



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



10th April 2014

Dear Councillor,

Town Council Meeting – Thursday 17th April, 2014

You are summoned to attend a meeting of the Council, to be held in the Town Hall, Congleton on **Thursday 17th April, 2014** 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 6th March 2014.

3. Declarations of Disclosable Pecuniary Interest

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

4. Outstanding Actions

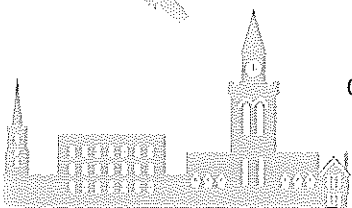
None.

Congleton
beartown
where friends are made

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

Tel: 01260 270350 Fax: 01260 280357

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



5. Questions from Members of the Public

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

6 Mayor's Announcements (enclosed)

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

7. 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.

8. Planning Committee (enclosed)

To receive the minutes of the meeting held on 20th February and 13th March 2014.

9. Finance and Policy Committee (enclosed)

To receive the minutes of the meeting held on 20th February 2014.

10. Community Environment and Services Committee (enclosed)

To receive the minutes of the meeting held on 6th February 2014

11. Town Hall Committee (enclosed)

To receive the minutes of the meeting held on 14th November 2013

12. Accounts (enclosed)

(a) To approve payment of the accounts listed (enclosed).

(b) To approve payment of any expenditure agreed at this meeting.

13. Urgent Items

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

14. Youth Committee (enclosed)

a. To receive the minutes of the Youth Committee Meetings held on 18th March 2014 and to approve an updated Youth Committee Constitution.

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

15. Insurance Review 2014 -17 (enclosed)

To receive and consider a report on the insurance review and recommendation for 2014 -17.

16. Leave of Absence (enclosed)

To consider a letter received from Guy Brittain requesting leave of absence.

17. Meeting Dates 2014-15 (enclosed)

To receive and approve the meeting dates for council and committee meetings for 2014-15.

18. Constitution (enclosed)

To consider providing the Constitution in electronic form.

19. Complaint (enclosed)

To consider a formal complaint made by Mr Goodwin.

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,
6th March 2014 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 (Town Mayor)
 Mrs A M Martin
 D Murphy
 J. D Parry
 N T Price
 G S Williams
 P Mason – Cheshire East Council

1. APOLOGIES

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

Apologies for absence were received from Councillors Ms L Bours, G Brittain, Mrs S A Holland, D A Parker, Mrs E Wardlaw and Miss R K Williams.

2. MINUTES

CTC/55/1314 RESOLVED- That the Minutes of the meeting held on the 16th January 2014 be approved and signed by the Mayor.

3. DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST

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

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

4. OUTSTANDING ACTIONS

None.

5. QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions raised 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/56/1314 RESOLVED- That the minutes of the meeting held on 23rd January 2014 be received and the recommendations therein be adopted.

8. **FINANCE AND POLICY COMMITTEE**

CTC/57/1314 RESOLVED- That the minutes of the meeting held on 9th January 2014 be received and the recommendations therein be adopted.

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

CTC/58/1314 RESOLVED- That the minutes of the meeting held on 21st November 2013 be received and the recommendations therein be adopted

10. **ACCOUNTS**

CTC/59/1314 RESOLVED:-

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

11. **URGENT ITEMS**

Cheshire East Councillor Peter Mason gave a verbal report on the Cheshire East Council budget for 2014/15. Peter Mason agreed to make the budget details available to Members.

12. **YOUTH COMMITTEE**

CTC/60/1314 RESOLVED- That the minutes of the meeting held on 14th January and 10th February 2014 be received.

G P Hayes

TOWN MAYOR

TOWN MAYOR'S ENGAGEMENTS

2014

7 th March	Women's World Day of Prayer
7 th March	Launch of Credit Union – New Life Church
9 th March	Service at New Life Church
14 th March	Town Mayor's Civic Ball
21 st March	Book Launch – Congleton Museum
26 th March	Centre Stage Youth Theatre
28 th March	Chamber of Commerce Dinner
29 th March	Knutsford Civic Ball
4 th April	New Life Nursery Easter Service
4 th April	NSPCC Quiz Night
5 th April	Mayor's Charity Afternoon Tea
5 th April	Choral Society Concert – Town Hall
9 th April	Trinity Operatic
11 th April	Sandbach Civic Ball
14 th April	Rotary Charter Night

COUNCILLOR SALLY ANN HOLLAND

29 th March	Rotary Club – Youth Orchestra Concert
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CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 20th FEBRUARY 2014

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

1. **APOLOGIES**

Apologies for absence were submitted from Councillors G Baxendale, Ms. L. Bours, J.S. Crowther, Mrs S.A. Holland, G. S. Williams and Miss R. K. Williams.

2. **MINUTES**

PLN/29/1314 RESOLVED: That the Minutes of the Meeting of the Committee held on 23rd January 2014 be approved and signed by the Chairman as a correct record.

3. **DECLARATIONS OF INTEREST**

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

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

4. **OUTSTANDING ITEMS**

There were none.

5. **PLANNING APPLICATIONS**

PLN/30/1314 RECOMMENDED: That the following comments be made to Cheshire East Borough Council:

Week ended 24th January 2014

14/0089C	Durham Ox, 54 West St, Congleton, CW12 1JY	NO OBJECTION
14/0237C	5 Partridge Close, Congleton, CW12 3FD	NO OBJECTION
14/0264C	42a Boundary Lane, Congleton, CW12 3JA	NO OBJECTION
14/0308C	Land off Brook Street, Congleton,	NO COMMENT

Week ended 31st January 2014

14/0312C	12 Silk Street, Congleton, CW12 4DJ	NO OBJECTION
14/0254C	12 Silk Street, Congleton, CW12 4DJ	NO OBJECTION
	Subject to meeting any constraints in the Conservation area	
14/0395C	51 Longdown Road, Congleton CW12 4QH	NO OBJECTION
14/0412C	37 Bailey Crescent, Congleton CW12 2EN	NO OBJECTION
14/0452C	Unit 3, Thomas Street, Congleton, CW12 1QU	NO OBJECTION
14/0498C	19 Longdown Road, Congleton, CW12 4QH	NO OBJECTION
14/0503C	40 Melton Drive, Congleton, CW12 4YF	NO OBJECTION
14/0396T	Astbury Mere, Sandy Lane, Congleton CW12 4FR	NO OBJECTION
	Subject to usual conditions	

Week ended 14th January 2014

14/0630C	Pool Bank House, Weathercock Lane, CW12 3PS	NO OBJECTION
14/0581C	6 Boundary Lane, Congleton, CW12 3HZ	NO OBJECTION
14/0580C	Edwards Mill, Hatter Street, Congleton, CW12 1QQ	NO OBJECTION
14/0306C	Unit 1, 34 Mill Street, Congleton, CW12 1AD	NO COMMENT
14/0702C	8 Moss Road Congleton, CW12 3BN	NO OBJECTION
	Cllr L Barker declared a non-pecuniary interest in this item	

6. PLANNING APPEALS

13/2501C – Land off Newcastle Road, Congleton – It was noted that this appeal will be dealt with by written representation and a site visit by an inspector from the Planning Inspectorate

13/2954C noted that the application to demolish Hawthorne Cottage and erect 49 dwellings at Canal Side Farm considered at the Strategic Planning Board on the 23rd January was refused.

7. HIGHWAYS ISSUES

Some concern was expressed at the poor signage on Moss Road, leading to Peel Bridge, restricting weight on heavy good vehicles. Cheshire East to be contacted to determine whether a prohibition order can be put on the road

8. TREE PRESERVATION ORDER – LOACHBROOK FARM

The committee approved of the notion of confirming a TPO on Loachbrook Farm

9. CONGLETON LINK ROAD CONSULTATION

The report produced by the Town Clerk dated 28th January 2014 on the Link Road Consultation was approved

L Barker (Chairman)

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 13th MARCH 2014

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

1. **APOLOGIES**

Apologies for absence were submitted from Councillors Ms. L. Bours, R. I. Brightwell, D. T. Brown and Miss R. K. Williams.

2. **MINUTES**

PLN/31/1314 RESOLVED: That the Minutes of the Meeting of the Committee held on 20th February 2014 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/32/1314 RECOMMENDED: That the following comments be made to Cheshire East Borough Council:

Week ended 21st February 2014

14/0478C	34 Mill Street, Congleton, CW12 1AD	NO OBJECTION
14/0482C	34 Mill Street, Congleton, CW12 3FD	NO OBJECTION
14/0520C	85 Canal Street, Congleton, CW12 3AE	NO OBJECTION
14/0616C	Land off Brook Street, Congleton,	NO OBJECTION

14/0626C	43 Woolston Avenue, Congleton, CW12 3DZ	REFUSE – due to concerns over parking congestion
14/0659C	Forge House, Forge Lane, Congleton, CW12 4HF	NO OBJECTION SUBJECT TO THE FOLLOWING CONDITIONS

That Forge Lane be improved prior to any work on the development commencing.
The improvement to include road widening and the construction of passing areas.
Highways to investigate the access to the A34 to be a left turn only.
Section 106 funds be allocated to the Public Realm Strategy.

14/0696C	32 Leamington Road, Congleton, CW12 4PE	NO OBJECTION
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Week ended 28th February 2014

14/0250C	19 Maple Close, Congleton, CW12 4TZ	NO OBJECTION
14/0336C	68 Giantswood Lane, Congleton, CW12 2HQ	NO OBJECTION
14/0599C	37 Cross Lane, Congleton CW12 3JX	NO OBJECTION
14/0755C	West Heath Shopping Centre, Holmes Chapel Road, Congleton CW12 4NB	NO OBJECTION
14/0784C	St John's School Room, Buxton Old Road, Congleton, CW12	NO OBJECTION

Councillor G. P. Hayes declared a "non pecuniary" interest in application 14/0784C and did not vote

14/0800C	Dane Cottage, Reades Lane, Congleton, CW12 3LL	NO COMMENT
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Brereton Rural/Somerford

14/0134C	Land South of Holmes Chapel Road, Congleton, CW12	REFUSE – due to land not included in Cheshire East local plan for development and would support comments and objections made by Somerford Parish Council.
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Week ended 7th March 2014

14/0734C	48/54 Lawton Street, Congleton, CW12 1RS	NO OBJECTION
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Councillors Baxendale, Bates, Hayes and Mrs Holland declared "non pecuniary" interests in application 14/0734C

14/0897C	Land off Pedley Lane, Congleton, CW12	NO OBJECTION
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Councillor L. Barker declared a "non pecuniary" interest in application 14/0897C and vacated the Chair. Councillor Martin took the Chair for this one item.
Councillor N. Price declared a "non pecuniary" interest in application 14/0897C, left the room and did not vote.

14/0928C	56 Biddulph Road, Congleton, CW12 3LG	NO OBJECTION
14/0920T	16 Chaffinch Close, Congleton, CW12 3FD	NO COMMENT

6. PLANNING APPEALS

None to report.

7. **HIGHWAYS ISSUES**

It was reported that there have been problems with commercial deliveries at the Tesco Express Store on Newcastle Road causing highway congestion. The Town Clerk agreed to contact the Store Manager to discuss the issues.

The Chairman reported correspondence received from a member of the public in respect of the proposed new Link Road.

8. **ANY OTHER BUSINESS**

The Town Clerk reported that he had been informed by Cheshire East that as from April they will no longer be sending copies of paper plans unless it is a large application.

Councillor Crowther requested that Cheshire East conduct more site visits.

L Barker (Chairman)

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE HELD ON THURSDAY 20TH FEBRUARY 2014

PRESENT

Councillors

P Bates
R I Brightwell
D T Brown
G R Edwards (Chairman)
D Murphy
Mrs J D Parry (Vice Chairman)
N T Price

1. APOLOGIES

Apologies for absence were received from Cllrs G Baxendale, Mrs S A Holland and D Parker.

Apologies were also received from Councillors G P Hayes and G S Williams who are not members of this particular Committee.

2. MINUTES

FAP/28/1314 RESOLVED that the Minutes of the Meeting of the Committee held on 9th January 2014 be agreed and signed by the Chairman.

3. DECLARATIONS OF INTEREST

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

Cllr D Brown declared a non-pecuniary interest in any matters relating to Cheshire East Borough Council.

Cllr P Bates declared a non-pecuniary interest in item 6 (i) and 9.

Cllr D Murphy declared a non-pecuniary interest in item 6 (ii) and 9.

Cllr Mrs A Martin declared a non-pecuniary interest in item 6 (ii).

4. OUTSTANDING ACTIONS

There are no outstanding actions.

5. GRANT APPROVALS AND COMMITMENTS 2013-2014

A summary of grant approvals and commitments was considered by the Committee and it was noted that £17,536 is available for grants in 2013-14.

FAP/29/1314 RESOLVED that the grant summary be received.

6. NEW APPLICATIONS FOR FINANCIAL ASSISTANCE

FAP/30/1314 RESOLVED that:-

1. GR 16/1314 – Congleton Harriers

A grant of £250 be approved subject to the Town Council being able to nominate one of the charities that subsequent donations are given to.

2. GR 17/1314 – Friends of Congleton Park

A grant of £250 be approved.

7. NEW GRANT ACTIVITIES MONITORING FORMS

The Grant Activities Monitoring Form from Congleton Musical Theatre was noted.

8. LETTER OF THANKS

Letters of thanks from St Peter's Church and Congleton Choral Society for grants provided by the Town Council were noted.

9. RUBY'S FUND

FAP/31/1314 RESOLVED that a suitable auction gift be purchased to the value of approximately £50 as a donation to fundraising for Ruby's Fund.

10. MANAGEMENT ACCOUNTS FOR APRIL 2013 – DEC 2013

FAP/32/1314 RESOLVED that the Management Accounts for December 2013 be received.

11. RBS BANK

The report was received and noted.

12. TREASURY MANAGEMENT POLICY

The Treasury Management Policy for 2014-15 was considered by the Committee.

FAP/33/1314 RESOLVED that investment funds to remain with the RBS Bank and that the Town Clerk in conjunction with the Chairman make such investments as required to implement the strategy.

13. MEDIUM TERM FINANCIAL STRATEGY

The Medium Term Financial Strategy covering the years 2014 -18 was considered by the Committee.

FAP/34/1314 RESOLVED that the Medium Term Financial Strategy be received and its assumptions noted.

14. COUNCIL TAX SUPPORT GRANT

Correspondence from Cheshire East Borough Council confirming the level of Council Tax Support Grant of £65,558 for 2014-15 was considered.

FAP/35/1314 RESOLVED that the correspondence be received.

15. RECOMMENDATIONS FROM OTHER COMMITTEES

FAP/36/1314 RESOLVED that the following recommendations from the Town Hall Committee be approved:

THC/24/1314 RESOLVED that the following work be awarded to the lowest tender provided by AD Booth:

- a. Bridestones Roof - £16,020 + VAT.
- b. Roof over the main staircase - £2,450 + VAT.
- c. Repairs to the Museum, guttering and fascia boards - £11,700 + VAT.

FAP/37/1314 RESOLVED that the following recommendations from the Community, Environment and Services Committee be approved, but section b to be amended to:-

- I. Approval to purchase a second hand ride on mower up to a value of £20,000 + VAT, with 500 hours or less on the clock.
- II. If a suitable machine is not found within 4 weeks the Chairman and Town Clerk have delegated power to purchase a new machine.

CES/57/1314 RESOLVED that:-

- a. Ancillary equipment to be purchased at a cost of circa £16,000.
- b. Finance and Policy Committee to determine whether or not to purchase a new ride on mower at a cost of £35,000 or a second hand ride on mower at a cost of circa £20,000.

Mr. G.R. Edwards
Chairman

**MINUTES OF THE MEETING OF THE COMMUNITY, ENVIRONMENT AND SERVICES
COMMITTEE HELD ON THURSDAY 6TH FEBRUARY 2014**

PRESENT: Councillors G S Williams (Chairman in the Chair)
Mrs D S Allen
L D Barker
P Bates (Vice Chairman)
G Baxendale
D T Brown
J S Crowther
G R Edwards
G P Hayes (Town Mayor)
Mrs A M Martin
D Murphy
D A Parker
Mrs J D Parry
N T Price
Mrs E Wardlaw

Mr E Clarke (Lay Member)

1. APOLOGIES.

Apologies for absence were received from Cllrs Miss R K Williams and Ms L Bours.

2. MINUTES OF LAST MEETING

CES/53/1314 RESOLVED that the minutes of the meeting held on the 21st November 2013 to be confirmed as a correct record and signed by the Chairman.

3. DECLARATIONS OF INTEREST

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

Cllrs G Baxendale and D Brown declared a non-pecuniary interest in any matters related to Cheshire East Borough Council and Cllr D Brown abstained from voting on any matters related to Cheshire East Borough Council.

4. OUTSTANDING ACTIONS

None.

5. BOAT ON THE RIVER DANE

The correspondence from Deborah Ackerley was noted concerning the amended S215 (Untidy Site) Notice which will be re-issued to the Boat owner on 8th February 2014.

CES/54/1314 RESOLVED that the correspondence be received.

6. PEEL BRIDGE

Information from Cllr Rhoda Bailey confirmed the remedial work that is scheduled to take place at Peel Bridge in early March.

CES/55/1314 RESOLVED that the correspondence be received.

7. CCTV

A report of a meeting which took place with Cheshire East Borough Council concerning CCTV provision in the Town was considered as was the notion of acquiring a mobile CCTV Unit in conjunction with the Police.

CES/56/1314 RESOLVED that:-

1. That the report be received and an early meeting with Cheshire East Borough Council to consider CCTV provision be requested.
2. The notion of acquiring a portable CCTV Van Unit to be pursued in conjunction with Cheshire Police.

8. CHESHIRE EAST HIGHWAYS

The report from Cheshire East Highways concerning the programme of works planned for the early months of 2014 was noted.

9. STREETSCAPE SERVICES

A report outlining the replacement equipment required by Streetscape Services was considered.

CES/57/1314 RESOLVED that:-

1. The cost of equipment purchased to be depreciated over 5 years.(via an EMR)
2. Ancillary equipment required amounting to circa £16,000, to be approved subject to agreement by the Finance and Policy Committee.
3. Consideration on whether to purchase a new or second-hand Ride on Mower to be passed to the Finance and Policy Committee.

10. MECHANICAL SWEEPING

The committee considered the necessity to have the Mini Sweeper as an integral part of the Streetscape Operations in the Town.

CES/58/1314 RESOLVED that:-

1. The Town Clerk and Council Leader to raise the matter with the Chief Executive of Cheshire East Borough Council.
2. Cllr D Brown to raise the matter formally on behalf of the Town Council with Cheshire East Borough Council.

11. SUPPORT FOR NEIGHBOURS CREDIT UNION

Cllr D Murphy pointed out that the Congleton Credit Union had been serving the needs of Congleton residents for many years but wasn't on the Cheshire East recommended list.

CES/59/1314 RESOLVED that Cllr D Drown would raise the matter with the Finance Policy Development Group who produced the Cabinet Report on Credit Unions dated 7th January 2014.

12. DISPOSAL OF PUBLIC OPEN SPACE AND LEISURE CENTRE SITES

The Committee considered at length the notion that Cheshire East was out sourcing Leisure Centres and setting up Leisure Trusts.

As part of this process there was concern raised that any development of the Congleton leisure Centre should not be at the expense of sacrificing Hankinson's Field.

CES/60/1314 RESOLVED that:-

1. Cllr D Brown to request Cheshire East Borough Council to justify why Hankinson's Field needs to be included in the disposal of Leisure Centre Assets.
2. To request Cheshire East Borough Council to appoint a Congleton trustee on the trust Board that is being set up.

13. DOG FOULING

An extensive report produced by Cllr G Williams on the actions and successes achieved by the Bromley Farm Development Trust to reduce dog fouling in the area was discussed.

CES/61/1314 RESOLVED that:-

1. Cllr G Williams to be congratulated on his initiative.
2. To encourage the support of the setting up of similar action groups in other parts of the Town.

14. MOUNTVIEW CAREHOME

It was noted that a decision to close Mountview Care Home is not likely to be taken in the foreseen future.

15. MINUTES OF THE FLORAL ARRANGEMENT GROUP

CES/62/1314 RESOLVED that the minutes of the meeting held on 31st October 2013 be received.

16. CHESHIRE POLICE

There were no members of Cheshire Police present at the meeting.

G Williams
Chairman (In the Chair)

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN HALL COMMITTEE HELD ON THURSDAY, 14TH NOVEMBER 2013

PRESENT: Councillors D A Parker (Chairman in the Chair)
 Mrs D S Allen
 L D Barker
 P Bates
 G R Edwards
 G P Hayes (Town Mayor)
 Mrs A M Martin
 Mrs J D Parry
 N.T Price
 Mrs E Wardlaw

1. APOLOGIES

Apologies for absence were received from Councillor J S Crowther.

Apologies were also received from Councillors Ms L Bours and G S Williams who are not members of this particular committee.

2. MINUTES

THC/17/1314/RESOLVED- That the minutes of the Meeting held on 10th October 2013 be approved and signed by the Chairman as a correct record.

3. DECLARATIONS OF INTEREST

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

There were no declarations of interest.

4. OUTSTANDING ACTIONS

There are no outstanding actions.

5. LAND AT THE REAR OF THE TOWN HALL

The Town Clerk commented that a licence agreement to access the land at the rear of the Town Hall had been passed by our solicitors to the owner of 3 High Street and further information was awaited.

THC/18/1314 RESOLVED that the verbal report be received.

6. TOWN HALL ROOF

A report on the current status of the Town Hall roofs was considered and it was noted that some parts of the roof were in a worse condition than previously thought. Of particular concern was the roof over the kitchen which had been tiled with Marley Tiles rather than Welsh slate.

THC/19/1314 RESOLVED that:

1. The report be received.
2. The additional cost of the repairs be authorised.
3. The Town Clerk in conjunction with Cllr L D Barker to contact the previous contractor to seek recompense for the inferior quality of work carried out.

7. DEVOLVED SERVICES

The committee considered an update on the status of the transfer of Streetscape and Grounds Maintenance Services to the Town Council.

THC/20/1314 RESOLVED that: -

1. The report be received.
2. A recommendation to go forward to Full Council proposing that Streetscape and Grounds Maintenance Services issues to be assigned to the Community, Environment & Services Committee and any personnel issues arising would be dealt with by the Personnel Committee.

8. TOWN HALL TRADING ACCOUNT

The Town Hall Trading Account was presented to members for consideration.

THC/21/1314 RESOLVED that the Town Hall Trading Account be received.

**D A PARKER
(CHAIRMAN IN THE CHAIR)**

Congleton Town Council

RBS Current/I Access Acct

List of Payments made between 01/02/2014 and 31/03/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/02/2014	Congleton RUFC	006374	59.60	Refund of overpayment
03/02/2014	Survey Monkey	006390	299.00	290114/4465/Youth Committee survey
04/02/2014	ARC Business Services Ltd	006391	154.80	2860/4447/1 Day Conference Town Centre manager
04/02/2014	Congleton Garden Machinery Ltd	006392	114.93	0350/4448/Hand Tools
04/02/2014	Threadfast Engineers Ltd	006393	96.00	SIN075846/4450/battery for drill
04/02/2014	Shell UK Ltd	DD	2.40	0345603/4405/Fuel card
07/02/2014	T Mobile	DD	21.68	V00956276795/4435/JM Mobile phone
10/02/2014	Allied Catering Equipment	006395	208.44	15175/4451/dishwasher service
10/02/2014	Angel Springs	006396	111.80	2123410/4452/Drinking Water
10/02/2014	BDR Voice & Data Solutions Ltd	006397	354.00	1131193/4453/Set up RB office phone
10/02/2014	N Calvert	006398	234.24	1634/4455/work boots
10/02/2014	The Catering Shop	006399	466.80	673/4456/Chest freezer
10/02/2014	Jewson Limited	006400	93.95	0767/0188133/4457/wood preserver
10/02/2014	P&V Newton & Sons Ltd	006401	19.20	05934/4458/keys
10/02/2014	North Rode Timber Co. Ltd	006402	154.28	140002/4459/wood for repairs
10/02/2014	Porters Service Station Ltd	006403	1,346.78	310114/4462/Fuel for fleet
10/02/2014	Plumbing Trade Supplies	006404	22.78	4043242272/4463/Tap valves
10/02/2014	Prism Business Developments Li	006405	311.86	22682/4464/WiFi cabling
10/02/2014	Talke Chemical Company Limited	006406	640.33	63298/4466/Floor polish, cleaning materials
10/02/2014	Selattyn & Gobowen Parish Coun	006407	310.00	310114/4468/training- playground inspection course
10/02/2014	Purchase Power	DD	213.00	BB281536/4432/postage
10/02/2014	D Wright-Humphries	006394	100.00	Grant-D Wright-Humphries
11/02/2014	A D Booth & Sons Ltd	006408	25,872.00	Roof repairs
13/02/2014	West Mercia Energy	DD	5,121.33	1109857/4413/Gas & Electric
14/02/2014	Wirehouse Employer Services	DD	102.00	Health & Safety Consultancy
14/02/2014	Pitney Bowes Finance PLC	DD	264.98	Franking machine rental
14/02/2014	Wirehouse Employer Services	DD	153.60	HRSupport monthly
18/02/2014	Congleton High School	006409	38.39	5101140/4471/Partnership /Print Design
18/02/2014	Cheshire Electrical Supplies L	006410	10.26	C1670050/4472/Light bulbs
18/02/2014	Congleton Garden Machinery Ltd	006411	197.21	0386/4474/toppers, bow saw etc
18/02/2014	Heatons Office Supplies Ltd	006412	58.80	10019493/4475/Mayor's thankyou cards
18/02/2014	The Helping Hand Company Ltd	006413	775.20	215683/4476/Litter pickers
18/02/2014	Jewson Limited	006414	20.33	0188634/4477/van straps
18/02/2014	Intergage Ltd	006415	216.00	22626/4478/Partnership beartown website
18/02/2014	Maximeyes Security Ltd	006416	42.00	3904/4479/Alarm call out
18/02/2014	Maxiglene Enviromental Service	006417	45.00	17085C/4480/legionella monitor
18/02/2014	SAS Refrigeration	006418	54.00	9310/4481/Bottle Cooler repair
18/02/2014	Smith of Derby Ltd	006419	224.40	82465/4482/Service TH Clock
18/02/2014	Threadfast Engineers Ltd	006420	39.11	076081/4484/Lock for BH office
18/02/2014	West Wallasey Contract Hire	006421	144.00	WALM138977/4485/Reg plates
18/02/2014	Posh Nosh Parties Ltd	006422	894.71	192/4493/Recharges £808.85; Youth £20.10 Internal £65.76
18/02/2014	Autopay	AUTOPAY	44,341.95	Salaries February 2014
24/02/2014	Petty cash	006423	124.98	Petty cash reimbursal
25/02/2014	Auditing Solutions Ltd	006424	480.00	A3489/4497/Internal Audit
25/02/2014	Prism Business Developments Li	006425	11.99	22920/4498/Domain renewal
25/02/2014	The Stationery Cupboard	006426	293.20	116/4499/furniture items
25/02/2014	T & S Electrical Limited	006427	1,104.09	9057/4501/Museum works
25/02/2014	Webmozaic	006428	500.00	2014-003/4503/streetscape database
25/02/2014	RBS	DD	58.00	Autopay chgs
25/02/2014	Prism Bus Developments	DD	588.20	IT Support monthly
28/02/2014	Marston & Grundy LLP	006430	768.00	14/18/4509/Partnership/Cenotaph Consultation work
28/02/2014	Susan Griffiths Partnership	006431	936.00	2298/4510/Partnership/Cenotaph Feasibility Study
28/02/2014	Murray Tree Consultants	006432	300.00	PM/13/010/4511/P/ship Tree Survey wrk
28/02/2014	Stringer & Pickford	006433	156.00	713614/76/4513/P/Ship Cenotaph Surveying
28/02/2014	Mr John K Carter	006434	600.00	1205/4512/P/ship Cenotaph Professional Service
28/02/2014	Sita UK Ltd	DD	246.07	29043996/4507/Waste Disposal
28/02/2014	Allpay - Plus Dane	DD	36.08	Garage rental allotments
28/02/2014	Congleton Harriers	006429	250.00	Grant - Congleton Harriers
04/03/2014	British Telecom	006435	246.66	MR74673400Q031/4514/Telephones
04/03/2014	Heads (Congleton) Limited	006436	54.00	85000/4516/Roof Tender Advert
04/03/2014	Cheshire East Council	006437	39.98	270214/4517/Ruby's Fund Grant
04/03/2014	Congleton Learning Partnership	006438	264.00	1002/4518/P/ship CTC Funding
04/03/2014	Improvement & Development Agen	006439	252.00	40210965/4519/Pension training Course JP
04/03/2014	Congleton Garden Machinery Ltd	006441	96.00	0516/4520/2 stroke oil
04/03/2014	Threadfast Engineers Ltd	006442	6.24	SIN076250/4523/Drill Piece
04/03/2014	TMC Creative Ltd	006443	715.20	1999/4524/flag banner work
04/03/2014	Jewson Limited	006440	22.79	0767/0189494/4525/deadlock
04/03/2014	W Hewitt Plumbing & Heating	006444	120.00	280214/4526/repair to taps

04/03/2014	Posh Nosh Parties Ltd	006445	10.20	202/4527/Partnership
07/03/2014	Child Support Agency	006446	192.00	Payroll re Child Support Agency
10/03/2014	Allied Catering Equipment	006448	82.20	15209/4528/glass washer repair
10/03/2014	The Leaflet Team	006449	368.00	CTC0019/4529/Distribution Bear Necessities
10/03/2014	P&V Newton & Sons Ltd	006450	16.95	05937/4530/keys for toilets
10/03/2014	North Rode Timber Co. Ltd	006451	564.43	140360/4531/repairs to gate
10/03/2014	Pear Technology Services Ltd	006452	300.00	110115/4533/Tech support Asset Manager/Mapping
10/03/2014	Porters Service Station Ltd	006453	847.20	0214/4534/Fuel works vehicle
10/03/2014	Plumbing Trade Supplies	006454	47.40	4043243682/4535/blender tap
10/03/2014	West Wallasey Contract Hire	006455	3,093.54	WAL207206/4537/Fleet rental
10/03/2014	T Mobile	DD	21.98	V00963021405/4521/jm mobile
10/03/2014	Bromley Farm Community Trust	006447	500.00	Grant-Bromley Farm Trust
10/03/2014	Community Pride Awards	006456	60.00	Community Pride Awards Subscription
11/03/2014	British Telecom	DD	46.13	MR74673199Q055IE/4515/Fax
13/03/2014	West Mercia Energy	DD	1,961.96	1116176/4486/TH Electricity
14/03/2014	Wirehouse Employer Services	DD	102.00	Health & Safety support
17/03/2014	Bromley farm trust	006458	250.00	Bromley farm trust
18/03/2014	RBS Autopay	AUTOPAY	45,991.80	Salaries March2014
19/03/2014	Wirehouse Employer Services	DD	153.60	HR Support
19/03/2014	Eaton Bank Academy	006459	1,000.00	Grant - Eaton Bank Academy
21/03/2014	Angel Springs	006460	34.06	2156250/4544/drinking water
21/03/2014	British Youth Council	006461	54.00	M1415041/4545/membership
21/03/2014	N Calvert	006462	63.00	1552/4547/Green trousers
21/03/2014	Cheshire East Council	006463	1,176.00	41053331/4548/2013 Xmas tree
21/03/2014	Bromley Farm Community Develop	006464	650.00	110314/4549/plants NW Bloom
21/03/2014	Congleton Garden Machinery Ltd	006465	32,091.60	697/4551/lawnmowers etc streetscape
21/03/2014	Congleton Garden Machinery Ltd	006466	12.00	0555/4552/Safety glasses
21/03/2014	Crocodile Trading Ltd	006467	55.97	CTH001/4553/sand bags
21/03/2014	E Cheshire Chamber of Comm & E	006468	168.00	4566/4554/12 months membership
21/03/2014	W Hewitt Plumbing & Heating	006469	101.56	140314/4555/taps
21/03/2014	MAC Tool & Plant Hire Ltd	006470	33.60	5004/4556/repair strimmer
21/03/2014	Posh Nosh Parties Ltd	006471	47.64	203/4559/Partnership £22.44; Youth £17.04 In Bloom £8.16
21/03/2014	The Stationery Cupboard	006472	71.06	117/4560/Stationery items
21/03/2014	Talke Chemical Company Limited	006473	280.62	63361/4561/tweezers, drugs bin
21/03/2014	T & S Electrical Limited	006474	1,188.72	9114/4564/toilet repairs
21/03/2014	United Utilities	006475	694.20	030314/4565/United Utilities Water
21/03/2014	Bomford Office Products Ltd	006476	59.76	58937/4566/copier paper
24/03/2014	Leadthegoodlife.com	006478	120.00	210314/4618/hanging baskets
25/03/2014	RBS Autopay	DD	10.00	Autopay chgs
25/03/2014	Prism Bus Developments	DD	602.60	IT Support monthly
27/03/2014	Tops Tiles	006479	83.03	Tiles for station project
28/03/2014	Cheshire East Council	006480	18,175.00	41053532/4570/Loan repay (2nd 13/14)
28/03/2014	Cheshire West and Chester Coun	006481	64.00	71081839/4571/DBS check DM
28/03/2014	Heads (Congleton) Limited	006482	67.68	85397/4572/Big Dig advert
28/03/2014	Kantara Ltd	006483	136.80	4016/4573/host name renewal
28/03/2014	Lyndon Murgatroyd	006484	40.00	250314/4575/Lest we forget book
28/03/2014	Cheshire Electrical Supplies L	006485	19.12	C1670967/1/4576/light bulbs
28/03/2014	Chubb Fire	006486	231.38	4496369/4577/Fire Alarm
28/03/2014	Congleton Garden Machinery Ltd	006487	40.03	0799/4578/choke knob
28/03/2014	Posh Nosh Parties Ltd	006488	1,255.62	204/4587/Recharges £652.02; Mayor's Ball £562.80; Partnership £25.50; Internal £15.30
28/03/2014	Plumbing Trade Supplies	006489	260.17	4043244080/4588/taps
28/03/2014	Talke Chemical Company Limited	006490	110.40	63392/4592/Dog signs
28/03/2014	T & S Electrical Limited	006491	41.09	9126/4593/Bulbs for kitchen
28/03/2014	Allpay - Plus Dane	DD	36.08	Allotment garage rental
31/03/2014	Amberol Ltd	006492	1,084.50	11906/4595/matting etc for tubs/hanging baskets
31/03/2014	Angus Media Ltd	006493	100.00	AM100195MAR/4596/advert
31/03/2014	Broken Cross Paint & Wallpaper	006494	32.58	6046/4597/paint/scarborough
31/03/2014	Heads (Congleton) Limited	006495	112.80	85560/4598/spring bride advert
31/03/2014	Cheshire Electrical Supplies L	006496	6.46	C1671767/4599/oven lamps
31/03/2014	Cheshire Turf Machinery Ltd	006497	29,940.00	123938/4600/ride on mower
31/03/2014	Congleton Community Projects	006498	730.00	270314/4601/railway improvemen
31/03/2014	JAF Graphics	006499	486.00	18160/4602/vinyls mill st
31/03/2014	Jewson Limited	006500	90.00	0191362/4604/turf bags
31/03/2014	Ian W Lennie	006501	360.00	35/4605/repairs to vehicle
31/03/2014	Talke Chemical Company Limited	006502	31.01	63369/4606/dish wash liquid
31/03/2014	T & S Electrical Limited	006503	411.89	9138/4607/repair to lights
31/03/2014	West Wallasey Contract Hire	006504	3,093.54	WAL207766/4614/Streetscape vehicle hire
31/03/2014	West Mercia Energy	DD	1,983.12	1118436/4506/T Hall Gas
31/03/2014	PWLB	DD	10,888.84	Public Works Loan Board 2nd payment 13/14
31/03/2014	Sita UK Ltd	DD	212.45	29125061/4536/waste disposal

Total Payments £255,467.97

Congleton Town Council

Minutes of the meeting of the Youth Committee held on Monday 18th March 2014 in the Town Hall, Congleton

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

Councillor Larry Barker
Councillor Sally Holland

Linda Minshull

1. APOLOGIES

Apologies were received from Tom Heyes, Catherine Hassell, Kirby Jennings, Matthew Jones and Councillors George Hayes and Liz Wardlaw.

2. MINUTES OF LAST MEETING

RESOLVED – That the Minutes of the Meeting of the Committee held on 10th February 2014 were signed by the Chairman as a correct record.

3. YOUTH COMMITTEE CONSTITUTION AND MEMBERSHIP

A discussion took place regarding the draft Constitution. Members thanked Larry for his work on the Youth Committee Constitution.

RESOLVED: It was agreed to make the changes to the Constitution.

Linda raised concerns over membership and attendance and it was agreed that members would work to encourage new members to the Committee.

4. QUESTIONNAIRE

Joe gave an update on the progress of the questionnaire. It was noted that 150 replies had been received to date.

The Committee wished to formally thank Jamie for all his work on the questionnaire and Survey Monkey.

Joe agreed to forward a final version of the survey to Linda so that some paper copies could be produced. Sally stated that the Antisocial Behavior Group want to use information from the survey when the results have been analysed.

5. **BRITISH YOUTH COUNCILLOR SHADOWING ADWARDS SCHEME**

Linda gave an update of the scheme and distributed copies of the handbook and log book.

6. **WORKSHOP WITH MIKE GILSENAN**

Linda gave an update on discussions with Mike Gilsenan and suggested Wednesday 9th April for the workshop.

7. **PAST AND FUTURE PROJECTS**

The questionnaire is the main current project. Once the results have been collated a report will be produced. It is envisaged that this will be presented to Fiona Bruce M.P. with a view to focusing the work of the Committee.

It is anticipated that the Drugs Intervention Project will continue in the schools. It is also hoped that another husting style event will be organised towards the end of the year with the focus on the 2015 elections.

8. **YOUTH COMMITTEE VOLUNTEERING WEBSITE**

This item was deferred as Cathie did not attend the meeting.

9. **JEANNE WHITEHURST AWARD**

Linda stressed the importance of this item and informed members that to date no nominations had been received.

10. **YOUTH COMMITTEE BANK ACCOUNT**

It was reported that the balance is £673.92.

11. **YOUTH COMMITTEE MEMBERS ITEMS**

Joe gave some information on the Lions Young Leaders Scheme.

Joe volunteered to attend a Visyon event

12. **ANY OTHER BUSINESS**

None.

13. **DATE OF NEXT MEETING**

Wednesday 9th April 2014 – 10 a.m. workshop with Mike Gilsenan followed by Youth Committee Meeting at 11 a.m.

Joseph Hearson (Chairman)

Congleton Town Council ("the Town Council")

Youth Committee Constitution (March 2014)

1. Constitution

- 1.1. The Congleton Town Council Youth Committee ("the Youth Committee") shall consist of a maximum 12 youth councillors ("the Youth Councillors").
- 1.2. The Youth Committee is not a formal committee of the Town Council, but is designed to mirror as closely as possible the workings of the Town Council's formal committees.
- 1.3. All elected Youth Councillors shall be given a copy of the Town Council's Constitution to help them understand the roles, responsibilities, vision and decision making processes of the Town Council.
- 1.4. The Youth Committee is committed to full inclusion of and full representation of and by its Youth Councillors. Every young person who stands for election but is not elected shall be encouraged to attend meetings in an advisory capacity.

2. Purpose

- 2.1. The purpose of the Youth Committee is;
- 2.2. To provide access for young people to the Town Council's decision makers and where practicable processes.
- 2.3. To represent the views, issues and opinions of young people living in or around Congleton Town.

3. Membership

- 3.1. Youth Councillors are not official members of the Town Council but shall be included as much as is practicable in the Town Council's decision making and processes.
- 3.2. Eligibility for election to the Youth Council shall be open to:
 - 3.2.1. Any young person residing in or around Congleton Town and/or who is a pupil of Congleton High School (CHS) or Eaton Bank High School (EBHS);
Or
 - 3.2.2. Any young person residing in or around Congleton Town and/or who is a pupil or member or employee of Approved Organisation at the date of election.

and who has reached their 11th but not yet reached their 18th birthday.

- 3.3. Nomination of candidates deemed suitable for election to the Youth Committee and who are:
 - 3.3.1. Attending CHS and EBHS shall be at the discretion of the respective school;
 - 3.3.2. Those from an Approved Organisation shall be subject to approval at the sole discretion of the Town Council.

- 3.4. A candidate shall achieve full membership of the Youth Committee by democratic election.
- 3.5. Where practicable elected membership of the Youth Committee shall consist of but not be limited to:
 - 3.5.1. Four (4) Youth Councillors to be elected from pupils attending Congleton High School (**CHS**); and
 - 3.5.2. Four (4) Youth Councillors to be elected from pupils attending Eaton Bank High School (**EBHS**); and
 - 3.5.3. Two (2) Youth Councillors to be elected from pupils attending other schools or members of other organisations or employees of businesses approved by the Town Council acting reasonably from time to time (**Approved Organisation**).

4. Elections

- 4.1. In all cases the term of office shall run to 31st October in each year ("the year").
- 4.2. Election to the Youth Council (**Elections**) shall be held in October or at other times as may be determined from time to time at the sole discretion of the Youth Committee.
- 4.3. Election, except in circumstances referred to in 4.6, shall be by public vote on a date (**Election Date**) to be determined by the Youth Committee.
- 4.4. The Election Date shall be advertised at the school or Approved Organisation and published in the Congleton Chronicle not less than 28 days before the Election Date.
- 4.5. Elections at CHS, EBHS and an Approved Organisation, where deemed appropriate by the Youth Council, shall be organised and scrutinised by the respective school or organisation.
- 4.6. Where a candidate stands un-opposed, such as where the candidate attends a small Approved Organisation, membership of the Youth Council shall be by the number of votes cast by members of the Youth Council attending the first suitable meeting of the Youth Council following the date of nomination of such candidate.

5. Term of office

- 5.1. Elected Youth Councillors serve a maximum of four years before standing for re-election.

6. Re-election

- 6.1. Provided they are under 18 years old at the date of election Youth Councillors are eligible to stand for re-election at the end of their term of office but in all cases they must retire on their 20th birthday, if this is before the end of a 4 year term.

7. Vacancies

- 7.1. If a seat becomes vacant during the year such vacancy may, at the sole discretion of the Youth Committee, be offered to those candidates who previously but

unsuccessfully stood for election for the year in the order of the number of votes polled at the time of election.

- 7.2. If a vacancy cannot be filled as set out above then the Youth Committee shall take all reasonable steps to procure suitable candidates.

8. Chairmanship

- 8.1. The Chairperson and the Vice Chairperson of the Youth Committee shall be serving Youth Councillors and shall be elected to office at the first meeting of the year.
- 8.2. As with Town Council committees, the nominees for Chairperson and the Vice Chairperson of the Youth Committee shall be subject to verification by the Town Council sitting at the next full Council meeting following the date of nomination.
- 8.3. In the absence of both the Chairperson and the Vice Chairperson, a temporary chairperson shall be elected by those Youth Councillors who are present at such meeting, this being the first item of business.

9. Non-Members

- 9.1. The Youth Committee may from time to time co-opt young people to act in an advisory capacity so as to enable the Youth Councillors to make informed judgements relating to issues to unrepresented and/or individualist groups.
- 9.2. Co-opted members have no voting rights.

10. Town Council Officers (Council Officers) and Town Councillor (Town Councillors)

- 10.1. Council Officers and Town Councillors have a number of roles and responsibilities towards the Youth Committee theses include but are not limited to:-
 - 10.1.1. Providing all reasonable and necessary support to enable the Youth Committee to operate effectively.
 - 10.1.2. Supporting Youth Councillors and co-optees to ensure their full participation in the Youth Committee particularly where they have special needs or issues which may otherwise limit or inhibit their participation in the Youth Committee.
 - 10.1.3. Supporting and encouraging the development of the Youth Committee.
 - 10.1.4. Ensuring that the Youth Committee operates in an inclusive and democratic way,
 - 10.1.5. Ensuring that the Youth Committee encourages diversity and challenges prejudice.
- 10.2. No Council Officer or Town Councillor shall express their views or opinions unless invited to do so by the Chairperson or Vice Chairperson.
- 10.3. A Council Officer may only intervene uninvited in debates and discussions where there has been:

- 10.3.1. A violation of Human Rights; or
- 10.3.2. A breach of The Equal Opportunities Policy; or
- 10.3.3. A breach of the Town Council's Code of Conduct; or
- 10.3.4. A breach of the Laws of England and Wales

and a member of the Youth Committee has not challenged this breach. Such intervention must go through the Chair.

- 10.4. Council Officers and Town Councillors have no voting rights and may not override a decision of the Youth Committee, except where such decision contravenes:

- 10.4.1. Human Rights; or
- 10.4.2. The Equal Opportunities Policy; or
- 10.4.3. The Town Council's Code of Conduct; or
- 10.4.4. The Laws of England and Wales

in which case a Council Officer or Town Councillor may advise the Youth Committee of the breach and/or where known the consequences of its decision.

11. Meetings

- 11.1. The Youth Committee shall sit in formal session nine (9) times during the year in the Congleton Town Hall to coincide with each Town Council meeting. There shall be at least one training day in the year.
- 11.2. Youth Committee meetings shall normally be held in public. The press may also attend. The Youth Committee may resolve to exclude the press and public if a confidential matter is to be discussed.
- 11.3. Where the Youth Committee considers at its sole discretion that adult presence might inhibit debate the Chairperson or Vice Chairperson may request that adults, excluding Council Officers and Town Councillors leave the meeting for short periods. On their return such adults may be fully advised of the decisions and/or actions which the Youth Committee has made in their absence.
- 11.4. From time to time sub and other ad-hoc groups may be established the Youth Committee to address specific issues and tasks.
- 11.5. Otherwise than in exceptional circumstances, determined at the sole discretion of the Town Clerk, Youth Councillors are expected to attend a minimum of six (6) meetings throughout the year unless the Town Clerk has been given notice of absence.
- 11.6. Youth Councillors shall be expected to send apologies and reason for non-attendance prior to all meetings which they are unable to attend.
- 11.7. At the sole discretion of the Chairperson and Vice Chairperson acting in cooperation a Youth Councillor who fails to attend three successive Youth Council meetings without good reason may be evicted from the Youth Committee and informed of their eviction without prior notice and their seat offered to another candidate selected as set out herein.

11.8. A Youth Councillor shall be asked to leave a meeting if that Youth Councillor continually ignores requests from the Chairperson or Vice Chairperson to allow others to contribute to a debate or discussion.

11.9. The procedures, rules of debate and order of business shall follow the principles of the Town Council's Standing Orders.

12. Quorum

12.1. The quorum required for decision making purposes shall at all times be 4 people.

13. Plan of Action

13.1. At the beginning of the year the Youth Committee shall create a Plan of Action for the year based on the current issues expressed by their electorate.

14. Political Views

14.1. The Youth Committee is non-party political and issue based. It shall work on behalf of young people of Congleton Town and in partnership with Council Officers and Town Councillors.

14.2. A Member of the Youth Councillors may hold allegiance or membership of a political party but shall not express party political views when acting in the capacity of Youth Councillor or representing the Congleton Town Council.

15. Voting

15.1. The Youth Committee shall make decisions by simple majority voting, being either a show of hands or secret ballot, where deemed appropriate by the majority of its members present.

15.2. In the event of an equal vote, the Chairperson or, if appropriate, Vice Chairperson has casting vote.

15.3. Except where proposed by the Chairperson or Vice Chairperson all motions and proposals must be "seconded" by another Youth Committee member.

16. Equal Opportunity

16.1. Members of the Youth Committee are equal in status regardless of sexuality, race, culture, age, gender, religion, academic ability, disability or any other issue, which might affect a person's life such as parental separation or financial status.

16.2. Members of the Youth Committee are expected to respect themselves and each other equally and to uphold the Equal Opportunities Policy and follow the principles of the Councillors' Code of Conduct.

17. Principal Council-Area Forums

17.1. Congleton Town Council is committed to establishing effective communication channels with the principal council(s) and shall seek ways to work in partnership with them in order to promote local issues at all levels and to support each other in promoting active youth participation.

18. Delegated Authority

- 18.1. The Youth Committee shall have delegated authority given to it by the Town Council. All decisions not delegated to it shall be submitted to the full Town Council for approval.
- 18.2. All requests for funding shall be submitted to the Town Council or its Finance and Policy Committee for consideration.

19. Attendance at Full Council

- 19.1. All Youth Councillors shall be invited to attend full Town Council meetings but will have to leave such meetings for any confidential items following resolution by the Town Council to exclude press and public.

20. Honorary Burgess

- 20.1 The Youth Committee may award a title "Honorary Burgess" in recognition of service to the Youth Committee. There is no legal significance to this title nor does it confer any rights or privileges. Burgesses are however, invited to Youth Committee meetings and events.

March 2014

Report to Town Council

17th April 2014

Insurance review

There are only two insurance companies that deal with Town and Parish Council insurance, our current providers Zurich and Came and Company via Aviva

Both companies were provided with a comprehensive overview of the Council's insurance requirements which is detailed below in the quotation.

Despite having some lengthy discussion with Came and Company here in the Town Hall they have decided not to provide a quote as they cannot be as competitive as Zurich. They believe the premium offered by Zurich is good value for money

Main details of insurance cover

1. Effective start date 1st June 2014
2. 1 year agreement £18,400.27, 3year agreement £17,149.6
3. Buildings insured at £5,483,388
4. Civic regalia and treasures insured under All Risks
5. Hirers liability, £2m
6. Employers liability, £10m
7. Fidelity guarantee, £1m
8. Public liability, £15m

Recommendation

To renew insurance cover with Zurich for a period of 3 years at a cost of £17,149.6 p.a.

Encl:-

Quotation details

Quotation for insurance

The Town Council's long term insurance agreement is due to expire on the 31st May 2014 and I am offering your organisation the opportunity to quote for the business.

Our minimum requirements for insurance cover are detailed below, but, of course we would be delighted to be informed of any areas where you can offer enhanced cover whilst remaining competitively priced.

Cover required

1. 3 to 5 year contract depending on cover offered and price
2. Material damage and perils to cover the following premises
 - a. Town Hall High Street Congleton
 - b. Plant Room, Town Hall High Street Congleton
 - c. Town Hall and Museum, Town Hall High Street Congleton
 - d. Public Toilets in Market Street and Princess Street, Congleton
3. Material damage to fixtures and fittings and tenants improvements including:-
(contents new for old)
 - a. Other contents and consumable stock not specified including books and stationery
 - b. Computer and office equipment
 - c. Televisions audio and photographic equipment
 - d. Tools and gardening implements
 - e. Civic regalia and treasures listed separately
4. Business interruption
5. All Risks to cover
 - a. Other contents and consumable stock not specified including books and stationery
 - b. Computer and office equipment
 - c. Televisions audio and photographic equipment
 - d. Tools and gardening implements
 - e. Additional items as detailed below

Description	Sum insured £
Weights and Measures	6600
Large silver mace	38250
Mayoral badge 18ct gold	13200
Mayoral chain 18ct gold	38250
Mayoress badge with diamond 18ct gold	4400
Mayoress chain 18ct gold	5500
Deputy Mayor's badge silver gilt	2750
Deputy Mayoress badge silver gilt	1000
lap top	568
Laptop	568
War Memorial, Lawton Street	17500
Blocked woodcase	110
Silver parcel gilt & enamel pendant	2750
40" silver chain	2200
Civic regalia	18250
Small silver gilt mace	4850
Paintings and other works of art	49200
2 Red Telephone boxes	2200
Christmas lights	24000
P.A Equipment	19000

6. Money

- a. Loss of non-negotiable money - £250,000
- b. Loss of money in transit or in the custody of any member or employee or by registered post or in a Bank Night Safe - £5,000
- c. In the private residence of a member or employee - £250
- d. In locked safes or strong rooms - £5,000
- e. In locked receptacles other than safes or strong rooms - £250

7. Public Liability Insurance cover - £15m

8. Hirers Liability - Indemnity £2m

9. Employers Liability - £10m

10. Libel and Slander - £100,000

11. Motor vehicles

TRANSIT T350MWB TIPPER	WHITE	MW63VLR
TRANSIT T350MWB TIPPER	WHITE	MW63VLS
TRANSIT T350MWB TIPPER	WHITE	MW63VLT
TRANSIT T350MWB TIPPER	WHITE	MW63VLU
TRANSIT T350MWB TIPPER	WHITE	MW63VLV
TRANSIT T350MWB TIPPER	WHITE	BJ63 FDV
PEUGEOT PARTNER	WHITE	MF63 WWO
PEUGOT BOXER	RED	DE05 CFF
JOHN DERE MOWING MACHINE	GREEN	DG02 UEM
FORD NEW HOLLAND TRACTOR	BLUE	L593 LHJ
*TORO RIDE ON MOWER	RED	AJ13 YBY

*Purchased recently at a value of £24,950 +VAT

12. Inspection and Engineering Insurance

- a. Damage to plant - £500,000
- b. Own surrounding property damage - £500,000

13. Fidelity Guarantee - £1m

14. Personal Accident

- a. £500,000 any one person
- b. £2m any one incident
- c. Persons insured employees – capital sum £20,000, weekly £25
- d. Persons insured councillors – capital sum £20,000, weekly £25

15. We provide a cook for a Luncheon Club twice a week at Fellowship House in Congleton; the premises are operated by a company called Visyon and require insurance cover for the operation of the Luncheon Club only.

16. Events

The Town Council organises a variety of events that take place in and around the Town every year which require public liability cover.

16. Streetscape operations are provided by the Town Council which covers 11 employees. The Council provide this service on behalf of Cheshire East Borough Council and it covers the following:-

Undertaking comprising cleaning and maintenance services to a standard of public satisfaction, broadly including but not limited to the cleansing of all public areas including highways, streets open spaces and amenity land and the associated removal of litter, detritus, fly tips, graffiti, fly posters and hazardous waste. This work is extremely varied and includes but is not limited to a broad range of horticultural activities including grass cutting, planting, sports turf maintenance and arboriculture works carried out across all open spaces including variety of natural landscapes; bio diverse habitats, green spaces and urban areas. Examples (without limitation) of the type of areas affected include:

- public parks and gardens, although not country parks
- natural and semi natural green spaces including woodlands, scrub and grasslands
- outdoor sports pitches including without limitation football, rugby and bowling greens
- amenity green space, often around housing, including informal recreation spaces
- play areas, skateboard parks and informal areas including teen shelters
- community gardens and allotments
- civic spaces including civic and market squares, and other hard surfaced areas designed for pedestrians
- features on the highway network including verges shrub beds and roundabouts.

The Town Council will be liable for, and shall indemnify the Borough against any liability, damage, loss, expense, cost, claim or proceedings in respect of personal injury to or death of any person in respect of loss of or damage to any property or breach of statutory duty of the Borough arising out of, or in connection with the implementation of the Services. Therefore appropriate insurance cover is required in this area for Public Liability.

17. Additional Information Budget 2014-15

Turnover of Town Council (expenditure)	£1,213,251
Precept (income)	£656,714
Council Tax Support Grant (income)	£63,825
Employee costs	£620,278

18. Enclosures

- a. Plant list
- b. Asset Register

28th February 2014

Dear Brian

As you are aware, I have found it extremely difficult to attend council meetings over recent months.

This is principally due to the fact that on the 13/01/2014 my partner gave birth to our first child and unfortunately there have been complications which have led to a significant number of visits to the hospital.

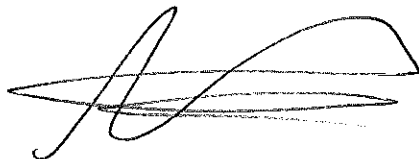
I had intended to attend the council meeting next week 6th March but there is likely to be another appointment for that day.

Under the circumstances, would it be possible to perhaps ask for a period of absence until our personal circumstances improve.

I will, of course, make every endeavour to attend any meeting that I can but hope you will understand the reason if I am absent.

Things are looking more positive for the future but I hope that the council will be able to bear with me under my present predicament.

Your Faithfully

A handwritten signature in black ink, consisting of a large, stylized 'G' followed by a series of loops and a final horizontal stroke.

Guy Brittain

MEETING DATES 2014-15

May 2014

- 22 Planning (7.00pm)
- 29 Finance & Policy (7.00pm)
- 29 Special Council (8.00pm)

June 2014

- 5 Community, Environment & Services (7.00pm)
- 12 Town Hall (7.00pm)
- 19 Planning (7.00pm)

July 2014

- 10 Council (7.00pm)
- 17 Planning (7.00pm)

August 2014

- 21 Planning (7.00pm)
- 21 Council (7.45pm) if required
- 28 Community, Environment & Services (7.00pm)
- 28 Finance & Policy (7.45pm)

September 2014

- 4 Planning (7.00pm)
- 18 Council (7.00pm)
- 25 Planning (7.00pm)
- 25 Town Hall (7.45pm)

October 2014

- 2 Community, Environment & Services (7.00pm)
- 16 Planning (7.00pm)
- 16 Finance & Policy (7.45pm)
- 30 Council (7.00pm)

November 2014

- 6 Planning (7.00pm)
- 6 Town Hall (7.45pm)
- 13 Community, Environment & Services (7.00pm)
- 20 Planning (7.00pm)
- 27 Finance & Policy (7.00pm)

December 2014

- 4 Council (7.00pm)

January 2015

- 8 Planning (7.00pm)
- 8 Finance & Policy (7.45pm)
- 15 Council (7.00pm)
- 22 Planning (7.00pm)

February 2015

- 5 Community, Environment & Services (7.00pm)
- 19 Planning (7.00pm)
- 19 Finance & Policy (7.45pm)

March 2015

- 5 Council (7.00pm)
- 12 Planning (7.00pm)
- 12 Town Hall (7.45pm)
- 19 Community, Environment & Services (7.00pm)
- 26 Finance & Policy (7.00pm)

April 2015

- 2 Planning (7.00pm)
- 16 Council (7.00pm)
- 23 Informal Meeting (7.00pm)

May 2015

- 7 Annual Town Meeting (This is not a meeting of the Council, but one convened for the Town's electorate) (7.00pm)
- 14 Annual Council Meeting (7.00pm)

Meetings of Personnel Committee and Strategy Working Group will be convened as Business dictates. Additional meetings for the Congleton Town Hall Committee will be convened as and when required.

All meetings start at 7.00pm unless stated otherwise and will be held at the Town Hall.

Papers will be either emailed or sent out to Councillors at least three clear working days before committee – not including date of committee or weekends.



Congleton Town Council

Information for Members

Updated April 2014

Report to Town Council

Thursday 17th April 2014

Constitution

Traditionally the Constitution has been provided to members in a paper format bound in a large green folder.

However, when amendments have been approved to the Constitution and as a consequence require various sections of the document to be updated has proved to be both time consuming and problematic in being able to secure the return of the folders from members then to carry out the task of updating any documents subjected to change.

Indeed, during the recent round of changes to the Constitution only 8 folders have been returned and updated so far.

To make amendments less time consuming for staff and more efficient for members, it is proposed that the Constitution be provided on a data stick. The data stick would contain a master file which holds all the various documents and an archive file to hold obsolete amended files.

This would mean that updates can be sent via email for immediate update on member's files.

The office would hold at least two hard copies of the Constitution should members still wish to examine and refer to the Constitution in this format

Recommendation

To provide the Constitution to members electronically

Complaint from Mr Goodwin

10th February 2014

Dear Sir

Complaint to Council

Following the meeting of the Finance and Policy Committee on 28th November 2013, I submitted a question to the Town Council relating to events at that meeting and following that meeting (Appendix A)

An answer was provided to my question at the full Council Meeting on 16th January 2014 (Appendix B) but I considered the answers to be incomplete, inaccurate or evasive. As a result I emailed the Town Clerk advising him of the obvious errors in the answers given (Appendix C)

Expecting the errors to be corrected I received an email from the Town Clerk (Appendix D) which confirms his stance that the original answers were correct, in spite of the clearly laid out evidence that they were not. The email accuses me of being vexatious when all that I had done was to ask reasonable and proper questions of my Council and the whole tone of the email was dismissive and disrespectful.

As a result of the Town Clerk's email I expressed my dissatisfaction with his accusations and his refusal to provide truthful answers in a further email (Appendix E)

I wish to register a complaint on the basis that the information given in the answers to my questions were knowingly incorrect, misleading and evasive, and that the dismissive attitude of the Town Clerk borders on offensive and rude when the questions raised mainly relate to a failure of the Council to comply with their own Standing Orders

Since the complaint is mainly directed at the answers provided by, and the attitude of, the Town Clerk I have elected to submit this claim to you as allowed by the Council Complaints Code.

Yours faithfully

G.A.Goodwin

Appendix A

Question from G.A.Goodwin submitted to the Town Council meeting of 16th January 2014

Background

When I first became aware that a meeting of the Strategy Working Group had been called for 4th December 2013, I had an email conversation with the Town Clerk where I established that this meeting excluded the public and press. I asked if the meeting would be discussing the budget /precept, and the possibility of refurbishing Timbersbrook Toilets, but no answer was forthcoming.

At the full council meeting the following evening it was agreed to accept a precept of £656,714 and to defer the decision on the budget until January 2014

My questions relating to these matters are:-

1. How can the council agree an increase in the precept without having first agreed a budget for the forthcoming year?
2. Since the possibility of spending money on Timbersbrook Toilets has never appeared as an item on any published council agenda is it right and proper that it should have been debated at all at the meeting on 28th November since the public and press were unaware of its inclusion?
3. The budget was on the agenda for the F and P meeting on 28thNovember but this meeting ran late and concluded without all matters being resolved. A follow up meeting was convened for 4thDecember but why was this convened as a meeting of the SWG, which is not a council meeting and only has authority to advise the council or sub committee, when a reconvened F and P meeting would have been more logical, would not have excluded press and public and could have reported directly to full council?
4. The council Standing Orders clearly require that a SWG should have clearly defined Terms of Reference and should normally operate on a "task and finish basis" What were the defined Terms of Reference which led to the SWG discussing the budget, where are those Terms of Reference recorded, and is this not a prima facia case of undemocratic use of the Working Group facility for the sole purpose of excluding the press and public from debate on the subject of most concern to the residents, the budget/ precept?

Appendix B

Response to the question provided by the Mayor at the Council Meeting on 16th January 2014

RESPONSE BY THE TOWN MAYOR

First of all thank you for your question Mr Goodwin. I will respond to the points you made in the order in which you have raised them.

1. As you will be aware as you will have read the papers, the Finance and Policy Committee had been presented with and considered a comprehensive and detailed budget at their meeting which took place on the 28th November 2013 and sensibly took the view that whilst the precept had to be increased because of the increased expenditure arising from factors relating to the reduction in the Council Tax Support Grant, transfer of toilets and CCTV emanating from Cheshire East, no other items which members might consider, should be allowed to increase the precept further, hence the decision to cap the precept and recommend it for approval.

2. Timbersbrook toilets were not debated at the meeting of the Strategy Working Group in the way that you suggest as the only comment made related to the fact that the item was being withdrawn, there was no further discussion and no need to include the item on any other agenda.

3&4. You are misquoting Standing Order 55a in respect of the Strategy Working Group as this clause relates to any new working party the Council may wish to set up on an ad hoc basis. The Strategy Working Group is a permanent feature within the Constitution and as such has its own constitution and as a consequence is not covered by clause 55a. One of the functions of the Strategy Working Group is to develop policies and strategies on behalf of the Council and Committees and to advise, which it duly did.

You may wish to think that the Strategy Working Group was called as a device to exclude the press and public, but this simply wasn't the case, it was simply the most convenient process available to call a meeting at short notice, calling another committee meeting in the same time scale would not have met the statutory notice period.

Appendix C

Email response to the Town Clerk and Mayor detailing my dissatisfaction with the answers given and explaining where the answers were incorrect

Brian

I have copied this email to the Town Major since the answer given to my question was delivered by the Mayor but I assume that the answer was actually provided by yourself.

As I explained family commitments prevented me from attending the meeting on 16 January and, as a result of the same issues I have not had the time to fully consider the answer given to my question until now. Now that I have read the answer in detail I am clearly of the view that my question was not properly addressed for the following reasons:-

1. You report that the F and P Committee were presented with a comprehensive and detailed budget at their meeting on 28th Nov. 2013, You also confirm that all aspects affecting an increase in the precept were known at the same meeting and that the decision was made at that meeting to approve the increased precept. Since the committee also had, as you put it, " a comprehensive and detail budget proposal" why was it necessary to take the budget discussion to a gathering of the SWG the following week when a decision to also accept the budget could have been taken at the same meeting on 28th Nov.?

2. I asked why the Timbersbrook Toilets were debated at the meeting on 28th Nov. when the topic had not appeared on the agenda for that meeting. I made no reference in my question to Timbersbrook Toilets being debated **at the meeting of 4th December** and it is of no significant concern to me if they were debated at that meeting. For an item to be debated it should first appear on the agenda particular to that meeting so that the press and public are aware that the subject is to be debated beforehand. I ask again - why was the Timbersbrook Toilet issue debated at the **F and P Committee meeting of 28th Nov** when it had not been on the agenda?

3. You state that the SWG meeting on 4th Dec 2013 was called because "calling another committee meeting in the same timescale would not have met the statutory notice period"
The meeting of the Fand P committee was on Thursday 28 Nov. and I know that the meeting of the SWG was called on the following day, Friday 29th Nov. If, instead of calling a SWG meeting on Friday 29 Nov., a reconvened meeting of the F and P committee had, and should have been, called the timetable would have been:-

Friday 29 November
Saturday 30 November

non qualifying day
qualifying day

Sunday 1 December	non qualifying day
Monday 2 December	qualifying day
Tuesday 3 December	qualifying day

Since the meeting of the SWG was on Wednesday 4 December it could have been called as a meeting of the F and P committee since the 3 qualifying days under clause 4j were 30 November, 2 December and 3 December

Why then, do you contend there was insufficient notice?

On your general statement relating to the SWD being a "permanent feature within the Constitution with it's own Constitution" can you explain where this statement comes from and how the definition is arrived at. The ONLY reference to Working Groups and Advisory Committees is within sections 55/56 of the Standing Orders and, excuse my ignorance, but I can find nothing that anywhere near approaches your explanation or definition. In the absence of anything else relating to Strategy Working Groups I fail to see how the requirements of para 55a and 56a do not apply i.e. a Working Group must have clearly defined terms of reference.

There still appears to me and, I would add, others, a prima facie case of trying to exclude press and public by using the SWG but I will await any clarification you can provide before seeking an independent view

Best regards

Graham Goodwin

Appendix D

Response received from the Town Clerk on 4th February 2014

Graham,

The Strategy Working Group notice you refer to below was on a private circulation list of Councillors only, plus one other. I would suggest then that the source of this information rather than raising issues surreptitiously through a third party should act in an open and transparent manner and contact me directly about any concerns they may have and operate as set out in the Code of Conduct.

Insofar as the questions that you have raised again below, which are becoming vexatious, answers have been provided and I have no intention of repeating this save to say that what you have been provided with so far is accurate

Kind regards

Brian

Appendix E

My Final email expressing concern regarding the obviously inaccurate answers

Brian

I am not quite sure what you are implying in your first paragraph but you will recall that we were in email communication on 4th December. If you re read my email it is crystal clear that I assumed the meeting that day was a resumption of the F and P Committee but it was you who advised me that the meeting was, in fact, a meeting of the SWG. You will also recall that the Chronicle had an article on the same subject.

It was only after the meeting had been held that I found out that Councillors had been informed of the meeting on the 29th November. I have no paperwork to confirm this but, if you are disputing the fact that Councillors were advised of the upcoming meeting on 29th December, please advise me so that I can make a FOI request to verify the date.

For you to refer to my question as vexatious is both offensive and incorrect by virtue of the definition of the word. My question was a question from an elector who pays your wages and who has queried another apparent deviation from your own Standing Orders. I am entitled to a truthful and complete answer and your dismissive approach does you no justice'

How you can say that accurate answers have been given, particularly to points 2 and 3, beggars belief.

Regards

Graham Goodwin

19. Complaint

Evidence submitted in respect of responding to the complaint made by Mr Graham Goodwin.

1. Appendix 1

Extract from the Freedom of Information Act.

2. Appendix 2

Agenda of Finance and Policy meeting dated 28th November 2013 and Budget and Budget Report 2014-15.

3. Appendix 3

Extract from Local Council Administration – Charles Arnold Baker
Public Notices and Agenda.

4. Appendix 4

Constitution of Strategy Working Group and extract from Town Council Constitution – Working Parties and Advisory Committees.

5. Appendix 5

Response to Mr Goodwin's questions submitted on 16th January 2014 by the Town Mayor.

Brian Hogan

For further information, read our more detailed guidance:

- [Charging a fee](#)
- [Using the Fees Regulations](#)

When can we refuse a request as vexatious?

As a general rule, you should not take into account the identity or intentions of a requester when considering whether to comply with a request for information. You cannot refuse a request simply because it does not seem to be of much value. However, a minority of requesters may sometimes abuse their rights under the Freedom of Information Act, which can threaten to undermine the credibility of the freedom of information system and divert resources away from more deserving requests and other public business.

You can refuse to comply with a request that is vexatious. If so, you do not have to comply with any part of it, or even confirm or deny whether you hold information. When assessing whether a request is vexatious, the Act permits you to take into account the context and history of a request, including the identity of the requester and your previous contact with them. The decision to refuse a request often follows a long series of requests and correspondence.

When deciding whether a request is vexatious, you may consider a number of different factors, including:

- how much work complying with the applicant's requests creates;
- the applicant's tone and manner when communicating with you;
- whether the request appears obsessive; and
- whether there is any value in the request.

Bear in mind that it is the request that is considered vexatious, not the requester. If after refusing a request as vexatious you receive a subsequent request from the same person, you can refuse it only if it also meets the criteria for being vexatious.

You should be prepared to find a request vexatious in legitimate circumstances, but you should exercise care when refusing someone's rights in this way.

When can we refuse a request because it is repeated?

You can refuse requests if they are repeated, whether or not they are also vexatious. You can normally refuse to comply with a request if it is identical or substantially similar to one you previously complied with from the same requester. You cannot refuse a request from the same requester just because it is for information on a related topic. You can do so only

when there is a complete or substantial overlap between the two sets of information.

You cannot refuse a request as repeated once a reasonable period has passed. The reasonable period is not set down in law but depends on the circumstances, including, for example, how often the information you hold changes.

Example

"Please could you send me the latest copy of your register of interests? You kindly sent me a copy of this two years ago but I assume it may have been updated since then. Also I no longer have the copy you sent previously."

This request is not repeated because a reasonable period has elapsed.

What if we want to refuse a request as vexatious or repeated?

You should send the requester a written refusal notice. If the request is vexatious or repeated, you need only state that this is your decision; you do not need to explain it further. However, you should keep a record of the reasons for your decision so that you can justify it to the Information Commissioner's Office if a complaint is made.

If you are receiving vexatious or repeated requests from the same person, you can send a single refusal notice to the applicant, stating that you have found their requests to be vexatious or repeated (as appropriate) and that you will not send a written refusal in response to any further vexatious or repeated requests.

This does not mean you can ignore all future requests from this person. For example, a future request could be about a completely different topic, or have a valid purpose. You must consider whether the request is vexatious or repeated in each case.

For further information, read our more detailed guidance:

- [Vexatious or repeated requests](#)

When can we withhold information under an exemption?

Exemptions exist to protect information that should not be disclosed, for example because disclosing it would be harmful to another person or it would be against the public interest.

Appendix 2

To: MEMBERS OF THE FINANCE & POLICY COMMITTEE

21st November, 2013

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 28th November 2013

You are requested to attend a meeting of the Finance and Policy Committee to be held in the Town Hall, High Street, Congleton on – **Thursday 28th November 2013** commencing at **7.45pm**

Please note that there will be a meeting of the Planning Committee on the same evening, 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,



Brian 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 of Last Meeting (enclosed)
To approve the Minutes of the Meeting of the Committee held on 17th October 2013.
3. Declarations of Interest
Members are requested to declare both "pecuniary" and "non pecuniary" interests as early in the meeting as they become known.
4. Outstanding Actions
There are no outstanding actions.

5. Grant Approvals and Commitments 2013-14 (enclosed)
To receive a statement showing the current position.
6. New Applications for Financial Assistance (enclosed)
 - i) **GR10/1314** – Congleton Town FC
 - ii) **GR12/1314** – The Smile Group
 - iii) **GR13/1314** – St Peter's Church
 - iv) **GR14/1314** – Bromley Friendship Group
7. New Grant Activities Monitoring Forms
No forms have been submitted.
8. Management Accounts for April 2013 - Oct 2013 (enclosed)
To consider the Management Accounts to Oct 2013.
9. CCTV (enclosed)
To receive and consider correspondence from CEBC on the operation of CCTV in Congleton and a report on the cost and operation of CCTV monitoring in the Town
10. Network Server (enclosed)
To receive and consider report to replace the Town Council's Network Server.
11. Precept and Council Tax Support Grant (enclosed)
To receive correspondence from CEBC concerning the arrangements for payment of Council Tax Support Grant in 2014-15.
12. Draft Budget 2014-15 (enclosed)
To consider a report by The Town Clerk outlining the main aspects of the Draft Budget and to consider the Budget for 2014-15.

To: Members of the Finance and Policy Committee (and other Members of the Council for information); Press (3), Burgesses (5)

Finance & Policy Meeting 28th November 2013

Report on the Budget & Precept 2014-15

Introduction

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

Over the last eight years the Council through its current and previous corporate strategies has set in place an ambitious programme of service enhancement and community leadership, which has necessitated its capacity, skill levels and inevitably its costs, to be increased. 2013-14 has been another challenging year as we prepare for the next stages of devolution of local services, regeneration of the Town both physically and economically and building a sustainable agenda. It has also been a year of additional pressures from needing to respond to the effects of the recession and the developing policies and sometimes uncertainty created by Cheshire East Council, particularly in its increasing propensity to pass on costs to the Town Council for a number of services.

The 2014-15 Budget is structured to deliver the Corporate Strategy; however its greatest pressure will come from the uncertainties from Cheshire East Council in this area, coupled with continuing low interest rates for the Council's investments.

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

2013-14 Outturn

The projected expenditure to March 2014 is anticipated to show a saving of approximately £k68. Although there have been minor variations to both income and expenditure during the year, the main variations are summarised below, a number of which will affect the 2014-15 Budget.

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

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

Town Hall

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

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

Budget Format

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

Reserves

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

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

General Budget Assumptions

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

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

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

	Precept	Support Grant	Total	Increase £
2013-14	618,472	75,354	693,826	0
2014-15	656,714	63,825	720,539	26,713

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

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

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

Other budget assumptions

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

Investment Policy

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

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

Budget Expenditure Powers 2014-15

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

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

Recommendations

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

Brian Hogan

8.11.13

Appendix 1

Annual Budget 2014-15

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

		Last Year		Current Year				Next Year
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
	OverHead Expenditure	52908	60550	51312	51312	24334	48213	50801
1199	Miscellaneous Income	0	275	0	0	0	0	0
	Total Income	0		0	0	0	0	0
102	Vet Expenditure	52908	60275	51312	51312	24334	48213	50801
107 Grants (Incl S137)								
4701	Grants - Permitted	8350	3453	8350	8350	1300	8350	19350
4702	Grants - S137	15000	1920	6000	6000	1575	6000	0
4703	Grants - S137 - Subsidised Use	0	4131	4000	4000	2736	4000	4000
4704	Grant - Team 2012	0	2637	0	0	0	0	0
4705	Grant Jubilee Committee	0	2246	0	0	0	0	0
4706	Grant Sergeant Eardley St	0	9967	0	0	0	0	0
4708	Grant - Museum Notional Rent	4500	4500	4500	4500	2625	4500	4500
4709	CCP Grant	16000	16000	16000	16000	16000	16000	16000
4710	Congleton Partnership Accom	1533	1533	1533	1533	894	1533	1533
4711	Grant - CAB	15000	15000	15000	15000	15000	15000	15000
4712	Grant - Xmas Lights Partnershi	9000	8155	9000	9000	0	9000	9000
4713	Grant - Carnival Committee	3750	6720	3750	3750	30	3750	3750
4714	Grant - Mercian March	0	0	5000	5000	1798	5000	0
4722	Grant - Remembrance Day Parade	650	714	650	650	0	650	650
4731	Grant - Churchyard Maintenance	3000	1950	3000	3000	0	3000	3000
4732	Grant - Church Clock Maint'ce	230	236	250	250	0	250	250
4899	Assets capitalised	0	9967	0	0	0	0	0
4925	Tfr to EMR Committed Grants	0	13055	0	0	0	13055	0
4975	Tfr from EMR Committed Grants	0	-19647	0	0	-13055	-13055	0
	OverHead Expenditure	77013	62603	77033	77033	28903	77033	77033
107	Vet Expenditure	77,013	62604	77033	77033	28903	77033	77033
108 Mayor's Fundraising Activities								
4297	Mayor's Fundraising Unspent	0	6394	0	0	-10847	-3566	0
4298	Mayor's Fundraising-Donations	0	5573	0	0	0	0	0
4299	Mayor's Fundraising-Expenses	0	4049	0	0	6572	6572	0
	OverHead Expenditure	0	16016	0	0	-4275	3006	0
1299	Mayor's Fundraising-Income	0	16016	0	0	3006	3006	0
	Total Income	0	16016	0	0	3006	3006	0
108	Vet Expenditure	0	0	0	0	-7281	0	0
109 Capital and Projects								
4053	Loan Interest Payable	18228	18035	17856	17856	8951	17856	17669
4054	Loan Capital Repaid CBC	36350	36350	36350	36350	18175	36350	36350
4055	Loan Capital Repaid - PWLB	3572	3657	5815	5815	3831	5815	4109
4225	Civic Artefacts and Treasures	0	0	0	0	3115	3115	0
4712	Grant - Xmas Lights Partnership	0	0	0	0	300	0	0
4804	CAP - New Vehicle	0	0	0	0	0	0	5000
4805	CAP Town Hall Office	10000	401	0	0	2480	2480	0
4806	CAP Office Equipment/computers	3000	1090	5000	5000	2780	5000	5000
4809	CAP - Town Hall Equipment	0	1432	0	0	4784	4784	0
4811	CAP - Public Realm	0	0	50000	50000	29313	29313	0
4850	CAP - Town Hall 5 Yr Mtce/DDA	0	646	114938	114938	4990	114938	0
4851	CAP - Brasserie & Bridgestones	35000	0	0	0	0	0	0
4897	Assets Financed by Loans	-45000	-48007	-114938	-114938	-4980	-114938	0
4898	Assets Financed by Grants	0	-2250	0	0	0	0	0

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

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

		Last Year		Current Year			Next Year	
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
	Total Income	7,600	4340	7200	7200	0	0	0
222	Vet Expenditure	-6,600	-4140	-7200	-7200	0	0	0
241 Allotments								
4012	Water	0	27	0	0	0	0	0
4038	Garage Rent payable	370	361	370	370	180	430	430
4041	Prroperty Maintenance	0	0	0	0	4	0	0
4042	Grounds Maintenance	250	0	0	0	0	0	0
4162	General Expenditure	0	15	0	0	0	0	0
5999	Dep'n charged to services	0	688	0	0	0	0	0
	OverHead Expenditure	620	1071	370	370	184	430	430
1010	Rent Received - 3rd Party	120	190	190	190	0	190	190
1199	Miscellaneous Income	0	50					
	Total Income	120	240	190	190	0	190	190
241	Vet Expenditure	500	831	180	180	184	240	240
251 Handyman Service								
4000	Staff Costs (re-allocated)	50561	33555	61003	61003	19535	45572	65077
4009	Protective Clothing\H & Safety	500	242	250	250	122	250	250
4041	Property Maintenance	2000	471	500	500	266	500	500
4044	Equipment Maintenance	200	299	200	200	34	200	200
4046	Equipment Replacement\Tools	1500	271	750	750	50	750	750
4047	Vehicle Maintenance\Serv\MOT	6000	2258	3000	3000	1893	3000	3000
4920	Trf to Cap Contingency Fund	0	20000	0	0	0	0	0
6000	Central Overheads Reallocated	8090	8148	8608	8608	4398	8608	8608
	OverHead Expenditure	68851	65244	74311	74311	26298	58880	78385
251	Vet Expenditure	68,851	65245	74,311	74,311	26298	58880	78385
262 Street Furniture								
4163	Bus Shelter Maintenance	250	0	0	0	0	0	0
5999	Dep'n charged to services	0	6360	0	0	0	0	0
	OverHead Expenditure	250	6360	0	0	0	0	0
262	Vet Expenditure	250	6360	0	0	0	0	0
263 Public Toilets								
4162	General Expenditure	0	0	0	0	0	2000	8000
4937	Trf to EMR Public Toilets	0	6000	0	0	0	0	0
4987	Trf from EMR Public Toilets	0	0	0	0	0	-2000	0
	OverHead Expenditure	0	6000	0	0	0	0	8000
263	Vet Expenditure	0	6000	0	0	0	0	8000
264 Shopmobility								
4151	Shopmobility (global budget)	5000	6100	0	0	0	0	0
4984	Tfr from Shopmobility Fund	0	-1100	0	0	0	0	0
	OverHead Expenditure	5,000	5000	0	0	0	0	0
264	Vet Expenditure	5,000	5000	0	0	0	0	0

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

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

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

Appendix 2

Budget & Precept 2014-15

Timbersbrook Toilets

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

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

Appendix 3

Extract from Local Council Administration – Charles Arnold Baker (eighth edition)

D PUBLIC NOTICES AND AGENDA

Notice

7.4. At least three clear days (not including the day of issue and meeting ¹) before a meeting of the Council a notice of the time and place of the meeting must be affixed in some conspicuous place in the locality. If the meeting is called by councillors, they must sign and specify the business to be transacted at the meeting ²; if the business includes a statutory resolution under the Local Government Superannuation Act the terms of the resolution and the fact that it will be moved must be set out in the notice, which must be exhibited 28 clear days before the meeting ³.

1. *Liffin v Pitcher (1842) 1 Dowd NS 767*
2. *Local Government Act 1972, Sch 12, paras 10(2)(a) and 26(2)(a)*
3. *Local Government PENSION Scheme Regulations 1995, S1 1995/1019, reg B1(i)*

Appendix 4

Function of the Working Party Column 1		Delegation of Function Column 2
1	To develop policies and strategies on behalf of Council and committees & to advise.	None
2	To consider issues of service development and to advise Council or committees.	None
3	To make observations on the development of the Ethical Framework and related Member Codes and protocols.	None
4	To advise Personnel Committee on the functions of the Town Clerk.	None
5	To review and advise on the Performance of the Council.	None
6	To review and advise on matters of data Protection, Freedom of Information, Access to information and Human Rights	None
7	To review & advise on IT and communications.	None
8	To review and advise on Marketing & promotion.	None
9	To make observations on Member training & development.	None
10	To review services in depth	None
11	To review Audit reports on behalf of Council or F&P Committee	None
12	To advise Council on quality & integrated management	None
13	To review on behalf of Council Quality Town status	None
14	To review community development on behalf of Council	None
15	To establish smaller task and finish sub-groups to consider detailed matters	Working Group

49. Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and a Vice-Chairman who shall hold office until the next Annual Meeting of the Council, and shall settle its programme of meetings for the year. For standing committees these issues shall be determined at the Annual Council meeting.
50. The Chairman of a committee or the Mayor may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
51. Every committee may appoint sub-committees for purposes to be specified by the committee.
52. The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
53. Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be three Members or a third of its total membership whichever is the larger, except in relation to Planning Committee where the quorum is 5 Members.

If however circumstances arise where the Finance and Policy Committee is not a quorate at a particular meeting and other non committee members of the Council are present, the chairman will have the discretion, at that meeting only, to co-opt such councillors onto the committee as voting members to make the meeting quorate.

54. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.

WORKING PARTIES & ADVISORY COMMITTEES

- 55a. The Council may create working parties to look at specified issues and advise it accordingly. It must determine the terms of reference and membership as for a committee. Usually working groups will operate on a task and finish basis.
 - b. Voting in a working group will be as for a committee see Orders 57 & 58 below.
- 56a. The Council may create advisory committees, whose name, and number of members and the bodies to be invited to nominate members shall be specified.
 - b. The Council shall determine the terms of reference of the committee.
 - c. An advisory committee may make recommendations and give notice thereof to the Council
 - d. An advisory committee may consist wholly of persons who are not members of the Council.

Mr Graham Goodwin submitted the following questions.

When I first became aware that a meeting of the Strategy Working Group had been called for 4th December 2013, I had an email conversation with the Town Clerk where I established that this meeting excluded the public and press. I asked if the meeting would be discussing the budget /precept, and the possibility of refurbishing Timbersbrook Toilets, but no answer was forthcoming.

At the full council meeting the following evening it was agreed to accept a precept of £656,714 and to defer the decision on the budget until January 2014

My questions relating to these matters are:-

1. How can the council agree an increase in the precept without having first agreed a budget for the forthcoming year?
2. Since the possibility of spending money on Timbersbrook Toilets has never appeared as an item on any published council agenda is it right and proper that it should have been debated at all at the meeting on 28th November since the public and press were unaware of its inclusion?
3. The budget was on the agenda for the F and P meeting on 28th November but this meeting ran late and concluded without all matters being resolved. A follow up meeting was convened for 4th December but why was this convened as a meeting of the SWG, which is not a council meeting and only has authority to advise the council or sub committee, when a reconvened F and P meeting would have been more logical, would not have excluded press and public and could have reported directly to full council?
4. The council Standing Orders clearly require that a SWG should have clearly defined Terms of Reference and should normally operate on a "task and finish basis" What were the defined Terms of Reference which led to the SWG discussing the budget, where are those Terms of Reference recorded, and is this not a prima facia case of undemocratic use of the Working Group facility for the sole purpose of excluding the press and public from debate on the subject of most concern to the residents, the budget/ precept?

Mr Graham Goodwin submitted the following questions.

Does the Town Council consider that expending circa £45,000 on the refurbishment and re-opening of the Timbersbrook Toilets demonstrates prudent financial management at this time particularly since this would increase the precept by over 3%

If any monies are available it would, in the view of many residents, be far more logical to re-open the West Heath toilets where the public need is likely to be immeasurably higher than at Timbersbrook