



Congleton Town Council

Historic market town

Chief Officer: David McGifford

29th November 2018

Dear Councillor,

Town Council Meeting – Thursday 6th December 2018

You are summoned to attend a meeting of the Council, to be held in the Town Hall, Congleton on **Thursday 6th December 2018** commencing at **7.00pm**

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

Yours sincerely,

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 18th October 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.

4. **Outstanding Actions**

None



Congleton
beartown
where friends are made

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

Tel: 01260 270350 Fax: 01260 280357

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

5. 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.

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 11th October 2018.

8. Planning Committee (enclosed)

To receive the minutes of the meetings held on 4th October and 25th October 2018.

9. Community Environment and Services (enclosed)

To receive the minutes of the meeting held on 27th September 2018.

10. Internal Audit Report

To receive and approve the first interim internal audit report 2018/19.

11. Budget and Precept for 2019/20 (enclosed)

To consider and approve the recommendation from the Finance and Policy Committee held on 29th November 2018 to approve the precept and budget for 2019/20.

12. Christmas Office Hours (enclosed)

To receive and consider a report on the office opening and closing times for the Christmas period.

13. Resignation of Councillor H Richards (attached)

To approve the recommendation of the Chief Officer to not fill the vacancy for a Councillor following the resignation of Cllr H Richards

14. Cheshire East Council Consultation on car parking charges (to follow)

To agree a Town Council response to the Cheshire East Council Car Parking Charges Consultation

15. Urgent Items

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

16. 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.

17. **Youth Committee** (enclosed)

- a) To receive the minutes of the Youth Committee meeting held on 31st October 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 18th October 2018 Town Hall Congleton

PRESENT: Councillors

Mrs S Akers Smith (Town Mayor)
Mrs D S Allen
Mrs A L Armitt
P Bates
R Boston
G P Hayes
Mrs S A Holland (Deputy Town Mayor)
Mrs A Martin
Mrs J D Parry
M A Walker
Mrs E Wardlaw

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 J G Baggott, L D Barker, P Broom, D T Brown, G R Edwards, Mrs A E Morrison, H Richards and GS Williams.

2. **Minutes**

To approve the Minutes of the meeting held on 20th September 2018.

CTC/28/1819 RESOLVED that the minutes of the meeting held on 20th September 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.

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

Councillor Bates declared a non-pecuniary interest in Item 10

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.

There were no questions from members of the public.

6. Mayor's Announcements

The Town Mayor drew attention to the various engagements that she 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 13th September 2018.

CTC/29/1819 RESOLVED that the minutes of the meeting held on 13th September 2018 be received and the recommendations therein be adopted.

8. Planning Committee

To receive the minutes of the meeting held on 6th September 2018.

CTC/30/1819 RESOLVED that the minutes of the meeting held on 6th September 2018 be received and the recommendations therein be adopted.

9. Community, Environment & Services Committee

To receive the minutes of the meetings held on 27th September 2018.

CTC/31/1819 RESOLVED that the minutes of the meeting held on 27th September 2018 be received and the recommendations therein be adopted.

10. New Homes Bonus Proposed Projects

To approve proposals for Congleton Town Council applications for New Homes Bonus Scheme support

CTC/ 32 /1819 RESOLVED to approve the proposals to support projects to be progressed under the themes of

- Investment in Sustainable Modes of Transport infrastructure
- Investment into improvements in health and wellbeing / sporting facilities

11. Urgent Items

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

Councillor Bates advised that it is proposed that there will be a second demonstration at the Congleton War Memorial hospital on the 17th November.

12. 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.

Councillor Bates advised that the Cheshire East Council Budget will be out for consultation in the next week.

Councillor Wardlaw advised that there would be no closures of Cheshire East Libraries.

Councillor Hayes advised that the Department for Transport had now released the £45 million for Congleton Link Road.

13. Youth Committee

- a) To receive the minutes of the Youth Committee meeting held on 20th September 2018.
- b) To deal with Questions from Members of the Youth Committee present at the meeting.

There were no questions from Members of the Youth Committee.

**Cllr Mrs S Akers Smith
(Town Mayor)**

TOWN MAYOR'S ENGAGEMENTS

2018

20 th October	Middlewich War Memorial Event
25 th October	Ruby's Fund Event
26 th October	Nantwich Town Council – Music Event
1 st November	Local Hero's Awards – Crewe Hall
2 nd November	North West In Bloom - Southport
14 th October	Nantwich Civic Service
9 th November	Remembrance Concert
10 th November	Service – St Mary's Church
10 th November	Opening of TyrZ
10 th November	Reception Meal for guests from Holland
11 th November	Remembrance Parade and Service in Congleton
11 th November	Cheshire East Reflects – Civic Reception at Tatton Park, Knutsford
13 th November	Congleton In Bloom Celebration Evening - Town Hall
15 th November	Congleton Amateur Youth Theatre – Daneside Theatre
16 th November	Congleton Football Club Dinner – Town Hall
17 th November	Congleton Choral Society Concert - Manchester
19 th November	Nantwich Modern Slavery Awareness Event
23 rd November	Substation Opening Party
24 th November	Congleton Town Football Club Match
24 th November	Christmas Lights Switch On
24 th November	Town Mayor's Christmas Party Night – Congleton Cricket Club
26 th November	Poynton Shopping Night
30 th November	Carers Rights Day – Shrigley Hall
1 st December	Astbury Mere Care Home Lights Switch On

1 st December	Youth Orchestra Concert – Town Hall
3 rd December	St John Cadet's Presentation Evening
4 th December	Re-opening of McDonald's Restaurant

DEPUTY MAYOR

19 th October	Harvest Service – New Life Church
3 rd November	Rotary Bonfire & Firework Display
9 th November	Remembrance Service – New Life Church

CONGLETON TOWN COUNCIL

Minutes of the Meeting of the Finance & Policy Committee Held on Thursday 11th October 2018

PRESENT - Councillors

Committee Members

Mrs D S Allen
J G Baggott
P Bates
R Boston
G R Edwards (**Chairman**)
Mrs. S A Holland (Deputy Town Mayor)
Mrs J D Parry
M A Walker

Non-Committee Members Mrs S Akers Smith (Town Mayor)
G S Williams

1. Apologies

Apologies for absence were received from non-Committee member Cllr Mrs A L Armitt.

2. Minutes

FAP/32/1819 RESOLVED that the Minutes of the Meeting held on 13th September 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 J G Baggott and P Bates G Williams declared a non-pecuniary interest in any matters relating to Cheshire East Council.

4. Outstanding Actions

There were no outstanding actions.

5. Questions from members of the Public

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

There were no questions from members of the public.

6. Grant Approvals and Commitments 2018-19

To receive a statement showing the current position.

FAP/33/1819 RESOLVED that the grant summary be received.

7. New Applications for Financial Assistance

Councillors were advised that requested information had been received from a previous grant application.

GR05/ 1819 – King Edward Musical Society of Macclesfield (KEMS) for £200.00.

It was proposed that the committee receive the information from KEMS

FAP/34/ RESOLVED to receive the information from KEMS

FAP/35/ RESOLVED to Grant £200.00 to KEMS

8. New Grant Activities Monitoring Forms

FAP/36/1819 RESOLVED to receive the following Grant Activities Monitoring Forms:

- **Congleton Jazz and Blues Festival (Original Grant ref (GR08/1819)**
- **Congleton Library – Original grant reference (GR13/1718)**

9. Management Accounts

FAP/37/1819 RESOLVED to receive and consider the Management Accounts to 31st August 2018.

10. Bank Reconciliation

FAP/38/1819 RESOLVED to receive and consider the Bank Reconciliation as at 30th September 2018.

11. Savings Account Balances

FAP/39/1819 RESOLVED to receive and consider the Savings Account Balances as at 30th September 2018.

12. List of Payments

FAP/40/1819 RESOLVED to receive and consider the Payments List between 1st August and 30th September 2018.

13. External Auditor Report and Certificate 2017/18

FAP/41/1819 RESOLVED to receive and consider the External Auditor Report and Certificate for 2017/18 from PKF Littlejohn and to note that the regulatory requirements have been met.

**Cllr G R Edwards
(Chairman)**

CONGLETON TOWN COUNCIL
MINUTES OF THE MEETING OF THE PLANNING COMMITTEE
HELD ON 4th OCTOBER 2018

PRESENT

Councillor L. D. Barker - Chairman
Mrs D. Allen
Mrs A L Armitt
P Bates
J G Baggott
R Boston
G R Edwards
G P Hayes
Mrs S A Holland
Mrs A M Martin
Mrs J D Parry
M A Walker

1. APOLOGIES

Apologies for absence were submitted from Councillors Mrs S A Smith (Mayor), D T Brown, Mrs A E Morrison, Mrs E Wardlaw and G Williams

2. MINUTES

PLN/9/1819 RESOLVED: That the Minutes of the Meeting of the Committee held on 6th September 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 and Hayes declared a "non pecuniary" interest due to their membership of Cheshire East Council.

4. OUTSTANDING ITEMS

No outstanding actions

5. QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from members of the public.

6. PLANNING APPLICATIONS

PLN/10/1819 RESOLVED: That the following comments be made to Cheshire East Borough Council:

Planning Ref	Location	Declarations of interest	Comment
1 18/4534C	51, Manchester Road, Congleton, CW12 2HX	NP – L Barker	Reservations were raised with regards to the style of the extension and its relationship to the Victorian Coach House. Concerns raised with regards to the overdevelopment of the site leaving little room for appropriate landscaping
2 * 18/4489C	17, PARK LANE, CONGLETON, CW12 3DG		No Objection
3 * 18/4465C	54, TIDNOCK AVENUE, CONGLETON, CW12 2HW		No Objection
4 * 18/4490T	Dane Court, 21, MILL GREEN, CONGLETON		No Objection
5 * 18/4645T	St James Church, West Street, Congleton, CW12 4EF		TPO defer to CEC officer
6 * 18/4635C	ST JOHNS CHURCH, BUXTON OLD ROAD, CONGLETON, CHESHIRE, CW12 2ES	NP- G Hayes	No Objection
7 18/4328C	117, BUXTON ROAD, CONGLETON, CW12 3PH	NP G Hayes. G Baggott	Concerns about the plan that has been submitted in terms of the location of the garage and that maybe the development is inappropriate in the Greenbelt. Concerns that the height of the garage is above the restricted height for development in the Greenbelt. The Town Council suggest that there should be a site visit by CEC officers
8 18/4413C	Marlfields Primary School, WAGGS ROAD, CONGLETON, CHESHIRE, CW12 4BT	NP- P Bates, G Hayes A Armitt	No Objection
9 * 18/4584C	19, DERWENT DRIVE, CONGLETON, CW12 3RN		No Objection
10 * 18/4447C	8, WESTHOLME CLOSE, CONGLETON, CW12 4FZ		No Objection
11 * 18/4567T	4 Mossley Garth Close, Congleton, CW12 3LH		No Objection
12 * 18/4559C	77, HOLMES CHAPEL ROAD, CONGLETON, CW12 4NU		No Objection
13 * 18/4784C	5, GRASMERE AVENUE, CONGLETON, CW12 4LZ		No Objection
14 18/4691D	75, MANCHESTER ROAD, CONGLETON, CONGLETON, CHESHIRE, CW12 2HT		Advising Cheshire East Council that that demolition has commenced and they should consider enforcement as conditions are not being met
15 * 18/4638C	St Johns Community Church Hall, BUXTON OLD ROAD, CONGLETON, CHESHIRE, CW12 2ES	NP- G Hayes	No Objection

16 * 18/4683T	25, ISIS CLOSE, CONGLETON, CHESHIRE, CW12 3RT		No Objection
17	Blank		
18* 18/2878C	Land Off, BLACK FIRS LANE, CONGLETON	None	Not debated as outside of Town Boundary
19* 18/4773C	Macclesfield Canal Bridge Number 77, LAMBERTS LANE, CONGLETON	None	No Objection
20 18/4818C	12, CROSS LANE, CONGLETON, CW12 3JU	None	No Objection
21* 18/4834C	7 Blythe Avenue, Congleton,	None	No Objection
22* 18/4833C	77, WAGGS ROAD, CONGLETON	None	No Objection

7. PLANNING APPEALS

None received from Cheshire East.

Councillor L. D. Barker – Chairman

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 25th OCTOBER 2018

PRESENT

Councillor Mrs A M Martin – Vice Chairman – In the Chair
Mrs S Akers Smith
P Bates
R Boston
P Broom
D T Brown
G R Edwards
Mrs S A Holland
Mrs J D Parry
M A Walker
Mrs E Wardlaw

1. **APOLOGIES**

Apologies for absence were submitted from Councillors Mrs D. S. Allen, Mrs A. L. Armitt, L. D. Barker, J. G. Baggott, Mrs A. E. Morrison and G Williams

2. **MINUTES**

PLN/11/1819 RESOLVED: That the Minutes of the Meeting of the Committee held on 4th October 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, Brown and Wardlaw declared a "non pecuniary" interest due to their membership of Cheshire East Council.

Councillor Brown declared a "non pecuniary" interest due to his membership of Cheshire East Strategic Planning Board and would be an observer and not vote on any items.

4. **OUTSTANDING ITEMS**

No outstanding actions

5. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from members of the public.

6. **PLANNING APPLICATIONS**

PLN/12/1819 RESOLVED: That the following comments be made to Cheshire East Borough Council:

Planning Ref	Location	Declaration of Interest	Comment
1 18/4801C	162, BIDDULPH ROAD, CONGLETON, CW12 3LS	NP – S Akers Smith S A Holland	Cheshire East requested to access whether changes to the original plans make the extension acceptable and, if not, to recommend any enforcement action necessary in view of work having already started
2 18/5008C	18, LAWTON STREET, CONGLETON, CW12 1RP	NP – P Bates	No Objection
3 * 18/4913C	51, BUXTON ROAD, CONGLETON, CW12 2DU		No Objection
4 * 18/4961C	Meadow Brook Barn, BROOKHOUSE LANE, CONGLETON, CW12 3QP		No Objection
5 * 18/4953C	23, TIDNOCK AVENUE, CONGLETON, CW12 2HN		No Objection
6 * 18/4927T	1, Heather Brae Mews, 57, SANDBACH ROAD, CONGLETON, CW12 4LH		No Objection
7 * 18/4903D	LAND ADJACENT TO, Unit 1, HOPKINS CLOSE, CONGLETON		No Objection
8 * 18/4871C	7, LEAMINGTON ROAD, CONGLETON, CW12 4PF		No Objection
9 18/4888C	Land At, BACK LANE, CONGLETON	NP – P Bates E Wardlaw	Concerns about road safety if on-site construction starts before Back Lane is widened
10 * 18/5124T	CONGLETON GOLF CLUB, BIDDULPH ROAD, CONGLETON, CW12 3LZ		No Objection
11 18/5083C	LAND ADJACENT TO MARCH COTTAGE, ASTBURY LANE ENDS, CONGLETON, CHESHIRE, CW12 3AY	NP – P Broome P Bates S A Holland	Concerns raised about inadequate parking and mature trees not shown on the plan
12 * 18/4945C	14, SUSSEX PLACE, CONGLETON, CHESHIRE, CW12 1PD		No Objection
13 * 18/5066D	74, Lawton Street, Congleton, Cheshire, CW12 1RS		No Objection
14 * 18/5060C	17, BANKY FIELDS CRESCENT, CONGLETON, CHESHIRE, CW12 4BY		No Objection
15 * 18/5070C	14, SOUTHLANDS ROAD, CONGLETON, CW12 3JY		No Objection
16 18/5055C	36, WALFIELD AVENUE, CONGLETON, CHESHIRE, CW12 2HP		No Objection
17 *	LAND ADJACENT TO		No Objection

18/5033D	HIGHLAND VIEW, CANAL STREET, CONGLETON		
18 18/5284C	BRACKENWOOD, CANAL ROAD, CONGLETON, CHESHIRE, CW12 3AT		No Objection
19 * 18/5252C	80, SANDBACH ROAD, CONGLETON, CW12 4LW		No Objection
20 18/5167C	Former Paul Sheard Autos, NEWCASTLE ROAD, ASTBURY, CHESHIRE EAST, CW12 4JX	NP – P Bates	Concerns were raised due to the following – Previous planning decisions Design, visual appearance and material Overshadowing/loss of outlook Noise disturbance from use Highway and safety issues Vehicular Access Adequacy of parking Risk of flooding Hazardous materials and ground contamination

7. **PLANNING APPEALS**

None received from Cheshire East.

8. **LICENSING APPLICATIONS**

None to report

Councillor Mrs A M Martin – Vice Chairman – In the Chair

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE COMMUNITY, ENVIRONMENT AND SERVICES COMMITTEE HELD ON THURSDAY 27th September 2018

PRESENT:

Committee members

Mrs D S Allen
Mrs A L Armitt
R Boston
P Broom
Mrs S A Holland (Chairman and Deputy Town Mayor)
Mrs A M Martin
Mrs J D Parry
G S Williams

Non-Committee members G R Edwards and M A Walker

1. Apologies for absence.

Apologies were received from Committee Members Cllrs C H Booth and G P Hayes.

Apologies were also received from Non-Committee members Mrs A E Morrison and Mrs S Akers Smith.

2. Minutes of Last Meeting

CES/17/1819 Resolved to receive the minutes from the meeting held on 2nd August 2018 as a correct record.

3. Declarations of Interest

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

Declarations of interest were received from Cllr Glen Williams – (Cheshire East Council)

4. Outstanding Actions

None

5. Questions from members of the Public

There were no questions from members of the public.

6. Cheshire Police

A report was given by PCSO Jessica Shore – summary attached as Appendix 1.

7. Anti-Social Behaviour Working Group

CES/18/1819 Resolved to receive the minutes from the Anti-Social Behaviour Working Group held 27th June 2018.

8. Proposed Statue of Elizabeth Wolstenholme Elmy

The committee received a short presentation by Susan Munroe from the Elizabeth Group about ideas for an Elizabeth Wolstenholme Elmy statue for Congleton Town Centre.

9. Congleton Market Working Group

Received a verbal update from the Congleton Market Working Group

10. Update from the CCTV Working Group

To receive an update from the CCTV Working Group

CES/19/1819 resolved to apply to the Police Crime Commissioner for match funding for a permanent fibre optic camera which will be located in the Clayton Bypass/Barn Road area of town.

CES/20/1819 resolved to continue to investigate the portable CCTV option for other areas of the town and to review this in a year

CES/21/1819 resolved to ensure that budget provision was made in the 2019/20 budget for monitoring the new camera

11. Update from the Street Sweeping Working Group

To receive an update from the Street Sweeping Working Group (paper given on the night was added to the on-line agenda papers)

CES/22/1819 resolved to reconvene the Street Sweeping Working Group at the earliest convenience to discuss service issues that have arisen.

12. Christmas Lights

To receive a report on plans for Christmas 2018.

CES/23/1819 Resolved to note the report on the plans for Christmas 2018

13. Public Realm

To receive a verbal update from the Town Centre Manager on outstanding work. (paper given on the night added to the on-line agenda papers)

CES/24/1819 resolved to accept the report from the Town Centre Manager

**Mrs S A Holland
Chairman**

Appendix 1 Cheshire Police Report

Report from Congleton Police to CES Committee, 27th September 2018

Burglaries – no major crime pattern identified although four pubs have been targeted. A suspect has been arrested today (27 September) in connection with this and the investigations are ongoing.

Shopliftings – again no major patterns identified. One main offender Barbara Brady was arrested and charged with 4 offences receiving a suspended sentence

Violence – There was a report of large scale fight/disorder in the High Street overnight 23/9/18. Police attended and there were no serious injuries reported or noted. The event has been closed as a minor public order incident. No persons arrested at this time. It will be discussed at the next pub watch meeting.

Drugs – Warrant carried out 24/09/2018 Fern Crescent, positive result

ASB – Public Space Protection Order issued on the 28th August 2018 for contravening drinking in the area.

Vehicles contravening traffic laws in the pedestrian area - An operation is planned to target vehicles entering the pedestrian area during pedestrianised times or entering for non-loading/unloading purposes at any other time.

Congleton Town Council

Internal Audit Report 2018-19: First Interim

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 2018-19 financial year, during our visit on 26th November 2018 together with the matters arising and recommendations for action, where appropriate.

Internal Audit Approach

In undertaking our review for the year to date, 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.

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 2018-19 to the Statement of Accounts and Annual Return for 2017-18 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 October 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 October 2018, current and deposit accounts as at 31st October 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. We will undertake further work at our interim update visit.

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 commenced 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. We will undertake further work at our interim update visit.

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 October 2018 totalling £177,639 and equating to 42% by value of all non-pay related expenditure.

We have also examined the periodically prepared and submitted VAT returns to HMRC to September 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. . We will undertake further work at our interim update visit.

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 and will be reviewed again before the end of this financial year.

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 2019) 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. We will undertake further work at our interim update visit.

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.

The Council will commence consideration of the 2019-20 budgetary requirements later this year and we shall consider the action taken and outcomes, together with the approved level of precept at a future visit.

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.

Conclusions

We have been advised that the Council are to formally consider and finalise its budget and precept requirements for 2019-20 later in the financial year. Consequently, we shall review this area further at our final visit, also examining the year's budget outturn, following up any significant variances and obtaining appropriate explanations: we shall also consider the appropriateness of retained reserves to meet the Council's ongoing revenue spending requirements and any development aspirations.

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 visit reviewed the management processes and procedures for the Streetscape Groundwork, the invoicing of charges and their subsequent receipt. We are pleased to report that the 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 October 2018 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. . We will undertake further work at our interim update visit.

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 November 2018: -

- 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 November 2018 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 2018 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 November 2018, 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 November 2018 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. We will undertake further work at our interim update visit.

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 deposits with the Cambridge and Counties Bank and CCLA.

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. We will undertake further work at our interim update visit.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	29.11.2018	LOCATION	Congleton Town Hall
REPORT FROM	Chief Officer		
AGENDA ITEM	14		
REPORT TITLE	Draft Budget and Precept 2019-20		
Introduction	<p>As the Council's budget is quite complex, it is ever more important for members to be able to understand the format and details to enable them to make informed decisions. This is the covering report that has been produced along with the draft budget, to bring in the main factors influencing its form.</p> <p>The Council through its current and previous Corporate Strategies has set in place an ambitious programme of service enhancement and community leadership, which has necessitated its capacity, skill levels and inevitably its costs to be increased over recent years.</p> <p>The 2019-20 budget is structured to continue to deliver the Corporate Strategy; however its greatest pressures are most likely to come from the continued devolution programme from Cheshire East Council; in some cases these could also be viewed as opportunities to provide cost effective services for our residents. It is also worth noting that due to continuing low interest rates income from our investments is still low.</p>		
Considerations and process	<p>The first stage in developing the draft budget was to review the current income and expenditure levels for the first 6 months of this financial year and forecasting expenditure through to the end of the financial year on each of the 188 cost codes entries (appendix.2)</p> <p>This initial work was undertaken by the Chief Officer and the Responsible Financial Officer following discussions with senior members of staff, this provides a forecasted end of year expenditure which will show an indicative overspend or underspend.</p> <p>The next stage is to take into account the considerations listed above to create a first draft budget prepared by officers. This was then presented to the Chairman of the Committees and the Mayor to discuss and analyse the information and propose amendments where applicable.</p> <p>Any amendments made were then introduced into a second draft budget and a detailed analysis was then undertaken by the Chairman and Vice Chairman of the Finance and Policy Committee, once again any comments or observations made were discussed and any agreed changes were made. Finally details were discussed in a Strategy Group meeting and all adjustments made are now included in the Draft Budget for the Finance and Policy Committee to consider (appendix 1)</p> <p>Considerations</p> <ul style="list-style-type: none"> ➤ Current expenditure levels ➤ National guidelines on salaries and pensions ➤ Inflation 3% ➤ Town Hall development and management plans ➤ Town hall maintenance requirements following Health and Safety Reviews ➤ Streetscape Development review ➤ Increase in training for staff and councillors ➤ Capital Investment ➤ Current reserves (appendix 3) 		

	<p>➤ Staff Salary increases - Congleton Town Council staff, in line with other town and parish councils nationally, are paid according to pay scales negotiated by the National Joint Council for Local Government Services (NJC) which incorporates NALC (National Association of Local Councils) and the SLCC (Society of Local Council Clerks). The agreed rates for 2019/20 included 2% for staff above a certain grade but for lower paid staff – which includes all the Streetscape operatives and the Town Hall caretakers the percentage increases are higher to try and reduce the differential between higher and lower paid staff. (This is in line with the increase in the national living wage – which our lowest paid staff are just above) The majority of Congleton Town Council's staff are Streetscape operatives. The increase for most of these staff is 3% but 2 will be on 6%. Caretakers will also get 6%. Overall with some small changes in staff the budget for staff will increase by 5.61% in 2019/20.</p>
Budget and Precept	<p>The total precept for 2018-19 was £836,153 which was based on a precept of £81.93 per Band D property, this is calculated by the number of properties which is provided by Cheshire East Council</p> <p>The proposed budget for 2019-20 is £884,151 It equates to a charge of £86.21 per Band D property which is an increase of £2.12p or 2.52% per household</p>
Decision requested	<p>To recommend to Council the approval of :-</p> <p>A budget of £884,151 and a precept of £86.21 for 2019/20</p>

ATT 2.

Congleton Town Council
Annual Budget - By Committee
Note: Draft budgets 19/20

	Last Year		Current Year			Next Year		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR Carried Forward
Finance and Policy								
101 Corporate Management								
1052 Printing stationary recharges	0	212	0	0	0	0	0	0
1176 Precept	798,212	798,212	836,152	836,152	836,152	0	884,152	0
1190 Interest Receivable	3,000	4,625	2,000	671	2,500	0	3,000	0
1199 Miscellaneous Income	0	207	0	0	0	0	0	0
Total Income	801,212	803,256	838,152	836,823	838,652	0	887,152	0
4000 Staff Costs (re-allocated)	136,484	137,964	144,164	74,576	129,388	0	136,059	0
4007 Travel and Subsistence	900	228	900	57	400	0	900	0
4008 Training / Conferences	1,000	4,442	2,550	0	1,500	0	3,000	0
4013 Rent Payable	13,950	13,950	13,950	9,300	13,950	0	13,950	0
4019 Reception - TIC	3,010	3,063	3,124	0	3,124	0	3,186	0
4020 Miscellaneous Office Costs	400	379	400	245	400	0	450	0
4021 Telephone/Fax/Internet	3,000	842	1,300	412	1,000	0	1,260	0
4022 Postage	2,500	2,758	2,900	1,073	2,900	0	2,900	0
4023 Stationery & Printing	2,000	2,135	3,000	1,042	2,000	0	3,000	0
4024 Subscriptions & Publications	2,900	2,841	3,130	2,958	2,900	0	3,230	0
4025 Insurance	9,800	8,127	9,000	8,182	8,500	0	9,180	0
4026 Computer/IT Costs	9,950	10,096	10,600	5,852	10,600	0	10,812	0
4027 Photocopy Charges	2,500	2,372	3,000	1,111	2,500	0	2,600	0
4030 Recruitment Advertising	500	0	500	0	200	0	500	0
4031 Other Advertising	300	134	300	50	100	0	300	0
4036 Restructure costs	0	15,000	0	0	0	0	0	0

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Congleton Town Council

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	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4051 Bank Charges	600	820	1,000	540	1,000	0	1,020	0	0
4061 Audit Fees - External	2,000	2,000	2,000	2,000	2,000	0	2,000	0	0
4062 Audit Fees - Internal	1,260	1,260	1,260	0	1,260	0	1,290	0	0
4063 Accountancy Support	4,100	4,144	4,200	2,176	4,200	0	4,500	0	0
4064 Legal & Professional fees	3,000	760	3,000	35	1,500	0	2,000	0	0
4066 HR & H&S Support	4,000	3,575	4,500	2,524	4,500	0	4,590	0	0
4920 Tfr to Cap Contingency Fund	0	9,000	0	0	0	0	0	0	0
4988 Tfr from EMR Training	0	-3,117	0	0	0	0	0	0	0
5999 Dep'n charged to services	0	3,577	0	0	0	0	0	0	0
6000 Central Overheads Reallocated	-56,292	-48,640	-56,688	-29,217	-56,688	0	-56,688	0	0
Overhead Expenditure	147,862	177,711	158,090	82,917	137,234	0	150,039	0	0
Movement to/(from) Gen Reserve	653,350	625,545	680,062	753,906	701,418		737,113		
102 Civic									
1179 Grants Receivable - Other	0	0	0	300	0	0	0	0	0
1199 Miscellaneous Income	0	0	0	2,189	2,161	0	0	0	0
Total Income	0	0	0	2,489	2,161	0	0	0	0
4000 Staff Costs (re-allocated)	25,396	25,396	26,066	15,067	26,066	0	26,746	0	0
4008 Training / Conferences	500	75	1,000	225	1,000	0	2,000	0	0
4023 Stationery & Printing	500	290	500	100	500	0	500	0	0
4033 Marketing/Promotions	900	1,190	918	167	918	0	1,000	0	0
4034 Council Newsletter	5,230	4,684	5,335	2,583	5,000	0	5,388	0	0
4035 Council Website	1,500	320	1,500	33	1,500	0	1,500	0	0

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Congleton Town Council
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	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4201 Mayor's Allowance	3,000	3,000	3,000	3,000	3,000	0	3,000	0	0
4203 Members' Expenses	200	37	200	0	100	0	200	0	0
4211 700 years of Mayoralty	0	0	2,500	3,833	4,661	0	0	0	0
4213 Civic Expenses	5,000	4,270	5,000	2,657	5,000	0	5,000	0	0
4221 Civic Regalia	250	0	250	1	250	0	250	0	0
4222 Hall & Room Hire	5,500	5,526	5,500	2,814	5,500	0	5,555	0	0
4225 Civic Artefacts and Treasures	500	535	1,500	1,414	1,500	0	500	0	0
4231 Election Expenses	0	17,456	0	0	0	0	0	0	0
4983 Tfr from EMR Web site	0	1,000	0	0	0	0	0	0	0
6000 Central Overheads Reallocated	2,520	2,265	2,518	1,298	2,518	0	2,518	0	0
Overhead Expenditure	50,996	66,044	55,787	33,192	57,513	0	54,157	0	0
Movement to/(from) Gen Reserve	(50,996)	(66,044)	(55,787)	(30,702)	(55,352)		(54,157)		
107 Grants (incl S137)									
4701 Grants - Permitted	15,000	9,151	15,000	5,273	22,918	0	15,000	0	0
4703 Grants - Subsidised Use	3,500	4,409	3,500	2,743	4,500	0	4,500	0	0
4708 Grant - Museum Notional Rent	4,500	4,500	4,500	3,000	4,500	0	4,500	0	0
4709 CCP Grant	16,000	16,000	16,000	16,000	16,000	0	16,000	0	0
4710 Congleton Partnership Accom	1,533	1,533	1,533	1,022	1,533	0	1,533	0	0
4711 Grant - CAB	15,000	15,000	15,000	15,000	15,000	0	15,000	0	0
4712 Grant - Xmas Lights Partnershi	9,000	9,531	0	500	0	0	0	0	0
4713 Grant - Carnival Committee	0	0	0	6,141	6,141	0	3,750	0	0
4722 Grant - Remembrance Day Parade	700	601	1,000	91	1,000	0	1,000	0	0
4732 Grant - Church Clock Maint'ce	250	250	300	0	300	0	300	0	0

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Congleton Town Council

Annual Budget - By Committee

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	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4925		0	8,918	0	0	0	0	0	0
4973		0	0	-4,851	-4,851	0	0	0	0
4975		0	-11,831	0	-8,918	0	0	0	0

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	Last Year		Current Year				Next Year		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4802 CAP - Padding Pool	0	1	0	0	0	0	0	0	0
4804 CAP - Streetscape Equipment	5,000	0	5,000	9,792	9,792	0	5,000	0	0
4805 CAP Town Hall Office	0	0	0	1,323	1,323	0	0	0	0
4806 CAP Office Equipment/computers	5,000	1,752	5,000	1,859	5,000	0	5,000	0	0
4809 CAP - Town Hall Equipment	5,000	3,787	5,000	552	5,000	0	5,000	0	0
4811 CAP - Public Realm	0	0	0	0	0	0	0	0	0
4850 CAP - Town Hall Maintenance	0	4,500	0	0	0	0	0	0	0
4899 Assets Capitalised	0	69,823	0	0	0	0	0	0	0
4918 Trf to Capital Equipment Fund	4,000	4,000	5,000	5,000	5,000	0	5,000	0	0
4920 Trf to Cap Contingency Fund	35,000	35,000	10,000	10,000	10,000	0	35,000	0	0
4936 Trf to EMR Loan Rep't not made	0	2,391	0	0	0	0	0	0	0
4968 Trf from Cap Equipment Fund	-5,000	-4,900	-5,000	-7,795	-7,795	0	-5,000	0	0
4970 Trf from Cap Contingency Fund	-10,000	-72,151	-10,000	-5,368	-13,320	0	-10,000	0	0
4986 Trf from EMR Loan Repay'ts	-350	-350	-350	-2,566	-2,741	0	-150	0	0
4989 Trf from EMR Public Realm	0	-2,811	0	0	0	0	0	0	0
5175 NBV of Asset Disposals	0	1,808	0	0	0	0	0	0	0
5176 NBV Asset of Disposals to CFR	0	-1,808	0	0	0	0	0	0	0
Overhead Expenditure	96,778	96,778	72,778	44,251	72,778	0	79,803	0	0
Movement to/(from) Gen Reserve	(96,778)	(95,403)	(72,778)	(41,376)	(72,778)		(79,803)		
Finance and Policy - Income	801,212	815,671	838,152	847,755	840,813	0	887,152	0	0
Expenditure	361,119	409,635	343,488	200,834	325,648	0	345,582	0	0
Movement to/(from) Gen Reserve	440,093	406,036	494,664	646,922	515,165		541,570		

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Congleton Town Council

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	Last Year		Current Year			Next Year		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR Carried Forward
Community, Environment & Serv								
201 Paddling Pool								
1180 Donations Received	0	100	0	0	0	0	0	0
1199 Miscellaneous Income	0	0	0	0	100	0	0	0
Total Income	0	100	0	0	100	0	0	0
4000 Staff Costs (re-allocated)	10,261	10,135	10,685	9,950	10,685	0	12,086	0
4009 Protective Clothing/H & Safety	350	286	357	125	125	0	300	0
4012 Water	4,000	2,694	3,500	3,290	4,696	0	5,000	0
4014 Electricity	2,300	1,920	2,346	2,446	2,446	0	2,800	0
4039 Pool Chemicals	2,500	1,517	2,550	2,390	2,390	0	2,576	0
4040 Maintenance Contracts	0	32	0	0	436	0	0	0
4041 Property Maintenance	3,000	3,479	3,500	5,005	5,005	0	4,000	0
4042 Grounds Maintenance	100	78	100	0	0	0	100	0
5999 Dep'n charged to services	0	4,449	0	0	0	0	0	0
6000 Central Overheads Reallocated	1,018	915	1,032	532	1,032	0	1,032	0
Overhead Expenditure	23,529	25,506	24,071	23,739	26,815	0	27,894	0
Movement to/(from) Gen Reserve	(23,529)	(25,406)	(24,071)	(23,739)	(26,715)		(27,894)	
212 Propagation Unit								
4162 General Expenditure	0	0	1,000	0	0	0	1,000	0
Overhead Expenditure	0	0	1,000	0	0	0	1,000	0
Movement to/(from) Gen Reserve	0	0	(1,000)	0	0		(1,000)	

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Congleton Town Council
Annual Budget - By Committee

Note: Draft budgets 19/20

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
215	<u>Floral Displays</u>								
1179		0	0	300	300	0	0	0	0
1180		0	0	2,169	0	0	0	0	0
1195		0	0	0	667	0	0	0	0
1199		0	0	5,725	4,546	0	2,500	0	0
		0	0	8,194	5,513	0	2,500	0	0
4011		0	0	0	268	0	0	0	0
4162		12,000	12,000	12,850	16,500	0	14,500	0	0
		12,000	12,000	13,117	16,768	0	14,500	0	0
		(12,000)	(12,000)	(7,583)	(11,255)		(12,000)		
241	<u>Allotments</u>								
1010		190	190	0	190	0	190	0	0
		190	190	0	190	0	190	0	0
		0	0	1	1	0	0	0	0
4012		0	0	1	1	0	0	0	0
4038		430	430	254	430	0	440	0	0
4041		50	1,000	735	1,000	0	1,000	0	0
5999		0	0	0	0	0	0	0	0
		480	1,182	990	1,431	0	1,440	0	0
		(290)	(1,240)	(990)	(1,241)		(1,250)		
262	<u>Street Furniture</u>								

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Congleton Town Council

Annual Budget - By Committee

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	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5999									
Dep'n charged to services	0	6,360	0	0	0	0	0	0	0
Overhead Expenditure	0	6,360	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	0	(6,360)	0	0	0		0		
263									
Public Toilets									
4011	1,975	2,423	2,500	1,456	2,496	0	2,600	0	0
4012	1,500	2,874	3,000	1,249	2,498	0	3,000	0	0
4014	0	327	1,000	200	500	0	500	0	0
4016	1,500	279	1,000	641	900	0	1,000	0	0
4040	1,000	238	1,000	268	500	0	600	0	0
4041	800	684	800	722	1,200	0	800	0	0
4162	0	113	100	0	0	0	100	0	0
5999	0	284	0	0	0	0	0	0	0
Overhead Expenditure	6,775	7,222	9,400	4,536	8,094	0	8,600	0	0
Movement to/(from) Gen Reserve	(6,775)	(7,222)	(9,400)	(4,536)	(8,094)		(8,600)		
280									
CTC Streetscape									
1040									
Plant recharges	0	30	0	195	195	0	0	0	0
1041	0	0	0	476	1,000	0	0	0	0
1165	367,320	366,702	366,702	275,027	366,702	0	366,702	0	0
1167	0	7,550	15,000	10,415	15,000	0	15,000	0	0
1183	0	1,818	0	0	0	0	0	0	0
1195	0	0	0	250	0	0	0	0	0
1199	900	900	900	450	900	0	900	0	0

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	Last Year		Current Year			Next Year		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR
								Carried Forward
Total Income	368,220	377,001	382,602	286,813	383,797	0	382,602	0
3030 Purchases for recharging	0	48	0	1,057	2,000	0	0	0
Direct Expenditure	0	48	0	1,057	2,000	0	0	0
4000 Staff Costs (re-allocated)	375,834	373,907	404,434	235,519	404,434	0	421,355	0
4004 Temporary and Casual Staff	6,000	0	6,000	8,735	9,000	0	6,000	0
4008 Training / Conferences	2,000	2,996	3,000	55	1,000	0	3,000	0
4009 Protective Clothing\H & Safety	3,000	3,971	3,060	2,895	4,000	0	4,500	0
4013 Rent Payable	3,067	3,067	3,067	2,045	3,067	0	3,067	0
4016 Cleaning materials	3,000	3,409	5,000	3,349	5,000	0	5,000	0
4021 Telephone/Fax/Internet	1,200	287	700	382	700	0	700	0
4025 Insurance	6,400	5,307	6,000	5,455	5,455	0	6,000	0
4041 Property Maintenance	1,000	608	1,020	708	1,020	0	1,030	0
4043 Horticultural etc Supplies	16,000	17,881	18,000	14,996	18,000	0	18,000	0
4046 Winter bedding	0	0	1,000	0	1,000	0	1,000	0
4047 Vehicle Maintenance\Serv\MOT	8,000	10,434	10,000	4,730	10,000	0	10,000	0
4048 Vehicle Fuel & Oil	15,000	11,821	15,000	6,110	13,000	0	15,000	0
4049 Vehicle Rental charges	35,616	37,153	42,000	26,342	42,000	0	38,000	0
4050 Street cleansing	3,000	3,724	3,000	1,818	3,000	0	3,500	0
4162 General Expenditure	1,500	3,418	3,000	2,556	4,000	0	4,000	0
4988 Tr from EMR Training	0	-611	0	0	0	0	0	0
5998 Def'd Grts credit to services	0	-10,000	0	0	0	0	0	0
5999 Dep'n charged to services	0	16,665	0	0	0	0	0	0
6000 Central Overheads Reallocated	39,740	33,516	39,068	20,136	39,068	0	39,068	0

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Congleton Town Council

Annual Budget - By Committee

Note: Draft budgets 19/20

	Last Year		Current Year				Next Year		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure									
Movement to/(from) Gen Reserve									
300									
Public Realm									
4162									
	General Expenditure	0	294						
4164	CCTV	14,450	9,250	0	133	133	0	0	0
5998	Def'd Grts credit to services	0	-225	0	0	0	0	0	0
5999	Dep'n charged to services	0	450	0	0	0	0	0	0
Overhead Expenditure									
Movement to/(from) Gen Reserve									
		14,450	9,769	10,500	9,633	10,633	0	0	0
		(14,450)	(9,769)	(10,500)	(9,633)	(10,633)	0	0	0
301	Congleton Partnership								
1177	Grants Receivable - CEC	0	10,600	0	8,000	8,000	0	0	0
1179	Grants Receivable - Other	0	1,500	0	2,000	2,000	0	0	0
1180	Donations Received	0	0	0	1,224	1,200	0	0	0
1199	Miscellaneous Income	0	1,167	0	702	702	0	0	0
Total Income									
		0	13,267	0	11,926	11,902	0	0	0
4000	Staff Costs (re-allocated)	16,853	15,740	17,302	9,356	16,040	0	17,936	0
4301	Congleton Partnership	1,000	2,054	1,000	747	1,000	0	1,000	0
4306	P/Ship - Regeneration Projects	14,000	29,144	14,000	4,328	25,902	0	14,000	0
4926	Tfr to EMR Cong Partnership	0	50,135	0	0	50,135	0	0	0
4976	Tfr from EMR Cong Partnership	0	-53,065	0	-50,135	-50,135	0	0	0
6000	Central Overheads Reallocated	1,672	1,503	1,671	861	1,671	0	1,671	0

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Congleton Town Council
Annual Budget - By Committee

Note: Draft budgets 19/20

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure									
	33,525	45,511	33,973	-34,843	44,613	0	34,607	0	0
Movement to/(from) Gen Reserve	<u>(33,525)</u>	<u>(32,243)</u>	<u>(33,973)</u>	<u>46,769</u>	<u>(32,711)</u>		<u>(34,607)</u>		
302 Community Development									
1177 Grants Receivable - CEC	0	100	0	0	0	0	0	0	0
1179 Grants Receivable - Other	0	1,229	0	263	263	0	0	0	0
1199 Miscellaneous Income	0	0	0	63	63	0	0	0	0
Total Income	0	1,329	0	326	326	0	0	0	0
4000 Staff Costs (re-allocated)	53,868	54,890	56,639	33,494	57,578	0	85,147	0	0
4033 Marketing/Promotions	3,150	2,091	3,213	1,260	3,213	0	3,245	0	0
6000 Central Overheads Reallocated	5,346	4,804	5,471	2,820	5,471	0	5,471	0	0
Overhead Expenditure	62,364	61,785	65,323	37,574	66,262	0	93,863	0	0
Movement to/(from) Gen Reserve	<u>(62,364)</u>	<u>(60,456)</u>	<u>(65,323)</u>	<u>(37,249)</u>	<u>(65,936)</u>		<u>(93,863)</u>		
303 Crime Reduction									
4162 General Expenditure	48,150	47,672	47,672	5,547	34,000	0	40,000	0	0
4164 CCTV	0	0	0	0	0	0	11,700	0	0
Overhead Expenditure	48,150	47,672	47,672	5,547	34,000	0	51,700	0	0
Movement to/(from) Gen Reserve	<u>(48,150)</u>	<u>(47,672)</u>	<u>(47,672)</u>	<u>(5,547)</u>	<u>(34,000)</u>		<u>(51,700)</u>		
305 Christmas Fayre -Light Switch									
1169 Christmas Brochure Income	1,000	0	0	0	0	0	0	0	0
1170 Christmas Fayre Stall Income	2,500	133	0	0	0	0	0	0	0

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Congleton Town Council

Annual Budget - By Committee

Note: Draft budgets 19/20

	Last Year		Current Year				Next Year		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1171 Christmas Tree Income	2,000	558	0	2,021	0	0	0	0	0
1179 Grants Receivable - Other	0	0	0	1,000	0	0	0	0	0
1180 Donations Received	500	5,250	0	0	0	0	0	0	0
Total Income	6,000	5,941	0	3,021	0	0	0	0	0
4171 Christmas Fayre	10,000	10,382	5,000	80	5,000	0	6,000	0	0
4172 Christmas Lights	0	0	15,000	-8	15,000	0	15,000	0	0
5999 Dep'n charged to services	0	3,660	0	0	0	0	0	0	0
Overhead Expenditure	10,000	14,042	20,000	72	20,000	0	21,000	0	0
Movement to/(from) Gen Reserve	(4,000)	(8,101)	(20,000)	2,949	(20,000)		(21,000)		
310 Neighbourhood Plan									
4162 General Expenditure	0	4,237	0	2,973	2,651	0	0	0	0
4994 Tfr from EMR Neigh'hood plan	0	-4,237	0	-2,651	-2,651	0	0	0	0
Overhead Expenditure	0	0	0	323	0	0	0	0	0
Movement to/(from) Gen Reserve	0	0	0	(323)	0		0		
321 Tourism									
1179 Grants Receivable - Other	0	0	0	1,121	1,121	0	0	0	0
Total Income	0	0	0	1,121	1,121	0	0	0	0
4162 General Expenditure	4,000	4,620	5,000	5,094	6,095	0	5,000	0	0
4174 Royal Visit	0	5,212	0	0	0	0	0	0	0
4992 Tfr from EMR Tourism	0	-5,831	0	0	0	0	0	0	0

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Congleton Town Council
Annual Budget - By Committee

Note: Draft budgets 19/20

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure									
	4,000	4,000	5,000	5,094	6,095	0	5,000	0	0
Movement to/(from) Gen Reserve	<u>(4,000)</u>	<u>(4,000)</u>	<u>(5,000)</u>	<u>(3,973)</u>	<u>(4,974)</u>		<u>(5,000)</u>		
341 Youth and Young People									
4162 General Expenditure	2,000	616	2,000	515	1,500	0	2,000	0	0
Overhead Expenditure									
	2,000	616	2,000	515	1,500	0	2,000	0	0
Movement to/(from) Gen Reserve	<u>(2,000)</u>	<u>(616)</u>	<u>(2,000)</u>	<u>(515)</u>	<u>(1,500)</u>		<u>(2,000)</u>		
351 Luncheon Club									
4705 grant - Luncheon Club	11,000	7,086	11,000	3,713	8,000	0	11,000	0	0
Overhead Expenditure									
	11,000	7,086	11,000	3,713	8,000	0	11,000	0	0
Movement to/(from) Gen Reserve	<u>(11,000)</u>	<u>(7,086)</u>	<u>(11,000)</u>	<u>(3,712)</u>	<u>(8,000)</u>		<u>(11,000)</u>		
Community, Environment & Serv - Income									
	374,410	406,021	382,792	308,742	402,949	0	385,292	0	0
Expenditure									
	748,630	767,133	806,718	406,898	809,955	0	851,825	0	0
Movement to/(from) Gen Reserve	<u>(374,220)</u>	<u>(361,112)</u>	<u>(423,926)</u>	<u>(98,156)</u>	<u>(407,006)</u>		<u>(466,533)</u>		

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Congleton Town Council
Annual Budget - By Committee
Note: Draft budgets 19/20

Personnel	Last Year		Current Year				Next Year		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
401 Staffing & Staff Costs									
4000 Staff Costs (re-allocated)	-681,905	-680,073	-730,991	-417,987	0	0	-772,034	0	0
4001 Salaries & Wages	541,680	540,569	577,374	328,493	0	0	598,927	0	0
4005 Employers NIC	42,621	42,536	46,731	26,532	0	0	50,951	0	0
4006 Employers S/Ann	97,604	96,967	106,886	62,961	0	0	122,156	0	0
Overhead Expenditure	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	0	0	0	0	0	0	0		
Personnel - Income	0	0	0	0	0	0	0	0	0
Expenditure	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	0	0	0	0	0	0	0		

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Annual Budget - By Committee

Note: Draft budgets 19/20

	Last Year		Current Year			Next Year		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR Carried Forward
Town Hall and Assets								
221 Congleton Town Hall								
1009 Rent Rec'd - Museum Notional	4,500	4,500	4,500	3,000	4,500	0	4,500	0
1010 Rent Received - 3rd Party	9,033	9,700	11,033	5,939	11,033	0	11,033	0
1011 Rent Received - Internal CTC	17,017	17,017	17,017	11,345	17,017	0	17,017	0
1013 Letting Income - Grand Hall	27,000	32,042	30,400	14,061	26,000	0	30,400	0
1014 Letting Income - Bridestones	12,000	10,767	13,200	4,846	10,000	0	13,200	0
1015 Letting Income - Spencer Suite	4,500	4,189	4,950	1,280	3,000	0	4,950	0
1016 Letting Income - Brasserie	15,000	15,000	15,000	8,750	15,000	0	15,000	0
1018 Letting Income - Cambell Suite	0	3,419	0	75	75	0	0	0
1021 Letting Income - Internal	8,000	9,992	8,000	5,167	9,000	0	8,000	0
1022 Letting Income - F&F	0	1,742	5,000	873	2,500	0	5,000	0
1030 TIC Service charges	1,600	1,730	1,600	765	1,600	0	1,700	0
1035 Service Charges - Brasserie	1,300	4,945	4,000	2,295	4,500	0	5,000	0
1051 Catering Sales	8,000	11,598	8,000	7,812	10,000	0	10,000	0
1183 Insurance claims received	0	1,250	0	0	0	0	0	0
1199 Miscellaneous Income	0	0	0	432	140	0	0	0
Total Income	107,950	127,889	122,700	66,638	114,365	0	125,800	0
3020 Catering Supplies	8,000	11,575	8,000	7,751	10,000	0	10,000	0
Direct Expenditure	8,000	11,575	8,000	7,751	10,000	0	10,000	0
4000 Staff Costs (re-allocated)	63,209	62,041	71,701	40,023	69,000	0	72,705	0
4008 Training / Conferences	1,000	700	1,000	0	1,000	0	1,000	0

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Congleton Town Council

Annual Budget - By Committee

Note: Draft budgets 19/20

	Last Year		Current Year				Next Year		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4009 Protective Clothing/H & Safety	300	494	500	200	500	0	500	0	0
4011 Rates	25,680	25,627	26,700	18,462	26,376	0	27,431	0	0
4012 Water	4,500	5,355	8,000	1,956	6,000	0	7,000	0	0
4014 Electricity	17,000	17,999	17,342	7,935	17,500	0	20,125	0	0
4015 Gas	13,140	9,834	12,000	2,973	11,000	0	13,750	0	0
4016 Cleaning materials	1,500	2,842	1,700	926	1,700	0	2,000	0	0
4017 Refuse Disposal	2,750	2,861	2,900	1,675	2,868	0	3,000	0	0
4020 Miscellaneous Office Costs	1,000	1,018	1,300	616	1,100	0	1,100	0	0
4025 Insurance	9,000	7,463	8,569	7,790	7,790	0	8,000	0	0
4033 Marketing/Promotions	3,500	2,309	3,500	339	3,500	0	3,500	0	0
4040 Maintenance Contracts	5,700	5,654	6,200	4,766	6,506	0	6,700	0	0
4041 Property Maintenance	10,000	20,062	15,000	3,943	15,000	0	15,000	0	0
4064 Legal & Professional fees	100	0	100	0	100	0	100	0	0
4068 Licences (incl PRS)	1,450	2,305	2,000	1,885	1,885	0	2,000	0	0
5998 Def'd Grls credit to services	0	-31,072	0	0	0	0	0	0	0
5999 Dep'n charged to services	0	55,559	0	0	0	0	0	0	0
6000 Central Overheads Reallocated	5,994	5,637	6,926	3,570	6,926	0	6,926	0	0
Overhead Expenditure	165,823	196,688	185,438	97,058	178,751	0	190,837	0	0
Movement to/(from) Gen Reserve	(65,873)	(80,374)	(70,738)	(38,171)	(74,386)		(75,037)		
Town Hall and Assets - Income	107,950	127,889	122,700	66,638	114,365	0	125,800	0	0
Expenditure	173,823	208,263	193,438	104,809	188,751	0	200,837	0	0
Movement to/(from) Gen Reserve	(65,873)	(80,374)	(70,738)	(38,171)	(74,386)		(75,037)		

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Annual Budget - By Committee

Note: Draft budgets 19/20

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR Carried Forward
<u>Activities not allocated</u>								
<u>999 Capital Accounting Management</u>								
801 Dep'n F'hold land & Bldgs	0	43,472	0	0	0	0	0	0
811 Dep'n L'hold Land & Bldgs	0	1,900	0	0	0	0	0	0
821 Dep'n Vehicles & Equipment	0	36,851	0	0	0	0	0	0
841 Dep'n Infrastructure Assets	0	8,865	0	0	0	0	0	0
861 Dep'n Community Assets	0	584	0	0	0	0	0	0
898 Deferred Grants Reversal-CFR	0	41,297	0	0	0	0	0	0
899 Depreciation Reversal-CFR	0	-91,672	0	0	0	0	0	0
5900 Dep'n Charged contra	0	-91,672	0	0	0	0	0	0
Overhead Expenditure	0	-50,375	0	0	0	0	0	0
Movement to/(from) Gen Reserve	0	50,375	0	0	0	0	0	0
Activities not allocated - Income	0	0	0	0	0	0	0	0
Expenditure	0	-50,375	0	0	0	0	0	0
Movement to/(from) Gen Reserve	0	50,375	0	0	0	0	0	0
Total Budget Income	1,283,572	1,349,582	1,343,644	1,223,135	1,358,127	0	1,398,244	0
Expenditure	1,283,572	1,334,656	1,343,644	712,540	1,324,354	0	1,398,244	0
Movement to/(from) Gen Reserve	0	14,925	0	510,595	33,773	0	0	0

ITEM 14 (APPENDIX 3)

Earmarked Reserves				31/03/2018	31/03/2019	30/03/2020
					(projected)	(available)
Capital Contingency - General				227,302	223,982	248,982
Capital Equipment fund				35,240	32,445	32,445
Others:	Elections			15,000	15,000	15,000
	Carnival			6,210	0	3,750
	Crime Prevention/Traffic Calming			3,779	3,779	3,779
	Committed Grants			8,918	0	0
	Congleton Partnership Projects			50,135	50,135	50,135
	Civic Treasures			3,000	3,000	3,000
	Website			2,651	2,651	2,651
	Training			1,747	1,747	1,747
	Devolved Services			56,767	56,767	56,767
	Loan Repayments			2,891	150	0
	Public Toilets			24,012	24,012	24,012
	Play Areas			6,000	6,000	6,000
	Public Realm			9,188	9,188	9,188
	Legal Fees			5,292	5,292	5,292
	Christmas Lights			7,573	7,573	7,573
	Tourism			9,169	9,169	9,169
	Neighbourhood plan			24,092	21,441	0
	Cenotaph			10,000	10,000	10,000
	Rotary Bonfire			5,000	5,000	5,000
	In Bloom			3,000	3,000	3,000
				516,966	490,331	497,490

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	6th December 2018	LOCATION	Congleton Town Hall
REPORT FROM	The Chief Officer		
AGENDA ITEM	Christmas Closure		
REPORT TITLE			
Background	To advise Councillors of the proposed closure date of the Town Hall offices over Christmas		
Proposal	<p>It is proposed that the Town Hall Office will open and close on the following times during the Christmas and New Year period</p> <ul style="list-style-type: none">• 21st December - closing at 12 noon• Reopening 2nd January 2018 normal office hours <p>During this period staff are entitled to 3 bank holidays and will take the 4 additional days from their annual holiday entitlement.</p> <p>Streetscape will operate with a skeleton staff over all of the Christmas period with the exception of Christmas Day.</p> <p>There is an emergency number for residents to ring if an incident occurs requiring the intervention of Streetscape staff which is operated by Cheshire East: - 0300 125 5025. This will be used to contact Town Council staff.</p>		
Decision Requested	To approve the above proposal		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	6 th December 2018	LOCATION	Congleton Town Hall
Update from	Chief Officer		
AGENDA ITEM REPORT TITLE	Resignation of Councillor		
Background	<p>Councillor Richards forwarded his resignation as a councillor to the Town Mayor and the Chief Officer on the 15th November 2018 which came into immediate effect. The council now has a vacancy for a councillor and ordinarily the council would be obliged to fill that vacancy within a reasonable time through either a co-option or by having an election in the relevant ward.</p> <p>If the council took the option to co-opt, the vacancy would need to be advertised and should 10 members of the public request an election the council would be duty bound to hold an election for that position.</p> <p>As there is a local election on the 2nd May 2019 the council are not legally obliged to fill the vacancy as the resignation took place less than 6 months before the election.</p> <p>The cost of an election in a single ward is circa £17,000</p>		
Recommendation	<p>The Chief Officer recommends that the Council should not look to fill the vacancy before the next election on May 2nd based on the outlay of circa £17,000 and there being no guarantee that the person elected through this process would be re-elected on May 2nd 2019</p>		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	6 th December 2018	LOCATION	Congleton Town Hall
Update from	Town Centre and Marketing Manager		
AGENDA ITEM REPORT TITLE	Cheshire East Council consultation on Car Parking Charges		
Background	<p>On the 27th November Cheshire East issued a press release announcing a consultation on increasing car parking charges across the borough from the 8th March 2019. CEC also announced that it intends to introduce car parking charges on three car parks across the borough, including Park Street in Congleton. This is the car park by the rugby club on the park-side of Mountbatten Way.</p> <p>This paper is to ascertain if the Town Council wishes to send in a formal response to the consultation.</p> <p>For Congleton the consultation is recommending</p> <ul style="list-style-type: none"> • Short Stay Car Parks (Princess St, Fairground and Antrobus) increasing each tariff by 10p] <ul style="list-style-type: none"> 0-1 hour – from 30p to 40p 1-2 hours from 50p to 60p 2-4 hours from £1 to £1.10 (plus Princess 4-8 hours increase £1.50 – £1.60) • Long Stay Car Parks (West Street, Back Park Street, Chapel Street and now also including Park Street) <ul style="list-style-type: none"> 0-2 hours from 50p to 60p 2-4 hours from £1 to £1.10 4-8 hours from £1.50 to £1.60 • Increase the cost of resident parking from £50 to £60 for the first car and from £50 to £75 for a second car • Increase the price of quarterly permits from £80 to £82 and annual permits from £300 to £307. • Parking Charges apply from 9am – 5pm Monday to Saturday inclusive. Sunday parking will remain free in Congleton. <p>When Cheshire East raised the possibility of increasing parking charges by 10p or 20p across the borough in Autumn 2017 the Town Council objected stating:</p> <ol style="list-style-type: none"> 1. That is was the wrong time for Congleton – still recovering from roadworks 2. The Town Centre is competing with two out of town shopping centres in the Town offering free parking - plus Lyme Green , Sandbach, Talke Retail Park all with free car parking. 3. When CEC introduced car parking charges in Congleton in 2011 it was part of an equalisation policy, but nothing was then taken forward for the 14 Cheshire East Car Parks in the neighbouring former Congleton borough towns of Sandbach, Alsager, Holmes Chapel or Middlewich. 4. We agree that it is important to ensure a turnaround of spaces on the car parks, but in Congleton we do not have a problem with demand outstripping demand. 5. Putting up charges to cut congestion to deter people from coming into the town centre by car is detrimental to town centres. Bus services are limited and 		

	<p>there is plenty of evidence showing that those planning a shopping trip are not prepared to walk or cycle with bags of shopping.</p> <p>6. CTC also objected to losing the free after three pm charges</p> <p>(for full details see the Community, Environment and Services Committee of the 5th October 2017)</p> <p>Cheshire East Council withdrew the paper on increasing car parking charges that was due to go to Cabinet on the 10th October 2017.</p>
Next stage	<p>The Cheshire East consultation on the proposed increase in charges closes on the 19th December 2018. In my opinion as Town Centre and Marketing Manager for Congleton I believe that the Town Council should raise the following points in a response.</p> <p>In the press release and notice Cheshire East Council says it needs to increase the parking to...</p> <ol style="list-style-type: none"> 1. Ensure car parks are safe, secure and well maintained with a good turnaround of spaces for visitors and shoppers. <i>In Congleton we do not have a supply and demand problem that would justify increasing charges.</i> 2. So that CEC car parks can be self-funding rather than using funding intended for vital frontline services. <i>We appreciate that car parks cost money to light, maintain, pay community tax charges, insure and manage – but it is fair that a town centre like Congleton, which is struggling, has to act as the cash cow for neighbouring towns that have free car parks. A Freedom of Information request has been submitted asking for details of revenue collected from Congleton's car parks and expenditure on car parks in Congleton.</i> 3. Cheshire East notes in its press statement that the proposal will not be popular but say it is necessary due to the reduction in funding from central government and the increased demand for essential frontline services. – <i>While I'm sure that the Town Council will have some sympathy with this predicament, the proposed one solution suits all proposal of sticking 10p on all tariffs on fee-paying car parks across Cheshire East does not appear to be a well thought out solution. Town Centres are struggling. Congleton's footfall measured on an hour by hour counter 24/7) is down by on that of 2017 and 2016. There is plenty of media coverage about how High Streets are dying and many shops are closing. Town Centres need positive actions to encourage people to visit, not further obstacles. It's not just parking charges that is having an impact on trading in the town centre, and I'm sure that there is no intention to try and harm Congleton Town Centre, but the unintentional consequences of this change could end up causing harm. Businesses need people in the town centre purchasing to be viable. Car park charges discourage people. It would benefit the town if visitors could have the first hour free.</i> 4. <i>In an age when people are carrying less and less cash with them, changing from 50p to 60p and £1 to £1.10 will be a nuisance for the end user. The Pay and Display car parks do not give change, and as a consumer you feel cheated if you end up having to pay £2 for ticket, unless all meters have been altered to take cards in which case this point can be withdrawn..</i> 5. The justification for introducing car parking charges on Park Street (..are generally taken up by workers or commuters as they are within walking distance of the train station) is not accurate. Although it is possible to walk from Park Street to the station is about 15 minutes up a steep hill. I would be surprised if anyone is parking at this car park to use the station. When

	<p>charging was previously introduced on this car park the car park remained empty and the side streets around the back of Willow Street were blocked with cars.</p> <ol style="list-style-type: none"> 6. Possibility in other parts of Cheshire East an increase of £35 per year for a two-car family wanting a resident parking permit is acceptable, but this could be a struggle for some Congleton families and could even lead to an overall decrease in income for Cheshire East. 7. Pleased to see that the Free after 3pm is remaining on Back Park Street Car Parks. 8. Would like to see the four 'free car parking' days extended to more than just three car parks after 10am. Again a Freedom of Information request has been submitted to see what revenue was taken in the 'free' car parks on a previous 'free day' over £229 was taken in the 'free' car parks from the public that had not seen the banners and posters. <p>Any other comments that Councillors would like to be included.</p>
Decision	<p>Congleton Town Council to respond to the Cheshire East consultation expressing its disappointment and disapproval of the proposals to increase car parking costs in the Town Centre based on the points raised above and any other raised by the Councillors at the meeting.</p>

Proposed changes to car parks across the borough from March 2019

Notice of proposal Cheshire East Borough Council (off-street parking places) (consolidated) order 2015 (variation no. 5) order 2019

This page contains details for the proposed changes to car parks across the borough from March 2019.

The Council hereby gives NOTICE in exercise of its powers under Section 35C of the Road Traffic Regulation Act 1984 and Regulation 25 of the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996, of its intention to vary the current parking provisions and increase the tariff for the Pay and Display off-street car parks referred to in this Notice. The general effect of the Order is to vary the Cheshire East Borough Council (Off-Street Parking Places) (Consolidated) Order 2015 (as amended) as follows:

1. To remove all reference to the Parking Place previously known as Manor Road Car Park, Manor Road, Nantwich.
2. To remove all reference to the Parking Place known as Chester Road Car Park, Acton.
3. To include in the Order the car parks: London Road, Holmes Chapel; Park Way, Holmes Chapel; Well Lane, Alsager; Fairview, Alsager; Station Road, Alsager; Fanny's Croft, Alsager; Hawk Street, Sandbach; Crown Bank, Sandbach; Well Bank, Sandbach; Westfields, Sandbach; Chapel Street, Sandbach; Brookhouse, Sandbach; Sea Bank, Middlewich; Civic Way, Middlewich.
4. To re-introduce charging on 3 car parks namely:
┌ Hibel Road, Macclesfield ┌ Park Street, Congleton ┌ Thomas Street, Crewe (Long Stay) ┌ Thomas Street, Crewe (Short Stay)
5. To amend the hours of charging and maximum waiting period at the Grosvenor Centre Car Park in Macclesfield to 8.30am to 6.00pm (Monday to Saturday).
6. To amend the maximum waiting period in the following Congleton car parks from 10 hours to 8 hours: Back Park Street; Chapel Street; West Street; Princess Street – 9am to 5pm
7. To amend the charging hours to 3 hours maximum stay at Antrobus Street Car Park in Congleton with charges set at 2-3 hours £1.10.

8. To amend the maximum waiting period at Princess Street, Congleton to a maximum period of 8 hours with charges set at 2-4 hours £1.10 and 4-8 hours £1.60.

9. To increase the parking charges at car parks located close to train stations as follows:

Waters Green, Macclesfield Station Car Park, Macclesfield Gas Road, Macclesfield Broadway Meadow, Wilmslow Pedley Street, Crewe Railway Street, Crewe

10. To introduce the facility for "Virtual Permits" for use as an alternative method of displaying payment for a parking place

11. To insert in Part II (Designation and use of Parking places) as point 8 (vi): 'where there are Parking Bay markings, in such a position that lies outside the Parking Bay markings. Areas outside the Parking Bay markings are considered restricted areas unavailable for parking.'

12. To increase all hourly tariffs other than those detailed in these proposals by 10p and the quarterly and annual season tickets pro-rata

It is also proposed to increase all contract parking permits/season tickets; to increase the charge for residents parking permits, parking dispensations, change of Vehicle Registration Mark (VRM) or loss of either a residents parking permit or contract parking permits/season tickets and to increase the charge for the lorry parking provision at Shaw Heath Lorry Park, Mobberley Road, Knutsford. Further details can be found in Appendix 1 within the deposited documents

The full details and the Council's reasons for proposing the amendments and associated documents are available to be viewed during normal opening hours at:

Customer Service Centre
Town Hall
Market Place
Macclesfield
SK10 1EA

Congleton Town Hall
High Street
Congleton
CW12 1BN

Customer Centre
Delamere House
Delamere Street
Crewe

The proposed variation relates to the Cheshire East Borough Council (Off-Street Parking Places) (Consolidated) Order 2015 which came into effect on 26 October 2015 and as subsequently varied.

The proposed variations above are intended to come into force on 8 March 2019.

Any objection or other representation relating to the proposed Variation must be made in writing. All objections or representations must specify the grounds on which they are made. Objections and other representations should be sent, marked for the attention of the:

Parking Services Manager
Cheshire East Council
Municipal Buildings
Earle Street
Crewe
Cheshire
CW1 2BJ

or email to representations5@cheshireeast.gov.uk and titled "Variation to the Car Parks Order" to arrive no later than 19 December 2018

- [Statement of Reasons Variation 5 \(PDF, 179KB\)](#)
- [Schedule Variation 5 \(PDF, 276KB\)](#)
- [Appendix A Variation 5 \(PDF, 56KB\)](#)

Director of Legal Services
Cheshire East Borough Council
16 November 2018

Appendix 2 – CHESHIRE EAST PRESS RELEASE

Cheshire East Council to consult on increasing parking charges

27 November 2018

Cheshire East Council is to consult on proposals to increase parking charges across the borough from March 2019.

The proposals aim to ensure that the income generated from car parks makes the best use of the council-owned assets, and therefore benefits the taxpayers of Cheshire East. They include:

- Increasing the parking price on most Cheshire East Council-owned car parks by 10 pence across each tariff;
- Increasing the charges at car parks by railway stations, which recognises the higher premium charged in the private sector whilst remaining highly competitive and encouraging more sustainable methods of travel to train stations;
- Re-introducing parking fees on three car parks (Thomas Street in Crewe, Hibel Road in Macclesfield and Park Street in Congleton);
- Increasing the cost of resident parking permits;
- Introducing an administration fee for the replacement of parking permits; and
- Introducing some car parks into the car park order meaning parking restrictions can be enforced where needed.

Frank Jordan, executive director of place and acting deputy chief executive said: "It is our responsibility to ensure our car parks are safe, secure and well maintained – and that there is a good turnaround of spaces for visitors and shoppers.

"The money that comes from car parks helps us to do this and ensures that our car parks fund themselves, rather than us having to use money intended for vital frontline services elsewhere.

"For Cheshire East Council, this is not a profit-making scheme. The revenue generated will help to ensure a quality of service that people expect when they come to one of our car parks.

"We strive to make parking as user friendly and supportive to our towns as possible. These proposals do not impact existing car park incentives such as, free after 3pm, leisure centre refunds or the town and parish council four free days allowance.

"While we would prefer to leave things as they are, we continue to be forced to make a range of tough and, at times, unpopular decisions. This is a sign of the pressure local authorities, like ours, face with reductions in funding from central government and increased demand for essential frontline services.

"We have been forced to make millions of pounds of savings year on year, while protecting essential and much-needed frontline services, including those to the most vulnerable in our communities."

The proposal to increase parking charges was included in the council's full budget report 2018/19 and agreed, subject to statutory consultation, at a meeting of full council on 22 February 2018.

Further details about the proposals, and information on how to make a representation, can be found in the statutory notices sections in local papers, displayed in affected car parks and on the council's website at: www.cheshireeast.gov.uk/parkingcharges.

Congleton Town Council

Minutes of the meeting of the Youth Committee held on Wednesday 31st October 2018 in the Town Hall, Congleton

PRESENT Youth Councillor Michael Howell – Chairman
Tyler Cartwright

Councillor Sally Holland

Linda Minshull

1. APOLOGIES

Apologies were received from Arabella Holland, Laetitia Eichinger, Diyana Nikolova and Councillors Charles Booth and Elizabeth Wardlaw.

2. MINUTES OF LAST MEETING

RESOLVED – That the Minutes of the Meeting of the Committee held on the 20th September 2018 were signed by the Chairman as a correct record.

3. MEMBERSHIP

The Committee is still struggling to attract new members. Tyler agreed to write an article for the next edition of Bear Necessities and Linda will forward his details to Jackie.

Michael reported that he wished to step down as Chairman of the Committee as he is busy with his studies but would like to remain as a member. Sally said that Arabella would probably be happy to take over as Chairman and she would discuss with her.

4. YOUTH COMMITTEE PROJECTS

Members discussed the projects they would like to deliver –

Band Night at Town Hall

Cinema evening at Daneside Theatre

Book a session at the astro pitches at Congleton High

BMX Pump Track

5. REMEMBRANCE SUNDAY

Michael, Arabella and Tyler are unable to attend Remembrance Sunday. Linda will ask Laetitia and Diyana if they will be able to lay the wreath.

6. **YOUTH COMMITTEE BANK ACCOUNT**

It was reported that the balance is £548.92. Linda suggested that as there has been so little activity on the account, the funds be used to deliver a project and then the account be closed. Michael, Tyler and Sally agreed with the suggestion. Linda also reported that there is around £1,000 also available in the Town Council Youth Budget up to the end of the financial year.

7. **YOUTH COMMITTEE MEMBERS ITEMS**

Youth Forum – Tyler agreed to be the representative on the Youth Forum and Linda will forward his contact details to Mike Smith.

8. **DATE OF NEXT MEETING**

Thursday 6th December – 5.30 p.m. – prior to the Town Council meeting at 7 p.m.

Michael Howell – Chairman