



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



24th May, 2012

Dear Councillor,

Special Town Council Meeting – Thursday 31st May, 2012

You are summoned to attend a special meeting of the Council, to be held in the Town Hall, Congleton on **Thursday 31st May, 2012** commencing at **8.00pm**.

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

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 10th May, 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. East Ward Casual Vacancy for Councillor

To receive a report and recommendation on the process of co-opting a Town Councillor

5.. Annual Report

To receive and approve the Annual Report for 2011-12

6. Annual Return, Annual Governance Statement and Annual Accounts 2011-12

To receive and approve the Annual Governance statement for the year ended 31st March 2012.

To receive and approve the the Annual Accounts for 2011-12.

7. 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.

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 ANNUAL MEETING TO THE TOWN COUNCIL

Held at the Town Hall, Congleton on 10th May 2012

PRESENT Councillor

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
M J Hutton
Mrs A M Martin
D Murphy
Mrs J D Parry
D A Parker
N T Price
Mrs E Wardlaw
G Williams

COUNCILLOR D PARKER (RETIRING MAYOR) IN THE CHAIR

1. APOLOGIES

Apologies for absence were received from Councillors Mrs D S Allen and Miss R K Williams.

2. ELECTION OF TOWN MAYOR

CTC/1/1213 RESOLVED – That Councillor Mrs S A Holland be elected Town Mayor for the ensuing Municipal Year and until the acceptance of Office by her successor.

Councillor Mrs S A Holland then subscribed the Statutory Declaration of Acceptance of Office.

COUNCILLOR MRS. S A HOLLAND (TOWN MAYOR) IN THE CHAIR

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

The Town Mayor then invested the Mayor's Consort with the Chain of Office.

3. VOTE OF THANKS TO RETIRING MAYOR

CTC/2/1213 RESOLVED Unanimously – That a vote of thanks be accorded to Councillor D A PARKER for the able manner in which he had undertaken his duties during the part of the year he was in Office.

The retiring Town Mayor thereupon presented Mrs P Martin with the Former Town Mayor's Medallion in honour of the late Councillor D S Martin, suitably inscribed, to record his term of Office. The retiring Mayor Councillor D A PARKER then responded.

4. ELECTION OF DEPUTY TOWN MAYOR

CTC/3/1213 RESOLVED – That Councillor G P HAYES be appointed Deputy Town Mayor for the ensuing Municipal Year and until the acceptance of Office by his successor.

Councillor G P HAYES having received his Chain of Office from the Town Mayor then subscribed the Statutory Declaration of Office.

5. LEADER AND DEPUTY LEADER OF COUNCIL

CTC/4/1213 RESOLVED – That Councillor G R Edwards be elected Leader of the Council and Councillor D T Brown be elected Deputy Leader of the Council for the ensuing Municipal Year.

6. COUNCIL COMMITTEES

CTC/5/1213 RESOLVED – That membership of the Committees and Working Group be as follows:-

Planning Committee – All Members

Personnel Committee – Cllrs D T Brown, R I Brightwell, J S Crowther, G P Hayes, M J Hutton, Mrs A M Martin, D A Parker Mrs E Wardlaw, Miss R K Williams and G S Williams.

Finance & Policy Committee – Cllrs G Baxendale, D T Brown, R I Brightwell, G R Edwards, D Fletcher, D Murphy, N Price, D A Parker and Mrs J D Parry. (Plus Co-opted)

Community, Environment & Services Committee – Cllrs D S Allen, J S Crowther, D T Brown, D Fletcher, M J Hutton, Mrs A M Martin, Mrs J D Parry, Miss R K Williams and G S Williams.

Congleton Town Hall – Cllrs Mrs D S Allen, L D Barker, G Baxendale, J S Crowther, Mrs A M Martin, D A Parker Mrs J Parry, N Price and Mrs E Wardlaw.(plus Co-opted)

Strategy Working Group – All Members of the Council.

NOTE: THE MAYOR, DEPUTY MAYOR AND LEADER OF THE COUNCIL ARE EX-OFFICIO MEMBERS OF ALL COMMITTEES.

Youth Liaison Committee – Cllrs L D Barker, G P Hayes, Mrs S A Holland and Mrs E Wardlaw

7. CHAIRMEN & VICE CHAIRMEN OF COMMITTEES

CTC/6/1213 RESOLVED – That the following Members be appointed Chairmen and Vice-Chairmen of Committees for the ensuing year:-

Planning	Chairman - Vice Chairman -	Councillor L D Barker Councillor D A Parker
Personnel	Chairman - Vice Chairman -	Councillor D T Brown Councillor G P Hayes (Deputy Mayor)
Finance & Policy	Chairman - Vice Chairman -	Councillor G R Edwards Councillor Mrs J D Parry
Community, Environment & Services	Chairman - Vice Chairman -	Councillor D Fletcher Councillor G S Williams
Congleton Town Hall	Chairman - Vice Chairman -	Councillor D A Parker Councillor Mrs D S Allen
Strategy Working Group	Chairman - Vice Chairman -	Councillor G R Edwards Councillor D T Brown

8. APPOINTMENT OF MEMBERS TO OTHER OFFICES

CTC/7/1213 RESOLVED – That the following Members be appointed to the offices set out below:

Town Crier	-	Councillor D A Parker
Curator of Town Treasures	-	Councillor D A Parker
Assistant Curator	-	Councillor D T Brown
Lead Members on Quality	-	Councillor Mrs D S Allen Councillor G R Edwards Councillor D T Brown
Macebearer	-	Councillor D A Parker Councillor Mrs E Wardlaw (Deputy)

9. APPOINTMENT OF MEMBERS TO OUTSIDE BODIES

CTC/8/1213 RESOLVED – That the following members be appointed as the Council's representatives to serve on the Body stated, for the ensuing Municipal Year, namely:-

(i)	Congleton Museum Trust	-	Councillor Mrs D A Allen (Reserve: Councillor Mrs S A Holland)
(ii)	Congleton & Vale Royal Police Local Consultative Committee	-	Councillor Mrs J D Parry (Reserve: Councillor Mrs D S Allen)
(iii)	Public Transport Liaison Committee	-	Councillor L D Barker (Reserve: Councillor M J Hutton)

- | | | |
|--------|---|---|
| (iv) | Congleton Partnership Executive Group - | Councillor G R Edwards
Councillor J S Crowther |
| (v) | Hilary Avenue Allotment Association - | Councillor G S Williams |
| (vii) | Selection Panel | - Town Mayor
Leader of the Council
Chair of Personnel Comm
Plus 2 selected members |
| (viii) | Congleton Area LAP | - Councillor G S Williams
(Reserve: Councillor Mrs
A Martin) |
| (ix) | Astbury Mere Trust | - Councillor D Fletcher |
| (x) | Neighbourhood
Planning Group | - Councillor G R Edwards
- Councillor L D Barker
- Councillor M Hutton |
| (xi) | Chalc | - Councillor Mrs S A
Holland |

10. MAYORAL ANNOUNCEMENTS

The Town Mayor advised the meeting that Paul Withington had been appointed as Mayor's Chaplain for the ensuing year and informed the Council that the Civic Service would be held on Sunday, 13th May 2012, at St. Peter's Church, Chapel Street, Congleton at 3.00pm.

Mrs S A Holland

TOWN MAYOR

CONGLETON TOWN COUNCIL
SPECIAL COUNCIL MEETING AT 8.00pm THURSDAY 31st MAY 2012
REPORT OF TOWN CLERK

EAST WARD- CASUAL VACANCY FOR COUNCILLOR

1. As a consequence of the resignation of Cllr. Mathew Carey which was reported to the March 2012 Council meeting, this gave rise to a casual vacancy. Subsequently, the statutory public notice of the vacancy was published on 19th March 2012 and no notice was received by the Returning Officer requiring a Bye Election. Accordingly it fell to the Town Council to fill the vacancy by co-option.
2. As a consequence it was decided to publish a public notice inviting expressions of interest from persons who wished to be considered for the casual vacancy. This was published on the 12th April 2012 with a closing date for receipt of applications by 24th April 2012 and as a result four persons registered an interest.
3. A small Panel consisting of the Leader of The Council, R Edwards and Councillors D Brown, The Mayor Mrs S Holland, Mrs A Martin and Mrs J Parry were appointed to consider the applications and to make a recommendation to Council.
4. The Panel meetings took place on the 17th and 18th May to interview the four applicants.
5. The Applicants who attended the interview were:-

Mrs L Bours
Mr R Wharfe
Mr E Clarke
Mr P Bates

6. Each applicant was asked to prepare a CV on one page of A4 and produce a 5 Minute presentation on the following subject:-

“Why you want to be a Town Councillor and your suitability”

7. At the interview meeting, each applicant was asked to provide their 5 minute presentation and were then asked seven questions by the panel designed to test the following criteria:-

Knowledge of the Town
Understanding/experience of local government at town/parish level
Active in the community/voluntary sector
Can bring particular skills/ experience to the Council
Able to devote time to the role

Particular knowledge/resident of Ward
Good reasoning skills
Good communication skills
Passion to see the Town develop

8. At the end of the two sets of interviews, the Panel Members assessed the written CV submissions of the four applicants, together with their presentations and responses to the seven questions and agreed to make a unanimous recommendation to Full Council as set out below.

RECOMMENDATION

That Mr. Paul Bates be appointed to fill the casual vacancy of Councillor for the East Ward until the date of the next ordinary elections for the Town Council in 2015.

Brian Hogan
18.05.12



ANNUAL REPORT OF
CONGLETON TOWN COUNCIL
2011-12



QUALITY
TOWN
COUNCIL

Mayor's Overview



It is a great privilege to be Mayor of Congleton. It wasn't a role that I was expecting to hold this year, but one that I was happy to take on to support the work and charities of the late Cllr David Martin who was elected Mayor in May 2011 and who performed the role with great enthusiasm and pride until his death following a short illness in December 2011.

2011 was the Year of the Bear for Congleton – with 65 fibre-glass bears attracting thousands of visitors to our town. Mayor Bear stood proudly at the front of the Town Hall and was admired by thousands of people following the bear trails from May until October. It's been great to see the Bearmania team receive national and regional awards for this successful community project.

It was an honour to be the Mayor during a year when Congleton has received such great recognition. I was very proud of the town's achievements gaining RHS Gold from North West in Bloom, Best Kept Large Town in the Cheshire Community Pride Awards, a Little Gem Award for the Community Garden, national recognition for the Sustainability Group's apple juice project, regional recognition for Team Congleton and a Positive Action North West Award for Congleton Disabled Access Group.

As Town Mayor you get to see the best of Congleton and really appreciate what a great community we live in. I would like to thank everyone who has invited us to attend an event or share time with them. The warmth of the welcome we receive from Congleton people is second to none. Through the performances we have attended we can really appreciate the wealth of talent we have in the town. Our schools are full of enthusiastic young people, and we have a wealth of community groups and organisations working hard behind the scenes to make Congleton a great place to live.

We shouldn't forget the vital role that Businesses play in the town. It was good to meet so many local companies at the Congleton Means Business two-day exhibition and event at the start of the Mayoral year. The links between the business world and the local community can only strengthen the town.

I would like to thank everyone who has supported firstly David and then myself during this year, in particular I would like to thank Pat Martin and Hilary Parker who have shared the role of Mayoress, Aynsley Heathcote the Mayor's Cadet, Town Council staff, fellow councilors, friends and everyone who has made a donation to this year's Mayor's charities which are Cheshire East Hospice, The Stroke Unit at Macclesfield Hospital and Help the Heroes (Mercian Regiment).

Cllr. Douglas Parker

Leader of the Council

We have had an incredibly busy and successful year, but, sadly our successes have been overshadowed by the unexpected passing of our Town Mayor and good friend, Councillor Dave Martin. Dave worked tirelessly both in his role of Ward Councillor and in the role that he dearly cherished, that of Town Mayor. He is sadly missed by us all.

Fortunately, Dave had the opportunity to share in most of the highlights of the year; Bearmania, which brought so many visitors into our Town. The Food and Drink Festival, which continues to go from strength to strength, the fantastic Christmas procession and lights switch on and the many awards that Congleton Town and its volunteer organisations received during the year, such as Bearmania, North West in Bloom, Community Pride Award and many others. Many of the awards (we have had 10 in all) can be directly attributed to The Congleton Town Partnership, which is a group of volunteer organisations working on many initiatives for the benefit of the Town.

Congleton now has a feel about it that says "we are on the up". We have a Town Council that is committed to build on the work done in previous years. Congleton is consistently voted "the best place to live in the North West", our councillors are striving to ensure that Congleton will be an even better place to live and work, in the future. The shop vacancy levels have fallen from about 20% to less than 10%, we have a number of new housing developments taking place, despite the national recession, and although bureaucracy has delayed the start of Scarborough's Development we are confident that work on Bridestones II will get under way in the coming weeks.

We have now agreed a Public Realm Strategy that will help improve many aspects of the fabric of the Town. The strategy started with a public consultation early last year and culminated in a report that was presented to the Town Council in March this year. The report contains many aspirations for the Town which are planned to be implemented when funding is in place in the coming years. The aspirations include making Mountbatten Way more attractive and safer; enhancing the gateways into the Town; re-affirming our commitment to our cultural and night time economies and novel thinking on how we use some of our spaces to make the town a more interesting place to visit.

In a similar vein, we have, with the guidance and direction of Cheshire East Council produced a Town Strategy which helps us look forward and plan for the future. The plan covers a period of 20 years and considers the number of houses that we need to build over that period, what business development is required and of course what infrastructure is required to support that growth. The Town Strategy will form part of The Cheshire East Local Plan covering all of the other areas of the Borough.

Looking forward, 2012 is going to be just as exiting. Here is just a taster of some of the events that we have got lined up this summer. On the 31st May we have the Olympic Torch Relay coming through Congleton. What an honour that is! I hope that the Town will be out in the thousands for that spectacle. Next we have the Queens Jubilee celebrations, the 3rd June has been designated as the day when we will have lots of street parties and the 4th June will see a free Party in the Park for the whole Town. The 10th June will see Congleton's own 'It's a

Knockout' in the Park; I hope that you have got your teams lined up! . The Food and Drink Festival is planned to be even bigger and better this year and is on the 17th June. As if that wasn't enough, the bi-annual Congleton Carnival returns on the 14th of July and will once again feature floats.

It has been a year of hard work, but, I have enjoyed the highs of the year and with the support of my fellow Councillors have worked through the lower ones. It has been a pleasure and a privilege to serve as Leader of The Council on behalf of the Town.

Councillor Bob Edwards

Town Council

The Town Council has 20 Councillors, who are elected to represent one of the two wards in the town. Councillors are elected to serve a period of four years. **All seats are up for election in May 2015.**

East

Larry Barker (C)
David Brown (C)
Bob Edwards (C)
David Fletcher (C)
George Hayes (C)
Sally Ann Holland (C)
Douglas Parker (C)
Glen Williams (C)
Rebecca Williams (C)
Vacancy

West

Dawn Allen (C)
Gordon Baxendale (C)
Robbie Brightwell (C)
John Saville Crowther (IVC)
Michael Hutton (UKIP)
Amanda Martin(C)
Denis Murphy LD)
Jean Parry (C)
Neville Price (I)
Elizabeth Wardlaw (C)

C = Conservative, I= Independent, IVC=independent Voice of Congleton, LD=Liberal Democrats UKIP=UK Independent Party

Officers for the period of this annual report were:

- Town Clerk - Brian Hogan
- Support Manager - Jackie Potts
- Town Centre and Marketing Mgr - Jackie MacArthur
- Admin Assistant (Mayor) - Linda Minshull
- Administrative Assistant -Sheron Clarke, Sue Trow
- Facilities Mgr - Chris Jones
- Handymen - Chris Banks, Mark Worthing
- 2 Halls Officers
- Casual Paddling Pool Attendants May – September
- Caretaking Staff

Council Meetings

The Council has a number of committees, most of which meet around 6 times a year. The dates for meetings in 2011-12 were:-

Amenities and Services	9/6	1/9	6/10	17/11	9/2	22/3
Community and Environment	9/6	1/9	6/10	17/11	9/2	22/3
Council	19/5	30/6	22/9	3/11	8/12	12/1
	8/3	19/4				

Finance and Policy 2/6 8/9 20/10 1/12 5/1 23/2 29/3

Planning 2/6 7/7 28/7 25/8 8/9 29/9 20/10
1/12 5/1 23/2 15/3 5/4

Town Hall Committee 7/7 2 9/9 10/11 15/3

The Personnel Committee and Strategy Working Group are held as and when necessary.

How is the Town Council Financed?

The majority of the Town Council's money comes from a precept which is added to the Council Tax levy set by the Principal Authority. In 2011-12 the precept was £635,908. Below is a summary of income and expenditure for the year ending 31st March 2012.

The money is spent providing services and representing the people of Congleton. In broad terms in 2011-12 the Town Council spent the money it raised on the following:

Congleton Town Council – 2011-12

	2011-12 Actual	2011-12 Budget	2011-12 Variance
<u>Finance and Policy</u>			
<u>101 Corporate Management</u>			
Corporate Management:- Expenditure	121,359	150,210	28,851
Corporate Management :- Income	-18,790	-1,000	17,790
Net Expenditure over Income	102,569	149,210	46,641
<u>102 Democratic Rep'n & Mgmt/Civic</u>			
Democratic Rep'n & Mgmt/Civic:-Expenditure	45,792	46,886	1,094
107 Grants	72,938	79,003	6,065
109 Capital and Projects	100,777	95,800	-4,977
F&P Income - Expenditure Totals	322,076	370,899	48,823
<u>Amenities and Services</u>			
201 Paddling Pool	22,189	25,892	3,703
215 Floral Displays	10,507	10,000	-507
241 Allotments	185	580	395
251 Handyman service	43,042	46,266	3,224
262 Street furniture	0	400	400

263	Public Toilets	0	8,000	8,000
264	Shopmobility	5,050	5,000	-50
265	Play Areas	1,500	6,000	4,500
280	Devolved Services	10,960	13,000	2,040
		93,433	115,138	21,705

Community and Environment

300	Public Realm	0	0	0
301	Congleton Partnership	29,821	38,200	8,379
302	Community Development	23,173	25,441	2,268
303	Police Community Support Officers	47200	47200	0
305	Christmas Fayre/lights	2,455	2,500	45
321	Tourism	1,998	2,000	2
341	Youth and Young People	1,710	2,000	290

106,357	117,341	10,984
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Town Hall

221	Town Hall - Expenditure	155,005	150,031	-4,974
	Town Hall - Income	-104,837	-117,500	-12,663

50,168	32,531	-17,637
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Total Net Expenditure

572,034	635,909	63,875
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The Town Council has supported local voluntary and community groups with nearly £75,000 worth of grants in 2011-12

Among those assisted were:

Organisations receiving grants 2011-12

Team Congleton 2012	2,500.00
Congleton Jazz and Blues festival	500.00
Visyon	1,750.00
Cong Business Assoc	2,000.00
Congleton Harriers	250.00
Congleton Musical Theatre	500.00
Disability Bureau	250.00
Electric Picture House Artists Group	400.00
Royal British Legion	49.50
Royal British Legion	565.00
Congleton Life Savers	558.50

Congleton Harriers	200.00
Jubilee Committee	2,200.00
Team 2012	2,500.00
Bromley Farm Community Trust	500.00
Rebecca Wilson	250.00
Congleton Museum Notional rent	4,500.00
Congleton Community Projects Grant	16,000.00
Congleton Partnership Notional Rent	1,533.00
CAB Grant 11/12	15,000.00
Xmas lights	7,147.30
Carnival Committee	3,750.00
Churchyard Maintenance	1,200.00
clock maintenance	229.20
Rotary Coffee Morning	105.00
Congleton Now Event	675.00
Abba Night (Mayor Charity Event)	150.00
Congleton Choral Society	150.00
Local resident discount (dance class)	10.50
Beartown Boxing	150.00
Congleton Rugby Club	187.50
Congleton Rotary Club	28.00
Vale Juniors	300.00
Jigsaw - Bearmania Launch	38.50
CCP - food and Drink Festival	207.81
Horticultural Society Annual Show	253.75
Big Kiss Careers Fayre	630.00
Scout Fellowship Charities Fayre	87.50
Choral Society Concert	150.00
Charity Ball	150.00
ATC RAF Band	218.75
Biddulph Male Voice Choir – Mayor Charity	150.00
Local resident discount	30.00
Lions concert	87.50
Charity Ball	150.00
Local resident discount	30.00
Choral Society Concert	150.00
Mayor's Charity Craft Fayre	218.75
St Stephens Church Fayre	105.00
Local resident discount	28.00
Beartown Boxing	270.00

Local resident discount	28.00
EC Pony Club Annual Presentation	150.00
Local resident discount	28.00
Charity Ball	206.00
Fairtrade Event	70.00
Visyon	7.50
Congleton Youth Orchestra	150.00

What Services does the Town Council Provide:

1. We fund 50% of the cost of four Police Community Support Officers, without our contribution there would be none
2. We operate a Handyman Service who are responsible for cleaning up a variety of areas around the Town, removing litter, graffiti, tidying open areas, clearing pathways and alleys anything to make the Town cleaner and tidier.
3. We have a Market Town Manager who organises a variety of events in the Town as well as spending time promoting the Town and its businesses
4. We have restored and refurbished the Town Hall which was inherited from Congleton Borough Council; this has cost about £750,000, although there are still some projects to complete. The finance for the work is provided by way of a low cost Government loan. And an interest free loan from the former Congleton Borough Council
5. The Council returns approximately £75,000 per year to organisations within Congleton to support their various activities, including making a significant contribution to the Citizens Advice Bureau
6. The Council provides Allotments
7. The Paddling Pool is opened and annually and maintained
8. All of our Councillors are volunteers and do not receive any remuneration or fee whatsoever

Congleton Town Council is the most local level of Government. It serves the town's 28,000 residents by:

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

Some of the major achievements for 2011/12 include:

- High Street facing office facilities open Monday – Friday 9-5pm
- Part-funded Four Police Community Officers for the Town (£47.2k)
- Improvements to the interior of the Town Hall
- Produced quarterly Town Council and Community Newsletter (Bear Necessities)
- Continued and developed the well-respected Town Handy Person Scheme
- Worked on promotion of the Town and the creation of the Beartown Brand
- Christmas Fayre and Lights Switch on ceremony
- Supported town events such as the Food and Drink Festival
- Continued to support an active Youth Committee to serve the Town
- Provided direct support to Congleton In Bloom, and Cheshire Pride Awards
- Achieved gold in North West In Bloom
- Winner of Community Pride Award
- Commencement of Regeneration Strategy projects for the Town
- High Profile Congleton Partnership & liaison with businesses
- Promoted business and retail opportunities via Congleton Means Business Expo in conjunction with Partnership
- Town Centre Management
- Negotiating with Cheshire East on devolved services and partnership working
- Acting as Pathfinder on devolved services in conjunction with Cheshire East Council
- Completed Employment Land Study
- Produced Public Realm Strategy
- Produced Story Board for the Town Hall
- Promoted the Town Hall as a Wedding Venue and held first Wedding Fayre
- Selected to be a national pilot in conjunction with Cheshire East Council for a Neighbourhood Plan, produced plan entitled Town Strategy

Some key initiatives for 2011-12 – taken from the Corporate Strategy are: -

An Active and Engaged Community

- To administer the community grant scheme to help support and develop local groups including CAB and CVS
- Support the Cheshire East Community Partnership in developing a Sustainable Community Strategy
- To operate openly and share information through the Town
- Council website, community newsletter, notice boards and the media.
- To continue to engage in the town's next generation by supporting youth organisations & facilities and by working with the town's Youth Councillor Committee.
- Support sport and leisure facilities which promote healthy lifestyles and support Team Congleton 2012
- Support Congleton's Food and Drink Festival and Best Garden Competition
- Support the continuation of Congleton's Fair Trade Status
- Supported the establishment of a Shop Mobility Scheme
- Support active engagement of the community in the Jubilee celebrations

A Sustainable Environment

- Continue the Town Handyperson service to keep on top of small works in the town.
- To directly support “In Bloom” initiatives in Congleton and Buglawton
- Re-established clean teams to improve the cleanliness of the town
- Fund four Police Community Support Officers to work in the town and support the work of Shopwatch
- Be the voice of Congleton on licensing applications affecting the town
- Work with the Sustainability Group to produce a Town Energy Descent Plan
- Complete the Town Hall energy improvements.
- Measure the carbon footprint of the Town Hall
- Support efforts to soften and green Mountbatten Way, included in Public Realm Strategy
- Support phases 2 and 3 of the River Dane Walkway to provide a green corridor across the town.
- Facilitate the production of a Public Realm Design Statement
- Actively support the Management Plans for our Conservation Areas
- Work with parties to ensure that regeneration and new developments reflect the heritage and traditional architecture of the Town
- Actively support the conservation area master plan
- Produced a Neighbourhood Plan in conjunction with the Partnership and other key partners in the Town

A Strong and Diverse Economy

- Work with the KISS group and others to help local businesses
- Completed a Congleton Employment Land Study
- Completed registration of Bear Town Trade Mark
- Lobbied for high quality employment sites and improvement of existing Business Parks
- Provide Town Centre Management.
- Work with partners to utilize the Town’s entrepreneurial strength
- Work with partners to promote Congleton through the Beartown Brand.
- Advocate for improved public transport links
- Support the Musical Festival(Jazz and Blues)
- Work with retailers to maintain trade group(s).

A Celebrated and Protected Heritage

- Complete Storyboard project for the Town Hall

You can contact Congleton Town Council by:

Visiting/writing to: Congleton Town Council, Congleton Town Hall, High Street,
Congleton, CW12 1BN

Website: www.congleton-tc.gov.uk

Telephoning: 01260 270350

Fax: 01260 280357

Emailing: info@congletontowncouncil.co.uk

Section 1 – Accounting statements for

CONGLETON TOWN COUNCIL

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

	Year ending		Notes and guidance
	31 March 2011	31 March 2012	
	1	2	Please round all figures to nearest £1. Do not leave any boxes blank and report 0 or Nil balances. All figures must agree to underlying financial records.
1 Balances brought forward	644943	601050	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	635908	635908	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	3100110	170922	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	-260799	-267981	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	-72827	-56321	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	-656285	-429359	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	601050	654219	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6)
8 Total cash and short term investments	601743	689744	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	2604777	2611708	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.
10 Total borrowings	695541	657425	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds (including charitable) disclosure note	YES NO YES NO		Disclosure Note: The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)

I certify that for the year ended 31 March 2012 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by the council on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Section 2 – Annual governance statement

We acknowledge as the members of:

CONGLETON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2012, that:

	Agreed –		Yes means that the council:
	Yes	No	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	YES		has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	YES		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	YES		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	YES		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	YES	NO	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
		N/A	

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

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

***Note:** Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

Section 4 – Annual internal audit report to

CONGLETON TOWN COUNCIL

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2012.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose from one of the following		
	Yes	No	Not covered
A Appropriate books of account have been kept properly throughout the year.	YES		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	YES		
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	YES		
H Asset and investments registers were complete and accurate and properly maintained.	YES		
I Periodic and year-end bank account reconciliations were properly carried out.	YES		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	YES		
K Trust funds (including charitable) The council met its responsibilities as a trustee.			Not applicable

NOT APPLICABLE

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Print name of person who carried out the internal audit A Morrison for Auditing Solutions Ltd

Signature of person who carried out the internal audit *[Signature]* Date 1/5/2012

***Note:** If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Congleton Town Council

Financial Statements

For the year ended 31 March 2012

Congleton Town Council

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31 March 2012

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Congleton Town Council

Council Information

31 March 2012

(Information current at 31st May 2012)

Town Mayor

Cllr Mrs S. A. Holland

Councillors

Cllr G.P Hayes (Deputy Mayor)

Cllr D.S Allen
Cllr L.D Barker
Cllr G. Baxendale
Cllr R.I Brightwell
Cllr D.T Brown
Cllr J.S Crowther
Cllr G. R. Edwards
Cllr D Fletcher
Cllr M.J Hutton
Cllr A.M Martin
Cllr D. Murphy
Cllr D. A. Parker
Cllr J.D Parry
Cllr N.T Price
Cllr E Wardlaw
Cllr G.S Williams
Cllr Miss R. K. Williams

Town Clerk

Mr. B. Hogan (Hons), CilCA

Responsible Financial Officer (R.F.O.)

Mrs J. Potts FMAAT, CiLCA

Auditors

The Audit Commission
2nd Floor Aspinall House
Aspinall Close, Middleton
Bolton, Lancashire, BL6 6QQ

Internal Auditors

Auditing Solutions Limited
Clackerbrook Farm
46 The Common, Bromham
Chippenham, Wiltshire, SN15 2JJ

Congleton Town Council
Statement of Responsibilities
31 March 2012

The Council's Responsibilities

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Responsible Financial Officer, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Financial Statements in accordance with "Part 4 of the Practitioners' Guide to the Accounts and Audit (England) Regulations 2011 (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2012 and its income and expenditure for the year then ended.

In preparing the Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I hereby certify that the Financial Statements for the year ended 31 March 2012 required by the Accounts and Audit Regulations 2010 (as amended) are set out in the following pages.

I further certify that the Financial Statements present a true and fair view of the financial position of Congleton Town Council at 31 March 2012, and its income and expenditure for the year ended 31 March 2012.

Signed:

Mrs J. Potts FMAAT, CiLCA- Responsible Financial Officer

Date:

Congleton Town Council
Statement of Accounting Policies
31 March 2012

Accounting Convention

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets above the council de-minimis (currently £1000) is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority, and the services it provides, for a period of more than one year.

In accordance with FRSSE depreciation is provided on all operational buildings (but not land), as well as other assets.

Fixed Assets are included in the balance sheet at valuations current on 31st March 2009 together with subsequent acquisitions and enhancements at cost, in accordance with para. 4.40 of the guide.

Disposals of fixed assets are reported in the Income and Expenditure Account and, in accordance with the guide, the net book value of asset disposals is reversed out to the Capital Financing Account in order not to constitute a charge to the council's revenue reserves.

Depreciation Policy

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated

Vehicles, plant, equipment and furniture are depreciated over 3 to 10 years on a straight line basis.

Infrastructure assets are depreciated over 10 years at 10% per annum straight line.

Community assets are not depreciated, because they are of either intrinsic or purely nominal value.

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

Grants or Contributions from Government or Related Bodies

Capital Grants

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

Revenue Grants

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

Congleton Town Council
Statement of Accounting Policies
31 March 2012

Debtors and Creditors

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

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

Value Added Tax

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

External Loan Repayments

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 15.

Leases

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 16.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 18 to 20

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

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

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

Interest Income

All interest receipts are credited initially to general funds.

Cost of Support Services

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

This apportionment is not reflected in the Income and Expenditure account, but is used for Management Accounting and Annual Report purposes only.

Pensions

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

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

The next actuarial valuation is due at 31st March 2013 and any change in contribution rates as a result of that valuation will take effect from 1st April 2014.

Congleton Town Council
Income and Expenditure Account
31 March 2012

	Notes	2012	2011
		£	£
Income			
Precept on District Council		635,908	635,908
Grants Receivable		22,689	104,593
Rents Receivable, Interest & Investment Income		10,370	9,947
Charges made for Services		134,013	122,629
Other Income		3,850	1,951
Total Income		806,830	875,028
Expenditure			
Direct Service Costs:			
Salaries & Wages		(142,900)	(140,287)
Grant-aid Expenditure		(84,351)	(87,731)
Other Costs		(268,879)	(258,187)
Democratic, Management & Civic Costs:			
Salaries & Wages		(125,082)	(120,512)
Other Costs		(85,752)	(65,885)
Total Expenditure		(706,964)	(672,602)
Excess of Income over Expenditure for the year:		99,866	202,426
Exceptional Items			
(Loss) on the disposal of fixed assets		(412)	(45)
Net Operating Surplus for Year		99,454	202,381
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(38,115)	(54,459)
Capital Expenditure charged to revenue	11	(4,888)	(8,646)
Reverse (Loss) on the disposal of fixed assets		412	45
Transfer (to) Earmarked Reserves	20	(50,588)	(137,836)
Surplus for the Year to General Fund		6,275	1,485
Net Surplus for the Year		56,863	139,321
The above Surplus for the Year has been applied for the Year to as follows:			
Transfer (to) Earmarked Reserves	20	50,588	137,836
Surplus for the Year to General Fund		6,275	1,485
		56,863	139,321

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

The notes on pages 11 to form part of these statements.

Congleton Town Council
Statement of Movement in Reserves
31 March 2012

Reserve	Purpose of Reserve	Notes	2012 £	Net Movement in Year £	2011 £
Asset Revaluation Reserve	Store of gains on revaluation of fixed assets	19	105,592	-	105,592
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	18	325,463	446	325,017
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	20	317,898	50,588	267,310
General Fund	Resources available to meet future running costs		161,021	6,275	154,746
Total			909,974	57,309	852,665

The notes on pages 11 to form part of these statements.

Congleton Town Council

Balance Sheet

31 March 2012

	Notes	2012 £	2012 £	2011 £
Fixed Assets				
Tangible Fixed Assets	10		2,356,857	2,427,903
Current Assets				
Debtors and prepayments	13	20,550		38,151
Cash at bank and in hand		689,744		601,743
		<u>710,294</u>		<u>639,894</u>
Current Liabilities				
Current Portion of Long Term Borrowings		(41,900)		(39,922)
Creditors and income in advance	14	<u>(56,075)</u>		<u>(38,844)</u>
Net Current Assets			612,319	561,128
Total Assets Less Current Liabilities			2,969,176	2,989,031
Long Term Liabilities				
Long-term borrowing	15		(615,525)	(655,619)
Deferred Grants	17		<u>(1,443,677)</u>	<u>(1,480,747)</u>
Total Assets Less Liabilities			<u>909,974</u>	<u>852,665</u>
Capital and Reserves				
Revaluation Reserve	19		105,592	105,592
Capital Financing Account	18		325,463	325,016
Earmarked Reserves	20		317,898	267,311
General Reserve			<u>161,021</u>	<u>154,746</u>
			<u>909,974</u>	<u>852,665</u>

The Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2012, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 31st May 2012 .

Signed:

Cllr Mrs S. A. Holland

Town Mayor

.....

Mrs J. Potts FMAAT, CILCA

Responsible Financial Officer

Date:

.....

The notes on pages 11 to form part of these statements.

Congleton Town Council

Cash Flow Statement

31 March 2012

	Notes	2012 £	2012 £	2011 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				(259,670)
Paid to and on behalf of employees		(268,659)		(405,397)
Other operating payments		<u>(412,716)</u>	(681,375)	<u>(665,067)</u>
<i>Cash inflows</i>				635,908
Precept on District Council		635,908		113,073
Cash received for services		158,930		104,593
Revenue grants received		<u>22,689</u>	817,527	<u>853,574</u>
			136,152	188,507
Net cash inflow from Revenue Activities	21			
SERVICING OF FINANCE				
<i>Cash outflows</i>				(18,368)
Interest paid		(9,124)		
<i>Cash inflows</i>				7,522
Interest received		<u>7,670</u>	(1,454)	<u>(10,846)</u>
Net cash (outflow) from Servicing of Finance				
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				(251,928)
Purchase of fixed assets		(8,581)		
<i>Cash inflows</i>				5,000
Capital grant received		<u>-</u>	(8,581)	<u>(246,928)</u>
Net cash (outflow) from Capital Activities			126,117	(69,267)
Net cash inflow/(outflow) before Financing				
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>			(38,116)	(54,459)
Loan repayments made				
<i>Cash inflows</i>			-	65,990
New loans raised			(38,116)	11,531
Net cash (outflow)/inflow from financing and liquid resources			<u>(38,116)</u>	<u>11,531</u>
Increase/(Decrease) in cash	22		<u>88,001</u>	<u>(57,736)</u>

The notes on pages 11 to form part of these statements.

Congleton Town Council

Notes to the Accounts

31 March 2012

1 Interest and Investment Income

	2012	2011
	£	£
Interest Income - General Funds	10,370	9,947
	<u>10,370</u>	<u>9,947</u>

2 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

3 Related Party Transactions

The council entered into no material transactions with related parties during the year.

4 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2012	2011
	£	£
Recruitment Advertising	-	57
Other Advertising	129	14
Promotions	5,462	5,567
Council Newsletter	4,568	4,689
Council Website	8,694	617
	<u>18,853</u>	<u>10,944</u>

5 S.137 Expenditure

Section 137 of the Local Government Act 1972 (as amended) enables the council to spend up to the product of £6.44 (year ended 31 March 2011 - £6.15) per head on the electoral roll in any one year for the benefit of people in its area on activities or projects not specifically authorised by other powers.

	2012	2011
	£	£
The total amount of available for this purpose was	<u>138,840</u>	<u>132,840</u>
Expenditure was incurred for the following purposes:		
Grants to Voluntary Bodies	<u>13,484</u>	<u>22,965</u>
	<u>13,484</u>	<u>22,965</u>

It should be noted that grants to bodies such as the Citizen's Advice Bureau are made under other specific legal powers and so are not included in the above figures.

Congleton Town Council

Notes to the Accounts

31 March 2012

6 Audit Fees

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

These may be summarised as follows:

	2012 £	2011 £
Fees for statutory audit services	2,500	2,500
Total fees	2,500	2,500

7 Members' Allowances

Members of Council have been paid the following allowances for the year:

	2012 £	2011 £
Mayors Allowance	3,467	2,600
Members' Expenses	36	-
Deputy Mayor's Allowance	260	260
	3,763	2,860

8 Employees

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

	2012 Number	2011 Number
Full-time	4	4
Part-time	9	9
Temporary	2	1
	15	14

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

9 Pension Costs

The council participates in the Cheshire County Council Pension Fund.

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

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

The cost to the council for the year ended 31 March 2012 was £17,409 (31 March 2011 - £16,687).

The most recent actuarial valuation was carried out as at 31st March 2010, and the council's contribution rate is confirmed as being 18.30% of employees' pensionable pay with effect from 1st April 2012 (year ended 31 March 2012 – 17.80%).

Congleton Town Council

Notes to the Accounts

31 March 2012

10 Tangible Fixed Assets

	Operational Freehold Land and Buildings	Operational Leasehold Land and Buildings	Non Operational Land and Buildings	Vehicles and Equipment	Infra- structure Assets	Community Assets	Other	Total
Cost	£	£	£	£	£	£	£	£
At 31 March 2011	2,194,876	95,000	-	144,018	68,540	125,589	-	2,628,023
Additions	3,693	-	-	4,888	-	-	-	8,581
Disposals	-	-	-	(1,650)	-	-	-	(1,650)
At 31 March 2012	2,198,569	95,000	-	147,256	68,540	125,589	-	2,634,954
Depreciation								
At 31 March 2011	(113,144)	(5,700)		(60,608)	(19,768)	(900)	-	(200,120)
Charged for the year	(42,672)	(1,900)		(27,489)	(6,854)	(300)	-	(79,215)
Eliminated on disposal	-	-		1,238	-	-	-	1,238
At 31 March 2012	(155,816)	(7,600)	-	(86,859)	(26,622)	(1,200)	-	(278,097)
Net Book Value								
At 31 March 2012	2,042,753	87,400	-	60,397	41,918	124,389	-	2,356,857
At 31 March 2011	2,081,732	89,300	-	83,410	48,772	124,689	-	2,427,903

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

Fixed Asset Valuation

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

11 Financing of Capital Expenditure

The following capital expenditure during the year:

	2012 £	2011 £
Fixed Assets Purchased	8,581	262,850
	8,581	262,850

was financed by:

Capital Grants	-	5,000
Loan Proceeds	3,693	249,204
Revenue:		
from Capital Projects Reserve	4,888	7,646
Precept and Revenue Income	-	1,000
	8,581	262,850

Congleton Town Council

Notes to the Accounts

31 March 2012

12 Information on Assets Held

Fixed assets owned by the council include the following:

Operational Land and Buildings

Congleton Town Hall

Allotments

Operational Land and Buildings

Congleton Paddling Pool

Vehicles and Equipment

Light Vans - 1

Tourist Information Kiosk

Christmas Lights

Paddling Pool plant and equipment

Sundry office equipment

Infrastructure Assets

Fencing and gates at various sites

Noticeboards and road signs

Other street furniture

Community Assets

Council Artefacts & Regalia

War Memorial

13 Debtors

	2012	2011
	£	£
Trade Debtors	10,727	30,865
VAT Recoverable	2,377	4,861
Prepayments	2,321	-
Accrued Interest Income	5,125	2,425
	<u>20,550</u>	<u>38,151</u>

14 Creditors and Accrued Expenses

	2012	2011
	£	£
Trade Creditors	7,673	3,413
Other Creditors	4,453	7,190
Payroll Taxes and Social Security	4,556	5,234
Accruals	27,542	12,085
Income in Advance	929	-
Capital Creditors	10,922	10,922
	<u>56,075</u>	<u>38,844</u>

Congleton Town Council

Notes to the Accounts

31 March 2012

15 Long Term Liabilities

	2012	2011
	£	£
Public Works Loan Board	384,825	386,591
Bank Loans	272,600	308,950
	<u>657,425</u>	<u>695,541</u>

The above loans are repayable as follows:

	2012	2011
	£	£
Within one year	41,900	39,922
From one to two years	40,272	40,093
From two to five years	121,974	121,386
From five to ten years	116,848	152,013
Over ten years	336,431	342,127
	<u>657,425</u>	<u>695,541</u>
Total Loan Commitment		
	(41,900)	(39,922)
Less: Repayable within one year		
	<u>615,525</u>	<u>655,619</u>
Repayable after one year		

16 Financial Commitments under Operating Leases

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

	2012	2011
	£	£
Obligations expiring within one year	-	-
Obligations expiring between two and five years	806	806
Obligations expiring after five years	-	-
	<u>806</u>	<u>806</u>

Congleton Town Council

Notes to the Accounts

31 March 2012

17 Deferred Grants

	2012 £	2011 £
Capital Grants Unapplied		
At 01 April	-	-
Grants received in the year	-	5,000
Applied to finance capital investment	-	(5,000)
At 31 March	-	-
Capital Grants Applied		
At 01 April	1,480,747	1,512,817
Grants Applied in the year	-	5,000
Released to offset depreciation	(37,070)	(37,070)
Extinguished and/or transferred	-	-
At 31 March	1,443,677	1,480,747
Total Deferred Grants		
At 31 March	1,443,677	1,480,747
At 01 April	1,480,747	1,512,817

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

**18 Capital Financing Account
(formerly Capital Adjustment Account)**

	2012 £	2011 £
Balance at 01 April	325,017	303,299
Financing capital expenditure in the year	4,888	8,646
Additions - using revenue balances	38,115	54,459
Loan repayments	(1,650)	(75)
Disposal of fixed assets	1,238	30
Depreciation eliminated on disposals	(79,215)	(78,413)
Reversal of depreciation	37,070	37,070
Deferred grants released	325,463	325,016
Balance at 31 March		

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

Congleton Town Council

Notes to the Accounts

31 March 2012

19 Revaluation Reserve

	2012	2011
	£	£
Balance at 01 April	105,592	105,592
Balance at 31 March	105,592	105,592

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

20 Earmarked Reserves

	Balance at 01/04/2011	Contribution to reserve	Contribution from reserve	Balance at 31/03/2012
	£	£	£	£
Capital Projects Reserves	91,557	50,000	(27,287)	114,270
Asset Renewal Reserves	8,000	8,000	-	16,000
Other Earmarked Reserves	167,753	139,944	(120,069)	187,628
Total Earmarked Reserves	267,310	197,944	(147,356)	317,898

The Capital Projects Reserves are credited with amounts equivalent to the interest on capital receipts balances, together with other amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2012 are set out in detail at Appendix A.

21 Reconciliation of Revenue Cash Flow

	2012	2011
	£	£
Net Operating Surplus for the year	99,866	202,426
Add/(Deduct)		
Interest Payable	18,206	18,368
Interest and Investment Income	(7,670)	(7,522)
Decrease/(Increase) in debtors	17,601	(2,365)
Increase/(Decrease) in creditors	8,149	(22,400)
Revenue activities net cash inflow	136,152	188,507

Congleton Town Council

Notes to the Accounts

31 March 2012

22 Movement in Cash

	2012 £	2011 £
Balances at 01 April		
Cash with accounting officers	124	89
Cash at bank	601,619	659,390
	<u>601,743</u>	<u>659,479</u>
Balances at 31 March		
Cash with accounting officers	135	124
Cash at bank	689,609	601,619
	<u>689,744</u>	<u>601,743</u>
Net cash inflow/(outflow)	<u>88,001</u>	<u>(57,736)</u>

23 Reconciliation of Net Funds/Debt

	2012 £	2011 £
Increase/(Decrease) in cash in the year	88,001	(57,736)
Cash inflow from new borrowings	-	(65,990)
Cash outflow from repayment of debt	38,116	54,459
Net cash flow arising from changes in debt	<u>38,116</u>	<u>(11,531)</u>
Movement in net funds/debt in the year	<u>126,117</u>	<u>(69,267)</u>
Cash at bank and in hand	601,743	659,479
Total borrowings	(695,541)	(684,010)
Net (debt) at 01 April	<u>(93,798)</u>	<u>(24,531)</u>
Cash at bank and in hand	689,744	601,743
Total borrowings	(657,425)	(695,541)
Net funds/(debt) at 31 March	<u>32,319</u>	<u>(93,798)</u>

24 Capital Commitments

The council had no capital commitments at 31 March 2012 not otherwise provided for in these accounts.

25 Contingent Liabilities

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

26 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 31st May 2012), which would have a material impact on the amounts and results reported herein.

Congleton Town Council

Appendices

31 March 2012

Appendix A

Schedule of Earmarked Reserves

31st March 2012

Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2011</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2012</u> £
<u>Capital Projects Reserves</u>				
Capital Contingency Fund	91,557	50,000	(27,287)	114,270
	<u>91,557</u>	<u>50,000</u>	<u>(27,287)</u>	<u>114,270</u>
<u>Asset Replacement Reserves</u>				
Capital Vehicle Fund	<u>8,000</u>	<u>8,000</u>		<u>16,000</u>
<u>Other Earmarked Reserves</u>				
Consultancy	14,500		(14,500)	0
Elections	4,900	5,100		10,000
Crime Prevention/Traffic Calming	3,779			3,779
Committed Grants	19,171	19,647	(19,171)	19,647
Ancient Treasures	3,000			3,000
Market Town Partnership	78,953	75,890	(80,284)	74,559
Training	3,000			3,000
Shopmobility	5,000		(3,900)	1,100
Devolved Services	15,000	15,000		30,000
Loan Repayments	2,950	1,807	(350)	4,407
Public Toilets	6,000	8,000		14,000
Play Areas	1,500	4,500		6,000
Public Realm	10,000		(1,864)	8,136
Legal Fees		10,000		10,000
	<u>167,753</u>	<u>139,944</u>	<u>(120,069)</u>	<u>187,628</u>
 TOTAL EARMARKED RESERVES	 <u>267,310</u>	 <u>197,944</u>	 <u>(147,356)</u>	 <u>317,898</u>

Congleton Town Council

31 March 2012

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Museum Support	4,500	4,500
Paddling Pool & Play Areas	33,796	34,239
Allotments	580	185
Tourism	23,500	14,960
Closed Churchyard & Church Clock	3,220	1,429
Congleton Town Hall	42,879	46,465
Public Conveniences	8,000	-
Community Safety	47,200	46,200
Congleton Partnership & Community Development	153,179	148,407
Highways Roads (Routine)	400	-
Handyman Services	52,998	43,043
Net Direct Services Costs	370,252	339,428
Corporate Management	120,358	134,991
Democratic & Civic	50,499	53,787
Net Democratic, Management and Civic Costs	170,857	188,778
Interest & Investment Income	(1,000)	(10,370)
Loan Charges	56,343	56,321
Capital Expenditure	4,000	4,888
Transfers to/(from) other reserves	35,457	50,588
(Deficit from)/Surplus to General Reserve	(1)	6,275
Precept on District Council	635,908	635,908

Congleton Town Council

31 March 2012

Annual Report Tables

Table. 2 – Service Income & Expenditure

	Notes	2012 £	2012 £	2012 £	2011 £
		Gross Expenditure	Income	Net Expenditure	Net Expenditure
PUBLIC SERVICES					
Museum Support		4,500	-	4,500	4,500
Paddling Pool & Play Areas		34,438	(199)	34,239	30,161
Allotments		375	(190)	185	152
Tourism		18,689	(3,729)	14,960	15,277
Closed Churchyard & Church Clock		1,429	-	1,429	224
Congleton Town Hall		155,872	(109,407)	46,465	173,060
Community Safety		47,200	(1,000)	46,200	40,366
Grants		84,351	(9,400)	74,951	81,471
Congleton Partnership		61,376	(30,377)	30,999	(18,494)
Community Development		44,857	(2,400)	42,457	31,445
Handyman Services		43,043	-	43,043	48,153
CENTRAL SERVICES					
Corporate Management		138,841	(3,850)	134,991	117,301
Democratic Representation and Management		44,494	-	44,494	41,284
Civic Expenses		9,293	-	9,293	7,493
Net Cost of Services		688,758	(160,552)	528,206	572,393