



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 23rd April 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 9th 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. **Community & Environment Committee** (Enclosed)

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

5. **Finance & Policy Committee** (Enclosed)

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

6. **Planning Committee** (Enclosed)

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

7. **Town Hall Committee** (Enclosed)

To approve the minutes of the meeting held 14th November 2019.

8. **Personnel Committee** (Enclosed)

To approve the minutes of the meeting 30th April 2019.

Congleton
beartown
where friends are made



9. **COVID19 Funding Allocation and Payment Methods** (Enclosed)
To approve the allocation of funding to support Covid19 initiatives and the proposed options for receiving donations.
10. **COVID19 report** (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 9th 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 Council Meeting held on 20th February 2020.

CTC/65/1920 RESOLVED that the minutes of the Council Meeting held on 20th February 2020 be approved and signed by the Town Mayor.

3. Declarations of Disclosable Pecuniary Interest

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

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

4. Community & Environment Committee

To receive the minutes of the meeting held on 30th January 2020.

CTC/66/1920 RESOLVED that the minutes of the meeting held on 30th January 2020 be approved.

5. Finance & Policy Committee

To receive the minutes of the meeting held on 13th February 2020.

CTC/67/1920 RESOLVED that the minutes of the meeting held on 13th February 2020 be approved.

6. Planning Committee

To receive the minutes of the meetings held on 6th February 2020.

CTC/68/1920 RESOLVED that the minutes of the meeting held on 6th February 2020 be approved.

7. COVID 19 update

To receive updates relating to the COVID 19 projects.

CTC/69/1920 RESOLVED to receive the updates and to:

1. To formally agree to receive donations from individuals and organisations as contributions towards support for the COVID 19 crisis.
2. Not to promote that we are seeking donations but advise that we will receive them and the methods of doing so.

8. Legality of Virtual Meetings (Nalc)

To discuss the Town Councils approach for future meetings.

CTC/70/1920 RESOLVED to continue with the emergency powers as initially proposed until the 8th June 2020 but to review at each meeting of the COVID 19 Group which is every 2 weeks.

**Sally Ann Holland
(Town Mayor)**

7. COVID 19 update

To receive updates relating to the COVID 19 projects.

CTC/69/1920 RESOLVED to receive the updates and to

1. To formally agree to receive donations from individuals and organisations as contributions towards support for the COVID 19 crisis
2. Not to promote that we are seeking donations but advise that we will receive them and the methods of doing so

8. Legality of Virtual Meetings (Nalc)

To discuss the Town Councils approach for future meetings.

CTC/70/1920 RESOLVED to continue with the emergency powers as initially proposed until the 8th June 2020 but to review at each meeting of the COVID 19 Group which is every 2 weeks.

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

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE COMMUNITY AND ENVIRONMENT COMMITTEE HELD ON THURSDAY 12th March 2020

PRESENT:

Committee members:

Kay Wesley (Chair)
Dawn Allen (Vice Chair)
Martin Amies
Paul Duffy
Suzy Firkin
Amanda Martin
Denis Murphy (Deputy Mayor)
Jean Parry
Mark Rogan

Non-Committee members

Robert Douglas
Rob Moreton
James Smith

1. Apologies for absence

Apologies for absence were received Cllr Margaret Gartside and from non-committee members Councillors Russell Chadwick and Sally Ann Holland (Town Mayor).

2. Minutes of Last Meeting

To confirm the minutes of the meeting held on 30th January as a correct record.

CE/48/1920 Resolved to receive the minutes from the meeting held on 30th January 2020 as a correct record with the amendment to note that Cllr Paul Duffy was in attendance.

3. Declarations of Interest

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

Cheshire East Councillors Denis Murphy and Rob Moreton declared an interest as Cheshire East Councillors.

4. Outstanding Actions

Note that these actions are covered in Agenda Item 8 - Updates paper from 30th January 2020 Community & Environment Committee.

5. Questions from Members of the Public

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

There were no questions from members of the public.

6. Cheshire Police

To receive and consider a verbal report from a representative of Cheshire Police on Policing matters affecting Congleton.

Sergeant Paul Brunton from Cheshire Police provided updates on:

Congleton Beat Team current Priorities:

1. Theft from Motor Vehicles (All Congleton)
2. Child Sexual Exploitation (East)
3. Vulnerability (Gawsworth)

A Positive Drugs warrant was executed in Gawsworth and male juvenile arrested for possession with intent to supply. Large quantity of Class B drugs seized (Investigation ongoing).

Street a week conducted at all 9 Brunswick St Flats (around 40 addresses). Intel and reports of Anti-Social Behaviour (ASB) obtained.

ASB – Down on this time last year (39 Reports since new year), still no hotspots, emerging issue at Bromley Woods (off Road Bikes and Dealing). Overall really good.

Question from Councillor Murphy regarding diversion opportunities for youths over the summer:

Police refer to Safe Project for vulnerable or those involved in criminality

More widely, Police have a deployable football cage that we can site almost anywhere

7. Hydro Scheme

To receive a short presentation from Peter Aston from Dane Valley Community Energy Volunteers on the Hydro Scheme and an update on the community shares option. Planning to raise £730k. Offer closes end of March 2020. Asked the Town Council to act as ambassadors for the scheme and to help spread the word. £345k already raised, although only 30% of the shares purchased from the Congleton area.

CE/49/1920 Resolved to note the presentation.

8. Updates Paper from 30th January 2020 C&E Committee

To receive an updates paper highlighting issues raised at the previous Community & Environment Committee meeting.

CE/50/1920 Resolved to accept the report

9. Anti-Social Behaviour Working Group

To receive the notes of the Anti-Social Behaviour Working Group held on 9th January 2020 and 5th March 2020.

CE/51/1920 Resolved to receive the notes of the meeting

10. Health and Wellbeing Working Group

To receive the notes of the Health and Well-Being Group held on 5th December 2019 and 13th February 2020.

CE/52/1920 Resolved to receive the notes of the meeting

11. Congleton Green Working Group

To receive the notes of the Congleton Green Working Group from the 6th February and 13th February 2020.

CE/53/1920 Resolved to receive the notes of the meeting

12. Integrated Transport Working Group

To receive the notes of the Integrated Transport Working Group from the 3rd February 2020.

CE/54/1920 Resolved to receive the notes of the meeting

13. Update on the War Memorial Hospital

To receive a verbal update from Cllr Suzy Firkin on Congleton's War Memorial Hospital and in particular the Minor Injuries Unit. Cllr Firkin reported back on a Scrutiny Committee attended at Cheshire East Council which considered the 'NHS Fragility and Sustainability'. This meeting was not specifically about the War Memorial Hospital and Minor Injuries Unit. Chief Executive and Clinical Leads agreed to meet with Congleton Town Council

CE/55/1920 Resolved to note the report and for officers to organise a meeting with Councillors and the NHS Health Trust.

14. Street Naming in Congleton

To receive a report on street names chosen, submitted and a call for more potential names for streets in Congleton. A action was requested for Town Hall staff to write to Cheshire East and Grahams to suggest that 'Veterans Way' would be an appropriate name for the link road.

CE/56/1920 Resolved to note the report.

15. Childcare

To receive a verbal update from Councillor Kay Wesley on actions taken following a survey in 2019 considering childcare issues in Congleton, including information about a childcare workshop taking place in the Town Hall on Saturday 14th March 2020.

CE/57/1920 Resolved to note the verbal presentation.

16. Coronavirus (COVID-19)

To receive a verbal update on actions or latest advice on Coronavirus (COVID-19). Members reported on a Health and Wellbeing special meeting held earlier that day with partners from community groups to consider ways that the group could work together to promote messages around staying safe and actions that may be required.

CE/58/1920 Resolved to note the report.

Meeting finished at 8pm

**Cllr Kay Wesley
(Chair)**

CONGLETON TOWN COUNCIL

**Minutes of the Finance and Policy Committee Meeting
held on Thursday 19th March 2020**

PRESENT Committee members,

David Brown
Robert Douglas (Chair)
Paul Duffy
Jean Parry
Mark Rogan
James Smith

Ex-Officio Members Sally Ann Holland (Town Mayor)
 Denis Murphy (Deputy Town Mayor)

Non Committee members

Suzy Firkin
Margaret Gartside
Robert Hemsley
Kay Wesley

1. Apologies

Apologies for absence were received from Committee members Cllrs Duncan Amies, Russell Chadwick, George Hayes and Rob Moreton and Non-Committee member Cllr Amanda Martin.

2. Minutes

FAP/60/1920 RESOLVED that the Minutes of the Meeting of the Committee held on 13th February 2020 be approved and signed by the Chair.

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

Cllrs Brown and Holland declared a non-pecuniary interest in item 7 GR30/1920 SOL Theatre School grant application.

4. Outstanding Actions

None.

5. Questions from Members of the Public

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

There were no questions from members of the public.

6. Grant Approvals and Commitments 2019/20

To receive a statement showing the current position to 29th February 2020.

FAP/61/1920 RESOLVED that the grant statement be received.

7. New Applications for Financial Assistance

FAP/62/1920 RESOLVED that the following grants be approved:

- **Grant ref GR27/1920 – Inner trust TIC (Re-submission from 13th Feb 2020)**
 - **£1,000 for Sessions at Bromley Farm**
- **Grant ref GR28/1920 – Ruby's Fund**
 - **£500 towards the 2020 Teddy Bear's picnic**
- **Grant ref GR29/1920 – Home-Start Cheshire**
 - **£224 towards Paediatric First Aid courses**
- **Grant ref GR30/1920 – SOL Theatre School**
 - **£600 towards the summer 2020 production – to be used to fund 2 free places**

8. New Grant Activities Monitoring Forms

- **Bromley Farm Community Development Trust – Original Grant Ref GR79/1819**

FAP/63/1920 RESOLVED to receive the Grant Activities Monitoring Form.

9. Letter of Thanks

FAP/64/1920 RESOLVED to receive a letter of thanks from Congleton Pentecostal Church.

10. Management Accounts

FAP/65/1920 RESOLVED to receive the management accounts as at 29th February 2020.

11. Bank Reconciliation

FAP/66/1920 RESOLVED to receive bank reconciliation as at 29th February 2020.

12. Savings Account Balances

FAP/67/1920 RESOLVED to receive the Savings Account balances as at 29th February 2020.

13. List of Payments

FAP/68/1920 RESOLVED to approve the List of Payments between 1st February and 29th February 2020.

14. Training and Development Policy

FAP/69/1920 RESOLVED to approve subject to 3 small changes the Training and Development Policy for inclusion into the Constitution.

15. Review of Town Hall Hire Charges

FAP/70/1920 RESOLVED to approve the Chief Officer's report recommending that the Town Hall hire charges remain the same for the financial year 2020/2, but to be reviewed by the Town Hall Assets and Services committee during the financial year 2020/21.

Cllr Robert Douglas
Chair

CONGLETON TOWN COUNCIL
MINUTES OF THE MEETING OF THE PLANNING COMMITTEE
HELD ON 5th MARCH 2020

PRESENT

Councillor P Duffy – Chair
M Amies
D T Brown
S Firkin
R Hemsley
S A Holland
A Martin
R Moreton
J D Parry
M Rogan
J Smith
K Wesley

1. APOLOGIES

Apologies for absence were submitted from Councillors S Akers Smith, D Allen, D. Amies, R Chadwick, R Douglas, M Gartside, G Hayes and D Murphy

2. MINUTES

PLN/28/1920 RESOLVED: That the Minutes of the Meeting of the Committee held on 6th February 2020 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 Brown, Holland and Moreton declared a “non pecuniary” interest due to their membership of Cheshire East Council. Councillor Holland is a member of the Cheshire East Northern Planning Committee.

4. OUTSTANDING ITEMS

None to report.

5. QUESTIONS FROM MEMBERS OF THE PUBLIC

None received

6. PLANNING APPLICATIONS

PLN/29/1920 RESOLVED: That the following comments be made to Cheshire East Borough Council:

Planning Reference	Location	Declaration Of Interest	Comments
1 * 20/0425D	Land West of Padgbury Lane, Padgbury Lane, Congleton, CW12 4LR		No Objection
2 20/0555C	6, MALVERN CLOSE, CONGLETON, CW12 4PD		No documents available to view on the website – request a deferral until information available and write to Cheshire East Head of Planning to note our concerns
3 20/0560C	53, BIDDULPH ROAD, CONGLETON, CW12 3LQ		No documents available to view on the website – request a deferral until information available and write to Cheshire East Head of Planning to note our concerns
4 * 20/0545C	19, KIRKSTONE COURT, CONGLETON, CHESHIRE, CW12 4JW	NP – J Smith	No Objection
5 20/0312C	177, ST JOHNS ROAD, CONGLETON, CW12 2EJ	NP – K Wesley	No Objection subject to the comments from the Canal and River Trust being taken into account
6 * 20/0651D	Land West of PADGBURY LANE, CONGLETON		No Objection
7 * 20/0650C	Land West of PADGBURY LANE, CONGLETON		No Objection
8 20/0553C	97, WAGGS ROAD, CONGLETON, CW12 4BT		Request the Cheshire East Tree Officer to comment – the suggestion is for replacement trees to be planted to replace the trees which are removed

9 * 20/0587C	Land At, BACK LANE, CONGLETON		No Objection
10 * 20/0790C	56, CHESTNUT DRIVE, CONGLETON, CW12 4UB		No Objection
11 20/0774C	2, TIDNOCK AVENUE, CONGLETON, CW12 2HW		No documents available to view on the website – request a deferral until information available and write to Cheshire East Head of Planning to note our concerns
12 * 20/0740C	BROOKHOUSE FARM, BROOKHOUSE LANE, CONGLETON, CW12 3QP	NP – J Smith	No Objection
13 * 20/0702C	LAND OFF MANCHESTER ROAD, CONGLETON		No Objection
14 * 20/0976C	36 PARK LANE CONGLETON CW12 3DG		No Objection

7. **PLANNING APPEALS**

19/3427C - Appeal Ref: APP/R0660/W/19/3238558 Paul Shaw Autos, Newcastle Road, Congleton, Cheshire CW12 4JX – The Appeal is dismissed

8. **LICENSING APPLICATIONS**

None to Report

9. **SECTION 106 UPDATES**

The Chairman reported that he had a meeting scheduled for 6th March with the Chief Office to discuss the Neighbourhood Plan, Section 106 funds and enforcement issues.

10. **PLANNING ENFORCEMENT ISSUES**

The Chairman reported that he had a meeting scheduled for 6th March with the Chief Office to discuss the Neighbourhood Plan, Section 106 funds and enforcement issues.

Councillor P Duffy - Chair

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN HALL COMMITTEE HELD ON THURSDAY 14th November 2019

In attendance

Committee members

Suzie Akers Smith
Dawn Allen
Duncan Amies
David Brown
Robert Douglas
Suzy Firkin (Vice Chair)
George Hayes (Chair)
Robert Hemsley
Rob Moreton
Denis Murphy (Deputy Mayor)

Ex-Officio Members Sally Ann Holland (Town mayor)

Non Committee members

Martin Amies
Paul Duffy
James Smith
Kay Wesley

Minutes

1. **Apologies for absence.**

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

There were no apologies for absence.

2. **Minutes**

To confirm the minutes of the Meeting held on 25th July 2019 as a correct record.

TH/08/1920 resolved to approve the minutes of the meeting held on 25th July 2019.

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 Councillors George Hayes, Suzie Akers Smith, David Brown and Denis Murphy all Cheshire East Council.

4. **Outstanding actions**

Grand Hall stage back drop and sound damping options – still to be reviewed.

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

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

There were no questions from members of the public.

6. **Town Hall Trading Account**

To accept the Town Hall Trading account to 30th September 2019 and to note the content of the summary report.

TH/09/1920 resolved to accept the Town Hall Trading account to 30th September 2019 and the summary report.

7. **Grand Hall Toilet Refurbishment**

To receive an updated report on the refurbishment of the Grand Hall toilets.

TH/10/1920 resolved to delay any decision on refurbishment of the Grand Hall toilets until completion of the Council Business Plan in December 2019.

8. **Streetscape Reporting**

To receive a proposal from the Chief Officer for Streetscape to report to the Town Hall and Assets Committee.

TH/11/1920 resolved to receive the reporting of the Streetscape Service subject to Council approval.

9. **Committee Name and Terms of Reference**

To receive proposed changes to the name and terms of reference to the Committee.

TH/12/1920 resolved to receive the proposed change of the Committee name and terms of reference subject to approval of Council.

10. General update on other Operational Assets

To receive an update from the Town Hall Manager.

TH/13/1920 resolved to approve the repair of the paddling pool surface as per option 2 within the report provided.

11. Elizabeth Group

Request to include Town Hall in Heritage Trail.

TH/14/1920 resolved to agree to the inclusion of the Town Hall as part of the Heritage Trail subject to approval of wording on any signage.

12. Resolution to exclude the Public and Press

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting for the matters Set out below on the grounds that it could involve the likely disclosure of private and Confidential information or staff matters.

13. Toilet Cleaning

To receive a proposal for the award of a 12 month contract for the cleaning of the Town Hall and Public Toilets.

TH/15/1920 resolved to approve a 12 month cleaning contract for DC Assist to continue the cleaning of Market Street Public Toilets and the Town Hall toilets.

**George Hayes
(Chairman)**

Congleton Town Council

Minutes of the Personnel Committee meeting held on 30th April 2019

PRESENT: Councillors:

P Bates (Vice Chairman)
G R Edwards
G S Williams
J G Baggott
A M Martin

1. Apologies

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

Apologies were received from Cllr D T Brown

2. Minutes of Previous Meeting

PERS/05/1819 RESOLVED that the minutes of the meeting held on the 25th February 2019 be approved and signed by the Chairman.

3. Declaration of Interest

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

Cllrs P Bates G Williams declared a non-pecuniary interest in any matters related to Cheshire East Council.

4. Outstanding Actions

There were no outstanding actions.

5. Structural Changes and Amendments to Job Titles

To approve the proposed changes in the staffing structure and amendments to the job titles,

PERS/06/1819 Resolved to approve the changes to the staffing structure and amendment to the job titles as attached.

6. **Resolution to Exclude the Public and Press**

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting for the matters set out below on the grounds that it could involve the likely disclosure of private and confidential information or staff matters

PERS/07/1819 Resolved to exclude members of the public and press from the meeting.

7. **Job Evaluations**

To approve the proposed evaluations for the Town Hall Manager, and the Events and Marketing Officer positions.

PERS/08/1819 Resolved to approve the job evaluations as presented for the positions of the Town Hall Manager and the Events and Marketing Officer positions.

P Bates
(Vice Chair)

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	COVID 19 Committee Working under Emergency Powers		
MEETING DATE AND TIME	23 rd April 2020	LOCATION	Virtual Meeting via Zoom
REPORT FROM	David McGifford Chief Officer / Jackie Potts – Support Manager RFO		
AGENDA ITEM REPORT TITLE	9 COVID 19 Funding Allocation and Payment Methods		
Background	<p>1. Following the outbreak of COVID 19 informal discussions have taken place with regards to the support the Town Council can provide. It is highly likely that there will be many initiatives brought forward by various community organisations and businesses that will need some form of financial support. It has been agreed that there needs to be a nominal code within our accounts to record both income and expenditure related to COVID 19. Aligned to that it was agreed that there would need to be a budget allocation and this would be discussed between the Chief Officer, Responsible Financial Officer and both the Chair and the Vice Chair of Finance and Policy to come forward with a proposal for the COVID19 Mayors and Chairs Group.</p> <p>2. As well as the financial allocation to the nominal code it was agreed at the last meeting on the 9th of April that the Council would agree to receive donations for COVID19 initiatives but not outwardly seek donations. It was left to the Chief Officer and the Responsible Financial Officer to look at the options for receiving funds.</p>		
Proposals	<p>1. Following a detailed review of the final accounts for 2019/20 which are currently being audited there is an expected to be a surplus of circa £90K. With regards to the 20/21 budget a review was undertaken to establish the potential financial impact of COVID 19 on an assumption that the operation of the Town Hall would remain the same for the next 6 months – this provided an estimated loss for the year of circa £10,400 Based upon the expected 19/20 savings, the current healthy reserves and taking into consideration the anticipated 20/21 loss it is proposed that £50,000 of the 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,</p> <p>2. The proposed method of receiving donations into the COVID19 account are as follows:</p> <p>a) By bank transfer into the Town Council Bank Account – quoting COVID19.</p> <p>b) Cash or cheque – this will be collected by our nominated collectors with guidelines ensuring social distancing is observed.</p> <p>c) Through the option of a Pay Pal account.</p>		

ITEM 7 COVI19 CHIEF OFFICER UPDATE WEEK ENDING 19TH APRIL 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

	29.3.20	5.4.20	12.4.20	19.4.20
CTH Foodhub				
One day food pack	180	0	60	0
Snack packs	40	80	60	57
Two day food pack	0	100		0
Week Food Pack			70	81
NLC Foodbank				
Food packs to last a week	35	45	73	73 not including Friday

Update 20th April 2020

We are now confident that the Cheshire East Council People Helping People service is now functioning as anticipated and we have drawn up a process whereby the Town Hall Foodhub will only service people who are in immediate need. All other requests received through our helpline at the Town Hall will be referred to People Helping People who will provide a sustainable link to volunteers and relevant organisations. Those requiring ongoing emergency supplies will automatically be referred to the New Life Church Foodbank.

We will monitor the calls we have directed through to People Helping People to ensure that their needs are met

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 20th April 2020 Following our monitoring of referrals we have established that all referrals 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.

	29.3.20 Numbers and popularity	5.4.20 Numbers and popularity	12.4.20 Numbers and popularity	19.4.20 Numbers and popularity	
Number of visits to the site	1690	1,153	1,236	1379	
Number of unique visitors	1468	949	1049	1149	
Number of pages viewed	4,410	3,189	2,860	2791	
Top pages					
General Coronavirus Page	742 (1)	651 (1)	546 (2)	342 (3)	
Home Page	565 (3)	569 (2)	500 (3)	579 (1)	
COVID- 19 Shopping page	671 (2)	420 (3)	707 (1)	187(4)	
COVID-19 Getting-giving help	191 (6)	97(4)	62 (4)		
COVID -19 Hobbies	N/A	64 (5)	52(5)		
COVID -19 Financial Help	304 (4)	62 (6)	-		
COVID -19 Stay Safe at Home	N/A	61(7)	45(8)		
COVID -19 FAQ	203 (5)		-		
COVID – 19 Takeaways			-	463 (2)	

Note 48 separate searches were for Congleton Covid Information line. People were also interested in the Cheshire East Council page.

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	29.3.20	5.4.20	12.4.20	19.4.20	
Members (closed group)	2162	2,262 (+100)	2,333 (+71)	2351 (+18)	
Posts	196	133	88	93	
Posts, Comments and Reactions		2,900	2,123	1107	

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

This is the standard Town Council Facebook page

Facebook	29.3.20	5.4.20	12.4.20	19.4.20	
Followers (open group)	1710	1730 (+20)	1747 (+17)	1762 (+15)	
Reach of messages	41,511	14,524	5,756	13,256	
Messages originated or shared	30	15	9	7	
Most read – Town Hall – Blue Views Reactions / comments	17,000 1,600	7,300 719	1,0239 (NHS mental health)	8,067 High school appeal	

6. Town Council Twitter Account – managed by CTC

Twitter	29.3.20	5.4.20	12.4.20	19.4.20	
Followers	3189	3194 (+5)	3197 (+3)	3196 (-1)	
Number of Impressions	5,973	1600	1,330	5,613	
Messages originated	3	1	5	14	

7. 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.

	29.3.20	5.4.20	12.4.20	19.4.20	
Calls received Total	0	3	20	40	
Food Shopping	0	2	11	27	
Medication	0	1	1	3	
General Advice			6	7	
Phone Buddy (chat)			1	1	
Call back now they know what we can provide			1	0	
Wellbeing			1	2	

Update The helpline has now been promoted via the Congleton Chronicle Social Media the website and on roadside banners

8. Finance

COVID 19 will have 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	196.72
CTC allocation		Aldi bulk purchase for foodhub	623.04
		Food Hub goods S Radcliffe Imprest a/c	234.00
		Aldi bulk purchase for foodhub	635.66
		Foodshare – fresh fruit and veg 32p kilo 2 weeks	385.00
	2,000		2074.42
Balance	(74.42)		

With regards to the Town Council Contribution we need to agree –

1. An initial allocation for the COVID19 Nominal code – for approval 23rd April 2020
2. Where this has been allocated from for Approval 23rd April 2020

It was agreed that the recommendation is placed before the COVID 19 Group via the Chief Officer, RFO Chair and Vice Chair of Finance and Policy

9. Decisions Made by the Mayors and Chairs COVID 19 Group via e-mail communication or through meetings

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>