



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

5th June 2025

Dear Councillor,

You are summoned to attend a meeting of the Council on **Thursday 12th June 2025** 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

Tel: **01260 270350**

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

AGENDA

1. Apologies for absence

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

2. Minutes of Previous Meeting

To approve and [sign the minutes of the Council meeting held on the 1st May 2025](#)

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 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 [24th April 2025](#)

8. Minutes of the Finance and Policy Committee (Enclosed)

To approve and sign the minutes of the Finance and Policy Committee held on the 27th March 2025

8.1 Internal Audit Report for 2024-2025 (Enclosed)

To note the Final Internal Audit report for the year ending 31st March 2025.

8.2 Annual Governance Accountability Report 2024-2025 (Enclosed)

To Approve:

1. Section 1 of the AGAR: The Annual Governance Statement 2024-2025.
2. Section 2 of the AGAR: The Accounting Statements 2024-2025.

8.3 Standing Orders, Financial Regulations and Code of Conduct Review (Enclosed)

To Approve:

1. The updates to the Standing Orders and adopt into the constitution.
2. The updates to the Financial Regulations and adopt into the constitution.
3. That the current Standing Orders for Contracts remains in place.
4. That the current Code of Conduct is to remain in place.

8.4 Insurance and Fixed Asset Register Review (Enclosed)

To note:

1. The current Insurance Policy in place.
2. The updated Fixed Asset Register.

8.5 Outside Bodies Review (Enclosed)

To approve the external services for 2025-2026.

8.6 Supplier Invoice Approval (Enclosed)

To approve payment of invoice 144676 to Four Oaks Nurseries.

8.7 Christmas Lights Contract Extension (Enclosed)

To approve

1. An extension for the current supplier of the installation and removal of the Christmas Lights Scheme for 2025
2. The expenditure and approval to pay the invoice on arrival.

8.8 Review of Expenditure (Enclosed)

To review and note the Council expenditure.

9. Amendment to Councillor appointment on THAS Committee (Enclosed)

To approve Councillor appointment to Town Hall, Assets & Services Committee.

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 1st May 2025

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 27th February 2025](#)

Councillors Present: Kay Wesley (Mayor)
David Brown
Robert Brittain
Russell Chadwick
Suzy Firkin
Emma Hall
Sally Ann Holland
Amanda Martin
Susan Mead
Rob Moreton
Heather Pearce
Sean Radcliffe
Heather Seddon
Glen Williams

Congleton Town Council Officers: David McGifford (Chief Officer)

Number of Press: 0

Member of the Public: 1

1. Apologies for absence

Apologies were received from Councillors Suzie Akers Smith, Robert Douglas, Arrabella Holland, Richard Walton and Liz Wardlaw.

2. Minutes of Previous Meetings

CTC/92/2425 Resolved to sign and approve the minutes of the Council meeting held on 27th February 2025.

3. Declarations of Disclosable Pecuniary Interest

Were received from Cllrs David Brown, Russell Chadwick, Emma Hall, Sally Ann Holland, Rob Moreton and Heather Seddon.

4. Questions from Members of the Public

There were no questions from members of the public.

5. Urgent Items

There were no urgent items raised by Councillors

6. Town Mayor Announcements and Engagements

CTC/93/2425 Resolved to receive a list of the Mayor's engagements.

7. Minutes of the Finance and Policy Committee

CTC/94/2425 Resolved to approve the minutes of the Finance and Policy Committee held on the 13th of February 2025

7.1 CTC/95/2425 Resolved to receive the publication scheme and suggested the inclusion of the –

- Tree Policy
- Site specific biodiversity plan
- Equality and Inclusion policy
- If available areas of responsibility for CEC and CTC

8. Minutes of the Community Committee

CTC/96/2425 Resolved to approve and sign the minutes of the Community Committee meetings held on the 30th January 2025.

9. Minutes of the Town Hall and Assets Committee

CTC/97/2425 Resolved to approve and sign the minutes of the Town Hall and Assets Committee meeting held on the 23rd January 2025.

9.1 Town Hall Decarbonisation Update

CTC/98/2425 Resolved to not go ahead this year but, subject to listed planning consent, use the experience to reappraise the project and reapply for SALIX or other applicable grant funding in the future.

9.2 Town Hall Decarbonisation – windows

- **CTC/99/2425 Resolved** that subject to Listed Building Consent progress with replacing the ground floor windows and arch wood frames with double glazing for £19,188.

10. Minutes of the Environment Committee (Enclosed)

CTC/100/2425 Resolved to approve and sign the minutes of the Environment Committee meeting held on the 6th February 2025.

11. Minutes of the Planning Committee

CTC/101/2425 Resolved to approve and sign the minutes of the Planning Committee meetings held on the 7th November 2024, 5th December 2024, 16th January 2025, 20th February 2025 and 20th March 2025.

12. Minutes of the Personnel Committee

CTC/102/2425 Resolved to approve the Minutes of the Personnel Committee held on the 12th December 2024

13. Congleton Town Council Corporate Strategic Plan 2025 -2029 Draft

CTC/103/2425 Resolved to approve/amend the proposed Corporate Strategic Plan 2025-2029 subject to:

Strategic Objective SO2 Remove named sites that are now being developed and include those listed that require development for example Moody Hall, 1 Swan Bank and The Club on Chapel Street.

14 Meeting dates 2025-26

CTC/104/2425 Resolved To approve the council and committee meeting dates 2025-26

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

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

CTC/105/2425 Resolved to approve the resolution to exclude members of the press and public from the meeting

16. Commercial Partner Contract Amendment

CTC/106/2425 Resolved to approve the proposed amendments to the Commercial Partners' contract.

18 Engagements since 27.4.25 - Town Mayor, Cllr Kay Wesley

- 1.5 KFC soft opening
- 2.5 KFC Official Opening Ceremony
- 3.5 Organ Recital at St. Peter' s
- 6.5 Mayor's High Street Awards – presentations x3
- 6.5 Disability Welcome Scheme presentations x3
- 7.5 Cloud Group of WI Spring Meeting
- 8.5 CTC VE Day Celebration
- 9.5 Trees for Congleton, Celebration Event
- 12.5 Knutsford mayor making ceremony
- 15.5 Annual Town Meeting
- 16.5 CAYT Finding Nemo Jnr
- 17.5 In Bloom Plant-up celebration for schoolchildren
- 18.5 National Bee Day Event, Congleton Park
- 20.5 Official Opening of the Plus Dane Wellbeing Hub
- 21.5 Opening Bradshaw House Supported Living Service
- 21.5 Lunch at Astbury Mere to mark Dementia Action Week
- 21.5 Blackadder, Daneside
- 22.5 CTC Mayor Making Ceremony

2 Engagements – Deputy Town Mayor, Cllr Robert Brittain

- 19.5 Middlewich Mayor Making Ceremony
- 21.5 Sandbach Mayor Making Ceremony

2 Engagements – Town Mayor, Cllr Robert Brittain

- 22.5 CTC Mayor Making Ceremony
- 23.5 The Darji Expression Gallery, Opening night

CONGLETON TOWN COUNCIL

Minutes of the Planning Committee Meeting held on 24.04.25

For the papers discussed at the meeting please [visit Agenda & Papers 24th April 2025](#)

In attendance:

Committee Members: Councillors Amanda Martin (Chair)
Suzie Akers Smith
Charles Booth
Robert Brittain
Rob Moreton
Liz Wardlaw

Ex Officio Kay Wesley (Mayor)

Congleton Town Council David McGifford (Chief Officer)

Members of the press 0

Members of the public 0

1 Apologies for Absence

Were received from Cllrs David Brown, Robert Douglas, Suzy Firkin, and Heather Pearce.

2. Minutes of Previous Meetings

PLN/32/2425 resolved to approve the planning meeting minutes of the 20th March 2025.

3. Declarations of Disclosable Pecuniary Interest

Cllrs Rob Moreton and Liz Wardlaw declared an interest on matters related to Cheshire East Council

4. Outstanding Actions

None

5. Questions from Members of the Public Maximum 15 Minutes

None

6. Urgent Items

There were no urgent items

7. Planning Enforcement

To receive any updates on enforcement matters.

7.1 Astbury Place / Congleton Park The chief officer advised that a recent FOI request met with the response that CEC concluded that the information requested was either exempt from disclosure or the information was not held

A request has been submitted for an internal review of the outcome received. This should take 20 working days but CEC can seek to extend it to 40 days

7.2 Section 106 – Cllr Douglas had previously been advised that the information he was provided with was not accurate. He has requested the latest information which CEC Ward Councillor Emma Hall is helping with.

8. Planning Applications Section 1

There were no applications brought forward

9. Neighbourhood Plan (Verbal Update)

The Chief Officer advised that Urban Imprint has forwarded an amended plan following the Regulation 14 feedback. This will be circulated to working group members to review and suggest amendments where applicable.

10. Licensing Applications

Sainsbury's, Manchester Road, Congleton, CW12 2HT

LICENSING ACT 2003 MINOR VARIATION OF PREMISES LICENCE

NOTICE is hereby given that Sainsbury's Supermarkets Limited have applied for a Minor Variation at Sainsbury's, Manchester Road, Congleton CW12 2HT. The variation is as follows.

- To make alterations to the premises

Four Friends Tibetan Restaurant, 14-16 Mill Street, Congleton, CW12 1AB

APPLICATION FOR A PREMISES LICENCE LICENSING ACT 2003

NOTICE is hereby given that I, Ms Sonam Choden have applied on 7th April 2025 to Cheshire East Council in respect of the premises known as Four Friends Tibetan Restaurant, 14-16 Mill Street, Congleton, CW12 1AB for a premises licence to provide the following activity:

- Supply of Alcohol – Tuesday – Sunday – 12:00 – 22:00

PLN/33/2425 resolved to approve both applications without comment

11. Planning Applications Section 2 (Enclosed)

PLN/34/2425 Resolved to remove the stars from items 7 &10 and that all other starred items have **no objection –**

	App Ref	Location Details	Proposal	Comments
1*.	25/1076	5 - 9 Buxton Road, Congleton, Cheshire East,	Discharge of conditions 5, 6, 7 and 8 on approval 24/0659C:	no objection
2*.	25/1003	Tall Ash Farm, 112 Buxton Road, Congleton, Cheshire East, CW12 2DY	Discharge of condition 9c on approved application 15/2099C - Demolition of the existing building and the development of up to 236 dwellings including access	no objection
3.	25/0994	Tanners Cottage Weathercock Lane, Congleton, Cheshire East, CW12 3PS	Lawful development certificate for proposed siting of a caravan to provide additional accommodation for family of homeowners.	no objection
4.	25/0940	37 Sandbach Road, Congleton, Cheshire East, CW12 4LB	T1 Beech: Reduce new growth height by up to 3m, western & northern lateral spread as needed by up to 2m and remaining crown by up to 1.5m.	no objection
5*.	25/0847	March Cottage Astbury Lane Ends, Congleton, Cheshire East, CW12 3AY	Variation of condition 1 on approved application 24/1779C - Proposed pair of semi- detached houses (2no. dwellings)	no objection
6.	25/0768	9 Cedar Court, Congleton, Cheshire East, CW12 3JP	Oaktree marked as T1 in blue on the sketch plan:	no objection
7	25/0539	8 Pavilion Way, Congleton, CW12 4EW	Consent for works in TPO with conditions: 7/4/25 Sycamore in corner of garden, last in sequence.	no objection
8*.	25/0612	The Co-operative Food, 60 Bromley Road, Congleton, CW12 1PY	New plant to replace existing in side yard, new ventilation, new external LED lighting to replace existing Expiry: 11/4/25	no objection

	App Ref	Location Details	Proposal	Comments
9.	25/0638	Building To The North Of Moss Lane, Eaton,	Retrospective construction of a building and proposed use as an independent residential dwelling	Objection Recommend enforcement action to have the building returned to its original approved use
10	25/0968	Eaton Bank Farm Eaton Bank, Congleton, CW12 1PF	Variation of condition 5 on application 23/0721C: Minor amendments to the outline site plan.	Approve the variation subject to an agreement to connect the footway along Eaton Bank to the adjoining development
11*.	25/1016	Land Adjacent, Congleton, CW12 4AP	Discharge of Conditions 3 on 24/4684/HOUS: Demolition of existing domestic garage and construction of replacement domestic garage	no objection
12*.	25/1164	44 Macclesfield Road, Congleton, Cheshire East, CW12 1NR	Erection of a single storey rear and side extension and alteration to existing garage roof.	no objection
13.	25/1158	5 Giantswood Lane, Congleton, Cheshire East, CW12 2HG	Demolition of existing single-storey garage, erection of a new two-storey side extension and front porch.	no objection
14.	25/1183	Proposed loft conversion including raising of ridge height and construction of 3no. dormers	Proposed loft conversion including raising of ridge height and construction of 3no. dormers	no objection – subject to no loss of privacy for neighbouring properties

CONGLETON TOWN COUNCIL

Minutes of the Finance and Policy Committee Meeting held on Thursday 27th March 2025

For the papers discussed at the meeting, please see the [Finance & Policy Committee Agenda 27 March 2025](#).

PRESENT Committee members: Cllr R Douglas (Chair)
Cllr C Booth (Vice Chair) (Left at 8.00 pm)
Cllr D Allen
Cllr R Chadwick
Cllr M Edwardson

Ex-Officio: Cllr K Welsey (Mayor)
Cllr R Brittain (Deputy Mayor)

Also present:

Congleton Town Council Officers D McGifford, S Van Schepdael

Members of the public 2 (Grant applicants, both left after item 11)

1. Apologies for absence

Apologies received from Cllrs: S Akers Smith, A Holland, H Pearce and L Wardlaw.

2. Minutes of Previous Meetings

FAP/72/2425 RESOLVED To approve and sign the minutes of the [Finance and Policy Committee held on 13th February 2025](#).

3. Declarations of Interest

- Cllr Wesley declared an interest in item 11.3 as Secretary of Bromley Farm Hub and left the room for the debate and voting.
- Cllr Booth declared an interest in item 11.1 as a Trustee for Friends for Leisure and left the room for debate and voting.
- Cllr Chadwick declared an interest in any matters relating to Cheshire East.

4. Outstanding Actions

FAP/73/2425 RESOLVED to note the report.

5. Questions from Members of the Public

There were none.

6. Presentations to the Committee

There were none.

7. Urgent Items

Cllr Douglas raised an urgent item on Cheshire East's recent changes to the Parking Charges.

8. Minutes of Working Groups

FAP/74/2425 Resolved to note the minutes of the Regeneration working group held on the 3rd March 2025.

9. Committee Items Relating to Working Groups

There were none.

10. Grant Approvals and Commitments

FAP/75/2425 RESOLVED to receive the statement showing the current position as at 28th February 2025.

11. New Applications for Financial Assistance

FAP/76/2425 RESOLVED to approve the grants:

- 11.1 – Friends for Leisure – GR14/2425- Awarded £1,000.
- 11.2 – Friends of Congleton Park-GR15/2425 – Awarded £800
- 11.3 – Bromley Farm Hub-GR16/2425 – Awarded £800.

12. New Grant Activities Monitoring Forms

FAP/77/2425 RESOLVED to receive the grant monitoring forms:

- 12.1- Beartown Patchwork and Quilters GR15/2324
- 12.2- Marton and District PTA GR24/2324
- 12.3- Our Gang GR26/2324
- 12.4- Vale Allotments Association (Further Update) GR06/2324

13. Management Accounts

FAP/78/2425 RESOLVED to receive the management to 28th February 2025.

14. Bank Reconciliation

FAP/79/2425 RESOLVED to receive and consider the bank reconciliation as at 28th February 2025.

15. Savings Account Balances

FAP/80/2425 RESOLVED to receive the Savings Account balances as at 28th February 2025.

16. List of Payments

FAP/81/2425 RESOLVED to receive and approve the List of payments from 1st February to 28th February 2025.

17. Standing Orders and Regulations Review

FAP/82/2425 RESOLVED to receive the report.

18. Publication Scheme Review

FAP/83/2425 RESOLVED to approve the draft updates and recommended this to Council for approval and adoption into the Constitution.

19. Petty Cash Verification

FAP/84/2425 RESOLVED To note the Petty Cash verification for March 2025.

20. Internal Audit Reports

FAP/85/2425 RESOLVED To receive the First and Second Interim Internal Audit reports for the year ending 31st March 2025.

**Meeting closed at 8.13 pm
Cllr Robert Douglas
(Chair)**

	OK
	Monitor
	Overpend

Management Accounts 2024-25
Feb-25
Page 2/3

Month 11
Percentage 92.0%

Community and Environment Committee

	ANNUAL BUDGET	BUDGET TO M11	ACTUAL SPEND TO M11	% VARIANCE OF M11 BUDGETS	% SPENT AGAINST M11 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED	NOTES
215 Floral Displays Income	-4,000	-3,667	-3,834	167	104.54%	95.9%	3.25%	Hanging baskets income arrives start of the year
215 Floral Displays Expenditure	14,172	12,961	15,971	-2980	122.94%	112.7%	20.09%	No further high expenditure expected
Total Floral	10,172	9,294	12,137	-2843	130.16%	119.3%	26.72%	
241 Allotments Income	-190	-174	0	174	0.00%	0.0%	-62.60%	
241 Allotments Expenditure	3,260	3,100	451	260	61.00%	37.6%	-55.02%	
Total Allotment	3,070	2,926	451	475	48.71%	44.7%	-47.95%	
300 Public Realm	3,800	2,750	1,604	1146	58.33%	53.3%	-39.13%	
301 Completion Partnership	0	0	0	0	0.00%	0.0%	-62.60%	
301 Completion Partnership Income	0	0	0	0	0.00%	0.0%	-62.60%	Dependant on Partnership, details are issued in Partnership Executive meetings.
301 Completion Partnership Expenditure	24,586	22,537	35,466	-12920	137.37%	144.3%	51.85%	
301 Completion Partnership C/P	0	0	-14,666	3466	9.00%	0.0%	-62.60%	Carried forward balance
Total Partnership	24,586	22,537	800	21,737	3.53%	3.3%	-49.35%	
302 Community Development Grant Recd	0	0	0	0	0.0%	0.0%	-62.60%	
302 Community Development Staff Costs	124,316	113,975	99,818	14157	87.58%	80.3%	-12.32%	
302 UKSPF/ See Grant Recd	0	0	12,912	-12912	0.0%	0.0%	-62.60%	
302 Community Development Marketing/Promotions	3,750	3,438	1,314	2124	38.23%	35.0%	-57.56%	
302 Green Initiatives	5,800	4,583	3,753	848	81.49%	76.7%	-17.86%	
302 Campaign Expenditure	1,000	917	1,054	-137	114.98%	105.4%	12.80%	
302 Tf to EMR	0	0	0	0	0.00%	0.0%	-62.60%	
302 Tf from EMR	0	0	0	0	0.00%	0.0%	-62.60%	
302 Community Development Overheads	9,678	8,872	8,377	495	94.43%	88.8%	-6.06%	
Total Community Development	143,764	131,794	127,210	4,574	95.53%	88.5%	-4.11%	
303 Crime Reduction/CCTV Expenditure	11,426	10,474	10,426	48	95.54%	91.2%	-3.35%	
Total Crime	11,426	10,474	10,426	48	95.54%	91.2%	-3.35%	
305 Christmas Fayes/Lights Income	-3,000	-2,750	-9,702	6952	312.90%	323.4%	230.80%	Sponsorship and funding allocated against overspends.
305 Christmas Fayes/Lights Expenditure	16,000	16,667	24,168	-9501	164.79%	151.1%	18.45%	
Total Christmas	13,000	13,917	14,466	-3549	121.39%	113.3%	18.88%	
310 Neighbourhood Plan	0	0	13,599	-13599	0.00%	0.0%	-62.60%	Costs covered by EMR funds
310 Neighbourhood Plan Tf from EMR	0	0	13,599	-13599	0.00%	0.0%	-62.60%	
Total Neighbourhood Plan	0	0	0	0	0.00%	0.0%	-62.60%	
321 Tourism Income	0	0	-13,471	13471	0.00%	0.0%	-62.60%	Includes Tribute Events, all income must cover expenditure, 2025 season breaks even at this stage.
321 Tourism Expenditure	13,000	12,467	22,442	-9975	180.02%	185.0%	72.41%	Costs dependant on timing of events
Total Tourism	13,000	12,467	8,971	3496	71.95%	66.0%	-26.64%	
351 Luncheon Club	11,000	10,081	9,720	361	96.40%	88.4%	-4.24%	
C & AS Income	-7,100	-4,991	-27,007	20416	409.77%	375.0%	283.02%	Full Committee Summary
Expenditure	238,748	208,379	212,792	-4414	102.12%	89.3%	-3.47%	Full Committee Summary

Town Hall, Assets and Services Committee

	ANNUAL BUDGET	BUDGET TO M11	ACTUAL SPEND TO M11	% VARIANCE OF M11 BUDGETS	% SPENT AGAINST M11 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED	NOTES
201 Pudding Pool	54,394	49,861	53,266	16595	64.72%	61.2%	-31.44%	Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red Expenditure Variance 0-100% Green 101-115% Amber 115% over Red See separate account sheet
221 Town Hall	230,529	211,318	205,942	5376	97.46%	89.3%	-3.27%	Moved to EMR
Town Hall - Expenditure			15,000					See below
Grant Expenditure: CIC			49,319					See above
Town Hall - Income	-119,750	-108,771	-108,626	55	100.05%	91.7%	-8.89%	
Grant Income: CIC			-15,000					
Grant Income: Decarb			-47,189					
Net Expenditure over Income	110,779	101,547	98,846	5481	97.44%	89.2%	-3.37%	
225 Completion Information Centre								
CIC - Expenditure	144,301	150,426	158,945	-8519	104.64%	96.9%	4.26%	See separate account sheet
CIC - Income	-68,710	-61,118	-87,047	5730	107.05%	98.1%	5.53%	
Net Expenditure over Income	75,591	89,308	71,898	-2790	104.04%	95.4%	2.77%	
263 Public Toilets	7,150	6,554	3,505	3049	51.48%	49.0%	-41.58%	
270 Consultab	319	292	279	11	91.41%	87.5%	-5.14%	
280 Streetscape	787,095	721,504	747,394	-25890	103.59%	95.0%	2.36%	See separate account sheet
Streetscape Expenditure								
Streetscape - Income CIC	-419,256	-384,318	-410,256	34938	109.09%	100.0%	7.40%	
Streetscape - External work income	-15,000	-13,750	-20,260	6516	147.33%	135.1%	42.51%	
Streetscape - Other	-12,000	-11,000	-16	-20684	0.06%	0.0%	-62.60%	
Streetscape - Misc. Income	800	625	-1,865	1040	236.06%	207.2%	114.62%	
% Income	-447,156	-428,893	-441,421	31530	107.69%	98.7%	6.14%	
Net Expenditure over Income	339,839	311,611	305,871	5640	98.19%	90.2%	-2.59%	
THAS Income	-653,616	-606,981	-638,290	37,315	106.21%	97.4%	4.76%	Full Committee Summary
Expenditure	1,243,586	1,139,956	1,149,331	-9,375	100.82%	92.4%	-8.18%	Full Committee Summary
Total Income	-1,874,027	-1,717,858	-1,876,130	-22,169	110.38%	101.2%	8.58%	Overall summary includes major summary figures not on this sheet
Total Expenditure	1,874,827	1,767,394	1,696,842	-1771	99.38%	90.5%	-2.05%	Overall summary
Net Income/Expenditure			-199,292	-195,288			-32.00%	Rounding allowed
1* and 2* Personnel Staff Costs	1,141,489	1,046,365	1,021,220	25145	97.60%	89.5%	-3.14%	
Personnel with Pay Award for reference								
1* Permanent Staff Costs - Included budget pay award *1 and temp	1,141,489	1,046,365	1,016,184	30181	97.12%	89.0%	-3.58%	Paid in December
2* Temp/Agency			5,036					
*1 Budgeted pay award completed in December Payroll								

Conington Town Council
Management Accounts 2024-25
Feb-25
Page 3/3

	01/04/2024 CF Balance	In	Out	Balance 28/02/25
110 General Reserve	287,256			287,256
118 Capital Equipment Fund	-	5,000	4,543	457
120 Capital Contingency Fund	117,845	20,000	31,180	106,665
121 EMR Elections	20,000			20,000
122 EMR Business Recovery Fund	3,204		725	2,479
124 EMR Crime Prevention/Traffic calming	4,357			4,357
126 EMR Completion Partnership	10,000			10,000
127 EMR Council/Crisis	3,333			3,333
130 EMR Ancient Treasures	3,000			3,000
131 EMR Wildlife	30,151		21,821	8,330
133 EMR Training	6,000			6,000
134 EMR Town Centre (UKSPF)	1,688	280		1,948
137 EMR Toilets	24,012			24,012
139 EMR Public Realm	8,153			8,153
140 EMR Legal Fees	46,406	24,027		22,379
142 EMR Tourism	2,555	800		2,155
143 EMR Marketing	5,000			5,000
144 EMR Completion Neighbourhood Plan	2,510	15,000	11,249	6,270
146 EMR Rotary Bontire	5,000			5,000
148 EMR Civic	1,000			1,000
149 EMR CL	21,684			21,684
154 EMR Carbon Offsetting	3,000			3,000
155 EMR Property Maintenance	112,458	10,000		122,458
EMR TOTAL	481,375	55,106	93,925	442,756

OK	OK
Monitor	Monitor
Overspent	Overspent

ANNUAL BUDGET	BUDGET TO M11	ACTUAL SPEND TO M11	% VARIANCE OF M11 BUDGET	% SPENT AGAINST M11 BUDGET	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED
74,918	68,675	73,038	-4.93	106.4%	97.5%	4.89%
1,000	917	721	19%	21.6%	19.6%	-71.0%
500	504	421	82%	8.3%	7.6%	-84.9%
6,550	7,333	6,512	821	88.2%	81.6%	-11.20%
26,522	24,312	24,950	828	102.6%	98.1%	1.47%
4,000	3,667	3,538	-3.37%	101.9%	129.6%	83.33%
25,500	24,704	21,916	2,788	88.7%	81.3%	-11.28%
23,520	23,760	18,421	5,339	77.5%	71.1%	-25.53%
2,500	2,093	1,847	12%	90.4%	80.3%	-10.31%
2,500	2,154	2,026	-52	102.4%	98.9%	1.27%
1,000	1,467	1,104	13%	81.5%	85.5%	-11.10%
12,447	11,913	13,785	-2.10	119.8%	128.3%	7.07%
2,500	2,308	2,162	24.8%	92.7%	22.7%	-69.85%
9,000	8,250	7,690	560	93.2%	85.9%	-7.16%
21,000	19,525	18,506	1,019	95.6%	89.4%	-52.67%
0	0	49,919	-49,919			
4,200	3,850	5,846	-1,996	153.8%	139.2%	46.59%
5,624	5,537	5,000	537	94.6%	88.7%	-5.89%
0	0	15,000	-15,000			
230,529	211,318	264,060	-52,742	125.0%	114.5%	21.95%
0	0	4,491	-4,491			
0	2,310	-2,310	6,802			
0	0	6,802	-6,802			
230,529	211,318	270,861	-59,543	128.2%	117.5%	24.90%
-4500	-4125	-4125	0	100.0%	91.7%	-9.38%
-2813	-2407	-2407	0	100.0%	91.7%	-9.38%
-1137	-1405	-1405	0	100.0%	91.7%	-9.38%
-1313	-2407	-2407	0	100.0%	91.7%	-9.38%
-27500	-24082	-24082	2081	89.2%	83.3%	-10.37%
-13000	-12100	-4554	-7546	37.6%	34.5%	-58.10%
-1000	-1181	-6526	41	90.2%	95.5%	-5.08%
0	0	0	0	0.0%	92.66%	92.66%
0	0	0	0	100.0%	7.40%	7.40%
-12000	-11000	-12000	1000	100.1%	114.5%	21.94%
-8250	-8200	1059	125.0%	114.5%	21.94%	
-1000	-917	-2299	1719	250.1%	229.6%	17.00%
-7913	-6017	-1046	-1846	85.7%	82.6%	-3.12%
0	0	-2936	2936	0.0%	92.66%	92.66%
-4000	-3667	-3117	550	85.0%	77.9%	-14.68%
-4683	-3174	-459	-3174	81.3%	82.12%	-0.86%
0	0	-1519	5195	100.0%	0.0%	-92.66%
0	0	-15000	15000	0.0%	92.66%	92.66%
0	0	251	-251			
0	0	47789	-47789			
-119750	-137713	61991	156.7%	143.6%	51.05%	
110,779	101,547	96,846	2,448	97.3%	89.2%	-3.17%

Grant income for Surveyor fees

OK	OK
Monitor	Monitor
Overspent	Overspent

ANNUAL BUDGET	BUDGET TO M11	ACTUAL SPENT TO M11	E VARIANCE OF M11 BUDGETS	% SPENT AGAINST M11 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED
572,073	528,984	530,763	-1,779	100.3%	92.0%	-0.62%
0	0	5,036	-5,036			
3,200	2,983	1,137	1,596	45.6%	41.8%	-50.82%
5,900	5,408	4,762	646	88.0%	81.7%	-11.89%
2,000	1,833	1,833	0	100.0%	91.7%	-0.95%
8,000	7,333	3,475	3,858	47.4%	43.4%	-49.16%
1,175	1,077	544	533	50.5%	46.3%	-46.30%
9,150	8,388	9,846	-459	117.4%	107.6%	15.01%
1,500	1,375	1,037	338	75.4%	69.1%	-23.47%
14,000	12,883	12,377	506	95.9%	124.1%	31.82%
12,800	11,733	7,748	3,985	66.0%	60.5%	-32.07%
16,285	14,928	12,490	2,438	83.7%	76.7%	-15.50%
77,880	71,390	76,591	-5,201	107.3%	98.3%	5.74%
8,000	7,333	8,395	-1,062	114.5%	104.9%	12.34%
5,300	4,858	4,517	341	93.0%	85.2%	-7.37%
0	0	24,637	-24,637		0.0%	-92.60%
44,832	41,096	38,881	2,215	94.6%	86.7%	-5.87%
787,095	721,504	737,882	-27,765	102.3%	93.7%	1.15%
0	0	9,512	-9,512		0.0%	0.00%
-419,256	-384,318	-419,256	34,938	109.1%	100.0%	201.69%
-15,000	-13,750	-20,266	6,516	147.4%	135.1%	239.99%
-12,000	-11,000	0	-11,000	0.0%	92.60%	92.60%
-900	-825	-1,865	1,040	226.1%	207.2%	318.66%
0	0	-36	36		0.0%	92.60%
-447,158	-409,893	-441,423	31,530	107.7%	98.7%	200.29%
339,819	311,611	305,971	-5,747	98.2%	90.0%	-5.59%

Contract did not go ahead

Conington Town Council
Management Accounts 2024-25
CONINGTON INFORMATION CENTRE
Feb-25

Month 11
Percentage 92.6%

TOWN HALL
CONINGTON INFORMATION CENTRE

Third Party
OK
Monitor
Overspent

ANNUAL BUDGET	BUDGET TO M11	ACTUAL SPEND TO M11	E VARIANCE OF M11 BUDGETS	% SPENT AGAINST M11 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED
0	-	-	-	0.0%		
3000 Stock at 1st April	71,150	67,054	78,264	116.7%	107.0%	14.39%
3041 3rd Party Ticket resales	2,850	2,613	552	21.3%	19.4%	-73.23%
3042 Books, Maps, Guides resale	2,375	2,177	1,608	73.3%	67.7%	-24.89%
3043 Souvenirs for resale	500	458	223	48.7%	44.6%	-48.00%
3044 Stamps for resale	3,800	3,483	3,315	95.2%	87.2%	-5.36%
3046 Local Produce for resale	150	138	200	145.5%	133.3%	40.73%
3047 Theatre gift cards for resale	1,197	1,097	750	68.4%	62.7%	-29.94%
3049 CTC Merchandise	0	-	-	0.0%	0.0%	-92.60%
3999 Stock at 31st March 2022	0	-	-	0.0%	0.0%	-92.60%
Direct Expenditure	84,022	77,020	84,912	110.2%	101.06%	8.46%
4000 Staff costs	60,704	55,645	55,916	100.3%	92.1%	-0.49%
4011 Rates	5,068	4,646	5,245	112.9%	103.5%	10.89%
4013 Rent Payable	7,590	6,875	6,875	100.0%	91.7%	-0.93%
4162 General Expenditure	2,600	1,833	1,906	104.0%	95.3%	2.70%
6000 Central Overheads Reallocated	4,807	4,406	4,091	92.8%	85.1%	-7.49%
Indirect Expenditure	80,079	73,406	74,033	100.9%	92.4%	-0.15%
1041 Third Party Ticket Sales	-77,000	-70,583	-78,745	111.6%	102.3%	9.67%
1042 Books, Maps, Guides sales	-3,600	-2,750	-968	30.2%	32.3%	-60.33%
1043 Souvenir sales	-2,500	-2,292	-1,495	63.2%	59.8%	-32.80%
1044 Stamp Sales	-500	-458	-265	57.8%	53.0%	-39.60%
1045 Photocopy sales	-300	-275	-396	144.0%	132.0%	39.40%
1046 Local Produce for resale	-4,600	-3,667	-3,831	104.3%	95.8%	3.17%
1047 Theatre gift cards	-150	-138	-218	158.5%	145.3%	52.73%
1048 Food and Drink sales	-1,260	-1,155	-1,060	91.8%	84.1%	-8.47%
1049 CTC Merchandise sales	0	0	0	0.0%	0.0%	-92.60%
Income	-88,710	-83,318	-87,047	107.0%	98.1%	5.53%
Total Income	-88,710	-83,318	-87,047	107.0%	98.1%	5.53%
Net Expenditure over Income	75,391	69,108	71,898	104.0%	95.4%	2.72%

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

Third Party Income see corresponding expense line

Paid over 10 months not 12.

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

Conington Town Council
Management Accounts 2024-25
PADDLING POOL
Feb-25

Month 11
Percentage 92.6%

OK
Monitor
Overspent

ANNUAL BUDGET	BUDGET TO M11	ACTUAL SPEND TO M11	E VARIANCE OF M11 BUDGETS	% SPENT AGAINST M11 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED
4000 Staff Costs	32,265	29,576	16837	56.93%	52.2%	-40.42%
4008 Training	3,000	2,750	0	0.00%	0.0%	-92.60%
4009 Protective Clothing/H & Safety	320	293	184	62.73%	57.5%	-35.10%
4012 Water	5,102	4,677	1002	21.42%	19.6%	-72.96%
4014 Electricity	2,000	1,833	3073	167.62%	153.7%	61.05%
4039 Pool Chemicals	3,900	3,575	3951	110.52%	101.3%	8.71%
4041 Property Maintenance	4,300	3,942	4565	115.81%	106.2%	13.56%
4042 Grounds Maintenance	0	0	13424	0.00%	0.0%	0.00%
4162 General expenditure	1,000	917	1480	161.45%	148.0%	55.40%
4970 Tfs from Cap Contingency	0	0	-13424	0.00%	0.0%	0.00%
6000 Central Overheads Reallocated	2,507	2,298	2174	94.60%	86.7%	-5.88%
Pool Expenditure	54,394	49,861	33,266	96.72%	61.2%	-31.44%

NOTES

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

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

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	12 th June 2025 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	8.1 Internal Audit Report – Final Audit for 2024-25		
Background	All town and parish councils are required by statute to make arrangements for an independent, internal audit examination of their accounting records and systems of internal control.		
Updates	Congleton Town Council's Internal Audit services are provided by Auditing Solutions Ltd. The final year-end audit has taken place, and all audits have been completed remotely. See attached appendix for the full report, there are no issues to note.		
Decision Requested	To note the Final Internal Audit report for the year ending 31 st March 2025.		



AUDITING SOLUTIONS LTD

Congleton Town Council

Internal Audit Report 2024-25: Final update

Adrian Shepherd-Roberts

*For and on behalf of
Auditing Solutions Ltd*

Background

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

This report sets out the work undertaken in relation to the 2024-25 financial year which was completed by the 23rd October 2024 and 5th February and 27th May 2025. We have undertaken our reviews for the year and we wish to thank the Responsible Finance Officer in assisting the process, providing all necessary documentation to facilitate completion of our reviews for the year to date.

Internal Audit Approach

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

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

Overall Conclusion

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

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

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

This report has been prepared for the sole use of Congleton Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely, for any reason whatsoever, on this report, its contents or conclusions.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

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

- Ensured that the ledger remains in balance at the present date;
- Verified the opening trial balance for 2024-25 to the Statement of Accounts and AGAR for 2023-24 to ensure that the closing balances have been brought forward accurately and completely;
- Checked and agreed transactions in the Council's main bank account cashbooks to the relevant RBS Bank statements for April, September and December 2024 and March 2025;
- Checked and agreed for the same months, inter account "sweep" transfers between the current and high interest bank account; and
- Examined and verified the accuracy of transactions in the Council's mayoral charity bank account cashbooks and bank accounts as at March 2025 to ensure that no long-standing payments or other anomalous entries exist.

Conclusions

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

Review of Corporate Governance

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

We note that the Standing Orders and the latest NALC Financial Regulations were reviewed and adopted on 3rd October 2024 in line with the New Model Regulations issued by NALC in April 2024.

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

Congleton TC: 2024-25 Final update

**23-Oct-24 & 5th-Feb
& 27th-May-2025**

Auditing Solutions Ltd

Conclusions

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

Review of Expenditure

Our aim here is to ensure that: -

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

We have continued work in this area examining a sample of payments from April 24 to March 2025.

We completed at the update audit review the grant funding and the relevant documentation and procedures and we are satisfied that the policy, controls and management procedures are very well documented.

Finally, in this area, we have examined the content of the quarterly VAT reclaims to March 2025.

Conclusions

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

Assessment and Management of Risk

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

Risk assessment registers are in place and they are subject to routine annual review and update. We note that the Business Risk Assessment for 24-25 was formally approved by Finance & Policy Committee in April 2024.

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

Zurich Municipal continues to provide the Council's insurance cover: we have examined the current year's schedule (to June 2025) and consider it meets the current needs of the Council appropriately with Employer's liability set at £10 million and Public Liability cover set at £15 million and Fidelity Guarantee cover at £1.0 million.

Conclusions

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

Precept Determination and Budgetary Control

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

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

We also note from the pre-draft minutes that the Council approved a precept of £1,333,233 for 2025-26 at the meeting of 23rd January 2025.

Conclusions

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

Review of Income

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

- At the first interim audit we reviewed the income generated in respect of the Tourist Information Centre from the accounts data. We have also checked that there is a stock control review completed. We are pleased to report that the process is well managed and that records are maintained in a very satisfactory manner.

Congleton TC: 2024-25 Final update

**23-Oct-24 & 5th-Feb
& 27th-May-2025**

Auditing Solutions Ltd

- We have at the interim review sample checked the Hall Bookings and are satisfied that the management controls are satisfactory.
- At the interim update audit for which we have again reviewed the Congleton Information Centre (CIC) to include the stock controls. We consider that the CIC is very well managed and maintained to a high standard.
- Examined the “Aged debtors schedule” generated by the accounting software and have confirmed with the RFO regarding the records that there are no significant issues arising with regard to long-standing debts of which officers and members are unaware.

We have also reviewed the nominal ledger detailed transaction reports for income items for the year to March 2025 to ensure that no obvious coding errors or other anomalous entries are apparent and are pleased to record that none are in evidence.

Conclusions

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

Petty Cash Account

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

We have not checked the cash but have reviewed the holding from the information that we have been provided. As we are working remotely, we suggested that where possible an independent check is undertaken to confirm that the cash has been checked and the account balances. We note that this continues to be reviewed.

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

Conclusions

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

Review of Staff Salaries

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1st April 2023 in relation to employee percentage bandings. To meet that objective, we have: -

Congleton TC: 2024-25 Final update

**23-Oct-24 & 5th-Feb
& 27th-May-2025**

Auditing Solutions Ltd

- Ensured that the Council has approved staff pay rates for the financial year, based upon the approved NJC rates;
- Checked and agreed the computation of staff gross and net pay and salary deductions for September 2024, noting the continued use of a local, third party bureau service provider;
- Checked to ensure that appropriate tax codes and national insurance tables are being applied in the year and that the correct deductions / contributions have been deducted and paid over to HMRC in a timely manner; and
- Ensured that the appropriate revised superannuation contribution rates have been applied, also ensuring that the deductions have been paid over to the County Council in a timely manner.

Conclusions

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

Fixed Asset Registers

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We will check and agree the principles used in the detail, as recorded in the Council's Asset Register using purchase cost values or where that value is unknown at the previous year's Return level or uplifted or decreased to reflect the acquisition or disposal of assets. This register is completed by the RFO but also cross referenced to the register produced by DCK Accounting Solutions Limited, their accountants.

Conclusion

No issues require formal comment or recommendation.

Investments & Loans

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

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

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

Conclusions

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

Annual Governance and Accountability Return

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

As part of our year-end review, we have checked the March 2025 trial balances and nominal ledgers balances together with cash books, reconciliations and bank statements.

We have reviewed the accounts provided, however, DCK Accounting Solutions Limited are yet to present their year-end final figures. Should the figures reflect adjustments that affect our report we will issue an addendum accordingly.

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

Conclusions

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

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	12 th June 2025 7.00pm	LOCATION	Town Hall
REPORT FROM	David McGifford – Chief Officer and Serena Van Schepdael – Finance Manager/Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	8.2 Annual Governance and Accountability Return (AGAR) 2024-2025		
Background	<p>The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require all authorities to prepare a statement of accounts for each financial year in accordance with proper practices.</p> <p>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 the year ending 2027.</p> <p>For 2024-2025, DCK Accounting Solutions Ltd produced Unaudited Financial Statements of accounts, these sit alongside the Annual Governance and Accountability Report (AGAR) and are not part of our year-end submission to the External Auditor. Unaudited Financial Accounts will be available to view on our website after approval of the AGAR, via this page Finance - Congleton Town Council (congleton-tc.gov.uk)</p> <p>For this return, the Accounting Statements have been provided that confirm the breakdown of the totals in each box on the AGAR.</p>		
Updates	<p>All documentation for the financial year ending 31st March 2025 must be received by the External Auditor by 30th June 2025. For submission, the AGAR must be approved and signed by the Council. The notice of public rights and sections 1 and 2 of the AGAR must be published on the Authority's website for public viewing after approval at Council, they must be published by 1st July 2025 and be available for 30 working days, the public viewing period must include the first 10 working days of July. Our public viewing dates are Wednesday 18th June to Tuesday 29th July 2025.</p> <p>The AGAR presented is for the Council to approve each below request separately: (See appendix):</p> <p>1.1 <u>Consider the statements in Section 1 and approve during the meeting.</u> Members must consider each point in Section 1. During the year we are audited by our chosen Internal Auditor, who audits our financial systems and system of internal control.</p>		

	<p>1.2 <u>Approve the Financial Statements as signed off by the RFO.</u> Our accounts are complete for the year ending 31st March 2025, resulting in the figures as signed off by the RFO on page 5 of the AGAR.</p> <p>1.3 Sign the form for submission.</p>
Decision Requested	<p>To approve:</p> <ol style="list-style-type: none"> 1. Section 1 of the AGAR: The Annual Governance Statement 2024-2025. 2. Section 2 of the AGAR: The Accounting Statements 2024-2025.

Annual Governance and Accountability Return 2024/25 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

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

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

Publication Requirements

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

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

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

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

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

CONGLETON TOWN COUNCIL

www.congleton-tc.gov.uk

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

23/10/2024

05/02/2025

27/05/2025

A C Shepherd-Roberts

Signature of person who carried out the internal audit

Date 27/05/2025

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

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

Section 1 – Annual Governance Statement 2024/25

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 2025, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.congleton-tc.gov.uk

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

CONGLETON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	835,559	812,750	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	1,068,179	1,182,221	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	814,774	851,267	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	1,069,056	1,103,790	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	18,615	24,940	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	818,091	899,635	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	812,750	817,873	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	884,354	908,035	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	2,929,224	2,938,644	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	327,373	317,659	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 2025 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 **4/06/2025**

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

CONGLETON TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2025; 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 2024/25

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Rounding allowed

Congleton Town Council

Working details for ANNUAL RETURN - Year ended 31 March 2025

	Last Year £	This Year £	Code	Centre	Code Description
1	241,636	287,256	310		General Reserve
1	239,669	117,845	320		Capital Contingency Fund
1	20,000	20,000	321		EMR Elections
1	5,000	3,204	322		EMR Business Recovery
1	7,357	4,357	324		EMR Crime Prevention/Tr Calm
1	2,390	17,976	325		EMR Committed Grants
1	57,227	34,666	326		EMR Congleton Partnership
1	3,333	3,333	327		EMR Covid 19
1	3,000	3,000	330		EMR Ancient Treasures
1	30,151	30,151	331		EMR Web Site
1	6,000	6,000	333		EMR Training
1	-	3,163	336		EMR Loan Repayments not paid
1	24,012	24,012	337		EMR Toilets
1	8,153	8,153	339		EMR Public Realm
1	46,406	46,406	340		EMR Legal fees
1	5,576	2,555	342		EMR Tourism
1	5,000	5,000	343		EMR Marketing
1	5,807	2,520	344		EMR Congleton Neigh'hood Plan
1	5,000	5,000	346		EMR Rotary Bonfire
1	1,000	1,000	348		EMR Civic
1	16,881	21,684	349		EMR CIL
1	22,011	-	351		EMR Information Centre
1	1,948	-	353		EMR Ukraine Support
1	3,000	3,000	354		EMR Carbon Offsetting
1	75,000	162,468	355		EMR Property Maintenance
1 Balances brought forward	835,559	812,750	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.		

	Last Year £	This Year £	Code	Centre	Code Description
2	1,068,179	1,182,221	1176	101	Precept
2 (+) Precept or Rates and Levies	1,068,179	1,182,221	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.		

	Last Year £	This Year £	Code	Centre	Code Description
3	4,500	4,500	1009	221	Rent Rec'd - Museum Notional
3	1,533	1,533	1010	221	Rent Received - 3rd Party
3	190	190	1010	241	Rent Received - 3rd Party
3	26,517	26,517	1011	221	Rent Received - Internal CTC
3	28,942	27,778	1013	221	Letting Income - Grand Hall
3	3,102	5,415	1014	221	Letting Income - Bridestones
3	9,065	5,101	1015	221	Letting Income - Spencer Suite
3	12,000	12,000	1016	221	Letting Income - Brasserie
3	11,111	12,455	1021	221	Letting Income - Internal
3	3,825	2,629	1022	221	Letting Income - F&F
3	6,688	7,970	1023	221	Commission - CP
3	2,117	3,350	1024	221	Letting Income- Security
3	5,000	-	1031	225	CAB Reception Contribution
3	4,359	4,304	1035	221	Service Charges - Brasserie
3	9,924	9,905	1036	321	Tourism/Tribute Income
3	5,424	4,534	1037	221	Service Charges- Other
3	-	36	1040	280	Plant recharges
3	82,781	82,569	1041	225	Third Party Ticket sales
3	1,606	1,033	1042	225	Books, Maps, Guides Sales
3	1,389	1,626	1043	225	Souvenir Sales
3	293	291	1044	225	Stamp sales
3	388	419	1045	225	Photocopy sales
3	4,608	4,127	1046	225	Local produce sales
3	362	218	1047	225	Theatre gift cards
3	951	1,154	1048	225	Food and Drink sales
3	215	77	1049	225	CTC Merchandise
3	6,804	5,489	1051	221	Catering Sales
3	459,636	419,256	1165	280	Dev'd Services inc CEC Gross
3	11,232	22,309	1167	280	Streetscape external work
3	21,644	-	1168	225	CEC Support Grant VIC

3	1,958	2,087	1170	305 Christmas Fayre Stall income
3	2,145	2,319	1171	305 Christmas Tree Income
3	-	15,000	1177	221 Grants Receivable - CEC
3	13,500	18,000	1177	302 Grants Receivable - CEC
3	-	2,000	1177	305 Grants Receivable - CEC
3	-	1,082	1177	321 Grants Receivable - CEC
3	-	50,178	1179	221 Grants Receivable - Other
3	919	16,222	1179	301 Grants Receivable - Other
3	-	1,000	1179	303 Grants Receivable - Other
3	1,354	310	1180	215 Donations Received
3	1,110	4,318	1180	301 Donations Received
3	225	-	1180	321 Donations Received
3	40,042	44,044	1190	101 Interest Receivable
3	125	-	1195	215 Sponsorship income
3	3,000	2,500	1195	305 Sponsorship income
3	4,803	408	1199	101 Miscellaneous Income
3	4,385	3,534	1199	215 Miscellaneous Income
3	292	253	1199	221 Miscellaneous Income
3	813	1,767	1199	280 Miscellaneous Income
3	3,259	-	1199	301 Miscellaneous Income
3	400	-	1199	302 Miscellaneous Income
3	680	-	1199	303 Miscellaneous Income
3	-	750	1199	305 Miscellaneous Income
3	1,556	787	1199	321 Miscellaneous Income
3	8,003	17,924	1299	108 Mayor's Fundraising-Income
3 (+) Total other receipts	814,774	851,267	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	

	Last Year £	This Year £	Code	Centre	Code Description
4	206,374	228,697	4000	101	Staff Costs (re-allocated)
4	18,814	13,612	4000	102	Staff Costs (re-allocated)
4	19,667	17,510	4000	201	Staff Costs (re-allocated)
4	72,740	79,033	4000	221	Staff Costs (re-allocated)
4	54,476	60,692	4000	225	Staff Costs (re-allocated)
4	560,632	579,942	4000	280	Staff Costs (re-allocated)
4	19,912	15,884	4000	301	Staff Costs (re-allocated)
4	116,441	106,522	4000	302	Staff Costs (re-allocated)
4	-	1,165	4000	305	Staff Costs (re-allocated)
4	-	733	4000	321	Staff Costs (re-allocated)
4	- 1,068,893	- 1,103,905	4000	401	Staff Costs (re-allocated)
4	834,800	858,106	4001	401	Salaries & Wages
4	67,950	80,980	4005	401	Employers NIC
4	166,143	164,819	4006	401	Employers S/Ann
4 (-) Staff costs	1,069,056	1,103,790	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.		

	Last Year £	This Year £	Code	Centre	Code Description
5	15,525	15,226	4053	109	Loan Interest Payable
5	3,090	9,714	4055	109	Loan Capital Repaid - PWLB
5 (-) Loan interest/capital repayments	18,615	24,940	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).		

	USE OF EMR	Last Year £	This Year £	USE OF EMR	Code	Centre	Code Description
6		-	9		4007	101	Travel & Subsistence/Expenses
6		2,523	1,814		4008	101	Training
6		17,017	17,017		4013	101	Rent Payable
6		2,457	1,487		4020	101	Miscellaneous Office Costs
6		2,760	3,084		4021	101	Telephone/Fax/Internet
6		389	656		4022	101	Postage
6		2,667	1,642		4023	101	Stationery & Printing
6		5,166	5,330		4024	101	Subscriptions & Publications
6		12,912	12,920		4025	101	Insurance
6		20,395	22,960		4026	101	Computer/IT Costs
6		1,643	1,594		4027	101	Photocopy Charges
6		130	496		4030	101	Recruitment Advertising
6		921	1,060		4051	101	Bank Charges
6		2,100	2,520		4061	101	Audit Fees - External

6		1,954	1,620		4062	101 Audit Fees - Internal
6		4,270	3,492		4063	101 Accountancy & Payroll support
6		2,749	6,221		4064	101 Legal & Professional fees
6		4,538	4,803		4066	101 HR & H&S Support
6		-	-	6,535	4951	101 Tfr From EMR
6	4,803	-	-		4998	101 Tfr TO EMR
6	-	66,547	65,159		6000	101 Central Overheads Reallocated
6		543	-		4008	102 Training
6		123	-		4023	102 Stationery & Printing
6		893	577		4033	102 Marketing/Promotions
6		7,942	7,521		4034	102 Council Newsletter
6		1,921	22,773		4035	102 Council Website
6		3,000	3,000		4201	102 Mayor's Allowance
6		5,963	6,600		4213	102 Civic Expenses/Events
6		80	230		4221	102 Civic Regalia
6		6,513	8,377		4222	102 Hall & Room Hire
6		451	2,900		4225	102 Civic Artefacts and Treasures
6		-	-	21,821	4951	102 Tfr From EMR
6		1,492	1,435		6000	102 Central Overheads Reallocated
6		11,216	13,636		4701	107 Grants - Permitted
6		3,511	3,700		4703	107 Grants - Subsidised Use
6		4,500	4,500		4708	107 Grant - Museum Notional Rent
6		16,000	16,000		4709	107 CCP Grant
6		1,533	1,533		4710	107 Congleton Partnership Accom
6		10,000	-		4711	107 Grant - CAB
6		-	305		4732	107 Grant - Church Clock Maint'ce
6	17,976			4,199	4925	107 Tfr to EMR Committed Grants
6	- 1,948		-	7,976	4951	107 Tfr From EMR
6	- 2,390				4975	107 Tfr from EMR Committed Grants
6		4,197	512		4297	108 Mayor's Fundraising Unspent
6		3,610	5,186		4298	108 Mayor's Fundraising-Donations
6		196	13,250		4299	108 Mayor's Fundraising-Expenses
6		9,642	1,275		4800	109 CAP - Christmas Lights
6		348	1,500		4802	109 CAP - Paddling Pool
6		5,401	4,543		4804	109 CAP - Streetscape Equipment
6		960	1,627		4806	109 CAP Office Equipment/computers
6		5,349	1,947		4809	109 CAP - Town Hall Equipment
6		12,000	-		4850	109 CAP - Town Hall Maintenance
6	5,000			5,000	4918	109 Tfr to Capital Equipment Fund
6	20,000			20,000	4920	109 Tfr to Cap Contingency Fund
6	3,163			-	4936	109 Tfr to EMR Loan Rep't not made
6	- 5,401		-	4,543	4968	109 Tfr from Cap Equipment Fund
6	- 28,298		-	6,349	4970	109 Tfr from Cap Contingency Fund
6		-	-	3,163	4986	109 Tfr from EMR Loan Repay'ts
6		464	-		4008	201 Training
6		250	302		4009	201 Protective Clothing\H & Safety
6		4,800	5,092		4012	201 Water
6		1,830	3,207		4014	201 Electricity
6		3,645	3,951		4039	201 Pool Chemicals
6		4,780	4,565		4041	201 Property Maintenance
6		13,125	13,424		4042	201 Grounds Maintenance
6		13,633	1,480		4162	201 General Expenditure
6	- 13,125		-	13,424	4951	201 Tfr From EMR
6		2,594	2,304		6000	201 Central Overheads Reallocated
6		162	162		4011	215 Rates
6		20,274	16,010		4162	215 General Expenditure
6		7,152	5,399		3020	221 Catering Supplies
6		2,224	2,678		3021	221 Security Supplies
6		838	196		4008	221 Training
6		498	42		4009	221 Protective Clothing\H & Safety
6		7,093	7,242		4010	221 Cleaners
6		24,950	24,950		4011	221 Rates
6		7,386	7,491		4012	221 Water
6		33,866	27,403		4014	221 Electricity
6		29,296	23,844		4015	221 Gas
6		1,956	1,232		4016	221 Cleaning materials
6		2,598	2,786		4017	221 Refuse Disposal
6		1,858	1,421		4020	221 Miscellaneous Office Costs
6		11,298	11,305		4025	221 Insurance
6		233	796		4033	221 Marketing/Promotions

6		8,031	7,993	4040	221 Maintenance Contracts
6		33,630	8,842	4041	221 Property Maintenance
6		-	59,368	4065	221 Architects/Surveyors Fees
6		4,001	4,462	4068	221 Licences (incl PRS)
6	- 12,532	-	-	4951	221 Tfr From EMR
6		-	-	4998	221 Tfr TO EMR
6		5,506	5,352	6000	221 Central Overheads Reallocated
6		5,416	185	3000	225 Stock at 1st April
6		74,065	83,697	3041	225 3rd party tickets resale
6		859	552	3042	225 Books, Maps, Guides resale
6		227	1,608	3043	225 Souvenirs for resale
6		256	223	3044	225 Stamps for resale
6		4,373	3,629	3046	225 Local produce for resale
6		-	200	3047	225 Theatre gift cards for resale
6		532	750	3048	225 Food & Drink for resale
6	-	4,796	-	3999	225 Stock at 31st March
6		4,768	5,245	4011	225 Rates
6		7,500	7,500	4013	225 Rent Payable
6		1,628	1,996	4162	225 General Expenditure
6	- 22,011	-	-	4951	225 Tfr From EMR
6		4,061	4,337	6000	225 Central Overheads Reallocated
6		204	184	4012	241 Water
6		764	311	4041	241 Property Maintenance
6		3,576	3,577	4010	263 Cleaners
6		581	-	4016	263 Cleaning materials
6		-	169	4041	263 Property Maintenance
6		754	1,495	4162	263 General Expenditure
6		409	332	4014	270 Electricity
6		3,602	9,989	3030	280 Purchases for recharging
6		-	5,036	4004	280 Temporary and Casual Staff
6		591	1,337	4008	280 Training
6		5,997	4,871	4009	280 Protective Clothing\H & Safety
6		2,000	2,000	4013	280 Rent Payable
6		5,763	3,355	4016	280 Cleaning materials
6		594	590	4021	280 Telephone/Fax/Internet
6		7,922	8,075	4025	280 Insurance
6		529	1,037	4041	280 Property Maintenance
6		15,309	17,377	4043	280 Horticultural etc Supplies
6		14,865	7,974	4047	280 Vehicle Maintenance\Serv\MOT
6		16,940	14,091	4048	280 Vehicle Fuel & Oil
6		76,449	84,139	4049	280 Vehicle Rental charges
6		6,608	8,674	4050	280 Street cleansing/Fly Tipping
6		4,667	5,400	4162	280 General Expenditure
6		-	24,637	4168	280 Other Expenditure
6		-	-	4951	280 Tfr From EMR
6		42,216	41,220	6000	280 Central Overheads Reallocated
6		495	1,608	4162	300 General Expenditure
6		1,796	725	4168	300 Other Expenditure
6	- 1,796	-	-	4951	300 Tfr From EMR
6		-	2,525	4168	301 Other Expenditure
6		1,041	1,040	4301	301 Congleton Partnership
6		26,809	19,488	4306	301 P/Ship - Regeneration Projects
6	34,666			4926	301 Tfr to EMR Cong Partnership
6	- 57,227		-	4976	301 Tfr from EMR Cong Partnership
6		1,507	1,630	6000	301 Central Overheads Reallocated
6		11,812	19,688	4032	302 UKSPF
6		3,213	1,554	4033	302 Marketing/Promotions
6		-	3,735	4166	302 Green Initiatives
6		107	-	4168	302 Other Expenditure
6		-	1,091	4170	302 Campaign Expenditure
6		-	-	4934	302 Tfr to EMR Town Centre
6		-	-	4951	302 Tfr From EMR
6	1,688		-	4998	302 Tfr TO EMR
6		9,171	8,881	6000	302 Central Overheads Reallocated
6	-	4,163	863	4162	303 General Expenditure
6		12,547	10,426	4164	303 CCTV
6	- 3,000	-	-	4951	303 Tfr From EMR
6		12,885	14,323	4171	305 Christmas Fayre
6		9,301	8,830	4172	305 Christmas Lights
6		4,975	14,428	4162	310 General Expenditure

6	- 4,976		- 14,428	4994	310 Tfr from EMR Neigh'hood plan
6		7,945	10,736	4136	321 Tourism/Tribute Exp
6		8,134	8,277	4162	321 General Expenditure
6		3,270	3,635	4165	321 Projections
6		2,718	-	4166	321 Green Initiatives
6	- 5,000		- 1,039	4951	321 Tfr From EMR
6	1,979		-	4998	321 Tfr TO EMR
6		11,902	11,598	4705	351 grant - Luncheon Club
6 (-) All other payments	- 68,431	818,091	899,635	- 51,394	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).

	Last Year £	This Year £	Code	Centre	Code Description
7 (=) Balances carried forward	812,750	817,873			Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]

	Last Year £	This Year £	Code	Centre	Code Description
8	76,738	65,357	201		RBS Current/I Access Acct
8	50,824	238,619	202		RBS SIBA Account
8	-	3,567	203		Mayor's Charity No 1 (KW)
8	5,850	101	204		Mayor's Charity No 2 (RM)
8	250,000	250,000	205		Cambridge and Counties Bank
8	500,100	350,100	206		CCLA Fund
8	10	141	210		Petty Cash
8	100	100	215		Cong Info Centre Cash Float
8	50	50	216		Events Float
8	682	-	216		CIC
8 Total value of cash and short term investments	884,354	908,035			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.

	Last Year £	This Year £	Code	Centre	Code Description
9	2,929,224	2,938,644			Total Fixed Assets
9 Total fixed assets plus long term investments and assets	2,929,224	2,938,644			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.

	Last Year £	This Year £	Code	Centre	Code Description
10	327,373	317,659			Total Borrowings
10 Total borrowings	327,373	317,659			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council												
MEETING DATE AND TIME	12 th June 2025 7.00 pm	LOCATION	Congleton Town Hall										
REPORT FROM	David McGifford C.O / Serena Van Schepdael: R.F.O												
AGENDA ITEM REPORT TITLE	8.3 Standing Orders, Financial Regulations, Standing Orders for Contracts and Code of Conduct Review												
Background	In accordance with our Standing Orders, the Standing Orders and Financial Regulations must be reviewed annually and presented to the Annual Town Meeting for adoption. (Section 6 J vix) The Code of Conduct is named in these documents; this shall also be reviewed alongside the two main documents.												
Updates	<p>There have been updates from NALC for both the Standing Orders and Financial Regulations, this is to update the Procurement Requirements, and this has been considered for this annual review.</p> <p>Update shave been made to the Standing Orders and Financial Regulations. The Code of Conduct will be reviewed later in the year.</p> <p>See Appendix 1 and 2 for updates, the documents have been condensed to just show sections that are being updated.</p> <p>The current Code of Conduct can be found on our website: Code of Conduct (Approved 25APR2019).</p> <p>The Standing Orders for Contacts policy does not require an update at this stime, the current policy can be found here: Standing Orders for Contracts</p> <p>Updates: Standing Orders: Current document can be found here: 3.-Standing-Orders-V17-03.10.2024-CTC-47-2425.pdf</p> <table><tr><td>Item</td><td>Update</td></tr><tr><td>Page 2</td><td>Added version control</td></tr><tr><td>Page 10 Item ix</td><td>Added Code of Conduct to be reviewed annually.</td></tr><tr><td>Section 19 Financial Controls and Procurement</td><td>Removed all items relating to the old Procurement regulations and replaced with new details item g, in accordance with the Model Standing Orders.</td></tr><tr><td>Section 19, page 20</td><td>Added the below to ensure full considerations are taken in to</td></tr></table>			Item	Update	Page 2	Added version control	Page 10 Item ix	Added Code of Conduct to be reviewed annually.	Section 19 Financial Controls and Procurement	Removed all items relating to the old Procurement regulations and replaced with new details item g, in accordance with the Model Standing Orders.	Section 19, page 20	Added the below to ensure full considerations are taken in to
Item	Update												
Page 2	Added version control												
Page 10 Item ix	Added Code of Conduct to be reviewed annually.												
Section 19 Financial Controls and Procurement	Removed all items relating to the old Procurement regulations and replaced with new details item g, in accordance with the Model Standing Orders.												
Section 19, page 20	Added the below to ensure full considerations are taken in to												

		<p>account:</p> <p><i>F: The Councils Financial Regulations and Standing Orders for Contracts must also be adhered to for all procurement.</i></p>
	<p>Financial Regulations: Current document can be found here: 5.-Financial-Regulations-V15-03.10.2024-CTC-48-2425.pdf</p>	
	Item	Update
	Page 1	Added version control and page numbers.
	Page 2: 1.4	Updated the name of the panel who issue the Practitioner Guide.
	Pages 3 & 4: 5.4 and 5.7 and footer note	Updated with new Procurement details in accordance with the Model Regulations and removed all old reference and items to the old procurement regulations.
	Page 4: 5.8	Updated to include the word expenditure
	Page 6: 5.23	Added Management Accounts information.
Decision Request	<p>To approve:</p> <ol style="list-style-type: none"> 1. The updates to the Standing Orders and adopt into the constitution. 2. The updates to the Financial Regulations and adopt into the constitution. 3. That the current Standing Orders for Contracts remains in place. 4. That the current Code of Conduct is to remain in place. 	

Congleton Town Council

Standing Orders

1. Rules of debate at meetings	2
2. Disorderly conduct at meetings.....	4
3. Meetings generally	4
4. Committees and sub-committees	7
5. Presence of Non-members of Committees at Committee meetings.	8
6. Ordinary council meetings.....	9
7. Extraordinary meetings of the council, committees and working groups.	11
8. Previous resolutions	11
9. Voting on appointments	12
10. Motions for a meeting that require written notice to be given to the Chief Officer	12
11. Motions at a meeting that do not require written notice.....	13
12. Management of information	14
13. Draft minutes	14
14. Code of conduct and dispensations.....	15
15. Code of conduct complaints	16
16. Proper Officer	17
17. Responsible financial officer	18
18. Accounts and accounting statements.....	18
19. Financial controls and procurement.....	19
20. Handling staff matters	21
21. Responsibilities to provide information	21
22. Responsibilities under data protection legislation	21
23. Relations with the press/media.....	22
24. Execution and sealing of legal deeds.....	22
25. Communicating with unitary councillors.....	22
26. Restrictions on councillor activities	22
27. Standing orders generally.....	23
28. Constitution	23
29. Town Meeting.....	23
30. Honorary Burgess.....	24
31. Certificates in Recognition of Outstanding Service.	24
32. Youth Committee.....	24

<u>VERSION CONTROL</u>	<u>Version 18</u>
<u>Previous Version Approval date</u>	<u>3rd October 2024</u>
<u>Current Version FAP Review Date</u>	<u>Presented direct to Council</u>
<u>Current Version Approval Date</u>	
<u>Current Version Approval Reference</u>	

Formatted: Right

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.

- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply not exceeding 3 minutes either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;

- viii. to adjourn the meeting; or
- ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

- s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the Chair of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

Full Council meetings	●
Committee meetings	●
Working Groups	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include**

the day on which the notice was issued or the day of the meeting.

- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes in total unless directed by the Chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- i A person shall either raise his hand or use an automated system, when requesting to speak. Traditionally Councillors and Officers have stood when speaking in Council meetings, however they may remain seated, unchallenged, if they choose to do so.
- j A person who speaks at a meeting shall direct his comments to the Chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

- m **A person present at a meeting may not provide an oral report or oral**
- **commentary about a meeting as it takes place without permission.**

- n **The press shall be provided with reasonable facilities for the taking of their**
- **report of all or part of a meeting at which they are entitled to be present.**

- o **Subject to standing orders which indicate otherwise, anything authorised**
- or required to be done by, to or before the Mayor may in his absence be**
- done by, to or before the Deputy Mayor of the Council.**

- p **The Mayor, if present, shall preside at a meeting. If the Mayor is absent**
- from a meeting, the Deputy Mayor of the Council if present, shall preside. If**
- both the Mayor and the Deputy Mayor are absent from a meeting, a**
- councillor as chosen by the councillors present at the meeting shall preside**
- at the meeting.**

- q **Subject to a meeting being quorate, all questions at a meeting shall be**
- **decided by a majority of the councillors and non-councillors with voting**
- **rights present and voting.**

- r **The Chair of a meeting may give an original vote on any matter put to the**
- **vote, and in the case of an equality of votes may exercise their casting vote**
- **whether or not they gave an original vote.**

See standing orders 6(h) and 6(i) for the different rules that apply in the election of the Mayor at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by**
- a show of hands. At the request of a councillor, the voting on any question**
- shall be recorded so as to show whether each councillor present and voting**
- gave his vote for or against that question.** Such a request shall be made
- before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4f(vii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- x A meeting shall not exceed a period of 2 hours unless council members vote to continue beyond 2 hours.

4. Committees and sub-committees

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d Non-councillors on a committee do not have voting rights.
- e The Mayor and Deputy Mayor shall be members of every committee.

- f The Council may appoint standing committees or other committees as may be necessary, and:
- i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
 - vi. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;
 - vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a working group which, in both cases, shall be three members or a third of its total membership whichever is the larger.
 - viii. shall determine if the public may participate at a meeting of a committee;
 - ix. shall determine if the public and press are permitted to attend the meetings of a working group and also the advance public notice requirements, if any, required for the meetings of a working group;
 - x. shall determine if the public may participate at a meeting of a working group that they are permitted to attend; and
 - xi. may dissolve a committee or a working group.

5. Presence of Non-members of Committees at Committee meetings.

- a. A member who has proposed a resolution which has been referred to any committee of which they are not a member, may explain their resolution to the committee but shall not vote.

- b. Any Council member shall, unless the Council otherwise orders, be entitled to be present as a spectator at the meetings of any committee or working group of which they are not a member

6. Ordinary council meetings

- a. In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b. In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c. If no other time is fixed, the annual meeting of the Council shall take place in Congleton Town Hall at 7pm.
- d. In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e. The first business conducted at the annual meeting of the Council shall be the election of the Mayor and Deputy Mayor of the Council.
- f. The Mayor, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- g. The Deputy Mayor, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Mayor at the next annual meeting of the Council.
- h. In an election year, if the current Mayor has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but shall give a casting vote in the case of an equality of votes.
- i. In an election year, if the current Mayor has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Mayor has been elected. They may exercise an original vote in respect of the election of the new Mayor and shall give a casting vote in the case of an equality of votes.

- j Following the election of the Mayor and Deputy Mayor at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Mayor and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, working groups, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate ~~Standing Orders~~, ~~Financial Regulations~~ **and Code of Conduct**;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's complaints procedure;

Deleted: s

Deleted: o

Deleted: and

Deleted: f

Deleted: r

- xvi. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 12, 21 and 22*);
- xvii. Review of the Council's policy for dealing with the press/media;
- xviii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xix. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

7. Extraordinary meetings of the council, committees and working groups.

- a **The Mayor may convene an extraordinary meeting of the Council at any time.**
- b **If the Mayor does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The Chair of a committee may convene an extraordinary meeting of the committee at any time.
- d An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

8. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Chief Officer in accordance with standing order 10, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 8(a) has been disposed of, no similar motion may be moved for a further six months.

9. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

10. Motions for a meeting that require written notice to be given to the Chief Officer

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Chief Officer at least 7 clear working days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Chief Officer may, before including a motion on the agenda received in accordance with standing order 10(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Chief Officer considers the wording of a motion received in accordance with standing order 10(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Chief Officer at least 7 clear working days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Chief Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Chief Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Chief Officer of the reason for rejection.

11. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Chief Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

12. Management of information

See also standing order 21.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

13. Draft minutes

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 11(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate

record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 13(e) and standing order 21(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

14. Code of conduct and dispensations

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b In line with the Members' Code of Conduct no member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be. Any member in breach of 14b shall be excluded from the confidential part of any meeting of the Council and may also be in breach of the Members Code of Conduct.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- d Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

- e **Dispensation requests shall be in writing and submitted to the Chief Officer**

V17 03.10.2024 CTC/47/2425 Owner: Chief Officer

as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

- f A decision as to whether to grant a dispensation shall be made by the Chief Officer and that decision is final.
- g A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- h Subject to standing orders 14(d) and (f), a dispensation request shall be considered by the Chief Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- i **A dispensation may be granted in accordance with standing order 14(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

15. Code of conduct complaints

- a Upon notification by the Monitoring Officer of Cheshire East Borough Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Chief Officer shall, subject to standing order 12, report this to the Council.
- b Where the notification in standing order 15(a) relates to a complaint made by the Chief Officer, the Chief Officer shall notify the Mayor of this fact, and the

Mayor shall nominate another staff member to assume the duties of the Chief Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 15(d).

- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by CEC's Monitoring Officer that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

16. Proper Officer

- a The Proper Officer shall be the Chief Officer or (ii) other staff member(s) nominated by the Council to undertake the work of the Chief Officer when the Chief Officer is absent.
- b The Chief Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by email authenticated in such manner as the Chief Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**
- iii. **facilitate inspection of the minute book by local government electors;**
- iv. **receive and retain copies of byelaws made by other local authorities;**
- v. hold acceptance of office forms from councillors;
- vi. hold a copy of every councillor's register of interests;
- vii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- viii. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- ix. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- x. arrange for legal deeds to be executed;
(see also standing order 24);
- xi. refer a planning application received by the Council to the Chair or in his absence the Vice-Chair of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning committee;
- xii. manage access to information about the Council via the publication scheme.

17. Responsible Financial Officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

18. Accounts and accounting statements



- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The duties of the Responsible Financial Officer shall include:
 - 1. To prepare financial reports for the Finance and Policy Committee and/or the Council.
 - 2. To prepare draft estimates. When approved by Council these will form the basis of budget monitoring during the year. To report thereon to Finance and Policy Committee.
 - 3. To submit the precept requirements to CEC and supply any breakdown requested.
- d The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to the Finance and Policy committee prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

19. Financial controls and procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required as agreed either 3 or 4 times annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£30,000 inclusive of VAT** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for

fitness of purpose.

- c. 
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders can submitted in writing in a sealed marked envelope addressed to the Chief Officer; or electronically to a specific email address (See Financial Regulations Appendix 1 and Standing Orders for Contracts). Method of tendering for each contract will be decided by the Chief Officer
 - v. tenders shall be opened by the Chief Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. The Councils Financial Regulations and Standing Orders for Contracts must also be adhered to for all procurement.
- g. Where the Value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with these procurement rules. Nalcs's procurement guidance contain further details. 

Deleted: A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 inclusive of VAT but less than the relevant thresholds in standing order 19(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).

Formatted: Font: Bold

Deleted: A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £214,904 for a public service or supply contract or in excess of £5,372,609 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU. ¶
A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £429,809 for a supply, services or design contract; or in excess of £5,372,609 for a works contract; or £884,720 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016. ¶

Formatted: Indent: Left: 1 cm, No bullets or numbering

20. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of Council or the Personnel committee is subject to standing order 12.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of the Personnel committee or, if they are not available, the vice-Chair of the Personnel committee of absence occasioned by illness or other reason and that person shall report such absence to the Personnel committee at its next meeting.
- c The Chair of Personnel committee and the vice-Chair shall conduct a review of the performance and annual appraisal of the work of Chief Officer.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chair of the Personnel committee or in their absence, the vice-Chair of the Personnel committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Committee.
- e Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- f In accordance with standing order 12(a), persons with line management responsibilities shall have access to staff records referred to in standing order 20(e).

21. Responsibilities to provide information

See also standing order 22.

- a. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

22. Responsibilities under data protection legislation

Below is not an exclusive list. See also standing order 12.

- a The Council may appoint a Data Protection Officer.

- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

23. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

24. Execution and sealing of legal deeds

See also standing order 16(x)

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 24(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Chief Officer shall witness their signatures.**

25. Communicating with unitary councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Cheshire East ward councillor(s) representing Congleton.
- b Unless the Council determines otherwise, a copy of each letter sent to the Cheshire East Borough Council shall be sent to the ward councillor(s) representing the area of the Council.

26. Restrictions on councillor activities

- a Unless duly authorised no councillor shall:

- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
- ii. issue orders, instructions or directions.

27. Standing orders generally

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Chief Officer in accordance with standing order .
- c. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d. The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

28. Constitution

- a. The Council shall maintain and periodically update a Constitution to advise Members and the public how the Council conducts its business and how decisions are made.
- b. The contents of the Constitution will be determined by Council but will always contain Standing Orders, Standing Orders for Contracts, Financial Regulations, Members' Code of Conduct and the Publication Scheme.

29. Town Meeting

- a. The Council will facilitate the Town Meeting, to be held between the 1st March and 1st June (both inclusive) each year.
- b. The Town Council will fix the day and time of the Town Meeting but it must not commence earlier than 6pm.
- c. At least 7 days public notice must be given of the meeting, specifying the time and place thereof and the business to be transacted.
- d. The press and public have the same rights of admission as they have to a meeting of the Town Council.

- e The Town Mayor, if present presides at the Town Meeting, or in his/her absence the Deputy Mayor. If neither are present, the meeting elects a Chair from the local government electors for the Town who are present.

30. Honorary Burgess

- a The Council may award the title of “Honorary Burgess” in recognition of service to Congleton Town. There is no legal significance to this title nor does it confer any rights or privileges. Burgesses are however invited to all full Council meetings and sent copies of agendas and non confidential reports .
- b To mark the conferring of this title, the Council will present the recipient with a document which will take the form of a resolution of the Council.
- c The number of “Honorary Burgesses” shall be restricted to 15 living persons.
- d Recipients must be residents of Congleton Town who, by their actions, have served the Town for the benefit of the Community. Employees and sitting members of the Council shall not be recipients.

31. Certificates in Recognition of Outstanding Service.

- a The Council may award a Certificate in recognition of outstanding service to an individual, on the recommendation of the Mayor, for service to the Town during the Mayor’s year of office.

32. Youth Committee

- a The Council may make provision for an informal committee of young persons which will operate in accordance with a Constitution approved by Council. Members of the Youth Committee may attend Council meetings and at the discretion of the Mayor be allowed to make reports, ask questions or raise issues on a specific item on the Council agenda. They may not ask questions or raise issues under this agenda item for any matter which is the subject of a separate agenda item.
- b The Mayor may, subject to being advised 48 hours in advance of the meeting, ask Council to waive Standing Orders to allow members of the Youth Committee to make a statement or ask a question when any other agenda item is being considered.

CONGLETON TOWN COUNCIL FINANCIAL REGULATIONS

Contents

1. General	2
2. Risk management and internal control	3
3. Accounts and audit.....	4
4. Budget and Precept.....	5
5. Procurement.....	6
6. Banking and payments	8
7. Electronic payments	10
8. Cheque payments	10
9. Payment cards	11
10. Petty Cash.....	11
11. Payment of salaries and allowances	11
12. Loans and investments	12
13. Income	13
14. Payments under contracts for building or other construction works	14
15. Stores and equipment	14
16. Assets, properties and estates	14
17. Insurance	15
18. Suspension and revision of Financial Regulations.....	15
Appendix 1 - Tender process	16

These Financial Regulations were adopted by the council at its meeting held on 3RD October 2024.
(CTC/48/2425)

<u>VERSION CONTROL</u>	<u>Version 16</u>
<u>Previous Version Approval date</u>	<u>3rd October 2024</u>
<u>Current Version FAP Review Date</u>	<u>Presented direct to Council</u>
<u>Current Version Approval Date</u>	
<u>Current Version Approval Reference</u>	

Formatted: Superscript

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of three council's governing documents providing procedural guidance for members and officers they shall be observed in conjunction with the council's Standing Orders and the code of Conduct. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the [Smaller Authorities Proper Practices Panel](#).
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency, and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**

Deleted: Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.

- borrowing;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations from the internal or external auditors
- writing off bad debts over £150. (See 13.3)

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £3,000

2. Risk management and internal control

- 2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Chief Officer shall prepare, for approval by Council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Chief Officer shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. The accounting control systems determined by the RFO must include measures to:**
 - For the timely production of accounts;
 - That provide for the safe and efficient safeguarding of public money;
 - ensure that risk is appropriately managed;
 - ensure the prompt, accurate recording of financial transactions;
 - prevent and detect inaccuracy or fraud; and
 - allow the reconstitution of any lost records;
 - identify the duties of officers dealing with transactions and
 - ensure division of responsibilities.
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify the bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance and Policy Committee.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by Council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council.

- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax (England) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in December for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Chief Officer and the Chair of the Council and Chair of Finance. The Chief Officer and RFO will inform committees of any salary implications during budget setting as Council consider their draft their budgets.
- 4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, along with a forecast for the following year, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee chair shall review its draft budget and submit any proposed amendments to the Finance and Policy Committee. Nno later than October each year.

- 4.6. The draft budget with any committee proposals including any recommendations for the use or accumulation of reserves, including the general reserve, shall be considered by the Finance and Policy Committee followed by a recommendation to the Council.
- 4.7. Having considered the proposed budget, the council shall determine its Precept council tax requirement by setting a budget. The council shall set this Precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by Council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

5.6. For contracts estimated to exceed £30,000 including VAT, the Chief Officer must comply with The Council's Standing Orders for Contracts Policy and any regulations for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7. For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.

Formatted: Font:

Formatted: Indent: Left: 1.5 cm, No bullets or numbering

Deleted: <#>For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.¶

Deleted: or contracts estimated to be over £, including , the council must comply with any requirements of the legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts.¶

- 5.9. where the value is between £500 and £3,000 excluding VAT, the Chief Officer/RFO or relevant lead officer or RFO shall try to obtain 3 estimates which can include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, all officers shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Chief Officer and RFO shall act after consultation with the Mayor and Deputy Mayor of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - vii. Goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to Council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual Revenue expenditure purchases within an agreed budget for that type of expenditure may be authorised by:
- the Chief Officer for any items below £5000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £10,000 excluding VAT
 - the council for all items over £10,000;
 - in respect of grants, the Finance and Policy Committee within any limits set by council and in accordance with any policy statement agreed by the council.

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail. Orders/Purchases may not be disaggregated to avoid controls imposed by these regulations.

- 5.16. No individual member, or informal group/working group of members or volunteer may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of Council except in an emergency. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the Chief Officer may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Chief Officer shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be monitored controlled by the RFO
- 5.22. All Capital works shall be administered in accordance with the Councils Standing Orders and Financial Regulations relating to contracts.
- 5.23. The RFO shall regularly provide the Council with a statement of income and expenditure to date under each heading of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess 15% as long as the variance exceeds £ 500.
The statement of income and expenditure known as Management Accounts, will be included as part of Finance and Policy Committee minutes, and will be presented to Council as part of the approval of the final Finance and Policy Committee minutes.

Formatted: Not Highlight

6. Banking and payments

- 6.1. The Council will make safe and efficient arrangements for the making of payments.
- 6.2. Following authorisation under Financial Regulations 5, The Chief Officer or RFO shall give instruction that a payment shall be made.
- 6.3. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a

committee. The arrangements shall be reviewed regularly for security and efficiency. The Council has resolved to bank with RBS Bank. The Chief Officer and RFO to be signatories on the accounts for communication purposes only and not to be used for payment.

- 6.4. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.5. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.6. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.7. All payments shall be made by online banking or cheque, in accordance with a resolution of the council, unless the council resolves to use a different payment method.
- 6.8. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which Council may authorise in advance for the year. This will be presented by the RFO as part of the annual budgeting process.
- 6.9. The Chief Officer and RFO shall have delegated authority to authorise payments only in the following circumstances:
 - i. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - ii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of [the council], where the Chief Officer and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance Committee and then to Council.
 - iii. Fund transfers within the council's banking arrangements provided that a list of such payments shall be submitted to the next appropriate meeting of Finance and Policy. With regards to Investment transfers, these are to be made in line with the Investment Policy and Investment Strategy.

The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, to the Finance and Policy Committee and to Council annually to

review. The Finance and Policy Committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a minimum of 6 councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.3. The Service Administrator shall set up all items due for payment online. Payments can be delegated to the Finance Officer as a Service Administrator with reduced authorisations within online banking.
- 7.4. Payments can be authorised either in person or via email. For email approval, the schedule of payments and the list of invoices shall be sent to all signatories requesting approval. For in-person approval the schedule of payment, list of invoices and invoices will be available for approval. Two signatories are required to approve the payments by checking the schedule against the invoices list. In-person approval is the preferred method.
- 7.5. In the prolonged absence of the RFO Service Administrator an Authorised Bank Administrator shall set up any payments due before the return of the Service Administrator.
- 7.6. Evidence shall be retained showing which members approved the payment online.
- 7.7. A full list of all payments made in a month shall be provided to the next available Finance and Policy meeting.
- 7.8. With the approval of the Council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, and HMRC VAT payments) may be made by variable direct debit, provided that the instructions are [signed/approved online] by [two authorised members]. The approval of the use of each variable direct debit shall be reviewed by the Council] at least every two years.
- 7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment follows the payment rules. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.10. Account details for suppliers may only be changed upon written notification by the supplier verified by the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.
- 7.11. Members and officers shall ensure that any computer used for the council's financial business has adequate security with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.12. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved

Deleted: The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and the cheque stub countersigned by the RFO.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Payment cards

- 9.1. Any Credit Card issued for use will be controlled and monitored by the RFO and will also be restricted to a single transaction maximum spend limit of £1000 and any balance shall be paid in full each month.
- 9.2. Any trade card account opened by the council will be specifically monitored and controlled by the RFO.
- 9.3. All purchases made by the Credit Card or Trade Account must follow normal procedures.
- 9.4. Personal credit or debit cards of members or staff shall not be used.

10. Petty Cash

- 10.1. The RFO shall maintain a petty cash float/imprest account of £200 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
 - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.
 - d) The Petty Cash balance must be verified twice a year by either the Chair of Finance or another signatory.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. Councillors' allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6 Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

11.6. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.7. Before employing interim staff, the council must consider a full business case.

11.8. Salaries are to be paid by bank transfer and the payment summary issued to the Chair and Vice Chair of Finance for noting, in the absence of either one the summary can be approved by another signatory. The RFO is permitted to approve the Salary Bank Bulk Payment each month.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must

written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 12.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.7. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Chief Officer. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records. Council delegates the authority to write off bad debts to Finance and Policy Committee as long as the sum written off does not exceed £ 150.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where sums of cash are received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. All officers must follow the Cash Handling Policy at all times.
- 13.9. Floats for Congleton Information Centre should be kept to a maximum of £200; £100 Till float and £100 Change float and the Events to a maximum of £50.00. When not in use both floats are to be secured either in the Council's safe or lockable cabinet overnight. The RFO will arrange regular checks on the floats. The float totals to be reviewed by the RFO on an annual basis.

- 13.10. Income taken via the Congleton Information Centre shall be reconciled daily by relevant staff, and on a monthly basis by the RFO.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of addition to or omission from a contract must be authorised by Council to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The Chief Officer shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not

exceed £3,000. In each case a written report shall be provided to council with a full business case.

- 16.6. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 16.7. Subject only to the limit set in Regulation 16.5 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Chief Officer shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Chief Officer.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.
- 17.5. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

18. Suspension and revision of Financial Regulations

- 18.1. The council shall review these Financial Regulations annually and following any change of Chief Officer or RFO. The Chief Officer shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Chief Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Chief Officer.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Chief Officer in the presence of at least one member of the council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 19 and the separate policy Standing Orders for Contracts and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	12th June 2025 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	David McGifford Chief Officer/Serena Van Schepdael RFO		
AGENDA ITEM REPORT TITLE	8.4 Insurance Review and Fixed Asset Register		
Background	<p>In Accordance with our Standing Orders, Section 6j:</p> <ul style="list-style-type: none">• Following the election of the Mayor and Deputy Mayor at the annual meeting, the business shall include:• xiii. Review of inventory of land and other assets including buildings and office equipment;• xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;		
Update	<p>The Council's current Insurance providers are Zurich Municipal. Each year we undertake a review of our insurance cover to ensure we have adequate Insurance coverage aligned to our Fixed Asset Register.</p>		
Details	<p>Insurance</p> <p>Our renewal date for insurance has been 30th June 2025, we are currently in Year 2 or 3 of the current agreement.</p> <p>Fixed Asset Register</p> <p>Our Fixed Asset Register has been updated for the end of the year 31st March 2025, see appendix 2 A Fixed Asset Register has the following main purposes:</p> <ul style="list-style-type: none">• It forms a basis for completion of box 9 in the 'Annual Return.'• It forms a basis for decisions on risk and insurance issues.• It provides information on the age and potential lifespan of certain items.• It provides transparency of the existence of the Council's property. <p>As part of the Approval of the Annual Governance and Accountability Return (AGAR) the Fixed Asset Register total is noted within the accounting Statements (Box 9). The presented list was audited by the RFO and Finance Officer during March 2025 and updated 31st March</p>		

	2025. The register figures will carry forward to the financial year starting 1st April 2025.
Decision Request	<p>To note:</p> <ol style="list-style-type: none"> 1. The current Insurance Policy in place. 2. The updated Fixed Asset Register.



Congleton Town Council

Historic market town

Chief Officer: **David McGifford**



CONGLETON TOWN COUNCIL ASSET REGISTER & INVENTORY 31st March 2025

Financial Regulations 3.2 and 16.2 state that the RFO will be responsible for maintaining an Asset Register of all significant assets owned by the Town Council. The Fixed Asset Register shows the full inventory of items and the figure stated in our Annual Governance and Accountability report (Box 9).

This Asset Register & Inventory is as at 31st March 2025

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2025

Item no.	Purchase Date	Description	Quant	£	Total Inventory	Fixed Asset Register
LB000		Town Hall & Museum	1	1600000	2121460	2121460
LB003		Paddling Pool (leased)	1	95000	95000	95000
LB005		Plant room - paddling pool		25000	25000	25000
EQP039	20/08/2010	Paddling Pool ramp	1	475	475	0
INF012	08/05/2017	Pool footpath and safety surface	1		7642	7642
INF013	08/03/2018	New pool pump	1		1594	1594
EQP070	13/05/2019	water fountain	1		341	0
INF014	29/03/2018	Chlorine Controller	1		3510	3510
LB001	01/04/2009	Allotment toilets	1	3425	3425	3425
LB002		Hillary Avenue Allotments	1	65000	65000	65000
LB004		Paddling Pool Toilets	1	1	1	0
INF002	01/04/2009	Allotment path	1	5990	5990	5990
INF011	01/04/2009	Railings at allotments	1	1	1	0
	26/08/2010	intruder alarm system	1		4100	4100
HFE151	18/03/2020	Storage Shed for Courtyard			1729	1729
LB001		Bar Extension	1		40000	40000
HFE091	25/02/2013	300 Green/gold stacking chairs	298	40.15	11724	11724
HFE092	03/01/2013	30 laminate top folding tables 1800 x 750 mm (6ft)	30	125.93	3778	3778
HFE093	03/01/2013	laminate top folding tables 1500 x 750 mm (5ft)	10	117.4	1174	1174
	29/10/2015	Fire Alarm works	1		1827	1827
	30/10/2015	Fire Alarm works	1		1800	1800
HFE131	26/04/2017	CCTV cameras around Town Hall	13		7000	7000
HFE007		12 section portable and height adjustable stage unit each section 2.0 by 1.0m made of timber ply top with aluminium frame	1	500	500	500
HFE008		PA system supplied by Worthingtons Euromet Professional cabinet size 500 by 600 by 1.000m high.Comprising of,1 No CA-6220 mixer1 No R300 Amplifier1 No Compact Disk TEAC PD/D2410 multi disk.1 No Radio Mike amp WT-48106	1	5000	5000	5000
HFE009		Piano upright, SCHAIEDMYER, supplied by NJTOSTEVIN and Son Stoke on Trent.	1	1500	1500	1500
HFE043	01/06/2008	2 large ceiling chandeliers	2		0	0
CAT114	01/06/2008	Lion Crest above Main Hall on wall	1	1	1	0
HFE005	06/10/2010	NPR 1523 Floor Machine c/w Drive Board, Solution Tank, Scrubbing Brush	1	825	825	0
HFE114	10/11/2014	Sack Truck	1		86	0
HFE029	28/01/2011	Main sound system + gallery system (Grand Hall)	1	8155	8155	8155
HFE081	28/01/2011	4 way mike sockets (these are in the wall)	1	325	325	0
HFE078	28/01/2011	1 stand	2	56.5	113	0
HFE132	08/05/2017	Conference System - Bridestones	1		15193	15193
HFE133	28/07/2017	5' Plastic Folding round tables x 5	5		320	320
HFE134	28/07/2017	6' Plastic Folding round tables x 15	15		1319	1319
HFE135	01/08/2017	Fairy lights	1		564	0
HFE140	08/11/2017	Fairy lights	1		140	0

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2025

Item no.	Purchase Date	Description	Quant	£	Total Inventory	Fixed Asset Register
HFE142	31/07/2018	LED uplighter lights	28		2214	2214
HFE136	19/09/2017	Harness for Minstrel Gallery	1		1143	1143
HFE137	28/07/2017	Narrow Table Trolley	2		425	0
HFE129	30/11/2016	Induction Loop System (for the hard of hearing)	1		1925	1925
HFE019		Green Privacy Screens	3	120	360	0
					0	0
HFE071		Congleton Town Council Rolls of Mayors Board 2.00 by 0.800m	1	400	400	0
HFE025	01/04/2010	2 samsung LCD TVs	2	0	0	0
HFE112	23/10/2014	Red rope and brass post barrier	1	113	113	0
HFE090	25/03/2013	Infra Red Heaters (park)	2	300	600	0
HFE018	13/10/2010	first Aid Couch	1	324	324	0
	23/12/2011	DeLonghi Rapido Oil filled radiator	1		175	0
HFE138	28/09/2017	Physio-control lifePak CR plus fully automatic Defibrillator	1		980	0
HFE012		High circular drinks tables tubular steel with beech effect top 550mm diameter 1.200m high	3	90	270	0
HFE013	01/06/2008	5 Low circular drinks tables (1 in bar)	5		360	0
HFE014	01/06/2014	5 Low Square drinks tables	4		1	0
HFE015	01/06/2014	2 metal litter bins - 1BS, 1 GH	2		1	0
HFE047		hydro boil water heater (kitchen)	1		543	0
HFE062	14/04/2010	Bar Cellar Fridge (kitchen)	1	1500	1500	1500
HFE139	12/10/2017	2 door bottle cooler	1		350	0
HFE115	05/07/2015	Glasswasher (cotton club)	1		1350	1350
HFE119		Large lockable twin door Bottle Fridge store (corridor)	1		0	0
HFE102		Undercounter twin glass bottle fridges	2		0	0
HFE152	23/03/2020	Ice Machine			1400	1400
HFE069		2 No portable black tubular steel hat and coat racks on casters 1.800m by 1.800m	2	75	150	0
HFE068		Handyman Aluminium Ladders 3 stage (park)	1	150	150	0
C3		2 No Aluminium Flip Chart Boards and Stands	2	50	100	0
	30/03/2012	1 Nobo Nautille Easel (flip chart board)	1		79	0
HFE128	16/11/2016	900mm x 600mm display boards (rear storeroom)	3	93	279	0
HFE028		2 No Aluminium Free Standing Display Boards in blue 1.800m by 1.800m	2	250	500	500
HFE126	07/11/2016	Ash Bin	1		170	0
HFE 122	16/12/2015	2 Artificial Christmas Trees (park)	2		266	0
HFE109		Stainless Steel Vacuum Flasks	2		140	0
HFE116	16/04/2015	Stainless Steel Vacuum Flasks	14		125	0
HFE117	28/05/2016	Simply Tableware 11" plates	252		444	0
HFE118	28/05/2016	Simply Tableware 6.25" plates	252		154	0
HFE121	08/04/2015	100 mugs	100		100	0
HFE123	08/03/2016	Cutlery	1		159	0

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2025

Item no.	Purchase Date	Description	Quant	£	Total Inventory	Fixed Asset Register
HFE124	03/03/2016	100 mugs	100		100	0
HFE074	10/09/2010	undercounter fridge	1	358	358	0
HFE099	13/06/2013	Fridge model GN650TN	1		850	850
HFE100	09/08/2013	Chest Freezer CF1300	1		389	389
HFE082	13/07/2013	C Range Commercial Dishwasher	1		2801	2801
HFE083	13/07/2013	Free Standing Fridge Sterling Pro	1		458	458
HFE084	13/07/2013	Blue Seal Salamander Grill	1		948	948
HFE085	13/07/2013	Oven lincat 6 burner range	1		1406	1406
HFE101		Imperial 6 Burner Range	1		0	0
HFE106		Industrial Gas Cooker	1		0	0
HFE107		Tall Glass fronted bottle fridge (Cotton Club?)	1		0	0
HFE143	15/02/2018	Combi Oven	1		12963	12963
HFE119	03/10/2015	2 door fridge	1		1100	1100
HFE127	22/11/2016	2 door w/top fridge	1		850	850
HFE086	13/07/2013	Hot plate parry alpha range	1		1295	1295
HFE087	13/07/2013	Commercial microwave	1		549	549
HFE088	13/07/2013	Commercial microwave	1		549	549
HFE095	14/03/2013	1 litre water jug	1	1.95	12	0
HFE096	14/03/2013	1.8 litre water jug	6	3.95	59	0
HFE149	10/09/2019	1.6 litre water jugs	16	2.99	60	0
HFE097	14/03/2013	10oz Hiball water glasses	192	0.36	70	0
HFE120	23/12/2016	Various kitchen items see list	1		1700	0
HFE040	03/06/2010	display cabinet	1	2200	2200	2200
CAT020	10/05/2012	Jubilee Link badge	1		398	0
CAT119	31/10/2013	S/S Ceremonial Dutch Military Sword	1		2250	0
CAT090		1 No Tapestry 5.0m by 2.5m depicting Congleton Scene	1	5000	5000	5000
HFE035		1 No Antique Mayors Chair in carved timber and brown leather good condition	1	300	300	0
CAT091		1 No oil painting of Little Moreton Hall Nr Congleton behind glass in either timber or plaster guilt frame 1.000m by 0.900m	1	500	7500	500
CAT092		1 No oil painting of Building Ruin with Fence in Foreground behind glass in either timber or plaster guilt frame 1.100m by 0.900m	1	350	7500	350
CAT093		1 No oil painting of Congleton High Street and Town Hall painted and presented by John Nash Peake AD1902 1.600m by 1.200m	1	500	30000	500
HFE036	14/05/2010	Satin Brass Rectangular up/down lights	8	533	4269	4269
HFE037	14/06/2010	Chandeliers	2	7053	14106	14106
HFE038	08/06/2010	2 pulleys for chandeliers (raising & lowering)	1	4950	4950	4950
HFE039	01/06/2008	2 ceiling fans	2		1	0
HFE034	07/06/2010	1830mm x 762mm tables	6	124	744	744
HFE033		2130mm x 762mm tables	3	134	402	402

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2025

Item no.	Purchase Date	Description	Quant	£	Total Inventory	Fixed Asset Register
HFE032		1220mm x 762mm tables with round edges	2	121	242	242
HFE031		Beech Frame Conference chair	42	79	3318	3318
HFE027		Duel Height wheeling folding stage + steps	1	752	752	752
HFE154	18/03/2021	Evac chair	1		670	0
HFE030	28/01/2011	Sound System	1	5597	5597	5597
HFE148	23/05/2019	4 x Audio Technical handheld microphones	4		1051	1051
HFE094	28/03/2013	Nobo Tripod Screen	1		137	
HFE113	19/11/2014	Upgraded pulley system for curtains in Bridestones	1		690	0
OFF136	08/10/2019	Lenovo ThinkCentre M635q 10tl presentation device (TV in foyer)	1		407	407
OFF027		10 No tubular steel frame counter chairs upholstered in green with arms	10	180	1800	1800
OFF026		2 Semi Circular Boardroom metal frame table with light oak top 1.200m diameter	2	170	340	0
OFF028		1 No Rectangular Boardroom metal frame table with light oak top 1.200m in diameter	2	170	170	0
OFF029		1 No Magnus Cresenda Storage Cupboard in light oak 1.600m by 0.550m	1	580	580	580
HFE150	30/10/2019	Devonshire Wooden Frame Stacking Armchairs slate grey	10		400	400
HFE144	15/02/2018	Avocor E-6500 Touch Screen panel and trolley	1		1854	1854
	13/06/2019	Microsoft Office for touch screen			185	0
HFE035		2 No Antique Congleton Town Council Mayors Chair in polished wood and leather with ornate carving depicting in wood carving conga eels and barrel tons	1	500	500	500
CAT115		Collection of Framed Certificates and Maps1 No Framed Certificate Guinness World Records Maypole dance 146 participants 2008.1 No Framed Adept Integrated Management System Certificate to Congleton Town Council from SECE1 No Framed 25,000 th scaled plan of	1	300	300	0
CAT116		pictures of past Mayors - reframed and hung in Grand Hall	1	200	1390	0
CAT120	08/10/2019	Framed Carnival shields			810	0
CAT101-CAT113		12 No Charity Boards timber framed with hand painted inscriptions 2.000m by 0.800m 1 No John Pedley1 No The Wilbraham Memorial Fund1 No The Wilbraham and Emily Ann Salt1 No Congleton Charities1 No The CotterhillBrook Street Charities1 No Mary and Judith A	1	1200	1200	1200
					0	0
OFF126	22/05/2018	MJW office desk			98	0
HFE145	08/06/2018	2.3 Powermaxx Combo drill set (MW)			189	0
HFE146	03/12/2018	Lightweight Steel wheelchair	1		108	0
HFE020		Dual Height Wheeling folding stage	1		916	916
HFE089		Music stand as lecturn	1		23	0
OFF101	10/07/2015	Nobo Tripod screen 2000 x 1513	1		137	0
OFF135	08/10/2019	Dell Vostro 3580 (Spare) notebook	1		807	807
HFE125	26/07/2016	NEC M311W Projector	1	463	463	463
OFF124	13/11/2017	Magnus Desk 1600x.800x600 (LM)	1		90	0

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2025

Item no.	Purchase Date	Description	Quant	£	Total Inventory	Fixed Asset Register
OFF054	01/06/2008	Beech effect 2 door cupboard (RB Office)	1		1	0
OFF055		Magnus Storage Cupboard with Tambour Doors 1.950m by 1.060m by 0.530m in light oak timber finish	1	300	300	0
OFF055		Magnus storage cupboard	1	400	400	0
OFF085	08/07/2014	Four shelf L/Oak bookcase (behind JP)	1		113	0
OFF137	29/10/2019	Tambour cupboard (back of admin office)	1		308	0
OFF133	13/06/2019	3 x 16x8 desks for admin office	3		261	0
OFF117	15/05/2017	ST Monitor - Dell 22"	1		147	147
OFF143	17/08/2020	Dell Vostro Laptop ST			886	886
OFF142	17/08/2020	Dell Vostro Laptop LM			886	886
					0	0
					0	0
OFF146		Cloud based server replacement			0	0
OFF119	03/05/2017	APC Smart UPS 1000VA battery backup for server			343	0
OFF130	06/03/2019	New comms box and wires	1		2545	2545
OFF138	28/11/2019	Dell Vostro 3470 8gbRAM Windows 10 to VIC?	1		725	725
OFF122	12/09/2017	Dell 22" Monitor P2217H- LM	1		158	0
OFF123	26/09/2017	Adobe Acrobat Pro 2017 (LM machine)	1		575	0
OFF132	18/04/2019	Dell Vostro 3470 PC Used for Rialtas and Asset Manager local server			816	816
OFF144	17/08/2020	Dell Vostro laptop AMW	1		886	886
OFF140	26/06/2020	Adobe Acrobat Pro x 2 MH and AMW machines			942	0
OFF139	28/11/2019	Dell Vostro 3470 8gbRAM Windows 10 MW now VIC	1		725	725
OFF150	31/03/2021	Dell Vostro laptop, monitor, docking station			1440	1440
OFF112	17/01/2017	Dell 22" Monitor P2217- JP	1		131	131
OFF141	17/08/2020	Dell Vostro Laptop JP			886	886
OFF134	31/01/2011	Mapping Software and Asset Manager	1		1625	1625
OFF128	04/09/2018	Brother Laser Jet Printer L2370DN (main office) Andrea has this			112	0
OFF110	14/01/2017	Avaya VOIP telephone system	1		4225	4225
EQP041	01/04/2010	PAT Tester	1	850	850	0
OFF049		4 No 4 Drawer Metal Filing cabinets	3	165	495	495
OFF078		2 drawer metal filing cabinet	1		68	0
		3 office blinds (admin office)	3		397	397
HFE098	02/09/2013	NEC M3111 Projector	1		465	0
OFF056	17/06/2010	Ativa Shredder	1		290	0
OFF147	14/01/2021	Various mobile phones (ST has details)			1517	1517
OFF148	11/02/2021	Docking stations x 4 JP,ST,RB,LM			887	887
OFF149	11/02/2021	RB Dell laptop			993	993
OFF020	25/01/2012	3 Drawer Pedestal LM	1		103	0
OFF081	22/01/2014	RB desk	1		114	0
OFF082	22/01/2014	RB Pedestal	1		103	0
OFF083	23/01/2014	RB bookcase(main office)	1		113	0
HFE147	22/10/2018	3x Topbox shelving units for archive	3		363	0
OFF096	17/11/2014	MW Desk	1		114	0
OFF097	17/11/2014	MW Pedestal	1		103	0
HFE065	01/06/2008	Step ladder	1		1	0
HFE153	03/02/2021	Fridge (used by NHS to go into top office)	1		108	0

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2025

Item no.	Purchase Date	Description	Quant	£	Total Inventory	Fixed Asset Register
OFF030		2 tables 1.600m diameter 25 mm top in light oak	2	100	200	0
						0
						0
OFF031		3 No Cantilever Universal Workstations Magnus Wave metal frame 1.800m by 1.200m by 0.800m by 0.600m with Lockable Under Desk Filing Cabinets all in light oak timber finish	4	220	880	880
OFF033		1 No Magnus Circular Table with Central Column Base in light oak 1.000m diameter	1	135	135	0
OFF034		4 No 4 Leg Stackable Meeting Chairs Without Arms Upholstered in fabric colour leaf	4	60	240	0
OFF044		1 No 2 Drawer Metal Filing Cabinet	1	100	100	0
OFF111	14/11/2016	4 drawer grey filing cabinet	1		129	0
OFF079		Jemini 2 drawer filing cabinet grey	1		111	0
OFF043		1 No 2 Drawer Small Timber Filing Cabinet in Beech Wood	1	40	40	0
OFF125	01/11/2017	Dell 3380 latitude laptop (DM) with wireless keyboard and mouse	1		1170	1170
OFF040		1 No Dell 19inch Flat Screen Monitor BH PC	1	175	175	175
OFF099	15/01/2015	Adobe Acrobat X1 Pro (DM Machine)	1		480	0
OFF035		Metal cupboard		210	210	0
OFF047	16/01/2012	Canon ES0 1100D5 Camera	1		350	0
OFF129	03/12/2018	Canon IXUS 185 20MP 8x zoom camera	1		94	0
OFF121	02/08/2017	Dell Latitude 3580 SSD Laptop (JM)	1		1130	1130
OFF145	23/12/2020	Dell Laptop Debbie			1070	1070
OFF131	18/04/2019	MikeSmith Dell Vostro5568 Notebook	1		879	879
OFF127	13/06/2018	Inspiron 15 5000 series laptop Martha	1		1463	1463
OFF120	03/07/2017	Canon 5D 28-105 camera EX550 Flash gun	1		450	0
CAT100		Ancient Records NB. A nominal value is included. Following a discussion with David Roffe Medieval Historian the ancient records if offered for sale could generate interest from American Universities and as a set realise in the order of £100,000	1	10000	10000	10000
OFF151	26/04/2021	Printer (RB Office)	1		250	0
OFF152	29/04/2021	Phone (SF Streetscape)	1		357	0
OFF153	03/05/2021	Printer CIC			557	0
OFF154	22/06/2021	Dell Laptop	1		886	886
OFF155	20/07/2021	Iphone XR (SVS)	1		357	0
OFF156	21/07/2021	Tambor Cabinet (Finance Office)	1		630	0
OFF157	26/04/2021	Printer (DM Office)	1		332	0
OFF158	20/08/2021	Laptop (CS)	1		938	938
OFF159	12/11/2021	Table (Finance Office)	1		158	0
OFF160	18/11/2021	Office Chairs (Finance office)	3		137	0
OFF161	07/01/2021	Mobile (CD)	1		350	0
OFF162	29/06/2021	Sanitiser Unit	1		450	0
OFF163	31/01/2022	Server	1		986	986
OFF164	15/02/2022	Office Chairs: Desk chairs	12		1968	1968
OFF165	21/02/2022	Stage Curtain & Skirts	1		2021	2021
OFF166	28/04/2022	Filing Cabinet (RB Office)	1		229	0

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2025

Item no.	Purchase Date	Description	Quant	£	Total Inventory	Fixed Asset Register
EQP118	23/04/2022	New CCTV Camera	1		828	828
EQP119	09/05/2022	Hybrid TV Screen Zoom System & Separate Mic	1		7734	7734
OFF167	09/06/2022	2 office chairs (DM & AMW)	2		358	0
OFF168	30/08/2019	Streetscape handsets (purchased 2019 paid in 2022 not on prev.)	10		1353	1353
EQP110	30/08/2022	Barriers	1		272	0
EQP112	03/09/2022	Nokia Tablet	1		234	0
EQP113	09/11/2022	Gazebo	1		495	0
EQP114	22/11/2022	Dehumidifier	1		108	0
EQP115	09/01/2023	Tambour Cabinet (F.office)	1		289	0
EQP116	04/01/2023	Printer (F.M Office)	1		161	0
EQP117	24/01/2023	Laptops (JM & DM)	2		1781	1781
CS029	15/10/2022	Christmas Light	1		3100	3100
EQP121	16/02/2023	Floor Scrubber	1		2309	2309
EQP123		Office fans			106	0
OFF23001	27/04/2023	3 Union flags & Pride	4		466	0
OFF23002	11/05/2023	3 lockers: caretakers Officer/Tea Room	3		512	512
OFF23003	30/08/2023	Dell Laptop CD	1		960	960
TH23001	23/06/2023	String Lights (Balconey)	1		501	501
PP23001	23/08/2023	Gazebo for pool	1		348	0
TH23002	01/12/2023	Bottle Cooler	1		575	575
PP24001	02/05/2024	Shed for Pool area	1		1500	1500
TH24001	15/03/2024	Foldaway tables	6		660	660
TH24002	10/05/2024	Event Signs	1		620	620
TH24003		Flags	4		424	0
OFF23004	04/10/2024	CS Laptop	1		967	967
TH24004	18/11/2024	Event warning signs	1		903	903
CS001-CS007		Welcome to Congleton Road Signs	7	1600	11200	11200
FP001-FP007		Town Centre finger posts - (??)	3	2600	7800	7800
NB001-NB007		Notice Boards - (??)	6	1100	6600	6600
	08/07/2015	Secure lockable external notice board 1 Moody St Gardens	1		126	0
	08/07/2015	Secure lockable external notice board 1 Moody St Gardens	1		126	0
INF001		River Dane walkway	1	35000	35000	35000
INF005	31/05/2012	Jubilee Arches in Community Garden	3		4500	4500
CS008	08/12/2013	Xmas Lights - JM has breakdown	1		15208	15208
CS029	25/11/2020	Xmas street lights - Martha has details	1		8682	8682
CS030	15/02/221	Rebulb festoon lights in pedestrian area	1		2825	2825
CS010	08/05/2014	Octagonal planter with 3 tiers (market st)	2		1202	1202
CS011	08/05/2014	6 tier beehive planters (by RBS)	2		1245	1245
CS016	21/12/2017	6 Tier beehive planters -Pedestrian area, Market St	2		1481	1481
CS018	19/03/2018	13 Self watering black half unit Pole planters (26 halves)	13		1921	1921
CS022	19/03/2018	6 1000mm Self watering Half barrier basket	6		890	890
CS020	18/04/2017	16 self watering meter square without wording planters	16		0	0
CS021	18/02/2018	7 large 1m sq planters	7		0	0
CS012	28/06/2013	3 Moulded garden benches (community garden)	3		1125	1125
CS019		Red Telephone Box -Greenacres Road	1		0	0
CS013		Red Telephone Box -Timbersbrook	1		0	0

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2025

Item no.	Purchase Date	Description	Quant	£	Total Inventory	Fixed Asset Register
CS014	29/06/2016	5 Planters - Mountbatten Way	5	300	1500	1500
CS015	30/06/2016	12 x Roundabout signs	12	143	1716	1716
CS023	31/05/2018	Community Polytunnel in the Park			1898	1898
CS025	20/09/2018	6 x Black bins			372	0
CS024	30/11/2018	5 x safety barriers for xmas tree	5		767	0
CS026	10/07/2019	6 x Black bins 50"HSL	6		1097	1097
CS027	13/02/2020	Solar assisted SID	1		1422	1422
NB008	20/12/2013	Radnor Park Sign	1		4981	4981
MEM002		War Memorial (Cenotaph)	1	15000	15000	15000
MEM001		Sgt Eardley - VC Statue (March 2003)			9967	9967
MEM003	26/10/2017	Treo - statue of army dog by war memorial	1		0	0
CS017	18/01/2018	Railings around Treo	1		1500	1500
LB008	18/09/2013	Land by War Memorial	1		1	1
MEM004	01/04/2022	Elizabeth Statue	1		1	1
CS028	09/12/2022	5 black bins			504	0
CM23001	26/09/2023	CTC/40/2324 Grand Blizzard, Quadrille Chain, Blizzard	1		9462	9462
CP23001	03/07/2023	Charging Points (2 @Park) (1@ TH)	1		1572	1572
CP23002	04/12/2023	Racking on Community Stire	1		1722	1722
CM23002	18/09/2024	Replacement Lights	1		1275	1275
LB006	01/01/2014	Market St Toilets (by bus station)(fixtures and fittings)	1		14212	14212
CAT001		Weights and Measures	1	5746	5746	5746
CAT002		Mayoral Badge	1	18000	18000	6659
CAT003		Mayoral Chain	1	55000	55000	23763
CAT004		Mayoress Badge (can go on Mayor's chain)	1	5000	5000	1712
CAT005		Mayoress Chain	1	8000	8000	3487
CAT006		Deputy Mayor Badge (refurbished)	1	3250	3250	1475
CAT007		Consort Pendant (silver medallion)	1	1250	1250	837
CAT008		Small Mace	1	4220	4220	4220
CAT009		Large Mace	1	55000	55000	28509
CAT010		Mayor's Working Chain	1	15828	15828	15828
CAT012		Silver Parcel Pendant (working chain medallion)	1	4000	4000	1011
CAT013		Wood Case	1	94	94	94
CAT117	02/04/2013	Deputy Mayor Pendant (DM2 newer)	1	1200	1200	926
CAT118	03/04/2013	Consort pendant enamelled 3 colours on blue ribbon	1	650	650	599
CAT119	01/06/2023	Burgess Badges	2		951	951
	16/06/2017	Lawnmower Flight 553HRSPROHS			949	949
EQP050	16/06/2017	Lawnmower Flight 553HRSPROHS			949	949
EQP026	01/01/2014	Strimmer			1	1
EQP027	01/01/2014	Strimmer			1	1
EQP029	01/01/2014	Blower Stihl BR350			1	1
EQP031	01/01/2014	Hedgecutter			1	1
EQP032	01/01/2014	Flymo mower - Allen			1	1
EQP054	04/10/2019	Williams LM105G Serial SCKD00000J5157196 Trailer	1		2975	2975
VEH003	01/01/2014	Small Ford Tractor L593 LHJ			1	1
EQP011	01/03/2014	Hayter Condor Hydro with 5 blades	1		5315	5315
EQP012	01/03/2014	Hayter Condor Hydro with 5 blades	1		5315	5315

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2025

Item no.	Purchase Date	Description	Quant	£	Total Inventory	Fixed Asset Register
EQP014	01/03/2014	Honda HRH536HX 4 Wheel	1		1026	1026
EQP015	01/03/2014	Honda HRH536HX 4 Wheel	1		1026	1026
EQP016	01/03/2014	Honda HRH536HX 4 Wheel	1		1026	1026
EQP017	01/03/2014	Strimer Stihl FS410 C-E	1		707	707
EQP018	01/03/2014	Strimer Stihl FS410 C-E	1		707	707
EQP019	01/03/2014	Strimer Stihl FS410 C-E	1		707	707
EQP020	01/03/2014	Stihl Blower BR350	1		356	356
EQP021	10/01/2014	Long Reach Hedge Cutter	1		338	338
EQP022	10/01/2014	Long Reach Hedge Cutter	1		338	338
EQP046	21/10/2014	Stihl BR600 Blower	1		371	371
EQP047	12/08/2015	Petrol Rotivator	1		308	308
EQP049	22/09/2015	Honda HRX537HY Lawnmower	1		797	797
EQP052	16/03/2016	Second Hand Pressure Washer and trailer	1		1500	1500
EQP053	08/04/2016	Apache SC42 Scarifier	1		349	349
EQP057	18/04/2017	Stihl MS 180 14" Chainsaw	1		172	172
EQP058	01/12/2018	Stihl HS87T Hedgecutter	1		351	351
EQP059	12/03/2018	Echo ES-250ES Leaf blower	1		196	196
EQP060	23/04/2018	Hammerlin Galvanised Barrow	1		81	0
EQP061	18/06/2018	Blower Echo PB-2520	1		162	0
EQP	01/01/2014	Strimmer	1		1	1
EQP	01/01/2014	Strimmer	1		1	1
EQP063	18/06/2018	Blower Stiga SBL 327V	1		166	0
EQP062	18/06/2018	Blower Echo PB-2520	1		162	0
EQP064	06/08/2018	Bowling Green Mower - Ransome Super Certes LDFC604	1		3735	3735
EQP065	04/05/2018	Storage cage for tools at the park	1		340	0
EQP	01/01/2014	Blower Stihl BR600 x 2	1		1	1
EQP066	05/12/2018	4 x Locker units for Streetscape	4		389	0
EQP067	11/10/2018	1 x 4 Tread Step ladder	1		48	0
EQP068	11/10/2018	1 x 3 way platform ladder	1		95	0
EQP071	15/08/2019	Combi drill	1		577	0
EQP072	23/09/2019	TENG T1436 36pc 1/4" socket set	1		45	0
EQP073	16/10/2019	Stihl KM131R Combi Engine x 3	3		1345	1345
EQP074	16/10/2019	Stihl HL145 Kombi tool head	1		245	0
EQP075	16/10/2019	Stihl KM-MC extension shaft	1		60	0
EQP076	02/07/2020	2 x lawnmowers	2		1350	1350
EQP077	13/08/2020	ESPA pump	1		827	827
EQP078	08/10/2020	Pressure washer	1		199	199
EQP079	03/12/2020	2 x lawnmowers	2		2500	2500
EQP080	20/01/2021	Turf cutter	1		763	763
EQP081	23/09/2021	2 x Stihl FS-KM KombiTool Autocut C26-2	2		234	234
EQP082	11/01/2021	Angle grinder	1		106	106
EQP083	03/03/2021	Petrol Generator	1		433	433
EQP084	18/03/2021	Hedgetrimmer	1		398	398
EQP085	14/04/2021	Honda Mowers	2		2890	2890
EQP086	06/04/2021	Backpack Sprayers	1		210	0
EQP087	09/07/2021	Generator	1		433	0

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2025

Item no.	Purchase Date	Description	Quant	£	Total Inventory	Fixed Asset Register
EQP088	20/04/2021	Blowers	1		990	0
EQP089	28/09/2021	Body Cameras	14		706	0
EQP092	25/01/2022	Hedgecutters	1		844	0
EQP093	24/02/2022	Rotavator	1		1475	1475
EQP094	23/03/2022	2 x Ransome Mowers	2		23000	23000
EQP095	09/09/2021		1		298	0
EQP096	17/02/2022	Batteries & Chargers	1		472	0
EQP097	22/04/2022	Mowers & batteries	1		1325	1325
EQP098	28/04/2022		1		112	0
EQP099	28/04/2022	Bosch Strimmer	1		75	0
EQP100	30/05/2022	Storage Box	1		117	0
EQP100	31/05/2022	Section ladder	1		390	0
EQP102	21/06/2022	Ladder	1		206	0
EQP103	28/06/2022	Wooden Shed	1		878	878
EQP104	28/06/2022	Shelving for Wooden Shed	1		175	175
EQP105	21/07/2022	Table saw	1		166	0
EQP106	07/11/2022	Table saw	1		92	0
EQP107	09/11/2022	Bowling Green Mower & Cassettes	1		9327	9327
EQP108	15/11/2022	Tools			230	0
EQP120	26/01/2023	Jumpstarter	1		70	0
EQP122	24/03/2023	Platform Trolley	1		439	0
SSEQP123	02/06/2023	Electric Mower	1		2453	2453
SSEQP124	02/06/2023	Mowers Cassettes	1		1463	1463
SSEQP125	14/12/2023	Chipper	1		1350	1350
SSEQP126	01/12/2023	Fridge	1		135	0
SSEQP127	04/06/2024	Load Truck	1		535	535
SSEQP128	10/06/2024	Back Pack blower	1		725	725
SSEQP129	10/06/2024	Mower (Picture added to file)	2		3130	3130
SSEQP130		Blower (Picture added to file)	1		500	500
SSEQP131	30/09/2024	Undercounter fridge	1		153	0
VEH002		Water bouser	1		500	0
HM012	30/11/2010	20 Traffic Cones and Signs	1		503	0
EQP048	10/09/2015	Gazebo (TIC store)	1		421	0
EQP040	23/03/2012	Galvanised Crowd Control Barriers	28		867	0
		Total				2938644

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council											
MEETING DATE AND TIME	12 th June 2025 7.00 pm	LOCATION	Congleton Town Hall									
REPORT FROM	Serena Van Schepdael: R.F.O											
AGENDA ITEM	8.5											
REPORT TITLE	Approval of Outside Bodies Support											
Background	<p>As part of our Standing Orders an annual review of arrangements with bodies/businesses, Page 10 reference point:</p> <p><i>x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.</i></p> <p>These appointments must be approved by the Council as business at the Annual Meeting each year, in accordance with our Standing Orders (Section 6J xi)</p>											
Updates	<table><tr><td>Name</td><td>Area of Service</td><td>Information</td></tr><tr><td>DCK*</td><td>Accountancy</td><td>Continuity, knowledge of our accounts, and access to support throughout the year. Knowledge of Town Councils. 1 annual visit. Full set of accounts and backup information provided from our year-end.</td></tr><tr><td>Auditing Solutions*</td><td>Internal Audit</td><td>Continuity, knowledge of our accounts and of Town Council workings, and access to support throughout the year. 1 annual visit, 2 completed remotely. Per requirements the Internal Auditor is independent to Congleton Town Council.</td></tr></table>			Name	Area of Service	Information	DCK*	Accountancy	Continuity, knowledge of our accounts, and access to support throughout the year. Knowledge of Town Councils. 1 annual visit. Full set of accounts and backup information provided from our year-end.	Auditing Solutions*	Internal Audit	Continuity, knowledge of our accounts and of Town Council workings, and access to support throughout the year. 1 annual visit, 2 completed remotely. Per requirements the Internal Auditor is independent to Congleton Town Council.
Name	Area of Service	Information										
DCK*	Accountancy	Continuity, knowledge of our accounts, and access to support throughout the year. Knowledge of Town Councils. 1 annual visit. Full set of accounts and backup information provided from our year-end.										
Auditing Solutions*	Internal Audit	Continuity, knowledge of our accounts and of Town Council workings, and access to support throughout the year. 1 annual visit, 2 completed remotely. Per requirements the Internal Auditor is independent to Congleton Town Council.										

	DJH*	Payroll Services	Continuity of service. On-hand knowledge and pension auto-enrolment. Remote.
	ANSA*	HR & HS	Continuity, Remote, attendance at Town Hall when required, located in Middlewich/Crewe. Knowledge of Streetscape services.
	SAS Daniels	Legal Support	Continuity, Remote. Located in Congleton.
	Prism Network	ICT Support	Continuity, Remote, located in Congleton, local for site visits. Knowledge of Town Council procedures and workings.
	Eric Charlesworth Electrical Contractor	Electrical Services	Previous work completed, continuity of standards Local. (see MW)
	Chubb	Alarm & Fire Extinguishers Services/CCTV	Remote monitoring, visit for maintenance and serving. Out-of-hours cover.
	Otis Gartside	Lift Maintenance:	Annual maintenance visit, lifts serviced by manufacturers only.
	Should any of the below change, this will be presented to Finance and Policy Committee for review.		
Financial	All external support services are budgeted for via budget setting.		
Environmental	Considerations of impact on travel have been considered.		
Equality and Diversity	Our Equality and Diversity Policy will considered when sourcing new suppliers/services.		
Decision Request	To approve the external services for 2025-2026.		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael: R.F.O		
AGENDA ITEM	8.6		
REPORT TITLE	Supplier Invoice Approval		
Background	<p>During the 2025-2026 budget setting pre-approvals for payments over £5,000 were required and approved by Council, see Payments-Over-5000-Report.pdf</p> <p>The approval for Floral expenses was estimated to be between £8,500 and £10,000.</p>		
Updates	<p>Since the approval the order has been placed for the 2025 Floral planting and 2025 Roundabouts planting means the total expenditure has come in at £12,033.59 (Plus £2,406.72 VAT) a total of £14,440.31. As this is over the pre-approval total, the invoice is being presented again for new approval.</p> <ul style="list-style-type: none"> • £8237.79 will be costed to Floral/In Bloom • £3795.80 will be costed to Streetscape/Horticultural Supplies <p>In accordance with our regulations any expenditure over £10,000 must be approved by Council.</p>		
Financial	No requirements/implications for this decision, budgets in place for expenditure.		
Environmental	No implications for this decision.		
Equality and Diversity	No implications for this decision.		
Decision Request	To approve payment of invoice 144676 to Four Oaks Nurseries.		

PO split - 1B007 / 2526
- 55001 / 256



Four Oaks Nurseries Ltd
Farm Lane
Lower Withington
Macclesfield
Cheshire
SK11 9DU

Tel: 01477 571392

Fax: 01477 571314

Cash & Carry direct line : 01477 571797

Website: www.fouroaks-nurseries.co.uk

CONGLETON TOWN COUNCIL
TOWN HALL, HIGH STREET
CONGLETON
CW12 1BN

INVOICE

Invoice no.: 144676
Date: 29/04/2025
Customer no.:
VAT- number:
Page: 1

Sales order no.: 325577,

Delivered on: 29/04/2025 Delivery no.: 95313 Scan 08:13/CARRY

Quantit	Description	Size	Reference	VAT	Price	Amount £
1	CIB Isotoma Fizz n Pop Purple	84		H	33.84	33.84
3	CIB Ipomoea Caroline purple	84		H	48.89	146.67
30	CIB Bidens Taka Tuka	1		H	0.83	24.90
8	CIB Canna Orange Shade	1		H	2.40	19.20
300	CIB Calita Cancan Sunlight	1		H	0.86	258.00
300	CIB Calita Cancan Sunlight	1		H	0.86	258.00
350	CIB Calita Good Night Kiss	1		H	0.80	280.00
350	CIB Geranium Mrs Pollock	1		H	1.10	385.00
940	CIB Lysimachia Aurea	1		H	0.59	554.60
350	CIB Verbena Snowboat White	1		H	0.75	262.50
30	CIB Begonia Starshine Bronze	1		H	1.00	30.00
	Papaya					
350	CIB Bidens Double Sundrop	1		H	0.82	287.00
430	CIB Bidens White	1		H	0.83	356.90
50	CIB Bidens Yellow	1		H	0.83	41.50
350	CIB Calita Dark Blue	1		H	0.80	280.00
350	CIB Calita Puce Yellow	1		H	0.80	280.00
300	CIB Gazania Day Break Mixed	1		H	0.16	48.00
	A Gazania* / B 1298 / C 263514 / D GB					
400	CIB Begonia Mocca Mixed	1		H	0.71	284.00
60	CIB Ornamental Millet Purple Baron	1		H	0.85	51.00
500	CIB Surfinia Burgundy	1		H	0.80	400.00
	A Petunia / B 1298 / C 263504 / D GB					
500	CIB Geranium Zonal Chocolate	1		H	1.10	550.00
	A Geranium / B 1298 / C 263506 / D GB					
44	CIB Fuchsia Mandarin Cream	1		H	0.77	33.88
570	CIB Geranium Ivy Magenta	1		H	1.10	627.00
210	CIB Geranium Ivy Precision	1		H	1.10	231.00
440	CIB Nepeta Variegated	1		H	0.65	286.00
50	CIB Verbena Purple Variety	1		H	0.82	41.00
350	CIB Bacopa Gulliver Blue sensation	1		H	0.77	269.50
350	CIB Begonia Illumination Golden	1		H	0.78	273.00
	Picotee					
620	CIB Begonia Illumination Apricot	1		H	0.75	465.00
	Shades					
1.180	CIB Begonia Starshine Mixed	1		H	1.02	1,203.60
180	CIB Bidens Orange	1		H	0.83	149.40

Transport: 8,410.49



Four Oaks Nurseries Ltd
Farm Lane
Lower Withington
Macclesfield
Cheshire
SK11 9DU

Tel: 01477 571392

Fax: 01477 571314

Cash & Carry direct line : 01477 571797

~~email: sales@fouroaks-nurseries.co.uk~~

Website: www.fouroaks-nurseries.co.uk

CONGLETON TOWN COUNCIL
TOWN HALL, HIGH STREET
CONGLETON
CW12 1BN

INVOICE

Invoice no.: 144676
Date: 29/04/2025
Customer no.:
VAT- number:
Page: 2

Quantit	Description	Size	Reference	VAT	Transport: Price	8,410.49 Amount £
800	CIB Cosmos Apollo Mixed	1		H	0.16	128.00
	A Cosmos / B 1298 / C 263513 / D GB					
60	CIB Lobelia Cardinalis Red	1		H	1.15	69.00
500	CIB Surfinia Blue Vein	1		H	0.80	400.00
	A Petunia / B 1298 / C 263503 / D GB					
350	CIB Fuchsia Marinka	1		H	0.75	262.50
160	CIB Geranium Zonal	1		H	1.10	176.00
170	CIB Lobelia Purple	1		H	0.82	139.40
80	CIB Lobelia Waterfall Blue Ice	1		H	0.82	65.60
350	CIB Lobelia Waterfall Blue	1		H	0.82	287.00
30	CIB Surfinia Giant Purple	1		H	0.80	24.00
210	CIB Verbena Starburst	1		H	1.01	212.10
100	CIB Ageratum Blue	1		H	0.18	18.00
800	CIB Alyssum Crystal Mixed	1		H	0.23	184.00
2,000	CIB Begonia Devil Delight Mixed	1		H	0.21	420.00
	PFA ERWIAM / A Begonia / B 1298 / C 263509 / D GB					
500	CIB Surfinia Deep Red	1		H	0.80	400.00
	A Petunia / B 1298 / C 263505 / D GB					
1,000	CIB Salvia Victoria Blue	1		H	0.27	270.00
30	Hedera helix	18tray		H	17.25	517.50
	A Hedera / B 1298 / C 263562 / D GB					
1	Carriage	1		H	50.00	50.00
					Total plants:	12,033.59
					Subtotal:	12,033.59
					20.00 % VAT (H) over 12,033.59	2,406.72
					TOTAL £:	14,440.31

£ 8237.79 - Hanging Baskets, Mountbatten
Troughs + Planters. way

£ 3795.80 - Roundabouts + Cong Park
code to Grounds 4043/28

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	12th June 2025 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael: R.F.O/David McGifford C.O/Rachel McCarthy Town Centre and Events Manager		
AGENDA ITEM REPORT TITLE	8.7 Christmas Lights Installation Contract Review		
Background	The previously approved 3-year contract to install the annual Christmas lights ended in 2024. The supplier contract was extended for a further year while waiting for a 3-year review to take place.		
Updates	<p>The review has not yet taken place and for the 2025 installation, we are seeking approval to extend the current supplier for another year. They have our equipment and lights in storage and until a review can take place this will ensure a smooth installation for another year. The cost for the installation for 2025 is £9750.</p> <p>The RFO alongside the Town Centre and Events Manager are currently working on obtaining quotes for a three-year deal which will be presented to Council later in this Civic Year, it is hoped quotes can be obtained for the period 2026-2029.</p>		
Financial	There is sufficient agreed budget for the Christmas Lights Scheme.		
Environmental	The current supplier is local to Congleton and there is minimum travel time.		
Equality and Diversity	No implications for this decision, our Policy will be shared with any new chosen supplier.		
Decision Request	<ol style="list-style-type: none">1. To approve an extension for the current supplier of the installation and removal of the Christmas Lights Scheme for 20252. To approve the expenditure and approval to pay the invoice on arrival.		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	12th June 2025 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	8.8 Review of Expenditure		
Background	<p>In reference to the year-end accounts, as part of our Standing Orders a review of our expenditure should take place, Page 10/11 reference point:</p> <p>xviii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence</p>		
Updates	<p>With reference to the Standing Orders, our payments are presented on a regular basis to the Finance and Policy Committee which approves the payments retrospectively. As we hold General Power of Competence our payments are being presented as information for Full Council.</p> <p>Congleton Town Council payments to date as approved by Finance and Policy can be found on our website:</p> <p>Payments - Congleton Town Council (congleton-tc.gov.uk)</p> <p>And our Grant summary for grants made under the General Power of Competence can be found here:</p> <p>Grants 2024-2025</p>		
Decision Requested	To review and note the Council expenditure.		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	5 th June 2024 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Chief Officer		
AGENDA ITEM REPORT TITLE	9 Amendment to Cllr appointment on THAS Committee.		
Background	<p>Following the Mayor Making ceremony on 22nd May, Councillor Mark Edwardson submitted a request to step down from the Town Hall Assets and Services Committee (THAS). Councillor Robert Douglas has agreed to be appointed as his replacement.</p> <p>To confirm Cllrs on the THAS Committee are:</p> <p>Chair - Cllr Russell Chadwick (I) Vice Chair - Cllr Liz Wardlaw (C) Cllr Susie Akers Smith Cllr Robert Douglas Cllr Arabella Holland Cllr Sally Ann Holland Cllr Susan Mead Cllr Heather Pearce Cllr Richard Walton Cllr Glen Williams</p>		
Decision Requested	To approve the change on the THAS committee.		