



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

22nd September 2022

Dear Councillor,

You are summoned to attend a meeting of the Council on **Thursday 29th September 2022** to be held at Congleton Town Hall commencing at **7. 00pm**.

- **The Public and Press are welcome to attend the meeting, please note** - There will be 15 minutes at each meeting to receive any questions from Members of the Public, either verbally or at the meeting, including those which have been received in writing 7 days prior to the meeting.
- There may be confidential items towards the end of the meeting which the law requires the Council to make a resolution to exclude the public and press in accordance with Section 100 (B) (2) of the Local Government Act 1972.

Yours sincerely,

D McGifford
Chief Officer



Congleton
beartown
where friends are made

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

Tel: 01260 270350

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



AGENDA

1. Apologies for absence

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

2. Minutes of Previous Meetings (Enclosed)

To approve and sign the [minutes of the Council meeting held on 22nd June 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 [26th May and 28th July 2022](#).

9. Budget Update and Budget Setting for 2023-24 (Enclosed)

To approve the requested updates to budget requirements for the financial year 2022-2023.

10. Approval of Supplier Invoice (Enclosed)

To approve payment of invoice 11700099592 from Cheshire East Council for £9,547.24 plus VAT, which is payment for CCTV Services for 2022-2023, to be paid from Budget line 303-4164 [Crime Reduction- CCTV].

11. Investment Strategy and Investment Policy 2022/23 (Enclosed)

To approve the requested updates to the Council's Investment Strategy.

12. Bonfire and Fireworks Display (Enclosed)

To approve to underwrite the insurance costs for the Annual Rotary Bonfire Display and approve any expenditure requirements Ear Marked Reserve 346 of up to £5,000.

13. Notice of Conclusion of Audit (Enclosed)

To receive the External Auditor Report and Certificate for financial year 2021-2022.

14. Personnel Committee (Enclosed)

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

15. Planning Committee (Enclosed)

To receive the [minutes of the Planning Committee meetings held on 19th May, 16th June and 21st July 2022.](#)

16. Town Hall, Assets and Services Committee (Enclosed)

To receive the [minutes of the Town Hall, Assets and Services Committee meetings held on 7th April and 30th June 2022.](#)

17. Town Hall Hire Charges (Enclosed)

To approve the updated Town Hall, Hire Charges as approved by the Town Hall Assets and Services Committee.

18. 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.

19. Civility and Respect Pledge (Enclosed)

To approve the proposal to sign up to the Civility and Respect Pledge.

20. Commercial Partner Contract (Enclosed)

To receive an update from the Chief Officer.

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 Wednesday 22nd June 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 22nd June 2022](#)

Present:

Councillors:

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

Congleton Town Council Officers:

David McGifford (Chief Officer), Serena Vanschepdael

8 Members of the Public.

1. Apologies for absence

Apologies were received from Cllrs Suzie Akers Smith, Russell Chadwick, Mark Rogan, James Smith and Kay Wesley.

2. Minutes of Previous Meetings

CTC/10/2223 RESOLVED to approve and sign the [Minutes of the Council meeting on 28th April 2022 and the Annual Council Meeting/Mayor Making ceremony on 12th May 2022.](#)

3. Declarations of Disclosable Pecuniary Interest

Councillors David Brown, George Hayes, Sally Ann Holland, Rob Moreton and Denis Murphy 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

Cllr Robert Douglas raised an urgent item relating turning the lights of the Town Hall Blue as support for the campaign to raise awareness of the mesothelioma cancer which is caused by asbestos. This will be done on the night of 31st July 2022

Cllr George Hayes requested that a formal letter of condolences be sent to Biddulph Town Council and Biddulph in Bloom following the sudden death of Hilda Sheldon.

6. Town Mayor's Announcements

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

7. Outstanding Actions

There were no outstanding actions from previous meetings.

8. Community and Environment Committee

CTC/11/2223 RESOLVED that the [minutes of the Community and Environment Committee meeting held on 31st March 2022](#) be received, and the recommendations therein be adopted.

9. Finance and Policy Committee

CTC/12/2223 RESOLVED that the [minutes of the Finance and Policy Committee meeting held on 23rd March 2022](#) be received, and the recommendations therein be adopted.

10. Planning Committee

CTC/13/2223 RESOLVED that the [minutes of the Planning Committee meetings held on 17th March and 21st April 2022](#) be received, and the recommendations therein be adopted.

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.

There were no updates received

12. Unaudited Financial Statements

CTC/14/2223 RESOLVED to receive and approve the Unaudited Financial Statements for the year ending 31st March 2022.

13. Internal Audit Report

CTC/15/2223 RESOLVED 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)

CTC/16/2223 RESOLVED to approve:

- a. Section 1 of the AGAR: The Annual Governance Statement 21/22.
- b. Section 2 of the AGAR: The Accounting Statements 21/22.

15. Update to Financial Regulations

CTC/17/2223 RESOLVED 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

CTC/18/2223 RESOLVED to approve payment of the annual insurance invoice from Zurich Municipal, reference 515296579 for £20,100.47.

17. Replacement Recycling Site for Congleton

CTC/19/2223 RESOLVED to approve the proposals contained within the report.

18. CTC/20/2223 RESOLVED to exclude members of the press and public from item 19 due to private staff process matters

19. Cash Handling Policy

CTC/21/2223 RESOLVED 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.

**Margaret Gartside
(Town Mayor)**

TOWN MAYOR'S ENGAGEMENTS 2022

- 26th June Congleton Lions 10th Annual Duck Race
- 26th June Congleton Youth Orchestra, Town Hall
- 28th June Defibrillator presentation, Ambulance Station
- 1st July Mayor of Knutsford Gin Tasting
- 2nd July Congleton Tennis Club's Town Mayor's Tournament
- 3rd July Priestly Walk
- 5-9 July Living History Exhibition
- 9th July Rotary Young Artist Presentations
- 10th July Poynton Civic Service
- 12th July 4th Buglawton Brownies talk
- 15th July Bee Garden official opening
- 17th July SMDC Chairman's Civic Service
- 23rd July Congleton Pride
- 13th August Medieval Festival
- 22nd August Ale Trail Launch
- 18th Sept Chester Civic Service – Thanksgiving for the Queen
- 25th Sept Alsager Civic Service

DEPUTY TOWN MAYOR

- 24th June Beartown Patchwork and Quilters Charter Year Quilt Exhibition
- 26th June Biddulph Civic Service
- 3rd July Lions Youth Brass Annual Concert
- 6th July Staffordshire Moorlands Charity Fashion Show
- 16th July Congleton Choral Summer Concert
- 29th July Knutsford Mayor's Summer BBQ
- 13th August The Mayor's South Park Centenary Picnic
- 13th August Medieval Festival
- 12th Sept Summer Reading Challenge, Congleton Library
- 25th Sept Cheadle Civic Service

FORMER TOWN MAYOR

- 17th July Knutsford Civic Service
- 11th Sept Proclamation of King Charles III

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE COMMUNITY AND ENVIRONMENT COMMITTEE HELD ON 26th May 2022

For the papers discussed at the meeting, please see the [Meeting Agenda of the Community & Environment Committee 26th May 2022](#)

PRESENT:

Committee members:

Cllr Kay Wesley (Chair)

Cllr Paul Duffy

Cllr Suzy Firkin

Cllr Robert Hemsley

Cllr Amanda Martin

Cllr Denis Murphy

Cllr Jean Parry

Cllr Mark Rogan

Ex Officio members: Cllr Rob Moreton (Deputy Mayor)

Also present: Congleton Town Council Officers Jackie MacArthur and Debbie Coxon
One member of the press, one Cheshire Police Officer and two members of the public, one of whom presented.

1. Apologies for absence

Apologies for absence were received from:

Committee Members: Cllr Dawn Allen and Cllr Sally Ann Holland

Ex-Officio member: Cllr Margaret Gartside (Town Mayor)

2. Minutes of Previous Meetings

CE/01/2223 Resolved to approve the [minutes of the Community & Environment Committee held on 31st March 2022 as a correct record](#).

3. Declarations of Interest

Councillors Denis Murphy and Rob Moreton declared a non-pecuniary interest on any matters relating to Cheshire East Council. Cllr Denis Murphy declared an interest as a former trustee of CE Citizens Advice Bureau

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 was one [question raised by Jackie Kay from the Congleton Climate Change Action Group referring to the Tree Planting Programme](#).

6. Urgent Items

There were no urgent items raised at the meeting.

7. Cheshire Police

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

8. Congleton Citizens Advice Bureau (CAB)

CE/02/2223 Resolved to receive the update report on the Cheshire East's Citizen Advice operation in Congleton and to thank Liz Shaw (Chief Officer) for her informative presentation about the changes to the operation. The Town Council pledged to actively support the CAB in its drive to support more residents and to recruit more volunteers.

9. Updates from previous Community and Environment Committee

CE/03/2223 Resolved to receive the updates paper from the Community and Environment Committee held on 31st March 2022. These covered the CE52/2122 re Covid funds, CE55/2122 re SHOUT campaign support and CE62/2122 re Chatty Benches.

10. Anti-Social Behaviour Working Group

CE/04/2223 Resolved to receive the [notes of the Anti-Social Behaviour Working Group held on the 5th May 2022](#) and a verbal update from the chair.

11. White Ribbon Working Group

CE/05/2223 Resolved to receive the verbal update from the White Ribbon Working Group on its recent activities.

12. Domestic Abuse Clinic and Related Services in Congleton

CE/06/2223 Resolved to receive the updates paper regarding Domestic Abuse services and agreed to show its support for the continuation of the clinics, to positively support applications for funding to enable these clinics to continue and to promote the services of the clinic and new ones to Peer Support Group.

13. Congleton In Bloom Working Group

CE/07/2223 Resolved to receive the [notes of the Congleton In Bloom Working Group from the meeting held on the 28th March and 3rd May 2022](#) and a brief verbal update from the team.

14. Congleton Green Working Group

CE/08/2223 Resolved to receive the [notes of the Congleton Green Working Group held on the 21st April 2022](#)

15. Air Quality Concerns in Congleton

CE/09/2223 Resolved to approve the request from the Congleton Green Working Group, to write to Cheshire East Council (CEC) with the results of the Air Quality surveys and request further testing by CEC. To put Congleton forward for any air quality pilots being run in the area and to support the National Clean Air Day on the 16th June.

16. Support for Ukrainian Guests and their Hosts

CE/10/2223 Resolved to receive the paper and continue to support the Congleton Area Ukrainian Support Network (CAUSN), Cheshire East Council and Refugees Welcome to support Ukrainians and host families in the area.

17. 750 Year Celebration Working Group

CE/11/2223 Resolved to receive the [notes of the 750 Year Celebration Working Group held on the 7th April and 5th of May 2022.](#)

**Cllr Kay Wesley
(Chair)**

APPENDIX 1 - UPDATE FROM CHESHIRE POLICE - ITEM 7

Sergeant John Roberts introduced himself as the new Beat Sergeant. He gave an overview of Congleton crime related figures from 1/4/2022 – 25/05/2022. This covers Congleton East and West Wards

Anti-Social Behaviour – 39 Incidents - same time for 2021 – 65 incidents
Domestic Abuse 64 Incidents - same time for 2021 – 63 incidents

Other Crimes

Drug Related Incidents – 11 - same time for 2021 - 19 incidents
Burglary – 7 same time for 2021 - 18 incidents
Criminal Damage 18 same time for 2021 – 27 incidents

Overall crime is stable or reducing in Congleton at this time. The number of investigations remains comparable with much larger Beat Teams. Arrest Rates are around 40%.

Night Time Economy has not given any cause for concern in recent weeks with minimal issues reported. Beat team will continue to monitor this over the summer months. Only one Spike related incident has been reported – this turned out not to be a spike.

Road awareness work around SAFEPASS completed around overtaking cyclists, this was filmed by ITV and should be on TV on 9/06/2022.

New Beat PC ANNA JENKINSON Starts in Congleton on 20th June.

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE COMMUNITY AND ENVIRONMENT COMMITTEE HELD ON 28th July 2022

For the papers discussed at the meeting, please see the [Meeting Agenda of the Community & Environment Committee 28th July 2022](#)

PRESENT:

Committee members:

Cllr Kay Wesley (Chair)

Cllr Suzy Firkin

Cllr Sally Ann Holland

Cllr Amanda Martin

Cllr Denis Murphy

Cllr Jean Parry

Ex Officio members: Cllr Rob Moreton (Deputy Mayor)

Non-Committee Members: Cllrs Suzie Akers Smith and David Brown

Also present: Congleton Town Council Officers:

- David McGifford - Chief Officer
- Jackie MacArthur - Communities and Marketing Manager and Deputy Chief Officer

22 members of the public – One for question time and two to make presentations.

1. Apologies for absence

Apologies for absence were received from:

Committee Members: Cllrs Robert Hemsley and Dawn Allen

Ex-Officio member: Cllr Margaret Gartside (Town Mayor)

2. Minutes of Previous Meetings

CE/12/2223 Resolved to approve the [minutes of the Community & Environment Committee held on 26th May 2022 as a correct record](#).

3. Declarations of Interest

Councillors David Brown, Robert Moreton, Sally Ann Holland and Denis Murphy declared a non-pecuniary interest on matters relating to Cheshire East Council. Cllr Denis Murphy declared a non-pecuniary interest in item 9 (which became item 8 Food and Friendship) as a member of Congleton Rotary.

4. Outstanding Actions

See Agenda item 10 for any outstanding actions for the Community and Environment Committee.

5. Questions from Members of the Public

There was one [question raised by Mr Dalglish referring to the Town Centre](#).

6. Urgent Items

There were no urgent items raised at the meeting.

Change to Agenda

CE/13/2223 Resolved to take item 16 (Skate Park) as item 7, followed by agenda 9 on Food and Friendship as agenda item 8. Both items had a guest speaker.

7. Congleton Skate Park

Following a presentation by Xander Greenwood and a discussion on the needs of the skating community

CE/14/2223 Resolved that:

1. The Town Council should support and help progress a fully revamped and redesigned skate park, rather than a refurbishment of the existing facilities.
2. A project team should include Everybody, ANSA, Cheshire East Council (CEC) and the Town Council to work together to deliver this project.
3. Officers should spend time looking for and helping put funding bids together.
4. Engagement must take place with the skating community in the development of a new skate park.
5. Subject to positive feasibility discussions with Cheshire East Council officers due to take place w/c 1st August, a funding request should be submitted to the Finance and Policy Committee for £5k towards this work.

8. Food and Friendship at Congleton Town Hall

CE/15/2223 Resolved to receive the presentation from Mark Bailey on a community scheme that Mark's Events will be trialling in Bluey's space in Congleton Town Hall and potentially in the Grand Hall depending on numbers. The committee supported the initiative to provide food and friendship and thought the Town Council should look to positively support this venture.

9. Cheshire Police

Cheshire Police gave apologies for this meeting and provided some information which the Deputy Chief Officer read out. Details with Appendix 1.

10. Updates from Previous Community and Environment Committee

The Committee received an updates paper from the Community and Environment Committee held on 26th May 2022. Noted the action on Chatty Benches is still outstanding.

11. Anti-Social Behaviour Working Group

CE/16/2223 Resolved to receive the [notes of the Anti-Social Behaviour Working Group held on 7th July 2022](#). In a short update the group chair mentioned that the Front Desk at Congleton Police Station would be closing in the autumn despite the Town Council's protests. The public meeting with the Police on speeding on the link road and in town was well attended.

12. White Ribbon Working Group

CE/17/2223 Resolved to receive a copy of the [White Ribbon Working Group minutes from the 8th June 2022](#). The committee was updated on a successful visit to Alsager High School, work with Alsager Town Council, the White Ribbon floral tribute at the fire station and a reminder of the White Ribbon Cheshire East event on November 25th.

13. 'Reset' Pilot Project Launched in Congleton

CE/18/2223 Resolved to note the report highlighting the Reset Project which is being piloted in Congleton to teach young people about healthy relationships.

14. Congleton in Bloom Working Group

CE/19/2223 Resolved to receive the [notes of the Congleton In Bloom Working Group from the meeting held on 3rd May 2022](#). There was also a meeting on the 9th June and these notes will go to the next meeting of the Community and Environment Committee. North West in Bloom judging took place on the 26th July. Congleton in Bloom would like to formally thank the Town Council, Streetscape Services and everyone who helped make the regionals a success. The National judging will be on the 2nd August.

15. Congleton Green Working Group

CE/20/2223 Resolved to receive the [notes of the Congleton Green Working Group held on the 18th May 2022](#). Noted the next meeting would be on the 4th August not the 27th of July as stated on the agenda. The group is working on the Biodiversity Action Plan, reducing the carbon footprint of the Town Hall and the Green Fayre.

16. “No Mow May”

CE/21/2223 Resolved to continue to support “No Mow May” in 2023, but to increase the publicity and public education around the project to reduce the amount of time spent dealing with complaints. This vote was approved 4-3 with the Chair using their casting vote.

Action: When equipment is up for renewal would it be possible to look at machines that collect up grass?.

Action: Can we work more closely with Dane Housing and Astbury Mere for a more consistent approach to No Mow May?.

17. Update on Chapel House – Known Locally as Moody Hall

CE/22/2223 Resolved to receive the update report on Moody Hall, Moody Street.

Action: Requested that the Chief Officer, on behalf of the Town Council, writes to the developer and requests a meeting with themselves and the potential buyer.

18. 750 Year Celebration Working Group

CE/23/2223 Resolved to receive the [notes of the 750 Year Celebration Working Group held on 9th June and 14th July 2022.](#)

19. Update on 750 Year Celebration Activities

CE/24/2223 Resolved to receive the update report on the 750 Year Celebration activities organised by Congleton Town Council.

Action: That a formal letter is written to Jenny and John Unsworth to thank them for sponsoring and making the 1272 Diorama of Congleton.

20. Support for Ukraine

Received a verbal update from the Chair of the Community and Environment Committee on activity in support of Ukraine. This included an update on local hosting numbers and continued support of the Congleton Area Ukraine Support Network [CAUSN](#)

**Cllr Kay Wesley
(Chair)**

APPENDIX 1 - UPDATE FROM CHESHIRE POLICE - ITEM 7

As the Police were unable to attend this meeting, Jackie MacArthur, Deputy Chief Officer, gave an overview of Congleton crime-related figures from 1/4/2022 – 30/06/2022. This was based on the figures given by the Police and covers Congleton East and West Wards

Anti-Social Behaviour – 79 Incidents - same time for 2021 –131 incidents

Domestic Violence 96 Incidents, 38 Arrests - same time for 2021 – 101 incidents, 38 arrests

Sexual Offences – 28* incidents – same time last year 10 incidents

*Note of these 28, 10 were historical. 11 were youth/school related reflecting the work being done in this area.

Drug Related Incidents 28 incidents same time for 2021 -26 incidents

The recreation of the Congleton Policing Unit is having a positive effect on the local area with more positive action being taken along with a problem-solving approach to reducing demand and tackling Anti-Social behaviour.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council / Finance and Policy		
MEETING DATE AND TIME	29 th September 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	9 Budget Update and Budget Setting for 2023-24		
Background	<p>This report is being presented as a request for approval to update budget lines that were approved as part of our Budget Setting on 9th December 2021.</p> <p>In accordance with our Financial Regulations:</p> <p><i>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').</i></p>		
Updates	<p>During the first review of the current financial year there is requirement to request approval to overspend on certain budgets lines due to unforeseen extra/emergency costs.</p> <p>I will continue to provide updates of such overspends caused by unforeseen extra/emergency costs at future Finance and Policy Committee meetings.</p> <p><u>Luncheon Club</u></p> <p>Congleton Town Council support The Luncheon Club at the Old Saw Mill and St Johns. There is a cost centre and agreed budget of £9,000 for this expenditure. To date (month 4) the current spend is £4,487 leaving £4,513 for September through to March 2023. The costs are averaging out at £962 per month, meaning going forward the expected future costs will be £7,698, with the possibility of costs during the winter months being slightly higher this year. Based on average figures there will not be enough budget to cover the Luncheon Club from mid-January.</p> <p><u><i>Should Council wish to support and approve, the request is to utilise funds from the Covid-19 Ear Mark Reserve (EMR) to cover an expected overspend of up to £3,000. There is currently £5,758 in the EMR.</i></u></p> <p><u>Computer/IT Costs and Telephone/Fax/Internet</u></p> <p>The budget set for this service was insufficient, and since the budget setting costs have increased slightly. The year-end estimate on this line will be £17,500.</p> <p><u><i>The request is for Council to approve the expected overspend for budget lines in order to keep continued service. The overspend will come from General Reserves.</i></u></p>		

Allotments

There has been a requirement for emergency tree work at the Allotments, to a total of £4,000. There has also been additional work required for DDI compliance which cost £1,120.

The budget for Allotments General Expenditure is £1,000 per annum.

The request is for Council to approve this overspend and to approve further day to day expenditure of up to £1,000 (the original budget) to cover general items.

Streetscape

Temporary and Casual Staff (Ref: 280-4004)

Annual budget is £6,000. Current spend to month 5 is £13,511, with further costs due. There has been a requirement for 2 staff this year to cover staff sickness which is ongoing.

The request is for Council to seek approve the overspend and for addition expenditure on this line.

Street Cleansing (Ref: 280-4050)

Annual budget is £3,000. General expenditure on this line as at month 4 is £1,458, an overspend has been caused due to fly-tipping removal requirement, which to date has cost £3,335. The Streetscape costs to date, posted within expenditure lines is £4,461

April £ 378.85

May £ 3,290.48 (including three incidents involving asbestos costing £ 3,000 to clear.)

June £ 290.48

July £ 501.10

The request is for Council to approve the current overspend and to also approve continued spend on this line for general expenditure of up to the £3,000 budget and for any future fly-tipping costs required.

Payroll

Documentation with regards to the current pay award negotiations is starting to be circulated. For our current financial year, the budgeted pay award was assumed at 3%, current publications are showing a possibility that it could be higher than this. *This is to note only.*

Budget Setting 2023-24

Taking the above into consideration, with the exception of The Luncheon Club request, any overspends will be offset against our general reserve. This currently stands at £227,033 for 2022-23, but the requirement for 2022-23 is £238,389, (based on 25% of revenue expenditure). At start of the year, the general reserve is under by £11,356, this is something that would need to be considered during the next budget setting. As part of the draft budget setting, considerations are also being taken into account for the current increase in costs for utilities, fuel and general provision of services.

	<p>The timetable for the approval of the 2023-23 budget is:</p> <ul style="list-style-type: none"> • September/October 2022- Preparation by the Responsible Financial Officer (RFO), in conjunction with the Chief Officer, Chair and Vice Chair of the Finance and Policy Committee and the Management Team. • October 2022- DCK Accounting Ltd will visit to prepare the projected year end spend and draft budget documentation. • November 24th 2022: Draft budget will be presented to the Finance and Policy Committee. • November/December 2022: Tax Base expected from Cheshire East Council around this time. • December 8th 2022: Final Draft budget will be presented to Council for approval. • Mid-January 2023: Precept request submission deadline.
Decision Requested	<p>To approve for this current financial year (2022-2023):</p> <ol style="list-style-type: none"> 1. <i>That £3,000 from the Covid-19 EMR is to be used against the Luncheon Club cost centre.</i> 2. <i>The continued expenditure on budget lines ICT/Computer and Telephone/Fax/Internet and the projected end of year overspend.</i> 3. <i>The current overspend on Allotments General Expenditure due to emergency work and continued expenditure for general requirements.</i> 4. <i>The current overspend on Streetscape: Agency/Temporary Staff and continued expenditure.</i> 5. <i>The current overspend on Streetscape: Street Cleansing and continued expenditure for general items of up to the £3,000 budget and for any future fly-tipping costs as required.</i>

Contact Centre
01244 972052
VAT Registration Number 945 0920 22

4164/303
558/2223



INVOICE

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

Your Ref:
For Service Enquiries Contact:
Stuart Hobson
Tel: 01270 371471
Email: Stuart.Hobson@cheshireeast.gov.uk

Invoice Number	Invoice Date	Due Date	Customer No.
11700099592	30/08/2022	27/09/2022	116000160

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Detail	Qty	Unit Price	VAT %	VAT	Net Amount
Public Space CCTV Services - Congleton 2022 - 2023	1.00	9547.24	20.00	1909.45	9547.24
5 x £1909.45					
THIS INVOICE IS DUE AND PAYABLE BY 27 September 2022 24 Hour Automated Payment Service 0300 123 5039 Please see reverse for Payment Methods			Subtotal	9,547.24	
			VAT	1,909.45	
			Gross Total Due	11,456.69	

Please quote your Invoice Number 11700099592 on ALL correspondence/payments to avoid delays.
Details are shown overleaf on how to pay your invoice

Cheshire East
PO Box 3656, Chester, CH1 9PQ

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council/Finance and Policy		
MEETING DATE AND TIME	29 th September 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	11 Investment Strategy and Investment Policy 2022/23		
Background	Congleton Town Council is required by the Local Government Act 2003 to prepare an Investment Policy and Strategy taking into account the Community Investments Guidance notes 1 st April 2010. These policies are contained within the Council's Constitution. The previous Investment Policy and Investment Strategy were approved on 10 th February 2022, it is best practice to review annually.		
Updates	<p>Taking into account that the majority of the Council's funds being held with one bank account, Royal Bank of Scotland (RBS), and the current increase in interest rates in investment policies/accounts, it would be an ideal time for the Council to look at increasing investments. This to take advantage of the current interest rates, and to look at financial security in having sums distributed across a bigger number of accounts, rather than hold the majority of funds in one area, this would ensure funds would be available in the event of a bank closing/ceasing trading.</p> <p>The Council's current Investments are:</p> <p style="padding-left: 40px;">£ 150,000 of Ear Marked Reserves are invested with CCLA, which is instant money market access account, current interest rates are 1.61% as of 29th August 2022.</p> <p style="padding-left: 40px;">£ 150,000 of General Reserves are invested in Cambridge & Counties at a renewed interest rate of 1.2%, this account is renewed every November, the next renewal deadline is 8th November 2022. (According to the latest information a 1-year deposit is showing interest rates of 2.4%).</p> <p style="padding-left: 40px;">The remaining balances are kept with Royal Bank of Scotland business accounts.</p> <p style="padding-left: 40px;">The potential achievable interest based on the calculations over a 12-month period are approximately £13,000, current approximate interest over a 12 month period is £6,500.</p>		
Information	<p>In reference to Appendix 11.1, which demonstrates the potential interest earnings which may be achieved should we update our investments:</p> <p>Keep a maximum of £400,000 in the main RBS current accounts. (£400,000 being 3 months budget expenditure)</p>		

	<p>Increase the Cambridge & Counties 1 year deposit from £150,000 to £250,000. (Closer to our General Reserve requirements as at 1st April 2022) This will be reviewed annually on renewal.</p> <p>Use the CCLA instant access money market account as a sweeper account, depositing funds in the RBS current accounts over £400,000 to this account as and when required, and moving from CCLA when the RBS account falls below £400,000.</p> <p>It is important to note that as the interest income will form part of budget setting, should this income not be achieved it would in turn would reduce General Reserves.</p>
Decision Requested	<p>To approve:</p> <ol style="list-style-type: none"> 1. To keep the balance of RBS Current and Reserve accounts to a maximum of £400,000. 2. To increase in Cambridge and Counties 1 year account to £250,000 on 8th November 2022. 3. To use the CCLA instant access money account as a sweeper account from 30th September 2022. 4. Should 1, 2 and 3 be approved, approve the updated Investment Strategy (Appendix 11.2).

Appendix 11.1

CONGLETON TOWN COUNCIL
INVESTMENT POLICY AND STRATEGY REPORT
APPENDIX 15.1

POTENTIAL EARNINGS FOR CONGLETON TOWN COUNCIL

{ ----- CURRENT INVESTMENT POLICY ----- }					{ ----- PROPOSED INVESTMENT POLICY ----- }			
MONTH	BALANCE £	BALANCE £	ACTUAL/EST ESTIMATED £		BALANCE £	BALANCE £	ESTIMATED £	
	2.40% C&C	1.50% CCLA	0.10% RBS	Balance	2.40% C&C	1.50% CCLA	0.10% RBS	Balance
Nov-22	150,000	150,000	868,562	Est 1,168,562	250,000	518,562	400,000	1,168,562
Dec-22	150,000	150,000	778,562	Est 1,078,562	250,000	428,562	400,000	1,078,562
Jan-23	150,000	150,000	688,562	Est 988,562	250,000	338,562	400,000	988,562
Feb-23	150,000	150,000	598,562	Est 898,562	250,000	248,562	400,000	898,562
Mar-23	150,000	150,000	508,562	Est 808,562	250,000	158,562	400,000	808,562
Apr-23	150,000	150,000	916,562	Est 1,216,562	250,000	566,562	400,000	1,216,562
May-23	150,000	150,000	826,562	Est 1,126,562	250,000	476,562	400,000	1,126,562
Jun-23	150,000	150,000	736,562	Est 1,036,562	250,000	386,562	400,000	1,036,562
Jul-23	150,000	150,000	646,562	Est 946,562	250,000	296,562	400,000	946,562
Aug-23	150,000	150,000	826,562	Est 1,126,562	250,000	476,562	400,000	1,126,562
Sep-23	150,000	150,000	1,234,562	Est 1,534,562	250,000	884,562	400,000	1,534,562
Oct-23	150,000	150,000	1,144,562	Est 1,444,562	250,000	794,562	400,000	1,444,562
Average Balance	150,000	150,000	814,562	1,114,562	250,000	464,562	400,000	1,114,562
Annual Interest	3,600	2,250	815	6,665	6,000	6,968	400	13,368
POTENTIAL ADDITIONAL INCOME FROM NEW INVESTMENT STRATEGY								6,703

With Bank Base Rate currently since 04/08/22 at 1.75%, Cambridge & Counties Bank one year fixed rate since 25.08.22 2.40%
(We are earning 1.20% w,e,f, Nov 21 with Cambridge Building Society)
From 04/08/2022, to 10/08/22 interest rate with CCLA instant access is between 1.4748% and 1.5384% - Used 1.50%
Current rate with R.B.S. is 0.1% as at 10/08/22

Appendix 11.2

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Congleton Town Council

Investment Strategy

To keep the balance in RBS Current & reserve accounts to a maximum of £400,000. Balance over this will be transferred on a monthly basis to the CCLA Instant Access Money Market Account. Should the balance go below £400,000 funds will be transferred from CCLA to RBS. Transfers will be delegated to the RFO, or in the absence by the Chief Officer or Deputy Chief Officer and signed in accordance with our Financial Regulations for Bank Payments.

Congleton Town Council has £150,000 with Cambridge and Counties Bank¹ on a 1 year deposit. Until 8th November 2022 the interest rate for the 1 Year investment is 1.2%. On renewal on 8th November 2022 this will increase to £250,000.

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£150,000 of its Ear Marked Reserves is with CCLA Public Sector Deposit fund. This is an instant access money market account with fluctuating interest rates every day, currently around 0.168%. Although the capital is not at risk of reducing in value, it is possible at a time of very low interest rates, for the interest rate of a CCLA Public Sector Deposit Fund to be negative. As from 30th September 2022 this account will be used as a sweeper account for the balance of funds over £400,000 in the RBS Current and Reserve accounts.

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The balance of the council's money is with the Royal Bank of Scotland split between a current account and a business reserve account which currently pays 0.01%.

Suggested Strategy:

1. To limit the balance of RBS Current and Reserve account to a maximum of £400,000

¹ Cambridge & Counties Bank is an authorised UK bank which focuses on providing financial products to small and medium sized enterprises (SMEs). We fund our loans using customer deposits. As we do not borrow money from the wholesale markets we do not require a credit rating.

We are owned in equal shares by Trinity Hall, Cambridge, and Cambridgeshire Local Government Pension Fund and regulated by both the Financial Conduct Authority and the Prudential Regulatory Authority. We are a member of the Financial Services Compensation Scheme (FSCS) which protects the deposits of small to medium sized businesses which meet the FSCS criteria; full details of which can be found at www.fscs.org.uk.

Both the management of the Bank and the owners have a conservative approach to risk management and the bank holds levels of capital and liquidity in excess of all regulatory requirements. We see our primary banking responsibility to be to protect our depositors.

2. To increase in Cambridge and Counties 1 year account to £250,000 on 8th November 2022

3. To use the CCLA instant access money account as a sweeper account from 8th November 2022

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~~1. To keep the General Reserve with Cambridge and Counties Bank — currently £150,000 @ 1.2% maturing in November 2022 expected annual interest is £1800. On maturity in November 2022, for proper consideration to the re-investment decision in accordance with the Council's Investment Policy.~~

~~2. To keep £150,000 with CCLA, the volatility of the daily rates of interest earned are demonstrated by the interest rate on 19th January 2022 being about five times the interest rate during the month of November 2021. So, currently on an annualised basis, we are earning about £ 250 per annum whereas in November 2021 on an annualised basis we were only earning between £ 50 to £ 60 per annum.~~

~~3.1. To retain RBS for the current account and the remaining balance in the RBS Business Reserve account.~~

President: Kevin Thompson

Rotary Congleton



Congleton Town Council
Finance and Policy Committee
Town Hall
High Street,
Congleton,
Cheshire,
CW12 1BN

28th August 2022,

Dear Committee Members,

On behalf of Congleton Rotary, we are once again holding our annual Bonfire and Fireworks Display in Congleton Park, which will take place on Saturday 5th November 2022.

This event gives pleasure to the people of Congleton and the surrounding district and raises money which will be used to assist and support local charities, organisations and other worthy causes.

Congleton Rotary will be celebrating its 75th Anniversary along with the 750th Anniversary of the Town's Charter. To highlight these important milestones, this year for the first time, the fireworks display will be set to music.

Congleton Rotary respectfully requests that the Town Council underwrites this event for the amount of £5000.

Yours sincerely

A blacked-out signature, likely of Brian Hogan, the Event Coordinator.

Brian Hogan

Event Coordinator
Congleton Rotary

President

A blacked-out signature, likely of Kevin Thompson, the President of Congleton Rotary.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council / Finance and Policy		
MEETING DATE AND TIME	29 th September 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	13 Notification of Conclusion of Audit		
Background	<p>The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts.</p> <p>In accordance with these regulations, we are required to complete an Annual Governance Accountability Return (AGAR) which is audited by External Auditors, PKF Littlejohn LLP.</p> <p>External Auditors are appointed by the Smaller Authorities Audit Appointments (SAAA) 2021-2022 was the final year for the current external auditors we are awaiting an announcement for future audits.</p>		
Updates	<p>For the Financial Year 2021-2022 PKF Littlejohn LLP has concluded their audit and have concluded that:</p> <p><i>On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.</i></p> <p>They did note one matter which has not affected the certificate:</p> <p><i>The minute references for Section 1 and 2 have been incorrectly recorded on the AGAR. The minutes of the meeting at which the AGAR was approved have been reviewed and demonstrate that Sections 1 and 2 have been approved in the correct order. The smaller authority should ensure that the correct dates are recorded on the AGAR in future.</i></p> <p>The Notice of Conclusion is required to be posted for public viewing by 30th September 2022, the notice this year is to be published 22nd September 2022.</p>		
Decision Requested	To receive the External Auditor Report and Certificate for financial year 2021-2022.(Appendix 13.1)		

Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Congleton Town Council – CH0056

1 Respective responsibilities of the body and the auditor

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 report 2021/22

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

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

The minute references for Section 1 and 2 have been incorrectly recorded on the AGAR. The minutes of the meeting at which the AGAR was approved have been reviewed and demonstrate that Sections 1 and 2 have been approved in the correct order. The smaller authority should ensure that the correct dates are recorded on the AGAR in future.

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

09/09/2022

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

Congleton Town Council

**Personnel Committee Minutes
9th December 2021**

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

PRESENT: Councillors: David Brown (Chair)
Martin Amies
Robert Douglas
Sally Ann Holland
Amanda Martin
Robert Helmsley
James Smith
Kay Wesley

Ex-Officio: Cllr Margaret Gartside (Deputy Mayor) Arrived at item 7

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

1. Apologies for absence.

Apologies were received from:
Committee Members: Cllrs Dawn Allen and Russell Chadwick
Ex-Officio Member: Cllrs Denis Murphy (Mayor)

2. Minutes

PERS/16/2122 resolved to approve the [minutes of the Personnel Committee meeting held on the 9th September 2021.](#)

3. Declarations of interest

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

4. Outstanding Actions

There were no outstanding actions from previous meetings.

5. **Questions from Members of the Public**

There were no questions from members of the public.

6. **Urgent Items**

There were no urgent items raised at the meeting.

7. **Recruitment**

PERS/17/2122 resolved to receive the verbal update on the recruitment of the Town Centre and Event Officer and the Partnership Officer.

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

PERS/18/2122 resolved to approve the resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, to exclude the public and press from the meeting for items 9 and 10 due to private staffing matters.

9. **Long Term Sickness**

PERS/19/2122 resolved to receive an update on the long-term sickness of a member of staff and agreed to an additional month of full pay based upon length of service of 41 years.

Action: The Chief Officer to propose a qualifying criteria for extended full pay for sickness leave.

10. **Staffing Budget**

PERS/20/2122 resolved to receive an update on the staffing budget expenditure for 2021/22.

**Councillor David Brown
(Chair)**

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Planning Committee held on Thursday 19th May 2022

For the papers discussed at the meeting, please see the Meeting Agenda of the Planning Committee of 19th May 2022

In attendance:

Committee members: Councillors Amanda Martin - Chair
Robert Douglas – arrived at 7.30 p.m.
Suzy Firkin
Rob Moreton - Deputy Mayor
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 David Brown, Robert Hemsley and Jean Parry

2. Minutes of Previous Meetings

PLN/1/2223 Resolved to approve and sign the minutes of the Planning Committee held on 21st April 2022.

3. Declarations of Interest

Councillor Rob Moreton (Deputy Town Mayor) declared a “non-pecuniary” interest as he is a member of Cheshire East Council.

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.</p> <p>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> <p>19.5.2022 – Councillor Akers Smith has provided a comprehensive list of recent communications and requests for action from Morris homes – still no progress</p> <p>Section 106 – Further communication to Head of Planning was advised that an officer would be in contact. Nothing received to date. The Chief Officer reported that he will be putting in a Freedom of Information request.</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

The following Planning Appeal was reported -

APP/RO660/D/22/3297428 – 21/5303C – 27 Meakin Close, Congleton –
Appeal against refusal

9. Licensing Applications

The following licensing applications were considered

- Bear Grills, Market Street, Congleton – for information – comment date 17th May 2022
- The Castle Inn, Castle Inn Road, Congleton – Noted
- Porters Service Station, Padgbury Lane, Congleton – objection to the application due to the all night opening hours

10. Planning Enforcement

None to report.

11. Neighbourhood Plan

The Chief Officer gave a verbal update on the Neighbourhood Plan and stated that he was targeting the end of June for the Section 14 Consultation. A meeting will be arranged with the Planning Development Working Group which will make a recommendation to the Planning Committee.

12. Planning Applications Section 2

PLN/2/2223 RESOLVED that the following comments be made to Cheshire East Council:

Application Number	Location	Declaration of Interest	Comments
22/1475C	41, LEEK ROAD, CONGLETON, CHESHIRE, CW12 3HU		OBJECTION – due to insufficient information being proved to address neighbour’s concerns
22/1379C	Buglawton Primary School, BUXTON OLD ROAD, CONGLETON, CW12 2EL		SUPPORT the application
22/1340C	Craig Cottage, Reades Lane, Congleton, CW12 3LL		OBJECTION due to the following – <ul style="list-style-type: none"> - Loss of trees - Should be 2 dwellings in this space (layout and density) - Information is inconsistent as some documents say 4 and some say 3 properties. - Any lost trees should be replaced.
22/1522C	4, FORGE BANK DRIVE, CONGLETON, CW12 4DQ		No Objection
22/1517D	Land Off Manchester Road Phase 2, MANCHESTER ROAD, CONGLETON		No Objection
22/1643C	24, TUDOR WAY, CONGLETON, CHESHIRE, CW12 4AS		No Objection
22/1582C	6, GIANTSWOOD LANE, CONGLETON, CW12 2HG		No Objection
22/1576C	24, LAMBERTS LANE, CONGLETON, CW12 3AU		No Objection
22/1577C	85, ENNERDALE DRIVE, CONGLETON, CHESHIRE, CW12 4FJ		No Objection
21/5826C	34 The Parklands, Congleton, CW12 3DS		No Objection
22/0880C	77 Harvey Road, Congleton		No Objection
22/1595C	21 – 23 Bridge Street, Congleton, CW12 1AS		NO OBJECTION SUBJECT TO – environmental health issues being resolved

22/1847C	1, Hillside View, BUXTON ROAD, CONGLETON, CW12 2DY	NP – A Martin	No Objection
22/1805C	12, Hulton Close, CONGLETON, CW12 3TF		No Objection
22/1787T	10, QUARRY CLOSE, CONGLETON, CW12 3GS		No objection to T1 – Sycamore tree OBJECTION to loss of 3m from T2
22/1963T	1, Royle Park, ROYLE STREET, CONGLETON, CW12 1JJ		DEFER until next meeting

**Cllr Amanda Martin
(Chair)**

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Planning Committee held on Thursday 16th June 2022

For the papers discussed at the meeting, please see the Meeting Agenda of the Planning Committee of 16th June 2022

In attendance:

Committee members: Councillors Amanda Martin – Chair
 Duncan Amies
 Martin Amies
 Suzy Firkin
 Robert Hemsley
 Jean Parry
 Mark Rogan
 James Smith

Also present: Congleton Town Council Officer: Jackie MacArthur

Minutes

1. Apologies for Absence

Apologies for absence were received from:

Committee Members: Councillors Robert Douglas, Margaret Gartside and Kay Wesley

2. Minutes of Previous Meetings

PLN/3/2223 Resolved to approve and sign the minutes of the Planning Committee held on 19th May 2022.

3. Declarations of Interest

None

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 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> <p>19.5.2022 – Councillor Akers Smith has provided a comprehensive list of recent communications and requests for action from Morris homes – still no progress Section 106 – Further communication to Head of Planning was advised that an officer would be in contact. Nothing received to date. The Chief Officer reported that he will be putting in a Freedom of Information request.</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. Neighbourhood Plan

Andrew Thompson presented an updated version of the objectives and policies of the draft Congleton Neighbourhood Plan to the committee. Councillors proposed and approved for Andrew Thompson to make a number of modifications to the wording of the Key Issues, Objectives and Policies. The changes to the Key issues were around clarifying the Climate Change and Protecting and Enhancing the Environment Sections.

Changes were made to objectives 1, 2 and 4. Objective 7 was deleted and 8, 9 and 10 re-numbered. Modifications were made to the name of the Climate Change policy and to policies E2, E4, E5, E7. Town Centre policy TC1, TC3 and TC5 to be revised. Transport and Movement policies T2 to be modified and a new policy added about encouraging shared footpaths, cycleways and bridleways by all members of the community where possible for the paths to be separated from the road. Health, Education and Well-being – amending 3rd paragraph of HEW1 and amending the first sentence of HEW2. Amend the last sentence of Heritage Policy HE3. Slight modifications to Housing policies H1 and H2.

An amended version will be considered by the Neighbourhood Plan Steering group on the 28th June with the aim of going out to regulation 14 consultation at the end of July 2022.

8. Planning Applications Section 1

There were no applications for section 1.

9. Planning Appeals

There were no planning appeals to report.

10. Licensing Applications

The following licensing applications were considered

- Higher Ground, 56 High Street, Congleton – for information – comment date 9th June 2022

11. Planning Applications Section 2

PLN/4/2223 RESOLVED that the following comments be made to Cheshire East Council:

Application Number	Location	Declaration of Interest	Comments
22/1859T	5, MOSS CLOSE, CONGLETON, CW12 3UG		No Objection
22/1980C	36, KESTREL CLOSE, CONGLETON, CW12 3FA		No Objection
22/1963T	1, Royle Park, ROYLE STREET, CONGLETON, CW12 1JJ		No Objection
22/1949C	27, HAWTHORNE CLOSE, CONGLETON, CW12 4UF		No Objection
22/2198C	55 , Daisybank Drive, Congleton, Cheshire East, CW12 1LX		No Objection
22/2030D	1, BUXTON ROAD, CONGLETON, CW12 2DN		No Objection
22/1933D	CHURCH HOUSE INN, BUXTON ROAD, CONGLETON, CW12 2DY		No Objection
22/2160C	CONGLETON LEISURE CENTRE, WORRALL STREET, CONGLETON, CW12 1DT		No Objection
22/1917C	4, HILLES DEN RISE, CONGLETON, CW12 3DR		No Objection
22/2059C	land off, BACK LANE, CONGLETON		No Objection
22/2163C	Land West Of, CONGLETON EDGE ROAD, CONGLETON		OBJECTION due to the following – <ul style="list-style-type: none"> - Intrusion into Green Belt - Type of barn conversion and unsuitable materials - Insufficient improvements on previous planning application refused by Cheshire East Council - Materials, design and visual appearance out of keeping for the type of property
22/2361C	95, HOLMES CHAPEL ROAD, CONGLETON, CW12 4NU		No Objection
22/2342T	CLAYTON MANOR NURSING HOME, ROOD HILL, CONGLETON,		No Objection

	CW12 1YZ		
22/2323C	8, VERNON AVENUE, CONGLETON, CW12 3AZ		No Objection
22/2324C	3, CORNWALL CLOSE, CONGLETON, CW12 3JZ		No Objection
22/2260C	Cloud Bank, TUNSTALL ROAD, CONGLETON, CW12 3QB		No Objection
22/2304T	37, SANDBACH ROAD, CONGLETON, CW12 4LB		No Objection
22/2051C	42, Bankhouse Drive, Congleton, CW12 2BH		No Objection

**Cllr Amanda Martin
(Chair)**

CONGLETON TOWN COUNCIL

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

For the papers discussed at the meeting, please see the Meeting Agenda of the Planning Committee of 21st July 2022

In attendance:

Committee members: Councillors Amanda Martin – Chair
David Brown
Suzy Firkin
Robert Hemsley
Jean Parry
James Smith
Kay Wesley

Also present: Congleton Town Council Officers: David McGifford and Linda Minshull

Minutes

1. Apologies for Absence

Apologies for absence were received from:
Committee Members: Councillors Robert Douglas

2. Minutes of Previous Meetings

PLN/5/2223 Resolved to approve and sign the minutes of the Planning Committee held on 16th June 2022.

3. Declarations of Interest

Councillor David Brown declared a “non-pecuniary” interest as he is a member of Cheshire East Council and a member of the Licensing Committee at Cheshire East Council.

4. Outstanding Actions

Date	Planning Application Number	Action	Progress
27.4.2021		Information from Cllr S Akers Smith	<p>19.5.2022 – Councillor Akers Smith has provided a comprehensive list of recent communications and requests for action from Morris homes – still no progress</p> <p>Section 106 – Further communication to Head of Planning was advised that an officer would be in contact. Nothing received to date. The Chief Officer reported that he will be putting in a Freedom of Information request.</p> <p>12.07.22</p> <p>Through discussions with relevant CEC officers investigations into groundworks for the bridge are taking place and with a view to progressing with the installation of the bridge</p> <p>21.7.2022 – The Chief Officer reported that progress was being made towards the delivery of the bridge but progress was slow.</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. Neighbourhood Plan

The Chief Officer updated on the time frame and was working towards Regulation 14 by September. There would then be a consultation process.

8. Planning Applications Section 1

There were no applications for section 1.

9. Planning Appeals

The Chair updated on an appeal on application 21/5303C – 26 Meakin Close – Appeal dismissed.

10. Licensing Applications

The following licensing applications were noted -

- Shell, Clayton Bypass, Congleton
- Morrisons, Market Street, Congleton

11. Planning Applications Section 2

PLN/6/2223 RESOLVED that the following comments be made to Cheshire East Council:

Application Number	Location	Declaration of Interest	Comments
22/1918C	Ivy Cottage, TUNSTALL ROAD, CONGLETON, CW12 3QA		OBJECT – due to lack of information. Need to confirm the land has been a garden for the requisite time
22/2463C	19 Hinckley Court, Congleton, CW12 4WE		No Objection
21/5682C	34, FALMOUTH ROAD, CONGLETON, CHESHIRE, CW12 3BH		No Objection
22/2516C	87, WOOLSTON AVENUE, CONGLETON, CHESHIRE, CW12 3ED		No Objection
22/1608C	1, SILVERGATE COURT, CONGLETON, CW12 3BJ		No Objection
22/2418C	35-37, HIGH STREET, CONGLETON, CONGLETON, CHESHIRE, CW12 1AX	NP – K Wesley	No Objection
22/2572D	Household Waste Recycle Centre, BARN ROAD, CONGLETON, CW12 1LJ		No Objection
22/2541C	57, DELAMERE ROAD, CONGLETON, CW12 4PA		No Objection
22/2655C	57, DELAMERE ROAD, CONGLETON, CW12 4PA		OBJECT – due to <ul style="list-style-type: none"> - Loss of hedges - Out of keeping with street scene
22/2757C	26 BAILEY CRESCENT, CONGLETON, CW12 2EW		No Objection

22/2615C	SIEMENS HOUSE, VAREY ROAD, EATON BANK TRADING ESTATE, CONGLETON, CW12 1PH		No Objection
22/2787C	32, PARK LANE, CONGLETON, CONGLETON, CHESHIRE, CW12 3DG		No Objection
22/2842C	18, NORFOLK ROAD, CONGLETON, CHESHIRE, CW12 1PA		No Objection to the application but would suggest that the planning enforcement officer should visit based upon local observations and resident complaints eg. tiles and cladding not in accordance with the planning application
22/2860T	Moss Nook Cottage, 9, BACK CROSS LANE, CONGLETON, CW12 3HT		No Objection
22/2852C	8 Marton Close, Congleton, CW12 3HT		No Objection
22/2810C	14 Boundary Lane, Congleton, CW12 3HZ		No Objection
22/2833D	6, BRADBURY GARDENS, CONGLETON, CHESHIRE, CW12 3SR		No Objection
22/2822C	61, KESTREL CLOSE, CONGLETON, CW12 3QX		No Objection
22/2803D	Land Off, GOLDFINCH CLOSE, CONGLETON		No Objection
22/2777C	Capitol Walk, Capitol House, High Street, Congleton, Cheshire East, CW12 1WB		No Objection
22/2469C	Threeways, PEDLEY LANE, CONGLETON, CW12 3QD		No Objection
22/2748C	40, HOWEY HILL, CONGLETON, CHESHIRE, CW12 4AF		No Objection
22/2703C	Land At, FORGE LANE, CONGLETON		OBJECT – due to loss or damage to TPO trees
22/1903C	Mount Pleasant Farm, Giantswood Lane, CW12 2JJ		OBJECT – concerns aligned to Hulme Walfield and Somerford Booth P.C. comments. Additional concerns raised and will be submitted by individual Councillors
22/2338C	Land to the East and West of Viking Way, Congleton,		Support the comments made by Hulme Walfield and Somerford

	CW12 1TT		Booths P.C.
22/2350C	Land to the west of Viking Way, Congleton, CW12 1TT		No Objection – support the comments made by Hulme Walfield and Somerford Booths P.C. Concerns raised re: continuation of the greenway over the River Dane
22/2525D	Moss Farm, Moss Lane, Eaton, CW12 2NA		No Objection
22/2644D	Moss Farm, Moss Lane, Eaton, CW12 2NA		No Objection

**Cllr Amanda Martin
(Chair)**

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 7th April 2022

For the papers discussed at the meeting, please see the [Agenda & Papers – 7th April 2022](#)

In attendance:

Committee members: Cllrs

David Brown
Russell Chadwick
Martin Amies
Robert Douglas
Robert Hemsley

Congleton Town Council Officers:

- Mark Worthington - Town Hall Manager
- Ruth Burgess - Streetscape Development Manager

Minutes

CLLR DAVID BROWN VOTED IN AS CHAIR

1. Apologies for absence

Apologies for absence were received from:

Committee Members: Cllrs Suzie Akers-Smith, Dawn Allen, Suzy Firkin and George Hayes.

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

Non-Committee Member: Cllr Rob Moreton

Chief Officer: David McGifford

2. Minutes of Previous Meetings

THAS/47/2122 Resolved to approve and sign the [minutes of the meeting of the Town Hall, Assets and Services Committee held on 24th February 2022.](#)

3. Declarations of Interest

Declarations of interest were received from Cllrs David Brown on any matters relating to Cheshire East Council.

4. Outstanding Actions

THAS/48/2122 Resolved to receive an update regarding the tour of the Waste and Recycling Depot at Middlewich.

5. Questions from Members of the Public

There were no questions raised by members of the public.

6. Urgent Items

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

7. Town Hall Trading Account

THAS/49/2122 Resolved to accept the Town Hall Trading account to 28th February 2022 and to note the content of the summary report.

8. Town Hall Updates

THAS/50/2122 Resolved to receive updates on matters relating to the Town Hall.

Action – Chief Officer to contact Cheshire East Council for further details on both the Market Toilets and Market Street Toilets on ownership and responsibility going forward.

9. Streetscape Trading Account

THAS/51/2122 Resolved to accept the Streetscape Trading account to 28th February 2022 and to note the content of the summary report.

10. Streetscape Services Update

THAS/52/2122 Resolved to receive the update report on Streetscape Services.

Action – Assign costings against each fly tip going forward.

11. Roundabout Maintenance

THAS/53/2122 Resolved to receive the report on the maintenance required to the Tesco Express roundabout. To investigate Option 1 with the possibility to look into creating a floral plaque with “Welcome to Congleton” by using the existing materials on site as an embankment with new soil being brought in.

12. THAS/54/2122 Resolved to exclude members of the press and public from item 13 due to Commercial Sensitivities.

13. Citizens Advice Bureau (CAB)

THAS/55/2122 Resolved that Officers ascertain whether the use of the educational room in the Congleton Museum was a feasible/practical option for the CAB to use on Tuesdays and Wednesdays.

**Cllr David Brown
(Voted in as Chair)**

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 30th June 2022

For the papers discussed at the meeting, please see the [Agenda & Papers –30th June 2022](#)

In attendance:

Committee members: Cllrs

Suzy Firkin - Chair
George Hayes – Vice Chair
Duncan Amies
Martin Amies
David Brown
Robert Hemsley

Ex-Officio Members: Cllr Margaret Gartside (Town Mayor)

Congleton Town Council Officers:

- David McGifford – Chief Officer
- Mark Worthington - Town Hall Manager

Minutes

1. Apologies for absence

Apologies for absence were received from:

Committee Members: Cllrs Suzie Akers Smith, Russell Chadwick and Robert Douglas.

2. Minutes of Previous Meetings

THAS/01/2223 Resolved to approve and sign the [minutes of the meeting of the Town Hall, Assets and Services Committee held on 7th April 2022.](#)

3. Declarations of Interest

Declarations of interest were received from Cllrs David Brown and George Hayes on any matters relating to Cheshire East Council.

4. Outstanding Actions

THAS/02/2223 Resolved to receive the updates on the following outstanding actions – whilst advising escalating issues within THAS/50/2122 to senior levels at Cheshire East Council (CEC).

<u>Reference</u>	<u>Action Log</u>	<u>Update</u>
THAS/50/2122	Town Hall Updates Chief Officer to contact Cheshire East Council for further details on both the Market Toilets and Market Street Toilets on ownership and responsibility going forward.	Market Toilets We currently open, clean and close the toilets. CEC are responsible for maintenance.
THAS/52/2122	Streetscape Services Update Assign costings against each fly tip going forward.	See agenda item 10. With costings
THAS/53/2122	Roundabout Maintenance Investigate Option 1 with the possibility of creating a floral plaque with “Welcome to Congleton”, using the existing materials on site as an embankment with new soil being brought in.	Leaving until 2023/24 Financial year due to costings and other projects on the go this year.
THAS/55/2122	Citizens Advice Bureau (CAB) Officers ascertain whether the use of the educational room in the Congleton Museum was a feasible/practical option for the CAB to use on Tuesdays and Wednesdays.	CAB have entered into a 12-month agreement with Congleton Town Council whereby they use the Spencer Suite at the Town Hall on Tuesdays and Wednesdays. Action closed

5. Questions from Members of the Public

There were no questions raised by members of the public.

6. Urgent Items

Members were made aware of a recent meeting with CEC regarding the skatepark.

7. Town Hall Trading Account

THAS/03/2223 Resolved to accept the Town Hall Trading account to 31st May 2022 and to note the content of the summary report.

8. Town Hall Updates

THAS/04/2223 Resolved to receive the updates on matters relating to the Town Hall.

Action: Re issue on the Town Hall roof repairs – Town Hall Manager to forward relevant communications to Cllr George Hayes for him to follow up within CEC.

Action: Re Paddling Pool - Town Hall Manager to investigate how the booking system can be adapted to allow “on the day” bookings.

9. Streetscape Trading Account

THAS/05/2223 Resolved to accept the Streetscape Trading account to 31st May 2022 and to note the content of the summary report.

10. Streetscape Services Update

THAS/06/2223 Resolved to receive the update report on Streetscape Services.

Action: Fly Tipping - Streetscape Development Manger to follow up initial communication with CEC on increase in costs associated to increased levels of fly tipping and to review risk to staff with regards to potential asbestos within the fly tipping

Action: To arrange a working group meeting to undertake a review of current vehicle usage and future types and quantities of vehicles.

Action: “No Mow May” - To establish if this is a contractual obligation with CEC ahead of a more general review of the challenges and impact of “No Mo May”.

11. Congleton Information Centre Trading Account

THAS/07/2223 Resolved to accept the Congleton Information Centre Trading account to 31st May 2022 and to note the content of the summary report.

12. Congleton Information Centre Update Report

THAS/08/2223 Resolved to receive the update report on matters relating to Congleton Information Centre.

Action: To look at simplistic methods to capture footfall as a Key Performance Indicator (KPI).

General action: On all updates and trading accounts, where applicable, create more effective visuals for statistics for the course of the year (KPI).

13. THAS/09/2223 Resolved to exclude members of the press and public from item 14 due to Commercial Sensitivities

14. Review of Town Hall Hire Charges

THAS/10/2223 Resolved to approve the revised Town Hall, hire charges and delegated the authority to the Chief Officer to ensure consistency in the approach of charges across the 2 categories across the rooms available for hire and to:

- Round up figures to the nearest pound where applicable.
- Expand on the types of uses into the relevant categories to help provide clarity in particular with regard to individual private hire.

These will be forwarded to the Chair and Committee Members prior to publication.

**Cllr Suzy Firkin
(Chair)**

CONGLETON TOWN COUNCIL

COMMITTEE:	Council		
Report from	Chief Officer		
MEETING DATE AND TIME	Thursday 29 th September 2022	Time 7.00 pm	Location Town Hall
Agenda item Report Title	17 Town Hall Hire Charges		
Background	<p>As part of the overall review of the operation of the Town Hall, the following two were two key objectives discussed at the Town Hall, Assets and Services (THAS) Committee held on 30th June 2022:</p> <ol style="list-style-type: none">1. To increase the overall usage of the Town Hall with more focus on small community group usage, thus creating more of a community hub.2. Increase the commercial aspect of the Town Hall in terms of traditional events, parties, and business usage. <p>To achieve this, it was imperative that we found a Commercial Partner who understood these values and also reviewing the room hire charges for the Town Hall.</p> <p>In terms of our hire charges prior to the pandemic, there was very little community usage during the daytime on Mondays to Thursdays. Following a review of other similar facilities in other towns, it was felt that our rates for community usage were too high, and amendments were made and approved by the THAS committee.</p> <p style="text-align: center;"><u>Review of Town Hall Hire Charges</u></p> <p>THAS/10/2223 Resolved to approve the revised Town Hall hire charges and delegated the authority to the Chief Officer to ensure consistency in the approach of charges across the 2 categories, across the rooms available for hire and to:</p> <ul style="list-style-type: none">• round up figures to the nearest pound where applicable.• expand on the types of uses into the relevant categories to help provide clarity in particular with regard to individual private hire. <p>These will be forwarded to the Chair and Committee Members prior to publication.</p> <p style="text-align: center;">Appendices 17.1, 17.2 and 17.3 are attached for information.</p>		
Environmental Consideration	Increased use of the Town hall may have a negative impact on our carbon footprint in terms of heating and lighting. The heating is generally on all through winter and this aspect is being reviewed through professional investigations within the Town Hall as part of our Climate Emergency measures.		
Equality	The reduction in charges will provide more opportunities for the use of the Town Hall.		
Financial	The proposals are looking to make the Town Hall a more affordable location for community use at non-peak times, thus increasing the overall revenue.		
Proposal	To endorse the resolution THAS /10/2223 from the Town Hall, Assets and Services Committee held on 30 th June 2022.		

Appendix 17.1

CONGLETON TOWN COUNCIL

PART 2

COMMERCIALY CONFIDENTIAL REPORT

COMMITTEE:	Town Hall, Assets and Services Committee Meeting		
MEETING DATE AND TIME	30 th June 2022	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	Agenda Item 14: Review of Town Hall Hire Charges		
Background	A review of Town Hall hire charges has not taken place since 2018. The current pricing structure can be difficult to interpret due to the various block rates and additional charges (see attached i). A more streamline pricing structure which takes into consideration the variety of hirers using the Town Hall could increase income generated from the Town Hall.		

UPDATE The attached proposed Room Hire Price List 2022/23 has been carried out to streamline the hire charges and simplify the booking process. This is an exercise to consider and build upon.

The booking process has been divided into two categories. Category 1 for business and publicly funded bodies, and category 2 for registered charities, voluntary organisations, health and wellbeing activities. Fridays and Saturdays in the Grand Hall and Bridestones Suite have a premium rate to reflect the commercial potential of these nights. Sundays in the Grand Hall are at category 2 rate as an incentive for community groups to use Sundays rather than commercially lucrative Friday and Saturdays. For example, all Saturday nights in December 2022 leading up to Christmas are booked by community groups who will benefit from the existing 50% reduction. These dates are commercially lucrative nights for CTC and our commercial partner. The proposed reduced Sunday rate would benefit community groups while leaving Fridays and Saturdays available for commercial use. Friday and Saturday evening events in the Grand Hall can generate bar takings alone in excess of £3,000. With the commission based agreement we have in place with our commercial partner, CTC commission on a £3,000 bar would be £400. This does not include commission from catering or the initial room hire. Publicly funded organisations, such as Cheshire East and NHS would fall into Category 2 and not be affected by any change to the pricing structure.

Pre-Covid a number of businesses hired the Grand Hall on a weekly basis for a variety of classes. These included Magic Voices Choir, Latin Dancing and Line Dancing. Although these were businesses, their classes were providing a benefit to the community and were

Appendix 17.1

well supported. All of the businesses mentioned above have relocated to other venues following the removal of Covid restrictions. Feedback from these businesses is that the cost of the Grand Hall is too high. A number of other businesses that serve the community have also enquired about availability at the Town Hall, these include slimming groups and fitness classes. While the availability is there, the cost is not viable for an individual organising a weekly fitness class. Based on the proposed Room Hire Price List 2022/23; Magic Voices, Latin Dance and Line Dancing could generate an annual income of £7,020 for their weekly classes.

The chart below shows the current budget income for each room for 2022/23. Best case potential income using the proposed Room Hire Price List 2022/23 are also included. These figures are based on full hire of each room during Monday to Thursday. Having all rooms hired throughout the week is a best case scenario which would be challenging to achieve, however, the exercise does highlight areas where it is possible to maximise room hire income and, at the same time, provide a venue which will attract both business/commercial and community use.

	Grand Hall		Bridestones Suite		Spencer Suite	
Budgeted Income 2022/23 existing price structure	£25,400		£13,200		£4,950	
Potential (best case) Income from proposed structure based on Mon-Thu 9am-5pm	Cat 1	Cat 2	Cat 1	Cat 2	Cat 1	Cat 2
	£43,680	£24,960	£38,688	£24,960	£18,760	£24,960

Decision Request

To receive the proposed Room Hire Price List 2022/23 report and discuss proposals for hire charges which will encourage greater use of the Town Hall by both commercial and community users.

Appendix 17.2 – Congleton Town Hall – Hire Charges from 1st April 2018

The Grand Hall	Charge £	VAT £	Total Charge £
<p>This historic hall is situated on the ground floor, equipped with free Wi-Fi access and can hold:</p> <ul style="list-style-type: none"> • 220 Concert Style • 120-150 Banquet Style (dependant on your function type – please ask for further details of maximum numbers) <p>Free use of the Campbell Suite as a side room for changing/storage</p> <p>Free use of the stage for concerts, awards ceremonies etc....</p>			
<u>COST</u>			
Standard Hourly Rate	37.00	7.40	44.40
Friday and Saturday Standard Hourly Rate – With access prior to 3pm	37.00	7.40	44.40
Friday & Saturday Evening Block Rate with access from 3pm and clearance at 1am	350.00	70.00	420.00
Sunday to Thursday —4 Hour Block Rate between the hours of 8am – 6pm	105.00	21.00	126.00
Sunday to Thursday —8 Hour Block Rate between the hours of 8am – 6pm	175.00	35.00	210.00
The Bridestones Suite <p>This room is situated on the first floor and is accessible from the ground floor by lift, equipped with free Wi-Fi access and can hold:</p> <ul style="list-style-type: none"> • 100 Cinema style • 50 Boardroom style 			
<u>COST</u>			
Standard Hourly Rate	29.00	5.80	34.80
Sunday to Friday —4 Hour Block Rate between the hours of 8am – 6pm	99.00	19.80	118.80
Sunday to Friday —8 Hour Block Rate between the hours of 8am – 6pm	155.00	31.00	186.00
One off Charge - *When hiring the Grand Hall as the main venue ,a one off “non-discountable charge” for the use of the Bridestones Suite as a side room will be charged.	*25.00	5.00	30.00
The Spencer Suite <p>Situated on the first floor and is accessible from the ground floor by lift, equipped with free Wi-Fi access and can hold:</p> <ul style="list-style-type: none"> • 12 Boardroom style • 20-30 Cinema Style 			
<u>COST</u>			
Standard Hourly Rate	15.00	3.00	18.00
Sunday to Friday —4 Hour Block Rate between the hours of 8am – 6pm	50.00	10.00	60.00
Sunday to Friday —8 Hour Block Rate between the hours of 8am – 6pm	75.00	15.00	90.00
One off Charge - **When hiring the Grand Hall as the main venue, a one off “non-discountable charge” for the use of the Spencer Suite as a side room will be charged.	**15.00	3.00	18.00
<p>**Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.</p> <p>All catering, refreshments and bar provision will be through the Council’s approved Commercial Partner, ‘Congleton Town Hall Events & Parties’</p> <p>For further details and prices please call 01260 270350 or email info@congleton-tc.gov.uk</p>			
<p><u>Weddings</u></p> <p>Inclusive and tailored Wedding Packages in the Town Hall are available directly through our Commercial Partner, ‘Congleton Town Hall Events & Parties’. They will arrange both the ceremony and reception or the reception to support a ceremony conducted elsewhere. They will offer additional information and prices on services such as catering services, chair covers, table decorations etc...</p> <p>For further details and prices please call 01260 270350 or email info@congleton-tc.gov.uk</p> <p><u>Room hire for a Wedding Ceremony only:</u></p> <p>The Grand Hall £660 including VAT (this does not include the cost of the Registrar)</p> <p>The Bridestones Suite £480 including VAT (this does not include the cost of the Registrar)</p> <p>*Please note – At the time of booking your specific room hire times will be confirmed, including room preparation and clearance times.</p>			

Appendix 17.2 – Congleton Town Hall – Hire Charges from 1st April 2018

Room Preparation/Clearance times	Room preparation and clearance times must be agreed at the time of booking and will be costed at the applicable room rate. Room preparation/clearance times need to be strictly adhered to as any overrun may impinge on another customer booking. Additional hours not agreed at the time of booking will be charged accordingly.	
Licensed Bar	The sale or consumption of alcohol on the premises is only permitted through our licensed bar. Last orders are 12.30am and the latest clearance time is 1.00am, for further details on bar times please contact:	
Door Staff	The Town Council/Commercial Partners reserve the right to hire SIA registered door staff and pass on the cost to the hirer. The number of door staff required may vary dependent upon the nature of the event and attendance numbers, for further information and price details please contact:	
New Year's Eve and Christmas Eve	A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve and Christmas Eve.	
Live or Recorded Music	Congleton Town Council hold both PRS & PPL Licences to cover the hirer, where live or recorded music is to be played on the premises, no additional charge is made for this. If however, the hirer intends to record any live or recorded music, the hirer will be responsible for obtaining the necessary permissions directly.	
Deposits and Bookings	1	A booking will only be accepted upon payment of a 50% deposit. Each hirer must submit their non-returnable deposit and completed booking form in respect of each application for hire. **A BOOKING MAY NOT BE REGARDED AS ACCEPTED UNTIL IT IS CONFIRMED IN WRITING BY CONGLETON TOWN COUNCIL AND PROVISIONAL BOOKINGS WILL ONLY BE HELD FOR 10 WORKING DAYS.**
	2	A further invoice for any balance outstanding will be issued in the month before the function/event takes place. This invoice must be paid in full with cleared funds before the function/event can take place. In the case of weekly/monthly bookings these will be invoiced at the end of each month.
	3	A final invoice for one off functions may be issued after the event only for breakages/damages, or additional services agreed after the invoice described in point 3. above, was issued.
Concessionary Hire Charges	<p>Congleton Town Council will consider a 50% concessional grant to local registered charities and other local voluntary/community groups, where they provide a direct benefit to the Town. This will not be in addition to any other discount or concession and will not apply to the 4 hour and 8 hour block rates. Please call (01260) 270350 (Option 6) for further details.</p> <p>Where a concessional grant is awarded the hirer will acknowledge the contribution made by Congleton Town Council when arranging promotional activity or literature including press releases relating to the event.</p>	
Congleton Residents' Concessionary Hire Charges	Congleton Town Council will consider providing a concessional grant of 10% off the standard room rate to residents of Congleton, booking for a private function. This will not be in addition to any other discount or concession and will not apply to the 4 hour and 8 hour block rates.	



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

Appendix 17.3

Room Hire Price List 2022/23 – All figures include VAT

Categories

1. Business and publicly funded bodies
2. Registered charities, voluntary organisations, health and wellbeing activity

The Grand Hall

Sunday to Thursday	Category 1	Category 2
Standard Hourly Rate (minimum booking of 2 hours)	£44.40	£15.00
Sunday – Thursday – 4 hour block rate (8am-6pm)	£126.00	Not Applicable
Sunday - Thursday – 8 hour block rate (8am-6pm)	£210.00	Not Applicable
Friday & Saturday		
Standard Hourly Rate – up to 3pm (minimum booking of 2 hours)	£44.40	£44.40
Friday & Saturday Block Rate (3pm to 1am) additional hours charged at the standard hourly rate	£420.00	£420.00

The Bridestones Suite

	Category 1	Category 2
Standard Hourly Rate Monday – Friday up to 6pm (minimum booking of 2 hours)	£34.80	£15.00
Sunday – Friday – 4 hour block rate (8am-6pm)	£118.00	Not Applicable
Sunday - Friday – 8 hour block rate (8am-6pm)	£186.00	Not Applicable
Friday (after 6pm) Saturday and Sunday Hourly Rate (minimum booking of 2 hours)	£34.80	£30.00
One off charge when hiring Grand Hall (<i>not eligible for any discounts</i>)	£30.00	£30.00



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

The Spencer Suite

	Category 1	Category 2
Standard Hourly Rate Monday – Friday up to 6pm (minimum booking of 2 hours)	£18.00	£15
Sunday – Friday – 4 hour block rate (8am-6pm)	£60.00	Not Applicable
Sunday - Friday – 8 hour block rate (8am-6pm)	£90.00	Not Applicable
Friday (after 6pm) Saturday and Sunday Hourly Rate (minimum booking of 2 hours)	£18.00	£18.00
One off charge when hiring Grand Hall (not eligible for any discounts)	£18.00	£18.00

Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.

Please contact us to discuss catering, refreshments, and bar provision arrangements on

01260 270350 (Option1) or email info@congleton-tc.gov.uk

Wedding Ceremony

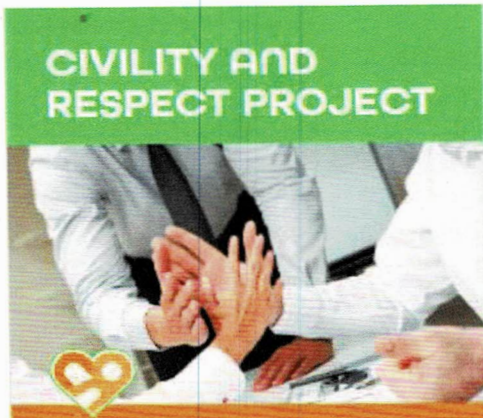
The Grand Hall (ceremony and/or reception)	£660.00
The Bridestones Suite (ceremony only)	£480.00

- 1) The hire of the venue for wedding ceremonies DOES NOT include the cost of the registrar.
- 2) Your specific room hire times will be confirmed at the time of booking, please ensure you include room preparation and clearance times.

Please contact us to discuss catering, wedding packages, refreshments, and bar provision arrangements on **01260 270350 (Option1)** or email info@congleton-tc.gov.uk

CONGLETON TOWN COUNCIL

COMMITTEE:	Council		
Report from	Chief Officer		
MEETING DATE AND TIME	Thursday 29 th September 2022	Time 7.00 pm	Location Town Hall
Agenda item Report Name	19 Civility & Respect Pledge		
Background	<p>The objective of the Civility & Respect Pledge is more far reaching than the title states, this is about culture change within this sector which includes councillors, employees, members of the public, representatives of partner organisations and volunteers.</p> <p>This initiative is supported by the National Association of Local Councils (nalc) and the Society of Local Councils and Clerks (SLCC) who have recognised the increasing amount of disrespect that is currently being shown.</p> <p>By signing the Pledge, we are agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:</p> <ul style="list-style-type: none"> • has put in place a training programme for councillors and staff. • has signed up to the Code of Conduct for councillors. • has good governance arrangements in place including staff contracts and a dignity at work policy. • will seek professional help at the early stages should civility and respect issues arise. • will commit to calling out bullying and harassment, if and when it happens. • supports the continued lobbying for change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate. <p>Full details are contained within Appendix 19.1</p>		
Environmental Consideration	The working environment will be significantly improved for many Councils by adopting this initiative.		
Equality	Recognising equality is a key part of this initiative.		
Financial	<p>There are financial implications as there are many virtual workshops, costs are subsidised by 50% through to December 2022 and range between £15 and £30.</p> <p>Note - We do have training budgets available for this financial year and consideration needs to be given when setting the budgets for 2023/24.</p>		
Proposal	<ol style="list-style-type: none"> 1. To sign up to the Pledge. 2. To develop a training matrix to support the Council's needs. 3. To provide any initial training if deemed necessary noting 6 months to the 23/24 elections. 4. To ensure there is a budget to support the necessary training 2023/24. 5. To commence the training following the elections in 2023 when the elected councillors will become known, and this would form part of their induction. 		



Civility & Respect

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

WE INVITE COUNCILS TO SIGN UP TO THE CIVILITY AND RESPECT PLEDGE



Unfortunately, as we know only too well in our sector there is, and has, been a problem with lack of civility and respect in some councils, leading to bullying and harassment. Although this is in the minority it is nonetheless significant and can have a serious detrimental impact on the well-being of those involved, the functionality and finances of the council, as well as the local community.

There is no place for bullying, harassment, and intimidation within our sector and signing up to the Civility and Respect Pledge is one of the ways a council can demonstrate that it is committed to standing up to poor behaviour across our sector, and to demonstrate positive changes which support civil and respectful conduct.

By signing the pledge, your council is agreeing that it will treat councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles. We invite all councils to include an agenda item to review the statements and sign up to the Civility and Respect Pledge.

Visit our dedicated webpages for more information -

www.slcc.co.uk/news-publications/civility-respect-project & www.nalc.gov.uk/our-work/civility-and-respect-project

CIVILITY AND RESPECT TRAINING

Our project team has worked with key partners across the sector to create a brand-new series of virtual workshops designed to address many of the civility and respect issues our sector is facing. We are delighted to share the first range of this training with you. The cost for attendance is supplemented by the project until Dec 2022, and the prices advertised are 50% of the usual delegate fees.

Breakthrough Communication are experts in the field of training for local councils. They have created a **suite of bespoke workshops and resource packs** for local council clerks, officers, and councillors as part of the Civility and Respect Project.

Each package comprises useful guides and custom-designed toolkits as well as access to on-demand and live virtual training events.



There are separate packages for officers and councillors, to book your place visit www.breakthroughcomms.co.uk/civility-respect/

****Resilience and Emotional Intelligence - What it means in practice for clerks and council officers****

Delegate fee: £30

Develop a better understanding of where our behaviour comes from, what resilience means for us in the context of our different local council roles, and explore role-focused scenarios. Take away strategies to manage and deal with different situations effectively, including a useful resource pack for building your own resilience and emotional intelligence.

****Leadership in Challenging Situations - Dealing with challenging situations & working with others effectively****

Delegate fee: £30

Explore how to deal with a range of role-focused challenging situations and how we can work with others more effectively. Consider different leadership styles and approaches in the context of your role, which styles we personally 'default' to and how to lead effectively for different situations. We'll also consider how to build, support, and get the most from an effective and motivated team.

****Respectful Social Media — How to deal with attacks and negative engagement****

Delegate fee: £30

Explore different methods and strategies for dealing with negative attacks on social media and methods to keep control of social media output. We will consider how we come across on social media as councils and individuals, what our personal 'digital tone of voice' sounds like, explore our use of language and its role in positive two-way communication, as well as discussing the type of content we can post on social media, depending on our role. For councillors, there are suggested dos and don'ts and how to be effective on social media, whilst considering issues around the Code of Conduct. For officers will explore how the council can demystify the role of the council and showcase its people in order to help pre-emptively deal with negative engagement and attacks.

Personal development themed comedian, intuitive catalyst, speaker, author and communications specialist, Becky Walsh has been turning the dry world of self-development on its head with a down-to-earth, uniquely funny style for over two decades. She has created these civility and respect themed webinars to support some of the key issues faced by our sector.



BECKYWALSH

There are separate packages for officers and councillors, to find out more and book your place visit

www.slcc.co.uk/news-publications/civility-respect-project & www.nalc.gov.uk/our-work/civility-and-respect-project

****Civility and respect — Uncovering the issues for the public sector****

Delegate fee: £15

Condescending comments, demeaning emails, disrupting meetings, reprimanding publicly, talking behind someone's back, the silent treatment, not giving credit where credit is due, rolling eyes, and being yelled at, is a regular occurrence for many councils. Explore the issues we face in our council role, the impact and how to handle these types of situations.

****What makes people become challenging?****

Delegate fee: £15

Dive into human psychology, neuroscience, and power dynamics. What triggers people to behave from the worst of themselves? How as leaders can we create environments with fewer trigger situations and more safety? We will discuss real-life situations and how to turn them around when they start to get out of hand. Explore real situation scenarios and what to do in each of them.

****Personal resilience and self-protection****

Delegate fee: £15

Having a good understanding of yourself means you'll know what to do when someone tries to push your buttons. In this webinar, we discuss emotional resilience and emotional intelligence and how this applies to specific council situations. Each of the webinars will give real situation scenarios and what to do in each of them.

****Understanding psychopathic and narcissistic behaviour****

Delegate fee: £15

Both psychopathic and narcissistic people generally lack empathy and tend to have unrealistically high opinions of themselves. They often exploit and manipulate others and can be hard to spot as they can also be superficially charming. They are also attracted to roles of power and are often found in leadership positions and in political roles. Real situation scenarios and what to do in each of them will help you spot them and how to monitor your own behaviour to lessen their impact on you and your organisation.

Hoey Ainscough Associates Ltd are national experts in effective local governance with a particular emphasis on supporting the local standards framework for members introduced by the Localism Act 2011. They worked with the Local Government Association to produce the latest Code of Conduct and so are uniquely placed to deliver this workshop.

Hoey Ainscough Associates Ltd
Supporting Local Governance

There are separate packages for officers and councillors, to find out more and book your place visit

www.slcc.co.uk/news-publications/civility-respect-project & www.nalc.gov.uk/our-work/civility-and-respect-project

****The (New) Code of Conduct****

Delegate fee: £15

This session is aimed at members and officers of local councils who have adopted the new Local Government Association (LGA) Code of Conduct for members (as endorsed by NALC and SLCC) or who are considering adopting it. It will look at key aspects of the code, how to effectively implement the code at a local level, the practical implications of working with it and look at the guidance which sits alongside it. This is an interactive session and you are invited to ask questions about any aspect of the code.

Please visit our dedicated civility and respect pages for details on booking and for lots more information and support
[SLCC | Civility and Respect Project](#) and [NALC | Civility and Respect Project](#)



CONGLETON TOWN COUNCIL

COMMITTEE:	Council		
Report from	Chief Officer		
MEETING DATE AND TIME	Thursday 29 th September 2022	Time 7.00 pm	Location Town Hall
Agenda Item Report Title	20 Commercial Partner Contract		
Background	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.		
Update	To advise Councillors that the draft contract has been generated by our Solicitors and reviewed by our Commercial Partner, the Chair of the Town Hall, Assets and Services Committee, Chief Officer and Deputy Chief Officer. Minor amendments have been made with the agreement of all the afore mentioned individuals. These have now been sent to our Solicitors to incorporate into the Legal agreement which will then be signed by both parties.		
Proposal	To receive the update from the Chief Officer		