



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

6th June 2024

Dear Councillor,

You are summoned to attend a meeting of the Council on **Thursday 13th June 2024** to be held at Congleton Town Hall commencing at **7.00 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 4th April & 16th May 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. Minutes of the Planning Committee

To approve and [sign the minutes of the Planning Committee meetings held on the 18th January, 15th February, 21st March and 25th April 2024.](#)

7. Minutes of the Community Committee

To approve and [sign the minutes of the Community Committee meetings held on the 4th January 2024.](#)

8. Minutes of the Town Hall and Assets Committee

To approve and [sign the minutes of the Town Hall and Assets Committee meeting held on the 1st February 2024.](#)

9. Minutes of the Environment Committee

To approve and [sign the minutes of the Environment Committee meeting held on the 11th January 2024.](#)

10. Minutes of the Finance and Policy Committee

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

10.1 Annual Governance and Accountability Return (AGAR) 2023-2024 (enclosed)

To approve Section 1 of the AGAR: The Annual Governance Statement 2023-2024.
To approve Section 2 of the AGAR: The Accounting Statements 2023-2024.

10.2 Budget update: Earmarked Reserves (enclosed)

To approve the use of Earmarked Reserves for Training and Legal & Professional throughout 2024-2025. RFO is to be delegated with monitoring the balance with reports back to Council via Finance and Policy Committee minutes.

10.3 Fixed Asset Register 31st March 2024 (enclosed)

To note the updated Fixed Asset Register as at 31st March 2024.

10.4 Internal Audit Report – Final Audit for 2023-24 (enclosed)

To receive the Final Internal Audit report for the year ending 31st March 2024.

10.5 Insurance Review 2024 (enclosed)

To approve the renewal of the Town Council Insurance.

11. Minutes of the Personnel Committee

To approve and [sign the minutes of the Personnel Committee meeting held on 21st December 2023](#).

12. Town Hall Decarbonisation, Project Management (enclosed)

To approve the recommendation of the company to Project Manage Phase 1 of the Town Hall Decarbonisation programme.

13. Congleton Town Council Website Contract (enclosed)

To note the report from the Website Development Working Group

14. Amendments to councillor appointments to Committees, Macebearer and Deputy Macebearer (enclosed)

14.1 To appoint a Deputy Macebearer

14.2 To appoint a councillor to the Finance and Policy Committee

15. Resolution to Exclude the Public and Press from Item 8

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

16. Provision of public toilets (to follow)

To receive an update from the Chief Officer regarding the provision of public toilets.

To All Members of the Council

CC: Town Burgess (5), Congleton Information Centre,
Congleton Library, Press (3)

Congleton Town Council

Minutes of the Emergency Council Meeting held at Congleton Town Hall on 4th April 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 Emergency Council 4th April 2024](#)

Councillors Present:

Dawn Allen
Robert Brittain
David Brown
Russell Chadwick
Robert Douglas
Mark Edwardson
Suzy Firkin
Amanda Martin
Rob Morton (Mayor)
Heather Peace
Kay Wesley (Deputy Mayor)
Glen Williams

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

Number of Press: None

Member of the public: One

1. Apologies for absence

Apologies for absence were received from Cllrs Suzie Akers Smith, Emma Hall, Susan Mead Shaun Radcliffe, Heather Seddon, Richard Walton and Liz Wardlaw

2. Minutes of Previous Meetings

CTC/92/2324 Resolved to approve and sign the [minutes of the Council meeting held on the 22nd February 2024](#)

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3. Declarations of Disclosable Pecuniary and Non-Pecuniary Interests

Non-pecuniary declarations of interest were declared by Cllrs Russell Chadwick, Rob Moreton and David Brown with regards to Cheshire East Council.

4. Questions from Members of the Public

There were no questions from members of the public

5. Urgent Items

There were no urgent items raised.

6. Town Hall Decarbonisation Grant Offer

CTC/93/2324 Resolved

1. That the Council approves the signing of the Grant Offer as per Appendix 1 of the report
2. That the Chief Officer creates the required Project Board with the membership and powers as stated within the report

Thanks were given to Cllr Suzy Firkin, Chair of the Environment Committee for her hard work on this project – along with the Chief Officer and Mark Worthington the Town Hall Manager.

A request was made that we receive a commitment from the conservation team at Cheshire East to receive timely responses.

Action: A good news press release to be issued about the grant offer.

7. Finance and Policy matters

CTC/94/2324 Resolved to approve the updated IT Policy and adopt it into the constitution

CTC/95/2324 Resolved to approve the updated Document Retention Policy and adopt it into the constitution

CTC/96/2324 Resolved to approve the Business Risk Assessment for 2024-2025

Action: A future check on how a move towards paperless meetings may impact the IT Policy

8. Commercial Partner

CTC/97/2324 Resolved that the Council approve the trial of an initial 3-month sub-let of Bluey's

Action: Issue a good news press release welcoming Yamahiya

9. Website Development

CTC/98/2324 Resolved

1. To give delegated authority to the Chief Officer following a review of the applications by the Congleton Web Development Group to appoint a company to develop version 4 of the town council website. The chosen company will be from those who have submitted a bid, within the Ear Marked Reserve budget and using the criteria as approved in the bid document.
2. To authorise the Deputy Chief Officer to notify the 16 companies least able to meet our specifications that they have not been successful.
3. Request for Council to approve the spend of up to £30,151 from the Website EMR [331], to cover the expenditure of the new Website Development project, funds to be transferred to revenue budget line 102-4035 (Council Website).

10. Meeting calendar for 24-25

CTC/97/2324 Resolved to accept the proposed meeting calendar for 2024/25 with the following amendments

1. Mayor Making to be moved from the 22 May to the 15 May 2025
2. The Annual Town Meeting be added to the calendar for the 8th May 2025

Cllr Robert Moreton

Town Mayor

Meeting closed 8.01pm



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

Minutes of the Annual Council Meeting (Mayor Making)

Held on Thursday, 16th May 2024 at 7.00 p.m.

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

Councillors Present: Susie Akers Smith
Charles Booth
Robert Brittain (Deputy Mayor)
David Brown
Russell Chadwick
Mark Edwardson
Suzy Firkin
Emma Hall
Amanda Martin
Susan Mead
Rob Morton (Retiring Mayor)
Heather Peace
Shaun Radcliffe
Heather Seddon
Richard Walton
Liz Wardlaw
Kay Wesley (Mayor)
Glen Williams

Congleton Town Council Officers: David McGifford (Chief Officer), Jackie MacArthur (Deputy Chief Officer and Marketing and Communities Manager) Debbie Coxen (Marketing, Civic and Communications Officer) Cathy Dean (Communities and Administration Officer).

1. Election of the Town Mayor for the ensuing year

CTC/01/2425 Resolved to appoint Cllr Kay Wesley as Mayor for the ensuing year

2. Vote of thanks for the retiring Town Mayor

Cllr Suzie Akers Smith proposed a vote of thanks to the retiring Mayor

3. Apologies for absence

Apologies for absence were received from Cllr Dawn Allen, Robert Douglas, Arabella Holland and Sally Ann Holland

4. Election of Deputy Town Mayor for the Ensuing Year

CTC/02/2425 Resolved to appoint Cllr Robert Brittain as Deputy Mayor

5. Council Committees and quantity of members

CTC/03/2425 Resolved to approve the constitution and membership of the following committees:

Committee		Members				
Community	10	Richard Walton	David Brown	Suzy Firkin	Dawn Allen	Sally Ann Holland
		Susan Mead	Mark Edwardson	Emma Hall	Glen Williams	Shaun Radcliffe
Environment	10	Suzy Firkin	Heather Pearce	Suzie Akers Smith	Charles Booth	David Brown
		Sally Ann Holland	Amanda Martin	Susan Mead	Heather Seddon	Glen Williams
Finance and Policy	10	Robert Douglas	Suzie Akers Smith	Dawn Allen	Charles Booth	Mark Edwardson
		Emma Hall	Arabella Holland	Heather Pearce	Russell Chadwick	Liz Wardlaw
Personnel	10	David Brown	Suzie Akers Smith	Sally Ann Holland	Russell Chadwick	Robert Douglas
		Suzy Firkin	Amanda Martin	Heather Seddon	Robert Moreton	Glen Williams
Planning	10	Amanda Martin	Suzie Akers Smith	Dawn Allen	Charles Booth	David Brown
		Heather Pearce	Robert Douglas	Suzy Firkin	Liz Wardlaw	Robert Moreton
Town Hall Assets and Services	10	Liz Wardlaw	Suzie Akers Smith	Rob Moreton	Arabella Holland	Mark Edwardson
		Suzy Firkin	Amanda Martin	Susan Mead	Heather Pearce	Glen Williams

6. Appointment of Chairs and Vice-Chairs of Committees

CTC/04/2425 Resolved to appoint the following Chairs and Vice Chairs of committees

Committee	Chair	Vice Chair
Community	Richard Walton	Glen Williams

Environment	Suzy Firkin	Heather Pearce
Finance and Policy	Robert Douglas	Charles Booth
Personnel	David Brown	Sally Ann Holland
Planning	Amanda Martin	Robert Brittain
Town Hall, Assets and Services	Suzie Akers Smith	Liz Wardlaw
Strategy Working Group	Mayor	Deputy Mayor

7. Appointment of Working Groups

CTC/05/2425 Resolved to appoint the following Working Groups and councillor membership

Working Groups	Members				
Community Safety	Robert Brittain	Susan Mead	Rob Moreton	Shaun Radcliffe	Glen Williams
	Richard Walton	Kay Wesley			
Congleton Green	Suzy Firkin	Amanda Martin	Heather Pearce	Heather Seddon	Glen Williams
	Kay Wesley				
Congleton In Bloom	Dave Brown	Russell Chadwick	Susan Mead	Robert Brittain	Rob Moreton
	Heather Pearce	Heather Seddon	Glen Williams		
Health and Wellbeing	Dave Brown	Suzy Firkin	Emma Hall	Amanda Martin	Heather Pearce
	Richard Walton	Liz Wardlaw	Kay Wesley		
Integrated Transport	Suzie Akers Smith	David Brown	Suzy Firkin	Heather Pearce	Kay Wesley
	Glen Williams				
Neighbourhood Plan Development	David Brown	Suzy Firkin	Amanda Martin	Liz Wardlaw	Kay Wesley
Regeneration and Town Centre	David Brown	Russell Chadwick	Robert Douglas	Suzy Firkin	Amanda Martin
	Susan Mead	Kay Wesley			
White Ribbon	Mark Edwardson	Rob Moreton	Shaun Radcliffe	Richard Walton	Kay Wesley
Strategy	All Councillors				

8. Appointment of representatives to outside bodies, other offices and panels

CTC/06/2425 Resolved to appoint the following councillors as representatives to outside Bodies, other offices and panels:

Outside Bodies	Number	
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Astbury Mere Trust	1	Mark Edwardson
Chalc	1	Amanda Martin
Cheshire East Liaison	6	Congleton Ward Councillors
Congleton Museum Trust	1	Suzy Firkin
Congleton Partnership Executive Group	2	Amanda Martin, Richard Walton
Hilary Avenue Allotment Association	1	Susan Mead
Congleton Community Projects	1	Richard Walton

CIVIC	Number	
Macebearer	1	Sally Ann Holland
Deputy Macebearer	1	Suzie Akers Smith
PANELS AND SIGNATORIES		
Complaints Panel	7	Town Mayor, Deputy Mayor plus one from each group
Selection Panel for co-option	7	Town Mayor, Deputy Mayor plus one from each group
Cheque Signatories	6	Mayor Cllrs Robert Douglas, David Brown, Amanda Martin, Suzy Firkin, Rob Moreton

9. Civic Service and Sunday Parade

It was noted that the Civic Service would take place on Sunday the 2nd June 2024 with the parade commencing at 2.15 pm

MINUTES of the Planning Committee meeting held on the
18th January 2024

In attendance:

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

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

Congleton Town Council Officer – David McGifford Chief Officer

0 Members of the press

0 Members of public

1. Apologies for Absence

Were received from Cllrs Suzie Akers Smith, David Brown, Charles Booth

2. Minutes of Previous Meetings

PLN/29/2324 resolved to approve the minutes of the [Planning Committee held on the 21st December 2023](#)

3. Declarations of Disclosable Pecuniary Interest

Cllr Rob Moreton declared an interest in matters relating to Cheshire East Council and Cllr Kay Wesley declared a non-pecuniary interest in planning applications 23/4830C & 23/4831C

4. Outstanding Actions

None

5. Questions from Members of the Public Maximum 15 Minutes

There were no questions from members of the public

6. Urgent Items

No urgent items received

7. Planning Enforcement

To receive any updates on enforcement matters

7.9.23 Astbury Place /Congleton Park Bridge Section 106

E Mail received from David Malcolm advising that there are still a number of unknowns with the bridge /s106 not least of which is the latest position from the developer. Currently not in a position to give any degree of certainty to ward members or town councillors on the current situation. Is chasing a meeting with the developer asap and re-engage with our legal team to resolve the current impasse.

8. Planning Applications Section 1

To note or comment as appropriate on planning applications lodged with Cheshire East Council. Section 1 is for members of the public who wish to comment about specific applications at the meeting.

None

9. Neighbourhood Plan

Councillors noted the report and commented about the following:-

- Requested that the use of acronyms is minimised
- Copy of policy comments to be sent to cllrs Martin, Firkin and Wesley
- Chief Officer to clarify if the N Plan referendum will still be financed by Cheshire East Council and if not what would the indicative costs be

10. Planning Appeals

Councillors noted that the following appeals were in progress but chose not to make comment .

- 21/0226C
- 23/2810C

11. Licensing Applications

None .

12. Planning Applications Section 2

PLN/29/2324 resolved to remove the starts from applications 1,3 and 10 agreed that all remaining starred items are noted as no objection

Planning committee decisions 18.1. 2024
Lists 4.12/11.12/18.12/25.12/1.1/8.11/15.1

1	23/4533C	Proposed Industrial Units.	Radnor Park, GREENFIELD ROAD, CW12 4TW	Objection on grounds of insufficient information on - impact on the ancient woodland and insufficient information on surface water drainage
2	23/4609C	Signage replacement	18, BRIDGE STREET, CW12 1AS	NO OBJECTION
3	23/4767C	Proposed internal alterations & extension to existing balcony.	15, SUSSEX PLACE, CW12 1PD	NO OBJECTION
4*	23/4769C	Certificate of lawful development for proposed single storey rear extension.	44, PARK ROAD, CW12 1DP	NO OBJECTION
5	23/4791C	Certificate of existing use for construction and use of the building shown on Drawing 002 as a single dwellinghouse.	CROSSLEY STABLES, Crossley Stud Farm, BUXTON ROAD, CW12 2PN	NO OBJECTION
6*	23/4794D	Discharge of condition 21 in existing permission 20/4784C;.	40, CROSS LANE, CW12 3JX	NO OBJECTION
7*	23/4795C	Variation of Conditions 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 14 ,15 & 27 on 20/4784C	40, CROSS LANE, CONGLETON, CW12 3JX	NO OBJECTION
8	23/4809C	Construction of 6No. self-contained 1-bedroom apartments (Use Class C2) with associated parking and landscaping	22, NEWCASTLE ROAD, CONGLETON, CW12 4HJ	Objection – - Insufficient parking - Proximity to houses behind - Impact on street scene - Loss of a significant tree - Overdevelopment of the site
9	<u>23/4810</u>	Retrospective application for Change of Use from C3b to C2 to provide	22, NEWCASTLE ROAD,	Objection – Insufficient parking in the context in which the building is set

		9no. bedrooms with 9no. dedicated bathrooms (8 en-suite) plus communal and staff areas, associated parking and landscaping	CONGLETON, CW12 4HJ	
10	<u>23/4830C</u>	Change of Use from electrical supply store E(a) to cafe E(b) and provision of rentable studio spaces for a private medical clinic E(e)	Cheshire Electrical Supplies, THE MEADOWS, CONGLETON, CW12 1DN	NO OBJECTION
11*	<u>23/4831C</u>	Advertisement Consent for associated new entrance sign and additional sign to side elevation	Cheshire Electrical Supplies, THE MEADOWS, CONGLETON, CW12 1DN	NO OBJECTION
12*	<u>24/0068C</u>	The proposal involves the construction of a single storey extension to the rear of the property.	9, STANLEY CLOSE, CONGLETON, CW12 2QQ	NO OBJECTION
13*	<u>24/0081C</u>	Proposed ground & first floor side extension	9, Mere View, NEWCASTLE ROAD, ASTBURY, CW12 4XW	NO OBJECTION
14*	<u>24/0120C</u>	Non Material Amendment to approved application	Land West Of, PADGBURY LANE, CONGLETON	NO OBJECTION

MINUTES of the Planning Committee meeting held on 15.2.24

In attendance:

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

Congleton Town Council Officer – David McGifford Chief Officer

0 Members of the press

4 Members of public

1. Apologies for Absence

Apologies for absence were received from Cllrs Rob Moreton (Mayor) Kay Wesley (Deputy Mayor)

2. Minutes of Previous Meetings

PLN/ 30/2324 Resolved to approve the [planning meeting minutes of the 18th of January 2023](#).

3. Declarations of Disclosable Pecuniary Interest

Cllr Robert Douglas declared a Pecuniary Interest in item 15

4. Outstanding Actions

None .

5. Questions from Members of the Public Maximum 15 Minutes

None

6. Urgent Items

Cllr Amanda Martin advised on that there was a consultation on CEC on Permitted Development Rights

Cllr Firkin advised there was a CEC consultation on Crossings Strategy

7. Planning Enforcement

7.1 Astbury Place / Congleton Park Section 106

Awaiting CEC Head of Planning to meet with Morris Homes to enable an update for the committee

8. Planning Applications Section 1

To note or comment as appropriate on planning applications lodged with Cheshire East Council. Section 1 is for members of the public who wish to comment about specific applications at the meeting. The minutes will be in the Planning list item 12

9. Neighbourhood Plan

PLN/31/2324 Resolved to receive an update on the progress of the Neighbourhood Plan as per report .

10. Planning Appeals

There were no planning appeals .

11. Licensing Applications

There were no licensing application

12. Planning Applications Section 2

PLN/32/2324 Resolved to remove the star from item 7 and noted that all starred applications would be noted has no objection

PLANNING LISTS WC 8.1 /15.1/ 22.1/ 29.1

1*	24/0098D	Discharge of conditions 4 & 5 on approval 23/0922C.	Moody House, 6, MOODY STREET, CONGLETON, CW12 4AP	NO OBJECTION
2	24/0127C	Proposed new dwelling - Detached house, 4 bedrooms (Renewal of consent ref 20/5254C).	LAND ADJACENT TO 112, BROADHURST LANE, CONGLETON	NO OBJECTION Request that any trees or hedges lost through are replaced
3*	24/0147C	Non-material amendment to approval 19/0555C for Variation of condition 1 on application 16/6113C.	North and South entrance, A34 Manchester Road at BIGGS WAY, CONGLETON	NO OBJECTION
4*	24/0200C	DEMOLITION OF EXISITNG CONSERVATORY & CONSTRUCTION OF PROPOSED SINGLE STOREY REAR EXTENSION	12, HAMPSHIRE CLOSE, CONGLETON, CW12 1SF	NO OBJECTION

5	24/0249T	We are planning to do a crown lift by 6 meter from ground clearance and removal of deadwood in the tree.	Oak Lodge, MANOR HOUSE LANE, CONGLETON, CW12 4AZ	NO OBJECTION
6	24/0270C	Construction of community café (Use Class E(b)) and associated external works.	Vacant Land at Penrith Court, Congleton	<p>Objection</p> <p>Overdevelopment of the road Not in keeping with the area Road safety as insufficient parking Will block the turning circle Noise and disturbance No seating Does not conform to CEC Design Code</p> <p>We note that this proposal potentially could be a planned route through to the development of a dwelling which has already been rejected</p>
7	24/0288C	Certificate of Lawful development: Construction of new low level wall in brick and planting of hedge behind to the perimeter of applicant's land on Penrith Court	VACANT LAND AT PENRITH COURT, CONGLETON, CW12 4JF	<p>Objection</p> <p>Not in keeping with the ambience and streetscape of the area Undermines the community use of the amenity / space which was part of the overall original development</p>
8*	24/0303C	Certificate of lawful proposed use for the installation of two new ground floor windows to the side elevation of the stated property	4, KESTREL CLOSE, CONGLETON, CHESHIRE, CW12 3FA	NO OBJECTION
9*	24/0342C	Replacement of existing splayed bay with new bay and new porch to front elevation.	52, EDINBURGH ROAD, CONGLETON, CW12 3EU	NO OBJECTION
10	24/0390C	Outline application for two dwellings	Forge House, FORGE LANE, CONGLETON, CW12 4HF	NO OBJECTION but concerns raised about highways access

11 ★	24/0401D	Discharge of conditions 10 and 11 on application.	Land Off Manchester Road Phase 2, MANCHESTER ROAD, CONGLETON	NO OBJECTION
12 ★	24/0415D	Demolition of the existing building and an outline planning application with all matters reserved except for .	Radnor Park Industrial Estate, BACK LANE, CONGLETON	NO OBJECTION
13	<u>24/0467T</u>	WORKS TO TREES IN CONSERVATION AREA Removal of Ash tree due to Ash die back Also hedge cutting and removal of ivy on the trees in the same area	Howey House, 2, HOWEY LANE, CONGLETON, CW12 4AE	Objection As not adequate information with regards to the location of the tree. Applicant should explore the cutting back of the ash tree
14	<u>24/0511C</u>	Erection of a single storey rear and side extension. Erection of a single storey external garden room. Alterations to existing dwelling	THE ROWANS, BUXTON ROAD, CONGLETON, CW12 3PH	NO OBJECTION
15	<u>23/1928W</u>	The extraction of industrial sand, pipeline to transfer minerals to the existing bent farm plant site associated ancillary development, retention of the Bent Farm plant site and pressive restoration	SOMERFORD FARM, HOLMES CHAPEL ROAD, SOMERFORD, CHESHIRE, CW12 4SN	Resolution Congleton Town Council Planning Committee were unable to come to an informed decision as there is no Environment Agency report. We would suggest that CEC defer their decision until they receive the above mentioned report. General comment Our previous comments on this application remain valid

CONGLETON TOWN COUNCIL

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

In attendance:

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

Ex Officio Kay Wesley (Deputy Mayor)

Non Committee member:

Congleton Town Council 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:

2. Minutes of Previous Meetings

PLN/33/2324 Resolved to approve and [sign the minutes of the Planning Committee meeting held on the 15th of February 2024](#)

3. Declarations of Disclosable Pecuniary Interest

Declarations of “non-pecuniary” (NP) and “pecuniary” (P) interests were received from Councillors: David Brown matters relating to Cheshire East Council

4. Outstanding Actions

There were no outstanding actions

5. Questions from Members of the Public

There were no questions from members of the public

6. Urgent Items

There were no urgent items

7. Planning Enforcement

7.1 Astbury Place / Congleton Park Section 106

No updates from CEC Head of Planning David Malcolm **Action** Chief Officer to forward last communication to Ward Councillors, Cllr David Brown agreed to lead on this

8. Planning Applications Section 1

There were no applications brought forward

9. Neighbourhood Plan

The Chief Officer advised that the first tranche of policies have been received from Urban Imprint with the rest following week ending 29.4.24. – Officers will

1. Review policies and forward comments to other working group members
2. Generate an initial consultation plan to cover a 6 week period to establish what resource will be required – noted it needed to be target driven in terms of generating responses

10. Planning Appeals

No planning appeals noted

11. Licensing Applications

No licensing applications noted

12. Planning Applications Section 2

PLN/34/2324 Resolved that stars on items 6, 20 and 24 be removed and that remaining applications with stars being noted as no objection

Planning Lists WC 5th Feb, 12th Feb, 19th Feb, 26th Feb, 4th Mar, 12th Mar

1.	23/4163T	Tree works to two beech trees to crown lift to a height of 8 metres that will benefit the lowest branches and prevent future removal	29, NEWCASTLE ROAD, CONGLETON, CW12 4HN	No Objection
2.	24/0390C	Outline application for two dwellings	Forge House, FORGE LANE, CONGLETON, CW12 4HF	No Objection
3*.	24/0394C	Creation of new fire escapes including installation of fire doors, staircase, landing area and emergency pedestrian egress arrangements to Mill Street.	Land immediately adjacent Congleton Mark, Land bound by Princess Street and Mill Street, Congleton, CW12 1AB	No Objection

4*.	24/0401D	Discharge of conditions 10 and 11 on application 21/4051C:	Land Off Manchester Road Phase 2, MANCHESTER ROAD, CONGLETON	No Objection
5*.	24/0401D	Discharge of conditions 10 and 11 on application 21/4051C:	Land Off Manchester Road Phase 2, MANCHESTER ROAD, CONGLETON	No Objection
6.	24/0510C	Variation of Condition 2 on 23/0620C -	Congleton Market Quarter, Land bound by Princess St and Mill St, Congleton, CW12 1AB	No Objection
7.	24/0570C	Erection of a small stable building	Land west of Stone Cottage, MIDDLE LANE, CONGLETON, CW12 3PU	Objection Highways safety, vehicular access. Plans provided do not match design statement
8*.	24/0592D	Discharge of condition 5 on approved application 23/0382C:	The Cheshire Tavern, WEST ROAD, CONGLETON, CW12 4EY	No Objection
9.	24/0626C	Proposed 3 bed detached property in the grounds to 106 Broadhurst Lane, Congleton.	106, BROADHURST LANE, CONGLETON, CW12 1LA	No Objection Noted it was not a detached property as proposed
10*.	24/0652D	Discharge of condition 4 on approval 23/0416C:)	74, MANCHESTER ROAD, CONGLETON, CW12 2HT	No Objection
11*.	24/0655D	Discharge of condition 20 on approved application 15/2099C - Demolition of existing building and the development of up to 236 dwellings including access .	Tall Ash Farm, 112, BUXTON ROAD, CONGLETON, CHESHIRE, CW12 2DY	No Objection
12.	24/0659C	Change of Use from 3.no vacant light industrial workshops with flats above to a 10 Bed HMO (Class Sui-Generis) and minor alterations to elevations	5-9, BUXTON ROAD, CONGLETON CW12 2DW	No Objection
13.	24/0756T	T34. Oak. T22 Acacia T23 Silver Birch.	Highway Verge Adjacent 7, THE MOORINGS, CONGLETON	No objection Request replacement hedge to go in and replace any trees that maybe removed on a 3 replacements for every tree lost

14*.	24/0766C	Proposed single storey side extension.	10, WINDSOR PLACE, CONGLETON, CW12 3ET	No Objection
15*.	24/0785C	New bay window with continuation of existing roof to the front facade	3, BRIDGEWATER CLOSE, CONGLETON, CW12 3TS	No Objection
16.	24/0801C	Demolition of existing dwelling and erection of replacement dwelling including detached garage and associated landscaping.	Bullmoor Farm, WEATHERCOCK LANE, CONGLETON, CW12 3PZ	OBJECTION Not in keeping with the surrounding area . New build is bigger - by volume circa 44% and footprint with the inclusion of a garage D Brown Abstained
17*.	24/0850C	Non Material Amendment on application 18/5083C:.	March Cottage, Astbury Lane Ends, Congleton, , CW12 3AY	No Objection
18.	24/0853C	Proposed extension and remodel of existing detached bungalow.	124, CANAL ROAD, CONGLETON, CHESHIRE, CW12 3AT	No objection – question if Chimney is required in a smoke free zone
19*.	24/0859C	Advertisement Consent for 1no. set of halo illuminated letters mounted on a faux floral panel, 1no. freestanding Car Park entrance sign,	30- 34, LAWTON STREET, CONGLETON, CW12 1RS	No Objection
20.	24/0899C	Removal of condition 6 on application 23/0381C -	The Cheshire Tavern, WEST ROAD, CONGLETON, CW12 4EY	No comment

Additional planning list WC 18th March

21.	24/0803C	Listed Building consent for installation of extract for kitchen in staff accommodation as part of building control inspections following works granted in application 21/5767C.	Counting House, 18, SWAN BANK, CONGLETON, CONGLETON, CHESHIRE, CW12 1AH	No Objection
22*.	24/1013D	Discharge of condition 6 on application 23/0381C - Internal and external refurbishment of existing public house. and	The Cheshire Tavern, WEST ROAD, CONGLETON, CW12 4EY	No Objection
24	24/0938C	Variation of conditions 2 and 4 on application 23/0416C:)	74, MANCHESTER	No Objection

			ROAD, CONGLETON, CW12 2HT	However it seems unwise to put parking spaces under trees – tree roots
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CONGLETON TOWN COUNCIL

Minutes of the Planning Committee Meeting held on 25th April 2024

In attendance:

Committee Members: Councillors

Amanda Martin (Chair)
Robert Brittain (Vice Chair)
Suzie Akers Smith
David Brown
Suzy Firkin

Ex Officio

Non-Committee member:

Congleton Town Council

David McGifford Chief Officer

0 Members of the press

0 Members of public

1. Apologies for Absence

There were no apologies for absence.

2. Minutes of Previous Meetings

PLN/35/2324 Resolved to approve and sign the minutes of the meeting planning meeting on 21st February 2024 **subject to the inclusion of the following Planning Appeals :-**

- 23/2810C
- 21/0226C

3. Declarations of Disclosable Pecuniary Interest

Declarations of “non-pecuniary” (NP) and “pecuniary” (P) interests were received from Councillors: David Brom (NP) Cheshire East Council

4. Outstanding Actions

There were no outstanding actions

5. Questions from Members of the Public

There were no questions from members of the public

6. Urgent Items

There were no urgent items

7. Planning Enforcement

7.1 Astbury Place / Congleton Park Section 106

No updates received

8. Planning Applications Section 1

There were no applications brought forward to section 1

9. Neighbourhood Plan

The Chief Officer advised that a meeting with Urban Imprint had taken place during the day of this meeting and the outcomes were as follows:

- Officers had provided comments about the 27 policies generated by Urban Imprint, councillors on the working group need to respond by Wednesday 1st May 2024
- A draft N Plan will be generated from the policy responses ahead of the Planning Committee on the 30th of May.
- Depending on feedback from the working group and the planning committee we would be looking to gain council approval at the next council meeting in June.
- Subject to council approval of both the N Plan and a proposed consultation plan the Regulation 14 consultation could start by the end of June 2024.

10. Planning Checklists

All Committee Members to have final opportunity to review and comment before a revised version comes back to a future Planning Committee for proposed adoption.

11. Planning Appeals

Planning appeals were in progress for the following applications:-

- 23/2810C
- 22/1134D
- 21/0226C

12. Licensing Applications

PLN/36/2324 Resolved to approve the Licensing application for:

Throstles Nest 11 Buxton Road Congleton CW12 2DW

13. Planning Applications Section 2

PLN/37/2324 Resolved that stars on items 7 and 11 be removed and that remaining applications with stars being noted as no objection

Planning List W/C 18th Mar, 25th Mar, 1st Apr, 8th Apr, 15th Apr.

1.	24/0484C	SINGLE-STOREY REAR EXTENSION FOR DISABLED OCCUPANT, DROPPED KERB AND OFF ROAD	9, EARDLEY CRESCENT, CONGLETON, CW12 1ND	No Objection
2.	24/1118C	Safeguarding Fencing to School Perimeter	Black Firs Primary School, LONGDOWN ROAD, CONGLETON, CHESHIRE, CW12 4QJ	Objection on the grounds of insufficient information for the council and residents to understand the position of the fence, its purpose and its impact on trees and hedgerows
3.	24/1133C	Demolition of existing conservatory and construction of single-storey rear extension and first-floor side extension over existing garage.	30, BROOKLANDS ROAD, CONGLETON, CW12 4LU	No Objection
4*.	24/1187D	Discharge of conditions 7 and 12 on application 22/2824C: Application for construction of 1no. detached two storey dwelling including formation of new vehicular access onto Leek Road	43, CROSS LANE, CONGLETON, CHESHIRE, CW12 3JX	No Objection
5.	24/1211C	Redevelopment of the site including the demolition of the current buildings and the construction of a new dwelling with associated landscaping and parking (re-submission of application 21/0226C)	MOSSLEY HOUSE LODGE, BIDDULPH ROAD, CONGLETON, CW12 3LQ	No Objection
6.	24/1227C	Proposed expansion of leisure destination venue including change of use of land to accommodate adapted shipping container units	Land bound by Princess St and Mill St, CONGLETON, CHESHIRE, CW12 1AB	No Objection

		for mixed use including E (a) retail sale of goods, E (b) consumption of food and drink on the premises, E (c) (ii) professional services, E (c) (iii) other services, E (d) indoor sport/fitness, E (g) (i) offices and B8 ancillary storage. Creation of seated courtyard area with canopies, access, hard and soft landscaping, and boundary treatments		
7.	24/1235C	Replacement agricultural building for the storage of Hay, Straw and implements	53, MOSS ROAD, CONGLETON, CW12 3BN	No Objection
8.	24/1316C	Proposed two story front and side extension and remodelling of existing dormer bungalow.	Colwyn, 218, PADGBURY LANE, CONGLETON, CHESHIRE, CW12 4HU	No Objection
9.	24/1345T	T-1 Beech Crown reduce ponderous lateral limbs over house and garden on the south western and north eastern canopy by 3-4 meters (pic T-1) T-2 Beech Crown reduce western canopy by 2meters, crown raise over garden to 5meters above ground level, crown thin by 20% western side of canopy (pic T-2)	61, PARK LANE, CONGLETON, CHESHIRE, CW12 3DD	No Objection
10.	24/1355C	Demolition of existing domestic garage and construction of replacement garage.	Land adjacent to 18, MOODY STREET, CONGLETON, CW12 4AP	Fully support

11.	24/1370C	Variation of condition 2 (approved plans) on application 18/5083C - Proposed pair of semi-detached houses (2N° dwellings)	MARCH COTTAGE, ASTBURY LANE ENDS, CONGLETON, CHESHIRE, CW12 3AY Decision Made/Withdrawn	No Comment
12 *.	24/1330D	Discharge of conditions 6, 7 on approval 22/1216C: Change of use from former Bank to create 2 small HMO's	13, HIGH STREET, CONGLETON, CHESHIRE, CW12 1BN	No Objection
13 *.	24/1427D	Discharge of conditions 4, 6, 7, 8 & 9 on approved application 22/1218C: Listed Building Consent for Change of use from former Bank to create 2 small HMO's,	13, HIGH STREET, CONGLETON, CHESHIRE, CW12 1BN	No Objection
14.	24/1400C	Lawful Development Certificate for Proposed extension of the existing driveway using permeable subbase and surface materials.	176, BIDDULPH ROAD, CONGLETON, CW12 3LS	No Comment

**MINUTES OF THE MEETING OF THE COMMUNITY COMMITTEE HELD ON
4 January 2023**

CONGLETON TOWN COUNCIL

For the papers discussed at the meeting, please see the [Agenda and Papers of the Community Committee on 4 January 2023](#)

PRESENT:

Committee members

- **Cllr Kay Wesley (Chair)**
- **Cllr Emma Hall (Vice Chair)**
- Cllr Mark Edwardson
- Cllr Suzy Firkin
- Cllr Susan Mead
- Cllr Shaun Radcliffe
- Cllr Glen Williams

Ex-Officio – Cllr Rob Moreton, Mayor

Non-Committee Members: Cllr Richard Walton

Officers: David McGifford, Chief Officer and Jackie MacArthur DCO & Communities & Marketing Manager

Also in attendance: 4 members of the Public, 1 member of the press, 2 presenters

1. Apologies for Absence

Apologies were received from Cllrs David Brown, Arabella Holland and Sally-Ann Holland. Note it was agreed that due to the change in date, absences from this meeting would not be recorded as absent in the Councillor Attendance Records.

2. Minutes of Previous Meetings

CO/25/2324 resolved to approve and sign the Community Committee minutes held on 26 October 2023 as a correct record – with a correction to item 8 which should say Community Committee.

3. Declarations of Interest

Cllrs Emma Hall and Rob Moreton declared a non-pecuniary interest as Cheshire East Councillors.

4. Questions from Members of the Public

Val Scaresbrook on behalf of Congleton Climate Action Group, Sustainable Travel section asked a question relating to the ownership of land and the potential to make Public Rights of Way between the Bus Station and the Police Station. CTC agreed to look into the request and report back.

5. Urgent Items

None

6. Cheshire Police

The Police were unable to attend the meeting.

Action: to bring forward the next Community Safety Meeting or hold a one-item agenda to deal with Anti-Social Behaviour.

Action: to understand get feedback on policing numbers for Congleton.

7. Mentell – Guest Presentation

Nick Pimlott gave a presentation about the work of Mentell in Congleton.

CO/26/2334 resolved that Congleton Town Council promotes the Mentell service and its call for facilitators and invite Mentell to be a part of any relevant events in Congleton.

8. Updates from Previous Community Committee

The updates were received from the previous Community Committee covering Totally Locally, Disability Positive Congleton, War Memorial Hospital, Breast Feeding Friendly town, A Frames and Barriers and training sessions.

9. Communications Update

Councillors thanked the Marketing and Communications Officer, Debbie Coxon, for the excellent report, which they noted.

Action: to look into the Congleton Park analytics.

10. Key Events for 2024

Councillors thanked the team for report and noted the events planned for 2024.

11. Report back on the Christmas Lights switch on and Christmas Lights 2023

Councillors thanked the team and especially the Town Centre and Events Officer, Rachel McCarthy, for her hard work on the Christmas 2023 activities.

CO27/2324 resolved that Congleton Town Council approves Friday 29 November as the date for the switch on in 2024.

Cllr Shaun Radcliffe, Susan Mead, Mark Edwardson and Richard Walton expressed an interest in joining the Christmas team, along with the Deputy Mayor, Cllr Kay Wesley.

12. Approve the Notes of the Community Safety Working Group

CO28/2324 resolved to accept the Community Safety Working group notes held on 7 December 2023.

13. Health and Wellbeing Working Group

CO29/2324 resolved to accept the Health and Wellbeing Working group notes held on 12 December 2023.

14. Integrated Transport Working Group

CO30/2324 resolved to accept the notes of the Integrated Transport Working Group from 26 October 2023.

15. White Ribbon Working Group

CO31/2324 resolved to accept the notes of the White Ribbon Working Group held on 12 December 2023.

Cllr Richard Walton gave a [short presentation on the success of the 2023 White Ribbon Campaign](#).

The meeting finished 8.21

Cllr Kay Wesley
Chair of Community Committee

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 1st February 2024

For the papers discussed at the meeting, please see the [Agenda & Papers – 1st February 2024](#)

In attendance:

Committee members: Cllrs

Suzie Akers Smith - Chair

Liz Wardlaw – Vice Chair

Robert Britain

Russell Chadwick

Mark Edwardson

Suzy Firkin

Amanda Martin

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: Cllr Susan Mead

2. Minutes of Previous Meetings

THAS/25/2324 Resolved to approve and sign the [minutes of the meeting of the Town Hall, Assets and Services Committee held on 30th November 2023](#).

3. Declarations of Interest

Declarations of interest were received from Cllrs Liz Wardlaw and 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

No urgent items.

7. Town Hall Trading Account

THAS/26/2324 Resolved to accept the Town Hall Trading account to 30th November 2023 and to note the content of the summary report.

Action – Issue noted with the formatting of document table from line 1018 Letting Income – Campbell Suite onwards. Inform RFO and reformat the document.

8. Town Hall Decarbonisation Updates

THAS/27/2324 Resolved to receive the updates on matters relating to Town Hall Decarbonisation Updates.

9. Improvements to Paddling Pool Entrance

THAS/28/2324 THAS Committee members agree to the Improvements to the Paddling Pool Entrance and recommend these changes to Council for approval.

Action – Research specification of the dwarf wall surrounding concrete base including height and details of any coping stones to be used on the top of the wall.

Action – Inclusion of ducting from the concrete base and through the dwarf wall to allow for future installation of electrical supply.

10. Paddling Pool SEN Sessions

THAS/29/2324 Resolved to receive the updates on matters relating to Paddling Pool SEN Sessions

Action – Trial SEN session for one day only (without Vehicle for Change and not one day per week) at the start of the pool season working with local organisations to determine who will use the pool on the designated SEN trial day.

Action – Contact Congleton Leisure Centre to determine if their changing room facilities could be used by users of the pool during the SEN session trial.

11. Review of Town Hall Hire Charges and Booking Policy

THAS/30/2324 Resolved to agree on the changes to wording within the Town Hall Hire Charges and Booking Policy and recommend these to Council for approval into the Constitution.

12. Information Centre Management Accounts

THAS/31/2324 Resolved to accept the Congleton Information Centre Trading account for the month to 30th November 2023 and to note the content of the summary report.

**Cllr Suzie Akers Smith
(Chair)**

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 Finance and Policy Committee Meeting held on Thursday 25th January 2024

For the papers discussed at the meeting, please see the [Finance & Policy Committee - 25th January 2024](#)

PRESENT	Committee members:	Cllr R Douglas- Chair Cllr C Booth – Vice Chair Cllr R Brittain Cllr M Edwardson Cllr A Holland Cllr H Pearce
	Ex- Officio	Cllr R Moreton -Mayor Cllr K Wesley -Deputy Mayor

Non Committee Members	Cllr S Firkin Cllr H Seddon Cllr G Williams
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Also present:	
Congleton Town Council Officers	David McGifford- Chief Officer Serena Van Schepdael - RFO 1 Press and 2 members of public.

1. Apologies for absence

Apologies were received from Cllrs R Walton, L Wardlaw and S Akers Smith

2. Minutes of Previous Meetings

FAP/35/2324 RESOLVED to note and sign the minutes of the Finance and Policy Committee held on 23rd November 2023

3. Declarations of Interest

Cllr K Wesley declared an interest in item 8.3 as a Trustee of Congleton Pride who are match funding the applicant's grant.

Cllr S Firkin declared an interest in item 8.3 as a trustee of Congleton Museum, however could not vote due to being a non-committee member.

4. Outstanding Actions

FAP/36/2324 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. Minutes of Working Groups (Enclosed)

FAP/37/2324 RESOLVED: To note the minutes from the Town Centre Regeneration Working Group.

8. New Applications for Financial Assistance (Enclosed)

FAP/38/2324 RESOLVED to award:

- 11.1 – GR17 Congleton Harriers- £450
- 11.2 – GR18 Trinity Amateur Operatic Society- £1,000
- 11.3 – GR19 Congleton Museum-£550
- 11.4 – GR20 Congleton Rotary-£906

9. Financial Regulations Review (Enclosed)

FAP/39/2324 RESOLVED to approve the draft updates and recommend them to Council for approval and adoption into the Constitution.

10. Unreasonably Persistent or Vexatious Complaints Policy (Enclosed)

FAP/40/2324 RESOLVED to approve the draft Policy and recommended this to Council for approval and adoption into the Constitution, with the below additions:

- Include Councillors in the Policy
- Include a link to the Council Equality and Inclusion Policy

**Cllr Robert Douglas
(Chair)**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	7.00 pm 13 th June 2024	LOCATION	Town Hall
REPORT FROM	David McGifford – Chief Officer and Serena Van Schepdael – Finance Manager/Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	10.1 Annual Governance and Accountability Return (AGAR) 2023-2024		
Background	<p>The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require all authorities to prepare a statement of accounts for each financial year in accordance with proper practices. For Councils like Congleton Town Council with income or expenditure between £200,000 and £6.5 million per year (referred to as smaller authorities), an Annual Governance and Accountability Return (AGAR) must be completed each year and submitted to the relevant External Auditor under strict deadlines. The External Auditor is chosen by the Smaller Authorities' Audit Appointments Ltd (SAAA), the current External Auditors are PKF Littlejohn LLP, who have been procured to be the Auditors from 2022 to year ending 2027.</p> <p>Congleton Town Council undertakes the services of DCK Accounting Solution Ltd to produce Unaudited Financial Statements of accounts, these sit alongside the Annual Governance and Accountability Report (AGAR) and are not part of our year-end submission to the External Auditor. Unaudited Financial Accounts will be available to view on our website after approval of the AGAR, via this page Finance - Congleton Town Council (congletontc.gov.uk)</p>		
Updates	<p>All documentation for the financial year ending 31st March 2024 must be received by the External Auditor by 1st July 2024. For submission, the AGAR must be approved and signed by the Council. The notice of public rights and sections 1 and 2 of the AGAR must be published on the Authority's website for public viewing after approval at Council, they must be published by 1st July 2024 and be available for 30 working days, the public viewing period must include the first 10 working days of July. Our public viewing dates for 2023-2024 documents are 18th June to 29th July 2024.</p> <p>The AGAR presented is for the Council to approve each below request separately: (See appendix):</p> <p>1.1 <u>Consider the statements in Section 1 and approve during the meeting.</u> Members must consider each point in Section 1. During the year we are audited by our chosen Internal Auditor, who audits our accounting records and system of internal control. This year no issues were found.</p> <p>1.2 <u>Approve the Financial Statements as signed off by the RFO.</u> Our accounts are complete for the year ending 31st March 2024, resulting in the figures as signed off by the RFO on page 5 of the AGAR.</p> <p>1.3 Sign the form for submission.</p>		
Decision Requested	<p>To approve:</p> <ol style="list-style-type: none">1. Section 1 of the AGAR: The Annual Governance Statement 2023-2024.2. Section 2 of the AGAR: The Accounting Statements 2023-2024.		

Annual Governance and Accountability Return 2023/24 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

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

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

Publication Requirements

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

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

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

Annual Internal Audit Report 2023/24

CONGLETON TOWN COUNCIL

www.congleton-tc.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

23/09/2023

31/01/2024

14/05/2024

Name of person who carried out the internal audit

A C Shepherd-Roberts

Signature of person who carried out the internal audit

Date

14/05/2024

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

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

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

CONGLETON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

Section 2 – Accounting Statements 2023/24 for


CONGLETON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	928,858	835,559	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	996,333	1,068,179	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	805,222	814,774	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-954,667	-1,069,056	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	-21,778	-18,615	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-918,409	-818,091	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	835,559	812,750	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	886,463	884,354	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,907,704	2,929,224	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	330,463	327,373	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

 **JIRED**
Date 2/6/2024 YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

CONGLETON TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	13th June 2024 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	RFO		
AGENDA ITEM REPORT TITLE	10.2 Budget Update: Earmarked Reserves (EMR)		
Background	<p>Earmarked Reserve movement requires approval from the Council in accordance with our Financial Regulations, item 4.9.</p> <p>Financial Regulations can be found here: Congleton Town Council Financial Regulations</p>		
Update	<p>Training Budget</p> <p>The training budget for staff was reduced in this year's budget setting, 3 members of staff are due to take in the CILCA Training Qualification.</p> <p>The request is the use of up to £1,350 from the Training EMR, current balance is £6000</p> <p>Legal & Professional Budget</p> <p>The Legal & professional budget was cut in this year's budget setting as we have an EMR available for this purpose, The request is to formally approve the use of this EMR for Legal & Professional costs. Includes costs such as Solicitor costs, Neighbourhood plan costs, HR/Personnel costs.</p> <p>All orders must adhere to our Financial Regulations.</p>		
Details	<p>The RFO will provide regular reports on expenditure and balances via the Management Accounts presented to Finance and Policy, they are part of the official minutes that are formally approved by Council.</p>		
Decision Request	<p>To approve the use of Earmarked Reserves for Training and Legal & Professional throughout 2024-2025. RFO to be delegated with monitoring the balance with reports back to Council via Finance and Policy Committee minutes.</p>		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	7.00 pm 13 th June 2024	LOCATION	Town Hall
REPORT FROM	David McGifford – Chief Officer and Serena Van Schepdael – Finance Manager/Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	10.3 Fixed Asset Register 31st March 2024		
Background	<p>A Fixed Asset Register has the following main purposes:</p> <ul style="list-style-type: none">• It forms a basis for completion of box 9 in the ‘Annual Return.’• It forms a basis for decisions on risk and insurance issues.• It provides information on the age and potential lifespan of certain items.• It provides transparency of the existence of the Council’s property.		
Updates	<p>As part of the Approval of the Annual Governance and Accountability Return (AGAR) the Fixed Asset Register total is noted within the accounting Statements (Box 9). See the Appendix for the balance as at 31st March 2024.</p> <p>The presented list was audited by the RFO and Finance Officer during March 2024 and updated 31st March 2024. The register figures will carry forward to the financial year starting 1st April 2024.</p>		
Decision Requested	To note the updated Fixed Asset Register as at 31 st March 2024.		



Congleton Town Council

Historic market town

Chief Officer: **David McGifford**



CONGLETON TOWN COUNCIL ASSET REGISTER & INVENTORY 31st March 2024

Financial Regulation 14.6 provides that the RFO will be responsible for maintaining an Asset Register of all significant assets owned by the Town Council. The Fixed Asset Register shows the full inventory of items and the figure stated in our Annual Governance and Accountability report (Box 9).

This Asset Register & Inventory is as at 31st March 2024 review date by Council June 2024

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2024

					£	2,024	BOX 9 AGAR figures
Item no.	Purchase Date	Description	Quant	£	Total Inventory	Fixed Asset Register	
LB000		Town Hall & Museum	1	1600000	£ 2,121,460	£ 2,121,460	
LB003		Paddling Pool (leased)	1	95000	£ 95,000	£ 95,000	
LB005		Plant room - paddling pool		25000	£ 25,000	£ 25,000	
EQP039	20/08/2010	Paddling Pool ramp	1	475	£ 475		
INF012	08/05/2017	Pool footpath and safety surface	1		£ 7,642	£ 7,642	
INF013	08/03/2018	New pool pump	1		£ 1,594	£ 1,594	
EQP070	13/05/2019	water fountain	1		£ 341		
INF014	29/03/2018	Chlorine Controller	1		£ 3,510	£ 3,510	
LB001	01/04/2009	Allotment toilets	1	3425	£ 3,425	£ 3,425	
LB002		Hillary Avenue Allotments	1	65000	£ 65,000	£ 65,000	
LB004		Paddling Pool Toilets	1	1	£ 1	£ -	
INF002	01/04/2009	Allotment path	1	5990	£ 5,990	£ 5,990	
INF011	01/04/2009	Railings at allotments	1	1	£ 1	£ -	
	26/08/2010	intruder alarm system	1		£ 4,100	£ 4,100	
HFE151	18/03/2020	Storage Shed for Courtyard			£ 1,729	£ 1,729	
LB001		Bar Extension	1		£ 40,000	£ 40,000	
HFE091	25/02/2013	300 Green/gold stacking chairs	298	40.15	£ 11,724	£ 11,724	
HFE092	03/01/2013	30 laminate top folding tables 1800 x 750 mm (6ft)	30	125.93	£ 3,778	£ 3,778	
HFE093	03/01/2013	laminate top folding tables 1500 x 750 mm (5ft)	10	117.4	£ 1,174	£ 1,174	
	29/10/2015	Fire Alarm works	1		£ 1,827	£ 1,827	
	30/10/2015	Fire Alarm works	1		£ 1,800	£ 1,800	
HFE131	26/04/2017	CCTV cameras around Town Hall	13		£ 7,000	£ 7,000	
HFE007		12 section portable and height adjustable stage unit each	1	500	£ 500	£ 500	
HFE008		PA system supplied by Worthingtons Euromet Professional cabinet size 500 by 600 by 1.000m high.	1	5000	£ 5,000	£ 5,000	
HFE009		Piano upright, SCHAIEDMYER, supplied by NJTOSTEVIN and Son Stoke on Trent.	1	1500	£ 1,500	£ 1,500	
HFE043	01/06/2008	2 large ceiling chandeliers	2		£ -	£ -	
CAT114	01/06/2008	Lion Crest above Main Hall on wall	1	1	£ 1	£ -	
HFE005	06/10/2010	NPR 1523 Floor Machine c/w Drive Board, Solution Tank, Scrubbing Brush	1	825	£ 825	£ -	
HFE114	10/11/2014	Sack Truck	1		£ 86	£ -	
HFE029	28/01/2011	Main sound system + gallery system (Grand Hall)	1	8155	£ 8,155	£ 8,155	
HFE081	28/01/2011	4 way mike sockets (these are in the wall)	1	325	£ 325	£ -	
HFE078	28/01/2011	1 stand	2	56.5	£ 113	£ -	
HFE132	08/05/2017	Conference System - Bridestones	1		£ 15,193	£ 15,193	
HFE133	28/07/2017	5' Plastic Folding round tables x 5	5		£ 320	£ 320	
HFE134	28/07/2017	6' Plastic Folding round tables x 15	15		£ 1,319	£ 1,319	
HFE135	01/08/2017	Fairy lights	1		£ 564	£ -	
HFE140	08/11/2017	Fairy lights	1		£ 140	£ -	
HFE142	31/07/2018	LED uplighter lights	28		£ 2,214	£ 2,214	
HFE136	19/09/2017	Harness for Minstrel Gallery	1		£ 1,143	£ 1,143	
HFE137	28/07/2017	Narrow Table Trolley	2		£ 425	£ -	
HFE129	30/11/2016	Induction Loop System (for the hard of hearing)	1		£ 1,925	£ 1,925	
HFE019		Green Privacy Screens	3	120	£ 360	£ -	
HFE071		Congleton Town Council Rolls of Mayors Board 2.00 by 0.800m	1	400	£ 400	£ -	
HFE025	01/04/2010	2 samsung LCD TVs	2	0	£ -	£ -	
HFE112	23/10/2014	Red rope and brass post barrier	1	113	£ 113	£ -	
HFE090	25/03/2013	Infra Red Heaters (park)	2	300	£ 600	£ -	
HFE018	13/10/2010	first Aid Couch	1	324	£ 324	£ -	
	23/12/2011	DeLonghi Rapido Oil filled radiator	1		£ 175	£ -	
HFE138	28/09/2017	Physio-control lifePak CR plus fully automatic Defibrillator	1		£ 980	£ -	

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2024

					£	2,024	BOX 9 AGAR figures
Item no.	Purchase Date	Description	Quant	£	Total Inventory	Fixed Asset Register	
HFE012		High circular drinks tables tubular steel with beech effect top 550mm diameter 1.200m high	3	90	£ 270	£ -	
HFE013	01/06/2008	5 Low circular drinks tables (1 in bar)	5		£ 360	£ -	
HFE014	01/06/2014	5 Low Square drinks tables	4		£ 1	£ -	
HFE015	01/06/2014	2 metal litter bins - 1BS, 1 GH	2		£ 1	£ -	
HFE047		hydro boil water heater (kitchen)	1		£ 543	£ -	
HFE062	14/04/2010	Bar Cellar Fridge (kitchen)	1	1500	£ 1,500	£ 1,500	
HFE139	12/10/2017	2 door bottle cooler	1		£ 350	£ -	
HFE115	05/07/2015	Glasswasher (cotton club)	1		£ 1,350	£ 1,350	
HFE119		Large lockable twin door Bottle Fridge store (corridor)	1				
HFE102		Undercounter twin glass bottle fridges	2				
HFE152	23/03/2020	Ice Machine			£ 1,400	£ 1,400	
HFE069		2 No portable black tubular steel hat and coat racks on casters 1.800m by 1.800m	2	75	£ 150	£ -	
HFE068		Handyman Aluminium Ladders 3 stage (park)	1	150	£ 150	£ -	
C3		2 No Aluminium Flip Chart Boards and Stands	2	50	£ 100	£ -	
	30/03/2012	1 Nobo Nautile Easel (flip chart board)	1		£ 79	£ -	
HFE128	16/11/2016	900mm x 600mm display boards (rear storeroom)	3	93	£ 279	£ -	
HFE028		2 No Aluminium Free Standing Display Boards in blue 1.800m by 1.800m	2	250	£ 500	£ 500	
HFE126	07/11/2016	Ash Bin	1		£ 170	£ -	
HFE 122	16/12/2015	2 Artificial Christmas Trees (park)	2		£ 266	£ -	
HFE109		Stainless Steel Vacuum Flasks	2		£ 140	£ -	
HFE116	16/04/2015	Stainless Steel Vacuum Flasks	14		£ 125	£ -	
HFE117	28/05/2016	Simply Tableware 11" plates	252		£ 444	£ -	
HFE118	28/05/2016	Simply Tableware 6.25" plates	252		£ 154	£ -	
HFE121	08/04/2015	100 mugs	100		£ 100	£ -	
HFE123	08/03/2016	Cutlery	1		£ 159	£ -	
HFE124	03/03/2016	100 mugs	100		£ 100	£ -	
HFE074	10/09/2010	undercounter fridge	1	358	£ 358	£ -	
HFE099	13/06/2013	Fridge model GN650TN	1		£ 850	£ 850	
HFE100	09/08/2013	Chest Freezer CF1300	1		£ 389	£ 389	
HFE082	13/07/2013	C Range Commercial Dishwasher	1		£ 2,801	£ 2,801	
HFE083	13/07/2013	Free Standing Fridge Sterling Pro	1		£ 458	£ 458	
HFE084	13/07/2013	Blue Seal Salamander Grill	1		£ 948	£ 948	
HFE085	13/07/2013	Oven lincat 6 burner range	1		£ 1,406	£ 1,406	
HFE101		Imperial 6 Burner Range	1		£ -	£ -	
HFE106		Industrial Gas Cooker	1		£ -	£ -	
HFE107		Tall Glass fronted bottle fridge (Cotton Club?)	1		£ -	£ -	
HFE143	15/02/2018	Combi Oven	1		£ 12,963	£ 12,963	
HFE119	03/10/2015	2 door fridge	1		£ 1,100	£ 1,100	
HFE127	22/11/2016	2 door w/top fridge	1		£ 850	£ 850	
HFE086	13/07/2013	Hot plate parry alpha range	1		£ 1,295	£ 1,295	
HFE087	13/07/2013	Commercial microwave	1		£ 549	£ 549	
HFE088	13/07/2013	Commercial microwave	1		£ 549	£ 549	
HFE095	14/03/2013	1 litre water jug	1	1.95	£ 12	£ -	
HFE096	14/03/2013	1.8 litre water jug	6	3.95	£ 59	£ -	
HFE149	10/09/2019	1.6 litre water jugs	16	2.99	£ 60		
HFE097	14/03/2013	10oz Hiball water glasses	192	0.36	£ 70	£ -	
HFE120	23/12/2016	Various kitchen items see list	1		£ 1,700	£ -	
HFE040	03/06/2010	display cabinet	1	2200	£ 2,200	£ 2,200	
CAT020	10/05/2012	Jubilee Link badge	1		£ 398	£ -	

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2024

					£	2,024	BOX 9 AGAR figures
Item no.	Purchase Date	Description	Quant	£	Total Inventory	Fixed Asset Register	
CAT119	31/10/2013	S/S Ceremonial Dutch Military Sword	1		£ 2,250	£ -	
CAT090		1 No Tapestry 5.0m by 2.5m depicting Congleton Scene	1	5000	£ 5,000	£ 5,000	
HFE035		1 No Antique Mayors Chair in carved timber and brown leather good condition	1	300	£ 300	£ -	
CAT091		1 No oil painting of Little Moreton Hall Nr Congleton	1	500	£ 7,500	£ 500	
CAT092		1 No oil painting of Building Ruin with Fence in Foreground	1	350	£ 7,500	£ 350	
CAT093		1 No oil painting of Congleton High Street and Town Hall	1	500	£ 30,000	£ 500	
HFE036	14/05/2010	Satin Brass Rectangular up/down lights	8	533	£ 4,269	£ 4,269	
HFE037	14/06/2010	Chandeliers	2	7053	£ 14,106	£ 14,106	
HFE038	08/06/2010	2 pulleys for chandeliers (raising & lowering)	1	4950	£ 4,950	£ 4,950	
HFE039	01/06/2008	2 ceiling fans	2		£ 1	£ -	
HFE034	07/06/2010	1830mm x 762mm tables	6	124	£ 744	£ 744	
HFE033		2130mm x 762mm tables	3	134	£ 402	£ 402	
HFE032		1220mm x 762mm tables with round edges	2	121	£ 242	£ 242	
HFE031		Beech Frame Conference chair	42	79	£ 3,318	£ 3,318	
HFE027		Duel Height wheeling folding stage + steps	1	752	£ 752	£ 752	
HFE154	18/03/2021	Evac chair	1		£ 670		
HFE030	28/01/2011	Sound System	1	5597	£ 5,597	£ 5,597	
HFE148	23/05/2019	4 x Audio Technical handheld microphones	4		£ 1,051	£ 1,051	
HFE094	28/03/2013	Nobo Tripod Screen	1		£ 137		
HFE113	19/11/2014	Upgraded pulley system for curtains in Bridestones	1		£ 690	£ -	
OFF136	08/10/2019	Lenovo ThinkCentre M635q 10tl presentation device (TV in foyer)	1		£ 407	£ 407	
OFF027		10 No tubular steel frame counter chairs upholstered in green with arms	10	180	£ 1,800	£ 1,800	
OFF026		2 Semi Circular Boardroom metal frame table with light oak top 1.200m diameter	2	170	£ 340	£ -	
OFF028		1 No Rectangular Boardroom metal frame table with light oak top 1.200m in diameter	2	170	£ 170	£ -	
OFF029		1 No Magnus Cresenda Storage Cupboard in light oak 1.600m by 0.550m	1	580	£ 580	£ 580	
HFE150	30/10/2019	Devonshire Wooden Frame Stacking Armchairs slate grey	10		£ 400	£ 400	
HFE144	15/02/2018	Avocor E-6500 Touch Screen panel and trolley	1		£ 1,854	£ 1,854	
	13/06/2019	Microsoft Office for touch screen			£ 185		
HFE035		2 No Antique Congleton Town Council Mayors Chair	1	500	£ 500	£ 500	
CAT115		Collection of Framed Certificates and Maps1	1	300	£ 300	£ -	
CAT116		pictures of past Mayors - reframed and hung in Grand Hall	1	200	£ 1,390	£ -	
CAT120	08/10/2019	Framed Carnival shields			£ 810		
CAT101-CAT113		12 No Charity Boards timber framed with hand painted inscriptions 2	1	1200	£ 1,200	£ 1,200	
OFF126	22/05/2018	MJW office desk			£ 98		
HFE145	08/06/2018	2.3 Powermaxx Combo drill set (MW)			£ 189		
HFE146	03/12/2018	Lightweight Steel wheelchair	1		£ 108		
HFE020		Dual Height Wheeling folding stage	1		£ 916	£ 916	
HFE089		Music stand as lecturn	1		£ 23	£ -	
OFF101	10/07/2015	Nobo Tripod screen 2000 x 1513	1		£ 137	£ -	
OFF135	08/10/2019	Dell Vostro 3580 (Spare) notebook	1		£ 807	£ 807	
HFE125	26/07/2016	NEC M311W Projector	1	463	£ 463	£ 463	
OFF124	13/11/2017	Magnus Desk 1600x.800x600 (LM)	1		£ 90	£ -	
OFF054	01/06/2008	Beech effect 2 door cupboard (RB Office)	1		£ 1	£ -	
OFF055		Magnus Storage Cupboard with Tambour Doors 1.950m by 1.060m by 0.530m in light oak timber finish	1	300	£ 300	£ -	
OFF055		Magnus storage cupboard	1	400	£ 400	£ -	
OFF085	08/07/2014	Four shelf L/Oak bookcase (behind JP)	1		£ 113	£ -	
OFF137	29/10/2019	Tambour cupboard (back of admin office)	1		£ 308		
OFF133	13/06/2019	3 x 16x8 desks for admin office	3		£ 261		
OFF117	15/05/2017	ST Monitor - Dell 22"	1		£ 147	£ 147	

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2024

					£	2,024	BOX 9 AGAR figures
Item no.	Purchase Date	Description	Quant	£	Total Inventory	Fixed Asset Register	
OFF143	17/08/2020	Dell Vostro Laptop ST			£ 886	£ 886	
OFF142	17/08/2020	Dell Vostro Laptop LM			£ 886	£ 886	
OFF146		Cloud based server replacement					
OFF119	03/05/2017	APC Smart UPS 1000VA battery backup for server			£ 343	£ -	
OFF130	06/03/2019	New comms box and wires	1		£ 2,545	£ 2,545	
OFF138	28/11/2019	Dell Vostro 3470 8gbRAM Windows 10 to VIC?	1		£ 725	£ 725	
OFF122	12/09/2017	Dell 22" Monitor P2217H- LM	1		£ 158	£ -	
OFF123	26/09/2017	Adobe Acrobat Pro 2017 (LM machine)	1		£ 575	£ -	
OFF132	18/04/2019	Dell Vostro 3470 PC Used for Rialtas and Asset Manager local server			£ 816	£ 816	
OFF144	17/08/2020	Dell Vostro laptop AMW	1		£ 886	£ 886	
OFF140	26/06/2020	Adobe Acrobat Pro x 2 MH and AMW machines			£ 942		
OFF139	28/11/2019	Dell Vostro 3470 8gbRAM Windows 10 MW now VIC	1		£ 725	£ 725	
OFF150	31/03/2021	Dell Vostro laptop, monitor, docking station			£ 1,440	£ 1,440	
OFF112	17/01/2017	Dell 22" Monitor P2217- JP	1		£ 131	£ 131	
OFF141	17/08/2020	Dell Vostro Laptop JP			£ 886	£ 886	
OFF134	31/01/2011	Mapping Software and Asset Manager	1		£ 1,625	£ 1,625	
OFF128	04/09/2018	Brother Laser Jet Printer L2370DN (main office) Andrea has this			£ 112		
OFF110	14/01/2017	Avaya VOIP telephone system	1		£ 4,225	£ 4,225	
EQP041	01/04/2010	PAT Tester	1	850	£ 850	£ -	
OFF049		4 No 4 Drawer Metal Filing cabinets	3	165	£ 495	£ 495	
OFF078		2 drawer metal filing cabinet	1		£ 68	£ -	
		3 office blinds (admin office)	3		£ 397	£ 397	
HFE098	02/09/2013	NEC M3111 Projector	1		£ 465	£ -	
OFF056	17/06/2010	Ativa Shredder	1		£ 290	£ -	
OFF147	14/01/2021	Various mobile phones (ST has details)			£ 1,517	£ 1,517	
OFF148	11/02/2021	Docking stations x 4 JP,ST,RB,LM			£ 887	£ 887	
OFF149	11/02/2021	RB Dell laptop			£ 993	£ 993	
OFF020	25/01/2012	3 Drawer Pedestal LM	1		£ 103		
OFF081	22/01/2014	RB desk	1		£ 114	£ -	
OFF082	22/01/2014	RB Pedestal	1		£ 103	£ -	
OFF083	23/01/2014	RB bookcase(main office)	1		£ 113	£ -	
HFE147	22/10/2018	3x Topbox shelving units for archive	3		£ 363		
OFF096	17/11/2014	MW Desk	1		£ 114	£ -	
OFF097	17/11/2014	MW Pedestal	1		£ 103	£ -	
HFE065	01/06/2008	Step ladder	1		£ 1	£ -	
HFE153	03/02/2021	Fridge (used by NHS to go into top office)	1		£ 108		
OFF030		2 tables 1.600m diameter 25 mm top in light oak	2	100	£ 200	£ -	
OFF031		3 No Cantilever Universal Workstations Magnus Wave metal frame	4	220	£ 880	£ 880	
OFF033		1 No Magnus Circular Table with Central Column Base in light oak 1.000m diameter	1	135	£ 135	£ -	
OFF034		4 No 4 Leg Stackable Meeting Chairs Without Arms Upholstered in fabric colour leaf	4	60	£ 240	£ -	
OFF044		1 No 2 Drawer Metal Filing Cabinet	1	100	£ 100	£ -	
OFF111	14/11/2016	4 drawer grey filing cabinet	1		£ 129	£ -	
OFF079		Jemini 2 drawer filing cabinet grey	1		£ 111	£ -	
OFF043		1 No 2 Drawer Small Timber Filing Cabinet in Beech Wood	1	40	£ 40	£ -	
OFF125	01/11/2017	Dell 3380 latitude laptop (DM) with wireless keyboard and mouse	1		£ 1,170	£ 1,170	
OFF040		1 No Dell 19inch Flat Screen Monitor BH PC	1	175	£ 175	£ 175	
OFF099	15/01/2015	Adobe Acrobat X1 Pro (DM Machine)	1		£ 480	£ -	
OFF035		Metal cupboard		210	£ 210	£ -	
OFF047	16/01/2012	Canon ES0 1100D5 Camera	1		£ 350	£ -	

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2024

					£	2,024	BOX 9 AGAR figures
Item no.	Purchase Date	Description	Quant	£	Total Inventory	Fixed Asset Register	
OFF129	03/12/2018	Canon IXUS 185 20MP 8x zoom camera	1		£ 94		
OFF121	02/08/2017	Dell Latitude 3580 SSD Laptop (JM)	1		£ 1,130	£ 1,130	
OFF145	23/12/2020	Dell Laptop Debbie			£ 1,070	£ 1,070	
OFF131	18/04/2019	MikeSmith Dell Vostro5568 Notebook	1		£ 879	£ 879	
OFF127	13/06/2018	Inspiron 15 5000 series laptop Martha	1		£ 1,463	£ 1,463	
OFF120	03/07/2017	Canon 5D 28-105 camera EX550 Flash gun	1		£ 450	£ -	
CAT100		Ancient Records NB. A nominal value is included.	1	10000	£ 10,000	£ 10,000	
OFF151	26/04/2021	Printer (RB Office)	1		£ 250		
OFF152	29/04/2021	Phone (SF Streetscape)	1		£ 357		
OFF153	03/05/2021	Printer CIC			£ 557		
OFF154	22/06/2021	Dell Laptop	1		£ 886	£ 886	
OFF155	20/07/2021	Iphone XR (SVS)	1		£ 357		
OFF156	21/07/2021	Tambor Cabinet (Finance Office)	1		£ 630		
OFF157	26/04/2021	Printer (DM Office)	1		£ 332		
OFF158	20/08/2021	Laptop (CS)	1		£ 938	£ 938	
OFF159	12/11/2021	Table (Finance Office)	1		£ 158		
OFF160	18/11/2021	Office Chairs (Finance office)	3		£ 137		
OFF161	07/01/2021	Mobile (CD)	1		£ 350		
OFF162	29/06/2021	Sanitiser Unit	1		£ 450		
OFF163	31/01/2022	Server	1		£ 986	£ 986	
OFF164	15/02/2022	Office Chairs: Desk chairs	12		£ 1,968	£ 1,968	
OFF165	21/02/2022	Stage Curtain & Skirts	1		£ 2,021	£ 2,021	
OFF166	28/04/2022	Filing Cabinet (RB Office)	1		£ 229		
EQP118	23/04/2022	New CCTV Camera	1		£ 828	£ 828	
EQP119	09/05/2022	Hybrid TV Screem Zoom System & Separate Mic	1		£ 7,734	£ 7,734	
OFF167	09/06/2022	2 office chairs (DM & AMW)	2		£ 358		
OFF168	30/08/2019	Streetscape handsets (purchased 2019 paid in 2022 not on prev.)	10		£ 1,353	£ 1,353	
EQP110	30/08/2022	Barriers	1		£ 272		
EQP112	03/09/2022	Nokia Tablet	1		£ 234		
EQP113	09/11/2022	Gazebo	1		£ 495		
EQP114	22/11/2022	Dehumidifier	1		£ 108		
EQP115	09/01/2023	Tambour Cabinet (F.office)	1		£ 289		
EQP116	04/01/2023	Printer (F.M Office)	1		£ 161		
EQP117	24/01/2023	Laptops (JM & DM)	2		£ 1,781	£ 1,781	
CS029	15/10/2022	Christmas Light	1		£ 3,100	£ 3,100	
EQP121	16/02/2023	Floor Scrubber	1		£ 2,309	£ 2,309	
EQP123		Office fans			£ 106		
OFF23001	27/04/2023	3 Union flags & Pride	4		£ 466		
OFF23002	11/05/2023	3 lockers: caretakers Officer/Tea Room	3		£ 512	£ 512	
OFF23003	30/08/2023	Dell Laptop CD	1		£ 960	£ 960	
TH23001	23/06/2023	String Lights (Balconey)	1		£ 501	£ 501	
PP23001	23/08/2023	Gazebo for pool	1		£ 348		
TH23002	01/12/2023	Bottle Cooler	1		£ 575	£ 575	
CS001-CS007		Welcome to Congleton Road Signs	7	1600	£ 11,200	£ 11,200	
FP001-FP007		Town Centre finger posts - (7?)	3	2600	£ 7,800	£ 7,800	
NB001-NB007		Notice Boards - (7?)	6	1100	£ 6,600	£ 6,600	
	08/07/2015	Secure lockable external notice board 1 Moody St Gardens	1		£ 126	£ -	
	08/07/2015	Secure lockable external notice board 1 Moody St Gardens	1		£ 126	£ -	
INF001		River Dane walkway	1	35000	£ 35,000	£ 35,000	

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2024

					£	2,024	BOX 9 AGAR figures
Item no.	Purchase Date	Description	Quant	£	Total Inventory	Fixed Asset Register	
INF005	31/05/2012	Jubilee Arches in Community Garden	3		£ 4,500	£ 4,500	
CS008	08/12/2013	Xmas Lights - JM has breakdown	1		£ 15,208	£ 15,208	
CS028	17/11/2020	Xmas Tree lights - Martha has details	1		£ 1,395	£ 1,395	
CS029	25/11/2020	Xmas street lights - Martha has details	1		£ 8,682	£ 8,682	
CS030	15/02/221	Rebulb festoon lights in pedestrian area	1		£ 2,825	£ 2,825	
CS010	08/05/2014	Octagonal planter with 3 tiers (market st)	2		£ 1,202	£ 1,202	
CS011	08/05/2014	6 tier beehive planters (by RBS)	2		£ 1,245	£ 1,245	
CS016	21/12/2017	6 Tier beehive planters -Pedestrian area, Market St	2		£ 1,481	£ 1,481	
CS018	19/03/2018	13 Self watering black half unit Pole planters (26 halves)	13		£ 1,921	£ 1,921	
CS022	19/03/2018	6 1000mm Self watering Half barrier basket	6		£ 890	£ 890	
CS020	18/04/2017	16 self watering meter square without wording planters	16		£ -	£ -	
CS021	18/02/2018	7 large 1m sq planters	7		£ -	£ -	
CS012	28/06/2013	3 Moulded garden benches (community garden)	3		£ 1,125	£ 1,125	
CS019		Red Telephone Box -Greenacres Road	1		£ -	£ -	
CS013		Red Telephone Box -Timbersbrook	1		£ -	£ -	
CS014	29/06/2016	5 Planters - Mountbatten Way	5	300	£ 1,500	£ 1,500	
CS015	30/06/2016	12 x Roundabout signs	12	143	£ 1,716	£ 1,716	
CS023	31/05/2018	Community Polytunnel in the Park			£ 1,898	£ 1,898	
CS025	20/09/2018	6 x Black bins			£ 372		
CS024	30/11/2018	5 x safety barriers for xmas tree	5		£ 767		
CS026	10/07/2019	6 x Black bins 50"HSL	6		£ 1,097	£ 1,097	
CS027	13/02/2020	Solar assisted SID	1		£ 1,422	£ 1,422	
NB008	20/12/2013	Radnor Park Sign	1		£ 4,981	£ 4,981	
MEM002		War Memorial (Cenotaph)	1	15000	£ 15,000	£ 15,000	
MEM001		Sgt Eardley - VC Statue (March 2003)			£ 9,967	£ 9,967	
MEM003	26/10/2017	Treo - statue of army dog by war memorial	1		£ -	£ -	
CS017	18/01/2018	Railings around Treo	1		£ 1,500	£ 1,500	
LB008	18/09/2013	Land by War Memorial	1		£ 1	£ 1	
MEM004	01/04/2022	Elizabeth Statue	1		£ 1	£ 1	
CS028	09/12/2022	5 black bins			£ 504		
CM23001	26/09/2023	CTC/40/2324 Grand Blizzard, Quadrille Chain, Blizzard	1		£ 9,462	£ 9,462	
CP23001	03/07/2023	Charging Points (2 @Park) (1@ TH)	1		£ 1,572	£ 1,572	
CP23002	04/12/2023	Racking on Community Stire	1		£ 1,722	£ 1,722	
LB006	01/01/2014	Market St Toilets (by bus station)(fixtures and fittings)	1		£ 14,212	£ 14,212	
CAT001		Weights and Measures	1	5746	£ 5,746	£ 5,746	
CAT002		Mayoral Badge	1	18000	£ 18,000	£ 6,659	
CAT003		Mayoral Chain	1	55000	£ 55,000	£ 23,763	
CAT004		Mayoress Badge (can go on Mayor's chain)	1	5000	£ 5,000	£ 1,712	
CAT005		Mayoress Chain	1	8000	£ 8,000	£ 3,487	
CAT006		Deputy Mayor Badge (refurbished)	1	3250	£ 3,250	£ 1,475	
CAT007		Consort Pendant (silver medallion)	1	1250	£ 1,250	£ 837	
CAT008		Small Mace	1	4220	£ 4,220	£ 4,220	
CAT009		Large Mace	1	55000	£ 55,000	£ 28,509	
CAT010		Mayor's Working Chain	1	15828	£ 15,828	£ 15,828	
CAT012		Silver Parcel Pendant (working chain medallion)	1	4000	£ 4,000	£ 1,011	
CAT013		Wood Case	1	94	£ 94	£ 94	
CAT117	02/04/2013	Deputy Mayor Pendant (DM2 newer)	1	1200	£ 1,200	£ 926	
CAT118	03/04/2013	Consort pendant enamelled 3 colours on blue ribbon	1	650	£ 650	£ 599	

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2024

					£	2,024	BOX 9 AGAR figures
Item no.	Purchase Date	Description	Quant	£	Total Inventory	Fixed Asset Register	
CAT119	01/06/2023	Burgess Badges	2		£ 951	£ 951	
	16/06/2017	Lawnmower Flight 553HRSPROHS			£ 949	£ 949	
EQP050	16/06/2017	Lawnmower Flight 553HRSPROHS			£ 949	£ 949	
EQP026	01/01/2014	Strimmer			£ 1	£ 1	
EQP027	01/01/2014	Strimmer			£ 1	£ 1	
EQP029	01/01/2014	Blower Stihl BR350			£ 1	£ 1	
EQP031	01/01/2014	Hedgecutter			£ 1	£ 1	
EQP032	01/01/2014	Flymo mower - Allen			£ 1	£ 1	
EQP054	04/10/2019	Williams LM105G Serial SCKD00000J5157196 Trailer	1		£ 2,975	£ 2,975	
VEH003	01/01/2014	Small Ford Tractor L593 LHJ			£ 1	£ 1	
EQP011	01/03/2014	Hayter Condor Hydro with 5 blades	1		£ 5,315	£ 5,315	
EQP012	01/03/2014	Hayter Condor Hydro with 5 blades	1		£ 5,315	£ 5,315	
EQP014	01/03/2014	Honda HRH536HX 4 Wheel	1		£ 1,026	£ 1,026	
EQP015	01/03/2014	Honda HRH536HX 4 Wheel	1		£ 1,026	£ 1,026	
EQP016	01/03/2014	Honda HRH536HX 4 Wheel	1		£ 1,026	£ 1,026	
EQP017	01/03/2014	Strimer Stihl FS410 C-E	1		£ 707	£ 707	
EQP018	01/03/2014	Strimer Stihl FS410 C-E	1		£ 707	£ 707	
EQP019	01/03/2014	Strimer Stihl FS410 C-E	1		£ 707	£ 707	
EQP020	01/03/2014	Stihl Blower BR350	1		£ 356	£ 356	
EQP021	10/01/2014	Long Reach Hedge Cutter	1		£ 338	£ 338	
EQP022	10/01/2014	Long Reach Hedge Cutter	1		£ 338	£ 338	
EQP046	21/10/2014	Stihl BR600 Blower	1		£ 371	£ 371	
EQP047	12/08/2015	Petrol Rotivator	1		£ 308	£ 308	
EQP049	22/09/2015	Honda HRX537HY Lawnmower	1		£ 797	£ 797	
EQP052	16/03/2016	Second Hand Pressure Washer and trailer	1		£ 1,500	£ 1,500	
EQP053	08/04/2016	Apache SC42 Scarifier	1		£ 349	£ 349	
EQP057	18/04/2017	Stihl MS 180 14" Chainsaw	1		£ 172	£ 172	
EQP058	01/12/2018	Stihl HS87T Hedgecutter	1		£ 351	£ 351	
EQP059	12/03/2018	Echo ES-250ES Leaf blower	1		£ 196	£ 196	
EQP060	23/04/2018	Hammerlin Galvanised Barrow	1		£ 81		
EQP061	18/06/2018	Blower Echo PB-2520	1		£ 162		
EQP	01/01/2014	Strimmer	1		£ 1	£ 1	
EQP	01/01/2014	Strimmer	1		£ 1	£ 1	
EQP063	18/06/2018	Blower Stiga SBL 327V	1		£ 166		
EQP062	18/06/2018	Blower Echo PB-2520	1		£ 162		
EQP064	06/08/2018	Bowling Green Mower - Ransome Super Certes LDFC604	1		£ 3,735	£ 3,735	
EQP065	04/05/2018	Storage cage for tools at the park	1		£ 340		
EQP	01/01/2014	Blower Stihl BR600 x 2	1		£ 1	£ 1	
EQP066	05/12/2018	4 x Locker units for Streetscape	4		£ 389		
EQP067	11/10/2018	1 x 4 Tread Step ladder	1		£ 48		
EQP068	11/10/2018	1 x 3 way platform ladder	1		£ 95		
EQP071	15/08/2019	Combi drill	1		£ 577		
EQP072	23/09/2019	TENG T1436 36pc 1/4" socket set	1		£ 45		
EQP073	16/10/2019	Stihl KM131R Combi Engine x 3	3		£ 1,345	£ 1,345	
EQP074	16/10/2019	Stihl HL145 Kombi tool head	1		£ 245		
EQP075	16/10/2019	Stihl KM-MC extension shaft	1		£ 60		
EQP069	03/03/2019	Bush Fridge for Streetscape bungalow	1		£ 100		
EQP076	02/07/2020	2 x lawnmowers	2		£ 1,350	£ 1,350	
EQP077	13/08/2020	ESPA pump	1		£ 827	£ 827	

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2024

					£	2,024	BOX 9 AGAR figures
Item no.	Purchase Date	Description	Quant	£	Total Inventory	Fixed Asset Register	
EQP078	08/10/2020	Pressure washer	1		£ 199	£ 199	
EQP079	03/12/2020	2 x lawnmowers	2		£ 2,500	£ 2,500	
EQP080	20/01/2021	Turf cutter	1		£ 763	£ 763	
EQP081	23/09/2021	2 x Stihl FS-KM KombiTool Autocut C26-2	2		£ 234	£ 234	
EQP082	11/01/2021	Angle grinder	1		£ 106	£ 106	
EQP083	03/03/2021	Petrol Generator	1		£ 433	£ 433	
EQP084	18/03/2021	Hedgetrimmer	1		£ 398	£ 398	
EQP085	14/04/2021	Honda Mowers	2		£ 2,890	£ 2,890	
EQP086	06/04/2021	Backpack Sprayers	1		£ 210		
EQP087	09/07/2021	Generator	1		£ 433		
EQP088	20/04/2021	Blowers	1		£ 990		
EQP089	28/09/2021	Body Cameras	14		£ 706		
EQP092	25/01/2022	Hedgecutters	1		£ 844		
EQP093	24/02/2022	Rotavator	1		£ 1,475	£ 1,475	
EQP094	23/03/2022	2 x Ransome Mowers	2		£ 23,000	£ 23,000	
EQP095	09/09/2021		1		£ 298		
EQP096	17/02/2022	Batteries & Chargers	1		£ 472		
EQP097	22/04/2022	Mowers & batteries	1		£ 1,325	£ 1,325	
EQP098	28/04/2022		1		£ 112		
EQP099	28/04/2022	Bosch Strimmer	1		£ 75		
EQP100	30/05/2022	Storage Box	1		£ 117		
EQP100	31/05/2022	Section ladder	1		£ 390		
EQP102	21/06/2022	Ladder	1		£ 206		
EQP103	28/06/2022	Wooden Shed	1		£ 878	£ 878	
EQP104	28/06/2022	Shelving for Wooden Shed	1		£ 175	£ 175	
EQP105	21/07/2022	Table saw	1		£ 166		
EQP106	07/11/2022	Table saw	1		£ 92		
EQP107	09/11/2022	Bowling Green Mower & Cassettes	1		£ 9,327	£ 9,327	
EQP108	15/11/2022	Tools			£ 230		
EQP120	26/01/2023	Jumpstarter	1		£ 70		
EQP122	24/03/2023	Platform Trolley	1		£ 439		
SSEQP123	02/06/2023	Electric Mower	1		£ 2,453	£ 2,453	
SSEQP124	02/06/2023	Mowers Cassettes	1		£ 1,463	£ 1,463	
SSEQP125	14/12/2023	Chipper	1		£ 1,350	£ 1,350	
SSEQP126	01/12/2023	Fridge	1		£ 135		
					£ 90,468	£ 82,013	
VEH002		Water bouser	1		£ 500	£ -	
HM010	05/11/2009	18v LXC Zpc combi kit (power drill)	1		£ 299	£ -	
HM011	27/05/2010	18v Lithium 6pc kit (battery tools)	1		£ 599	£ -	
HM012	30/11/2010	20 Traffic Cones and Signs	1		£ 503	£ -	
HM013	08/06/2011	H581 R-24 Hedgecutter	1		£ 333	£ -	
HM014	09/06/2011	Strimmer attachment and blade	1		£ 118		
EQP048	10/09/2015	Gazebo (TIC store)	1		£ 421	£ -	
EQP040	23/03/2012	Galvanised Crowd Control Barriers	28		£ 867	£ -	
EQP056	28/06/2013	Shindawa Chainsaw	1		£ 300	£ -	
		Total			£ 3,105,761	£ 2,929,224	

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	13 th June 2024 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	10.4 Internal Audit Report – Final Audit for 2023-24		
Background	All town and parish councils are required by statute to make arrangements for an independent, internal audit examination of their accounting records and systems of internal control.		
Updates	Congleton Town Council's Internal Audit services are provided by Auditing Solutions Ltd. The final year-end audit has taken place, second interim audit has taken place. Auditing Solutions visited the offices on 31 st January 2024, all other audits have been remote. See Appendix for the full report, there are no issues to note.		
Decision Requested	To receive the Final Internal Audit report for the year ending 31 st March 2024.		

Congleton Town Council

Internal Audit Report 2023-24: Final Update

Adrian Shepherd-Roberts

*For and on behalf of
Auditing Solutions Ltd*

Background

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

This report sets out the work undertaken in relation to the 2023-24 financial year which was completed by the 23rd September 2023, 31st January and 14th May 2024. We have undertaken our reviews for the year and we wish to thank the Responsible Finance Officer and staff in assisting the process, providing all necessary documentation to facilitate completion of our reviews.

Internal Audit Approach

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

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

Overall Conclusion

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

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

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

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

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

- Ensured that the ledger remains in balance at the present date;
- Verified the opening trial balance for 2023-24 to the Statement of Accounts and AGAR for 2022-23 to ensure that the closing balances have been brought forward accurately and completely;
- Checked and agreed transactions in the Council's main bank account cashbooks to the relevant RBS Bank statements for April & August 2023 and December 2023 and March 2024;
- Checked and agreed for the same months, inter account "sweep" transfers between the current and high interest bank account; and
- Examined and verified the accuracy of transactions in the Council's mayoral charity bank account cashbooks and bank accounts as at July/August and December 2023 and March 2024 to ensure that no long-standing payments or other anomalous entries exist.

Conclusions

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

Review of Corporate Governance

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

We note that the Standing Orders were reviewed and adopted in June 2023 and Financial Regulations approved in February 2024.

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

Conclusions

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

Review of Expenditure

Our aim here is to ensure that: -

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

We have completed our work in this area examining a sample of payments from April, August and December 2023 and March 2024.

Finally, in this area, we have examined the content of the quarterly VAT reclaims to March 2024, with no issues identified.

Conclusions

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

Assessment and Management of Risk

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

Risk assessment registers are in place and they are subject to routine annual review and update. We note that the Business Risk Assessment for 23-24 was formally approved by Finance & Policy Committee in April 2023.

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

Zurich Municipal continues to provide the Council's insurance cover: we have examined the current year's schedule (to May 2024) and consider it meets the current needs of the Council appropriately with Employer's liability set at £10 million and Public Liability cover set at £15 million and Fidelity Guarantee cover at £1.0 million.

Conclusions

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

Precept Determination and Budgetary Control

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

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

We also note from the pre-draft minutes that the Council approved a precept of £1,182,221 for 2024-25 at the meeting of 25th January 2024.

Conclusions

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

Review of Income

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

- At the interim audit we reviewed the income generated in respect of the Tourist Information Centre (TIC) from the accounts data. We have also checked that there is a stock control review completed. We were pleased to report that the process was well managed and that records are maintained in a very satisfactory manner.
- At the interim update audit for which we visited the Council offices we reviewed the Congleton Information Centre (CIC) to include the management of the CIC and stock controls for both supplier stock and Council stock together with cash held in the till and the additional float. We have also looked at the Rialtas booking system and the event ticket sales.

We consider that the CIC is very well managed and maintained to a high standard.

- Examined the “Aged debtors schedule” generated by the accounting software and have confirmed with the RFO regarding the records that there are no significant issues arising with regard to long-standing debts of which officers and members are unaware.

We have also reviewed the nominal ledger detailed transaction reports for income items for the year to March 2024 to ensure that no obvious coding errors or other anomalous entries are apparent and are pleased to record that none are in evidence.

Conclusions

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

Petty Cash Account and Fuel Cards

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

We have checked the Town Council and the CIC cash and reviewed the holding from the information that we have been provided. We consider that this is controlled effectively.

We have again reviewed the vehicle fuel nominal ledger and sample statements and we are satisfied that this is monitored and controlled effectively.

Conclusions

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

Review of Staff Salaries

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1st April 2022 in relation to employee percentage bandings. To meet that objective, we have: -

- Ensured that the Council has approved staff pay rates for the financial year, based upon the approved NJC rates:
- Checked and agreed the computation of staff gross and net pay and salary deductions for August 2023, noting the continued use of a local, third party bureau service provider;

- Checked to ensure that appropriate tax codes and national insurance tables are being applied in the year and that the correct deductions / contributions have been deducted and paid over to HMRC in a timely manner; and
- Ensured that the appropriate revised superannuation contribution rates have been applied, also ensuring that the deductions have been paid over to the County Council in a timely manner.

Conclusions

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

Fixed Asset Registers

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

Conclusion

No issues require formal comment or recommendation.

Investments & Loans

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

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

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

Conclusions

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

Annual Governance and Accountability Return

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

As part of our year-end review we have checked the March 2024 cash books and nominal ledgers.

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

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

Conclusions

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

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	13th June 2024 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Chief Officer/RFO		
AGENDA ITEM REPORT TITLE	10.5 Insurance Review 2024		
Background	The Council's current Insurance providers are Zurich Municipal. Each year we undertake a review of our insurance cover to ensure we have adequate Insurance coverage aligned to our Fixed Asset Register.		
Update	Our renewal date for insurance has been 31 st May each year for some time, the date does not align with our Annual Council meetings where we would seek approval for the renewal of the cover. This year we have managed to extend the insurance for 1 month giving us a new renewal date of 30 th June each year.		
Details	<p>3 insurance companies were contacted for quotes. Quotes were requested for a 1-year deal and a 3-year deal. Both new companies were provided with our current policy to ensure a like-for-like comparison.</p> <p>Company 1 were unable to quote at this time as they preferred to visit and assess our Fire Suppressant system in the Kitchen area, this would not have been able to be completed in time for the renewal date.</p> <p>Company 2 provided an initial cost of £38-£39,000 which they will aim to bring down if they can. No formal quote.</p> <p>Zurich provided a three-year and one-year quote:</p> <p>1 year £30,886.76</p> <p>3 year £28,613.45 per year.</p> <p>Officer's recommendation is to continue with our current insurer Zurich Municipal this will provide continuity of service with their in-depth knowledge of our organisation. A new review to take place in either May 2025 or May 2027 depending on final decision of length of insurance cover.</p>		
Decision Request	To approve the renewal of our Insurance with Zurich Municipal for the 3-year deal.		

INSURANCE RENEWAL PROPOSAL FOR Congleton Town Council

Prepared by

Mr Jonathan Meiseles

1st May 2024

1. Introduction

Thank you for insuring with us last year.

We hope that you will renew your policy with us for the coming year. If you do, you will continue to receive the combination of high quality insurance, excellent service and competitive pricing that we provide.

- **High quality insurance**

Our policy has been designed for Councils such as yours. We have over 20 years of experience working with Town, Parish and Community Councils and are the largest insurer of public services in the UK.

Zurich are also pleased to announce that **Key Personnel cover** is available as a paid for option to all Town, Parish and Community Council policies. Key Personnel insurance is designed to protect councils 24 hours a day, 7 days a week in the event that an accident or assault renders a vital member of your team unable to work to their normal capacity. Your council could claim weekly benefits of up to £500 to assist with replacing vital staff or volunteers.

- **Excellent service**

We pride ourselves on providing swift, friendly service. Highlights of this service include: a dedicated Account Manager (you have my direct line and email address); no admin fees when you make a change to your policy; and free access to legal and counselling helplines. Our customer service currently scores 4.7 out of 5 on the independent rating site Feefo.

Should you need to make a claim, it will be managed by our dedicated team of claims specialists. They will work with you to settle the claim quickly and minimise disruption in the meantime. They manage claims ranging from the simplest accidental damage to the most complex legal cases, so, whatever may happen, you will have experts on your side.

Competitive pricing

We are proposing premiums shown in the table below

LTA Term*	Price proposed (including all applicable taxes)
1 Year	£30,886.76
3 Year	£28,613.45

* You may choose to enter a Long Term Agreement with us, this would reduce the price of your policy over the life of the agreement in return for your commitment to stay with us. See Section 4 for details.

In addition to these benefits, if you choose to renew with us you will have bought from a company that makes a significant contribution to society: The Zurich Community Trust, a registered charity that is funded by corporate and employee donations, has given support to over 600 UK and overseas charities through grants and volunteering programmes.

2. Next steps

It is important that you **carefully read the attached document your 'Local Council Policy Schedule'** and check that the facts we have about you are correct and that we have included all the covers that you want. Please call us if you have any questions or need to make changes.

Once you are happy with the Schedule, all your organisation needs to do to purchase your policy is send us an acceptance email.

3. The cost of this policy

The cost of this policy is £30,886.76 (including taxes, based on a 1 year agreement).

This is made up of £27,478.21 for your policy, £3,130.59 Insurance Premium Tax (at the prevailing rate, which is levied on insurance policies) and £277.96 VAT

This quotation is valid for 90 days from the quotation date specified on the front cover of this proposal.

4. Long Term Agreement

You may choose to set up a Long Term Agreement (LTA) with us. This means that you commit to keep your policy with us for the period of the LTA and in return you receive the discount detailed in the pricing table.

An LTA will also freeze the rates which we apply to your sums insured or indemnity levels in order to calculate your annual premium. So, if we raise rates during your LTA, the rise won't apply to your premium.

Please note, this doesn't mean that your premium will not rise over the period of the LTA. It would rise if:

- a) Your sums insured increase

We will index-link your sums insured.

- b) Your levels of indemnity increase

Again, this may be necessary to ensure that your policy is giving you the appropriate level of protection.

- c) Your claims history is poor

If this did occur, you would have the option to exit the LTA.

The following lines of cover are not subject to LTA rate freezes: Engineering, Legal Expenses and Terrorism.

Do please contact us if you have any questions or would like to set up an LTA.

5. How we will support you

We will be available to support you throughout the year with activities such as:

- Insuring new projects and events which you may be considering
- Making changes to your policy
- De-mystifying the sometimes complicated language used in insurance documents

Our approach to fees:

- We do not charge administrative fees or for providing duplicate documents.
- We will make no charge if you request changes or amendments to your policy that would cost less than £50.

6. Changes to your policy wording

We would like to draw your attention to some specific changes to the Policy schedule. For the most part these amendments are clarifications of the Policy wording, however some of them could be considered to be a change to the Policy terms.

Business Interruption – We have applied a new endorsement that can be found on your policy schedule. This endorsement restates the special extension provided under section 5.2 in respect of notifiable diseases. Whilst our policy limits remain unchanged, notifiable diseases are now clearly defined under the policy providing clarity as to when this cover will operate.

Please email or call me if you have any questions about these changes.

7. How to purchase this policy

To renew this policy, all you need to do is call or send us an email confirming that you wish to go ahead.

We will then email you electronic copies of your policy documents, along with an invoice. Payment is due before your cover starts, or immediately if your cover is already in place. Failure to do so could result in your insurance being cancelled.

8. Conclusion

This proposal and the attached 'Local Council Policy Schedule' should clearly describe your insurance requirements and how we plan to meet them. If they do not, or if you have any questions, please contact me on [REDACTED]

We hope that a combination of our council expertise, the service we provide, and the price offered will convince you to renew your insurance with us.

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

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

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

Minutes of the Personnel Committee Meeting
21st December 2023 5.30 pm

Councillors in Attendance: David Brown (Chair)
Richard Walton (Vice Chair)
Robert Brittain
Russell Chadwick
Robert Douglas
Suzy Firkin
Amanda Martin
Heather Seddon
Glen Williams

Ex Officio: Kay Wesley (Deputy Mayor)

Officers: David McGifford (Chief Officer)

Members of the press: 0

Members of public: 0

1. Apologies for absence.

Members are reminded of the necessity to give apologies in advance of the meeting and to give reasons for absence.

2. Minutes

Pers/10/2324 Resolved to o approve the [minutes of the Personnel Committee meeting held the 5th October 2023](#)

3. Declarations of interest

Cllrs D Brown , R Chadwich and Heather Seddon declared an interest on matters relating to Cheshire East Council

4. Outstanding Actions

There were no outstanding actions from previous meetings.

5. Questions from Members of the Public

There were no questions from members of the Public

6. Urgent Items

There were no urgent items.

7. Resolution to Exclude the Public and Press from Item 9

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

Pers/11/2324 Resolved to exclude members of the press and public from the meeting due to private staffing matters.

8. To receive a general update on staff

The Chief Officer outlined the current staff structure and advising that there was a need to increase the administration resource based upon the departure of 2 part time administration officers within the last 12 months (L Minshull Retired and Andrea Morris Wild resigned)

The CO advised that he would like to integrate the Partnership administration and the council administration into a full-time role which would require an external evaluation.

Pers/12/2324 Resolved to approve the proposed changes to the council administration function and for the integrated Partnership and General administration role to be externally evaluated.

9. Staff appraisals

To receive the outcome of staff appraisals and to decide on the award of any incremental pay increases.

Pers/13/2324 Resolved to approve the Chief officer's recommendations for incremental increase.

Pers/14/2324 Resolved to agree a single increment increase for the Chief Officer

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	13 th June 2024 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	David McGifford – Chief Officer		
AGENDA ITEM REPORT TITLE	12 Town Hall Decarbonisation project		
Background	<p>At the meeting of the Council on the 4th of April 2024 the Council made the following resolution CTC/93/2324 Resolved</p> <ol style="list-style-type: none">1. That the Council approves the signing of the Grant Offer as per Appendix 1 of the report.2. That the Chief Officer creates the required Project Board with the membership and powers as stated within the report. <p>The report provided details of the need for a Project Board which would work under the following governance.</p> <p>Governance Project Board</p> <p>Part of the contractual conditions is for the council to provide monthly updates to the grant provider SALIX. As we are ultimately responsible for this project the main role of the council is to create a Project Board to work under delegated authority. The board will receive the monthly progress reports provided by the appointed Project Manager ensuring that the agreed programme of works is progressing as planned or noting any issues. Updates to the Council will be provided at the planned Council meetings for the year or at Emergency Meetings if there is a deviation of the plan that impacts on finance or outcomes.</p> <p>The Chief Officer will be the Senior Responsible Officer for the project and it is proposed that the Initial Project Board Members would be as follows:-</p> <p>The Chief Officer, the Town Mayor and the Chairs of the THAS, F&P and Environment Committees, Congleton Town Council's RFO and Paul Williams who has been our internal advisor for environmental improvements and is the Technology Director - Dane Valley Community Energy.</p> <p>The first stage of the project requires the appointment of a Project Manager for phase 1 of the project whose role is to develop and agree on projects through to detailed designs and tender stage. This work is generally undertaken by a company rather than just an individual, the budget allocated for this work was set at £57,683 all of which is grant-funded by Salix.</p>		
Updates	<p>Aligned to our Financial Regulations this opportunity was posted on the Government Contract Finder website on the 5th April 2024 with the tender period ending on the 7th May 2024 - during this period we had 8 enquiries and 4 visits to the Town Hall.</p> <p>We received 5 proposals which were reviewed by available project Board members, Firkin, Wesley, Williams and the Chief Offer, 1 was discounted on the grounds of cost and another on lack of relative experience in delivering similar projects to those required at the Town Hall.</p> <p>The remaining 3 companies were contacted and invited for interview at the Town Hall or by remote access. At this stage the project board members were happy that any of the 3</p>		

	<p>remaining companies would be capable of delivering the required project management service.</p> <p>On the 29th of April 2024 Cllr Firkin, Cllr Wesley, Paul Williams and the Chief Officer received presentations from each company followed by a two-way question and answering session with each member of the project board scoring individually.</p> <p>Company A scored 318 points</p> <p>Company B scored 324 points</p> <p>Company C scored 318 points</p> <p>Each member of the interview panel was asked which two companies would they take forward thus potentially eliminating a company,</p> <p>Company C 4 votes</p> <p>Company B 3 votes</p> <p>Company A 1 vote</p> <p>As the point scoring was relatively close each company was contacted that evening and asked to provide references and clarification on various matters to enable the panel to come to a conclusion.</p> <p>At the time of writing, we are awaiting references however subject to those references the panel have agreed that the preferred option is Company C followed by Company B for the following reasons</p> <ol style="list-style-type: none"> 1. Their location, 2. Greater understanding of the project having prepared the original bid via CEC 3. The work they are already undertaking with CEC and being involved with their Planning department and conservation team. 4. Cost – circa £8k cheaper than company B. 5. A general feeling of a more “hands-on approach”. 6. Based on the size of the company there is a likelihood we would get better value once we get to the delivery stage (phase 2).
Finance considerations	The preferred option, Company C is circa £8,000 less than Company B which provides an option to deliver small projects within year 1.
Environmental considerations	The company are continually working on environmental projects and has the experience to develop this project. They are also doing a lot of work within this geographical area so there is no excessive travelling to and from the Town Hall.
Equality considerations	All the companies had reasonable responses when asked about their policies and approach to equality, diversity and inclusion. The team was reassured that Company C would take a local approach, for example, working with the community and schools to explain the project and the importance of decarbonisation.
Decision Requested	On the basis that The Chief Officer and 5 members of the Project Board (1 on holiday) are in agreement we would propose that we appoint company C as the company to deliver phase 1 Project Management subject to references and agreeing terms and conditions.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	13 th June 2024 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Jackie MacArthur– Marketing and Communities Manager and Deputy Chief Officer		
AGENDA ITEM REPORT TITLE	13 Congleton Town Council Website Contract		
Summary	<p>At the meeting of the Council on the 4th of April 2024 the Council CTC/98/2324 Resolved</p> <ol style="list-style-type: none">1. To give delegated authority to the Chief Officer following a review of the applications by the Congleton Web Development Group to appoint a company to develop version 4 of the Town Council website. The chosen company will be from those who have submitted a bid, within the Ear Marked Reserve budget and using the criteria as approved in the bid document.2. To authorise the Deputy Chief Officer to notify the 16 companies least able to meet our specifications that they have not been successful.3. Request for Council to approve the spend of up to £30,151 from the Website EMR [331], to cover the expenditure of the new Website Development project, funds to be transferred to revenue budget line 102-4035 (Council Website). <p>The Website Development Working Group worked with the Chief Officer and unanimously agreed that company D, Thrive, mostly closely matched the brief and performed best against the 10 criteria in the interview process. Thrive has been in business for more than 10 years and is based in John Bradshaw Court in Congleton.</p> <p>Using the Chief Officer's delegated powers Thrive has been offered the role and we are in the process of drawing up a contract. This paper is for information.</p>		
Background	<p>The Town Council received 28 submissions. 16 of these bids were not long-listed either due to the quality of the bid or the Company's house check that they met our basic criteria for the type of company that we stated that we wished to work with. (length of time operating as a company, number of employees, stability of the company, up to date with accounts).</p> <p>The members of the Development Working Group independently evaluated the remaining 12 bids. The group held a two-hour session where it discussed the</p>		

	<p>remaining bids and group members put forward their top 5 companies. This resulted in the group agreeing to short-list four companies to attend the Town Hall for a presentation and discussion about their proposal.</p> <p>The interview panel was the same for each company- Cllr Kay Wesley, Cllr David Brown, Cathy Dean, Paolo Pinto, and Jackie MacArthur. Debbie Coxon did the meet and greet and had an informal chat with each company before the interviews and her views also contributed to the overall choice.</p> <p>For the interviews panel considered each of the bids against the following criteria:</p> <ul style="list-style-type: none"> • On Brief – answering questions in the proposal and clear management methods • Insight Led/Co-creation – working with users to gather insights • Strategic Approach – focus on the customer and users – goals align • Website expertise – understanding of W3C with good examples and CMS • Public Sector Compliance – case studies and evidence of work • Retail Experience – evidence of success and how to track • Engagement – evidence that they provide engaging user journeys • Usability and Accessibility – use of the Morville model/user acceptance testing • Innovation and Ideas – innovative ways to make the most of our limited budget • KPIs/ Analytics – ideas for how the success of the site will be measured beyond Google Analytics. Dashboard of business objectives. <p>The group believed that each of the four companies interviewed would have been capable of developing the Town Council Website. However, the chosen company showed a clearer and deeper appreciation of the Town Council’s brief and what we wanted to achieve, showed more appropriate examples of their work, demonstrated ways that they had met Government accessibility criteria with flair and design, had the best sense of user journey and engagement and clear ideas for measuring the success of the new site.</p>
Financial Implications	The top four bids were all similar in price and the contract will be delivered within the £30,000 which was moved from the EMR to revenue budget following the committee meeting on the 4 April.
Environmental Implications	There were no real differences in the environmental impact of the companies. Overall the website aims to have a positive impact by reducing the use of paper, promoting strong environmental messages and through careful infrastructure planning to reduce the amount of cloud storage taken up by our website.
Equality Implications	The website will be designed to be fully accessible and this was a strong part of the brief. The winning company showed clear evidence of how it has managed to create attractive and accessible websites for other local government-own sites.
Decision Requested	To note this report.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	13 th June 2024 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Chief Officer		
AGENDA ITEM REPORT TITLE	14 Amendments to appointments to Committees, Macebearer and Deputy Macebearer.		
Background	<p>Following Mayor Making on the 16th May 2024 we have had some requests for changes to the agreed councillor positions in certain areas. This was not challenged at Mayor Making being a Civic Occasion.</p> <p>Prior to this meeting, a note was sent to all councillors advising of requested changes and promoting a vacancy on Civic Duties. These will be brought to the council meeting on the 13th June for approval</p>		
Decision Requested	To agree to any changes on Committee membership and Civic Duties for 2024-25		