



Congleton Town Council

Historic market town

Town Clerk: BRIAN HOGAN



23rd May, 2013

Dear Councillor,

Special Town Council Meeting – Thursday 30th May, 2013

You are summoned to attend a meeting of the Council, to be held in the Town Hall, Congleton on **Thursday 30th May, 2013** commencing at **8.00pm**.

The Public and Press are welcome to attend the meeting. There may be confidential items towards the end of the meeting which the law requires the Council to make a resolution to exclude the public and press.

Yours sincerely,

B. Hogan
TOWN CLERK

AGENDA

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

To approve the Minutes of the meeting held on 18th April and Annual Meeting held on the 9th May 2013.

3. Declarations of Disclosable Pecuniary Interest

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

4. Congleton Annual Town Meeting Minutes (enclosed)

To receive the minutes of the Annual Town Meeting held on 2nd May 2013.

Congleton
beartown
where friends are made

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

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



5. Questions from Members of the Public

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

6. Annual Report 2012-13 (enclosed)

To receive the Annual Report for 2012-2013.

7. Annual Return, Annual Governance Statement and Annual Accounts 2012-13 (enclosed)

I. To receive and approve the Annual Governance statement for the year ended 31st March 2013.

II. To receive and approve the Annual Accounts for 2012-13.

8. Power of Competence (enclosed)

To consider adopting the Power of Competence, under the Localism Act 2011 s1(1), having confirmed that the Town Council meets the requirements of the Act.

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

Congleton Town Council

Minutes of the Meeting of the Council held on Thursday,
18th April 2013 in the Town Hall, Congleton.

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

1. **APOLOGIES**

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

Apologies for absence were received from Councillors D.S Allen, D.T Brown and R.K Williams.

2. **MINUTES**

CTC/85/1213 RESOLVED- That the Minutes of the meeting held on the 7th March 2013 be approved and signed by the Mayor.

3. **DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST**

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

Councillor G.Baxendale declared a non-pecuniary interest in any matters related to Cheshire East Borough Council.

4. **MAYOR'S ANNOUNCEMENTS**

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

5. **OUTSTANDING ACTIONS**

None.

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

There were no questions raised from members of the Public at the meeting or notified in advance in writing.

7. **CHESHIRE EAST COUNCILLORS' REPORTS**

Cllr G.Baxendale commented that Cheshire East were in the process of appointing a new Chief executive. It was also noted that the Borough had lost the Loachbrook Farm appeal.

Cllr. Mrs Bours requested information on the new Chief Executive's salary.

8. **PLANNING COMMITTEE**

CTC/86/1213 RESOLVED- That the minutes of the meeting held on 14th March and 4th April 2013 be received and the recommendations therein be adopted.

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

CTC/87/1213 RESOLVED- That the minutes of the meeting held on 21st March 2013 be received and the recommendations therein be adopted.

10. **FINANCE AND POLICY COMMITTEE**

CTC/88/1213 RESOLVED- That the minutes of the meeting held on 28th March 2013 be received and the recommendations therein be adopted.

11. **TOWN HALL COMMITTEE**

CTC/89/1213 RESOLVED- That the minutes of the meeting held on 14th March 2013 be received and the recommendations therein be adopted.

12. **ACCOUNTS**

CTC/90/1213 RESOLVED-

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

13. **URGENT ITEMS**

There were no urgent matters raised.

14. **YOUTH COMMITTEE/JUNIOR COUNCIL**

CTC/91/1213 RESOLVED- That the minutes of the meeting held on 18th March 2013 be received.

The Youth Council provided an update on the pre-launch website they were producing and thanked the Town Council for its support with the project.

15. **CONGLETON LINK ROAD**

Correspondence from Fiona Bruce MP, together with a copy of Hansard illustrating the case the MP made to Parliament for support for the Link Road in Congleton was considered by members.

CTC/92/1213 RESOLVED- That the Town Council would like to record its congratulations and thanks to Fiona Bruce MP for the splendid speech she made in Parliament making the case for the Link Road in Congleton.

16. **MERCIAN REGIMENT HOMECOMING PARADE**

Arrangements for the Mercian Regiment Parade taking place in Congleton on the 14th June were considered. It was noted that Cheshire East would host a VIP reception in the town Hall at 10.30am and a reception for the troops at lunchtime.

CTC/93/1213 RESOLVED that the correspondence be received and noted.

17. **MOUNTVIEW CARE HOME**

Members expressed concern at the current consultation exercise being conducted by Cheshire East Borough Council and the fact that Mountview might be closed. It was considered that with the potential for an increase in population in the next few years, coupled with an ageing demographic in the Town there was a need to retain this local facility.

CTC/94/1213 RECOMMENDED that:-

1. Cllrs should complete a response to the consultation individually.
2. The Town Clerk to demand responses to the questions raised with Cllr J. Clowes, Portfolio Holder Health & Adult Social Care.
3. To confirm the Town Council's total opposition to any potential closure of the facility.

18. **MEETING DATE 2013-14**

CTC/95/1213 RESOLVED that the meeting calendar for Town Council and Committee meetings for 2013-14 be approved.

Mrs S A Holland

TOWN MAYOR

Congleton Town Council

Minutes of the Annual Meeting to the Town Council

Held at the Town Hall, Congleton on 9th May 2013

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

COUNCILLOR Mrs S A HOLLAND (RETIRING MAYOR) IN THE CHAIR

1. ELECTION OF TOWN MAYOR

CTC/1/1314 RESOLVED – Unanimously - That Councillor Mr G P Hayes be elected Town Mayor for the ensuing Municipal Year and until the acceptance of office by his successor.

Councillor G P Hayes then subscribed the Statutory Declaration of Acceptance of Office.

COUNCILLOR G P HAYES (TOWN MAYOR) IN THE CHAIR

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

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

2. VOTE OF THANKS TO RETIRING MAYOR

CTC/2/1314 RESOLVED Unanimously - That a vote of thanks be accorded to Councillor Mrs S A Holland for the able manner in which she had undertaken her duties during the year she was in Office.

The Town Mayor thereupon presented Mrs S A Holland with the Former Town Mayor's Medallion, suitably inscribed, to record her term of Office. The retiring Mayor, Councillor Mrs S A Holland, then responded.

3. **APOLOGIES**

Apologies for absence were received from Councillors Ms. L Bours, N T Price, G S Williams, Miss R K Williams and G Brittain.

4. **ELECTION OF DEPUTY TOWN MAYOR**

CTC/3/1314 RESOLVED - That Councillor D Murphy be appointed Deputy Town Mayor for the ensuing Municipal Year and until the acceptance of Office by his successor.

Councillor D Murphy having received his Chain of Office from the Town Mayor then subscribed the Statutory Declaration of Office.

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

CTC/4/1314 RESOLVED - That Councillor G R Edwards be elected Leader of the Council and Councillor D T Brown be elected Deputy Leader of the Council for the ensuing Municipal Year.

6. **COUNCIL COMMITTEES**

CTC/5/1314 RESOLVED - That membership of the Committees and Working Group be as follows:-

Planning Committee – All Members of the Council.

Personnel Committee – Cllrs D T Brown, R I Brightwell, Ms. L Bours, J S Crowther, Mrs S A Holland, Mrs A M Martin, D A Parker, Mrs E Wardlaw, Miss R K Williams and G S Williams.

Finance & Policy Committee – Cllrs P Bates, G Baxendale, G Brittain, D T Brown, R I Brightwell, G R Edwards, Mrs S A Holland, N T Price, D A Parker and Mrs J D Parry.

Community, Environment & Services Committee – Cllrs Mrs D S Allen, P Bates, Ms.L Bours, J S Crowther, D T Brown, Mrs A M Martin, Mrs J D Parry, Miss R K Williams and G S Williams. (Vacancy).

Congleton Town Hall

Cllrs Mrs D S Allen, L D Barker, G Baxendale, G Brittain, J S Crowther, Mrs A M Martin, D A Parker, Mrs J D Parry, N T Price and Mrs E Wardlaw.

Strategy Working Group – All Members of the Council.

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

Youth Liaison Committee – Cllrs L D Barker, G P Hayes, Mrs S A Holland and Mrs E Wardlaw.

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

CTC/6/1314 RESOLVED - That the following Members be appointed Chairmen and Vice-Chairmen of Committees for the ensuing year:-

Planning	Chairman -	Councillor L D Barker
	Vice Chairman -	Councillor Mrs A Martin
Personnel	Chairman -	Councillor D T Brown
	Vice Chairman -	Councillor Mrs SA Holland
Finance & Policy	Chairman -	Councillor G R Edwards
	Vice Chairman -	Councillor Mrs J D Parry
Community, Environment & Services	Chairman -	Councillor G S Williams
	Vice Chairman -	Councillor P Bates
Congleton Town Hall & Assets	Chairman -	Councillor D A Parker
	Vice Chairman -	Councillor Mrs D S Allen
Strategy Working Group	Chairman -	Councillor G R Edwards
	Vice Chairman -	Councillor D T Brown

8. **APPOINTMENT OF MEMBERS TO OTHER OFFICES**

CTC/7/1314 RESOLVED- That the following Members be appointed to the offices set out below:

Town Crier	-	Councillor D A Parker
Curator of Town Treasures	-	Councillor D A Parker
Assistant Curator	-	Councillor Mrs E Wardlaw
Lead Members on Quality	-	Councillor Mrs D S Allen
		Councillor G R Edwards
		Councillor D T Brown
Macebearer	-	Councillor D A Parker
Deputy	-	Councillor Mrs E Wardlaw

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

CTC/8/1314 RESOLVED- That the following Members be appointed as the Council's representatives to serve on the Body stated, for the ensuing Municipal Year, namely:-

(i)	Congleton Museum Trust	-	Councillor Mrs D A Allen (Reserve: Councillor Mrs SA Holland)
(ii)	Congleton Partnership Executive Group	-	Councillor G R Edwards Councillor J S Crowther
(iii)	Hilary Avenue Allotment Association	-	Councillor G S Williams

(iv)	Selection Panel	-	Town Mayor Leader of the Council Chair of Personnel Committee Plus 2 Selected Members
(v)	Congleton Area LAP	-	Councillor G S Williams (Reserve: Councillor Mrs A Martin)
(vi)	Astbury Mere Trust	-	Councillor J S Crowther Councillor G S Williams
(vii)	Chalc	-	Councillor Mrs S A Holland (Reserve: Councillor P Bates)

10. **MAYORAL ANNOUNCEMENTS**

The Town Mayor advised the meeting that Sister Heather Kemball had been appointed as the Mayor's Chaplain for the ensuing year and informed the Council that the Civic Service would be held on Sunday 19th May 2013 at St. Peter's Church, Chapel Street, Congleton at 3.00pm.

G P Hayes
TOWN MAYOR

CONGLETON TOWN MEETING

Minutes of the meeting held on Thursday 2nd May 2013

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

PRESENT Councillor Mrs S A Holland (Town Mayor)
B Hogan (Town Clerk)

INTRODUCTION

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

Annual Town Council Report 2012-13

The Town Mayor Cllr Mrs S A Holland provided the meeting with an overview of the Mayor's activities and highlights that took place during the Civic Year. The Town Clerk then outlined the main successes in the Annual Report achieved by the Town Council.

Street Pastors

The Reverend Andrew Lindley presented a talk on Street Pastoring and pointed out its success in other towns such as Gravesend and recently Leek.

Street Pastors typically engage with young people from about 7pm to 11pm on Friday and Saturday evenings with the intention of encouraging them to get off the streets.

The reverend reported that he intends to set up a similar street pastoring service in Congleton and hopes to have it operational by the end of the year.

QUESTIONS FROM THE PUBLIC

- Why is the street pastoring service focussed on young people is this seen as a problem area.
- A lot of people come down to Astbury Mere in the summer resulting in there being a drink problem, will the street pastor service cover this area
- Pleased that street pastor service is coming to Congleton, will it follow the Middlewich model.
- Why is Asbury Mere Water Sports Company being closed.
- What is happening about the toilets.
- Can we run a public subscription to fund the cost of the War Memorial, possibly a £1.
- Is there a plan to light the rest of the River Dane Walkway and the Park. Are you going to get the fountain working again in the Park.
- What about the boat on the River Dane.

- CRASH would like to thank the Council for its support in thwarting unwanted development proposals in the Town.

CLOSING REMARKS

The Town Mayor thanked the residents for attending the Annual Town Meeting and for their contribution to a lively debate on the issues affecting Congleton

07.05.13



ANNUAL REPORT OF CONGLETON TOWN COUNCIL 2012-13



QUALITY
TOWN
COUNCIL

Mayor's Overview

Well, what a fantastic year it has been, I, my consort, and Cadet feel very privileged to have represented Congleton in such an eventful and winning year with the Queens Jubilee / London 2012 and the following awards won through the effort of fellow Congletonians



A winning Year

- Best Kept Largest Town,
- Best Community Website
- Little Gem award for our Fountain in the Park
- Gold standard in the North West in Bloom awards
- Bearmania - Community Police Award
- Team Congleton - Embrace the Games award

Firstly, I would like to thank the many volunteers, organisations and companies that invest time and money to ensure that Congleton is what it is today, "very special". I have learnt so much in my year and did not realise the extent of the many organisations and volunteers active in our historical market town, we must

all acknowledge and support the fantastic work they do. Therefore, I have chosen to support the youth of Congleton as the beneficiary of my charity monies raised, which to date stands at £9,480.

"Monies raised through - Afternoon tea, Children's teas party, Golf Event, Mayors Ball and School Calendars"

My term started on May 9th 2012, when it seemed like the whole of Congleton lined the streets to proudly welcome and wave on the Olympic torch en-route to opening the 2012 Olympic Games.

Throughout my year I have attended as many local events as possible and far too many to list, however the following are some of the events that stood out for me.

Annual Food Festival – Congleton looked its best as over 5,000 visitors packed the streets of Congleton

Loverlee Jubilee - our beautiful Victorian Park put on a great show as Congletonians came out to celebrate the Queens Jubilee in glorious sunshine.

Its Knockout – headed up by our very own Olympic champions Robbie and Ann Brightwell "Team Congleton" saw a weekend of fun and laughter as teams battled with the many challenges that lay ahead.

Christmas light switch on – a very special time of year for all and the annual event once again packed the streets of Congleton as officially Christmas had arrived in Congleton.

Congleton High School Carol Concert – In my term I have attended many church services including my own, however on this occasion I didn't expect to see Astbury Church packed to the rafters with standing room only as the school put on an amazing performance.

Daneside Theatre – I have attended every production throughout my term and I congratulate Daneside as they truly do put on a great show.

It has been a complete pleasure and honour to serve Congleton as Town Mayor and offer my sincere thanks to my predecessor the late Cllr. David Martin and his family plus the many people that have helped and supported me in my term in office.

Cllr. S. A. Holland

Consort – David Holland, Cadet – Tom Heyes, Chaplain – Paul Withington

Leader of the Council

Where does the time go? It really does seem only a couple of months ago that I was sitting down to pen these few words looking back at 2011 and forward to 2012. Here we are doing the same again for 2012 and 2013.

The thing that stands out for me looking back at 2012 is the incredibly busy summer that we had (if we can call it a summer). In the six weeks between the end of May and the middle of July we had the Olympic Torch relay, followed a few days later by the many street parties held to celebrate Queen Elizabeths' Diamond Jubilee. Although the weather wasn't kind to us for the street parties, the following day was much better and we all had a fantastic day of celebration at the lovely Jubilee Park event. The following weekend, again with the weather being kind, we had our very own 'It's a Knockout' tournament. Seven days later we enjoyed the ever successful Food and Drink festival and then after a couple of weeks rest, the Carnival came to Town. In amongst all of that – we had to prepare the Town for the annual 'North West in Bloom' judging. All in all a very hectic summer - but what made it so special was the turnout to all of these events. Congletonians, and I suspect, a few others from further afield, turned out in their thousands to help us celebrate and enjoy the different activities that had been organized by a few very special people. Thank you to all of the volunteers that made the events possible and a big thank you to the people of our Town who show their appreciation by making the effort to join in.

What else have we been doing? Well, I mentioned the North West in Bloom judging earlier – we were awarded the RHS Gold Award for the third year running and in addition, we picked up a clutch of awards at the Cheshire East Civic Pride awards including the best kept Large Town.

Both Town and Borough Councillors and officers have been lobbying for a new road to the North of the Town to alleviate some of the traffic and air pollution problems and to provide easier access to our business parks which should help those businesses with ambitions to grow. This new road, which has been incorporated into our Town Plan and therefore the Cheshire East Local Plan, is now known as the Link Road. There is a political will to see a start on this road within the next few years. A group of local businesses have got together, calling themselves 'Link 2 Prosperity' to help promote and support the plans.

I did say last year that we expected to see a start on the new Bridestones Centre. Unfortunately, due to a variety of technical and bureaucratic reasons the project stalled. Cheshire East Council is working hard to try and unblock the obstacles and hope to announce their progress fairly shortly.

Looking forward, our summer is not planned to be as busy as last year but we do have 'Park Live' to look forward to which will be a combined Music and Eco festival lasting 3 days. If this is successful – it could well run alternate years with the Carnival.

We will also be hosting a parade on the Thursday the 14th of June to celebrate the homecoming from Afghanistan of the Mercian Brigade. We are hoping for a massive turnout of both the schools and general public for our very brave troops.

And of course, our very popular and ever increasing food festival will be held on the following Sunday.

Finally, your Councillors will continue to fight any unplanned development on your behalf, in particular, where it encroaches on our much loved green spaces within the Town Centre.

Once again, it has been a year of hard work, but, I have enjoyed every minute of it (well most anyway!). It has been a pleasure and a privilege to serve as Leader of The Council on behalf of the Town.

Councillor Bob Edwards

Town Council

The Town Council has 20 Councillors, who are elected to represent one of the two wards in the town. Councillors are elected to serve a period of four years. **All seats are up for election in May 2015.**

East

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

West

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

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

Officers for the period of this annual report were:

- Town Clerk - Brian Hogan
- Support Manager - Jackie Potts
- Town Centre and Marketing Manager - Jackie MacArthur
- Admin Assistant (Mayoral) - Linda Minshull
- Administrative Assistants - Andrea Morris-Wild, Sue Trow
- Facilities Manager- Chris Jones
- Handymen - Chris Banks, Mark Worthington
- 2 Halls Officers
- Casual Paddling Pool Attendants May - September
- Caretaking Staff

Council Meetings

The Council has a number of committees, most of which meet around 6 times a year. The dates for meetings in 2011-12 were:-

Community, Environment & Services 7/6 30/8 4/10 13/11 9/2 7/2 21/3

Council 31/5 21/6 20/9 1/11 6/12 10/1
7/3 18/4

Finance and Policy 31/5 30/8 18/10 29/11 3/1 14/2 28/3

Planning 24/5 14/6 19/7 23/8 6/9 27/9 18/10
8/11 29/11 3/1 14/2 14/3 4/4

Town Hall Committee 28/6 27/9 8/11 14/3

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

How is the Town Council Financed?

The majority of the Town Council's money comes from a precept which is added to the Council Tax levy set by the Principal Authority. In 2012-13 the precept was £681,629. Below is a summary of income and expenditure for the year ending 31st March 2013.

The money is spent providing services and representing the people of Congleton. In broad terms in 2012-13 the Town Council spent the money it raised on the following:

Congleton Town Council - Management Accounts 2012-13

	Actual Year To Date	Current Annual Bud	Variance Annual Total
<u>Finance and Policy</u>			
<u>101 Corporate Management</u>			
Staff Costs (re-allocated)	105,077	118,606	13,529
Travel	961	1,200	239
Training / Conferences	1,794	2,600	806
Rent Payable	13,950	13,950	0
Reception - TIC	2,499	2,499	0
Miscellaneous Office Costs	150	270	120
Telephone/Fax/Internet	1,660	1,400	-260
Postage	3,152	3,360	208
Stationery & Printing	1,725	1,800	75
Subscriptions & Publications	1,991	1,890	-101
Insurance	3,584	3,800	216
Computer/IT Costs	3,979	4,045	66
Photocopy Charges	2,803	3,465	662
Recruitment Advertising	112	500	388
Other Advertising	146	200	54
Equipment Replacement\Tools	0	100	100
Bank Charges	12	200	188
Audit Fees - External	1,900	3,000	1,100
Audit Fees - Internal	1,200	1,200	0
Accountancy Support	2,684	3,675	991
Legal & Professional fees	1,525	1,500	-25
HR & HS support	2,641	2,501	-140
Central Overheads reallocated	-29,355	-29,147	208
Tfr to EMR Elections	15,000	0	-15,000

Tfr to EMR Digital Display	25,000	0	-25,000
Corporate Management:- Expenditure	164,190	142,614	-21,576
CEC Double Taxation	-18,751	0	18,751
Interest Receivable	-8,461	-3,000	5,461
Corporate Management :- Income	-27,212	-3,000	24,212
Net Expenditure over Income	136,978	139,614	2,636
<u>102 Democratic Rep'n & Mgmt/Civic</u>			
Staff Costs (re-allocated)	20,032	21,569	1,537
Training / Conferences	631	3,000	2,369
Stationery & Printing	130	250	120
Marketing/Promotions	1,447	1,500	53
Council Newsletter	4,104	5,178	1,074
Council Website	2,050	2,000	-50
Members Expenses	105	500	395
Mayor's Allowance	2,600	2,600	0
Deputy Mayor's Allowance	260	260	0
Civic Expenses	4,520	4,500	-20
Civic Regalia	1,292	100	-1,192
Hall & Room Hire	4,501	7,000	2,499
Civic Artefacts and Treasures	148	1,000	852
Election Expenses	14,979	0	-14,979
Central Overheads reallocated	3,476	3,451	-25
Democratic Rep'n & Mgmt/Civic:-Expenditure	60,275	52,908	-7,367
<u>107 Grants</u>	62,604	77,013	14,409
<u>109 Capital and Projects</u>	98,173	96,800	-1,373
F&P Income - Expenditure Totals	358,030	366,335	8,305
<u>Community, Environment & Services</u>			
201 Paddling Pool	21,126	24,811	3,685
211 Congleton Park	0	0	0
215 Floral Displays	12,312	15,000	2,688
241 Allotments	163	500	337
251 Handyman service	45,245	68,851	23,606
262 Street furniture	0	250	250
263 Public Toilets - EMR	6,000	0	-6,000
264 Shopmobility	5,000	5,000	0
280 Devolved Services - EMR	27,250	27,250	0
301 Congleton Partnership	31,226	34,391	3,165
302 Community Development	27,760	31,798	4,038
303 Police Community Support Officers	47,200	47,200	0
305 Christmas Fayre/lights	3,871	4,000	129
321 Tourism	2,560	4,000	1,440
341 Youth and Young People	1,382	2,000	618
351 Fellowship House	760	0	-760

Tfr to EMR Capital Contingency	20,000	0	-20,000
	251,855	265,051	13,196

Town Hall

221	Town Hall - Expenditure	168,543	160,643	7,900
	Town Hall - Income	96,813	110,400	13,587
		71,730	50,243	-21,487

Total Net Expenditure

681,615	681,629	14
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The Town Council has supported local voluntary and community groups with approximately £65,000 worth of grants in 2012-13

Among those assisted were:

Grants awarded 2012-13

Congleton Museum	Notional rent	4500
Community Projects	Rent/Project support	16000
Congleton Partnership	Rent	1533
Citizens Advice Bureau	annual grant	15000
Christmas Lights	Christmas Lights	9000
Carnival Committee	Bi-annual Congleton Carnival	3750
Royal British Legion	Remembrance Day Parade	713.5
St Peter's Church - churchyard	Churchyard Maintenance	2650
St Peter's Church - clock maintenance	Church clock maintenance	236
Buglawton Community Group	Flowers for Buglawton	500
Congleton Museum Trust	Olympic exhibition	250
Congleton Harriers	Congleton Half marathon	250
Congleton Pentecostal Church	Seating for lounge area	250
Congleton Musical Theatre	Support for Annie	500
Congleton Film Festival	Film Festival	250
St John Ambulance Congleton	CPD posters	250

Park Run Congleton	Park Runs -	250
Congleton Players	Support for Calendar Girls	500
Congleton High School	Disabled music equipment	300
Congleton Harriers	Support for Cloud 9 race	250
Beartown Patchwork Group	Support for exhibition 2013	100
Jazz & Blues Festival	Jazz & Blues Festival 2012	500
Sol Theatre School	Summer theatre school 2013	1,000
Congleton Learning Partnership	Replacement of old/obsolete computers	1,000
Team Congleton 2012	Legacy projects	1,500
Rotary of Congleton	Support for Youth Makes Music Project	200
Grants given to hall hirers		4,131
Total		65,364

What Services does the Town Council Provide:

1. We fund 50% of the cost of four Police Community Support Officers, without our contribution there would be none in the Town
2. We operate a Handyman Service who are responsible for cleaning up a variety of areas around the Town, removing litter, graffiti, tidying open areas, clearing pathways and alleys, anything to make the Town cleaner and tidier.
3. We have a Market Town Manager who organises a variety of events in the Town as well as spending time promoting the Town and its businesses
4. We have restored and refurbished the Town Hall which was inherited from Congleton Borough Council; this has cost about £750,000, although there are still some projects to complete. The finance for the work is provided by way of a low cost Government loan and an interest free loan from the former Congleton Borough Council
5. The Council returns approximately £65,000 per year to organisations within Congleton to support their various activities, including making a significant contribution to the Citizens Advice Bureau
6. The Council provides Allotments
7. The Paddling Pool is opened annually and maintained
8. All of our Councillors are volunteers and do not receive any remuneration or fee whatsoever

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

- Providing an essential link between town residents and Cheshire East Borough Council to ensure grass roots views are heard and considered.
- Facilitating economic development and regeneration of the Town

- Examining all planning and licensing applications and giving opinions to the Borough Council on behalf of local residents
- Managing a range of local services and facilities to benefit the Town including the Town Hall, handy-man service, paddling pool and allotments
- Providing financial support to a variety of community groups and organisations which support the well-being of Congleton residents.

Some of the major achievements for 2012-13 include:

- High Street facing office facilities open Monday – Friday 9-5pm
- Part-funded Four Police Community Officers for the Town (£47.2k)
- Produced quarterly Town Council and Community Newsletter (Bear Necessities)
- Continued and developed the well-respected Town Handy Person Scheme
- Worked on promotion of the Town
- Christmas Fayre and Lights Switch on ceremony
- Supported town events such as the Food and Drink Festival
- Continued to support an active Youth Committee to serve the Town
- Provided direct support to Congleton In Bloom, and Cheshire Pride Awards
- Achieved gold in North West In Bloom
- Retained Quality Town Status
- Winner of Community Pride Award
- Commencement of Regeneration Strategy projects for the Town
- High Profile Congleton Partnership & liaison with businesses
- Promoted business and Link2Prosperity
- Lobbied for inclusion of a By Pass in Cheshire East Local plan
- Provided Town Centre Management
- Negotiating with Cheshire East on devolved services and partnership working
- Acting as Pathfinder on devolved services in conjunction with Cheshire East Council
- Completed Town Strategy with involvement from key stakeholders
- Promoted the Town Hall as a Wedding Venue and held further Wedding Fayre

Some key initiatives for 2012-13 – taken from the Corporate Strategy are: -

An Active and Engaged Community

- To administer the community grant scheme to help support and develop local groups including the CAB
- Support the Congleton Community Partnership
- To operate openly and share information through the Town
- Council website, community newsletter, notice boards and the media.
- To continue to engage in the town's next generation by supporting youth organisations & facilities and by working with the Town's Youth Councillor Committee.
- Support sport and leisure facilities which promote healthy lifestyles and support Team Congleton 2012
- Support Congleton's Food and Drink Festival and Best Garden Competition
- Support the continuation of Congleton's Fair Trade Status
- Support active engagement of the community in the Jubilee celebrations

A Sustainable Environment

- Continue the Town Handyperson service to keep on top of small works in the town.
 - To directly support “In Bloom” initiatives in Congleton and Buglawton
 - Fund four Police Community Support Officers to work in the town and support the work of Shopwatch
 - Be the voice of Congleton on licensing applications affecting the town
 - Complete the Town Hall energy improvements.
 - Measure the carbon footprint of the Town Hall
 - Support efforts to soften and green Mountbatten Way, included in Public Realm Strategy
 - Support phases 2 and 3 of the River Dane Walkway to provide a green corridor across the town.
 - Facilitate and promote phase 1 of the Public Realm Strategy
-
- Actively support the Management Plans for our Conservation Areas
 - Work with parties to ensure that regeneration and new developments reflect the heritage and traditional architecture of the Town
 - Produced a Town Strategy in conjunction with the Partnership and other key Stakeholders in the Town

A Strong and Diverse Economy

- Work with the KISS group and others to help local businesses
- Lobbied for high quality employment sites and improvement of existing Business Parks
- Provide Town Centre Management.
- Work with partners to utilize the Town’s entrepreneurial strength
- Work with partners to promote Congleton through the Beartown Brand.
- Lobby Cheshire East for use of S106 money for Town Centre Regeneration
- Advocate for improved public transport links
- Support the Musical Festival(Jazz and Blues)
- Work with retailers to maintain trade group(s).

A Celebrated and Protected Heritage

- Held an Open day for Town Treasures and Ancient Records

You can contact Congleton Town Council by:

Visiting/writing to: Congleton Town Council, Congleton Town Hall, High Street,
Congleton, CW12 1BN

Website: www.congleton-tc.gov.uk

Telephoning: 01260 270350

Fax: 01260 280357

Emailing: info@congletontowncouncil.co.uk

Local Councils in England

Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

Sections 1, 2 and 3 are completed by the person nominated by the local council.

Section 4 is completed by the external auditor appointed by the Audit Commission.

Section 5 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2013.

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do **not** leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2013, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for audit. Therefore, unless requested, do **not** send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2013.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk

Section 1 – Accounting statements 2012/13 for

CONQUETON TOWN COUNCIL

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

1	Balances brought forward	601050 654219	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2	(+) Annual precept	635908 681629	Total amount of precept received or receivable in the year.
3	(+) Total other receipts	170922 162050	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4	(-) Staff costs	267981 274857	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5	(-) Loan interest/capital repayments	56321 58042	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6	(-) All other payments	429359 488057	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	654219 676942	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8	Total cash and short term investments	689744 755897	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9	Total fixed assets plus other long term investments and assets	2611708 2676074	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10	Total borrowings	657425 617419	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11	(If Applicable) Trust funds (including charitable) disclosure note	NOT APPLICABLE	(if applicable) The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures in the accounting statements above do not include any trust transactions.)

I certify that for the year ended 31 March 2013 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date 21/05/2013

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

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Section 2 – Annual governance statement 2012/13

We acknowledge as the members of:

CONGLETON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2013, that:

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

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

Signed by:

Chair

dated

Signed by:

Clerk

dated

dated

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

Section 3 – External auditor certificate and opinion 2012/13

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2013 of

CONGLETON TOWN COUNCIL

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 2013; 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:

(continue on a separate sheet if required)

External auditor signature

External auditor name

Date

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 information please refer to the Audit Commission's publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.

Section 4 – Annual internal audit report 2012/13 to

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2013.

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

- | | | |
|---|---|---|
| A | Appropriate books of account have been kept properly throughout the year. | ✓ |
| B | The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ |
| C | The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ |
| D | The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ |
| E | Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ |
| F | Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | ✓ |
| G | Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied. | ✓ |
| H | Asset and investments registers were complete and accurate and properly maintained. | ✓ |
| I | Periodic and year-end bank account reconciliations were properly carried out. | ✓ |
| J | Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded. | ✓ |
| K | Trust funds (including charitable) The council met its responsibilities as a trustee. | |

N/A

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

A Shepherd-Roberts
For Auditing Solutions Ltd

Name of person who carried out the internal audit

ADRIAN SHEPHERD-ROBERTS

Signature of person who carried out the internal audit

Adrian Shepherd-Roberts

Date 1.5.2013

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

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

Guidance notes on completing the 2012/13 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.
- 2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers **all** your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting Statements (Section 1). **You must provide an explanation for any difference between Box 7 and Box 8.** More help on bank reconciliation is available in the *Practitioners' Guide**.
- 6 **Explain fully** significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that **you** understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the *Practitioners' Guide** to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2012) equals the balance brought forward in the current year (Box 1 of 2013).
- 9 **Do not complete section 3.** The external auditor will complete it at the conclusion of the audit.

All sections	All green boxes have been completed?	
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2013 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Section 2	For any statement to which the response is 'no', an explanation is provided?	
Section 4	All green boxes completed by internal audit and explanations provided?	

***Note:** *Governance and Accountability for Local Councils in England – A Practitioners' Guide* is available from your local NALC and SLCC representatives or from www.nalc.gov.uk or www.slcc.co.uk

Congleton Town Council

Financial Statements

For the year ended 31 March 2013

Congleton Town Council

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31 March 2013

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Congleton Town Council

Council Information

31 March 2013

(Information current at 30th May 2013)

Town Mayor

Cllr G.P Hayes

Councillors

Cllr D. Murphy (Deputy Mayor)

Cllr D.S Allen

Cllr L.D Barker

Cllr P. Bates

Cllr G. Baxendale

Cllr Ms L. Bours

Cllr R.I Brightwell

Cllr G. Brittain

Cllr D.T Brown

Cllr J.S Crowther

Cllr G. R. Edwards

Cllr Mrs S. A. Holland

Cllr A.M Martin

Cllr D. A. Parker

Cllr J.D Parry

Cllr N.T Price

Cllr E Wardlaw

Cllr G.S Williams

Cllr Miss R. K. Williams

Town Clerk

Mr. B. Hogan (Hons), CILCA

Responsible Financial Officer (R.F.O.)

Mrs J. Potts FMAAT, CILCA

Auditors

BDO LLP

Arcadia House, Maritime Walk

Ocean Village, Southampton, SO14 3TL

Internal Auditors

Auditing Solutions Limited

Clackerbrook Farm, 46 The Common

Bromham, Chippenham, Wiltshire, SN15 2JJ

Congleton Town Council
Statement of Responsibilities
31 March 2013

The Council's Responsibilities

The council is required:

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

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Financial Statements in accordance with Part 4 of the Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)” (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2013 and its income and expenditure for the year then ended.

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

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

The R.F.O. has also:

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

Responsible Financial Officer's Certificate

I hereby certify that the Financial Statements for the year ended 31 March 2013 required by the Accounts and Audit Regulations 2010 (as amended) are set out in the following pages.

I further certify that the Financial Statements present a true and fair view of the financial position of Congleton Town Council at 31 March 2013, and its income and expenditure for the year ended 31 March 2013.

Signed:

Mrs J. Potts FMAAT, CiLCA- Responsible Financial Officer

Date:

Congleton Town Council
Statement of Accounting Policies
31 March 2013

Accounting Convention

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

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

The accounts have been prepared under the historical cost convention.

Fixed Assets

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

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

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

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

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

Depreciation Policy

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

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated

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

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

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

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

Grants or Contributions from Government or Related Bodies

Capital Grants

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

Congleton Town Council
Statement of Accounting Policies
31 March 2013

Revenue Grants

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

Debtors and Creditors

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

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

Value Added Tax

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

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 15.

Leases

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 16.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 18 to 20

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

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

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

Interest Income

All interest receipts are credited initially to general funds.

Cost of Support Services

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

This apportionment is not reflected in the Income and Expenditure account, but is used for Management Accounting and Annual Report purposes only.

Pensions

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

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

The next actuarial valuation was due at 31st March 2013 and any change in contribution rates as a result of that valuation will take effect from 1st April 2014.

Congleton Town Council
Income and Expenditure Account
31 March 2013

	Notes	2013	2012
		£	(Restated) £
Income			
Precept on District Council		681,629	635,908
Grants Receivable		26,736	22,689
Rents Receivable, Interest & Investment Income		8,461	10,370
Charges made for Services		124,328	134,013
Other Income		275	3,850
Total Income		841,429	806,830
Expenditure			
Direct Service Costs:			
Salaries & Wages		(149,748)	(142,900)
Grant-aid Expenditure		(84,351)	(84,351)
Other Costs		(249,335)	(268,879)
Democratic, Management & Civic Costs:			
Salaries & Wages		(125,109)	(125,082)
Other Costs		(89,157)	(85,752)
Total Expenditure		(697,700)	(706,964)
Excess of Income over Expenditure for the year:		143,729	99,866
Exceptional Items			
(Loss) on the disposal of fixed assets		(4,143)	(412)
Net Operating Surplus for Year		139,586	99,454
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(40,007)	(38,115)
Capital Expenditure charged to revenue	11	(32,992)	(4,888)
Reverse book value of asset disposals		4,143	412
Transfer (to) Earmarked Reserves	20	(70,610)	(50,588)
Surplus for the Year to General Fund		120	6,275
Net Surplus for the Year		70,730	56,863
The above Surplus for the Year has been applied for the Year to as follows:			
Transfer (to) Earmarked Reserves	20	70,610	50,588
Surplus for the Year to General Fund		120	6,275
		70,730	56,863

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

The notes on pages 11 to 18 form part of these statements.

Congleton Town Council
Statement of Movement in Reserves
31 March 2013

Reserve	Purpose of Reserve	Notes	2013 £	Net Movement in Year £	2012 £
Asset Revaluation Reserve	Store of gains on revaluation of fixed assets	19	100,943	-	100,943
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	18	355,980	25,868	330,112
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	20	388,508	70,610	317,898
General Fund	Resources available to meet future running costs		161,141	120	161,021
Total			1,006,572	96,598	909,974

The notes on pages 11 to 18 form part of these statements.

Congleton Town Council

Balance Sheet

31 March 2013

	Notes	2013 £	2013 £	2012 £
Fixed Assets				
Tangible Fixed Assets	10		2,355,680	2,356,857
Current Assets				
Debtors and prepayments	13	29,122		20,550
Cash at bank and in hand		<u>755,897</u>		<u>689,744</u>
		785,019		710,294
Current Liabilities				
Current Portion of Long Term Borrowings		(42,165)		(41,900)
Creditors and income in advance	14	<u>(108,076)</u>		<u>(56,075)</u>
Net Current Assets			634,778	612,319
Total Assets Less Current Liabilities			2,990,458	2,969,176
Long Term Liabilities				
Long-term borrowing	15		(575,254)	(615,525)
Deferred Grants	17		<u>(1,408,632)</u>	<u>(1,443,677)</u>
Total Assets Less Liabilities			<u>1,006,572</u>	<u>909,974</u>
Capital and Reserves				
Revaluation Reserve	19		100,943	100,943
Capital Financing Account	18		355,980	330,112
Earmarked Reserves	20		388,508	317,898
General Reserve			<u>161,141</u>	<u>161,021</u>
			<u>1,006,572</u>	<u>909,974</u>

The Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2013, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 30th May 2013 .

Signed:

Cllr G.P Hayes

Town Mayor

.....

Mrs J. Potts FMAAT, CiLCA

Responsible Financial Officer

Date:

.....

The notes on pages 11 to 18 form part of these statements.

Congleton Town Council

Cash Flow Statement

31 March 2013

	Notes	2013 £	2013 £	2012 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(274,715)		(268,659)
Other operating payments		<u>(355,418)</u>		<u>(412,716)</u>
			(630,133)	(681,375)
<i>Cash inflows</i>				
Precept on District Council		681,629		635,908
Cash received for services		113,375		158,930
Revenue grants received		<u>26,736</u>		<u>22,689</u>
			821,740	817,527
Net cash inflow from Revenue Activities	21		191,607	136,152
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(18,035)		(9,124)
<i>Cash inflows</i>				
Interest received		<u>13,586</u>		<u>7,670</u>
Net cash (outflow) from Servicing of Finance			(4,449)	(1,454)
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(83,249)		(8,581)
<i>Cash inflows</i>				
Capital grant received		<u>2,250</u>		<u>-</u>
Net cash (outflow) from Capital Activities			(80,999)	(8,581)
Net cash inflow before Financing			<u>106,159</u>	<u>126,117</u>
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>				
Loan repayments made			<u>(40,006)</u>	<u>(38,116)</u>
Net cash (outflow) from financing and liquid resources			<u>(40,006)</u>	<u>(38,116)</u>
Increase in cash	22		<u>66,153</u>	<u>88,001</u>

The notes on pages 11 to 18 form part of these statements.

Congleton Town Council

Notes to the Accounts

31 March 2013

1 Interest and Investment Income

	2013	2012
	£	£
Interest Income - General Funds	8,461	10,370
	<u>8,461</u>	<u>10,370</u>

2 Agency Work

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

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

3 Related Party Transactions

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

4 Publicity

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

	2013	2012
	£	£
Recruitment Advertising	112	-
Other Advertising	146	129
Promotions	6,747	5,462
Council Newsletter	4,104	4,568
Council Website	2,050	8,694
	<u>13,159</u>	<u>18,853</u>

5 S.137 Expenditure

Section 137 of the Local Government Act 1972 (as amended) enables the council to spend up to the product of £6.80 (year ended 31 March 2012 - £6.44) per head on the electoral roll in any one year for the benefit of people in its area on activities or projects not specifically authorised by other powers.

	2013	2012
	£	£
The total amount of available for this purpose was	<u>146,601</u>	<u>138,840</u>
Expenditure was incurred for the following purposes:		
Grants to Voluntary Bodies	1,920	13,484
Subsidised Use of Council facilities	4,131	-
	<u>6,051</u>	<u>13,484</u>

It should be noted that grants to bodies such as the Citizen's Advice Bureau are made under other specific legal powers and so are not included in the above figures.

Congleton Town Council

Notes to the Accounts

31 March 2013

6 Audit Fees

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

These may be summarised as follows:

	2013 £	2012 £
Fees for statutory audit services	1,900	2,500
Total fees	1,900	2,500

7 Members' Allowances

	2013 £	2012 £
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	2,600	3,467
Members' Expenses	105	36
Deputy Mayor's Allowance	260	260
	2,965	3,763

8 Employees

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

	2013 Number	2012 Number
Full-time	4	4
Part-time	10	9
Temporary	2	2
	16	15

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

9 Pension Costs

The council participates in the Cheshire County Council Pension Fund.

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

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

The cost to the council for the year ended 31 March 2013 was £20,630 (31 March 2012 - £17,409).

The most recent actuarial valuation was carried out as at 31st March 2010, and the council's contribution rate is confirmed as being 18.80% of employees' pensionable pay, plus a lump sum of £0, with effect from 1st April 2013 (year ended 31 March 2013 – 18.30%, plus a lump sum of £0).

Congleton Town Council

Notes to the Accounts

31 March 2013

10 Tangible Fixed Assets

	Operational Freehold Land and Buildings	Operational Leasehold Land and Buildings	Non Operational Land and Buildings	Vehicles and Equipment	Infra- structure Assets	Community Assets	Other	Total
Cost	£	£	£	£	£	£	£	£
At 31 March 2012	2,198,569	95,000	-	147,256	68,540	125,589	-	2,634,954
Additions	40,000	-	-	28,782	4,500	9,967	-	83,249
Disposals	-	-	-	(18,881)	-	-	-	(18,881)
At 31 March 2013	2,238,569	95,000	-	157,157	73,040	135,556	-	2,699,322
Depreciation								
At 31 March 2012	(155,816)	(7,600)		(86,859)	(26,622)	(1,200)	-	(278,097)
Charged for the year	(43,472)	(1,900)		(27,307)	(7,304)	(300)	-	(80,283)
Eliminated on disposal	-	-		14,738	-	-	-	14,738
At 31 March 2013	(199,288)	(9,500)	-	(99,428)	(33,926)	(1,500)	-	(343,642)
Net Book Value								
At 31 March 2013	2,039,281	85,500	-	57,729	39,114	134,056	-	2,355,680
At 31 March 2012	2,042,753	87,400	-	60,397	41,918	124,389	-	2,356,857

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

Fixed Asset Valuation

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

11 Financing of Capital Expenditure

	2013 £	2012 £
The following capital expenditure during the year:		
Fixed Assets Purchased	83,249	8,581
	83,249	8,581
was financed by:		
Capital Grants	2,250	-
Loan Proceeds	48,007	3,693
Revenue:		
from Capital Projects Reserve	23,025	4,888
Precept and Revenue Income	9,967	-
	83,249	8,581

Congleton Town Council

Notes to the Accounts

31 March 2013

12 Information on Assets Held

Fixed assets owned by the council include the following:

Operational Land and Buildings

Congleton Town Hall

Allotments

Operational Land and Buildings

Congleton Paddling Pool

Vehicles and Equipment

Light Vans - 1

Tourist Information Kiosk

Christmas Lights

Paddling Pool plant and equipment

Sundry office equipment

Infrastructure Assets

Fencing and gates at various sites

Noticeboards and road signs

Other street furniture

Community Assets

Council Artefacts & Regalia

War Memorial

Statue - Sergeant Eardley VC

13 Debtors

	2013	2012
	£	£
Trade Debtors	21,636	10,727
VAT Recoverable	6,526	2,377
Prepayments	960	2,321
Accrued Interest Income	-	5,125
	<u>29,122</u>	<u>20,550</u>

14 Creditors and Accrued Expenses

	2013	2012
	£	£
Trade Creditors	41,822	7,673
Other Creditors	10,847	4,453
Payroll Taxes and Social Security	5,042	4,556
Accruals	38,833	27,542
Income in Advance	610	929
Capital Creditors	10,922	10,922
	<u>108,076</u>	<u>56,075</u>

Congleton Town Council

Notes to the Accounts

31 March 2013

15 Long Term Liabilities

	2013	2012
	£	£
Public Works Loan Board	381,169	384,825
Bank Loans	236,250	272,600
	<hr/> 617,419	<hr/> 657,425

	2013	2012
	£	£
The above loans are repayable as follows:		
Within one year	42,165	41,900
From one to two years	40,459	40,272
From two to five years	122,592	121,974
From five to ten years	81,740	116,848
Over ten years	330,463	336,431
	<hr/> 617,419	<hr/> 657,425
Total Loan Commitment	617,419	657,425
Less: Repayable within one year	(42,165)	(41,900)
	<hr/> 575,254	<hr/> 615,525
Repayable after one year		

16 Financial Commitments under Operating Leases

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

	2013	2012
	£	£
Obligations expiring within one year	-	-
Obligations expiring between two and five years	806	806
Obligations expiring after five years	-	-
	<hr/> 806	<hr/> 806

Congleton Town Council

Notes to the Accounts

31 March 2013

17 Deferred Grants

	2013 £	2012 £
Capital Grants Unapplied		
At 01 April	-	-
Grants received in the year	2,250	-
Applied to finance capital investment	(2,250)	-
At 31 March	-	-
Capital Grants Applied		
At 01 April	1,443,677	1,480,747
Grants Applied in the year	2,250	-
Released to offset depreciation	(37,295)	(37,070)
Extinguished and/or transferred	-	-
At 31 March	1,408,632	1,443,677
Total Deferred Grants		
At 31 March	1,408,632	1,443,677
At 01 April	1,443,677	1,480,747

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

18 Capital Financing Account

	2013 £	2012 £
Balance at 01 April	330,112	329,666
Financing capital expenditure in the year		
Additions - using revenue balances	32,992	4,888
Loan repayments	40,007	38,115
Disposal of fixed assets	(18,881)	(1,650)
Depreciation eliminated on disposals	14,738	1,238
Reversal of depreciation	(80,283)	(79,215)
Deferred grants released	37,295	37,070
Balance at 31 March	355,980	330,112

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

Congleton Town Council

Notes to the Accounts

31 March 2013

19 Revaluation Reserve

	2013	2012
	£	£
Balance at 01 April	100,943	100,943
Balance at 31 March	100,943	100,943

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

20 Earmarked Reserves

	Balance at 01/04/2012	Contribution to reserve	Contribution from reserve	Balance at 31/03/2013
	£	£	£	£
Capital Projects Reserves	114,270	55,000	(26,594)	142,676
Asset Renewal Reserves	16,000	4,000	-	20,000
Other Earmarked Reserves	187,628	146,325	(108,121)	225,832
Total Earmarked Reserves	317,898	205,325	(134,715)	388,508

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

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

The Other Earmarked Reserves at 31 March 2013 are set out in detail at Appendix A.

21 Reconciliation of Revenue Cash Flow

	2013	2012
	£	£
Net Operating Surplus for the year	143,729	99,866
Add/(Deduct)		
Interest Payable	18,035	18,206
Interest and Investment Income	(13,586)	(7,670)
(Increase)/Decrease in debtors	(8,572)	17,601
Increase in creditors	52,001	8,149
Revenue activities net cash inflow	191,607	136,152

Congleton Town Council

Notes to the Accounts

31 March 2013

22 Movement in Cash

	2013	2012
	£	£
Balances at 01 April		
Cash with accounting officers	135	124
Cash at bank	689,609	601,619
	<u>689,744</u>	<u>601,743</u>
Balances at 31 March		
Cash with accounting officers	66	135
Cash at bank	755,831	689,609
	<u>755,897</u>	<u>689,744</u>
Net cash inflow	<u>66,153</u>	<u>88,001</u>

23 Reconciliation of Net Funds/Debt

	2013	2012
	£	£
Increase in cash in the year	66,153	88,001
Cash outflow from repayment of debt	40,006	38,116
Net cash flow arising from changes in debt	<u>40,006</u>	<u>38,116</u>
Movement in net funds in the year	<u>106,159</u>	<u>126,117</u>
Cash at bank and in hand	689,744	601,743
Total borrowings	(657,425)	(695,541)
Net funds/(debt) at 01 April	<u>32,319</u>	<u>(93,798)</u>
Cash at bank and in hand	755,897	689,744
Total borrowings	(617,419)	(657,425)
Net funds at 31 March	<u>138,478</u>	<u>32,319</u>

24 Capital Commitments

The council had no capital commitments at 31 March 2013 not otherwise provided for in these accounts.

25 Contingent Liabilities

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

26 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 30th May 2013), which would have a material impact on the amounts and results reported herein.

Congleton Town Council

Appendices

31 March 2013

Appendix A

Schedule of Earmarked Reserves

31st March 2013

Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2012</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2013</u> £
<u>Capital Projects Reserves</u>				
Capital Contingency Fund	114,270	55,000	(26,594)	142,676
	<u>114,270</u>	<u>55,000</u>	<u>(26,594)</u>	<u>142,676</u>
<u>Asset Replacement Reserves</u>				
Capital Vehicle Fund	<u>16,000</u>	<u>4,000</u>		<u>20,000</u>
<u>Other Earmarked Reserves</u>				
Elections	10,000	15,000	(10,000)	15,000
Crime Prevention/Traffic Calming	3,779			3,779
Committed Grants	19,647	13,055	(19,647)	13,055
Congleton Partnership	74,559	56,272	(74,559)	56,272
Office Equipment		1,395		1,395
Ancient Treasures	3,000			3,000
Training	3,000			3,000
Shopmobility	1,100		(1,100)	0
Devolved Services	30,000	27,250		57,250
Loan Repayments	4,407	1,893	(2,157)	4,143
Public Toilets	14,000	6,000		20,000
Play Areas	6,000			6,000
Public Realm	8,136		(657)	7,479
Legal Fees	10,000			10,000
Digital Display		25,000		25,000
Tourism		460		460
	<u>187,628</u>	<u>146,325</u>	<u>(108,120)</u>	<u>225,833</u>
TOTAL EARMARKED RESERVES	<u>317,898</u>	<u>205,325</u>	<u>(134,714)</u>	<u>388,509</u>

Congleton Town Council

Appendices

31 March 2013

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Museum Support	4,500	4,500
Paddling Pool & Play Areas	24,811	21,127
Allotments	500	163
Tourism	32,000	18,283
Closed Churchyard & Church Clock	3,230	2,186
Congleton Town Hall	50,243	54,954
Community Safety (Crime Reduction)	47,200	47,200
Congleton Partnership & Community Development	160,722	137,953
Highways Roads (Routine)	250	-
Parking Services	-	761
Handyman Services	68,851	45,243
Net Direct Services Costs	392,307	332,370
Corporate Management	142,614	125,681
Democratic & Civic	52,908	70,275
Net Democratic, Management and Civic Costs	195,522	195,956
Interest & Investment Income	(3,000)	(8,461)
Loan Charges	58,150	58,042
Capital Expenditure	3,000	32,992
Transfers to/(from) other reserves	35,650	70,610
(Deficit from)/Surplus to General Reserve	-	120
Precept on District Council	681,629	681,629

Congleton Town Council

Appendices

31 March 2013

Annual Report Tables

Table. 2 – Service Income & Expenditure

Notes	2013 £	2013 £	2013 £	2012 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
DIRECT SERVICE COSTS				
Museum Support}	4,500	-	4,500	4,500
Paddling Pool & Play Areas	21,286	(159)	21,127	34,239
Allotments	403	(240)	163	185
Tourism	22,612	(4,329)	18,283	14,960
Closed Churchyard & Church Clock	2,186	-	2,186	1,429
Congleton Town Hall	170,531	(115,577)	54,954	46,465
Community Safety (Crime Reduction)	47,200	-	47,200	47,200
Grants	73,125	(16,016)	57,109	74,951
Congleton Partnership	61,669	(10,159)	51,510	30,999
Community Development	29,334	-	29,334	42,457
Highways Roads (Routine)	-	-	-	(1,000)
Parking Services	5,345	(4,584)	761	-
Handyman Services	45,243	-	45,243	43,043
DEMOCRATIC, CORPORATE AND CIVIC COSTS				
Corporate Management	125,681	-	125,681	134,991
Democratic & Civic	61,350	(275)	61,075	44,494
Civic Expenses	9,200	-	9,200	9,293
Net Cost of Services	679,665	(151,339)	528,326	528,206

Special Meeting of the Town Council

30th May 2013

Report on the General Power of Competence

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

The CPOC eligibility criteria consist of: 3

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

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

Restrictions on the use of the power

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

Recommendation

To approve the adoption of the Power of Competence

Bibliography

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



The National Training Strategy
for Town & Parish Councils



Certificate in Local Council Administration

Section 7, General Power of Competence, CiLCA 2012

This is to certify that, **Brian Hogan**

a holder of either the AQA CiLCA, CiLCA, University of Gloucestershire Certificate in Local Policy or Local Council Administration has been awarded a pass in Section 7, General Power of Competence, CiLCA 2012. Having been awarded one of the aforementioned qualifications, this certificate now fulfils the eligibility criteria for a qualified clerk as prescribed in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

Date **11th April 2013**

Kathryn Richmond
CHIEF VERIFIER,
CiLCA