



Congleton Town Council

Historic market town

Town Clerk: BRIAN HOGAN



To: MEMBERS OF THE FINANCE & POLICY COMMITTEE

21st December 2013

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 9th January 2014

You are requested to attend a meeting of the Finance and Policy Committee to be held in the Town Hall, High Street, Congleton on – **Thursday 9th January 2014** commencing at **7.45pm**

Please note that there will be a meeting of the Planning Committee on the same evening, commencing at 7.00pm

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

Yours sincerely,

Brian Hogan
Town Clerk

AGENDA

1. Apologies for absence (Members are respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non attendance).
2. Minutes of Last Meeting (enclosed)
To approve the Minutes of the Meeting of the Committee held on 28th November 2013.
3. Declarations of Interest
Members are requested to declare both “pecuniary” and “non pecuniary” interests as early in the meeting as they become known.
4. Outstanding Actions
There are no outstanding actions.

Congleton
beartown
where friends are made

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

Tel: 01260 270350 Fax: 01260 280357

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



5. Grant Approvals and Commitments 2013-14 (enclosed)
To receive a statement showing the current position.
6. New Applications for Financial Assistance (enclosed)
 - i) **GR15/1314 – Danielle Wright-Humphreys (Miss Teen Galaxy beauty Pageant)**
7. New Grant Activities Monitoring Forms
No forms have been submitted.
8. Management Accounts for April 2013 - Nov 2013 (enclosed)
To consider the Management Accounts to Nov 2013.
9. Rotary Club of Congleton (enclosed)
To receive confirmation of a grant from the Rotary Club of Congleton towards the cost of providing the Xmas tree
10. Business Plan 2013-14 (enclosed)
To receive and consider an update of the 2013-14 Business Plan.

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

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE HELD ON THURSDAY 28TH NOVEMBER 2013

PRESENT

Councillors L D Barker
P Bates
G Baxendale
Mr G R Edwards (Chairman)
G P Hayes (Town Mayor)
Mrs S A Holland
D Murphy
Mrs J D Parry (Vice Chairman)
D A Parker
N T Price

1. APOLOGIES

Apologies for absence were received from Cllrs R I Brightwell.
Apologies were also received from Councillors Ms L Bours and J S Crowther who are not members of this particular Committee.

2. MINUTES

FAP/17/1314 RESOLVED that the Minutes of the Meeting of the Committee held on 17th October 2013 be approved 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 G. Baxendale declared a non-pecuniary interest in all matters related to Cheshire East Council.
Cllrs P Bates and D Murphy declared a pecuniary interest in item 12 relating specifically to the Citizens Advice Bureau (CAB) and both Councillors left the room whilst this item was discussed.

4. OUTSTANDING ACTIONS

There are no outstanding actions.

5. GRANT APPROVALS AND COMMITMENTS 2013-2014

A summary of grant approvals and commitments was considered by the Committee and it was noted that £18,028 is available for grants in 2013-14.
It was agreed that an outstanding sum of £708 be written back to the grant funds.

6. NEW APPLICATIONS FOR FINANCIAL ASSISTANCE

FAP/18/1314 RESOLVED that:-

i. GR.10/1314 Congleton Town FC

The grant application be refused, but suggested that the applicant consider re-applying when the Football Club has changed its status to a Community Interest Club.

ii. GR.12/1314 The Smile Group

A grant of £250 be approved.

iii. GR.13/1314 St Peter's Church

A grant of £243.60 be approved.

iv. GR.14/1314 Bromley Friendship Group

A grant of £250 be approved.

7. NEW GRANT ACTIVITIES MONITORING FORMS

No forms have been submitted.

8. MANAGEMENT ACCOUNTS FOR APRIL 2013 – OCT 2013

FAP/19/1314 RESOLVED that the Management Accounts for October 2013 be received.

9. CCTV

The notion of having to pay for the provision of CCTV monitoring was considered. It was noted that investigation work to determine whether CCTV is located in the best locations is yet to be undertaken.

FAP/20/1314 RESOLVED that £14,800 be ring fenced in the 2014-15 budget to fund CCTV monitoring.

10. NETWORK SERVER

A report was considered concerning the need to replace the network server which forms part of the Town Hall I.T System.

FAP/21/1314 RESOLVED that purchase and installation of a new network server be approved at a cost of £2337.65.

11. PRECEPT AND COUNCIL TAX SUPPORT GRANT

Correspondence from Cheshire East Council informing the Council that there is likely to be a 15.3% reduction in the Council Tax Support Grant provided to the Town Council, which will have an impact upon the precept.

FAP/21/1314 RESOLVED to receive the correspondence from Cheshire East Council.

12. DRAFT BUDGET 2014-15

The draft budget and report was considered by the Committee and the main points of the budget highlighted.

FAP/22/1314 RESOLVED that: -

1. A precept of £656,714 be recommended to go forward to the Town Council meeting for approval.
2. CAB, Community Projects and Congleton Community Partnership to be requested to make a presentation to Councillors on the value they provide.
3. Budget 2014-15 to be presented to the Town Council meeting in early January 2014 for approval.

G.R Edwards

Chairman

Congleton Town Grant Commitments										
Specific Budgets										
Date Grant Approved	To	For	Section	Minute Reference	EMR b/fwd	Budget	Approved 13/14	Paid £	Outstanding £	Date Paid
	Xmas lights	xmas lights	S144		4,917.00			4,566.58	350.42	20/11/2013 18/11/13
	Carnival Committee	Carnival Committee	S144		30.00		0.00	30.00	0.00	30/04/2013
	Congleton Museum	Notional rent								
	Community Projects	Project support	S144			4,500.00	4,500.00	4,500.00	0.00	09/04/2013
	Congleton Partnership	Rent				16,000.00	16,000.00	16,000.00	0.00	09/04/2013
	Citizens Advice Bureau	annual grant	S142			1,533.00	1,533.00	1,533.00	0.00	
	Christmas Lights	Christmas Lights	S144			15,000.00	15,000.00	15,000.00	0.00	29/04/2013
	Carnival Committee	Bi-annual Congleton Carnival	S144			9,000.00	9,000.00		9,000.00	
	Mercian March	Mercian March through town	S137			3,750.00	3,750.00		3,750.00	
	Royal British Legion	Remembrance Day Parade	S137			1,797.75	1,797.75	1,797.75	0.00	
	St Peter's Church	Churchyard Maintenance	S215			650.00	751.00	751.00	0.00	29/10/2013
	St Peter's Church	Church clock maintenance	PCA1957 s2			3,000.00			0.00	
					4,947.00	55,480.75	52,581.75	44,428.33	13,100.42	
	Totals									
		Ear marked reserve b/fwd								
		Budget 2013/14				£4,947				
		Total approved to date				£55,481				
		Total awaiting application				£57,529				
						£2,899				



Congleton Town Council

Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR15 13/14
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1.1	Applicant(s):	Danielle Wright-Humphreys
1.2	Representing:	Congleton Town as Miss Teen Congleton Galaxy 2013-2014
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	Miss Teen Galaxy 2013-2014 (Beauty Program)
1.6	Project Objectives:	Fund raising via the Miss Teen Galaxy, UK Galaxy pageant in support of the Christie Charitable Fund 2013-2014
1.7	Brief Project Description:	Beauty Pageant to select Miss Teen Galaxy 2013-2014. All entrants representing their own town/county being encouraged to become involved in local events and to raise funds for the Teen Galaxy nominated charity using their own initiative and original ideas.
1.8	Details accounts/budgets	All applicants required to raise their own sponsorship to cover the costs of the pageant appearance - photoshoots, outfits, make-up & hairstyling.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£240 to cover cost of pageant day. (not including photoshoots, outfits, make up, hairstyling)
2.2	Total contribution sought:	£100.
2.3	What will the money be spent on?	See section 1.8

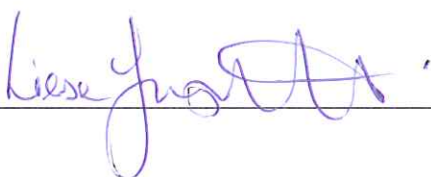
2.4	Any ongoing costs:	unknown at present.
2.5	Details of confirmed match funding include source Cash: In kind:	Friends + family contributions - young Persons Trust Fund - (further sponsorship being sought).
2.6	Resources needed:	
2.7	Estimated timescale of project from start to finish:	Nov 2013 - Nov 2014. Finalists pageant to be held in March 2013 - winners to be invited to Orlando, Florida for the international finals - (expenses paid).

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	To promote Congleton Town "The little town with the Big Heart" on a National Scale.
3.2	Are there similar services/projects provided in the area	Not to my knowledge.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	Independent panel of judges invited by the Miss Teen Galaxy organisation
4.2	Describe how you will promote the Town Council in your project	via the Teen Galaxy website, inclusive of the chosen town logo and website, verbal, pictorial and printed acknowledgements wherever applicable and possible

Signature: 

Date: 06/12/2013.

Management Accounts November 2013

See attached Income and Expenditure sheet. These figures are for 7 months so the % of budget used would be 67% if the expenditure was regular monthly.

Variance Analysis:

Finance and Policy Committee

Corporate Management

- The cost for Reception TIC is for October 13 to March 14
- Subscriptions and Publications include annual charges to SLCC and ChALC.
- Insurance is a full year cost.
- 1 internal audit visit out of 3 has taken place
- External audit is accrued at the end of the financial year
- Accountancy support includes payroll charges and year end accounts preparation which are mostly incurred at the end of the financial year.
- Legal and Professional fees include charges for registering the land around the Cenotaph.

Civic

- Mayor's annual allowance has been paid.
- Civic Artefacts and Treasures – this is for refurbishing the 2 Mayor's chairs and revaluation charges of some civic regalia.

Grants

- Out of our initial grants budget of £77,000 a considerable amount has already been allocated e.g. Citizens' Advice Bureau; CCP; Christmas Lights. £17,637 is currently available for new grant applications coming in throughout the next year to 31/03/14.

Community, Environment and Services Committee

- Paddling Pool – Chemicals and Water charges were much higher than budget due to increased usage this hot summer.
- Floral Displays - This is a mainly seasonal budget so 86% has already been spent.
- The full annual cost of the PCSO's has been paid.
- Fellowship House – the budget did not allow for the small amount of consumables and maintenance associated with this service.

Town Hall and Assets Committee

- A detailed trading account is provided to the Town Hall committee – Income is slightly over budget and expenditure is slightly down.

Personnel Committee

- The overall budget includes increased staffing costs for potentially taking on devolved services in from April 2013. For the management accounts these figures have not been included.

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Specific Budgets										
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	Congleton Museum	Notional rent				4,500.00	4,500.00	4,500.00	0.00	
	Community Projects	Project support	S144			16,000.00	16,000.00	16,000.00	0.00	09/04/2013
	Congleton Partnership	Rent				1,533.00	1,533.00	1,533.00	0.00	
	Citizens Advice Bureau	annual grant	S142			15,000.00	15,000.00	15,000.00	0.00	29/04/2013
	Christmas Lights	Christmas Lights	S144			9,000.00	9,000.00	3,024.54	5,975.46	
	Carnival Committee	Bi-annual Congleton Carnival	S144			3,750.00	3,750.00		3,750.00	
	Mercian March	Mercian March through town	S137			1,797.75	1,797.75	1,797.75	0.00	
	Royal British Legion	Remembrance Day Parade	S137			650.00	751.00	751.00	0.00	29/10/2013
	St Peter's Church	Churchyard Maintenance	S215			3,000.00			0.00	
	St Peter's Church	Church clock maintenance	PCA1957 s2			250.00	250.00	250.00	0.00	03/12/2013
Totals					4,947.00	55,480.75	52,581.75	47,803.29	9,725.46	
		Ear marked reserve b/fwd								
		Budget 2013/14			£4,947					
		Total approved to date			£55,481					
		Total awaiting application			£2,899					

Congleton Town Council - Management Accounts - Nov 2013

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
Finance and Policy					
101	Corporate Management				
Staff Costs (re-allocated)	9,804	76,748	119,656	42,908	64%
Travel	50	564	1,200	636	47%
Training / Conferences	0	284	2,600	2,316	11%
Rent Payable	1,163	9,300	13,950	4,650	67%
Reception - TIC	2,524	2,524	2,500	-24	101%
Miscellaneous Office Costs	0	43	300	257	14%
Telephone/Fax/Internet	335	1,046	1,400	354	75%
Postage	434	1,522	3,360	1,838	45%
Stationery & Printing	244	1,318	1,800	482	73%
Subscriptions & Publications	0	1,625	2,000	375	81%
Insurance	82	3,597	3,700	103	97%
Computer/IT Costs	0	3,592	4,545	953	79%
Photocopy Charges	0	1,850	3,465	1,615	53%
Recruitment Advertising	0	0	500	500	0%
Other Advertising	0	79	200	121	40%
Equipment Replacement\Tools	0	0	200	200	0%
Bank Charges	0	14	50	36	28%
Audit Fees - External	0	0	2,000	2,000	0%
Audit Fees - Internal	0	400	1,200	800	33%
Accountancy Support	0	1,426	3,675	2,249	39%
Legal & Professional fees	20	1,279	1,500	221	85%
HR & H&S support	213	1,704	2,560	856	67%
Central Overheads reallocated	-3,117	-19,807	-31,012	-11,205	64%
Corporate Management:-Expenditure	11,752	89,108	141,349	52,241	63%
Interest Receivable	0	-6,456	-4,000	2,456	161%
Corporate Management :- Income	0	-6,456	-4,000	2,456	161%
Net Expenditure over Income	11,752	82,652	137,349	54,697	60%
102	Democratic Rep'n & Mgmt\Civic				
Staff Costs (re-allocated)	1,771	14,191	21,700	7,509	65%
Training / Conferences	0	420	1,000	580	42%
Stationery & Printing	0	0	250	250	0%
Marketing/Promotions	0	78	1,000	922	8%
Council Newsletter	360	2,074	5,230	3,156	40%
Council Website	0	835	2,000	1,165	42%
Mayor's Allowance	0	3,000	3,000	0	100%
Members Expenses	0	0	360	360	0%
Civic Expenses	1,070	3,771	5,500	1,729	69%
Civic Regalia	0	16	100	84	16%
Hall & Room Hire	454	3,534	7,000	3,466	50%
Civic Artefacts and Treasures	220	810	500	-310	162%
Election Expenses	0	0	0	0	0%
Central Overheads reallocated	253	2,242	3,672	1,430	61%
Democratic Rep'n & Mgmt\Civic:-Expenditure	4,128	30,971	51,312	20,341	60%
107	Grants				
(see separate sheet for breakdown)	0	59,396	77,033	17,637	77%
F&P Income - Expenditure Totals	15,880	173,019	265,694	92,675	65%

Congleton Town Council - Management Accounts - Nov 2013

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget	
<u>Community, Environment & Services</u>						
201	Paddling Pool	370	23,335	22,621	-714	103%
212	Propogation Unit	0	0	1,000	1,000	
215	Floral Displays	233	14,975	17,500	2,525	86%
241	Allotments	30	245	180	-65	136%
251	Handyman service	5,572	37,364	74,311	36,947	50%
263	Public Toilets	243	243	0	-243	
280	Devolved Services	0	0	37,773	37,773	0%
301	Congleton Partnership	2,164	17,309	25,963	8,654	67%
302	Community Development	2,301	20,849	32,272	11,423	65%
303	Police Community Support Officers	0	47,200	47,200	0	100%
305	Christmas Fayre/lights	3,487	3,487	4,000	513	87%
321	Tourism	250	1,550	3,000	1,450	52%
341	Youth and Young People	165	852	2,000	1,148	43%
351	Fellowship House	715	3,990	4,557	567	88%
				0		
		15,530	171,399	272,377	100,978	63%
<u>Town Hall</u>						
221	Town Hall - Expenditure		98,552	152,560	-54,008	65%
	Town Hall - Income		65,241	93,583	28,342	70%
		0	33,311	58,977	25,666	56%
	<u>Total Net Expenditure</u>		377,729	597,048	219,319	63%
<u>Personnel</u>						
401	Staff Costs - Reallocated	24,501	198,659	311,380	112,721	64%

Reserves as at 30/11/13

General Reserve	161,141
Capital Vehicle Fund	24,000
Capital Contingency Fund	142,676
EMR Elections	15,000
EMR Crime Prevention/Traffic calmin	3,779
EMR Ancient Treasures	3,000
EMR Training	3,000
EMR Devolved Services	57,250
EMR Loan Repayments	2,075
EMR Public Toilets	20,000
EMR Play Areas	6,000
EMR Public Realm	3,906
EMR Legal Fees	10,000
	451,827



Rotary Club of
CONGLETON

President: Denis Murphy

06 December 2013

Brian Hogan
Clerk to Town Council

Dear Brian

Please find attached a cheque from the Rotary Club of Congleton towards the Town Christmas Tree.

Yours sincerely,

A handwritten signature in cursive script, appearing to read "Dave".

David C Worth
(Treasurer)
Tel no. 01260 224 419

Treasurer

David C Worth, Sandhole farm, Hulme Walfield, Congleton, CW12 2JH.
E-mail david@sandholefarm.co.uk

Lead Officers: TC= Town Clerk, SM=Support Manager, TCen&MM=Town Centre &Marketing Manager, FM=Facilities Manager
 CO=Communities Officer, CAO=Civic Administration Officer, Administration Assistants

GOAL 1

AN ACTIVE AND ENGAGED COMMUNITY.

Conceptual Indicators

- A. No decrease in active community and voluntary organisations during 2013-14
- B. Increased number of businesses signing up to Fair Trade-2013-14
- C. Improved play facilities during year
- D. Increased no. of affordable houses
- E. 10 young people engaged in a youth committee

ACTIONS & OUTPUT TARGETS

TO SUPPORT, DEVELOP & EMPOWER THE COMMUNITY & VOLUNTARY SECTOR

- 1. Administer the Grant Scheme to forward the Council's strategic aims
- 2. Maintain essential support to Cheshire East CAB
- 3. Support the Cheshire East Local Area Partnership
- 4. Maintain a community hub/resource in the Town Hall
- 5. Continue to support Congleton Partnership as an informal LSP, for the Town
- 6. Support Community Projects as a Key Partner
- 7. Encourage more Town Centre activities
- 8. Encourage greater public participation in Congleton in Bloom

TO PROMOTE COMMUNITY COHESION

- 1. Produce 4 editions of the Council/Community Newsletter
- 2. Monitor & review the Equalities Policy & staff awareness
- 3. Promote Fair Trade in the Town
- 4. Make the Town Hall available for community, social, leisure & educational pursuits
- 5. Review Publication Scheme Information Guide and Web Information
- 6. Produce regular media releases to share information about the Town Council
- 7. Lobby for increased housing including affordable and low cost houses in the Cheshire East LDF
- 8. Promote and organise the Mercian March in June 13

TO PROMOTE HEALTH & FITNESS AMONGST OUR RESIDENTS AND WORKFORCE

- 1. Support sport and leisure activities which promote healthy life style in conjunction with Team

LEAD OFFICER

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<p>Congleton</p> <ol style="list-style-type: none"> 2. Lobby for play facilities at Astbury Lane Ends & Buglawton 3. Lobby for improved primary health care facilities in the Town 4. Maintain an Allotment Site & improved facilities 5. Have offered improved facilities at the Town Hall for organisations which will promote health & fitness 6. Deliver at least one home safety campaign 	<p>TC/ TCen&MM TC/FM TC FM TC/FM TC</p>	<p>On going On going On going On going No progress No progress</p>
<p><u>TO ENGAGE WITH THE TOWN'S PRESENT & FUTURE GENERATIONS</u></p>		
<ol style="list-style-type: none"> 1. Support youth organisations and facilities both practically and financially 2. Hold two Young Councillors events for juniors 3. Maintain a Youth Committee & hold replacement elections if necessary 4. Work with businesses to develop the skills of young persons 5. Increase the use of the Town Hall by young people 7. Support Cheshire East Youth Committee/Parliament 8. Attempt to engage elder generations to apply their skills and knowledge within the local work-force and the voluntary sector 9. Maintain the Mayor's Cadet Scheme 	<p>TC CAO CAO TC/CO TC/FM CAO TC CAO</p>	<p>To March 14 completed To March 14 To March 14 To March 14 To March 14 To March 14 Completed</p>

<p>GOAL 2</p>	<p>A SUSTAINABLE ENVIRONMENT.</p> <p><u>Conceptual Indicators</u></p> <ol style="list-style-type: none"> F. Tangible improvements in the public realm G. More alternative energy produced H. Reduced carbon emissions I. Reduced crime/ anti-social behaviour J. Increased urban green areas 	
<p>ACTIONS & OUTPUT TARGETS</p>		
	<p>LEAD OFFICER</p>	<p>DATE</p>

<p><u>TO PROTECT AND ENHANCE THE LOCAL ENVIRONMENT</u></p> <ol style="list-style-type: none"> 1. Maintain the Town Handy Person Scheme and introduce Rapid Response Team 2. Maintain signage provided through the Market Town Initiative 3. Support & develop the activity of the Clean Teams for the town and encourage more volunteers 4. Lead on the Town's Floral displays by provision of labour & plants 5. Update environmental audit on the Council's operation & revise action plan 6. Enhance or create at least one area of green open space 7. Support the quality maintenance of public footpaths & bridleways 8. Complete the Town Hall energy improvements 9. Protect and enhance areas of our natural environmental assets, directly or through lobbying 10. Lower Carbon footprint by at least 5% 11. Ensure Public Realm Strategy develops to a supplementary planning document 12. Enter Civic Pride Award 13. Enter "In Bloom" competition 	<p>FM FM TC/FM TC/FM TC TC TC FM/TC TC TC TC TC/TCen & MM TC/TCen & MM/FM</p>	<p>Waiting for DS To March 14 To March 14 completed July 13 February 14 January 14 March 13 To March 14 March 14 Local Plan Completed Completed</p>
<p><u>TO TAKE STEPS TOWARDS BECOMING A TRANSITIONAL TOWN</u></p> <ol style="list-style-type: none"> 1. Continue to Support the principles of the Nottingham Declaration on Climate Change 2. Support the Congleton Sustainability Group 3. Re-Measure the carbon foot print of the Town Council 4. Support the Dane Hydro Scheme, if still active 	<p>TC TC & CO TC TC/CO</p>	<p>To March 14 To March 14 completed March 14</p>
<p><u>TO WORK TO MAKE THE TOWN SAFER</u></p> <ol style="list-style-type: none"> 1. Support anti-social behaviour initiatives such as "Archangel", with the Police & other partners 2. Support 4 Police Community Support Officers 3. Comment on, lobby for, or support road safety improvement schemes. Link Road 4. Support and add values to the safer community initiatives on the Town 5. Work with Cheshire East to support Emergency Planning & the Flood Plan for the Town 6. Comment on licensing & planning applications to the principal authority 7. Support Shop and Pub watch. 8. Support Cheshire East with adverse weather gritting 	<p>TC TC TC TC Con/TC TC/CAO TCen&MM/ FM FM</p>	<p>On going To March 14 To March 14 To March 14 To March 14 To March 14 To March 14 To March 14</p>

GOAL 3	A CELEBRATED AND PROTECTED HERITAGE. <u>Conceptual Indicators</u> K. Increase in number of people having access to Town Treasures & records L. Arts & Culture Centre for the Town. M. Architectural features of Town Hall restored N. Increased no. of people attend Museum	
ACTIONS & OUTPUT TARGETS		
<u>TO PROTECT OUR HERITAGE</u>	LEAD OFFICER	DATE
1. Actively support the conservation area management plan. 2. Support reviews and maintenance of both listed buildings and local list buildings. 3. Proactively support at least one local heritage scheme.(Cenotaph renovation) 4. Support the development of Congleton Town Park, with the aim of it being a future devolved service. 5. Proactively Support an Arts and Culture Centre. 6. Maintenance of the War Memorial & surrounding area. 7. To lobby CEBC for a Shop Front Design Supplementary Planning Document	TC TC TC TC TC FM TC	To March 14. To March 14 On going To March 14 To March 14 On going To March 14
<u>TO PROMOTE OUR HERITAGE</u>		
1. Make representations on regeneration projects and new development to ensure it reflects the heritage and traditional architecture of the Town. 2. Promote access to Town Treasures and Ancient Records via Storyboard project 3. Promote our civic role through Mayorality and Town Crier. 4. Be an active partner of Congleton Museum and support its development. 5. Hold an open day for Town Treasures and support national heritage week 6. Have agreed draft proposals for an extension of the Museum 7. Have increased performing arts events in the Town Hall. 8.. Encourage public to view Town Hall Storyboard	TC TC TC/CAO TC TC TC/CM TC/TC&MM TC/MM	To March 14 On going To March 14 To March 14 Sept 14 No progress February 14 To March 14
GOAL 4	A STRONG AND DIVERSE ECONOMY.	

	Conceptual Indicators A. No increase in unemployment levels B. New development in Town Centre C. Increased tourism D. More people using leisure facilities E. Increased number of businesses F. Reduction in empty shops		ACTIONS & OUTPUT TARGETS	LEAD OFFICER	DATE
<u>TO LEAD THE DEVELOPMENT OF A RE-VITALISED TOWN CENTRE</u>					
<ol style="list-style-type: none"> 1. Lobby Cheshire East to develop the Public Realm Strategy. 2. Provide active Town Centre Management to support existing businesses and new business. 3. Work with partners to deliver the priorities from the Town Centre Plan and Town Strategy. 4. Lobby for the development of the Fairground site 5. Be an advocate for improved leisure facilities. 6. Lobby for use of Section 106 money for Town Centre Strategy & regeneration projects. 7. Actively support good quality, sympathetic and innovative redevelopment. 8. Work with retailers to maintain trade group(s). 9. Hold a Christmas Fayre event. 10. Install Ice Rink for Xmas promotion 11. To maintain the Town Hall as the recognised civic hub of the Town. 12. To facilitate the Christmas lights. 13. Support Cheshire East Sustainable Towns Initiative 14. Determine actions from the AMT Benchmarking Report Dec 2013 					
completed				completed	completed
<u>TO IMPROVE ACCESS AND COMMUNICATIONS TO & WITHIN THE TOWN</u>					
<ol style="list-style-type: none"> 1. Be an advocate for improved public transport links. 2. Support the development group for Congleton Station/rail services. 3. Support the Dial a Ride operation for the Town 4. Lobby for sustainable & fair parking facilities and enforcement with Cheshire East Council. 5. Lobby for the inclusion of a Northern Link Road in the Cheshire East Local Plan. 6. Help develop safe routes to Schools. 7. Lobby for more link ways for pedestrians and cycle movements through Public Realm Strategy 8. Support highway schemes which help disabled access. 					
completed				completed	completed
				TC TC/CO TC TC TC TC TC TC	To March 14 To March 14 To March 14 March 14 completed February 14 January 14 March 14

<p>9. To facilitate provision or improvement of bus shelters where proven need exists.</p>	<p>TC</p> <p>December 13</p>
<p><u>TO PROMOTE CONGLETON</u></p> <ol style="list-style-type: none"> 1. Maintain the Council Website with up to date information. 2. Provide current information on the Town Council and community groups on notice boards. 3. Work with partners to promote the Congleton through the Bear Town Brand 4. To contribute to promoting Tourism in support of "Congleton Renaissance". 5. Support the Food Festival 6. Support the Music Festival (Jazz and Blues) 7. Support the TIC and maintain the information kiosk. 8. Support Parklive. 9. Support Congleton Carnival 	<p>TCen &MM/ST SM/FM TCen & MM TCen & MM TC/T Cen & MM TC TCen & MM TC/T Cen & MM TCen</p> <p>To March 14 To March 14 To March 14 To March 14 completed completed completed completed To March 15</p>

<p>GOAL 5</p> <p>OPERATIONAL QUALITY.</p> <p><u>Conceptual Indicators</u></p> <ol style="list-style-type: none"> O. Excellent audit reports P. Maintenance of Quality Town Status Q. Maintaining Accreditation of an integrated quality system R. Reduced accidents S. Increased number of staff with key skills 	<p>ACTIONS & OUTPUT TARGETS</p> <p><u>TO DEVELOP CAPACITY AND A DIVERSE SKILLS BASE WITHIN THE COUNCIL</u></p> <ol style="list-style-type: none"> 1. Have updated the Member training & Development Programme & implemented it 2. Have completed Employee Development Reviews. 3. Have revised and implemented a Staff Training Plan. 4. Have undertaken a business risk assessment as part of Business Planning. 5. Have updated the safety risk assessments and action plan. 6. Have implemented H&S action plan. 7. Have reviewed the Safety Policy against legislation
<p>LEAD OFFICER</p> <p>TC TC TC TC TC FM/TC TC</p>	<p>DATE</p> <p>March 13 Completed June 13/Mar 14 completed completed completed On going</p>

<p>8. Have fully developed & commenced use of electronic files 9. Have established Archive files & reviewed document retention policy</p>	<p>TC/SM SM</p>	<p>To March 14 October 13</p>
<p><u>TO DELIVER EXCELLENT SERVICES ACCORDING TO BOTH NEED AND CONSUMER CHOICE</u></p> <ol style="list-style-type: none"> 1. Maintain the Allotments and review its operation. 2. Continued operation of the Paddling Pool & enhance service. 3. Maintain the Handy Person Service. 4. Have completed Phase 1 of Devolved Services Pilot with CEBC. (See Action Plan) 5. Have completed Phase 2 of Devolved Services Pilot with CEBC. (See Action Plan) 6. Have completed Phase 3 of Devolved Services Action Plan 7. Have prepared any transfer services for handover in accordance with Action Plan 		
<p><u>TO ACHIEVE HIGH PERFORMANCE BY TAKING A MORE INTEGRATED APPROACH TO MANAGEMENT</u></p> <ol style="list-style-type: none"> 1. Have retained Quality Town Status 2. Have gained the general power of competence and reviewed operations accordingly 3. Have updated the Constitution 4. Have carried out the necessary audits for Chamber Assure & instigated corrective action. 5. To continue the continuous improvement element of Chamber Assure Integrated Quality System. 6. Have completed the Corporate Business Plan for 2014-15 7. Have maintained Performance Management System 8. Have completed all VAT & Internal Revenue returns 9. Produce 6 weekly Management Accounts and associated reports 10. Have reduced the Town Hall Operating Deficit 11. To have reviewed Personnel Policy/ procedures under changing legislation 12. To have reviewed data protection compliance 		
<p>TC TC TC TC TC TC TC TC SM SM TC & all mgrs TC TC</p>	<p>TC FM FM TC/SM/FM TC/ SM/FM TC/ SM/FM TC/ SM/FM</p>	<p>October 13 On going To March 14 completed completed completed completed</p> <p>Completed Completed Completed On going To March 14 March 14 To March 14 To March 14 To March 14 To March 14 On going Completed</p>