



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

17th July 2020

Dear Councillor,

Town Council Meeting – Thursday 23rd July 2020

You are summoned to attend a meeting of the Council on **Thursday 23rd July 2020** commencing at **7.00pm**. This will be a virtual meeting which needs to be accessed via Zoom.

The Zoom meeting entry details are:

Meeting ID: 817 8687 2284

Password: 480802

- **The Public and Press are welcome to attend the meeting, please note** - There will be 15 minutes at each meeting to receive any questions from Members of the Public, either verbally or at the meeting, including those which have been received in writing 7 days prior to 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.



Congleton
beartown
where friends are made



2. Minutes of Previous Meetings (Enclosed)

To approve the minutes of the Virtual COVID 19 Emergency Powers Committee on 7th May and the minutes of the Virtual Council meeting on the 28th May 2020.

To receive the minutes of the Virtual COVID19 Emergency Powers Committees on 9th of April 2020 and 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. Questions from Members of the Public

There will be 15 minutes at each meeting to receive any questions from Members of the Public, either verbally at the meeting including those which have been received in writing 7 days prior to the meeting.

5. Mayor’s Announcements (Enclosed)

To receive any announcements by the Town Mayor and to receive a list of the Mayor’s engagements.

6. Outstanding Actions

None.

7. Youth Committee

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

8. Urgent Items

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

9. 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.

10. Annual Governance and Accountability Return 2019/20 (Enclosed)

- (i) To receive and approve the Annual Governance Statement 2019/20.
- (ii) To receive and approve the Accounting Statements 2019/20 as recommended by the Finance and Policy Committee of 02/07/20.

11. Financial Statements 2019/20 (Enclosed)

To receive and approve the unaudited financial statements 2019/20 as recommended by the Finance and Policy Committee of 02/07/20.

12. Meetings Calendar 20/21 updated (Enclosed)

To receive and approve the updated meetings Calendar.

13. Public Toilets (Enclosed)

To approve the continued cleansing programme for the public toilets.

To: All Members of the Council

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

Congleton Town Council

Minutes the meeting of the COVID 19 Emergency Powers Committee

Conducted via Zoom at 5.00pm on **Thursday 7th May 2020**

Meeting ID: 997 6746 4933

PRESENT:

Sally Ann Holland (Town Mayor)
Denis Murphy (Deputy Mayor)
David Brown
Robert Douglas
Paul Duffy
George Hayes
Kay Wesley
David McGifford (Chief Officer)
Jackie Potts (Responsible Financial Officer)

1. Apologies

There were no apologies for absence.

2. Minutes

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

CTC/79/1920 Resolved to approve the minutes of the meeting of the Council held on 23rd April 2020 were 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.

Declarations of interest were received from Cllrs Sally Ann Holland, Denis Murphy, David Brown and George Hayes on matters relating to Cheshire East Council.

4. 20 MPH speed limit aligned to relaxing of Town Centre Trading

It was proposed that the introduction of a 20mph temporary speed limit in the town centre be adopted by Congleton Town Council, due to the increased risk of accidents involving pedestrians inadvertently stepping off the pavement due to social distancing measures.

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.

CTC/80/1920 Resolved that Officers approach Cheshire East Council Highways to establish the following -

- 4.1 If they have plans to introduce 20 mph speed restrictions in town centres across Cheshire East Towns, if so advise on what they are.
- 4.2 What the process would be in terms of selection of areas where the restrictions will apply – i.e. would this be done in consultation with the Town Council?
- 4.3 Should they not choose implement a scheme could an individual town introduce it on an advisory basis – if so what would the process be.
- 4.4 Could they advise on the procurement of advisory signs?

The roads considered by the committee included - Mill Street, Swan Bank, West Street to the junction of Antrobus Street, Market Street, Lawton Street Albert Place, Chapel Street, Canal Street and Cherry Tree Way .

5. Proposed return to Council and Committee meetings

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

CTC /81/1920 Resolved to approve the initial meeting schedule to return to Committee and Council 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.

CTC/82/1920 Resolved to approve the proposed increase in pay and relevant back pay for Streetscape Operative J Appleton.

7 Creating an E-learning toolkit to encourage Sustainable Living in Congleton

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.

CTC /83/1920 Resolved to approve the request for 50% funding (£2,500) for the E Learning Toolkit on the proviso that this is match funded by the Congleton Partnership.

8. To receive the updated COVID19 Report 3.5.20

To receive the updated COVID19 Report.

CTC /84/1920 Resolved to receive the updated COVID 19 Report.

**Sally Ann Holland
Town Mayor**

Congleton Town Council

Minutes of the Meeting of the Council held on Thursday 28th May 2020

Conducted via Zoom – Meeting ID 846 4947 5507

PRESENT:

Sally Ann Holland (Town Mayor)
Suzie Akers Smith
Duncan Amies
Martin Amies
David Brown
Russell Chadwick
Robert Douglas
Paul Duffy
Margaret Gartside
George Hayes
Robert Hemsley
Amanda Martin
Rob Moreton
Denis Murphy (Deputy Mayor)
Jean Parry
James Smith
Kay 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 Dawn Allen, Suzy Firkin and Mark Rogan.

2. **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 Suzanne Akers Smith, David Brown, George Hayes, Sally Ann Holland (Town Mayor), Rob Moreton and Denis Murphy declared a non-pecuniary interest in any matters relating to Cheshire East Council.

3. **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.

No Questions were received.

4. **Annual Meeting/Mayor Making Update**

To approve the deferment of the Annual Meeting to May 2021.

CTC/01/2021 RESOLVED to approve the deferment of the Annual Meeting through to May 2021.

5. **Comments from the Mayor and the Chief Officer**

To receive updates from the Mayor and the Chief Officer.

CTC/02/2021 Noted that officers would still be working on COVID-19 matters but routine work on the business plan is now forming the majority of officers' work.

Councillor Margaret Gartside proposed a vote of thanks to officers for their sterling work over the past 10 weeks which has been over and above normal duties.

6. **Proposed Constitutional Changes**

To approve the proposed changes to:

- 6.1 The membership of the Planning Committee.
- 6.2 The Chair and Vice Chair for the Town Hall Assets and Services Committee.
- 6.3 Representation to the outside body: Hilary Avenue Allotment Association.

CTC/03/2021 RESOLVED to

- 1. Approve the reduction of the planning committee from 20 members to 10, Cheshire East Councillors to be excluded.
- 2. Approve Cllr Suzy Firkin as Chair and Cllr George Hayes as Vice Chair of the Town Hall, Assets and Services Committee.
- 3. Approve Cllr Rob Moreton as the council representative on Hilary Avenue allotment association.

7. **Youth Committee**

No Questions were received from Member of the Youth Committee present at the meeting.

8. Finance & Policy

To receive the following:

- 8.1 The internal Audit report for 2019/20
- 8.2 The payments made for March and April 2020

CTC/04/2021 RESOLVED to:

- receive the Internal Audit Report for 2019/20.
- receive and approve the payments for March and April 2020.

It was noted that there were no issues or recommendations for the financial year 2019/20 and the RFO was congratulated on her fine work.

9. Social Distancing in the Town Centre

To approve recommendations for temporary and experimental changes to make Congleton safer whilst social distancing is required due to COVID 19.

CTC/05/2021 RESOLVED to approve voting for items 1-6 as one item rather than each item at a time, and to then vote on an additional recommendation for one-way streets (Point 7).

CTC/06/2021 RESOLVED to approve items 1-6 of the recommendations and to send to Cheshire East Highways recommendations as initial requests for measures to help make Congleton Town Centre safer for all during COVID-19 and give confidence for more people to come into the town.

1. 20mph Town Centre zone to make Congleton town centre a safer and more pleasant environment for all as outlined in map A.
2. Broadhurst Lane, off Clayton Bypass should become a 10mph zone due to its extreme narrowness and route to a business hub.
3. Recommend that pavements are widened or pedestrian passing points introduced in the following areas :
 - a) Mill Street - pavements widened where possible plus loading and disabled bay added in the wide area by the bus stop
 - b) Swan Bank – pedestrian passing points introduced which will mean reducing some of parking bays to provide refuges for pedestrians
 - c) West Street – Highways to explore pavements widening on both sides of the road where possible but to the Waggs Road side if only one side possible - especially from the town centre to the car park.

- d) High Street - bus stop temporarily moved to the bus station in Market Street.
Pedestrian passing points introduced which will mean losing some parking spaces.
 - e) Market Street - widen the footpath running alongside Morrisons and B&M – work with Highways on what would be possible ensuring adequate turning circles for buses and access to the yard by Morrisons for delivery vehicles.
 - f) Lawton Street - create pedestrian passing points, which will need some reduction of the parking space.
4. Mountbatten Way Traffic Lights – introduce advance cyclist stop line (similar to Park Lane) to make it a safer route around the town for cyclists.
 5. Introduce appropriate signage throughout the town centre to remind town centre users of social distancing.
 6. May need to be some reallocation of space within the pedestrian area – such as recommending to Highways that Victoria Potatoes can have an alternative pitch to Victoria Street to enable social distancing, or alterations to the Alfresco policy. These will be on a case by case basis for officers to discuss with Highways.
 7. Ask Cheshire East Council to investigate the principle and promotion of one-way walking routes around the town.

CTC/07/2021 RESOLVED to approve the principle and promotion of one-way walking routes around the town

It was noted that all measures should be reviewed at least every three months.

10. Cenotaph Update

To receive a verbal update from the Chief Officer on the commencement of the Cenotaph refurbishment.

CTC/08/2021 RESOLVED to note the update which stated that the work to refurbish the cenotaph would commence mid - June 2020.

11. Town Council meeting schedule

To approve an updated meeting schedule.

CTC/09/2021 RESOLVED to approve the revised meeting schedule.

12. Cheshire East Councillors' Reports

To suspend Standing Orders to allow Councillors from the principal authority to report on relevant issues and to receive questions from members.

Cllrs Suzie Akers Smith and David Brown, Cheshire East members on the future of the redevelopment of Congleton Leisure Centre. Understood that the redevelopment plans are currently frozen, but the capital funding is still available. The first contract has been signed and the second contract should be signed soon. Request for the Chief Officer to write to Cllr Mick Warren for an official response.

Cllr George Hayes: Highlighted the great work that the Fostering team within Cheshire East, as highlighted during Fostering Fortnight. CEC is responsible for more than 500 children.

Cllr Denis Murphy updated on an Electricity bill going through Parliament which will allow people who privately generate electricity to be able to sell it to local residents.

Cllr Sally Ann Holland remarked on the great achievements being made by the community and highlighted the expectation that some funding may be made available for charities.

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

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 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 5th March 2020 be approved.

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.

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)**

TOWN MAYOR'S ENGAGEMENTS

2020

| | |
|-----------------------|--|
| 9 th June | Promotional Photograph to promote Councillor Duncan Amies sponsored marathon |
| 23 rd June | Beartown Traders Group – Town Hall |
| 2 nd July | Support to Town Centre Late Night Opening |
| 3 rd July | Silk FM Radio – Town Centre re-opening promotion |
| 4 th July | Support to Town Centre Business re-opening |
| 5 th July | Bernard Chappel Memorial Trophy Fishing Competition – Goodwin's Pool |
| 11 th July | Opening of Bell's Pantry |
| 11 th July | Re-opening of the Cygnet Club |
| 11 th July | Congleton Credit Union Promotion |
| 11 th July | Congleton Market Promotion |
| 13 th July | Streetscape photograph – NHS flowerbed – Congleton Park |

The Mayor also attends various other events including meetings, photo requests and grant presentation promotions.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

| | | | |
|------------------------------|---|-----------------|----------|
| COMMITTEE: | Finance and Policy Committee | | |
| MEETING DATE AND TIME | 23/07/2020 7pm | LOCATION | Via Zoom |
| REPORT FROM | Jackie Potts – Support Manager and Responsible Financial Officer | | |
| AGENDA ITEM | 10 | | |
| REPORT TITLE | Annual Governance and Accountability Return (AGAR)2019/ 2020 | | |
| Background | <p>Smaller Authorities' Audit Appointments Ltd (SAAA) replaced the Audit Commission in 2017 to procure external audit services under the Local Audit and Accountability Act 2014 to Town and Parish Councils. For those, like Congleton Town Council, with income or expenditure under £6.5 million per year (referred to as smaller authorities), it operates a limited assurance regime. The regime is designed to provide a level of assurance at a cost proportionate to the amounts of public money managed by these smaller authorities. The auditors undertake a limited range of specified procedures to give assurance about the accounting statements.</p> | | |
| Updates | <p>Normally all documentation has to be received by the external auditor (currently PKF Littlejohn) by 30th June following the financial year end of 31st March. However, in response to the Covid-19 pandemic the Ministry of Housing, Communities and Local Government issued a statutory instrument amending this deadline and documents now have to be received by 31st July 2020. Also the dates for the period of public rights (where members of the public can request to see the accounts and documentation) has been amended and will now be 30 working days after the AGAR has been approved at full council.</p> <p>These documents were examined and recommended for approval by the Finance and Policy Committee on 02/07/20</p> | | |
| Decision Requested | To approve the AGAR and the Unaudited Financial Statements 19/20 prior to submission to PKF Littlejohn (External auditors) | | |

Annual Governance and Accountability Return 2019/20 Part 3

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report is completed by the authority's internal auditor.
 - Sections 1 and 2 are to be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

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

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

Publication Requirements

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

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

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

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

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

| Completion checklist – 'No' answers mean you may not have met requirements | | Yes | No |
|--|--|-----|----|
| All sections | Have all highlighted boxes have been completed? | ✓ | |
| | Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor? | ✓ | |
| Internal Audit Report | Have all highlighted boxes been completed by the internal auditor and explanations provided? | ✓ | |
| Section 1 | For any statement to which the response is 'no', has an explanation been published? | | |
| Section 2 | Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting? | ✓ | |
| | Has an explanation of significant variations from last year to this year been published? | ✓ | |
| | Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8? | ✓ | |
| | Has an explanation of any difference between Box 7 and Box 8 been provided? | ✓ | |
| Sections 1 and 2 | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested. | | |

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

Annual Internal Audit Report 2019/20

CONGLETON TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Agreed? Please choose one of the following | | |
|--|--|----|-------------|
| | Yes | No | Not covered |
| A. Appropriate accounting records have been properly kept throughout the financial year. | ✓ | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E. Expected Income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | ✓ | | |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H. Asset and Investments registers were complete and accurate and properly maintained. | ✓ | | |
| I. Periodic and year-end bank account reconciliations were properly carried out. | ✓ | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |
| K. If the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered") | | | ✓ |
| L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations. | ✓ | | |
| M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | | | ✓ |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) Internal audit undertaken

Name of person who carried out the internal audit

22/10/19 28/01/20 08/05/20

[Faint handwritten notes at bottom]

Signature of person who
carried out the internal audit

Date 08/05/20

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Congleton Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

| | Agreed | | Yes | No* | Yes' means that this authority: |
|---|--------|-----|-----|-----|---|
| | Yes | No* | | | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✓ | | | | prepared its accounting statements in accordance with the Accounts and Audit Regulations. |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | | | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓ | | | | has only done what it has the legal power to do and has complied with Proper Practices in doing so. |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | ✓ | | | | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts. |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | ✓ | | | | considered and documented the financial and other risks it faces and dealt with them properly. |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✓ | | | | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | ✓ | | | | responded to matters brought to its attention by internal and external audit. |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | ✓ | | | | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant. |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A | | has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts. |
| | | | | ✓ | |

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

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

23/07/2020

and recorded as minute reference:

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

Chairman

Clerk

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

Authority web address

www.congleton-tc.gov.uk

Section 2 – Accounting Statements 2019/20 for

Congleton Town Council

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|---|
| | 31 March 2019 £ | 31 March 2020 £ | |
| 1. Balances brought forward | 707,750 | 807,075 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 836,152 | 884,152 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 555,526 | 548,602 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | -699,969 | -706,581 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments | -58,014 | -42,432 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | -534,370 | -604,848 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 807,075 | 885,968 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). |
| 8. Total value of cash and short term investments | 833,590 | 918,520 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 2,866,258 | 2,869,088 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10. Total borrowings | 373,406 | 347,563 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. |
| | | ✓ | N.B. The figures in the accounting statements above do not include any Trust transactions. |

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Date

23/07/2020

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

23/07/2020

as recorded in minute reference:

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

Section 3 – External Auditor Report and Certificate 2019/20

In respect of : Congleton Town Council

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

2 External auditor report 2019/20

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

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

Congleton Town Council

Unaudited Financial Statements

For the year ended 31 March 2020

Congleton Town Council

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31 March 2020

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Congleton Town Council

Council Information

31 March 2020

(Information current at 23rd July 2020)

Town Mayor

Cllr S. A. Holland

Councillors

Cllr D. Murphy (Deputy Mayor)

Cllr S. M. Akers Smith

Cllr D. S. Allen

Cllr D. Amies

Cllr M. Amies

Cllr D.T Brown

Cllr R. Chadwick

Cllr R. Douglas

Cllr P. Duffy

Cllr S. Firkin

Cllr M. Gartside

Cllr G. P Hayes

Cllr R. Hemsley

Cllr A. M. Martin

Cllr R. Moreton

Cllr J. D. Parry

Cllr M. Rogan

Cllr J. Smith

Cllr K. Wesley

Chief Officer

Mr D McGifford

Responsible Financial Officer (R.F.O.)

Mrs J. Potts FMAAT, CiLCA

Auditors

PKF Littlejohn LLP

SBA Team

1 Westferry Circus

Canary Wharf, London, E14 4HD

Internal Auditors

Auditing Solutions Limited

Clackerbrook Farm, 46 The Common

Bromham, Chippenham, Wiltshire, SN15 2JJ

Congleton Town Council
Statement of Responsibilities
31 March 2020

The Council's Responsibilities

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Responsible Financial Officer, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2020 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Congleton Town Council at 31 March 2020, and its income and expenditure for the year ended 31 March 2020.

Signed:

Mrs J. Potts FMAAT, CILCA- Responsible Financial Officer

Date:

Congleton Town Council
Statement of Accounting Policies
31 March 2020

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

all assets are included in the balance sheet at the lower of cost (estimated where not known) or estimated realisable value, except that,

certain community assets are the subject of restrictive covenants as to their use and /or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.

Depreciation Policy

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Vehicles, plant, equipment and furniture are depreciated over 3 to 10 years on a straight line basis.

Infrastructure assets are depreciated over 10 years at 10% per annum straight line.

Community assets are not depreciated, because they are of either intrinsic or purely nominal value.

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

Congleton Town Council
Statement of Accounting Policies
31 March 2020

Grants or Contributions from Government or Related Bodies

Capital Grants

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Investments

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

Debtors and Creditors

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

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

Value Added Tax

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

External Loan Repayments

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

Leases

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

Congleton Town Council
Statement of Accounting Policies
31 March 2020

Reserves

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

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

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

Capital Financing Account – represent the council's investment of resources in such assets already made.

Interest Income

All interest receipts are credited initially to general funds.

Cost of Support Services

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2022 and any change in contribution rates as a result of that valuation will take effect from 1st April 2023.

Congleton Town Council
Income and Expenditure Account
31 March 2020

| | Notes | 2020 £ | 2019 £ |
|---|-------|----------------|----------------|
| Income | | | |
| Precept on Unitary Authority | | 884,152 | 836,152 |
| Grants Receivable | | 30,623 | 18,739 |
| Rents Receivable, Interest & Investment Income | | 4,983 | 3,773 |
| Charges made for Services | | 512,539 | 527,950 |
| Other Income | | 457 | 2,189 |
| Total Income | | 1,432,754 | 1,388,803 |
| Expenditure | | | |
| Direct Service Costs: | | | |
| Salaries & Wages | | (544,122) | (548,058) |
| Grant-aid Expenditure | | (55,398) | (77,755) |
| Other Costs | | (498,181) | (401,825) |
| Democratic, Management & Civic Costs: | | | |
| Salaries & Wages | | (162,459) | (151,911) |
| Other Costs | | (55,055) | (58,900) |
| Total Expenditure | | (1,315,215) | (1,238,449) |
| Excess of Income over Expenditure for the year. | | 117,539 | 150,354 |
| Exceptional Items | | | |
| (Loss)/Profit on the disposal of fixed assets | | (2,317) | 607 |
| Net Operating Surplus for Year | | 115,222 | 150,961 |
| STATUTORY CHARGES & REVERSALS | | | |
| Statutory Charge for Capital (i.e. Loan Capital Repaid) | | (25,843) | (41,188) |
| Capital Expenditure charged to revenue | 10 | (12,803) | (9,841) |
| Reverse profit on asset disposals | | 2,317 | (607) |
| Transfer (to) Earmarked Reserves | 20 | (61,233) | (89,208) |
| Surplus for the Year to General Fund | | 17,660 | 10,117 |
| Net Surplus for the Year | | 78,893 | 99,325 |
| The above Surplus for the Year has been applied for the Year to as follows: | | | |
| Transfer (to) Earmarked Reserves | 20 | 61,233 | 89,208 |
| Surplus for the Year to General Fund | | 17,660 | 10,117 |
| | | 78,893 | 99,325 |

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

The notes on pages 12 to 19 form part of these unaudited statements.

Congleton Town Council
Statement of Movement in Reserves
31 March 2020

| Reserve | Purpose of Reserve | Notes | 2020 £ | Net Movement in Year £ | 2019 £ |
|---------------------------|--|-------|-----------|---------------------------------|-----------|
| Asset Revaluation Reserve | Store of gains on revaluation of fixed assets | 19 | 100,943 | - | 100,943 |
| Capital Financing Account | Store of capital resources set aside to purchase fixed assets | 18 | 377,878 | (3,160) | 381,038 |
| Earmarked Reserves | Amounts set aside from revenue to meet general and specific future expenditure | 20 | 667,407 | 61,233 | 606,174 |
| General Fund | Resources available to meet future running costs | | 218,561 | 17,660 | 200,901 |
| Total | | | 1,364,789 | 75,733 | 1,289,056 |

The notes on pages 12 to 19 form part of these unaudited statements.

Congleton Town Council

Balance Sheet

31 March 2020

| | Notes | 2020 £ | 2020 £ | 2019 £ |
|--|-------|-----------------|--------------------|--------------------|
| Fixed Assets | | | | |
| Tangible Fixed Assets | 9 | | 2,013,957 | 2,074,257 |
| Current Assets | | | | |
| Debtors and prepayments | 13 | 26,038 | | 29,678 |
| Investments | 12 | 300,000 | | 300,000 |
| Cash at bank and in hand | | 618,520 | | 533,590 |
| | | <u>944,558</u> | | <u>863,268</u> |
| Current Liabilities | | | | |
| Current Portion of Long Term Borrowings | | (5,436) | | (25,843) |
| Creditors and income in advance | 14 | <u>(58,589)</u> | | <u>(56,192)</u> |
| Net Current Assets | | | 880,533 | 781,233 |
| Total Assets Less Current Liabilities | | | 2,894,490 | 2,855,490 |
| Long Term Liabilities | | | | |
| Long-term borrowing | 15 | | (342,127) | (347,563) |
| Deferred Grants | 17 | | <u>(1,187,574)</u> | <u>(1,218,871)</u> |
| Total Assets Less Liabilities | | | <u>1,364,789</u> | <u>1,289,056</u> |
| Capital and Reserves | | | | |
| Revaluation Reserve | 19 | | 100,943 | 100,943 |
| Capital Financing Reserve | 18 | | 377,878 | 381,038 |
| Earmarked Reserves | 20 | | 667,407 | 606,174 |
| General Reserve | | | <u>218,561</u> | <u>200,901</u> |
| | | | <u>1,364,789</u> | <u>1,289,056</u> |

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2020, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 23rd July 2020 .

Signed:

Cllr S. A. Holland

Town Mayor

.....

Mrs J. Potts FMAAT, CiLCA

Responsible Financial Officer

Date:

.....

The notes on pages 12 to 19 form part of these unaudited statements.

Congleton Town Council

Cash Flow Statement

31 March 2020

| | Notes | 2020 £ | 2020 £ | 2019 £ |
|---|-------|-----------|---------------|-----------------|
| REVENUE ACTIVITIES | | | | |
| <i>Cash outflows</i> | | | | |
| Paid to and on behalf of employees | | (705,990) | | (700,254) |
| Other operating payments | | (578,970) | | (555,397) |
| | | | (1,284,960) | (1,255,651) |
| <i>Cash inflows</i> | | | | |
| Precept on Unitary Authority | | 884,152 | | 836,152 |
| Cash received for services | | 513,784 | | 534,480 |
| Revenue grants received | | 30,623 | | 18,739 |
| | | | 1,428,559 | 1,389,371 |
| Net cash inflow from Revenue Activities | 21 | | 143,599 | 133,720 |
| SERVICING OF FINANCE | | | | |
| <i>Cash outflows</i> | | | | |
| Interest paid | | (24,973) | | (16,940) |
| <i>Cash inflows</i> | | | | |
| Interest received | | 4,950 | | 3,585 |
| Net cash (outflow) from Servicing of Finance | | | (20,023) | (13,355) |
| CAPITAL ACTIVITIES | | | | |
| <i>Cash outflows</i> | | | | |
| Purchase of fixed assets | | (12,803) | | (12,716) |
| <i>Cash inflows</i> | | | | |
| Sale of fixed assets | | - | | 2,875 |
| Net cash (outflow) from Capital Activities | | | (12,803) | (9,841) |
| Net cash inflow before Financing | | | 110,773 | 110,524 |
| FINANCING AND LIQUID RESOURCES | | | | |
| (Increase) in money on call | | | - | (150,000) |
| <i>Cash outflows</i> | | | | |
| Loan repayments made | | | (25,843) | (41,188) |
| Net cash (outflow) from financing and liquid resources | | | (25,843) | (191,188) |
| Increase/(Decrease) in cash | 22 | | 84,930 | (80,664) |

The notes on pages 12 to 19 form part of these unaudited statements.

Congleton Town Council

Notes to the Accounts

31 March 2020

1 Interest and Investment Income

| | 2020 | 2019 |
|---------------------------------|--------------|--------------|
| | £ | £ |
| Interest Income - General Funds | 4,983 | 3,773 |
| | <u>4,983</u> | <u>3,773</u> |

2 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

3 Related Party Transactions

The council entered into no material transactions with related parties during the year.

4 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

| | 2020 | 2019 |
|----------------------|---------------|---------------|
| | £ | £ |
| Other Advertising | 84 | 130 |
| Marketing/Promotions | 3,671 | 7,090 |
| Council Newsletter | 5,325 | 5,094 |
| Council Website | 1,791 | 815 |
| | <u>10,871</u> | <u>13,129</u> |

5 Audit Fees

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

| | 2020 | 2019 |
|-----------------------------------|--------------|--------------|
| | £ | £ |
| Fees for statutory audit services | 2,000 | 2,000 |
| Total fees | <u>2,000</u> | <u>2,000</u> |

6 Members' Allowances

| | 2020 | 2019 |
|--|--------------|--------------|
| | £ | £ |
| Members of Council have been paid the following allowances for the year: | | |
| Mayors Allowance | 3,000 | 3,000 |
| | <u>3,000</u> | <u>3,000</u> |

Congleton Town Council

Notes to the Accounts

31 March 2020

7 Employees

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

| | 2020 | 2019 |
|-----------|---------------|---------------|
| | Number | Number |
| Full-time | 16 | 16 |
| Part-time | 10 | 10 |
| Temporary | - | - |
| | <u>26</u> | <u>26</u> |

All staff are paid in accordance with nationally agreed pay scales.

8 Pension Costs

The council participates in the Cheshire Pension Fund.

The Cheshire Pension Fund is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

Financial Reporting Standard for Small Enterprises (FRSSE), for schemes such as Cheshire requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

The cost to the council for the year ended 31 March 2020 was £110,657 (31 March 2019 - £105,693).

The most recent actuarial valuation was carried out as at 31st March 2019, and the council's contribution rate is confirmed as being 21.45% of employees' pensionable pay with effect from 1st April 2020 (year ended 31 March 2020 – 20.55%).

Congleton Town Council

Notes to the Accounts

31 March 2020

9 Tangible Fixed Assets

| | Operational Freehold Land and Buildings | Operational Leasehold Land and Buildings | Vehicles and Equipment | Infra- structure Assets | Community Assets | Total |
|------------------------|--|---|---------------------------|-------------------------------|---------------------|-----------|
| Cost | £ | £ | £ | £ | £ | £ |
| At 31 March 2019 | 2,238,569 | 95,000 | 291,744 | 90,549 | 150,396 | 2,866,258 |
| Additions | - | - | 12,803 | - | - | 12,803 |
| Disposals | - | - | (9,973) | - | - | (9,973) |
| At 31 March 2020 | 2,238,569 | 95,000 | 294,574 | 90,549 | 150,396 | 2,869,088 |
| Depreciation | | | | | | |
| At 31 March 2019 | (460,120) | (20,900) | (229,379) | (77,450) | (4,152) | (792,001) |
| Charged for the year | (43,429) | (1,900) | (22,287) | (2,586) | (584) | (70,786) |
| Eliminated on disposal | - | - | 7,656 | - | - | 7,656 |
| At 31 March 2020 | (503,549) | (22,800) | (244,010) | (80,036) | (4,736) | (855,131) |
| Net Book Value | | | | | | |
| At 31 March 2020 | 1,735,020 | 72,200 | 50,564 | 10,513 | 145,660 | 2,013,957 |
| At 31 March 2019 | 1,778,449 | 74,100 | 62,365 | 13,099 | 146,244 | 2,074,257 |

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

Fixed Asset Valuation

The freehold and leasehold properties that comprise the council's properties have been valued as at 31st March 2009 by external independent valuers, Messrs D Dingle B.Sc. Dip Arch (Hons) RIBA. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

Assets Held under Finance Agreements

The council holds no such assets.

10 Financing of Capital Expenditure

| | 2020 £ | 2019 £ |
|--|-----------|-----------|
| The following capital expenditure during the year: | | |
| Fixed Assets Purchased | 12,803 | 12,716 |
| | 12,803 | 12,716 |
| was financed by: | | |
| Capital Receipts | - | 2,875 |
| Revenue: | | |
| Capital Projects Reserve | 12,803 | 4,131 |
| Equipment Replacement Reserve | - | 5,710 |
| | 12,803 | 12,716 |

Congleton Town Council

Notes to the Accounts

31 March 2020

11 Information on Assets Held

Fixed assets owned by the council include the following:

Operational Land and Buildings

Congleton Town Hall

Allotments

Operational Land and Buildings

Congleton Paddling Pool

Vehicles and Equipment

Paddling Pool plant and equipment

Christmas Lights

Town Hall Furniture and Equipment

Sundry office equipment

Streetscape Vehicles and Equipment

Infrastructure Assets

Fencing and gates at various sites

Noticeboards and roadsigns

Other street furniture

Community Assets

Council Artefacts & Regalia

War Memorial

Statue - Sergeant Eardley VC

Public Toilets

Land by War Memorial

12 Current Asset Investments

| | 2020 | 2019 |
|------------------------------------|----------------|----------------|
| | £ | £ |
| Cambridge and Counties Bank - Bond | 150,000 | 150,000 |
| CCLA Public Sector Deposit Fund | 150,000 | 150,000 |
| | 300,000 | 300,000 |

Congleton Town Council

Notes to the Accounts

31 March 2020

13 Debtors

| | 2020 | 2019 |
|-------------------------|---------------|---------------|
| | £ | £ |
| Debtors Control | 13,741 | 12,529 |
| Trade Debtors | 13,741 | 12,529 |
| VAT Recoverable | 10,664 | 9,031 |
| Prepayments | 600 | 7,118 |
| Accrued Interest Income | 1,033 | 1,000 |
| | 26,038 | 29,678 |

14 Creditors and Accrued Expenses

| | 2020 | 2019 |
|-----------------------------------|---------------|---------------|
| | £ | £ |
| Trade Creditors | 11,164 | 9,024 |
| Other Creditors | 10,134 | 12,251 |
| Payroll Taxes and Social Security | 10,265 | 9,674 |
| Accruals | 25,026 | 16,859 |
| Accrued Interest Payable | - | 8,384 |
| Income in Advance | 2,000 | - |
| | 58,589 | 56,192 |

15 Long Term Liabilities

| | 2020 | 2019 |
|-------------------------|----------------|----------------|
| | £ | £ |
| Public Works Loan Board | 347,563 | 355,256 |
| Cheshire East Council | - | 18,150 |
| | 347,563 | 373,406 |

| | 2020 | 2019 |
|---|-------------|-------------|
| | £ | £ |
| The above loans are repayable as follows: | | |
| Within one year | 5,436 | 25,843 |
| From one to two years | 5,696 | 5,436 |
| From two to five years | 18,772 | 17,916 |
| From five to ten years | 37,760 | 36,039 |
| Over ten years | 279,899 | 288,172 |
| | | |
| Total Loan Commitment | 347,563 | 373,406 |
| Less: Repayable within one year | (5,436) | (25,843) |
| | | |
| Repayable after one year | 342,127 | 347,563 |

Congleton Town Council

Notes to the Accounts

31 March 2020

16 Financial Commitments under Operating Leases

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

| | 2020 | 2019 |
|---|---------------|---------------|
| | £ | £ |
| Obligations expiring within one year | 1,835 | 998 |
| Obligations expiring between two and five years | 34,278 | 36,113 |
| Obligations expiring after five years | - | - |
| | <u>36,113</u> | <u>37,111</u> |

17 Deferred Grants

| | 2020 | 2019 |
|---------------------------------|------------------|------------------|
| | £ | £ |
| Capital Grants Applied | | |
| At 01 April | 1,218,871 | 1,250,168 |
| Released to offset depreciation | (31,297) | (31,297) |
| At 31 March | <u>1,187,574</u> | <u>1,218,871</u> |
| Total Deferred Grants | | |
| At 31 March | 1,187,574 | 1,218,871 |
| At 01 April | <u>1,218,871</u> | <u>1,250,168</u> |

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

18 Capital Financing Account

| | 2020 | 2019 |
|---|----------------|----------------|
| | £ | £ |
| Balance at 01 April | 381,038 | 370,800 |
| Financing capital expenditure in the year | | |
| Additions - using capital receipts | - | 2,875 |
| Additions - using revenue balances | 12,803 | 9,841 |
| Loan repayments | 25,843 | 41,188 |
| Disposal of fixed assets | (9,973) | (14,696) |
| Depreciation eliminated on disposals | 7,656 | 12,428 |
| Reversal of depreciation | (70,786) | (72,695) |
| Deferred grants released | 31,297 | 31,297 |
| Balance at 31 March | <u>377,878</u> | <u>381,038</u> |

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

Congleton Town Council

Notes to the Accounts

31 March 2020

19 Revaluation Reserve

| | 2020 | 2019 |
|---------------------|-------------|-------------|
| | £ | £ |
| Balance at 01 April | 100,943 | 100,943 |
| Balance at 31 March | 100,943 | 100,943 |

The revised system of accounting for local councils requires the establishment of a Revaluation Reserve. The balance on this account represents revaluation of fixed assets since 1st April 2007, less subsequent depreciation charged to revenue on such revaluation elements. This account will increase or reduce as and when assets are revalued or disposed of.

20 Earmarked Reserves

| | Balance at 01/04/2019 | Contribution to reserve | Contribution from reserve | Balance at 31/03/2020 |
|---------------------------|----------------------------------|------------------------------------|--------------------------------------|----------------------------------|
| | £ | £ | £ | £ |
| Capital Projects Reserves | 267,057 | 53,500 | (20,307) | 300,250 |
| Asset Renewal Reserves | 31,616 | 5,000 | (2,272) | 34,344 |
| Other Earmarked Reserves | 307,501 | 114,059 | (88,747) | 332,813 |
| Total Earmarked Reserves | 606,174 | 172,559 | (111,326) | 667,407 |

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2020 are set out in detail at Appendix A.

21 Reconciliation of Revenue Cash Flow

| | 2020 | 2019 |
|------------------------------------|-------------|-------------|
| | £ | £ |
| Net Operating Surplus for the year | 117,539 | 150,354 |
| Add/(Deduct) | | |
| Interest Payable | 16,589 | 16,826 |
| Interest and Investment Income | (4,950) | (3,585) |
| Decrease in debtors | 3,640 | 5,914 |
| Increase/(Decrease) in creditors | 10,781 | (35,789) |
| Revenue activities net cash inflow | 143,599 | 133,720 |

Congleton Town Council

Notes to the Accounts

31 March 2020

22 Movement in Cash

| | 2020 | 2019 |
|----------------------------------|----------------|-----------------|
| | £ | £ |
| Balances at 01 April | | |
| Cash with accounting officers | 55 | 114 |
| Cash at bank | 533,535 | 614,140 |
| | <u>533,590</u> | <u>614,254</u> |
| Balances at 31 March | | |
| Cash with accounting officers | 107 | 55 |
| Cash at bank | 618,413 | 533,535 |
| | <u>618,520</u> | <u>533,590</u> |
| Net cash inflow/(outflow) | <u>84,930</u> | <u>(80,664)</u> |

23 Reconciliation of Net Funds/Debt

| | 2020 | 2019 |
|---|----------------|----------------|
| | £ | £ |
| Increase/(Decrease) in cash in the year | 84,930 | (80,664) |
| Cash outflow from repayment of debt | 25,843 | 41,188 |
| Net cash flow arising from changes in debt | <u>25,843</u> | <u>41,188</u> |
| Movement in net funds/debt in the year | 110,773 | (39,476) |
| Cash at bank and in hand | 533,590 | 614,254 |
| Total borrowings | (373,406) | (414,594) |
| Net funds at 01 April | <u>160,184</u> | <u>199,660</u> |
| Cash at bank and in hand | 618,520 | 533,590 |
| Total borrowings | (347,563) | (373,406) |
| Net funds at 31 March | <u>270,957</u> | <u>160,184</u> |

24 Capital Commitments

The council had no capital commitments at 31 March 2020 not otherwise provided for in these accounts.

25 Contingent Liabilities

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

26 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 23rd July 2020), which would have a material impact on the amounts and results reported herein.

Congleton Town Council

Appendices

31 March 2020

Appendix A

Schedule of Earmarked Reserves

| | <u>Balance at</u> <u>01/04/2019</u> | <u>Contribution</u> <u>to reserve</u> | <u>Contribution</u> <u>from reserve</u> | <u>Balance at</u> <u>31/03/2020</u> |
|--|--|--|--|--|
| | £ | £ | £ | £ |
| <u>Capital Projects Reserves</u> | | | | |
| Capital Contingency Fund | 267,057 | 53,500 | (20,307) | 300,250 |
| | <u>267,057</u> | <u>53,500</u> | <u>(20,307)</u> | <u>300,250</u> |
| <u>Asset Replacement Reserves</u> | | | | |
| Capital Equipment Fund | 31,616 | 5,000 | (2,272) | 34,344 |
| | <u>31,616</u> | <u>5,000</u> | <u>(2,272)</u> | <u>34,344</u> |
| <u>Other Earmarked Reserves</u> | | | | |
| Elections | 20,000 | | | 20,000 |
| Carnival | 0 | | | 0 |
| Crime Prevention/Traffic Calming | 8,779 | | (1,422) | 7,357 |
| Committed Grants | 5,577 | 5,639 | (5,577) | 5,639 |
| Congleton Partnership | 68,316 | 54,503 | (68,316) | 54,503 |
| Covid 19 | | 50,000 | | 50,000 |
| Ancient Treasures | 3,000 | | | 3,000 |
| Web Site | 2,651 | 2,500 | | 5,151 |
| Training | 10,000 | | (1,521) | 8,479 |
| Devolved Services | 0 | | | 0 |
| Loan Repayments | 2,655 | | (2,655) | 0 |
| Public Toilets | 24,012 | | | 24,012 |
| Play Areas | 0 | | | 0 |
| Public Realm | 9,188 | | | 9,188 |
| Legal Fees | 5,292 | | | 5,292 |
| Christmas Lights | 7,573 | 417 | | 7,990 |
| Tourism | 10,768 | | (1,599) | 9,169 |
| Marketing | 5,000 | | | 5,000 |
| Congleton Neighbourhood Plan | 19,690 | | (7,657) | 12,033 |
| Cenotaph | 100,000 | | | 100,000 |
| Rotary Bonfire | 5,000 | | | 5,000 |
| Congleton in Bloom | 0 | | | 0 |
| Civic | | 1,000 | | 1,000 |
| | <u>307,501</u> | <u>114,059</u> | <u>(88,747)</u> | <u>332,813</u> |
| TOTAL EARMARKED RESERVES | <u>606,174</u> | <u>172,559</u> | <u>(111,326)</u> | <u>667,407</u> |

Congleton Town Council

31 March 2020

Annual Report Tables

Table. 1 – Budget & Actual Comparison

| | Budget £ | Actual £ |
|---|-----------------|-----------------|
| Net Expenditure | | |
| Museum Support | 4,500 | 4,500 |
| Paddling Pool & Play Areas | 27,968 | 27,287 |
| Allotments | 1,250 | 1,093 |
| Tourism | 38,000 | 28,705 |
| Closed Churchyard & Church Clock | 300 | 242 |
| Congleton Town Hall | 74,766 | 80,898 |
| Public Conveniences | 8,600 | 11,059 |
| Community Safety (Crime Reduction) | 66,150 | 42,780 |
| Congleton Partnership & Community Development | 186,097 | 190,477 |
| CTC Streetscape | 197,119 | 167,498 |
| Net Direct Services Costs | 604,750 | 554,539 |
| Corporate Management | 148,512 | 148,092 |
| Democratic & Civic | 54,087 | 52,376 |
| Net Democratic, Management and Civic Costs | 202,599 | 200,468 |
| Interest & Investment Income | (3,000) | (4,983) |
| Loan Charges | 39,953 | 42,432 |
| Capital Expenditure | 15,000 | 12,803 |
| Transfers to/(from) other reserves | 24,850 | 61,233 |
| (Deficit from)/Surplus to General Reserve | - | 17,660 |
| Precept on Unitary Authority | 884,152 | 884,152 |

Congleton Town Council

31 March 2020

Annual Report Tables

Table. 2 – Service Income & Expenditure

| Notes | 2020 £ | 2020 £ | 2020 £ | 2019 £ |
|--|----------------------|------------------|--------------------|--------------------|
| | Gross Expenditure | Income | Net Expenditure | Net Expenditure |
| DIRECT SERVICE COSTS | | | | |
| Museum Support} | 4,500 | - | 4,500 | 4,500 |
| Paddling Pool & Play Areas | 27,287 | - | 27,287 | 26,249 |
| Allotments | 1,283 | (190) | 1,093 | 981 |
| Tourism | 40,938 | (12,233) | 28,705 | 29,455 |
| Closed Churchyard & Church Clock | 242 | - | 242 | 235 |
| Congleton Town Hall | 191,615 | (110,717) | 80,898 | 75,265 |
| Public Conveniences | 11,059 | - | 11,059 | 8,389 |
| Community Safety (Crime Reduction) | 42,780 | - | 42,780 | 26,140 |
| Grants | 73,391 | (9,906) | 63,485 | 63,988 |
| Congleton Partnership | 79,317 | (30,996) | 48,321 | 15,842 |
| Community Development | 78,671 | - | 78,671 | 66,871 |
| CTC Streetscape | 546,618 | (379,120) | 167,498 | 163,034 |
| DEMOCRATIC, CORPORATE AND CIVIC COSTS | | | | |
| Corporate Management | 148,192 | (100) | 148,092 | 139,924 |
| Democratic & Civic | 45,932 | (357) | 45,575 | 38,936 |
| Civic Expenses | 6,801 | - | 6,801 | 12,936 |
| Net Cost of Services | 1,298,626 | (543,619) | 755,007 | 672,745 |

Meeting Calendar 2020/21

*Meeting schedule 2020/21

| May | June | July | August | September | October | November | December | January 21 | February | March | April |
|------------|---------------|------------|--------------|-------------|--------------|------------------------|-------------|-------------|-------------|-------------|-------------|
| | 1 | 1 | 1 | 1 | 30 Council | 1 | 1 | 1 xmas | 1 | 1 | 1 Reserved |
| | 2 | 2 Finance | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| | 3 | 3 | 3 | 3 Reserved | 3 | 3 | 3 T Hall | 3 | 3 | 3 | 3 |
| | 4 Comm E | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 Reserved | 4 Reserved | 4 |
| | 5 | 5 | 5 | 5 | 5 | 5 Comm E | 5 | 5 | 5 | 5 | 5 |
| | 6 | 6 | 6 T Hall A/S | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 |
| | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 Reserved | 7 | 7 | 7 |
| | 8 | 8 | 8 | 8 | 8 Reserved | 8 | 8 | 8 | 8 | 8 | 8 Reserved |
| | 9 | 9 Planning | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 B Hols |
| | 10 | 10 | 10 | 10 Finance | 10 | 10 | 10 Planning | 10 | 10 | 10 | 10 |
| | 11 Planning | 11 | 11 | 11 | 11 | 11 | 11 | 11 | 11 Council | 11 Comm E | 11 |
| | 12 | 12 | 12 | 12 | 12 | 12 Finance | 12 | 12 | 12 | 12 | 12 B Hols |
| | 13 | 13 | 13 Planning | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 |
| | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 Planning | 14 | 14 | 14 |
| | 15 | 15 | 15 | 15 | 15 Town hall | 15 | 15 | 15 | 15 | 15 | 15 Planning |
| | 16 | 16 Reserve | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 |
| | 17 | 17 | 17 | 17 Planning | 17 | 17 | 17 Reserved | 17 | 17 | 17 | 17 |
| | 18 T Hall A/S | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 Planning | 18 Planning | 18 |
| | 19 | 19 | 19 | 19 | 19 | 19 Planning | 19 | 19 | 19 | 19 | 19 |
| | 20 | 20 Reserve | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 |
| | 21 | 21 | 21 | 21 | 21 | 21 | 21 | 21 Comm E | 21 | 21 | 21 |
| | 22 | 22 | 22 | 22 | 22 Planning | 22 | 22 | 22 | 22 | 22 | 22 Council |
| | 23 | 23 Council | 23 | 23 | 23 | 23 | 23 | 23 | 23 | 23 | 23 |
| | 24 | 24 | 24 | 24 Comm E | 24 | 24 | 24 | 24 | 24 | 24 | 24 |
| 25 B Hols | 25 Personnel | 25 | 25 | 25 | 25 | 25 | 25 xmas | 25 | 25 T Hall | 25 Finance | 25 |
| 26 | 26 | 26 | 26 | 26 | 26 | 26 Council / Personnel | 26 xmas | 26 | 26 | 26 | 26 |
| 27 | 27 | 27 | 27 Reserve | 27 | 27 | 27 | 27 xmas | 27 Finance | 27 | 27 | 27 |
| 28 Council | 28 | 28 | 28 | 28 | 28 | 28 | 28 xmas | 28 | 28 | 28 | 28 |
| 29 | 29 | 29 | 29 | 29 | 29 Half Term | 29 | 29 xmas | 29 | 29 | 29 | 29 T Hall |
| 30 | 30 | 30 Comm E | 30 | 30 | 30 | 30 | 30 xmas | 30 | 30 | 30 | 30 |
| 31 | | | | | 31 | | 31 xmas | 31 | | 31 | |

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

| | | | |
|---------------------------------|---|-----------------|---------------------|
| COMMITTEE: | Council | | |
| MEETING DATE AND TIME | 23.07.20 | LOCATION | Congleton Town Hall |
| REPORT FROM | Chief Officer | | |
| AGENDA ITEM REPORT TITLE | Public Toilet 'Operative Opening' – Covid19 Update | | |
| Background | Due to the Coronavirus pandemic and following Government guidelines, all public toilets in the town centre and park were closed from 20 th March 2020. | | |
| Updates | <p>As Government guidelines were updated and restrictions eased, a decision was taken to re-open Market Street disabled toilet only from 20th June, Councillors were informed of this decision in the report for the Town Hall Assets and Services Committee meeting on 18th June 2020. The decision to open the disabled toilet was taken to support shops in the town centre who were re-opening after lockdown and to encourage members of public back into the town centre.</p> <p>Under Government guidelines the toilets were required to have an operative located at the disabled public toilet throughout opening hours to control the flow of people using the facilities and to clean/sanitize not only the sanitary ware but also all touch points after each use. Signage is in place to encourage social distancing and to inform members of the public how the facilities are being operated at this time.</p> <p>DC Assist staff, who currently have the contract to provide cleaning at the public toilets and town hall toilets, have been operating the Market Street disabled public toilet from 10am – 4pm Monday to Saturday since 20th June at a cost of £12.50 per hour (£450 per week). This arrangement will continue until Government guidelines are relaxed further and the public toilets can operate under normal circumstances.</p> <p>This would be funded through the COVID19 emergency budget and an update will be provided to Council at the next meeting.</p> | | |
| Decision Request | <p>To continue to fund Market Street disabled toilet being operated by DC Assist staff at a cost of £450 per week.</p> <p>This will be reviewed following any amendments to Government guidelines are reduced further if possible.</p> | | |