



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

9th August 2024

Dear Councillor,

You are summoned to attend a meeting of the Council on **Thursday 15th August 2024** to be held at Congleton Town Hall commencing at **7.00 pm**.

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

Yours sincerely,

D McGifford
Chief Officer



Congleton
beartown
where friends are made

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

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 Meetings (enclosed)

To approve and sign the [minutes of the Council meeting held on the 13th June 2024](#) and also [of the Emergency Council held on the 11th July 2024](#)

3. Declarations of Disclosable Pecuniary Interest

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

4. Questions from Members of the Public

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

5. Urgent Items

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

6. Minutes of the Planning Committee (enclosed)

To approve and [sign the minutes of the Planning Committee meetings held on the 30th May and 4th July 2024.](#)

7. Minutes of the Community Committee (enclosed)

To approve and [sign the minutes of the Community Committee meetings held on the 29th February 2024.](#)

8. Minutes of the Town Hall and Assets Committee (enclosed)

To approve and [sign the minutes of the Town Hall and Assets Committee meeting held on the 11th April 2024.](#)

9. Minutes of the Environment Committee (enclosed)

To approve and [sign the minutes of the Environment Committee meeting held on the 28^h March 2024.](#)

10. Minutes of the Finance and Policy Committee (enclosed)

To approve and [sign the minutes of the Finance and Policy Committee meeting held on the 14th March 2024](#)

11. Decarbonisation of the Town Hall (enclosed)

To receive an update on the current status on the Town Hall Decarbonisation project

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

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

13. Payment approval for repairs to Polytunnels (to follow)

To approve payment for the repairs to the Congleton Park Polytunnels

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 13th June 2024

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

For the papers discussed at the meeting, please see the
[Meeting Agenda of the 13th June 2024](#)

Councillors Present: Charles Booth
Robert Brittain (Deputy Mayor)
Russell Chadwick
Mark Edwardson
Emma Hall
Sall Ann Holland
Amanda Martin
Susan Mead
Rob Morton
Shaun Radcliffe
Heather Seddon
Liz Wardlaw
Kay Wesley (Mayor)
Glen Williams

Congleton Town Council Officers: David McGifford (Chief Officer) and Jackie MacArthur (Deputy Chief Officer and Marketing and Communities Manager) Serena Van Schepdael (Finance Manager/RFO)

Number of Press: 0

Member of the Public: 1

1. Apologies for absence

Apologies for absence were received from Suzie Akers Smith, David Brown, Robert Douglas, Suzy Firkin, Arabella Holland, Heather Peace, and Richard Walton.

2. Minutes of Previous Meetings

CTC/07/2425 Resolved to approve and sign the [minutes of the Council meeting held on the 4th April 2024 and 16th May 2024 \(Mayor Making\)](#)

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3. Declarations of Disclosable Pecuniary and Non-Pecuniary Interests

Non-pecuniary declarations of interest were declared by Cllrs Russell Chadwick, Emma Hall, Sally Holland, Rob Moreton, Heather Seddon and Liz Wardlaw with regards to Cheshire East Council.

Non-pecuniary declaration from Cllr Glen Williams in regards to agenda item 10.5.

4. Questions from Members of the Public

There were no questions from members of the public.

5. Urgent Items

There were none.

6. Minutes of the Planning Committee

CTC/08/2425 Resolved to receive the minutes of the Planning Committee meetings held on the 18th January, 15th February, 21st March and 25th April 2024.

7. Minutes of the Community Committee

CTC/09/2425 Resolved to receive the minutes of the Community Committee meeting held on the 4th January 2024.

8. Minutes of the Town Hall and Assets Committee

CTC/10/2425 Resolved to receive the minutes of the Town Hall and Assets Committee meeting held on the 1st February 2024.

9. Minutes of the Environment Committee

CTC/11/2425 Resolved to receive the minutes of the Environment Committee meeting held on the 11th January 2024.

10. Minutes of Finance & Policy Committee

CTC/12/2425 Resolved to receive the minutes of the Finance and Policy Committee meeting held on the 25th January 2024.

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

CTC/13/2425 Resolved to approve Section 1 of the AGAR: The Annual Governance Statement 2023-2024.

CTC/14/2425 Resolved to approve Section 2 of the AGAR: The Accounting Statements 2023-2024.

10.2 Budget update: Earmarked Reserves

CTC/15/2425 Resolved to approve the use of Earmarked Reserves for Training and Legal & Professional throughout 2024-2025.

10.3 Fixed Asset Register 31st March 2024

CTC/16/2425 Resolved to note the updated Fixed Asset Register as of 31st March 2024.

10.4 Internal Audit Report – Final Audit for 2023-24

CTC/17/2425 Received the Final Internal Audit report for the year ending 31st March 2024.

10.5 Insurance Review 2024

CTC/18/2425 Resolved to approve the renewal of the Town Council Insurance.

11. Minutes of the Personnel Committee

CTC/19/2425 Resolved to receive minutes of the Personnel Committee meeting held on 21st December 2023.

12. Town Hall Decarbonisation Project Management

CTC/20/2425 Resolved to approve the appointment of Pearsons Surveyors Ltd to Project Manage Phase 1 of the Town Hall Decarbonisation programme.

Action Jackie M to ensure the appointment is promoted on the Town Council website

13. Congleton Town Council Website Contract

To note the report from the Website Development Working Group regarding the appointment of Thrive to develop the website.

CTC/21/2425 Resolved to approve the proposal to reinstate the Website Development working group until the end of the project.

Action Jackie M – Add to the website as a working group.

14. Amendments to councillor appointments to Committees, Macebearer and Deputy Macebearer.

14.1 To appoint a Deputy Macebearer

CTC/22/2425 Resolved to appoint a Cllr Susan Mead as deputy Macebearer

14.2 To appoint a councillor to the Finance and Policy Committee and THAS committee.

CTC/23/2425 Resolved to appoint Cllr Rob Morton to the Finance and Policy Committee and remove Cllr Emma Hall.

CTC/24/2425 Resolved to remove Cllr Rob Morton from THAS committee and appoint Cllr Sally Ann Holland.

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

CTC/25/ 2425 Resolved to pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting due to commercial sensitivities.

16. Provision of public toilets

CTC/26/2425 Resolved to approve the recommendation to request the transfer of the lease for the Capital Walk toilets from Cheshire East Council to Congleton Town Council and pursue an agreement with Cheshire East Council for the public use of the Library toilets.

**Cllr Kay Wesley
Town Mayor**

Meeting closed: 8:09pm

Congleton Town Council

Minutes of the Emergency Council Meeting held at Congleton Town Hall on 11th July 2024

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

For the papers discussed at the meeting, please see the
[Meeting Agenda of the 11th July 2024](#)

Councillors Present: Charles Booth
Robert Brittain (Deputy Mayor)
David Brown
Robert Douglas
Suzy Firkin
Emma Hall
Sally Ann Holland
Amanda Martin
Susan Mead
Rob Morton
Heather Pearce
Shaun Radcliffe
Heather Seddon
Liz Wardlaw
Kay Wesley (Mayor)
Glen Williams

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

Number of Press: 0

Member of the Public: 0

1. Apologies for absence

Cllrs Mark Edwardson, Cllr Dawn Allen, Cllr Arabella Holland, Suzie Akers Smith,

2. Declarations of Disclosable Pecuniary and Non-Pecuniary Interests

Non-pecuniary declarations of interest were declared by Cllrs Emma Hall, Sally Ann Holland, Robert Moreton, Liz Wardlaw

3. Questions from Members of the Public

There were no questions from members of the public.

4. Urgent Items

There were no questions from members of the public

5. Project Board for the distribution of CTC UKSPF Grants (Enclosed)

CTC 27/2425 Resolved to hold a special meeting of the Finance and Policy Committee in August to discuss and approve applications for the £6k of grant funding that Congleton Town Council has from the Government's Shared Prosperity Funding for events in town before March 2025. The opportunity should be promoted in Congleton.

**Cllr Kay Wesley
Town Mayor**

Meeting closed:

CONGLETON TOWN COUNCIL

Minutes of the Planning Committee Meeting held on 30th May 2024

In attendance:

<u>Committee Members: Councillors</u>	Amanda Martin (Chair) Robert Brittain (Vice Chair) Heather Pearce Liz Wardlaw
Ex Officio	Kay Wesley Mayor
Congleton Town Council	David McGifford Chief Officer

Members of the press
Members of public

1. Apologies for Absence

Were received from Cllrs Suzie Akers Smith, David Brown, Charles Booth, Robert Douglas and Suzy Firkin

2. Minutes of Previous Meetings

PLN/01/2425 Resolved to approve and sign the minutes of the meeting planning meeting on 25th April 2024 subject to amending item 10 to state – All Committee Members to have final opportunity to review and comment before a revised version comes back to a future Planning Committee for proposed adoption.

3. Declarations of Disclosable Pecuniary Interest

Declarations of “non-pecuniary” (NP) and “pecuniary” (P) interests were received from Councillor Liz Wardlaw on matters relating to Cheshire East Council

4. Outstanding Actions

None

5. Questions from Members of the Public

None

6. Urgent Items

There were no urgent items

7. Planning Enforcement

- 7.1 Astbury Place / Congleton Park Section 106 – no further updates received , Cllrs Wardlaw and Brown to continue to question CEC about current status
- To start to review issues relating to trees in estates off Manchester Road
- To review highways improvements on Seddons Estate Canal Road

8. Planning Applications Section 1

There were no applications brought forward to section 1

9. Neighbourhood Plan

The Chief Officer advised that the policies received from Urban Imprint have been circulated to all members of the Planning Committee and requested that any comments be forwarded to him. The N Plan Development Group will review and incorporate any comments made.

10. Planning Checklists

PLN/02/2425 Resolved to defer the Planning Checklist to another meeting once Cllr Martin and Firkin have met to agree on the details. A meeting is to be arranged by the Chief Officer.

11. Planning Appeals

Planning appeals were in progress for the following applications:-

- [22/1134D](#) - Land off, Lamberts Lane, Congleton (Discharge of conditions 5 & 8 on approval 21/4786C)
- [21/0226C](#) - Mossley House Lodge (Redevelopment of the site, including the demolition of the current buildings)

12. Licensing Applications

There were no licensing applications.

13. Planning Applications Section 2

PLN/03/2425 Resolved that –

- The star on item 14 be removed
- That all other starred items are recorded as no objection
- Record no comment on any of the applications that had already been decided and no objection to any of the other starred items.

Planning lists W/C 15th, 22nd, 29th April 6th, 13th & 20th May.

1.	24/0663C	Garage conversion	21, FORGE LANE, CONGLETON, CW12 4HF	No objection
2*.	24/1132C	Construction of a 1m long wall, no higher than 1m and no wider than 300mm, and installation of a Daikin Air-Source Hot water heat pump at the rear of the property.	28, BLOSSOM GATE DRIVE, CONGLETON, CW12 4ZR	No objection
3.	24/1181D	Discharge of Conditions 6 & 12 on approval 23/4386C for variation of condition 2 on approval 22/2469C for a replacement dwelling	Threeways, PEDLEY LANE, CONGLETON, CW12 3QD	No objection
4*.	24/1429C	Non-material amendment to application 18/0200C. DECISION MADE	11, BRADWELL GROVE, CONGLETON, CHESHIRE, CW12 3HD	No Comment
5.	24/1495C	Proposed Double Storey Rear Extension, Single Storey front Garage extension & Modernisation to front elevation	30, KENDAL COURT, CONGLETON, CW12 4JN	No objection
6.	24/1518C	We wish to extend to the side of our house, where the garage is currently located. We will be building a single-storey extension to increase the floor space in our lounge/kitchen dining area.	7, HILLFIELDS CLOSE, CONGLETON, CW12 1NW	No objection
7.	24/1558C	Listed Building Consent for Proposed new	Moody Terrace Dental Practice	

		single-storey rear extension to provide improved dental facilities and ancillary spaces. Proposed Internal alterations to improve circulation/access.	Limited, 17, MOODY STREET, CONGLETON, CW12 4AN	No objection
8.	24/1565C	Erection of Double Garage	Moody House, 6, MOODY STREET, CONGLETON, CW12 4AP	No objection
9.	24/1566C	Erection of Double Garage	Moody House, 6, MOODY STREET, CONGLETON, CW12 4AP	No objection
10*.	24/1587D	Discharge of conditions 3, 4, 5, 6, 7, 9, 10, 11, 13, 14, 15, 16, 17, 18 & 20 on approval 21/4841C.	Former Dane Bridge Mill Site, MILL STREET, CONGLETON	No objection
11*.	24/1676C	Non-Material Amendment on approval 19/3624C: Minor amendments to the layout to accommodate an additional parking space for plot 57 DECISION MADE	Land To The East Of Black Firs Lane And To The South Of, BACK LANE, SOMERFORD	No comment
12.	24/1717C	Proposed extension and alterations to existing dwelling.	31, BEATTY DRIVE, CONGLETON, CHESHIRE, CW12 2ER	No objection
13.	24/1726C	Four advertising signs placed at entrance points on to roundabout. Signs will include company name, logo, contact details and short strapline. Template for the signs will be in line with	Eaton Bank Roundabout, CONGLETON	Objection Road safety as it is a distraction for drivers and has a recent history of accidents. It is also poorly lit

		Cheshire Easts Council Guidelines		
14.	24/1781D	Discharge of conditions 17 (Bin Storage) & 26 (Cycle Storage) on approved application 16/3840C - Full planning permission for development of 83 dwellings including the provision of informal areas of landscaping, off road vehicular parking with vehicular and pedestrian access from Back Lane.	Land North Of Chestnut Drive And West Of, BACK LANE, CONGLETON	Objection Over 50% of the properties do not have garages and therefore do not provide provision for storage of bicycles . A Shared storage facility would be acceptable

CONGLETON TOWN COUNCIL

Minutes of the Planning Committee Meeting held on 4th July 2024

In attendance:

Committee Members: Councillors Amanda Martin (Chair)
Robert Brittain (Vice Chair)
Charles Booth
David Brown
Robert Douglas
Suzy Firkin
Heather Pearce
Rob Moreton

Ex Officio Kay Wesley Mayor

Congleton Town Council David McGifford (Chief Officer)

Members of the press 0
Members of the public 3

1. Apologies for Absence

Apologies received from Cllr Liz Wardlaw

2. Minutes of Previous Meetings

PLN/04/2425 Resolved to approve and sign the minutes of the meeting planning meeting on 30th May 2024

3. Declarations of Disclosable Pecuniary Interest

Declarations of “non-pecuniary” (NP) and “pecuniary” (P) interests were received from David Brown on matters relating to CEC, Robert Douglas and Suzy Firkin NP 24/2179C

4. Outstanding Actions

None

5. Questions from Members of the Public

No Questions

6. Urgent Items

No Urgent items raised

7. Planning Enforcement

- 7.1 Astbury Place / Congleton Park Section 106

No further updates

8. **Planning Applications Section 1**

Planning application number 20 - 24/2179 was brought forward, comments against this application are in agenda item 13 Planning List section 2

9. **Neighbourhood Plan** - Re-draft Regulation 14

Whilst the report was noted concerns were raised that comments sent to Urban Imprint appeared not to have been taken into consideration or no explanation as to why they were not considered. (Cllrs Martin and Firkin)

Councillors are encouraged to read the plan and forward any comments within the stated timescale. Suggested that interested residents could be brought into either the development of the plan or to support the consultation process. **Urgent** need for the Working Group to meet to resolve any issues relating to the current draft plan and to start creating a plan for the Regulation 14 Consultation that is as inclusive as possible.

10. **Planning Appeals**

Planning appeals were in progress for the following applications but were not discussed

- [22/1134D](#) - Land off, Lamberts Lane, Congleton (Discharge of conditions 5 & 8 on approval 21/4786C)
- [21/0226C](#) - Mossley House Lodge (Redevelopment of the site, including the demolition of the current buildings)
- [23/2173C](#) – Cheshire Tarven - Advertisement Consent for the erection of illuminated and non-illuminated signs to the exterior of the building.

12. **Licensing Applications**

APPLICATION has been made by Aldi Stores Limited to the Licensing Authority of Cheshire East Council for a Premises Licence for the Aldi Store at Viking Way, Congleton. The proposed licensable activity is

The sale by retail of alcohol for consumption off the premises each day of the week between 06:00 and 00:00

PLN/05/2425 Resolved to have no objection to the proposed sale of alcohol

13. **Planning Applications Section 2**

PLN/06/2425 Resolved that we had no comment on any of the items that were already decided and no objection to any of the other starred items.

Planning Lists W/C 13-5/20-5/27-5/ 3-6/10-6/17-6.

1*.	24/1765C	Certificate of proposed lawful development. DECISION MADE	24, DOREEN AVENUE, CW12 3JE	No Comment
2	24/1777C	Replacing the front and side hedgerows with fencing to the same height.	9, Linksway,, CW12 3BS	No Comment
3*.	24/1778D	Discharge of Conditions 4, 6, 9, 10, 12, 13 & 18 on approval 22/0854C	Ladyline Coaches, CROUCH LANE, CW12 3PT	No Objection
4	24/1779C	Proposed pair of semi-detached houses (2no. dwellings)	Land Adj (to the west of), MARCH COTTAGE, ASTBURY LANE ENDS,	Objection due to inadequacy of parking space
5*.	24/1780D	Discharge of conditions 5, 10 & 15 on approval 20/3974C.	Land West Of, GOLDFINCH CLOSE	No Objection
6*.	24/1782D	Discharge of conditions 16 & 24 on approved application 18/2516C: Variation of condition 18 on approval 16/3840C for 83 dwellings	Land west of Back Lane, Land west of Back Lane, Congleton	No Objection
7	24/1783C	Variation of Condition 2 (approved plans) on approval 22/0854C	Ladyline Coaches, CROUCH LANE, CONGLETON, CW12 3PT	No objection
8	24/1822C	Full planning application for the demolition of certain existing buildings and the erection of a new Clinical Diagnostic Centre (CDC).	Congleton War Memorial Hospital, CANAL ROAD, CONGLETON, CHESHIRE, CW12 3AR	Fully support the development of the facilitybut noted that the travel statement is inadequate and needs to be developed in conjunction with CEC and being made more inclusive
9	24/1906C	Change of use to the first floor only from office and restaurant to residential HMO	Office First Floor, The Huub Building, MANCHESTER ROAD, CONGLETON	Objection inappropriate change of use of building and mix of activities . Poor location. no amenity space, bin space, space for domestic facilities or health and wellbeing

10	24/2017C	Proposed conversion shop with living quarters above into a single house class C3	66, HAVANNAH STREET, CONGLETON, CW12 2AT	No Objection
11 *.	24/2072C	Proposed internal and external alterations to refurbish property for residential service	Greengables Care Home, 54, SANDBACH ROAD, CONGLETON,	No Objection
12 *.	24/2073C	Listed Building Consent for proposed internal and external alterations to refurbish property	Greengables Care Home, 54, SANDBACH ROAD, CONGLETON, CW12 4LW	No Objection
13	24/2078D	Discharge of conditions 5 & 6 on approved application 20/5658C:. DECISION MADE.	Household Waste Recycle Centre, Barn Road, Congleton, CW12 1LJ	No Comment
14 *.	24/2088C	Prior Approval of proposed single storey rear extension	68, HOLMES CHAPEL ROAD, CONGLETON, CW12 4NG	No Objection
15	24/2116C	Loft conversion including rear dormer and velux windows	19, HOWEY HILL, CONGLETON, CHESHIRE, CW12 4AF	No Objection
16 *.	24/2124D	Discharge of conditions 3 and 4 on approval 22/0540C	Bradshaw House, 21, LAWTON STREET, CW12 1RU	No Objection
17	24/2134T	WORKS TO TREES IN CONSERVATION AREA	61, PARK LANE, CHESHIRE, CW12 3DD	No Objection
18	24/2155D	Discharge of conditions 6, 18 & 19 on 18/6250C	Land Off, GOLDFINCH CLOSE, CONGLETON	No Comment
19	24/2165T	WORKS TO TPO TREES	Clayton Manor, ROOD HILL, CW12 1YZ	No Objection
20	24/2179C	first floor extension over the existing single storey side extension to create	138, BOUNDARY LANE, CONGLETON, CW12 3JF	Objection Out of keeping with the streetscape, no measures to combat noise, loss of privacy. Due to

		a further bedroom on the first floor		increase in occupancy not sufficient parking. Support the Local Plan comments of Mrs TC Roussarie 136 Boundary Lane within the Planning Comments on the CEC website Ref SE1 Design Clause 4 Ref HOU 11 clauses 2,3 Ref HOU 12 Ref GEN 1 Clause 1
21 *.	24/2246C	Proposed single storey rear extension.	27, LAMBERTS LANE, CW12 3AU	No Objection
22	24/2264T	Works to various trees.	Heather Brae Mews, 57, SANDBACH ROAD, CONGLETON, CW12 4LH	No objection however request that the 2 dead trees are replaced by 6 trees. Alternatively donate 6 trees to the Congleton Tree Group 01260 270350
23	24/2273C	Dividing the existing plot in two utilising the existing access to serve a new four bedroom property.	120, BIDDULPH ROAD, CW12 3LY	No Objection
24	24/2285C	Proposed loft conversion and dormer to side elevation.	42, PARK LANE, CONGLETON, CW12 3DG	No Objection
25	24/2287C	Proposed pitched roof dormer to front elevation	28, Blackshaw Close, Congleton, CW12 3TB	No Objection
26	24/2336C	Demolition in conservation area	2 , HOWEY LANE, CONGLETON, CW12 4AE	No Objection
27	24/2243C	Proposed first floor side extension and loft conversion	36 Howey Hill CW12 4A	Objection We believe the proposed extension overdevelops the site and impinges on the privacy of the neighbour and impacts on the natural light

**MINUTES OF THE MEETING OF THE COMMUNITY COMMITTEE HELD ON
29 February 2024**

CONGLETON TOWN COUNCIL

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

PRESENT:

Committee members

- **Cllr Kay Wesley (Chair)**
- **Cllr Emma Hall (Vice Chair)** (arrived 7.20 item 7)
- Cllr Mark Edwardson
- Cllr Suzy Firkin
- Cllr Sally Holland
- Cllr Susan Mead
- Cllr Shaun Radcliffe
- Cllr Glen Williams

Non-Committee Members: Cllr Richard Walton

Officers: David McGifford, Chief Officer, Jackie MacArthur DCO & Communities & Marketing Manager and Debbie Coxon, Marketing and Communications Officer.

Also in attendance: 2 members of the Public, 0 members of the press, 2 guest presenters

1. Apologies for Absence

Apologies were received from Councillor David Brown, Councillor Arabella Holland and Ex-Officio, Cllr Rob Moreton, Mayor

2. Minutes of Previous Meetings

CO/32/2324 resolved to approve and sign the Community Committee minutes held on 4 January 2024 as a correct record – with a correction to item 2 apologies which should note that due to the late change of the committee date, apologies would not be marked as absences on the Councillor monitoring forms.

3. Declaration of Interest

Cllrs Emma Hall and Sally Holland declared a non-pecuniary interest as Cheshire East Councillors. (Cllr Emma Hall declared her interest on arrival at 7.20)

4. Questions from Members of the Public

A question was raised by John Whitelock questioning the scale of the community response to the Police Crime Commissioner's Operation Park Safe initiative, how well it had been publicised and the Police's ability to deal with reports submitted. The Chair responded that the Town Council was aware of Operation Park Safe following an article in the Congleton Chronicle on 8 February. The operation was discussed at the Community Safety Working Group – and our understanding is that the roll-out is underway across the Cheshire Force and but still early days for Congleton. Congleton Town Council will investigate further and feedback to Mr Whitelock.

Action to promote the scheme when rolled out in Congleton.

Since the meeting the local Beat Inspector has sent CTC the link for [Operation Park Safe](#) which explains more about the project.

5. Urgent Items

No items were raised.

6. Cheshire Police

PC Andy Cornell delivered the report written by Sergeant John Roberts, who has now left the Congleton Beat Team. For the report see [the agenda item](#).

Action: To encourage all shops and businesses to report crime

Action: Asked if there is a specific campaign in operation can the Town Council receive feedback on the effectiveness with the Police report.

7. 100th Anniversary of Congleton War Memorial Hospital

Councillors received a presentation from Rachel Wallace, Head of Community Engagement and Communications for the Cheshire East NHS Trust about plans to celebrate 100 years of the War Memorial Hospital in Congleton.

Suggested that the War Memorial Hospital may want to become an RHS It's Your Neighbourhood for 2025.

Suggested that the Trust should make it very clear where funds raised by the trust will be spent (Garden for the War Memorial Hospital)

Thanked Rachel Wallace for her presenting to the committee.

8. Updates from Previous Community Committee

The updates were received from the previous Community Committee. It was agreed to remove the dog agility from the updates and place on hold in the Action Log subject to CEC funding.

9. Communications Update

Councillors received and noted a Communications Update from the Community and Marketing Officer, Debbie Coxon.

Action: To check Nub News's new way of publishing news

10. Service Level Agreement with Congleton Community Projects

CO/33/2324 resolved to approve the Service Level Agreement between Congleton Community Projects and Congleton Town Council and to authorise officers to carry out actions within the SLA.

Action: Suggest that the Councillor approved at the Annual Town Council Meeting to be CTC representative on CCP should be a trustee – in the same way that our representative on Astbury Mere Trust, Congleton Museum etc are trustees.

11. Approve the Notes of the Community Safety Working Group

CO/34/2324 resolved to accept the notes of the [Community Safety Working Group](#) held on 13 February 2024. The Committee received a brief update from the chair of the working group, Cllr Kay Wesley.

Action: Add an article about Spiking in the next edition of Bear Necessities.

12. Health and Wellbeing Working Group

CO/35/2324 resolved to accept the notes of the [Health and Wellbeing Working Group](#) held on 13 February 2024 and received a short report from the Chair of the group, Cllr Suzy Firkin.

13. CEC Crossing Strategy

CO/36/2324 resolved to approve the Deputy Chief Officer writing a response to the Cheshire East Council Consultation on Crossing Points using the points raised in the paper before 10 March 2024.

Action: Note that Mossley School spoke at CEC Meeting about the need for a crossing on Leek Road and asked that this is added to the list of crossings needed for Congleton.

14. White Ribbon Working Group

CO/37/2324 resolved to accept the notes of the [White Ribbon Working Group](#) held on 18 January 2024 and received a short report from the Chair of the Working Group Cllr Richard Walton, in which he highlighted that the group is presenting to Astbury St Mary Primary School Years 5 and 6 in March.

The meeting finished 8.29pm

Cllr Kay Wesley
Chair of Community Committee (23-24)

Cllr Richard Walton
Chair of Community Committee (24-25)

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 11th April 2024

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

In attendance:

Committee members: Cllrs

Suzie Akers Smith - Chair

Russell Chadwick (arrived at 19:50 Agenda Item 10)

Suzy Firkin

Amanda Martin

Glen Williams

Non-Committee members: None

Ex-Officio Members: Cllr Kay Wesley – Deputy Mayor

Congleton Town Council Officers:

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

Minutes

1. Apologies for absence

Apologies for absence were received from: Cllrs

Liz Wardlaw – Vice Chair

Robert Britain

Mark Edwardson

Susan Mead

Heather Pearce

2. Minutes of Previous Meetings

THAS/32/2324 Resolved to approve and sign the [minutes of the meeting of the Town Hall, Assets and Services Committee held on 1ST February 2023](#).

3. Declarations of Interest

No declarations of interest were received.

4. Outstanding Actions

No outstanding actions.

5. Questions from Members of the Public

Questions in advance from-

Mr. Chris Booth regarding Agenda Item 7: Town Hall Decarbonisation. See the attached document for a record of the question and Congleton Town Council's response. [VIEW HERE.](#)

At the meeting:

Mr. Richard Wharf requested more time to be allowed before Committee meetings for residents to view reports and submit questions.

6. Urgent Items

No urgent items.

7. Town Hall Decarbonisation Updates

THAS/33/2324 Resolved to receive the updates on matters relating to Town Hall Decarbonisation Updates.

Action – Include this item on the agenda for Congleton Town Council's Annual Town Meeting on 09.05.24.

Action – Written updates for Councillors and residents throughout the Salix Decarbonisation project.

8. Paddling Pool Updates

THAS/34/2324 Resolved to receive the updates relating to ongoing improvements at the Paddling Pool.

Action – Consult with Equal Access Group regarding any reasonable adjustments required to the facilities at the paddling pool.

9. Town Hall Updates

THAS/35/2324 Resolved to receive the updates on matters relating to Town Hall updates.

Action – Contact Cheshire East for an update as to whether Congleton Town Council's application for Improved, Greener, Community Facilities Grant Funding towards this project has been successful.

10. Information Centre Refurbishments

THAS/36/2324 Resolved to receive the report relating to improvements to the Information Centre and proposed to discuss this project as part of the Business Plan.

Action – Officers to research grant opportunities for this project including Rural Tourism and any national grant schemes.

Action – Accessibility to be at the forefront of any design.

Action – In the event of the project moving forward, any items/furniture removed from the site to be repurposed/recycled.

11. Town Hall Bookings

THAS/37/2324 Resolved to receive the report relating to Town Hall bookings.

12. Town Hall and Information Centre Management Accounts

THAS/38/2324 Resolved to accept the Congleton Information Centre Trading accounts to February 2024 and to note the content of the summary report.

Actions – Feedback from users of the Information Centre to investigate which services they use when visiting the Information Centre.

Actions – Easier to understand finance report with possible traffic light system to indicate which areas are working well (green light) and which areas not so (red light).

**Cllr Suzie Akers Smith
(Chair)**

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Environment Committee held on Thursday 28th March 2024

For the papers discussed at the meeting, please see the [Agenda & Papers – 28th March 2024](#)

In attendance:

Committee members: Cllrs

Cllr Suzy Firkin (Chair)

Cllr David Brown

Cllr Susan Mead

Cllr Heather Seddon

Cllr Glen Williams

Cllr Charles Booth

Cllr Sally Ann Holland

Non-Committee Members: Cllrs

Cllr Kay Wesley

Congleton Town Council Officers:

- David McGifford – Chief Officer
- Ruth Burgess – Streetscape Development Manager
- No press
- One member of the public

Minutes

1. Apologies for absence

Apologies for absence were received from:

Committee Members: Cllrs Amanda Martin, Heather Pearce and Suzie Akers Smith

2. Minutes of Previous Meetings

ENV/66/2324 Resolved to approve and sign the [minutes of the Community and Environment Committee held on 11th January 2024](#) as a correct record

3. Declarations of Interest

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

4. Outstanding Actions

There was no outstanding action:

ENV/67/2324 Resolved to take item 6 before item 5

6. Questions from Members of the Public

Seven questions were received from Barry Speed relating to the methodology, ideology, details of the Town Council's carbon footprint calculations as well as questions relating to future plans for carbon reduction and offsetting/sequestration. A full copy of the questions and answers are available by clicking on the link:

[Public Questions to Environment Committee 28.3.2024](#)

5. Urgent Items

Councillors were informed that the Town Council has received a formal offer on the Salix Public Sector Decarbonisation bid and this will be discussed at an Emergency Council Meeting on the 4.4.24.

7. Congleton in Bloom Working Group

ENV/68/2324 resolved to receive the minutes of the Congleton in Bloom Working Group from 22nd January and receive notification of RHS Garden Festival event on 7th July at Congleton Park

Action 7a: Thank all the volunteers who helped in 2023 and already helping in 2024.

8. Congleton Green Working Group

ENV/69/2223 resolved to receive the notes of the Congleton Green Working Group held on 1st February 2024

9. Streetscape Trading Account

ENV/70/2324 Resolved to receive the Streetscape Trading Account

10. Streetscape Update

ENV/71/2324 Resolved to receive the updates on matters relating to Streetscape

Action 10a: Circulate details of fly-tipping by areas and circulate to Councillors

Action 10b: Circulate lists of Streetscape staff training to Councillors

Action 10c: Thank Streetscape staff for all the support and extra work they carry out

11. Carbon Footprint Summary

ENV/72/2324 Resolved to approve the updated methodology of calculating the carbon footprint and new way of showing the carbon footprint figures.

12. CEC Green Spaces consultation

ENV/73/2324 Resolved to receive the options on next steps on Green Spaces and agree to go forward with Option B Low Mow Town for Congleton.

13. Paperless Council

ENV/74/2324 Resolved to approve a pilot of ‘paperless’ meetings and, subject to the success of the pilot, to extend this approach to all Council and Committee meetings on a phased basis. Agreed committee papers will only be available for Councillors if requested in advance and a review should be carried out on the IT support available for councillors at home and at the meetings.

Action 13a: Publicise to Councillors the new arrangement with regard to committee papers and carry out a survey to establish IT hardware requirements.

14. Biodiversity Update

ENV/75/2324 Resolved to receive the information on the Site Specific Biodiversity Plans and the works both Streetscape and the Volunteers have completed so far

15. Cheshire East Report

ENV/76/2324 Resolved to receive the verbal update on items of interest from Cheshire East Environment and Communities Committee from Ward Councillor Cllr Heather Seddon.

To Note

- Cheshire East Council has reached 54% carbon neutral and has extended the end date to 2027
- 2nd Solar Farm planned within CEC area, 1st farm nearly complete
- Household Waste and Recycling Centres – CEC will be temporarily closing Bollington, Middlewich and Poynton in the next three months
- New draft Highways Tree Policy will be completed soon

**Cllr Suzy Firkin
(Chair)**

CONGLETON TOWN COUNCIL

**Minutes of the Finance and Policy Committee Meeting
held on Thursday 14th March 2024**

For the papers discussed at the meeting, please see the [Finance & Policy Committee – 14th March 2024](#)

PRESENT	Committee members:	Cllr R Douglas- Chair Cllr C Booth – Vice Chair Cllr S Akers Smith Cllr R Brittain Cllr H Pearce Cllr L Wardlaw Cllr R Walton
	Ex- Officio	Cllr R Moreton -Mayor Cllr K Wesley -Deputy Mayor
	Non-Committee Members	None
	Also present: Congleton Town Council Officers	David McGifford- Chief Officer Serena Van Schepdael - RFO

1. Apologies for absence

Apologies were received from Cllr M Edwardson.

2. Minutes of Previous Meetings

FAP/41/2324 RESOLVED To note and approve the minutes of the Finance and Policy Committee held on 25th January 2024.

3. Declarations of Interest

Cllrs Moreton and Wardlaw declared an interest in any matters relating to CEC.

4. Outstanding Actions

4.1 ICT Policy was reviewed on Item 19.

5. Questions from Members of the Public

There were none.

6. Presentations to the committee

There were none.

7. Urgent Items

None raised.

8. Minutes of Working Groups

There were none.

9. Committee Items Relating to Working Groups

There were none.

10. Grant Approvals and Commitments

FAP/42/2324 RESOLVED To receive a statement showing the current position as at 29th February 2024.

11. New Applications for Financial Assistance

FAP/43/2324 RESOLVED to award:

11.1- Congleton Pride GR22– Application withdrawn by Applicant.

11.2- The Green Tree House GR23- £1,000

11.3- Marton and District CofE Primary School Parent Teacher Association – GR24- £1,000

11.4- Sol Theatre School GR25 - £730

11.5- Our Gang – Congleton Scout & Guide Gang Show GR26 - £800

11.6- Mossley Toddler Group GR27- £240

12. New Grant Activities Monitoring Forms

FAP/44/2324 RESOLVED to receive the grant monitoring forms:

12.1- Congleton Museum

12.2- Congleton Pride

13. Management Accounts including Budget Update

FAP/45/2324 RESOLVED to receive the management accounts to 31st January 2024.

14. Bank Reconciliation

FAP/46/2324 RESOLVED to receive and consider the bank reconciliation as at 31st January 2024.

15. Savings Account Balances

FAP/47/2324 RESOLVED to receive the Savings Account balances as at 31st January 2024.

16. List of Payments

FAP/48/2324 RESOLVED to receive and approve the List of payments from 1st November 2023 to 31st January 2024.

17. Internal Audit Report

FAP/49/2324 RESOLVED to receive the Second Interim Internal Audit Report.

18. Petty Cash Verification

FAP/50/2324 RESOLVED to note the Petty Cash verification by Internal Auditor on 31st January 2024.

19. ICT Policy Review

FAP/51/2324 RESOLVED to approve the Draft ICT Policy and recommended to Council for approval and adoption into the Constitution.

20. Document Retention Policy

FAP/52/2324 RESOLVED to approve the Draft Document Retention Policy and recommended to Council for approval and adoption into the Constitution.

21. CIL Report

FAP/53/2324 RESOLVED to receive the CIL report.

22. Internal Auditor & Accountant appointments

FAP/54/2324 RESOLVED to approve the services of DCK Accounting Solutions as the External Accounting and Auditing Solutions as the Internal Auditors for the financial year 2024-2025.

23. Business Risk Assessment

FAP/55/2324 RESOLVED which the below addition to approve the Business Risk Assessment 2024-2025 and to recommended to Council for Approval.

Addition: Add Staff and Councillor training to Section 4 under Management/Control of risk.

**Meeting closed at 8.05pm
Cllr Robert Douglas
(Chair)**

Management Accounts

Month 10

Percentage 83.3%

Finance and Policy Committee

	ANNUAL BUDGET	BUDGET TO M10	ACTUAL SPEND TO M10	E VARIANCE OF M10 BUDGETS	% SPENT AGAINST M10 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M10 EXPECTED	
101	Corp Management							
	Staff Costs (re-allocated)	204,445	170,371	172,074	-1703	101.00%	84.2%	0.87%
	Travel	500	417	0	417	0.00%	0.0%	-83.30%
	Training / Conferences	3,000	2,500	1,788	712	71.52%	59.6%	-23.70%
	Rent Payable	17,017	14,181	14,181	0	100.00%	83.3%	0.03%
	Miscellaneous Office Costs	2,500	2,083	1,501	582	72.05%	60.0%	-23.26%
	Telephone/Fax/Internet	2,620	2,183	2,157	26	98.79%	82.3%	-0.97%
	Postage	2,000	1,667	212	1455	12.72%	10.6%	-72.70%
	Stationery & Printing	3,100	2,583	2,238	345	86.63%	72.2%	-11.11%
	Subscriptions & Publications	4,750	3,958	5,036	-1078	127.23%	106.0%	22.72%
	Insurance	13,200	11,000	12,912	-1912	117.38%	97.8%	14.52%
	Computer/IT Costs	18,000	15,000	17,178	-2178	114.52%	95.4%	12.13%
	Photocopy Charges	1,500	1,250	1,329	-79	106.32%	88.6%	5.30%
	Recruitment Advertising	500	417	130	287	31.20%	26.0%	-57.30%
	Other Advertising	300	250	0	250	0.00%	0.0%	-83.30%
	Bank Charges	1,240	1,033	762	271	73.74%	61.5%	-21.85%
	Audit Fees - External	2,100	1,750	2,100	-350	120.00%	100.0%	16.70%
	Audit Fees - Internal	1,780	1,467	904	563	61.64%	51.4%	-31.94%
	Accountancy Support	5,000	4,167	2,203	1964	52.87%	44.1%	-39.24%
	Legal & Professional fees	5,500	4,583	988	3595	21.56%	18.0%	-65.34%
	HR & H&S support	4,000	3,333	4,538	-1205	136.14%	113.5%	30.15%
	Central Overheads reallocated	-71,460	-59,550	-56,594	-2956	95.04%	79.2%	-4.10%
	Corporate Management-Expenditure	221,572	184,643	185,637	-994	100.54%	83.8%	0.48%
	Precept 2022-2023	-1,068,179	-890,149	-1,068,179	178030	120.00%	100.0%	16.70%
	Interest Receivable	-14,000	-11,667	-29,093	17426	249.37%	207.8%	124.51%
	Miscellaneous Income	0	0	-4,803	4803			
	Corporate Management-Income	-1,082,179	-901,816	-1,102,075	200259	122.21%	101.8%	18.54%
	Net Income Over Expenditure	-860,607	-717,173	-916,438	199266	127.78%	106.5%	23.19%
102	Civic							
	Staff Costs (re-allocated)	19,129	15,941	15,666	275	98.28%	81.9%	-1.40%
	Training / Conferences	1,500	1,250	388	862	31.04%	25.9%	-57.43%
	Stationery & Printing	500	417	123	294	29.52%	24.6%	-58.70%
	Marketing/Promotions	1,000	833	663	170	79.56%	66.3%	-17.00%
	Council Newsletter	8,000	6,667	7,942	-1275	119.13%	99.3%	15.98%
	Council Website	2,500	2,083	748	1335	35.90%	29.9%	-53.38%
	Mayor's Allowance	3,000	2,500	3,000	-500	120.00%	100.0%	16.70%
	Members Expenses	200	167	0	167	0.00%	0.0%	-83.30%
	Civic Expenses	7,000	5,833	5,642	191	96.72%	80.6%	-2.70%
	Civic Regalia	250	208	0	208	0.00%	0.0%	-83.30%
	Hall & Room Hire	6,500	5,417	5,472	-55	101.02%	84.2%	0.88%
	Civic Artefacts and Treasures	750	625	451	174	72.16%	60.1%	-23.17%
	Central Overheads reallocated	1,600	1,333	1,269	64	95.18%	79.3%	-3.99%
	MISC Income	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!
	Civic-Expenditure	51,929	43,274	41,364	1910	95.59%	79.7%	-3.65%
107	Grants							
	Initial Grant Commitment	25,000	20,833	7,624	13209	36.60%	30.5%	-52.80%
	Subsidised Use	4,500	3,750	2,737	1013	72.99%	60.8%	-22.48%
	Tfr from EMR Committed Grants	0	0	29,361	-29361			-83.30%
	Specified Grants	32,333	26,944	-2,390	29334	-8.87%	-7.4%	-90.69%
	Grants- Expenditure	61,833	51,528	37,332	14196	72.45%	60.4%	-22.92%
	Capital	46,778	38,982	35,889	3093	92.07%	76.7%	-6.58%
	F&P Income - Income	-1,082,179	-901,816	-1,107,358	25,179	122.79%	102.3%	19.03%
	Expenditure	382,112	318,427	302,375	79,737	94.96%	79.1%	-4.17%

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Month 10

Percentage 83.39%

Community and Environment Committee

		ANNUAL BUDGET	BUDGET TO M10	ACTUAL SPEND TO M10	E VARIANCE OF M10 BUDGETS	% SPENT AGAINST M10 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M10 EXPECTED
215	Floral Displays Income	-4,000	-3,333	-5,899	2566	176.97%	147.5%	64.18%
215	Floral Displays Expenditure	17,262	14,385	20,175	-5790	140.25%	116.9%	-33.58%
	Total Floral	13,262	11,052	14,276	-3224	129.18%	107.6%	24.35%
241	Allotments Income	-190	-158	0	-158	0.00%	0.0%	-83.30%
241	Allotments Expenditure	1,200	1,000	934	66	93.40%	77.8%	-5.47%
	Total Allotment	1,010	842	934	-92	110.97%	92.5%	9.18%
300	Public Realm	3,000	2,500	495	2005	19.80%	16.5%	-66.80%
301	Congleton Partnership Income	0	0	-4,178	4178	#DIV/0!	#DIV/0!	#DIV/0!
301	Congleton Partnership Expenditure	22,839	19,033	38,866	-19834	204.21%	170.2%	86.87%
301	Congleton Partnership C/F	0	0	-57,227	57227	#DIV/0!	#DIV/0!	#DIV/0!
	Total Partnership	22,839	19,033	-22,539	41,572	-118.42%	-98.7%	-181.99%
302	Community Development Misc. Income	0	0	-400	400	#DIV/0!	#DIV/0!	#DIV/0!
302	Community Development Staff Costs	117,571	97,976	96,934	1042	98.94%	82.4%	-0.85%
	Community Development Marketing/Promotions	3,500	2,917	3,417	-500	117.15%	97.6%	14.33%
	Community Development Overheads	9,848	8,207	7,799	408	95.03%	79.2%	-4.11%
	Total Community Development	130,919	109,099	107,750	1,349	98.76%	82.3%	-1.00%
303	Crime Reduction/CCTV Income	0	0	-680	680			-83.30%
	Crime Reduction/CCTV Expenditure	10,548	8,790	10,354	-1564	117.79%	98.2%	14.86%
	Total Crime	10,548	8,790	9,674	-884	110.06%	91.7%	8.41%
305	Christmas Fayre/Lights Income	-2,000	-1,667	-7,103	5436	426.18%	355.2%	271.85%
305	Christmas Fayre/Lights Expenditure	22,000	18,333	21,956	-3623	119.76%	99.8%	16.50%
	Total Christmas	20,000	16,667	14,853	1814	89.12%	74.3%	-9.03%
310	Neighbourhood Plan	0	0	3,850	-3850			-83.30%
310	Neighbourhood Plan Tr From EMR	0	0	-3,850	3850			-83.30%
	Total Neighbourhood Plan	0	0	0	0			-83.30%
321	Tourism Income	0	0	-7,728	7728			-83.30%
321	Tourism Expenditure	14,000	11,667	11,834	-167	101.43%	84.5%	1.23%
	Total Tourism	14,000	11,667	4,106	7561	35.19%	29.3%	-53.97%
351	Luncheon Club	11,000	9,167	11,168	-2001	121.83%	101.5%	18.23%
C.E & S	Income	-6,190	-5,158	-25,988	-19,798	503.81%	419.8%	336.54%
	Expenditure	232,768	185,183	166,705	-66,063	90.02%	71.6%	-11.68%

Town Hall, Assets and Services Committee

		ANNUAL BUDGET	BUDGET TO M10	ACTUAL SPEND TO M10	E VARIANCE OF M10 BUDGETS	% SPENT AGAINST M10 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M10 EXPECTED
201	<u>Padding Pool</u>	67,689	56,408	44,705	11703	79.25%	66.0%	-17.26%
221	<u>Town Hall</u>							
	Town Hall - Expenditure	218,755	182,296	205,115	-22819	112.52%	93.8%	10.46%
	Town Hall - Income	-116,350	-96,958	-106,668	9710	110.01%	91.7%	8.38%
	Net Expenditure over Income	102,405	85,338	98,447	-13110	115.36%	96.1%	12.83%
225	<u>Congleton Information Centre</u>							
	CIC - Expenditure	132,730	110,608	107,221	3387	96.94%	80.8%	-2.52%
	CIC - Income	-115,354	-96,128	-105,995	9867	110.26%	91.9%	8.59%
	Net Expenditure over Income	17,376	14,480	1,226	13254	8.47%	7.1%	-76.24%

263	Public Toilets	6,700	5,583	3,673	1910	65,79%	54.8%	-28.48%
270	Canolaph	300	250	270	-20	108,00%	90.0%	6.70%
280	Streetscape							
	Streetscape Expenditure	754,555	628,796	642,188	-13392	102.13%	85.1%	1.81%
	Streetscape - Income CEC	-459,636	0	0	0			-83.30%
	Streetscape - External work Income	-15,000	-383,030	-459,636	76606	120.00%	100.0%	16.70%
	Streetscape - Other	0	-12,500	-9,319	-3181	74.55%	62.1%	-21.17%
	Streetscape - Misc. Income	-900	0	0	0			-83.30%
	S/S Income	-475,536	-750	-625	-125	83.33%	69.4%	-13.86%
	Net Expenditure over Income	279,019	-396,280	-469,590	73300	118.50%	98.7%	15.45%
			232,516	172,608	59908	74.23%	61.9%	-21.44%
THAS	Income	-707,240	-589,367	-682,243	24,997	115.76%	96.5%	13.17%
	Expenditure	1,180,729	983,941	1,003,172	-177,557	101.95%	85.0%	1.66%
	Total Income	-1,795,609	-1,496,341	-1,815,589	-19,980	121.34%	101.1%	17.81%
	Total Expenditure	1,795,609	1,487,551	1,472,252	-323,357	98.97%	82.0%	-1.31%
	Net Income /Expenditure			-343,341	-343,337			-83.30%
	Personnel							
	Staff Costs	1,057,591	881,326	896,942	-15616	101.77%	84.8%	1.51%
	Personnel with Pay Award for reference							
	Permanent Staff Costs - Included budget pay award	1,057,591	881,326	896,942	-15616	101.77%	84.8%	1.51%
	Agency Staff	13,500	11,250	0	11250	0.00%	0.0%	-83.30%
	Total Staff Costs	1,071,091	892,576	896,942	-4366	100.49%	83.7%	0.44%
	*1 Budgeted pay award (5%) Agreed was higher and paid in M9							

Conoleton Town Council
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		1st April 2023	In	Out	Balance @	Due Out	Due In	Available
		BF Balance	To Date	To Date	31/01/2024			01/04/2024
Reserves as at 31st December 2023								
310	General Reserve	241,636			241,636			241,636
	Ear Marked Reserves							
318	Capital Equipment Fund	-	5,000	- 5,000	-			-
320	Capital Contingency Fund	239,669	20,000	- 41,824	217,845	- 112,000		105,845
321	EMR Elections	20,000			20,000			20,000
322	EMR Business Recovery Fund	5,000		- 1,796	3,204	- 3,204		-
324	EMR Crime Prevention/Traffic calming	7,357			7,357	- 3,000		4,357
325	EMR Committed Grants	2,390		- 2,390	-			-
326	EMR Congleton Partnership	57,227		- 57,227	-		10,000	10,000
327	EMR Covid/Crisis	3,333			3,333			3,333
330	EMR Ancient Treasures	3,000			3,000			3,000
331	EMR Website	30,151			30,151			30,151
332	EMR Training	6,000			6,000			6,000
337	EMR Toilets	24,012			24,012			24,012
339	EMR Public Realm	8,153			8,153			8,153
340	EMR Legal Fees	46,406			46,406			46,406
342	EMR Tourism	5,576		- 5,000	576		400	976
343	EMR Marketing	5,000			5,000			5,000
344	EMR Congleton Neighbourhood Plan	5,807		- 3,851	1,956			1,956
346	EMR Rotary Bonfire	5,000			5,000			5,000
348	EMR CIVC	1,000			1,000			1,000
349	EMR CIL	16,881			16,881			16,881
351	EMR Information Centre	22,011		- 16,508	5,503	- 5,503		-
353	EMR Ukraine Support	1,948			1,948	- 1,948		-
354	EMR Carbon Offsetting	3,000			3,000			3,000
NEW	EMR Property Maintenance	75,000			75,000	- 15,576	112,000	171,424
	EMR TOTALS	593,921	25,000	- 133,596	485,325	- 141,231	122,400	466,494

whCONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	15 th August 2024 7pm	LOCATION	Congleton Town Hall
REPORT FROM	David McGifford (Chief Officer)		
AGENDA ITEM REPORT TITLE	Town Hall Decarbonisation update		
Background	<p>Following the Council decision to approve Pearsons Surveyors Limited as the contractor for the Town Hall Decarbonisation Project there have been two meetings with them. As a reminder the first year of the contract is to develop designs and solutions to assist in the decarbonisation of the Town Hall. As projects they cover alternative heating from the current gas heating system, solar energy, secondary/ double glazing and LED lighting.</p> <p>Financially year 1 activity is funded by Salix who approved a grant of £57,683 for that period. Pearsons tender for the design development stage is £49,750 leaving a balance of £7933 which can be used for surveys etc.</p> <p>Additional Grant Our Town Hall Development Manager was successful in an additional grant application of £15,000 which can also be used for environmental projects, this has to be spent by March 31st 2025</p>		
Project Board Meetings	<p>The first meeting was held on the 4th July 2024 which was basically the inception meeting where the:-</p> <ul style="list-style-type: none">• Terms and Conditions were discussed and agreed, a key point was the payment terms. As the contractor Persons requested payment within 7 days of the date of invoice from the Town Council which would potentially put the council at financial risk. Agreement was made that upon receipt of their invoice we would raise an invoice to Salix for that amount at an agreed date which is the 15th of each month. This would be supported by an update on the work programme which Pearsons would provide us and we then forward to Salix. Once Salix have paid the invoice to ourselves we would then pay Pearsons Surveyors Limited within 7 days.• Initial proposals for the Programme of Works for year 1 This was an initial draft which would be updated• Risk Register explained Once again this was an early draft and would be updated• Proposed monthly report to Salix The report is generated by Pearsons which the Project Board approve prior to it being forwarded to Salix by ourselves, this was done and accepted by Salix <p>The second meeting took place on the 8th August 2024 where updates were provided by Pearsons.</p> <ul style="list-style-type: none">• Programme of works		

<p>Invoice</p>	<p>The initial focus has been on the heating solutions and solar energy. Air source heat pumps have started to be investigated as a heating solution which if proven to be viable the ASHP would be located in the rear car park following investigations into other options. Relevant surveys into the impact of noise on adjoining property will need to be undertaken as will energy usage and costs of this usage</p> <p>One of the early concerns is the energy supply into the Town Hall which maybe be very close to the capacity. To increase the supply is expensive and we have asked that this is investigated as this may prevent us in replacing gas catering facilities in the kitchen with electric replacements in the future. As the town hall gets busier the demand on electricity will also increase, another reason for looking into the cost to increase the supply.</p> <p>Surveys have also taken place on the location of solar panels which are becoming more important due to the energy supply issue. Pearsons have investigated options to utilise the Town Hall roof as well as the museum roof – the concerns raised were about the opinion of the conservation officer with regards to the Town Hall roof, designs have been generated to enable them to have that discussion. The Town Council may also have a viewpoint on this but more information will be required to enable a debate on this matter.</p> <p>We have received the first invoice from Pearsons which aligns to their forecast sent through to Salix (£22,493 plus VAT). We will raise an invoice for that amount to Salix which will be supported by the monthly update report provided by Pearsons. Upon receipt of payment from Salix we will then pay Pearsons on the agreed terms .</p>
<p>Finance</p> <p>Environment</p> <p>Equality</p>	<p>At this stage there are no financial implications or risks to the Town Council based upon the agreed invoicing and payment procedure. The additional grant could also be used if required and agreed.</p> <p>This project is about decarbonisation and the project board has the opportunity to monitor the environmental impact not only in the delivery of the project at the town hall but also the procurement process for the materials used</p> <p>The designs if implemented should not negatively impact on accessibility to the building, any equality issues will need to be highlighted and considered by the project board</p>
<p>Proposal</p>	<p>To receive the update on the Town Hall Decarbonisation Project</p>