



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

2nd February 2023

Dear Councillor,

You are summoned to attend a meeting of the Council on **Thursday 9th February 2023** 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

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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 8th December 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. Paddling Pool refurbishment (Enclosed)

To approve the refurbishment of the soft play surface around the paddling pool

9. Finance and Policy Committee (Enclosed)

To receive the [minutes of the Finance and Policy Committee meeting held on 24th November 2022](#).

10. Budget update (Enclosed)

To approve the requested movement from Earmarked Reserves for 2022-2023 and to approve the movement between EMR

11. Reserves Policy report (Enclosed)

To approve and adopt the Reserves Policy

12. Personnel Committee (Enclosed)

To receive the [minutes of the Personnel Committee meeting held on 4th August 2022.](#)

13. Planning Committee (Enclosed)

To receive the [minutes of the Planning Committee meetings held on 17th November and 15th December 2022.](#)

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

To receive the [minutes of the Town Hall, Assets and Services Committee meetings held on 20th October 2022.](#)

15. Remote public access to meetings (Enclosed)

To agree on the conditions of use of current technology for Public meeting

16. 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.

17. Resolution to Exclude the Public and Press from Items 18 and 19

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting due to private staffing matters.

18. Drugs and Alcohol Policy (to follow)

To approve the proposal for the Introduction of a Drugs and Alcohol Policy

19. Honorary Burgess of the Town of Congleton (To follow)

To receive and consider a nomination for the appointment of an Honorary Burgess

To: All Members of the Council

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

Congleton Town Council

Minutes of the Council Meeting held at Congleton Town Hall on Thursday 8 December 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 8th December 2022](#)

Present:

Councillors:

Margaret Gartside (Mayor)
Duncan Amies
Martin Amies
David Brown
Suzanne Akers Smith
Russell Chadwick
Robert Douglas
Paul Duffy
Suzy Firkin
George Hayes
Sally Ann Holland
Robert Hemsley
Amanda Martin
Denis Murphy
Mark Rogan
Kay Wesley

Congleton Town Council Officers: David McGifford (Chief Officer), Jackie Macarthur (Deputy Chief Officer)

- There was no members of the press in attendance.
- 16 members of the public in attendance

1. Apologies for absence

Apologies were received from Cllrs Rob Moreton, Jean Parry and James Smith

2. Minutes of Previous Meetings

CTC/35/2223 RESOLVED to approve and sign the [Minutes of the Council meeting on 29th September 2022.](#)

3. Declarations of Disclosable Pecuniary Interest

Councillors David brown, Suzie Akers Smith, Sally Ann Holland and Denis Murphy all declared a non-pecuniary interest in any matters relating to Cheshire East Council.

4. Questions from Members of the Public

Members of the public provided their views in relation to item 15 Making roads safer around Schools and residential areas by adopting a 20mph speed limits

5. Urgent Items

There were no urgent items raised at the meeting.

6. Town Mayor's Announcements

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

7. Outstanding Actions

There were no outstanding actions from previous meetings.

8. Annual Pay Agreement 2022/23

As recommended by the Financial and Policy Committee on 24th November 2022

CTC/36/2223 RESOLVED to:

1. To note the National Joint Council Annual Pay Agreement award for 2022-2023.
2. To approve an overspend on the salary budgets.
3. To note that the back dated pay due from 1st April 2022 to 30th November 2022 will be paid in December 2022 payroll.

9. Budget and Precept 2023-24

As recommended by the Financial and Policy Committee on 24th November 2022

CTC/37/2223 RESOLVED to:

- 9.1. Approve the 2023-2024 budget.
- 9.2. Approve Precept requirement of £1,068,179 for 2023-2024 which equates to a rise of 3.65% /£3.40 per Band D household.
- 9.3. Approve the year end movement of Ear Marked Reserves for 2022-2023.
- 9.4. Approve the movement for expenditure from Ear Marked Reserves for 2023-2024.

10. Community and Environment Committee

CTC/38/2223 RESOLVED to receive the [minutes of the Community and Environment Committee meeting held on 22nd September 2022.](#)

11. Finance and Policy Committee

CTC/39/2223 RESOLVED to receive the [minutes of the Finance and Policy Committee meeting held on 29th September 2022.](#)

12. Planning Committee

CTC/40/2223 RESOLVED to receive the [minutes of the Planning Committee meetings held on 8th September and 13th October 2022.](#)

13. Town Hall, Assets and Services Committee

CTC/41/2223 RESOLVED to receive the [minutes of the Town Hall, Assets and Services Committee meetings held on 4th August 2022.](#)

14. Cheshire East Councillors' Reports

To Suspend Standing Orders to allow Councillors from the principal authority to report on matters relating to or impacting on Congleton.

15. Making roads safer around Schools and residential areas by adopting a 20mph speed limits

CTC/42/2223 RESOLVED to recommend to Cheshire East Highways Authority that, subject to full consultation and funding being made available, Congleton Town Council would like to see all streets in the built-up settlement of Congleton where people live, work, shop, play or learn made safer by reducing speed from 30 mph to 20 mph. The exception would be the main through routes of the A34, A54, A527, A534 and the A536.

**Margaret Gartside
(Town Mayor)**

TOWN MAYOR'S ENGAGEMENTS 2022/23

1 December	Astbury Mere Care Home, Lights Switch-On
1 December	Congleton Gang Show
3 December	Clayton Manor Christmas Fayre
3 December	Rotary Tree of Light Switch-On
4 December	SMDC Christmas Carol Service
10 December	Congleton Youth Orchestra Concert
10 December	Rotary Christmas Concert
15 December	Dementia & Community Choir Launch, Overton House
15 December	Town Carol Service, St Peter's Church
17 December	New Life Carol Service, Bridestones Centre
18 December	Cheadle Carol Service
7 January	Ukrainian Christmas Party
18 January	Sleeping Beauty Panto
27 January	Throstle's Nest Official Opening
27 January	Ukrainian Hosts Meeting

DEPUTY TOWN MAYOR

5 December	St John's Ambulance Awards & Presentation Evening
11 December	A Festival of Carols, Crewe Civic Centre

CONGLETON TOWN COUNCIL

COUNCIL REPORTS

COMMITTEE:	Council		
MEETING DATE AND TIME	9 th February 2023	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington / Chief Officer		
AGENDA ITEM REPORT TITLE	Agenda Item 8 Paddling Pool Soft Play Surface		
Background	<p>This item was previously presented to the previously presented to the THAS committee on the 12th January 2023. The resolution from that meeting was as follows</p> <p>THAS/31/2223 Resolved to receive the updates on matters relating to the paddling pool Soft play surface and noted comments for consideration with regards to:</p> <ul style="list-style-type: none">• Different types of surfaces suitable for around paddling pool• Checks to see the legality behind what type of surface is required <p>Furthermore to accept the report and delegate the authority to the Chief Officer and Town Hall Manager to make the decision on the type of surface suitable for the paddling pool up to a budget £13,125</p> <p>The report stated</p> <p>The pathway around the paddling pool edge and leading to the toilet facilities is made from a wet pour rubber, anti-slip surface. Wet pour is an impact absorbing rubber crumb safety surface. The rubber granules are mixed with a polyurethane resin and laid in the desired colour to a thickness of, in this case, 15mm.</p> <p>The existing wet pour pathway was installed in 2017 and began to show signs of wear after 5 years of use. It is beyond any agreed guarantee. The pathway is started to show signs of wear including a split in the wet pour surface which continues around the circumference of the paddling pool pathway. On inspection in December the pathway surface had deteriorated further and will continue to do so throughout the Winter months.</p>		

Update

Three companies have been contacted to provide quotes to replace, or partially replace, the damaged wet pour surface around the paddling pool edge and leading to the toilet facilities. Pictures below highlight the issue where the wet pour surface needs to be replaced.



Picture below, taken during the 2017 install, shows the surface of the pathway on which the wet pour surface will be poured. The picture also indicates why the damage to the path surface (reflective cracking) is located in the same place around the circumference of the paddling pool.





Each company has provided two quotes, Quote 1 to completely replace the wet pour surface over both the pathway surface and the surface/edge of the paddling pool, and Quote 2 to cut away the wet pour surface along the joint of the two concrete surfaces and replace wet pour over the surface/edge of paddling pool only.

	Quote 1 (full replacement)	Quote 2 (partial replacement)
Company A	£13,125 + VAT	£4,250 + VAT
Company B	£14,000 + VAT	£5,000 + VAT
Company C	£15,488 + VAT	£5,235 + VAT

For Quote 1, work will involve removing the existing 15mm wet pour surface and replacing with a 25mm wet pour surface. The surface will be laid in two stages, a 10mm subbase of wet pour, followed by a 15mm top layer of wet pour. This will help to avoid the top layer from splitting in the same area as the existing wet pour surface. Quote 1 works will be provided with a one year guarantee. Extended guarantees are available, however there are caveats on this, one being to approve the sub base. The existing sub base would not be eligible for an extended guarantee due to the underlying issues with the joint around the subbase.

Regarding Quote 2, each company add the caveat that with this type of repair, there is always a chance the joint could split between the new and old wet

	<p>pour surfaces and/or along the same joint between the concrete surfaces. No guarantee would be provided with Quote 2 repairs.</p> <p>The resolution from Town Hall, Assets & Services Committee (12.01.23) was to clarify any legalities around what type of path surface is required around a paddling pool and to accept the report and delegate the authority to the Chief Officer and Town Hall Manager to make the decision of type of surface suitable for a paddling pool path to the budget of £13,125.</p> <p>While there is no legal requirement for protective surfacing to be provided on children's playgrounds. It is, however, recommended by safety organisations such as RoSPA, BSI, NPFA and CAPT.</p> <p>The Department of the Environment 'strongly recommended' its use in 1978 while the Department of Culture, Media and Sport (currently the Government's lead body on playgrounds) advised its use in their Playground Safety Guidelines (1993) as one of the design elements of a safe playground. The Health and Safety Executive has also recommended it.</p> <p>It is fair to say that recent out-of-court settlements arising from playground accidents have suggested the courts recognise that the provision of suitable surfaces represents good practice, especially under new equipment.</p> <p>As part of the Budget setting process for 2023-2024, approval was granted to spend £15,000 on the Paddling Pool maintenance for resurfacing works, funds were approved to be transferred from Earmark Reserve 320, Capital Contingency. (Approval reference CTC/37/2223 meeting held 8th December 2022.)</p> <p>Officer recommendation</p> <p>There was a lot of debate around various options at the THAS meeting which were explored by officers. Ultimately some were excluded on potential health and safety grounds and others simply on the basis that there would be insufficient time to explore those options and ensuring they could be delivered in time for the opening of the paddling pool season. Discussions have also taken place with Northwich who have advised that they have the same type of paddling pool and the same surface that we currently have around their pool. Company A quote 2 literally would replace the inner ring with a join onto the outer section of the surface, it has no guarantee and aesthetically it will look very poor.</p> <p>Based upon the information above we believe that the preferred solution is the company A quote 1 which is for £13,125 plus VAT which comes with a 1 year guarantee. When this surface was last refurbished in this way it lasted just over 5 years and will provide a safe and attractive surface around the pool.</p>
Decision Request	<p>The proposal is for the Town Council to proceed with the Company A Quote 1 to carry out work at the Paddling Pool to replace the existing wet pour surface at a cost of £13,125 plus VAT</p>

CONGLETON TOWN COUNCIL

Minutes of the Finance and Policy Committee Meeting held on Thursday 24th November 2022

For the papers discussed at the meeting, please see the [Meeting Agenda of the Finance and Policy Committee held on 24th November 2022](#).

PRESENT Committee members:

Cllr Robert Douglas (Chair)
Cllr Russell Chadwick
Cllr Paul Duffy
Cllr Denis Murphy
Cllr Jean Parry
Cllr Suzanne Akers Smith
Cllr James Smith
Cllr David Brown
Cllr George Hayes

Non-Committee member: Cllr Kay Wesley
Cllr Amanda Martin
Cllr Suzie Firkin

Also present:

Congleton Town Council Officers:

- David McGifford (Chief Officer)
- Serena Van Schepdael (Responsible Financial Officer)
- Press
- Beartown Rickshaw CIO members (4)

1. Apologies

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

No apologies were received.

2. Minutes of Previous Meetings

FAP/27/2223 RESOLVED to approve the [minutes of the Finance & Policy Committee held on 29th September 2022](#).

3. Declarations of Interest

Cllrs George Hayes, David Brown, Suzanne Akers Smith and Denis Murphy declared a non-pecuniary interest on any matters relating to Cheshire East Council.

As the applicant, Cllr Denis Murphy declared a non-pecuniary interest in item 8.3 and would leave the room during discussion and voting.

Cllr David Brown declared a non-pecuniary interest in item 19 due to sitting on the Congleton in Bloom Committee.

4. Outstanding Actions

There were no outstanding actions.

5. Questions from Members of the Public

There were no questions from members of the public.

6. Urgent Items

There were no urgent items raised at the meeting.

7. Grant Approvals and Commitments 2021/22

FAP/28/2223 RESOLVED to receive the statement showing the current position as at 30th September 2022.

8. New Applications for Financial Assistance

FAP/29/2223 RESOLVED to award the following grants:

- **8.1 Grant Ref 09/2223 Beartown Rickshaw CIO - £1025**
- **8.2 Grant Ref 10/2223 Congleton Players - £250**
- **8.3 Grant Ref 11/2223 Congleton Community Credit Union -Up to £500**

9. New Grant Activities Monitoring Forms

FAP/30/2223 RESOLVED to receive the New Grant Activities Monitoring Forms from:

- **9.1 Congleton Live CIC**
- **9.2 Beartown Patchwork and Quilters**

10. Management Accounts

FAP/31/2223 RESOLVED to receive the Management Accounts to 30th September 2022.

11. Bank Reconciliation

FAP/32/2223 RESOLVED to receive the bank reconciliation as at 30th September 2022.

12. Savings Account Balances

FAP/33/2223 RESOLVED to receive the Savings Account balances as at 30th September 2022.

13. List of Payments

FAP/34/2223 RESOLVED to receive and approve the Payments lists for 31st March 2022 and between 1st August and 30th September 2022.

14. Budget and Precept 2023-24

FAP/35/2223 RESOLVED to:

1. Approve the 2023-2024 budget.
2. Approve the precept requirement of £1,068,179 for 2023-2024 which equates to a rise of 3.65% /£3.40 per Band D household.
3. Approve the year end movement of Ear Marked Reserves for 2022-2023.
4. Approve the movement for expenditure from Ear Marked Reserves for 2023-2024.
5. Recommend 1-4 to Council on 8th December 2022 for approval.

15. First Interim Internal Audit Report

FAP/36/2223 RESOLVED to receive and note the first internal interim audit report for 2022/23.

16. Annual Pay Award 2022/23

FAP/37/2223 RESOLVED to receive and approve the report on the 2022/23 National Salary Award as agreed by the National Joint Council and Local Government Services, and to recommend to Council to approve the backdated amount be paid in the December pay run on 8th December 2022.

17. Petty Cash Verification

FAP/38/2223 RESOLVED to note the verification of the Petty Cash balance as at 20th October 2022.

18. Investment Strategy Update

FAP/39/2223 RESOLVED to receive the update regarding the Investment Strategy for period beginning 8th November 2022.

19. Supplier Invoice

FAP/40/2223 RESOLVED to approve payment of invoice 125021 for Four Oaks Nurseries Ltd, for £7,301.40 (£6,084.50 plus £1,216.90 VAT) which is to be coded to Streetscape Horticultural Supplies [280-4043].

**Cllr Robert Douglas
(Chair)**

Congleton Town Council

Budget Update and Earmarked Reserve Report Appendix 9.1

Account	CURRENT BALANCE	Approved CTC/37/2223	Will leave balance of	New Request for 22-23 year end	Expected CF Balance	New Request for 23-24	Balance	Info
318 Capital Equipment Fund	£ -		£ -		£ -		£ -	
320 Capital Contingency Fund	£ 342,940	-£ 13,120	£ 329,820	-£ 99,128	£ 230,692		£ 230,692	
NEW Capital Property Maintenance Fund	£ -		£ -	£ 75,000	£ 75,000		£ 75,000	To start long-term reserve for Property maintenance
321 EMR Elections	£ 20,000		£ 20,000		£ 20,000		£ 20,000	
322 EMR Business Recovery/First Floor Scheme	£ 10,575	-£ 4,000	£ 6,575	-£ 575	£ 6,000		£ 6,000	10 Applications in will be complete by MARCH 24. Move excess £575 to Covid fund.
324 EMR Crime Prevention/Tr Calm	£ 7,357		£ 7,357		£ 7,357		£ 7,357	
325 EMR Committed Grants	£ -		£ -		£ -		£ -	
326 EMR Congleton Partnership	£ -		£ -		£ -		£ -	
327 EMR Covid 19/Crisis Fund	£ 5,758	-£ 3,000	£ 2,758	£ 575	£ 3,333		£ 3,333	Move £575 from 322 (First Floor Scheme) Rename Crisis Fund
330 EMR Ancient Treasures	£ 3,000		£ 3,000		£ 3,000		£ 3,000	
331 EMR Web Site	£ 30,151		£ 30,151		£ 30,151		£ 30,151	
333 EMR Training	£ 8,479		£ 8,479	-£ 2,479	£ 6,000		£ 6,000	To General reserve rebuild
337 EMR Toilets	£ 24,012		£ 24,012		£ 24,012		£ 24,012	
339 EMR Public Realm	£ 9,189		£ 9,189	-£ 1,036	£ 8,153		£ 8,153	Bench Repair programme costs 22-23, used EMR to rebuild General Reserve
340 EMR Legal fees	£ 48,812		£ 48,812	-£ 1,506	£ 47,306		£ 47,306	CP Agreement
342 EMR Tourism	£ 5,576	-£ 5,576	£ -		£ -		£ -	For 23-24 events
343 EMR Marketing	£ 5,000		£ 5,000		£ 5,000		£ 5,000	
344 EMR Congleton Neigh' hood Plan	£ 7,281		£ 7,281		£ 7,281		£ 7,281	
345 EMR Cenotaph	£ 7,017	-£ 4,517	£ 2,500	-£ 2,500	£ -		£ -	To General reserve rebuild, project completed.
346 EMR Rotary Bonfire	£ 5,000		£ 5,000		£ 5,000		£ 5,000	
348 EMR Civic	£ 1,000		£ 1,000		£ 1,000		£ 1,000	
349 EMR CIL	£ 304	£ 7,325	£ 7,629		£ 7,629		£ 7,629	
351 EMR Information Centre	£ 22,011	-£ 22,011	£ -		£ -		£ -	Approved for 23-24
352 EMR 750 Celebrations	£ -		£ -		£ -		£ -	
353 EMR Ukraine Support	£ 3,866		£ 3,866		£ 3,866		£ 3,866	
354 EMR Carbon Offsetting	£ 3,000		£ 3,000		£ 3,000		£ 3,000	
	£ 570,327	-£ 44,899	£ 525,428	-£ 31,649	£ 493,780	£ -	£ 493,780	

	22-23 B/F	Projected Overspend 22-23	C/F	23-24 B/F	Required	Under/over
General Reserve	£ 227,033	-£ 13	£ 227,020	£ 227,020	£ 255,350	-£ 28,330

From 320		
TH Property Maintenance	- 9,128	Move to revenue budgets 22-23
Split for future property maintenance programm	- 75,000	Move to new EMR retain in EMR balances
New Requested	- 84,128	
Already Approved from 23-24		
Pool	- 15,000	Moving to revenue budgets 23-24
Total	- 99,128	

CONGLETON TOWN COUNCIL

COUNCIL REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	9 th February 203 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	10 Budget Update and Earmarked Reserve Movement		
Background	Budget Setting for 2023-24 was approved by Council on 8 th December 2022 (CTC/37/2223) At the time it was noted that the RFO would bring a future paper to Council with an update on General Reserves and Year end projected figures.		
Details	<p>The initial presented overspend/underspend at budget setting was a underspend of £3,334, this was subject to change. In this report and request of movement of funds from Earmarked Reserves to revenue budgets will result in a small overspend, again this is subject to change. If these requests are not approved this would result in an overspend of approximately £15,000. (EMR = Earmarked Reserves)</p> <p><u>Property Maintenance</u></p> <p>This budget has required a total of £17,128 spent on repairs and maintenance over and above general property maintenance. £8,000 has already been approved to be covered by the Capital Contingency reserve. I am requesting the balance of £9,128 be moved across.</p> <p>2023-2024</p> <p>The ongoing costs for Property maintenance will not covered by the annual budget alone, I am requesting that £75,000 be moved from Capital Contingency (320) to a new reserve in order for this to be added to during future budget setting if deemed appropriate at the time.</p> <p><u>Public Realm</u></p> <p>Repairs to benches within the Town Centre, request to utilise £1,036 from the Public Realm EMR (339) to cover this ongoing project.</p> <p><u>Cenotaph</u></p> <p>The project is complete and we have no reason to keep an EMR, move remaining expected balance to General Reserves via revenue budgets. £4,517 already approved to moved back to general reserves, a further request to move another £2,500 from EMR.</p> <p><u>Legal Fees</u></p> <p>Commercial Partner lease, no budget set in revenue budget to cover this. Requesting to move £1,506 to revenue spends.</p>		

Training EMR (333)

Utilised an historic EMR to cover balance to zero (as it currently stands) keeping £6000 in this EMR, request to move £2,479.

General Information**Payroll**

The annual pay award was agreed in November 2022 and implemented to all staff in the December pay run. This agreed award and current staff will result in a projected overspend of £34,755. This equates to approx. 3-4%

General Reserve

The projected carry forward General Reserve will be £227,020.

The required General reserve for 2023-2024 is £255,350.

Based on current projections, we will be under the recommend reserve level.

Once the final accounts are produced the final outcome will be known, the General Reserves balance will be re-visited at that time.

Decision 1: EMR Movement for 2022-2023

FROM	TO	£
333 Training	General Reserves via Revenue Budgets	£2,479
339 Public Realm	General Reserves via Revenue Budgets: Public Realm cost centre	£1,036
345 Cenotaph	General Reserves via Revenue Budgets	£2,500
340 Legal Fees	General Reserves via Revenue Budgets	£2,406
320 Capital Contingency	General Reserves via Revenue Budgets: Town Hall Property Maintenance	£9,128

Decision 2: Movement between EMR

FROM	TO	£
320 Capital Contingency	NEW EMR Property Maintenance	£75,000
322 Business Recovery	327 Covid/Crisis	£575

Decision Requested

1. To approve the requested movement from Earmarked Reserves for 2022-2023
2. To approve the movement between EMR

Congleton Town Council

Reserves Policy

Introduction

Town Councils are required to hold financial reserves to meet the financial needs of the organisation, there is no statutory minimum (or maximum) level of reserves. The Congleton Town Council (CTC) has no power to hold revenue reserves other than those for reasonable working capital needs or specific earmarked purposes.

The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, which sets out the 'proper practices' for how the council must maintain and run its accounts, recommends that the minimum level of general reserves should be between three and twelve months of net revenue expenditure. According to the guidance for authorities with income and expenditure over £200,000, of which CTC is one, it states that the lower end (three months, or 25%) is appropriate ^(5.32-5.36)

The Council's Internal and External Auditors review the council's reserves annually.

General Reserve

The general reserve is not ringfenced (earmarked) for any specific expenditure. Its purposes are to smooth the impact of uneven cashflow or cover unexpected/emergency expenditure. It is not intended to fund on going expenditure. Currently the general reserve is not replenished as part of the budget process, where the general reserve falls below the required recommended levels the RFO will include this discussion as part of the budget setting process on a year by year basis. ^(5.27)

In line with the national guidance (above), CTC will hold a general reserve of between a minimum of 25% and a maximum of 100% of its net revenue expenditure (NRE) - this is the difference between its budgeted income and expenditure. The General Reserve are held in within the balance of the Council CCLA Public Sector Deposit Fund.

The level of the General Reserve is presented to the Finance and Policy Committee and Full Council as part of the Budget Setting and Year End Accounting reports.

Earmarked Reserves

The council may establish Earmarked Reserves (EMR) where it reasonably believes it may incur expenditure in the future. EMR will be identified as part of the closure of accounts procedure and authorised by Council. Any EMR that are not utilised and are no longer required will be returned to the General Reserve as part of the closure of accounts process, this is in order to avoid the build-up of unused resources which should be released for general use. Per the JPAG there is no upper or lower limit to EMR ^(5.38)

Changes to Earmarked Reserves

The discussion and approval of movement from Earmarked Reserves should be approved by Council (see NB for exception) all requests/ requirements will be presented to Council for approval.

End of Year Accounting

The Earmarked Reserves will be reviewed annually and any additions, deletions, virements and use of funds will be presented to Council for approval during the budget setting process.

NB:

Capital Equipment/Capital Contingency Reserves

These reserves are available to purchases fund equipment/fixed asset purchases. These reserves are monitored by the RFO who will arrange for the accounting movements to take place as and when purchases are made, and all purchases are entered on the Fixed Asset Register or Inventory. Should the fund be required to be used for other unexpected asset maintenance/purchases through revenue budgets this movement will be presented to Finance and policy and Council for noting and approval.

Appendix

Extracts from Joint Panel on Accountability and Governance Practitioner's Guide March 2022

5.27. The key stages in the budgeting process are

- *decide the form and level of detail of the budget;*
- *review the current year budget and spending;*
- *determine the cost of spending plans;*
- *assess levels of income;*
- *bring together spending and income plans;*
- *provide for contingencies and consider the need for general and earmarked reserves;*
- *approve the budget;*
- *confirm and submit the precept or rates and special levies;*
- *review progress against the budget regularly throughout the year - at least quarterly in all but exempt authorities - including a year end projection and a clear minuted commentary of likely significant variances from the budget;*
- *virements (transfers between budget lines) are permitted but not required - they should be used to clarify the situation of the authority alongside budget variances arising from unforeseen circumstances.*

5.32. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.33. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.34. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.35. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained.

5.36. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

5.38. There is, in practice, no upper or lower limit to EMR/CRRs save only that they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting), and should be separately identified and enumerated. Significant levels of EMRs in particular may give rise to enquiries from internal and/or external auditors. held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting), and should be separately identified and enumerated. Significant levels of EMRs in particular may give rise to enquiries from internal and/or external auditors.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	9 th February 2023 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Chief Officer/Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	Reserves Policy		
Background	<p>In accordance with the Joint Panel on Accountability & Governance (JPAG) Town Councils should have regard to hold a Reserves Policy, this is per the section that covers the Annual Governance Statement (AGAR year end return) practices.</p> <p><i>1.13 Reserves — The authority needs to have regard to the need to put in place a General Reserve Policy and have reviewed the level and purpose of all Earmarked Reserves. Supporting information on financial management and the preparation of accounting statements can be found in Section 5.</i></p>		
Proposal	<p>The draft policy is attached in Appendix 15.1</p> <p>The Finance and Policy Committee approved the draft on 26th January 2023 (FAO/50/222)</p>		
Finance	No finance implications for this decision.		
Decision Requested	That Council resolve to approve the Draft Reserve Policy for adoption into the Constitution.		

Congleton Town Council

Personnel Committee Minutes 4th August 2022

For the papers discussed at the meeting, please see the [Meeting Agenda of the Personnel Committee 4th August 2022](#)

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

Ex-Officio: Cllr Margaret Gartside (Town Mayor)

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

Non-Committee member Cllr Suzy Firkin

1. Apologies for absence.

Apologies were received from:

Committee Members: Cllrs Martin Amies, Robert Douglas and James Smith

Ex-Officio Member: Cllr Robert Moreton (Deputy Mayor)

2. Minutes of the Previous Meeting

PERS/01/2223 RESOLVED to approve the [minutes of the Personnel Committee meeting held on the 9th December 2021..](#)

3. Declarations of interest

Cllrs David Brown, Sally Ann Holland and Suzie Akers Smith declared a non-pecuniary interest in matters relating to Cheshire East Council. Cllr Holland advised the committee that her brother works on the Streetscape Services Team.

4. Outstanding Actions

There were no outstanding actions from previous meetings.

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

There were no questions from members of the public.

6. **Urgent Items**

There were no urgent items raised at the meeting.

7. **Resolution to Exclude the Public and Press from Item 8**

PERS/02/2223 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 item 8 due to private staffing matters.

8. **To Receive an Update on Staffing Matters from the Chief Officer** (Confidential Report)

PERS/03/2223 RESOLVED to receive the update from the Chief Officer.

**Councillor David Brown
(Chair)**

CONGLETON TOWN COUNCIL

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

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

In attendance:

Committee members: Councillors Amanda Martin – Chair
 Duncan Amies
 Martin Amies
 Robert Douglas
 Suzy Firkin
 Mark Rogan
 James Smith
 Kay Wesley

Ex-Officio Members: Rob Moreton (Deputy Mayor)

Also present:

Congleton Town Council Officer: David McGifford (Chief Officer)

Two members of the press

Thirty six members of the public

Minutes

1. Apologies for Absence

Apologies for absence were received from: Committee Members:
Councillors David Brown, Paul Duffy, Robert Hemsley and Jean Parry
Ex-Officio Member: Margaret Gartside (Town Mayor)

2. Minutes of Previous Meetings

PLN/14/2223 Resolved to approve and sign [the minutes of the Planning Committee meeting held on 13th October 2022.](#)

3. Declarations of Interest

No Councillors declared an interest.

4. Outstanding Actions

Date	Planning Application Number	Action	Progress
29.9.2022	Astbury Place /Congleton park bridge Section 106 dispute	Information from Cllr S Akers Smith	Cheshire East Head of Planning confirmed that they have received a package of technical information from Morris Homes. Cheshire East Planning Officers are now preparing a briefing note to summarise the proposals, the impacts of construction and including input from other services. Once this has been completed (hopefully 2-3 weeks) a meeting will be arranged to explain the next steps/options.

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 gave a verbal update and stated that:

The Neighbourhood Plan regulation 14 Consultation would commence pre-Christmas and into February 2023 to provide the opportunity to generate the maximum amount of responses.

8. Planning Applications Section 1

The following applications were brought forward prior to item 7 Neighbourhood Plan as 36 members of the public were in attendance and had observations and questions for members of the committee.

	Planning Application Number	Location
10	22/4207C	LAND AT WAGGS ROAD, CONGLETON
13	22/4268C	LAND NORTH OF, BANKY FIELDS, CONGLETON, CHESHIRE
19	22/0304C	Land West of PADGBURY LANE, CONGLETON

Reference application 19, a point of order was raised with regards to the fact that this amendment to the application was not notified to the Council and clarity needed to be sought with regards to the Section 106 agreement.

Action: Chief Officer to write to the Head of Cheshire East Council Planning with regards to these matters and show it on the Outstanding Actions log until a satisfactory response has been received.

9. Planning Appeals

There were no planning appeals to report.

10. Licensing Applications

There were no licensing applications to report.

11. Planning Applications Section 2

PLN/15/2223 RESOLVED that the following comments be made to Cheshire East Council:

Planning Application Number	Location	Comments
1	22/1057C Astbury Mere Country Park SANDY LANE, CONGLETON	No Objection
2	22/4041C 24, GIANTSWOOD LANE, CONGLETON, CW12 2HQ	OBJECTION on the grounds of: <ol style="list-style-type: none">1. Development is out of keeping with the area.2. Density of the development.3. Highways concern due to insufficient parking.

3*	22/4080C	73, FORGE LANE, CONGLETON, CW12 4BL	No Objection
4	22/4097T	59, PARK LANE, CONGLETON, CHESHIRE, CW12 3DD	No Objection subject to – Thinning out of the group of trees and requesting that they are replaced in number with trees of higher amenity in a suitable location
5*	22/4124C	PEOVER BARN, PEOVER LANE, CONGLETON, CW12 3QH	No Objection
6*	22/4143C	CONGLETON LEISURE CENTRE, WORRALL STREET, CONGLETON, CHESHIRE, CW12 1DT	No Objection
7*	22/4144C	CONGLETON LEISURE CENTRE, WORRALL STREET, CONGLETON, CHESHIRE, CW12 1DT	No Objection
8*	22/4196C	Counting House, 18, SWAN BANK, CONGLETON, CW12 1AH	No Objection
9*	22/4197C	Counting House, 18, SWAN BANK, CONGLETON, CONGLETON, CHESHIRE, CW12 1AH	No Objection
10	22/4207C	LAND AT WAGGS ROAD, CONGLETON	OBJECTION – on the grounds of <ol style="list-style-type: none"> 1. Highway and safety – as access to the site is unsafe due to its proximity and pavement widths. From a development perspective this becomes even more dangerous through the construction phase. Previous highways reports relating to planning application 19/3162C provides details of the issues on highways in this area. 2. Increased danger due to the site being close to the primary school both during and after construction 3. Loss of trees and nature conservation, site currently hosts badgers and birds of prey amongst other animals

11*	22/4243C	8, Moss Road, Congleton, CW12 4BN	No Objection
12*	22/4258C	139, WAGGS ROAD, CONGLETON, CW12 4BU	No Objection
13	22/4268C	LAND NORTH OF, BANKY FIELDS, CONGLETON, CHESHIRE	OBJECTION on the grounds of: <ol style="list-style-type: none"> 1. Noise and disturbance during and after construction caused by -traffic generation and vehicular generation with insufficient parking. 2. Nature conservation - Loss of important trees and habitat for nature, 3. Due to severity of the slopes within the sights creates a risk of landslide and flooding of areas below the site, 4. Severity of the slopes create a danger for construction vehicles, 5. Flooding could overfill public sewer creating health hazard, 6. Wider Highways issues to access Banky Fields, Fol Hollow and Waggs road already has severe issues with the current width of the road, in certain areas single track and narrow pavements. There is already excessive traffic using this route to both the school and the town centre. Previous highways reports relating to planning application 19/3162C provides details of the issues on highways in this area, 7. Concern raised that this development site is not consistent with Local Plan policy, 8. Concerns on privacy due to not meeting legal distances between properties and the inclusion of a block of flats,
14*	22/4307D	Farm house, Turnstone Grange, Land north of BACK LANE, CONGLETON	No Objection
15*	22/4329C	Land Off, THE MOORINGS, CONGLETON	No Objection
16*	22/4012C	77, Park Lane, Congleton, CW12 3DD	No Objection

17*	22/4066C	3, Southlands Road, Congleton, CW12 3JY	No Objection
18*	22/4069C	114, Leek Road, Congleton, CW12 3HX	No Objection
19	22/0304C	Land West of PADGBURY LANE, CONGLETON	<p>OBJECTION – on the grounds of:</p> <ol style="list-style-type: none"> 1. Over development of the area. 2. Out of keeping with the area. 3. Highways issue in terms of the junction becoming even more dangerous than it already is due to lack of visibility. 4. Loss of green space. <p>Exacerbate existing issues with United Utilities in the area (sewers collapsing)</p>
20	22/4461T	52 High Street, Congleton, Cheshire, CW12 1BA	No Objection – request that trees are replaced with a higher amenity tree in a suitable location

**Cllr Amanda Martin
(Chair)**

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Planning Committee held on Thursday 15th December 2022

For the papers discussed at the meeting, [please see the Meeting Agenda of the Planning Committee of 15th December 2022](#)

In attendance:

Committee members: Councillors Robert Hemsley Chair of meeting
 Martin Amies
 David Brown
 Robert Douglas
 Paul Duffy
 Mark Rogan
 Kay Wesley

Also present:

Congleton Town Council Officer: David McGifford (Chief Officer)
One member of the press

Minutes

1. Apologies for Absence

Apologies for absence were received from:

Committee Members: Amanda Martin, Suzy Firkin, Jean Parry and James Smith

2. Minutes of Previous Meetings

PLN/16/2223 Resolved to approve and sign [the minutes of the Planning Committee meeting held on 17th November 2022.](#)

3. Declarations of Interest

David Brown declared an interest in matters relating to Cheshire East Council .

4. Outstanding Actions

Date	Planning Application Number	Action	Progress
27.4.2021	Astbury Place /Congleton park bridge Section 106 dispute	Information from Cllr S Akers Smith	29.09.22 – Cheshire East Head of Planning confirmed that they have received a package of technical information from Morris Homes. Cheshire East Planning Officers are now preparing a briefing note to summarise the proposals, the impacts of construction and including input from other services. Once this has been completed (hopefully 2-3 weeks) a meeting will be arranged to explain the next steps/options.
17.11.22	22/0304C Land West of PADGBURY LANE, CONGLETON	Chief Officer to write to the Head of Cheshire East Council Planning with regards to these matters and show it on the Outstanding Actions log until a satisfactory response has been received.	17.11.22 - A point of order was raised at Planning Committee on 17 th Nov 2022, with regards to the fact that this amendment to the application was not notified to the Council and clarity needed to be sought with regards to the Section 106 agreement. Sent 22.12.22

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 gave a verbal update and stated that there were issues with accessing the previous website which are now completely resolved and that the consultation phase will commence by early – mid January 2023:

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

There were no licensing applications to report.

11. Planning Applications Section 2

PLN/17/2223 RESOLVED that the following comments be made to Cheshire East Council:

	Planning Application Number	Location	Comments
1.	22/4448C	Craig Cottage, Reades Lane, CONGLETON, Congleton, CW12 3LL	No Objection
2. *	22/4488D	Land at Plot 27 Forge Lane, CONGLETON, CHESHIRE	No Objection
3. *	22/4516C	18, KIRKSTONE COURT, CONGLETON, CW12 4JW	No Objection
4. *	22/4548C	United Reformed Church, ANTROBUS STREET, CONGLETON, CW12 1HE	No Objection
5.	22/4555T	75, PARK LANE, CONGLETON, CHESHIRE, CW12 3DD	No Objection subject to replacing 2 trees with high quality trees that are of native species .
6. *	22/4595C	35, GIANTSWOOD LANE, CONGLETON, CW12 2HQ	No Objection
7. *	22/4601C	8 LOACHBROOK AVENUE, CONGLETON, CHESHIRE, CW12 4NA	No Objection

8.	22/4645C	44, PIRIE ROAD, CONGLETON, CW12 2EF	No Objection
9. *	22/4657C	TESCO, BARN ROAD, CONGLETON, CW12 1LR	No Objection
10. *	22/4660C	46, DANE STREET, CONGLETON, CW12 1JX	No Objection
11.	22/4673C	13, BRIDGE STREET, CONGLETON, CONGLETON, CHESHIRE, CW12 1AS	No Objection
12. *	22/4702C	114, WAGGS ROAD, CONGLETON, CW12 4BU	No Objection
13.	22/4704T	The Cheshire Tavern, WEST ROAD, CONGLETON, CW12 4FY	No Objection subject to a minimum of 7 replacement high quality trees that are of native species
14. *	22/4735C	38, ULLSWATER ROAD, CONGLETON, CW12 4JE	No Objection
15. *	22/4754C	Orchard Muse, 64, BIDDULPH ROAD, CONGLETON, CW12 3LG	No Objection
16.	22/4755C	22, NEWCASTLE ROAD, CONGLETON, CW12 4HJ	No Objection subject to building control approval
17. *	22/4813C	6, STOPSLEY CLOSE, CONGLETON, CW12 4PB	No Objection
18.	22/4816C	Meridian House, Roe Street, CONGLETON, Congleton, Cheshire, CW12 1PS	No Objection
19.	22/4836C	66A, ROOD HILL, CONGLETON, CW12 1LQ	No Objection

It was noted that it would be beneficial for the Town Council Planning Committee to have its own Tree Policy where the council agrees for the need of replacement trees i.e. types and quantities.

**Cllr Amanda Martin
(Chair)**

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 20th October 2022

For the papers discussed at the meeting, please see the [Agenda & Papers – 20th October 2022](#)

In attendance:

Committee members: Cllrs

Suzy Firkin - Chair

Suzie Akers Smith

Dawn Allen

Duncan Amies

Martin Amies

Russell Chadwick

George Hayes

Robert Hemsley

Ex-Officio Members: Cllr Margaret Gartside – Town Mayor

Congleton Town Council Officers:

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

Minutes

1. Apologies for absence

Apologies for absence were received from:

Committee Members: Cllrs David Brown and Robert Douglas.

2. Minutes of Previous Meetings

THAS/18/2223 Resolved to approve and sign the [minutes of the meeting of the Town Hall, Assets and Services Committee held on 4th August 2022.](#)

3. Declarations of Interest

Declarations of interest were received from Cllrs Suzie Akers Smith and George Hayes on any matters relating to Cheshire East Council.

4. Outstanding Actions

See item 15 – Public Toilets.

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 at the meeting.

7. Town Hall Trading Account

THAS/19/2223 Resolved to accept the Town Hall Trading account to 31st August 2022 and to note the content of the summary report.

8. Paddling Pool Season 2022

THAS/20/2223 Resolved to receive the updates on matters relating to the paddling pool season 2022 and noted comments for consideration with regards to:

- seated position and cover at the entrance for staff
- additional session
- resin repairs, if possible, to be done earlier
- potential snack cabin

9. Low Carbon Energy Proposal for Congleton Town Hall

THAS/21/2223 Resolved to receive the updates on matters relating to the Low Carbon Energy Proposal for Congleton Town Hall.

10. Town Hall Roof Repairs

THAS/22/2223 Resolved to receive the updates on matters relating to the Town Hall roof repairs.

11. Streetscape Services Trading Account

THAS/23/2223 Resolved to accept the Streetscape Services Trading account to 31st August 2022 and to note the content of the summary report.

12. Streetscape Services

THAS/24/2223 Resolved to receive the Streetscape Services update

13. Congleton Information Centre Trading Account

THAS/25/2223 Resolved to accept the Congleton Information Centre Trading account to 31st August 2022 and to note the content of the summary report.

14. THAS/26/2223 Resolved to exclude members of the press and public from item 15 due to Commercial Sensitivities.

15. Public Toilets

THAS/27/2223 Resolved to receive the update report and agreed that ongoing discussions should continue with the Market area and Capital Walk toilet provision and request when Cheshire East Council are planning to upgrade the park toilets.

Outstanding action Cllr Akers Smith to discuss signposting to the Library toilets with Cheshire East Council.

**Cllr Suzy Firkin
(Chair)**

CONGLETON TOWN COUNCIL

COUNCIL REPORT

MEETING DATE AND TIME	9 th February 2022	LOCATION	Town Hall
REPORT FROM	Chief Officer		
AGENDA ITEM REPORT TITLE	Agenda item 15 – Remote public access to meeting		
Background	<p>On the 28th April 2022 the Council agreed to the procurement of the DTEN Conference system.</p> <p>CTC/75/2122 RESOLVED to approve the procurement of hybrid meeting equipment as recommended by the Town Hall, Assets and Services Committee.</p> <p>The principle for the procurement of the system was to enable high quality hybrid meetings for both the council, businesses and individuals.</p> <p>The early usage of this system was mainly for council and partnership working groups to be able to have hybrid meetings which could not be accommodated in the Spencer Suite.</p> <p>During this time the high quality screen has been used for council and committee meetings rather than projecting onto walls, more recently officers were working with the suppliers to understand how this could be more efficiently used by all parties concerned.</p>		
Trials	<p>More recently we have gained a better understanding of its capability and how we can best link people into meetings as well as establishing what it was like for those that do. In principle it is no different to a zoom meeting but on a larger scale.</p> <ul style="list-style-type: none">• At recent THAS and Planning meetings we have had someone remotely coming into the meeting with the settings as them being muted and not visible – the feedback was positive in terms of being able to hear what was being said and able to follow the meeting and view the papers as they were on screen.• At a Strategy Working Group it was noted that a couple of councillors could not be heard properly mainly due to the fact they appeared not to be using the microphones properly or were too quietly spoken.• The Partnership held a working group meeting using the system and also utilised the integrated recording system following agreement with all the attendees. When the meeting was finished there were 2 downloads as options for the recordings, one just audio the other audio and visual, both were of a good standard		
OPTIONS FOR USE FOR COUNCIL AND COMMITTEE MEETINGS	<p>Now we have a better understanding of the system we need to agree how we wish to use this for our Council and Committee meetings.</p> <ol style="list-style-type: none">1. Should we wish to consider having remote access for residents, all residents would need to be muted on entry and remain muted at all times, those		

	<p>wishing to speak will need to provide advance notice so the officer in control can let them in to speak at the appropriate time .</p> <p>From the officers perspective when they are supporting the meeting, which includes presenting reports, managing the system and taking minutes it presents an additional pressure which in time may become manageable.</p> <p>2. Recordings of meetings would be beneficial for officers at meeting as it helps when writing the minutes following the meeting, however a Dictaphone or something similar could achieve this if required. If we choose to record we need to agree on</p> <p>2.1 What the recording is used for and how long will it be kept for</p> <p>2.2 Will it just be for minutes</p> <p>2.3 Will it be on our website, therefore accessible to members of the public</p>
Considerations	<p>Whilst most Local Authorities both live stream and record their meetings councillors are paid and enter into the Council knowing that this is how they operate. Those councils make many high level strategic decisions that have significant, operational and financial implications about the services they provide. In some cases the recordings can be useful to defend the council or in some cases for councillors or officers to be attacked and quoted out of context via social media</p> <p>It is worth noting that many Town and Parish Councils struggle to fill their current councillor quotas, will this create another barrier for those who may have a lot to offer but are not prepared to be micro analysed by certain members of the public . Could this even stifle debate?</p>
Finance	There are no/ minimal financial implications for this decision.
Environment	With residents attending the meetings remotely it is potentially beneficial with regards to their carbon footprint – unless they walk or cycle to the meetings
Equality	Those who are unable to get to meetings for varying reasons, ie childcare, no transport, a disability, will be given the opportunity to attend
Decision Requested	<p>For council to decide upon</p> <ol style="list-style-type: none"> 1. Providing remote access for residents to all Committee and Council meetings 2. Should there be a recording of meeting and for what use