



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

21st April 2022

Dear Councillor,

You are summoned to attend a meeting of the Council on **Thursday 28th April 2022** 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 3rd February 2022 and the Council meeting held on 10th February 2022.](#)

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 and Engagements (Enclosed)

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

7. Outstanding Actions

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

8. Eaton Bank Academy

To receive a presentation on Highways and Pupil Safety at Eaton Bank Academy - "Issue and Solutions".

9. Community and Environment Committee (Enclosed)

To receive the minutes of the Community and Environment Committee meeting held on [3rd February 2022](#).

10. Finance and Policy Committee (Enclosed)

To receive the [minutes of the Finance and Policy Committee meeting held on 27th January 2022](#).

11. Planning Committee (Enclosed)

To receive the [minutes of the Planning Committee meetings held on 20th January and 17th February 2022](#).

12. Town Hall Assets and Services Committee (Enclosed)

To receive the [minutes of the Town Hall Assets and Services Committee meetings held on 13th January and 24th February 2022](#).

13. 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.

14. Amendments to the Grants and Funding Policy (Enclosed)

To approve the amendments to the Grants and Funding Policy as approved by the Finance and Policy Committee on 23rd March 2022, reference FAP/72/2122.

15. Congleton Community Projects' Grant (Enclosed)

To note the payment of the Congleton Community Projects' grant for 2022/23.

16. Calendar of Committee Meetings 2022/23 (Enclosed)

To approve the proposed calendar of Committee meeting dates for the civic year 2022/23.

17. Annual Review of the Business Risk Assessment (Enclosed)

To approve the Town Council's Business Risk Assessment for 2022/23.

18. Ear Marked Reserves (Enclosed)

To approve the use and movement of the Town Councils' Ear Marked Reserves.

19. Addition to the Civic Protocol – Appointing an Honorary Burgess (Enclosed)

To approve the proposed addition to the Civic Protocol for the criteria of appointing an Honorary Burgess.

20. Resolution to exclude members of the press and public from items 21, 22, 23 and 24 due to Commercial Sensitivities.

21. Provision of Services at Congleton Town Hall (Confidential Report)

To approve the appointment of Congleton Town Hall's Commercial Partner.

22. Hybrid Meeting Equipment (Confidential Report)

To approve the procurement of hybrid meeting equipment as recommended by the Town Hall, Assets and Services Committee.

23. Low Carbon Energy Proposal for Congleton Town Hall (Confidential Report)

To approve the procurement of professional services as recommended by the Town Hall, Assets and Services Committee.

24. Street Sweeper Service (Confidential Report)

To approve the proposed leasing of a mechanical street sweeper.

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 Emergency Council Meeting held at Congleton Town Hall on Thursday 3rd February 2022

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 Emergency Council 3rd February 2022](#)

Present:

Councillors:

Denis Murphy (Town Mayor)
Margaret Gartside (Deputy Mayor)
Martin Amies
Duncan Amies
David Brown
Suzy Firkin
Robert Hemsley
Amanda Martin
Rob Moreton
Jean Parry
Kay Wesley

Congleton Town Council Officer/s:

David McGifford (Chief Officer)
Serena Van Schepdael (Responsible Financial Officer)

There were no members of the press and public.

Minutes

1. Apologies for absence

Apologies were received from Cllrs Suzie Akers Smith, Dawn Allen, Robert Douglas, George Hayes, Sally Ann Holland and James Smith.

2. Declarations of Disclosable Pecuniary Interest

Councillors Denis Murphy, David Brown and Robert Moreton declared a non-pecuniary interest in any matters relating to Cheshire East Council.

3. Questions from Members of the Public

There were no questions from members of the public.

4. Urgent Items

There were no urgent items raised at the meeting.

5. Cheshire East Council – Speed Management Strategy Consultation

CTC/52/2122 RESOLVED to agree the Town Council's response to Cheshire East Council's Speed Management Strategy Consultation.

**Denis Murphy
(Town Mayor)**

Congleton Town Council

Minutes of the Council Meeting held at Congleton Town Hall on Thursday 10th February 2022

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 10th February 2022](#)

Present:

Councillors:

Denis Murphy (Town Mayor)
Margaret Gartside (Deputy Mayor)
Suzie Akers Smith
Martin Amies
Duncan Amies
David Brown
Russell Chadwick
Robert Douglas
Paul Duffy
Suzy Firkin
George Hayes
Robert Hemsley
Amanda Martin
Rob Moreton
Jean Parry
James Smith
Kay Wesley

Congleton Town Council Officer:

David McGifford (Chief Officer)

1 Members of the Press

15 Members of the Public

Minutes

1. Apologies for absence

Apologies were received from Cllr Sally Ann Holland.

2. Minutes of Previous Meetings

CTC/53/2122 RESOLVED to approve and sign the [Minutes of the Council meeting held on the 9th December 2021 and the Emergency Council Meeting on 6th January 2022.](#)

Noting that Cllr Jean Parry was in attendance at the meeting on the 6th January 2022.

3. Declarations of Disclosable Pecuniary Interest

Councillors David Brown, Suzanne Akers Smith, George Hayes, Rob Moreton and Denis Murphy (Mayor), all declared a non-pecuniary interest in any matters relating to Cheshire East Council.

Prior to agenda item 4, the Mayor proposed that Item 17 (Cheshire East Council Tranche 1 Active Travel Measure Review), be debated after Item 4 (Questions from Members of the public).

CTC/54/2122 RESOLVED that item 17 be debated following statements made by members of the public.

4. Questions from Members of the Public

Various statements were read out by members of the public relating to Item 17 Cheshire East Council Tranche 1 Active Travel Measure Review.

17. Cheshire East Council Tranche 1 Active Travel Measure Review

To establish Congleton Town Council's position on areas related to this review.

CTC/55/2122 RESOLVED to maintain cycling access on Bridge Street with no restrictions.

5. Urgent Items

Cllr Kay Wesley raised the need to assess the suitability of future acts that are performing at the Town Hall.

6. Town Mayor's Announcements

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

7. Outstanding Actions

There were no outstanding actions from previous meetings.

8. Youth Committee

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

9. Community and Environment Committee

CTC/56/2122 RESOLVED that the [minutes of the Community and Environment Committee meeting held on 11th November 2021](#) be received, and the recommendations therein be adopted.

10. Finance and Policy Committee

CTC/57/2122 RESOLVED that the [minutes of the Finance and Policy Committee meeting held on 25th November 2021](#) be received, and the recommendations therein be adopted.

11. Planning Committee

CTC/56/2122 RESOLVED that the [Minutes of the Planning Committee meetings held on 18th November and 14th December 2021](#) be received, and the recommendations therein be adopted.

12. Town Hall, Assets and Services Committee

CTC/57/2122 RESOLVED that the [minutes of the Town Hall Assets and Services Committee meeting held on 4th November 2021](#) be received, and the recommendations therein be adopted.

13. 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.

Reports were received from – Cllrs Suzanne Akers Smith, David Brown and George Hayes.

14. Replacement Ride on Mowers for the Streetscape Service

CTC/58/2122 RESOLVED to approve the procurement of replacement ride on mowers as recommended by the Town Hall Assets and Services Committee 13th January 2022, reference THAS/36/2122.

15. Annual Review of the Investment Strategy and Investment Policy 2022/23

CTC/59/2122 RESOLVED to approve the updated Investment Policy and the latest Investment Strategy as approved by the Finance and Policy Committee on 27th January 2022, reference FAP/58/2122.

16. Creating a Site-Specific Biodiversity Plan for Congleton

CTC/60/2122 RESOLVED to procure resource to develop a Site-Specific Biodiversity Plan for Congleton, as proposed by the Community and Environment Committee on 3rd February 2022, reference CE/48/2122.

**Denis Murphy
(Town Mayor)**

TOWN MAYOR'S ENGAGEMENTS

2022

3 rd March	Unplugged Event – Congleton Town Hall
4 th March	Congleton World Day of Prayer – Wellspring Methodist Church
4 th March	Swimathon – Biddulph Leisure Centre
8 th March	Elizabeth Statue unveiling
11 th March	Tree Planting event
11 th March	Congleton Town Mayor's Civic Ball
12 th March	A.T.C. Presentation Evening
17 th March	Local Hero Awards
18 th March	Trinity Operatic Society
24 th March	Stephenson Browne Office Opening
25 th March	Beartown Rickshaw Event
30 th March	750 Year Promotion
1 st April	Centre Stage Youth Theatre
2 nd April	Girlguiding Anniversary Celebration
10 th April	Beating the Bounds Event
10 th April	Alsager Civic Service
15 th April	Good Friday Service – Town Centre
16 th April	Beartown Bikers Event
23 rd April	Memorial Service – St Peter's Church
23 rd April	Crewe Mayor's Ball
26 th April	Cheshire Fire & Rescue Graduation

COUNCILLOR SALLY ANN HOLLAND

20 th January	Concert – Congleton Town Hall
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The Mayor attends various other events including meetings, photo requests and grant presentation promotions.

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE COMMUNITY AND ENVIRONMENT COMMITTEE HELD ON 3rd February 2022

For the papers discussed at the meeting, please see the [Meeting Agenda of the Community & Environment Committee 3rd February 2022](#)

PRESENT:

Committee members:

Cllr Kay Wesley (Chair)

Cllr Sally Ann Holland (Vice Chair)

Cllr Suzy Firkin

Cllr Robert Hemsley

Cllr Amanda Martin

Cllr Robert Moreton

Cllr Jean Parry

Ex Officio member: Cllr Denis Murphy (Mayor) left after item 8. Cllr Margaret Gartside (Deputy Mayor)

Non-Committee Members: Cllr Suzie Akers Smith

Also present: Congleton Town Council Officers: David McGifford and Jackie MacArthur, One member of the press, Police Crime Commissioner, one Cheshire Police Officer and three members of the public, one of whom spoke at Public Questions.

1. Apologies for absence

Apologies for absence were received from:

Committee Members: Cllrs Dawn Allen and Mark Rogan

2. Minutes of Previous Meetings

CE/40/2122 Resolved to approve the [minutes of the Community & Environment Committee held on 11th November 2021](#) as a correct record.

3. Declarations of Interest

Councillors Sally Holland, Denis Murphy, Suzie Akers Smith and Robert Moreton declared non-pecuniary interests on any matters relating to Cheshire East Council.

4. Outstanding Actions

See Agenda item 9 for any outstanding actions for the Community and Environment Committee.

5. Questions from Members of the Public

Jackie Kay attended the meeting and raised questions about the Streetscape Teams' use of weedkillers.

Olga Whitmore sent in questions which the Chair read out asking about the Congleton In Bloom Group's use of bedding plants.

Jackie Kay was informed that Congleton Town Council is no longer using glyphosate and the advice taken about the new product being trialed.

Olga was informed about the reduction in the number of bedding plants for the coming year.

6. Urgent Items

There were no urgent items raised at the meeting.

7. Cheshire Police Crime Commissioner

CE/41/2122 Resolved to accept the presentation from John Dwyer, the recently elected Police and Crime Commissioner for Cheshire regarding his role, aims and ambitions for the Cheshire Police Service.

8. Cheshire Police

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

9. Updates Paper from previous Community and Environment Committee

CE/42/2122 Resolved to receive the updates paper from the Community and Environment Committee held on 11th November 2021.

10. Anti-Social Behaviour Working Group

CE/43/2122 Resolved to receive the [notes of the Anti-Social Behaviour Working Group held on the 6th January 2022](#) and receive an update from the Chair. Noted that the event mentioned for the 18th March in the notes of the meeting has been postponed and a new date awaited.

11. Congleton In Bloom Working Group

CE/44/2122 Resolved to receive a verbal update from the Chair of the Congleton in Bloom Working Group from the meeting held on 28th January 2022.

12. Congleton Green Working Group

CE/45/2122 Resolved to receive the [notes of the Congleton Green Working Group held on 25th November 2021 and 21st January 2022](#) and to receive an update from Chair.

13. 750 Year Celebration Working Group

CE/46/2122 Resolved to receive the [notes of the 750 Year Celebration Working Group held on 4th November and 9th December 2021 and 6th January 2022](#) and an update was given by Jackie MacArthur on behalf of the group.

14. White Ribbon Working Group

CE/47/2122 Resolved to receive [the notes of the White Ribbon Working Group held on 9th November](#) and to receive a report from the Chair about the [activities for White Ribbon Day 2021 and the '16 Days of Action'](#).

15. Creating a Site-Specific Biodiversity Action Plan for Congleton

CE/48/2122 Resolved to approve the proposal for creating a Biodiversity Plan for Congleton as recommended by the Congleton Green Working Group and to approve a request to Council for funding.

16. Planting 70 Cherry Trees for the Platinum Jubilee

CE/49/2122 Resolved to approve in principle planting 70 cherry trees for the Queen's Platinum Jubilee and delegate responsibility to the Congleton Green Working Group to progress.

17. Key Performance Indicators for Streetscape Services

CE/50/2122 Resolved to note the report from the Streetscape Development Manager on the KPIs for Streetscape Services.

**Cllr Kay Wesley
(Chair)**

APPENDIX 1 - UPDATE FROM CHESHIRE POLICE - ITEM 8 -

Data covers 6 weeks prior to the Committee Meeting in Congleton East and West Wards

Drugs and Alcohol

Night-time Economy (5)

- 4 minor assaults. 1 with injury for which offender arrested at scene.
- Drink Spiking (1 in period). No associated sexual assaults or other crime.
- Force continues Op Resolvable and has 48 incidents reported, no positive forensic results for Ketamine, GHB, and Rohypnol to date. The forensics awaited for 4 cases in Congleton.

Enforcement

- Force priority tackling county lines drug dealing. 4 Drug Warrants conducted on Tue 25th (High Street, Woolston Avenue, Fern Crescent, & Macclesfield) resulting in 3 arrests and seizures of Class B (Cannabis) and cash and goods. Investigations and safeguarding efforts on-going.

Prevention

- Force has invested In Selecta DNA Packs PCSO's delivering to communities
- Bike Marking re-started with first sessions in the Town Centre/Astbury Mere last week
- More foot patrols, town centre, Congleton Park, Astbury Mere and Biddulph Valley Way.

Anti-Social Behaviour (23) down by 52 incidents Year on Year

- No ASB Repeat locations however still have anecdotal evidence of youths at Morrison's/Market, patrols increased resulting in ASB alerts.
- Burglary at Wild and Wild involving the same group which remains under investigation.
- Advice remains **Report, Report, Report.**

Community Impact Assessment

- Following a stabbing in Congleton East. 4 Adults arrested and under investigation.
- Suspect remanded in custody and investigations on-going.

Domestic Abuse Incidents (57) up 5 incidents Year on Year

Total Sexual Offences: 7 up 1 incident Year on Year

Hate (1)

- Force has introduced a new support service provided by Remedi to support victims through the criminal justice process. Referred at Point of contact.

Congleton Beat Team Priorities

1. Drug Enforcement Congleton EAST
2. 2 x Complex People have attracted problem-solving packages.

NOTE

- Force looking to recruit new PCSOs from April
- Congleton Beat Team is also expecting 2 new PCs
- The last Community and Environment Committee for Stg Paul Brunton, the new Sergeant will be Kevin Williams.

CONGLETON TOWN COUNCIL

Minutes of the Finance and Policy Committee Meeting held on Thursday 27th January 2022

For the papers discussed at the meeting, please see the [Meeting Agenda of the Finance and Policy Committee held on 27th January 2022](#)

PRESENT Committee members:

Cllr Robert Douglas (Chair)
Cllr Russell Chadwick
Cllr Jean Parry
Cllr J Smith
Cllr R Moreton
Cllr S Akers Smith
Cllr D Amies
Cllr D Brown
Cllr G Hayes (Arrived at 7.26pm)
Cllr D Murphy (Mayor – Ex Officio) (Left at 7.20pm)
Cllr M Gartside (Deputy Mayor – Ex Officio)

Also present:

Congleton Town Council Officers:

- David McGifford (Chief Officer)
- Serena Van Schepdael (Responsible Financial Officer)

1. Apologies

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

Apologies were received from:

Committee member: Cllr P Duffy

2. Minutes of Previous Meetings

FAP/48/2122 RESOLVED to approve the [minutes of the Finance & Policy Committee held on 25th November 2021.](#)

3. Declarations of Interest

Cllrs R Moreton, D Murphy (Mayor), D Brown and S Akers Smith, declared a non-pecuniary interest on any matters relating to Cheshire East Council. The Responsible Financial Officer (RFO) declared a non-pecuniary interest in item 8 as a participant.

4. Outstanding Actions

Review of Grants and Funding Policy – This is due to be presented in March 2022.

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. Grant Approvals and Commitments 2021/22

FAP/49/2122 RESOLVED to receive the statement showing the current position as at 30th November 2021.

8. New Applications for Financial Assistance

FAP/50/2122 RESOLVED to award the following grant:

- **Grant Ref 11/2122 Congleton Harriers – Awarded £425 for medical cover for the Cloud 9 Race in March 2022.**

9. New Grant Activities Monitoring Form and Letter of Thanks

FAP/51/2122 RESOLVED to receive the New Grant Activities Monitoring Form from Congleton Harriers and the letter of thanks from the Parish of Congleton St Peter's Church.

10. Management Accounts

FAP/52/2122 RESOLVED to receive the Management Accounts as at 30th November 2021.

11. Bank Reconciliation

FAP/53/2122 RESOLVED to receive the bank reconciliation as at 30th November 2021.

12. Savings Account Balances

FAP/54/2122 RESOLVED to note the Savings balances as at 30th November 2022.

13. List of Payments

FAP/55/2122 RESOLVED to receive and approve the Payments lists between 1st October and 30th November 2021.

14. Appointment of Internal Auditor

FAP/56/2122 RESOLVED to approve the appointment of Auditing Solutions Ltd as the internal Auditor for 2022/23.

15. Internal Audit: First Interim Report

FAP/57/2122 RESOLVED to receive and approve the Internal Audit Report – First Interim 2021/22.

16. Annual Review of the Investment Strategy and Policy

FAP/58/2122 RESOLVED to:

1. approve the updated Investment Strategy.
2. approve the update to point 4 in the Investment Policy and to recommend this to Council for approval and to adopt within the Updated Investment Policy into the Constitution.
3. approve the addition of point 5 and to recommend this to Council for approval and to adopt within the Updated Investment Policy into the Constitution noting that this new point 3.5 automatically lapses on the day the Notice of Poll for the Council elections to Congleton Town Council for May 2023 are published.

17. Congleton Regeneration Working Group

FAP/59/2122 RESOLVED to

1. receive the verbal update.
2. approve to delegate the responsibility for awarding the first-floor improvement grants to the Chief Officer, or in their absence the Deputy Chief Officer, and for them to consult with members of the Regeneration Working Group using the criteria and process outlined.

18. Resolution to Exclude the Public and Press from Item 19

FAP/60/2122 RESOLVED to exclude the public and press from Item 19 in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to commercial sensitivities.

19. Congleton Information Centre Commission Rates

FAP/61/2122 RESOLVED to delay any discussion and action for 6 months, and for further investigations to take place by officers, the next report to be presented through the Town Hall, Assets and Services Committee for discussion.

Meeting closed 8.04pm

**Cllr Robert Douglas
(Chair)**

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Planning Committee held on Thursday 20th January 2022

For the papers discussed at the meeting, please see the [Meeting Agenda of the Planning Committee 20th January 2022](#)

In attendance:

Committee members: Councillors Amanda Martin - Chair
Duncan Amies
Suzy Firkin
Robert Hemsley
Jean Parry
Kay Wesley
Denis Murphy (Town Mayor-Ex-Officio)

Also present: Congleton Town Council Officers: David McGifford (Chief Officer),
Linda Minshull (Civic Administration Officer)

Minutes

1. Apologies for Absence

Apologies for absence were received from:

Committee Members: Councillors Robert Douglas, Paul Duffy, Mark Rogan and James Smith

2. Minutes of Previous Meetings

PLN/21/2122 Resolved to approve and sign the minutes of the Planning Committee held on 14th December 2021.

3. Declarations of Interest

Councillor Denis Murphy (Town Mayor) declared a “non-pecuniary” interest as he is a member of Cheshire East Council and an ex-officio member of this Committee. He did not vote on any items.

4. Outstanding Actions

Date	Planning Application Number	Action	Progress
27.4.2021		Information 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 01.11.2021 - the rotary bore holes works went ahead last week as planned. Updated report due early next week – this will facilitate structural engineers to produce the appropriate foundation detail. Timescales to receive foundation designs uncertain but further updates will be provided as soon as possible. 14.12.2021 – The Chief Officer reported that investigatory was slowly progressing with design work with the developer. 20.1.2022 – No further updates

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. Planning Applications Section 1

There were no applications for Section 1.

8. Planning Appeals

The Chair updated the Committee on Appeals in progress.

9. Licensing Applications

There were no licensing applications.

10. Planning Enforcement

There were no Planning Enforcement updates received.

11. Planning Applications Section 2

PLN/22/2122 RESOLVED that the following comments be made to Cheshire East Council:

Application Number	Location	Declaration of Interest	Comments
21/6159C	51, PADGBURY LANE, CONGLETON, CHESHIRE, CW12 4LP		No Objection
21/6133C	CROSSLEY HALL, PEOVER LANE, CONGLETON, CHESHIRE, CW12 3QH		No Objection
21/6129C	CROSSLEY HALL, PEOVER LANE, CONGLETON, CW12 3QH		No Objection
21/6001C	6, JERSEY CLOSE, CONGLETON, CW12 3TW		No Objection
21/6379C	White Line Cottage, MANCHESTER ROAD, CONGLETON, CW12 2HU		No Objection
21/6367C	Land at PADGBURY LANE, CONGLETON		No Objection
21/6341C	Land West of Padgbury Lane, Padgbury Lane, Congleton, CW12 4LR		No Objection
22/0094T	Counting House, 18, SWAN BANK, CONGLETON, CONGLETON, CHESHIRE, CW12 1AH	NP – D Murphy Did not vote	OBJECTION DUE TO – Insufficient evidence i.e., structural assessment. Should the removal of the tree be necessary more replacement trees and shrubs be planted.
21/6372C	Land off Goldfinch Close, Congleton		No Objection
21/6028C	11A, SEVERN CLOSE, CONGLETON, CW12 3RD		No Objection – NOTE – Block diagram is incorrect
21/6119C	CROSSLEY HALL, PEOVER LANE, CONGLETON, CHESHIRE, CW12 3QH		Unable to comment due to lack of information relating to emissions as requested by Cheshire East Env Officer
21/6419T	4, Lakeside, Newcastle Road, Congleton, CW12 4HL		No Objection
21/6305C	68, ENNERDALE DRIVE, CONGLETON, CW12 4FL		No Objection

22/0002C	1 Campbell Close, Congleton, CW12 2BQ		Defer until next meeting
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**Cllr Amanda Martin
(Chair)**

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Planning Committee held on Thursday 17th February 2022

For the papers discussed at the meeting, please see the Meeting Agenda of the Planning Committee of 17th February 2022

In attendance:

Committee members: Councillors Amanda Martin - Chair
Duncan Amies
R Douglas
Suzy Firkin
Robert Hemsley
Jean Parry

Also present: Congleton Town Council Officer: David McGifford (Chief Officer) and two members of the public

Minutes

1. Apologies for Absence

Apologies for absence were received from:

Committee Members: Councillors Denis Murphy (Town Mayor-Ex-Officio) and Kay Wesley

2. Minutes of Previous Meetings

PLN/23/2122 Resolved to approve and sign the minutes of the Planning Committee held on 20th January 2022.

3. Declarations of Interest

All Councillors declared a non-pecuniary interest in application 21/6479C – Lamp posts on Mountbatten Way.

4. Outstanding Actions

Date	Planning Application Number	Action	Progress
27.4.2021		Information 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 01.11.2021 - the rotary bore holes works went ahead last week as planned. Updated report due early next week – this will facilitate structural engineers to produce the appropriate foundation detail. Timescales to receive foundation designs uncertain but further updates will be provided as soon as possible. 14.12.2021 – The Chief Officer reported that investigatory was slowly progressing with design work with the developer. 20.1.2022 – No further updates Receipt of information relating to 2009 Section 106 agreements still outstanding, action CO to continue to follow up

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. Planning Applications Section 1

22/0304C	Land West of PADGBURY LANE, CONGLETON		OBJECTION DUE TO – <ul style="list-style-type: none">- Overdevelopment- Out of keeping with the area- Tree Loss- Already a dangerous junction/access – highway issues, lack of visibility- Loss of green space- Problems with United Utilities services in the area
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8. Planning Appeals

The Chair updated the Committee on Appeals in progress.

9. Licensing Applications

There were no licensing applications.

10. Planning Enforcement

There were no Planning Enforcement updates received.

11. Neighbourhood Plan

Regulation 14 – Route Map to completion. Action for next meeting.

12. Planning Applications Section 2

PLN/24/2122 RESOLVED that the following comments be made to Cheshire East Council:

Application Number	Location	Declaration of Interest	Comments
22/0002C	1 Campbell Close, Congleton, CW12 2BQ		No Objection
22/0165C	9, HIGH STREET, CONGLETON, CHESHIRE, CW12 1BN		No Objection
21/6479C	28 Lamp posts on Mountbatten Way and Market Street Congleton	All Councillors	No Comment
22/0071C	Throstles Nest Inn, 11, BUXTON ROAD, CONGLETON, CHESHIRE, CW12 2DW		No Objection
22/0199T	27, SANDBACH ROAD, CONGLETON, CW12 4LB		No Objection
22/0206C	59, BELGRAVE AVENUE, CONGLETON, CW12 1HT		No Objection
22/0188D	Wastewater Treatment Works, BARN ROAD, CONGLETON, CW12 1LJ		No Objection
21/6244T	Congleton Fire Station, WEST ROAD, CONGLETON, CW12 1LE		OBJECTION DUE TO – Tree is healthy and should it be felled there is no evidence of it being replaced

22/0321C	65, BERKSHIRE DRIVE, CONGLETON, CHESHIRE, CW12 1SA		No Objection
22/0347C	Radnor Works, BACK LANE, CONGLETON		No Comment
22/0280C	73, PARK LANE, CONGLETON, CHESHIRE, CW12 3DD		No Objection
22/0329T	CEC owned OS with Play Area off Marshall, CEC owned Marshall Grove Play Area, Off Marshall Grove, Congleton, CW12 3ST		No objection and the information provided advised that the tree will be replaced by three new ones
22/0416C	54, BIRCH ROAD, CONGLETON, CW12 4NR		No Objection
22/0423C	47, OBELISK WAY, CONGLETON, CW12 4FY		No Objection
22/0507T	9 Melton Close, Congleton, CW12 4YH	NP – R Hemsley	No Objection

**Cllr Amanda Martin
(Chair)**

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 13th January 2022

For the papers discussed at the meeting, please see the [Agenda & Papers – 13th January 2022](#)

In attendance:

Committee members: Cllrs

Suzy Firkin (Chair)
Suzanne Akers Smith
Martin Amies
Duncan Amies
David Brown
Robert Douglas
Robert Hemsley
Russell Chadwick

Ex-Officio Members/s: Cllrs Denis Murphy (Town Mayor), Margaret Gartside (Deputy Mayor)

Congleton Town Council Officers:

- David McGifford - Chief Officer
- Mark Worthington - Town Hall Manager
- Ruth Burgess - Streetscape Development Manager

Minutes

1. Apologies for absence

Apologies for absence were received from:

Committee Members: Cllrs Dawn Allen and George Hayes

2. Minutes of Previous Meetings

THAS/27/2122 Resolved to approve and sign the [minutes of the meeting of the Town Hall, Assets and Services Committee held on 4th November 2021.](#)

3. Declarations of Interest

Declarations of interest were received from Councillors Denis Murphy (Town Mayor), David Brown and Suzanne Akers-Smith on all non-pecuniary matters relating to Cheshire East Council.

4. Outstanding Actions

THAS/28/2122 Resolved to proceed with ongoing projects and actions.

5. Questions from Members of the Public

There were no questions raised by members of the public.

6. Urgent Items

There were no urgent items raised by Members at the meeting.

7. Town Hall Trading Account

THAS/29/2122 Resolved to accept the Town Hall Trading account to 30th November 2021 and to note the content of the summary report.

8. Streetscape Trading Account

THAS/30/2122 Resolved to accept the Streetscape Trading account to 30th November 2021 and to note the content of the summary report.

9. Hybrid Meetings at Congleton Town Hall

THAS/31/2122 Resolved to receive an update report relating to recent updates and demonstration of hybrid meeting equipment.

Action – To investigate Microsoft Teams, WebEx and other platforms that could work on the hybrid meeting equipment.

10. Provision of Services at Congleton Town Hall

THAS/32/2122 Resolved to receive an update report relating to interest received for the Provision of Services at Congleton Town Hall.

11. Low Carbon Energy Proposal for Congleton Town Hall

THAS/33/2122 Resolved to receive a report regarding proposals to deliver carbon reducing measures within the Town Hall.

12. Streetscape Services Contract Update

THAS/34/2122 Resolved to receive an update report regarding on-going contract discussions with Cheshire East Council regarding the Town Council's Streetscape Services.

13. Streetscape Services KPI Update

THAS/35/2122 Resolved to receive an update report regarding Streetscape Services' KPIs.

14. Replacement Ride on Mowers

THAS/36/2122 Resolved to recommend to Council Option 2 with Company A – The second hand procurement of 2 x Ransomes HR300 forward control hydraulic drive power units, fitted with 60" rear discharge rotary mower decks as provided by Company A at a total cost of £23,000, less part exchange and parts value.

**Cllr Suzy Firkin
(Chair)**

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 24th February 2022

For the papers discussed at the meeting, please see the [Agenda & Papers – 24th February 2022](#)

In attendance:

Committee members: Cllrs

Suzy Firkin (Chair)
Dawn Allen
Martin Amies
Robert Douglas

Ex-Officio Member: Margaret Gartside (Deputy Mayor)

Non- Committee members: Cllr Amanda Martin

Congleton Town Council Officers:

- David McGifford - Chief Officer
- Mark Worthington - Town Hall Manager
- Ruth Burgess - Streetscape Development Manager

Minutes

1. Apologies for absence

Apologies for absence were received from:

Committee Members: Cllrs Suzie Akers Smith, Duncan Amies, David Brown,
Russell Chadwick, George Hayes, and Robert Hemsley.

Ex-Officio Member: Denis Murphy (Mayor)

2. Minutes of Previous Meetings

THAS/37/2122 Resolved to approve and sign the [minutes of the meeting of the Town Hall, Assets and Services Committee held on 13th January 2022.](#)

3. Declarations of Interest

No declarations of interest were received.

4. Outstanding Actions

There were no outstanding actions from previous meetings.

5. Questions from Members of the Public

There were no questions raised by members of the public.

6. Urgent Items

There were no urgent items raised by Members at the meeting.

7. Town Hall Trading Account

THAS/38/2122 Resolved to accept the Town Hall Trading account to 31st January 2022 and to note the content of the summary report.

8. Streetscape Trading Account

THAS/39/2122 Resolved to accept the Streetscape Trading account to 31st January 2022 and to note the content of the summary report.

9. Streetscape Services Update

THAS/40/2122 Resolved to receive the update report on Streetscape Services.

Action – Amend the spelling on page two of report from Not to “now purchased”.

10. Congleton Town Hall Operations

THAS/41/2122 Resolved to receive the update report on Town Hall Operations.

Action – The Streetscape Development Manager to arrange a tour around the Waste and Recycling Depot at Cledford Depot, Middlewich.

11. Low Carbon Energy Proposal for Congleton Town Hall

THAS/42/2122 Resolved to receive the report relating to the Low Carbon Energy proposal for Congleton Town Hall, and delegate the authority to the Chief Officer, Town Hall Manager and Cllr Suzy Firkin with the budget of up to £4k + VAT.

12. THAS/43/2122 Resolved to exclude members of the press and public from items 13, 14 and 15 due to Commercial Sensitivities.

THAS /44/2122 resolved that agenda items 13 and 14 be debated together.

13. Provision of Services at Congleton Town Hall and item 14 Town Hall Rental Space Enquiry

THAS/45/2122 resolved to delegate the authority to the Chief Officer, Town Hall Manager in consultation with the Chair of the Town Hall, Assets and Services Committee to progress discussions with company C.

14. Hybrid Meetings at Congleton Town Hall

THAS/46/2122 Resolved to receive a report relating to Hybrid Meetings at the Town Hall and approve the delegation of authority to the Chief Officer, Town Hall Manager in consultation with the Chair of Town Hall, Assets and Services Committee, to agree the preferred supplier of the Zoom Hybrid system which would go forward to Council for approval.

**Cllr Suzy Firkin
(Chair)**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	28 TH April 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	14 Amendments to the Grants and Funding Policy		
Background	Amendments to the Grants and Funding Policy were recommended to the Finance and Policy Committee on 23 rd March 2022		
Updates	<p>The Finance and Policy Committee approved the flowing amendments, see the updated Policy in Appendix 14.1.</p> <p>Item 5 added:</p> <p style="text-align: center;"><i>1. A Charity or Group based outside of Congleton as long as the project benefits resident of Congleton.</i></p> <p>Item 9 updated to:</p> <p style="text-align: center;"><i>The Council will normally require details of the structure and funding of the organisation, and will probably request copies of budget/accounts and business plans for applications over £250.</i></p> <p>Other suggestions inserted into the draft document for discussion:</p> <ul style="list-style-type: none">• <i>17 - The Council will accept retrospective applications up to a maximum period of 3 month of the event/project completion.</i>• <i>24 - Per Group/Charity there may be only two successful applications per financial year.</i>• <i>25 - There is a 10 working days deadline prior to a meeting for all information to be submitted in order for an application to be presented.</i>• <i>26 - Grants awarded by Congleton Town Council should only be used for the original project in the application.</i>• <i>27 - Organisations are required by law to have taken out appropriate public liability insurance. Congleton Town Council expects all applicants to have complied with this legal requirement.</i>• <i>28 - Congleton Town Council would encourage the applicants to attend the meeting to support the application to enable any queries /presentation.</i>		
F&P resolved	To approve the amendments on the 23rd March 2022 FAP/72/2122		
Decision Requested	For Council to approve the updated Grants and Funding Policy for adoption into the Constitution.		

CONGLETON TOWN COUNCIL

GRANTS & FUNDING POLICY

1. An award of a grant must give direct benefit to all or some of the inhabitants of the Town, and the size of grant should be commensurate with the benefit delivered.
2. Grant forms will be scrutinized to ensure they meet the criteria set out in the Grants and Funding Policy, before being put forward for decision at the Finance and Policy Committee. Applications which do not meet the criteria will be rejected and returned.
3. The Town Council as a body does not affiliate to any political party and legally cannot provide grant or support to any party political activity.
4. The Town Council does not affiliate to any religious group; however applications will be considered where there is a clear community wide benefit.
5. Requests for grant aid or sponsorship of an event will only be considered from the following categories of applicant:
 - A Congleton Town – based charity
 - A Charity or Group based outside of Congleton as long as the project benefits resident of Congleton.
 - An organisation serving the needs of the citizens of Congleton
 - Citizens of Congleton requesting grant aid with a project/event, which will be for the benefit of a wider group in Congleton.
 - A Congleton based club/association/organisation serving a specific section of the community or the community as a whole.
6. Applications will only be considered when made on a formal application form with all relevant sections completed.
7. Applicants will need to demonstrate how their activities or the particular project for which financial support is being sought, will benefit the residents of Congleton Town.
8. The Council will give priority to the projects/organisations which progress one or more of its corporate objectives.
9. The Council will normally require details of the structure and funding of the organisation, and will probably request copies of budget/accounts and business plans for applications over £250.

Appendix 14.1

10. The Council will require details of any project which is the subject of the application, including standards to be attained, costs, timescales and how the remainder of the funding will be provided.
11. Council will normally only fund the up to a maximum of 50% of a project cost and priority will be given to requests for grants of £250 or less. Any request above £250 will require detailed justification for the project including matched funding as a prerequisite.
12. Sponsorships - When there is a request for sponsorship, it needs to be clearly demonstrated how the Town Councils' support will be recognised.
13. Grant requests for tangible products or services.
Quotes are required for grant applications as follows:
 - Under £250 No quotes
 - £251 - £500 One quote
 - £501 - £1,000 Two quotes
 - £1001 or above Three quotes
14. Applicants will be required to state the amount of grant sought from the Council and provide details of other grants or awards applied for or gained, which must be disclosed in full.
15. Where projects cross financials years, the Council may "ring fence" an approved amount of grant. It will reserve the right to withdraw approval where a project does not look likely to go ahead within a 12 month period from the grant approval date.
16. Payment will not normally be made until a project has been completed.
Payments will then only normally be made against a formal receipt or invoice.
Stage payments may be approved for larger projects.
17. The Council will accept retrospective application up to a maximum period of 3 month of the event/project completion.
18. The Council will usually only consider requests for specific projects, not on-going or core costs. The exceptions to this will be "pump-priming" to help organisations get established or organisations which deliver a substantial part of the Council's priorities.
19. The Council may, where it appears to be a more cost effective or efficient use of resources, prefer to act in partnership with another organisation, or provide support "in kind", rather than provide grant assistance.

Appendix 14.1

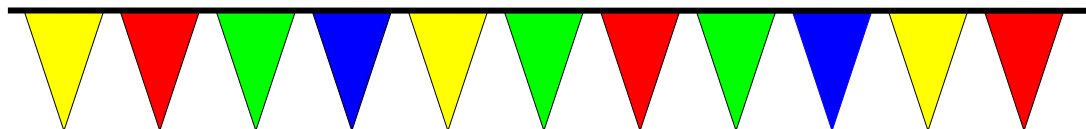
20. An evaluation of the project must be provided once the project is complete to provide evidence that the benefits and outputs have been achieved. The evaluation form must be returned to the Council within 4 weeks of completion of the project. Future requests for grants will be jeopardised if this is not completed.
21. The Council will advertise its Grant and Financial Assistance Scheme widely to ensure an equitable distribution of resources.
22. For grants and sponsorship, the applicant will acknowledge the contribution made by the Council when arranging promotional activity or literature, including press releases relating to the application.
23. The applicant acknowledges and agrees that all decisions made by the Council for such a grant request are solely a matter for and at the discretion of the Council. The applicant will provide to the Council all such assistance as is reasonably necessary to enable the Council to comply with its requirements under the Freedom of Information Action.
24. Per Group/Charity there may be only two successful applications per financial year.
25. There is a 10 working days deadline prior to a meeting for all information to be submitted in order for an application to be presented.
26. Grants awarded by Congleton Town Council should only be used for the original project in the application.
27. Organisations are required by law to have taken out appropriate public liability insurance. Congleton Town Council expects all applicants to have complied with this legal requirement.
28. Congleton Town Council actively encourages applicants to attend the meeting to support the application to enable any queries /presentation.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	28 th April 2022 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael (Responsible Financial Officer)		
AGENDA ITEM REPORT TITLE	15 Congleton Community Projects Grant		
Background	During Budget setting for 2022-2023 a budget of £16,000 was approved within the Grant Cost centre for Congleton Community Projects Grants.		
Updates	<p>Congleton Community Projects have submitted an invoice to request release of the Grant for the financial year 2022-2023, see Appendix 15.1.</p> <p>In accordance with our Financial Regulations, <i>see below</i>, as the payment is over £10,000 approval is required from Council to release the funds.</p> <p style="text-align: center;">4. BUDGETARY CONTROL AND AUTHORITY TO SPEND</p> <p>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:</p> <ul style="list-style-type: none">• <i>the council for all items over £10,000;</i>• <i>a duly delegated committee of the council for items over £5,000; or</i>• <i>the Chief Officer for any items below £5,000.</i> <p>• <i>Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Chief Officer, and where necessary also by the appropriate Chair.</i></p>		
Decision Requested	Council to approve the payment of the Congleton Community Project invoice of £16,000 from Nominal budget line 107-4709 CCP Grant. Payment of the invoice to be delegated to the Responsible Financial Officer (RFO).		

Congleton Community Projects making events happen



Date: 12TH April 2022

Invoice to:

Congleton Town Council

Order number:

Delivery of Community events and projects as contracted by the Town Council and laid out in the Service Level Agreement			16,000.00
Annual grant - April 2022 – April 2023			
<u>Total</u>			16,000.00

Please make cheque payable to: *Congleton Community Project Ltd*

Or BACS details

Bank: Nat West, account name: Congleton Community Project Ltd, sort code: [REDACTED]
account no: [REDACTED] Please add ref: CTC funding

I would be grateful if you could confirm when payment has been made.

With thanks for your continued support



Meeting Calendar 2022/23 (v3)

May 20	June	July	August	September	October	November	December	January 21	February	March	April
1	1	1	1	1 RESERVE	1	1	1 RESERVE	1	1	1	1
2 BANK	2 BANK	2	2	2	2	2	2	2 BANK	2 RESERVE	2 THAS	2
3 Informal meeting if req	3 BANK	3	3	3	3	3 CE	3	3	3	3	3
4	4	4	4 THAS	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5 RESERVE	5	5	5
6	6	6	6	6	6 RESERVE	6	6	6	6	6	6 RESERVE
7	7	7 RESERVE	7	7	7	7	7	7	7	7	7 BANK
8	8	8	8	8 Planning	8	8	8 COUNCIL	8	8	8	8
9	9 F&P	9	9	9	9	9	9	9	9 COUNCIL	9 RESERVE	9
10	10	10	10	10	10	10 RESERVE	10	10	10	10	10 BANK
11	11	11	11 Planning	11	11	11	11	11	11	11	11
12 M Making	12	12	12	12	12	12	12	12 THAS	12	12	12
13	13	13	13	13	13 Planning	13	13	13	13	13	13 RESERVE
14	14	14 RESERVE	14	14	14	14	14	14	14	14	14
15	15	15	15	15 F&P	15	15	15 Planning	15	15	15	15
16	16 Planning	16	16	16	16	16	16	16	16 CE	16 Planning	16
17 Annual Town Meeting	17	17	17	17	17	17 Planning	17	17	17	17	17
18	18	18	18 RESERVE	18	18	18	18	18	18	18	18
19 Planning	19	19	19	19	19	19	19	19 Planning	19	19	19
20	20	20	20	20	20 THAS	20	20	20	20	20	20 Planning
21	21	21 Planning	21	21	21	21	21	21	21	21	21
22	22	22	22	22 CE	22	22	22 RESERVE	22	22	22	22
23	23 COUNCIL	23	23	23	23	23	23	23	23 Planning	23 F&P	23
24	24	24	24	24	24	24 F&P	24	24	24	24	24
25	25	25	25 RESERVE	25	25	25	25	25	25	25	25
26 CE	26	26	26	26	26	26	26 BANK	26 F&P	26	26	26
27	27	27	27	27	27 RESERVE	27	27 BANK	27	27	27	27 COUNCIL
28	28	28 CE	28	28	28	28	28	28	28	28	28
29	29	29	29 BANK	29 COUNCIL	29	29	29 RESERVE	29		29	29
30	30 THAS	30	30	30	30	30	30	30		30 RESERVE	30
31		31	31		31		31	31		31	

Please note that the first informal meeting to agree positions on committees etc will be before the Council meeting on the 28th April 2022

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	28 th April 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	David McGifford (Chief Officer) and Serena Van Schepdael (Responsible Financial Officer)		
AGENDA ITEM REPORT TITLE	17 Annual Review of the Business Risk Assessment		
Background	<p>Risk Management is an essential part of effective corporate governance. The Council has a statutory duty to have in place arrangements for managing risk as stated in the Accounts and Audit regulations 2015:</p> <p><i>“A relevant authority must ensure that it has a sound system of internal control which ensures that the financial and operational management of the authority is effective and includes effective arrangements for the management of risk”</i></p> <p>Congleton Town Council acknowledges that it has a responsibility to manage its risks effectively in order to protect its employees, assets, liabilities and community against potential losses. The Council is aware that not all risks can be eliminated fully, however through correct and careful procedures there will be a focused approach to managing any risks.</p> <p>Congleton Town Council currently adheres to the guidance given by JPAG (Joint Panel on Accountability and Governance) in their publication “Governance and Accountability for Smaller Authorities in England” Section 5 for the layout of the Business Risk Assessment. Behind this sits detailed risk assessments for all Streetscape activities, Town Hall activities, Paddling Pool, and events in the town centre.</p> <p>Congleton Town Council are also audited 3 times per year, the Internal Audit checks that we have adequate provision and policies in place to support the Business Risk Assessment.</p>		
Updates	<p>The management team has updated the Business Risk Assessment in its current form for 2022-23. All updates are highlighted in Appendix 17.1.</p> <p>The THAS Committee FAP/70/2122 RESOLVED to approve the presented updates to the draft Business Risk Assessment for 2022/23 and before recommendation to Council for adoption, discuss and include additional actions for the Paddling Pool which have now been included.</p>		
Decision Requested	To approve the Business Risk Assessment 2022-2023		

Appendix 17.1

Business Risk Assessment 2022/23

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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	ASSETS and SERVICES						
1a	Security of Town Hall Building	Theft Maintenance Staff Safety Third person use	1	2	Low	Building property insured and reviewed annually. Alarm systems with automatic response for Town Hall. Low crime rate in Congleton. Weekly fire alarm checks and annual servicing. Record all incident Third parties sign a contract re liabilities. CCTV installed throughout the building	Weekly checks of property and actions taken to correct maintenance. CCTV Policy checked annually
1b	Security of Town Treasures	Theft, damage	1	3	Med	Treasures locked in the safe. Keys held by CO and current Mayor. CCTV installed to view door of safe. Responsible person with treasures at all times if used for ceremonial or public viewing. Town Treasures signed in and out if taken out of the building (date and name of person taking)	Regular checks need by Town Hall Manager /CO
1c	Maintenance of Town Hall, Museum	Not adequate budget for grade 2 building H&S – antisocial behaviour	1	3	Med	Ensure budget set for maintenance through Town Hall and Asset Committee and Council. Town Hall Manager to inspect property on regular basis for maintenance issues	Monitor budgets
1d	Town Hall Car parking area	H&S – vehicles and people	1	3	Med	Lighting, CCTV and sign added and general maintenance	Regular checks by Town Hall Manager
1e	Paddling Pool	Health and Safety Risk to workers, public and users	1	2	Med	Staff trained and Paddling Pool supervised when open. Detailed Method of Operating Procedures used by staff	Check procedures annually, make sure staff training is up to date.

Business Risk Assessment 2022/23

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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		Theft and damage to pump room and area. Storage of Chemicals				COSH Sheets and written procedures in place Detailed lock up procedures. Secure and Improved storage and knowledge of chemicals in place. Insurance and Public Liability in place. Maximum number policy added for busy periods which has been implemented during hot weather since summer 2018 . A new booking system in place to ensure attendees do not go over maximum capacity.	
1f	Paddling Pool	Finance: Increase in costs will have an impact in Precept or other areas of the Council	2	2	Med	Reviewing operating hours and ability to charge for entry	
1g	Hillary Avenue Allotments –CTC owns the land	H&S of users Safety of site	1	2	Low	Work closely with the Allotment Association who manage the allotments on a day-to-day basis. Regular Site inspection. CTC public liability insurance	Review contract and working arrangement
1h	Cenotaph Memorial Sgt Eardley statue Treo memorial and Our Elizabeth statue	Vandalism, damage, deterioration	1	3	Med	Regular checks of site for vandalism and damage included on our asset register for insurance. Within range of Town CCTV. Annual waxing of statues and a maintenance plan in existence for stone.	Part of Streetscape checks

Business Risk Assessment 2022/23

Area		Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
1i	Community Garden	H&S of users	1	2	Low	Responsible for the site. Regular checks and any hazards made good. On Town Council insurance. Regular volunteers working on site have signed the volunteer register. Volunteer policy updated 2019.	Part of Streetscape checks
1j	Community Polytunnel	H&S of users Theft/vandal	1	1	Low	Regular of inspection of site. Extra checks when used. Nothing of value kept here. CTC insurance	Part of Streetscape checks
1k	Christmas Lights	Theft. Safety of use	1	1	Low	Insured through Town Council and stored securely. Use of professional operator to check, service, install and remove lights. Anchor points checked, tested and certified on rotation as best practice	Three-year contract with trained equipped and licenced contractor in place for installation, maintenance and storage. Currently in year two
1l	Streetscape Services - Operations	Health and Safety risk to workers, public and contractors Contract changes	1	3	Med	Risk Assessments carried out for all procedures and new pieces of work. Staff trained Consideration over implications of contracts e.g. vehicles with potential contract changes	Streetscape Manager to check risk assessments and training annually.
1m	Events in the Town Hall	Health and Safety risks to workers, volunteers, contractors and public . Risk to Town Council and Town Hall reputation	1	3	Med	Often organised by third parties. Commercial partner assumes responsibility for event. Organisers asked for Risk Assessment and Public Liability. Only approved caterers used. Bar services must be through Town Hall DPS SIA door staff used when evening party event involving alcohol. Bookings are not accepted for 18 th birthday parties.	Maintain existing procedures, and to be reviewed during 2022-23 once future arrangements decided.

Business Risk Assessment 2022/23

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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1n	Town Council led events.	Health and Safety risks to workers, volunteers, contractors and public . Risk to Town Council reputation	1	3		Public liability put in place for events All documentation from third parties checked. Volunteer policy updated All major events are sent to CEC Event Safety Advisory Group for clearance. All contractors RAMS checked.	Maintain existing procedures and ensure new staff are trained.
1o	Licences	Financial penalty/liabilities for not having correct licences	1	2	Low	All licences stored on H Drive and in filing cabinets PPL and PRS reviewed annually Premises Licence held for Town Hall and Town Centre	Maintain existing procedures
2	Finance and Contracts						
2a	Banking	Failure of Bank	1	3	Med	Funds located in 3 separate banks Policies in place in Financial regulations	RFO continual monitoring
2b	Investments	Level of investment	1	1	Low	Investment policy in place	RFO and Council to review annually or potentially sooner if negative interest rates.
2c	Precept	Precept sum inadequate Late Payment from local authority	1	2	Low	Budget and Precept considered by Finance and Policy Committee & Full Council each year. Contingencies in place through reserves.	RFO and Council to review annually
2d	Financial controls and records		2	2	Med	RFO to undergo CPD training when available.. Financial Regulations reviewed annually.	Maintain existing procedures and provide training to new RFO

Business Risk Assessment 2022/23

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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						Internal and External audits and regular Finance and Policy Committee Meetings	
2e	Petty Cash	Payments not accounted for	1	1	Low	All petty cash payments supported by relevant paperwork. Checked by Internal Audit. Processes in Financial Regulations. Petty cash to be verified twice yearly.	Maintain existing procedures
2f	Cash	Loss through theft or dishonesty	1	1	Low	Cash reconciled and banked regularly. Unbanked cash locked in office. Fidelity Guarantee Insurance in place via Zurich.	Maintain existing procedures
2g	Bank Reconciliations	Inadequate Checks Bank Errors	1	1	Low	Bank reconciliations completed monthly and verified by a member of Finance and Policy committee. Checked via Internal Audits and reported to every Finance and Policy Committee	Maintain existing procedures
2h	Budgetary Process	Inadequate budget preparation leading to inability to fulfil obligations	1	1	Low	Budget considered by Finance and Policy Committee and Full Council. Income and expenditure considered at every Finance and Policy Committee. Internal and External audits in place and follow financial regulations.	Maintain existing procedures
2i	Payments	Goods not supplied but invoiced. Invoices incorrect. Invoices unpaid.	1	3	Med	All invoices checked and initialled for accuracy and receipt of goods/services in line with comprehensive financial regulations. List of payments presented to Finance Committee. Clear audit trail of all expenditure and checked via Internal Audit	Maintain existing procedures
2j	Approval of Expenditure	Unauthorised purchase Fraud	1	3	Med	All payment orders authorised by Council as per Financial Regulations.	Maintaining existing procedures

Business Risk Assessment 2022/23

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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2k	Cheque Books	Loss of Cheques Fraudulent use	1	3	Med	All cheque books are kept locked in the office. All cheques double signed by 2/6 of the Council signatories and only when matched to a purchase order No blank cheques signed. To be used in line with Financial Regulations and checked by Internal Audit	Maintaining existing procedures but currently due to Covid all payment made by BACs – worth continuing post Covid.
2K(i)	BACs payments	Payment to wrong supplier	1	1	Low	Finance Officer produces bank schedule and emails to 2 signatories and inputs to bank. RFO authorises bank payment whilst also double checking bank details and amounts.	Maintain existing procedures
2l	Credit Card	Loss of Card Fraudulent use	1	1	Low	Credit card kept double locked in Council office. Usage set out in the financial regulations. Current credit limit £3000	Maintaining existing procedures
2m	Salaries	Incorrect payments to staff	1	2	Low	Use external professional team Mitten Clarke to calculate wages monthly. BACs payments checked and signed by 2/6 signatories. Subject to internal audit. Ensuring sufficient trained staff in place to undertake the task. RFO double checks sheet prior to processing.	Maintaining existing procedures
2n	Annual Return	Not submitted on time Incorrectly completed	1	3	Med	RFO aware of date and ensures requirements met. Outside external company identified that could perform task if required. RFO to produce an annual timetable to highlight deadline dates.	Maintaining existing procedures

Business Risk Assessment 2022/23

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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2o	Streetscape Contract	Reduction of revenue through Service Level Agreement. CEBC or third-party take-over	2	2	Med	Keeping standards high. Examination and review of agreed contract 2021. Exploring additional external contracts. Look to align any third-party hire contracts with Service Level Agreement. Review of operating procedures	Review by Chief Officer and Streetscape Manager Record Risk of longer-term contract
2p	Catering / events support for Town Hall	Previous contract expired March 1 st 2021 – Delay in appointing new provider (s) impacting on ability hold and service events	2	2	Med	Following the end of the previous contract Town Council to review the future of events and catering needs in the Town Hall to provide a service that is good for customers, the Town Council and future partner(s)	Develop a new framework for a contract based on future needs of the Town Hall post COVID-19
2q	Town Hall Room Bookings	Linked to 2p – future use of the Town Hall					To be reviewed in line with outcome 2p
2r	Congleton Information Centre	Staff, customers, financial risk,	1	3	Med	Front line staff who take cash – banking procedures in place and safe on site. Doors locked before cashing up takes place. Weekend workers never in the building alone Third party ticket sales – contracts in place making clear no liabilities to CTC Financial regs for purchasing goods in advance of sales	Ensure all policies in place and understood by all staff in the CIC Ensure contracts are in place for new ticket suppliers.

Business Risk Assessment 2022/23

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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2s	New Suppliers	VAT & Bank accounts/Payments fraud	2	2	Med	Full checks on all new suppliers taken on including VAT number check, Companies House check, and bank account check. All confirmation required on letterhead paper separate to invoice received.	New supplier form has been introduced which included checklist of online checks required.
3	Legal Liabilities						
3a	Ensuring the Council Acts within its legal powers	Ultra Vires Acts incurring financial liability	1	2	Low	Chief Officer and two members of staff CiLCA qualified. Use of manuals, advice from NALC and SLCC.	Maintaining existing procedures
3b	Insurance	Inadequate cover or over insurance increasing costs unnecessarily. Areas not covered. Policy lapsed.	1	3	Med	Council covered by Zurich. Review of Policy with company checked annually for relevance and every three years competitively. Insurance approved by Council. Annual update of asset values and checks of contracts and policies.	Maintaining existing procedures Update Asset Register annually Review overall valuation of the Town Hall being the Town Councils key Asset
3c	Compliance with Inland Revenue Requirements	Payments missed. Year-end returns inaccurate or submitted late.	1	3	Med	Sage Payroll system calculates wages, pension and NI. Liaison with Cheshire Pension Services. Subject to Internal Audit.	Maintaining existing procedures
3d	Health and Safety of Staff, Visitors and Contractors	Liability incurred if Council found to be at fault	1	3	Med	Council has Health and Safety Policy for employees and protect of the public. Separate Risk Assessments in place for all property and activities carried out. £10million Public Liability Insurance. Regular contact with streetscape staff and Lone Workers.	Risk Assessments reviewed by managers at least annually.

Business Risk Assessment 2022/23

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required	
	Legal Liability as a consequence of Asset ownership	Injury caused through fault with asset or incorrect training in operation.	1	3	Med	Buildings and other assets inspected regularly by staff for faults. PAT checks carried out annually or as needed. Appropriate training given.	Under constant review
	Computer Records	Reliability of system. Loss of data through system error or theft.	1	3	Med	Office 365 now used with replacement server within the Cloud. Contract with Prism to provide IT services within an hour (office hours) Professional anti-virus software and Firewall. Confidential files password protected	Maintaining existing procedures
	Paper records	Storage of ancient documents Retaining documents appropriately	1	1	Low	Where appropriate stored in museum or safe. Reviewing off site storage for documents that need to be kept under document retention policy but not used.	
	Tendering Process	Procedures not followed for significant contracts. Best value not achieved. Fraud.	1	3	Med	Outlined in the Financial Regulations. Tender documents opened in the presence of at least two councillors and Chief Officer	Maintaining existing procedures
	Register of Members Interests	Not maintained in accordance with Code of Practice	1	2	Low	Up to date Code of Conduct adopted by Council. Register of Interests filed with CEBC and on CTC web site. Written declarations of	Maintaining existing procedures

Business Risk Assessment 2022/23

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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						interests submitted to the office by councillors.	
3j	Proper Document Control	Documents unaccounted for. No proof of documents received.	1	1	Low	Filing system established and updated. Data Protection Act and GDPR requirements in place. Document retention policy in place. Councillors' mail available for collection – currently scanned and emailed.	Maintaining existing procedures
3k	GDPR	Failure to safeguard personal information. Misuse of information lead to break of regulations	1	3	Med	Firewall and IT security regularly updated. Database audit checked annually. Data protection and privacy policy published. ICO registration checked and paid annually. All data collection sheets state purpose and how stored and used.	Maintain existing procedures
3l	Climate Change Emergency	Failure to reduce carbon impact from services and activities and to meet mitigation measures to meet Climate Change Emergency	2	2	Med	Establishment of a Green Working Group for the town council which monitors carbon footprint.	Consider Environmental impact on all services and activities.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	28 th April 2022 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	18 Ear Marked Reserves		
Background	<p>In accordance with Financial Regulations 4.9 <i>4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.</i> This report includes two decision requests.</p>		
Information	<p>At the end of March 2022 there are requirements to move funds into Ear Marked Reserves, (EMR) and between EMR, see Appendix 18.1 for information.</p> <ul style="list-style-type: none">• Income for 750 Heraldic Flags to be moved from Tourism Cost Centre 321 to EMR for 750 Celebration costs: Income for the Heraldic Flag scheme was received during the financial year 2021-22, the income is required in excess of the agreed budgets for the 750 celebration costs to fulfil the cost of installation and production of the flags.• Congleton Information Centre: Income received from Cheshire East Council in accordance with the service level agreement (SLA) to be moved to EMR to retain for year 3, 2023-2024. (The agreed SLA provides reduced income year on year).• CIL (Community Infrastructure Levy): This is received from Cheshire East Council. CIL is used by Local Authorities to help fund a wide range of infrastructure that is needed as a result of development. The funds are to be spent on Infrastructure projects. To be moved to an EMR for future use.• Virement of EMR Covid-19 to a new EMR for Ukraine campaign, £5,000, as per a request from the Community and Environment Committee, CE/52/2122 31st March 2022. <p>I am also requesting that Council approve spends from EMR for the 750 Celebrations for the financial year 2022-2023, this will give officers the ability to move forward with the celebrations without delay, there is a budget of £7,500 which will be used initially, the EMR will be monitored each month by the RFO in order to ensure spends are kept within the amount allocated to this EMR.</p>		
Decision Requested	<ol style="list-style-type: none">1. That Council approved the year end movement of funds to Ear Marked Reserves as noted in Appendix 18.12. That Council approves officers to use the Ear Marked Reserve set aside for 750 Celebrations expenditure, for the financial year 2022-2023.		

Ear Marked Reserves

Finance and Policy Paper for Council 28th April 2022

Item ** Appendix 1

Appendix 18.1

Amount	From	To	Information
£ 304	Corporate Management [101 cost centre]	CIL: NEW EMR	Community Infrastructure Levy: Report presented to FAP 23MAR22 FAP.
£ 22,011	Congleton Information Centre [225 cost centre]	CIC: NEW EMR	3 year SLA with CEC to cover Information Centre costs, to ear mark for year 3 2023-2024
£ 8,500	Tourism [321 Cost Centre]	750 Events: NEW EMR	Income generated in 2021-22 to cover installation costs of the heraldic flags which will be invoiced and paid in 2022-23
£ 5,305	Tourism EMR [342]	750 Events: NEW EMR	£10,000 was provided in EMR for 750 celebration costs, within the current Tourism EMR. £4695 spent in 2021-22, move balance of £5,305 across to sperate EMR.
£ 5,000	Covid 19 EMR [327]	Ukraine EMR : NEW EMR	Per Community & Environment CE/52/2122, request made to transfer funds from Covid-19 EMR to a new EMR fund for support for Ukraine.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council Meeting		
MEETING DATE AND TIME	28 TH April 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	David McGifford – Chief Officer		
AGENDA ITEM REPORT TITLE	19 Addition to Civic Protocol – Appointing an Honorary Burgess		
Background	<p>On the 21st October 2021 Congleton Town Council approved an amended Civic Protocol. In this protocol, the Mayor's Operational Note 5 outlined appointing an Honorary Town Burgess. The procedure was not very detailed, and it is proposed that the attached policy in Appendix 19.1 replaces the previous Mayor's Operational Note Five – Appointing an Honorary Town Burgess.</p> <p>Congleton Town Council currently has four Burgesses – John Pollard, Ernest Clarke, Douglas Parker and Gordon Baxendale. Cllr Denis Murphy was also a Burgess but relinquished this position on becoming a Councillor. He will return to being an Honorary Burgess when he is no longer a Councillor.</p> <p>The Town Council has not appointed a new Burgess since 3rd December 2015. The title of Honorary Burgess is given in recognition of great service to the town. There is no legal significance to this title, nor does it confer any rights or privileges. Burgesses are invited to attend civic functions of the Town Council, invited to all Council meetings and are sent copies of agendas and non-confidential reports.</p>		
Points for Consideration	<p>Anyone being put forward for consideration of a Burgess should be seen as an obvious and natural choice.</p> <p>The Council does need to minute Part 2 items, but it could be said that Councillors have approved a new Burgess who will be announced at the next Annual Town Meeting.</p> <p>Nominations will always be discussed as a Part 2 item as they will involve personal information, or they could be discussed at the Informal Town Council meeting when Councillors also make recommendations for Mayor and Deputy Mayor.</p> <p>The Chief Officer will subtly check that the person nominated is agreeable to becoming an Honorary Burgess, in advance of any discussion about a new Burgess.</p> <p>It is proposed that the maximum number of Burgesses is reduced from the current quantity of 25 down to 15.</p>		
Proposal	To approve the criteria for becoming an Honorary Burgess and for it to replace the current Operational Note 5 in the Civic Protocol.		
Decision Requested	To approve the amended and more detailed guidance in Appendix 19.1 on appointing an Honorary Burgess and to include this in the Civic Protocol.		

Appendix 19.1 - Draft Policy for Appointing a Congleton Town Honorary Burgess

(To replace Operational Note 5 in the current Congleton Town Council Civic Protocol)

POLICY OBJECTIVE:

This policy sets out the circumstances under which Congleton Town Council may bestow the title of “Honorary Burgess of the Town of Congleton” upon individuals who have made an outstanding and exceptional contribution to Congleton or the community.

POLICY SCOPE:

This policy covers matters relating to the nomination and conferring of the honour.

POLICY STATEMENT: INTRODUCTION

From time-to-time residents of Congleton may demonstrate outstanding commitment and contribution to the Town or community and it is recognised that this contribution should be acknowledged. The Council will do this by, in special circumstances that meet the criteria of this policy, awarding to an individual the title of “Honorary Burgess of the Town of Congleton”. The Council will recognise, under appropriate circumstances, individuals who have demonstrated an outstanding contribution. It is the highest honour available to the Town Council.

PRINCIPLES (a) Outstanding contributions should be recognised by the community and the Town Council. (b) The status of the honour should be protected over time.

PROVISIONS

1. GENERAL

1.1 The conferring of the honour of the “Honorary Burgess of the Town of Congleton” will occur only in rare and exceptional circumstances to maintain both the significance and prestige of the title.

1.2 The nominee must have given extensive and distinguished service to the Town or community in a largely voluntary capacity. The nominee must have made an outstanding contribution to the Town or community such that the nominee’s contribution can be seen to stand above the contributions made by most other people.

2. NOMINATION CRITERIA

2.1. The following shall be taken into account when consideration is being given to the conferring of the title of Honorary Burgess of the Town of Congleton:

- (a) the nominee's exceptional service must be recognised as a matter of public record.
- (b) the nominee must have lived in, worked or served the Town of Congleton for a minimum of 12 years.
- (c) the nominee must have identifiable and long-standing connections with the community in the Town of Congleton.
- (d) the nominee must have provided a distinguished service to the local community.
- (e) the nominee's endeavours must have clearly benefited the community Town of Congleton.
- (f) the nominee must have demonstrated both outstanding leadership and personal integrity.
- (g) preference shall be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected from their occupation.
- (h) the contribution to the welfare of the community must involve one or more of the following factors:
 - significant contribution of the nominee's time in serving members of the Community for the improvement of their welfare.
 - the promotion, achievement and/or delivery of community services in which a real personal role and contribution is made.
 - while difficult to define, the contribution must be outstanding in that it can be seen to stand above the contributions of most other persons.
 - the title shall not be bestowed on anyone who is holding the office of Councillor of the Congleton Town Council.

3. NOMINATION PROCEDURE

3.1 The honour may only be made by a Congleton Town Councillor. A Councillor may make a nomination on their own cognisance or act as a sponsor for a wider community desire to honour a person.

3.2 A nomination for the honour may be submitted at any time provided that the nomination is in writing and clearly addresses the nomination criteria.

3.3 The nomination must clearly outline the history of the nominee in chronological order, outlining their history of the community service.

3.4 Nominations must be made in the strictest confidence without the nominee's knowledge and be sponsored by a Councillor and supported in writing by at least two other Councillors.

3.5 Nominations and details are to be submitted to the Chief Officer. The Chief Officer will subtly find out if the proposed person would be interested in becoming a Burgess, and if so, will submit a confidential report to a Council Meeting with details of the nomination.

3.7 Deliberations on the matter will take place in private. No record of the nominee's name shall be recorded in the Minutes of the Council Meeting, whether supported or not by the Council as a part 2 item, although the Council will need to minute when a new Burgess is to be announced.

4. ENTITLEMENTS

4.1 Any person declared an Honorary Burgess of the Town of Congleton:

- may designate themselves as an "Honorary Burgess of the Town of Congleton".
- will be invited to all civic events and functions and be acknowledged as a dignitary.
- will be provided with a plaque to commemorate receipt of their Award.
- will be conferred at an appropriate civic ceremony for the purpose hosted by the Town Council.

5. LIMITATIONS ON HOLDERS OF THE AWARD

5.1 A maximum of four persons only, unless otherwise decided by two-thirds of the Council present at the meeting, may be honoured with the title 'Honorary Burgess of the Town of Congleton' in any one Council cycle, to a maximum of fifteen living persons. A Council cycle is the four year term of office that Councillors are elected for.

5.2 For avoidance of doubt, the honour shall not be awarded posthumously.

6. PERSONAL CONDUCT

6.1 A person who has been conferred with the honour of “Honorary Burgess of the Town of Congleton” shall display high standards of personal conduct and behaviour at all times and shall not bring the Town of Congleton into disrepute.

6.2 The Council reserves the right to cancel the honour, in the event that the holder is convicted of a serious criminal offence or brings the honour into disrepute. (Any such decision shall be by an absolute majority decision of those present).

7. The Acceptance Ceremony

7.1 The ceremony for the admitting of an Honorary Burgess is to be a very formal occasion. This will take place on the occasion of a Annual Town Council meeting. The resolution should recite the grounds upon which the recommendation is being made, and details of the public services rendered by the recipient should be included. The procedure should be carried out with the utmost formality and the Honorary Burgess Elect is invited and should attend the Council Meeting and be placed on the left hand of the Mayor. After the passing of the resolution, the newly admitted Burgess should take the appropriate Oath and sign the Burgess Roll, his/her signature being witnessed by the Mayor and the Chief Executive or nominated Officer. A certificate of the grant of Honorary Burgess, containing a copy of the formal resolution, should then be presented to the newly appointed Honorary Burgess by the Mayor with a Burgess medal, with an opportunity being given for the recipient to reply. After the formal proceedings come to an end, it is usual to close the meeting and adjourn for a reception. This gives an opportunity for the invited guests to offer their congratulations to the newly appointed Honorary Burgess.