



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

5th March 2026

Dear Councillor,

You are summoned to attend a meeting of the Council on **Thursday 12th March 2026** 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 22nd January 2026](#)

3. Declarations of Disclosable Pecuniary Interest

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

4. Questions from Members of the Public

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

5. Urgent Items

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

6. Town Mayor Announcements and Engagements (Enclosed)

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

7. Finance and Policy (Enclosed)

7.1 Financial Regulations and Supporting Policies Update FAP/56/2526

For Council to approve and adopt into the constitution:

- Updates to the Financial Regulation (Section 5 and item 16.5)
- Updates to the Standing Orders (Section 19)
- Updated Procurement Policy

- And to withdraw the Standing Orders for Contracts (Full Policy)

7.2 Business Risk Assessment 2026-27

For Council to approve the Business Risk Assessment for 2026-2027 and adopt into the Constitution **FAP/57/2526**

7.3 CIL Monitoring report

For Council to note the CIL Monitoring report and current CIL balances.

8. Town Hall Assets and Services (Enclosed)

For Council to approve the installation of double glazing to the six second-floor windows only, at a total cost of £12,000 + VAT.

9. Neighbourhood Plan (Enclosed)

To update members on the progress of the Neighbourhood Plan

10. Speed Indication Device

To recommend the purchase of a second SID device for use around the Town.

11. Resolution to Exclude the Public and Press from Items 12 &13

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

12. Cheshire East Council Devolution (To Follow)

To receive a report from the Chief Officer on the current status of the devolvement of services from Cheshire East Council

13. Retirement of the Chief Officer and process for replacement (To Follow)

To receive a report from the Chief Officer on the process for replacement.

To All Members of the Council

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



Congleton Town Council

Title	Council
Date of Meeting Time	22 nd January 2026 7 pm
Status	Draft Minutes – to be ratified at the next Council meeting
Reference Documents	Agenda Papers for the Council – 22nd January 2026

Attendance

Committee Members	Cllr Robert Brittain – Town Mayor (Chair) Cllr Suzy Firkin – Deputy Mayor (Vice Chair) Cllr David Brown Cllr Russell Chadwick Cllr Robert Douglas Cllr Mark Edwardson Cllr Emma Hall Cllr Sally Ann Holland Cllr Amanda Martin Cllr Susan Mead Cllr Rob Moreton Cllr Shaun Radcliffe Cllr Heather Seddon Cllr Richard Walton Cllr Kay Wesley Cllr Glen Williams
Officers	David McGifford (Chief Officer)
Members of the Press	1 Congleton Chronicle
Members of the Public	4 public 1 Town Burgess

1. Apologies for Absence

Apologies for absence were received from Cllr Suzie Akers Smith, Cllr Arabella Holland, Cllr Heather Pearce and Cllr Liz Wardlaw.

2. Minutes of Previous Meetings

CTC/57/2526 resolved to approve and sign the minutes of the Council meeting held on the 11th October 2025 as a correct record.

3. Declaration of Interest

Declarations were received from Cllrs David Brown, Russell Chadwick, Emma Hall, Sally Ann Holland, Rob Moreton, and Heather Seddon on matters relating to Cheshire East Council. Cllr David Brown declared a non-pecuniary interest on agenda item 9, Astbury Mere Trust.

4. Questions from Members of the Public

Questions were received from Richard Wharfe and Barry Speed on matters relating to the budget. Questions and responses are in Appendix 1.

5. Urgent Items

There were no urgent items.

6. Town Mayor Announcements and Engagements

The Mayor gave details of his engagements, which are in Appendix 2.

7. Minutes of the Planning Committee

CTC/58/2526 resolved to approve the minutes of the meeting held on the 13th November 2025.

8. Minutes of the Personnel Committee

CTC/59/2526 resolved to approve the minutes of the meetings held on the 13th March 2025, 12th June 2025, 3rd July 2025 and the 23rd October 2025

9. Astbury Mere

CTC/60/2526 resolved to approve the Astbury Mere Management and Maintenance contract.

10. Budget and Precept for the financial year 2026/27

CTC/61/2526 resolved to approve the operational budget.

CTC/62/2526 resolved to approve Option 1 of the long-term Project and Maintenance plan allocations.

CTC/63/2526 resolved to approve the Budget based on option 1 for 2026-2027.

CTC/64/2526 resolved to approve a Precept requirement of £1,585,910 for 2026-2027.

10.1 Ear Marked Reserves Report

CTC/65/2526 resolved to note the Ear Marked Reserves Report

10.2 Payments Over £5000

CTC/66/2526 resolved to approve the payments over £5,000

Noted that Cllr Glen Williams declared a non-pecuniary interest in Zurich Insurance.

11. PCSOs in Congleton, Cheshire Police's Public Consultation

CTC/67/2526 resolved to approve the Town Council's response to the Public Consultation with the inclusion of a sentence stating that Congleton's PCSO allocation needs to be aligned to the size of its population.

Noted that Cllr David Brown declared a non-pecuniary interest in this item.

12. Youth Council Constitution

CTC/68 /2526 resolved to approve the Youth Council's Constitution.

Appendix 1- Questions from members of the public

Richard Wharfe Question to Full Council (on CTC Precept 26/27)

I have lived in the same property in Congleton since 1998, so have Council Tax records covering the whole of this period till now. Reviewing the CT demands which in 1998 were £ 1,1052.96 which was issued by Congleton Borough Council of which £852.10 for Cheshire County Council, £68.79 for Cheshire Police and £132.07 for Congleton BC/Parish

*Increases based on previous year – the below dates were chosen as they are key dates in changes in council arrangements ie From CBC to CEC etc

By 2003/2004 the CT demand was £1,411.30, of which £ 1,101.45 for Cheshire County Council (9.9% increase), Cheshire Police - £107.68 (19.8% increase), Congleton Borough Council - £ 165.76 (5% increase) and £ 36.41 for Congleton Town Council (67.8% increase)

By 2010/2011 the CT demand was £ 1,822.02 of which £ 1,486.64 for Cheshire East Council (1.7% increase), Cheshire Police - £176.65 (2.7% increase), Cheshire Fire Authority - £ 81.19 (2.9% increase) and £ 77.54 for Congleton Town Council (9.9% increase)

By 2021/22 the CT demand was £ 2,415.64 of which £ 1,714.83 for Cheshire East Council (2% increase), Social Care - £215.10 (3% increase) Cheshire Police - £275.54

(7.1% increase), Cheshire Fire Authority - £ 98.84 (2% increase) and £ 111.33 for Congleton Town Council (2% increase)

By 2023/24 the CT demand was £ 2,617.61 of which £ 1,812.67 for Cheshire East Council (3% increase), Social Care - £274.14 (2% increase) Cheshire Police - £306.09 (6.4% increase), Cheshire Fire Authority - £ 108.92 (6.1% increase) and £ 117.79 for Congleton Town Council (3.7% increase)

By 2025/26 the CT demand was £ 2,898.47 of which £ 2,300.27 for Cheshire East Council (5% increase), Cheshire Police - £338.48 (5.3% increase), Cheshire Fire Authority - £ 116.22 (5.5% increase) and £ 143.50 for Congleton Town Council (11.3% increase)

In summary, Congleton Town Council precept for an E rated property since 1998 has been as follows;

Between 1998 & 2003 – there was no precept to compare against current precept as different arrangement.

2003/4 - £36.41

2004/5 - £31.45

2005/6 - £ 34.23

2006/7 - £44.64

2007/8 - £48.85

2008/9 - £ 65.05

2009/10 - £ 70.55

2010/11 - £77.54

2011/12 - £76.78

2012/13 - £ 82.13

2013/14 - £ 81.35

2014/15 - £ 85.68

2015/16 - £ 85.68

2016/17 - £ 99.26

2017/18 - £ 100.14

2018/19 - £ missing

2019/20 - £ 105.36

2020/21 - £ 109.16

2021/22 - £ 111.33

2022/23 - £ 113.63

2023/24 - £ 117.79

2024/25 - £ 128.93

2025/26 - £143.50

Theoretical 20% increase for 2026/27 - £ 172.20~

As you can clearly see since 2003, CTC precept of gone up 6.14% per annum compounded, which roughly is double the average inflation rate or looking at it another way since 2003, CTC's precept monetary cost for a E rated Congleton property has gone up ~394% and should you increase this year's precept by 20% that is an overall increase of ~473% since 2003 !?

So my question is this, simply how can this council set & justify another substantial precept increase (above inflation) especially when it doesn't supply any essential services and if it was to obtain essential services from Cheshire East, therefore having to increase the precept to cover these services, given CEC don't provide payment to CTC for these 'taken on new

services', can this council guarantee that local residents will not pay twice for any services which CTC may take on in the foreseeable future from CEC ?

Response presented by Cllr Robert Douglas Chair of Finance and Policy

Thank you, Richard Wharfe, for your question and for providing us with such a detailed analysis of the Council Tax bills that you have received over more than the last 20 years. It is not feasible to compare Congleton Town Council of today with the Congleton Town Council of over 20 years ago because there have been major structural changes over that long period including:

- The creation of Cheshire East Council in 2008/09.
- Our subsequent acquisition of our Town Hall from Cheshire East for just one pound but requiring us to invest substantial sums to repair years of neglect.
- Our Town Council taking on new significant services for the benefit of our residents, such as the Streetscape operation in 2014.

I can, however, provide a detailed analysis of changes in our Precept compared to the rate of inflation for the six year period between April 2013 and May 2019, since I first became a councillor.

In that six year period, our Town Council has taken on additional responsibilities and suffered significant additional costs, many outside our control, including:

- A few years ago, we took over responsibilities of the Information Centre from Cheshire East. This is a service which provides a valuable service to those visiting our town and promotes and supports local businesses. Only one other town in Cheshire East provides this service.
- We recently took over the responsibility for the Street Sweeper service so that we now have complete control over this service to improve the efficiency of keeping our streets clean.
- Our largest cost is labour, which in this financial year accounted for about 59% of our total costs. Over the last few years, this cost has understandably generally increased at a higher rate than the increase in the cost of living. This is a cost that is negotiated nationally, so we have no control over it. Governments have been anxious to increase the minimum wage well above the rate of inflation and this has a knock-on effect on other pay scales. For instance, in 2023 the nationally agreed wage rates, over which we have no control, increased our labour costs by about 7%.
- We also have suffered factors totally outside our control, such as the £ 26,500 increase in Employers National Insurance we suffered in April 2025 following the changes announced by this Chancellor in her Autumn 2024 Budget.
- In order to retain our major Streetscape service contract with Cheshire East Council, a service so highly regarded and appreciated by our residents, we have had to agree in 2024 to a reduction in our contract price of about £ 40,000.
- We are the only town to offer the service of the Paddling pool, a service that is free of charge for users. With health and safety requirements, high maintenance costs and the increasing costs of chemicals, the costs to provide this much loved service has increased significantly in recent years.
- Utility costs, which are also outside our control, have increased significantly above inflation.

The retail price index, with January 1987 set at 100, published by the Office of National Statistics states that the index stood at 289.0 in the second quarter of 2019 and at 403.2 in the second quarter of 2025, meaning that over this six year period, the retail price index increased by 39.5%.

In line with standard procedure, Band D is the Band that councils quote when reporting on the level of their precepts. In that same six year period, our town's Precept for Band D, increased from £ 86.21 in April 2019 to £ 117.41 in April 2025. This is an increase of 36.2%.

So, despite the extra responsibilities that our Council took over and all the additional costs that we incurred, many outside our control, the increase in our Precept in that six year period was 8.4% below the increase in the Retail Price Index.

In April, 2019, our Town had the second highest Precept in Cheshire East, but in April 2025, we had fallen to sixth place. Therefore, residents in many other towns within Cheshire East have seen significantly higher increases in their Precept over the last six years than that seen by our residents of Congleton.

Unfortunately, our Primary Council Cheshire East, like so many other Primary Councils is tottering on the edge of financial bankruptcy, otherwise known as Section 114. Due to Cheshire East's financial difficulties, their services are being cut back significantly, which does have a serious adverse impact on our Town.

This leaves our Town Council with the unenviable Hobson's choice of either sitting back, washing our hands of any responsibility and allowing things in our Town to deteriorate or stepping in and taking over responsibility for the benefit of our communities who we serve, although this in effect is "double taxation, given such tasks fall under the responsibility of Cheshire East.

However, in a short survey, many of our residents have made it clear that there are such tasks such as taking responsibility of public toilets and managing highway weeding and grass cutting that they wish us to take responsibility for.

Question 2 Barry Speed

1. Appendix 3 of the draft budget shows a figure of 793K (+94K reserves) for Town Hall projects, over the next 12 years. Can I ask has there been detailed discussion and agreement to these costs, and in particular whether these costs have been compared against the rental of a standard suite of offices as an alternative to the Town Hall?

Answer Chief Officer The costs that have been presented have been generated by Officers, presented to councillors at various THAS meetings and more recently at a Strategy Working Group where all councillors were invited. Many of the costs have been quotes recently received and others are based on historic quotes plus inflation. Others are based on what we have previously paid plus an element of inflation. This is no different to home budgeting over a period of time where some figures are estimated based on best knowledge.

This could lead to an element of both under budgeting and overbudgeting whichever way around the budgets will be reviewed every year and adjusted where necessary. Any expenditure will need to be aligned to our Financial Regulations.

What we do know is the budgets for the boilers and destratification fans is accurate and close to £200k and will need to be replaced within the next 2 years.

With regards to comparing costs against a standard suite of offices the quick answer is no. There is a perception that the Town Hall is not generally utilised by businesses, groups, charities or residents. I would just like to place on record that in 2025 there were 279 external bookings for rooms at the Town Hall

- Appendix 3 shows a total projection of costs per year of 77,900. Can I ask where this is shown in the detailed budget broken down by cost centre?

This is shown at the bottom of Appendix 3

- In the detailed budget breakdown, it shows Streetscape Other Income of 42K. Can I ask what is the nature of this 'other income'?

We are in the process of agreeing a contract for our streetscape service for £42,000, the detail is covered within agenda item 9,

- Streetscape staff costs appear to have increased by some 180K (+30%) in just 2 years. Can I ask why these costs have increased by such a large amount?

Over the last 3 years the figure have increased from £577,073 in 2024-25 through to a budget of £762,353 for 2026-27 which is an increase of £185,280 which equals 32.1% In 2024/25 ERNI increased from 13.8% up to 15% as well as the government lowering the threshold from £9,100 to £5,000 which has been carried through to the current budget for 2026-2027.

These costs were in addition to the National Pay Awards of 2024-2025 5.12% and 2025-2026 x 3.2%

For 2026-27 we have budgeted for a National Pay Award of 4% plus 2 additional Streetscape Staff one of which will be allocated towards the Astbury Mere project.

It is worth noting that when there are increases in streetscape pay our contract with CEC has covered approximately 70% of that increase

Appendix 2

Council Meeting 22.1.2026 ITEM 6

TOWN MAYOR'S ENGAGEMENTS 2025/26

8 Engagements since 6.12.25 - Town Mayor, Cllr Robert Brittain

7 December 2025	Congleton Youth Orchestra Christmas Concert
8 December 2025	No Tier Snooker Christmas Charity Lunch
13 December 2025	Children's Awards at Congleton Police Station
13 December 2025	New Life Church Carol Service
13 December 2025	Rotary Christmas Concert
18 December 2025	Christmas Carol Service - St Peters Church
20 December 2025	Congleton Choral Society Christmas Concert
14 January 2026	Mayor of Leek 'Silent Night' Charity Fund Raising event

1 Engagement – Deputy Town Mayor, Cllr Suzy Firkin

13 December 2025	Children's Awards at Congleton Police Station
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Council Meeting 12.03.2026 ITEM 6

Town Mayor's Engagements since 14.01.26

x10 - Town Mayor, Cllr Robert Brittain

19 Jan	Mossley Primary Celebration Assembly – Pupil Fundraising Presentation
24 Jan	Denis Murphy Celebration of Life
27 Jan	Holocaust Memorial Day Service
30 Jan	Rory Bremner Ukrainian Fundraiser
6 Feb	Congleton Players - Frankenstein Fire & Silence
8 Feb	Opening of GSM Padel Courts
18 Feb	Northwich Town Mayors Charity Evening
22 Feb	Crewe Town Mayor's Civic Service
23 Feb	Congleton Town Hall Tour - St John Ambulance
2 Mar	Congleton Army Cadets Open Evening

x3 - Deputy Town Mayor, Cllr Suzy Firkin

13 Feb	Priesty Fields Care Home Open Day
14 Feb	Official launch of The Retreat at CMQ
14 Feb	Mavis' 100 th Birthday party, Priesty Fields Care Home

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	12 th March 2026 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael- R.F.O		
AGENDA ITEM REPORT TITLE	7.1 Financial Regulations and Supporting Policies Update		
Background	<p>The Financial Regulations and Standing Orders were updated with just one amendment in June 2025, which was completed due to a new Act that was implemented for procurement, The Procurement Act 2023, no other updates were recommended at the time, as a more in-depth review was to take place later in the year, alongside supporting procurement policies.</p>		
Update	<p>When the new Procurement Act was introduced NALC (National Association of Local Councils) updated the Model Financial regulations and recommended through their model template a higher limit as to where Councils needed to officially go through a procurement tender process, this was raised from £30,000 to £60,000 including VAT. Our limit remained unchanged at the last review at £30,000. After seeking further advice, the recommendation is that this is raised to £60,000.</p> <p>(NB: We still have to adhere to all our regulations with regard to quotes and processes, and once a contract over £30,000 is awarded, we still have to place a notice on the Find a Tender website and our own website to show this for transparency requirements.)</p> <p>It has been noted by advice taken that the current Standing Orders for Contracts Policy is outdated and refers to old statutory rules/requirements, and that this separate policy is not required alongside our Financial Regulations and Standing Orders, as Tendering is covered in those documents.</p> <p>The updates below were approved by Finance and Policy on 26th February 2026:</p> <p>FP/55/2526 resolved to approve the updates to the Financial Regulations and corresponding sections in The Standing Orders and recommend to Council for approval and adoption into the Constitution, subject to the removal of Financial Regulations reference Section 5, showing £3,000 to - £5,000</p> <p>This paper is also to approve draft updates to our supporting procurement policies.</p>		

	Policy	Update	Info
	Financial Regulations	Section 5	Increase the limit for contracts from £30,000 to £60,000 per Model Regulations
			Remove all references to the Standing Orders for Contracts policy (Section 5 and Appendix 1)
	Financial Regulations	Section 5	Added: <i>In respect of tangible movable items, any purchases made from the Capital Contingency Fund under £10,000 incl VAT, may be approved by the Finance and Policy Committee; items over £10,000 incl VAT, are to be approved by Council. (CTC refer to these items as Capital Items Cost Centre 109) Also see Section 16, point 16.5.</i>
	Standing Orders	Section 19	To match Financial Regulations, increase the limit for contracts from £30,000 to £60,000
	Procurement Policy	Added	Tenders <ul style="list-style-type: none"> ○ All contracts over £60,000 inclusive of VAT must follow our Financial Regulations Tender Processes
	Standing Orders for Contract		Withdraw policy
Decision Request	<p>To approve and adopt into the constitution:</p> <ul style="list-style-type: none"> ● Updates to the Financial Regulation (Section 5 and item 16.5) ● Updates to the Standing Orders (Section 19) ● Updated Procurement Policy ● Withdraw the Standing Orders for Contracts (Full Policy) 		



Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford** CiLCA

FINANCIAL REGULATIONS

DRAFT REVIEW

VERSION CONTROL	Version 17
Previous Version Approval Date	12 TH June 2025
Current Version FAP Review Date	
Current Version Approval Date	
Current Version Approval Reference	
This version of the Policy supersedes any previous versions.	



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CONGLETON TOWN COUNCIL FINANCIAL REGULATIONS

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DRAFT REVIEW

1. General

2. Risk management and internal control

3. Accounts and audit

4. Budget and precept

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.**

Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

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

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

5.6. **For contracts estimated to exceed £60,000 including VAT, the Chief Officer must comply with The Council's Standing Orders for Contracts Policy and any regulations for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.**

Commented [SV1]: This is the new figure quoted in the Model Regulations, we can use the £60,000 rather than the £30,000 noted in 5.7. This was highlighted when our SOFC policy was reviewed by SLCC

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

Commented [SV2]: To note we can set our limit at £60,000 before we tender (All orders must still adhere to our Financial Regulations), the £30,000 limit is the requirement to declare any awarded contract over £30,000 on the Find a Tender website

- 5.8. For expenditure and contracts greater than £3,000 excluding VAT the Chief Officer/RFO or relevant lead officer shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Chief Officer/RFO or relevant lead officer or RFO shall try to obtain 3 estimates which can include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, all officers shall seek to achieve value for money.
- 5.11. Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Chief Officer and RFO shall act after consultation with the Mayor and Deputy Mayor of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - vii. Goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to Council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual Revenue expenditure purchases within an agreed budget for that type of expenditure may be authorised by:
- the Chief Officer for any items below £5,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £10,000 excluding VAT
 - • the council for all items over £10,000;

- in respect of grants, the Finance and Policy Committee within any limits set by council and in accordance with any policy statement agreed by the council.

- In respect of tangible movable items, any purchases made from the Capital Contingency Fund under £10,000 incl VAT may be approved by Finance and Policy Committee, items over £10,000 incl VAT are to be approved by Council. (CTC refer to these items as Capital Items Cost Centre 109)

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

- 5.16. No individual member, or informal group/working group of members or volunteer may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of Council except in an emergency. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the Chief Officer may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Chief Officer shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be monitored controlled by the RFO
- 5.22. All Capital works shall be administered in accordance with the Councils Standing Orders and Financial Regulations relating to contracts.

5.23. The RFO shall regularly provide the Council with a statement of income and expenditure to date under each heading of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess 15% as long as the variance exceeds £ 500. The statement of income and expenditure known as Management Accounts, will be included as part of Finance and Policy Committee minutes, and will be presented to Council as part of the approval of the final Finance and Policy Committee minutes.

6. Banking and payments

7. Electronic payments

8. Cheque payments

9. Payment cards

10. Petty Cash

11. Payment of salaries and allowances

12. Loans and investments

13. Income

14. Payments under contracts for building or other construction works

15. Stores and equipment

16. Assets, properties and estates

17. Insurance

18. Suspension and revision of Financial Regulations

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Chief Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Chief Officer.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders

shall be opened at the same time on the prescribed date by the Chief Officer in the presence of at least one member of the council.

4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.

5) Any invitation to tender issued under this regulation shall be subject to Standing Order 19 (Financial controls and Procurement) and the separate policy Standing Orders for Contracts and shall refer to the terms of the Bribery Act 2010.

Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken

Full Version Control

Date	Changes	Approval Reference
	<p>Section 5</p> <p>5.6 Increased contracts limit from £30,000 inc. VAT to £60,000 inc. VAT per NALC Model Regulations</p> <p>5.15: Added</p> <ul style="list-style-type: none">In respect of tangible movable items, any purchases made from the Capital Contingency Fund under £10,000 incl VAT may be approved by Finance and Policy Committee, items over £10,000 incl VAT are to be approved by Council. (CTC refer to these items as Capital Items Cost Centre 109)Removed all references to Standing Orders for Contracts Policy (5.6 and Appendix item 5)	



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

STANDING ORDERS

VERSION CONTROL	Version 19
Previous Version Approval Date	12 TH June 2025
Current Version FAP Review Date	
Current Version Approval Date	
Current Version Approval Reference	
This version of the Policy supersedes any previous versions.	



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Congleton Town Council

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1. Rules of debate at meetings
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14. Code of conduct and dispensations
15. Code of conduct complaints
16. Proper Officer
17. Responsible Financial Officer
18. Accounts and accounting statements
19. Financial controls and procurement
 - a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required as agreed either 3 or 4 times annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

v. whether contracts with an estimated value below £60,000 or due to special circumstances are exempt from a tendering process or procurement exercise.

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v. whether contracts with an estimated value below £30,000 inclusive of VAT due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

i. a specification for the goods, materials, services or the execution of works shall be drawn up;

ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

iii. the invitation to tender shall be advertised on the Town Council website and if applicable on the current Government Procurement tender website in a local newspaper and in any other manner that is appropriate;

iv. tenders can submitted in writing in a sealed marked envelope addressed to the Chief Officer; or electronically to a specific email address (See Financial Regulations Appendix 1 and Standing Orders for Contracts). Method of tendering for each contract will be decided by the Chief Officer

v. tenders shall be opened by the Chief Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

d. Neither the Council, nor a committee or a sub-committee with delegated

responsibility for considering tenders, is bound to accept the lowest value tender.

- e. The Councils Financial Regulations **and Standing Orders for Contracts** must also be adhered to for all procurement.
- f. **Where the Value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with these procurement rules. Nalcs's procurement guidance contain further details.**

20. Handling staff matters

21. Responsibilities to provide information

22. Responsibilities under data protection legislation

23. Relations with the press/media

24. Execution and sealing of legal deeds

25. Communicating with unitary councillors

26. Restrictions on councillor activities

27. Standing orders generally

28. Constitution

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

29. Town Meeting

30. Honorary Burgess

31. Certificates in Recognition of Outstanding Service.

32. Youth Committee



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

PROCUREMENT POLICY

DRAFT REVIEW

VERSION CONTROL	Version 3
Previous Version Approval Date	03/10/2024
Current Version FAP Review Date	
Current Version Approval Date	
Current Version Approval Reference	
This version of the Policy supersedes any previous versions.	



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CONGLETON TOWN COUNCIL

PROCUREMENT POLICY

Introduction

This guide is to provide an overview of procurement of goods and services and is not a replacement for the Town Council's Standing Orders and Finance Regulations

The Council will strive to attain best value for all goods, materials, and services which it purchases. "Best Value" will be defined as a balance of price, quality of product and supplier services.

The Council will operate a transparent procurement process in accordance with its Financial Regulations and Standing Orders for Contracts.

All procurement is to be made following the Standing Orders, Financial Regulations, and any internal processes in place.

Principles

- Always adhere to Financial Regulations
- The Council will purchase locally wherever possible and where best value can be satisfied.
- In evaluating "best value," the past record of the supplier will be taken into account.
- For goods, materials, or services over £60,000 inclusive of VAT , an evaluation model will be developed in advance against which best value can be judged and Tender process followed.
- The environmental and social credentials of the supplier will be checked, in accordance with the Council's Environmental Policy and Community and Social Policy.
- The Council will purchase re-cycled goods or less environmentally damaging materials where they meet the required functional standard.
- Limits:
 - Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - the council for all items over £10,000.
 - a duly delegated committee of the council for items over £5,000; or
 - the Chief Officer for any items below £5,000.
 - Capital Purchases £3,000 and over must be approved by Council.

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- Estimates/Quotes:
 - For contracts greater than £3,000 excluding VAT the Chief Officer/RFO or relevant lead officer shall seek at least 3 fixed-price quotes;
 - where the value is between £500 and £3,000 excluding VAT, the Chief Officer/RFO or relevant lead officer shall try to obtain 3 estimates which can include evidence of online prices, or recent prices from regular suppliers.
 - For smaller purchases, all officers shall seek to achieve value for money.

○ Tenders

- All contracts over £60,000 inclusive of VAT must follow our Financial Regulations Tender Processes.

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DRAFT REVIEW

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council								
MEETING DATE AND TIME	12th March 2026 7.00 pm	LOCATION	Congleton Town Hall						
REPORT FROM	David McGifford (Chief Officer) and Serena Van Schepdael (Responsible Financial Officer)								
AGENDA ITEM REPORT TITLE	7.2 Annual Review of the Business Risk Assessment 2026-2027								
Background	<p>Risk Management is an essential part of effective corporate governance. The Council has a statutory duty to have in place arrangements for managing risk as stated in the Accounts and Audit Regulations 2015:</p> <p><i>“A relevant authority must ensure that it has a sound system of internal control which ensures that the financial and operational management of the authority is effective and includes effective arrangements for the management of risk.”</i></p> <p>Congleton Town Council acknowledges that it has a responsibility to manage its risks effectively in order to protect its employees, assets, liabilities, and community. The Council is aware that not all risks can be eliminated fully, but through correct and careful procedures, there will be a focused approach to managing any risks.</p> <p>Congleton Town Council currently adheres to the guidance given by SAPPP Practitioners Guide in this publication “Governance and Accountability for Smaller Authorities in England” section 5 for the layout of the Business Risk Assessment and the likelihood of occurrence scores. Behind this document sit detailed risk assessments for the Council's operations and activities.</p>								
Updates	<p>The Business Risk Assessment has been reviewed and updated for the 2026-2027 financial year. Only one update for the draft document:</p> <table border="1"><thead><tr><th>Reference</th><th>Area</th><th>Update</th></tr></thead><tbody><tr><td>2r</td><td>Congleton Information Centre</td><td>Added weekly checks taking place to audit takings and till float counts.</td></tr></tbody></table> <p>The Risk Assessment was approved by Finance and Policy on 26th February 2026:</p> <p>FAP/56/2526 resolved to approve the Business Risk Assessment for 2026-2027 and recommend to Council for approval and adoption into the Constitution. Consideration may need to be given to review security breach at the museum</p>			Reference	Area	Update	2r	Congleton Information Centre	Added weekly checks taking place to audit takings and till float counts.
Reference	Area	Update							
2r	Congleton Information Centre	Added weekly checks taking place to audit takings and till float counts.							
Decision Requested	To approve the Business Risk Assessment for 2026-2027 and adopt it into the constitution.								

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Business Risk Assessment 2026-2027

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	ASSETS and SERVICES		Likelihood	Impact	Score	Risk Rating	Management/control of Risk	Review/Action
1a	Security of Town Hall Building	Theft Maintenance Staff Safety Third person use	1	2	2	Low	Building property insured and reviewed annually. Alarm systems with automatic response for Town Hall. Low crime rate in Congleton. Weekly fire alarm checks and annual servicing. Record all incident Third parties sign a contract re liabilities. CCTV installed throughout the building. Emergency procedures are in place for periods of time where Town Hall is closed out of hours through contracts, such as Fire Alarm and Intruder alarm.	Weekly checks of property and actions taken to correct maintenance. CCTV Policy checked annually
1b	Security of Town Treasures	Theft, damage	1	3	3	Med	Treasures locked in the safe. Keys held by CO and current Mayor. CCTV installed to view door of safe. Responsible person with treasures at all times if used for ceremonial or public viewing. Town Treasures signed in and out if taken out of the building (date and name of person taking)	Regular checks need by Town Hall Manager /CO
1c	Maintenance of Town Hall, Museum	Not an adequate budget for grade 2 building H&S – antisocial behaviour	1	3	3	Med	Ensure budget set for maintenance through Town Hall and Asset Committee and Council. Town Hall Manager to inspect property on regular basis for maintenance issues	Monitor budgets
1d	Town Hall Car parking area	H&S – vehicles and people	1	3	3	Med	Lighting, CCTV and appropriate signage and general maintenance	Regular checks by Town Hall Manager.

Business Risk Assessment 2026-2027

1e	Paddling Pool	Health and Safety Risk to workers, public and users Theft and damage to pump room and area. Storage of Chemicals	1	3	3	Med	Staff trained and Paddling Pool supervised when open. Detailed Method of Operating Procedures used by staff. COSH Sheets and written procedures in place Detailed lock up procedures. Secure and Improved storage and knowledge of chemicals in place. Insurance and Public Liability in place. Maximum number policy added for busy periods which has been implemented during hot weather since summer 2018. A clicker system is in place to keep the maximum 140 in the pool, a holding area to prevent queuing on the main path outside the pool is now in place since 2023 to allow a one in one out basis.	Check procedures annually, make sure staff training is up to date.
1f	Paddling Pool	Finance: Increase in costs will have an impact in Precept or other areas of the Council	2	2	4	Med	Reviewing operating hours and ability to charge for entry.	
1g	Hillary Avenue Allotments –CTC owns the land	H&S of users Safety of site	1	2	2	Low	Work closely with the Allotment Association who manage the allotments on a day-to-day basis. Regular Site inspection. CTC public liability insurance	Review contract and working arrangement
1h	Cenotaph Memorial Sgt Eardley statue Treo memorial and Our Elizabeth statue	Vandalism, damage, deterioration	1	2	2	Med	Regular checks of site for vandalism and damage included on our asset register for insurance. Within range of Town CCTV. Annual waxing of statues and a maintenance plan in existence for stone.	Part of Streetscape checks
1i	Community Garden	H&S of users	1	2	2	Low	Responsible for the site. Regular checks and any hazards made good. On Town Council insurance. Regular volunteers working on	Part of Streetscape checks

Business Risk Assessment 2026-2027

							site have signed the volunteer register. Volunteer policy updated 2019.	
1j	Community Polytunnel	H&S of users Theft/vandal	1	1	1	Low	Regular of inspection of site. Extra checks when used. Nothing of value kept here. CTC insurance. Streetscape Manager & Chief Officer to ensure lease from CEC is in place for use of the Polytunnels and up to date.	Part of Streetscape checks
1k	Christmas Lights	Theft. Safety of use	1	1	1	Low	Insured through Town Council and stored securely. Use of professional operator to check, service, install and remove lights. Anchor points checked, tested and certified on rotation as best practice. Check Insurance of the company storing the lights is in place.	Three-year contract with trained equipped and licenced contractor in place for installation, maintenance and storage. Currently in year three. New Tender is open for a new three year contract for 2025-2028.
1l	Streetscape Services - Operations	Health and Safety risk to workers, public and contractors Contract changes	1	3	3	Med	Risk Assessments carried out for all procedures and new pieces of work. Staff trained Consideration over implications of contracts e.g. vehicles with potential contract changes. All changes to contracts must be discussed with C/O and RFO and approved by Council before implementing, due to possible budget and contract changes.	Streetscape Manager to check risk assessments and training annually.
1m	Events in the Town Hall	Health and Safety risks to workers, volunteers, contractors and public. Risk to Town Council and Town Hall reputation	1	3	3	Med	Often organised by third parties. Commercial partner assumes responsibility for event. Organisers asked for Risk Assessment and Public Liability. Catering through Commercial Partner. Bar services must be through Town Hall DPS SIA door staff used when evening party event involving alcohol.	Maintain existing procedures, An annual review to take place on H&S aspects, three year contract with Commercial Partner due to be considered in time for April 2025.

Business Risk Assessment 2026-2027

							Bookings are not accepted for 18 th birthday parties.	
1n	Town Council led events.	Health and Safety risks to workers, volunteers, contractors and public . Risk to Town Council reputation	1	3	3	Med	Public liability put in place for events All documentation from third parties checked. Volunteer policy updated All major events are sent to CEC Event Safety Advisory Group for clearance. All contractors RAMS checked.	Maintain existing procedures and ensure new staff are trained.
1o	Licences	Financial penalty/liabilities for not having correct licences	1	2	2	Low	All licences stored on H Drive and in filing cabinets PPL and PRS reviewed annually Premises Licence held for Town Hall and Town Centre Small Lotteries Licence renewed annually Marriage/Wedding Licence renewal every three years TV Licence to be renewal annually.	Maintain existing procedures
2	Finance and Contracts							
2a	Banking	Failure of Bank	1	3	3	Med	Funds located in 3 separate banks Policies in place in Financial regulations	RFO continual monitoring
2b	Investments	Level of investment	1	1	1	Low	Investment policy in place Investment Policy updated annually Investment Policy and Strategy are in place and reviewed annually by Finance and Policy Committee and Council.	RFO and Council to review annually or potentially sooner if negative interest rates.
2c	Precept	Precept sum inadequate Late Payment from local authority	1	1	1	Low	Budget and Precept considered by Finance and Policy Committee & Full Council each year. Contingencies in place through reserves.	RFO and Council to review annually

Business Risk Assessment 2026-2027

2d	Financial controls and records		2	2	4	Med	RFO to undergo CPD training when available. Financial Regulations reviewed annually. Internal and External audits and regular Finance and Policy Committee Meetings RFO to ensure VAT returns/ HMRC/Pension returns are submitted on time.	Maintain existing procedures and provide training to new RFO
2e	Petty Cash	Payments not accounted for	1	1	1	Low	All petty cash payments supported by relevant paperwork. Checked by Internal Audit. Processes in Financial Regulations. Petty cash is verified twice yearly.	Maintain existing procedures
2f	Cash	Loss through theft or dishonesty	1	1	1	Low	Cash reconciled and banked regularly. Unbanked cash locked in office. Fidelity Guarantee Insurance in place via Zurich. Cash handling policy in place. All cash to be locked in the safe provided until banked.	Maintain existing procedures
2g	Bank Reconciliations	Inadequate Checks Bank Errors	1	1	1	Low	Bank reconciliations completed monthly and verified by a member of Finance and Policy committee. Checked via Internal Audits and reported to every Finance and Policy Committee	Maintain existing procedures
2h	Budgetary Process/Budgetary Spends	Inadequate budget preparation leading to inability to fulfill obligations	1	2	2	Med	Budget considered by Finance and Policy Committee and Full Council. Income and expenditure considered at every Finance and Policy Committee. Internal and External audits in place and follow financial regulations. All staff are regularly updated with remaining budgets, by the RFO. All staff must ensure checks take place prior to placing an order.	Maintain existing procedures

Business Risk Assessment 2026-2027

							Any overspends required will be notified to Council for approval prior to further expenditure.	
2i	Payments	Goods not supplied but invoiced. Invoices incorrect. Invoices unpaid.	1	2	2	Med	<p>All invoices checked and initialled for accuracy and receipt of goods/services in line with comprehensive financial regulations.</p> <p>Invoices only to be paid on confirmation of receipt of the goods/ service.. List of payments presented to Finance Committee. Clear audit trail of all expenditure and checked via Internal Audit.</p>	Maintain existing procedures
2j	Approval of Expenditure	Unauthorised purchase Fraud	1	2	2	Med	<p>Financial Regulations in place for procedures of purchasing. All staff to ensure they follow Financial Regulations at all times. All payment orders authorised by Council as per Financial Regulations.</p> <p>New supplier form are required direct from the supplier to verify information such as VAT/Companies house and Bank Account. Staff are regularly updated of Purchase Order procedures.</p> <p>All changes to contracts must be discussed with C/O and RFO and approved by Council before implementing, due to possible budget and contract changes.</p>	Maintaining existing procedures
2k	Cheque Books	Loss of Cheques Fraudulent use	1	3	3	Med	<p>All cheque books are kept locked in the office. Summary list of books are kept and signed when one book finished and new one issued. All cheques double signed by</p>	Maintaining existing procedures , payments are made by BACS where possible

Business Risk Assessment 2026-2027

							2/6 of the Council signatories and only when matched to a purchase order No blank cheques signed. To be used in line with Financial Regulations and checked by Internal Audit	
2K(i)	BACs payments	Payment to wrong supplier	1	1	1	Low	Finance Officer produces bank schedule and emails to 2 signatories and inputs to bank. RFO authorises bank payment whilst also double checking bank details and amounts.	Maintain existing procedures
2l	Credit Card / Trade Account Cards	Loss of Card Fraudulent use	1	1	1	Low	Credit card kept double locked in Council office. Usage set out in the financial regulations. Current credit limit £3000. Financial Regulations must be followed for all purchases. Trade Account cards are to be kept safe with until required, all purchases must follow Financial Regulations.	Maintaining existing procedures
2m	Salaries	Incorrect payments to staff	1	2	2	Low	Use external professional team DJH to calculate wages monthly. BACs payments checked and signed by 2/6 signatories. Subject to internal audit. Ensuring sufficient trained staff in place to undertake the task. RFO double checks sheet prior to processing. Annual Pay Award changes summary sheet signed off by Mayor, Chair of Finance and Chief Officer.	Maintaining existing procedures
2n	Annual Return	Not submitted on time Incorrectly completed	1	3	3	Med	RFO aware of date and ensures requirements met. Outside external company identified that could perform task if required. RFO to produce an annual timetable to highlight deadline dates.	Maintaining existing procedures

Business Risk Assessment 2026-2027

2o	Streetscape Contract	Reduction of revenue through Service Level Agreement. CEBC or third-party take-over	2	2	4	Med	<p>Keeping standards high. Examination and review of agreed contract in 2024.</p> <p>Exploring additional external contracts. Look to align any third-party hire contracts with Service Level Agreement. Review of operating procedures</p>	<p>Review by Chief Officer and Streetscape Manager</p> <p>Record Risk of longer-term contract</p>
2p	Catering / events support for Town Hall	New Commercial Partner appointment April 2022. New contract due April 2025	2	2	4	Med	<p>Weekly operational meeting take place for booking requirements.</p> <p>Monthly Management meetings take place for Financial, Marketing and any issues</p>	<p>Review after initial 12 months Reports back into THAS</p>
2q	Town Hall Room Bookings	Linked to 2p – future use of the Town Hall	2	2	4	Med	<p>Facilities Booking system now in place for room bookings, relevant staff to be kept up to date with training and updates in the software.</p>	<p>To be reviewed in line with outcome 2p.</p>
2r	Congleton Information Centre	Staff, customers, financial risk.	1	2	2	Med	<p>Front line staff who take cash – banking procedures in place and safe on site. Doors locked before cashing up takes place. Weekend workers never in the building alone. Cash handling policy in place. Third party ticket sales – contracts in place making clear no liabilities to CTC Financial regs for purchasing goods in advance of sales</p>	<p>Ensure all policies in place and understood by all staff in the CIC</p> <p>Ensure contracts are in place for new ticket suppliers.</p> <p><u>Weekly audit checks on CIC takings including float count checks.</u></p>

Business Risk Assessment 2026-2027

2s	New Suppliers	VAT & Bank accounts/Payments fraud	2	2	4	Med	Full checks on all new suppliers takes place including VAT number check, Companies House check, and bank account check. All confirmation required direct from the supplier, CTC staff must never complete on behalf of the new supplier.	New supplier form has been introduced which included checklist of online checks required.
2t	Council Income	Sales Ledger/Cash Book	2	2	4	Med	New facilities booking system in place which enables reports to be run to ensure all bookings have been invoiced. Finance Officer and RFO do a monthly aged debtor check, the aged debtor list is sent to Chair of Finance quarterly. All CIC cash is audited by RFO via daily takings sheets Standing invoices in place for regular customers (such as CEC/Commercial Partner)	Maintain existing levels of procedures.
2u	Mayor Fundraising Income/Expenditure	Donations received/Annual expenses for fundraisers	2	2	4	Med	Additional summaries are kept alongside the main accounts. Each Mayor has there own bank account to ensure separation of funds. GOFUNDME account set up and donations regular input into accounts.	Maintain same procedures for all other CTC income/cash received.
3	Legal Liabilities							
3a	Ensuring the Council Acts within its legal powers	Ultra Vires Acts incurring financial liability	1	2	2	Low	Chief Officer and one members of staff CiLCA qualified. Use of manuals, advice from NALC and SLCC.	Maintaining existing procedures At least one other member of staff to take CiLCA qualification
3b	Insurance	Inadequate cover or over insurance increasing costs unnecessarily. Areas not covered. Policy lapsed.	1	3	3	Med	Council covered by Zurich. Review of Policy with company checked annually for relevance and every three years competitively. Insurance approved by Council. Annual update of asset values and checks of contracts and policies.	Maintaining existing procedures Update Asset Register annually Review overall valuation of the Town Hall being the Town Council's key Asset

Business Risk Assessment 2026-2027

							In accordance with Financial Regulations, all insurance claims to be submitted via Chief Officer or RFO only. Chairs of Committees to be made aware of exceptional claims. Zurich to be made aware of named staff who can make claims on insurance.	Three year deal in place until June 2027
3c	Compliance with Inland Revenue Requirements	Payments missed. Year-end returns inaccurate or submitted late.	1	3	3	Med	Sage Payroll system calculates wages, pension and NI. Liaison with Cheshire Pension Services. Subject to Internal Audit.	Maintaining existing procedures
3d	Health and Safety of Staff, Visitors and Contractors	Liability incurred if Council found to be at fault	1	3	3	Med	Council has Health and Safety Policy for employees and protect of the public. Separate Risk Assessments in place for all property and activities carried out. £10million Public Liability Insurance. Regular contact with streetscape staff and Lone Workers. Ensure signs are in place re no glass on Balcony. New customers to be made aware of the Balcony area, and include this in our Risk Assessment.	Risk Assessments reviewed by managers at least annually. Customers do and are able to complete their own Risk Assessments for each booking.
3e	Legal Liability as a consequence of Asset ownership	Injury caused through fault with asset or incorrect training in operation.	1	3	3	Med	Buildings and other assets inspected regularly by staff for faults. PAT checks carried out annually or as needed. Appropriate training given.	Under constant review
3f	Computer Records	Reliability of system. Loss of data through system error or theft.	1	3	3	Med	Office 365 now used with replacement server within the Cloud. Contract with Prism to provide IT services within an hour (office hours) Professional anti-virus	Maintaining existing procedures

Business Risk Assessment 2026-2027

							software and Firewall. Confidential files password protected	
3g	Paper records	Storage of ancient documents Retaining documents appropriately	1	1	1	Low	Where appropriate stored in museum or safe. Reviewing off site storage for documents that need to be kept under document retention policy but not used.	
3h	Tendering Process	Procedures not followed for significant contracts. Best value not achieved. Fraud.	1	3	3	Med	Outlined in the Financial Regulations. Tender documents opened in the presence of at least two councillors and Chief Officer. Policy to be reviewed regularly to check for new regulations. CHALC/NALC to be utilised for advice.	Maintaining existing procedures
3i	Register of Members Interests	Not maintained in accordance with Code of Practice	1	2	2	Low	Up to date Code of Conduct adopted by Council. Register of Interests filed with CEBC and on CTC web site. Written declarations of interests submitted to the office by councillors. All paperwork to be completed as per regulations and requirements to ensure new Councillors acceptance of office is declared in time.	Maintaining existing procedures
3j	Proper Document Control	Documents unaccounted for. No proof of documents received.	1	1	1	Low	Filing system established and updated. Data Protection Act and GDPR requirements in place. Document retention policy in place. Councillors' mail available for collection .	Maintaining existing procedures
3k	GDPR	Failure to safeguard personal information. Misuse of	1	3	3	Med	Firewall and IT security regularly updated. Database audit checked annually. Data protection and privacy policy published. ICO registration checked and paid annually. All	Maintain existing procedures

Business Risk Assessment 2026-2027

		information lead to break of regulations					data collection sheets state purpose and how stored and used.	
3l	Climate Change Emergency	Failure to reduce carbon impact from services and activities and to meet mitigation measures to meet Climate Change Emergency	2	2	4	Med	Green Working Group for the town council which monitors carbon footprint, and plans to reduce the Carbon Footprint.	Consider Environmental impact on all services and activities.
4	ICT and Cyber Security							
4a	Cyber Security	Examples of Cyber Security are: Theft of sensitive or regulated information, hardware damage and subsequent loss, Malware and viruses.	2	3	6	High	<p>CTC hold an ICT Policy which includes virus controls.</p> <p>ICT service are provided by a local company, who back up/scan and monitor our ICT system daily/weekly.</p> <p>The account packages are backed up daily and once weekly saved to a separate area. Staff and Councillor Training made available. RFO has access to the ICT providers portal to issue out training on Cyber Security and ICT Safety.</p>	<p>All the Councils PC's, Laptops and files are protected by out ICT providers.</p> <p>PC's and servers are backed up by the ICT provider on a daily basis.</p> <p>Keep ICT Policy updated</p> <p>Officers to arrange for staff to attend training and awareness courses.</p>
4b	ICT Safety	Misuse of laptops/mobile phones	2	3	6	High	<p>All staff to ensure that laptops are locked or closed down every time they leave their desk.</p> <p>No one is to share laptops.</p> <p>No one is to share passwords.</p> <p>ICT company is on place to assist with password issues.</p> <p>Multi Factor Authentication is now in place for all staff and Councillors.</p>	<p>Maintain high levels of security at all times.</p> <p>Follow the Councils ICT policy at all times.</p>

Business Risk Assessment 2026-2027

							Mobile phones are to be used for work purposes only.	
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Full Version Control

Date	Changes	Approval Reference
	Added below to Section 2r Weekly audit checks on CIC takings including float count checks.	

DRAFT



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

COMMUNITY INFRASTRUCTURE LEVY MONITORING REPORT 2025-2026

This report is published in accordance to Regulation 62a of the Community Infrastructure Levy 2010 (as amended the Community Infrastructure Levy (Amendment) Regulation 2013) and covers the financial year from 1st April 2025 to 31st March 2026.

CIL RECEIPTS

Development Reference	CIL Received
Received 10 th June 2021	£304.24
Received 14 th June 2022	£7,324.91
Received January 2023	£9,252.56
Received November 2023	£4,802.52
Received October 2025	£294.45
Total Receipts	<u>£21,978.68</u>

CIL EXPENDITURE

Project	CIL Expenditure
	£0

CIL RESERVE BALANCES

Details	Amount
Brought forward at 1 st April 2025	£21,684.23
Received 2025-2026	£294.45
Balance of CIL Funds EMR	<u>£21,978.68</u>



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CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council Meeting						
MEETING DATE AND TIME	12th March 2026	LOCATION	Congleton Town Hall				
REPORT FROM	Town Hall Manager – Mark Worthington						
AGENDA ITEM REPORT TITLE	8 Installation of Double Glazing to 2nd Floor Windows						
Background	Double and secondary glazing to the ground-floor windows of the Information Centre and Brasserie have now been completed with the help of funds from the Improved, Greener, Communities Facilities Fund Grant scheme. Original quotes for improvements to windows on the front elevation of the Town Hall also included the 1 st and 2 nd floor windows; however, grant funding was insufficient to include improvements to these areas.						
Update	<p>The Information Centre and Brasserie have both seen a considerable reduction in external noise interference and an improvement in the temperature of the rooms since the installation of double and secondary glazing. These improvements to the windows could be replicated throughout the Town Hall, as identified in previous decarbonisation reports and funded through the ongoing maintenance programme budget. Details below highlight costs for improvements to 2nd floor.</p> <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td style="text-align: center;">Second Floor</td></tr><tr><td style="text-align: center;">(Chief Officers' and Finance Offices)</td></tr><tr><td style="text-align: center;">6 x windows to have single glazing removed and replaced with double glazing.</td></tr><tr><td style="text-align: center;">£12,000.00 + VAT</td></tr></table> <p>All works form part of the Town Hall Maintenance Plan and fall within the budgets agreed to support the Maintenance Plan. Secondary glazing to the arched windows on the 2nd floor landing (between Chief Officer's Office and Finance Office) has already been completed as part of the Improved, Greener, Communities Facilities Fund Grant. Installing double glazing to the windows on the 2nd floor, Chief Officer's Office and Finance Office would mean all windows on the 2nd floor would</p>			Second Floor	(Chief Officers' and Finance Offices)	6 x windows to have single glazing removed and replaced with double glazing.	£12,000.00 + VAT
Second Floor							
(Chief Officers' and Finance Offices)							
6 x windows to have single glazing removed and replaced with double glazing.							
£12,000.00 + VAT							

	<p>feature either double glazing or secondary glazing where applicable. This would reduce external noise interference and improve temperature control for staff working in these areas, as well as removing the need for de-humidifiers in these offices.</p> <p>Town Hall, Assets and Services Committee members considered this item at their meeting on 12 February 2026. Under item 12, First and Second Floor Secondary/Double Glazing, THAS/40/2526 resolved to research ongoing grant funding to support improvements to the first and second floor windows. THAS Committee to recommend to Council the request to install new double glazing to the 6 x second-floor windows at a cost of £12,000.00 + VAT.</p> <p>Cheshire East has been contacted regarding potential additional grant funding; no response has been received to date.</p>
Financial	To be in accordance with allocated budgets and financial regulations. These figures originally formed part of the Salix Decarbonisation project, and therefore, additional quotes were built into the overall costs.
Environmental	To assess, via the procurement process, the environmental impact and benefits. To improve the work environment for staff with reduced noise interference and improved temperature control.
Equality	Where applicable in the procurement of services, this is taken into consideration.
Decision Request	<p>For Council to approve the installation of double glazing to the six second-floor windows at a cost of £12,000 + VAT, with a 50% deposit required.</p> <p>Recommendation:</p> <ul style="list-style-type: none"> • Approve the installation of double glazing to the six second-floor windows only, at a total cost of £12,000 + VAT.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	12 th March 2026 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Chief Officer		
AGENDA ITEM REPORT TITLE	9 Neighbourhood Plan update		
Background	<p>Prior to Christmas, our Neighbourhood Plan was forwarded to the Examiner. Who visited Congleton to undertake a review of the detail contained within the plan. We asked Urban Imprint to review the Examiner's report in more detail. Their key findings and comments are as follows :</p> <ul style="list-style-type: none">• All consultations were undertaken in accordance with legal procedure and guidance.• The examiner acknowledges that, in places where existing policy is repeated, it is done with subtle differences and gives emphasis to matters important to Congleton Town Council.• 18 changes are proposed in order to ensure the NP meets the 'basic conditions'. The vast majority of these are procedural and do not substantially affect the contents of any policy. All policies will be retained almost entirely as drafted. <p>Overall, this is good news for the Town Council and indicates that the examination is likely to conclude with a positive end, but I note that this is not the final examiner's report, and that this version has been provided to you for 'fact checking'. As per the Examiner's original email, this is simply to ensure factual errors within the report, such as place names or references, are correct. Comments need to be returned to the examiner by the 12th March.</p>		
Updates and summary	<p>Urban Imprint have offered their assistance (albeit charging for our time) or otherwise would be happy to answer questions as necessary to assist the Town Council to respond directly.</p> <p>Once this requirement has been met, the next stage will be for the Plan to go to Referendum</p>		
Financial	Minimal		
Environmental	No implications for this decision.		
Equality and Diversity	No implications for this decision.		
Decision Request	To receive the update on the progress of the Neighbourhood Plan		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	12 March 2026 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	Cathy Dean – Communities Manager		
AGENDA ITEM REPORT TITLE	10 Speed Indication Device		
Background	<p>Road Safety is a Cheshire East function, and speeding is a criminal offence dealt with by the Police, but Cheshire East Council no longer provides Speed Indicator Devices (SIDs), as this responsibility has now been passed to Town and Parish Councils</p> <p>CTC/38/2526 – Council 23rd October 2025 agreed to purchase a SID for £3052.74, which includes a 24-month 4G contract from Ear Marked Reserve 324 Crime Prevention/Traffic Calming.</p> <p>The SID was installed on Manchester Road on an existing pole via Streetscape on the 18th November 2025, with an expectation to move the SID to two new poles on Newcastle Road once installed.</p> <p>Data from January: maximum speed recorded was 71mph, average speed was 25mph. Data from February: maximum speed recorded 57mph, average speed was 25mph.</p>		
Summary	<p>A resident has written to Congleton Town Council to raise concerns about speeding cars on Macclesfield Road. At the Community Committee meeting on 29th January, this stretch of road was discussed and the committee voted to:</p> <p>CO/38/2526</p> <ol style="list-style-type: none">1. To make a formal request to the Cheshire East Road Safety Team to assess Macclesfield Road for the location of a SID. (Cllr Hall stated that her ward budget could be used for the costs of pole installation if required.)2. Recommend the purchase of a second solar-powered Speed Indicator Device (SID) with data-logging capability, within a budget of £3500 to the Council. <p>Cheshire East stated that on this stretch of road in recent years, “the 30mph speed limit along this section of road has been extended further east, and additional repeater signs and SLOW markings have been installed.”</p> <p>Cheshire East Highways has surveyed the road and confirmed a SID post to be proposed on Macclesfield Road, opposite Dobson Way, on the grass verge for southwest-bound traffic entering the 30mph area. (What3Words///hounded.efficient.blushes)</p>		

