



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

6th June 2019

Dear Councillor,

Town Council Meeting – Thursday 13th June 2019

You are summoned to attend a meeting of the Council, to be held in the Town Hall, Congleton on **Thursday 13th June 2019** 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 Council Meeting held on the 4th April 2019 and the Annual Council meeting held on 23rd May 2019.

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

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.

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where friends are made

6. **Mayor's Announcements**

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 21st March 2019

8. Planning Committee (enclosed)

To receive the minutes of the meeting held on 28th March 2019

9. Annual Governance and Accountability Return 2018/19 (enclosed)

- (i) To receive and approve the Annual Governance Statement 2018/19.
- (ii) To receive and approve the Accounting Statements 2018/19

10. Financial Statements 2018/19 (enclosed)

To receive and approve the unaudited financial statements 2018/19.

11. Proposed Amendment to Financial Regulations (enclosed)

To receive a report from the Support Manager (RFO) with a proposal to amend the Financial Regulations to allow the post of RFO to be a bank signatory but not to authorise payments.

12. Urgent Items

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

13. 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.

14. Councillor attendance (enclosed)

To agree on the method of recording Councillors attendance at meetings

15. Terminology to be used for the position of "Chairman" of Committees and Working Groups (to follow)

To agree to terminology to be used for the position of Chairman of Committees and Working Groups

16. Youth Committee (to follow)

- 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 4th April 2019 Town Hall Congleton

Please Note – These are draft minutes and will not be ratified until the next meeting of the Council on 13th June 2019

PRESENT: Councillors

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

2. **Minutes**

To approve the Minutes of the meeting held on 21st February 2019.

CTC/55/1819 RESOLVED that the minutes of the emergency meeting of the Council held on 21st February 2019 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 G P Hayes and G S Williams declared a non- pecuniary interest in any matters relating to Cheshire East Council.

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.

Questions were received from Mrs S Firkin, Mr R Walton and Mr A Pimlott -see appendix A

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. Community, Environment & Services Committee

CTC/56/1819 RESOLVED that the minutes of the meeting held on 31st January 2019 be received and the recommendations therein be adopted.

8. Finance & Policy Committee

CTC/57/1819 RESOLVED that the minutes of the meeting held on 14th February 2019 be received and the recommendations therein be adopted.

9. Personnel Committee

CTC/58/1819 RESOLVED that the minutes of the meeting held on 15th March 2018 be received and the recommendations therein be adopted.

10. Planning Committee

CTC/59/1819 RESOLVED that the minutes of the meeting held on 7th February and 7th March 2019 be received and the recommendations therein be adopted.

11. Calendar of Meeting Dates

To approve the proposed calendar of meeting dates for 2019/20.

CTC/60/1819 RESOLVED to approve the calendar of meeting dates for 2019/20

12. Business Plan

To approve the 2019/20 Business Plan

CTC/61/1819 RESOLVED to approve the Business Plan for 2019/20

13. Neighbourhood Plan

To receive an update from the Chief Officer on the progress of the Neighbourhood Plan.

CTC/62/1819 RESOLVED to receive the verbal update from the Chief Officer who advised that the indicative timescale for the referendum would be late summer 2019

14. Urgent Items

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

There were no urgent items raised.

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.

Councillor Williams provided updates on CEC award winning Highways schemes in Crewe and on improvements to the Congleton to Buxton Road – A54

16. Youth Committee

a) 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)**

Appendix A : Public Questions

Question 1 Mrs S Firkin re Mountview Care Home

It is now 18 months since Cheshire East Council announced that it would cease providing adult day care services at Mountview.

Under pressure from the loyal body of carers whose relatives attend Mountview, Cheshire East Council agreed it would not end the day care service until it had found a new facility that could both host the service and meet the complex and varying needs of its users. 18 months on and CEC have still not succeeded in coming up with a suitable plan. I suspect they now know what we have known all along, that staying at Mountview was always the best option.

Whilst all of us who are involved are grateful for the fact that day care at Mountview continues, we call on the councillors of Congleton to join us in calling upon Cheshire East Council to remove the stress and uncertainty hanging over the users, their carers and staff by reversing their decision to close the building, and instead choose to invest in the facilities and services that are so valued by Congleton residents.

It would seem that Cheshire East Council wanted us to leave but had no plan of how to do it! I wish to ask Councillors present here tonight if they will use their influence to ask Cheshire East Council to put aside this futile quest for an alternative to Mountview and instead find a way to invest in the asset that they own for the future benefit of the people of Congleton.

Response Through previous meetings with yourself and Cheshire East Council I hope that you feel that we have been supportive in the past in trying to find a local solution for the continuation of the service currently provided at Mountview. With regards to the current situation we find it totally unacceptable that a local solution has not been found.

Like yourself we were advised that an option was almost in place and only recently we indirectly found out that this had fallen through. May I suggest that we once again organise a meeting with yourself and the relevant Cheshire East Officers and Portfolio holder to discuss the points you have raised and to establish what Cheshire Easts intentions are to achieve a satisfactory outcome for families that need and value this service provided at Mountview.

Outcome / Action

It was agreed to hold the proposed meeting as soon as possible, and to be organised by Congleton Town Council

Question 2 Mr R Walton - Brexit

With so much uncertainty over Brexit, as a local resident and Council Tax payer, could I ask if the Council has felt it necessary to conduct a risk analysis of what may happen to their provision of services if there is a no deal, disorderly Brexit. If so, what provisions have been made to maintain continuity in service delivery. It may be that Congleton Town Council hasn't felt obliged to carry out this contingency planning, but both I and many other residents would welcome this clarification. As you were not able to attend the meeting in person, I hope that you will find the following answer satisfactory. If you have any follow-up questions please do not hesitate to contact me.

Response

Like businesses across the country, Congleton Town Council needs to remain flexible and adaptable to change. The Town Council is here to serve the people in Congleton and where ever possible we use local suppliers for goods and services that are needed in order to deliver services. We have contacted our key suppliers and currently they are not anticipating any delivery issues. Our commercial partners who supply the catering for events at the Town Hall have strong local contacts and are also not anticipating any supply or delivery problems that would affect their ability to cater for events at the Town Hall.

Only one member of staff is not a UK national, and we do not anticipate any recruitment or staff retention issues. As members of the National Association of Local Councils (NALC) and Cheshire Association of Local Councils (CHALC) we will receive updated information on changes to legislation which may affect us and we will adapt accordingly.

We do not have significant investments or investment overseas and the funds that we do hold are in triple A rated accounts. Any volatility of currency should not have a significant impact on the Town Council.

As a Town Council we are as confident as we can be that local people will be able to expect the same level of service from the Town Council as they currently enjoy, whatever the outcome of Brexit. Of course we will keep ourselves updated of the news and take advice on any changes that are required or would be best practice, but currently have not needed to put contingencies in place.

The Town Council is required to carry out a Business Risk Assessment annually (Audit and Accountancy regulations 2015). The current Business Risk Assessment was approved by Finance and Policy Committee in February 2019. When updating the latest Business Risk Assessment it was not thought necessary to specifically refer to Brexit as it was not felt that Brexit (with or without a deal) would have any direct impact on the Council or its undertakings.

I hear about the apparent lack of enthusiasm that the Chief Officer encountered when trying to discuss the possibility of Cheshire East devolving control of our Market to Congleton Town Council. Since this statement by the Chief Officer, could I ask the Council if there have been any further developments in connection with our Market. In addition, could I ask what further actions the Council can take to speed this process up.

The market is of vital importance to me. I feel from the voices and opinions from our local market the traders are seeking some clarity of future intentions. I strongly feel control needs to be passed back to the Town Council. I also feel the market requires urgent regeneration, as there are many stalls roofs in a poor state of repair and constantly leaking on prospective customers, The back drop to the market is derelict properties and barbed wire fences. Despite the very smart signage coming into the Town from all access roads, the market is a total let down to any potential visitors, We are listed as a Charter Market Town established in 1272. Today sadly falls far short of expectations.

I would like to see these points addressed as I feel an improved regenerated Market & Leisure complex would increase traffic into our wonderful Town Centre. As a retailer based in the Town Centre it is of great importance that we have an inspirational Charter Market to improve overall retail within Congleton Town”

Question 3.

Adrian Pimlott Congleton Market

I hear about the apparent lack of enthusiasm that the Chief Officer encountered when trying to discuss the possibility of Cheshire East devolving control of our Market to Congleton Town Council. Since this statement by the Chief Officer, could I ask the Council if there have been any further developments in connection with our Market? In addition, could I ask what further actions the Council can take to speed this process up?

The market is of vital importance to me. I feel from the voices and opinions from our local market, the traders are seeking some clarity of future intentions. I strongly feel control needs to be passed back to the Town Council. I also feel the market requires urgent regeneration, as there are many stalls, roofs in a poor state of repair and constantly leaking on prospective customers. The backdrop to the market is derelict properties and barbed wire fences. Despite the very smart signage coming into the Town from all access roads, the market is a total let down to any potential visitors. We are listed as a Charter Market Town established in 1272. Today sadly falls far short of expectations.

I would like to see these points addressed as I feel an improved regenerated Market & Leisure complex would increase traffic into our wonderful Town Centre. As a retailer based in the Town Centre it is of great importance that we have an inspirational Charter Market to improve overall retail within Congleton Town”

Response

I am pleased to advise that the Chief Officer, on behalf of the Town Council Working Group, has started to receive information from Cheshire East Council. This relates to specific financial information that has been requested to enable the working group to look at a business case for the potential devolvement of the Market to the Town Council

As previously reported, the Town Council has no expertise in running markets and no available resource, on that basis the option that is most likely to be considered by the Town Council is for there to be a consortium of traders working together to achieve their goal, this is something the traders have previously stated as their preferred way forward.

The condition of the stalls and roof is not something that has specifically been brought to our attention by the traders, the asset is Cheshire East Council's, so this is something we will discuss as part of our ongoing investigations, as we will need clarity on the maintenance responsibilities for the market area.

We share with you your concerns with regards to the condition of the backdrop which is tied into the stalling plans of the Scarborough Development Group, who are proving very difficult to liaise with at the present time. The regeneration of the overall area has been, and continues to be, a major concern for the Town Council and is something we will continue to pursue through Cheshire East Council.

Congleton Town Council

Minutes of the Annual Meeting to the Town Council

Held at the Town Hall, Congleton on 23rd May 2019

PRESENT: Councillors Mrs S Akers Smith
 Mrs D Allen
 D Amies
 M Amies
 R Chadwick
 R Douglas
 P Duffy
 Mrs S Firkin
 Mrs M Gartside
 R Helmsley
 Mrs S A Holland
 Mrs A M Martin
 R Moreton
 D Murphy
 M Rogan
 Mrs K Wesley

1. Election of the Town Mayor for the Ensuing Year

CTC/1/1920 RESOLVED –That Councillor Mrs Sally Ann Holland be elected Town Mayor for the ensuing Municipal Year and until the acceptance of office by her successor.

Councillor Mrs Sally Ann Holland then subscribed the Statutory Declaration of Acceptance of Office.

COUNCILLOR Mrs Sally Ann Holland (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 David Holland with the Chain of Office.

2. Vote of Thanks for the Retiring Mayor

CTC/2/1920 RESOLVED That a vote of thanks be accorded to Cllr Mrs S Akers Smith for the able manner in which she had undertaken her duties during the year she was in Office.

2.1 Presentation of the Former Town Mayor's Medallion

The Town Mayor thereupon presented Cllr Mrs S Akers Smith with the Former Town Mayor's Medallion, suitably inscribed, to record her Term of Office.

2.2 Presentation of the retiring Town Mayor's Cadet Medallion

Cllr Mrs Akers Smith then responded and presented the retiring Town Mayor's Cadet Clara Jackson 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, Eloise Williams with her badge of office.

3. Apologies

Apologies for absence were received from Councillors D T Brown, G P Hayes, Mrs J Parry and J Smith.

4. Leader and Deputy Leader of the Council

CTC/3/1920 RESOLVED that amendments be made to the Constitution to remove the positions of Leader of the Council and Deputy Leader of the Council.

5. Adoption of the General Power of Competence

CTC/4/1920 RESOLVED that the General Power of Competence be adopted by the Council.

6. Election of Deputy Mayor

CTC/5/1920 RESOLVED that Councillor D Murphy be appointed Deputy Town Mayor for the ensuing Municipal Year and until the acceptance of Office by his successor. Mrs Joan Myatt to be appointed as the Deputy Mayor's Consort for the ensuing Municipal Year.

7. Council Committees

CTC/6/1920 RESOLVED - That membership of the Committees be as follows:-

7.1 Planning Committee

All Members of the Council.

7.2 Personnel Committee – 10 Members

Councillors DT Brown, S Akers Smith, D Allen, M Amies, R Chadwick, A Martin, M Gartside, R Hemsley, J Smith, K Wesley.

7.3 Finance & Policy Committee – 10 Members

Councillors M Rogan, Duncan Amies, R Chadwick, D Brown, J Parry, G Hayes, R Douglas, J Smith, P Duffy and R Moreton

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

Councillors K Wesley, M. Rogan, Martin Amies, D Allen, J Parry, A Martin, S Firkin, D Murphy, P Duffy and M Gartside.

7.5 Congleton Town Hall & Assets – 10 Members

Councillors Duncan Amies, R Moreton, Mrs S Akers Smith, G Hayes, D Allen, D Brown, S Firkin, R Helmsey, R Douglas and D Murphy.

7.6 Strategy Working Group

All Members of the Council.

8. Chairman & Vice Chairman of Committees

CTC/6/1920 RESOLVED that the following Members be appointed Chairman and Vice-Chairman of Committees for the ensuing year:-

	Committee	Chairman	Vice Chairman
	Finance and Policy	Cllr Douglas	Cllr Chadwick
	Community Environment and Services	Cllr Wesley	Cllr Allen
	Congleton Town Hall and Assets	Cllr Hayes	Cllr Firkin
	Personnel	Cllr Brown	Cllr Gartside
	Planning	Cllr Duffy	Cllr Martin
	Strategy	Mayor	Deputy Mayor

9. Appointment of Members to Single Focus Committees and Working Groups

CTC/7/1920 RESOLVED- That the following Members be appointed to the offices set out below:

		Members	Councillors
9.1	Complaints Panel	5	Mayor, Deputy Mayor and 1 councillor selected from each group
9.2	Selection panel for co-option of a councillor	5	Mayor, Deputy Mayor and 1 councillor selected from each group
9.3	Anti Social Behaviour Working Group	4	Cllrs Wesley (Chairman) Moreton, Deputy Mayor and Martin
9.4	Health and Wellbeing Working Group	Up to 8	Cllrs Allen (Chairman) Wesley, Firkin, Gartside, Brown, Rogan, Akers Smith
9.5	Congleton Market Working Group	Up to 4	Cllrs Brown (Chairman), Douglas, Martin and Martin Aimies
9.6	Streetscape Sweeper Working Group	2	Cllrs Douglas and Parry
9.7	Cheque signatories – any 2 from 6	6	Cllrs Brown, Martin, Parry, Wesley, Murphy and Douglas

10. Appointments to Outside Bodies

CTC/8/1920 RESOLVED- That the following Members be appointed to the outside bodies set out below:

		Qty	Councillors
10.1	Congleton Museum Trust	1+res	Cllrs Wesley and Firkin
10.2	Congleton Partnership Executive	2	Cllrs Wesley and Martin
10.3	Hilary Avenue Allotments	1	Cllr Smith
10.4	Astbury Mere Trust	1+ res	Cllrs Gartside and Duncan Amies
10.5	Chalc	1+ res	Cllrs Martin and Mayor
10.6	Cheshire East Liaison -		Relevant Ward Councillors
10.7	Cenotaph Working Group	2	Cllrs Allen and Douglas
10.8	In Bloom	3	Cllrs Gartside, Martin and Brown
10.9	Neighbourhood Planning Steering Group	5	Cllrs Duffy, Rogan, Allen, Duncan Amies and Brown

11. Appointments to Other Offices

CTC/8/1920 RESOLVED- That the following Members be appointed to the outside bodies set out below:

11.1	Town Crier	1	Paul Bates
11.2	Deputy Town Crier	1	Cllr Paul Duffy
11.3	Macebearer	1	Paul Bates
11.4	Deputy Macebearer	1	Cllr Paul Duffy

12. MAYOR'S CHAPLAIN

The Town Mayor advised the meeting that Andrew Lindley had been appointed as the Mayor's Chaplain for the ensuing year.

13. MAYORAL ANNOUNCEMENTS

The Town Mayor advised the meeting that the Civic Service would be held on Sunday 2nd June 2019 at Trinity Church, Wagg Street, Congleton at 3.00pm.

Mrs S A Holland
TOWN MAYOR

TOWN MAYOR'S ENGAGEMENTS**Civic Year 2018 / 2019**

6 th April	Middlewich Civic Ball
7 th April	Macclesfield Thanksgiving Service
14 th April	Macclesfield St. George's Day Event
15 th April	Rotary Charter Night
18 th April	Easter Hat Judging – Congleton Library
19 th April	Good Friday Service
19 th April	Crewe Civic Awards
25 th April	Crewe Annual Town Meeting
26 th April	Biddulph Civic Ball
28 th April	Charity Triathlon Event
1 st May	Cloud Group of W.I.'s Event
11 th May	Congleton In Bloom Plant Up
11 th May	Macclesfield Unveiling of Portrait
14 th May	Bollington Mayor Making
17 th May	Congleton Amateur Youth Theatre – Daneside
20 th May	Knutsford Mayor Making
22 nd May	Cheshire East Mayor Making
23 rd May	North West Active Travel Network Event

Civic Year 2019 / 2020

23 rd May	Congleton Town Council Mayor Making
30 th May	Congleton & Macclesfield Advanced Motorists Meeting
2 nd June	Congleton Town Mayor's Civic Service
3 rd June	Macclesfield Mayor Making
7 th June	Beartown Patchwork & Quilters
7 th June	High Sherriff of Cheshire Event
8 th June	Congleton Tennis Club – Town Mayor's Tournament
9 th June	Congleton Food and Drink Festival
11 th June	Ruby's Fund Teddy Bears Picnic

CONGLETON TOWN COUNCIL

Minutes of the Meeting of the Finance & Policy Committee Held on Thursday 21st March 2019

PRESENT - Councillors

Committee Members

Mrs D S Allen
J G Baggott
P Bates
G R Edwards (Chairman)
Mrs S A Holland (Deputy Town Mayor)
Mrs A E Morrison
Mrs J D Parry (Vice Chairman)
M A Walker

Non-Committee Members Mrs A M Martin and D T Brown

1. Apologies

Apologies for absence were received from Committee Members Cllrs R Boston and Mrs E Wardlaw and non-Committee members Cllrs Mrs S Akers Smith and G S Williams.

2. Minutes

FAP/77/1819 RESOLVED that the Minutes of the Meeting held on 14th February 2019 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 declared a non-pecuniary interest in any matters relating to Cheshire East Council.

P Bates declared a non-pecuniary interest in Item 7 – Ruby's fund and Friends for Leisure grant applications.

A Morrison declared a non-pecuniary interest in item 7 - Bath House and Physic Garden grant application.

A Martin declared a non-pecuniary interest in item 7 – Friends of Congleton Park grant application.

4. Outstanding Actions

14.02.19 FAP/72/1819 – Funding for SIDs (Speed Indicator Devices), passed to PCSO J Shore to contact the Police and Crime Commissioner (PCC).

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/78/1819 RESOLVED that the grant summary be received.

7. New Applications for Financial Assistance

FAP/79/1819 RESOLVED that:

- Grant ref GR15/1819 – Beartown Patchwork & Quilters £350 grant approved.
- Grant ref GR16/1819 – Rode Hall Silver Band £600 grant approved.
- Grant ref GR17/1819 – Friends of Congleton Park £300 grant approved.
- Grant ref GR18/1819 – Ruby's Fund £500 grant approved to fund the Teddy Bear's picnic - with a caveat that as it is a transition project from a Town Council event, the grant will cover the small sum for wages.
- Grant ref GR19/1819 – Friends for Leisure - £230 grant approved.
- Grant ref GR20/1819 – Congleton Bath House & Physic Garden (Congleton Building Preservation Trust) £500 grant approved.
- Grant ref GR21/1819 - Congleton Library - £150 grant approved.
- Grant ref GR22/1819 - SOL Theatre School - £600 grant approved for tee-shirts displaying the Town Council's logo.
- Grant ref GR23/1819 - Bromley Farm Community Development Trust - £400 grant approved.
- Grant ref GR24/1819 - Changing Lanes (Cheshire) CIC - £297 grant approved.

8. New Grant Activities Monitoring Forms

- There were no new Grant Activities Monitoring Forms.

9. Management Accounts

FAP/80/1819 RESOLVED to receive the Management Accounts to 28th February 2019.

10. Bank Reconciliation

FAP/81/1819 RESOLVED to receive the Bank Reconciliation as at 28th February 2019.

11. Savings Account Balances

FAP/82/1819 RESOLVED to receive the Savings Account Balances as at 28th February 2019.

12. List of Payments

FAP/83/1819 RESOLVED to receive the Payments List between 1st January and 28th February 2019.

13. Internal Audit Report

To receive the interim Internal Audit report 2018/19 from Auditing Solutions.

FAP/84/1819 RESOLVED to receive the interim Internal Audit report 2018/19.

**Cllr G R Edwards
(Chairman)**

CONGLETON TOWN COUNCIL

**MINUTES OF THE MEETING OF THE PLANNING COMMITTEE
HELD ON 28th MARCH 2019**

PRESENT

Councillor L D Barker – Chairman
Mrs S Akers Smith
Mrs D S Allen
J G Baggott
G R Edwards
Mrs S A Holland
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 Mrs A L Armitt, P Bates, R Boston, D T Brown and Mrs E Wardlaw.

2. MINUTES

PLN/24/1819 RESOLVED: That the Minutes of the Meeting of the Committee held on 7th March 2019 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 Baggott and Williams declared a "non pecuniary" interest due to their membership of Cheshire East Council.

Councillor Martin declared a "non pecuniary" interest due to her membership of Rural England.

4. OUTSTANDING ITEMS

No outstanding actions.

5. QUESTIONS FROM MEMBERS OF THE PUBLIC

None received

6. **PLANNING APPLICATIONS**

PLN/25/1819 RESOLVED: That the following comments be made to Cheshire East Borough Council:

Planning Ref	Location	Declaration of Interest	Comments
1.* 19/1214T	17, ISIS CLOSE, CONGLETON, CW12 3RT		No Objection
2.* 19/1231C	1, BEECH CLOSE, CONGLETON, CW12 4YL		No Objection
3. 19/1132C	62, LAWTON STREET, CONGLETON, CW12 1RS	NP – Councillor Holland	No Objection
4.* 19/1192C	8, BRINDLEY WAY, CONGLETON, CHESHIRE, CW12 3TX	NP – Councillor Holland	No Objection
5.* 19/1199C	79, HOLMES CHAPEL ROAD, CONGLETON, CHESHIRE, CW12 4NU		No Objection
6. 19/1141C	13, BURSLAM STREET, CONGLETON, CW12 3AF	NP – Councillor Holland	No Objection subject to consideration being given to Tree Protection Orders
7 19/1146C	18, BRIDGE STREET, CONGLETON, CW12 1AS	NP – Councillor Williams	No Objection
8* 19/0886C	47, Birch Road, Congleton, CW12 4NN		No Objection
9 19/1062C	Land Adjacent to Oak Lea, CROUCH LANE, CONGLETON, CHESHIRE, CW12 3PT		Refer back to Cheshire East for determination due to being in the greenbelt
10* 19/1086C	78, BELGRAVE AVENUE, CONGLETON, CW12 1HT		No Objection
11 19/1106C	HILLSIDE CROFT, CONGLETON EDGE ROAD, CONGLETON, CHESHIRE, CW12 3NA		Refer back to Cheshire East for determination due to being in the greenbelt
12 19/1061C	7, MOODY STREET, CONGLETON, CW12 4AN		Refer back to Cheshire East as in the Conservation Area
13 19/1355C	LAND NORTH OF, Radnor Park Industrial Estate, BACK LANE, CONGLETON		Refer back to Cheshire East for Legal, Planning and Financial concerns
14 19/1253D	Land At, FORGE LANE, CONGLETON		No Objection

15 19/1261C	5, SOUTHLANDS ROAD, CONGLETON, CW12 3JY		No Objection
16* 19/1257C	97, NEWCASTLE ROAD, CONGLETON, CW12 4HL		No Objection
17 19/1247D	Proposed, CONGLETON LINK ROAD,	NP – Councillor Williams	No Objection
18* 19/1246T	17, ISIS CLOSE, CONGLETON, CW12 3RT		No Objection
19* 19/1214T	17, ISIS CLOSE, CONGLETON, CW12 3RT		No Objection
20* 19/1231C	1, BEECH CLOSE, CONGLETON, CW12 4YL		No Objection
21 * 19/1469C	Fir Tree Cottage, TUNSTALL ROAD, CONGLETON, CW12 3QB		No Objection
22 * 19/1380C	4, Campion Place, Astbury, CW12 4GX		No Objection
23 * 19/1389C	62, LONGDOWN ROAD, CONGLETON, CW12 4QR		No Objection

7. PLANNING APPEALS

None to report.

8. LICENSING APPLICATIONS

PLN/26/1819 RESOLVED – To accept the recommendations in the report dated 28th March 2019 in respect of the following licensing applications and report these to Cheshire East.

- Ye Olde Kings Arms, 1 High Street, Congleton
- Makers Market UK, Bridge Street, Congleton

9. PLANNING ENFORCEMENT ISSUES

None to Report

Councillor L. D. Barker - Chairman

Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The annual internal audit report is completed by the authority's internal auditor.
 - Sections 1 and 2 are to be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been provided?	✓	
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2018/19

EN 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 2019.

The internal audit for 2018/19 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. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>)			
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

26/11/2018 26/02/2019 11/06/2019

Name of person who carried out the internal audit

Adrian Shepherd-Roberts

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

11/06/2019

*If the response is 'no' you must include a note to 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 2018/19

We acknowledge as the members of:

El 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 2019, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
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 and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

13/06/2019

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

Authority web address

www.congleton-tc.gov.uk

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2018/19 for

EN Congleton Town Council FY

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	741,286	707,750	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	798,212	836,152	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	551,371	555,526	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-680,072	-699,969	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	-55,738	-58,014	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-647,309	-534,370	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	707,750	807,075	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	764,254	833,590	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,844,992	2,866,258	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.
10. Total borrowings	414,594	373,406	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

13/06/2019

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

13/06/2019

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

EN Congleton Town Council

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2018/19

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

ITEM 10

Congleton Town Council

Unaudited Financial Statements

For the year ended 31 March 2019

Congleton Town Council

Table of Contents

31 March 2019

	Page
Table of Contents.....	2
Council Information.....	3
Statement of Responsibilities.....	4
Statement of Accounting Policies.....	5
Income and Expenditure Account.....	8
Statement of Movement in Reserves.....	9
Balance Sheet.....	10
Cash Flow Statement.....	11
Notes to the Accounts.....	12
1 Interest and Investment Income.....	12
2 Agency Work.....	12
3 Related Party Transactions.....	12
4 Publicity.....	12
5 Audit Fees.....	12
6 Members' Allowances.....	12
7 Employees.....	13
8 Pension Costs.....	13
9 Tangible Fixed Assets.....	14
10 Financing of Capital Expenditure.....	14
11 Information on Assets Held.....	15
12 Current Asset Investments.....	16
13 Debtors.....	16
14 Creditors and Accrued Expenses.....	16
15 Long Term Liabilities.....	17
16 Financial Commitments under Operating Leases.....	17
17 Deferred Grants.....	17
18 Capital Financing Account.....	18
19 Revaluation Reserve.....	18
20 Earmarked Reserves.....	18
21 Reconciliation of Revenue Cash Flow.....	19
22 Movement in Cash.....	19
23 Reconciliation of Net Funds/Debt.....	19
24 Capital Commitments.....	20
25 Contingent Liabilities.....	20
26 Post Balance Sheet Events.....	20
Appendices.....	21

Congleton Town Council

Council Information

31 March 2019

(Information current at 13th June 2019)

Town Mayor

Cllr S. A. Holland

Councillors

Cllr D. Murphy (Deputy Mayor)

Cllr S. M. Akers Smith

Cllr D. S. Allen

Cllr D. Amies

Cllr M. Amies

Cllr D.T Brown

Cllr R. Chadwick

Cllr R. Douglas

Cllr P. Duffy

Cllr S. Firkin

Cllr M. Gartside

Cllr G. P Hayes

Cllr R. Hemsley

Cllr A. M. Martin

Cllr R. Moreton

Cllr J. D. Parry

Cllr M. Rogan

Cllr J. Smith

Cllr K. Wesley

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 2019

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 2019 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 2019, and its income and expenditure for the year ended 31 March 2019.

Signed:

Mrs J. Potts FMAAT, CILCA- Responsible Financial Officer

Date:

Congleton Town Council
Statement of Accounting Policies
31 March 2019

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 2019

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.

Investments

Investments are included in the balance sheet at historic cost and realised gains or losses are taken into the income and expenditure account as realised. Details are given at note 12.

Debtors and Creditors

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

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

Value Added Tax

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

External Loan Repayments

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

Leases

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

Reserves

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

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

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

Congleton Town Council
Statement of Accounting Policies
31 March 2019

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.

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 was 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 2019

	Notes	2019 £	2018 £
Income			
Precept on Unitary Authority		836,152	798,212
Grants Receivable		18,739	13,429
Rents Receivable, Interest & Investment Income		3,773	4,625
Charges made for Services		527,950	531,523
Other Income		2,189	1,794
Total Income		1,388,803	1,349,583
Expenditure			
Direct Service Costs:			
Salaries & Wages		(548,058)	(516,713)
Grant-aid Expenditure		(77,755)	(70,975)
Other Costs		(401,825)	(434,817)
Democratic, Management & Civic Costs:			
Salaries & Wages		(151,911)	(163,359)
Other Costs		(58,900)	(88,746)
Total Expenditure		(1,238,449)	(1,274,610)
Excess of Income over Expenditure for the year.		150,354	74,973
Exceptional Items			
Profit/(Loss) on the disposal of fixed assets		607	(1,808)
Net Operating Surplus for Year		150,961	73,165
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(41,188)	(38,686)
Capital Expenditure charged to revenue	10	(9,841)	(69,823)
Reverse profit on asset disposals		(607)	1,808
Transfer (to)/from Earmarked Reserves	20	(89,208)	48,461
Surplus for the Year to General Fund		10,117	14,925
Net Surplus for the Year		99,325	(33,536)
The above Surplus for the Year has been applied for the Year to as follows:			
Transfer (to)/from Earmarked Reserves	20	89,208	(48,461)
Surplus for the Year to General Fund		10,117	14,925
		99,325	(33,536)

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

The notes on pages 12 to 20 form part of these unaudited statements.

Congleton Town Council
Statement of Movement in Reserves
31 March 2019

Reserve	Purpose of Reserve	Notes	2019 £	Net Movement in Year £	2018 £
Asset Revaluation Reserve	Store of gains on revaluation of fixed assets	19	100,943	-	100,943
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	18	381,039	10,238	370,801
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	20	606,174	89,208	516,966
General Fund	Resources available to meet future running costs		200,901	10,117	190,784
Total			1,289,057	109,563	1,179,494

The notes on pages 12 to 20 form part of these unaudited statements.

Congleton Town Council

Balance Sheet

31 March 2019

	Notes	2019 £	2019 £	2018 £
Fixed Assets				
Tangible Fixed Assets	9		2,074,257	2,136,504
Current Assets				
Debtors and prepayments	13	29,678		35,592
Investments	12	150,000		-
Cash at bank and in hand		683,590		764,254
		863,268		799,846
Current Liabilities				
Current Portion of Long Term Borrowings		(25,843)		(41,188)
Creditors and income in advance	14	(56,191)		(92,094)
Net Current Assets			781,234	666,564
Total Assets Less Current Liabilities			2,855,491	2,803,068
Long Term Liabilities				
Long-term borrowing	15		(347,563)	(373,406)
Deferred Grants	17		(1,218,871)	(1,250,168)
Total Assets Less Liabilities			1,289,057	1,179,494
Capital and Reserves				
Revaluation Reserve	19		100,943	100,943
Capital Financing Reserve	18		381,039	370,801
Earmarked Reserves	20		606,174	516,966
General Reserve			200,901	190,784
			1,289,057	1,179,494

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2019, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 13th June 2019 .

Signed:
Cllr S. A. Holland	Mrs J. Potts FMAAT, CiLCA
Town Mayor	Responsible Financial Officer

Date:

The notes on pages 12 to 20 form part of these unaudited statements.

Congleton Town Council

Cash Flow Statement

31 March 2019

	Notes	2019 £	2019 £	2018 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(700,254)		(679,545)
Other operating payments		(555,397)		(545,093)
			(1,255,651)	(1,224,638)
<i>Cash inflows</i>				
Precept on Unitary Authority		836,152		798,212
Cash received for services		534,480		530,176
Revenue grants received		18,739		13,429
			1,389,371	1,341,817
Net cash inflow from Revenue Activities	21		133,720	117,179
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(16,940)		(8,554)
<i>Cash inflows</i>				
Interest received		3,585		4,683
Investment Income		-		-
Net cash (outflow) from Servicing of Finance			(13,355)	(3,871)
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(12,716)		(69,823)
<i>Cash inflows</i>				
Sale of fixed assets		2,875		-
Net cash (outflow) from Capital Activities			(9,841)	(69,823)
Net cash inflow before Financing			110,524	43,485
FINANCING AND LIQUID RESOURCES				
(Increase) in money on call			(150,000)	-
<i>Cash outflows</i>				
Loan repayments made			(41,188)	(38,685)
Net cash (outflow) from financing and liquid resources			(191,188)	(38,685)
(Decrease)/Increase in cash	22		(80,664)	4,800

The notes on pages 12 to 20 form part of these unaudited statements.

Congleton Town Council

Notes to the Accounts

31 March 2019

1 Interest and Investment Income

	2019 £	2018 £
Interest Income - General Funds	3,773	4,625
	<u>3,773</u>	<u>4,625</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:

	2019 £	2018 £
Other Advertising	130	134
Marketing/Promotions	7,090	5,590
Council Newsletter	5,094	4,684
Council Website	815	320
	<u>13,129</u>	<u>10,728</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:

	2019 £	2018 £
Fees for statutory audit services	2,000	2,000
Total fees	<u>2,000</u>	<u>2,000</u>

6 Members' Allowances

	2019 £	2018 £
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	3,000	3,000
Members' Expenses	-	37
	<u>3,000</u>	<u>3,037</u>

Congleton Town Council

Notes to the Accounts

31 March 2019

7 Employees

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

	2019 Number	2018 Number
Full-time	16	17
Part-time	10	10
Temporary	-	-
	<u>26</u>	<u>27</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 2019 was £105,693 (31 March 2018 - £96,967).

The most recent actuarial valuation was carried out as at 31st March 2016, and the council's contribution rate is confirmed as being 20.65% of employees' pensionable pay with effect from 1st April 2019 (year ended 31 March 2019 – 20.15%).

Congleton Town Council

Notes to the Accounts

31 March 2019

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 2018	2,238,569	95,000	295,622	88,651	150,396	2,868,238
Additions	-	-	10,818	1,898	-	12,716
Disposals	-	-	(14,696)	-	-	(14,696)
At 31 March 2019	2,238,569	95,000	291,744	90,549	150,396	2,866,258
Depreciation						
At 31 March 2018	(416,648)	(19,000)	(218,253)	(74,265)	(3,568)	(731,734)
Charged for the year	(43,472)	(1,900)	(23,554)	(3,185)	(584)	(72,695)
Eliminated on disposal	-	-	12,428	-	-	12,428
At 31 March 2019	(460,120)	(20,900)	(229,379)	(77,450)	(4,152)	(792,001)
Net Book Value						
At 31 March 2019	1,778,449	74,100	62,365	13,099	146,244	2,074,257
At 31 March 2018	1,821,921	76,000	77,369	14,386	146,828	2,136,504

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

	2019 £	2018 £
The following capital expenditure during the year:		
Fixed Assets Purchased	12,716	69,823
	12,716	69,823
was financed by:		
Capital Receipts	2,875	-
Revenue:		
Capital Projects Reserve	4,131	64,923
Equipment Replacement Reserve	5,710	4,900
	12,716	69,823

Congleton Town Council

Notes to the Accounts

31 March 2019

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 roadsigns

Other street furniture

Community Assets

Council Artefacts & Regalia

War Memorial

Statue - Sergeant Eardley VC

Public Toilets

Land by War Memorial

Congleton Town Council

Notes to the Accounts

31 March 2019

12 Current Asset Investments

	2019	2018
	£	£
CCLA Public Sector Deposit Fund	150,000	
	<u>150,000</u>	<u>-</u>

13 Debtors

	2019	2018
	£	£
Trade Debtors	12,529	16,311
VAT Recoverable	9,031	14,678
Other Debtors	-	6
Prepayments	7,118	1,967
Accrued Income	-	1,818
Accrued Interest Income	1,000	812
	<u>29,678</u>	<u>35,592</u>

14 Creditors and Accrued Expenses

	2019	2018
	£	£
Trade Creditors	9,023	27,824
Other Creditors	12,251	16,087
Payroll Taxes and Social Security	9,674	9,959
Accruals	16,859	28,461
Accrued Interest Payable	8,384	8,498
Income in Advance	-	1,265
	<u>56,191</u>	<u>92,094</u>

Congleton Town Council

Notes to the Accounts

31 March 2019

15 Long Term Liabilities

	2019	2018
	£	£
Public Works Loan Board	355,256	360,094
Cheshire East Council	18,150	54,500
	<u>373,406</u>	<u>414,594</u>

The above loans are repayable as follows:

	2019	2018
	£	£
Within one year	25,843	41,188
From one to two years	5,436	25,843
From two to five years	17,916	17,100
From five to ten years	36,039	34,396
Over ten years	288,172	296,067
	<u>373,406</u>	<u>414,594</u>
Total Loan Commitment	373,406	414,594
Less: Repayable within one year	(25,843)	(41,188)
	<u>347,563</u>	<u>373,406</u>
Repayable after one year		

16 Financial Commitments under Operating Leases

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

	2019	2018
	£	£
Obligations expiring within one year	998	36,969
Obligations expiring between two and five years	36,113	998
Obligations expiring after five years	-	-
	<u>37,111</u>	<u>37,967</u>

17 Deferred Grants

	2019	2018
	£	£
Capital Grants Applied		
At 01 April	1,250,168	1,291,465
Released to offset depreciation	(31,297)	(41,297)
At 31 March	<u>1,218,871</u>	<u>1,250,168</u>
Total Deferred Grants		
At 31 March	1,218,871	1,250,168
At 01 April	<u>1,250,168</u>	<u>1,291,465</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.

Congleton Town Council

Notes to the Accounts

31 March 2019

18 Capital Financing Account

	2019 £	2018 £
Balance at 01 April	370,801	314,485
Financing capital expenditure in the year		
Additions - using revenue balances	12,716	69,823
Loan repayments	41,188	38,686
Disposal of fixed assets	(14,696)	(13,209)
Depreciation eliminated on disposals	12,428	11,391
Reversal of depreciation	(72,695)	(91,672)
Deferred grants released	31,297	41,297
Balance at 31 March	381,039	370,801

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.

19 Revaluation Reserve

	2019 £	2018 £
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.

20 Earmarked Reserves

	Balance at 01/04/2018 £	Contribution to reserve £	Contribution from reserve £	Balance at 31/03/2019 £
Capital Projects Reserves	227,302	49,000	(9,245)	267,057
Asset Renewal Reserves	35,240	5,000	(8,624)	31,616
Other Earmarked Reserves	254,424	128,483	(75,406)	307,501
Total Earmarked Reserves	516,966	182,483	(93,275)	606,174

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 2019 are set out in detail at Appendix A.

Congleton Town Council

Notes to the Accounts

31 March 2019

21 Reconciliation of Revenue Cash Flow

	2019	2018
	£	£
Net Operating Surplus for the year	150,354	74,973
Add/(Deduct)		
Interest Payable	16,826	17,052
Interest and Investment Income	(3,585)	(4,683)
Decrease/(Increase) in debtors	5,914	(7,566)
(Decrease)/Increase in creditors	(35,789)	37,403
Revenue activities net cash inflow	<u>133,720</u>	<u>117,179</u>

22 Movement in Cash

	2019	2018
	£	£
Balances at 01 April		
Cash with accounting officers	114	187
Cash at bank	<u>764,140</u>	<u>759,267</u>
	<u>764,254</u>	<u>759,454</u>
Balances at 31 March		
Cash with accounting officers	55	114
Cash at bank	<u>683,535</u>	<u>764,140</u>
	<u>683,590</u>	<u>764,254</u>
Net cash (outflow)/inflow	<u>(80,664)</u>	<u>4,800</u>

23 Reconciliation of Net Funds/Debt

	2019	2018
	£	£
(Decrease)/Increase in cash in the year	<u>(80,664)</u>	<u>4,800</u>
Cash outflow from repayment of debt	<u>41,188</u>	<u>38,685</u>
Net cash flow arising from changes in debt	<u>41,188</u>	<u>38,685</u>
Movement in net debt/funds in the year	<u>(39,476)</u>	<u>43,485</u>
Cash at bank and in hand	764,254	759,454
Total borrowings	<u>(414,594)</u>	<u>(453,279)</u>
Net funds at 01 April	<u>349,660</u>	<u>306,175</u>
Cash at bank and in hand	683,590	764,254
Total borrowings	<u>(373,406)</u>	<u>(414,594)</u>
Net funds at 31 March	<u>310,184</u>	<u>349,660</u>

Congleton Town Council

Notes to the Accounts

31 March 2019

24 Capital Commitments

The council had no capital commitments at 31 March 2019 not otherwise provided for in these accounts.

25 Contingent Liabilities

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

26 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 13th June 2019), which would have a material impact on the amounts and results reported herein.

Congleton Town Council

Appendices

31 March 2019

Appendix A

Congleton Town Council

Notes to the Accounts

31st March 2019

Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2018</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2019</u>
	£	£	£	£
<u>Capital Projects Reserves</u>				
Capital Contingency Fund	227,302	49,000	(9,245)	267,057
	<u>227,302</u>	<u>49,000</u>	<u>(9,245)</u>	<u>267,057</u>
<u>Asset Replacement Reserves</u>				
Capital Equipment Fund	35,240	5,000	(8,624)	31,616
	<u>35,240</u>	<u>5,000</u>	<u>(8,624)</u>	<u>31,616</u>
<u>Other Earmarked Reserves</u>				
Elections	15,000	5,000		20,000
Carnival	6,210		(6,210)	0
Crime Prevention/Traffic Calming	3,779	5,000		8,779
Committed Grants	8,918	5,577	(8,918)	5,577
Congleton Partnership	50,135	68,316	(50,135)	68,316
Ancient Treasures	3,000			3,000
Web Site	2,651			2,651
Training	1,747	8,253		10,000
Devolved Services	56,767	(56,767)		0
Loan Repayments	2,891	2,505	(2,741)	2,655
Public Toilets	24,012			24,012
Play Areas	6,000	(6,000)		0
Public Realm	9,188			9,188
Legal Fees	5,292			5,292
Christmas Lights	7,573			7,573
Tourism	9,169	1,599		10,768
Marketing		5,000		5,000
Congleton Neighbourhood Plan	24,092		(4,402)	19,690
Cenotaph	10,000	90,000		100,000
Rotary Bonfire	5,000			5,000
Congleton in Bloom	3,000		(3,000)	0
	<u>254,424</u>	<u>128,483</u>	<u>(75,406)</u>	<u>307,501</u>
TOTAL EARMARKED RESERVES	<u>516,966</u>	<u>182,483</u>	<u>(93,275)</u>	<u>606,174</u>

Congleton Town Council

31 March 2019

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Museum Support	4,500	4,500
Paddling Pool & Play Areas	24,071	26,249
Allotments	1,240	981
Tourism	37,000	29,455
Closed Churchyard & Church Clock	300	235
Congleton Town Hall	70,738	75,265
Public Conveniences	9,400	8,389
Community Safety (Crime Reduction)	62,122	26,140
Congleton Partnership & Community Development	160,379	146,701
CTC Streetscape	181,747	163,034
Net Direct Services Costs	551,497	480,949
Corporate Management	158,090	139,924
Democratic & Civic	55,787	51,872
Net Democratic, Management and Civic Costs	213,877	191,796
Interest & Investment Income	(2,000)	(3,773)
Loan Charges	58,128	58,014
Capital Expenditure	15,000	12,716
Proceeds of Disposal of Capital Assets		(2,875)
Transfers to/(from) other reserves	(350)	89,208
(Deficit from)/Surplus to General Reserve	-	10,117
Precept on Unitary Authority	836,152	836,152

Congleton Town Council

31 March 2019

Annual Report Tables

Table. 2 -- Service Income & Expenditure

Notes	2019 £	2019 £	2019 £	2018 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
DIRECT SERVICE COSTS				
Museum Support}	4,500	-	4,500	4,500
Paddling Pool & Play Areas	26,249	-	26,249	20,956
Allotments	1,171	(190)	981	324
Tourism	45,859	(16,404)	29,455	24,859
Closed Churchyard & Church Clock	235	-	235	250
Congleton Town Hall	186,546	(111,281)	75,265	64,171
Public Conveniences	8,389	-	8,389	6,937
Community Safety (Crime Reduction)	26,140	-	26,140	56,922
Grants	82,157	(18,169)	63,988	66,014
Congleton Partnership	29,176	(13,334)	15,842	36,707
Community Development	67,802	(931)	66,871	61,366
CTC Streetscape	549,414	(386,380)	163,034	134,547
DEMOCRATIC, CORPORATE AND CIVIC COSTS				
Corporate Management	139,924	-	139,924	168,215
Democratic & Civic	41,125	(2,189)	38,936	57,202
Civic Expenses	12,936	-	12,936	7,842
Net Cost of Services	1,221,623	(548,878)	672,745	710,812

CONGLETON TOWN COUNCIL**COMMITTEE REPORTS AND UPDATES**

COMMITTEE:	Council Meeting		
MEETING DATE AND TIME	13 th June 2019 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Support Manager RFO		
AGENDA ITEM REPORT TITLE	11 Proposed amendment to the Financial Regulations		
Background	<p>The Town Council's bank is the Royal Bank of Scotland. The local branch closed in January 2019 and since then we have been told to use the NatWest branch (as they are the same group). RBS used to provide us with a relationship manager who was very useful for setting up accounts, moving money around and general advice, however this service is no longer supplied. There is a customer event notice on the account which gives me, as RFO permission to deal with the accounts on behalf of the council; the Admin Assistant to collect petty cash and Civic Admin Asst to obtain statements on the Mayor's account. However, since the closure of the Congleton branch of RBS and withdrawal of the Business Relationship Manager it has become increasingly difficult as they can't always find the Customer Event notice and have almost refused to cash the petty cash cheque. The first question they always ask, whether in the branch or over the phone is "are you a signatory?" When I say that I am not, there is considerable difficulty carrying out any transaction which is proving very frustrating and wasting a lot of time.</p>		
Current section 5.1 of the Financial Regulations	5.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.		
Proposed section 5.1 of the Financial Regulations	5.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. The Chief Officer and RFO to be signatories on the accounts for communication purposes only and not to be used for payments. The banking arrangements shall be regularly reviewed for safety and efficiency.		
Recommendation	To approve the amendment to section 5.1 of the Financial Regulations		

ITEM 14.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	13 th June 2019	LOCATION	Congleton Town Hall
REPORT FROM	Letter from R Walton		
AGENDA ITEM REPORT TITLE	14 Councillor Attendance		
Receipt of letter	<p>The following letter was received on the 26th May 2019 from Congleton resident Richard Walton</p> <p>Councillors,</p> <p>I'd like to start my question by welcoming all our new Cllr's and wishing them the very best of luck in their endeavours. I am extremely optimistic for the future of our Town under a Councillor made up from Cllr's representing far more diverse groups within our Community than was previously the case. Many of you stated in your election pledges that you wished to put the interests of the people of Congleton above personal and party interest and that I applaud that sentiment. My question therefore relates to Cllr attendance at meetings and the transparent recording of this.</p> <p>I fully accept that attendance at meetings is not the only measure of a Cllr's effectiveness or commitment to their role. However, it is my belief that it however a key indicator and that the people of Congleton have a right to easily access this data without having to sift through pages of minutes. Could I therefore ask that you start your electoral term by reviewing my request that all Cllr attendance is published on the Congleton Town website for all residents to see. This is the case for all Cllrs at Cheshire East and many, many smaller councils around the country.</p> <p>I think this would make a positive statement to the electors of Congleton that you intend to be a transparent Council. I simply cannot see why you would deny this visibility to the people of Congleton, when the data is already available but in a non-transparent form.</p> <p>I would therefore like a Cllr to propose this change at the earliest opportunity, and if you are unwilling to do this, could you please give your justification in writing for your constituents to view.</p> <p>I would welcome a written reply to this question in due course</p>		
Comment from Chief Officer	<p>This item was discussed in the Chairs meeting on the 4th June 2019 and thought it more appropriate for it to be discussed as an agenda item</p>		

