



Congleton Town Council

Historic market town

Town Clerk: BRIAN HOGAN



22nd May, 2014

Dear Councillor,

Special Town Council Meeting – Thursday 29th May, 2014

You are summoned to attend a meeting of the Council, to be held in the Town Hall, Congleton on **Thursday 29th May, 2014 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.

Please note that there will be a Finance and Policy Committee meeting prior to this meeting, commencing at 7.00 pm

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 17th April and Annual Meeting held on the 15th May 2014.

3. Declarations of Disclosable Pecuniary Interest

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

4. Congleton Annual Town Meeting Minutes (enclosed)

To receive the minutes of the Annual Town Meeting held on 8th May 2014.



Congleton
beartown
where friends are made

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

Tel: 01260 270350 Fax: 01260 280357

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



5. Asset Register (enclosed)

To receive and approve the Asset Register

6. Annual Report 2013 -14 (enclosed)

To receive and approve the Annual Report for 2013-2014.

7. Annual Return, Annual Governance Statement and Annual Accounts 2013-14 (enclosed)

I. To receive and approve the Annual Governance statement for the year ended 31st March 2014.

II. To receive and approve the Annual Accounts for 2013-14.

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,
17th April 2014 in the Town Hall, Congleton.

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

1. **APOLOGIES**

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

Apologies for absence were received from Councillor Mrs E Wardlaw.

2. **MINUTES**

CTC/61/1314 RESOLVED- That the Minutes of the meeting held on the 6th March 2014 be approved and signed by the Mayor.

3. **DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST**

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

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

Cllrs Mrs L Bours, J S Crowther, G.P Hayes, D. Murphy and N.T Price declared a non-pecuniary interest in item 19.

4. **OUTSTANDING ACTIONS**

None.

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

There were no questions raised from members of the public.

6. **MAYOR'S ANNOUNCEMENTS**

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

The Mayor also thanked the Council for the support he received during his Mayoral year and commented that he had raised £6,000 for good causes during the year.

7. **CHESHIRE EAST COUNCILORS' REPORTS**

Councillor D. Brown reported that Cheshire East Borough Council will be relocating some staff into the Library and that the meeting room located downstairs would be relocated upstairs.

Before the moves take place there will be consultation and views sought from users of the facility.

Cllr N T Price requested information on the Cheshire East Borough Council 5 Year Housing Supply. Cllr D Brown agreed to circulate an explanation of how the 5 year Housing Supply is calculated.

8. **PLANNING COMMITTEE**

CTC/62/1314 RESOLVED- That the minutes of the meeting held on 20th February and 13th March 2014 be received and the recommendations therein be adopted.

9. **FINANCE AND POLICY COMMITTEE**

CTC/63/1314 RESOLVED- That the minutes of the meeting held on 20th February 2014 be received and the recommendations therein be adopted.

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

CTC/64/1314 RESOLVED- That the minutes of the meeting held on 6th February 2014 be received and the recommendations therein be adopted.

11. **TOWN HALL COMMITTEE**

CTC/65/1314 RESOLVED- That the minutes of the meeting held on 14th November 2014 be received and the recommendations therein be adopted.

12. **ACCOUNTS**

CTC/66/1314 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**

Cllr Ms. L Bours read out a proposed statement and stated that she was disappointed that Cllr Mrs. A M Martin had not been prepared to write an apology in respect of the article that she wrote about Cllr Bours in the Chronicle.

Cllr Bours stated that she now intended to raise this matter as a complaint to the Standards Board via the Monitoring Officer at Cheshire East Borough Council.

14. **YOUTH COMMITTEE**

CTC/67/1314 RESOLVED- That the minutes of the meeting held on 18th March 2014 be received.

CTC/68/1314 RESOLVED - that the amendments to the Youth Committee Constitution be approved.

15. **INSURANCE REVIEW**

The Council considered a report which covered the review of insurance provider for the period 2014 -17.

CTC/69/1314 RESOLVED that Zurich be appointed to be the provider of insurance cover for the Town Council for the 3 year period 2014-17 at an annual cost of £17,149.69 per annum.

16. **LEAVE OF ABSENCE**

RESOLUTION TO EXCLUDE THE PUBLIC & PRESS

CTC/70/1415 RESOLVED that in accordance with the Public Bodies (Admission to Meetings) Act 1960, public and press be excluded from the meeting for the matters set out below on the grounds that it could involve the likely disclosure of private and confidential information or staff matters

MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS EXCLUDED

A letter written by Cllr G Brittain requesting leave of absence was considered. It was noted that the letter should have been submitted to the town Council meeting dated 6th March 2014, but, due to an administration error this had been overlooked.

CTC/71/1314 RESOLVED that Cllr G Brittain be granted a 3 month period of absence.

17. **MEETING DATES 2014 - 15**

The calendar of meeting dates for town Council and Committees for 2014 -15 was considered.

CTC/72/1314 RESOLVED that the calendar of meeting dates for 2014 -15 be approved.

18. **CONSTITUTION**

The Council considered the notion of providing Councillors with a copy of the Constitution on a data stick with updates being provided electronically.

CTC/73/1314 RESOLVED that the Constitution be provided electronically via a data stick. Those Councillors who require a hard copy advise the Town Clerk accordingly.

19. **COMPLAINT**

The Town Mayor explained the procedure for dealing with the complaint raised by Mr Goodwin against the Town Clerk.

Both parties were given an opportunity to make a statement and Councillors asked a number of questions of both individuals.

CTC/74/1314 RESOLVED that:-

1. The complaint against the Town Clerk be dismissed.
2. The Town Mayor, Cllr G P Hayes to write to Mr Goodwin to explain the Council's decision..

G P Hayes

TOWN MAYOR

Congleton Town Council

Minutes of the Annual Meeting to the Town Council

Held at the Town Hall, Congleton on 15th May 2014

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

COUNCILLOR G Hayes (RETIRING MAYOR) IN THE CHAIR

1. ELECTION OF TOWN MAYOR

CTC/1/1415 RESOLVED – Unanimously - That Councillor Mr D Murphy be elected Town Mayor for the ensuing Municipal Year and until the acceptance of office by his successor.

Councillor D Murphy then subscribed the Statutory Declaration of Acceptance of Office.

COUNCILLOR D MURPHY (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/2/1415 RESOLVED Unanimously - That a vote of thanks be accorded to Councillor G.A. Hayes for the able manner in which he had undertaken his duties during the year he was in Office.

The Town Mayor thereupon presented Cllr G.A. Hayes with the Former Town Mayor's Medallion, suitably inscribed, to record his term of Office. The retiring Mayor, Councillor G.A. Hayes, then responded.

3. APOLOGIES

Apologies for absence were received from Councillors Mrs D Allen, Ms. L Bours, D.T. Brown. G.R Edwards and Miss R K Williams.

4. ELECTION OF DEPUTY TOWN MAYOR

CTC/3/1415 RESOLVED - That Councillor Mrs E. Wardlaw be appointed Deputy Town Mayor for the ensuing Municipal Year and until the acceptance of Office by her successor.

Councillor Mrs E Wardlaw having received her Chain of Office from the Town Mayor then subscribed the Statutory Declaration of Office.

5. LEADER AND DEPUTY LEADER OF THE COUNCIL

CTC/4/1415 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/5/1415 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, G A Hayes, Mrs S A Holland, Mrs A M Martin, D A Parker, 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, G A Hayes, Mrs A M Martin, Mrs J D Parry, Miss R K Williams and G S Williams.

Congleton Town Hall

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

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.

Health and Wellbeing Working Group – Cllrs E Wardlaw (chair), R Brightwell (advisor) Members TBA

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/6/1415 RESOLVED - That the following Members be appointed Chairmen and Vice-Chairmen of Committees for the ensuing year:-

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

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

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

CTC/7/1415 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/8/1415 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 Councillor P Bates
viii)	Police Liaison	-	Councillor P Bates Councillor Mrs D Allen
ix)	Neighbourhood Planning	-	Councillor R Edwards Councillor L Barker Councillor A Martin

10. JEANNE WHITEHURST FELLOWSHIP

Jodie Thorpe was presented with the Jeanne Whitehurst Fellowship

11. MAYORAL ANNOUNCEMENTS

The Town Mayor advised the meeting that Father William Kilkenny 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 1st June 2014 at St. Peter's Church, Chapel Street, Congleton at 3.30pm.

D Murphy

TOWN MAYOR

CONGLETON TOWN MEETING

Minutes of the meeting held on Thursday 8th May 2014

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

PRESENT Councillor G Hayes (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 2013-14

The Town Mayor Cllr. G Hayes 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.

Volunteering in Congleton

The Town Clerk provided a presentation on the activities that are undertaken by Congleton in Bloom and pointed out the opportunities for residents to become involved to help improve the appearance of the Town and where they live, by volunteering.

Cllr Glen Williams provided an overview of the work being undertaken to improve the appearance of Congleton Station and again emphasized the opportunities for the public to help out.

QUESTIONS FROM THE PUBLIC

- Concerned at the vandalism that is taking place at Astbury Mere, asked what the Town Council can do to help.
- Cllr Edwards sent a letter in February 2014 about a planning issue and suggested that the Town Council was going to produce a Neighbourhood Plan, can an update be provided on where the Council is up to with this process.
- Constantly receiving emails about proposals for developments outside the scope of the Local Plan isn't it time that Cheshire East got its skates on.
- Why is Cheshire East having so much difficulty in showing that they have a 5 year supply of housing.
- What is happening about Scarborough, when will this project go ahead.

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

09.05.14



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



CONGLETON TOWN COUNCIL ASSET REGISTER & INVENTORY

Financial Regulation 19.1 provides that the Town Clerk will be responsible for maintaining an Asset Register of all significant assets owned by the Town Council, which is to include an inventory of fixtures, fittings and equipment which costs £250.00 or more and has a life expectancy of five years.

The Chairman of Finance and Policy Committee will verify the asset register annually

I Bob Edwards, Chairman of the Finance and Policy Committee certify that the following Inventory is a true and accurate record of assets owned by Congleton Town Council as of 31st March 2014.

Signed.....

Compton Town Council - Fixed Asset Register and Inventory as at 31/03/2014

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[illegible]

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2014

Location	Item no.	Supplier	Purchase Date	Description	Qua	E	Total	FAR	FAR	Additions	Addition	Deletior	Deletic	Revalu	2014	FAR
							2013									
	HFE35			1 No Antique Mayors Chair in carved timber and brown leather good condition	1	300	300	0							300	0
	CAT091			1 No oil painting of Little Moreton Hall Nr Congleton behind glass in either timber or plaster quilt frame 1.000m by 0.900m	1	500	7500	500							7500	500
	CAT092			1 No oil painting of Building Ruin with Fence in Foreground behind glass in either timber or plaster quilt frame 1.100m by 0.900m	1	350	7500	350							7500	350
	CAT093			1 No oil painting of Congleton High Street and Town Hall painted and presented by John Nash Peake AD1902 1.600m by 1.200m	1	500	30000	500							30000	500
	HFE36	Great British Li	14/05/2010	Satin Brass Rectangular up/down lights	8	533	4269	4269							4269	4269
	HFE37	Great British Li	14/06/2010	Chandeliers	2	7053	14106	14106							14106	14106
	HFE38	R&L Systems L	08/06/2010	2 pulleys for chandeliers (raising & lowering)	1	4950	4950	4950							4950	4950
	HFE34	Allen Pavitt Co	07/06/2010	1830mm x 762mm tables	6	124	744	744							744	744
	HFE33			2130mm x 762mm tables	3	134	402	402							402	402
	HFE32			1220mm x 762mm tables	2	121	242	242							242	242
	HFE31			Beech Frame Conference chair	42	79	3318	3318							3318	3318
	HFE27	PAS Sound En	28/01/2011	Dual Height wheeling folding stage + steps	1	752	752	752							752	752
	HFE30	Congleton Offic	31/10/2011	Nobo Tripod Screen	1	5597	5597	5597							5597	5597
	HFE94	Congleton Offic	28/03/2013	Nobo Tripod Screen	1	137	137	0							137	0
		Prism	07/12/2011	Speedtouch Wireless Access Points	2	220	220	0							220	0
Spencer Suite F8							0	0							0	0
	OFF27			10 No tubular steel frame counter chairs upholstered in green with arms	10	180	1800	1800							1800	1800
	OFF26			2 Semi Circular Boardroom metal frame table with light oak top 1.200m diameter	2	170	340	0							340	0
	OFF28			1 No Rectangular Boardroom metal frame table with light oak top 1.200m in diameter	1	170	170	0							170	0
	OFF29			1 No Magnus Cresenda Storage Cupboard in light oak with sliding door 1.600m by 0.550m	1	580	580	580							580	580
	HFE35			2 No Antique Congleton Town Council Mayors Chair in polished wood and leather with ornate carving depicting in wood carving conga eels and barrel tons	1	500	500	500							500	500
	MR6			1 No Electric Floor Standing Oscillating Fan 3 speed	0	125	0	0							0	0
	CAT115			Collection of Framed Certificates and Maps1 No Framed Certificate Guinness World Records Maypole dance 146 participants 2008.1 No Framed Adept Integrated Management System Certificate to Congleton Town Council from SECE1 No Framed 25,000" scaled plan of	1	300	300	0							300	0
	CAT116			Certificates and shields: pictures of past Mayors	1	200	200	0							200	0
First Floor Landing							0	0							0	0
	CAT101-CAT113			12 No Charity Boards timber framed with hand painted inscriptions 2,000m by 0.800m 1 No John Pedley1 No The Wilbraham Memorial Fund1 No The Wilbraham and Emily Ann Salt1 No Congleton Charities1 No The CotterhillBrook Street Charities1 No Mary and Judith A	1	1200	1200	1200							1200	1200
First Floor Cupboard	HFE20			Dual Height Wheeling folding stage	1	916	916	916							916	916
First Floor Office	HFE89	A&A Music		Music stand as lectum	1	23	23	0							23	0

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2014

						2013			Additions	Addition	Deletior	Deletic	Revalu	2014	
Location	Item no.	Supplier	Purchase Date	Description	Qua	£	Total	FAR	FAR	Inventor	FAR	Invent	Increase	Total	FAR
		Nevada	10/1/2011	9v battery charger	1		56							56	
		Nevada	10/1/2011	9v rechargeable batteries	10		98							98	0
	HFE111	Viking	14/07/2011	3 litre s/s flask	1		79							79	0
	HFE79			1 No Digital Projector and Screen S16	1		850		850					850	
	OFF50			4 No Cantilever Universal Workstations Magnus Wave metal frame 1.800m by 1.200m by 0.800m by 0.600m with Lockable Magnus Under Desk Filing Cabinets all in light oak timber finish	4		165		660					660	660
	OFF53			4 No High Back Operator Chairs in fabric colour leaf	4		85		340		0			340	0
	OFF66			1 No Rectangular Table metal frame 1.800m by 0.750m in light oak timber finish	1		85		85		0			85	0
	OFF55			Magnus Storage Cupboard with Tambour Doors 1.950m by 1.060m by 0.530m in light oak timber finish	1		300		300		0			300	0
	OFF55			Magnus storage cupboard	1		400		400		0			400	0
	OFF60	Prism	07/04/2009	ST desktop PC -Lenovo	1		430		430		430			0	0
	OFF74	Prism	18/04/2013	ST desktop PC - Dell	1					565				565	565
	OFF62	Prism	07/04/2009	Office server	1		1872		1872		1872			0	0
	OFF73	Prism	03/12/2013	Office Server	1					2383				2383	2383
	OFF58	Prism	07/04/2009	TV in Foyer PC	1		472		472					472	472
	OFF59														
	OFF61	Prism	07/12/2011	Dell Optiplex 790 PCs (Linda & Andrea)	2				940		940			940	940
	OFF72	Prism	03/12/2012	Dell Optiplex 3010 PC (JP)	1		515		515		515			515	515
		Prism	07/12/2011	Office Professional 2010 software	3		830		830		830			830	830
				Office Home and Business 2010 Software	4		760		760		760			760	760
	EQP005	Pear Technology	31/01/2011	Mapping Software and Asset Manager	1		1625		1625		1625			1625	1625
		Prism	26/03/2012	Adobe photoshop	1		558		558		558			558	558
				HP 1022n HP Inkjet Printer (LM)	1		130		130		130			0	0
	OFF70	Prism	08/05/2013	Brother Laser Jet Printer (LM)HL2250DN	1					295				295	0
	OFF77			1 No Telephone Fax System	1		215		215					215	215
	OFF63			Dell 19 inch Flat Screen Monitors	4		175		700		700			700	700
				ITC Computer and Telephone System	1		5000		5000		5000			5000	5000
	OFF38			PAT Tester	1		850		850		850			850	0
First Floor Office				4 No 4 Drawer Metal Filing cabinets	4		165		660		660			660	660
	OFF49			2 drawer metal filing cabinet	1		100		100		0		100	0	0
	OFF52			3 drawer metal filing cabinet	1					68				68	0
	OFF76			Short case Wall Clock	1		60		0					60	0
	OFF67			12 Office Blinds	12		100		1200		1200			1200	1200
	OFF69				1		425		0					425	0
	HFE80	Comleton Offic	30/11/2011	Nobo S28 DLP Projector	1					465				465	0
	HFE98	Viking	02/09/2013	NEC M3111 Projector	1										0
	OFF56	Viking	17/06/2010	Ativa Shredder	1		290		0		0			290	0
							0		0		0			0	0
Second Floor Office															
Streetscape															
	OFF75	Prism	18/04/2013	RB desktop PC Dell	1					565				565	565
	OFF76	Prism	18/04/2013	RB Monitor	1					89				89	89
	OFF23	Prism	07/04/2009	CJ laptop	1		917		917					917	917
	OFF81	Broadstock	22/01/2014	RB desk	1									114	0
	OFF82	Broadstock	22/01/2014	RB Pedestal	1									103	0
	OFF83	Broadstock	23/01/2014	RB bookcase	1									113	0
	OFF84	Broadstock	24/01/2014	RB chair (no arms)	1									83	0

Completon Town Council - Fixed Asset Register and Inventory as at 31/03/2014

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Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2014

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Completon Town Council - Fixed Asset Register and Inventory as at 31/03/2014

					2013			Additions	Addition Deletor	Deleict Revalu	2014	
					Total	FAR	FAR	Inventor FAR	Invent	Increase	Total	FAR
Location	Item no.	Supplier	Purchase Date	Description	Qua	£						
	EQP0028	Cheshire East	01/01/2014	Blower Stihl BR350				1			1	1
	EQP0029	Cheshire East	01/01/2014	Blower Stihl BR350				1			1	1
	EQP0030	Cheshire East	01/01/2014	Hedgecutter				1			1	1
	EQP0031	Cheshire East	01/01/2014	Hedgecutter				1			1	1
	EQP0037	Cheshire East	01/01/2014	Hedgecutter				1			1	1
	EQP0032	Cheshire East	01/01/2014	Flymo mower				1			1	1
	EQP0033	Cheshire East	01/01/2014	Hayter Harrier				1			1	1
	EQP0034	Cheshire East	01/01/2014	Trailer				1			1	1
	EQP0035	Cheshire East	01/01/2014	Trailer				1			1	1
	EQP0036	Cheshire East	01/01/2014	Trailer				1			1	1
	VEH003	Cheshire East	01/01/2014	Small Ford Tractor				1			1	1
	VEH005	Cheshire East	01/01/2014	John Deere Ride on Mower				1			1	1
	EQP007	Congleton Gar	01/03/2014	Ariens WAW 34 lawnmower with mulch plate	1		1135				1135	1135
	EQP008	Congleton Gar	01/03/2014	Ariens WAW 34 lawnmower with mulch plate	1		1135				1135	1135
	EQP009	Congleton Gar	01/03/2014	Ariens WAW 34 lawnmower with mulch plate	1		1135				1135	1135
	EQP010	Congleton Gar	01/03/2014	Ariens WAW 34 lawnmower with mulch plate	1		1135				1135	1135
	EQP011	Congleton Gar	01/03/2014	Hayter Condor Hydro with 5 blades	1		5315				5315	5315
	EQP012	Congleton Gar	01/03/2014	Hayter Condor Hydro with 5 blades	1		5315				5315	5315
	EQP013	Congleton Gar	01/03/2014	Hayter Condor Hydro with rotary deck	1		4918				4918	4918
	EQP014	Congleton Gar	01/03/2014	Honda HRH56HX 4 Wheel	1		1026				1026	1026
	EQP015	Congleton Gar	01/03/2014	Honda HRH56HX 4 Wheel	1		1026				1026	1026
	EQP016	Congleton Gar	01/03/2014	Honda HRH56HX 4 Wheel	1		1026				1026	1026
	EQP017	Congleton Gar	01/03/2014	Honda HRH56QX Rear Roller	1		1104				1104	1104
	EQP018	Congleton Gar	01/03/2014	Strimmer Stihl FS410 C-E				707			707	707
	EQP019	Congleton Gar	01/03/2014	Strimmer Stihl FS410 C-E				707			707	707
	EQP020	Congleton Gar	01/03/2014	Blower Stihl BR350				356			356	356
	EQP021	Congleton Gar	10/01/2014	Long Reach Hedge Cutter	1		338				338	338
	EQP022	Congleton Gar	10/01/2014	Long Reach Hedge Cutter	1		338				338	338
		CTM	25/03/2014	TORO LT3340 Ride on Mower	1		24950				24950	24950
						0	0	52390	0	0	0	52390
	VEH001			Medium Panel Van	1	8500	8500				8500	8500
	VEH002			Water bousser and handyman tools		1500					1500	
	EQP002	Global Hygiene	13/10/2010	Mobile wash unit for Van	1	292					292	
	EQP003			Gazabo (TTC store)	1	300					300	
		True Traders	23/03/2012	Galvanised Crowd Control Barriers	30	867					867	
	HM01	Cong Garden h	28/06/2013	Shindawa Chainsaw	1	300					300	
	HM02	KG Loach	16/05/2013	SS digging fork	1	13					13	
	HM03	KG Loach	28/06/2013	ss lawn rake	1	25					25	
	HM04	Staples	30/06/2012	Literpickers	20	203					203	
						12000	8500				12000	8500
							</					



ANNUAL REPORT OF CONGLETON TOWN COUNCIL

2013-14



Mayors Overview

I must start by conveying my sincere thanks to friends, family, colleagues and staff for their incredible support during my term of office in this prestigious role. I am very honoured to have served my hometown as Mayor this year, in what has again been such a successful and enjoyable year in Congleton.



My term in office started on the 9th May 2013 to a full Town Hall, and a BBC North West audience, given the extensive coverage which my appointment gained. Since this date, I have fulfilled a number of engagements across the Town and in neighbouring towns, all of which I have thoroughly enjoyed'

There are indeed too many engagements to mention individually; however an over view of some of the events which I have attended is shown below:-

- **Mercian Regiment Parade;** it was fantastic to see so many people turn out to welcome home our local regiment. The community spirit of our "little town with the big heart" truly came through, giving our service personnel a deserved warm welcome to Congleton.
- **Food and Drink Festival;** this annual extravaganza again proved to be incredibly popular. It was wonderful to see the town centre thriving, with so many different ages getting involved in the activities of the festival, in such glorious weather.
- **Remembrance Weekend;** it was a pleasure to host the Princess Irene Fusiliers Brigade of the Netherlands over Remembrance Weekend, given their heritage with our town. It was again heart-warming to see so many people turn out in remembrance of those who gave and continue to make the ultimate sacrifice for our country.
- **Christmas Lights;** the excitement and celebration of the Christmas season was really special in Congleton, and it started by joining the Town Crier and Santa Claus to switch on our new Christmas lights, which looked great! It was a lovely start to a busy Christmas season as Mayor!
- **North West in Bloom;** with thanks to so many volunteers and groups, we were triumphant at the North West in Bloom competition. We now go on to represent the North West at the national competition "Britain in Bloom" in the forthcoming year. I'm confident that our floral displays will continue to rival some of the best in the country, something which we should be rightfully proud of.
- **Visits to Schools;** we benefit from such outstanding schools in Congleton; it has been a real highlight of the role to visit so many of our schools, both primary and secondary,

to take part in their many activities and celebrate their successes, whilst hopefully inspiring them to get involved in their community.

- **Theatre Visits;** having such a thriving local theatre is a great asset to our town. I have been consistently impressed with the standard of performances from all of the local theatre groups and have very much enjoyed attending.
- **Church Visits;** as part of my role, I have attended a number of church services. These opportunities have all demonstrated the excellent work of our church communities across the town, something which is so important to the caring Congleton community.

When taking office, I promised to serve the town in the best way I could and I very much hope that you feel I have lived up to this promise, promoting Congleton and all of the fantastic things which go on in our town, whilst also celebrating our success. Much of this work simply wouldn't function without the valued support and coordination of volunteers and the Congleton community spirit, which is so vastly important, and for which I am so very thankful.

During my year of office, I have raised around £6000 for my chosen charities. £3000 of this will be directed to the Macclesfield Special Care Baby Unit, in memory of my late sister, Alice, who was cared for by the Unit, with the remaining monies being split amongst other local causes. I am thankful to all those who have specifically supported my fundraising during the year.

I am again incredibly thankful for the excellent support which I have received during my term of office and I very much look forward to continuing to serve our special town, long into the future.

Councillor. G. P. Hayes

Consort: Tracey Hayes, **Cadet:** Jordan Goodwin, **Chaplain:** Sister Heather Kemball

Leader of the Council

As we come to the end of our Council year – it is time to reflect on what happened during the last year and what we have to look forward to in 2014.

Well – by last year's standards – 2013 was a very quiet year. We didn't have the Torch relay, Diamond Jubilee street parties, Luverly Jubilee Park event; it's a Knockout or the Carnival.

However, what we did have was a number of events which demonstrated that the people of our lovely Town are prepared to turn out in their thousands to support these events and help us celebrate the success of what we do.

The first major event of the year was the return of the Mercian Regiment on the 14th of June. Congleton was one of a few Cheshire Towns chosen to host and celebrate the Regiments return from Afghanistan. The march through Town saw the streets lined with thousands of spectators, young and old, who gave the regiment a wonderful welcome. After the march the soldiers were entertained to a buffet lunch before returning home to their loved ones.

We were blessed with some really good weather in June and as well as giving us a brilliant day for the Mercian march the annual Food and Drink Festival two days later saw the sun shining for another hugely popular event. The Festival, run by Congleton Community projects, goes from strength to strength.

Continuing on the good weather theme, we had our first 'Park Live' event on the 12th and 13th of July. Park Live was an experiment to give us a fill in event between the bi-annual Carnival. It also gave the new Carnival committee some experience of organising large crowd events. It was an extremely well run event and the only mishap was a case of sunstroke – not something that we have much experience of in Cheshire!

During the summer, the Cheshire East Streetscape team and the dedicated volunteers worked hard to ensure that the Town looked its very best for the annual North West 'In Bloom' judging which took place on the 22nd July. The Town did indeed look marvelous, with many new community led initiatives which resulted in Congleton being declared overall winners in the large town category. Congratulations and a big thank you to everyone who made this happen.

As we moved in to winter, the Remembrance Day parade on the 10th of November once again attracted huge crowds of people lining the streets to watch the parade and witness the ceremony at the Cenotaph. And to finish 2013 – the marvelous Christmas lights switch on. Our Town Centre is never fuller than at this event and congratulations to the organisers for ensuring the whole thing went off successfully and safely.

On Jan 1st Congleton Town Council took over responsibility for the Cheshire East Streetscape team. This makes sure that we maintain our streets, flower beds, roundabouts and Park to the high standards that we have become used to. We feel certain that we will be able to run the

team more efficiently, particularly as we have replaced some old and unreliable equipment. Hopefully we will be able to achieve more with the same resources.

Sunday 20th April saw our first monthly Artisan market take place in Duke Street and Bridge Street in the Town Centre. It was a huge success with approximately 60 stalls. I am reliably informed that most stalls have re-booked for the next one and that there is a very large waiting list for other stall holders who want to take part.

Finally, looking forward to the rest of this municipal year, there are some major events that will keep us focused. The first is the Carnival, which this year is planned to include floats once again (30 booked already) and will take place over two days with 'It's a Knockout' on the Sunday. The second is as a result of us winning North West in Bloom – this means that we are automatically entered in to Britain in Bloom. We are extremely proud that we have reached this level and know that everyone involved will put in a great effort to ensure that we do well. We are also proud to be informed that along with Manchester we are the only town in the Northwest to host the Queens Commonwealth Baton relay. If the Olympic Torch relay is anything to go by – this event will be incredibly well supported. It will be a (free) ticket only event so make sure that you get yours booked.

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
- Streetscape Supervisor – Ruth Boffey
- Handymen - Chris Banks, Mark Worthington
- Streetscape Operatives - 10
- 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 2013-14 were:-

Community, Environment & Services 6/6 29/8 3/10 21/11 6/2 20/3

Council	30/5 4/7 19/9 31/10 5/12 16/1 6/3 17/4
Finance and Policy	30/5 29/8 17/10 28/11 9/1 20/2 27/3
Planning	23/5 13/6 27/6 18/7 22/8 5/9 26/9 17/10 14/11 28/11 9/1 23/1 20/2 13/3 3/4
Town Hall Committee	13/6 26/9 14/11 13/3

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 2013-14 the precept was £618,472 with a Support Grant provided by Cheshire East Borough Council of £75,354. Below is a summary of income and expenditure for the year ending 31st March 2014.

The money is spent providing services and representing the people of Congleton. In broad terms in 2013-14 the Town Council spent the money it raised on the following:

Congleton Town Council - Management Accounts – 2013-14

		2013/14	Current Annual Bud	Variance Annual Total
		£	£	£
<u>Finance and Policy</u>				
101	Corporate Management	123,693	137,349	13,656
102	Democratic Rep'n & Civic	44,755	51,312	6,557
107	<u>Grants</u>	62,616	77,033	14,417
F&P Income - Expenditure Totals		231,064	265,694	34,630

<u>Community, Environment & Services</u>				
201	Paddling Pool	24,943	22,621	-2,322
212	Propagation Unit	0	1,000	1,000
215	Floral Displays	18,280	17,500	-780
241	Allotments	175	180	5
251	Handyman service	55,108	74,311	19,203
263	Public Toilets	0	0	0
264	Shopmobility	0	0	0
280	Streetscape	34,956	37,773	2,817
301	Congleton Partnership	32,423	25,963	-6,460
302	Community Development	29,532	32,272	2,740
303	Police Community Support Officers	47,200	47,200	0
305	Christmas Fayre/lights	3,716	4,000	284
321	Tourism	2,656	3,000	344
341	Youth and Young People	1,614	2,000	386

351	Fellowship House	5,179	4,557	-622 0
		255,782	272,377	16,595
	<u>Town Hall</u>			
221	Town Hall - Expenditure	155,210	157,560	-2,350
	Town Hall - Income	103,477	98,583	-4,894
		51,733	58,977	7,244
	<u>Total Net Expenditure</u>	538,579	597,048	58,469
	Capital Expenditure	99,169	96,778	-2,391
	Transfer to Ear Marked reserves	52,500		
		151,669	96,778	-2,391
	<u>Total Spend 2013/14</u>	690,248	693,826	3,578
	Precept	618,472		
	Precept support grant	75,354		
	Total	693,826		

The Town Council has supported local voluntary and community groups with approximately £64,000 worth of grants in 2013-14

Among those assisted were:

		£
Grants given to hirers of the Town Hall		4,491.50
Congleton Museum	Notional rent	4,500.00
Community Projects	Project support	16,000.00
Congleton Partnership	Rent	1,533.00
Citizens Advice Bureau	annual grant	15,000.00
Christmas Lights	Christmas Lights	9,000.00
Carnival Committee	Bi-annual Congleton Carnival	3,750.00
Mercian March	Mercian March through town	2,367.75
Royal British Legion	Remembrance Day Parade	751.00
St Peter's Church	Church clock maintenance	243.60

Vale Juniors	Girls Trophies	273.58
Cong Musical theatre	Support for the Sound of Music	250.00
Eaton Bank academy	Ann Packer Centre support	1,000.00
Congleton Harriers	Support for Congleton half marathon	250.00
Congleton Choral Society	Set up Children's Choir	250.00
Cong Jazz and Blues Festival	support for 2013 festival	500.00
Friends of Congleton Park	Cables etc. for park events	200.00
The Smile Group	1 month costs	250.00
Bromley Farm Friendship Group	Support for Christmas meals/presents	250.00
Danielle Wright-Humphreys	Support for pageant	100.00
Congleton Harriers	Support for Cloud 9 Race	250.00
Friends of Congleton Park	Brass in the Park	250.00
Ruby's Fund - auction prize		63.32
Sol Theatre School	Summer theatre school 2014	1,000.00
Bromley Farm Community Trust	Support for Bromley farm news	400.00
Congleton Building Preservation Trust	support for Physic garden	500.00
Total		£63423.75

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 operate a Streetscape Team consisting of a staff of 11 transferred from Cheshire East Borough Council on the 1st January 2014. Their role is to keep the Town tidy, empty litter bins and look after the ground maintenance activities in and around the Town and in Congleton Park.
4. We have a Market Town Manager who organises a variety of events in the Town as well as spending time promoting the Town and its businesses
5. 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

6. 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
7. The Council provides Allotments
8. The Paddling Pool is opened annually and maintained
9. All of our Councillors are volunteers and do not receive any remuneration or fee whatsoever

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

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

Some of the major achievements for 2013-14 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)
- Transferred Streetscape operations from Cheshire East Borough Council to the Town Council
- Provided new branded vehicles and equipment to the Streetscape Team
- Continued and developed the well-respected Town Handy Person Scheme
- Worked on promotion of the Town
- Christmas Fayre and Lights Switch on ceremony
- Replaced many Xmas lights decorations
- 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 and became overall winner.
- Selected to represent North West in Bloom in Britain in Bloom competition in 2014
- Winner of Community Pride Award – Best kept large Town
- Won Best Kept Website for www.congleton-tc.gov.uk
- Completed improvements to Radnor Park signage
- High Profile Congleton Partnership & liaison with businesses

- Promoted business and Link2Prosperity
- Notion of a Northern Link Road adopted in Cheshire East Local plan
- Provided Town Centre Management
- Promoted the Town Hall as a Wedding Venue and held further Wedding Fayre

Some key initiatives for 2013-14 – 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 including supporting Team Congleton's activities in assisting in the Queen's Baton Relay Event in Congleton.
- Support Congleton's Food and Drink
- Maintained Mayor's Cadet scheme
- 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
- Completed phases 2 and 3 of the River Dane Walkway to provide a green corridor across the town.
- Continued to 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
- Lobbied for the inclusion of the Link Road in the Cheshire East Local Plan
- Supporting the development of the Cenotaph area as a local heritage scheme

A Sustainable Environment

- Continue the Town Handyperson service and integrate with Streetscape Team.
- To directly support "In Bloom" initiatives in Congleton Bromley Farm and Buglawton
- Encourage more volunteers to become involved in the town clean teams and Congleton in Bloom
- Fund four Police Community Support Officers to work in the town and support the work of Shopwatch

A Strong and Diverse Economy

- Lobbying Cheshire East to provide a Lifestyle Centre
- Lobbied for high quality employment sites and improvement of existing Business Parks to be included in Local Plan
- Provide Town Centre Management.
- Work with partners to utilize the Town's entrepreneurial strength

- Lobby Cheshire East for use of S106 money for Town Centre Regeneration
- Advocate for improved public transport links
- Support the Musical Festival(Jazz and Blues)
- Work with retailers to maintain trade group(s).

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

Section 1 – Accounting statements 2013/14 for

Enter name of
reporting body here:

CONGLETON TOWN COUNCIL

Council/Meeting

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

	Year ending		Notes and guidance		
	31 March 2013	31 March 2014			
			Please round all figures to nearest £1. Do not leave any boxes blank and report 0 or Nil balances. All figures must agree to underlying financial records.		
1 Balances brought forward	654219	676942	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	681629	618472	Total amount of precept received or receivable in the year.		
3 (+) Total other receipts	162050	385941	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.		
4 (-) Staff costs	274857	357941	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	58042	60021	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).		
6 (-) All other payments	488057	559250	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	676942	704143	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	755897	722256	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	2676074	2808075	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	617419	615713	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).		
11 Disclosure note	yes	no	yes	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions.
Trust funds (including charitable)	✓			✓	

I certify that for the year ended 31 March 2014 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

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 2013/14

We acknowledge as the members of:

CONGLETON TOWN COUNCIL

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2014, that:

	Agreed		Yes means that the council:
	Yes	No	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

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

dated 11/04/2014

Signed by:

Chair

dated

Signed by:

Clerk

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.

Congleton Town Council

Financial Statements

For the year ended 31 March 2014

Congleton Town Council

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31 March 2014

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Congleton Town Council

Council Information

31 March 2014

(Information current at 29th May 2014)

Town Mayor

Cllr D. Murphy

Councillors

Cllr E. Wardlaw (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 G.P Hayes

Cllr Mrs S. A. Holland

Cllr A.M Martin

Cllr D. A. Parker

Cllr J.D Parry

Cllr N.T Price

Cllr G.S Williams

Cllr Miss R. K. Williams

Town Clerk

Mr. B. Hogan BA (Hons), CILCA

Responsible Financial Officer (R.F.O.)

Mrs J. Potts FMAAT, CILCA

Auditors

BDO LLP

Arcadia House, Maritime Walk

Ocean Village, Southampton, SO14 3TL

Internal Auditors

Auditing Solutions Limited

Clackerbrook Farm, 46 The Common

Bromham, Chippenham, Wiltshire, SN15 2JJ

Congleton Town Council
Statement of Responsibilities
31 March 2014

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 2014 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 2014 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 2014, and its income and expenditure for the year ended 31 March 2014.

Signed:

Mrs J. Potts FMAAT, CiLCA- Responsible Financial Officer

Date:

Congleton Town Council
Statement of Accounting Policies
31 March 2014

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.

Congleton Town Council
Statement of Accounting Policies
31 March 2014

Grants or Contributions from Government or Related Bodies

Capital Grants

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

Revenue Grants

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

Debtors and Creditors

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

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

Value Added Tax

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

External Loan Repayments

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

Leases

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

Reserves

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

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

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

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

Interest Income

All interest receipts are credited initially to general funds.

Congleton Town Council
Statement of Accounting Policies
31 March 2014

Cost of Support Services

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

Pensions

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

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

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

Congleton Town Council
Income and Expenditure Account
31 March 2014

	Notes	2014 £	2013 £
Income			
Precept on Unitary Authority		618,472	681,629
Grants Receivable		94,553	26,736
Rents Receivable, Interest & Investment Income		9,322	8,461
Charges made for Services		231,559	124,328
Other Income		488	275
Total Income		954,394	841,429
Expenditure			
Direct Service Costs:			
Salaries & Wages		(220,351)	(149,748)
Grant-aid Expenditure		(57,787)	(84,351)
Other Costs		(342,033)	(249,335)
Democratic, Management & Civic Costs:			
Salaries & Wages		(137,590)	(125,109)
Other Costs		(64,401)	(89,157)
Total Expenditure		(822,162)	(697,700)
Excess of Income over Expenditure for the year:		132,232	143,729
Exceptional Items			
(Loss) on the disposal of fixed assets		-	(4,143)
Net Operating Surplus for Year		132,232	139,586
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(42,165)	(40,007)
Capital Expenditure charged to revenue	10	(34,292)	(32,992)
Reverse profit on asset disposals		-	4,143
Transfer (to) Earmarked Reserves	19	(52,198)	(70,610)
Surplus for the Year to General Fund		3,577	120
Net Surplus for the Year		55,775	70,730
The above Surplus for the Year has been applied for the Year to as follows:			
Transfer (to) Earmarked Reserves	19	52,198	70,610
Surplus for the Year to General Fund		3,577	120
		55,775	70,730

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

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

Congleton Town Council
Statement of Movement in Reserves
31 March 2014

Reserve	Purpose of Reserve	Notes	2014 £	Net Movement in Year £	2013 £
Asset Revaluation Reserve	Store of gains on revaluation of fixed assets	18	100,943	-	100,943
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	17	386,056	30,076	355,980
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	19	440,706	52,198	388,508
General Fund	Resources available to meet future running costs		164,718	3,577	161,141
Total			1,092,423	85,851	1,006,572

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

Congleton Town Council

Balance Sheet

31 March 2014

	Notes	2014 £	2014 £	2013 £
Fixed Assets				
Tangible Fixed Assets	9		2,379,889	2,355,680
Current Assets				
Debtors and prepayments	12	44,025		29,122
Cash at bank and in hand		<u>722,256</u>		<u>755,897</u>
		766,281		785,019
Current Liabilities				
Current Portion of Long Term Borrowings		(40,459)		(42,165)
Creditors and income in advance	13	<u>(62,137)</u>		<u>(108,076)</u>
Net Current Assets			663,685	634,778
Total Assets Less Current Liabilities			3,043,574	2,990,458
Long Term Liabilities				
Long-term borrowing	14		(534,795)	(575,254)
Deferred Grants	16		<u>(1,416,356)</u>	<u>(1,408,632)</u>
Total Assets Less Liabilities			<u>1,092,423</u>	<u>1,006,572</u>
Capital and Reserves				
Revaluation Reserve	18		100,943	100,943
Capital Financing Reserve	17		386,056	355,980
Earmarked Reserves	19		440,706	388,508
General Reserve			<u>164,718</u>	<u>161,141</u>
			<u>1,092,423</u>	<u>1,006,572</u>

The Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2014, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 29th May 2014 .

Signed:

Cllr D. Murphy

Town Mayor

.....

Mrs J. Potts FMAAT, CiLCA

Responsible Financial Officer

Date:

.....

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

Congleton Town Council

Cash Flow Statement

31 March 2014

	Notes	2014 £	2014 £	2013 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(354,718)		(274,715)
Other operating payments		(502,013)		(355,418)
			(856,731)	(630,133)
<i>Cash inflows</i>				
Precept on Unitary Authority		618,472		681,629
Cash received for services		234,148		113,375
Revenue grants received		94,553		26,736
			947,173	821,740
Net cash inflow from Revenue Activities	20		90,442	191,607
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(26,938)		(18,035)
<i>Cash inflows</i>				
Interest received		7,886		13,586
Net cash (outflow) from Servicing of Finance			(19,052)	(4,449)
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(112,866)		(83,249)
<i>Cash inflows</i>				
Capital grant received		50,000		2,250
Net cash (outflow) from Capital Activities			(62,866)	(80,999)
Net cash (outflow)/inflow before Financing			8,524	106,159
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>				
Loan repayments made			(42,165)	(40,006)
Net cash (outflow) from financing and liquid resources			(42,165)	(40,006)
(Decrease)/Increase in cash	21		(33,641)	66,153

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

Congleton Town Council

Notes to the Accounts

31 March 2014

1 Interest and Investment Income

	2014	2013
	£	£
Interest Income - General Funds	9,322	8,461
	<u>9,322</u>	<u>8,461</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:

	2014	2013
	£	£
Recruitment Advertising	-	112
Other Advertising	124	146
Promotions	10,784	6,747
Council Newsletter	4,926	4,104
Council Website	949	2,050
	<u>16,783</u>	<u>13,159</u>

5 Audit Fees

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

These may be summarised as follows:

	2014	2013
	£	£
Fees for statutory audit services	2,000	1,900
Total fees	<u>2,000</u>	<u>1,900</u>

6 Members' Allowances

	2014	2013
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	3,000	2,600
Members' Expenses	-	105
Deputy Mayor's Allowance	-	260
	<u>3,000</u>	<u>2,965</u>

Congleton Town Council

Notes to the Accounts

31 March 2014

7 Employees

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

	2014 Number	2013 Number
Full-time	14	4
Part-time	13	10
Temporary	-	2
	<u>27</u>	<u>16</u>

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

8 Pension Costs

The council participates in the Cheshire County Council Pension Fund.

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

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

The cost to the council for the year ended 31 March 2014 was £31,986 (31 March 2013 - £20,630).

The most recent actuarial valuation was carried out as at 31st March 2013, and the council's contribution rate is confirmed as being 18.10% of employees' pensionable pay, plus a lump sum of £0, with effect from 1st April 2014 (year ended 31 March 2014 – 18.80%, plus a lump sum of £0).

Congleton Town Council

Notes to the Accounts

31 March 2014

9 Tangible Fixed Assets

	Operational Freehold Land and Buildings	Operational Leasehold Land and Buildings	Vehicles and Equipment	Infra- structure Assets	Community Assets	Total
Cost	£	£	£	£	£	£
At 31 March 2013	2,238,569	95,000	157,157	73,040	135,556	2,699,322
Additions	-	-	76,317	35,040	1,528	112,885
Disposals	-	-	(4,132)	-	-	(4,132)
At 31 March 2014	2,238,569	95,000	229,342	108,080	137,084	2,808,075
Depreciation						
At 31 March 2013	(199,288)	(9,500)	(99,428)	(33,926)	(1,500)	(343,642)
Charged for the year	(43,472)	(1,900)	(32,196)	(10,808)	(300)	(88,676)
Eliminated on disposal	-	-	4,132	-	-	4,132
At 31 March 2014	(242,760)	(11,400)	(127,492)	(44,734)	(1,800)	(428,186)
Net Book Value						
At 31 March 2014	1,995,809	83,600	101,850	63,346	135,284	2,379,889
At 31 March 2013	2,039,281	85,500	57,729	39,114	134,056	2,355,680

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

Fixed Asset Valuation

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

Assets Held under Finance Agreements

The council holds no such assets.

10 Financing of Capital Expenditure

	2014 £	2013 £
The following capital expenditure during the year:		
Fixed Assets Purchased	112,885	83,249
	112,885	83,249
was financed by:		
Capital Grants	50,019	2,250
Loan Proceeds	28,574	48,007
Revenue:		
from Capital Projects Reserve	23,720	23,025
Precept and Revenue Income	10,572	9,967
	112,885	83,249

Congleton Town Council

Notes to the Accounts

31 March 2014

11 Information on Assets Held

Fixed assets owned by the council include the following:

Operational Land and Buildings

Congleton Town Hall

Allotments

Operational Land and Buildings

Congleton Paddling Pool

Vehicles and Equipment

Light Vans - 1

Paddling Pool plant and equipment

Christmas Lights

Sundry office equipment

Streetscape Equipment

Infrastructure Assets

Fencing and gates at various sites

Noticeboards and road signs

Electronic Noticeboard

Other street furniture

Community Assets

Council Artefacts & Regalia

War Memorial

Statue - Sergeant Eardley VC

Public Toilets (2)

Land by War Memorial

12 Debtors

	2014	2013
	£	£
Trade Debtors	20,510	21,636
VAT Recoverable	21,599	6,526
Prepayments	480	960
Accrued Interest Income	1,436	-
	<u>44,025</u>	<u>29,122</u>

Congleton Town Council

Notes to the Accounts

31 March 2014

13 Creditors and Accrued Expenses

	2014	2013
	£	£
Trade Creditors	19,886	41,822
Other Creditors	10,710	10,847
Payroll Taxes and Social Security	8,266	5,042
Accruals	10,768	38,833
Income in Advance	1,585	610
Capital Creditors	10,922	10,922
	<u>62,137</u>	<u>108,076</u>

14 Long Term Liabilities

	2014	2013
	£	£
Public Works Loan Board	375,354	381,169
Cheshire East Council	199,900	236,250
	<u>575,254</u>	<u>617,419</u>

	2014	2013
	£	£
The above loans are repayable as follows:		
Within one year	40,459	42,165
From one to two years	40,655	40,459
From two to five years	123,239	122,592
From five to ten years	46,691	81,740
Over ten years	324,210	330,463
	<u>575,254</u>	<u>617,419</u>
Total Loan Commitment	575,254	617,419
Less: Repayable within one year	(40,459)	(42,165)
Repayable after one year	<u>534,795</u>	<u>575,254</u>

Congleton Town Council

Notes to the Accounts

31 March 2014

15 Financial Commitments under Operating Leases

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

	2014 £	2013 £
Obligations expiring within one year	-	-
Obligations expiring between two and five years	806	806
Obligations expiring after five years	-	-
	<u>806</u>	<u>806</u>

16 Deferred Grants

	2014 £	2013 £
Capital Grants Unapplied		
At 01 April	-	-
Grants received in the year	50,019	2,250
Applied to finance capital investment	(50,019)	(2,250)
At 31 March	<u>-</u>	<u>-</u>
Capital Grants Applied		
At 01 April	1,408,632	1,443,677
Grants Applied in the year	50,019	2,250
Released to offset depreciation	(42,295)	(37,295)
Extinguished and/or transferred	-	-
At 31 March	<u>1,416,356</u>	<u>1,408,632</u>
Total Deferred Grants		
At 31 March	<u>1,416,356</u>	<u>1,408,632</u>
At 01 April	<u>1,408,632</u>	<u>1,443,677</u>

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

Congleton Town Council

Notes to the Accounts

31 March 2014

17 Capital Financing Account

	2014	2013
	£	£
Balance at 01 April	355,980	330,112
Financing capital expenditure in the year		
Additions - using revenue balances	34,292	32,992
Loan repayments	42,165	40,007
Disposal of fixed assets	(4,132)	(18,881)
Depreciation eliminated on disposals	4,132	14,738
Reversal of depreciation	(88,676)	(80,283)
Deferred grants released	42,295	37,295
Balance at 31 March	386,056	355,980

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

18 Revaluation Reserve

	2014	2013
	£	£
Balance at 01 April	100,943	100,943
Balance at 31 March	100,943	100,943

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

19 Earmarked Reserves

	Balance at 01/04/2013	Contribution to reserve	Contribution from reserve	Balance at 31/03/2014
	£	£	£	£
Capital Projects Reserves	142,676	35,000	(28,610)	149,066
Asset Renewal Reserves	20,000	4,000	-	24,000
Other Earmarked Reserves	225,832	144,399	(102,591)	267,640
Total Earmarked Reserves	388,508	183,399	(131,201)	440,706

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 2014 are set out in detail at Appendix A.

Congleton Town Council

Notes to the Accounts

31 March 2014

20 Reconciliation of Revenue Cash Flow

	2014	2013
	£	£
Net Operating Surplus for the year	132,232	143,729
Add/(Deduct)		
Interest Payable	17,856	18,035
Interest and Investment Income	(7,886)	(13,586)
(Increase) in debtors	(14,903)	(8,572)
(Decrease)/Increase in creditors	(36,857)	52,001
Revenue activities net cash inflow	90,442	191,607

21 Movement in Cash

	2014	2013
	£	£
Balances at 01 April		
Cash with accounting officers	66	135
Cash at bank	755,831	689,609
	755,897	689,744
Balances at 31 March		
Cash with accounting officers	26	66
Cash at bank	722,230	755,831
	722,256	755,897
Net cash (outflow)/inflow	(33,641)	66,153

22 Reconciliation of Net Funds/Debt

	2014	2013
	£	£
(Decrease)/Increase in cash in the year	(33,641)	66,153
Cash outflow from repayment of debt	42,165	40,006
Net cash flow arising from changes in debt	42,165	40,006
Movement in net funds in the year	8,524	106,159
Cash at bank and in hand	755,897	689,744
Total borrowings	(617,419)	(657,425)
Net funds at 01 April	138,478	32,319
Cash at bank and in hand	722,256	755,897
Total borrowings	(575,254)	(617,419)
Net funds at 31 March	147,002	138,478

Congleton Town Council

Notes to the Accounts

31 March 2014

23 Capital Commitments

The council had no capital commitments at 31 March 2014 not otherwise provided for in these accounts.

24 Contingent Liabilities

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

25 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 29th May 2014), which would have a material impact on the amounts and results reported herein.

Congleton Town Council

Appendices

31 March 2014

Appendix A

Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2013</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2014</u>
	£	£	£	£
<u>Capital Projects Reserves</u>				
Capital Contingency Fund	142,676	35,000	(28,610)	149,066
	<u>142,676</u>	<u>35,000</u>	<u>(28,610)</u>	<u>149,066</u>
<u>Asset Replacement Reserves</u>				
Capital Vehicle Fund	<u>20,000</u>	<u>4,000</u>		<u>24,000</u>
<u>Other Earmarked Reserves</u>				
Elections	15,000			15,000
Crime Prevention/Traffic Calming	3,779			3,779
Committed Grants	13,055	17,884	(13,055)	17,884
Congleton Partnership	56,272	46,515	(56,272)	46,515
Office Equipment	1,395		(1,395)	0
Ancient Treasures	3,000			3,000
Web Site	0	10,000		10,000
Training	3,000			3,000
Devolved Services	57,250			57,250
Loan Repayments	4,143		(2,243)	1,900
Public Toilets	20,000	17,500	(593)	36,907
Play Areas	6,000			6,000
Public Realm	7,479		(3,573)	3,906
Legal Fees	10,000			10,000
Digital Display	25,000		(25,000)	0
Tourism	460		(460)	0
Mini bus	0	9,999		9,999
Congleton Neighbourhood Plan	0	42,500		42,500
	<u>225,833</u>	<u>144,398</u>	<u>(102,591)</u>	<u>267,640</u>
 TOTAL EARMARKED RESERVES	 <u>388,509</u>	 <u>183,398</u>	 <u>(131,201)</u>	 <u>440,706</u>

Congleton Town Council

31 March 2014

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Museum Support	4,500	4,500
Paddling Pool & Play Areas	22,621	24,943
Allotments	180	175
Tourism	33,500	24,365
Closed Churchyard & Church Clock	3,250	244
Congleton Town Hall	58,977	78,240
Public Conveniences	-	593
Community Safety (Crime Reduction)	47,200	47,200
Other Environmental Services	-	(87,074)
Congleton Partnership & Community Development	120,518	121,390
CTC Streetscape	38,773	104,549
Fellowship House	4,557	5,178
Public Transport	-	(9,999)
Handyman Services	74,311	55,109
Net Direct Services Costs	408,387	369,413
Corporate Management	65,995	61,948
Democratic & Civic	51,312	46,345
Net Democratic, Management and Civic Costs	117,307	108,293
Interest & Investment Income	(4,000)	(9,322)
Loan Charges	60,021	60,021
Capital Expenditure	55,000	34,292
Transfers to/(from) other reserves	(18,243)	52,198
(Deficit from)/Surplus to General Reserve	-	3,577
Precept on Unitary Authority	618,472	618,472

Congleton Town Council

31 March 2014

Annual Report Tables

Table. 2 – Service Income & Expenditure

Notes	2014 £	2014 £	2014 £	2013 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
DIRECT SERVICE COSTS				
Museum Support}	4,500	-	4,500	4,500
Paddling Pool & Play Areas	25,280	(337)	24,943	21,127
Allotments	365	(190)	175	163
Tourism	31,068	(6,703)	24,365	18,283
Closed Churchyard & Church Clock	244	-	244	2,186
Congleton Town Hall	187,720	(109,480)	78,240	54,954
Public Conveniences	593	-	593	-
Community Safety (Crime Reduction)	47,200	-	47,200	47,200
Other Environmental Services	-	(87,074)	(87,074)	-
Grants	62,624	(11,112)	51,512	57,109
Congleton Partnership	59,232	(20,500)	38,732	51,510
Community Development	34,823	(3,677)	31,146	29,334
CTC Streetscape	104,549	-	104,549	-
Fellowship House	6,864	(1,686)	5,178	761
Public Transport	-	(9,999)	(9,999)	-
Handyman Services	55,109	-	55,109	45,243
DEMOCRATIC, CORPORATE AND CIVIC COSTS				
Corporate Management	137,302	(75,354)	61,948	125,681
Democratic & Civic	37,259	(488)	36,771	61,075
Civic Expenses	9,574	-	9,574	9,200
Net Cost of Services	804,306	(326,600)	477,706	528,326