



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

5<sup>th</sup> December 2024

Dear Councillor,

You are summoned to attend a meeting of the Council on **Thursday 12<sup>th</sup> December 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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## **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 Meeting**

To approve and [sign the minutes of the Council meeting held on the 3<sup>rd</sup> October 2024.](#)

### **3. Declarations of Disclosable Pecuniary Interest**

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

### **4. Questions from Members of the Public**

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

### **5. Urgent Items**

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

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

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

### **7. Minutes of the Planning Committee (Enclosed)**

To approve and sign the minutes of the Planning Committee meetings held on the 12<sup>th</sup> September and the 10<sup>th</sup> of October 2024

#### **7.1 Neighborhood Plan**

To receive an update on the Neighborhood Plan Consultation which ends on the 9<sup>th</sup> December 2024 (to follow)

### **8. Minutes of the Community Committee (Enclosed)**

To approve and sign the minutes of the Community Committee meetings held on the 29<sup>th</sup> August 2024

**9. Minutes of the Town Hall and Assets Committee** (Enclosed)

To approve and sign the minutes of the Town Hall and Assets Committee meeting held on the 5<sup>th</sup> September

**10. Minutes of the Environment Committee** (Enclosed)

To approve and sign the minutes of the Environment Committee meeting held on the 26<sup>th</sup> September 2024.

**11. Minutes of the Finance and Policy Committee** (Enclosed)

To approve the minutes of the Finance and Policy Committee held on the 19<sup>th</sup> September 2024

**11.1 Budget Update** (Enclosed)

- To approve the overspends as listed.
- To note current Management Accounts and variance explanations to Month 7.

**11.2 Annual Pay Award** (Enclosed)

- To note the Annual Pay Agreement award for 2024-25 in accordance with the NJC agreement.
- To note that the back pay due from 1<sup>st</sup> April 2024 to 30<sup>th</sup> November 2024 will be paid in December 2024 payroll.

**11.3 Investment Policy Update** (Enclosed)

- To note the renewal of the Cambridge and Counties Fixed Rate bond

**11.4 Notice of Conclusion Report** (Enclosed)

- To note the Conclusion of the Audit for year ending 31<sup>st</sup> March 2024.

**115 Town Hall Charity Illumination Policy** (Enclosed)

- To approve the draft Town Hall Charity Illumination Policy

**12. Minutes of the Personnel Committee** (Enclosed)

To approve the minutes of the Personnel Committee meeting held on the 22<sup>nd</sup> February 2024

**13. Government Consultation on Hybrid Meetings** (Enclosed)

To agree to a response to the Governments consultation on Hybrid Meetings

**14. Proposed amendment to the Civic Protocol – Mayors Cadet** (Enclosed)

To support the proposed amendments to Civic Protocol

**15. Resolution to Exclude the Public and Press from Item 16**

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

**16. Update on the Decarbonisation of the Town Hall (To follow)**

An update will follow after the Project Board Meeting that takes place on the 11<sup>th</sup> December 2024

**To All Members of the Council**

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

## **Congleton Town Council**

### **Minutes of the Council Meeting held at Congleton Town Hall on 3<sup>rd</sup> October 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 3<sup>rd</sup> October 2024](#)

**Councillors Present:** Kay Wesley (Mayor)  
Robert Brittain (Deputy Mayor)  
Charles Booth  
Russell Chadwick  
Suzy Firkin  
Emma Hall  
Sally Ann Holland  
Amanda Martin  
Susan Mead  
Heather Pearce  
Shaun Radcliffe  
Heather Seddon  
Richard Walton  
Liz Wardlaw  
Glen Williams

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

**Number of Press:** 0

**Member of the Public:** 2

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

Apologies were received from Cllrs Suzie Akers Smith, Dawn Allen, David Brown, Robert Douglas, Mark Edwardson, Arrabella Holland and Rob Morton

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

**CTC 37/2425 Resolved** to sign and approve the [minutes of the Council meeting held on the 15<sup>th</sup> of August 2024](#)

#### **3. Declarations of Disclosable Pecuniary Interest**

Were received from Cllrs Russell Chadwick, Sally Ann Holland, Emma Hall, Heather Seddon and Liz Wardlaw on matters relating to Cheshire East Council. Special mention was made of a

non-pecuniary interest in item 7.2 Request for Council to Support a Public Right of Way Request.

#### **4. Questions from Members of the Public**

There were no questions from members of the public

#### **5. Urgent Items**

There were no urgent items

#### **6. Minutes of the Planning Committee**

**CTC/38/2425 Resolved** to sign and approve the [minutes of the Planning Committee held on 8<sup>th</sup> of August](#)

#### **7. Minutes of the Community Committee**

**CTC/39/2425 Resolved** To approve and sign the [minutes of the community committee held on 27<sup>th</sup> June 2024](#)

##### **7.1 Civic Awards**

**CTC/40/2425 Resolved** To approve the Civic Awards which will be held at the Annual Town Meeting in May 2025 and reviewed afterwards.

##### **7.2 Request for Council to Support a Public Right of Way Request**

**CTC/41/2425 Resolved** not to support the application and leave it to the Sustainable Travel Group to submit the application to Cheshire East Council. Note all CEC Ward Councillors abstained from voting.

#### **8. Minutes of the Town Hall and Assets Committee**

**CTC/42/2425 Resolved** to approve and sign the [minutes of the Town Hall and Assets Committee meeting held on the 20<sup>th</sup> June 2024](#)

#### **9. Minutes of the Environment Committee**

**CTC/43/2425 Resolved** To approve and [sign the minutes of the Environment Committee meeting held on the 11<sup>th</sup> July 2024](#)

9.1 **CTC/44/2425 Resolved** to extend the date by which the Town Council should be Carbon Neutral from 2025 to 2030. To include information in Bear Necessities and note the Town Council's continued commitment to environmental targets.

## **10. Minutes of the Finance and Policy Committee**

**CTC/45/2425 Resolved** To approve and [sign the minutes of the Finance and Policy Committee meetings held on 6<sup>th</sup> June & 15<sup>th</sup> August 2024](#)

### **10.1 Standing Orders for Contracts Policy Review**

**CTC/46/2425 Resolved** 10.11 To approve the updated **Standing Orders for Contracts Policy** plus an additional amendment to 5.2.1 to change ‘in at least one local newspaper and one trade journal’ to include on the town council website and social media. Change the time period from 28 days to 14 days and adopt it into the Constitution.

**CTC/47/2425 Resolved** 10.12 To approve the updated Section 19 of the Standing Orders and adopt into the Constitution.

### **10.2 Financial Regulations and Procurement Policy Review**

**CTC/48/2425 Resolved** 10.21 To approve the updated Financial Regulations and adopt into the Constitution.

**CTC/49/2425 Resolved** 10.22 To approve the updated Procurement Policy and adopt into the Constitution. Agreed to remove the reference to Fairtrade.

### **10.3 Investment Policy and Strategy Review**

**CTC/50/2425 Resolved** 10.31 To approve the updates to the Investment Policy and adopt into the Constitution.

**CTC/51/2425 Resolved** 10.32 To approve the updated Investment Strategy for 2024-2025 and adopt into the Constitution – noting that the requirement for point 4 is for 3 of the 5 named councillors/officers to agree.

## **11. Minutes of the Personnel Committee**

**CTC/52/2425 Resolved** to approve the [minutes of the Personnel Committee meeting held on the 22nd February 2024.](#)

## **12. Town Hall Decarbonisation Update**

**CTC/53/2425 Resolved** To receive the update on the Town Hall Decarbonisation Project.

## **13. Neighbourhood Plan**

### **CTC/54/2425 Resolved**

13.1 To approve the proposed Congleton Neighbourhood Plan as fit for Regulation 14 pre submission consultation

13.12. To approve the virement of £15,000 from Legal EMR(340) to NDP EMR(344)

13.13 To approve expenditure direct from the NDP EMR(344) to pay for the NDP Plan.

**CTC/55/2425 Resolved** 13.2 To approve the proposed consultation plan and actions covering the basic, physical and digital consultation to run from Monday 14 October to Monday 9 December 2024.

14. **Change of Dates for Annual Town Meeting and Council AGM (Mayor Making)**

**CTC/56/2425 Resolved** To approve the proposed change of dates for the Annual Town Meeting and the AGM. Annual Town Meeting now 15<sup>th</sup> May 2025, AGM (Mayor Making) 22<sup>nd</sup> May 2025.

15. **Cheshire East Council car parking consultation**

**CTC/57/2425 Resolved** To agree with the proposed Council response to Cheshire East Council car parking charges proposal with the additional comments on school parking issues.

16. **Appointment of the Town Crier**

The Chief Officer informed the Council that the approved selection panel for the Town Crier unanimously selected Vicky Pulman for the role, and Vicky has accepted.

Cllr Kay Wesley  
Congleton Town Mayor

The meeting finished 8.59pm



**90 Engagements since 17 May 2024 - Town Mayor, Cllr Kay Wesley**

- 20.5 Winsford Mayor Making
- 22.5 Congleton War Memorial Hospital - 100<sup>th</sup> Anniversary Afternoon Tea
- 24.5 Phoenix Theatre Company - The Girl on the Train
- 27.5 Congleton War Memorial Hospital - Centenary Celebration in the Park
- 2.6 Town Mayor's Civic Service & Parade
- 4.6 Choice Support Open Day
- 6.6 D-Day Memorial Service
- 7.6 D-Day Service - RAF Air Cadets
- 8.6 Bromley Farm Hub Open Day
- 9.6 Food & Drink Festival
- 5.7 Ruby's Summer Lunch
- 6.7 In Bloom Town Tidy
- 6.7 Priestly Fields Summer Fair
- 6.7 Congleton Tennis Club - Annual Town Mayor's Charity Tournament
- 6.7 Congleton Youth Orchestra's Summer Concert
- 7.7 In Bloom & Congleton Lions - RHS 60th Anniversary Garden Festival
- 10.7 Park Lane Care Home – Afternoon Tea
- 13.7 Congleton Tennis Club Open Day
- 13.7 myCWA Charity Ball
- 14.7 Poynton Civic Service
- 18.7 Congleton High School - Scholars Awards Evening
- 19.7 Marton School - Unveiling of the new playground
- 20.7 Congleton Pride
- 21.7 The Mayor of Knutsford family BBQ fundraiser
- 23.7 CTC Summer Play Day
- 30.7 CTC Summer Play Day
- 6.8 CTC Summer Play Day
- 7.8 Dine with the Mayor of Knutsford

11.8 St Stephen's Church – Celebrating Ken Fieldhouse

13.8 CTC Summer Play Day

14.8 Congleton in Bloom judging day

16.8 SOL Theatre- High School Musical

20.8 CTC Summer Play Day

24.8 Jazz n Blues Umbrella Parade

27.8 CTC Summer Play Day

29.8 Opening ceremony of the wellbeing garden at Congleton War Memorial Hospital

31.8 Astbury Mere Care Home - Beach Summer Garden Party

31.8 Ruby's Fest

1.9 Clonter Fair

1.9 Mayor of Leek's Civic Service

2.9 Congleton Library - Summer Reading Challenge

4.9 Cloud Group WI – Autumn Meeting

7.9 'Know Your Numbers' stall in the Town Centre

7.9 Congleton and District Horticultural Society Annual Show

8.9 Green Island Fiesta

11.9 One Night Only with Harry Jones at Daneside

13.9 Trinity Amateur Operatic Society - Now That's What I Call Armageddon

14.9 Park Lane Garden Party

18.9 Sue Munro's book launch 'Justice is a Woman'

24.9 Business Crime Prevention Day of Action

24.9 CMQ Business Event

26.9 SMDC Charity Curry Night

28.9 Green Fayre

28.9 Beartown Brewery - Oktoberfest

1.10 HerSpace Information Evening

4.10 Congleton Players production of Calendar Girls

6.10 Congleton Harriers Half Marathon

6.10 Fundraiser for Grace Davenport

14.10 Business Crime Prevention Day of Action

16.10 East Cheshire Eye Society Meeting

17.10 Visyon Gourmet Dining Experience

18.10 Mayor of Knutsford "Curry-Oke"

20.10 St. Peter's Church recital in aid of Ambulances for Ukraine

24.10 Cubs tour of the Town Hall

25.10 Congleton Musical Theatre Society - Legally Blonde

27.10 Doddington Parish - annual service of remembrance

30.10 CTC Witchy Wednesday

2.11 Rotary Bonfire

6.11 Cheshire Military Museum - Private VIP Preview

10.11 Congleton Remembrance

11.11 Armistice Service

12.11 Congleton Lions - Diabetes Awareness Day

14.11 Congleton Amateur Youth Theatre's production of Bugsy Malone

16.11 Cheadle Christmas Lights Switch-on

16.11 Congleton Choral Society Concert

20.11 Congleton in Bloom TQ Evening

22.11 Phoenix Theatre Group – Vicar of Dibley

23.11 White Ribbon Stall, town centre

23.11 Congleton Youth Orchestra 30<sup>th</sup> Anniversary Concert

24.11 Congleton Lions Santa's Grotto launch – Astbury Garden Centre

25.11 White Ribbon Day Drop-in at the Town Hall

26.11 Park Lane Care Home - Heather Gates 100th Birthday

29.11 Christmas Lights Switch-On

30.11 Rotary Tree of Light Ceremony

2.12 St John Awards Presentation

3.12 Clonter Christmas Tea

4.12 Mayor's Christmas Tea Dance

4.12 White Ribbon Pubs Tour

5.12 Gena Moors cheque presentation – a former patient of Macc Hospital Breast Screening unit

5.12 Congleton Gang Show

**15 Engagements since 17 May 2024 – Deputy Town Mayor, Cllr Robert Brittain**

14.6 Congleton Players Production of Nick Dear's Frankenstein

23.6 Artisanity Summer Craft Fair

29.6 Beartown Patchwork and Quilters Ruby Exhibition

30.6 Congleton Lions Duck Race

3.7 Congleton Town Sports

13.7 Congleton Choral Society Concert

21.7 Staffordshire Moorlands Civic Service

31.7 Mayor of Leek's Civic Cruise

14.9 Congleton Fire Station Open Day

22.9 Bollington Civic Service

26.9 Congleton and Macclesfield Advanced Drivers and Riders AGM

6.10 Cheadle Town Mayor's Civic Service

20.10 Nantwich Town Mayor's Civic Service

25.11 Rotary Charter Night

29.11 Astbury Mere Care Home – Christmas Switch-on

## **CONGLETON TOWN COUNCIL**

### **Minutes of the Planning Committee Meeting held on 12<sup>th</sup> September.**

In attendance:

**Committee Members: Councillors**

Amanda Martin (Chair)  
Robert Brittain (Vice Chair)  
Charles Booth  
David Brown – agenda item 12 applications 19/20  
Rob Moreton

Ex Officio

Kay Wesley (Mayor)

Non-Committee Member

Glen Williams

Congleton Town Council

David McGifford (Chief Officer), Jackie MacArthur re N Plan

Members of the press 0

Members of the public 0

**1. Apologies for Absence**

Apologies received from Cllrs Dawn Allen, Robert Douglas, Suzy Firkin, Heather Pearce and Liz Wardlaw

**2. Minutes of Previous Meetings**

**PLN/11/2425 Resolved** to approve and sign the minutes of the meeting planning meeting on 8<sup>th</sup> August 2024

**3. Declarations of Disclosable Pecuniary Interest**

Cllr Rob Moreton declared a non-pecuniary interest in matters relating to Cheshire East Council

**4. Outstanding Actions**

There were no outstanding actions

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

None received

**6. Urgent Items**

None received

**7. Planning Enforcement**

- 7.1 Astbury Place – No further updates
- Congleton Park Section 106 – The Chief Officer advised that a Freedom Of Information request has been made for this information – No further updates

## 8. Planning Applications Section 1

No applications were brought forward

## 9. Neighbourhood Plan

### 9.1 To approve the proposed update to the Planning Considerations Guidance

**PLN/12/2425 Resolved** to not approve the Planning Considerations Guidance but make reference to it within the Neighbourhood Plan

### 9.2 To approve the Regulation 14 Consultation Document

**PLN/13/2425 Resolved** to approve a proposed change to the front page which currently states the Plan Period being 2014- 2030. Proposed Change is **until 2030**.

### 9.3 To receive and comment on the proposed Consultation Plan

**PLN/14/2425 Resolved** to receive the draft consultation plan

## 10. Planning Appeals

Noted that applications 24/0801C, 23/2575C, 23/2173C and 21/0226C were under appeal.

## 11. Licensing Applications

There were no licensing applications

## 12. Planning Applications Section 2

**PLN/15/2425 Resolved** to have no objection against all other applications

### Planning List W/C 22/07, 29/07, 05/08, 12/08, 19/08, 26/08.

1.	<a href="#">24/2775C</a>	Erection of six all-weather padel tennis courts (Use Class F2), associated boundary treatments and floodlighting following removal of existing all-weather sports pitch (Use Class F2) and associated boundary treatments	BUGLAWTON HALL, BUXTON ROAD, CONGLETON, CW12 3PG	No objection
2.	<a href="#">24/2855C</a>	Prior Approval for standard steel framed agricultural building with fibre cement roof and profiled steel cladding/ Yorkshire boarding sides	Agricultural Building, MIDDLE LANE, CONGLETON	No comment
3.*	<a href="#">24/2885C</a>	Proposed extension of the existing driveway to allow a	176, BIDDULPH ROAD, CONGLETON, CW12 3LS	No objection

		second car to park in front of the property.		
4.	<a href="#">24/2899T</a>	T2 Sycamore reduce in height by approximately 3.5 meters. Reduce lateral limbs 1.5-2 meters to control the width of the tree. Undertake crown lifting of the lower branches of the tree by Approximately 3 metres.	15, MOODY STREET, CONGLETON, CW12 4AN	No objection
5.*	<a href="#">24/2920C</a>	Proposed single-storey side extension.	MOSSLEY FARM, CONGLETON EDGE ROAD, CONGLETON, CW12 3JJ	No objection
6*.	<a href="#">24/2942C</a>	Variation of condition 2 on application 23/0692C - Conversion of garage & link between house and converted spaces. Amendments to rear fenestration	62, HAREBELL DRIVE, CONGLETON, CW12 4FA	No objection
7*.	<a href="#">24/2949C</a>	Proposed extension/alterations to existing bungalow and detached garage	6, MOSSLEY COURT, CONGLETON, CHESHIRE, CW12 3BW	No objection
8.	<a href="#">24/2963C</a>	Proposed extensions and alterations	16, HAVANNAH LANE, CONGLETON, CW12 2EA	No objection
9.*	<a href="#">24/2998C</a>	Proposed single-storey extension.	51A, MANCHESTER ROAD, CONGLETON, CW12 2HX	No objection
10.	<a href="#">24/3011T</a>	Large chestnut tree in the rear garden which overhang the car park and pavement on Overton close. Crown lift to take off low hanging branches that are dangerous	Overton House, 61, WEST STREET, CONGLETON, CHESHIRE, CW12 1JY	No objection
11*.	<a href="#">24/3014D</a>	Discharge of condition 6 on approval 18/6250C: Erection of 14 dwellings (30% affordable) and open space with associated infrastructure and landscaping	Land Off, GOLDFINCH CLOSE, CONGLETON	No objection
12.	<a href="#">24/3035T</a>	Tree identified as reference T1 in TPO Number Congleton Borough Council (Dane Bridge, Congleton Tree Preservation 2001) 56-204, and also Dane Court TPO Location Map sketch plan - reduce to clear building by 2 metres (remove approximately 2-3 metres from the limbs)	Dane Court, 21, MILL GREEN, CONGLETON	No objection
13.	<a href="#">24/3037C</a>	Extension to provide garage/workshop, plus retrospective planning permission	Oak Lea Lodge, CROUCH LANE, CONGLETON,	

		for garage conversion carried out by previous owners. Additional car parking area with planter boarders also shown on proposals (should fall under Permitted Development).	CW12 3PT	No objection
14*.	<a href="#">24/3043D</a>	Discharge of conditions 12, 22, 36 on approval 21/4841C.	Former Dane Bridge Mill, MILL STREET, CONGLETON	No objection
15*.	<a href="#">24/3048D</a>	Discharge of condition 9(c) on approved application 15/2099C - Demolition of an existing building and the development of up to 236 dwellings including access	Tall Ash Farm, 112, BUXTON ROAD, CONGLETON, CHESHIRE, CW12 2DY	No objection
16*.	<a href="#">24/3140C</a>	Certificate of existing lawful development for an existing single-storey side extension.	1, Pool Bank Cottages, WEATHERCOCK LANE, CONGLETON, CW12 3PS	No objection
17.	<a href="#">24/3121C</a>	Erection of a 2-storey dwelling, associated parking and landscaping	42, ASTBURY LANE ENDS, CONGLETON, CW12 3AY	No objection

18*.	<a href="#">24/3154D</a>	Discharge of conditions 5, 7, 9, 16 & 18 on approval 23/3763C.	Copeland And Craddock Limited, GREENFIELD ROAD, CONGLETON, CW12 4PX	No objection
19.	<a href="#">24/3177T</a>	T9 Ash - Fell. Limb loss, decline, ADB, over FP. T10 Elm – Fell. Stump regrowth, Heavy basal decay, over private garden. G11 Sycamore X2 – Fell. Heavy soil erosion at base, steam lean, land slip, exposed roots, over FP. T12 Ash – Fell. Stem lean, poor rooting area, heavy soil erosion, Stage 2 ADB, over FP. Tag 03474 Elm + adjoining Ash stem – Fell. Poor rooting, steam lean, decline from ivy suppression, over FP. Replanting: 15 Whips: 5 Oak, 5 Field Maple, 5 Lime. replanting on surrounding CE managed sites not back onto rope Walk FP due to poor soil conditions.	Amenity Land South Of River Dane Between Clayton By Pass And, MILL STREET, CONGLETON	Objection due to loss of trees which need to be replaced on a 3 new trees for every one felled basis in a location close by Noted that there was no expert view provided.
20.	<a href="#">24/3134C</a>	Garage extension to the front elevation of dwelling and relocation of existing associated car parking spaces for home	Oak Lea Lodge, CROUCH LANE, CONGLETON, CW12 3PT	No Objection



## **CONGLETON TOWN COUNCIL**

### **Minutes of the Planning Committee Meeting held on 10<sup>th</sup> October 2024**

In attendance:

<b><u>Committee Members: Councillors</u></b>	Amanda Martin (Chair) Robert Brittain (Vice Chair) Suzie Akers Smith Suzy Firkin Rob Moreton Heather Pearce
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Ex Officio	Kay Wesley (Mayor)
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Congleton Town Council	David McGifford (Chief Officer), Cathy Dean (Officer)
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Members of the press	0
Members of the public	0

#### **1. Apologies for Absence**

Apologies received from Cllrs Charles Booth, Robert Douglas, David Brown and Liz Wardlaw.

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

**PLN/16/2425 Resolved** to approve and sign the minutes of the meeting planning meeting on 12<sup>th</sup> September

#### **3. Declarations of Disclosable Pecuniary Interest**

Cllr Rob Moreton declared a non-pecuniary interest in matters relating to Cheshire East Council

#### **4. Outstanding Actions**

There were no outstanding actions

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

None received

**6. Urgent Items**

None received.

**7. Planning Enforcement**

- 7.1 Astbury Place - No further updates
- Congleton Park Section 106 - The Chief Officer advised that an update is expected within the month.

**8. Planning Applications Section 1**

No applications were brought forward.

**9. Neighbourhood Plan (Verbal update)**

Chief Officer advised that after the excellent work of Jackie MacArthur & Cathy Dean, the Neighbourhood plan is expected to be launched on 14<sup>th</sup> October for public consultation.

**10. Planning Checklists (enclosed)**

**PLN/17/2425 Resolved** to replace the Material Issues checklist with the new augmented checklist including the Sustainability and Inclusivity pages.

**11. Planning Appeals**

Noted that applications 24/0801C – Bullmoor Farm, Weathercock Lane, Congleton, CW12 3PZ  
23/2575C - Bullmoor Farm, Weathercock Lane, Congleton, CW12 3PZ, and  
23/2173 - The Cheshire Tavern, West Road, Congleton, CW12 4FY were under appeal.

**12. Licensing Applications**

**PLN/18/2425 Resolved** to have no objection to the proposed sale of alcohol:

**Lounge, 14-16 Bridge Street, Congleton, CW12 1AY**

### 13. Planning Applications Section 2

**PLN/19/2425** Resolved that stars on items 1 and 20 be removed and that remaining applications with stars being noted as no objection

Planning Lists WC 26th Aug, 2nd, 9th, 16th, 23rd, 30th September.

1.	<a href="#">24/2832C</a>	Advertisement consent for the installation of 6x Vinyls	TESCO, BARN ROAD, CONGLETON, CW12 1LR	<b>Objection</b> – on the wasteful/environmental impact of removing existing vinyl, there is no information in the application on what purpose this serves & excluding natural light from the building.
2.*	<a href="#">24/2939C</a>	Proposed single-storey rear extension 3.85m from the existing rear wall, with a maximum height of 3.72m and an eaves height of 2.39m.	16, SURREY DRIVE, CONGLETON, CW12 1NU	No objection
3.*	<a href="#">24/3083C</a>	Double-storey side extension	92, LEEK ROAD, CONGLETON, CHESHIRE, CW12 3HX	No objection
4*.	<a href="#">24/3176D</a>	Discharge of condition 4 on application 23/4810C: Retrospective application for Change of Use from C3b to C2 to provide 9no. bedrooms with 9no. dedicated	22, NEWCASTLE ROAD, CONGLETON, CW12 4HJ	No objection

		bathrooms (8 en-suite) plus communal and staff areas, associated parking and landscaping.		
5.	<a href="#">24/3181C</a>	Change of Use to the first floor only from office and restaurant to residential HMO	OFFICE FIRST FLOOR, The Huub Building, MANCHESTER ROAD, CONGLETON	<b>Objection</b> on the grounds of housing standards for 8-bed HMO, room sizes, kitchen size and lack of external amenity space.
6.	<a href="#">24/3209C</a>	Certificate for an existing lawful use to qualify the B8 storage, repair and maintenance of vehicles uses at the site.	LAND NORTH OF, BANKY FIELDS, CONGLETON, CHESHIRE	<b>Objection</b> noted that there is no evidence that the site is operating commercial workshop. The area is identified as part of a recognised wildlife corridor.
7*.	<a href="#">24/3222C</a>	Change of use from small HMO (Implemented consented scheme application reference 22/1216C) to create ground floor E use class and first floor apartment with associated external alterations.	13, HIGH STREET, CONGLETON, CHESHIRE, CW12 1BN	No objection
8*.	<a href="#">24/3276D</a>	Discharge of conditions 8 and 9 on approval 20/5658C: Demolition and redevelopment of Household Waste & Recycling Centre to provide a drive-thru coffee shop, car	Household Waste Recycle Centre, BARN ROAD, CONGLETON, CW12 1LJ	No objection

		parking, access and landscaping		
9.	<a href="#">24/3282T</a>	T3, Prunus spp. Tree in decline, canopy has very low CSD and vigour becoming very sparse and discoloured. There is heavy mower damage at the base and extensive soil compaction on the root plate. Recommendation: Fell - to avoid failure onto pedestrians or vehicles using the open space, play area, path or road	Adjoining garden and play area to Antrobus Street Car Park, ANTROBUS STREET, CONGLETON	<b>Objection</b> as it's not clear that the tree is in bad health from visual checks. If felled it needs to be replaced with 3 trees within or close to the Margaret's Place garden as possible in line with CTC tree policy.
10*.	<a href="#">24/3336C</a>	Internal reconfiguration of the existing residential property and the construction of a new front porch extension.	THE PADDOCKS, 40A, BOUNDARY LANE, CONGLETON, CW12 3HZ	No objection
11.	<a href="#">24/3355T</a>	Oak T32: Crown Thinning. This reduces the density of the tree's crown without changing the overall shape and size of the tree. Thinning reduces the amount of foliage and allows more light through the canopy or crown. The proposed thinning of 30% of the leaf	16, CHAFFINCH CLOSE, CONGLETON, CHESHIRE, CW12 3FE	No Objection

		area will allow for more light to enter the gardens and windows and maintain the tree's health. We completed the same crown thinning 10 years ago, and the tree is in need of this process again.		
12.	<a href="#">24/3375T</a>	Tree works to Oak tree to crown reduce by 1 metre and shorten lateral branches by 0.5 metre	33, MELTON DRIVE, CONGLETON, CW12 4YF	No Objection
13.	<a href="#">24/3376T</a>	To re pollard goat Willow to previous points by 8 meters	4, BRADBURY GARDENS, CONGLETON, CW12 3SR	No Objection
14*.	<a href="#">24/3385D</a>	Discharge of Condition 5 on approval 20/3974C for erection of 8 no. dwellings with associated infrastructure	Land West Of, GOLDFINCH CLOSE, CONGLETON	No objection
15*.	<a href="#">24/3396D</a>	Discharge of condition 29 on approved application 16/1824M: Demolition of the existing building and an outline planning application with all matters reserved except for means of access for a mixed use development comprising	Land to the north of the existing Radnor, Land at Back Lane, Cheshire	No objection

		residential dwellings (use class C3) and employment development (use classes B1, B2 and B8) incorporating an element of leisure uses (use classes A3 and A4), together with associated woodland buffer, ecological mitigation and enhancements, open spaces and infrastructure..		
16*.	<a href="#">24/3432D</a>	Discharge condition 16 on approved application 10/4480C: Demolition of Commercial Storage Building and Erection of 4 No. Dwellings	Former Valley Manufacturing Site situate, Former Valley Manufacturing Site, 11 - 13A North Street, Congleton, CW12 1HF	No objection
17*.	<a href="#">24/3441D</a>	Discharge of condition 36 on approval 16/1824M.	Land to the north of the existing Radnor, Land at Back Lane, Cheshire	No objection
18*.	<a href="#">24/3448C</a>	Detached open garage	51, SANDBACH ROAD, CONGLETON, CW12 4LH	No objection
19*.	<a href="#">24/3464D</a>	Discharge of conditions 9 & 19 on application 16/1824M - Demolition of the existing building and	Land to the north of the existing Radnor Park Trading Estate and to the	No objection

		an outline planning application with all matters reserved except for means of access for a mixed use development comprising residential dwellings (use class C3) and employment development (use classes B1, B2 and B8) incorporating an element of leisure uses (use classes A3 and A4), together with associated woodland buffer, ecological mitigation and enhancements, open spaces and infrastructure	east of Back Lane, Congleton	No objection
20.	<a href="#">24/3477D</a>	Discharge of conditions 8 & 9 on approval 20/5658C: Demolition and redevelopment of Household Waste & Recycling Centre to provide a drive-thru coffee shop, car parking, access and landscaping	Household Waste Recycle Centre, BARN ROAD, CONGLETON, CW12 1LJ	No objection
21.	<a href="#">24/3485C</a>	Certificate of proposed lawful use for proposed loft conversion, change of hipped roof to gable and internal alterations.	36, HOWEY HILL, CONGLETON, CHESHIRE, CW12 4AF	<b>Objection</b> out of keeping with streetscape.  Cllr R Morton abstained
22*.	<a href="#">24/3490C</a>	Non-Material Amendment to	Household Waste Recycle	



		application 20/5658C - Demolition and redevelopment of Household Waste & Recycling Centre to provide a drive-thru coffee shop, car parking, access and landscaping	Centre, BARN ROAD, CONGLETON, CW12 1LJ	No objection
23.*	<a href="#">24/3511C</a>	Advertisement consent for Fascia panel with company name (Logo Type 1) and tag line (Logo Type 2) on front elevation, with a projecting sign (Logo type 3) also on the front elevation. Various vinyl graphics applied to the glass shop front, and finally an A board to stand outside the unit to advertise promotions.	74, MANCHESTER ROAD, CONGLETON, CW12 2HT	No objection
24.	<a href="#">24/3523T</a>	To proceed with a crown lift to achieve 4m ground clearance and removal of deadwood	Street Record, Buckthorn Grove, Congleton, Cheshire East, CW12 4XQ	No objection
25.	<a href="#">24/3525C</a>	Prior approval for change of use from a commercial building into 5No. self-contained apartments.	8-10, MILL STREET, CONGLETON, CONGLETON, CHESHIRE, CW12 1AB	No objection, but pay particular attention that appropriate bin storage is available and doesn't cause a problem on the narrow Mill Street.

26*.	<u>24/3531C</u>	Variation to condition 2 on application 23/3842C - Alterations to Listed Building to form new salon	52, HIGH STREET, CONGLETON, CHESHIRE, CW12 1BA	No objection
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Action – Chief Officer to research training for the planning committee on new planning legislation.

Meeting ended – 8:15pm

**MINUTES OF THE MEETING OF THE COMMUNITY COMMITTEE HELD ON  
29.08.24**

**CONGLETON TOWN COUNCIL**

For the papers discussed at the meeting, please see the [Agenda and Papers of the Community Committee on 29 August 2024](#)

**PRESENT:**

Committee members:

- Cllr Richard Walton (Chair)
- Cllr Glen Williams (Vice Chair)
- Cllr Dawn Allen
- Cllr Dave Brown
- Cllr Mark Edwardson
- Cllr Suzy Firkin
- Cllr Emma Hall
- Cllr Sally Ann Holland
- Cllr Shaun Radcliffe

**Ex Officio:** Mayor Cllr Kay Wesley, Deputy Mayor Cllr Robert Brittain

**Non-Committee Members:**

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

**Also in attendance:** Guest Speaker Dr Deborah Lawson, 3 members of the Public, 1 press

**1. Apologies for Absence**

Apologies were received Cllr Susan Mead.

**2. Minutes of Previous Meetings**

**CO/07/2425 resolved** to approve and sign the [Community Committee minutes](#) held on 27 June 2024 as a correct record.

**3. Declaration of Interest**

Declarations were received by Cllr Dave Brown, Cllr Emma Hall and Cllr Sally Ann Holland concerning Cheshire East Council

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

A request was made via a statement from the Congleton Climate Action Sustainable Travel Group for the Town Council to apply to Cheshire East Council to have a path from the Bus Station to the Police Station and Library to Market Square added to the Definitive

Map as a Right of Way. It was suggested that as it makes no difference to CEC who fills in the forms then it may be best for the Climate Action Group to do this. If not it would need to be a paper to Council to see if that Council wanted to apply to CEC to make this a recognised Right of Way. A copy of the [question and the response](#) can be downloaded here.

## 5. **Urgent Items**

Cllr Mark Edwardson, on behalf of Cllr Rob Moreton raised concerns about the Cheshire East Council consultation, launched on August 28, proposing to introduce car parking charges on a Sunday and extending charging until 10pm daily. He asked for CTC to call an emergency council meeting to discuss the proposals and prepare a united, all-party response.

## 6. **Cheshire Police**

Jackie MacArthur read a statement submitted by Sergeant James Bell. The Congleton Beat team apologised for not being able to attend. The [statement can be downloaded](#) here.

**CO/08/2425 resolved** to write to the Police Inspector to organise a meeting to discuss current ASB, crime and policing issues in Congleton and to encourage the Police to attend the next Community Committee.

Action: - Note 24 September in Councillors diaries at day of action

## 7. **Updates from Previous Community Committee**

**CO/09/2425 resolved** to note the updates from the previous Community Committee.

**Action:** - Thanks the Events team for the successful playdays – would like to see repeated in 2025.

**Action:** - Give feedback on the issues reported via the ‘Listening Tent’

## 8. **Equal Access Action Plan and Updates**

Councillors thanked Dr Deborah Lawson for her [presentation](#) and her ongoing work with the Equal Access Advisory group. **CO/10/2425 resolved to**

1. To confirm support for the Equal Access Advisory Group
2. Support to the group in implementing
  - Promotional Campaign for the Public (including social media and high-quality video) £1000
  - Disability Guide to Congleton £1000 Business (Shop/Pub) ‘Disability Welcome’ Scheme (certificates & stickers) £250
3. Include ongoing accessibility work in the Council’s forthcoming Business Plan
4. Support expenditure as outlined for the above

#### **9. Health and Wellbeing Working Group Minutes**

**CO/11/2425 resolved** to approve the notes from the Health & Wellbeing Working Group held on 11 July 2024 with an amendment change Helen Charlesworth to Helen Charlesworth-May

#### **10. Community Safety Working Group Minutes**

**CO/12/2425 Resolved to** receive the notes of the Community Safety Working Group meetings held on 11 July 2024 with an amendment to correct the East and West Neighbourhood Police Beat teams.

#### **11. White Ribbon Working Group Minutes**

**CO/13/2425 Resolved to** receive the notes of the White Ribbon Working Group meetings held on 28 May 2024

#### **12. CEC Library Consultation**

**CO/14/2425 Resolved** to respond to the Cheshire East Council consultation on library Strategy. Councillors agreed to use points 1-10 in the paper as the basis for the response, moving point 10 higher up the list, adding depriving many towns across the borough of an essential library service to point 2 and making it clear in the response about volunteers that volunteers should only be used to staff partnership style activities and the professional role of a librarian should always be paid.

#### **13. Civic Awards**

**CO/15/2425 Resolved** that the Chief Officer/Deputy Chief Officer works with the Mayor, Deputy Mayor and Chairs of Community and Environment to help design the Annual Civic Awards Scheme and present this as a Policy for approval at the next Full Council meeting on the 3 October.

#### **14. Town Crier**

**CO/16/2425 Resolved** to note the information about appointing a Town Crier and continued to support the principle.

#### **15. Communications Update**

Councillors received and noted a Communications update prepared by the Community and Marketing Officer, Debbie Coxon.

#### **16. Speed Indication Devices**

**CO/17/2425** Resolved to add Speed Indication Devices to a list of items being taken into Business planning and budget setting activities.

**Action:** - More research is required into SIDs for Councillors to make a decision

**Action:** - See if the Congleton Repair Café can repair the SID purchased a few years ago. Understand what went wrong with this SID.

#### **17. Mayor's Hospitality and Retail Service Awards**

**CO/18/2425** Resolved to approve the introduction of a Congleton Mayor's Retail Awards and Congleton Mayor's Hospitality awards

**Action:** Develop criteria, certificate and window sticker.

**CO/19/2425** – Resolved that Councillors were happy to take the final item, although it would take the meeting over its two-hour limit.

#### **18. Resolution to Exclude the Public and Press from Item 19**

**CO/20/2425** Resolved to pass 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.

#### **19. Congleton Community Projects**

**CO/21/2425** Resolved that the Committee recognises the importance of the Food and Drink Festival for the town and the events team should bring options to bring to Council for consideration on its future. Congleton Community Projects SLA will discussed separately.

Cllr Richard Walton  
Chair of Community Committee

*meeting finished 9.14*

## CONGLETON TOWN COUNCIL

### Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 5<sup>th</sup> September 2024

For the papers discussed at the meeting, please see the [Agenda & Papers – 5<sup>th</sup> September 2024](#)

In attendance:

Committee members: Cllrs

Mark Edwardson  
Suzy Firkin  
Amanda Martin  
Susan Mead  
Glen Williams

Non-Committee members:

Ex-Officio Members: Cllr Kay Wesley – Mayor, Cllr Robert Brittain

Congleton Town Council Officers:

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

### Minutes

**Due to apologies from Chair – Cllr Suzie Akers Smith and Vice Chair – Cllr Liz Wardlaw committee members were asked by the Chief Officer to select a Temporary Chair for this meeting. Cllr Kay Wesley was selected by committee members as Temporary Chair.**

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

Apologies for absence were received from: Cllrs

Susie Aker Smith – Chair  
Liz Wardlaw – Vice Chair  
Sally Ann Holland  
Arabelle Holland

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

**THAS/08/2425 Resolved to** approve and [sign the minutes of the meeting of the Town Hall, Assets and Services Committee held on 20<sup>th</sup> June 2024.](#)

**Typo noted on Attendees – Smit should read Smith**

## **3. Declarations of Interest**

No declarations of interest were received.

## **4. Outstanding Actions**

No outstanding actions.

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

No questions from members of the public.

## **6. Urgent Items**

No urgent items.

## **7. Management Accounts Town Hall**

**THAS/09/2425 Resolved to** accept the Town Hall Trading accounts to 31st July 2024 and to note the content of the summary report.

## **8. Town Hall Decarbonisation Updates**

**THAS/10/2425 Resolved to** receive the report relating to Town Hall Decarbonisation Updates and keep Councillors and residents updated regarding the Monthly Monitoring Reports to Salix as projects progress.

## **9. Paddling Pool Updates and SEND Sessions**

**THAS/11/2425 Resolved to** receive the updates report relating to Paddling Pool updates and SEND sessions and for Officers to investigate options available to support Ruby's Fund to allow them to continue to provide staff for future SEND sessions

## **10. Lighting Town Hall for Charities**

**THAS/12/2425 Resolved for** CTC staff to draft a policy, similar to the CTC Flag Flying Policy, to allow registered charities or organisations linked to registered charities to support their message by illuminating the Town Hall. The policy should align with Health & Wellbeing Group and existing CTC policies with the Chief Officer having the option to take any contentious requests to the Committee.



**11. Tours of the Town Hall**

**THAS/13/2425** Resolved to develop a plan to explore Town Hall tours further.

**12. Town Hall and Information Centre Management Accounts**

**THAS/14/2425 Resolved to** accept the report relating to Management Accounts for Congleton Information Centre accounts to 31st July 2024 and to note the content of the summary report.

**Action** - Minute for David to investigate CIC Business Planning Budget.

**Cllr Suzie Akers Smith  
(Chair)**

## CONGLETON TOWN COUNCIL

### Minutes of the meeting of the Environment Committee held on Thursday 26<sup>th</sup> September 2024

For the papers discussed at the meeting, please see the **Agenda & Papers – 26<sup>th</sup> September**

In attendance:

Committee members: **Cllrs**

Suzy Firkin (Chair)  
Heather Pearce (Vice Chair)  
Sally Ann Holland  
Amanda Martin  
Susan Mead  
Heather Seddon  
Glen Williams

Non-Committee Members: **Cllrs** Robert Douglas

Congleton Town Council Officers:

- David McGifford – Chief Officer
- Ruth Burgess – Streetscape Development Manager
- One member of public

### Minutes

#### 1. Apologies for absence

Apologies for absence were received from: Cllr Dave Brown

#### 2. Minutes of Previous Meetings

**ENV/08/2425 Resolved to** approve and sign the minutes of the Environment Committee held on 11<sup>th</sup> July 2024 as a correct record.

#### 3. Declarations of Interest

Declarations of interest were received from Cllrs Sally Ann Holland and Heather Seddon on matters related to Cheshire East Borough Council

#### 4. Outstanding Actions

Date of Meeting	Item Number	Details of Action	By who	Progress
11.07.24	Item 4	In Bloom to actively promote in Bear Necessities and on social media, the reduction in costs and numbers of plants planted for Congleton in Bloom	RB/DM	Complete
11.07.24	Item 8	Streetscape Accounts - As well as the colour code system, add Bold text for overspending to allow readers with visual impairments to follow the document correctly.	RB	Complete
11.07.24	Item 9	Send a full breakdown % of the areas where fly-tipping occurs to all councillors.	RB	Complete
11.07.24	Item 12	Biodiversity Update - Look into signage for the rivers and canals as well as our biodiversity signage on our open spaces, signage to have Congleton Town Council and logo on the signs.	RB	In Progress

## 5. Questions from Members of the Public

We received six questions from the public – [View the questions and responses click here.](#)

### Action

- From Question 5 – CEC replanting Scheme when trees are felled ?
- From Question 2 – Air Quality, CEC sequence of traffic lights at Mountbatten Way Turning right into Market Square?

## 6. Urgent Items

No urgent items where received

## 7. Congleton in Bloom Working Group

**ENV/09/2425 resolved** to receive the minutes of the Congleton in Bloom Working Group from 10<sup>th</sup> September 2024

## 8. Green Working Group

**ENV/10/2425 resolved** To receive the notes of the Green Working Group held on 1st August 2024

## **9. Streetscape Trading Account**

**ENV/11/2425 resolved** the Streetscape Trading account report.

## **10. Streetscape Update**

**ENV/12/2425 resolved** the report relating to the Streetscape Services and approved Graph option C to be used for further meetings, splitting out the former Congleton LAP Area,.

further paper included within meeting on **Streetscape update – Love Where You Live** campaign - **resolved** To receive updates and comments on the new campaign.

### **Action**

- Contact the local MP and PPC on further closure of Household Waste and Recycling Centres and the current affect this has with the increase of fly-tipping, letter to completed by CTC Officers and sent to Cllrs for comment.

## **11. Carbon Footprint Summary**

**ENV/13/2425 resolved** To receive updates and comments regarding the Town Council Carbon Footprint.

### **Action**

- Email all Cllrs the four headings under our Carbon Footprint Summary and what each area covers, ( Town Hall, Streetscape, Paddling Pool and Public Realm)

## **12. Biodiversity Update**

**ENV/14/2425 resolved** For the Environment Committee to note the work on the site-specific biodiversity plan and next site launch event.

## **13. Carbon Neutral Update**

**ENV/15/2425 resolved** update and review the Town Council Carbon Neutral set date under the approval of the following : *To hit Carbon Neutrality by 2030 at the latest, but strive to achieve at the earliest opportunity.* Resolved to agree and endorse by Council.

## **14. Solar Together and Green Fayre**

**ENV/16/2425 resolved** to receive information on Green Events

## **15. Cheshire East Report (verbal update)**

Verbal update on items of interest from Cheshire East Environment and Communities Committee from the Ward Councillor:

CEC [Environment and Communities Committee - Thursday, 26th September, 2024](#)  
[10.00 am](#)

Report on [Household Waste Recycling Centres Review - Final Recommendations](#)

*To consider a report on the final proposals for future permanent Household Waste Recycling Centre service provision following an update of previously collated review and feasibility study information, public consultation and the commencement of a procurement for a new operating contract provider.*

*Decision :*

- A. The permanent household waste recycling centre service provision for the borough, namely four sites located at Knutsford, Macclesfield, Alsager and Crewe.*
- B. The permanent closure of the HWRC sites at Bollington, Middlewich and Poynton,*
- C. A mobile HWRC service serving rural and areas where the collected data indicates that incidents of fly tipping are at an increased level.*
- D. Retention of a booking system to be used as described in this report.*

Clr Suzy Firkin  
(Chair)

## **CONGLETON TOWN COUNCIL**

### **Minutes of the Finance and Policy Committee Meeting held on Thursday 19<sup>th</sup> September**

For the papers discussed at the meeting, [please see the Finance & Policy Committee Agenda – 19<sup>th</sup> September 2024](#)

PRESENT Committee members: Cllr Robert Douglas (Chair)  
Cllr Russell Chadwick  
Cllr Liz Wardlaw

Ex- Officio Cllr K Wesley -Mayor  
Cllr R Brittain -Deputy Mayor

Non-Committee Members Cllr Suzy Firkin

Also present:

Congleton Town Council Officers David McGifford- Chief Officer  
Serena Van Schepdael - RFO  
5 members of the public (Grant applicants)

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

Apologies received from Cllrs: Booth, Akers Smith, Edwardson, Pearce and Moreton

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

**FAP/25/2425 RESOLVED** To approve and [sign the minutes of the Finance and Policy Committee held on 6<sup>th</sup> June](#)

**FAP/26/2425 RESOLVED** To approve and [sign the minutes of the Finance and Policy Committee held on 15<sup>th</sup> August 2024](#)

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

- Cllr Douglas declared a Pecuniary interest in item 11.3 as the independent examiner for the Trust, and left the room during that item.
- Cllr Wardlaw and Chadwick declared an interest in any CEC matters
- Cllr Wesley declared an interest (at the time of the item due to further information from applicant) in item 11.6 as secretary of Bromley Farm Hub Group where some sessions have taken place, and did not vote.

#### **4. Outstanding Actions**

There were none.

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

I am led to believe Congleton Council have over 1 million pounds in cash reserves held mainly in an account with "Cambridge & Counties" and two others , where did this money come from, why do you need some much in reserves and why don't they show in various council accounts ?

Our Response:

The £ 1 million Reserves in this question relate to both Earmarked Reserves and General Reserves and bank balances. We must keep 3 months of revenue expenditure as our General Reserves and this totals £ 287,000. This is kept in the investments which are with Cambridge & Counties and C.C.L.A.

Our Earmarked reserves balance is £ 477,806. We do have very substantial capital commitments and the Capital Contingency, Equipment and Property Maintenance Funds total £ 284,295, which is 59.5% of our total Earmarked Reserves.

Total Reserves stand at approximately £ 764,000.

In April and September, when Cheshire East Council transfer across to us six months' worth of our Precept, our bank balances may increase to over £ 1 million, but this decreases over the following six-month period as the Precept is our main source of income used for day-to-day operations.

Both the savings balances and details of the reserves are presented at every meeting of the Finance and Policy Committee and are regularly reviewed.

Reserves and cash balances are also part of the Annual Governance Report we complete and make public every year.

## **6. Presentations to the Committee**

There were none.

## **7. Urgent Items**

There were none raised.

## **8. Minutes of Working Groups**

**FAP/27/2425 Resolved** to receive the minutes of the Regeneration working group on 1<sup>st</sup> March & 3<sup>rd</sup> June 24.

## **9. Committee Items Relating to Working Groups**

There were none.

## **10. Grant Approvals and Commitments**

**FAP/28/2425 RESOLVED** to receive a statement showing the current position as at 31<sup>st</sup> July 2024.

## **11. New Applications for Financial Assistance**

**FAP/29/2425 RESOLVED** to approve the grants:

11.1- Congleton and District Horticultural Society: £500

11.2- Trinity Methodist Church: £1,000

**Cllr Douglas left the room at 7.18pm and Cllr Wesley took over as chair for item**

**11.3.**

11.3- Mossley Old School Trust: £500

**Cllr Douglas returned to chair the meeting.**

11.4- Congleton Harriers: £750, subject to receiving a grant activities monitoring form in respect of an earlier grant

11.5- Havannah PTA: £810

11.6- Wild Salt CIC: £1,000

11.7-St Peter's Church: £305

## **12. New Grant Activities Monitoring Forms**

**FAP/30/2425 RESOLVED to receive the grant monitoring forms:**

12.1- The Old Saw Mill

12.2- Congleton Harriers

12.3- Friends For Leisure

12.4- Congleton Building Preservation Trust

**Action:** Officers to look at promoting the Grants Scheme

## **13. Management Accounts (Enclosed)**

**FAP/31/2425 RESOLVED to receive the management accounts to 31<sup>st</sup> July 2024.**

## **14. Bank Reconciliation**

**FAP/32/2425 RESOLVED to receive and consider the bank reconciliation as at 31<sup>st</sup> July 2024.**

## **15. Savings Account Balances**

**FAP/33/2425 RESOLVED to receive the Savings Account balances as at 31<sup>st</sup> July 2024.**

## **16. List of Payments**

**FAP/34/2425 RESOLVED to receive and approve the List of payments from 1<sup>st</sup> April 2024 to 31<sup>st</sup> July 2024**

## **17. Petty Cash Verification**

**FAP/35/2425 RESOLVED to note Petty Cash Verification on 4<sup>th</sup> September 2024 for balance up to 31<sup>st</sup> July 2024.**

## **18. Standing Orders for Contracts (Tender Process) Policy Review**

**FAP/36/2425 RESOLVED to approve the updated Standing Orders for Contracts Policy and Standing Orders and recommend to Council for approval and adoption into the Constitution.**



## **19. Financial Regulations Review**

**FAP/37/2425 RESOLVED** To approve the updated Financial Regulations and the Updated Procurement Policy and recommend both to Council for approval and adoption into the Constitution, with the following amendments:

**1.6: to add** Council delegates that authority to Finance and Policy Committee as long as the sum written off does not exceed £ 150.

**4.3: to update to:** forecast for the following one financial year

## **20. Investment Policy and Strategy Review**

**FAP/38/2425 RESOLVED** To approve the updated Investment Policy and Investment Strategy and recommend both to Council for approval and adoption into the Constitution, with the following amendment to the third resolution:

To approve the renewal and reinvestment for 12 months of the Cambridge and Counties 1 year investment subject to any three of the five authorised individuals, the Chief Officer, the R.F.O, the Chair, Vice-Chair of Finance and Mayor, being satisfied that the rate on offer is reasonably competitive. In the event that the rate on offer not being considered to be reasonably competitive, the matured funds to be reinvested at the best rate on offer in the instant access account with the CCLA or R.B.S. and for Council to be provided with a proposal on the best options available to reinvest these matured sums.

**Meeting closed at 8.21pm  
Cllr Robert Douglas  
(Chair)**

Managemnet Accounts [Item-13-Management-Accounts-and-Budget-Update.pdf \(congleton-tc.gov.uk\)](#)

Conlepton Town Council			OK									
Management Accounts 2024-2025			Monitor									
Jul-24			Overspent									
Page 1/3												
Month	4											
Percentage	33.3%											
Finance and Policy Committee												
101	Corp Management											
	Staff Costs (re-allocated)	229,293	76,431	74,656	1775	97.68%	32.6%	-0.74%				
	Travel	250	83	0	83	0.00%	0.0%	-33.30%				
	Training / Conferences	1,500	500	309	191	61.80%	20.6%	-12.70%				
	Rent Payable	17,017	5,672	5,672	0	99.99%	33.3%	0.03%				
	Miscellaneous Office Costs	2,000	667	614	53	92.10%	30.7%	-2.60%				
	Telephone/Fax/Internet	3,000	1,000	901	99	90.10%	30.0%	-3.27%				
	Postage	1,000	333	178	155	53.40%	17.8%	-15.50%				
	Stationery & Printing	3,300	1,100	690	410	62.73%	20.9%	-12.39%				
	Subscriptions & Publications	5,100	1,700	4,480	-2780	263.53%	87.8%	54.54%				
	Insurance	14,510	4,770	15,754	-10984	330.27%	110.1%	76.79%				
	Computer/IT Costs	23,500	7,833	8,936	-1103	114.08%	38.0%	4.73%				
	Photocopy Charges	2,000	667	481	186	72.15%	24.1%	-9.25%				
	Recruitment Advertising	500	167	0	167	0.00%	0.0%	-33.30%				
	Bank Charges	1,240	413	365	48	88.31%	29.4%	-3.86%				
	Audit Fees - External	2,100	700	0	700	0.00%	0.0%	-33.30%				
	Audit Fees - Internal	1,900	633	0	633	0.00%	0.0%	-33.30%				
	Accountancy Support	5,300	1,767	1,138	629	64.42%	21.5%	-11.83%				
	Legal & Professional fees		0	3,185	-2355		0.0%	0.00%				
	HR & H&S support	4,800	1,600	2,447	-847	152.94%	51.0%	17.68%				
	Ts/E from EMR			-3,205								
	Central Overheads reallocated	-70,984	-23,661	-33,520	9859	141.67%	47.2%	13.92%				
	Corporate Management-Expenditure	247,126	82,375	83,081	-3081	100.86%	33.6%	0.32%				
	Present 2024-2025	-1,182,221	-394,074	-591,111	197037	150.00%	50.0%	83.30%				
	Interest Receivable	-29,000	-9,667	-10,003	336	103.48%	34.5%	67.79%				
	Miscellaneous Income	0	0	-83	83	0.00%						
	Corporate Management-Income	-1,211,221	-403,740	-601,197	197457	148.91%	49.6%	16.34%				
	Net Income Over Expenditure	-964,095	-321,365	-518,116	194376	161.22%	53.7%	20.44%				
102	Civic											
	Staff Costs (re-allocated)	20,090	6,697	6,279	418	93.76%	31.3%	-2.05%				
	Training / Conferences	1,000	333	0	333	0.00%	0.0%	-33.30%				
	Stationery & Printing	550	183	0	183	0.00%	0.0%	-33.30%				
	Marketing/Promotions	1,200	400	208	192	52.00%	17.3%	-15.97%				
	Council Newsletter	8,700	2,900	2,582	318	89.03%	29.7%	-3.62%				
	Council Website	2,000	667	7,635	-6968	1145.25%	381.8%	348.45%				
	Mayor's Allowance	3,000	1,000	0	1000	0.00%	0.0%	-33.30%				
	Members Expenses	200	67	0	67	0.00%	0.0%	-33.30%				
	Civic Expenses	7,500	2,500	1,034	1466	41.36%	13.8%	-19.51%				
	Civic Regalia	250	83	0	83	0.00%	0.0%	-33.30%				
	Hall & Room Hire	6,500	2,167	2,076	91	95.82%	31.9%	-1.36%				
	Civic Artefacts and Treasures	3,400	1,133	0	1133	0.00%	0.0%	-33.30%				
	T/E from EMR	0	0	-7,274	7274		#DIV/0!	#DIV/0!				
	Central Overheads reallocated	1,564	521	738	-217	141.56%	47.2%	13.89%				
	Civic-Expenditure	55,954	18,651	13,278	5373	71.19%	23.7%	-9.57%				
107	Grants											
	Initial Grant Commitment	15,000	5,000	5,221	-221	104.42%	34.8%	1.51%				
	Subsidised Use	4,500	1,500	1,444	56	96.27%	32.1%	-1.21%				
	T/E from EMR Committed Grants	0	0	-7,976	7976			-33.30%				
	Specified Grants	22,333	7,444	18,011	-10567	241.94%	80.6%	47.35%				
	Grants-Expenditure	41,833	13,944	16,700	-2756	119.76%	39.9%	6.62%				
	Capital											
		46,778	15,593	25,000	-9407	160.33%	53.4%	20.14%				
	F&P Income - Income	-1,211,221	-403,740	-606,928	203188	150.33%	50.1%	16.81%				
	Expenditure	391,691	130,564	138,795	-8231	106.30%	35.4%	2.13%				

Conlepton Town Council Management Accounts 2024-25 Jul-24 Page 2/3									
Month	4	ANNUAL BUDGET	BUDGET TO M4	ACTUAL SPEND TO M4	E VARIANCE OF M4 BUDGETS	% SPENT AGAINST M4 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M4 EXPECTED	NOTES
Percentage	33.3%								
Community and Environment Committee									
215	Floral Displays Income	-4,000	-1,333	-3,759	2426	281.93%	94.0%	60.68%	Hanging baskets income arrives start of the year Costs due to this being a start of year operation.
215	Floral Displays Expenditure	14,172	4,724	14,240	-9516	301.44%	100.5%	67.18%	
	Total Floral	10,172	3,391	10,481	-7090	309.11%	103.0%	69.74%	
241	Allotments Income	-190	-63	0	-63	0.00%	0.0%	-33.30%	
241	Allotments Expenditure	1,200	400	19	381	4.75%	1.6%	-31.72%	
	Total Allotment	1,010	337	19	318	5.64%	1.9%	-31.42%	
300	Public Realm	3,000	1,000	43	957	4.30%	1.4%	-31.87%	
Conlepton Partnership									
301	Conlepton Partnership Income	0	0	-15,045	15045	0.00%	0.0%	-33.30%	Dependant on Partnership, details are issued in Partnership Executive meetings. Carried forward balance
301	Conlepton Partnership Expenditure	24,586	8,195	13,611	-5416	166.08%	55.4%	22.06%	
301	Conlepton Partnership C/F	0	0	-34,666	34666	0.00%	0.0%	-33.30%	
	Total Partnership	24,586	8,195	-36,100	44,295	-440.49%	-146.8%	-180.13%	
302	Community Development Grant Recd	0	0	-18,000	18000		0.0%	-33.30%	
302	Community Development Staff Costs	124,336	41,445	38,948	2497	93.97%	31.3%	-1.98%	
	UKSPF/See Grant Recd	0	0	4,479	-4479	0.0%	0.0%	-33.30%	
	Community Development Marketing/Promotions	3,750	1,250	940	310	75.20%	25.1%	-8.23%	Annual subscription paid
	Green Initiatives	5,000	1,667	1,712	-45	102.72%	34.2%	0.94%	
	Campaign Expenditure	1,000	333	526	-193	157.80%	52.6%	19.30%	
	Tf to EMR	0	0	0	0	0.00%	0.0%	-33.30%	
	Tf From EMR	0	0	0	0	0.00%	0.0%	-33.30%	
	Community Development Overheads	9,678	3,226	4,569	-1343	141.63%	47.2%	13.91%	
	Total Community Development	143,764	47,921	33,174	14,747	69.23%	23.1%	-10.22%	
303	Crane Reduction/CCTV Expenditure	11,426	3,809	0	3809	0.00%	0.0%	-33.30%	
	Total Crime	11,426	3,809	0	3809	0.00%	0.0%	-33.30%	
305	Christmas Fayre/Lights Income	-3,400	-1,000	-304	-696	30.40%	10.1%	-23.17%	
305	Christmas Fayre/Lights Expenditure	16,000	5,333	661	4672	12.39%	4.1%	-29.17%	
	Total Christmas	13,000	4,333	357	3976	8.24%	2.7%	-30.55%	
310	Neighbourhood Plan	0	0	2,430	-2430	0.00%	0.0%	-33.30%	
310	Neighbourhood Plan Tf From EMR	0	0	-2,385	2385	0.00%	0.0%	-33.30%	Costs covered by ERM funds No budget line set, Journal update required
	Total Neighbourhood Plan	0	0	45	-45	0.00%	0.0%	-33.30%	
321	Tourism Income	0	0	-3,431	3431			-33.30%	
321	Tourism Expenditure	13,600	4,533	9,909	-5376	218.58%	72.9%	39.56%	Costs dependant on timing of events
	Total Tourism	13,600	4,533	6,478	-1945	142.90%	47.6%	14.33%	
351	Luncheon Club	11,000	3,667	3,328	339	90.76%	30.3%	-3.05%	
					0				
C.B &S	Income	-7,190	-2,397	-40,539	38142	1691.47%	563.8%	530.52%	Paid Committee Summary
	Expenditure	238,776	76,171	68,164	174,612	72.76%	24.4%	45.54%	
	Total	-245,966	-78,568	-108,703	178,754	72.76%	24.4%	45.54%	

Town Hall, Assets and Services Committee									NOTES
		ANNUAL BUDGET	BUDGET TO M4	ACTUAL SPEND TO M4	£ VARIANCE OF M4 BUDGETS	% SPENT AGAINST M4 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M4 EXPECTED	
201	Paddling Pool	54,394	18,131	14,676	3455	80.94%	27.0%	-6.32%	See separate account sheet
221	Town Hall								
	Town Hall - Expenditure	230,529	76,843	75,727	1116	98.55%	32.8%	-0.45%	See separate account sheet
	Town Hall - Income	-119,750	-39,917	-55,084	15167	138.00%	46.0%	12.70%	
	Net Expenditure over Income	110,779	36,926	20,643	16283	55.90%	18.6%	-14.67%	
225	Congleton Information Centre								
	IC - Expenditure	164,101	54,700	46,923	7777	85.78%	28.6%	-4.71%	See separate account sheet
	IC - Income	-83,710	-29,570	-17,996	-11574	60.86%	20.3%	-13.01%	
	Net Expenditure over income	75,391	25,130	28,927	-3797	115.11%	38.4%	5.07%	
263	Public Toilets	7,150	2,383	1,204	1179	50.52%	16.8%	-16.46%	
270	Canotask	319	106	83	23	78.06%	26.0%	-7.28%	
280	Streetscape								
	Streetscape Expenditure	787,095	262,365	278,493	-16128	106.15%	35.4%	2.08%	See separate account sheet
	Streetscape - Income CEC	-419,256	-139,752	-209,628	69876	150.00%	50.0%	16.70%	
	Streetscape - External work income	-15,000	-5,000	-3,134	-1866	62.68%	20.9%	-12.41%	
	Streetscape - Other	-12,000	-4,000	-36	-3964	0.00%	0.0%	-33.30%	
	Streetscape - Misc. Income	-900	-300	-250	-50	83.33%	27.8%	-5.52%	
	S/S Income	-447,156	-149,052	-213,048	63996	142.94%	47.6%	14.35%	
	Net Expenditure over Income	339,939	113,313	65,445	47868	57.76%	19.3%	-14.05%	
THAS	Income	-655,616	-218,539	-286,128	67,589	130.93%	43.6%	10.34%	Full Committee Summary
	Expenditure	1,245,588	414,529	417,106	-2,577	100.62%	33.5%	0.24%	Full Committee Summary
	Total Income	-1,874,027	-624,676	-933,595	940,432	149.45%	49.8%	16.52%	Overall summary includes mayor summary figures not on this sheet
	Total Expenditure	1,874,027	620,867	614,265	-1,259,762	98.94%	32.8%	-0.52%	Overall summary
	Net Income /Expenditure			-319,334	-319,330			-33.30%	Rounding allowed
	Personnel								
	Staff Costs	1,141,489	380,496	359,592	20904	94.51%	31.5%	-1.80%	
	Personnel with Pav Award for reference								
	Permanent Staff Costs - Included budget pay award *1	1,057,591	352,530	377,572	-25041	107.10%	35.7%	2.40%	
	*1 Budgeted pay award (5%)			17,980					

Congleton Town Council						
Management Accounts 2024-25						
Jul-24						
Page 3/3						
			01/04/2024	In	Out	Balance
			CF Balance			45,504
310	General Reserve		287,256			287,256
	Ear Marked Reserves					
318	Capital Equipment Fund		-	5,000	4,390	610
320	Capital Contingency Fund		104,421	20,000	3,204	121,217
321	EMR Elections		20,000			20,000
322	EMR Business Recovery Fund		3,204			3,204
324	EMR Crime Prevention/Traffic calming		4,357			4,357
326	EMR Congleton Partnership		10,000			10,000
327	EMR Covid/Crisis		3,333			3,333
330	EMR Ancient Treasures		3,000			3,000
331	EMR Website		30,151		274	29,877
333	EMR Training		6,000			6,000
334	EMR Town Centre (UKSPF)		1,688			1,688
337	EMR Toilets		24,012			24,012
339	EMR Public Realm		8,153			8,153
340	EMR Legal Fees		46,406		4,758	41,648
342	EMR Tourism		2,555			2,555
343	EMR Marketing		5,000			5,000
344	EMR Congleton Neighbourhood Plan		832		832	-
346	EMR Rotary Bonfire		5,000			5,000
348	EMR Civic		1,000			1,000
349	EMR CIL		21,684			21,684
354	EMR Carbon Offsetting		3,000			3,000
NEW	EMR Property Maintenance		162,468			162,468
	EMR TOTALS		466,264	25,000	13,458	477,806

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Council		
<b>MEETING DATE AND TIME</b>	12 <sup>th</sup> December 2024 7.00pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Serena Van Schepdael – Responsible Financial Officer		
<b>AGENDA ITEM REPORT TITLE</b>	<b>11.1 2024-25 Budget Update and Management Accounts to Month 7</b>		
<b>Background</b>	We are currently over the halfway point of the year with regard to budgets. There are some budget lines that are predicted to be overspent, currently, our Finance Regulations state that any overspends must be approved by Council.		
<b>Updates</b>	<p><b><u>Budget Updates</u></b> <b><u>See Table 1 for details:</u></b> The noted nominal codes are overspent or will be overspent by the end of this financial year at current expenditure levels. The RFO recommends that in order to continue services Council approve these overspends, all overspends have been considered for 2025-2026 budget setting when it comes to the General Reserve calculations. Updates to these nominal budget lines will be provided via normal reporting of Management Accounts to the Finance and Policy Committee.</p> <p><b><u>Management Accounts:</u></b></p> <p>Appendix 1 is the Income and Expenditure levels as of the end of month 7 (October), variances and explanations are noted where required. These are being presented for information prior to budget setting for 2025-2026 in January.</p>		

TABLE 1

Cost Centre	Code	Description	Overspend %	Info
Streetscape	280-4049	Vehicle Rental Charges	5% £77,880 budget £83,000 expected	Due to operational requirements, 2 vans replaced at higher cost and 1 van replaced at lower costs than original set budget. The overall spend will be more than the CEC SLA Contract amount.
Streetscape	280-4168	Other Expenditure.	No budget £10,550 spent on Roundabout and £2,700 on small polytunnel repairs	Works organised on Roundabout, (There is a 2022 resolution to investigate works) no budget for scheme, grant was due as yet not arrived. Polytunnel repairs due to damage.

Streetscape	280-4004	Temporary and Casual Staff	No budget £5,036 spent.	Agency staff taken on.
Streetscape	280-4043	Horticultural Supplies	25-30% Budget £14,000 Expected £17,000 to £20,000	Spends currently on hold, there will be some further requirements by year-end.
Pool	201-4162	General Expenditure	47% Budget £1,000 Spent £1,475	No budget for Omnify, rolled over. Subscription now cancelled.
Pool	201-4014	Electricity	45% Budget £2,000 Spent to date £3,002	Budget insufficient, noted for 2025-2026 budget setting. Overall the pool will come in under budget for the year.
Allotments	241-4162	General Maintenance	Unknown Budget £1,000	A risk assessment is taking place for some maintenance works on 3 trees in the allotment site, current budget is £1,000, the works are likely to come in higher than this. Approval is required to overspend, updates will be provided via Finance and Policy Committee reports.
<b>Decision Requested</b>		1- To approve the overspends as listed. 2- To note current Management Accounts and variance explanations to Month 7.		

	OK
	Monitor
	Overspent

Month 7

Percentage 58.3%

Finance and Policy Committee

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	ANNUAL BUDGET	BUDGET TO M7	ACTUAL SPEND TO M7	£ VARIANCE OF M7 BUDGETS	% SPENT AGAINST M7 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M7 EXPECTED
<b>Corp Management</b>							
Staff Costs (re-allocated)	229,293	133,754	128,376	5378	95.98%	56.0%	-2.31%
Travel	250	146	9	137	6.17%	3.6%	-54.70%
Training / Conferences	1,500	875	879	-4	100.46%	58.6%	0.30%
Rent Payable	17,017	9,927	9,927	0	100.00%	58.3%	0.04%
Miscellaneous Office Costs	2,000	1,167	803	364	68.83%	40.2%	-18.15%
Telephone/Fax/Internet	3,000	1,750	1,645	105	94.00%	54.8%	-3.47%
Postage	1,000	583	354	229	60.69%	35.4%	-22.90%
Stationery & Printing	3,300	1,925	1,064	861	55.27%	32.2%	-26.06%
Subscriptions & Publications	5,100	2,975	5,080	-2105	170.76%	99.6%	41.31%
Insurance	14,310	8,348	15,754	-7407	188.73%	110.1%	51.79%
Computer/IT Costs	23,500	13,708	14,203	-495	103.61%	60.4%	2.14%
Photocopy Charges	2,000	1,167	843	324	72.26%	42.2%	-16.15%
Recruitment Advertising	500	292	196	96	67.20%	39.2%	-19.10%
Bank Charges	1,240	723	630	93	87.10%	50.8%	-7.49%
Audit Fees - External	2,100	1,225	0	1225	0.00%	0.0%	-58.30%
Audit Fees - Internal	1,900	1,108	460	648	41.50%	24.2%	-34.09%
Accountancy Support	5,300	3,092	942	2150	30.47%	17.8%	-40.53%
Legal & Professional fees		0	4,961	-2355		0.0%	0.00%
HR & H&S support	4,800	2,800	3,707	-907	132.39%	77.2%	18.93%
Tsfr from EMR							
Central Overheads reallocated	-70,984	-41,407	-47,920	6513	115.73%	67.5%	9.21%
<b>Corporate Management:-Expenditure</b>	<b>247,126</b>	<b>144,157</b>	<b>137,672</b>	<b>4850</b>	<b>95.50%</b>	<b>55.7%</b>	<b>-2.59%</b>
<b>Precept 2024-2025</b>	<b>-1,182,221</b>	<b>-689,629</b>	<b>-1,182,221</b>	<b>492592</b>	<b>171.43%</b>	<b>100.0%</b>	<b>158.30%</b>
Interest Receivable	-29,000	-16,917	-18,516	1599	109.45%	63.8%	122.15%
Miscellaneous Income	0	0	-83	83	0.00%		
<b>Corporate Management:-Income</b>	<b>-1,211,221</b>	<b>-706,546</b>	<b>-1,200,820</b>	<b>494274</b>	<b>169.96%</b>	<b>99.1%</b>	<b>40.84%</b>
<b>Net Income Over Expenditure</b>	<b>-964,095</b>	<b>-562,389</b>	<b>-1,063,148</b>	<b>499124</b>	<b>189.04%</b>	<b>110.3%</b>	<b>51.97%</b>
<b>Civic</b>							
Staff Costs (re-allocated)	20,090	11,719	10,951	768	93.45%	54.5%	-3.79%
Training / Conferences	1,000	583	0	583	0.00%	0.0%	-58.30%
Stationery & Printing	550	321	0	321	0.00%	0.0%	-58.30%
Marketing/Promotions	1,200	700	208	492	29.71%	17.3%	-40.97%
Council Newsletter	8,700	5,075	3,243	1832	63.90%	37.3%	-21.02%
Council Website	2,000	1,167	7,664	-6497	656.91%	383.2%	324.90%
Mayor's Allowance	3,000	1,750	3,000	-1250	171.43%	100.0%	41.70%
Members Expenses	200	117	0	117	0.00%	0.0%	-58.30%
Civic Expenses	7,500	4,375	3,409	966	77.92%	45.5%	-12.85%
Civic Realia	250	146	0	146	0.00%	0.0%	-58.30%
Hall & Room Hire	6,500	3,792	4,371	-579	115.28%	67.2%	8.95%
Civic Artefacts and Treasures	3,400	1,983	0	1983	0.00%	0.0%	-58.30%
Tfr from EMR	0	0	-7,274	7274			
Central Overheads reallocated	1,564	912	1,055	-143	115.64%	67.5%	9.16%
<b>Civic:-Expenditure</b>	<b>55,954</b>	<b>32,640</b>	<b>26,627</b>	<b>6013</b>	<b>81.58%</b>	<b>47.6%</b>	<b>-10.71%</b>
<b>Grants</b>							
Initial Grant Commitment	15,000	8,750	9,461	-711	108.13%	63.1%	4.77%
Subsidised Use	4,500	2,625	2,790	-165	106.29%	62.0%	3.70%
Tfr from EMR Committed Grants	0	0	-7,976	7976			-58.30%
Specified Grants	22,333	13,028	19,824	-6796	152.17%	88.8%	30.47%
<b>Grants:- Expenditure</b>	<b>41,833</b>	<b>24,403</b>	<b>24,099</b>	<b>304</b>	<b>98.76%</b>	<b>57.6%</b>	<b>-0.69%</b>
<b>Capital</b>	<b>46,778</b>	<b>27,287</b>	<b>35,889</b>	<b>-8602</b>	<b>131.52%</b>	<b>76.7%</b>	<b>18.42%</b>
<b>F&amp;P Income - Income</b>	<b>-1,211,221</b>	<b>-706,546</b>	<b>-1,206,953</b>	<b>500407</b>	<b>170.82%</b>	<b>99.6%</b>	<b>41.35%</b>
<b>Expenditure</b>	<b>391,691</b>	<b>228,486</b>	<b>225,023</b>	<b>3463</b>	<b>98.48%</b>	<b>57.4%</b>	<b>-0.85%</b>

NOTES

Expenditure Variance 0-100% Green 101-115% Amber 115% over Red  
Income Variance 100% Green. 75% to 99% Amber. 0%-75% Red

Most of subscriptions are due at start of the year  
Paid start of the year. extra month paid due to extedning last years cover  
Extra work completed on MFA and Security

See EMR BELOW  
3 of 4 payments made  
For legal & professional expenditure

Paid in full

See EMR below actual spend 33.65% £361. 1st instalment paid for website build contract  
Paid in full

Dependant on awards/requests.

CCP invoice received in full.

£25,000 to EMR processed. movement to finalise for m7

Full Committee Summary includes Mayor cost centre Income £5,571  
Full Committee Summary includes Mayor cost centre expenditure £116

Month 7  
Percentage 58.3%

Community and Environment Committee

		ANNUAL BUDGET					% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M7 EXPECTED	NOTES
			BUDGET TO M7	ACTUAL SPEND TO M7	£ VARIANCE OF M7 BUDGETS	% SPENT AGAINST M7 BUDGETS			
215	Floral Displays Income	-4.000	-2.333	-3.834	1501	164.31%	95.9%	37.55%	Handing baskets income arrives start of the year Spends almost complete, award ceremony to take place
215	Floral Displays Expenditure	14.172	8.267	15.084	-6817	182.46%	106.4%	48.14%	
	Total Floral	10.172	5.934	11.250	-5316	189.60%	110.6%	52.30%	
241	Allotments Income	-190	-111	0	-111	0.00%	0.0%	-58.30%	
241	Allotments Expenditure	1.200	700	40	660	5.71%	3.3%	-54.97%	
	Total Allotment	1.010	589	40	549	6.79%	4.0%	-54.34%	
300	Public Realm	3.000	1.750	110	1640	6.29%	3.7%	-54.63%	
	Conaeton Partnership								
301	Conaeton Partnership Income	0	0	-15.045	15045	0.00%	0.0%	-58.30%	
301	Conaeton Partnership Expenditure	24.586	14.342	22.590	-8248	157.51%	91.9%	33.58%	Dependant on Partnership, details are issued in Partnership Executive meetings. Carried forward balance
301	Conaeton Partnership C/F	0	0	-34.666	34666	0.00%	0.0%	-58.30%	
	Total Partnership	24.586	14.342	-27.121	41.463	-189.10%	-110.3%	-168.61%	
302	Community Development Grant Recd	0	0	-18.000	18000		0.0%	-58.30%	Annual subscription paid
302	Community Development Staff Costs	124.336	72.529	67.828	4701	93.52%	54.6%	-3.75%	
	UKSPF: See Grant Recd	0	0	8.994	-8994		0.0%	-58.30%	
	Community Development Marketing/Promotions	3.750	2.188	1.023	1165	46.77%	27.3%	-31.02%	
	Green Initiatives	5.000	2.917	2.848	69	97.65%	57.0%	-1.34%	
	Campaign Expenditure	1.000	583	606	-23	103.89%	60.6%	2.30%	
	Tfr to EMR	0	0	0	0	0.00%	0.0%	-58.30%	
	Tfr From EMR	0	0	0	0	0.00%	0.0%	-58.30%	
	Community Development Overheads	9.678	5.646	6.532	-887	115.70%	67.5%	9.19%	
	Total Community Development	143.764	83.862	69.831	14.031	83.27%	48.6%	-9.73%	
303	Crime Reduction/CCTV Expenditure	11.426	6.665	0	6665	0.00%	0.0%	-58.30%	
	Total Crime	11.426	6.665	0	6665	0.00%	0.0%	-58.30%	
305	Christmas Favre/lights Income	-3.000	-1.750	-1.897	147	108.40%	63.2%	4.93%	
305	Christmas Favre/lights Expenditure	16.000	9.333	2.035	7298	21.80%	12.7%	-45.58%	
	Total Christmas	13.000	7.583	138	7445	1.82%	1.1%	-57.24%	
310	Neighbourhood Plan	0	0	8.695	-8695	0.00%	0.0%	-58.30%	Costs covered by ERM funds No budget line set , Journal update required
310	Neighbourhood Plan Tfr From EMR	0	0	-4.898	4898	0.00%	0.0%	-58.30%	
	Total Neighbourhood Plan	0	0	3.797	-3797	0.00%	0.0%	-58.30%	
321	Tourism Income	0	0	-4.997	4997			-58.30%	Costs dependant on timing of events
321	Tourism Expenditure	13.600	7.933	13.950	-6017	175.84%	102.6%	44.27%	
	Total Tourism	13.600	7.933	8.953	-1020	112.85%	65.8%	7.53%	
351	Luncheon Club	11.000	6.417	6.020	397	93.82%	54.7%	-3.57%	
C.E & S	Income	-7.190	-4.194	-43.773	39579	1043.66%	608.8%	550.50%	Full Committee Summary
	Expenditure	238.748	132.605	116.791	15814	88.07%	48.9%	-9.38%	Full Committee Summary

Town Hall, Assets and Services Committee

		ANNUAL BUDGET					% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M7 EXPECTED	NOTES
			BUDGET TO M7	ACTUAL SPEND TO M7	£ VARIANCE OF M7 BUDGETS	% SPENT AGAINST M7 BUDGETS			
201	Paddling Pool	54,394	31,730	28,643	3087	90.27%	52.7%	-5.64%	Expenditure Variance 0-100% Green 101-115% Amber 115% over Red See separate account sheet
221	Town Hall								
	Town Hall - Expenditure	230,529	134,475	169,659	-35184	126.16%	73.6%	15.30%	Without Grants TH Expenditure is 97.8% Without grants TH Income is £58970, 98%
	Town Hall - Income	-119,750	-69,854	-129,158	59304	184.90%	107.9%	49.56%	
	Net Expenditure over Income	110,779	64,621	40,501	24120	62.67%	36.6%	-21.74%	
225	Conaeton Information Centre								See separate account sheet
	CIC - Expenditure	164,101	95,726	84,054	11672	87.81%	51.2%	-7.08%	
	CIC- Income	-88,710	-51,748	-56,695	4948	109.56%	63.9%	5.61%	
	Net Expenditure over income	75,391	43,978	27,359	16619	62.21%	36.3%	-22.01%	

263	Public Toilets	7,150	4,171	2,221	1950	53.25%	31.1%	-27.24%	
270	Cenotaph	319	186	162	24	87.06%	50.8%	-7.52%	
280	Streetscape								
	Streetscape Expenditure	787,095	459,139	487,934	-28795	106.27%	62.0%	3.69%	See separate account sheet
	Streetscape - Income CEC	-419,256	-244,566	-314,442	69876	128.57%	75.0%	16.70%	
	Streetscape - External work income	-15,000	-8,750	-11,861	3111	135.55%	79.1%	20.77%	
	Streetscape - Other	-12,000	-7,000	-36	-6964	0.00%	0.0%	-58.30%	
	Streetscape - Misc. Income	-900	-525	-570	45	108.57%	63.3%	5.03%	
	S/S Income	-447,156	-260,841	-326,909	66068	125.33%	73.1%	14.61%	
	Net Expenditure over Income	339,939	198,298	161,025	37273	81.20%	47.4%	-10.93%	
THAS	Income	-655,616	-382,443	-512,762	130,319	134.08%	78.2%	19.91%	Full Committee Summary
	Expenditure	1,243,588	725,426	772,673	-47,247	106.51%	62.1%	3.83%	Full Committee Summary
	Total Income	-1,874,027	-1,093,182	-1,763,488	110,539	161.32%	94.1%	35.80%	Overall summary includes mavor summary figures not on this sheet
	Total Expenditure	1,874,027	1,086,517	1,114,487	-759,540	102.57%	59.5%	1.17%	Overall summary
	Net Income /Expenditure			-649,005	-649,001			-58.30%	Rounding allowed
	Personnel								
	Staff Costs	1,141,489	665,869	635,558	30311	95.45%	55.7%	-2.62%	
	Personnel with Pay Award for reference								
	Permanent Staff Costs - Included budget pay award *1	1,141,489	665,869	671,856	-5987	100.90%	58.9%	0.56%	Includes budgeted pay award and Temp/Casual costs
	Temp/Agency			4,520					
	*1 Budgeted pay award (5%)			31,778					

Conaleton Town Council  
Management Accounts 2024-25  
Oct-24  
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Reserves as at 31st October 2024		01/04/2024 CF Balance	In	Out	Balance 31/10/24	
310	General Reserve	287,256			287,256	
	Ear Marked Reserves					
318	Capital Equipment Fund	-	5,000	4,543	457	
320	Capital Contingency Fund	104,421	20,000	14,591	109,830	
321	EMR Elections	20,000			20,000	
322	EMR Business Recovery Fund	3,204		725	2,479	
324	EMR Crime Prevention/Traffic calming	4,357			4,357	
326	EMR Congleton Partnership	10,000			10,000	
327	EMR Covid/Crisis	3,333			3,333	
330	EMR Ancient Treasures	3,000			3,000	
331	EMR Website	30,151		7,274	22,877	
333	EMR Training	6,000			6,000	
334	EMR Town Centre (UKSPF)	1,688			1,688	
337	EMR Toilets	24,012			24,012	
339	EMR Public Realm	8,153			8,153	
340	EMR Legal Fees	46,406		5,951	40,455	
342	EMR Tourism	2,555			2,555	
343	EMR Marketing	5,000			5,000	
344	EMR Congleton Neighbourhood Plan	832		832	-	
346	EMR Rotary Bonfire	5,000			5,000	
348	EMR Civic	1,000			1,000	
349	EMR CIL	21,684			21,684	
354	EMR Carbon Offsetting	3,000			3,000	
NEW	EMR Property Maintenance	162,468	15,000		177,468	
	EMR TOTALS	466,264	40,000	33,916	472,348	472.348



**Congleton Town Council**  
**Management Accounts 2024-25**  
**TOWN HALL**  
**Oct-24**

OK  
Monitor  
Overspent

Month 7  
Percentage 58.3%

**TOWN HALL**

		ANNUAL BUDGET	BUDGET TO M7	ACTUAL SPEND TO M7	£ VARIANCE OF M7 BUDGETS	% SPENT AGAINST M7 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M7 EXPECTED
4000	Staff Costs (re-allocated)	74.918	43,702	43,812	-110	100.3%	58.5%	0.18%
4008	Training	1,000	583	196	387	33.6%	19.6%	-38.70%
4009	Protective Clothing/H & Safety	550	321	42	279	13.1%	7.6%	-50.66%
4010	Cleaners	8,000	4,667	4,292	375	92.0%	53.7%	-4.65%
4011	Rates	26,522	15,471	17,465	-1,994	112.9%	65.9%	7.55%
4012	Water	4,000	2,333	4,140	-1,807	177.4%	103.5%	45.20%
4014	Electricity	26,950	15,721	11,723	3,998	74.6%	43.5%	-14.80%
4015	Gas	25,920	15,120	6,816	8,304	45.1%	26.3%	-32.00%
4016	Cleaning materials	2,250	1,313	1,263	50	96.2%	56.1%	-2.17%
4017	Refuse Disposal	2,350	1,371	1,521	-150	111.0%	64.7%	6.42%
4020	Miscellaneous Office Costs	1,600	933	862	71	92.4%	53.9%	-4.43%
4025	Insurance	12,647	7,377	13,785	-6,408	186.9%	109.0%	50.70%
4033	Marketing/Promotions	3,500	2,042	733	1,309	35.9%	20.9%	-37.36%
4040	Maintenance Contracts	9,000	5,250	6,341	-1,091	120.8%	70.5%	12.16%
4041	Property Maintenance	21,300	12,425	6,907	5,518	55.6%	32.4%	-25.87%
4065	Architect/Survivor Fees	0	0	22,493	-22,493			
4068	Licences (incl PRS)	4,200	2,450	5,834	-3,384	238.1%	138.9%	80.60%
6000	Central Overheads Reallocated	5,822	3,396	3,936	-540	115.9%	67.6%	9.31%
4951	Tfr to EMR	0	0	15,000	-15,000			
	Town Hall Expenditure	230,529	134,475	167,161	-32,686	124.3%	72.5%	14.21%
3020	Catering costs	0	0	1,588	-1,588			
3021	Security Supplies	0	0	910	-910			
		0	0	2,498	2,498			
	Total Town Hall Expenditure	230,529	134,475	169,659	-35,184	126.2%	73.6%	15.30%
1009	Rent Rec'd - Museum Notional	-4500	-2625	-2625	0	100.0%	58.3%	0.03%
1010	Rent Received - 3rd Party Partnership	-1533	-894	-894	-0	100.0%	58.3%	0.02%
1011	Rent Received - Internal CTC	-26517	-15468	-15468	-0	100.0%	58.3%	0.03%
1013	Letting Income - Grand Hall	-30000	-17500	-16877	-623	96.4%	56.3%	-2.04%
1014	Letting Income - Bridestones	-13200	-7700	-2949	-4751	38.3%	22.3%	-35.96%
1015	Letting Income - Spencer Suite	-5000	-2917	-3066	149	105.1%	61.3%	3.02%
1018	Letting Income - Camobell Suite	0	0	0	0		0.0%	-58.30%
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-7000	-8000	1000	114.3%	66.7%	8.37%
1021	Letting Income - Internal	-9000	-5250	-6776	1526	129.1%	75.3%	16.99%
1022	Letting income - F&F	-1000	-583	-2104	1521	360.7%	210.4%	152.10%
1023	Commission- CP	-8000	-4667	-3295	-1372	70.6%	41.2%	-17.11%
1024	Letting Income- Security	0	0	-2730	2730		0.0%	-58.30%
1035	Service Charges - Brasserie	-4000	-2333	-2250	-83	96.4%	56.3%	-2.05%
1037	Service Charges - Other	-5000	-2917	-2154	-763	73.9%	43.1%	-15.22%
1051	Catering Sales (recharges)	0	0	-3712	3712		0.0%	-58.30%
1177	Grant Income- CEC Greener	0	0	-15000	15000		0.0%	-58.30%
1199	Miscellaneous income	0	0	-208	208			
1179	Grants Receivable- Salix Project	0	0	-41050	41050			
	Total Town Hall Income	-119750	-69854	-129158	59096	184.9%	107.9%	49.56%
	Net Expenditure over Income	110,779	64,621	40,501	23,912	62.7%	36.6%	-21.74%

NOTES

Expenditure Variance 0-100% Green 101-115% Amber 115% over Red

Paid over 10 months not 12  
May go overspent. will be monitored  
May go overspent. will be monitored  
May go overspent. will be monitored  
Dependent on requirements. too up of supplies. include expenses for Public toilets approx 30%

Paid at start of the year. 3 month prepayment journal to complete

Mahority are paid quarterly

Salix Grant project. see below

Paid at start of the year.

CEC Grant (1177-Income) tranferred to Property Maintenance EMR

Recharged to customers

Recharged to customers

Income Variance 100% Green. 75% to 99% Amber. 0%-75% Red

Expected to be under budget

No budget

Awaiting information

Recharged to customers

Awaiting 2nd quarter invoice to be raised

Dependant on useage

Recharged to customers

Grant income to be moved out of TH to Property Maintenance EMR

Grant income for Survivor fees

Congleton Town Council  
Management Accounts 2024-25  
CONGLETON INFORMATION CENTRE  
Oct-24

	Third Party
	OK
	Monitor
	Overspent

Month 7  
Percentage 58.3%

TOWN HALL  
CONGLETON INFORMATION CENTRE

	ANNUAL BUDGET	BUDGET TO M7	ACTUAL SPEND TO M7	£ VARIANCE OF M7 BUDGETS	% SPENT AGAINST M7 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M7 EXPECTED
3000 Stock at 1st April	0	-	-	-	0.0%		
3041 3rd Party ticket resales	73,150	42,671	32,216	10,455	75.5%	44.0%	-14.26%
3042 Books, Maps, Guides resale	2,850	1,663	356	1,307	21.4%	12.5%	-45.81%
3043 Souvenirs for resale	2,375	1,385	1,459	74	105.3%	61.4%	3.13%
3044 Stamps for resale	500	292	138	154	47.3%	27.6%	-30.70%
3046 Local Produce for resale	3,800	2,217	2,076	141	93.7%	54.6%	-3.67%
3047 Theatre gift cards for resale	150	88	57	31	65.1%	38.0%	-20.30%
3048 Food & Drink for resale	1,197	698	511	187	73.2%	42.7%	-15.61%
3049 CTC Merchandise	0	-	-	-	0.0%	0.0%	-58.30%
3999 Stock at 31st March 2022	0	-	-	-	0.0%	0.0%	-58.30%
<b>Direct Expenditure</b>	<b>84,022</b>	<b>49,013</b>	<b>36,813</b>	<b>12,200</b>	<b>75.1%</b>	<b>43.81%</b>	<b>-14.49%</b>
4000 Staff costs	60,704	35,411	34,518	893	97.5%	56.9%	-1.44%
4011 Rates	5,068	2,956	3,934	- 978	133.1%	77.6%	19.32%
4013 Rent Payable	7,500	4,375	4,375	-	100.0%	58.3%	0.03%
4162 General Expenditure	2,000	1,167	1,225	- 58	105.0%	61.3%	2.95%
6000 Central Overheads Reallocated	4,807	2,804	3,189	- 385	113.7%	66.3%	8.04%
<b>Indirect Expenditure</b>	<b>80,079</b>	<b>46,713</b>	<b>47,241</b>	<b>- 528</b>	<b>101.1%</b>	<b>59.0%</b>	<b>0.69%</b>
1041 Third Party Ticket Sales	-77,000	- 44,917	- 51,862	6,945	115.5%	67.4%	9.05%
1042 Books, Maps, Guides sales	-3,000	- 1,750	- 646	1,104	36.9%	21.5%	-36.77%
1043 Souvenir sales	-2,500	- 1,458	- 665	793	45.6%	26.6%	-31.70%
1044 Stamp Sales	-500	- 292	- 174	118	59.7%	34.8%	-23.50%
1045 Photocopy sales	-300	- 175	- 284	109	162.3%	94.7%	36.37%
1046 Local Produce for resale	-4,000	- 2,333	- 2,328	5	99.8%	58.2%	-0.10%
1047 Theatre gift cards	-150	- 88	- 68	20	77.7%	45.3%	-12.97%
1048 Food and Drink sales	-1,260	- 735	- 611	124	83.1%	48.5%	-9.81%
1049 CTC Merchandise sales	0	-	- 57	57	0.0%	0.0%	-58.30%
<b>Income</b>	<b>-88,710</b>	<b>- 51,748</b>	<b>- 56,695</b>	<b>4,947</b>	<b>109.6%</b>	<b>63.9%</b>	<b>5.61%</b>
<b>Total Income</b>	<b>-88,710</b>	<b>- 51,748</b>	<b>- 56,695</b>	<b>4,947</b>	<b>109.6%</b>	<b>63.9%</b>	<b>5.61%</b>
<b>Net Expenditure over Income</b>	<b>75,391</b>	<b>43,978</b>	<b>27,359</b>	<b>16,619</b>	<b>62.2%</b>	<b>36.3%</b>	<b>-22.01%</b>

NOTES

Expenditure Variance 0-100% Green 101-115% Amber 115% over Red  
Yellow are 3rd party expenditure. traffic lights CTC

Third Party Income see corresponding expense line

Third Party Income see corresponding expense line

Third Party Income see corresponding expense line

Third Party Income see corresponding expense line

50% of invoice paid, switching to Direct Debit for remainder

As per requirement, includes card payment bank charges

Yellow are 3rd party income. traffic lights our own income  
Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red

Third Party expenditure

Third Party expenditure

Third Party expenditure

Third Party expenditure

No budget, old stock

Month	7
Percentage	58.3%

Month	7
Percentage	58.3%

**STREETScape**

4000	Staff Costs
4008	Training
4009	Protective Clothing/H & Safety
4012	Water
4014	Electricity
4039	Pool Chemicals
4040	Maintenance Contracts
4042	Grounds Maintenance
4162	General expenditure
4970	Tfs from Cap Contingency
6000	Central Overheads Reallocated

**Pool Expenditure**

ANNUAL BUDGET	BUDGET TO M7	ACTUAL SPEND TO M7	£ VARIANCE OF M7 BUDGETS	% SPENT AGAINST M7 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M7 EXPECTED
32,265	18,821	13,592	5,229	72.22%	42.1%	-16.17%
3,000	1,750	0	1,750	0.00%	0.0%	-58.30%
320	187	184	3	98.57%	57.5%	-0.80%
5,102	2,976	770	2,206	25.87%	15.1%	-43.21%
2,000	1,167	2906	-1,739	249.09%	145.3%	87.00%
3,900	2,275	3456	-1,181	151.91%	88.6%	30.32%
4,300	2,508	4565	-2,057	181.99%	106.2%	47.86%
0	0	13424	-13,424	0.00%	0.0%	0.00%
1,000	583	1475	-892	252.86%	147.5%	89.20%
0	0	-13424	13,424	0.00%	0.0%	0.00%
2,507	1,462	1695	-233	115.90%	67.6%	9.31%
<b>54,394</b>	<b>31,730</b>	<b>28,643</b>	<b>3,087</b>	<b>90.27%</b>	<b>52.7%</b>	<b>-5.64%</b>

Expenditure Variance 0-100% Green 101-115% Amber 115% over Red

Insufficient budget  
Spends are over pool season not 12 months  
Spends are over pool season not 12 months  
Approved by Council CTC/42/2324  
OmniFv booking system subscription not budgeted. now cancelled.  
Resurfacing pathway completed

Month	7
Percentage	58.3%

ANNUAL BUDGET	BUDGET TO M7	ACTUAL SPEND TO M7	£ VARIANCE OF M7 BUDGETS	% SPENT AGAINST M7 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M7 EXPECTED
577.073	336.626	326.979	9.647	97.1%	56.7%	-1.64%
0	0	4.520	-4.520			
3.200	1.867	684	1.183	36.6%	21.4%	-36.93%
5.900	3.442	4.028	-586	117.0%	68.3%	9.97%
2.000	1.167	1.167	-0	100.0%	58.4%	0.05%
8,000	4,667	2,449	2,218	52.5%	30.6%	-27.69%
1.175	685	360	325	52.5%	30.6%	-27.66%
9.150	5,338	9,846	-4,509	184.5%	107.6%	49.31%
1.500	875	1,037	-162	118.5%	69.1%	10.83%
14.000	8,167	17,227	-9,060	210.9%	123.1%	64.75%
12.800	7,467	4,491	2,976	60.1%	35.1%	-23.21%
16.285	9,500	9,045	455	95.2%	55.5%	-2.76%
77,880	45,430	47,454	-2,024	104.5%	60.9%	2.63%
8.000	4,667	4,446	221	95.3%	55.6%	-2.73%
5,300	3,092	3,217	-125	104.1%	60.7%	2.40%
0	0	24,637	-24,637		0.0%	-58.30%
		11,387				
44,832	26,152	30,315	-4,163	115.9%	67.6%	9.32%
787,095	459,139	480,515	-32,763	104.7%	61.0%	2.75%
0	0	7,419	-7,419		0.0%	0.00%
	0					
-419,256	-244,566	-314,442	69,876	128.6%	75.0%	186.87%
-15,000	-8,750	-11,861	3,111	135.6%	79.1%	193.85%
-12,000	-7,000	0	-7,000	0.0%	0.0%	58.30%
-900	-525	-570	45	108.6%	63.3%	166.87%
0	0	-36	36		0.0%	58.30%
-447,156	-260,841	-326,909	66,068	125.3%	73.1%	183.63%
339,939	198,298	161,025	25,886	81.2%	47.4%	-22.90%

Three of four payments received

Contract did not go ahead

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Council		
<b>MEETING DATE AND TIME</b>	12 <sup>th</sup> December 2024 7.00 pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Serena Van Schepdael – Responsible Financial Officer		
<b>AGENDA ITEM REPORT TITLE</b>	<b>11.2 Annual Pay Award 2024-2025</b>		
<b>Updates</b>	<p>The SLCC (Society of Local Council Clerks) and National Association of Local Councils (NALC) have made contact and confirmed that the Annual Pay Award for 2024-2025 has been settled at an increase of £1 290 on each Salary Column Point (SCP) up to SCP43 and 2.5% for SCP beyond 43.</p> <p>The agreed new rates of pay are applicable from 1<sup>st</sup> April 2024, employers are encouraged to implement this pay award as swiftly as possible and the backdated award be processed as quickly as possible back to 1<sup>st</sup> April 2024.</p> <p>This report on the award was presented to Finance and Policy on 14<sup>th</sup> November 2024 and The Chair of Personnel, Chair of Finance and Mayor have been informed as an update via email.</p> <p>The award will be implemented in the December 2024 payroll run, and all back pay due will be included. A hard copy of the backdated amounts will be verified by the Chief Officer, Chair of the Finance and Policy Committee and Mayor.</p> <p>Council are asked to note this pay award and the implementation of the backdated award to 1<sup>st</sup> April 2024.</p>		
<b>Decision Requested</b>	<ol style="list-style-type: none"><li>1- To note the Annual Pay Agreement award for 2024-25 in accordance with the NJC agreement.</li><li>2- To note that the back pay due from 1<sup>st</sup> April 2024 to 30<sup>th</sup> November 2024 will be paid in December 2024 payroll.</li></ol>		

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Council		
<b>MEETING DATE AND TIME</b>	12 <sup>th</sup> December 2024 7.00 pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Serena Van Schepdael – Responsible Financial Officer		
<b>AGENDA ITEM REPORT TITLE</b>	<b>11.3 Investment Policy Update</b>		
<b>Background</b>	<p>In October 2024 Council approved the Investment Policy and Investment Strategy for the period December 2024 to December 2025. The resolution for this year's strategy regarding the renewal of the Cambridge and Counties investment Bond was:</p> <p style="text-align: center;"><b>CTC/51/2425</b> Resolved 10.32 To approve the updated Investment Strategy for 2024-2025 and adopt into the Constitution – <u>noting that the requirement for point 4 is for 3 of the 5 named councillors/officers to agree.</u></p>		
<b>Updates</b>	<p>The renewal for Cambridge has been issued and will renew on 9<sup>th</sup> December 2024.</p> <p>The offer of an annual renewal with an interest rate of 4.35% was agreed by 4 of the 5 required named Councillors and Officers, therefore the Yearly Fixed Rate Bond will be renewed. The expected interest is £10,875.</p>		
<b>Decision Requested</b>	1- To note the renewal of the Cambridge and Counties Fixed Rate bond.		

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Council</b>		
<b>MEETING DATE AND TIME</b>	<b>12<sup>th</sup> December 2024 7.00 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	<b>Serena Van Schepdael: R.F.O</b>		
<b>AGENDA ITEM</b>	<b>11.4</b>		
<b>REPORT TITLE</b>	<b>Notice of Conclusion of Audit for Year Ending 31<sup>st</sup> March 2024</b>		
<b>Background</b>	<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>		
<b>Update</b>	<p>The External Auditors (PKF Littlejohn) have completed their audit and have signed off the certificate for 2023-2024 with no issues noted. See Appendix 20.1.</p> <p>This report was also presented to Finance and Policy on 14<sup>th</sup> November 2024 for Committee noting.</p>		
<b>Decision Request</b>	<p>1: To note the Conclusion of the Audit for the year ending 31<sup>st</sup> March 2024.</p>		

## Congleton Town Council

### Notice of conclusion of audit

#### Annual Governance & Accountability Return for the year ended 31 March 2024

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

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for <b>Congleton Town Council</b> for the year ended 31 March 2024 has been completed and the accounts have been published.</p> <p>2. The Annual Governance &amp; Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of <b>Congleton Town Council</b> on application to:</p> <p>(a) <u>Serena Van Schepdael</u>  <u>RFO/Finance Manager</u>  <u>Requests can be made by emailing <a href="mailto:info@congleton-tc.gov.uk">info@congleton-tc.gov.uk</a></u>  <u>or by calling 01260 270350</u></p> <p>(b) <u>Monday to Thursday</u>  <u>Between 9.00 and 3.00pm</u></p> <p>3. Copies will be provided to any local government elector of the area on payment of £_____ (c) for each copy of the Annual Governance &amp; Accountability Return.</p> <p>Announcement made by: (d) <u>Serena Van Schepdael (RFO)</u></p> <p>Date of announcement: (e) <u>26/09/2024</u></p>	<p>Notes</p> <p>This notice and Sections 1, 2 &amp; 3 of the AGAR must be published by 30 September. <b>This must include publication on the smaller authority's website.</b> The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
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## 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
			✓

\*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:

13/06/2024

and recorded as minute reference:

CTC/13/2425

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

Chair

Clerk

www.congleton-tc.gov.uk



## 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



Date 2/6/2024

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

13/06/2024

as recorded in minute reference:

CTC/14/2425

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



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

In respect of

CONGLETON TOWN COUNCIL-CH0056

### 1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 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

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

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

None

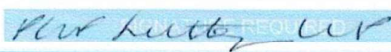
### 3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

25/09/2024

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	12 <sup>th</sup> December 2024 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael- R.F.O/Mark Worthington		
AGENDA ITEM REPORT TITLE	11.5 Town Hall Charity Illumination Policy		
Background	<p>Town Hall, Assets &amp; Services Committee members discussed a report on 5<sup>th</sup> September 2024 relating to the growing number of requests from charities and organisations to illuminate the Town Hall in a specific colour to help promote their occasion and/or to increase awareness of campaigns.</p> <p><b>THAS/12/2425 Resolved for</b> CTC Officers to draft a policy, similar to the CTC Flag Flying Policy, to allow registered charities or organisations linked to registered charities to support their message by illuminating the Town Hall. The policy should align with Health &amp; Wellbeing Group and existing CTC policies with the Chief Officer having the option to take any contentious requests to the Committee.</p> <p>Finance and Policy discussed the policy on 14<sup>th</sup> November 2024:</p> <p><b>FAP/50/2425 RESOLVED</b> To approve the draft Town Hall Charity Illumination Policy with one amendment, changing the time period from 6 months to 12 months and recommended this to Council for approval and adoption into the Constitution. <i>(See section in italics)</i></p>		
Update/Policy	<p style="text-align: center;"><b>Congleton Town Council</b></p> <p style="text-align: center;"><b>Town Hall Charity Illumination Policy</b></p> <p><b>PURPOSE OF THE POLICY</b></p> <p>The aim of the policy is to establish and operate a transparent procedure to mark/promote specific days of significance to charities and organisations within the wider community, by illuminating Congleton Town Hall in a chosen colour. The policy will also apply to marking events or campaigns organised by the Council, or in partnership with another organisation.</p> <p><b>MANAGEMENT OF THE POLICY</b></p> <p>The day-to-day management of the Town Hall Charity Illumination Policy at Congleton Town Council will be overseen by the Chief Officer. Any change from the Policy as stated would be subject to consideration and approval by the Finance &amp; Policy Committee.</p>		



## REQUESTS TO ILLUMINATE THE TOWN HALL

Applications must meet the following criteria:

### Charities and Community Groups

Organisations must be constituted and charities must have a registered charity number, compliant with charities legislation.

Illuminations will be limited to one night per occasion or campaign.

The charity or community organisation's values must be in accordance with the Council's agreed values and objectives and must not conflict with the Council.

Requests from other public bodies should adhere to the same criteria.

Promote inclusivity and cultural awareness by recognising days of particular significance to groups within the wider community.

Publish details of those dates which will be marked, in order to further communicate the Council's commitment to supporting the charity.

### Requests from within Council

When the Council itself intends to illuminate for a specific event, occasion or cause, requests will be assessed in line with the policy objectives.

*Illuminations will be limited to one night per occasion or campaign. Requests cannot be submitted more than **twelve** months before the occasion.*

Promote inclusivity and cultural awareness by recognising days of particular significance to groups within the wider community.

Publish details of those dates which will be marked, in order to further communicate the Council's commitment to supporting the charity.

## QUESTIONS AND APPROVALS

The Chief Officer will consider and determine any request to illuminate the Town Hall or other Council-owned buildings where it is not set out in the Policy. (e.g. International sporting events). Illuminations of a Political nature will NOT be considered. The request must come from a serving Town Councillor and be made in writing at least 4 weeks before the event. This decision is final. Any decisions for continued or regular illumination must be considered by the Finance & Policy Committee where it is not set out in the Policy. No illumination by, or on behalf of the Council, is to be undertaken without the approval of the Chief Officer. The Chief Officer will be consulted

	<p>on all matters relating to the Illumination Protocol and any questions should be submitted in writing to the Chief Officer.</p> <p><b>POLICY REVIEW</b></p> <p>This policy will be reviewed every five years to ensure that it remains fit for purpose.</p>
<b>Financial</b>	The electrical cost of running 24 x 62-watt event uplighters, using an electricity rate of £0.22p per kWh, would be £4.08 per 12 hours, which will be covered under normal revenue expenditure budgets.
<b>Environmental</b>	Electrical usage overnight while the Town Hall is not occupied.
<b>Equality</b>	Policy to promote inclusivity and cultural awareness by recognising days of particular significance to groups within the wider community.
<b>Decision Request</b>	To approve the draft Town Hall Charity Illumination Policy, and adopt it into the Constitution.

**Minutes of the Personnel Committee Meeting**  
**22<sup>nd</sup> February 2024**

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

**Officers:** David McGifford (Chief Officer)

**Members of the press:** 0

**Members of public:** 0

**AGENDA**

**1. Apologies for absence.**

Apologies were received from Cllrs Suzie Akers Smith, Robert Douglas and Kay Wesley

**2. Minutes**

**Pers/15/2324 resolved to approve the [minutes of the Personnel Committee meeting held on the 21<sup>st</sup> of December 2023](#)**

**3. Declarations of interest**

There were no declarations of interest relating to this meeting

**4. Outstanding Actions**

There were no outstanding items

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

There were no members of the public in attendance

**6. Urgent Items**

There were no urgent items

**7. Resolution to Exclude the Public and Press from Item 8**

**Pers/16/2324 resolved to** pass the 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.

**8. Job Evaluation for the Communities and Administration Officer**

**Pers/17/2324 Resolved to** approve the Job Evaluation for the Communities and Administration Officer and the appointment of Cathy Dean to the post of Communities and Administration Officer



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

<b>COMMITTEE:</b>	<b>Council</b>		
<b>MEETING DATE AND TIME</b>	<b>12<sup>th</sup> December 2024 7 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	<b>Chief Officer</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>13 Consultation - Remote Attendance and Proxy Voting at Council Meetings</b>		
<b>BACKGROUND INFORMATION</b>	<p>The Government is now consulting on remote attendance and proxy voting for Council meetings. Its rationale is as follows:</p> <p><i>The attendance of elected members at local authority meetings is a core part of the democratic process at the local level and is integral to members carrying out their functions effectively. In addition to the value of members coming together to debate and discuss the issues which impact the lives of the people they represent; it is also important that local residents have the opportunity to engage directly with the people they have elected to take key decisions on their behalf.</i></p> <p><i>At the same time, the government recognises that there are circumstances in which it may not always be possible for members to attend council meetings in person. It is with this in mind that the government intends to amend the law to introduce provisions for remote attendance at local authority meetings.</i></p> <p><i>The intent is that this increased flexibility will strike the balance between the principle that significant in-person engagement remains vitally important, and a recognition that there will sometimes be a need to accommodate members' requirements to attend council meetings remotely. We hope it will encourage a wider diversity of people willing and able to stand and actively participate in local democracy by creating improved conditions where meetings are accessible and inclusive.</i></p> <p><i>In addition, we are seeking views on the possible introduction of proxy voting for those occasions when an elected member, due to personal circumstances, may be unable to attend even remotely, for example during maternity, paternity or adoption leave.</i></p> <p><i>In line with the government's commitment to working with local government to establish partnerships built on mutual respect, genuine collaboration, and meaningful engagement, this short consultation seeks your views on the detail and practical implications of this proposition to inform our ongoing policy development.</i></p> <p>The link to the Government website is as follows  <a href="https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings">https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings</a> </p>		

<b>Considerations</b>	<p>The government consultation asks if there should be any conditions on remote attendance. Specifically, it asks if</p> <ul style="list-style-type: none"> <li>• At least two-thirds of voting members should be physically present, OR</li> <li>• Remote attendance should be allowed in exceptional circumstances only such as illness or if members are 'physically unable' to attend, OR</li> <li>• There should be no restrictions on remote attendance.</li> </ul> <p>The consultation also asks if the use of remote meetings should have limitations placed on it or not. For example, it asks if:</p> <ul style="list-style-type: none"> <li>• Councils should be able to allow full remote attendance at up to half of council meetings within a 12-month calendar period</li> <li>• Councils should only have the flexibility to change a meeting from in-person to online, or vice versa, due to unforeseen and exceptional circumstances</li> <li>• Councils should not have the flexibility to conduct fully remote meetings to ensure there is always an in-person presence.</li> </ul> <p>The consultation asks about proxy voting. For most minor illnesses such as a cold or bug, a member could join the meeting remotely, and we believe therefore that proxy voting must only be allowed in very exceptional circumstances so it cannot be abused. It is important that members hear the arguments about each item before voting, therefore meeting attendance (in-person or remote) is important. Exceptional circumstances to allow a proxy vote might be</p> <ul style="list-style-type: none"> <li>• The member is in hospital having an operation or giving birth for example, and physically cannot join remotely. Written proof in advance is required e.g. a doctor's note.</li> <li>• The officer in charge of the meeting receives the proxy vote at least 3 days in advance and delivers it in the meeting.</li> <li>• Proxy voting cannot be used at the last minute and must be planned in advance, with members informed of the proxy vote and why.</li> <li>• Each member can use a proxy vote no more than once per year.</li> </ul>
<b>Environmental Considerations</b>	<p>This proposal will support some Councillors, members of the press and the public attending meetings without needing to travel to the Town Hall which will lower the overall carbon footprint of meetings.</p>
<b>Equality Considerations</b>	<p>Our Equality and Inclusion Policy states that:</p> <p><i>"We will endeavour to reach out to anyone who may be at risk of exclusion and ensure they have full access to the Council and our services. Where they are less able to participate, we will take positive action to ensure they are not excluded."</i></p>
<b>Financial Considerations</b>	<p>None – the equipment and software are already in place and licences are part of the Town Hall infrastructure (and offered to customers who book the room).</p>
<b>PROPOSALS</b>	<p>Congleton Town Council should respond to the Government's consultation outlining its position on:</p>

- |  |  |
|--|--|
|  | <ol style="list-style-type: none"><li>1. The principle of remote meetings and any associated conditions</li><li>2. The principle of proxy voting and any associated conditions</li></ol> |
|--|--|

Councillors can also individually respond to this consultation through their online consultation platform, Citizen Space. [Respond via Citizen Space](#). The consultation closes on the 19<sup>th</sup> of December 2024

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

<b>COMMITTEE:</b>	<b>Council</b>		
<b>MEETING DATE AND TIME</b>	<b>12<sup>th</sup> December 2024 7 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	<b>Chief Officer and Mayor</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>14 Change to Mayor's Cadet criteria in Civic Protocol</b>		
<b>BACKGROUND INFORMATION</b>	<p>CTC's Civic Protocol states that the Mayor's Cadet must be nominated from one of the 'uniformed' groups in Congleton. It does not specify that they must be a resident of Congleton.</p> <p>The uniformed groups aim to be as inclusive as possible but do require parents to invest in a uniform and drive young people to group meetings and other activities such as camps. Many of them emphasise fitness and physical activity as a core component of the group's activities.</p> <p>This may mean that young people from low-income families, those without transport, or those who are SEND (have special educational needs or disabilities), may be excluded from becoming the Mayor's Cadet.</p> <p>Some 'non-uniformed' groups may also include suitable young people - such as theatre companies, youth clubs, charities such as Friends for Leisure or Ruby's, high schools, and so on.</p> <p>The lack of geographic constraint means that applicants can come from surrounding towns, many of which have their own Mayor and Mayor's Cadet.</p>		
<b>THIS PROPOSAL</b>	<p>To open up opportunities to more young people, we recommend that the word 'uniformed' be removed from the Civic Protocol when describing the criteria for the Mayor's Cadet. This will allow young people from any group to be nominated but does not preclude the uniformed groups from nominating a young person.</p> <p>Other criteria, such as being well turned out and having excellent interpersonal skills, will remain the same, to be evaluated at the interview.</p> <p>Further, we recommend that the privilege of being Mayor's Cadet should only be available to young people who live within the Congleton Parish.</p>		
<b>Environmental Considerations</b>	Restricting the role to a Congleton resident may reduce the carbon footprint of travel to civic events.		
<b>Equality Considerations</b>	This proposal is intended to make the role of Mayor's Cadet more inclusive so that any young person in Congleton can be nominated for the role.		
<b>Financial Considerations</b>	None		

<b>PROPOSALS</b>	<p>Congleton Town Council should update the Civic Protocol with regard to the Mayor's Cadet to specify that</p> <ol style="list-style-type: none"> <li>1. Any group or organisation can nominate a young person to be the Mayor's Cadet, i.e. remove the word 'uniformed'.</li> <li>2. The Mayor's Cadet must live in the Congleton parish.</li> </ol>
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