOLVED that the correspondence be received.

9. CCTV IN CONGLETON

A report from Cheshire East Council outlining the incidents captured by CCTV in Congleton was considered by members.

CES/55/1415 RESOLVED that the report be received and noted.

10. COMMUNITY GARDEN LEASE

The revised lease produced by Cheshire East Council to lease the Community Garden for a 125 year period was discussed. It was noted that the insurers should be informed of the additional asset.

CES/56/1415 RESOLVED that the report be received.

11. CAR PARKING CHARGES AT THE WAR MEMORIAL HOSPITAL

Correspondence from Cllr Janet Clowes, Cheshire East Council, concerning parking charges at the War Memorial Hospital was discussed by Members. It was noted though that this correspondence had been superseded by a very recent decision by the Hospital Trust to make the first 4 hours of car parking free for patients and visitors.

CES/57/1415 RESOLVED that the correspondence be received.

12. CONGLETON WATER TREATMENT WORKS

A report provided by United Utilities who have been monitoring odour emanating from Congleton Waste Water Treatment works in which they pointed out that no odours have been present.

CES/58/1415 RESOLVED that:-

1. To receive the report.
2. The Town Clerk to circulate United Utilities contact details to all Councillors.

13. BUGLAWTON POST OFFICE

A letter from the Post office pointing out that the planned changes to Buglawton Post Office would not be proceeding was considered.

CES/59/1415 RESOLVED that the Town Clerk write to the Post Office pointing out that the office located at Buglawton is a valuable Community asset and should be refurbished at some point.

14. BUS SERVICES IN CONGLETON

A letter from Fiona Bruce MP relating to a £25m fund to support Community transport was discussed. It was pointed out that Congleton Partnership had expressed an interest, but, apparently the fund has already been exhausted.

CES/60/1415 RESOLVED that the correspondence be received and noted.

15. PARKS STRATEGY

A Parks Strategy produced by Cheshire East Council was considered.

CES/61/1415 RESOLVED that the Parks Strategy be received and has the full support of the Council.

16. SPEED LIMIT MOSS ROAD AND PEEL LANE

Notification from Cheshire East Council to consider an order to reduce the speed limit to 40 MPH on Moss Road and peel Lane was discussed.

CES/62/1415 RESOLVED that the Committee support and approve the order to reduce the speed limit to 40 MPH on Moss Road and Peel Lane.

17. MOUNTVIEW CARE HOME

Correspondence from Cllr J Clowes concerning respite care in Congleton was discussed.

CES/63/1415 RESOLVED that the correspondence be received.

18. PARISH FOOTPATH REPORT

A footpath report produced by Congleton ramblers was considered and the 9 actions contained in the report noted.

CES/64/1415 RESOLVED that the Town Clerk:-

1. Send a letter of thanks to Congleton ramblers for producing the report.
2. Write to the Public Rights of Way Team, Cheshire East Council, to support the need to resolve the 9 actions identified in the report quickly.

19. PARKING OUTSIDE SCHOOLS

Correspondence from Congleton Education Community Partnership and Cllr G P Hayes concerning parking outside schools was considered. It was noted that the Cheshire East Council Legal Team have a backlog of orders to produce for 30-40 schools on the same issue.

CES/65/1415 RESOLVED that 2 Councillors liaise with Congleton Education Community partnership and the LAP to produce a list of priorities to present to Cheshire East Council on parking problems at schools.

20. ANNUAL CONSULTATION ON THE FUTURE PLANS FOR CHESHIRE FIRE AND RESCUE SERVICE

The Annual Consultation produced by Cheshire Fire and rescue Service was considered.

CES/66/1415 RESOLVED to receive the correspondence.

21. SIGNAGE FOR ROOD LANE METHODIST CHURCH

It was noted that it is difficult for visitors to locate Rood Lane Methodist Church because of the lack of signage.

CES/67/1415 RESOLVED that Cllr D Topping and Cheshire East Highways be contacted to request signage to be installed.

22. SPEED RESTRICTION MANCHESTER ROAD

The problems of speeding on Manchester Road was discussed and concerns was expressed at the 30 MPH speed limit.

CES/68/1415 RESOLVED that:-

1. Cheshire East Council be requested to install a Speed Indicator Device in the area.
2. The Police be requested to undertake speed monitoring with radar guns.

23. DROPPED CURBS

Cheshire East Council are to introduce "H bar" markings to remind disabled drivers not to park in front of the dropped curb in Swan Bank.

CES/69/1415 RESOLVED that Cheshire East Council Traffic Wardens to be requested to suspend parking ticketing until the H-bar marking is introduced.

24. TESCO EXPRESS

Pictorial evidence of HGV delivery vehicle parking outside the Tesco Express at the Waggon and Horses, which causes traffic congestion and is a potential hazard when reversing was considered.

CES/70/1415 RESOLVED that the Town Clerk contact the regional Director of Tesco to express our concern and to point out that the Town Council will request Cheshire East Council to impose delivery restrictions on the store if the problems are not resolved.

25. RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS

CES/71/1415 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.

26. STREETSCAPE AND STAFFING UPDATE

The Committee considered a report on the current performance of Streetscape which included staffing issues.

CES/72/1415 RESOLVED that:-

1. The report be received.
2. Approval to recruit a Streetscape Operative to replace the employee about to retire.

G S Williams
Chairman (In the Chair)

Congleton Town Council

Minutes of the meeting of the Youth Committee held on Monday 13th April 2015 in the Town Hall, Congleton

PRESENT Youth Councillor Joseph Hearson (Chairman)
Thomas Minshull
Zac Roberts
Tom Heyes
Sophie Hammond
Bella Statham
Arabella Holland

Councillor Sally Holland
Councillor George Hayes
Linda Minshull

1. APOLOGIES

Apologies were received from Jamie Bernardi and Matthew Jones and Councillors Larry Barker and Liz Wardlaw.

2. MINUTES OF LAST MEETING

RESOLVED – That the Minutes of the Meeting of the Committee held on 24th March 2015 were signed by the Chairman as a correct record.

3. YOUTH IN ACTION

Chris Roycroft from Youth In Action attended the meeting to provide information on the work of his organisation. Councillor Sally Holland presented Chris with a cheque from her Mayor's Charity fund.

4. MEMBERSHIP

Membership was discussed and it was agreed that the Committee would aim to recruit two new members from Eaton Bank School by Christmas. Linda had contacted a potential new member suggested by Sally. She had invited her to the meeting but had not had a reply from her.

5. BASKETBALL HOOPS

Members who had worked on this project updated the meeting on their findings. Bella had contacted Astbury Mere Trust regarding the provision of a hoop but they had said that it would not be possible to site one there.

Feedback of the working group was that young people would prefer one site in Congleton with the facility of an enclosed court and hoops. It was suggested that the best place would be either in the Park, near the Leisure Centre or adjacent to the Skatepark. Linda agreed to feedback this information to Mike Smith and Glen Williams of the Youth Forum.

6. **JEANNE WHITEHURST FELLOWSHIP AWARD**

The Committee discussed the six nominations for the Jeanne Whitehurst Fellowship Award and it was

RESOLVED – that Evie Foster be presented with the Jeanne Whitehurst Fellowship Award for 2015.

7. **WEBSITE**

Joe gave an update on a meeting he had with Brian, Larry and Linda to discuss the website. He will be working with Larry to outline terms and conditions and will contact Nathan to discuss the details.

8. **YOUTH COMMITTEE BANK ACCOUNT**

It was reported that the balance is £638.92

9. **YOUTH COMMITTEE MEMBERS ITEMS**

Civic Dates

Linda informed the meeting of the following civic dates –

Mayor Making – 21st May 2015 – 7 p.m.

Civic Service and Parade – Sunday 7th June 2015 – Parade to assemble at the rear of the Town Hall at 2.30 p.m. for a service at St. Peter's Church at 3 p.m.

10. **DATE OF NEXT MEETING**

Members requested that there should not be another meeting until after the exam period and Linda will arrange the next meeting in July.

Joseph Hearson (Chairman)

CONGLETON TOWN MEETING

Minutes of the meeting held on Thursday 28th May 2015

At The Town Hall, High Street, Congleton, CW12 1BN

PRESENT Councillor Mrs E Wardlaw (Town Mayor)
B Hogan (Town Clerk)
Andrew Thomson (Planning Consultant)
33 members of the public

INTRODUCTION

The meeting is convened under the provision of the Local Government Act 1972 SEC (1) and 13(1) and due notice has been given in the local press

1. Annual Town Council Report 2014-15

The Town Mayor Cllr. E Wardlaw provided the meeting with an overview of the Mayor's activities and highlights that took place during the Civic Year.

2. Neighbourhood Plan

The Town Clerk provided a presentation on the Neighbourhood Plan explaining first of all what a Neighbourhood Plan is and the benefits it offers. The Town Clerk then provided an update on progress made so far in producing the Plan and emphasized the need for the public to participate at every opportunity.

3. Questions From the Public

- Why didn't the leader of the Council provide the presentation on the Neighbourhood Plan rather than the Town Clerk?
- Poynton produced a very detailed questionnaire, why did the Council only provide a very simplified version, is this an opportunity lost?
- It is essential that the public become involved and engaged in the production of the Neighbourhood Plan, how are you going to achieve this when so few have attended tonight's meeting?
- If too few participate in the referendum when it comes out, won't this devalue the Plan when it is finalised?
- Don't you need a robust communication strategy if you are to engage the public?
- There will be a major impact from the houses being built outside the Town boundaries, will the Neighbourhood Plan address these issues?

Questions From the Public continued.....

- Are you going to take advantage of key events such as the Food and Drink Festival to promote the Neighbourhood Plan?
- What is the Town Council doing about the Bridestones development?
- Need to see actions on previous plans to build confidence that something actually happens, and it would be good to know actions happening on the Town Centre Plan.
- Do you actually know the number of houses that are designated to be built in Congleton during the Plan period?
- What is the point in having a Plan when only 219 houses are to be built?
- Won't the growth in houses planned just outside the Town's boundaries allow the Town to grow in terms of population and make it more attractive to large retailers?

4. CLOSING REMARKS

The Town Mayor thanked the residents for attending the Annual Town Meeting and for their contribution to a lively debate on the issues affecting Congleton, in particular the Neighbourhood Plan.

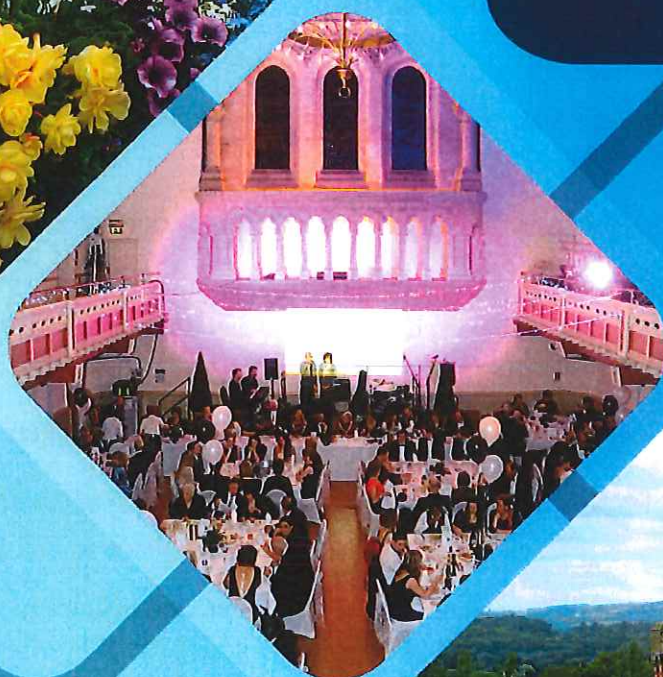
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Annual Report of Congleton Town Council 2014-15

CONGLETON
WHERE FRIENDS
ARE MADE

Congleton Town Council
Historic market town



QUALITY
TOWN
COUNCIL

Congleton Town Mayor- Cllr Denis Murphy- 2014/15



When people ask me what it's like to be the Town Mayor – I say 'It's the Best Job in Town'. This past year in office has only confirmed that opinion! As Town Mayor you meet some wonderful people, attend splendid events and spend time with so many people that do so much behind the scenes to make Congleton the delightful town that we all enjoy.

Over the past year I have attended around 200 functions in my capacity as Congleton Town Mayor. I can honestly say that I have enjoyed them all. On many of these occasions I have been accompanied by my Mayoress Mrs Joan Myatt and my Cadet Nathan Beard. Both Joan and Nathan have been a tremendous support to me. I strongly believe that more Mayors should look into creating a role for a cadet, as it gives young people a great opportunity to meet people and experience another side of life. Nathan, aged 14 and a Congleton Fire Cadet, has attended around 60 events in the past year.

Although every event has been special, there is not the time or space to list them all. Instead I would like to mention a few events that will always stick in my memory....

- Being with the Commonwealth Baton when Congleton hosted a visit in May 2014 – the only town in England to have a two hour event
- The Civic Parade and Service in June where the Lord Lieutenant of Cheshire David Briggs and many fellow Mayors and Civic Dignitaries came to Congleton – the sun even made an appearance.
- Being introduced to over 100 stall holders at the annual Food and Drink Festival in Congleton in June.
- Representing Congleton at the Chief Constable's Award Ceremony where I met the new Chief Constable of Cheshire Simon Byrne
- Meeting both the North West and Britain in Bloom judges when they visited Congleton in July and August. Congleton won gold in both competitions. Also getting to meet the volunteers and teams that work on the In Bloom preparations.
- Enjoying Congleton Carnival – and joining in the parade from the Town Hall in a VW Camper Van!
- Representing Congleton at the World War One – Cheshire East Reflects event at Tatton in August – a truly moving occasion
- Attending numerous productions in our very own Daneside Theatre – but also in more unusual setting – such as the 'Home by Christmas' production at Congleton Railway Station
- Hosting the Princess Irene Fusiliers Brigade from Netherlands when they visited Congleton for the Remembrance Service where once again the people of Congleton turned out in their thousands to remember and show their respect for all who died in both world wars.
- Parading through the town with real reindeers at the start of the Congleton's Christmas Celebrations
- The laughter and fun had by all at the Town Mayor's Ball in March.

- Laying a wreath at the Anzac Day Gallilopi Commemorative ceremony at Congleton cenotaph – remembering that 16 Congleton soldiers lost their lives in that campaign
- Being part of the launch of Congleton's summer Every Step Counts' walking campaign with the inaugural walk at Astbury Mere.

Congleton really is a special town. The community spirit is second to none. The number of people who voluntarily give their time to help with organisations, clubs and societies for the betterment of others is staggering. As Town Mayor I have tried to promote and help these organisations where I can and I do thank everyone who contributes to making Congleton a better place to live, work or visit.

As Town Mayor it is also my duty to Chair the Town Council meetings. I would like to thank my fellow councillors for their support in making this role easier, and in particular may I thank all the Town Council staff – who I truly believe are the real town treasures and worth far more than the mayoral chains and mace! It has been an honour and a privilege to serve as the 696 Mayor of Congleton and I wish Mayor Number 697 all the very best and hope that they also agree that it is 'The Best Job in Town'.



Cllr Denis Murphy and Joan Myatt with some of the "Town Treasures".



Town Mayor Cllr Denis Murphy and Fiona Bruce MP at the Carnival 2014

Leader of the Council - Cllr Bob Edwards

We have just come to the end of four years in office, where I have enjoyed four years as Leader of the Town Council. It's time to look over our significant achievements as a Council during this last Municipal year and during the previous three years.

I think that the most significant and successful thing that has happened to the Town Council during 2014 was the integration of the **Streetscape Team** into our corporate structure. The costs of the team are paid for by Cheshire East. This single event has had the effect of more than doubling our workforce and has significantly increased our budget.

My congratulations and thanks go to all the staff of the Council for ensuring this smooth and improved transition of services. The Team, whilst maintaining the Town, its streets and green areas in pristine condition made some superhuman efforts in helping with our entries for North West and Britain in Bloom.

What else has been good?

New for 2014 was the introduction of the monthly **Artisan Markets** by City Markets, the company that runs Congleton's Market. There have been some weather problems over the year but the markets are warmly welcomed and well attended by both suppliers and residents. These markets are a welcome addition to our calendar and long may they continue.

After the success of the Olympic Torch relay which came through Congleton in 2012, Congleton was chosen to host a visit of the **Commonwealth Baton** on its tour around the UK. We were the only town in the whole of the UK to be invited – all other hosts were cities. What an accolade! Something that the 10,000 residents who turned out for the event recognised and celebrated.

It's difficult to say something new about the annual **Food & Drink Festival** held in mid-June. It goes from strength to strength. The event in June was another huge success blessed by good weather. It is a joy to see so many thousands of residents enjoying the success of Congleton's Community Projects team and their band of volunteers.

The **North West in Bloom** judging took place in mid-July and the **Britain in Bloom** was in early August. Thousands of hours from the Streetscape team and our many volunteers ensured success and we won gold in both events, putting us up with the top four towns in the whole of the UK. It's not easy keeping the pressure up but we were given some very supportive encouragement from the Britain in Bloom judges who visited us in December to help us plan for 2015. Three members of the In Bloom team spoke at the South West in Bloom conference sharing information of our success!

The middle of July was our bi-annual **Carnival** followed by "It's a Knockout". 2014 saw a new Carnival Committee which worked hard to see the Carnival return to its former glory. This year saw us building on the return of the popular floats with even more entries. There were many stalls and events in the park that made the day a great success. There is still much to do but we know that the wonderful people of Congleton will get behind the team and wish them every success for the future.

And to finish off the events for the year – the wonderful, well supported Xmas lights switch on! What a spectacular event this is every year, so well organised by the Lights Committee supported by Community projects and the merry band of volunteers. It's not just the children that enjoy the event! This year was particularly magnificent with the 'real' reindeers pulling Santa's sleigh. So exciting for the little children (and some not so little).



Covered so far are what I would call one off events. In the Council we also do a lot of long term planning for the future of Congleton. As part of our work on producing a Town Strategy in 2012 we helped Cheshire East with basic plans and strategies that we would like to see adopted over the next plan period (until 2030). Cheshire East took this information and incorporated it into their Local Plan which is intended to set the scene for growth and development over the whole Borough. Due to some disagreements with developers and The Planning Inspectorate the Cheshire East Plan is currently being re-evaluated. In the meantime, without an agreed planning document the Borough is under attack from Developers who believe they have every right to build where they want without consideration of the residents needs. To help overcome this problem, we like many other Towns and Parishes throughout the country, are producing a 'Neighbourhood Plan' which will carry some legal weight in informing developers just where they can site their developments. This plan will be widely consulted on and everyone will get their opportunity to contribute to it.

And finally, I hope many of you will have seen the recent announcement in the press that we have been awarded £1,000,000 by Cheshire East as a contribution towards our **Public Realm Strategy**. This award is the culmination of a long negotiation involving officers and members of the Town Council and members of Congleton Partnership. Plans are currently being drawn up as to how we will use this money but the end result will enable us to significantly update and rejuvenate the Pedestrianised area of the Town Centre. This is long overdue but although completion is unlikely before late 2016 we should have something that we can be proud of for many years to come. In parallel with the announcement of this grant, Cheshire East have committed to spending many millions of pounds in updating and improving the Leisure Centre.

At the start of this address I promised you a reflection of some of our other achievements since 2011. Each year we have achieved most of the above - it is part of what we do as your Council. The people of the Town seem to love a good celebration turning up in their thousands to mark each event. Bearmania in 2011, Olympic Torch Relay and Queens Diamond Jubilee in 2012, The Mercian Homecoming march and of course, the annual Remembrance Day parade. Seeing all of the people on the streets for these events makes me proud to be part of the Congleton Community and Leader of the Council.

We were extremely saddened by the death of Margaret Williamson MBE, DL, in April. Margaret has done more than anyone in galvanising support from many organisations and volunteers to promote the many projects (too numerous to mention here) that make this town what it is. She will be sadly missed.

Councillor Bob Edwards



In Bloom Winners 2014

Congleton Public Realm - Cheque for £1 million



Town Council

The Town Council has 20 Councillors, who are elected to represent one of the two wards in the town. Councillors are elected to serve a period of four years. Election held on 7th May 2015.

The Councillors serving during the lifespan of this annual report were:

East

Larry Barker (C)
Paul Bates (C)
Guy Brittain (C)
David Brown (C)
Bob Edwards (C)
George Hayes (C)
Sally Ann Holland (C)
Douglas Parker (C)
Glen Williams (C)
Rebecca Williams (C)

West

Dawn Allen (UKIP)
Gordon Baxendale (C)
Robbie Brightwell (C)
Louise Bours (UKIP- resigned Jan 2015)
John Saville Crowther (IVC)
Amanda Martin(C)
Denis Murphy (LD)
Jean Parry (C)
Neville Price (I)
Elizabeth Wardlaw (C)

C = Conservative, I= Independent, IVC=independent Voice of Congleton, LD=Liberal Democrats UKIP=UK Independent Party

Officers for the period of this annual report were:

- Town Clerk - Brian Hogan
- Support Manager - Jackie Potts
- Town Centre and Marketing Manager - Jackie MacArthur
- Admin Officer (Mayoral) - Linda Minshull
- Administrative Assistants - Andrea Morris-Wild, Sue Trow
- Business Administration Apprentice- Martha Hayes
- Facilities Manager- Chris Jones
- Streetscape Supervisor - Ruth Boffey
- Town Hall Supervisor - Mark Worthington
- Handymen - Chris Banks, Mark Worthington
- Streetscape Operatives - 10, plus 1 apprentice
- 3 Facility Officers - Pete Forster, Melvin Hulme, Al Shaw
- Casual Paddling Pool Attendants May - September
- 1 Caretaker - Tim Muston

Council Meetings

The Council has a number of committees, most of which meet around 6 times a year. The dates for meetings in 2014-15 were:-

Community, Environment & Services-	5/6 28/8 2/10 13/11 5/2 19/3
Council-	29/5 10/7 21/8 18/9 30/10 4/12 15/1 5/3 16/4
Finance and Policy-	29/5 28/8 23/10 27/11 8/1 19/2 26/3
Planning-	22/5 19/6 17/7 21/8 3/9 25/9 16/10 6/11 20/11 8/1 22/1 19/2 12/3 2/4
Town Hall Committee-	12/6 25/9 6/11 12/3

The Personnel Committee and Strategy Working Group are held as and when necessary.

How is the Town Council Financed?

The majority of the Town Council's money comes from a precept which is added to the Council Tax levy set by the Principal Authority. In 2014-15 the precept was £656,714 with a Support Grant provided by Cheshire East Borough Council of £65,558 which has been reduced by £9,796 over the previous year. Below is a summary of income and expenditure for the year ending 31st March 2015.

The money is spent providing services and representing the people of Congleton. In broad terms in 2014-15 the Town Council spent the money it raised on the following:

Congleton Town Council Management Accounts March 2015

	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
<u>Finance and Policy Committee</u>				
Corporate Management:-Expenditure	117,211	123,925	6,714	95%
Corporate Management Income	-71,629	-69,825	1,804	103%
Net Expenditure over Income	45,582	54,100	8,518	84%
Democratic Rep'n & Mgmt/Civic:-Expenditure	44,237	49,616	5,379	89%
Grants	66,985	72,577	5,592	92%
F&P Income - Expenditure Totals	156,804	176,293	19,489	89%
<u>Community, Environment & Services</u>	184,963	194,489	9,526	95%
<u>Streetscape</u>				
Streetscape Expenditure	469,069	482,398	13,329	97%
Streetscape - Income	-353,627	-346,314	7,313	102%
Net Expenditure over Income	115,442	136,084	20,642	85%
<u>Town Hall</u>				
Town Hall - Expenditure	147,229	160,542	-13,313	92%
Town Hall - Income	-96,990	-107,050	10,060	91%
Net Expenditure over Income	50,239	53,492	3,253	94%
<u>Capital Expenditure</u>	96,778	96,778	0	
<u>Total Net Expenditure</u>	604,226	657,136	52,910	92%
<u>Precept 2014/15</u>	656,714			
Underspend 14/15	52,488			

Grants Given in 2014/15

The Town Council has supported local voluntary and community groups with approximately £68,535 worth of grants in 2014-15. Among those assisted were:-

Grants given to hirers of the Town Hall		2,942
Congleton Museum	Notional Rent	4,500
Community Projects	Project Support	16,000
Congleton Partnership	Rent	1,533
Citizens Advice Bureau	Annual Grant	15,000
Christmas Lights	Christmas Lights	9,000

Total		48,975
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Team Congleton 2012	Legacy Projects	1,500
Friends of Congleton Park	Cables etc. for Park Events	180
Friends of Congleton Park	Brass in the Park 2014	250
SOL Theatre School	Summer Theatre School 2014	1,000
Bromley Farm Community Trust	Support for B Farm News	380
Congleton Building Preservation Trust	Support for Physic Garden	500
Macclesfield & Cong District Scouts	Support for Jamboree	250
Congleton Harriers	Cong ½ & ¼ Marathon	250
Congleton Jazz & Blues	Support 2014 Festival	500
Cheshire & Shropshire Immediate Care	Help equip Volunteer	
	Doctors in Congleton Area	1,000
Congleton WW1 Awareness Group	Support for "Over by Christmas"	300
Open Space Arts Festival	Support for Arts Festival	250
Congleton Musical Theatre	Production of "Anything Goes"	500
Tornados Basketball Club	Sponsorship of Shirts	250
St. Peter's Church	Restoration- Phase 2	1,000
Ruby's Fund	Grant towards the Sibling's Room	500
Congleton Town Football Club	Grants towards Floodlights	1,500
Bromley Farm Friendship Group	Christmas Party	214
Congleton Choral Children's Choir	Support for Children's Choir	250
Congleton Harriers	Support for Cloud 9 Race- March 15	250
Dane Valley Scout Group	Purchase of Defibrillator	1,290
Team Congleton	Support for "Every Step Counts"	2,000
Congleton Cricket Club	Junior Kit	250
Trinity Methodist Church	Towards New Heating	1,000
Congleton Spiritualist Church	Towards New Windows	250
Friends of Congleton Park	Brass in the Park 2015	250
SOL Theatre School	Summer Theatre School 2015	1,000
Congleton Green Space Trust	Support to purchase- Vale Allotments	2,000
Bromley Farm Community Trust	Support to produce B Farm News	400
Congleton Community Credit Union	Membership of CEVS	45

Total		£19,559
--------------	--	----------------

Services Provided

What Services does the Town Council Provide:

1. We fund 50% of the cost of four out of the seven Police Community Support Officers.
2. We operate a Handyman Service who are responsible for cleaning up a variety of areas around the Town, removing litter, graffiti, tidying open areas, clearing pathways and alleys, anything to make the Town cleaner and tidier.
3. We operate a Streetscape Team consisting of a staff of 11 transferred from Cheshire East Borough Council on the 1st January 2014. Their role is to keep the Town tidy, empty litter bins and look after the ground maintenance activities in and around the Town and in Congleton Park.
4. We have recruited an apprentice for the Streetscape Team and will recruit a second apprentice in the summer
5. We have a Market Town Manager who organises a variety of events in the Town as well as spending time promoting the Town and its businesses
6. We have restored and refurbished the Town Hall which was inherited from Congleton Borough Council; this has cost about £750,000, which included recently refurbishing and re-roofing thirteen of the various roofs that make up the Town Hall complex. The finance for the work is provided by way of a low cost Government loan and an interest free loan from the former Congleton Borough Council
7. The Council returns approximately £69,000 per year to organisations within Congleton to support their various activities, including making a significant contribution to the Citizens Advice Bureau
8. The Council provides Allotments
9. The Paddling Pool is opened annually and maintained
10. All of our Councillors are volunteers and do not receive any remuneration or fee whatsoever

Congleton Town Council is the most local level of Government. It serves the town's 26,500 residents by:

- Providing an essential link between town residents and Cheshire East Borough Council to ensure grass roots views are heard and considered.
- Facilitating economic development and regeneration of the Town
- Examining all planning and licensing applications and giving opinions to the Borough Council on behalf of local residents
- Managing a range of local services and facilities to benefit the Town including the Town Hall, handy-man service, streetscape and grounds maintenance services, paddling pool and allotments
- Providing financial support to a variety of community groups and organisations which support the well-being of Congleton residents.

Key Achievements

Some of the major achievements for 2014/15 include:

- High Street facing office facilities open Monday – Friday 9-5pm
- Part-funded Four Police Community Officers for the Town (£47.2k)
- Produced quarterly Town Council and Community Newsletter (Bear Necessities)
- Streetscape operations now managed by Town Council
- Continued and developed the well-respected Town Handy Person Scheme
- Worked on promotion of the Town
- Christmas Fayre and Lights Switch on ceremony
- Supported town events such as the Food and Drink Festival
- Continued to support an active Youth Committee to serve the Town
- Provided direct support to Congleton In Bloom, and Cheshire Community Pride Awards
- Achieved gold in both North West in Bloom and Britain in Bloom.
- High Profile Congleton Partnership & liaison with businesses
- Promoted business and Link2Prosperity
- Northern Link Road close to becoming a reality with a large government grant being provided
- Lobbied Cheshire East Council to support the Public Realm Strategy and gained a grant for £1m
- Provided Town Centre Management & was one of ten High Street UK 2020 Pilot Towns
- Continued to promote the Town Hall as a Wedding Venue and held further Wedding Fayre

Some key initiatives for 2014/15- taken from the Corporate Strategy are:-

An Active and Engaged Community

- To administer the community grant scheme to help support and develop local groups including the CAB
- Support the Congleton Community Partnership
- To operate openly and share information through the Town
- Council website, community newsletter, notice boards, print and social media
- To continue to engage in the town's next generation by supporting youth organisations and facilities and by working with the Town's Youth Councillor Committee
- Support Sport & Leisure facilities, which promote healthy lifestyles, including supporting Team Congleton's activities in assisting in the Every Step Counts Walking Campaign
- Support Congleton's Food and Drink Festival
- Maintained Mayor's Cadet Scheme
- Producing a Neighbourhood Plan, with assistance from volunteers and key members of the community

A Sustainable Environment

- Continue the Town Handyperson service and integrated with Streetscape Team
- Directly support “In Bloom” initiatives in Congleton Bromley Farm and Buglawton
- Encouraged more volunteers to become involved in the town clean teams and Congleton In Bloom
- Fund four Police Community Support Officers to work in the Town and support the work of Shop-watch
- Measure the Carbon Footprint of the Town Hall
- Support efforts to soften and green Mountbatten Way, included in Public Realm Strategy
- Completing phase 4 of the River Dane Walkway to provide a green corridor across the town
- Continued to facilitate and promote phase 1 & 2 of the Public Realm Strategy and gained £1m of funding from CEC
- Actively support the Management Plans for our Conservation Areas
- Work with parties to ensure that regeneration and new developments reflect the heritage and traditional architecture of the Town
- Supporting the development of the Cenotaph area as a local heritage scheme

A Strong and Diverse Economy

- Lobbying Cheshire East to provide a Lifestyle Centre
- Lobbied for high quality employment sites and improvement of existing Business Parks to be included in the Local Plan
- Provide Town Centre Management
- Work with partners to utilize the Town’s entrepreneurial strength
- Lobby Cheshire East for use of S106 money for Town Centre Regeneration
- Advocate for improved public transport links
- Support the Musical Festival- Jazz & Blues
- Work with retailers to maintain trade group (s).



“Streetscape in Action”



Reindeers at the Christmas Light Switch On

Public Realm

The Town Council published a Congleton Town Centre Plan in March 2008 which outlined the preferred development strategy for the Town. This plan was then used to inform a Public Realm Strategy which was published in 2011. As part of the 2011 strategy conceptual designs were published which included enhancing the pedestrianised Bridge Street / Little Street area and creating a Shared Space at the intersection between Bridge St / High Street and Moody St / Market Street, referred to as Festival Square.

In December 2014 Cheshire East Council confirmed that in principle £1m was available for these enhancements and instructions to progress the scheme were issued.

As part of the early stages for the scheme a Topographical Survey has been commissioned and this was undertaken in the week commencing 9th February 2015, illustrating that the first preliminary work for the scheme has commenced.

The actual projected work programme is shown below:-

Workstage	Month												
	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-April-16
Budget Cost Plan re-view		Complete											
Briefing of Portfolio Holder													
Briefing of Local Members													
Cabinet													
Topographical Survey													
Briefing CTC (scheme scope discussions)													
Project team meeting													
Project Governance (TEG / EMB)													
Initial Site investigations													
Preliminary Design													
Consultation / Engagement													
Detail Design													
Construction													

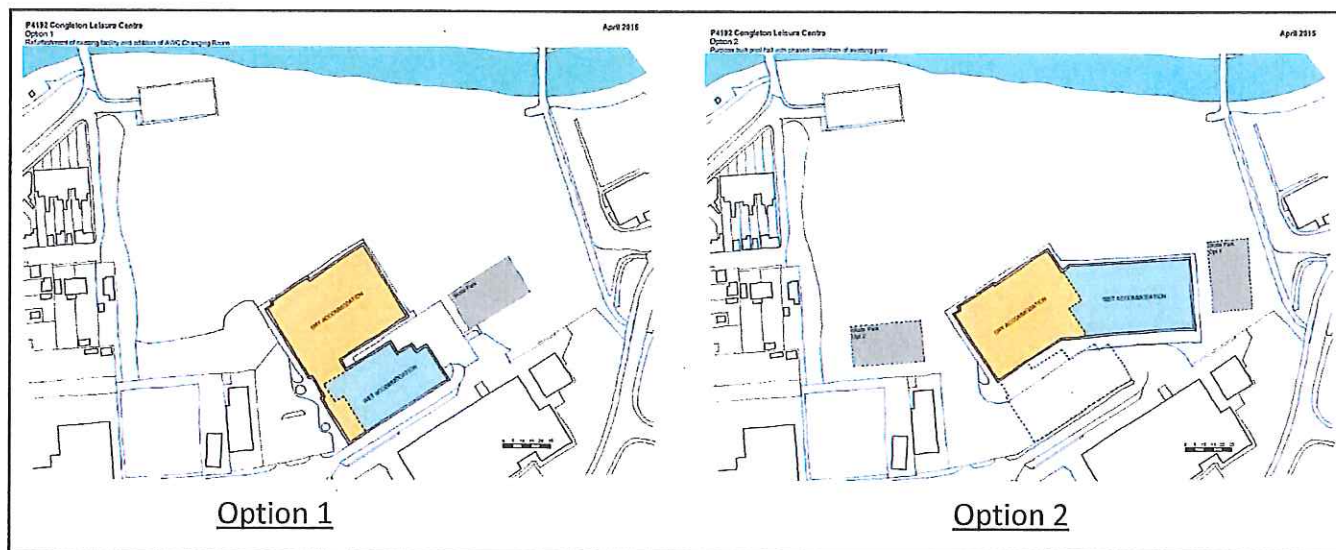


The artist's impressions provide some idea of how the pedestrian area might look in the future but, detailed designs outlining materials to be used, specific design parameters and street furniture to be installed, have yet to be produced.

Congleton Leisure Centre

Cheshire East Council is committed to providing an enhanced healthier lifestyle/ Leisure Centre for Congleton. A pre-consultation survey in October 2014 showed Congleton public's main priority was an updated Leisure Centre building with added/ upgraded facilities with the swimming pool being the most important with 74% indicating that they would really like a pool to be available and 67% would really like a sports hall.

In March 2015 Cheshire East cabinet approved £8.5 million plan to modernise CLC. Considering Option 1- using the current site and option 2 including some new build.

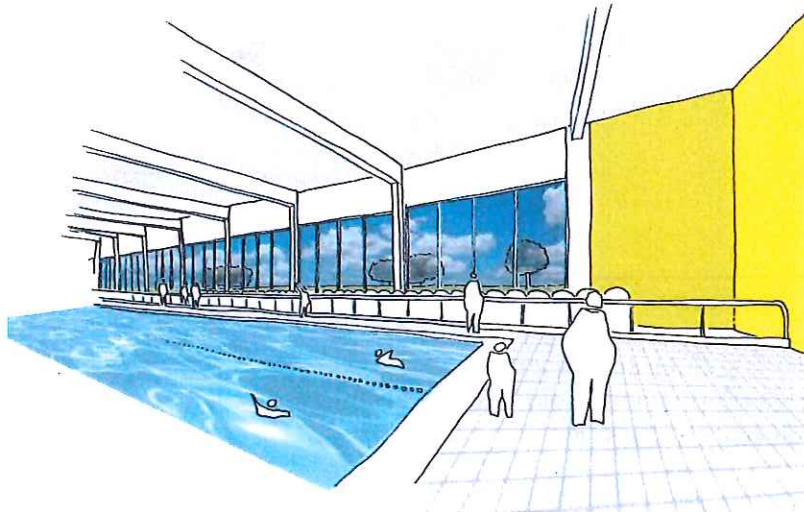


Cheshire East Council will be working with sporting clubs and park users, including Congleton Rugby Club and Friends of Congleton Park, as plans start to develop. There could also be an improved skate park and new landscaping and planting to improve the bio-diversity of the site.

This is an exciting opportunity of Congleton, with a vision of a greatly improved Leisure Centre, which will turn into a reality.

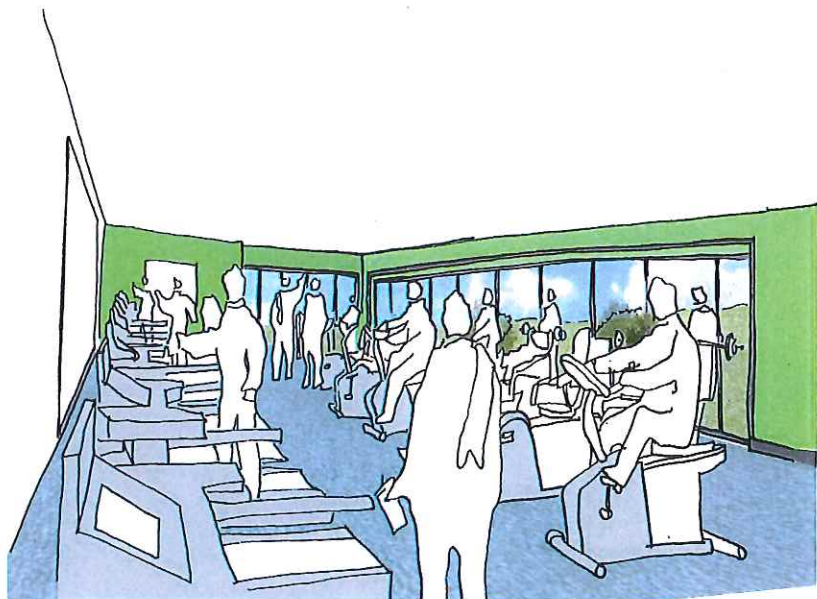
Congleton Leisure Centre - continued

Artist's impression of how the Leisure Centre could potentially look like when viewed from Hankinson's Field



Artist's impression of how the Swimming Pool could potentially look

Artist's impression of how the Fitness Suite could potentially look



Neighbourhood Plan



Congleton is in the process of creating a Neighbourhood Plan for the town. This will be a major piece of work during 2015-16 and one that needs to be right as it will have an impact on the town for the next 30 years. Providing Congleton's Neighbourhood Plan passes all the legal steps AND is approved by the majority of residents who vote in a referendum, the plan will become a document that must be considered by developers, planners and the planning inspectorate until 2030.

Through a Neighbourhood Plan we can influence where we want new homes, shops and offices to be built. We can have a say on what those buildings should look like and what infrastructure and services are needed to help our town prosper.

The Neighbourhood Plan concentrates on land use. It cannot be used to block development planned by Cheshire East and it has to take account of at least the minimum number of homes planned for the area. However it can be used to determine the style, location and type of development that Congleton people think is best for Congleton as well as a protecting the heritage and open space that is valued by the community.

The Neighbourhood Plan is being driven by a Steering Group made up of local people from business, residents and community groups as well as some elected Town Councillors. There are a number of themed groups which are working on specialist areas – such as health and education, economic development, town centre, transport etc.

Everyone who lives in Congleton can get involved! The more people involved, the stronger the plan will be.

- An initial questionnaire has been sent out to all households – please fill it in!
- A more detailed questionnaire will follow – please help us with this too...
- You can keep up to date at www.mycongleton.org
- Twitter feed [#mycongleton](https://twitter.com/mycongleton)
- Email talk@mycongleton.org



New Councillors

Elected in May 2015

East Ward

Larry Barker (C)
Charles Booth (C)
Peter Broom (C)
David Brown (C)
Bob Edwards (C)
George Hayes (C)
Sally Holland (C)
Anna Morrison (C)
Harvey Richards (C)
Glen Williams (C)

West Ward

Nick Adams (C)
Suzanne Akers- Smith (C)
Dawn Allen (UKIP)
Andrea Armitt (C)
Geoff Baggott (C)
Paul Bates (C)
Robert Boston (Lab)
Amanda Martin (C)
Jean Parry (C)
Liz Wardlaw (C)

C = Conservative, L = Labour, UKIP = UK Independent Party

Contacts

You can contact Congleton Town Council by:

Address: Congleton Town Council, Congleton Town Hall, High Street, Congleton, CW12 1BN

Website: www.congleton-tc.gov.uk

Telephone: 01260 270350

Fax: 01260 280357

Email: info@congletontowncouncil.co.uk

Congleton Town Council

Financial Statements

For the year ended 31 March 2015

Congleton Town Council

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31 March 2015

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Congleton Town Council

Council Information

31 March 2015

(Information current at 4th June 2015)

Town Mayor

Cllr Mrs E. Wardlaw

Councillors

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

Town Clerk

Mr. B. Hogan BA (Hons), CilCA

Responsible Financial Officer (R.F.O.)

Mrs J. Potts FMAAT, CilCA

Auditors

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

Internal Auditors

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

Congleton Town Council
Statement of Responsibilities
31 March 2015

The Council's Responsibilities

The council is required:

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

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Financial Statements in accordance with Part 4 of the Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)” (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2015 and its income and expenditure for the year then ended.

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

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

The R.F.O. has also:

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

Responsible Financial Officer's Certificate

I hereby certify that the Financial Statements for the year ended 31 March 2015 required by the Accounts and Audit Regulations 2010 (as amended) are set out in the following pages.

I further certify that the Financial Statements present a true and fair view of the financial position of Congleton Town Council at 31 March 2015, and its income and expenditure for the year ended 31 March 2015.

Signed:

Mrs J. Potts FMAAT, CiLCA- Responsible Financial Officer

Date:

Congleton Town Council
Statement of Accounting Policies
31 March 2015

Accounting Convention

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

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

The accounts have been prepared under the historical cost convention.

Fixed Assets

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

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

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

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

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

Depreciation Policy

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

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated

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

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

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

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

Congleton Town Council
Statement of Accounting Policies
31 March 2015

Grants or Contributions from Government or Related Bodies

Capital Grants

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

Revenue Grants

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

Debtors and Creditors

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

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

Value Added Tax

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

External Loan Repayments

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

Leases

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

Reserves

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

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

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

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

Interest Income

All interest receipts are credited initially to general funds.

Congleton Town Council
Statement of Accounting Policies
31 March 2015

Cost of Support Services

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

Pensions

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

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

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

Congleton Town Council
Income and Expenditure Account
31 March 2015

	Notes	2015 £	2014 £
Income			
Precept on Unitary Authority		656,714	618,472
Grants Receivable		88,295	94,553
Rents Receivable, Interest & Investment Income		6,071	9,322
Charges made for Services		479,024	231,559
Other Income		-	488
Total Income		1,230,104	954,394
Expenditure			
Direct Service Costs:			
Salaries & Wages		(448,064)	(220,351)
Grant-aid Expenditure		(65,404)	(57,787)
Other Costs		(522,856)	(342,033)
Democratic, Management & Civic Costs:			
Salaries & Wages		(128,563)	(137,590)
Other Costs		(53,534)	(64,402)
Total Expenditure		(1,218,421)	(822,163)
Excess of Income over Expenditure for the year:		11,683	132,231
Exceptional Items			
(Loss) on the disposal of fixed assets		(14,158)	-
Net Operating (Deficit)/Surplus for Year		(2,475)	132,231
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(40,459)	(42,165)
Capital Expenditure charged to revenue	10	89,935	(34,292)
Reverse profit on asset disposals		14,158	-
Transfer (to) Earmarked Reserves	19	(61,073)	(52,198)
Surplus for the Year to General Fund		86	3,576
Net Surplus for the Year		61,159	55,774
The above Surplus for the Year has been applied for the Year to as follows:			
Transfer (to) Earmarked Reserves	19	61,073	52,198
Surplus for the Year to General Fund		86	3,576
		61,159	55,774

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

The notes on pages 12 to 20 form part of these statements.

Congleton Town Council
Statement of Movement in Reserves
31 March 2015

Reserve	Purpose of Reserve	Notes	2015 £	Net Movement in Year £	2014 £
Asset Revaluation Reserve	Store of gains on revaluation of fixed assets	18	100,943	-	100,943
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	17	277,124	(108,932)	386,056
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	19	501,779	61,073	440,706
General Fund	Resources available to meet future running costs		164,803	86	164,717
Total			1,044,649	(47,773)	1,092,422

The notes on pages 12 to 20 form part of these statements.

Congleton Town Council

Balance Sheet

31 March 2015

	Notes	2015 £	2015 £	2014 £
Fixed Assets				
Tangible Fixed Assets	9		2,286,919	2,379,889
Current Assets				
Debtors and prepayments	12	36,689		44,025
Cash at bank and in hand		<u>773,450</u>		<u>722,256</u>
		810,139		766,281
Current Liabilities				
Current Portion of Long Term Borrowings		(40,655)		(40,459)
Creditors and income in advance	13	<u>(143,063)</u>		<u>(62,138)</u>
Net Current Assets			626,421	663,684
Total Assets Less Current Liabilities			2,913,340	3,043,573
Long Term Liabilities				
Long-term borrowing	14		(494,140)	(534,795)
Deferred Grants	16		<u>(1,374,551)</u>	<u>(1,416,356)</u>
Total Assets Less Liabilities			<u>1,044,649</u>	<u>1,092,422</u>
Capital and Reserves				
Revaluation Reserve	18		100,943	100,943
Capital Financing Reserve	17		277,124	386,056
Earmarked Reserves	19		501,779	440,706
General Reserve			<u>164,803</u>	<u>164,717</u>
			<u>1,044,649</u>	<u>1,092,422</u>

The Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2015, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 4th June 2015 .

Signed:

Cllr Mrs E. Wardlaw

Town Mayor

.....

Mrs J. Potts FMAAT, CiLCA

Responsible Financial Officer

Date:

.....

The notes on pages 12 to 20 form part of these statements.

Congleton Town Council

Cash Flow Statement

31 March 2015

	Notes	2015 £	2015 £	2014 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(577,203)		(354,718)
Other operating payments		(631,378)		(502,013)
			(1,208,581)	(856,731)
<i>Cash inflows</i>				
Precept on Unitary Authority		656,714		618,472
Cash received for services		573,679		234,148
Revenue grants received		88,787		94,553
			1,319,180	947,173
Net cash inflow from Revenue Activities	20		110,599	90,442
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(17,669)		(26,938)
<i>Cash inflows</i>				
Interest received		7,507		7,886
			(10,162)	(19,052)
Net cash (outflow) from Servicing of Finance				
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(8,784)		(112,866)
<i>Cash inflows</i>				
Capital grant received		-		50,000
Net cash (outflow) from Capital Activities			(8,784)	(62,866)
Net cash inflow/(outflow) before Financing			91,653	8,524
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>				
Loan repayments made			(40,459)	(42,165)
Net cash (outflow) from financing and liquid resources			(40,459)	(42,165)
Increase/(Decrease) in cash	21		51,194	(33,641)

The notes on pages 12 to 20 form part of these statements.

Congleton Town Council

Notes to the Accounts

31 March 2015

1 Interest and Investment Income

	2015	2014
	£	£
Interest Income - General Funds	6,071	9,322
	<u>6,071</u>	<u>9,322</u>

2 Agency Work

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

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

3 Related Party Transactions

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

4 Publicity

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

	2015	2014
	£	£
Recruitment Advertising	278	-
Other Advertising	63	124
Promotions	6,642	10,784
Council Newsletter	4,979	4,926
Council Website	350	949
	<u>12,312</u>	<u>16,783</u>

5 Audit Fees

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

These may be summarised as follows:

	2015	2014
	£	£
Fees for statutory audit services	2,000	2,000
Total fees	<u>2,000</u>	<u>2,000</u>

6 Members' Allowances

	2015	2014
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	3,000	3,000
	<u>3,000</u>	<u>3,000</u>

The council has resolved that, other than the Town Mayor, no members allowances will be paid.

Congleton Town Council

Notes to the Accounts

31 March 2015

7 Employees

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

	2015 Number	2014 Number
Full-time	15	14
Part-time	14	13
Temporary	-	-
	<u>29</u>	<u>27</u>

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

8 Pension Costs

The council participates in the Cheshire County Council Pension Fund.

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

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

The cost to the council for the year ended 31 March 2015 was £61,398 (31 March 2014 - £31,986).

The most recent actuarial valuation was carried out as at 31st March 2013, and the council's contribution rate is confirmed as being 18.60% of employees' pensionable pay with effect from 1st April 2015 (year ended 31 March 2015 – 18.10%).

Congleton Town Council

Notes to the Accounts

31 March 2015

9 Tangible Fixed Assets

	Operational Freehold Land and Buildings	Operational Leasehold Land and Buildings	Vehicles and Equipment	Infra- structure Assets	Community Assets	Total
Cost	£	£	£	£	£	£
At 31 March 2014	2,238,569	95,000	229,342	108,080	137,084	2,808,075
Additions	-	-	17,793	(9,009)	-	8,784
Disposals	-	-	(9,890)	(16,731)	-	(26,621)
At 31 March 2015	2,238,569	95,000	237,245	82,340	137,084	2,790,238
Depreciation						
At 31 March 2014	(242,760)	(11,400)	(127,492)	(44,734)	(1,800)	(428,186)
Charged for the year	(43,472)	(1,900)	(33,690)	(8,234)	(300)	(87,596)
Eliminated on disposal	-	-	9,889	2,574	-	12,463
At 31 March 2015	(286,232)	(13,300)	(151,293)	(50,394)	(2,100)	(503,319)
Net Book Value						
At 31 March 2015	1,952,337	81,700	85,952	31,946	134,984	2,286,919
At 31 March 2014	1,995,809	83,600	101,850	63,346	135,284	2,379,889

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

Fixed Asset Valuation

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

Assets Held under Finance Agreements

The council holds no such assets.

Congleton Town Council

Notes to the Accounts

31 March 2015

10 Financing of Capital Expenditure

	2015	2014
	£	£
The following capital expenditure during the year:		
Fixed Assets Purchased	8,784	112,885
	<u>8,784</u>	<u>112,885</u>

was financed by:

Capital Grants	-	50,019
Loan Proceeds	-	28,574
Revenue:		
from Capital Projects Reserve	8,784	23,720
Precept and Revenue Income	-	10,572
	<u>8,784</u>	<u>112,885</u>

11 Information on Assets Held

Fixed assets owned by the council include the following:

Operational Land and Buildings

Congleton Town Hall
Allotments

Operational Land and Buildings

Congleton Paddling Pool

Vehicles and Equipment

Light Vans - 1
Paddling Pool plant and equipment
Christmas Lights
Sundry office equipment
Streetscape Vehicles and Equipment

Infrastructure Assets

Fencing and gates at various sites
Noticeboards and roadsigns
Other street furniture

Community Assets

Council Artefacts & Regalia
War Memorial
Statue - Sergeant Eardley VC
Public Toilets (2)
Land by War Memorial

Congleton Town Council

Notes to the Accounts

31 March 2015

12 Debtors

	2015	2014
	£	£
Trade Debtors	21,038	20,510
VAT Recoverable	14,101	21,599
Prepayments	1,550	480
Accrued Interest Income	-	1,436
	36,689	44,025

13 Creditors and Accrued Expenses

	2015	2014
	£	£
Trade Creditors	10,438	19,887
Other Creditors	6,422	10,710
Payroll Taxes and Social Security	7,717	8,266
Accruals	10,796	10,768
Income in Advance	96,768	1,585
Capital Creditors	10,922	10,922
	143,063	62,138

14 Long Term Liabilities

	2015	2014
	£	£
Public Works Loan Board	371,245	375,354
Cheshire East Council	163,550	199,900
	534,795	575,254

The above loans are repayable as follows:

	2015	2014
	£	£
Within one year	40,655	40,459
From one to two years	40,861	40,655
From two to five years	105,716	123,239
From five to ten years	29,904	46,691
Over ten years	317,659	324,210
	534,795	575,254
Total Loan Commitment	534,795	575,254
Less: Repayable within one year	(40,655)	(40,459)
Repayable after one year	494,140	534,795

Congleton Town Council

Notes to the Accounts

31 March 2015

15 Financial Commitments under Operating Leases

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

	2015 £	2014 £
Obligations expiring within one year	-	1,348
Obligations expiring between two and five years	421	-
Obligations expiring after five years	-	-
	421	1,348

16 Deferred Grants

	2015 £	2014 £
Capital Grants Unapplied		
At 01 April	-	-
Grants received in the year	-	50,019
Applied to finance capital investment	-	(50,019)
At 31 March	-	-

Capital Grants Applied

At 01 April	1,416,356	1,408,632
Grants Applied in the year	-	50,019
Released to offset depreciation	(42,297)	(42,295)
Extinguished and/or transferred	-	-
At 31 March	1,374,059	1,416,356

Revenue Grants and S106 Revenue Contributions

At 01 April	-	-
Received in the year	492	-
Returned in the year	-	-
Released to Revenue	-	-
At 31 March	492	-

Total Deferred Grants

At 31 March	1,374,551	1,416,356
At 01 April	1,416,356	1,408,632

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

Congleton Town Council

Notes to the Accounts

31 March 2015

17 Capital Financing Account

	2015	2014
	£	£
Balance at 01 April	386,056	355,980
Financing capital expenditure in the year		
Additions - using revenue balances	(89,934)	34,292
Loan repayments	40,459	42,165
Disposal of fixed assets	(26,621)	(4,132)
Depreciation eliminated on disposals	12,463	4,132
Reversal of depreciation	(87,596)	(88,676)
Deferred grants released	42,297	42,295
Balance at 31 March	277,124	386,056

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

18 Revaluation Reserve

	2015	2014
	£	£
Balance at 01 April	100,943	100,943
Balance at 31 March	100,943	100,943

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

19 Earmarked Reserves

	Balance at	Contribution	Contribution	Balance at
	01/04/2014	to reserve	from reserve	31/03/2015
	£	£	£	£
Capital Projects Reserves	149,066	45,000	(25,071)	168,995
Asset Renewal Reserves	24,000	21,000	(14,361)	30,639
Other Earmarked Reserves	267,640	111,472	(76,967)	302,145
Total Earmarked Reserves	440,706	177,472	(116,399)	501,779

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

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

The Other Earmarked Reserves at 31 March 2015 are set out in detail at Appendix A.

Congleton Town Council

Notes to the Accounts

31 March 2015

20 Reconciliation of Revenue Cash Flow

	2015	2014
	£	£
Net Operating Surplus for the year	11,683	132,231
Add/(Deduct)		
Interest Payable	17,669	17,856
Interest and Investment Income	(7,507)	(7,886)
Deferred Revenue Grants Received	492	-
Decrease/(Increase) in debtors	7,336	(14,903)
Increase/(Decrease) in creditors	80,926	(36,856)
Revenue activities net cash inflow	<u>110,599</u>	<u>90,442</u>

21 Movement in Cash

	2015	2014
	£	£
Balances at 01 April		
Cash with accounting officers	26	66
Cash at bank	<u>722,230</u>	<u>755,831</u>
	<u>722,256</u>	<u>755,897</u>
Balances at 31 March		
Cash with accounting officers	3	26
Cash at bank	<u>773,447</u>	<u>722,230</u>
	<u>773,450</u>	<u>722,256</u>
Net cash inflow/(outflow)	<u>51,194</u>	<u>(33,641)</u>

22 Reconciliation of Net Funds/Debt

	2015	2014
	£	£
Increase/(Decrease) in cash in the year	<u>51,194</u>	<u>(33,641)</u>
Cash outflow from repayment of debt	<u>40,459</u>	<u>42,165</u>
Net cash flow arising from changes in debt	<u>40,459</u>	<u>42,165</u>
Movement in net funds in the year	<u>91,653</u>	<u>8,524</u>
Cash at bank and in hand	722,256	755,897
Total borrowings	<u>(575,254)</u>	<u>(617,419)</u>
Net funds at 01 April	<u>147,002</u>	<u>138,478</u>
Cash at bank and in hand	773,450	722,256
Total borrowings	<u>(534,795)</u>	<u>(575,254)</u>
Net funds at 31 March	<u>238,655</u>	<u>147,002</u>

Congleton Town Council

Notes to the Accounts

31 March 2015

23 Capital Commitments

The council had no capital commitments at 31 March 2015 not otherwise provided for in these accounts.

24 Contingent Liabilities

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

25 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 4th June 2015), which would have a material impact on the amounts and results reported herein.

Congleton Town Council

Appendices

31 March 2015

Appendix A

Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2014</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2015</u> £
<u>Capital Projects Reserves</u>				
Capital Contingency Fund	149,066	45,000	(25,071)	168,995
	<u>149,066</u>	<u>45,000</u>	<u>(25,071)</u>	<u>168,995</u>
<u>Asset Replacement Reserves</u>				
Capital Vehicle Fund	<u>24,000</u>	<u>21,000</u>	<u>(14,361)</u>	<u>30,639</u>
<u>Other Earmarked Reserves</u>				
Elections	15,000			15,000
Carnival		7,500		7,500
Crime Prevention/Traffic Calming	3,779			3,779
Committed Grants	17,884	7,465	(17,884)	7,465
Congleton Partnership	46,515	57,428	(46,515)	57,428
Ancient Treasures	3,000			3,000
Web Site	10,000	1,650		11,650
Training	3,000	2,000		5,000
Town Centre		700		700
Devolved Services	57,250			57,250
Loan Repayments	1,900		(350)	1,550
Public Toilets	36,907	3,093		40,000
Play Areas	6,000			6,000
Public Realm	3,906	8,094		12,000
Legal Fees	10,000	2,219	(2,219)	10,000
Christmas Lights		4,500		4,500
Mini bus	9,999	6,823	(9,999)	6,823
Congleton Neighbourhood Plan	42,500			42,500
Cenotaph		10,000		10,000
	<u>267,640</u>	<u>111,472</u>	<u>(76,967)</u>	<u>302,145</u>
 TOTAL EARMARKED RESERVES	 <u>440,706</u>	 <u>177,472</u>	 <u>(116,399)</u>	 <u>501,779</u>

Congleton Town Council

31 March 2015

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Museum Support	4,500	4,500
Paddling Pool & Play Areas	24,307	24,780
Allotments	240	171
Tourism	33,500	19,403
Closed Churchyard & Church Clock	250	251
Congleton Town Hall	53,492	177,191
Public Conveniences	8,000	5,383
Community Safety (Crime Reduction)	62,000	60,065
Congleton Partnership & Community Development	127,315	118,458
CTC Streetscape	137,084	116,142
Fellowship House	5,954	5,043
Public Transport	-	3,176
Net Direct Services Costs	456,642	534,563
Corporate Management	60,100	56,283
Democratic & Civic	49,616	42,587
Net Democratic, Management and Civic Costs	109,716	98,870
Interest & Investment Income	(6,000)	(6,071)
Loan Charges	58,128	58,128
Capital Expenditure	10,000	(89,935)
Transfers to/(from) other reserves	28,650	61,073
(Deficit from)/Surplus to General Reserve	(422)	86
Precept on Unitary Authority	656,714	656,714

Congleton Town Council

31 March 2015

Annual Report Tables

Table. 2 – Service Income & Expenditure

Notes	2015 £	2015 £	2015 £	2014 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
DIRECT SERVICE COSTS				
Museum Support}	4,500	-	4,500	4,500
Paddling Pool & Play Areas	25,104	(324)	24,780	24,943
Allotments	361	(190)	171	175
Tourism	28,012	(8,609)	19,403	24,365
Closed Churchyard & Church Clock	251	-	251	244
Congleton Town Hall	278,681	(101,490)	177,191	78,240
Public Conveniences	5,383	-	5,383	593
Community Safety (Crime Reduction)	60,065	-	60,065	47,200
Grants	74,026	(14,905)	59,121	51,512
Congleton Partnership	43,941	(21,615)	22,326	38,732
Community Development	37,011	-	37,011	31,146
CTC Streetscape	469,769	(353,627)	116,142	72,584
Fellowship House	6,044	(1,001)	5,043	5,178
Public Transport	3,176	-	3,176	(9,999)
DEMOCRATIC, CORPORATE AND CIVIC COSTS				
Corporate Management	121,841	(65,558)	56,283	61,949
Democratic & Civic	34,678	-	34,678	36,771
Civic Expenses	7,909	-	7,909	9,574
Net Cost of Services	1,200,752	(567,319)	633,433	477,707

Section 1 – Accounting statements 2014/15 for

Enter name of
reporting body here:

CONGLETON TOWN COUNCIL

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
1 Balances brought forward	676,942	704,143	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	618,472	656,714	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	385,941	573,390	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	357,941	576,627	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	60,021	58,127	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	559,250	632,911	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	704,143	666,582	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	722,256	773,450	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	2808,075	2,766,992	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	575,254	534,795	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no		<p>The council acts as sole trustee for and is responsible for managing trust funds or assets.</p> <p>NB: The figures in the accounting statements above do not include any trust transactions.</p>

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date 11/06/2015

I confirm that these accounting statements were approved by the council on this date:

11/06/2015

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date 11/06/2015

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

CONGLETON TOWN COUNCIL

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

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

This annual governance statement is approved by the council and recorded as minute reference

dated 11/06/2015

Signed by:

Chair

dated 11/06/2015

Signed by:

Clerk

dated 11/06/2015

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

Section 4 – Annual internal audit report 2014/15 to

Council/Meeting

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2015.

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

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

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit

Signature of person who carried out the internal audit

A Shepherd-Roberts
For Auditing Solutions Ltd
A Shepherd-Roberts

Date 30/04/2015

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

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

Meeting of the Town Council

11th June 2015

Report on the General Power of Competence

The General Power of Competence is a statutory power introduced by the Localism Act 1, that gives Town and Parish Councils the power to do anything that individuals generally may do 2

The CPOC eligibility criteria consist of: 3

1. A suitably qualified Clerk 4
2. There must be at least two thirds of the councillors elected

The Council then decides it meets the criteria at a Full Council meeting, properly minutes a clear resolution, confirms it meets the criteria thereafter at the next annual meeting of the council after ordinary elections

Restrictions on the use of the power

1. Council must comply with procedural and financial duties
2. Must comply with the law and statutory responsibilities
3. Maybe restricted if another authority has a statutory duty related to the activity
4. Still requires appropriate statutory permissions for an activity

Recommendation

To approve the adoption of the Power of Competence

Bibliography

1. Localism Act 2011 (Sections 1-8)
2. Localism Act 2011 s1(1)
3. Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012
4. CiLCA level (including GPOC module 7) or level 4 University of Gloucestershire

Congleton Town Council Meeting

11th June 2015

Honorary Burgess

I have received a proposal from the leader of the Council, Cllr G R Edwards, for the Council to consider inviting a distinguished former member of the Council to become an Honorary Burgess as he has now retired from the Council with effect from the 6th 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 Gordon Baxendale to become an Honorary Burgess as he has retired from the Town Council?
2. Does the Council wish to invite Mr Gordon Baxendale to sit on the Community, Environment and Services Committee as a lay member, which confers no voting rights?

Brian Hogan
Town Clerk
28.05.15