



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

17th June 2021

Dear Councillor,

You are summoned to attend a meeting of the Council on **Thursday 24th June 2021** to be held at Congleton Town Hall commencing at **7. 00pm**.

Please note – There will be a meeting of the Personnel Committee prior to this meeting which commences at 6.00pm.

- **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 in accordance with Section 100 (B) (2) of the Local Government Act 1972.

Yours sincerely,

D McGifford
Chief Officer



Congleton
beartown
where friends are made

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AGENDA

1. Apologies for absence

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

2. Minutes of Previous Meetings (Enclosed)

To approve and sign the [Minutes of the Council meetings held on the 22nd April, 29th April and 6th May 2021.](#)

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. Urgent Items

Members may raise urgent items related to Council Business, but no discussion or decisions may be taken at the meeting.

6. Town Mayor’s Announcements (Enclosed)

To receive any announcements by the Town Mayor and to receive a [list of the Mayor’s engagements.](#)

7. Outstanding Actions

To review any outstanding actions from previous meetings and to provide an update on any work in progress.

8. Youth Committee

To receive questions from members of the Youth Committee present at the meeting.

9. Community and Environment Committee (Enclosed)

To receive the [minutes of the Community and Environment Committee meeting held on 11th March 2021.](#)

10. Planning Committee (Enclosed)

To receive the Minutes of the Planning Committee meetings held on the [15th April](#) and [20th May 2021](#).

11. Finance and Policy Committee (Enclosed)

To receive the [minutes of the Finance and Policy Committee meeting held on 25th March 2021](#).

12. Annual Governance and Accountability Return 20/21 (Enclosed)

- (i) To receive and approve the Annual Governance Statement 2020/21
- (ii) To receive and approve the Accounting Statements 2020/21

Both as recommended by the Finance and Policy Committee held on 10th June 2021.

13. Personnel Committee (Enclosed)

To receive the [minutes of the Personnel Committee meeting held on 17th December 2020](#).

14. Town Hall Assets and Services Committee (Enclosed)

To receive the [minutes of the Town Hall Assets and Services Committee meeting held on 25th February 2021](#).

15. Cheshire East Councillors' Reports

To Suspend Standing Orders to allow Councillors from the principal authority to report on matters relating to or impacting on Congleton.

16. Tour of Britain 2021 (Enclosed)

To receive an update from the Chief Officer on the Tour of Britain cycle race.

17. 750 Charter Year Celebration Budget (Enclosed)

To approve a budget allocation for the 750 Charter Year Celebrations.

To: All Members of the Council

CC: Press 3, Burgesses 3, Congleton Information Centre, Congleton Library, MP

Congleton Town Council

Minutes of the meeting 22nd April 2021

Conducted via Zoom – Meeting ID : 847 4993 5538

PRESENT: Councillors Sally Ann Holland (Mayor)
 Suzanne Akers Smith
 David Brown
 Duncan Amies
 Martin Amies
 Russell Chadwick
 Robert Douglas
 Paul Duffy
 Suzy Firkin
 Margaret Gartside
 Robert Hemsley
 Amanda Martin
 Rob Moreton
 Denis Murphy (Deputy Mayor)
 Jean Parry
 James Smith
 Kay Wesley

Also present: 4 Congleton Town Council Officers, 2 Press and 7 members of the public

Minutes

1. Apologies for absence

Apologies were received from Cllr G Hayes

2. Minutes of Previous Meetings. (Enclosed)

To approve and sign the

CTC/51/2021 Resolved to approve minutes of the Council meeting held on the 11th Feb, 11th March and 1st April 2021 subject to the inclusion of “the previous Mayors and interested councilors / future Mayors” within the minute of item 6 on the 1st April 2021

3. Declarations of Disclosable Pecuniary Interest

Councillors S Akers Smith, D Brown, G Hayes, S A Holland, R Moreton and D Murphy declared a non-pecuniary interest on matters relating to Cheshire East Council

4. Questions from Members of the Public

There were no questions from members of the public.

5. Urgent Items

None

6. Town Mayor's Announcements

The Town Mayor drew attention to the various engagements that she had fulfilled since the last Council meeting.

7. Outstanding Actions

There were no outstanding items.

8. Youth Committee

There was no representation from the Youth Committee

9. Community and Environment Committee

CTC/52/ 2021 Resolved to receive the minutes of the Community and Environment Committee held on 21st January 2021

10. Planning Committee

CTC/53/2021 Resolved to receive the minutes of the Planning Committees held on 14th January, 18th February and the 18th March 2021

11. Finance and Policy Committee

CTC/54/2021 Resolved to receive the minutes of the Finance and Policy Committee held on 28th January 2021.

12. Town Hall Assets and Services Committee (Enclosed)

CTC/55/2021 Resolved to receive the minutes of the Town Hall Assets and Services Committee held on 3rd December 2020

13. Cheshire East Councillors' Reports

Brief reports / updates were provided on the following subjects

- CEC reviewing the traffic order on Bridge Street
- The ongoing issue with Congleton's waste disposal site
- School solar panel scheme

14. Elizabeth Wolstenholme Elmy statue

CTC/56/ 2021 Resolved to request officers a criteria for the location of the statue to enable an independent review of any proposed sites.

This resolution was agreed following a named vote which is recorded as follows-

In favour of the proposed resolution Cllrs- Brown, Chadwick, Douglas, Duffy, Gartside, Martin. Parry and Smith (8)

Against the proposed resolution Cllrs-Akers Smith D Amies, M Amies, S Firkin, Hemsley, Moreton, Wesley (7)

Abstentions Cllrs Holland, Murphy (2)– due To CEC planning committees

Not in attendance Cllrs Allen, Hayes, Rogan (3)

15. 2021/22 Meeting Calendar

Councillors were requested to forward any comments to the Chief Officer by the 26th April 2021

16. Christmas lights installation contract (Enclosed)

CTC/57/ 2021 Resolved to award the contract for the installation of Christmas lights to Company C PME Maintenance

17. Resolution to Exclude the Public and Press from Item 18

CTC/58/2021 Resolved to pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting due to confidentiality clause within the contract

18. Tour of Britain 2021

CTC/59/2021 Resolved that the Chief Officer advises the Tour of Britain race organisers, Sweetspot, that the council is unable to sign the proposed current contract based upon the financial risks associated with the event not taking place, or covid restrictions impacting on residents being able to attend the event.

Congleton Town Council

Minutes of the meeting 29th April 2021

Conducted via Zoom – Meeting ID : 850 9735 1017

PRESENT: Councillors Sally Ann Holland (Mayor)
 Suzanne Akers Smith
 David Brown
 Duncan Amies
 Russell Chadwick
 Robert Douglas
 Suzy Firkin
 Margaret Gartside
 George Hayes
 Robert Hemsley
 Amanda Martin
 Rob Moreton
 Denis Murphy (Deputy Mayor)
 James Smith
 Kay Wesley

Minutes

1. Apologies for absence

Apologies were received from Cllr Martin Amies, P Duffy

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.

3. Questions from Members of the Public

None

4. Final meeting Calendar for 2021-22

CTC/60/2021 Resolved to approve the calendar of meetings for the civic year 2021-22.

5. Resolution to Exclude the Public and Press from Item 6

CTC/61/2021 Resolved to pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting due to matters of a confidential nature.

6. Congleton Cenotaph

CTC/62/2021 Resolved to approve the proposed additions and corrections contained within the part 2 report that supported this agenda item.

**Sally Ann Holland
(Town Mayor)**

Congleton Town Council

Minutes of the Annual Council Meeting

Virtual Meeting held Via Zoom on 6th May 2021

PRESENT: Councillors S A Holland
 D Murphy
 D Amies
 M Amies
 D T Brown
 R Chadwick
 R Douglas
 P Duffy
 S Firkin
 M Gartside
 G Hayes
 R Helmsley
 A Martin
 R Moreton
 S Akers Smith
 J Smith
 K Wesley

1. Election of the Town Mayor for the Ensuing Year

CTC/01/2122 RESOLVED that Councillor Denis Murphy be elected Town Mayor for the ensuing Municipal Year and until the acceptance of office by his successor.

Councillor Denis Murphy then subscribed the Statutory Declaration of Acceptance of Office.

COUNCILLOR Denis Murphy (TOWN MAYOR) IN THE CHAIR

The Town Mayor addressed the meeting and gave thanks for his election.

The Town Mayor confirmed that his Consort Mrs Joan Myatt had received the Consort's Chain of Office.

2. Vote of Thanks for the Retiring Mayor

CTC/02/2122 RESOLVED that a vote of thanks be accorded to Councillor Sally Ann Holland for the able way she had undertaken her duties during her time in Office.

2.1 Presentation of the Former Town Mayor's Medallion

The Town Mayor confirmed that Councillor Sally Ann Holland had received the former Town Mayor's Medallion, suitably inscribed to record her Term of Office.

2.2 Presentation of the retiring Town Mayor's Cadet Medallion

Councillor Sally Ann Holland then responded giving thanks to the retiring Town Mayor's Cadet Eloise Williams and confirmed that she had received their Medallion. The retiring Town Mayor's Cadet gave thanks for the opportunity afforded to her in the role.

2.3 Town Mayor's Cadet Scheme & Appointment of the Town Mayor's Cadet

The Town Mayor then gave details of the Town Mayor's Cadet Scheme and invested the next Town Mayor's Cadet, Tom Gilman with his badge of office.

3. Apologies

Apologies for absence were received from Councillor Jean Parry.

4. Election of Deputy Mayor

CTC/03/2122 RESOLVED that Councillor Margaret Gartside be appointed Deputy Mayor for the ensuing Municipal Year and until the Acceptance of Office by her successor.

5. Council Committees

CTC/04/2122 RESOLVED that membership of the Committees be as follows: -

| Committee | Members | Councillors |
|---------------------------------------|----------------|---|
| Finance and Policy | 10 | Duncan Amies, David Brown, Russell Chadwick, Robert Douglas, Paul Duffy, George Hayes, Rob Moreton, Jean Parry, Suzie Akers Smith, James Smith |
| Personnel | 10 | David Brown, Dawn Allen, Martin Amies, Russell Chadwick, Robert Hemsley, Amanda Martin, Sally Ann Holland, Robert Douglas, James Smith, Kay Wesley |
| Town Hall, Assets and Services | 10 | Duncan Amies, Martin Amies, Suzie Akers Smith, George Hayes, Dawn Allen, David Brown, Suzy Firkin, Robert Hemsley, Robert Douglas, Russell Chadwick |
| Planning | 10 | Duncan Amies, Robert Douglas, Paul Duffy, Suzy Firkin, Robert Hemsley, Amanda Martin, Jean Parry, Mark Rogan, James Smith, Kay Wesley |
| Community and Environment | 10 | Rob Moreton, Dawn Allen, Jean Parry, Amanda Martin, Suzy Firkin, Robert Hemsley, Paul Duffy, Sally Ann Holland, Mark Rogan, Kay Wesley |
| Council | 20 | All Councillors |
| Strategy Working Group | 20 | All Councillors |

6. Chair & Vice Chair of Committees

CTC/05/2122 RESOLVED that the following Members be appointed as Chair and Vice-Chair of Committees for the ensuing year: -

| Committee | Chair | Vice Chair |
|------------------------------------|---------------------|------------------------|
| Finance and Policy | Cllr Robert Douglas | Cllr Russell Chadwick |
| Community Environment and Services | Cllr Kay Wesley | Cllr Sally Ann Holland |
| Town Hall, Assets and Services | Cllr Suzy Firkin | Cllr George Hayes |
| Personnel | Cllr David Brown | Cllr James Smith |
| Planning | Cllr Paul Duffy | Cllr Amanda Martin |
| Strategy Working Group | Mayor | Deputy Mayor |

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

CTC/06/2122 RESOLVED that the following Members be appointed to the offices set out below:

| Working Group | Members |
|---|--|
| Congleton Green | Margaret Gartside (Chair) , Amanda Martin, Martin Amies, Suzy Firkin, Mark Rogan, Kay Wesley |
| Integrated Transport | Suzie Akers Smith (Chair) , Suzy Firkin, Margaret Gartside, Amanda Martin, Kay Wesley, David Brown, Duncan Amies |
| White Ribbon | Kay Wesley (Chair) , Robert Douglas, Robert Hemsley, Mark Rogan, Dawn Allen (Chair), David Brown, Suzy Firkin, Margaret Gartside, Mark Rogan, Kay Wesley |
| Health and Wellbeing | David Brown (Chair) , Robert Douglas, Martin Amies, Amanda Martin, Russell Chadwick (Chair), Robert Douglas (Vice Chair), David Brown, Suzy Firkin, Rob Moreton, Kay Wesley |
| Congleton Market | Russell Chadwick (Chair) , Robert Douglas (Vice Chair), David Brown, Suzy Firkin, Rob Moreton, Kay Wesley |
| Regeneration | Suzy Firkin (Chair) , Margaret Gartside (Vice Chair), David Brown, Russell Chadwick, Robert Douglas, Robert Hemsley, |
| Town Hall Development | David Brown (Joint Chair) , Margaret Gartside (Joint Chair), Duncan Amies, Martin Amies, Robert Douglas, Amanda Martin |
| Streetscape Development | |
| Planning Development including Neighbourhood Plan | Paul Duffy, Amanda Martin, Duncan Amies, David Brown Kay Wesley, |
| Anti-Social Behaviour | Kay Wesley (Chair) , Dawn Allen, Amanda Martin, Rob Moreton, Denis Murphy, |
| Congleton in Bloom | David Brown (Chair) , Margaret Gartside |
| Cenotaph (Congleton Partnership) | Robert Douglas, Denis Murphy, James Smith |
| 750 Year Charter | David Brown (Chair) Suzie Akers Smith, Suzy Firkin, Margaret Gartside, Rob Moreton, Kay Wesley |

8. Appointments to Panels and Cheque Signatories

CTC/07/2122 RESOLVED that the requisite number of Councillors be appointed to serve on the following panels and specific Councillors become cheque signatories:

| Panel | Members | Councillors |
|---|---------|---|
| Complaints Panel | 5 | Mayor, Deputy Mayor and 1 Councillor selected from each group - i.e. Liberals, Conservatives and Independent/ WEP |
| Selection panel for co-option of a councillor | 5 | Mayor, Deputy Mayor and 1 Councillor selected from each group i.e. Liberals, Conservatives and Independent/ WEP |
| Cheque signatories – any 2 from 6 | 6 | David Brown, Russell Chadwick, Robert Douglas, Amanda Martin, Denis Murphy, Jean Parry |

9. Appointments to Other Offices

CTC/08/2122 RESOLVED that the following Members be appointed to the outside bodies set out below:

| Organisation | Members | Councillors |
|---------------------------------|-------------|--|
| Congleton Museum Trust | 1 + Reserve | Kay Wesley and Suzy Firkin |
| Congleton Partnership Executive | 2 | Amanda Martin and Kay Wesley (Reserve) |
| Hilary Avenue Allotments | 1 | Rob Moreton |
| Astbury Mere Trust | 1+ Reserve | Margaret Gartside and Martin Amies (Reserve) |
| Chalc | 1+ Reserve | Amanda Martin and Mayor (Reserve) |
| Cheshire East Liaison | - | Relevant Ward Councillors |

10. Appointments to Other Offices

CTC/09/2122 RESOLVED that the following Members be appointed to the offices set out below:

| Office | Councillor |
|-------------------|-------------|
| Town Crier | Rob Moreton |
| Deputy Town Crier | Paul Duffy |
| Macebearer | Rob Moreton |
| Deputy Macebearer | Paul Duffy |

11. Appointment of Mayor's Chaplain

The Mayor advised the meeting that Rev Father William Kilkenny had been appointed as the Mayor's Chaplain for the ensuing year.

12. Civic Service and Sunday Parade

The Mayor advised the meeting that the date for the Civic Service would be confirmed as soon as possible.

**Denis Murphy
(TOWN MAYOR)**

TOWN MAYOR'S ENGAGEMENTS

2021

| | |
|-----------------------|--|
| 11 th May | Bollington Mayor Making Ceremony |
| 15 th May | Royal British Legion 100 th Anniversary |
| 22 nd May | In Bloom Plant Up |
| 7 th June | Three Way Travel – New Shop Opening Event |
| 17 th June | Bear Grills – Scooter & Burger Event |
| 18 th June | Breaking Ground – Congleton Leisure Centre |
| 19 th June | Town Mayor's Tennis Tournament |

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

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE COMMUNITY AND ENVIRONMENT COMMITTEE HELD ON 11th March 2021

Conducted via Zoom –Meeting ID: 854 3356 3243

For the papers discussed at the meeting, please see the [Meeting Agenda of the Community & Environment Committee 11th March 2021](#)

PRESENT:

Committee members:

Cllr Kay Wesley (Chair)
Cllr Martin Amies
Cllr Paul Duffy
Cllr Suzy Firkin
Cllr Margaret Gartside
Cllr Amanda Martin
Cllr Denis Murphy (Deputy Mayor)
Cllr Jean Parry
Cllr Sally Ann Holland (Mayor, Ex Officio)

Non-Committee Members: Cllr David Brown, Cllr Robert Hemsley, Cllr Russell Chadwick, Cllr Robert Moreton, Cllr Suzie Akers Smith, Cllr James Smith

Also present: CTC Officers David McGifford, Jackie MacArthur
2 Members of the Press, 1 Cheshire Police Officer, 3 members of the public
Jo Money Community Projects (presenting item 7)

1. Apologies for absence

Apologies for absence were received from Ruth Burgess, Streetscape Manager (item 14)

2. Minutes of Previous Meetings

CE/56/2021 Resolved to approve the [minutes of the Community & Environment Committee held on 12th November 2020](#) as a correct record and agreed with a proposal from the Chair that point 1 of **CE/51/2021** should be subject to a debate at Council. Point 1 stated *Agreement in principle that a statue of Elizabeth (without plinth) should be placed in the centre of Bridge Street at Victoria Street junction, subject to Planning Permission and ground assessment. This will be added to the agenda for the Council meeting on 22nd April 2021.*

3. Declarations of Interest

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

Councillors David Brown, Sally Ann Holland, Rob Moreton, and Denis Murphy declared a non-pecuniary interest on any matters relating to Cheshire East Council.

4. Outstanding Actions

To review any outstanding actions from previous meetings. See minute note 9.

5. Questions from Members of the Public

There were three questions:

- a) Olga Whitmore – requesting information about some Bromley Farm in Bloom projects
- b) Olga Whitmore – asking for information on Congleton Town Council’s work on Green Infrastructure plans
- c) Andrew Copestick – asking for clarification on the request for potential S106 and CiL funds for the Elizabeth Statue.

The questions and responses can be seen in Appendix 1

6. Urgency Items

There were no Urgent Items mentioned.

7. Cheshire Police

Sergeant Paul Brunton from Cheshire Police provided updates to the Committee - see Appendix 2

8. 750 Year Charter Anniversary Plans

Councillors thanked Jo Money from Congleton Community Projects for the presentation and **CE/57/2021 Resolved:** Congleton Town Council supports the programme of events being developed for 2022 and that a working group is formed to work on the details of the Town Council’s involvement.

Working Group Members Cllr Suzie Akers Smith, Cllr David Brown, Cllr Margaret Gartside, Cllr Kay Wesley, Cllr Robert Moreton, Cllr Suzy Firkin, Cllr Sally Ann Holland and officers.

9. Updates Paper from 24th September C&E Committee

CE/58/2021 Resolved to accept the report giving updates on Volunteer Co-ordination Point and consultation responses on the Local Transport Development Plan, Cheshire East Car Parking Consultation, Police Crime Commissioners Consultation.

10. Anti-Social Behaviour Working Group Notes

CE/59/2021 Resolved to receive the [notes of the Anti-Social Behaviour Working Group](#) held on 4th March 2021. (CHANGE HYPER LINK WHEN ON WORKING GROUPS)

11. Congleton in Bloom Working Group Notes

Received an update from the Chair of Congleton in Bloom minutes of the meeting of the 10th March will come to the next meeting. Noted that there will be regional finals this summer.

12. Congleton Green Working Group Notes

CE/59/2021 Resolved to receive the notes of the meeting of the [Green Working Group](#) from the 21st January. The chair gave a brief update.

13. White Ribbon Working Group

CE/60/2021 Resolved to accept the notes of the [White Ribbon Working Group](#) from the 10th March 2021. The Chair gave a brief update.

14. Update on Streetscape Waste

CE/61/2021 Resolved to note the report into the changes that Streetscape has made with disposing of waste to make sure that zero goes to landfill. The Committee wanted its thanks to the Streetscape team to be noted.

15. Proposed response to Cheshire East Council Air Quality Consultation.

CE/62/2021 Resolved to approve the response prepared by the Green Working Group to be submitted to Cheshire East Council on the 12/3/21 as the Committee's response to the Cheshire East Council's Air Quality Action Plan.

16. Introduction of Civic Pride Awards for Congleton

CE/63/2021 Resolved to introduce a Civic Award scheme starting with a COVID-19 Community Involvement awards. Delegated responsibility for the 2021 scheme to the Chief Officer, Deputy Chief Officer, Mayor, Deputy Mayor and Chair of Community and Environment Committee with a report of a large scheme for 2022 to come back to committee.

17. COVID-19 Community Update

A verbal update was given by the on the current priorities and projects relating to COVID-19. Vaccinations continue in the Town Hall, subject to vaccine supply, led by the GP Practices. The COVID community leaders still meet every 2 weeks to discuss ongoing projects to support residents with wellbeing, food supply and general support.

**Cllr Kay Wesley
(Chair)**

APPENDIX ONE: PUBLIC QUESTION TIME:

Question One – Olga Whitmore, resident

According to the last Congleton In Bloom, meeting three more boats with plants were planned to be installed at Bromley Farm. I live at Bromley Farm and I know there are already numerous planters which are not attended by In Bloom volunteers of Bromley Farm, can CTC Committee confirm it will look at the area and decide before putting new planters at Bromley Farm and spend more money?
Can the Committee confirm there are In Bloom volunteers at Bromley Farm?

RESPONSE by the Committee Chair.

The minutes from the last in Bloom meeting held on 7th December state - *3 x new boats with colourful sustainable planting scheme to be added in Bromley Farm, Congleton Park and a roundabout.* There is going to be one boat sited the Bromley Area, which will be part of the Bromley In Bloom plans, however planted and maintained by Congleton In Bloom members and staff.

We can confirm there is a Bromley farm in Bloom team as well as the following the Teams:
Buglawton In Bloom, Bath House and Physic Garden, Jubilee Club, Astbury Mere, Old Saw Mill
Congleton Park, Heath View in Bloom and Hilary Ave Allotments These 8 groups, also known, as Its Your Neighbourhood groups, work closely with Congleton In Bloom on their local campaigns and each group has many members – the majority of which are volunteers with some paid staff.

All volunteers in any of the above groups were asked to stop any non-essential volunteer work due to the Covid pandemic. This decision was led by the RHS and at Government briefings led by Boris Johnson. Due to volunteering stopping a lot of work has been put on hold and works are planned to start up again in June when the government guidance allows.

Question Two: Olga Whitmore – resident

CEC has published a Green Infrastructure plan for every town in CE, are there plans to start implementing this plan? What can community groups and individuals do to help CTC to implement this plan?

RESPONSE by the Committee Chair

A committee item with a detailed response on work already taking place to implement the Green Infrastructure Plan for Congleton, what else is proposed and what opportunities there will be for local groups and individuals to help will be tabled for the next Community and Environment Committee.

Question Three: Andrew Copestick resident:

I understand that the Elizabeth Group received a £2000 donation from Graham Group who are doing the link road. Under the proposals of the report it asks for the council to a). identify Unspent monies relating to Congleton to be redirected to the statue project and /or b). require new building projects in Congleton to make a CIL/S10G contribution to the statue.

My question is are other charities, organisations getting as much of a push for monies when they investigate with CEC these possibilities of builders' community contributions.

RESPONSE by Committee Chair

The Elizabeth Group was grateful to Graham's construction for donating £2000 to the Elizabeth project. This donation had nothing to do with CILS or Section 106 funding and was the result of a successful direct request by the group to the business

In the January meeting it was asked if CTC officers could ask CEC if there was any CILs or Section 106 funding available that could support the Elizabeth project. It was always anticipated that this would be a long shot. Section 106 and Community Infrastructure Levy (CIL) are legal agreements that Cheshire East Council enters with developers. The agreement is usually allocated to specific projects such as affordable housing, highway, parks, green spaces and infrastructure such as schools and health.

APPENDIX TWO – POLICE REPORT

All figures are for the last 6 weeks in line with the Police priority period.

Drugs and Alcohol

No hotspots in our repeat demand, however work extended under Op Piloted to tackle dealing on Biddulph Valley Way. Some initial success with three arrests and intelligence generated.

Total Anti-Social Behaviour Incidents: 28. Reduction of 36 incidents on last period and a reduction of 19 year on year.

Current ASB Repeat locations

- West Heath Shopping centre (2) – 4 youths, joint response with school, parents & ASB team
- Tetton Court (4) – Arrestable Injunction complete and served
- St James Avenue Gawsorth (5) – Male arrested and under investigation

Total Domestic Violence Incidents: 50 (the same as the last period and up 16 year on year.

Total Sexual Offences: 5, 4 down on last period and 2 down year on year.

Congleton Priorities

- TEAM: Rural Crime – education and enforcement
- PERSON: Warrant development on West
- PLACE: Op Piloted – East

Total COVID Related Incidents: 54

No COVID Repeat Locations

Force

Op Paw – Dedicated COVID Patrols & Patrol Plan

Op Delivering – Patrol Plan for vulnerable sites

Push on Driving whilst on a mobile phone – Macclesfield highest

AOB

Cloudside Shooting Range – Sits with Staffordshire Policing.

Funding Activities via community and PCC

East: Dementia friendly Packs

West: Educational Road Safety Tools (Marfields, St Marys, Quinta)

Gawsorth & Chelford: Community Orchard (Orchard Trust)

Odd Rode: Road Safety Conferences. Kit for school drop off/collection and educational packs

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 15th APRIL 2021 – Via Zoom

Prior to the commencement of the meeting there was a two minute silence in memory of HRH Prince Philip, Duke of Edinburgh – this was attended by the Town Mayor

PRESENT

Councillor A Martin – Vice Chair In the Chair

D Amies

R Douglas

S Firkin

J Smith

K Wesley

Councillor Moreton, who is not a member of this Committee, attended and did not vote on any items.

Councillor Murphy, ex-officio, attended and did not vote on any items.

1. APOLOGIES

Apologies for absence were submitted from Councillor Duffy and also Councillor Parry who had technical connection issues.

2. MINUTES

PLN/25/2021 RESOLVED: That the Minutes of the Meeting of the Committee held on 18th February 2021 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.

Councillor Moreton declared a “non pecuniary” interest as he is a member of Cheshire East Council but not a member of this Committee.

Councillor Murphy declared a “non pecuniary” interest as he is a member of the Southern Planning Committee of Cheshire East Council and an ex-officio member of this Committee.

4. **OUTSTANDING ITEMS**

| Date | Planning Application | Action | Progress |
|-----------|----------------------|--|--|
| 14.1.21 | | Ward Councillors to write to Morris Homes re bridge to the park – Cllr SAS | No progress beyond discussions taking place between CEC Legal team and Morris Homes Legal team |
| 14.1.21 | 20/3240C | Chief Officer to send letter to Planning Enforcement re car parking provision on site | Letter sent 8.2.21 Planning Enforcement reference FS305766401 |
| 18.2.21 | | The Chief Office and Chair to discuss the monitoring of Tree Protection Orders. | No progress to report |
| 15.4.2021 | | The Chief Officer reported that discussions regarding the awareness and enforcement of TPO's would be discussed at the Green Group | |

5. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

Question from Mrs. V Scaresbrook

Will Congleton Town Council recommend to CE that should any other Morris Homes' planning applications come forward, that any final planning decisions should be delayed until this bridge is built?

The Chief Officer reported that he would check the legal position and report back to the resident.

6. **URGENT ITEMS**

None received.

7. **PLANNING APPLICATIONS – Section 1**

For members of the public who are wishing to comment about specific applications.

None received for section 1.

8. **PLANNING APPEALS**

None received.

9. **LICENSING APPLICATIONS**

None to report.

10. **SECTION 106 UPDATES**

The Chief Officer reported that he had received a comprehensive list from Cheshire East Council and he will forward information to Councillors.

11. **PLANNING ENFORCEMENT**

Nothing to add – covered in outstanding actions.

12. **NEIGHBOURHOOD PLAN**

The Chief Officer reported he had received some information from Andrew Thompson which he would forward to Councillors.

13. **NEW PERMITTED DEVELOPMENT RIGHTS**

The Chief Officer reported that he had forwarded information to Councillors which was just to give them an awareness of the new situation.

14. **PLANNING APPLICATIONS - SECTION 2**

PLN/26/2021 RESOLVED: That the following comments be made to Cheshire East Borough Council:

| Application Number | Location | Declaration of Interest | Comments |
|--------------------|---|-------------------------|--|
| 21/1422C | PEDLEY HOUSE FARM, PEDLEY LANE, CONGLETON, CHESHIRE, CW12 3QD | | No Objection |
| 21/1396T | Land Opposite Bath Vale Works, BATH VALE, CONGLETON | | No Objection |
| 21/1666T | 18, BARNETT GROVE, CONGLETON, CW12 4WF | | No Objection |
| 21/0951C | 4, HILLESDEN RISE, CONGLETON, CW12 3DR | | No Objection |
| 21/1512D | 13, BURSLAM STREET, CONGLETON, CW12 3AF | | No Objection |
| 21/1459T | 196, BIDDULPH ROAD, CONGLETON, CW12 3LS | | No Objection – would request a replacement native species tree |
| 21/1491C | The Limes, BROOKHOUSE LANE, CONGLETON, CW12 3QP | | No Objection |
| 21/1492C | The Quinta Primary School, | | No Objection subject to the following |

| | | | |
|----------|--|-----------------------------------|--|
| | ULLSWATER ROAD, CONGLETON, CHESHIRE, CW12 4LX | | <ul style="list-style-type: none"> - Car parking arrangements during the evening to be off-road would suggest West Heath Shopping Centre - Noise and visual mitigation to shield neighbours - Suitable drainage to protect neighbours from water run off - Retention of some grass land - Wildlife protection |
| 21/1359C | 28, BOROUGH ROAD, CONGLETON, CHESHIRE, CW12 3HN | | No Objection subject to the following Would encourage applicants to consider some acoustic protection for neighbours |
| 21/1596C | Weathercock Lane Farm, WEATHERCOCK LANE, CONGLETON, CW12 3PS | | No Objection |
| 21/1719D | Lion And Swan Hotel, WEST STREET, CONGLETON, CONGLETON, CHESHIRE, CW12 1JR | | No Objection |
| 21/1722C | 71, PARK LANE, CONGLETON, CW12 3DD | | No Objection – subject to Replacement native tree |
| 21/1723C | 1, ULLSWATER ROAD, CONGLETON, CW12 4LX | | No Objection |
| 21/1748T | 2, HILLES DEN RISE, CONGLETON, CW12 3DR | | No Objection to T1, T3, T4 and T5 Concerns regarding T2 – Yew Tree – defer to the Cheshire East Tree Preservation Officer |
| 21/1636C | 18, NEWBY COURT, CONGLETON, CW12 4JS | | No Objection |
| 21/1788C | 1, LENTHALL AVENUE, CONGLETON, CW12 3BE | | No Objection |
| 21/1798C | 72 BOUNDARY LANE, CONGLETON, CW12 3JA | NP – J Smith – did not vote | No Objection |
| 21/1940C | 5, MALVERN CLOSE, CONGLETON, CW12 4PD | | No Objection |
| 21/1881C | 85, Edinburgh Road, Congleton, CW12 3EN | | No Objection |
| 21/1960D | Crossley Hall Farm, PEOVER LANE, CONGLETON, CW12 3QH | | No Objection |
| 21/1903C | 7, MOSS ROAD, CONGLETON, CW12 3BN | | No Objection |

Councillor A Martin – Vice Chair

CONGLETON TOWN COUNCIL
MINUTES OF THE MEETING OF THE PLANNING COMMITTEE
HELD ON 20th MAY 2021 in the Town Hall

PRESENT

Councillor A Martin – Vice Chair - In the Chair
R Douglas
S Firkin
R Hemsley
J Parry
J Smith
K Wesley

Councillor Murphy, ex-officio

1. **APOLOGIES**

Apologies for absence were submitted from Councillor D Amies and P Duffy.

2. **MINUTES**

PLN/1/2122 RESOLVED: That the Minutes of the Meeting of the Committee held on 15th April 2021 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.

Councillor Murphy declared a “non pecuniary” interest as he is a member of Cheshire East Council and an ex-officio member of this Committee. He stated that he is no longer a member of the Southern Planning Committee on Cheshire East Council. He did not vote on any items.

4. **OUTSTANDING ITEMS**

| Date | Planning Application | Action | Progress |
|-----------|----------------------|---|---|
| 14.1.21 | | Ward Councillors to write to Morris Homes re bridge to the park – Cllr SAS | No progress beyond discussions taking place between CEC Legal team and Morris Homes Legal team |
| 14.1.21 | 20/3240C | Chief Officer to send letter to Planning Enforcement re car parking provision on site | Letter sent 8.2.21 Planning Enforcement reference FS305766401 Follow up requested from Cheshire East on 20.5.2021 |
| 18.2.21 | | The Chief Office and Chair to discuss the monitoring of Tree Protection Orders. | No progress to report |
| 27.4.2021 | | Update provided from Cheshire East to Councillor S Akers Smith | The Council has now received Morris Homes' undertaking to cover its Legal and Surveyor's fees upon exchange of the Agreement for licence for investigations, licence for works and lease. We have been asked to issue the draft licence for investigations as a priority and which are already being prepared. I understand that the site investigations are provisionally booked for 24.5.21 which will tell us all much more once the findings are presented. The Chief Officer reported that this is some progression. |

5. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

None received.

6. **URGENT ITEMS**

None received.

7. **PLANNING APPLICATIONS – Section 1**

For members of the public who are wishing to comment about specific applications.
None received for section 1.

8. **PLANNING APPEALS**

None received.

9. **LICENSING APPLICATIONS**

None to report.

10. **SECTION 106 UPDATES**

The Chief Officer reported that that he has requested support from a Cheshire East Officer and would forward information to Councillors when it is available.

11. **PLANNING ENFORCEMENT**

Nothing to add – covered in outstanding actions.

12. **NEIGHBOURHOOD PLAN**

The Chief Officer reported that he has a meetings arranged and will report back after these have taken place.

13. **PLANNING APPLICATIONS - SECTION 2**

PLN/2/2122 RESOLVED: That the following comments be made to Cheshire East Borough Council:

| Application Number | Location | Declaration of Interest | Comments |
|--------------------|---|-------------------------|--|
| 21/2006T | 9, FENTON CLOSE, CONGLETON, CW12 3TH | | REJECT – no reason provided for the need to fell the tree |
| 21/1967C | THE SPINNEY, MIDDLE LANE, CONGLETON, CHESHIRE, CW12 3PU | | No Objection |
| 21/0779C | 101, ENNERDALE DRIVE, CONGLETON, CHESHIRE, CW12 4FL | | No Objection |
| 21/1603C | 49, HOWEY HILL, CONGLETON, CW12 4AF | | No Objection |
| 21/2220C | 40, BOUNDARY LANE, CONGLETON, CW12 3HZ | | No Objection |
| 21/1695C | Lion And Swan Hotel, WEST STREET, CONGLETON, CONGLETON, CHESHIRE, CW12 1JR | | No Objection |
| 21/2191C | Land To The East Of Black Firs Lane And To The South Of, BACK LANE, SOMERFORD | | No Objection |
| 21/2285C | 71, ROOD HILL, CONGLETON, CW12 1NH | | No Objection |
| 21/2286M | First Congleton Scout Group, WORRALL STREET, CONGLETON, CHESHIRE, CW12 1DT | | No Objection |

| | | | |
|----------|--|--|--|
| 21/2188D | Eaton Bank Academy, JACKSON ROAD, CONGLETON, CW12 1NT | | No Objection |
| 21/2394C | The Lion and Swan, SWAN BANK, CONGLETON, CHESHIRE, CW12 1AH | | No Objection |
| 21/2405C | 21, JOHNSON CLOSE, CONGLETON, CW12 3TQ | | No Objection |
| 21/2370C | 23, Cross Lane, Congleton, CW12 3JU | | No Objection |
| 21/2331C | 13, WILLIAM STREET, CONGLETON, CW12 2EY | | No Objection |
| 21/2333C | 27, PARK LANE, CONGLETON, CHESHIRE, CW12 3DG | | REJECT – loss of outlook for neighbours |
| 21/2334C | 27, PARK LANE, CONGLETON, CHESHIRE, CW12 3DG | | REJECT – loss of outlook for neighbours |
| 21/2338C | 21, CHURCHILL CLOSE, CONGLETON, CHESHIRE, CW12 4QU | | No Objection |
| 21/2446C | 52, BIDDULPH ROAD, CONGLETON, CW12 3LG | | No Objection |
| 21/2352C | 54, BIDDULPH ROAD, CONGLETON, CW12 3LG | | No Objection |
| 21/2521C | 62, BELGRAVE AVENUE, CONGLETON, CHESHIRE, CW12 1HT | | No Objection |
| 21/2518C | Orchard Muse, 64, BIDDULPH ROAD, CONGLETON, CW12 3LG | | No Objection |
| 21/2425C | 9, ABBOTTS CLOSE, CONGLETON, CW12 3JD | | No Objection |
| 21/2495C | 8, LONGDOWN ROAD, CONGLETON, CW12 4QJ | | No Objection |
| 21/2477C | 19, NORFOLK ROAD, CONGLETON, CW12 1PA | | No Objection |
| 21/2566C | 75, CHESTNUT DRIVE, CONGLETON, CW12 4UA | | No Objection |
| 21/2580C | 6, STOPSLEY CLOSE, CONGLETON, CW12 4PB | | REJECT – <ul style="list-style-type: none"> - Out of keeping with the surrounding area - Design, visual appearance and materials |
| 21/2173C | Hineswood Farm, Reades Lane, CONGLETON, CONGLETON, CW12 3PJ | | No Objection |
| 21/2469T | 40, PARK LANE, CONGLETON, CW12 3DG | | REJECT – <ul style="list-style-type: none"> - Loss of important trees - Nature conservation |
| 21/2474D | Land North Of Chestnut Drive And West Of, BACK LANE, CONGLETON | | No Objection |
| 21/2418C | Lion and Swan, WEST STREET, CONGLETON, CHESHIRE, CW12 1JR | | No Objection |

| | | | |
|----------|--|--|--------------|
| 21/2422D | 45, ROOD HILL, CONGLETON, CW12 1NA | | No Objection |
| 21/2561C | 43, ROOD HILL, CONGLETON, CW12 1NA | | No Objection |
| 21/1979C | The Spinney, Middle Lane, Congleton, Cheshire, CW12 3PU | | No Objection |
| 21/2003C | 16, Malhamdale Road, Congleton, CW12 2DA | | No Objection |

Councillor A Martin – Vice Chair

CONGLETON TOWN COUNCIL

Minutes of the Finance and Policy Committee Meeting held on Thursday 25th March 2021

Conducted via Zoom

For the papers discussed at the meeting, please see the Meeting Agenda of the Finance and Policy Committee held on 25th March 2021

PRESENT Committee members:

David Brown
Russell Chadwick
Robert Douglas (Chair)
Jean Parry
James Smith

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

Non-committee members Cllr Kay Wesley

Also present: CTC Officers David McGifford (Chief Officer) and Jackie Potts (RFO)
1 member of the press, 1 member of the public.

1. Apologies

Members of each committee 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 Councillors Duncan Amies; Paul Duffy; Rob Moreton; George Hayes; Mark Rogan.

2. Minutes of Previous Meetings

FAP/45/2021 RESOLVED to approve the minutes of the meeting held on 28th January 2021

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 on any matters relating to Cheshire East Council.

4. Outstanding Actions

There were no outstanding actions.

5. Questions from Members of the Public

Questions were received from:

- a) Andrew Copestick asking for CTC to justify requesting S106 from Cheshire East Council for Elizabeth’s Statue.
- b) Olga Whitmore requesting a breakdown of Congleton Partnership expenditure.
- c) Olga Whitmore requesting information on Congleton Community Projects spending of CTC’s annual grant.
- d) Olga Whitmore asking if CTC was still paying monthly rental on behalf of HAAA on demolished garages.
- e) Olga Whitmore asking which allotment had expenditure of £1,437 against it.

The questions and responses can be seen in Appendix 1

6. Urgent Items

None.

7. Grant Approvals and Commitments 2020/21

FAP/46/2021 RESOLVED that the statement to 28th February 2021 be received.

8. New Applications for Financial Assistance

FAP/47/2021 RESOLVED to award the following grants:

- **Grant ref GR16/2021 – Clonter Farm Music Trust - £325**

9. Management Accounts

FAP/48/2021 RESOLVED to receive the Management Accounts to 28th February 2021.

10. Bank Reconciliation

FAP/49/2021 RESOLVED to receive the bank reconciliation as at 28th February 2021.

11. Savings Account Balances

FAP/50/2021 RESOLVED to receive the Savings Account balances as at 28th February 2021.

12. List of Payments

FAP/51/2021 RESOLVED to receive and approve the Payments lists between 1st January 21 and 28th February 2021.

13. Potential effect of zero-rate interest rates on investments

FAP/52/2021 RESOLVED to receive a verbal update from a virtual meeting with CCLA stating that although unlikely, if the Bank of England interest rate fell to below 0% negative interest rates could lead to a fall in the value of investments.

14. 2nd Interim Internal Audit Report 20/21

FAP/53/2021 RESOLVED to receive and note the 2nd Interim Internal Audit report 20/21 from Auditing Solutions Ltd and to agree that the council's Standing Orders delayed review would take place during the first quarter of 2021/22.

15. Annual review of the Business Risk Assessment 2021/22

FAP/54/2021 RESOLVED to receive and approve the Business Risk Assessment for 2021/22. It was noted that item 1(e) Paddling Pool was a high risk and it was suggested that for future Risk Assessments an extra column could be added to show a comparison with the previous year's risk value.

**Cllr Robert Douglas
Chair**

APPENDIX ONE: PUBLIC QUESTION TIME:

Question 1: Andrew Copestick, resident

How can the council justify asking Cheshire East Council the possibility of builders' community contributions towards the Elizabeth statue fund through either Cils or Section 106 money during a pandemic.?

Was this same money asked for in previous projects such as Treo and should any spare money be available, have the Council nothing more important where they feel it should go in the current circumstances?

Response from Committee Chair:

As explained in the Communities and Environment Committee on the 11th March the Elizabeth group asked if CTC officers could ask CEC if there was any CILs or Section 106 funding available that could support the Elizabeth project. It was always anticipated that this would be a long shot. Section 106 and Community Infrastructure Levy (CIL) are legal agreements that Cheshire East Council enters into with developers. The agreement is usually allocated to specific projects such as affordable housing, highway, parks, green spaces and infrastructure such as schools and health. In the past, discussions with officers at CEC has led to section 106 funding being allocated to help fund the renovations of the Moody Street pocket garden and Margaret's Place Garden. It also helped to fund the River Dane walkway paths and upgraded some of the equipment in local play parks. The Treo statue was funded through private donations.

Question 2: Olga Whitmore, resident

Is it possible to have a breakdown of Congleton Partnership money, the sum of £32,291?

Response from Committee Chair:

This sum is made up of two elements of firstly, our grant to the Partnership and secondly, a proportion of a salary of one of our members of staff. As I am sure you appreciate, given one of the elements relates to personal information relating to one of our staff, it would not be appropriate to provide a more detailed breakdown of this information.

Question 3: Olga Whitmore, resident

What Community Projects are allocated £16.000? There were no community projects due to lockdown last year.

Response from Committee Chair:

Congleton Community Projects receive an annual grant from Congleton Town Council which will still have fixed costs to incur even during the pandemic. Many charitable and community organisations have struggled during this difficult time. We suggest that you contact Congleton Community Projects for additional detail on the projects that they have been carrying out during this difficult period of the pandemic, but we are aware that they are also working hard in preparing numerous exciting events for 2022, being the 750th anniversary of the granting of our Town's Charter.

Question 4: Olga Whitmore, resident

Does CTC still pay to Dane Housing DD of £36.28 for renting the garages? The garage has been vacated and demolished in January 2021.

Response from Committee Chair:

CTC no longer pays for the renting of the garages which did cost £ 36.28 per month and which totalled £ 435.36 per year. CTC did make a one-off payment of £ 1,000 towards the cost of a new storage container. This one-off payment by terminating the monthly rental payments was justified on the grounds that it represented the very good pay back of just 2.3 years.

Question 5: Olga Whitmore, resident

Since there are 2 Allotment Associations in the town, which allotment was paid £1,437?

Response from Committee Chair:

CTC owns the land at Hillary Avenue allotments, so it is a CTC asset on the asset register and has an annual budget for maintenance of the land (overhanging trees, bushes etc). This is the only allotment that CTC is involved with.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

| | | | |
|---------------------------------|--|-----------------|-----------|
| COMMITTEE: | Council | | |
| MEETING DATE AND TIME | 24/06/2021 7pm | LOCATION | Town Hall |
| REPORT FROM | Jackie Potts – Support Manager and Responsible Financial Officer | | |
| AGENDA ITEM REPORT TITLE | 15 Annual Governance and Accountability Return (AGAR)2020/ 2021 | | |
| 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>All documentation must be received by the external auditor (currently PKF Littlejohn) by 30th June following the financial year end of 31st March and must be signed at a Full Council meeting. The dates for the period of public rights (where members of the public can request to see the accounts and documentation) have to be published on the Authority's website after signing at Full Council</p> | | |
| Decision Requested | <p>To approve the AGAR 20/21 as recommended by Finance and Policy committee of 10th June 2021.</p> | | |

Annual Governance and Accountability Return 2020/21 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 2020/21

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** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** 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 on the authority website/webpage **before 1 July 2021**.
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 2021**. 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 2021
 - 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 2020/21

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 the authority website/webpage:

Before 1 July 2021 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 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 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 (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. 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 before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- 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 authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR 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 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage 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 2021**.

| 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 2021 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 2020/21

Congleton Town Council

www.congleton-tc.gov.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 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 | 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 bank account reconciliations were properly carried out during the year. | ✓ | | |
| 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 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered") | | | ✓ |
| L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities. | | | ✓ |
| M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set). | ✓ | | |
| N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes). | ✓ | | |
| O. (For local councils only) | Yes | No | Not applicable |
| 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

15/11/2020

21/02/2021

05/05/2021

Name of person who carried out the internal audit

Adrian Shepherd-Roberts

Signature of person who carried out the internal audit

Date

05/05/2021

*If the response is 'no' please 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 2020/21

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 2021, that:

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

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

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

24/06/2021

and recorded as minute reference:

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

Chairman

Clerk

www.congleton-tc.gov.uk

Section 2 – Accounting Statements 2020/21 for

Congleton Town Council

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|---|
| | 31 March 2020 £ | 31 March 2021 £ | |
| 1. Balances brought forward | 807,075 | 887,968 | 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 | 884,152 | 923,674 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 550,602 | 607,528 | 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 | -706,581 | -742,900 | 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 | -42,432 | -21,778 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | -604,848 | -725,925 | 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 | 887,968 | 928,567 | 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 | 918,520 | 960,714 | 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 | 2,869,088 | 2,888,372 | 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 | 347,563 | 342,127 | 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 2021 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 th approval

J Potts

Date

24/06/2021

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

24/06/2021

as recorded in minute reference:

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

Congleton Town Council

Unaudited Financial Statements

For the year ended 31 March 2021

Congleton Town Council

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31 March 2021

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Congleton Town Council

Council Information

31 March 2021

(Information current at 24th June 2021)

Town Mayor

Cllr D. Murphy

Councillors

Cllr M. Gartside (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 G. P Hayes

Cllr R. Hemsley

Cllr S. A. Holland

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 2021

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 2021 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 2021, and its income and expenditure for the year ended 31 March 2021.

Signed:

Mrs J. Potts FMAAT, CiLCA- Responsible Financial Officer

Date:

Congleton Town Council
Statement of Accounting Policies
31 March 2021

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 2021

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 2021

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 2021

| | Notes | 2021 £ | 2020 £ |
|---|-------|---------------|----------------|
| Income | | | |
| Precept on Unitary Authority | | 923,674 | 884,152 |
| Grants Receivable | | 13,795 | 30,623 |
| Rents Receivable, Interest & Investment Income | | 2,839 | 4,983 |
| Charges made for Services | | 592,894 | 512,539 |
| Other Income | | - | 457 |
| Total Income | | 1,533,202 | 1,432,754 |
| Expenditure | | | |
| Direct Service Costs: | | | |
| Salaries & Wages | | (571,354) | (544,122) |
| Grant-aid Expenditure | | (47,738) | (55,398) |
| Other Costs | | (613,887) | (498,181) |
| Democratic, Management & Civic Costs: | | | |
| Salaries & Wages | | (171,546) | (162,459) |
| Other Costs | | (51,479) | (55,055) |
| Total Expenditure | | (1,456,004) | (1,315,215) |
| Excess of Income over Expenditure for the year. | | 77,198 | 117,539 |
| Exceptional Items | | | |
| (Loss) on the disposal of fixed assets | | (1,056) | (2,317) |
| Net Operating Surplus for Year | | 76,142 | 115,222 |
| STATUTORY CHARGES & REVERSALS | | | |
| Statutory Charge for Capital (i.e. Loan Capital Repaid) | | (5,436) | (25,843) |
| Capital Expenditure charged to revenue | 10 | (29,163) | (12,803) |
| Reverse profit on asset disposals | | 1,056 | 2,317 |
| Transfer (to) Earmarked Reserves | 20 | (34,916) | (61,233) |
| Surplus for the Year to General Fund | | 7,683 | 17,660 |
| Net Surplus for the Year | | 42,599 | 78,893 |
| The above Surplus for the Year has been applied for the Year to as follows: | | | |
| Transfer (to) Earmarked Reserves | 20 | 34,916 | 61,233 |
| Surplus for the Year to General Fund | | 7,683 | 17,660 |
| | | 42,599 | 78,893 |

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

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

Congleton Town Council
Statement of Movement in Reserves
31 March 2021

| Reserve | Purpose of Reserve | Notes | 2021 £ | Net Movement in Year £ | 2020 £ |
|---------------------------|--|--------------|-------------------|---|-------------------|
| 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 | 369,158 | (8,720) | 377,878 |
| Earmarked Reserves | Amounts set aside from revenue to meet general and specific future expenditure | 20 | 702,323 | 34,916 | 667,407 |
| General Fund | Resources available to meet future running costs | | 226,244 | 7,683 | 218,561 |
| Total | | | 1,398,668 | 33,879 | 1,364,789 |

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

Congleton Town Council

Balance Sheet

31 March 2021

| | Notes | 2021 £ | 2021 £ | 2020 £ |
|--|-------|-----------------|--------------------|--------------------|
| Fixed Assets | | | | |
| Tangible Fixed Assets | 9 | | 1,968,504 | 2,013,957 |
| Current Assets | | | | |
| Debtors and prepayments | 13 | 29,545 | | 26,038 |
| Investments | 12 | 300,000 | | 300,000 |
| Cash at bank and in hand | | 660,714 | | 618,520 |
| | | <u>990,259</u> | | <u>944,558</u> |
| Current Liabilities | | | | |
| Current Portion of Long Term Borrowings | | (5,696) | | (5,436) |
| Creditors and income in advance | 14 | <u>(61,691)</u> | | <u>(58,589)</u> |
| Net Current Assets | | | 922,872 | 880,533 |
| Total Assets Less Current Liabilities | | | 2,891,376 | 2,894,490 |
| Long Term Liabilities | | | | |
| Long-term borrowing | 15 | | (336,431) | (342,127) |
| Deferred Grants | 17 | | <u>(1,156,277)</u> | <u>(1,187,574)</u> |
| Total Assets Less Liabilities | | | <u>1,398,668</u> | <u>1,364,789</u> |
| Capital and Reserves | | | | |
| Revaluation Reserve | 19 | | 100,943 | 100,943 |
| Capital Financing Reserve | 18 | | 369,158 | 377,878 |
| Earmarked Reserves | 20 | | 702,323 | 667,407 |
| General Reserve | | | <u>226,244</u> | <u>218,561</u> |
| | | | <u>1,398,668</u> | <u>1,364,789</u> |

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2021, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 24th June 2021 .

| | |
|----------------|-------------------------------|
| Signed: | |
| Cllr D. Murphy | Mrs J. Potts FMAAT, CiLCA |
| Town Mayor | Responsible Financial Officer |

| | |
|-------------|-------|
| Date: | |
|-------------|-------|

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

Congleton Town Council

Cash Flow Statement

31 March 2021

| | Notes | 2021 £ | 2021 £ | 2020 £ |
|---|-------|-----------|---------------|---------------|
| REVENUE ACTIVITIES | | | | |
| <i>Cash outflows</i> | | | | |
| Paid to and on behalf of employees | | (741,207) | | (705,990) |
| Other operating payments | | (682,484) | | (578,970) |
| | | | (1,423,691) | (1,284,960) |
| <i>Cash inflows</i> | | | | |
| Precept on Unitary Authority | | 923,674 | | 884,152 |
| Cash received for services | | 576,152 | | 513,784 |
| Revenue grants received | | 13,795 | | 30,623 |
| | | | 1,513,621 | 1,428,559 |
| Net cash inflow from Revenue Activities | 21 | | 89,930 | 143,599 |
| SERVICING OF FINANCE | | | | |
| <i>Cash outflows</i> | | | | |
| Interest paid | | (16,342) | | (24,973) |
| <i>Cash inflows</i> | | | | |
| Interest received | | 3,205 | | 4,950 |
| | | | (13,137) | (20,023) |
| Net cash (outflow) from Servicing of Finance | | | (13,137) | (20,023) |
| CAPITAL ACTIVITIES | | | | |
| <i>Cash outflows</i> | | | | |
| Purchase of fixed assets | | (29,163) | | (12,803) |
| <i>Cash inflows</i> | | | | |
| | | | (29,163) | (12,803) |
| Net cash (outflow) from Capital Activities | | | (29,163) | (12,803) |
| Net cash inflow before Financing | | | 47,630 | 110,773 |
| FINANCING AND LIQUID RESOURCES | | | | |
| <i>Cash outflows</i> | | | | |
| Loan repayments made | | | (5,436) | (25,843) |
| | | | (5,436) | (25,843) |
| Net cash (outflow) from financing and liquid resources | | | (5,436) | (25,843) |
| Increase in cash | 22 | | 42,194 | 84,930 |

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

Congleton Town Council

Notes to the Accounts

31 March 2021

1 Interest and Investment Income

| | 2021 | 2020 |
|---------------------------------|--------------|--------------|
| | £ | £ |
| Interest Income - General Funds | 2,839 | 4,983 |
| | <u>2,839</u> | <u>4,983</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:

| | 2021 | 2020 |
|----------------------|---------------|---------------|
| | £ | £ |
| Other Advertising | 70 | 84 |
| Marketing/Promotions | 4,881 | 3,671 |
| Council Newsletter | 7,235 | 5,325 |
| Council Website | 2,438 | 1,791 |
| | <u>14,624</u> | <u>10,871</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:

| | 2021 | 2020 |
|-----------------------------------|--------------|--------------|
| | £ | £ |
| Fees for statutory audit services | 2,000 | 2,000 |
| Total fees | <u>2,000</u> | <u>2,000</u> |

6 Members' Allowances

| | 2021 | 2020 |
|--|--------------|--------------|
| | £ | £ |
| 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 2021

7 Employees

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

| | 2021 | 2020 |
|-----------|---------------|---------------|
| | Number | Number |
| Full-time | 14 | 16 |
| Part-time | 12 | 10 |
| Temporary | - | - |
| | <u>26</u> | <u>26</u> |

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

Congleton Town Council

Notes to the Accounts

31 March 2021

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 2021 was £119,592 (31 March 2020 - £110,657).

The most recent actuarial valuation was carried out as at 31st March 2019, and the council's contribution rate is confirmed as being 21.35% of employees' pensionable pay with effect from 1st April 2021 (year ended 31 March 2021 – 21.35%).

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 2020 | 2,238,569 | 95,000 | 294,574 | 90,549 | 150,396 | 2,869,088 |
| Additions | - | - | 29,163 | - | - | 29,163 |
| Disposals | (2,449) | - | (7,430) | - | - | (9,879) |
| At 31 March 2021 | 2,236,120 | 95,000 | 316,307 | 90,549 | 150,396 | 2,888,372 |
| Depreciation | | | | | | |
| At 31 March 2020 | (503,549) | (22,800) | (244,010) | (80,036) | (4,736) | (855,131) |
| Charged for the year | (43,380) | (1,900) | (25,110) | (2,586) | (584) | (73,560) |
| Eliminated on disposal | 2,204 | - | 6,619 | - | - | 8,823 |
| At 31 March 2021 | (544,725) | (24,700) | (262,501) | (82,622) | (5,320) | (919,868) |
| Net Book Value | | | | | | |
| At 31 March 2021 | 1,691,395 | 70,300 | 53,806 | 7,927 | 145,076 | 1,968,504 |
| At 31 March 2020 | 1,735,020 | 72,200 | 50,564 | 10,513 | 145,660 | 2,013,957 |

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.

Congleton Town Council

Notes to the Accounts

31 March 2021

10 Financing of Capital Expenditure

| | 2021 | 2020 |
|--|---------------|---------------|
| | £ | £ |
| The following capital expenditure during the year: | | |
| Fixed Assets Purchased | 29,163 | 12,803 |
| | <u>29,163</u> | <u>12,803</u> |
| was financed by: | | |
| Revenue: | | |
| Capital Projects Reserve | 11,537 | 12,803 |
| Equipment Replacement Reserve | 6,808 | - |
| Precept and Revenue Income | 10,818 | - |
| | <u>29,163</u> | <u>12,803</u> |

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 road signs

Other street furniture

Community Assets

Council Artefacts & Regalia

War Memorial

Statue - Sergeant Eardley VC

Statue – Treo (war dog)

Land by War Memorial

Congleton Town Council

Notes to the Accounts

31 March 2021

12 Current Asset Investments

| | 2021 | 2020 |
|------------------------------------|-------------|-------------|
| | £ | £ |
| Cambridge and Counties Bank - Bond | 150,000 | 150,000 |
| CCLA Public Sector Deposit Fund | 150,000 | 150,000 |
| | <hr/> | <hr/> |
| | 300,000 | 300,000 |
| | <hr/> | <hr/> |

13 Debtors

| | 2021 | 2020 |
|-------------------------|-------------|-------------|
| | £ | £ |
| Trade Debtors | 28,483 | 13,741 |
| VAT Recoverable | - | 10,664 |
| Prepayments | 395 | 600 |
| Accrued Interest Income | 667 | 1,033 |
| | <hr/> | <hr/> |
| | 29,545 | 26,038 |
| | <hr/> | <hr/> |

14 Creditors and Accrued Expenses

| | 2021 | 2020 |
|-----------------------------------|-------------|-------------|
| | £ | £ |
| Trade Creditors | 21,958 | 11,164 |
| Other Creditors | 10,289 | 10,134 |
| V A T Payable | 3,040 | - |
| Payroll Taxes and Social Security | 11,959 | 10,265 |
| Accruals | 14,445 | 25,026 |
| Income in Advance | - | 2,000 |
| | <hr/> | <hr/> |
| | 61,691 | 58,589 |
| | <hr/> | <hr/> |

Congleton Town Council

Notes to the Accounts

31 March 2021

15 Long Term Liabilities

| | 2021 | 2020 |
|---|-------------|-------------|
| | £ | £ |
| Public Works Loan Board | 342,127 | 347,563 |
| Cheshire East Council | | |
| | 342,127 | 347,563 |
| | 2021 | 2020 |
| | £ | £ |
| The above loans are repayable as follows: | | |
| Within one year | 5,696 | 5,436 |
| From one to two years | 5,968 | 5,696 |
| From two to five years | 19,668 | 18,772 |
| From five to ten years | 39,563 | 37,760 |
| Over ten years | 271,232 | 279,899 |
| Total Loan Commitment | 342,127 | 347,563 |
| Less: Repayable within one year | (5,696) | (5,436) |
| Repayable after one year | 336,431 | 342,127 |

16 Financial Commitments under Operating Leases

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

| | 2021 | 2020 |
|---|-------------|-------------|
| | £ | £ |
| Obligations expiring within one year | 36,113 | 1,835 |
| Obligations expiring between two and five years | 775 | 34,278 |
| Obligations expiring after five years | - | - |
| | 36,888 | 36,113 |

17 Deferred Grants

| | 2021 | 2020 |
|---------------------------------|-------------|-------------|
| | £ | £ |
| Capital Grants Applied | | |
| At 01 April | 1,187,574 | 1,218,871 |
| Released to offset depreciation | (31,297) | (31,297) |
| At 31 March | 1,156,277 | 1,187,574 |
| Total Deferred Grants | | |
| At 31 March | 1,156,277 | 1,187,574 |
| At 01 April | 1,187,574 | 1,218,871 |

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

Congleton Town Council

Notes to the Accounts

31 March 2021

18 Capital Financing Account

| | 2021 | 2020 |
|---|-------------|-------------|
| | £ | £ |
| Balance at 01 April | 377,878 | 381,038 |
| Financing capital expenditure in the year | | |
| Additions - using revenue balances | 29,163 | 12,803 |
| Loan repayments | 5,436 | 25,843 |
| Disposal of fixed assets | (9,879) | (9,973) |
| Depreciation eliminated on disposals | 8,823 | 7,656 |
| Reversal of depreciation | (73,560) | (70,786) |
| Deferred grants released | 31,297 | 31,297 |
| Balance at 31 March | 369,158 | 377,878 |

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

19 Revaluation Reserve

| | 2021 | 2020 |
|---------------------|-------------|-------------|
| | £ | £ |
| 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 | Contribution | Contribution | Balance at |
|---------------------------|-------------------|---------------------|---------------------|-------------------|
| | 01/04/2020 | to reserve | from reserve | 31/03/2021 |
| | £ | £ | £ | £ |
| Capital Projects Reserves | 300,250 | 154,000 | (13,257) | 440,993 |
| Asset Renewal Reserves | 34,344 | 5,000 | (6,808) | 32,536 |
| Other Earmarked Reserves | 332,813 | 91,645 | (195,664) | 228,794 |
| Total Earmarked Reserves | 667,407 | 250,645 | (215,729) | 702,323 |

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 2021 are set out in detail at Appendix A.

Congleton Town Council

Notes to the Accounts

31 March 2021

21 Reconciliation of Revenue Cash Flow

| | 2021 | 2020 |
|------------------------------------|---------------|----------------|
| | £ | £ |
| Net Operating Surplus for the year | 77,198 | 117,539 |
| Add/(Deduct) | | |
| Interest Payable | 16,342 | 16,589 |
| Interest and Investment Income | (3,205) | (4,950) |
| (Increase)/Decrease in debtors | (3,507) | 3,640 |
| Increase in creditors | 3,102 | 10,781 |
| Revenue activities net cash inflow | <u>89,930</u> | <u>143,599</u> |

22 Movement in Cash

| | 2021 | 2020 |
|-------------------------------|----------------|----------------|
| | £ | £ |
| Balances at 01 April | | |
| Cash with accounting officers | 107 | 55 |
| Cash at bank | <u>618,413</u> | <u>533,535</u> |
| | <u>618,520</u> | <u>533,590</u> |
| Balances at 31 March | | |
| Cash with accounting officers | 71 | 107 |
| Cash at bank | <u>660,643</u> | <u>618,413</u> |
| | <u>660,714</u> | <u>618,520</u> |
| Net cash inflow | <u>42,194</u> | <u>84,930</u> |

23 Reconciliation of Net Funds/Debt

| | 2021 | 2020 |
|---|------------------|------------------|
| | £ | £ |
| Increase in cash in the year | <u>42,194</u> | <u>84,930</u> |
| Cash outflow from repayment of debt | <u>5,436</u> | <u>25,843</u> |
| Net cash flow arising from changes in debt | <u>5,436</u> | <u>25,843</u> |
| Movement in net funds in the year | <u>47,630</u> | <u>110,773</u> |
| Cash at bank and in hand | 618,520 | 533,590 |
| Total borrowings | <u>(347,563)</u> | <u>(373,406)</u> |
| Net funds at 01 April | <u>270,957</u> | <u>160,184</u> |
| Cash at bank and in hand | 660,714 | 618,520 |
| Total borrowings | <u>(342,127)</u> | <u>(347,563)</u> |
| Net funds at 31 March | <u>318,587</u> | <u>270,957</u> |

Congleton Town Council

Notes to the Accounts

31 March 2021

24 Capital Commitments

The council had no capital commitments at 31 March 2021 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 24th June 2021), which would have a material impact on the amounts and results reported herein.

Congleton Town Council

Appendices

31 March 2021

Appendix A

Schedule of Earmarked Reserves

| | <u>Balance at</u> <u>01/04/2020</u> | <u>Contribution</u> <u>to reserve</u> | <u>Contribution</u> <u>from reserve</u> | <u>Balance at</u> <u>31/03/2021</u> |
|--|--|--|--|--|
| | £ | £ | £ | £ |
| <u>Capital Projects Reserves</u> | | | | |
| Capital Contingency Fund | 300,250 | 154,000 | (13,257) | 440,993 |
| | <u>300,250</u> | <u>154,000</u> | <u>(13,257)</u> | <u>440,993</u> |
| <u>Asset Replacement Reserves</u> | | | | |
| Capital Equipment Fund | 34,344 | 5,000 | (6,808) | 32,536 |
| | <u>34,344</u> | <u>5,000</u> | <u>(6,808)</u> | <u>32,536</u> |
| <u>Other Earmarked Reserves</u> | | | | |
| Elections | 20,000 | | | 20,000 |
| Business Recovery | | 20,000 | (2,825) | 17,175 |
| Crime Prevention/Traffic Calming | 7,357 | | | 7,357 |
| Committed Grants | 5,639 | 8,354 | (5,639) | 8,354 |
| Congleton Partnership | 54,503 | 53,291 | (54,503) | 53,291 |
| Covid 19 | 50,000 | | (33,844) | 16,156 |
| Ancient Treasures | 3,000 | | | 3,000 |
| Web Site | 5,151 | | | 5,151 |
| Training | 8,479 | | | 8,479 |
| Public Toilets | 24,012 | | | 24,012 |
| Play Areas | 0 | | | 0 |
| Public Realm | 9,188 | | | 9,188 |
| Legal Fees | 5,292 | | | 5,292 |
| Christmas Lights | 7,990 | | (7,990) | 0 |
| Tourism | 9,169 | 10,000 | | 19,169 |
| Marketing | 5,000 | | | 5,000 |
| Congleton Neighbourhood Plan | 12,033 | | (2,640) | 9,393 |
| Cenotaph | 100,000 | | (88,223) | 11,777 |
| Rotary Bonfire | 5,000 | | | 5,000 |
| Civic | 1,000 | | | 1,000 |
| | <u>332,813</u> | <u>91,645</u> | <u>(195,664)</u> | <u>228,794</u> |
| TOTAL EARMARKED RESERVES | <u>667,407</u> | <u>250,645</u> | <u>(215,729)</u> | <u>702,323</u> |

Congleton Town Council

31 March 2021

Annual Report Tables

Table. 1 – Budget & Actual Comparison

| | Budget £ | Actual £ |
|---|-----------------|-----------------|
| Net Expenditure | | |
| Museum Support | 4,500 | 4,500 |
| Paddling Pool & Play Areas | 27,005 | 473 |
| Allotments | 1,250 | 1,247 |
| Tourism | 33,250 | 23,301 |
| Closed Churchyard & Church Clock | 300 | 249 |
| Congleton Town Hall | 75,470 | 107,949 |
| Public Conveniences | 16,050 | 10,188 |
| Community Safety (Crime Reduction) | 68,100 | 34,460 |
| Congleton Partnership & Community Development | 229,113 | 268,332 |
| CTC Streetscape | 215,367 | 175,487 |
| Luncheon Club | - | 104 |
| Net Direct Services Costs | 670,405 | 626,290 |
| | | |
| Corporate Management | 153,963 | 161,146 |
| Democratic & Civic | 55,536 | 45,537 |
| Net Democratic, Management and Civic Costs | 209,499 | 206,683 |
| | | |
| Interest & Investment Income | (3,000) | (2,839) |
| Loan Charges | 21,770 | 21,778 |
| Capital Expenditure | 15,000 | 29,163 |
| Transfers to/(from) other reserves | 10,000 | 34,916 |
| (Deficit from)/Surplus to General Reserve | - | 7,683 |
| Precept on Unitary Authority | 923,674 | 923,674 |

Congleton Town Council

31 March 2021

Annual Report Tables

Table. 2 – Service Income & Expenditure

| Notes | 2021 £ | 2021 £ | 2021 £ | 2020 £ |
|--|----------------------|------------------|--------------------|--------------------|
| | Gross Expenditure | Income | Net Expenditure | Net Expenditure |
| DIRECT SERVICE COSTS | | | | |
| Museum Support} | 4,500 | - | 4,500 | 4,500 |
| Paddling Pool & Play Areas | 473 | - | 473 | 27,287 |
| Allotments | 1,437 | (190) | 1,247 | 1,093 |
| Tourism | 24,927 | (1,626) | 23,301 | 28,705 |
| Closed Churchyard & Church Clock | 249 | - | 249 | 242 |
| Congleton Town Hall | 174,309 | (66,360) | 107,949 | 80,898 |
| Public Conveniences | 10,188 | - | 10,188 | 11,059 |
| Community Safety (Crime Reduction) | 34,460 | - | 34,460 | 42,780 |
| Grants | 42,100 | (754) | 41,346 | 63,485 |
| Congleton Partnership | 138,256 | (13,815) | 124,441 | 48,321 |
| Community Development | 107,231 | (4,686) | 102,545 | 78,671 |
| CTC Streetscape | 694,745 | (519,258) | 175,487 | 167,498 |
| Luncheon Club | 104 | - | 104 | - |
| DEMOCRATIC, CORPORATE AND CIVIC COSTS | | | | |
| Corporate Management | 161,146 | - | 161,146 | 148,092 |
| Democratic & Civic | 42,507 | - | 42,507 | 45,575 |
| Civic Expenses | 3,030 | - | 3,030 | 6,801 |
| Net Cost of Services | 1,439,662 | (606,689) | 832,973 | 755,007 |

Congleton Town Council

Minutes 17th December 2020

Conducted via Zoom – Meeting ID 864 4020 3983

For the papers discussed at the meeting, [please see the Meeting Agenda of the Personnel Committee held on 17th December 2020](#)

PRESENT: Councillors: David Brown (Chair)
Margaret Gartside (Vice Chair)
Suzanne Akers Smith
Russell Chadwick
Amanda Martin
James Smith
Kay Wesley

Ex-Officio: Sally Ann Holland (Mayor) Denis Murphy (Deputy Mayor)
Non Committee member: Robert Douglas

1. **Apologies for absence.**

Members are reminded of the necessity to give apologies in advance of the meeting and to give reasons for absence.

Apologies for absence were received from Cllr Robert Hemsley.

2. **Minutes of Previous meetings**

PERS/12/2021 RESOLVED to approve the [minutes of the Personnel Committee held on 27th August 2020.](#)

3. **Declarations 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 David Brown, Sally Ann Holland, Denis Murphy and Suzanne Akers Smith, non-pecuniary on matters relating to Cheshire East Council.

4. **Outstanding Actions.**

There were no outstanding actions.

5. Questions from Members of the Public

There were no questions from members of the public.

6. Urgent Items

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

There were no urgent items raised.

7. Updating the Staff Handbook

To receive notification of the intention to update the staff handbook to reflect the current working practices and council policies.

PERS/13/2021 RESOLVED to receive the notification from the Chief Officer.

8. Resolution to Exclude the Public and Press from Items 9 and 10

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 due to private staffing matters.

PERS/14/2021 RESOLVED to approve the resolution.

9. Staffing Structure

To receive an update from the Chief Officer on matters relating to the staffing structure.

PERS/15/2021 RESOLVED to receive the update on the staffing structure.

10. Job Evaluations

To receive an update from the Chief Officer on job evaluations.

PERS/16/2021 RESOLVED to receive the update with regards to the proposed job evaluations that will be required following a review of existing roles as highlighted.

**David Brown
(Chair)**

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 25th February 2021

Conducted via Zoom – Meeting ID: 970 7947 9771

For the papers discussed at the meeting, [please see the Meeting Agenda of the Town hall, Assets and Services Committee held on 25th February 2021.](#)

In attendance:

Committee members:

Suzy Firkin (Chair)
Duncan Amies
David Brown
Robert Douglas
Robert Hemsley
Robert Moreton
Denis Murphy (Deputy Mayor)
Suzie Akers-Smith

Ex Officio: Sally Ann Holland (Mayor)

Non-Committee members: Amanda Martin, Kay Wesley, James Smith, Margaret Gartside, Russell Chadwick

Also present: Press - Tom Avery, Chronicle Representative,
CTC - David McGifford, Mark Worthington, Ruth Burgess

Minutes

1. 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 for absence were received from Committee members Councillor G Hayes.

2. Minutes of Previous Meetings

THAS/48/2021 Resolved to approve and sign the minutes of the Town Hall, Assets & Services Committee held on 3rd December 2020.

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 Councilors Suzanne Akers Smith, David Brown, Sally Ann Holland (Town Mayor), and Denis Murphy, all non-pecuniary on matters relating to Cheshire East Council.

4. Outstanding actions

None.

5. Questions from Members of the Public

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

There were no questions from members of the public.

6. Urgent Items

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

There were no urgent items raised.

7. Town Hall Trading Account

THAS/49/2021 Resolved to receive the Town Hall Trading account to 31st January 2020 and to note the content of the summary report.

8. Streetscape Trading Account

THAS/50/2021 Resolved to receive the Streetscape Trading account to 31st January 2021 and to note the content of the summary report.

9. Paddling Pool Rescheduling of 2020 repairs

THAS/51/2021 Resolved to accept the proposal for a thorough clean and short-term repairs to ensure the facility is open for when Covid restrictions allow in 2021 and to schedule the full refurbishment for 2022.

10. Update on Streetscape Works

THAS/52/2021 Resolved to receive the update report on Streetscape Works.

11. Fire Audit – 2020

THAS/53/2021 Resolved to accept the proposal of Refuge Point on 1st Floor and Accessibility Policy to cover 2nd floor and balcony.

12. Cenotaph Update

THAS/54/2021 Resolved to receive verbal update.

13. Resolution to exclude members of the press and public from item 13 due to Commercial Sensitivities.

THAS/55/2021 Resolved to exclude members of the public and press from item 13 onwards due to commercial sensitivities.

14. Challenging behaviour from members of the public

This report was withdrawn by the Chief Officer due to leaked confidential papers.

15. Town Hall and Public Toilets Cleaning Contract

THAS/57/2021 Resolved to accept the proposal to renew to cleaning contract for 1 year.

16. Update on Future use of the Town Hall.

THAS/58/2021 Resolved to approve the proposal contained within the report.

17. Provision of services at the Town Hall

THAS/59/2021 Resolved approve the proposal contained within the report.

18. Update on Visitor Information Centre

THAS/60/2021 Resolved to. approve the proposal contained within the report

**Cllr Suzy Firkin
(Chair)**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

| | | | |
|---------------------------------|--|---------------------------|--|
| COMMITTEE: | Council | | |
| MEETING DATE AND TIME | 7.00pm Thursday 24 th June 2021 | LOCATION Town Hall | |
| REPORT FROM | Chief Officer | | |
| AGENDA ITEM REPORT TITLE | 16 Tour of Britain 2021 | | |
| Background | <p>The Town Council debated the proposed contract for the Tour of Britain cycle race on the 22nd April 2021, the resolution was as follows:</p> <p><u>CTC/59/2021 Resolved that</u> the Chief Officer advises the Tour of Britain race organisers, Sweetspot, that the council is unable to sign the proposed current contract based upon the financial risks associated with the event not taking place, or covid restrictions impacting on residents being able to attend the event.</p> | | |
| Update | <p>Following the resolution of the Council, I met with the Tour of Britain organisers to advise them of the Council's position. The key points were discussed as per the resolution, they were also advised that items within schedule 6 that have costs associated to them, would need to be taken out of the contract as well and those costs would need to be covered by Cheshire East Council.</p> <p>Whilst there are ongoing discussions on other matters, the financial risk has been removed from the Council if the race went ahead as scheduled on the following basis.</p> <ol style="list-style-type: none">1. Sweetspot have agreed that payment would only be due if the race actually takes place without attendance restrictions.2. Cheshire East Council have agreed to cover Schedule 6 costs and will be contracted directly by Sweetspot. <p>However, all start and finish towns have been in discussion with Sweetspot about potential crowd restrictions due to Covid guidelines and putting a limit of circa 4000 at each location. We envisage that this will be difficult to manage and will have cost implications, it is also not in accordance with the resolution of the 22nd April 2021 as stated above.</p> <p>In addition to this, Cheshire East Council's Public Health advisors are currently stating that they could not give permission for the event to go ahead based on the current and increasing amount of cases of COVID in Cheshire East.</p> | | |

| | |
|----------------|---|
| | <p>Whilst acknowledging this may change following the extension to the Covid release date, we have agreed that Sweetspot needs to now consider a plan B for the start of this stage as Congleton / Cheshire East cannot commit to supporting the race based upon the current situation.</p> |
| Request | <p>Having now removed the financial risk to the Council, I have been asked by Sweetspot to see if the Council would consider a reduced attendance of circa 4000 people, should the race go ahead, and for the Council to sign the contract on the following basis:</p> <ol style="list-style-type: none"> 1. Our contribution of £25,000 would only become payable should the race go ahead. 2. We pay Cheshire East Council £5,000 to contribute towards Schedule 6 costs – only payable should the race go ahead. 3. Sweetspot would directly contract Schedule 6 cost items with Cheshire East Council. 4. A capacity of 4,000 may only be allowed to attend the start of the race in the Town Centre. |

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

| | | | |
|---------------------------------|--|---------------------------|--|
| COMMITTEE: | Council | | |
| MEETING DATE AND TIME | 7.00pm Thursday 24 th June 2021 | LOCATION Town Hall | |
| REPORT FROM | Cllr David Brown, Chair of Congleton 750 Working Group Jackie MacArthur, Deputy Chief Officer - Communities and Marketing | | |
| AGENDA ITEM REPORT TITLE | 17 750 Charter Year Celebration Budget | | |
| Background | <p>On June 3rd 2021, the Community and Environment Committee received a paper outlining the events and activities that the Town Council's 750 Working Group proposed to organise as part of the Congleton's 750 Charter Year celebration. The Committee approved the paper.</p> <p>CE/74/2021 Resolved to receive a report and approve in principle the 10 proposals for Congleton Town Council led events as part of the Congleton 2022 celebrations, and to delegate responsibility to the working group to work on these initiatives within the budgets to be agreed at Council.</p> <p>The Community and Environment Committee is not a grant making committee. In December 2020, the Town Council agreed a budget for 2021-2022 that included £19,169 in an ear marked reserve for Tourism. Officers would like to allocate £10k of this Tourism Ear Marked Reserve towards Congleton 750 celebrations to progress activities that will take place in this financial year or need to be secured within this financial year. All spending will need to be in line with the Council's financial regulations.</p> <p>The 750 Working Group would also like the Council to consider budgeting a further £15k for the 2022-23 financial year when budgets are set in the autumn.</p> | | |
| Detail | <p>The plans are still being worked on and grant applications and sponsorship work is at an early stage so detailed costings are not possible at this stage.</p> <p>Activities a, b and c will take place in this financial year, as will much of the marketing and promotional costs. There is also a need to pay deposits to secure the main acts for events in 2022, such as jousting in the park. Where possible the group will seek grants and match funding.</p> <p>a) Flags project on Mountbatten Way – all year event To install banner flags on the lampposts on Mountbatten Way and around the Fire Station roundabout. Total cost if all sites used would be £7000 + cost of planning application and some design work. Would look to offset most of this project through sponsorship of individual banners (as achieved on the</p> | | |

previous two times that we have installed banner flags). The flags would be up for the full year.

b) Community-wide competition for a Catchpole(s) and Ale Taster(s) - Late 2021

Looking to co-ordinate a competition to appoint the roles of Catchpole and Ale Tasters – two of the roles that the Charter gave the town permission to appoint. These would be ceremonial roles with no powers or pay, but just to add to the fun and sense of occasion of 2022.

Funding will be used for marketing, hosting the event, promotion of the event and costumes for the roles.

c) Decorate the Town Hall – timing to be agreed

The Town Council has been offered use of the flags and decorations which were used to decorate the inside of Town Hall for the 700 years of Mayoralty and the Working Group would like to explore decorating the Town Hall for 2022.

Minimal additional costs as products in place.

d) Town Centre entertainment programme - April to October

Proposing to host monthly entertainment in the Town Centre from April – October as part of the year-long celebrations. This would be organised through the Marketing Team as part of increasing footfall in the Town Centre.

e) Organise a Beating of the Boundaries Walk - April/May

Organise a walk around the town boundaries – funding may be needed for signage, marketing, promoting and certificates.

f) Encourage the Fair to come to Congleton – to be agreed (usually May and Oct)

Holding Fairs and Markets was part of the Charter. The Fun Fair has not been to Congleton for a few years so suggested to work with Cheshire East Council (CEC) to enable the fair to return as part of the Charter celebrations.

g) Week-long Schools and Public showcase event in the Town Hall - July 2022

Proposing to hold a living theatre event for schools and the public in the Town Hall where they can find out more about medieval life. Congleton Town Council (CTC) organised a similar event for schools in July 2016 as part of the 150-year celebration of the Town Hall, which was a great success. The schools have been approached and would support the event. In 2016 the total cost was £3855 which included entertainment, refreshments, set building and some transport.

h) Medieval Festival Day in the Park - August

This would be a flagship event of the festival. Proposing Saturday 13th August as it fits into the current 2022 calendar and there is availability of a jousting team for that day. Envisage a special festival day with medieval acts – jousting, long bow archery, costumes, falconry, jesters, music, food

| | |
|-----------------------|--|
| | <p>and drink and side stalls. Funding is needed now to secure some of the headline acts for the event. (If the event cannot take place due to the pandemic, then booking will be rearranged)</p> <p>i) Medieval Banquet in the Town Hall – possibly September The Town Council organised a medieval banquet as part of the 700 years of Mayoralty in 2018, again it was a great success and a lot of fun. This event should cover its costs. A template exists and the working group thought it would be worth hosting a repeat event as part of Charter year.</p> <p>j) Acknowledging the 750 Charter Year at Civic Events throughout the year The Working Group suggests that the Town Council should look to acknowledge the 750-year anniversary wherever possible through the year.</p> <p>General Marketing and Promotion of the Event - this includes branding, social media, adverts and editorials, leaflets, banners, posters, window vinyl, programme of events, school activities and merchandise.</p> <p>Queen’s Platinum Jubilee - The group will also consider plans for how this activity can be co-ordinated for Congleton.</p> |
| Financial | The group will be seeking funding via grants, sponsorship, ticket sales, concessions and adverts to help cover some of the costs of events and activities. Some funding will still be required to match fund and secure bookings. |
| Environmental | Efforts will be made to minimise the impact of events. |
| Equality | Every effort will be made to ensure all events are accessible and open to all and needs of all members of the community are considered in event planning. |
| Recommendation | <p>That the Council gives delegated authority to the Deputy Chief Officer working with the 750 Working Group, and in line with the Council’s financial regulations, to utilise up to £10k from the Ear Marked Reserve for Tourism for the purposes of the Congleton 750 Charter Year Celebrations.</p> <p>That the Council budgets for £15k in the 2022-23 budget towards 750 Charter events.</p> |