



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

5th October 2023

Dear Councillor,

You are summoned to attend a meeting of the Council on **Thursday 12th October 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 10th August 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 Committee (Enclosed)

To receive the minutes of the Community and Environment Committee meeting held on [29th June 2023](#)

9. Finance and Policy Committee (Enclosed)

To receive the [minutes of the Finance and Policy Committee meeting held on 20th July 2023](#)

10. Planning Committee (Enclosed)

To receive the [minutes of the Planning Committee meetings held on the 27th July and 17th of August 2023](#)

11. Town Hall Assets and Services Committee (Enclosed)

To receive the [minutes of the Town Hall Assets and Services Committee held on the 6th July 2023](#)

12. 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.

13. Presentations

13.1 St Peters Church vision

To receive a presentation from representatives of St Peters Church outlining their plans for its restoration and development

13.2 Community Projects

To receive a presentation from Jo Money about Community Projects achievements and plans

14. Notification of Conclusion of the Annual Governance & Accountability Return 2022-2023 (Enclosed)

To receive the External Auditor Report and Certificate for financial year 2022-2023

15. 2023-2024 Budget Virements (Enclosed)

To approve the virements as recommended by the Finance and Policy Committee

16. CCTV Earmark Reserve Spend (Enclosed)

To approve the spending from the CCTV Earmarked Reserve Spend

17. Selecting a company to create V4 of www.congleton-tc.gov.uk (Enclosed)

To approve the proposals contained within the report

18. Rotary Bonfire Request (Enclosed)

To approve to underwrite the Rotary Bonfire 2023

19. GT Security Limited Invoice (Enclosed)

To approve the payment to GT Security Limited

20. Town Hall Maintenance Plan: Roof Repairs (Enclosed)

To approve the spend of £12,000 from Capital Contingency Fund

21. Vacancy on Finance and Policy Committee (Enclosed)

To appoint a councillor onto the Finance and Policy Committee

To All Members of the Council

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

Congleton Town Council

Minutes of the Council Meeting held at Congleton Town Hall on 10th August 2023

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

For the papers discussed at the meeting, please see the
[Meeting Agenda of the Council 10th August 2023](#)

Councillors Present :

- Rob Moreton (Mayor and Chair)**
- Suzie Akers Smith
- Dawn Allen
- David Brown
- Charles Booth
- Robert Brittain
- Russell Chadwick
- Mark Edwardson
- Emma Louise Hall,
- Sally Ann Holland
- Amanda Martin
- Susan Mead
- Heather Pearce
- Shaun Radcliffe
- Richard Walton
- Liz Wardlaw
- Kay Wesley (Deputy Mayor)
- Glen Williams

Congleton Town Council Officers: David McGifford (Chief Officer)
and Jackie MacArthur, Communities and Marketing Manager and DCO

- There were no members of the press in attendance.
- 4 members of the public in attendance
- 1 Burgess Bob Edwards

1. Apologies for absence

Apologies for absence were received from Cllrs Robert Douglas, Suzy Firkin, Arabella Holland, Heather Seddon

2. Minutes of Previous Meetings

CTC/29/2324 Resolved to approve and sign the [minutes of the Council meeting held on the 15th and 29th June 2023](#)

3. Declarations of Disclosable Pecuniary Interest

Declarations of interest were received from Cllrs Amanda Martin (Pecuniary) and Glen Williams (non-pecuniary) for item 10 on the agenda and from Cllrs David Brown, Russell Chadwick, Emma Hall, Sally Ann Holland and Liz Wardlaw as Cheshire East Councillors.

4. Questions from Members of the Public

Questions were received from resident Olga Whitmore and are included in item 10 on the agenda.

5. Urgent Items

There were no urgent items raised by members.

6. Town Mayor's Announcements and Engagements

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

7. Outstanding Actions

There were no outstanding actions from previous meetings

8. Community Committee

CTC/30/2324 Resolved to receive the minutes of the Community Committee meeting held on [29th June 2023](#)

9. Planning Committee

CTC/31/2324 Resolved to receive the [minutes of the Planning Committee meetings held on the 22nd June 2023](#)

10. Vale Allotments grant application

A member of the public raised 2 questions with regard to this application

1. As the proposal involves the use of public money, could the Council please clarify the current ownership of Vale Allotments

Answer: I am of the understanding that the Vale Allotments land is owned by Congleton Sustainability Group

2. And where the owner's accounts can be seen.

Answer I would suggest you write directly to the chair of Congleton Sustainability Group for that information

CTC/32/2324 Resolved to award a grant of £2,000 to the Vale Allotment Association

11. Cheshire East Councillors' Reports -Standing Orders suspended

- Cllr Liz Wardlaw voted as Chair of CEC Scrutiny Committee, and on the joint scrutiny committee for Mersey and Cheshire ICS
- CEC are progressing with the charge for green bins
- Meeting with John Dwyer (PCC) discussing drug dealing and raised concerns about ASB notably the increase in the amount of windows being smashed in the town centre
- Highways are undertaking a review on car parking charge street lighting
- Looking into the wider use of the Flexi bus as they are currently under-utilised.

12. Policy Reviews

CTC/33/2324 Resolved to approve the updated Grants Criteria Policy

CTC/34/2324 Resolved to refer the ICT policy back to the Finance and Policy Committee / RFO to develop an updated policy for approval.

13. Use of Ukraine Earmarked Reserve

CTC/35/2324 Resolved to approve the use of the balance of funds held in the Ukraine Earmark Reserve for English lessons for Ukrainians

14. Councillor Attendance Records

CTC/36/2324 Resolved to reject the proposal for the publication of councillor attendance at Council and committee meetings on the council's website

15. Remote access to meetings

CTC/37/2324 Resolved to reject the proposal to use available technology to enable remote access to committee and Council meetings

16. Reassignment of Lease for Congleton Town FC Ground

CTC/38/2324 resolved to approve the proposal to open discussions with Cheshire East Council with regards to the re-assignment of the lease for Congleton Town Football Club

17. Congleton Library

CTC/39/2324 Resolved to accept Option 1. CEC's new proposed opening hours for the library. This sees the library opening hours reduced by 9 hours with no further action by CTC.

18. Christmas lights replacements

CTC/40/2324 Resolved to approve the funding requested for replacement Christmas lights with the Quadrille lights as the favoured option for Moody Street.

19. Resolution to Exclude the Public and Press

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

20. Congleton Market Quarter

CTC/41/2324 Resolved to approve the proposal for exploring a formal working arrangement with Congleton Market Quarter

21. Drug and Alcohol Policy

CTC/42/2324 Resolved to approve the proposed Drug and Alcohol Policy subject to the removal of random and routine testing from the policy

**Robert Moreton
(Town Mayor)**

Engagements since the 3 August 2023 - Mayor Cllr Rob Moreton

5 Aug	Parklane Nursing Home, Summer Fayre
6 Aug	Artisanity, Craft Fayre, Town Hall
7 Aug	Congleton Library, Code Club
12 Aug	Old Saw Mill, Family Fun Day
15 Aug	Community Projects, Play Day, Town Centre
18 Aug	Artisanity, Shop Launch, Glebe Farm
18 Aug	SOL Theatre School, Chitty Chitty Bang Bang, Daneside Theatre
19 Aug	Congleton Partnership & Lions, Defib Unveiling, Mossley Bowling Club
20 Aug	Congleton Cycling Club, Charity Bike Ride
24 Aug	Jazz & Blues Charity Event (organised by Glyn Roberts), Library
2 Sept	Congleton Museum, Meet the Soldiers
2 Sept	Congleton Horticultural Society, Annual Horticultural Show
2 Sept	Belles Boutique, Official Shop Opening
2 Sept	Macclesfield Town Mayor's, Charity Bingo Night
6 Sept	Cloud Group of WI's, Autumn Meeting
7 Sept	Redrow North West, Round Hill Gardens VIP event Launch Event
10 Sept	Alsager Town Council, Civic Service
11 Sept	Congleton Library, Summer Reading Challenge Ceremony
13 Sept	Congleton & Macclesfield Advanced Motorists, AGM & Awards Presentation
14 Sept	Trinity Operatic Society, Miscast Musicals
16 Sept	Siemens, Open Day
17 Sept	Middlewich Town Council, Civic Service
20 Sept	The Railway Children Launch Event
20 Sept	The Wolves of Willougby Chase Launch
20 Sept	Beksercise, Fitness Class, Town Hall
21 Sept	Leek Town Council, Jazz & Jalfrezi Fundraiser
24 Sept	New Life Church, 40th Anniversary Service
24 Sept	The Electric Bike Shop, Ebike Test Ride (ahead of the Green Fayre)
24 Sept	Congleton Tennis Club, Presentation
25 Sept	Vale Juniors Kickabout, Training Session
27 Sept	Betty's 101 st Birthday Party, Park Lane Care Home
29 Sept	Congleton Market Quarter, Pre-Launch

30 Sept Congleton Town Council, Green Fayre
30 Sept All Abilities Disco, Nantwich
4 Oct United Reformed Church, Macmillan Coffee Morning
4 Oct Old Saw Mill, Support group for isolated residents

Deputy Town Mayor – Cllr Kay Wesley

17 Sept SMDC, Civic Parade & Service

**MINUTES OF THE MEETING OF THE COMMUNITY COMMITTEE HELD ON
29 JUNE 2023**

CONGLETON TOWN COUNCIL

For the papers discussed at the meeting, please see the [Agenda and Papers of the Community Committee on 29 June 2023](#)

PRESENT:

Committee members

- **Cllr Kay Wesley (Chair)**
- **Cllr Emma Hall (Vice Chair)**
- Cllr Dave Brown
- Cllr Mark Edwardson
- Cllr Suzy Firkin
- Cllr Arabella Holland (from item 7)
- Cllr Sally Ann Holland
- Cllr Susan Mead
- Cllr Shaun Radcliffe
- Cllr Glen Williams

Ex Officio Members: Cllr Rob Moreton (Mayor)

Non-Committee Members: Cllr Amanda Martin, Cllr Richard Walton, Cllr Liz Wardlaw

Officers: David McGifford CO, Jackie MacArthur DCO & Communities & Marketing Manager

Also in attendance: one Police Officer (until item 10), one Burgess, three members of the public

1. Apologies for Absence

None received.

2. Minutes of Previous Meetings

CO/01/2324 resolved to approve and sign the [minutes of the Community and Environment Committee held on the 16 February 2023](#) as a correct record.

The minutes will also be considered at the first Environment Committee on July 13 which was also formed from this previously combined committee.

3. Declarations of Interest

Cllr Dave Brown, Cllr Emma Hall, Cllr Sally Holland and Cllr Robert Moreton declared a non-pecuniary interest as Cheshire East members. Cllr Emma Hall and Cllr Mark Edwardson declared an interest in item 15.

4. Questions from Members of the Public

None – one question was submitted two weeks in advance as this was approved as a paper for discussion after conversations with the Committee Chair.

5. Urgent Items

None

6. Safer Streets - Violence Against Women and Girls (VAWG) Update

This item was postponed until the next meeting (3 August 2023)

7. Cheshire Police

Sergeant John Roberts updated members on the paper issued with the agenda.

Action: For the police to look at visiting nurseries as well as schools

Action: To assist with publicising the importance and ways to communicate with Congleton police

8. Updates from Previous Community and Environment Committee

CO02/2324 resolved to note the updates from the Community and Environment Committee held on 16 February.

9. Terms of Reference from Working Groups feeding into this Committee

CO03/2324 resolved to approve the Terms of Reference for the following:

- a) Community Safety Working Group
- b) Health and Wellbeing Working Group
- c) White Ribbon Working Group
- d) Integrated Transport Working Group

10. Request from Congleton Sustainable Travel Group

CO04/2324 resolved to approve the paper introduced by Congleton Sustainable Travel and to write to Cheshire East Council asking them to investigate and resolve the issue of the restricted access to the Biddulph Valley Way from Bromley Road and access to Bromley Play Park from Community Centre from Ayrshire Way.

Action: Write to Cheshire East Council regarding the two issues raised

Action: Write to Cheshire East to review barriers used across Congleton with the aim of making all areas accessible to all.

11. Understanding Town Centre Access Issues

CO05/2324 resolved to approve the report to organise practical awareness sessions allowing councillors to experience the Town Centre as faced by those with physical or visual challenges and to draw up a list of improvements needed.

Action: To liaise with councillors and organise a number of sessions.

12. Update on Potential Wellbeing Hub for Congleton

CO06/2324 resolved to support the idea of a Congleton Wellbeing Hub in Worrall Street and to continue to take an active part in the development of the project.

13. Congleton Town Council Website Update

CO07/2324 resolved to approve that Cllrs Brown, Edwardson and Wesley work with officers in a task and finish group to review the current website, make recommendations for a new site and develop a brief to create a site that will be good for the next 5 or more years.

14. Town Crier Role for Congleton

CO08/2324 resolved to appoint Cllr Suzy Firkin to be part of a small task and finish group with officers tasked with leading on the appointment of the Town Crier. A volunteer agreement was attached to the paper.

Action: To agree on a communication plan to make the process as inclusive as possible

Action: To ask Burgess Douglas Parker to be an advisor to the group.

15. Bear Necessities Newsletter

CO09/2324 Resolved to approve that Bear Necessities should continue as a stand-alone newsletter at least twice a year. For officers to investigate the best value within the budgets for print and design and the potential to use other ways to get the Council message to residents.

Action: Check print and distribution costs for Bear Necessities

Action: Consider alternative ways to publicise ensuring inclusivity.

16. Beer and Gin Festival

CO10/2324 Resolved to note the report and authorise the officers to take the project to the next stage of seeking sponsorship and testing the market for ticket sales.

Action: Build awareness of Health and well-being within the festival and consider offering a non-alcoholic beer and gin option.

Meeting closed 21.07

CONGLETON TOWN COUNCIL

Minutes of the Finance and Policy Committee Meeting held on Thursday 20th July 2023

For the papers discussed at the meeting, please see the [Meeting Agenda of the Finance and Policy Committee held on 20th July 2023](#)

PRESENT	Committee members:	Cllr R Douglas - Chair Cllr C Booth – Deputy Chair Cllr R Brittan Cllr M Edwardson Cllr A Holland (Left at 9.00pm) Cllr H Pearce Cllr L Wardlaw Cllr R Walton
	Non-Committee member:	Cllr D Brown (Left after item 8.7) Cllr A Martin Cllr S Firkin Cllr S Radcliffe (Left after item 8.7)
	Ex-Officio Members:	Cllr K Wesley– Deputy Mayor

Also present:

Congleton Town Council Officers:

- J Macarthur– Deputy Chief Officer
- S Van Schepdael – RFO
- 3 Members of the Public

Councillor Jean Parry

The Chair opened the meeting by paying tribute to Councillor Jean Parry, a former Vice Chair of the Finance and Policy Committee, who sadly passed away in June 2023.

1. Apologies for absence

Apologies were received from Cllrs S Akers Smith and E Hall

2. Minutes of Previous Meetings

FAP/01/2324 RESOLVED to note and sign the minutes of the [Finance & Policy Committee held on 23rd March 2023](#).

3. Declarations of Interest

Cllr R Walton declared an interest in items 8.7 as a trustee, (left the room during decision making) and item 8.8.

Cllr K Wesley declared an interest in item 8.7 as a trustee (Left the room during decision making)

Cllr S Firkin declared an interest in item 8.2 as a trustee of the Museum.

Cllrs D Brown and L Wardlaw declared an interest on any matters relating to Cheshire East Council.

4. Outstanding Actions

Grant Policy review, which was presented in item 14.

5. Questions from Members of the Public

Question from Congleton Climate Action Group:

In respect of decarbonising the town hall, has consideration been given to the council's finances? Real benefit can be gained by switching to a sustainable more ethical bank that doesn't invest in fossil fuels. (The group also supplied a switching website to check alternative Green banks)

The RFO responded by saying that the Green switching website was checked and on initial investigations all 4 banks that the site suggested are not banks that we could work with either by not offering Business Current accounts or not accepting un-incorporated bodies. The RFO also added that there is more to consider as not all banks accept un-incorporated bodies, but agreed to look into this if committee agreed.

6. Urgent Items

There were none.

7. Grant Approvals and Commitments

FAP/02/2324 RESOLVED to receive a statement showing the current position as at 31st May 2023.

8. New Applications for Financial Assistance

FAP/03/2324 RESOLVED to award the following grants:

- 8.1 GR01/2324-Congleton Bath House & Physic Garden: **£150**
- 8.2 GR02/2324-Congleton Museum: **£750**
- 8.3 GR03/2324-Girl Guiding North West: **£150 per guide (2 Guides)**
- 8.4 GR04/2324-SOL Theatre School: **£525**
- 8.5 GR05/2324-Daisy's Dream – Cheshire East: **Deferred.**
- 8.6 GR07/2324-Congleton Area Ukraine Support Network (2 Application forms): **£2,475 (£527 from Grant Budget £1948 from balance Ukraine EMR (Recommended Council to approve use of EMR)).**
- 8.7 GR08/2324-Congleton Pride: **£360**
- 8.8 GR10/2324-The Old Saw Mill: **Declined.**
- 8.9 GR11/2324- Congleton Harriers: **£750**

- 8.10 GR12/2324-Congleton Amateur Youth Theatre: **£1000**

9. New Grant Activities Monitoring Forms

FAP/04/2324 RESOLVED to receive the New Grant Activities Monitoring Forms from:

- 9.1 GR06/2223- Trinity Amateur Operatic Society
- 9.2 GR16/2122- Mossley Old School Trust
- 9.3 GR05/2223- Congleton Heritage & Antiques Fair

10. Management Accounts

FAP/05/2324 RESOLVED to receive and approve the Management Accounts for year ending 31st March 2023 and to 31st May 2023.

11. Bank Reconciliation

FAP/06/2324 RESOLVED to receive the bank reconciliation as at 31st May 2023.

12. Savings Account Balances

FAP/07/2324 RESOLVED to receive the Savings Account update and balances for year ending 31st March 2023 and to 31st May 2023.

13. List of Payments

FAP/08/2324 RESOLVED to receive and approve the Payments lists 1st February to 31st March 2023 and 1st April to 31st May 2023.

8.50pm: FAP/09/2324: After a vote In accordance with Standing Order Reference point 3.x, Committee resolved to continue the meeting once the 2 hours limit had been reached. All voted in favour to continue.

14. Grant Criteria Policy Update

FAP/10/2324 RESOLVED to approve the updates to the Grant Criteria Policy, and recommended the updates to Council for approval and adoption into the Constitution, with amendments:

- 1: Maximum grant award of £1,000 with Committee discretion
- 2: Update Citizens Grant to Individual Grant
- 3: Look at simplifying application form for lower grant amounts, delegated to officers.

15. ICT Policy Update

FAP/11/2324 RESOLVED to approve the updates to the ICT Policy, and recommended the updates to Council for approval and adoption into the Constitution, with amendments:

1: Training to be compulsory

16. Supplier Invoices

FAP/12/2324 RESOLVED to:

1. Approve payment of invoice 64001494 for £6,530 from The Police and Crime Commissioner for Cheshire which is costs for PCSO funding for quarter 4 of 2022-2023.
2. To note payment made of £7,768.58 which was to pay for Critical Illness for the 2023-2024 financial year.

17. Budget Virement Request

FAP/13/2324 RESOLVED to approve the Virement request and recommend this to Council on 10th August 2023 for approval.

18. Terms of Reference from Working Groups feeding into this Committee

FAP/14/2324 RESOLVED to approve the Terms of Reference for the Regeneration Working Group.

19. Investment Signatories

FAP/15/2324 RESOLVED to approve that the agreed new signatories are for used for the CCLA and Cambridge & Counties investment accounts.

**Cllr Robert Douglas
(Chair)
Meeting closed at 9:14pm.**

CONGLETON TOWN COUNCIL

Minutes of the Planning Committee Meeting held on 27th July 2023

In attendance:

<u>Committee Members: Councillors</u>	Amanda Martin (Chair) Robert Brittain (Vice Chair) David Brown Robert Douglas Suzy Firkin
Ex Officio	Kay Wesley (Deputy Mayor)
Non-Committee member:	None
Congleton Town Council Officer	David McGifford Chief Officer

0 Members of the press

0 Members of public

1. Apologies for Absence

Apologies for absence were received from Committee Members: Suzie Akers Smith, Dawn Allen Charles Booth, Rob Moreton (Mayor)

2. Minutes of Previous Meetings

PLN/3/2324 Resolved to approve and sign the [minutes of the Planning Committee meeting held on the 22nd June 2023](#)

3. Declarations of Disclosable Pecuniary Interest

Declarations of “non-pecuniary” (NP) and “pecuniary” (P) interests were received from Councillors: Amanda Martin (Chair), David Brown, Robert Douglas, Suzy Firkin, Kay Wesley all (NP) on planning applications 5&9 Cllr Robert Douglas (NP) on application 23

4. Outstanding Actions

Date	Reference	Issue	
22.6	Astbury Place /Congleton Park bridge Section 106	Developer delaying installation of an agreed bridge linking Astbury Place to Congleton Park	No progress, noted that CEC Ward Cllr Heather Seddon would liaise with CEC Planning and report back to the Chief Officer
22.6	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 updates, Noted that Ruth Burgess would continue to liaise with CEC on this matter

5. Questions from Members of the Public

There were no questions from members of the public.

6. Urgent Items

There were no urgent items.

7. Neighbourhood Plan update

PLN/4/2324 Resolved to receive the update on the Neighbourhood Plan

8. Planning Applications Section 1

There were no applications brought forward.

9. Planning Appeals

No planning appeals noted.

10. Licensing Applications

Valleys Fast Food 32, High Street, Congleton Cheshire. CW12 1BD

PLN/5/2324 resolved that the opening hours should remain the same at 3.00am rather than the proposed time of 5.00am

11. Planning Applications Section 2

PLN/6/2324 Resolved that star for applications 6,16,30,32,33 be removed and that the remaining applications with stars being noted as no objection.

Committee Comments for Planning lists 19.6 /26.6 / 3.7 / 10.7/17.7

1*	23/2211C	Recladding of exterior with timber composite, installation of PV panels to roof and installation of Air Source Heat Pump	Meridian House, Roe Street, Congleton, Cheshire, CW12 1PS	No Objection
2*	23/2343C	Prior approval of a single storey rear extension	60, BELGRAVE AVENUE, CW12 1HT	No Objection
3*	23/2344C	Proposed single storey rear extension and internal alterations.	97, CHESTNUT DRIVE, CW12 4UA	No Objection
4*	23/2356C	Alterations to internal office area	UNIT 8, GREENFIELD	No Objection

			ROAD, CONGLETON,	
5	23/2357T	T1 - Oak - lateral reduction to branches to gain 2 metres clearance from house number 21 and 1.5 metres clearance from house number 19.	19, THE MOUNT, CONGLETON,	No Objection
6	23/2362C	Variation of condition 12 on approval 18/6251C	Eaton Bank Academy,	No Objection
7*	23/2371C	Non-material amendment to approved application 21/5217C -	9, ASCOT CLOSE, CW12 1LL	No Objection
8	23/2376C	Proposed extension and alterations to existing dwelling.	71, LONGDOWN ROAD, C,	No Objection
9	23/2395T	This application is to significantly trim this English Oak tree 1 A	19, THE MOUNT, CONGLETON,	Objection on the grounds of the proposed works is too drastic.
10*	23/2441C	Non-Material Amendment to approval 17/3258C	Land West of PADGBURY LANE,	No Objection
11*	23/2442C	Non-Material Amendment to approval 16/6144C	Land West of GOLDFINCH CLOSE,	No Objection
12*	23/2451C	Single storey rear extension.	143, ENNERDALE DRIVE, CONGLETON, CW12 4FL	No Objection
13*	23/2457D	Discharge of conditions 12 & 14 on approval 20/2698C.	MOSS FARM, MOSS LANE, EATON,	No Objection
14	23/2492T	Oak tree. 5 metre crown lift from ground and removal of dead wood.	37, MELTON DRIVE, CONGLETON, CW12 4YF	No Objection
15	23/2497C	Installation of new external cold rooms	60, BROMLEY ROAD, CW12 1PY	No Objection
16	23/2512C	Variation of the wording of conditions 4 - Hours of Use and 5 - Community use Agreement on approval 21/1492C.	The Quinta Primary School, ULLSWATER ROAD, CONGLETON,	No Objection – suggest that the school constructively discusses measures with its neighbours to mitigate the noise and issue with the

				volume of footballs landing in gardens.
17*	23/2517C	Modifications to windows and external elevations	PEEL COTTAGE, NEWCASTLE ROAD,	No Objection
18	23/2527C	Retrospective application for 1no pitch Gypsy/Traveller site	Timbersbrook Edge, MIDDLE LANE, CONGLETON	Objection – inappropriate development in the greenbelt
19*	23/2533C	Two storey front, first floor side and single storey rear extensions	47, LEAMINGTON ROAD, CW12 4PE	No Objection
20	23/2553C	Prior approval for steel frame building for storage of plant, machinery and timber	Field at, MIDDLE LANE, CONGLETON	Objection – inappropriate development in the greenbelt and noted that there was insufficient evidence to support the need for this building
21*	23/2554C	Non-material amendment to application 20/1624C -	LOWER PARK STREET MILL, LOWER PARK STREET, CONGLETON, CW12 1EH	No Objection
22	23/2584C	Demolition of Existing Dwelling (Sidarn) and replacement with 3no. Bungalows	SIDARN, ASTBURY STREET, CONGLETON,	No objection
23*	23/2592C	Proposed new single storey rear extension to provide improved dental facilities and ancillary spaces.	Moody Terrace Dental Practice Limited, 17, MOODY STREET,	No Objection
24*	23/2601D	Discharge of condition 3 on approval 23/092C:	62, HAREBELL DRIVE, CONGLETON	No Objection
25*	23/2615D	Discharge of conditions 5 and 7 on application 21/2674C:	Land Off, Meadow Avenue, Congleton,	No Objection
26	23/2622C	Proposed detached garage.	206, PADGBURY LANE, CONGLETON,	No objection
27	23/2635T	T1 Oak. Semi Mature - Early Mature. Height 13 meters. Crown Spread 12 meters.	6, BRADBURY GARDENS, CONGLETON,	Objection on grounds of works appear to be unnecessary and suggest that the ivy from the tree should be removed

		Stem Diameter 425 mm.		
28*	<u>23/2666C</u>	Single storey rear and side extension.	4, RUSKIN ROAD, CONGLETON, CW124EA	No Objection
29*	23/2658C	Certificate of lawful proposed development of single storey extension	33, Dobson Way, Congleton, CW12 1GQ	No Objection
30	23/2684C	This scheme aims to reinstate the existing carpark and repair the Riverbank with the use of Sheet piles.	Car Park, Broadhurst Lane, Congleton, CW12 1LA	No objection, Due to the climate emergency we would request a review of the proposed removal of trees, and should there be no alternative option but to remove them a replacement tree planting strategy is developed and implemented
31	<u>23/2393C</u>	Demolition of existing stable buildings and the erection of single storey dwelling with new vehicular access. Resubmission of Application 23/1196C.	Land east of Footpath 37, Middle Lane, Congleton	Objection – - Unsafe vehicle access - Building on the greenbelt without there being any special circumstances - Intrusion into open countryside
31a*	<u>23/2740D</u>	Discharge of condition 6 on application 22/0540C -	Bradshaw House, 21, Lawton Street, Congleton, CW12 1RU	No Objection
32	<u>23/2746C</u>	Installation of additional windows and roof lights to create a five-surgery dental practice.	31, High Street, Congleton, CW12 1BQ	Fully Support
33	<u>23/2747C</u>	Installation of external signage and LED lighting	31, High Street, Congleton, CW12 1BQ	Fully Support

CONGLETON TOWN COUNCIL

Minutes of the Planning Committee Meeting held on 17th August 2023

In attendance:

Committee Members: Councillors Amanda Martin (Chair)
Robert Brittain (Vice Chair)
Charles Booth
David Brown
Suzy Firkin

Ex Officio Rob Moreton (Mayor)

Non-Committee member: None

Congleton Town Council Officer David McGifford (Chief Officer)

0 Members of the press

0 Members of public

1. Apologies for Absence

Apologies for absence were received from Committee Members: Suzie Akers Smith, Dawn Allen, Robert Douglas and Kay Wesley (Ex Officio)

2. Minutes of Previous Meetings

PLN/7/2324 Resolved to approve and sign the [minutes of the Planning Committee meeting held on the 27th July 2023](#)

3. Declarations of Disclosable Pecuniary Interest

Declarations of “non-pecuniary” (NP) and “pecuniary” (P) interests were received from Councillors: David Brown and Robert Moreton (Mayor – Ex officio)

4. Outstanding Actions

Date	Reference	Issue	
17.8	Astbury Place /Congleton park bridge Section 106	Developer delaying installation of an agreed bridge linking Astbury Place to Congleton Park	No progress made since the last meeting Cllr Rob Moreton to continue to follow up
17.8	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 progress since the last Meeting Cllr David Brown to try and get some guidance from CEC re timescales

5. Questions from Members of the Public

There were no questions from members of the public

6. Urgent Items

There were no urgent items

7. Neighbourhood Plan update

PLN/8/2324 Resolved to receive the update on the Neighbourhood Plan which advised that there will be a meeting of the working group on Wednesday 23rd August - Jackie MacArthur will be the lead officer

8. Planning Applications Section 1

There were no applications brought forward to Section 1

9. Planning Appeals

No planning appeals noted

10. Licensing Applications (5)

PLN/9/2324 resolved to respond to CEC Licensing as shown in column 4

<p>1</p>	<p>The Orange Tree Congleton, West Road, Congleton, CW12 4EY</p> <p>Comments by 24 -8-23</p>	<p>Update the plans following a change of layout</p> <p>Amend the hours for the licensable activities to 10:00-01:00 Mondays to Sundays</p> <p>Amend the opening hours to 09:00-01:00 Mondays to Sunday</p> <p>Remove conditions 4 & 5</p> <p> Replace Challenge 21 with Challenge 25</p>	<p>Opening hours may need to slightly differ from the licensable activities hours to allow drinking up time.</p> <p>Consideration should be given to door staff for late-night opening.</p> <p>No knowledge of conditions 4 and 5 so unable to comment on these</p> <p>Please encourage a representative from the premises to join Congleton Pub Watch.</p>
<p>2</p>	<p>The Spar Shop 48 West Street Congleton, CW12 1JR</p> <p>31-8- 23</p>	<p>Change the sale of alcohol for consumption off the premises, Monday to Sunday 0800hrs to 2300hrs</p>	<p>Other premises have been permitted licences to sell alcohol until 23.00 hours. No objection. Request to be mindful of neighbours.</p>
<p>3</p>	<p>2 Swan House, Swan Bank, Congleton CW12 1AH</p>	<p>Recorded Music (Indoors) Monday to Thursday 11.00 to 23.00 Friday & Saturday</p>	<p>This is next to another two bars and Rumba is licensed until 2.30 am so it is reasonable that this property is open until 1.30am. It is normal for Congleton that late-night Friday and Saturday</p>

	4-9-23	11.00 to 02.00 Sunday 11.00 to 23.00 The Supply of Alcohol for Consumption On the Premises Monday to Thursday 11.00 to 23.00 Friday & Saturday 11.00 to 01.30 Sunday 11.00 to 23.00	evening venues have door staff, so this could be a requirement. Please encourage a representative to attend Congleton pub watch
4	Central Co-op, 74 Manchester Road, Congleton CW12 2HT 6-9-23	Supply of Alcohol – Monday – Sunday – 07:00 – 22:00	No objection. Other stores sell alcohol until 23.00 hours.
5	Capital Walk, High Street, Congleton, CW12 1WB 12-9-23	Sale and supply of alcohol, recorded music The proposed new times will be: Friday and Saturday 09:00 to 01:00	In line with other properties in the area. With later opening if Capital Walk does not have door staff this should be a consideration as part of the licensing. Please encourage a representative to attend Congleton pub watch

11. Planning Applications Section 2

PLN/10/2324 that stars be removed from applications 2 & 12 and that the remaining applications with stars being Resolved noted as no objection

1	23/2575C	Demolition of existing dwelling and erection of replacement dwelling including detached garage and associated landscaping.	Bullmoor Farm, WEATHERCOCK LANE, CONGLETON, CW12 3PZ	Objection as the committee believe that the information is misleading as there is an excessive increase in the size of the actual footprint
2	23/2713C	Reserved matters approval for application 16/1824M:	Land north of the Congleton Link Road ('CLR') known as Somerford Green, Congleton	The committee supports the views of the residents and feel that the issues they raised should be investigated
3	23/2771T	The identified trees are highlighted in the document, yellow. We wish to seek a qualified tree surgeon to commence work to crown thin the trees identified in this document to allow more sunlight into the garden and to prevent any branches falling. There	19, LONGDOWN ROAD, CONGLETON, CW12 4QH	Objection due to inadequate information being provided and the decision needs to defer to the CEC Tree Officer

		are a number of rough branches hanging off them which I fear will break in the wind due to the growth and age of them. One of them appears to have a disease and the leaves have black spots on it.		
4	23/2790C	Proposed single storey rear extension.	60, CHESTNUT DRIVE, CONGLETON, CW12 4UB	No objection
5	23/2810C	Proposed dwelling	Plot 28, Land At, FORGE LANE, CONGLETON	Objection due to the unsatisfactory relationship between the house and the trees and to ensure there is protection of a significant strip of woodland
6	23/2815C	Prior approval of single storey rear extension extending 4.1m beyond the rear wall, 3.15m maximum height and eaves height of 2.95m	3, CAMPION PLACE, ASTBURY, CW12 4GX	Defer to the planning officer
7*	23/2829C	Certificate of lawful proposed development for a single storey rear extension, 3m projection with 2.3m eaves and 3.5m ridge.	4, BANKHOUSE DRIVE, CONGLETON, CW12 2BH	No objection
8*	23/2915C	Non Material Amendment to application 16/1824M:	Land to the north of the existing Radnor, Land at Back Lane, Congleton	No objection
9*	23/2924D	Discharge of conditions 3, 4 & 6 of existing permission 21/2555C;	23-25 West Street, CONGLETON, CW12 1JN	No objection
10*	23/2925D	Discharge of Condition 5 on 16/1824M.	Radnor Park Industrial Estate, BACK LANE, CONGLETON	No objection
11*	23/2926D	Discharge of Conditions 12 & 34 on 16/1824M.	Radnor Park Industrial Estate, BACK LANE, CONGLETON	No objection

12	23/2928D	Discharge of conditions 6 & 31 on application 16/1824M	Land to the north of the Congleton Link Road, Radnor Park	Objection as there is existing hedgerow and trees and there is a need for a Woodland management plan
13*	23/2930D	Discharge of condition 35 on application 16/1824M -	Land to the north of the Congleton Link Road. Radnor Park	No objection
14*	23/2951D	Discharge of conditions 22, 23 and 33	Land to the north of the Congleton Link Road, Radnor Park	No objection
15*	23/2952D	Discharge of condition 11 on application 16/1825M -	Land to the north of the Congleton Link Road. Radnor Park	No objection
17*	23/2958C	Rear facing single storey extensions	14, PARK LANE, CONGLETON, CHESHIRE, CW12 3DG	No objection
18*	23/2982C	Extension to industrial unit (Class B)	UNIT 7 CONGLETON TRADE CENTRE, Radnor Park Industrial Estate, RADNOR PARK,	No objection
19*	23/3018C	Proposed internal alterations and heighten of garage roof	38, AYRSHIRE WAY, CONGLETON, CW12 3TN	No objection
20*	23/3039D	Discharge of Conditions 9 & 19 on 16/1824M	Radnor Park Industrial Est	No objection
21*	23/3043D	Discharge of Conditions 7 & 8 on 20/1934C	20, 20a, 22, 22a Mill Street, Cross Street	No objection
22*	23/3095D	Discharge of condition 8 on application 21/5642C	The Robin Hood, BUXTON Rd	No objection
23*	23/3107C	Proposed single storey rear extension.	78, ST JOHNS ROAD, CONGLETON, CW12 2AX	No objection
24*	23/2973D	Discharge of Condition 8 on approval 10/4480C	Former Valley Manufacturing Site,	No objection

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 6th July 2023

For the papers discussed at the meeting, please see the [Agenda & Papers – 6th July 2023](#)

In attendance:

Committee members: Cllrs

Suzie Akers Smith (Chair)
Robert Brittain
Mark Edwardson
Suzy Firkin
Amanda Martin
Susan Mead
Glen Williams

Non Committee members: Cllrs

Charles Booth

Ex-Officio Members: Cllr Robert Moreton – Town Mayor

Congleton Town Council Officers:

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

Minutes

1. Apologies for absence

Apologies for absence were received from Committee Members: Cllr Russell Chadwick, Cllr Heather Pearce

Ex-Officio Members: Cllr Kay Wesley – Deputy Mayor

2. Minutes of Previous Meetings

THAS/01/2324 Resolved to approve and sign the [minutes of the meeting of the Town Hall, Assets and Services Committee held on 9th March 2023.](#)

3. Declarations of Interest

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

4. Outstanding Actions

There were no outstanding actions

5. Questions from Members of the Public

There were no questions raised by members of the public.

6. Urgent Items

There were no urgent items raised at the meeting.

7. Town Hall Trading Account

THAS/02/2324 Resolved to accept the Town Hall Trading account to May 2023 and to note the content of the summary report.

8. Paddling Pool update

THAS/03/2324 Resolved to receive the updates on matters relating to the paddling pool

9. Public Toilets update

THAS/04/2324 Resolved to receive the updates on matters relating to the Public toilets

10. Town Hall Decarbonisation Updates

THAS/05/2324 Resolved to receive the updates on matters relating to the Town Hall Decarbonisation.

Action – Officers to arrange a tour of the Town Hall for Councillors to understand the complexities of the building lay out and also the scope of the work involved relating to the decarbonisation programme. Tour to be arranged for 28th September (date of next THAS meeting)

11. Town Hall Maintenance programme and report

THAS/06/2324 Resolved to receive the updates on matters relating to the Town Hall maintenance programme.

Action – Officers to include aspects of the maintenance programme during the tour arranged for 28th September 2023

12. Streetscape Services Trading Account

THAS/07/2324 Resolved to accept the Streetscape Services Trading account to May 2023 and to note the content of the summary report

13. Streetscape operational updates

THAS/08/2324 Resolved to receive the updates on matters relating to the Streetscape operations.

14. Information centre updates

THAS/09/2324 Resolved to receive the updates on matters relating to the Information Centre.

15. Congleton Information Centre Trading Account

THAS/10/2324 Resolved to accept the Congleton Information Centre Trading account to May 2023 and to note the content of the summary report

**Cllr Suzie Akers Smith
(Chair)**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	12 th October 2023 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	14. Notification of Conclusion of the Annual Governance & Accountability Return 2022-2023		
Background	<p>The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts.</p> <p>The purpose of the annual governance statement is for an authority to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for.</p> <p>The External Auditors are selected by Smaller Authorities' Audit Appointments and the current the appointment auditors for Cheshire are PKF LittleJohn LLP and are in place until the financial year 2026-2027.</p>		
Updates	<p>For the Financial Year 2022-23 PKF Littlejohn LLP have conducted their audit and have concluded that there are no areas of concern and no matters were raised.</p> <p>The Notice of Conclusion is required to be posted for public viewing by 30th September 2023, the notice this year was published on the Councils website and on the main notice board in the Town Hall on 26th September 2023.</p> <p>See Appendix for the Return and Notice of Conclusion. This report was also presented to Finance and Policy on 5th October 2023.</p>		
Decision Requested	To receive the External Auditor Report and Certificate for financial year 2022-2023		

Congleton Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for Congleton Town Council for the year ended 31 March 2023 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Congleton Town Council on application to:</p> <p>(a) <u>Serena Van Schepdael (R.F.O)</u> <u>Requests can be made by emailing info@congleton-tc.gov.uk</u></p> <p>(b) <u>Monday to Thursday 9.00am to 4.00pm</u></p> <p>3. Copies will be provided to any person on payment of £_____ (c) for each copy of the Annual Governance & Accountability Return.</p> <p>Announcement made by: (d) <u>Serena Van Schepdael (R.F.O)</u></p> <p>Date of announcement: (e) <u>26th September 2023</u></p>	<p>Notes</p> <p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
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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?	N/A	
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.	N/A	

**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

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* means that this authority
	Yes	No*	N/A	
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.			✓	<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:

15/06/2023

and recorded as minute reference:

CTC/18/2324 16.a

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

Chairman

Clerk

www.congleton-tc.gov.uk

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	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	954,146	996,333	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	619,877	805,222	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-861,023	-954,667	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	-21,778	-21,778	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-690,931	-918,409	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	928,858	835,559	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,022,581	886,463	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,884,590	2,907,704	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	336,431	330,463	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

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



Date 24 MAY 2023

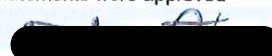
I confirm that these Accounting Statements were approved by this authority on this date:

15/06/2023

as recorded in minute reference:

CTC 18/2324 16.b

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



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

In respect of **Congleton Town Council- CH0056**

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

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

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

None.

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

22/08/2023

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council														
MEETING DATE AND TIME	12 th October 2023 7.00pm	LOCATION	Congleton Town Hall												
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)														
AGENDA ITEM REPORT TITLE	15 2023-2024 Budget Virements														
Background	The 2023-2024 budget was approved in December 2022 After a budget is set virement can take place on the approval of Council. All virements should be carefully considered.														
Details	<p><u>Town Hall Utilities: Electricity</u></p> <p>After final information from West Mercia Energy the budget of £17,500 will likely be insufficient mainly for Electricity cost in 2023-2024. Current and previous year’s final expenditure shows a balance after the offset of recharge to the Museum for Electricity. In the budget setting for 24-25 this will be updated and recharge will be classed as an income line in the town hall, therefore showing actual cost of electricity to the Town Hall.</p> <p>I recommended the following virements To Finance and Policy, to cover any expected overspend. Should the final figure show an underspend after the virement this will be returned to General Reserves.</p> <table border="1"> <thead> <tr> <th>From</th> <th>To</th> <th>Amount</th> <th>Information</th> </tr> </thead> <tbody> <tr> <td>221-4011 Rates Town Hall</td> <td>221-4014 TH Electric</td> <td>£5,550</td> <td>The budget for Rates is £30,500, the actual amount for 2023-24 is £24,950 leaving an excess of £5,550</td> </tr> <tr> <td>225-4011 Rates CIC</td> <td>221-4014 TH Electric</td> <td>£400</td> <td>The budget for Rates in CIC is £5,200, the actual amount for 2023-24 is £4,767 leaving excess of £433</td> </tr> </tbody> </table>			From	To	Amount	Information	221-4011 Rates Town Hall	221-4014 TH Electric	£5,550	The budget for Rates is £30,500, the actual amount for 2023-24 is £24,950 leaving an excess of £5,550	225-4011 Rates CIC	221-4014 TH Electric	£400	The budget for Rates in CIC is £5,200, the actual amount for 2023-24 is £4,767 leaving excess of £433
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225-4011 Rates CIC	221-4014 TH Electric	£400	The budget for Rates in CIC is £5,200, the actual amount for 2023-24 is £4,767 leaving excess of £433												
Updates	Finance and Policy approved the Virements on 20 th July 2023, FAP/13/2324 and recommended this to Council for approval.														
Decision Requested	To approve the virements as recommended by the Finance and Policy Committee.														

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	12 th October 2023 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Jackie MacArthur (Deputy Chief Officer)		
AGENDA ITEM REPORT TITLE	16. CCTV Provision in Congleton		
Background	<p>Congleton Town Council currently pays an annual cost of £9,548 for CEC to monitor 5 CCTV camera around Congleton. These cameras are monitored 24 hours a day, 7 days a week from the CCTV HQ in Macclesfield. There are also two cameras in Congleton Park which are monitored by Cheshire East Council</p> <p>The length of the Town from Lawton Street to Mill Street and Swan Bank is covered by CCTV including Market Street. West Street is not currently covered by CCTV coverage. This has been discussed in the Anti-Social Behaviour Working Group (now Community Safety Group) and by Cheshire Police and the CCTV team as a hole in the coverage for Congleton – especially as West Street now contains a number of bars, restaurants and a club and is a busy part of the evening economy.</p> <p>CEC CCTV has invested £250,000 into the infrastructure and continue to invest in specialist training. Throughout 2022/23 they were dealing with around 1,191 incidents per month picked up by CCTV.</p> <p>This paper is to consider options for adding a CCTV camera to West Street. Also the costings for signing a new 3 year agreement for CCTV coverage.</p>		
Updates	<p>Following discussions with the CEC CCTV team, it is possible to widen the scope of CCTV to cover West Street. There are two options to move this forward:</p> <ul style="list-style-type: none">• An annual monitoring cost of £1,800 for the camera OR• A one-off cost of £3,000 with free annual monitoring for the future of the committee. <p>The Officer's recommendation is to pay the one-off cost of £3,000 for the installation of the CCTV camera with no ongoing costs for monitoring. This will be written into a contract.</p> <p>We have also received a letter on the 4th of October giving the options for the future monitoring of CCTV for Congleton.</p> <p>The cost of monitoring 5 cameras will increase to £10,425.59 per year. This will be payable in August of each year. There is the option to sign for a one-year contract, which would then rise each year in line with the CPIH in February. Or we can sign a 3-year contract where the price will be frozen at £10,425.59 per year.</p>		

	<p>Officer recommendation is that for budgeting purposes and best value we sign a 3-year contract for the monitoring of cameras in Congleton at a price of £10,425.59.</p>
<p>Financial Implications</p>	<p>There is a 2023/24 budget for the annual CCTV costs, the budget is the amount of our current contract £9,548, therefore there is no spare budget for this option of purchasing a new camera at £3,000.</p> <p>An Ear Marked Reserve of £7,357 is set aside for Crime Prevention/Traffic Calming. It has remained unused since the financial year 2019/2020. Using EMR will mean no overspend on the budget line having no effect on our General Reserves and will enable CTC to make a one-off purchase to pay for the equipment to ensure CCTV coverage in the West Street area.</p> <p>The RFO in working on forwarding budgets for 2023/24 was anticipating that the annual costs would be in the region of £10,500 for CCTV and this will be built into the future budgets if Councillors recommend signing a new 3-year deal.</p>
<p>Decision Requested</p>	<p>To approve spending £3,000 from EMR 324 to commission CEC to install a CCTV camera for West Street.</p> <p>To approve signing a new three-year contract for the monitoring of all CCTV in Congleton at a price of £10,425.59 per year payable in August 2024, 2025, and 2026.</p>

**CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES**

COMMITTEE:	Council		
MEETING DATE AND TIME	12 October 20223 7.00 pm	LOCATION	Town Hall, Bridestones
REPORT FROM	Jackie MacArthur, Communities and Marketing Manager & DCO on behalf of the Task and Finish Group into Congleton Website V4		
AGENDA ITEM REPORT TITLE	17. Selecting a company to create V4 of www.congleton-tc.gov.uk		
Background	<p>Congleton Town Council’s website www.congleton-tc.gov.uk was created in 2016 and has grown organically since, to the extent that it is now becoming more difficult to navigate, is not making the best use of technology or designed to be ‘mobile first’. 86% of site users access via a mobile phone.</p> <p>An earmarked reserve for creating a new website/carrying out a significant update of the current website was created in 2021, but due to other work commitments, this project was not taken forward in 2022.</p> <p>In June 2023 the Community Committee approved that a small working group consisting of officers and Councillors David Brown, Mark Edwardson and Kay Wesley would create a task and finish group to review the current site, make recommendations for a new site, and develop a brief to create a site that will be good for the next 5 or so years.</p> <p>The Working Group has created a ‘Request for Proposal’ and is seeking permission from the Council to go out to the market to seek quotes for creating a new or updated website.</p>		
Updates	<p>A copy of the draft Request for Proposal can be seen by clicking the link here. If approved this will be the document that will be sent out to those who may be interested in tendering for this work.</p> <p>A list of potential companies has been created to invite to tender for the work – but the opportunity will also be advertised and open to others to bid for the work. The companies that we will send out the proposal document to include those potentially selected for the new Congleton Museum website, as well as local design agencies and design agencies who have built website that are working well for other town councils.</p>		

<p>What we are looking to achieve</p>	<p>New Website – Overview</p> <p>Our vision is that the new Congleton Town Council website will be a ‘one-stop-shop’ or ‘hub’ of information and services for all our Congleton stakeholders – residents, businesses and visitors.</p> <p>We will not need to house all the information on our current website, but should be able to signpost people to ‘all things Congleton’ that they may need or want. This is laid out in our objectives.</p> <p>The website must cover all the mandatory information that a town/parish council must provide and must meet all the relevant usability and accessibility criteria laid down by NALC and other bodies for a public-service website.</p> <p>Beyond this, we want our website to engage, entertain, surprise and support people, and be part of the reason they want to be in Congleton, to live, to work, for pleasure, or all three.</p> <p>Our website should reflect our position as <i>‘The Little Town with the Big Heart’</i>.</p> <p>Our Website Business Objectives</p> <ol style="list-style-type: none"> 1. Increase engagement with Congleton Town Council. 2. Increase understanding of CTC’s responsibilities and work. 3. Provide value to residents, visitors, businesses. 4. Meet our statutory requirements – information provided and accessibility. 5. Be the “go-to place” to signpost people (a ‘Beacon’ or ‘Hub’ of Congleton info) 6. Increase bookings for the Town Hall and Paddling Pool. 7. Sell our shop products and tickets to local events (via the information centre). 8. Sell Congleton itself to residents, visitors and businesses. <p>Our Website User’s Objectives</p> <ol style="list-style-type: none"> 9. Be a Trusted source of information on Congleton. 10. Use Congleton Information Centre outside of hours, including to book tickets. 11. Contact and find out about the Council. 12. Find interesting information about Congleton and things to do here. 13. Book the Town Hall. 14. Book the Paddling Pool. 												
<p>Timetable</p>	<p>Suggested Timetable:</p> <table border="1"> <thead> <tr> <th data-bbox="384 1648 1054 1682">Task</th> <th data-bbox="1054 1648 1495 1682">Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="384 1682 1054 1727">• Last day to register an interest</td> <td data-bbox="1054 1682 1495 1727">30 October</td> </tr> <tr> <td data-bbox="384 1727 1054 1771">• Last day to ask questions</td> <td data-bbox="1054 1727 1495 1771">10 November</td> </tr> <tr> <td data-bbox="384 1771 1054 1816">• Last day for CTC to answer questions</td> <td data-bbox="1054 1771 1495 1816">17 November</td> </tr> <tr> <td data-bbox="384 1816 1054 1861">• Last day for submissions</td> <td data-bbox="1054 1816 1495 1861">27 November</td> </tr> <tr> <td data-bbox="384 1861 1054 1906">• CTC to approve preferred supplier</td> <td data-bbox="1054 1861 1495 1906">December</td> </tr> </tbody> </table> <p>A reasonable build and development time will be negotiated with the chosen web partner.</p>	Task	Date	• Last day to register an interest	30 October	• Last day to ask questions	10 November	• Last day for CTC to answer questions	17 November	• Last day for submissions	27 November	• CTC to approve preferred supplier	December
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Financial Implications	CTC has anticipated that this work is needed and created an Earmarked reserve in 2022/23 for a new website. This reserve was carried forward into 2023/24 and CTC staff believe it should be sufficient for the works. We want to ensure the best value from potential partners so want them to tell us how much they would need to create the site, rather than offering a price up front.
Environmental Implications	Access to all information online can save paper and wasted journeys. There is a lot of research into actions that can be taken to reduce the carbon footprint of websites, and this will be researched as part of the project to redevelop the site.
Equality and Diversity Impact	As a Public Sector website, every effort must be taken to make the site accessible to all. Redesigning our site is an opportunity to improve accessibility and this will be an objective of the project. There are several national schemes to help people to afford to get online.
PROPOSALS	<p>To enable this project to progress we are asking for</p> <ol style="list-style-type: none"> 1. Council to approve the Request for Proposal document so that it can be sent out to companies to give them the information that they need to bid for the work of creating an updated website for the Town Council 2. Approve the Website Business Objectives and Website User Objectives as listed in the Request for Proposal and highlighted in this paper. 3. Council to approve the timetable as outlined in the document to get to the stage of appointing a company.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	12 th October 2023 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	Agenda item 18 Rotary Bonfire Request		
Background	An Ear Marked Reserve of £5,000 was set aside on 2015-2016 for The Rotary Bonfire. Rotary submit a request annually requesting that the Council underwrite the event, to date the reserve has not be required to be called upon.		
Updates	A request has been submitted for the 2023 event, see Appendix 1. Confirmation of what The Rotary are asking the Council to underwrite was requested, it was confirmed that the request is to underwrite in part, losses in holding the Rotary Bonfire event up to £5,000 in the event that it has to be cancelled last minute. This request was presented to Finance and Policy on 5 th October 2023, a verbal update of the resolution from that meeting will be provided.		
Decision Requested	To approve to underwrite the Rotary Bonfire up to £5,000, and if called upon to approve the spend from the Ear Marked Reserve.		

President: Brian Hogan

Rotary Congleton



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

24th August 2023,

Dear Committee Members,

On behalf of Congleton Rotary, we are once again holding our annual Bonfire and Fireworks Display in Congleton Park, which will take place on Saturday 4th November 2023.

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

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

Yours sincerely

A large black rectangular redaction box covering the signature of Brian Hogan.

Brian Hogan

President
Congleton Rotar

President

Brian Hogan. 

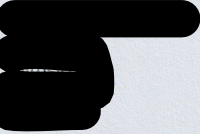

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	12 th October 2023 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	Supplier Invoice Approval		
Background	<p>In accordance with our Finance Regulations Budgetary Control and Authority to spend section, expenditure on items over £10,000 must have Council approval.</p> <p>Although the budget for this was approved by Council on 8th December 2023 for openness and transparency I feel it is appropriate to also have the invoices over £10,000 approved by Council in accordance with the about regulation, as on this occasion the total due is slightly higher than the set budget.</p>		
Updates	<p>The total invoice, see attached copy, for Pool Security for the 2023 season has been issued, the total due is more than the budgets total due to the extra session added towards the end of the season. Budget set is was £11,550, total due is £12,257 (plus £2451.40 VAT) a difference of £707, which is within the limits of variances allowed.</p>		
Decision Requested	To approve payment of the GT Security Invoice 2548 for £14,708.40 from budget line 201-4162 [General Expenditure- Paddling Pool]		

GT Security Limited

Invoice (Not Paid)



Phone: [Redacted]
E-mail: [Redacted]

Invoice No: 2548
Invoice date: 23/08/2023
Due date: 01/10/2023
Reference: [Redacted]

United Kingdom

To:

congleton Town council
congleton town council
Town Hall, High Street
Congleton
CW12 1BN
United Kingdom

Not Paid

Deliver to:

congleton Town council
congleton town council
Town Hall, High Street
Congleton
CW12 1BN
United Kingdom

Sales person: [Redacted]	Contact name: Mark Worthington
Delivery date:	Payment terms: [Redacted]
Delivery method:	Delivery terms: congleton paddling pool 28th May - 3rd september

Qty.	Description	Unit Price	Net Amount	VAT %	VAT
721	SIA STAFF hours covered by staff	£17.00	£12,257.00	20%	£2,451.40

VAT Code	VAT %	VAT Net	VAT
Q	20%	£12,257.00	£2,451.40

Net amount: £12,257.00
VAT Total: £2,451.40
Total: £14,708.40
Payments: £0.00
Balance: £14,708.40

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	12 th October 2023 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Mark Worthington – Facilities Manager		
AGENDA ITEM REPORT TITLE	20. Town Hall Maintenance Plan: Roof Repairs		
Background	<p>As part of the Town Hall Maintenance Plan, work is ongoing in relation to the Town Hall roof. A Drone Survey was carried out in August 2021 to identify areas on the roof in need of attention. From this survey initial repairs were carried out in January 2023. During these repairs it was established that further work would be required to rectify issues on the front area of the roof which accommodates the 2nd floor offices. These offices are subject to water ingress which is causing damp and mould to form on the internal walls of the offices making this an uncomfortable, unhealthy environment.</p> <p>A quote for further work on this problem area was received in March and verbally discussed at the Town Hall, Assets and Services Committee on 9th March 2023. The quote of £12,000 + vat also included repair work to the Grand Hall roof and rear roof of the Town Hall using a Mobile Elevating Works Platform. This next phase of repairs will take place in October.</p>		
Updates	<p>For information, the initial report on roof repairs was presented to THAS on 16th September 2021: Item-9-Roof-Repairs-Drone-Survey.pdf (congleton-tc.gov.uk)</p> <p>The first update was presented on 20th October 2022: 10.-Town-Hall-Roof-Repairs.pdf (congleton-tc.gov.uk)</p> <p>A further update was presented on 9th March 2023: Agenda-Item-11-Town-Hall-Roof-Updates.pdf (congleton-tc.gov.uk)</p> <p>The latest updates was presented at THAS meeting on 28th September 2023, minutes awaiting publication. The next stage has come in a cost of £12,000 plus VAT.</p>		
Decision Requested	To approve the spend of £12,000 from Capital Contingency Fund and approve payment of the invoice on receipt from Vertex Access. Payment to be delegated to the RFO.		

CONGLETON TOWN COUNCIL

COUNCIL

MEETING DATE AND TIME	12 th October 2023	LOCATION	Town Hall
REPORT FROM	Chief Officer		
AGENDA ITEM REPORT TITLE	Item 21 – Vacancy on the Finance and Policy Committee		
Background	<p>Councillor Emma Hall has advised that due to personal circumstances she will not be able to fulfil her duties on the Finance and Policy Committee with Immediate effect. As appointments to committees were approved by Council , the council will have to approve the replacement.</p> <p>The committee has an approved membership of 10</p>		
Proposal	For council to appoint the 10 th member of the Finance and Policy Committee		