

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Community Committee		
MEETING DATE AND TIME	29 February 2024	LOCATION	Congleton Town Hall
REPORT FROM	Jackie MacArthur, Communities and Marketing Manager/Deputy Chief Officer		
AGENDA ITEM REPORT TITLE	Item 10. Service Level Agreement with Congleton Community Projects		
Background	<p>Congleton Town Council has commissioned Congleton Community Projects (CCP) to carry out tasks to enhance the quality of life for people living in Congleton for many years. Until 2010, Congleton Community Projects was located in the Town Hall and their rent was part of the agreement with the Town Council (who purchased the Town Hall in 2008). Congleton Community Projects was responsible for the Single Regeneration Grant in the 1990s to modernise the Town Hall.</p> <p>Whilst located in the Town Hall, CTC gave CCP a grant of £9k plus office space. When CCP moved into the Electric Picture House in 2010 the Town Council increased the grant to £16k per year. This has remained the same for 14 years and is used to cover most of CCP day to day-to-day funding and admin costs.</p> <p>The Town Council has a Service Level Agreement with Congleton Community Projects. This has been dealt with at officer level and Congleton Community Projects has presented to the Finance and Policy Committee on an annual basis ahead of budget setting to give councillors a wider understanding of what is being delivered with the grant funding.</p> <p>Council resolved on 25 January that the Chief Officer could sign payments of regular grants or SLAs over £5k once the SLA was in place. It therefore seemed prudent to bring the SLA to this committee for Councillors to comment and approve.</p> <p>A copy of the DRAFT SLA for 2024-25 is attached.</p>		
To Note	<p>The SLA for 2024-25 is very similar to the 2023-24 agreement. The changes are highlighted in yellow are made by CTC officers. The changes in green are recommended by the CCP Manager. CCP Manager has approved the CTC changes in principle but will need to discuss with her board of directors before signing off. The CTC changes are:</p> <ol style="list-style-type: none">1. Date changes to be current for the forthcoming year.2. Payments – CTC is suggesting that the payments should be split across 6 payments across the year rather than 100% in April.3. The Aspiration for a three-year settlement has been removed on the advice of RFO/CO.4. Councillors to select a member of the Council to attend CCP board meetings to represent the interests of the Town Council.		

	<p>The CCP changes are:</p> <ol style="list-style-type: none"> 5. Changed from assisting with the Pride and Jazz and Blues parade to organising them. 6. 2.3 Adding about a notice period if the Council were to drastically change the SLA. This is because CCP starts to plan and commit to projects up to a year in advance, particularly an event as large as the Food and Drink Festival.
Financial Implications	£16k has been set aside in the 2024-25 CTC budget for a grant for CCP. If the SLA is approved a payment programme can be set up to meet the SLA in line with the policy change agreed at the Council meeting on 25 Jan 2024. (CO to sign SLAs over £5k that are in place.)
Environmental Implications	Congleton Community Projects are aware of and promote sustainable and best environmental practices where possible.
Equality and Diversity	One of the key aspirations of Congleton Community Projects is to engage, support and encourage some of the hardest-to-reach members of our community.
Decision Requested	For Councillors to approve this Service Level Agreement between Congleton Community Projects and Congleton Town Council.

Service Level Agreement with Congleton Community Projects and Congleton Town Council

1. Purpose and Objective

1.1 This Service Level Agreement (SLA) is between Congleton Town Council (CTC) and Congleton Community Projects (CCP). It sets out the expectations, roles and responsibilities between the two parties in connection with the £16,000 grant that Congleton Town Council will pay to Congleton Community Projects for the delivery of services during the financial year 2024-2025.

1.2 The two organisations should work closely together with mutual trust and understanding, sharing the common goal of increasing community involvement and visitors numbers to the town, through the delivery of quality events and opportunities to embrace the arts.

2. Main Parties and Term of Contract

2.1 For the purposes of this SLA the key contact within Congleton Town Council will be the Communities and Marketing Manager/ Deputy Chief Officer who will be responsible for delivering CTC side of the agreement.

2.2 For the purposes of this SLA the key contact for Congleton Community Projects will be Jo Money who will be responsible for delivering CCPs part of the agreement

2.3 This SLA will run from the 1st April 2024 until the 31st March 2025. It will be renewed on an annual basis. CCP will be given at least six month's notice of any future substantial change.

3. Role of CTC

3.1 CTC will transfer £16,000 to Congleton Community Projects. This will be paid bi-monthly on the first Friday of the month by BACS. £3,500 on 5 April, £2,500 on the first Fridays in June, August, October, December and February. This does not prevent CCP from applying for a CTC grant towards specific projects during the year.

3.2 CTC will hold a meeting with CCP ahead of budget setting in November 2024 to discuss the SLA for the next year.

Removed the aspiration of the 3 year agreement

3.3 CTC will have a CTC representative on to attend CCP board meetings. This will be formalised at the Annual Town Council Meeting in May each year.

3.4 CTC will proactively help with the promotion and marketing of CCP and Partnership led events

3.5 CTC will meet with CCP quarterly to review progress

4. Role of CCP within this SLA

CTC recognises that CCP is an autonomous body that performs a number of functions for the benefit of the town and has other funders as well as Congleton Town Council. For the purposes of this SLA it is only concerned with the projects connected with the SLA between CTC and CCP. These are:

4.1 CCP to help re-establish and act as secretariat for the Congleton Events Advisory and Development Team for Congleton. The aim of EAD Group will be to co-ordinate art, cultural and other events within Congleton. It will also offer and logistical support to organisers.

4.2 CCP to deliver an annual Food and Drink Festival for the town in the summer, creating an event that encourages purchasing local produce and promotes healthy eating and lifestyles. The event should attract visitors to the town and be considerably bigger in scale than the monthly Makers Market.

4.3 CCP to collate and disseminate up-to-date information about local groups and organisations operating in Congleton and make this information publicly available (where permissions are given). This is with the aim of making Congleton better connected and helping to promote local groups and organisations.

4.4 CCP to take responsibility for organising an annual Play Day in the Town Centre to encourage Congleton's youngest members to use the Town Centre, discover Congleton and engage in healthy outdoor activities, enjoy playing and encourage wellbeing.

4.5 CCP and CTC to deliver and manage a quality entertainment package as part of the Christmas Lights Switch on in November. This should include stage and street entertainment. The budget set for entertainment will be agreed within the Christmas Group Meeting.

4.6 CCP to raise funds for and deliver a traditional lantern parade as part of the Christmas celebrations. CCP will raise the funds connected with this project and will run at least three public workshops allowing members of the public to make lanterns

4.7 CCP to support the development work of a wellbeing hub in Worrall Street

4.8 CCP to **organise** the Annual Umbrella Parade as part of the Congleton Jazz and Blues Festival and **organise** the Parade for the Congleton Pride event.

4.9 CCP to continue to take the lead in developing arts and culture opportunities for the community of Congleton Town.

4.10 CCP to provide early advice and guidance to groups and individuals interested in organising a public event in Congleton.

4.11 CCP to offer fund-raising advice and signposting to funders for local groups and organisations wishing to put on an event or start up a project in Congleton.

4.12 CCP to offer local groups advice and guidance on finding volunteers and managing volunteers for events.

5. Health, Safety, Personnel, Equipment and Insurances

5.1 CCP will be responsible for its own health, safety, personnel, equipment and insurances, unless CCP is working in conjunction with the Town Council on an event such as the Christmas Lights Switch-on where the Town Council is taking the lead.

6. Monitoring and Concerns

6.1 Updates will be given at quarterly meetings. Success will be via the events being well-attended, up-to-date listings of organisations in Congleton being made available and a continuation of arts and cultural activities for Congleton. This will be reported into the newly formed Community Committee.

6.2 If there are any concerns with Congleton Town Council's management of this SLA that cannot be resolved through the Marketing and Communities Manager/ Deputy Chief Officer the issue should be directed to the Chief Officer.

6.3 If there are any concerns with the delivery of this SLA that cannot be addressed through the CCP Manager it should be directed to the Chair of Congleton Community Projects.

Signed _____

Name _____

On behalf of Congleton Town Council

Signed _____

Name _____

On behalf of Congleton Community Projects