



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

15th February 2024

Dear Councillor,

You are summoned to attend a meeting of the Council on **Thursday 22nd February 2024** to be held at Congleton Town Hall commencing at **7.00 pm**.

This meeting will follow the Personnel Meeting which commences at 6.00 pm and finishes at 6.45 pm

- **The Public and Press are welcome to attend the meeting, please note** - There will be 15 minutes at each meeting to receive any questions from Members of the Public, either verbally or at the meeting, including those which have been received in writing 7 days prior to the meeting.
- There may be confidential items towards the end of the meeting which the law requires the Council to make a resolution to exclude the public and press in accordance with Section 100 (B) (2) of the Local Government Act 1972.

Yours sincerely,

D McGifford
Chief Officer



Congleton
beartown
where friends are made

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

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Email: info@congleton-tc.gov.uk www.congleton-tc.gov.uk



AGENDA

1. Apologies for absence

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

2. Minutes of Previous Meetings (Enclosed)

To approve and sign the [minutes of the Council meeting held on the 25th January 2024](#)

3. Declarations of Disclosable Pecuniary Interest

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

4. Questions from Members of the Public

There will be 15 minutes at each meeting to receive any questions from Members of the Public, either verbally at the meeting including those which have been received in writing 7 days prior to the meeting.

5. Urgent Items

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

6. Town Mayor’s Announcements and Engagements (Enclosed)

To receive any announcements by the Town Mayor and to receive a list of the Mayor’s engagements.

7. Outstanding Actions

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

8. Community Committee (Enclosed)

To receive the [minutes of the Community Committee meeting held on the 26th October 2023](#)

9. Finance and Policy Committee (Enclosed)

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

9.1 Direct Debit and BACS Approvals (Enclosed)

- 9.11 To note the Direct Debit list
- 9.12 To approve that Direct Debit payments continue for relevant suppliers
- 9.13 To approve that payments by BACS transfer to pay suppliers continues

9.2 Financial Regulations Review (Enclosed)

To approve the updates and adopt into the Constitution as recommended by the Finance and Policy Committee .

9.3 Unreasonably Persistent or Vexatious Complaints Policy (Enclosed)

To approve the draft Policy and adopt into the Constitution as recommended by the Personnel Committee

10. Planning Committee (Enclosed)

To receive the [minutes of the Planning Committee meetings held on the 16th November the 21st December 2023](#)

11. Environment Committee (Enclosed)

To receive the [minutes of the Environment Committee held on the 2nd November 2023](#)

12. Town Hall and Assets and Services Committee (Enclosed)

To receive the [minutes of the Town Hall Assets and Services Committee held on 30th November 2023](#)

12.1 To approve the Town Hall Hire Charges and Booking Policy as recommended by the Town Hall Assets and Services Committee

13. Civility and Respect (Enclosed)

To agree to sign the Civility and Respect Pledge

14. Cheshire East Councillors' Reports

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

15. Resolution to Exclude the Public and Press from item 16

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

16. Streetscape Contract (to follow)

To approve the Chief Officer signing the Variation of Contract between Cheshire East Borough Council and Congleton Town Council for the Streetscape Services.

To All Members of the Council

CC: Burgesses (5), Congleton Information Centre,
Congleton Library, MP and Press (3)

Congleton Town Council

DRAFT Minutes of the Council Meeting held at Congleton Town Hall on 25th January 2024

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

For the papers discussed at the meeting, please see the
[Meeting Agenda of the Council 25th January 2024](#)

Councillors Present:

- Rob Moreton (Mayor)
- Charles Booth
- David Brown
- Robert Brittain
- Russell Chadwick
- Robert Douglas
- Mark Edwardson
- Suzy Firkin
- Emma Hall
- Arabella Holland
- Sally Ann Holland
- Amanda Martin
- Heather Pearce
- Shaun Radcliffe
- Heather Seddon
- Kay Wesley (Deputy Mayor)
- Glen Williams

Congleton Town Council Officers: David McGifford (Chief Officer), Jackie MacArthur and Serena Van Schepdael

- 1 Press and 3 members of the public in attendance

1. Apologies for absence

Apologies for absence were received from Councillors Susan Mead, Suzie Akers Smith Liz Wardlaw and Richard Walton

2. Minutes of Previous Meetings

CTC/74/2324 Resolved after one amendment to item 17 (order of contact) to approve and sign the [minutes of the Council meeting held on the 7th December 2023](#)

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3. Declarations of Disclosable Pecuniary and Non-Pecuniary Interests

Cllrs David Brown, Emma Hall, Sally Ann Holland, Rob Moreton (Mayor), Russell Chadwick, Heather Seddon declared non-pecuniary interests on matters relating to Cheshire East Council

4. Questions from Members of the Public

There were no questions from members of the public

5. Urgent Items

An update was provided on the Cheshire East Council meeting on Car Parking Charges which was held on 25th January 2024. Officers were requested to contact Cheshire East as a matter of urgency as West Street Car Park was not included in the list of car parks used as a school drop-off. It was believed to be an oversight.

6. 2023-2024 Budget Update

CTC/75/2324 Resolved to

- 1- Approve the overspends as listed.
- 2- Approve the movement of £11,746 from EMR 355 (Property Maintenance) to cover costs posted to the budgets in Town Hall Property Maintenance.

7. Budget and Precept 2024-2025

CTC/76/2324 Resolved to

1. Approve the EMR movement from Property Maintenance EMR to Town Hal Budgets of £11,746 for 2023-2024.
2. Approve the Budget for 2024-2025.
3. Approve the Precept requirement of £1,182,221 for 2024-2025, which equates to a rise of £9.12 per year/9.46% per Band D Household.
4. Approve the movement and spends between EMR and budgets for 2024-2025.

Cllr Robert Moreton

Town Mayor

30 Engagements since 26 November 2023 - Mayor Cllr Rob Moreton

27 Nov	Phoenix Theatre Company – Daneside Theatre
1 Dec	Astbury Mere Care Home - Christmas Light's Switch-On
4 Dec	St John's Ambulance - Awards Presentation Evening
5 Jan	Henry Oscar cheque presentation to the Mayor's Charities
10 Dec	Congleton Vets - Christmas Charity Event
10 Dec	Congleton Youth Orchestra - Christmas Concert
11 Dec	Town Mayor's Children's Christmas Party – Cricket Club
12 Dec	Daven Primary School Christmas Party
14 Dec	Community Carol Service, St Peter's Church
15 Dec	Congleton Santa Tour
16 Dec	New Life Carol Concert - Bridestones Centre
16 Dec	Central Cheshire Buddies Christmas Party - Sandbach
16 Dec	Congleton Rotary Christmas Concert
25 Dec	Congleton War Memorial Hospital - Aston Unit Visit
29 Dec	Town Mayor's Karaoke Fundraiser - Bulls Head
14 Jan	Ukrainian Christmas Party - New Life Church
16 Jan	Hansel & Gretel Panto - Daneside Theatre
20 Jan	Park Run – participant fundraising for London Marathon place
20 Jan	Congleton Street Pastors Patrol – Town Centre
27 Jan	Mayor of Alsager Town Council - Masquerade Ball
31 Jan	Marton Primary School – Assembly talk
1 Feb	Park Lane Care Home - Dignity in Action Day
3 Feb	Congleton Museum Pride of Place Art Exhibition
3 Feb	Congleton Cycling Club Annual Presentation
5 Feb	Mossley Rainbow's – visit and talk
6 Feb	Congleton Players 'Funny Money' – Daneside
8 Feb	Royles Beds Fundraiser & Cheque Presentation for the Mayor's Charities
8 Feb	High Town Post Office – fundraising point for the Mayor's Charities

8 Feb Bulls Head - fundraising point for the Mayor's Charities

9 Feb Mayor of Nantwich, Charity Quiz Night

4 Engagements since 26 November 2023 - Deputy Mayor Cllr Kay Wesley

8 Dec Winsford Tree of Lights Ceremony and Carol Service

10 Dec Crewe Civic Christmas Carol Service

10 Dec Congleton Choral Society - Christmas Concert

17 Dec Cheadle Town Mayor's Civic Carol Service

**MINUTES OF THE MEETING OF THE COMMUNITY COMMITTEE HELD ON
26 October 2023**

CONGLETON TOWN COUNCIL

For the papers discussed at the meeting, please see the [Agenda and Papers of the Community Committee on 26 October 2023](#)

PRESENT:

Committee members

- **CLlr Kay Wesley (Chair)**
- **CLlr Emma Hall (Vice Chair)**
- Cllr Dave Brown
- Cllr Mark Edwardson
- Cllr Suzy Firkin
- Cllr Susan Mead
- Cllr Glen Williams

Non-Committee Members: Cllr Richard Walton

Officers: Jackie MacArthur DCO & Communities & Marketing Manager and Mark Worthington, Town Hall Manager

Also in attendance: One Police Officer (left after item 9), 2 members of the press, 3 members of the public.

1. Apologies for Absence

Apologies were received from Cllr Arabella Holland, Cllr Sally Holland and Cllr Shaun Radcliffe

2. Minutes of Previous Meetings

CO/16/2324 resolved to approve and sign the Community Committee minutes held on 3 August 2023 as a correct record.

3. Declarations of Interest

Cllr Dave Brown and Cllr Emma Hall declared a non-pecuniary interest as Cheshire East Councillors.

4. Questions from Members of the Public

None

5. Urgent Items

None

6. Cheshire Police

PC Andrew Cornell updated members on the police activities based around the paper included in the agenda

7. CHErubs (Cheshire Really Useful Breastfeeding Support)

Emma Evans delivered a presentation on the importance of communities supporting and normalising breastfeeding. [See the CHErubs Presentation here.](#)

CO16/2324 resolved to

- a) Promote the 'Breastfeeding Welcome Award' through our communications channels
- b) Encourage other public buildings to become Breastfeeding Welcome venues
- c) Inform and encourage other businesses in Congleton which welcome the public into their building to join the scheme.

8. Updates from Previous Community Committee

The updates were received from the Community Committee held on 29 June 2023 and 3 August 2023.

9. Approve the Notes of the Community Safety Working Group

CO17/2324 resolved to accept the notes of the Community Safety Working group held on 12 October 2023.

10. Health and Wellbeing Working Group

CO18/2324 resolved to accept the notes of the Health and Wellbeing Working group held on 10 August and the 10 October 2023.

11. Congleton War Memorial Hospital

CO19/2324 resolved to accept

- a) Write to formally congratulate the East Cheshire Health Trust on gaining a grant to build a diagnostic centre at the Congleton War Memorial Hospital
- b) Establishing regular communication with the trust on plans for the hospital
- c) To engage with the trust on plans to get involved in the 100-year celebration of the hospital in 2024.

12. Disability Positive Congleton

CO20/2324 resolved to delegate responsibility to the Health and Wellbeing Group to deliver on the following tasks within existing resources and report back to the committee on progress.

Actions following the visual impairment awareness:

- A. Working with local businesses to de-clutter the town centre and make it more accessible for the visually impaired.
- B. Actions to make street furniture more visible to support people with visual impairment.

Disability Positive Agenda

1. A Survey of Congleton people with a disability to learn more the issues that they are facing in Congleton and what they believe the Town Council or other groups could do to make their lives easier.
2. Continue to develop and offer awareness-raising sessions for Councillors and staff to help build appreciation of the issues. The first visually impaired awareness session has happened and more are in the planning stage.
3. Set up a Consultation Group of experts representing different disabilities e.g. visual impaired, hearing impaired, neurodiversity, dementia, wheelchair users etc. and work with them to compile priority areas to work on for Congleton.
4. Create a disability Guide to Congleton – on paper and online- showing disability-friendly accessible buildings and facilities.
5. Investigate becoming a Disability Confident Council/Employer
6. Apply for funding (if possible) to progress these areas of work and consider providing a Changing Places Toilet within the town centre.
7. Plan further action based on input from the survey, the experience days, and the Consultation Group.

13. Integrated Transport Working Group

CO21/2324 resolved to accept the notes of the Integrated Transport Working Group on the 31 August 2023.

14. White Ribbon Working Group

CO22/2324 resolved to accept the notes of the White Ribbon Working Group held on 3 August and 19 September 2023.

15. Communications Update

Received and noted a report from the Communications and Marketing Officer on communication activity since the last committee.

16. Totally Locally Congleton Update

CO23/2324 resolved to actively promote Totally Locally and to encourage independent retailers to join in the initiative.

17. Change of Date for the next Community Committee

CO24/2324 resolved to change the date of the next Community Committee from 14 December to 4 January 2024.

The meeting finished 8.29pm

Cllr Kay Wesley
Chair of Community Committee

CONGLETON TOWN COUNCIL

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

For the papers discussed at the meeting, please see the [Finance & Policy Committee - 23rd November 2023 - Congleton Town Council \(congleton-tc.gov.uk\)](https://congleton-tc.gov.uk)

PRESENT Committee members:

- Cllr R Douglas- Chair
- Cllr D Allen
- Cllr R Brittain
- Cllr M Edwardson
- Cllr A Holland
- Cllr H Pearce
- Cllr R Walton

Non Committee Members Cllr H Seddon

Also present:
Congleton Town Council Officers David McGifford- Chief Officer

1. Apologies for absence

Apologies were received from Cllrs C Booth (Deputy Chair), Akers Smith and L Wardlaw.

2. Minutes of Previous Meetings

FAP/24/2324 RESOLVED to note and sign [the minutes of the Finance and Policy Committee held on 5th October 2023](#)

3. Declarations of Interest

There were none.

4. Outstanding Actions

FAP/25/2324 RESOLVED to note the report that the ICT Policy update is outstanding.

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 31st 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 30th September 2023.

11. Bank Reconciliation

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

12. Savings Account Balances

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

13. List of Payments

FAP/31/2324 RESOLVED to receive and approve the Payments lists from 1st September to 31st 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 1st April 2023 to 30th November 2023 will be paid in December 2023 payroll.
3. Recommend 1-2 to Council on 7th 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 7th December 2023.

16. Petty Cash Verification

FAP/34/2324 RESOLVED to note Petty Cash Verification.

10: Management Accounts

Conseton Town Council Management Accounts 2023-24 Sep-23 Page 1/3														
Month	6	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					
Percentage	50.0%		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						
Finance and Policy Committee														
101	Corp Management													
	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	2,600	1,310	1,266	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%	Paid at start of the financial year					
	Computer/IT Costs	18,000	9,000	10,062	-1082	112.02%	-62.02%	56.0%	Additional cost for new staff & Councillors					
	Photocopy Charges	1,500	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	5,000	2,500	998	1502	39.92%	10.08%	20.0%						
	Legal & Professional fees	5,500	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%						
	Corporate Management-Expenditure	221,572	110,786	103,950	6836	93.83%		46.9%						
	Precept 2022-2023	-1,068,179	-534,090	-1,068,179	534090	200.00%	-150.00%	100.0%	Paid in full					
	Interest Receivable	-14,000	-7,000	-8,691	1691	124.16%	-74.16%	62.1%						
	Miscellaneous Income	0	0	0	0									
	Corporate Management-Income	-1,082,179	-541,090	-1,076,870	535781	199.02%		99.5%						
	Net Income Over Expenditure	-860,607	-430,304	-972,920	542617	226.10%		113.1%						
102	Civic													
	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	76.09%	-26.09%	38.0%						
	Council Website	2,000	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 Antefacts and Treasures	750	375	451	-76	120.27%	-70.27%	60.1%	New badges/regalia					
	Central Overheads reallocated	1,800	900	861	-61	107.63%	-57.63%	53.8%						
	MISC Income	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!						
	Civic-Expenditure	51,929	25,965	23,969	1996	92.31%		46.2%						
107	Grants													
	Initial Grant Commitment	25,000	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	19,650	-3684	122.78%	-72.78%	61.4%						
	Grants- Expenditure	61,833	30,917	21,632	9285	69.97%		35.0%						
	Capital	-46,778	23,389	25,000	-1611	106.89%	-56.89%	53.4%						
	F&P Income - Income	-1,082,179	-541,090	-1,079,295	-2,884	199.47%		99.7%	Full Committee Summary Includes Mayor cost centre of £2,225					
	Expenditure	382,112	191,056	172,938	209,174	90.52%		45.3%	Full Committee Summary Includes Mayor cost centre of £1613					

Conseton Town Council Management Accounts 2023-24 Sep-23 Page 2/3														
Month	6	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					
Percentage	50.0%		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						
Community and Environment Committee														
215	Floral Displays Income	-4,000	-2,000	-5,204	3204	260.20%	-210.20%	130.1%						
215	Floral Displays Expenditure	17,262	8,631	17,586	-8955	203.87%	-153.87%	101.9%						
	Total Floral	13,262	6,631	12,382	-5761									
241	Allotments Income	-190	-95	0	-95	0.00%	50.00%	0.0%						
241	Allotments Expenditure	1,200	600	796	-156	126.00%	-76.00%	63.0%	Repairs to planters etc					
	Total Allotment	1,010	505	796	-261									
300	Public Realm	3,000	1,500	0	1500	0.00%	50.00%	0.0%						
301	Conseton Partnership Income	0	0	-3,259	3259		50.00%							
301	Conseton Partnership Expenditure	22,839	11,420	18,382	-6963		50.00%	194.8%	As per their requirements					
301	Conseton Partnership CF	0	0	-3,227	57227		50.00%		Carry forward balance from 22-23					
	Total Partnership	22,839	11,420	-42,104	53,524									
302	Community Development Staff Costs	117,671	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	9,849	4,924	5,292	-369	107.47%	-57.47%	53.7%						
	Total Community Development	130,919	65,460	61,534	3,926	94.00%		47.0%						
303	Crime Reduction/CCTV Income	0	0	-680	680									
303	Crime Reduction/CCTV Expenditure	10,546	5,274	634	4640	12.02%	37.98%	6.0%	PCSO invoice for Q4 22-23 paid, accrual journal completed. £6,530 total paid					
	Total Crime	10,546	5,274	-46	5320									
305	Christmas Fayre/Lights Income	-2,000	-1,000	-1,117	117	111.70%	-61.70%	55.9%						
305	Christmas Fayre/Lights Expenditure	22,000	11,000	238	10762	2.16%	47.84%	1.1%						
	Total Christmas	20,000	10,000	-879	10879									
310	Neighbourhood Plan	0	0	2,172	-2172									
310	Neighbourhood Plan Tfr From EMR	0	0	-2,172	2172									
	Total Neighbourhood Plan	0	0	0	0									
321	Tourism Income	0	0	-2,536	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					
	Total Tourism	14,000	7,000	1,403	5597									
351	Luncheon Club	11,000	5,500	6,196	-696	112.65%	-62.65%	56.3%	Being monitored by C.O.R.F.O					
	C.E & S Income	-8,190	-3,095	-12,796	-6,808	413.44%	-363.44%	206.7%	Full Committee Summary					
	Expenditure	232,768	111,110	62,048	-160,720	46.84%	3.16%	22.4%	Full Committee Summary					
Town Hall, Assets and Services Committee														
201	Paddling Pool	67,669	33,845	26,604	5241	64.52%	-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	-118,350	-58,175	-62,233	4058	106.98%	-56.98%	53.5%						
	Net Expenditure over Income	102,405	51,203	58,971	-7789	115.17%		57.6%						
225	Conseton Information Centre													
	CIC - Expenditure	132,730	66,365	51,298	15067	77.30%	-27.30%	38.6%	See separate account sheet					
	CIC - Income	-115,354	-57,677	-59,606	1929	103.34%	-53.34%	51.7%						
	Net Expenditure over income	17,376	8,688	-8,308	16998	-95.63%		-47.8%						

263	Public Toilets	6,700	3,350	2,250	1,100	67.16%	-17.16%	33.6%	
270	Canotach	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	-459,636	-229,818	-229,818	0	100.00%	-50.00%	50.0%	
	Streetscape - External work income	-15,000	-7,500	-3,977	-3,523	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	-475,636	-237,768	-234,170	-3,598	98.49%		49.2%	
	Net Expenditure over Income	279,019	139,510	142,488	-2,979	102.13%		51.1%	
THAS	Income	-707,240	-353,620	-356,008	351,234	100.67%	-50.67%	50.3%	Full Committee Summary
	Expenditure	1,180,729	590,365	580,180	-600,549	98.27%	-48.27%	49.1%	Full Committee Summary
	Total Income	-1,795,609	-897,805	-1,448,097	347,512	161.29%		80.6%	Overall summary includes mavor summary figures not on this sheet
	Total Expenditure	1,795,609	892,531	805,166	-90,443	90.21%		44.8%	Overall summary
	Net Income / Expenditure			-642,935					Rounding allowed of £4.00
	Personnel								
	Staff Costs	1,057,591	528,796	510,389	18407	96.52%	-46.52%	46.3%	
	Personnel with Pay Award for reference								
	Permanent Staff Costs - Included budget pay award *1	1,057,591	528,796	535,908	-7119	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					
Conqleton Town Council									
Management Accounts 2023-24									
Sep-23									
Page 3/3									
		1st April 2023	In	Out	Balance @	Due out	Available		
	Reserves as at 31st August 2023	BF Balance	To Date	To Date	30th Sept 23				
310	General Reserve	241,636			241,636		241,636		Expected GR for 23-24 is £255,351.
	Ear Marked Reserves								
318	Capital Equipment Fund	0	5,000	-3,918	1,084		1,084		Allocation of Capital budget moved from cost centre & current year purchases
320	Capital Contingency Fund	239,669	20,000	-27,126	232,543		232,543		Allocation of Capital budget moved from cost centre & current year purchases
321	EMR Elections	20,000			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	7,357			7,357		-3,000	4,357	£3000 Allocated per Council resolution
325	EMR Committed Grants	2,380		-2,380	0		0	0	Carry forward figures transferred to cost centre
326	EMR Conqleton Partnership	57,227		-57,227	0		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	5,000			5,000		5,000		
344	EMR Conqleton Neighbourhood Plan	5,807		-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 CIL	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	0	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		
		835,557	25,000	-110,633	749,924		-19,157	730,767	

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	22 nd February 2024 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	9.1 Direct Debit and BACS Approvals		
Background	Congleton Town Council pay several suppliers by Direct Debit, and the majority of supplier invoices by BACS (Banks Transfers). In accordance with our Financial Regulations item 6.7, the approval for the use of variable Direct Debt and BACS payments should be approved by Council at least every 2 years.		

Direct Debit list as of current meeting date:

Originator name	For	Status	Last payment amount	Last payment date	Frequency
BT GROUP PLC	TELEPHONE LINES	Active	£45.47	12/06/2023	Quarterly
CHESHIRE EAST	BUSINESS RATES	Active	£2495	01/08/2023	Monthly
EE LTD	MOBILE PHONES	Active	£170.52	23/08/2023	Monthly
HMRC E VAT	VAT	Active	£4634.71	10/08/2023	Half Yearly
ICO	DATA PROTECTION FEE	Active	£35	12/05/2023	Yearly
PITNEY BOWES	FRANKING MACHINE POSTAGE	Active	£158	13/03/2023	Four Monthly
PITNEY BOWES LTD	FRANKING MACHINE RENTAL	Active	£72	07/06/2023	Quarterly
PRISM BUSINESS DEV	ICT COSTS	Active	£2460.11	25/07/2023	Monthly
PUBLIC WORKS LOANS	LOAN REPAYMENTS	Active	£10888.84	31/03/2023	Half Yearly
QUARTIX LTD	VEHICLE TRACKER COSTS	Active	£550.44	03/07/2023	Quarterly
RBS BUS CREDIT	CREDIT CARD	Active	£1111.9	28/07/2023	Monthly
TELECOMS	TELEPHONE COSTS	Active	£150.58	01/08/2023	Monthly
WEST MERCIA ENERGY	UTILITIES	Active	£4318.83	14/08/2023	Monthly

The list and approval to continue to pay using Direct Debit and BACS was approved by Finance and Policy on 6th October 2023 (FAP29/2324):

FAP/29/2324 RESOLVED to note the Direct Debit list, to approve that Direct Debit and BACS payments continue for relevant suppliers, and recommend this to Council for approval

Decision Requested	<ol style="list-style-type: none">1. To note the Direct Debit list2. To approve that Direct Debit payments continue for relevant suppliers3. To approve that payments by BACS transfer to pay suppliers continues
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CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	22nd February 2024 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael: R.F.O		
AGENDA ITEM REPORT TITLE	9.2 Financial Regulations Review		
Background	<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>		
Updates	<p>See Appendix 1</p> <p>The below update were approved by Finance and Policy in 25th January 2024, FAP/39/2324 who recommended Council to approve these updates.</p> <p>Exceeding Budgets:</p> <p>Removing Item 4.2: Due to high risk factor it could pose a risk to budgets. 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.</p> <p style="text-align: center;"><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>Variance Reporting:</p> <p>Amend to show that variances will be noted at 15% which is on line with External Auditor variance figure.</p> <p>Item 4.8 additional wording:</p> <p style="text-align: center;"><i>For this purpose "material" shall be in excess 15% as long as the variance exceeds £ 500</i></p>		
Financial	No requirements/implications for this decision.		
Environmental	No implications for this decision.		

Equality and Diversity	No implications for this decision.
Decision Request	To approve the updates and adopt into the Constitution as recommended by the Finance and Policy Committee .

CONGLETON TOWN COUNCIL

FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 22nd 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 Regulations¹.

¹ 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.

* * *

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	7.00 pm 22 nd February 2024	LOCATION	Town Hall
REPORT FROM	Streetscape Development Manager – Ruth Burgess		
AGENDA ITEM REPORT TITLE	9.3 Unreasonably Persistent or Vexatious Complaints Policy		
Introduction	<p>See 9.3 Appendix 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 or Councillors. However, the Council do not expect anyone 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">• Using abusive or foul language on the telephone• Using abusive or foul language face-to-face• Sending multiple emails• Leaving multiple voicemails• Sending multiple communications <p>After looking into the above the management team has looked into various local councils' approaches 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> <p>The Policy was approved by Finance and Policy on 25th January 2024 with the following amendments: (FAP/40/2324)</p> <ul style="list-style-type: none">• The Policy also includes Councillors• The Policy refers to our Equality and Inclusion Policy		
Financial Considerations	There are no financial implications related to this policy		
Environmental Considerations	There are no environmental considerations for this policy		
Equality Considerations	The policy has not been created to deter customers and the general public from communicating with the Town Council however to ensure all parties (Staff Councillors and Customers/ Public) are treated fairly and equally.		
Decision Requested	To approve the draft Policy and adopt into the Constitution as recommended by the Personnel Committee.		



Congleton Town Council

9.3 Appendix 1

Congleton Town Council – Employees and Councillors

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. This behaviour is also part of our Equality and Inclusion Policy. We 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 **and councillors**, 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.

CONGLETON TOWN COUNCIL

Minutes of the Planning Committee Meeting held on 16th November 2023

In attendance:

Committee Members: Councillors Amanda Martin (Chair)
Robert Brittain (Vice Chair)
Suzie Akers Smith
Charles Booth
Robert Douglas
Suzy Firkin

Ex Officio Rob Moreton (Mayor)
Kay Wesley (Deputy Mayor)

Non Committee member:

Congleton Town Council

0 Members of the press

4 Members of public

1. Apologies for Absence

Apologies for absence were received from Committee Members: David Brown Rob Moreton (Mayor)
Kay Wesley (Deputy Mayor)

2. Minutes of Previous Meetings

PLN/20/2324 Resolved to approve and sign the [minutes of the Planning Committee meeting held on the 19th October 2023](#)

3. Declarations of Disclosable Pecuniary Interest

There were no declarations of Interest

4. Outstanding Actions

Noted that the Chief Officer was in receipt of the West Ward section 106 agreements list but was still awaiting the East Ward

5. Questions from Members of the Public Maximum 15 Minutes

There were no questions from members of the public

6. Urgent Items

Cllr Douglas provided an update on the Sibelco planning application .

7. **Committee guidance notes for applications that include trees**

PLN/21/2324 Resolved To approve the amended guidance notes for applications that include trees

8. **Planning Enforcement**

To receive any updates on enforcement matters

7.9.23 Astbury Place /Congleton park bridge Section 106 – Briefing note from David Malcolm CEC Planning
--

No further updates since 7.9.23

There was representation from members of the public expressing their views and those of others about the need for a bridge at Astbury Place (Morris Homes) as attached to the minutes .

PLN/22/2324 Resolved to request that Council approval is sought for a formal consultation to be undertaken of an agreed area to establish

1. If Cheshire East Council decide not to enforce construction of the bridge there needs to be an agreement on how the Section 106 funding could be spent to provide safe access to the park via Buxton Road

9. **Planning Applications Section 1**

There were no applications brought forward

10. **Neighbourhood Plan**

PLN/23/2324 Resolved to receive the report on the progress of the Neighbourhood Plan as presented at the meeting

11. **Planning Appeals**

There are currently no undecided planning appeals in our parish

12. **Licensing Applications**

Application from **Young Pretender 30-34 Lawton Street**

PLN/24/2324 Resolved to propose that the same operating conditions as the previous tenant should be placed upon the new tenant

13. **Planning Applications Section 2 –**

PLN/25/2324 Resolved to remove the star from item 7 and note no objection against the remaining starred items

Congleton Town Council comments on planning applications 16th November 2023

1	<u>23/3763C</u>	Demolition of the existing concrete frame structure currently forming Factory 2 and small single storey toilet block to the right-hand side of the existing office block.	Copeland And Craddock Limited, GREENFIELD ROAD, CONGLETON, CW12 4PX	No objection subject to compliance with the requirements relating to Surface drainage and Cadant gas
2	<u>23/3842C</u>	Alterations to Listed Building to form new salon	52, HIGH STREET, CONGLETON, N, CHESHIRE, CW12 1BA	Fully support
3*	<u>23/3910C</u>	Lawful Development Certificate for proposed rear outbuilding	19, BEATTY DRIVE, CONGLETON, CW12 2ER	No Objection
4*	<u>23/3963C</u>	Single Storey rear extension.	34, BACK LANE, CONGLETON, CW12 4PY	No Objection
5	<u>23/3977T</u>	26 Ash (Fraxinus excelsior) within woodland setting. Marked with orange and white dots (N side). Fell to ground level	Astbury Mere Country Park, SANDY LANE, CONGLETON	No objection
6	<u>23/3996T</u>	Tree work to Silver Birch tree to remove dead branch	4, BUCKTHORN GROVE, CONGLETON, CW12 4XQ	No objection
7	<u>23/3999C</u>	Prior approval of a proposed change of use of conversion of empty dog grooming unit to C3 (2b 3p 64.65 M2)	56, LAWTON STREET, CONGLETON, CW12 1RS	Objection on the grounds that there are no windows in the single bedroom or the bathroom. The conversion could be made acceptable if it was a one-bedroom flat
8*	<u>23/4055C</u>	Non-material amendment to 10/4480C - Demolition of Commercial Storage Building and Erection of 4 No. Dwellings	FORMER VALLEY MANUFACTURING SITE, NORTH STREET, CONGLETON, CW12 1HF	No Objection
9	<u>23/4077C</u>	New entrance porch and extension at first floor level and erection of part two storey and part single storey rear extension.	10, CONISTON AVENUE, CW12 4LY	Objection on the grounds of overdevelopment, the bulk of the development is not in keeping with the street scene
10*	<u>23/4131C</u>	Replacement of existing conservatory for proposed sun room.	Boundary Villa Farm, 4, BOUNDARY LANE, CHESHIRE, CW12 3HZ	No Objection
11*	<u>23/4159C</u>	Proposed dormer extension with new single storey rear extension.	10, LEEK ROAD, CW12 3HS	No Objection
12	<u>23/4170T</u>	Works to T1, T2 & T3.	35, Kestrel Close, CONGLETON, Congleton, CW12 3FA	No Objection

13*	23/2610C	Certificate of lawful proposed use of the track from Foll Hollow to the Moreton Meadows Farm	Moreton Meadows Farm, STONY LANE, CONGLETON, CW12 4DA	No Objection
14*	23/4219C	Extension to the rear of the property to create a kitchen diner c/w bifold doors	9, LEIGH ROAD, CONGLETON, CW12 2EG	No Objection
15	23/4213C	Installation of air source heat pump.	53, DELAMERE ROAD, CONGLETON, CW12 4PA	No Objection
16	23/4193C	Detached double garage and store	1, THE COTTAGE, CASTLE INN ROAD, CONGLETON, CW12 3LP	No Objection
17	23/4197C	Demolition of offices and storage building and the construction of four apartments with parking and access.	7, MOODY STREET, CONGLETON, CW12 4AN	No Objection – Subject to a secure bike storage facility being included

22nd December 2023

CONGLETON TOWN COUNCIL

Minutes of the Planning Committee Meeting held on 21st December 2023

In attendance:

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

Ex Officio Kay Wesley (Deputy Mayor)

Non-Committee members: Heather Seddon, Glen Williams

Congleton Town Council Officer – David McGifford Chief Officer

0 Members of the press

0 Members of public

1. Apologies for Absence

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

2. Minutes of Previous Meetings

PLN/26/2324 Resolved to approve and sign the [minutes of the Planning Committee meeting held on the 16th November 2023](#)

3. Declarations of Disclosable Pecuniary Interest

Declarations of “non-pecuniary” (NP) and “pecuniary” (P) interests were received from Councillors: David Brown, Heather Seddon and

4. Outstanding Actions

None – Noted the David Malcolm has not responded to a proposed meeting in relation to Astbury Bridge

5. Questions from members of the public

None

6. Urgent Items

It was requested that it was noted that the new TMC premises in the Town are a wonderful addition to the Town Centre in terms of its design and job opportunities

7. Planning Enforcement

None

8. Planning Applications Section 1

None

9. Neighbourhood Plan

A verbal update was received from the Chief Officer – report / update from Urban Imprint to be sent to councillors

10. Planning Appeals

None

11. Licensing Applications

To note or comment as appropriate on Licensing Applications lodged with Cheshire East Council.
None

12. Cheshire East Council Consultation responses

To approve the proposed responses to the Cheshire East Councils

13.1 Final Draft Developer Contributions Supplementary Planning Document (DC SPD)
13.2 Final Draft Environmental Protection Supplementary Planning Document (EP SPD)

PLN/27/2324 Resolved to agree that there was no need for further comment on 13.1 and 13.2

13. Planning Applications Section 2

PLN/28/2324 Resolved to Agree that stars on application 4-8-10-12 be removed and the remaining starred items are noted as no objection.

Planning applications from WC 13, 20,27 Nov & 4 Dec

1*	23/4078C	New stretch tent to external area to the rear of the premises.	30- 34, LAWTON STREET, CW12 1RS	No Objection
2*	23/4231D	Discharge of conditions 5 and 16 on application 17/2235C: Conversion of a redundant barn into a dwelling along with the erection of 2No. new dwellings	Lambrigg, 80, BUXTON ROAD, CONGLETON, CHESHIRE, CW12 2DY	No Objection

3	23/4240T	Tree 1 is a ash tree- the work to carry out on the tree is a pollard down the main stem tree 2 is a oak and the customer wants 3-4 branches that overhang there garden to be removed	1, ANNAN CLOSE, CONGLETON, CHESHIRE, CW12 3RZ	Objection as insufficient information and requires consultation with canal and riverside trust
4	23/4293C	To remove a side 1.86m high brick wall, small trees/hedge/plants and replace with 2m high timber fence with new beech/hawthorn hedge in front	20, BRIDGEWATER CLOSE, CONGLETON, CHESHIRE, CW12 3TS	Not discussed by CTC as the decision was made before our meeting and the original decision date as notified by CEC
5*	23/4297C	Change of use to section of existing warehouse into gymnasium. (Class B8 to E)	Radnor Park, GREENFIELD ROAD, CONGLETON, CW12 4TW	No Objection
6	23/4299C	Proposed access gate to existing field.	The Robin Hood, BUXTON ROAD, CONGLETON, CHESHIRE, CW12 3PE	Objection as no change of use proposed and no justification for the gate and loss of hedgerow
7*	23/4314D	Discharge of Conditions 3, 6, 7, 9, 12, 13 and 16 on approval 22/1340C: Construction of 3 no. dwellings and associated works	Craig House, READES LANE, CONGLETON, CW12 3LL	No Objection
8	23/4323C	Proposed single storey side extension, proposed single storey glazed lean-to to rear and elevational alterations. DECISION MADE	14, PIRIE ROAD, CONGLETON, CW12 2EE	Not discussed by CTC as the decision was made before our meeting and the original decision date as notified by CEC
9	23/4370T	T1 Cherry, T2 Conifer, T3 Conifer, T4 Cherry, T5 Holly, T6 Goat Willow and T7 Multi-Stem Holly (Fell). T8 Crown raise to approx 3m AGL. G1, Laurel and	Bradshaw House, 21, LAWTON STREET, CONGLETON, CW12 1RU	Objection as insufficient information provided – no consideration for re planting and no expert opinion f
10	23/4386C	Variation of condition 2 of existing permission 22/2469C; Replacement dwelling (From four	Threeways, PEDLEY LANE, CONGLETON, CW12 3QD	Not discussed by CTC as the decision was made before our meeting and the original decision date as notified by CEC
11	23/4429C	Erection of L-shaped stable building	Land west of Stone Cottage, MIDDLE LANE, CONGLETON, CW12 3PU	Objection to this application until enforcement requirements from CEC are met . Hardcore is not a suitable surface for horses
12	23/4438C	Proposed front porch and remove existing front	43, DALE CRESCENT,	Not discussed by CTC as the decision was made before our

		gate and opening built up in stone	CONGLETON, CW12 3ER	meeting and the original decision date as notified by CEC
13	23/4455C	Demolition of a detached garage and the construction of two 1-bedroom Hats.	Land to the West of, ELIZABETH STREET, CONGLETON, CW12 4DJ	Objection due to lack of privacy with 2 storey building , cramped development and lack of amenity space
14	23/4465C	Variation of condition 2 on application 17/2235C - Conversion of a redundant barn into a dwelling along with the erection of 2No. new dwellings	Land to the rear of 80, BUXTON ROAD, CHESHIRE, CW12 2DY	No objection
15*	23/4483C	We propose removing the garage door and replacing with a window, approximately 1550 x 1000mm in size. The bricks around the window will match the existing brick for consistency.	21, FORGE LANE, CONGLETON, CW12 4HF	No Objection
16*	23/4501C	Proposed 1st floor rear extension over existing Hat roof to plot 03	The Robin Hood, BUXTON ROAD, CONGLETON, CHESHIRE, CW12 3PE	No Objection
17	23/4519C	Two storey rear extension, front and rear dormers, and demolition of existing conservatory.	16, THREE FIELDS CLOSE, CONGLETON, CHESHIRE, CW12 4PU	No Objection
18	23/4598C	Proposed double side extension which continues over the existing kitchen to the rear in addition to a single inJBI extension to the rear elevation and various internal alterations	57, LEEK ROAD, CONGLETON, CW12 3HX	Objection Proximity of the extension to the neighbouring property creating future restricted access issues for maintenance works

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Environment Committee held on Thursday 11th January 2024

For the papers discussed at the meeting, please see the [Agenda & Papers – 11th January 2024](#)

In attendance:

Committee members: Cllrs

Cllr Suzy Firkin (Chair)

Cllr Amanda Martin

Cllr Susan Mead

Cllr Heather Seddon

Cllr Glen Williams

Cllr Charles Booth

Cllr Heather Pearce

Cllr Sally Ann Holland

Cllr Suzie Akers Smith

Non Committee Members : Cllrs

Cllr Kay Wesley

Cllr Rob Moreton

Congleton Town Council Officers:

- David McGifford – Chief Officer
- Ruth Burgess – Streetscape Development Manager

Minutes

1. Apologies for absence

Apologies for absence were received from:

Committee Members: Cllr David Brown,

2. Minutes of Previous Meetings

ENV/59/2324 Resolved to approve and sign the [minutes of the Environment Committee held on 2nd November 2023](#) as a correct record

3. Declarations of Interest

Declarations of interest were received from Cllrs Sally Ann Holland Cllr Rob Moreton and Heather Seddon, on any matters relating to Cheshire East Council.

4. Outstanding Actions

There was one outstanding action:

To arrange a meeting with all councillors to discuss further and approve the green spaces consultation CEC – Actioned meeting held on 23rd November

5. Questions from Members of the Public

There were no questions raised by members of the public.

6. Urgent Items

There were no urgent items raised at the meeting.

7. Congleton In Bloom Working Group (Enclosed)

ENV/60/2324 resolved to receive the minutes of the Congleton in Bloom Working Group from [3rd November](#)

8. Congleton Green Working Group (Enclosed)

ENV/61/2324 resolved to receive the minutes of the Green Working Group from [26th October](#)

9. Streetscape Trading Account (Enclosed)

ENV/62/2324 Resolved to receive the Streetscape Trading Account

10. Streetscape Update (Enclosed)

ENV/63/2324 Resolved to receive the updates on matters relating to Streetscape

11. Household Waste and Recycling Services (Enclosed)

ENV/64/2324 Resolved to receive the updates on matters relating to Household Waste and Recycling Services

12. Carbon Footprint Summary (Enclosed)

ENV/63/2324 Resolved to receive the updates on matters relating to Carbon Footprint Summary and the way it is reported.

Noted a praise of Thanks for the previous work and support from local resident towards the previous workings and figures

13. Cheshire East Report (verbal update)

No new current reports received from Cheshire East that affect this committee.

**Cllr Suzy Firkin
(Chair)**

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 30th November 2023

For the papers discussed at the meeting, please see the [Agenda & Papers – 30th November 2023](#)

In attendance:

Committee members: Cllrs

Suzie Akers Smith - Chair

Robert Britain
Russell Chadwick
Mark Edwardson
Suzy Firkin
Amanda Martin
Susan Mead
Heather Pearce
Glen Williams

Non Committee members:

Ex-Officio Members: Cllr Kay Wesley – Deputy Mayor

Congleton Town Council Officers:

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

Minutes

1. Apologies for absence

Apologies for absence were received from:

Committee Members: Cllrs Liz Wardlaw – Vice Chair

2. Minutes of Previous Meetings

THAS/20/2324 Resolved to approve and sign the [minutes of the meeting of the Town Hall, Assets and Services Committee held on 28th September 2023.](#)

3. Declarations of Interest

Declarations of interest were received from Cllr Russell Chadwick on any matters relating to Cheshire East Council.

4. Outstanding Actions

No outstanding actions.

5. Questions from Members of the Public

There were no questions raised by members of the public.

6. Urgent Items

Cllr Russell Chadwick made a statement regarding the issue of public toilets at Market Street (Bus Station) following the recent closure of businesses at this location who were responsible for the site.

Action – Chief Officer to contact owner of the site at Market Street to investigate future plans and possible options to reinstate the former toilets at this location.

7. Town Hall Trading Account

THAS/21/2324 Resolved to accept the Town Hall Trading account to 30th September 2023 and to note the content of the summary report.

Action – Investigate option to record individual events organised by CTC, such as Band Nights (Fake That), as separate events for the point of analysis to monitor progress for this type of booking.

8. Decarbonisation of Town Hall

THAS/22/2324 Resolved to receive the updates on matters relating to the Decarbonisation of the Town Hall

9. Town Hall Maintenance Programme

THAS/23/2324 Resolved to receive the updates on matters relating to Town Hall Maintenance Programme

Action – Add the advisory points to the Environment and Equality sections of the report that local companies are currently used, where possible, to carry out work at the Town Hall and will continue to do so for future works relating to the Maintenance Programme.

Action – Add a Point 4 to the Decision Request to note that grant applications and funding will be investigated for projects within the Maintenance Programme wherever possible.

10. Paddling Pool

THAS/24/2324 Resolved to receive the updates on matters relating to the Paddling Pool.

Action- Positive promotion of the proposal to trial a clicker system to replace the existing booking system. Promotion of the trial to advise of the benefits of this system as users of the pool who have used the previous booking system may feel they are now being penalised after using the booking system correctly.

Action – Three quotes required for proposed works to create a gated/fenced queuing area at the entrance to the pool.

Action – To investigate cost of installing an electrical supply to the new shed to be erected at the entrance of the pool.

11. Congleton Information Centre Accounts

THAS/24/2324 Resolved to receive the updates on matters relating to Congleton Information Centre Accounts

Action- Set up a Working Group/Strategy Working Group to develop a specific plan for the improvement of services offered by Congleton Information Centre. Working Group/Strategy Working Group to involve local organisations to offer opinions on services Congleton Information Centre could provide.

**Cllr Suzie Akers Smith
(Chair)**

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Congleton Town Council Meeting		
MEETING DATE AND TIME	22nd February 2024	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	Agenda Item 15: Review of Town Hall Room Hire Charges and Booking Policy		
Background	<p>The Town Hall room hire charges and booking policy were last reviewed in 2022 where the decision was agreed to create individual pricelists for corporate, private, and charity/voluntary & wellbeing bookings. Following the latest hire charge review the Town Hall Letting Policy and Town Hall Booking Conditions were also reviewed.</p>		
Update	<p>The report below, Agenda Item 11: Review of Town Hall Room Hire Charges and Booking Policy was presented to the Town Hall, Assets & Services Committee on 1st February 2024 for approval.</p> <p>No price increases were recommended, however small changes to the pricing document have been highlighted in the original pricing document(Appendix I) and the proposed pricing document (Appendix II).</p> <p>Changes to the charities, voluntary organisations, health & wellbeing activities category include adding the caveat there will be no discount for bookings on Fridays or Saturdays throughout December. This is to accommodate Christmas Parties throughout this period and encourage additional bookings by our Commercial Partner.</p> <p>Changes to the private category include a package price for Weddings which includes room hire and lighting.</p> <p>All price categories now include the caveat that a premium of 100% will be charged on top of the standard rate for room hire bookings on New Year’s Eve, Christmas Eve, and all Bank Holidays. This information was on a previous booking document and has been added to the current booking document.</p> <p>Proposed changes to the Town Hall Letting Policy are highlighted in Appendix III. Proposed changes to the Conditions and Regulations for the Hire of Congleton Town Hall are highlighted in Appendix IV.</p>		

Financial	To be in accordance with allocated budgets and financial regulations
Environmental	To assess via the procurement process environmental impact and benefits
Equality	Where applicable in the procurement of services this is taken into consideration
Decision Request	For Council to approve proposed changes to the pricing policy, Town Hall Letting Policy and Conditions and Regulations for the Hire of Congleton Town Hall as approved by the Town Hall, Assets & Services Committee on 1 st February 2024.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	1 st February 2024	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	Agenda Item 11: Review of Town Hall Hire Charges and Booking Policy		
Background	<p>A review of Town hall Hire Charges were last carried out in June 2022. Following the latest hire charge review the Town Hall Letting Policy and Town Hall Booking Conditions were also reviewed.</p>		
Update	<p>Three pricing categories are used when hiring rooms at the Town Hall; private, corporate, and charities, voluntary organisations, health & wellbeing activities. No price increases are recommended, however small changes to the pricing document have been highlighted in the original pricing document (Appendix I) and the proposed pricing document (Appendix II).</p> <p>Changes to the charities, voluntary organisations, health & wellbeing activities category include adding the caveat there will be no discount for bookings on Fridays or Saturdays throughout December. This is to accommodate Christmas Parties throughout this period and encourage additional bookings by our Commercial Partner.</p> <p>Changes to the private category include a package price for Weddings which includes room hire and lighting.</p> <p>All price categories now include the caveat that a premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve, Christmas Eve, and all Bank Holidays. This information was on a previous booking document and has been added to the current booking document.</p> <p>Proposed changes to the Town Hall Letting Policy are highlighted in Appendix III.</p> <p>Proposed changes to the Conditions and Regulations for the Hire of Congleton Town Hall are highlighted in Appendix IV.</p>		
Financial	To be in accordance with allocated budgets and financial regulations		
Environmental	To assess via the procurement process environmental impact and benefits		
Equality	Where applicable in the procurement of services this is taken into consideration		

Decision Request	To agree the recommended changes in the Review of Town Hall Hire Charges and Booking Policy and recommend these to Council for approval and adoption in to the Constitution
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Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

Room Hire Price List 2022/23

Corporate and Publicly Funded Bodies

The Grand Hall

Sunday to Thursday	CHARGE	VAT	TOTAL
Standard Hourly Rate (<i>minimum booking of 2 hours</i>)	£37.00	£7.40	£44.40
Sunday – Thursday – 4-hour block rate (8am-6pm)	£105.00	£21.00	£126.00
Sunday - Thursday – 8-hour block rate (8am-6pm)	£175.00	£35.00	£210.00
Friday & Saturday			
Standard Hourly Rate – up to 3pm (<i>Minimum booking of 2 hours</i>)	£37.00	£7.40	£44.40
Friday & Saturday Block Rate (3pm to 1am) additional hours charged at the standard hourly rate	£350.00	£70.00	£420.00

The Bridestones Suite

Monday – Friday up to 6pm - Standard Hourly Rate (<i>minimum booking of 2 hours</i>)	£29.00	£5.80	£34.80
Monday – Friday – 4-hour block rate (8am-6pm)	£99.00	£19.80	£118.80
Monday - Friday – 8-hour block rate (8am-6pm)	£155.00	£31.00	£186.00
Friday (<i>from 6pm</i>) Saturday and Sunday Hourly Rate (<i>minimum booking of 2 hours</i>)	£29.00	£5.80	£34.80
One off charge when hiring Grand Hall (<i>Not eligible for any discounts</i>)	£25.00	£5.00	£30.00

The Spencer Suite

Standard Hourly Rate Monday – Friday up to 6pm (<i>Minimum booking of 2 hours</i>)	£15.00	£3.00	£18.00
Monday – Friday – 4-hour block rate (8am-6pm)	£50.00	£10.00	£60.00
Monday - Friday – 8-hour block rate (8am-6pm)	£75.00	£15.00	£90.00
Friday (after 6pm) Saturday and Sunday Hourly Rate (<i>minimum booking of 2 hours</i>)	£15.00	£3.00	£18.00
One off charge when hiring Grand Hall (<i>Not eligible for any discounts</i>)	£15.00	£3.00	£18.00

Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.

To make a booking, discuss an existing booking, arrange refreshments or catering for your event please call us on **01260 270350 – Option 1** or email: bookings@congleton-tc.gov.uk

Please Note: Catering, refreshments and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd.

For larger events, 50+, additional bar space is available, please ask for details.



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

Room Hire Price List 2022/23

Private Hire

The Grand Hall

Sunday to Thursday	
Standard Hourly Rate (minimum booking of 2 hours)	£44.40
Sunday – Thursday – 4 hour block rate (8am-6pm) *	£126.00
Sunday - Thursday – 8 hour block rate (8am-6pm) *	£210.00
Friday & Saturday	
Standard Hourly Rate – up to 3pm (minimum booking of 2 hours)	£44.40
Friday & Saturday Block Rate (3pm to 1am) additional hours charged at the standard hourly rate*	£420.00

Bridestones Suite

Monday – Friday up to 6pm - Standard Hourly Rate (minimum booking of 2 hours)	£34.80
Monday – Friday – 4 hour block rate (8am-6pm) *	£118.00
Monday - Friday – 8 hour block rate (8am-6pm) *	£186.00
Friday (<i>from 6pm</i>) Saturday and Sunday Hourly Rate (minimum booking of 2 hours)	£34.80
One off charge when hiring Grand Hall (<i>not eligible for any discounts</i>) *	£30.00

Spencer Suite

Standard Hourly Rate Monday – Friday up to 6pm (minimum booking of 2 hours)	£18.00
Monday – Friday – 4 hour block rate (8am-6pm) *	£60.00
Monday - Friday – 8 hour block rate (8am-6pm) *	£90.00
Friday (<i>from 6pm</i>) Saturday and Sunday Hourly Rate (minimum booking of 2 hours) *	£18.00
One off charge when hiring Grand Hall (<i>not eligible for any discounts</i>) *	£18.00

Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.

To make a booking, or discuss an existing booking, contact us on: **01260 270350 – Option 1**
or email: bookings@congleton-tc.gov.uk

All prices are inclusive of VAT

* Not eligible for resident discount



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

Weddings

The Grand Hall & Bridestones Suite (ceremony & reception)	£660.00
The Bridestones Suite (Ceremony only)	£480.00

- 1) The hire of the venue for wedding ceremonies **DOES NOT** include the cost of the registrar.
- 2) Your specific room hire times will be confirmed at the time of booking, please ensure you include room preparation and clearance times.



Catering, refreshments and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd.

(the sale or consumption of alcohol on the premises is only permitted through our licensed bar. Last orders are 12.30am & the latest clearance is 1.30am.)

Please contact Mark's Events to discuss bar provision, refreshments, catering and event arrangements on **07722 008421** or email: barandcatering@congleton-tc.gov.uk

For larger events, 50+, additional bar space is available, please ask for details.

All prices are inclusive of VAT

* Not eligible for resident discount



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

Room Hire Price List 2022/23

Registered Charities, Voluntary Organisations, Health and Wellbeing Activity

The Grand Hall

Sunday to Thursday	
Standard Hourly Rate (minimum booking of 2 hours)	£15.00 *
Friday & Saturday	
Standard Hourly Rate – up to 3pm (Minimum booking of 2 hours)	£44.40
Friday & Saturday Block Rate (3pm to 1am) additional hours charged at the standard hourly rate	£420.00

The Bridestones Suite

Monday – Friday up to 6pm - Standard Hourly Rate (minimum booking of 2 hours)	£15.00 *
Friday (after 6pm) Saturday and Sunday Hourly Rate (minimum booking of 2 hours)	£30.00
One off charge when hiring Grand Hall (<i>Not eligible for any discounts</i>)	£30.00 *

The Spencer Suite

Standard Hourly Rate Monday – Friday up to 6pm (<i>minimum booking of 2 hours</i>)	£15 *
Friday (after 6pm) Saturday and Sunday Hourly Rate (<i>minimum booking of 2 hours</i>)	£18.00
One off charge when hiring Grand Hall (<i>Not eligible for any discounts</i>)	£18.00 *

Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.

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All prices are inclusive of VAT

* Not eligible for discount



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

2024/25 – PROPOSAL - Room Hire Price List

Registered Charities, Voluntary Organisations, Health and Wellbeing Activity

The Grand Hall

Sunday to Thursday	
Standard Hourly Rate (minimum booking of 2 hours)	£15.00 *
Friday & Saturday	
Standard Hourly Rate – up to 3pm (Minimum booking of 2 hours)	£44.40 **
Friday & Saturday Block Rate (3pm to 1am) + additional hours charged at the standard hourly rate	£420.00 **

The Bridestones Suite

Standard Hourly Rate (minimum booking of 2 hours)	£15.00 *
Friday (after 6pm) Saturday and Sunday Hourly Rate (minimum booking of 2 hours)	£30.00 **
One off charge when hiring Grand Hall (Not eligible for any discounts)	£30.00 *

The Spencer Suite

Standard Hourly Rate Monday – Friday up to 6pm (minimum booking of 2 hours)	£15 *
Friday (after 6pm) Saturday and Sunday Hourly Rate (minimum booking of 2 hours)	£18.00 **
One off charge when hiring Grand Hall (Not eligible for any discounts)	£18.00 *

Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.

+ For Parties and Evening events SIA registered door staff will be required. We can arrange this for you, prices are determined by the security company, and will be invoiced prior to your event. **Please note these costs are NOT eligible for discounts.**

**** There are no discounts for Friday & Saturday bookings during the month of December.**

There is a maximum of 3 concessionary rate bookings per year only.

A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve, Christmas Eve, and all Bank Holidays.

To make a booking, discuss an existing booking, arrange refreshments or catering for your event please call us on **01260 270350 – Option 1** or email: bookings@congleton-tc.gov.uk

Please Note: Catering, refreshments, and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd. For larger events, 50+, additional bar space is available, please ask for details.

All prices are inclusive of VAT

* Not eligible for discount

V3 – Jan 2024



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

2024/25 – PROPOSAL - Room Hire Price List

Corporate and Publicly Funded Bodies

The Grand Hall

Sunday to Thursday	CHARGE	VAT	TOTAL
Standard Hourly Rate (<i>minimum booking of 2 hours</i>)	£37.00	£7.40	£44.40
Sunday – Thursday – 4-hour block rate (8am-6pm)	£105.00	£21.00	£126.00
Sunday - Thursday – 8-hour block rate (8am-6pm)	£175.00	£35.00	£210.00
Friday & Saturday +			
Friday & Saturday Block Rate (3pm to 1am) Additional hours charged at the standard hourly rate	£350.00	£70.00	£420.00

The Bridestones Suite

Standard Hourly Rate (<i>minimum booking of 2 hours</i>)	£29.00	£5.80	£34.80
4-hour block rate (8am-6pm)	£99.00	£19.80	£118.80
8-hour block rate (8am-6pm)	£155.00	£31.00	£186.00
One off charge when hiring Grand Hall (<i>Not eligible for any discounts</i>)	£25.00	£5.00	£30.00

The Spencer Suite

Standard Hourly Rate (<i>Minimum booking of 2 hours</i>)	£15.00	£3.00	£18.00
4-hour block rate (8am-6pm)	£50.00	£10.00	£60.00
8-hour block rate (8am-6pm)	£75.00	£15.00	£90.00
One off charge when hiring Grand Hall (<i>Not eligible for any discounts</i>)	£15.00	£3.00	£18.00

+ For Parties & Evening events SIA registered door staff will be required. We can arrange this for you, prices are determined by the security company, and will be invoiced prior to your event.

Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.

A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve, Christmas Eve, and all Bank Holidays.

To make a booking, discuss an existing booking, arrange refreshments or catering for your event please call us on **01260 270350 – Option 1** or email: bookings@congleton-tc.gov.uk

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Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

2024/25 – PROPOSAL - Room Hire Price List

Private Hire

The Grand Hall

Sunday to Thursday	
Standard Hourly Rate (minimum booking of 2 hours)	£44.40
Sunday – Thursday – 4 hour block rate (8am-6pm) *	£126.00
Sunday - Thursday – 8 hour block rate (8am-6pm) *	£210.00
Friday & Saturday +	
Friday & Saturday Block Rate (3pm to 1am) additional hours charged at the standard hourly rate*	£420.00

Bridestones Suite

Standard Hourly Rate (minimum booking of 2 hours)	£34.80
4 hour block rate (8am-6pm) *	£118.80
8 hour block rate (8am-6pm) *	£186.00
One off charge when hiring Grand Hall (not eligible for any discounts) *	£30.00

Spencer Suite

Standard Hourly Rate (minimum booking of 2 hours)	£18.00
4 hour block rate (8am-6pm) *	£60.00
8 hour block rate (8am-6pm) *	£90.00
One off charge when hiring Grand Hall (not eligible for any discounts) *	£18.00

+ For Parties & Evening events SIA registered door staff will be required. We can arrange this for you, prices are determined by the security company, and will be invoiced prior to your event.

Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.

A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve, Christmas Eve, and all Bank Holidays.

Please Note: Catering, refreshments, and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd. For larger events, 50+, additional bar space is available, please ask for details.

All prices are inclusive of VAT

* Not eligible for resident discount

V3 – Jan 2024



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

Weddings

The Grand Hall & Bridestones Suite (ceremony & reception) * <i>This includes:</i> <ul style="list-style-type: none">• Room Hire• Room Set Up• Tables & Chairs• Music & Venue License• Licensed Bar• Lighting (Uplighters matching your colour scheme & Fairy Lights)• Room Breakdown	£1060.00
The Bridestones Suite (Ceremony only)	£480.00

- 1) The hire of the venue for wedding ceremonies **DOES NOT** include the cost of the registrar. Please refer to Your Ceremony Cheshire East for more information:
<https://yourceremony.org.uk/planning/>
- 2) As an on the high street venue, SIA registered door staff will also be required. We can arrange this for you, prices are determined by the security company, and will be invoiced prior to your event. Alternatively, you can arrange this yourselves but we will require copies of their SIA registration details.
- 3) Your specific room hire times will be confirmed at the time of booking, please ensure you include room preparation and clearance times.



Catering, refreshments and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd.

(the sale or consumption of alcohol on the premises is only permitted through our licensed bar. Last orders are 12.30am & the latest clearance is 1.30am.)

Please contact Mark's Events to discuss bar provision, refreshments, catering and event arrangements on **07722 008421** or email: barandcatering@congleton-tc.gov.uk

For larger events, 50+, additional bar space is available, please ask for details.

To make a booking, discuss an existing booking, arrange refreshments or catering for your event please call us on **01260 270350 – Option 1** or email: bookings@congleton-tc.gov.uk

All prices are inclusive of VAT

* Not eligible for resident discount

V3 – Jan 2024

CONGLETON TOWN COUNCIL

TOWN HALL LETTING POLICY

- To ensure the Town Hall facilities are well used by the community, local residents and businesses.
- To allow the Town Hall to contribute to the wider strategic objectives of the Town Council.
- To achieve the correct balance between community facility and commercial undertaking.
- To work with a commercial partner to reduce the operating deficit of the Town Hall

Under the Terms of Reference and delegation approved by Council, the Town Hall and Assets Committee have the following powers in respect of Bookings and Charging:-

- To approve a pricing structure within Budget and Council Policy.
- Recommend the Pricing Structure to Council for approval
- To recommend to Council, a Town Hall Letting Policy.
- To authorise the Chief Officer to let office space within Policy.
- To authorise the Town Hall Administration Staff to accept bookings and the Chief Officer may reject them.
- To delegate costing of room hire, functions and catering to the Administration Staff.
- To authorise the Chief Officer to allow concessions on room hire as set out in this policy.
- To authorise the RFO Support Manager to waive or reduce the booking deposit in the case of public sector bodies (e.g. local authorities, PCT, Health trusts, Police, Fire, Ambulance, Blood Donors,) Local Community Groups and regular commercial customers.

Commented [SV1]: Added to ensure final list is reviewed by Council per Regs.

9.3. The council will review all fees and charges at least annually, following a report of the Chief Officer.

Commented [SV2]: Not required, a purchase order system is in place so no deposit requested.

When revised room hire charges have been agreed by the Town Hall and Assets Committee, existing cost confirmations will be honoured, for which deposits have been received or waived. Costings for unconfirmed bookings for room hire will not be honoured.

Long term bookings will be given 3 months' notice of any changes to room hire charges, except in the case of VAT changes which will be applied immediately from the date of the VAT change.

It is essential that the Town Hall Trading Account accurately reflects income and expenditure incurred, and does not subsidise other parts of the Council's operations. The Town Council will therefore continue to pay rent from its Management Account, and pay for room hire by internal transfer. Similarly room hire by Congleton Partnership is paid for directly from the Partnership Budget, for which the Town Council is the accountable body.

Concessions to Local Voluntary/Community groups are not permitted from the Town Hall Trading Account.

Such help can be given from the Council's grants budget using an appropriate power and therefore part of the grants budget will be allocated for this purpose.

Registered Charities and other Local Voluntary/Community groups which directly benefit the Town will be considered for a 50% concessional grant on room hire, this will not be given in addition to any other discount or concession.

Local Voluntary/Community groups must be able to produce a copy of their Constitution in order to be eligible for any concessional grant on room hire

The 50% concessional grant may be awarded to organisations/individuals raising funds for Congleton Charities, this will only be considered on production of a letter of proof from the Charity

Commented [SV3]: Requested as proof.

Applications from Congleton Town residents will also be considered for a 10% concessional grant on room hire, this will not be given in addition to any other discount or concession.

No concessional bookings will be accepted more than 12 months in advance without prior agreement from the Chief Officer, except in the case of weekly/monthly block bookings, weddings, festivals and other significant events.

Registered Charities, Local Voluntary/Community groups may have no more than 3 Friday or Saturday evening concessional bookings in any 12 month period.

There will be no concessional grants awarded During December and on Bank Holidays

Commented [SV4]: New input per officer discussions.

All rates will include the cost of setting up rooms by Facilities Staff/Caretaking staff from the Town Council.

Facilities Caretaking staff from the Town Council, the Town Council's Commercial Partner or SIA Registered Door Staff (who may be required in line with our Policy), hired by the Town Council's Commercial Partner, will be present at all times.

Bank Holidays: A premium of 100% will be charged on top of the standard rate for room hire bookings on Bank Holidays, New Year's Eve and Christmas Eve.

Formatted: English (United States)

Weddings

~~Inclusive and tailored wedding packages are available for booking directly through the Town Council's Commercial Partner, Congleton Town Hall Events and Parties. They will arrange both the ceremony and reception, or the reception to support a ceremony conducted elsewhere.~~

Commented [SV5]: SVS thoughts: Removed this as it is not exclusively through the C. (partner

When the Town Hall has been booked for both the wedding ceremony and evening reception, this will include exclusive use of the Town Hall and all side rooms within the set up and clearance times agreed ~~with the Town Council's Commercial Partner.~~ Additional set up and clearance hours required by the hirer will be charged at the standard hourly rate.

Catering requirements must be from our Commercial Partner.

Commented [SV6]: Included as new item.

When the Town Hall has been booked for a wedding ceremony only, using either the Grand Hall or Bridestones Suite, the rate charged is for 4 hours room hire and includes set up and clearance times.

CONDITIONS AND REGULATIONS FOR THE HIRE OF CONGLETON TOWN HALL

(Note Councillors are being asked to consider words – then the document will be designed. Yellow indicates a suggested addition by officers. Light blue raises a question/comment. Changes such as gender neutral language have been made and not highlighted.

We hope you will enjoy the Town Hall experience and will become a regular user. We must have rules of course but you will find us focused on your needs and flexible in how we deliver our services.

1. INTERPRETATION

- 1.1 In these Conditions and Regulations the following expressions have the meanings hereby assigned to them. 'The Council' means the Congleton Town Council. 'The Hirer' means the person or persons or body in whose name the application form is accepted. 'The premises' means the Congleton Town Hall. 'The function' means the purpose for which the premises are hired and includes any dance, concert, stage show, dinner, entertainment, meeting, lecture, bazaar, exhibition, sale, cinematograph show, or other proper use of the premises and shall include the arrival and departure of the public, entertainers and other persons attending or taking part in the function.

2. APPLICATIONS

- 2.1. The Council reserves the right at its absolute discretion to refuse any application without giving any reason for such refusal.
- 2.2 The Council reserves the right to seek discussion with a hirer to be better informed about the nature and scope of the booking.
- 2.3 All applications for the use of the Premises shall be made on the official application form.
- 2.4 Applications will usually be taken no more than 12 months in advance, except in the case of weekly/monthly block bookings, weddings, festivals, other significant events and bookings of more than one-day duration at the discretion of the Chief Officer.
- 2.5 Applications for the hire of furniture and equipment only are not accepted.
- 2.6 The Chief Officer has discretionary powers to submit any application for hiring to the Council for consideration before acceptance or refusal.
- 2.7 Saturday evening bookings will not be allowed to finish later than 1.00
- 2.8 The Town Council does not accept 18th Birthday parties.
- 2.9 A 50% deposit of the room hire, or a Purchase Order, is required within 14 days of the receipt of the costings to secure the booking (see 5.2) A provisional booking is held for 14 days.

3. SALE OR CONSUMPTION OF ALCOHOL

- 3.1 The Council, through its bars service (provided directly or through a franchise), holds the right at its absolute discretion to sell alcohol within the premises.
- 3.2 The bar is operated in compliance with the conditions imposed on the Town Hall Premises Licence for the sale of alcohol.
- 3.3 The Hirer shall not permit the sale or consumption of alcohol on the premises except that supplied through the Council's bar for which the licence applies.
- 3.4 The Hirer shall be responsible for compliance with the requirements of the licensee and the licensing laws during a function and shall ensure that alcohol is not brought into the premises by persons attending the function.

4. SALE OF FOOD AND OTHER REFRESHMENTS

- 4.1 All food and non-alcoholic refreshments may only be obtained through the Council's official caterer. The Hirer by themselves or by any other person authorised by them may not provide or sell non-intoxicating refreshments on the premises. The Chief Officer will sanction the sale of food at an exhibition or sale providing it is not for consumption on the premises.

5. CANCELLATION

5.1 Upon confirmation of your booking with Congleton Town Council (CTC) or Mark's Events Ltd (MEL) the commercial partner of CTC, every effort will be made to ensure the booking is carried out in the way agreed. CTC or MEL shall be entitled to cancel the booking without being liable to the Hirer or any other person in respect of any loss, damage or expenses suffered if.

- (a) the Hirer fails to pay for the hire charge in advance of the event on the date agreed
- (b) the Hirer makes an omission from or mis-statement in the application form, which CTC or MEL deem at their sole discretion to be material, or uses the venue for a purpose not listed on the application form that is considered to by the CTC to be unlawful, undesirable or unsuitable.
- (c) the premises become unfit because of damage or discovery of a health and safety risk unforeseeable at the time of booking
- (d) If the Council deems the Hirer to be unfit to organise the function for whatever reason.

5.2 Your booking with us will only be confirmed when the room hire deposit is paid in cleared funds or in the case of a corporate body a purchase order has been received. If you need to cancel your booking with CTC or MEL you shall be liable for the following room hire charges. Time shall be of the essence when paying for or cancelling a booking.

Friday Evening and Saturday bookings – terms relate to room hire deposit and cancellation fee:

- a) More than 365 days' notice of cancellation – deposit will be returned in full.
- b) Between 180 and 365 days' notice cancellation - 25% of the room hire fees will be charged.
- c) Between 90 and 179 days' notice of cancellation 50% of the room hire fees will be charged.
- d) Between 30 and 89 days' notice of cancellation 75% of the room hire fees will be charged
- e) Less than 30 days' notice– the full room hire fees must be met.

For mid-week, Friday daytime and Sunday bookings:

- f) More than 90 days' notice of cancellation – deposit refunded in full
- g) Between 15 – 89 days' notice – 50% of the room hire fees will be charged
- h) Less than 14 days' notice – 100% of the room hire fees will be charged

Officers questioned if this should be increased to 30 days - overall suggest leave as 14 days but councillors may have an opinion.

5.3. The Council at the discretion of the Chief Officer may vary the sum payable in exceptional circumstances or in the event of the rooms being re-let.

5.4 Final payment for events will be invoiced in the month prior to the event and must be paid in full at least 1 week prior to the event. For weekly bookings, the invoice will be issued in the month prior and must be paid in full within the first week of the relevant month.

6. CONDUCT AND BEHAVIOUR

6.1 The Premises must be used only for the purpose for which it is let, and the Hirer shall not sublet or assign the same or any part thereof.

6.2 The Hirer shall maintain and keep good order and decent behaviour in and around the Premises during the Function and shall be responsible for the care and custody of the Premises. The Hirer shall appoint a competent representative to be present during the Function who shall give constant oversight and attention to the observance of these conditions. The name of the representative shall be included in the application form. The Hirer shall provide such stewards as may be required by the Council to ensure the observance of these conditions by all persons admitted to the Premises during the Function.

If the Hirer engages or appoints any of the Council's Staff for any duties in connection with any Function, it shall be on the understanding that the Council have no liabilities whatever in connection with such engagement, and that the duties that shall be undertaken for the Hirer shall not interfere with any duties which should be undertaken for and on behalf of the Council. The Council's Duty Staff shall have full power concerning the safety and security of persons and premises and to direct the removal from the premises of any person or persons who are guilty of disorderly or objectionable conduct or other justifiable reason of similar security. Any stewards or Security staff employed by the Hirer shall be from the Council's approved contractor, who will be qualified and registered by the Security Industry Authority.

N.B. In the case of an 18th Birthday Party the competent representative must be the parent or guardian of the person celebrating their 18th birthday.

Remove if not accepting 18th Birthdays

- 6.3 The Council reserves the right to directly provide stewards for certain functions and to recover any associated costs from the Hirer.
- 6.4 Door sales of admittance tickets will only be permitted subject to the Council's prior formal consent and only until 10.30pm. on the night of the function.
- 6.5 The Hirer shall ensure that no person shall:
- (a) bring, place, or erect any furniture, fitting, electric, limelight or cinematograph appliances, apparatus or lantern; or
 - (b) place or fix any additional or decorative light or any decorations, cotton wool, inflammable material, plants, shrubs, or similar articles; or
 - (c) deposit wax or powder on the floors of the premises; or
 - (d) place, fix or exhibit any advertisement or notice within or without the premises prior to obtaining the previous permission of the Council, who shall be at liberty to impose such conditions as to materials, position, method of fixing, use and subsequent observance and reinstatements as, in their opinion, may be expedient or necessary.
- 6.6 If the Hirer requires the Premises for stage plays or similar entertainment, they shall ensure that no obscene, indecent or immoral song or representation shall be given during the performance.
- 6.7 The Hirer shall ensure that the emission of noise associated with any function shall not be unreasonable and shall contain noise to particular levels where these are formally dictated.

7. CCTV IN OPERAION

- 7.1 Congleton Town Council has installed CCTV in the Town Hall for the purposes of public safety, deterring crime and reviewing any matters brought to management's attention. CCTV is operated in accordance with the Council's CCTV Policy. Images will be shared with Police if requested due to suspected criminal activity.

8. ELECTRICAL INSTALLATION

- 8.1 All electrical switchboards and equipment in the Premises shall be under the control of the Council's staff and shall not be used by any other person without staff consent.
- 8.2 No additional electrical apparatus shall be used in the hall by the Hirer without permission and on the understanding that such apparatus shall be suitably fused and protected, connected to suitable sockets and installed by a competent person. Trailing cables are not allowed. Safety covers are available on request.

9. HEATING INSTALLATION

- 9.1 The heating of the Premises shall be the sole responsibility of the Council and the Hirer shall request the Council's staff to make adjustments as are necessary. The Hirer shall not touch or interfere with the heating equipment.

10. DAMAGE AND LIABILITY - INSURANCE

- 10.1 As between the Council and the Hirer, the Hirer shall be fully responsible for any injury, loss or damage whatsoever sustained or suffered by any persons in or about the Premises arising out of or in any way connected with the use of the Premises by the Hirer and the Hirer hereby undertakes so to indemnify the Council, its Officers, Agents and Servants, against all actions, costs, expenses, claims and demands in respect of or in any way connected with any such injury, loss or damage.
- 10.2 Each Hirer shall arrange liability insurance to cover his function activities unless such insurance is waived by the Chief Officer.
- 10.3 In the event of any damage or loss being caused to the Premises or to any fixtures, fittings, furniture or other items belonging to the Council therein during the function and arising out of or in any way connected with the use of the Premises, the Hirer shall at his own expense make good all such damage or loss and in the event of his failure to do so within 14 days after the occurrence thereof the Council shall be entitled to make good such damage or loss and the Hirer shall reimburse the Council all proper costs, charges and expenses in respect thereof.
- 10.4 All the conditions attached to the Premises Licence, allowing the Venue to be used for regulated entertainment and late-night refreshment, shall be duly observed and the Hirer shall indemnify the Council as Licensee against any action, claim, damage or loss which the Council may sustain or incur by reason of any non-observance or breach of any such provisions and conditions by the Hirer or his servants. A copy of such licences may be seen on application to the Chief Officer and the Hirer shall be deemed to have had notice of all such conditions.

11. SAFETY PRECAUTIONS

- 11.1 The Hirer shall acquaint himself with the emergency exits and the fire equipment provided and shall have sufficient attendants to effectively evacuate the Premises in the event of fire, according to the predetermined procedures.
- 11.2 The Hirer shall keep every entrance, exit and passage connected with the Premises clear of obstruction and ready for use in the event of an emergency.
- 11.3 Hirers intending to stage plays shall take due care to limit and control the amount and nature of materials and equipment used in the production to safeguard against fire or other hazards.
- 11.4 At all times the Hirer must adhere to instructions given by the Council's officers.

12. RIGHT OF ENTRY AND INSPECTION

- 12.1 The Council reserve to its Officers, Police Officers and such other persons duly authorised by it in pursuance of their duties, the right of free and unimpeded access at all times to all parts of the Premises.
- 12.2 The Council shall be responsible for the opening and locking up of the Premises before and after any function.

13. HIRE CHARGES

- 13.1 Hire charges are levied in accordance with the official scale of charges in operation at the date the function is held. The Council reserve the right to amend such charges without prior notice. (The Council reserves the right to review the charges for the start of each financial year, 1st April)
- 13.2 Hire charges are payable in accordance with the official terms and conditions, in force at the date of acceptance of hire.
- 13.3 Additional charges may be incurred where a function extends beyond the stipulated function hours contained in the application form.
- 13.4 Registered Charities and other Local Voluntary/Community groups which directly benefit the Town will be considered for a 50% concessional grant on room hire, this will not be given in addition to any other discount or concession.
- 13.5 Applications from Congleton Town residents will also be considered for a 10% concessional grant on room hire, this will not be given in addition to any other discount

- or concession
- 13.6 Registered Charities, Local Voluntary/Community groups may have no more than 3 Friday or Saturday evening concessionary bookings in any 12 month period.
- 13.7 There will be no concessionary grants awarded During December and on Bank Holidays
- 13.8 A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve and Christmas Eve.

Policies added by RFO to bring in line with Letting Policy

14. COPYRIGHT ACT 1956

- 14.1 The premises are let on condition that no copyright work or music shall be performed by means of written or spoken word, gramophone records/compact discs/mini discs/cassette tapes or streaming without the consent of the owner of the copyright.,

Suggesting remove 14.1 as impossible to do and covered by PPL/PRS – but if including then add streaming.

- 14.2 The Council has taken up a licence with the PPLPRS (The Music License) (PPLPRSto authorise the use of the Society's copyright music repertoire at all entertainments, including dances and shows held in the Premises. PRS is an organisation which collects licence fees from music users and distributes it to writers and publishers of music. Where copyright music in any form comprises part of the function, the Hirer must furnish to the Council's staff on request, at the cessation of the function a Performing Right Society form of return, duly completed, showing the title, composer etc. of every piece of music played and the date on which the function is held. The form of return will be supplied by the Council. Unless an exemption applies, the fee payable to PPLPRS by the Council, is included in the hire charge made to the Hirer.
- 14.3 PPLPRS (The Music License) is a music industry organisation collecting and distributing public performance royalties on behalf of record companies and performers. The Council holds a licence for playing sound recordings such as streaming, CDs, tapes, and records in public, whether for dancing, as part of a show or for any other purpose, where recorded music is played. Unless an exemption applies, the fee payable to PPL by the Council, is included in the hire charge made to the Hirer, who must provide all necessary details to the Council's staff.
- 14.4 PPLPRS (The Music License) These licences do not cover the Hirer to record any music played at an event (either recorded or live) on to CD, DVD, or any other device. For recorded music the hirer must get permission from individual record companies and in the case of live music from the artist ad the Mechanical Copyright Protection Society who look after the interests of writers and publishers.

15. ATTENDANCES: LIMITATION OF

- 15.1 The Hirer shall not permit overcrowding of the premises and in no case shall sell tickets for any Function or allow any persons to attend any Function in excess of the maximum number of persons identified by the Entertainment Licence for the Premises for particular types of events. These numbers may be reduced without notice at the discretion of the Council having regard to the exact nature and format of the event.

16. COMMUNICATION

- 16.1 Any notice, demand, or request by the Council to, or upon the Hirer, may be sent by ordinary prepaid post addressed to the Hirer at the Hirer's address given in the application form and shall be deemed to be made or served at the time when the letter containing the same would be delivered in the ordinary course of post.

Advice on 16.1 to be given at the meeting as 99.9% of correspondence by e-mail and need to check the legal position of these.

17. GENERAL DATA PROTECTION REGULATION

17.1 The personal data that you have given on your booking form will only be used to contact you for purposes connected with your booking. The Town Council will keep a secure record of the booking for six years in line with our financial regulations and data protection policies

18. VARIATION OF CONDITIONS AND REGULATIONS

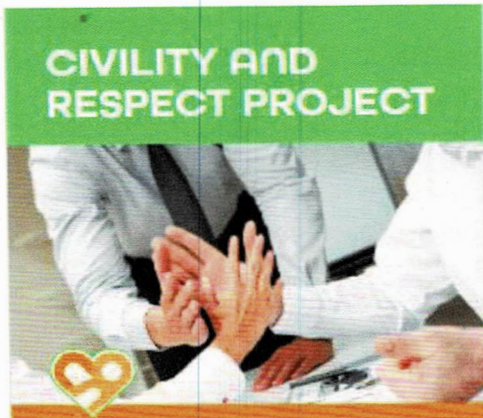
18.1 The Council reserve the right to vary or alter these conditions from time to time as they think fit.

18.2 The hirer agrees to abide by these terms and conditions, or any amendment issued.

**CHIEF OFFICER, CONGLETON TOWN COUNCIL, TOWN HALL, HIGH STREET
CONGLETON, CHESHIRE, CW12 1BN
TEL. 01260 270350 E-mail: bookings@congleton-tc.gov.uk**

CONGLETON TOWN COUNCIL

COMMITTEE:	Council		
Report from	Chief Officer		
MEETING DATE AND TIME	Thursday 29 th September 2022	Time 7.00 pm	Location Town Hall
Agenda item Report Name	13 Civility & Respect Pledge		
Background	<p>The objective of the Civility & Respect Pledge is more far-reaching than the title states, this is about culture change within this sector which includes councillors, employees, members of the public, representatives of partner organisations and volunteers.</p> <p>This initiative is supported by the National Association of Local Councils (NALC) and the Society of Local Councils and Clerks (SLCC) who have recognised the increasing amount of disrespect that is currently being shown.</p> <p>By signing the Pledge, we are agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:</p> <ul style="list-style-type: none"> • has put in place a training programme for councillors and staff. • has signed up to the Code of Conduct for councillors. • has good governance arrangements in place including staff contracts and a dignity at work policy. • will seek professional help at the early stages should civility and respect issues arise. • will commit to calling out bullying and harassment, if and when it happens. • supports the continued lobbying for change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate. <p>Full details are contained within Appendix 1 and 2</p>		
Environmental Consideration	The working environment will be significantly improved for many Councils by adopting this initiative.		
Equality	Recognising equality is a key part of this initiative.		
Financial	Where required we have training budgets still available for this financial year and training budgets for 2024-25		
Proposal	To sign up to the Civility and Respect Pledge and ensure training is available where needed for officers and councillors		



Civility & Respect

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

WE INVITE COUNCILS TO SIGN UP TO THE CIVILITY AND RESPECT PLEDGE



Unfortunately, as we know only too well in our sector there is, and has, been a problem with lack of civility and respect in some councils, leading to bullying and harassment. Although this is in the minority it is nonetheless significant and can have a serious detrimental impact on the well-being of those involved, the functionality and finances of the council, as well as the local community.

There is no place for bullying, harassment, and intimidation within our sector and signing up to the Civility and Respect Pledge is one of the ways a council can demonstrate that it is committed to standing up to poor behaviour across our sector, and to demonstrate positive changes which support civil and respectful conduct.

By signing the pledge, your council is agreeing that it will treat councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles. We invite all councils to include an agenda item to review the statements and sign up to the Civility and Respect Pledge.

Visit our dedicated webpages for more information -

www.slcc.co.uk/news-publications/civility-respect-project & www.nalc.gov.uk/our-work/civility-and-respect-project

CIVILITY AND RESPECT TRAINING

Our project team has worked with key partners across the sector to create a brand-new series of virtual workshops designed to address many of the civility and respect issues our sector is facing. We are delighted to share the first range of this training with you. The cost for attendance is supplemented by the project until Dec 2022, and the prices advertised are 50% of the usual delegate fees.

Breakthrough Communication are experts in the field of training for local councils. They have created a **suite of bespoke workshops and resource packs** for local council clerks, officers, and councillors as part of the Civility and Respect Project.

Each package comprises useful guides and custom-designed toolkits as well as access to on-demand and live virtual training events.



There are separate packages for officers and councillors, to book your place visit www.breakthroughcomms.co.uk/civility-respect/

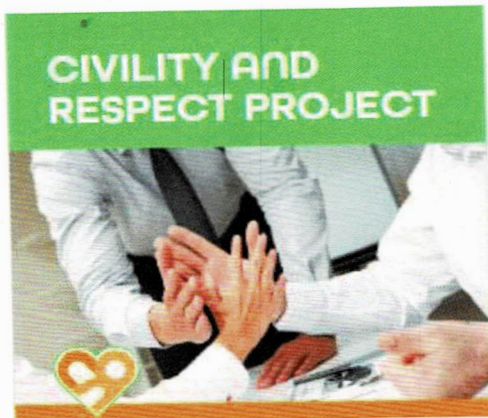
****Resilience and Emotional Intelligence - What it means in practice for clerks and council officers****

Delegate fee: £30

Develop a better understanding of where our behaviour comes from, what resilience means for us in the context of our different local council roles, and explore role-focused scenarios. Take away strategies to manage and deal with different situations effectively, including a useful resource pack for building your own resilience and emotional intelligence.

****Leadership in Challenging Situations - Dealing with challenging situations & working with others effectively**** *Delegate fee: £30*

Explore how to deal with a range of role-focused challenging situations and how we can work with others more effectively. Consider different leadership styles and approaches in the context of your role, which styles we personally 'default' to and how to lead effectively for different situations. We'll also consider how to build, support, and get the most from an effective and motivated team.



Civility & Respect

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