

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Community Committee		
MEETING DATE AND TIME	17th April 2025 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	David McGifford, Chief Officer		
AGENDA ITEM REPORT TITLE	14 Congleton Community Projects Service Level Agreement (SLA)		
Background	This paper has been written to invite councillors to allow councillors to comment on the proposed SLA for Congleton Community Projects (CCP). Appendix 1.		
Details	<p>This has been updated from the previous submission and is now more prescriptive as to the activity that is being delivered by CCP. The committee was previously made aware that the most significant project that CCP led was the Food and Drink Festival. CCP advised back in 2024 that it could no longer deliver this project but would support the Town Council in handing this major event over.</p> <p>The Food and Drink Festival is now being led by our Town Centre and Events Manager Rachel McCarthy and discussions have taken place with regard to the contribution the Town Council gives to Congleton Community Projects.</p> <p>Previously we contributed £16,000 to CCP and as advised at the last meeting this was being reduced to £10,000 and paid in stages.</p> <p>The attached SLA provided those details and the areas marked in blue are the updated ones provided by CCP</p> <p>This will be reviewed on an annual basis</p>		
Financial Implications	This will be the first time that the town council has led on this event and has allocated £6,000 to this project which is equivalent to the reduction in the SLA. This will be reviewed following the event to determine if £6,000 is sufficient.		
Environmental Implications	There is a negative environmental impact due to the volume of visitors to this event which also generates more waste. Future events should consider promoting bus connectivity whilst noting that there is very little bus connectivity on a Sunday.		
Inclusivity Diversity Impact	There has been more focus on Diversity and Inclusivity at our recent events which now include safe space and improved accessibility, blue badge parking zones. There is also an accessibility information guide on the website.		
Proposal	The Community Committee endorses the updated Service Level Agreement.		

Service Level Agreement with Congleton Community Projects and Congleton Town Council

1. Purpose and Objective

1.1 This Service Level Agreement (SLA) is between Congleton Town Council (CTC) and Congleton Community Projects (CCP). It sets out the expectations, roles and responsibilities between the two parties in connection with the £10,000 grant that Congleton Town Council will pay to Congleton Community Projects for the delivery of services during the financial year 2024-2025.

1.2 The two organisations should work closely together with mutual trust and understanding, sharing the common goal **of increasing community involvement in the town's activities. By engaging the community in these activities and creating a sense of ownership, local people develop an identity with and pride in, their town.**

2. Main Parties and Term of Contract

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

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

2.3 This SLA will run from the 1st April 2025 until the 31st March 2026. It will be renewed on an annual basis.

3. Role of CTC

3.1 CTC will transfer **£10,000** to Congleton Community Projects. This will be paid **quarterly** on the first Friday of the month by BACS. **£2,500 on 5 April, £2,500 on the first Fridays in July, October and January.** This does not prevent CCP from applying for a CTC grant towards specific projects during the year.

3.2 CTC will hold a meeting with CCP ahead of budget setting in October 2025 to discuss the SLA for the next year.

3.3 CTC will have one CTC representative on CCP's quarterly business meetings. This will be formalised at the Annual Town Council Meeting in May each year, for as long as the SLA is in place.

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

3.5 CTC will meet with CCP quarterly to review progress

4. Role of CCP within this SLA

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

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

4.4 CCP and CTC to deliver and manage a quality entertainment package as part of the Christmas Lights Switch on in November. For CCP **this includes organising at least 3 public lantern-making workshops prior to the event and an extra workshop for those who require access or have specific needs. Funds for this are raised by CCP.** The budget set for all other entertainment will be agreed within the Christmas Group Meeting.

4.5 **CCP to deliver a traditional lantern parade as part of the Christmas celebrations. CCP will raise the funds connected with this project and will provide all materials to ensure workshops are free and accessible to all.**

4.6 **CCP to ensure community engagement in the Jazz and Blues Festival by organising an annual Umbrella Parade for all to join in and as an opening for the event and work on the community programme for the Bath House and Physic Garden.**

4.7 **CCP to work with the Congleton Pride Committee on delivering the Pride Parade which opens the annual Pride Festival.**

4.8 **CCP to take responsibility for organising 3 annual Play Days in the Town Centre to encourage Congleton's youngest members to use the Town Centre, discover Congleton and engage in healthy outdoor activities, enjoy playing and encourage wellbeing.**

4.9 **CCP will offer support and advice where necessary to the Town Council regarding the delivery of the Food and Drink Festival and will donate all information, website, social media and email lists of all regular stall holder details**

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

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

5. Health, Safety, Personnel, Equipment and Insurance

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

6. Monitoring and Concerns

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

6.2 If there are any concerns with Congleton Town Council's management of this SLA they should be reported to the Chief Officer.

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

Signed

Name __David McGifford, Chief Officer

On behalf of Congleton Town Council

Signed _____

Name _____

On behalf of Congleton Community Projects