



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

6th June 2023

Dear Councillor,

You are summoned to attend a meeting of the Council on **Thursday 15th June 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

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 the 27th April and the Annual Council meeting/Mayor Making ceremony meeting held on the 25th May 2023](#)

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 [16th February 2023](#)

9. Finance and Policy Committee (Enclosed)

To receive the [minutes of the Finance and Policy Committee meeting held on 23rd March 2023.](#)

10. Planning Committee (Enclosed)

To receive the [minutes of the Planning Committee meetings held on the 20th April 2023.](#)

11. Town Hall Assets and Services Committee (Enclosed)

To receive the [minutes of the Town Hall Assets and Services Committee held on the 9th March 2023](#)

12. Personnel Committee (Enclosed)

To receive the [minutes of the Personnel Committee held on the 1st December 2022](#)

13. Cheshire East Councillors' Reports

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

14. Review of Standing Orders and Financial Regulations

It is requested that Council:

- i. Review and adopt our Current Standing Orders
- ii. Review and adopt our current Financial Regulations

15. Internal Audit Report (Enclosed)

To receive and approve the final Internal Audit report for year ending 31st March 2023.

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

It is request that Council approve:

- i. Section 1 of the AGAR: The Annual Governance Statement 22/23.
- ii. Section 2 of the AGAR: The Accounting Statements 22/23.

17. Approval of Annual Insurance Invoice (Enclosed)

It is requested that Council:

- i. Note cover is provided by Zurich Municipal.
- ii. Approve the renewal extension for 2023-2024.
- iii. Approve payment of invoice 524083348 for £23,406.68 for insurance cover from 1st June 2023 to 31st May 2024.

18. Approval of Purchase Invoices (Enclosed)

It is requested that Council:

1. Approve payment of the invoice from Congleton Community projects for £16,000, to be allocated to nominal code 107-4709 (Grants- CCP Grant)
2. To note payment of £15,750 has been made to Soft Surfaces on 16th May 2023.
3. To approve payment of invoice 127852 to Four Oaks Nurseries Ltd for £8,738.59 (£7,282.16 plus £1,456.43 VAT)

19. External Support Services

It is requested that Council approve:

- i. ANSA Environmental Services [HR Department] as HR and HS Support
- ii. SAS Daniels LLP for Legal Support
- iii. DCK Accounting Solutions Ltd for finance and accountancy support
- iv. DJH Mitten Clark for Payroll Services
- v. Auditing Solutions Ltd as the Internal Auditor for 2023-2024

20. Review of Council Expenditure

It is requested that Council:

Review and note Council expenditure.

21. Review of Data Privacy Policy, Equality and Inclusion Policy and Volunteering Policy

- i. It is requested that the Council reviews and adopts our current Data Privacy Notice
- ii. It is requested that the Council reviews and adopts our current Equality and Inclusion policy
- iii. It is requested the Council reviews and adopts our current Volunteering Policy

22. Fixed Asset Register

It is requested that Council:

Note the updated Fixed Asset Register balances as at 31st March 2023.

23. To approve the proposed Terms of References for Committees (Enclosed)

23.1 - Council

23.2 - Community

23.3 - Environment – new committee

23.4 - Finance and Policy

23.5 - Town Hall Assets and Services - No proposed changes format updated.

23.6 - Planning

23.7 - Personnel No proposed changes

24. Delay in signing the Declaration of Acceptance of Office

To note the delay of signing the Declaration of Acceptance of Office by a Councillor due to ill health

25. Meeting dates for 2023/24 (Enclosed)

To approve the meeting dates for the Council and Committee meetings 2023/24

To: All Members of the Council

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

TOWN MAYOR'S ENGAGEMENTS 2022/23

Engagements since the 28 April 2023 - Mayor Cllr Margaret Gartside

3 May	Cloud Group WI meeting
5 May	Coronation Lunch, St Johns
5 May	Marlfield Primary School, Coronation lunch
5 May	Elizabeth Garden unveiling
8 May	Rotary Tree Planting for the coronation
9 May	Congleton Coronation Celebration in Congleton Park
10 May	Congleton Air Cadet Inspection
11 May	Congleton Lions Defibrillator Unveiling, West Heath Shopping Centre
11 May	Congleton Partnership, Inclusive Roundabout unveiling, Congleton Park
12 May	Alice in Wonderland, Daneside Theatre Group
18 May	Annual Town Meeting
19 May	Tour of Cheadle
19 May	Alderley and Wilmslow Musical Theatre, Daneside
25 May	Congleton Town Council Mayor Making

Deputy Town Mayor – Cllr Rob Moreton

24 May	Cheshire East Council Mayor Making
25 May	Congleton Town Council Mayor Making

Engagements since 25 May 2023 – Mayor Cllr Rob Moreton

27 May	Congleton Town Football Club Awards Night
10 June	Vale Juniors Presentation Evening
11 June	Congleton Food and Drink Festival
12 June	Howdon's Depot Opening
14 June	Launch of the new Congleton Town Guide

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE COMMUNITY AND ENVIRONMENT COMMITTEE HELD ON 16 FEBRUARY 2023

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

For the papers discussed at the meeting, please see the [Meeting Agenda of the Community & Environment Committee 16th February 2023](#)

PRESENT:

Committee members:

Cllr Kay Wesley (Chair)

Cllr Suzy Firkin

Cllr Robert Hemsley

Cllr Sally Ann Holland

Cllr Amanda Martin

Cllr Mark Rogan

Ex Officio Members: Cllr Margaret Gartside (Mayor) and Cllr Rob Moreton (Deputy Mayor)

Non-Committee Member: Cllr Suzie Akers Smith

Also present: Congleton Town Council Officers: David McGifford - Chief Officer and Jackie MacArthur - Communities and Marketing Manager and Deputy Chief Officer
Five members of the public. One member of the press

1. Apologies for absence

Apologies for absence were received from:

Committee Members Cllr Jean Parry, Cllrs Dawn Allen and Cllr Denis Murphy

2. Minutes of Previous Meetings

CE/44/2223 Resolved to approve the [minutes of the Community & Environment Committee held on 3rd November 2023 as a correct record.](#)

Change of Order to the Agenda

CE/45/2223 Resolved to note that item 6 will be postponed due to the speaker not being able to attend and agreed that item 17 would be taken after item 7.

3. Declarations of Interest

Councillors Rob Moreton, Sally Ann Holland and Suzie Akers Smith declared a non-pecuniary interest on matters relating to Cheshire East Council.

4. Questions from Members of the Public

Questions were received from:

- Val Scaresbrook on behalf of the Climate Action Group Sustainable Travel Group about the condition of the Town Centre
- Sharon Neild re actions to protect the Swans at Astbury Mere and an update following the dog attack on a swan last year. [Full questions and Answers here.](#)

5. Urgent Items

No items were raised

6. Safer Streets – Violence Against Women and Girls Update

This item was postponed to a future meeting due to the presenter not being able to make the meeting.

7. Cheshire Police

Sergeant John Roberts gave a verbal update on Policing, see Appendix 1.

17. Case for Dog Agility Site in Congleton

Jack Boyce and Cllr Sally Ann Holland made a short presentation on the benefits of setting up a dog agility area within Congleton. This would use funds available from Cheshire East Council. **CE45/2223 Resolved** in principle the committee would support the idea, but would need a more detailed plan before making any commitment to any scheme.

8. Updates from Previous Community and Environment Committee

CE/46/2223 Resolved to receive updates from the Community and Environment Committee held on 3rd November 2022. This included: Chatty Benches, 750 round-up, Biodiversity Plan update, Ukraine Christmas party, Ukraine Hosts meeting, Tree Planting Update and Bromley Farm Hub.

Action: To check whether a Chatty Bench should have been added to the Bee Garden

Action: To look into a request to sponsor a bench in the town

9. Anti-Social Behaviour Working Group

CE/ 47/ 2223 resolved to accept the notes of the Anti-Social Behaviour Working Group [3rd November](#) 2022 and [12th January](#) 2023

10. Congleton Community Safety Charter update

The committee received a brief verbal update on the progress being made on the Community Safety Charter. The committee was pleased to learn that the ASB Working Group has been successful in obtaining £680 towards work in this area.

Actions: Add the Community Safety Charter to the website
Resend the email to Councillors on Bystander Training

11. Congleton Green Working Group

CE/48/2223 resolved to receive the notes of the Congleton Green Working Group held on [December 1](#) 2022 and the Green Calendar which evolved from the Wider Green Marketing Meeting held on January 18. The group received a verbal update from the working group held on February 16 2022

Action: Notes of February 16 2023 to next meeting

12. Low Mow Town

The committee noted a report about Congleton Town Council's plans to evolve into a Low Mow Town, which following actions agreed upon at the Town Hall and Assets Committee.

13. Congleton in Bloom Working Group

CE/49/2223 resolved to receive the minutes of the Congleton in Bloom Working Group from [November 4 2022](#) , [December 13 2022](#) and [January 20 2023](#) .

14. Integrated Transport Working Group

CE/50/2223 resolved to receive the minutes of the Integrated Transport Working Group held on [November 17 2022](#) and to receive a short report from the Chair.

15. White Ribbon Update

CE/51/2223 resolved to accept the recommendations by the White Ribbon Working Group to:

- Run a White Ribbon public awareness session in the Town Hall during June/July 2023.
- Organise a face-to-face Active Bystander session for officers and councillors

16. Congleton Christmas Lights

CE/52/2223 resolved to ask officers to produce a detailed plan for Council to consider.

- A replacement for the Merry Christmas Congleton sign at the bottom of Moody Street
- Replacement for the two cross street banners used on Swan Bank
- Replacements for the two lamp post banners on Mill Street
- Replacements for the six lamp post banners on West Street
- Replacement for the cross street banner in Lawton Street
- Consider some festive lighting for the Market Area

18. Congleton Cares – survey two update

The Committee received a short update on the interim results of the second Congleton Cares Survey. **Action:** Numbers of respondents were low so promote the survey to get a more representative view.

19 Events plans for 2023

The committee noted a report highlighting the key events for the town in 2023.

**Cllr Kay Wesley
(Chair)**

APPENDIX 1 - UPDATE FROM CHESHIRE POLICE - ITEM 7

Police Overview:

The overall incidents logged for the Town are slightly down from 660 in 2022 to 600 this year.

Anti-social Behaviour:

- 22 ASB incidents have been reported this year to date for Congleton, compared to 36 for the same period in 2022.

The overall Force Objective remains the same with the priority given to Violence against Women and Girls. During the review of figures for the ASB working group in January, for the period of November to January, Domestic Violence incidents were down from 101 during the same period to 89 for our current period. Arrests were up from 16 to 23.

The Force also has one of the best charge rates in the country for Domestic Violence offences. There were 10 reported sexual offences (3 x from schools). One of which was of significant local public interest. A suspect was arrested within a few hours. This is an on-going investigation. The suspect was charged and remanded for this matter. PC Andy CORNELL will be working with the local schools over the coming weeks and months to deliver preventative awareness.

Burglary :-

There have been 3 reported Residential Burglaries for 2023 this is compared to 12 during the same period last year. We now have a team of 2 x Sgts and 8 x DC's who are based at Congleton to look at Burglary for Cheshire East. This has only started this week.

Drugs:-

As with all areas, there are issues within Congleton with Drugs and Drug dealing, however, compared to neighbouring towns we perform very well, we have been working with our undercover proactive teams to disrupt the supply of drugs in our town, going forward we are looking to target street dealers, this will be in the form of visible patrols in key locations where there has been specific intelligence/information around dealing. As always with Drugs my main ask is we encourage our community to feed that information either via you as Councillors or through Crime Stoppers or directly to the Police.

PCSOs:-

We have 3 PCSOs for Congleton. I am pleased to report that Hannah THOMPSON has been successful in her application to become a Police Constable with Cheshire Police. She will be leaving us in the next few weeks. At this time there are no plans to replace her.

The PCSO Team's focus is on Primary School engagement and Parking with the New PCSO for the Area Carole HOLMES taking the lead on the engagement with the Schools. Speed enforcement is undertaken by the PCSO's on their respective areas.

Scooters:-

I am aware that E- SCOOTERS used by youths are and can be an issue. The law around these is not clear, we are confident that we can seize scooters using 2 legislation Section 59 Warnings and for

No Insurance. If you see anyone riding around or confident, we know where they are coming from please let me know and the team will look into getting them off our streets.

CONGLETON TOWN COUNCIL

Minutes of the Finance and Policy Committee Meeting held on Thursday 23rd March 2023

****Please note – These are draft minutes and will not be ratified until the next meeting of the Finance & Policy Committee**

For the papers discussed at the meeting, please see the [Meeting Agenda of the Finance and Policy Committee held on 23rd March 2023](#)

PRESENT	Committee members:	Cllr R Douglas - Chair Cllr P Duffy Cllr D Brown Cllr S Acker Smith Cllr J Smith
	Non-Committee member:	Cllr M Amies
	Ex-Officio Members:	Cllr R Moreton – Deputy Mayor

Also present:

Congleton Town Council Officers:

- D McGifford – Chief Officer
- S Van Schepdael – RFO
- Press
- 3 Members of the Public (Grant applicants)

1. Apologies for absence

Apologies were received from Cllrs D Murphy, D Amies, J Parry and R Chadwick

2. Minutes of Previous Meetings

FAP/54/2223 RESOLVED to approve and sign the minutes of the [Finance & Policy Committee held on 26th January 2023](#).

3. Declarations of Interest

Cllrs S Ackers Smith, D Brown and R Moreton declared an interest on any matters relating to Cheshire East Council. Cllr J Smith declared a pecuniary interest in all application in item 8.

4. Outstanding Actions

There were none.

5. Questions from Members of the Public

There were none.

6. Urgent Items

There were none.

7. Grant Approvals and Commitments

FAP/55/2223 RESOLVED to receive a statement showing the current position as at 31st December 2022.

8. New Applications for Financial Assistance

FAP/56/2223 RESOLVED to award the following grants:

- **8.1 Grant Ref GR18/2223 Congleton West Ranger Unit- £750**
- **8.2 Grant Ref GR19/2223 4th Congleton Rainbows- £440**
- **8.3 Grant Ref GR20/2223 Guiding Association North West- £150**

9. New Grant Activities Monitoring Forms

FAP/57/2223 RESOLVED to receive the New Grant Activities Monitoring Forms from:

- **9.1 Beartown Rickshaw (GR09/2223)**
- **9.2 Our Gang (GR07/2223)**
- **9.3 Bath House and Physic Gardens (GR01/2122)**

10. Management Accounts

FAP/58/2223 RESOLVED to receive and approve the Management Accounts to 31st January 2023.

11. Bank Reconciliation

FAP/59/2223 RESOLVED to receive and consider the bank reconciliation as at 31st January 2023.

12. Savings Account Balances

FAP/60/2223 RESOLVED to receive the Savings Account update and balances as at 31st January 2023.

13. List of Payments

FAP/61/2223 RESOLVED to receive and approve the Payments lists for January 2023.

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

FAP/62/2223 RESOLVED to approve the Business Risk Assessment for 2023/24 and recommended to Council for approval and adoption into the constitution, requesting that Cyber Security be added as a risk.

15. Employer Pension Discretions Policy (Enclosed)

FAP/63/2223 RESOLVED to approve the updated Pension Discretion Policy and recommended to Council for approval and adoption to the Constitution.

16. Second Interim Internal Audit Report 2022/23 (Enclosed)

FAP/64/2223 RESOLVED to receive the Second interim Audit for 2022-2023.

17. Petty Cash Verification (Enclosed)

FAP/65/2223 RESOLVED to receive the verification of the Town Council's Petty Cash Account balance.

18. CIL Report 2022-2023

FAP/66/2223 RESOLVED To receive the CIL report for 2022-2023.

19. Resolution to exclude members of the press and public from item 19 due to private Aged Debtor matters.

FAP/67/2223 RESOLVED to exclude members of the Press and Public.

20. Aged Debtors Update

FAP/68/2223 RESOLVED to approve the Aged Debt write off for £120.

**Cllr Robert Douglas
(Chair)**

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Planning Committee held on Thursday 20 April 2023

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

For the papers discussed at the meeting please see the [Meeting Agenda of the Planning Committee on the 20th April 2023](#)

In attendance:

Committee Members: Councillors: Amanda Martin (Chair)
Robert Hemsley (Vice Chair)
Duncan Amies
Martin Amies
Duncan Amies
David Brown
Robert Douglas
Paul Duffy
Suzy Firkin
Mark Rogan
James Smith
Kay Wesley

Ex Officio Rob Moreton (Deputy Mayor) Left after item 8

None committee members Suzie Akers Smith – Left after item 8

Also present

Congleton Town Council Chief Officer David McGifford

No members of the press

22 members of the public

MINUTES

1. Apologies for Absence

Apologies for absence were received from Committee Member Jean Parry

2. Minutes of Previous Meetings

PLN/22/2223 Resolved to approve and sign the [minutes of the Planning Committee meeting held on the 16th March 2023.](#)

3. Declarations of Disclosable Pecuniary Interest

Councillor David Brown advised of a pecuniary interest in planning application 23/1141T and left the meeting whilst this was being debated

Cllr Robert Hemsley advised of a non-pecuniary interest in planning application 23/1101C

4. Outstanding Actions

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

Date	Reference	Issue	
27.4.2021	Astbury Place /Congleton park bridge Section 106	Developer delaying installation of an agreed bridge linking Astbury Place to Congleton Park	Morris Homes have submitted a scheme for consideration to CEC. There have been questions raised re the impact on the park through, piling works construction vehicles and the remedial works that would be required
Feb 2023	Tree Preservation Order Church House Public House on Buxton Road	Request for a TPO to be placed on the largest tree at the front of the Church House.	No further update from CEC
March.23	Application for deed of variation to the mortgage exemption clause in relation to application 14/4452C - Erection of up to 95 dwellings with associated infrastructure (Phase 2)	Establish an understanding of what the implications of an exemption clause are	No updates received from CEC

5. Questions from Members of the Public

There were no questions received from Members of the Public.

6. Urgent Items

None

7. Neighbourhood Plan

Regulation 14 draft document will be available for the new council to review later in May following councillor inductions and approval of committees and working groups

8. Planning Applications Section 1

Planning application 23/1046 C Penrith Court was brought forward to section 1 due to public interest. Committee decision and comments are in Agenda item 11 below summary

9. Planning Appeals

The committee noted the Planning Appeal reference APP/R0660/C/22/3309004

10. Licensing Applications

Congleton Market Quarter located at the plot of land between Princess Street and Mill Street, adjacent to the Princess Street public carpark

LICENSING ACT 2003 NOTICE OF APPLICATION FOR THREE INDIVIDUAL PREMISES LICENCES UNDER SECTION 17

The committee noted this application without comment.

11. Planning Applications Section 2

PLN/22/2223 Resolved that the star be removed from item 5 and that all other starred items are shown as now objection

Lists from 6th, 13th, 20th, 27th March & 3rd, 10th April 2023

	Reference No	Proposal	Location	
1*	23/0970C	Single-storey rear extension and garage conversion	11, ROSEVILLE DRIVE, CW12 3LU	No Objection
2*	23/0973C	Certificate of lawful development for proposed single-storey rear extension.	22, ELMWOOD DRIVE, CW12 4QY	No Objection
3	23/0989T	Oak tree at the rear of the garden (41 Johnson Close) on council-owned amenities land is in need of maintenance to reduce the impact of overhanging branches and loss of light to the garden due to the height and size of the tree. The Oak tree requires some crown thinning (10%), and crown reduction to remove branches which overhang the residential property. Crown reduction is also required to reduce the height by 1 to 2 meters in order to improve light entering the property.	REAR OF 41, JOHNSON CLOSE, CW12 3TQ	No objection Subject to gaining the landowners permission
4*	23/1009C	Prior approval for the demolition of the existing single-storey extension and conservatory and erection of a single-storey rear extension extending	11, MALVERN CLOSE, CW12 4PD	No Objection

		4.50 metres beyond the rear wall, maximum height of 3.99 metres and eaves height of 2.99 metres.		
5	23/1010C	Single-storey extension over existing garage Noted that it should read first-floor extension over existing garage	142, ST JOHNS ROAD, CONGLETON, CW12 2EH	No Objection
6*	23/1013C	Proposed two-storey side extension, replacement roof over rear extension and internal alterations.	120, BOUNDARY LANE, , CW12 3JF	No Objection
7*	23/1015C	Proposed two-storey side extension and remodel of existing bungalow.	35, Tidnock Avenue, , CW12 2HN	No Objection
8*	23/1019C	Proposed single-storey rear extension.	10, MOSS ROAD, CW12 3BN	No Objection
9	23/1046C	Proposed new build of a two storey, 3 bedroom detached house, comprised of ground and first floor. Ground floor consists of: Dining/Living with Kitchen with double door to the garden. Guest living area with main front entrance. Study area with common w/c and interlinked garage with access from within the house. First floor consist. 3 bedrooms (1x master bedroom with en-suite and balcony). 1x shared bathroom. Flat roof above the garage area. Roof for first floor is a gabled pitched roof with projection. Proposed exterior boundary wall 1m high from pedestrian level. Removal of existing tree.	Vacant Land at, Penrith Court, Congleton, CW12 4JF	<p>Objection</p> <ol style="list-style-type: none"> 1. In breach of "CEC policy REC 1". loss of green space which was applied against similar applications 21/2678C & 21/3502C 2. Layout and density 3. Vehicle access and loss of turning circle 4. Inadequate car parking provision for the property 5. Impact on the landscape and nature conservation due to loss of space 6. Distance between proposed property and house number 6 including overlooking this property creating a loss of privacy 7. Loss of rowan tree 8. Loss of public amenity space which has been in place since the original development <p>Action for CTC Officer</p> <p>To include the protection of public amenity space within the Neighbourhood Plan consultation document</p>
10	23/1101C	Prior approval for change of use to dwelling house.	OLD HALL PRIVATE DAY NURSERY, SPRAGG STREET, CW12 1QR	No Objection Cllr R Hemsley advised of a Non pecuniary interest re this application

11	23/1115C	Proposed new 25m x 45m horse exercise arena	Overlands, CHERRY LANE, CW12 3QU	No Objection
12	23/1124C	Construction of 2 storey dwelling and detached garage - submission of 17 previous approval 20/4826C	27, TUDOR WAY, CW12 4AS	No Objection
13	23/1141T	Oak tree crown lift 5.5m clear deadwood where broken limbs. Overhanging the road and telephone wires.	21, LEEK ROAD, CW12 3HU	No Objection Noted Cllr D Brown left the room for this item
14*	23/1146D	Discharge of conditions 5,12 and 13 on application 21/0320C: Application for 9 no. affordable apartments	CAR PARK, TOMMYS LANE, CW12 2EZ	No Objection
15*	23/1154C	Proposed rear extension replacing ex. conservatory.	30, HOWEY LANE, CW12 4AE	No Objection
16*	23/1162C	Non-material amendment to approval 21/0320C	CAR PARK, TOMMYS LANE, CONGLETON	No Objection
17*	23/1166C	Demolition of existing conservatories Single storey side extension	7, AYRSHIRE WAY, CW12 3TN	No Objection
18*	23/1167D	Discharge of conditions 7 and 12 on planning application 21/5642C - Demolition of existing public house and outbuildings and removal of existing car parking area, and erection of 3 no. dwellings with associated hard and soft landscaping	The Robin Hood, BUXTON ROAD, CHESHIRE, CW12 3PE	No Objection
19	23/1196C	Demolition of existing stable building and the erection of single storey dwelling. .	LAND EAST OF FOOTPATH 37, MIDDLE LANE,	Objection 1. Building on the greenbelt, 2. intrusion into open countryside 3. no formal vehicular access to the site
20*	23/1407C	Partial conversion of existing conservatory, reduction in size of remaining conservatory, replacement porch and render of existing single storey front extension.	77, PARK LANE, CONGLETON, CW12 3DD	No Objection
21*	23/1227D	Discharge of Condition 5 on 21/1492C - New outdoor sports pitch	The Quinta Primary School, ULLSWATER ROAD,	No Objection
22	23/1253C	Side extension to form garden room	Hollybrook Barn, MIDDLE LANE,	Objection 1. Building on the greenbelt, 2. intrusion into open countryside

				3. Appears to be exceeding the 30% extension limit of the original build
23*	23/1265C	PROPOSED SINGLE STOREY FRONT SIDE AND REAR EXTENSION TO FORM ADDITIONAL LIVING ACCOMMODATION.	50, BIRCH ROAD,	No Objection
24	23/1314T	G3 group of 3 yews Lateral reduction to front side of yew facing driveway of number 10 by approximately 1 to 1.5 meters Lateral reduction to side of yew facing number 10 by approximately 0.5 meters Reduction to rear of tree to bring lower protruding canopy inline with upper canopy. A1 area of trees Lateral reduction of 1 neighbouring yew back to property boundry.	10, THE MOUNT, CONGLETON, CW12 4FD	No Objection
25*	23/1323D	Discharge of conditions 2 & 10 on approved application 16/6185C: Listed Building Consent for proposed refurbishment and extension of a Grade II listed Hall, including the demolition of a detached single storey garage and construction of a new single storey garage to the rear, with landscaping of the domestic curtilage and realignment of the existing drive.	CROSSLEY HALL, PEOVER LANE, , CW12 3QH	No Objection
26*	23/1348C	Two storey side, single storey rear and porch extensions.	26, BAILEY CRESCENT, CW12 2EW	No Objection
27*	23/1420D	Discharge of conditions 4 and 12 on application 20/3608C. Demolition of existing buildings and replacement dwelling with new vehicular access provision of turning area and parking.	Moss Cottage, BUXTON ROAD, CONGLETON, CW12 3PG	No Objection

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 9th March 2023

For the papers discussed at the meeting, please see the [Agenda & Papers – 9th March 2023](#)

In attendance:

Committee members: Cllrs

Suzy Firkin - Chair

Suzie Akers Smith

David Brown

Duncan Amies

Martin Amies

Russell Chadwick

Robert Hemsley

Robert Douglas

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 Robert Hemsley, George Hayes.

2. Minutes of Previous Meetings

THAS/41/2223 Resolved to approve and sign the [minutes of the meeting of the Town Hall, Assets and Services Committee held on 12th January 2023.](#)

3. Declarations of Interest

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

4. Outstanding Actions

THAS/13/2223	Paddling Pool – going forward any marketing material to advertise no parking and to use Town Centre car parks.	JM Team?	?	Date -end of season review at THAS 22.10 22	In Progress
THAS/13/2223	Library Toilets Cllr Akers Smith to contact the Cheshire East Library Services Team regarding sign posting their public toilets within the library.	Cllr SAS	?	Date - Update details	In Progress
THAS/20/2223	Paddling Pool Notes for consideration: <ul style="list-style-type: none"> • seated position and cover at the entrance for staff • additional session • resin repairs, if possible, to be done earlier • potential snack cabin 			Date - Update details	Not started
THAS/27/2223	Public Toilets Continue discussions 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.			Date - Update details	In Progress

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/42/2223 Resolved to accept the Town Hall Trading account to January 2023 and to note the content of the summary report.

8. Paddling Pool Soft Play Path

THAS/43/2223 Resolved to receive the updates on matters relating to the paddling pool Soft play surface.

Action – To consider opening times and session for 2024

9. Town Hall Decarbonisation Updates

THAS/44/2223 Resolved to receive the updates on matters relating to the Town Hall Decarbonisation.

10. Town Hall Bookings

THAS/45/2223 Resolved to receive the Town Hall Booking update

11. Town Hall Roof

THAS/46/2223 Resolved to receive the Town Hall Roof update

12. Streetscape Services Trading Account

THAS/47/2223 Resolved to accept the Streetscape Services Trading account to January 2023 and to note the content of the summary report.

13. Congleton Information Centre Trading Account

THAS/48/2223 Resolved to accept the Congleton Information Centre Trading account to January 2023 and to note the content of the summary report

14. Streetscape update

THAS/49/2223 Resolved to receive the Streetscape Services update

Action: To start consultation with local residents around the idea of a Community Allotment project for the green space at the top of Town Woods - 'Hillfields' site.

15. THAS/50/2223 Resolved to exclude members of the press and public from item 16 due to Commercial Sensitivities.

16. Town Centre Toilets

THAS/51/2223 Resolved to receive the verbal update report and agreed that ongoing discussions should continue with the Capital Walk toilet provision

**Cllr Suzy Firkin
(Chair)**

Congleton Town Council

**Personnel Committee Minutes
1st December 2022**

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

For the papers discussed at the meeting, please see the [Meeting Agenda of the Personnel Committee 1st December 2022](#)

PRESENT: Councillors: David Brown (Chair)
Suzie Akers Smith
Dawn Allen
Martin Amies
Robert Douglas
Sally Ann Holland
Amanda Martin
James Smith (Vice Chair)

Ex-Officio:

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

1. Apologies for absence.

Apologies were received from:
Committee Members: Cllrs Russell Chadwick, Kay Wesley
Ex-Officio Member: Cllr Margaret Gartside (Mayor)

2. Minutes of the Previous Meeting

PERS/04/2223 RESOLVED to approve the [minutes of the Personnel Committee meeting held on the 4th August 2022.](#)

3. Declarations of interest

Cllrs David Brown, Akers Smith and Sally Ann Holland declared a non-pecuniary interest in matters relating to Cheshire East Council. Cllr Sally Ann 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 Items 8 and 9**

PERS/05/2223 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. **National Pay Award and Proposed Incremental Increases**

PERS/06/2223 RESOLVED to note the National Pay Award and to approve incremental increases for eligible staff totalling £7,335 plus pension and NI

9. **Job Descriptions for External Evaluation – Flexi Roles**

PERS/07/2223 RESOLVED to approve proposed job descriptions for external evaluation following the process below.

1. To discuss the draft job descriptions with the relevant staff to receive comments and provide clarification where needed
2. Delegated authority to the Chief Officer to make minor amendments where necessary and to send the updated job descriptions for external evaluation

**Councillor David Brown
(Chair)**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council											
MEETING DATE AND TIME	7.00pm 15 th June 2023	LOCATION	Congleton Town Hall									
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer											
AGENDA ITEM REPORT TITLE	14 Standing Orders and Financial Regulations											
Background	As part of our Standing Orders a review of our Standing Orders and Financial Regulations should take place, Page 10 reference point: <i>ix. Review and adoption of appropriate standing orders and financial regulations;</i>											
Updates	<p>Members are asked to review the Council’s Standing Orders and Financial Regulations (copy available on the Council’s website, Standing Orders and Financial Regulations).</p> <p>Our documents are taken from the NALC (National Association of Local Councils) Model templates.</p> <p>No amendments are currently being recommended by Officers. The documents will be reviewed during 2023 and presented to Council later in the year should any updates be required.</p> <table border="1"><thead><tr><th>Document</th><th>CTC Review Date</th><th>NALC Template Update</th></tr></thead><tbody><tr><td>Standing Orders</td><td>28th April 2022</td><td>April 2022</td></tr><tr><td>Financial Regulations</td><td>22nd June 2022</td><td>2019</td></tr></tbody></table>			Document	CTC Review Date	NALC Template Update	Standing Orders	28 th April 2022	April 2022	Financial Regulations	22 nd June 2022	2019
Document	CTC Review Date	NALC Template Update										
Standing Orders	28 th April 2022	April 2022										
Financial Regulations	22 nd June 2022	2019										
Decision Requested	<ul style="list-style-type: none">i. To review and adopt our Current Standing Ordersii. To review and adopt our current Financial Regulations											

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	7.00pm 15 th June 2023	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	15 Internal Audit Report – Year ending 31st March 2023		
Background	All town and parish councils are required to make arrangements for an independent, internal audit examination of their accounting records and systems of internal control.		
Updates	<p>Congleton Town Council's Internal Audit services are provided by Auditing Solutions Ltd.</p> <p>During the financial year 2022-23 they have completed 3 audits, the report in Appendix 15.1 represents the final outcome for the year.</p> <p>Noted Issues and Actions taken:</p> <p>No issues noted, therefore no actions required.</p>		
Decision Requested	To receive the Final Internal Audit report for year ending 31 st March 2023.		

Congleton Town Council

Internal Audit Report 2022-23: Final Update

Adrian Shepherd-Roberts

*For and on behalf of
Auditing Solutions Ltd*

Background

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

This report sets out the work undertaken in relation to the 2022-23 financial year which was completed by the 28th September 2022, 14th February and 5th May 2023. We have undertaken our reviews for the year and we wish to thank the Responsible Finance Officer in assisting the process, providing all necessary documentation to facilitate completion of our review for the year to date.

Internal Audit Approach

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

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

Overall Conclusion

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

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

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

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

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

- Ensured that the ledger remains in balance at the present date;
- Verified the opening trial balance for 2022-23 to the Statement of Accounts and AGAR for 2021-22 to ensure that the closing balances have been brought forward accurately and completely;
- Checked and agreed transactions in the Council's main bank account cashbooks to the relevant RBS Bank statements for April & August 2022 and January and March 2023;
- Checked and agreed for the same months, inter account "sweep" transfers between the current and high interest bank account; and
- Examined and verified the accuracy of transactions in the Council's mayoral charity bank account cashbooks and bank accounts as at July/August 2022 and January and March 2023 to ensure that no long-standing payments or other anomalous entries exist.

Conclusions

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

Review of Corporate Governance

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

We note that the Standing Orders were reviewed and adopted in October 2021 and the Finance regulations were reviewed in June 2022.

We have completed our review of the minutes of the Full Council and Standing Committees, excluding Planning, to ensure that no actions of an ultra vires nature are being either considered or have been actioned, whilst also ensuring that the Council's finances remain at a healthy level to provide appropriate funds for future planned development and current revenue spending plans. We also note that, as previously, various grants have been approved for payment during the current year.

Conclusions

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

Review of Expenditure

Our aim here is to ensure that: -

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

We have commenced work in this area examining a sample of payments to March 2023.

Finally, in this area, we have examined the content of the quarterly VAT reclaims to March 2023, submitted to HMRC, with no issues arising.

Conclusions

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

Assessment and Management of Risk

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

Risk assessment registers are in place and they are subject to routine annual review and update. We note that the Business Risk Assessment for 22-23 was formally approved by Finance & Policy Committee in April 2022.

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

Zurich Municipal continues to provide the Council's insurance cover: we have examined the current year's schedule (to May 2023) and consider it meets the current needs of the Council

appropriately with Employer's liability set at £10 million and Public Liability cover set at £15 million and Fidelity Guarantee cover at £1.0 million.

Conclusions

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

Precept Determination and Budgetary Control

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

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

We also note that the Council approved a precept of £1,068,179 for 2023-24 at its December 2022 meeting.

Conclusions

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

Review of Income

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

- At the interim audit we reviewed the income generated in respect of the Tourist Information Centre from the accounts data. We are pleased to report that the process is well managed and that records are maintained in a very satisfactory manner.
- At the interim update audit, we have reviewed the management controls and income from the Town Hall bookings and are satisfied that the records and the accounts are operated in a satisfactory manner.
- Examined the "Aged debtors schedule" generated by the accounting software and have confirmed with the RFO regarding the records that there are no significant issues arising with regard to long-standing debts of which officers and members are unaware.

We have also reviewed the nominal ledger detailed transaction reports for income items for the year to March 2023 to ensure that no obvious coding errors or other anomalous entries are apparent and are pleased to record that none are in evidence.

Conclusions

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

Petty Cash Account

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

We have not checked the cash but have reviewed the holding from the information that we have been provided. As we are working remotely, we suggested that where possible an independent check is undertaken to confirm that the cash has been checked and the account balances. We note that this continues to be reviewed.

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

Conclusions

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

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1st April 2020 in relation to employee percentage bandings. To meet that objective, we have: -

- Ensured that the Council has approved staff pay rates for the financial year, based upon the approved NJC rates:
- Checked and agreed the computation of staff gross and net pay and salary deductions for July 2022, noting the continued use of a local, third party bureau service provider;
- Checked to ensure that appropriate tax codes and national insurance tables are being applied in the year and that the correct deductions / contributions have been deducted and paid over to HMRC in a timely manner; and
- Ensured that the appropriate revised superannuation contribution rates have been applied, also ensuring that the deductions have been paid over to the County Council in a timely manner.

Conclusions

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

Fixed Asset Registers

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

Conclusion

No issues require formal comment or recommendation.

Investments & Loans

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

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

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

Conclusions

We are pleased to report that no issues have been identified in this area that warrants any further attention by officers or formal recommendation.

Annual Governance and Accountability Return

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

As part of our year-end review we have checked the March 2023 cash books and nominal ledgers.

We have not reviewed the accounts and Asset Register yet to be provided by DCK Accounting Solutions but should the figures reflect adjustments that affect our report we will issue an addendum accordingly.

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

Conclusions

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

Should our report require amendments following the issuing of the accounts from DCK Accounting Solutions we will issue an addendum to our report.

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	7.00pm 15 th June 2023	LOCATION	Town Hall
REPORT FROM	David McGifford – Chief Officer and Serena Van Schepdael – Finance Manager/Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	16 Annual Governance and Accountability Return (AGAR) 2022-2023		
Background	<p>The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require all authorities to prepare a statement of accounts for each financial year in accordance with proper practices.</p> <p>For Councils like Congleton Town Council with income or expenditure between £200,000 and £6.5 million per year (referred to as smaller authorities), an Annual Governance and Accountability Return (AGAR) must be completed each year and submitted to the relevant External Auditor under strict deadlines. The External Auditor is chosen by the Smaller Authorities’ Audit Appointments Ltd (SAAA), the current External Auditors are PKF Littlejohn LLP, who have been procured to be the Auditors from 2022 to year ending 2027.</p> <p>Congleton Town Council undertakes the services of DCK Accounting Solution Ltd to produce Unaudited Financial Statements of accounts, these sit alongside the Annual Governance and Accountability Report (AGAR) and are not part of our year end submission to the External Auditor. Unaudited Financial Statements can be viewed 16.2-Unaudited-Financial-Statements-2023.pdf (congleton-tc.gov.uk)</p>		
Updates	<p>All documentation for the financial year ending 31st March 2023 must be received by the External Auditor by 1st July 2023. For submission the AGAR must be approved and signed by Council.</p> <p>The notice of public rights and sections 1 and 2 of the AGAR must be published on the Authority’s website for public viewing after approval at Council, they must be published by 1st July 2022 and be available for 30 working days, the public viewing period must include the first 10 working days of July. Our public viewing dates for 2022-2023 documents are 27th June to 7th August 2023.</p> <p>The AGAR presented is for Council to: (See appendix 16.1)</p> <p>1.1 <u>Consider the statements in Section 1 and approve during the meeting.</u> During the year we are audited by our chosen Internal Auditor, who audit our accounting records and system of internal control. This year no issues were found.</p> <p>1.2 <u>Approve the Financial Statements as signed off by the RFO.</u> Our accounts are complete for the year ending 31st March 2023, resulting in the figures as signed off on page 5 of the AGAR.</p> <p>1.3 Sign the form for submission.</p>		
Decision Requested	<p>To approve:</p> <ol style="list-style-type: none"> 1. Section 1 of the AGAR: The Annual Governance Statement 2022-2023. 2. Section 2 of the AGAR: The Accounting Statements 2022-2023. 		

Annual Governance and Accountability Return 2022/23 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

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

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

Publication Requirements

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

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

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

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

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

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

Annual Internal Audit Report 2022/23

CONGLETON TOWN COUNCIL

www.congleton-tc.gov.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

22/09/2022

14/02/2023

05/05/2023

Name of person who carried out the internal audit

Adrian Shepherd-Roberts

Signature of person who carried out the internal audit

Date

05/05/2023

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

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

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

CONGLETON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.congleton-tc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

CONGLETON TOWN COUNCIL

	Year ending		Notes and guidance	
	31 March 2022 £	31 March 2023 £		
1. Balances brought forward	928,567	928,858	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>	
2. (+) Precept or Rates and Levies	954,146	996,333	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	619,877	805,222	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	-861,023	-954,667	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>	
5. (-) Loan interest/capital repayments	-21,778	-21,778	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	-690,931	-918,409	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	928,858	835,559	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	1,022,581	886,463	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>	
9. Total fixed assets plus long term investments and assets	2,884,590	2,907,704	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>	
10. Total borrowings	336,431	330,463	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

[Redacted Signature]

Date

24 MAY 2023

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

CONGLETON TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	7.00pm 15 th June 2023	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	17 Insurance Cover		
Background	As part of our Standing Orders confirmation of our insurance arrangements should take place, Page 10 reference point: <i>xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;</i>		
Updates	<p>Our current insurance providers are Zurich Municipal, which is a trading name of Zurich Insurance Company Ltd. We are now at the end of a three-year deal, and we have been provided with a one-year policy to cover us for the year beginning 1st June 2023.</p> <p>The Town Council has renewed its insurance cover with Zurich Municipal for 2023/24. The renewal cost is £23,406.68, compared to £20,100.47 for 2022-2023</p> <p>A procurement exercise for cover from 31st May 2024 will take place during 2023, once completed the report and decision requested will be presented to Council during 2023.</p> <p>Appendix 17.1: Invoice <small>(Page 1 of 2 only, page 2 is remittance advice not required for this report)</small></p>		
Decision Requested	It is requested that Council: i. Note cover is provided by Zurich Municipal. ii. Approve the renewal for 2023-2024. iii. Approve payment of invoice 524083348 for £23,406.68 for insurance cover from 1 st June 2023 to 31 st May 2024.		

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

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

Invoice

Invoice Date: 26th May 2023

Invoice No: 524083348

Client ref: [REDACTED]

Policy	Policy Term	(£) Premium
YLL-272006-7183	01/06/2023-31/05/2024	19,494.27
Inspection Contract (If Applicable)		1,310.91
Sub total		20,805.18
Inspection Contract VAT @ prevailing rate		262.18
Insurance Premium Tax (IPT) @ prevailing rate		2,339.32
TOTAL		£23,406.68

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

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

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

Acc Name: Zurich Town & Parish, Insurer Trust Account

Acc Number: [REDACTED]

Sort Code: [REDACTED]

Bank: Barclays Bank PLC

Please quote your Client Reference on all BACS transactions

Invoice Queries

Phone: 0800 917 9426

Email: accounts.team@uk.zurich.com

Our VAT registration number is: 107 8316 77

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	7.00pm	LOCATION	Town Hall
REPORT FROM	Serena Van Schepdael – Finance Manager/Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	18 Purchase Invoice Approval		
Background	In accordance with our Financial Regulations Grants over £3,000 must be approved by Council. In accordance with our Financial Regulations invoices over £10,000 must be approved by Council.		
Updates	18.1 Congleton Community Projects The invoice received for the 2023-2024 year for the delivery of events and projects as contracted by the Council. A Service Level Agreement exists for this annual agreement. Cost will be posted to grants cost centre (107-4709) 18.2 Four Oaks Invoice 127852 received for planting for In Bloom and Streetscape for £8738.59 (£7282.16 plus £1456.43 VAT). The breakdown of the invoice is £2369.96 for In bloom (215-4162) and £4867.20 for Streetscape (280-4043). 18.3 Soft Surfaces Invoice 23766 received for £15,750 (£13125 plus £2,625 VAT) which is for re-surfacing works completed at the paddling pool. The works and budget spend were approved by Council in April 2023, CTC/43/2223. The decision requested is to note that the work is complete and payment has been made.		
Decision Requested	To: <ol style="list-style-type: none">1. Approve payment of the invoice from Congleton Community projects for £16,000.2. To approve payment of invoice 127852 to Four Oaks Nurseries Ltd for £8,738.59 (£7,282.16 plus £1,456.43 VAT)3. To note payment of £15,750 has been made to Soft Surfaces on 16th May 2023.		

Congleton Community Projects making events happen



Date: 2nd May 2023

Invoice to:

Congleton Town Council

Order number:

Delivery of Community events and projects as contracted by the Town Council and laid out in the Service Level Agreement		16,000.00
Annual grant - April 2023 – April 2024		
Total		16,000.00

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

Or BACS details

Bank: Nat West, account name: [REDACTED] sort code: [REDACTED]
account no: [REDACTED]. Please add ref: CTC funding

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

With thanks for your continued support



Congleton Community Projects, The Resource Centre, Town Hall, Congleton, CW12 1BH
Tel: 01260 270 908 e-mail: jo@congletoncommunityprojects.org
Registered Charity no: 1056660

EWJ/M



Four Oaks Nurseries Ltd
Farm Lane
Lower Withington
Macclesfield
Cheshire
SK11 9DU

Tel: 01477 571392

Fax: 01477 571314

Cash & Carry direct line : 01477 571797
email: [REDACTED]

Website: www.fouroaks-nurseries.co.uk

**CONGLETON TOWN COUNCIL
TOWN HALL, HIGH STREET
CONGLETON
CW12 1BN** [REDACTED]

INVOICE

Invoice no.: 127852

Date: 15/04/2023

Customer no.: [REDACTED]

VAT- number: [REDACTED]

Page: 1

Sales order no.: 291022,

Delivered on: 15/04/2023 Delivery no.: 94733 Scan 09:10/CARRY

Quantit	Description	Size	Reference	VAT	Price	Amount £
72	Geranium Ivy Precision Pink A Geranium / B 1298 / C 245535 / D GB	1		H	1.01	72.72
920	Petunia Deep Blue A Petunia / B 1298 / C 245549 / D GB	1		H	0.82	754.40
72	Geranium Standing Dark Pink A Geranium / B 1298 / C 245540 / D GB	1		H	1.01	72.72
72	Verbena Quartz Silver A Verbena / B 1298 / C 245531 / D GB	1		H	0.70	50.40
117	Bidens Pink	1		H	0.78	91.26
117	Bidens White	1		H	0.78	91.26
120	Calita Pinky White A Calibrachoa / B 1298 / C 245536 / D GB	1		H	0.74	88.80
915	CIB Geranium Bullseye Mixed	1		H	0.30	274.50
117	Isotoma Light Purple A Isotoma / B 1298 / C 245557 / D GB	1		H	0.58	67.86
120	Verbena Storm Burst A Verbena / B 1298 / C 245547 / D GB	1		H	0.79	94.80
99	Begonia Starshine Mixed PFA ERWIAM / A Begonia / B 1298 / C 245551 / D GB	1		H	0.85	84.15
117	Begonia Starshine Mixed PFA ERWIAM / A Begonia / B 1298 / C 245545 / D GB	1		H	0.85	99.45
1.620	Begonia Trailing Pink Shades PFA ERWIAM / A Begonia / B 1298 / C 245550 / D GB	1		H	0.62	1,004.40
1.500	Bacopa Pink Lilac A Bacopa* / B 1298 / C 245532 / D GB	1		H	0.68	1,020.00
117	Begonia Supercascade Pink PFA ERWIAM / A Begonia / B 1298 / C 245538 / D GB	1		H	0.62	72.54
400	Fuchsia Semii Trailing A Fuchsia / B 1298 / C 245559 / D GB	1		H	0.48	192.00
900	Petunia Surfinia Blue Vein	1		H	0.72	648.00
900	Petunia Surfinia Giant Purple	1		H	0.72	648.00
660	Fuchsia Trailing Marinka A Fuchsia / B 1298 / C 245530 / D GB	1		H	0.58	382.80
2.420	Helichrysum Silver A Helichrysum / B 1298 / C 245552 / D GB	1		H	0.56	1,355.20
117	Helichrysum Silver A Helichrysum / B 1298 / C 245534 / D GB	1		H	0.56	65.52
11	Fuchsia Trailing Pink Galore A Fuchsia / B 1298 / C 245537 / D GB	1		H	0.58	6.38

Transport: 7,237.16



Four Oaks Nurseries Ltd
 Farm Lane
 Lower Withington
 Macclesfield
 Cheshire
 SK11 9DU

Tel: 01477 571392
 Fax: 01477 571314
 Cash & Carry direct line : 01477 571797
 email: [REDACTED]
 Website: www.fouroaks-nurseries.co.uk

CONGLETON TOWN COUNCIL
 TOWN HALL, HIGH STREET
 CONGLETON
 CW12 1BN

INVOICE

Invoice no.: 127852
 Date: 15/04/2023
 Customer no.: [REDACTED]
 VAT- number:
 Page: 2

Quantit	Description	VAT	Reference	Size
1	Carriage	H		1

Reference	VAT	Price	Amount £
	H	45.00	45.00
		Transport:	7,237.16
		Total plants:	7,282.16
		Subtotal:	7,282.16
		20.00 % VAT (H) over 7,282.16	1,456.43
		TOTAL £:	8,738.59

Terms 30 Days from date of collection.

PLANT PASSPORT NUMBER GB 1298
 EC QUALITY

Group VAT Registered No. GB 800 2270 91

Bacs payments to:
 Sort code [REDACTED]
 Account [REDACTED]

Cheques payable to Four Oaks Nurseries LTD.

Soft Surfaces Limited
Water House
35 Water Lane
Wilmslow
Cheshire
SK9 5AR
Tel: 01625 445760
Email: accounts@softsurfaces.co.uk
VAT Reg No: 693430817

Customer

Congleton Town Council
Town Hall
High Street
Congleton
CW12 1BN

INVOICE

Page 1

Invoice No	23766
Invoice Date	24/04/2023
Order No	1147/2223
Account Ref	[REDACTED]

Quantity	Description	Unit Price	Disc Amt	Net Amt	VAT %	VAT
1.00	Congleton Paddling Pool - Supply and install wetpour soft surfacing as per quote 3776 AR1	13,125.00	0.00	13,125.00	20.00	2,625.00

Deliver To / Site Address :
Congleton Paddling Pool
19 Park Road
Congleton
Cheshire
CW12 1DP

Total Discount	£	0.00
Total Net Amount	£	13,125.00
Carriage Net	£	0.00
Total Tax Amount	£	2,625.00
Invoice Total	£	15,750.00

Payment Due: 24/05/2023

Bank: Natwest Bank
Account Name: Soft Surfaces Ltd
Sort Code: [REDACTED]

UTR [REDACTED]

CIS Status - Gross

Company Number: 03400473

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	7.00pm 15 th June 2023	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	19 External Support Services		
Background	As part of our Standing Orders an annual review of arrangements with bodies/businesses, Page 10 reference point: <i>x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.</i>		
Updates	This report is to review and approve the current businesses that provide services and support to Congleton Town Council in the operation of the business. We have support & services for: <ul style="list-style-type: none">• HR and HS services• Legal support• Accounting support and services• Payroll processing services• Internal Audit services		
Decision Requested	To approve: <ul style="list-style-type: none">i. ANSA Environmental Services [HR Department] as HR and HS Supportii. SAS Daniels LLP for Legal Supportiii. DCK Accounting Solutions Ltd for finance and accountancy supportiv. DJH Mitten Clark for Payroll Servicesv. Auditing Solutions Ltd as the Internal Auditor for 2023-2024		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	7.00pm 15 th June 2023	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	20 Review of Expenditure		
Background	In reference to the year-end accounts, as part of our Standing Orders a review of our expenditure should take place, Page 10/11 reference point: xviii. Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence		
Updates	With reference to the Standing Orders our payments are presented on a regular basis to the Finance and Policy Committee which approves the payments retrospectively. Congleton Town Council payments can be found on our website: Payments - Congleton Town Council (congleton-tc.gov.uk) And our Grant summary for grants made under the General Power of Competence can be found here: Grant-Given-2022-2023.pdf (congleton-tc.gov.uk)		
Decision Requested	To review and note the Council expenditure		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	7.00pm 15 th June 2023	LOCATION	Congleton Town Hall
REPORT FROM	Jackie MacArthur, Communities and Marketing Manager and DCO		
AGENDA ITEM REPORT TITLE	21 Review of Policies on Data Protection, Equalities and Diversity and Volunteering		
Background	Congleton Town Council's Data Privacy Notice and the recently adopted Equalities and Diversity Policy, Volunteering Policy and Flag Flying Policies, and have been reviewed by officers as fit for purpose. It is therefore recommended that the new Council adopts these policies and notice in their current format.		
Updates	<p>Members are asked to review the</p> <ul style="list-style-type: none">i. Data Privacy Notice - which forms a policy in the Constitution and was approved in June 2018ii. Equality and Inclusion policy – approved in March 2020 based on national best practiceiii. Volunteering Policy – approved in February 2019 and based on best practice. <p>No amendments are currently being recommended by Officers for these four policies.</p>		
Decision Requested	<p>To review and adopt</p> <ul style="list-style-type: none">1. Congleton Town Council's Data Privacy Notice2. Congleton Town Council's Equality and Inclusion Policy3. Congleton's Volunteer Policy		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	7.00pm 15 th June 2023	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	22 Fixed Asset Register		
Background	As part of our Standing Orders an annual review of our inventory and assets should take place, Page 10 reference point: <i>xiii. Review of inventory of land and other assets including buildings and office equipment;</i>		
Updates	<p>Our Fixed Asset Register is updated throughout the year by the RFO, and as part of the Accounts preparation is updated by our accountants, DCK Accounting Solutions, based on the changes during the year. The current Fixed Asset Register can be found on our website: Fixed-Assest-Register-31st-March-2023-DRAFT.pdf (congleton-tc.gov.uk)</p> <p>The presented list was audited by the RFO and Finance Officer during March 2023, and updated 31st March 2023. The register figures will carry forward to the financial year starting 1st April 2023.</p> <p>The next review date will be 31st March 2024 and will be presented as an update to Council in 2024.</p>		
Decision Requested	To note the updated Fixed Asset Register balances as at 31 st March 2023.		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	7.00pm 15 th June 2023	LOCATION	Congleton Town Hall
REPORT FROM	David McGifford – Chief Officer		
AGENDA ITEM REPORT TITLE	23 Terms of Reference for Council and Committees		
Background	<p>As part of our Standing Orders we have a duty to undertake a review of the terms of reference for the Council and its committees. The previous committees of the council were</p> <ul style="list-style-type: none">• Community and Environment• Finance and Policy• Town Hall Assets and Services• Planning• Personnel		
Updates	<p>The existing terms of references have been reviewed by officers and as part of the process we have looked to modify the layout where appropriate, this has been done for the Community, Environment, Planning and Town Hall Assets and Services Committees The Finance and Policy, Personnel and Council Terms of reference are in the current format which will be modified at a later date</p> <p>For each committees Terms of references you will note the following</p> <ol style="list-style-type: none">1. Existing Terms of References are available via the links to the website,2. Highlighted / proposed Changes shown3. Final proposed Terms of Reference shown <p>At the Annual Meeting of the Council councillors agreed to creating an Environment Committee , therefore the committees for 2023 / 24 are</p> <p>23.1 Council 23.2 Community 23.3 Environment – new committee 23.4 Finance and Policy 23.5 Town Hall Assets and Services - No proposed changes format updated. 23.6 Planning 23.7 Personnel No proposed changes</p> <p>You will be asked to vote on the final proposed Terms of References for each individual Committee which may be subject to proposed amendments at the meeting.</p>		
Decision Requested	To approve the updated Terms of Reference for the Council and Committees		

COUNCIL

22 Members of the Authority	Quorum = 8
------------------------------------	------------

Function of Council Column 1	Delegation of Functions Column 2
General Governance	
1 Adoption and amendment of the Business Plan	None
2 Observations on policy or strategy documents by any public body at local, national, regional or sub regional level	Reserved for Council, unless specifically delegated within the Terms of Reference of a particular committee
3 Approval and amendment of:-	None
<ul style="list-style-type: none"> ◆ Environment policy ◆ Quality Policy ◆ Equality and Inclusion Policy ◆ Communities & Social Policy ◆ Data Privacy Policy ◆ Information & Data Protection Policy ◆ Grants & Funding Policy ◆ Child & Vulnerable Adult Protection Policy ◆ Investment Policy ◆ ICT Policy ◆ Pensions Discretion Policy ◆ Complaints Policy ◆ Customer Care Policy ◆ Communications & Marketing Policy ◆ Procurement Policy ◆ Town Hall Lettings Policy ◆ Volunteers Policy ◆ Community & Social Policy ◆ Flag Flying Policy ◆ Other Policies not specifically delegated to a particular Committee) 	<ul style="list-style-type: none"> • Council following observations from Planning Committee
5 Approval of Neighbourhood Plan	
6 Adopting and changing the Constitution, Standing Orders, Standing Orders for Contracts or Financial Regulations	None
7 Approving of annual budget, Precept, and Medium Term Financial Strategy	None
8 Any delegated decision which may mean a breach of Council Policy or Budget	None
9 Election of the Mayor, appointment of Deputy Mayor, and appointment of Chair of committees, sub-committees and Working parties.	None
10 Agreeing and/or amending the Terms of Reference for Committees, deciding on their composition and making appointments to them.	None
11 Appointment of Members or Officers to outside bodies	None
11 Adopting an allowance scheme for Members.	None
12 Changing the name of the Town Council.	None

13	Conferring the title of Honorary Burgess or Certificates of Recognition of Outstanding Service	None
13	Making, amending, revoking, re-enacting or adopting Bylaws.	None
14	To represent the view of the local community on matters of significance.	None
15	Power to make payments or provide other benefits in cases of fault or maladministration.	<ul style="list-style-type: none"> Finance and Policy Committee up to £1000
16	Appeals against any decision made on behalf of the Authority	<ul style="list-style-type: none"> As set out in Personnel Policies and the Complaints Procedure
17	Decisions on issues relating to Data Protection, Access to Information. Freedom of Information & Human Rights	<ul style="list-style-type: none"> Chief Officer to renew Data Protection Policy and make amendments if necessary
18	To monitor and control the Council's Ethical Framework	<ul style="list-style-type: none"> Chief Officer to obtain declarations and complaints and to act as necessary for Monitoring Officer
19	To institute or defend legal proceedings including proceedings for an injunction, to authorise the carrying out of works in default of a notice, and to lodge an appeal against any Court decision.	<p>None</p> <ul style="list-style-type: none"> In cases of urgency, the Chief Officer in consultation with The Mayor, Deputy Mayor.
20	1. All powers of the Council in the case of a civil emergency 2. All powers of the Council in the case of urgency	<ul style="list-style-type: none"> The Chief Officer in consultation with The Mayor, Deputy Mayor. The Chief Officer in consultation with The Mayor, Deputy Mayor, subject to reporting justification to the next Council meeting.
21	Election issues and filling of vacancies	None
22.	Power to direct as to the Custody of town documents	None
23.	All duties of the Proper Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	<ul style="list-style-type: none"> Chief Officer, or in his/her absence the Marketing and Communities Manager and Deputy Chief Officer/RFO to deputise after seeking relevant consultancy advice, if the matter cannot wait for the Chief Officers return.
24.	All duties of the Responsible Financial Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	<ul style="list-style-type: none"> RFO or in his/her absence the Chief Officer to assume duties.
Personnel Issues		
25.	To direct which post holders will be designated Proper Officer to the Council and Responsible Financial Officer.	None- but on recommendation of Personnel Committee
26.	To determine the overall Staffing structure and approval of additional posts	<ul style="list-style-type: none"> As set out in Terms of Reference for Personnel Committee
27.	Confirming the appointment of the Chief Officer	<ul style="list-style-type: none"> The appointment, subject to confirmation by Council is delegated to Personnel Committee

28. Other Personnel matters	<ul style="list-style-type: none"> As set out in Terms of Reference for Personnel Committee
29. Health & Safety Policy- General Statement & Organisation	<p>None</p> <ul style="list-style-type: none"> Arrangements to Personnel Committee
Quality & Integrated Management	
30. Conducting Best Value reviews if appropriate	<ul style="list-style-type: none"> Finance & Policy Committee
31. Matters relating to Quality and Integrated Management	<ul style="list-style-type: none"> Finance & Policy Committee
32. Administration of the Complaints Procedure	<ul style="list-style-type: none"> As set out in Complaints Procedure
Finance	
33. Approval of Annual Return & Statement of Accounts	None
34. Approval of Banking Arrangements	None
35. Approval of Orders for work, goods or services	<ul style="list-style-type: none"> Council/ Finance & Policy Committee/ Chief Officer /RFO (or nominated deputy) in accordance with Financial regulations
36. Audit arrangements	<ul style="list-style-type: none"> Chief Officer/ RFO to manage in accordance with Financial Regulations Council to approve annual internal and external audit report Finance & Policy Committee to consider interim audit report
37. Power to accept gifts, Local Government Act 1972, S139	None
38. Power to participate in schemes of collective investment, Trustees Investments Act 1962,S11	None
Powers of all Committees	
39. To arrange extra meetings	<ul style="list-style-type: none"> Chief Officer (or nominated deputy) in consultation with Chair
40. To monitor actions on minutes of the Committee.	<ul style="list-style-type: none"> Committee
41. To manage services for which they are responsible within an approved budget & Policy.	<ul style="list-style-type: none"> Committee
42. To authorise spending/ issue works orders within budgets delegated to a committee	<ul style="list-style-type: none"> Committee
Land	
43. Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972,S124, 126,127	None
44. Power to accept gifts of land, Local Government Act 1972,S139	None
45. Power to acquire land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10	None for acquisition
Delegated Services	
46. To take on services from other local authorities or public bodies (LGA 1972, Sec 101, 111 & 112)	None
47. To undertake services for another local authority or public	None

body

COUNCIL

Original Terms of Reference can be found here: <https://www.congleton-tc.gov.uk/-Terms-of-reference-Council-V7-22.06.17.pdf>

20 22 Members of the Authority

Quorum = **7-8**

Function of Council Column 1	Delegation of Functions Column 2
General Governance	
4 Adoption and amendment of the Council's Corporate Strategy. Business Plan	None
2—Comments on the Borough Sustainable Community Plan, or LAs policies.	None
3 Observations on policy or strategy documents by any public body at local, national, regional or sub regional level	Reserved for Council, unless specifically delegated within the Terms of Reference of a particular committee
4 Approval and amendment of:- <ul style="list-style-type: none"> ◆ Environment policy ◆ Quality Policy ◆ Equalities Equality and Inclusion Policy ◆ Communities & Social Policy ◆ Information & Data Protection Policy ◆ Grants & Funding Policy ◆ Child & Vulnerable Adult Protection Policy ◆ Investment Policy ◆ ICT Policy ◆ Pensions Discretion Policy ◆ Complaints Policy ◆ Customer Care Policy ◆ Communications & Marketing Policy ◆ Procurement Policy ◆ Town Hall Lettings Policy ◆ Volunteers Policy ◆ Community & Social Policy ◆ Flag Flying Policy ◆ Other Policies not specifically delegated to a particular Committee) 	None
5 Approval of Town Centre Plan or Area Action Plan	<ul style="list-style-type: none"> ◆ Congleton Partnership following observations from Community & Environment Committee
Approval of Neighbourhood Plan	<ul style="list-style-type: none"> • Council Congleton Partnership following observations from Planning Committee
6 Adopting and changing the Constitution, Standing Orders, Standing Orders for Contracts or Financial Regulations	None
7 Approving of annual budget, Precept, and Medium Term Financial Strategy	None
8 Any delegated decision which may mean a breach of Council Policy or Budget	None
9 Election of the Mayor, appointment of Deputy Mayor, Leader of Council, Deputy Leader and appointment of Chairmen of committees, sub-committees and Working parties.	None

10	Agreeing and/or amending the Terms of Reference for Committees, deciding on their composition and making appointments to them.	None
11	Appointment of Members or Officers to outside bodies	None
11	Adopting an allowance scheme for Members.	None
12	Changing the name of the Town Council.	None
13	Conferring the title of Honorary Burgess or Certificates of Recognition of Outstanding Service	None
13	Making, amending, revoking, re-enacting or adopting Bylaws.	None
14	To represent the view of the local community on matters of significance.	None
15	Power to make payments or provide other benefits in cases of fault or maladministration.	<ul style="list-style-type: none"> Finance and Policy Committee up to £1000
16	Appeals against any decision made on behalf of the Authority	<ul style="list-style-type: none"> As set out in Personnel Policies and the Complaints Procedure
17	Decisions on issues relating to Data Protection, Access to Information. Freedom of Information & Human Rights	<ul style="list-style-type: none"> Chief Officer to renew Data Protection Policy and make amendments if necessary
18	To monitor and control the Council's Ethical Framework	<ul style="list-style-type: none"> Chief Officer to obtain declarations and complaints and to act as necessary for Monitoring Officer
19	To institute or defend legal proceedings including proceedings for an injunction, to authorise the carrying out of works in default of a notice, and to lodge an appeal against any Court decision.	<p>None</p> <ul style="list-style-type: none"> In cases of urgency, the Chief Officer in consultation with two of: The Mayor, Deputy Mayor, Leader of Council, Deputy Leader.
20	1. All powers of the Council in the case of a civil emergency	<ul style="list-style-type: none"> The Chief Officer in consultation with two of: The Mayor, Deputy Mayor, Leader of Council, Deputy Leader.
	2. All powers of the Council in the case of urgency	<ul style="list-style-type: none"> The Chief Officer in consultation with two of: The Mayor, Deputy Mayor, Leader of Council, Deputy Leader subject to reporting justification to the next Council meeting
21	Election issues and filling of vacancies	None
22.	Power to direct as to the Custody of town documents	None
23.	All duties of the Proper Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	<ul style="list-style-type: none"> Chief Officer, or in his/her absence the Marketing and Communities Manager and Deputy Chief Officer/RFO Support Manager to deputise after seeking relevant consultancy advice, if the matter cannot wait for the Chief Officers return.

<p>24. All duties of the Responsible Financial Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents</p>	<ul style="list-style-type: none"> • Support Manager, RFO or in his/her absence the Chief Officer to assume duties.
Personnel Issues	
<p>25. To direct which post holders will be designated Proper Officer to the Council and Responsible Financial Officer.</p>	<p>None- but on recommendation of Personnel Committee</p>
<p>26. To determine the overall Staffing structure and approval of additional posts</p>	<ul style="list-style-type: none"> • None As set out in Terms of Reference for Personnel Committee
<p>27. Confirming the appointment of the Chief Officer</p>	<ul style="list-style-type: none"> • The appointment, subject to confirmation by Council is delegated to Personnel Committee
<p>28. Other Personnel matters</p>	<ul style="list-style-type: none"> • As set out in Terms of Reference for Personnel Committee
<p>29. Health & Safety Policy- General Statement & Organisation</p>	<p>None</p> <ul style="list-style-type: none"> • Arrangements to Personnel Committee
Quality & Integrated Management	
<p>30. Conducting Best Value reviews if appropriate</p>	<ul style="list-style-type: none"> • Finance & Policy Committee
<p>31. Matters relating to Quality and Integrated Management</p>	<ul style="list-style-type: none"> • Finance & Policy Committee
<p>32. Administration of the Complaints Procedure</p>	<ul style="list-style-type: none"> • As set out in Complaints Procedure
Finance	
<p>33. Approval of Annual Return & Statement of Accounts</p>	<p>None</p>
<p>34. Approval of Banking Arrangements</p>	<p>None</p>
<p>35. Approval of Orders for work, goods or services</p>	<ul style="list-style-type: none"> • Council/ Finance & Policy Committee/ Chief Officer /RFO (or nominated deputy) in accordance with Financial regulations
<p>36. Audit arrangements</p>	<ul style="list-style-type: none"> • Chief Officer/ RFO to manage in accordance with Financial Regulations • Council to approve annual internal and external audit report • Finance & Policy Committee to consider interim audit report
<p>37. Power to accept gifts, Local Government Act 1972, S139</p>	<p>None</p>
<p>38. Power to participate in schemes of collective investment, Trustees Investments Act 1962,S11</p>	<p>None</p>
Powers of all Committees	
<p>39. To arrange extra meetings</p>	<ul style="list-style-type: none"> • Chief Officer (or nominated deputy) in consultation with Chairman
<p>40. To monitor actions on minutes of the Committee.</p>	<ul style="list-style-type: none"> • Committee
<p>41. To manage services for which they are responsible within an approved budget & Policy.</p>	<ul style="list-style-type: none"> • Committee
<p>42. To authorise spending/ issue works orders within budgets delegated to a committee</p>	<ul style="list-style-type: none"> • Committee

Land	
43. Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972,S124, 126,127	None
44 Power to accept gifts of land, Local Government Act 1972,S139	None
45. Power to acquire land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10	None for acquisition • Amenities & Services Committee for maintenance
Delegated Services	
46. To take on services from other local authorities or public bodies (LGA 1972, Sec 101, 111 & 112)	None
47. To undertake services for another local authority or public Body	None

Change Document - Community and Environment Committee to Community Committee

Purpose

This change document summary paper is to explain the transformation from the original [Community and Environment Committee Terms of Reference](#) to the new Community Committee. Both documents are referred to in the pack.

Changes

1. Introduced a Purpose section to highlight core function of the Committee
2. Added the need for all committees to consider Financial, Environmental and Equality implications as part of decision making.
3. Delegation Functions in a separate paragraph as this was very repetitive. For Community the Committee will sent the strategic overview of all areas under the direction of Council and delegate responsibility for delivery to the Chief Officer who can delegate to other officers.

Functions

Previous number	New Number	Comment
1.Community Engagement		Remains as 1. Community Engagement
1.1		Included as part of core function/purpose of the Committee
1.2	1.1	Wording the same
1.3		Caught up with 1.5, 1.6 and 1.7 of new plan
1.4		Part of 1.7
1.5		Part of core function/ purpose of the committee
1.6		Part of core function/ purpose of the committee
1.7		Part of core function/ purpose of the committee
1.8	1.2	Slightly tighter wording, same sentiment
1.9	1.4	Wording slightly amended to specify digital and print and event, campaigns, activities, events and campaigns
1.10	1.3	Wording the same
1.11	1.8	Wording the same
	1.5	Added a function around listening and consulting
	1.6	Expands on the previous 1.3 and 1.4
	1.7	Brings in the three organisations that we have a special financial relationship with – CCP, CAB and Congleton Partnership
2.Community Safety		Remains as 2. Community Safety
2.1	2.5	Last word changed from initiatives to technology (CCTV)
2.2	Moved to travel	
2.3	2.1	Expands on our role and relationship with the Congleton Policing Unit
2.4		Removed as no longer have a SLA with PCSO
2.5	Linked to 2.1 and 2.2	

	2.3	Added objective about Community Safety Charter and White Ribbon
	2.4	Added objective about lobbying for funds and support
3.Environment		ALL OF THIS SECTION MOVED INTO A NEW ENVIRONMENT COMMITTEE
3.1		To promote the environmental wellbeing of the Town
3.2		To encourage Conservation of the built & natural environment
3.3		To seek to make Congleton Town Council Carbon Neutral by 2025
3.4		Ensure that Climate Change impact is considered in all activities and decisions
3.5		Consider Issues involving ancient monuments & areas of archaeological interest Seek to protect and enhance
3.6		To promote and support floral and planting initiatives
3.7		To protect and preserve local heritage
3.8		To approve & action Environmental Audits
3.9		To promote environmental awareness and good practices to promote action on climate change and environmental responsibility.
3.10		To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matter, pollution, animal welfare issue
3.11		To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act)
3.12		Encourage activities which reduce, reuse and recycle in order to reduce waste and promote responsible management of waste.
3.13		Promote Clean Air Policies
3.14		To promote sustainable integrated transport
4. Personal Health		Changed title to 3. Health and Wellbeing
4.1	3.1	Wording changed to include wellbeing and supporting projects and initiatives
4.2	3.2	Added co-ordination. Added VCSEs
4.3	3.3	Added more detail – national and local and examples
4.4	3.4	Move to wider healthy living rather than just getting active
4.5	3.5	Added mental health
Travel and Transport		Added a new section 4 Travel and Transport
	4.1	New objective
2.2	4.2	This was the former 2.2 from Community Safety
	4.3	New objective
	4.4	New objective
4.4	4.5	Similar to wording in previous Personal Health objective
5. Young People		Changed to 6. Younger and Older People
5.1	6.1	Changed wording to work with more organisations
5.2	6.4	Tightened wording
5.3		Caught in with 6.1
5.4	6.2	Similar wording
	6.3	Added objective around older people staying active and involved
6. Housing		Taken out one of this committee,
6.1		Suggest move to planning
6.2		Wrapped up in Community Safety section
7. Economic wellbeing and Tourism		Changed to 5 – Leisure Tourism and Heritage - the Economic Wellbeing Section will be picked up in 7. Business Community
7.1	7.1	Moved to Business Community
7.2	5.1/ 5.2	Wording expanded in Leisure and Tourism to make 5.1 and 5.2
7.3	Deleted	
7.4	7.2	Moved to Business Community

7.5	7.3	Moved to Business Community
7.6	7.4	Moved to Business Community
7.7	7.5	Moved to Business Community
7.8	5.3	Expanded to include festivals, clubs and activities
	5.4	New - for event plans to come into committee
	5.5	New – supporting the museum trust
	5.6	Bringing in policies from 10.1 and 10.2 of previous committee
	5.7	Building on 1.6 from previous committee
	5.8	New – recognizing that the CIC is part of CTC
	7.6	New addition - encouraging environmental and equality good practice
	7.7	New addition - promoting successes
	7.3	New addition – adding about encouraging clubs and activities
8. Emergency Planning		8.Emergency Planning
8.1		Added two more points – to cover CTC for crisis (such as COVID and Cost of Living
Quality of Place		This has been wrapped into Leisure Tourism and Heritage
9.1		May be good to include a catch- all to give us power to deal with issues...
10. Heritage		INCLUDED IN NEW SECTION 5 with TOURISM AND LEISURE
10.1	5.6	Now 5.6 may need to make changes -
10.2	5.6	
7 Business Community		New section dealing with issues listed in Community Environment section on Economic Wellbeing and Tourism.

COMMUNITY COMMITTEE	
10 Members + Mayor & Deputy ex-officio	Quorum=4

EXPLANATION TO CHANGES TO THE COMMUNITY COMMITTEE

The Terms of Reference for the Community Committee have originated from a review of the Terms of Reference for the Community and Environment Committee which can be [viewed here](#). The major change is that section 3 which was all about the Environment has moved to its own Committee. Other sections have been rearranged and there have been some grammatical, updating and reordering changes where the sentiment behind the sentence has been updated. There have been some additions to reflect new responsibilities – such as the information centre and deletions where no longer needed – such as the SLA for a PCSOs.

The changes are explained in more detail in the Change Document accompanying this paper as there are too many changes to easily meet a colour code.

Purpose

The purpose of the Community Committee is to promote the wellbeing and enjoyment of people in Congleton. It includes enhancing the life of everyone through accessible and affordable celebrations, events, activities, communications and campaigns.

The Committee also promotes equality, diversity and inclusion, social mobility, mental and physical health, safety and freedom from crime and social cohesion. It seeks to have a measurable impact on the quality of life of people who live in, work in, and visit Congleton.

All decisions of the Committee should consider the following implications:

- **Financial** – will this deliver the best value for money for Congleton and its residents?
- **Environmental** – how will this impact carbon footprint, biodiversity, air quality or other environmental factors, and how will this be mitigated if required?
- **Equality** – will people with different characteristics (according to the CTC Equality & Inclusion Policy) be impacted differently, and what will be done to mitigate this if required?

Delegation of Functions of the Committee

- Committee has strategic overview of all points in sections 1-8 below, under the direction of Council.
- Chief Officer responsible for operational management, and may delegate to members of the Leadership Team.
- Any funding requirements for projects will be submitted to the Finance and Policy Committee in line with financial regulations.

Functions of Committee

1. Community Engagement

- 1.1 Respond to strategic plans of the Council or other bodies which have an impact on the wellbeing of people in Congleton.

- 1.2 Encourage and support events that generate better social cohesion.
- 1.3 Support gaining accreditation for Congleton with organisations that align with CTC's strategy and values.
- 1.4 Create and execute a communications plan to promote activities, policies, events and campaigns to the local community via all channels including print, online and in-person.
- 1.5 Consult with and listen to local people, businesses and VCSEs (Voluntary, Community, Social Enterprises) to prioritise CTC activities.
- 1.6 Facilitate and support VCSEs to carry out their own activities and enable their collaboration with each other for the benefit of the community.
- 1.7 Support specific partner organisations to carry out their work, such as Congleton Community Projects, the CAB and Congleton Partnership.
- 1.8 Create Working Groups as required to implement or develop the decisions of the Committee and invite members of the wider community to join these and contribute their time and expertise.

2. Community Safety

- 2.1 Work with Cheshire Police on initiatives to reduce crime and the fear of crime, and to support victims of crime.
- 2.2 To receive regular reports from Cheshire Police on all major crime types such as anti-social behaviour, drug dealing, domestic abuse, burglary, sexual violence, hate crime and road traffic offences.
- 2.3 Lead the implementation of the Community Safety Charter, the White Ribbon Campaign and other initiatives to support and engage residents in reducing, preventing and reporting crime.
- 2.4 Lobby for funding and support from national and regional bodies for projects and initiatives to make Congleton a safer place to live, visit and work.
- 2.5 Work with the principal authority to enhance CCTV and other community safety technology.
- 2.6 Support home safety initiatives with partner organisations

3. Health and Wellbeing

- 3.1 Support projects and initiatives that will enhance the health and wellbeing of people in Congleton.
- 3.2 Improve access to and co-ordination of local services, provided by the NHS or VCSEs, that will contribute to physical and mental health of local people.
- 3.3 Promote national or local campaigns that encourage people to live healthier lives, for example by being more active, eating well, reducing alcohol intake or stopping smoking.
- 3.4 Engage and work with local people, businesses and VCSEs to develop initiatives and events to promote healthy living.
- 3.5 Work with the NHS to lobby for more and improved physical and mental health services in Congleton.

4. Travel and Transport

- 4.1 Develop plans and projects that will allow people to move around, and in and out of, Congleton in practical, affordable and sustainable ways.
- 4.2 Lobby for highway safety improvements for all road users, giving specific priority to pedestrians, cyclists, wheelchair users, buses and horse riders, ensuring those with particular needs such as the visually impaired or less mobile, are included.
- 4.3 Work with the local authority and service providers to lobby for improved public transport (bus and train) provision.
- 4.4 Work to ensure that maps, signage and infrastructure are in place to allow people to move throughout Congleton using active travel modes like walking and cycling.
- 4.5 Promote and support national and local campaigns and initiatives for more sustainable transport such as 'walk to school/work' weeks, cycling proficiency, car share schemes, EV charge points and public transport promotions.

5. Leisure, Tourism and Heritage

- 5.1 Provide a place, events and activities that will attract local people, and visitors from further afield, to choose to spend their leisure time in Congleton.
- 5.2 Boost leisure and tourism in the town by encouraging and partnering with providers, and offering promotional support.
- 5.3 Encourage a wide and diverse range of events, festivals, clubs and activities.
- 5.4 Deliver specific events in Congleton such as the Christmas lights switch-on, Play Days, Health & Wellbeing Fayre, Remembrance Day and White Ribbon Day.
- 5.5 Support the work of Congleton Museum Trust including the Museum itself and its events, projects and activities.
- 5.6 Manage, preserve and promote the town's ancient records, monuments, artefacts and historic buildings that are within the control of the Council.
- 5.7 Ensure everyone can access leisure offerings in Congleton to ensure equality and inclusion so that there is 'something for everyone'.
- 5.8 Create a strategy for the Information Centre in the Town Hall as an online and in-person 'hub' of information and support for leisure, tourism and heritage in Congleton.

6. Young and Older People

- 6.1 Work with partners, youth groups, schools and the principal authority to support services, activities and events for young people.
- 6.2 Identify and promote initiatives to support families who live in or visit Congleton.
- 6.3 Work with VCSEs and other partners to help older people stay active and involved in the community, for example helping to combat the problems created by social isolation, limited mobility and health challenges.
- 6.4 Engage with and involve young and older people in decision-making about the above.

7. Business Community

- 7.1 Promote the economic well-being of Congleton through partnerships with the business community and community sectors.
- 7.2 Encourage sustainable development and regeneration in the town.

- 7.3 Lobby for sufficient high-quality employment sites in Congleton and supporting initiatives for promoting inward investment.
- 7.4 Support skills development, training and best-practice sharing for local businesses.
- 7.5 Encourage local businesses to adopt good working practices in relation to the environment and EDI (equity, diversity and inclusion).
- 7.6 Provide Christmas lights for the town centre.
- 7.7 Celebrate successes of our local business community.

8. Emergency Support

- 8.1 Assist the principal authority in planning and responding to emergency situations of a national or local nature.
- 8.2 Co-ordinate response to emergencies with other agencies such as Cheshire East Council, the NHS, emergency services, VCSEs, business, schools and social services.
- 8.3 Communicate and engage with the public regularly to provide reassurance, support and information, and get input into what residents need, throughout a crisis.

Environment Committee	
10 Members + Mayor & Deputy ex-officio	Quorum=4

1. Current terms of reference <https://www.congleton-tc.gov.uk/wp-content/uploads/2020/01/10.-Terms-of-Reference-Community-Environment-V8-05.12.19.pdf>

Purpose

The purpose of the Environment Committee is to develop strategy and make decisions that improve the quality of the local environment. It includes encouraging conservation and improvement of the built & natural environment. The committee seeks to make Congleton Town Council Carbon Neutral by 2025 and to ensure that the impact of Climate Change impact is considered in all activities and decisions. Promoting environmental awareness and good practice to deliver action on climate change and environmental responsibility throughout all our activities. To acknowledge the importance of the natural environment to health and wellbeing of all residents.

All decisions of the Committee should consider the following implications:

- **Financial** – will this deliver best value for money for Congleton and its residents?
- **Environmental** – how will this impact carbon footprint, biodiversity, air quality or other environmental factors, and how will this be mitigated if required?
- **Equality** – will people with different characteristics (according to the CTC Equality & Inclusion Policy) be impacted differently, and what will be done to mitigate this if required?

Delegation of Functions of the Committee

- Committee has strategic overview of all points in sections 1-8 below, under the direction of Council.
- Chief Officer responsible for operational management, and may delegate to members of the Leadership Team.
- Any funding requirements for projects will be submitted to the Finance and Policy Committee in line with financial regulations.

Functions of Committee

1. Environment

- 1.1 To promote the importance of the natural environment to the future wellbeing of the Town and its residents
- 1.2 To encourage nature conservation and the integration of the built & natural environment
- 1.3 To seek to make Congleton Town Council Carbon Neutral by 2025
- 1.4 Ensure that Climate Change impact is considered in all activities and decisions
- 1.5 Consider Issues involving ancient monuments & areas of archaeological interest seek to protect and enhance
- 1.6 To promote and support sustainable floral and planting initiatives which enhance the environment.
- 1.7 To protect and preserve local heritage, green spaces and beauty spots.

Environment Committee

10 Members + Mayor & Deputy ex-officio

Quorum=4

- 1.8 To approve & action Environmental Audits
- 1.9 To promote environmental awareness and good practices to promote action on climate change and environmental responsibility.
- 1.10 To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matter, pollution, animal welfare issue.
- 1.11 To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act)
- 1.12 To liaise with relevant authorities to ensure adequate waste disposal, recycling and sustainable waste practices are available.
- 1.13 Encourage activities which reduce, reuse and recycle in order to reduce waste and promote responsible management of waste.
- 1.14 Promote Clean Air Policies
- 1.15 To protect natural water sources and access to them for residents.
- 1.16 To provide adequate allotments and community facilities for the growing of fruit and vegetables locally.
- 1.17 To manage and support a Biodiversity Plan which maximises the opportunity for Biodiversity Net Gain on sites over which we have influence.
- 1.18 To liaise with relevant community bodies to deliver projects that enhance the town's environmental resilience and biodiversity in the face of the nature and climate emergency.
- 1.19 To promote sustainable integrated transport

FINANCE & POLICY COMMITTEE

10 Members of the Authority

Responsible for Strategy Working Group

Quorum= 4

Purpose

The Committee has delegated authority to consider and decide on matters related to: Financial governance (including the council's Financial Regulations), general financial issues, community grants, audit arrangements (except approval of the Annual Return), banking and investment arrangements (in accordance with adopted Investments Policy)

Function of Committee Column 1	Delegation of Function Column 2
<p>1. Resources</p> <p>1.1 To oversee and direct the use of financial and technological resources of the Council.</p>	<ul style="list-style-type: none"> • Operational Management to Responsible Financial Officer (RFO). • Strategic advice to Chief Officer • Committee for strategic overview.
<p>2. Finance Under the direction of the Council:-</p> <p>2.1 To be responsible for the overall management and control of the finances of the Council and authorisation of payment of accounts.</p> <p>2.2 To monitor the Council's capital and revenue budgets.</p> <p>2.3 Committee to recommend variation, overspend, and virement In accordance with Financial regulations to Council</p> <p>2.4 To make recommendations to the Council on Budget & Precept requirements.</p> <p>2.5 To advise on the financial implications of proposed new policies or development of existing policies including sources of revenue.</p> <p>2.6 To advise Council on borrowing policy and investment treasury management</p> <p>2.7 To regularly monitor the performance of all funds invested.</p> <p>2.8 To supervise the Council's insurance arrangements.</p> <p>2.9 To supervise the Council's banking arrangements.</p> <p>2.10 To be responsible for all matters related to the full range of financial and accountancy functions.</p> <p>2.11 Recommend approval of all fees ,charges and payments to Council.</p> <p>2.12 To consider reports on outstanding debts due to the Council and to undertake recovery or write off</p>	<ul style="list-style-type: none"> • Committee for strategic overview • RFO & Chief Officer in accordance with Financial Regulations for operational management. • Finance & Policy Committee/ RFO (or nominated deputy) in accordance with Financial Regulations • Committee, Chief Officer/RFO in accordance with Financial Regulations. • Committee, Chief Officer & RFO as set out in Financial Regulations • Committee • RFO to prepare draft Budget • Chief Officer to prepare Budget Report • Committee • Committee • RFO • Chief Officer • RFO • Authorised signatories to authorise Mandate • RFO • Committee • Committee in accordance with Financial regulations

<p style="text-align: center;">Function of Committee Column 1</p>	<p style="text-align: center;">Delegation of Function Column 2</p>
<p>2.13 To issue orders for work, goods & services.</p> <p>2.14 To approve all security arrangements of the Council in respect of computers and financial issues.</p> <p>2.15 To authorise investments and debt repayment in accordance with the Council's Policy</p> <p>2.16 To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets</p>	<ul style="list-style-type: none"> • Committee/Chief Officer/ RFO in accordance with Financial Regulations • Other officers as approved Budget holders as set out at the end of this Terms of Reference (See Appendix 1) • Committee/Chief Officer in accordance with Financial Regulations • Committee • Committee/Chief Officer in accordance with Financial Regulations
<p>3. Grant Scheme</p> <p>3.1 To administer the Council's Grant Scheme in accordance with its Policy</p> <p>3.2 To approve grants up to £3000 and to recommend to Council grants in excess of this</p> <p>3.3 Town Hall Concessions</p> <p>3.3 To advise Council on the formulation and amendment of its Grant Policy</p> <p>3.4 Power to pay telecommunications operators any loss sustained providing telecommunication facilities; Telecommunications Act 1984,S97</p> <p>3.5 Powers to make grants for bus services</p>	<ul style="list-style-type: none"> • Committee • Committee to approve grants up to £3000 • Chief Officer in consultation with Chairman & Vice Chairman of TH Committee • Committee • Committee to approve grants up to £3000 • Committee to approve grants up to £3000
<p>4 Information Technology Services</p> <p>4.1 To oversee the use of information and other technology in support of the Council's business and service commitments.</p>	<ul style="list-style-type: none"> ▪ Operational Management to Chief Officer ▪ Strategic Overview to Committee
<p>5 Procurement</p> <p>5.1 To co-ordinate and oversee the Council's Corporate Procurement.</p>	<ul style="list-style-type: none"> • Committee for strategic overview • Chief Officer for operational management

<p style="text-align: center;">Function of Committee Column 1</p>	<p style="text-align: center;">Delegation of Function Column 2</p>
<p>6 Performance & Business Management</p> <p>6.1 To be responsible for monitoring the performance of the Council.</p> <p>6.2 To monitor the progress of the Capital Programme.</p> <p>6.3 Approval of Corporate Business Plan</p>	<ul style="list-style-type: none"> • Operational management to Chief Officer/RFO • Strategic overview to Committee • Committee, Chief Officer/RFO • Committee • Chief Officer to determine underlying Action & Project Plans
<p>7 Quality & Integrated management System</p> <p>7.1 To promote the efficiency and Integrated Management System</p> <p>7.2 To oversee the formal administration of the Council's Integrated Management System, Risk Management and Self Assessment programmes</p> <p>7.3 To promote customer care and equality in service delivery and access.</p>	<ul style="list-style-type: none"> • Operational management & approval of operational procedures to Chief Officer • Overview to Committee • Operational management to Chief Officer • Strategic overview to Committee ▪ Operational management to Chief Officer

Function of Committee Column 1	Delegation of Function Column 2
8 Communications / Public Relations and Marketing	
8.1 To co-ordinate and promote access to Council services and public information.	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer *
8.2 To promote the public face of the Council through the management of public and media relations.	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer *
8.3 To promote implementation of the Council's policies in respect of corporate marketing and communication.	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer *
9. Asset Management	
9.1 Maintenance of the Asset Register	<ul style="list-style-type: none"> • RFO/ Chief Officer • Council to review annually
9.2 Provision & management of Office accommodation, other Corporate property, land, and relevant fixtures and fittings	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer
9.3 Provision of common pasture	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer
9.4 Responsibility for energy conservation and disabled access	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer *
9.5 Corporate landlord management, repair & maintenance. Leasing & licensing of Council land & buildings	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer
9.6 Provision of vehicles and equipment for streetscape Team.	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational Management to Chief Officer
10. Audit	
10.1 To receive, approve and action interim audit reports.(Final Audit to be recommended to Council for approval)	<ul style="list-style-type: none"> • Committee
10.2 To administer and advise Council on matters of Data Protection, Access to Information, Freedom of Information & Human Rights	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer
11 Strategy Working Group	
11.1 To overview the role of, allocate tasks to and receive minutes of the Strategy Working Party	<ul style="list-style-type: none"> • Tasks to the Working Group in accordance with their Terms of Reference
NB. Any financial, operational or managerial action	NB. Any financial, operational or managerial action

Function of Committee Column 1	Delegation of Function Column 2
delegated to the Chief Officer may in his/her absence be undertaken by the Support Manager after seeking relevant consultancy advice, if the matter cannot wait until the Chief Officer returns, except items denoted by *; when the nominated deputy is the Town Centre & Marketing Manager.	delegated to the RFO may in his/her absence be undertaken by the Chief Officer.

Appendix 1**Specific Budget Holders under 2.13**

Budget Holders must have orders countersigned by the Chief Officer or Responsible Financial Officer

All orders must follow Financial Regulations

Paddling Pool	Town Hall Manager
Civic	Marketing and Communities Manager/Deputy Chief Officer and support officers
Tourism/Community Development	Marketing and Communities Manager/Deputy Chief Officer and Event officer
Marketing: Newsletter/Promotions/Website/Advertising	Marketing and Communities Manager/Deputy Chief Officer and Administrative Support and Event officers
Christmas	Marketing and Communities Manager/Deputy Chief Officer and Event officers
Information Centre	Senior Information Advisor/Information & Administrative Assistant and RFO
Mayors Account	Marketing and Communications Officer and RFO
In Bloom	Streetscape Development Manager
Allotments	Streetscape Development Manager
Public Realm	Chief Officer and RFO
Grants	Committee approval RFO to monitor and report back
Public Toilets	Town Hall Manager/Chief Officer
Neighbourhood Development Plan	Chief Officer
Luncheon Club	Chief Officer
Capital	RFO/ Chief Officer
Corporate Management	Marketing and Communities Manager/Deputy Chief Officer and Event officer
Streetscape	Streetscape Development Manager
Town Hall	Town Hall Manager

FINANCE & POLICY COMMITTEE

10 Members of the Authority

Responsible for Strategy Working Group

Quorum= 4

Purpose

The Committee has delegated authority to consider and decide on matters related to: Financial governance (including the council's Financial Regulations), general financial issues, community grants, audit arrangements (except approval of the Annual Return), banking and investment arrangements (in accordance with adopted Investments Policy)

Function of Committee Column 1	Delegation of Function Column 2
<p>1. Resources</p> <p>1.1 To oversee and direct the use of financial and technological resources of the Council.</p>	<ul style="list-style-type: none"> • Operational Management to Support Manager as Responsible Financial Officer (RFO). • Strategic advice to Chief Officer • Committee for strategic overview.
<p>2. Finance Under the direction of the Council:-</p> <p>2.1 To be responsible for the overall management and control of the finances of the Council and authorisation of payment of accounts.</p> <p>2.2 To monitor the Council's capital and revenue budgets.</p> <p>2.3 Committee to recommend approval of variation, overspend, and virement In accordance with Financial regulations to Council</p> <p>2.3 To make recommendations to the Council on Budget & Precept requirements.</p> <p>2.4 To advise on the financial implications of proposed new policies or development of existing policies including sources of revenue.</p> <p>2.5. To advise Council on borrowing policy and investment treasury management</p> <p>2.6 To regularly monitor the performance of all funds invested.</p> <p>2.7 To supervise the Council's insurance arrangements.</p> <p>2.8 To supervise the Council's banking arrangements.</p> <p>2.9 To be responsible for all matters related to the full range of financial and accountancy functions.</p> <p>2.10 Recommend approval of all fees ,charges and</p>	<ul style="list-style-type: none"> • Committee for strategic overview • RFO & Chief Officer in accordance with Financial Regulations and for operational management. • Finance & Policy Committee/ RFO (or nominated deputy) in accordance with Financial Regulations • Committee, Chief Officer/RFO in accordance with Financial Regulations. • Committee, Chief Officer & RFO as set out in Financial Regulations • Committee • RFO to prepare draft Budget • Chief Officer to prepare Budget Report • Committee • Committee • RFO • Chief Officer • RFO • Authorised signatories to authorise Mandate • RFO • Committee

Function of Committee Column 1	Delegation of Function Column 2
<p>payments to Council.</p> <p>2.11 To consider reports on outstanding debts due to the Council and to undertake recovery or write off</p> <p>2.12 To issue orders for work, goods & services.</p> <p>2.13 To approve all security arrangements of the Council in respect of computers and financial issues.</p> <p>2.14 To authorise investments and debt repayment in accordance with the Council's Policy</p> <p>2.15 To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets</p>	<ul style="list-style-type: none"> • Committee in accordance with Financial regulations • Committee/Chief Officer/ RFO in accordance with Financial Regulations • Other officers as approved Budget holders as set out at the end of this Terms of Reference (Appendix 1) • Committee/Chief Officer in accordance with Financial Regulations • Committee • Committee/Chief Officer in accordance with Financial Regulations
<p>3. Grant Scheme</p> <p>3.1 To administer the Council's Grant Scheme in accordance with its Policy</p> <p>3.2 To approve grants up to £3000 and to recommend to Council grants in excess of this</p> <p>3.3 Town Hall Concessions</p> <p>3.3 To advise Council on the formulation and amendment of its Grant Policy</p> <p>3.4 Power to pay telecommunications operators any loss sustained providing telecommunication facilities; Telecommunications Act 1984,S97</p> <p>3.5 Powers to make grants for bus services</p>	<ul style="list-style-type: none"> • Committee • Committee to approve grants up to £3000 • Chief Officer in consultation with Chairman & Vice Chairman of TH Committee • Committee • Committee to approve grants up to £3000 • Committee to approve grants up to £3000
<p>4 Information Technology Services</p> <p>4.1 To oversee the use of information and other technology in support of the Council's business and service commitments.</p>	<ul style="list-style-type: none"> ▪ Operational Management to Chief Officer ▪ Strategic Overview to Committee

Function of Committee Column 1	Delegation of Function Column 2
4.2 Amendments to layout of Web Site	• Chief Officer *
<p>5 Procurement</p> <p>5.1 To co-ordinate and oversee the Council's Corporate Procurement.</p>	<ul style="list-style-type: none"> • Committee for strategic overview • Chief Officer for operational management
<p>6 Performance & Business Management</p> <p>6.1 To be responsible for monitoring the performance of the Council.</p> <p>6.2 To monitor the progress of the Capital Programme.</p> <p>6.3 Approval of Corporate Business Plan</p>	<ul style="list-style-type: none"> • Operational management to Chief Officer/RFO • Strategic overview to Committee • Committee, Chief Officer/RFO • Committee • Chief Officer to determine underlying Action & Project Plans
<p>7 Quality & Integrated management System</p> <p>7.1 To promote the efficiency and Integrated Management System</p> <p>7.2 To oversee the formal administration of the Council's Integrated Management System, Risk Management and Self Assessment programmes</p> <p>7.3 To promote customer care and equality in service delivery and access.</p>	<ul style="list-style-type: none"> • Overview to 3 Member Working Party • Operational management & approval of operational procedures to Chief Officer • Overview to Committee • Operational management to Chief Officer • Strategic overview to Committee • Operational management to Chief Officer

Function of Committee Column 1	Delegation of Function Column 2
8 Communications / Public Relations and Marketing	
8.1 To co-ordinate and promote access to Council services and public information.	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer *
8.2 To promote the public face of the Council through the management of public and media relations.	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer *
8.3 To promote implementation of the Council's policies in respect of corporate marketing and communication.	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer *
9. Asset Management	
9.1 Maintenance of the Asset Register	<ul style="list-style-type: none"> • RFO/ Chief Officer (Chairman to verify annually) • Council to review annually
9.2 Provision & management of Office accommodation, other Corporate property, land, and relevant fixtures and fittings	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer
9.3 Provision of common pasture	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer
9.4 Responsibility for energy conservation and disabled access	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer *
9.5 Corporate landlord management, repair & maintenance. Leasing & licensing of Council land & buildings	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer
9.6 Provision of vehicles and equipment for streetscape Team.	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational Management to Chief Officer
10. Audit	
10.1 To receive, approve and action interim audit reports. (Final Audit to be recommended to Council for approval)	<ul style="list-style-type: none"> • Committee
10.2 To administer and advise Council on matters of Data Protection, Access to Information, Freedom of Information & Human Rights	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer
11 Strategy Working Group	
11.1 To overview the role of, allocate tasks to and receive minutes of the Strategy Working Party	<ul style="list-style-type: none"> • Tasks to the Working Group in accordance with their Terms of Reference

<p style="text-align: center;">Function of Committee Column 1</p>	<p style="text-align: center;">Delegation of Function Column 2</p>
<p>NB. Any financial, operational or managerial action delegated to the Chief Officer may in his/her absence be undertaken by the Support Manager after seeking relevant consultancy advice, if the matter cannot wait until the Chief Officer returns, except items denoted by *, when the nominated deputy is the Town Centre & Marketing Manager.</p>	<p>NB. Any financial, operational or managerial action delegated to the RFO may in his/her absence be undertaken by the Chief Officer.</p>
<p>Specific Budget Holders under 2.12</p> <p>Miscellaneous Office Costs _____ Stationery & Printing Computer /IT costs Publications _____ Advertising Website _____ Marketing/ Promotions _____ Council Newsletter _____ Civic Expenses Civic Regalia Room hire _____ Mayor's Account- fund raising _____ Paddling Pool Maintenance Paddling Pool Property Maintenance Paddling Pool protective clothing Paddling Pool grounds maintenance Handy Persons protective clothing Handy Person property maintenance Handy Person equipment _____ Christmas Fayre _____ Tourism Town Hall _____ Janatorial _____ Refuse Disposal _____ Promotions _____ Maintenance contracts _____ Property Maintenance _____ Equipment Replacement/tools _____ Licences (inc PRS) _____ Protective clothing Bar (Where operated directly) _____ Janatorial _____ _____ Equipment replacement/ tools _____ Bar purchases _____ Catering supplies</p>	<p>Support Manager/Administrative Assistants Support Manager/Administrative Assistants > £200 Support Manager/Administrative Assistants > £200 Support Manager/Administrative Assistants > £50 Support Manager/Town Centre & Marketing Mgr Support Manager/Town Centre & Marketing Mgr Town Centre & Marketing Manager Town Centre & Marketing Manager Support Manager/ Civic Admin Officer > £250 Civic Admin Officer Support Manager/ Administrative Assistants > £200 Support Manager/ Civic Admin Officer Facilities Manager Facilities Manager Facilities Manager Facilities Manager Facilities Manager Town Centre & Marketing Manager Town Centre & Marketing Manager Facilities Manager Facilities Manager Town Centre & Manager/ Administrative Assistants Facilities Officer Facilities Manager > £1000 Facilities Manager Facilities Manager Facilities Manager Facilities Manager Facilities Manager Facilities Manager > financial limit set in F&P</p>

Function of Committee Column 1	Delegation of Function Column 2
<p>Budget Holders must have orders countersigned by the Chief Officer or Responsible Financial Officer</p>	<p>Facilities Manager</p> <p>All orders must follow Financial Regulations</p>
<p>Paddling Pool</p>	<p>Town Hall Manager</p>
<p>Civic</p>	<p>Marketing and Communities Manager/Deputy Chief Officer and support officers</p>
<p>Tourism/Community Development</p>	<p>Marketing and Communities Manager/Deputy Chief Officer and Event officer</p>

Marketing: Newsletter/Promotions/Website/Advertising	Marketing and Communities Manager/Deputy Chief Officer and Administrative Support and Event officers
Christmas	Marketing and Communities Manager/Deputy Chief Officer and Event officers
Information Centre	Senior Information Advisor/Information & Administrative Assistant and RFO
Mayors Account	Marketing and Communications Officer and RFO
In Bloom	Streetscape Development Manager
Allotments	Streetscape Development Manager
Public Realm	Chief Officer and RFO
Grants	Committee approval RFO to monitor and report back
Public Toilets	Town Hall Manager/Chief Officer
Congleton Partnership	Congleton Partnership Co-Ordinator with Executive Committee
Neighbourhood Development Plan	Chief Officer
Luncheon Club	Chief Officer
Capital	RFO/ Chief Officer
Corporate Management	Marketing and Communities Manager/Deputy Chief Officer and Event officer
Streetscape	Streetscape Development Manager
Town Hall	Town Hall Manager

<u>Town Hall Assets and Services Committee</u>

1. Current terms of reference <https://www.congleton-tc.gov.uk/wp-content/uploads/2020/02/11.-Terms-of-Reference-Town-Hall-Assets-Services-V6-05.12.19.pdf>

TOWN HALL, ASSETS & SERVICES COMMITTEE	
10 Committee members	Quorum = 4
Legal Powers	
Power to provide and encourage the use of conference facilities - General Power of Competence (Localism Act 2011 Sections 1-8)	
Power to Provide Public Buildings and Halls General Power of Competence	
Function of the Town Hall Assets and Services Committee	Delegation of Function Strategic Management of the Town Hall within Policy and Budget to Town Hall Assets and Services Committee Operational Management of the Town Hall within Policy and Budget to Chief Officer
Town Hall	
Agree Town Hall Pricing Structure	Committee within Budget
Room Hire Letting Policy	Committee to recommend to Finance and Policy
Letting of Office Space within the Town Hall	Chief Officer within letting Policy
Future Development of the Town Hall	Committee to recommend to Council
Agreeing structural repairs , improvement works and maintenance as agreed by the committee	Report to Committee within Budget and Policy and aligned to Financial Regulations
Town Hall development works	Council via Committee within Budget and Policy aligned to Financial Regulations and Health and Safety Laws
Monitoring overall Town Hall Budget –income and expenditure	Committee within Budget and Policy – prepared by RFO
Appointment of Town Hall Commercial Partners	Council Working group of Chief Officer, Town Hall Manager, Chair and 1 member of the committee to recommend
Management of Town Hall Commercial Partners	Chief Officer/ Town Hall Manager within terms of contract
Letting Concessions	Town Hall Manager / admin staff in accordance with letting policy Chief Officer / Chairman for concession requests outside of letting policy
Acceptance of Bookings	Town Hall Administration Staff
Rejections of Bookings	Chief Officer/ Town Hall Manager
Cancellation of Bookings	Town Hall Administration Staff within policy
Residents Discount Bookings	Town Hall Administration Staff within policy
Cleaning schedules	Town Hall Manager
Personal Licence Holder (alcohol)	Commercial Partner
Stocking Bar/ Bar Staff/ Cashing up Bar	Commercial Partner
Cellar Management	Commercial Partner
Checking and Handling of cash for bar and catering	Commercial Partner
Running and managing the Cotton club area	Commercial Partner
Sourcing and checking suitable security cover for events	Commercial partner

Planning and Managing evening and weekend functions	Commercial Partner/ Town Hall Manager
Planning and Managing mid-week non-bar functions	Town Hall Manager
Licence holder and Administration	Town Hall Office Staff
PRS and PPL Licence	Town Hall Manager / Office staff
Cleaning supplies and CTC stock re-ordering	Town Hall Manager
Stock control of Town Hall assets	RFO / Town Hall Manager Optional audit Chair / Vice Chair F&P
Daily security	Town Hall Manager
Costings of hall hire, functions and catering	Commercial Partner, in conjunction with Town Hall Manager / admin staff (Town Hall Hire in line with pricing Structure)
Promotion of the Town Hall as a venue	Town Hall Manager /Deputy CO with Commercial Partners (within budget)
Equipment purchase and maintenance	Town Hall Manager within budget and aligned to Financial Regulations
Application for Premise Licence	Town Hall Manager with Commercial Partner
Licence Designated Premise Supervisor	Commercial Partner
Approval of Licence variation application	Committee
Nomination of personal licence holders	Committee
Health and Safety matters related to the Town Hall	Town Hall Manager
Streetscape	
	Strategic Management of the Streetscape Service within Policy and Budget to Town Hall, Assets and Services Committee Operational Management of the Streetscape Service within Policy and Budget to Chief Officer
Delivery of Contract with Local Authority	Chief Officer / Streetscape Manager reporting to Committee
Works contract negotiations with Local Authority	Chief Officer / RFO to recommend to Committee
Private works contract negotiations under £10K	Chief Officer delegated to Streetscape Manager
Staff management / allocation	Streetscape Manager
Staff Training	Streetscape Manager
Risk assessments / Health & Safety	Streetscape Manager
Monitoring of financial performance	RFO/ Streetscape Manager report to Committee
Stock control and assets list	RFO/ Streetscape Manager Optional audit Chair / Vice Chair F&P
Marketing of Services	Streetscape Manager / Marketing Officer
Issues relating to maintenance of other assets statues, community poly tunnel ,Street furniture	Streetscape Manager
Paddling Pool	
	Strategic Management of the Paddling Pool within Policy and Budget to Town Hall, Assets and Services Committee Operational Management of the Paddling Pool within Policy and Budget to Town Hall Manager
Health and Safety management	Town Hall Manager
Maintenance of site and equipment	Town Hall Manager within agreed budget report to Committee – align to Financial Regulations
Overall budget management	RFO / Town Hall Manager reporting to committee
Development of facility	Town Hall Manager / Chief Officer report to committee

Stock control and assets list	RFO/Town Hall Manager Optional audit Chair / Vice Chair F&P
Cenotaph	
Maintenance / inspection of site	Streetscape Manager
Development project (2020)	Congleton Partnership / Chief Officer reporting to committee aligned to Financial Regulations

No proposed changes, just the format.

Town Hall Assets and Services Committee	
10 Members + Mayor & Deputy ex-officio	Quorum=4

Purpose

The purpose of the Town Hall Assets and Services Committee is to promote the Town Hall for both commercial and private meetings/functions. As well as Monitoring overall Town Hall Budget –income and expenditure. The Committee can also seek to make the decisions and agree structural repairs, improvement works and maintenance programme and operational updates relating to the Commercial Partner.

As well as the Town Hall day to day running, the responsibly of the seasonal paddling pool and operative of the public toilets, the development of the facility as well as the budget and maintenance programme.

All decisions of the Committee should consider the following implications:

- **Financial** – will this deliver best value for money for Congleton and its residents?
- **Environmental** – how will this impact carbon footprint, biodiversity, air quality or other environmental factors, and how will this be mitigated if required?
- **Equality** – will people with different characteristics (according to the CTC Equality & Inclusion Policy) be impacted differently, and what will be done to mitigate this if required?

Delegation of Functions of the Committee

- Committee has strategic overview of all points in sections 1-10 below, under the direction of Council.
- Any funding requirements for projects will be submitted to the Finance and Policy Committee in line with financial regulations and budget.

1. Town Hall

- 1.1 Agree Town Hall Pricing Structure
- 1.2 Room Hire Letting Policy
- 1.3 Future Development of the Town Hall
- 1.4 Agreeing structural repairs , improvement works and maintenance as agreed by the committee
- 1.5 Town Hall development works
- 1.6 Monitoring overall Town Hall Budget –income and expenditure
- 1.7 Appointment of Town Hall Commercial Partners (Full Council)
- 1.8 Letting Concessions Town Hall Manager / admin staff in accordance with letting policy

Chief Officer / Chairman for concession requests outside of letting policy

1.9 Approval of Licence variation application

1.10 Nomination of personal licence holders

2. Town Hall Delegation to Chief Officer and delegated members of the Leadership Team and Commercial Partner. in section 2 below

2.1 Letting of Office Space within the Town Hall

2.2 Management of Town Hall Commercial Partner

2.3 Acceptance of Bookings

2.4 Rejections of Bookings

2.5 Cancellation of Bookings

2.6 Residents Discount Bookings

2.7 Cleaning schedules

2.8 Sourcing and checking suitable security cover for events

2.9 Planning and Managing evening and weekend functions

2.10 Planning and Managing mid-week non-bar functions

2.11 Licence holder and Administration

2.12 Personal Licence Holder (alcohol)

2.13 PRS and PPL Licence

2.14 Cleaning supplies and CTC stock re-ordering

2.15 Stock control of Town Hall assets

2.16 Daily security

2.17 Costings of hall hire, functions and catering

2.18 Promotion of the Town Hall as a venue

2.19 Equipment purchase and maintenance

2.20 Application for Premise Licence

2.21 Health and Safety matters related to the Town Hall

3. Strategic Management of the Streetscape Service within Policy and Budget reporting to Town Hall, Assets and Services Committee

3.1 Works contract negotiations with Local Authority

3.2 Delivery of Contract with Local Authority

3.3 Monitoring of financial performance

4. Operational Management of the Streetscape Service within Policy and Budget to Chief Officer reporting to the committee.

4.1 Private works contract negotiations under £10K

4.2 Staff management / allocation

4.3 Staff Training

4.4 Risk assessments / Health & Safety

- 4.5 Stock control and assets list
- 4.6 Marketing of Services
- 4.7 Issues relating to maintenance of other assets statues, community poly tunnel ,Street furniture
- 5. Strategic Management of the Paddling Pool within Policy and Budget to Town Hall, Assets and Services Committee**
 - 5.1 Overall budget management
 - 5.2 Development of facility
- 6. Operational Management of the Paddling Pool and Cenotaph within Policy and Budget to Town Hall Manager**
 - 6.1 Health and Safety management
 - 6.2 Maintenance of sites and equipment
 - 6.3 Stock control and assets list

1. Current terms of reference [12.-Terms-of-Reference-Planning-V8-12.05.22.doc-CO.pdf \(congleton-tc.gov.uk\)](#)

PLANNING COMMITTEE	
10 Members + Mayor & Deputy ex-officio	Quorum=4

Purpose

To make observations on all Borough Council Planning Applications; listed building applications; Conservation area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations.

Delegation of functions to the Committee

1. To make observations on all planning aspects and licensing aspects of waste applications or mineral applications.
2. To comment on Tree Preservation applications or the making of Orders.
3. To make observations on Planning consultation documents from the **Local Authority** or regional or national bodies.
4. To make observations at the time of planning appeals and to authorise witnesses on behalf of the Council **if required**
5. To make observations on Hazardous Substance applications.
6. Responding to **relevant** consultations from adjoining authorities outside of the **Local Authority**
Delete as not required
7. Making observations on applications for amendments to planning and other related consents previously granted by any authority.
8. Make observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by the Local Authority
9. Making observations on applications and other actions in relation to hedge rows **and trees** .
10. Making observations on applications and other matters under the Licensing legislation
11. Making observations on Street naming or numbering
12. Making observations on highway or transportation matters **received from the integrated transport working group** .
13. Consent for ending maintenance at public expense or stopping up or diversion of highway.
14. Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside wastes. **Delete as not required**
15. Making observations on any matter relating to gaming or gambling.
16. To liaise with **the Local Authority** on any matter relating to building control – Delegated to the Chief Officer or Deputy Chief Officer in the case of an emergency
17. To make the Council's contribution to its Neighbourhood Plan following representations from its **working group**

Delegation of functions to the Chief Officer

18. Referring any Planning enforcement issue to the Local Authority

PLANNING COMMITTEE	
10 Members + Mayor & Deputy ex-officio	Quorum=4

Purpose

To make observations on all Borough Council Planning Applications; listed building applications; Conservation area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations.

All decisions of the Committee should consider the following implications:

- **Financial** – will this deliver best value for money for Congleton and its residents?
- **Environmental** – how will this impact carbon footprint, biodiversity, air quality or other environmental factors, and how will this be mitigated if required?
- **Equality** – will people with different characteristics (according to the CTC Equality & Inclusion Policy) be impacted differently, and what will be done to mitigate this if required?

Delegation of functions to the Committee

1. To make observations on all planning aspects and licensing aspects of waste applications or mineral applications.
2. To comment on Tree Preservation applications or the making of Orders.
3. To make observations on Planning consultation documents from the Local Authority or regional or national bodies.
4. To make observations at the time of planning appeals and to authorise witnesses on behalf of the Council if required
5. To make observations on Hazardous Substance applications.
6. Making observations on applications for amendments to planning and other related consents previously granted by any authority.
7. Make observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by the Local Authority
8. Making observations on applications and other actions in relation to hedge rows and trees .
9. Making observations on applications and other matters under the Licensing legislation
10. Making observations on Street naming or numbering
11. Making observations on highway or transportation matters received from the integrated transport working group .
12. Consent for ending maintenance at public expense or stopping up or diversion of highway.
13. Making observations on any matter relating to gaming or gambling.
14. To liaise with the Local Authority on any matter relating to building control – Delegated to the Chief Officer or Deputy Chief Officer in the case of an emergency
15. To contribute towards the Neighbourhood Plan following representations from its working group

Delegation of functions to the Chief Officer

16. Referring any Planning enforcement issue to the Local Authority

Personnel Committee

10 Members of Authority

Quorum = 4

Function of Personnel Committee Column 1	Delegation of Function Column 2
1. To Recommend to Council the overall Staffing structure and approval of additional posts.	<ul style="list-style-type: none"> • None-Final approval remains with Council
2. To agree the pay and conditions of staff	<ul style="list-style-type: none"> • Chief Officer reserved for Council • All other staff to Committee
3. Approval of personnel policies & Employee Handbook	<ul style="list-style-type: none"> • Committee
4. Appointment of Staff	<ul style="list-style-type: none"> • Recommend appointment of Chief Officer to be endorsed by Council <ol style="list-style-type: none"> 1. Selection of long list by Chief Officer with personnel assistance if appropriate 2. Selection of final short list-Chair & Vice Chair and Town Mayor 3. Final Interview-Committee and Town Mayor • Appointment of other Staff Scale Point 28 and above to Committee • Appointment of Staff below Scale Point 28 to Chief Officer in consultation with 2 members of Committee • Chief Officer for casual staff and temporary appointments to approved positions below Scale Point 28 • Town Marketing & Events Manager and Deputy Chief Officer for Pool attendants • Decision on whether to fill vacant positions is delegated to Chief Officer • Decision on recruitment of contract staff or interim contract staff employed by a partner to Committee
5. Disciplinary matters under the Council's Disciplinary Procedure.	<ul style="list-style-type: none"> • Chief Officer with appeal to Personnel Committee • Personnel Committee in the case of the Chief Officer with appeal to 3 members of Council who are not on Personnel Committee. • Dismissal of Chief Officer to be ratified by Council
6. Determination of individual grading issues and job evaluation	<ul style="list-style-type: none"> • Committee
7. Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.	<ul style="list-style-type: none"> • Committee (Council in case of Chief Officer) • Administration of retirement in cases of permanent ill health, after appropriate medical advice via Cheshire Pension

8. Approval of job descriptions & person specifications.	<ul style="list-style-type: none"> • Committee
9. Absence issues under the Council's Attendance Management Guidelines.	<ul style="list-style-type: none"> • Chief Officer except Committee in the case of Chief Officer
10. Appeals Procedure.	<ul style="list-style-type: none"> • Chief Officer except Committee in the case of Chief Officer
11. To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	<ul style="list-style-type: none"> • Council
12. Competence Procedure	<ul style="list-style-type: none"> • Chief Officer except Committee in the case of Chief Officer
13. Issue of Contracts of Employment	<ul style="list-style-type: none"> • Chief Officer except Committee in the case of Chief Officer
14. Redundancy & Redeployment	<ul style="list-style-type: none"> • Committee
15. Monitoring Equality & Inclusion Policy in relation to employment	<ul style="list-style-type: none"> • Committee
16. Approval of Officer Codes of Conduct	<ul style="list-style-type: none"> • Council
17. Health & Safety	<ul style="list-style-type: none"> • Committee for approval of Policy other than General Statement & Organisation which are reserved for Council
18. Grievance Procedure	<ul style="list-style-type: none"> • Chief Officer except Committee in the case of Chief Officer
19. Administration of other Personnel procedures	<ul style="list-style-type: none"> • Chief Officer except Committee in the case of Chief Officer
20. Employee Development Review and assessment at end of Probationary period	<ul style="list-style-type: none"> • Chief Officer for all staff, often delegated to relevant Line Manager • Personnel Chair & Vice Chair or other Member of Committee for Chief Officer
21. Training & Development Plan	<ul style="list-style-type: none"> • Chief Officer
22. To administer the Volunteers Policy	<ul style="list-style-type: none"> • Chief Officer to administer • Committee to monitor
23. To administer the Child & Vulnerable Adult Policy	<ul style="list-style-type: none"> • Chief Officer to administer • Committee to monitor

COMMUNITY AND ENVIRONMENT COMMITTEE

10 Members of the Authority

Quorum= 4

Function of Committee Column 1	Delegation of Function Column 2
<p>1. Community Engagement</p> <p>1.1 To promote the social wellbeing of the Town.</p> <p>1.2 To respond to strategic plans which will have an impact on the well-being of community of Congleton</p> <p>1.3 To facilitate and support local community and voluntary organisations</p> <p>1.4 To support a CAB for the Town.</p> <p>1.5 To promote diversity and inclusion</p> <p>1.6. Promote social mobility and opportunities for all</p> <p>1.7 To agree project funding submissions</p> <p>1.8 Actively encourage events that generate better social cohesion and bring the community together</p> <p>1.9 Actively communicate activities, policies, events and promotions to the local community via all communication channels.</p> <p>1.10 To support gaining accreditation for Congleton with organisations that align with CTC's strategy and values</p> <p>1.11 To Create Working Groups as required to implement or develop the decisions of the Committee and invite members of the wider community to join these and contribute their time and expertise</p>	<ul style="list-style-type: none"> • Committee under the direction of Council • Committee under the direction of Council • Grants to Finance & Policy Committee • Promotion & other support to Committee/ Chief Officer * in accordance with Policy • Committee under the direction of Council • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Grants to Finance & Policy Committee • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management
<p>2. Community Safety</p> <p>2.1 To work with the principal authority to enhance CCTV and other community safety initiatives</p> <p>2.2 To lobby for highway safety improvement schemes for all road users with specific priority for active travel modes such as walking, cycling and horse riding</p> <p>2.3 To liaise with the Police Authority & Constabulary</p> <p>2.4 To manage the Police Support Officers Service Level Agreement</p> <p>2.5 To support initiatives to reduce crime and support victims of crime</p>	<ul style="list-style-type: none"> • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management

<p>3. Environment</p> <p>3.1 To promote the environmental wellbeing of the Town</p> <p>3.2 To encourage Conservation of the built & natural environment</p> <p>3.3 To seek to make Congleton Town Council Carbon Neutral by 2025</p> <p>3.4 Ensure that Climate Change impact is considered in all activities and decisions</p> <p>3.5 Consider Issues involving ancient monuments & areas of archaeological interest Seek to protect and enhance</p> <p>3.6 To promote and support floral and planting initiatives</p> <p>3.7 To protect and preserve local heritage</p> <p>3.8 To approve & action Environmental Audits</p> <p>3.9 To promote environmental awareness and good practices to promote action on climate change and environmental responsibility.</p> <p>3.10 To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matter, pollution, animal welfare issue,</p> <p>3.11 To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act)</p> <p>3.12 Encourage activities which reduce, reuse and recycle in order to reduce waste and promote responsible management of waste.</p> <p>3.13 Promote Clean Air Policies</p> <p>3.14 To promote sustainable integrated transport</p>	<ul style="list-style-type: none"> • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Strategic overview to Committee Operational management to Chief Officer * • Strategic overview to Committee Operational management to Chief Officer • Strategic overview to Committee Operational management to Chief Officer* • Strategic overview to Committee Operational management to Chief Officer* • Strategic overview to Committee Operational management to Chief Officer* • Committee under the direction of Council • Committee for strategic overview Chief Officer * for operational management • Strategic overview to Committee Operational management to Chief Officer • Petitions to Committee Chief Officer * in other cases • Strategic overview to Committee Operational management to Chief Office • Strategic overview to Committee Operational management to Chief Officer • Strategic overview to Committee Operational management to Chief Officer
<p>4 Personal Health</p> <p>4.1 To work with partner organisations to improve the health of people in the Town</p> <p>4.2 To improve access to local services which can contribute to physical and mental health</p> <p>4.3 To promote healthy living</p> <p>4.4 Encourage more people to get more active more often</p> <p>4.5 Contribute to the development of and co-ordination of NHS services</p>	<ul style="list-style-type: none"> • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management

<p>5 Young People</p> <p>5.1 Support public and community services and facilities for the young.</p> <p>5.2 Involve young people in decision making</p> <p>5.3 Support to young people in their communities</p> <p>5.4 Support families to ensure that all the people of Congleton have equal opportunity to thrive</p>	<ul style="list-style-type: none"> • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management
<p>6 Housing</p> <p>6.1 To lobby for sufficient affordable housing and social housing.</p> <p>6.2 To support home safety initiatives for Congleton</p>	<ul style="list-style-type: none"> • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management
<p>7 Economic Wellbeing & Tourism</p> <p>7.1 To promote the economic wellbeing of the Town through partnership with the business and community sectors</p> <p>7.2 To promote tourism within the town</p> <p>7.3 Power to encourage visitors and provide conference & other facilities</p> <p>7.4 To promote regeneration in the Town</p> <p>7.5 To lobby for sufficient high quality employment sites in the Town & support initiatives promoting inward investment</p> <p>7.6 To support skills & training for local businesses</p> <p>7.7 Provision, directly or indirectly of Christmas lights</p> <p>7.8 Encourage a wide and diverse range of events in the town</p>	<ul style="list-style-type: none"> • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Committee in conjunction with Planning Committee • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management
<p>8 Emergency Planning</p> <p>8.1 To assist in preparing & implementing the Emergency Plans of the Principal authority</p>	<ul style="list-style-type: none"> • Committee for strategic overview Chief Officer * for operational management •
<p>9 Quality of Place</p> <p>9.1 Use the powers afforded to the Town Council through the General Power of Competence to carry out a wide range of activities that support quality of life in the town. This may include</p> <ul style="list-style-type: none"> • Leisure and Recreational activities • Sustainable Transport initiatives • Allotments • Upkeep of public spaces • Entertainment and the Arts • Heritage initiatives • Social inclusion 	<ul style="list-style-type: none"> • Grants to Finance & Policy Committee Strategic Management & development to Committee Chief Officer * for Operational management

<p>10 HERITAGE</p> <p>10.1 To manage, preserve & promote the use of the Town's ancient records</p> <p>10.2 To promote and protect Congleton's historic buildings, traditions and artefacts</p>	<ul style="list-style-type: none"> • Strategic overview to Committee within budget & policy Operational Management to Chief Officer * • Strategic overview to Committee within budget & policy Operational Management to Chief Officer *
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NB. Any action delegated to the Chief Officer may in his/her absence be undertaken by Support Manager after seeking relevant consultancy advice, if the matter cannot wait until the Chief Officer returns, except items denoted by *, when the nominated deputy is the Town Centre & Marketing Manager/ Deputy Chief Officer.

Draft Meeting dates 23-24

Committee	June 2023	July 2023	August 2023	September 2023	October 2023	November 2023	December 2023	January 2024	February 2024	March 2024	April 2024	May 2024
Council	15 th		10 th		12 th		7 th		22 nd			16 th AGM
Planning	22 nd	27 th	17 th	14 th	19 th	16 th	21 st	18 th	15 th	21 st	25 th	TBA
Community	29 th		3 rd		26 th		14 th			7 th		TBA
Town Hall Assets services		6 th		28 th		30 th			1 st		11 th	TBA
Environment		13 th		21 st		2 nd		11 th		28 th		TBA
Finance and Policy		20 th			5 th	23 rd		25 th		14 th		TBA
Personnel – as required												