



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



To: **MEMBERS OF THE FINANCE & POLICY COMMITTEE**

22nd November, 2012

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 29th November 2012

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 29th November 2012 commencing at 7.45pm**

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

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

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 18th October 2012.
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 2012/13 (enclosed)
To receive a statement showing the current position.
6. New Applications for Financial Assistance (enclosed)
 - i) **GR. 20/1213 – Congleton Harriers.**
 - ii) **GR. 21/1213 – Beartown Patchwork and Quilters.**
7. New Grant Activities Monitoring Forms
There are no New Grant Activities Monitoring Forms to consider.
8. Letters of Thanks (enclosed)
To receive a letter of thanks from Congleton Team Parish
9. Management Accounts for April-Sept 2012 (enclosed)
To consider the Management Accounts to Sept 2012.
10. CAB (enclosed)
To consider a report and presentation from the Cheshire East Citizens Advice Bureau.
11. Congleton Community Projects
To receive a presentation from Congleton Community Projects.
12. Grand Hall Furniture
To consider replacing the furniture in the Grand Hall
13. Civic Regalia (enclosed)
To receive and consider a report on Civic Regalia.
14. Business Plan 2012-13 (enclosed)
To receive and consider an update on progress being made on actions related to the Business Plan.
15. Resolution to exclude the Public and Press
To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting for the matters set out below on the grounds that they could involve the likely disclosure of private and confidential information or staff matters.

16. Draft Budget 2013-14 (Sent in a previous mailing)

To consider a briefing paper by The Town Clerk outlining the main aspects of the Draft Budget and to consider the budget itself.

17. A.O.B.

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, 18TH OCTOBER, 2012

<u>PRESENT</u>	Councillors	Mrs J D Parry (Vice Chairman) L D Barker P Bates G Baxendale R I Brightwell G Brittain Mrs S A Holland Mrs A M Martin N T Price
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1. APOLOGIES

Apologies for absence were received from Councillors G R Edwards and D Murphy.

2. MINUTES

FAP/24/1213 RESOLVED: That the Minutes of the Meeting of the Committee held on 29th August, 2012 be agreed and signed by the Chairman.

3. DECLARATIONS OF INTEREST

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

Cllrs D.Brown and G Baxendale declared a non-pecuniary interest in any items related to Cheshire East.

Cllr G Baxendale and N T Price declared a non-pecuniary interest in item 6(iii)

Cllr N T Price declared a non pecuniary interest in item 8.

4. OUTSTANDING ACTIONS

There are no outstanding actions.

5. GRANT APPROVALS AND COMMITMENTS 2012/2013

A summary of grant approvals and commitments was considered by the committee and it was noted that £19,350 is available for grants.

FAP/25/1213 RESOLVED: That the grant summary be received.

6. NEW APPLICATIONS FOR FINANCIAL ASSISTANCE

FAP/26/1213 RESOLVED That:

- i) **Congleton Jazz & Blues Festival (retrospective application) – S145**
Grant deferred, Congleton Jazz & Blues Festival organisers requested to provide a full set of accounts for the event for further consideration.
- ii) **St Peter's Church – S215**
That a grant of £650 be approved...
- iii) **Congleton High School – S137**
That a grant of £300 be approved provided equipment can be used by other disabled students.

7. NEW GRANT ACTIVITIES MONITORING FORMS

A grant monitoring form which is to be used by all grantees to provide feedback on the successful use of funds provided by the Town Council was considered.

FAP/27/1213 RESOLVED: That the grant monitoring form to be used for all successful grant applications.

8. MANAGEMENT ACCOUNTS FOR APRIL - AUG 2012

FAP/28/1213 RESOLVED: That the Management Accounts for August be received.

9. ROTARY BONFIRE EVENT

The committee considered a request to underwrite any losses incurred as a consequence of Congleton Rotary Club organising the 2012 Bonfire Event.

FAP/29/1213 RESOLVED: That a maximum of £5,000 be earmarked to underwrite any potential losses incurred by the organisers of the event.

10. ANNUAL AUDIT 2011-12

FAP/30/1213 RESOLVED: To approve the 2011-2012 Annual Auditors' opinion and report.

11. APPOINTMENT OF EXTERNAL AUDITOR AND FEES

Correspondence from the Audit Commission confirming its appointment of new external auditors for 5 years from 2012-2013 was considered.

FAP/31/1213 RESOLVED: To receive and note that BDO LLP have been appointed as the Town Council's auditors for the next 5 years from 2012-2013.

12. INTERNAL AUDIT REPORT

The Internal Audit report and recommendations was considered.

FAP/32/1213 RESOLVED: That the report be received and actions noted be approved.

Review of Corporate Governance

1. In order that members may demonstrate consideration of the relevant powers to be relied on, the minutes should also identify those powers.

Relevant powers will be included in all grant applications.

2. The Council should ensure compliance with its own regulatory framework and ensure that a form Register of tenders received and opened is maintained: ideally, a similar record should be maintained for any significant quotations in accordance with.

A tender register will be maintained when undertaking all tender applications.

3. The Council should ensure that it complies with national legislation and does not continue to make a separate allowance payment to the Deputy Mayor.

The Council will consider this at the next meeting of the Town Council.

Asset and Management of Risks

1. The Council should consider the level of Fidelity Insurance cover and formally minute their deliberations and conclusion identifying any basis for setting a level below the Audit Commission recommended level.

The Town Clerk will contact the Insurance Company and increase the Fidelity Insurance appropriately once the outcome of Devolved Services is known which will have an impact on this issue.

Review of Income

1. The Finance officer should take appropriate action to "write-off" the few unmatched receipts to appropriate income codes, thereby removing the detail from the Sales ledger.

This has been actioned.

13. GRANT AND FUNDING POLICY

The committee considered changes to the Grant Funding Policy, in particular clauses 11 and 17.

FAP/33/1213 RESOLVED: To approve the amended Grant and Funding Policy.

14. COMMUNITY PROJECTS

Noted that this item will be deferred to the November meeting of the Finance and Policy Committee.

15. RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS

FAP/34/1213 RESOLVED: That in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and the press be excluded from the meeting for the matters set out below on the grounds that it could involve the likely disclosure of private and confidential information or staff matters.

16. BUDGET 2013 - 2014

The Town Clerk outlined some of the main factors that will be taken into account when preparing the 2013-2014 Budget.

17. AOB

Cllr Baxendale requested that the Committee consider refunding the 4 month balance of the rent paid by community Projects who will be leaving the Town Hall in December 2012.

J D Parry
Vice Chairman

Congleton Town Grant Commitments										
Date Grant Approved	To	For	Section	Minute Reference	EMR b/fwd	Budget	Approved 12/13	Paid £	Outstanding £	Date Paid
	Xmas lights	xmas lights	S144		2,220.00				2,220.00	
	St Peter's Church	Churchyard Maintenance	S215	FAP246/112	850.00			650.00	200.00	25/10/2012
	Xmas lights	xmas lights	S144		1,852.70				1,852.70	
	Carnival Committee	Carnival Committee	S144		3,750.00		0.00	3,552.00	198.00	
	Congleton Museum	Notional rent				4,500.00	4,500.00	4,500.00	0.00	
	Community Projects	Rent/Project support				16,000.00	16,000.00	16,000.00	0.00	
	Congleton Partnership	Rent				1,533.00	1,533.00	1,533.00	0.00	
	Citizens Advice Bureau	annual grant				15,000.00	15,000.00	15,000.00	0.00	16/04/2012
	Christmas Lights	Christmas Lights				9,000.00	9,000.00	4,318.00	4,682.00	15/11/2012
	Carnival Committee	Bi-annual Congleton Carnival	S144			3,750.00	3,750.00	3,418.00	332.00	
	Royal British Legion	Remembrance Day Parade		FAP104/1213		650.00	650.00		650.00	10/07/2012
	St Peter's Church	Churchyard Maintenance	S215	FAP16/1213		3,000.00	1,300.00	1,300.00	0.00	01/09/12
	St Peter's Church	Church clock maintenance	PCA1957 S2	FAP16/1213		230.00	236.40		236.40	
Totals					8,672.70	53,663.00	51,969.40	50,271.00	10,371.10	
	Ear marked reserve b/fwd					£8,673				
	Budget 2012/13					£53,663				
	Total approved to date					£60,642				
	Total awaiting application					£1,694				



Congleton Town Council

Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR 20 1213
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1.1	Applicant(s):	Phil Dawson
1.2	Representing:	Congleton Harriers www.congleton-harriers.co.uk
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	26 th anniversary 'Cloud 9 Hill Race' 3 rd March 2013
1.6	Project Objectives:	<p>To promote running and health to the people of Congleton and the surrounding area not only club runners but adults of all ages, abilities and experience. To introduce occasional runners to off-road running as a healthier and safer alternative to road running. To recognise achievements and encourage participation we award prizes in all age categories both Male and Female.</p> <p>To use surplus funds to support local charities and not for profit groups.</p>
1.7	Brief Project Description:	<p>The unique and charismatic 'Cloud 9 Hill Race' is a very popular annual event attracting 400 plus runners every year and ranks highly on the Fell Runners Association calendar. It is one of the largest Fell races in the country taking in Bosley Cloud and the ancient Bridestones along the 9 mile route which starts and finishes in Congleton. Now in its 26th year and more popular than ever we expect another large turnout.</p> <p>Each year £1 from every entry is donated to local charities. In addition a proportion of the race surplus is added to increase the amount we hand over.</p>
1.8	Details accounts/budgets	<p>The event is organised by the members of Congleton Harriers running club who give their time free to marshal, time keep, set up and provide refreshments for runners and spectators. The majority of our costs which we estimate in 2013 to be around £2,280 are covered by entry fees, so assuming we get 400 entrants at £6 (£7 entry includes £1 charity donation) then we could expect an income of around £2,400 (380 gives us break even). However, this is not guaranteed, inclement weather can reduce the number of entrants dramatically or even cause cancellation (as happened in the Foot & Mouth year). So, given this is the club's only fundraising event (out of the three we organise each year), and we also donate part of the proceeds (£1 per entry) to local charity, we are looking to secure support to cover a portion of the costs and ensure the race continues in the future.</p>

		By maintaining low club subscriptions we feel confident we are able to attract more runners of all ages and from all walks of life thus providing a relatively inexpensive means of keeping fit and meeting other like minded people. We cater for beginners by ensuring club members accompany them on runs as well as offer transport should they wish to attend races.
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Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	Approx £2,280																				
2.2	Total contribution sought:	£250																				
2.3	What will the money be spent on?	<table> <tr> <td>Memento for each finisher / prizes</td> <td>£900</td> </tr> <tr> <td>Leisure centre and equipment hire (estimated)</td> <td>£250</td> </tr> <tr> <td>Medical support</td> <td>£480</td> </tr> <tr> <td>Policing (estimated)</td> <td>£100</td> </tr> <tr> <td>Refreshments</td> <td>£250</td> </tr> <tr> <td>Printing and promotion</td> <td>£150</td> </tr> <tr> <td>Race numbers and pins</td> <td>£50</td> </tr> <tr> <td>Fees</td> <td>£50</td> </tr> <tr> <td>Cups</td> <td>£50</td> </tr> <tr> <td>Other</td> <td>£unknown at this stage</td> </tr> </table>	Memento for each finisher / prizes	£900	Leisure centre and equipment hire (estimated)	£250	Medical support	£480	Policing (estimated)	£100	Refreshments	£250	Printing and promotion	£150	Race numbers and pins	£50	Fees	£50	Cups	£50	Other	£unknown at this stage
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Other	£unknown at this stage																					
2.4	Any ongoing costs:	<p>Storage of signage, equipment, any stock items £100 per annum.</p> <p>Most of the main costs above will be repeated each year except for signage which will likely be replaced every 3-4 years.</p>																				
2.5	Details of confirmed match funding include source Cash: In kind:	None to date																				
2.6	Resources needed:	Financial support as requested. Plus any other publicity as may be offered in Town council publications, Tourist office etc would be greatly appreciated. We aim to get as many local participants as possible.																				
2.7	Estimated timescale of project from start to finish:	Race one day obviously. But approximately 4 months in total. To include planning 3 months and completion / close off 1 month																				

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	<p>Promotes Congleton as a place to live and set up business to a wider audience.</p> <p>Promotes running as a means to stay fit and healthy for all ages and abilities.</p> <p>Introduces local running clubs to the community and encourages membership.</p>
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November 7th 2012

Dear Sirs,

GRANT APPLICATION – BEARTOWN PATCHWORK EXHIBITION

Beartown Patchwork and Quilters Group will have been operating as a local community group for 29 years in 2013. We plan to hold an exhibition of our quilts and textile projects in Congleton Town Hall on July 5th. and 6th. 2013.

To assist in defraying the expenses, we have pleasure in enclosing our grant application for submission at your next meeting.

We trust that the application will meet with your approval and look forward to a positive response from you.

Yours faithfully

Rosemary Newling

Ro Newling

Exhibition Organiser on behalf of Beartown Patchwork and Quilters.

Enclosures:

Grant application

Group accounts

Copies of Bank Statements

Constitution



Congleton Town Council

Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR 21 12/13
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1.1	Applicant(s):	Mrs. Rosemary J. Newling
1.2	Representing:	Beartown Patchwork and Quilters
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	Quilt Exhibition (working title)
1.6	Project Objectives:	Promote community spirit with display of local voluntary groups work. Encourage others to be involved in crafts using textiles. Broaden local quilters knowledge and expertise.
1.7	Brief Project Description:	Exhibition of local members patchwork, quilting and related textile projects. Display of nationally renowned Contemporary Quilters Journal Quilts. Demonstration of techniques. Venue and free admission allows participation of disabled and low income people.
1.8	Details accounts/budgets	Venue Congleton Town Hall £873:60; Contemporary Quilt display £250; Insurance via Quilters Guild £50; Equipment hire and transport £75; Publicity and Marketing £350; Administration £50. TOTAL=£1648:60

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£1648:60 (estimated)
2.2	Total contribution sought:	£100
2.3	What will the money be spent on?	National Contemporary Quilt Display. Includes hire of special stands, backing material and post and packaging of Journal Quilts.

2.4	Any ongoing costs:	
2.5	Details of confirmed match funding include source Cash: In kind:	
2.6	Resources needed:	
2.7	Estimated timescale of project from start to finish:	2 day exhibition July 5 th . And 6 th . July 2013 ½ day set up July 4 th . 2013.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Free admission and suitable venue allows for participation of all. Stimulating display to celebrate local group textile crafts and raise standards. Encourage others to participate by promotion of patchwork and quilting. Exhibition Quilt to be raffled for local charities.
3.2	Are there similar services/projects provided in the area	U3A quilting group

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	Evaluation by Exhibition Committee and group members. Discussion in open meeting of what was effective or not. Decisions made to be implemented in future projects.
4.2	Describe how you will promote the Town Council in your project	Using the Town Hall as venue Naming the council as sponsor on all advertising material.

Signature: Rosemary Newby

Date: November 7th 2012

Beartown Patchworkers & Quilters

Accounts 2011

Statement of income and expenditure as at 31.12.2011

Income	2011
Bank as at 31.12.10	183.68
Petty cash as at 31.12.10	63.47
Subscriptions/visitors	1005.73
Sales	624.56
Workshop income	1323.00
Trips	710.00
Miscellaneous (includes £40 Astbury rent not cashed)	43.09
Total	£3953.53

Expenditure	2011
Speakers	130.00
Refreshments	43.97
Administration costs	232.25
Fabric/notions	401.44
Workshop costs	1170.50
Rent	576.00
Trips	500.00
Petty Cash as at 31.12.11	32.73
Bank as at 31.12.11	866.64
Total	£3953.53

Signed Treasurer: *C. H. Adams*

Date: 31.12.2011



Bonus Saver Account

00709004
01445 01

Branch details
Congleton Branch
46 High Street
Congleton
Cheshire
CW12 1BE

Summary

18 Apr 2012 to 18 Jul 2012
Sheet 10

Previous balance	1,531.74
Withdrawn	0.00
Paid in	3.21
New balance	1,534.95

M12510/00709004/F 600610/01445



INTEREST PAID FOR THIS ACCOUNT DURING TAX YEAR 2011/12 WAS
GROSS INTEREST 16.00 TAX PAID 3.21
NET AMOUNT PAID TO THE ACCOUNT 12.79

If you have changed your address or telephone number,
please let us know

BEARTOWN PATCHWORKERS AND QUILTERS
BONUS SAVER ACCOUNT

BIC NWBK GB 2L
IBAN GB44 NWBK 6006 1028 6410 19

National Westminster Bank Plc



Current Account

01989063
00093 01

Branch details
Congleton Branch
46 High Street
Congleton
Cheshire
CW12 1BE

Summary

18 Jul 2012 to 17 Aug 2012
Sheet 174

Previous balance	1,481.43
Withdrawn	120.00
Paid in	32.00
New balance	1,393.43

10/00093



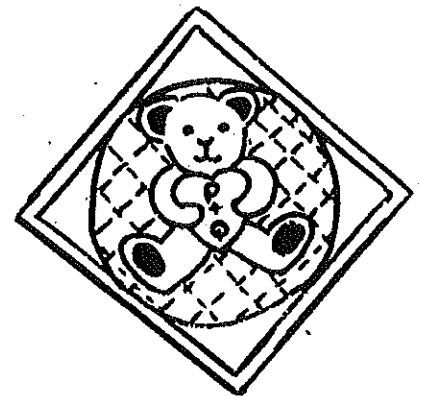
If you have changed your address or telephone number,
please let us know

BEARTOWN PATCHWORKERS AND
QUILTERS

BIC NWBK GB 2L
IBAN GB53 NWBK 6006 1028 6134 06

16
0

BEARTOWN PATCHWORKERS & QUILTERS



CONSTITUTION

TITLE	Beartown Patchworkers & Quilters.
PURPOSE	To provide a meeting place for members and visitors, to promote the education of the craft of patchwork and quilting, to provide companionship, discussion and such other pursuits as may be agreed by members.
MEMBERSHIP/ SUBSCRIPTIONS	Subscriptions shall be £12 p.a. or as amended by the committee with group consent. They shall be collected in January each year. Members of the public are welcome to visit or join.
COMMITTEE	The committee is made up of voluntary members on a three year cycle, and consists of Chairman, treasurer, workshop organiser, excursion organiser, exhibition organiser, librarian and refreshment organiser.
MEETINGS	Meetings shall be held at The Scout Headquarters, Rope Walk, Congleton, on alternate Tuesday evenings from 8-10p.m. throughout the school year, subject to variations as necessary. Meetings shall be advertised in a monthly column in a local newspaper and open to members of the public.
ACCOUNTS	The treasurer shall prepare an income and expenditure account each December - at year end - for approval by the chairman and members.

In the event of the group disbanding, the assets shall be sold off and proceeds donated to a local charity by group consent.

ADOPTED BY CHAIRMAN

.....*E.A. Carter*.....

January 30th 2002

BEARTOWN PATCHWORKERS AND QUILTERS

AMENDMENTS TO THE CONSTITUTION

MEMBERSHIP/SUBSCRIPTIONS: to read "Subscriptions shall be £20.00 per annum or as amended by committee with group consent. They shall be collected in January each year. Pro rata rates will be applicable in June and September. Members of the public are welcome to visit".

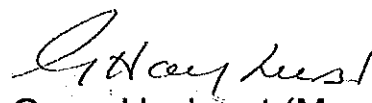
COMMITTEE: to read "Committee is made up of voluntary members on a three year cycle and consists of the Chairman, Secretary, Treasurer, Programme Co-ordinator and General Members".

ACCOUNTS: to read "The Treasurer shall prepare an income and expenditure account each December, at year end, for the approval by the Committee and Members".

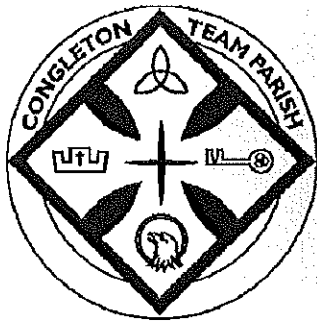
THE FOLLOWING CLAUSE TO BE INSERTED IN THE CONSTITUTION

NON-COMMITTEE POSITIONS: to read "Voluntary, non-committee positions, on a three year cycle, shall comprise archivist, librarian, press officer, refreshment organiser and an exhibition sub-committee".


Pam Price (Mrs)
Chairman


Gwen Hayhurst (Mrs)
Secretary

October 2012



CONGLETON TEAM PARISH

The Church Office

c/o The Rectory
14 Chapel Street
Congleton
Cheshire CW12 4AB

Tel. 01260 273212

Email: admin@conglonteamparish.co.uk

Website: www.conglonteamparish.co.uk

28th October 2012

Dear Mr. Hogan,

On behalf of St Peter's church congregation, we wish to thank Congleton Town Council for the support that it has given us during this summer in financing the strimming of St Peter's churchyard grass. It has maintained a standard that we want Cheshire East to continue, when they eventually take over responsibility.

At the moment we are still waiting for both the CEC and Chester Diocesan legal departments to complete on the contract. We still have no date, and hope that during the winter months this will be resolved.

Many thanks,
Kind regards,

Felicity Laurence & Dick Drew, Church wardens
Rev. Paul Withington, Vicar.

Management Accounts October 2012

See attached Income and Expenditure sheet. These figures are for 7 months so would be 58% of the annual budget if the expenditure was regular monthly. Significant variances are explained as follows:

Finance and Policy

Corporate Management

- Subscriptions and Publications include annual charges to SLCC and ChALC.
- Insurance is a full year cost.
- Other Advertising - includes adverts for casual vacancies.
- Audit Fees – External are accrued at the end of the year.
- Legal and Professional Fees includes a job evaluation consultant.
- HR & H&S Support – this is outsourced to Wirehouse (previously a consultant did this role) but no budget was set for 2012/13.
- Double taxation income has been received from Cheshire East which was not budgeted for.
- Interest receivable on the direct reserve account holding the council's reserves is greater than budgeted for.

Civic

- The Mayor and Deputy Mayor have received their annual allowance.
- The budget for Civic regalia is only small at £100 but past mayor's badges were purchased at a minimum quantity of 5 at a cost of £258 each. This has resulted in a large overspend on this budget.

Grants

- Out of the initial grants budget of £77,000 a considerable amount has already been allocated e.g. Citizens' Advice Bureau; CCP; Christmas Lights. £19,050 is currently available for new grant applications coming in throughout the year to 31/03/13.

Community, Environment and Services

- The paddling pool has now closed however some expenses such as water and electricity have still to be incurred, but is expected to be slightly under budget.
- Shopmobility has received the full budget allocation as per their agreement.
- The full year cost of the PCSOs has been paid.
- Christmas Fayre: this is showing income from invoices sent out for the craft stalls etc but expenditure has not yet been incurred.

Town Hall

- A detailed trading account is provided to the Town Hall committee – October saw bookings at a level in line with the budget and expenditure slightly over budget.

Personnel

- The overall budget includes increased staffing costs for potentially taking on devolved services in October 2012 which has not occurred. For the management accounts these figures have not been included.

Congleton Town Council - Management Accounts - Oct 2012

	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)	8,992	60,001	118,606	58,605	51%
	Travel	20	621	1,200	579	52%
	Training / Conferences	10	1,132	2,600	1,468	44%
	Rent Payable	1,163	8,138	13,950	5,812	58%
	Reception - TIC	417	417	0	-417	
	Miscellaneous Office Costs	0	150	270	120	56%
	Telephone/Fax/Internet	18	704	1,400	696	50%
	Postage	213	1,534	3,360	1,826	46%
	Stationery & Printing	164	831	1,800	969	46%
	Subscriptions & Publications	0	1,611	1,890	279	85%
	Insurance	0	3,584	3,800	216	94%
	Computer/IT Costs	217	1,651	3,045	1,394	54%
	Photocopy Charges	693	1,573	3,465	1,892	45%
	Recruitment Advertising	0	112	500	388	22%
	Other Advertising	0	146	200	54	73%
	Equipment Replacement\Tools	0	0	100	100	0%
	Bank Charges	0	12	200	188	6%
	Audit Fees - External	0	0	4,000	4,000	0%
	Audit Fees - Internal	0	400	1,200	800	33%
	Accountancy Support	513	1,152	3,675	2,523	31%
	Legal & Professional fees	0	1,525	1,500	-25	102%
	HR & HS support	218	1,581	0	-1,581	
	Central Overheads reallocated	-3,471	-17,399	-29,147	-11,748	60%
	Corporate Management:-Expenditure	9,167	69,476	137,614	68,138	50%
	CEC Double Taxation	0	-18,751	0	18,751	0%
	Interest Receivable	-906	-4,718	-3,000	1,718	157%
	Corporate Management :- Income	-906	-23,469	-3,000	20,469	782%
	Net Expenditure over Income	8,261	46,007	134,614	88,607	34%
102	Democratic Rep'n & Mgmt/Civic					
	Staff Costs (re-allocated)	1,702	11,523	21,569	10,046	53%
	Training / Conferences	50	440	3,000	2,560	15%
	Stationery & Printing	0	39	250	211	16%
	Marketing/Promotions	325	447	1,500	1,053	30%
	Council Newsletter	658	2,052	5,178	3,126	40%
	Council Website	0	1,540	2,000	460	77%
	Members Expenses	0	29	500	471	0%
	Mayor's Allowance	0	2,600	2,600	0	100%
	Deputy Mayor's Allowance	0	260	260	0	100%
	Civic Expenses	0	2,834	4,500	1,666	63%
	Civic Regalia	0	1,017	100	-917	1017%
	Hall & Room Hire	439	2,733	7,000	4,267	39%
	Civic Artefacts and Treasures	0	423	1,000	577	42%
	Central Overheads reallocated	411	2,060	3,451	1,391	0%
	Democratic Rep'n & Mgmt/Civic:-Expenditure	3,585	27,997	52,908	24,911	53%
107	Grants					
			57,963	77,013	19,050	75%
F&P Income - Expenditure Totals		11,846	131,967	264,535	132,568	50%

<u>Community, Environment & Services</u>						
201	Paddling Pool	0	19,004	24,811	5,807	77%
211	Congleton Park	0	0	5,000	5,000	
215	Floral Displays	1,513	11,790	15,000	3,210	79%
241	Allotments	30	210	500	290	42%
251	Handyman service	4,338	22,938	68,851	45,913	33%
262	Street furniture	0	0	250	250	0%
264	Shopmobility	2,500	5,000	5,000	0	100%
280	Devolved Services	0	0	27,250	27,250	0%
301	Congleton Partnership	2,643	18,501	31,716	13,215	58%
302	Community Development	2,405	16,156	27,846	11,690	58%
303	Police Community Support Officers	0	47,200	47,200	0	100%
305	Christmas Fayre/lights	-1,487	-1,466	4,000	5,466	-37%
321	Tourism	0	1,460	4,000	2,540	37%
341	Youth and Young People	38	928	2,000	1,072	46%
351	Fellowship House	-590	728	0	-728	0
		11,390	142,449	263,424	120,975	54%

Town Hall

221	Town Hall - Expenditure		92,082	151,714	59,632	61%
	Town Hall - Income		-53,291	-110,400	-57,109	48%
		0	38,791	41,314	2,523	94%

Total Net Expenditure

313,207	569,273	256,066	55%
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Personnel

401	Staff Costs - Reallocated	24,308	160,487	300,765	140,278	53%
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Reserves as at 31/10/12

General Reserve	161,021
Capital Vehicle Fund	20,000
Capital Contingency Fund	145,909
EMR Elections	10,000
EMR Crime Prevention/Traffic calmin	3,779
EMR Ancient Treasures	3,000
EMR Training	3,000
EMR Devolved Services	30,000
EMR Loan Repayments	4,407
EMR Public Toilets	14,000
EMR Play Areas	6,000
EMR Public Realm	7,671
EMR Legal Fees	10,000
	418,787



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



Liz Shaw
Chief Officer CAB
Dean House
Chapel Street
Congleton
CW12 4AB

30th October 2012,

Dear Liz,

Thank you for your letter dated 26th October and accompanying financial information appertaining to the Citizens Advice Bureau.

Initially I think Denis Murphy suggested attending the meeting of Community, Environment and Services which is scheduled to take place on the 15th November; however, I think it would be more appropriate to provide a short presentation at our Finance and Policy meeting which takes place on Thursday 29th November starting at 7.45pm.

It would be helpful to limit your presentation and comments to a maximum of 10 minutes

Yours sincerely

Brian Hogan

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@conglontowncouncil.co.uk www.conglenton-tc.gov.uk



Cheshire East Citizens Advice Bureau



Dean House
Chapel Street
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Cheshire
CW12 4AB

Brian Hogan
Clerk to the Council
Congleton Town Council
Town Hall
High Street
Congleton
CW12 1BN

Telephone: 01260 288510
Fax: 01260 288511
www.cecab.org.uk

26 October 2012

Dear Brian

Re: Presentation to the Community Environment and Services Committee

Thank you for arranging for me to do a short presentation to the next C. E & S committee on 13th November at 7.00p.m.

I will be informing the committee of our work over the past year and offering thanks for the Council's continued support.

I would also like to take the opportunity to talk about our plans for the Congleton outlet going forward into 2013/14 and the challenges we face.

Please find attached a financial and statistical report of our work in the last financial year for your information.

Kind Regards

A handwritten signature in black ink, appearing to read 'Liz Shaw', written over a large, stylized flourish.

Liz Shaw
Chief Officer



Cheshire East Citizens Advice Bureau



Dean House
Chapel Street
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Cheshire
CW12 4AB

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Liz Shaw
Chief Officer



Cheshire East CAB - Financial Information

Delivery of Congleton Service

The Congleton office is open 4 days per week Tuesday - Friday. It is open for drop in 9.30-12.30 and appointments run from 10.00am -2.00pm. It is serviced by a team of 18 volunteers and benefits from 24hrs per week on site, paid supervision and 15hrs of paid administrative support. The office has 5 interview rooms and office space for specialist debt and welfare benefit advisers. Working in collaboration with our sister bureau in Macclesfield, the borough wide telephone advice service is delivered from our Congleton and Nantwich offices.

Costs per enquiry

	Funding received 2011/12	Enquiries 2011/12	Cost per enquiry 2011/12
Congleton Town Council	£15,000	1,795	£8.35
Cheshire East CAB Total	£213,209	9,252	£23.04

Costs per annum

	£
Salaries & Staff costs	19,145
Premises	21,000
Office	12,465
Governance	1,033
Volunteer travel and training	7,207
Total	60,850

Projected Core Service Income 2013/14

Funder	Income
*CE Council	159,413
**Alsager Town Council	4,600
Congleton Town Council	15,000
Nantwich Town Council	1,000
Audlem Parish Council	500
Holmes Chapel Parish Council	500
***Middlewich Town Council	4,495
Sundry Income	11,900
Total	197,408

*Assumes a 10% cut to CEC grant funding but will receive less if services put out to tender

** The Alsager Service operates each Tuesday for 3 hours from the Christian Ministry centre. It is serviced by one volunteer from one room. The accommodation is rent free and supervision is provided remotely from either our Congleton or Crewe office. Average annual Enquiries = 190

*** The Middlewich Outreach operates two days per week from 9.30 to 12.30 with appointments in the afternoons. It is serviced by 3 volunteers and is supervised remotely from our Crewe or Congleton offices. The rented accommodation comprises 2 interview rooms, an office and a waiting area for clients. Average annual enquiries = 300

Projected Project Income 2013/14	£
*CE Council Welfare Benefits Advice	49,399
*CE Council Mental Health Advocacy	20,265
CE Council Court Service	10,000
PCT Mental Health Advocacy	25,987
PCT(Macmillan) Welfare Benefits	32,592
St. Luke's Cheshire Hospice Welfare Benefits	19,150
Wulvern Housing Tenants Advice and Older Person Benefit Take up	69,174
Money Advice Service Debt Advice	77,800
Total	304,367

* Assumed a 10% cut but may receive less if service put out to tender

Benefits gained

Bureau £3.5 million

Congleton £266,218 (7.6% of bureau total)

Debt rescheduled

Bureau - £10.7 million

Congleton - £2,049,454 (19% of bureau total)

Congleton Town West – £826,623 (40% of Congleton total)

Average individual debt

Congleton Town - £16,798

Congleton Town West – £18,369

Cheshire East CAB Congleton Outlet - Enquiry statistics

Congleton 2011/12

Apr-Sept
2013/14

Cheshire East CAB 2011/12

Clients seen	1,632			7,887
Of which new clients (%)	81.4			71.3
(Does not include Congleton residents calling our telephone adviceline)			(Includes all callers to our telephone adviceline)	
 Enquiries	 1,795	 +2.3%		 9,252
Average per client	1.1			1.2
% where advice provided at 1st interview	83.5			68.3
 Contacts	 3,166			 36,206
(follow up from client enquiries)				
Average per client	2.21			4.59
 Problems	 3,675			 25,483
Average per client	2.57			3.23
Top Five (% of all problems)				
Benefits	38.7	+11.7%		38.4
Debt	18.9	-35%		34.4
Employment	13.0	-9.60%		6.4
Relationships	9.1	+8%		4.5
Housing	5.6	+20%		5.5
 Top Three within each enquiry category (%)				
Benefits				
Employment Support Allowance (ESA)	15.6		ESA	14.0
Housing Benefit	10.6		DLA Care	10.7
Working & Child Tax Credits	8.5		Hous. Benefit	9.2
 Debt				
Credit/store cards	11.5		Credit/store cards	14.9
Unsecured Personal Loans	9.7		Unsecured Personal Loans	12.6
Council Tax/Comm. Charge Arrears	8.4		Bank & Building society o/drafts	6.5
 Employment				
Pay and entitlements	21.8		Pay & entitlements	20.5
Dismissal	18.4		Dismissal	16.4
Terms & conditions	13.6		Terms & conditions	14.1
 Relationship				
Divorce & Separation	40.0		Divorce/separation/dissolution	43.0
Child support: resident parent & family	7.2		Children	19.9
Child support: non resident parent & family	6.0		Death & Bereavement	7.4
Death & Bereavement	6.0			
 Housing				
Private sector rented property	29.5		Private sector rented property	22.8
Threatened Homelessness	16.4		Threatened Homelessness	17.3
Environment/neighbour issues	14		Housing Association property	9.1

REPORT TO FINANCE AND POLICY MEETING – 29TH NOVEMBER 2012

Congleton Town Council Civic Regalia

Following discussions with the Mayor I was asked to compile a report on the Town Council's Civic Regalia. Although we have a wonderful Mayor's Ceremonial Chain and also a working chain the other items of regalia are rather limited. I have had discussions with Michael Moore of Thomas Fattorini Ltd for advice and set out below various suggestions and costs for consideration by the Council.

There are various designs of pendant for a Deputy Town Mayor and Mayor's Consort. These could be used either on a ribbon or could be attached to a chain. The Town Council may decide to purchase a chain or another option could be for the Consort or Deputy Mayor to use the working chain with a new pendant. It would be possible for the working chain to be re-finished in gold plate – the cost would be in the region of £200.

The quotation from Fattorini includes a range of artwork. Pieces that are based on the oval crest currently used for the Past Mayor, does not include the additional tooling charge. Any of the pieces that include the 34mm circular crest, will incur the additional tooling charge as detailed in line one of the quotation.

The options for consideration are –

- 1 To make a decision on whether the Deputy Mayor or Mayor's Consort have use of the working chain.
2. To refinish the working chain at an approximate cost of £200. This could then be used with a new pendant for Deputy Mayor or Consort.
3. To purchase a new pendant for Deputy Mayor and Consort and to choose a design for the items – costs range from £840 to £340.

A decision was taken at Finance and Policy Committee on 29th August as follows:

- The Mayor's working chain be re-gilted and
- A pendant for the chain to be purchased for use by the Deputy Mayor at a maximum cost of £600.

Following discussions with the Mayor and Deputy Mayor it was agreed that they wished the Town Council to purchase item number B120608-10. The cost of this item is £658.60 plus an additional tooling charge of £499.01. In addition it was requested that two additional items for Consorts of the Mayor and Deputy Mayor be purchased at a cost of £339.37 each. This would bring the total cost of the additional items to **£1836.35.**

RECOMMENDATION: To receive the report and to make a decision on the purchase of additional items of civic regalia.

Linda Minshull
Civic Administration Officer
12th November 2012

Fattorini

Artist-craftsmen
since 1827



Customer Approval.....

Dimensions: 53 mm (width) x 77 mm (height)

DM-Completion TC mod 1

Date.....

B120608-10

© 09.11.12. R.H.

LIVE 0 11

Fattorini
Artist-craftsmen
since 1827



Customer Approval.....Date.....

Dimensions: 34 mm (width) x 52 mm (height)

DM-Congleton TC

B120608-06

© 08.06.12, R.H.

B1-20080801-15

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.	LEAD OFFICER	DATE
<p>CONCEPTUAL INDICATORS</p> <p>A. No decrease in active community and voluntary organisations during 2001/1/12 B. Increased number of businesses signing up to Fair Trade-2001/1/10 C. Improved play facilities during year D. Increased no. of affordable houses E. 10 young people engaged in a youth committee</p>			
ACTIONS & OUTPUT TARGETS			
<p>TO SUPPORT, DEVELOP & EMPOWER THE COMMUNITY & VOLUNTARY SECTOR</p>			
<ol style="list-style-type: none"> 1. Administer the Grant Scheme to forward the Council's strategic aims 2. Maintain essential support to CVS 3. Maintain essential support to Cheshire East CAB 4. Support the Cheshire East Local Area Partnership 5. Maintain a community hub/resource in the Town Hall 6. Continue to support Congleton Partnership as an informal LSP, for the Town 7. Support Community Projects as a Key Partner 8. Support the Town's Best Garden Competition 9. Encourage more Town Centre activities 10. Hold an event in support of Democracy Week 11. Encourage greater public participation in Congleton in Bloom 		SM TC TC TC TC TC TC TC TC TC TC/Cilrs	On going On going Completed On going On going On going On going On going On going On going Under review
<p>TO PROMOTE COMMUNITY COHESION</p>			
<ol style="list-style-type: none"> 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 more 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. Support the continuation of the Shop Mobility Scheme 9. Lobby for increased housing including affordable and low cost houses in the Cheshire East LDF 10. Report on the possible introduction of a Local Heroes Award? 		TCen&MM Con TC/ TCen&MM TC/FM TC TC TCen&MM TC TC TC	Completed Completed On going On going Completed On going Completed Completed ?? June 2012

<p><u>TO PROMOTE HEALTH & FITNESS AMONGST OUR RESIDENTS AND WORKFORCE</u></p> <ol style="list-style-type: none"> 1. Support sport and leisure activities which promote healthy life style in conjunction with Team Congleton 2. Lobby for play facilities at Astbury Lane Ends & Buglawton 3. Lobby for improved primary health care facilities in the Town 4. Lobby for intermediate care beds for the Town 5. Maintain an Allotment Site & improved facilities 6. Investigate other possible allotment sites. 7. Have offered improved facilities at the Town Hall for organisations which will promote health & fitness 8. Deliver at least one home safety campaign 	<p>TC TC/FM TC TC/CO CO FM TC/FM TC</p>	<p>Completed No progress No progress No progress On going To March 2013 To November 2012 October 2012</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. Support the U3A and other older person groups 9. Attempt to engage elder generations to apply their skills and knowledge within the local work-force and the voluntary sector 10. Maintain the Mayor's Cadet Scheme 	<p>TC CAO CAO TC/CO TC/FM CAO TC TC CAO</p>	<p>To March 2013 To March 2013 To March 2013 To March 2013 To March 2013 To March 2013 To March 2013 To March 2013 May 2012</p>

<p>GOAL 2</p>	<p>A SUSTAINABLE ENVIRONMENT.</p> <p><u>Conceptual Indicators</u></p> <p>F. Tangible improvements in the public realm G. More alternative energy produced</p>
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	ACTIONS & OUTPUT TARGETS	LEAD OFFICER	DATE
	<p>H. Reduced carbon emissions I. Reduced crime/ anti-social behaviour J. Increased urban green areas</p>		
<u>TO PROTECT AND ENHANCE THE LOCAL ENVIRONMENT</u>			
<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. Facilitate the final phase of the River Dane walk, including provision of lighting 6. Undertake or support at least one Environmental Awareness Campaign 7. Update environmental audit on the Council's operation & revise action plan 8. Enhance or create at least one area of green open space 9. Support the quality maintenance of public footpaths & bridleways 10. Complete the Town Hall energy improvements 11. Protect and enhance areas of our natural environmental assets, directly or through lobbying 12. Lower Carbon footprint by at least 6% 13. Ensure Public Realm Strategy develops to a supplementary planning document 14. Enter Civic Pride Award 15. Enter "In Bloom" competition 	<p>FM FM TC/FM TC/FM CO/TC TC TC TC TC FM/TC TC TC TC TC/TCen & MM TC/TCen& MM/FM</p>	<p>Waiting for DS To March 2013 To March 2013 Completed Completed October 2012 Completed February 2013 January 2013 November 2012 To March 2013 Won't be achieved Local Plan Won September 2012</p>	
<u>TO TAKE STEPS TOWARDS BECOMING A TRANSITIONAL TOWN</u>			
<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 5. Introduce an Energy Advice Point into the Town Hall 	<p>TC TC & CO TC TC/CO TC/CO</p>	<p>To March 2013 To March 2013 Completed March 2013 August 2012</p>	
<u>TO WORK TO MAKE THE TOWN SAFER</u>			
<ol style="list-style-type: none"> 1. Support anti-social behaviour initiatives such as "Archangel", with the Police & other partners 	<p>TC</p>		<p>February 2013</p>

<p>2. Support 4 Police Community Support Officers 3. Comment on, lobby for, or support road safety improvement schemes 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. Review the Crime & Disorder (Sec 17) Audit on the Council's activities 7. Comment on licensing & planning applications to the principal authority 8. Support Shop and Pub watch. 9. Support Cheshire East with adverse weather gritting 10. Work with Cheshire East to upgrade street lighting in Mill Street and pedestrian area 11. Investigate & report on a community speed watch scheme</p>	<p>TC TC TC Con/TC Con TC/CAO TCen&MM/ FM FM TC TC</p>	<p>To March 2013 To March 2013 To March 2013 To March 2013 September 2012 To March 2013 To March 2013 To March 2013 To March 2013 July 2012</p>
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<p>GOAL 3</p>	<p>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</p>	
<p>ACTIONS & OUTPUT TARGETS</p>		
<p><u>TO PROTECT OUR HERITAGE</u></p>	<p>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. 4. Support the development of Congleton Town Park, with the aim of it being a future devolved service. 5. To have coordinated keeping of records and charters with Chester, Museum and Chronicle. 7. Proactively Support an Arts and Culture Centre. 8. Maintenance of the War Memorial & surrounding area. 10. To lobby CEBC for a Shop Front Design Supplementary Planning Document</p>	<p>LEAD OFFICER</p> <p>TC TC TC TC TC TC SM TC</p> <p>DATE</p> <p>To March 2013. To March 2013 To March 2013 To March 2013 November 2012 To March 2013 To March 2013 No progress</p>

TO PROMOTE OUR HERITAGE

<ol style="list-style-type: none"> 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 Mayorally and Town Crier. 4. Be an active partner of Congleton Museum and support its development. 5. Hold an open day for Town Treasures. 6. Have agreed draft proposals for an extension of the Museum 9. Have increased performing arts events in the Town Hall. 10. Encourage public to view Town Hall Storyboard 	<p>TC TC TC/CAO TC TC TC TC/CM TC/TC&MM TC/MM</p>	<p>To March 2013 On going To March 2013 To March 2013 Completed No progress February 2013 To March 2013</p>
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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

TO LEAD THE DEVELOPMENT OF A RE-VITALISED TOWN CENTRE

	LEAD OFFICER	DATE
1. Lobby Cheshire East to develop the Public Realm Strategy.	TC	December 2012
2. Provide active Town Centre Management to support existing businesses and new business.	TCen&MM	To March 2013
3. Work with partners to deliver the priorities from the Town Centre Plan.	TC/Con/TCen&MM	To March 2013
4. Lobby for the development of the Fairground site	TC	January 2013
5. Be an advocate for improved leisure facilities.	TC	To March 2013
6. Lobby for use of Section 106 money for Town Centre & regeneration projects.	TC	Some success
7. Actively support good quality, sympathetic and innovative redevelopment.	TC	To March 2013
8. Work with retailers to maintain trade group(s).	TCen & MM	To March 2013
9. Hold a Christmas Fayre event.	TCen & MM	December 2012
10. To maintain the Town Hall as the recognised civic hub of the Town.	TC	On-going
11. To facilitate the Christmas lights.	TCen & MM	December 2012

<p>12. Support Cheshire East Sustainable Towns Initiative 13. Have undertaken a Diamond Jubilee Project from the Public Realm Strategy</p>	<p>CO TC/CCP</p>	<p>February 2013 June 2012</p>
<p><u>TO IDENTIFY CONGLETON AS THE "ENTERPRISE HUB" OF CHESHIRE EAST</u> 1. Use the Congleton Employment Land Study to inform the LDF 2. Facilitate the delivery of the priorities from the Regeneration Strategy "Congleton in Transition". (See Project Plan) 3. Prioritise growing and protecting existing businesses and improve existing business parks where appropriate, via the Legacy team 4. Support local businesses having access to good quality advice and support. 7. Work with partners to help businesses survive the recession and help individuals back into work. 8. Lobby for increased hotel/conference facilities in the Town. 9. Support the training of the Town work force. 10. To facilitate a Business Group within the Town. 11. Lobby to ensure sufficient and suitable land, premises and infrastructure for high value employment. 12. Support KISS, annual training, skills and career day</p>	<p>TC TC/CO TC/CO TC TC TC TC TC/MM TC TCen & MM</p>	<p>Completed To March 2013 To March 2013 To March 2013 To March 2013 December 2012 To March 2013 To March 2013 Making progress October 2012</p>
<p><u>TO IMPROVE ACCESS AND COMMUNICATIONS TO & WITHIN THE TOWN</u> 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 highway improvements including Radnor Park/ Back Lane. 5. Lobby for sustainable & fair parking facilities and enforcement with Cheshire East Council. 6. Lobby for the inclusion of a Congleton By Pass in the long term Cheshire East Transport Plan. 7. Help develop safe routes to Schools. 8. Lobby for more link ways for pedestrians and cycle movements through Public Realm Strategy 9. Support highway schemes which help disabled access. 10. To facilitate provision or improvement of bus shelters where proven need exists.</p>	<p>TC TC/CO TC TC TC TC TC TC TC TC</p>	<p>To March 2013 To March 2013 To March 2013 January 2013 March 2013 Progress February 2013 January 2013 March 2013 December 2012</p>
<p><u>TO PROMOTE CONGLETON</u> 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 6. To contribute to promoting Tourism in support of "Congleton Renaissance". 9. Make the Town Hall a place worth visiting by completing improvement works. 10. Support the Food Festival .11. Work with Partners to prepare the Town for the 2012 Olympics spin off.</p>	<p>TCen & MM/ST SM/FM TCen & MM TCen & MM TC/FM TC/TCen & MM TCen & MM/TC</p>	<p>To March 2013 To March 2013 To March 2013 To March 2013 December 2012 Completed Completed</p>

12. Support the Music Festival (Jazz and Blues)
13. Support the TIC and maintain the information kiosk.
14. Support Tourism by promotion of the Ancient Records.
15. Produce a new Town Guide 2010-2012
16. Support Completon Carnival

TC	To March 2013
TCen & MM	To March 2013
TC/TCen & MM	February 2013
TCen	Completed
T/Cen	Completed

GOAL 5

OPERATIONAL QUALITY.

Conceptual Indicators

- 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

ACTIONS & OUTPUT TARGETS

LEAD OFFICER

DATE

TO DEVELOP CAPACITY AND A DIVERSE SKILLS BASE WITHIN THE COUNCIL

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
8. Have fully developed & commenced use of electronic files
9. Have established Archive files & reviewed document retention policy

TC	March 2012
TC	May 2012
TC	June 12/Mar 13
TC	January 2012
TC	September 2012
FM/TC	March 2013
TC	September 2012
TC/SM	To March 2012
SM	October 2012

TO DELIVER EXCELLENT SERVICES ACCORDING TO BOTH NEED AND CONSUMER CHOICE

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)

TC	October 2012
FM	September 2012
FM	To March 2013
TC/SM/FM	July 2012