

Congleton Town Council

Historic market town



To:

MEMBERS OF THE FINANCE & POLICY COMMITTEE

16th October 2014

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 23rd October 2014

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 23rd October 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,

= ,H2

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. <u>Minutes of Last Meeting (enclosed)</u>

To approve the Minutes of the Meeting of the Committee held on 28th August 2014.

Declarations of Interest

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

Outstanding Actions

There are no outstanding actions.



5. <u>Grant Approvals and Commitments 2014 -15</u> (enclosed)

To receive a statement showing the current position.

6. New Applications for Financial Assistance (enclosed)

- i) GR 13/1415 Bromley Friendship Group
- ii) GR 14/1415 St Peter's Church
- iii) GR 15/1415 Congleton Town Football Club
- iv) GR 16/1415 Ruby's Fund
- v) GR 17/1415 St Peter's Church

7. Grant Activities Monitoring Forms

There are no new Grant Activities Monitoring Forms.

8. <u>Management Accounts for April 2013 - Sept 2014</u> (enclosed)

To consider the Management Accounts to September 2014.

9. <u>Bank Reconciliation</u> (enclosed)

To receive and consider the bank reconciliation for September 2014.

10. List of Payments (enclosed)

To receive and consider the Payments List between 01/Apr/2014 - 30/Sept/2014.

11. External Audit Report (enclosed)

To receive and consider the External Audit Report for 2013-14 from BDO and any recommended actions.

12. Internal Audit Report (enclosed)

To receive and consider the Internal Audit Report for 2014-15 from Auditing Solutions and to note any recommended actions.

13. Recommendations from other Committees (enclosed)

THC/08/1415

Replacing the guttering on the Grand Hall roof be approved at a cost of £3920 + VAT.

14. Rotary Bonfire Event (enclosed)

To consider a request from Congleton Rotary Club to underwrite some of the cost of the Bonfire Event.

15. Funding for Youth Council

To consider a request to fund the travel costs of members of the Youth Council visiting the House of Parliament.

16. Floral Displays (enclosed)

To receive and consider a report of the work of the Floral Arrangement Committee.

17. <u>Digital Display Unit</u> (enclosed)

To receive and consider an update and a report on the current status of the company supplying the Digital Display Unit.

18. <u>Budget 2015-16</u> (enclosed)

- a. To consider any items that need to be included in the budget for 2015-16
- b. To receive and consider reports from:
 - i. CAB
 - ii. Congleton Partnership
 - iii. Congleton Community Projects
 - iv. Streetscape

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

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE HELD ON THURSDAY 28th August 2014

PRESENT

Councillors

P Bates

G Baxendale R I Brightwell D T Brown J S Crowther

G R Edwards (Chairman)

Mrs. S A Holland

D Murphy (Town Mayor)

D A Parker

Mrs J D Parry (Vice Chairman)

N T Price G S Williams

1. APOLOGIES

Apologies for absence were received from Cllrs Ms. L Bours and Mrs E Wardlaw who are not members of this particular Committee.

2. MINUTES

FAP/07/1415 RESOLVED that the Minutes of the Meeting of the Committee held on 29th May 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.

Cllrs G Baxendale and D T 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 (v).

Cllr D Murphy declared a non-pecuniary interest in item 14.

4. OUTSTANDING ACTIONS

There are no outstanding actions.

5. GRANT APPROVALS AND COMMITMENTS 2014-2015

A summary of grant approvals and commitments was considered by the Committee and it was noted that £15,644 is available for grants in 2014-15.

FAP/08/1415 RESOLVED that the grant summary be received.

6. NEW APPLICATIONS FOR FINANCIAL ASSISTANCE

FAP/09/1415 RESOLVED that:-

i. GR 7/1415 - Congleton Learning Partnership Community Interest Company

To liaise with Congleton Community Partnerships to determine what funding they are providing in the first instance.

ii. GR 8/1415 - Congleton Musical Theatre

A grant of £500 be approved.

iii. GR 9/1415 – An individual – Miss Aysha Epcim

That this matter be referred to Team Congleton, if Team Congleton request grant support that may be favourably considered.

iv. GR 10/1415 - Open Space

A grant of £250 be approved.

v. GR 11/1415 – Tornadoes Basketball Club

A grant of £250 be approved.

vi. GR 12/1415 - Congleton WW1 Awareness and Engagement Group

A grant of £300 be approved.

7. NEW GRANT ACTIVITIES MONITORING FORMS

There are no new Grant Activities Monitoring forms.

8. LETTER OF THANKS

A letter of thanks was received from the World Scout Jamboree and Congleton Jazz and Blues Festival.

9. STRATEGY WORKING GROUP MEETING

FAP/10/1415 RESOLVED that the minutes of the Strategy Working group meeting held on 4th December 2013 be received.

10. MANAGEMENT ACCOUNTS FOR APRIL 2013-JULY 2014

FAP/11/1415 RESOLVED that the Management Accounts for July 2014 be received.

11. BANK RECONCILLIATION

FAP/12/1415 RESOLVED that the bank reconciliation for July 2014 be approved.

12. LIST OF PAYMENTS

FAP/13/1415 RESOLVED that the Payments List between 1st April 2014 to 31st July 2014.

13. INTERNAL AUDIT REPORT

FAP/14/1415 RESOLVED that the Internal Audit Report for 2013-14 (Final) be approved, it was noted that there were no recommended actions required.

14. CENOTAPH AND COMMUNITY GARDEN RESTORATION PROJECT

The Committee considered a report on the proposed refurbishment of the Cenotaph and Community Garden to be funded primarily by a grant request to the heritage Lottery Fund, but this requires at least 5% of match funding.

FAP/15/1415 RESOLVED that a grant of £10,000 be approved as part of the match funding requirement to refurbish the Cenotaph and Community Garden.

15. STREETSCAPE AND HANDYMAN SERVICE

A report was considered proposing the combining of the Streetscape and Handyman budgets. Additionally the notion of the grant provided to St Peter's Church to maintain the church yard to be vired to streetscape.

FAP/16/1415 RESOLVED that:

- 1. Combining Streetscape and Handyman budgets be approved.
- 2. Virement of the £3,000 grant previously provided to St Peter's Church to Streetscape be approved.

16. DIGITAL DISPLAY UNIT

A detailed report on the status of the company providing the Digital Display Unit was discussed and it was noted that it appeared that the company had ceased trading.

FAP/17/1415 RESOLVED that:

- 1. The report be received.
- 2. The Town Clerk to identify the actual status of the Company involved and take appropriate action.

Mr. G.R. Edwards Chairman

		Congleton Town Grant Commitments 2014/15	n Grant Comm	itments 2014/15					
		Permitted and S137							
Date Grant Approved	To	For	Section	Minute Reference	Approved EMR , b/fwd £	Approved 14/15	Paid £	Outstanding £	Date Paid
	Subsidised Use of Town Hall		GPoC			4,000.00	1580,38	2419.62	
28/03/2013		Legacy projects	S145	FAP/64 /1213	1,500.00		684.10	815.90	28/04/2014 09/06/14
17/10/2013	ark	Cables etc for park events	GPoC	FAP/11/1314	200.00			200.00	
20/02/2014		Brass in the Park	GPoC	FAP/30/1314	250.00		250.00		29/05/2014 0.00 11/06/14
27/03/2014	27/03/2014 Sol Theatre School	Summer theatre school 2014	GPoC	FAP/40/1314	1,000.00		1000.00	0.00	28/04/2014
27/03/2014	27/03/2014 Bromley Farm Community Trust	Support for Bromley farm news	GPoC	FAP/40/1314	400.00			400.00	
27/03/2014	27/03/2014 Congleton Building Preservation Trust	support for Physic garden	GPoC	FAP/40/1314	200.00		500.00	0.00	08/10/2014
29/05/2014	29/05/2014 Port Vale Community Trust	Congleton Soccer School		FAP/03/1415		250.00		250.00	
29/05/2014	29/05/2014 Macc & Cong District Scouts	Support for Jamboree		FAP/03/1415		250.00	250.00	0.00	03/06/2014
29/05/2014	29/05/2014 Congleton harriers	Cong Half and Quarter marathon		FAP/03/1415		250.00	250.00	0.00	25/09/2014
29/05/2014	29/05/2014 Cong Jazz and Blues	Support for 2014 Festival		FAP/03/1415		500.00	500.00	0.00	27/06/2014
29/05/2014	29/05/2014 Cheshire and Shropshire Immediate Care To help equip volunteer doctors in Cong area	To help equip volunteer doctors in Cong a	area	FAP/03/1415		1,000.00		1000.00	
29/08/2014	29/08/2014 Congleton WW1 awareness group	Support for "Over by Christmas"	GPoC	FAP/09/1415		300.00	300.00	0.00	24/09/2014
29/08/2014	29/08/2014 Open Space Arts Festival	Support for Arts Festival	GPoC	FAP/09/1415		250.00		250.00	
29/08/2014	29/08/2014 Congleton Musical Theatre	Production of "Anything Goes"	GPoC	FAP/09/1415		500.00		500.00	
29/08/2014	29/08/2014 Tornados Basketball club	Sponsorship of shirts	GPoC	FAP/09/1415		250.00		250.00	
								00.00	
Totals					3850.00	7550.00	5314.48	6085.52	
	EMR b/fwd		£3,850.00						
	Budget 14/15		£21,894.00		£75,577.00 Total Grant budget	get			
	Total approved to date		£11,400.00						
	Total money still available for	le for grants	£14,344.00						

				ו טומוט	Total													Date Grant Approved		
Total awaiting application	Total approved to date	Budget 2014/15	Ear marked reserve b/fwd			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	St Peter's Church	Royal British Legion	Carnival Committee	Christmas Lights	Citizens Advice Bureau	Congleton Partnership	Community Projects	Congleton Museum	Carnival Committee	St Peter's	Christmas Lights	То		
							Church clock maintenance	Rememberance Day Parade	Bi-annual Congleton Carnival	Christmas Lights	annual grant	Rent	Project support	Notional rent	Carnival Committee	Churchyard Maintenance	Christmas Lights	For	Specific Budgets	0
£16.650	£51,067	£53,683	£14,034				PCA1957 s2	S137	S144	S144	S142		S144		S144			Section		ongleton
50	67	83	34			7.5	22		FAP/03/1415						FAP/03/1415			Minute Reference		Congleton Town Grant Commitme
					14.034.00										3,750.00	3,000.00	7,284.00	EMR b/fwd		mmitments
					53,683.00		250.00	650.00	3,750.00	9,000.00	15,000.00	1,533.00	16,000.00	4,500.00	0.00	0	0	Budget		
					0 37,033.00		3	0	9	0	15,000.00	1,533.00	16,000.00	4,500.00				Approved 14/15 Paid £		
					37,697.60						15,000.00	1,533.00	16,000.00	4,500.00	664.60					
					3,085.40		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,085.40			Outstanding £		
					<u>J</u>		J	5			19/05/2014	J	28/04/2014		05/07/2014			Paid		4



Congleton Town Council Application for Financial Assistance

22 AUG 2014

Part 1: Applicant(s) and Project Details

		TOTAL COLLAROLL
Application Reference Number (office use only)	GR 13/14/5	TOWN COUNCIL

		No.
1.1	Applicant(s):	Ann Behrat Fredsamer.
		Pat Nightingale Secretary
1.2	Representing:	Browley Friendship Group
		/
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	Browley triendship Croups Chustiness
1.6	Project Objectives:	Browley Friendship Groups Chushiuss party for + Danes residents. To empose health & wellbeing of neubers and quests attending the party. Bringing Neubernhoods Together
1.7	Brief Project Description:	cuistmas Party
1.8	Details accounts/budgets	250 for food as at Christian 2013 + Transport for quests.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	tood & transport for quests £400.
2.2	Total contribution sought:	1250.
2.3	What will the money be spent on?	Food & transport. We will ford chistries Cyto ourselves as well as sended prizes and two raffle baskers.

2.4	Any ongoing costs:	Iransport.
2.5	Details of confirmed match funding include source Cash:	NoThine, as yet.
	In kind:	
2.6	Resources needed:	Food and transport for Guests
2.7	Estimated timescale of project from start to finish:	September to December 2014,

Part 3: Potential Benefits / Outputs

3.2 Are there similar services/ projects provided in the area	bene	t are the potential fits/outputs to residents ongleton	To improve health & wellburg of wenters. To tackle Social Isolation. Being neighbourhoods together.
	3.2 Are proj	there similar services/ ects provided in the area	NO.

Part 4: Evaluation/Publicity

4.1 How will the project be evaluated and who will carry out the evaluation?	Phus Dare.
4.2 Describe how you will promote the Town Council in your project	Pronotion on Jour Council uses site & Juitter. wite up in Congleton Choniele.

			200	ne .		10.0
o'	0	Nighti	marilo	1.	Date:	19.8.14.
Signature:		right	Algos		-	

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Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GRIH	14/10
9	MKIY	1411

Applicant(s):	Richard Snook (Church Warden)
	Parish Office, 14 Chapel Street,
	Congleton CW12 4AB
Representing:	St Peter's Church
Email Address:	
Tel No.	
Project Title:	Maintenance of St Peter's clock
Project Objectives:	To keep the clock in good working order.
Brief Project Description:	Annual service of clock carried out 22 nd July 2014 By Smith of Derby Ltd.
Details accounts/budgets	N/A
	Representing: Email Address: Tel No. Project Title: Project Objectives: Brief Project Description:

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	Annual service carried out in July , cost £250.80
2.2	Total contribution sought:	£ 250.80
2.3	What will the money be spent on?	The money has been spent on the annual servicing of the clock and paid on 22 August 2014
		* 9 2 2

	n - 10 - 10 - 10 - 10 - 10 - 10 - 10 - 1	
2.4	Any ongoing costs:	N/A
2.5	Details of confirmed match funding include source Cash:	Income in direct giving from the congregation
	In kind:	
2.6	Resources needed:	
2.7	Estimated timescale of project from start to finish:	Completed

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents	The tower and clock face can be seen from many areas of the town.
	of Congleton	St Peter's is Congleton's Town church. It is used for special Civic services throughout the year
		Aldermen and other leading citizens of Congleton rebuilt St Peter's in 1742 on the site of an earlier mediaeval chapel. It is a Grade 1 listed building and has been described by the Georgian Society and English Heritage as one of the best preserved Georgian church interiors in the north of England. It houses the Mayor's pew and Mace holder.
3.2	Are there similar services/ projects provided in the area	

Part 4: Evaluation

4.1	How will the project be evaluated?	The clock continues to keep good time.
4.2	Who will carry out the evaluation?	The Tower bell captain, John Gibb

Signature: Richard Snook

Date: 25th August 2014



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR 15-1415
	14K 15 - 141E

1.1	Applicant(s):	MR NIGEL MOORHOUSE.
1.2	Representing:	CONGLETON TOWN FOOTBALL CLUB.
1.3	Email Address:	nigel@romanlodge-com.
1.4	Tel No.	07720 635726
1.5	Project Title:	FLOODLIGHT REFURBISHMENT.
1.6	Project Objectives:	TO REFULBISH FLOODHGUTS TO ENSURE. FIXTURES CAN BE COMPLETED, TRAINING. CAN BE HELD AND SOCCER SCHOOLS. TAKE PLACE DURING WINTER MONTHS
1.7	Brief Project Description:	TO RE WIRE PREPLACE VET ELECTRICAL COMPONENTS ON EACH OF THE 6 FLOODLIGHT PYLONS WHICH HOLD A. TOTAL OF \$6.
1.8	Details accounts/budgets	AS PROVIDED

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£9,500
2.2	Total contribution sought:	£1,500.
2.3	What will the money be spent on?	STARTERS, BULBS, WIRING, CHERRY ACKER AND LABOUR

2.4	Any ongoing costs:	
		NONE APART FROM NORMAL MAINTEN ANCE
2.5	Details of confirmed match funding include source Cash:	£3,000, DIRECTORS CONTRIBUTION.
	In kind:	30 VOLUNTEER HOURS.
2.6	Resources needed:	FINANCE
2.7	Estimated timescale of project from start to finish:	NOVEMBER 2014 - SECEMBER 2014

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	RETAIN. THE STATUS OF THE FEOTBALL CLOB IN THE N.W. COONTREJ LEAGUE. SAVE FRONEY ON HIRING TRAINING FACILITIES I ENABLE SOCCER SCHOOLS TO TAKE PLACE. DURING AUTUM WINTER MONTHS. A VIABLE CLUB WILL BE ABLE TO CONTINUE.
3.2	Are there similar services/ projects provided in the area	HOST FREE OF CHARGE THE ANNUAL SCHOOLS

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	DIRECTORS WILL RECORD. MIFESPAN OF. REFORBISHED LIGHTING.
4.2	Describe how you will promote the Town Council in your project	THROUGH THE MATCHDAY PROGRAMME IN THE CLUBHOUSE AND ON A PROMOTIONAL BOARD AROUNDS RIE GROUN

Signature: Mullier Date: 29/9/2014

GR 16/1415.



Meridian House, Roe Street, Congleton CW12 1PG Email: info@rubysfund.co.uk Tel: 01260 277666

Jackie Potts
Congleton Town Council
Town Hall
Congleton
Cheshire

20th September 2014

Dear Jackie,

Please find enclosed Ruby's Fund application form to Congleton Town Council for financial assistance towards phase 2 of developing Ruby's Fund Sensory Centre as we fundraise to renovate the first floor main room into a siblings/young carers room.

If you require any more information please let me know.

Kind regards,

Gran

Alison Parr

Co-founder & Trustee Ruby's Fund





Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR.16	1415
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1.1	Applicant(s):	ALISON PARR
1.2	Representing:	RUBY'S FUND
1.3	Email Address:	alisone rubyshind.co.uk
1.4	Tel No.	(5)
1.5	Project Title:	SIBLINGS ROOM
1.6	Project Objectives:	PROVIDE A SIBLINGS ROCM WHERE SIBLINGS OF DISABLED CHILDREN CAN ACCESS SOCIAL TRECREATIONAL OPPORTUDITIES
1.7	Brief Project Description:	THE FIRST FLOOR MAIN ROOM IS TO BE RENDIATED TO INCLUDE INSCLATION, A NEW CEILING, TOLLED KITCHEN AREA WITH NEW FLOORING THROUGHOUT
1.8	Details accounts/budgets	SEE ATTACHED QUIOTATIONS. JANTEX - FLOORING BYRNE CONTRACTING SERVICES - RENOVATION

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	716,395
2.2	Total contribution sought:	Z500·
2.3	What will the money be spent on?	TOWARDS THE WHOLE PROJECT

2.4	Any ongoing costs:	ONGOING COSTS WILL BE MAINTENANCE TO THE ROOM TEACHLITIES WHICH WE PLAN TO COVER WITH ROOM SPONSORSHIP,
2.5	Details of confirmed match funding include source Cash:	RUBYS FUND HAS ZIOOD FROM OWN FUNDS + IS STARTING TO APPLY FOR GRANTS + FUND RAISE FOR IT'S RENOVATIONS.
	In kind:	TATTON PARK RESTAURANT DONATED TABLES + CHAIRS SAINSBURYS BIDDULPH DONATE Q X SOFA'S
2.6	Resources needed:	AS SPECIFIED IN QUOTATIONS.
2.7	Estimated timescale of project from start to finish:	FEB > MAY 2015

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	
3.2	Are there similar services/ projects provided in the area	CLOSSROADS OFFELS WEEKLY - 2 MONTHLY GROUPS

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	AN ADMISSION SHEET WILL GATHER QUANTATIVE STATISTICS + FEEDBACK FOLMS + QUESTIONNAIRES WILL OFFER QUALITATIVE FINDINGS. RUBY'S FUND WILL CARRY OUT THIS EVALATION / RESEARCH
4.2	Describe how you will promote the Town Council in your project	

Signature: Date: 2019114

1



Our ref: JEM/CT/2663

11th June 2014

Email: Alison@rubysfund.co.uk
For the Attention of Alison Parr

Dear Alison

We now have pleasure in confirming our revised quotation for the Big Room $1^{s\dagger}$ Floor (that was £6911.00 in Polyflor Wood FX Accoustic Vinyl:

Big Room 1st Floor	
To supply & install Carpet based on Primavera or Bedford	£3884.00
contract heavy duty quality ranges, adhered as required	+ Vat

Please let us know if you would like us to deliver samples of these ranges.

All our products and services meet local authority requirements for contract and commercial installations. We welcome your feedback and will endeavour to match any other like for like quotation, based on the same quality materials.

We trust this is the information you require but, if you should need any further assistance, please do not hesitate to contact the writer.

Yours faithfully for Jantex Furnishing Co Limited

Janet E McDonough

Director

***All prices are plus VAT at 20%













Alison Parr c/o Ruby's Fund, Meridian House, Roe Street, Congleton, Cheshire.

Date: 22nd August 2014

Re: 1st Floor Refurbishment.

Dear Alison,

I thank you for you valued enquiry regarding the first floor refurbishment at Ruby's Fund and have pleasure providing our quotation as follows,

- 1. To install metal stud partitioning around the room perimeter complete with insulation, 12.5mm plasterboard finish, tape and sanded joints and painted finish. £3329.18
- 2. To supply and install a lay in grid ceiling throughout the main open plan area, this will consist of white powder coated framework and 600mm x 600mm ceiling tiles. £3553.00
- 3. To install 100mm of insulation above the lay in grid ceiling. £1100.00
- 4. To install walls for toilet and kitchenette area including wall finishes as above, door sets and skirting, £1540.00
- 5. Install ceilings in the toilet in layin grid system. £357.50
- 6. To supply and install 2 kitchen base units, 2 x wall units, 1 x sink pack and 2 worktops. £1155.00
- 7. To carry out plumbing works to the first floor area. £700.00

I hope this covers everything you require however if you require any further information please do not hesitate to contact me.

Yours faithfully

Bill Porter



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR 17-1415
	1911/191

1.1	Applicant(s):	Mrs Pauline Drew
1.2	Representing:	St. Peter's Church
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	Key to the Future
1.6	Project Objectives:	To ensure that a Grade 1 listed building currently on the English Heritage At Risk Register is restored and undertake sensitive redevelopment to create a community building for worship and community events with facilities fit for the future
1.7	Brief Project Description:	Phase 1: Replacing the leaking roof has already been achieved Phase 2: Restoration of other urgent areas including cast iron windows, the 18 th century plaster ceiling, tower pinnacles and other stonework. We are currently seeking funds to enable investigative surveys to determine extent of work required, methods and costs, to enable a grant application to Heritage Lottery Fund Phase 3 Sensitive improvements to the interior.
1.8	Details accounts/budgets	Roof Costs £231,000 funded by English Heritage, WREN, Cheshire East, The Inclosure Trust and Garfield Weston Foundation, St. Peter's and the town community (£8495 donated for slates) Cost of investigations for Phase 2: Pinnacle Inspection £1000, Plaster inspection £5,350 + Asbestos survey £150 + lifting roof insulation and cleaning to allow plaster inspection, cost to be confirmed. Trial window to establish method and costs for the other 27 windows. £10,200 including scaffolding. All ex.vat which will be paid and reclaimed under the Listed Places of Worship Scheme.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	Phase 2 likely to be in excess of £250000.
2.2	Total contribution sought:	£1000
2.3	What will the money be spent on?	Inspection of the pinnacles which has been identified in our Quinquennial Inspection of 2012 as being of the utmost priority. Please see attached copies of the relevant part of the report.
2.4	Any ongoing costs:	Any repair work needed will be the subject of an application to the Heritage Lottery Fund and other grant givers
2.5	Details of confirmed match funding include source Cash:	St. Peter's has already contributed £9162 to the roof from its own funds and will expect to make contributions to phase 2 including £5000 towards window investigation.
	In kind:	Volunteer hours by the Project manager 2013 101 hours @ £20 per hour = £2020 and 2014 118 hours @£20 per hour = £2360 One other Project Team member grant applications, supervision and meetings 75 hours @£20 an hour = £1500 Total £5880
2.6	Resources needed:	As advised by our conservation architect from the Bernard Taylor Partnership. A steeplejack for the pinnacle inspection.
2.7	Estimated timescale of project from start to finish:	Key to the Future Project 4 – 5 years Pinnacle Inspection 1 day - November/December 2014

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	The restoration of an outstanding Georgian church with features of national and regional significance will help attract visitors to Congleton and enhance the visitor economy. We already welcome visitors from a wide area of Britain and abroad. It will also enhance the attractive Georgian conservation area. A building in decline will attract vandalism in the heart of the town. It will create a town centre church fit for worship, Civic services, school visits and other community activities for future generations of Congletonians
3.2	Are there similar services/ projects provided in the area	No

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	St. Peter's project team and our conservation architect will monitor and evaluate the building project. Visitors to and activities in St. Peter's are recorded and evaluated by the District Church Council and the Team Parish Growth Action Plan
4.2	Describe how you will promote the Town Council in your project	Assistance from the Town Council will be identified in our publicity and publications. We have created a Book of Thanks to be kept in St. Peter's and all donors will be listed. We are proud of our links with the Town Council as Congleton's Town church built by aldermen and leading townspeople and value the support of the current council and staff.

Signature:	PADres	Date:	6/10	12014
			1 3	n date o age

We are working with the support and advice of English Heritage, Chester Diocese, The Church Buildings Council and our experienced conservation architects from the Bernard Taylor Partnership.

We would also like to work with local organisations so that a key heritage building in the town will serve the community of the future.

If you would like more information, would like to be involved or can help us in any way with the Key to the Future Project please contact, Rev. Paul Withington, Vicar 01260 278288, or Dick Drew, Project Manager, 01260 272315, padidrew@btinternet.com

Donations towards The Key to the Future Project can be made via https://mydonate.bt.com/charities/congletonteamparishstpeters, or via the Church Treasurer, c/o The Parish Office, 14 Chapel Street, Congleton CW12 4AB (cheques should be made payable to CTP: St. Peter's Church).

Title	
Name	
Address	*
Postcode	Postcode (must be given for gift gid)

Gift aid declaration

I want St. Peter's Church to treat my donation as a Gift Aid Donation. I confirm that I have paid or will pay an amount of Income Tax or Capital Gains Tax for the tax year at least equal to the amount that all the charities I give to will reclaim on my gifts for that tax year. I understand the church will reclaim 25p of tax on every £1 I give.

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Donations over £10 will be listed in a Book of Thanks. If you would like to be included please fill out the details below:

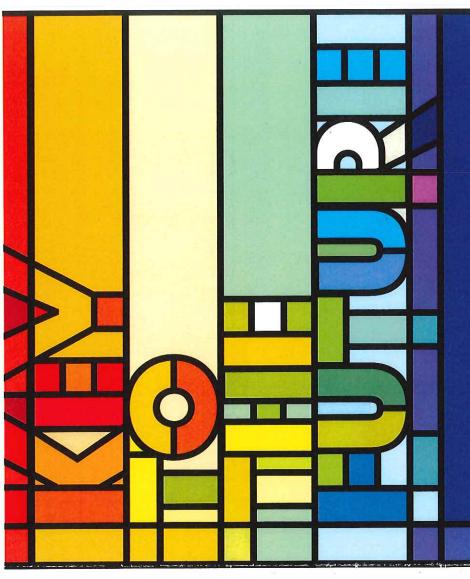
Please Print : Title, Name and Town as you would like it to appear:



THE CHURCH
OF ENGLAND
Diocese of Chester

nard Taylor Partnership





Be part of Key to the Future: a three stage project to help preserve part of the town's heritage and create a community building fit for Congleton's future generations.

GR 17/14/5



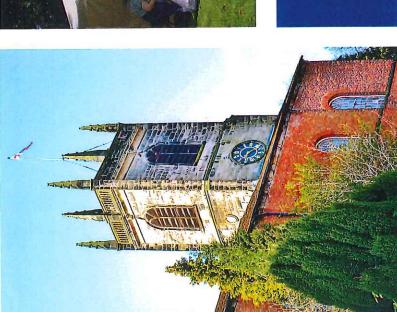














Buildings Council as of "exceptional significance as a symbol of civic identity and pride in the history and cultural continuity of Congleton." We invite you every approach to the town. It has been described by the national Church St. Peter's Church is a grade one listed building which can be seen from to come and see the outstanding interior for yourselves.

Our aim: To extend the life and use of St. Peter's in the 21st century the

congregation has a vision to restore this part of the town's heritage and undertake sensitive redevelopment to make St. Peter's a more flexible

community building with facilities fit for the future.

displays, visits by schools, pastoral care and support, work with children and Peter's offers: a thriving Toddlers and Carers group, access to our registers and help from a member of the Family History Society, concerts, talks and As well as regular Sunday worship, weddings, funerals and baptisms, St. young people and participation in town events.

The Key to the Future project will take place in three stages over four years.

the offer of a grant of £136,000 towards the total cost of £237,000. We are Raising the Roof: Replacing roof timbers and the failing concrete roof tiles in order to protect the Georgian interior from damage is a matter of urgency. English Heritage has recognised the national importance of St. Peter's with currently seeking donations and grants to enable work to commence in the autumn of 2013.

will help conserve heat and make the building more environmentally friendly. Letting in the light: Restoration of the cast iron window frames and glass, We anticipate this will cost in the region of £230,000. We hope to start this stage in 2014. Unlocking the Future for All: Our vision is to sensitively re-order parts of the interior to improve provision, access and inclusiveness for the community of Congleton and to ensure the building is open and sustainable.

www.facebook.com/CongletonTeamParish www.congletonteamparish.co.uk





Richard and Pauline Drew

From:

Rob - Bernard Taylor Partnership

Sent:

08 August 2014 16:07

To:

PAULINE DREW (

Subject:

2502_14.08.08_St Peters Congleton_Steeplejack Report

Dear Dick,

Please allow £960-00 plus VAT for a steeplejack survey of the high level tower masonry and pinnacles.

Kind regards

Rob

Rob Harrington

Associate

BA (Hons), Dip.Arch, RIBA, AABC

Bernard Taylor Partnership



Elizabeth House, 486 Didsbury Road, Heaton Mersey, Stockport, Cheshire. SK4 3BS

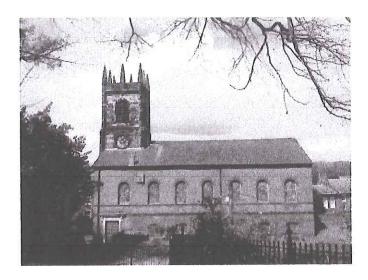
Tel: +44 (0) 161 443 1221 Fax: +44 (0) 161 442 1672

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Quinquennial Survey, 2012 St. Peter's, Congleton For Diocese of Chester



- 1. Introductory Information
- 2. External Survey
- 3. Internal Survey
- 4. External Areas and Boundaries
- 5. Services
- 6. Recommendation on Further Detailed Investigations
- 7. Recommendations and Priorities for Repairs

8. Appendices

- Photographs taken during survey
- General Notes on maintenance
- Limitations of the Report
- Emerton's Roof Report
- Robinsons Timber Report

Parapet Level

(a) Leadwork ledge, stonework and pointing satisfactory.

2.25 Tower (pinnacle level)

Lead roof, dual pitch with lead rolls with stepped parapet gutter on North and South side, abutment lead flashings to parapet on all sides. There are 2 overflows linked to a lead hopper inside the Belfry.

There are 8 pinnacles with a blind arcaded stone parapet between. There is a polycarbonate flagpole with cable supports.

(a) Lead condition is good but overflows are narrow diameter and need improvement, consideration to be given to chute overflows at parapet level (photo 12)

R12

(b) Pinnacle Stonework

ш	Slight movement noted to South East corner pinnacle (photo 14)	R6
	Crack noted and indent needed centre West pinnacle (photo 15)	R6
10	West facing pinnacles have angle braces; partly bronze where	
	stonework connection is made. Braces have evidence of ferrous	
	corrosion. Redecoration required along with flag pole ties (photo 13)	R10
•	Slightly loose brace to South West corner pinnacle.	R14
B	East facing pinnacle have bronze cramps, some loosening of surface	
	mortar to junctions. South/East corner pinnacle loosening in mortar	
	evident, suggest fixing angled braces to pinnacles to match west side	
	details.	R14

2.26 Roof

The Church has a dual pitch roof, approximately 25° with the ridge abutting the Tower running West to East in orientation.

The roof is covered with concrete tiles nailed behind the battens on sarking felt. Roof repair work to replace cracked and damaged tiles took place in 2007 to deal with water penetration problems. This work also involved replacement of sarking felt, and battens along the length of the South eaves.

Whilst this repair work has given the roof an extended life over the last 5 years the concrete tiles are at the end of their anticipated life. As a result we recommend reroofing of the church possibly in two phases, taking this opportunity to change the specification back to stone tiles. During an inspection from the eaves of the South elevation and a limited view of the North face the following defects were apparent.

R7

7.2 Assessment of Priority

Code A: The	ese items are	of the	utmost	priority
-------------	---------------	--------	--------	----------

Coae A	these items are of the atmost priority	
1-R2	Brickwork Repairs	 South Elevation item 2.02(a) Roofspace brickwork distortion item 2.27(d)
√Ŕ3	Gutter repair and replacement	 This work is integrally linked with roof replacement
R4	Structural Investigation	 Belfry arch head displacement item 3.7(a) Consultation with Structural Engineer on repairs to timbers resulting from timber specialist report Lean on boundary walls item 4.1(c)
vR5	Leadwork repairs	- Lead flashing to clock tower East face
→ R6	Stonework repairs	 Loose masonry to North aisle return item 2.19(a) Pinnacle repairs item 2.25(b) Drainage trench copings item 4.1(g)
		- North porch parapet stones, item 2.18 (b)
₩R7	Roof repair/replacement	
R11	Window repair/restoration	 Gallery windows require a phased repair Strategy developed with a specialist Urgent windows noted N1, N7, S1, S5, S6, S7
R14	Pinnacle bracing improvements	
√R17	Timber decay investigation and repa	air work
R18	Internal stone flag repairs	 Loose flag and trip hazard to North aisle rear vestry item 3.3(b)
₩R22	Asbestos Survey	- Checking report on flue in boiler room

Code B: These items are important and should be addressed within 2 years

R5	Leadwork repairs	R16	Plaster repair work
R6	Stonework repairs	R18	Internal stone flag floor improvements
R11	Window repair/restoration	R21	External stone flag repairs
Code C	C: These items should be addressed with	nin 5 years	
R1	Masonry repointing	√R15	Access improvements

R1	Masonry repointing	2 KT2	Access Improvement
R8	Mesh infill replacement	R19	Ventilation improvements
R9	Handrailing improvements	R20	Redecoration of external ironwork

R10 Redecorations

Management Accounts to September 2014

See attached Income and Expenditure sheet. These figures are for 6 months so would be 50% of the annual budget if the expenditure was regular monthly.

Central overheads reallocated is an accounting mechanism to apportion the administration costs over all other cost centres containing staff, in line with the audit and accountancy regulation guidance.

Finance and Policy

Corporate Management

- Subscriptions and Publications include annual charges to SLCC and ChALC.
- Insurance is a full year cost. This has been renegotiated with Zurich Insurance and has been split across Corporate Management, Streetscape and the Town Hall cost centres and has given a small saving over the budgeted figures.
- The external audit fee is entered at the end of the financial year
- The internal auditor visits 3 times per year, so no expenditure showing to date.
- Legal and Professional fees include fees for redrafting the catering partner contract.

Grants

 Out of our initial grants budget of £75,577 a considerable amount has already been allocated e.g. Citizens' Advice Bureau; CCP. £14,344 is available for new grant applications coming in throughout the next year to 31/03/15.

Community, Environment and Services

- The final water and electricity bills are still to come in for the paddling pool but it is expected to be within budget.
- The budget for floral displays includes a cost for watering baskets which was carried out by a contractor in previous years. The Streetscape team have delivered the service this year, hence the underspend on Floral displays. Next year the budget will be transferred to overtime on Streetscape.
- The propogation unit cost is the contribution to legal charges for the contract with Cheshire East Council.
- CCTV charges have been paid for the 5 cameras monitored by Cheshire East Council.
- A full year's contribution has been paid for 4 Police Community Support Officers.
- Tourism is slightly over budget due to the support given to the Queen's baton relay event.

Streetscape

The Town Handyman budget has now been vired to Streetscape as agreed. The Streetscape budget was drawn up with knowledge of some items (eg staffing costs and vehicle hire costs) but some items were based on estimates along with information from Cheshire East eg Horticultural supplies, fuel costs. It is apparent that the budget for Horticultural supplies is not enough and currently showing an overspend of £11,620. Cheshire East have been contacted to request a revised figure for plants. Fuel costs are also more than estimated and although the main vehicles are on a full maintenance lease, repairs and replacement parts for equipment are more than estimated. Overall the net expenditure is under budget as the budget allowed for 3 members of staff in the handyman team but only 2 are currently in post. This underspend will allow an apprentice groundsman to be appointed shortly.

Town Hall

Income and expenditure are both slightly under budget.

Congle	<u>ton Town Council - Management /</u>	Accounts - Se	ptember 20 Actual Year	014 Current	Variance	% of
		Actual	To Date	Annual Bud	Annual Total	Budget
Finance	and Policy	,151451				
Cost Centre	Corporate Management					
101	Staff Costs (re-allocated)	8,947	53,679	112,902	59,223	48%
	Travel	5	321	1,500	1,179	21%
	Training / Conferences	29	626	2,600	1,974	24%
	Rent Payable	1,163	6,975	13,950	6,975	50%
	Reception - TIC	2,735	2,735	2,560	-175	107%
	Miscellaneous Office Costs	38	165	500	335	33%
	Telephone/Fax/Internet	19	967	2,000	1,033	48%
	Postage	0	1,102	3,500	2,398	31%
	Stationery & Printing	52	584	2,500	1,916	23%
	Subscriptions & Publications	0	2,078	2,000	-78	104%
	Insurance	0	7,082	7,905	823	90%
	Computer/IT Costs	520	3,110	5,870	2,760	53%
	Photocopy Charges	285	1,190	3,700	2,510	32%
	Recruitment Advertising	0	124	500	376	25%
	Other Advertising	0	63	200	137	32%
	Bank Charges	10	47	100	53	47%
	Audit Fees - External	0	0	2,000	2,000	0%
	Audit Fees - Internal	0	0	1,440	1,440	0%
	Accountancy Support	374	865	3,675	2,810	24%
	Legal & Professional fees	0	1,535	1,500	-35	102%
	HR & H&S support	213	1,278	2,560	1,282	50%
	Central Overheads reallocated	-6,089	-27,212	-49,537	-22,325	55%
Corpora	te Management:-Expenditure	8,301	57,314	123,925	66,611	46%
	CEC Grant	0	-65,558	-63,825	1,733	0%
	Interest Receivable	-50	-1,852	-6,000	-4,148	31%
Co	orporate Management :- Income	-50	-67,410	-69,825	-2,415	97%
Ne	t Expenditure over Income	8,251	-10,096	54,100	64,196	-19%
102	Democratic Rep'n & Mgmt/Civic		11/11/2001(400)	•		
	Staff Costs (re-allocated)	1,790	10,623	22,481	11,858	47%
	Training / Conferences	0	490	1,000	510	49%
	Stationery & Printing	0	41	250	209	16%
	Marketing/Promotions	0	20 1,412	1,000 5,230	980 3,818	2% 27%
	Council Mobalta	0	1,412	2,000	1,805	10%
	Council Website Mayor's Allowance	0	3,000	3,000	0	100%
	Members Expenses	0	0	360	360	0%
	Civic Expenses	0	2,906	5,500	2,594	53%
	Civic Regalia	0	0	100	100	0%
	Hall & Room Hire	200	1,873	6,000	4,127	31%
	Civic Artefacts and Treasures	19	259 0	500 0	241 0	52% 0%
	Election Expenses Central Overheads reallocated	0 270	1,206	2,195	989	55%
Democrati	c Rep'n & Mgmt/Civic:-Expenditure	2,279	22,025	49,616	27,591	44%
	N S	A0000007.35				81%
107	Grants		61,233	75,577	14,344	0170
F0D Inc	ome - Expenditure Totals	10,530	73,162	179,293	106,131	41%
ror IIIC	ome - Expenditure Totals	.3,203		,		
204	Community, Environment & Services	5,793	21,512	24,307	2,795	89%
201 212	Paddling Pool Propogation Unit	5,793	700	1,000	300	70%
215	Floral Displays	519	8,143	17,500	9,357	47%
241	Allotments	30	180	240	60	75%
251	Handyman service	0	0	0	0	0%
263	Public Toilets	21	2,258	8,000	5,742	28%
300	Public Realm CCTV	62	9,797	14,800	5,003	66%
301	Congleton Partnership	2,084	12,504 15,981	25,008 41,480	12,504 25,499	50% 39%
302	Community Development	3,184	1991	41,400	20,400	0070

Congleton Tow	n Council - Managemen	t Accounts - September 2014
Condicton row	II Coulicii - Maliagellieli	t Hoodante Coptenies

Congle	<u>eton Town Council - Managemen</u>	t Accounts - Se	otember 20	<u>14</u>	Madaga	% of
		Current Month	Actual Year	Current	Variance	
		Actual	To Date	Annual Bud	Annual Total	Budget
303	Police Community Support Officers	0	47,200	47,200	0	100% 6%
305	Christmas Fayre/lights	45	253	4,000	3,747	79%
321	Tourism	0	2,377	3,000	623	
341	Youth and Young People	72	674	2,000	1,326	34%
351	Fellowship House	423	1,934	5,954	4,020	32%
304	P/ship Community Mini-Bus	0	-8,817	0	8,817	0%
		12,233	114,696	194,489	79,793	59%
280	Streetscape				000 000	070/
	Staff Costs	26,974	134,969	364,055	229,086	37%
	Agency Staff	1,424	7,549	0	7,549	0%
	Protective Clothing\H & Safety	159	1,193	2,250	1,057	53%
	Office rent	256	1,533	3,067	1,534	50%
	Janitorial	160	1,814	6,000	4,186	30%
	Refuse disposal	340	340	0	340	#DIV/0!
	Telephones	0	0	1,200	1,200	0%
	Insurance	448	2,688	6,000	3,312	45%
	Property maintenance	163	431	500	69	86%
	Horticultural etc Supplies	9,945	19,620	8,000	11,620	245%
	Equipment maintenance	0	63	200	137	32%
	Equipment replacement/Tools	0	50	750	700	7%
	Vehicle maintenance/Serv etc	362	3,109	4,456	1,347	70%
	Vehicle fuel and oil	1,315	8,352	15,000	6,648	56%
	Vehicle rental charges	2,578	15,468	32,376	16,908	48%
	General expenditure	0	384	0	384	0%
	Central Overheads Reallocated	4,369	19,525	35,544	16,019	55%
	Ochra Overhead Neahoudea	48,493	217,088	479,398	262,310	45%
	Streetscape - Income	87,336	-176,276	-346,314	-170,038	51%
	Net Expenditure over Income	135,829	40,812	133,084	92,272	31%
	Net Experience over income	ii	,			
	Town Hall					
221	Town Hall - Expenditure		68,367	160,542	-92,175	43%
221	Town Hall - Income		-45,574	-107,050	61,476	43%
	Net Expenditure over Income		22,793	53,492	30,699	43%
	and the second of the second or company of the second of t					
	Total Net Expenditure	158,592	251,463	560,358	308,895	45%
	Personnel					
401	Staff Costs - Reallocated	49,947	288,368	620,278	331,910	46%
401	Ciali Coolo Ticanocica				and the second second	

Reserves as at 30/09/14

General Reserve	164,717
Capital Equipment Fund	27,006
Capital Contingency Fund	181,044
EMR Elections	15,000
EMR Crime Prevention/Traffic calming	3,779
EMR Ancient Treasures	3,000
EMR Website	10,000
EMR Training	3,000
EMR Streetscape	57,250
EMR Loan Repayments	1,900
EMR Toilets	36,907
EMR Play Areas	6,000
EMR Public Realm	3,906
EMR Legal Fees	10,000
EMR Congleton Neighbourhood Plan	42,500
	566,009

Date: 08/10/2014

Time: 15:20

Congleton Town Council

Page No: 1

User: JP

Bank Reconciliation Statement as at: 30/09/2014 for Cash Book 1 RBS Current/I Access Acct

Bank Statement Account l	Name (s)	Statement Date	Page No	Balances
RBS High Interest A/c 1141	1162	30/09/2014	551	228,057.75
RBS Current Account 1141		30/09/2014	862	579.04
				228,636.79
Unpresented Cheques (Mi	nus)		Amount	220,030.79
05/08/2014 006746	Phlok Business	Support	417.60	
19/08/2014 006763	A D Booth & Sor		48,984.00	
05/09/2014 006786	Heatons Office S		48.86	
05/09/2014 006787	K G Loach		272.85	
09/09/2014 006803	Posh Nosh Parti	es I td	10.20	
16/09/2014 006814	Nathan Davies V		34.90	
16/09/2014 006819	SAS Refrigeration		144.00	
16/09/2014 006823	Mr T Lazarski		257.61	
17/09/2014 006827	Northwest In Blo	om	125.00	
17/09/2014 006824	230 Squadron A		100.00	
22/09/2014 006825	Theatre in the Q		600.00	
26/09/2014 006828	The Best Connec		460.94	
26/09/2014 006829	Mr John K Carte	1-24	745.14	
26/09/2014 006830	Cheshire East C		2,735.20	
26/09/2014 006831 -	Global Filmmake		71.52	transport.
26/09/2014 006832	Jewson Limited		20.17	122040 Aa
26/09/2014 006833	Mr John Lindley		150.00	
26/09/2014 006834	Marston & Grund	lv LLP	672.00	
26/09/2014 006835	Rigby Taylor	,	924.65	
26/09/2014 006836	Rotary Club of C	onaleton	60.00	
26/09/2014 006837	Stringer & Pickfo		720.00	
26/09/2014 006838	Talke Chemical (212.51	
26/09/2014 006839	T & S Electrical L	100 VIDA	275.24	
26/09/2014 006840	United Utilities		55.47	
26/09/2014 006841	Whitehursts Agri	cultural & Bui	221.59	
29/09/2014 006842	The Best Connec		480.16	
29/09/2014 006843	BDO LLP	,	2,400.00	
29/09/2014 006844	BHMA Ltd		23.22	
29/09/2014 006845	Cheshire East Co	ouncil	18,175.00	
29/09/2014 006846	Chubb Fire & Se		216.00	
29/09/2014 006847	Heads (Congleto	. 	112.80	
29/09/2014 006848	JAF Graphics		108.00	
29/09/2014 006849	Maximeyes Secu	rity Ltd	42.00	
29/09/2014 006850	Talke Chemical (46.30	
29/09/2014 006851	Threadfast Engin	(5) (5)	10.10	
29/09/2014 006852	T & S Electrical L		169.26	
	I & O LICCUICAI L	.iiiileu	109.20	

08/10/2014

Congleton Town Council

Page No: 2

User: JP

15:20

Bank Reconciliation Statement as at: 30/09/2014 for Cash Book 1 RBS Current/I Access Acct

Bank Statement Account Name (s)	Statement Date	Page No	Balances
			80,352.29
		-	148,284.50
Receipts not Banked/Cleared (Plus)			
			0.00
		_	148,284.50
	Balance per Cash	Book is :-	148,284.50
	Diffe	rence is :-	0.00

Congleton Town Council

RBS Current/I Access Acct

List of Payments made between 01/08/2014 and 30/09/2014

Date Paid	Payee Name	Cheque Ref	Amount Paid	Transaction Detail
01/08/2014	Cheshire East BC	DD	£2,217.00	Business rates Town Hall
04/08/2014	Petty cash	006740	£128.45	Petty cash reimbursment
05/08/2014	Cavern Protective Clothing	006741	£236.40	17779/4959/safety boots
05/08/2014	Chubb Fire & Security Ltd	006742	£428.88	4717156/4962/Gold plan
05/08/2014	Heads (Congleton) Limited	006743	£90.24	87897/4963/town tidy advert
05/08/2014	Congleton Garden Machinery Ltd	006744	£85,42	2264/4964/strimmer wire etc
05/08/2014	P&V Newton & Sons Ltd	006745	£11.30	05132/4965/keys 4 p/pool store
05/08/2014	Phlok Business Support	006746		3683/4966/12 mths subs to Fhlok
05/08/2014	Posh Nosh Parties Ltd	006747		238A/4968/recharges £56.10; internal £96; P/ship £9.52
05/08/2014	R1Creative Ltd	006748		0061/4972/Hosting renewal
05/08/2014	Talke Chemical Company Limited	006749		63664/4977/pool chemicals
05/08/2014	Travis Perkins Trading Company	006750		ACX040/4978/Gravel
05/08/2014	United Utilities	006751	100000000000000000000000000000000000000	310714/4979/P/Pool water
	T Mobile	DD		V01000770529/4955/JM mobile
07/08/2014	Mitten Clarke	006752		13433/4983/Payroll/paye qtr
08/08/2014		006755		2321022/4981/water machines
08/08/2014	Angel Springs	006756		54768484/4982/cong events advert
08/08/2014	Archant Life Ltd	006757		078362/4984/Town centre toilet
08/08/2014	Threadfast Engineers Ltd	006757		080814/5018/awards lunch tickets
08/08/2014	Northwest In Bloom			070814/5013/CTA Membership P/ship minibus
08/08/2014	CTA Membership Team	006754		310714/4986/Vehicle fuel
11/08/2014	Porters Service Station Ltd	006758		20/6987/4987/water town toilets
12/08/2014	Clowes Developments (Northwest	006759		140714/4988/clutch cctv
12/08/2014	Pitstop	006760		
13/08/2014	West Mercia Energy	DD	and the second particles of the second	1144355/4980/Gas/Electricity
14/08/2014	Wirehouse Employer Services	DD		Health & Safety Support
14/08/2014	Pitney Bowes Finance PLC	DD		Franking machine rental
18/08/2014	RBS Autopay	AUTOPAY	0 %	Payroll August 2014
18/08/2014	RBS Credit Card	DD		180814/5069/Card fee
19/08/2014	Belmont Fabrication (Congleton	006761		13558/4990/picture frames railway mosaic
19/08/2014	The Best Connection Group	006762		2030367/4992/Temp grounds staff
19/08/2014	A D Booth & Sons Ltd	006763	SERVICE AND A SERVICE CONTROL OF SERVICE AND A SERVICE AND	0 040314/4997 roof repairs
19/08/2014	N Calvert	006764		3 1636/5002/s/scape t shirts
19/08/2014	Cavern Protective Clothing	006765		17788/5004/safety trainers
19/08/2014	Cheshire Electrical Supplies L	006766		2 C1676215/5005/bulbs
19/08/2014	Congleton Garden Machinery Ltd	006767		29193/5009/repairs to mowers etc
19/08/2014	Hollins & Hollinshead	006769		0 0114/5014/civic regalia repair
19/08/2014	IBD internet Business Director	006770	Fin- U. Box (0000 CO CO CO	5 1577/5015/p/ship website
19/08/2014	Intergage Ltd	006771		25150/5016/p/ship website
19/08/2014	Maxigiene Enviromental Service	006772		17930C/5017/legionella testing
19/08/2014	Prism Business Developments Li	006773	£895.61	28822/5019/desktop apprentice
19/08/2014	The Stationery Cupboard	006774		125/5020/stationery items
19/08/2014	Talke Chemical Company Limited	006775	£713.76	6 63749/5023/needle boxes, tape, bin bags
19/08/2014	West Wallasey Contract Hire	006776	£3,207.76	WAL210975/5025/lease vehicles
19/08/2014	Whitehursts Agricultural & Bui	006777	£12.00	76939/5027/spade handle
19/08/2014	Wirehouse Employer Services	DD	£153.60	HR Support monthly
26/08/2014	Prism Bus Developments	DD	£637.51	1 IT Support monthly
26/08/2014	West Mercia Energy	DD	£370.06	3 1147328/4941/Town Hall Gas
26/08/2014	Hulme Scaffolding Ltd	006778	£27,600.00	0242/5038/Scaffold for roofers
26/08/2014	CTA UK	006779	£11.00	P/ship - minibus permit
28/08/2014	Allpay - Plus Dane	DD	£36.08	3 Garage rental Allotments
29/08/2014	Sita UK Ltd	DD	£233.69	9 29347974/4973/waste collection
01/09/2014	cheshire east	DD	£2,217.00	Business rates Town Hall
05/09/2014	Coversure Insurance Services	006781	£1,095.00	290814/5058/P/ship Minibus insurance
05/09/2014	Cheshire Electrical Supplies L	006782	£13.96	6 C1676656/5031/bulbs for TIC
05/09/2014	Heads (Congleton) Limited	006783	£154.56	8 88264/5032/streetscape advert
05/09/2014	Four Oaks Nurseries Ltd	006784	£285.48	8 59480/5035/Buglawton Flowers

05/09/2014	Gaffey Technical Services Ltd	006785	£54.94	53215/5036/Test Chemical Kit
05/09/2014	Heatons Office Supplies Ltd	006786		10057123/5037/copier paper
05/09/2014	K G Loach	006787	£272.85	20882/5039/weedkiller etc
05/09/2014	Maximeyes Security Ltd	006788		4940/5040/alarm call out
05/09/2014	Pitstop	006789	£12.00	270814/5042/tyre repair
05/09/2014	Prism Business Developments Li	006790		29690/5043/microsoft office
05/09/2014	G R Edwards	006791		200814/5044/painting works
05/09/2014	SAS Daniels LLP	006792		107425/5045/Access Licence`
05/09/2014	Stock Bar Ltd	006793		130814/5047/in bloom buffet
05/09/2014	Threadfast Engineers Ltd	006794		SIN078564/5049/padlocks,screws
05/09/2014	T & S Electrical Limited	006795		9382/5050/water boiler repairs
05/09/2014	United Utilities	006796		150814/5051/Town Hall water
05/09/2014	Chubb Fire & Security Ltd	006797		4779056/5056/3 x fire extingui
05/09/2014	Mrs P Pinto	006798		270814/5057/in bloom support
	The Best Connection Group	006781		2042013/5028/Temp grounds staff
05/09/2014	T Mobile	DD		01008834106/5048/jm phone
08/09/2014	British Telecom	006799		Q057QK/5030/Phone/fax machine
09/09/2014		006800		1131819/5060/phone 4 martha
09/09/2014	BDR Voice & Data Solutions Ltd	006801		CN18792300/5061/sanitary dispo
09/09/2014	OCS Group UK Ltd	006802		310814/5062/fuel 4 vehicles
09/09/2014	Porters Service Station Ltd	006803		266/5063/TC10513 recharge
09/09/2014	Posh Nosh Parties Ltd			The second secon
09/09/2014	T & S Electrical Limited	006804		9394/5064/Museum lighting
09/09/2014	Talke Chemical Company Limited	006805		63760/5068/Cleaning materials
09/09/2014	British Telecom	DD		280814/5059/Fax BB883802/5041/postage
10/09/2014	Purchase Power	DD		
11/09/2014	West Mercia Energy	DD	Same and the second second	1150510/5053/Town Hall electri
15/09/2014	Wirehouse Employer Services	DD		H&S Support
16/09/2014	Angel Springs Ltd	006807		2354612/5070/Drinking Water
16/09/2014	The Best Connection Group	006808		2049945/5095/Temp streetscape
16/09/2014	Bill and Ben Skip Hire	006809		06776/5072/clean up back lane
16/09/2014	Burns Garage Ltd	006810		076456/5073/Engine Oil
16/09/2014	Canda Copying Ltd	006811		334649/5075/photocopying
16/09/2014	Cheshire Electrical Supplies L	006812		C1677487/5078/Bulbs TIC
16/09/2014	Congleton Garden Machinery Ltd	006813		28077/5082/new blades
16/09/2014	Nathan Davies Web Design & Dev	006814		140901/5083/Business cards
16/09/2014	Jewson Limited	006815	0.0-73/25/27/27/2	0101943/5085/Post fix
16/09/2014	Mr M P O'Connor	006816	57 RIGN RIG	060914/5086/awards tickets HAA
16/09/2014	Performance Ticket Printers Lt	006817		341414/5087/P/ship play tickets mmw
16/09/2014	Rigby Taylor	006818		RC008512/5088/fertilizer etc
16/09/2014	SAS Refrigeration	006819		9471/5089/kitchen works
16/09/2014	The Stationery Cupboard	006820		126/5090/stationery items
16/09/2014	United Utilities	006821		110914/5091/Water Paddling Pool
16/09/2014	West Wallasey Contract Hire	006822	100000000000000000000000000000000000000	WAL211589/5092/Lease vehicles
16/09/2014	Mr T Lazarski	006823		150914/5094/comm garden
16/09/2014	Refund deposit Arrowsmith	006806		Refund deposit Arrowsmith
17/09/2014	Northwest In Bloom	006827		170914/5115/neighbourhood awar
17/09/2014	230 Squadron ATC	006824		170914/5096/Minibus 4 inbloom
18/09/2014	RBS Autopay	AUTOPAY		RBS Autopay - Salaries Sept
19/09/2014	West Mercia Energy	DD	£1,804.99	1152663/5054/Paddling pool electric
19/09/2014	Wirehouse Employer Services	DD	£153.60	HR Support
22/09/2014	Theatre in the Quarter	006825	£600.00	P/ship Theatre in the Quarter
25/09/2014	RBS	DD	£10.00	Autopay charges
25/09/2014	Prism Bus Developments	DD	£623.75	5 IT Support monthly
26/09/2014	The Best Connection Group	006828	£460.94	2058008/5097/Streetscape temp
26/09/2014	Mr John K Carter	006829		180914/5098/P/ship Cenotaph work
26/09/2014	Cheshire East Council	006830	£2,735.20) 44055867/5099/TIC reception cover
26/09/2014	Global Filmmakers Ltd	006831	£71.52	2 994392/5100/annual hosting fee
26/09/2014	Jewson Limited	006832	£20.17	7 0767/0102253/5101/toilet seat
26/09/2014	Mr John Lindley	006833	£150.00	160914/5102/P/ship Poetry workshop
26/09/2014	Marston & Grundy LLP	006834	£672.00	14/197/5103/P/ship cenotaph work
26/09/2014	Rigby Taylor	006835	£924.65	5 RSIN0113516/5104/seeds etc
26/09/2014	Rotary Club of Congleton	006836	£60,00	27/5105/full page advert
26/09/2014	Stringer & Pickford	006837	£720.00	714615/23/5106/P/ship Cenotaph

26/09/2014	Talke Chemical Company Limited	006838	£212.51	63797/5107/greem bin bags
26/09/2014	T & S Electrical Limited	006839	£275.24	9328/5109/LED lights TIC
26/09/2014	United Utilities	006840	£55.47	120914/5110/Water allotments
26/09/2014	Whitehursts Agricultural & Bui	006841	£221.59	75643/5111/chains/locks
29/09/2014	The Best Connection Group	006842	£480.16	2062020/5116/Streetscape temp
29/09/2014	BDO LLP	006843	£2,400.00	1316775/5117/audit fee
29/09/2014	BHMA Ltd	006844	£23.22	612268/5118/museum supplies
29/09/2014	Cheshire East Council	006845	£18,175.00	41058765/5119/loan repayment
29/09/2014	Chubb Fire & Security Ltd	006846	£216.00	4832600/5120/engineer visit
29/09/2014	Heads (Congleton) Limited	006847	£112.80	88970/5121/wedding advert
29/09/2014	JAF Graphics	006848	£108.00	18518/5122/P/ship soldier banners
29/09/2014	Maximeyes Security Ltd	006849	£42.00	5090/5123/alarm call out
29/09/2014	Talke Chemical Company Limited	006850	£46.30	63818/5124/chemicals
29/09/2014	Threadfast Engineers Ltd	006851	£10.10	SIN079099/5125/nuts & bolts
29/09/2014	T & S Electrical Limited	006852	£169.26	9444/5126/repair foyer light
29/09/2014	Allpay - Plus Dane	DD	£36.08	Allotment rental
30/09/2014	Congleton Harriers	DD	£250.00	Grant - Congleton Harriers
30/09/2014	PWLB	DD	£10,888.84	PWLB- 2nd half yr repayment
30/09/2014	Sita UK Ltd	DD	£233.69	29386269/5046/waste disposal

Total Payments £266,186.56

ISSUES ARISING REPORT FOR Congleton Town Council Audit for the year ended 31 March 2014



Introduction

The following matters have been raised to draw items to the attention of Congleton Town Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2014.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

Minutes

The following issue(s) have been raised to assist the council. The council is recommended to take action on the following issue(s) to ensure that the council acts within its statutory and regulatory framework.

Minutes

What is the issue?

The council produced printed minutes, which were submitted for audit purposes. The pages were not initialled by the person signing the minutes.

Why has this issue been raised?

This council submitted minutes for audit purposes which were not maintained in accordance with schedule 12, paragraph 41(2) of the Local Government Act 1972.

What do we recommend you do?

The council should ensure with immediate effect that if a loose leaf minute book is maintained the loose leaf pages are consecutively numbered and initialled by the person signing the minutes.

Minutes must be maintained in accordance with the Local Government Act 1972. Loose leaf minute books are lawful but the loose leaf pages must be consecutively numbered and each page must initialled by the person signing the minutes.

Further guidance on this matter can be obtained from the following source(s):

Local Council Administration, 8th Edition, Charles Arnold-Baker, Chapter 7

No other matters came to our attention.

For and on behalf of BDO LLP

Date: 24 September 2014

Section 3 – External auditor certificate and opinion 2013/14 Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2014 of

CONGLETON TOWN COUNCIL

Council/Meeting

Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2014; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor report
(Except for the matters reported below)* on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).
(continue on a separate sheet if required)
Other matters not affecting our opinion which we draw to the attention of the council:
Please see enclosed report
(continue on a separate sheet if required)
External auditor signature
External auditor name United Kingdom Date 24/9/14
Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further

Page 4 of 6

information please refer to the Audit Commission's publication entitled Statement of Responsibilities of

Auditors and of Audited Small Bodies.

Congleton Town Council

Internal Audit Report 2014-15 (First Interim)

Prepared by Adrian Shepherd-Roberts

Stuart J Pollard

Director
Auditing Solutions Ltd

Background and Scope

The Accounts and Audit Arrangements introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied with the requirements in terms of independence from the Council decision making process by appointing Auditing Solutions Ltd to provide the function to the Council at the outset: this report sets out those areas examined during the course of our first visit to the Council for 2014-15, which took place on 2nd October 2014.

Internal Audit Approach

In commencing our review for 2014-15, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts and Annual Return. At this visit, we have updated our analysis of income and expenditure to include data for 2013-14, considering any significant variances that may exist compared with prior year detail feeding such into the planning of the current year's work programme. Consequently, we have commenced our review of the Council's financial control systems and procedures, undertaking appropriate testing as deemed necessary, to afford suitable assurance as to the soundness of those systems for their intended purpose and to ensure reasonable accuracy in the disclosure of information in the Council's detailed year-end Statement of Accounts, as summarised in the Annual Return that now forms the statutory accounts.

As the Council's Internal Auditor and under the revised audit arrangements, we have a duty to complete the internal audit certificate in the Council's Annual Return, which covers the basic financial systems and requires assurances in ten separate areas: this will, as previously, be undertaken at our final visit for the year.

Overall Conclusion

We are pleased to conclude that, in the areas examined, the Council continues to have effective systems in place to ensure that transactions are free from material misstatement and that they will be reported accurately in the Annual Return and detailed Statement of Accounts for the financial year.

We are pleased to acknowledge that Council members and officers continue to operate a sound, pro-active approach to risk management and corporate governance issues, together with the development and management of effective internal controls and procedural documentation. No issues have been identified at this stage warranting formal comment or recommendation: as previously, this report will be further updated following our subsequent visits with any matters arising highlighted therein for the Council's consideration and, if appropriate, further action.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have: -

- > Again ensured that the ledger remains in balance at the present date;
- ➤ Verified the opening trial balance for 2014-15 to the Statement of Accounts and Annual Return for 2013-14 to ensure that the closing balances have been brought forward accurately and completely;
- ➤ Checked and agreed transactions in the Council's main bank account cashbooks to the relevant RBS Bank statements for May & August 2014;
- > Additionally, checked and agreed, for the same months, all inter account "sweep" transfers between the current and high interest bank accounts;
- Examined and verified the accuracy of transactions in the Council's two mayoral charity bank account cashbooks for the year to August 2014;
- ➤ Verified the accuracy of the bank reconciliations for the combined current and deposit accounts and Mayoral Charity accounts as at 31st May and August 2014 to ensure that no long-standing uncleared cheques or other anomalous entries exist.
- ➤ We also note that the Mayor's account balance for 2012-13 has not yet been distributed.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment, although we would suggest that action to distribute the above 2012-13 Mayor's account balance be addressed in the near future. We shall undertake further work at our future visits, including verifying the accurate disclosure of yearend balances in the detailed Accounts and Annual Return.

Review of Corporate Governance

Our objective is to ensure that the Council has robust corporate governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We noted previously that an updated Corporate Business Plan had been prepared and have examined the content accordingly.

We reviewed Standing Orders, Financial Regulations in 2011-12 and note that the documents were re-adopted in May 2013, also that the Financial Regulations are currently under review and will be approved by the current financial year-end: we shall examine their content once available and, if appropriate, make further comment at that time.

We have commenced our review of the minutes of the Full Council and Standing Committees, excluding Planning, to ensure that no actions of an ultra vires nature are being either considered or have been actioned, whilst also ensuring that the Council's finances remain at a healthy level to provide appropriate funds for future planned development and current revenue spending plans. We also note that, as previously, various grants have been approved for payment during the current year.

Conclusions

We are pleased to report that no issues have been identified in this area. We shall continue our review of minutes and consideration of other governance issues at future visits.

Review of Expenditure

Our aim here is to ensure that: -

- ➤ Council resources are released in accordance with the Council's approved procedures and budgets;
- ➤ Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- > An official order has been raised in each and every case where one would be expected;
- > All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- > The correct expense codes have been applied to invoices when processed; and
- > VAT has been appropriately identified and coded to the control account for periodic recovery.

We have commenced work in this area examining a test sample of all payments individually in excess of £3,000 plus every 30th payment processed in the year to August 2014 totalling £152,000 and equating to 48% of all non-pay related expenditure to date.

Conclusions

We are pleased to report that no issues have been identified in this area: we shall extend testing for the remainder of the year at future visits.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage any such risks identified in order to minimise the opportunity for their coming to fruition.

We have noted previously that risk assessment registers were in place using the LCRS software and that they are subject to routine annual review and update, detail being incorporated subsequently into the Council's Corporate Plan. An external agent (Wirehouse Limited) has now been contracted to undertake assessments in relation to HR and Health / safety issues. We also note that the previously completed LCRS assessments relating to potential financial risk will be further reviewed internally during the course of the coming year.

Zurich Municipal continues to provide the Council's insurance cover: we have examined the current year's schedule (to May 2015) and consider it meets the current needs of the Council appropriately with both Employer's and Public Liability cover set at £10 million and Fidelity Guarantee cover at £1.0 million.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment currently. We shall continue to monitor the Council's risk management process at future visits.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount to be precepted on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

The Council will commence consideration of its budget and precept requirements for 2015-16 in the autumn: we shall consider the action taken and outcome, together with the approved level of precept at a future visit.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process. We shall undertake further work in this area at future visits.

Review of Income

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure that all income due to the Council is identified and invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies. We have: -

> Undertaken a review of the hall hire procedures including examination of the schedule of fees and charges; the booking system (maintained on Windows

07/10/2014

- Outlook); the administration of the hire agreements; the accurate charging and collection of fees due and their subsequent banking;
- > Also inspected a sample of Sales Ledger invoices issued and posted to the Omega control account to ensure their completeness; and
- > Examined the "Aged debtors schedule" generated by the accounting software are pleased to record that there are no significant issues arising with regard to long-standing debts of which officers and members are unaware.

We have also reviewed the nominal ledger detailed transaction reports for income items for the year to August 2014 to ensure that no obvious coding errors or other anomalous entries are apparent and are pleased to record that none are in evidence.

Conclusions

We are pleased to record that there are no significant issues in this area. We shall undertake a review of further income streams at our next visit.

Petty Cash Account

The Council operates a limited petty cash account at the Town Hall on an imprest basis with reimbursement of expenditure incurred at regular intervals topping the cash balance back to the approved level of £200.

We have at this visit, by reference to transactions in September 2014: -

- > Verified that all payments were suitably supported by a traders invoice or till receipt,
- > Noted that sound "internal" vouchers, sequentially numbered and signed by the claimant, are attached to the receipts;
- Verified that VAT is correctly separately identified and a journal entry is made to the Omega control account for periodic recovery;
- > Verified the cash holding of £200; and
- > We have also checked the Credit Card statements and receipts.

Conclusions

No matters arise in this review area.

Salaries and Wages

In examining the Council's payroll function, we aim to ensure that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as regards the revised format of employee contributions effective from 1st April 2014. To meet this objective, we have:

- Ensured that the Council has approved staff pay rates for the financial year, based upon the approved NJC rates:
- ➤ Reviewed the staff contracts for the StreetScape team TUPE'D from Cheshire East Council and noted that they have also been reviewed by Wirehouse the Human Recourses company appointed by the Council:
- ➤ Checked and agreed the computation of staff gross and net pay and salary deductions for September 2014, noting the continued use of a local, third party bureau service provider who utilises bespoke software for this purpose;
- > Checked to ensure that appropriate tax codes and national insurance tables are being applied in the year and that the correct deductions / contributions have been deducted and paid over to HMRC in a timely manner;
- Ensured that the appropriate revised superannuation contribution rates have been applied, also ensuring that the deductions have been paid over to the County Council in a timely manner; and
- Examined a sample of the time sheets and travel expenses supporting payments made through the September 2014 payroll to ensure that they have been approved for payment and processed appropriately.

Conclusions

We are pleased to record that no issues have been identified in this area.

Investments & Loans

Our objectives here are to ensure that the Council is "investing" surplus funds, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the appropriate loan agreements.

The Council holds no specific investments and, as previously noted, has replaced the use of Treasury term deposits with a straightforward reserve account at RBS given the current low rates of interest returns.

We have verified the first half-yearly loan repayment to PWLB and the interest free loan from Cheshire East BC by reference to their "invoice" advices as part of the aforementioned expenditure testing.

Conclusions

We are pleased to report that no issues have been identified in this area that warrant any further attention by officers or formal recommendation at present.

Report to Town Hall Committee

Thursday 25th September 2014

Grand Hall Roof

Work has being going on refurbishing the Grand Hall roof for the past 6 weeks and excellent progress has been made so far with one section of the roof just about complete.

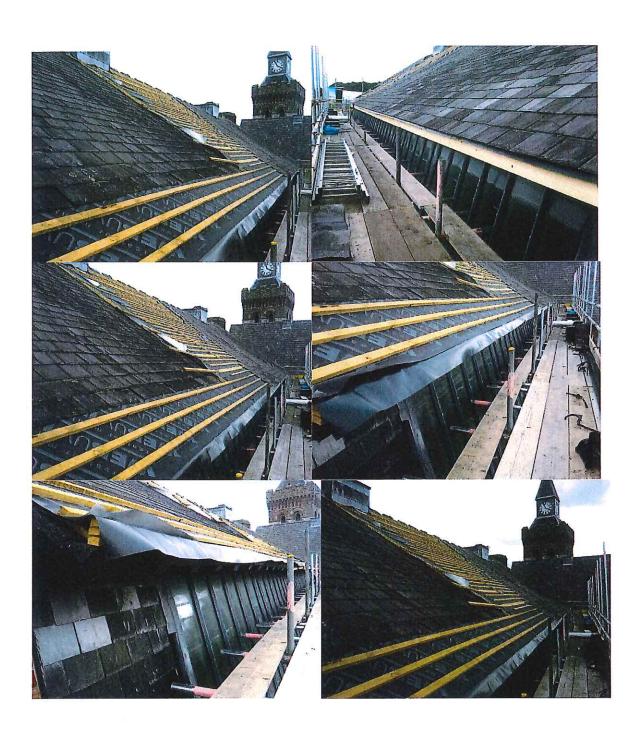
Before under taking this work there was some concern at what the roofing contractors might uncover, bearing in mind that the building and hence the roof itself is now nearly 150 years old and has sufferd numerous leaks for the past number of years, when there has been heavy rain and high winds.

Feedback so far has suggested that the main timbers which make up the roof, which can be seen internally within the Grand Hall, are very sound and robust, undoubtedly because wood used 150 years ago was of a much higher quality and allowed to season properly before being used. The guttering which is in very poor condition is also to be replaced at a cost of £3,920

The work is due to be completed at the end of October 2014.

Brian Hogan

18.09.14





1 October 2014

The Town Council The Town Hall Congleton Cheshire

Dear Sirs,

Once again the Rotary Club of Congleton is holding the 'Bonfire in the Park' and this year it takes place on 1 November 2014.

This event gives pleasure to the people of Congleton and surrounding districts and raises monies which will be used to assist local charities, organisations and other deserving causes.

We respectfully request that the Town Council underwrite this event for the amount of £5,000.

Yours faithfully,

Maggi Walker Honorary Secretary Rotary Club of Congleton

Congleton Floral Displays

2013-14 has been one of the highlight years for the Floral Arrangement Committee as last year the Town won the North West in Bloom Large Town category and was entered as a finalist into the Britain in Bloom competition for this year.

In July and August judges from both competitions arrived in the Town for the tour of the various displays located in and around the Town. The judges from both group made some very positive comments concerning Heathview, the allotments at New Life Church, Hilary Avenue Allotments and the Back to Back Gardens in the Poly tunnels in the Park.

Throughout the summer the feedback from the public concerning the quality of displays in the Town has been tremendous with many stating they have been the best they have ever seen.

Costs

	Actual £	Budget £	Variance £
Expenditure	10829	20000	9171
Donations	157	0	157
Income	2529	2500	29
Sub total	13515	22500	9357
Streetscape Watering	7500		
Total	21015	22500	1485

In previous years the watering was undertaken by an outside contractor, but, this year our own team carried out the operation, but, there was no budget for this work as the costs were contained within the Floral Display budget, hence the underspend in that budget.

In 2015-16 the cost of watering the floral displays will be reflected in the Streetscape budget

Brian Hogan

13.10.14

Digital Display Unit

Complying with Standing Orders for Contracts

The purchase of a digital display unit is new and novel in terms of local government and certainly insofar as the Town Council is concerned. As a consequence it was felt that the most appropriate approach to the project was to have one system supplier responsible for providing all elements of the project, which included the hardware, content design, software, support, training and installation.

A number of companies were researched and contacted at the time and only SimNet appeared to meet the requirements set out in the tender/specification. Moreover, SimNet appeared to be particularly attractive at the time as they were starting to specialise in providing digital display products to local government and were relatively local.

The Outdoor Advertising and Display market is almost exclusively dominated by a small number of key players who are Clear Channel, Exterion Media (formerly Viacom Outdoor) J.C. Decaux and Titan.

The raison d'etre for such organisations is to provide outdoor advertising to a whole variety of businesses and other organisations. To achieve this they use a variety of mediums including roadside bill boards and digital display amongst others. Whilst such organisations are almost the exclusive users of outdoor high definition digital display units, they do not supply such products to the market, they sell advertising, the digital display unit is a means to an end and nothing more, and is certainly not seen as a revenue stream for the supply of hardware.

This dominance of the market by such organisations in digital display leaves few if any other overall suppliers of this type of equipment and software in the UK.

I was however, employed by Viacom Outdoor, as an interim director for about 20 months. The company is the largest provider of outdoor advertising in the UK, previously part of the \$30 billion Viacom Corporation, a USA multinational, and sought their advice on the possibility of identifying suitable suppliers for the whole package, software, support, training and equipment, but, they could not suggest any potential suppliers at the time.

A search of the internet at the time, as previously mentioned, did not yield any other possibilities although a number of companies were contacted, two provided quotations, but, were unable or unwilling to provide the hardware, and therefore, were unable to meet our overall tender/specification. This though in itself meets the requirements for placing orders according to the financial regulations.

Furthermore, according to clauses 4.2, i and ii of the Standing Orders for Contracts, an order was deemed appropriate to place with SimNet as the only known provider of the complete package which met the Town Council's specification.

Additionally it was thought at the time that Cheshire East Borough Council would be purchasing 9 digital display units and in April 2013 I contacted Caroline Simpson to collaborate with Cheshire East on this project, but, CEC never actually moved this project forward.

Deposit

It was known when communicating with SimNet and understanding their business that this was a fairly young company with limited assets and cash flow, thus their ability to finance purchases of higher value hardware was limited, moreover their supplier required payment before dispatching the product. Therefore, it was agreed to provide sufficient funding in the first instance to allow them to pay for the purchase of the equipment, including the digital display unit, PC player, delivery cost and the SCALA Licence which amounted to £16,731.

Prior to making any payment a search was undertaken of SimNet's financial viability and credit worthiness, which highlighted no major concerns, indeed the latest credit rating history from the report dated 4th May 2013 suggested the organisation had good credit worthiness, whilst the balance sheet showed net assets of £50,874, which is reasonable for a small business. The report did suggest a credit limit of £5,000, but, first of all this is advisory and in many respects relates to suppliers of goods and services, who may determine that a 30 day monthly credit limit of £5,000 on payment of invoices is suitable for the provision of goods to a particular organisation.

SimNet's terms and conditions of supply proposed that they owned title to the hardware until actually provided on site here in Congleton, it was however agreed that the Town Council would immediately own title to the goods once delivered at SimNet, the notion behind this action was to mitigate risk.

Power Supply

During the time period from autumn 2013 to the end of February this year there was a protracted dialogue which took place with Highways to provide the power supply required for the unit. Highways were concerned about the number of services running beneath Bridge Street and the possibility that installation of the unit could damage services located in the area. As a consequence a series of digging trial holes was suggested prior to the installation of the power supply, all of which took a substantial amount of time.

Provision of the power supply was eventually provided at the end of February 2014. The cost of this is yet to be invoiced as the excavation has not been fully closed awaiting the installation of the unit. It is expected to be in the region of £2,164. This cost is still within the

scope of the overall cost of the project because the £1,950 quoted for ongoing maintenance would be treated as revenue not capital, as suggested in the quotation.

Internet Connection

Again in September last year contact was made with BT to request a price for the installation of a hard wired internet connection so that the unit could be updated speedily in real time from the Town Hall and new data down loaded more rapidly. This though was a fall-back position as the unit is easily communicated with via a high speed broadband connection via the Cloud; this facility was to be provided as part of the overall package provided by SimNet. The notion of using a hard wire connection was a belt and braces approach which first of all required SimNet to provide technical details to BT relating to the interface and network connections required, which were never forthcoming. Even if this had have been pursued the cost was minimal as the quote from BT was £120 for the connection and £57 quarterly rental thereafter.

<u>VAT</u>

In terms of VAT paid by the Town Council, this has already been reclaimed back; it is not the responsibility of the Town Council to collect VAT from SimNet that is HMRC.

Finally, whilst the loss of this capital is very distressing, it did not come from the Town Council precept, finance for the digital display unit came primarily from an unexpected windfall double taxation rebate of £k18.5 emanating from Cheshire East Borough Council.

Current Situation

Companies House applied to strike off SimNet Ltd on the 3rd June 2014, but, there was an objection, probably from HMRC, as a consequence SimNet is not in administration, at first it appeared that it had simply disappeared and ceased trading. Therefore, other than the proprietor and the company itself, there is no administrator available to lodge a claim with to repay any monies.

Currently a search revealed that the company is shown as "live" with a suspension of the striking off letter dated 29^{th} July 2014.

Whilst contact has been established with the proprietor of SimNet via telephone and a further conversation was held with SimNet on Friday morning 10th October 2014, when we were informed that SimNet is still trading. The current problems with financial difficulties arose because a large client had placed a major order with the company which they expended a considerable amount of time on and cost progressing, but, the client subsequently cancelled the order paying none of the costs incurred.

This put the company in great difficulty which the owner has had problems in accepting and managing. The current situation though is that the company now has a number of clients and continues to trade.

Insofar as our unit is concerned, SimNet have stated that it has been ordered and paid for and should be delivered in the next 6 to 8 weeks.

Brian Hogan

10.10.14



"Our work in Congleton"

A report prepared for Congleton Town Council October 2014



Who we are and what we do

Cheshire East Citizens Advice Bureau (CECAB) is a local charity.

We have served the people of Cheshire East since 1939 and now have offices in Congleton, Crewe, Nantwich and an outreach service in Middlewich.

We help people to solve problems. Our service provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities.

We value diversity, promote equality and challenge discrimination.

Clients can access our service face-to-face, by email, phone or via the self-help pages on our website.

By offering advice in key areas such as debt, benefits, housing and employment we aim to bring about a positive change in the lives of our clients.

We aim to achieve broader changes for the local community. As our clients' stories give us a wealth of insight into challenges faced by local residents, we work with stakeholders to improve the policies and practices that affect the local population.

About the Citizens Advice Service

The Citizens Advice service is the UK's largest provider of free advice for members of the public.

Cheshire East Citizens Advice Bureau is part of a network comprising 338 Citizens Advice Bureaux

Each bureau operates as an individual charity.

Together, the service delivers advice from over 3,300 community locations in England and Wales.

In addition to the advice provided through bureaux, Citizens Advice is responsible for the national consumer helpline and offers self-help through our website, Adviceguide.



Service provision - Congleton

Operating from 35-37 Lawton Street, Congleton we have a team of 21 dedicated volunteers providing assessments, full advice appointments, telephone and email advice.

When a client initially visits our office, their problems are assessed by a fully trained volunteer. The volunteer will give the client information to help them with their issue which in some cases is enough for the client to move forward with it themselves, or they will offer the client an appointment with an adviser. We operate a holistic approach to advice giving and frequently discover that the presenting problem is caused by or relates to other underlying issues with which the client requires advice and assistance.

Services available to Congleton clients include:-



Our Congleton office is open to drop-in clients on Tuesdays, Wednesdays and Fridays, between 9:30am and 12:30pm. Pre-booked appointments run alongside the drop-in sessions. Outside the hours of the drop-in service the office is used for appointments with specialist caseworkers, follow-up work, meetings, volunteer induction, training, social policy work and administration. The Congleton office is the main office for our telephone Adviceline service.



Service Profile

Congleton is a busy office:

In addition to supporting existing client with ongoing cases, in 2013 our Congleton advisers helped clients with 2,066 new problems.

The top 5 enquiry areas at Congleton office in 2013/14 are shown below:-

Relationship, 209
Housing, 232
Benefits, 1174
Employment, 268

Top 5 Enquiry Areas 2013/2014

In addition to this, our bureau-wide debt and welfare benefits specialists provided help to 71 Congleton clients with complex debt and welfare benefits issues which required ongoing casework. Our team of specialist advisers also offer an invaluable consultancy service that supports the volunteers in our Congleton office.

Client Profile

Our principles of free, confidential, independent and impartial advice to all, is evidenced in the diversity of clients seen at our Congleton office.

The majority of clients seen at the Congleton office are female.

The age range of clients visiting Congleton office was 16 – 85+

A total of 39% of the clients we helped considered themselves to be disabled, the main disabilities being long-term health conditions and mental health problems.

Report to Congleton Town Council



The outcomes of advice

Citizens Advice has reviewed research by academics and concluded that there is evidence that advice can lead to direct improvements in patients' mental health. They summarise these findings:

- 'Gillespie et al. found 46% of interviewees said accessing money advice and being provided with appropriate support had improved their mental health and wellbeing¹
- Abbot et al found improved mental health due to increased income ²
- Greasley et al found 81% at 6 months said advice had helped them and the subsequent extra income reduced anxiety and stress³
- Borland and Owen found 84% agreed that advice reduces feeling of hopelessness⁴
- Jones 2009 found following advice client report less anxiety, less stress, fewer worries, fewer panic and anxiety attacks, more settled, and more relaxed⁵

Financial Outcomes

One of the ways in which we measure the impact of our advice is through recording financial gains obtained for our clients. Clients often do not return to tell us the outcome of our advice so the figures recorded are inevitably lower than the actual gains. In addition, 2013/14 saw the introduction of a new case management system which records financial gains very differently to that of past systems. Despite this, in the last 4 quarters (Oct 2013 – Sept 2014) the following gains were recorded for clients visiting our Congleton office. It does not include clients living in Congleton who chose to access the service at another of our offices:-

Value of outcomes where a financial gain was achieved for client	£139,382.00
Value of outcomes involving management/restructure of debts	£303,518.00



Greta's Story

Greta lives in Congleton. She is 63 years old and has suffered from severe depression since being in a very abusive relationship which had now ended. She is receiving help from a psychiatrist and is in receipt of disability benefits. Greta lives with her 23 year old son in a two bedroom flat which they rent from the local Housing Association.

The Issue

Greta came to one of our drop in sessions and appeared to be very distressed. She explained that she had had solar panels installed in March 2014 by 'Solar Save'. Dave, salesperson with 'Solar Save' had visited her again recently, arriving at 7pm and finally leaving at midnight after Greta had agreed to have special heat pumps installed at a cost of £7,500. She had signed a credit agreement with 'To you' finance for a total of £11,944.

Greta explained that she did not want the pumps and could not afford them but she had felt intimidated.

What we did

We checked the credit agreement and noted that there was a 14 day cooling off period with the agreement but this had run out the day before.

We discussed miss-selling with Greta. We telephoned Citizens Advice Consumer Advice Line on her behalf and they agreed to refer the case to Trading Standards. They suggested that we could ring the finance company for Greta and see if the finance had been executed and if not, put forward Greta's case and try to cancel it.

Outcomes

We spoke to both the finance company and 'Solar Save' and explained that Greta felt she had been miss-sold the pump. They agreed to accept a letter from us cancelling the sale on Greta's behalf. We wrote one with Greta and posted it to them using registered post.

Greta said that she would not have been able to resolve the issue herself and she left our office very relieved that she had not had to try to find over £11,000 from her low income for a product she didn't want.

Report to Congleton Town Council



Client feedback

CECAB conduct an annual study of clients' experiences of our service. Our 2013/14 study showed that 99% felt 'Very Positive' or 'Positive' about the advice they had received and 100% said they would use the service again.

The social value of CECAB in Congleton

Social value is defined as the additional benefits to the community through the way we deliver our service. This includes the investment in our volunteers, our community engagement and the campaigning and influencing work we do.

Volunteering opportunities

CECAB has a proud history of investment in volunteers.

We recruit local people to work as volunteers with us; across the offices we have approximately 80 local volunteers performing a variety of roles including advisers, administrators, specialist caseworkers and trustees.

Our volunteers bring a diverse mix of skills, experience and life experiences. Volunteer ages range from 22 years to 80 years and include retired head teachers, students and carers.

When they come to us, each volunteer is allocated a mentor and receives extensive role-specific training, support, management and ongoing development opportunities.

The Congleton office is staffed by an Advice Supervisor and 21 volunteers.

The volunteers give approximately 130 hours per week, or 6760 hours per year.

The annual financial value of these volunteer hours, if charged at a nominal rate of £15 per hour, is

£101,400

Volunteering is proven to

- increase skills, employability and personal resilience
- have health and wellbeing benefits, especially for older people.
- increase community engagement

Report to Congleton Town Council



Community Engagement

CECAB is deeply entrenched in the local community. We have extensive local knowledge and reach a diverse client base. We are actively involved in partnerships with a number of local initiatives including:

Cheshire East Community Advice Partnership (CECAP), transforming services, adapting to the changing funding environment, reducing duplication and developing an enterprising business model for the future of advice provision across Cheshire East.

Healthwatch Cheshire East, giving everyone a voice regarding health and social care services locally and enabling them to get the best from local health and social care services, and developing the services for the future.

We also work in a consortium with our neighbouring **Citizens Advice Bureaux** to deliver some specialist services. This collaborative approach enables us to maximise the impact of our work with Congleton residents and helps to develop and shape local services.

We hold a number of our community liaison meetings with other local stakeholders at our Congleton office

Quality of Advice

We are committed to ongoing learning opportunities for all our staff and volunteers and we maintain a high quality service by ensuring that we offer regular supervision, staff development opportunities and training. We hold the Advice Quality Standard certificate and we are audited by our national body every three years.

Campaigning and Influencing

We campaign for change about the policies and services that cause our clients problems using the stories about their experiences to illustrate what needs to be changed; we call this social policy work. We raise social policy issues at both a local and national level.

Report to Congleton Town Council



The following Case study is just one example of how a successful outcome achieved for our client also benefits others.

Martin's Story

Martin and his partner came to our office for advice regarding enrolment on a training course in hospitality services with Q Training. The course was for 12 months and a combination of home study and a work based learning programme. Assessments were to be carried out every 4-6 weeks, training materials were to be supplied by the training provider and a work placement would be set up at Peckforton Castle.

Martin had paid over £2,200 to Q Training but when he came to us for advice he had received no training materials or visits and had to set up his own work placement.

Our investigations found the training provider had gone into liquidation although their website was still live and had endorsements from *City and Guilds* and the *National Skills Academy* (Skills Funding Agency) and EDI. With the client's permission we wrote to these bodies to make them aware of the situation regarding the training provider and to establish if Q Training were legitimately using the logos on their website we believed it to be misleading for individuals.

The Skills Funding Agency is not currently a public body for the purposes of the Freedom of Information Act 2000 but they agreed to treat our request for information under this legislation. We received a response from them stating that following our request they had contacted the Business Director of Q Training Ltd who was now trading as Consultancy and Training Solutions Ltd (CTS). He stated that CTS would continue to provide the training as a 'goodwill gesture' to enable previous customers to complete their qualification.

City and Guilds also replied to advise that this matter had been passed to their legal department as Q training had not been licensed to use their logo on their website. Q Training was an approved centre with Pearson EDI but following liquidation was no longer on their systems. They advised that they 'would be making contact with Q Training requesting that they remove the EDI logo from their website, as this should not be displayed now that they are no longer active and would also be carrying out reviews of learner portfolios with the aim to assist as many learners as possible to achieve their qualifications'.

Whilst we are still awaiting further instructions from Martin on the steps he wishes to pursue, our intervention has meant that a commitment has been obtained from the training provider to fulfil his training obligations to the client. We have also alerted the national training bodies to a need to monitor the use of their logos by training providers and ensure that they are legitimate and accredited providers.



The importance of the Congleton Town Council Grant

The C.A.B. Service in Congleton owes its existence to Congleton Town Council. Since Congleton borough developed its own CAB in 2002, Congleton Town Council has provided unstinting support for the service. That support has enabled us to help many thousands of Congleton Town residents and recruit and train tens, if not hundreds, of local volunteers. Without that support there would be no permanent CAB in the town.

However in 2008 came the global recession, almost no-one was immune from the impact. The reduction of affordable credit for businesses, the reduced grant income for local authorities and welfare reform took its toll right across the board. In 2009, facing the prospect of closure, we merged with Crewe and Nantwich CAB. However since then funding for our general service has reduced by 27.6%, most of which came from cuts to our core grant from Cheshire East Council but we also experienced reductions to all other funding received from Town and Parish councils.

As well as the cuts in funding for our general advice services, we suffered badly when legal aid funding was withdrawn for debt and welfare benefit cases. The ending of the contracts we held up to the end of March 2013 resulted in a loss of income of around £100,000 per year. Reductions in other funding for our specialist services and the ending of some project funding meant that income for our specialist services reduced by over 42% in the first 5 years of the newly merged bureau. In 2013 we lost 11 paid staff, most of whom were specialist caseworkers. As well as losing financial and human resources, we lost a vast amount of skill and knowledge built up over many years which, to the detriment of anyone needing our help in the future, it is unlikely we will ever replace. Needless to say, demand for our services remains as high as ever.

To counter the effects of these cuts, we have restructured the organisation, including moving to more affordable premises in Congleton and up-skilling some of our volunteers to work alongside our remaining specialists.

Report to Congleton Town Council



We have also developed our digital services to enable more people to find the advice they need online via our web pages, freeing up face-to-face advice for those that need higher levels of support and guidance, or who have complex or urgent issues for which online methods would not be suitable.

The estimated costs of delivering in the town, in this financial year, are £57,000. This includes rent, heat, light, insurances, information resources, management, supervision and administration costs, volunteer recruitment, training and out of pocket expenses costs, and contributions to office and governance costs. Therefore, the contribution of £15,000 from Congleton Town Council represents just over 1/4 of what we need to maintain current services.

For every £ invested by the Town Council we can help to put back £9.29 into the local economy.

Looking forward

We have already learned that our grant from Cheshire East Council will remain at this year's level for the next 3 financial years (2015/18). Further cuts would seriously impact on our ability to maintain current levels of service for the people of Congleton (and Crewe Opportunities to develop new volunteers from the community would and Nantwich). diminish and a key resource for clients and funders would be threatened.

The grant from Congleton Town Council is critical to our provision of an essential, costeffective advice service in Congleton and therefore to the wellbeing of those living and working in the town.

We sincerely thank Congleton Town Council for your support in previous years and hope we can rely on your continued support in the future.

Liz Shaw, Chief Officer

¹ Gillespie, Morag; Dobbie, Louise; Mulvey, G; Gallacher, Y. 2007. Money advice for vulnerable groups: final evaluation report. Glasgow: Scottish Executive ² Abbott S, Hobby L: What is the impact on individual health of services in primary health care settings which offer welfare benefits advice. Liverpool, Health and Community Care Research Unit, University of Liverpool; 2002) ³ Greasley P: The Health Plus Project: advice workers in primary care in inner city Bradford. Bradford, Department of Community & Primary Care, School of Health Studies, University of Bradford; 2003

Borland, J. & Owens, D. 2004. Welfare Advice in General Practice: the Better Advice, Better Health Project in Wales
 Jones, Karen 2009. Outcomes of a Longitudinal Study of Citizens Advice Service Clients in Wales. Social Sciences, (March)



Budget Updates.

2014/15

Income (Inc Cenotaph/Opening E	Balance)	£ 59830
Expenditure todate		<u>£11852</u>
Balance		£47978
Project current/ongoing:-		
Antrobus St Gardens	£7000	
Cenotaph	£12000	
Heritage trail	£2500	
Public Realm	£10000	
Website (Dev/Main)	£1400	
Xmas Lights	£1700	
TTL		<u>£34745</u>
Balance		£13233

2015/16 (Budget Wish List)

CSG. Eco Schools (£1500) / Food4Free (£1000)/ SLIC (£300) inc energy

Poster / Apple Juice (£500) / Cycling Campaign (£500)

£4100 Marketing Leaflets etc (£300)

Congleton Creative. Workshops (£600) / Festival Fringe (£650)

Hidden Places (£900) / Beekeeping Workshops & Equip (£500) £2650

Youth Forum. In Bloom involvement (£1000) / Basket Ball

Hoops ((£1000) / Bridlepath Maps (£500) / Skate Park(£500)

Youth Hub (£2000) / Stuff2Do Website (£500) Chav Fashion

Show (£500)/ Volunteer Programme (£500) / Other Stuff2Do Event (£500)

Railway/Canal Art (£500) / Contingency Fund (£1000)

£8500

Projects & Finance. R.Dane Walkway (£14000)

£14000

Senior Forum. Contingency (£1000)

£1000

Total_

<u>£30250</u>

Groups still to come back with their proposals:-

Bear Town Radio

Beartown Ltd

Section Contracts	Unallocated	Income	£0.00 Group Funds	£0.00	TTI Spend to date	ıte	ttl cash av
	£0.00 2013/14	£0.00				60.00	
		Opening B/L	41515		Youth F	1200	
		Town Trust Stn	Stn Event 300		980	1099	
		Nortek (trees)	100		Seartown		
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TTI Spend to date	ate	ttl cash avail	Balance	Projects
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CSG	1099			
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Exec	4353.29			
Cong Ctiv				
Cenotaph	4296.14		_	
Room Hire	904.19	-1		
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			2014/15	/15	
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250	PN/222	8.5	CSG	\$1,100	1099
200	PN/225	12.75			
250	250 PN/228	6.8	R.Dane wilkwy	50.03	
150	R/Hire April	318.76	The Act	£500	200
94.5	94.5 PN/233	8.5	Antrobus St	£7,000	
300	300 PN/235	8.5	Cenotaph *	£19,200.00	7056.1
345	345 PN/238	8.9	Heritage trail	52,500	
90	PN/250	5.1	Learning Ctr	£2,000	2000
150 8	PN260	8.5	P.Realm	£10,000	
45.14	745.14 PN 262	6.8	website/maintn	£1,400	
909	PN245	8.5	St Pastors	£1,109	1109
560	560 PN247	18.7	Xmas Lights	£3,000	1300

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wikwy	-		£0
	£0.03		£0
Antrobus St	£500	200	£0
	£7,000		£7,000
Senotaph * £19,2	£19,200.00	7056.1	£12,144
Heritage trail	52,500		£2,500
earning Ctr £2	£2,000	2000	€0
P.Realm £10	£10,000		£10,000
website/maintn £3	£1,400		£1,400
St Pastors £1	£1,109	1109	9
Xmas Lights £3	£3,000	1300	€1,700
			03
Station Event	300	300	63
			B/L
7.0	540 100	133641	277 775

21891 port bid) £2109 Included in this total.

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	0.00 Beartown PO No.	£0.00 Exec PO No.	lo. £0.00 Cong Creativ PO No.	£0.00 Cenotaph	POP No.	£0.00 Room Hex	00103	Projects
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		IBD Website 293/1415	1415 1006.26	Thir tickets	325/1415	94.5 PN/233		Antrobus St
		AGM Advert 317/1415		Sth Event	o/d ou	300 PN/235	8.5	Cenotaph *
		C.Learning Ctr	2000	Uniforms	368/1415	345 PN/238	6.8	Heritage trail
			11 22 13	Banners	354/1415	90 PN/250	5.1	Learning Ctr
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				J.Carter	373/1415	745.14 PN 262	6.8	website/maintn
				S & P/ford	372/1415	600 PN245	8.5	St Pastors
				M&grundy	371/1415	560 PN247	18.7	Xmas Lights
				Progs/Flyers	410/1415	366.5 R/Hire May	146.25	
				J.Hearson	421/1415	150 R/Hire June	146.25	Station Event
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						PN272	8.5	
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								HLF £8400
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								P/ship (ex Pastors) £1891
								P/Ship (extra to support b

The Congleton Partnership - Major Projects 2014 Onwards (as of Sept 2014)

Cycleway Improvement.

Town Centre - Railway Station - Buglawton

Aim: To develop a "Traffic Free" route from the Town Centre to Congleton Railway Station and improve the Canal Towpath link from Buglawton to Biddulph Valley Way and Congleton Railway Station.

Partners:- The Congleton Partnership, Congleton Town Council, Cheshire East Council, Rivers and Canal Trust, The Congleton Cycling Campaign & Northern Rail.

Situation Update:-

Townsend Rd through to Thames Close completed March 2014.





Link through Severn Close down onto the Canal Towpath, east towards Congleton Station. Improve the steps and cycle access to the station.

J.Mills has received a quote for towpath work from C&R (£43k) and has asked them to develop plan further. (216mtrs at min of 2mtrs wide) Severn Close to Railway Station.

J.Mills to contact Belmont (Bromley Rd) re cycle "channel/wheel guide" for the steps from the canal to the station. Was originally quoted £13.5k +VAT

C&R . Are carrying out monthly work party events (last Friday each month) to improve the area as a whole both vegetation and litter wise.

Glens in Bloom activity and station improvement is coming along brilliantly. Mosaics now in place on each platform, they were created by workshops at Electric Picture House.



By default or good planning this area of town is getting a facelift.





To be completed by end March 2015.

Antrobus St Gardens.

Aim:- To open up the gardens from the car park, improve their appearance as a vital "green space" within the town centre to include possible artwork/sculpture and adult exercise area.

Partners:- The Congleton Partnership, Congleton Town Council, Cheshire East Council & Readesmoor Medical Practice.





Situation Update:- Agreement between In Bloom team and Readesmoor Practice for Sunflower planting against the big wall this summer, J.Byrne (Green Spaces Officer Cheshire East) is drawing up a draft design for the site. This is to be ready for inclusion in the Bloom Brochure. The project to be completed in approx 18 months.

Draft Design (1st Draft)

Application for Tree work on Lawson Cypress submitted w/c 26.6.14

Small amount of planting carried out by In Bloom/Food4Free.

Permission granted to remove conifers / old trees ,this to be carried out on 6th & 7th October Tree work now completed.

JB to discuss sustainable wooded sculpture with sculptor, Partnership to fund.

JB to get designs / costs for presenting to the Partnership Meeting 2.12.14

JB to get design and costings on Ornamental Gate from Belmont, again this will be presented to The Partnership exec on 2.12.14

Fitness equipment to be added once work is done, completion ready for next years in bloom.

JB to discuss plants with Readesmore and P.Pinto.

Project Involvement 2014 onwards.

Senior Voice Group (Title to be decided)

Aim: To put together a group similar to The Youth Forum to improve communications between residents and service providers for the more senior people within our society. To give them a voice, support, advice and opportunity for more activities / comradeship.

Partners:- Currently The Congleton Partnership and AgeUK Cheshire East (providers etc to be added)

Working with AgeUk and CEBC (Deb Lindop / A.Lawson).

Organisations being contacted (40)

Launch Event set for 30th September 6 to 7.30pm (similar to Youth Forum)

15 Organisations attended, 2 more declared interest, the next meeting is planned for 18th November. Services document being put together.

Cenotaph Project.

Aim:- To renovate and realign Congleton's cenotaph and to connect the Cenotaph and Memorial Garden with the adjoining Community Gardens to create an improved community space and access for all.

Lead Partners:- Congleton Partnership and Congleton Town Council. In total 20+ organisations/individuals are working across the whole project which also includes a years programme of awareness and engagement with the whole of the community.

Situation to date:- A programme of awareness and engagement has been drawn up to include poetry and sculpture training with schools, a locally written and produced play to be presented at Daneside Theatre 17th/18th October. A 3 month WW1 exhibition at Congleton Museum , all school libraries to receive a free copy of Lyndon Murgatroy's "Lest We Forget". Grant applications have been submitted to Cheshire East Council and The Heritage Lottery Fund to support both the awareness & engagement programme and design work on the site renovation.

The A & E activity is going as planned.

HLF first stage submission targeted to go in by 29th August.

HLF application submitted 27/8 and acknowledged by HLF in letter dated 2.9.14

Ownership of Community Gardens on track, passed by cabinet and is with CTC solicitor for checking the agreement.

River Dane Walkway/Cycleway (Scout Hut to Town Bridge - £43k est)

Aim:- To complete the River Dane walkway /cycleway (this is the last piece) from Dane St through to Riverdane Rd (Eaton Bank Industrial Estate)



Partners:- The Congleton Partnership

Situation to-date. No S106 to come from proposed Dane Mill development and not currently on Cheshire East works list. P.Bates to contact McCarthey Stone to see if they would be willing to provide some funding support. Est cost £43K, no completion target set.

As reported before funding for the scheme (£43k) proving difficult.

I have written to Steph Cordon re some support from CEBC's "Surplus £900k Fund" she is away until 28th July, hopefully will present the idea to Cllr Jones on return. I have kept Cllr Topping in the loop.

CEBC replied indicating that our request was a little too large, we may have to put around £14k in the pot to make it happen.

Radnor Park Signage.

Aim:- To improve signage in terms of businesses on the site and at the same time improve overall appearance of the site.

Partners:- Congleton Town Council & The Congleton Partnership

Project completed winter 2013.

Public Realm Strategy.

Aim:- To get 2 of the 12 projects around the Public Realm Strategy completed. The first 2 projects would be as listed in the strategy, Festival Square (RBS/B&M area) and The Pedestrian Area (Bridge St/Duke St)





Partners:- Congleton Town Council, The Congleton Partnership & Cheshire East Council.

Situation to-date. Cost £1.1M. Discussion has been held with CEBC around funding support from both S106 and CILS. Funding application was made to HLF but to no avail. Need to discuss with F.Bruce MP as to if we could access any European Funding.

Town Centre Development.

Working party to look at Town Centre Occupancy set up (inc Sian Raw-Rees from Timothy A Brown)

1st meeting held 25th June. S.Raw- Rees (Timothy A Brown) attended. Discussion around rent/rates/planning change of ownership. MS/JMac to look at the operation/work commitment around doing a healthcheck on the Town.

JMac to contact Clowes re the letting of Capitol Walk units.

High St 2020 workshop held 18th June. JMac attended conference at Manchester 10/7.

Follow up workshop to be held in September.

Comments at the meeting were made re the increase in activity and how it appeared to be improving footfall within the town.

Funding set aside.

The Partnership has set aside funding to support the following projects/initiatives:-

Congleton Learning Centre £2000 now paid int0 their Job Club activity

Eco Schools

Youth Forum (Carnival/In Bloom activities)

Congleton Sustainability Group – SLIC Project

Xmas Lights

Cenotaph Project.

Congleton Community Projected Projects 2015/2016

ww1 Commemoration Partnership to help promote events in Congleton as part 2014-2018 WW1 A and E Congleton
ation Partnership to help promote events in Congleton as part of the region's programme. CCP will continue to support this programme till 2018 E Member of the local group chaired by Margaret Williamson and made up of 20 local groups and organisations. CCP will continue to support this work Work has already started on next year's Festival.
Member of the local group chaired by Margaret Williamson and made up of 20 local groups and organisations. CCP will continue to support this work Work has already started on next year's Festival.
th We are planning to hold a promotional and marketing

Congleton Community Projected Projects 2015/2016

Event	Description	Partners	Funding
	to attend with a view to sponsoring aspects of the Festival as we cannot always just rely on local funding trusts	Bromley Farm Development Trust/Plus Dane Fairtrade, Co-op Membership, Farm shops and Farmers Markets, Cheshire Police Town Centre Management	
Open Space Arts Festival September 27/29 2015	Will continue to be a part of the Festival Creative Team involved in engaging the community, planning the weekend and delivering on the day.	CCP, Local artists Congleton Writer's Forum Local groups and organisations, Electric Picture House	Local Trust funding In kind support from CCP and others
Xmas Lights Switch-on November 2015	Will continue to work with the Xmas Team to organise the Lights Switch on event concentrating on the entertainment programme, lantern making workshops and lantern parade.	Christmas Team Town Council Volunteers Churches Groups and organisations Businesses	Account details will be available
Cheshire Rural Touring Network	Will continue to working with Electric Picture House (EPH) as promoters of the Rural Touring Theatre and development of Studio Theatre in Congleton	Cheshire Rural Touring Network (CRTN), CCP, EPH MMU Arts Department, Crewe	Subsidised performances, ticked events split any profit with CRTN
Congleton Unpluaded	In talks with and supporting new young team who are taking on this event in 2015		
Congleton Partnership	Will attend regular meetings. On the executive of the Youth Forum Group and Projects & Finance Group	Congleton Partnership	N/A
Fund raising	Fundraising events, grant applications seeking grants funding for revenue costs and for individual projects	CCP Trustees	N/A
Fund raising and community project advice	Will continue to deal with enquiries from local people about putting on community events with advice regarding health and safety, risk assessments, insurance, fund		

Congleton Community Projected Projects 2015/2016

	raising etc.		
Town Boards	Will continue to co-ordinate bookings for the Community	CCP	
	Town Boards		
Volunteer	Will continue to attend quarterly forums for the volunteer	CVSCE	NA
Managers Group	Managers Group Managers Group discussions and updates on managing,		
CVSCE	recruiting and supervising volunteers		

£10,800 of value added funding to the project. It is an important hidden income achieved by the Voluntary Sector. Total estimated funding raised for Congleton activities, including in kind, £27,800. Funds raised for CCP projects approx. £12,000, help given to raise funds for other projects approx. £5,000. All projects have a value added amount but the Food and Drink one has been calculated on last year's volunteers working out to

Annual Accounts year ending 31 March 2014 are available if required but as a basic summary:

Income:	Grants	20,704
	Town Board hire	760
	Fund raising events	560
	Event income	10,102
Total		32,126
Expendit	Expenditure: Admin costs /NIC	19,650
	Projects	10,174
	Office	1,038
	Insurance	405
Total		31,440

April 2015/16 activities are based on similar expenditure and income.

community in general in 2015, increased Rural Touring events and taking on any proposals that arise from Youth Forum, Partnership, In Bloom and the Not all projects are listed above as new events crop up all the time. Discussions are underway for further arts events and activities

Report to Finance and Policy Committee

Thursday 23rd October 2014

Streetscape and Grounds Maintenance Service

When conducting a review of Streetscape Services for the Budget 2015-16, it is worth first of all reminding members of the tasks and service requirements expected of the Team.

We have documented the formally adopted service standards by CEBC for each service area. Generally these date back to Congleton Borough Council. Although we now operate with a Service Level Agreement issued by CEC which details what is expected of the Streetscape and Grounds Maintenance team, but, these are based on outcomes. Even so, the reductions which CEC have had to make to service budgets over the last two to three years, means that in many cases, the standards are not being achieved and we have previously recorded from our observations and discussions with management and operatives, the actual standard that is being maintained. This formed the basis of the Service Level or Agency Agreement currently in existence with CEC.

We have though developed a set of aspirational service standards, those which the Town Council may wish to aspire to over a period of a few years. This hopefully will see standards increase year on year as operational efficiencies kick in and additional resources become available. These standards will as far as possible be output standards, e.g. length of grass or standard of cleanliness, supported by maintenance regimes necessary to achieve them.

1. Public Realm Services

The services below show what is currently included in the scope of work for the Streetscape Team.

Highways

The majority of highways functions remain with CEC via their outsourced service providers, ANSA who is responsible for Mechanical Street Sweeping, whilst Ringway Jacobs is responsible for Highways

Congleton Town	140.2km of roads & 188.66 km of footway	
Rural Parishes	124.2km of roads & 25.59 km of footway	
Total	264.4km of roads & 214.25 km of footway	

CTC duties include:

 Responding to any specific requests by CEBC Highways, to undertake visual inspections of Highways trees or carry out any minor, low level tree work within the capability of its Team.

- Undertake grass cutting and cutting back verges to footways as requested. Damage to verges
 observed by CTC will be reported to CEC Highways.
- Advise CEC of any situations requiring hedge cutting back by private owners/ occupiers which
 they believe require enforcement. Appropriate measures shall be taken to ensure that damage
 to wildlife and habitats is minimised to accord with the Wildlife and Country side Act 1981.
- Street name plates on new developments are paid for by developers. Highways will erect signs.
 Maintenance, replacement and provision of additional Street Name plates are provided as
 necessary by Highways, according to priority and budget. CTC will undertake erection or
 maintenance on request.
- Undertake periodic cleaning of traffic signs.
- As necessary to undertake gritting on footpaths.

Street Cleansing

 The Street Cleansing Service required is principally the service set out in Section 2(2) (C) of the Local Government Act 1988. It does not include land within parks and open spaces nor the emptying of gullies. Broadly it includes the cleansing of streets and public areas adjacent to them, car parks, emptying and cleansing of litterbins and certain Associated Services.

Congleton Town:	243.8km of roads channels
Rural Parishes:	241.4km of roads channels
Total:	285.21km of roads channels
Car Parks in Congleton Town:	14
School zones in Congleton Town:	10
School zones in rural parishes:	3
Litter Bins in Congleton Town:	220. Weekly emptying's: 440
Litter Bins in Rural Parishes:	38 Weekly emptying's: 38
Dog Bins in Congleton Town:	84 Weekly emptying's: 92
Dog Bins in Rural Parishes:	3 Weekly emptying: 3

- CEC has adopted the DoE Code of Practice on Litter (Edition 2 1999) and are using former CBC regimes litter picking frequencies to meet them. We have determined new zones which correlate with other parts of Cheshire East.
- Each zone (1-7) sets out both litter picking frequencies. Mechanical sweeping (Ringway Jacobs) is generally restricted to channels and road edges (in rural areas); footpaths are not routinely swept outside Zone 1. Additional sweeps and/or litter picks are undertaken, if the standard of an area falls below Grade B and it needs to be raised to Grade A within the appropriate time.
 Mechanical Sweeping though will be undertaken by Ringway Jacobs
- Litter bins & dog bins are no longer washed and disinfected routinely, but are done as necessary following inspection or complaint.

- Within zones litter and graffiti is removed as part of the Street Cleansing. The areas covered by the different regimes are set out in the Street Index.
- Each Zone includes the emptying of litter bins and dog bins, and the removal of fly-posting and graffiti as necessary. Within Zones there are connecting alleyways and footpaths, which are not always listed. These areas must be maintained to the regime standard of the surrounding area. Where streets are subject to leaf and blossom fall on a seasonal basis, the standard for removal will follow that detailed in each zone.

Zoning system

Zone	Area	Litter picking	Mechanical Sweeping (Ringway Jacobs)	Code of Practice Zones	Response times under Code of Practice: If the standard falls below Grade B, the following response times are allowed to raise the standards to Grade A.
1	Town Centres	Daily	Daily	High Intensity	1/2 a day, this means by 6pm if reported before 1pm or by 1pm the next duty day if reported between 1pm and 6pm on the previous day
2	High density housing, schools & secondary retail.	Weekly	3 monthly	Medium Intensity	1 day, this means by 6pm the following evening
3	Medium density housing, social housing & industrial estates.	Fortnightly	3 monthly	Medium Intensity	1 day, this means by 6pm the following evening
4	All other housing	No scheduled litter pick	3 monthly	Medium Intensity	1 day, this means by 6pm the following evening
6	Main roads and heavily used rural roads	8 weekly	3 monthly	High Intensity	1/2 a day, this means by 6pm if reported before 1pm or by 1pm the next duty day if reported between 1pm and 6pm on the previous day
7	Rural roads	Annual	Annual	Low Intensity	14 days

Code of Practice-Grades of Cleanliness:

For litter and refuse:

Grade A: No litter or refuse.

No detritus

Grade B: Predominately free of litter and refuse

apart from some small items

Predominately free of detritus except for

Some light scattering

Grade C: Widespread distribution of litter
and/or refuse with minor
accumulations
Widespread distribution of detritus with
Minor accumulations

Grade D: Heavily affected by litter and/or refuse
With significant accumulations
Heavily affected by detritus with
Significant accumulations

Guidance Standards for graffiti and Fly posting also apply

ZONE 1

• This Zone comprises footways, carriageways, pedestrian and other public areas in the Town Centre. It includes car parks and housing within the Zone.

Cleansing: Monday to Saturday

- 1. Daily presence in the area each day of the week, Monday to 1.30 pm Saturday.
- 2. The footways and carriageway channels and public areas must be swept before 08.30 am.
- 3. Any grassed, planted, public area or footways will be cleared of litter by 10.30 am. thereafter cleared of litter continuously throughout the day.
- 4. Litter Bins shall be emptied at least once daily before 08.30am and as necessary at additional times to prevent the overflow of litter.

Cleansing: Sundays and Bank Holidays

- 1. The footway and carriageway channels must be litter picked before 11.00 am.
- 2. Any grassed, planted or public area will be cleared of litter by 11.00 am.
- 3. Litter Bins shall be emptied once before 11.00 am.

ZONE 2

- These areas are often generally peripheral to Zone 1 areas, but also include high density housing, schools and secondary retail or commercial areas, and village centres with schools or secondary retail. They consist of footways, other shopping, public areas and car parks.
- These areas are litter picked weekly and mechanically swept every 3 months.
- Litter bins are emptied at least weekly, but more often according to the schedule.

ZONE 3

- These areas include medium density housing, social housing and both industrial and commercial estates and car parks within the Zone.
- They also include village centres without a school or secondary retail area.
- These areas are litter picked fortnightly and mechanically swept every 3 months. Litter bins & day fins are emptied at least weekly, but more often according to the schedules.

ZONE 4

- These areas include other areas of lower density housing, areas including car parks and minor public areas adjacent to them. It excludes isolated rural homes, which come within Zone 7.
- There is no scheduled litter picking, it is done as necessary to maintain or restore standards.
- Litter and dog bins are emptied at least weekly, but more often according to the schedule. Mechanical sweeping is undertaken quarterly.

ZONE 6

- These Zones include all main roads and heavily used roads in Urban Areas, where they are not included in a higher frequency Zone. Also A roads and other heavily used roads in rural areas.
- They are litter picked 8 weekly, and mechanically swept 3 monthly. Litter and dog bins are emptied at least weekly, but more frequently according to the Schedule (particularly laybys).

70NE 7

- These Zones include rural roads outside villages which are litter picked annually and mechanically swept annually. Litter and dog bins are emptied according to the Schedule.
- Due to manpower reductions the former "Task Force" no longer operates. It will be
 essential to continue or even bolster the Handy Person Service, if service requests and
 complaints are to be dealt with speedily, without reducing cyclic work.
- An emergency 24 hour cleansing service is required to deal with road accidents and other incidents and must be capable of responding to reported incidents within one hour.
- We would also need to continue to give assistance by providing equipment and transporting and disposal of collected litter to any voluntary or group undertaking area clean-ups.

Grounds Maintenance

Maintenance is carried out on Ornamental and Prestige Areas, Highways Urban and Rural Verges, General Amenity Areas, Public Footpaths, Sporting Areas, Recreation Areas, Rough Cut and Conservation Areas. These include:-

- a. <u>Mowing main area.</u> Perimeter and obstruction clipping; Re-forming edges; Seeding and renovation works; Pesticide application; Leaf clearance.
- b. <u>Flower beds</u>. Stripping of bulbs and plants; Preparation for planting; Planting of bulbs and plants; Weeding; Pesticide application; Pest and disease control; Plant maintenance e.g. dead heading; Leaf clearance; Renovation operations e.g. after vandalism.
- c. Rose and shrub beds. Planting; Weeding; Pesticide application; Rose and shrub maintenance e.g. dead heading; Pruning; Leaf clearance; Renovation operations;
- d. Trees. Planting; Removal; Inspection; Pest and disease control; Pruning of immature trees;

Area of Flower Beds in Congleton:	844 sq.m
Area of Shrub Beds in Congleton:	6758 sq.m (herbicide controlled) 1158 sq. m
	(manual weed)
Area of Rose Beds in Congleton:	34sq. m (manual weed)
Area of Park:	10 hectares (24.7 acres), including 3 hectares
	of Woodland
Bowling Greens in Congleton:	1 = 2150 sq.m
Area of Playing Fields:	120,732 sq.m
Area of Amenity Area/ Public Open Space in	179,016 sq. m
Congleton	
Length of road verges in Congleton:	138,622 linear m
Length of road verges in Rural Parishes:	170,963 linear m

The adopted Service Standard remains the former Congleton Borough Council Grounds Maintenance Specification 1993 which is an extremely detailed input standard. This has been modified following our observation and discussions with CEC management & operatives. Set out below is a précis of the main elements.

Bedding-Flower & Bulb Beds

- To plant these beds on two occasions per year with a selection of seasonal plant material. (To reduce cost, some flower beds are being reduced by lower maintenance beds or grass.)
- Maintained within beds visibly free of litter and debris, weeds, pest and diseases & damage.
- All clearance, preparation and planting to be completed by the end of June for summer bedding and by the end of October for Winter/Spring bedding.

Supply of Summer Bedding

 Fully grown Plants are to be purchased and stored in the Propagation unit prior to planting.

Roses & Rose Beds

- The works specified in this section refer to areas of formal roses in the Park.
- Maintenance is to be undertaken to keep beds visibly free of litter and debris, weeds, pests and diseases, damage or any other factors which detract from the quality of the display.
- All works undertaken in the maintenance of roses and rose beds to be in accordance with good horticultural practices.
- Manual Weed Control (Park due to HLF funding), where no herbicides shall be used.
- Weeding at least every 4 weeks from April to November.

- Replace roses as necessary
- Herbicide weed treatment on other beds following spring maintenance.
- Spring maintenance to include pruning, fork over area, apply fertilizer, & mulch.
- Summer Maintenance to include second dressing of fertilizer, dead heading & remove suckers at 4 weekly intervals.

Shrubs & Shrub Beds

- In addition to their ornamental value, their functions may include screening, physical barriers and ground cover.
- All works undertaken in the maintenance of shrubs and shrub beds shall be carried out in accordance with good horticultural practices
- Manual Weed Control areas- every four weeks between April and November.
- Herbicide Control areas- weeding in January to February, periodic herbicide application.
- Pruning, mulching, thin out crowded shoots
- Routine clipping of heathers & lavender etc.
- Trimming of Wall Covering Plants twice each year,
- Replace shrubs as necessary.

Bowling Green maintenance

- To maintain a safe, smooth, pest and weed free playing surface and undertake all
 operations in accordance with good practices for the maintenance, of fine turf. The
 Playing Season is from 1st April to the end of the second full week of October. Playing
 Season maintenance operations must be carried out before 10.00 am.
- Pre-Season Maintenance
- Playing Season Maintenance including Regime E mowing, aeration, watering, and 3 fertiliser applications.
- Post Season Maintenance including renovation works, scarifying, mechanical spiker application, over seeding of worn areas & pesticide application.

Grass Cutting

- The season is Mid March to Mid November. Cutting is ceased in very dry or very wet
- In certain areas (principally Astbury & Holmes Chapel Road) flowering bulbs have been planted, this means that the grass is not cut until a minimum period of six weeks has elapsed after completion of flowering.
- Mowing shall be undertaken in such a manner as to cut the full extent of the areas
 detailed, up to paving, fencing and any boundaries or obstructions, producing an even
 height of cut over the whole area leaving no stalks or seed heads. The cutting of edges,
 margins and areas around all other obstructions shall be undertaken on the same day as

- the main area where possible. An alternative to cutting around trees & post etc is the application of a weed killer.
- Collection and disposal of litter whilst carrying out grass cutting operations. With flail mowing this is best done after cutting. With other equipment it is best done before cutting so that litter is not shredded.
- Where grass cuttings are allowed to lay these shall be evenly distributed over the area leaving no unsightly windrows or deposits of accumulated grass.

Regime A -Fine Turf /Lawns (ornamental areas of Park, around flower beds, roundabouts & cenotaph)

Remove all cuttings from the site.

April - September Cut at 7 day intervals

October

Cut at 14 day intervals

The required height of cut will be 12mm. The grass will not be allowed to exceed a height of 20mm.

Perimeter clipping 15 Occasions

Regime B - Verges, Open Spaces,

General Amenity Areas and Sports Pitches

Where grass areas include Sports Pitches, suitable cylinder type mowing equipment will be employed on the main pitch and apron areas. This is usually a 7 gang mower behind tractor on larger areas. Other areas are cut with a rotary mower (hand or ride on), flail mower or 3 gang cylinder mowers.

The grass will be cut at two week intervals throughout the season at anticipated frequencies of 13-17 occasions. In reality, this is now 3 ½ week intervals for the triple and hand mowers and 3 week intervals for the 7 gang mower.

The minimum height of cut will be 25mm except on Rugby pitches where during the playing season the minimum height of cut will be 75mm.

In a few areas such as the bank in Congleton Park, & Buglawton, path edges in wooded areas, the grass will be cut at four week intervals. The minimum height of cut will be 50 mm.

In a small number of low profile areas such as the flood plain in St. Johns Road, the grass will be cut at six-eight week intervals with hand mower. The minimum height of cut will be 75 mm.

Regime E - Bowling Greens

Mowing machines shall be of the Cylinder type propelled by a rear roller, and front roller to control the height of cut, and shall be fitted with a box.

The whole area of the green will be drag brushed prior to any grass cutting operation, and on any morning when dew is present.

The whole area shall be cut leaving and producing regular and even striping of the area. The direction of cut shall be varied over three directions, one of which will be a diagonal cut approximately once a fortnight.

During the approach to the Playing Season (Late March to April) cutting shall take place twice weekly. The required height of cut will be: Week 1-l0mm, Weeks 2 & 3-8mm, Weeks 4 & 5-5mm.

During the Playing Season (May to September) cutting shall take place each Monday, Wednesday and Friday. The minimum height of cut will be 5mm. and not 8mm.

During the closing of the Playing Season cutting shall take place twice weekly. The required height of cut will be: Weeks 1 & 2-5mm, Weeks 3 & 4-8mm, Week 5-10mm. During the closed season (November to Late March) the grass shall be cut so as not to exceed a height of 10mm. (Approximately once per six weeks)

Anticipated required frequency of grass cutting operations per season: a. Grass cutting- 80 Occasions; b. Perimeter clipping-26 Occasions; c. Verti-cutting-3 Occasions

Regime F - Rural Verges, Rural Verges (Roads with Speed Limit >40mph)

Cutting will be carried out to visibility splays, at junctions and on bends and a 1.2m swathe adjacent to carriageways or footways. The frequency of cutting will be dependent on the rate of growth but will normally be twice per year. Additional cutting of visibility splays at junctions and bends will be carried when conditions determine that sight lines are, or are likely to become, obstructed by vegetation. The vegetation is to be cut to a height of below 100mm. This work is currently undertaken by a private contractor.

Urban Verges (Roads with Speed Limit 40mph or less)

The whole width of the verges shall be cut to maintain the height of the grass between 25mm and 100mm throughout the year. This is likely to require cuts every 2-2.5 weeks, but in reality it is only every 3.5 weeks.

Regime G - Public Rights of Way

Ensure that passage along the pathway is not hindered due to overgrown green vegetation when requested to do so.

Mowing is undertaken to cut the full extent of the areas unless the width of grass exceeds 1.5 metres. In this case an area of only 1.5 metres adjacent to the footpath will be cut, except for the final cut when the full extent of the area will be cut. At all times an even height of cut will be produced.

Cuts are usually carried out on one occasion per year. The required minimum height of cut for all vegetation will be 50mm.

Regime H - Grass Cutting on Banks, Roughcut, Ecological and Conservation Areas e.g. Timbersbrook.

On areas mainly accessible to tractor or pedestrian mowers, cut grass and vegetation to a minimum height of 100 mm on four occasions per year.

On areas such as very steep banks, plantations and marshy areas, cut grass and vegetation up to 1500 mm high using strimmers and hand tools. Particular care will be taken to avoid damage to shrubs or trees. Anticipated one to three cuts per year.

<u>Grass Edge Re-forming – Siding out.</u> On request it may be required to reform grass edges that adjoin footpaths, kerbs, roadways, play equipment, hard standing areas, obstructions, fence lines etc.

Grass Seeding, Re-seeding & Turfing

As necessary, in accordance with BS 4428.

Cultivation & Preparation of Land

Undertaken directly or put out to a contractor

Ditch Work

The main responsibility is for a Highway ditch on Holmes Chapel Rd/Blackfirs which is maintained on request from Highways.

Drainage

This may be undertaken directly or put out to a contractor.

Carpet Bedding

Carpet Bedding is now rarely done because of the high cost. If undertaken on special request, the additional cost over seasonal bedding is charged to a sponsor.

Sports Pitches-Marking and Maintenance

- All markings shall be carried out in accordance with the requirements of the relevant sports governing body or drawings provided. All angles, lengths and radii shall be true and accurate. Lines shall be 75mm wide unless specified.
- Prior to marking out, grass shall be cut to ensure that the height of grass does not exceed
 25mm.
- At certain times of the year various users may request the marking of temporary facilities, particularly for sports days.
- Erection & maintenance of goal posts & inspection during season.
- Fertiliser twice during season

- Aeration, verti draining and harrowing.
- Renovation at end of season.

Furniture Maintenance

Routine cleaning, maintenance and inspection of a variety of landscape furniture including Litter bins, Picnic tables, dog bins, notice boards and signs, Benches and seats, Planters, bollards.

Hedge and Formal Trees-cutting and Maintenance

Up to 3 times per year depending on variety.

Leaf Clearance-Autumn

Clear all accumulations of leaves from all areas of grass and soft landscaping ensuring no damage is caused to any grass area or plants.

Litter and Debris Clearance

In accordance with the Litter Code of Conduct and shall further include branches, twigs and fallen fruit.

Snow Clearance and Gritting.

May be required to maintain access or to provide for public safety by undertaking snow clearance and gritting operations of hard areas in the event of snowfall.

Special Events

There may be throughout the course of the year, special events held in parks and open spaces. These vary in scale, length of time and the amount of preparatory work required for such events.

Arboricultural Works

Will only undertake very minor tree work, other work is undertaken by a specialist Arboricultural Team.

Public Toilets

This specification is based on the former Congleton Borough standards, modified following observations, inspections and discussions with operatives.

There are two public toilets at Market Street and Princess Street, although the Princes Street facility will close when work starts on Bridestones 2

Toilet facilities should be available during designated opening hours.

They should be clearly signed, clean, graffiti-free, well lit, and free of unpleasant odours, stocked with toilet paper and soap with hand drying facilities and mirrors.

All cubicle doors should be in full working order and be fitted with appropriate locks.

Toilet seats, sanitary ware, and plumbing should be clean and in good working order.

To achieve this, only <u>one</u> visit is routinely made per day (7 days a week) by an operative to undertake cleaning & replenishing of disposables. A second visit is made if a complaint about condition is received. Damage, vandalism or items not working are reported to management for repair. Urgent matters are highlighted.

Periodic deep cleaning is <u>not</u> undertaken by the operative.

Play Areas

This specification is based on the former Congleton Borough standards, modified following observations, inspections and discussions with operatives.

Formal Play Areas in Congleton Town:	11
Formal Play Areas in Brereton:	1

- Play facilities should be maintained in a safe condition and fit for purpose.
- Equipment should be kept free from graffiti and the play area should be free from litter, debris, glass and dog fouling.
- Any safety hazard identified should be resolved immediately or the equipment/ area be taken out of public use.
- Rubberised safety surfaces should be maintained in a clean and tidy condition.

This standard is achieved by:-

- Site staff on a once weekly basis; undertake a visual inspection of equipment & safety surfaces.
 - At the time of the inspection, staff will clean the site of litter, glass, dog fouling etc.
- Vandalism will be reported to management and be attended to by a maintenance officer.
- A maintenance officer will undertake routine maintenance and repairs. Certain work such as fabrication or welding will be undertaken by a specialist contractor.

- A recorded quarterly inspection will be undertaken by a ROSPA trained operative, and any unsatisfactory matters referred to the Maintenance Officer for attention.
- A Statutory independent annual inspection is undertaken by a Consultant or Insurer.

Street Furniture

- Cleaning, maintenance and inspection of benches, other seats, planters, direction signs, bollards, notice boards and memorials belonging to or adopted by Cheshire East Council. All work is undertaken as necessary.
- All street furniture should be clean, tidy and maintained in a condition fit for its purpose.

The Town Council already undertakes this work for community street furniture. N.B. Litter, dog fouling, graffiti and fly posting is removed as part of Street Cleansing. Planting is maintained as part of Grounds Maintenance.

2. Staffing

Current staffing levels consist of 10 operatives and a supervisor.

Three of the operatives are solely responsible for the streetscape and grounds maintenance functions, whilst one is responsible for rural litter picking and another spends the majority of his time emptying all the litter bins and dog bins located in the Congleton area.

Another operative is responsible for cleaning the public toilets and keeping the Town Centre clean and tidy. One operative in the spring and summer months spends all of his time on the ride on mower grass cutting, and in the winter helps out on the winter schedules of pruning and trimming shrubs, path clearing and other duties.

The remaining three operatives are responsible for the maintenance of the Park and roundabouts including summer and winter bedding.

As previously stated though, staffing levels for the streetscape team have been dramatically reduced. Whilst efficiencies are improving standards and we have received some very positive feedback form members of the public concerning the service being provided, nonetheless, in the medium to long term to achieve the aspirational increase in service standards will require additional staff.

The Town Council has already agreed to the recruitment of an apprentice and that process has now been completed. But, currently the Streetscape Team is suffering from other problems which are affecting its ability to operate effectively and this concerns the serious illness of two members of staff whilst a third has had to go into hospital for an operation, although has now just returned to work, currently then 2 members of the team are absent from work. Such

difficulties reinforce the fact that we need to build some further resilience into the team and plan for the future as members of staff approach retirement.

The personnel Committee have already recommended that a further apprentice be recruited in 2015 to add to the team, this is the very minimum that is required to start to build some resilience back into the team.

3. Transport and Equipment

Having two additional members of staff available, apprentices, does give rise to opportunities to amend the existing teams to enable greater flexibility and manpower to be used to achieve the various schedules that are set for street cleaning and ground maintenance work, thus improving service to residents and the Town's well-being.

To support this it is proposed to lease an additional vehicle

One area that was under pressure this year was the grass cutting schedule, this schedule was frustrated by the high level of wet days in the early part of the season which makes grass cutting difficult or indeed impossible, exacerbated by the warm set weather which leads to high grass growth.

Whilst we have purchased an excellent high quality ride on mower, the backup mower is in poor condition and was unavailable frequently because of breakdown.

It is recommended that another ride on mower is purchased, rather that new; a good quality second hand mower would suffice which would cost approximately £k16.5

4. Management

The combination of the Streetscape Supervisor and Facilities Manager who between them manage the Streetscape Team is exceeding expectations.

It is very clear that the transfer of the function to the Town Council has been virtually seamless and that in no small part is down to the competence, professionalism and willingness of the supervisor who manages the team extremely well and interfaces and empathises with councillors and the public alike as well as being efficient.

5. Costs

Streetscape Budget 2015-16

	Projected	
	actual	<u>2015-16</u>
	£	£
Staff costs	364055	368019
Horticultural supplies	8000	19620
Vehicle fuel	15000	19500
Vehicle rental	35376	37696

Total costs for the Streetscape and Ground maintenance function transferred to CTC are $\pm 499,894$ of which $\pm 75,710$ is a consequence of transferring the Handyman Service into this cost centre.

At the moment it is anticipated that we will receive £k320 from CEC, the variance discounting the Handyman Service amounts to £k104 which arises from:-

	£
Reallocating cost of TC & FM	40
2 Apprentices	17
Shortfall in horticultural budget	12
Watering hanging baskets	8
Additional vehicle	4
Toilets	15
Total	96

It is expected that Cheshire East will provide a budget of £k320 but, this excludes the cost of the shortfall in budget for horticultural supplies which has been raised with the Borough.

Brian Hogan 09.10.14