



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

14th October 2021

Dear Councillor,

You are summoned to attend a meeting of the Council on **Thursday 21st October 2021** to be held at Congleton Town Hall commencing at **7. 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

Congleton Town Council, Town Hall, High Street, Congleton, Cheshire CW12 1BN

Tel: 01260 270350

Email: info@congleton-tc.gov.uk www.congleton-tc.gov.uk



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 19th August 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 8th July 2021.](#)

10. Finance and Policy Committee (Enclosed)

To receive the [minutes of the Finance and Policy Committee meeting held on 29th July 2021.](#)

11. Personnel Committee (Enclosed)

To receive the [minutes of the Personnel Committee meeting held on 15th July 2021.](#)

12. Planning Committee (Enclosed)

To receive the [Minutes of the Planning Committee meetings held on 22nd July and 12th August 2021.](#)

13. Town Hall Assets and Services Committee (Enclosed)

To receive the [minutes of the Town Hall Assets and Services Committee meeting held on 1st July 2021.](#)

14. 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.

15. Review and Amendments to the Financial Regulations (Enclosed)

To approve the updates to the Financial Regulations as recommended by the Finance and Policy Committee on 30th September 2021 and for inclusion in the Council's constitution.

16. Notice of Conclusion of Audit for 2021 (Enclosed)

To approve the final audit for year ending 31st March 2021 from the External Auditors as recommended by the Finance and Policy Committee on 30th September 2021

17. Shop front improvement grants (Enclosed)

To approve a £10,000 Shop front improvement grant scheme as recommended by the Finance and Policy Committee.

18. Review of Congleton Town Council's Standing Orders (Enclosed)

To approve the updates to the Town Council's Standing Orders.

19. Civic Protocol (Enclosed)

To approve the proposed Civic Protocol for Congleton Town Council.

20. Elizabeth Wolstonholme Elmy Statue (Enclosed)

To agree the Council's preferred location for the Elizabeth Statue.

21. Town Hall Projections (Enclosed)

To approve the spend of up to £5,000 from Ear Mark Reserve for Town Hall projections.

To: All Members of the Council

CC: Youth Committee, Burgesses (3), Congleton Information Centre,
Congleton Library, MP and Press (3)

Congleton Town Council

Minutes of the Council meeting held at Congleton Town Hall on Thursday 19th August 2021

Please Note – These are draft minutes and will not be ratified until the next meeting of the Council

For the papers discussed at the meeting, please see the [Meeting Agenda of the Council 19th August 2021](#)

Present: Councillors

Denis Murphy (Town Mayor)
Margaret Gartside (Deputy Mayor)
Duncan Amies
Martin Amies
David Brown
Robert Douglas
Suzy Firkin
George Hayes
Robert Hemsley
Sally Ann Holland
Amanda Martin
Rob Moreton
Jean Parry
James Smith
Kay Wesley

Also Present: Congleton Town Council Officer: D McGifford (Chief Officer)

Minutes

1. Apologies for absence

Apologies were received from Cllrs Akers Smith, Allen, Chadwick and Duffy.

2. Minutes of Previous Meetings

CTC/19/2122 RESOLVED to approve and sign the [Minutes of the Council meeting held on the 3rd June 2021](#).

3. Declarations of Disclosable Pecuniary Interest

Councillors Murphy, Brown, Hayes, Holland, and Moreton declared a non-pecuniary interest in any 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

There were no urgent items raised at the meeting.

6. Town Mayor's Announcements

The Town Mayor drew attention to the various engagements that he had fulfilled.

7. Outstanding Actions

There were no outstanding actions from previous meetings.

8. Youth Committee

There were no members of the Youth Committee present at the meeting.

9. Community and Environment Committee

CTC/20/2122 RESOLVED that the [minutes of the Community and Environment Committee meeting held on 3rd June 2021](#) be received, and the recommendations therein be adopted.

10. Finance and Policy Committee

CTC/21/2122 RESOLVED that the [minutes of the Finance and Policy Committee meetings held on 10th June and the Emergency meeting held on 1st July 2021](#) be received, and the recommendations therein be adopted.

11. Personnel Committee

CTC/22/2122 RESOLVED that the [minutes of the Personnel Committee meetings held on 27th May and 24th June 2021](#) be received, and the recommendations therein be adopted.

12. Planning Committee

CTC/23/2122 RESOLVED that the [minutes of the Planning Committee meeting held on 17th June 2021](#) be received, and the recommendations therein be adopted.

13. Town Hall, Assets and Services Committee

CTC/24/2122 RESOLVED that the [minutes of the Town Hall, Assets and Services Committee meeting held on 29th April 2021](#) be received, and the recommendations therein be adopted.

14. 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.

15. Platinum Jubilee Civic Honours Competition

To consider whether the Council wishes to enter this competition.

CTC/25/2122 RESOLVED to not enter the Platinum Jubilee Civic Honours Competition.

**Denis Murphy
(Town Mayor)**

TOWN MAYOR'S ENGAGEMENTS

2021

20 th August	Knutsford Mayor's Charity Event
21 st August	Congleton Pride
22 nd August	Congleton Cricket Club Open Day
1 st September	Rotary Dictionary Presentation
5 th September	Knutsford Civic Service
6 th September	Library Reading Challenge
12 th September	Town Mayor's Civic Service and Parade
16 th September	High Sherriff Event – Arley Hall
17 th September	Viewing of Charter Year Book
18 th September	Heritage Open Day – St Peter's Church
19 th September	Cenotaph Dedication Event
23 rd September	Charity Coffee Morning
25 th September	Unveiling of Penny Farthing Bike
25 th September	Rotary Event – New Life Church
29 th September	Covid Thank You Awards – Cricket Club
1 st October	Social Supermarket
3 rd October	Congleton Half Marathon Event
17 th October	Biddulph Civic Service
19 th October	In Bloom Celebration Event

DEPUTY TOWN MAYOR

1 st September	W. I. Meeting
19 th September	Heritage Open Day – St Peter's Church

15th October

Oktoberfest – Bulls Head

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 8th July 2021

For the papers discussed at the meeting, please see the [Meeting Agenda of the Community & Environment Committee 8th July 2021](#)

PRESENT:

Committee members:

Cllr Dawn Allen

Cllr Suzy Firkin

Cllr Sally Ann Holland (Chair)

Cllr Robert Hemsley

Cllr Amanda Martin

Cllr Jean Parry

Ex Officio members: Cllr Denis Murphy and Cllr Margaret Gartside

Non-Committee Members: Cllr David Brown

Also present: Congleton Town Council Officers: David McGifford and Jackie MacArthur.
One member of the press, one Cheshire Police Officer, one member of the public and Sue Taylor presenting on Home Start.

1. Apologies for absence

Apologies for absence were received from:

Committee members: Cllr Kay Wesley, Cllr Paul Duffy and Cllr Robert Moreton

Non-Committee member: Cllr Suzanne Akers Smith

2. Minutes of Previous Meetings

CE/13/2122 Resolved to approve the [minutes of the Community & Environment Committee held on 3rd June 2021](#) as a correct record with the deletion of Deputy before Mayor against Denis Murphy's name.

3. Declarations of Interest

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

4. Outstanding Actions

See Item 9 for updates from the Community and Environment Committee held on 3rd June 2021.

5. Questions from Members of the Public

Two questions were received from a member of the public who was not in attendance at the meeting. Responses to these questions were to be forwarded to the provider and members of the committee by senior officers.

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 at the meeting.

7. Cheshire Police

Sergeant Paul Brunton from Cheshire Police gave a verbal update on Policing matters affecting Congleton, please see Appendix 1

8. Home-Start in Congleton

Sue Taylor from [Home-Start](#) gave a useful and informative presentation on the work that Home-Start carries out in Congleton and looked to build closer connections with the Town Council.

9. Updates Paper from Previous Community and Environment Committee

CE/14/2122 Resolved to receive an updates paper from the Community and Environment Committee held on 3rd June 2021. This covered the Elizabeth Statue, Volunteer Co-ordination Point, Havannah Bridge and 750 Year Celebration.

10. Anti-Social Behaviour Working Group Notes

Cllr Amanda Martin gave a verbal update from the Anti-Social Behaviour Working Group meeting held on 8th July 2021.

11. Congleton In Bloom Working Group Notes

Cllr David Brown gave a verbal update from the Congleton In Bloom Working Group.

12. Integrated Transport Working Group Meetings

CE/15/2122 Resolved to receive the [notes of the Integrated Transport Working Group held on 3rd June 2021](#)

13. White Ribbon Working Group Update

Cllr Robert Hemsley gave a verbal update from the White Ribbon Working Group held on 8th July 2021.

14. Congleton Green Working Group

CE/16/2122 Resolved to receive the [notes of the Congleton Green Working Group held on 17th and 24th June 2021.](#)

15. Increasing the Remit of the Congleton Green Working Group

CE/17/2122 Resolved to increase the remit of the Congleton Green Working Group to include the Biodiversity and Nature Crisis remit.

16. Launch of the Congleton Sustainable Living E-learning Course.

CE/18/2122 Resolved to receive an update on the launch of the Congleton Sustainable Living E-Learning Course.

**Cllr Kay Wesley
(Chair)**

APPENDIX 1 - UPDATE FROM CHESHIRE POLICE - ITEM 7

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

Drugs and Alcohol

- Work continues tackling drug supply. New enforcement locations are being developed.
- Night-Time Economy – No real increase. Increased patrols for Euro dates and post lockdown weekend.
- Working with Pubwatch/Council to educate staff & licensees around new types of drugs and effects. Town Council has funded kit for their use.

Anti-Social Behaviour:

- 62, decrease of 28 on last period and decrease of 42 Year on Year

Current ASB Repeat locations:

- Mere View (3) – Noise
- Dane-In-Shaw (2) – Beat/Rural Crime/Youth Workers
- Lower Heath Community Park (3) – Youths Drinking/smoking – attended all 3, NT

Domestic Violence Incidents:

- 65, 26 increase on last period and 13 increase of Year on Year
- Total Sexual Offences: 3, 3 up on last period and 7 down YOY

Hate:

- 1 Incident – (graffiti) – Schools officer/school discipline/assemblies

Congleton Priorities:

TEAM: Retail Engagement/Demand Reduction.

- Retail Traders Group/shopwatch/CCTV/ISO/design out visits/review of highest risk/floating surgeries
- PLACE: Op Piloted – Bromley

COVID Related Incidents:

- 4 (3 Night time Economy related)

AOB:

- Andrew Cotterill of Bank House Drive - 2 Year Criminal Behaviour Order not to contact 999, 111 or 101 and comply with Drug/Alcohol rehabilitation. Around 90 calls in 5 months threatening operators /violence on attendance.

CONGLETON TOWN COUNCIL

Minutes of the Finance and Policy Committee Meeting held on Thursday 29th July 2021

For the papers discussed at the meeting, please see the [Meeting Agenda of the Finance and Policy Committee held on 29th July 2021](#)

PRESENT Committee members:

	Cllr Robert Douglas (Chair)
	Cllr Russell Chadwick (Vice Chair)
	Cllr Jean Parry
	Cllr David Brown
Ex Officio Member/s:	Cllr Denis Murphy (Mayor)
Non-committee member/s:	Cllr Kay Wesley
Also present:	Congleton Town Council Officers:
	• David McGifford (Chief Officer)
	• Serena Van Schepdael (Responsible Financial Officer)

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:

Committee members: Cllrs Suzanne Akers Smith, Duncan Amies, Paul Duffy, George Hayes
Rob Moreton and James Smith

2. Minutes of Previous Meetings

FAP/15/2122 RESOLVED to approve the [minutes of the Finance & Policy Committee held on 10th June 2021 and the Emergency meeting held on 1st July 2021.](#)

3. Declarations of Interest

Cllrs David Brown and Denis Murphy declared a non-pecuniary interest on any matters relating to Cheshire East Council.

4. Outstanding Actions

There were no outstanding actions from previous meetings.

5. Questions from Members of the Public

There were no questions from members of the public.

6. Urgent Items

It was requested that a review of the grants policy be added to the agenda of the next meeting for the committee to discuss.

7. Grant Approvals and Commitments 2021/22

FAP/16/2122 RESOLVED to receive a statement showing the current position as at 30th June 2021, noting that as an update to the schedule the grant for New Life Church was paid in May 2021.

8. New Applications for Financial Assistance

FAP/17/2122 RESOLVED to award the following grant:

- **Grant ref GR05/2122 – Congleton Live Community Interest Company Ltd (Congleton Jazz and Blues Festival)**
£450.00 towards promotional materials for the festival.

9. New Grant Activities Monitoring Forms and Communication

FAP/18/2122 RESOLVED to receive the report and that a deadline of March 2022 be set for previous financial year applicants to submit information for payment of the grant.

10. Regeneration Working Group

FAP/19/2122 RESOLVED to receive the verbal update from the Regeneration Working Group. The update stated that the Working Group are working on a Grant Proposal to bring forward to the Finance and Policy Committee.

11. Management accounts

FAP/20/2122 RESOLVED to receive the Management Accounts to 31st May 2021.

12. Bank Reconciliation

FAP/21/2122 RESOLVED to receive the bank reconciliation as of 31st May 2021.

13. Savings Account Balances

FAP/22/2122 RESOLVED to receive the Savings Account balances as of 31st May 2021.

14. List of Payments

FAP/23/2122 RESOLVED to receive and approve the Payments lists between 1st April and 31st May 2021.

15. Internal Audit Report (Final Update)

FAP/24/2122 RESOLVED to receive the final internal audit report 20/21 from Auditing Solutions Ltd which stated that there were no issues identified.

**Cllr Robert Douglas
Chair**

Congleton Town Council

Personnel Committee Minutes 15th July 2021

For the papers discussed at the meeting, please see the [Meeting Agenda of the Personnel Committee 15th July 2021](#)

PRESENT: Councillors: David Brown (Chair)
Martin Amies
Russell Chadwick
Sally Ann Holland
Amanda Martin
Kay Wesley

Ex-Officio: Cllr Margaret Gartside (Deputy Mayor)

Non Committee Member: Cllr Suzy Firkin

Also Present: Congleton Town Council Officer: David McGifford (Chief Officer)

1 Apologies for absence.

Apologies were received from:

Ex Officio: Cllr Denis Murphy (Town Mayor)

Committee Members Cllrs James Smith (Vice Chair) Robert Douglas, Robert Hemsley

2. Minutes of the Previous meeting

PERS/09/2122 resolved to approve the [minutes of Personnel Committee meeting held on 24th June 2021.](#)

3. Declarations of interest

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

4. Outstanding Actions

There were no outstanding actions from previous meetings.

5. Questions from Members of the Public

There were no questions from members of the public.

6. Urgent Items

There were no urgent items raised at the meeting.

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

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/10/2122 resolved to approve the resolution.

8. Job Evaluations

To approve updated job descriptions.

PERS/11/2122 resolved to approve the updated job description for the Finance Officer and the Streetscape Development Manager.

9. Official Complaint Against an Officer

Councilors received the notification from the Chief Officer with regards to a complaint that had been received against an officer of the Council from a member of the public. The Chief Officer advised councilors of the process in which this complaint would be dealt with.

**Cllr David Brown
(Chair)**

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 22nd JULY 2021 in the Town Hall

PRESENT

Councillor A Martin – Vice Chair - In the Chair
S Firkin
J Parry
K Wesley
Andrew Thompson – Planning Consultant

1. **APOLOGIES**

Apologies for absence were submitted from Councillors R Douglas, P Duffy, R. Hemsley, D Murphy, M Rogan and J Smith.
S Akers Smith and R Moreton (not members of the Committee).

2. **MINUTES**

PLN/5/2122 RESOLVED: That the Minutes of the Meeting of the Committee held on 17th June 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.

There were no declarations of interest.

4. **OUTSTANDING ITEMS**

Date	Planning Application	Action	Progress
18.2.21		The Chief Office and Chair to discuss the monitoring of Tree Protection Orders.	22.7.2021 – The Chief Officer reported that he had not yet met with the Chairman. It was suggested that the Chief Officer meet with Councillors Douglas and Martin to progress this item.
27.4.2021		Awaiting update from Cllr S Akers Smith	22.7.2021 – The Chief Officer reported that there had been some investigatory work done on the park side of the proposed bridge

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**

9.1	22 Ivy Gardens, Congleton, CW12 4GA - The Sale by Retail of Alcohol for consumption off the premises by delivery only Monday to Sunday 11:00 to 23:00 Each Day	Refer to Cheshire East – concerned about late night traffic and impact of noise on neighbours
9.2	30 Atelier, 11 High Street, Congleton, CW12 1BN Supply of Alcohol Monday to Saturday 10:00 – 18:00, Sunday 10:00 – 16:00.	No Comment
9.3	Office 16/17 First Floor, Riverside Mill, Mountbatten Way, Congleton, CW12 1DY Sale and Supply of Alcohol Monday to Sunday 08:00 – 20:00 for Online Sales for Consumption off the premises	No Comment

10. **SECTION 106 UPDATES**

The Chief Officer reported that Councillor Martin will be working with him to analyse the Cheshire East 106 information and he will report back to the next meeting.

11. **PLANNING ENFORCEMENT**

None

12. **NEIGHBOURHOOD PLAN**

Andrew Thompson, Planning Consultant, provided an update on the new plan. He reported that we had taken the following into account in this revised draft; The National Planning Policy Framework 2019(NPPF) Revisions to the Use Classes Order Revisions to Permitted Development Rights, the Landscape Character Assessment Reports we had commissioned from a local Landscape Architect, the Sites Allocation Development Policy Document (SADPD) published by Cheshire East, the Supplementary Planning Documents on Housing and Biodiversity published by Cheshire East, the Environmental Strategy published by Cheshire East and The Town Council Business Plan.

We went on to talk briefly about the input from the Steering Group, who is on that group and the process going forward which is a 6 week consultation by us, responding to comments received by amending/revising the plan. Putting the final plan together with photos, plans etc and, together with a Statement of Consultation and statement of Basic Conditions submitting these to CE for a further 6 week consultation by them before that plan is put forward for Examination and then finally a Referendum.

The Councillors would like to see plans included illustrating the green spaces and, during the consultation process a powerpoint presentation that is video and available on line for comments and also a public meeting in the Town Hall, if possible.

13. **PLANNING APPLICATIONS - SECTION 2**

PLN/6/2122 RESOLVED: That the following comments be made to Cheshire East Borough Council:

Application Number	Location	Declaration of Interest	Comments
21/3179T	Greengables, 54, SANDBACH ROAD, CONGLETON, CW12 4LW		No Objection subject to replacement tree of a similar type
21/3124C	3, SWAN BANK, CONGLETON, CONGLETON, CW12 1RY		No Objection
21/3300C	19, QUAYSIDE, CONGLETON, CW12 3AS		No Objection
21/3243C	95, BELGRAVE AVENUE, CONGLETON, CHESHIRE, CW12 1HT		No Objection
21/3326C	53, TIDNOCK AVENUE, CONGLETON, CW12 2HN		No Objection
21/3478T	The Jesus Christ Church Of Latter Day Saints, NEWCASTLE ROAD, ASTBURY, CONGLETON		No Objection assuming that it is only the dead sycamore tree
21/3477C	25, LINKSWAY, CONGLETON, CW12 3BS		No Objection
21/3578C	Land West Of, PADGBURY LANE, CONGLETON		No Objection
21/3453C	Farm House Turnstone Grange, Land North of Back Lane, Somerford, Congleton		No Objection
21/3447D	Meadow Brook Barn, BROOKHOUSE LANE, CONGLETON, CW12 3QP		No Objection
21/3473C	Aldi Foodstore Limited, MOUNTBATTEN WAY, CONGLETON, CHESHIRE, CW12 1DL		No Objection
21/3466C	18, NORFOLK ROAD, CONGLETON, CHESHIRE, CW12 1PA		No Objection
21/3467C	3, GROSVENOR ROAD, CONGLETON, CW12 4PG		No Objection
21/3463D	Land At, BACK LANE, CONGLETON		No Objection
21/3458C	5, Davidson Avenue, Congleton, CW12 2EQ		No Objection

21/3462C	21, Woburn Drive, Congleton, CW12 3SS		No Objection
21/3481C	12, MINTON CLOSE, CONGLETON, CHESHIRE, CW12 3TD		No Objection
21/3424C	LAND OFF, CHAFFINCH CLOSE, CONGLETON, CHESHIRE		REFUSE – due to - Noise and disturbance - Highway and safety issues in what is currently a cul-de-sac
21/3396C	Little Lowe Farm, 82, BUXTON ROAD, CONGLETON, CW12 2DY		No Objection
21/3404C	144 , St Johns Road, Congleton, CW12 2EH		No Objection
21/3485C	KEY GREEN COTTAGE, PEDLEY LANE, CONGLETON, CHESHIRE, CW12 3PY		No Objection
21/3496C	12, DALE CRESCENT, CONGLETON, CHESHIRE, CW12 3ER		No Objection
21/3506D	Wood Farm, WOOD LANE, CONGLETON, CW12 3PX		No Objection
21/3309C	66A, ROOD HILL, CONGLETON, CW12 1LQ		No Objection
21/3709T	Trees are located at various points at Astbury Mere Country Park, Astbury Mere Country Park, Sandy Lane, Congleton, CW12 4FR		No Objection
21/3692C	60, BROMLEY ROAD, CONGLETON, CHESHIRE, CW12 1PY		No Objection
21/3512C	Cenotaph/War Memorial, LAWTON STREET, CONGLETON		No Comment
21/3670C	32, FALMOUTH ROAD, CONGLETON, CW12 3BH		No Objection
21/3723C	KEY GREEN COTTAGE, PEDLEY LANE, CONGLETON, CHESHIRE, CW12 3PY		REFUSE – due to - Site being in the Greenbelt and uncertain that it is being used as a garden
21/3843C	42, HOWEY HILL, CONGLETON, CW12 4AF		No Objection
21/3648D	55, WEST STREET, CONGLETON		No Objection
21/3757C	33, WEST ROAD, CONGLETON, CW12 4HH		No Objection
21/2728C	6, BRADBURY GARDENS, CONGLETON, CHESHIRE, CW12 3SR		No Objection
21/3782C	21, MINTON CLOSE, CONGLETON, CW12 3TD		No Objection
21/3795C	17, SWEET BRIAR COURT, ASTBURY, CW12 4GY		No Objection

21/3770C	33, SOUTHLANDS ROAD, CONGLETON, CW12 3JY		No Objection
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Councillor A Martin – Vice Chair

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 12th AUGUST 2021 in the Town Hall

PRESENT

Councillor A Martin – Vice Chair - In the Chair
D Amies
S Firkin
J Parry
J Smith
M Rogan
D Murphy – Town Mayor - ex-officio

1. **APOLOGIES**

Apologies for absence were submitted from Councillors R Douglas, P Duffy, M Gartside, R Hemsley and K. Wesley

2. **MINUTES**

PLN/7/2122 RESOLVED: That the Minutes of the Meeting of the Committee held on 22nd July 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.

4. **OUTSTANDING ITEMS**

Date	Planning Application	Action	Progress
18.2.21		The Chief Office and Chair to discuss the monitoring of Tree Protection Orders.	22.7.2021 – The Chief Officer reported that he had not yet met with the Chairman. It was suggested that the Chief Officer meet with Councillors Douglas and Martin to progress this item. 12.8.2021 – The Chief Officer reported that he had spoken to Councillor Douglas and they will be doing more

			work on this item and will report back to the Planning Committee meeting on 14.10.2021
27.4.2021		Awaiting update from Cllr S Akers Smith	22.7.2021 – The Chief Officer reported that there had been some investigatory work done on the park side of the proposed bridge 4.8.2021 – No further updates

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**

9.1	Bulls Head, 4 Mill Street, Congleton	Application noted
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10. **SECTION 106 UPDATES**

The Chief Officer gave an overview of his report. A discussion took place and it was agreed to receive the report.

11. **PLANNING ENFORCEMENT**

None

12. **NEIGHBOURHOOD PLAN**

The Chief Officer updated that he will arrange a Strategy Working Group to progress this item further.

13. PLANNING APPLICATIONS - SECTION 2

PLN/8/2122 RESOLVED: That the following comments be made to Cheshire East Borough Council:

Application Number	Location	Declaration of Interest	Comments
21/3703C	BILL AND BEN SKIP HIRE FORMER COAL YARD, Brunswick Wharf, BROOK STREET, CONGLETON		No Objection
21/3902C	3, WALGRAVE CLOSE, CONGLETON, CW12 4TS		No Objection
21/3928T	Ash Tree Dane Side Footpath, Off Rope Walk, Congleton CW12 1HN		No Objection – NOTE removal of ivy from the tree and general concern on condition of other trees.
21/3845D	23, Cross Lane, CONGLETON, Congleton, CW12 3JU		No Objection
21/3872C	11, GIANTSWOOD LANE, CONGLETON, CW12 2HG		No Objection
21/3913C	47 OBELISK WAY, CONGLETON, CW12 4FY		No Objection
21/4092C	4, JOHNSON CLOSE, CONGLETON, CW12 3TQ		No Objection
21/4070C	19, BOUNDARY LANE, CONGLETON, CW12 3JA		No Objection
21/4101C	13 Ryedale Way, Congleton, CW12 3SX		No Objection
21/4142C	44 BANKHOUSE DRIVE, CONGLETON, CW12 2BH		No Objection
21/4161C	93, ST JOHNS ROAD, CONGLETON, CW12 2AX		No Objection
21/4132C	Crossley Hall Farm, PEOVER LANE, CONGLETON, CW12 3QH		Congleton Town Council are fully supportive for Cheshire East Planning Officer to take a robust approach to ensure original conditions are met
21/4134C	Crossley Hall Farm, PEOVER LANE, CONGLETON, CW12 3QH		Congleton Town Council are fully supportive for Cheshire East Planning Officer to take a robust approach to ensure original conditions are met
21/4065C	Land West Of, GOLDFINCH CLOSE, CONGLETON		REJECT – DUE TO - Nature Conservation /landscaping – the strip of woodland next to the bridleway should not be removed
21/2674C	Land Off, MEADOW AVENUE, CONGLETON		No Objection
21/4043C	Oak Lea, Crouch Lane, Congleton, CW12 3PT		No Objection

Councillor A Martin – Vice Chair

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 1st July 2021

Please Note – These are draft minutes and will not be ratified until the next meeting of this Committee

For the papers discussed at the meeting, please see the [Meeting Agenda & Papers of the Town Hall, Assets and Services Committee 1st July 2021.](#)

In attendance:

Committee members: Cllrs

Suzy Firkin (Chair)
George Hayes (Vice Chair)
Duncan Amies
David Brown
Russell Chadwick

Non-Committee members: Cllrs Amanda Martin, Robert Moreton and Kay Wesley

Also present: Congleton Town Council Officers: David McGifford (Chief Officer),
Mark Worthington (Town Hall Manager), Ruth Burgess (Streetscape Development Manager)

Minutes

1. Apologies for absence

Apologies for absence were received from:

Committee Members: Cllrs Akers Smith, Douglas and Hemsley

Non-Committee Member: Cllr Duffy

2. Minutes of Previous Meetings

THAS/01/2122 Resolved to approve and sign the [minutes of the Town Hall, Assets & Services Committee held on 29th April 2021.](#)

3. Declarations of Interest

Declarations of interest were received from Councillors Brown, Hayes, and Moreton, on all non-pecuniary matters relating to Cheshire East Council.

4. Outstanding actions

There were no outstanding actions from the previous meeting.

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.

Paddling Pool Update – Emergency Finance and Policy Committee Meeting held to approve budget for a Normal Operating Procedure to be produced by a third party.

7. Town Hall Trading Account

THAS/02/2122 Resolved to receive the Town Hall Trading account to May 2021 and to note the content of the summary report.

8. Streetscape Trading Account

THAS/03/2122 Resolved to receive the Streetscape Trading account to May 2021 and to note the content of the summary report.

9. Re-Wilding Congleton Open Spaces

THAS/04/2122 Resolved to accept the proposal of Re-Wilding Congleton Open Spaces.

Action – Press release to be sent out before letters and flyers are posted to the residents.

10. Hybrid Meeting Update

THAS/05/2122 Resolved that:

- All Council Committee meetings should be 'hybrid' allowing face-to-face attendance by voting members and permitting remote attendance by non-voting members, the public and the press.
- Council Working Groups and informal meetings should be held remotely where possible but may on occasion be 'hybrid' or face-to-face, at the discretion of the members of the group/meeting.
- That once additional satisfactory quotes have been received and a demonstration has taken place, a formal proposal would then go to Council for a decision.

11. Streetscape Operative Safety Update

THAS/06/2122 Resolved to receive the update report on measures being put in place for Streetscape and Town Hall staff.

12. Future Use of the Town Hall

Following the receipt of the financial information it was proposed that members of the public and press should be excluded from the meeting prior to the debate.

Resolution to exclude members of the press and public from item 12 due to Financial Sensitivities.

THAS/07/2122 Resolved to pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for Item 12 due to financial sensitivities.

THAS/08/2122 Resolved to give the Chief Officer Delegated Authority on the contractual discussion with the Cheshire Clinical Commissioning Group with regards to the COVID Vaccination Programme.

**Cllr Suzy Firkin
(Chair)**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	21 st October 2021 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	15 Review and Amendments to the Financial Regulations		
Background	<p>The Town Council's Financial Regulations are one of the three mandatory documents required by law for a Town Council to operate, (The other two being the Standing Orders and Code of Conduct). The Town Council is required to review the Financial Regulations regularly, they were last reviewed a year ago (30th July 2020) so an annual review is good practice.</p> <p>The proposed updates marked * were presented to FAP on 30th September 2021 who resolved: <i>FAP/28/2122 To approve the proposed updates to the Financial Regulations and to recommend to Council on 21st October 2021 for inclusion in the Council's constitution.</i></p>		
Updates	<p>These Financial Regulations have been reviewed by the Responsible Financial Officer in conjunction with the Chair and Vice Chair of the Finance and Policy Committee. The Town Council's Financial Regulations are based on the model Financial Regulations issued by NALC (National Association of Local Councils), with some adjustments for local custom and practice. The updates are shown in red on the attached copy of the Financial Regulations in Appendix 1.</p> <p>Proposed updates:</p> <ul style="list-style-type: none">• * Page 1: Added according to NALC Model: <i>These Financial Regulations were adopted by the council at its meeting held on [enter date].</i>• * Page 7: 4.1 Added according to NALC Model: <i>Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Chief Officer, and where necessary also by the appropriate Chair..</i>• * Page 10: 6.8 and 6.9: Added according to NALC Model: <i>6.8 If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years</i>		

	<p>6.9 <i>If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.</i></p> <ul style="list-style-type: none"> • * Page 10: 6.15 Updated to state Chief Officer or RFO • * Page 10: 6.16: Included <p><i>The Credit Card must not be stored or saved in online trading/ purchasing accounts</i></p> <ul style="list-style-type: none"> • * Page 14: Foot note for item 11.1 c : Updated per NALC Model: <i>Thresholds currently applicable are:</i> <i>a) For public supply and public service contracts 209,000 Euros (£181,302)</i> <i>b) For public works contracts 5,225,000 Euros (£4,551,413)) ***<u>SEE BELOW ADDITIONAL UPDATE THAT OVERRULES THIS INFORMATION.</u></i> <p><u>Additional Updates from above:</u> As discussed at Committee meeting, it was requested to update the Financial Regulations to refer to the Chair/ Vice Chair of the Council as, <u>Mayor/ Deputy Mayor</u>, these updates are:</p> <ul style="list-style-type: none"> • <i>Page 7: 4.5</i> • <i>Page 14: 11.1 v</i> <p>***Additional Update: Since the Finance Meeting on 30th September a more recent update to Page 14 footnote should be taken into account, (See Appendix 1) the new footnote should read as below, this has not been presented to Finance and Policy, (figures can be stated in Sterling only):</p> <p><i><u>a) For public supply and public service contracts £189,330</u></i> <i><u>b) For public works contracts £4,733,252</u></i></p>
Recommendation	To approve the proposed updates to the Financial Regulations for inclusion in the Council's constitution.

**CONGLETON TOWN COUNCIL
FINANCIAL REGULATIONS**

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[These Financial Regulations were adopted by the council at its meeting held on \[enter date\].](#)

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers (the others being the Standing Orders and the Code of Conduct). Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts.
 - that provide for the safe and efficient safeguarding of public money.
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.
- 1.9. The RFO:
 - acts under the policy direction of the council.

- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices.
 - determines on behalf of the council its accounting records and accounting control systems.
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors,
- these shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Panel on Accounting Guidance (JPAG), available from the websites of NALC and the Society for Local Council Chief Officers (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as

soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. The RFO must each year, by no later than November, prepare detailed estimates of all income and expenditure, including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by each committee and the council.
- 3.2. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.3. The Finance Committee shall recommend and the Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.4. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - the council for all items over £10,000;
 - a duly delegated committee of the council for items over £5,000; or
 - the Chief Officer for any items below £5,000.

- [Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Chief Officer, and where necessary also by the appropriate Chair.](#)

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. Expenditure in accordance with 4.1 above which results in a budget being exceeded by no more than 10% may be authorised in arrears by the Finance Committee. No other expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by prior resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Chief Officer and the [Mayor or Chair of Council or of](#) relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the Chief Officer may authorise revenue expenditure on behalf of the council which in the Chief Officer's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether

or not there is any budgetary provision for the expenditure, subject to a limit of £2,000. The Chief Officer shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of income and expenditure to date under each heading of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. The Chief Officer and RFO to be signatories on the accounts for communication purposes only and not to be used for payment. The banking arrangements shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments, forming part of the Agenda for the Meeting and present the schedule to The Finance Committee. The committee shall review the schedule for compliance and, having satisfied itself shall note the payments.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted within the stated credit terms.
- 5.5. The Chief Officer and RFO shall have delegated authority to make payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Chief Officer and RFO certify that there is no dispute or other reason to delay payment.
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations)
or

c) fund transfers within the councils banking arrangements.

- 5.6. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.7. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.8. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Chief Officer or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, must not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment, the invoice and other documentation shall be initialled by the signatories.
- 6.6. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.7. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

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6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

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6.9. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6-7-6.10. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6-8-6.11. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6-9-6.12. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6-10-6.13. Where internet banking arrangements are made with any bank, the Chief Officer and the RFO shall be appointed as Service Administrators. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6-11-6.14. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6-12-6.15. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Chief Officer or and the RFO. A programme of regular checks of standing data with suppliers will be followed by the RFO

6-13-6.16. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Chief Officer and shall be subject to automatic payment in full at each month-end. In the absence of the Chief Officer any two from the Management Team (currently the RFO, Deputy CO, Town Hall Manager, Streetscape Manager) may authorise use of the credit card or trade card. Full details of all such transactions are to be advised by the RFO to the CO on his return. VAT invoices must be obtained where possible. The Credit Card must not be stored or saved in online trading/ purchasing accounts. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6-14-6.17. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

- a) The RFO shall maintain a petty cash float of £200 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the relevant committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.5. All investments of money under the control of the council shall be in the name of the council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Chief Officer.

- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
-
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Chief Officer and RFO shall act after consultation with the ~~Chair~~ [Mayor and Deputy Mayor and Vice Chair](#) of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
-
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹.
 - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².
 - d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
 - e. Such invitation to tender shall state the general nature of the intended contract and the Chief Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Chief Officer in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

² [a\) For public supply and public service contracts £189,330](#)
[b\) For public works contracts £4,733,252](#)

Thresholds currently applicable are:

a. ~~For public supply and public service contracts 209,000 Euros (£164,176)~~
b. ~~For public works contracts 5,225,000 Euros (£4,104,394)~~

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- f. All sealed tenders shall be opened at the same time on the prescribed date by the Chief Officer in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders, and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Chief Officer or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Chief Officer or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Chief Officer to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.
- 12.4. Any capital project of a value exceeding £10k will be subject to the following: The Town Mayor, Deputy Mayor, Chair and Vice Chair of the Finance and Policy Committee to have delegated powers along with the Chief Officer to agree financial details of the purchase of goods, including agreeing terms of payment. (At least 3 of the Councillors to be present when a decision is taken).

- 12.5. A financial search will be undertaken of the supplier's credit worthiness and financial status and appropriate references taken up from previous customers. The option to consider using an Advance Payment Bond to be explored where appropriate.
- 12.6. Final payment of invoice to be dependent on ensuring the goods are fit for purpose and meet the specification set by the Town Council.
- 12.7. Purchases of a high value exceeding £25k should be referred to the Finance and Policy Committee for approval including the terms of payment.
- 12.8. When specifications are drawn up for the purchase of goods and or services then such specifications should be reviewed and adopted by the Finance and Policy Committee.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Chief Officer shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £3,000.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 16), the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Chief Officer.
- 15.2. The Chief Officer shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. RISK MANAGEMENT

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The Chief Officer shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2. When considering any new activity, the Chief Officer shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Chief Officer shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

* * *

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	21 st October 2021 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael -Responsible Financial Officer		
AGENDA ITEM	16		
REPORT TITLE	Notice of Conclusion of Audit 2021		
Background	<p>In accordance with proper practice Congleton Town Council are audited annually by an external auditor.</p> <p>The Notice of Conclusion was presented to FAP on 30th September 2021, who resolved:</p> <p><i>FAP/30/2122 To receive the final audit for year ending 31st March 2021 from the External Auditors and to recommend to Council on 21st October 2021 for approval.</i></p>		
Updates	<p>The external auditors, PKF Littlejohn, have concluded their audit on our Annual Governance & Accountability Return for 2021, and have concluded:</p> <p><i>On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.</i></p>		
Recommendation	To approve the Notice of Conclusion for 2020/21		

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:

CTC/14/2122

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

RESTATED.

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	807,075	887,968	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. 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 the authority for approval

[Signature]

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:

CTC/14/2122

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

[Signature]

Section 3 – External Auditor Report and Certificate 2020/21

In respect of

CONGLETON TOWN COUNCIL – CH0056

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

2 External auditor report 2020/21

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

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

None

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

11/09/2021

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

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	21st October 2021 - 7.00pm	LOCATION	Town Hall
REPORT FROM	Chief Officer		
AGENDA ITEM REPORT TITLE	Shop Front Improvements Grant (first floor)		
Background	<p>At the meeting of the Finance and Policy Committee 30th September 2021 the committee made the following resolution: FAP/32/2122 RESOLVED to agree the proposal and in accordance with our Financial Regulations, recommended this to Council for approval along with the request for Council to approve spends from the relevant Budget line/Ear Marked Reserve.</p> <p>The project will be financed from EMR 322 Business Recovery.</p>		
Report	<p>In April 2020 a Regeneration Working Group was set-up to help Congleton businesses, get back on their feet and recover from the pandemic. In this time the working group has helped by:</p> <ul style="list-style-type: none"> • communications with the local business owners predominantly in the Town Centre with the latest grant funding information. • initiating a Town Centre tidy, including a deep cleanse of the street and its furniture. • adding bunting and festoon lighting to make the Town Centre more welcoming. • working with Cushman and Wakefield, consultants employed by Cheshire East Council on future plans for the vitality of Congleton. <p>In addition, the Congleton in Bloom Working Group has sponsored two years worth of free hanging baskets and the Christmas group have sponsored two years of free small Christmas trees.</p> <p>Cllr Russell Chadwick, Chair of the Regeneration Working Group, would like to incentivise landlords and businesses to make improvements to the first floors of the Town Centre properties.</p> <p>The Town Council offered a shop front improvement grant scheme in 2017 which helped 10 properties improve their ground floor frontage. The idea would be to reintroduce this scheme but open it up to include first floor maintenance.</p> <p>Higher quality shop frontages will make the area feel more welcoming to the local residents and visitors, improve the image and contribute towards a stronger sense of identity.</p>		

	<p>This report was presented to FAP and 30th September 2021 who resolved: <i>To agree the proposal and in accordance with our Financial Regulations, recommended this to Council for approval along with and the request for Council to approval of the relevant Budget line/Ear Marked Reserve.</i></p>
PROPOSAL	<p>To agree funding which will provide a grant support scheme for minor repairs and enhancement to the frontages of independent shop premises in Congleton Town Centre. The First Floor Improvement Scheme aims to improve the visual impact of the Town Centre.</p> <p>Congleton Town Council to offer a grant of up to 50% of eligible costs up to a maximum of £1,000 grant per property.</p> <p>Works that will be funded include:</p> <ul style="list-style-type: none"> • Exterior repainting of timber or render. • Minor alterations e.g. replacement of doors, windows, facia, masonry, rainwater goods. • New/ replacement high quality signage. • New/ replacement high quality awnings. • Other physical works which improve the visual aspect of the property frontage, can be considered. • Related costs such as scaffolding, planning application fees, professional fees etc. <p>All works should be undertaken post approval of a grant principle.</p> <p>All works to be carried out to a high standard. Checks will be made by Congleton Town Council to ensure that works have been carried out in accordance with the details in the application documentation and to a high standard.</p> <p>** The scheme will not fund routine maintenance or internal works.</p>
FINANCIAL CONSIDERATIONS	<p>For £10,000 to be made available.</p>
EQUALITY CONSIDERATIONS	<p>The scheme would be open to all independent businesses in the Town Centre, occupied or vacant. An independent shop can be part of a chain of no more than 5 shops, or a franchise that is run as your own business. The applicant must be able to fund the works in the first instance as the grant will be paid upon receipt of proof of payment. Works to be implemented within a 12-month period of being granted the funds.</p> <p>They will be made aware of this grant scheme; the map below indicates the cut-off area of what businesses can apply. Same boundary as 2017:</p>

	
DECISION REQUESTED	To agree the proposal and approve a budget code for this grant scheme, and to approve the necessary budget from Ear Marked Reserve 322 Business Recovery.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	21 st October 2021 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Chief Officer		
AGENDA ITEM REPORT TITLE	18 Review of Congleton Town Council's Standing Orders		
Background	Standing Orders are the written rules of a local council and are essential to regulate the proceedings of a meeting. They are an essential part of the Constitution of the Council. The Council's internal audit includes a review of Corporate Governance and a recommendation at the last audit was that the Council's Standing Orders should be reviewed annually. There was a minor update in 2020 but it is some time since they were given a complete review.		
Updates	The National Association of Local Councils (NALC) publish model standing orders for Town and Parish Councils. These contain many statutory requirements for the council to operate within the law. It became apparent when looking at the NALC model that because of the many changes since the last review it would not be possible to incorporate the NALC model into the existing Standing Orders and that the best way forward would be to start with the NALC model and incorporate Congleton's standing orders into it. It would also make it simpler in the future to have an annual review at the annual council meeting and incorporate any additions from NALC into the revised document. The new Standing Orders have items in bold type that are legal and statutory requirements. Appendix (18.1) contains the revised standing orders recommended for adoption by Congleton Town Council and for completeness Appendix (18.22) shows the current standing orders with references on the left-hand side to show where in the new document they appear.		
Decision Requested	To adopt Appendix 18.1 as the Standing Orders for Congleton Town Council and replace the existing ones within the Constitution.		

Congleton Town Council

Standing Orders

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Appendix 18.1

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply not exceeding 3 minutes either at

Appendix 18.1

the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of

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reply.

- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the Chair of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

Full Council meetings	●
Committee meetings	●
Working Groups	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

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- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes in total unless directed by the Chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- i A person shall either raise his hand or use an automated system, when requesting to speak. Traditionally Councillors and Officers have stood when speaking in Council meetings, however they may remain seated, unchallenged, if they choose to do so.
- j A person who speaks at a meeting shall direct his comments to the Chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor may in his absence be done by, to or before the Deputy Mayor of the Council.**
- p **The Mayor, if present, shall preside at a meeting. If the Mayor is absent**

from a meeting, the Deputy Mayor of the Council if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

See standing orders 6(h) and 6(i) for the different rules that apply in the election of the Mayor at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.

- u **A councillor who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4f(vii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and
- the meeting shall be closed. The business on the agenda for the meeting shall
- be adjourned to another meeting.
- x A meeting shall not exceed a period of 2 hours unless council members vote to continue beyond 2 hours.

4. Committees and sub-committees

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d Non-councillors on a committee do not have voting rights.
- e The Mayor and Deputy Mayor shall be members of every committee.
- f The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
 - vi. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;
 - vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a working group which, in both cases, shall be three members or a third of its total membership whichever is the larger.
 - viii. shall determine if the public may participate at a meeting of a committee;
 - ix. shall determine if the public and press are permitted to attend the

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meetings of a working group and also the advance public notice requirements, if any, required for the meetings of a working group;

- x. shall determine if the public may participate at a meeting of a working group that they are permitted to attend; and
- xi. may dissolve a committee or a working group.

5. Presence of Non-members of Committees at Committee meetings.

- a. A member who has proposed a resolution which has been referred to any committee of which they are not a member, may explain their resolution to the committee but shall not vote.
- b. Any Council member shall, unless the Council otherwise orders, be entitled to be present as a spectator at the meetings of any committee or working group of which they are not a member

6. Ordinary council meetings

- a. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b. **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c. **If no other time is fixed, the annual meeting of the Council shall take place in Congleton Town Hall at 7pm.**
- d. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e. **The first business conducted at the annual meeting of the Council shall be the election of the Mayor and Deputy Mayor of the Council.**
- f. **The Mayor, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g. **The Deputy Mayor, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Mayor at the next annual meeting of the Council.**
- h. **In an election year, if the current Mayor has not been re-elected as a member**

of the Council, they shall preside at the annual meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but shall give a casting vote in the case of an equality of votes.

- i **In an election year, if the current Mayor has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Mayor has been elected. They may exercise an original vote in respect of the election of the new Mayor and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Mayor and Deputy Mayor at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Mayor and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, working groups, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the

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future;

- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's complaints procedure;
- xvi. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 12, 21 and 22*);
- xvii. Review of the Council's policy for dealing with the press/media;
- xviii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xix. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

7. Extraordinary meetings of the council, committees and working groups.

- a **The Mayor may convene an extraordinary meeting of the Council at any time.**
- b **If the Mayor does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The Chair of a committee may convene an extraordinary meeting of the committee at any time.
- d An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

8. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Chief Officer in accordance with standing order 10, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 8(a) has been disposed of,

no similar motion may be moved for a further six months.

9. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

10. Motions for a meeting that require written notice to be given to the Chief Officer

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Chief Officer at least 7 clear working days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Chief Officer may, before including a motion on the agenda received in accordance with standing order 10(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Chief Officer considers the wording of a motion received in accordance with standing order 10(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Chief Officer at least 7 clear working days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Chief Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Chief Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Chief Officer of

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the reason for rejection.

11. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Chief Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

12. Management of information

See also standing order 21.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

13. Draft minutes

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 11(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council's gross annual income or expenditure (whichever is higher)**
- **does not exceed £25,000, it shall publish draft minutes on a website which**

- **is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 13(e) and standing order 21(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

14. Code of conduct and dispensations

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b In line with the Members' Code of Conduct no member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be. Any member in breach of 14b shall be excluded from the confidential part of any meeting of the Council and may also be in breach of the Members Code of Conduct.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- d Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- e **Dispensation requests shall be in writing and submitted to the Chief Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- f A decision as to whether to grant a dispensation shall be made by the Chief Officer and that decision is final.
- g A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

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- ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- h Subject to standing orders 14(d) and (f), a dispensation request shall be considered by the Chief Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- i **A dispensation may be granted in accordance with standing order 14(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

15. Code of conduct complaints

- a Upon notification by the Monitoring Officer of Cheshire East Borough Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Chief Officer shall, subject to standing order 12, report this to the Council.
- b Where the notification in standing order 15(a) relates to a complaint made by the Chief Officer, the Chief Officer shall notify the Mayor of this fact, and the Mayor shall nominate another staff member to assume the duties of the Chief Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 15(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by CEC's Monitoring Officer that a councillor or non-**

councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

16. Proper Officer

- a The Proper Officer shall be the Chief Officer or (ii) other staff member(s) nominated by the Council to undertake the work of the Chief Officer when the Chief Officer is absent.
- b The Chief Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by email authenticated in such manner as the Chief Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**
 - iii. **facilitate inspection of the minute book by local government electors;**
 - iv. **receive and retain copies of byelaws made by other local authorities;**
 - v. hold acceptance of office forms from councillors;
 - vi. hold a copy of every councillor's register of interests;
 - vii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
 - viii. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
 - ix. assist in the organisation of, storage of, access to, security of and

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destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

- x. arrange for legal deeds to be executed;
(*see also standing order 24*);
- xi. refer a planning application received by the Council to the Chair or in his absence the Vice-Chair of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning committee;
- xii. manage access to information about the Council via the publication scheme.

17. Responsible financial officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

18. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The duties of the Responsible Financial Officer shall include:
 - 1. To prepare financial reports for the Finance and Policy Committee and/or the Council.
 - 2. To prepare draft estimates. When approved by Council these will form the basis of budget monitoring during the year. To report thereon to Finance and Policy Committee.
 - 3. To submit the precept requirements to CEC and supply any breakdown requested.
- d The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March.

A completed draft annual governance and accountability return shall be presented to the Finance and Policy committee prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

19. Financial controls and procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required as agreed either 3 or 4 times annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 19(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;

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- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Chief Officer;
 - v. tenders shall be opened by the Chief Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

20. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of Council or the Personnel committee is subject to standing order 12.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of the Personnel committee or, if they are not available, the vice-Chair of the Personnel committee of absence occasioned by illness or other reason and that person shall report such absence to the Personnel committee at its next meeting.
- c The Chair of Personnel committee and the vice-Chair shall conduct a review of the performance and annual appraisal of the work of Chief Officer.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chair of the Personnel committee or in their absence, the vice-Chair of the Personnel committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Committee.
- e Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- f In accordance with standing order 12(a), persons with line management responsibilities shall have access to staff records referred to in standing order 20(e).

21. Responsibilities to provide information

See also standing order 22.

- a. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

22. Responsibilities under data protection legislation

Below is not an exclusive list. See also standing order 12.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

23. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

24. Execution and sealing of legal deeds

See also standing order 16(x)

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 24(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Chief Officer shall witness their signatures.**

25. Communicating with unitary councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Cheshire East ward councillor(s) representing Congleton.
- b Unless the Council determines otherwise, a copy of each letter sent to the Cheshire East Borough Council shall be sent to the ward councillor(s) representing the area of the Council.

26. Restrictions on councillor activities

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

27. Standing orders generally

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Chief Officer in accordance with standing order .
- c. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d. The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

28. Constitution

- a. The Council shall maintain and periodically update a Constitution to advise Members and the public how the Council conducts its business and how decisions are made.
- b. The contents of the Constitution will be determined by Council but will always contain Standing Orders, Standing Orders for Contracts, Financial Regulations, Members' Code of Conduct and the Publication Scheme.

29. Town Meeting

- a. The Council will facilitate the Town Meeting, to be held between the 1st March and 1st June (both inclusive) each year.
- b. The Town Council will fix the day and time of the Town Meeting but it must not commence earlier than 6pm.
- c. At least 7 days public notice must be given of the meeting, specifying the time and place thereof and the business to be transacted.

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- d The press and public have the same rights of admission as they have to a meeting of the Town Council.
- e The Town Mayor, if present presides at the Town Meeting, or in his/her absence the Deputy Mayor. If neither are present, the meeting elects a Chair from the local government electors for the Town who are present.

30. Honorary Burgess

- a The Council may award the title of “Honorary Burgess” in recognition of service to Congleton Town. There is no legal significance to this title nor does it confer any rights or privileges. Burgesses are however invited to all full Council meetings and sent copies of agendas and non confidential reports .
- b To mark the conferring of this title, the Council will present the recipient with a document which will take the form of a resolution of the Council.
- c The number of “Honorary Burgesses” shall be restricted to 25 living persons.
- d Recipients must be residents of Congleton Town who, by their actions, have served the Town for the benefit of the Community. Employees and sitting members of the Council shall not be recipients.

31. Certificates in Recognition of Outstanding Service.

- a The Council may award a Certificate in recognition of outstanding service to an individual, on the recommendation of the Mayor, for service to the Town during the Mayor’s year of office.

32. Youth Committee

- a The Council may make provision for an informal committee of young persons which will operate in accordance with a Constitution approved by Council. Members of the Youth Committee may attend Council meetings and at the discretion of the Mayor be allowed to make reports, ask questions or raise issues on a specific item on the Council agenda. They may not ask questions or raise issues under this agenda item for any matter which is the subject of a separate agenda item.
- b The Mayor may, subject to being advised 48 hours in advance of the meeting, ask Council to waive Standing Orders to allow members of the Youth Committee to make a statement or ask a question when any other agenda item is being considered.

CONGLETON TOWN COUNCIL

STANDING ORDERS

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MEETINGS

- 1a. Meetings of the Council shall be held in each year on such dates as the Council may direct. In addition to the Statutory Annual Meeting at least three other statutory meetings shall be held in each year.
- b. Meetings of the Council shall be held at the Town Hall, Congleton, at 7.00 p.m. unless the Council otherwise decides at a previous meeting, or the Mayor takes the decision in advance of the notice of the meeting, as a matter of expediency.
- c. Smoking is not permitted at any meeting of the Council, committee, sub-committee, working party or informal meeting.
- d. Additional meetings shall be held as required by the Town Council. The Mayor (or Deputy Mayor in the Mayor's absence) may convene an extraordinary meeting at any time. Any two Members may convene an extraordinary meeting, having previously requisitioned the Mayor and received a refusal or where the Mayor has omitted to call such a meeting within seven days of requisition.

THE STATUTORY ANNUAL MEETING

- 2a. In an election year shall be held on or within 14 days following the day on which the councillors elected take office and
- 2b. In a year which is not an election year shall be held on such day in May as the Council may direct.

NOTE: Any reference in these Standing Orders to the powers and duties of the Chair shall also apply to the powers and duties of the Town Mayor.

CHAIR OF THE MEETING

- 3a. The Mayor will preside at the Council meeting if present. In the Mayor's absence, the Deputy Mayor will preside.
- b. If both the Mayor and deputy Mayor are absent, the Council will approve a Chair from amongst the Councillors present.
- c. The person residing at a meeting may exercise all the powers and duties of the Mayor in relation to the conduct of the meeting.

PROPER OFFICER

4. Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, he/she shall be the Chief Officer:-
 - a. To receive declarations of acceptance of office.
 - b. To receive and record notices disclosing personal and prejudicial interests.
 - c. To receive and retain plans and documents.
 - d. To sign notices or other documents on behalf of the Council.
 - e. To receive copies of bylaws made by the Borough Council.
 - f. To certify copies of bylaws made by the Town Council.
 - g. To sign summons to attend meetings of the Council.
 - h. To keep proper records for all Council meetings.
 - i. To receive any communications or requests under the Freedom of Information Act 2000.
 - j. To sign and serve on councillors by post, delivery or electronic means, a summons confirming the time, date and venue and the agenda of a meeting of the Council or committee or sub-committee at least 3 clear days before the meeting. (3 clear days excludes the day on which the notice is served, the day of the meeting, Sundays, a day of the Easter break or a bank holiday)
 - k. To give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council, committee or sub-committee.
- The Chief Officer and other officers of the Council shall have the authority and duties given to them under the Council's Scheme of Delegation.

QUORUM OF THE COUNCIL

5. Seven members shall constitute a quorum.
6. If a quorum is not present or if during a meeting the number of councillors present (not counting those debarred by reason of a declared personal and prejudicial interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chair may fix.

(For a quorum relating to a committee or sub-committee, please refer to standing order 53.)

VOTING

7. Members shall vote by show of hands or, if at least two members so request, by a signed non disclosed ballot. The ballot papers shall be provided and collected by the Chief Officer who will announce the outcome of the vote and record the quantity of votes in favour, against, and abstentions within the minutes without disclosing names.
- 7a) Members shall vote by show of hands or, if at least two members so request, by a signed disclosed ballot. The ballot papers shall be provided and collected by the Chief Officer who will announce the outcome of the vote by reading out the Individual ballot papers.
8. If a member so requests, the Chief Officer shall record the names of the members who voted on the specific agenda item so as to show whether they voted for, against or abstained. Such a request must be made before the vote and the names will be recorded following a show of hands in the sequence of those in favour, against and any abstentions. The recorded named vote will be included within the published minutes.
- 9a. Subject to (b) and (c) below the Chair may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he gave an original vote.
- b. The Chair may not give an original vote in the election of the Chair on any occasion when he will himself immediately after such election retire from the Council (except at the election after the parish or community elections.
- c. The person presiding must give a casting vote whenever there is an equality of votes in an election for Chair.

ACCEPTANCE OF OFFICE

- 10a. Following an election, Councillors should execute Declarations of Acceptance of Office in the presence of a proper officer previously authorised by the Council to take such declaration, before the annual meeting commences.

ORDER OF BUSINESS

11. At each Annual Meeting the first business shall be:-

- a. To elect the Town Mayor.
- b. To receive the Town Mayor's declaration of acceptance of Office or, if not then received, to decide when it shall be received.
- c. To elect a Deputy Town Mayor.
- d. To receive the Deputy Mayor's declaration of acceptance of Office or, if not then received, to decide when it shall be received.
- e. In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- f. To appoint representatives to outside bodies.
- h. To appoint statutory or standing committees as may be required by the Town Council.
- i. To consider the payment of any subscriptions falling to be paid annually.
- j. To inspect any deeds and trust instruments in the custody of the Council; and shall thereafter follow the order set out in Standing Order 14.

12. At every meeting other than the Annual Meeting the first business shall be to appoint a Chair if the Mayor and Deputy Mayor are absent and to receive such declarations of acceptance of office (if any) as are required by law to be made, or if not then, received to decide when they shall be received.

13. The annual review of the pay and conditions of service of existing employees shall be undertaken by Personnel Committee in accordance with the national pay negotiations. Any review outside of this shall be referred to Council for ratification.

14. After the first business has been completed, the order of business, unless the Council otherwise decides on the grounds of urgency, shall be as follows:-

- a. To read and consider the Minutes: provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
- b. After consideration to approve the signature of the Minutes by the presiding Chair as a correct record.
- c. To deal with business expressly required by statute to be done.
- d. To receive such communications as the presiding Chair may wish to lay before the Council.
- e. To dispose of business, if any, remaining from the last meeting.
- f. To answer questions from councillors.
- g. To consider motions or recommendations in the order in which they have been notified.
- h. To receive and consider reports and minutes of committees, sub-committees, working parties and advisory committees.
- i. To receive and consider reports from officers of the Council.
- j. To authorise the sealing of documents.
- k. To authorise the signing of orders for payment if necessary (see Standing Order 61).
- l. Any other business specified in the summons.

URGENT BUSINESS

15. A motion to vary the order of business on the ground of urgency:
 - a. May be proposed by the Chair or by any member and, if proposed by the Chair, may be put to the vote without being seconded, and
 - b. Shall be put to the vote without discussion.

RESOLUTIONS MOVED ON NOTICE

16. Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Chief Officer or the mover has given notice in writing of its terms and has delivered the notice to the Chief Officer at least 7 clear days before the next meeting of the Council.
17. The Chief Officer shall date every notice of motion or resolution when received by him/her, shall number each notice in the order in which it was received and shall record it in a form which shall be open to the inspection of every member of the Council.
18. The Chief Officer shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he/she intends to move it at some later meeting or that he/she withdraws it.
19. If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
20. If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Mayor, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
21. Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties or which affects its area.

RESOLUTIONS MOVED WITHOUT NOTICE

22. Resolutions dealing with the following matters may be moved without notice:-
 - a) To appoint a Chair of the meeting.
 - b) To correct the Minutes.
 - c) To approve the Minutes.
 - d) To alter the order of business.
 - e) To proceed to the next business.
 - f) To close or adjourn the debate.
 - g) To refer a matter to a committee.
 - h) To appoint a committee or any members thereof.
 - i) To adopt a report.
 - j) To authorise the sealing of documents.
 - k) To amend a motion.
 - l) To give leave to withdraw a resolution or amendment.
 - m) To extend the time limit for speeches.
 - n) To consider otherwise than in a committee, a question affecting an employee of the Council.

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- o) To exclude the public or press. (see Order 71 below)
- p) To silence or eject from the meeting a member named for misconduct. (see order 34 below)
- q) To give the consent of the Council where such consent is required by these Standing Orders.
- r) To invite a Member having a personal & prejudicial interest in the subject matter under debate to remain (see Order 63)
- s) To suspend any Standing Order. (see Order 83 below)
- t) To adjourn the meeting.

QUESTIONS

- 23. A member may ask the Mayor any question concerning the business of the Council, provided 7 clear days notice of the question has been given to the person to whom it is addressed.
- 24. A Member may ask the Chair of a committee, sub committee or working party any question concerning the business of the committee, sub-committee or working party, provided 7 clear days notice of the question has been given to the person to whom it is addressed.
- 25. No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
- 26. Every question shall be put and answered without discussion.
- 27. A person to whom a question has been put may decline to answer or opt to provide a written answer before the next meeting.
- 28. A member without notice may ask the Chair of a Committee any question upon the business of the Committee then before the Council if the question is put before the Council's consideration of those proceedings is finished.

RULES OF DEBATE

- 29. No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chair.
- 30a. A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chair, be reduced to writing and handed to him before it is further discussed or put to the meeting.
 - b. A member when seconding a resolution or amendment may, if he/she then declares his/her intention to do so, reserve his speech until a later period of the debate.
 - c. A member shall direct his/her speech to the question under discussion or to a personal explanation or to a question of order.
 - d. No speech shall exceed 5 minutes except by consent of the Council.
 - e. An amendment shall be either:-
 - i) To leave out words.
 - ii) To leave out words and insert or add others
 - iii) To insert or add words.
 - f. An amendment shall not have the effect of negating the resolution before the Council.

- g. If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
 - h. A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
 - i. The mover of a resolution or of an amendment shall have a right of reply, not exceeding 3 minutes.
 - j. A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
 - k. A member may rise to make a point of order or a personal explanation. A member rising for these purposes shall be heard forthwith. A personal explanation shall be confirmed to some material part of a former speech by him/her which may have been misunderstood.
 - l. A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
 - m. When a resolution is under debate no other resolution shall be moved except the following:-
 - i. To amend the resolution.
 - ii. To proceed to the next business.
 - iii. To adjourn the debate.
 - iv. That the question be now put.
 - v. That a member named be not further heard.
 - vi. That a member named do leave the meeting.
 - vii. That the resolution be referred to a committee.
 - viii. To exclude the public or press or both.
 - ix. To adjourn the meeting.
31. Traditionally Councillors and Officers have stood when speaking in Council meetings, however they may remain seated, unchallenged, if they choose to do so.

- 32. a. the ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be discussed.
- b. Members shall address the Chair.
- c. If two or more members rise, the Chair shall call upon one of them to speak and the others shall resume their seat.
- d. Whenever the Chair rises during a debate all other member shall be seated and silent.

CLOSURE

- 33. At the end of any speech a member may, without comment, move “that the question be now put”, “that the debate be now adjourned” or “that the Council do now adjourn”. If such motion is seconded, the Chair shall put the motion but, in the case of a motion “that the question be now put”, only if he is of the opinion that the question before the Council has been sufficiently debated. If the motion “that the question be now put” is carried, he/she shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.

DISORDERLY CONDUCT

- 34a. All members must behave in a manner required by the Code of Conduct currently adopted by the Council.
- b. No member shall at a meeting persistently disregard the ruling of the Chair, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule.
- c. If, in the opinion of the Chair, a member has broken the provisions of paragraph (a) or (b) of this Order, the Chair shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- a. If either of the motions mentioned in paragraph (c) is disobeyed, the Chair may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

RIGHT OF REPLY

- 35. The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

ALTERATION OF RESOLUTION

36. A member may, with the consent of his seconder, move amendments to his own resolution.

RESCISSION OF PREVIOUS RESOLUTION

37a. A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least 6 members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.

b. When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months.

VOTING ON APPOINTMENTS

38. Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

39. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the public shall be excluded. (See Standing Order No. 71.)

RESOLUTIONS ON EXPENDITURE

40. Any resolution (which is moved otherwise than in pursuance of a recommendation of the Finance & Policy Committee or of another committee after recommendation by the Finance & Policy Committee) and which, if carried, would, in the opinion of the Chair substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, except when this impact is already accommodated in an approved budget shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon (and the Finance & Policy Committee shall report on the financial aspect of the matters).

EXPENDITURE

41. Approved cheques and other Orders for the payment of money shall be signed by two members, from a minimum of four Members nominated by Council at the start of the four year cycle but reviewed annually.

42. Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations. The Financial Regulations shall be reviewed once a year.

43. The Financial Regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an officer. Payments made under delegated authority must be included must be included in a report in accordance with Order.

ACCOUNTS AND FINANCIAL STATEMENT

- 44.a. All payments by the Council shall be authorised, approved and paid in accordance with the Financial Regulations and must be reported to the next ordinary Council meeting.
- b. Where it is appropriate in the efficient execution of Council business to make a payment before it has been authorised by the Council, or Finance & Policy Committee, but is not a payment delegated to the Chief Officer or Responsible Financial Officer (RFO) for approval, such payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the Chief Officer or RFO for payment in consultation with the Chair or Vice-Chair of the Finance & Policy Committee.
- c. All payments ratified under sub-paragraph (b) of this Standing Order shall be separately included in the next schedule of payments before the Council.

ESTIMATES / PRECEPTS

45. Any committee desiring to incur expenditure to be defrayed out of the rates shall, not later than 31st December, give to the Chief Officer a written estimate of the expenditure recommended for the coming year, and such estimate shall be submitted to the Council at its meeting in January when the Council shall approve its Budget and Precept for the coming financial year.

SEALING OF DOCUMENTS

- 46 a. A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- b. Any two members of the Council named in a resolution moved under the provisions of paragraph (a) of this Order may seal, on behalf of the Council, any document required by law to be issued under seal

COMMITTEES & SUB COMMITTEES

47. The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary clearly defining roles of the committees and any delegated powers, but subject to any statutory provision in that behalf:-
- a. Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
- b. May appoint persons other than Members of the Council to any Committee (Except Finance & Policy Committee), but such persons will not have power to vote; and
- c. May subject to the provisions of Order 37 above at any time dissolve or alter the membership of committee.
48. The Mayor and Deputy Mayor shall be members of every committee.

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49. Every committee shall at its first meeting before proceeding to any other business, elect a Chair and a Vice-Chair who shall hold office until the next Annual Meeting of the Council, and shall settle its programme of meetings for the year. For standing committees these issues shall be determined at the Annual Council meeting.
50. The Chair of a committee or the Mayor may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
51. Every committee may appoint sub-committees for purposes to be specified by the committee.
52. The Chair and Vice-Chair of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
53. Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be three Members or a third of its total membership whichever is the larger, except in relation to Planning Committee where the quorum is 5 Members.

If however circumstances arise where the Finance and Policy Committee is not a quorate at a particular meeting and other non committee members of the Council are present, the Chair will have the discretion, at that meeting only, to co-opt such councillors onto the committee as voting members to make the meeting quorate.
54. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.

WORKING PARTIES & ADVISORY COMMITTEES

- 55a. The Council may create working parties to look at specified issues and advise it accordingly. It must determine the terms of reference and membership as for a committee. Usually working groups will operate on a task and finish basis.
 - b. Voting in a working group will be as for a committee see Orders 57 & 58 below.
- 56a. The Council may create advisory committees, whose name, and number of members and the bodies to be invited to nominate members shall be specified.
 - b. The Council shall determine the terms of reference of the committee.
 - c. An advisory committee may make recommendations and give notice thereof to the Council
 - d. An advisory committee may consist wholly of persons who are not members of the Council.

VOTING IN COMMITTEES

57. Members of committees and sub-committees entitled to vote shall by show of hands, or, if at least two members so request, by signed ballot.
58. Chair of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.

PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

59. A member who has proposed a resolution which has been referred to any committee of which he/she is not a member, may explain his resolution to the committee but shall not vote.
60. Any Council member shall, unless the Council otherwise orders, be entitled to be present as a spectator at the meetings of any committee or sub-committee of which he/she is not a member.

RESPONSIBLE FINANCIAL OFFICER

- 61.a. The Responsible Financial Officer (R.F.O.) of the Council shall be the Chief Officer or RFO upon a resolution of Council. The Chief Officer and other officers of the Council shall have the authority and duties given to them under the Council's Scheme of Delegation.
- b. The duties of the R.F.O. shall include the following:-
 - (i) To prepare financial reports for the Finance & Policy Committee, and/or the Council.
 - (ii) To prepare draft estimates. When approved by Council these will form the basis of budget monitoring during the year. To report thereon to Finance & Policy Committee.
 - (iii) To submit the precept to the Borough Council and supply any breakdown requested.
 - (iv) To bank regularly (daily if necessary) all money received and expended by the Council.
 - (v) To ensure that all money due to the Council is billed and collected promptly.
 - (vi) To manage cash flow and control investments and bank transfers.
 - (vii) To control payments by cheque.
 - (viii) To handle the overall management of payroll. To ensure prompt payment of tax and national insurance to Inland Revenue monthly.
 - (ix) To take overall responsibility for submission of VAT returns and to deal with VAT inspections.
 - (x) To verify and code (i.e. allocate to expenditure heads) suppliers' invoices prior to certification for payment.

Appendix 18.2

- (xi) To prepare and balance final accounts in accordance with the regulations and report thereon to Finance & Policy Committee and the Council.
- (xii) To produce accounts and records for external audit in accordance with the regulations.
- (xiii) To arrange for internal audit material of all aspects of the Council's financial affairs in accordance with regulations.
- (xiv) To monitor compliance with the Council's financial regulations and to ensure correct financial systems are in place.
- (xv) To manage insurance risk. To process claims as necessary. To report annually to Finance & Policy Committee or Council on insurance risk covered.
- (xvi) To maintain the Council's register of property and assets.
- (xvii) To be familiar with and administer the computerised accounts system.

INTERESTS

- 62. If a member has a non-pecuniary interest as defined by the Code of Conduct for Members 2012 currently adopted by the Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of that interest as required.
- 63a. If a member who has declared a non-pecuniary interest then considers the interest to be pecuniary, he/she must withdraw from the meeting and not take part in any discussion or vote during consideration of the item to which the interest relates.
 - b. Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions the Council places on your involvement in matters where you have a pecuniary or non pecuniary interest as defined by the Council.
- 64a. The Chief Officer shall hold a copy of the Register of Member's Interests in accordance with instructions received from the Monitoring Officer of the Responsible Authority and/or as required by statute.
 - b. Officers' interests declared under the Officer Code of Conduct must also be recorded in the Register
 - c. The Register shall be available during reasonable hours of the day for the inspection of any Member.
- 65. If a candidate for any appointment under the Council is to his/her knowledge related to any member of or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Chief Officer. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Chief Officer shall report to the Council or to the appropriate committee any such disclosure.

CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

- 66a. Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Chief Officer shall make known the purport of this sub-paragraph of this Standing Order to every candidate.
- b. A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment, providing they are not part of the selection process.
67. Standing Order Nos. 65 & 66 shall apply to tenders as if the person making the tender were a candidate for an appointment.

INSPECTION OF DOCUMENTS

68. A member may for the purpose of his/her duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
- 69a. All minutes kept by the Council and by any committee or sub-committee shall be open for the inspection of any member of the Council.
- b. All requests for information held by the Council shall be processed in accordance with The Council's Publication Scheme and Information Guide and the Freedom of Information Act 2000.

UNAUTHORISED ACTIVITIES

70. No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:-
- a. Inspect any lands or premises which the Council has a right or duty to inspect; or
- b. Issue orders, instructions or directions
- c. Issue or make a statement to the press or media unless authorised to do so by the Council or the relevant committee or sub-committee.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

- 71a. The public shall be admitted to all meetings of the Council and its committees and sub-committees but not working parties, which may, however, temporarily exclude the public by means of the following resolutions:-

“That the Council/Committee resolve to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960, from the matters set out below on the grounds that it could involve the likely disclosure of private and confidential information or staff matters”.

- 71b. The Council shall state the special reason for exclusion.

- 72a. At all meetings of the Council the Chair may at their discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.

- 72b. At all meetings of the Council, the Chair shall adjourn the meeting so as to allow any members of the public to address the meeting in relation to the relevant business to be transacted at that meeting where Council invite a Member having a personal and prejudicial interest in the subject matter under debate to remain only for the purpose of making representations, answering questions or giving evidence relating to the business, in accordance with Order 22 (r) and 63b.

73. The Council have a public question session at ordinary meetings of full Council and a total of 15 minutes is allocated for members of the public to address the Council on any matter relevant to the work of the Council, questions will be asked and answered without discussion. It may introduce a public question session at any of its other meetings. The following operational rules will apply:

a. General

Individual members of the public may speak for up to 5 minutes, but, the Chair (Mayor) will decide how the period of time is allocated for public speaking and it will be apportioned where there are a number of speakers.

The Council or Member responding to the question may answer the question, may decline to do so, may agree to reply at a later date or may refer the question to an appropriate committee. Questions will be asked and answered without discussion

It is not required to give notice of the intention to make use of public speaking provision but, as a matter of courtesy, a period of 24 hours notice is encouraged

Members of the public requiring a response, may also ask questions of the Chair (Mayor) of Council, at any ordinary meeting of that body by giving the requisite notice.

b. Order of questions

Questions will be asked in the order that notice of them was received, except that the person presiding may group together similar questions.

c. Notice of questions

If a question is submitted to the Chief Officer, in writing or by electronic mail, no later than midday 7 working days before the day of the meeting, the question will be responded to at the meeting. Each question must give the name and address of the questioner and must clearly identify the Member of the Council to whom it is to be put.

d. Number of questions

At any one meeting no person may submit more than one question and no more than one such question may be asked on behalf of any one organisation.

e. Scope of questions

The Chief Officer may reject a proposed question if it:

- is not about a matter for which the Council has a responsibility or which affects the Town.
- is defamatory, frivolous or offensive.
- is substantially the same as a question which has, in the past six months, been put at a meeting of Council or any Committee or sub-Committee.
- requires the disclosure of confidential information.
- relates to a planning application or any matter of a personal nature.
- discloses no question.

f. Asking the question at the meeting

The Chair of the meeting will invite the questioner to put the question to the Member named in the notice. If a questioner who has submitted a written question is unable to be present, they may ask the Chair to put the question on their behalf. The Chair may ask the question on the questioner's behalf, indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with.

g. Response

An answer may take the form of:

- (a) a direct oral answer;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the Member to whom it was to be put, will be dealt with by a written answer.

h. Supplementary question

An elector asking a question may ask one supplementary question without notice to the Member to whom the first question was asked. The supplementary question must arise directly out of the

original question or the reply. The Member to whom the supplementary question is asked may deal with it in accordance with g above.

i. Time for electors' questions

The period allowed for putting questions shall be fifteen minutes in total, commencing immediately following the confirmation of the minutes of the previous meeting.

74. The Council have introduced a Public Speaking Session at ordinary meetings of Planning Committee, which Council has the right to suspend or discontinue at its discretion. Public speaking will only apply in relation to planning applications on which the Council is consulted. Interested parties will be able to make statements to Committee, but not ask questions of Committee or of any other party. It will not apply when Committee is considering its response to consultation or planning policy, such as the Local Development Framework, Regional Strategic Planning or supplementary planning guidance.
The operational rules for Public Speaking at Planning Committee, will be as approved by that Committee and set out in the Members Planning Guide.

PETITIONS

75. At any meeting any Member may present a petition, signed by persons other than Members of the Council, which is relevant to some matter for which the Council has a responsibility or which affects the Town.
- (a) A Member wishing to present a petition shall give notice of his/her intention to do so to the Chief Officer at least twenty-four hours before the beginning of the meeting at which it is to be presented.
 - (b) The presentation of a petition will last for no more than three minutes.
 - (c) No discussion will take place on any petition, but any Member may move that a matter raised by a petition be referred to the appropriate Committee or sub-Committee. Once seconded, such a motion will be voted on without discussion.
76. The Chief Officer shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present. There shall be no audio or video recording or photographs of the meeting without the express approval of the Council.
77. If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that he/she be removed from the meeting.
78. Working parties and advisory committees are not normally public meetings as they are not formal decision making bodies.

CONFIDENTIAL BUSINESS

- 79a. No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
- b) Any member in breach of the provisions of paragraph (a) of this Standing Order shall be excluded from the confidential part of any meeting of the Council and may also be in breach of the Members Code of Conduct.

LIAISON WITH COUNCILLORS OF THE PRINCIPAL AUTHORITY

80. A notice of meeting of full Council shall be sent together with an invitation to attend, to all Councillors who represent the Town on the Principal Authority. Council may suspend Standing Orders to allow such councillors to address it.

PLANNING APPLICATIONS

- 81a. The Chief Officer shall, as soon as it is received, keep a file copy of every planning application notified to the Council.
- b. The Chief Officer shall refer every planning application received to the Planning Committee for consideration.

COMPLAINTS PROCEDURE

82. The Council shall deal with complaints made against it or by any officer or member in accordance with the Complaints Procedure adopted by the Council, except for those complaints which should be properly directed to the Standards Board or Monitoring Officer for consideration.

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

83. Any or every part of the Standing Orders except those printed in bold type may be suspended by resolution in relation to any specific item of business.
- 84a. A resolution at a meeting to permanently add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.
- 84b. Standing Order 84a will not apply where the proposed amendment is a response to a written report on a review of Standing Orders, circulated in advance with the Agenda of the Meeting.

STANDING ORDERS TO BE GIVEN TO MEMBERS

85. A copy of these Standing Orders shall be given to each member by the Chief Officer as part of the Constitution upon delivery to him/her of the member's declaration of acceptance of office and written undertaking to comply with the Code of Conduct adopted by the Council.

CONSTITUTION

- 86a. The Council shall maintain and periodically update a Constitution to advise Members and the public how the Council conducts its business and how decisions are made.
- b. The contents of the Constitution will be determined by Council but will always contain Standing Orders, Standing Orders for Contracts, Financial Regulations, Members' Code of Conduct and the Publication Scheme.

TOWN MEETING

- 87a. The Council will facilitate the annual Town Meeting, to be held between the 1st March and 1st June (both inclusive) each year.
- b. The Town Council will fix the day and time of the Town Meeting but it must not commence earlier than 6pm.
- c. At least 7 days public notice must be given of the meeting, specifying the time and place thereof and the business to be transacted.
- d. The press and public have the same rights of admission as they have to a meeting of the Town Council.
- e. The Town Mayor, if present presides at the Town meeting or in his/her absence the Deputy Mayor. If neither are present, the meeting elects a Chair from the local government electors for the Town who are present.

HONORARY BURGESS

88. The Council may award a title of "Honorary Burgess" in recognition of service to Congleton Town. There is no legal significance to this title nor does it confer any rights or privileges. Burgesses are however invited to all full Council meetings and sent copies of agendas and non confidential reports.

To mark the conferring of this title, the Council will present the recipient with a document which will take the form of a resolution of the Council.

The number of "Honorary Burgesses" shall be restricted to 25 living persons.

Recipients must be residents of Congleton Town who, by their actions, have served the Town for the benefit of the Community. Employees and sitting Member of the Council shall not be recipients.

TRAINING AND DEVELOPMENT

89. The Council will determine and execute an annual training plan for its Members.

CERTIFICATES IN RECOGNITION OF OUTSTANDING SERVICE

90. The Council may award a Certificate in recognition of outstanding service to an individual, on the recommendation of the Mayor, for service to the Town during the Mayor's year of office.

YOUTH COMMITTEE

91. The Council may make provision for an informal committee of young persons which will operate in accordance with a Constitution approved by Council. Members of the Youth Committee may attend Council meetings and will at the discretion of the Mayor be allowed to make reports, ask questions or raise issues on a specific item on the Council Agenda. They may not ask questions or raise issues under this agenda item for any matter which is the subject of a separate agenda item.
92. The Mayor may, subject to being advised 48 hours in advance of the meeting, ask Council to waive Standing Orders to allow members of the Youth Committee to make a statement or ask a question when any other agenda item is being considered.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	21 st October 2021 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Chief Officer		
AGENDA ITEM REPORT TITLE	19 Civic Protocol		
Background	<p>Congleton Town Councils Constitution provides a “high level” review of the roles and responsibilities of the Mayor and Deputy Mayor. Whilst tradition is passed on from the Mayor to their Deputy, officers believed that it would be useful to have a document which contained significantly more detail about the role of the Mayor and Deputy Mayor.</p> <p>This was discussed at Council in April 2021, where: <i>CTC/48/2021 resolved that officers should consider comments made by councillors, re consult with previous Mayors and interested councillors / future Mayors and return with an amended document for the council to consider.</i></p> <p>Further work has been carried out on the protocol. Pages 1-13 make up the protocol and this is followed by Five Mayor’s Operational Notes which it is recommended that officers can amend to match the best working practices at the time.</p>		
Current information on the roles of Mayor and Deputy Mayor	<p>Constitution of Congleton Town Council Contents V10 10.05.18 Page 5 Role and Function of the Mayor and Deputy Mayor</p> <p><i>The Mayor</i> <i>Will be the civic head of the Council, first citizen of the Town subject to deference to the Borough Mayor where appropriate. He / She will be a symbol of the Authority and an expression of social cohesion. The Mayor will chair meetings of full Council and, in doing so, will promote political neutrality. The Mayor will be elected by the Council annually at its Annual Meeting.</i></p> <p><i>The Deputy Mayor</i> <i>The Council will appoint a Deputy Mayor at the time the Mayor is elected, who shall assume the role of the Mayor when the Mayor is not present, or unable to fulfil that function.</i></p>		

Proposed Civic Protocol	<p>Since the previous meeting, changes have been made to align the protocol with the Town Council equality and diversity policies. Numerous changes have been made in response to comments from Councillors.</p> <p>Appendix 19.1 Congleton Town Council Civic Protocol</p>
Proposal	To approve the Congleton Town Council Civic Protocol as presented or with approved amendments and note the five Mayor's Operational Notes.

Congleton Town Council

Civic Protocol



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1: INTRODUCTION

Holding the position of Town Mayor is a great privilege and very rewarding. The Town Mayor receives many invitations to civic, community and business events and occasions during the civic year.

This Civic Protocol is designed to assist the Town Mayor and Deputy Town Mayor in understanding their roles and responsibilities and provides some useful guidance for undertaking civic duties.

The Protocol refers to several Working Procedures. These are attached as annexes to the paper for information, but do not form part of the protocol and can be amended by the office. The Protocol and the Operation Notes are designed to ensure a consistent approach when dealing with issues connected to the civic function and to help ensure that the civic year runs as smoothly as possible for the incumbent Mayor.

Not all eventualities will be covered by this protocol and assistance is always available from the Town Council Officers.

1.1 TOWN MAYOR

Section 245 (6) of the Local Government Act 1972 gives Parish Councils the power by resolution to allow themselves the title of Town Council and the Chairman of a Town Council is entitled to the style of 'Town Mayor'.

A Town Mayor has the same rights and duties as a Parish Council Chair. The office and civic leadership role of Town Mayor must always be respected by members of the council.

1.2 THE COUNCILLOR BECOMING MAYOR

The Mayor, by virtue of the Office, can and should seek to use their influence and standing in the role to stimulate community pride, encourage business and promote the voluntary sector. The Mayor can expect to attend many meetings, engagements, civic events and will be in the public eye during their term of office.

The Mayor is formally elected by Congleton Town Councillors at the Annual Town Council Meeting held in May. In the event of more than one nomination being put forward, the meeting shall select the successful candidate in accordance with the [Council's Standing Orders](#) which are available both on the website and at the Council Offices

The Mayor must be a serving Congleton Town Councillor. A Deputy Mayor, who must be a serving Councillor, will also be elected at this meeting. The new Mayor is required to make the following declaration when accepting the Term of Office at the Annual Meeting:

"I...(name).... having been elected to the Office of Mayor for the Town of Congleton, hereby declare that I take the said Office upon myself and will duly and faithfully fulfil the duties thereof according to the best of my knowledge and ability. "

The Mayor's term in office is for one civic year and during this time the Mayor continues to be a member of the Council and presides over the meetings of the full Council

2: ROLE OF THE MAYOR

The role of the Mayor is to undertake Congleton Town Council's civic and ceremonial duties in a dignified manner to uphold and enhance the status of the town and engender civic pride.

The key aims of the Town Council should be borne in mind when the Mayor carries out their duties throughout the year and in deciding what initiatives they choose to undertake.

The Mayor has several statutory functions:

- The Mayor, if present, must preside over meetings of the Full Council and the Annual Town Meeting
- The Mayor has a casting vote in the event of an evenly split vote at Council
- The Mayor should ensure, together with the Chief Officer, that the Council makes legal decisions
- The Mayor has a duty to ensure the agenda is followed correctly and that Standing Orders are properly applied
- The Mayor has an ex-officio status on all Town Council committees. (right through office - see [standing orders](#) item 48)

The Mayor also has several Civic Duties:

- Organising events to raise funds for the Mayor's chosen charities
- Acting as host on behalf of the Council at functions organised by the Council
- Attending functions within Congleton, or on occasions outside the town as a ceremonial representative of the Council
- Undertaking official openings or presentations within Congleton on behalf of the Town Council
- Representing the Council during royal visits to the town
- A Mayor's report is given at each Council Meeting.

The Mayor may choose to have a consort. The consort can be a partner, fellow Councillor, family member or friend. It is generally understood that the Consort will provide assistance as follows:

- Personal support for the Mayor
- Accompany the Mayor on engagements
- Observe the Civic Protocol

The consort may choose to use the term Mayoress if they wish. Please discuss choice with the Chief Officer or Civic Administration Officer.

3: THE MACE AND MACEBEARER

[The Mace](#) is a symbol of the Mayor's authority and should be seated close to the Mayor at Council meetings. When the Town Mayor is seated the Mace rests horizontally before them with the crown to their right hand. When at the Town's Parish Church, St Peter's, there is a Mayor's pew and purpose-built area for the mace. The Mace should always be reversed in the presence of the Sovereign.

The role of the Macebearer is to attend the Town Mayor at the Annual Council Meeting, Civic Parade and Royal visits. This is an honorary title and holds no powers or payment. The Macebearer carries the Mace at these public Civic events and is responsible for the safety and security of the civic insignia whilst it is on display on these occasions and returned to the Town Hall afterwards. The Macebearer is well placed to regularly inspect insignia and robes of office and is responsible for bringing to the attention of the Chief Officer the need for any cleaning and necessary repairs. The Mace when not on display is stored in the safe in the Town Hall.

The Macebearer is appointed at the Annual Town Meeting.

4: THE MAYOR'S CHAPLAIN

The Mayor may choose to select a Chaplain, which is an honorary title, for an individual who may provide spiritual guidance or inspiration to the Mayor during their tenure. A Chaplain may be a representative from a specific faith, inter-faith or a pastoral leader or celebrant of no faith, in keeping with the Council's inclusive culture.

It is traditional for council meetings to start with a short period of reflection, guided by the Mayor or Chaplain, this could include such things as a thought for the day, a prayer, an inspirational quote or poem etc. This is the choice of the incumbent Mayor and is not mandatory.

Traditionally, a civic service has been held to welcome the new Mayor. The incoming Mayor may choose to have a religious service at one of the town's places of religious worship or to request a secular event at an alternative venue. If the Mayor has selected a Chaplain they will take a key role in that event.

If the Mayor chooses to have a Chaplain, the person taking the role will be announced at the Annual Town Meeting.

5: MAYOR'S CADET See Mayors Operation Note Four for details

The Mayor's Cadet is a young local person from one of the uniformed groups in the town. The Cadet accompanies the Mayor at key Civic Events, and at other events on agreement between the Cadet and Mayor. For details about the role and appointing a cadet see Appendix E.

6: SUPPORT FOR THE MAYOR

Day to day support for the Mayor is provided by the Civic Administration Officer (CAO), under the general direction of the Chief Officer. The Civic Administration Officer is an employee of the Town

Council who, as well as carrying out other duties for the Council, assists the Mayor with organising their term in office.

The Civic Administration Officer will arrange a meeting with the new Mayor immediately after their election to plan their Civic Year. This will involve making plans for the Civic Service, Mayor's Ball and any other fundraising events the Mayor wishes to hold.

Once planned, the dates will be communicated by the CAO to councillors, officers and neighbouring town councils to minimise clashes with other key events. Generally, fund raising events outside of the Mayor's Ball are organised by the Mayor with support from members of their chosen charity, friends and colleagues.

If the Mayor requires some additional guidance or information, this should first be raised with the Civic Administration Officer, who will provide the necessary information, occasionally this may also require the assistance of the Chief Officer.

7: INVITATIONS TO THE MAYOR

During the Civic year, the Mayor will support a wide variety of events throughout the town. All invitations must be sent for consideration of the Mayor (as First Citizen) and, if the Mayor cannot attend the invitation may be appropriate to 'pass down' to the Deputy Mayor. The Consort does not take precedence over the Deputy Mayor and cannot represent the Town in their own right. The Deputy should not attend functions unless they have received a specific invitation. Their role is to deputise for the Mayor.

The Civic Administration Officer receives invitations for the Mayor and will request a pro forma to be completed outlining the details of the event and liaises with the Mayor before accepting or declining invitations.

8: MAYOR'S CHARITIES

The Mayor's Charity traditionally raises funds for one or more local charities or good causes in the Congleton area but is not obliged to. The Mayor may decide to support as many organisations as they wish. The Mayor's Charity Account is not a registered charity as the charities it supports changes annually.

The Town Council holds two Mayor's Charity Bank Accounts – one for the current Mayor and one for the outgoing Mayor. These are separate bank accounts held with the Royal Bank of Scotland. The bank accounts are outside of the scope of VAT, meaning that VAT does not need to be added to ticket prices, but also that VAT cannot be reclaimed on purchases.

The Mayor is encouraged to announce their charities at the Annual Council Meeting, but if not decided then at the next Council meeting. It is expected that the funds raised during the year in office will be distributed to the named charities by the outgoing Mayor within six months of ceasing

to be Mayor. They must be distributed before year end.

Charity events vary with individual Mayors, and charity events that the Mayor wishes to organise are generally supported by friends, councillors and the charities that are being supported. Local organisations, clubs or institutions may choose to organise events and donate the proceeds to the Mayor's Charity. The Civic Administration Officer should be advised of all events as soon as they become known. How much focus goes into raising funds will be determined by the Mayor.

The Town Council holds a small lotteries and gaming licence that enables the Mayor to hold ticketed raffles over several days or weeks. Licence number LA802.

Funds raised for the Mayor's charities cannot be used for any other purpose other than as a donation to the charity identified when the funds were raised, except when required to cover reasonable costs to raise funds.

9: DONATIONS

To enable the Mayor to raise funds for local charities, local businesses may be approached to donate prizes for a raffle or tombola. This task is undertaken by the Mayor or their supporters. It is considered good practice to disclose publicly the donations received. All donations must be freely given. Any gift worth more than £100 should be registered with the monitoring officer in line with para 4.16 Gift and Hospitality of the Members Code of Conduct.

10: CHEQUE PRESENTATION

The Civic Administration Officer will coordinate the distribution of Mayor's funds within six months of the end of their term of office. The Mayor will announce the total amount received for their charity, or best estimate at the Annual Council Meeting.

11: MAYOR'S ALLOWANCE

The Mayor's Allowance will be reviewed annually through the budget setting process. The Mayor may be paid an allowance to meet the expenses of the office (LGA 1972, ss 15(5) and 34(5)). The Local Government Act does not stipulate the type or category of expenditure for which the Mayor may use the Civic Allowance. However, it is commonly described as recompense for the expenses of maintaining the dignity of the office. General items may include:

- a) Clothing
- b) Consort's clothing
- c) Donations to charities
- d) Collections
- e) Personal hospitality (including lunches and dinners)
- f) One-off events held by the Mayor
- g) Tickets to events

h) Child minding

It should be noted that the purchase of the above items would not necessarily qualify towards the allowance for tax-deductible purposes; it merely suggests that the items relate to maintaining the dignity of the office. The Mayor's allowance is a taxable benefit and Mayors are advised to keep track of their expenses to offset against a potential tax liability.

The Town Council's budget contains provision for certain civic events including Remembrance Sunday, Civic Sunday, Mayor Making and receiving Civic visitors. Managing this budget is the responsibility of council officers and any purchase orders can only be raised by officers. It is important for the Mayor to have an awareness of this budget as once the budget level has been reached, no payments can be made, or further orders placed by Council Officers. Any expenditure on anything other than the events mentioned above would need to be approved by Council and ideally planned well in advance to enable a budget to be approved.

12: SUPPORT BY DEPUTY MAYOR

The Member elected as Deputy Mayor will support the Mayor throughout the year by representing the Council when the Mayor is absent and requests it. If the Mayor is not present at a Council meeting, the Deputy Mayor must preside. In effect, the Deputy Mayor has no standing as Deputy Mayor when the Mayor is present but assumes the precedence and standing of the Mayor when they are deputising for the Mayor rather than acting as Deputy. In the Congleton Town Council standing orders both the Mayor and Deputy Mayor have ex-officio status on all committees. ([Standing Order Item 48](#))

Invitation to the Deputy Mayor

Invitations to functions should not be sent to (or solicited by) the Deputy Mayor. The Deputy Mayor should not normally attend functions in their own right, except when deputising for the Mayor.

- a) All invitations should be sent for consideration to the Mayor as First Citizen and, if the Mayor cannot attend, it may be appropriate to 'pass down' an invitation firstly to the Deputy Mayor, then previous Mayor.
- b) On the rare occasion when the Deputy Mayor is invited to a function in their own right, there should be a clear procedure whereby the invitation is shown formally by the Civic Administration Officer to the Mayor, in order that there is no misunderstanding.

13: INVITATIONS TO COUNCILLORS

Invitations to Councillors other than the Mayor or Deputy Mayor to represent the Town or the Town Council should be dealt with in the same way as invitations to the Deputy Mayor but may include a relevant Councillor.

14: CIVIC INSIGNIA

The Mayor's chain is the outward signs of the civic office held, i.e., its insignia. The Mayor should wear the chain at ceremonial occasions, such as Civic Sunday, Remembrance Sunday, Royal visits to the town etc. and when chairing Town Council meetings. The Mayor may also wear the chain, when officially requested at external functions as Town Mayor.

The Mayor should not wear the civic insignia in another geographical area without express permission from the Council for that area. Civic chains should never be worn with a military uniform. However, a Mayor who is a member of the clergy may wear full canonicals with the chain over the gown. Similarly, the chain may be worn over academic dress.

The civic insignia should be kept in the Town Hall safe whenever possible, however it is acknowledged that if access to the Town Hall is not possible it can be kept at home until access is available. Civic insignia is insured when it is being worn for events and when kept at home when access to the Town Hall is not possible.

It is the responsibility of the Mayor to sign their insignia both in and out of the safe.

15: CIVIC ROBE

The Civic Robe is part of the formal Mayor's attire and may be worn when the Mayor is on official duty and the Town Council has received the invitation for the Mayor. The Congleton Town Mayor would normally wear the robe and the chain at the following events

- Annual Council meeting (Mayor Making)
- Civic Service and Parade
- Special and public functions connected with the business of the Council for example, a Royal visit or Mercian March Past

Other events which the Mayor has chosen to wear the robe have included school visits, Junior Council and Christmas Lights Switch on.

The Mayor's robe should normally be kept in the safe.

16: PRECEDENCE AND PROTOCOL

A formal distinction is made between the style of address of a Borough Mayor and a Town Mayor. In the presence of the Borough Mayor, Town Mayor's should be addressed as 'Mr/Madam Town Mayor'.

A female Mayor should be addressed as Mayor, not a Mayoress.

The Civic Administration Officer or Chief Officer will be able to offer further advice and assist on these matters.

17: RECEIPT OF GIFTS

In the course of the duty of being Mayor, gifts and raffle/auction prizes may be offered to the Mayor. All Members should treat any offer of a gift, favour or hospitality that is made to them personally with caution. The Mayor and Deputy Mayor remain subject to the Code of Conduct for Members which is in force at the time.

The Code of Conduct requires Members, including Mayors, to register any gifts or hospitality worth £100 or over that are received in connection with their official duties as a Member, and the source of the gift or hospitality. You must register the gift or hospitality and its source within 28 days of receiving it.

Be aware that this will be a non-pecuniary interest and if a matter under consideration is likely to affect a person who gave you a gift or hospitality that must be declared. If in doubt, consult the Chief Officer or the Responsible Financial Officer.

18: CIVIC EVENTS – See Mayors Operation Note two for details

Below is a list of typical Civic events which are organised during the Mayor's Year in Office. As part of the Mayors induction these dates and events should be discussed and arranged during a meeting with the Mayor, Chief Officer and Civic Administration Officer at the beginning of each new year to suit the Mayor's diary.

CIVIC SERVICE – Usually in June

Traditionally the church holds a Civic Service to welcome the new Town Mayor and the service is held in one of the Town's places of worship. Consultation for the date of the Service is carried out by a meeting with the minister or leader of the place of worship. The Service is held in the early part of the Mayoral calendar and care is taken to avoid clashes with similar events organised by neighbouring authorities. Civic Dignitaries from neighbouring towns, together with colleagues, friends and family are invited to return to the Town Hall for refreshments after the service.

REMEMBRANCE SUNDAY

Remembrance Sunday is held on the Sunday nearest to the anniversary of Armistice Day on November 11th. The parade and service are organised by the Royal British Legion. The Town Mayor lays a wreath at the Cenotaph as the First Citizen of Congleton. This is followed by a service at the Town Church and a buffet reception at the Town Hall. At the Town Hall the mayor will, as directed by the Royal British Legion, welcome guests on behalf of the Town Council and introduce the Princess Irene Brigade. Gifts are generally exchanged with the Brigade. It has been tradition for many years that members of the brigade travelling for the Remembrance Parade are entertained by the Mayor on the Saturday evening in advance of Remembrance Sunday.

CHRISTMAS LIGHTS SWITCH ON

This is organised by the Town Council and Congleton Community Projects and the Mayor usually plays a central role and will support whoever is switching on the lights.

TOWN CAROL SERVICE

This is usually on the second or third Thursday in December and is held in St Peter's Church. The Mayor is a guest of honour.

MAYOR'S CHARITY BALL

The Charity Ball is a highlight of the Mayor's year. Invitees will include Civic Dignitaries from the Unitary Authority and neighbouring Town and Parish Councils, Town Councillors and representatives of local organisations. Other invitees will be at the discretion of the Town Mayor. The date of the Ball will be at the discretion of the Town Mayor, but every effort will be made to avoid any clash with a similar event organised by a neighbouring authority.

ANNUAL MEETING OF THE TOWN - Usually in April / May

This is not the Annual Meeting of the Town Council. It is a legal requirement that all Parishes in England hold an 'Annual Parish Meeting' to which all local electors are entitled to attend. It must be held between 1st March and 1st June each year and must start no earlier than 6pm. This is usually one of the last engagements for the outgoing Mayor.

FIRST CITIZEN DUTIES

As the First Citizen for Congleton the Mayor is the person to make local announcements in times of crisis, national mourning or as directed by Westminster or the Palace.

CHARITY EVENTS

Other events may be organised in the Mayor's year to raise funds for their chosen charities. These are organised by the Mayor and supported by family, friends, supporters, businesses and their chosen charities. There is no additional budget available from the Town Council, but the Council will promote the event through the website and on other general communication

MISCELLANEOUS EVENTS WITHIN THE TOWN

Various miscellaneous events are attended by the Mayor, examples of which are listed below:

- a) Presenting Awards and Prizes to individuals and organisations
- b) Entertaining guests and visitors at the Town Council Offices
- c) Presentations at local schools
- d) Attending and meeting Royal Visitors to the Town
- e) Opening new shops and businesses

MISCELLANEOUS EVENTS OUTSIDE OF THE TOWN

The Mayor is invited to several events organised by Civic Dignitaries from the surrounding areas which may include:

- a) Civic Services
- b) Civic Carol Services
- c) Civic Dinners
- d) Charity Evening

Tickets for these events are paid for from the Mayor's allowance.

19: MAYOR'S OFFICIAL PHOTO AND ROLL OF MAYORS

The Civic Administration Officer will arrange for a professional photo of the Mayor to be taken. This will then be used to hang on the Mayor's Gallery on the first floor of the Town Hall. The CAO will also arrange for the Mayor's name to be added to the Roll of Mayors displayed in the entrance to the Town Hall.

20: HONORARY BURGESSES see Mayor's Operation Note Five for details

The Council may award a title of "Honorary Burgess" in recognition of service to Congleton Town. There is no legal significance to this title, nor does it confer any rights or privileges. Burgesses are invited to all full Council meetings and sent copies of agendas and non-confidential reports.

To mark the conferring of this title, the Council will present the recipient with a document which will take the form of a resolution of the Council.

The number of "Honorary Burgesses" should be restricted to make it a very special honour. A Burgess retains the title for their life, or unless they choose to resign or are removed following a resolution by the Council.

Recipients must be residents of Congleton Town who, by their actions, have served the Town for the benefit of the community. Employees and sitting Members of the Council shall not be recipients. If a Burgess is elected to Council their role of Burgess will be suspended until they stop being a Councillor.

21: CONSIDERATIONS FOR MAYORAL CANDIDATES

In Civic Ceremonial (5th edition Shaw and Son Ltd) it lists points that councillors thinking of standing for Mayor may wish to consider in advance. These are not intended to discourage but to consider positively!

- The effect of becoming Mayor on family and friends
- The effect on career or job
- The effect on political career
- The effect on personal and religious beliefs
- The pomp, circumstances and religious beliefs
- The effect on non-council interests
- The effort on the Mayoral partner
- The effect on the Mayor's relationship with other councillors
- The effect of the Mayor's relationship with other councillors
- The effect of the Mayor's relationship with their constituents
- The effect of being Mayor on themselves.

MAYOR OPERATIONS NOTE ONE – CIVIC INVITEES

All invitations are to include partners, where space allows. The Mayor is entitled to extend invitations to a reasonable number of close friends and immediate family to Town Council Civic Events.

The Mayor shall advise officers each year which Parish Councils and Community Groups should be invited to Civic events in their year in Office. The Civic Administration Officer will update the Civic Invitee database every June. Former Town Councillors shall be asked annually if they wish to remain on the Civic List.

Civic Dignitaries

Congleton Town Councillors	Macclesfield Town Mayor & Consort
Congleton Ward CEC Councillors	Middlewich Town Mayor & Consort
Former Congleton Town Councillors from the administration immediately prior to the current one.	Nantwich Town Mayor & Consort
Former Congleton Mayors	Northwich Town Mayor & Consort
Congleton MP	Poynton Town Mayor & Consort
Her Majesty's Lord-Lieutenant of Cheshire	Sandbach Town Mayor & Consort
High Sheriff of Cheshire	Wilmslow Town Council Chairman
Recipients of Congleton Civic Awards	Winsford Town Mayor & Consort
Youth Council Members	Staffordshire Moorlands Chairman & Consort
Cheshire East Mayor & Consort	Biddulph Town Mayor & Consort
Alsager Town Council Chairman	Leek Town Mayor & Consort
Bollington Town Mayor & Consort	
Crewe Town Mayor & Consort	
Knutsford Town Mayor & Consort	

Community Groups and Organisations

All Congleton Church Leaders: Lay and Clerical	All uniformed Youth Organisation Leaders
Congleton Police Station, Inspector	Congleton Partnership - Chair
Congleton Ambulance Service – Station Manager	Royal British Legion, Chair
Congleton Fire Station – Station Manager	Congleton Rotary – Chair
War Memorial Hospital – Manager	Congleton Lions – Chair
Heads of Congleton Secondary and Primary Schools	Congleton Community Projects
Congleton Trusts – Inclosure, Town, William Dean and Congleton 4 Congleton.	U3A – Chair
CEO of East Cheshire Chamber of Commerce	Editor of Congleton Chronicle

MAYOR'S OPERATION NOTE TWO - CIVIC EVENT DETAILS AND LEVELS OF SUPPORT

Civic Service This is assuming that the normal convention of Deputy Mayor will be chosen as the Mayor for the following year. Councillors may elect a different Councillor to be Mayor. Every four years there is an 'all-out' election. Ideally the Deputy Mayor in the year leading up to the election will be intending to stand in the coming election. If the Deputy Mayor chooses not to stand for re-election or doesn't get re-elected Councillors will elect another Councillor. This may affect the Civic Parade as the Mayor chooses their Chaplain.

Element	Responsibility	Indicative time
Set Date	Mayor with CAO	December ideally and confirm May
Communicate Date to town diary and other towns	Events/Comms	December – Confirm May
Choose a Chaplain	Mayor	April – confirm May
Choose location for Service - <i>NOTE the Town Council can get agreements for a Temporary Obstruction in Road for 15 minutes. A longer parade may involve Road Closures which need to be paid for and applied for 8 weeks in advance.</i>	Mayor – CAO to inform	April – confirm May
Book a band to lead parade	Consult Mayor, then Events Team	April – confirm May
Arrange a Parade Master	Events Team	April – confirm May
Book Town Hall for reception	Events Team	As soon as known
Liaise with Commercial Partners over catering	Agree what with Mayor then Events Team	Book time – catering requirements/numbers 2 weeks in advance
Put in for Road Closures	Events Team	At least 6 weeks before event
Agree layout of the Hall	Mayor and Events Team	At least 2 weeks before
Borrow plants from Four Oaks	Streetscape	On Friday before
Send out invitations - via email /letter	CAO	As soon as confirmed
Check responses	CAO	One week before
Plan an order for the parade	Events Team/CAO	Week before
Inform Press	Events Team	As soon as date confirmed
Book photographer – vol if available	Events Team	As soon as date confirmed
Organise road marshals, signage, radio control, back of parade safety	Events Team	As soon as date confirmed
Check route clear of litter, mess	Streetscape Team	Week and day before + on day
Fly flags	Town Hall Team	Friday before

Write thank you speech	Mayor – help from Events team	Week before
Thank you notes to those who volunteered/attended	Mayor's write Thank you notes, office to send out	Within a Month of event

Armistice Day

* Note that Armistice Day is organised by the Royal British Legion and is followed by a reception at the Town Hall. CTC provides a grant which covers use of the hall, catering and PA system at the hall. The Prinses Irene Brigade come over for the weekend and there is usually a meal on the Saturday and an exchange of gifts on the Sunday.

Element	Responsibility	Indicative time
Set Date	National Date – through British Legion	Year in advance
Book Town Hall for the Sunday – expect guests from 12 – 2.30pm.	Events Team	Year in advance
Church for the service	Events Team /RBL	Year in advance
Book Catering	Events Team	Year in advance for diary. Instructions for what and how many a month in advance
Road Closures	Currently only event that the Police will take responsibility for – CEC blanket Road Closures	Check in September
Sound System	Events Team to book appropriate contractor	Book in September
Invites	These go out via Royal British Legion – liaise to make sure they have full list	6 weeks in advance
Cleaning Cenotaph, Treo and Eardly statues	Streetscape Team	2 weeks leading up to event
Ordering Wreaths	CTC order for the Mayor, Youth Council, Deputy Lord Lieutenant, Dutch Brigade – RBL organise	Month in advance
Publicise Event	Events Team – Bear Necessities, Web Site, Facebook, Twitter, Joint Press Release with the RBL	Date in January – then in autumn
Put Cones out to stop cars parking opposite	Events Team	Night before
Put chairs out for veterans	Arrange to borrow plastic chairs – put out by cenotaph in the morning – RBL to give names and numbers Events Team	On the Day

Fly Flags	Town Hall Team	On the day and through to the 11 th
Set up of the Hall Decorations/Music	Agree with RBL and communicate to Town Hall Team	Instructions at least a week in advance
Collect wreaths	Wreath carriers on the morning as instructed by RBL	On the day
Safety of the Parade	Royal British Legion and Congleton Police	Planning and day
Invoices for costs	Events and Marketing to sign off	When arrive
Pictures added to Web Site	Marketing and Comms	Within a couple of days
Buy Present for Prinses Irene Brigade	In agreement with CO	A month in advance
Present Irene Brigade with present	Mayor following the Civic Reception in the Town Hall following the Remembrance Parade. Event Team help with speech if needed	

Annual Meeting of the Town

Element	Responsibility	Indicative time
Agree Date	Chief Officer – annual list of meetings	April - year in advance
Agree an Agenda	Events/CO/ Mayor and Leader	2 months before
Book the Town Hall	Events	When date known
Invite Speaker to deliver agenda	Events and Comms	As soon as agenda agreed
Advert in Paper	Events Team - at least 21 days' notice	One month before
Bear Necessities	Events/Comms in the Winter and Spring Editions	Advertise date
Book catering - TCB before meeting starts	Events Team	When date known
Minutes of previous year	Chief Officer	Put out on the evening
Mayor available to Chair and needs to be briefed	Chief Officer	Make sure in diary asap
Prepare Annual Report to issue at Meeting	Events Team	At close of year -
Include Mayor and Leader review of year in Annual Report	Help from the Events team if requested	Write in March

Gather presentations onto one memory stick or download to computer	Events Team	Ahead of the day -
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Annual Council Meeting - and Mayor Making

Element	Responsibility	Indicative time
Agree Date	Chief Officer – annual list of meetings	April - year in advance
Book the Town Hall	CAO	As soon as date is known
Book Catering	Events - liaise with Mayor about numbers and any preference	Date – year in advance What and numbers – one month
Invitations	Email and letters to Civic Guests – CAO	Six weeks in advance
Recommend Chairman, Deputy Chairman, Mayor, Deputy Mayor and other positions.	Political leaders at an Informal event	Couple of weeks in advance
Layout for the Hall	Events liaise with Town Hall team	Month before event - standard layout
Bear Necessities	Events/Comms in the Winter and Spring Editions	As appropriate
Prepare papers	Town Hall Office Staff	Week in advance
Book Chronicle for photos	Events and Marketing	Month in advance
Press release to go out straight after the event	Events and Marketing	Prepare three days before
Fly the Flags	Town Hall Team	On the Day
Decorate the Town Hall	Town Hall Team	On the Day
Borrow plants from Four Oaks	Streetscape Team	Day before
Update Website	Events and Marketing provide pics and text to office to add	

Mayors Ball

Element	Responsibility	Indicative time
Menu	Mayor and CAO to agree with caterer	Early November

Entertainment	Mayor to forward information and cost to Mayors Secretary to book -	Mid November
Ticket price	Mayor, CAO and Chief Officer to agree ticket price based on known costs and expected income	Mid November
Standard invitation updated	Mayor to approve detail	Late November
Approved Invitation sent to printers	CAO/Events to liaise	Late November
Send Invitations inclusive of booking form	CAO to Civic list and to agreed contacts of the mayor	Early December
Agree table / room layout	Mayor and CAO and caterer to determine capacity	Mid-January
Agree and approve programme for the evening inclusive of raffles and auctions	Mayor and CAO – sign off with events	Late January
Programme to printers	Events and Marketing	Mid-February
Agree and approve tickets	Events and Marketing	Late January
Information for updated standard programme sent to designer /printers	Events and Marketing	Early February
Additional items for the tables and the hall	Mayor to arrange and inform CAO and caterers of plans	Mayors' timings
Receive booking forms, record attendees, payments received and banking	CAO– update and forward / discuss with mayor on a weekly basis	January onwards
Send tickets	CAO once payment received	Early February onwards
Agree final table plan	Mayor and CAO	1 week before event
Table Plan to printers – name cards for tables	CAO	1 week before event
Mayors Ball	Room set up Town Hall supervisor / caterers and mayors table dressers	
Post Ball financial analysis	Mayor, CAO (Chief Officer/ RFO if required)	

* Invitations, tickets are based on a standard template which will be reviewed on an agreed basis with the Chief Officer

* Any sponsorships, raffle and auction prizes to be sourced by the Mayor, friends and supporters

MAYOR'S OPERATION NOTE THREE STANDARD PRINT TEMPLATES

To reduce expenditure and officer time standard print templates are generated to support most of the requirements for the Town Mayor, these include

Business cards - to be agreed with the Mayor within the first week and delivered within a month. Paid from Civic Expenses. 500 cards

Message from the Mayor/ Thank you letter – to be agreed with the Mayor in the first week and delivered within the month - 200 cards – 100 of each

Christmas cards – An E-Card to be sent from the Town Council to its key customers, contractors, and contacts. A card produced for the Mayor to go to be sent to the Civic list and to others who have helped the Mayor in their year of office

Event invitations – Emailed letters to be sent for Mayor Making, Town Meeting and Civic Parade. Invitations printed for the Mayor's Ball.

Event tickets – These will only be designed and printed by the office for the Mayor's Civic Ball, other tickets to be organized by the Mayor and paid for from the Mayor's Charity account as part of the cost of running an event.

Event table plans – These will be produced for the Mayor's Civic Ball – but for any other event will need to be paid for from the Town Mayor's Charity Account.

CORRESPONDENCE / USE OF TOWN COUNCIL LETTERHEAD

Any correspondence that uses the Town Council letterhead needs to be approved by the officer responsible for communications unless a standard thank-you letter.

MAYOR'S OPERATION NOTE FOUR - APPOINTING A MAYOR'S CADET

- Ideally a cadet will be chosen alternately from the uniformed youth group in the town.
- The Council shall invite the Commanding Officer of the relevant organisation to nominate candidates to the position each February.
- Should an organisation have insufficient members to nominate an appropriate cadet, the alternative organisation will be invited to nominate.
- The nominated cadets should expect to be in the locality for their term of office i.e., from Mayor Making to Mayor Making (May to May)
- The Deputy Town Mayor shall review the nominations and appoint a Mayoral Cadet to serve the next Civic Year by April 1st.
- The chosen cadet will be informed of the decision and invited to attend the Mayor Making ceremony.
- The chosen cadet will be appointed regardless of whether the Deputy Town Mayor is elected Mayor at the Mayor Making.
- The Mayor's Cadet will be sworn in at the Mayor Making ceremony and presented with a badge of office.
- The Mayor's Cadet's term of office runs until the appointment of the new Mayor's Cadet
- The Mayor's Cadets duties will be:
 - Attendance at the Mayor Making
 - Participation in Mayoral Processions / Civic Service
 - Participation in the Remembrance Sunday Parade and Services
 - Briefing the incoming cadet of their duties
 - Other occasions as requested by the Town Mayor

It is anticipated opportunities will arise to attend (with the Mayor) a wide variety of local cultural and community events, including those of other local towns and civic dignitaries. (The cadet's education and cadet's organizational needs to take precedence.)

The Town Mayor's Cadet is expected to:

- Be clean and smart when assisting the Mayor
- Keep confidential any matters learned as a result of the exercise of the office
- Inform the Civic Administration Officer if they are unable to attend any function

MAYOR'S OPERATION NOTE FIVE – APPOINTING A BURGESS

Councillors or the Chief Officer can suggest a local person who should be put forward as for the prestigious title of Honorary Town Burgess. This is a post for life unless the person chooses to resign the title or Council votes to remove the person from office due to activities which make them unfit to be a Town Council Burgess.

There is a limit of 25 Burgesses in the Town Council's Standing Orders. This title should be taken seriously and should not be given lightly. In recent years there have been between 4 and 8 Town Burgesses.

Criteria:

- Right to vote in Congleton
- Long term commitment to improving the town and making a difference to the community in a voluntary capacity.
- Proven interest in the workings of the Town Council
- Willingness to take on the role of Town Burgess



Nominations will be sent to the Chief Officer who will discuss the role with the nominee to check that they wish to go forward as a nominee. If this is positive, the nominations will be discussed as a Part 2 item at Council Meeting and announced at the next Annual Council Meeting.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	7pm Thursday 21 st October 2021	LOCATION Town Hall	
REPORT FROM	Chief Officer		
AGENDA ITEM REPORT TITLE	20 Elizabeth Wolstenholme Elmy Statue		
Background	<p>Congleton is in the fortunate position of having a passionate group which formed a local charity and has worked hard to secure funding and commissioned a top international sculptor to make a bronze life-size statue of Elizabeth Wolstenholme Elmy. All the funding necessary to create the statue has been raised. The intention is to gift this statue to the Town Council.</p> <p>Elizabeth Wolstenholme Elmy lived in Congleton for much of her life and is famed with being the ‘brains behind the suffragist movement.’ The statue of Elizabeth will be 4ft 11in (1.5m) tall in an animated position. (see images below) The statue will be made from silicon bronze and fixed to the ground using steel studs. The plans are to unveil the statue on International Women’s Day on the 8th March 2022. To achieve this, planning applications and street licences are required.</p> <p>The Town Council has welcomed the principle of the Elizabeth statue but has yet to agree its preferred location. At a previous Council meeting councillors were divided on the best location for the statue and requested that a set of criteria was created to enable a review of the sites. This was carried out and additional research was carried out by Cllr James Smith.</p> <p>A set of criteria was developed and 13 sites considered. Highways will progress the license agreement for any of sites on their land, and initial conversations with Highway officers was that subject to detailed scanning for exact location of underground services all the sites should be feasible. The Police believe the statue would be best in an area that is well lit and has CCTV. The funders would prefer the Town Centre. The Artist would prefer the Town Centre. Based on this, officers recommend that the first proposal will be to discount 7 of the sites that least meet the criteria shown in Appendix A.</p>		

<p>Previous Resolutions of the Council</p>	<p>MINUTES OF THE MEETING OF THE COMMUNITY AND ENVIRONMENT COMMITTEE HELD ON 21st JANUARY 2021</p> <p><u>14. Elizabeth Wolstenholme Elmy Statue</u></p> <p>CE/51/2021 Thanked members of the Elizabeth Group for a professional presentation and Resolved to approve points 1,3,4,5,6,7,8,9 as set out below</p> <ol style="list-style-type: none"> 1. 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. 3. CTC to Investigate with Cheshire East Council the possibility of Cil/ S106 contributions 4. CTC take responsibility for Planning Permission submission 5. When appropriate CTC co-ordinate the Investigative groundwork 6. CTC to support Elizabeth's Group with promotion 7. CTC to supply and install a commemorative plaque or board 8. CTC to help to organise the Statue Unveiling Event 9. CTC to commit to maintaining the statue <p>Point 2 – the recommendation made for financial support was withdrawn from the proposal and will be submitted to the Council to consider at a future date. Note CE meeting on 11/3/21, before the minutes were approved, it was agreed that point one would be discussed at a future Council meeting</p> <p><u>Congleton Town Council Minutes of the Council meeting 22nd April 2021</u> <u>Conducted via Zoom</u></p> <p>9. CTC/52/ 2021 Resolved to receive the minutes of the Community and Environment Committee held on 21st January 2021.</p> <p>14.. Elizabeth Wolstenholme Elmy statue CTC/56/ 2021 Resolved to request officers create 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 was 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)</p>
<p>Updates</p>	<p>When drawing up criteria for considering sites, conversations were held with or reference made to</p> <ul style="list-style-type: none"> • Cheshire East Highways • Cheshire Police • The Artist, Hazel Reeves • The Elizabeth Group as the commissioning group • The Cultural Economy Development Team at Cheshire East • National Government's Strategy Re-Imagining Urban Spaces to Help Revitalise our High Streets. <p>The criteria is shown in Appendix A.</p>

	<p>Checks were made on the utilities services and the foundations required for the statute. Note the studs for the statue do not reach the depths of any of the utilities. Once a preferred site has been agreed Highways will commission someone to scan the area for the exact location of the underground utilities.</p> <p>Preliminary discussions have been held with Ansa about the potential movement of street furniture to make more space for the statue in the Town Centre if that was the desire of the community/ Council.</p> <p>The Artist has completed the maquette of the statue which has been approved by Elizabeth's Group. She is now working on the life-size statue, starting with a metal armature.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <p><i>The Maquette</i></p> <p><i>The Armature</i></p> </div> <p>The Congleton Link Road has been named Wolstenholme Elmy Way. This further raised the profile of Elizabeth Elmy Wolstenholme and resulted in more than 450 Congleton residents expressing approval for the road name on Facebook and over 850 'Loves' or 'Likes' for Elizabeth, the road naming and the statue project.</p> <p>The Town Council has received several emails and letters from members of the public about this subject. The Chief Officer will give an update on the content at the meeting.</p>
<p>Other Statues</p>	<p>The Elizabeth Statue, once installed in Congleton, will become part of a national trial of statues across the country celebrating the role of women. During the research for this paper the location of some of these other statues were considered along with the consideration that was given to their installation. See Appendix B</p>
<p>Comments from outside Bodies</p>	<p>Cultural Economy Team at Cheshire East Council</p> <p>The Cultural Economy Team will respond through the planning application process at the relevant time. Should an application be proposed in respect of the statue being placed in a town centre location, the response would be supportive.</p> <p>This would be on the basis that the artist's intention is for it to be 'amongst the people', which a town centre location would assist, maintaining the integrity of the</p>

piece. A response to such a planning application is also likely to note that a town centre location would provide for maximum interest and engagement with the statue and would attract residents into the town centre.

Equally, a town centre location has the potential to support tourism and visitor economy. Should an application come in for another site that would be considered on its own merits and comments made accordingly, but that is not intended to undermine the case for a town centre location. Without full details of specific locations through a planning application, it is difficult to comment in any detail at this stage, other than to say that a town centre location has clear merits in respect of the artist's intentions and its accessibility. The Cultural Economy Team is likely to be able to support such an application subject to the details submitted.

Artist

The statue needs to be accessible to everyone. The statue should not be located where people with mobility problems cannot access it. The statue needs to be accessible 24/7 – The statue should not be located in a building or place which is closed to the public at times of the day

The statue should be able to be appreciated from all angles (360°)

The statue needs to be in a location where people can interact with the statue, take photos / selfies

The artist recommends a 'interpretation' board for the statue

The Statue should be located where you might come across it (rather than seek it out)

The statue should be at ground level rather than elevated or on a plinth

Police - Design out Crime officers – consideration needs to be given to protection of the statue –ideally the Police would like to see the statue in a well-lit area, with CCTV, and good footfall..

Highways - wherever the statue is located, it should not impede the flow of traffic or pedestrians. Based on the options put forward all the sites should be achievable following detailed scans to allocate the exact location of any underground services.

Ansa – The planters can be moved and the electricity sorted – and once we are able to say what we want they will give a cost.

National Government Strategy draws on expertise from the Arts Council and Outdoor Arts UK in recommending art on high streets:

- “The Arts Council believes that art and culture has an important role to play in helping to bring about positive change in local communities and we look forward to supporting ventures which will help revitalise our high streets while getting people involved with the great things the arts have to offer.”
Arts Council England
- “Outdoor arts create a rationale for visitors to make extra effort to attend, bring diverse communities together and help contribute to a destination’s ‘sense of place’. [This strategy]offers both the vision and the know-how to

	<p>improve high streets and town centres through creative solutions from simple design enhancements through to outdoor arts.” <i>Outdoor Arts UK</i></p> <p>Public many people have written to the Town Council about the statue location or expressed their views on social media or in the local press. This includes local and national historians and art experts. More than 95% have stated they would like the statue to be located in the centre of Congleton in Bridge Street.</p>
Options	<p>The locations have been considered in more detail taking on board the criteria under consideration for the statue. The criteria can be seen in Appendix A</p> <p>A number of locations could be made to work in Congleton. There is not a right or wrong answer. The best fit locations depends on the which criteria is given the most weighting.</p> <p>From the artist, the CEC cultural development team and the Elizabeth Group this is about locating the statue in a busy area where people will come across the statue and for it to become part of the streetscape. The Elizabeth Group, who have raised 100% of the costs of the statue, want to see the statue in the pedestrian area.</p> <p>The Police want to see consideration given to the protection of the statue –they would like to see it in a well-lit area, with CCTV, and good footfall. Across the UK damage rather than theft is more commonly reported, so be mindful that the statue is protected from vehicle movements.</p> <p>Appendix C explores various options which have been raised as suggestions.</p> <p>Option 1 – Centre of Bridge Street near the planters and Congleton finger post, on near Victoria Street, where the phone box use to be.</p> <p>Option 2 – On Bridge Street at the end of the row of large planter outside Crema ...</p> <p>Option 3 – On the High Street outside B&M</p> <p>Option 4 – In the Community Gardens</p> <p>Option 5 – On a roundabout along Wolstenholme Elmy Way</p> <p>Option 6 – On Bridge Street at the bike rack end of the planter area</p> <p>Option 7 – Moody Street Gardens</p> <p>Option 8 – Royal Bank of Scotland’ area</p> <p>Option 9 – Foyer of the Town Hall</p> <p>Option 10 – Congleton Museum</p> <p>Option 11 – Congleton Park opposite the pavilion</p> <p>Option 12 – Swan Bank end of the pedestrian area near Peacocks</p> <p>Option 13 – Elizabeth's Garden on West Street</p>
Decision needed	For Council to discuss and agree its preferred location for the Elizabeth Wolstenholme Elmy Statue.
Proposal	<ol style="list-style-type: none"> 1. For the Council to eliminate 5,7,8,9,10,12 and 13 as options that least meet the criteria for the site 2. For the Town Council to discuss and agree its preferred location for the statue.

APPENDIX A: Criteria

Criteria for siting of Elizabeth Wolstenholme Elmy Statue

Category	Criterion
Artist's intention	Aspect – 'Among the people'
	Accessible to all, can stop to have a chat
	Able to walk round
	Ground level, no plinth
	Good lighting to enhance appearance
Statue Donors	Feedback by email, letter or on SM posts
Heritage/Art	Relevance to Elizabeth
	Congleton Historical Context
	Views of national statue/art experts
	Close to other relevant historical sites
	National significance - role as part of trail of women's statues
Tourism/Trade	Easy to find for non-residents
	Accessibility from Elizabeth's Heritage Trail
	Close to cafes and shops to draw trade
	Somewhere to sit close by
	Likelihood of photos identifying Congleton
	High footfall area – will 'promote itself'
	Opinions received from outside Congleton
	Supporting Town Centre regeneration
Education	Practical/safe to stand around with a class or group
	Space nearby for plaque or information board
	Opportunity for people who don't know about Elizabeth to 'discover' her and learn more
	Noise – quiet enough to teach and discuss
Health & Safety	Don't impede pedestrian flow
	Risk of statue being hit by a vehicle
	Safe for tour group to stand around and discuss
	Ability to place ground warnings (corduroy paving) for people with sight-impairments
Practical	Suitable ground – firm, not damp
	Absence of utilities – ability to drill and put steel posts in
	Ability to access for installation
	Access for cleaning
Crime	CCTV area
	Reduce likelihood of theft
	Reduce likelihood of criminal damage
Public opinion	General evidence from comments in press and social media, letters to councillors and Elizabeth's Group

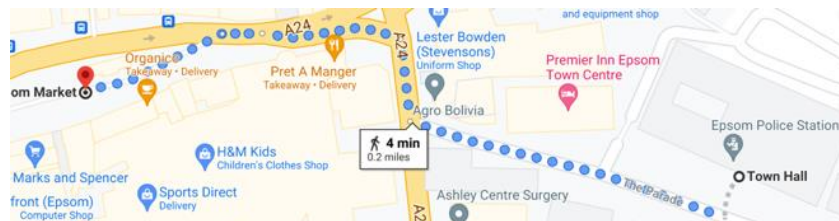
Appendix B :

Similar statues

There are a number of suffragette statues in towns and cities across England, below are four recent statues to be unveiled and their proximity to the town hall.

Emily Wilding Davison – Unveiled Jun 2021 (Epsom marketplace)

Emily Wilding Davison was killed when she stepped into the racetrack at the Epsom Derby in 1913. The statue is located just round the corner from the Town Hall in a large pedestrianised area. As shown in the picture of her, there is a lot of open space around the statue for group photos to be taken.

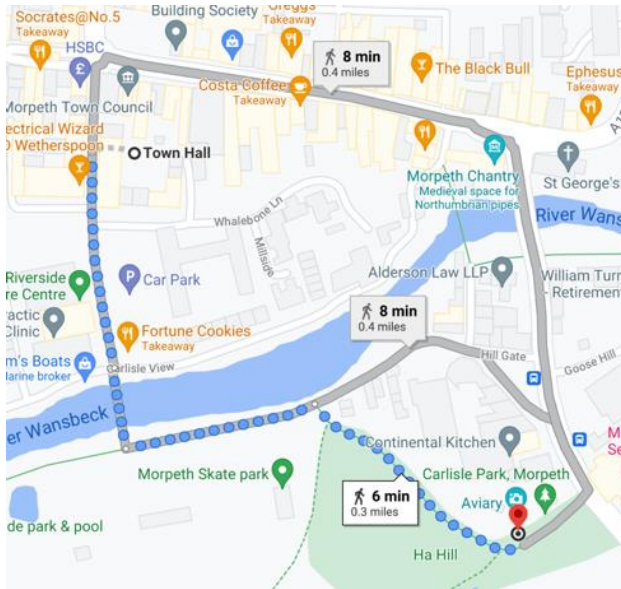


Emily Wilding Davison – Unveiled Sept 2018

Emily Wilding Davison, from Morpeth, was killed when she stepped into the racetrack at the Epsom Derby in 1913. Northumberland County Council commissioned the statue which was unveiled in the town's Carlisle Park just under half a mile from the town centre.

The leader of the Northumberland County Council who is also the cabinet member for Culture, Creative and Rural said that they used a place where the statue would be seen most and which would also encourage more people to enjoy the surroundings of the park, other locations were considered but they wanted it to be a location where it couldn't get knocked over.

As shown in the picture of her, there is a lot of open space around the statue for group photos to be taken, the location also provides a nice back drop for pictures.

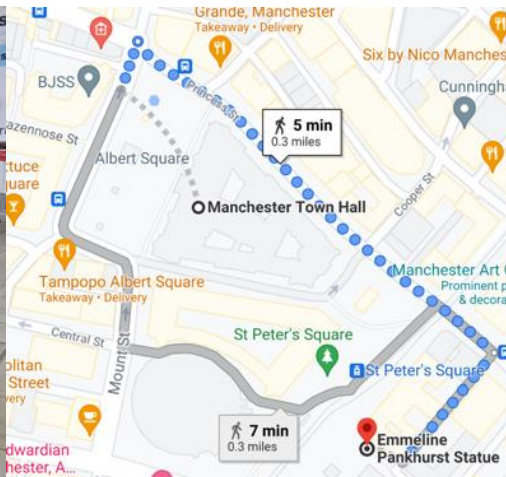


More information can be found on the [Emily Wilding website](#)

Emmeline Pankhurst – Unveiled Dec 2018

The statue of Emmeline Pankhurst is a bronze sculpture in St Peter's Square, Manchester, depicting Emmeline Pankhurst.

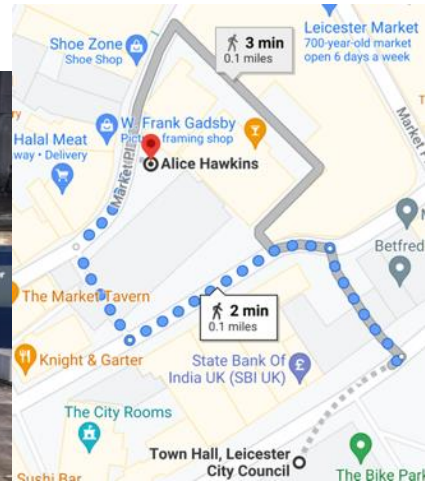
As shown in the picture of her, there is a lot of open space around the statue for people to admire the statue and for group photos to be taken. The statue has a Portland stone circle around it which provides seating and protection from vehicles



Alice Hawkins – Unveiled Feb 2018

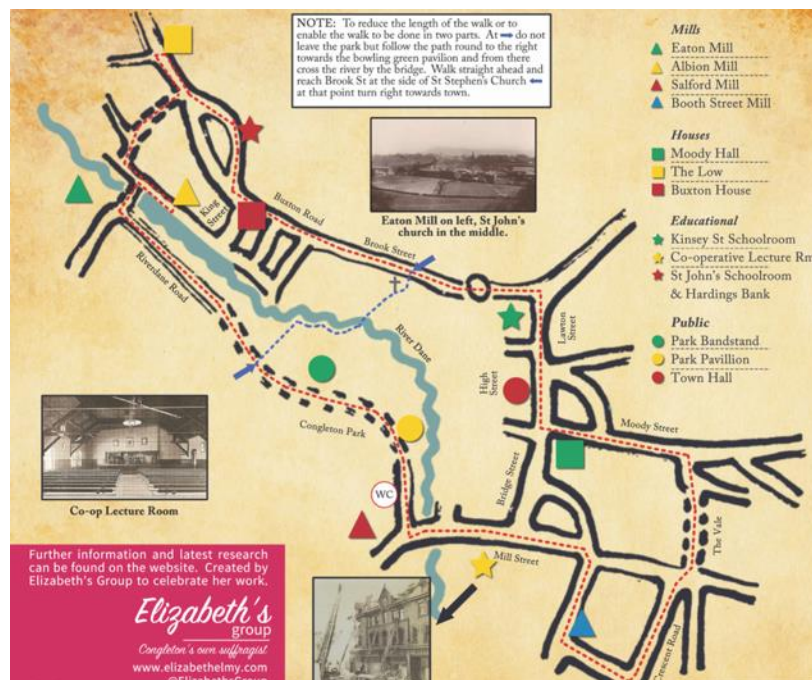
The statue of Alice Hawkins is 7 feet tall made from bronze which stands on a 4-foot granite plinth erected near to the spot Hawkins would have stood when she addressed the public on the topic of women's suffrage. It portrays Hawkins speaking and gesturing with her right arm raised.

As shown in the picture of her, there is a lot of open space around the statue for people to admire the statue. The statue is located in a pedestrianised area which is separate from vehicles by lamp posts and bollards.



The Elizabeth Elmy Trail

The Elizabeth Elmy Trail is a 4.5 mile walk around Congleton which passes places which are connected to Elizabeth and her husband Ben. Several of the options listed in this paper appear on the route of the trail. On page two of the document there is a detail explanation of the locations and their link to Elizabeth.



APPENDIX C - OPTIONS

Below is the list of the 13 sites that have been given further consideration against the criteria and also discussed with the Police, Highways, Cultural Team at Cheshire East. All sites are achievable. Some are more desirable than others. Officers recommend that based on the criteria that councillors may wish to eliminate 5,7,8,9,10,12 and 13 as options that least meet the criteria for the site

Option 1 – Centre of Bridge Street on the edge of the square where it meets Victoria Street, where the phone box once stood.

This is to locate the statue where the former telephone box was located in the centre of Bridge Street close to the planters or to relocate the end planter to make more space for the statue.

This location has a number of underground services crossing it, the services are considerably deeper than the recommended studs required to fix Elizabeth. There is an option to move the first planter which will create even more space.

This is the Elizabeth's group, the artist and the Culture Team at Cheshire East's preferred option.



Benefits –

- This location has high footfall in the town centre
- It's a town centre location
- The area is covered by CCTV
- This location has the necessary space to allow people to move around the statue
- This location could draw people into the centre to town
- There is space for the statue and 'interpretation' board
- It is next to the Congleton Finger post which helps to place the statue in photos

Disbenefits -

- This location is not on the Elizabeth Elmy trail – although close to the trail which

includes Moody Street.

- Traffic is allowed on the pedestrian area for loading and unloading so attention needs to be paid to making sure statue is not in the line of any rogue vehicle.

Considerations -

- There are underground utilities in this area which although deeper than the statue's foundations are an issue that professional installers must work around. (Appendix E)

Option 2 – On Bridge Street at the end of the row of large planter outside Crema

This is to locate the statue outside Crema where the planters are located. Locating the statue in this location would affect the amount of seating Crema and Chatwins could have outside as this space would be needed for 'free space' around the statue. This part of Bridge Street is the narrowest part of the street and frequently has queues of people waiting to go into food shops. To work one of the bike racks would need to be moved.

This location had a number of underground services crossing it which the installers would need to be mindful of.



Just to the left of this picture is Costa Coffee who also have tables on the street.

Benefits –

- This location has the highest footfall in the town centre
- It's a town centre location
- This location could draw people into the centre of town

Disbenefits -

- This location is a 'bottle neck' in Bridge Street
- A number of cafes have outside seating areas in this part of Bridge Street as well as four big planters, two benches and bike racks

- This location could affect the outdoor seating used by Crema and Chatwins
- This location is close but not immediately on the Elizabeth Elmy trail
- Moving around the statue could disturb people enjoying alfresco dining
- It is not immediately obvious where an 'interpretation' board would be sited

Considerations -

- There will be a cost to moving the planters as there is an electricity power box situated next to one.
- There are underground utilities in the area

Option 3 – On the High Street outside the empty B&M

This option is to locate the statue outside the former B&M, this may require altering the position of the bench. This area has quite high footfall as the bus station is located just round the corner and the pelican crossing exits next to the letter box in the picture, however there is considerable vehicle noise.



Benefits –

- The location is covered by CCTV
- It would be in a location where there could be space around it for groups to study the sculpture
- It's a naturally busy location as there is a pelican crossed close by
- It would be located on the route of the Elizabeth Elmy trail
- There is space for the statue and 'interpretation' board

Disbenefits -

- Due to the location being near a pelican crossing there would be road noise and pollution from cars and buses

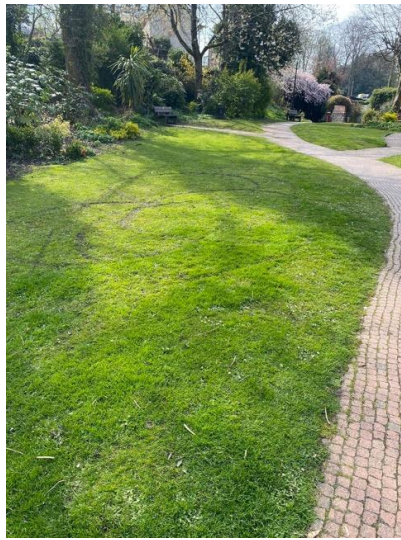
- It would be located a short distance from a night club so might attract 'attention' in the evening

Considerations -

- Not many of the services maps covers this location, however the power cables look to run this side of the bollards pictured above.

Option 4 – Locate the statue in the Community Gardens

Within the Community Gardens there are several locations where the statue could be located such as in the centre of the grass in the picture below, at the end of the left-hand branch of the path in the picture below or in the grass triangle to the top right of the picture.



Benefits –

- It is close to the Elizabeth Elmy trail
- There is plenty of space around it so groups can stand back and paint / draw.
- There is no risk of vehicle damage
- The location is covered by CCTV
- A safe area for children
- There would be space for the statue and the 'interpretation' board

Disbenefits –

- The location is not as prominent and doesn't meet the artist brief of amongst the people in a town centre location.
- The artist intent is for the statue to be a piece of street art, rather than in a garden
- People would have to seek out the statue
- The area is used for people to exercise their dogs and for children to play.

Option 5 – Locate the statue on one of the roundabouts on the Wolstenholme Elmy Way

This option is to locate the statue on one of the roundabouts on the new link road where it would be seen by passing motorists. Locating the statue on a roundabout would not meet the location criteria and would also put people in danger. For these reasons this option is discounted.

Benefits –

- Visible and definite link to Elizabeth Wolstenholme Elmy through the road name.

Disbenefits -

- People would be unable to get close to the statue
- People might get injured when crossing the road attempting to see the statue
- Highly unlikely Cheshire East would support the planning application

Option 6 – Cycle Rack end of the Planters on Bridge Street .

This option is to rearrange some of the of the street furniture and removal of two of the bike stands and moving the planters out towards the edge of the road to make more room for the pavement cafes culture

This could create an area near Max Spielman’s that would eliminate the risk of the statue being hit by a vehicle (greatest risk) and would be out of any pedestrian flow so should stop that risk too.

However this removes any ‘pavement’ space to step onto if a vehicle were using the pedestrian area for loading/unloading or to cut through to Swan Bank rather than going around via Mountbatten Way.

A budget would also need to be found to do the work and for any materials which might be needed.



Benefits –

- This location has the highest footfall in the town centre

- It's a town centre location
- This location would draw people into the town centre

Disbenefits -

- A number of cafes have outside seating areas in this part of Bridge Street as well as four big planters, two benches and bike racks
- This location could affect the amount of outdoor seating for Al fresco use
- This location is not on the immediate Elizabeth Elmy trail – although close by
- There might not be space for the statue and the 'interpretation' board
- Cost for completing the work
- It may be expensive to move the planters as there is an electricity power box situated next to one, and power cables which supply power to the lights in the planters.

Considerations -

- There is an underground utilities in the area which the installer would need to be mindful of.

Option 7 – Moody Street Gardens

The Moody Street Garden is just down the road from Moody Hall which is where Elizabeth moved her school to in 1867. During 2017 the Partnership completed a project to make the Gardens more accessible (DDA compliant) including new benches and raised beds.



Benefits –

- The Elizabeth Elmy trail passes the location
- The Garden is a safe location for groups of people to congregate
- The location is close to the centre of Congleton

Disbenefits -

- This location does not have the necessary space to allow people to move around the statue
- No CCTV
- Local schools use this garden for nature activities
- The artist intent is for the statue to be a piece of street art, so not to be located in a garden
- People would have to seek out the statue

Option 8 – Area near Higher Ground Café /former Royal Bank of Scotland area

This option is to locate the statue on the raised platform outside the former Royal Bank of Scotland near the railings.

This location had a number of underground power cables crossing it, finding a location which does not affect them could be difficult.



Benefits –

- The Elizabeth Elmy trail passes the location
- There is a CCTV camera which overlooks this area
- It could not be accidentally driven into by a vehicle
- This location has the necessary space to allow people to move around the statue, however it would be on different levels

Disbenefits –

- This site is used for the Annual Christmas Tree and Easter Service.
- There is an application for a café to have an outside seating area on the raised area which hinder access to the statue.
- The 4 ft 11 inch statue would be partially hidden by the railings
- The Artist intention is to interact with people on their level, not elevated and preaching.
- It would be located a short distance from a night club so might attract 'attention' in the evening

Considerations -

- This location has underground power cables running across the front of the raised platform and across the platform itself

Option 9 – Locate in the foyer of the Town Hall

This option is to locate the statue in the foyer of the Town Hall. In 1875 Ben Elmy asked Annie Besant to speak in the Town Hall, and in 1892 Ben asked a parliamentary candidate if he would be in favour of granting women the vote. Locating the statue in the Town Hall would be protected from the weather and the possibility of vandalism, it would only be accessible when the Town Hall is open. For this reason this option recommend discounted.

Benefits –

- Would be protected from vandalism and damage
- The Elizabeth Elmy trail passes the front of the Town Hall
- There is a connection to Elizabeth

Disbenefits –

- It would only be accessible when the Town Hall is open
- It wouldn't be in a location where you could stand back and admire it
- It could impede access to the Town Hall, the Information Centre and the Cotton Club.
- May impact on functionality of the Town Hall by limiting access for large items such as hospital beds for blood donation sessions into the Town Hall.

Option 10 – Locate in the Congleton Museum

This option is to locate the statue in the museum, while it would be protected from the weather and the possibility of vandalism, it would only be accessible when the museum is open. For this reason this option is discounted.

Benefits –

- Would be protected from risk of vandalism and damage
- It could draw people into the museum

Disbenefits –

- It would only be accessible when the museum is open
- It wouldn't be in a location where you could stand back and admire it
- Completely against the aims and objectives of the artist and commissioning group.

Option 11 – Located in Congleton Park opposite the pavilion

This option is to locate the statue in the park opposite the pavilion. This location has the most amount of free space around than any other option, this could allow for benches to be located facing the statue or a Portland stone seating ring around the statue similar to the Manchester statue. Although more funding would need to be raised for this. There is also space for an information board.

This location has a connection to Elizabeth, in 1886 Ben Elmy donated money to the park pavilion fund which open in 1887 for the Queen Victoria's Golden Jubilee. Ben Elmy also presented prizes at a sporting event at the park held in 1887.



Benefits –

- The Elizabeth Elmy trail passes the location
- Elizabeth had a connection with the Pavilion
- There is a CCTV camera which overlooks this area
- It could not be accidentally driven into by a vehicle
- There is space for an information board
- The park is a safe location for groups of people to congregate

Disbenefits –

- The location is not in the centre of Congleton
- Not bring people into the town centre
- The artist intent is for the statue to be a piece of street art that people interact with so not to be located in a garden

- People would have to seek out the statue
- No discussions have taken place with Friends of Congleton Park or Cheshire East on this option. People are not encouraged to walk on the grass around the formal planting and putting a statue here would encourage and likely to create unofficial paths to it.

Option 12 – Peacocks end of the Pedestrian area

This option is to locate the statue at the far end of the pedestrian area, where it meets West Street. West Street was where the Co-operative Society Building stood where Elizabeth gave talks in 1893.

This location had a lot of street furniture already and finding a suitable site that would not impede the normal flow of pedestrians is difficult.



Benefits –

- The Elizabeth Elmy trail passes the location
- There is a CCTV camera which overlooks this area
- There are already benches

Disbenefits –

- It could be accidentally driven into by a vehicle
- There are a lot of services which run under this area
- It would be located a short distance from several pubs so might attract unwanted 'attention' in the evening

- There is currently quite a lot of existing items of street furniture

Considerations -

- Not all of the underground services maps cover this location, however the one map that covers this location shows three underground power cables cross the site at different points.

Option 13 - Elizabeth's Garden

West Road Congleton



Benefits –

- The statue would be part of an already established location dedicated to Elizabeth
- It could not be accidentally driven into by a vehicle
- There is a lot of vehicular traffic passing along the A34
- The location is next to a cycle lane, footpath and children's play park.

Disbenefits –

- The Elizabeth Elmy trail does not pass the location
- There is no CCTV camera which overlooks this area
- This location is not in the town centre
- This location has little footfall compared to other options
- There might not be space for the statue and the 'interpretation' board
- The artist intent is for the statue to be a piece of street art, so not to be located in a garden
- People would have to seek out the statue

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	21 st October 2021 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael - Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	21 Town Hall Projections		
Background	In 2020 the Council utilised the frontage of the town hall to project images to highlight Remembrance Day and to add to the Christmas Lights in the town.		
Updates	<p>The cost for the Remembrance Day projection was offered at a reduced rate in 2020 which was paid from the Remembrance Day Parade Budget, the cost this year will be within the region of £2,500.</p> <p>The cost for the 2020 Christmas Projection was paid for from the Christmas Lights budget, again the cost is within the region of £2,500.</p> <p>In 2020 both the Remembrance Day Parade and Christmas Lights budgets had available funds to utilise due to scaled down events during the 2020 year.</p> <p>A budget for these 2 events/projections has not been set for 2021-22 and I would like to recommend that Council approve to this spend of £5,000 from our Tourism Ear Marked Reserve which has available funds of £9,169. Future budgets will be costed for consideration at budget setting.</p> <p>Both projections generated a great deal of positive feedback, the Remembrance Projection would be due to be in place on 10th November 2021, a date is to be set for the Christmas Projection.</p>		
Recommendation	To approve the spend of up to £5,000 from Ear Mark Reserve 342 (Tourism), to pay for the projections.		