



Congleton Town Council

Historic market town

Chief Officer: David McGifford

8th June 2018

Dear Councillor,

Town Council Meeting – Thursday 14th June 2018

You are summoned to attend a meeting of the Council, to be held in the Town Hall, Congleton on **Thursday 14th June 2018 commencing at 6.30pm.**

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

Please note – There will be a meeting of the Planning Committee following this meeting, commencing at 7.00 pm.

Yours sincerely,

D McGifford
Chief Officer

AGENDA

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

To approve the Minutes of the meeting on 12th April 2018 and the Annual Council meeting held on 17th May 2018.

3. **Declarations of Disclosable Pecuniary Interest**

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

Congleton
beartown
where friends are made

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

Tel: 01260 270350 Fax: 01260 280357

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

4. **Outstanding Actions**

None

5. **Questions from Members of the Public**

To receive any questions from Members of the Public including those received in writing 7 days prior to the meeting.

Question from Mr R Walton

Dear Councillors,

In a recent edition of the Chronicle, it was mentioned that the War Memorial Hospital minor injuries clinic was closed over the May bank holiday weekend so that staff shortages at Macclesfield's A&E could be covered.

Since the War Memorial Hospital is an important part of the health service for all the people of Congleton, any closure will be of concern to residents. Travelling to use alternative facilities will have a real cost (both in time and money) for people in the town. In addition, the inconvenience could possibly also result in people not attending a minor injury unit which may well result in an unnecessary deterioration of the original health issue

A group of local residents was so concerned about this reduction in a vital local service that a freedom of information request was made, available on request. This showed over the last 3 years the minor injuries unit at Congleton War Memorial hospital has been closed for 1,725 hours or 21% of the time. This is on top of the fact that the weekend opening hours were changed from 8 am - 4 pm in October 2015 compared to the previous opening times of 8 am - 8:30 pm - a 36% reduction in weekend opening time.

The War Memorial is a priceless gem at the heart of the Congleton community

I would therefore like to know the following

- 1) Is Congleton Town Council unequivocally opposed to any further withdrawal of services at Congleton War Memorial Hospital, or indeed its eventual closure?
- 2) What practical assistance can Congleton Town Council give in ensuring that this doesn't happen again, or to stop the facility closing all together?

6. **Mayor's Announcements** (enclosed)

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

7. **Finance & Policy Committee** (enclosed)

To receive the minutes of the meeting held on 22nd March 2018.

8. **Planning Committee** (enclosed)

To receive the minutes of the meeting held on 5th April 2018

9. **Town Hall Committee** (enclosed)

To receive the minutes of the meeting held on 8th February 2018.

10. **Congleton Museum update** (to follow)

To receive an update and request of support from Congleton Museum relating to its proposed relocation to Bradshaw House

11. **Internal Audit Report** (enclosed)

To receive the 2017/18 Internal Audit Report.

12. **Annual Governance and Accountability Return 2017/18** (enclosed)

- (i) To receive and approve the Annual Governance Statement 2017/18.
- (ii) To receive and approve the Accounting Statements 2017/18

13. **Financial Statements 2017/18** (enclosed)

To receive and approve the unaudited financial statements 2017/18.

14. **Urgent Items**

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

15. **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.

16. **Youth Committee** (enclosed)

- a) To receive the minutes of the Youth Committee meeting held on 1st May 2018.
- b) To receive the minutes of the Junior Council meeting held on 14th May 2018.
- b) To deal with Questions from Members of the Youth Committee present at the meeting.

To: All Members of the Town Council,

CC: Press 2, Burgesses (5), Mayor's Chaplain,
Members of the Youth Committee
MP, Cheshire East Councillors (1), Library, Congleton Tourist Information Centre.

Congleton Town Council

Minutes of the Meeting of the Council held on Thursday 12th April 2018 Town Hall Congleton

PRESENT: Councillors

Mrs S A Smith (Deputy Mayor)
Mrs D S Allen
Mrs A L Armitt
J G Baggott
L D Barker
P Bates
R Boston
C H Booth (Town Mayor)
P Broom
D T Brown
G R Edwards
G P Hayes
Mrs S A Holland
Mrs A Morrison
Mrs J D Parry
M A Walker
Mrs E Wardlaw
G S Williams

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

Apologies were received from Cllrs Mrs A M Martin and H Richards.

2. **Minutes**

To approve the Minutes of the meeting held on 22nd March 2018.

CTC/42/1718 RESOLVED that the minutes of the meeting held on 22nd March 2018 be approved and signed by the Mayor.

3. **Declarations of Disclosable Pecuniary Interest**

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

Cllrs, P Bates, D T Brown Mrs E Wardlaw and G S Williams declared a non- pecuniary interest in any matters relating to Cheshire East Council.

Cllr J G Baggott declared a non- pecuniary interest in any matters relating to Cheshire East Council and Ansa.

4. **Outstanding Actions**

None.

5. Questions from Members of the Public

To receive any questions from Members of the Public including those received in writing 7 days prior to the meeting.

Question from Suzy Ferkin re Mountview Closure

Many of the Congleton Town Councillors were sufficiently interested in the future closure of Mountview to attend an informal, open meeting with concerned parties back in November 2017. At this meeting they assured us that they understood our concerns and were on our side. Now that Cheshire East Council (CEC) have confirmed that Mountview will close later this year, what specific actions are our Congleton Town Councillors planning to take to ensure that the residents of their wards in Congleton continue to have access to professionally staffed day care in Congleton? What is their response to the potential loss of this valuable community asset?

Response:

Thank you for raising your concerns with regards to the proposed closure of the Mountview care facility

We share your concern about the potential loss of this service for Congleton and have had initial discussions with relevant Cheshire East Councillors.

- We are aware that the Councils Adult Social Care commissioning team are currently engaged in a review of these services to establish exactly what will be needed in the Congleton area.
- We have been advised that there are currently 1 to 1 meetings with all current Mountview service users, their carers and families, whose input and views are helping to inform and co-design future services.
- Cheshire East Council confirmed that there will need to be suitable, alternative services identified and commissioned before the current provision ceases.

From a Town Councils' perspective we have requested that we are part of this process to ensure that all viable local options are investigated to try and minimise the impact for both current and future users and their families.

The Town Mayor reaffirmed the commitment from the Town Council that every effort would be made to retain this support in Congleton.

6. Mayor's Announcements

The Town Mayor drew attention to the various engagements that he and the Deputy Town Mayor had fulfilled since the last Council meeting.

7. Finance & Policy Committee

To receive the minutes of the meeting held on 15th February 2018

CTC/43/1718 RESOLVED that the minutes of the meeting held on the 15th February 2018 be received and the recommendations therein be adopted.

8. **Community Environment and Services**

To receive the minutes of the meeting held on 1st February 2018.

CTC/44/1718 RESOLVED that the minutes of the meeting held on 1st February 2018 be received and the recommendations therein be adopted.

9. **Personnel Committee**

To receive the minutes of the meeting held on 1st March 2018.

CTC/45/1718 RESOLVED that the minutes of the meeting held on 1st March 2018 be received and the recommendations therein be adopted.

10. **Planning Committee**

To receive the minutes of the meetings held on 8th February and 8th March 2018.

CTC/46/1718 RESOLVED that the minutes of the meetings held on 8th February and 8th March 2018 be received and the recommendations therein be adopted.

11. **Town Hall Committee**

To receive the minutes of the meetings held on 28th September 2017.

CTC/47/1718 RESOLVED that the minutes of the meeting held on 28th September 2017 be received and the recommendations therein be adopted.

12. **Method of Recording Councillor Attendance Figures**

To review the method of recording the meeting attendance figures for councillors.

CTC/48/1718 RESOLVED to reject the proposed change in the method of recording Councillors attendance levels, ie against their individual profiles on the website rather than the current method of being recorded in the minutes of the meeting.

The voting was as follows

For the proposed change – Cllrs R Boston, J G Baggott

Against change Mrs S A Smith (Deputy Mayor) Mrs D S Allen, Mrs A L Armitt L D Barker P Bates C H Booth (Town Mayor) P Broom, D T Brown, G R Edwards, G Hayes, Mrs S A Holland, Mrs A Morrison, Mrs J D Parry, M A Walker, Mrs E Wardlaw G S Williams
Against the proposed change

13. **Calendar of meeting dates for 2018/9**

To approve the proposed calendar of meeting dates for 2018/19.

CTC/49/1718 RESOLVED to approve the calendar of meeting dates for 2018/19.

14 Urgent Items

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

Cllrs reported and reflected on the passing away of Marie Johnson who was a key community leader and volunteer over many decades. The Chief Officer was asked to explore options to commemorate her service to Congleton.

15. 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.

Cheshire East Council updates were received from Councillor P Bates and G Hayes

16. Youth Committee

a) To receive the minutes of the Youth Committee meeting held on 19th February 2018.

CTC/50/1718 RESOLVED that the minutes of the meeting held on 19th February 2018 be received.

b) To deal with Questions from Members of the Youth Committee present at the meeting.

Michael Howell, Chairman of the Youth Committee thanked the six Town Councillors who attended their meeting on Monday (9th April). He confirmed that a meeting had been arranged for 1st May where representatives of the School Councils of Eaton Bank and Congleton High had been invited. The aim is to discuss concerns about safety, anti-social behaviour and activities for young people particularly in the summer holidays. Michael asked the Town Councillors for their support.

The Town Councillors voted to support the Youth Committee in their proposed activities.

**Cllr C H Booth
(Town Mayor)**

Congleton Town Council

Minutes of the Annual Meeting to the Town Council

Held at the Town Hall, Congleton on 17th May 2018

PRESENT: Councillors

Mrs S Akers Smith
P Bates
C H Booth
P Broom
G R Edwards
G P Hayes
Mrs S A Holland
Mrs A M Martin
H Richards
M A Walker
Mrs E Wardlaw
G S Williams

1. Election of the Town Mayor for the Ensuing Year

CTC/1/1819 RESOLVED –That Councillor Mrs S Akers Smith be elected Town Mayor for the ensuing Municipal Year and until the acceptance of office by her successor.

Councillor Mrs S Akers Smith then subscribed the Statutory Declaration of Acceptance of Office.

COUNCILLOR Mrs S Akers Smith (TOWN MAYOR) IN THE CHAIR

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

The Town Mayor then invested her Consort Mr Peter Akers Smith with the Chain of Office.

2. Vote of Thanks for the Retiring Mayor

CTC/2/1819 RESOLVED That a vote of thanks be accorded to Cllr C H Booth for the able manner in which he had undertaken his duties during the year he was in Office.

2.1 Presentation of the Former Town Mayor's Medallion

The Town Mayor thereupon presented Cllr C H Booth with the Former Town Mayor's Medallion, suitably inscribed, to record his Term of Office.

2.2 Presentation of the retiring Town Mayor's Cadet Medallion

Cllr C H Booth, then responded and presented the retiring Town Mayor's Cadet Joesph Crinks with a medallion.

2.3 Town Mayor's Cadet Scheme & Appointment of the Town Mayor's Cadet

The Town Mayor then gave details of the Town Mayor's Cadet Scheme and invested the next Town Mayor's Cadet, Clara Jackson with her badge of office.

3. Apologies

Apologies for absence were received from Councillors Mrs D S Allen, Mrs A L Armitt, J G Baggott, L D Barker, R Boston, D T Brown, Mrs A E Morrison and Mrs J Parry.

4. Election of Deputy Mayor

CTC/3/1819 RESOLVED that Councillor Mrs S A Holland be appointed Deputy Town Mayor for the ensuing Municipal Year and until the acceptance of Office by her successor. David Holland to be appointed as the Deputy Mayor's Consort for the ensuing Municipal Year.

5. Leader and Deputy Leader of the Council

CTC/4/1819 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/5/1819 RESOLVED - That membership of the Committees be as follows:-

6.1 Planning Committee

All Members of the Council.

6.2 Personnel Committee – 10 Members

Councillors DT Brown, P Bates, G R Edwards, Mrs S A Smith, JG Baggott, L D Barker, C H Booth, Mrs A M Martin, H Richards and G S Williams.

6.3 Finance & Policy Committee – 10 Members

Councillors G R Edwards, Mrs J D Parry, Mrs D S Allen, Mrs S A Smith, J G Baggott, P Bates, R Boston, Mrs S A Holland, M A Walker and Mrs E Wardlaw.

6.4 Community, Environment & Services Committee (C,E&S) – 10 Members

Councillors Mrs S A Holland, C H Booth, Mrs D S Allen, Mrs A L Armitt, R Boston, P Broom, G P Hayes, Mrs A M Martin, Mrs J D Parry and G S Williams.

6.5 Congleton Town Hall & Assets – 10 Members

Councillors G P Hayes, Mrs A E Morrison, Mrs S Akers Smith, Mrs A L Armitt, L D Barker, P Broom, D T Brown, H Richards, M A Walker and Mrs E Wardlaw.

6.6 Strategy Working Group

All Members of the Council.

7 Chairman & Vice Chairman of Committees

CTC/6/1819 RESOLVED that the following Members be appointed Chairman and Vice-Chairman of Committees for the ensuing year:-

	Committee	Chairman	Vice Chairman
7.1	Personnel	D T Brown (Deputy Leader)	P Bates
7.2	Finance and Policy	G R Edwards (Leader)	Mrs J D Parry
7.3	Community Environment and Services	Mrs S A Holland	C H Booth
7.4	Congleton Town Hall and Assets	G P Hayes	Mrs A E Morrison
7.5	Planning	L D Barker	Mrs A M Martin
7.6	Strategy	Leader	Deputy Leader

8. Appointment of Members to Other Offices

CTC/7/1819 RESOLVED- That the following Members be appointed to the offices set out below:

	Office	Name
8.1	Town Crier	Mr D Parker
	Deputy Town Crier	Cllr C H Booth
8.2	Curator of Town Treasures	Mr D Parker
	Assistant Curator of Town Treasures	Cllr D T Brown
8.3	Lead Members on quality	Councillors C H Booth, D T Brown & G R Edwards
8.4	Macebearer	Mr D Parker
	Deputy Macebearer	Cllr P Bates
8.5	Youth Committee Link Councillors 4 from	Mrs A L Armitt, L D Barker, C H Booth, D T Brown, G P Hayes, Mrs S A Holland, Mrs J D Parry, and Mrs E Wardlaw
8.6	Selection Panel for Co-option (5)	Town Mayor, Leader, Chair of Personnel Committee plus 2 other Councillors
8.7	Complaints Panel (quorum 4)	Town Mayor, Leader, Chair of Personnel Committee Plus 3 from Committee Chairman
8.8	Cheque signatories - 2 from 6	Councillors J G Baggott, D T Brown, G R Edwards, Mrs S A Holland, Mrs A M Martin and Mrs J D Parry

9. Appointments to Outside Bodies

CTC/8/1819 RESOLVED- That the following Members be appointed to the outside bodies set out below:

	Outside Bodies	Number	
9.1	Congleton Museum Trust	1+ Res	Councillors Mrs A E Morrison & Mrs A M Martin
9.2	Congleton Partnership Executive Group	2	Councillors G R Edwards & Mrs A E Morrison
9.3	Hilary Avenue allotment Association	1	Cllr G S Williams
9.4	Astbury Mere Trust	1	Cllr Mrs E Wardlaw
9.5	ChAlc	1	Cllr Mrs S A Holland +any other interested members
9.6	Cheshire East Liaison		Relevant CEC Councillor
9.7	Local Police Liaison	1+ Res	Councillors P Bates & H Richards

10. MAYOR'S CHAPLAIN

The Town Mayor advised the meeting that Steve Hodgkinson from New Life Church had been appointed as the Mayor's Chaplain for the ensuing year.

11. MAYORAL ANNOUNCEMENTS

The Town Mayor advised the meeting that the Civic Service would be held on Sunday 17th June 2017 at Congleton Town Hall, High Street, Congleton at 3.00pm.

Mrs S Akers Smith
TOWN MAYOR

TOWN MAYOR'S ENGAGEMENTS

2018

19 th May	Ruby's Fund Dinner
20 th May	Cheshire & Warrington Carers Trust Event
21 st May	Winsford Annual Council Meeting
23 rd May	Cheshire East Annual Council Meeting
30 th May	A.T.C. Event – Rope Walk
1 st June	Women's World Day of Prayer
8 th June	Trinity Amateur Operatic Society – Daneside Theatre
10 th June	Food and Drink Festival
13 th June	Ruby's Fund Teddy Bear Picnic

DEPUTY MAYOR

8 th June	National Trust Event – Little Moreton Hall
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CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 22nd March 2018

PRESENT - Councillors

Mrs D Allen
G Baggott
P Bates
L Barker
C Booth (Mayor)
R Boston
G R Edwards (Chairman)
Mrs. S A Holland
Mrs A Martin
Mrs J D Parry
M Walker
Mrs E Wardlaw

1. Apologies

Apologies for absence were received from Cllr S Akers Smith

2. Minutes

FAP/64/1718 RESOLVED that the Minutes of the Meeting of the Committee held on 15th February 2018 be approved and signed by the chairman.

3. Declarations of Interest

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

Cllrs G Baggott, P Bates, and E Wardlaw declared a non-pecuniary interest in any matters relating to Cheshire East Council.

Cllrs D Allen, G Baggott, P Bates, L Barker, C Booth, R Boston, G R Edwards, S A Holland, A Martin, J D Parry, M Walker & E Wardlaw declared a non-pecuniary interest in matters arising in Item 6- New Applications for Financial Assistance GR19/1718.

4. Outstanding Actions

There were no outstanding actions.

5. Grant Approvals and Commitments 2017-18

To receive a statement showing the current position.

FAP/65/1718 RESOLVED that the grant summary be received.

6. New Applications for Financial Assistance

FAP/66/1718 RESOLVED that the following grants be awarded:-

GR12/ 1718 Ruby's Fund £500 towards a soft play room
GR13/ 1718 Congleton Library £100 towards the summer reading challenge
GR15 /1718 Congleton Carnival £7,500 towards Carnival 2018
GR16/ 1718 Bromley Farm Community £400 towards newsletter
GR17/ 1718 Congleton Bath House and Physic Garden £100 Equip for community events
GR18/ 1718 Friends of Congleton Park £300 towards Brass on the Grass
GR20/ 1718 Congleton Museum £228 towards front improvements.

The following grant(s) were refused:

GR14/ 1718 Dane Valley Scouts – a contribution towards Jamboree 2019 could come from the Mayors account rather than the grants fund
GR19/ 1718 Go Triathlon Event £500 towards Children's event was agreed to be paid from a revenue budget:

7. New Grant Activities Monitoring Forms

There were no Grant Activity monitoring forms.

8. Management Accounts to 31st January 2018

FAP/67/1718 RESOLVED to receive the management accounts to 31st January 2018.

9. Bank Reconciliation

FAP/68/1718 RESOLVED to receive and consider the bank reconciliation as at 31st January 2018.

10. List of Payments

FAP/69/1718 RESOLVED to receive and consider the Payments List between 1st January – 31st January 2018.

11. Interim Internal Audit Report

FAP/70/1718 RESOLVED to receive and approve the interim internal audit report 2017/18.

12. Business Risk Assessment 2018/19

FAP/71/1718 RESOLVED to receive and approve the Business Risk Assessment for 2018/19.

13. Financial Regulations

FAP/72/1718 RESOLVED to receive and approve the updated Financial Regulations.

14. Standing Orders for Contracts

FAP/73/1718 RESOLVED to receive and approve the updated Standing Orders for contracts.

**Cllr G R Edwards
(Chairman)**

CONGLETON TOWN COUNCIL
MINUTES OF THE MEETING OF THE PLANNING COMMITTEE
HELD ON 5th APRIL 2018

PRESENT

Councillor L D Barker - Chairman
Mrs D S Allen
Mrs S Akers Smith
Mrs A L Armitt
J G Baggott
P Bates
R. Boston
C H Booth
D T Brown
G R Edwards
Mrs A M Martin
Mrs A E Morrison
Mrs J D Parry
M A Walker
G S Williams

1. **APOLOGIES**

Apologies for absence were submitted from Councillors P. Broom, G. P. Hayes, Mrs S. A. Holland and Mrs E Wardlaw.

2. **MINUTES**

PLN/57/1718 RESOLVED: That the Minutes of the Meeting of the Committee held on 8th March 2018 be approved and signed by the Chairman as a correct record.

3. **DECLARATIONS OF INTEREST**

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

Councillors Bates, Baggott, Brown and Williams declared a "non pecuniary" interest due to their membership of Cheshire East Council.

4. **OUTSTANDING ITEMS**

No outstanding actions

5. PLANNING APPLICATIONS

PLN/58/1718 RESOLVED: That the following comments be made to Cheshire East Borough Council:

Weekly List 26th February 2018

18/1076D	Land North of Chestnut Drive, Congleton, CW12	NO OBJECTION
18/1020C	Land at Macclesfield Road, Congleton, CW12	NO OBJECTION

Weekly List 5th March 2018

18/1081C	10 Park View, Park Road, Congleton, CW12 1DR	NO OBJECTION
Councillor Martin declared a "non pecuniary" interest in application 18/1081C		
18/1170C	54 Leek Road, Congleton, CW12 3HU	NO OBJECTION
Subject to taking into consideration two neighbour's concerns and a site visit to determine levels required to avoid flooding issues		
18/1099D	Dane Velley Road, Congleton, CW12 1PH	NO OBJECTION
18/0620C	6 Box Lane, Congleton, CW12 4NS	NO OBJECTION
18/1126C	Cranberry Gardens, Macclesfield Road, Congleton	NO OBJECTION

Weekly List 12th March 2018

18/1173C	19 Johnson Close, Congleton, CW12 3TQ	NO OBJECTION
18/1214D	Land Off Padgbury Lane, Congleton, CW12	NO OBJECTION
18/1216D	Land West of Padgbury Lane, Congleton, CW12	NO OBJECTION
18/1271C	1B Sherratt Close, Congleton, CW12 3BT	NO OBJECTION
18/1272C	11 Richards Grove, Congleton, CW12 4WH	NO OBJECTION
18/1301D	Land North of Sprink Lane, Congleton, CW12	NO COMMENT
Councillor Barker declared a "pecuniary" interest in application 18/1301C – this item was not debated		
All Councillors declared a "non pecuniary" interest in application 18/1301D as the applicant is a Town Councillor		
18/1302C	9 Guernsey Close, Congleton, CW12 3TL	NO OBJECTION
18/1303C	12 A West Street, Congleton, CW12 1JR	NO OBJECTION
subject to Cheshire East's Conservation Officer being consulted		
Councillor Martin declared a "pecuniary" interest in application 18/1303C and left the room and did not vote		
Councillor Booth declared a "non pecuniary" interest in application 18/1303C		
18/1305C	82 Longdown Road, Congleton, CW12 4QR	NO OBJECTION
18/1312C	108 Longdown Road, Congleton, CW12 4QS	NO OBJECTION

Weekly List 19th March 2018

18/1323C	74 Bath Vale, Congleton, CW12 2HY	NO OBJECTION
18/1343C	37 Bailey Crescent, Congleton, CW12 2EN	NO OBJECTION
18/1377C	Land East of Footbath 37, Middle Lane, Congleton	NO OBJECTION
18/1401C	11 Berkshire Drive, Congleton, CW12 1SB	NO OBJECTION
18/1417C	40 Thames Close, Congleton, CW12 3RL	NO OBJECTION
18/1460D	Lawton House Surgery, Bromley Road, Congleton, CW12	NO OBJECTION
Councillor Bates declared a "non pecuniary" interest in application 18/1460D		

Weekly List 26th March 2018

18/0986C Chapel Brook House, 9 Moody Street, Congleton, CW12 **REFER TO CHESHIRE EAST LEGAL TEAM DUE TO THE DISPARITY BETWEEN THE TWO APPLICATIONS**

18/0987C Chapel Brook House, 9 Moody Street, Congleton, CW12 **REFER TO CHESHIRE EAST LEGAL TEAM DUE TO THE DISPARITY BETWEEN THE TWO APPLICATIONS**

18/1531C 40 Dale Crescent, Congleton, CW12
18/1538C 4 Dorset Close, Congleton, CW12 1LU

NO OBJECTION
NO OBJECTION

6. **PLANNING APPEALS**

None to report

L D Barker – Chairman

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN HALL COMMITTEE HELD ON
THURSDAY 8th February 2018

In attendance

Committee members

Mrs S A Smith
Mrs A L Armitt
Mr L Barker
Mr G P Hayes - Chairman
Mrs A Morrison – Vice Chairman

Non Committee member

Mr G R Edwards – Leader

Minutes

1. **Apologies for absence.**

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

Apologies were received from Councilors D T Brown, P Broom, Mrs E Wardlaw, M Walker and H Richards.

2. **Minutes**

To confirm the minutes of the Meeting held on 28th September 2017 as a correct record.

TH/13/1718 resolved to approve the minutes of the meeting held on the 28th September 2017.

3. **Declarations of Interest**

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

There were no declarations of interest

4. **Outstanding Actions**

There were no outstanding actions.

5. **Town Hall Trading Account**

To accept the Town Hall Trading account to 31st December 2017 and to note the content of the summary report.

TH/14/1718 resolved to accept the Town Hall Trading account to 31st December 2017 and the summary report.

6. **Update on Town Hall bookings and proposals to meet targets for 2018-19**

To receive a report from the Town Centre and Marketing Manager on the Town Hall bookings 2017-18 and to agree proposals to meet income targets for 2018-19.

TH/15/1718 resolved to receive the report and the recommendations therein.

7. **Purchasing a new Electronic Screen for the Spencer Suite**

To approve a report from the Town Hall Supervisor regarding purchasing an electronic screen for the Spencer Suite.

TH/16/1718 resolved to approve the proposed acquisition of the Electronic screen for £1,854+vat.

8. **Refurbishment of the Spencer Suite**

To receive an update from the Chief Officer on proposed works for the Spencer Suite.

TH/17/1718 resolved to receive the update from the Chief Officer and the recommendations therein.

9. **Repositioning of the Town Mayor Photos**

To consider a report from the Town Hall Supervisor on re-siting the Mayors Photographs and to agree on the location of the pictures.

TH/18/1718 resolved to approve the proposal to relocate the Mayors pictures and the History of the Mayors to the balcony in the Grand Hall.

10. **CCTV – additional Cameras**

To approve a plan from the Town Hall Supervisor to increase the number of CCTV cameras in the Town Hall

TH/19/1718 resolved to approve the proposal to purchase 3 additional CCTV cameras for the Town hall at a cost of £1,813.32 plus vat and an annual maintenance cost of £21.00 plus vat.

11. **Grand Hall Stage – safety report and handrails**

To approve a plan from the Town Hall Supervisor to have the Town Hall stage serviced and to give delegated powers to sort out actions arising from the service providing within budgets set in the financial regulations.

TH/20/1718 resolved to approve the recommendations of the Town Hall Supervisor for the Service and safety inspection of the stage and delegating the authority to the Chief Officer to approve works resulting from the inspection that are within the limits set in the Financial Regulations.

Cllr G P Hayes
Chairman

Congleton Town Council

Internal Audit Report 2017-18: Final update

Adrian Shepherd-Roberts

For Auditing Solutions Ltd

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service to Congleton Town Council since 2003.

This report sets out the work undertaken in relation to the 2017-18 financial year, during our visits on 12th October 2017 and 8th March and 5th June 2018 together with the matters arising and recommendations for action, where appropriate.

Internal Audit Approach

In undertaking our review for the year, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/Annual Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Governance and Accountability Return, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We have concluded that, on the basis of the programme of work we have undertaken, the Council has maintained adequate and effective internal control arrangements during the year.

We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

We have completed and signed the 'Annual Internal Audit Report' in the year's Annual Governance and Accountability Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have: -

- Ensured that the ledger remains in balance at the present date;
- Verified the opening trial balance for 2017-18 to the Statement of Accounts and Annual Return for 2016-17 to ensure that the closing balances have been brought forward accurately and completely;
- Checked and agreed transactions in the Council's main bank account cashbooks to the relevant RBS Bank statements for April and August 2017 and January and March 2018;
- Checked and agreed for the same four months, all inter account "sweep" transfers between the current and high interest bank account;
- Examined and verified the accuracy of transactions in the Council's mayoral charity bank account cashbooks for the year to March 2018, combined current and deposit accounts as at 30th April, 31st August 2017 and 31st January and 31st March 2018 to ensure that no long-standing uncleared cheques or other anomalous entries exist.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment.

Review of Corporate Governance

Our objective is to ensure that the Council has robust corporate governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We noted previously that an updated Corporate Business Plan had been prepared and have examined the content accordingly.

We note that the Standing Orders and Financial Regulations were reviewed and adopted in March 2018.

We have completed our review of the minutes of the Full Council and Standing Committees, excluding Planning, to ensure that no actions of an ultra vires nature are being either considered or have been actioned, whilst also ensuring that the Council's finances remain at a healthy level to provide appropriate funds for future planned development and current revenue spending plans. We also note that, as previously, various grants have been approved for payment during the current year.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- An official order has been raised in each and every case where one would be expected;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have continued work in this area examining a sample of payments individually in excess of £3,500 plus every 35th payment processed in the year to 31st March 2018 totalling £349,2492 and equating to 58% by value of all non-pay related expenditure.

We have also examined the periodically prepared and submitted VAT returns to HMRC to March 2018 agreeing sample detail to the underlying Omega control account.

Conclusions

We are pleased to report that no issues have been identified in this area.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage any such risks identified in order to minimise the opportunity for their coming to fruition.

Risk assessment registers are in place and they are subject to routine annual review and update. We note that the Business Risk Assessment was approved by Finance & Policy Committee in March 2018.

We noted at a previous visit that an external agent for Health and Safety and HR Services Ansa Environmental Services Ltd has been appointed.

Zurich Municipal continues to provide the Council's insurance cover: we have examined the current year's schedule (to May 2018) and consider it meets the current needs of the Council appropriately with Employer's liability set at £10 million and Public Liability cover set at £15 million and Fidelity Guarantee cover at £1.0 million.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

We also note that the Council approved a precept of £836,152 for 2018-19 at its December 2017 meeting.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process.

Review of Income

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure that all income due to the Council is identified and invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies. We have: -

- Examined the "Aged debtors schedule" generated by the accounting software and are pleased to record that there are no significant issues arising with regard to long-standing debts of which officers and members are unaware.
- We have at this interim update visit reviewed the management processes and procedures for the Town Hall bookings including the completion of booking forms, the invoicing of fees and the subsequent receipt of fees and their banking records. We are pleased to report that the booking process is well managed and that records are maintained in a satisfactory manner.

We have also reviewed the nominal ledger detailed transaction reports for income items for the year to August 2017 to ensure that no obvious coding errors or other anomalous entries are apparent and are pleased to record that none are in evidence.

Conclusions

We are pleased to record that there are no significant issues in this area.

Petty Cash Account and Credit Card

The Council operates a limited petty cash account at the Town Hall on an imprest basis with reimbursement of expenditure incurred at regular intervals topping the cash balance back to the approved level of £200.

We have by reference to transactions in October 2017: -

- Verified that all payments were suitably supported by a traders invoice or till receipt,
- Noted that sound “internal” vouchers, sequentially numbered and signed by the claimant, are attached to the receipts;
- Verified that VAT is correctly identified with a journal entry made to the Omega control account for periodic recovery;
- Verified and balanced the petty cash to the holding of £200; and
- We have also completed a review of the credit card facility for three months from May to July 2017 and have checked the receipts and subsequent payments by the bank and we are satisfied that this is managed and controlled effectively.

Conclusions

No matters arise in this area of our review.

Salaries and Wages

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1st April 2015 in relation to employee percentage bandings. To meet that objective, we have: -

- Ensured that the Council has approved staff pay rates for the financial year, based upon the approved NJC rates;
- Checked and agreed the computation of staff gross and net pay and salary deductions for August 2017, noting the continued use of a local, third party bureau service provider who utilises Sage software for this purpose;
- Checked to ensure that appropriate tax codes and national insurance tables are being applied in the year and that the correct deductions / contributions have been deducted and paid over to HMRC in a timely manner;
- Ensured that the appropriate revised superannuation contribution rates have been applied, also ensuring that the deductions have been paid over to the County Council in a timely manner; and

- Examined a sample of the time sheets and travel expenses supporting payments made through the August 2017 payroll to ensure that they have been approved for payment and processed appropriately.

Conclusions

We are pleased to record that no issues have been identified in this area.

Fixed Asset Registers

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We have checked and agreed the principles used in the detail, as recorded in the Council's Asset Register, noting that it has been prepared using purchase cost values or where that value is unknown at the previous year's Return level or uplifted or decreased to reflect the acquisition or disposal of assets.

Conclusion

No issues require formal comment or recommendation.

Investments & Loans

Our objectives here are to ensure that the Council is "investing" surplus funds, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the appropriate loan agreements.

The Council holds no specific investments but holds a special Interest account with RBS and a deposit with the Cambridge and Counties Bank.

We have verified the half-yearly loan repayments to PWLB and the interest free loan from Cheshire East BC by reference to their "invoice" advices as part of the aforementioned expenditure testing.

Conclusions

We are pleased to report that no issues have been identified in this area that warrants any further attention by officers or formal recommendation.

Annual Governance and Accountability Return

The 1996 Accounts and Audit Regulations required that all Councils prepare a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council's financial affairs.

We have examined the Council's procedures in relation to the preparation of the year-end detailed Annual Governance and Accountability Return data, also reviewing the arrangements for the identification of year-end debtors and creditors with no issues arising.

Conclusions

No issues have arisen in this review area and, on the basis of work undertaken during the year, we have duly signed off the Internal Audit Report of the Annual Governance and Accountability Return, assigning positive assurances in each relevant area.

Annual Internal Audit Report 2017/18

Congleton Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority'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 this authority.

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

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

12/10/17 8/3/18 5/6/18

Name of person who carried out the internal audit

Adrian Shepherd-Roberts
A Shepherd-Roberts
For Auditing Solutions Ltd

Signature of person who carried out the internal audit

Date 05/06/2018

*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, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

Congleton Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2018, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		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 Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing 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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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 this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		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 this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

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

This Annual Governance Statement is approved by this authority and recorded as minute reference:

dated

14/06/2018

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.congleton-tc.gov.uk

Section 2 – Accounting Statements 2017/18 for

Congleton Town Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	677,151	741,286	<i>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.</i>
2. (+) Precept or Rates and Levies	784,342	798,212	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	557,875	551,371	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	-638,685	-680,072	<i>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.</i>
5. (-) Loan interest/capital repayments	-58,128	-55,738	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	-581,269	-647,309	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	741,286	707,750	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	759,454	764,254	<i>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.</i>
9. Total fixed assets plus long term investments and assets	2,788,378	2,844,992	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	453,279	414,594	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date 14/06/2018

I confirm that these Accounting Statements were approved by this authority on this date:

14/06/2018

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

Congleton Town Council

Unaudited Financial Statements

For the year ended 31 March 2018

Congleton Town Council

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31 March 2018

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Congleton Town Council

Council Information

31 March 2018

(Information current at 14th June 2018)

Town Mayor

Cllr Mrs S. M. Akers Smith

Councillors

Cllr Mrs D. S. Allen

Cllr Mrs A. L. Armitt

Cllr J. G. Baggott

Cllr L. D Barker

Cllr P. D. Bates

Cllr C. H. Booth

Cllr R. Boston

Cllr P. Broom

Cllr D.T Brown

Cllr G. R. Edwards

Cllr G. P Hayes

Cllr Mrs S. A. Holland

Cllr Mrs A. M. Martin

Cllr Mrs A. E. Morrison

Cllr Mrs J. D. Parry

Cllr H. L. Richards

Cllr M. A. Walker

Cllr Mrs E. Wardlaw

Cllr G.S Williams

Chief Officer

Mr D McGifford

Responsible Financial Officer (R.F.O.)

Mrs J. Potts FMAAT, CILCA

Auditors

PKF Littlejohn LLP

SBA Team

1 Westferry Circus, Canary Wharf

London, E14 4HD

Internal Auditors

Auditing Solutions Limited

Clackerbrook Farm

46 The Common, Bromham

Chippenham' Wiltshire' SN15 2JJ

Congleton Town Council
Statement of Responsibilities
31 March 2018

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 Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (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 2018 and its income and expenditure for the year then ended.

In preparing the Unaudited 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 further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Congleton Town Council at 31 March 2018, and its income and expenditure for the year ended 31 March 2018.

Signed:

Mrs J. Potts FMAAT, CILCA- Responsible Financial Officer

Date:

Congleton Town Council
Statement of Accounting Policies
31 March 2018

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

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). Comparative figures have been restated to conform to the revised formats where appropriate. 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 in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets 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. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

all assets are included in the balance sheet at the lower of cost (estimated where not known) or estimated realisable value, except that,

certain community assets are the subject of restrictive covenants as to their use and /or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only..

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.

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.

Congleton Town Council
Statement of Accounting Policies
31 March 2018

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.

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 14.

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 15.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 17 to 19.

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.

Congleton Town Council
Statement of Accounting Policies
31 March 2018

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 2019 and any change in contribution rates as a result of that valuation will take effect from 1st April 2020.

Congleton Town Council
Income and Expenditure Account
31 March 2018

	Notes	2018 £	2017 £
Income			
Precept on Unitary Authority		798,212	784,342
Grants Receivable		13,429	39,155
Rents Receivable, Interest & Investment Income		4,625	4,365
Charges made for Services		531,523	514,355
Other Income		1,794	-
Total Income		1,349,583	1,342,217
Expenditure			
Direct Service Costs:			
Salaries & Wages		(516,713)	(502,172)
Grant-aid Expenditure		(70,975)	(58,848)
Other Costs		(434,817)	(450,129)
Democratic, Management & Civic Costs:			
Salaries & Wages		(163,359)	(136,513)
Other Costs		(88,746)	(62,163)
Total Expenditure		(1,274,610)	(1,209,825)
Excess of Income over Expenditure for the year:		74,973	132,392
Exceptional Items			
(Loss) on the disposal of fixed assets		(1,808)	(310)
Net Operating Surplus for Year		73,165	132,082
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(38,686)	(40,861)
Capital Expenditure charged to revenue	10	(69,823)	(27,396)
Reverse profit on asset disposals		1,808	310
Transfer from/(to) Earmarked Reserves	19	48,461	(59,894)
Surplus for the Year to General Fund		14,925	4,241
Net (Deficit)/Surplus for the Year		(33,536)	64,135
The above (Deficit)/Surplus for the Year has been (funded)/applied for the Year (from)/to as follows:			
Transfer from/(to) Earmarked Reserves	19	(48,461)	59,894
Surplus for the Year to General Fund		14,925	4,241
		(33,536)	64,135

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

The notes on pages 12 to 19 form part of these unaudited statements.

Congleton Town Council
Statement of Movement in Reserves
31 March 2018

Reserve	Purpose of Reserve	Notes	2018 £	Net Movement in Year £	2017 £
Asset Revaluation Reserve	Store of gains on revaluation of fixed assets	18	100,943	..	100,943
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	17	370,801	56,316	314,485
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	19	516,966	(48,461)	565,427
General Fund	Resources available to meet future running costs		190,784	14,925	175,859
Total			1,179,494	22,780	1,156,714

The notes on pages 12 to 19 form part of these unaudited statements.

Congleton Town Council

Balance Sheet

31 March 2018

	Notes	2018 £	2018 £	2017 £
Fixed Assets				
Tangible Fixed Assets	9		2,136,504	2,160,171
Current Assets				
Debtors and prepayments	12	35,592		28,026
Cash at bank and in hand		<u>764,254</u>		<u>759,454</u>
		799,846		787,480
Current Liabilities				
Current Portion of Long Term Borrowings		(41,188)		(41,076)
Creditors and income in advance	13	<u>(92,094)</u>		<u>(46,193)</u>
Net Current Assets			666,564	700,211
Total Assets Less Current Liabilities			2,803,068	2,860,382
Long Term Liabilities				
Long-term borrowing	14		(373,406)	(412,203)
Deferred Grants	16		<u>(1,250,168)</u>	<u>(1,291,465)</u>
Total Assets Less Liabilities			<u>1,179,494</u>	<u>1,156,714</u>
Capital and Reserves				
Revaluation Reserve	18		100,943	100,943
Capital Financing Reserve	17		370,801	314,485
Earmarked Reserves	19		516,966	565,427
General Reserve			<u>190,784</u>	<u>175,859</u>
			<u>1,179,494</u>	<u>1,156,714</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2018, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 14th June 2018 .

Signed:
Cllr Mrs S. M. Akers Smith
Town Mayor

.....
Mrs J. Potts FMAAT, CiLCA
Responsible Financial Officer

Date:

.....

The notes on pages 12 to 19 form part of these unaudited statements.

Congleton Town Council

Cash Flow Statement

31 March 2018

	Notes	2018 £	2018 £	2017 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(679,545)		(636,895)
Other operating payments		(545,093)		(554,453)
			(1,224,638)	(1,191,348)
<i>Cash inflows</i>				
Precept on Unitary Authority		798,212		784,342
Cash received for services		530,176		511,090
Revenue grants received		13,429		39,155
			1,341,817	1,334,587
Net cash inflow from Revenue Activities	20		117,179	143,239
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(8,554)		(17,267)
<i>Cash inflows</i>				
Interest received		4,683		3,495
			(3,871)	(13,772)
Net cash (outflow) from Servicing of Finance				
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(69,823)		(27,396)
			(69,823)	(27,396)
Net cash (outflow) from Capital Activities				
Net cash inflow before Financing			43,485	102,071
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>				
Loan repayments made			(38,685)	(40,861)
			(38,685)	(40,861)
Net cash (outflow) from financing and liquid resources				
Increase in cash	21		4,800	61,210

The notes on pages 12 to 19 form part of these unaudited statements.

Congleton Town Council

Notes to the Accounts

31 March 2018

1 Interest and Investment Income

	2018	2017
	£	£
Interest Income - General Funds	4,625	4,365
	<u>4,625</u>	<u>4,365</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:

	2018	2017
	£	£
Recruitment Advertising	-	150
Other Advertising	134	205
Promotions	5,590	4,101
Council Newsletter	4,684	5,202
Council Website	320	1,050
	<u>10,728</u>	<u>10,708</u>

5 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:

	2018	2017
	£	£
Fees for statutory audit services	2,000	2,000
Total fees	<u>2,000</u>	<u>2,000</u>

6 Members' Allowances

	2018	2017
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	3,000	3,000
Members' Expenses	37	-
	<u>3,037</u>	<u>3,000</u>

Congleton Town Council

Notes to the Accounts

31 March 2018

7 Employees

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

	2018 Number	2017 Number
Full-time	17	18
Part-time	10	10
Temporary	-	-
	<u>27</u>	<u>28</u>

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

8 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 2018 was £96,967 (31 March 2017 - £78,768).

The most recent actuarial valuation was carried out as at 31st March 2016, and the council's contribution rate is confirmed as being 20.15% of employees' pensionable pay with effect from 1st April 2018 (year ended 31 March 2018 – 19.65%).

Congleton Town Council

Notes to the Accounts

31 March 2018

9 Tangible Fixed Assets

	Operational Freehold Land and Buildings	Operational Leasehold Land and Buildings	Vehicles and Equipment	Infra- structure Assets	Community Assets	Total
Cost	£	£	£	£	£	£
At 31 March 2017	2,238,569	95,000	241,204	85,556	151,295	2,811,624
Additions	-	-	64,031	5,792	-	69,823
Disposals	-	-	(9,613)	(2,697)	(899)	(13,209)
At 31 March 2018	2,238,569	95,000	295,622	88,651	150,396	2,868,238
Depreciation						
At 31 March 2017	(373,176)	(17,100)	(191,009)	(67,184)	(2,984)	(651,453)
Charged for the year	(43,472)	(1,900)	(36,851)	(8,865)	(584)	(91,672)
Eliminated on disposal	-	-	9,607	1,784	-	11,391
At 31 March 2018	(416,648)	(19,000)	(218,253)	(74,265)	(3,568)	(731,734)
Net Book Value						
At 31 March 2018	1,821,921	76,000	77,369	14,386	146,828	2,136,504
At 31 March 2017	1,865,393	77,900	50,195	18,372	148,311	2,160,171

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.

Assets Held under Finance Agreements

The council holds no such assets.

10 Financing of Capital Expenditure

	2018 £	2017 £
The following capital expenditure during the year:		
Fixed Assets Purchased	69,823	27,396
	69,823	27,396
was financed by:		
Revenue:		
Capital Projects Reserve	64,923	13,557
Equipment Replacement Reserve	4,900	349
Precept and Revenue Income	-	13,490
	69,823	27,396

Congleton Town Council

Notes to the Accounts

31 March 2018

11 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

Paddling Pool plant and equipment

Christmas Lights

Town Hall Furniture and Equipment

Sundry office equipment

Streetscape Vehicles and Equipment

Infrastructure Assets

Fencing and gates at various sites

Noticeboards and road signs

Other street furniture

Community Assets

Council Artefacts & Regalia

War Memorial

Statue - Sergeant Eardley VC

Public Toilets (2)

Land by War Memorial

12 Debtors

	2018	2017
	£	£
Trade Debtors	16,311	15,049
VAT Recoverable	14,678	10,839
Other Debtors	6	-
Prepayments	1,967	1,268
Accrued Income	1,818	-
Accrued Interest Income	812	870
	<u>35,592</u>	<u>28,026</u>

Congleton Town Council

Notes to the Accounts

31 March 2018

13 Creditors and Accrued Expenses

	2018	2017
	£	£
Trade Creditors	27,824	17,513
Other Creditors	16,087	6,907
Payroll Taxes and Social Security	9,959	9,431
Accruals	28,461	11,022
Accrued Interest Payable	8,498	-
Income in Advance	1,265	1,320
	<u>92,094</u>	<u>46,193</u>

14 Long Term Liabilities

	2018	2017
	£	£
Public Works Loan Board	360,094	362,429
Cheshire East Council	54,500	90,850
	<u>414,594</u>	<u>453,279</u>

The above loans are repayable as follows:

	2018	2017
	£	£
Within one year	41,188	41,076
From one to two years	25,843	41,302
From two to five years	17,100	34,470
From five to ten years	34,396	32,828
Over ten years	296,067	303,603
	<u>414,594</u>	<u>453,279</u>
Total Loan Commitment		
	(41,188)	(41,076)
	<u>373,406</u>	<u>412,203</u>

15 Financial Commitments under Operating Leases

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

	2018	2017
	£	£
Obligations expiring within one year	36,969	30,935
Obligations expiring between two and five years	998	7,032
Obligations expiring after five years	-	-
	<u>37,967</u>	<u>37,967</u>

Congleton Town Council

Notes to the Accounts

31 March 2018

16 Deferred Grants

	2018	2017
	£	£
Capital Grants Applied		
At 01 April	1,291,465	1,332,762
Grants Applied in the year	-	-
Released to offset depreciation	(41,297)	(41,297)
Extinguished and/or transferred	-	-
At 31 March	<u>1,250,168</u>	<u>1,291,465</u>
Total Deferred Grants		
At 31 March	1,250,168	1,291,465
At 01 April	<u>1,291,465</u>	<u>1,332,762</u>

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.

17 Capital Financing Account

	2018	2017
	£	£
Balance at 01 April	314,485	289,469
Financing capital expenditure in the year		
Additions - using revenue balances	69,823	27,396
Loan repayments	38,686	40,861
Disposal of fixed assets	(13,209)	(10,720)
Depreciation eliminated on disposals	11,391	10,410
Reversal of depreciation	(91,672)	(84,228)
Deferred grants released	41,297	41,297
Balance at 31 March	<u>370,801</u>	<u>314,485</u>

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 2018

18 Revaluation Reserve

	2018	2017
	£	£
Balance at 01 April	100,943	100,943
Balance at 31 March	100,943	100,943

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.

19 Earmarked Reserves

	Balance at 01/04/2017	Contribution to reserve	Contribution from reserve	Balance at 31/03/2018
	£	£	£	£
Capital Projects Reserves	255,909	44,000	(72,607)	227,302
Asset Renewal Reserves	36,140	4,000	(4,900)	35,240
Other Earmarked Reserves	273,378	62,444	(81,398)	254,424
Total Earmarked Reserves	565,427	110,444	(158,905)	516,966

The Capital Projects Reserves are credited with 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 2018 are set out in detail at Appendix A.

20 Reconciliation of Revenue Cash Flow

	2018	2017
	£	£
Net Operating Surplus for the year	74,973	132,392
Add/(Deduct)		
Interest Payable	17,052	17,267
Interest and Investment Income	(4,683)	(3,495)
(Increase) in debtors	(7,566)	(4,207)
Increase in creditors	37,403	1,282
Revenue activities net cash inflow	117,179	143,239

Congleton Town Council

Notes to the Accounts

31 March 2018

21 Movement in Cash

	2018 £	2017 £
Balances at 01 April		
Cash with accounting officers	187	82
Cash at bank	759,267	698,162
	<u>759,454</u>	<u>698,244</u>
 Balances at 31 March		
Cash with accounting officers	114	187
Cash at bank	764,140	759,267
	<u>764,254</u>	<u>759,454</u>
 Net cash inflow	<u>4,800</u>	<u>61,210</u>

22 Reconciliation of Net Funds/Debt

	2018 £	2017 £
Increase in cash in the year	<u>4,800</u>	<u>61,210</u>
Cash outflow from repayment of debt	38,685	40,861
Net cash flow arising from changes in debt	<u>38,685</u>	<u>40,861</u>
 Movement in net funds in the year	<u>43,485</u>	<u>102,071</u>
 Cash at bank and in hand	759,454	698,244
Total borrowings	<u>(453,279)</u>	<u>(494,140)</u>
Net funds at 01 April	<u>306,175</u>	<u>204,104</u>
 Cash at bank and in hand	764,254	759,454
Total borrowings	<u>(414,594)</u>	<u>(453,279)</u>
Net funds at 31 March	<u>349,660</u>	<u>306,175</u>

23 Capital Commitments

The council had no capital commitments at 31 March 2018 not otherwise provided for in these accounts.

24 Contingent Liabilities

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

25 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 14th June 2018), which would have a material impact on the amounts and results reported herein.

Congleton Town Council

Appendices

31 March 2018

Appendix A

Congleton Town Council

Notes to the Accounts

31st March 2018

Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2017</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2018</u>
	£	£	£	£
<u>Capital Projects Reserves</u>				
Capital Contingency Fund	255,909	44,000	(72,607)	227,302
	<u>255,909</u>	<u>44,000</u>	<u>(72,607)</u>	<u>227,302</u>
<u>Asset Replacement Reserves</u>				
Capital Vehicle Fund	36,140	4,000	(4,900)	35,240
	<u>36,140</u>	<u>4,000</u>	<u>(4,900)</u>	<u>35,240</u>
<u>Other Earmarked Reserves</u>				
Elections	15,000			15,000
Carnival	6,210			6,210
Crime Prevention/Traffic Calming	3,779			3,779
Committed Grants	11,831	8,918	(11,831)	8,918
Congleton Partnership	53,065	50,135	(53,065)	50,135
Ancient Treasures	3,000			3,000
Web Site	1,651	1,000		2,651
Training	5,475		(3,728)	1,747
Devolved Services	56,767			56,767
Loan Repayments	850	2,391	(350)	2,891
Public Toilets	24,012			24,012
Play Areas	6,000			6,000
Public Realm	12,000		(2,812)	9,188
Legal Fees	5,292			5,292
Christmas Lights	7,573			7,573
Tourism	15,000		(5,831)	9,169
Congleton Neighbourhood Plan	27,873		(3,781)	24,092
Cenotaph	10,000			10,000
Rotary Bonfire	5,000			5,000
Congleton in Bloom	3,000			3,000
	<u>273,378</u>	<u>62,444</u>	<u>(81,398)</u>	<u>254,424</u>
 TOTAL EARMARKED RESERVES	 <u>565,427</u>	 <u>110,444</u>	 <u>(158,905)</u>	 <u>516,966</u>

Congleton Town Council

Notes of the meeting of the Youth Committee held on Tuesday 1st May 2018 in the Town Hall, Congleton

PRESENT Youth Councillor Michael Howell – Joint Chairman
Arabella Holland
Laetitia Eichinger
Diyana Nikolova
Chloe Anderson
Jamie Goff
Eleanor Cliffe
Catherine Bostock
Tyler Cartwright
Clara Jackson
Harry Johnson
Sue Morris – Staff – Congleton High
Liz Griffen – Staff – Eaton Bank
Councillor Sally Holland
Councillor Charles Booth
Councillor David Brown
Amie Gillett – Congleton Neighbourhood Policing Team
Linda Minshull

This meeting has been arranged by the Youth Committee to bring together representatives from Congleton High and Eaton Bank to discuss issues which affect young people in Congleton. The discussions were based around the following questions.

1. What are the main problems you see in Congleton?
2. Where are the problem areas in the town?
3. What do you want to change in the town?
4. What new things would you like to see in Congleton that young people would like?

Areas discussed – Market, Park, Park Wood and McDonalds. These are where young people congregate. There can be a perception that there is anti social behavior and some people may feel unsafe.

There is nowhere to sit and linger with your friends

Could we provide a place to go?

How can we reduce the number of young people who congregate together?

There is a problem with drugs. What ways could we use to reduce the use of drugs?

Many young people had the feeling that there is nowhere to go.

There was a discussion regarding providing –

Cinema evening at Daneside Theatre

Band night at the Town Hall

It was agreed that these would be a popular event. It would be necessary for young people to promote the event and encourage people to attend. There could be a choice of film – could we organise a vote?

There was a discussion on cost of events and transport. Also dress code – if there is a dress code for events this could put some people off attending.

Other items discussed included – the skate park, CCTV, non alcoholic pub

Agreed Actions –

To investigate providing the following

Cinema evening at Daneside Cinema

Band evening at the Town Hall

Charles to organise his MAD for Congleton event in the summer holidays

Michael Howell (Joint Chairman)

Congleton Town Council

Minutes of the meeting of the Junior Council held on Monday, 14th May 2018 in the Town Hall, Congleton

PRESENT Town Councillors C. H. Booth (Town Mayor)

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

Young Councillors	Grace Bridges	School
	Jozef McGregor	St. Mary's
	Chloe McDonald	St. Mary's
	Paulo Thompson	St. Mary's
	Kaden Cowen	Buglawton
	Liam Jones	Buglawton
	Roxy Herring	Buglawton
	Evie Tickner	Astbury St Mary's
	Fahren Jones	Astbury St Mary's
	Rosie Rowe	Astbury St Mary's
	Kalebh Cotton	Astbury St Mary's
	Emma Smith	Marton
	Jess Banks	Marton
	Finley Millar	Marton
	Bea Worlock	Marton
	Sian Sutton	Buglawton

1. INTRODUCTION AND WELCOME

Town Mayor Councillor Charles Booth welcomed everyone to the meeting and outlined the plans for the morning. Councillor Booth spoke about the work of the Town Council and his role as Mayor.

2. ELECTION OF JUNIOR TOWN MAYOR AND DEPUTY MAYOR

Eight young councillors put themselves forward for the position of Mayor and gave a presentation on why they would like to be the Mayor. There was a vote and it was

RESOLVED: That Chloe McDonald be elected as Junior Town Mayor for the day.

RESOLVED: That Jess Banks be elected as Junior Deputy Town Mayor for the day.

3. CREATIVITY PRESENTATION – CONGLETON SHIPWRECK

The Mayor gave a presentation on creative thinking. He spoke about two stages – the Idea Stage and the Develop Stage. He then put the pupils into four groups and gave them a scenario to work on – Congleton Shipwreck.

4. **CONGLETON SHIPWRECK WORKSHOP**

After the break the participants split into three groups and began to gather ideas about what to do with the Boat on the River Dane. After the idea stage there was time to develop them and then present back to everyone.

The following ideas were presented

- Rainbow/sensory themed activity centre with chocolate fountains, stalls and a sandpit
- A party themed centre with an indoor play area and art/craft room.
- To dispose of the boat and replace with an area for water sports with disabled access

5. **CLOSE AND THANKS**

The Mayor thanked everyone for attending and all their excellent ideas.

Councillor Charles Booth (Town Mayor)