



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

5th July 2019

Dear Councillor,

Town Council Meeting – Thursday 11th July 2019

You are summoned to attend a meeting of the Council, to be held in the Town Hall, Congleton on **Thursday 11th July 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 emergency meeting of the Council on 13th June 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.

Congleton
beartown
where friends are made

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. Youth Committee

To receive Questions from Members of the Youth Committee present at the meeting.

8. Community, Environment & Services Committee (enclosed)

To receive the minutes of the meeting held on 14th March 2019.

9. Planning Committee (enclosed)

To receive the minutes of the meetings held on 30th May 2019.

10. Urgent Items

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

11. 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.

12. New Applications for Financial Assistance (enclosed)

- **GR04/1920 Resubmission - Congleton Pentecostal Church**
- **GR06/1920 Congleton Jazz and Blues Festival**
- **GR07/1920 Dane Valley Swimming Club**

13. Final Internal Audit Report for 2018/19 (enclosed)

To consider and approve the Internal Audit – Final report 2018/19.

14. Amendments to the Grants' Policy (enclosed)

To consider a proposal to amend the Grants and Funding Policy.

To: All Members of the Council

CC: Press 2, Burgesses 3, Congleton TIC, Congleton Library

Congleton Town Council

Minutes of the Meeting of the Council held on Thursday 13th June 2019 Town Hall Congleton

Please Note – These are draft minutes and will not be ratified until the next meeting of the Council on 11th July 2019

PRESENT:

Mrs S A Holland (Town Mayor)
Mrs D Allen
D Amies
M Amies
R Douglas
P Duffy
Mrs S Firkin
Mrs M Gartside
G Hayes
R Hemsley
Mrs A Martin
R Moreton
D Murphy
Mrs J D Parry
M Rogan
J Smith
K Wesley

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 Akers Smith, D T Brown and R Chadwick.

2. **Minutes**

To approve the Minutes of the Annual Council Meeting held on 23rd May 2019.

CTC/11/1920 RESOLVED that the minutes of the Annual Council Meeting held on 23rd May 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 Hayes, S A Holland, R Moreton and D Murphy declared a non- pecuniary interest in any matters relating to Cheshire East Council.

4. **Outstanding Actions**

None.

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

None Received

6. Mayor's Announcements

The Town Mayor drew attention to the various engagements that she had fulfilled since the last Council meeting including her Mayor Making Ceremony, Advanced Motorists Event, Macclesfield Mayor Making, Patchwork & Quilting, High Sherriff Event, Food and Drink Festival and the Teddy Bear's Picnic. The Mayor also thanked all the Councillors who joined her at her Civic Service.

7. Finance & Policy Committee

CTC/12/1920 RESOLVED that the minutes of the meeting held on 21st March 2019 be received and the recommendations therein be adopted.

8. Planning Committee

CTC/13/1920 RESOLVED that the minutes of the meeting held on 28th March 2019 be received and the recommendations therein be adopted.

9. Annual Governance and Accountability Return 2018/19

CTC/14/1920 RESOLVED to receive and approve:

- (i) The Annual Governance Statement 2018/19

CTC/15/1920 RESOLVED to receive and approve

- (ii) The Accounting Statements 2018/19

10. Financial Statements 2018/19

CTC/16/1920 RESOLVED to receive and approve the unaudited financial statements for 2018/19.

11. Proposed Amendments to Financial Regulations

To receive a report from the Support Manager (RFO).

CTC/17/1920 RESOLVED to receive a report from the Support Manager (RFO) with a proposal to amend the Financial Regulations to allow the post of Chief Officer and 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.

There were no urgent items raised.

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.

Cheshire East councillors present provided verbal updates as to their positions of responsibilities at Cheshire East Council

14. Councillor Attendance

The Chief Office gave an update on the background of this item and there was a lengthy debate.

CTC/18/1920 RESOLVED to keep the method of reporting Councillor attendance at meetings the same as is currently done.

15. Terminology to be used for the position of “Chairman” of Committees and Working Groups

Councillor Wesley outlined her proposal to change the terminology to be used for the position of “Chairman” of Committees and Working group and a lengthy debate followed.

CTC/19/1920 RESOLVED to change the terminology from Chairman to Chair within the Constitution.

16. Youth Committee

Tylor Cartwright welcomed the new Councillors on behalf of the Youth Committee and said he looked forward to working with them in the future.

**Cllr Mrs S A Holland
(Town Mayor)**

TOWN MAYOR'S ENGAGEMENTS

2019

14 th June	Congleton Players – Daneside Theatre
16 th June	Middlewich Festival
20 th June	Official Opening of Paul Austen Associates
26 th June	Elizabeth Group First Birthday Event
28 th June	Astbury Mere Care Home Event
28 th June	Art Event – Little Moreton Hall
3 rd July	Town Sports
6 th July	Festival - Crewe
7 th July	Congleton Lions Band Concert

DEPUTY TOWN MAYOR

16 th June	Bollington Civic Service
23 rd June	Knutsford Civic Service

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE COMMUNITY, ENVIRONMENT AND SERVICES COMMITTEE HELD ON THURSDAY 14th March 2019

PRESENT:

Committee members

Mrs D S Allen
C H Booth (Vice Chair)
R Boston
P Broom
Mrs S A Holland (Chair and Deputy Town Mayor)
Mrs A M Martin
Mrs J D Parry
G S Williams

Non-Committee members G.R Edwards, D.T Brown and M A Walker

1. Apologies for absence.

Apologies were received from Committee Members Cllrs Mrs A L Armitt and G P Hayes

Non-Committee Member – Cllr Mrs S Akers Smith (Town Mayor)

2. Minutes of Last Meeting

CES/50/1819 Resolved to receive the minutes from the meeting held on 31st January 2019 as a correct record with the inclusion of 'presented by Cllr Akers Smith' for item 16 Reclaim our Pavements'.

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 G S Williams (Cheshire East Council and Partnership) and Cllr D T Brown (Cheshire East Council and Congleton in Bloom).

4. Outstanding Actions

See item 9 – Updates Paper

5. Questions from members of the Public

Cllr Mrs S A Holland, as Chairman, had been approached by a member of the public to ask what the Council was going to do to remember Marie Johnson. Marie died a year ago had raised thousands of pounds for charities in her lifetime as well as being a great supporter of the arts in Congleton. Marie Johnson's name had already been passed to Cheshire East Council as a potential street name, which the family was happy about. The family didn't want anything placed in the memorial garden.

6. Cheshire Police

An update report was given by PC Helen Weeks – summary as Appendix 1.

7. Anti-Social Behaviour Working Group

CES/51/1819 Resolved to receive the minutes from the Anti-Social Behaviour Working Group held 12th December 2018.

8. Floral Arrangement Working Group

CES/52/1819 Resolved to receive the minutes from the Floral Arrangement Working Group held on 23rd January 2019.

- Noted that the first litter-pick of the year, on March 2nd 2019 was very successful and a hoping that even more people will turn out for the next Community Town Tidy on the 6th April, meeting at Astbury Mere from 10.30am – 12.30pm
- Request from the Chairman of Congleton in Bloom for residents to all take a few minutes to clear weeds and any mess in front of their own house or business.

9. Updates Paper

To receive an update on Committee items from Community, Environment and Services on 31st January 2019.

CES/53/1819 Resolved to accept the report. The following actions were commented on:

- a) Need for a team of interested people to create an action plan and drive forward a town-wide campaign against Single Use Plastic.
- b) Need to promote Congleton's three Post Offices.
- c) White Ribbon campaign – next stage is for Richard Walton to come back with a draft plan.
- d) Promote the work of the Speed Watch Volunteers in an article in Bear Necessities and the press.

10. Congleton Market Working Group

To receive an update from the Congleton Market Working Group

CES/54/1819 Resolved to accept the verbal update from the Chief Officer, it was noted that Congleton Town Council has requested a response from Cheshire East Assets about the costs and liabilities that would be associated with a potential transfer of the market to the Town Council.

11. Update of the Refurbished Play Areas for Congleton

To receive an update paper on the refurbishment of three play areas for Congleton – Quinta, West Road and Townsend Road.

CES/55/1819 Resolved to note the report and requested that publicity was generated about Congleton's play areas.

12. Update on the Youth Council Cinema Event

To receive an update on the recent young person's film event held at the Daneside Theatre on Sunday 24th February 2019.

CES/56/1819 Resolved to note the verbal report given by Cllr Mrs S A Holland on behalf of the Youth Committee and to thank all those involved with the successful event.

**Mrs S A Holland
(Chairman)**

Appendix 1: CONGLETON BEAT MANAGEMENT REPORT

National Knife Crime Week

It is currently National Knife Crime Week and as such Congleton Police have been highlighting the dangers of knife crime to local youths. Assemblies have been conducted at both Congleton High School and Eaton Bank Academy for the year 12 and 13 year groups and some presentations have been given to year 8 pupils. Further to this Congleton PCSOs have been highlighting the dangers via social media, Facebook and Twitter. An amnesty bin has been located in the front office of the Police Station, this too is being advertised via social media.

Rise in thefts from vans

There has been a recent increase in offences of theft from motor vehicles in the Congleton area. In reaction to this officers have conducted a large scale leaflet drop highlighting the increase to as many van owners as possible throughout the town. Furthermore Selecta DNA was handed out to victims of car crime.

Across the Macclesfield Local Policing Unit as a whole, there was a reported increase in offences of theft from/of motor vehicles which had a keyless entry. This did not particularly affect Congleton but awareness was raised where practical. Within the last few days a male was arrested and charged with two offences of theft of motor vehicle. He is currently awaiting his Crown Court date for sentencing.

Memorial Gardens

Following reports of anti-social behaviour and the plants being pulled up in the Memorial Garden, PCSO SHORE put signs up stating that the police were monitoring the area and since this time no further reports have been received.

Warrants

3 x warrants have taken place under the Misuse of Drugs Act, all of which were positive and the enquiries are on-going for each.

CONGLETON TOWN COUNCIL
MINUTES OF THE MEETING OF THE PLANNING COMMITTEE
HELD ON 30th MAY 2019

PRESENT

Councillor P Duffy – Chairman
Mrs S Akers Smith
M Amies
R Douglas
Mrs S Firkin
Mrs M Gartside
G Hayes
R Hemsley
Mrs S A Holland (Town Mayor) left meeting 7.15 p.m. – Civic Engagement
Mrs A Martin
R Moreton
D Murphy
Mrs J D Parry
M Rogan
J Smith
K Wesley

1. APOLOGIES

Apologies for absence were submitted from Councillors Mrs D Allen, D Amies, D T Brown and R Chadwick.

2. MINUTES

PLN/1/1920 RESOLVED: That the Minutes of the Meeting of the Committee held on 28th 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 Akers Smith, Hayes, Holland, Murphy and Moreton 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**

None received

6. **PLANNING APPLICATIONS**

PLN/2/1920 RESOLVED: That the following comments be made to Cheshire East Borough Council:

Planning Ref	Location	DOI	Comments
1 * 19/1835C	17, LAMBERTS LANE, CONGLETON, CW12 3AU	NP – Councillor Holland	No Objection
2 * 19/1781C	24, COLEHILL BANK, CONGLETON, CW12 3AD		No Objection
3 19/1899C	Northern Dairies, SPRING STREET, CONGLETON, CW12 1PS		REFUSE – Due to the following - Noise and disturbance as outlined in the response from Cheshire East - Detrimental smells to residents and businesses nearby - Highway and safety issues due to access and egress not compliant - Traffic generation - Vehicular Access - Adequacy of parking in the area as not shown on the map
4 19/1884C	11A, NURSERY LANE, CONGLETON, CW12 3EX		No Objection

5 * 19/2088T	45, LAWTON STREET, CONGLETON, CHESHIRE, CW12 1RU		No Objection
6 19/1924C	Land Off, Astbury Mere, NEWCASTLE ROAD, ASTBURY		Concerns Raised – A smaller dwelling is suggested that would not impact on the countryside and reduce the density
7 * 19/2057D	VALE MILL, PRIESTY FIELDS, CONGLETON, CONGLETON, CHESHIRE, CW12 4AD		No Objection
8 * 19/2033C	29, CHAPEL STREET, CONGLETON, CW12 4AB		No Objection
9 * 19/2034C	29, CHAPEL STREET, CONGLETON, CW12 4AB		No Objection
10 * 19/1994C	1, ASTBURY MARSH, NEWCASTLE ROAD, ASTBURY, CW12 4HP		No Objection
11 * 19/1943T	39, HOWEY HILL, CONGLETON, CONGLETON, CHESHIRE, CW12 4AF		No Objection
12 * 19/2151W	BENT FARM QUARRY, WALLHILL LANE, BROWNLOW, CONGLETON, CHESHIRE, CW12 4HW		No Objection
13 * 19/2083C	13, LONGDOWN ROAD, CONGLETON, CHESHIRE, CW12 4QH	NP – Councillors Hayes & Holland	No Objection
14 * 19/2159C	10, WEST STREET, CONGLETON, CW12 1JR		No Objection
15 * 19/2082C	47, THAMES CLOSE, CONGLETON, CW12 3RL		No Objection
16 * 19/2103C	128, LONGDOWN ROAD, CONGLETON, CW12 4QT		No Objection
17 * 19/2072C	43, WEST STREET, CONGLETON, CW12 1JY		No Objection
18 * 19/2088T	45, WEST STREET, CONGLETON		No Objection
19 * 19/2294C	15, HOWEY HILL, CONGLETON, CW12 4AF		No Objection
20 19/2311C	10, ASCOT CLOSE, CONGLETON, CHESHIRE, CW12 1LL	Pecuniary – Councillor Akers Smith – Left the room for this item	No Comment

		NP – Councillors Holland & Hayes	
21 * 19/2275C	50, BLACKSHAW CLOSE, CONGLETON, CW12 3TB		No Objection
22 * 19/2213C	78, PARK LANE, CONGLETON, CHESHIRE, CW12 3DD		No Objection
23 * 19/2211C	THE RAILWAY HOTEL, 4, BIDDULPH ROAD, CONGLETON, CW12 3JS		No Objection
24 * 19/2210C	THE RAILWAY HOTEL, 4, BIDDULPH ROAD, CONGLETON, CW12 3JS		No Objection
25 * 19/2447C	162, BIDDULPH ROAD, CONGLETON, CW12 3LS	NP – Councillor Holland	Defer Back to Cheshire East based on previous applications on this property
26 19/2372C	7, PARK ROAD, CONGLETON, CHESHIRE, CW12 1DS		No Comment
27 * 19/2496C	17A, BRIDGE STREET, CONGLETON, CONGLETON, CHESHIRE, CW12 1AS		No Objection
28 * 19/1773C	Westlow Heath, Land Off Manchester Road, Congleton		No Objection
29 * 19/2389C	Land adj 1, LEAMINGTON ROAD, CONGLETON, CW12 4PF		No Objection
30 * 19/2470C	101, NEWCASTLE ROAD, CONGLETON, CW12 4HL		No Objection
31 19/2457C	41, CROSS LANE, CONGLETON, CW12 3JX	NP – Councillor Holland	No Objection
32 * 19/2405T	1, MALLORY COURT, CONGLETON, CHESHIRE, CW12 4NW		No Objection
33 * 19/1470C	ST STEPHENS COURT, CONGLETON, CHESHIRE, CW12 1QW		Raise concerns with Cheshire East that the change from single dwellings to 6 x 2 bedroom dwellings could result in a nett reduction occupancy

7. **PLANNING APPEALS**

None to report.

8. **LICENSING APPLICATIONS**

None to report.

9. **PROPOSED RESIDENTIAL DEVELOPMENT – LAND AT WAGGS ROAD, CONGLETON**

PLN/3/1920 RESOLVED: - To arrange a future meeting with residents and the developers to discuss this item.

10. **PLANNING ENFORCEMENT ISSUES**

The following enforcement issues were reported –

1 Cranberry Gardens planning ref: 16/4558:

As part of the original site plan the provision of a footway/cycleway along the site frontage was illustrated delivered by way of a s278 rather than a s106. However due to the presence of a tree, at this time, preventing the implementation of this facility an amended plan illustrating a footway only received planning approval and has now been delivered. It is worthy of note that the future Congleton Greenway will serve the site allowing foot/cycle access to the wider Congleton area.

2. Galloway Green:

The S278 highway works have yet to be completed but will include the provision of dropped kerbs. I can assure you that we are actively pursuing the delivery of these works.

Councillor Duffy declared a personal interest in the item at Galloway Green

3. Bridge at Astbury Place:

There has been further dialogue with Morris Homes over recent weeks to confirm that the Council have granted the relevant licenses for survey work to take place for the landing of the bridge on the other side of the Dane. We have also been advised that a bridge contractor has been engaged by Morris Homes. Notwithstanding the above, given ongoing concerns about delays the Planning team have also referred the matter to our legal team to ensure that compliance with the legal agreement is forthcoming.

Councillor P Duffy - Chairman

RE-SUBMISSION

ORIGINAL

SUBMITTED MEETING:
6th June 2019.



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)

GRO4/1920.

1.1	Applicant(s):	ANDREW CALVERT
1.2	Representing:	CONGLETON PENTECOSTAL CHURCH
1.3	Email Address:	[REDACTED]
1.4	Tel No.	[REDACTED]
1.5	Project Title:	CONGLETON PENTECOSTAL CHURCH REFURBISHMENT AND RE PURPOSE
1.6	Project Objectives:	TO REFURBISH AND REPURPOSE THE CHURCH IN ORDER TO IMPROVE ACCESS, COMFORT, FLEXIBILITY AND SAFETY. THIS WILL CREATE A VENUE THAT IN ADDITION TO BEING A PLACE OF WORSHIP WILL ALSO BE USED FOR VARIOUS COMMUNITY ACTIVITIES THROUGHOUT THE WEEK.
1.7	Brief Project Description:	REPLACE FIXED PEWS WITH CHAIRS. LEVEL THE FLOOR, A NEW HEATING SYSTEM LARGER STAGE AREA AND A FIRE DOOR/ ADDITIONAL ENTRANCE. THE VENUE WILL BE THEN USED FOR: YOUTH CLUBS, DANCE & DRAMA WORKSHOPS, DEMENTIA CHOR, OPEN MIC NIGHTS AND ACTIVITIES FOR THE ELDERLY PLUS A VENUE FOR CONFERENCES ETC THAT CAN BE HIRED.
1.8	Details accounts/budgets	<p>BUILDING WORK - 83,280</p> <p>CHAIRS - 7,266</p> <p>90,546</p> <p>THE COST OF THE BUILDING WORK HAS BEEN RAISED. WE ARE SEEKING FUNDING FOR CHAIRS.</p>

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£ 90,546
2.2	Total contribution sought:	£ 1,000 (OR ANY CONTRIBUTION TOWARDS THIS AMOUNT)
2.3	What will the money be spent on?	chairs

2.4	Any ongoing costs:	THE CHURCH RAISES ITS OWN FUNDS FOR ALL ONGOING COSTS.
2.5	Details of confirmed match funding include source Cash: In kind:	CONGLETON INCLOSURE TRUST - 10,000 CONGLETON FOR CONGLETON 1,000 DONATIONS FROM CHURCH MEMBERS 72,280
2.6	Resources needed:	CHAIRS
2.7	Estimated timescale of project from start to finish:	APPROXIMATELY AUGUST - NOVEMBER

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	THE PROJECT WILL ACCOMMODATE THE GROWTH OF THE COMMUNITY ACTIVITIES WHICH ALREADY TAKE PLACE IN THE CHURCH HALL AS WELL AS BEING A SPACE THAT WILL BE UTILISED THROUGHOUT THE WEEK TO SERVE THE COMMUNITY. WE EXPECT OVER 600 PEOPLE AND THEIR FAMILIES TO BENEFIT, IN PARTICULAR YOUNG PEOPLE, THE ELDERLY, THOSE WITH DEMENTIA AND THOSE SEEKING TO OVERCOME ALCOHOL ADDICTION
3.2	Are there similar services/projects provided in the area	(THE OPEN MIC NIGHT WILL BE ALCOHOL FREE) THERE WILL BE SEVERAL ACTIVITIES TAKING PLACE - SOME WILL BE SIMILAR BUT OTHERS WILL BE UNIQUE TO THIS VENUE, WE HAVE SURVEYED 200 LOCAL RESIDENTS AND THERE IS STRONG SUPPORT FOR THIS PROJECT.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	EVALUATION OF THE BUILDING WORK AND ONGOING ACTIVITIES WILL BE BY THE CHURCH COUNCIL WITH SUPPORT FROM USO.
4.2	Describe how you will promote the Town Council in your project	ANY GRANTS SUPPORTING THE PROJECT WILL BE ACKNOWLEDGED ON THE CHURCH WEB SITE, IN THE AGM AND IN PUBLICITY IN THE CONGLETON CHRONICLE.

Signature:



Date:

23rd May 2019



Congleton Pentecostal Church

23rd May 2019

Dear Martha,

Enclosed:

- Application for Financial Assistance for Congleton Pentecostal Church's Refurbishment and Repurpose project
- Letters of support for some of the proposed activities that will take place once the work is complete

We have raised the funds required for the building works and are now seeking funding for new chairs. Any contribution that the Town Council is able to make towards this project that will greatly benefit the health and well being of a wide variety of Congleton residents will be greatly appreciated.

Full architect plans, church accounts, safeguarding and equality and diversity policies are available if required.

Yours sincerely,

A handwritten signature in blue ink, which appears to read 'Andrew Calvert'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Andrew Calvert

Registered Charity
No.1051793

Cross Street
Congleton
Cheshire
CW12 1HQ

Telephone 01260 273635
www.crossstreetchurch.co.uk

I've attached 3 quotations for chairs. The cheapest is from [REDACTED] The quote is for 100 chairs in total, 30 of these with arms which is because a number of the activities planned are for elderly people who need arms to be able to push themselves up. Stain protection is included also because some activities planned will involve food and tea/coffee. A trolley is also included because the chairs will be moved and rearranged quite frequently for different events and activities.

Andrew Calvert

To whom it may concern,

I am the local Police Community Support Officer for Congleton West Ward which includes Cross Street Church in the town centre. I have visited the church during my time in this role and have conducted talks to the 'holiday at home' scheme and also visited the youth club which is run successfully at the church. I would fully support any grants which will help to support this community building, including any refurbishments which will help to upgrade and promote the 'Quest' youth club which targets 9-14 year olds. We have recently seen a rise in anti-social behavior in the town for this age group and I feel that any extra-curricular activities which can be promoted and expanded with additional funding would help to support the town and give teenagers a safe place to be outside of school. The positioning of Cross Street Church is perfect for targeting these youths as it will capture the town centre audience. I fully support the great work of Minister Calvert and his application for a grant to refurbish Cross Street church and can be further contacted on the below details.

Yours Faithfully,

PCSO 21785 Jessica Shore
Congleton Local Policing Unit

Congleton Police Station
Market Square
Congleton
CW12 1EU

Non Emergency: 101
Email: jessica.shore@cheshire.pnn.police.uk
Follow us on Twitter: @PoliceCongleton



Open mic night

Inbox



[Redacted sender name]

Thu, Dec 13,
10:49 AM (4
days ago)

to me

Hello Andrew (pastor of Cross Street church), my name is Dave.H,
And I am friends with Shaun (a member of the church) and he has suggested that
the church would be willing to open up its doors to the public, to be able to
accommodate for this kind of event.

I believe that there is a need amongst local musicians, to have a place to perform
positive music, without being around a Pub. I have personally had alcohol issues in
the past and I think that this kind of outreach would be great on many different levels.

Thanks for your time and God bless. Dave.H

P.S.- I've sent your email to others that share in this vision, and hope they'll also be
sending you an email. thanks.



Cameo House
Chamber Court
Castle Street
Worcester
WR1 3ZQ

Tel: 0845 337 0445

Fax: 01905 21019

www.sanctuary-care.co.uk

Bradwell Court Residential Home
Bradwell Grove
Congleton
Cheshire
CW12 3SA

Re Cross Street Church 7/12/18

Dear Andrew,

I am happy to confirm that you regularly come in and sing to our residents and that they thoroughly enjoy the sessions that you provide.

As you are aware, the majority of our residents live with dementia and I cannot stress enough the importance of regular interaction that engages them in an entertaining way, which your sing alongs certainly do.

The staff at Bradwell Court were delighted to learn that you are thinking of starting a dementia choir and would be happy to support this activity. I am sure that once it is up and running it will be of great relevance to our residents.

Yours Sincerely

Carol Secchi
Administrator
Bradwell Court Residential Home

'Keeping kindness at the heart of our care'



Sanctuary Care Limited
Registered office: Chamber Court, Castle Street, Worcester, WR1 3ZQ
A company incorporated in England and Wales, registration No. 4231521
Sanctuary Care Limited is a subsidiary of Sanctuary Housing Association, an exempt charity
VAT registration No. GB 732 0124 87

Supporting letter

Inbox

Clayton Manor Well-Being <claytonmanor.well-being@averyhealthcare.co.uk>

My Date
5:21 PM (7 days
ago)

to me

Sent from my iPad

Dear Sir or Madam,

I am writing to say how much the residents of Clayton Manor care home enjoy Andrew's visits and church services. He relates well to them and they love to sing along to his guitar. In conversation, after he conducted our Memorial Day service, he told me about his ideas for the church. We attend events at Cross Street Church and they are always welcoming and enjoyable.

We talked about the possibility of there being a choir for people affected by memory loss and as an activities organiser I would certainly bring residents from our home to attend. It is very close distance wise and a familiar setting. I have attended another local Church in north Staffordshire, which has been refurbished in a similar way to the proposals for Cross Street and it has made a big difference to the way the local community has accessed it as a performance.conference centre and general meeting place as well as a place of worship.

Yours sincerely

Jo Chesterton Activities coordinator.



Congleton Town Council
Application for Financial Assistance

SUBMITTED MEETING:
4th July 2019.

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GROG / 1920
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1.1	Applicant(s):	Vince Cutcliffe
1.2	Representing:	Congleton Jazz and Blues Festival
1.3	Email Address:	[REDACTED]
1.4	Tel No.	[REDACTED]
1.5	Project Title:	Congleton Jazz and Blues Festival
1.6	Project Objectives:	The aim of this project is to contribute to the sustainability of the town centre, and to provide a boost to the community of people in Congleton. A music festival which encourages people, locally and regionally, to come into the town and sample what is on offer.
1.7	Brief Project Description:	This is our tenth anniversary, we celebrate with two stages; a headline gig at the Town Hall (self-financing), and a community stage at the Physic Garden which will attract people aged from 9 to 99. Otherwise the festival includes, as usual, more than 60 FREE gigs over two days in local bars, pubs, cafes and other suitable stages such that people will be tempted to listen to different artistes and move around venues. The music on offer caters to as wide an audience as a live music festival with the words "Jazz and Blues" in the title can offer.

1.8 Details accounts/budgets

In summary if the festival meets all its income targets it will make a small profit of approx. £78 this year. The key costs are promotion cost of £5,282 (TABLE1), against a planned/budgeted income of £5,360 (TABLE2), detail provided below.
Details of total project costs, £29,232 and how they are derived are given in the bottom table (TABLE 3)

TABLE 1 PROMOTION Costs as at 10.6.2019				
Programmes	12000	£2,000	1	£2,000
A 5 Leaflets(see vc)	1000	£50	2	£100
A4 posters	500	£100	1	£100
Town Board posters		£60	1	£60
Chronicle Ad		£336	1	£336
Team Do/Bearman		£150	1	£150
FOCP/storage		£100	1	£100
Umbrella March		£100	1	£100
FOOD FEST AD		£75	1	£75
Op Expenses 1		£650	1	£650
Op Expenses 2		£341	1	£341
PLJ(Showtime)		£221	0.5	£111
Staffs Life (1/2 page)		180	1	£180
BAND top ups		£200	1	£200
Street Level(distribution)		200	1	£200
Blues In Britain (1/2 page)		350	0.5	£175
Band accom/pa		£405	1	£405
PROMOTION COSTS TOTAL				£5,282

TABLE 2			
SPONSORSHIP			
Town Council Grant	This Application		£750
Indosure Trust			£400
Town Trust			£300
Advertisers			£1,225
merchandise		970	£485
Beartown		£450	£450
Venues		£1,750	£1,750
			£0
		£3,170	£4
			£5,360
SPARE CASH IF ALL FUNDING COMES IN.....			
			£78

PROMOTION COSTS		£5,282
BAND COST (EXC SUBSIDY)		£13,950
TOTAL FINANCIAL COSTS		£19,232
VOLUNTEER EFFORT	DAYS	DAY RATE
	100	£100
		£10,000
TOTAL COSTS TO PUT ON FESTIVAL		£29,232

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£29,232	
2.2	Total contribution sought:	£750	
2.3	What will the money be spent on?	This vital contribution will go towards cost of printing the programme.	
2.4	Any ongoing costs:	<i>Website costs;</i> Hosting: £111.75 Domain Name: £18 <i>Office space;</i> Electric Picture House/office; £350 FOCP storage; £100 <i>Insurance;</i> PLI (shared with Unplugged); £221 (half of this cost attributed to CIAB)	
2.5	Details of confirmed match funding include source Cash: £3,425 In kind: £6,000	CONFIRMED MATCH FUNDING IN CASH Venues £1750 Advertisers £1225 Sponsor £450 TOTAL £3,425 CONFIRMED MATCH FUNDING IN KIND 60 mandays donated effort so far; £6,000 of £10,00 (100 mandays) required.	
2.6	Resources needed:	1) Support for Umbrella March, and support for roadside promotion campaign. 2) Stewards for Community Stage at Bath House Physic Garden. 3) Driver(s) also to assist bringing attendees to community stage events.	
2.7	Estimated timescale of project from start to finish:	15 months.	

Part 3: Potential Benefits / Outputs

3.1	<p><i>What are the potential benefits/outputs to residents of Congleton</i></p>	<p>1) An event accessible to all budgets.</p> <p>The event appeals to a wide cross section of the community whatever their circumstances. This offering is FREE ENTRY. We want a broad cross section of people to come into town and enjoy good value excellent entertainment.</p> <p>2) Community Spirit.</p> <p>The Town Centre location allows people to wander up and down High St and Lawton St and other locations close to town centre to sample music, bump into or meet friends, there is a buzz in town which feels like community spirit.</p> <p>The addition of the community stage increases and widens the age range of people we attract as we aim to make the event encourage older and younger people (and their carers/parents) to come in to town, we think this significantly increases the measure of community spirit.</p> <p>3) Sample the Town.</p> <p>The festival is an opportunity to see many venues/businesses in easy walking distance in a good light, for the benefit of a future visit at another time.</p> <p>4) A platform to discover music.</p> <p>An event that reflects an open accepting audience, an opportunity for young and older people to experience music that they may otherwise not have access to.</p> <p>5) An opportunity to showcase local talent alongside regional and nationally recognised artists.</p> <p>The festival programme gives local talent an opportunity to perform to a thriving and discerning</p>
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3.2	Are there similar services/projects provided in the area	<p>audience alongside experienced and recognised regional and national artists.</p> <p>It will also be an opportunity for our audience to listen a style or type of music they may not normally have experienced.</p> <p>6) Benefit local creative community groups such as artistic venues alongside local businesses.</p> <p>Alongside local hospitality and hostelry businesses, other ventures hold events as a way of broadening their audience. We offer sponsorship within the festival programme to local businesses as an opportunity for them to extend their network of consumers.</p> <p>7) Promote tourism to the town.</p> <p>Our web based networking signposts local venues and staycations for regional visitors to the event. The overall impact is to generate a boost to the local economy at an otherwise quiet time of year.</p> <p>8) Give Congleton a national identity.</p> <p>The event already generates interest via its presence on the internet both website and social media. This allows the event to gain interest beyond the town and local regions and across the UK.</p> <p>9) Provide a boost to community spirit.</p> <p>The festival(s) will boost community spirit by offering a significant event at an otherwise quiet time of year for the town. It is an event that the town's people will look forward to.</p> <p>Overall the event will contribute towards a community spirit based around the town and what it has to offer. The event will impact both participating and non-participating venues such as restaurants or cafes.</p>
3.2	Are there similar services/projects provided in the area	<p>YES; the same team organises Congleton Unplugged, this runs at approximately the opposite end of the calendar year.</p>

Part 4: Evaluation/Publicity

4.1	<p><i>How will the project be evaluated and who will carry out the evaluation?</i></p> <p>FORMAL Feedback is sought from the Venues and Public/Attendees formally. The team writes to venues for feedback, for the public/attendees the website has a feedback panel which encourages people to make comment.</p> <p>ADHOC Both venues and public/attendees provide adhoc feedback which is included in any assessment.</p> <p>OTHER avenues include; Asking the local police for their feedback on how they view the event. Asking artists for their view on the event and its operation.</p> <p>The input from these assessments is managed informally and will determine any further action required.</p>
4.2	<p><i>Describe how you will promote the Town Council in your project</i></p> <p>The Town Council is billed prominently as a supporter of the festival alongside the Town Trust and Inclosure Trust in the festival programme inside back page.</p>

Signature: Vince Cutcliffe Date: 10.6.2019

NOTE: Personal details given on this form will be redacted for public purposes, but the office will keep a copy within its electronic and paper files for the purposes of processing the grant. If successful the information will be kept for six years in line with HMRC rules. Your details will not be used or shared for other purposes in line with Congleton Town Council's Privacy Policy and GDPR 2018.



SUBMITTED MEETING:
4th July 2019.

Congleton Town Council Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	AR07/1920
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1.1	Applicant(s):	Mrs Heidi Stanway
1.2	Representing:	Dane Valley Amateur Swimming Club
1.3	Email Address:	[REDACTED]com
1.4	Tel No.	[REDACTED]
1.5	Project Title:	Swimming Technique Focus
1.6	Project Objectives:	For all swimming club members to have access to the necessary training aids that will enable them to work on specific areas of their swimming strokes.
1.7	Brief Project Description:	During training sessions, as well as working on a swimmer's speed, we would like to be able to offer enhanced technique sessions to all swimmers and provide them with the necessary equipment to take part in these sessions. This will ensure that all swimmers are getting as much as they can out of each training session, which in turn will lead to our swimmers performing to a higher standard at the various galas we compete in.
1.8	Details accounts/budgets	The club does not have enough available funds to support this project and the cost involved is stated below.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£830.00
2.2	Total contribution sought:	£415.00
2.3	What will the money be spent on?	20 Pairs of Swimming Finns at £24.00 each = £480.00 20 Junior pull buoys at £10.00 each = £200.00 2 wall mounted white boards = £150.00 (For writing up training plans, explaining stroke technique to swimmers etc)
2.4	Any ongoing costs:	None

2.5	Details of <i>confirmed</i> match funding include source Cash: In kind:	No matched funding
2.6	Resources needed:	Financial assistance only
2.7	Estimated timescale of project from start to finish:	Once the equipment is purchased the project will commence and it is anticipated that the swimmer's techniques will have improved within 8 weeks.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	The swimmers will be able to see their improvements through our timed swimming sessions and they will be achieving Personal Best results during galas. These achievements will have a positive impact on a swimmers mental and physical health, and they will reap the benefit of working hard and seeing what results they can achieve. This positive mindset will spill over into other areas of their life. When swimmers achieve results it also increases their level of commitment to the sport which can only be a positive for the young people of Congleton.
3.2	Are there similar services/projects provided in the area	No, we are the only competitive swimming club based in Congleton which is committed to supporting our swimmers and helping them to reach their potential.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	Evaluation will be gained via the results that our swimmers achieve when they participate in galas throughout the year. The coaches continually review the swimmers performance.
4.2	Describe how you will promote the Town Council in your project	We will arrange for a photo shoot and an article to be in the Congleton Chronicle and state that the Town Council has provided the funds for the purchase of the equipment.

Signature: Heidi Stanway

Date: 11 June 2019

NOTE: Personal details given on this form will be redacted for public purposes, but the office will keep a copy within its electronic and paper files for the purposes of processing the grant. If successful the information will be kept for six years in line with HMRC rules. Your details will not be used or shared for other purposes in line with Congleton Town Council's Privacy Policy and GDPR 2018.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	4 th July 2019 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM REPORT TITLE	13 Internal Audit Report - Final 18/19		
Background	<p>The statutory instrument of government which is the Accounts and Audit Regulations 2015 Section 5(1) requires the Town Council to 'undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes'.</p> <p>Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps the Town Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the council on whether its systems of financial and other internal controls over its activities and operating procedures are effective.</p> <p>Congleton Town Council has appointed Auditing Solutions for some years. The internal auditor comes to the offices 3 times per year and produces a report each time which must be approved by either F&P or Council. They also sign the Annual Governance and Accountability Return (AGAR) which is submitted to the External Auditor.</p>		
Updates	This is the final internal audit report for the financial year 2018/19 which was carried out on 11 th June 2019 prior the internal auditor signing the AGAR.		
Decision Requested	To receive and approve the Internal Audit Report – final 2018/19		

Congleton Town Council

Internal Audit Report 2018-19: Final update

Adrian Shepherd-Roberts

*For and on behalf of
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 Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to the 2018-19 financial year, during our visit on 26th November 2018 and 26th February and 11th June 2019 together with the matters arising and recommendations for action, where appropriate.

Internal Audit Approach

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

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

Overall Conclusion

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

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

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

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

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

- Ensured that the ledger remains in balance at the present date;
- Verified the opening trial balance for 2018-19 to the Statement of Accounts and AGAR 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 and January and March 2019;
- Checked and agreed for the same three months, all inter account "sweep" transfers between the current and high interest bank account;
- Examined and verified the accuracy of transactions in the Council's mayoral charity bank account cashbooks for the year to March 2019, current and deposit accounts as at 31st October 2018 and 31st January and 31st March 2019 to ensure that no long-standing uncleared cheques or other anomalous entries exist.

Conclusions

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

Review of Corporate Governance

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

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

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

Conclusions

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

Review of Expenditure

Our aim here is to ensure that: -

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

We have continued work in this area examining a sample of payments individually in excess of £3,500 plus every 35th payment processed in the year to 31st January 2019 totalling £211,885 and equating to 39% by value of all non-pay related expenditure.

We have also examined the periodically prepared and submitted VAT returns to HMRC to March 2019 agreeing sample detail to the underlying Omega control account.

Conclusions

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

Assessment and Management of Risk

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

Risk assessment registers are in place and they are subject to routine annual review and update. We note that the Business Risk Assessment was formally approved by Finance & Policy Committee in February 2019.

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.

Precept Determination and Budgetary Control

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

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

We also note that the Council approved a precept of £884,152 for 2019-20 at its December 2018 meeting.

Conclusions

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

Review of Income

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

- Examined the "Aged debtors schedule" generated by the accounting software and are pleased to record that there are no significant issues arising with regard to long-standing debts of which officers and members are unaware.
- At the first 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.

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.

Review of Staff Salaries

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.

Fixed Asset Registers

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

Conclusion

No issues require formal comment or recommendation.

Investments & Loans

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

The Council holds no specific investments but holds a Special Interest account with RBS and 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.

Annual Governance and Accountability Return

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

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

Conclusions

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

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	4th July 2019 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Cllr Russell Chadwick and Cllr Robert Douglas		
AGENDA ITEM REPORT TITLE	14 Proposal to amend the Grants and Funding Policy in respect of the number of quotes to be provided with New Applications for Financial Assistance		
CURRENT STATUS	<p>Currently, no quotations are required to be provided for any new applications for financial assistance.</p> <p>However, payment is not normally made until a project has been completed and payments are also normally made against a formal receipt or invoice. Stage payments may be approved for larger projects.</p>		
BACKGROUND INFORMATION	<p>At the Finance and Policy Committee meeting held on 6th June 2019, there were two new applications seeking significant amounts of financial assistance where no quotations were provided to support these funding applications.</p> <p>This lack of supporting financial information resulted in discussions at that Finance and Policy Committee agreeing that the Committee should discuss a new policy on the number of quotations that should be provided with new applications for financial assistance.</p> <p>This additional information should assist the Finance and Policy Committee in making a more informed decision on the level of grant to be provided to a new application.</p> <p>However, it was also stated at that meeting the new policy should aim not to deter the smaller organisations from making new applications for financial assistance.</p>		
PROPOSAL	<p>No quotations will be required to be submitted for all new applications for financial assistance totalling £ 250 or less.</p> <p>At least one quotation will be required to be submitted for all new applications for financial assistance totalling between £ 251 and £ 500.</p> <p>At least two quotations will be required to be submitted for all new applications for financial assistance totalling between £ 501 and £ 1,000.</p>		

	<p>At least three quotations will be required to be submitted for all new applications for financial assistance exceeding £ 1,000.</p> <p>Given the sensitive commercial nature of quotations, for funding requests of £ 1,000 or less these documents will not be released to members of the Finance and Policy Committee with the officers retaining these documents for internal audit purposes. The officers will only advise the Finance and Policy committee that the applicant has provided the prerequisite number of quotations and the value of the lowest quote".</p>
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