



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

16<sup>th</sup> October 2025

Dear Councillor,

You are summoned to attend a meeting of the Council on **Thursday 23rd October** to be held at Congleton Town Hall commencing at **7.00 pm**

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

Yours sincerely,

D McGifford  
Chief Officer

Congleton  
**beartown**  
*where friends are made*

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

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## **AGENDA**

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

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

### **2. Minutes of Previous Meeting**

To approve and sign the minutes of the Council meeting held on the 22<sup>nd</sup> May 2025 and 12<sup>th</sup> June 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. Congleton Train Station Sunday Service (Enclosed)**

Request that Congleton Town Council support the reinstatement of a Sunday service.

### **7. Town Mayor Announcements and Engagements (Enclosed)**

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

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

To approve and sign the minutes of the Planning Committee meetings held on the 29<sup>th</sup> May, 10<sup>th</sup> July, 7<sup>th</sup> August and 4<sup>th</sup> September 2025.

#### **8.1 Tree Policy**

To approve the Tree Planting Guidance used by the Planning Committee.

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

To approve and sign the minutes of the Finance and Policy Committee held on the 5<sup>th</sup> June 2025.

### **9.1 Investment Policy and Strategy Report** (Enclosed)

To approve updates to the Investment Strategy and Policy report for 2025.

### **9.2 Budget Update Report** (Enclosed)

To note the overspends and associated costs, and approve the use of Ear Marked Reserves.

### **9.3 Finance and Policy Signatory Report** (Enclosed)

To approve an update to cheque signatories in line with our financial regulations.

### **9.4 Direct Debit and BACS Report** (Enclosed)

Congleton Town Council pays several suppliers by Direct Debit and most others by BACS transfer. In line with Financial Regulation 6.7, Council approval for the continued use of variable Direct Debit and BACS payments is required at least every two years.

### **9.5 Annual Pay Report** (Enclosed)

To note and approve the Annual Pay Agreement award for 2025-26 in accordance with the NJC agreement.

### **9.6 Notice of Conclusion of Audit** (Enclosed)

To note the Conclusion of the Audit for the year ending 31st March 2025.

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

To approve and sign the minutes of the Environment Committee held on the 3<sup>rd</sup> April and 3<sup>rd</sup> July 2025.

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

To approve and sign the minutes of the Community Committee held on the 17th April and 17<sup>th</sup> July 2025.

**11.1 Town Centre Code of Conduct (Enclosed)**

To approve the Town Centre Code of Conduct.

**12. Minutes of the Town Hall Assets and Services Committee**

To approve and sign the minutes of the Town Hall Assets and Services Committee held on the 10<sup>th</sup> April and 26<sup>th</sup> June 2025.

**13. Congleton Partnership Reserves**

To approve the transfer of the £10,000 Partnership reserve into available funds.

**14. Speed Indication Device**

To approve the purchase of a Speed Indication Device (SID) for Congleton Town Council.

**To All Members of the Council**

CC: Town Burgess (5), Congleton Information Centre,

Congleton Library, Press (3)



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

## Minutes of the Annual Council Meeting (Mayor Making)

Held on Thursday, 22nd May 2025 at 7.00 p.m.

**Councillors Present:** Susie Akers Smith

Robert Brittain  
Robert Douglas  
Mark Edwardson  
Suzy Firkin  
Emma Hall  
Sally Holland  
Amanda Martin  
Susan Mead  
Rob Moreton  
Shaun Radcliffe  
Heather Seddon  
Richard Walton  
Kay Wesley  
Glen Williams

**Officers Present:** David McGifford (Chief Officer), Debbie Coxon (Marketing & Communications Officer) and Cathy Dean (Communities and Admin Officer).

### **1. Election of the Town Mayor for the ensuing year**

**CTC/01/2526 Resolved** to appoint Cllr Robert Brittain as Mayor for the ensuing year.

### **2. Vote of thanks for the retiring Town Mayor**

Cllr Richard Walton proposed a vote of thanks to the retiring Mayor Cllr Kay Wesley.

### **3. Apologies for absence**

Apologies for absence were received from Cllr Dawn Allen, Charles Booth, David Brown, Russell Chadwick, Arabella Holland, Heather Peace and Liz Wardlaw.

### **4. Election of Deputy Town Mayor for the Ensuing Year**

**CTC/02/2526 Resolved** to appoint Cllr Suzy Firkin as Deputy Mayor.

## **5. Council Committees and quantity of members**

**CTC/03/2526 Resolved** to approve the constitution and membership of the following committees:

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

## **6. Appointment of Chairs and Vice-Chairs of Committees**

**CTC/04/2526 Resolved** to appoint the following Chairs and Vice Chairs of committees:

<b>Committee</b>	<b>Chair</b>	<b>Vice Chair</b>
Community	Kay Wesley	Sally Ann Holland
Environment	Suzy Firkin	Heather Pearce
Finance and Policy	Robert Douglas	Charles Booth
Personnel	Richard Walton	David Brown
Planning	Amanda Martin	Charles Booth
Town Hall, Assets and Services	Russell Chadwick	Liz Wardlaw
Strategy Working Group	Mayor	Deputy Mayor

## **7. Appointment of Working Groups**

**CTC/05/2526 Resolved to** appoint the following Working Groups and councillor membership:

Working Groups	Members				
Community Safety	Robert Brittain	Sally Ann Holland	Susan Mead	Shaun Radcliffe	Richard Walton
	Kay Wesley	Glen Williams			
Congleton In Bloom	Dave Brown	Robert Brittain	Russell Chadwick	Susan Mead	Heather Seddon
	Glen Williams				
Neighbourhood Plan Development	David Brown	Suzy Firkin	Amanda Martin	Liz Wardlaw	Kay Wesley
Regeneration and Town Centre	David Brown	Russell Chadwick	Robert Douglas	Suzy Firkin	Amanda Martin
	Susan Mead	Kay Wesley			
White Ribbon	Mark Edwardson	Heather Pearce	Shaun Radcliffe	Richard Walton	Kay Wesley
Strategy	All Councillors				

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

**CTC/06/2526 Resolved to** appoint the following councillors as representatives to outside Bodies, other offices and panels:

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

CIVIC	Number	
Macebearer	1	Sally Ann Holland
Deputy Macebearer	1	Suzie Akers Smith
PANELS AND SIGNATORIES		
Complaints Panel	7	Town Mayor, Deputy Mayor plus one from each group

Selection Panel for co-option	7	Town Mayor, Deputy Mayor plus one from each group
Cheque Signatories	6	Mayor, Cllrs Robert Douglas, David Brown, Amanda Martin, Suzy Firkin, Rob Moreton

## 9. Civic Service and Sunday Parade

It was noted that the Civic Service would take place on Sunday the 22<sup>nd</sup> June 2025 with the parade commencing at 2.30 pm from the Town Hall for a 3 pm service at St Peter's Church.

## **Congleton Town Council**

### **Minutes of the Council Meeting held at Congleton Town Hall on 12<sup>th</sup> June 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 12<sup>th</sup> June 2025](#)

**Councillors Present:** Robert Brittain (Mayor)

Mark Edwardson

Suzy Firkin

Emma Hall

Arabella Holland

Sally Ann Holland

Amanda Martin

Susan Mead

Heather Pearce

Heather Seddon

Richard Walton

Liz Wardlaw

Glen Williams

**Congleton Town Council Officers:** David McGifford (Chief Officer)

Serena Van Schepdael (RFO)

**Number of Press:** 0

**Member of the Public:** 0

**1. Apologies for absence**

Apologies were received from Councillors Akers Smith, Allen, Brown, Chadwick, Douglas, Moreton, Radcliffe and Wesley.

**2. Minutes of Previous Meetings**

**CTC/07/2526 Resolved** to sign and approve the minutes of the Council meeting held on 1<sup>st</sup> May 2025. (noted that Cllr Arabella Holland's name had been spelt incorrectly)

**3. Declarations of Disclosable Pecuniary Interest**

Were received from Cllrs Seddon, Wardlaw, Holland in matters relating to Cheshire East.

Cllr Willimas declared an interest in item 8.4 as Zurich Insurance are his former employers.

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

There were no questions from members of the public.

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

There were none.

#### **6. Town Mayor Announcements and Engagements**

**CTC/08/2526 Resolved to** receive a list of the Mayor's engagements.

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

**CTC/09/2526 Resolved to** approve the minutes of the Planning Committee held on the 24<sup>th</sup> April 2025

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

**CTC/10/2526 Resolved to** approve and sign the minutes of the Community Committee meetings held on the 27<sup>th</sup> March 2025

##### **8.1 Internal Audit Report for 2024-2025**

**CTC/11/2526 Resolved** To note the Final Internal Audit report for the year ending 31st March 2025.

##### **8.2 Annual Governance Accountability Report 2024-2025**

**CTC/12/2526 Resolved** to approve:

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

**CTC/13/2526 Resolved** to approve:

2. Section 2 of the AGAR: The Accounting Statements 2024-2025.

##### **8.3 Standing Orders, Financial Regulations and Code of Conduct Review**

**CTC/14/2526 Resolved** 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 remain in place.
4. That the current Code of Conduct is to remain in place.

##### **8.4 Insurance and Fixed Asset Register Review**

**CTC/15/2526 Resolved** to note:

1. The current Insurance Policy in place.

2. The updated Fixed Asset Register.

### **8.5 Outside Bodies Review**

**CTC/16/2526 Resolved to** approve the external services for 2025-2026.

**Action:** To review the HR & HS services contract now that this sits within Cheshire East (was ANSA) and present to Council within 6 months.

### **8.6 Supplier Invoice Approval**

**CTC/17/2526 Resolved to** approve payment of invoice 144676 to Four Oaks Nurseries.

### **8.7 Christmas Lights Contract Extension**

**CTC/18/2526 Resolved 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**

**CTC/19/2526 Resolved to** review and note the Council expenditure.

## **9. Amendment to Councillor appointment on THAS Committee**

**CTC/20/2526 Resolved to** approve that Cllr Edwardson steps down from Town Hall, Assets and Services Committee and that Cllr Robert Douglas is appointed as his replacement.

**Meeting closed at 7.40 pm**

**Cllr Robert Brittain**

**(Chair)**

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Council</b>		
<b>MEETING DATE AND TIME</b>	<b>3<sup>rd</sup> April 2025 7.00 pm</b>	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	<b>CLlr Suzy Firkin – Chair of Environment CLlr Robert Douglas – Chair of Finance and Policy CLlr Kay Wesley – Chair of Community</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>6 Sunday Rail Services for Congleton</b>		
<b>Background</b>	<p>Congleton has been without a Sunday train service for over a year. The lack of Sunday trains makes weekend trips from our local station of Congleton all but impossible.</p> <p>On Sundays, the service between Stoke and Manchester, with stops at Congleton, is limited to six rail replacement buses in each direction. These replacement services are significantly less efficient than the train service, frequently taking at least twice as long to complete the journey, often running behind schedule, and occasionally failing to operate. There have also been reports of replacement bus drivers dropping passengers off at stations for connections to trains that are not in service.</p> <p>The train operator, Northern Trains, is owned by the Department of Transport and has been operating on this line since 2020. The lack of a Sunday service for Congleton is partly a consequence of Northern Trains failing to reach an agreement with the RMT Union to include Sundays as part of the working week. However, this does not explain why other routes using the same rolling stock and available crew enjoy a better Sunday service than Congleton, despite the other lines carrying many fewer passengers than Congleton.</p> <p>As a result of working with Congleton’s local rail activist and industry expert, Richard Eadie, we now know that Congleton station has about 300,000 passengers per year and 25.5 passengers per train call. Apart from Knutsford, Congleton has significantly greater passenger usage and a much higher number of passengers per train call than all the other local Northern Train only stations. Stations with similar usage figures to Congleton all have at least an hourly Sunday service, with many having multiple trains per hour.</p> <p>We believe this unacceptable failure by Northern Trains to provide a Sunday train service has continued for far too long. Our MP Sarah Russell has also been highlighting local rail issues in Parliament, and a group of us have launched a petition to give local residents a voice since Northern Trains have not held a stakeholder meeting in the area for quite some time and do not appear to have any future ones planned. This petition, which must be a hard copy, will also be used as a parliamentary petition to raise the issue once more in the House of Commons. Running in parallel is an online petition on Change.org which will run in the background, allowing more residents to express their support. Supporters can sign both petitions.</p>		

	<p>The petition will request that the Department for Transport and the independent regulator, the Office of Rail and Road, require that a reasonably frequent Sunday train service be immediately provided for Congleton by :</p> <ol style="list-style-type: none"> <li>1. Provision of a more equitable share of the Northern train crew resource so that an adequate Sunday service (consisting of a minimum of 6 northbound and 6 southbound trains) is restored for Congleton.</li> <li>2. Certain CrossCountry trains make an additional stop at Congleton throughout the day on Sundays causing the passengers on those trains little inconvenience while at the same time increasing passenger numbers on our train network.</li> <li>3. To confirm and commit to a date when a sufficiently robust 7 day timetable will resume for Congleton.</li> </ol> <p>We feel strongly that the Town Council should also add its weight to the calls for reinstatement of an adequate service and open a channel of communication with Northern Trains, which means we can be kept informed of the progress they make on this issue and hold them to account for the future.</p>
<b>Financial Considerations</b>	<p>The only internal cost is that of the officer's time to follow through on this request. The financial implications for Congleton residents of an inadequate train service have multiple implications, often forcing them to use more expensive modes of transport and incurring expensive parking charges if they use their own car to travel to, for example, Manchester. The lack of a robust 7-day timetable is also an economic disincentive to businesses and retail outlets to invest in our town.</p>
<b>Environmental Considerations</b>	<p>Using public transport is an effective way of minimising the environmental impact of travel (air pollution and carbon emissions) and as a Council we have committed to supporting sustainable travel and improving the public transport network.</p>
<b>Equality Considerations</b>	<p>Easy access to public transport is a key building block in ensuring that <b>all</b> sectors of the community can access employment, education, healthcare and social activities. The growing size of Congleton's population and the lack of matching local infrastructure makes this of growing importance in our area.</p>
<b>Decision Requested</b>	<ol style="list-style-type: none"> <li>1. For the Chief Officer, on behalf of the Town Council, to contact senior executives at Northern Rail and request an urgent meeting to discuss the need to establish a suitably robust train service from Congleton Station on a Sunday.</li> <li>2. For the Town Council to publicise this petition on its website, in social media and in Bear Necessities.</li> </ol>

**28 Engagements since 5.6.25 - Town Mayor, Cllr Robert Brittain**

- 7.6 In Bloom Town Tidy
- 11.6 Congleton Players' - The Good Life
- 15.6 Biddulph Civic Service
- 21.6 BigUp Buglawton
- 21.6 Congleton Tennis Club, Town Mayor's Charity Tournament
- 22.6 Congleton Town Mayor's Civic Service
- 26.6 Doreen's 100th Birthday, Heliosa Nursing home
- 9.7 Daven Primary School, Graduation Ceremony
- 10.7 Congleton High School Scholars Award Presentation
- 12.7 Congleton Youth Orchestra Summer Concert
- 13.7 Congleton Lions Band Concert
- 13.7 Congleton Choral Society Summer Concert
- 19.7 Congleton Pride
- 20.7 Congleton Lions Duck Race
- 23.7 Dine with the Mayor of Knutsford
- 24.7 NWIB Judging
- 26.7 St James Church Patronal Festival
- 29.7 CTC Summer Play Day
- 29.7 Congleton Lions & Congleton Partnership Defib launch, Rams Head
- 30.7 Mayor of Leek's Civic Cruise
- 5.8 CTC Summer Play Day
- 7.8 BIB Judging
- 9.8 Bradwell Court Care Home, Summer Fair
- 12.8 CTC Summer Play Day
- 13.8 Congleton MP's Work Experience Summer School
- 15.8 CTC VJ Day Service
- 15.8 Newcastle History Group Town Hall Tour
- 2.9 Earths Embrace, new stall at Congleton Indoor Market

- 3.9 Cloud Group of WIs Autumn Meeting
- 6.9 Congleton and District Horticultural Society
- 8.9 Summer Reading Challenge Presentation, Congleton Library
- 12.9 Scouts Town Hall Tour
- 13.9 Celebration of URC
- 13.9 'Big Night Out' Trinity Amateur Operatic Society
- 16.9 Brownies Town Hall Tour
- 23.9 East Cheshire Eye Society Exhibition
- 23.9 Woodland Manor launch
- 26.9 Congleton Rugby Football Club, Official Opening
- 27.9 CTC Green Fayre
- 28.9 Bollington Mayor's Civic Service
- 30.9 Congleton Players, One Man, Two Guvnors
- 4.10 Friends for Leisure 30<sup>th</sup> Anniversary, New Life
- 12.10 Cheadle Town Mayor's Civic Service
- 14.10 Buglawton Scout Group Town Hall Tour

### **13 Engagements – Deputy Town Mayor, Cllr Suzy Firkin**

- 25.6 Drakeford Family History Group Visit, Town Hall
- 1.7 Congleton High School Sports Award Presentation
- 5.7 In Bloom Town Tidy
- 6.7 Bark in the Park
- 16.8 Congleton Fire Station Open Day
- 17.8 Ukrainian Friends Event for Independence Day, New Life
- 19.8 CTC Summer Play Day
- 22.8 Park Lane Care Home, Dignity Day
- 23.8 CMQ official launch of The Arcade
- 23.8 Jazz and Blues
- 25.8 Astbury Mere Care Home Summer Fair
- 26.8 Betty's - 103rd Birthday Celebrations, Park Lane Care Home
- 28.9 Holmes Chapel Civic Service

## 6.10 Official opening of the Solar Scheme, Daneside

## **CONGLETON TOWN COUNCIL**

### **Minutes of the Planning Committee Meeting held on 29.05.25**

For the papers discussed at the meeting, please [visit Agenda & Papers 29<sup>th</sup> May 2025](#)

In attendance:

**Committee Members: Councillors**      Amanda Martin (Chair)  
Robert Douglas  
Mark Edwardson  
Rob Moreton  
Liz Wardlaw  
Kay Wesley

Ex Officio                                      Robert Brittain (Mayor) Suzy Firkin (Deputy 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 Suzie Akers Smith and David Brown.

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

**PLN/01/2526** resolved to [approve the planning meeting minutes of 24 April 2025](#).

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

Cllrs Liz Wardlaw declared a non-pecuniary 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**

A verbal update was provided at the meeting by the Chief Officer advising that a local resident who asked for information via a Freedom Of Information Request had been advised that there was no information that could be released. This led to a written complaint and request for an Internal Review to be undertaken

A response to this request has been forwarded to the resident and it states that the final decision from CEC was to uphold the complaint. The Planning Team have agreed to release available information

### **7.2 Section 106**

There has been no further information provided by Cheshire East Council

## **8. Planning Applications Section 1**

There were no applications brought forward

## **9. Neighbourhood Plan**

Urban Imprint (UI) consolidated the responses to the reg 14 Consultation and forwarded those to the working group to review and make any additional comments or observations.

UI has now reviewed the feedback and will be forwarding what they consider to be the final document to us tomorrow (30/5)

We will be organising a meeting during June to suit members of the working group to hopefully agree on a final version of the plan.

The target date for adoption is December 2025.

## **10. Licensing Applications**

**Field near to Oaklands, North Rode, Congleton, CW12 2PH – Ordinance Survey Grid Ref SJ8999565956**

### **APPLICATION FOR A TIME LIMITED PREMISES LICENCE LICENSING ACT 2003**

NOTICE is hereby given that I, Susan Bullock have applied on 13th May 2025 to Cheshire East Council in respect of the premises known as Field near to Oaklands, North Rode, Congleton, CW12 2PH Ordinance Survey Grid Ref SJ8999565956 for a Time-Limited Premises Licence for two events in August to provide the following licensable activities:

- Live Music – Friday 19.00 – 24.00, Sunday- 12.00 – 19.00
- Recorded Music – Friday 18.00 – 24.00, Saturday 00.00 – 02.00, Sunday –12.00 – 19.00
- Late Night Refreshment – Friday 23.00 – 24.00, Saturday – 00.00 – 02.00
- Alcohol on and off the premises – Friday 18.00 – 24.00, Saturday – 00.00 – 02.00, Sunday – 12.00 – 19.00

**PLN/02/2526 Resolved to** make no objection to the application

**11. Planning Applications Section 2** (Enclosed)

**PLN/03/2526 Resolved that** no stars are removed and that all starred items have no objection.

1*.	<a href="#">25/0264</a>	Land At The Rear, 20 Moss Road, Congleton, Cheshire East, CW12 3BN	Proposed construction of detached garage.	<b>NO OBJECTION</b>
2.	<a href="#">25/1059</a>	15 Moody Street, Congleton, Cheshire East, CW12 4AN	Demolition and rebuilding of existing detached outbuilding	<b>NO OBJECTION</b>
3.	<a href="#">25/1060</a>	15 Moody Street, Congleton, Cheshire East, CW12 4AN	<b>Listed building consent</b> for demolition and rebuilding of existing detached outbuilding	<b>NO OBJECTION</b>
4*.	<a href="#">25/1207</a>	37 Howey Hill, Congleton, Cheshire East, CW12 4AF	Erection of Fixed Outdoor Oak framed Gazebo (retrospective)	<b>NO OBJECTION</b>
5.	<a href="#">25/1256</a>	Lamberts Lane Farm Lamberts Lane, Congleton, Cheshire East, CW12 4EP	Single-storey rear/side extension, rear terrace and front porch.	<b>NO OBJECTION</b>
6*.	<a href="#">25/1262</a>	Buglawton Hall School Buxton Road, Congleton, Cheshire East, CW12 3PG	Certificate of lawful development for proposed use as a residential home.  <b>Decision Made.</b>	<b>NO OBJECTION</b>
7*.	<a href="#">25/1286</a>	40 Cross Lane, Congleton, Cheshire East, CW12 3JX	Discharge of Conditions 3, 4, 5, 6, 7, 8, 9, 10, 14, 15, 16, 22, 27, 29, 31 on 23/4795C	<b>NO OBJECTION</b>
8*.	<a href="#">25/1324</a>	14 Padgbury Lane, Congleton, Cheshire East, CW12 4LP	Proposed single-storey rear extension.	<b>NO OBJECTION</b>
9.	<a href="#">25/1344</a>	3 Mallory Court, Congleton, Cheshire East, CW12 4NW	T2 Oak to achieve 3-meter crown lift from ground level and deadwood the tree as well.	<b>NO OBJECTION</b>

10.	<a href="#">25/1358</a>	75 Park Lane, Congleton, Cheshire East, CW12 3DD	Fell Eucalyptus tree.	<b>NO OBJECTION</b> but would request that the felled tree should be replaced by 3 other native species trees within Congleton
11*.	<a href="#">25/1393</a>	25 Swaledale Avenue, Congleton, Cheshire East, CW12 2BY	Erection of rear single-storey extension.	<b>NO OBJECTION</b>
12.	<a href="#">25/1140</a>	Betula House, 20 Howey Lane, Congleton, Cheshire East, CW12 4AE	Tree works to two Conifer and Beech trees to reduce height, reduce extremities by 1-3m, crown lift 5-6m and trim and shape (G1), Various trees to reduce height and remove Beech and Spruce tree (G2), remove Laurel tree and prune and reshape fruit trees (G3) and Holly tree to reduce height and minor prune and shape small trees (G4)	Committee not been provided the details from CEC within the required timeline therefore <b>unable to comment</b>
13.	<a href="#">25/1446</a>	3 Wesley Court, Congleton, Cheshire East, CW12 4DB	Fell Silver Birch.	Committee not been provided the details from CEC within the required timeline therefore <b>unable to comment</b>
14.	<a href="#">25/1483</a>	1 Bradbury Gardens, Congleton, Cheshire East, CW12 3SR	T1 - COTONEASTER CORNUBIA - REDUCED HEIGHT TO PREVIOUS PRUNING HEIGHT T2 - CROWN REDUCTION OF NORWEGIAN MAPLE TO PREVIOUS PRUNING HEIGHT T3 - CROWN REDUCTION OF WHITEBEAM TO PREVIOUS PRUNING HEIGHT T4 - CROWN REDUCTION OF SILVER BIRCH TO PREVIOUS PRUNING HEIGHT	<b>NO OBJECTION</b>
15.	<a href="#">25/1459</a>	55 Longdown Road, Congleton, Cheshire East, CW12 4QH	Reserved matters application for Appearance; Landscaping and Layout following approval of Outline application 21/5948C (CTC previously objected to this development.)	<b>No Comment</b>
16.	<a href="#">25/1512</a>	38 Moor Street, Congleton, Cheshire East, CW12 1QH	Advertisement consent for the erection of a D48 illuminated advertising display	<b>OBJECTION</b> as not in keeping with the street scene and very concerned it will create a distraction to motorists thus creating a danger on the highway

17*.	<a href="#">25/1513</a>	Land Between Manchester Road And, Giantswood Lane, Congleton.	Advertisement Consent for four illuminated fascia signs, two illuminated totem signs, four car park signs and ATM signage	<b>NO OBJECTION</b>
18*.	<a href="#">25/1553</a>	14 Ascot Close, Congleton, Cheshire East, CW12 1LL	Proposed first-floor side extension.	<b>NO OBJECTION</b>
19*.	<a href="#">25/1568</a>	39 Chestnut Drive, Congleton, Cheshire East, CW12 4UB	Prior approval of the single-storey rear extension, extending 5.40m beyond the rear wall, maximum height of 3.59m and eaves height of 2.35m	<b>NO OBJECTION</b>
20*.	<a href="#">25/1592</a>	95 Buxton Road, Congleton, Cheshire East, CW12 2DY	Erection of single-storey side extension	<b>NO OBJECTION</b>
21.	<a href="#">25/1625</a>	2 Hornby Drive, Congleton, Cheshire East, CW12 4WB	Certificate of lawful development for proposed removal of existing laurel hedges and replacement with 2-meter composite fence in colour green with grey aluminium posts.	<b>Objection</b> – not in keeping with the street scene, loss of habitat and biodiversity by destroying the green corridor of hedges
22*.	<a href="#">24/4270</a>	67 West Street Congleton Cheshire, CW12 1JY	Prior approval for the change of use from a commercial dental laboratory back to a two-bedroom terrace house.	<b>NO OBJECTION</b>
23*.	<a href="#">25/0761</a>	10 Howey Lane, Congleton, Cheshire East, CW12 4AE	Proposed single-storey rear extension.	<b>NO OBJECTION</b>
24.	<a href="#">25/1099</a>	Beech House, 20 Buxton Road, Congleton, Cheshire East, CW12 2DT	Hybrid Planning Application comprising: Full application, site area 7,592m <sup>2</sup> in respect of the conversion of a former workshop into 4 supported housing units (UseClassC2) and 8 new-build supported housing units (UseClassC2) with new access road and associated landscaping and; Outline application, site area 4,276m <sup>2</sup> with all matters reserved except for access for a care home(UseClassC2).	<b>Objection</b> – on the grounds of there being existing known safety issues on Buxton Road which will become even more dangerous due to the size of this development

25*.	<a href="#">25/1493</a>	6 Howey Hill, Congleton, Cheshire East, CW12 4AF	Proposed loft conversion, single-storey front extension and internal alterations.	<b>NO OBJECTION</b>
26*.	<a href="#">25/1608</a>	45 Moss Road, Congleton, Cheshire East, CW12 3BN	Reconfiguration of roof from hipped to gable roof, erection of front porch, removal of existing rear conservatory and replacement with a single- storey extension.	<b>NO OBJECTION</b>
27*.	<a href="#">25/1686</a>	64 Leek Road, Congleton, Cheshire East, CW12 3HU	Erection of single-storey side extension and alterations to existing rear extension.	<b>NO OBJECTION</b>

Amanda Martin  
Chair

## **CONGLETON TOWN COUNCIL**

### **Minutes of the Planning Committee Meeting held on 10.07.25**

For the papers discussed at the meeting, [please visit Agenda & Papers 10<sup>th</sup> July 2025](#)

In attendance:

**Committee Members: Councillors**

Amanda Martin (Chair)
Charles Booth
Susie Akers Smith
Robert Douglas
Rob Moreton
Liz Wardlaw

Ex Officio

Congleton Town Council	David McGifford (Chief Officer)
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Members of the press 0

Members of the public 0

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

Apologies were received from Cllrs Dawn Allen, David Brown, Mark Edwardson, Kay Wesley and Ex officio Rob Brittain (Mayor) and Suzy Firkin (Deputy Mayor)

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

PLN/04/2526 resolved to approve [the planning meeting minutes of 29 May 2025](#).

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

Cllrs Rob Moreton and Liz Wardlaw declared a non-pecuniary 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**

Cllr Douglas raised an urgent item regarding the Cheshire East Planning Portal, please see Appendix 1 below.

## **7. Planning Enforcement**

### **7.1 Astbury Place / Congleton Park**

No further updates received since the May planning meeting

### **7.2 Section 106**

Please see Appendix 2 below for an update from Cllr Douglas.

## **8. Planning Applications Section 1**

There were no applications brought forward

## **9. Neighbourhood Plan**

The Chief Officer advised the following -

- A recent meeting between the working group Urban Imprint (UI) agreed to minor amends
- Redesign work of the plan will take place, incorporating amendments and additional imagery
- When “final” plan is returned to the Planning Committee needs to approve
- Final document is submitted to Cheshire East Council (CEC )
- CEC will undertake a 6-week consultation – Regulation 16
- CTC / CEC to choose an examiner from three options provided by CEC
- Independent Examination
- Any amendments following examination/response to his/her report (CTC)
- Public referendum
- Neighbourhood Plan is made subject to a majority vote

Expected to be completed by the end of 2025

## **10. Licensing Applications**

To note or comment as appropriate on Licensing Applications lodged with Cheshire East Council.  
**Swanley Meadows, Bank Lane, North Rode, Congleton, CW12 2PJ**

APPLICATION FOR A PREMISES LICENCE LICENSING ACT 2003

NOTICE is hereby given that we, Seddon Hospitality Ltd have applied on 11th June 2025 to Cheshire East Council in respect of the premises known as Swanley Meadows, Bank Lane, North Rode, Congleton, CW12 2PJ for a premises licence to provide the following activities:

- Supply of Alcohol – Monday – Sunday – 12:00 – 00:00
- Live Music, Recorded Music & Late Night Refreshment – Monday – Sunday – 23:00 – 00:00
- The site is only open from 1st May till 1st October.

**PLN/05/ 2526 Resolved to** approve the application.

### **10.1 Planning Appeal – Land at Penrith Court**

Noted that the council's previous representations against this application will be part of the overall consideration when making a decision

## 11. Planning Applications Section 2

**PLN/06/2526 Resolved that** no stars are removed and that all starred items have no objection.

	App Ref	Location	Proposal	
1.	<a href="#">25/1719</a>	15 High Street, Congleton, Cheshire East, CW12 1BN	Erection of a single door opening to east facing elevation, erection of dormer windows to east elevation roof slope and installation of replacement windows throughout.	<b>NO OBJECTION</b> as long as replica windows are true replicas and the dormer windows are in keeping with the conservation area
2*.	<a href="#">25/1809</a>	Land West Of Goldfinch Close, Congleton, Cheshire East,	Discharge of condition 5 on approval 20/3974C - Erection of 8 no. dwellings with associated infrastructure	<b>NO OBJECTION</b>
3.	<a href="#">25/1844</a>	Brookhouse Equestrian Brookhouse Lane, Congleton,	Demolition of the existing equine building and provision of new equine facilities.	<b>NO OBJECTION</b>
4.	<a href="#">25/1893</a>	Crossfields Farm Crossfields Lane, Congleton,	Installation of ground-mounted solar photovoltaic panels.	<b>NO OBJECTION</b>
5.	<a href="#">25/1904</a>	45 Howey Hill, Congleton, Cheshire East, CW12 4AF	Reduce secondary growth around telephone lines and secondary lateral growth over road pruning back to suitable growing points and balance accordingly maximum reduction 2mtr Crown.	<b>NO OBJECTION</b>
6.	<a href="#">25/1953</a>	43 Waggs Road, Congleton, Cheshire East, CW12 4BP	Retrospective application to relocate the brick wall to the left of the property 5 metres back to provide off-road parking for two cars	<b>NO OBJECTION</b>
7.	<a href="#">25/1956</a>	The Club, 2 Chapel Street, Congleton, Cheshire East, CW12 4AB	Conversion and extension of the ground floor to create residential flats	<b>NO OBJECTION</b> provided access is deemed safe and appropriate by Highways

	App Ref	Location	Proposal	
8.	<a href="#">25/1957</a>	The Club, 2 Chapel Street, Congleton, Cheshire East, CW12 4AB	Listed Building consent for the conversion and extension of ground floor to create residential flats	<b>NO OBJECTION</b>
9*.	<a href="#">25/1963</a>	Peover Lane Farm Peover Lane, Congleton, Cheshire East, CW12 3QH	Erection of a single storey front extension, erection of two storey rear extension with Juliet balcony to side elevation, erection of rear porch, alteration to existing conservatory and associated alterations.	<b>NO OBJECTION</b>
10.	<a href="#">25/1991</a>	Beech House, 20 Buxton Road, Congleton, Cheshire East, CW12 2DT	Listed Building Consent for hybrid Planning Application comprising: Full application, site area 7,592m <sup>2</sup> in respect of the conversion of a former workshop into 4 supported housing units (UseClassC2) and 8 new-build supported housing units (UseClassC2) with new access road and associated landscaping and; Outline application, site area 4,276m <sup>2</sup> with all matters reserved except for access for a care home(UseClassC2).	<b>Defer</b> to CEC Conservation Officer with regards to listed building consent. <b>Note: The</b> Previous application for development was objected to by the Town Council on the grounds of Highway safety
11.	<a href="#">25/2066</a>	Fox Hollow, 1 Leek Road, Congleton,	Reserved matters application following approval of 20/1614C Proposed 3-bedroom detached dormer style bungalow, within the garden of 1 Leek Road, Congleton	<b>Objection</b> on the grounds of loss of trees. Should they be felled as proposed, they should be replaced with native species, three new trees for each one felled
12.	<a href="#">25/2075</a>	Community Cafe, The Old Saw Mill River Street, Congleton,	Certificate of lawful proposed change of use from Café to Children's Daycare Nursery.	<b>FULLY SUPPORT</b>
13*.	<a href="#">25/2107</a>	1 Gorsty Way, Eaton, Congleton, Cheshire East, CW12 2PP	Erection of single-story side extension	<b>NO OBJECTION</b>
14*.	25/2115	98 Biddulph Road, Congleton, Cheshire East, CW12 3LY	Erection of first floor extension to front corner of property above existing ground floor extension.	<b>NO OBJECTION</b>

	App Ref	Location	Proposal	
15.	<a href="#">25/2127</a>	40 Cross Lane, Congleton,	Demolition, reconstruction, conversion and extension of the coach house to create one new dwelling	<b>Objection</b> The proposed development (building) should be of similar size and style to the current building
16.	<a href="#">25/2168</a>	4 Higginson Close, Congleton,	T1 oak tree - selective crown reduction not exceeding 2m to create a balanced crown	<b>NO OBJECTION</b>
17*.	<a href="#">25/2201</a>	31 High Street, Congleton,	Advertisement Consent for internal shop front window facing screens.	<b>NO OBJECTION</b>
18*.	<a href="#">25/2261</a>	The Rowans Buxton Road, Congleton,	Variation of condition 2 - approved plans on application 24/0511C.	<b>NO OBJECTION</b>
19*.	<a href="#">25/2291</a>	9 Trinity Place, Congleton, Cheshire East, CW12 3JB	Proposed removal of existing detached garage and construction of new two-storey side extension and single-storey rear extension	<b>NO OBJECTION</b>
20*.	<a href="#">25/2326</a>	East Cheshire NHS Trust, Congleton War Memorial Hospital Canal Road, Congleton,	Discharge of conditions 3 and 14 on approval 24/1822C: Full planning application for the demolition of certain existing buildings and the erection of a new Clinical Diagnostic Centre (CDC).	<b>NO OBJECTION</b>
21*.	<a href="#">25/2336</a>	Certificate of Lawful Use / Development - Proposed	11 Parker Way, Congleton, Cheshire East, CW12 4WL	<b>NO OBJECTION</b>

## **Appendix 1 –**

### **URGENT ITEM PLANNING COMMITTEE - 10TH JULY 2025**

At the end of last year, Cheshire East introduced the new Planning Portal on account of the old system no longer being supported.

As the Congleton Chronicle reported on 26th June, 2025, there has been an endless stream of complaints, amid concerns that comments cannot be uploaded or viewed.

The Congleton Chronicle has also rightly reported that this new portal is harder to use, more time-consuming and has more broken or incorrect links to documents.

According to the Congleton Chronicle, in a recent response to Alsager Town Council, Cheshire East said a new planning portal is now being considered.

As far as I am concerned, the quicker the current cumbersome portal is ditched for a portal system which provides the high-quality of service which we used to enjoy and which we rightly expect, the better !

Councillor Robert Douglas    8th July, 2025

## **Appendix 2 –**

### **PLANNING COMMITTEE – AGENDA ITEM 7.2 SECTION 106 10TH JULY 2025 1**

Councillors, when I raised questions about the October 2024 Section 106 Financial Ward Report at Cheshire East's full Council meeting in February 2025, Cheshire East advised that the report was significantly incorrect and that a new updated report would be issued, hopefully in April.

Strangely, on 2nd June, 2025, 45 minutes after I contacted Emma Hall, Cheshire East forwarded the updated schedule to Emma.

The October 2024 schedule totalled 1,669 lines, whilst the April 2025 schedule is 13% smaller with 1,453 lines.

*With regards to Congleton:*

The October 2024 analysis advised that £ 1.88 million of potential funds had not been received, whereas the April 2025 figure was £ 1.68 million, a difference of about £ 200,000. £ 22,000 of this difference relates to a development that was never approved and should not have been included in the October 2024 schedule.

Both these figures include the £ 805,000 of potential funds not received relating to the Padgbury Lane Estate, which as previously advised, is almost certainly permanently lost, following the collapse of its developer in January 2024, with debts exceeding £ 100 million.

If you exclude the Padgbury Lane site, the total of potential funds, not received in the April 2025 schedule, is £ 872,000.

I have extracted the relevant details analysed by planning application, of which there are 14, on a spreadsheet, in respect of those potential monies not received, that are the same in both the April 2025 and the October 2024 S106 Financial Ward Reports.

This list consists of 40 individual amounts for these 14 planning applications totalling about £ 870,000, all except approximately £ 65,000 relate to S106 agreements signed over five years ago. In fact, by the end of this month, about £ 311,000 of this sum relates to Section 106 Agreements signed over ten years ago.

Cheshire East has advised our officers that there are no funds available to maintain their public realm such as bins, benches and signage.

However, there is £ 40,000 of potential funds not received in respect of Planning Public Realm relating to Section 106 agreements signed over eleven years ago. In my opinion, it is not acceptable for Cheshire East to abrogate its responsibility of maintaining the public realm within our town boundary while at the same time failing to collect from developers £ 40,000 that specifically relates to public realm.

The deadline for Cheshire East to respond about these 14 planning applications is 4th August, 2025.

Our next steps regarding these outstanding monies depends on Cheshire East's response.

I will, of course, circulate Cheshire East's response to the members of this committee and to our six Congleton Cheshire East Ward councillors.

There are five items of potential sums not received in the October 2024 list that do not appear at all in the April 2025 list. These five items total £ 185,000. I decided it would be wise to wait for Cheshire East's response to the 14 planning applications totalling £ 870,000 before asking questions about these five items.

There are six items of available funds relating to education totalling about £ 268,000 in the October 2024 list that do not appear at all in the April 2025 list. I have written to the relevant Service Owner for Education at Cheshire East for details of where this sum of £ 268,000 has been spent or allocated, but the individual is away on holiday for two weeks..

Finally, the April 2025 S106 Financial Ward Report advises that there is about £ 192,000 of Available Funds, of which £ 47,000 relates to Health.

Our Chief Officer has agreed to follow up the other items totalling £ 145,000 to ascertain what plans, if any, Cheshire East has in respect of these items. Of this total of £ 145,000, about £ 60,000 relates to Highways and Transport, £ 38,000 to Greenspace and £ 47,000 to Sports and Recreation.

**Councillor Robert Douglas    9th July, 2025**

## **CONGLETON TOWN COUNCIL**

### **Minutes of the Planning Committee Meeting held on 07.08.25**

For the papers discussed at the meeting, [please visit Agenda & Papers 7<sup>th</sup> August 2025](#)

In attendance:

Committee Members: Councillors      Amanda Martin (Chair)  
Robert Douglas  
Rob Moreton 7-10 pm  
Liz Wardlaw  
Mark Edwardson  
Kay Wesley

Ex Officio                                      Cllr Suzy Firkin (Deputy Mayor)

Congleton Town Council                  David McGifford (Chief Officer)

Members of the press 0

Members of the public 0

#### **1      Apologies for Absence**

Apologies were received from Cllrs Dawn Allen, David Brown, Suzie Akers Smith and Ex officio Rob Brittain (Mayor)

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

PLN/07/2526 resolved to [approve the planning meeting minutes of 10<sup>th</sup> July 2025.](#)

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

Cllrs Rob Moreton and Liz Wardlaw declared a non-pecuniary 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**

None

#### **7.      Planning Enforcement**

## 7.1 Astbury Place / Congleton Park

No further updates received since the July planning meeting

## 7.2 Section 106

**Action** – Re report provided by the Chief Officer, Cllrs requested that CEC be asked if any consultation has taken place with residents about the planned use of Section 106 Funds -

**Report received from Cllr Robert Douglas.** Please see Appendices

## 8. Planning Applications Section 1

There were no applications brought forward

## 9. Neighbourhood Plan

The Chief Officer advised the following -

- Redesign work of the plan is in progress , incorporating amendments and additional imagery
- Will be brought to the Planning Committee for approval 4<sup>th</sup> September 2025
- Final document is submitted to Cheshire East Council (CEC )
- CEC will undertake a 6-week consultation – Regulation 16
- CTC / CEC to choose an examiner from three options provided by CEC
- Independent Examination
- Any amendments following examination/response to his/her report (CTC)
- Public referendum
- Neighbourhood Plan is made subject to a majority vote

Expected to be completed by the end of 2025

## 10. Licensing Applications

There were no licensing applications

## 11. Planning Applications Section 2

**PLN/8/2526 Resolved** that item 3 had its star removed and that all other starred items have no objection.

	App Ref	Location Details	Proposal	
1*.	<a href="#">25/0002</a>	Howey House, 2 Howey Lane, Congleton,	Discharge of condition 4 on approval 24/2336C.	No Objection
2*.	<a href="#">25/2302</a>	Land Off Reades Lane, Congleton,	Variation of condition 12 on approved application 22/	No Objection

	App Ref	Location Details	Proposal	
3.	<a href="#">25/2356</a>	7 Hinckley Court, Congleton, Cheshire East, CW12 4WE	Erection of single-storey rear extension and boundary alterations.	Raised concerns that the extension is very close to the plots boundary- CEC planning Officer needs to determine if the gap is acceptable
4*.	<a href="#">25/2402</a>	27 Lamberts Lane, Congleton,	Variation of Condition 2 on 24/2246C -	No Objection
5*.	<a href="#">25/2415</a>	Land Adjacent To No. 22 Woolston Avenue,	Discharge of Conditions 3, 14, 16, 19, on approved application 21/0579	No Objection
6.	<a href="#">25/2463</a>	42 Moor Street, Congleton, Cheshire East, CW12 1QH	Conversion and extension of existing outbuilding into residential bungalow.	No Objection
7*.	<a href="#">25/2515</a>	The Bungalow, Greenhouse Farm Sprink Lane, Congleton,	Certificate of lawful existing use as C2 - Residential institutions.	No Objection
8.	<a href="#">25/2590</a>	16 Crescent Road, Congleton,	Lime trees x2 at the rear of No16 to be side reduced back to the boundaries to prevent overhanging branches and falling branches into the garden.	Concern this might provide a lob sided tree – defer to CEC tree officer to determine
9*.	<a href="#">25/2593</a>	The Piano Pub, 12 Mill Street, Congleton,	Discharge of Condition on 24/5237/FUL	No Objection
10*.	<a href="#">25/2613</a>	2 Wharfedale Road, Congleton, CW12 2BP	Erection of replacement conservatory with	No Objection

	App Ref	Location Details	Proposal	
			single storey rear extension	
11.	<a href="#">25/2643</a>	Astbury Mere Country Park Sandy Lane, Congleton, Cheshire East, CW12 4FP	Tree works to Sycamore tree (T1), consisting of lateral reduction of approximately 3-5m or 30% of the length to branches extending to the south	No Objection
12*.	<a href="#">25/2716</a>	Macclesfield Canal Bridge Number 76 Severn Close, Congleton	Listed building consent for proposed resurfacing of bridge ramp including the incorporation of heel grips	No Objection
13*	<a href="#">25/2657</a>	Natwest, 46 High Street, Congleton, Cheshire East, CW12 1BD	For Natwest Group: The vinyl in the front window is to be replaced	No Objection
14*	<a href="#">25/2957</a>	Natwest, 46 High Street, Congleton, Cheshire East, CW12 1BD	For Natwest Group: Replacement of the external ATM to the right-hand side of the High Street elevation.	No Objection
15*	25/2955	Natwest, 46 High Street, Congleton, Cheshire East, CW12 1BD	No information	No Objection

#### Appendices re Section 106 updates

Page	Line	Application	Site address	Usage	£	Your comments ie spent on / to be spent on / unallocated funds
21	400	16/4558C	Land off Macclesfield Road	Outdoor sport and recreation	30,072.00	<p>S106 details - "Organised. Sport."™.Recreation.for.works.of.addition?improvement.and.enhancement.to.the.sports.pitches.and.sports.facilities.together.with.all.proper.and.reasonable.professional.fees.and.admin.expenses.for.tennis.courts.and.multi_use.games.area.and.at.playing.fields.within.9.miles.of.the.Site.for.drainage.and.access.improvements.-.9.miles.from.the.development</p> <p>The spend date for this is 2034 so we do not currently have a project scoped. We would welcome the Town Council's suggestions and we can look to add a project to our rolling four-year plan.</p>
76	1493	13/0922C	Land off Biggs way	Greenspace / open space	29,967.38	This is to be spent at Galloway Green, and a project is in development for delivery this financial year
57	1131	11/1484C	Land off Windsor Place	Sports recreation and play areas	4069..68	These remaining ones are a mixture of capital and revenue spend for Townsend Road. We will develop a schedule of work to be delivered this year.
60	1188	11/1484C	Land off Windsor Place	Open space	5253.56	
70	1391	11/1484C	Land off Windsor Place	Open space	2347.54	
78	1520	11/1484C	Land off Windsor Place	Sports and recreation/ play areas	13249.00	

Awaiting feedback on Highways, public realm and bus stops

#### PLANNING COMMITTEE – AGENDA ITEM 7.2 SECTION 106 7TH AUGUST 2025

At last month's meeting, I advised that I had extracted the relevant details analysed by planning application, of which there are 14, on a spreadsheet, in respect of those potential monies not received, that are the same in both the April 2025 and the October 2024 S106 Financial Ward Reports.

This list consists of 40 individual amounts for these 14 planning applications, totalling about £ 870,000, all except approximately £ 65,000 relate to S106 agreements signed over five years ago.

On 7th July 2025, I sent Cheshire East this detailed analysis in a logical order in a Freedom of Information request asking whether these funds have since been received and if not, are they overdue and if they are overdue, when Cheshire East anticipate receiving these potential funds.

Cheshire East advised that the deadline for Cheshire East to respond to this Freedom of Information request was last Monday, 4th August 2025.

However, I have not yet received a response, so this afternoon, I sent a follow-up E-mail asking when Cheshire East anticipates providing a detailed response.

I advised at last month's meeting that I contacted the relevant Service Owner about six items of available funds relating to Education totalling about £ 268,000 in the October 2024 list that do not appear at all in the April 2025 list on whether they have been spent or allocated.

I have not yet received a response but the individual concerned has been away on holiday for two weeks. If I do not receive a response by the end of the month, I will send her a follow-up E-mail.

I know our Chief Officer has been following up with Cheshire East the Available Funds, excluding Health, on the April 2025 List which total £ 145,000.

Councillor Robert Douglas    7th August, 2025



## Congleton Town Council

<b>Title</b>	<b>Planning Committee</b>
Date of Meeting Time	4 <sup>th</sup> September 2025 7 pm
Status	<b>Final Minutes</b>
Reference Documents	<a href="#">Visit Agenda &amp; Papers 4<sup>th</sup> September</a>

### Attendance

<b>Committee Members</b>	Cllr Amanda Martin (Chair) Cllr Rob Moreton Cllr Liz Wardlaw Cllr Kay Wesley
<b>Ex Officio</b>	Cllr Robert Brittain (Mayor) Cllr Suzy Firkin (Deputy Mayor)
<b>Non-Committee Members</b>	
<b>Officers</b>	David McGifford (Chief Officer)
<b>Members of the Press</b>	0
<b>Members of the Public</b>	0

### 1. Apologies for Absence

Apologies were received from Cllrs Charles Booth (Vice Chair) Cllr Suzie Akers Smith, Cllr David Brown, Cllr Robert Douglas, and Cllr Mark Edwardson.

### 2. Minutes of Previous Meetings

**PLN/09/2526 resolved** to approve and sign the Planning Committee minutes held on 7<sup>th</sup> August 2025 as a correct record.

### **3. Declaration of Disclosable Pecuniary Interests**

Cllr Liz Wardlaw declared a non-pecuniary interest on matters related to Cheshire East Council.

### **4. Outstanding Actions**

None.

### **5. Questions from Members of the Public Maximum of 15 Minutes**

No questions received.

### **6. Urgent Items**

None.

### **7. Planning Enforcement**

#### **7.1 Astbury Place / Congleton Park**

Nothing to report.

#### **7.2 Section 106**

Progress is still being made by Cllr Douglas (report attached – appendix 1 )  
The previous update supplied by the Chief Officer to be re-circulated to committee members.

### **8. Planning Applications Section 1**

There were no applications brought forward.

### **9. Congleton Neighbourhood Plan**

**PLN/10/2526 resolved to** approve the Congleton Neighbourhood Plan for regulation 15 submission.

**Action** – ensure supporting documents are accessible and that at least 1 member of the steering group has signed off on the supporting documents.

## 10. Licensing Applications

Congleton Park Pavilion, CW12 1JG

**PLN/11/2526 resolved** that there were no objections to the above application

## 11. Planning Applications Section 2

**PLN/13/2526 Resolved** that items 12/17/21 have their stars removed and that all other starred items have no objection.

	App Ref	Location Details	Proposal	
1.	<a href="#">25/0936</a>	Farmers Arms, 79 West Street, Congleton, Cheshire East, CW12 1JY	Proposed first-floor extension to create 1 new apartment and refurbishment of the existing first floor to create 2 apartments.	<b>No objection</b>
2*.	<a href="#">25/2105</a>	6 - 8 Colehill Bank, Congleton,	Single-storey rear extension, dormer extension and detached garage.	<b>No objection</b>
3.	<a href="#">25/2311</a>	Buglawton Hall School Residential Block Sprink Lane, Congleton,	Demolition of the existing dwelling and replacement with a new build dwelling.	<b>No objection</b>
4.	<a href="#">25/2595</a>	NatWest, 46 High Street, Congleton, Cheshire East, CW12 1BD	Advertisement consent for the replacement of the external ATM and new signage	<b>No objection</b>

5*.	<a href="#">25/2729</a>	41 Bailey Crescent, Congleton,	Erection of first-floor rear extension, and erection of single-storey front and rear extensions.	<b>No objection</b>
6.	<a href="#">25/2745</a>	Land Between Manchester Road and Giantswood Lane, Hulme Walfield,	Discharge of Conditions 2 and 4 on approval 24/1511C for	<b>No objection</b>
7.	<a href="#">25/2819</a>	Greystones Boundary Lane, Congleton, Cheshire East, CW12 3JA	Demolition of bungalow & garage and the construction of a detached four-bedroom dwelling.	<b>No objection</b>
8*.	<a href="#">25/2847</a>	36 Melton Drive, Congleton,	single-storey rear extension	<b>No objection</b>
9.	<a href="#">25/2872</a>	1 Blackshaw Close, Congleton,	Removal of deadwood and crown reduction by approx. 1m	<b>No objection</b>
10.	<a href="#">25/2899</a>	Bullmoor Farm Weathercock Lane, Congleton,	Demolition of dwelling and outbuilding and the construction of a detached three-bedroom dwelling	<b>No objection</b>
11*.	<a href="#">25/2904</a>	10 Astbury Lane Ends, Congleton,	Internal remodel and 2 single-storey side extensions and an open porch to the front.	<b>No objection</b>

12.	<a href="#">25/2909</a>	The Hotspot, 26 High Street, Congleton, Cheshire East, CW12 1BD	Variation of condition 2 on approved application 20/5027C - Listed Building of external staircase to rear.	<b>Defer to CEC to ensure amenity standards are acceptable</b>
13*.	<a href="#">25/2976</a>	Oakwood Under Rainow Road, Congleton, Cheshire East, CW12 3PN	Erection of two two-storey side extension, erection of front porch and installation of front and rear roof	<b>No objection</b>
14*.	<a href="#">25/2979</a>	10 Gordale Close, Congleton, Cheshire East, CW12 2BZ	Conversion of garage to living space and alterations to windows and doors on dwelling.	<b>No objection</b>
15*.	<a href="#">25/3007</a>	Timbersbrook Edge Middle Lane, Congleton, Cheshire East, CW12 3PU	Discharge of conditions 6, 7, 8, 9, 10 and 11 on approval 24/0570C	<b>No objection</b>
16.	<a href="#">25/3046</a>	Lamberts Lane Farm Lamberts Lane, Congleton,	Resubmission of Application 25/1256/HOUS	<b>No Objection</b>
17.	<a href="#">25/3132</a>	55 Tidnock Avenue, Congleton, Cheshire East, CW12 2HN	Erection of front and rear dormers, erection of stairway entrance to side of dwelling, formation of living space to loft area to form	<b>Objection</b> as planned development is overbearing and not in keeping with the street scene

			additional living space,	
18*.	<a href="#">25/2913</a>	11 Hertford Close, Congleton, Cheshire East, CW12 1TB	Proposed Car-Port	<b>No Objection</b>
19*.	<a href="#">25/3159</a>	7 Grasmere Avenue, Congleton, Cheshire East, CW12 4LZ	Erection of a single-storey front extension.	<b>No Objection</b>
20*.	<a href="#">25/3162</a>	72 Dale Crescent, Congleton, Cheshire East, CW12 3EP	Erection of single storey rear extension and provision of a new window to the ground floor side elevation.	<b>No Objection</b>
21.	<a href="#">25/3229</a>	Oak Lea Lodge Crouch Lane, Congleton, Cheshire East, CW12 3PT	Erection of single storey garage extension.	<b>Objection</b> as there is no information on the size and proportion of the existing house.
22.	<a href="#">25/2500</a>	Land At Sandbach Road, Congleton. (Outline planning permission)	Outline planning application with all matters reserved except for Access, for residential development of up to 120 dwellings with public open space, associated landscaping and the formation of new	<b>Objection.</b> The proposed site is currently shown as open countryside and green gap . Premature application as not supported by the Local Plan whilst recognising an updated one is due. There is a lack of current associated infrastructure in the area i.e. health and education -

			access off Sandbach Road.	which will be impacted further by this development

## **Appendix 1 Report from Cllr Douglas 2<sup>nd</sup> September 2025- Section 106**

I am forwarding Cheshire East Council's response to my Freedom of Information Request No 31704977 in respect of Section 106 Potential Funds in respect of Congleton Not Received on both the April 2025 and October 2024 Financial Ward S106 Analysis.

The deadline for Cheshire East to respond to my F.O.I. Request was 4th August 2025 but Cheshire East did not respond until 21st August 2025.

In my F.O.I. Request, I asked Cheshire East to advise for the 40 individual amounts of potential S106 outstanding monies which I had analysed in a logical manner, over 14 separate planning applications, as to whether the trigger point for payment had been reached and if so, when it was overdue.

The total of the 40 individual potential outstanding amounts within these 14 planning applications was £ 869,663.94.

In their response, Cheshire East gave the same answer for all the outstanding individual amounts within each of the 14 planning applications.

### **Cheshire East advised:**

Nine totalling £ 661,910.08 (76.1% of the total) were categorised by Cheshire East Council as "Chase Developer where known payment trigger has been set".

Four totalling £ 191,044.39 (22.0% of the total) were categorised by Cheshire East Council as "Development not started/case to be archived".

One totalling £ 16,709.47 ( 1.9% of the total) was categorised by Cheshire East Council as "Check if development commenced"

It is of great concern that in their response of 21st August 2025, Cheshire East Council states that, "Overdue dates are not currently recorded, but upon payment, indexation and any late payment are applied in line with the terms of the Legal Agreement".

From this statement, I have reached the conclusion that Cheshire East Council have not been monitoring closely the dates that S106 monies are due for payment and instead relied on developers paying when the debt falls due on the basis that developers would wish to avoid paying additional sums triggered by the indexation clauses in the Legal Agreement.

However, this approach is flawed because substantial sums have been lost when the developer, Stewart Milne, went into Administration.

Furthermore, other very substantial S106 monies have not been received in a timely manner. As a result, substantial sums of S106 monies have not been utilised in a timely fashion for the benefit of our communities.

There is a deadline by which site works have to be completed. Given that the legal agreements for the four planning applications marked "Development not started/case to be archived" date back to 2012, 2013, 2014 and 2019, I will send in an F.O.I. asking whether this means that most, if not all, these planning applications cannot now legally commence on the basis that they are now out of time.

If these planning applications cannot now legally commence, this means that within the April 2025 Financial Ward Analysis, very substantial sums which are detailed as potential outstanding monies are in fact not potentially outstanding monies at all and should be deleted from the S106 Financial Ward Analysis of Potential S106 Funds.

In their response of 21st August 2025, Cheshire East Council states that, "resources have recently been added to the S106 Team to enable closer monitoring of development activity."

I will ask in a F.O.I. for further details from Cheshire East about these additional resources, and I hope that Cheshire East's answer will give us some comfort that, going forward, Cheshire East Council will more effectively manage outstanding S106 monies than it has in the past.

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Planning</b>		
<b>MEETING DATE AND TIME</b>	<b>23<sup>rd</sup> October 2025 7.00pm</b>	<b>LOCATION</b>	<b>Town Hall</b>
<b>REPORT FROM</b>	<b>David McGifford, Chief Officer</b>		
<b>Agenda item</b>	<b>Planning Committees Tree Guidance</b>		
<b>Background</b>	<p>The positive impact of trees and shrubs on our environment and communities cannot be overstated and include :</p> <ul style="list-style-type: none"><li>• Countering climate change by absorbing carbon dioxide.</li><li>• Trapping through their leaves toxic pollutants and microscopic particles.</li><li>• Tempering severe weather with their capacity to attenuate heavy rains and floodwater.</li><li>• Moderating temperatures with their ability to evaporate water, reflect sunlight and provide shade.</li><li>• Helping prevent soil erosion through their intricate root systems which act as filters.</li><li>• Reducing noise as they act as sound barriers.</li><li>• Providing increased biodiversity by supporting many species of fungi, lichens, mosses and plants as well as birds, invertebrates and other animals. The nuts, seeds and fruits of our trees and shrubs are essential food sources for British wildlife. Many species of wildlife are threatened and becoming rarer.</li><li>• Delivering a range of health benefits including improving the air for asthma sufferers, lowering the risk of skin cancer and creating positive impact on mental health and wellbeing.</li></ul> <p>In December 2022, a groundbreaking study by Forest Research and Defra as part of National Tree Week estimated the economic value of individual trees planted outside of our forests and woodlands at about £3.8 billion. By quantifying their significant value, this report helps incentivise councils, land managers and local communities to plant more trees outside of woodlands for the varied and numerous benefits which they provide.</p> <p><b>Congleton Town Council's Planning Committee has demonstrated the importance it attaches to planning applications which affect trees because since May 2019 no planning application relating to the pruning, pollarding or felling of trees can be "starred". This means that all such applications relating to trees have to be considered by and voted on by the Planning Committee.</b></p>		

Congleton Town Council actively encourages our residents to protect our trees by obtaining a Tree Preservation Order (TPO), which protect all types of trees. Anyone can apply for a TPO and importantly, the applicant does not have to own the land upon which the tree is situated. There is no charge to apply for a TPO. Applications for a TPO in Cheshire East should be sent to [Planning@cheshireeast.gov.uk](mailto:Planning@cheshireeast.gov.uk) with details of the tree(s), their location and why they should be considered for a TPO.

There are special rules regarding the protection of trees in designated Conservation areas of which there are three in Congleton – Lawton Street/Moody Street, Park Lane and West Street.

In view of their significant environmental and economic benefits, this Council urges those submitting planning applications for new developments to include as many additional trees and shrubs as is feasible.

Felling any tree will have implications for people and wildlife and any decision to fell a tree should be a decision of last resort. Where tree(s) are causing a real problem, this Council urges residents to talk to a tree adviser or consultant about how to best manage a problem tree. This Council urges residents to find a quality assured tree surgeon if major work is to be carried out, such as pollarding and pruning which can remove dangerous hanging branches or reduce the weight or impact of a tree without killing it.

However, sometimes it is necessary to fell a tree where a tree poses a risk to safety owing to its location or condition, or is shown to be damaging a property. In line with the recommendations of the Woodland Trust, this Council's policy is for planting replacement trees at a ratio of at least three to one, but even at this replacement rate, it will take years for the replacement trees to match the benefits of a felled tree.

Replacement trees should be native trees and the size of the replacement trees should reflect both the trees removed and the local ecosystem. This Council urges residents to talk to a tree adviser or consultant about the native trees best suited for their locality. Once established, native trees should require little maintenance or special treatment and they should thrive naturally if planted in favourable conditions. Furthermore, as native trees have adapted to our weather conditions, they require far less water.

In the event that circumstances, such as a lack of space, prevent an applicant from replacing a felled tree at the ratio of three to one, this Council requests that the applicant gives the replacement trees that cannot be planted to the Trees for Congleton project or to a similar local Community project so that they can be planted in a suitable alternative location.

**In summary, the key points for Congleton Town Council's Planning Committee are:**

- All planning applications concerning trees have to be considered by and voted on by the Planning Committee.
- Congleton Town Council actively encourages our residents to protect our trees by obtaining a Tree Preservation Order (TPO).

	<ul style="list-style-type: none"> <li>• This Council urges those submitting planning applications for new developments to include as many additional trees and shrubs as is feasible.</li> <li>• Felling any tree will have implications for people and wildlife and any decision to fell a tree should be a decision of last resort.</li> <li>• This Council urges residents to find a quality assured tree surgeon if major work is to be carried out, such as pollarding and pruning.</li> <li>• Sometimes it is necessary to fell a tree where a tree poses a risk to safety owing to its location or condition, or is shown to be damaging a property. This Council's policy is for planting replacement trees at a ratio of at least three to one for every tree felled.</li> <li>• Replacement trees should be native trees and the size of the replacement trees should reflect both the trees removed and the local ecosystem.</li> <li>• This Council requests that when the applicant is unable to plant all the replacement trees, they give them to the Trees for Congleton project or to a similar local Community project.</li> </ul>
<b>Environmental</b>	Significant impact as detailed above.
<b>Equality</b>	Vulnerable groups such as those with breathing difficulties may particularly benefit from this proposal
<b>Financial</b>	None expected in respect of Congleton Town Council itself.
<b>PROPOSAL :</b>	That the Council adopts Tree Guidance when considering planning applications and as a guide to our residents highlighting the significant contribution trees and shrubs bring to our environment and thereby encourage best practice to maximise the number of suitable trees and shrubs in our community.

## **CONGLETON TOWN COUNCIL**

### **Minutes of the Finance and Policy Committee Meeting held on Thursday 5<sup>th</sup> June 2025**

For the papers discussed at the meeting, please see the [Finance & Policy Committee Agenda 5th June 2025](#).

PRESENT Committee members: Cllr R Douglas (Chair)  
Cllr C Booth (Vice Chair)  
Cllr D Allen  
Cllr R Chadwick  
Cllr M Edwardson  
Cllr R Moreton

Ex-Officio: Cllr R Brittain (Mayor)

Also present:

Congleton Town Council Officers D McGifford

Members of the public 4

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

Cllrs: L Wardlaw, S Akers Smith and S Firkin (Deputy Mayor)

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

**FAP/01/2526 RESOLVED** To approve and [sign the minutes of the Finance and Policy Committee held on 27th March 2025](#).

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

Cllrs Moreton and Chadwick declared an interest in any items relating to Cheshire East Council. Cllr Williams declared an interest in item 11.7.

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

**FAP/02/2526 RESOLVED** To receive updated Action log summary.

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

There were none.

## 6. Presentations to the Committee

There were none.

## 7. Urgent Items

There were none.

## 8. Minutes of Working Groups

There are none.

## 9. Committee Items Relating to Working Groups

There are none.

## 10. Grant Approvals and Commitments

**FAP/03/2526 RESOLVED** To receive a statement showing the current position as of 30<sup>th</sup> May 2025.

## 11. New Applications for Financial Assistance

**FAP/04/2526 RESOLVED** To approve grant applications:

- 11.1- Wild Salt CIC- GR01/2526- **Awarded £1,000**
- 11.2- Girl Guiding Cheshire- GR02/2526- **Awarded £150**
- 11.3- SOL Theatre School – GR03/2526- **Awarded £365**
- 11.4- Trinity Amateur Operatic Society – GR04/2526- **Awarded £1,000**
- 11.5- 1<sup>st</sup> Buglawton Scouts – GR05/2526 **Awarded £150**
- 11.6- 1<sup>st</sup> Buglawton Scouts – GR06/2526 **Awarded £150**
- 11.7- RSPCA Congleton Branch – GR07/2526- **Awarded £200**
- 11.8- Congleton Pride – GR08/2526- **Awarded £600**

## 12. New Grant Activities Monitoring Forms

**FAP/05/2526 RESOLVED** To receive the Grant Monitoring Form:

- 12.1- Congleton Pride -GR02/2425

## 13. Management Accounts 2024-2025 (Enclosed)

**FAP/06/2526 RESOLVED** To receive the management accounts for the financial year ending 31<sup>st</sup> March 2025.

## 14. Management Accounts 2025-2026 (Enclosed)

**FAP/07/2526 RESOLVED** To receive the management accounts the financial year 2025-2026 to 30<sup>th</sup> April 2025.

### **15. Bank Reconciliations**

**FAP/08/2526 RESOLVED** To receive and consider the bank reconciliation as at 30<sup>th</sup> April 2025.

### **16. Savings Account Balances**

**FAP/09/2526 RESOLVED** To receive the Savings Account balances as at 30<sup>th</sup> April 2025.

### **17. List of Payments**

**FAP/10/2526 RESOLVED** To receive and approve the List of payments for previous financial year March 2025, and for the new financial year April 2025.

### **18. Direct Debit and BACS Payments**

**FAP/11/2526 RESOLVED to:**

1. Note the Direct Debit list.
2. Approve that Direct Debit payments continue for relevant suppliers.
3. Approve that payments by BACS transfer to pay suppliers continues.
4. In line with our Financial Regulations, recommend 1, 2 and 3 to Council for approval.

**Action:** At the next meeting to provide lists of any contracts we are in and the end dates.

**Meeting closed at 7.50 pm  
Cllr Robert Douglas  
(Chair)**

### **Management Accounts**

[Management Accounts to 31<sup>st</sup> March 2025](#): Summary below pages 4-6

[Management Accounts to 31<sup>st</sup> May 2025: Summary below pages 7-9](#)

# Item 13 2024-2025 Management Accounts

Congleton Town Council  
Management Accounts 2024-2025  
Mar-25  
Page 1/3

	OK
	Monitor
	Overspent

Month 12  
Percentage 100.0%

## Finance and Policy Committee

	ANNUAL BUDGET	BUDGET TO M12	ACTUAL SPEND TO M12	E VARIANCE OF M12 BUDGETS	% SPENT AGAINST M12 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M12 EXPECTED	NOTES
101	<b>Corp Management</b>							Expenditure Variance 0-100% Green 101-115% Amber 115% over Red Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red
	Staff Costs (re-allocated)	229,293	229,293	229,697	596	99.74%	-0.26%	
	Travel	250	250	9	241	3.60%	-96.40%	
	Training / Conferences	1,500	1,500	1,500	0	100.00%	0.00%	
	Rent Payable	17,017	17,017	17,017	0	100.00%	0.00%	
	Miscellaneous Office Costs	2,000	2,000	1,487	513	74.35%	-25.65%	
	Telephone/Fax/Internet	3,000	3,000	3,084	-84	102.80%	-2.80%	
	Postage	1,000	1,000	656	344	65.60%	-34.40%	
	Stationery & Printing	3,300	3,300	1,642	1,658	49.76%	-50.24%	
	Subscriptions & Publications	5,100	5,100	5,330	-230	104.51%	-4.51%	
	Insurance	14,310	14,310	12,920	1,390	90.29%	-9.71%	
	Computer/IT Costs	23,500	23,500	22,960	540	97.70%	-2.30%	
	Photocopy Charges	2,000	2,000	1,954	46	79.70%	-20.30%	
	Recruitment Advertising	500	500	496	4	99.20%	-0.80%	
	Bank Charges	1,240	1,240	1,060	180	85.48%	-14.52%	
	Audit Fees - External	2,100	2,100	2,520	-420	120.00%	-20.00%	Accrued for next level audit if expenditure goes over £2m
	Audit Fees - Internal	1,900	1,900	1,620	280	85.26%	-14.74%	
	Accountancy Support	5,300	5,300	3,492	1,808	65.89%	-34.11%	
	Legal & Professional fees	0	0	6,221	-6,221	0.00%	0.00%	See EMR BELOW
	Tftr from EMR	0	0	-6,221	6,221	0.00%	0.00%	For legal & professional expenditure
	HR & H&S support	4,800	4,800	4,803	-3	100.06%	-0.06%	
	Central Overheads reallocated	-70,984	-70,984	-62,129	-8,855	91.75%	-8.25%	
	<b>Corporate Management-Expenditure</b>	<b>247,126</b>	<b>247,126</b>	<b>245,728</b>	<b>1,398</b>	<b>99.43%</b>	<b>-0.57%</b>	
	<b>Precept 2024-2025</b>	<b>-1,182,221</b>	<b>-1,182,221</b>	<b>-1,182,221</b>	<b>0</b>	<b>100.00%</b>	<b>0.00%</b>	
	Interest Receivable	-29,000	-29,000	-44,044	15,044	151.88%	-51.88%	
	Miscellaneous Income	0	0	-408	408	0.00%	0.00%	
	<b>Corporate Management-Income</b>	<b>-1,211,221</b>	<b>-1,211,221</b>	<b>-1,226,673</b>	<b>15,452</b>	<b>101.28%</b>	<b>-1.28%</b>	
	<b>Net Income Over Expenditure</b>	<b>-964,095</b>	<b>-964,095</b>	<b>-980,945</b>	<b>16,850</b>	<b>101.75%</b>	<b>-1.75%</b>	
102	<b>Civic</b>							
	Staff Costs (re-allocated)	20,090	20,090	13,612	6,478	67.76%	-32.24%	
	Training / Conferences	1,000	1,000	0	1,000	0.00%	-100.00%	
	Stationery & Printing	550	550	0	550	0.00%	-100.00%	
	Marketing/Promotions	1,200	1,200	577	623	48.08%	-51.92%	
	Council Newsletter	8,700	8,700	7,521	1,179	86.45%	-13.55%	
	Council Website	2,000	2,000	22,773	-20,773	1138.65%	-1038.65%	3 instalments made for website project £14348, see below. Revenue website spends are £937
	Tftr from EMR	0	0	-21,821	21,821			See Website line, cost for website project are funded via the allocated EMR.
	Mayor's Allowance	3,000	3,000	3,000	0	100.00%	0.00%	
	Members Expenses	200	200	0	200	0.00%	-100.00%	
	Civic Expenses	7,500	7,500	6,600	900	88.00%	-12.00%	
	Civic Regalia	250	250	230	20	92.00%	-8.00%	
	Hall & Room Hire	6,500	6,500	5,377	1,123	81.19%	-18.81%	
	Civic Artifacts and Treasures	3,400	3,400	2,900	500	85.29%	-14.71%	See extra income in Town Hall cost centre 221-1021
	Central Overheads reallocated	1,564	1,564	1,435	129	91.75%	-8.25%	
	<b>Civic-Expenditure</b>	<b>55,954</b>	<b>55,954</b>	<b>45,204</b>	<b>10,750</b>	<b>80.79%</b>	<b>-19.21%</b>	
107	<b>Grants</b>							
	Initial Grant Commitment	15,000	15,000	13,636	1,364	90.91%	-9.09%	
	Subsidised Use	4,500	4,500	3,700	800	82.22%	-17.78%	
	Tftr from EMR Committed Grants	0	0	-7,976	7,976		-100.00%	
	Specified Grants	22,333	22,333	22,338	-5	100.02%	-0.02%	
	C/P to 25-26	0	0	4,199	-4,199	#DIV/0!		
	<b>Grants- Expenditure</b>	<b>41,833</b>	<b>41,833</b>	<b>35,897</b>	<b>5,936</b>	<b>85.81%</b>	<b>-14.19%</b>	
	<b>Capital</b>	<b>46,778</b>	<b>46,778</b>	<b>46,778</b>	<b>0</b>	<b>100.00%</b>	<b>0.00%</b>	
	<b>F&amp;P Income - N Income</b>	<b>-1,211,221</b>	<b>-1,211,221</b>	<b>-1,242,623</b>	<b>31,402</b>	<b>102.59%</b>	<b>-2.59%</b>	Full Committee Summary includes Mayor cost centre income £5,571
	<b>Expenditure</b>	<b>391,691</b>	<b>391,691</b>	<b>389,557</b>	<b>2,134</b>	<b>99.46%</b>	<b>-0.54%</b>	Full Committee Summary includes Mayor cost centre expenditure £116

Congleton Town Council  
Management Accounts 2024-25

Mar-25									
Page 2/3									
Month	12								
Percentage	100.0%								
		ANNUAL BUDGET							NOTES
		BUDGET TO M12	ACTUAL SPEND TO M12	£ VARIANCE OF M12 BUDGETS	% SPENT AGAINST M12 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M12 EXPECTED		
Community and Environment Committee									
215	Floral Displays Income	-4,000	-4,000	-3,844	-156	96.10%	96.1%	-9.90%	
215	Floral Displays Expenditure	14,172	14,172	16,173	-2001	114.12%	114.1%	-14.12%	
	Total Floral	10,172	10,172	12,329	-2157	121.21%	121.2%	-21.21%	
241	Allotments Income	-190	-190	-190	0	100.00%	100.0%	0.00%	
241	Allotments Expenditure	1,200	1,200	493	705	41.25%	41.3%	-58.75%	
	Total Allotment	1,010	1,010	305	705	30.20%	30.2%	-69.80%	
300	Public Realm	3,000	3,000	1,608	1392	53.60%	53.6%	-46.40%	
Congleton Partnership									
301	Congleton Partnership Income	0	0	-20,540	20540	0.00%	0.0%	-100.00%	
301	Congleton Partnership Expenditure	24,586	24,586	40,567	-15981	165.00%	165.0%	-65.00%	Dependent on Partnership, details are issued in Partnership Executive meetings.
301	TfH to C/F	0	0	32,153	-32153	0.00%	0.0%	-100.00%	Carry forward to 25-26
301	Congleton Partnership C/F	0	0	-34,666	34666	0.00%	0.0%	-100.00%	Carried forward balance fr 23-24
	Total Partnership	24,586	24,586	17,514	7,072	71.24%	71.2%	-28.76%	
302	Community Development Grant Recd	0	0	-13,000	13000	0.0%	0.0%	-100.00%	
302	Community Development Staff Costs	124,336	124,336	106,522	17814	85.67%	85.7%	-14.33%	
	UKSPF: See Grant Recd	0	0	19,688	-19688	0.0%	0.0%	-100.00%	
	Community Development Marketing/Promotions	3,750	3,750	1,534	2196	41.44%	41.4%	-58.56%	
	Green Initiatives	5,000	5,000	3,733	1265	74.70%	74.7%	-25.30%	
	Campaign Expenditure	1,000	1,000	1,091	-91	109.10%	109.1%	-9.10%	
	TfH to EMR	0	0	260	-260	0.00%	0.0%	-100.00%	
	TfH From EMR	0	0	-1,948	1948	0.00%	0.0%	-100.00%	
	Community Development Overheads	9,678	9,678	8,881	797	91.76%	91.8%	-8.24%	
	Total Community Development	143,764	143,764	121,783	21,981	84.71%	84.7%	-15.29%	
303	Crime Reduction/CCTV Income	0	0	-1,000	1000			-100.00%	Grant for Spiking Kits project
303	TfH From EMR: CCTV	0	0	0					
303	Crime Reduction/CCTV Expenditure	11,426	11,426	11,289	137	98.80%	98.8%	-1.20%	
	Total Crime	11,426	11,426	10,289	1137	90.05%	90.0%	-9.95%	
305	Christmas Fayre/Lights Income	-3,000	-3,000	-9,637	6637	321.90%	321.9%	-221.90%	Sponsorship and funding allocated against overspend.
305	Christmas Fayre/Lights Expenditure	16,000	16,000	24,318	-8318	151.99%	152.0%	-51.99%	Balanced off with surplus income
	Total Christmas	13,000	13,000	14,661	-1661	112.78%	112.8%	-12.78%	
310	Neighbourhood Plan	0	0	14,428	-14428	0.00%	0.0%	-100.00%	Costs covered by EMR funds
310	Neighbourhood Plan TfH From EMR	0	0	-14,428	14428	0.00%	0.0%	-100.00%	
	Total Neighbourhood Plan	0	0	0	0	0.00%	0.0%	-100.00%	
321	Tourism Income	0	0	-11,775	11775			-100.00%	Includes Tribute Events, all income must cover expenditure, 2023 season breaks even at this stage.
321	Tourism Expenditure	13,600	13,600	22,342	-8742	164.28%	164.3%	-64.28%	Includes Tribute series costs with has income to balance off expenditure
	Total Tourism	13,600	13,600	10,567	3033	77.70%	77.7%	-22.30%	
351	Luncheon Club	11,000	11,000	11,598	-598	105.44%	105.4%	-5.44%	
C.E. & S.	Income	-7,190	-7,190	-65,006	57816	904.12%	904.1%	-804.12%	Full Committee Summary
	Expenditure	238,748	227,322	265,660	-38338	116.87%	111.3%	-11.27%	Full Committee Summary
Town Hall Assets and Services Committee									
		ANNUAL BUDGET							NOTES
		BUDGET TO M12	ACTUAL SPEND TO M12	£ VARIANCE OF M12 BUDGETS	% SPENT AGAINST M12 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M12 EXPECTED	Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red	
201	Padding Pool	54,394	54,394	38,411	15983	70.62%	70.6%	-29.38%	Expenditure Variance 0-100% Green 101-115% Amber 115% over Red
									See separate account sheet
221	Town Hall								
	Town Hall - Expenditure	230,529	230,529	222,467	8062	96.50%	96.5%	-9.50%	
	Grant Expenditure: CEC			15,000	-15000				Moved to EMR
	Grant Expenditure: Decarb			59,368	-59368				See below
	Town Hall - Income	-118,750	-118,750	-133,828	4078	103.41%	103.4%	3.41%	See above
	Grant income: CEC			-15,000	15000				
	Grant income: Decarb			-50,178	50178				
	Net Expenditure over income	110,779	110,779	107,829	2,950	97.34%	97.3%	-2.66%	
225	Congleton Information Centre								
	CIC - Expenditure	164,101	164,101	170,614	-6513	103.97%	104.0%	-3.97%	See separate account sheet
		</							



### Finance and Policy Committee

7

Month 1

Percentage 8.6%

Community and Environment Committee

	ANNUAL BUDGET	BUDGET TO M1	ACTUAL SPEND TO M1	E VARIANCE OF M1 BUDGETS	% SPENT AGAINST M1 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M1 EXPECTED	NOTES
<b>215: Floral Displays</b>								
Floral Displays Income	-4,000	-333	-6,215	5882	1864.50%	155.4%	146.78%	Hanging baskets paid in advance of them being distributed.
Floral Displays Expenditure	16,172	1,348	631	717	46.82%	3.9%	-4.70%	
<b>Total Floral</b>	<b>12,172</b>	<b>1,014</b>	<b>-5,584</b>	<b>6598</b>	<b>-550.51%</b>	<b>-45.9%</b>	<b>-54.48%</b>	
<b>241: Allotments</b>								
Allotments Income	-190	-16	0	-16	0.00%	0.0%	-8.60%	
Allotments Expenditure	1,200	100	0	100	0.00%	0.0%	-8.60%	
<b>Total Allotment</b>	<b>1,010</b>	<b>84</b>	<b>0</b>	<b>84</b>	<b>0.00%</b>	<b>0.0%</b>	<b>-8.60%</b>	
<b>300: Public Realm</b>	<b>5,000</b>	<b>417</b>	<b>0</b>	<b>417</b>	<b>0.00%</b>	<b>0.0%</b>	<b>-8.60%</b>	
<b>301: Conington Partnership</b>								
Conington Partnership Income	0	0	-300	300	0.00%	0.0%	-8.60%	Dependant on Partnership, details are issued in Partnership Executive meetings. Carried forward balance from 24/25
Conington Partnership Expenditure	9,971	831	2,294	-1463	276.08%	23.0%	14.41%	
Conington Partnership C/F		0	-32,153	32153	0.00%	0.0%	-8.60%	
<b>Total Partnership</b>	<b>9,971</b>	<b>831</b>	<b>-30,159</b>	<b>30,990</b>	<b>-3629.61%</b>	<b>-302.5%</b>	<b>-311.07%</b>	
<b>302: Community Development</b>								
Community Development Staff Costs	137,755	11,480	6,846	4634	59.64%	5.0%	-3.63%	
Community Development Marketing/Promotions	6,250	921	331	190	63.55%	5.3%	-3.30%	
Green Initiatives	5,000	417	26	361	13.44%	1.1%	-7.48%	
Campaign Expenditure	1,000	83	0	83	0.00%	0.0%	-8.60%	
Tfr to EMR	0	0	0	0	0.00%	0.0%	-8.60%	
Tfr From EMR	0	0	0	0	0.00%	0.0%	-8.60%	
Community Development Overheads	11,072	923	0	923	0.00%	0.0%	-8.60%	
<b>Total Community Development</b>	<b>161,077</b>	<b>13,423</b>	<b>7,233</b>	<b>6,190</b>	<b>53.88%</b>	<b>4.9%</b>	<b>-4.11%</b>	
<b>303: Crime</b>								
Crime Reduction/CCTV Expenditure	11,426	952	0	952	0.00%	0.0%	-8.60%	
<b>Total Crime</b>	<b>11,426</b>	<b>952</b>	<b>0</b>	<b>952</b>	<b>0.00%</b>	<b>0.0%</b>	<b>-8.60%</b>	
<b>305: Christmas</b>								
Christmas Fayre/Lights Income	-3,000	-250	-750	500	300.00%	25.0%	16.40%	Sponsorship and funding allocated against overspends. Balanced off with surplus income
Christmas Fayre/Lights Expenditure	18,000	1,500	0	1500	0.00%	0.0%	-8.60%	
<b>Total Christmas</b>	<b>15,000</b>	<b>1,250</b>	<b>-750</b>	<b>2000</b>	<b>-60.00%</b>	<b>-5.0%</b>	<b>-13.60%</b>	
<b>310: Neighbourhood Plan</b>								
Neighbourhood Plan	5,500	458	1,000	-542	0.00%	0.0%	-8.60%	Costs covered by EMR funds
Neighbourhood Plan Tfr From EMR	0		-1,000	1000	0.00%	0.0%	-8.60%	
<b>Total Neighbourhood Plan</b>	<b>5,500</b>	<b>458</b>	<b>0</b>	<b>458</b>	<b>0.00%</b>	<b>0.0%</b>	<b>-8.60%</b>	
<b>321: Tourism</b>								
Tourism Income	0	0	-8,603	8603			-8.60%	Includes Tribute Events, all income must cover expenditure, 2025 season breaks even at this stage. Includes Tribute series costs with has income to balance off expenditure
Tourism Expenditure	22,000	1,833	2,958	-1125	161.35%	13.4%	4.85%	
<b>Total Tourism</b>	<b>22,000</b>	<b>1,833</b>	<b>-5,645</b>	<b>7478</b>	<b>-307.91%</b>	<b>-25.7%</b>	<b>-34.26%</b>	
<b>351: Luncheon Club</b>	<b>12,000</b>	<b>1,000</b>	<b>750</b>	<b>250</b>	<b>75.00%</b>	<b>6.3%</b>	<b>-2.35%</b>	
<b>CE &amp;S</b>								
Income	-7,190	-599	-15,868	15269	2648.34%	220.7%	212.10%	Full Committee Summary
Expenditure	262,346	20,452	-18,287	38739	-89.42%	-7.0%	-15.57%	Full Committee Summary

Town Hall, Assets and Services Committee

	ANNUAL BUDGET	BUDGET TO M1	ACTUAL SPEND TO M1	E VARIANCE OF M1 BUDGETS	% SPENT AGAINST M1 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M1 EXPECTED	NOTES
<b>201: Paddling Pool</b>	<b>48,640</b>	<b>4,053</b>	<b>692</b>	<b>3361</b>	<b>17.07%</b>	<b>1.4%</b>	<b>-7.16%</b>	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
<b>224: Town Hall</b>								
Town Hall - Expenditure	253,392	21,116	21,888	-772	103.66%	8.6%	0.04%	Accrued expenses will be paid in May
Town Hall - Income	-111,050	-9,254	-6,607	-2647	71.39%	5.9%	-2.65%	
Grant Income: Decarb			-4,550					
<b>Net Expenditure over Income</b>	<b>142,342</b>	<b>11,862</b>	<b>10,731</b>	<b>-3419</b>	<b>90.47%</b>	<b>7.5%</b>	<b>-1.06%</b>	

<b>225: Congleton Information Centre</b>						
CIC - Expenditure	90,104	7,309	8,433	-924	112.31%	9.4%
CIC - Income	-11,550	-963	-1,848	1986	306.29%	25.3%
Net Expenditure over income	78,554	6,546	5,485	1061	83.79%	7.0%
<b>263: Public Toilets</b>						
	8,900	742	234	508	31.55%	2.6%
<b>270: Cenotaph</b>						
	375	31	0	31	0.00%	0.0%
<b>280: Streetscape</b>						
Streetscape Expenditure	852,148	71,012	59,564	11448	83.88%	7.0%
Streetscape - Income CEC	-427,199	-35,600	-109,534	73934	307.68%	25.6%
Streetscape - External work income	-17,500	-1,438	-303	-1155	20.78%	1.7%
Streetscape - Misc. Income	-900	-75	0	-75	0.00%	0.0%
S/S Income	-445,599	-37,133	-109,837	72704	295.79%	24.6%
Net Expenditure over income	406,550	33,879	-50,273	84152	-148.39%	-12.4%
See separate account sheet						
Awaiting invoicing						
<b>THAS</b>						
Income	-568,199	-47,350	-123,942	76,592	261.76%	21.8%
Expenditure	1,253,560	104,463	90,811	13,652	86.93%	7.2%
Full Committee Summary						
Full Committee Summary						
<b>Total Income</b>						
<b>Total Expenditure</b>						
<b>Net Income / Expenditure</b>						
Overall summary includes mayor summary figures not on this sheet						
Overall summary						
Remaining in General Reserve						
<b>401: Personnel</b>						
41 Staff Costs: To date	1,211,260	100,938	88,468	12470	87.65%	7.3%
Personnel with Pay Award for reference						
Permanent Staff Costs - Included budget pay award *1	1,211,260	100,938	88,468	12470	87.65%	7.3%
Add on budgeted pay award to current month			3,539			
Add on Temp/Agency			0			
Total	1,211,260	100,938	92,007		91.15%	7.6%
-1.30%						

Congleton Town Council  
Management Accounts 2024-25  
Apr-25  
Page 3/3

Reserves as at 30th April 2025		01/04/2025 CF Balance	In	Out	Balance 30/04/25
310	General Reserve	287,256			287,256
Bar Marked Reserves					
318	Capital Equipment Fund	457	25,000	1,188	24,269
320	Capital Contingency Fund	85,806	15,000	-	100,806
321	EMR Elections	20,000			20,000
324	EMR Crime Prevention/Traffic calming	4,357			4,357
325	EMR Committed Grants	4,199	-	4,199	-
326	EMR Congleton Partnership	42,133	-	32,133	10,000
330	EMR Ancient Treasures	3,000			3,000
331	EMR Website	8,330		-	8,330
333	EMR Training	5,686			5,686
337	EMR Toilets	24,012			24,012
339	EMR Public Realm	8,133			8,133
340	EMR Legal Fees	21,119		-	21,119
342	EMR Tourism	1,516		-	1,516
343	EMR Marketing	5,000			5,000
344	EMR Congleton Neighbourhood Plan	5,469		1,000	4,469
346	EMR Rotary Bonfire	5,000			5,000
348	EMR Civic	1,000			1,000
349	EMR CIL	21,684			21,684
354	EMR Carbon Offsetting	3,000			3,000
355	EMR Property Maintenance	124,468	-	-	124,468
356	EMR Salix	79,691	-	-	79,691
357	EMR Election Expenses	-	5,500	-	5,500
EMR TOTALS		474,100	45,500	38,540	481,060

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	<b>Council</b>		
<b>MEETING DATE AND TIME</b>	<b>23<sup>rd</sup> October 2025 7.00 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	<b>Serena Van Schepdael – Responsible Financial Officer (RFO)</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>9.1 Investment Policy and Strategy Review</b>		
<b>Background</b>	<ul style="list-style-type: none"><li>• The current Investment Policy and Strategy were approved by Council on 3<sup>rd</sup> October 2024.</li><li>• The Policy and Strategy are to be reviewed and updated if required on an annual basis, ready for the December renewal of the Yearly Bond we hold with Cambridge and County.</li><li>• The Council hold a Bond with Cambridge and Counties (C&amp;C) and a Public Sector Deposit Fund with CCLA.</li><li>• By holding funds over 3 separate entities it ensures that funds would remain available should any of the banks/companies go into financial difficulties. By moving funds about between CCLA and RBS this also enables The Council to gain the best possible interest income available for the investments.</li><li>• As an update, CCLA were recently acquired by Jupiter Fund Management plc (Jupiter). CCLA has become part of Jupiter, but has retained the CCLA branding, investment and client service approach. <a href="#">CCLA joins Jupiter   CCLA</a>. CCLA continues to hold a AAA credit rating. Latest Cambridge &amp; Counties rating waiting to be confirmed.</li><li>• Finance and Policy Committee approved these updates on 25<sup>th</sup> September 2025, ref FAP/21/2526.</li></ul>		
<b>Update</b>	<b>Policy- Appendix 1</b> <ul style="list-style-type: none"><li>• No updates recommended to the current Policy. Includes the updated from 2023 to assess the ethical and environmental credentials.</li></ul> <b>Strategy Updates- Appendix 2</b> <ul style="list-style-type: none"><li>• Updates per notes in the appendix, mainly dates and amounts to be kept in CCLA.</li></ul>		
<b>Details</b>	The C&C Bond is due to mature on 9 <sup>th</sup> December 2025, renewal documents will be received in November, current interest being		

	<p>offered in the 1 Year bond is 4.25%, which would mean potential interest income of approximately £10,000 based on reinvesting the £250,000.</p> <p><a href="#">1 year fixed rate business bond online   Savings (ccbank.co.uk)</a></p> <p>CCLA current rates are approximately 4.19%, but important to note that these fluctuate daily.</p> <p>RBS interest rate on the Reserve Account is currently 1.05%.</p>
<b>Financial</b>	Dependant on interest rates, investments will create variable income for the Council.
<b>Environmental</b>	<p>Any new investment companies will have the Environmental Credentials checked/ Current policies for CCLA and C&amp;C are shown here:</p> <p>CCLA <a href="#">CCLA Environment Policy</a></p> <p>C&amp;C <a href="#">Environmental, social and governance   Cambridge &amp; Counties Bank</a></p>
<b>Equality and Diversity</b>	<p>CCLA <a href="#">CCLA Corporate social responsibility report</a> and <a href="#">CCLA Corporate Mental Health Benchmark UK 100 2025</a></p> <p>C&amp;C <a href="#">Our commitments   About us   Cambridge &amp; Counties Bank</a></p>
<b>Decision Request</b>	<ol style="list-style-type: none"> <li>1) To approve updates to the Investment Strategy.</li> <li>2) To approve the Investment Policy for 2025.</li> <li>3) To approve to renew and reinvest for 12 months of the Cambridge and Counties 1 year investment (Subject to clause 4 of the Investment Strategy).</li> </ol>



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

# INVESTMENT POLICY

VERSION CONTROL	Version 13
Previous Version Approval Date	3 <sup>rd</sup> October 2024
Current Version FAP Review Date	25 <sup>TH</sup> September 2025 FAP/21/2526
Current Version Approval Date	
Current Version Approval Reference	
This version of the Policy supersedes any previous versions.	



Congleton  
**beartown**  
where friends are made

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## **Congleton Town Council**

### **Investment Policy**

#### **I. Introduction**

Congleton Town Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

In preparing its Investment Policy the Council is required to comply with the guidance notes issued under Section 15 (1) of the Local Government Act 2003. The current statutory Guidance on Local Government Investments Guidance notes came into force in February 2018, this document will be available on our website alongside the policy.

(Link: [Guidance on local government investments.pdf \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/guidance/guidance-on-local-government-investments.pdf))

Town and Parish Councils with a budget larger than €500,000 are not eligible for compensation under the Financial Services Compensation Scheme (FSCS).

#### **2. Objectives**

The general policy objective of the Council is prudent investment of its balances in line with the widely recognised investment policy expressed as SLY, Security, Liquidity and Yield. The Council's priorities are:

1. Security of its reserves.
2. The Liquidity of its investments.
3. The Yield of its investments.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

#### **3. Policies**

1. The procedure for undertaking new investments, considering the need for timely and speedy placing of deals shall be documented by the Responsible Finance Officer and approved by the Finance and Policy Committee and then by Council before any investments are placed.
2. All investments will be made in Sterling.
3. No one investment shall be for a period longer than 12 months.

4. The Town Council shall only invest with banks/building societies or institutions with high credit quality ratings from credit agencies such as Standard and Poors; Moody's Investors Services Ltd and Fitch Ratings Ltd.
5. Day to day operation of current investments already approved by Finance and Policy and Council will be delegated to the Responsible Financial Officer and Chief Officer, who will provide regular updates to the Finance and Policy committee.
6. Council will be provided with an update on the annual Investment Strategy and investment accounts and balances once approved by Finance and Policy.
7. Any revisions to this policy shall be approved by the Full Council.
8. To assess the ethical and environmental credentials of possible investment companies.
9. The Finance Committee shall review this policy annually and recommend any proposed changes to Full Council prior to the commencement of the new investment year. Where no changes are proposed, Full Council shall note the policy.



## Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford CILCA**

# INVESTMENT STRATEGY

VERSION CONTROL	Version 9
Previous Version Approval Date	3 <sup>RD</sup> October 2024
Current Version FAP Review Date	<u>25<sup>th</sup> September 2025 FAP/21/2526</u>
Current Version Approval Date	
Current Version Approval Reference	
This version of the Policy supersedes any previous versions.	



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## Congleton Town Council

### Investment Strategy

9<sup>th</sup> December 2025 to 8<sup>th</sup> December 2026

Commented [SV1]: Dates updated

#### RBS Business Reserve

To keep the balance in RBS Current & reserve accounts to a maximum of £400,000. Balance over this will be transferred on a monthly basis to the CCLA Instant Access Money Market Account. Should the balance go below £400,000 funds will be transferred from CCLA to RBS. Transfers will be delegated to the RFO, or in the absence by the Chief Officer or Deputy Chief Officer and signed in accordance with our Financial Regulations for Bank Payments.

#### Cambridge & Counties

Congleton Town Council has £250,000 with Cambridge and Counties Bank<sup>1</sup> on a 1 year deposit. Until 8<sup>th</sup> December 2025 the interest rate for the 1 Year investment is 4.35%. On renewal on 9<sup>th</sup> December 2025, the balance of £250,000 will be retained. The monies invested in this account are tied in for the year and cannot be accessed.

Commented [SV2]: Updated to current rate.

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#### CCLA

Within the balance of the CCLA Public Sector Deposit Account, The Council keep £250,000 of its Ear Marked Reserves, due to this the CCLA account should hold a minimum of £250,000. This is an instant access money market account with fluctuating interest rates every day. Although the capital is not at risk of reducing in value, it is possible at a time of very low interest rates, for the interest rate of a CCLA Public Sector Deposit Fund to be negative. As from 8<sup>th</sup> November 2022 this account is used as a sweeper account for the balance of funds over £400,000 in the RBS Current and Reserve accounts.

Suggested Strategy:

1. To limit the balance of RBS Current and Reserve account to a maximum of £400,000.
2. To retain the balance of £250,000 in Cambridge and Counties 1 year account to £250,000 on 9<sup>th</sup> December 2025.
3. To continue to use the CCLA instant access money account as a sweeper account. To hold a minimum of £250,000 in this account.
4. To renew and reinvest for 12 months of the Cambridge and Counties 1 year investment subject to any three of the five authorised individuals, the Chief Officer, the R.F.O, the Chair, Vice-Chair of Finance and Mayor, being satisfied that the rate on offer is reasonably competitive. In the event that the rate on offer not being

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considered to be reasonably competitive, the matured funds to be reinvested at the best rate on offer in the instant access account with the CCLA or R.B.S. and for Council to be provided with a proposal on the best options available to reinvest these matured sums.

**Deleted:** To consider adding a new investment which would run from May to May should funds be available. Council to approve any new investments

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1 Cambridge and Counties information:

[About us](#) | [Our story](#) | [Cambridge & Counties Bank \(ccbank.co.uk\)](#)

2 CCLA information

[A climate for Good Investment](#)

**Deleted:** [Our philosophy](#) | [CCLA](#)

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## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	23 <sup>rd</sup> October 2025 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael: R.F.O		
AGENDA ITEM REPORT TITLE	9.2 Budget Update Report		
Background	Annual budgets were approved in January 2025 for the financial year 2025-2026. During the financial year, there can be unexpected expenditures and costs which may cause overspends or the requirement to cover these costs with the Ear Marked Reserves (EMR)		
Updates			
Overspends:			
Nominal	Budget	Spend/Projected Spends	Difference/Further Info
Paddling Pool-Chemicals	£3,900	£6,095	£2,196 Due to continuous warm weather, absorption of chemical higher.
Streetscape-Vehicle Lease	£81,000	£86,000	£5,000 £4400 for hiring of a mower to use while our own was in for repair, mowing season two required. £1950 to Quartix (Trackers ) Ltd, admin fee.
Streetscape-Horticultural Supplies	£14.000	£18,500	£4,500 £3,500 order placed twice, but the plants were put to use and enhanced the display.
EMR Use			
EMR	Nominal	Spend/Projected Spends	Info
Legal	101- Corp Management	£5,000	To cover costs of legal fees for Market Square Toilets, £2,745

	4064-Legal		spends to date. This will leave a balance of £16,118 in the EMR
Salix/Boiler Replacement	221-Town Hall- 4041-Property Maintenance	£5,127	To cover the emergency repair of the boiler control panel, revenue budget is insufficient. This will leave a balance of £74,564 in the EMR.
Marketing	102-Civic Website	£5,000	To pay for services to transfer the data transfer from the old website to the new website. This will fully use the EMR.
<b>Financial</b>		Decisions requested are in line with our Financial Regulations.	
<b>Environmental</b>		No implications for this report.	
<b>Equality and Diversity</b>		No implications for this report.	
<b>Decision Request</b>		To approve: <ol style="list-style-type: none"> <li>1. The overspends as noted in the report</li> <li>2. The use of EMR as noted in the report</li> </ol>	

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	<b>Council</b>		
<b>MEETING DATE AND TIME</b>	<b>23<sup>rd</sup> October 2025 7.00 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	<b>Serena Van Schepdael – Responsible Financial Officer (RFO)</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>9.3 Signatory Review</b>		
<b>Background</b>	<p>In accordance with our Financial Regulations 7.1:</p> <p><i>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.</i></p> <p>Payments must be approved by 2 Councillors. At the last Annual Meeting, the signatories agreed as below:</p> <p>Cheque Signatories 6: Mayor (Cllr Brittain), Cllrs Douglas, Brown, Martin, Firkin and Moreton</p>		
<b>Update</b>	<p>Due to Councillor commitments and at times availability on the days the payment list is required to be approved, in order to prevent delays, it would be beneficial to have further signatories to call on to approve the weekly payment list.</p>		
<b>Details</b>	<p>We must have the payment approved by 2 Councillors to adhere to our Regulations. Payments are made on a weekly basis due to the volume of invoices received. The payments can be approved in person or via email; in person is the preferred method, but both are acceptable in accordance with our Financial Regulations. I am asking for approval for two Councillors, adding to the current list.</p>		
<b>Financial</b>	None for decision.		
<b>Environmental</b>	None for decision.		
<b>Equality and Diversity</b>	None for decision.		
<b>Decision Request</b>	<p>That the Council approve:</p> <ul style="list-style-type: none"><li>• Cllr Kay Wesley is reinstated as a signatory.</li><li>• Cllr Russell Chadwick added as a signatory.</li></ul>		

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

COMMITTEE:	Council					
MEETING DATE AND TIME	23 <sup>rd</sup> October 2025 7.00 pm	LOCATION		Congleton Town Hall		
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer					
AGENDA ITEM	9.4					
REPORT TITLE	Direct Debit and BACS Approvals					
Background	Congleton Town Council pay several suppliers by Direct Debit, and the majority of supplier invoices by BACS (Bank Transfers). In accordance with our Financial Regulations item 6.7, the approval for the use of variable Direct Debt and BACS payments should be approved by Council at least every 2 years. This was last approved in 2023.					
	The below list was approved by Finance and Policy in 5 <sup>th</sup> June 2025 FAP/11/2526					
Direct Debit list as at current meeting date:						
Originator name	For	Contract end date	Status	Last payment amount	Last payment date	Frequency
BT GROUP PLC	TELEPHONE LINES	Rolling contract	Active	£105.66	13/03/2025	Quarterly
CHESHIRE EAST	BUSINESS RATES	N/A	Active	£2495.00	01/05/2025	Monthly
EE LTD	MOBILE PHONES	Rolling: Currently under review	Active	£169.80	23/04/2025	Monthly
HMRC E VAT	VAT	N/A	Active	£9038.26	12/05/2025	Half Yearly
ICO	DATA PROTECTION FEE	N/A	Active	£47	12/05/2025	Yearly
PITNEY BOWES	FRANKING MACHINE POSTAGE	September 2025: Due to be cancelled	Active	£84.71	06/03/2025	Four Monthly
PRISM BUSINESS DEV	ICT COSTS	Rolling	Active	£2123.72	25/05/2025	Monthly
PUBLIC WORKS LOANS	LOAN REPAYMENTS	Fixed loan terms	Active	£10888.84	31/03/2025	Half Yearly
QUARTIX LTD	VEHICLE TRACKER COSTS	Rolling: Under review	Active	£613.40	01/04/2025	Quarterly
RBS BUS CREDIT	CREDIT CARD	N/A	Active	£155.88	28/04/2025	Monthly
TELECOMS	TELEPHONE COSTS	Rolling	Active	£183.37	01/05/2025	Monthly
WATER PLUS	WATER RATES	N/A	Active	£1175.28	14/03/2025	Quarterly/Monthly
WEST MERCIA ENERGY	UTILITIES	Annual commitment, April to March	Active	£6287.78	14/05/2025	Monthly
Decision Requested	1. To note the Direct Debit list. 2. To approve that Direct Debit payments continue for relevant suppliers. 3. To approve that payments by BACS transfer to pay suppliers continue.					

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Council</b>		
<b>MEETING DATE AND TIME</b>	<b>23<sup>rd</sup> October 2025 7.00 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	<b>Serena Van Schepdael – Responsible Financial Officer</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>9.5 Annual Pay Award 2025-2026</b>		
<b>Updates</b>	<p>The SLCC (Society of Local Council Clerks) and National Association of Local Councils (NALC) have made contact and confirmed that the Annual Pay Award for 2025-2026 has been settled at an increase of 3.2% on each Salary Column Point (SCP). The agreement was settled in July 2025.</p> <p>The agreed new rates of pay are applicable from 1<sup>st</sup> April 2025, employers are encouraged to implement this pay award and the backdated pay as swiftly as possible and the backdated award be processed as quickly as possible. The award was implemented in the August 2025 payroll, and all back pay due was included. A hard copy of the backdated amounts has been verified by the Chief Officer, Chair of the Finance and Policy Committee and Chair of Personnel.</p> <p>Council are asked to note this pay award and the implementation of the backdated award to 1<sup>st</sup> April 2025.</p>		
<b>Decision Requested</b>	<ol style="list-style-type: none"><li>1- To note the Annual Pay Agreement award for 2025-26 in accordance with the NJC agreement.</li><li>2- To note that the back pay due from 1<sup>st</sup> April 2025 to 30<sup>th</sup> July 2025 was implemented and paid in the August 2025 payroll.</li></ol>		

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Council</b>		
<b>MEETING DATE AND TIME</b>	<b>23<sup>rd</sup> October 2025 7.00 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	<b>Serena Van Schepdael- R.F.O</b>		
<b>AGENDA ITEM</b>	<b>8.6</b>		
<b>REPORT TITLE</b>	<b>Notice of Conclusion of Audit for Year Ending 31st March 2025</b>		
<b>Background</b>	<p>The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require all authorities to prepare a statement of accounts for each financial year in accordance with proper practices. For Councils like Congleton Town Council with income or expenditure between £200,000 and £6.5 million per year (referred to as smaller authorities), an Annual Governance and Accountability Return (AGAR) must be completed each year and submitted to the relevant External Auditor under strict deadlines. The External Auditor is chosen by the Smaller Authorities' Audit Appointments Ltd (SAAA); the current External Auditors are PKF Littlejohn LLP, who have been procured to be the Auditors from 2022 to the year ending 2027</p>		
<b>Update</b>	<p>The External Auditors (PKF Littlejohn) have completed their audit and have signed off the certificate for 2024-2025 with no issues noted. See Appendix 1.</p>		
<b>Decision Request</b>	<p>To note the Conclusion of the Audit for the year ending 31st March 2025.</p>		

## Congleton Town Council

### Notice of conclusion of audit

#### Annual Governance & Accountability Return for the year ended 31 March 2025

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

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

	Notes
<p>1. The audit of accounts for <b>Congleton Town Council</b> for the year ended 31 March 2025 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 &amp; 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance &amp; Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of <b>Congleton Town Council</b> on application to:</p> <p>(a) <u>Serena Van Schepdael</u>  <u>Finance Manager/RFO</u>  <u>finance@congleton-tc.gov.uk</u></p> <p>(b) <u>Monday to Thursday 9am to 4pm</u></p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any local government elector of the area on payment of <u>£0.00</u>(c) for each copy of the Annual Governance &amp; Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>SERENA VAN SCHEPDAEL</u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>9th September 2025</u></p>	<p>(e) Insert the date of placing of the notice</p>

## 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 means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**\*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:

12/06/2025

and recorded as minute reference:

CTC/12/2526

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

Chair

Clerk

www.congleton-tc.gov.uk

## 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	<i>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.</i>
2. (+) Precept or Rates and Levies	1,068,179	1,182,221	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	814,774	851,267	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	1,069,056	1,103,790	<i>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.</i>
5. (-) Loan interest/capital repayments	18,615	24,940	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	818,091	899,635	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	812,750	817,873	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	884,354	908,035	<i>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.</i>
9. Total fixed assets plus long term investments and assets	2,929,224	2,938,644	<i>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.</i>
10. Total borrowings	327,373	317,659	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

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

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:

12/06/2025

as recorded in minute reference:

CTC/13/2526

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

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

In respect of

Congleton Town Council- CH0056

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

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

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

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

- summarises the accounting records for the year ended 31 March 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

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

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

None

### 3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

*Paul Littlejohn*

Date

03/09/2025

## CONGLETON TOWN COUNCIL

### Minutes of the meeting of the Environment Committee held on Thursday 3<sup>rd</sup> April 2025

For the papers discussed at the meeting, please see the [Agenda & Papers – 3<sup>rd</sup> April 2025](#)

In attendance:

**Committee members: Cllrs**

Suzy Firkin (Chair)  
Heather Pearce (Vice Chair)  
Sally Ann Holland  
Glen Williams

**Ex Officio:** Cllrs Kay Wesley (Mayor) & Robert Brittain (Deputy Mayor)

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

**Congleton Town Council Officers:** David McGifford – Chief Officer and Ruth Burgess – Streetscape Development Manager

**Members of the public:** None

### Minutes

**1. Apologies for absence**

Apologies for the absence were received from: Cllrs Suzie Akers Smith, Amanda Martin, Susan Mead and Heather Seddon.

**2. Minutes of Previous Meetings**

**ENV/37/2425 Resolved to** approve and sign the minutes of the Environment Committee held on 6<sup>th</sup> February 2025 as a correct record.

**3. Declarations of Interest**

Declarations of interest were received from Cheshire East Borough Ward Councillors: Cllr Sally Ann Holland, on matters related to Cheshire East Borough Council.

**4. Outstanding Actions**

**ENV/38/2425** Resolved to receive the list of outstanding actions.

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

None received.

**6. Urgent Items**

None received.

**7. Congleton In Bloom Working Group**

**ENV/39/2425 Resolved to** receive the verbal update from the Congleton in Bloom Working Group members regarding judging dates for 2025 and thanks to RHS Roy Down for taking the time to visit Congleton and support our entry.

**8. Green Working Group**

**ENV/40/2425 Resolved to** receive the notes of the Green Working Group

**9. Streetscape Trading Account**

**ENV/41/2425 Resolved to** receive the Streetscape Trading account report.

**10. Streetscape Update**

**ENV/42/2425 Resolved to** receive the report relating to the Streetscape Services.

- **Action** - Send email to all councillors regarding CEC - R Kemp's response to Swap and Skip day
- **Action** - Compare bulky item collection services from other councils compared to CEC pricing
- **Action** - Weed Spraying proposal and pricing to go to full council on 1st May

**11. Carbon Footprint Summary**

**ENV/43/2425 Resolved to** receive updates and comments regarding the Town Council Carbon Footprint.

**12. Wildflower Planting Site**

**ENV/44/2425 Resolved To** receive a report on the continuous planting of many wildflower sites across Congleton green spaces and verges.

**13. Electric Vehicles update**

**ENV/45/2425 Resolved to** receive updates and comments regarding the Streetscape Vehicles and current status on electric vehicles.

**14. Cemetery Capacity Congleton**

**ENV/46/2425 Resolved** to receive a verbal update from Cllr Firkin on Cheshire East Borough Council proposal for the Cemetery Capacity within Congleton.

**16. Cheshire East Report**

No report received for the committee

Cllr Suzy Firkin  
(Chair)

## CONGLETON TOWN COUNCIL

### Minutes of the meeting of the Environment Committee held on Thursday 3<sup>rd</sup> July 2025

For the papers discussed at the meeting, please see the [Agenda & Papers – 3<sup>rd</sup> July 2025](#)

In attendance:

**Committee members: Cllrs**

Suzy Firkin (Chair, Deputy Mayor)  
Dawn Allen  
David Brown  
Susan Mead  
Sally Ann Holland  
Heather Seddon  
Glen Williams

**Ex Officio:**

**Non-committee Members:** Cllrs Robert Douglas, Rob Moreton, Kay Wesley.

**Congleton Town Council Officers:** David McGifford – Chief Officer

**Members of the public:** 0

### Minutes

**1. Apologies for absence**

Apologies for the absence were received from Suzie Akers Smith, Heather Pearce (Vice Chair) Robert Brittain (Mayor).

**2. Minutes of Previous Meetings**

**ENV/01/2526 Resolved to** approve and sign the minutes of the Environment Committee held on 3<sup>rd</sup> April 2025 as a correct record.

**3. Declarations of Interest**

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

**4. Outstanding Actions**

None

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

None received.

**6. Urgent Items**

None received.

**7. Congleton In Bloom Working Group**

**ENV/02/2526 Resolved to** receive the figures as presented within the finance section, and request that the presentation of the figures be easier for members to understand.

**Action-** Chief Officer, Responsible Financial Officer and Chair of Finance to review

Cllr Allen mentioned the possibility of selling hanging baskets to the public to raise funds – no resolution

**8. Streetscape Management Account**

**ENV/03/2526 Resolved to** receive the Streetscape Trading account report.

**9. Streetscape Update**

**ENV/04/2526 Resolved to** receive the report relating to the Streetscape Services and noted that the main concern surrounds fly tipping.

**10. Carbon Footprint Summary**

**ENV/05/2425 Resolved to** receive updates and comments regarding the Town Council Carbon Footprint.

**11. Green Fayre**

**ENV/06/2526 Resolved** To receive a report on the Green Fayre

**12. Decarbonisation Project Update**

**ENV/07/2526 Resolved to** receive the update and noted that Salix Funding was not going to be available beyond 2025-26 and that the Chief Officer will formally notify Salix that they will be withdrawing from the project. Also noted that environmental projects such as elements of reglazing will progress via CEC grant, and options for solar panels at the museum are still being explored.

**14. Mobile Waste Services**

**ENV/08/2526 Resolved to** receive a verbal update from Cllr Seddon, who advised that CEC is still deciding on the location and date for a mobile Household Waste Recycling Centre for Congleton. Indicative start date is the beginning of December.

**15. Cheshire East Report**

No report received for the committee; the main CEC matters were brought out during the meeting.

Cllr Suzy Firkin  
(Chair)

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

<b>COMMITTEE:</b>	<b>Council</b>		
<b>MEETING DATE AND TIME</b>	<b>23<sup>rd</sup> October 2025 7.00 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	<b>Cathy Dean, Communities Manager</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>11.1 Town Centre Code of Conduct</b>		
<b>Background</b>	<p><b>Town Centre Code of Conduct (See Appendix 1)</b></p> <p>Within our Town Centre, we have had a few issues that impact both businesses and shoppers, these issues include aggressive preachers, professional beggars and general anti-social behaviour.</p> <p>Through research, we found that Staffordshire Moorlands Council had similar issues and developed its Town Centre Code of Conduct.</p> <p>We have built upon this document, elaborating on its content and adding several additional items. Police and Crime Commissioner James Bell noted that this would be beneficial, as it would allow them—although they cannot enforce or arrest individuals—to ask people to leave the town centre on the grounds that the Town Council has a code of conduct, which those individuals would be violating.</p> <p>The Community Safety working group has developed the Town Centre Code of Conduct as an advisory group; the full Council must agree to adopt the policy.</p>		
<b>Financial Considerations</b>	There is no cost to the council, but it could help footfall in the town centre if anti-social behaviour is gradually reduced.		
<b>Environmental</b>	The policy could generate a more pleasant environment for both shoppers and businesses.		
<b>Equality and Diversity</b>	The policy could generate a more pleasant experience for all who choose to use the Town Centre		
<b>Decision requested</b>	Congleton Town Council agrees to adopt and promote the Town Centre Code of Conduct.		

# Code of Conduct for Congleton Town Centre

Congleton Town Council welcomes people to our town who want to busk, speak, entertain or otherwise engage local people. It is important that we do all these things respectfully and do not cause a nuisance for, or endanger, other people. This Code of Conduct is designed to ensure everyone feels safe and is treated with respect in our town centre.

## SOUND

Temporary producers of sound such as buskers, speakers, protests etc are welcome, but loud noises can disturb other users. Please be aware that others may also want to use the same space.

- If using amplification, the sound should not be audible inside any nearby commercial or residential property
- Buskers/Outside Entertainers – please keep your performance to 2 hours maximum.
- Speakers/Protesters – please do not speak or shout for more than 15 minutes at a time in any one area.
- Content of any speeches/music must be within the law.

## STREET FURNITURE – STATIC ITEMS

When putting items out on the street, please be aware that some users may be using wheelchairs or buggies, or may have limited mobility or vision. Certain items can easily cause injury if placed thoughtlessly. Please follow this guidance:

- A-boards or other advertisements – no more than one per shop, and should be directly adjacent to premises, NOT obstructing pavements. They should measure no more than 800mm by 800mm, and stand no more than 1m above ground level.
- Tables/chairs and merchandise displays are permitted provided they are directly adjacent to the shop (unless specific permission has been granted), extend no more than 2.5 metres, and take up no more than one-third of the pavement.

## VEHICLES IN PEDESTRIAN AREA

This area is not intended for vehicular traffic, in order to preserve the safety of pedestrians. We have had accidents and injuries in the past due to inconsiderate users. Some vehicles are permitted at certain times/under certain conditions, so please do follow these rules:

- Deliveries are only permitted during the authorized hours (outside 10am-4pm, 7 days a week).
- No motor vehicles (vans, cars, lorries, motorcycles, scooters) may enter the area outside these times for any reason.
- No parking is allowed AT ANY TIME, day or night.
- If you are a cyclist, we ask that you dismount and walk through this shared space. If you are not able to dismount, proceed at a walking pace of no more than 4 mph.
- Mobility scooters should move at walking pace (4 mph) or less.

## **POSTERS, STICKERS AND BANNERS**

Let's keep our town centre looking smart.

- Fly-posting is a crime and the Town Council will remove any unauthorized posters or stickers at a minimum charge of £50 to the advertiser.
- Organisers of town-centre events may apply to the Town Council for permission to attach temporary signage to street furniture on the day of the event. No other signs may be attached to lampposts, railings or any other street furniture.

## **DOGS**

Many people enjoy bringing their dog into town, but not everyone is comfortable around dogs, so it is important to consider others.

- Dogs should be on leads and under close control at all times in the town centre.
- Dog fouling is horrible for everyone (and a crime), so please pick up after your dog. You can put your poo bag in any general waste bin.

## **LITTER AND BINS**

Please don't drop litter in our town centre – it makes the area unpleasant for everyone (and fly-tipping is a crime). We all have a role to play in keeping our town looking great.

- There are plenty of bins and recycling bins near the shops. Please use the right bin.
- Businesses must use their trade waste bins and not put rubbish into the public waste bins.
- Any stall-holders or event organisers must take their own rubbish away after the event and not place it in public waste bins.
- Wheelie bins and bin bags must not be left outside shops except on collection day.

## **BEGGING**

Congleton people are kind and look out for one another. We will always support someone who needs help in our town, but please consider the following:

- Begging for money is an offence under the Vagrancy Act. In addition, some people are brought to beg on our streets by organised crime gangs. Do not give money to beggars!
- If you want to help someone who seems to be in difficulty, it is OK to offer them food or a drink.
- If you meet a person who is sleeping outside, please call the Rough Sleepers Outreach team on 0300 123 5017.

Thank you for following this Code of Conduct. We hope you have a wonderful time in Congleton Town Centre!

Congleton Town Council.

**MINUTES OF THE MEETING OF THE COMMUNITY COMMITTEE HELD ON  
17.04.25**

**CONGLETON TOWN COUNCIL**

For the papers discussed at the meeting, please see the [Agenda and Papers of the Community Committee on 17 April 2025](#)

**PRESENT:** Committee members:

- Cllr Richard Walton (Chair)
- Cllr Glen Williams (Vice Chair)
- Cllr Dave Brown
- Cllr Suzy Firkin
- Cllr Emma Hall
- Cllr Sally Ann Holland

**Ex Officio:** Cllr Kay Wesley (Mayor),

**Non-Committee Members:**

- Cllr Rob Moreton

**Officers:** David McGifford, Chief Officer

Members of Press 0

Members of Public 1 guest speaker

**1. Apologies for Absence**

Apologies were received from Cllrs Cllr Dawn Allen, Cllr Mark Edwardson, Cllr Susan Mead, Cllr Shaun Radcliffe

**2. Minutes of Previous Meetings**

**CO/43/2425 resolved** to approve and sign the [Community Committee minutes](#) held on 30 January 2025 as a correct record.

**3. Declaration of Interest**

Declarations were received by Cllrs David Brown, Sally Ann Holland Rob Moreton on matters relating to Cheshire East Council. Glen Williams, Suzy Firkin and Richard Walton on matters relating to Congleton Partnership

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

There were no questions from members of the public

## 5. **Urgent Items**

Cllr Kay Wesley raised two urgent items (details in appendix 1)

- Childcare Crisis
- Transgender ruling

## 6. **Cheshire Police**

There was no representation or report from Cheshire Police

## 7. **Active Listening with B.E.C.K** (Presentation Frances Bromley)

The committee received a presentation aimed at empowering communities to realise the value of Active Listening as a life skill, with a focus on reducing self-harm, harm to others and suicide.

Frances requested that the information she provided be used to help promote Active Listening within the Council.

## 8. **Committee updates**

Councillors noted the committee's update paper.

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

**CO/44/2425 resolved** the minutes of the White Ribbon Working Group on 11th March 2025

### **9.1 Anti-Spiking Campaign Update**

**CO/45/2425 resolved to agree** that the work of Officer Rachel McCarthy be acknowledged and suggested that it would be:

1. Useful to get feedback on the use of the tests and any results on where spiking had taken place.
2. Promote the project to local doctors and schools.

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

**CO/46/2425 resolved to** receive the notes and an update from the chair of the Community Safety Working Group meetings held on the 6th February and 27th March 2025

## 11. **Health and Wellbeing Working Group**

**CO/47/2425 resolved to approve** the minutes of the Health and Wellbeing Working Group held on the 20th February 2025.

## **12. Equal Access Advisory Group**

**CO/48/2425 resolved to receive** the minutes of the Equal Access Advisory Group meetings on the 24th January and the 8th April 2025.

### **12.1 Disability Welcome Scheme**

**CO/49/2425 resolved** to note this report

### **12.2 Terms of reference – Equal Access Advisory Group**

**CO/50/2425 resolved** to note the Terms of Reference for the Equal Access Advisory Group

## **13. Communications Update**

**CO/51/2425 resolved to receive and note** a report from the Town Council's Communications and Marketing Officer, Debbie Coxon, highlighting the Town Council's Communications activities from 9th January to 8th April 2025.

## **14. Congleton Community Projects Service Level Agreement**

**CO/52/2425 resolved** To approve the Congleton Community Projects Service Level Agreement and sought clarification on the quantity of Play Days during the summer ideally 4.

## **15. Town Centre Updates**

### **15.1 Town Centre Code of Conduct**

**CO/53/2425 resolved** that the Town Centre Code of Conduct should state – That Cyclists should, if able, dismount. If not able to dismount proceed at a walking pace i.e. 4 mph.

### **15.2 Community Infrastructure Levy Contributions CIL'S**

**CO54/2425 resolved** to note that the Strategy Working Group reviewing the Community Infrastructure Levy contributions of £21,684 could either:

1. Contributing towards a solution to traffic misuse of Bridge Street
2. Improvements/maintenance of town centre public realm ie bins, benches planters, signage
3. Public Toilet provision

Suggested that this could be taken to the Annual Town Meeting to receive residents' views.

## **16. Consultation response to CEC Vision For Transport**

**CO/55/2425 resolved** to approve the proposed response to the CEC Vision for Transport Consultation subject to the inclusion of the Transport for New Homes Checklist.

## **17. Congleton Partnership Updates**

**CO56/2425 resolved** to note the report Councillors from Congleton Partnership on main events for 2025.

### Appendix 1

#### **Urgent item CTC Community Committee 17th April 2025 - Childcare Crisis**

I have been approached by several early years childcare providers in Congleton Including Daintry Hall Nursery, The Nursery and Friendly Faces Day Nursery, to ask for help in dealing with an immediate financial crisis they are facing, and I wanted to raise this with Council colleagues today as an urgent item, as the situation is certainly urgent for these businesses. In September 2025, the government-funded ('free') childcare that parents can access increases from 15 to 30 hours per week for all children from 9 months.

The government funding is not sufficient for providers to support their nursery outgoings. Funding rates have not risen in proportion to the living wage rise, the increased Employer's National Insurance costs, and overhead costs. The funding per hour is below the cost of delivering the service per hour. If any other business's overheads increased they would be able to raise their prices to remain viable and customers could choose to use their service or not. Nurseries have no flexibility to charge the rates that would make their business viable, due to the government's funding formula.

The Department For Education also introduced new regulations that came into force this month, with regard to additional costs, such as for lunch, that providers can charge for. The new rules say that nurseries cannot insist on these top-up charges any more, leaving them no way to make up the shortfall.

This has been exacerbated by the expansion of free childcare to all children from 9 months. Previously, Nurseries could make a loss on the government-funded 'free' childcare provision for 3- and 4-year-olds but could claw some of this back by charging more for the younger children. Now this option is gone and many providers are on the brink of bankruptcy.

The Early Years Alliance recently conducted a survey amongst Childcare Providers, which found that, over the next 12 months:

94% of respondents are likely to increase fees for non-government funded hours (private payers) to make up for the shortfall in funded hours.

77% said they are likely to introduce or increase the price of optional extras, such as nappies, meals and trips.

68% said they are likely to restrict when the government-funded hours can be claimed.

28% said they are likely to permanently close.

The nursery in Congleton has closed in the last two months, and more will follow if something is not done. This will potentially create more unemployment for parents in a town that already has a shortage of childcare places.

And of course, the biggest problems are for the nurseries that have the highest proportion of fully government-funded places, in other words, those serving lower-income families. These

families are less likely to be able to afford the additional costs, and therefore, it is these nurseries that are most likely to close.

Some childcare providers have stated they will not offer any of the government-funded hours because it is not viable for them to do so. This will have the opposite effect from the government's goals of 'free childcare', excluding many families from being able to access childcare provision at all.

The government has recognised the burden of the additional Employer's National Insurance and is providing grants to cover the additional costs for early years settings in schools.

BUT...

Private day nurseries and childminders will not receive the grant! They offer most of our local childcare and this is another financial hit to businesses that are already on the brink. In addition, nurseries haven't been given enough time (since 21st February) to make educated choices and plans to help their business stay viable.

This is having a detrimental effect on many providers' mental health as the pressures mount to deliver more services with less funding.

There is now a real danger that several local providers will be lost. We have already lost one Congleton Nursery (Lady Bugs and Slugs), due to these changes.

I realise it is unlikely there is a quick solution to this problem, and I know some of the providers have already met with our local MP to lobby the government.

I would like to ask the Chief Officer to meet with the business owners concerned and I, to discuss their situation and explore any ways in which the Town Council can help.

YouTube Explainer: <https://youtu.be/m5Pmsc4rN0g?feature=shared>

#### **Urgent item CTC Community Committee 17th April 2025**

#### **Supreme Court Ruling on the definition of 'woman' in the Equality Act 2010**

After this week's ill-informed Supreme Court ruling and the government's resultant decision to roll back the rights of trans people, I'd like to inform Councillors that I have heard from trans women in Congleton who are now very frightened.

This has not been helped by some very hateful comments in Congleton's social media groups. Please offer our trans residents your support and empathy.

I'd also like to point out that I, and my party will always stand up for the rights of trans women and trans men to live their lives 100% in their adopted gender, without fear of violence, persecution or exclusion.

I'm sure none of us want to see hate crime in our town.

The rights of trans people are human rights.



## Congleton Town Council

<b>Title</b>	<b>Community Committee</b>
Date of Meeting Time	17 <sup>th</sup> July 2025 7 pm
Status	<b>Final Minutes</b>
Reference Documents	<a href="#"><u>Agenda Papers for the Community Committee – 17<sup>th</sup> July</u></a>

### Attendance

<b>Committee Members</b>	Cllr Kay Wesley (Chair) Cllr Sally Ann Holland (Vice Chair) <i>left at 19.55 pm</i> Cllr Emma Hall Cllr Amanda Martin Cllr Susan Mead Cllr Shaun Radcliffe Cllr Richard Walton Cllr Glen Williams
<b>Ex Officio</b>	Cllr Robert Brittain (Mayor) Cllr Suzy Firkin (Deputy Mayor)
<b>Non-Committee Members</b>	Cllr Heather Seddon <i>left at 7.25 pm</i>
<b>Officers</b>	David McGifford (Chief Officer) Cathy Dean (Communities & Admin Manager)
<b>Members of the Press</b>	0
<b>Members of the Public</b>	2

### 1. Apologies for Absence

Apologies were received from Cllrs Dave Brown and Mark Edwardson.

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

**CO/01/2526 resolved** to approve and sign the Community Committee minutes held on 17 April 2025 as a correct record.

## **3. Declaration of Interest**

Cllrs Sally Ann Holland and Emma Hall declared a non-pecuniary interest as Cheshire East Councillors.

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

There were no questions from members of the public

## **5. Urgent Items**

Cllr Richard Walton asked why Cheshire East took 264 days to approve a town event. Authorisation was received on 16<sup>th</sup> July for an event taking place on 19<sup>th</sup> July, causing unnecessary stress on event organisers who are largely volunteers.

**Action** – Chief Officer to contact Cheshire East for an explanation.

**CO/02/2526 Resolved to** move Item 14, Speed Indication Device at the request of Cllr Heather Seddon, to the next item to be discussed.

## **14. Speed Indication Device**

**CO/03/2526 resolved to** recommend the purchase of a solar-powered Speed Indicator Device (SID) with data-logging capability, within a budget range of £4,000 to £6000, and submit 3 quotes to Full Council during business planning and budget setting for approval.

## **6. Cheshire Police Update**

There was no representation from Cheshire Police; a written report to follow.

## **7. Committee Updates**

**CO/04/2526 resolved** to note the report.

**Action** – Include the listening tent at the summer play days. Councillors will need to confirm availability.

## **8. Youth Council Proposal**

**CO/05/2526 resolved** to support the continued work to set up a Youth Council, including Officer time to organise a workshop, and use of the Town Hall.

## **9. Community Safety Working Group**

**CO/06/2526 resolved** to receive notes of the Community Safety Working Group meeting held on the 3rd July and receive a short update from the Chair.

**Action** – Chief Officer to confirm status of Town Centre Code of Conduct, and confirm next steps to implement.

## **10. Equal Access Group**

**CO/07/2526 resolved** to receive the minutes of the Equal Access Advisory Group meeting on 17th June 2025.

### **10.1 Disability Pride Month**

**CO/08/2526** to note the report on Disability Pride Month and an update on Disability Welcome Scheme.

**Action** – Revisit shops with disability welcome scheme leaflets.

## **11. Communications Update**

**CO/09/2526 resolved** to note the report.

## **12. Food and Drink Festival Report**

**CO/10/2526 resolved** to accept the report and propose a vote of thanks for Rachel McCarthy and the rest of the CTC team on the successful delivery of the festival.

## **13. Cheshire East Council Domestic Abuse Consultation**

**CO/11/2526 resolved** to encourage councillors and interested parties to submit their feedback to strengthen the strategy.

Meeting ended 8:30 pm

Cllr Kay Wesley  
(Chair)

## CONGLETON TOWN COUNCIL

### Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 10<sup>th</sup> April 2025

For the papers discussed at the meeting, please see the [Agenda & Papers – 10th April 2025](#)

In attendance:

**Committee members:** Councillor Liz Wardlaw (Vice Chair)

Councillor Mark Edwardson

Councillor Suzy Firkin

Councillor Amanda Martin

Councillor Susan Mead

Councillor Heather Pearce

Councillor Glen Williams

**Non-Committee members:** Councillor Robert Douglas

**Ex-Officio Members:** Cllr Kay Wesley – 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: Councillor Suzie Akers Smith (Chair)

#### 2. Minutes of Previous Meetings

**THAS/32/2425 Resolved to** approve and sign the minutes of the meeting of the Town Hall, Assets and Services Committee held on 23<sup>rd</sup> January 2025.

#### 3. Declarations of Interest

Cllr Liz Wardlaw – Cheshire East, David McGifford – Chief Officer – Commercial Partner Part 2 paper.

#### 4. Outstanding Actions

**Action** – Continue and further promote Town Hall Tour bookings. Request for 31<sup>st</sup> March from Beavers but could not accommodate, looking at other dates. Cllr Robert Brittain has indicated he will continue with tours during his Mayoral year.

**Action** – Contact Cllr Heather Seddon to research options for board game events at the Town Hall. Investigate options for CTC Officers to organise an event on a larger scale that what is provided by Congleton Board Game Society/Bear Town Board Games.

**Action** – Future discussion on Youth Council and opportunities for younger residents to use the Town Hall.

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

No questions from members of the public were received.

## **6. Urgent Items**

No urgent items.

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

**THAS/33/2425 Resolved to** accept the Management Accounts Town Hall to 31<sup>st</sup> March 2025 and to note the content of the summary report.

## **8. Paddling Pool Accounts**

**THAS/34/2425 Resolved to** accept the Paddling Pool accounts to 31<sup>st</sup> March 2025 and to note the content of the summary report.

## **9. Management Accounts for Congleton Information Centre**

**THAS/35/2425 Resolved to** accept the Information Centre accounts to 31<sup>st</sup> March 2025 and to note the content of the summary report.

## **10. Counter/Office reconfiguration of Information Centre**

**THAS/36/2425 Resolved to** Agree in principle to the pre-fabricated counter on the left of the Info Centre but to re-design and research options for the right hand side office space. Improvements for accessibility to be included in the design.

## **11. Town Hall Decarbonisation Updates**

**THAS/37/2425 Resolved to** receive the report relating to Town hall Decarbonisation Updates.

## **12. Resolution to Exclude the Public and Press from Item 13**

**THAS/38/2425 Resolved to** exclude public and press be excluded from the meeting due to commercially sensitive information.

### **13. Commercial Partner Contract**

**THAS/39/2425 Resolved to agree to:**

- 1.** Bluey's bar area to be responsibility of CTC and for Officers to promote and hire this area as an additional meeting space.
- 2.** Mark's Events to write to Chief Officer requesting to be released from the annual payment of £12,000 for the Blueys area which was agreed by the Committee.
- 3.** Noted that Marks Events would pay £3,500pa for the use of offices he currently occupies.
- 4.** Noted that the current Commercial Partner contract ends in January 2026, the committee agreed to the proposal for 1-year extension with 12-month rolling contract dated from January 2026 subject to the following conditions being met:
  - Meeting standards according to the Food Standards Agency including Customer Allergen Symbols & Ingredients Awareness labelling
  - Safer Food Better Business Training
  - CEC Environmental Rating to be displayed and Health Inspection, In the absence of CEC providing an Environmental rating a monthly check of requirements will be undertaken by senior officers of the council
  - Regular meetings with the nominated CTC Officer to check on customer feedback

**Cllr Liz Wardlaw  
(Vice Chair)**

## CONGLETON TOWN COUNCIL

### Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 26<sup>th</sup> June 2025

For the papers discussed at the meeting, [please see the Agenda & Papers – 26<sup>th</sup> June 2025](#)

In attendance:

**Committee members:** Councillor Russell Chadwick (Chair)  
Councillor Robert Douglas  
Councillor Sally Ann Holland  
Councillor Susan Mead  
Councillor Heather Pearce  
Councillor Richard Walton  
Councillor Glen Williams

**Non-Committee members:** Cllr Kay Wesley

**Ex-Officio Members:** Cllr Robert Brittain (Mayor), Cllr Suzy Firkin (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: Councillor Liz Wardlaw (Vice Chair), Councillor Suzie Akers Smith, and Councillor Arabella Holland.

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

**THAS/01/2526 Resolved to** approve and sign the minutes of the meeting of the Town Hall, Assets and Services Committee held on 10<sup>th</sup> April 2025.

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

Declarations of Interest were received from Councillor Russell Chadwick (Cheshire East), Councillor Sally Ann Holland (Cheshire East), Councillor Glen Williams (Friends of Congleton Park)

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

No outstanding actions.

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

No questions from members of the public were received.

#### **6. Urgent Items**

No urgent items.

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

**THAS/02/2526 Resolved to** accept the Management Accounts Town Hall to 30<sup>th</sup> April 2025 and to note the content of the summary report.

##### **Actions:**

- Include a graph to future finance reports to improve presentation of figures.
- Agenda items 7 (Management Accounts) and Agenda item 14 (Town Hall Bookings) to be featured in the same report for future committee meetings.

#### **8. Paddling Pool Accounts**

**THAS/03/2526 Resolved to** accept the Paddling Pool accounts to 30<sup>th</sup> April 2025 and to note the content of the summary report.

#### **9. Management Accounts for Congleton Information Centre**

**THAS/04/2526 Resolved to** accept the Information Centre accounts to 30<sup>th</sup> April 2025 and to note the content of the summary report.

**Action** – Request that footfall figures are recorded from September 2025

#### **10. Paddling Pool and Send Sessions Update 2025**

**THAS/05/2526 Resolved to** accept the report relating to Paddling Pool and SEND sessions 2025 and agree to continued support for the Ruby's SEND sessions.

##### **Actions:**

- Research options for a gazebo or tent to be used by users as a changing facility.

#### **11. Paddling Pool Feasibility Study**

**THAS/06/2526 Resolved to** accept the report relating to the Paddling Pool Feasibility Study.

#### **12. Town Hall Decarbonisation Updates**

**THAS/07/2526 Resolved to** accept the report relating to Town Hall Decarbonisation Updates.

**Actions:**

- Send details of the Listed Building Application to Councillor Russell Chadwick's Cheshire East email address.

**13. Grand Hall Interactive TV Screen**

**THAS/08/2526 Resolved to** accept the report relating to Grand Hall Interactive TV screen and for Officers to research further options for screens in the Grand Hall.

**14. Town Hall Bookings April to June 2025**

**THAS/09/2526 Resolved to** accept report relating to Town Hall Bookings April to June 2025.

**Actions:**

- Include a graph to future finance reports to improve presentation of figures and show comparisons of previous year's bookings.
- Agenda items 7 (Management Accounts) and Agenda item 14 (Town Hall Bookings) to be featured in the same report for future committee meetings.
- Correct the dates on the Decision Request section of the report, change January to April

**15. Counter Office reconfiguration Information Centre**

**THAS/10/2526 Resolved to** receive the report relating to Counter Office reconfiguration Information Centre and agree not to progress this project any further but develop the overall Maintenance Plan which will include future improvements and development of the Information Centre space.

**Cllr Russell Chadwick  
(Chair)**

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	<b>Council</b>																														
<b>MEETING DATE AND TIME</b>	<b>23<sup>rd</sup> October 2025 7 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>																												
<b>REPORT FROM</b>	<b>Cathy Dean – Communities Manager</b>																														
<b>AGENDA ITEM REPORT TITLE</b>	<b>13 Congleton Partnership Reserves</b>																														
<b>Background</b>	<p>Up until April 2022, Congleton Partnership received annual grants of £8,000 from Cheshire East Council and £9,000 from Congleton Town Council.</p> <p>In 2023/24, Cheshire East Council withdrew its funding for Town Partnerships, which led to the closure of the partnerships in Alsager, Disley, and Middlewich.</p> <p>During budget setting for 2024-2025, due to existing funds held by Congleton Partnership, Congleton Town Council agreed to set aside £10,000 carried over from the 2023-2024 financial year, as a reserve to support future Partnership projects on a case-by-case basis.[CTC/76/2324]</p>																														
<b>Summary</b>	<p>Congleton Town Council is currently the sole funder of Congleton Partnership. While the Partnership is able to apply for external grants, these are awarded on a project-by-project basis, and the associated funds must remain ringfenced for the specific project. (Since 2022, Partnership has successfully applied for £45,350 of grant funding.)</p> <p>Appendix 1 – Summary of Partnership Accounts</p> <p>The balance of unrestricted funds is now significantly reduced. (£2690.00). Looking ahead to 2026/27 and 2027/28 (existing funds cover activities for 25-26), it is proposed that the £10,000 reserve be transferred into the Partnership's available funds to enable it to continue delivering its minimum core activities, as outlined in the cash flow forecast.</p> <table><tr><td><b>Proposed Spending</b></td><td><b>25-26</b></td><td><b>26-27</b></td><td><b>27-28</b></td></tr><tr><td><b>Direct Costs</b></td><td></td><td></td><td></td></tr><tr><td>Zoom</td><td>130</td><td>130</td><td>130</td></tr><tr><td>Insurance</td><td>160</td><td>160</td><td>160</td></tr><tr><td>Phone</td><td>170</td><td>170</td><td>170</td></tr><tr><td>Website (Hosting + Domains</td><td>150</td><td>150</td><td>150</td></tr><tr><td>AGM</td><td>100</td><td>100</td><td>100</td></tr></table>			<b>Proposed Spending</b>	<b>25-26</b>	<b>26-27</b>	<b>27-28</b>	<b>Direct Costs</b>				Zoom	130	130	130	Insurance	160	160	160	Phone	170	170	170	Website (Hosting + Domains	150	150	150	AGM	100	100	100
<b>Proposed Spending</b>	<b>25-26</b>	<b>26-27</b>	<b>27-28</b>																												
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Phone	170	170	170																												
Website (Hosting + Domains	150	150	150																												
AGM	100	100	100																												

	<b>Events</b>			
	Health & Wellbeing Fayre	700	700	700
	Green Fayre	2000	2000	2000
	Senior F Event (tea dance)	1000	1000	1000
	Membership Event	500	500	500
	<b>Leaflets</b>			
	Young At Heart	300	300	300
	Congleton Cares	300	300	300
	<b>Total Forecast Spend</b>	<b>£5,510</b>	<b>£5,510</b>	<b>£5,510</b>
	Needed	£1,910	£4,298.00	£5,510.00
	Balance from unallocated	£1,212.00		
	<p>These activities represent only the basic functions of the Partnership. In addition, the Partnership provides support to a wide range of voluntary and community groups within the town, including Congleton Sustainability Group, Trees for Congleton, Dementia Friends, Congleton Hydro &amp; Solar, the Margaret Williamson Memorial Fund, Congleton Hydro, Congleton Solar, Congleton Hydro &amp; Solar Grants, and the No Tier Snooker Society.</p> <p>Officer hours have been reduced from 21 to 7 per week, and the requirement to apply for separate funding for each event or publication listed above creates an unnecessary administrative burden.</p>			
<b>Financial Implications</b>	None. These funds have already been reserved for Partnership use.			
<b>Environmental Implications</b>	Congleton Partnership plays a key role in supporting local environmental and sustainability initiatives within the town. Through its links with groups such as Congleton Sustainability Group, Trees for Congleton, and Congleton Hydro & Solar, the Partnership actively contributes to projects that promote biodiversity, renewable energy, carbon reduction, and environmental awareness. A reduction in the Partnership's capacity or funding could limit its ability to support these projects, potentially impacting the delivery of local environmental objectives and community-led sustainability efforts.			
<b>Equality and Diversity</b>	The Partnership promotes inclusive engagement across all sections of the community and supports projects that encourage participation from diverse groups. Continued funding will help ensure that community-led initiatives remain accessible and inclusive, reflecting the town's commitment to equality, diversity, and social cohesion.			
<b>Decision Requested</b>	That Congleton Town Council approves the transfer of the £10,000 from EMR 326 [EMR Congleton Partnership] into available funds to enable Congleton Partnership to continue delivering its core activities and maintain support for community and environmental initiatives during 2026/27 and 2027/28.			

Phone	Partly Cash/Payments	PO Ref	Amount
# A Hardware (Vt Day Event)	CP5007/2526	£	250.00
Petra Lee (Vt Day Bear)	CP5007/2526	£	300.00
Marks Events (Vt Day Event)	CP5008/2526	£	1,425.00
Room Hire (Grand Hall Vt Day)			75.00
Baker Bros (Vt Day Event)	CP5009/2526	£	102.12
Andrew Darch	CP5013/2526	£	143.00
Zoom	CP5014/2526	£	129.00
Deborah	CP5015/2526	£	111.00
Cat Social Media (Domain Names)	CP5019/2526	£	48.15
Chronicle (Hydro Grants - Claim Back)	CP5023/2526	£	144.00

Green Fyre	P.O. Ref	Amount	\$0.50 CTE
Niche Events	CP5019/2526	£ 646.00	1292
Fools Paradise (HedgeMen)	CP5020/2526	£ 487.50	975
Wizards	CP5021/2526	£ 100.00	200
L and J Print (Banner)	CP5022/2526	£ 28.00	56
Cat Social Media (Facebook Ads)	CP5024/2526	£ 29.87	59.74
Cable Ties GF	CP5025/2526	£ 10.97	21.93

Original Grant from CEC was £17,500 in 2022 to develop AMI system. Now evolved into Congleton Volunteer Action. Balance carried forward.

B/F 24/25 - 298.42

Cost of Living Grants (CLG)	P.O. Ref	Amount	£9,580
Hillary Ave. Garden	N/A	£	727.62
Return to CEC	N/A	£	4,139.00
Hand Tools	N/A	£	995.66
Plants	N/A	£	36.35
Storage Shed	N/A	£	983.00
Cooking Courses BF	N/A	£	1,260.00
		£	8,141.63

Balance Remaining	#####
Unallocated	€ 2,690.21

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	<b>Council</b>		
<b>MEETING DATE AND TIME</b>	<b>23<sup>rd</sup> October 2025 7 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	<b>Cathy Dean – Communities Manager</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>14 Speed Indication Device</b>		
<b>Background</b>	<p>The Town Council has received several requests from people wanting Speed Indication Devices (SIDs) fitted on their roads. Although Road Safety is a Cheshire East function, and speeding is a criminal offence dealt with by the Police, the requests find their way to Town and Parish Councils.</p> <p>The Town Council does not currently own any working Speed Indication Devices; those in existence in Congleton are owned by CEC. Current locations:</p> <ul style="list-style-type: none"><li>• Buxton Road – near the junction with Buxton Old Road (inbound towards Congleton Town)</li><li>• Park Lane – adjacent to 32A Park Lane (inbound towards Congleton Town)</li><li>• Newcastle Road – opposite Astbury Garage (inbound towards Congleton Town)</li><li>• Padgbury Lane – two locations, one in each direction</li><li>• Leek Road – two locations with flashing 30mph signs, one in each direction</li><li>• Leek Road (Railway Bridge) – one location with a "Slow Down" flashing sign activated when exceeding 30mph</li></ul> <p>Speed Indication Devices are effective in warning drivers about their speed and usually result in drivers slowing down.</p> <p><b>CO/17/2425</b> – Resolved to add Speed Indication Devices to a list of items being taken into Business planning and budget setting activities.</p> <p><b>CO/03/2526</b> - Resolved to recommend the purchase of a solar-powered Speed Indicator Device (SID) with data-logging capability, within a budget range of £4,000 to £6000, and submit 3 quotes to Full Council during business planning and budget setting for approval.</p>		

## Summary

Cllr Heather Seddon has requested a Speed Indicator Device set up on the A34 Newcastle Road by The Mount, to slow the speed of traffic along that stretch of road.

Cllr Seddon's Cheshire East ward budget would be used to purchase 2 poles for the SID (around £2000 each). SID devices can be fitted to suitable poles, like signposts, if available in the location.

Location of poles facing Southwest-bound traffic and one facing North-bound traffic:

### Proposed location of SID:

Site 1: A34 Newcastle Road / The Mount. Facing Southwest bound traffic



Coordinates: 53.16198, -2.23431 or W3W [///urban.movies.plenty](https://www.urban.movies.plenty)

Site 2: A34 Newcastle Road. Facing North bound traffic



Coordinates: 53.1589, -2.2352 or W3W [caves.sheep.cycles](https://www.what3words.com/caves.sheep.cycles)

### Mobile Solar-Power SID

The only viable option is a device powered by solar, which eliminates the need for a power supply or changing/charging batteries.

Basic data-logging is included in hardware, but cloud access or real-time reporting will come with annual fees. Essential for measuring impact and justifying continued investment. Include approx. £250–£500/year for cloud subscription, depending on provider and usage.

CEC Highways will charge £115 for a licence per functioning SID.

Cheshire East Speed Management Strategy (2003) states: “There is a strong preference for SIDs to be a temporary device that can be moved between locations on a regular basis, thereby they can be used over a wider area in an urban setting as a visible measure for the wider local community.”

There will be two poles at the Newcastle Road location and an existing pole on Manchester Road, where the SID can be rotated.

### Quotes for Solar-Powered SID

Officers have contacted 5 companies. As of 8th September, 3 companies have supplied written quotes:

	<p>Company 1 - Total excl. VAT: £ 3052.74 – includes a 24-month 4G contract for data connectivity (£266.97)</p> <p>Company 2 – Total excl. VAT - £3383.00 (data contract would be extra)</p> <p>Company 3 – Total excl. VAT - £3580.00 (data contract would be extra)</p> <p>An Officer can collect data via Bluetooth to a mobile device; it would involve periodically visiting the device to manually download speed data.</p>
<b>Financial Implications</b>	Currently, there is no budget for the purchase or for the running costs of a device. There is an Ear Marked Reserve of £4357 for traffic calming /crime prevention. (EMR 324). The purchase of this SID will leave a balance of £1,305. The first resolution listed above states that this needs to be discussed at business planning and budget setting. If approved to purchase, the costs will be spent from the Crime Reduction cost centre a small increase will be required to support annual costs.
<b>Environmental Implications</b>	Solar-powered models are ideal for the environment. They minimise maintenance and keep operating costs low.
<b>Equality and Diversity</b>	The product is aimed at reducing speeds, which has positive benefits for all sectors of our community, but especially for pedestrians and cyclists.
<b>Decision Requested</b>	<ol style="list-style-type: none"> <li>1. Agree to purchase a SID for £3052.74, which includes a 24-month 4G contract from Ear Marked Reserve 324 Crime Prevention/Traffic Calming.</li> <li>2. Pay a yearly licence fee to Cheshire East Council, currently £115.</li> <li>3. To note that Congleton Town Council would be responsible for any maintenance costs outside of the warranty on the device and that Streetscape Operatives would be tasked with moving the device between locations.</li> </ol>