



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



29th November, 2012

Dear Councillor,

Town Council Meeting – Thursday 6th December, 2012

You are summoned to attend a meeting of the Council, to be held in the Town Hall, Congleton on **Thursday 6th December, 2012** commencing at **7.00pm**.

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

Yours sincerely,

B. Hogan
TOWN CLERK

AGENDA

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

2. Minutes

To approve the Minutes of the meeting held on 1st November, 2012. (enclosed)

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.

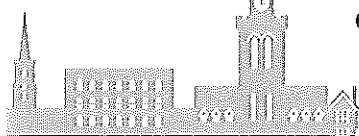


Congleton
beartown
where friends are made

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

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4. Mayor's Announcements (enclosed)

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

5. Outstanding Actions

None.

6. Questions from Members of the Public

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

7. Cheshire East Councillors' Reports

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

8. Planning Committee

To receive the minutes of the meetings held on 8th and 29th November 2012 (enclosed)

9. Community, Environment & Services Committee

To receive the minutes of the meetings held on 15th November 2012. (enclosed)

10. Finance & Policy Committee

To receive the minutes of the meeting held on the 29th November 2012. (enclosed)

11. Accounts

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

12. Urgent Items

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

13. Youth Committee/Junior Council

- a) To receive the minutes of the Youth Committee and Junior Council Meetings held on 20th November 2012. (enclosed)
- b) To deal with Questions from Members of the Youth Committee present at the meeting.

14. Resignation of Councillor

To receive the resignation letter of Cllr Michael Hutton. (enclosed)

15. Christmas Office Hours

To receive and consider a report on the office opening and closing times for the Xmas period. (enclosed)

16. Quality Town and Parish Council Accreditation

To receive the report on the Quality Re-Accreditation Application and the re-accreditation Certificate from the Chairman of ChALC. (enclosed)

17. Amendment to the Constitution

To consider the proposed changes to the Constitution to provide a facility for a public question time at Council meetings. (enclosed)

18. Mayor's Ball

To consider the number and level of complimentary tickets provided for the Mayor's Ball

19. Improving Local Government Transparency and Consolation

To receive and consider a report on local government transparency and consolation. (enclosed)

20. Dispensations and Budget Setting

To receive and consider correspondence from Cheshire East Monitoring Officer and to consider granting a dispensation for setting the precept under S33, the dispensation to remain in force until the next ordinary election of the Town Council in 2015. (enclosed)

21. Precept Update

To receive and consider correspondence from NALC which suggests that the final precept cannot be agreed until the tax base provided by Cheshire East Borough Council is known. (enclosed)

22. Budget and Precept 2013-14

To consider the recommendations from the Finance and Policy Committee held on 29th November 2012, together with the associated report. (enclosed)

The Mayor extends an invitation to those present to partake in some festive refreshments at the conclusion of the meeting.

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,
1st November 2012 in the Town Hall, Congleton.

PRESENT: Councillors D S Allen
 L D Barker
 P Bates
 G Brittain
 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 G. Baxendale, R. I Brightwell, D T Brown M.J Hutton, and R.K Williams.

2. **MINUTES**

CTC/44/1213 RESOLVED- That the Minutes of the meeting held on the 20th September, 2012 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.Hayes declared a pecuniary interest in item 17.

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 received from members of the public.

7. **CHESHIRE EAST COUNCILLORS' REPORTS**

There were no reports from Cheshire East Councillors.

8. **PLANNING COMMITTEE**

CTC/45/1213 RESOLVED- That the minutes of the meeting held on 27th September 2012 and 18th October 2012 be received and the recommendations therein be adopted.

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

CTC/46/1213 RESOLVED- That the minutes of the meeting held on 4th October 2012 be received and the recommendations therein be adopted.

10. **FINANCE & POLICY COMMITTEE**

CTC/47/1213 RESOLVED- That the minutes of the meeting held on 18th October 2012 be received and the recommendations therein be adopted.

11. **TOWN HALL COMMITTEE**

CTC/48/1213 RESOLVED- That the minutes of the meeting held on 11th October 2012 be received and the recommendations therein be adopted.

12. **ACCOUNTS**

CTC/49/1213 RESOLVED-

- (a) That the Council approve the payment of the accounts listed.
- (b) That the Council approve payment of any expenditure agreed at the meeting.

13. **URGENT ITEMS**

There were no urgent matters raised.

14. **YOUTH COMMITTEE/JUNIOR COUNCIL**

CTC/50/1213 RESOLVED- That the minutes of the meetings held on the 4th September 2012, 13th September 2012 and 9th October 2012 be received.

15. **PUBLIC QUESTION TIME**

The Council considered the notion of introducing a 10 minute public question time at all meetings of the Town Council.

CTC/51/1213 RESOLVED that:-

- i. A 10 minute Public Question Time facility be introduced at all Town Council meetings.
- ii. The Town Clerk to produce a protocol for Public Question Time.
- iii. Public Question Time will be advertised on the Town Council website.

16. **QUALITY TOWN AND PARISH COUNCIL ACCREDITATION**

CTC/52/1213 RESOLVED – That the Town Council's re accreditation to the Quality Town Parish Council scheme be welcomed and received.

17. **MAYOR AND DEPUTY MAYORS' ALLOWANCES**

The Council considered the allowances paid to the Mayor and Deputy Mayor during their year of office.

CTC/53/1213 RESOLVED that:-

- i. The Mayor's allowance will be increased to £3,000.
- ii. No allowance will be paid to the deputy mayor in future, but, he/she will be entitled to claim expenses.

18. **CHESHIRE WEST AND CHESHIRE LOCAL PLAN**

CTC/54/1213 RESOLVED – That correspondence concerning the consultation period for the Cheshire West and Chester Local Plan be noted.

19. **BOUNDARY COMMISSION**

The Council considered the report from the Boundary Commission on its revised proposals for Parliamentary Constituencies in England. It was noted that there were no proposed changes to boundaries in Congleton.

CTC/55/1213 RESOLVED – That the report be received.

20. **FIONA BRUCE MP**

CTC/56/1213 RESOLVED – That the letter of congratulations from Fiona Bruce MP to the Council on winning the Best Market Town in Cheshire Award at the Community Pride competition be received.

21. **RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS (IF NECESSARY)**

There was no resolution to exclude the public and press.

Mrs S A Holland

TOWN MAYOR

TOWN MAYOR'S ENGAGEMENTS

2012

2 nd November	Visit to The Quinta School
2 nd November	Congleton Park – Tree Planting
3 rd November	Planting - Polytunnel
7 th November	St. Stephen's School Reunion
8 th November	Bishop Opening of New Building – St. Mary's School
8 th November	Listen Out Loud - Bosley
10 th November	Young Artist Competition – Town Hall
10 th November	Civic Reception – Princess Irene Brigade
11 th November	Remembrance Day Parade and Service
12 th November	Marlfields & Bosley Schools Fairtrade Launch
14 th November	Congleton Amateur Youth Theatre "Strange Ways"
16 th November	Visit to Daven School
20 th November	Junior Council – Town Hall
21 st November	Cheshire Lady Fashion Show – Lion & Swan
22 nd November	Presentation – Trinity Retired Gentlemen's Group
23 rd November	Congleton Christmas Lights "Switch On"
24 th November	New Life Church Shoe Box Appeal
26 th November	Visit to Daven School
27 th November	Mother's Union Congleton Deanery Service
28 th November	Congleton Respect Graduation – Fire Station

1 st December	Tesco – Charity Food Bank
1 st December	Mossley Cricket Club Presentation
2 nd December	McMillian Charity Event – Bull Head
2 nd December	Advent Service – Swettenham Church
3 rd December	Visit to Marton School
3 rd December	St. John Presentation Evening
4 th December	Emergency Services Carol Concert – Chester Cathedral

DEPUTY TOWN MAYOR

2 nd November	Judging of the Rotary Guy
10 th November	Ex-Services Remembrance Service – St. Mary's Church

COUNCILLOR DENIS MURPHY

10 th November	Congleton Choral Society Concert – Town Hall
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CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON THURSDAY, 8th NOVEMBER 2012

PRESENT Councillor D. Murphy (In the Chair)
Mrs. D. Allen
P Bates
R. I. Brightwell
J. S. Crowther
G. R. Edwards
Mrs. A. M. Martin
Mrs. J. D. Parry

1. **APOLOGIES**

Apologies for absence were submitted from Councillors L. D. Barker, G. Baxendale, G. Brittain, M. Hutton, G. P. Hayes, Mrs. S. Holland, D. A. Parker, N. T. Price, G. S. Williams and Miss R. K. Williams.

PLN/20/1213 RESOLVED: - That Councillor D. Murphy be elected Chairman of this committee meeting.

2. **MINUTES**

PLN/21/1213 RESOLVED: That the Minutes of the Meeting of the Committee held on 18th October 2012 be approved and signed by the Chairman as a correct record.

3. **DECLARATIONS OF INTEREST**

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

4. **OUTSTANDING ITEMS**

There were none

5. **PLANNING APPLICATIONS**

PLN/22/1213 RECOMMENDED: That the following comments be made to East Cheshire Borough Council:

Week of 19th October 2012

12/3962C	66 – 68 Leek Road, Congleton, CW12 3HU	NO OBJECTION
12/3381T	4 Roseville Drive, Congleton, CW12 3LU	NO OBJECTION
		Subject to usual conditions
12/4082C	Tall Ash Farm Triangle, Buxton Road, Congleton, CW12	NO OBJECTION
Subject to Highways checking to ensure that access to the site is acceptable		

Week ended 2nd November 2012

12/3962C	66 – 68 Leek Road, Congleton, CW12 3HU	NO OBJECTION
12/4104C	6 Chapel Street, Congleton, CW12 4AB	NO OBJECTION
Councillor D. Murphy declared a personal interest in application 12/4104C		
12/4106C	6 Chapel Street, Congleton, CW12 4AB	NO OBJECTION
Councillor D. Murphy declared a personal interest in application 12/4106C		
12/4143C	Waggon & Horses, West Road, Congleton, CW12 4HB	REFUSE – In the interests of the amenity having regard to the location of the site and also for reasons of safety in respect of highway concerns.
12/4145C	Waggon & Horses, West Road, Congleton, CW12 4HB	REFUSE – In the interests of the amenity having regard to the location of the site
12/4171C	22 Brooklands Road, Congleton, CW12 4LU	NO OBJECTION
12/3247C	Readesmore Medical Group, 29 West Street, Congleton	NO OBJECTION
Councillor D. Murphy declared a personal interest in application 12/3247C		
12/3928D	9 Chapel Street, Congleton, CW12 4AB	NO OBJECTION

6. PLANNING APPEALS

None to report.

7. LICENSING APPLICATIONS

None to report.

8. HIGHWAYS ISSUES

Information was requested in respect of changes to where the speed restrictions come into operation on the A34 on Manchester Road. This item is being dealt with in Community, Environment and Services Committee.

9. PROPOSED DIVERSION OF PUBLIC FOOTPATH NO. 10 – NEWCASTLE ROAD, CONGLETON

It was noted that correspondence had been received from Cheshire East Council dated 26th October 2012 in respect of the proposed diversion of the above public footpath. It was requested that Cheshire East be contacted for clarification on whether the developer was paying for all of the diversion costs.

10. ANY OTHER BUSINESS

None to report.

D. Murphy (In the Chair)

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE COMMUNITY, ENVIRONMENT AND SERVICES COMMITTEE HELD ON THURSDAY, 15TH NOVEMBER 2012

PRESENT: Councillors G S Williams (Chairman in the Chair)
 Mrs D S Allen
 L D Barker
 P Bates
 J S Crowther
 G.R Edwards
 G.P Hayes
 Mrs A.M Martin
 D Murphy
 Mrs J D Parry
 N T Price
 E Clarke – Appointed Member

1. APOLOGIES.

Apologies for absence were received from Cllr D. Murphy and E Clarke. Apologies were also received from Cllrs M.Hutton D.A Parker and R.K Williams who are not members of this particular committee

2. MINUTES

CES/13/1213 RESOLVED that the minutes of the meeting held on the 4th October 2012 be confirmed as a correct record and signed by the Chairman.

3. DECLARATIONS OF INTEREST

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

Cllr D.Brown declared a non pecuniary interest in matters related to Cheshire East Borough Council and abstained from voting on items 5 and 7.

4. OUTSTANDING ACTIONS

CES/40/1112

A report on the Boat on the River Dane noted that a group of local businessmen had offered to remove the boat at no cost.

CES/02/1213

The Town Council to pursue all options available in order to resolve the problem of the Boat, including S215 enforcement via CEBC, in addition, the Clerk to contact McCarthy and Stone to elicit their assistance in the matter.

CES/03/1213

Cllrs P. Bates and G. Williams determine how to move forward the notion of utilising the Community Payback scheme and report back to the next committee meeting.

CES/10/1213

1. The Town Centre Manager to provide analysis of how effective the scheme has been during the past 12 months for retailers.

2. Approach the Local Life to ascertain what additional support they can provide to promote the scheme in Congleton.

5. BOAT ON THE RIVER DANE

Cllr N. Price provided an update on actions being taken to remove the Boat on the River Dane. It was noted that a letter of consent to have the Boat removed had not yet been signed by the Boat owner.

CES/14/1213 RESOLVED that the Town Council pursue all options available in order to resolve the problem of the Boat, including S215 enforcement via Cheshire East.

6. CONGLETON CHILDREN'S CENTRE

It was noted that the speaker from Congleton's Children Centre was unable to attend because of the change of date of the committee meeting.

7. RESIDENTS STREET PARKING

A proposal from Cheshire East Borough Council on modifying permit bay parking time in Park Road and Kinsey Street areas was considered.

CES/15/1213 RESOLVED that: -

1. To endorse the proposals contained within the report.
2. To congratulate Cllr A. Thwaite and Cheshire East Officers for responding to the need to make better use of the parking bays.

8. ASTBURY MERE DEVELOPMENT

Correspondence from the Planning Officer who dealt with the development near Astbury Mere, confirmed that the developer was not required to install a pedestrian refuge as a refuge on this part of the road would not meet Safety Standards and as such could not be provided.

It was noted however, that Cheshire East are consulting with local residents about the notion of installing a pedestrian crossing in the area and reducing the speed limit to 30mph.

CES/16/1213 RESOLVED that:-

1. To support the notion of installing a pedestrian crossing and introducing a 30 mph speed limit.
2. To propose the 30 mph speed limit should be introduced from Astbury Mere Care Home to the Paul Sheard Auto garage.
3. To contact Newbold Astbury cum Moreton Parish Council to advise them of our resolution.

9. TRAFFIC ASSESSMENTS

A report from Cheshire East Highways Department explaining the pilot study being undertaken on parts of the A34 to identify problem areas which may need improvements such as signage or speed limits was discussed.

CES/17/1213 RESOLVED that the report be received.

10. ELECTRICITY NORTH WEST

A letter from Electricity North West seeking the view of the Council on the planned investment in the local electricity network over the next 10 years, via a questionnaire, was considered.

CES/18/1213 RESOLVED that a team consisting of Cllrs Williams, A.Martin, D.Brown and the Town Clerk complete the questionnaire on behalf of the committee.

11. ENVIRONMENTAL AUDIT

A detailed report on the Town Council's Environmental Audit was presented to the Committee for consideration.

CES/19/1213 RESOLVED that:-

1. The report be received and noted.
2. The Town Council forge closer links with the Sustainability Group to support deliverability of environmental initiatives.

12. MEMBER SATISFACTION SURVEY

A member satisfaction survey produced by Cheshire East Highways was discussed. The survey is to consider the level of satisfaction with highway services being delivered by Ringway Jacobs.

CES/20/1213 RESOLVED that the survey be completed on behalf of the Committee by Cllrs G.Williams, A.Martin, D.Brown and the Town Clerk.

13. BANNERS ON MOUNTBATTEN WAY

A report produced by the Town Centre Manager proposing the installation of banners on Mountbatten Way was discussed.

CES/21/1213 RESOLVED that:-

1. Approve the concept of installing banners on Mountbatten Way.
2. Approve the 4 design themes.
3. The Town Council will sponsor up to a maximum of 4 banners if they are not sold to businesses.
4. Cost to be taken from the Tourism budget.

14. RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS

There was no resolution to exclude the press or public.

15. CHESHIRE POLICE

There were no members of the Cheshire Police present at the meeting. However, Cllrs G.R Edwards, G Williams and the Town Clerk will consider whether or not all police matters should be discussed with the public and press excluded.

G Williams

Chairman

Congleton Town Council

RBS Current/ Access Acct

List of Payments made between 01/10/2012 and 31/10/2012

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/10/2012	PWLB	DD	£10,889	PWLB
01/10/2012	United Utilities	DD	£336	010412/3118/United Utilities
01/10/2012	West Mercia Energy	dd	£42	1021052/3407/West Mercia Energ
01/10/2012	Cheshire East Council	DD	£2,109	CEast business rates
01/10/2012	Congleton Shopmobility	005676	£2,500	Grant Congleton Shopmobility
02/10/2012	Cheshire East Council	005662	£18,175	177690/3409/Loan repayment
02/10/2012	Cheshire East Council	005663	£60	2521213/3410/Bronze Bear
02/10/2012	Heads (Congleton) Limited	005664	£52	74581/3411/Fellowship Hse Ad
02/10/2012	Congleton Glass Co. Ltd	005665	£75	1672/3412/glass for T Hall Pic
02/10/2012	Enviro Inks Ltd	005666	£288	0005536/3413/Franking Machine Ink
02/10/2012	Investors In Publishing Ltd	005667	£336	14772/3414/Ad in Cheshire Bord
02/10/2012	Lesniak Swann	005668	£1,338	IN4294/3415/website hosting and support
02/10/2012	Mitten Clarke	005669	£251	10967/3416/Payroll
02/10/2012	Pitstop	005670	£221	210912/3417/MOT on van
02/10/2012	Posh Nosh Parties Ltd	005671	£864	1709/3424/TC9846 Adams
02/10/2012	Prism Business Developments Li	005672	£36	7662/3425/Network Adaptor BH
02/10/2012	TMC Creative Ltd	005674	£600	1408/3430/T Hall Banner
02/10/2012	Intergage Ltd	005675	£84	15946/3434/Beartown website
02/10/2012	Shell UK Ltd	Dd	£101	S03852736/3429/van fuel
02/10/2012	T Mobile	dd	£21	V00863095624/3431/JM mobile
08/10/2012	Congleton Office Supplies Ltd	005677	£41	SINV00069709/3435/footstool JP
08/10/2012	The Leaflet Team	005678	£368	CTC0013/3436/Dist Bear Necessi
08/10/2012	Posh Nosh Parties Ltd	005679	£412	2909/3438/lunch mmw
10/10/2012	plus dane	005681	£500	paid to CTC in error
15/10/2012	Wirehouse	DD	£102	Health & safety consultancy
16/10/2012	Richie	005673	£15,251	91651/3427/Richie Kitchen alterations
19/10/2012	Wirehouse	DD	£154	HR support
22/10/2012	Angel Springs	005683	£38	1615091/3439/Water
22/10/2012	Floral consultant	005684	£862	190912/3440/watering town flow
22/10/2012	Cannon	005685	£83	CN18200116/3441/clinical waste
22/10/2012	Canda Copying Ltd	005686	£832	305045/3442/Photocopier
22/10/2012	Cheshire East Council	005687	£2,499	118354/3444/TIC extra hours
22/10/2012	Four Oaks Nurseries Ltd	005688	£109	36757/3445/Town Flowers
22/10/2012	Global Hygiene LLP	005689	£1,303	1343241/3446/cleaning products
22/10/2012	Intergage Ltd	005690	£84	16359/3447/web hosting p/ship
22/10/2012	Jackson Lloyd	005691	£650	25000011/103244/3448/roof
22/10/2012	Otis Ltd	005692	£456	01040509/3449/lift contract
22/10/2012	Posh Nosh Parties Ltd	005693	£635	2610/3450/Buffer P/ship AGM
22/10/2012	Posh Nosh Parties Ltd	005694	£46	3010/3459/TC9872
22/10/2012	The Stationery Cupboard	005695	£197	0092/3454/The Stationery Cupbo
22/10/2012	Vibrant Graphics Ltd	005696	£658	025187/3455/Bear Necessities
22/10/2012	MAC Tool & Plant Hire Ltd	005697	£22	4585/3460/chain oil
22/10/2012	Heads (Congleton) Limited	005698	£108	74856/3461/mad hatters tea party mayor
22/10/2012	Creative Marketing	005699	£150	524/3462/chamber open day fiye
22/10/2012	Shell UK Ltd	d d	£89	S03868799/3451/fuel for van
22/10/2012	RBS Autopay	AUTOPAY	£24,014	RBS Autopay
22/10/2012	four oaks	005682	£603	Grant to Buglawton in Bloom
25/10/2012	St Peter's Church	005700	£650	Grant Churchyard cutting
25/10/2012	Prism Bus Developments	DD	£261	IT Support
29/10/2012	West Mercia Energy	dd	£520	1025264/3432/Town Hall Gas
29/10/2012	Allpay Ltd	DD	£36	Allotment rental
31/10/2012	Sita UK Ltd	dd	£202	28397888/3453/waste collection

Total Payments £90,309

Congleton Town Council

Minutes of the meeting of The Junior Council held on Tuesday, 20th November 2012 in the Town Hall, Congleton

PRESENT Town Councillors Mrs. S. A. Holland (Town Mayor)
G. Hayes (Deputy Town Mayor)

Mrs. L. D. Minshull (Congleton Town Council)

	School
Young Councillors Gemma Bailey	Astbury
Jo Fuller	Astbury
Alison Asi	Bosley St Mary's
Liam Conroy	Bosley St Mary's
Patrick Maher	Bosley St Mary's
Katie O'Connor	Daven
Sophie Wilson	Daven
Jemma Dent	Daven
Aimee Smith	Daven
Libby Hepell	Bosley St Mary's
Darcy Davies	Bosley St Mary's
Morgan Bailey	Scholar Green
Lucy Booth	Scholar Green
Lyieta Wright	Scholar Green
Kizzie Struselis	Quinta
Sarah Prayle	Quinta
Tom Vale	Quinta
Max Wrench	Quinta
Maya Hicklin	St. Mary's
Jakob McGregor	St. Mary's
Elizabeth Nuttall	St. Mary's
Joseph France	St. Mary's
Alfie Galbraith	Blackfirs
Becki Birkin	Blackfirs
Will Bours	Blackfirs
Eve Summerill	Buglawton
Arabella Holland	Buglawton
Max Hughes	Buglawton
Aaron Cook	Buglawton
Jack Williams	Marton
Lois Kennerley	Marton
Hannah Pemberton	Marton
Josh Hassall	Marton

1. APOLOGIES

Apologies were received from Marlfields School who were unable to attend the meeting.

2. **INTRODUCTION**

Deputy Town Mayor Councillor George Hayes outlined the plans for the morning and asked everyone to join him with a prayer. He then introduced the Town Mayor, Councillor Mrs. Ann Sally Holland.

3. **WELCOME**

Town Mayor, Councillor Ann Sally Holland welcomed the guests and young people. The Mayor explained the procedure for the election of a Mayor and the pride she felt in being elected to the position of Town Mayor. She also outlined the procedure for the election of Junior Mayor for the day.

4. **ELECTION OF JUNIOR TOWN MAYOR**

The young councillors put themselves forward for the position of Mayor and the Council voted. It was

RESOLVED: That Gemma Bailey be elected as Junior Town Mayor for the day.

5. **ELECTION OF YOUNG DEPUTY TOWN MAYOR**

RESOLVED: That Alfie Galbraith be elected as Junior Deputy Town Mayor for the day.

6. **PRESENTATION – FAIRTRADE**

Alan Harrison, Judith Talbot and Lesley Mosley of the Fairtrade Group attended the meeting and gave a presentation about Fairtrade. They provided information on the background to Fairtrade and how it is supported in Congleton.

7. **FAIRTRADE GAME**

The children took part in the Interdependency Game to illustrate the principles of Fairtrade.

8. **CONCLUSION**

The Town Mayor, Councillor Sally Ann Holland thanked the young people for their attendance and gave a representative from each school a written message from the Mayor.

Councillor Mrs. S. Holland (Town Mayor)

Congleton Town Council

Minutes of the meeting of the Youth Committee held on Tuesday 20th November 2012 in the Town Hall, Congleton

PRESENT Youth Councillor Maddy Summerfield (Chairman)
Nathan Davies
Catherine Hassall
Jordan Goodwin
Joseph Hearson
Kirby Jennings
Matthew Procter

Tom Heyes
Thomas Minshull

Mrs. Linda Minshull

1. APOLOGIES

Apologies were received from Hannah Booth, Gabrielle Booth, Beth Evans, Eleanor Roberts, Matthew Jones and Councillors Larry Barker, George Hayes, Sally Holland and Liz Wardlaw.

2. MINUTES OF LAST MEETING

RESOLVED – That the Minutes of the Meeting of the Committee held on 9th October 2012 were signed by the Chairman as a correct record.

3. ARC MEETING AT THE FIRE STATION

Matthew gave feedback on the Arc Angel meeting he had recently attended. The information folder gives detailed alcohol information and will be held on file. This will be discussed again when meetings are arranged with the High Schools.

4. YOUTH COMMITTEE BANK ACCOUNT

It was reported that the balance stands at £668.42 as at 5th November 2012.

5. CHRISTMAS LIGHTS SWITCH-ON CHARITY STALL

Arrangements were discussed for the Christmas Lights "Switch On" stall and rota for volunteers agreed.

6. CHRISTMAS QUIZ

The Youth Committee Christmas Quiz will take place Friday 21st December at St Mary's Club. Nathan volunteered to produce the quiz and Kirby will produce a poster to promote the event.

7. YOUTH COMMITTEE MEMBERS ITEMS

Congleton Volunteering Website

Nathan gave a presentation on the Congleton Volunteering Website. The aim of the site would be to provide an online volunteering directory resource for Congleton. The site will be aimed at youth organisations, schools and the young people of the town. The site will also provide publicity for the Youth Committee.

RESOLVED – In principle to take forward this proposal and request Nathan to carry out the project on behalf of the Youth Committee.

It was suggested that Larry be requested to review the proposals and feedback comments to the Committee.

Town Council

Linda informed the meeting that the next Town Council meeting is scheduled for Thursday 6th December at 7 p.m. The meeting will be followed by festive refreshments.

Town Carol Service

Linda provided information on the Carol Service which will be held on Thursday 20th December at 7.30 p.m. at St. Peter's Church.

Emma

It was discussed that Emma be contacted to attend a meeting or social event to enable the committee to present her with a small gift.

Town Council Badges

It was requested that members be issued with a Town Council Badge. Linda will make arrangements for this to take place.

8. ANY OTHER BUSINESS

Jeanne Whitehurst Fellowship

Members were encouraged to promote the Jeanne Whitehurst Fellowship Award Scheme. Members agreed to promote this initiative in assemblies. Linda will provide forms at the next meeting.

Youth Committee Five Year Anniversary

Next year the Youth Committee will have been established for five years. It was suggested that the Committee may wish to organise an event and invite past members. This will be discussed in more detail at the next meeting.

Heritage Lottery Fund

Matthew provided information on the Heritage Lottery Fund and asked members to contact him directly if they had any ideas for projects.

9. DATE OF NEXT MEETING

The next Youth Committee Meeting – Tuesday 8th January 2013 at 7 p.m.

There will be an informal meeting on Thursday 3rd January.

Maddy Summerfield (Chairman)

61 Hawthorne Close
West Heath
Congleton
Cheshire
CW12 4UF

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



19/11/12

Dear Mr Hogan

I write to inform you of my intention to stand down as a Councillor for Congleton Town Council with immediate effect.

Regards

A handwritten signature in black ink, appearing to read "M. Hutton".

Michael Hutton

Cc Louise Bours

Christmas Closedown Arrangements

The Town Council offices will be closed from 1pm on Christmas Eve, Monday 24th December and staff will return to work on Wednesday 2nd January 2013.

The Town Hall will be open on the 27th December 2012 for a Blood Service booking and caretaker staff will be available to look after the building.

Staff will take part of their holiday requirement for any non-statutory holidays taken off during this period.

Brian Hogan

30.11.12

24th October 2012

Mr B Hogan
Clerk to Congleton Town Council
Town Hall
High Street
Congleton
CW12 1BN



Dear Mr Hogan

QUALITY RE-ACCREDITATION APPLICATION

I have much pleasure in advising you that the Quality Accreditation Panel, which met on the 19th October, 2012, unanimously agreed that Congleton Town Council should be re-accredited with Quality Status for a further four years.

Members felt that Congleton is an enterprising council and you had submitted a strong application. CTC's portfolio evidence for Test 8 "Promoting Local Democracy & Citizenship" was particularly impressive. The full supporting notes were helpful in answering any questions from panel members.

Members were pleased to see a marked increase in councillors' average attendance at meetings (compared to the 2008 figure) and the rationalisation of the council's committee structure.

The Panel noted a couple of technical issues and would remind the council that its Minutes must always make clear who chaired every meeting, eg. by including it in the list of those present: "Cllr Holland, Mayor (Chairman)". The Panel was pleased to note that, in future, Minutes will be taken of the Annual Town Meeting and the first item of business at the Council's Annual Meeting will be the election of chairman.

The Panel urges CTC to adopt best practice in the following areas:

- a) to record briefly the grounds upon which apologies for absence are tendered by councillors (see *C Arnold-Baker 'Local Council Administration' 8th Edn Point 7.14*). For sensitive matters, grounds could be recorded as "Personal – refer to Town Clerk", and
- b) to cease to have a *Resolution to Exclude the Press & Public* (if necessary) as a standing item on its agendas because the power to exclude is not exercisable generally, but only for a particular occasion (see *C Arnold-Baker 'Local Council Administration' 8th Edn Point 7.6 and Public Bodies (Admission to Meetings) Act 1960*).

The Panel commended CTC on distributing its Newsletter to all households in Congleton and making copies available in public places. This form of communication is of key importance and Panel members felt it would be enhanced by:



QUALITY
PARISH
COUNCIL

**Cheshire Association
of Local Councils**
Blue Bache Barn
Burleydam
Whitchurch
Shropshire
SY13 4AW

☎ 01948 871314

📠 0871 131 9465

www.ChALC.org.uk

Accreditation Panel

Chairman

Randal Hibbert

Members

David Rowlands
Parish Council Representative

Alan Warburton
Parish Council Representative

Alison Armstrong
Cheshire West & Chester Council

Jo O'Donoghue
*Society of Local Council
Clerks*

Arthur Moran
Cheshire East Council

Clerk to the Panel

Linda Davenport

CESHIRE ASSOCIATION OF LOCAL COUNCILS

Representing and promoting the interests of Parish and Town Councils in Cheshire through support, information and training

- a) giving the council's postal address and telephone number equal prominence with its email address, and
- b) including a Summary of the Council's Annual Report in an edition of the Newsletter.

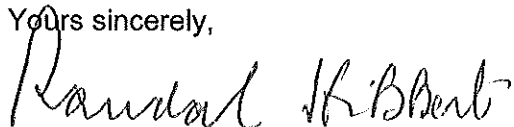
The Panel was pleased to note that the Town Clerk's name and full contact details will appear in future Newsletters, but were disappointed that councillors have not taken up two recommendations set out in the Panel's previous accreditation letter of September 2008, ie. that:

- i. councillors ensure that the public have clear and publicised means by which to contact them **direct**, eg. via a named e-mail (eg. A.Person@congletontowncouncil.org.uk) or postal address or telephone number, and
- ii. Congleton councillors hold informal surgeries with residents as engagement with local people is paramount in the ethos of the quality scheme.

The Panel would greatly appreciate it if CTC could find an opportunity to re-consider its approach to these matters, but this is, of course, a matter for Congleton Town Council to address as it sees fit and the Panel's comments are intended to be helpful in this instance, not critical.

Finally, may I take this opportunity to congratulate you and your members on a successful second award of Quality Status.

Yours sincerely,



Randal Hibbert
Panel Chairman

cc: Ms S-A Holland, Town Mayor

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

- 71a. The public shall be admitted to all meetings of the Council and its committees and sub-committees but not working parties, which may, however, temporarily exclude the public by means of the following resolutions:-**

"That the Council/Committee resolve to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960, from the matters set out below on the grounds that it could involve the likely disclosure of private and confidential information or staff matters".

- 71b. The Council shall state the special reason for exclusion.**

- 72a. At all meetings of the Council the Chairman may at their discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.**

- 72b. At all meetings of the Council, the Chairman shall adjourn the meeting so as to allow any members of the public to address the meeting in relation to the relevant business to be transacted at that meeting where Council invite a Member having a personal and prejudicial interest in the subject matter under debate to remain only for the purpose of making representations, answering questions or giving evidence relating to the business, in accordance with Order 22 (r) and 63b.**

- 73. The Council have a public question session at ordinary meetings of full Council and a total of 10 minutes is allocated for members of the public to address the Council on any matter relevant to the work of the Council, questions will be asked and answered without discussion. It may introduce a public question session at any of its other meetings. The following operational rules will apply:**

a. General

Individual members of the public may speak for up to 5 minutes, but, the Chairman (Mayor) will decide how the period of time is allocated for public speaking and it will be apportioned where there are a number of speakers.

The Council or Member responding to the question may answer the question, may decline to do so, may agree to reply at a later date or may refer the question to an appropriate committee. Questions will be asked and answered without discussion

It is not required to give notice of the intention to make use of public speaking provision but, as a matter of courtesy, a period of 24 hours notice is encouraged

Members of the public requiring a response, may also ask questions of the Chairman (Mayor) of Council, at any ordinary meeting of that body by giving the requisite notice.

b. Order of questions

Questions will be asked in the order that notice of them was received, except that the person presiding may group together similar questions.

c. Notice of questions

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Town Clerk no later than midday 7 working days before the day of the meeting. Each question must give the name and address of the questioner and must clearly identify the Member of the Council to whom it is to be put.

d. Number of questions

At any one meeting no person may submit more than one question and no more than one such question may be asked on behalf of any one organisation.

e. Scope of questions

The Town Clerk may reject a proposed question if it:

- is not about a matter for which the Council has a responsibility or which affects the Town;
- is defamatory, frivolous or offensive;
- is substantially the same as a question which has, in the past six months, been put at a meeting of Council or any Committee or sub-Committee.
- requires the disclosure of confidential information.
- relates to a planning application or any matter of a personal nature
- discloses no question

f. Asking the question at the meeting

The chairman of the meeting will invite the questioner to put the question to the Member named in the notice. If a questioner who has submitted a written question is unable to be present, they may ask the chairman to put the question on their behalf. The chairman may ask the question on the questioner's behalf, indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with.

g. Response

An answer may take the form of:

- (a) a direct oral answer;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

REPORT TO CONGLETON TOWN COUNCIL
THURSDAY 6TH DECEMBER 2012

IMPROVING LOCAL GOVERNMENT TRANSPARENCY – CONSULTATION

On 25 October 2012 the Government published the above consultation, and a copy of this is enclosed for members. The closing date for responses is 20th December 2012.

Previously, in September 2011, the Government had published a “Code of Recommended Practice for Local Authorities on Data Transparency” setting out a range of data which various public authorities should publish online for the benefit of “armchair auditors”, but compliance with the Code was not compulsory. This existing Code is included as Annex A of the Consultation document.

The current proposal is that this Code of ‘recommended’ practice should become mandatory, and require public bodies to publish the information requested, in the manner and form specified. The various public bodies to which this would apply include: “a parish council which has gross annual income or expenditure (whichever is the higher) of at least £200,000.”

In addition, various changes to the existing Code are proposed, which would form part of the new mandatory Code.

The data currently included in the recommended Code, which it would become compulsory to publish in every council's “transparency inventory” is as follows:

- expenditure over £500, (including costs, supplier and transaction information).
- senior employee salaries, names, job descriptions, responsibilities, budgets and numbers of staff. 'Senior employee salaries' is defined as all salaries which are “above £58,200 and above”. Budgets should include the overall salary cost of staff reporting to each senior employee;
- an organisational chart of the staff structure of the local authority including salary bands and details of currently vacant posts;
- the 'pay multiple' - the ratio between the highest paid salary and the median average salary of the whole of the authority's workforce;
- councillor allowances and expenses;
- copies of contracts and tenders to businesses and to the voluntary community and social enterprise sector;
- grants to the voluntary community and social enterprise sector, clearly itemised and listed;
- policies, performance, external audits and key inspections and key indicators on the authorities' fiscal and financial position;

- the location of public land and building assets and key attribute information that is normally recorded on asset registers; and
- data on democratic running of the local authority including the constitution, election results, committee minutes, decision-making processes and records of decisions.

The *additional* data streams which it is proposed to add to the above list are:

- Trade Union Facility Time - the amount spent on providing support and facilities to trade unions within their workforces, and to specify which unions;
- Parking Charges - revenue from off-street and on-street parking charges; the number of off-street parking places; the number of on-street parking places; the revenue from parking fines; and the number of free parking spaces available
- To add to the existing requirement of publishing councillor allowances and expenses –“and any other payments made to councillors from the public purse”; and
- Spending on goods and services made via corporate charge cards, credit cards or procurement cards - identified as payments to the underlying merchant/supplier, not spending on the card company itself.

Consultation Response

The Consultation document asks five specific consultation questions as follows:

Q1: What amendments or additions could be made to paragraphs 10 and 11 of the Code to aid compliance?

Q2: What data streams could be added to the Code to aid transparency where services are contracted-out; and help greater access to contract information?

Q3: Are there other data sets which would be useful to the public which could be added to paragraph 12 of the Code? In particular, is there any data that would:

- Support Small and Medium-sized Enterprises and local businesses
- Support the release of surplus Local Authority land and property?

Q4: Is the description of minimum standards and proposed timing to achieve them correct?

Q5: Is the process of what will happen if the Code is to be enforced clear?

These are not necessarily the right questions to respond to, or particularly relevant questions for the town/parish council sector. It is therefore suggested that the Council submits a general response, based on the comments below.

Suggested response from Congleton Town Council

Overall the Consultation document is very confused and unsatisfactory. It reproduces all the existing Code, except for the date which was originally printed on it, so it is not immediately

apparent that this is something already in existence. It makes several comments about where the existing Code needs added clarity, but it does not provide a draft of the suggested revisions; and so consultation responses have to be based largely on guesswork of what the new Code might require. For example, it says in paragraph 23 on page 8 [policies, performance, external audits and key inspections and key indicators on the authorities' fiscal and financial position] that "We will be developing greater clarity on the description of these data streams during the consultation period." It would have been far more sensible to provide this greater clarity first, and then go out to consultation.

Code Paragraph 10

If the Code is to become compulsory it cannot include a statement as woolly and all-encompassing as in paragraph 10 that, "if public data would be released under Freedom of Information it should be included in the inventory." This would be an impossibly huge undertaking, bearing in mind that FOI requests have included such matters as the number of windows in public buildings.

Code Paragraph 12

The current Code does not specify the threshold at which contracts are to be published. The proposed level of "£500 and over" is far too low as it will include a huge range of comparatively minor contracts. Before Contracts can be published online they may need to be redacted to avoid disclosure of personal or commercially-sensitive data and the administrative cost of this will be out of proportion to the public interest in such low value contracts.

Whilst the publication of "the location of public land and building assets and key attribute information that is normally recorded on asset registers" [bullet point 9 of para12] seems reasonable, the suggested 21 points of detailed information to be recorded for each asset, as contained in Annex B, is totally inappropriate and excessive, especially as there is to be no *de minimis* asset value recommended for publication. The detailed information required here is likely to be far beyond the reasonable expectations of what can be delivered by a parish council with gross income/expenditure of just £200,000 per annum.

The selection of items in the bullet point list is very quirky and does not differentiate between what is, and what isn't, strategically important data. For example, it includes the very specific bullet point four, "*the 'pay multiple' – the ratio between the highest paid salary and the median average salary of the whole of the authority's workforce*". Yet bullet point eight asks for "...*key indicators on the authorities' fiscal and financial position*", without giving any indication or examples of what such "key indicators" will be.

Similarly the proposed additions to the list of data to be published [Trade Union facilities, parking charges, other payments to councillors] display something of a 'hobby-horse' mentality as to what should meaningfully be published.

Code Paragraph 16 (and consultation paragraph 31, page 10)

It would have been useful if the proposed "annex to the Code setting-out clear messages about anti-fraud measures" had been produced to be commented on in the consultation. Publishing information online (such as supplier names and contracts, and the amounts of regular monthly payments etc.) provides fraudsters with much of the information they need to mount a sophisticated fraud that the supplier has "changed bank account" (i.e. to their fraudulent account) and so redirect payments to them.

Consultation paragraph 32, page 10

This paragraph states that, *"Transparency saves the public sector money by identifying waste and inefficiency. Taking into consideration these savings, compliance with the regulations should not entail any additional costs over and above existing best practice adherence to the Code..."* But there does not seem to be any objective assessment of how much money will be saved and whether the right information is being published to identify waste and inefficiency. The unidentified level of 'savings' is then presumed to offset the equally unidentified additional costs of adherence to the Code. This is far too vague.

It is also unreasonable to only seek to quantify the additional cost to local government of a mandatory Code over the current recommended Code. The cost to local government (and local residents) will be the cost of complying with the Code. Introducing a new responsibility to local government first as recommended practice, and then making it compulsory, does not make the cost nil.

General comments

There are some very important overall considerations which are not adequately covered in the Consultation. For example, the stated reason why such information is to be published is that, "for democratic accountability to increase, local people need to be able to hold local authorities to account over how they spend public funds and the decisions that are made on their behalf." This is a perfectly acceptable objective, but given the relatively large administrative costs of publishing and updating the information required by the Code, there does not seem to have been any detailed analysis or consultation from the 'local resident' perspective as to what information would be useful or meaningful to them. Without an analysis as to whether the

right information is being published to meet the objective of democratic accountability, it is difficult to objectively assess whether the additional cost and 'red-tape' involved in publishing such information is justifiable or cost-effective.

This is particularly relevant for the large number of quite small parish councils that will be placed under a mandatory duty to publish the detailed information required by the Code. Because of their comparatively small size the administrative burden on them of compliance will be proportionally far greater.

Either the limit of gross income/expenditure of £200,000 per annum needs to be increased, or a separate "light-touch" Code should be produced for town/parish councils excluding the more onerous elements, such as the 21 separate data streams requested on the inventory for each asset.

A better alternative altogether would be that the Code (or whatever it is amended to become) should remain as "recommended practice" for such town/parish councils, rather than a mandatory requirement. A local resident could ask the council for any of the information contained in the Code and which the council had not published online, and the council would supply this on request. If it became apparent that there were a large number of such requests that town/parish councils were not meeting, then the Government could reconsider whether the Code should become compulsory for such councils.

Town and parish councils represent a very small proportion of total local government expenditure. By their nature they are very local and accessible to their residents and it so may be more productive for any "armchair auditors" to get out of their armchair, and come along to the public forum at the next council meeting, and ask a question in person.

RECOMMENDED: That the Council responds to the Consultation on the basis of the comments outlined above.



Department for
Communities and
Local Government

Improving local government transparency consultation

Making 'The Code of Recommended Practice for Local
Authorities on Data Transparency' enforceable by regulations

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This document/publication is also available on our website at www.communities.gov.uk

Any enquiries regarding this document/publication should be sent to us at:

Department for Communities and Local Government
Eland House
Bressenden Place
London
SW1E 5DU
Telephone: 030 3444 0000

October 2012

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Introduction

1. The Government is consulting on making regulations to require local authorities to publish data falling within certain descriptions of information specified in the Code of Recommended Practice for Local Authorities on Data Transparency ('the Code'), which was issued on 29 September 2011 under section 2 of the Local Government, Planning and Land Act 1980 ('the Act') (see **Annex A** for a copy of the Code). The regulations will also require authorities to publish information in the manner and form specified in the Code. The Code is concerned with making data generated by authorities available and accessible to the public. The authorities to whom the Code applies, and to whom the regulations will apply, are listed in section 2 of the Act (and are set out in paragraph 4 of the Code).

Why we are consulting

2. The Code was issued to meet the Government's ambition to place more power into people's hands. For democratic accountability to increase, local people need to be able to hold local authorities to account over how they spend public funds and the decisions that are made on their behalf. Transparency is the foundation of this accountability and, if people are to play a bigger role in society, they need to have the tools and information to enable them to do so.
3. The Secretary of State wishes to strengthen this ambition further by making regulations under section 3 of the Act to make it a legal requirement to publish data in accordance with the regulations and the Code: to publish information of the description, in the manner and form, and at the times specified. The power to make regulations exists if, in the Secretary of State's opinion, it is necessary to make such regulations in order to ensure that authorities publish information of that description, in the manner and form, and at the times specified.
4. All principal local authorities are now publishing expenditure over £500. Whilst some authorities are making excellent progress in the provision of open, accessible data for citizens, the availability of data listed in the Code is still somewhat variable across local authorities. The Secretary of State believes that making regulations is necessary to ensure that *all* citizens, up and down the country, have equal access to the data set out in the Code. Also, that there is a minimum standard of access to this data and when this data is made available.

What are we proposing?

5. We propose to make regulations to require authorities to publish descriptions of information specified in the revised Code, in the manner and form specified. If, after consultation, it is agreed that authorities should not be required to publish certain descriptions of information, it is

anticipated that the revised Code will continue to specify that this information should be published as recommended practice.

6. Comments are invited on proposed amendments and additions to the Code; and the regulations. In particular:

Question 1: What amendments or additions could be made to paragraphs 10 and 11 of the Code to aid compliance?

Question 2: What data streams could be added to the Code to aid transparency where services are contracted-out; and help greater access to contract information?

Question 3: Are there other data sets which would be useful to the public which could be added to paragraph 12 of the Code? In particular, is there any data that would:

- **Support Small and Medium-sized Enterprises and local businesses**
- **Support the release of surplus Local Authority land and property?**

Question 4: Is the description of minimum standards and proposed timing to achieve them correct?

Question 5: Is the process of what will happen if the Code is to be enforced clear?

Who are we consulting?

7. We would welcome comments from any organisations affected by this Code. This document is also available on the Department for Communities and Local Government website (www.communities.gov.uk) and we will be drawing it to the attention of all principal councils in England and all other bodies affected by the Code. We would also welcome views from the public, open data experts, developers, citizen activists and other interested parties.

Scope

8. This proposal will affect all local authorities in England as listed in paragraph 4 of the Code.

How to respond

9. Your response must be received by **20 December 2012** and may be sent by email to: Transparencycode@communities.gsi.gov.uk, via the forum: <http://haveyoursay.communities.gov.uk/forums/> , or in writing to:

Angela Isichei
The Department for Communities and Local Government
Zone 3/J6
Eland House
Bressenden Place
London
SW1E 5DU

10. Please title your response 'Response to Making Regulations under the Transparency Code consultation'.
11. It would be helpful if you could make clear in your response whether you represent an organisation or group, and in what capacity you are responding.

Publication of responses - confidentiality and data protection

12. Information provided in response to this consultation, including personal information, may be published, or disclosed in accordance with the access to information regimes. (These are primarily the Freedom of Information Act 2000, the Data Protection Act 1988 and the Environmental Information Regulations 2004).
13. If you want any information you provide to be treated as confidential, you should be aware that under Freedom of Information Act 2000, there is a statutory Code of Practice with which public authorities must comply, and which deals, amongst other things, with obligations of confidence. In view of this, it would be helpful if you could explain to us why you regard the information you have provided as confidential.
14. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give any assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department.
15. The Department will process your personal data in accordance with the Data Protection Act 1988 and in the majority of circumstances, this will mean that your personal data will not be disclosed to third parties.

16. Are you satisfied that this consultation has followed these criteria? If not, or if you have any other observations about how we can improve the process please contact

DCLG Consultation Co-ordinator
Zone 6/H10
Eland House
London SW1E 5DU

or by e-mail to: consultationcoordinator@communities.gsi.gov.uk

Revising the published Code

17. Government expected that from January 2011, all English local authorities would start to publish spend over £500. The local transparency agenda is an evolving one not least as new technologies develop. The Secretary of State therefore intends to take the opportunity of this consultation exercise to propose amendments and additions to the Code to facilitate greater clarity as to what must be published, in what manner and form, and when. This will also add clarity to what the requirements will be under the proposed regulations. To take account of experience and improved best practice, the Code will be revised and updated as and when needed.

An Inventory

18. Paragraphs 10 and 11 of the Code refer to the building and maintaining of an Inventory of the public data that the local authorities hold. These Inventories should be registered on data.gov.uk. To ensure that the expectation is clear, amendments or additions could be made to the Code to aid compliance. We would welcome views on this.

Question 1: What amendments or additions could be made to paragraphs 10 and 11 of the Code to aid compliance?

Public data that should be released

ADDING CLARITY

19. The bullet points under paragraph 12 of the Code set out a list of data requirements. In some cases, the data description is obvious and clear. However, there are instances where this is not the case. We understand that to allow local authorities to know explicitly what is required to comply with the regulations, we will need to provide greater detail regarding these data streams. During the consultation period we will be working with the Sector to add greater definition to the description of the data streams. However, we would welcome *your* thoughts on what further detailed descriptions would be helpful.

CONTRACTS

20. Paragraph 12 bullet point six deals with copies of contracts and tenders. We think that the description in the Code is clear, save that it needs to specify contracts and tenders 'of £500 and over'. The Local Government Association's guidance, *Local Transparency: a Practitioners Guide to Publishing New contracts and Tenders Data*, published in March 2011, gives helpful advice.
21. We think that greater transparency can be gained by including transparency specifications when services are contracted-out. We also think that greater use of Contracts Finder would enable greater access of information. We would welcome *your* views on this.

Question 2: What data streams could be added to the Code to aid transparency where services are contracted-out; and help greater access to contract information?

GRANTS

22. Paragraph 12 bullet point seven deals with grants to the voluntary community and social enterprise sector. We think that some further clarity is needed on the definition of voluntary, community and social enterprise sector. We will be developing this during the consultation period.

POLICIES, PERFORMANCE, EXTERNAL AUDITS AND KEY INSPECTIONS ETC

23. Paragraph 12 bullet point eight deals with 'policies, performance, external audits and key inspections and key indicators on the authorities' fiscal and financial position'. We will be developing greater clarity on the description of these data streams during the consultation period.

LOCATION OF PUBLIC LAND AND BUILDING ASSETS

24. Paragraph 12 bullet point nine deals with land and property assets. We consider that we need to clarify what information must be published and an opportunity for you to provide comments on this is provided in **Annex B**.

See Annex B for detailed questions on what information should be included on land and property assets.

DEMOCRATIC DATA

25. Paragraph 12 bullet point ten deals with data on the democratic running of the local authority. As with paragraph 12 bullet point eight, we consider that this bullet point requires some clarification and intend to work on defining the exact expectation.

ADDITIONAL DATA STREAMS

26. We have the opportunity when revising the Code to add further data streams to the Code. We intend to add the following:

- Trade Union Facility Time - authorities should publish the amount spent on providing support and facilities to trade unions within their workforces, and specify which unions;
- Parking Charges - authorities should publish: revenue from off-street parking charges; revenue from on-street parking charges; the number of off-street parking places; the number of on-street parking places; the revenue from parking fines; and the number of free parking spaces available (in line with The Portas Review¹);
- To councillor allowances and expenses – we will add: "and any other payments made to councillors from the public purse"; and
- Corporate charge cards, credit cards or procurement cards - spending on goods and services made via these types of cards should be identified as payments to the underlying merchant/supplier, not spending on the card company itself.

¹ <http://www.bis.gov.uk/assets/biscore/business-sectors/docs/p/11-1434-portas-review-future-of-high-streets.pdf>

Question 3: Are there other data sets which would be useful to the public which could be added to paragraph 12 of the Code? In particular, is there any data that would:

- **Support Small and Medium-sized Enterprises and local businesses**
- **Support the release of surplus Local Authority land and property?**

The minimum standard

27. The Code is clear about the manner and form in which the information stipulated in the Code is to be published. At paragraph 15 the Code sets out a recommended 5 step journey to a fully open format (although as made clear in paragraph 14 of the Code, where licence restrictions prevent this, this needs to be made clear). At the moment the 5 step journey is aspirational. We want to make it clearer how local authorities must publish information, and where they should be headed for the future. We therefore intend to amend the Code and require local authorities to publish information in compliance with the requirements of star two when the regulations come into force; and to publish in compliance with the requirements of star three, six months after that. Star four and five will remain in the Code but will be aspirational. We may, when revising the Code in the future, set timelines for meeting star 4 and 5.

Question 4: Is the description of minimum standards and proposed timing to achieve them correct?

Timing of publication of information

28. Paragraph 17 of the Code sets out the expectation as to the timeliness of making public data available. We intend to tighten-up the requirement here and intend to amend paragraph 17 to say "Public data is to be published as soon as reasonably practicable after it is produced by, or comes into the possession of, the local authority".

Non-compliance with the Code

29. Local Authorities should comply with the Code. We will make a specific reference in the Code that authorities should not routinely use the Data Protection Act or the Freedom of Information Act as a justification for not being transparent on spending.

30. We propose to take a considered approach to non-compliance, to allow authorities to work with the department. If necessary, the Secretary of State has the power to seek an order from the courts that an authority is in breach of its obligations, and/or an order that it must comply with its duties.

Question 5: Is the process of what will happen if the Code is to be enforced clear?

Fraud

31. Procurement fraud is estimated by the National Fraud Authority to cost local government £890 million a year. The Local Government Association's Fraud Strategy, *Fighting Fraud Locally*, offers advice on how to address this. We want local authorities to take further steps to tackle fraud. Previously, we consulted on including an annex to the Code outlining some anti-fraud measures. We decided against including this annex in the final Code. However, we are now reconsidering this matter and intend to produce an annex to the Code setting-out clear messages about anti-fraud measures.

Costs

32. Transparency saves the public sector money by identifying waste and inefficiency. Taking into consideration these savings, compliance with the regulations should not entail any additional costs over and above existing best practice adherence to the Code and accompanying Sector guidance. If you believe that mandatory as opposed to voluntary compliance with any specific aspect will incur additional financial costs, it would be helpful for us to understand what this might entail.

Your opinions are valuable to us. Thank you for taking the time to read this document and respond.

The Code of Recommended Practice for Local Authorities on Data Transparency

Introduction and application

1. This Code is issued by the Secretary of State for Communities and Local Government in exercise of his powers under section 2 of the Local Government, Planning and Land Act 1980 to issue a Code of Recommended Practice (The Code) as to the publication of information by local authorities about the discharge of their functions and other matters which he considers to be related.
2. The Code sets out key principles for local authorities in creating greater transparency through the publication of public data. The Code does not replace or supersede the existing legal framework for access to public sector information provided by the Freedom of Information Act 2000, Environmental Information Regulations 2004, the Re-use of Public Sector Information Regulations 2005 and INSPIRE Regulations 2009. Following this Code should help local authorities to meet these obligations to achieve the routine publication of more data to enhance accountability to the public.
3. The Code applies in England only.

Definitions

4. In this Code:

“the Act” means the Local Government, Planning and Land Act 1980;

“local authority” means:

- a county council;
- a district council;
- a parish council which has gross annual income or expenditure (whichever is the higher) of at least £200,000
- a London borough council;
- the Common Council of the City of London in its capacity as a local authority or police authority;
- the Council of the Isles of Scilly;
- a National Park authority for a National Park in England;
- the Broads Authority;

- the Greater London Authority so far as it exercises its functions through the Mayor;
- the London Fire and Emergency Planning Authority;
- Transport for London;
- the London Development Agency;
- a fire and rescue authority (constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies, and a metropolitan county fire and rescue authority);
- a police authority, meaning
 - (a) a police authority established under section 3 of the Police Act 1996;
 - (b) the Metropolitan Police Authority;
- a joint authority established by Part IV of the Local Government Act 1985 (fire and rescue services and transport);
- joint waste authorities, i.e. an authority established for an area in England by an order under section 207 of the Local Government and Public Involvement in Health Act 2007;
- an economic prosperity board established under section 88 of the Local Democracy, Economic Development and Construction Act 2009;
- a combined authority established under section 103 of that Act;
- waste disposal authorities, i.e. an authority established under section 10 of the Local Government Act 1985;
- an Integrated Transport Authority for an integrated transport area in England.

Scope

5. Greater transparency of public bodies is at the heart of enabling the public to hold politicians and public bodies to account. Where public money is involved there is a fundamental public interest in being able to see how it is being spent, to demonstrate how value for money has been achieved or to highlight inefficiency. Publication of data should also be used to open new markets for local business, the voluntary and community sectors and social enterprises to run services or manage public assets.
6. "Public data" therefore means the objective, factual data, on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery. This should be the basis for publication of information on the discharge of local authority functions. Public data will generally not include personal information. Public data can only include personal information if disclosure

would not contravene the Data Protection Act, and disclosure of personal information should be necessary to meet a legitimate public interest.

Principles

7. The following principles should underpin local authority decisions on the release of public data. Local authorities should respond to best practice as it develops. This requires a proactive approach to review and pursue higher standards.

DEMAND-LED

8. There are growing expectations that new technologies and publication of data should support transparency and accountability. Local authorities should not pre-determine the value of their public data and the level of public demand; rather they should understand what they hold, what their communities want and then release it in a way that allows the public, developers or the media to use it. This may involve users combining it with data from other sources to create new information.
9. The Freedom of Information Act 2000 requires local authorities to operate a publication scheme approved by the Information Commissioner's Office that sets out information that must be routinely published. Local authorities must comply with these requirements.
10. Local authorities should build and maintain an inventory of the public data that they hold so that people are able to know what is available to them. If public data would be released under Freedom of Information it should be included in the inventory. As this inventory is highlighted to the widest possible audience demand should grow and local authorities should expect to publish more.
11. These inventories should be registered on data.gov.uk to support a single point of access for all public data from national and local government.
12. As a minimum, the public data that should be released are:
 - expenditure over £500, (including costs, supplier and transaction information). Any sole trader or body acting in a business capacity in receipt of payments of at least £500 of public money should expect such payments to be transparent;
 - senior employee salaries, names (with the option for individuals to refuse to consent for their name to be published), job descriptions, responsibilities, budgets and numbers of staff. "Senior employee salaries" is defined as all salaries which are above £58,200 and above (irrespective of post), which is the Senior Civil Service minimum pay band. Budgets should include the overall salary cost of staff reporting to each senior employee;
 - an organisational chart of the staff structure of the local authority including salary bands and details of currently vacant posts;

- the 'pay multiple' – the ratio between the highest paid salary and the median average salary of the whole of the authority's workforce;
- councillor allowances and expenses;
- copies of contracts and tenders to businesses and to the voluntary community and social enterprise sector;
- grants to the voluntary community and social enterprise sector should be clearly itemised and listed;
- policies, performance, external audits and key inspections and key indicators on the authorities' fiscal and financial position;
- the location of public land and building assets and key attribute information that is normally recorded on asset registers; and
- data of democratic running of the local authority including the constitution, election results, committee minutes, decision - making processes and records of decisions.

OPEN

13. Provision of public data should become integral to local authority engagement with residents so that it drives accountability to them. Its availability should be promoted and publicised so that residents know how to access it and how it can be used. Presentation should be helpful and accessible to residents and other interested persons.
14. Public data should be published in a format and under a licence that allows open re-use, including for commercial and research activities, in order to maximise value to the public. The Open Government Licence published by The National Archive should be used as the recommended standard. Where any copyright concerns exist with public data these should be made clear.
15. Publication should be in open and machine-readable formats. The recommended 5 step journey to a fully open format is:
 - * Available on the web (whatever format) but with an open license;
 - ** As for one star plus available as machine-readable structured data (e.g. Excel instead of image scan of a table);
 - *** As for two star plus use a non-proprietary format (e.g. CSV and XML);
 - **** All the above plus use open standards from the World Wide Web Consortium (such as RDF and SPARQL21) and;
 - ***** All the above plus link your data to other people's data to provide context.
16. Local authorities should use a risk management approach with strong internal control arrangements to reduce the risk of any payment fraud as a result of publishing public data. Local authorities should refer to the Chartered Institute of Public Finance and Accountancy *Red Book 2 – Managing the Risk of Fraud – Actions to Counter Fraud and Corruption*.

TIMELY

17. The timeliness of making public data available is often of vital importance. It should be published as soon as possible following production even if it is not accompanied with detailed analysis. Where practical, local authorities should seek to publish in real time.
18. Public data should be as accurate as possible at first publication. While errors may occur, the publication of information should not be unduly delayed to rectify mistakes. Instead, publication should be used to help address any imperfections and deficiencies. This concerns errors in data accuracy not errors in redacting personal data, which is covered below. The best way to achieve this is by having robust information management processes in place.
19. Where errors in public data are discovered, or files are changed for other reasons (such as omissions), local authorities should publish revised information making it clear where and how there has been an amendment. Meta data on data.gov.uk should be amended accordingly.

Exclusions and Exemptions

20. Local authorities must comply with the law on data protection, and so must not release data if that would contravene the Data Protection Act 1998 or sections 100A, 100B or 100F LGA 1972. Where information would fall within one of the exemptions from disclosure under the Freedom of Information Act 2000, the Environmental Information Regulations 2004, INSPIRE Regulations 2009 or falls within Schedule 12A LGA 1972 then it is in the discretion of the local authority whether or not to rely on that exemption or publish the data. However, the Government believes that local transparency can be implemented in a way that complies with the Data Protection Act.

SIGNED: Shehla Husain, a Senior Civil Servant in the Department for Communities & Local Government

Department of Communities & Local Government

Local Authority Land and Property Data

This annex provides further details on what is meant under paragraph 12 bullet point 9 of the code regarding the location of local authority public sector land and property information including key attribute information. Local Authorities will have a statutory duty to maintain and publish other lists of assets for example, lists of assets of community value and lists of those assets nominated but not deemed by the local authority to meet the definition of an asset of community value. It is up to the Local Authority to determine the best way of publishing these lists which could be either separately or as a single list as long as it is clear which asset is in which category.

For the purposes of the consultation, the focus of local authority assets will be on land and building property assets based on Office of Government Commerce guidance 08/05². This includes:

- all service and office properties occupied or controlled by user bodies, both freehold and leasehold;
- any properties occupied or run under Private Finance Initiative contracts;
- all other properties they own or use, for example, hostels, laboratories, investment properties and depots;
- surplus, sublet or vacant properties;
- undeveloped land;
- serviced or temporary offices where contractual or actual occupation exceeds 3 months; and
- all forward commitments, for example under an agreement for lease, from when the contractual commitment is made.

However, there are some exclusions:

- social housing³ although the total number of homes and estimated value should be included for completeness. Also, there is a benefit from aggregate figures of the number of empty homes being available. Councils may also want to consider such data being available by ward or polling district.
- rent free properties provided by traders (such as information booths in public places or ports);
- operational railways and canals;
- operational public highways (but any adjoining land not subject to public rights should be included);
- assets of national security; and

² http://www.ogc.gov.uk/documents/DAO_0805.pdf

³ To avoid data protection issues it is recommended that the specific location details of social housing is not included in the published list.

- information deemed inappropriate for public access as a result of data protection and/or disclosure controls (such as refuge houses).

No de-minimis asset value has been recommended for publication. While this code applies to local authorities we feel that other public bodies should follow the Government Property Unit lead and publish information on the buildings on data.gov.uk. <http://data.gov.uk/dataset/epims>

Extensive work with local areas suggested that in order to undertake strategic asset management the following information should be published. This will help the public hold their local authorities to account and also help to drive better performance of public buildings and share community assets.

The definition and notes column help to clarify the data being sought

Attribute Number	Attribute Name	Definition and notes
1	Unique Property Reference Number	Unique Property Reference number as allocated by the National Land and Property Gazetteer/ AddressBase
2	Unique Asset ID	Indicate the local reference identifier used by the local body- Unique reference number for each asset. Sometimes known as Local name or building block, One entry per asset or user/owner (On one site there could be several buildings, in one building there could be several users floors/rooms etc. each of these will have a separate asset ID) -Original Reference Number from the Data Source plus authority code
3	Name	Name of the Building/Land or both
4	Street Number	This relates to the Street number or numbers. Any sets of 2 or more numbers should be separated with the '-' symbol e.g. 10-15 London Road
5	Street Name	This is the postal road address
6	Postal Town	This is the postal town
7	Postcode	UK Postcode
8	Easting and Northing	Geocoding in accordance with ISO 6709 Standard Representation for Geographic Point Location by Coordinates (usually a centre point of the asset location)
9	Asset Tenure	Please select Tenure type from the dropdown menu list: 1. Freehold 2. Foothold 3. Fee Simple 4. Ground Lease 5. Leasehold (in) 6. Leasehold (out) 7. Licence 8. Private finance initiative /freehold 9. Private finance initiative /leasehold 10. Serviced Office 11. Other (Specify)

Attribute Number	Attribute Name	Definition and notes
10	Asset Owner	The current name of the organisation which owns the property.
11	Building /Land with or without a building	Whether Asset is: 1. Building only 2. Land only (i.e. without permanent buildings) 3. Land with a permanent building
12	GIA(m2)	In accordance with the RICS Code of Measuring Practice Gross Internal Area is the area of a building measured to the internal face of the perimeter walls at each floor level
13	Services offered from asset	Services listed from the esd government service function list http://doc.esd.org.uk/FunctionList/1.00.html (please provide up to 5 main ones from the drop down menu)

Attribute Number	Attribute Name	Definition and notes
14	Reason for holding asset	<p>1. Investment asset: To be an Investment Asset it must be held solely for rental income or capital appreciation or both.</p> <p>2. Assets Held for Sale: Generally these assets are available for immediate sale, the sale must be highly probable, the asset must be actively marketed for sale and the sale should be expected to be completed within one year.</p> <p>3. Property Plant & Equipment.</p> <p>4. Surplus Asset. These assets that are no longer used for production of goods or delivery of services (Property Plant & Equipment), but which do not yet meet the definition of either an Investment Asset or an Asset Held for Sale.</p> <p>5. Community Asset. The definition of a Community Asset is one that the body intends to hold in perpetuity. This might be by reference to either a definitive resolution by the authority or equally could be derived through custom and practice for such assets. Has no determinable useful life. In other words there is no limit on the economic life of the asset. That may have restrictions on its disposal. This could for example arise through a covenant that was attached to a donation of the asset to the local body. NOTE: the fact that an asset may have the word 'community' in its title or description of current use (such as a Community Centre or Community Arts Project) does not make it a community asset.</p> <p>6. Infrastructure</p> <p>7. Assets under construction.</p>
15	Number of Full time Employees	<p>For offices only</p> <p>Number of Full time Employees (FTE) Calculate as per the Corporate value for money indicators method at http://www.vfmindicators.co.uk/guidance/2010-11-Estates-Management.pdf</p>

Attribute Number	Attribute Name	Definition and notes
16	Asset condition	A - D rating or N/A. A) Good - performing as intended and operating efficiently. B) Satisfactory – performing as intended but showing minor defection. C) Poor – showing major defects and or not operating as intended. D) Bad – life expired and/ or serious risk of imminent failure. N/A if land
17	Rateable value	Valuation Office Agency Asset rateable value. State your Business rate assessment from the current Valuation list. This can be accessed at the Valuation Office Agency website http://www.voa.gov.uk/corporate/index.html
18	Total building operation (revenue) costs per square m	Total building operation (revenue) costs as defined in the Corporate value for money indicators for public services at http://www.vfmindicators.co.uk/guidance/2010-11-Estates-Management.pdf
19	Required maintenance	National Property Performance Management Initiative definition of Required Maintenance is: "The cost to bring the property from its present state up to the state reasonably required by the authority to deliver the service and/or to meet statutory or contract obligations and maintain it at the standard". This should exclude improvement projects but include works necessary to comply with new legislation e.g. asbestos and legionella.
20	Functional Suitability	1-4 rating or N/A 1) Good: Performing well and operating efficiently (supports needs of staff and delivery of services) 2) Satisfactory: Performing well but with minor problems (Generally supports needs of staff and delivery of services) 3) Poor: Showing major problems and or not operating optimally (impedes the performance of staff and or delivery of services) 4) Unsuitable: Does not support the delivery of services (seriously impedes the delivery of services)
21	Energy Performance	Energy Performance Rating as stated on the Display Energy Certificate under the Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007. A+/A/B/C/D/E/F/G

Table 1: Recommended List of Attributes Location Information

Clearly, the greater the spatial information recorded, the greater the resource required. We therefore propose that point location information is sufficient to describe a building asset. Different floors of a building with significantly different attributes should be described as different assets with the same point location.

Licensing Conditions

Eastings and Northings, the Unique Property Reference Number and boundary/area extents are likely to fall under Ordnance Survey derived data unless data has been surveyed by some other organisation than Ordnance Survey. As a result the data can only be published under the conditions specified in the licence for Public Sector Mapping Agreement and not under the Open Government Licence.

As a result, these elements of the asset registers can only be published for download in reusable form

- for download by other public sector bodies, or by organisations licensed for business use of the underlying Ordnance Survey data;
- for download by another body/ individual to support the delivery of core government business, under the terms of an end user licence; or
- if the authority has been granted exemption from Ordnance Survey for free reuse.

Alternatively, we suggest that data are published for download without these elements.

In both the above scenarios, the postal address (including the postcode) will also contain intellectual property licensed by Royal Mail. In the event that such address constitutes "Cleansed Data", there will be no restrictions on re-use, but this will need to be checked. To the extent that any of elements of the asset register include intellectual property of any other third parties, such parties' consent will need to be obtained to any re-use, including publication.

Note also that, subject to the above paragraph relating to third party intellectual property rights, data can be displayed (rather than downloaded) on maps for viewing in accordance with Ordnance Survey licensing rules if provided as images with appropriate watermarking (please contact your Public Service Mapping Agreement principal contact for further advice).

The EU INSPIRE directive came into force in the UK in 2009 and provides a legislative standards framework for publishing information with a location element related to the environment.

Assuming that the asset registers are within the scope of the INSPIRE legislation, (i) metadata will need to be created for the registers, (ii) view, discover and download services provided in relation to them, and (iii) the

registers will need to comply with the relevant specification. The dates by which such requirements must be fulfilled vary per requirement. Further information is available from location.defra.gov.uk. We recommend that the asset registers are INSPIRE compliant from the onset.

Question B1: Do you agree with the information being published?

Question B2: Are there other attributes that should be published to help hold councils to account or to help drive performance?

Question B3: Should all of this information be mandated under the regulations?

Question B4: Should the Open Government Licence be applied to Asset information? If so, how?



DISPENSATIONS AND SETTING THE PRECEPT

The Localism Act 2011 prevents members from participating in any local council business where they have a Disclosable Pecuniary Interest (DPI) unless they have sought a dispensation under Section 33. Where a member and/or his spouse or partner owns or rents land in the council's area, they will have a DPI. A criminal offence may be committed where a member with a DPI participates or votes at a meeting.

Dispensations are now a matter for individual local councils to consider internally.

In the previous Model Code of Conduct for Members, there were a number of exemptions to the rules on "prejudicial interests" which in effect gave members general dispensations to participate in meetings. The exemptions included setting a precept. There are no similar exemptions in the new legislation so dispensations are needed.

Parish council to consider dispensations

Section 33 permits a local council to grant a dispensation to a member or co-opted member to allow him/her to participate in a discussion or to vote on a matter in which he/she has a Disclosable Pecuniary Interest.

Requests from individual members should be made in writing to the council's proper officer (the Clerk) and may be granted by the full council, or this function can be delegated to a committee or officer.

A local council may grant a dispensation if, having had regard to all relevant circumstances, it considers that:-

- a) without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business, or
- b) granting the dispensation is in the interests of persons living in the council's area, or
- c) it is otherwise appropriate to grant a dispensation.

A dispensation when granted must specify the period for which it has effect and the period specified may not exceed 4 years.

Past experience has been that written applications for dispensations by individual members, relieving them of restrictions which would otherwise apply, have been rare. However, the position under the new legislation is not straightforward. NALC have issued advice in their latest Legal Topic Note – November 2012 on dispensations generally and on dispensations for certain disclosable pecuniary interests & other interests. (paras 29 – 36) . This Topic Note is enclosed below.

General dispensations

Based on the general exemptions which applied under the previous national Code, it is recommended that local councils agree general dispensations for a period of four years to all their members and co-opted members to allow them to participate in any discussion and vote in the following cases:

- Setting the council tax or a precept under the Local Government Finance Act 1992 (or any subsequent legislation) or special expenses;
- School meals or school transport or travelling expenses where they are a parent or guardian of a child in full time education or a parent governor unless the matter relates specifically to the school which the child attends;
- An allowance, payment or indemnity given to members;
- Any ceremonial honour given to members.

Other dispensations

Councils are advised to consider setting up procedures for dealing with written applications for other dispensations from individual members. The NALC Topic Note gives advice on how applications can be dealt with and what information is needed.

The Society of Local Clerks has also issued an advice note and template on dispensations and a template dispensations request form which is available to SLCC Members through the SLCC Website.



Updated 80.pdf

Contact officers:

*Caroline Elwood
Monitoring Officer, Cheshire East Council*

*Jackie Weaver, Chief Executive Officer
Cheshire Association of Local Councils*

9 November 2012

ADVICE NOTE: The Localism Act 2011

Standards and Code of Conduct: Section 33 Dispensations

The Standards issues which are the focus of this Advice Note apply to parish and town councils in England. They do not apply to community councils in Wales.

Pecuniary Interests in Matters Considered at Meetings

Section 31 of the Localism Act 2011 sets out what a member must do if he or she has (and is aware that he or she has) a disclosable pecuniary interest¹ in a matter which is to be considered or is being considered at a meeting at which the member is present. Section 31 applies, of course, to elected councillors and to councillors who have been co-opted onto the full council. But section 31 also applies to the very few co-opted members of committees who are not councillors but who are allowed (by law) to vote on certain committee decisions.²

Section 31 says that, if a member³ is present at a meeting of the authority, or at a meeting of any committee, sub-committee, joint committee or joint sub-committee of the authority, and is aware that he or she has a disclosable pecuniary interest in any matter to be considered or being considered at the meeting and that interest is not in the register of members' interests, he or she must disclose that interest to the meeting (or, in the case of a sensitive interest, disclose the fact of there being a disclosable pecuniary interest, but not details of the interest itself).⁴

¹ A pecuniary interest will be a "disclosable pecuniary interest" if:

- it is of a description specified in regulations (ie one specified in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464); and
- it is an interest of:
 - either
 - o the member or co-opted member;
 - or
 - o the member's or co-opted member's spouse or civil partner; or
 - o a person with whom the member or co-opted member is living as husband and wife; or
 - o a person with whom the member or co-opted member is living as if they were civil partners;

and the member or co-opted member is aware that that other person has the interest. (Section 30(3))

² Section 27(4) says that in this context a "co-opted member" means:

"a person who is not a member of the relevant authority but who

(a) is a member of any committee or sub-committee of the authority, or

(b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority,

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

³ Or a co-opted member - i.e. a councillor or a voting committee co-optee

⁴ Section 31(1), (2), section 32(3)

ADVICE NOTE: The Localism Act 2011

If the interest is not the subject of a pending notification, the member must also notify the monitoring officer of the interest before the end of twenty eight days beginning with the date of disclosure.⁵

The section then goes on to state that the member may not participate, or participate further, in any discussion of the matter at the meeting, or participate in any vote, or further vote, taken on the matter at the meeting, unless a dispensation has been granted⁶, and standing orders may provide for the exclusion of a member while any such discussion or vote on a matter takes place.⁷

Dispensations

So, in what circumstances may a dispensation be granted to a member⁸ to remove from that member the prohibition on taking part in a discussion and or a vote on a matter in which he or she has a disclosable pecuniary interest?

Section 33 says that a relevant authority (which, for our purposes, means the member's own parish or town council) may grant a dispensation relieving the member from either or both of the restrictions in section 31(4) in cases described in the dispensation. But, it may only do so in response to a written request made to the proper officer of the authority by the member concerned.⁹

In the case of a parish or town council, it may grant a dispensation under section 33 only if, after having had regard to all relevant circumstances, the authority considers that¹⁰:

- without the dispensation, the number of members or co-opted members prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business; or
- without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business; or
- granting the dispensation is in the interests of persons living in the authority's area; or
- it is otherwise appropriate to grant a dispensation.

A dispensation granted under section 33 must specify the period for which it has effect, and that period may not exceed four years.¹¹

⁵ Section 31(3)

⁶ Section 31(4), section 33

⁷ Section 31(10)

⁸ Or to a voting co-opted member (see Footnotes 2 and 3 above)

⁹ Section 33(1)

¹⁰ Section 33(2)

ADVICE NOTE: The Localism Act 2011

Finally, section 33(4) says that the restriction in section 31(4) does not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under section 33. So,

- a member may request a dispensation (by putting his or her request in writing to the clerk) and
- a council may discuss and vote on the issue of whether that member should be granted a dispensation in relation to a particular matter in which that member has a disclosable pecuniary interest; and
- the member can take part in that decision-making process.

What Will Happen in Practice?

From July 2012 a member¹², who would otherwise be restricted from participating in the discussion and vote on a matter because of a "disclosable pecuniary interest", must apply to his or her own authority (not to the Standards Committee of the principal authority), if he or she wants to request a dispensation. This is a new responsibility for parish and town councils and they need to consider how they will deal with such requests when they arise.

Some requests may be made in writing to the clerk in good time before a meeting, in response to the receipt of an agenda or because the member knows that the matter is one likely to come before the council. But sometimes the member may only become aware of the fact that he or she has a disclosable pecuniary interest during the meeting itself. In either case, the council must decide a policy on how it will handle such requests. One solution (which, in our view, is the simplest) is to include on the council's agenda a standing item to cover requests for dispensations. These can then be decided by the council before it moves on to the item or items for which a dispensation was requested. The council may also delegate (to a committee or to an officer) the power to grant dispensations, relying on s 101 of the Local Government Act 1972. In deciding whether or not to delegate decisions on the granting of dispensations, councils should consider how this will work in practice, and, if considering delegation to an officer, whether the officer is trained and competent to make such decisions. There may be some types of requests which the council may be happy to delegate to the clerk for a decision – such as those which are likely to be made by all or most of the members (eg a dispensation for the annual setting of the precept), but there may be others which it will prefer to reserve for consideration at council meetings.

¹¹ Section 33(3)

¹² Or a co-opted member (see Footnotes 2 and 3 above)

Precepts Update

Executive Summary

- Any "Excessive Council Tax Increase" trigger will be set by the Secretary of State in the Local Government Finance Report - a draft is made to Parliament in late November or early December each year. This Report is then debated and made final in the late January following – the ensuing one will appear in late January, 2013;
- The Chancellor of the Exchequer is making his Autumn Statement on 5th December, 2012. The National Audit and Accounts Advisor would expect the Draft Local Government Finance Report to be in a Written Statement to Parliament on Thursday 6th December, 2012;
- No precept should be formally approved until *after* the publication of the Draft Report (early December, 2012). Each local council should also wait for the Tax Base figures to be issued by the Billing Authorities on 1st December, 2012;
- For every local council the need to look at the rate of increase in Council Tax Band D means that formal setting of Precept should be concluded in January. This really means that the bulk of the work can be completed in November but only resulting in a "minded to" decision of a local council which is then ratified in January when the Tax Rate values can be calculated; and
- *The National Association will be issuing a further briefing in mid-November, 2012, per progress with the Government's latter proposals to mitigate the effects of its Localisation for the Support of Council Tax on parish precepts, with the Local Government Finance Bill (currently at its Third Reading in the House of Lords).*

Recommended Circulation:	County Associations
	All Members Councils

This briefing was issued by Chris Borg, Policy and Development Manager © NALC 2012

Town Council Meeting 6th December 2012

Report on the Budget & Precept 2013-14

Introduction

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

Over the last seven years the Council through its current and previous corporate strategies has set in place an ambitious programme of service enhancement and community leadership, which has necessitated its capacity, skill levels and inevitably its costs, to be increased. 2012-13 has been another year of delivery but also of preparing for the next stages, including devolution of local services, regeneration of the Town both physically and economically and building a sustainable agenda. It has also been a year of additional pressures from needing to respond to the effects of the recession and the developing policies and sometimes uncertainty created by Cheshire East Council, particularly in its inability to meet the timetable on service devolution.

The 2013-14 Budget is structured to deliver the Corporate Strategy; however its greatest pressure will come from the possibility of taking over some devolved services and from the uncertainties from Cheshire East Council in this area, coupled with continuing low interest rates for the Council's investments.

The budget does contain money to finance devolved services from April 2013, but, there is also some money earmarked in the budget for some service enhancement.

2012-13 Outturn

The projected expenditure to March 2013 is anticipated to show a saving of approximately £k49. Although there have been minor variations to both income and expenditure during the year, the main variations are summarised below, a number of which will affect the 2013-14 Budget.

- A saving on corporate management costs of £k3.6
- Audit fees £k2 less than anticipated
- Rebate from CEBC of £k18.7 for double taxation
- Increase in Investment income of about £k3 as bank interest was assumed to be a little lower when the budget was set
- Savings of £k2 on training and conference costs
- Increase in costs of £k2.6 for HR and HS Support

- Savings on Paddling Pool costs of £k1.5
- Savings on Floral Displays of £k2
- Increase in costs of rates of £k1 for water, and gas of £k4
- Letting income for the Grand Hall below budget by £k10 and Spencer Suite by £k3
- Handyman service below budget by £k10 as an additional person for devolved service enhancement has not been recruited in second half of the year
- Savings on property maintenance of £k1.5
- Savings of £k3 on vehicle maintenance as second vehicle not purchased

Budget Format

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

Reserves

The General Reserve at the year end is anticipated to be £160k, General Capital contingency £212k, Devolved Services £k30, vehicle replacements/equipment £20k, Public Toilets £k22, Play Areas £k12, Legal Fees £k10 and Public Realm £k5

The Council is recommended to have a minimum of 3 months General reserve equal to net revenue expenditure, which equates to £k149,162, whilst actual reserves for 2013-14 are projected to be £k148,245. A minor underfund of £917 is not going to cause a problem.

Town Hall

Expenditure on the Town Hall is expected to be £k12 less than last year, however, letting income for the Grand Hall is £k10 below budget and £k3 below budget for the Spencer Suite. This has meant that this year no inroads have been made into reducing the Town Hall deficit.

An income of £4k is again included for subsidised room hire for community/voluntary groups, which effectively top slices the Grants Budget, because such expenditure is legally Section 137 expenditure, the £4,500 notional museum rent is similarly treated.

General Budget Assumptions

The Medium Term Financial Strategy had originally indicated an anticipated Precept increase of 9.97 % for 2013-14, mainly to accommodate the cost of some devolved functions and some increase in office capacity. However the actual increase has been reduced to 1.79% because much of the service improvement costs for devolved services have been withdrawn during the budget framing process.

However, the impact of the cost reduction efficiency targets demanded by Cheshire East Borough Council when taking responsibility for Devolved Services has increased our costs by about £k23.

A number of budget costs over which the Council have little control are energy costs, where a 9% increase has been assumed.

Salary increases have been assumed to be about 2% as the assumption is that a third year of a pay freeze is probably untenable.

- £15k has been included for 2013-14 for the CAB.
- £16k has been included for Community Projects; however, this level of support will be a challenge to the organisation as their operating costs are significantly higher than this.
- Grant provision for the Congleton Partnership is £k14, which is the same level as the current year, but, which was supported by a £k8 grant from CEBC which may or may not be forthcoming next year. Clearly a reduction or removal of this contribution will result in fewer projects for the Town being realised.
- A budget of £k5 has been included for the Mercian March which has been taken out of the Grants Budget
- Costs have been included to take on devolved services which include some additional support staff, but, the costs are assumed to be effective from the 1st April 2013 which is a full 12 months
- No provision has been made to provide a grant to the Congleton Disabled Group as the original commitment was to provide funding for 3 years which has now expired
- £21k has been included for an additional Handyman to provide a Rapid Response service

Investment Policy

The Council is required to maintain and review its Investment Policy at least annually. A review has recently been completed and only small changes are recommended. Investment income is again anticipated to be similar to previous years.

Budget Expenditure Powers 2013-14

Expenditure	Power	£
Police Community Support Officers	S 31	47200
Other grants and donations	S 137	18350
Citizens Advice Bureau	S 142	15000
Christmas Lights	S 144	9000

Carnival Committee	S 144	3750
Congleton Community Projects	S 145	16000
Church clock maintenance	S 2	3000
Museum grant	S 144	4500

Recommendations

1. To agree a revenue and capital budget for 2013-14 as set out in Appendix 1 and to recommend this to Council.
2. To recommend a level of precept for 2013-14 of £693,826, which is an increase of 1.79% which represents a 2p per week increase on a Band D property (£1.20p per annum)
3. To approve the budget expenditure powers

Brian Hogan

28.11.12

Congleton Town Council

Budget Summary

Year Ended 31st March 2014

	2012/13		2013/14	Budget
Projected	Budgeted (revised)	Variance	Proposed	Incr/Decr

CAPITAL & PROJECT EXPENDITURE

Vehicle Replacement			0	
Council Website				
Computers	1000	3000	-2000	3000
Town Hall	57586		57586	114938
Public Realm	2250		2250	50000
From Capital Reserve	-1917	-3000	1083	-53000
From Loans	-56669			-114938
From Earmarked Reserves	-2250			
Town Hall Loan Repayments & Interest	57778	57800	-22	57778
Vehicle Replenishment Reserve	4000	4000	0	4000
Capital Contingency Reserve	100000	35000	65000	35000
	161778	96800	123897	96778
				0

Capital & Project income

Loan CBC				
Public Works Loan	0	0	0	0

TOTAL NET EXPENDITURE	682608	681629	55341	693826	12219	1.79%
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Financed as follows

Reserves at 1st April	161021	157789	3232	160042	
Reserves at 31st March	160042	157789	2253	160042	**

Used to Fund Expenditure\Replenish Reserves)	979	0	55341	0	0
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PRECEPT	681629	681629		693826	12197	1.79%
	682608	681629	55341	693826	12219	

**Note: Minimum recommended reserve equal to 3 months net revenue expenditure	130208	146207	149262
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Earmarked Reserves	31/03/2012	31/03/2013 (projected)	31/03/2014 (available)
Capital Contingency - General	114270	212353	194353
Vehicle Replacement	16000	20000	24000
Others: Elections	10000	0	0
Crime Prevention/Traffic Calming	3779	3279	3279
Committed Grants	19647	0	0
Congleton Partnership Projects	74559	356	356
Civic Treasures	3000	3000	3000
Training	3000	3000	3000
Shopmobility	1100	0	0
Devolved Services	30000	30000	30000
Loan Repayments	4407	4143	1900
Public Toilets	14000	22000	22000
Play Areas	6000	12000	12000
Public Realm	8136	5421	5421
Legal Fees	10000	10000	10000
	317898	325552	309309

Congleton Town Council**Budget Summary****Year Ended 31st March 2014**

	2012/13 Projected	Budgeted (revised)	Variance	2013/14 Proposed	Budget Incr/Decr
REVENUE EXPENDITURE					
<u>Finance and Policy</u>					
Corporate Management	135043	137614	-2571	141349	3735
Democratic Rep'n & Mgmt	52006	52908	-902	51312	-1596
Grants (incl S137)	69378	77013	-7635	77033	20
	256427	267535	-11108	269694	2159
<u>Amenities and Services</u>					
Congleton Pool	23420	25011	-1591	22771	-2240
Congleton Park	0	5000	-5000	0	-5000
Propagation Unit Partnership	0	0	0	1000	1000
Floral Displays	13000	15000	-2000	17500	2500
Allotments	361	620	-259	370	-250
Handyman	53210	68851	-15641	74311	5460
Street Furniture	0	250	-250	0	-250
Public Toilets	0	0	0	0	0
Shopmobility	5000	5000	0	0	-5000
Play Areas	0	0	0	0	0
	94991	119732	-24741	115952	-3780
<u>Community and Environment</u>					
Congleton Partnership	34784	34391	393	33963	-428
Community Development	32843	31798	1045	32272	474
Community & Home Safety	47200	47200	0	47200	0
Christmas Fayre/Lights	5000	5000	0	5000	0
Tourism	4000	4000	0	3000	-1000
Youth & Young People	2000	2000	0	2000	0
Fellowship House	4557			4557	4557
	130384	124389	1438	127992	3603
<u>Town Hall</u>					
Congleton Town Hall	164913	159643	5270	157560	-2083
Congleton Town Hall Bar	180	1000	-820	0	-1000
	165093	160643	4450	157560	-3083
Devolved Services	0	337714	-337714	468664	130950
Public Realm	0	0	0	0	0
	0	337714	-337714	468664	130950
TOTAL REVENUE EXPENDITURE	646895	1010013	-367675	1139862	129849
INCOME					
<u>Finance and Policy</u>					
Corporate Management	24751	3000	21751	4000	1000
Democratic Rep'n & Mgmt	275	0	275	0	0
Grants (incl S137)	0	0	0	0	0
	25026	3000	22026	4000	1000
<u>Amenities and Services</u>					
Congleton Pool	159	200	-41	150	-50
Floral Displays	300	0	300	0	0
Allotments	190	120	70	190	70
Handyman	0	0	0	0	0
	649	320	329	340	20
<u>Community and Environment</u>					
Congleton Partnership	8250	0	8250	8000	8000
Community Development	50	0	50	0	0
Christmas Fayre/Lights	1000	1000	0	1000	0
Tourism	0	0	0	0	0
Youth & Young People	0	0	0	0	0
Fellowship House	2605	0	2605	0	0
	11905	1000	10905	9000	8000
<u>Town Hall</u>					
Congleton Town Hall	81745	102800	-21055	91383	-11417
Congleton Town Hall Bar	6740	7600	-860	7200	-400
	88485	110400	-21915	98583	-11817
Devolved Services	0	310464	-310464	430891	120427
Public Realm	0	0	0	0	0
	0	310464	-310464	430891	120427
TOTAL REVENUE INCOME	126065	425184	-299119	542814	117630
NET REVENUE EXPENDITURE	520830	584829	-68556	597048	12219

Congleton Town Council

Budget Summary

Year Ended 31st March 2013

	<u>2011/12</u>			<u>2012/13</u>	<u>Budget</u>
	Projected	Budgeted	Variance	Proposed	Incr/Decr
REVENUE EXPENDITURE					
<u>Finance and Policy</u>					
Corporate Management	149823	149210	613	179797	30587
Democratic Rep'n & Mgmt	48494	45019	3475	49964	4945
Grants (incl S137)	78012	77003	1009	77013	10
	276329	271232	5097	306774	35542
<u>Amenities and Services</u>					
Congleton Pool	20799	25892	-5093	21590	-4302
Congleton Park	5000	5000	0	5000	0
Floral Displays	10000	10000	0	15000	5000
Allotments	350	770	-420	620	-150
Handyman	44123	46266	-2143	72740	26474
Street Furniture	0	400	-400	250	-150
Public Toilets	8000	8000	0	0	-8000
Shopmobility	5000	5000	0	5000	0
Play Areas	6000	6000	0	0	-6000
	99272	107328	-8056	120200	12872
<u>Community and Environment</u>					
Congleton Partnership	43302	38200	5102	31206	-6994
Community Development	29941	25441	4500	29063	3622
Community & Home Safety	47200	47200	0	47200	0
Christmas Fayre/Lights	3500	3500	0	5000	1500
Tourism	2000	2000	0	4000	2000
Youth & Young People	2000	2000	0	2000	0
	127943	118341	9602	118469	128
<u>Town Hall</u>					
Congleton Town Hall	149082	149498	-416	142479	-7019
Congleton Town Hall Bar	400	400	0	1000	600
	149482	149898	-416	143479	-6419
<u>Devolved Services</u>					
Public Realm	13279	13000	279	594509	581509
		0	0	0	0
	13279	13000	279	594509	581509
TOTAL REVENUE EXPENDITURE	666305	659799	6506	1283431	623632
INCOME					
<u>Finance and Policy</u>					
Corporate Management	7858	1000	6858	3000	2000
Democratic Rep'n & Mgmt		0	0	0	0
Grants (incl S137)	1000	0	1000	0	0
	8858	1000	7858	3000	2000
<u>Amenities and Services</u>					
Congleton Pool	199			200	200
Floral Displays	140	0	140	0	0
Allotments	120	190	-70	120	-70
Handyman		0	0	0	0
	459	190	70	320	130
<u>Community and Environment</u>					
Congleton Partnership	8000	0	8000	0	0
Community Development	2550	0	2550	0	0
Christmas Fayre/Lights	1000	1000	0	1000	0
	11550	1000	10550	1000	0
<u>Town Hall</u>					
Congleton Town Hall	101773	109900	-8127	102800	-7100
Congleton Town Hall Bar	7600	7600	0	7600	0
	109373	117500	-8127	110400	-7100
<u>Devolved Services</u>					
Public Realm	0	0	0	600000	600000
		0	0	0	0

	0	0	0	600000	600000	
TOTAL REVENUE INCOME	130240	119690	10351	714720	0	595030
NET REVENUE EXPENDITURE	536065	540109	-3845	568711		28602
CAPITAL & PROJECT EXPENDITURE						
Vehicle Replacement	4000	4000	0			
Council Website	7500					
Computers			0			
Town Hall	10200		10200			
Prof Fees - Cap Projects			0			
From Capital Reserve	-21700	-5000	-16700			
Town Hall Loan Repayments & Interest	57800	57800	0	57800		
Vehicle Replenishment Reserve	4000	4000	0	4000		
Capital Contingency Reserve	35000	35000	0	35000		
	96800	95800	-6500	96800		0
Capital & Project income						
Loan CBC						
Public Works Loan						
	0	0	0	0		
TOTAL NET EXPENDITURE	632865	635909	-10345	665511		28602
						4.50%
Financed as follows						
Reserves at 1st April	154746	185715	-30969	157789		
Reserves at 31st March	157789	185714	-27925	157789 **		
Used to Fund Expenditure\ (Replenish Reserves)	-3043	1	-10345	0		-1
PRECEPT	635908	635908		665511	29603	4.66%
	632865	635909	-10345	665511		28602

**Note:	Minimum recommended reserve equal to		
	3 months net revenue expenditure	134016	135027
			142178

Earmarked Reserves	31/03/2011	31/03/2012 (projected)	31/03/2013 (available)
Capital Contingency - General	91557	104857	139857
Vehicle Replacement	8000	12000	16000
Others: Consultancy	14500	0	0
Elections	4900	4900	4900
Crime Prevention/Traffic Calming	3779	3279	3279
Committed Grants	19171	0	0
Congleton Partnership Projects	78953	4750	4750
Civic Treasures	3000	3000	3000
Training	3000	3000	3000
Shopmobility	5000	5000	5000
Devolved Services	15000	15000	15000
Loan Repayments	2950	2600	2250
Public Toilets	6000	14000	14000
Play Areas	1500	7500	7500
Public Realm	10000	10000	10000
	267310	189886	228536