



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

Congleton Town Council

Agenda of the meeting of the COVID 19 Emergency Powers Committee

Thursday 7th May 2020 at 2.00pm via Zoom
Meeting ID: 997 6746 4933

1. Apologies

To receive apologies for absence.

2. Minutes (Enclosed)

To approve the Minutes of the meeting of the Council on 23rd April 2020.

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. 20 MPH Speed Limit Aligned to Relaxing Town Centre Trading (Enclosed)

Consideration to a reduction in speed to 20MPH in areas of the Town Centre.

5. Proposed Return to Council and Committee Meetings (Enclosed)

To approve a proposed meeting schedule to return to Council and Committee meetings.

6. Increase of Pay for Completed Apprenticeship Course

To approve the increase in pay and relevant back pay for Streetscape Operative J Appleton following the completion of his Apprenticeship.

7. Creating an E-Learning Toolkit to Encourage Sustainable Living in Congleton (Enclosed)

To approve a request from the Town Council's Green Working Group for funding to develop a suite of e-learning materials based on the Sustainable Living in Congleton course. This is aimed at helping deliver the Council's Climate Change Emergency pledge.

8. To Receive the Updated COVID19 report 03.05.20 (Enclosed)

To receive the updated COVID19 report.



Congleton Town Council

Minutes of the Meeting of the COVID 19 Emergency Powers Committee

Conducted via Zoom on Thursday 23rd April 2020

PRESENT: Sally Ann Holland (Town Mayor)
Denis Murphy (Deputy Mayor)
David Brown
Robert Douglas
Kay Wesley
David McGifford (Chief Officer)
Jackie Potts (Responsible Financial Officer)

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 Paul Duffy and George Hayes.

2. **Minutes**

To approve the Minutes of the Virtual Covid 19 Emergency Powers Committee Meeting held on 23rd April 2020.

CTC/71/1920 RESOLVED that the minutes of the Virtual Covid 19 Emergency Powers Committee held on 23rd April 2020 be approved

3. **Declarations of Disclosable Pecuniary Interest**

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

Cllrs David Brown, Denis Murphy and the Mayor Sally Ann Holland declared a non-pecuniary interest in matters relating to Cheshire East Council.

4. **Community & Environment Committee**

To receive and approve the minutes of the meeting held on 12th March 2020.

CTC/72/1920 RESOLVED that the minutes of the meeting held on 12th March 2020 be approved.

5. **Finance & Policy Committee**

To receive and approve the minutes of the meeting held on 19th March 2020.

CTC/73/1920 RESOLVED that the minutes of the meeting held on 19th March 2020 be approved.

6. **Planning Committee**

To receive and approve the minutes of the meeting held on 5th March 2020.

CTC/74/1920 RESOLVED that the minutes of the meeting held on

7. **Town Hall Committee**

To receive and approve the minutes of the meeting held on 14th November 2019

CTC/75/1920 RESOLVED that the minutes of the meeting held on 14th November 2019 be approved.

5th March 2020 be approved.

8. **Personnel Committee**

To receive and approve the minutes of the meeting held on the 30th April 2019

CTC/76/1920 RESOLVED that the minutes of the meeting held on 30th April 2019 be approved.

9. **COVID 19 Funding Allocation**

To approve the allocation of funding to support Covid19 initiatives.

CTC/77/1920 RESOLVED that

1. £50,000 of the 2019/20 savings is allocated to the COVID19 nominal code. A full review of the account will need to take place at each of the following milestones. £10k, £20k, £30k and £40K.

2. The proposed method of receiving donations into the COVID19 account are as follows

a) By bank transfer into the Town Council Bank Account – quoting COVID19.

b) Cash or cheque – this will be collected by our nominated collectors with guidelines ensuring social distancing is observed.

c) Through the option of a Pay Pal account.

10. **COVID 19 Report**

To receive the updated COVID19 report.

CTC/78/1920 RESOLVED to receive the updated COVID19 report.

**Cllr Sally Ann Holland
(Town Mayor)**

CONGLETON TOWN COUNCIL COVID19 Committee

COMMITTEE:	Council / COVID 19 Committee		
MEETING DATE AND TIME	5.00pm 7 th May 2020	LOCATION	Virtual Meeting Zoom
REPORT FROM	Councillor R Chadwick		
AGENDA ITEM REPORT TITLE	Temporary Town Centre Speed Reduction		
Information to support proposal	<p>The introduction of a 20mph temporary speed limit in the town centre to be adopted by Congleton Town Council due to increased risk of accidents involving pedestrians inadvertently stepping off the pavement due to social distancing measures. Roads to be covered include Mill Street, Swan Bank, West Street to the junction of Antrobus Street, Market Street, Lawton Street and Albert Place. This may only be signage saying advisory speed reduction due to the Covid 19 emergency as Cheshire East Council may not have the powers to enforce due to planning law</p>		
Proposal	<p>The adoption of an emergency speed reduction to 20mph for drivers within the centre of Congleton town until social distancing is fully relaxed.</p>		

CONGLETON TOWN COUNCIL

COMMITTEE:	COVID 19 Emergency Powers Committee		
MEETING DATE AND TIME	7 th May 2020 2.00pm	LOCATION	Zoom
REPORT FROM	Chief Officer		
AGENDA ITEM	5		
REPORT TITLE	Proposed return to Council and Committee meetings		
Background	<p>Following the decision by Government to introduce social distancing measures the Town Council met to discuss the implications relating to our decision making process. It was decided to operate the Council through Emergency Powers which gave the decision making Powers to the Mayor, Deputy Mayor and the Chief Officer and it was agreed that this would be done in consultation with the Chairs of Committees. During this period staff resource has been allocated towards developing initiatives supporting residents, these are in place and capacity is gradually becoming available for “business as usual” During this period national guidance has been given stating that it is now legal to undertake Council and Committee meetings remotely, this is something that we are now looking to introduce.</p>		
Proposal	<p>It is proposed to start the process of virtual meetings in the following way</p> <p>Thursday 14.5.20 - 7.00pm - Strategy Group meeting Beforehand</p> <ul style="list-style-type: none"> • Cllrs will be contacted to support them getting connected via Zoom. <p><u>Agenda items</u></p> <ol style="list-style-type: none"> 1. General welcome back questions and answers. 2. Go through how we intend to manage remote meetings. 3. Discuss thoughts on meeting schedule inclusive of Working Groups – period June, July, August 2020. 4. Consideration about changing or retaining the current Committee and Working Group Chairs and members and representation on outside bodies. 5. Consideration about changing or retaining the current Mayor and Deputy Mayor. <p>Tuesday 19.5.20 - 7.00 pm Strategy Group meeting (if required)</p> <ul style="list-style-type: none"> • This will be reserved for items 4 and 5 if the viewpoint is to progress with this <p>Thursday 28.5.20-7.00pm Formal Council meeting</p> <ol style="list-style-type: none"> 1. Approve any changes as per items 4&5. 2. Approve amendment to meeting calendar. 3. Plus any relevant decisions that are required. <p>Thursday 4.6.20 7.00pm First meeting from new calendar</p>		

CONGLETON TOWN COUNCIL COVID19 Committee

COMMITTEE:	Council / COVID 19 Committee		
MEETING DATE AND TIME	5.00pm 7 th May 2020	LOCATION	Virtual Meeting Zoom
REPORT FROM	Jackie MacArthur Town Marketing and Events Manager and Deputy Chief Officer		
AGENDA ITEM REPORT TITLE	E-learning – Sustainable Living in Congleton suite of courses		
Background	<p>In September 2019 the Town Council signed a Climate Change Emergency. In December 2019 a number of aspirations and initiatives to meet the Climate Change Emergency pledge were included in the Town Council's approved Business Plan.</p> <p>In February 2020 the Congleton Green Working Group held its first meeting and has met a further four times. One of the actions from the group was to develop materials to help inform and educate local residents about more sustainable ways of living in Congleton. Congleton Sustainability Group has developed a Sustainable Living in Congleton course which he has been delivering across Congleton for around 10 years. The course was largely written/compiled by Barry Fox and he is happy for the course content, which is split into 7 modules, to be used as the basis for the e-learning materials. It focuses on positive differences that people can make to reduce their environmental footprint. Previously the course has been run as a course taking 7 sessions of around 90minutes. The group believes that to reach a wider local audience this course needs to be more accessible and deliverable at a time to suit the learner. The arrival of COVID-19, the resulting social distancing and desire for activities from the home led the group to identify this project as one that should be accelerated.</p> <p>Although there are generic materials available online, the group wanted something that could be tailored to Congleton and free for our residents, schools and businesses to use. A <u>project brief</u> was developed. A number of local companies and e-learning companies were invited to submit a proposal. The brief was also sent to the East Cheshire Chamber of Commerce and added to the Website.</p> <p>Two companies expressed an interest and have submitted a proposal. On the morning of the 7th May, the local company behind the least expensive of the proposals will talking through their e-learning proposal via video conferencing with examples of the type of level of interaction and experience that users can expect.</p> <p>If the quality of the experience is acceptable to the small group from the Green Working Group, we would like to go ahead and commission the making of the seven e-learning modules.</p> <p>Currently the Town Council does not have a budget allocated to Green Initiatives in its Business Plan and would ask that the Chairs and Mayors agree that funding can be used from the Ear Marked Reserve for Capital projects. If company one is acceptable the cost will not exceed £5,000.</p>		

Proposal

To release £5,000 from the Capital Expenditure Ear Marked Reserve to enable Congleton Green to commission and purchase a suite of e-learning materials for use by the Congleton Community.

ITEM 7 COVI19 CHIEF OFFICER UPDATE WEEK ENDING 3rd May 2020

1. Provision of Food and supplies for residents in need – New Life Church (Stonehouse) and Town Hall Foodhub - Managed by Volunteers at NLC and CTC at the Town Hall

Town Hall Food Hub

This has been operating since the 23rd of March following a cry for help from a volunteer who was picking up individuals needs from the Facebook group. The volunteer was sourcing goods to try and match residents' needs and was operating from home but was running short of space operating from home. We were approached to see if we could help on Friday the 20th March and opened the doors of the Town Hall and help set up a temporary food hub observing guidelines on social distancing. This service is both reliant on donations and now regular supplies from Aldi which are then sorted into emergency packs .

New Life Church foodbank (Storehouse)

We have connected into New Life Church who have operated a Foodbank for a reasonable period and have an effective system in place which includes referrals for people who need support and checks on volunteers, systems that will be incorporated into the Town Hall Foodhub. NLC rely on food donations and also purchase goods when available and provide a more regular food pack geared towards sustaining an individual or family for a longer period. NLC are also receiving funding donations to support their activity but have been restricted in their ability to purchase adequate stocks from local supermarkets

	5.4.20	12.4.20	19.4.20	26.4.20	3.5.20
CTH Foodhub					
One day food pack	0	60	0	0	0
Snack packs	80	60	57	29	0
Two day food pack	100		0	0	0
Week Food Pack		70	81	41	4
NLC Foodbank					
Food packs to last a week	45	73	73 not including Friday	n/a	n/a

Update 4th May 2020

CTH Food Hub figures are for food packs delivered week commencing 27th April. An Aldi purchase of £166.78 was made on 29.04.20 to supplement remaining food and create 22 individual weekly food packs. Four of the food packs were delivered last week following calls to the CTC Helpline. The Town Hall will be supporting residents who contact either the helpline or the town hall for immediate help, these will receive an emergency food pack if required. All calls will continue to be referred to the People Helping People Helpline to receive ongoing support

2. People Helping People - Managed by Cheshire East Council

The CEC system formally draws together all of the residents needs across the CE area and matches them to volunteers – its process is good in terms making sure all relevant volunteers are DBS checked and that the needs of the residents have been driven through a referral system.

Update 27th April 2020 Following our monitoring of referrals we have established that all are now being handled within 36 hours, thus giving us confidence to drive requests for support through this process. We have also received access to a CEC Sharepoint site which has relevant information for Congleton.

3. Congleton Town Council Website - Managed by CTC

www.congleton-tc.gov.uk has a wealth of local information related to COVID 19 as well as national guidance and direction for support. It is worth you continually checking the website, it will be one of the main areas we will signpost residents and organisations to.

	5.4.20 Numbers and popularity	12.4.20 Numbers and popularity	19.4.20 Numbers and popularity	26.4.20 Numbers and popularity	3.5.20 Numbers and popularity
Number of visits to the site	1153	1236	1379	1048	1420
Number of unique visitors	949	1049	1149	861	1148
Number of pages viewed	3189	2860	2791	2204	4106
Top pages					
General Coronavirus Page	651 (1)	546 (2)	342 (3)	226 (3)	349 (3)
Home Page	569 (2)	500 (3)	579 (1)	375 (2)	624 (1)
COVID- 19 Shopping page	420 (3)	707 (1)	187(4)	123(4)	188(4)
COVID-19 Getting-giving help	97(4)	62 (4)		37 ((8)	
COVID -19 Hobbies	64 (5)	52(5)			
COVID -19 Financial Help	62 (6)		-		
COVID -19 Stay Safe at Home	61(7)	45(8)			
COVID -19 FAQ			-	32(9)	57 (11)
COVID – 19 Takeaways			- 463 (2)	406 (1)	174 (5)
VE 75 Day			-		457 (2)
Working Groups			-		145 (6)

Web site usage has increased this week – possibly due to more social media activity. The VE75 Day celebrations were the second most popular landing page – which was a newly created page that went live on Thursday. The working group pages was launched on Friday and was the 6th most popular page. The COVID-19 pages are still attracting some attention and are still being updated, but possibly people now feel that they have the information sources that they need?

4. Social media –Managed by CTC

Facebook: Congleton coronavirus (covid-19) community support group

This was originally set up on the 14th March by 2 local residents who brought this national platform into Congleton – it is very much a resident with a need being supported by a resident who can help – the site needs monitoring in terms of checking to see that the posts on the system for the right reasons .

Facebook – people needing support	5.4.20	12.4.20	19.4.20	26.4 20	3.5.20
Members (closed group)	2,262 (+100)	2,333 (+71)	2351 (+18)	2,364 (+13)	2375 (+11)
Posts	133	88	93	43	50
Posts, Comments and Reactions	2,900	2,123	1107	499	716

5. Social media Congleton Town Council Facebook Account - Managed by CTC

This is the standard Town Council Facebook page

Facebook	5.4.20	12.4.20	19.4.20	26.4 20	3.5.20
Followers (open group)	1730 (+20)	1747 (+17)	1762 (+15)	1770 (+8)	1773 (+3)
Reach of messages	14,524	5,756	13,256	3,725	3,836
Messages originated or shared	15	9	7	4	5
Most read – Town Hall – Blue Views Reactions / comments	7,300 719	1,0239 (NHS mental health)	8,067 High school appeal	1,857 Cheshire Families Lockdown magazine	1,282 COVID BN Edition 1,266 VE Day

6. Town Council Twitter Account – managed by CTC

Twitter	5.4.20	12.4.20	19.4.20	26.4 20	3.5.20
Followers	3194 (+5)	3197 (+3)	3196 (-1)	3200 (+4)	3201 (+1)
Number of Impressions	1600	1,330	5,613	6,676	7,058
Messages originated	1	5	14	3	15

7. Town Council Instagram Account

Congleton Town Council opened an Instagram account on the 28th April in readiness for VE 75 celebrations pictures

Instragram	5.4.20	12.4.20	19.4.20	26.4 20	3.5.20
Followers					92
Posts					12

8. Dedicated resident support line - Managed by CTC support provided by Councillors, staff and volunteers,

The resident support line had a soft launch on Wednesday 1st April to enable call handlers to familiarise themselves with the written response guidelines that will help with providing residents clear, consistent direction. The service will be manned from 11.00 am to 7.00pm 7 days a week.

	5.4.20	12.4.20	19.4.20	26.4 20	3.5.20
Calls received Total to date	3	21	41	47	58
Food Shopping	2	11	27	30	36
Medication	1	1	3	3	3
General Advice		6	7	8	12
Phone Buddy (chat)		1	1	1	1
Call back now they know what we can provide		1	1	1	1
Wellbeing		1	2	2	2
Volunteering				1	1
Cancelling Support				1	2

Closed resolved	55	Open Calls	3
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Update The helpline has now been promoted via the Congleton Chronicle Social Media the website and on roadside banners

9. Finance

COVID 19 has a nominal code and reporting will become refined as we progress

Income	£	Expenditure	£
Donation for F Hub P Dane	2,000	Food Hub goods S Radcliffe Imprest a/c (Final cost)	415.77
CTC allocation	10,000	Aldi Total**	2,575.12
Kanga Health	500	Foodshare – fresh fruit and veg 32p kilo 3 weeks *(inv not received)	535.00
individuals	226		
Tesco	500	Chronicle promotions	1,800
Totals	13,226		3525.89
Balance	9,700		

*Foodshare – it is possible that this will become a donation

**Bulk purchases from Aldi will now be vastly reduced as we are now only providing emergency support

10. .Decisions Made by the Mayors and Chairs COVID 19 Group via e-mail communication or through meetings **Next meeting 7.5.20**

23.4.20	<ol style="list-style-type: none"> 1. An initial allocation for the COVID19 Nominal code 2. Where this has been allocated from for Approval 23rd April 2020 	<p>Approved that £50,000 is allocated to the Nominal code with a review at £10k expenditure</p> <p>From 2019/20 underspend</p>
7.4.20	<ol style="list-style-type: none"> 1. To formally agree to receive donations from individuals and organisations as contributions towards support for the COVID 19 crisis 2. To actively promote that we are seeking donations 	<p>Approved Via direct payments into bank account, cash collection. Other direct payment method being researched</p> <p>Not to promote that we are seeking donations but will be receiving them and how</p>
6.4.20	<ol style="list-style-type: none"> 1. To approve the proposal to suspend the Financial Regulations element that relates to the use of the credit card and to operate as follows – Members of the Management Team may use the Town Council Credit card under the authorisation of the Chief Officer 2. To approve an increase in the Town Council credit card limit to £3,000 from £1,000 	<p>Approved</p> <p>Approved</p>
6.4.20	<p>To support Congleton Food Hub with an float of £200 and subsequent top-ups, the method of authorisation either</p> <ol style="list-style-type: none"> 1. Two members of F&P 2. Delegated to the Chief Officer or either the RFO or Deputy Chief Officer in his absence 	<p>Approved Review @£1000</p> <p>Yes</p>