



Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford** CiLCA

30th April 2026

Dear Councillor,

You are summoned to attend a meeting of the Council on **Thursday 7th May 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

Tel: **01260 270350**

Email: info@congleton-tc.gov.uk www.congleton-tc.gov.uk

AGENDA

1. Apologies for absence

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

2. Minutes of Previous Meeting

To approve and [sign the minutes of the Council meeting held on 12th March 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. Minutes of the Finance and Policy Committee (Enclosed)

To approve and [sign the minutes of the Finance and Policy Committee held on the 20th November 2025 and 26th February 2026.](#)

7.1 Policy Review Report (Enclosed)

To approve the DBS Certificate Handling & Social Media policies and adopt them into the Constitution.

7.2 Approval of Internal Auditor for 2026-2027 (Enclosed)

To approve the services of Auditing Solutions for the financial year 2026-2027.

7.3 Approval of Outside Bodies Support (Enclosed)

To approve the external services for the accounting year 2026-2027

7.4 Earmarked Reserves (Enclosed)

To approve the Earmarked Reserves movement and project spending.

7.5 Streetscape Vehicles (Enclosed)

To approve the virement of £7,900 from Town Hall Business Rates to the Streetscape Vehicle Lease.

7.6 Community Infrastructure Levy Report (Enclosed)

To approve the use of £917 from CIL EMR for Public Toilets to cover the costs of clearing the site.

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

To approve and [sign the minutes of Town Hall Assets and Services committee meetings held on 6th November 2025 and 12th February 2026.](#)

8.1 Review of Town Hall Hire Charges (Enclosed)

To approve changes to the booking policy and Town Hall room hire charges.

9. Minutes of the Planning Committee (Enclosed)

To approve and [sign the Minutes of the Planning Committee meetings held on the 8th January, 19th February and 19th March 2026.](#)

9.1 Congleton Neighbourhood Plan (Enclosed)

To update members on the progress of the Congleton Neighbourhood Plan.

10 Minutes of the Community Committee (Enclosed)

To approve and [sign the minutes of the Community Committee meeting held on the 27th November 2025 and 29th January 2026.](#)

11. Minutes of the Environment Committee (Enclosed)

To approve and [sign the minutes of the Environment Committee meeting held on the 4th December 2025 and 5th February 2026.](#)

12. Minutes of the Personnel Committee (Enclosed)

To approve and [sign the minutes of the Personnel Committee meeting held on 4th December 2025.](#)

13. Civility and Respect Pledge (Enclosed)

Propose that Congleton Town Council sign the Civility and Respect Pledge and commit to working towards achieving the Gold Award in the Local Government Award Scheme.

14. Filming and Recording of Meetings (To Follow)

To consider the filming and recording of committee meetings.

15. Resolution to Exclude the Public and Press from Items 15 & 16

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.

16. Congleton Community Projects SLA (To Follow)

Approve the Service Level Agreement for Congleton Community Projects.

17. Chief Officer Recruitment (Verbal)

To receive a report from the Chief Officer on the progress of recruiting his 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	12 March 2026 7 pm
Status	Draft Minutes – to be ratified at the next Council meeting
Reference Documents	Agenda Papers for the Council -

Attendance

Committee Members	Cllr Robert Brittain – Town Mayor (Chair) Cllr Suzy Firkin – Deputy Mayor (Vice Chair) Cllr Dawn Allen Cllr Charles Booth Cllr David Brown Cllr Mark Edwardson Cllr Arabella Holland Cllr Amanda Martin Cllr Rob Moreton Cllr Shaun Radcliffe Cllr Heather Seddon Cllr Liz Wardlaw Cllr Kay Wesley Cllr Glen Williams
Officers	David McGifford (Chief Officer)
Members of the Press	0
Members of the Public	0

1. Apologies for Absence

Were received from Cllr Russell Chadwick, Cllr Robert Douglas, Cllr Emma Hall, Cllr Sally Ann Holland, Cllr Susan Mead, Cllr Heather Pearce, Cllr Richard Walton

2. Minutes of Previous Meetings

CTC/69/2526 resolved to approve and sign the minutes of the Council meeting held on the 22nd January 2026 as a correct record.

3. Declarations of Disclosable Pecuniary Interest

Declarations were received by Cllrs David Brown, Rob Moreton and Heather Seddon on matters relating to Cheshire East and Glen Williams re items relating to Eaton Bank (SID)

4. Questions from Members of the Public

There were no questions from members of the public

5. Urgent Items

There were no urgent items

6. Town Mayor Announcements and Engagements

CTC/70/2526 resolved to receive the Town Mayors announcements and engagements

7. Finance and Policy

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

CTC/71/2526 resolved to approve the Financial Regulations and Supporting Policies update

7.2 Business Risk Assessment 2026-27

CTC/72/2526 resolved to approve the Business Risk Assessment.

7.3 CIL Monitoring report

CTC/73/2526 noted the report and the need to utilise the £304.24 allocation, which was received on the 10th June 2026.

8. Town Hall Assets and Services

CTC/74/2526 resolved to approve the installation of double glazing to the six second floor windows at the Town Hall – Cost £12,000 plus VAT

9. Neighbourhood Plan

CTC/75/2526 resolved to receive the update on the progress report for the Neighbourhood Plan

10. Speed Indication Device

CTC/76/2526 resolved to approve the procurement of an additional SID within a budget of £3,500

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

CTC/77/2526 resolved to exclude members of the press and public due to commercial sensitivities and personnel matters

12. Cheshire East Council Devolution

CTC/78/2526 resolved to receive the Devolution Report and for the Council to raise an Expression of Interest with Cheshire East Council with regards to Fellowship House as requested by Visyon

13. Retirement of the Chief Officer and process for replacement

CTC/79/2526 resolved to

1. Approve the updated Chief Officer Job description subject to alignment to NALC's Model Chief Officer / Clerks Job description
2. To approve the proposed process as outlined in appendix 2
3. That the Personnel Committee review the process for the interviewing and appointment of the Chief Officer

Council Meeting 7 May 2026 - ITEM 6

Town Mayor's Engagements (5 March 2026 – 29 April 2026)

Town Mayor, Cllr Robert Brittain – 18 Engagements

13 March 2026	Knutsford Town Mayor's Charity Ball
14 March 2026	Congleton Choral Society, Spring Concert
16 March 2026	Pride Quiz
19 March 2026	No Tier Snooker Talk at Priestly Fields Care Home
21 March 2026	Congleton Rotary Swimathon
21 March 2026	Bollington Mayor's Charity Dinner
23 March 2026	Town Hall Tour - RAF Air Cadets
27 March 2026	Centre Stage Youth Theatre Company's 'We Will Rock You'
28 March 2026	Congleton Youth Orchestra - Annual Rotary Concert
30 March 2026	Meet the Creators, Congleton Community TV
3 April 2026	Good Friday Easter Service in the Town Centre
4 April 2026	Congleton Children's Easter Awards
7 April 2026	Tesco Colouring Competition Judging
11 April 2026	230 Congleton Squadron Dining in Awards Evening
12 April 2026	Knife Sweep of Congleton Park/Bromley Woods area
17 April 2026	Congleton Town Mayor's Charity Ball
21 April 2026	Trinity Amateur Operatic Society's 'Jesus Christ Superstar'
28 April 2026	Town Hall Tour - Scouts

Deputy Town Mayor, Cllr Suzy Firkin - 7 Engagements

7 March 2026	International Woman's Day Event
10 March 2026	Smile Group Charity Thank You Event
13 March 2026	Congleton Youth Orchestra - Schools Concert
17 March 2026	Health & Wellbeing Fayre
31 March 2026	Easter Treats Day, Town Centre
17 April 2026	Congleton Town Mayor's Charity Ball
28 April 2026	Town Hall Tour - Scouts



Title	Finance and Policy Committee
Date of Meeting Time	20 November 2025 7:00 pm
Status	Final Minutes
Reference Documents	Agenda Papers for Finance & Policy – 20 November 2025

Attendance

Committee Members	Cllr Robert Douglas (Chair) Cllr Russell Chadwick Cllr Mark Edwardson Cllr Arabella Holland Cllr Heather Pearce Cllr Rob Moreton
Ex Officio	Cllr Robert Brittain (Mayor) Cllr Suzy Firkin (Deputy Mayor)
Non-Committee Members	Cllr Glen Williams Cllr Kay Wesley
Officers	David McGifford (Chief Officer) Serena Van Schepdael – Finance Manager/Responsible Financial Officer
Members of the Press	None
Members of the Public	2: Grant applicants

1. Apologies for Absence

Apologies were received from Cllr Akers Smith.

2. Minutes of Previous Meetings

FAP/25/2526 resolved to approve and sign the Finance & Policy minutes held on 25 September 2025 as a correct record.

3. Declaration of Interest

Declarations were received by:

Cllrs Chadwick and Moreton for any items relating to Cheshire East Council.

Cllr Firkin: Item 11.4 as a trustee of Congleton Museum (Abstained from the vote)

4. Outstanding Actions

There were no questions from members of the public.

5. Questions from Members of the public

There were none.

6. Presentations to the Committee

There are none.

7. Urgent Items

There were none raised.

8. Minutes of the Working Groups

FAP/26/2526 resolved to approve and sign the minutes of the Regeneration working group 1st July 2025, as a correct record.

9. Committee Items relating to Working Groups

There were none.

10. Grant Approvals and Commitments

FAP/27/2526 resolved to receive a statement showing the current position as of 30th September 2025.

11. New Applications for Financial Assistance

11.1- Congleton Chess Club- GR13/2526

FAP/28/2526 resolved to award £193.40 for The Chess Club.

11.2- Congleton Harriers- GR14/2526

FAP/29/2526 resolved to award £495 for Medical cover for the Cloud 9 race in March 2026.

11.3- Congleton Rangers-GR15/2526

FAP/30/2526 resolved to award £150 toward the international project/trip in 2026.

11.4- Congleton Museum-GR16/2526

FAP/31/2526 resolved to award £150 towards the Santas Grotto event.

12. New Grant Activities Monitoring Forms

There were none.

13. Management Accounts 2025-2026

FAP/32/2526 resolved to receive and note the management accounts for the financial year to 30th September 2025.

14. Bank Reconciliations

FAP/33/2526 resolved to receive and consider the bank reconciliation as at 30th September 2025.

15. Savings Account Balances

FAP/34/2526 resolved to receive and note the Savings Account balances as at 30th September 2025.

16. List of Payments

FAP/35/2526 resolved to receive and approve the List of Payments for 1st August to 31st October 2025.

17. Virement of Salary Budgets

FAP/36/2526 resolved to approve the virement of salaries due to the revaluation of staffing structure and recommend this to Council on 11th December 2025 for approval.

18. Policy Reviews

18.1 – Flag Flying Policy – REVIEW

FAP/37/2526 resolved to approve the draft updated with the below changes, and recommend this to Council for approval and adoption into the Constitution.

1: In the section The Union Flag-Flag Flying Days section, delete *Dates for 2020 can be seen in Appendix A.*

18.2 – ICT and Cyber Security Policy – REVIEW

FAP/38/2526 resolved to approve the draft updated with the below changes, and recommend this to Council for approval and adoption into the Constitution.

1: Section 10: Correct spelling of 'of' to 'or'

2: Section 11: Remove references to social media names

3: Section 11: Remove "*but this is to be restricted to break periods*"

4: Section 12: Add a reference to scams awareness

18.3 – SAR Complaints Policy – NEW

FAP/39/2526 resolved to approve the draft policy and recommend this to Council for approval and adoption into the Constitution.

18.4 – Compliments, Suggestions and Complaints Policy – REPLACEMENT

FAP/40/2526 resolved to approve the draft policy updates and recommend this to Council for approval and adoption into the Constitution.

Meeting Closed at 7.47 pm

Cllr R Douglas

Chair of Finance and Policy

Month 6

Percentage 50.0%

	OK
	Monitor
	Over/Under (Exp./Income)

APPENDIX 13.1

	ANNUAL BUDGET	BUDGET TO M6	ACTUAL TO M6	E VARIANCE OF M6 BUDGETS	% AGAINST M6 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M6 EXPECTED	NOTES
Finance and Policy Committee								
101: Corp Management								
Staff Costs (re-allocated)	245,382	122,691	126,419	-3728	103.04%	51.5%	1.52%	Expenditure Variance 0-100% Green 101-115% Amber 115% over Red Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red
Travel	250	125	0	125	0.00%	0.0%	-50.00%	
Training / Conferences	2,500	1,250	360	890	28.80%	14.4%	-35.60%	
Rent Payable	17,017	8,509	8,508	1	99.99%	50.0%	0.00%	
Miscellaneous Office Costs	2,000	1,000	796	204	79.60%	39.8%	-10.20%	
Telephone/Fax/Internet	3,000	1,500	1,622	-122	108.13%	54.1%	4.07%	
Postage	1,000	500	83	417	16.60%	8.3%	-41.70%	
Stationery & Printing	3,300	1,650	1,142	508	69.21%	34.6%	-15.39%	
Subscriptions & Publications	5,100	2,550	4,543	-1993	178.16%	89.1%	39.08%	Start of year invoices received Full year for Zurich and Critical Illness paid to date.
Insurance	16,243	8,122	16,069	-7948	197.86%	98.9%	48.93%	
Computer/IT Costs	25,000	12,500	14,746	-2246	117.97%	59.0%	8.98%	£1461: Windows 11 works, new starter costs and annual subscription included in total
Photocopy Charges	2,000	1,000	593	407	59.30%	29.7%	-20.35%	
Recruitment Advertising	500	250	462	-212	184.80%	92.4%	42.40%	For 2 vacancies in 25-26
Bank Charges	1,240	620	495	125	79.84%	39.9%	-10.08%	
Audit Fees - External	2,500	1,250	0	1250	0.00%	0.0%	-50.00%	
Audit Fees - Internal	1,900	950	0	950	0.00%	0.0%	-50.00%	
Accountancy Support	5,300	2,650	1,006	1644	37.96%	19.0%	-31.02%	
Legal & Professional fees	3,500	1,750	2,943	-2355	168.17%	84.1%	34.09%	Legal fees for lease work. 2 quarters paid
HR & H&S support	5,000	2,500	3,873	-1373	154.92%	77.5%	27.46%	
Central Overheads reallocated	-78,320	-39,160	-45,644	6484	116.56%	58.3%	8.28%	
Corporate Management-Expenditure	264,412	132,206	138,016	-6972	104.39%	52.2%	2.20%	
Precept 2025-2026	-1,333,233	-666,617	-1,333,233	666617	200.00%	100.0%	100.00%	Paid in April and September Paid in arrears will catch up.
Interest Receivable	-30,000	-15,000	-11,298	-3702	75.32%	37.7%	37.66%	
Miscellaneous Income	0	0	-149	149	0.00%			
Corporate Management-Income	-1,363,233	-681,617	-1,344,680	663064	197.28%	98.6%	48.64%	
Net Income Over Expenditure	-1,098,821	-549,411	-1,206,664	656092	219.63%	109.8%	59.81%	
102: Civic								
Staff Costs (re-allocated)	21,097	10,549	3,075	7474	29.15%	14.6%	-35.42%	
Training / Conferences	1,000	500	25	475	5.00%	2.5%	-47.50%	
Stationery & Printing	550	275	0	275	0.00%	0.0%	-50.00%	
Marketing/Promotions	1,200	600	396	204	66.00%	33.0%	-17.00%	
Council Newsletter	8,700	4,350	4,500	-150	103.45%	51.7%	1.72%	
Council Website	2,000	1,000	1,085	-85	108.50%	54.3%	4.25%	Annual subscription/hosting fees paid in full Paid in full
Mayor's Allowance	3,000	1,500	3,000	-1500	200.00%	100.0%	50.00%	
Members Expenses	200	100	0	100	0.00%	0.0%	-50.00%	
Civic Expenses	9,500	4,750	4,179	571	87.98%	44.0%	-6.01%	3 civic events have taken place to date: Mayor Making, Annual Town Meeting and Civic Sunday. 2 replacement flags required. Dependant on civic bookings.
Civic Regalia	250	125	345	-220	276.00%	138.0%	88.00%	
Hall & Room Hire	6,500	3,250	3,032	218	93.29%	46.6%	-3.35%	
Civic Artefacts and Treasures	500	250	0	250	0.00%	0.0%	-50.00%	
Election Expenses	5,500	2,750	5,500	-2750	200.00%			Full amount moved to Earmarked Reserves at start of financial year.
Central Overheads reallocated	1,696	848	997	-149	117.57%	58.8%	8.79%	
Civic-Expenditure	61,693	30,847	26,134	4713	84.72%	42.4%	-7.64%	
107: Grants								
Initial Grant Commitment	15,000	7,500	1,675	5825	22.33%	11.2%	-38.83%	
Subsidised Use	4,500	2,250	700	1550	31.11%	15.6%	-34.44%	
Tfr from EMR Committed Grants	0	0	-4,199	4199	0.00%		-50.00%	Correction of £2,500 will be made in month due to duplicate input
Specified Grants C/F to 26-27	16,333	8,167	15,517	-7351	190.01%	95.0%	45.00%	
Grants- Expenditure	35,833	17,917	13,693	4224	76.43%	38.2%	-11.79%	Correct figure due to awaiting correction. £13017
Capital	61,778	30,889	50,889	-20000	164.75%	82.4%	32.37%	
F&P Income - N Income	-1,363,233	-681,617	-1,349,687	668071	198.01%	99.0%	49.01%	Full Committee Summary includes Mayor cost centre Income £5,571
Expenditure	423,716	211,858	233,149	-21291	110.05%	55.0%	5.02%	Full Committee Summary includes Mayor cost centre expenditure £116

Congleton Town Council
Management Accounts 2025-26

Sep-25

Page 2/3

Month 6
Percentage 50.0%

Community and Environment Committee

215: Floral Displays

Floral Displays Income -4,000
Floral Displays Expenditure 16,172
Total Floral 12,172

ANNUAL BUDGET	BUDGET TO M6	ACTUAL TO M6	£ VARIANCE OF M6 BUDGETS	% AGAINST M6 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M6 EXPECTED
	-2,000	-7,140	5140	357.00%	178.5%	128.50%
	8,086	14,222	-6136	175.88%	87.9%	37.94%
	6,086	7,082	-996	116.37%	58.2%	8.18%

NOTES

See appendix
See appendix

241: Allotments

Allotments Income -190
Allotments Expenditure 1,200
Total Allotment 1,010

	-95	0	-95	0.00%	0.0%	-50.00%
	600	333	267	55.50%	27.8%	-22.25%
	505	333	172	65.94%	33.0%	-17.03%

300: Public Realm

5,000	2,500	210	2290	8.40%	4.2%	-45.80%
-------	-------	-----	------	-------	------	---------

301: Congleton Partnership

Congleton Partnership Income 0
Congleton Partnership Expenditure 9,971

0	0	-3,240	3240	0.00%	0.0%	-50.00%
9,971	4,986	21,962	-16977	440.52%	220.3%	170.26%

Dependant on Partnership projects. Details are issued in Partnership Executive meetings. Salaries also to be reallocated.
Carried forward balance from 24/25

Congleton Partnership C/F 0

Total Partnership 9,971

0	0	-32,153	32153	0.00%	0.0%	-50.00%
9,971	4,986	-13,431	18,417	-269.40%	-134.7%	-184.70%

302: Community Development

Community Development Staff Costs 137,755
Community Development Marketing/Promotions 6,250
Green Initiatives 5,000
Campaign Expenditure 1,000
Tfr to EMR 0
Tfr From EMR 0
Community Development Overheads 11,072
Total Community Development 161,077

137,755	68,878	54,257	14621	78.77%	39.4%	-10.61%
6,250	3,125	2,312	813	73.98%	37.0%	-13.01%
5,000	2,500	333	2167	13.32%	6.7%	-43.34%
1,000	500	519	-19	103.80%	51.9%	1.90%
0	0	0	0	0.00%	0.0%	-50.00%
0	0	0	0	0.00%	0.0%	-50.00%
11,072	5,536	6,510	-974	117.59%	58.8%	8.80%
161,077	80,539	63,931	16,608	79.38%	39.7%	-10.31%

Annual subscription paid

303: Crime

Crime Reduction/CCTV Expenditure 11,426
Total Crime 11,426

11,426	5,713	0	5713	0.00%	0.0%	-50.00%
11,426	5,713	0	5713	0.00%	0.0%	-50.00%

305: Christmas

Christmas Fayre/lights Income -3,000
Christmas Fayre/lights Expenditure 18,000
Total Christmas 15,000

-3,000	-1,500	-5,495	3995	366.33%	183.2%	133.17%
18,000	9,000	711	8289	7.90%	4.0%	-46.05%
15,000	7,500	-4,784	12284	-63.79%	-31.9%	-81.89%

Sponsorship and funding

310: Neighbourhood Plan

Neighbourhood Plan 5,500
Neighbourhood Plan Tfr From EMR 0
Total Neighbourhood Plan 5,500

5,500	2,750	5,555	-2805	0.00%	0.0%	-50.00%
0	0	-4,875	4875	0.00%	0.0%	-50.00%
5,500	2,750	680	2070	0.00%	0.0%	-50.00%

Costs covered by EMR funds

321: Tourism

Tourism Income 0
Tourism Expenditure 22,000
Total Tourism 22,000

0	0	-11,114	11114			-50.00%
22,000	11,000	20,565	-9565	186.95%	93.5%	43.48%
22,000	11,000	9,451	1549	85.92%	43.0%	-7.04%

Includes Tribute Events. and Food & Drink Income fo £8,916
Includes Food & Drink costs of £11,004

351: Luncheon Club

Income -7,190
Expenditure 262,346

-7,190	-3,595	-26,989	23394	750.74%	375.4%	325.37%
262,346	122,710	92,897	29813	75.70%	35.4%	-14.59%

Full Committee Summary
Full Committee Summary

Town Hall, Assets and Services Committee

ANNUAL BUDGET	BUDGET TO M6	ACTUAL TO M6	£ VARIANCE OF M6 BUDGETS	% AGAINST M6 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M6 EXPECTED
48,640	24,320	31,588	-7268	129.88%	64.9%	14.94%
253,392	126,696	119,432	7264	94.27%	47.1%	-2.87%
-111,050	-55,525	-58,842	3317	105.97%	53.0%	2.99%
142,342	71,171	60,590	10581	85.13%	42.6%	-7.43%

NOTES

Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red

Expenditure Variance 0-100% Green 101-115% Amber 115% over Red
See Appendix

201: Paddling Pool

221: Town Hall

Town Hall - Expenditure 253,392
Town Hall - Income -111,050
Net Expenditure over Income 142,342

See Appendix

225: Congleton Information Centre								
CIC - Expenditure	90,104	45,052	63,898	-18846	141.83%	70.9%	20.92%	See Appendix
CIC - Income	-11,550	-5,775	-28,544	22769	494.27%	247.1%	197.13%	
Net Expenditure over income	78,554	39,277	35,354	3923	90.01%	45.0%	-4.99%	
263: Public Toilets								
	8,900	4,450	1,810	2640	40.67%	20.3%	-29.66%	
270: Cenotaph								
	375	188	159	29	84.80%	42.4%	-7.60%	
280: Streetscape								
Streetscape Expenditure	852,149	426,075	432,928	-6854	101.61%	50.8%	0.80%	See Appendix
Streetscape - Income CEC	-427,199	-213,600	-219,067	5468	102.56%	51.3%	1.28%	
Streetscape - External work income	-17,500	-8,750	-11,391	2641	130.18%	65.1%	15.09%	
Streetscape - Misc. Income	-900	-450	0	-450	0.00%	0.0%	-50.00%	
S/S Income	-445,599	-222,800	-230,458	7659	103.44%	51.7%	1.72%	
Net Expenditure over Income	406,550	203,275	202,470	805	99.60%	49.8%	-0.20%	
THAS Income	-568,199	-284,100	-317,844	33,745	111.88%	55.9%	5.94%	Full Committee Summary
THAS Expenditure	1,253,560	626,780	649,815	-23,035	103.68%	51.8%	1.84%	Full Committee Summary
Total Income	-1,938,622	-969,311	-1,694,520	174,822	174.82%	87.4%	37.41%	Overall summary includes mayor summary figures not on this sheet Overall summary Rounding allowed
Total Expenditure	1,939,622	961,348	975,861	101,511	101.51%	50.3%	0.31%	
Net Income /Expenditure			-718,663					
401: Personnel								
1* Staff Costs: To date	1,211,260	605,630	602,872	2758	99.54%	49.8%	-0.23%	Pay award paid in the August Pay run, awarded 3.2%
<i>Personnel with Pay Award for reference</i>								
Permanent Staff Costs - Included budget pay award *1	1,211,260	605,630	602,872	2758	99.54%	49.8%	-0.23%	
Add on budgeted pay award to current month								
Add on Temp/Agency			0					
Total	1,211,260	605,630	602,872		99.54%	49.8%	-0.23%	

Congleton Town Council
Management Accounts 2025-26
Sep-25

	£	£	£	£	
	01/04/2025	In	Out	Balance	
Reserves as at 30th September 2025	CF Balance			30/09/25	
310 General Reserve	343,771			343,771	
Ear Marked Reserves					
318 Capital Equipment Fund	457	25,000	10,006	15,451	
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	42,153	-	32,153	10,000	Per Council (CTC/28/2526) this reserve will be transferred to Partnership funds
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	8,153			8,153	
340 EMR Legal Fees	21,119			21,119	
342 EMR Tourism	1,516			1,516	
343 EMR Marketing	5,000			5,000	This is to be used for completion of the Website as per Council (CTC/25/25269)
344 EMR Congleton Neighbourhood Plan	5,469		4,875	594	
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	-	5,000	119,468	
356 EMR Salix/ Boiler Replacement	79,691	-		79,691	Noted that funds will be transferred to Boiler Replacement costs
357 EMR Election Expenses	-	5,500	-	5,500	Year on year increase for next elections
EMR TOTALS	474,100	45,500	56,233	463,367	

Congleton Town Council
Management Accounts 2025-26
TOWN HALL
Sep-25

	OK
	Monitor
	Over/Under (Exp./Income)

APPENDIX 13.2

Month 6
Percentage 50.0%

	ANNUAL BUDGET	BUDGET TO M6	ACTUAL TO M6	£ VARIANCE OF M6 BUDGETS	% AGAINST M6 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M6 EXPECTED
TOWN HALL							
4000 Staff Costs (re-allocated)	81,150	40,575	42,475	-1,900	104.7%	52.3%	2.34%
4008 Training	1,000	500	0	500	0.0%	0.0%	-50.00%
4009 Protective Clothing\H & Safety	550	275	372	-97	135.3%	67.6%	17.64%
4010 Cleaners	8,400	4,200	3,635	565	86.5%	43.3%	-6.73%
4011 Rates	25,449	12,725	14,970	-2,246	117.6%	58.8%	8.82%
4012 Water	7,875	3,938	3,821	117	97.0%	48.5%	-1.48%
4014 Electricity	33,000	16,500	9,001	7,499	54.6%	27.3%	-22.72%
4015 Gas	30,000	15,000	3,001	11,999	20.0%	10.0%	-40.00%
4016 Cleaning materials	2,250	1,125	887	238	78.8%	39.4%	-10.58%
4017 Refuse Disposal	2,350	1,175	976	199	83.1%	41.5%	-8.47%
4020 Miscellaneous Office Costs	2,500	1,250	1,325	-75	106.0%	53.0%	3.00%
4025 Insurance	14,346	7,173	14,059	-6,886	196.0%	98.0%	48.00%
4033 Marketing/Promotions	3,500	1,750	90	1,660	5.1%	2.6%	-47.43%
4040 Maintenance Contracts	9,000	4,500	7,383	-2,883	164.1%	82.0%	32.03%
4041 Property Maintenance	21,300	10,650	11,592	-942	108.8%	54.4%	4.42%
4065 Architect/Surveyor Fees	0	0	-1,645	1,645			
4068 Licences (incl PRS)	4,200	2,100	4,410	-2,310	210.0%	105.0%	55.00%
4951 Transfer from EMR	0	0	-5,000	5,000			
6000 Central Overheads Reallocated	6,522	3,261	3,835	-574	117.6%	58.8%	8.80%
Town Hall Expenditure	253,392	126,696	115,187	11,509	90.9%	45.5%	-4.54%
3020 Catering costs	0	0	2,428	-2,428			
3021 Security Supplies	0	0	1,817	-1,817			
	0	0	4,245	4,245			
Total Town Hall Expenditure	253,392	126,696	119,432	7,264	94.3%	47.1%	-2.87%
1009 Rent Rec'd - Museum Notional	-4500	-2250	-2250	0	100.0%	50.0%	0.00%
1010 Rent Received - 3rd Party Partnership	-1533	-767	-767	1	100.0%	50.0%	0.03%
1011 Rent Received - Internal CTC	-26517	-13259	-13259	1	100.0%	50.0%	0.00%
1013 Letting Income - Grand Hall	-30000	-15000	-13013	-1987	86.8%	43.4%	-6.62%
1014 Letting Income - Bridestones	-5000	-2500	-2090	-410	83.6%	41.8%	-8.20%
1015 Letting Income - Spencer Suite	-5000	-2500	-2950	450	118.0%	59.0%	9.00%
1018 Letting Income - Campbell Suite	0	0	0	0		0.0%	-50.00%
1016 Letting Income - Brasserie, Kitchen and Bar	-12000	-6000	-25	-5975	0.4%	0.2%	-49.79%
1021 Letting Income - Internal	-9000	-4500	-4646	146	103.2%	51.6%	1.62%
1022 Letting income - F&F	-2500	-1250	-833	-417	66.6%	33.3%	-16.68%
1023 Commission- CP	-6000	-3000	-2207	-793	73.6%	36.8%	-13.22%
1024 Letting Income- Security	0	0	-2211	2211		0.0%	-50.00%
1035 Service Charges - Brasserie	-4000	-2000	-1331	-669	66.6%	33.3%	-16.73%
1037 Service Charges - Other	-5000	-2500	-798	-1702	31.9%	16.0%	-34.04%
1038 Letting Income- Offices	0	0	-1750	1750			
1051 Catering Sales (recharges)	0	0	-3207	3207		0.0%	-50.00%
1199 Miscellaneous income	0	0	0	0			
1179 Grants Receivable- Salix Project	0	0	-7505	7505			
Total Town Hall Income	-111050	-55525	-58842	3317	106.0%	53.0%	2.99%
Net Expenditure over Income	142,342	71,171	60,590	10,581	85.1%	42.6%	-7.43%

NOTES

Expenditure Variance 0-100% Green 101-115% Amber 115% over Red

Pav award settled and paid in August 2025, backdated t April 2025

Top up of uniform

Paid over 10 months rather than 12

Full year for Zurich and Critical Illness paid to date.

Paid quarterly, will be monitored by RFO

£1200 is upgrade to electricity box, £5,000 for windows upgrade see notes on budget line 4951

Salix Grant project, see below

Music License paid in full

Windows/secondary glazing upgrades, EMR set aside for this, £5,000 is within budget line 4041

Recharged to customers

Recharged to customers

Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red

Recharge to customers

Dependant on use by Commercial Partner

Dependant on use by Museum, Q 2 to be invoiced

Recharge to customers

Grant income for Surveyor fees, 24-25 c/f

Congleton Town Council
Management Accounts 2025-26
STREETSCAPE
Sep-25

Month 6
 Percentage 50.0%

OK
Monitor
Over/Under (Exp./Income)

APPENDIX 13.3

	ANNUAL BUDGET	BUDGET TO M6	ACTUAL TO M6	£ VARIANCE OF M6 BUDGETS	% AGAINST M6 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M6 EXPECTED
STREETSCAPE							
4000 Staff Costs	629,524	314,762	306,245	8,517	97.3%	48.6%	-1.35%
4008 Training	3,200	1,600	0	1,600	0.0%	0.0%	-50.00%
4009 Protective Clothing\H & Safety	5,900	2,950	3,650	-700	123.7%	61.9%	11.86%
4013 Office rent	2,000	1,000	1,000	0	100.0%	50.0%	0.00%
4016 Cleaning Materials	8,000	4,000	1,788	2,212	44.7%	22.4%	-27.65%
4021 Telephone	1,175	588	293	295	49.9%	24.9%	-25.06%
4025 Insurance	10,369	5,185	10,043	-4,859	193.7%	96.9%	46.86%
4041 Property maintenance	1,500	750	60	690	8.0%	4.0%	-46.00%
4043 Horticultural etc Supplies	14,000	7,000	14,305	-7,305	204.4%	102.2%	52.18%
4047 Vehicle maintenance/Serv etc	12,800	6,400	3,465	2,935	54.1%	27.1%	-22.93%
4048 Vehicle fuel and oil	16,285	8,143	8,487	-345	104.2%	52.1%	2.12%
4049 Vehicle rental charges	81,000	40,500	48,054	-7,554	118.7%	59.3%	9.33%
4050 Street Cleansing	8,000	4,000	2,938	1,062	73.5%	36.7%	-13.28%
4152 Propagation Unit	2,500	1,250	602	648	48.2%	24.1%	-25.92%
4162 General expenditure	5,300	2,650	1,686	964	63.6%	31.8%	-18.19%
4168 Other Expenditure	0	0	0	0		0.0%	-50.00%
4951 Tfr from EMR			0				
6000 Central Overheads Reallocated	50,596	25,298	29,749	-4,451	117.6%	58.8%	8.80%
Streetscape Expenditure	852,149	426,075	432,365	-6,291	101.5%	50.7%	0.74%
3030 Purchases for recharging	0	0	563	-563		0.0%	0.00%
1165 CEC - Income	-427,199	-213,600	-219,067	5,468	102.6%	51.3%	152.56%
1167 External work income	-17,500	-8,750	-11,391	2,641	130.2%	65.1%	180.18%
1199 Miscellaneous	-900	-450	0	-450	0.0%	0.0%	50.00%
Streetscape Income	-445,599	-222,800	-230,458	7,659	103.4%	51.7%	153.44%
Net Expenditure over Income	406,550	203,275	202,470	805	99.6%	49.8%	-49.60%

Expenditure Variance 0-100% Green 101-115% Amber 115% over Red

Replenishment required

Full year for Zurich and Critical Illness paid to date.

Summer planting complete

Mower hire required due to our own being in for repairs: E4022

Start of year annual fees paid

No budget

Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red

Congleton Town Council
Management Accounts 2025-26
CONGLETON INFORMATION CENTRE

Sep-25

Month 6
Percentage 50.0%

	OK
	Monitor
	Over/Under (Exp./Income)

APPENDIX 13.5

TOWN HALL
CONGLETON INFORMATION CENTRE

3000 Stock at 1st April	0	-	-	-	0.0%		
3041 3rd Party ticket resales	0	-	15,788	-	15,788		
3042 Books, Maps, Guides resale	2,850	1,425	277	-	1,148	19.4%	9.7%
3043 Souvenirs for resale	2,375	1,188	161	-	1,027	13.6%	6.8%
3044 Stamps for resale	475	238	172	-	66	72.4%	36.2%
3046 Local Produce for resale	0	-	1,769	-	1,769		
3047 Theatre gift cards for resale	0	-	38	-	38		
3048 Food & Drink for resale	1,188	594	394	-	200	66.3%	33.2%
3049 CTC Merchandise	0	-	-	-	-	0.0%	0.0%
3999 Stock at 31st March 2022	0	-	-	-	-	0.0%	0.0%
Direct Expenditure	6,888	3,444	18,599	-	15,155	540.0%	270.02%
4000 Staff costs	62,381	31,191	34,687	-	3,497	111.2%	55.6%
4011 Rates	5,321	2,661	3,370	-	710	126.7%	63.3%
4013 Rent Payable	7,500	3,750	3,750	-	-	100.0%	50.0%
4162 General Expenditure	2,000	1,000	544	-	456	54.4%	27.2%
6000 Central Overheads Reallocated	6,014	3,007	2,948	-	59	98.0%	49.0%
Indirect Expenditure	83,216	41,608	45,299	-	3,691	108.9%	54.4%
1041 Third Party Ticket Sales	0	-	23,181	-	23,181		
1042 Books, Maps, Guides sales	-3,000	-	1,500	-	619	41.3%	20.6%
1043 Souvenir sales	-2,500	-	1,250	-	204	83.7%	41.8%
1044 Stamp Sales	-500	-	250	-	174	30.4%	15.2%
1045 Photocopy sales	-300	-	150	-	70	53.3%	26.7%
1046 Local Produce for resale	0	-	1,668	-	1,668		
1047 Theatre gift cards	0	-	40	-	40		
1048 Food and Drink sales	-1,250	-	625	-	666	106.6%	53.3%
1049 CTC Merchandise sales	0	-	-	-	30		0.0%
1199 Commission	-4,000	-	2,000	-	1,138	56.9%	0.0%
Income	-11,550	-	5,775	-	28,544	23,631	494.3%
Total Income	-11,550	-	5,775	-	28,544	23,631	494.3%
Net Expenditure over Income	78,554	39,277	35,354	4,785	90.0%	45.0%	-4.99%

NOTES

Expenditure Variance 0-100% Green 101-115% Amber 115% over Red
Yellow are 3rd party expenditure, traffic lights CTC

Third Party Income see corresponding expense line

Third Party Income see corresponding expense line
Third Party Income see corresponding expense line

Pay award settled and paid in August 2025, backdated t April 2025
Paid over 10 months rather than 12

Yellow are 3rd party income, traffic lights our own income
Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red
Third Party expenditure

Third Party expenditure
Third Party expenditure

Will update quarterly, Q1 and Q2 completed.

Title	Finance and Policy Committee
Date of Meeting Time	26 February 2026 7:00 pm
Status	Final Minutes
Reference Documents	Agenda Papers for Finance & Policy – 26 February 2026

Attendance

Committee Members	Cllr Robert Douglas (Chair) Cllr Charles Booth (Vice Chair) Cllr Russell Chadwick Cllr Heather Pearce Cllr Rob Moreton Cllr Liz Wardlaw
Ex Officio	Cllr Robert Brittain (Mayor) Cllr Suzy Firkin (Deputy Mayor)
Non-Committee Members	Cllrs Kay Wesley and Cllr Glen Williams
Officers	David McGifford (Chief Officer)
Members of the Press	0
Members of the Public	6

1. Apologies for Absence

Apologies were received from Cllr Suzy Akers Smith, Cllr Mark Edwardson, Cllr Arabella Holland

2. Minutes of Previous Meetings

FAP/41/2526 resolved to approve and sign the Finance & Policy minutes held on 20th November 2025 as a correct record.

3. Declaration of Interest

Declarations were received by Cllrs S Firkin (Museum) R Chadwick E Wardlaw, R Moreton (Cheshire East Council) and C Booth and Heather Pearce (Friends for Leisure)

4. Outstanding Actions

Councillors receive the updated Action log summary.

5. Questions from Members of the Public

There were no questions from members of the public.

6. Presentations to the Committee

There were no presentations to the committee.

7. Urgent Items

The Chair offered his congratulations to Cllr Rob Moreton on being selected as the Deputy Mayor for Cheshire East Council 2026-27.

8. Minutes of Working Groups

There are none.

9. Committee Items Relating to Working Groups

There are none.

10. Grant Approvals and Commitments

FAP/42/2526 resolved to note the grant approvals and commitments.

11. New Applications for Financial Assistance

To approve grant applications:

11.1- Congleton Rotary GR17/2526

FAP/43/2526 resolved to approve the grant request for £997.50 on the basis that the overall project cost is above £1995. Should the overall budget cost be below that figure the town council will grant a contribution of 50% of that figure.

11.2- No Tier Snooker GR18/2526

FAP/44/2526 resolved to award a grant of £1,000.

11.3- Her-Place Charitable Trust GR19/2526

FAP/45/2526 resolved to defer its decision and request that the applicant to provide more clarity about their application including:

- The application to remove all references about White Ribbon given Congleton Town Council has already obtained White Ribbon Accreditation.
- A breakdown of the additional £4000 cost of the project with details of the specific locations within Congleton where the period dignity items will be provided.
- The above could be part of a more detailed grant request or the applicant could attend the next meeting of the committee on the 26th March 2026.

11.4- Mossley Women's Institute GR20/2526

FAP/46/2526 resolved to award a grant of £750.

11.5- Marton C of E Primary PTA GR21/2526

FAP/47/2526 resolved to award a grant of £500.

11.6-Congleton Pride GR22/2526

FAP/48/2526 resolved to award a grant of £500.

11.7- Congleton Museum GR23/2526

FAP/49/2526 resolved to award a grant of £245.

11.8- Congleton Youth Orchestra GR24/2526

FAP/50/2526 resolved to award a grant of £450.

12. New Grant Activities Monitoring Forms

12.1- Congleton Chess Club- GR13-2526

FAP/51/2526 resolved to receive the Grant activities monitoring form.

The Mayor to contact Congleton Chess Club about organising a friendly chess match between Congleton Chess Club and Congleton Town Council.

13. Management Accounts 2025-2026

FAP/52/2526 resolved to receive and note the management accounts for the financial year to 31st December 2025.

14. Bank Reconciliation

FAP/53/2526 resolved to receive the Bank Reconciliation.

15. Savings Account Balances

FAP/54/2526 resolved to receive and note the Savings Account balances as at 31st December 2025.

16. List of Payments

FAP/55/2526 resolved to receive and approve the List of Payments for 1st November to 31st December 2025.

17. Financial Regulations Review

FAP/56/2526 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 section showing “Updated item 16.5 from £3,000 to - £5,000.”

18. Business Risk Assessment

FAP/57/2526 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.

19. Policy Reviews

To discuss and approve updates to the polices and recommend updates to Council for approval and adoption into the Constitution.

19.1 – DBS Handling Certificate – NEW

FAP/58/2526 resolved to approve the DBS Handling Certificate noting that information that is provided by individuals is not kept on files.

19.2 – Social Media Policy – NEW

FAP/59/2526 resolved to approve the policy as proposed on the basis that in addition to this policy –

- A separate schedule needs to be referred to within the policy on the use of social media including which channels that should be used, by officers and councillors (these lists may differ slightly).
- In Section 9, replace the words “local election” with “all elections involving Congleton”

- Guidance is given to councillors and officers ahead of election period on media use.
- On the last line of page 6 between the words “Councillors” and “the public” replace “of” with “or”.
- Develop a separate policy for the use of AI for council reports and noting on the reports that AI was used.

Meeting Closed at 8:45pm
Cllr R Douglas
Chair of Finance and Policy

Month 9

Percentage 75.0%

	OK
	Monitor
	Over/Under (Exp./Income)

APPENDIX 13.1

	ANNUAL BUDGET	BUDGET TO		E VARIANCE OF M9 BUDGETS	% AGAINST M9 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED	NOTES
		M9	ACTUAL TO M9					
Finance and Policy Committee								
101: Corp Management								
Staff Costs (re-allocated)	272,757	204,568	188,335	16233	92.06%	69.0%	-5.95%	Expenditure Variance 0-100% Green 101-115% Amber 115% over Red Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red
Travel	250	188	33	155	17.60%	13.2%	-61.80%	
Training / Conferences	2,500	1,875	1,738	137	92.69%	69.5%	-5.48%	
Rent Payable	17,017	12,763	12,763	0	100.00%	75.0%	0.00%	
Miscellaneous Office Costs	2,000	1,500	1,087	413	72.47%	54.4%	-20.65%	
Telephone/Fax/Internet	3,000	2,250	2,506	-256	111.38%	83.5%	8.53%	Increase slightly higher than budgeted
Postage	1,000	750	204	546	27.20%	20.4%	-54.60%	
Stationery & Printing	3,300	2,475	2,657	-182	107.35%	80.5%	5.52%	Dependant on requirements
Subscriptions & Publications	5,100	3,825	5,143	-1318	134.46%	100.8%	25.84%	Most now paid in full, will balance out by month 12
Insurance	16,243	12,182	16,069	-3887	131.91%	98.9%	23.93%	Full year for Zurich and Critical Illness paid to date
Computer/IT Costs	25,000	18,750	20,413	-1663	108.87%	81.7%	6.65%	£1461: Windows 11 works, new starter costs and annual subscription included in total
Photocopy Charges	2,000	1,500	1,208	292	80.53%	60.4%	-14.60%	
Recruitment Advertising	500	375	462	-87	123.20%	92.4%	17.40%	For 2 vacancies in 25-26
Bank Charges	1,240	930	733	197	78.82%	59.1%	-15.89%	
Audit Fees - External	2,500	1,875	0	1875	0.00%	0.0%	-75.00%	
Audit Fees - Internal	1,900	1,425	525	900	36.84%	27.6%	-47.37%	
Accountancy Support	5,300	3,975	1,683	2292	42.34%	31.8%	-43.25%	
Legal & Professional fees	3,500	2,625	7,559	-2355	287.96%	216.0%	140.97%	Legal fees for lease work, Council approved use of EMR, this movement will be completed at year end.
HR & H&S support	5,000	3,750	3,873	-123	103.28%	77.5%	2.46%	3 quarters paid
Central Overheads reallocated	-78,320	-58,740	-62,721	3981	106.78%	80.1%	5.08%	
Corporate Management-Expenditure	291,787	218,840	204,270	17149	93.34%	70.0%	-4.99%	
Precept 2025-2026	-1,333,233	-999,925	-1,333,233	333308	133.33%	100.0%	33.33%	
Interest Receivable	-30,000	-22,500	-25,759	3259	114.48%	85.9%	28.62%	
Miscellaneous Income	0	0	-703	703	0.00%			
Corporate Management-Income	-1,363,233	-1,022,425	-1,359,695	337270	132.99%	99.7%	24.74%	
Net Income Over Expenditure	-1,071,446	-803,585	-1,155,425	354420	143.78%	107.8%	32.84%	
102: Civic								
Staff Costs (re-allocated)	5,358	4,019	4,512	-494	112.28%	84.2%	9.21%	
Training / Conferences	1,000	750	257	493	34.27%	25.7%	-49.30%	
Stationery & Printing	550	413	0	413	0.00%	0.0%	-75.00%	
Marketing/Promotions	1,200	900	1,180	-280	131.11%	98.3%	23.33%	One off cost for updating marketing videos
Council Newsletter	8,700	6,525	7,116	-591	109.06%	81.8%	6.79%	
Council Website	2,000	1,500	1,085	415	72.33%	54.3%	-20.75%	Annual subscription/hosting fees paid in full
Mayor's Allowance	3,000	2,250	3,000	-750	133.33%	100.0%	25.00%	Paid in full
Members Expenses	200	150	0	150	0.00%	0.0%	-75.00%	
Civic Expenses	9,500	7,125	6,657	468	93.43%	70.1%	-4.93%	3 civic events have taken place to date: Mayor Making, Annual Town Meeting and Civic Sunday.
Civic Regalia	250	188	345	-158	184.00%	138.0%	63.00%	2 replacement flags and badges required.
Hall & Room Hire	6,500	4,875	5,372	-497	110.19%	82.6%	7.65%	Dependant on bookings
Civic Artefacts and Treasures	500	375	495	-120	132.00%	99.0%	24.00%	Revaluation of regalia for insurance purposes
Election Expenses	5,500	4,125	5,500	-1375	133.33%			Full amount moved to Earmarked Reserves at start of financial year.
Central Overheads reallocated	1,696	1,272	1,370	-98	107.70%	80.8%	5.78%	
Civic-Expenditure	45,954	34,466	36,889	-2424	107.03%	80.3%	5.27%	
107: Grants								
Initial Grant Commitment	15,000	11,250	6,557	4693	58.28%	43.7%	-31.29%	
Subsidised Use	4,500	3,375	2,100	1275	62.22%	46.7%	-28.33%	
Tfr from EMR Committed Grants	0	0	-4,199	4199	0.00%		-75.00%	
Specified Grants C/F to 26-27	16,333	12,250	12,025	225	98.17%	73.6%	-1.38%	
Grants- Expenditure	35,833	26,875	16,483	10392	61.33%	46.0%	-29.00%	
Capital	61,778	46,334	51,755	-5422	111.70%	83.8%	8.78%	
F&P Income - N Income	-1,363,233	-1,022,425	-1,365,997	343572	133.60%	100.2%	25.20%	Full Committee Summary includes Mayor cost centre Income £5,571
Expenditure	435,352	326,514	314,288	12226	96.26%	72.2%	-2.81%	Full Committee Summary includes Mayor cost centre expenditure £116

Congleton Town Council
Management Accounts 2025-26

Dec-25

Page 2/3

Month 9
Percentage 75.0%

Community and Environment Committee

ANNUAL BUDGET	BUDGET TO		£ VARIANCE OF		% AGAINST M9 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED	NOTES	
	M9	ACTUAL TO M9	M9 BUDGETS	M9 BUDGETS					
215: Floral Displays									
Floral Displays Income	-4,000	-3,000	-7,156	4156	238.53%	178.9%	103.90%	See appendix	
Floral Displays Expenditure	16,172	12,129	16,851	-4722	138.93%	104.2%	29.20%	See appendix	
Total Floral	12,172	9,129	9,695	-566	106.20%	79.7%	4.65%		
241: Allotments									
Allotments Income	-190	-143	0	-143	0.00%	0.0%	-75.00%		
Allotments Expenditure	1,200	900	526	374	58.44%	43.8%	-31.17%		
Total Allotment	1,010	758	526	232	69.44%	52.1%	-22.92%		
300: Public Realm	5,000	3,750	1,992	1758	53.12%	39.8%	-35.16%		
301: Congleton Partnership									
Congleton Partnership Income	0	0	-3,590	3590	0.00%	0.0%	-75.00%		
Congleton Partnership Expenditure	3,501	2,626	31,808	-29182	1211.39%	908.5%	833.54%	Issue with salary allocation, corrected in Month 10	
Congleton Partnership C/F		0	-32,153	32153	0.00%	0.0%	-75.00%	Carried forward balance from 24/25	
Total Partnership	3,501	2,626	-3,935	6,561	-149.86%	-112.4%	-187.40%		
302: Community Development									
Community Development Staff Costs	137,755	103,316	79,414	23902	76.86%	57.6%	-17.35%		
Community Development Marketing/Promotions	6,250	4,688	2,400	2288	51.20%	38.4%	-36.60%		
Green Initiatives	5,000	3,750	395	3355	10.53%	7.9%	-67.10%		
Campaign Expenditure	1,000	750	1,014	-264	135.20%	101.4%	26.40%	Annual subscription paid	
Tfr to EMR	0	0	0	0	0.00%	0.0%	-75.00%		
Tfr From EMR	0	0	0	0	0.00%	0.0%	-75.00%		
Community Development Overheads	11,072	8,304	8,945	-641	107.72%	80.8%	5.79%		
Total Community Development	161,077	120,808	92,168	28,640	76.29%	57.2%	-17.78%		
303: Crime									
Crime Reduction/CCTV Expenditure	11,426	8,570	10,479	-1910	122.28%	91.7%	16.71%	Annual invoice for CCTV charges has been paid.	
Total Crime	11,426	8,570	10,479	-1910	122.28%	91.7%	16.71%		
305: Christmas									
Christmas Fayre/lights Income	-3,000	-2,250	-9,841	7591	437.38%	328.0%	253.03%	Sponsorship and funding	
Christmas Fayre/lights Expenditure	18,000	13,500	24,790	-11290	183.63%	137.7%	62.72%		
Total Christmas	15,000	11,250	14,949	-3699	132.88%	99.7%	24.66%		
310: Neighbourhood Plan									
Neighbourhood Plan	5,500	4,125	6,287	-2162	0.00%	0.0%	-75.00%	Costs covered by EMR funds	
Neighbourhood Plan Tfr From EMR	0	0	-4,875	4875	0.00%	0.0%	-75.00%		
Total Neighbourhood Plan	5,500	4,125	1,412	2713	0.00%	0.0%	-75.00%		
321: Tourism									
Tourism Income	0	0	-14,573	14573			-75.00%	Includes Tribute Events, and Food & Drink Income of £8,916	
Tourism Expenditure	22,000	16,500	26,475	-9975	160.45%	120.3%	45.34%	Includes Food & Drink costs of £11,004	
Total Tourism	22,000	16,500	11,902	4598	72.13%	54.1%	-20.90%		
351: Luncheon Club	12,000	9,000	4,988	4012	55.42%	41.6%	-33.43%		
C.E & S	Income	-7,190	-5,393	-35,160	29768	652.02%	489.0%	414.01%	Full Committee Summary
Expenditure	255,876	179,213	179,336	-124	100.07%	70.1%	-4.91%	Full Committee Summary	

Town Hall, Assets and Services Committee

ANNUAL BUDGET	BUDGET TO		£ VARIANCE OF		% AGAINST M9 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED	NOTES
	M9	ACTUAL TO M9	M9 BUDGETS	M9 BUDGETS				
201: Paddling Pool	50,072	37,554	35,024	2530	93.26%	69.9%	-5.05%	Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red Expenditure Variance 0-100% Green 101-115% Amber 115% over Red See Appendix
221: Town Hall								
Town Hall - Expenditure	253,392	190,044	175,229	14815	92.20%	69.2%	-5.85%	See Appendix
Town Hall - Income	-111,050	-83,288	-87,692	4405	105.29%	79.0%	3.97%	
Net Expenditure over Income	142,342	106,757	87,537	19220	82.00%	61.5%	-13.50%	
225: Congleton Information Centre								

CIC - Expenditure	97,785	73,339	110,688	-37349	150.93%	113.2%	38.20%	See Appendix	
CIC - Income	-11,550	-8,663	-54,014	45352	623.54%	467.7%	392.65%		
Net Expenditure over income	86,235	64,676	56,674	8002	87.63%	65.7%	-9.28%		
263: Public Toilets	8,900	6,675	2,855	3820	42.77%	32.1%	-42.92%		
270: Cenotaph	375	281	262	19	93.16%	69.9%	-5.13%		
280: Streetscape									
Streetscape Expenditure	873,811	655,358	638,034	17324	97.36%	73.0%	-1.98%	See Appendix	
Streetscape - Income CEC	-427,199	-320,399	-328,601	8202	102.56%	76.9%	1.92%		
Streetscape - External work income	-17,500	-13,125	-14,491	1366	110.41%	82.8%	7.81%		
Streetscape - Misc. Income	-900	-675	0	-675	0.00%	0.0%	-75.00%		
S/S Income	-445,599	-334,199	-343,092	8893	102.66%	77.0%	2.00%		
Net Expenditure over Income	428,212	321,159	294,942	26217	91.84%	68.9%	-6.12%		
THAS									
Income	-568,199	-426,149	-484,798	58,649	113.76%	85.3%	10.32%	Full Committee Summary	
Expenditure	1,284,335	963,251	962,092	1,159	99.88%	74.9%	-0.09%		Full Committee Summary
Total Income	-1,938,622	-1,453,967	-1,885,955		129.71%	97.3%	22.28%	Overall summary includes mayor summary figures not on this sheet	
Total Expenditure	1,975,563	1,468,978	1,455,716		99.10%	73.7%	-1.31%		Overall summary
Net Income /Expenditure			-430,243						Rounding allowed
401: Personnel									
1* Staff Costs: To date	1,211,260	908,445	896,669	11776	98.70%	74.0%	-0.97%	Pay award paid in the August Pay run, awarded 3.2%	
Personnel with Pay Award for reference									
Permanent Staff Costs - Included budget pay award *1	1,211,260	908,445	896,669	11776	98.70%	74.0%	-0.97%		
Add on budgeted pay award to current month			0						
Add on Temp/Agency									
Total	1,211,260	908,445	896,669		98.70%	74.0%	-0.97%		

Congleton Town Council
Management Accounts 2025-26

Dec-25
Page 3/3

		£	£	£	£
		01/04/2025	In	Out	Balance
Reserves as at 31st December 2025		CF Balance			31/11/25
310	General Reserve	343,771			343,771
Ear Marked Reserves					
318	Capital Equipment Fund	457	25,000	11,054	14,403
320	Capital Contingency Fund	85,806	15,000	2,420	98,386
321	EMR Elections	20,000			20,000
324	EMR Crime Prevention/Traffic calming	4,357		3,052	1,305
325	EMR Committed Grants	4,199		4,199	-
326	EMR Congleton Partnership	42,153		32,153	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	8,153			8,153
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		4,875	594
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		10,127	114,341
356	EMR Salix/ Boiler Replacement	79,691			79,691
357	EMR Election Expenses	-	5,500		5,500
	EMR TOTALS	474,100	45,500	67,880	451,720

To pay £7000 Quad, £7000 Interactive TV and £400 Chapter 8

Use of funds: SID

Per Council (CTC/28/2526) this reserve will be transferred to Partnership funds

This is to be used for completion of the Website as per Council (CTC/25/25269)

Use of funds: Window completion balance £15,000

Year on year increase for next elections

Congleton Town Council
Management Accounts 2025-26
TOWN HALL

Dec-25

	OK
	Monitor
	Over/Under (Exp./Income)

Month 9
Percentage 75.0%

	ANNUAL BUDGET	BUDGET TO M9	ACTUAL TO M9	£ VARIANCE OF M9 BUDGETS	% AGAINST M9 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED
TOWN HALL							
4000 Staff Costs (re-allocated)	81,150	60,863	64,062	-3,200	105.3%	78.9%	3.94%
4008 Training	1,000	750	0	750	0.0%	0.0%	-75.00%
4009 Protective Clothing\H & Safety	550	413	372	41	90.2%	67.6%	-7.36%
4010 Cleaners	8,400	6,300	5,241	1,059	83.2%	62.4%	-12.61%
4011 Rates	25,449	19,087	22,455	-3,368	117.6%	88.2%	13.24%
4012 Water	7,875	5,906	5,374	532	91.0%	68.2%	-6.76%
4014 Electricity	33,000	24,750	15,639	9,111	63.2%	47.4%	-27.61%
4015 Gas	30,000	22,500	7,764	14,736	34.5%	25.9%	-49.12%
4016 Cleaning materials	2,250	1,688	1,347	341	79.8%	59.9%	-15.13%
4017 Refuse Disposal	2,350	1,763	1,952	-190	110.8%	83.1%	8.06%
4020 Miscellaneous Office Costs	2,500	1,875	1,809	66	96.5%	72.4%	-2.64%
4025 Insurance	14,346	10,760	14,059	-3,300	130.7%	98.0%	23.00%
4033 Marketing/Promotions	3,500	2,625	90	2,535	3.4%	2.6%	-72.43%
4040 Maintenance Contracts	9,000	6,750	8,080	-1,330	119.7%	89.8%	14.78%
4041 Property Maintenance	21,300	15,975	22,713	-6,738	142.2%	106.6%	31.63%
4065 Architect/Surveyor Fees	0	0	-1,645	1,645			
4068 Licences (incl PRS)	4,200	3,150	4,410	-1,260	140.0%	105.0%	30.00%
4951 Transfer from EMR	0	0	-10,127	10,127			
6000 Central Overheads Reallocated	6,522	4,892	5,270	-379	107.7%	80.8%	5.80%
Town Hall Expenditure	253,392	190,044	168,865	21,179	88.9%	66.6%	-8.36%
3020 Catering costs	0	0	4,518	-4,518			
3021 Security Supplies	0	0	1,846	-1,846			
	0	0	6,364	6,364			
Total Town Hall Expenditure	253,392	190,044	175,229	14,815	92.2%	69.2%	-5.85%
1009 Rent Rec'd - Museum Notional	-4500	-3375	-3375	0	100.0%	75.0%	0.00%
1010 Rent Received - 3rd Party Partnership	-1533	-1150	-1150	0	100.0%	75.0%	0.02%
1011 Rent Received - Internal CTC	-26517	-19888	-19888	0	100.0%	75.0%	0.00%
1013 Letting Income - Grand Hall	-30000	-22500	-21144	-1356	94.0%	70.5%	-4.52%
1014 Letting Income - Bridestones	-5000	-3750	-2455	-1295	65.5%	49.1%	-25.90%
1015 Letting Income - Spencer Suite	-5000	-3750	-3704	-46	98.8%	74.1%	-0.92%
1018 Letting Income - Campbell Suite	0	0	0	0		0.0%	-75.00%
1016 Letting Income - Brasserie, Kitchen and Bar	-12000	-9000	-98	-8902	1.1%	0.8%	-74.18%
1021 Letting Income - Internal	-9000	-6750	-8668	1918	128.4%	96.3%	21.31%
1022 Letting income - F&F	-2500	-1875	-1167	-708	62.2%	46.7%	-28.32%
1023 Commission- CP	-6000	-4500	-4277	-223	95.0%	71.3%	-3.72%
1024 Letting Income- Security	0	0	-2706	2706		0.0%	-75.00%
1035 Service Charges - Brasserie	-4000	-3000	-1331	-1669	44.4%	33.3%	-41.73%
1037 Service Charges - Other	-5000	-3750	-2420	-1330	64.5%	48.4%	-26.60%
1038 Letting Income- Offices	0	0	-2625	2625			
1051 Catering Sales (recharges)	0	0	-4971	4971		0.0%	-75.00%
1199 Miscellaneous income	0	0	-208	208			
1179 Grants Receivable- Salix Project	0	0	-7505	7505			
Total Town Hall Income	-111050	-83288	-87692	4405	105.3%	79.0%	3.97%
Net Expenditure over Income	142,342	106,757	87,537	19,220	82.0%	61.5%	-13.50%

NOTES

Expenditure Variance 0-100% Green 101-115% Amber 115% over Red

Pav award settled and paid in August 2025, backdated t April 2025

Paid over 10 months rather than 12

Price increase in excess of projected, supplier changing 31st December 2025

Full year for Zurich and Critical Illness paid to date.

Paid quarterly.
Less £10,127 used from EMR:Actual revenue soend £12,553 78.6%

Salix Grant project, see below

Music License paid in full £3,290

Windows/secondary glazing upgrades and boiler repair

Recharged to customers

Recharged to customers

Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red

Recharge to customers

Dependant on use by Commercial Partner

Dependant on use by Museum, Q 2 to be invoiced

Recharge to customers

Grant income for Surveyor fees, 24-25 c/f

Congleton Town Council
Management Accounts 2025-26
STREETSCAPE

Dec-25

Month 9
 Percentage 75.0%

OK
Monitor
Over/Under (Exp./Income)

ANNUAL BUDGET	BUDGET TO M9	ACTUAL TO M9	£ VARIANCE OF M9 BUDGETS	% AGAINST M9 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED	
STREETSCAPE							
4000 Staff Costs	651,186	488,390	26,650	94.5%	70.9%	-4.09%	
4008 Training	3,200	2,400	0	0.0%	0.0%	-75.00%	
4009 Protective Clothing\H & Safety	5,900	4,425	4,744	107.2%	80.4%	5.41%	
4013 Office rent	2,000	1,500	1,500	100.0%	75.0%	0.00%	
4016 Cleaning Materials	8,000	6,000	2,513	41.9%	31.4%	-43.59%	
4021 Telephone	1,175	881	431	48.9%	36.7%	-38.32%	
4025 Insurance	10,369	7,777	10,043	129.1%	96.9%	21.86%	
4041 Property maintenance	1,500	1,125	291	25.9%	19.4%	-55.60%	
4043 Horticultural etc Supplies	14,000	10,500	17,019	162.1%	121.6%	46.56%	
4047 Vehicle maintenance/Serv etc	12,800	9,600	12,725	132.6%	99.4%	24.41%	
4048 Vehicle fuel and oil	16,285	12,214	12,204	99.9%	74.9%	-0.06%	
4049 Vehicle rental charges	81,000	60,750	68,866	113.4%	85.0%	10.02%	
4050 Street Cleansing	8,000	6,000	3,970	66.2%	49.6%	-25.38%	
4152 Propagation Unit	2,500	1,875	805	42.9%	32.2%	-42.80%	
4162 General expenditure	5,300	3,975	2,154	54.2%	40.6%	-34.36%	
4168 Other Expenditure	0	0	0		0.0%	-75.00%	
4951 Tfr from EMR		2,420					
6000 Central Overheads Reallocated	50,596	37,947	40,879	107.7%	80.8%	5.79%	
Streetscape Expenditure	873,811	655,358	637,464	97.3%	73.0%	-2.05%	
3030 Purchases for recharging	0	0	570	-570	0.0%	0.00%	
1165 CEC - Income	-427,199	-320,399	-328,601	8,202	102.6%	76.9%	177.56%
1167 External work income	-17,500	-13,125	-14,491	1,366	110.4%	82.8%	185.41%
1199 Miscellaneous	-900	-675	0	-675	0.0%	0.0%	75.00%
Streetscape Income	-445,599	-334,199	-343,092	8,893	102.7%	77.0%	177.66%
Net Expenditure over Income	428,212	321,159	294,942	23,797	91.8%	68.9%	-16.84%

Expenditure Variance 0-100% Green 101-115% Amber 115% over Red

Replenishment required

Full year for Zurich and Critical Illness paid to date.

Overspend approved by Council CTC/25/2526
 Less £2,420 used from EMR: Actual revenue spend £10,305 107%

Overspend approved at Council CTC/28/2526

No budget

Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red
 3 quarters received, final invoice due to be paid January 2026

Congleton Town Council
Management Accounts 2025-26
Floral/In Bloom
Dec-25

	OK
	Monitor
	Over/Under (Exp./Income)

Month 9
 Percentage 75.0%

Floral
Income

1180 Donations Received
 1195 Sponsorship Income
 1199 Misc Income: Hanging Baskets
 Total

ANNUAL BUDGET	BUDGET TO M9	ACTUAL TO M9	£ VARIANCE OF M9 BUDGETS	% AGAINST M9 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED
0	-	- 237	237			
0	-	- 2,540	2,540			
-4,000	- 3,000	- 4,379	1,379	145.97%	109.5%	34.48%
-4,000	- 3,000	- 7,156	4,156	238.53%	178.9%	103.90%
Expenditure						
4011 Rates	172	129	162	33	125.58%	94.2% 19.19%
4162 General Expenditure	16,000	12,000	16,689	- 4,689	139.08%	104.3% 29.31%
Total	16,172	12,129	16,851	- 4,722	138.93%	104.2% 29.20%
Net Expenditure over income	12,172	9,129	9,695	- 566	106.20%	79.7% 4.65%

NOTES

Expenditure Variance 0-100% Green 101-115% Amber 115% over Red

Income from hanging basket sales.

Paid in Full for the year, paid for 5 roundabouts

Breakdown: TBC

Plants & Compost **11,791**
 Judging Days **1,274**
 General Competition **868**
 General **716**
 Awards Ceremony **845**
 Thank You Evening at CTC **932**
 Expenses **258**
16,684

Congleton Town Council
Management Accounts 2025-26
CONGLETON INFORMATION CENTRE

Dec-25

Month 9
Percentage 75.0%

	OK
	Monitor
	Over/Under (Exp./Income)

TOWN HALL
CONGLETON INFORMATION CENTRE

3000 Stock at 1st April
3041 3rd Party ticket resales
3042 Books, Maps, Guides resale
3043 Souvenirs for resale
3044 Stamps for resale
3046 Local Produce for resale
3047 Theatre gift cards for resale
3048 Food & Drink for resale
3049 CTC Merchandise
3999 Stock at 31st March 2022

Direct Expenditure
4000 Staff costs
4011 Rates
4013 Rent Payable
4162 General Expenditure
6000 Central Overheads Reallocated
Indirect Expenditure

1041 Third Party Ticket Sales
1042 Books, Maps, Guides sales
1043 Souvenir sales
1044 Stamp Sales
1045 Photocopy sales
1046 Local Produce for resale
1047 Theatre gift cards
1048 Food and Drink sales
1049 CTC Merchandise sales
1199 Commission

Income

Total Income

Net Expenditure over Income

ANNUAL BUDGET	BUDGET TO M9	ACTUAL TO M9	E VARIANCE OF M9 BUDGETS	% AGAINST M9 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED
0	-	-	-	0.0%		
0	-	35,565	- 35,565			
2,850	2,138	304	1,834	14.2%	10.7%	-64.33%
2,375	1,781	392	1,389	22.0%	16.5%	-58.49%
475	356	172	184	48.3%	36.2%	-38.79%
0	-	2,930	- 2,930			
0	-	114	- 114			
1,188	891	617	274	69.2%	51.9%	-23.06%
0	-	-	-	0.0%	0.0%	-75.00%
0	-	-	-	0.0%	0.0%	-75.00%
6,888	5,166	40,094	- 34,928	776.1%	582.08%	507.08%
70,062	52,547	54,912	- 2,366	104.5%	78.4%	3.38%
5,321	3,991	5,053	- 1,062	126.6%	95.0%	19.96%
7,500	5,625	5,625	-	100.0%	75.0%	0.00%
2,000	1,500	953	547	63.5%	47.7%	-27.35%
6,014	4,511	4,051	460	89.8%	67.4%	-7.64%
90,897	68,173	70,594	- 2,421	103.6%	77.7%	2.66%
0	-	43,569	43,569			
-3,000	- 2,250	- 929	- 1,321	41.3%	31.0%	-44.03%
-2,500	- 1,875	- 2,160	285	115.2%	86.4%	11.40%
-500	- 375	- 182	- 193	48.5%	36.4%	-38.60%
-300	- 225	- 182	- 43	80.9%	60.7%	-14.33%
0	-	3,451	3,451			
0	-	180	180			
-1,250	- 938	- 1,064	127	113.5%	85.1%	10.12%
0	-	30	30		0.0%	-75.00%
-4,000	- 3,000	- 2,267	- 733	75.6%	0.0%	-75.00%
-11,550	- 8,663	- 54,014	46,085	623.5%	467.7%	392.65%
-11,550	- 8,663	- 54,014	46,085	623.5%	467.7%	392.65%
86,235	64,676	56,674	8,735	87.6%	65.7%	-9.28%

NOTES

Expenditure Variance 0-100% Green 101-115% Amber 115% over Red
Yellow are 3rd party expenditure, traffic lights CTC

Third Party Income see corresponding expense line

Third Party Income see corresponding expense line
Third Party Income see corresponding expense line

Pay award settled and paid in August 2025, backdated t April 2025
Paid over 10 months rather than 12

Yellow are 3rd party income, traffic lights our own income
Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red
Third Party expenditure

Third Party expenditure
Third Party expenditure

Will update quarterly.Q1 to Q3 completed.

Congleton Town Council
Management Accounts 2025-26
PADDLING POOL
Dec-25

Month 9
 Percentage 75.0%

	OK
	Monitor
	Over/Under (Exp./Income)

PADDLING POOL

Staff Costs
 4000
 4008 Training
 4009 Protective Clothing\H & Safety
 4012 Water
 4014 Electricity
 4039 Pool Chemicals
 4041 Property Maintenance
 4162 General expenditure
 6000 Central Overheads Reallocated
Pool Expenditure

ANNUAL BUDGET	BUDGET TO M9	ACTUAL TO M9	£ VARIANCE OF M9 BUDGETS	% AGAINST M9 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED
26,812	20,109	22084	-1,975	109.82%	82.4%	7.37%
3,000	2,250	0	2,250	0.00%	0.0%	-75.00%
320	240	103	137	42.92%	32.2%	-42.81%
5,500	4,125	922	3,203	22.35%	16.8%	-58.24%
3,200	2,400	2420	-20	100.83%	75.6%	0.62%
3,900	2,925	6095	-3,170	208.38%	156.3%	81.28%
4,300	3,225	1534	1,691	47.57%	35.7%	-39.33%
1,000	750	218	532	29.07%	21.8%	-53.20%
2,040	1,530	1648	-118	107.71%	80.8%	5.78%
50,072	37,554	35,024	2,530	93.26%	69.9%	-5.05%

NOTES

Expenditure Variance 0-100% Green 101-115% Amber 115% over Red

Pay award settled and paid in August 2025, backdated t April 2025, and main expenditure is over 3 months.

Overspend notes by Council CTC/28/2526

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	7 th May 2026 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael: R.F.O		
AGENDA ITEM REPORT TITLE	7.1 Policy Review		
Background	<p>Congleton Town Council have adopted Polices to support the running and the operations of the Town Council. It is best practice to have these reviewed from time to time, and the introduction of new polices should best practice requirements indicate as such.</p> <p>These policies were approved by Finance and Policy [FAP]on 26th February 2026. (FAP/57/58/2526)</p>		
Updates	There are 2 polices for review in this agenda item, both of which are new.		
Policy	New/Review	Information	
DBS Handling Certificate Policy	New	<p>A policy on how we handle these certificates would cover GDPR/Data Protection and staffing records. Information for policy wording has been taken from other Council Policies and legislation.</p> <p>FAP/57/2526 resolved to approve the DBS Handling Certificate, noting that information that is provided by individuals is not kept on files. <i>(See item 8.5 in the policy)</i></p>	
Social Media Policy	New	<p>We do not currently hold a Social Media Policy, and with the higher reliance on the use of messaging services such as WhatsApp and the use of Social media sites, this would be beneficial. New policy adapted from other Town Councils polices plus internet searches for examples and information and has been checked against the NALC (Parish & Town Council Governing Body) model guidance.</p>	

		<p>FAP updates:</p> <p>FAP/58/2526 resolved to approve the policy as proposed on the basis that in addition to this policy –</p> <ul style="list-style-type: none"> • a separate schedule needs to be referred to within the policy on the use of social media including which channels that should be used, by officers and councillors (these lists may differ slightly). Added reference to Appendix 1 in Section 4 (<i>List to be discussed at Council and amended per discussions</i>) <p>Guidance is given to councillors and officers ahead of election period on media use: Added to section 9: <i>Guidance will be provided to all officers and Councillors during Election periods.</i></p> <ul style="list-style-type: none"> • Develop a separate policy for the use of AI for council reports and noting on the reports that AI was used. (<i>This is not yet completed</i>)
Financial	No requirements/implications for this decision.	
Environmental	No implications for this decision.	
Equality and Diversity	No implications for this decision.	
Decision Request	To discuss and approve the polices and adopt into the Constitution.	



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

DBS CERTIFICATE HANDLING POLICY

VERSION CONTROL	Version 1
Previous Version Approval Date	
Current Version FAP Review Date	
Current Version Approval Date	
Current Version Approval Reference	
This version of the Policy supersedes any previous versions.	



Congleton
beartown
where friends are made

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

Tel: 01260 270350

Email: info@congleton-tc.gov.uk www.congleton-tc.gov.uk



Contents

1. Introduction.....	2
2. Purpose.....	2
3. Aims and Objectives	2
4. Policy Statement	2

1. Introduction

1.1 Congleton Town Council uses the Disclosure and Barring Service (DBS) for the assessment of Officers and Members whom, with their role, come into contact with children or vulnerable adults.

1.2 Congleton Town Council will fully comply with the code of practice¹ regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

1.3 Congleton Town Council also complies fully with its obligations under the Data Protection Act 2018/UK GDPR and other relevant legislation pertaining to the safe handling, use, storage, retention, and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

2. Purpose

2.1 To describe how the Council will undertake DBS checks as part of checks and thereafter during the course of each person's employment in order to protect the safety of all its service users.

3. Aims and Objectives

3.1 To ensure compliance with any GDPR and Privacy regulations.

3.2 To ensure a consistent approach with all the Councils operations

4. Policy Statement

5. Storage and access

5.1 Certificates, once received by the member/ officer, will be shown to the Communities Manager/Marketing, Civic & Communications Manager or the Chief Officer to be entered on to the Cheshire West and Chester DBS online system and then returned to the holder for safe keeping. Information can be accessed by the Communities Manager/Marketing, Civic & Communications Manager or the Chief Officer through the Cheshire West and Chester secure online system. Where a basic DBS has been sought by an individual then the information in point 6.2 will be gathered.

6. Handling

6.1 In accordance with section 124 of the Police Act 1997², certificate information is only passed to those who are authorised to receive it in the course of their duties, these being the Chief Officer or Communities Manager/Marketing, Civic & Communications Manager who are registered on Cheshire West and Chester Disclosures online system to apply for DBS checks.

7. Usage

7.1 Certificate information will only be used for the specific purpose for which it was requested.

8 Retention

8.1 In accordance with DBS Handling Certificate Guidelines³, we do not keep certificate information for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of completing safeguarding audits. Certificate information such as date of issue, name, type of certificate and unique reference number will be retained for a period of 6 months from the date of termination of employment.⁴

8.2 In the case of recruitment that was unsuccessful, if a DBS check is required the information will be held for a maximum period of 6 months. This retention will allow for the consideration and resolution of any disputes or complaints.⁴

8.3 Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

8.4 A record of a check taking place will be kept for a period of 6 years after employment ends, in line with our Documents Retention Policy under The Limitation Act 1980.

8.5 Information provide by individuals, such as personal information, and Identification is not retained.

9. Disposal

9.1 Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for electronic records we will ensure that any DBS information is destroyed from our spreadsheet.

9.2 Congleton Town Council will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, Congleton Town Council may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken as per section 5.

10. Umbrella body

10.1 Congleton Town Council uses the Cheshire East and Cheshire West and Chester Council online access as the umbrella body for the purposes of the Disclosure and Barring Service for Congleton Town Council.

10.2 Congleton Town Council will not act as an umbrella body for any other organisations.

Footnotes:

- 1- [DBS code of practice - GOV.UK](https://www.gov.uk/government/publications/dbs-code-of-practice) (<https://www.gov.uk/government/publications/dbs-code-of-practice>)
- 2- [Police Act 1997](https://www.legislation.gov.uk/ukpga/1997/50/section/124/enacted) (<https://www.legislation.gov.uk/ukpga/1997/50/section/124/enacted>)
- 3- [Handling of DBS certificate information - GOV.UK](#) ([Handling of DBS certificate information - GOV.UK](#))
- 4: DBS Guide for Employers- [DBS checks: guidance for employers - GOV.UK](#) ([DBS checks: guidance for employers - GOV.UK](#))

Full Version Control

Date	Changes	Approval Reference
	New Policy adopted	



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

SOCIAL MEDIA POLICY

(Including WhatsApp)

DRAFT

VERSION CONTROL	Version 1
Previous Version Approval Date	
Current Version FAP Review Date	
Current Version Approval Date	
Current Version Approval Reference	
This version of the Policy supersedes any previous versions.	



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

Tel: 01260 270350

Email: info@congleton-tc.gov.uk www.congleton-tc.gov.uk



Contents

1 Introduction	1
2. Purpose of the Policy	1
3. Aims and Objectives.....	1
4 Definition of Social Media	2
5 Pitfalls.....	2
6 Policy Statement	3
7 Responsibilities	3
8 Asking the Council to follow, like or share messages	4
9 Pre-election Period	4
10 WhatsApp and Messaging services.....	4
11 Addendum: Use of Artificial Intelligence (AI) in Social Media	5
12 Appendix 1	7

1 Introduction

The objective of this policy is to provide Officers and Councillors with an overview of Social Media to outline the Council’s position on various aspects of its use. In addition, it includes guidelines on Officer and Councillor responsibilities when using such channels of communication in their official capacity.

2. Purpose of the Policy

Social media provides the Council with the opportunity to communicate to a wide audience instantaneously on a range of subjects relating to its activities, providing updates, news, information, and passing on of relevant information.

The Council will make use of approved social media tools to quickly release information but carefully control its use in order to minimise risk.

3. Aims and Objectives

Social media can be used by the Council as an effective way to achieve resident engagement and attract publicity. The aim of this Policy is to ensure

- A consistent approach is adopted and maintained in the use of social media.

- That Council information remains secure and is not compromised through the use of social media including but not limited to personal data, commercially sensitive information belonging to the Council etc.
- That users operate within existing policies, guidelines, and relevant legislation.
- That the Council's reputation is upheld and improved rather than adversely affected.
- That communication by use of social media is effective, timely, appropriate, useful, engages with a wider audience and utilises cross-promotion of other Council communication tools (eg website, Bear Necessities etc).

Social media activity is not something that stands alone, to be effective it needs to integrate as part of general communication. Any planned campaigns, promotions and activities can be plugged into social media platforms to increase reach and exposure.

4 Definition of Social Media

Social media is a term for websites based on user participation and user-generated content. They include social networking sites and other sites that are centred on user interaction.

Examples of popular social media tools include Facebook, You Tube, Pinterest, Podcasts, WhatsApp Linked in etc.

See Appendix 1 for list.

5 Pitfalls

Whilst these tools are especially useful to share information quickly with other people, there are some pitfalls to be aware of:

- The information in most cases is shared in the public domain and can be viewed by anyone in the world.
- The nature of these tools is that information is shared immediately and it is all too easy to respond instantaneously which can result in unintentionally inflaming a situation.
- As identity theft, account takeover and impersonation are common on social media, potentially leading to damage to reputation of the individual or their organisation, Officers and Councillors are recommended to ensure that social media accounts are protected by ensuring best practice for password quality is adopted.
- Officers and Councillors are recommended to avoid, wherever possible, the re-sharing of 'fake' content by applying due diligence, for example checking the sources behind a story and verifying facts before reporting it themselves.

6 Policy Statement

It is acknowledged that there is considerable potential for using social media which can provide significant advantages. The responsible, corporate use of social media is actively encouraged. The following applies equally to Officers and Councillors.

The policy provides a structured approach to using social media and will ensure that it is effective, lawful and does not compromise Council information or computer systems/networks.

Users must ensure that they use social media sensibly and responsibly, and ensure that its use will not adversely affect the Council or its business, not be damaging to the Council's reputation and credibility or otherwise violate any Council policies.

The following guidelines will apply to online participation and set out the standards of behaviour expected of a representative of Congleton Town Council.

- Be aware of and recognise your responsibilities identified in the Social Media Policy.
- Remember that you are personally responsible for the content you publish on any form of social media.
- Never give out personal details of others such as home address and telephone numbers.
- Ensure that you handle any personal or sensitive information in line with the Data Protection Act.
- When using social media for personal purposes, you must not imply that you are speaking for Congleton Town Council. Make it clear that what you say is representative of your personal views only.
- Know your obligations. You must comply with other Council policies when using social media. For example, you should be careful not to breach Council confidentiality.
- Show respect to all. You should be respectful of the authority and employees. Derogatory comments are always wrong.
- Use of the Town Council's Social media accounts must reflect the Council's position/decisions on a matter and in no circumstances must it be used to express personal opinion.
- Councillors are at liberty to set up accounts using any of the tools available, but should ensure they are clearly identified as personal and do not in any way imply that they reflect the Council's view.

7 Responsibilities

The Chief Officer is the designated 'Council' owner of the Council Social Media channels agreed by the Council.

Good practice guidelines for the use of Facebook by the Council as a body or Councillors as individuals are:

- Officers and Councillors should not publish or report details of meetings which are not open to Councillors or the public including any confidential reports.
- Only authorised officers can use Congleton Town Councils social media accounts.
- All information to be released should first be approved by the Chief Officer and/or the Marketing, Communications and Civic Manager.
- As a Town Council, we have a professional image to uphold and how we conduct ourselves online impacts this image.
- Remember that people classified as “friends” have the ability to download and share your information with others.
- Post only what you want the world to see.
- Do not disclose confidential matters or criticise Council policies or personnel.
- Do not use commentary deemed to be defamatory, obscene, proprietary, or libellous.
- Please stay informed and cautious in the use of all new networking technologies Councillors are entitled to use any form of social media they wish, but must abide by this policy at all times, when so doing.

8 Asking the Council to follow, like or share messages

The Council may follow, like or share messages, mostly from our partners, other organisations we work with and local media. This allows us to monitor and disseminate important information that we may need to make residents aware of.

9 Pre-election Period

In the six weeks run up to all elections involving Congleton- councils have to be incredibly careful not to do or say anything that could be seen in any way to support any political party or candidate.

Notwithstanding this the Council will continue to publish Important Service Announcements using social media during the period.

Guidance will be provided to all officers and Councillors during Election periods.

10 WhatsApp and Messaging services

General Principles

- Responsibility: Group admins are responsible for the group's content.

- Admin to regularly review group members to ensure only relevant individuals are included. Remove inactive or non members promptly.
- For Congleton Town Council officers, only work mobile numbers should be used for official communication.
- Be explicit that professional standards of conduct apply on all platforms.
- Obtain Consent: Do not add anyone to a work-related WhatsApp/Messaging group without their explicit consent.
- Confidentiality: Prohibit the sharing of sensitive, personal, or confidential information on WhatsApp.

Specific to Working with Children/Vulnerable Adults

- No child or vulnerable adult should be added to a group with the correct consent, such as parent/guardian/carer.
- Age-Appropriate Content: All communication should use age-appropriate language and topics.
- No 1:1 Messaging: There should be no one-to-one messaging with a child or vulnerable adult; all communications should be within a group that includes another officer.

11 Addendum: Use of Artificial Intelligence (AI) in Social Media

1. Definition

For the purposes of this policy, AI tools include generative AI systems (e.g. text, image, audio or video generation tools), AI-assisted scheduling or analytics tools, and AI-powered chatbots.

2. Permitted Use

AI tools may be used to assist with:

- Drafting or refining social media posts
- Generating captions, summaries, or alternative wording
- Creating suggested alt text for accessibility
- Translating content
- Producing draft visuals or design concepts

All AI-generated content must be reviewed, edited, and approved by a designated officer before publication. Responsibility for accuracy and compliance remains with the Council officer publishing the content.

3. Prohibited Use

AI must not be used to:

- Input, process, or disclose confidential, personal, or sensitive information unless the tool has been formally approved by IT and Data Protection officers
- Generate misleading, deceptive, or impersonated content
- Create deepfake audio, video, or imagery of real individuals
- Issue automated responses to complaints or service requests without human oversight
- Produce political or party-political content

4. Data Protection and Compliance

Use of AI must comply with all relevant legislation and Council policies, including:

- Data Protection legislation (e.g. UK GDPR / Data Protection Act 2018)
- Freedom of Information obligations
- Equality and accessibility requirements
- Personal data must not be entered into publicly available AI systems unless explicitly authorised.

5. Transparency and Accountability

Where AI has been used in a way that materially affects public-facing content (e.g. AI-generated images or chatbot interactions), the Council will be transparent about its use where appropriate.

The Council remains fully accountable for all content published on its social media channels, regardless of whether AI was used in its preparation.

6. Governance and Review

Only AI tools approved by the Council's IT and/or Communications teams may be used for official purposes. This addendum will be reviewed periodically to reflect technological and regulatory developments.

12 Appendix 1

	Staff	Councillors
WhatsApp	Yes	Yes
Facebook	Yes – there is me and Debbie as admins	No to Council run page Yes to their own page/profile
Instagram	Yes – same access as Facebook	No to Council run page Yes to their own page/profile
X	Do we use this – Not anymore due to equality policy	
TikTok	Yes – mainly for youth council at the moment, just me as admin	No to Council run page Yes to their own page/profile
Teams (Is this classed as Social Media)	Yes	Yes
Messenger	Yes – just me and Debbie	No to Council run page Yes to their own page/profile
YouTube	Yes – me, Debbie and kay has access	No to Council run page Yes to their own page/profile
Website	Yes – should just be officers for security (me, Debbie, Jess, Celeste, Serena and Thrive)	No
Reddit?? Is this suitable for Council	No	No

Full Version Control

Date	Changes	Approval Reference
	New policy	

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	7 th May 2026 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	David McGifford C.O & Serena Van Schepdael: R.F.O		
AGENDA ITEM REPORT TITLE	7.2 Approval of Internal Auditor for 2026-2027		
Background	<p>The Town Council is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to undertake an effective internal audit to evaluate the effectiveness of its risk management, control, and governance processes.</p> <p>https://www.legislation.gov.uk/ukxi/2015/234/regulation/5/made</p> <p>The Council have complied with these requirements by appointing an internal auditor, currently Auditing Solutions Ltd provide this function to the Council. As we are now in excess of £2 million income/expenditure, we must now provide the External Auditors with:</p> <p>Evidence that when appointed, the authority satisfied itself with regard to the competence of the internal auditor and agreed a letter of engagement (see Practitioners' Guide 2024 Paragraphs 1.35, 4.12 and 4.13), e.g. minutes of the meeting where competence and the appointment were considered and the signed letter of engagement or the minutes of the meeting where the engagement letter was agreed. Please note that this information is only required if there has been a change in the appointed internal auditor since the information previously submitted in prior years.</p> <p>Main Requirements</p> <ul style="list-style-type: none"> • Independence & Competence: The internal auditor cannot be involved in the financial decision-making or management of the council. They must have a strong understanding of local government finance. • Appointment: The council formally appoint the internal auditor. • Scope of Work: The internal auditor reviews the council's internal controls, risk management, and governance processes, reporting directly to the council. 		

	<ul style="list-style-type: none"> • Reporting: The auditor must complete the Annual Internal Audit Report (AIAR) section of the Annual Governance and Accountability Return (AGAR). • Access: Auditors must have access to all records necessary for their work. • Engagement Terms: A letter of engagement should outline roles, responsibilities, reporting requirements, and remuneration. • Rotation: While not mandatory, rotating auditors can enhance independence.
<p>Updates</p>	<p>See attached appendix for a summary of audit requirements for 2026-2027. The areas we are required to be audited on align with the Annual Governance and Accountability Report we have to submit annually. (Pages 27 to 32 of the Good Practice Guide)</p> <p>Accounting Solutions Ltd are a well-established company with experience with Town and Parish Councils. They complete the audits remotely, but have visited the office to complete a review on the Information Centre after we took over. They work with many other councils in providing this service and are familiar with our processes and procedures. They are independent of the Council.</p> <p>The officer recommends that we retain the services of Auditing Solutions for 2026-2027. A letter of engagement will be signed on Council approval.</p> <p>Going forward, a full review will be completed during each financial year for the following year or for a 3-year arrangement.</p> <p>Finance and Policy approved this on 26th March 2026, reference FAP/72/2526.</p>
<p>Financial</p>	<p>All external support services are budgeted for via budget setting.</p>
<p>Environmental</p>	<p>Considerations of impact on travel have been considered, and the majority of audits are conducted remotely.</p>
<p>Equality and Diversity</p>	<p>Our Equality and Diversity Policy will be considered when sourcing new suppliers/services.</p>
<p>Decision Request</p>	<p>To approve the services of Auditing Solutions for the financial year 2026-2027.</p>

Appendix 1 (Internal Auditor Appointment) Scope of work of Internal Auditor based on the Annual Return. Taken from 2025-2026 Practitioners Guide

AGAR certificate reference	Internal Audit action for expected controls
<p>A. Appropriate accounting records have been properly kept throughout the year. AND I. Periodic bank account reconciliations were properly carried out during the year.</p>	<ul style="list-style-type: none"> ● Ensure the correct roll forward of the prior year cashbook balances to the new financial year. ● Check a sample of financial transactions in cashbooks to bank statements, etc: the sample size dependent on the size of the authority and nature of accounting records maintained. ● Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members. ● Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, section 2, line 8. ● Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy.
<p>B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.</p>	<ul style="list-style-type: none"> ● Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the SOs and FRs which should be based on the latest version. ● Ensure that consistent values are in place for the acquisition of formal tenders between SOs and FRs (frequently different limits are recorded in the two documents). ● Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods/ services delivery and approval for payment; ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation. ● Check that there is effective segregation between the writing of cheques or the setting up of online payments, 28 of 74 and physical release of payments. ● Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements. ● Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over
<p>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p>	<ul style="list-style-type: none"> ● Ensure that authorities have prepared and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc. ● Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity/ employees (including members) liability, business interruption and cyber security. ● Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches; such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation. ● Review the effectiveness
<p>D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget</p>	<ul style="list-style-type: none"> ● Ensure that the full Authority, not a committee, has considered, approved and adopted the annual precept for the coming year in accordance with the required parent Authority timetable ● Ensure that current year budget reports are prepared and submitted to the Authority/ Committees periodically during the year with appropriate commentary on any significant variances.

Appendix 1 (Internal Auditor Appointment) Scope of work of Internal Auditor based on the Annual Return. Taken from 2025-2026 Practitioners Guide

<p>was regularly monitored; and reserves were appropriate.</p>	<ul style="list-style-type: none"> ● Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances. ● Ensure that the Authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process. ● Ensure that the precept received in the accounts matches the prior year submission form to the relevant authority and the public record of precepted amounts.
<p>E. Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.</p>	<ul style="list-style-type: none"> ● Review “Aged debtor” listings to ensure appropriate follow up action is in place. ● Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained, identifying that debtors are monitored. ● Burials: ensure that a formal burial register is maintained, that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (Authorities should also acquire and retain copies of Burial / Cremation certificates) ● Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised. ● Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time. ● Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income. ● Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked.
<p>F. Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for</p>	<ul style="list-style-type: none"> ● A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a “Not covered” response is frequently required in this area. ● Review the systems in place for controlling any petty cash and also cash floats (used for bar, catering, etc). ● Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held. ● Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held. ● Ensure that VAT is identified wherever incurred and appropriate. ● Physically check the petty cash and other cash floats held. ● Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till “Z” total 30 of 74 readings.
<p>G. Salaries to employees and allowances to members were paid in accordance with the authority’s approvals, and PAYE and NI requirements</p>	<ul style="list-style-type: none"> ● Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract. ● Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability. ● Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and also with the contracted hours.

Appendix 1 (Internal Auditor Appointment) Scope of work of Internal Auditor based on the Annual Return. Taken from 2025-2026 Practitioners Guide

<p>were properly applied.</p>	<ul style="list-style-type: none"> ● Ensure that appropriate tax codes are being applied to each employee. ● Where free or paid for software is used, ensure that it is up to date. ● For the test sample of employees, ensure that tax is calculated appropriately. ● Check the correct treatment of Pension contributions. ● For NI, ensure that the correct deduction and employer’s contributions are applied: NB. the employers allowance is not available to councils but may be used by other authorities ● Ensure that the correct employers’ pension percentage contribution is being applied. ● Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies.
<p>H. Asset and investment registers were complete and accurate and properly maintained. This section/assurance should be extended to include loans to or by the authority</p>	<p>Tangible Fixed Assets:</p> <ul style="list-style-type: none"> ● Ensure that the Authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of/ no longer serviceable assets. ● Physically verifying the existence and condition of high value, high risk assets may be appropriate. ● Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement/ insured cost, the latter being updated annually and used to assist in forward planning for asset replacement. ● Additions and disposals records should allow tracking from the prior year to the current. ● Ensure that the asset value to be reported in the AGAR at section 2, line 9 equates to the prior year reported value, adjusted for the nominal value of any new 31 of 74 acquisitions and / or disposals. ● Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or “self-insured” by the Authority. <p>Fixed asset investments:</p> <ul style="list-style-type: none"> ● Ensure that all long-term investments (i.e., those for more than 12 month terms) are covered by the “Investment Strategy” and reported as Assets in the AGAR at section 2, line 9. <p>Borrowing and Lending:</p> <ul style="list-style-type: none"> ● Ensure that the authority has sought and obtained appropriate UK Debt Management Office approval for all loans acquired. ● Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan, any arrangement fee should be regarded as an admin expense) in the year of receipt. ● Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at section 2 line 5. ● Ensure that the outstanding loan liability as at 31st March each year is correctly recorded in the AGAR at section 2, line 10 (value should be verified from the lender and verification provided to the IA by the clerk/RFO).

Appendix 1 (Internal Auditor Appointment) Scope of work of Internal Auditor based on the Annual Return. Taken from 2025-2026 Practitioners Guide

	<ul style="list-style-type: none"> ● Where the Authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt.
<p>J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.</p>	<p>Whilst IAs are not required to verify the accuracy of detail to be disclosed in the AGAR, this assertion, together with the expectation of most Authorities, effectively requires IAs to ensure that the financial detail reported at section 2 of the AGAR reflects the detail in the accounting records maintained for the financial year. Consequently, IAs should:</p> <ul style="list-style-type: none"> ● Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein. ● Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end.
<p>K. If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.</p>	<p>IAs should ensure that, all relevant criteria are met (receipts and payments each totalled less than £25,000)</p> <ul style="list-style-type: none"> ● the correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline; ● that it has been published, together with all required information on the Authority’s website and noticeboard.
<p>L. The authority publishes information on a free to access website / web page, up to date at the time of the internal audit in accordance with the relevant legislation</p>	<p>IAs should review the Authority’s website ensuring that all required documentation is published in accordance with the relevant legislation.</p>
<p>M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.</p>	<p>IAs should acquire / examine a copy of the required “Public Notice” ensuring that it clearly identifies the statutory 30 working day period when the Authority’s records are available for public inspection. IAs may also check whether authorities have minuted the relevant dates at the same time as approving the AGAR.</p>
<p>N. The authority complied with the publication requirements for</p>	<p>IAs should ensure that the statutory disclosure / publication requirements in relation to the prior year’s AGAR have been met as detailed on the front page of the current year’s AGAR.</p>

Appendix 1 (Internal Auditor Appointment) Scope of work of Internal Auditor based on the Annual Return. Taken from 2025-2026 Practitioners Guide

the prior year AGAR.	
O. Trust funds (including charitable) - the Council met its responsibilities as a trustee	<ul style="list-style-type: none">● Confirm that all charities of which the council is a Trustee are up to date with CC filing requirements.● that the council is the sole trustee on the Charity Commission register.● that the council is acting in accordance with the Trust deed.● that the Charity meetings and accounts are recorded separately from those of the council.● review the level and activity of the charity and where a risk based approach suggests such, review the Independent Examiners report.

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	Serena Van Schepdael: R.F.O																	
AGENDA ITEM REPORT TITLE	7.3 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, a full review of the 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, a full review of the 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.
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, a full review of the 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.																

			(Option may be taken to complete a full review during 2026-2027 for 2027 onwards as current contract is rolling)
	SAS Daniels	Legal Support	Continuity, Remote. Located in Congleton. To be reviewed in 26-27.
	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 the 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.
	<p>FAP/73/2526 resolved to approve Outside Bodies Support for Financial Year 2026-2027 and recommend to Council for approval, with an action to review Legal Services</p>		
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 the accounting year 2026-2027.		

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]
-------------------------	---

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	7.5 Streetscape Vehicles		
Background	<p>We currently have a fleet of 9 vehicles: 7 Tipper Vans 1 Sweeper 1 EV Quad Bike</p>		
Updates and summary	<p>We have recently employed a Countryside Ranger who requires a vehicle. The current budget is broken down as follows:</p>		
	Sweeper [Dawsongroup]		£35,000
	Tipper Vans [West Wallasey]		£50,000
	Trackers		£2,500
	Contingency **		£2,500
	Total		£90,000
	**To cover additional vehicle hire should Flexi Hire vehicles to be repaired		
<p>A new vehicle has been introduced from West Wallasey at an annual cost of £7,900; it is an EV vehicle. The current budget will be insufficient and will need to be increased; this can be completed via a virement of budgets.</p> <p>Within the Town Hall budgets, we have a line for Business Rates, which totals £28,000. Due to revaluations by the Valuation Office, the new amount due in Business Rates is £18,032, leaving a surplus budget. RFO recommendation is to vire the budgets across to prevent an overspend in Streetscape Vehicles.</p>			
Financial	<p>Part of the EV vehicle costs are being covered by an external works contract, and will be costed out in quotes for any new external work. For other vehicles, Sweeper and Tippers we received income from Cheshire East as part of the Streetscape Agreement.</p>		
Environmental	<p>No implications for this decision, but to note the new vehicle is an EV vehicle.</p>		
Equality and Diversity	<p>No implications for this decision.</p>		
Decision Request	<p>To approve the virement of £7,900 from Town Hall Business Rates to Streetscape Vehicle Lease.</p>		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	7 th May 2026 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Chief Officer & RFO		
AGENDA ITEM REPORT TITLE	7.6 Community Infrastructure Levy Report		
Background	<p>The Community Infrastructure Levy (CIL) is a charge which can be levied by local authorities on new development in their area. Town and Parish Councils receiving CIL money will be able to decide how to spend their percentage of the money collected. The current balance of CIL funds is £21,978.68, see attached summary.</p> <p>Please note that CIL revenue must be spent on infrastructure proposals. Funds must be spent within 5 years of receipt</p>		
Updates and summary	<p>A survey was launched at the beginning of Aug 25, and closed on 30th September 2025 as to what project the public would prefer the CIL finds to be spent on, the projects were:</p> <ul style="list-style-type: none">• Install three gates on Bridge Street and Little Street to safeguard pedestrians and cyclists between 10 am and 4 pm.• Public Realm – maintaining bins, benches, signage etc. (They were originally installed by Cheshire East Council but Cheshire East has now advised us they will not be maintaining them in the future.)• Town Centre Public Toilets <p>The most votes were for the Town Centre Public toilets.</p> <p>CTC has now taken over the lease of the public Toilets on Market Street (by the bus station) and work has started on securing and clearing the site. This report is to request approval to utilise the CIL funds to cover expenditure for the Public Toilets project.</p> <p>Week commencing 20th April the site was cleared of the construction rubble at a cost of £917.</p>		
Financial	CIL funds are held in an Earmarked Reserve which requires Council approval to spend. The RFO will update the Annual Report that has to be submitted to Cheshire East showing use of the CIL receipts.		
Environmental	None for this decision.		
Equality and Diversity	None for this decision.		
Decision Request	To approve the use of £917 from CIL EMR to Public Toilets to cover the costs to clear the site.		



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>



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

Tel: 01260 270350

Email: info@congleton-tc.gov.uk www.congleton-tc.gov.uk





Title	Town Hall, Assets and Services Committee
Date of Meeting Time	6 th November 2025 7:00pm
Status	Final Minutes
Reference Documents	Agenda Papers for THAS – 6th November 2025

Attendance

Committee Members	CLlr Russell Chadwick (Chair) CLlr Liz Wardlaw (Vice Chair) CLlr Robert Douglas CLlr Sally Ann Holland CLlr Susan Mead CLlr Heather Pearce CLlr Richard Walton CLlr Glen Williams
Ex Officio	CLlr Robert Brittain (Mayor) CLlr Suzy Firkin (Deputy Mayor)
Non-Committee Members	
Officers	David McGifford (Chief Officer) Mark Worthington (Town Hall Manager)
Members of the Press	0
Members of the Public	0

1. Apologies for Absence

Apologies were received from CLlr Suzie Akers Smith, CLlr Arabella Holland, and CLlr Richard Walton.

2. Minutes of Previous Meetings

THAS/22/2526 resolved to approve and sign the Town Hall, Assets and Services Committee minutes held on 11th September 2025 as a correct record.

3. Declaration of Interest

Declarations were received by Cllrs:

Sally Ann Holland (Cheshire East)

Liz Wardlaw (Cheshire East)

Glen Williams (Friends of Congleton Park)

4. Outstanding Actions

No outstanding actions.

5. Questions from Members of the Public

No questions.

6. Urgent Items

Cllr Suzy Firkin raised an urgent item report relating to the ongoing situation at Congleton Museum between Trustees and Museum volunteers.

Cllr Susan Mead raised an urgent item relating to the food hygiene certificate for Brasserie.

7. Management Accounts for Town Hall

THAS/23/2526 resolved to receive the Town Hall Trading accounts for 30th September 2025 and to note the content of the summary report. To note that the decision request in this report should say Management Accounts for Town Hall instead of Paddling Pool Accounts. Could future reports use a graph to indicate progress, and also a profile of graphs to indicate the percentage of community/charity bookings?

8. Paddling Pool Accounts

THAS/24/2526 resolved to receive the Paddling Pool accounts to 30th September 2025 and to note the content of the summary report.

9. Management Accounts for Congleton Information Centre

THAS/25/2526 resolved to accept the Information Centre accounts to 30th September 2025 and to note the content of the summary report. To note that the decision request in this report should say Management Accounts for Congleton Information Centre instead of Paddling Pool Accounts.

10. Paddling Pool Feasibility Study

THAS/26/2526 resolved to receive updates into the feasibility of a Splash Pad in Congleton Park or other locations.

11. Town Hall Recycling and Waste Disposal Contract

THAS/27/2526 resolved to agree on a new 24-month contract with a new waste and recycling service provider. The new service provider will supply CTC with additional bins for individual recyclables, including cardboard, glass, food, and mixed recycling. Cost - £2,716.66 per year (*Fortnightly collections have been requested to change to weekly collections at an additional cost of £367.90) CTC will need to purchase additional recycling bins to be located in the Town Hall for the recycling to be separated at the point of use at a cost of £739.05 + vat.

12. Improved, Greener, Community Facilities Fund Grant (Town Hall Double and Secondary Glazing)

THAS/28/2526 resolved to receive updates relating to the Improved, Greener, Community Facilities Fund Grant.

13. Remembrance and Christmas Projection

THAS/29/2526 resolved to receive updates relating to Remembrance and Christmas Projection.

14. Town Hall Replacement Gas Boiler Specification Report

THAS/30/2526 resolved to receive updates relating to Town Hall Gas Boiler Replacements and present the final specification report to Committee at the next THAS meeting.

15. Grand Hall Interactive TV Screen

THAS/31/2526 resolved to continue to receive updates on the grant application; however, if the grant application is not successful THAS committee to recommend the purchase of the iiyama 98" PureTouch interactive screen to the Finance & policy committee at a cost of £5,857.50.

16. Use of Brasserie for the emerging Youth Council

THAS/32/2526 resolved to support the emerging Youth Council and engage with members to discuss options for how the Brasserie may best be used to support the Youth Council.

Meeting finished at 8:25 pm.



Title	Town Hall, Assets and Services Committee
Date of Meeting Time	12 th February 2026 7:00 pm
Status	Final Minutes
Reference Documents	Agenda Papers for THAS – 12th February 2026

Attendance

Committee Members	Cllr Russell Chadwick (Chair) Cllr Liz Wardlaw (Vice Chair) Cllr Robert Douglas Cllr Sally Ann Holland Cllr Richard Walton Cllr Glen Williams
Ex Officio	Cllr Suzy Firkin (Deputy Mayor)
Non-Committee Members	
Officers	David McGifford (Chief Officer) Mark Worthington (Town Hall Manager)
Members of the Press	None
Members of the Public	None

1. Apologies for Absence

Apologies were received from Cllrs Suzie Akers Smith, Arabella Holland, Susan Mead, Heather Pearce, Robert Brittain.

2. Minutes of Previous Meetings

THAS/34/2526 resolved to approve and sign the Town Hall, Assets and Services Committee minutes held on 6th November 2025 as a correct record.

3. Declaration of Interest

Declarations were received by Cllr Russell Chadwick (Cheshire East), Cllr Sally Holland (Cheshire East), and Cllr Liz Wardlaw (Cheshire East).

4. Outstanding Actions

No outstanding actions.

5. Questions from Members of the Public

There were no questions from members of the public.

6. Urgent Items

No urgent items.

Action: Future THAS meetings to have an update report on Town Hall bookings.

7. Management Accounts for Town Hall (Enclosed)

THAS/35/2526 resolved to receive the Town Hall Trading accounts for 31st December 2025 and to note the content of the summary report.

Action: Discuss with the RFO the suggestion to remove internal lettings from the summary report and also present the report information using a graph.

Action: Investigate the option to use Town Hall rooms for Podcasts.

8. Paddling Pool Accounts (Enclosed)

THAS/36/2526 resolved to receive the Paddling Pool accounts to 31st December 2025 and to note the content of the summary report.

9. Management Accounts for Congleton Information Centre (Enclosed)

THAS/37/2526 resolved to accept the Information Centre accounts to 31st December 2025 and to note the content of the summary report.

10. Paddling Pool Summerhouse Electricity Supply and Updates

THAS/38/2526 resolved to receive the report relating to Paddling Pool Summerhouse Electricity Supply and Updates.

11. Improved, Greener, Community Facilities Fund Grant (Town Hall Double and Secondary Glazing)

THAS/39/2526 resolved to receive the report relating to the Improved, Greener, Community Facilities Fund Grant (Town Hall Double and Secondary Glazing).

Action: Contact Cheshire East to confirm if there are funds remaining in this grant opportunity.

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.

13. Town Hall Replacement Gas Boiler Specification Report

THAS/41/2526 resolved to receive the report relating to the Town Hall Replacement Gas Boiler Specification Report.

14. Town Hall additional CCTV cameras

THAS/42/2526 resolved to reject the request for additional CCTV to be installed at the rear of the Town Hall and instead look into options to remove an existing camera from the Town Hall and relocate it to the rear of the building.

15. Museum Update

THAS/43/2526 resolved to work with our insurance company to resolve this issue and for them to decide on the course of action to be taken regarding the replacement/repair of the Museum doors.

Cllr Suzy Firkin abstained from the vote on this report.

Meeting finished at 20:30 pm.

Chair: Cllr Russell Chadwick

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council Meeting																	
MEETING DATE AND TIME	7th May 2026	LOCATION	Congleton Town Hall															
REPORT FROM	Town Hall Manager – Mark Worthington																	
AGENDA ITEM REPORT TITLE	8.1 Review of Town Hall Hire Charges 2026/27																	
Background	A review of Town Hall Hire Charges was last carried out in January 2025. CTC policy is to review the pricing structure annually. Existing hire charges and recommended changes are highlighted in Appendices I,ii,iii,iv.																	
Update	<p>Three pricing categories are used when hiring rooms at the Town Hall:</p> <p>1. Private. 2 Corporate 3. Charities, voluntary organisations, and health & wellbeing activities.</p> <p>All price categories include the caveat that a premium of 100% will be charged on top of the standard rate for room hire bookings on New Year’s Eve, Christmas Eve, and all Bank Holidays.</p> <p>The chart below shows the number of bookings per room comparing 2024-2025 & 2025-2026.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>Grand Hall</th> <th>Bridestones</th> <th>Spencer</th> <th>Brasserie</th> </tr> </thead> <tbody> <tr> <td>2025 - 2026</td> <td>132</td> <td>53</td> <td>124</td> <td>10</td> </tr> <tr> <td>2024 - 2025</td> <td>141</td> <td>94</td> <td>126</td> <td></td> </tr> </tbody> </table> <p>A review of similar venues to the Town Hall has been carried out by officers, with the findings proving favourable to the existing hire charges. It is recommended that the majority of the existing hire charges remain for 2026/27, with the exception of changes highlighted in Appendix i,ii,iii. Existing prices are also included in the Appendix.</p> <p>Recommended changes to the booking policy were discussed at the Town Hall Asset & Services Committee on 9th March. These changes are highlighted in Appendix iv.</p> <p>A further recommendation from the THAS Committee was to implement a £500 refundable deposit for events where historically talc or other substances were used on the floor to make it slippery. The deposit would not be refunded if talc or other substances were used on the floor.</p> <p>14: Health and Safety Issues Relating to Hiring of Town Hall Committee to approve Option 3: to allow Northern Soul style bookings to go ahead with the payment of an additional up-front deposit of £500, which would be returned if talc was not spread on the floor during the events.</p>				Grand Hall	Bridestones	Spencer	Brasserie	2025 - 2026	132	53	124	10	2024 - 2025	141	94	126	
	Grand Hall	Bridestones	Spencer	Brasserie														
2025 - 2026	132	53	124	10														
2024 - 2025	141	94	126															

Financial	To be in accordance with allocated budgets and financial regulations.
Environmental	To align with existing CTC environmental policy.
Equality	To align with the existing CTC Equality and Inclusion policy.
Decision Request	<p>To agree:</p> <ul style="list-style-type: none"> • The changes to Town Hall Hire Charges for 2026/27 and approve the adoption into the Constitution. • The name for the room at the front of the Town Hall, formerly known as Bluey's to be renamed The Brasserie. • The Brasserie (formerly Bluey's) to have the same pricing structure to the Bridestones Suite. • To allow Northern Soul bookings to go ahead with the payment of an additional up-front damage deposit of £500, which would only be returned if talc was not spread on the floor during the events.

Room Hire Price List

~~2024/25~~ 2026/27



Congleton
Town Council

Corporate and Publicly Funded Bodies

THE GRAND HALL

SUNDAY TO THURSDAY	CHARGE	VAT	TOTAL
Standard Hourly Rate (minimum booking of 2 hours)	£37.00	£7.40	£44.40
Sunday - Thursday - 4 hour block rate (8am-6pm) <i>remove times</i>	£105.00	£21.00	£126.00
Sunday - Thursday - 8 hour block rate (8am-6pm) <i>remove times</i>	£175.00	£35.00	£210.00
FRIDAY & SATURDAY +			
Friday & Saturday Block Rate (3pm to 1am) Additional hours charged at the standard hourly rate	£350.00	£70.00	£420.00

THE BRIDESTONES SUITE **and / or BRASSERIE** *(name pending)*

	CHARGE	VAT	TOTAL
Standard Hourly Rate (minimum booking of 2 hours)	£29.00	£5.80	£34.80
4 hour block rate (8am-6pm) <i>remove times</i>	£99.00	£19.80	£118.80
8 hour block rate (8am-6pm) <i>remove times</i>	£155.00	£31.00	£186.00
One off charge when hiring Grand Hall (Not eligible for any discounts)	£25.00	£5.00	£30.00

THE SPENCER SUITE

	CHARGE	VAT	TOTAL
Standard Hourly Rate (minimum booking of 2 hours)	£15.00	£3.00	£18.00
4 hour block rate (8am-6pm) <i>remove times</i>	£50.00	£10.00	£60.00
8 hour block rate (8am-6pm) <i>remove times</i>	£75.00	£15.00	£90.00
One off charge when hiring Grand Hall (Not eligible for any discounts)	£15.00	£3.00	£18.00

Add lighting pricing in the Grand Hall & Minstrels Gallery: Uplighters & Fairy Lights / Uplighters / Fairy Lights (price + VAT for each)

FRIDAY & SATURDAYS +

For Parties & Evening events SIA registered door staff will be required. We can arrange this for you, prices are determined by the security company, and will be invoiced prior to your event.

MINIMUM ROOM HIRE

Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.

PREMIUM RATE DATES

A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve, Christmas Eve, and all Bank Holidays.

CATERING COMMERCIAL PARTNER

Please Note: Catering, refreshments, and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd. ~~For larger events, 50+, additional bar space is available, please ask for details.~~ *remove this sentence*

Deposit Information: £500 deposit required in the event of wax or power deposits - refer to Conditions & Regulations: 6.5 (wording requires refinement)

BOOKING INFORMATION

To make a booking, discuss an existing booking, arrange refreshments or catering for your event please contact us on:

Tel: 01260 270350 - Option 1

Email: bookings@congleton-tc.gov.uk

Room Hire Price List

~~2024/25~~ 2026/27



Congleton
Town Council

Private Hire

THE GRAND HALL

SUNDAY TO THURSDAY	CHARGE
Standard Hourly Rate (minimum booking of 2 hours)	£44.40
Sunday - Thursday - 4 hour block rate (8am-6pm) * <i>remove times</i>	£126.00
Sunday - Thursday - 8 hour block rate (8am-6pm) * <i>remove times</i>	£210.00
FRIDAY & SATURDAY +	
Friday & Saturday Block Rate (3pm to 1am) Additional hours charged at the standard hourly rate *	£420.00

THE BRIDESTONES SUITE and /or BRASSERIE (name pending)

	CHARGE
Standard Hourly Rate (minimum booking of 2 hours)	£34.80
4 hour block rate (8am-6pm) * <i>remove times</i>	£118.80
8 hour block rate (8am-6pm) * <i>remove times</i>	£186.00
One off charge when hiring Grand Hall (Not eligible for any discounts) *	£30.00

THE SPENCER SUITE

	CHARGE
Standard Hourly Rate (minimum booking of 2 hours)	£18.00
4 hour block rate (8am-6pm) * <i>remove times</i>	£60.00
8 hour block rate (8am-6pm) * <i>remove times</i>	£90.00
One off charge when hiring Grand Hall (Not eligible for any discounts) *	£18.00

Add lighting pricing in the Grand Hall & Minstrels Gallery: Uplighters & Fairy Lights / Uplighters / Fairy Lights (price + VAT for each)

+ FRIDAY & SATURDAYS

For Parties & Evening events SIA registered door staff will be required. We can arrange this for you, prices are determined by the security company, and will be invoiced prior to your event.

MINIMUM ROOM HIRE

Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.

PREMIUM RATE DATES

A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve, Christmas Eve, and all Bank Holidays.

CATERING COMMERCIAL PARTNER

Please Note: Catering, refreshments, and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd. ~~For larger events, 50+, additional bar space is available, please ask for details.~~ *remove this sentence*

Deposit Information: £500 deposit required in the event of wax or power deposits - refer to Conditions & Regulations: Section 6.5)

* Not eligible for resident discount. All prices are inclusive of VAT.

BOOKING INFORMATION

To make a booking, discuss an existing booking, arrange refreshments or catering for your event please contact us on:

Tel: 01260 270350 - Option 1

Email: bookings@congleton-tc.gov.uk



Private Hire - Wedding Ceremonies

THE GRAND HALL & THE BRIDESTONES SUITE

	CHARGE
Ceremony & Reception * This includes: <ul style="list-style-type: none">• Room Hire• Room Set Up• Tables & Chairs• Music & Venue License• Licensed Bar• Lighting (Uplighters matching your colour scheme & Fairy Lights)• Room Breakdown	£1060.00

THE BRIDESTONES SUITE

	CHARGE
Ceremony Only	£480.00

FURTHER INFORMATION

The hire of the venue for wedding ceremonies DOES NOT include the cost of the registrar. Please refer to Your Ceremony Cheshire East for more information: <https://yourceremony.org.uk/planning/>

As an on the high street venue, SIA registered door staff will also be required. We can arrange this for you, prices are determined by the security company, and will be invoiced prior to your event. Alternatively, you can arrange this yourselves but we will require copies of their SIA registration details.

Your specific room hire times will be confirmed at the time of booking, please ensure you include room preparation and clearance times.



Catering, refreshments and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd.

The sale or consumption of alcohol on the premises is only permitted through our licensed bar. Last orders are 12.30am & the latest clearance is 1.30am. For larger events, 50+, additional bar space is available, please ask for details.

Please contact Mark's Events to discuss bar provision, refreshments, catering and event arrangements.
Tel: 07722 008421 or email: barandcatering@congleton-tc.gov.uk

* Not eligible for resident discount. All prices are inclusive of VAT.

BOOKING INFORMATION

To make a booking, discuss an existing booking, arrange refreshments or catering for your event please contact us on:

Tel: 01260 270350 – Option 1

Email: bookings@congleton-tc.gov.uk



Registered Charities, Voluntary Organisations, Health and Wellbeing Activity

THE GRAND HALL

SUNDAY TO THURSDAY	CHARGE
Standard Hourly Rate (minimum booking of 2 hours)	£15.00 * £27.00 *
FRIDAY & SATURDAY +	
Standard Hourly Rate - up to 3pm (minimum booking of 2 hours)	£44.40 **
Friday & Saturday Block Rate (3pm to 1am) Additional hours charged at the standard hourly rate	£420.00 **

THE BRIDESTONES SUITE and /or BRASSERIE (name pending)

	CHARGE
Standard Hourly Rate (minimum booking of 2 hours)	£15.00 * £18.00 *
Friday (after 6pm) Saturday and Sunday Hourly Rate (minimum booking of 2 hours)	£30.00 ** <i>remove this line</i>
One off charge when hiring Grand Hall (Not eligible for any discounts)	£30.00 *

THE SPENCER SUITE

	CHARGE
Standard Hourly Rate Monday - Friday up to 6pm (minimum booking of 2 hours)	£15.00 *
Friday (after 6pm) Saturday and Sunday Hourly Rate (minimum booking of 2 hours)	£18.00 ** <i>remove this line</i>
One off charge when hiring Grand Hall (Not eligible for any discounts)	£18.00 *

Add lighting pricing in the Grand Hall & Minstrels Gallery: Uplighters & Fairy Lights / Uplighters / Fairy Lights (price + VAT for each)

FRIDAY & SATURDAYS +

For Parties & Evening events SIA registered door staff will be required. We can arrange this for you, prices are determined by the security company, and will be invoiced prior to your event. Please note these costs are NOT eligible for discounts.

MINIMUM ROOM HIRE

Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.

PREMIUM RATE DATES

A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve, Christmas Eve, and all Bank Holidays.

CATERING COMMERCIAL PARTNER

Please Note: Catering, refreshments, and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd. ~~For larger events, 50+, additional bar space is available, please ask for details.~~ *remove this sentence*

Deposit Information: £500 deposit required in the event of wax or power deposits - refer to Conditions & Regulations: Section 6.5)

* Not eligible for discount. ** There are no discounts for Friday & Saturday bookings during the month of December.

There is a maximum of 3 concessionary rate bookings per year only. All prices are inclusive of VAT.

BOOKING INFORMATION

To make a booking, discuss an existing booking, arrange refreshments or catering for your event please contact us on:

Tel: 01260 270350 - Option 1

Email: bookings@congleton-tc.gov.uk

Conditions and Regulations for the Hire of Congleton Town Hall

Amendments to sections 6.5 & 13 listed in red

6.5 The Hirer shall ensure that **no person shall:**

- (a) bring, place, or erect any furniture, fitting, electric, limelight or cinematograph appliances, apparatus or lantern; or
- (b) place or fix any additional or decorative light or any decorations, cotton wool, inflammable material, plants, shrubs, or similar articles; or
- (c) deposit wax, powder, or any other substance likely to create a slip hazard to the floors of the premises. Where such materials are requested or permitted, an additional £500 deposit will be required at the time of booking, in addition to the standard room hire deposit. **This deposit is non-refundable in the event that additional cleaning is required.**
- (d) place, fix or exhibit any advertisement or notice within or without the premises prior to obtaining the previous permission of the Council, who shall be at liberty to impose such conditions as to materials, position, method of fixing, use and subsequent observance and reinstatements as, in their opinion, may be expedient or necessary.

13. HIRE CHARGES

- 13.1 Hire charges are levied in accordance with the official scale of charges in operation at the date the function is held. The Council reserve the right to amend such charges without prior notice. (The Council reserves the right to review the charges for the start of each financial year, 1st April)
- 13.2 Hire charges are payable in accordance with the official terms and conditions, in force at the date of acceptance of hire.
- 13.3 Additional charges may be incurred where a function extends beyond the stipulated function hours contained in the application form.
- 13.4 Registered Charities and other Local Voluntary/Community groups which directly benefit the Town will be considered for a 50% concessional grant on room hire, this will not be given in addition to any other discount or concession.
- 13.5 Applications from Congleton Town residents will also be considered for a 10% concessional grant on room hire, this will not be given in addition to any other discount or concession
- 13.6 Registered Charities, Local Voluntary/Community groups may have no more than 3 Friday or Saturday evening concessional bookings in any 12 month period.
- 13.7 There will be no concessional grants awarded During December and on Bank Holidays
- 13.8 A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve and Christmas Eve.
- 13.9 **A £500 deposit is required at the time of booking, in addition to the room hire deposit, where wax, powder, or any other substance likely to create a slip hazard is applied to the floors of the premises. This deposit will be retained, in full or in part, should additional cleaning be necessary as a result of the hire.**



Congleton Town Council

Title	Planning Committee
Date of Meeting Time	08.01.26 7.00 pm
Status	Final Minutes
Reference Documents	Agenda Papers for Planning – 8th January 2026

Attendance

Committee Members	Cllr Amanda Martin (Chair) Cllr Charles Booth (Vice Chair) (left meeting at 8.10 pm) Cllr Robert Douglas Cllr Rob Moreton Cllr Liz Wardlaw Cllr Kay Wesley
Ex Officio	Cllr Robert Brittain (Mayor) Cllr Suzy Firkin (Deputy Mayor)
Non-Committee Members	Cllr Glen Williams
Officers	David McGifford (Chief Officer)
Members of the Press	0
Members of the Public	0

1. Apologies for Absence

Apologies were received from Cllr Mark Edwardson.

2. Minutes of Previous Meetings

PLN/23/2526 resolved to approve and sign the Planning Committee minutes held on 13th November 2025 as a correct record.

3. Declarations of Disclosable Pecuniary Interest

Declarations were received by Cllr E Wardlaw (CEC) and Cllr C Booth, Non Pecuniary re application 3 - 25/4925.

4. Outstanding Actions

Chief Officer to generate a small task and finish group to draw together proposals to utilise the available £30k Section 106 monies.

5. Questions from Members of the Public

None.

6. Urgent Items

None.

7. Planning Enforcement

7.1 Astbury Place / Congleton Park

No reported progress on the outstanding request for information relating to the installation of a footbridge funded by developer contributions / S106.

7.2 Section 106

Cllr Douglas provided an update on progress on his engagement with_CEC – see Appendix A

8. Planning Applications Section 1

No applications were brought forward.

9. Neighbourhood Plan

The Chief Officer provided a verbal update on the progress of the Independent examination of Congleton Neighbourhood Plan.

10. Licensing Applications

PLN/24/2526 resolved to approve Bracken Barn, Holmes Chapel Road, Congleton, CW12 4SN.

PLN/25/2526 resolved to approve The Edge Distillery, Units 2 & 3 Alcumlow Hall Farm, Chance Hall Lane, Astbury, CW12 4TL.

PLN/26/2526 resolved to approve ESQUIRES COFFEE, UNIT B, 74 MANCHESTER ROAD, CONGLETON, MANCHESTER, CW12 2HT.

11. Planning Applications Section 2

PLN/27/2526 resolved to remove the star from numbers 6 and 11, and that all remaining starred items have No Objection.

	App Ref	Location Details	Proposal	
1.	25/3843	7 Bradbury Gardens, Congleton, Cheshire East, CW12 3SR		No Objection
2.	25/4201	Ormiston Way, Congleton	T1 Oak (28984) - Selective pruning T2 Sycamore (29014) - Crown lift to approximately 3m.	No Objection
3.	25/4295	75 Park Lane, Congleton, Cheshire East, CW12 3DD	To reduce the height of the canopy by approx 2 to 3 metres, and to further reduce a lateral branch extending from the failure.	No Objection
4.	25/4296	23 Longdown Road, Congleton, CW12 4QH	Proposed Works – Crown Lifting on approximately five mature alder trees	No Objection
5.	25/4324	3 Ryedale Way, Congleton, Cheshire East, CW12 3SX	T1- mature oak tree in good health, we would like to carry out a 1 to 2m selective crown reduction	No Objection

			T2 - mature oak with the same work to be carried out as T1	
6.	25/4366	Building To The North Of Moss Lane, Eaton, Cheshire East,	Re-use, extension and alteration of the building as a C3 dwelling.	OBJECTION on the grounds of Disturbance and loss of peat soils and creeping development of a site in open countryside on a quiet road.
7.	25/4403	Congleton Lawn Tennis Club West Street, Congleton, Cheshire East, CW12 1JR	The proposal is to add floodlighting to three tennis courts (courts 7, 8 & 9) in compliance with the Lawn Tennis Association's recommended standards.	No Objection
8*.	25/4446	11 Nelson Street, Congleton,	Lawful Development Certificate for proposed new front door and windows	No Objection
9*.	25/4451	5 Suffolk Close, Congleton,	Ground floor rear extension to dwelling.	No Objection
10*.	25/4463	45 Back Lane, Congleton, Cheshire East, CW12 4PY	Proposed two-storey side extension with internal alterations	No Objection
11.	25/4469	Fox Hollow, 1 Leek Road, Congleton, Cheshire East, CW12 3HS	Variation of condition 4 - approved plans on application 20/1614C - APP/R0660/W/22/32955 80.	OBJECTION on the removal and loss of additional trees and hedges and noting that the requirement in the officer's decision for Planning Application Ref 25/2066 to plant a minimum of six mixed native species trees along Leek Road does not appear to have been included in this planning application

				Highway safety concerns on access and egress from the site onto Leek Road
12.	25/4546	Nobanno Restaurant, Astbury Lake Newcastle Road, Astbury, Congleton, Cheshire East, CW12 4HL	Reserved Matters sought for approval of 22/0621C are Layout, Scale, Appearance & Landscaping	OBJECTION on the grounds of overdevelopment of the site, the 3 storey proposed buildings should be no more than 2 storeys high. Almost none existent landscaping proposals, current trees need retaining and new trees with TPO's need planting for screening purposes
13*.	25/4591	6 - 8 Colehill Bank, Congleton, Cheshire East, CW12 3AD	Discharge of condition 4a on approval 25/2105/HOUS: Single storey rear extension, dormer extension and detached garage.	No Objection
14*.	25/4603	St James House, 14 Moody Street, Congleton, Cheshire East, CW12 4AP	Certificate of lawful development confirming that the property has lawful use as a dwelling house following change of use application 16/1313C and the continued use as a dwelling for more than four years.	No Objection
15.	25/4638	Sycamore Gardens Quarry Close, Congleton, Cheshire East, CW12 3GS	Proposed replacement of existing gates for new fence and low level wall.	OBJECTION The historic gates of Mossley House date back to the Victorian era and require preservation. The proposed destruction of the gates will result in the loss of street scene and important heritage which should be protected
16.	25/4648	Land Between Manchester Road And, Giantswood	Discharge of conditions 7 and 8 on approval 24/1511C	No Comment

		Lane, Hulme Walfield,		
17*	25/4660	7 Suffolk Close, Congleton, Cheshire East, CW12 1SQ	Single-storey rear extension inc. First floor extension over garage and porch.	No Objection
18.	25/4661	30 Hulton Close, Congleton, Cheshire East, CW12 3TF	Tree works to 2 Lime trees (A1) 2 Oak trees to crown raise to approximately 6m above ground level,	No Objection
19.	25/4673	Vale Allotments Site, Off Vale Walk, Congleton, CW12 4AG	Tree 2: Acer pseudoplatanus - Fell close to ground level, and kill the stump to prevent regrowth. Wood from the felled tree will be kept on site for biodiversity benefits.	No Objection
20*	25/4686	5 Daisy Place, Congleton, Cheshire East, CW12 4ZT	Single-storey extension to the rear of the dwelling.	No Objection
21.	25/4687	Vale Allotments Site, Off Vale Walk, Congleton, CW12 4AG	Tree 4 shown on the plan is a self-sown sycamore with a dbh of about 220 mm that is growing from a stone retaining wall supporting land belonging to 15 Moody Street, Congleton. The tree is leaning into the Vale Allotments site as a result of the collapse of the wall it is growing on	No Objection

			due to the fall, a few years ago, of another, larger sycamore (tree 3 on the plan). As the location of tree 4 is also unsustainable, it is proposed to fell the tree and treat the stump to prevent regrowth.	
22*.	25/4690	1 Swaledale Avenue, Congleton, Cheshire East, CW12 2BY	Certificate of lawful proposed development of a single-storey rear extension	No Objection
23*.	25/4696	The Winchester, 167 St Johns Road, Congleton, Cheshire East, CW12 2EH	Proposed Single Storey Rear Extension.	No Objection
24.	25/4716	11 Newby Court, Congleton, Cheshire East, CW12 4JS	Prior approval for a Single Storey Rear Extension forming relocated kitchen/dining, new study, bedroom & shower-room	No Objection
25.	25/4760	John Morley Importers Limited, Morley Drive, Congleton, Cheshire East, CW12 3LF	Non-material amendment to approval 24/2497C	No Objection to the transfer of the generator. Noted that 3 Cypress Trees and mixed species hedge are being removed, these will need to be replaced basis on a 3 to 1 basis as per Congleton town Council Policy
26.	25/4536	Land West Of Forge Lane,	Permission in principle for the erection of	Objection This is a designated local wildlife site and an ecological network core area.

		Congleton, CW12 4HF	residential development of not more than nine dwellings.	The proposal is not in accordance with CEC Policies SE3 and ENV1 and will result in a massive loss of biodiversity Additional housing on this site will add to existing highway safety issues and concerns on this narrow and steep lane.
--	--	------------------------	--	--

Appendix 1

PLANNING COMMITTEE MEETING S106 – 8th JANUARY 2026

On 23rd December, 2025, I received the response from Cheshire East to my Information Request/Complaint No 31704977 of 15th September 2025 about five specific planning applications, but their response was totally unacceptable.

Cheshire East Council aims to respond to freedom of information requests within 20 working days as a matter of best practice, but under the Regulations, Cheshire East is allowed to take up to 40 Working Days to respond.

On Working Day 65, Cheshire East wrote advising me and I quote:
"The service area has advised that work on the response is actively being carried out to ensure it is comprehensive and meaningful."

Cheshire East's promised response was finally received on 23rd December, 2025, which was Working Day 71, but it was not a "comprehensive and meaningful" response because it failed to answer my specific questions for two of the five S106 Planning Applications. The three planning applications for which I did receive a response:

09/3016C Kinsey Street Church, agreement dated 29th September, 2015, potential outstanding monies £ 16,709.47.

18/6374C Former Dane Bridge Mill Site, agreement dated 20th September 2019, potential outstanding monies £ 96,914.94.

13/1246C Former Dane Bridge Mill Site, agreement dated 11th March 2014, potential outstanding monies £ 24,129.45

The total potential outstanding monies for these three agreements was £ 137,753.86. Cheshire East in their tardy response advised that these three developments never commenced and therefore, should never have been included within the Financial Ward Reports of outstanding S106 monies.

I am convinced that there are very many other Cheshire East S106 agreements detailing substantial potential outstanding monies due from developers which are invalid because the projects never commenced. This means that Cheshire East has been merrily generating these Financial Ward Reports over many years, which overstated their incompetence in recovering outstanding S106 monies from developers.

If Cheshire East had long ago adopted the obvious course of removing all the invalid planning applications from the schedule of outstanding S106 monies, they would have been able to much more easily identify and pursue those S106 monies that are actually overdue from developers.

The two Planning Applications for which I did not receive an answer were both in respect of Bridestones Shopping Centre, Victoria Street:

09/1018C, agreement dated 13th February, 2012, potential outstanding monies £ 50,000.
12/1211C agreement dated 10th December, 2013, potential outstanding monies £ 20,000.
Cheshire East's response and I quote:

"The service area has advised that further examination is ongoing to understand which part(s) if any have been implemented in line with the planning permissions and associated S106 agreements.

Should either application be deemed to have expired, our records will be updated and they will be removed from the schedule of outstanding monies listed in the S106 Financial Ward Report."

To which I responded and I quote : "How on earth can you not be able to advise within 71 Working Days whether these two planning applications have even commenced and furthermore, if they have, whether and how much of the S106 outstanding monies are overdue for payment?"

In my opinion, your failure within 71 Working Days to provide the answers to the simple questions I asked about these two specific planning applications is down to either sheer incompetence or being deliberately obstructive."

I have, therefore, advised Cheshire East that if I do not receive the promised "comprehensive and meaningful" response within the next twenty Working Days in respect of these two planning applications 09/1018C and 12/1211C, then I will be left with no alternative but to lodge a serious complaint with a higher authority.

This still leaves outstanding the issue of the nine Congleton S106 Developments with outstanding potential monies totalling £ 661,910.08 which Cheshire East categorised as "Chase Developer where known payment trigger has been set". Later this year, I will raise with Cheshire East how much of this sum has been recovered and how much of this sum that remains unpaid is overdue for payment.



Congleton Town Council

Title	Planning Committee
Date of Meeting Time	19th February 2026 7.00 pm
Status	Final Minutes
Reference Documents	Agenda Papers for Planning – 19th February 2026

Attendance

Committee Members	Clr Amanda Martin (Chair) Clr Charles Booth (Vice Chair) Clr Suzie Akers Smith Clr Robert Douglas Clr Mark Edwardson Clr Rob Moreton Clr Liz Wardlaw Clr Kay Wesley
Ex Officio	Clr Robert Brittain (Mayor) Clr Suzy Firkin (Deputy Mayor)
Non-Committee Members	0
Officers	David McGifford (Chief Officer)
Members of the Press	0
Members of the Public	2

1. Apologies for Absence

Apologies were received from Clr Suzie Akers Smith and Clr Charles Booth (Vice Chair)

2. Minutes of Previous Meetings

PLN/28/2526 resolved to approve and sign the Planning Committee minutes held on 8th January 2026 as a correct record.

3. Declarations of Disclosable Pecuniary Interest

Declarations were received by Clrs Rob Moreton and Liz Wardlaw on matters relating to Cheshire East Council



4. Outstanding Actions

None

5. Questions from Members of the Public

None

6. Urgent Items

Update on the Neighborhood Plan - See **Appendix 1**

7. Planning Enforcement

7.1 Astbury Place / Congleton Park

No further updates

7.2 Section 106

Cllr Douglas updated councillors on his progress in reviewing section 106 agreements.
See **Appendix 2**

The Chief Officer provided a brief report seeking ways to

- Engage with CEC planning officers to establish when Section 106 funding will be accessed and understand the plan on how it will be spent, see **Appendix 3**.
- Seek support from Councillors and members of the youth council to provide input on how the £30,072 section 106 funding for Outdoor Sport and recreation could be utilised (application 16/4558C)

7.3 **Additional Planning Enforcement**

The original application for a road closure on Morley Drive has not been properly enforced, as vehicles are gaining access. The signs are frequently moved, usually by delivery vans and are never put back.

Suggested that there needed to be a physical barrier to prevent access, rather than just signage, as per the image.

Action: Chief Officer to contact CEC Highways



8. Planning Applications Section 1

No Applications were brought forward



9. Peak Cluster Project Response Phase 1 Consultation

PLN/29/2526 resolved to approve the proposed response to Peak Cluster Project Response Phase 1 Consultation as presented within the report.

Cllr Moreton abstained from voting.

10. Licensing Applications

There were no licensing applications.

11. Planning Applications Section 2

PLN/30/2526 resolved to remove the star from number 3, and that all remaining starred items have No Objection.

	App Ref	Location Details	Proposal	
1.	25/4495	17 Park Lane, Congleton, Cheshire East, CW12 3DG	Beech tree. Crown reduction by approximately 1.5 metres to balance form and maintain clearance. Removal of dead wood throughout the crown to improve safety and reduce risk of branch failure.	Already decided
2.	25/4683	Vale Allotments Site, Off Vale Walk, Congleton, CW12 4AG	T2 Fell	Application withdrawn
3.	25/4769	Pulse Fitness Limited, Radnor Park Greenfield Road, Congleton,	Variation of condition 3 - Hours of Opening, on approval 23/4297C.	



Congleton Town Council

	App Ref	Location Details	Proposal	
		Cheshire East, CW12 4TW		Fully support
4*.	25/4781	Certificate of lawful proposed development for the construction of new rear-facing dormer and 2no Velux roof windows to the front	96 Boundary Lane, Congleton, Cheshire East, CW12 3JF Decision: Positive Certificate	Decided
5.	25/4808	John Morley Importers Limited Morley Drive, Congleton, Cheshire East, CW12 3LF	Non-Material Amendment to approval 24/2497C	Decided
6*.	25/4844	124 Boundary Lane, Congleton, Cheshire East, CW12 3JF	Extensions and alterations to existing dwelling including side and rear extensions.	No Objection



Congleton Town Council

	App Ref	Location Details	Proposal	
7.	25/4846	5 - 9 Buxton Road, Congleton, Cheshire East	Change of Use from 3.no vacant light industrial workshops with flats above to a 7 Bed HMO (Class Sui-Generis) and minor alterations to elevations.	No Objection as long as it meets the minimum spatial requirements
8.	25/4847	The Piano Pub, 12 Mill Street, Congleton, CW12 1AB	Extension to existing pub/restaurant and change of use of first floor accommodation to hotel.	No Objection but would request further investigation into disability access
9.	25/4869	1, The Green Astbury Street, Congleton, CW12 4EL	7 No. Lime Trees - Pollarding	Already decided
10*.	25/4885	First Floor, 5 - 7a Mill Street, Congleton, Cheshire East, CW12 1AB	Prior approval for the change of use of the first floor offices above 5 Mill Street, Congleton, CW12 1AB from office use (Class E) to residential use (Class C3) under Class MA of the General.	No Objection
11.	25/2500	Land At Sandbach Road, Congleton.	Outline planning application with all matters reserved except for Access, for residential	Objection As per our response 4.9.25 Objection. The proposed site is currently shown as



Congleton Town Council

	App Ref	Location Details	Proposal	
		(Newbold Astbury-cum-Moreton)	development of up to 120 dwellings with public open space, associated landscaping and the formation of new access off Sandbach Road.	open countryside and a 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, which will be impacted further by this development We continue to support the views of Astbury Newbold PC
12.	26/0008	1, The Cottage Castle Inn Road, Congleton, Cheshire East, CW12 3LP	Detached domestic garage and store <i>(Note refused application 23/4193 – 21 March 2024)</i>	No Objection
13.	26/0043	5 Leek Road, Congleton, Cheshire East, CW12 3HS	Tree work to three Scots Pine trees (G1) to shorten 5 of the lowest branches by 4m	No Objection
14.	26/0047	Mossley House Lodge Biddulph Road, Congleton, Cheshire East, CW12 3LQ	T1 - Lime tree - Fell T2 – Horse Chestnut - Fell T3 - Beech Tree - Fell - Due to fungi infection and overhanging dead branches over the current property. Due to the site being vacant	Object / reject as the expert view does not support the proposal



Congleton Town Council

	App Ref	Location Details	Proposal	
			for over 5 years the gardens and trees have not been maintained by the previous owners. Two trees have died and 1 has been infected by fungi, with a lot of overhanging branches on the property. Due to this, we would like to remove the trees. The 3 trees are a Lime, Beech and a horse chestnut This is under advice from an accredited tree assessor. Cheshire Woodlands. All information regarding the trees is in the attached assessment.	
15.	26/0060	33 Cross Lane, Congleton, Cheshire East, CW12 3JX	Construction of new residential dwelling within the grounds	No Objection Abstention Cllr Wardlaw
16*.	26/0110	1 Swaledale Avenue, Congleton, Cheshire East, CW12 2BY	Proposed single-storey rear extension to create new enlarged kitchen and dining area	No Objection



Congleton Town Council

	App Ref	Location Details	Proposal	
17*	26/0134	47 Leamington Road, Congleton, Cheshire East, CW12 4PE	Proposed lean-to roof over existing garage, single-storey rear extension and new porch to front elevation.	No Objection
18.	26/0154	John Morley Importers Limited Morley Drive, Congleton, Cheshire East, CW12 3LF	Discharge of conditions 3 (Materials) and 28 (Amenity Space Play Equipment) on approval 24/2497C: Demolition of existing buildings and regeneration of site to provide a care home, 53 retirement living apartments and 14 houses.	No Objection to the proposal and would support the provision of an inclusive roundabout
19*	26/0165	Building To The North Of Moss Lane, Eaton, Cheshire East	Discharge of condition 3 on approval 25/0638/FUL: Retrospective construction of building and proposed use as an independent residential dwelling.	No Objection
20*	26/0192	59 Sandbach Road, Congleton, Cheshire East, CW12 4LL	Side and rear single-storey extension with roof pike into existing house roof.	No Objection



Congleton Town Council

	App Ref	Location Details	Proposal	
21*	26/0200	2 Moss Close, Congleton, Cheshire East, CW12 3UG	Proposed Sun Lounge rear extension	No Objection
22.	26/0220	Vale Allotments Site, Off Vale Walk, Congleton, CW12 4AG	Tree 1, shown on the plan, is a self-sown ivy- covered sycamore with a dbh of about 160 mm growing from the stonework near the base of a high retaining wall supporting Trinity Methodist Church land. The location is not sustainable, so the tree is to be felled and the stump treated to prevent regrowth.	Already decided
23.	26/0221	Wharf Plumbing And Heating Limited, Station Yard Park Lane, Congleton, Cheshire East, CW12 3DE	Certificate of existing lawful use for Class E(a) Retail - Sale / Display of goods: Plumbing and heating sales; kitchen & bathroom display area.	Withold the certificate as there is currently unsafe access to the site as CEC highway works have not been completed
24*	26/0228	St James House, 14 Moody Street, Congleton, Cheshire East, CW12 4AP	Discharge of Condition 2 on 16/1313C - Change of use from offices to residential dwelling. No change to the fabric of the	No Objection



Congleton Town Council

	App Ref	Location Details	Proposal	
			building. Add a bathroom and kitchen.	
25*	26/0229	St James House, 14 Moody Street, Congleton, Cheshire East, CW12 4AP	Discharge of Condition 2 on 16/1314C - Listed Building Consent for change of use from offices to residential dwelling. No change to the fabric of the building. Add a bathroom and kitchen.	No Objection
26*	26/0264	Former Dane Bridge Mill Site, Mill Street, Congleton, CW12 1AG	Removal of condition 18 on approval 21/4841C.	No Objection
27.	26/0304	Former Dane Bridge Mill Site, Congleton, CW12 1AG	Discharge of conditions 3,4,11,14,15,16,17 and 20 on approval 21/4841C: Construction of a part four/part five storey nursing home building (Use Class C2) with under croft car parking.	No Comment
28.	26/0322	Former Dane Bridge Mill Site, Congleton, CW12 1AG	Discharge of conditions 7 and 8 on approval 21/4841C: Construction of a part	No Comment



Congleton Town Council

	App Ref	Location Details	Proposal	
			four/part five storey nursing home building (Use class C2) with undercroft car parking.	
29*	26/0338	Big Fenton Farm, Peover Lane, Congleton, Cheshire East, CW12 3QH	Non-material amendment on approval 24/4870/PRIOR-6: Agricultural determination for a proposed mixed use agricultural building. Amendment to dimensions of prior approval application for agricultural building.	No Objection
30.	26/0347	Siemens Plc, Siemens House Varey Road, Eaton Bank Trading Estate, Congleton, Cheshire East, CW12 1PH	Retrospective approval for the extended carpark and associated works.	No Objection Would like Siemens to explore options for achieving a biodiversity net gain in line with the current regulations for a brownfield site
31*	26/0363	80 Holmes Chapel Road, Congleton, Cheshire East, CW12 4NX	Proposed single-storey side extension, new single garage and new front porch.	No Objection



Congleton Town Council

	App Ref	Location Details	Proposal	
32*	26/0395	55 Holmes Chapel Road, Congleton, Cheshire East, CW12 4NU	Rear and side extension, including relocation of the existing garage.	No Objection
33*	26/0405	21 Kingfisher Close, Congleton, Cheshire East, CW12 3FF	Single-storey rear extension and rear glazed bay window. New porch and front bay window increased to full width of the room. Solar panels on the roof	No Objection
34*	26/0434	Weathercock Lane Farm Weathercock Lane, Congleton, Cheshire East, CW12 3PS	Construction of an Oak Framed Carport with integral stone-walled Garden Store.	No Objection
35*	26/0436	64 Chestnut Drive, Congleton, Cheshire East, CW12 4UB	Two storey side extension with single storey rear extension and new porch. Garage to be demolished.	No Objection

Appendix 1 Neighbourhood Plan 6.2.26

Please find attached the views map as requested. A small revision, which we would like to make to the wording of the policy, if possible, in order to ensure the map and policy work effectively together? This is contained within the Word document with a bit of an explainer on the changes.



Congleton Town Council

Please could you advise on the time to complete the visit and report? Our planning consultant is changing jobs in about 5 weeks, so ideally it would be good to get his feedback on the examiner's report.

9.2.26 Many thanks for your email which I will send to the examiner now and also ask him for his timetable

Appendix 2

PLANNING COMMITTEE MEETING S106 – 19th FEBRUARY 2026

Councillors,

At our meeting in January 2026, I advised it took Cheshire East Council 71 working days to respond to my Freedom of Information request and then only answered in respect of three of the five planning applications. I, then, threatened Cheshire East Council that I would lodge a serious complaint with a higher authority if they failed to provide answers for the other two planning applications within twenty working days.

Cheshire East did respond promptly. So, I can now advise that not one of these five planning applications with potential outstanding S106 monies of £ 207,753.86 ever commenced and therefore, none of them should ever have been included in the Financial Ward Analyses detailing S106 potential outstanding monies.

The five Congleton planning applications that should never have been included in the Financial Ward Analysis of S106 potential outstanding monies are:

1. 09/3016C Kinsey Street Church, agreement dated 29th September, 2015, potential outstanding monies £ 16,709.47.
2. 18/6374C Former Dane Bridge Mill Site, agreement dated 20th September 2019, potential outstanding monies £ 96,914.94.
3. 13/1246C Former Dane Bridge Mill Site, agreement dated 11th March 2014, potential outstanding monies £ 24,129.45
4. 09/1018C Bridestones Shopping Centre, Victoria Street agreement dated 13th February, 2012, potential outstanding monies £ 50,000.
5. 12/1211C Bridestones Shopping Centre, Victoria Street, agreement dated 10th December, 2013, potential outstanding monies £ 20,000.

The total potential outstanding monies for these five agreements were £ 207,753.86.



Congleton Town Council

The total S106 potential monies outstanding for Congleton in the October 2024 and April 2025 Financial Ward Analysis totalled £ 1,676,869.05 which is almost entirely made up of three elements:

1. £ 804,896.56 of monies “permanently lost” in respect of the Thistle Way development following the bankruptcy of Stewart Milne in January, 2024. Today’s Congleton Chronicle, 19th February 2026, on page 12, informs us that Teneo, the Administrators of Stewart Milne, have stated that the primary preferential creditor, the Bank of Scotland, will only receive about 67 pence in the pound against its agreed claim of £ 115.3 million. Even the secondary preferential creditors, such as the HMRC will not receive a penny, so clearly unsecured creditors, which will include Cheshire East Council, will also not receive a penny.
2. £ 207,753.86 in respect of the five developments above, which never commenced and should never have been included in the schedule
3. £ 661,910.08 in respect of 22 specific sums relating to nine planning applications, which Cheshire East confirmed were still outstanding in August 2025.

I can advise that, having completed a detailed reconciliation, not one penny of these outstanding monies was received by Cheshire East between April 2025 and October 2025.

On 16th February, 2026, Cheshire East advised that all the 22 specific sums totalling £ 661,910.08 are still outstanding and that they are all overdue.

To my horror, Cheshire East also stated that the larger amounts have been chased as a priority as part of the monitoring of S106 obligations.

Why isn’t Cheshire East Council chasing every single penny that is owed as a priority so that all the monies outstanding can be utilised for the benefit of our communities?

One planning application was wrongly allocated by Cheshire East as relating to Somerford, but in fact, it relates to Congleton. Earlier this week, I sent an F.O.I. request in respect of this planning application relating to two outstanding amounts totalling £ 17,000 in respect of a development at Forge Mill. I am unable at the current time to ascertain when these debts should have been paid because Cheshire East loaded the incorrect S106 Agreement relating to Audlem on their planning portal for this particular planning application.

You may have read in the Congleton Chronicle edition of 12th February 2026 that two amounts of S106 monies relating to a development in Arclid totalling £ 175,914 are at least eight years overdue and are still outstanding.



Congleton Town Council

I have now been able to turn my attention to outstanding S106 monies relating to Somerford Parish Council, and at their meeting on Wednesday, 18th February 2026, they agreed for me to send an F.O.I. in respect of 13 outstanding S106 monies relating to five planning applications totalling £ 2,440,176.63. This total could increase by a further £ 600,000 depending on how many homes are built on one of the sites.

I sent that F.O.I. late that night of 18th February, 2026. Not all this money is overdue. However, there is one development, Planning Application No 13/2746C, which I think is all overdue, with outstanding S106 monies totalling £ 1,121,015. Within that figure, there is a Highways Contribution totalling £775,000.

According to the S106 Agreement, the sum of £ 775,000 should be spent on:

- (i) The widening of the West Road/A34 roundabout arm
- (ii) The design fees associated with the widening of the West Road roundabout western arm
- (iii) The upgrade and necessary alterations to the existing signalised pedestrian crossing on the western arm approach to the West Road roundabout
- (iv) The contribution to the provision of a MOVA, Microprocessor Optimised Vehicle Actuation, system upgrade at the signalised junction at Rood Hill/A34
- (v) Or other measures that will provide similar congestion relief benefits to the A34 corridor through Congleton

There is also an outstanding sum of £ 145,000 to be used towards the provision of Quality Bus Stop Infrastructure, which Somerford Parish advises me has been erected, and improvements to bus service frequency, including the provision of additional bus services to serve this development, which is between Black Firs Lane, Chelford Road and Holmes Chapel Road, the A54.

Somerford Parish Council advised that they would be comfortable with Congleton Town's officers/councillors raising these outstanding S106 monies of £ 775,000 and £ 145,000 with Cheshire East Council as long as I was closely involved in those discussions so that I could keep Somerford Parish Council fully informed of any developments.

Councillor Robert Douglas 20th February, 2026

Appendix 3

1. Outstanding section 106 funds, which continue to be scrutinised by Cllr Douglas. Whilst Robert continues to unearth more funds it would be prudent to start communications with Cheshire East Council officers to establish what the plans are, if any, for their use. The objective will be to have a live list of available funds which will enable us to support and maybe influence where required and monitor the progress as a committee whilst Councillor Douglas continues his search.



Congleton Town Council

To connect into the officers, we will most likely need the support of ward councillors which I would suggest would be - Cllrs Brown and Wardlaw as planning committee members and Cllrs Sally Ann Holland and Heather Seddon as ward councillors with potential influence.

2. We previously agreed that we would need a small working group to draw a proposal together. An officer will be delegated to support this, but ideally, we need a couple of councillors as well, not necessarily from the planning committee.

If a proposal or options are generated through this group, they will be brought back to this committee. Whilst the spend date is 2034, we should be pushing ahead with this as soon as can as £30,072.00 will not go as far in 2034 as it will in 2026.



Congleton Town Council

Title	Planning Committee
Date of Meeting Time	19 March 2026 7:00 pm
Status	Final Minutes
Reference Documents	Agenda Papers for Planning – 19 March 2026

In Attendance

Committee Members	Cllr Amanda Martin (Chair) Cllr Suzie Akers Smith Cllr Mark Edwardson Cllr Rob Moreton Cllr Liz Wardlaw Cllr Kay Wesley
Ex Officio	Cllr Robert Brittain (Mayor) Cllr Suzy Firkin (Deputy Mayor)
Non-Committee Members	Cllr Glen Williams
Officers	David McGifford (Chief Officer)
Members of the Press	0
Members of the Public	4

1. Apologies for Absence

Apologies were received from Cllrs Charles Booth (Vice Chair), Cllr David Brown, and Cllr Robert Douglas.

2. Minutes of Previous Meetings

PLN/31/2526 resolved to approve and sign the Planning Committee minutes held on 19th February 2026 as a correct record.

3. Declaration of Interest

Declarations were received by Cllrs Rob Moreton and Liz Wardlaw on matters relating to Cheshire East Council.

4. Outstanding Actions

Resolving access at Morley Drive.

5. Questions from Members of the Public

A presentation was made by the new owner of the “boat on the Dane”, who advised of his development plans for the site, which were favourably received by the committee members.

6. Urgent Items

There were no urgent items

7. Planning Enforcement

To receive any updates on enforcement matters.

7.1 Astbury Place / Congleton Park

There has been no further progress on this matter

7.2 Section 106

A written report was provided by Cllr R Douglas, see Appendix 1

8. Planning Applications Section 1

Planning application 26/0400 was brought forward to this section. Comments can be found in the Planning Applications section 2.

9. Neighbourhood Plan Update

A progress report was provided by the Chief Officer, and after seeking clarification, the position is as follows:

1. CTC need to make minor changes following the “Fact Check”.
2. Contact the graphic designer to make those amendments.
3. Forward to Cheshire East Council, who will take it through to the Referendum.

10. Licensing Applications

There were no licensing applications.

11. Planning Applications Section 2

PLN/32/2526 resolved to approve all starred items and comment no objection.

	App Ref	Location Details	Proposal	
1.	26/0255	11 Richards Grove, Congleton, Cheshire East, CW12 4WH	Felling of a lime tree designated T6 on the property of 11 Richards Grove.	Objection on grounds of insufficient evidence and no expert advice being provided
2.	26/0364	4, Lakeside Newcastle Road, Congleton, Cheshire East, CW12 4HL	Atlas Cedar - The broken branches should be cut back to suitable side branches where possible. The broken stumps should be cut back to the main limbs or stem where there is no branch to cut them back to. The lateral limbs that extend over the neighbour's garden should be shortened by 3-4 metres back to suitable side branches. I would also suggest that the long lateral which extends back over the garden towards the shed is also reduce by 3-4 metres.	No Objection
3*.	26/0366	Land Between Manchester Road and Frank Kearton Avenue, Congleton,	Erection of plant machinery	No Objection
4.	26/0379	43 Johnson Close, Congleton, Cheshire East, CW12 3TQ	Crown thinning by approximately 20% to allow increased light through the canopy	No Objection

5.	26/0400	15 Burslam Street, Congleton, Cheshire East, CW12 3AF	Landscaping works to rear garden (retrospective application).	Objection Increased invasion of privacy - level with bedroom windows Looking down into the lounge Overshadowing Loss of outlook Concern of the distance between the bedroom window and the platform being built
6*.	26/0436	64 Chestnut Drive, Congleton, Cheshire East, CW12 4UB	Two storey side extension with single storey rear extension and new porch. Garage to be demolished.	No Objection
7.	26/0544	Marlfield Primary Academy, Waggs Road, Congleton, Cheshire East, CW12 4BT	To crown raise 1x large Beech tree to approximately 6m above ground level and reduce any branches encroaching the building and neighbouring garden structure.	No Objection
8.	26/0579	2 Bridge Street Congleton, Cheshire, CW12 1AY	Alterations to shop frontage to provide access to two separate Class E units.	No Objection
9*.	26/0586	5 Copperhill Road, Congleton, Cheshire East, CW12 3JG	Proposed First Floor Side and Single Storey Rear Extensions	No Objection
10*.	26/0611	Copeland And Craddock Limited Greenfield Road,	Non-Material Amendment to approval 25/3215/FUL Note. Approved with conditions	No Objection

		Congleton, Cheshire East, CW12 4PX		
11*.	26/0627	11 Annan Close, Congleton, Cheshire East, CW12 3RZ	Two-storey side extension and Porch addition	No Objection
12.	26/0655	The Co- operative Food, 60 Bromley Road, Congleton, Cheshire East, CW12 1PY	New plant to replace existing in side yard. New ventilation. New external LED lighting to replace existing.	No Objection
13*.	26/0660	John Morley Importers Limited Morley Drive, Congleton, Cheshire East, CW12 3LF	Discharge of condition 12 on approval 24/2497C: Demolition of existing buildings and regeneration of site to provide a care home, 53 retirement living apartments and 14 houses.	No Objection
14*.	26/0699	John Morley Importers Limited Morley Drive, Congleton, Cheshire East, CW12 3LF	Non-material amendment to approved application 24/2497C - Demolition of existing buildings and regeneration of site to provide a care home, 53 retirement living apartments and 14 houses	No Objection
15.	26/0731	196 Biddulph Road, Congleton,	Agricultural determination for the erection of a new building	No Objection

		Cheshire East, CW12 3LS		
16.	26/0806	The Manse, 16 The Moorings, Congleton, Cheshire East, CW12 3RF	T1 Oak remove 4 bottom limbs over grassed area, T2 Sycamore remove bottom limb over the grassed area crown lift to 4m and T3 Oak crown lift to 4m.	No Objection
17.	26/0827	92 Park Lane, Congleton, Cheshire East, CW12 3DD	T1 Birch (4060) - Crown lift to 4m above ground level including epicormic growth on stem and selective pruning to achieve approximately 2m clearance of the building. Reason - Clearance of the footpath, pedestrians and building	No Objection
			Additional Planning Applications	
18*.	26/0694	20 Brooklands Road, Congleton, Cheshire East, CW12 4LT	Single-storey side extension and fenestration changes.	No Objection
19*.	26/0870	9 Sweet Briar Court, Astbury, Congleton	Proposed extension to rear of existing garage to form self-contained annexe accommodation	No Objection
20*.	26/0899	6 Croft Close, Congleton, Cheshire East, CW12 3SL	Proposed single storey rear extension.	No Objection

21.	26/0949	19 Moody Street, Congleton, Cheshire East, CW12 4AN	Prior notification for the proposed change of use from existing offices to 1 dwelling	No Objection
22.	26/0917	Big Fenton Farm Peover Lane, Congleton, Cheshire East, CW12 3QH	Agricultural determination for a replacement agricultural building for Livestock housing and storage of machinery and equipment	No Objection
23.	24/4574	Land At Broadhurst Lane, Congleton	Residential development of 22 dwellings, including highway improvements at the Broadhurst Lane Junction with the Clayton Bypass, estate roads, car parking, boundary treatments, landscaping, open space and other associated works and ancillary development.	OBJECTION As previous position of the Committee A Biodiversity net gain “off-site” is not acceptable. Access via Broadhurst Lane is totally unsuitable due to being very narrow and creates a safety issue going onto and coming in from Clayton Bypass. Often Broadhurst Lane has large commercial vehicles accessing Dane Mill which blocks the road.

Appendix 1

PLANNING COMMITTEE MEETING S106 – 19th MARCH 2026

At our meeting in February 2026, I advised that I sent an F.O.I. in respect of a planning application for Forge Mill, which was wrongly allocated by Cheshire East as relating to Somerford, but in fact, relates to Congleton. Cheshire East loaded the incorrect S106 Agreement relating to Audlem on their planning portal for this particular planning application. Cheshire East has now sent me a copy of the correct S106 Agreement. I raised this F.O.I because this S106 Agreement showed that there was £ 17,000 of outstanding S106

monies in the October 2024 Financial Ward Analysis, but it did not appear at all in subsequent Financial Ward Analyses.

Cheshire East have advised that this agreement was superseded by a later agreement and that the developer paid all the outstanding debts of £ 17,000 during 2019. Therefore, the earlier S106 Agreement should not have appeared in the October 2024 Financial Ward Analysis. However, it was right to exclude the earlier agreement in the subsequent Financial Ward Analyses.

At our last meeting, I provided details of one of the developments on the Financial Ward Analysis relating to Somerford Parish, Planning Application No 13/2746C, with outstanding S106 monies totalling £ 1,121,015. Within that figure, there is a Highways Contribution totalling £ 775,000, which according to the S106 Agreement, should be spent on improvements to the A34 within Congleton and to Rood Hill.

There is also an outstanding sum of £ 145,000 to be used towards the provision of Quality Bus Stop Infrastructure, which Somerford Parish advises me has been erected, and improvements to bus service frequency.

When I passed this information across to the Congleton Chronicle, the Congleton Chronicle advised that they were already aware of a similar but later S106 Agreement, 16/5156C. I knew nothing about this later agreement because it had never appeared on any of the Financial Ward Analyses. The Congleton Chronicle and I concluded, rightly as it turned out, that the earlier S106 Agreement with outstanding S106 monies totalling £ 1,121,000 was invalid because it had been superseded by the later S106 Agreement.

This later S106 Agreement increased the Highways Contribution for the improvements to the A34 within Congleton and to Rood Hill from £ 775,000 to £ 850,000, but the Public Transport Contribution was reduced from £ 145,000 to £ 50,000.

The lead story of the Congleton Chronicle's edition dated 26th February 2026 was that this sum of £ 850,000, originally earmarked to be spent on the A34 within Congleton and on Rood Hill, was instead spent on the new Wolstenholme Elmy Way Link Road.

On 16th March 2026, Cheshire East Council confirmed that the earlier agreement with outstanding S106 monies totalling £ 1,121,015 was invalid because it had been superseded by the later agreement. Therefore, it should not have appeared on the S106 Financial Ward Analyses. Cheshire East also stated that all the monies owed under the later S106 Agreement, 16/5156C, had been received.

In their response of 16th March, 2026, Cheshire East Council also advised that there was another S106 Agreement for Somerford showing an outstanding sum of £ 68,000 that was invalid because it had also been superseded by a later agreement.

The following sums should not have been included in the last three S106 Financial Ward Analyses because they either never commenced or had been superseded by later S106 Agreements:

1. As reported in last month's report, £ 207,753.86 in respect of five developments in Congleton, which never commenced and should never have been included in the schedule.
2. The two S106 Agreements relating to Somerford, which are detailed above, totalling £ 1,189,015.00.

This means that for just Congleton and Somerford, the October 2024, April 2025 and October 2025 Financial Ward Analyses have reported a total of £ 1,396,768.86 of outstanding S106 monies that were not owed at all.

We have to ask what document is Cheshire East Council using to chase overdue debts. Clearly, they cannot be using the S106 Financial Ward Analyses, because surely they would have spotted that for Somerford, there was one agreement showing an outstanding debt of £ 1,121,015 that was invalid.

However, it does mean that Cheshire East Council is churning out Financial Ward Analyses every six months, which can only be described as GIGO, (Garbage In Garbage Out), because they are providing users with very poor information.

It also means that Cheshire East Council is merrily churning out every six months a report telling everyone that it is even more incompetent at collecting debts from developers than it actually is!!

Councillor Robert Douglas 17th March, 2026

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	7th May 2026 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	Cathy Dean - Communities Manager		
AGENDA ITEM REPORT TITLE	9.1 Congleton Neighbourhood Plan		
Update	<p>PLN/10/2526 4 September 2025 - Resolved to approve the Congleton Neighbourhood Plan (CNP) for regulation 15 submission. Urban Imprint submitted Regulation 15 to Cheshire East Council on 24 September 2025, with the accessible version of the document sent on 2 October 2025.</p> <p>Cheshire East Council conducted a 6-week consultation (Regulation 16). The council invited all those who commented on the Regulation 14 consultation to comment on the submission draft of CNP. The consultation period ran from 06/10/25 until 17/11/25.</p> <p>Once the Regulation 16 consultation was concluded, the draft submission was sent for independent examination.</p> <p>EXAMINER: Andrew Freeman BSc (Hons) DipTP DipEM FRTPI, conducted a site visit and reviewed the draft submission. This raised some questions, which were answered by 11th December. The examiner then sent a final report on the 18th March 2026.</p> <p>18 changes were proposed 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> <p>The final comment from the examiner:</p> <p>“It is evident that a considerable amount of time and effort has been devoted to the development and production of this Plan and I congratulate those who have been involved. The Plan should prove to be a useful tool for future planning and change in Congleton over the coming years”.</p> <p>The 18 amendments have now been incorporated into the plan document, which has been submitted to Cheshire East for review.</p> <p>Greg Woolridge, Strategic Planning Officer at Cheshire East, will check the document to ensure everything is in order before the process moves forward to a referendum.</p> <p>Once this review is complete, Cheshire East will prepare an Officer Decision Record recommending that the Neighbourhood Plan progresses to a local referendum. This recommendation will then be signed off by the Head of Planning.</p>		

	<p>Following this, the Elections Team will take over the process. Greg will liaise with them to confirm their current capacity and provide an indicative timeframe for the referendum.</p>
Financial Implications	None related to this report.
Environmental Implications	None related to this report.
Equality and Diversity	A fully accessible PDF version of the plan will be submitted to Cheshire East.
Decision Requested	To note the report.



Congleton Town Council

Title	Community Committee
Date of Meeting Time	27 th November 2025 7 pm
Status	Final Minutes
Reference Documents	Agenda Papers for the Community Committee – 27th November 2025

Attendance

Committee Members	Cllr Kay Wesley (Chair) Cllr Sally Ann Holland (Vice Chair) Cllr Dave Brown Cllr Emma Hall <i>left at 8:10 pm</i> Cllr Amanda Martin Cllr Susan Mead Cllr Richard Walton Cllr Glen Williams
Ex Officio	Cllr Robert Brittain (Mayor) Cllr Suzy Firkin (Deputy Mayor)
Non-Committee Members	
Officers	David McGifford (Chief Officer) Cathy Dean (Communities Manager) Debbie Coxon (Communications & Civic Manager)
Members of the Press	0
Members of the Public	0

1. Apologies for Absence

Apologies were received from Cllrs Mark Edwardson and Cllr Shaun Radcliffe. And Sgt Karl Tatlock.

2. Minutes of Previous Meetings

CO/21/2526 resolved to approve and sign the Community Committee minutes held on 18th September 2025 as a correct record.

3. Declaration of Interest

Cllrs Dave Brown, Emma Halland Sally Holland declared a non-pecuniary interest in items relating to Cheshire East. Cllr Robert Brittian for item 7 relating to the toy appeal. Cllrs Richard Walton, Suzy Firkin, Amanda Martin, Glen Williams, Kay Wesley for the item relating to Congleton Partnership.

4. Questions from Members of the Public

There were no questions from members of the public.

5. Urgent Items

Cllr Williams highlighted that Cheshire Police is conducting an internal consultation to save £13 million over the next four years by reducing PCSOs and redistributing warranted police officers into neighbourhood policing teams. It's towns like Congleton that will suffer the most if this goes ahead. PCSOs build trust with members of the community, and aren't tied up with legal procedures after arrests in the same way that warranted police officers are. Although not a public consultation, could the Chief Officer write to Cheshire Police and express the council's concerns?

Action – Chief Officer to write to Cheshire Police for more information and check standing orders to confirm the correct procedure for urgent items. Officers will add this to the next Community Committee agenda for discussion with a Cheshire Constabulary representative.

6. Cheshire Police

There was no representation from Cheshire Police; a written report is attached in Appendix 1.

7. Committee Updates

CO/22/2526 resolved to note the report and recommend to the council that the Health & Wellbeing working group be reinstated to discuss items such as the SDAS and proposed funding from central government for health centres. The group was a good link between various services in the town.

8. White Ribbon Working Group

CO/23/2526 resolved to approve the minutes of the White Ribbon Working Group meeting held on the 24th September 2025.

8.1 White Ribbon Day

Councillors noted the verbal update.

9. Community Safety Working Group

CO/24/2526 resolved to approve the minutes of the Community Safety Working Group meeting held on the 6th November 2025.

9.1 The Congleton Code

CO/25/2526 resolved to adopt, consult the public on and then promote the 'Congleton Code'. With the amendment, 'to protect children' changed to 'protect everyone'.

10. Equal Access Advisory Group

CO/26/2526 resolved to accept minutes of the Equal Access Advisory Group meeting on 18th November 2025.

11. Communications Update

CO/27/2526 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 21st August to 20th November 2025.

12. Your Voice - Your Town. Have your say on local services: Survey Results

Councillors noted the report.

13. Cheshire East Council's Local Transport Plan

CO/28/2526 resolved to:

1. Submit the points in this document as CTC feedback to the Local Transport Plan and Investment Framework, with any points Councillors wish to add.

2. Ask the Congleton Equal Access Advisory Group to meet with the Local Transport Plan Strategy team at CEC and provide insight and input for the next version of the Plan and Investment Framework.
3. Set up an Integrated Transport Task & Finish Group to provide ongoing input as the Local Transport Plan Strategy and Investment Framework, and subsequently the Congleton Transport Development Plan, are developed.

Action – Chief Officer to contact bus operators/transport department to discuss bus plans for the Tall Ash farm development. It's Cllr Hollands' belief that a bus stop was planned to serve the new estate, despite best efforts, Cllr Holland can't seem to get commitment from Cheshire East departments.

14. Youth Council Update

CO/29/2526 resolved to:

1. To note the Youth Council workshop.
2. To recommend that the Youth Council constitution be approved at Council and added to the Congleton Town Council Constitution, replacing the previous version.

15. Congleton Partnership Update

Councillors noted the report.



Congleton Town Council

Title	Community Committee
Date of Meeting Time	29 th January 2026 7pm
Status	Final Minutes
Reference Documents	Agenda Papers for the Community Committee – 29th January

Attendance

Committee Members	CLlr Kay Wesley (Chair) CLlr Sally Ann Holland (Vice Chair) (Left 7:40 pm) CLlr Dave Brown (Arrived 7:10 pm) CLlr Emma Hall CLlr Amanda Martin CLlr Shaun Radcliffe CLlr Richard Walton CLlr Glen Williams
Ex Officio	CLlr Robert Brittain (Mayor) CLlr Suzy Firkin (Deputy Mayor)
Non-Committee Members	CLlr Robert Douglas CLlr Heather Seddon
Officers	David McGifford (Chief Officer) Cathy Dean (Communities & Admin Manager)
Members of the Press	0
Members of the Public	2

1. Apologies for Absence

Apologies were received from Cllrs Mark Edwardson and Susan Mead.

2. Minutes of Previous Meetings

CO/30/2526 resolved to approve and sign the Community Committee minutes held on the 4th of December as a correct record.

3. Declaration of Interest

Non-pecuniary interest declarations were received by Cllr Sally Ann Holland and Emma Hall for matters about Cheshire East. Cllr Glen Williams declared a non-pecuniary interest in items 12, 13 and 14: Cllr Wesley, Firkin and Walton for item 13.

4. Questions from Members of the Public

None

5. Urgent Items

No urgent items.

6. Cheshire Police

Sgt Karl Tatlock and Sgt Vicky Welch attended the meeting and provided a verbal update on the latest crime figures for Congleton (Attached Appendix 1). Pleased to report an overall drop in crime rates compared to last year. Members thanked Karl Tatlock for his work as he moves over to a new position in Crewe and welcomed Sgt Welch.

7. Committee Updates

CO/31/2526 resolved to receive the committee updates report on actions from items discussed at the previous Community meeting.

8. White Ribbon Campaign 2025

CO/32/2526 resolved to receive a campaign report on white ribbon activities during white ribbon day and 16 Days of Activism. Followed by a short update from the chair.

9. Community Safety Working Group

CO/33/2526 resolved to receive the minutes of the Community Safety Working Group meeting held on the 15th January 2026 and receive a short update from the Chair.

10. Communications Update

CO/34/2526 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 21st November 2025 to 22nd January 2026.

Members thanked Debbie Coxon for the excellent media coverage and excellent publication, Bear Necessities, which is very well received by the community.

11. Youth Council Update

Received a verbal update from Sadie Kirk, co-chair of the recently formed Youth Council.

12. Christmas Lights Switch-on Report 2025 and Plans for 2026 event

CO/35/2526 resolved to note a report from Events Manager Rachel McCarthy on the Christmas Lights Switch-on event and the planned changes for 2026.

Members thanked Rachel McCarthy and the team for their hard work during the event.

13. Congleton Partnership Update

CO/36/2526 resolved to receive a report from Congleton Partnership on activities for 2026.

13.1. No Tier Snooker Society June Showcase Event

CO/37/2526 resolved to receive a report on the No Tier Snooker event taking place in Congleton Town Hall to raise awareness of frontotemporal dementia (FTD) and early-onset dementia.

Action – C/O to write a formal letter of thanks to Ian Carter and No Tier Snooker for the excellent work on raising awareness of dementia and the publicity for Town.

14. Speed Indication Device

CO/38/2526 resolved to:

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. Instruct officers to source 3 quotes to ensure the best value to approve at full Council.

Action – Write to Cheshire East regarding the SID device on Park Lane that is not working.

Kay Wesley
Chair

Meeting Ended 8:32 pm



Title	Environment Committee
Date of Meeting Time	4 th December 2025 7 pm
Status	Final Minutes
Reference Documents	Agenda Papers for Environment - 4th December 2025

Attendance

Committee Members	Cllr Suzy Firkin (Chair and Deputy Mayor) Cllr Heather Pearce (Vice Chair) Cllr Dawn Allen Cllr Sally Ann Holland Cllr Susan Mead Cllr Heather Seddon Cllr Glen Williams
Ex Officio	0
Non-Committee Members	Cllr Robert Douglas
Officers	David McGifford (Chief Officer), Doug Christie (Streetscape Development Manager)
Members of the Press	0
Members of the Public	0

1. Apologies for Absence

Apologies were received from Cllrs Suzie Akers Smith, Charles Booth, and Robert Brittain (Mayor).

2. Minutes of Previous Meetings

ENV/19/2526 resolved to approve and sign the Environment Committee minutes held on 2nd October 2025 as a correct record.

3. Declaration of Interest

Declarations were received by Cllrs Heather Seddon, Sally Ann Holland on matters relating to Cheshire East Council.

4. Outstanding Actions

There were no outstanding actions

5. Questions from Members of the Public

There were no questions from members of the public.

6. Urgent Items

No urgent items

7. Congleton In Bloom Working Group

ENV/20/2526 resolved to receive the Floral In Bloom Management Account to 30th September 2025.

7.1 To receive an update on the In Bloom awards at the National, Regional and local levels.

ENV/21/2526 resolved to receive a verbal update from Cllr Glen Williams, who advised that Congleton won the Best Large Town for the North West in Bloom competition, as well as awards for 20-plus groups in Congleton. Cllr Williams gave thanks to all the volunteers and councillors who gave their support

8. Streetscape Management Accounts

ENV/22/2526 resolved to receive the Streetscape Management Accounts to 30th September 2025.

9. Streetscape Update

ENV/23/2526 resolved to receive the report as presented.

10. Carbon Footprint Summary

ENV/24/2526 resolved to receive updated carbon footprint figures to the end of Quarter 2, September 2025.

11. Town Hall Environmental Project

ENV/25/2526 resolved to receive the report as presented relating to the Improved, Greener, Community Facilities Fund Grant.

12. Mobile Waste Service

ENV/26/2526 resolved to receive a verbal update from Cllr Seddon, who advised that Congleton would be receiving a skip in the new year, locations to be confirmed.

13. Resolution to Exclude the Public and Press from Item 14

ENV/27/2526 resolved to pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting due to Commercial sensitivities.

14. Streetscape Staffing Budget

ENV/28/2526 resolved to receive the update on the proposed Streetscape staffing budget as presented by the Chief Officer.

**Cllr Suzy Firkin
(Chair)**



Title	Environment Committee
Date of Meeting Time	5 th February 2026 7.00 pm
Status	Final Minutes
Reference Documents	Agenda Papers for Environment – 5th February 2026

Attendance

Committee Members	CLr Suzy Firkin (Chair and Deputy Mayor) CLr Heather Pearce (Vice Chair) CLr Dawn Allen CLr Sally Ann Holland CLr Heather Seddon CLr Glen Williams
Ex Officio	CLr Robert Brittain (Mayor)
Non-Committee Members	CLr Kay Wesley, CLr Robert Douglas
Officers	David McGifford (Chief Officer)
Members of the Press	0
Members of the Public	2

1. Apologies for Absence

Apologies were received from Cllrs Cllr Suzie Akers Smith, Cllr Susan Mead

2. **Minutes of Previous Meetings**

ENV/29/2526 resolved to approve and sign the Environment Committee minutes held on 4th December 2025 as a correct record.

3. Declaration of Interest

Declarations were received by

4. Outstanding Actions

There were no outstanding actions

5. Questions from Members of the Public

Questions were received from residents Barry Speed and Olga Whitmore- See appendix 1

6. Urgent Items

There were no urgent items

7. Congleton In Bloom Working Group Accounts

ENV/30/2526 resolved to receive the In Bloom working group accounts

There were no further updates relating to Congleton in Bloom

8. Streetscape Management Accounts

ENV/31/2526 resolved to receive the Streetscape Management Accounts

9. Streetscape Update

ENV/32/2526 resolved to receive the report relating to the Streetscape Services

10. Carbon Footprint Summary

ENV/33/2526 resolved to receive the update and comments relating to the Town Council's Carbon Footprint

11. Mobile Waste Service

ENV/34/2526 Noted that the Mobile Waste Service will operate from West Street car park one Saturday per month. Start date to be confirmed via Cheshire East Council

It was noted that they were effectively working in other towns and advised that residents would need to bring their waste by car which will need to have booked in advance

Action To generate a press release promoting the service and provide links back to the Cheshire East Council website which will advise on the booking process

12. Peak Cluster Project Responses

12.1 Environmental Impact Assessment

ENV/35/2526 resolved to submit a comment that calls for a specific local consultation opportunity for Timbersbrook by 11th February 2026

12.2 Phase1 Consultation

ENV/36/2526 resolved to submit a response agreed by the Planning Committee and encourage councillors to make individual submissions to the consultation

13. Review of herbicide requirements for highway weed treatment

ENV/37/2526 resolved to receive the update on highway weed treatment

**Cllr Suzy Firkin
(Chair)**

Appendix 1

Questions from Barry Speed to the Environment Committee 5th Feb 2026

The context to these questions is the following:

- Humanity faces existential threats in the form of the climate emergency and the loss of biodiversity.
- The Town Council declared a climate emergency in 2019.
- The Town Council committed to become carbon neutral by 2025 – the target was missed and moved back to 2030.
- Councillors have individual responsibility to promote policies that protect and enhance biodiversity

1	I can see that a new strategy document has appeared – the Corporate Strategic Plan 2025-2029. However, the Business Plan 2020-2023 is still listed on the website. Can the Council confirm whether the strategy document has superseded the Business Plan, and at what meeting this was discussed and approved
A	<i>Yes, the Corporate Strategic Plan has superseded the 2020-23 Business Plan and was approved at the meeting of the Council on the 1st of May 2025. CTC/103/2425 Resolved to approve/amend the proposed Corporate Strategic Plan 2025- 2029</i>
2	S04 of the Strategic Plan says, ‘reduce carbon footprint’. This seems to replace a previous statement of ‘become carbon neutral by 2025’. I believe a new target of 2030 has been approved – if so, shouldn’t this date be explicit in the Strategic Plan?
A	<i>Yes, it should</i>

	<p>26-9-24 ENV/15/2425 resolved update and review the Town Council Carbon Neutral set date under the approval of the following: To hit Carbon Neutrality by 2030 at the latest but strive to achieve at the earliest opportunity. Resolved to agree and endorse by Council.</p> <p>Council approved the minutes on the 12-12-24</p>
3	<p>It is understood that all the responsibilities of the previous Congleton Green working group will have been transferred to the Environment Committee. Can the Council clarify whether the following items from Congleton Green discussions are still being pursued – Air Quality, Water Quality, Allotment provision. It is noted that Air Quality is still included in the Strategic Plan.</p>
A	<p><i>In theory this is true, but it does inevitably mean that there is less air- time for specific issues unless committee members and officers are proactively discussing specific projects outside meetings. On the specific topics you mention:</i></p> <ul style="list-style-type: none"> • <i>Air Quality is still a strategic issue for ongoing monitoring despite the removal of all Congleton’s non-compliant AQM’s by CEC.</i> • <i>Concern over Water Quality has seen us endeavour to build a closer relationship with United utilities to better understand the actions being taken locally to improve water quality. Local water monitoring community groups have also been invited to join discussions.</i> • <i>Allotments are still within the remit of this committee and at a recent meeting a potential new site was suggested which the Chair and the Streetscape Manager will visit as soon as possible</i>
4	<p>Weed spraying. Notes to the meeting mention a product called ‘Nomix Enviro Herbicide Spray.’. Given that the Council phased out the use of glyphosate some years ago, can the Council please clarify exactly the chemical composition of the product proposed`.</p>
A	<p><i>Congleton Town Council has historically been responsible for weed control at the playgrounds and green spaces that it manages. In these areas managed by CTC we made the commitment to use glyphosate free herbicide and supplement this with extra manual weeding. This is still our policy. Where children and young people congregate, we will not use glyphosate. The current product in use, if required, is Finalsans whose active ingredient is Pelargonic Acid. A naturally occurring, biodegradable organic material.</i></p> <p><i>Highways and pedestrian pathways have previously been managed by CEC, not CTC. CEC has continued to use Glyphosate (as far as we are aware). Now that CEC has declared that it will no longer undertake weed control activities on our highways CTC has made the decision to take on board this responsibility to ensure that our highway infrastructure does not deteriorate even further resulting in potholes and poor road and path surfaces.</i></p> <p><i>CTC is considering the use of Nomix as a controlled and optimised application of Glyphosate via fine drop dispersal. This will minimise the use of Glyphosate but still</i></p>

	<p><i>have the necessary degree of effectiveness to keep our Highways weed free. Unfortunately, the highly resistant nature of mature weeds means that this highways application would not be suitable for our Glyphosate free herbicide which is much less effective in these circumstances.</i></p> <p><i>It has been notable that numerous councils in the UK who previously committed to a full Glyphosate free policy have had to revert to using Glyphosate for some or all operations. This includes the high profile Green Controlled Brighton City Council decision. We will review the situation annually and look at further methods by which we can reduce Glyphosate use.</i></p>
5	Biodiversity. Can the Council please provide an update on the status of the 30 biodiversity sites.
A	<p><i>The new Streetscape Development Manager will be investing time in understanding the specific requirements for each Biodiversity site and working with community groups to further enhance these sites with different features identified in the site-specific plans.</i></p> <p><i>A budget has been allocated to support the requirement for items such as bird and bat boxes as well as fencing and hedge laying where required.</i></p> <p><i>The next site that we will be spotlighting is the Blackshaw Close site which, led by Cllr Kay Wesley, is being discussed with residents. If you'd like to get involved with one or more of the sites, then do let us know.</i></p>

Questions received from Olga Whitmore received 2nd February 2025

1	Since 2024 CTC was given responsibility by CEC to change Congleton maintenance of green spaces from a biodiversity point of view and reduce mowing taking into account the fact that mowing excessively reduces the amount of pollinators . Can CTC please provide the latest updated maintenance schedules, as I can't find them online. Can you please show which areas are mown twice a year ? Which areas are left alone ?The information on CTC website is out of date .
A	Answer with 21 days
2	Are CTC still planning to rewild the Link road roundabouts?

A	<i>The Link Road roundabouts are not within the Congleton Town Boundary – we would need to work with relative Parish Councils to agree to the proposal and establish a budget with them to deliver and when necessary, maintain them.</i>
3	Does Congleton Partnership still have a role in rewilding?
A	<i>There are currently no rewilding projects involving the Partnership but could become involved if approached.</i>
4	Does CTC have any role in management of Congleton Partnership, given that CTC holds the accounts, and I believe also provides a secretary to produce minutes of meetings and updates of the website (please correct me if this is wrong).
A	<i>Congleton Town Council has 2 councillors and the Chief Officer representing the council on the Oversight Committee (previously named the executive board) Officer time (secretary) is approximately 7 hours per week.</i>
5	Can you please clarify whether in fact CTC has cancelled its commitment to increase biodiversity in the town, since I see no mention of money allocated to biodiversity sites in the CTC budget meeting . On the other hand “ weed spraying “ was mentioned a few times
A	<i>We have not cancelled our commitment to increase biodiversity in the town, we are currently reviewing all the existing sites and ensuring that those are receiving the required maintenance.</i>
6	<p>It appears that CTC continues to spray weeds in the following locations :</p> <ul style="list-style-type: none"> Antrobus street Avon drive, Back land Blackshaw Close Bromley Farm Wood, Hutton Drive Bromley Farm Cloud View Burns Road Church yards Playing fields Charlesworth Place Congleton park Daneside ... and 27 more green spaces in Congleton. <p>Can you please clarify which chemical is currently being used for this work, whether residents were consulted about weed spraying in those locations, and why there is any need at all to kill plants in church yards or playing fields.</p>
A	<i>Answer with 21 days</i>

7	<p>Has the Environment Committee discussed any other ways of removing weeds apart from spraying them? RHS new guidance suggest non chemical weeds spraying : https://www.rhs.org.uk/prevention-protection/weeds-non-chemical-control</p> <p>Did CTC take into account CEC information: “ Due to cost and effectiveness, we are not routinely spraying weeds on the highway. We review requests for treatment of weeds in channels, at the top of kerbs, in footways/alleyways (bordering a wall or fence), footpaths and link paths. Where they are clearly impairing visibility, drainage or restricting passage we will remove them by mechanical means.</p>
A	<p><i>Answer within 21 days</i></p>
8	<p>CTC maintains 260 hanging baskets, 30 solid baskets, 30 large planters, and 180 troughs, and the plants there are all changed twice a year . Are there any plans to reduce the amount of annual planting and concentrate on planting bee-friendly perennials?</p>
A	<p><i>Yes, we have already reduced the amount of annual planting and will continue to do so.</i></p>
9	<p>Does CTC have plans for the field between Town Hall and Police station ?</p>
A	<p><i>Cheshire East Council own the land. We have previously and will continue to request permission to improve the whole area for community benefit</i></p>

Title	Personnel Committee
Date of Meeting Time	4 th December 2025 8 pm
Status	Final Minutes
Reference Documents	Agenda Papers for Personnel – 4th December 2025

Attendance

Committee Members	Cllr Richard Walton (Chair) Cllr Robert Douglas Cllr Amanda Martin Cllr Kay Wesley Cllr Glen Williams
Ex Officio	Cllr Suzy Firkin (Deputy Mayor)
Non-Committee Members	
Officers	David McGifford (Chief Officer)
Members of the Press	0
Members of the Public	0

1. Apologies for Absence

Apologies were received from Cllrs Suzie Akers Smith, David Brown (Vice Chair), Russell Chadwick, and Sally Ann Holland.

2. Minutes of Previous Meetings

PRES/11/2526 resolved to approve and sign the Personnel Committee minutes held on 23rd October 2025 as a correct record.

3. Declaration of Interest

Declarations were received by Cllr Sally Ann Holland.

4. Outstanding Actions

None.

5. Questions from Members of the Public

There were no questions from members of the public.

6. **Urgent Items**

None.

7. **Resolution to Exclude the Public and Press from Item 8**

PRES/12/2526 resolved to exclude the Public and Press from the meeting due to private staffing matters.

8. **Streetscape Staffing**

PRES/13/2526 resolved to note the proposed increase in Streetscape Operatives and the reliance on a contract.

9. **Flexi Job re-evaluation**

PRES/14/2526 resolved To note the changes to the Streetscape Flexi role job description and approve it being sent for re-evaluation.

10. **Increment Increase**

PRES/15/2526 resolved to approve the proposed increment increases as presented by the Chief Officer.

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	Cathy Dean, Communities Manager		
AGENDA ITEM REPORT TITLE	13 Civility and Respect Pledge (LCAS)		
Background	<p>The Local Council Award Scheme (LCAS) in England is a program that celebrates and supports local councils (parish and town councils) that meet high standards in governance, community engagement, and development. The scheme offers a tiered approach—Bronze, Silver, and Gold—to help councils improve and demonstrate their achievements to local residents, with accreditation managed by independent peer panels.</p> <p>One of the criteria for the bronze award is that the council signs the Civility and Respect Pledge.</p>		
Summary	<p>The pledge is easy for parish and town councils to sign up for, enabling them to demonstrate their commitment to addressing poor behaviour across and fostering positive changes that support civil and respectful conduct.</p> <p>By signing the Pledge, the council is agreeing to treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:</p> <ul style="list-style-type: none">• Has put in place a training programme for councillors and staff• Has signed up to a Code of Conduct for councillors• Has good governance arrangements in place, including staff contracts and a dignity at work policy• Will seek professional help at the early stages should civility and respect issues arise• Will commit to calling out bullying and harassment if and when it happens• Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example, the Local Council Award Scheme		

- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate

The pledge aims to improve civility and respect in public life, emphasising the critical role of good governance in ensuring a well-functioning democracy across all levels. More than 2000 town and parish councils have already signed the civility and respect pledge. The graphic shows the location of councils that have signed.



This is the first step in a larger piece of work in working towards the Gold Award in the Local Government Award Scheme.

Achieving an award boosts the council’s credibility with local residents and partners, demonstrating that the council is proactive, professional, and committed to transparency.

It provides formal recognition for the dedication and hard work of both councillors and officers. Holding an award shows the community that the council is operating at a high standard, which can enhance trust in local decision-making.

Financial	Minimal
Environmental	No implications for this decision.
Equality and Diversity	Signing the Civility and Respect Pledge reinforces Congleton Town Council’s commitment to equality, diversity and inclusion by promoting a culture where everyone is treated with dignity and respect. It helps ensure that councillors, staff and the community can participate in local democracy free from bullying, harassment or discrimination. By adopting the pledge, the Council demonstrates leadership, sets clear behavioural expectations, and supports a welcoming environment where diverse voices are valued and heard.
Decision Request	Congleton Town Council agrees to sign the Civility and Respect Pledge and commits to working towards achieving the Gold Award in the Local Government Award Scheme.

**CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES**

COMMITTEE:	Council Committee		
MEETING DATE AND TIME	16th April 2026 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Chief Officer		
AGENDA ITEM REPORT TITLE	14 Filming and Recording of meetings		
Background	<p>Congleton Town Council previously voted against ourselves filming and recording our own meetings and making them accessible to the public whilst noting that members of the public could film and or record meetings with restrictions.</p> <p>Recently we had a request from Congleton TV who wanted to film our Mayor Making event but have now decided against this.</p> <p>Town Council Filming Project</p> <p>The town council has commissioned local company Prickly Peach, to produce a short promotional video showcasing the work of the council, our key responsibilities, and the services we provide to the community.</p> <p>The video will highlight a range of council activity, including the town hall, civic occasions, the Streetscape service as well as the many community events and activities delivered throughout the year.</p> <p>The intended approach is to create an authentic and engaging film using a mixture of dynamic footage from events and town locations, and short pieces to camera with council representatives. The overall style will be energetic, positive, and people focused.</p> <p>The finished video is expected to be approximately 1–2 minutes in length and will include narrative-led storytelling alongside on-screen text graphics to reinforce key information and services provided by the council.</p> <p><i>Mayor Making will feature as a short snippet within the wider video. Prickly Peach are likely to be present for the duration of the meeting in order to capture relevant footage. They are an experienced and professional production company and will film as discreetly as possible throughout proceedings.</i></p> <p><i>We will share the proposed footage of the Mayor Making event with councillors to ensure that there are no concerns</i></p>		
Financial Implications	The short promotional video is being financed through the Town Hall, Tourism and Marketing Budgets		
Environmental Implications	No environmental impact		

Inclusivity Diversity Impact	The event will allow people to see how the council operates providing an element of transparency. Attendees will be advised through both the promotion of and at the event of the intention to film parts of the meeting.
Proposal	For Council to decide that Prickly Peach can produce a short promotional video showcasing the work of the council with the edited version being approved by individual councillors. This will be done by contacting the Chief Officer within an agreed time following receipt of the footage of the meeting