



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

2nd December 2021

Dear Councillor,

You are summoned to attend a meeting of the Council on **Thursday 9th December 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 Emergency Council meeting held on 25th November 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 (To Follow)

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 23rd September 2021.](#)

10. Finance and Policy Committee (Enclosed)

To receive the [minutes of the Finance and Policy Committee meeting held on 30th September 2021.](#)

11. Personnel Committee (Enclosed)

To receive the [minutes of the Personnel Committee meeting held on 9th September 2021.](#)

12. Planning Committee (Enclosed)

To receive the [Minutes of the Planning Committee meetings held on 9th September and 14th October 2021.](#)

13. Town Hall Assets and Services Committee (Enclosed)

To receive the [minutes of the Town Hall Assets and Services Committee meeting held on 16th September 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. Rotary Expenditure (Enclosed)

For Councillors to note a payment exceeding £10,000 - Rotary Club.

16. 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.

17. Budget and Precept 2022-23 (Enclosed)

- 1: To approve the budget and precept requirement for 2022/23 as recommended by the Finance and policy Committee on 25th November 2021
- 2: To approve the Ear Marked Reserve Movements and proposed spends as recommended by the Finance and Policy Committee on 25th November 2021.

18. Planning Committee Chair and Vice Chair

To agree the Chair and Vice Chair of the Planning Committee through to 31st March 2022

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 25th November 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 25th November 2021](#)

Present:

Councillors:

Denis Murphy (Town Mayor)
Margaret Gartside (Deputy Mayor)
David Brown
Suzy Firkin
Sally Ann Holland
Amanda Martin
Rob Moreton
Jean Parry
Mark Rogan
Kay Wesley

Congleton Town Council Officers:

David McGifford (Chief Officer)
Jackie MacArthur (Communities and Marketing Manager and Deputy Chief Officer)

Members of the Press: (1) Members of the Public: (1)

Minutes

1. Apologies for absence

Apologies were received from Cllrs Duncan Amies, Russell Chadwick, Paul Duffy, George Hayes, Robert Helmsley and James Smith

2. Minutes of Previous Meetings

CTC/39/2122 RESOLVED to approve and sign the [Minutes of the Council meeting held on the 21st October 2021](#).

3. Declarations of Disclosable Pecuniary Interest

Councillors Denis Murphy (Mayor), David Brown, Sally Ann Holland and Rob 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 raised by Members of the Public.

5. Urgent Items

There were no urgent items raised at the meeting.

6. Cheshire East Council - Community Governance Review Consultation

CTC/40/2122 RESOLVED to respond as follows:

Question 4. How strongly do you agree or disagree that the recommended governance arrangements as proposed by Cheshire East for the area you are answering for would...?

a) Reflect local identities and interests

Answer Tend to agree

b) Provide an effective and convenient local government

Answer Strongly agree

Question 5. How strongly do you agree or disagree overall with the recommendation as proposed by Cheshire East for the area you are answering for?

Answer Tend to agree

The Council (CEC) also requests comments on whether the new parish should have the style of 'parish' or one of the alternative styles that the Council may recommend where a new parish is being created: 'community', 'neighbourhood' or 'village'.

CTC/41/2122 RESOLVED to delegate the responsibility to the Chief Officer to pass comment which would cover the following points:

- The Town Centre is seen as the local service centre for the town and parish areas providing health, education, retail and leisure facilities.
- Lobbying would be stronger and consistent.
- Increase in town precept would provide additional income to potentially improve facilities.
- Recognising the need to review and support current aspirations of the parishes – green gaps etc.
- Wider environmental protection plans could be developed – green gaps etc.

**Denis Murphy
(Town Mayor)**

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE COMMUNITY AND ENVIRONMENT COMMITTEE HELD ON 23rd September 2021

For the papers discussed at the meeting, please see the [Meeting Agenda of the Community & Environment Committee 23rd September 2021](#)

PRESENT:

Committee members:

Cllr Kay Wesley (Chair)

Cllr Sally Ann Holland (Vice Chair)

Cllr Dawn Allen

Cllr Suzy Firkin

Cllr Amanda Martin

Cllr Robert Moreton

Cllr Mark Rogan

Ex Officio members: Cllr Denis Murphy and Cllr Margaret Gartside

Non-Committee Member/s: Cllr Robert Douglas

Also present: Congleton Town Council Officers: Jackie MacArthur, Martha Hayes
One member of the press, two Cheshire Police Officers and nine members of the public involved with presentations.

1. Apologies for absence

Apologies for absence were received from:

Committee members: Cllrs Paul Duffy, Robert Hemsley and Jean Parry

Non-Committee members: Cllr David Brown and Cllr Suzie Akers Smith

2. Minutes of Previous Meetings

CE/19/2122 Resolved to approve the [minutes of the Community & Environment Committee held on 8th July 2021](#) as a correct record.

3. Declarations of Interest

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

4. Outstanding Actions

See Item 11 for updates from the Community and Environment Committee held on 8th July 2021.

5. Questions from Members of the Public

There were no questions raised at the meeting.

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

PC Helen Weeks and PSCO Karen Linton from Cheshire Police gave a verbal update on Policing matters affecting Congleton, please see Appendix 1.

8. Social Supermarket for Congleton

CE/20/2122 Resolved to receive a presentation and report from The Green Tree House Project about a Social Supermarket for Congleton.

Action – Grant application to go to the Council's Finance and Policy Committee on 30/9/21 requesting financial assistance for the project in Congleton.

9. Congleton Domestic Abuse Clinic

CE/21/2122 Resolved to receive an update from My Cheshire Without Abuse on the first year of the Domestic Abuse Clinics in Congleton and the next steps. To hear the story of a Congleton Domestic Abuse survivor and a case study from the police.

10. Support for Safe Pedestrian Access to Bath Vale

CE/22/2122 Resolved to receive a report from local residents asking for Congleton Town Council's support for actions to improve pedestrian safety in the main access to the Bath Vale estate.

Actions

- a) Ask the Town Council's Streetscape Manager to assess the area for inclusion in the Streetscape maintenance programme if feasible.

- b) Write to Cheshire East Highways and Planning Enforcement supporting the concerns of residents in area about lack of path as agreed in the planning application, lack of lighting on the bridge, inadequate signage, and the need for a 20mph zone.
- c) Speak to Cheshire East Highways about the need for signs and how these can be financed. If appropriate, apply to the Finance and Policy Committee and also Ward Councillors highway allocation.

11. Updates Paper from previous Community and Environment Committee

CE/23/2122 Resolved to note the updates paper with items from the Community and Environment Committee held on the 8th July 2021. Updates include the Elizabeth Statue, Volunteer Coordinating Point and Havannah Bridge.

12. Anti-Social Behaviour Working Group Notes

CE/24/2122 Resolved to receive the notes of the [Anti-Social Behaviour Working Group](#) held on the 8th July and a verbal update given by Cllr Kay Wesley from the meeting held on 16th September 2021.

13. Congleton In Bloom Working Group Notes

CE/25/2122 Resolved to receive a verbal update from Cllr Margaret Gartside from the [Congleton in Bloom Working Group](#) on the judges visit. Results of the North-West in Bloom are likely to be known late October and Britain in Bloom on the 25th September.

14. 750 Working Group Meetings and Update

CE/26/2122 Resolved to receive the notes of the [CTC 750 Working Group](#) held on the 2nd September and an update report from the Town Centre and Events Officer, Martha Hayes on events planned by Congleton Town Council for the 750 year charter celebrations.

15. White Ribbon Working Group Update

CE/27/2122 Resolved to receive a verbal update from the Cllr Mark Rogan from the [White Ribbon Working Group](#).

16. Congleton Green Working Group

CE/28/2122 Resolved to receive the [notes of the Congleton Green Working Group](#) held on the 22nd July and 18th August 2021, and a verbal update on the [Climate Festival and Green Fayre](#) to be held from the 23rd October – 31st October from Cllr Margaret Gartside, Chair of the Congleton Green Working Group.

17. Action against Inconsiderate Parking

CE/29/2122 Resolved to agree to promote a new downloadable suite of leaflets that residents can use to alert drivers to their inconsiderate parking. These will be placed on www.congleton-tc.gov.uk and hard copies available in the Congleton Information Centre.

Action - Install the Parking Notice leaflets on the website. Print copies for the Congleton Information Centre and send out press release/publicity materials.

18. Feedback from the Congleton Town Council Bus Survey and Next Steps

CE/30/2122 Resolved to note the responses to a Congleton Town Council survey into Bus Use and for the Integrated Transport Working Group to engage with Cheshire East on the development of the Bus Services Improvement Strategy.

Action - To check Cheshire East Council papers for progress on the Bus Improvement Strategy and to alert the Integrated Transport Working Group (ITWG) with the aim of improving services for Congleton. **To continue to work on understanding the public transport needs of Congleton.**

19. Cheshire East Council's Proposed Car Parking Consultation

As Cheshire East Council (CEC) had not approved this consultation at their meeting on the 21st September 2021 the paper was withdrawn from committee.

Action - To stay alert to CEC parking proposals and alert councillors when CEC is due to rediscuss the issue.

**Cllr Kay Wesley
(Chair)**

APPENDIX 1 - UPDATE FROM CHESHIRE POLICE - ITEM 7

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

Drugs and Alcohol

- 1 Drugs Warrant complete Sheldon Ave
- 1 Drugs Warrant in Bosley
- Working with Rumba on allegations of spiking - none with medical evidence.

Anti-Social Behaviour (ASB)

- 43 incidents - decrease of 19 on last period and decrease of 29 Year on Year
- Current ASB Repeat locations:
- Bromley Community Centre (9) Public Order Offences/Bikes. Mix of warnings, letters restorative justice and Sec 59 warnings for 5 juveniles. No incidents since 22/08.
- Market area (3) previously unknown youths – now on ASB ladder/ this use to have a Public Space Protection Order on it.

Total Domestic Violence Incidents: 57, 8 decrease on last period and 10 increase of year on year

Total Sexual Offences: 12, 9 up on last period and the same Year on Year

Hate

Congleton Pride Event was a really good day, no issues. Pre-event was issue with banners and witness appeal and liaison with Pride group.

11. Vehicles

Bromley – Off Road Bikes Sec 59 warnings

Community Q & A. RCU/Highways/Beat Specifically A34 Odd Rode/West Speeding TBC

AOB

Congleton/Sandbach Local Policing Unit to go live date 4th November 2021

CONGLETON TOWN COUNCIL

Minutes of the Finance and Policy Committee Meeting held on Thursday 30th September 2021

For the papers discussed at the meeting, please see the [Meeting Agenda of the Finance and Policy Committee held on 30th September 2021](#)

PRESENT Committee members:

Cllr Robert Douglas (Chair)
Cllr Russell Chadwick (Vice Chair)
Cllr Jean Parry
Cllr J Smith
Cllr R Moreton

Non-committee member/s: Cllr Kay Wesley

Also present:

Congleton Town Council Officers:

- David McGifford (Chief Officer)
- Serena Van Schepdael (Responsible Financial Officer)
- 1 Member of the press

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: Cllr D Brown
Cllr S Akers Smith
Cllr D Amies
Cllr P Duffy
Cllr G Hayes
Cllr D Murphy (Mayor)

1. Minutes of Previous Meetings

FAP/25/2122 RESOLVED to approve the [minutes of the Finance & Policy Committee held on 29th July 2021](#).

2. Declarations of Interest

Cllr Rob Moreton declared a non-pecuniary interest on any matters relating to Cheshire East Council.

3. Outstanding Actions

There were no outstanding actions from previous meetings.

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. Grant Approvals and Commitments 2021/22

FAP/26/2122 RESOLVED to receive the statement showing the current position as at 31st July 2021.

7. New Applications for Financial Assistance

FAP/27/2122 RESOLVED to award the following grants:

- **Grant ref GR06/2122 – Heath View Garden Residents** - £250 towards plants and pots for a planting project.
- **Grant ref GR07/2122 – The Green Tree House** - £2,000 towards the purchase of subsidised stock for their social supermarket.

8. New Grant Activities Monitoring Forms

There were no New Grant Activities Monitoring forms received.

Action: To promote and market the Council Grant Scheme

9. Review and Amendments to the Financial Regulations

FAP/28/2122 RESOLVED to approve the updates to the Financial Regulations and to recommend the updates and changes to Council on 21st October 2021 for inclusion in the Council's constitution.

10. Artifacts and Treasures Revaluations

FAP/29/2122 RESOLVED to receive the updated revaluations on the Council's Artifacts and Treasures.

11. Notice of Conclusion of Audit for 2021

FAP/30/2122 RESOLVED 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.

12. Bonfire and Fireworks Display

FAP/31/2122 RESOLVED to approve to underwrite the costs for the Annual Rotary Bonfire Display, and to recommend this to Council on 21st October 2021 that in the event of any losses Council approve the spend from Ear Marked Reserves of up to £5,000.

13. First Floor Improvement Grant

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.

14. Direct Debit and BACS approval

FAP/33/2122 RESOLVED to:

- 1) note the Direct Debit list
- 2) approve that Direct Debit payments continue for relevant suppliers
- 3) approve that payments by BACS transfer to pay suppliers continues
- 4) recommend 1, 2 and 3 to Council on 21st October 2021 for approval in line with our Financial Regulations.

15. Management Accounts

FAP/34/2122 RESOLVED to receive and consider the Management Accounts 31st July 2021.

16. Bank Reconciliation

FAP/35/2122 RESOLVED to receive and consider the bank reconciliation as at 31st July 2021.

17. Savings Account Balances

FAP/36/2122 RESOLVED to receive and consider the Savings Account balances as at 31st July 2021.

18. List of Payments

FAP/37/2122 RESOLVED to receive and approve the Payments lists between 1st July and 31st July 2021.

**Cllr Robert Douglas
(Chair)**

Congleton Town Council

**Personnel Committee Minutes
9th September 2021**

For the papers discussed at the meeting, please see the [Meeting Agenda of the Personnel Committee 9th September 2021](#)

PRESENT: Councillors: David Brown (Chair)
Dawn Allen
Amanda Martin
Robert Helmsley

Ex-Officio: Cllr Denis Murphy (Town Mayor), Cllr Margaret Gartside
(Deputy Mayor)

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

1. Apologies for absence.

Apologies were received from Cllrs Russell Chadwick, Robert Douglas, Sally Ann Holland and Kay Wesley.

2. Minutes

PERS/12/2122 resolved to approve the [minutes of the Personnel Committee meeting held on the 15th July 2021.](#)

3. Declarations of interest

Cllrs David Brown and Denis Murphy declared a non- pecuniary interest in 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/13/2122 resolved to approve the resolution to exclude the Public and Press from Items 8 and 9.

8. **Job Description**

To approve the job description for the Senior Information Advisor

PERS/14/2122 resolved to approve the job description for the Senior Information Advisor

9. **Job Evaluations**

To review the Job Evaluations Report and agree on any proposed changes for the following roles

9.1 Streetscape Development Manger

9.2 Finance Officer

9.3 Chief Officer

9.4 Senior Information Advisor

PERS/15/2122 resolved to approve the proposed changes contained within the report for the positions of the -

9.1 Streetscape Development Manger

9.2 Finance Officer

9.3 Chief Officer

9.4 Senior Information Advisor

**Councillor David Brown
(Chair)**

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 9th SEPTEMBER 2021 in the Town Hall

PRESENT

Councillor A Martin – Vice Chair - In the Chair
D Amies
R Hemsley
J Smith
D Murphy – Town Mayor - ex-officio

1. **APOLOGIES**

Apologies for absence were submitted from Councillors P Duffy, R Douglas, S Firkin, J Parry, K Wesley

2. **MINUTES**

PLN/9/2122 RESOLVED: That the Minutes of the Meeting of the Committee held on 12th August 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	22.7.2021 – The Chief Officer reported that there had been some investigatory

		S Akers Smith	work done on the park side of the proposed bridge 4.8.2021 & 9.9.2021 – 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	None to report	
-----	----------------	--

10. **SECTION 106 UPDATES**

None to report – The Chief Officer will contact Cheshire East again for an update.

11. **PLANNING ENFORCEMENT**

None

12. **NEIGHBOURHOOD PLAN**

The Chief Officer reported that he will arrange a Strategy Working Group to discuss this item.

13. **PLANNING APPLICATIONS - SECTION 2**

PLN/10/2122 RESOLVED: That the following comments be made to Cheshire East Borough Council:

Application Number	Location	Declaration of Interest	Comments
21/4145D	Davenshaw Mill, 2, Buxton Road, Congleton		No Objection
21/4095C	Existing Farmhouse, Turnstone Grange, Back Lane, Congleton, CW12 4RB		No Objection – Subject to Permanent bat mitigation being installed prior to the farm being demolished

21/4078C	Castle Inn, Castle Inn Road, Congleton, CW12 3LP		No Objection
21/4156C	Town Hall, High Street, Congleton, CW12 1BN	NP - All Councillors	No Comment as Town Council asset
21/4246C	31, The Parklands, Congleton, CW12 3DS		No Objection
21/4169C	6, Eastcott Close, Congleton CW12 4QL		No Objection
21/4336C	1, Truro Close, Congleton, CW12 3BD		No Objection
21/4342D	28, Borough Road, Congleton, CW12 3HN		No Objection
21/4324C	The Quinta Primary School, Ullswater Road, Congleton, CW12 4LX	NP – D Murphy	No Objection
21/4417C	Land East of Footpath 37, Middle Lane, Congleton		No Objection
21/4404T	21 The Moorings, Congleton, CW12 3RF		REJECT – due to insufficient grounds to reduce the size of the tree
21/4479T	4 Roseville Drive, Congleton, CW12 3LU		REJECT – due to insufficient information
21/4488C	20 Newby Court, Congleton, CW12 4JS		No Objection
21/4464C	65 Chestnut Drive, Congleton, CW12 4UB		No Objection
21/4463C	7 Padgbury Lane, Congleton, CW12 4LP		No Objection
21/4470C	43 Sandbach Road, Congleton, CW12 4LB		No Objection
21/3880C	37, West Street, Congleton, CW12 1JN		No Objection
21/4485C	71 Thames Close, Congleton, CW12 3RL		No Objection
21/4483C	39, Thames Close, Congleton, CW12 3RL		No Objection
21/4599D	Land To The East Of Black Firs Lane And To The South Of, Back Lane, Somerford		No Objection
21/4582D	Land Off, Goldfinch Close, Congleton		No Objection
21/4550T	1 D, Delamere Road, Congleton, CW12 4PA		REJECT – as excessive pruning – Tree Preservation Officer to review
21/4539D	Land Off Manchester Road Phase 2, Manchester Road, Congleton		No Objection
21/4560C	Land at Homestead Drive, Eaton, CW12 2GT		No Objection
21/4561C	Land Off Manchester Road Phase 2, Congleton		No Objection
21/4511T	Antrobus Street Car Park, Antrobus Street, Congleton		No Objection
21/4265C	7 Duke Street, Congleton, CW12 1AP		REJECT – for the following reasons - No amenity space for family accommodation

			<ul style="list-style-type: none"> - No parking provision - Highways risk for residents (safety issues as no footway) - Fire risk concerns in terms of escape
--	--	--	---

Councillor A Martin – Vice Chair

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Planning Committee held on Thursday 14th October 2021

For the papers discussed at the meeting, please see the [Meeting Agenda & Papers of the Planning Committee 14th October 2021](#)

In attendance:

Committee members: Councillors Amanda Martin (Vice Chair) – In the Chair
Duncan Amies
Robert Douglas
Suzy Firkin
Robert Hemsley
Jean Parry
Mark Rogan
Kay Wesley

Also present: Congleton Town Council Officers: David McGifford (Chief Officer),
Linda Minshull
1 x Member of the press
5 x Members of the public

Minutes

1. Apologies for absence

Apologies for absence were received from:
Committee Members: Cllr Paul Duffy and James Smith
Ex Officio Members Denis Murphy and Margaret Gartside

2. Minutes of Previous Meetings

PLN/11/2122 Resolved to approve and sign the
[minutes of the Planning Committee held on 9th September 2021.](#)

3. Declarations of Interest

None declared.

4. Outstanding actions

Date	Planning Application Number	Action	Progress
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

There were no questions from members of the public.

6. Urgent Items

Councillor Douglas queried the procedure for using Section 106 funds in Congleton. The Chief Officer will investigate the details.

7. Planning Applications Section 1

PLN/12/2122 RESOLVED that the following comments be made to Cheshire East Council:

20/5865C	Overedge, Brookhouse Lane, Congleton, CW12 3QP		The applicant spoke to support the application and a member of the public spoke in objection REJECT DUE TO – <ul style="list-style-type: none">- Overbearing, overlooking and loss of privacy- Intrusion into the green belt, harmful to the openness of the greenbelt- Noise and disturbance from use- Vehicular access, access to site very narrow- Intrusion into privacy of neighbours, no screening
----------	---	--	--

8. Planning Appeals

The following Planning Appeals were noted -

20/3339 C – Congleton Autos, Newcastle Road – Change of Use –
Appeal against decision to refuse planning permission

19/5793C - Nobanno Restaurant, Astbury Lake, Newcastle Road, Astbury, CW12 4HL

9. Licensing Applications

The following licensing applications were noted.

9.1	Miam Miam, 26 A Lawton Street, Congleton, CW12 1RS	
9.2	Higher Ground Café Bar, 56 High Street, Congleton, CW12 1BB	
9.3	Congleton RUFC, 78 Park Street, Congleton, CW12 1EH	

10. Section 106 Updates

The Chief Officer advised that there was still no response from the Cheshire East Council officer with regards to historic S106 agreements.

Action - The Chief Officer to contact Congleton's Cheshire East Ward Councillors to request the relevant information and to write to the CEC Portfolio holder on the same matter.

11. Planning Enforcement

There were no Planning Enforcement updates received.

12. Neighbourhood Plan

The Chief Officer reported that there had been no progress since the last meeting.

Action - To arrange a meeting with the Planning Consultant to agree next steps and timescales for the Regulation 14 Consultation .

13. Tree Preservation Orders

Councillor Douglas presented his report on Tree Preservation Orders.

PLN/13/2122 RESOLVED that-

Town Councillors and Officers to consider whether they too should apply for Tree Preservation Orders for trees on their land or nearby and to actively encourage residents to apply for Tree Preservation Orders. This proposal also calls for Congleton Town Council via all means including greater prominence given to TPO.s in the Council's website, in Bear

Necessities, on the Council's Facebook pages, newspaper articles and letters and on other social media outlets to encourage our residents to apply for Tree Preservation Orders.

14. December Meeting Date

PLN/14/2122 RESOLVED to change the date of the December Planning Committee to Tuesday 14th December – 7 p.m. – Congleton Town Hall.

15. Planning Applications Section 2

PLN/15/2122 RESOLVED that the following comments be made to Cheshire East Council:

Application Number	Location	Declaration of Interest	Comments
21/4567C	CHURCH HOUSE INN, BUXTON ROAD, CONGLETON, CHESHIRE, CW12 2DY		No Objection Subject to Repairs to the boundary hedge
21/4395D	CROSSLEY HALL, PEOVER LANE, CONGLETON, CHESHIRE, CW12 3QH		No Objection
21/4703D	Land To The East Of Black Firs Lane And To The South Of, BACK LANE, SOMERFORD		No Objection
21/4786C	LAND OFF, LAMBERTS LANE, CONGLETON, CHESHIRE		No Objection Subject to the bridge being protected
21/4767C	23, ASTBURY LANE ENDS, CONGLETON, CHESHIRE, CW12 3AY		No Objection
20/1211C	LONDIS, The Huub Building, MANCHESTER ROAD, CONGLETON, CW12 1NP		No Objection
21/4696T	25, ISIS CLOSE, CONGLETON, CHESHIRE, CW12 3RT		No Objection
21/4651C	7, MALVERN CLOSE, CONGLETON, CW12 4PD		No Objection
21/4854C	Land Off, MANCHESTER ROAD, CONGLETON		No Objection
21/4860C	Land to the East Of Black Firs Lane And To The South Of, BACK LANE, SOMERFORD		No Objection
21/4838C	19 NORFOLK ROAD, CONGLETON, CW12 1PA		No Objection

21/4822C	Land Off, BIGGS WAY, CONGLETON		No Objection
21/4808C	9, WOBURN DRIVE, CONGLETON, CHESHIRE, CW12 3SS		No Objection
21/4651C	7 MALVERN CLOSE, CONGLETON, CW12 4PD		No Objection
21/4958C	101, NEWCASTLE ROAD, CONGLETON, CHESHIRE, CW12 4HL		No Objection
21/4964C	29, GIANTSWOOD LANE, CONGLETON, CW12 2HG		No Objection
21/4891C	Privately owned land to the south of, MIDDLE LANE, CONGLETON CW12 3PZ		No Objection
21/4889C	10, ANNAN CLOSE, CONGLETON, CW12 3RZ		No Objection
21/4898C	179, ST JOHNS ROAD, CONGLETON, CHESHIRE, CW12 2EJ		No Objection
21/4841C	Former Dane Bridge Mill Site, MILL STREET, CONGLETON		REJECT – due to the following <ul style="list-style-type: none"> - Building too tall for its location - Inadequate amount of car parking spaces - Highway and safety issues due to the dangerous road junction - Loss of trees - No landscaping
21/5079C	34 Brook Street, Congleton, CW12 1RH		No Objection Subject to there being a clear gap between the buildings
21/5059C	39, HIGH STREET, CONGLETON, CONGLETON, CHESHIRE, CW12 1AU		No Objection
21/5065C	70, BIDDULPH ROAD, CONGLETON, CW12 3LG		No Objection
21/5066T	22, BOSLEY VIEW, CONGLETON CW12 3TU		No Objection
21/5166C	7 Cedar Court, Congleton, Cheshire, CW12 3JP		No Objection
21/5183C	1 Trinity Place, Congleton, CW12 3JB		No Objection
21/4921C	Tall Ash Farm, 112 Buxton Road, Congleton, CW12 2DY		No Objection
21/4933C	Congleton Fire Station, West		No Objection

	Road, Congleton, CW12 1LE		
21/4977C	Congleton Wastewater Treatment Works, Barn Road, Congleton, CW12 1LJ		No Objection Subject to the trees being replaced with similar trees not shrubs

Cllr Amanda Martin
(Vice Chair in the Chair)

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 16th September 2021

For the papers discussed at the meeting, please see the [Agenda & Papers - 16th September 2021](#)

In attendance:

Committee members: Cllrs

George Hayes (Vice Chair)
Suzanne Akers Smith
Duncan Amies
Martin Amies
David Brown
Russell Chadwick
Robert Douglas
Robert Helmsley

Ex Officio: Margaret Gartside (Deputy Mayor)

Non-Committee member: Cllr Amanda Martin

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

Minutes

1. Apologies for absence

Apologies for absence were received from:
Committee Member: Cllr Suzy Firkin (Chair)
Ex-Officio Member: Cllr Denis Murphy

2. Minutes of Previous Meetings

THAS/09/2122 Resolved to approve and sign the [minutes of the meeting of the Town Hall, Assets and Services Committee held on 1st July 2021](#).

3. Declarations of Interest

Declarations of interest were received from Councillors Brown, Hayes and Akers Smith 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

There were no urgent items

7. Town Hall Trading Account

THAS/10/2122 Resolved to receive the Town Hall Trading account to 30th June 2021 and to note the content of the summary report.

8. Streetscape Trading Account

THAS/11/2122 Resolved to receive the Town Hall Trading account to 30th June 2021 and to note the content of the summary report.

9. Roof Repairs Drone Survey

THAS/12/2122 Resolved to accept the report relating to the drone survey into the condition of the Town Hall roof.

Action – To confirm that the areas highlighted within the drone survey do actually relate to areas of water ingress within the Town Hall. On confirmation of this, move forward with the repairs to the damaged areas of roof.

10. Paddling Pool Update

THAS/13/2122 Resolved to accept the report relating to the Paddling Pool Update.

Action 1 - For the Chief Officer to review the lease with Cheshire East to establish if charging for bookings or use is an option for CTC to recover operating costs.

Action 2 - For the Town Hall to investigate the booking system to establish if it can provide priority to residents with a CW12 postcode.

11. Hybrid Meeting Update

THAS/14/2122 Resolved to accept the report relating to the Hybrid Meeting Update.

Action – For the Town Hall Manager to continue to source demo hybrid equipment and update the Committee.

12. NHS Vaccination Booking Update

THAS/15/2122 Resolved to accept the report relating to the NHS Vaccination Update.

Action – To continue to liaise with NHS and Readesmoor Medical Centre throughout their booking period, and to confirm as soon as is possible whether the Town Hall will be used as part of the vaccination booster rollout.

13. Resolution to exclude members of the press and public

THAS/16/2122 Resolved to exclude members of the press and public from item 14 due to Commercial Sensitivities.

14. Mechanical Sweeping Update

THAS/17/2122 Resolved to accept the report relating to the Mechanical Sweeper Update.

Action - To give delegated authority to the Chief Officer to begin negotiations with Cheshire East Council and ANSA to take over the contract for mechanical sweeping routes in the Congleton area.

**Cllr George Hayes
(Vice Chair in the Chair)**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	9 th December 2021 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Vanschepdael - Responsible Financial Officer		
AGENDA ITEM	15		
REPORT TITLE	Notice of Invoice payment		
Introduction	<p>The Congleton Information Centre sell tickets on behalf of local theatres and Charities for events which these external businesses/charities put on.</p> <p>One local charity they sell tickets for is Congleton Rotary Club. Tickets are sold via the Congleton Information Centre and in turn we are then invoiced, less a commission for the value of ticket sales.</p>		
Information	<p>This year's sales for the Bonfire were very successful and the amount which we were invoiced was £13,991.60. (We received £736.40 in Commission, which was deducted from full sales of £14,728) See Appendix 1. (Approval signatures redacted)</p> <p>Our Financial Regulations state that authority for expenditure on Revenue items over £10,000 must be approved by Council. Although this invoice was for third party income and not a revenue purchase, I felt it appropriate to make contact with our Internal Auditor to check if prior approval for this payment to be made was required, as an amount over £10,000 was leaving our accounts.</p> <p>Confirmation was received that a retrospective noting and acknowledgment of the monies leaving our accounts is sufficient to fulfil audit requirements.</p> <p>Alongside this, at the Finance and Policy Committee held on 30th September 2021. it was approved to underwrite any losses made for the Bonfire event up to £5,000, as the event was a success this has not been called upon.</p>		
Decision requested	To note payment made to Congleton Rotary Charity Account for £13,991.60.		

CONGLETON ROTARY CHARITY ACCOUNT

Invoice

Page 1

VAT Reg No:

CONGLETON TOWN COUNCIL
TOWN HALL
HIGH STREET
CONGLETON
CHESHIRE
CW12 1BW
VAT Reg No:

81

08/11/2021

C002

13339

Paid 19.11.21

Quantity Details

13991.60 BONFIRE TICKET SALES PO #703

Unit Price

1.00

Disc Amt

0.00

Net Amt VAT %

13,991.60

0.00

VAT

0.00

3041/225

5% Commission Earnings okay to pay
= £736.40
0256000

9.11.21

Total

0.00

Total Net

13,991.60

Carriage Net

0.00

Total Tax Amount

0.00

Invoice

13,991.60

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	9 th December 2021 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	16 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>		
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. The updates being presented have been reviewed by the Finance and Policy Committee on 30th September and approved on 25th November 2021.</p> <p>Proposed updates approved by FAP:</p> <ul style="list-style-type: none">● * Page 3: Added according to NALC Model: These Financial Regulations were adopted by the council at its meeting held on [enter date].● * Page 7: 4.1 Added according to NALC Model: 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.● * Section 6<ul style="list-style-type: none">● Remove item 6.8● Add: 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.● 6.15 Updated to state Chief Officer or RFO		

	<ul style="list-style-type: none"> • 6.16: Include: Details of the Credit Card must not be stored or saved in online trading/purchasing accounts. • Additional Point: Salaries are to be paid by bank transfer and the payment summary approved by the Chair of Finance and one other signatory. • * Page 14: Foot note for item 11.1 c : Updated per NALC Model: <u>a) For public supply and public service contracts £189,330</u> <u>b) For public works contracts £4,733,252</u> <p>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"> • Page 7: 4.4 • Page 14: 11.1 v
Recommendation	To approve the proposed updates to the Financial Regulations for inclusion in the Council's constitution.

CONGLETON TOWN COUNCIL
FINANCIAL REGULATIONS

INDEX

1. GENERAL	3
2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)	5
3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING.....	6
4. BUDGETARY CONTROL AND AUTHORITY TO SPEND	7
5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS	8
6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS	9
7. PAYMENT OF SALARIES.....	11
8. LOANS AND INVESTMENTS.....	12
9. INCOME.....	12
10. ORDERS FOR WORK, GOODS AND SERVICES	13
11. CONTRACTS.....	13
12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS).....	15
13. STORES AND EQUIPMENT	16
14. ASSETS, PROPERTIES AND ESTATES	16
15. INSURANCE	17
16. RISK MANAGEMENT.....	17
17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS	17

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.

Formatted: Heading 1111, Left, Space Before: 0 pt, After: 0 pt, Line spacing: single, No bullets or numbering, Hyphenate, Tab stops: Not at -2.54 cm + -1.27 cm + 2 cm

~~6.7.6.8. If thought appropriate by the council, payment for certain items 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.~~

Formatted: Strikethrough

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.

Formatted: Font: (Default) Calibri, Strikethrough, Condensed by 0.15 pt

6.8.6.10. 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.

6.9.6.11. 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.

6.10.6.12. 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.

6.11.6.13. 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.

6.12.6.14. 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.

6.13.6.15. 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

6.14.6.16. 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. Details of 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.

~~6.15-6.17.~~ 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.

- 6.18 Salaries are to be paid by bank transfer and the payment summary approved by the Chair of Finance and one other signatory.

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

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

α-

Formatted: Font: 8 pt

Formatted: Font: 8 pt

Formatted: Font: 8 pt

Formatted: Left

Formatted: Font: 8 pt

Formatted: No bullets or numbering

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.

- 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	9 th December 2021 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Chief Officer and Responsible Financial Officer		
AGENDA ITEM	17		
REPORT TITLE	Budget and Precept 2022-2023		
Introduction	<p>The Council's budget is quite complex, so it is important for members to be able to understand the format and details to enable them to make informed decisions. This is the covering report that has been produced along with the draft budget, to bring in the main factors influencing its form.</p>		
Considerations and process	<ul style="list-style-type: none">• The first stage in developing the draft budget was to review the current income and expenditure levels for the first 6 months of this financial year and to input the projected spends for the year. This initial work was undertaken by the Chief Officer and the Responsible Financial Officer• Discussions then took place with the Management Team where the day-to-day budgets and projected/forecasts were overviewed and considerations for the next financial year were detailed.• This was then presented to the Chair, Vice Chair and previous Vice Chair of Finance and Policy Committee to discuss and analyse the information and propose amendments where applicable.• The final preparation meeting was with Committee Chairs, where again the budget was analysed, and amendments proposed where applicable.• The projected overspend for 2021-22 is £16,231.• This draft budget was presented to Finance and Policy on 25th November 2021 who resolved: <i>FAP/47/2122 RESOLVED to:</i> <i>1: To approve the budget and precept requirement of £996,333 for 2022/23 and to recommend this to Council on 9th December 2021 for approval.</i> <i>2: To approve the Ear Marked Reserve Movements and proposed spends and to recommend this to Council on 9th December 2021 for approval.</i>• Attached to this report are: The Draft Budget (see Appendix Report 3), the Precept requirements summary (see Appendix Report 1) and Ear Marked Reserves (see Appendix Report 2)		

	<ul style="list-style-type: none"> • The Draft Budget and Precept requirement now needs to be considered by Council • Considerations taken into account: <ul style="list-style-type: none"> • Continued impact of COVID 19 • Inflation • Town Hall operational and management review • Town Hall maintenance requirements following Health and Safety and Insurance Reviews • Streetscape Development review • Paddling Pool updated and maintenance required • Community Initiatives • Capital Investment • Review of current reserves allocation (see Appendix Report 2) • National Insurance increase and assumed increase in Salaries <ul style="list-style-type: none"> ○ Staff Salary increases - Congleton Town Council staff, in line with other town and parish councils nationally, are paid according to pay scales negotiated by the National Joint Council for Local Government Services (NJC) which incorporates NALC (National Association of Local Councils) and the SLCC (Society of Local Council Clerks). The rates for 2022/23 have not yet been agreed – discussions are on-going, so the assumption has been made of an overall increase of 3% payable from the 1st April 2022.
Significant variations of 2022/23 budget from 2021/22 budget	<ul style="list-style-type: none"> • Increased cost to the Paddling Pool of approximately £14,000 due to maintenance and Health and Safety requirements. • Due to revaluations, Insurance has increased by 22%. • Utility Costs budgets have increased by 20%. • Town Hall Income has remained mainly the same due to possible slower up-take of booking after full Covid Closures.
Budget and Precept	<p>The total precept for 2021-22 was £954,146 which was based on a precept of £91.09 per Band D property, this is calculated by the number of properties which is provided by Cheshire East Council.</p> <p>The proposed budget for 2022-23 is £996,333 which equates to a charge of £92.97 per Band D property which is an increase of £1.88 or 2.07%. per household per year. (see Appendix Report 1)</p>

Ear Marked Reserve Proposed Movement in 2022-23	The summary of proposed movement to Earmarked Reserves are:			
	From	To	Amount	
	320: Capital Contingency	New: 750 Celebrations	£7,500	For 750 Celebrations, £15,000 budget requirements approved by Council
	320: Capital Contingency	340: Legal	£50,000	To establish an EMR fund for Professional Fees
	320: Capital Contingency	331: Website	£25,000	To increase funds for new Website
	320: Capital Contingency	NEW: Carbon Offsetting Reserve	£3,000	To introduce a new EMR for Carbon Offsetting
Ear Marked Reserve Proposed Spends in 2022-23	<ul style="list-style-type: none">• £35,010 Pool Maintenance from Capital Contingency• £20,471 Fire Alarm Upgrade from Capital Contingency• £6,000 new ICT equipment from Capital Equipment• £12,000 for new meeting handsets from Capital Equipment			
Decision requested	<p>1: To approve the Draft budget.</p> <p>2: To approve the Precept requirement of £996,333 for 2022/23.</p> <p>3: To approve the Ear Marked Reserve Movements and proposed spends.</p>			

REPORT 1

Congleton Town Council
Budget Summary
Year Ended 31st March 2023
Council Meeting 9th December 2021

	2021-22			2022-23	Budget
	Projected *1	Budgeted*2	Variance	Proposed*3	Incr/Decr *4
Finance and Policy					
101 Corporate Management Expenditure	163736	181602	-17866	188079	6477
101 Corporate Management Interest Income				-1500	-1500
102 Democratic Rep'n & Mgmt	55690	59435	-3745	63521	4086
107 Grants (incl S137)	43229	57833	-14604	56833	-1000
	262655	298870	-36215	306933	8063
Community, Amenities and Services					
212 Propagation Unit	0	1000	-1000	0	-1000
215 Floral Displays	14720	12250	2470	13262	1012
241 Allotments	372	1250	-878	810	-440
301 Congleton Partnership	39467	35554	3913	31247	-4307
302 Community Development	113452	117351	-3899	118513	1162
300 Public Realm	340	0	340	3000	3000
303 Crime Reduction	45000	48650	-3650	43548	-5102
305 Christmas Fayre & Lights	16000	16000	0	16000	0
310 Neighbourhood Plan	0	0	0	0	0
321 Tourism	5000	5000	0	15770	10770
341 Youth & Young People	136	2000	-1864	1000	-1000
351 Luncheon Club	9000	9000	0	9000	0
	243487	248055	-4568	252150	4095
Town Hall and Assets					
201 Congleton Pool	35065	27558	7507	40928	13370
225 CIC Expenditure	91159	67403	23756	100412	33009
CIC Income	83617	33000	50617	68174	35174
263 Public Toilets	5405	10250	-4845	5200	-5050
270 Cenotaph	250	250		255	5
221 Town Hall					
Congleton Town Hall - Expenditure	195271	203450	-8179	206283	2833
Congleton Town Hall - Income	61850	117600	-55750	101100	-16500
	133421	85850	47571	105183	19333
Streetscape					
280 Streetscape - Expenditure	622876	590734	32142	602724	11990
Streetscape - CEBC income	372702	372702	0	380156	7454
Streetscape - Other income	14400	15900	-1500	15900	0
	235774	202132	33642	206668	4536
Total Town Hall and Assets					
	417457	360443	57014	390472	30029
TOTAL REVENUE EXPENDITURE					
	923599	907368	16231	949555	42187
CAPITAL & PROJECT EXPENDITURE					
109 Capital Expenditure (General)	5000	5000	0	11000	6000
Town Hall- Office IT	5000	5000	0	5000	0
Streetscape Equipment	28000	28000	0	5000	-23000
From Capital Reserve	-10000	-10000	0	-16000	-6000
From Earmarked Reserves	-28000	-28000	0	-5000	23000
Town Hall Loan Repayments & Interest	21778	21778	0	21778	0
Replenish Streetscape Equipment Reserve	5000	5000	0	5000	0
Replenish Capital Reserve	20000	20000	0	20000	0
					0
Capital and Project spend	46778	46778	0	46778	0
					0
TOTAL NET EXPENDITURE (Precept)					
	970377	954146	16231	996333	42187
Projected under/overspend 21/22					
OVERSPEND		16231 *5			
Recommended General Reserve					
242594.25		226842		237389	
ADJUSTED BASIS					
Band D Equivalents		21-22		22-23	
Precept per Band D Equivalent (£/annum)		10475	*6	10716.56	
Precept per Band D Equivalent (£/week)		£ 91.09	*7/10	92.97	£1.88 £ 0.0362
		1.75	*8	1.78	
			*9		2.07% Band D Increase
Notes					

- 1 Projected - this is the estimated projection for 31/03/22
- 2 Budgeted - the 2021/22 budget
- 3 Proposed - this is the suggested budget for 2022/23
- 4 Budget Incr/Decr is the difference between this year's budget and next year's proposals
- 5 Projected over/underspend at 31/03/2022
- 6 This is the tax base figure given from Cheshire East Council and is the number of households that the Precept is divided by to give the annual amount per household
- 7 £92.97 is 2022-23 proposed Band D cost to the council tax payer to the Town Council, a rise of £1.88 (*10) per household per year 0.036p per week
- 8 £92.97 equates to £1.78 per week per band D household
- 9 Rise in Band D costs

REPORT 2

Congleton Town Council: Earmarked Reserves

	Balance B/f @ 01APR21 (Actual c/f)	Spends to end of Month 6 Moved out	Due out	CURRENT RESERVES	DUE IN/OUT AT 31/3/22 (Year end)	Balance expected @ 01/04/22 (B/F)	22-23 expected Movement Moving out	Moving in	Balance for 2022-23	Info
318 Capital Equipment fund	32,535	- 5,229		27,306	5,000	32,306	- 18,000		14,306	See below breakdown 1
320 Capital Contingency - General	440,993	- 4,037		436,956	20,000	456,956	- 140,981		315,975	See below breakdown 2
321 Others: Elections	20,000	-		20,000		20,000			20,000	
322 Business Recovery	17,175	- 6,600	10,000	575		575			575	21-22:First Floor Scheme, may C/f to 22-23.
324 Crime Prevention/Traffic Calming	7,357	-		7,357		7,357			7,357	
325 Committed Grants	8,354	- 8,354		-		-			-	Will be updated dependant on applications/ balance
326 Congleton Partnership Projects	53,291	- 53,291		-	65,421	65,421	- 65,421		-	Will update according to Partnership final totals
327 Covid 19	16,156	- 4,696		11,460		11,460			11,460	
330 Civic Treasures	3,000	-		3,000		3,000			3,000	
331 Website	5,151	-		5,151		5,151		25,000	30,151	See breakdown 2
333 Training	8,479	-		8,479		8,479			8,479	
337 Public Toilets	24,012	-		24,012		24,012			24,012	
339 Public Realm	9,189	-		9,189		9,189			9,189	
340 Legal Fees	5,292	-		5,292		5,292		50,000	55,292	See breakdown 2
342 Tourism	19,169	- 13,500		5,669		5,669			5,669	£10,000 set aside for 750 ,any c/f EMR balance to move to new 750 EMR
343 Marketing	5,000	-		5,000		5,000			5,000	
344 Neighbourhood plan	9,993	- 382		9,011		9,011			9,011	
345 Cenotaph	11,777	- 1,400		10,377		10,377			10,377	
346 Rotary Bonfire	5,000	-		5,000		5,000			5,000	
348 Civic	1,000	-		1,000		1,000			1,000	
New 750 Celebrations						-		7,500	7,500	£15000 required for 22-23 £7500 budget £7500 EMR
New Carbon Offsetting						-		3,000	3,000	See breakdown 2
	702,323	- 82,589	- 24,900	594,834	90,421	685,255	- 224,402	85,500	546,353	

Spend from Capital Equipment Fund: Breakdown 1

Pcs	-6000
Handsets	-12000
	-18000

Spend from Capital Contingency: Breakdown 2

Pool	-35010	irect from Capital
Capital move	-7500	lget requirement
Fire Alarm	-20471	irect from capital
	-62981	

EMR Movement: Breakdown 2

		From	To
Capital to L& Prof	- 50,000	Cap contingency	Legal
Capital to website	- 25,000	Cap contingency	Website
Carbon Offsetting reserve	- 3,000	Cap Contingency	NEW EMR
	- 78,000		

General Reserve 226,244 16,231 210,013

**** 21-22 Overspend/deficit**

16:15

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Finance and Policy</u>												
<u>101</u>	<u>Corporate Management</u>											
1176	Precept	923,674	923,674	0	0	954,146	0	954,146	954,146	996,333	0	0
1190	Interest Receivable	3,000	2,839	0	0	1,500	0	1,500	23	1,500	0	0
1199	Miscellaneous Income	0	0	0	0	0	0	0	304	0	0	0
Total Income		926,674	926,513	0	0	955,646	0	955,646	954,473	997,833	0	0
4000	Staff Costs (re-allocated)	141,048	143,297	0	0	165,881	0	165,881	77,875	171,273	0	0
4007	Travel and Subsistence	900	0	0	0	500	0	500	0	500	0	0
4008	Training	3,000	1,880	0	0	3,000	0	3,000	1,623	3,000	0	0
4013	Rent Payable	13,950	13,950	0	1,067	15,950	0	17,017	8,508	17,017	0	0
4019	Reception - TIC	3,450	3,700	0	0	0	0	0	0	0	0	0
4020	Miscellaneous Office Costs	1,660	811	0	0	1,660	0	1,660	471	1,660	0	0
4021	Telephone/Fax/Internet	1,020	754	0	0	920	0	920	1,680	1,083	0	0
4022	Postage	2,900	1,836	0	0	2,620	0	2,620	339	3,077	0	0
4023	Stationery & Printing	3,000	1,810	0	0	2,900	0	2,900	1,282	2,900	0	0
4024	Subscriptions & Publications	3,500	4,480	0	0	4,200	0	4,200	2,846	4,200	0	0
4025	Insurance	9,180	8,820	0	0	9,000	0	9,000	9,128	11,200	0	0
4026	Computer/IT Costs	11,600	13,941	0	0	13,130	0	13,130	8,312	13,130	0	0
4027	Photocopy Charges	2,600	1,026	0	0	2,300	0	2,300	616	1,500	0	0
4030	Recruitment Advertising	500	523	0	0	500	0	500	872	500	0	0
4031	Other Advertising	300	70	0	0	300	0	300	70	300	0	0
4051	Bank Charges	1,000	853	0	0	1,000	0	1,000	478	1,240	0	0
4061	Audit Fees - External	2,000	2,000	0	0	2,000	0	2,000	2,000	2,000	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4062	Audit Fees - Internal	1,290	1,335	0	0	1,335	0	1,335	0	1,760	0	0
4063	Accountancy & Payroll support	4,570	4,162	0	0	5,000	0	5,000	1,628	5,000	0	0
4064	Legal & Professional fees	5,000	2,704	0	0	6,900	0	6,900	737	4,000	0	0
4066	HR & H&S Support	4,590	3,517	0	0	4,500	0	4,500	2,656	4,500	0	0
6000	Central Overheads Reallocated	-63,095	-51,267	0	0	-61,561	0	-61,561	-34,749	-61,761	0	0
Overhead Expenditure		153,963	160,204	0	1,067	182,035	0	183,102	86,373	188,079	0	0
Movement to/(from) Gen Reserve		772,711	766,310			773,611		772,544	868,100	809,754		
102	<u>Civic</u>											
1199	Miscellaneous Income	0	0	0	0	0	0	0	80	0	0	0
Total Income		0	0	0	0	0	0	0	80	0	0	0
4000	Staff Costs (re-allocated)	27,664	28,249	0	0	30,392	0	30,392	14,652	31,723	0	0
4008	Training	2,000	1,002	0	0	1,800	0	1,800	438	1,000	0	0
4023	Stationery & Printing	500	0	0	0	500	0	500	38	500	0	0
4033	Marketing/Promotions	1,000	887	0	0	1,000	0	1,000	790	1,000	0	0
4034	Council Newsletter	5,388	7,235	0	0	6,200	0	6,200	4,124	8,000	0	0
4035	Council Website	1,500	2,438	0	0	2,000	0	2,000	910	2,000	0	0
4201	Mayor's Allowance	3,000	3,000	0	0	3,000	0	3,000	3,000	3,000	0	0
4203	Members' Expenses	200	0	0	0	200	0	200	0	200	0	0
4213	Civic Expenses	5,000	30	0	0	5,000	0	5,000	808	6,750	0	0
4221	Civic Regalia	250	0	0	0	250	0	250	60	250	0	0
4222	Hall & Room Hire	6,000	601	0	0	6,000	0	6,000	1,771	6,000	0	0
4225	Civic Artefacts and Treasures	500	0	0	0	500	0	500	108	500	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4942	Trf to EMR Tourism	0	8,000	0	0	0	0	0	0	0	0	0
6000	Central Overheads Reallocated	2,534	2,095	0	0	2,593	0	2,593	1,464	2,598	0	0
Overhead Expenditure		55,536	53,538	0	0	59,435	0	59,435	28,161	63,521	0	0
Movement to/(from) Gen Reserve		(55,536)	(53,538)			(59,435)		(59,435)	(28,081)	(63,521)		
107	<u>Grants (incl S137)</u>											
4701	Grants - Permitted	18,750	3,263	0	0	15,000	0	15,000	3,752	15,000	0	0
4703	Grants - Subsidised Use	4,500	0	0	0	4,500	0	4,500	0	4,500	0	0
4708	Grant - Museum Notional Rent	4,500	4,500	0	0	4,500	0	4,500	2,250	4,500	0	0
4709	CCP Grant	16,000	16,000	0	0	16,000	0	16,000	16,000	16,000	0	0
4710	Congleton Partnership Accom	1,533	1,533	0	0	1,533	0	1,533	767	1,533	0	0
4711	Grant - CAB	15,000	15,000	0	0	15,000	0	15,000	15,000	15,000	0	0
4722	Grant - Remembrance Day Parade	1,000	998	0	0	1,000	0	1,000	0	0	0	0
4732	Grant - Church Clock Maint'ce	300	249	0	0	300	0	300	0	300	0	0
4920	Tfr to Cap Contingency Fund	0	16,000	0	0	0	0	0	0	0	0	0
4925	Tfr to EMR Committed Grants	0	8,354	0	0	0	0	0	0	0	0	0
4975	Tfr from EMR Committed Grants	0	-5,639	0	0	0	0	0	-8,354	0	0	0
Overhead Expenditure		61,583	60,258	0	0	57,833	0	57,833	29,415	56,833	0	0
Movement to/(from) Gen Reserve		(61,583)	(60,258)			(57,833)		(57,833)	(29,415)	(56,833)		
108	<u>Mayor's Fundraising Activities</u>											
1299	Mayor's Fundraising-Income	0	755	0	0	0	0	0	823	0	0	0
Total Income		0	755	0	0	0	0	0	823	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4297	Mayor's Fundraising Unspent	0	155	0	0	0	0	0	-5,789	0	0	0
4298	Mayor's Fundraising-Donations	0	600	0	0	0	0	0	6,259	0	0	0
Overhead Expenditure		0	755	0	0	0	0	0	470	0	0	0
Movement to/(from) Gen Reserve		0	0			0		0	353	0		
109	<u>Capital and Projects</u>											
4053	Loan Interest Payable	16,334	16,342	0	0	16,082	0	16,082	10,889	15,811	0	0
4055	Loan Capital Repaid - PWLB	5,436	5,436	0	0	5,696	0	5,696	0	5,967	0	0
4800	CAP - Christmas Lights	0	10,077	0	0	0	0	0	0	0	0	0
4804	CAP - Streetscape Equipment	5,000	6,809	0	0	28,000	0	28,000	5,229	5,000	0	0
4806	CAP Office Equipment/computers	5,000	10,391	0	0	5,000	0	5,000	4,307	10,400	0	0
4809	CAP - Town Hall Equipment	5,000	778	0	0	5,000	0	5,000	0	5,000	0	0
4811	CAP - Public Realm	0	2,825	0	0	0	0	0	0	0	0	0
4918	Tfr to Capital Equipment Fund	5,000	5,000	0	0	5,000	0	5,000	0	5,000	0	0
4920	Tfr to Cap Contingency Fund	20,000	20,000	0	0	20,000	0	20,000	0	20,000	0	0
4968	Tfr from Cap Equipment Fund	-5,000	-6,692	0	0	-28,000	0	-28,000	-6,499	-5,000	0	0
4970	Tfr from Cap Contingency Fund	-10,000	-13,373	0	0	-10,000	0	-10,000	-3,037	-15,400	0	0
4972	Tfr from EMR Business Developm	0	-2,825	0	0	0	0	0	0	0	0	0
4991	Tfr from EMR Christmas Lights	0	-7,990	0	0	0	0	0	0	0	0	0
Overhead Expenditure		46,770	46,778	0	0	46,778	0	46,778	10,889	46,778	0	0
Movement to/(from) Gen Reserve		(46,770)	(46,778)			(46,778)		(46,778)	(10,889)	(46,778)		

Continued on next page

16:15

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

	<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Finance and Policy - Income	926,674	927,268	0	0	955,646	0	955,646	955,376	997,833	0	0
Expenditure	317,852	321,531	0	1,067	346,081	0	347,148	155,308	355,211	0	0
Movement to/(from) Gen Reserve	<u>608,822</u>	<u>605,737</u>			<u>609,565</u>		<u>608,498</u>	<u>800,068</u>	<u>642,622</u>		

Continued on next page

16:15

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Community, Environment & Serv</u>												
<u>212</u>	<u>Propogation Unit</u>											
4162	General Expenditure	1,000	0	0	0	1,000	0	1,000	0	0	0	0
	Overhead Expenditure	1,000	0	0	0	1,000	0	1,000	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(1,000)</u>	<u>0</u>			<u>(1,000)</u>		<u>(1,000)</u>	<u>0</u>	<u>0</u>		
<u>215</u>	<u>Floral Displays</u>											
1180	Donations Received	0	797	0	0	0	0	0	0	0	0	0
1199	Miscellaneous Income	4,000	322	0	0	4,000	0	4,000	3,530	4,000	0	0
	Total Income	4,000	1,119	0	0	4,000	0	4,000	3,530	4,000	0	0
4011	Rates	250	0	0	0	250	0	250	187	262	0	0
4162	General Expenditure	16,000	10,186	0	0	16,000	0	16,000	16,484	17,000	0	0
	Overhead Expenditure	16,250	10,186	0	0	16,250	0	16,250	16,671	17,262	0	0
	Movement to/(from) Gen Reserve	<u>(12,250)</u>	<u>(9,067)</u>			<u>(12,250)</u>		<u>(12,250)</u>	<u>(13,141)</u>	<u>(13,262)</u>		
<u>241</u>	<u>Allotments</u>											
1010	Rent Received - 3rd Party	190	190	0	0	190	0	190	0	190	0	0
	Total Income	190	190	0	0	190	0	190	0	190	0	0
4012	Water	0	74	0	0	0	0	0	62	0	0	0
4038	Garage Rent payable	440	363	0	0	440	0	440	0	0	0	0
4041	Property Maintenance	1,000	1,000	0	0	1,000	0	1,000	0	1,000	0	0

Continued on next page

16:15 Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure		1,440	1,437	0	0	1,440	0	1,440	62	1,000	0	0
Movement to/(from) Gen Reserve		(1,250)	(1,247)			(1,250)		(1,250)	(62)	(810)		
300	Public Realm											
4162	General Expenditure	0	0	0	0	0	0	0	340	3,000	0	0
Overhead Expenditure		0	0	0	0	0	0	0	340	3,000	0	0
Movement to/(from) Gen Reserve		0	0			0		0	(340)	(3,000)		
301	Congleton Partnership											
1177	Grants Receivable - CEC	0	8,000	0	0	0	0	0	0	0	0	0
1179	Grants Receivable - Other	0	3,596	0	0	0	0	0	0	0	0	0
1180	Donations Received	0	0	0	0	0	0	0	10,450	0	0	0
1189	Cenotaph Donations	0	2,199	0	0	0	0	0	0	0	0	0
1199	Miscellaneous Income	0	20	0	0	0	0	0	0	0	0	0
Total Income		0	13,815	0	0	0	0	0	10,450	0	0	0
4000	Staff Costs (re-allocated)	18,530	17,016	0	0	18,938	0	18,938	7,952	19,505	0	0
4301	Congleton Partnership	1,000	45	0	0	1,000	0	1,000	15	1,000	0	0
4305	Cenotaph Expenditure	0	104,414	0	0	0	0	0	70	0	0	0
4306	P/Ship - Regeneration Projects	14,000	13,790	0	0	14,000	0	14,000	16,467	9,000	0	0
4926	Tfr to EMR Cong Partnership	0	53,291	0	0	0	0	0	0	0	0	0
4976	Tfr from EMR Cong Partnership	0	-54,503	0	0	0	0	0	-53,291	0	0	0
4995	Trf from EMR Cenotaph	0	-88,222	0	0	0	0	0	0	0	0	0
6000	Central Overheads Reallocated	1,697	1,404	0	0	1,616	0	1,616	912	1,742	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure		35,227	47,235	0	0	35,554	0	35,554	-27,875	31,247	0	0
Movement to/(from) Gen Reserve		(35,227)	(33,420)			(35,554)		(35,554)	38,325	(31,247)		
302	<u>Community Development</u>											
4000	Staff Costs (re-allocated)	125,788	76,943	0	0	105,135	0	105,135	48,490	106,999	0	0
4033	Marketing/Promotions	3,245	2,165	0	0	3,245	0	3,245	2,472	3,245	0	0
4920	Tfr to Cap Contingency Fund	0	49,000	0	0	0	0	0	0	0	0	0
4972	Tfr from EMR Business Developm	0	0	0	0	0	0	0	-1,600	0	0	0
6000	Central Overheads Reallocated	11,520	9,528	0	0	8,971	0	8,971	5,064	8,269	0	0
Overhead Expenditure		140,553	137,636	0	0	117,351	0	117,351	54,427	118,513	0	0
Movement to/(from) Gen Reserve		(140,553)	(137,636)			(117,351)		(117,351)	(54,426)	(118,513)		
303	<u>Crime Reduction</u>											
4162	General Expenditure	40,000	24,960	0	0	35,000	0	35,000	8,320	34,000	0	0
4164	CCTV	13,650	9,500	0	0	13,650	0	13,650	9,547	9,548	0	0
4920	Tfr to Cap Contingency Fund	0	19,000	0	0	0	0	0	0	0	0	0
Overhead Expenditure		53,650	53,460	0	0	48,650	0	48,650	17,867	43,548	0	0
Movement to/(from) Gen Reserve		(53,650)	(53,460)			(48,650)		(48,650)	(17,867)	(43,548)		
305	<u>Christmas Fayre -Light Switch</u>											
1171	Christmas Tree Income	0	116	0	0	0	0	0	0	0	0	0
1180	Donations Received	0	141	0	0	0	0	0	0	0	0	0
1199	Miscellaneous Income	0	250	0	0	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Income		0	507	0	0	0	0	0	0	0	0	0
4171	Christmas Fayre	6,000	2,255	0	0	6,000	0	6,000	44	6,000	0	0
4172	Christmas Lights	10,000	9,856	0	0	10,000	0	10,000	0	10,000	0	0
4927	Tfr to EMR Covid 19	0	0	0	0	0	0	0	0	0	0	0
Overhead Expenditure		16,000	12,111	0	0	16,000	0	16,000	44	16,000	0	0
Movement to/(from) Gen Reserve		(16,000)	(11,604)			(16,000)		(16,000)	(44)	(16,000)		
310	<u>Neighbourhood Plan</u>											
4162	General Expenditure	0	2,640	0	0	0	0	0	382	0	0	0
4994	Tfr from EMR Neigh'hood plan	0	-2,640	0	0	0	0	0	-382	0	0	0
Overhead Expenditure		0	0	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		0	0			0		0	0	0		
315	<u>Covid - 19</u>											
1180	Donations Received	0	4,686	0	0	0	0	0	700	0	0	0
Total Income		0	4,686	0	0	0	0	0	700	0	0	0
4070	Covid-19 Expenditure	0	3,146	0	0	0	0	0	0	0	0	0
4071	Covid 19 Business expenditure	0	0	0	0	0	0	0	6,705	0	0	0
4162	General Expenditure	0	15,384	0	0	0	0	0	2,991	0	0	0
4997	Trf from EMR Covid 19	0	-13,844	0	0	0	0	0	-9,696	0	0	0
Overhead Expenditure		0	4,686	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		0	(0)			0		0	700	0		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
321	<u>Tourism</u>											
1199	Miscellaneous Income	0	0	0	0	0	0	0	0	5,000	0	0
	Total Income	0	0	0	0	0	0	0	0	5,000	0	0
4162	General Expenditure	5,000	2,630	0	0	5,000	0	5,000	1,075	5,000	0	0
4165	Projections	0	0	0	0	0	0	0	0	3,270	0	0
4166	Green Initiatives	0	0	0	0	0	0	0	0	5,000	0	0
4167	750 Celebrations	0	0	0	0	0	0	0	0	7,500	0	0
4927	Tfr to EMR Covid 19	0	0	0	0	0	0	0	0	0	0	0
4942	Trf to EMR Tourism	0	2,000	0	0	0	0	0	0	0	0	0
4992	Tfr from EMR Tourism	0	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	5,000	4,630	0	0	5,000	0	5,000	1,075	20,770	0	0
	Movement to/(from) Gen Reserve	(5,000)	(4,630)			(5,000)		(5,000)	(1,075)	(15,770)		
341	<u>Youth and Young People</u>											
4162	General Expenditure	2,000	65	0	0	2,000	0	2,000	136	1,000	0	0
	Overhead Expenditure	2,000	65	0	0	2,000	0	2,000	136	1,000	0	0
	Movement to/(from) Gen Reserve	(2,000)	(65)			(2,000)		(2,000)	(136)	(1,000)		
351	<u>Luncheon Club</u>											
4162	General Expenditure	0	104	0	0	0	0	0	0	0	0	0
4705	grant - Luncheon Club	9,000	3,445	0	0	9,000	0	9,000	3,158	9,000	0	0
	Overhead Expenditure	9,000	3,549	0	0	9,000	0	9,000	3,158	9,000	0	0

Continued on next page

16:15

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

	<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(9,000)</u>	<u>(3,549)</u>			<u>(9,000)</u>		<u>(9,000)</u>	<u>(3,158)</u>	<u>(9,000)</u>		
Community, Environment & Serv - Income	4,190	20,317	0	0	4,190	0	4,190	14,680	9,190	0	0
Expenditure	280,120	274,995	0	0	252,245	0	252,245	65,903	261,340	0	0
Movement to/(from) Gen Reserve	<u>(275,930)</u>	<u>(254,679)</u>			<u>(248,055)</u>		<u>(248,055)</u>	<u>(51,223)</u>	<u>(252,150)</u>		

Continued on next page

16:15

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Personnel</u>												
401	<u>Staffing & Staff Costs</u>											
4000	Staff Costs (re-allocated)	-829,960	-742,901	0	0	-887,343	0	-887,343	-422,199	-923,916	0	0
4001	Salaries & Wages	640,149	574,934	0	0	682,116	0	682,116	329,296	709,449	0	0
4005	Employers NIC	55,948	48,375	0	0	58,849	0	58,849	26,798	64,136	0	0
4006	Employers S/Ann	133,863	119,592	0	0	146,378	0	146,378	66,105	150,331	0	0
	Overhead Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>		
	Personnel - Income	0	0	0	0	0	0	0	0	0	0	0
	Expenditure	0	0	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Town Hall and Assets</u>												
<u>201</u>	<u>Paddling Pool</u>											
4000	Staff Costs (re-allocated)	12,097	0	0	0	12,676	0	12,676	2,595	15,646	0	0
4008	Training	0	0	0	0	0	0	0	0	2,510	0	0
4009	Protective Clothing\H & Safety	300	0	0	0	300	0	300	3,593	300	0	0
4012	Water	4,000	333	0	0	4,000	0	4,000	2,403	3,650	0	0
4014	Electricity	2,800	140	0	0	2,800	0	2,800	724	2,700	0	0
4039	Pool Chemicals	2,600	0	0	0	2,600	0	2,600	1,947	2,510	0	0
4041	Property Maintenance	4,000	0	0	0	4,000	0	4,000	11,955	35,595	0	0
4042	Grounds Maintenance	100	0	0	0	100	0	100	0	100	0	0
4162	General Expenditure	0	0	0	0	0	0	0	901	11,754	0	0
4920	Tfr to Cap Contingency Fund	0	26,000	0	0	0	0	0	0	0	0	0
4970	Tfr from Cap Contingency Fund	0	0	0	0	0	0	0	0	-35,010	0	0
6000	Central Overheads Reallocated	1,108	0	0	0	1,082	0	1,082	611	1,173	0	0
	Overhead Expenditure	27,005	26,473	0	0	27,558	0	27,558	24,729	40,928	0	0
	Movement to/(from) Gen Reserve	(27,005)	(26,473)			(27,558)		(27,558)	(24,729)	(40,928)		
<u>221</u>	<u>Congleton Town Hall</u>											
1009	Rent Rec'd - Museum Notional	4,500	4,500	0	0	4,500	0	4,500	2,250	4,500	0	0
1010	Rent Received - 3rd Party	11,033	9,033	0	0	1,533	0	1,533	767	1,533	0	0
1011	Rent Received - Internal CTC	17,017	17,017	0	0	26,517	0	26,517	13,259	26,517	0	0
1013	Letting Income - Grand Hall	30,400	30,002	0	0	25,400	0	25,400	16,627	25,400	0	0
1014	Letting Income - Bridestones	13,200	1,240	0	0	13,200	0	13,200	445	13,200	0	0

Continued on next page

16:15

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1015	Letting Income -Spencer Suite	4,950	919	0	0	4,950	0	4,950	75	4,950	0	0
1016	Letting Income - Brasserie	15,000	0	0	0	15,000	0	15,000	0	15,000	0	0
1021	Letting Income - Internal	9,000	1,749	0	0	9,000	0	9,000	1,915	9,000	0	0
1022	Letting Income - F&F	5,000	0	0	0	3,000	0	3,000	0	1,000	0	0
1030	TIC Service charges	1,700	1,608	0	0	0	0	0	0	0	0	0
1035	Service Charges - Brasserie	4,500	0	0	0	4,500	0	4,500	0	0	0	0
1051	Catering Sales	10,000	0	0	0	10,000	0	10,000	80	0	0	0
1199	Miscellaneous Income	0	292	0	0	0	0	0	0	0	0	0
Total Income		126,300	66,359	0	0	117,600	0	117,600	35,417	101,100	0	0
3020	Catering Supplies	10,000	0	0	0	10,000	0	10,000	1	0	0	0
Direct Expenditure		10,000	0	0	0	10,000	0	10,000	1	0	0	0
4000	Staff Costs (re-allocated)	66,019	64,833	0	0	66,784	0	66,784	33,128	69,219	0	0
4008	Training	1,000	375	0	0	1,000	0	1,000	0	1,000	0	0
4009	Protective Clothing\H & Safety	500	0	0	0	500	0	500	19	500	0	0
4010	Cleaners	8,000	5,988	0	0	8,000	0	8,000	3,325	6,500	0	0
4011	Rates	27,530	27,392	0	0	27,692	0	27,692	16,436	29,078	0	0
4012	Water	6,000	7,203	0	0	6,000	0	6,000	831	6,150	0	0
4014	Electricity	20,125	13,042	0	0	20,125	0	20,125	3,963	24,125	0	0
4015	Gas	13,750	10,546	0	0	13,750	0	13,750	3,070	16,500	0	0
4016	Cleaning materials	2,000	2,162	0	0	2,000	0	2,000	856	2,000	0	0
4017	Refuse Disposal	3,000	3,005	0	0	3,100	0	3,100	1,438	3,000	0	0
4020	Miscellaneous Office Costs	1,200	998	0	0	1,300	0	1,300	1,084	1,500	0	0
4025	Insurance	8,000	7,551	0	0	8,000	0	8,000	8,069	9,800	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4033	Marketing/Promotions	3,500	1,828	0	0	3,500	0	3,500	437	3,500	0	0
4040	Maintenance Contracts	6,500	7,416	0	0	7,400	0	7,400	4,858	7,750	0	0
4041	Property Maintenance	15,000	14,719	0	0	15,000	0	15,000	9,017	15,000	0	0
4064	Legal & Professional fees	100	595	0	0	100	0	100	340	100	0	0
4068	Licences (incl PRS)	3,500	877	0	0	3,500	0	3,500	365	3,500	0	0
6000	Central Overheads Reallocated	6,046	5,001	0	0	5,699	0	5,699	3,217	7,061	0	0
Overhead Expenditure		191,770	173,531	0	0	193,450	0	193,450	90,452	206,283	0	0
Movement to/(from) Gen Reserve		<u>(75,470)</u>	<u>(107,172)</u>			<u>(85,850)</u>		<u>(85,850)</u>	<u>(55,036)</u>	<u>(105,183)</u>		
225	Congleton Information Centre											
1041	Third Party Ticket sales	0	0	0	0	0	0	0	12,221	24,000	0	0
1042	Books, Maps, Guides Sales	0	0	0	0	0	0	0	1,172	2,300	0	0
1043	Souvenir Sales	0	0	0	0	0	0	0	1,594	3,000	0	0
1044	Stamp sales	0	0	0	0	0	0	0	576	1,100	0	0
1045	Photocopy sales	0	0	0	0	0	0	0	257	500	0	0
1047	Theatre gift cards	0	0	0	0	0	0	0	149	300	0	0
1048	Food and Drink sales	0	0	0	0	0	0	0	457	900	0	0
1168	CEC Support Grant VIC	0	0	0	33,000	0	0	33,000	27,956	36,074	0	0
1177	Grants Receivable - CEC	0	0	0	-33,000	33,000	0	0	0	0	0	0
Total Income		0	0	0	0	33,000	0	33,000	44,381	68,174	0	0
3041	3rd party tickets resale	0	0	0	0	0	0	0	8,072	21,000	0	0
3042	Books, Maps, Guides resale	0	0	0	0	0	0	0	1,146	3,300	0	0
3043	Souvenirs for resale	0	0	0	0	0	0	0	189	1,250	0	0

Continued on next page

16:15

Annual Budget - By Committee (Actual YTD Month 6)
Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
3046	Local produce for resale	0	0	0	0	0	0	0	317	650	0	0
3048	Food & Drink for resale	0	0	0	0	0	0	0	232	475	0	0
Direct Expenditure		0	0	0	0	0	0	0	9,956	26,675	0	0
4000	Staff Costs (re-allocated)	0	0	0	0	48,652	0	48,652	24,638	59,272	0	0
4011	Rates	0	0	0	0	4,500	0	4,500	0	4,725	0	0
4013	Rent Payable	0	0	0	0	7,500	0	7,500	3,750	7,500	0	0
4026	Computer/IT Costs	0	0	0	0	0	0	0	1,336	240	0	0
4027	Photocopy Charges	0	0	0	-2,600	2,600	0	0	0	0	0	0
4162	General Expenditure	0	0	0	2,600	0	0	2,600	415	2,000	0	0
6000	Central Overheads Reallocated	0	0	0	0	4,151	0	4,151	2,343	0	0	0
Overhead Expenditure		0	0	0	0	67,403	0	67,403	32,482	73,737	0	0
Movement to/(from) Gen Reserve		0	0			(34,403)		(34,403)	1,943	(32,238)		
263	<u>Public Toilets</u>											
4010	Cleaners	5,850	2,950	0	0	3,500	0	3,500	1,663	3,500	0	0
4011	Rates	2,200	2,595	0	0	0	0	0	377	0	0	0
4012	Water	3,500	1,592	0	0	2,000	0	2,000	9	0	0	0
4014	Electricity	500	492	0	0	600	0	600	171	0	0	0
4016	Cleaning materials	1,500	947	0	0	1,700	0	1,700	312	1,700	0	0
4040	Maintenance Contracts	1,000	271	0	0	750	0	750	212	0	0	0
4041	Property Maintenance	1,500	1,341	0	0	1,600	0	1,600	1,027	0	0	0
4162	General Expenditure	0	0	0	0	100	0	100	0	0	0	0
Overhead Expenditure		16,050	10,189	0	0	10,250	0	10,250	3,769	5,200	0	0

Continued on next page

16:15

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(16,050)</u>	<u>(10,189)</u>			<u>(10,250)</u>		<u>(10,250)</u>	<u>(3,769)</u>	<u>(5,200)</u>		
270	<u>Cenotaph</u>											
4014	Electricity	0	54	0	0	250	0	250	90	255	0	0
Overhead Expenditure		<u>0</u>	<u>54</u>	<u>0</u>	<u>0</u>	<u>250</u>	<u>0</u>	<u>250</u>	<u>90</u>	<u>255</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>0</u>	<u>(54)</u>			<u>(250)</u>		<u>(250)</u>	<u>(90)</u>	<u>(255)</u>		
280	<u>CTC Streetscape</u>											
1040	Plant recharges	0	342	0	0	0	0	0	24	0	0	0
1165	Dev'd Services inc CEC Gross	366,702	366,701	0	0	372,702	0	372,702	186,444	380,156	0	0
1167	Streetscape external work	15,000	5,816	0	0	15,000	0	15,000	5,789	15,000	0	0
1183	Insurance claims received	0	145,499	0	0	0	0	0	0	0	0	0
1199	Miscellaneous Income	900	900	0	0	900	0	900	450	900	0	0
Total Income		<u>382,602</u>	<u>519,259</u>	<u>0</u>	<u>0</u>	<u>388,602</u>	<u>0</u>	<u>388,602</u>	<u>192,707</u>	<u>396,056</u>	<u>0</u>	<u>0</u>
3030	Purchases for recharging	0	360	0	0	0	0	0	1,024	0	0	0
Direct Expenditure		<u>0</u>	<u>360</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,024</u>	<u>0</u>	<u>0</u>	<u>0</u>
4000	Staff Costs (re-allocated)	438,814	412,562	0	0	438,885	0	438,885	212,870	442,706	0	0
4004	Temporary and Casual Staff	6,000	16,541	0	0	6,000	0	6,000	20,726	6,000	0	0
4008	Training	3,000	0	0	0	3,000	0	3,000	1,692	3,000	0	0
4009	Protective Clothing\H & Safety	4,500	3,947	0	0	4,500	0	4,500	3,134	4,500	0	0
4013	Rent Payable	3,067	3,067	0	-1,067	3,067	0	2,000	1,000	2,000	0	0
4016	Cleaning materials	5,000	4,491	0	0	5,000	0	5,000	4,028	7,500	0	0
4021	Telephone/Fax/Internet	700	702	0	0	700	0	700	404	900	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4025	Insurance	6,000	5,663	0	0	6,000	0	6,000	6,063	7,000	0	0
4041	Property Maintenance	1,200	641	0	0	1,200	0	1,200	145	1,200	0	0
4043	Horticultural etc Supplies	18,000	9,243	0	0	18,000	0	18,000	11,456	19,000	0	0
4046	Winter bedding	1,000	624	0	0	1,000	0	1,000	0	0	0	0
4047	Vehicle Maintenance\Serv\MOT	10,000	5,841	0	0	10,000	0	10,000	6,086	10,000	0	0
4048	Vehicle Fuel & Oil	13,000	9,911	0	0	13,000	0	13,000	7,041	14,000	0	0
4049	Vehicle Rental charges	39,000	36,114	0	0	37,000	0	37,000	19,267	37,000	0	0
4050	Street cleansing	3,500	1,962	0	0	3,000	0	3,000	1,271	3,000	0	0
4069	Other Professional Fees	0	145,499	0	0	0	0	0	0	0	0	0
4070	Covid-19 Expenditure	0	0	0	0	0	0	0	285	0	0	0
4162	General Expenditure	4,000	4,339	0	0	4,000	0	4,000	3,695	4,000	0	0
4920	Tfr to Cap Contingency Fund	0	24,000	0	0	0	0	0	0	0	0	0
6000	Central Overheads Reallocated	40,188	33,239	0	0	37,449	0	37,449	21,138	40,918	0	0
Overhead Expenditure		596,969	718,386	0	-1,067	591,801	0	590,734	320,299	602,724	0	0
Movement to/(from) Gen Reserve		(214,367)	(199,487)			(203,199)		(202,132)	(128,616)	(206,668)		
Town Hall and Assets - Income		508,902	585,618	0	0	539,202	0	539,202	272,505	565,330	0	0
Expenditure		841,794	928,992	0	-1,067	900,712	0	899,645	482,802	955,802	0	0
Movement to/(from) Gen Reserve		(332,892)	(343,375)			(361,510)		(360,443)	(210,298)	(390,472)		
Total Budget Income		1,439,766	1,533,202	0	0	1,499,038	0	1,499,038	1,242,561	1,572,353	0	0
Expenditure		1,439,766	1,525,519	0	0	1,499,038	0	1,499,038	704,014	1,572,353	0	0
Movement to/(from) Gen Reserve		0	7,683			0		0	538,547	0		