

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	7th May 2026 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Chief Officer and RFO		
AGENDA ITEM REPORT TITLE	7.4 Earmarked Reserve Report [EMR]		
Background	Earmarked Reserves expenditure must be approved by Council, Financial Regulations: 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by Council.		
Updates and summary	<p><u>Election EMR</u></p> <p>Due to a retirement, a causal vacancy occurred in April 2026. An election has been called for 21st May 2026. The total cost of a By-Election is the responsibility of the Town Council. (In future, all Town Council Election costs will be covered by Town Councils). Cheshire East Council Electoral Services has estimated the North Ward election cost to be around £13,000 to £15,000; the exact figure is not known at this stage. The final figure will be reported back to Council once known.</p> <p>The decision requested is to approve the expenditure from the EMR</p> <p><u>Tourism EMR</u></p> <ul style="list-style-type: none">• Prior to 2024, Congleton Community Projects (CCP) organised 1 play day in the Summer holidays.• In 2024, Congleton Town Council (CTC) organised 4 play days, and CCP organised 1.• In 2025, CCP organised 1 play day, and CTC became responsible for 3 days.• In 2026, CTC will be responsible for all 4 play days. <p>The playdays are well received by the public, and by offering these free-to-attend days, the Council are supporting the Community and Promoting Congleton as a place to visit.</p> <p>For 2026, the Council are responsible for organising all 4 play days during the Summer holidays. The budgets already agreed have a set amount set aside for the three days. This budget covers the hiring of the activities, local businesses to provide workshops, and sundry expenses. Budgets for play days will need to be increased to ensure that all 4 days are given the same priority and standard.</p> <p>There is a total budget of £10,000 for Tourism, in 2025 the total spend was £9,215 to cover all Tourism events within the civic year. Events and costs covered by this budget line are:</p> <ul style="list-style-type: none">• Easter Treats		

- Play Days
- Halloween
- Green Fayre
- Festoon/Bunting costs
- General sundry expenses

We have a reserve for Tourism of £1,516, which has been built up via the Tribute Series that was run over the last 2 years. The RFO recommends moving this to Tourism budgets to cover the extra play day. Once this has taken place, the EMR will reduce to zero. The decision requested is to use the Tourism [342] to go towards providing an extra Play Day in 2026.

EMR Movement

The following recommendations are being presented to move funds from the Capital Contingency fund to specific projects, and a request is also being made for approval to spend the funds to complete the projects. Public Toilet project will be fed back to Town Hall Assets and Services Committee, and Regeneration Projects will be fed back to Finance and Policy Committee. The RFO will keep a detailed list of expenditure from the funds to ensure there is no overspend. All expenditure must follow our Financial Regulation, and only Officers can place orders or arrange works for these projects once agreed.

From	Increase	Decrease	Info
320 Capital Contingency		£34,304	Will reduce 320 to £118,582.
337 Public Toilets	£34,304		Will increase 337 to £58,338, this, combined with the CIL reserves, will give a total of £80,000 for the public toilets project.
320 Capital Contingency		£11,847	Will reduce 320 to £106,735
339 Public Realm	£11,847		Will increase Public Realm to £20,000 for Regeneration works, via the Regeneration Working Group.

Financial

Earmarked Reserves are set aside for future projects.

Environmental

None for this decision

Equality and Diversity

None for this decision.

Decision Request	<ol style="list-style-type: none">1. To approve the use of the Elections EMR [321] for the 21st of May 2026 Election costs.2. To approve the use of the Tourism [342] to go towards providing extra Play Day in 2026.3. To approve the movement between Capital Contingency and Regeneration funds.4. To approve the expenditure for the specific projects from the Earmarked Reserves. [337 & 349 for Public Toilets and 339 for Public Realm]
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