

COMMUNITY, ENVIRONMENT & SERVICES COMMITTEE Amended March 2012

8 Members of the Authority

Quorum= 3

Function of Committee Column 1	Delegation of Function Column 2
<p>1. Community Engagement</p> <p>1.1 To promote the social wellbeing of the Town.</p> <p>1.2 To support the development of the Borough Community Plan and Local Strategic Partnership.</p> <p>1.3 To facilitate and support local community and voluntary organisations</p> <p>1.4 To maximise the benefit to the Town of Challenge and European Funding, directly or in partnership.</p> <p>1.5 To support a CAB for the Town.</p> <p>1.6 To promote social inclusion within communities</p> <p>1.7 To promote Fair Trade in the Town</p> <p>1.8 To lead on the Market Town initiative</p> <p>1.9 To agree project funding submissions</p>	<ul style="list-style-type: none"> • Committee under the direction of Council • Committee under the direction of Council • Grants to Finance & Policy Committee • Promotion & other support to Committee/ Town Clerk * in accordance with Policy • Committee under the direction of Council • Committee under the direction of Council • Grants to Finance & Policy Committee • Committee under the direction of Council • Committee • Committee under the direction of Council • Committee • In urgent cases the Town Clerk * in consultation with Chairman and Vice Chairman
<p>2. Community Safety</p> <p>2.1 Power to install & maintain equipment for detection & prevention of crime, Local Government & Rating Act 1997, S31.</p> <p>2.2 To support initiatives of the Community Safety Partnership.</p> <p>2.3 To lobby for road safety improvement schemes</p> <p>2.4 To liaise with the Police Authority & Constabulary</p> <p>2.5 To manage the Police Support Officers Service Level Agreement</p>	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk * for operational management • Committee/ Town Clerk * in accordance with Council direction. • Committee • Committee to respond to consultations • Committee to recommend terms to Council • Town Clerk * to monitor
<p>3. Environment</p> <p>3.1 To promote the environmental wellbeing of the Town</p> <p>3.2 Conservation of the built & natural environment</p> <p>3.3 Power to maintain, repair, protect & alter war Memorials; War Memorials (Local authorities Powers) Act 1923,S11 as extended by Local Government Act 1948 S133</p> <p>3.4 Issues involving ancient monuments & areas of archaeological interest</p>	<ul style="list-style-type: none"> • Committee under the direction of Council • Strategic overview to Committee • Operational management to Town Clerk * • Strategic overview to Committee • Operational management to Town Clerk • Strategic overview to Committee • Operational management to Town Clerk *

3.5	To promote and support floral and planting Initiatives	<ul style="list-style-type: none"> • Committee under the direction of Council
3.6	To protect and preserve local heritage	<ul style="list-style-type: none"> • Committee under the direction of Council
3.7	To approve & action Environmental Audits	<ul style="list-style-type: none"> • Committee within budget • Town Clerk to initiate audit
3.8	To promote environmental awareness	<ul style="list-style-type: none"> • Committee to approve programme within budget
4	Environmental & Public Health	
4.1	Power to utilise well, spring or stream to provide Facilities for water supply, Public Health Act 1936,S125	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Town Clerk
4.2	Power to deal with ponds & ditches, Public Health 1936, S260	<ul style="list-style-type: none"> • Power to Committee
4.3	To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matter, pollution, animal welfare issue,	<ul style="list-style-type: none"> • Petitions to Committee • Town Clerk * in other cases
4.4	To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act)	<ul style="list-style-type: none"> • Committee
4.5	Waste & recycling	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Town Clerk
5	Personal Health	
5.1	To work with partner organisations to improve the health of people in the Town	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk * for operational management
5.2	To improve access to services which can contribute to health	
5.3	To promote healthy living	
5.3	Contribute to the development of and co-ordination of NHS services	
6	Young People	
6.1	Support public and community services and facilities for the young.	<ul style="list-style-type: none"> • Committee under the direction of Council
6.2	Co-ordinate the involvement of young people in decision making	<ul style="list-style-type: none"> • Committee under the direction of Council
6.3	Support to young people in their communities	<ul style="list-style-type: none"> • Committee under the direction of Council
7	Housing	
7.1	To lobby for sufficient affordable housing.	<ul style="list-style-type: none"> • Committee under the direction of Council
7.2	To support home safety initiatives in the town	<ul style="list-style-type: none"> • Committee under the direction of Council
8	Economic Wellbeing & Tourism	
8.1	To promote the economic wellbeing of the Town	

<p>through partnership with the business and community sectors</p> <p>8.2 To promote tourism within the Town</p> <p>8.3 Power to encourage visitors and provide conference & other facilities</p> <p>8.4 To promote regeneration in the Town</p> <p>8.5 To lobby for sufficient high quality employment sites in the Town & support initiatives promoting inward investment</p> <p>8.6 To support skills & training for local businesses</p> <p>8.7 Provision, directly or indirectly of Christmas lights</p>	<ul style="list-style-type: none"> • Committee within budget & policy • Committee within budget & policy • Committee within budget & policy • Committee under the direction of Council • Committee in conjunction with Planning Committee • Committee • Committee
<p>9 Emergency Planning</p> <p>9.1 To assist in preparing & implementing the Emergency Plans of the Borough & County councils</p>	<ul style="list-style-type: none"> • Committee within budget • Grants to Finance & Policy Committee • Committee within budget • Operational management to Town Clerk
<p>10 Leisure & Recreation</p> <p>10.1 Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10</p> <p>10.2 Power to acquire land for or to provide public walks, pleasure grounds to manage and control them. Power to provide gymnasiums, playing fields, & boating pools; Local Government Act 1972,Sch 14; Public Health Acts Amendment Act 1890,S44, Local government (Miscellaneous Provisions)Act S19; Public Health Act 1961,s54</p> <p>10.3 Management & enhancement of Play areas</p> <p>10.4 Management of the Paddling Pool</p> <p>10.5 Joint management of the Park with principal authority through partnership agreement</p> <p>10.6 To jointly manage the Propagation Unit through a partnership agreement with the principal authority</p>	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk * for operational management • Acquisition to Council • Strategic Management & development to Committee • Town Clerk for operational management • Grants to Finance & Policy Committee • Strategic Management & development to Committee • Town Clerk * for Operational management • Committee for development, strategic management and making user rules • Town Clerk* for operational management • Committee for strategic overview • Town Clerk * for operational management • Committee for strategic overview • Town Clerk * for operational matters
<p>11. Bus Shelters</p> <p>11.1 Power to provide & maintain shelters, Local Government (Miscellaneous Provisions) Act 1953 S4.</p>	<ul style="list-style-type: none"> • Strategic overview to Committee • Power to make contribution, within budget to Committee • Operational management to Town Clerk

<p>12. Clocks</p> <p>12.1 Power to provide public clocks, Parish Councils Act 1957, S2</p>	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Town Clerk
<p>13. Allotments</p> <p>13.1 To provide allotments, improve land and let rights under S 23, 26, &42 of the Small Holding & Allotments Act 1908.</p>	<ul style="list-style-type: none"> ▪ Operational Management to Town Clerk * ▪ Strategic overview & development to Committee
<p>14. Baths & Washhouses</p> <p>14.1 Power to provide under Secs 221, 222, 223 &227 of Public Health Act 1936.</p>	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk for operational management
<p>15. Burial Facilities</p> <p>15.1 Power to acquire & maintain; Power to provide; Power to agree to maintain monuments & Memorials under Open Spaces Act 1906, Sec 9&10; Local Government Act 1972, S214; Parish Councils & Burial Authorities (Miscellaneous</p>	<p>Acquisition & provision reserved for Council</p> <ul style="list-style-type: none"> • Operational management to Town Clerk • Strategic overview to Committee
<p>16. Provisions) Act 1970, S1.</p> <p>16.1 Power to contribute towards expenses of cemeteries, Local Government Act 1972, S214</p> <p>16.2 Powers for maintenance of closed church yards, Local Government Act 1972, S215</p> <p>16.3 Power to provide Mortuaries, Public Health Act 1936, S198</p>	<ul style="list-style-type: none"> • Grants to Finance & Policy Committee • Operational management to Town Clerk • Strategic overview to Committee • Strategic overview to Committee • Operational management to Town Clerk
<p>17. Entertainment & the Arts</p> <p>7.1 Power to provide entertainment and support of the arts, Local Government Act 1972,S145</p> <p>7.2 Power to promote lotteries, Lotteries & Amusements Act 1976,S7</p>	<ul style="list-style-type: none"> • Committee within policy • Grants to Finance & Policy Committee • Committee within policy • Operational management to Town Clerk
<p>18. Public Realm</p> <p>18.1 Provision of litter receptacles, Litter Act 1983, S5&6</p> <p>18.2 Provision and maintenance of street furniture and signs</p> <p>18.3 Matters relating to street cleaning, litter, fly Posting</p> <p>18.4 Management of Handyperson Scheme</p> <p>18.5 Power to provide public conveniences, Public Health Act 1936, s87</p>	<ul style="list-style-type: none"> • Committee • Strategic overview within budget to Committee • Operational management to Town Clerk * • Strategic overview to Committee • Operational management to Town Clerk * • Strategic overview to Committee • Operational management to Town Clerk * • Strategic overview to Committee • Operational Management to Town Clerk*
<p>19. Highways & Transport</p> <p>19.1 Power to maintain footpaths & bridleways</p> <p>19.2 Power to light roads and public places</p>	<ul style="list-style-type: none"> • Committee within Council policy • Committee within Council policy

19.3	Powers to provide parking places for vehicles & cycles	<ul style="list-style-type: none"> • Committee within Council policy
19.4	Power to enter into agreement as to dedication & widening	<ul style="list-style-type: none"> • Committee within Council policy
19.5	Power to provide roadside seats & shelters	<ul style="list-style-type: none"> • Committee
19.6	Power to contribute financially to traffic calming Schemes; Highways Act 1980, S274A	<ul style="list-style-type: none"> • Committee within budget & Council policy
19.7	Power to provide traffic signs and other objects or devices warning of danger	<ul style="list-style-type: none"> • Committee
19.8	Power to plant trees and lay grass verges and to maintain them	<ul style="list-style-type: none"> • Committee
19.9	Powers relating to car sharing schemes, taxi fare concessions & information about transport; Local Government & Rating Act 1997, S26, 28, 29	<ul style="list-style-type: none"> • Committee under the direction of Council
19.10	Improve off street parking & on street parking enforcement	<ul style="list-style-type: none"> • Committee under the direction of Council
19.11	To support approved community transport schemes.	<ul style="list-style-type: none"> • Committee under the direction of Council • Grants to Finance & Policy Committee
20. HERITAGE		
20.1	To manage, preserve & promote the use of the Town's ancient records	<ul style="list-style-type: none"> • Strategic overview to Committee within budget & policy • Operational Management to Town Clerk *
20.2	To manage & preserve the Town's artefacts & treasures.	<ul style="list-style-type: none"> • Strategic overview to Committee within budget & policy • Operational Management to Town Clerk *
20.3	To preserve and display the Town's Tapestry	<ul style="list-style-type: none"> • Strategic overview to Committee within budget & policy • Operational Management to Town Clerk *

NB. Any action delegated to the Town Clerk may in his/her absence be undertaken by the Support Manager after seeking relevant consultancy advice, if the matter cannot wait until the Town Clerk returns, except items denoted by *, when the nominated deputy is the Town Centre & Marketing Manager.

CONGLETON TOWN COUNCIL

INFORMATION & DATA PROTECTION POLICY. (8th March 2012)

The Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards. This Policy is linked to its Quality Policy, which will ensure information considerations are central to the ethos of the organisation, and to its ICT Policy.

The Council is very open about its operations and works closely with public, community and voluntary organisations. Therefore in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Town's communities. Details of information which is available is contained in the Council's Publication Scheme *which is based on the statutory model publication scheme for local councils.*

Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. *It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.*

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Council publishes an annual programme in May its year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public question session on each Council meeting.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Council are willing to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Protecting Confidential or Sensitive Information

The Data Protection Act 1998 seeks to strike a balance between the rights of individuals and the sometimes competing interests of those with legitimate reasons for using personal information. The policy is based on these principles:

The Council will make any notification required to the Information Commissioner's Office under the Data Protection Act and periodically up date the information.

The Council will comply with the eight principles of good practice for processing sensitive data, by ensuring it is:

- Fairly & lawfully processed
- Processed for limited purposes
- Adequate, relevant & not excessive
- Accurate and up to date
- Not kept longer than is necessary
- Processed in accordance with the individuals rights
- Secure
- Not transferred to countries outside the EU unless the country has adequate protection for the individual.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any sensitive personal information and the Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

The Council will always provide information on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Disclosure Information

The Council will as necessary undertake checks on both staff and Members with the Criminal Records Bureau and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

**CONGLETON TOWN COUNCIL
OPERATING PROCEDURE**

Information and Data Protection		Doc No. OP 087/2	
		Replaces Version of: 09/12/2009	
Written By:	Approved by:	Issue of:	8 March 2012
Brian Hogan	Town Council	Section:	Office Administration

Scope

Describes the Town Council's arrangements for administering its Information and Data Protection Policy. The Council has both a duty and a desire to be open and make as much information available to the public as possible, but it must also safeguard confidential, personal and sensitive information.

Responsible Persons

The Town Clerk is the Responsible Officer under both the Data Protection Act and Freedom of Information Act.

All staff must abide strictly to the rules as the Council has legal obligations to comply with.

Related Documents

OP 3: Decision Making and Delegation
OP22: Personnel Records
OP80: Document Retention
OP79: I.T Network
OP88: Filing System-manual
OP89: Storing Electronic Information

Procedure

Decision Making – Reports and Background Documents

1. The majority of Council's decisions are made in Council or committee where the press and public may attend. The public are also entitled to see related reports and background documents. Where a decision is taken in absence of the press and public, the related documents are also usually confidential. On rare occasions a background document for a non-confidential decision, may be confidential, i.e. it would reveal commercial, personal or sensitive information which may not be made public.
Remember the background documents used for officer delegated decisions may still be public papers. If in doubt consult the Town Clerk.

Freedom of Information Act

2. The Council have obligations under the Freedom of Information Act 2000. Its Publication Scheme, based on the national model, sets out the classes of information it intends to publish. The associated Information Guide, details which documents are available on the Web Site, and which are available in hard copy. The Council is allowed to make a reasonable charge to cover printing costs, but for "reasonable" requests in small quantities, the Town Clerk may waive this charge.

The Town Clerk

3. The Town Centre and Marketing Manager is responsible for ensuring that all stated documents are available on the Web Site and the Support Manager for ensuring the stated hard copies are available. Routine updates to the Web Site are made by an Administrative Assistant. The Town Clerk will periodically audit the Web Site to ensure the documents listed in the Information Guide are in fact available.
4. Under the Freedom of Information Act, the public may request other documents, including associated letters and e-mails. These may only be refused if they contain commercial, sensitive or personal information. Even if other papers referred to in disclosed documents are not held by the Council, but for instance by a consultant, the Council must make reasonable effort to locate them. The Council has 28 days to respond to a formal request. All such requests must be referred to the Town Clerk.

At times individuals or organisations will demand information as a way of inconveniencing or embarrassing the Council. The reason why they ask for information and such frivolous requests must still be dealt with properly and courteously.

Data Protection Act

5. The Council are registered under the Data Protection Act 1998 with the Information Commissioner Office. This must be renewed each year, at which time the categories of information held must be reviewed and if necessary revised by the Town Clerk.
6. Remember that the Data Protection Act applies to both electronic and hard copy information.

Please remember that it is not acceptable to leave confidential information sitting on desks, it must always be stored securely and only those who need to have the information may be party to it. Similarly if confidential information needs to be discussed in the office, it must only be with those who have to be aware of it.

7. The Council will comply with the eight principles of good practice for processing sensitive data, by ensuring it is:
 - Fairly & lawfully processed
 - Processed for limited purposes
 - Adequate, relevant & not excessive
 - Accurate and up to date
 - Not kept longer than is necessary
 - Processed in accordance with the individuals rights
 - Secure
 - Not transferred to countries outside the EU unless the country has adequate protection for the individual.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract with the individual
- Processing is required under a legal obligation

- Processing is necessary to protect the vital interests of the individual
 - Processing is necessary to carry out public functions
 - Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.
8. Particular attention is paid to the processing of any sensitive personal information and the Council will ensure that at least one of the following conditions is met:
- Explicit consent of the individual
 - Required by law to process the data for employment purposes
 - A requirement in order to protect the vital interests of the individual or another person
9. The Council will always provide information on personnel data to employees through the Employee handbook. The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Handling of Disclosure Information

10. The Council make checks on certain staff, councillors and volunteers with the Criminal Records Bureau, particularly those who may be in contact or control of children or vulnerable adults. This is done through Cheshire West and Chester Council, to whom a standard fee is paid

It is a requirement of the CRB's Code of Practice that all Bodies making disclosure applications have a written policy on the correct handling and safekeeping of Disclosure information. The Council's Information and Data Protection Policy states that it will have procedures which comply with this Code.

General principles

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, the Council complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosers and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Disclosure information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. The Council maintain a record of all those to whom Disclosure or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the CRB about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.



ARMY

Lieutenant Colonel (Retired) R Spiby
Regimental Secretary
RHQ The Mercian Regiment
Whittington Barracks
Lichfield
Staffordshire WS14 9TJ



Tel: 01543 434357 Fax: 01543 434359
E-Mail: RHQMERCIAN-Regtl_Sec@mod.uk

Mr B Hogan
Town Clerk
Congleton Town Council
Town Hall
High Street
Congleton
Cheshire
CW 12 1BN



Dear Brian,

Please excuse my delay in getting back to your kind letter you sent but I was waiting to see if I could answer your question definitively. Brigadier Sharpe has asked me to say how very touched he is by your wonderful gesture of inviting 1MERCIAN to parade through Congleton before they depart on operations later this year.

As you will appreciate the months leading up to deployment involve a plethora of training exercises and commitments which all the battalion must attend. These activities will be spread across Britain and Germany and even as is the case right now, Kenya where 1 MERCIAN are currently on exercise.

When they return I will speak to the Commanding Officer to see if there are any windows in their training when 1 MERCIAN may be able to take Congleton up on their very kind offer. For all those who were involved in the homecoming parade through Congleton after their last tour of Afghanistan I know what a special occasion it was and how much they valued the wonderful support they received.

As a Regiment we remain hugely grateful for all that, 'the little town with the big heart', has done to support not only 1 MERCIAN but also the wider Mercian Regiment: It really is very much appreciated. I will get back to you as soon as the Commanding Officer returns from Kenya and I have had chance to speak to him.

Yours

Richard Spiby



Electoral Services Department
Cheshire East Borough Council
Westfields
Middlewich Road
Sandbach
Cheshire
CW11 1HZ
Tel:- 01270 686480
Fax:- 01270 529961

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

E-mail:- electoral.information@cheshireeast.gov.uk

December 2011

Dear Sir

Polling District Review

Thank you for your email with comments regarding amendments to Mossley Village Hall and Wellspring Methodist Church Polling Stations within the Congleton East Ward. I would like to inform you that the Review has now concluded. The Polling Districts and Polling Places Review Sub-Committee met on Tuesday 4 October 2011 followed by the Constitution Committee on Wednesday 16 October 2011 who ratified the proposals.

It was agreed that the boundary line of COS1 be redrawn to run down the railway line. The new COS3 to vote at Mossley Village Hall. This did include the properties in Cedar Court.

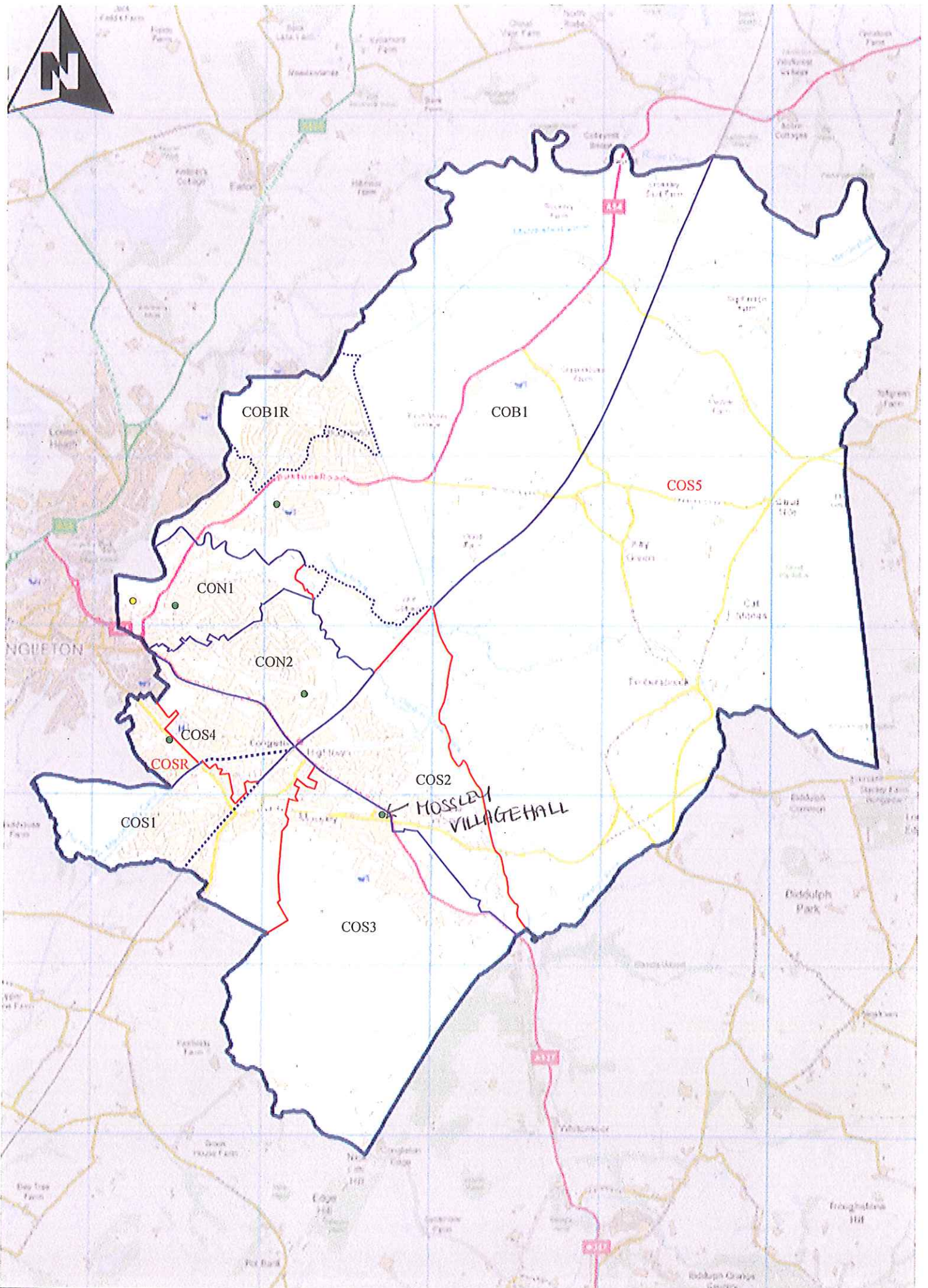
I enclose a map of the Congleton East Ward polling districts which I trust explains the decision clearly.

Yours faithfully

R. Hignett

Rosemary Hignett
Senior Electoral Services Officer

Enc



- - - - - Proposed Polling District Boundary
 - Existing Polling District Boundary to be removed
 - Existing Polling District Boundary to remain

Congleton East Ward

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25 January 2012

Brian Hogan
Congleton Town Council
Town Hall
High Street
Congleton
CW12 1BN



Blue Bache Barn
Burleydam
Whitchurch
Shropshire
SY13 4AW

☎ 01948 871314
☎ 0871 1319465

www.ChALC.org.uk

Dear Brian

ChALC Area Meeting Proposals – Consultation
Closing date for comments – Friday 27th March 2012

Following Local Government Re-organisation in Cheshire in 2009 the ChALC Executive Board has been keeping a watchful eye on the operation of our Area Meetings.

The loss of our District Councils made the current District based structure sit uneasily with the new geographical areas of CE and CW&C and it was acknowledged that there would be a need (and opportunity) in the future to change the way in which we work.

At our Annual Meeting in October 2011, Constitutional changes empowered the ChALC Executive Board to develop Area Meeting structures that would better support and inform our members and be more relevant.

I am writing to invite your Council to give ChALC your views on the enclosed proposal for Area Working.

If you would like to discuss any part of the proposal, please contact me (Jackie Weaver) or the Chairman (Stuart Hulse). We would welcome your Council's input by Friday 27th March at the latest.

Yours faithfully

Jackie Weaver
Chief Officer

PRESIDENT
Brian Kerr OBE

COUNTY CHAIRMAN
Stuart Hulse
chairman@chalc.org.uk

CHIEF OFFICER
Jackie Weaver
jackieweaver@chalc.org.uk
07891 519558

DEVELOPMENT OFFICER
Linda Davenport
lindadavenport@chalc.org.uk

ADMINISTRATION
Susan Harding
susanharding@chalc.org.uk

Hazel Merrill
hazelmerrill@chalc.org.uk

Review of ChALC Area Meeting Arrangements Consultation – January 2012

Background

Following Local Government Re-organisation in Cheshire in 2009 the Executive Board of ChALC acknowledged that in the future there would be a need to review the ChALC Area Meeting structure so that it could better meet the needs of our member councils.

Since 2009 there have been regular changes to the way the Principal Authorities in the East and West have operated at area level and the Executive Board has monitored the changes with a view to changing the way ChALC works locally so that its area meetings are relevant and fit for purpose and do not duplicate existing arrangements.

At the ChALC 2011 Annual Meeting delegates gave authority to the Executive Board to make arrangements for the development of an effective Area Meeting structure. This proposal aims to do that.

The Current Arrangements

ChALC currently operates a system of Area Meetings that continue to reflect the geographical boundaries of the old District Councils of Crewe & Nantwich; Congleton; Chester; Macclesfield (and Trafford) and Vale Royal (there is currently no Area Meeting in Warrington).

Securing a Chairman or Secretary has been problematic in some areas although an honorarium is paid annually to the Secretaries to the Area Meetings it is a small sum and the expectation is that they will produce the papers (Agenda and Minutes) for four meetings per year and liaise with the County Office on the timely circulation of these papers.

Attendance at Area Meetings is relatively poor with average attendance at each Area Meeting over the in 2011 set out below:

Chester	14
Congleton	14
Crewe & Nantwich	12
Macclesfield (and Trafford)	20
Vale Royal	8

Area Meeting Costs

The cost to the organisation of hosting the current Area Meetings is approximately £1500 per year.

Review of ChALC Area Meeting Arrangements Consultation – January 2012

Objectives

The following proposal aims to work more effectively with Local Councils to:

- facilitate the sharing of best practice;
- address issues of mutual concern; and
- enable active engagement with the area working arrangements of the Principal Authorities.

Proposal

It is proposed that ChALC will facilitate 2 Parish Conferences within the area of Cheshire East Borough Council; 2 Parish Conferences within the area of Cheshire West and Chester Borough Council and 1 Parish Conference within the area of Warrington Borough Council which will:

- elect a chairman no less frequently than annually;
- enable the Local Councils within that area to meet and share experiences or concerns;
- elect the following representatives annually to the ChALC Executive Board (*Protocol to be drafted*);
 - 5 from Cheshire East Area;
 - 4 from Cheshire West and Chester Area; and
 - 2 from Warrington, Halton and Trafford Areas
- Report annually to the ChALC Annual Meeting on any matters of concern or interest;
- elect such representatives as required to the Principal Authorities area working structures; and
- elect any such representatives to outside bodies that will enable the Local Councils to participate fully in local democracy and decision making.

Support

It is proposed that each of these meetings be supported and administered directly by the staff at the County Office and that the Chairman and Chief Officer attend as often as possible.

25th January 2012



Dear Colleague

ANNUAL MEETING 2011 MOTIONS - UPDATE

Our Members have requested that they be updated on the progress made on the Motions that were passed at the ChALC Annual Meeting in October 2011.

This note aims to do just that.

1. LITTLE STANNEY AND DISTRICT PARISH COUNCIL

“This meeting calls upon the Cheshire Association of Local Councils to request Cheshire West and Chester Council to reconsider its decision not to offer grants to Parish Councils to enable them to employ the services of a Street Cleansing operative”.

We wrote to the Chief Executive of CW&C drawing his attention to this motion and a response has been received. The key points of that response are:

- Grant was introduced by Chester City Council and discontinued following the review and setting of service standards for street cleaning from April 2011.
- Acknowledging that this is difficult for the Councils that are especially affected Streetscene Officers will be available to meet and discuss the implementation of the new standards. Lead officer is Sue Fernandes, Streetscene Strategy Manager (Tel 01244 977841 or sue.fernandes@cheshirewestandchester.gov.uk)
- Assurance from the CE that CW&C are committed to exploring innovative local service delivery options, including service delegation and devolution where there is a sound business case to do so.

2. WILLASTON PARISH COUNCIL

“This meeting calls upon the Cheshire Association of Local Councils to support retention of the Green Gap Policy within the Cheshire East Council Local Development Framework”

- A letter was sent to Adrian Fisher from Ken Edwards (Macc Area Meeting Chairman) highlighting concerns at the lack of mention of the Green Belt in the LDF consultation document. A letter was also written to both Adrian Fisher and Rosemary Kidd drawing their attention to the lack of positive support for the Green Belt and Green Gap Policy.
- A further letter was written to Adrian Fisher and Rosemary Kidd drawing attention to the Willaston motion and asking for their comment.
- We e-mailed the CE parishes drawing their attention to the November Parish Conference and the opportunity to feed into the Rural Issues Summary Document Consultation prior to the closing date.
- ChALC formally responded to the Rural Issues Consultation and circulated our response to the CE parishes for their information.
- We received an e-mail response to our letter from Rosemary Kidd acknowledging the motion and the ChALC contribution to the Rural Issues Consultation

CHESHIRE ASSOCIATION OF LOCAL COUNCILS

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

3. SAUGHALL AND SHOTWICK PARK PARISH COUNCIL

“Saughall and Shotwick Park Parish Council calls upon the Cheshire Association of Local Councils to support all Parish Councils in Cheshire in the protection of the Green Belt”.

We wrote to Steve Robinson (Chief Executive CW&C) drawing his attention to the motion and asking for his response. The key points from his response were:

- Reassurance that Green Best is a key plank of the national planning policy and Cheshire West and Chester Council is wholly committed to its protection in line with this.
- That the Council's Local Development Framework (LDF) has requested that, as part of the preparation of the Local Plan, a Green Belt study be undertaken specifically around the Chester urban area to identify if circumstances exist to justify a review of Green Belt boundaries in this location.
- No decision has been made on whether the Green Belt boundary should be formally proposed, but the Borough Council is fully aware that such a change should only be brought about through Local Plans where it can be evidenced that there are 'exceptional circumstances'.
- As the Local Plan process moves forward, there will continue to be significant opportunities, through consultation, for town and parish councils and others to comment upon and influence the plan.

4. MICKLE TRAFFORD AND DISTRICT PARISH COUNCIL

“This meeting calls upon ChALC to urge the government to recognise that planning in rural areas should allow settlements to change and adapt naturally. Neither the government through the NPPF nor the local planning authorities through the LDF should compel them to accept ‘sustainable development’ without a clear definition of what that means. In the spirit of community and localism with empowered local people, housing development should not be steamrollered onto small communities without their endorsement.”

A copy of the NPPF Consultation response prepared by Lillian Burns on behalf of ChALC was sent to Chris Borg (Policy Officer) at NALC.

A letter was sent to Steve Robinson (Chief Executive CW&C) with a copy of the document above asking for CW&C comment and support. The response received is set out below.

“The Government has now made statutory provision, through the Localism Act, for neighbourhoods to prepare Neighbourhood Development Plans (NDPs) that will help to shape the future of their areas. Whilst the NDPs have to be prepared generally in line with policies contained within both the National Planning Policy Framework and the Local Plan, they will have an ability to influence the location, mix and quality of any proposed new development. It remains the role of the Local Plan to determine overall growth levels in the Borough and we will continue to engage closely with town and parish councils to identify an appropriate approach towards development in rural areas.”

I trust that this update is helpful and if I might be of any further assistance in this matter, please do not hesitate to contact me.

Kind Regards



Jackie Weaver
Chief Officer ChALC

CHESHIRE ASSOCIATION OF LOCAL COUNCILS

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

The associated caveats to be included with the Public Realm Document

That the submission of the Congleton Public Realm Strategy to Cheshire East Council be conditional upon:

- *The undertaking of a full Feasibility Study and Safety Audit specifically related to the shared surface proposals and that, in respect of the Safety Audit, the Royal National Institute for the Blind and other organisations representing disabled persons be consulted and material consideration be given to any reasonable recommendations that such organisations put forward;*

- *That, subject to the Council's procurement policy and having due consideration to competitive pricing, wherever possible materials, street furniture and lighting are sourced from UK suppliers and*

- *That, subject to available funding, the prioritisation of projects be decided by the Congleton Town Council and that the detailed design of all projects to be undertaken and determined in conjunction with the Town Council.*



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



2nd March 2012

Dear Councillor,

Town Council Meeting – Thursday 8th March, 2012.

You are summoned to attend a meeting of the Council, to be held in the Town Hall, Congleton on **Thursday 8th March 2012 commencing at 7.15 pm.**

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 12th January 2012. (enclosed)
3. Declarations of Interest
Members are requested to declare both “personal” and “personal and prejudicial” 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

Tel: 01260 270350 Fax: 01260 280357

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



4. Mayor's Announcements
To receive any announcements by the Town Mayor and to receive a list of the Mayor's Engagements. (enclosed)
5. Thomas Fattorini Jubilee Link
To consider correspondence regarding the purchase of the first Jubilee link being produced for the Mayor's chain in celebration of the Diamond Jubilee. (enclosed)
6. Outstanding Actions
None.
7. Questions from Members of the Public
To receive any questions from Members of the Public, notified in advance in writing. (enclosed)
8. 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.
9. Planning Committee
To receive the minutes of the meetings held on 26th January and 23rd February 2012. (enclosed)
10. Amenities and Services
To receive the minutes of the meetings held on the minutes of the meeting held on 9th February 2012. (enclosed)
11. Community and Environment
To receive the minutes of the meetings held on the minutes of the meeting held on 9th February 2012. (enclosed)
12. Accounts
 - (a) To approve payment of the accounts listed. (enclosed)
 - (b) To approve payment of any expenditure agreed at this meeting.
13. Urgent Items
Members may raise urgent items but no discussion or decisions may be taken at the meeting.
14. Youth Committee/Junior Council
 - a) To receive the minutes of the Youth Committee meetings held on 17th January and 29th February 2012. (enclosed)
 - b) To deal with Questions from Members of the Youth Committee present at the meeting.

15. Constitution

To consider any changes and amendments to the Standing Orders and Financial Regulations within the Constitution, in particular to consider combining Amenities and Services and Community and Environment into one committee. (enclosed)

16. Information and Data Protection Policy

To review and approve the Information and Data Protection Policy. (enclosed)

17. Mercian Regiment

To consider correspondence from Lieutenant Colonel Spiby concerning a parade of the Mercian Regiment in Congleton. (enclosed)

18. Devolved Services Panel

To consider electing one additional member to the Devolved Services negotiating panel.

19. Mayor's Annual Award

To consider setting up a scheme to recognise any individual outstanding contribution to the Town.

20. Polling District Review

To receive and consider correspondence from CEBC relating to the outcome of the recent polling district review. (enclosed)

21. Chalc Area Meetings

To consider correspondence from Chalc concerning the proposal for Area meetings. (enclosed)

22. Public Realm Strategy

To receive and approve the Public Realm Strategy and associated caveats. (enclosed)

23. Resolution to exclude the Public and Press (if necessary)

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 it could involve the likely disclosure of private and confidential information or staff matters.

At the end of the meeting Mrs Pat Martin will present some gifts to the Council on behalf of her late husband Cllr David Martin.

To: Members of the Town Council, Press 3, Burgesses (4), 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,
12th January, 2012 in the Town Hall, Congleton.

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

1. APOLOGIES

Apologies for absence were received from Councillors M J Hutton and Miss R K Williams.

2. MINUTES

CTC/58/1112 RESOLVED – That the Minutes of the meeting held on 8th December, 2011, be approved and signed by the Deputy Mayor.

3. DECLARATIONS OF INTEREST

Members are requested to declare both “personal” and “personal and prejudicial” interests as early in the meeting as they become aware of it.

Councillor D Brown and G Baxendale declared a personal interest in any matters related to Cheshire East Borough Council.

4. MAYOR'S ANNOUNCEMENTS

The Deputy Town Mayor drew attention to the various engagements that she and the Mayor had fulfilled since the last Council meeting and commented that the Carol Service held before Christmas was very well attended and the Town Mayor Councillor David Martin was present.

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

Cllr D. Brown stated that the Neighbourhood Plan for Congleton had been viewed by DCLG on Monday 9th January and had been very well received.

8. PLANNING COMMITTEE

CTC/59/1112 RESOLVED- That the minutes of the meeting held on 5th January 2012 be received and the recommendations therein be adopted.

9. FINANCE & POLICY COMMITTEE

CTC/60/1112 RESOLVED- That the minutes of the meeting held on 5th January 2012 be received and the recommendations therein be adopted.

10. ACCOUNTS

CTC/61/1112 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.

11. URGENT ITEMS

There were no urgent matters raised

12. YOUTH COMMITTEE/JUNIOR COUNCIL

CTC/62/1112 RESOLVED - That the minutes of the meetings held on the 20th December, 2011 be received.

13. CASUAL VACANCY – WEST WARD

The Town Clerk outlined the procedure to follow when declaring a casual vacancy for the Town Council.

CTC/63/1112 RESOLVED - That the notice of the casual vacancy for a Town Councillor in West Ward would be posted on Friday 13th January.

14. ELECTION OF TOWN MAYOR

Nominations were requested for the position of Town Mayor for the remainder of the Civic Year.

CTC/64/1112 RESOLVED - That Councillor D. A. Parker be elected Town Mayor for the remaining part of the Municipal Year and until the acceptance of Office by his successor.

Councillor D A Parker then subscribed the Statutory Declaration of Acceptance of Office.

COUNCILLOR D A PARKER (TOWN MAYOR) IN THE CHAIR

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

15. BUDGET AND 2011-12

The Council considered the following powers needed to approve expenditure in the 2012-13 budget.

Budget Expenditure Powers 2012-13

Expenditure	Power	£
Police Community Support Officers	S 31	47200
Other grants and donations	S 137	25763
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

CTC/65/1112 RESOLVED- That the expenditure powers required for the 2012-13 budget be approved.

16. NEIGHBOURHOOD PLAN

The Town Clerk provided a summary of the main features of the Neighbourhood Plan and pointed out that over 20 people had been involved in producing the plan drawn from various sections of the community.

CTC/66/1112 RESOLVED - That the Neighbourhood Plan be approved.

It was noted that Councillor D Brown did not vote on this issue.

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

There was no resolution to exclude the press and public.

TOWN MAYOR'S ENGAGEMENTS

2012

19 th January	Congleton Pantomime - Daneside Theatre
20 th January	Celebration of Apprenticeship – Seddons
21 st January	ATC Presentation Evening Chimney House Hotel
22 nd January	Congleton Communicare – New Life Church
2 nd February	Homeless and Poverty Day – New Life Church
3 rd February	90 th Birthday Celebration – Bradwell Court
3 rd February	Sandbach Civic Dinner and Ball
6 th February	Youth In Action AGM – Carter House
10 th February	Apprenticeships – Eaton Bank School
10 th February	Congleton Players – Daneside Theatre
11 th February	Official Opening of Chemist – Buglawton
14 th February	Congleton Learning Centre
21 st February	Charity Pancake Evening – Astbury Hall
24 th February	Rotary Swimmathon – Congleton Leisure Centre
25 th February	Memorial Concert
2 nd March	Women's World Day of Prayer – St. Mary's Catholic Church

DEPUTY TOWN MAYOR'S ENGAGEMENTS

2 nd March	Alsager Civic Dinner and Ball
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Linda Minshull

From: Michael Moore <Michael.moore@fattorini.co.uk>
Sent: 13 February 2012 13:48
To: Linda Minshull
Subject: FW: Thomas Fattorini Jubilee link
Attachments: Fattorini Jubilee Link.JPG

Hi Linda,

I hope you are well. Please find attached images of our first Jubilee link fitted to a chain.

The link is 45mm x 56mm and is a modelled stamped link with vitreous enamel. The customers who have ordered this link so far have done so, with the intention of fitting the link to the back of the chain. It could also be fitted to the front of the chain and act like a centre link from which the pendant is suspended.

The link itself costs £275 nett, however, fitting and flash plating the chain are extra. The main addition cost is the gold plating solution required for the remainder of the chain, which will lift the appearance of the complete chain and match it in with the new link.

The image shown is of a full 40 inch chain and the complete project cost, link, fitting, re-finishing of the chain came to £455 nett.

These prices are based on Sterling Silver gilt, we can provide quotations for Solid gold also.

I hope this is of interest, please contact me if you require any further information.

Kind regards,

Michael

Michael Moore, Sales Manager
Thomas Fattorini Ltd – Birmingham Sales Office
Artist Craftsmen since 1827
Regent St Works,
Birmingham B1 3HQ
England, UK www.fattorini.co.uk
Email: michael.moore@fattorini.co.uk
tel. +44 (0)121-236 1307, ddi. +44 (0)121-237 3542
fax +44 (0)121-200 1568

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Question for Congleton Town Council Meeting 8th March 2012

Question to the Mayor Cllr. Douglas Parker

My questions relating to Devolved Services: -

1. Since it is evident that such a large rise in the Town Council budget of £681,000 includes costs associated with taking over services devolved from CEBC could you please advise when the council accepted the principal of taking over devolved services and, in light of the Town Clerk's statement "we have agreed to go along with devolved services" when this principal was debated and agreed in the council?
2. Which of the services currently provided by CEBC may become services devolved to Congleton Town Council and will the money currently being spent by CEBC in providing those services be transferred in its entirety to Congleton Town Council?
3. Since it is an established CEBC policy to devolve services to town and parish councils to the town and parish councils, why are the CEBC councillors on the Town Council not excluded from any discussion on the subject since this is a prima facie case of conflict of interest?
4. When will the factual cost of devolved services be finally established leading to the preparation of a proper business case and a debate in the council in the presence of the Congleton public?

Graham Goodwin

RESPONSE BY THE TOWN MAYOR

First of all thank you for your question Mr Goodwin. I will respond to the points you made in the order in which you have raised them.

1. The Town Council has now moved to the second phase of negotiations with Cheshire East Borough Council on Devolved Services although little additional progress has made to date. The Council is represented by councillors Bob Edwards and Mrs Sally Holland together with Town Council officers.

2. You are incorrect in saying that the Town Council agreed to an increase in its budget of £681,000, the actual increase was £45,721 which represents a 5.9% increase or 7.2p per week on a Band D property
3. The Town Council has not accepted in principle any part of devolved services and will not consider the issue until sufficient information is gained to produce a business case which can then be put to the Council for consideration and decision making. What we have done is to put a small amount of money into the budget for service enhancement as the implementation date for devolved services is the 1st October 2012 which is half way through our financial year. The relatively modest increase in the precept however, was not solely the result of an enhancement to service provision; part of it was the result of inflationary pressures, particularly utility costs amongst others.
4. The services under consideration for transfer under devolved series are Street Cleaning and Grounds Maintenance. Insofar as will the money currently being spent on devolved services be transferred to the Town Council in its entirety, that is our hope and expectation, but, is still the subject of on-going discussions as the final budget is still some way off from being agreed
5. In terms of conflict of interest in respect of Cheshire East Councillors who are also Town Councillors, they regularly declare an interest in matters related to Cheshire East as outlined in the Code of Conduct; however, this is a matter for individual members to decide for themselves whether or not there is a conflict of interest not the Town Council. They will take into account the subject matter and possibly their status within Cheshire East and may perhaps take advice on the matter from the Monitoring Officer. It is not though the role of the Town Council to exclude any councillor from voting.
6. I cannot give you an actual date when the costs of devolved services will be established, that is still the subject of on-going discussions with Cheshire East. As soon as all the information is available the business case will be produced and passed to the Town Council for discussion and resolution.

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 26TH JANUARY 2012

PRESENT Councillor L. D. Barker (Chairman)
Mrs. D. S. Allen
G. Baxendale
G. R. Edwards
G. P. Hayes
Mrs. S. A. Holland
Mrs. A. M. Martin
D. A. Parker
Mrs. J. D. Parry

1. **APOLOGIES**

Apologies for absence were submitted from Councillors R. I. Brightwell, D. T. Brown, J. S. Crowther, M. Hutton, N. T. Price, Mrs. E. Wardlaw, G. S. Williams, Miss R. K. Williams.

2. **MINUTES**

PLN/28/1112 RESOLVED: That the Minutes of the Meeting of the Committee held on 5th January 2012 be approved and signed by the Chairman as a correct record.

3. **DECLARATIONS OF INTEREST**

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

Councillor G. Baxendale declared a personal interest due to being a member of Cheshire East Council.

4. **OUTSTANDING ITEMS**

There were none

5. **PLANNING APPLICATIONS**

PLN/29/1112 RECOMMENDED: That the following comments be made to East Cheshire Borough Council:

Week ended 13th January 2012

11/4050C	4 Annan Close, Congleton, CW12 4HN	NO OBJECTION
11/4594C	The Paddocks, 40A Boundary Lane, Congleton, CW12	NO OBJECTION
11/0056C	22 Priory Close, Congleton, CW12 3JL	NO OBJECTION
11/0058C	23 Priory Close, Congleton, CW12 3JL	NO OBJECTION
12/0066C	5A Nursery Lane, Congleton, CW12 3EX	NO OBJECTION

Councillor G. P. Hayes declared a personal interest in application 12/0066C

12/0069C	11A William Street, Congleton, XCW12 2EY	NO OBJECTION
12/0097C	1 Cumberland Road, Congleton, CW12 4PH	NO OBJECTION

Week ended 20th January 2012

12/0094C	11 West Street, Congleton, CW12 1JN	NO OBJECTION
12/0106C	Tall Ash Farm Triangle, Buxton Road, Congleton, CW12	NO OBJECTION

Subject to Highways checking to ensure that the access to the site is acceptable

Councillor D. A. Parker declared a personal interest in application 12/0106C

12/0157C	36 Rood Hill, Congleton, CW12 1LQ	NO OBJECTION
12/0161C	133 Waggs Road, Congleton, CW12 4BU	NO OBJECTION

Councillor G. R. Edwards declared a personal interest in application 12/0161C

Additional List

12/0049C	Brunswick Wharf, Brook Street, Congleton, CW12 1RG	NO OBJECTION
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6. **PLANNING APPEALS**

It was noted that -

11/0736C – Loachbrook Farm, Sandbach Road – the Public Inquiry is scheduled to resume on 9th February 2012.

7. **CHURNET VALLEY MASTERPLAN**

The Churnet Valley Masterplan Consultation document was received.

8. **LICENSING APPLICATIONS**

None to report.

9. **HIGHWAYS ISSUES**

None to report.

10. **ANY OTHER BUSINESS**

None.

L. D. Barker (Chairman)

CONGLETON TOWN COUNCIL

**MINUTES OF THE MEETING OF THE PLANNING COMMITTEE
HELD ON 23rd FEBRUARY 2012**

PRESENT Councillor D. A. Parker (Vice Chairman)
Mrs. D. S. Allen
G. Baxendale
R. I. Brightwell
J. S. Crowther
G. R. Edwards
D. Fletcher
G. P. Hayes
Mrs. S. A. Holland
Mrs. A. M. Martin
Mrs. J. D. Parry
N. T. Price
Mrs. E. Wardlaw

Several Members of the Public attended the meeting

1. **APOLOGIES**

Apologies for absence were submitted from Councillors L. Barker, D. T. Brown, M. J. Hutton, G. S. Williams, Miss R. K. Williams.

2. **MINUTES**

PLN/30/1112 RESOLVED: That the Minutes of the Meeting of the Committee held on 26th January 2012 be approved and signed by the Chairman as a correct record.

3. **DECLARATIONS OF INTEREST**

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

Councillor G. Baxendale declared a personal interest due to being a member of Cheshire East Council.

4. **OUTSTANDING ITEMS**

There were none

5. **PLANNING APPLICATIONS**

PLN/31/1112 RECOMMENDED: That the following comments be made to East Cheshire Borough Council:

Week ended 27th January 2012

12/0005C	Ivanhoe, Tommys Lane, Congleton, CW12 4HN	NO OBJECTION
12/0279C	12 Leek Road, Congleton, CW12 3HU	NO OBJECTION
12/0198T	7 The Mount, Congleton, CW12 4FD	NO OBJECTION subject to usual conditions
12/0282T	14 Barnett Grove, Congleton, CW12 4WF	NO OBJECTION subject to usual conditions

Week ended 3rd February 2012

12/0365C	Land Adj. to 42 Howey Hill, Congleton, CW12 4AF	NO OBJECTION
12/0368C	The Rafters, 132A Canal Road, Congleton, CW12 3AT	NO OBJECTION

12/0381C Grove Inn, Manchester Road, Congleton, CW12 1NP
12/0384C Grove Inn, Manchester Road, Congleton, CW12 1NP
Applications 12/0381C and 12/0384C were considered together – NO OBJECTION
Subject to concerns on highways issues being satisfactorily addressed by Cheshire East Council.

Two members of the public spoke in connection with these applications.

Councillor G. Baxendale declared a personal interest in applications 12/0381C and 12/0384C as he had received numerous comments from members of the public both for and against these applications

12/0312T	29 Lawton Street, Congleton, CW12 1RU	NO OBJECTION subject to usual conditions
12/0339T	6 Randles View, Congleton, CW12 3JN	NO OBJECTION subject to usual conditions
12/0345T	17 Isis Close, Congleton, CW12 3RT	NO OBJECTION subject to usual conditions
12/0395T	25 Isis Close, Congleton, CW12 3RT	NO OBJECTION subject to usual conditions
12/0347C	9 Chapel Street, Congleton, CW12 4AB	NO OBJECTION

Week ended 10th February 2012

11/4057C	19 Cumberland Road, Congleton, CW12 4PH	NO OBJECTION
12/0414C	Quinta County Primary School, Ullswater Road, Congleton	NO OBJECTION
12/0384C	Grove Inn, Manchester Road, Congleton	SEE ABOVE COMMENTS
12/0434C	107 Vaudrey Crescent, Congleton, CW12 3HL	NO OBJECTION
12/0324C	Brook Mill, Stonehouse Green, Congleton, CW12 1FR	NO OBJECTION
12/0410C	Land Off Brook Street/Mill Street, Congleton	NO OBJECTION

Additional List

12/0438C	St. Mary's Catholic Primary School, Belgrave Avenue, Congleton, CW12 1HT	NO OBJECTION
12/0481C	The Bungalow, Lower Park Street, Congleton	NO OBJECTION

6. **PLANNING APPEALS**

The following was noted -

Higher Overton Farm, Congleton, Staffordshire. Appeal against refusal by Staffordshire Moorlands D.C., to erect a 46m wind turbine.

7. **LICENSING APPLICATIONS**

None to report.

8. **HIGHWAYS ISSUES**

None to report.

9. **ANY OTHER BUSINESS**

None.

D. A. Parker (Vice Chairman)

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE AMENITIES AND SERVICES COMMITTEE
HELD ON THURSDAY, 9TH FEBRUARY, 2012

PRESENT: Councillors Mrs S A Holland (Chairman)
G Baxendale
D T Brown
D Fletcher
G P Hayes
D A Parker
Mrs J D Parry
G S Williams
J S Crowther

1. **APOLOGIES**

Apologies for absence were received from Councillor Mrs D S Allen, G R Edwards, N T Price and Miss R K Williams.

2. **MINUTES OF THE LAST MEETING**

AAS/19/1112 RESOLVED: That the minutes of the meeting held on the 17th November, 2011 be confirmed and signed by the Chairman as a correct record.

3. **DECLARATIONS OF INTEREST**

Members were requested to declare both "personal" and "personal & prejudicial" interests as early in the meeting as they become known.

Councillors G Baxendale and D T Brown declared a personal interest in any matters related to Cheshire East Borough Council.

4. **OUTSTANDING ACTIONS**

None.

5. **FLORAL ARRANGEMENT COMMITTEE**

AAS/20/112 RESOLVED: That the minutes of the Floral Arrangements Committee be received.

The Clerk to request Scarborough to come up with some initiatives to enhance the Town Centre whilst construction is being undertaken.

6. **XMAS LIGHTS**

The members considered that consideration ought to be given to enhancing the Xmas light display in the Town.

AAS/21/1112 RESOLVED: – That Councillors R Edwards, D Fletcher and D Parker would request to join the group arranging the Xmas Lights Switch On.

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

There was no resolution to exclude the press and public.

8. **ANY OTHER BUSINESS**

Councillor Mrs S Holland suggested that it may be beneficial to consider amalgamating the Amenities and Services Committee with Community and Environment as it was proving difficult to fill the Agenda of either Committee.

AAS/22/1112 RECOMMENDED:- That the Clerk raise this matter at the next Full Council meeting as a change to the constitution.

Mrs S A Holland
Chairman

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE COMMUNITY AND ENVIRONMENT
COMMITTEE HELD ON THURSDAY, 9TH FEBRUARY, 2012

PRESENT: Councillors D Fletcher (Chairman)
 G S Williams
 G Baxendale
 D T Brown
 G P Hayes
 Mrs A M Martin
 D A Parker
 Mrs J D Parry

1. **APOLOGIES**

Apologies for absence were received from Councillors Mrs D S Allen, G R Edwards and N T Price.

2. **MINUTES**

CAE/27/1112 RESOLVED: That the minutes of the meeting held on the 17th November, 2011 be confirmed and signed as a correct record by the Chairman.

3. **DECLARATIONS OF INTEREST**

Members were requested to declare both "personal" and "personal & prejudicial" interests as early in the meeting as they become known.

Councillor G Baxendale and D Brown declared a personal interest in any matters related to Cheshire East Borough Council.

4. **OUTSTANDING ACTIONS**

CAE/41/1011

A feasibility report on a possible project be developed for a shelter in Congleton Park. The Youth Committee to be consulted on this project.

5. **SPEEDING ON LEEK ROAD**

Correspondence from Councillor A Thwaite concerning speeding on Leek Road was considered by the Committee.

CAE/28/1112 RESOLVED: That the correspondence be noted and that Councillor Thwaite has the full support of the committee for the actions he is taking.

6. FIRE BRIGADE CONTROL ROOM

Correspondence from Councillor D Topping, Chairman of the Cheshire Fire Authority and the Fire Brigade Union concerning the setting up of a proposed North West Fire Control Centre at Warrington was considered by the committee.

CAE/29/1112 RESOLVED: That the correspondence be received and noted.

7. CHESHIRE EAST FLOOD DEFENCES

A press release produced by Cheshire East Council concerning investment in flood defences in the Borough was considered.

CAE/30/1112 RESOLVED That:-

1. The report be received.
2. The Clerk to ascertain where CCTV's are to be located on the water courses in Cheshire East.

8. FELLOWSHIP HOUSE LUNCHEON CLUB

A report on the Luncheon Club at Fellowship House was considered and discussed by the members who very much supported the continued operation of this Service.

CAE/31/1112 RESOLVED That:-

1. Congleton Town Council would assume overall responsibility for the Luncheon Club.
2. Councillors D Brown, Mrs A M Martin and D Parker would form a sub-committee to oversee its operation.
3. The Clerk to list the duties and responsibilities.

9. CAR PARKING

The issue of car parking was considered when the Scarborough Construction commences and its effect on the availability of short and long stay parking.

CAE/32/1112 RESOLVED That:-

1. The Clerk contact Cheshire East Council to discuss this issue.
2. The Clerk to identify the length of time it takes to raise parking orders.

10. MARY PORTAS REVIEW

A report outlining the main points ensuing out of the Mary Portas Study of High Streets in the UK was presented to the committee.

CAE/33/1112 RESOLVED That:-

1. The report be received.

2. That a local Land Register of shops in the Town be compiled.
3. The Town Council liaise with the Congleton Business Support Group to identify what support it wants from the Town Council.

11. RUBY'S FUND

Alison Parr presented a report outlining the main areas aims and objectives of Ruby's Fund. One of the difficulties the Fund is currently facing is acquiring suitable premises so that they can provide a soft play room, sensory rooms, disabled toilets, workshop, recreational room and coffee shop.

CAE/34/1112 RESOLVED That:-

1. The report be received.
2. Councillor Mrs D Allen be appointed as Councillor Champion for the fund.
3. The Clerk to contact Councillor J McCrae, Cheshire East Borough Council to request him to reconsider the disposal of the Congleton Business Centre and make it available to Ruby's Fund.

It was noted that Councillor D Brown did not vote on this issue.

12. RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS

There was no resolution to exclude the press and public.

D Fletcher
Chairman

RBS Current/I Access Acct

List of Payments made between 01/12/2011 and 31/01/2012

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/12/2011	C East	DD	1,992.00	CEast Business Rates
01/12/2011	New Life Church	005209	300.00	New Life Church
02/12/2011	Shell UK Ltd	chell	104.09	S03503306/2922/Shell UK Ltd
05/12/2011	Cheshire East Council	005210	1,440.00	270911/2859/Wedding Licence
05/12/2011	Congleton Community Projects	005211	537.30	251111/2861/shops electricity
05/12/2011	Arcus Consulting LLP	005213	1,008.00	FN8231/2851/Arcus Consulting L
05/12/2011	Audience Systems Ltd	005214	108.00	SER03081/2852/Audience Systems
05/12/2011	AWC Electrical Ltd	005215	5,486.40	2126/2853/AWC Electrical Ltd
05/12/2011	Blush Floral Design	005216	213.00	101/2854/Blush Floral Design
05/12/2011	British Telecom	005217	336.00	MR74673400Q022GZ/2855/British
05/12/2011	Cavern Protective Clothing	005218	24.00	16987/2857/Cavern Protective C
05/12/2011	Cheshire Association of Local	005219	30.00	001956/2858/Cheshire Associati
05/12/2011	Heads (Congleton) Limited	005220	158.40	67697/2860/xmas supplement ad
05/12/2011	Corona Energy	005221	1,121.87	053098/2862/Corona Energy
05/12/2011	Congleton Office Supplies Ltd	005222	510.00	SINV00058317/2863/Projector
05/12/2011	Cyberzia Ltd	005223	594.00	23527/2864/Cyberzia Ltd
05/12/2011	Eventmen Ltd	005224	1,251.30	1237/2865/Eventmen Ltd
05/12/2011	JAF Graphics	005225	84.00	16593/2866/JAF Graphics
05/12/2011	Kings Party Emporium	005226	55.00	60/2867/Kings Party Emporium
05/12/2011	R. J. & J. Moore	005227	158.00	2/2868/R. J. & J. Moore
05/12/2011	Plus Publishing Services	005228	480.00	77151/2869/Town Guide
05/12/2011	Performing Rights Society	005229	1,026.32	3500717/2870/Performing Rights
05/12/2011	Plumbing Trade Supplies	005230	9.53	4043/205944/2871/Plumbing Trad
05/12/2011	Posh Nosh Parties Ltd	005231	2,069.87	3111112/2878/KISS
05/12/2011	Illuminos	005232	2,000.00	99/2885/Town Hall Stroyboard
05/12/2011	Staffordshire Newspapers Ltd	005233	96.00	1376104/2886/xmas ad
05/12/2011	Travis Perkins Trading Company	005234	45.62	3640ABY131/2887/Travis Perkins
05/12/2011	UK Fireworks Company	005235	420.00	453/2888/UK Fireworks Company
05/12/2011	United Utilities	005236	946.27	171111/2890/United Utilities
05/12/2011	Simply Jules Photography	005239	100.00	38/2892/Xmas Fair Pics
05/12/2011	Vibrant Graphics Ltd	005240	254.40	24524/2893/Mayor xmas cards
05/12/2011	Petty cash	005237	144.56	Petty cash
05/12/2011	Consultancy final Nov	005238	4,572.59	15-11/12/2891/Consultancy
06/12/2011	The Sentinel	005241	13.00	Sentinel - photos for Ruby
09/12/2011	Cheshire Vehicle Rental Ltd	005242	184.00	C408003/2899/In Bloom
12/12/2011	British Telecom	dd	47.72	MR74673199Q046HO/2856/British
12/12/2011	RJ&J Moore	005244	150.00	P/Ship meal
12/12/2011	A Frost	005245	25.00	A Frost - cancelled craft stal
19/12/2011	RBS Autopay	AUTOPAY	23,280.54	RBS Autopay
19/12/2011	P&V Newton	005247	98.00	P&V Newton-trophies MW relay
19/12/2011	DP Sportswear	005248	201.00	DP Sportswear-Team 2012
19/12/2011	JAF Graphics	005249	120.00	JAF Graphics - Team 2012
20/12/2011	The Cairngorm Reindeer Centre	005243	1,950.00	1680/2011/2897/The Cairngorm R
20/12/2011	Angel Springs	005250	35.69	1327205/2895/Angel Springs
20/12/2011	Chris Booth	005251	250.00	152/2896/Chris Booth sound xmas lights
20/12/2011	Heads (Congleton) Limited	005252	87.36	68099/2900/Heads (Congleton) L
20/12/2011	Congleton Learning Partnership	005253	1,238.40	782/2902/Congleton Learning Pa
20/12/2011	Hillside Medical Supplies	005254	670.20	109297/2904/Hillside Medical S
20/12/2011	Itero Marketing	005255	300.00	CMB013/2905/Itero Marketing
20/12/2011	Kings Party Emporium	005256	120.00	63/2906/Kings Party Emporium
20/12/2011	North Rode Timber Co. Ltd	005257	5.38	131599/2907/North Rode Timber
20/12/2011	Posh Nosh Parties Ltd	005258	1,840.08	348/1112/2908/TC9710
20/12/2011	Prism Business Developments Li	005259	3,622.80	42354/2921/Prism Business Deve
20/12/2011	St John Ambulance	005260	150.00	1100229939/2925/St John Ambula
20/12/2011	The Stationery Cupboard	005261	283.44	0074/2926/The Stationery Cupbo
20/12/2011	Talke Chemical Company Limited	005262	70.56	61485/2927/Talke Chemical Comp
20/12/2011	T & S Electrical Limited	005263	2,545.85	7055/2929/T & S Electrical Lim
20/12/2011	T & S Electrical Limited	005264	23.62	7056/2931/T & S Electrical Lim
20/12/2011	United Utilities	005265	22.36	011211/2932/United Utilities
22/12/2011	Shell UK Ltd	shell	109.80	S03520269/2923/Shell UK Ltd

30/12/2011	Prism Bus Developments	DD	258.61	IT Support
30/12/2011	Dane Housing	DD	34.28	Allotment garage
03/01/2012	Shell UK Ltd	bacsshell	98.49	S03539381/2950/Shell UK Ltd
03/01/2012	United Utilities	bacsuu	314.46	010411/2447/United Utilities
03/01/2012	CEast Business Rates	DD	1,992.00	CEast Business Rates
06/01/2012	Wirehouse HR	DD	153.60	Wirehouse HR Support
06/01/2012	North West in Bloom	005266	100.00	North West in Bloom
06/01/2012	S Holland	0005267	35.60	Councillor reimbursed expenses
06/01/2012	unpaid chq JL mellor	UNPAID	21.50	Christmas tree unpaid Jlmellor
10/01/2012	Blitz Fireworks Ltd	005268	100.80	291211/2933/barriers for reind
10/01/2012	Corona Energy	005269	1,898.61	06543039/2935/Corona Energy
10/01/2012	Global Hygiene LLP	005270	420.00	1340591/2938/Radiators
10/01/2012	North Rode Timber Co. Ltd	005271	19.94	131630/2939/North Rode Timber
10/01/2012	The Leaflet Team	005272	368.00	CTC0010/2943/The Leaflet Team
10/01/2012	T & S Electrical Limited	005273	165.81	7125/2944/T & S Electrical Lim
10/01/2012	Purchase Power	dd	213.00	AE845602/2941/Purchase Power
16/01/2012	Angel Springs	005275	148.28	1354936/2947/Angel Springs
16/01/2012	Posh Nosh Parties Ltd	005276	481.50	304/1112/2948/Posh Nosh Partie
16/01/2012	T & S Electrical Limited	005277	235.42	7060/2951/T & S Electrical Lim
16/01/2012	D Parker	005274	867.00	Mayor's allowance pro-rata
16/01/2012	Dixons	005279	383.08	Camera for office
19/01/2012	Wirehouse Employer Services	DD	153.60	Wirehouse HR Support
19/01/2012	S Clarke	005278	260.00	S cheshire college fees
20/01/2012	ECCCE	005281	9.00	ECCCE networking lunch
23/01/2012	AWC Electrical Ltd	005282	1,404.00	2143/2952/AWC Electrical Ltd
23/01/2012	Canda Copying Ltd	005283	1,058.46	292555/2953/Canda Copying Ltd
23/01/2012	Cannon	005284	82.69	CN17928384/2955/Cannon
23/01/2012	Cheshire Vehicle Rental Ltd	005285	174.00	C408078/2956/Team 2012
23/01/2012	Global Hygiene LLP	005286	489.30	1340690/2958/Global Hygiene LL
23/01/2012	Jewson Limited	005287	93.36	0767/0142770/2959/Jewson Limit
23/01/2012	Mitten Clarke	005288	206.40	9927/2960/Mitten Clarke
23/01/2012	Otis Ltd	005289	434.31	00999823/2961/Otis Ltd
23/01/2012	Posh Nosh Parties Ltd	005290	492.00	388/1112/2962/Team 2012
23/01/2012	Scottish Power	005291	4,679.32	101998693/2967/Scottish Power
23/01/2012	The Stationery Cupboard	005292	40.90	0076/2970/The Stationery Cupbo
23/01/2012	T & S Electrical Limited	005293	38.70	7126/2971/T & S Electrical Lim
23/01/2012	Vibrant Graphics Ltd	005294	708.00	24626/2973/Winter Bear Necess
23/01/2012	Viking Direct	005295	276.29	245311/2974/Printer BH
23/01/2012	Prism Business Developments Li	005296	156.00	43071/2966/Printer cartridge B
23/01/2012	Shell UK Ltd	DD	1.80	S03556168/2968/Shell UK Ltd
23/01/2012	Salaries Jan 2012	AUTOPAY	21,147.14	Salaries Jan 2012
24/01/2012	Cong Disabled Access Group	005297	3,900.00	Grant to Shopmobility
25/01/2012	Prism Bus Developments	DD	261.91	IT support
30/01/2012	Petty cash	005298	194.23	Petty cash
30/01/2012	Allpay/Plus Dane	DD	34.28	Garage rental allotments
31/01/2012	Broadstock Office Furniture Lt	005299	123.60	OP/1075170/2975/Broadstock Off
31/01/2012	Cheshire West and Chester Coun	005300	64.00	118354/2976/CRB G Hayes
31/01/2012	Heads (Congleton) Limited	005301	54.00	69110/2977/Heads (Congleton) L
31/01/2012	Global Hygiene LLP	005302	132.48	1340826/2978/Global Hygiene LL
31/01/2012	North Rode Timber Co. Ltd	005303	28.04	131946/2980/North Rode Timber
31/01/2012	Royal Mail Group Ltd	005304	780.00	1801300505/2981/Royal Mail Gro
31/01/2012	Talke Chemical Company Limited	005305	81.92	61562/2982/Talke Chemical Comp

Total Payments 110,948.03

Congleton Town Council

Minutes of the meeting of the Youth Committee held on Tuesday, 17th January 2012 in the Town Hall, Congleton

PRESENT Youth Councillor Jon Foster (Chairman)
Hannah Booth
Gabrielle Booth
Beth Evans
Matthew Procter
Emma Satchwell
Maddy Summerfield
Ellen Wilkinson

Councillors Mrs Sally-Ann Holland
Mrs Liz Wardlaw
George Hayes

Mrs. Linda Minshull (Congleton Town Council)

1. APOLOGIES

Apologies were received from Councillor L. Barker, Alex Rushton and Jack Schofield.

2. MINUTES OF LAST MEETING

RESOLVED – That the Minutes of the Meeting of the Committee held on 20th December 2011 were signed by the Chairman as a correct record.

3. CONSTITUTION

A discussion took place regarding changes to the Youth Committee Constitution. It was
RESOLVED: That the age for membership be reduced to age 11 and the eligibility requirement be relaxed. The Committee would strive to maintain a balance of members from both High Schools and members attending schools outside Congleton.

4. MEMBERSHIP

There was a discussion on future membership and it was agreed that members were encouraged to bring someone with them to our next meeting as an observer.

5. **QUESTIONNAIRE**

Matthew was thanked for his work on producing the questionnaire. The document will be forwarded to Linda who will organise copying. It was agreed that 550 copies be initially produced for collection by members from the office by the end of January.

A sub-group of Matthew, George, Liz, Jon, Maddy and Beth agreed to meet to carry out data analysis on the completed forms.

6. **YOUTH SERVICES**

George gave an update on meetings he had attended in connection with Youth Services and informed the Committee that there is to be a consultation on the Cheshire East Youth Strategy.

7. **YOUTH COMMITTEE BANK ACCOUNT**

It was reported that no transactions had taken place since the last meeting and that the balance remains at £443.02 as at 17th January 2012.

8. **QUESTION TIME EVENT**

A discussion took place regarding the most appropriate time to hold the event. Linda will look at the diary and report back.

9. **YOUTH COMMITTEE MEMBERS ITEMS**

Coffee Morning

Jon informed the committee that a Coffee Morning had been booked at the Library on 21st April 2012.

Action Plan

Jon distributed copies of the draft Action Plan and requested comments to be brought to the next meeting.

It's a Knockout

It was agreed that the Youth Committee enter a team.

Carnival Committee

Linda agreed to investigate whether a place on the Carnival Committee was available for a Youth Committee member. If there is an available place, Maddy agreed to be the representative.

Mayor's Cadet and Jeanne Whitehurst Fellowship

Linda distributed details of these two initiatives and requested members to promote both these schemes.

10. ANY OTHER BUSINESS

Linda informed the meeting that the next Agenda will have items regarding Chairman and Vice Chairman positions. Anyone who wishes to be considered to contact Linda.

11. DATE OF NEXT MEETING

The next Youth Committee Meeting –

Wednesday 29th February 2012 – 7 p.m. followed by

Tuesday 27th March – 7 p.m.

Jon Foster (Chairman)

Congleton Town Council

Minutes of the meeting of the Youth Committee held on Wednesday, 29th February 2012 in the Town Hall, Congleton

PRESENT Youth Councillor Jon Foster (Chairman)
Hannah Booth
Gabrielle Booth
Beth Evans
Matthew Procter
Alex Rushton
Emma Satchwell
Maddy Summerfield
Ellen Wilkinson

Councillors Mrs Sally-Ann Holland
George Hayes

Mrs. Linda Minshull (Congleton Town Council)

1. APOLOGIES

Apologies were received from Councillor L. Barker and Jack Schofield.

2. MINUTES OF LAST MEETING

RESOLVED – That the Minutes of the Meeting of the Committee held on 17th January 2012 were signed by the Chairman as a correct record.

3. It was
RESOLVED – (a) That Jon Foster remain as Chairman of the Youth Committee until 10th May 2012 but until that date Jon will work with the Chairman and Vice Chairman Elect as a handover period.

(b) That Maddy Summerfield be elected Chairman of the Youth Committee from 10th May 2012.

(c) That Matthew Procter be elected Vice Chairman of the Youth Committee from 10th May 2012.

4. **CONSTITUTION**

Linda will discuss the constitution with the Town Clerk and this will be put to the Town Council for consideration.

5. **QUESTIONNAIRE**

It was reported that 394 completed questionnaires had been returned to date. Councillor Sally Holland commended members on their work and achieving such a high number of returned forms. These will be evaluated by the sub group of Matthew, Liz, Jon, Maddy, Beth, Emma and George. An initial meeting has been arranged on 8th March at 5.15 p.m.

6. **YOUTH SERVICES**

Members gave an update on their meeting with Cheshire East Officers on the Youth Strategy.

7. **YOUTH COMMITTEE BANK ACCOUNT**

It was reported that no transactions had taken place since the last meeting and that the balance remains at £443.02 as at 22nd February 2012.

8. **QUESTION TIME EVENT**

This will be organised after results of the survey have been analysed.

9. **IT'S A KNOCKOUT**

It was agreed that the Youth Committee enter a team and Ellen agreed to complete the application form.

10. **YOUTH COMMITTEE MEMBERS ITEMS**

Congleton Youth Championship Awards

Jon provided information on this new scheme which is being promoted by the schools and the Youth Committee agreed that they would provide any support if requested.

Coffee Morning

Matthew agreed to take the lead on the Coffee Morning which has been booked at the Library on 21st April 2012.

Carnival Committee

Linda confirmed that she had passed Maddy's contact details to Jo Money in respect of the Carnival Committee.

Mayor's Cadet and Jeanne Whitehurst Fellowship

Linda will provide details of these schemes to Maddy and Ellen and requested members to promote the initiatives.

Chronicle Column

Gabrielle agreed to write an article for the Chronicle to include information on the questionnaire and to promote the Coffee Morning.

Rotary Youth Camps

Linda informed the Committee of information received from Denis Murphy regarding Youth initiatives and passed the detail to Jon. For further information members were requested to contact Denis.

10. **ANY OTHER BUSINESS**

None

11. **DATE OF NEXT MEETING**

The next Youth Committee Meeting –

Tuesday 27th March – 7 p.m.

Jon Foster (Chairman)