



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

18<sup>th</sup> January 2024

To: **MEMBERS OF THE FINANCE & POLICY COMMITTEE**

Dear Councillor,

You are summoned to attend a meeting of the Finance and Policy Committee to be held on **Thursday 25<sup>th</sup> January 2024** commencing **after completion of the Council meeting which commences 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.

Yours sincerely,

David McGifford  
Chief Officer

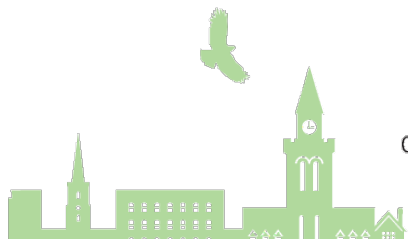
Congleton  
**beartown**  
*where friends are made*

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## **AGENDA**

### **1. Apologies for absence**

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

### **2. Minutes of Previous Meetings**

To approve and sign [the minutes of the Finance and Policy Committee held on 23rd November 2023.](#)

### **3. Declarations of Interest**

Members are requested to declare both “pecuniary” and “non-pecuniary” interests. as early in the meeting as they become known.

### **4. Outstanding Actions (Enclosed)**

To review any outstanding actions from previous meetings.

### **5. 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.

### **6. Urgent Items**

Members may raise urgent items related to this committee, but no discussion or decisions may be taken at the meeting.

### **7. Minutes of Working Groups (Enclosed)**

To note the minutes from the Town Centre Regeneration Working Group.

### **8. New Applications for Financial Assistance (Enclosed)**

- 11.1 – GR17 Congleton Harriers
- 11.2 – GR18 Trinity Amateur Operatic Society
- 11.3 – GR19 Congleton Museum
- 11.4 – GR20 Congleton Rotary

**9. Financial Regulations Review (Enclosed)**

To review and approve the draft updates and recommend to Council for approval and adoption into the Constitution.

**10. Unreasonably Persistent or Vexatious Complaints Policy (Enclosed)**

To review and approve the draft Policy, recommend to Council for approval and adoption into the Constitution.

**To: Members of the Finance & Policy Committee**

**Cllrs: Robert Douglas (Chair) Charles Booth (Vice Chair)**

Suzie Akers Smith, Dawn Allen, Robert Brittan, Mark Edwardson, Arabella Holland, Heather Pearce, Liz Wardlaw, Richard Walton

**Ex-Officio:** Cllr Rob Moreton (Town Mayor); Cllr Kay Wesley (Deputy Mayor)

**Ccs:** Other members of the Council and Honorary Burgesses (5) for Information; Press (3) Congleton Library, Congleton Information Centre.



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

There were none.

**6. Urgent Items**

There were none.

**7. Grant Approvals and Commitments**

**FAP/26/2324 RESOLVED** to receive a statement showing the current position as at 31<sup>st</sup> October 2023.

**8. New Applications for Financial Assistance**

**FAP/27/2324 RESOLVED** to award the following grants:

8.1- Puparazzi Flyball Team GR16/2324- £150

**9. New Grant Activities Monitoring Forms**

There were none.

**10. Management Accounts (Attached)**

**FAP/28/2324 RESOLVED** to receive and approve the Management Accounts to 30<sup>th</sup> September 2023.

**11. Bank Reconciliation**

**FAP/29/2324 RESOLVED** to receive the bank reconciliation as at 30<sup>th</sup> September 2023.

**12. Savings Account Balances**

**FAP/30/2324 RESOLVED** to receive the Savings Account update and balances to 31<sup>st</sup> October 2023.

**13. List of Payments**

**FAP/31/2324 RESOLVED** to receive and approve the Payments lists from 1<sup>st</sup> September to 31<sup>st</sup> October 2023.

**14. Pay Award 2023-2024**

**FAP/32/2324 RESOLVED** to:

1. Note the Annual Pay Agreement award for 2023-2024 in accordance with the NJC agreement.

2. Note that the back pay due from 1<sup>st</sup> April 2023 to 30<sup>th</sup> November 2023 will be paid in December 2023 payroll.
3. Recommend 1-2 to Council on 7<sup>th</sup> December 2023 for noting and approval.

**15. Investment Update**

**FAP/33/2324 RESOLVED** to recommend the renewal of the Cambridge and Counties Bond to Council on 7<sup>th</sup> December 2023.

**16. Petty Cash Verification**

**FAP/34/2324 RESOLVED** to\_note Petty Cash Verification.

# 10: Management Accounts

Congleton Town Council									
Management Accounts 2023-24									
Sep-23									
Page 1/3									
Month	6								
Percentage	50.0%	ANNUAL BUDGET	BUDGET TO M6	ACTUAL SPEND TO M6	£ VARIANCE OF M6 BUDGETS	% SPENT AGAINST M6 BUDGETS	% VARIANCE AGAINST M6 on Budget lines	% SPENT OF ANNUAL BUDGET	NOTES
Finance and Policy Committee									
101	<b>Corp Management</b>								
	Staff Costs (re-allocated)	204,445	102,223	94,749	7474	92.69%	-42.69%	46.3%	
	Travel	500	250	0	250	0.00%	50.00%	0.0%	
	Training / Conferences	3,000	1,500	863	637	57.53%	-7.53%	28.8%	
	Rent Payable	17,017	8,509	8,508	1	99.99%	-49.99%	50.0%	
	Miscellaneous Office Costs	2,500	1,250	952	298	76.16%	-26.16%	38.1%	
	Telephone/Fax/Internet	2,620	1,310	1,268	42	96.79%	-46.79%	48.4%	
	Postage	2,000	1,000	141	859	14.10%	35.90%	7.1%	
	Stationery & Printing	3,100	1,550	1,246	304	80.39%	-30.39%	40.2%	
	Subscriptions & Publications	4,750	2,375	4,311	-1936	181.52%	-131.52%	90.8%	Most subscriptions are due at start of the financial year
	Insurance	13,200	6,600	12,372	-5772	187.45%	-137.45%	93.7%	Additional cost for new staff & Councillors
	Computer/IT Costs	18,000	9,000	10,082	-1082	112.02%	-62.02%	56.0%	
	Photocopy Charges	1,800	750	890	-140	118.67%	-68.67%	59.3%	
	Recruitment Advertising	500	250	130	120	52.00%	-2.00%	26.0%	
	Other Advertising	300	150	0	150	0.00%	50.00%	0.0%	
	Bank Charges	1,240	620	449	171	72.42%	-22.42%	36.2%	
	Audit Fees - External	2,100	1,050	2,100	-1050	200.00%	-150.00%	100.0%	Paid in full
	Audit Fees - Internal	1,760	880	904	-24	102.73%	-52.73%	51.4%	First interim completed
	Accountancy Support	6,000	2,500	998	1502	39.92%	10.08%	20.0%	
	Legal & Professional fees	6,500	2,750	47	2703	1.71%	48.29%	0.9%	
	HR & H&S support	4,000	2,000	2,340	-340	117.00%	-67.00%	58.5%	2 quarters paid
	Central Overheads reallocated	-71,460	-35,730	-38,400	2670	107.47%	-57.47%	53.7%	
	<b>Corporate Management-Expenditure</b>	<b>221,672</b>	<b>110,788</b>	<b>103,950</b>	<b>6896</b>	<b>93.83%</b>		<b>46.9%</b>	
	<b>Preced 2022-2023</b>	<b>-1,068,179</b>	<b>-534,090</b>	<b>-1,068,179</b>	<b>534090</b>	<b>200.00%</b>	<b>-150.00%</b>	<b>100.0%</b>	Paid in full
	Interest Receivable	-14,000	-7,000	-8,691	1691	124.16%	-74.16%	62.1%	
	Miscellaneous Income	0	0	0	0				
	<b>Corporate Management-Income</b>	<b>-1,082,179</b>	<b>-541,090</b>	<b>-1,078,870</b>	<b>635781</b>	<b>199.02%</b>		<b>99.5%</b>	
	Net Income Over Expenditure	-860,607	-430,304	-972,920	542617	226.10%		113.1%	
102	<b>Civic</b>								
	Staff Costs (re-allocated)	19,129	9,565	8,769	796	91.68%	-41.68%	45.8%	
	Training / Conferences	1,600	750	153	597	20.40%	29.60%	10.2%	
	Stationery & Printing	500	250	0	250	0.00%	50.00%	0.0%	
	Marketing/Promotions	1,000	500	637	-137	127.40%	-77.40%	63.7%	Town Guide launch.
	Council Newsletter	8,000	4,000	3,043	957	76.08%	-26.08%	38.0%	
	Council Website	2,500	1,250	653	597	52.24%	-2.24%	26.1%	
	Mayor's Allowance	3,000	1,500	3,000	-1500	200.00%	-150.00%	100.0%	Paid in full
	Members Expenses	200	100	0	100	0.00%	50.00%	0.0%	
	Civic Expenses	7,000	3,500	3,315	185	94.71%	-44.71%	47.4%	Mayor Making & Civic Service costs
	Civic Regalia	250	125	0	125	0.00%	50.00%	0.0%	
	Hall & Room Hire	6,500	3,250	3,087	163	94.98%	-44.98%	47.5%	Dependant on quantity of meetings
	Civic Artefacts and Treasures	750	375	451	-76	120.27%	-70.27%	60.1%	New badges/regalia
	Central Overheads reallocated	1,800	800	861	-61	107.63%	-57.63%	53.8%	
	MISC Income	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	
	<b>Civic-Expenditure</b>	<b>51,929</b>	<b>25,865</b>	<b>23,969</b>	<b>1896</b>	<b>92.31%</b>		<b>46.2%</b>	
107	<b>Grants</b>								
	Initial Grant Commitment	26,000	12,500	2,135	10365	17.08%	32.92%	8.5%	
	Subsidised Use	4,500	2,250	2,037	213	90.53%	-40.53%	45.3%	
	Tfr from EMR Committed Grants	0	0	-2,390	2390		50.00%		
	Specified Grants	32,333	16,167	19,850	-3684	122.78%	-72.78%	61.4%	
	<b>Grants- Expenditure</b>	<b>61,833</b>	<b>30,817</b>	<b>21,632</b>	<b>9285</b>	<b>69.97%</b>		<b>35.0%</b>	
	<b>Capital</b>	<b>46,778</b>	<b>23,389</b>	<b>25,000</b>	<b>-1611</b>	<b>106.89%</b>	<b>-56.89%</b>	<b>53.4%</b>	
	<b>F&amp;P Income - Income</b>	<b>-1,082,179</b>	<b>-541,090</b>	<b>-1,079,295</b>	<b>-2,884</b>	<b>199.47%</b>		<b>99.7%</b>	Full Committee Summary Includes Mayor cost centre of £2,226
	<b>Expenditure</b>	<b>382,112</b>	<b>191,056</b>	<b>172,938</b>	<b>209,174</b>	<b>90.52%</b>		<b>45.3%</b>	Full Committee Summary Includes Mayor cost centre of balance of -£1613

Conlepton Town Council Management Accounts 2023-24 Sep-23 Page 2/3										
Month	6									NOTES
Percentage	50.0%									
		ANNUAL BUDGET	BUDGET TO M6	ACTUAL SPEND TO M6	£ VARIANCE OF M6 BUDGETS	% SPENT AGAINST M6 BUDGETS	% VARIANCE AGAINST M6 on Budget lines	% SPENT OF ANNUAL BUDGET		
<b>Community and Environment Committee</b>										
215	Floral Displays Income	-4,000	-2,000	-5,204	3204	260.20%	-210.20%	130.1%		
215	Floral Displays Expenditure	17,262	9,674	13,666	-896	203.87%	-153.87%	101.9%		
	<b>Total Floral</b>	<b>13,262</b>	<b>6,674</b>	<b>8,462</b>	<b>-472</b>					
241	Allotments Income	-190	-95	0	-95	0.00%	50.00%	0.0%		
241	Allotments Expenditure	1,200	600	756	-156	126.00%	-76.00%	63.0%		Repairs to planters etc
	<b>Total Allotment</b>	<b>1,010</b>	<b>505</b>	<b>756</b>	<b>-261</b>					
300	Public Realm	3,000	1,500	0	1500	0.00%	50.00%	0.0%		
301	Conlepton Partnership Income	0	0	-3,259	3259		50.00%			
301	Conlepton Partnership Expenditure	22,839	11,420	18,382	-6963		50.00%	194.8%		As per their requirements
301	Conlepton Partnership CF	0	0	-57,227	57227		50.00%			Carry forward balance from 22-23
	<b>Total Partnership</b>	<b>22,839</b>	<b>11,420</b>	<b>-42,104</b>	<b>63,624</b>					
302	Community Development Staff Costs	117,571	58,786	53,717	5069	91.38%	-41.38%	45.7%		
	Community Development Marketing/Promotions	3,500	1,750	2,525	-775	144.29%	-94.29%	72.1%		Town Guide delivery costs £1350
	Community Development Overheads	9,848	4,924	5,292	-368	107.47%	-57.47%	53.7%		
	<b>Total Community Development</b>	<b>130,919</b>	<b>65,460</b>	<b>61,534</b>	<b>3,926</b>	<b>94.00%</b>		<b>47.0%</b>		
303	Crime Reduction/CCTV Income	0	0	-680	680					
	Crime Reduction/CCTV Expenditure	10,548	5,274	634	4640	12.02%	37.98%	6.0%		PCSO invoice for Q4 22-23 paid, accrual journal completed. E6,530 total paid
	<b>Total Crime</b>	<b>10,548</b>	<b>5,274</b>	<b>-46</b>	<b>6320</b>					
305	Christmas Fayre/ights Income	-2,000	-1,000	-1,117	117	111.70%	-61.70%	55.9%		
305	Christmas Fayre/ights Expenditure	22,000	11,000	238	10762	2.16%	47.84%	1.1%		
	<b>Total Christmas</b>	<b>20,000</b>	<b>10,000</b>	<b>-879</b>	<b>10879</b>					
310	Neighbourhood Plan	0	0	2,172	-2172					
310	Neighbourhood Plan Tf From EMR	0	0	-2,172	2172					
	<b>Total Neighbourhood Plan</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>					
321	Tourism Income	0	0	-5,336	2536		50.00%			Stall income & donations and Tribute Series ticket sales
321	Tourism Expenditure	14,000	7,000	3,939	3061	56.27%	-6.27%	28.1%		£5,000 moved in from EMR as budgeted
	<b>Total Tourism</b>	<b>14,000</b>	<b>7,000</b>	<b>1,403</b>	<b>5597</b>					
351	Luncheon Club	11,000	5,500	6,196	-696	112.65%	-62.65%	56.3%		Being monitored by C.O.R.F.O
	<b>C.E &amp; S Income</b>	<b>-6,190</b>	<b>-3,095</b>	<b>-12,796</b>	<b>-6,606</b>	<b>413.44%</b>	<b>-363.44%</b>	<b>206.7%</b>		<b>Full Committee Summary</b>
	<b>Expenditure</b>	<b>232,788</b>	<b>111,110</b>	<b>62,048</b>	<b>-180,720</b>	<b>46.84%</b>	<b>3.16%</b>	<b>22.4%</b>		<b>Full Committee Summary</b>
<b>Town Hall, Assets and Services Committee</b>										
		ANNUAL BUDGET	BUDGET TO M6	ACTUAL SPEND TO M6	£ VARIANCE OF M6 BUDGETS	% SPENT AGAINST M6 BUDGETS	% VARIANCE AGAINST M6 on Budget lines	% SPENT OF ANNUAL BUDGET		NOTES
201	Paddling Pool	67,669	33,845	28,604	5241	84.52%	-34.52%	42.3%		See separate account sheet
221	Town Hall									
	Town Hall - Expenditure	218,755	109,378	121,204	-11827	110.81%	-60.81%	55.4%		See separate account sheet
	Town Hall - Income	-116,350	-58,176	-63,233	4059	106.96%	-56.96%	53.5%		
	Net Expenditure over Income	102,405	51,203	58,071	-7768	116.17%		67.6%		
225	Conlepton Information Centre									
	CIC - Expenditure	132,730	66,365	51,298	15067	77.30%	-27.30%	38.6%		See separate account sheet
	CIC - Income	-116,354	-57,677	-59,636	1929	103.34%	-53.34%	51.7%		
	Net Expenditure over income	17,376	8,688	-8,308	16898	-86.63%		-47.8%		
263	Public Toilets	6,700	3,350	2,250	1100	67.16%	-17.16%	33.6%		
270	Candlath	300	150	165	-15	110.00%	-60.00%	55.0%		
280	Streetscape									
	Streetscape Expenditure	754,555	377,278	376,658	620	99.84%	-49.84%	49.9%		See separate account sheet
	Streetscape - Income CEC	-459,638	-229,819	-229,818	0	100.00%	-50.00%	50.0%		
	Streetscape - External work income	-16,000	-7,500	-3,977	-3523	53.03%	-3.03%	26.5%		
	Streetscape - Other	0	0	0	0					
	Streetscape - Misc Income	-900	-450	-375	-75	83.33%	-33.33%	41.7%		
	S/S Income	-476,536	-237,768	-234,170	-3698	98.49%		49.2%		
	Net Expenditure over Income	279,019	139,510	142,488	-2979	102.13%		51.1%		
THAS	Income	-707,240	-353,620	-356,006	361,234	100.67%	-50.67%	50.3%		Full Committee Summary
	Expenditure	1,180,729	590,365	590,160	-60,569	98.27%	-48.27%	49.1%		Full Committee Summary
	<b>Total Income</b>	<b>-1,795,609</b>	<b>-897,805</b>	<b>-1,448,057</b>	<b>347,552</b>	<b>161.29%</b>		<b>80.6%</b>		<b>Overall summary includes favor summary figures not on this sheet</b>
	<b>Total Expenditure</b>	<b>1,795,609</b>	<b>892,531</b>	<b>895,166</b>	<b>-990,443</b>	<b>90.21%</b>		<b>44.8%</b>		<b>Overall summary</b>
	<b>Net Income/Expenditure</b>				<b>-642,891</b>					<b>Rounding allowed of £4.00</b>
	<b>Personnel</b>									
	Staff Costs	1,057,591	528,796	510,389	18407	96.52%	-46.52%	48.3%		
	Personnel with Pay Award for reference									
	Permanent Staff Costs - Included budget pay award *1	1,057,591	528,796	535,908	-7113	101.35%	-51.35%	50.7%		
	Agency Staff	13,500	6,750	0	6750	0.00%	50.00%	0.0%		
	Total Staff Costs	1,071,091	535,546	535,908	-363	100.07%		50.0%		
	*1 Budgeted pay award (5%)			25,619						
<b>Conlepton Town Council Management Accounts 2023-24 Sep-23 Page 3/3</b>										
<b>Reserves as at 31st August 2023</b>										
		1st April 2023 BF Balance	In To Date	Out To Date	Balance @ 30th Sept 23	Due out	Available			
310	General Reserve	241,636			241,636		241,636			Expected GR for 23-24 is £255,351.
	Ear Marked Reserves	0								
318	Capital Equipment Fund	0	5,000	-3,916	1,084		1,084			Allocation of Capital budget moved from cost centre & current year purchases
320	Capital Contingency Fund	238,069	20,000	-27,126	232,543		232,543			Allocation of Capital budget moved from cost centre & current year purchases
321	EMR Elections	29,000			20,000		20,000			
322	EMR Business Recovery Fund	5,000		-1,796	3,204	-3,204	0			Allocated: Will be clear by March 24
324	EMR Crime Prevention/Traffic calming	7,367			7,357	-3,000	4,357			£3000 Allocated per Council resolution
325	EMR Committed Grants	2,390		-2,390	0	0	0			Carry forward figures transferred to cost centre
326	EMR Conlepton Partnership	67,227		-57,227	0		0			Carry forward figures transferred to cost centre
327	EMR Covid/Crisis	3,333			3,333		3,333			
330	EMR Ancient Treasures	3,000			3,000		3,000			
331	EMR Website	30,151			30,151		30,151			
333	EMR Training	6,000			6,000		6,000			
337	EMR Toilets	24,012			24,012		24,012			
339	EMR Public Realm	8,153			8,153		8,153			
340	EMR Legal Fees	46,406			46,406		46,406			
342	EMR Tourism	5,578		-5,000	578		578			Allocated, will be used going forward for profit on CTC events
343	EMR Marketing	6,000			6,000		6,000			
344	EMR Conlepton Neighbourhood Plan	6,807		-2,172	3,635		3,635			Allocated
346	EMR Rotary Bonfire	5,000			5,000		5,000			
348	EMR Civic	1,000			1,000		1,000			
349	EMR CIC	16,881			16,881		16,881			5 years to allocate to projects. First receipt was in 2022-2023
351	EMR Information Centre	22,011		-11,006	11,005	-11,005	0			First two quarters moved into budget cost centre
353	EMR Ukraine Support	1,948			1,948		1,948			Allocated to Grant, will be paid by Jan 24
354	EMR Carbon Offsetting	3,000			3,000		3,000			
NEW	EMR Property Maintenance	75,000			75,000		75,000			
		<b>836,557</b>	<b>25,000</b>	<b>-110,633</b>	<b>749,924</b>	<b>-19,157</b>	<b>730,767</b>			



**CONGLETON TOWN COUNCIL**  
**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy Committee		
<b>MEETING DATE AND TIME</b>	25 <sup>th</sup> January 2024 7.00pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Serena Van Schepdael: R.F.O		
<b>AGENDA ITEM REPORT TITLE</b>	4 Outstanding Actions Report		
<b>Background</b>	This paper gives members an update on actions from items discussed at the previous meeting of the Finance and Policy Committee. These items do not need a full paper and are either ongoing issues or confirmation of completion or resolution.		
<b>Updates</b>	<p><b><u>Meeting Date: 20<sup>th</sup> July 2023</u></b>  <b><u>Minute Reference: FAP/11/2324 ICT Policy Update</u></b>  <b><u>Resolution:</u></b> 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</p> <p>Update:  Presented to Council on 10<sup>th</sup> August 2023, who resolved:  CTC/34/2324 Resolved to refer the ICT policy back to the Finance and Policy Committee / RFO to develop an updated policy for approval.</p> <p>This action is due to be presented in the meeting dated 14<sup>th</sup> March 2024.</p>		
<b>Financial</b>	No requirements/implications for this decision.		
<b>Environmental</b>	No implications for this decision.		
<b>Equality and Diversity</b>	No implications for this decision.		
<b>Decision Request</b>	To Note this Report		

## Notes of the Town Centre Regeneration Working Group

### Virtual Meeting –Friday 18<sup>th</sup> August 2023

**Present:** Cllr David Brown, Cllr Amanda Martin, Cllr Russell Chadwick, Cllr Suzy Firkin, Bob Edwards, David McGifford, Jackie MacArthur, Rachel McCarthy,

**Guests:**

Agenda item	Subject /Issue	Action	By Whom	When
1.	<b>Receive Apologies for meeting</b>	Note apologies from Cllr Kay Wesley and Cllr Robert Douglas	On Notes	Complete
2.	<b>Approve Draft Agenda</b>	Congleton Football Club added to item 7	David McGifford	Complete
3.	<b>Appoint a Chair of the Meeting</b>	Agreed Cllr Russell Chadwick		18/8/23
4a.	<b>Appoint a Vice Chair</b>	Agreed Cllr Robert Douglas in his absence		18/8/23
4b.	<b>Approve minutes from 9<sup>th</sup> February</b> <b>SF – Travel Plan</b> , no funding from CE, this has been discussed in the Integrated Travel Working Group. Looking into Flexibus to expand routes. Can we influence talks with Richard Hibbert to expand route? Need a response to the flexi bus consultation by September	Agreed – actions discussed Precept from local parishes ideally should contribute to the service, without this we may not get a result. <b>Vinyl's</b> , progress new vinyl's for empty units <b>Diorama</b> , closed, Jenny has this covered. <b>Mill Street/Cross Street</b> , contact CEC to understand the hold up with this site.	DMcG RMcC DMcG	Ongoing  Ongoing
5.	<b>Neighbourhood Plan</b> Health check update as soon as possible, aiming for October for start of consultation.	Health check- feed back to Councillors – particularly on town centre policies	DMcG JMacA	Ongoing
6.	<b>Congleton Market Quarter (CMQ)</b> Council has approved DMcG exploring options with CE and CMQ about future of the market area.	David to report back to the next meeting, note discussions underway regarding Streetscape maintaining the area.	DMcG	

Agenda item	Subject /Issue	Action	By Whom	When
7a.	<p><b>Congleton Town Football Club</b> Council has approved DMcG opening discussions with the Football Club and CEC about potential transfer of asset to CTC so that we can help to improve sporting facilities in Congleton.</p>	<p>Grant through associations to provide better facilities for grass routes through the Community Committee at CE</p> <p>To add to the next agenda for an update from David</p>	DMcG	
7b.	<p><b>Cheshire East Car parking Payments – Pre consultation comments</b></p> <p>CEC hasn't increased parking charges since 2018 and will be holding a public consultation from the 6 Sept – 16 October. Town and Parish councils have a chance to send some pre-consultation information if there are things that they feel are unique about the town.</p> <p>Following discussion agreed</p> <p>Most of the points raised in the 2020 consultation document still valid and to repeat.</p> <p>Would like to see first hour free (or longer)</p> <p>Harmonisation if harmonising up would be a disaster for Congleton.</p> <p>Inflation rise likely to be 30%</p> <p>Question the legality of making profits on car parks</p> <p>Raise concerns about displacing cars into side roads</p> <p>Raise concerns about deflecting custom from Town Centre to the free shopping centres at Barn Road, West Heath, Talke,</p> <p>Could CEC look at offering a parking permit to allow local residents to park in CE car parks.</p> <p>.</p>	<p>Send an outline response to the CEC consultation by the 25 August. Send suggested response to all Councillors for their input.</p>	JMacA	

Agenda item	Subject /Issue	Action	By Whom	When
8.	<p><b>ShopWatch Scheme</b></p> <p>This is all up and running, it's a WhatsApp group run for businesses and is having a positive impact, recognising and warning each other about suspicious activities. Over 50 businesses are part of this group, CIC have sponsored stickers to display on the shop window to acknowledge their participation.</p>	<p>Can we arrange community wardens to fine people who drop litter in the town centre? Other towns used to enforce this,</p>	BE	
9 & 10.	<p><b>Town Centre Projects &amp; Vacancy Rates</b></p> <p>We submit quarterly vacancy figures to Springboard on ground floor units that are not occupied, these are then collated by them, and comparisons generated over the whole of the UK and regionally. Previously we have hosted 'Town Means Business' in the town hall which promoted the town centre and potential investors visited.</p>	<p>How many long term vacant units are there in the town centre?</p> <p>Rachel to circulate the Springboard report with the minutes.</p>	RMc	next meeting
11.	<p><b>Public Toilets</b></p> <p>There is a need to sort out decent good quality public toilets for Congleton. Discussions are on-going with CMQ about a possible collaboration with CTC. Conversations also need to be resolved with Capital Walk. The library toilets on the 1<sup>st</sup> floor are available during opening hours. There are security issues around leaving the ground floor open.</p> <p>Question raised around whether CEC may apply for grant funding from national sources as it did for Macclesfield Town Council to build a new block&gt; .</p>	<p>Research options around 'Changing Places' grant.</p> <p>David to continue discussions with Capital Walk and CMQ</p>	DMcG	

Agenda item	Subject /Issue	Action	By Whom	When
12 & 13.	<b>First Floor Grant update &amp; Future Grant Ideas</b> 7 grants returned and paid out, varying amounts, some used the full amount of £1000, others less.	Bring future grant ideas to next meeting	ALL MEMBERS	Next meeting
	<b>Priorities for the group</b>	Compile a list to identify more events in the town centre. Get the Airbags housing estates into the town centre more. Frequent 'Play Day' activities over the summer in the town. In Bloom judging, always have the flags out Bear Necessities has a 13k distribution, address new houses that do not receive it, increase the budget to distribute wider, we feel parishes need to contribute towards this. Recommendation of a budget increase for wider distribution (marketing budget).	RMc  DMcG	
14.	<b>AOB</b> AM wants ideas for people to paint up dilapidated buildings in the town centre. DB would like to explore idea of umbrellas outside the Specsavers area, need to check if Boots the Chemist is a listed building. (Alan Redfern – Forensic umbrellas)		RMc	
15.	<b>Date of Next Meeting -</b> 5 dates a year for the meetings, excluding August, December and holidays. Suggested months – November, January, April, July, September. Suggested day for meeting – Tuesday <b>Next meeting - Tuesday 28<sup>th</sup> November</b>			

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Finance and Policy Committee		
<b>MEETING DATE AND TIME</b>	25 <sup>th</sup> January 2024 7.00pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Serena Van Schepdael: R.F.O		
<b>AGENDA ITEM REPORT TITLE</b>	8 Grant Applications Cover Report		
<b>Background</b>	The current available balance for Permitted Financial Assistance applications is £6,488. The total for applications presented for permitted grants is £2,906.  Including this meeting, there are 2 remaining Finance and Policy meetings during the 2023-2024 Financial year.		
<b>Update</b>	The new Grants Policy Criteria can be found here: <a href="https://congleton-tc.gov.uk/council-draft-grants-funding-policy">CONGLETON TOWN COUNCIL-DRAFT GRANTS &amp; FUNDING POLICY (congleton-tc.gov.uk)</a>		
<b>Details</b>	<p><b>8.1 Congleton Harriers:</b> They have applied for a grant of £450 to provide Medical services at their Annual Cloud 9 Race. They have been awarded £750 this year for Medical Services at their Half Marathon Race. They have provided all required supporting documents.</p> <p><b>8.2 Trinity Operatic Society:</b> They have applied for a grant of £1,000 towards a show cost of £18,269. The grant is to provide sound and lighting for the show. A breakdown set of accounts have been provided. They have no other match funding but have an income via ticket sales, a breakdown balance from a previous show has been provided.</p> <p><b>8.3 Congleton Museum:</b> They have applied for a grant of £550 towards a project cost of £1,100. They also have funding of up to £750 from another source.</p> <p><b>8.4 Congleton Rotary:</b> They have applied for a grant of £906 to go towards costs of the Swimathon. A financial statement has been provided along with a quote of the cost to hire the pool. Rotary members will match fund any donation made by CTC.</p> <p><b>Details correct at the time of Agenda publish date, verbal updates on applications will also be provided by the RFO where needed.</b></p>		
<b>Financial</b>	Approved Grant awards will reduce relevant budget line.		
<b>Environmental</b>	No implications for this decision.		

<b>Equality and Diversity</b>	No implications for this decision.
<b>Decision Request</b>	To discuss and approve Financial Assistance applications.



Please read the Grant Criteria document before you start your application process.

<b><u>Application Reference (Office use only): GR17/2324</u></b>	
<b><u>1: CONTACT DETAILS</u></b>	
Name of Organisation:	Congleton Harriers Running Club
Address of Organisation:	c/o Congleton Leisure Centre, Worrall St. Congleton.
Name of Applicant:	Philip Dawson
Position:	Race committee member
Telephone Number:	██████████
Email address:	████████████████████
Website:	<a href="http://www.congleton-harriers.co.uk">www.congleton-harriers.co.uk</a>
Registration Number (If relevant)	
<b><u>2: ABOUT YOUR ORGANISATION</u></b>	
What type of organisation are you?	Local Athletic Club
<p>Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)</p> <p>The club aims to promote running and health to the people of Congleton and the surrounding area and welcomes runners of all ages, abilities, and experience. We have training nights 3 nights a week and also have a weekly Sunday off road run, plus regular social events. We organise three races every year The Cloud 9 Hill race, the Passing Clouds race, and the Congleton Half Marathon now in all the proceeds of which go to local charities or worthy projects. All these races are run entirely by volunteers from the club. To recognise achievements and encourage participation of our members we award prizes in all age categories both Male and Female.</p> <p>To use surplus funds to support local charities and not for profit groups</p>	



<b>3: COST DETAILS/ RESOURCES/ TIMETABLE</b>	
Project Title:	The 36 <sup>th</sup> Annual Cloud 9 Hill Race
Project Objectives:	To encourage inexperienced and experienced runners of all ages, genders, and ability to enjoy off road running in a safe environment.
Brief Project Description:	<b>The unique and charismatic 'Cloud 9 Hill Race'</b> is a very popular annual event attracting 350 plus runners every year and ranks highly on the Fell Runners Association calendar. It is one of the largest Fell races in the country taking in Bosley Cloud and the ancient Bridestones along the 9 mile route which starts and finishes in Congleton. Now in its 36th year and more popular than ever we expect another large turnout. <b>Each year an amount is donated to local charities, and for some years now the club has provided volunteers to the National Trust two days a year to help maintain the Cloud over which the race is run</b>
Total Cost of Project	£1937
Total contribution sought:	£450
Details of cost breakdown and budgets:	See attached accounts 2023. We expect that all costs will rise this year.
What will the money be spent on?/ Resources needed:	To acquire the services of on the day Medical support as required by England Athletics legislation.
Any ongoing costs:	Storage of signage equipment and stock items approx. £100 year. Most of the main costs will be repeated each year, except for signage which will need to be replaced every 3-4 years.
Details of <b>confirmed</b> match funding, include source Cash/Grant:  In kind:	None at present  Soup (Top Nosh) Catering items (Tesco) applied for
Estimated timescale of project from start to finish:	Race, one day obviously. But approximately 4 months in total. 3 months planning and 1 month close off.
<b>4: POTENTIAL BENEFITS/ OUTPUTS</b>	
What are the potential benefits/outputs to residents of Congleton	Promotes Congleton as a place to live and set up business to a wider audience. Promotes running as a means to stay fit and healthy for all ages and abilities. Introduces local running clubs to the community and encourages membership. Promotes community participation in the organisation of events Provides support to local charities Promotes local businesses who get involved in the event.

Are there similar services/ projects provided in the area	No other local events on the same day as far as we are aware and certainly nothing as unique or charismatic as the 'Cloud 9'.
<b>5: EVALUATION</b>	
How will the project be evaluated and who will carry out the evaluation?	A full profit and loss account will be prepared A formal post race review meeting will be held A press report will be written From direct emails and feedback that appears on the Fell Runners Association and Runners' World forums, and via various other publications.
Describe how you will promote the Town Council in your project.	The Council will be included in all race promotion and by acknowledgement of their support during prize giving.
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: <a href="http://congleton-tc.gov.uk">Grants - Congleton Town Council (congleton-tc.gov.uk)</a> I/we have read the policy: YES

### Declaration

- I am authorised to make this application on behalf of the above organisation.
- I understand and agree that the application and supporting documents will be presented on a public agenda, and that any private information will be redacted.
- I certify that the information contained in this application is correct. If the information in the application changes, I will inform Congleton Town Council as soon as possible.
- I give permission for Congleton Town Council to retain this information electronically. The information in this form will be used for the administration of grant applications.
- I understand that Congleton Town Council will use any personal information I have provided for the purposes described under the Data Protection Statement which can be found [Constitution - Congleton Town Council \(congleton-tc.gov.uk\)](http://congleton-tc.gov.uk)
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<b>Signed:</b>	P B Dawson	<b>Date:</b>	7 <sup>th</sup> December 2023
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Please return your form and supporting documents to [info@congleton-tc.gov.uk](mailto:info@congleton-tc.gov.uk) or post to RFO, Congleton Town Hall , Congleton Town Council,. High Street, Congleton , CW12 1BN



Please read the Grant Criteria document before you start your application process.

<b>Application Reference (Office use only):</b> _____ <b>GR18/2324</b>	
<b><u>1: CONTACT DETAILS</u></b>	
Name of Organisation:	Trinity Amateur Operatic Society
Address of Organisation:	[REDACTED]
Name of Applicant:	Niamh Brazier
Position:	Secretary
Telephone Number:	[REDACTED]
Email address:	[REDACTED]
Website:	<a href="http://trinityaos.co.uk/">http://trinityaos.co.uk/</a>
Registration Number (If relevant)	
<b><u>2: ABOUT YOUR ORGANISATION</u></b>	
What type of organisation are you?	Adult Amateur Dramatics Society
Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words) Trinity Amateur Operatic Society is an amateur dramatics society based in Congleton, we put on high quality productions twice a year at Daneside Theatre. Our society allows adults from the surrounding area to take part in our shows and also the residents of Congleton and surrounding areas to attend our shows for their entertainment.	

<b>3: COST DETAILS/ RESOURCES/ TIMETABLE</b>	
Project Title:	'The Addams Family'
Project Objectives:	To put on a high quality production for the enjoyment and benefit of the local community. To provide an opportunity for our members to participate in and enjoy performing arts at an affordable cost.
Brief Project Description:	To put on 6 night performances of 'The Addams Family' to entertain the local community and support the Daneside Theatre with their costs by way of hiring.
Total Cost of Project	2023 Show costs: £18,269
Total contribution sought:	£1000
Details of cost breakdown and budgets:	Attached Account details
What will the money be spent on?/ Resources needed:	The money will be spent to help cover the costs of sound and lighting to ensure a high quality performance and also to help keep our subscription cost low for our members so everyone is able to participate. We currently have the lowest subscription cost for an adult musical society in Congleton and wish to remain this way so in these times of rising costs, no one is excluded from enjoying the arts.
Any ongoing costs:	Ongoing Rehearsal space costs: £1500
Details of <b>confirmed</b> match funding, include source Cash/Grant:  In kind:	N/A
Estimated timescale of project from start to finish:	Rehearsals commenced in October 2023 and performances will be in April 2024
<b>4: POTENTIAL BENEFITS/ OUTPUTS</b>	
What are the potential benefits/outputs to residents of Congleton	Our shows give the local residents of Congleton an opportunity to attend a high quality amateur show, produced to a professional standard, on their doorstep. People are starting to get back to normal lives and are delighted to return to the theatre for entertainment and socialising with friends once again. The feedback from Congleton residents is always how much they enjoy attending the Daneside Theatre and how professional the shows are at an affordable cost and easy to access. By Trinity AOS putting on a show at the Daneside Theatre, this provides the theatre Trust with vital income, through hire

	costs and bar takings, to keep this excellent facility operating in our community.
Are there similar services/ projects provided in the area	There is only one other adult musical society in Congleton who perform at a different time of year.
<b>5: EVALUATION</b>	
How will the project be evaluated and who will carry out the evaluation?	The project will be evaluated by Trinity's committee who will monitor and control the costs for the production to ensure we remain in budget.
Describe how you will promote the Town Council in your project.	We will thank the Town Council for their donation and support in our programmes which are distributed on show nights. We will also promote the Town Council before each show on the projector at the theatre during the week of the show. If there are any upcoming Town Council events, we can also advertise these on the projections for all the audiences to see before each performance starts.
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: <a href="http://congleton-tc.gov.uk">Grants - Congleton Town Council (congleton-tc.gov.uk)</a>  I/we have read the policy: YES / NO

### Declaration

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<b>Signed:</b>		<b>Date:</b>	
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<b>Application Reference (Office use only):</b> <b>GR18/2324</b>	
<b><u>1: CONTACT DETAILS</u></b>	
Name of Organisation:	Congleton Museum
Address of Organisation:	Congleton Museum, Market Square, CW12 1ET
Name of Applicant:	Anna Maluk
Position:	Assistant Manager
Telephone Number:	01260 276360
Email address:	[REDACTED]
Website:	Congletonmuseum.co.uk
Registration Number (If relevant)	<b>Charity/company number: 701430</b>
<b><u>2: ABOUT YOUR ORGANISATION</u></b>	
What type of organisation are you?	Charity - Museum
Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)	
<p>Our Story - Pride of Place is a celebration of artists commemorating LGBT History Month.</p> <p>The project will be in the form of an exhibition displayed at Congleton Museum from 1st - 17th February 2024.</p> <p>The free exhibition will comprise the work of local artists in various media outputs. There will be a call-out asking for art submissions which will be featured in the exhibition. Art will be displayed on exhibition boards, possibly mounted, in sound format, and video format. Some art will be displayed on wooden easels. The exhibition will be on display in Congleton Museum from 1<sup>st</sup> – 17<sup>th</sup> February 2024.</p> <p>The exhibition will be free of charge and the museum will also continue to be free. Elements of the exhibition can be toured to other locations across cheshire. The project will add to the museums LGBT collection, and Our Story Project.</p>	

<b>3: COST DETAILS/ RESOURCES/ TIMETABLE</b>	
Project Title:	OUR STORY – Pride of Place
Project Objectives:	<p>To curate a temporary exhibition to be displayed at Congleton Museum celebrating LGBT art for LGBT History month in February 2024. With the potential to display at other locations such as Congleton Town Hall in the future.</p> <p>To celebrate art and artists in the area and engage the local community with culture and art in a meaningful way.</p> <p>To spread awareness of LGBT History, Pride and Art.</p>
Brief Project Description:	<p>In February 2024, Congleton Museum will curate a special exhibition titled “Pride of Place”. As part of LGBT History Month, we celebrate the lives, struggles, and joys of the LGBT community, brought to life through the artistic expressions of local talents and art.</p> <p>“Pride of Place” is not just an art exhibition but a heartfelt journey through the diverse experiences that shape our identities and communities. It’s a showcase of courage, a gallery of resilience, and a celebration of authenticity. This special collection is a key part of ‘Our Story’, a collaborative initiative that began in February 2023 aimed at embracing and understanding the spectrum of narratives within the LGBT community.</p> <p>Visitors to the exhibition will experience a dynamic array of artworks, each piece telling a unique story of personal and communal milestones. The exhibition offers an intimate look into the lives of individuals, echoing the sentiments of love, adversity, triumph, and belonging that resonate within the LGBT community.</p> <p>There will be artwork of various mediums on display, some on exhibition boards and some on easels - depending on the type of work. Oral histories and sounds of Pride will play alongside the exhibition - creating an immersive experience.</p> <p>There is an opportunity for the exhibition to tour to various locations after its residence at the museum from the 1st - 17th February. An online exhibition will also be created featuring all the artworks submitted for the exhibition.</p>
Total Cost of Project	£1,100
Total contribution sought:	£550
Details of cost breakdown and budgets:	<p>We are applying for a total of £550 towards the cost of this project, however here is the full breakdown of costs for the entire project;</p> <p>£240 Exhibition boards (quality card) x 80 (at £3 each)  £60 portable speakers x5 (at £12 each)  £172 roller banners x4 (at £43 each)  £60 headphones x5 (at £12 each)</p>

	<p>£136 Easels x 4 (£34 each) £65 Promotional materials eg. flyers</p> <p>There may be additional transport and storage costs following the exhibition. Depending on the medium of artworks submitted by artists, additional mounts and protective sleeves may need to be purchased to protect and display the artwork.</p>
<p>What will the money be spent on?/ Resources needed:</p>	<p>£240 Exhibition boards (quality card) x 80 (at £3 each) £60 portable speakers x5 (at £12 each) £172 roller banners x4 (at £43 each) £60 headphones x5 (at £12 each) £136 Easels x 4 (£34 each) £65 Promotional materials eg. flyers</p> <p>These resources will form the materials needed for the exhibition which will take place during the first two weeks in February. We are applying to you for funding for these items, you will find quotes attached for these items only. These resources total to £550</p>
Any ongoing costs:	n/a
<p>Details of <b>confirmed</b> match funding, include source Cash/Grant:  In kind:</p>	Up to £750 match funding from Congleton Pride.
Estimated timescale of project from start to finish:	<p>4 months preparation in total Artists contributions accepted up 9th of December. Preparation of exhibition materials from December until the end of January. Exhibition will take place from 1<sup>st</sup> to 17<sup>th</sup> February, alternative locations will be sought after for other Pride events.</p>
<b><u>4: POTENTIAL BENEFITS/ OUTPUTS</u></b>	
What are the potential benefits/outputs to residents of Congleton	<p><b>Congleton Museum</b> - audiences will have the opportunity to engage in new and exciting ways, the museum could reach new audiences.</p> <p><b>Congleton's LGBTQIA+ community</b> - the exhibition will help spread awareness of issues that the LGBT community face.</p> <p><b>Local artists</b> - this is an opportunity for their work to be recognised and displayed in a meaningful way.</p> <p><b>Congleton's immediate community</b> - by curating this exhibition, the museum and Congleton Pride are connecting people through culture and art.</p>
Are there similar services / projects provided in the area	There has been no cultural event of this kind at this time of year in the town in the last 5 years.
<b><u>5: EVALUATION</u></b>	



How will the project be evaluated and who will carry out the evaluation?	To evaluate the exhibition's success, we'll track visitor numbers, distribute feedback surveys, monitor online engagement through website analytics and social media metrics, review media coverage, compare actual expenditures against the budget, seek feedback from funders, and consider the exhibition's potential legacy and influence on future events.
Describe how you will promote the Town Council in your project.	The town would be promoted with an official logo on all branding, a mention in press releases, on the website and on social media, and potentially an opportunity for content in an exhibition catalogue (a later goal once our primary funding has been achieved).
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: <a href="http://congleton-tc.gov.uk">Grants - Congleton Town Council (congleton-tc.gov.uk)</a>  I/we have read the policy: YES

## Declaration

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<b>Signed:</b>	REDACTED	<b>Date:</b>	20/12/2023
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Please read the Grant Criteria document before you start your application process.

**Application Reference (Office use only):** GR20/2324

**1: CONTACT DETAILS**

Name of Organisation:	Congleton Rotary Club
Address of Organisation:	[REDACTED]
Name of Applicant:	Mr Rod Goodier
Position:	Secretary
Telephone Number:	[REDACTED]
Email address:	[REDACTED]
Website:	www.congletonrotary.co.uk
Registration Number (If relevant)	

**2: ABOUT YOUR ORGANISATION**

What type of organisation are you?	Community Charity Group
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Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)

Membership of the Rotary Club of Congleton allows individuals to volunteer their time by uniting to deliver projects within our community and support worldwide disasters.

Rotary gives members the platform to turn ideas and passion for change into action, develop individual skills, build lasting relationships, and promote our own wellbeing.


We take pride in our local community, using our knowledge to help tackle the challenges being faced by those in need and support local community events. Together we work to inspire young people with a wide range of youth programmes.

<b>3: COST DETAILS/ RESOURCES/ TIMETABLE</b>									
Project Title:	Swimathon 2024								
Project Objectives:	To encourage local schools, clubs, youth organisations and businesses to raise money for those in need within Congleton.								
Brief Project Description:	Congleton Rotary Swimathon inspires young and old to come together to help others. Teams of 6 swim as many lengths as they can within an hour. Each team member is asked to get as much sponsorship as they can. 50% of the sponsorship teams raise is given back to them to donate to a charity of their choice or to use for a school / club project.								
Total Cost of Project	Approximate £1,800								
Total contribution sought:	£906								
Details of cost breakdown and budgets:	<table border="0"> <tr> <td>Congleton Swimming Pool Hire</td> <td>£906</td> </tr> <tr> <td>Medals &amp; ribbons for swimmers</td> <td>£390</td> </tr> <tr> <td>Protein bars for swimmers</td> <td>£300</td> </tr> <tr> <td>Stationary, printing, postage</td> <td>£204</td> </tr> </table>	Congleton Swimming Pool Hire	£906	Medals & ribbons for swimmers	£390	Protein bars for swimmers	£300	Stationary, printing, postage	£204
Congleton Swimming Pool Hire	£906								
Medals & ribbons for swimmers	£390								
Protein bars for swimmers	£300								
Stationary, printing, postage	£204								
What will the money be spent on?/ Resources needed:	In all previous year's local shops have donated food and drink for Swimathon swimmers and working volunteers. The new Congleton Leisure Centre are adamant we cannot take any food or drink onto the premises, even for our working volunteers. Consequently, we are forced to buy cereal bars as the least expensive food for swimmers they have on offer. We are also ordering packs of sandwiches from them each day for the working volunteers who are helping out for hours on end. Swimmers & Rotary volunteers have no option but to buy drinks from the café which Tesco have supplied FOC in previous years. The nominated charities for 2024 are: The Old Sawmill and The LOL Foundation plus the local charities the teams will donate to.								
Any ongoing costs:	No								
Details of <b>confirmed</b> match funding, include source Cash/Grant:  In kind:	Rotary members will match fund any donations received from CTC.								
Estimated timescale of project from start to finish:	The Swimathon dates are 15 <sup>th</sup> & 16 <sup>th</sup> March 2024. Project planning commenced in September 2023.								
<b>4: POTENTIAL BENEFITS/ OUTPUTS</b>									
What are the potential benefits/outputs to residents of Congleton.	Two major local charities will be the major beneficiaries, The Old Sawmill who do tremendous work for those in need supplying a warm place to go to meet other like-minded people and they deliver over 100 meals every week to those in need. The LOL Foundation support ex-service personnel who have fallen on hard times.								

Are there similar services/ projects provided in the area	NO
<b>5: EVALUATION</b>	
How will the project be evaluated and who will carry out the evaluation?	Evaluation is the total sponsorship money which will be split between to two nominated charities. Rotary Congleton is a member organisation so all members will be involved in the evaluation.
Describe how you will promote the Town Council in your project.	We have a first-class PR / marketing member who will promote CTC as the main sponsor of the Rotary 2024 Swimathon. His work is regularly seen on Facebook and in the Congleton Chronicle.
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: <a href="http://congleton-tc.gov.uk">Grants - Congleton Town Council (congleton-tc.gov.uk)</a>  I/we have read the policy: YES

### Declaration

- I am authorised to make this application on behalf of the above organisation.
- I understand and agree that the application and supporting documents will be presented on a public agenda, and that any private information will be redacted.
- I certify that the information contained in this application is correct. If the information in the application changes, I will inform Congleton Town Council as soon as possible.
- I give permission for Congleton Town Council to retain this information electronically. The information in this form will be used for the administration of grant applications.
- I understand that Congleton Town Council will use any personal information I have provided for the purposes described under the Data Protection Statement which can be found [Constitution - Congleton Town Council \(congleton-tc.gov.uk\)](http://congleton-tc.gov.uk)
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Signed: 	Date: 20/12/2023
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Please return your form and supporting documents to [info@congleton-tc.gov.uk](mailto:info@congleton-tc.gov.uk) or post to RFO, Congleton Town Hall , Congleton Town Council,. High Street, Congleton , CW12 1BN

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Finance and Policy Committee		
<b>MEETING DATE AND TIME</b>	25 <sup>th</sup> January 2023 7.00pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Serena Van Schepdael: R.F.O		
<b>AGENDA ITEM REPORT TITLE</b>	9 Financial Regulations Review		
<b>Background</b>	<p>Our Financial Regulations were last reviewed in June 2022.</p> <p>Our Financial Regulations are the basis of our Internal Control for financial transactions. They are based on the Model Regulations provided by National Association of Local Council (NALC)</p>		
<b>Updates</b>	<p>See Appendix 9.1</p> <p>Item 4.2</p> <p>Due to high risk factor that this clause could allow every budget line to exceed budget by 10%, this option is not in the NALC Model Regulations. It poses a risk to budgets should all lines go over by 10%, the RFO will continue to monitor budget balances and any budgets that require to be overspent will be requested approval in advance with full reasons, recommend removal of below sentence:</p> <p><i>4.2: Expenditure in accordance with 4.1 above which results in a budget being exceeded by no more than 10% may be authorised in arrears by the Finance Committee.</i></p> <p>Item 4.8 additional wording:</p> <p><i>For this purpose "material" shall be in excess 15% as long as the variance exceeds £ 500</i></p>		
<b>Financial</b>	No requirements/implications for this decision.		
<b>Environmental</b>	No implications for this decision.		
<b>Equality and Diversity</b>	No implications for this decision.		
<b>Decision Request</b>	To review the draft updated and recommend to Council for approval and adoption into the Constitution.		

**CONGLETON TOWN COUNCIL**  
**FINANCIAL REGULATIONS**

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**These Financial Regulations were adopted by the council at its meeting held on 22<sup>nd</sup> June 2022.**

## **1. GENERAL**

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers (the others being the Standing Orders and the Code of Conduct). Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
  - for the timely production of accounts.
  - that provide for the safe and efficient safeguarding of public money.
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.
- 1.9. The RFO:
  - acts under the policy direction of the council.
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices.
  - determines on behalf of the council its accounting records and accounting control systems.

- ensures the accounting control systems are observed;
  - maintains the accounting records of the council up to date in accordance with proper practices;
  - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure relate;
  - a record of the assets and liabilities of the council; and
  - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
  - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
  - approving accounting statements;
  - approving an annual governance statement;



- borrowing;
  - writing off bad debts;
  - declaring eligibility for the General Power of Competence; and
  - addressing recommendations in any report from the internal or external auditors,
- these shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners’ Guide (England)* issued by the Joint Panel on Accounting Guidance (JPAG), available from the websites of NALC and the Society for Local Council Chief Officers (SLCC).

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
  - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
  - initiate or approve accounting transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### 3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. The RFO must each year, by no later than November, prepare detailed estimates of all income and expenditure, including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by each committee and the council.
- 3.2. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.3. The Finance Committee shall recommend and the Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.4. The approved annual budget shall form the basis of financial control for the ensuing year.

### 4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
  - the council for all items over £10,000;
  - a duly delegated committee of the council for items over £5,000; or
  - the Chief Officer for any items below £5,000.
  - Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Chief Officer, and where necessary also by the appropriate Chair.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. ~~Expenditure in accordance with 4.1 above which results in a budget being exceeded by no more than 10% may be authorised in arrears by the Finance Committee.~~ No other expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by prior resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Chief Officer and the Mayor or Chair of relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

- 4.5. In cases of extreme risk to the delivery of council services, the Chief Officer may authorise revenue expenditure on behalf of the council which in the Chief Officer's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,000. The Chief Officer shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of income and expenditure to date under each heading of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. *For this purpose "material" shall be in excess 15% as long as the variance exceeds £ 500*
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

## **5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. The Chief Officer and RFO to be signatories on the accounts for communication purposes only and not to be used for payment. The banking arrangements shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments, forming part of the Agenda for the Meeting and present the schedule to The Finance Committee. The committee shall review the schedule for compliance and, having satisfied itself shall note the payments.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted within the stated credit terms.

- 5.5. The Chief Officer and RFO shall have delegated authority to make payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Chief Officer and RFO certify that there is no dispute or other reason to delay payment.
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) or
  - c) fund transfers within the councils banking arrangements.
- 5.6. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.7. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.8. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

## **6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Chief Officer or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, must not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment, the invoice and other documentation shall be initialled by the signatories.

- 6.6. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.7. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.9. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.10. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.11. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.12. Where internet banking arrangements are made with any bank, the Chief Officer and the RFO shall be appointed as Service Administrators. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.13. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.14. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Chief Officer or the RFO. A programme of regular checks of standing data with suppliers will be followed by the RFO.

- 6.15. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Chief Officer and shall be subject to automatic payment in full at each month-end. In the absence of the Chief Officer any two from the Management Team (currently the RFO, Deputy CO, Town Hall Manager, Streetscape Manager) may authorise use of the credit card or trade card. Full details of all such transactions are to be advised by the RFO to the CO on his return. VAT invoices must be obtained where possible. Details of the Credit Card must not be stored or saved in online trading/purchasing accounts. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.16. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £200 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.
- 6.17 Salaries are to be paid by bank transfer and the payment summary signed by the Chair and Vice Chair of Finance, in the absence of either one the summary can be approved by another signatory.

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the relevant committee.

- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.5. All investments of money under the control of the council shall be in the name of the council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.



- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. INCOME**

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Chief Officer.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Floats for Congleton Information Centre should be kept to a maximum of £200, £100 Till float and £100 Change float. When not in use both floats are to be secured in the Council's safe overnight. The RFO will arrange regular checks on the floats. The float totals to be reviewed by the RFO on an annual basis.

## **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.

- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## **11. CONTRACTS**

- 11.1. Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
    - i. for the supply of gas, electricity, water, sewerage and telephone services;
    - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
    - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
    - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
    - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Chief Officer and RFO shall act after consultation with the Mayor and Deputy Mayor of council); and
    - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
  - b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>1</sup>.

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

- c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- d. Such invitation to tender shall state the general nature of the intended contract and the Chief Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Chief Officer in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- e. All sealed tenders shall be opened at the same time on the prescribed date by the Chief Officer in the presence of at least one member of council.
- f. Any invitation to tender issued under this regulation shall be subject to Standing Orders, and shall refer to the terms of the Bribery Act 2010.
- g. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Chief Officer or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Chief Officer or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- h. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- i. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

## **12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)**

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Chief Officer to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

- 12.4. Any capital project of a value exceeding £10k will be subject to the following: The Town Mayor, Deputy Mayor, Chair and Vice Chair of the Finance and Policy Committee to have delegated powers along with the Chief Officer to agree financial details of the purchase of goods, including agreeing terms of payment. (At least 3 of the Councillors to be present when a decision is taken).
- 12.5. A financial search will be undertaken of the supplier's credit worthiness and financial status and appropriate references taken up from previous customers. The option to consider using an Advance Payment Bond to be explored where appropriate.
- 12.6. Final payment of invoice to be dependent on ensuring the goods are fit for purpose and meet the specification set by the Town Council.
- 12.7. Purchases of a high value exceeding £25k should be referred to the Finance and Policy Committee for approval including the terms of payment.
- 12.8. When specifications are drawn up for the purchase of goods and or services then such specifications should be reviewed and adopted by the Finance and Policy Committee.

### **13. STORES AND EQUIPMENT**

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

### **14. ASSETS, PROPERTIES AND ESTATES**

- 14.1. The Chief Officer shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £3,000.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **15. INSURANCE**

- 15.1. Following the annual risk assessment (per Regulation 16), the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Chief Officer.
- 15.2. The Chief Officer shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

## **16. RISK MANAGEMENT**

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The Chief Officer shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2. When considering any new activity, the Chief Officer shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

## **17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Chief Officer shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

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**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy Committee		
<b>MEETING DATE AND TIME</b>	7.00pm 25 February 2024	<b>LOCATION</b>	Town Hall
<b>REPORT FROM</b>	Streetscape Development Manager – Ruth Burgess		
<b>AGENDA ITEM REPORT TITLE</b>	<b>10 Unreasonably Persistent or Vexatious Complaints Policy</b>		
<b>Introduction</b>	<p>See Appendix 10.1</p> <p>The Council are committed to dealing with all complaints fairly, comprehensively, and in a timely manner. The Council will not normally limit the contact which complainants have with Council staff. However, the Council do not expect staff to tolerate unacceptable behaviour by complainants or any customer. Unacceptable behaviour includes behaviour, which is abusive, offensive or threatening and may include:</p> <ul style="list-style-type: none"><li>• Using abusive or foul language on the telephone</li><li>• Using abusive or foul language face to face</li><li>• Sending multiple emails</li><li>• Leaving multiple voicemails</li><li>• Sending multiple communications</li></ul> <p>After looking into the above the management team have looked into various local councils approach and the main action is to have a policy on Unreasonably Persistent or Vexatious Complaints Policy. The policy has not been created to deter customers and the general public from communicating with the Town Council however to ensure both parties ( Staff/ Personnel and Customers/ Public) are all treated fairly and equally.</p>		
<b>Financial Considerations</b>	N/A		
<b>Environmental Considerations</b>	N/A		
<b>Equality Considerations</b>	The policy has not been created to deter customers and the general public from communicating with the Town Council however to ensure both parties ( Staff/ Personnel and Customers/ Public) are all treated fairly and equally.		
<b>Decision Requested</b>	To review and approve the draft Policy recommend to Council for approval and adoption into the Constitution.		



# Congleton Town Council

## **Congleton Town Council**

### **Unreasonably Persistent or Vexatious Complaints Policy**

This policy was adopted by Council on xxxxx

Congleton Town Council strives to provide a high standard of service to the public. It will treat all members of the public in a courteous and professional manner. It will try hard to recognise their needs as an individual or as part of a local community. It will always try to offer a way forward on the particular issue being raised.

In particular, the Council will strive to:-

- Provide information in accordance with its Marketing Programme and Information and Data Protection Policy (2018);
- Respect confidentiality unless it is legally required to disclose information;
- Deliver its services in accordance with stated standards and its Equality Policy (2021);
- Be transparent;
- Return telephone calls within 2 working days;
- Respond to letters and e-mails within 21 working days of receipt;
- Where it is unable to resolve an issue for a member of the public , it will advise where further help can be obtained or, where practicable, act as advocate by contacting the other organisation on the member of the public 's behalf;

### **Unreasonably Persistent or Vexatious Complaints**

The procedure will not be used to impede the ability of anyone to have reasonable access to services provided, nor will it be assumed that because a member of the public /complainant has submitted a large number of enquiries they are vexatious or unreasonably persistent.

Unreasonably persistent and vexatious complainants are those individuals who, because of the nature or frequency of their contacts with the Council hinder our ability to effectively deliver services to our member of the public . Some examples of behaviour and actions taken by these individuals are listed below, however this is not an exhaustive list.



These are some of the actions and behaviours which can prove problematic. Single incidents may be unacceptable, but more often the difficulty is caused by unreasonably persistent behaviour that is time consuming to manage and interferes with proper handling of the issues being raised.

These behaviours can be:-

- Refusing to specify the grounds of the service request, despite offers of assistance;
- Refusing to co-operate with the process for handling service requests;
- Refusing to accept that certain issues are not within the scope of the Council;
- Insisting on the request being dealt with in ways which are incompatible with adopted procedure(s) or with good practice;
- Making repeated and/or unjustified complaints about staff who are trying to deal with the issues, and seeking to have them replaced;
- Changing the basis of the service request as the issue proceeds;
- Denying or changing statements made at an earlier stage;
- Introducing trivial or irrelevant new information at a later stage;
- Raising numerous, detailed but what the council reasonably feels to be unimportant questions and insisting they are all or some are answered;
- Covertly recording meetings and conversations, otherwise than allowed by law at a public meeting;
- Submitting falsified documents from themselves or others;
- Adopting a 'scatter gun' approach: inappropriately pursuing parallel service requests on the same issue with a variety of organisations or with a variety of individuals within the Council;
- Making excessive demands on the time and resources of staff with lengthy phone calls or e-mails to numerous council staff or detailed letters on a regular basis, and expecting immediate responses;
- Submitting repeat requests with minor additions/variations that the service user insists make these 'new' issues;
- Refusing to accept the decision or outcome; repeatedly arguing points with no new evidence or with new evidence that is very similar to the original;
- Making numerous, repetitious or unreasonable contact because an individual is unable or unwilling to accept or agree with a policy decision or approach which has been adopted by the Council or individual services or functions;
- What the council perceives to be an individual adopting a threatening, violent or aggressive demeanour towards staff.

Any of the above behaviours can trigger this process. The Chief Officer or in his/her absence the Deputy Chief Officer will write to the individual and clearly explain the actions the Council may take if their behaviour does not change, outlined below.

Very rarely, in extreme or rapidly escalating cases, it may be necessary to immediately impose restrictions to ensure the safety of staff members. This is a decision which will be taken by the Chief Officer or in his/her absence the Deputy Chief Officer and the Mayor or in his/her absence the Deputy Mayor with the utmost consideration for circumstances surrounding the incident(s).

Any restrictions imposed by the Chief Officer will be appropriate and proportionate, and examples of some options most likely to be considered are:-

- Requesting contact in a particular format e.g. letters only
- Requiring contact to take place with a single named person only.
- Restricting telephone calls to specified days and times; and/or a particular member of staff.
- Restricting the amount of times that a member of the public may be in contact over a certain time period.

The decision to restrict or stop a person's contact and access to the Council's offices and officers altogether can only be taken by the Personnel Committee, advised by the Chief Officer or in his/her absence the Deputy Chief Officer.

A letter will then be sent to the complainant outlining the decision. All letters will include:-

- Why the decision has been taken;
- What action will be taken;
- The duration of that action;
- The date of review for the action; if required;

Where the behaviour is so extreme that it threatens the immediate safety and welfare of the Council's staff, other options will be considered; for example, reporting the matter to the Police or taking civil legal action.

The Chief Officer will keep a record of all individuals who have had this procedure applied to them. Decisions taken under this procedure are subject to the Data Protection principles and the Human Rights Act. The position will be reviewed after 6 months if requested by the complainant.