



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

16th June 2022

Dear Councillor,

You are summoned to attend a meeting of the Council on **Wednesday 22nd June 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

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AGENDA

1. Apologies for absence

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

2. Minutes of Previous Meetings (Enclosed)

To approve and sign the [minutes of the Council meeting held on 28th April and the Annual Council meeting/Mayor Making ceremony meeting held on 12th May 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. Community and Environment Committee (Enclosed)

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

9. Finance and Policy Committee (Enclosed)

To receive the [minutes of the Finance and Policy Committee meeting held on 23rd March 2022.](#)

10. Planning Committee (Enclosed)

To receive the [minutes of the Planning Committee meetings held on 17th March and 21st April 2022.](#)

11. 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.

12. Unaudited Financial Statements (Enclosed)

To receive and approve the Unaudited Financial Statements for the year ending 31st March 2022.

13. Internal Audit Report (Enclosed)

To receive and approve the final Internal Audit report for year ending 31st March 2022, as recommended by the Finance and Policy Committee on 9th June 2022 ref FAP/10/2223.

14. Annual Governance and Accountability Return (AGAR) (Enclosed)

To approve:

14.1 Section 1 of the AGAR: The Annual Governance Statement 21/22.

14.2 Section 2 of the AGAR: The Accounting Statements 21/22.

15. Update to Financial Regulations (Enclosed)

To receive and approve the addition to the Financial Regulations as recommended by the Finance and Policy Committee on 9th June 2022 reference FAP/13/2223 and for adoption into the constitution.

16. Approval of Annual Insurance Invoice (Enclosed)

To approve payment of the annual insurance invoice from Zurich Municipal, reference 515296579 for £20,100.47.

17. Replacement Recycling Site for Congleton (Enclosed)

To approve the proposals contained within the enclosed report.

18. Resolution to exclude members of the press and public from item 19 due to private staff process matters

19. Cash Handling Policy (Confidential Report)

To approve the adoption of the new Cash Handling Policy into the Constitution, as recommended by the Finance and Policy Committee on 9th June 2022 reference FAP/18/2223.

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 28th April 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 28th April 2022](#)

Present:

Councillors:

Denis Murphy (Town Mayor)
Margaret Gartside (Deputy Mayor)
Suzie Akers Smith
Dwan Allen
Martin Amies
Duncan Amies
David Brown
Robert Douglas
Paul Duffy
Suzy Firkin
George Hayes (Left the meeting after Item 8)
Robert Hemsley (Left the meeting after Item 8)
Sally Ann Holland
Amanda Martin
Rob Moreton
Kay Wesley

Congleton Town Council Officers:

David McGifford (Chief Officer), Jackie Macarthur (Communities and Marketing Manager & Deputy Chief Officer)
Linda Minshull (Civic Administrative Officer), observing.

2 Members of the Public.

Minutes

1. Apologies for absence

Apologies were received from Cllrs Russell Chadwick, Jean Parry, Mark Rogan and James Smith.

2. Minutes of Previous Meetings

CTC/61/2122 RESOLVED to approve and sign the [Minutes of the Emergency Council meeting on 3rd February 2022 and the Council Meeting on 10th February 2022.](#)

3. Declarations of Disclosable Pecuniary Interest

Councillors David Brown, Suzanne Akers Smith, George Hayes, Sally Ann Holland, Rob Moreton and Denis Murphy (Town Mayor), all 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. Town Mayor's Announcements

The Town Mayor drew attention to the various engagements that he had fulfilled, he also wished to congratulate the Elizabeth Group on their achievement and to the town hall staff for their work in supporting the delivery of the Beating of the Bounds project which was a great success

7. Outstanding Actions

There were no outstanding actions from previous meetings.

8. Eaton Bank Academy

CTC/62/2122 RESOLVED to receive the presentation on Highways and Pupil safety at Eaton Bank Academy – “Issue and Solutions”.

Action For Officers to arrange an urgent meeting at Eaton Bank Academy inviting Cheshire East Council's Director of Place and Senior Highways officers, as well as relevant Town Councillors and Eaton Bank representatives.

9. Community and Environment Committee

CTC/63/2122 RESOLVED that the [minutes of the Community and Environment Committee meeting held on 3rd February 2022](#) be received, and the recommendations therein be adopted.

10. Finance and Policy Committee

CTC/64/2122 RESOLVED that the [minutes of the Finance and Policy Committee meeting held on 27th January 2022](#) be received, and the recommendations therein be adopted.

11. Planning Committee

CTC/65/2122 RESOLVED that the [Minutes of the Planning Committee meetings held on 20th January and 17th February 2022](#) be received, and the recommendations therein be adopted.

12. Town Hall, Assets and Services Committee

CTC/66/2122 RESOLVED that the [minutes of the Town Hall Assets and Services Committee meeting held on 13th January and 24th February 2022](#) 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.

Cllr Brown gave thanks to Officers for their work in challenging Cheshire East Council with regards to the outcome of the Community Governance Review.

14. Amendments to the Grants and Funding Policy

CTC/67/2122 RESOLVED 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

CTC/68/2122 RESOLVED to note the payment of the Congleton Community Projects' grant for 2022/23.

16. Calendar of Committee Meetings 2022/23

CTC/69/2122 RESOLVED to approve the proposed calendar of Committee meeting dates for the civic year 2022/23.

17. Annual Review of the Business Risk Assessment

CTC/70/2122 RESOLVED to approve the Town Council's Business Risk Assessment for 2022/23.

18. Ear Marked Reserves

CTC/71/2122 RESOLVED to approve the use and movement of the Town Councils' Ear Marked Reserves as proposed, with the addition that the proposed monthly monitoring will include the Chair and Vice Chair of the Finance and Policy Committee.

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

CTC/72/2122 RESOLVED to approve the proposed addition to the Civic Protocol for the criteria of appointing an Honorary Burgess.

20. CTC/73/2122 RESOLVED 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

CTC/74/2122 RESOLVED to approve the proposed appointment of Congleton Town Hall's Commercial Partner, subject to contract, and for the Chief Officer to proceed to generate, agree and sign the Legal agreement.

22. Hybrid Meeting Equipment

CTC/75/2122 RESOLVED 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

CTC/76/2122 RESOLVED to approve the procurement of professional services as recommended by the Town Hall, Assets and Services Committee.

24. Street Sweeper Service

CTC/77/2122 RESOLVED to approve the proposed leasing of a mechanical street sweeper.

**Denis Murphy
(Town Mayor)**

Congleton Town Council

Minutes of the Annual Council Meeting/Mayor Making Ceremony held at Congleton Town Hall on Thursday 12th May 2022

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

PRESENT: Councillors

Duncan Amies
Martin Amies
David Brown
Russell Chadwick
Robert Douglas
Paul Duffy
Suzie Firkin
Margaret Gartside
Sally Ann Holland
George Hayes
Robert Hemsley
Amanda Martin
Denis Murphy
Rob Moreton
Mark Rogan
James Smith
Kay Wesley

1. Election of the Town Mayor for the Ensuing Year

CTC/01/2223 RESOLVED that Councillor Margaret Gartside be elected Town Mayor for the ensuing Municipal Year and until the acceptance of office by her successor.

Councillor Margaret Gartside then subscribed the Statutory Declaration of Acceptance of Office.

Councillor Margaret Gartside (Town Mayor) IN THE CHAIR

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

2. Vote of Thanks for the Retiring Mayor

CTC/02/2223 RESOLVED that a vote of thanks be accorded to Councillor Denis Murphy for the able way he had undertaken his duties during his time in Office.

2.1 Presentation of the Former Town Mayor's Medallion

The Town Mayor presented Councillor Denis Murphy with the former Town Mayor's Medallion, suitably inscribed to record his Term of Office.

2.2 Presentation of the Retiring Town Mayor's Cadet Medallion

Councillor Denis Murphy then responded giving thanks to the retiring Town Mayor's Cadet Tom Gilman and presented him with his Medallion. The retiring Town Mayor's Cadet gave thanks for the opportunity afforded to him in the role.

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

The Town Mayor then gave details of the Town Mayor's Cadet Scheme and invested the next Town Mayor's Cadet, Katie-Leigh Newson with her badge of office.

3. Apologies for Absence

Apologies for absence were received from Councillors Suzie Akers Smith and Jean Parry.

4. Election of Deputy Mayor

CTC/03/2223 RESOLVED that Councillor Rob Moreton be appointed Deputy Mayor for the ensuing Municipal Year and until the Acceptance of Office by his successor.

5. Council Committees

CTC/04/2223 RESOLVED that membership of the Committees be as follows: -

Committee	Members	Councillors
5.1 Community and Environment	10	Dawn Allen, Paul Duffy, Suzy Firkin, Robert Hemsley, Sally Ann Holland, Amanda Martin, Denis Murphy, Jean Parry, Mark Rogan, Kay Wesley
5.2 Finance and Policy	10	Suzie Akers Smith, Duncan Amies, David Brown, Russell Chadwick, Robert Douglas, Paul Duffy, George Hayes, Denis Murphy, Jean Parry, James Smith
5.3 Personnel	10	Suzie Akers Smith, Martin Amies, Dawn Allen, David Brown, Russell Chadwick, Amanda Martin, Sally Ann Holland, Robert Douglas, James Smith, Kay Wesley
5.4 Planning	12	Duncan Amies, Martin Amies, David Brown, Robert Douglas, Paul Duffy, Suzy Firkin, Robert Hemsley, Amanda Martin, Denis Murphy, Jean Parry, Mark Rogan, James Smith, Kay Wesley
5.5 Town Hall, Assets and Services	10	Suzie Akers Smith, Dawn Allen, Duncan Amies, Martin Amies, David Brown, Russell Chadwick, Robert Douglas, Suzy Firkin, George Hayes, Robert Hemsley
5.6 Council	20	All Councillors
5.7 Strategy Working Group	20	All Councillors

6. Chair & Vice Chair of Committees

CTC/05/2223 RESOLVED that the following Members be appointed as Chair and Vice-Chair of Committees for the ensuing year:

Committee	Chair	Vice Chair
6.1 Community Environment and Services	Cllr Kay Wesley	Cllr Sally Ann Holland
6.2 Finance and Policy	Cllr Robert Douglas	Cllr Russell Chadwick
6.3 Personnel	Cllr David Brown	Cllr James Smith
6.4 Planning	Cllr Amanda Martin	Cllr Robert Hemsley
6.5 Town Hall, Assets and Services	Cllr Suzy Firkin	Cllr George Hayes
6.6 Strategy Working Group	Mayor	Deputy Mayor

7. Appointment of Members to Working Groups

CTC/06/2223 RESOLVED that the following Members be appointed to the Working Groups as set out below:

Working Group	Reporting to	Members
7.1 Anti-Social Behaviour	Community & Environment Committee	Kay Wesley (Chair) , Dawn Allen, Amanda Martin, Rob Moreton, Denis Murphy
7.2 Congleton Green	Community & Environment Committee	Margaret Gartside (Chair) , Martin Amies, Suzy Firkin, Amanda Martin, Mark Rogan, Kay Wesley
7.3 Congleton in Bloom	Community & Environment Committee	David Brown (Chair) , Margaret Gartside, Russell Chadwick
7.4 Health and Wellbeing	Community & Environment Committee	Dawn Allen (Chair) , David Brown, Suzy Firkin, Margaret Gartside, Mark Rogan, Kay Wesley
7.5 Integrated Transport	Community & Environment Committee	Duncan Amies, David Brown, Suzy Firkin, Margaret Gartside, Amanda Martin, Kay Wesley
7.6 Congleton Regeneration	Finance & Policy Committee	Russell Chadwick (Chair) , Robert Douglas (Vice Chair) Martin Amies, David Brown, Suzy Firkin, Amanda Martin, Rob Moreton, Kay Wesley
7.7 Streetscape Development	Town Hall, Assets & Services Committee	David Brown (Joint Chair) Margaret Gartside (Joint Chair) Duncan Amies, Martin Amies, Robert Douglas, Amanda Martin, Kay Wesley
7.8 Town Hall Development	Town Hall, Assets & Services Committee	Suzy Firkin (Chair) , Margaret Gartside (Vice Chair) , Martin Amies, David Brown, Russell Chadwick, Robert Douglas, Robert Hemsley

7.9 Planning Development (Including Neighbourhood Plan)	Planning Committee	Duncan Amies, David Brown, Robert Hemsley, Sally Ann Holland, Amanda Martin, Kay Wesley
7.10 750 Year Celebration	Community & Environment Committee	David Brown (Chair) Suzy Firkin, Margaret Gartside, Rob Moreton, Kay Wesley
7.11 White Ribbon	Community & Environment Committee	Robert Hemsley (Chair) Robert Douglas, Mark Rogan,

8. Appointments of Panel Members and Cheque Signatories

CTC/07/2223 RESOLVED that the requisite number of Councillors be appointed to serve on the following panels and specific Councillors become cheque signatories:

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

9. Appointments of Representatives to Outside Bodies

CTC/08/2223 RESOLVED that the following Members be appointed to the outside bodies set out below:

Organisation	Members	Councillors
9.1 Congleton Museum Trust	1 + Reserve	Kay Wesley and Suzy Firkin (Reserve)
9.2 Congleton Partnership Executive	2	Amanda Martin and Kay Wesley (Reserve)
9.3 Hilary Avenue Allotments	1	Rob Moreton
9.4 Astbury Mere Trust	1+ Reserve	Margaret Gartside and Martin Amies (Reserve)
9.5 ChAlc	1+ Reserve	Amanda Martin and Kay Wesley (Reserve)
9.6 Cheshire East Liaison	6	Relevant Ward Councillors

10. Appointments to Other Offices

CTC/09/2223 RESOLVED that the following Members be appointed to the offices set out below:

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

11. Civic Service and Sunday Parade

The Mayor advised the meeting that the date for the Civic Service would be on Sunday 19th June, the Parade will form-up behind the Town Hall at 2pm ready to parade along the High Street to St Peter's Church at 2.15pm.

**Margaret Gartside
(TOWN MAYOR)**

TOWN MAYOR'S ENGAGEMENTS

2022

13 th May	Congleton Amateur Youth Theatre
14 th May	Biddulph V E Day Dance
18 th May	Cheshire East Mayor Making – Tatton Park, Knutsford
31 st May	Jubilee Tea Dance - Town Hall
31 st May	Visit to Baddeley Green Hedgehog Centre
2 nd June	Jubilee Event – Congleton Park
5 th June	Clayton Manor Summer Fete
12 th June	Food and Drink Festival
14 th June	Falkland War 40 th Anniversary Service – Congleton Cenotaph
14 th June	High Sheriff of Cheshire – Garden Party
19 th June	Civic Service and Parade

DEPUTY TOWN MAYOR

16 th May	Winsford Mayor Making
21 st May	Slimming World Event
2 nd June	Jubilee Service – Chester Cathedral
20 th June	Service – St. Peter's Church

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 31st March 2022

For the papers discussed at the meeting, please see the [Meeting Agenda of the Community & Environment Committee 31st March 2022](#)

PRESENT:

Committee members:

Cllr Kay Wesley (Chair)

Cllr Sally Ann Holland (Vice Chair)

Cllr Suzy Firkin

Cllr Robert Hemsley

Cllr Robert Moreton

Cllr Jean Parry

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

Also present: Congleton Town Council Officer Serena Vanschepdael.

Town Council Officer Jackie MacArthur observed via zoom

One member of the press, one Cheshire Police Officer and five members of the public, two of whom spoke at Public Questions and two presented.

1. Apologies for absence

Apologies for absence were received from:

Committee Members: Cllrs Amanda Martin and Dawn Allen.

2. Minutes of Previous Meetings

CE/51/2122 Resolved to approve the [minutes of the Community & Environment Committee held on 3rd February 2022](#) as a correct record.

3. Declarations of Interest

Councillors Sally Ann Holland, Denis Murphy (Town Mayor) and Rob Moreton declared a non-pecuniary interest 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

There were 12 questions raised by 4 members of the public. Questions were raised by Jackie Kay and Susie Mead in person and answered by the Chair. Questions by Olga Whitmore and Laura Miller were read out and answered by the Chair. The questions were about Congleton in Bloom planting, Pesticide-free Congleton, No Mow May, Streetscape activities and Bromley Farm Community Development Trust.

6. Urgent Items

There were no urgent items raised at the meeting.

7. Cheshire Police

PC Andy Cornell from Cheshire Police gave a verbal update on Policing matters affecting Congleton, please see Appendix 1.

8. Community Support for Ukraine

The Committee received an update on activities in Congleton and Cheshire East relating to housing Ukrainians escaping the war.

CE/52/2122 Resolved to note the report and to recommend that Council allocates £5k of the funding in the Ear Marked Reserve for supporting the Congleton community during COVID-19, which could now be accessed to support Ukrainian guests, hosts and activities to support Ukrainian's staying in Congleton.

9. Updates Paper from previous Community and Environment Committee

CE/53/2122 Resolved to receive the updates from the Community and Environment Committee held on 3rd February 2022 regarding the Cherry Tree planting for the Queen's Green Canopy.

10. Anti-Social Behaviour Working Group

CE/54/2122 Resolved to receive the [notes of the Anti-Social Behaviour Working Group held on the 3rd February 2022](#) and receive an update from the Chair.

11. SHOUT! Campaign

CE/55/2122 Resolved to expressly support the presentation from Annie Brittan from Cheshire East Council and Oliver Probert-Hill, a Cheshire East Member of the Youth Parliament, introducing their award-winning Sexual Harassment Out (SHOUT) campaign. The Committee agreed to publicly support the campaign.

12. White Ribbon Working Group

CE/56/2122 Resolved to receive the update from the White Ribbon Working Group on its recent activities, including gaining a further 70 White Ribbon pledges and presenting at both High Schools.

13. Congleton In Bloom Working Group

CE/57/2122 Resolved to receive the [notes of the Congleton In Bloom Working Group from the meeting held on the 28th January 2022](#) and a brief update from the team on 2022 activities including the new Bee-Friendly garden. Congleton will represent the North West in best large town category in the Britain in Bloom finals.

14. Congleton Green Working Group

CE/58/2122 Resolved to receive the [notes of the Congleton Green Working Group held on the 17th February and 16th March 2022](#) and to receive an update from chair.

15. Green Marketing Plan and Communications

CE/59/2122 Resolved to approve and support the [Green Marketing Plan and the Green Marketing Plan Calendar and its activities](#).

16. 30 Site-Specific Biodiversity Plan and No Mow May

CE/60/2122 Resolved to receive the updates on the 30 areas where site specific Biodiversity Plans are being developed and to support the Streetscape Services team in adopting the “No Mow May” campaign where practical to do so. It was noted that some areas are cut by other organisations and some mowing will take place around children’s play areas, roundabouts and where it is needed for safety purposes or where residents have expressly requested a cut.

17. 750 Year Celebration Working Group

CE/61/2122 Resolved to receive the [notes of the 750 Year Celebration Working Group held on 3rd February and 3rd March 2022](#).

18. Chatty Benches

CE/62/2122 Resolved to ask officers to progress the proposal to brand and publicise 4-6 of Congleton's current benches as Happy to Talk benches.

**Cllr Kay Wesley
(Chair)**

APPENDIX 1 - UPDATE FROM CHESHIRE POLICE - ITEM 7

Last 6 weeks Congleton East and West Wards

Drugs and Alcohol

Night Time Economy

- 12 minor assaults/fights/criminal damage – 3 arrested.
- Drink Spiking (1 in period). No associated sexual assaults or other crime.
- Forensic results returned for Congleton 2 out of 5 negative for spiking drugs. 1 will not be tested as out of time frame so still awaiting 2 forensic results.

Enforcement

Following a serious assault at the Library on the 12th February 2022, a total of 8 youths have been arrested for their involvement and are all currently on Police Bail. Bail checks are continuing. A further 2 youths were put on Police Bail for a different offence occurring in the town centre.

Anti-Social Behaviour (ASB) Alerts are being submitted and partner working with Cheshire East ASB team and Plus Dane is continuing to look at tenancy enforcement for those committing ASB within the town. ASB letters have been hand-delivered and parents spoken to.

12 youths are on letter 1

5 youths are on letter 2

1 Youth has an Anti-Social Behaviour Contract meeting pending

1 Youth is on an Anti-Social Behaviour Discussion warning

1 Youth has and Anti-Social Behaviour Discuss meeting pending

Prevention

- Increased foot patrols, Town Centre, Congleton Park, Astbury Mere & Biddulph Valley Way
- Op SWAN (Safer Women at Night) patrols taken place for Violence against Women and Girls. Leaflets and lip balms given out to hairdressers and beauty salons.

ASB (43) decrease 27 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.

Domestic Abuse Incidents (45) up 2 incidents year on year

Total Sexual Offences: 6 down 1 incident year on year.

Hate Crime - 3 Incidents of Hate Crime reported in the Congleton Area.

Congleton Beat Team Priorities

1 Complex person has a problem-solving package.

Questions from Members of the Public

Community and Environment Committee 31st March 2022

We have received 12 questions for the 15 minutes of question time. Questions on No Mow May have been raised in two of the questions and as this is covered in a paper on tonight's agenda and will be raised within that item. Susie Mead and Olga Whitmore posed a similar question, and it was agreed that Susie will ask the question.

Jackie Kay

- 1. Does CTC have any plans to eventually become a Pesticide-Free Town?*
- 2. Which areas will be left during No Mow May?*
- 3. Why are hedges cut so harshly and what is the schedule for cutting them?*
- 4. Is the Streetscape contract available for the public to view and if not then why?*

Answers

1. Congleton Town Council has stopped using Glyphosate as a weed killer, we only use a very small amount of weed spray now which is the new product (no glyphosate) on path edges (kerb line) to stop the deterioration of our paths by weeds uprooting etc,

There is no use of weed killer in play areas and open spaces which CTC manages. Becoming a Pesticide-Free town is a much wider campaign than just the Town Council - if a group like your Climate Action Emergency Group wished to lead a campaign for the Town to become Pesticide-Free then I am sure the Town Council and the Green Group would do what we can to support you, as we did with the Plastic Free Congleton Campaign.

2. No Mow May is on the agenda and will be discussed on the agenda.

3. The Town Council cuts the hedges that it is contracted to do once a year, these are mainly around play areas. Some hedges are now cut on a three-year cycle. Without more information, it is hard to know which hedges are being referred to in the question. Hedges in Congleton are also be cut by highways, by private contractors or by other service providers. If you wish to give us more information about the hedges you are referring to, we will try and get you an answer.

4. The contract is an agreement between Congleton Town Council and Cheshire East Council to deliver the grounds maintenance and street cleansing for Congleton to at least the same standard as delivered by Ansa throughout Cheshire East. This service is then enhanced by Congleton Town Council. The green spaces looked after by Congleton Town Council Streetscape services on behalf of Cheshire East Council can be seen on the [map](#) on the [Streetscape Services](#) page of the town council website.

Susie Mead's question about Bromley Farm Community Development Trust - also asked on behalf of Olga Whitmore.

I would like to ask why the council are not helping the residents to address the problems in their community with the Bromley Farm Community Trust. 11 recommendations have been made and the trust is not meeting these recommendations.

The "steering group" has not allowed Councillors that have asked to support the community to join meetings. Why is this trust still not having proper AGMs where members of the community can vote and have access to their community centre fairly?

Can the residents of Bromley Farm request the council hold a residents meeting to discuss and address concerns about the trust independently as they have a number of grants from the council and the centre is a community asset?

Answer

Thank you for your question. As you are aware Congleton Town Council is not responsible for the Bromley Farm Community Development Trust, the group has its own constitution. Cheshire East Council is the landlord of the Community Centre. Last year some of the Town Councillors and Ward Councillors attended the trust's AGM in order to support the residents and build a relationship with the trust.

Congleton Town Council has offered to:

- support with the residents' steering group in order to help implement the 11 CEC recommendations to drive transparency, democracy and accountability
- help the Trust with its website and social media
- put the Trust's survey online with our own SurveyMonkey Platform in order to help ensure maximum response from residents
- None of these offers has been taken up by the Trust so far.

Congleton Town Council is not aware of the current status of the implementation of the 11 recommendations, and hopes the Trust will publish an update soon. We will let them know that residents are interested in finding out more and will re-offer our help with the website, social media and survey monkey platform.

Olga Whitmore – not present at the meeting, questions read by the Chair

1. Are the plants in the troughs on Mountbatten Way troughs going to be replaced by other perennial plants for summer? What is the rational behind the summer replacements? If the plants are going to be changed, will they be replaced with bee pollinator plants?

2. Can CTC guarantee that the bedding plants Streetscape buys from Cheshire nurseries are raised in peat-free compost?

3. And a question about what No Mow May will mean for Congleton which we will cover on the agenda.

Answers

1. The plants in the troughs will be replaced each year and then offered out to local community groups, school, care homes and Congleton residents, everything is recycled. Please lookout for a survey regarding what our Congleton Residents would like to see within their town on planting scheme, types of plants and colour scheme shortly
2. As part of our contract for our main purchase of summer and winter bedding plants our plants are grown and come in peat-free compost, we then carry on using peat-free compost when transplanting into hanging baskets, mangers and planters etc. We work with two local Congleton Nurseries to help support the local economy and some of their plants are still grown in compost containing peat. These nurseries are looking and trialling different types of peat and peat-free compost. Any plants from these nurseries when transplanted are transplanted into peat-free compost.
3. Is on the agenda later

Lisa Hargreaves not present at the Committee – Chair read out the questions

1. where are the new areas for the wildflowers going to be situated in Congleton? (I ask as I'd like to make a post on my plant swap page in order to publicise how beautiful they look)

2).are the grass verges on Mountbatten way going to be left wild?

3. how are we going to measure if biodiversity is improving in the town?

Answers

1. The Streetscape manager has informed me of 14 areas where we will be encouraging Wildflowers to grow – these will be mailed out and also listed on our website.
2. Yes – The verges from Soapy Joes to MAC Tool Hire along Mountbatten Way will be left and wildflowers planted
3. We will be carrying out quadrat sampling on each site every two months, this will be done by a local specialist who carries out surveys for developments and heritage sites – we will be measuring the number of individual species, species richness and percentage cover within a metre square quadrat.

CONGLETON TOWN COUNCIL

Minutes of the Finance and Policy Committee Meeting held on Wednesday 23rd March 2022

For the papers discussed at the meeting, please see the [Meeting Agenda of the Finance and Policy Committee held on 23rd March 2022](#).

PRESENT Committee members:

Cllr Robert Douglas (Chair)
Cllr Jean Parry
Cllr R Moreton
Cllr D Amies
Cllr D Brown

Also present:

Congleton Town Council Officers:

- David McGifford (Chief Officer)
- Serena Van Schepdael (Responsible Financial Officer)
- Press
- 6 members of the public (3 left the meeting at 7.14pm and 3 left at 7:18pm)

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 Russell Chadwick
 Cllr J Smith
 Cllr S Akers Smith
 Cllr D Murphy (Mayor – Ex Officio)
 Cllr M Gartside (Deputy Mayor – Ex Officio)

2. Minutes of Previous Meetings

FAP/62/2122 RESOLVED to approve the [minutes of the Finance & Policy Committee held on 27th January 2022](#).

3. Declarations of Interest

Cllrs David Brown and Rob Moreton declared a non-pecuniary interest on any matters relating to Cheshire East Council. Cllr Robert Douglas declared a pecuniary interest in item 8 16/2122 and stated he would leave the room during that item.

4. Outstanding Actions

Review of Grants and Funding Policy, which was discussed in item 16.

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/63/2122 RESOLVED to receive the statement showing the current position as at 31st January 2022.

8. New Applications for Financial Assistance

FAP/64/2122 RESOLVED to award the following grants:

(Prior to Grant application **16/2122** it was resolved that Cllr Jean Parry Chair this application, Cllr Robert Douglas left the room at 7:15pm Cllr Jean Parry took over as Chair. After discussion and resolution Cllr Robert Douglas returned to the room as Chair at 7:18pm)

- **Grant Ref 12/2122 Congleton Live CIC Ltd - £500**
- **Grant Ref 13/2122 Parents /Guardians of Smallwood School Academy - £500**
- **Grant Ref 14/2122 Friends for Leisure - £1,000**
- **Grant Ref 15/2122 Congleton Pride - £500**
- **Grant Ref 16/2122 Mossley Old School Trust –£1,000**
- **Grant Ref 17/2122 Beartown Patchwork & Quilters - £400**

9. New Grant Activities Monitoring Forms

FAP/65/2122 RESOLVED to receive the New Grant Activities Monitoring Form from 3rd Congleton Brownies and 2nd Congleton West Rainbows.

10. Management Accounts

FAP/66/2122 RESOLVED to receive the Management Accounts as at 31st January 2022.

11. Bank Reconciliation

FAP/67/2122 RESOLVED to receive the bank reconciliation as at 31st January 2022.

12. Savings Account Balances

FAP/68/2122 RESOLVED to receive the Savings Account balances as at 31st January 2022.

13. List of Payments

FAP/69/2122 RESOLVED to receive and approve the Payments lists between 1st December 2021 and 31st January 2022.

14. Annual Review of the Business Risk Assessment

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.

15. Second Interim Internal Audit Report 2021/22

FAP/71/2122 RESOLVED to receive the Second interim Audit for 2021-2022.

16. Amendments to the Grants and Funding Policy

FAP/72/2122 RESOLVED to approve the amendments to the Grants and Funding Policy and recommended this to Council for adoption into the Constitution.

17. Annual Pay Agreement 2021/22

FAP/73/2122 RESOLVED to:

To note: 1 - Annual Pay Agreement award of 1.75%.
2 - To note that the back pay due from 1st April 2021 was paid in March 2022 salaries.

18. Petty Cash Verification

FAP/74/2122 RESOLVED to receive the verification of the Town Council's Petty Cash Account balance.

19. Community Infrastructure Levy (CIL)

FAP/75/2122 RESOLVED to receive the Community Infrastructure Levy report.

**Cllr Robert Douglas
(Chair)**

CONGLETON TOWN COUNCIL

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

For the papers discussed at the meeting, please see the [Meeting Agenda of the Planning Committee of 17th March 2022](#)

In attendance:

Committee members: Councillors Amanda Martin - Chair
Duncan Amies
Suzy Firkin
Jean Parry
Kay Wesley

Councillor Rob Moreton – not a member of this Committee

Also present: Congleton Town Council Officer: David McGifford (Chief Officer), Linda Minshull and Five members of the public

Minutes

1. Apologies for Absence

Apologies for absence were received from:

Committee Members: Councillors Denis Murphy (Town Mayor-Ex-Officio), Robert Douglas, Robert Hemsley and James Smith.

2. Minutes of Previous Meetings

PLN/25/2122 Resolved to approve and sign the minutes of the Planning Committee held on 17th February 2022.

3. Declarations of Interest

Councillor Amies declared a “non pecuniary” interest in application 22/0854C

Councillors Firkin and Wesley declared a “non pecuniary” interest in applications 22/0539C and 22/0540C.

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 17.3.2022 – No updates to report

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

22/0942C	Land On The North Side Of, PEOVER LANE, CONGLETON		Several members of the public spoke in objection to this application OBJECTION DUE TO – <ul style="list-style-type: none">- Highway and safety issues due to the removal of the passing place after the blind bend
----------	---	--	--

			<ul style="list-style-type: none"> - Proximity to dwelling - Not in keeping with the surrounding area including heritage buildings
22/0854C	Mount Pleasant, Crouch Lane, CONGLETON, CW12 3PT	NP – D Amies	<p>The applicants explained the background to their proposals.</p> <p>No Objection</p>

8. Planning Appeals

The Chair will represent the Council at the Appeal for application - 20/2470C Hawthorne Cottage, Harvey Road, Congleton

9. Licensing Applications

The following licensing application was reported

- 9.1 – Congleton Snooker Club, Congleton

10. Planning Enforcement

There were no Planning Enforcement updates received.

11. Neighbourhood Plan

The Chief Office presented his report and updated on the progress of the Neighbourhood Plan including Regulation 14 – Route Map to completion. The aim is for completion to be by May 2023.

12. Planning Applications Section 2

PLN/26/2122 RESOLVED that the following comments be made to Cheshire East Council:

Application Number	Location	Declaration of Interest	Comments
21/5775T	32, HULTON CLOSE, CONGLETON, CHESHIRE, CW12 3TF		No Objection
22/0558T	14, QUAYSIDE, CONGLETON, CW12 3AS		No Objection
22/0464C	Acres Nook, 192, PADGBURY LANE, CONGLETON, CW12 4HX		No Objection
22/0691T	9, TRURO CLOSE, CONGLETON, CW12 3BD		No Objection

22/0724C	17, TRINITY PLACE, CONGLETON, CW12 3JB		No Objection
22/0671D	Plots 135-138 Farm House, Turnstone Grange, Back lane, Congleton		No Objection
22/0672D	Plots 135-138, Land North of Back Lane, Former Farm House, Congleton		No Objection
22/0661C	22, HAWTHORNE CLOSE, CONGLETON, CW12 4UF		No Objection
22/0581C	59, HAWTHORNE CLOSE, CONGLETON, CW12 4UF		No Objection
22/0605T	4, QUARRY CLOSE, CONGLETON, CW12 3GS		Rather than being felled, the tree needs better management following advice from the tree preservation officer
22/0631T	45, HOWEY HILL, CONGLETON, CW12 4AF		No Objection
22/0749C	2, KIRKSTONE COURT, CONGLETON, CHESHIRE, CW12 4JW		No Objection
22/0799C	14, TELFORD CLOSE, CONGLETON, CW12 3TR		OBJECTION DUE TO – The garage is too close to the railway line
22/0713C	63, FERN CRESCENT, CONGLETON, CHESHIRE, CW12 3HF		No Objection
22/0539C	Bradshaw House, 21, LAWTON STREET, CONGLETON, CW12 1RU	NP – S Firkin and K Wesley	OBJECTION DUE TO – - Potential effect on listed building in a conservation area - Uncertain about development impact due to no reports from the Conservation Officer yet - Essential that there is a site visit NOTE – Cheshire East Councillors to be informed of concerns regarding this application
22/0750T	33, HULTON CLOSE, CONGLETON, CW12 3TF		No Objection
22/0732C	Davenshaw Mill, BUXTON ROAD, CONGLETON		No Objection
22/0540C	Bradshaw House, 21, LAWTON STREET, CONGLETON, CW12 1RU	NP – S Firkin and K Wesley	OBJECTION DUE TO – - Potential effect on listed building in a conservation area - Uncertain about development impact due to no reports from the

			Conservation Officer yet - Essential that there is a site visit NOTE – Cheshire East Councillors to be informed of concerns regarding this application
22/0814T	8, PARK LANE, CONGLETON, CW12 3DN		OBJECTION DUE TO – No expert opinion provided
22/0859C	14, TRINITY PLACE, CONGLETON, CW12 3JB		No Objection
22/0852C	21, MINTON CLOSE, CONGLETON, CW12 3TD		No Objection
22/0991C	49, HARVEY ROAD, CONGLETON, CHESHIRE, CW12 2DH		No Objection
22/0973C	68, ENNERDALE DRIVE, CONGLETON, CHESHIRE, CW12 4FL		No Objection
22/0459C	76, ULLSWATER ROAD, CONGLETON, CW12 4JJ		No Objection

**Cllr Amanda Martin
(Chair)**

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Planning Committee held on Thursday 21st April 2022

For the papers discussed at the meeting, please see the [Meeting Agenda of the Planning Committee of 21st April 2022](#)

In attendance:

Committee members: Councillors Amanda Martin - Chair
Duncan Amies
Robert Hemsley
James Smith
Kay Wesley

Also present: Congleton Town Council Officer: David McGifford (Chief Officer) and Linda Minshull

Minutes

1. Apologies for Absence

Apologies for absence were received from:
Committee Members: Councillors Denis Murphy (Town Mayor - Ex-Officio), Robert Douglas, Suzy Firkin and Jean Parry.

2. Minutes of Previous Meetings

PLN/27/2122 Resolved to approve and sign the minutes of the Planning Committee held on 17th March 2022.

3. Declarations of Interest

None to report.

4. Outstanding Actions

Date	Planning Application Number	Action	Progress
27.4.2021		Information from Cllr S Akers Smith	<p>22.7.2021 – The Chief Officer reported that there had been some investigatory work done on the park side of the proposed bridge</p> <p>4.8.2021 – No further updates</p> <p>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.</p> <p>14.12.2021 – The Chief Officer reported that investigatory was slowly progressing with design work with the developer.</p> <p>20.1.2022 – No further updates</p> <p>Receipt of information relating to 2009 Section 106 agreements still outstanding, action CO to continue to follow up</p> <p>17.3.2022 – No updates to report</p> <p>21.4.2022 – The Chief Officer stated that there were no further updates on the Astbury Place Bridge and he is still awaiting S106 information from Cheshire East Council.</p>

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

There were no Planning Appeals to report.

9. Licensing Applications

There were no licensing application to report.

10. Planning Enforcement

It was reported that Elan Homes had now planted several trees on Quarry Close.

11. Neighbourhood Plan

The Chief Officer presented his report and updated on the progress of the Neighbourhood Plan.

12. Planning Applications Section 2

PLN/28/2122 RESOLVED that the following comments be made to Cheshire East Council:

Application Number	Location	Declaration of Interest	Comments
22/1134D	LAND OFF, LAMBERTS LANE, CONGLETON, CHESHIRE		No Objection
22/1216C	13, HIGH STREET, CONGLETON, CHESHIRE, CW12 1BN		No Objection as long as the applicant meets the HMO subsidiary planning document requirements, apart from the parking requirements due to the town centre location
22/1218C	13, HIGH STREET, CONGLETON, CHESHIRE, CW12 1BN		No Objection as long as the applicant meets the HMO subsidiary planning document requirements, apart from the parking requirements due to the town centre location
22/1119C	Land Off, THE MOORINGS, CONGLETON		No Objection
22/1090C	17, BRUNSWICK STREET, CONGLETON, CHESHIRE, CW12 1QE		REJECT – on the grounds of loss of daylight or sunlight, overlooking and loss of privacy
22/1116C	Land Off, GOLDFINCH CLOSE, CONGLETON		No Objection

22/1120C	Land At, BACK LANE, CONGLETON		No Objection subject to the hedge being replaced with as mature saplings as possible
22/1084C	Eaton Bank Academy, JACKSON ROAD, CONGLETON, CW12 1NT		No Objection provided there is a tree replacement programme and arboriculture report
22/0821T	9, LEEK ROAD, CONGLETON, CW12 3HU		No objection
22/0621C	NOBANNO RESTAURANT, ASTBURY LAKE, NEWCASTLE ROAD, ASTBURY, CW12 4HL		REJECT – on the following grounds <ul style="list-style-type: none"> - Loss of landscape - Impact on highway - Local Plan Policy SE 6 (2) Safeguarding green infrastructure assets to make sure that (i) Development does not compromise their integrity or potential value
22/1171C	ALDERS FARM, DIAL LANE, CONGLETON, CHESHIRE, CW12 3QN		No objection
22/1148D	Davenshaw Mill, BUXTON ROAD, CONGLETON		No objection
22/1306C	Orchard Muse, 64, BIDDULPH ROAD, CONGLETON, CW12 3LG		No Objection subject to no loss of trees
22/1295T	148, CANAL ROAD, CONGLETON, CHESHIRE, CW12 3AT		REJECT – as no good reason to fell the trees. Require maintenance work.
22/1312C	44 Daisybank Drive, Congleton, Cheshire East, CW12 1LX		No objection
22/1383C	1 Jackson Road, Congleton, CW12 1NT		No objection
22/1046C	9 Woburn Drive, Congleton, CW12 3SS		No objection
22/1057C	Astbury Mere Country Park Sandy Lane, Congleton		No objection
22/1202D	Cross Street Garage, Cross Street, Congleton, CW12 1HQ		No objection
22/1267C	8 - 10, Little Street, Congleton, CW12 1AR		No objection

**Cllr Amanda Martin
(Chair)**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	22 nd June 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	12 Unaudited Financial Statements for year ending 31st March 2022		
Background	Congleton Town Council undertake the services of DCK Accounting Solutions Limited to prepare the Unaudited Financial Statements and supporting documents for the accounting year.		
Updates	The Unaudited Financial Statements for the year ending 31 st March 2022 have been prepared and presented by DCK Accounting and have been checked by the RFO, Appendix 12.1. These Unaudited Financial Statements are not required to be sent to the External Auditor in support of our final review.		
Decision Requested	To receive and approve the Unaudited Financial Statements for year ending 31 st March 2022.		

Congleton Town Council

Unaudited Financial Statements

For the year ended 31 March 2022

Congleton Town Council

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31 March 2022

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Congleton Town Council

Council Information

31 March 2022

(Information current at 23rd June 2022)

Town Mayor

Cllr M. Gartside

Councillors

Cllr R. Moreton (Deputy Mayor)

Cllr S. M. Ackers Smith

Cllr D. S. Allen

Cllr D. Amies

Cllr M. Amies

Cllr D.T Brown

Cllr R. Chadwick

Cllr R. Douglas

Cllr P. Duffy

Cllr S. Firkin

Cllr G. P Hayes

Cllr R. Hemsley

Cllr S. A. Holland

Cllr A. M. Martin

Cllr D. Murphy

Cllr J. D. Parry

Cllr M. Rogan

Cllr J. Smith

Cllr K. Wesley

Chief Officer

Mr D McGifford

Responsible Financial Officer (R.F.O.)

S. Van Schepdael

Auditors

PKF Littlejohn LLP

SBA Team, 1 Westferry Circus

Canary Wharf, London, E14 4HD

Internal Auditors

Auditing Solutions Limited

Clackerbrook Farm, 46 The Common, Bromham

Chippenham, Wiltshire, SN15 2JJ

Congleton Town Council
Statement of Responsibilities
31 March 2022

The Council's Responsibilities

The council is required:

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

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2022 and its income and expenditure for the year then ended.

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

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

The R.F.O. has also:

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

Responsible Financial Officer's Certificate

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Congleton Town Council at 31 March 2022, and its income and expenditure for the year ended 31 March 2022.

Signed:

S. Van Schepdael- Responsible Financial Officer

Date:

Congleton Town Council
Statement of Accounting Policies
31 March 2022

Auditors

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

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

Accounting Convention

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

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

The accounts have been prepared under the historical cost convention.

Fixed Assets

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

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

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

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

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

Depreciation Policy

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

Freehold land is not depreciated.

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

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

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

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

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

Congleton Town Council
Statement of Accounting Policies
31 March 2022

Grants or Contributions from Government or Related Bodies

Capital Grants

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

Revenue Grants

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

Investments

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

Stocks and Work in Progress

Stocks held for resale, where significant (generally in excess of £1,000), are valued at the lower of cost or net realisable value. Consumable stocks have been treated as an expense when purchased because their value was not material.

Debtors and Creditors

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

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

Value Added Tax

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

External Loan Repayments

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

Leases

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

Congleton Town Council
Statement of Accounting Policies
31 March 2022

Reserves

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

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

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

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

Interest Income

All interest receipts are credited initially to general funds.

Cost of Support Services

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

Pensions

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

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

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

Congleton Town Council
Income and Expenditure Account
31 March 2022

	Notes	2022 £	2021 £
Income			
Precept on Unitary Authority		954,146	923,674
Grants Receivable		-	13,795
Rents Receivable, Interest & Investment Income		2,005	2,839
Charges made for Services		617,568	592,894
Other Income		304	-
Total Income		1,574,023	1,533,202
Expenditure			
Direct Service Costs:			
Salaries & Wages		(666,065)	(571,354)
Grant-aid Expenditure		(57,571)	(47,738)
Other Costs		(554,274)	(613,887)
Democratic, Management & Civic Costs:			
Salaries & Wages		(194,958)	(171,546)
Other Costs		(61,005)	(51,479)
Total Expenditure		(1,533,873)	(1,456,004)
Excess of Income over Expenditure for the year.		40,150	77,198
Exceptional Items			
(Loss) on the disposal of fixed assets		(2)	(1,056)
Net Operating Surplus for Year		40,148	76,142
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(5,696)	(5,436)
Capital Expenditure charged to revenue	10	(34,163)	(29,163)
Reverse loss on asset disposals		2	1,056
Transfer from/(to) Earmarked Reserves	20	498	(34,916)
Surplus for the Year to General Fund		789	7,683
Net Surplus for the Year		291	42,599
The above Surplus for the Year has been applied for the Year to as follows:			
Transfer from/(to) Earmarked Reserves	20	(498)	34,916
Surplus for the Year to General Fund		789	7,683
		291	42,599

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

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

Congleton Town Council
Statement of Movement in Reserves
31 March 2022

Reserve	Purpose of Reserve	Notes	2022 £	Net Movement in Year £	2021 £
Asset Revaluation Reserve	Store of gains on revaluation of fixed assets	19	100,943	-	100,943
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	18	361,516	(7,642)	369,158
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	20	701,825	(498)	702,323
General Fund	Resources available to meet future running costs		227,033	789	226,244
Total			1,391,317	(7,351)	1,398,668

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

Congleton Town Council

Balance Sheet

31 March 2022

	Notes	2022 £	2022 £	2021 £
Fixed Assets				
Tangible Fixed Assets	9		1,923,869	1,968,504
Current Assets				
Stock		3,943		-
Debtors and prepayments	13	14,403		29,545
Investments	12	300,000		300,000
Cash at bank and in hand		722,581		660,714
		<u>1,040,927</u>		<u>990,259</u>
Current Liabilities				
Current Portion of Long Term Borrowings		(5,968)		(5,696)
Creditors and income in advance	14	<u>(112,068)</u>		<u>(61,691)</u>
Net Current Assets			922,891	922,872
Total Assets Less Current Liabilities			2,846,760	2,891,376
Long Term Liabilities				
Long-term borrowing	15		(330,463)	(336,431)
Deferred Grants	17		<u>(1,124,980)</u>	<u>(1,156,277)</u>
Total Assets Less Liabilities			<u>1,391,317</u>	<u>1,398,668</u>
Capital and Reserves				
Revaluation Reserve	19		100,943	100,943
Capital Financing Reserve	18		361,516	369,158
Earmarked Reserves	20		701,825	702,323
General Reserve			<u>227,033</u>	<u>226,244</u>
			<u>1,391,317</u>	<u>1,398,668</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2022, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 23rd June 2022 .

Signed:
Cllr M. Gartside	S. Van Schepdael
Town Mayor	Responsible Financial Officer

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

Congleton Town Council

Cash Flow Statement

31 March 2022

	Notes	2022 £	2022 £	2021 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(855,968)		(741,207)
Other operating payments		<u>(620,995)</u>		<u>(682,484)</u>
			(1,476,963)	(1,423,691)
<i>Cash inflows</i>				
Precept on Unitary Authority		954,146		923,674
Cash received for services		638,703		576,152
Revenue grants received		<u>-</u>		<u>13,795</u>
			1,592,849	1,513,621
Net cash inflow from Revenue Activities	21		115,886	89,930
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(16,082)		(16,342)
<i>Cash inflows</i>				
Interest received		<u>1,922</u>		<u>3,205</u>
Net cash (outflow) from Servicing of Finance			(14,160)	(13,137)
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		<u>(34,163)</u>		<u>(29,163)</u>
Net cash (outflow) from Capital Activities			(34,163)	(29,163)
Net cash inflow before Financing			<u>67,563</u>	<u>47,630</u>
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>				
Loan repayments made			<u>(5,696)</u>	<u>(5,436)</u>
Net cash (outflow) from financing and liquid resources			<u>(5,696)</u>	<u>(5,436)</u>
Increase in cash	22		<u>61,867</u>	<u>42,194</u>

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

Congleton Town Council

Notes to the Accounts

31 March 2022

1 Interest and Investment Income

	2022	2021
	£	£
Interest Income - General Funds	2,005	2,839
	<u>2,005</u>	<u>2,839</u>

2 Agency Work

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

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

3 Related Party Transactions

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

4 Publicity

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

	2022	2021
	£	£
Recruitment Advertising	1,116	-
Other Advertising	70	70
Marketing/Promotions	6,218	4,881
Council Newsletter	6,608	7,235
Council Website	2,293	2,438
	<u>16,305</u>	<u>14,624</u>

5 Audit Fees

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

These may be summarised as follows:

	2022	2021
	£	£
Fees for statutory audit services	2,000	2,000
Total fees	<u>2,000</u>	<u>2,000</u>

6 Members' Allowances

	2022	2021
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	3,000	3,000
	<u>3,000</u>	<u>3,000</u>

Congleton Town Council

Notes to the Accounts

31 March 2022

7 Employees

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

	2022	2021
	Number	Number
Full-time	19	14
Part-time	11	12
Temporary	3	-
	<u>33</u>	<u>26</u>

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

8 Pension Costs

The council participates in the Cheshire Pension Fund.

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

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

The cost to the council for the year ended 31 March 2022 was £136,120 (31 March 2021 - £119,592).

The most recent actuarial valuation was carried out as at 31st March 2019, and the council's contribution rate is confirmed as being 21.35% of employees' pensionable pay with effect from 1st April 2022 (year ended 31 March 2022 – 21.35%).

Congleton Town Council

Notes to the Accounts

31 March 2022

9 Tangible Fixed Assets

	Operational Freehold Land and Buildings	Operational Leasehold Land and Buildings	Vehicles and Equipment	Infra- structure Assets	Community Assets	Total
Cost	£	£	£	£	£	£
At 31 March 2021	2,236,120	95,000	316,307	90,549	150,396	2,888,372
Additions	-	-	34,163	-	-	34,163
Disposals	-	-	(37,945)	-	-	(37,945)
At 31 March 2022	2,236,120	95,000	312,525	90,549	150,396	2,884,590
Depreciation						
At 31 March 2021	(544,725)	(24,700)	(262,501)	(82,622)	(5,320)	(919,868)
Charged for the year	(43,380)	(1,900)	(30,346)	(2,586)	(584)	(78,796)
Eliminated on disposal	-	-	37,943	-	-	37,943
At 31 March 2022	(588,105)	(26,600)	(254,904)	(85,208)	(5,904)	(960,721)
Net Book Value						
At 31 March 2022	1,648,015	68,400	57,621	5,341	144,492	1,923,869
At 31 March 2021	1,691,395	70,300	53,806	7,927	145,076	1,968,504

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

Fixed Asset Valuation

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

Assets Held under Finance Agreements

The council holds no such assets.

Congleton Town Council

Notes to the Accounts

31 March 2022

10 Financing of Capital Expenditure

	2022	2021
	£	£
The following capital expenditure during the year:		
Fixed Assets Purchased	34,163	29,163
	<u>34,163</u>	<u>29,163</u>

was financed by:

Revenue:

Capital Projects Reserve	3,201	11,537
Equipment Replacement Reserve	25,892	6,808
Precept and Revenue Income	5,070	10,818
	<u>34,163</u>	<u>29,163</u>

11 Information on Assets Held

Fixed assets owned by the council include the following:

Operational Land and Buildings

Congleton Town Hall

Allotments

Operational Land and Buildings

Congleton Paddling Pool

Vehicles and Equipment

Paddling Pool plant and equipment

Christmas Lights

Town Hall Furniture and Equipment

Sundry office equipment

Streetscape Vehicles and Equipment

Infrastructure Assets

Fencing and gates at various sites

Noticeboards and road signs

Other street furniture

Community Assets

Council Artefacts & Regalia

War Memorial

Statue - Sergeant Eardley VC

Public Toilets

Land by War Memorial

Congleton Town Council

Notes to the Accounts

31 March 2022

12 Current Asset Investments

	2022	2021
	£	£
Cambridge and Counties Bank - Bond	150,000	150,000
CCLA Public Sector Deposit Fund	150,000	150,000
	<hr/>	<hr/>
	300,000	300,000
	<hr/>	<hr/>

13 Debtors

	2022	2021
	£	£
Debtors Control	8,946	28,483
Trade Debtors	<hr/>	<hr/>
	8,946	28,483
Other Debtors	2,770	-
Prepayments	1,937	395
Accrued Interest Income	750	667
	<hr/>	<hr/>
	14,403	29,545
	<hr/>	<hr/>

14 Creditors and Accrued Expenses

	2022	2021
	£	£
Trade Creditors	47,981	21,958
Other Creditors	7,738	10,289
V A T Payable	1,992	3,040
Payroll Taxes and Social Security	17,012	11,959
Accruals	33,281	14,445
Income in Advance	4,064	-
	<hr/>	<hr/>
	112,068	61,691
	<hr/>	<hr/>

Congleton Town Council

Notes to the Accounts

31 March 2022

15 Long Term Liabilities

	2022	2021
	£	£
Public Works Loan Board	336,431	342,127
	<hr/> 336,431	<hr/> 342,127
	 2022	 2021
	£	£
The above loans are repayable as follows:		
Within one year	5,968	5,696
From one to two years	6,253	5,968
From two to five years	20,608	19,668
From five to ten years	41,452	39,563
Over ten years	262,150	271,232
	<hr/>	<hr/>
Total Loan Commitment	336,431	342,127
Less: Repayable within one year	(5,968)	(5,696)
	<hr/>	<hr/>
Repayable after one year	330,463	336,431
	<hr/>	<hr/>

16 Financial Commitments under Operating Leases

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

	2022	2021
	£	£
Obligations expiring within one year	36,113	36,113
Obligations expiring between two and five years	775	775
Obligations expiring after five years	-	-
	<hr/> 36,888	<hr/> 36,888
	<hr/>	<hr/>

17 Deferred Grants

	2022	2021
	£	£
Capital Grants Applied		
At 01 April	1,156,277	1,187,574
Released to offset depreciation	(31,297)	(31,297)
	<hr/>	<hr/>
At 31 March	1,124,980	1,156,277
	<hr/>	<hr/>
Total Deferred Grants		
At 31 March	1,124,980	1,156,277
	<hr/>	<hr/>
At 01 April	1,156,277	1,187,574
	<hr/>	<hr/>

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

Congleton Town Council

Notes to the Accounts

31 March 2022

18 Capital Financing Account

	2022	2021
	£	£
Balance at 01 April	369,158	377,878
Financing capital expenditure in the year		
Additions - using revenue balances	34,163	29,163
Loan repayments	5,696	5,436
Disposal of fixed assets	(37,945)	(9,879)
Depreciation eliminated on disposals	37,943	8,823
Reversal of depreciation	(78,796)	(73,560)
Deferred grants released	31,297	31,297
Balance at 31 March	361,516	369,158

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

19 Revaluation Reserve

	2022	2021
	£	£
Balance at 01 April	100,943	100,943
Balance at 31 March	100,943	100,943

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

20 Earmarked Reserves

	Balance at	Contribution	Contribution	Balance at
	01/04/2021	to reserve	from reserve	31/03/2022
	£	£	£	£
Capital Projects Reserves	440,993	20,000	(11,996)	448,997
Asset Renewal Reserves	32,536	5,000	(30,022)	7,514
Other Earmarked Reserves	228,794	110,622	(94,102)	245,314
Total Earmarked Reserves	702,323	135,622	(136,120)	701,825

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

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

The Other Earmarked Reserves at 31 March 2022 are set out in detail at Appendix A.

Congleton Town Council

Notes to the Accounts

31 March 2022

21 Reconciliation of Revenue Cash Flow

	2022	2021
	£	£
Net Operating Surplus for the year	40,150	77,198
Add/(Deduct)		
Interest Payable	16,082	16,342
Interest and Investment Income	(1,922)	(3,205)
(Increase) in stock held	(3,943)	-
Decrease/(Increase) in debtors	15,142	(3,507)
Increase in creditors	50,377	3,102
Revenue activities net cash inflow	<u>115,886</u>	<u>89,930</u>

22 Movement in Cash

	2022	2021
	£	£
Balances at 01 April		
Cash with accounting officers	71	107
Cash at bank	<u>660,643</u>	<u>618,413</u>
	<u>660,714</u>	<u>618,520</u>

Balances at 31 March

Cash with accounting officers	473	71
Cash at bank	<u>722,108</u>	<u>660,643</u>
	<u>722,581</u>	<u>660,714</u>

Net cash inflow

<u>61,867</u>	<u>42,194</u>
---------------	---------------

23 Reconciliation of Net Funds/Debt

	2022	2021
	£	£
Increase in cash in the year	<u>61,867</u>	<u>42,194</u>
Cash outflow from repayment of debt	<u>5,696</u>	<u>5,436</u>
Net cash flow arising from changes in debt	<u>5,696</u>	<u>5,436</u>
Movement in net funds in the year	<u>67,563</u>	<u>47,630</u>
Cash at bank and in hand	660,714	618,520
Total borrowings	<u>(342,127)</u>	<u>(347,563)</u>
Net funds at 01 April	<u>318,587</u>	<u>270,957</u>
Cash at bank and in hand	722,581	660,714
Total borrowings	<u>(336,431)</u>	<u>(342,127)</u>
Net funds at 31 March	<u>386,150</u>	<u>318,587</u>

Congleton Town Council

Notes to the Accounts

31 March 2022

24 Capital Commitments

The council had no capital commitments at 31 March 2022 not otherwise provided for in these accounts.

25 Contingent Liabilities

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

26 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 23rd June 2022), which would have a material impact on the amounts and results reported herein.

Congleton Town Council

Appendices

31 March 2022

Appendix A

Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2021</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2022</u>
	£	£	£	£
<u>Capital Projects Reserves</u>				
Capital Contingency Fund	440,993	20,000	(11,996)	448,997
	<u>440,993</u>	<u>20,000</u>	<u>(11,996)</u>	<u>448,997</u>
<u>Asset Replacement Reserves</u>				
Capital Equipment Fund	32,536	5,000	(30,022)	7,514
	<u>32,536</u>	<u>5,000</u>	<u>(30,022)</u>	<u>7,514</u>
<u>Other Earmarked Reserves</u>				
Elections	20,000			20,000
Business Recovery	17,175		(6,600)	10,575
Crime Prevention/Traffic Calming	7,357			7,357
Committed Grants	8,354	7,680	(8,354)	7,680
Congleton Partnership	53,291	61,822	(53,291)	61,822
Covid 19	16,156		(10,398)	5,758
Ancient Treasures	3,000			3,000
Web Site	5,151			5,151
Training	8,479			8,479
Public Toilets	24,012			24,012
Public Realm	9,188			9,188
Legal Fees	5,292			5,292
Christmas Lights	0			0
Tourism	19,169		(13,593)	5,576
Marketing	5,000			5,000
Congleton Neighbourhood Plan	9,393		(508)	8,885
Cenotaph	11,777		(1,358)	10,419
Rotary Bonfire	5,000			5,000
Civic	1,000			1,000
CIL		304		304
Information Centre		22,011		22,011
750 Celebrations		13,805		13,805
Ukraine Support		5,000		5,000
	<u>228,794</u>	<u>110,622</u>	<u>(94,102)</u>	<u>245,314</u>
TOTAL EARMARKED RESERVES	<u>702,323</u>	<u>135,622</u>	<u>(136,120)</u>	<u>701,825</u>

Congleton Town Council

31 March 2022

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Museum Support	4,500	4,500
Recreation & Sport	27,558	30,649
Allotments	1,250	(60)
Tourism	67,653	41,029
Closed Churchyard & Church Clock	550	481
Congleton Town Hall	85,850	106,901
Public Conveniences	10,250	6,280
Community Safety (Crime Reduction)	63,100	42,587
Congleton Partnership & Community Development	202,488	198,932
CTC Streetscape	203,132	229,043
Net Direct Services Costs	666,331	660,342
Corporate Management	183,102	185,170
Democratic & Civic	59,435	54,407
Net Democratic, Management and Civic Costs	242,537	239,577
Interest & Investment Income	(1,500)	(2,005)
Loan Charges	21,778	21,778
Capital Expenditure	38,000	34,163
Transfers to/(from) other reserves	(13,000)	(498)
(Deficit from)/Surplus to General Reserve	-	789
Precept on Unitary Authority	954,146	954,146

Congleton Town Council

31 March 2022

Annual Report Tables

Table. 2 – Service Income & Expenditure

Notes	2022 £	2022 £	2022 £	2021 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
DIRECT SERVICE COSTS				
Museum Support}	4,500	-	4,500	4,500
Recreation & Sport	30,649	-	30,649	473
Allotments	130	(190)	(60)	1,247
Tourism	164,216	(123,187)	41,029	23,301
Closed Churchyard & Church Clock	481	-	481	303
Congleton Town Hall	179,242	(72,341)	106,901	107,949
Public Conveniences	6,280	-	6,280	10,188
Community Safety (Crime Reduction)	42,587	-	42,587	34,460
Grants	57,107	(5,318)	51,789	41,346
Congleton Partnership	56,774	(30,681)	26,093	124,387
Community Development	121,750	(700)	121,050	102,545
CTC Streetscape	614,194	(385,151)	229,043	175,487
Luncheon Club	-	-	-	104
DEMOCRATIC, CORPORATE AND CIVIC COSTS				
Corporate Management	185,474	(304)	185,170	161,146
Democratic & Civic	48,385	-	48,385	42,507
Civic Expenses	6,022	-	6,022	3,030
Net Cost of Services	1,517,791	(617,872)	899,919	832,973

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	22 nd June 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	13 Internal Audit Report - 31st March 2022		
Background	All town and parish councils are required by statute to make arrangements for an independent, internal audit examination of their accounting records and systems of internal control.		
Updates	Congleton Town Council's Internal Audit services are provided by Auditing Solutions Ltd. During the financial year 2021-2022 they have completed 3 audits, the report in Appendix 13.1 represents the final outcome for the year. This report was approved by Finance and Policy on 9 th June 2022 reference FAP/11/2223		
Decision Requested	To receive and approve the Final Internal Audit report for year ending 31 st March 2022.		



Congleton Town Council

Internal Audit Report 2021-22: Final update

Adrian Shepherd-Roberts

*For and on behalf of
Auditing Solutions Ltd*

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to the 2021-22 financial year which was completed by 23rd November 2021 and 4th February and 26th May 2022. We have undertaken the final review and we wish to again thank the Responsible Finance Officer in assisting the process, providing all necessary documentation to facilitate completion of our review for the year to date.

Internal Audit Approach

In undertaking our reviews for this financial year, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/AGAR. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Governance and Accountability Return, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We have concluded that, on the basis of the programme of work we have undertaken, the Council continues to maintain adequate and effective internal control arrangements during the year.

We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

We have completed and signed the 'Annual Internal Audit Report' in the year's Annual Governance and Accountability Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have: -

- Ensured that the ledger remains in balance at the present date;
- Verified the opening trial balance for 2021-22 to the Statement of Accounts and AGAR for 2020-21 to ensure that the closing balances have been brought forward accurately and completely;
- Checked and agreed transactions in the Council's main bank account cashbooks to the relevant RBS Bank statements for April & September 2021 and January and March 2022;
- Checked and agreed for the same months, inter account "sweep" transfers between the current and high interest bank account; and
- Examined and verified the accuracy of transactions in the Council's mayoral charity bank account cashbooks and bank accounts as at September 2021 and January and March 2022 to ensure that no long-standing payments or other anomalous entries exist.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment.

Review of Corporate Governance

Our objective is to ensure that the Council has robust corporate governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We noted previously that an updated Corporate Business Plan had been prepared and have examined the content accordingly.

We note that the Standing Orders were reviewed and adopted in October 2021 and the Finance regulations were reviewed in December 2021.

We previously discussed the Tourist Information Centre (TIC) with the RFO and we consider that the Financial Regulations should include controls with monetary limits detailed in respect of the till and change floats.

We have completed our review of the minutes of the Full Council and Standing Committees, excluding Planning to ensure that no actions of an ultra vires nature are being either considered or have been actioned, whilst also ensuring that the Council's finances remain at a healthy level to provide appropriate funds for future planned development and current

revenue spending plans. We also note that, as previously, various grants have been approved for payment during the current year.

Conclusions

There are no matters requiring formal recommendation in this area of our review process. As mentioned above consideration should be given to include controls in respect of the TIC.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- An official order has been raised in each and every case where one would be expected;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have continued work in this area examining a sample of payments and purchase ledger entries to March 2022.

Finally, in this area, we have examined the content of the quarterly VAT reclaims to March 2022 submitted to HMRC, with no issues arising.

Conclusions

We are pleased to report that no significant issues have been identified in this area.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage any such risks identified in order to minimise the opportunity for their coming to fruition.

Risk assessment registers are in place and they are subject to routine annual review and update. We note that the Business Risk Assessment for 21-22 was formally approved by Finance & Policy Committee in March 2021.

We noted as at a previous review that an external agent for Health and Safety and HR Services Ansa Environmental Services Ltd has been appointed.

Zurich Municipal continues to provide the Council's insurance cover: we have examined the current year's schedule (to May 2022) and consider it meets the current needs of the Council appropriately with Employer's liability set at £10 million and Public Liability cover set at £15 million and Fidelity Guarantee cover at £1.0 million.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

We also note that the Council approved a precept of £996,333 for 2022-23 at its December 2021 meeting.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process.

Review of Income

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure that all income due to the Council is identified and invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies. We have: -

- At the interim audit we reviewed the income generated in respect of the Tourist Information Centre and the cash and stock controls. We are pleased to report that the process is well managed and that records are maintained in a very satisfactory manner.
- At this interim update review, we have reviewed the management controls and income from the Town Hall bookings and are satisfied that the records and the accounts are operated in a satisfactory manner.

- Examined the “Aged debtors schedule” generated by the accounting software and note that there are no significant issues arising with regard to long-standing debts of which officers and members are unaware.

We have also reviewed the nominal ledger detailed transaction reports for income items and unpaid invoices for the year to March 2022 to ensure that no obvious coding errors or other anomalous entries are apparent of which the Council are unaware.

Conclusions

We are pleased to record that there are no significant issues in this area.

Petty Cash Account

Our aim in this area is to ensure that appropriate controls are in place; that all expenditure incurred is adequately supported by trade invoices or till receipts; that the expenditure is appropriate for the Council’s requirements; that VAT has been separately identified for periodic recovery and that cheque encashments from the main cashbooks are properly recorded.

We have not checked the cash but have reviewed the holding from the information that we have been provided. As we are working remotely, we suggested that where possible an independent check is undertaken to confirm that the cash has been checked and the account balances. We note that this was undertaken and minuted at the Finance and Policy Committee meeting on 23rd March 2022 and we have been advised that it will continue to be reviewed.

We have reviewed the vehicle fuel nominal ledger and a sample statement and we are satisfied that this is controlled effectively.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process.

Review of Staff Salaries

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1st April 2018 in relation to employee percentage bandings. To meet that objective, we have: -

- Ensured that the Council has approved staff pay rates for the financial year, based upon the approved NJC rates;
- Checked and agreed the computation of staff gross and net pay and salary deductions for November 2021, noting the continued use of a local, third party bureau service provider;

- Checked to ensure that appropriate tax codes and national insurance tables are being applied in the year and that the correct deductions / contributions have been deducted and paid over to HMRC in a timely manner; and
- Ensured that the appropriate revised superannuation contribution rates have been applied, also ensuring that the deductions have been paid over to the County Council in a timely manner.

Conclusions

We are pleased to record that no issues have been identified in this area.

Fixed Asset Registers

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We will check and agree the principles used in the detail, as recorded in the Council's Asset Register using purchase cost values or where that value is unknown at the previous year's Return level or uplifted or decreased to reflect the acquisition or disposal of assets. This register is updated by DCK Accounting Solutions in conjunction with the Council.

Conclusion

No issues require formal comment or recommendation.

Investments & Loans

Our objectives here are to ensure that the Council is "investing" surplus funds, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the appropriate loan agreements.

The Council holds no specific investments but holds a Special Interest account with RBS and deposits with the Cambridge and Counties Bank and CCLA.

We have verified the half-yearly loan repayments to the PWLB by reference to the direct debit advice as part of the aforementioned expenditure testing.

Conclusions

We are pleased to report that no issues have been identified in this area.

Annual Governance and Accountability Return

The Accounts and Audit Regulations required that all Councils prepare a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council's financial affairs.

As part of our year-end review we have checked the March 2022 cash books and nominal ledgers.

We have reviewed the accounts provided by DCK Accounting Solutions have concluded that the year-end figures produced are in accordance with statutory requirements.

We have also examined the Council's procedures and data in relation to the preparation of the year-end detailed accounts and Annual Governance and Accountability Return data and are satisfied that there are no issues arising.

Conclusions

No issues have arisen in this review area to date and on the basis of work undertaken during the year, we have duly signed off the Internal Audit Report of the Annual Governance and Accountability Return, assigning positive assurances in each relevant area.

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	22 nd June 2022 7.00pm	LOCATION	Town Hall
REPORT FROM	David McGifford – Chief Officer and Serena Van Schepdael – Finance Manager/Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	14 Annual Governance and Accountability Return (AGAR) 2021-2022		
Background	<p>The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require all authorities to prepare a statement of accounts for each financial year in accordance with proper practices.</p> <p>An Annual Governance and Accountability Return (AGAR) must be completed each year and submitted to the relevant External Auditor under strict deadlines. The External Auditor is chosen by the Smaller Authorities' Audit Appointments Ltd (SAAA) under the Local Audit and Accountability Act 2014 to Town and Parish Councils.</p> <p>For those, like Congleton Town Council, with income or expenditure between £200,000 and £6.5 million per year (referred to as smaller authorities), the current External Auditors are PKF Littlejohn LLP, who were procured to be the Auditors from 2017 to year ending 2022.</p>		
Updates	<p>All documentation must be received by the External Auditor by 30th June 2022 for the financial year end of 31st March 2022 and must be signed at a Full Council meeting.</p> <p>The dates for the period of public rights (where members of the public can request to see the accounts and documentation) have to be published on the Authority's website after signing at Full Council. The initial Unaudited Accounts must be published for public viewing by 1st July 2022 and be available for 30 working days.</p> <p>The AGAR presented is for Council to:</p> <p>1.1 Consider the statements in Section 1 and approve during the meeting. 1.2 Approve the Financial Statements as signed off by the RFO. 1.3 Sign the form for submission.</p> <p>See Appendix 14.1</p>		
Decision Requested	<p>To approve:</p> <p>1.1 Section 1 of the AGAR: The Annual Governance Statement 21/22. 1.2 Section 2 of the AGAR: The Accounting Statements 21/22 .</p>		

Annual Governance and Accountability Return 2021/22 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

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

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

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

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

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

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

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

Annual Internal Audit Report 2021/22

CONGLETON TOWN COUNCIL

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During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

23/11/2021

04/02/2022

26/05/2022

Name of person who carried out the internal audit

Adrian Shepherd-Roberts

Signature of person who carried out the internal audit

Date 26/05/2022

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

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

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

CONGLETON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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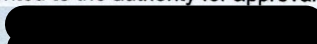
Section 2 – Accounting Statements 2021/22 for

CONGLETON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	887,968	928,567	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	923,674	954,146	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	607,528	619,877	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-742,900	-861,023	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	-21,778	-21,778	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-725,925	-690,931	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	928,567	928,858	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	960,714	1,022,581	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,888,372	2,884,590	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	342,127	336,431	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.			

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

 RED

Date 14/06/2022

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2021/22

In respect of

CONGLETON TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2021/22

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	22 nd June 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	15 Update to Financial Regulations		
Background	During the Internal Audits check in 2021-22 our Internal Auditor, Auditing Solutions Ltd, noted: <i>“We have discussed the Tourist Information Centre (TIC) with the RFO and we consider that the Financial Regulations should include controls with monetary limits detailed in respect of the till and change floats.”</i>		
Updates	See Appendix Item 15.1; Section 9; Additional paragraph 9.10 as below has been inserted into the Financial Regulations: <i>“Floats for Congleton Information Centre should be kept to a maximum of £200, £100 Till float and £100 Change float. When not in use both floats are to be secured in the Council’s safe overnight. The RFO will arrange regular checks on the floats. The float totals to be reviewed by the RFO on an annual basis”.</i> The updates were accepted by Finance and Policy on 9 th June 2022 reference FAP18/2223.		
Decision Requested	To accept the addition to the Financial Regulations and to approve for adoption into the constitution.		

CONGLETON TOWN COUNCIL
FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 9th December 2021.

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 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.
- 6.8. 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.
- 6.9. 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.
- 6.10. 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.
- 6.11. 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.
- 6.12. 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.
- 6.13. 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.
- 6.14. 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 the RFO. A programme of regular checks of standing data with suppliers will be followed by the RFO.

- 6.15. 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.
- 6.16. 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.
- 6.17 Salaries are to be paid by bank transfer and the payment summary signed by the Chair and Vice Chair of Finance, in the absence of either one the summary can be approved by another 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.

9.9.9.10. Floats for Congleton Information Centre should be kept to a maximum of £200, £100 Till float and £100 Change float. When not in use both floats are to be secured in the Councils safe overnight. The RFO will arrange regular checks on the floats. The float totals to be reviewed by the RFO on an annual basis.

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 Mayor and Deputy Mayor 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

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

contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².

- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Chief Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Chief Officer in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- 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

² a) For public supply and public service contracts £189,330
b) For public works contracts £4,733,252

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
Town Hall
High Street
Congleton
Cheshire
CW12 1BN

**Zurich Town, Parish and
Community Council Team**
PO Box 726
Chichester
PO19 9PS

Invoice

Invoice Date: 25th May 2022

Invoice No: 515296579

Client ref: [REDACTED]

Policy	Policy Term	(£) Premium
[REDACTED]	01/06/2022-31/05/2023	16,646.60
Inspection Contract (If Applicable)		1,213.56
Sub total		17,860.16
Inspection Contract VAT @ prevailing rate		242.71
Insurance Premium Tax (IPT) @ prevailing rate		1,997.60
TOTAL		£20,100.47

Payment is due before your cover starts, or immediately if your cover is already in place.

Please make cheques payable to **Zurich Municipal** and send to **Zurich Town, Parish and Community Council Team, PO Box 726, Chichester, PO19 9PS**

If paying by BACS, please note our new bank details and amend your records accordingly.

Acc Name: Zurich Town & Parish, Insurer Trust Account

Acc Number: [REDACTED]

Sort Code: [REDACTED]

Bank: Barclays Bank PLC

Please quote your Client Reference on all BACS transactions

Invoice Queries

Phone: 0800 917 9426

Email: accounts.team@uk.zurich.com

Our VAT registration number is: 107 8316 77

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

**Zurich Town, Parish and
Community Council Team**
PO Box 726
Chichester
PO19 9PS

Remittance Advice

Invoice Date: 25th May 2022

Invoice No: 515296579

Client ref: [REDACTED]

Policy	Policy Term	(£) Premium
[REDACTED]	01/06/2022-31/05/2023	16,646.60
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CONGLETON TOWN COUNCIL

COMMITTEE:	Council		
Report from	Chief Officer		
MEETING DATE AND TIME	Wednesday 22 nd June 2022	Time 7.00 pm	Location Town Hall
Agenda item	Agenda item 17		
Report title	Replacement Recycling Site for Congleton – Cheshire East Council Environment and Communities Committee, expected to be an agenda item on the 4th August 2022.		
Background	<p><u>Cheshire East Council Overestimated Cost of Replacement Recycling Site</u></p> <p>On 4th May 2021, Cheshire East Council's (CEC) cabinet decided not to replace the recycling site for the residents of Congleton and surrounding areas. CEC estimated that a replacement recycling site would cost about £ 4 million.</p> <p>CEC was asked at that cabinet meeting whether detailed information had been obtained from Norfolk Council to ascertain how it could build a recycling site at its Norwich South site for £1.9 million. In response, CEC advised that it had contacted Norfolk Council who had confirmed that the cost of £ 1.9 million in relation to their site did not include the purchase of the land or the building of a service road.</p> <p>Since that decision was made by CEC cabinet on 4th May 2021 and following the submission of a Freedom of Information request to Norfolk Council, relevant information was obtained concerning the Norwich South recycling site.</p> <p>The Norwich South site has a forecast annual throughput of 15,000 tonnes which is 5.4 times of the throughput of the former Congleton site. For the year ending 31st March 2020, the throughput of the Congleton site was 2,783 tonnes. This was not affected by COVID-19.</p> <p>The former Congleton recycling site only had space for six cars. The Norwich South site has 46 car park spaces, of which 24 have been widened to 3 metres rather than the standard 2.4 metres to enable users safely take items out of the back doors of their cars.</p> <p>The cost estimate for the Norwich South site of £1.9 million includes a re-use facility of 242 sq metres which is 18.5 metres by 13.1 metres, (61 feet by 43 feet) with solar panels on the roof, which would be expected to reduce Norfolk Council's carbon emissions.</p> <p>CTC believes that the Cheshire East Council cabinet had made its decision in May 2021 based on a flawed estimate of the cost to replace the former site.</p> <p>With this information, the then Town Mayor of Congleton, Councillor Murphy succeeded in obtaining the agreement of the full Council of Cheshire East Council to authorise its Environment and Communities Committee to carry out a full investigation to ascertain the detailed costs and feasibility of an alternative replacement recycling site for the residents of Congleton and surrounding areas.</p> <p>In early 2022, CTC identified another new recycling site at Uttoxeter.</p>		

A Freedom of Information request was made to Staffordshire Council, which advised that the site at Uttoxeter was completed in December 2016 and its annual throughput was similar to Congleton's.

The population of Uttoxeter is about half that of Congleton's. The Uttoxeter site is a well-organised site of 1.73 acres with 15 car park spaces, which cost £1.5 million plus the cost of land which equates to a total of circa £2 million.

This raises the question about the accuracy of the costing information on which Cheshire East Council's cabinet made its decision.

Unaccounted Tonnage Following Site's Closure Probably Alarming

In Section 8.6 of its Environmental Appraisal of the closure of Congleton's Recycling Site dated March 2021, Cheshire East Council had claimed that after our site closed, "(this) may result in a minor adverse effect at worst on recycling rates should residents add one or two (additional) items to the residual waste bin from time to time."

CTC suggests that this statement is totally unrealistic.

Many of our residents' silver bins are already full, whereas many of our residents' dark grey domestic bins are near empty.

Residents are making it clear on social media and in face-to-face contact with councillors that they are not taking items to recycling sites because the nearest recycling sites are now too far away. Instead, these items are dumped into their dark grey domestic bins.

This is not surprising, given in Cheshire East's public consultation held between 23rd November 2020 and 4th January 2021, 74% of all respondents stated that they would only be willing **to travel up to ten minutes** to reach their nearest recycling site. The Leader of Cheshire East Council has advised that in the period after the Congleton site closed, fewer people were visiting the sites at Alsager and Macclesfield than when our site was open.

So, the tonnage unaccounted for following the closure of the Congleton recycling site is probably extremely alarming.

Impact of Closure on Fly-tipping

The first lockdown in the Spring/Summer of 2020 resulted in a substantial increase in fly-tipping in the Congleton area during the four months of May to August 2020 inclusive.

There was also a particularly high number of fly-tipping incidents during the third lockdown and tiered system during the three months of February to May 2021 inclusive.

The number of fly-tipping incidents since the closure of our recycling site in September 2021 has been compared to equivalent months that had not been distorted by Covid lockdowns.

There were 51 fly-tipping incidents reported by our Streetscape Team during the four months of September to 2021 to December 2021. This level of fly-tipping was exactly three times the number of fly-tipping incidents reported for the equivalent four-month period of the previous year of 2020.

There were 55 fly-tipping incidents reported by our Streetscape Team during the first four months of 2022. This was just over three times the number of fly-tipping incidents reported for the equivalent four months period for 2020. The equivalent period for 2021 was distorted by the third Covid lockdown, therefore, there is clear

evidence that fly-tipping in the Congleton area has significantly increased since the closure of our recycling site in September 2021.

There must be a further concern that some of these fly-tipping incidents contain some hazardous substances which CEC recycling sites are authorised to accept.

Fly-tipping numbers and costs reported by CTC Streetscape Team have increased so much recently that our officers have been obliged to notify Cheshire East Council that fly-tipping levels and costs have risen to levels outside the level contracted in its contract with Cheshire East Council.

Impact of Closure on CO2 Levels

In Section 5.6 of its Environmental Appraisal of the Closure of Congleton's Recycling Site dated March 2021, Cheshire East Council admitted that the closure of the Congleton recycling site was expected to increase CO2 emissions by 158.8 tonnes per year.

Cheshire East Council's cabinet's decision not to replace the Congleton recycling site which based on this information is expected to increase CO2 emissions is surely contrary to Cheshire East Council's declared commitment of being a Carbon Neutral Council by 2025.

These figures do not take into account new house builds in the Congleton area and therefore, it could be expected that adverse impact on CO2 emissions will increase every year.

Decision Makers Not Provided with All Relevant Reports

Cheshire East Council advised the Information Commissioner that it would not release to Councillor Douglas the two follow up reports to the Feasibility Paper generated by consultants in 2018 into the search for replacement recycling sites for Congleton. In the negotiations between Cheshire East Council, the Information Commissioner's Office and Councillor Douglas, Cheshire East Council has agreed that should its Environment and Communities Committee make the decision not to provide a new recycling site for the Congleton area, Cheshire East Council will release these two reports, which are presently still being withheld, to the public.

So, presumably on that basis, these two confidential reports contain information that the members of the Cheshire East Environment and Communities Committee need in order to make a decision on the replacement recycling site.

Yet, not only were these two confidential reports not provided to the members of the CEC committee as Confidential Part II papers when the committee considered the issue of the replacement recycling site for Congleton in March 2022, our understanding is that members of that committee were not even made aware of the existence of these two confidential reports.

Furthermore, Cheshire East Council's officers advised the members of that committee that a decision to progress the cost and feasibility into a replacement site for Congleton would cost £ 30,000. However, why would a new investigation and feasibility study cost anything like £ 30,000, if much of that relevant information is contained within these two withheld confidential reports?

Environmental Considerations	<p>The loss of a household recycling site in the Congleton area will have resulted in the following adverse impacts on our environment :</p> <ol style="list-style-type: none"> 1. Loss of tonnage taken to recycling sites in Cheshire East because items that were previously taken to the Congleton recycling site are now dumped in the dark grey domestic bin. 2. Increased fly-tipping. Some of these fly-tipping incidents could contain some hazardous substances which our recycling sites are authorised to accept. 3. Increased CO2 emissions as a consequence of residents having to travel further to their nearest recycling site. 4. Poorer air quality as a consequence of longer queues at the retained sites with some waiting in the longer queues idling their car engines. 5. The adverse environmental impact of not having a recycling site in the Congleton area will worsen every year as a result of additional house building and more residents moving into our locality. 6. Not replacing the Congleton recycling site is contrary to Cheshire East Council's declared commitment of being a Carbon Neutral Council by 2025
Equality	<ol style="list-style-type: none"> 1. Elderly and vulnerable groups and those without their own private transport are particularly suffering without a recycling site in Congleton, because they are less able to cope with travelling the longer distances. 2. Those caring for elderly and/or vulnerable groups and those with parental responsibilities are also particularly suffering without a local recycling site in the Congleton area by being obliged to travel to the Macclesfield or Alsager recycling sites. 3. Furthermore, ever rising fuel costs are making the adverse financial impact of the loss of our local recycling site on the poorest in our community even worse.
Financial	<ol style="list-style-type: none"> 1. None expected in respect of Congleton Town Council itself. 2. However, a replacement recycling site in the Congleton area would bring financial savings to the residents of Congleton who are currently obliged to incur additional costs by the necessity to drive to Macclesfield or Alsager. 3. Based on Cheshire East Council's own estimates, the annual financing costs of a replacement recycling site with an initial capital cost of £ 2 million would be £ 125,000 per annum This only represents about 0.017% of Cheshire East Council's annual budget of about £ 750 million.

<p>Proposal</p>	<ol style="list-style-type: none"> 1. That this Council notes that Cheshire East Council's cabinet's decision on 4th May 2021 not to provide a replacement recycling site for Congleton was based on flawed information which significantly overstated the cost of a replacement site as evidenced by information provided by Norfolk and Staffordshire Councils. 2. That this Council requires its officers to formally notify Cheshire East Council that as a matter of priority, a new recycling site must be provided as soon as possible for the residents of Congleton because <ol style="list-style-type: none"> a) It would significantly reduce the unaccounted tonnage lost as a result of residents dumping recycled items into the dark grey domestic bins because other recycling sites are too far away. This is evidenced by Cheshire East Council's own public consultation which reported that 74% of respondents would only be willing to travel up to ten minutes to reach their nearest recycling site b) It would reduce fly-tipping, some of which may contain hazardous material which recycling sites are authorised to accept c) It would reduce CO2 emissions in line with Cheshire East Council's commitment to be carbon neutral by 2025 d) It would be in accordance with Congleton Town Council's policy of Equality and Inclusivity given that the elderly and the vulnerable and those without their own private transport particularly suffer if there is not a recycling site in the Congleton area. e) With additional housing and residents every year, the necessity for such a recycling site in the Congleton area increases every year 3. That this Council requests its officers to urge Cheshire East Council to provide members of Cheshire East Council's Environment and Communities Committee with the two confidential reports that are currently withheld so that the members of Cheshire East Council's Environment and Communities committee have access to all the relevant information. By providing these two confidential reports to the members of its Environment and Communities committee, Cheshire East Council will avoid incurring unnecessary expenditure into the cost and feasibility of a replacement site for Congleton where such work has already been satisfactorily completed in these two withheld confidential reports.
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