

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee																	
MEETING DATE AND TIME	26th March 2026 7.00 pm	LOCATION	Congleton Town Hall															
REPORT FROM	Serena Van Schepdael: R.F.O																	
AGENDA ITEM REPORT TITLE	18 Approval of Outside Bodies Support																	
Background	<p>As part of our Standing Orders an annual review of arrangements with bodies/businesses, Page 10 reference point:</p> <p><i>x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.</i></p> <p>These appointments must be approved by the Council each year, in accordance with our Standing Orders (Section 6J x)</p>																	
Updates	<table border="1"> <thead> <tr> <th>Name</th> <th>Area of Service</th> <th>Information</th> </tr> </thead> <tbody> <tr> <td>DCK</td> <td>Accountancy</td> <td>Continuity, knowledge of our accounts, and access to support throughout the year. Knowledge of Town Councils. 1 annual visit. Full set of accounts and backup information provided from our year-end. (Option may be taken to complete a full review going forward)</td> </tr> <tr> <td>Auditing Solutions</td> <td>Internal Audit</td> <td>Being dealt with via a separate paper, full review of requirements needed in accordance with the Good Practices Guide.</td> </tr> <tr> <td>DJH</td> <td>Payroll Services</td> <td>Continuity of service. On-hand knowledge and pension auto-enrolment. Remote service.</td> </tr> <tr> <td>Cheshire East Council</td> <td>HR & HS</td> <td>Continuity, Remote, attendance at Town Hall when required, located in Middlewich/Crewe. Knowledge of Streetscape services.</td> </tr> </tbody> </table>			Name	Area of Service	Information	DCK	Accountancy	Continuity, knowledge of our accounts, and access to support throughout the year. Knowledge of Town Councils. 1 annual visit. Full set of accounts and backup information provided from our year-end. (Option may be taken to complete a full review going forward)	Auditing Solutions	Internal Audit	Being dealt with via a separate paper, full review of requirements needed in accordance with the Good Practices Guide.	DJH	Payroll Services	Continuity of service. On-hand knowledge and pension auto-enrolment. Remote service.	Cheshire East Council	HR & HS	Continuity, Remote, attendance at Town Hall when required, located in Middlewich/Crewe. Knowledge of Streetscape services.
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	SAS Daniels	Legal Support	Continuity, Remote. Located in Congleton.
	Prism Network	ICT Support	Continuity, Remote, located in Congleton, local for site visits. Knowledge of Town Council procedures and workings. (Option may be taken to complete a full review during 2026-2027 for 2027 onwards as current contract is rolling)
	Eric Charlesworth Electrical Contractor	Electrical Services	Previous work completed, continuity of standards Local.
	Chubb	Alarm & Fire Extinguishers Services/CCTV	Remote monitoring, visit for maintenance and serving. Out-of-hours cover.
	Otis Gartside	Lift Maintenance:	Annual maintenance visit, lifts serviced by manufacturers only.
Financial	All external support services are budgeted for via budget setting.		
Environmental	Considerations of impact on travel have been considered.		
Equality and Diversity	Our Equality and Diversity Policy will be considered when sourcing new suppliers/services.		
Decision Request	To approve the external services for accounting year 2026-2027 and recommend this to Council for approval.		