



Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford** CiLCA

4th June 2026

Dear Councillor,

You are summoned to attend a meeting of the Council on **Thursday 11th June 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 7th May 2026 and 21st May \(Mayor Making\).](#)

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. Cheshire East Councillor Reports (Verbal)

To suspend Standing Orders to allow Councillors from the principal authority to report on matters relating to or impacting on Congleton.

8. Internal Audit Report – Final Audit for 2025-26 (Enclosed)

To receive the Final Internal Audit report for the year ending 31st March 2026.

8.1 Management Accounts

To receive the Management Accounts for the current financial year to 31st March 2026.

8.2 Insurance Review and Fixed Asset Register

To note the current insurance policy and to receive the 2026 fixed asset register.

8.3 Annual Governance and Accountability Return (AGAR) 2025-26

To approve the below sections of the Annual and Accountability Return (AGAR) 2025-26.

- Section 1 the Annual Governance Statements.
- Section 2 the Accounting Statements

8.4 Standing Orders, Financial Regulations, Standing Orders for Contracts and Code of Conduct Review

To review the Standing Orders and Financial Regulations, which must be reviewed annually.

8.5 Review of Expenditure

To review and note the Council's expenditure.

9. First Floor Double and Secondary Glazing Town Hall

For Council to approve improvements to the 1st floor windows with the installation of double glazing and secondary glazing to 8 windows and 8 arches above the windows at £16,868.00 + VAT. And to allocate the costs from the Property Maintenance Earmarked Reserve (Fund 355).

10. Minutes of the Planning Committee (Enclosed)

To approve and sign the minutes of the Planning Committee held on 23rd April 2026.

11. Amendments to Meeting Dates 2026/27 (Enclosed)

To approve the proposed amendments to the 2026/2027 meeting calendar.

12. Amendments to Committee membership (Enclosed)

To approve the amendments to the council committee members.

13. Council Recordings of Meetings (Enclosed)

To consider the recording of committee meetings.

14. Publication of councillor meeting attendance (Enclosed)

To consider the publication of councillor meeting attendance on the website.

15. Resolution to Exclude the Public and Press from Item 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. 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	7th May 2026 7 pm
Status	Draft Minutes – to be ratified at the next Council meeting
Reference Documents	Agenda Papers for the Council – 07.05.26

Attendance

Committee Members	Cllr Robert Brittain – Town Mayor (Chair) Cllr Suzy Firkin – Deputy Mayor (Vice Chair) Cllr Suzie Akers Smith Cllr Russell Chadwick Cllr Robert Douglas Cllr Mark Edwardson Cllr Sally Ann Holland Cllr Amanda Martin Cllr Susan Mead Cllr Rob Moreton Cllr Heather Pearce Cllr Shaun Radcliffe Cllr Heather Seddon Cllr Richard Walton Cllr Liz Wardlaw Cllr Kay Wesley Cllr Glen Williams
Officers	David McGifford (Chief Officer) Serena Vanschepdael
Members of the Press	0
Burgess	1 Bob Edwards
Members of the Public	2

1. Apologies for Absence

Were received from Cllr David Brown, Cllr Charles Booth and Cllr Arabella Holland

2. Minutes of Previous Meetings

CTC/80/2526 resolved to approve and sign the minutes of the Council meeting held on the 12th March 2026, once the correction to minute Item 7.3 CIL Monitoring Report, because the CIL monies of £ 304.26 were received on 10th June 2021 (not 2026).

3. Declarations of Disclosable Pecuniary Interest

Declarations were received by Cllrs Russell Chadwick, Sally Ann Holland, Rob Moreton, Heather Seddon and Liz Wardlaw on matters relating to Cheshire East Council.

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/81/2526 resolved to receive the Town Mayor's announcements and engagements

7. Minutes of the Finance and Policy Committee)

CTC/82/2526 resolved 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

CTC/83/2526 resolved to approve the DBS Certificate Handling & Social Media policies and adopt them into the Constitution, subject to the following amendments:

- Change with to without consent in the vulnerable child section
- Change to officer titles rather than names

7.2 Approval of Internal Auditor for 2026-2027

CTC/84/2526 resolved to approve the services of Auditing Solutions for the financial year 2026-2027.

7.3 Approval of Outside Bodies Support

CTC/85/2526 resolved to approve the external services for the accounting year 2026-2027

7.4 Earmarked Reserves

CTC/86/2526 resolved to approve the Earmarked Reserves movement and project spending.

7.5 Streetscape Vehicles

CTC/87/2526 resolved to approve the virement of £7,900 from Town Hall Business Rates to the Streetscape Vehicle Lease.

7.6 Community Infrastructure Levy Report

CTC/88/2526 resolved 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

CTC/89/2526 resolved 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)

CTC/90/2526 resolved To approve changes to the booking policy and Town Hall room hire charges, subject to the following:

- Take back to committee for clarification Terms and Conditions 6.5C and 13.9

Suggested that it needs to reference that it is a damage deposit of £500 on all events, subject to the officer's risk assessment. And the Terms and Conditions need to specifically state the penal hourly rate for each individual hour spent on additional cleaning as a result of spillages.

- Suggested change of name of ground floor from the Brasserie to the Godwin Suite (Edward William Godwin being the architect of the Town Hall)

9. Minutes of the Planning Committee

CTC/91/2526 resolved 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

Councillors noted the update members on the progress of the Congleton Neighbourhood Plan.

10 Minutes of the Community Committee

CTC/92/2526 resolved 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

CTC/93/2526 resolved 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

CTC/94/2526 resolved To approve and [sign the minutes of the Personnel Committee meeting held on 4th December 2025.](#)

13. Civility and Respect Pledge

CTC/95/2526 resolved to approve the signing of 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

CTC/95/2526 resolved to acknowledge that the Model Standing Orders allows individuals and organisations to record meetings in line with the following:-

- *Subject to Standing Order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present*
- *A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission*
- *The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.*

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

CTC/96/2526 resolved to pass 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 and private staffing matters.

16. Congleton Community Projects SLA)

CTC/97/2526 resolved to approve the Service Level Agreement for Congleton Community Projects **Action** for the Chief Officer to forward a written breakdown for the projects being supported and ensure the stated quarterly meetings take place .

17. Chief Officer Recruitment

The Chief Officer updated the Council on the progress of recruiting his replacement.

Meeting Ended: 9:30 pm

Chair – Cllr Robert Brittain



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

Minutes of the Annual Town Meeting Held on Thursday, 21st May 2026 at 7 pm

Councillors Present: Susie Akers Smith

Dawn Allen
Charles Booth
Robert Brittain
Robert Douglas
Suzy Firkin
Sally Ann Holland
Amanda Martin
Susan Mead
Rob Moreton
Heather Pearce
Shaun Radcliffe
Heather Seddon
Richard Walton
Liz Wardlaw
Kay Wesley
Glen Williams

Officers Present: David McGifford (Chief Officer), Debbie Coxon (Marketing & Communications Manager), Cathy Dean (Communities Manager) and Jess Thyer (Information Centre Manager).

1. Election of the Town Mayor for the Ensuing Year

CTC/01/2627 Resolved to appoint Cllr Suzy Firkin as Mayor for the ensuing year.

2. Vote of Thanks for the Retiring Town Mayor

Cllr Sally Ann Holland proposed a vote of thanks for the retiring Town Mayor, Cllr Robert Brittain.

3. Apologies for Absence

Apologies for absence were received from Cllrs David Brown, Russell Chadwick, Mark Edwardson, and Arabella Holland.

4. Election of Deputy Town Mayor for the Ensuing Year

CTC/02/2627 Resolved to appoint Cllr Robert Douglas as Deputy Mayor.

5. Council Committees and Quantity of Members

CTC/03/2627 Resolved to appoint the following committees and the quantity of members stated below:

Committee	Members
Community	10
Environment	10
Finance and Policy	10
Personnel	10
Planning Committee	10
Town Hall Assets and Services	10

6. Appointment of Chairs and Vice Chairs of Committees

CTC/04/2627 Resolved to appoint the Chair and Vice-Chairs of committees as stated below:

Committee	Chair	Vice Chair
Community	Cllr Kay Wesley	Cllr Robert Brittain
Environment	Cllr Heather Pearce	Cllr Susan Mead
Finance and Policy	Cllr Robert Douglas	Cllr Charles Booth
Personnel	Cllr Richard Walton	Cllr Sally Ann Holland
Planning	Cllr Amanda Martin	Cllr Charles Booth
Town Hall Assets and Services	Cllr Russell Chadwick	Councillor Liz Wardlaw

7. Appointment of Working Groups

CTC/05/2627 Resolved to appoint the working groups as stated below:

Working Group	Reporting to:
Community Safety	Community Committee
Congleton In Bloom	Environment Committee
Regeneration and Town Centre	Finance and Policy Committee
White Ribbon	Community Committee
Strategy working group	Council

8. Appointment of Councillors to Committees

CTC/06/2627 Resolved to appoint the following councillors to committees as stated below:

Committee	Qty	Councillors 2026-27
Community	10	David Brown, Robert Brittain, Mark Edwardson, Sally Ann Holland, Amanda Martin, Susan Mead, Shaun Radcliffe, Richard Walton, Kay Wesley, Glen Williams
Environment	10	Dawn Allen, Suzie Akers Smith, Charles Booth, David Brown, Sally Ann Holland, Susan Mead, Heather Pearce, Heather Seddon, Kay Wesley, Glen Williams
Finance and Policy	10	Dawn Allen, Suzie Akers Smith, Charles Booth, Russell Chadwick, Robert Douglas, Mark Edwardson, Arabella Holland, Rob Moreton, Heather Pearce, Liz Wardlaw
Personnel	10	Robert Brittain, David Brown, Russell Chadwick, Sally Ann Holland, Amanda Martin, Rob Moreton, Suzie Akers Smith, Richard Walton, Kay Wesley, Glen Williams
Planning	10	Dawn Allen, Suzie Akers Smith, Charles Booth, David Brown, Robert Douglas, Mark Edwardson, Amanda Martin, Rob Moreton, Liz Wardlaw, Kay Wesley
Town Hall Assets and Services	10	Liz Wardlaw, Suzie Akers Smith, Sally Ann Holland, Robert Brittain, Heather Seddon, Russell Chadwick, Richard Walton, Susan Mead, Heather Pearce, Glen Williams

8.1 To appoint Councillors to the Working Groups

CTC/07/2627 Resolved to appoint the following councillors to working groups as stated below:

Working Group	Councillors
Community Safety	Robert Brittain, David Brown, Suzy Firkin, Sally Ann Holland, Susan Mead, Shaun Radcliffe, Richard Walton, Kay Wesley, Glen Williams
Congleton In Bloom	Robert Brittain, David Brown, Russell Chadwick, Susan Mead, Rob Moreton, Heather Pearce, Heather Seddon, Glen Williams
Regeneration & Town Centre	David Brown, Russell Chadwick, Robert Douglas, Suzy Firkin, Amanda Martin, Susan Mead, Kay Wesley
White Ribbon	Robert Douglas, Mark Edwardson, Heather Pearce, Shaun Radcliffe, Richard Walton, Kay Wesley
Strategy	All Councillors

8.2 To Appoint Council Representatives to Outside Bodies

CTC/08/2627 Resolved to appoint the following councillors to outside bodies as stated below:

Outside Bodies	Qty	Councillors
Astbury Mere Trust	1	Cllr Heather Pearce
Chalc	1	Cllr Amanda Martin
Cheshire East Liaison	6	Congleton Ward Councillors
Congleton Museum Trust	1	Cllr Kay Wesley
Congleton Partnership Oversight Group	2	Cllr Kay Wesley Cllr Suzy Firkin
Hilary Avenue Allotment Assoc	1	Cllr Susan Mead
Congleton Community Projects	1	Cllr Kay Wesley
Bromley Farm Hub	1	Cllr Liz Wardlaw

8.3 To Appoint Councillors to Civic Responsibilities and Panels

CTC/09/2627 Resolved to appoint the following councillors to outside civic responsibilities and panels as stated below:

ROLE	Qty	
Macebearer	1	Suzy Akers Smith
Deputy Macebearer	1	Sally Ann Holland
PANELS AND SIGNATORIES		
Complaints Panel	7	Town Mayor and Deputy Mayor plus one from each group *
Selection Panel for co-option	7	Town Mayor and Deputy Mayor plus one from each group *
Cheque Signatories	8	Cllr Robert Douglas, Cllr David Brown, Cllr Amanda Martin, Cllr Suzy Firkin, Cllr Kay Wesley, Cllr R Moreton, Cllr Rob Brittain, Cllr Russell Chadwick

***Groups** Conservative, Independent, Liberal, Labour, Equality

9. Council Meeting Calendar 2026-27 (Enclosed)

CTC/09/2627 Resolved to approve the meeting Calendar for 2026 -27

10. Civic Service and Sunday Parade

It was noted that the civic service will take place on Sunday, 13th September, with the parade commencing at Antrobus Street Carpark at 1:30 pm, followed by a reception at the Town Hall at 2pm.

To All Members of the Council

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

Council Meeting 11.06.26 - ITEM 6

Town Mayor's Engagements (30 April 2026 – 3 June 2026)

Town Mayor, Cllr Robert Brittain – 9 Engagements

Date	Engagement
2 May 2026	Ashbourne Town Mayor, Celebration Dinner
6 May 2026	Cloud Group of WI - Spring Meeting
9 May 2026	U3A Open Day
10 May 2026	Mayor of Leek - Civic Celebration
11 May 2026	Knutsford Mayor Making
15 May 2026	The Little Mermaid
19 May 2026	Crewe Mayor Making
21 May 2026	Daven IT Suite Opening
21 May 2026	CTC Mayor Making

Deputy Town Mayor, Cllr Suzy Firkin - 3 Engagements

Date	Engagement
13 May 2026	Cheshire East Mayor Making
19 May 2026	Alsager Mayor Making
20 May 2026	Sandbach Mayor Making

Town Mayor, Cllr Suzy Firkin - 4 Engagements

Date	Engagement
21 May 2026	CTC Mayor Making
22 May 2026	The Full Monty
23 May 2026	Knife Sweep of Congleton Park/Bromley Woods
27 May 2026	Congleton Eye Society

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	11th June 2026 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	8 Internal Audit Report – Final Audit for 2025-26		
Background	All town and parish councils are required by statute to make arrangements for an independent, internal audit examination of their accounting records and systems of internal control.		
Updates	<p>Congleton Town Council's internal audit services are provided by Auditing Solutions Ltd. The final year-end audit for 2025-2026 has taken place; all audits were completed remotely.</p> <p>The Internal Audit report supports the Annual Internal Audit Report section of the Annual Governance and Accountability Report (AGAR) we submit to external auditors annually.</p> <p>For the full Internal Audit report, please see Appendix 1; for the AGAR section report, see Appendix 2.</p>		
Decision Requested	To receive the Final Internal Audit report for the year ending 31 st March 2026.		

Congleton Town Council

Internal Audit Report 2025-26: Final

Adrian Shepherd-Roberts

*For and on behalf of
Auditing Solutions Ltd*

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to the 2025-26 financial year which was completed by the 20th November 2025 and 17th February 2026 and 10th May 2026. We have undertaken our reviews for the year and we wish to thank the Responsible Finance Officer and staff in assisting the process, providing all necessary documentation to facilitate completion of our review for the year to date.

Internal Audit Approach

In undertaking our reviews for this financial year, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/AGAR. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Governance and Accountability Return, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We have concluded that, on the basis of the programme of work we have undertaken, the Council has maintained adequate and effective internal control arrangements during the year to date.

We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

We have completed and signed the 'Annual Internal Audit Report' in the year's Annual Governance and Accountability Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have: -

- Ensured that the ledger remains in balance at the present date;
- Verified the opening trial balance for 2025-26 to the Statement of Accounts and AGAR for 2024-25 to ensure that the closing balances have been brought forward accurately and completely;
- Checked and agreed transactions in the Council's main bank account cashbooks to the relevant RBS Bank statements for April & September 2025 and January 2026;
- Checked and agreed for the same months, inter account "sweep" transfers between the current and high interest bank account; and
- Examined and verified the accuracy of transactions in the Council's mayoral charity bank account cashbooks and bank accounts as at March 2026 to ensure that no long-standing payments or other anomalous entries exist.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment.

Review of Corporate Governance

Our objective is to ensure that the Council has robust corporate governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We noted previously that an updated Corporate Business Plan had been prepared and have examined the content accordingly.

We note that the Standing Orders and Financial Regulations were reviewed and adopted on 12th June 2025 and subsequently a further revision of the Financial Regulations in February 2026.

We have completed our review of the minutes of the Full Council and Standing Committees, excluding Planning, to ensure that no actions of an ultra vires nature are being either considered or have been actioned, whilst also ensuring that the Council's finances remain at a healthy level to provide appropriate funds for future planned development and current revenue spending plans. We also note that, as previously, various grants have been approved for payment during the current year.

We are satisfied that The Council have met the requirements for Assertion 10 for this financial year.

Congleton TC: 2025-26 Interim update 20-Nov-25& 21- Feb- 26 & 10-May-26 Auditing Solutions Ltd

Conclusions

There are no matters requiring formal recommendation in this area of our review process.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- An official order has been raised in each and every case where one would be expected;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have completed work in this area examining a sample of payments from April 2025 to March 26.

Finally, in this area, we have examined the content of the quarterly VAT reclaims to March 2026.

Conclusions

We are pleased to report that no significant issues have been identified in this area.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage any such risks identified in order to minimise the opportunity for their coming to fruition.

Risk assessment registers are in place and they are subject to routine annual review and update. We note that the Business Risk Assessment for 25-26 was formally approved in February 2025.

We noted as at a previous review that an external agent for Health and Safety and HR Services Ansa Environmental Services Ltd has been appointed.

Zurich Municipal continues to provide the Council's insurance cover: we have examined the current year's schedule (to June 2025) and consider it meets the current needs of the Council appropriately with Employer's liability set at £10 million and Public Liability cover set at £15 million and Fidelity Guarantee cover at £1.0 million.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

We also note from the draft minutes that the Council approved a precept of £1,585,910 for 2026-27 at the meeting of 22nd January 2026.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process.

Review of Income

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure that all income due to the Council is identified and invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies. We have: -

- At the interim audit we reviewed the income generated in respect of the Tourist Information Centre from the accounts data. We have also checked that there is a stock control review completed which will be completed again by the end of this financial year. We are pleased to report that the process is well managed and that records are maintained in a very satisfactory manner.
- At this update review we have undertaken a check of the Town Hall bookings and the relevant records;
- Examined the "Aged debtors schedule" generated by the accounting software and have confirmed with the RFO regarding the records that there are no significant issues arising with regard to long-standing debts of which officers and members are unaware.

We have also reviewed the nominal ledger detailed transaction reports for income items for the year to January 2026 to ensure that no obvious coding errors or other anomalous entries are apparent and are pleased to record that none are in evidence.

Conclusions

We are pleased to record that there are no significant issues in this area.

Petty Cash Account

Our aim in this area is to ensure that appropriate controls are in place; that all expenditure incurred is adequately supported by trade invoices or till receipts; that the expenditure is appropriate for the Council's requirements; that VAT has been separately identified for periodic recovery and that cheque encashments from the main cashbooks are properly recorded.

We have not checked the cash but have reviewed the holding from the information that we have been provided. As we are working remotely, we suggested that where possible an independent check is undertaken to confirm that the cash has been checked and the account balances. We note that this continues to be reviewed.

We have reviewed the vehicle fuel nominal ledger and sample statements and we are satisfied that this is monitored and controlled effectively.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1st April 2023 in relation to employee percentage bandings. To meet that objective, we have: -

- Ensured that the Council has approved staff pay rates for the financial year, based upon the approved NJC rates:
- Checked and agreed the computation of staff gross and net pay and salary deductions for September 2025, noting the continued use of a local, third party bureau service provider;
- Checked to ensure that appropriate tax codes and national insurance tables are being applied in the year and that the correct deductions / contributions have been deducted and paid over to HMRC in a timely manner; and

- Ensured that the appropriate revised superannuation contribution rates have been applied, also ensuring that the deductions have been paid over to the County Council in a timely manner.

Conclusions

We are pleased to record that no issues have been identified in this area.

Fixed Asset Registers

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We will check and agree the principles used in the detail, as recorded in the Council's Asset Register using purchase cost values or where that value is unknown at the previous year's Return level or uplifted or decreased to reflect the acquisition or disposal of assets. This register is completed by the RFO but also cross referenced to the register produced by DCK Accounting Solutions Limited, their accountants.

Conclusion

No issues require formal comment or recommendation.

Investments & Loans

Our objectives here are to ensure that the Council is "investing" surplus funds, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the appropriate loan agreements.

The Council holds no specific investments but holds a Special Interest account with RBS and deposits with the Cambridge and Counties Bank and CCLA.

We have verified the half-yearly loan repayments to PWLB by reference to the direct debit advice as part of the aforementioned expenditure testing.

Conclusions

We are pleased to report that no issues have been identified in this area that warrants any further attention by officers or formal recommendation.

Annual Governance and Accountability Return

The Accounts and Audit Regulations required that all Councils prepare a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council's financial affairs.

As part of our year-end review, we have checked the March 2026 trial balances and nominal ledgers balances together with cash books, reconciliations and bank statements.

**Congleton TC: 2025-26 Interim update 20-Nov-25 & 21- Feb- Auditing Solutions Ltd
26 & 10-May-26**

We have also examined the Council's procedures and data in relation to the preparation of the year-end detailed accounts and Annual Governance and Accountability Return data and are satisfied that there are no issues arising.

Conclusions

No issues have arisen in this review area and, on the basis of work undertaken during the year, we have duly signed off the Internal Audit Report of the Annual Governance and Accountability Return, assigning positive assurances in each relevant area.

Annual Internal Audit Report 2025/26

CONGETON TOWN COUNCIL

www.congeton-tc.gov.uk

POLICY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

20/11/2025

17/02/2026

16/05/2026

A C Shepherd-Roberts

INTERNAL AUDITOR

Signature of person who carried out the internal audit

Date

16/05/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council																																																																																																																					
MEETING DATE AND TIME	11th June 2026 7.00 pm	LOCATION	Congleton Town Hall																																																																																																																			
REPORT FROM	Serena Van Schepdael- R.F.O																																																																																																																					
AGENDA ITEM REPORT TITLE	8.1 Financial Statements/Management Accounts 2025-2026																																																																																																																					
Background	These reports support the figures within the Annual Governance and Accountability Return.																																																																																																																					
Update	<p>The overall result for the year ending 2025-2026 was a surplus of £40,754, which enables the General Reserves to stay within the minimum required amount (3 months/25% of revenue budgets in accordance with Good Practices and our Reserves Policy). The General Reserve requirement rose from £343,000 in 2025-26 to £384,000 for 2026-2027. The table below shows a summary of the attached appendix.</p> <p><u>Overall outcome</u></p> <ul style="list-style-type: none"> • Income 107.98% • Expenditure 105.88% • £40,754 surplus <table border="1"> <thead> <tr> <th></th> <th>Net Budget</th> <th>Expenditure</th> <th>Income</th> <th>Net</th> </tr> </thead> <tbody> <tr> <td>General Admin and Running Costs</td> <td>£ 285,941</td> <td>£ 295,878</td> <td>£ 1,370,763</td> <td>-£ 1,074,885</td> </tr> <tr> <td>Civic</td> <td>£ 45,954</td> <td>£ 45,303</td> <td>£ -</td> <td>£ 45,303</td> </tr> <tr> <td>Grants</td> <td>£ 35,833</td> <td>£ 34,135</td> <td>£ -</td> <td>£ 34,135</td> </tr> <tr> <td>Capital</td> <td>£ 61,778</td> <td>£ 63,645</td> <td>£ -</td> <td>£ 63,645</td> </tr> <tr> <td>In Bloom</td> <td>£ 12,172</td> <td>£ 17,211</td> <td>£ 7,156</td> <td>£ 10,055</td> </tr> <tr> <td>Allotments</td> <td>£ 1,010</td> <td>£ 1,546</td> <td>£ 190</td> <td>£ 1,356</td> </tr> <tr> <td>Public Realm</td> <td>£ 5,000</td> <td>£ 4,992</td> <td>£ -</td> <td>£ 4,992</td> </tr> <tr> <td>Partnership</td> <td>£ 9,353</td> <td>£ 22,619</td> <td>£ 13,630</td> <td>£ 8,989</td> </tr> <tr> <td>Community Development</td> <td>£ 125,130</td> <td>£ 134,221</td> <td>£ 8,000</td> <td>£ 126,221</td> </tr> <tr> <td>Crime</td> <td>£ 11,426</td> <td>£ 10,479</td> <td>£ -</td> <td>£ 10,479</td> </tr> <tr> <td>Christmas</td> <td>£ 15,000</td> <td>£ 26,840</td> <td>£ 9,724</td> <td>£ 17,116</td> </tr> <tr> <td>Neighbourhood Plan</td> <td>£ 5,500</td> <td>£ 4,892</td> <td>£ -</td> <td>£ 4,892</td> </tr> <tr> <td>Tourism</td> <td>£ 20,000</td> <td>£ 38,686</td> <td>£ 16,712</td> <td>£ 21,974</td> </tr> <tr> <td>Luncheon Club</td> <td>£ 12,000</td> <td>£ 8,970</td> <td>£ -</td> <td>£ 8,970</td> </tr> <tr> <td>Padding Pool</td> <td>£ 50,072</td> <td>£ 45,321</td> <td>£ -</td> <td>£ 45,321</td> </tr> <tr> <td>Town Hall</td> <td>£ 142,342</td> <td>£ 265,242</td> <td>£ 119,227</td> <td>£ 146,015</td> </tr> <tr> <td>Information Centre</td> <td>£ 85,235</td> <td>£ 156,177</td> <td>£ 72,993</td> <td>£ 83,184</td> </tr> <tr> <td>Public Toilets</td> <td>£ 8,900</td> <td>£ 7,990</td> <td>£ -</td> <td>£ 7,990</td> </tr> <tr> <td>Cenotaph</td> <td>£ 375</td> <td>£ 471</td> <td>£ -</td> <td>£ 471</td> </tr> <tr> <td>Streetscape</td> <td>£ 428,212</td> <td>£ 858,155</td> <td>£ 465,132</td> <td>£ 393,023</td> </tr> <tr> <td>Mayor: Balanced off to Zero: Fundraising In & Out</td> <td>£ -</td> <td>£ 9,751</td> <td>£ 9,751</td> <td>£ -</td> </tr> <tr> <td>TOTALS (Rounding allowed up to £2)</td> <td></td> <td>£ 2,052,524</td> <td>£ 2,093,278</td> <td>-£ 40,754</td> </tr> </tbody> </table> <p><u>VAT Returns</u></p> <p>All returns submitted as per deadlines, yearly details: <u>2025-2026</u></p>				Net Budget	Expenditure	Income	Net	General Admin and Running Costs	£ 285,941	£ 295,878	£ 1,370,763	-£ 1,074,885	Civic	£ 45,954	£ 45,303	£ -	£ 45,303	Grants	£ 35,833	£ 34,135	£ -	£ 34,135	Capital	£ 61,778	£ 63,645	£ -	£ 63,645	In Bloom	£ 12,172	£ 17,211	£ 7,156	£ 10,055	Allotments	£ 1,010	£ 1,546	£ 190	£ 1,356	Public Realm	£ 5,000	£ 4,992	£ -	£ 4,992	Partnership	£ 9,353	£ 22,619	£ 13,630	£ 8,989	Community Development	£ 125,130	£ 134,221	£ 8,000	£ 126,221	Crime	£ 11,426	£ 10,479	£ -	£ 10,479	Christmas	£ 15,000	£ 26,840	£ 9,724	£ 17,116	Neighbourhood Plan	£ 5,500	£ 4,892	£ -	£ 4,892	Tourism	£ 20,000	£ 38,686	£ 16,712	£ 21,974	Luncheon Club	£ 12,000	£ 8,970	£ -	£ 8,970	Padding Pool	£ 50,072	£ 45,321	£ -	£ 45,321	Town Hall	£ 142,342	£ 265,242	£ 119,227	£ 146,015	Information Centre	£ 85,235	£ 156,177	£ 72,993	£ 83,184	Public Toilets	£ 8,900	£ 7,990	£ -	£ 7,990	Cenotaph	£ 375	£ 471	£ -	£ 471	Streetscape	£ 428,212	£ 858,155	£ 465,132	£ 393,023	Mayor: Balanced off to Zero: Fundraising In & Out	£ -	£ 9,751	£ 9,751	£ -	TOTALS (Rounding allowed up to £2)		£ 2,052,524	£ 2,093,278	-£ 40,754
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	<p>Q1: £677.35 reclaim Q2: Payment to HMRC of £8,304.83 Q3: Payment to HMRC of £11,81.80 Q4: Payment to HMRC of £5,970.31</p> <p><u>Reserves</u></p> <p>Current Ear Marked Reserves are included for noting, carried forward into 2026-2027; the carry forward balances include any year-end movement to and from reserves.</p>
Decision Request	To receive the Management Accounts for the current financial year to 31 st March 2026.

	OK
	Monitor
	Over/Under (Exp./Income)

Month 12
 Percentage 100.0%

Finance and Policy Committee

101: Corp Management

	BUDGET TO M12	ACTUAL TO M12	E VARIANCE OF M12 BUDGETS	% AGAINST M12 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M12 EXPECTED
Staff Costs (re-allocated)	266,911	264,828	2083	99.22%	99.2%	-0.78%
Travel	250	53	197	21.20%	21.2%	-78.80%
Training / Conferences	2,500	1,878	622	75.12%	75.1%	-24.88%
Rent Payable	17,017	17,017	0	100.00%	100.0%	0.00%
Miscellaneous Office Costs	2,000	1,542	458	77.10%	77.1%	-22.90%
Telephone/Fax/Internet	3,000	3,542	-542	118.07%	118.1%	18.07%
Postage	1,000	224	776	22.40%	22.4%	-77.60%
Stationery & Printing	3,300	2,855	445	86.52%	86.5%	-13.48%
Subscriptions & Publications	5,100	5,413	-313	106.14%	106.1%	6.14%
Insurance	16,243	16,156	87	99.46%	99.5%	-0.54%
Computer/IT Costs	25,000	26,232	-1232	104.93%	104.9%	4.93%
Photocopy Charges	2,000	1,674	326	83.70%	83.7%	-16.30%
Recruitment Advertising	500	462	38	92.40%	92.4%	-7.60%
Bank Charges	1,240	1,033	207	83.31%	83.3%	-16.69%
Audit Fees - External	2,500	2,520	-20	100.80%	100.8%	0.80%
Audit Fees - Internal	1,900	1,435	465	75.53%	75.5%	-24.47%
Accountancy Support	5,300	4,146	1154	78.23%	78.2%	-21.77%
Legal & Professional fees	3,500	9,456	-5956	270.17%	270.2%	170.17%
HR & H&S support	5,000	5,189	-189	103.78%	103.8%	3.78%
Transfer from EMR	0	-5,000	5000			
Tfr to EMR			-7500			
Central Overheads reallocated	-78,320	-72,276	-6044	92.28%	92.3%	-7.72%
Corporate Management-Expenditure	285,941	295,879	-9938	103.48%	103.5%	3.48%
Precept 2025-2026	-1,333,233	-1,333,233	0	100.00%	100.0%	0.00%
Interest Receivable	-30,000	-36,827	6827	122.76%	122.8%	0.00%
Miscellaneous Income	0	-703	703	0.00%		
Corporate Management-Income	-1,363,233	-1,370,763	7530	100.55%	100.6%	0.55%
Net Income Over Expenditure	-1,077,292	-1,074,884	-2408	99.78%	99.8%	-0.22%

102: Civic

Staff Costs (re-allocated)	5,358	5,950	-592	111.05%	111.0%	11.05%
Training / Conferences	1,000	257	743	25.70%	25.7%	-74.30%
Stationery & Printing	550	0	550	0.00%	0.0%	-100.00%
Marketing/Promotions	1,200	1,195	5	99.58%	99.6%	-0.42%
Council Newsletter	8,700	8,862	-162	101.86%	101.9%	1.86%
Council Website	2,000	1,926	74	96.30%	96.3%	-3.70%
Mayor's Allowance	3,000	3,000	0	100.00%	100.0%	0.00%
Members Expenses	200	0	200	0.00%	0.0%	-100.00%
Civic Expenses	9,500	6,987	2513	73.55%	73.5%	-26.45%
Civic Regalia	250	345	-95	138.00%	138.0%	38.00%
Hall & Room Hire	6,500	7,207	-707	110.88%	110.9%	10.88%
Civic Artefacts and Treasures	500	495	5	99.00%	99.0%	-1.00%
Election Expenses	5,500	5,500	0	100.00%		
Central Overheads reallocated	1,696	1,579	117	93.10%	93.1%	-6.90%
Tfr to EMR		2,000	-2000			
Civic-Expenditure	45,954	45,303	651	98.58%	98.6%	-1.42%

107: Grants

Initial Grant Commitment	15,000	9,502	5498	63.35%	63.3%	-36.65%
Subsidised Use	4,500	2,948	1552	65.51%	65.5%	-34.49%
Tfr from EMR Committed Grants	0	-4,199	4199			-100.00%
Specified Grants	16,333	16,033	300	98.16%	98.2%	-1.84%
C/F to 26-27		9,851	-9851			
Grants- Expenditure	35,833	34,135	1,698	95.26%	95.3%	-4.74%

Capital

	61,778	63,645	-1867	103.02%	103.0%	3.02%
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F&P Income - Net Exp Income	-1,363,233	-1,380,514	17281	101.27%	101.3%	1.27%
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Expenditure	429,506	448,713	-19207	104.47%	104.5%	4.47%
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Movement from to General Reserves		933,728	931,803	1,925		
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NOTES

Expenditure Variance 0-100% Green 101-115% Amber 115% over Red
 Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red

New contracts undertaken from 2026, budget increased in 26.

For 2 vacancies in 25-26

Legal fees for lease work, Council approved use of EMR.

To cover £5,000

2 replacement flags and badges required.

Full Committee Summary includes Mayor cost centre Income £5,571

Full Committee Summary includes Mayor cost centre expenditure £116

Congleton Town Council
Management Accounts 2025-26

Mar-26
Page 2/3

Month 12
Percentage 100.0%

Community and Environment Committee

	ANNUAL BUDGET	BUDGET TO M12	ACTUAL TO M12	E VARIANCE OF M12 BUDGETS	% AGAINST M12 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M12 EXPECTED	NOTES
215: Floral Displays								
Floral Displays Income	-4,000	-4,000	-7,156	3156	178.90%	178.9%	78.90%	See appendix
Floral Displays Expenditure	16,172	16,172	17,211	-1039	106.42%	106.4%	6.42%	See appendix
Total Floral	12,172	12,172	10,055	2117	82.61%	82.6%	-17.39%	
241: Allotments								
Allotments Income	-190	-190	-190	0	100.00%	100.0%	0.00%	
Allotments Expenditure	1,200	1,200	1,546	-346	128.83%	128.8%	28.83%	
Total Allotment	1,010	1,010	1,356	-346	134.26%	134.3%	34.26%	
300: Public Realm	5,000	5,000	4,992	8	99.84%	99.8%	-0.16%	
301: Congleton Partnership								
Congleton Partnership Income	0	0	-13,630	13630	0.00%	0.0%	-100.00%	
Congleton Partnership Expenditure	9,353	9,353	26,809	-17456	286.64%	286.6%	186.64%	Mo budget set for main expenditure income, CF balances used.
Congleton Partnership Reserve Movement	0	0	27,964	-27964	#DIV/0!	#DIV/0!	#DIV/0!	
Congleton Partnership C/F	0	0	-32,153	32153	0.00%	0.0%	-100.00%	Carried forward balance from 24/25
Total Partnership	9,353	9,353	8,990	363	96.12%	96.1%	-3.88%	
302: Community Development								
Community Development Grant Recd	0	0	-8,000	8000	0.0%	0.0%	-100.00%	Moved to earmarked reserve
Community Development Staff Costs	101,808	101,808	104,572	-2764	102.71%	102.7%	2.71%	
Community Development Marketing/Promotions	6,250	6,250	5,428	822	86.85%	86.8%	-13.15%	
Green Initiatives	5,000	5,000	376	4624	7.52%	7.5%	-92.48%	
Campaign Expenditure	1,000	1,000	1,036	-36	103.60%	103.6%	3.60%	
Tfr to EMR UKSPF	0	0	8,000	-8000	0.00%	0.0%	-100.00%	Moved grant final balance to EMR
Tfr To EMR	0	0	4,500	-4500	0.00%	0.0%	-100.00%	
Community Development Overheads	11,072	11,072	10,308	764	93.10%	93.1%	-6.90%	
Total Community Development	125,130	125,130	126,220	-1,090	100.87%	100.9%	0.87%	
303: Crime								
Crime Reduction/CCTV Expenditure	11,426	11,426	10,479	947	91.71%	91.7%	-8.29%	
Total Crime	11,426	11,426	10,479	947	91.71%	91.7%	-8.29%	
305: Christmas								
Christmas Fayre/lights Income	-3,000	-3,000	-9,724	6724	324.13%	324.1%	224.13%	Sponsorship and funding
Christmas Fayre/lights Expenditure	18,000	18,000	26,840	-8840	149.11%	149.1%	49.11%	Over budget covered by extra income.
Total Christmas	15,000	15,000	17,116	-2116	114.11%	114.1%	14.11%	
310: Neighbourhood Plan								
Neighbourhood Plan	5,500	5,500	6,767	-1267	0.00%	0.0%	-100.00%	Costs covered by EMR funds
Tfr to Capital Contingency	0	0	3,000	-3000	0.00%	0.0%	-100.00%	
Neighbourhood Plan Tfr From EMR	0	0	-4,875	4875	0.00%	0.0%	-100.00%	
Total Neighbourhood Plan	5,500	5,500	4,892	608	0.00%	0.0%	-100.00%	
321: Tourism								
Tourism Income	0	0	-16,712	16712	0.00%	0.0%	-100.00%	Includes Food & Drink Festival
Tourism Expenditure	22,000	22,000	38,686	-16686	175.85%	175.8%	75.85%	
Total Tourism	22,000	22,000	21,974	26	99.88%	99.9%	-0.12%	
351: Luncheon Club	12,000	12,000	8,970	3030	74.75%	74.8%	-25.25%	
C.F & S	Income -7,190	-7,190	-55,412	48222	770.68%	770.7%	670.68%	Full Committee Summary
Expenditure 225,781	225,781	270,456	-44675	119.79%	119.8%	19.79%	Full Committee Summary	
Movement from to General Reserves		218,591	215,044	3,547				
Town Hall, Assets and Services Committee								
	ANNUAL BUDGET	BUDGET TO M12	ACTUAL TO M12	E VARIANCE OF M12 BUDGETS	% AGAINST M12 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M12 EXPECTED	NOTES
201: Paddling Pool	50,072	50,072	45,322	4750	90.51%	90.5%	-9.49%	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	253,392	265,243	-11851	104.68%	104.7%	4.68%	See Appendix
Town Hall - Income	-111,050	-111,050	-119,226	8176	107.4%	107.4%	7.36%	
Net Expenditure over Income	142,342	142,342	146,017	-3675	102.58%	102.6%	2.58%	
225: Congleton Information Centre								

CIC - Expenditure	96,785	96,785	156,177	-59392	161.36%	161.4%	61.36%	See Appendix
CIC- Income	-11,550	-11,550	-72,992	61442	631.97%	632.0%	531.97%	
Net Expenditure over income	85,235	85,235	83,185	2050	97.59%	97.6%	-2.41%	
263: Public Toilets	8,900	8,900	7,990	910	89.78%	89.8%	-10.22%	See Appendix
270: Cenotaph	375	375	471	-96	125.60%	125.6%	25.60%	
280: Streetscape								
Streetscape Expenditure	873,811	873,811	858,155	15656	98.21%	98.2%	-1.79%	
Streetscape - Income CEC	-427,199	-427,199	-443,739	16540	103.87%	103.9%	3.87%	
Streetscape - External work income	-17,500	-17,500	-21,393	3893	122.25%	122.2%	22.25%	
Streetscape - Misc. Income	-900	-900	0	-900	0.00%	0.0%	-100.00%	
S/S Income	-445,599	-445,599	-465,132	19533	104.38%	104.4%	4.38%	
Net Expenditure over Income	428,212	428,212	393,023	35189	91.78%	91.8%	-8.22%	
THAS								
Income	-568,199	-568,199	-657,350	89,151	115.69%	115.7%	15.69%	Full Committee Summary
Expenditure	1,283,335	1,283,335	1,333,358	-50,023	103.90%	103.9%	3.90%	Full Committee Summary
Total Income	-1,938,622	-1,938,622	-2,093,276	154,654	107.98%	108.0%	7.98%	Overall summary includes mayor summary figures not on this sheet
Total Expenditure	1,938,622	1,938,622	2,052,527	60,855	105.88%	105.9%	5.88%	
Net income /Expenditure Movement to G.R			-40,753					
401: Personnel								
1* Staff Costs: To date	1,211,260	1,211,260	1,187,975	23285	98.08%	98.1%	-1.92%	
Personnel with Pay Award for reference								
Permanent Staff Costs - Included budget pay award *1	1,211,260	1,211,260	1,187,975	23285	98.08%	98.1%	-1.92%	
Add on budgeted pay award to current month								
Add on Temp/Agency			0					
Total	1,211,260	1,211,260	1,187,975	23285	98.08%	98.1%	-1.92%	

Congleton Town Council
Management Accounts 2025-26
Mar-26

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	£	£	£	£
	01/04/2025	In	Out	Balance
Reserves as at 31st March 2026	CF Balance			31/03/26
310 General Reserve	343,771.00			343,771.00
Ear Marked Reserves				
318 Capital Equipment Fund	457.01	25,000.00	12,683.37	12,773.64
320 Capital Contingency Fund	85,806.18	61,500.00	9,420.00	137,886.18
321 EMR Elections	20,000.00	15,000.00		35,000.00
324 EMR Crime Prevention/Traffic calming	4,357.47		3,052.74	1,304.73
325 EMR Committed Grants	4,199.00	9,850.00	4,199.00	9,850.00
326 EMR Congleton Partnership	42,153.00	27,964.00	32,153.00	37,964.00
330 EMR Ancient Treasures	3,000.00			3,000.00
331 EMR Website	8,329.75		-	8,329.75
333 EMR Training	5,686.04			5,686.04
334 EMR UKSPF	-	8,000.00		8,000.00
337 EMR Toilets	24,011.69			24,011.69
339 EMR Public Realm	8,152.54			8,152.54
340 EMR Legal Fees	21,118.85		5,000.00	16,118.85
342 EMR Tourism	1,516.00		-	1,516.00
343 EMR Marketing	5,000.00			5,000.00
344 EMR Congleton Neighbourhood Plan	5,469.98		4,875.00	595.00
346 EMR Rotary Bonfire	5,000.00			5,000.00
348 EMR Civic	1,000.00			1,000.00
349 EMR CIL	21,684.47			21,684.47
354 EMR Carbon Offsetting	3,000.00			3,000.00
355 EMR Property Maintenance	124,468.00	-	24,868.00	99,600.00
356 EMR Heating System	79,691.00	7,505.00		87,196.00
357 EMR Election Expenses	-	5,500.00	-	5,500.00
EMR TOTALS	474,100.98	160,319.00	96,251.11	538,168.89

Annual movement
Annual movement plus additional movement at year end
£15,000 Required for May 2026 By Election

Balance is carry forward grants still to be paid out
Partnership carry forward balance

UKSPF Final grant to be retained

Required spend during 25-26

Expenditure in 25-26

Expenditure in 25-26: Includes grant for Windows £15,000
Balance of grant paid
To build up funds from next Elections.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	11th June 2026 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	David McGifford, Chief Officer/Serena Van Schepdael RFO		
AGENDA ITEM REPORT TITLE	8.2 Insurance Review and Fixed Asset Register		
Background	In Accordance with our Standing Orders, Section 6j, Council must review our insurance and assets: <ul style="list-style-type: none">• xiii. Review of inventory of land and other assets, including buildings and office equipment;• xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;		
Update	The Council's current Insurance providers are Zurich Municipal. Each year, we undertake a review of our insurance cover requirements to ensure we have adequate Insurance coverage aligned to our Fixed Asset Register.		
Details	Insurance Our renewal date for insurance is 1 st July 2026. We are currently in Year 3 of 3 of the current agreement. A review of insurance cover will take place during this financial year. Fixed Asset Register Our Fixed Asset Register has been updated for the end of the year, 31 st March 2026. See Appendix 2. A Fixed Asset Register has the following main purposes: <ul style="list-style-type: none">• It forms a basis for completion of box 9 in the 'Annual Return'.• It forms a basis for decisions on risk and insurance issues.• It provides transparency of the existence of the Council's assets and property. As part of the Approval of the Annual Governance and Accountability Return (AGAR), the Fixed Asset Register total is noted within the accounting Statements (Box 9). The attached register was audited by the RFO and Finance Officer during March 2026, the end.		
Decision Request	To note: <ol style="list-style-type: none">1. The current Insurance Policy is in place.2. The updated Fixed Asset Register.		



Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford CiLCA**

CONGLETON TOWN COUNCIL ASSET REGISTER & INVENTORY 31st March 2026

Financial Regulations 3.2 and 16.2 state that the RFO will be responsible for maintaining an Asset Register of all significant assets owned by the Town Council. The Fixed Asset Register also shows the full inventory of fixtures, fitting and equipment which cost £250 or more and with a life expectancy of over 1 year. The Fixed Asset figure is stated in our Annual Governance and Accountability report (Box 9).

This Asset Register & Inventory is as at 31st March 2026

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2026

Item no.	Purchase Date	Description	Quant	2026		Fixed Asset Register
				Total Inventory		
LB000		Town Hall & Museum	1	£	2,121,460	£ 2,121,460
LB003		Paddling Pool (leased)	1	£	95,000	£ 95,000
LB005		Plant room - paddling pool		£	25,000	£ 25,000
EQP039	20/08/2010	Paddling Pool ramp	1	£	475	£ -
INF012	08/05/2017	Pool footpath and safety surface	1	£	7,642	£ 7,642
INF013	08/03/2018	New pool pump	1	£	1,594	£ 1,594
EQP070	13/05/2019	water fountain	1	£	341	£ -
INF014	29/03/2018	Chlorine Controller	1	£	3,510	£ 3,510
LB001	01/04/2009	Allotment toilets	1	£	3,425	£ 3,425
LB002		Hillary Avenue Allotments	1	£	65,000	£ 65,000
LB004		Paddling Pool Toilets	1	£	1	£ -
INF002	01/04/2009	Allotment path	1	£	5,990	£ 5,990
INF011	01/04/2009	Railings at allotments	1	£	1	£ -
	26/08/2010	intruder alarm system	1	£	4,100	£ 4,100
HFE151	18/03/2020	Storage Shed for Courtyard		£	1,729	£ 1,729
LB001		Bar Extension	1	£	40,000	£ 40,000
HFE091	25/02/2013	300 Green/gold stacking chairs	298	£	11,724	£ 11,724
HFE092	03/01/2013	30 laminate top folding tables 1800 x 750 mm (6ft)	30	£	3,778	£ 3,778
HFE093	03/01/2013	laminate top folding tables 1500 x 750 mm (5ft)	10	£	1,174	£ 1,174
				£	-	£ -
	29/10/2015	Fire Alarm works	1	£	1,827	£ 1,827
	30/10/2015	Fire Alarm works	1	£	1,800	£ 1,800
HFE131	26/04/2017	CCTV cameras around Town Hall	13	£	7,000	£ 7,000
HFE007		12 section portable and height adjustable stage unit each section 2.0 by 1.0m made of timber ply top with aluminium frame	1	£	500	£ 500
HFE008		PA system supplied by Worthingtons Euromet Professional cabinet size 500 by 600 by 1.000m high. Comprising of,1 No CA-6220 mixer1 No R300 Amplifier1 No Compact Disk TEAC PD/D2410 multi disk.1 No Radio Mike amp WT-48106	1	£	5,000	£ 5,000
HFE009		Piano upright, SCHAIEDMYER, supplied by NJTOSTEVIN and Son Stoke on Trent.	1	£	1,500	£ 1,500
HFE043	01/06/2008	2 large ceiling chandeliers	2	£	-	£ -
CAT114	01/06/2008	Lion Crest above Main Hall on wall	1	£	1	£ -
HFE005	06/10/2010	NPR 1523 Floor Machine c/w Drive Board, Solution Tank, Scrubbing Brush	1	£	825	£ -
HFE114	10/11/2014	Sack Truck	1	£	86	£ -
HFE029	28/01/2011	Main sound system + gallery system (Grand Hall)	1	£	8,155	£ 8,155
HFE081	28/01/2011	4 way mike sockets (these are in the wall)	1	£	325	£ -
HFE078	28/01/2011	1 stand	2	£	113	£ -
HFE132	08/05/2017	Conference System - Bridestones	1	£	15,193	£ 15,193
HFE133	28/07/2017	5' Plastic Folding round tables x 5	5	£	320	£ 320
HFE134	28/07/2017	6' Plastic Folding round tables x 15	15	£	1,319	£ 1,319
HFE135	01/08/2017	Fairy lights	1	£	564	£ -
HFE140	08/11/2017	Fairy lights	1	£	140	£ -
HFE142	31/07/2018	LED uplighter lights	28	£	2,214	£ 2,214
HFE136	19/09/2017	Harness for Minstrel Gallery	1	£	1,143	£ 1,143
HFE137	28/07/2017	Narrow Table Trolley	2	£	425	£ -
HFE129	30/11/2016	Induction Loop System (for the hard of hearing)	1	£	1,925	£ 1,925
HFE019		Green Privacy Screens	3	£	360	£ -
HFE071		Congleton Town Council Rolls of Mayors Board 2.00 by 0.800m	1	£	400	£ -
HFE025	01/04/2010	2 Samsung LCD TVs	2	£	-	£ -
HFE112	23/10/2014	Red rope and brass post barrier	1	£	113	£ -
HFE090	25/03/2013	Infra Red Heaters (park)	2	£	600	£ -
HFE018	13/10/2010	first Aid Couch	1	£	324	£ -
	23/12/2011	DeLonghi Rapido Oil filled radiator	1	£	175	£ -
HFE138	28/09/2017	Physio-control lifePak CR plus fully automatic Defibrillator	1	£	980	£ -
HFE013	01/06/2008	5 Low circular drinks tables (1 in bar)	5	£	360	£ -
HFE014	01/06/2014	5 Low Square drinks tables	4	£	1	£ -
HFE015	01/06/2014	2 metal litter bins - 1BS, 1 GH	2	£	1	£ -
HFE047		hydro boil water heater (kitchen)	1	£	543	£ -
HFE062	14/04/2010	Bar Cellar Fridge (kitchen)	1	£	1,500	£ 1,500
HFE139	12/10/2017	2 door bottle cooler	1	£	350	£ -
HFE115	05/07/2015	Glasswasher (cotton club)	1	£	1,350	£ 1,350
HFE119		Large lockable twin door Bottle Fridge store (corridor)	1	£	-	£ -
HFE102		Undercounter twin glass bottle fridges	2	£	-	£ -
HFE152	23/03/2020	Ice Machine		£	1,400	£ 1,400

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2026

Item no.	Purchase Date	Description	Quant	2026		Fixed Asset Register
				Total Inventory		
		2 No portable black tubular steel hat and coat racks on casters 1.800m by 1.800m				
HFE069			2	£	150	£ -
HFE068		Handyman Aluminium Ladders 3 stage (park)	1	£	150	£ -
C3		2 No Aluminium Flip Chart Boards and Stands	2	£	100	£ -
	30/03/2012	1 Nobo Nautille Easel (flip chart board)	1	£	79	£ -
HFE128	16/11/2016	900mm x 600mm display boards (rear storeroom)	3	£	279	£ -
		2 No Aluminium Free Standing Display Boards in blue 1.800m by 1.800m				
HFE028			2	£	500	£ 500
HFE126	07/11/2016	Ash Bin	1	£	170	£ -
HFE 122	16/12/2015	2 Artificial Christmas Trees (park)	2	£	266	£ -
HFE109		Stainless Steel Vacuum Flasks	2	£	140	£ -
HFE116	16/04/2015	Stainless Steel Vacuum Flasks	14	£	125	£ -
HFE117	28/05/2016	Simply Tableware 11" plates	252	£	444	£ -
HFE118	28/05/2016	Simply Tableware 6.25" plates	252	£	154	£ -
HFE121	08/04/2015	100 mugs	100	£	100	£ -
HFE123	08/03/2016	Cutlery	1	£	159	£ -
HFE124	03/03/2016	100 mugs	100	£	100	£ -
HFE074	10/09/2010	undercounter fridge	1	£	358	£ -
HFE099	13/06/2013	Fridge model GN650TN	1	£	850	£ 850
HFE100	09/08/2013	Chest Freezer CF1300	1	£	389	£ 389
HFE082	13/07/2013	C Range Commercial Dishwasher	1	£	2,801	£ 2,801
HFE083	13/07/2013	Free Standing Fridge Sterling Pro	1	£	458	£ 458
HFE084	13/07/2013	Blue Seal Salamander Grill	1	£	948	£ 948
HFE085	13/07/2013	Oven lincat 6 burner range	1	£	1,406	£ 1,406
HFE101		Imperial 6 Burner Range	1	£	-	£ -
HFE106		Industrial Gas Cooker	1	£	-	£ -
HFE143	15/02/2018	Combi Oven: Rational	1	£	12,963	£ 12,963
HFE119	03/10/2015	2 door fridge	1	£	1,100	£ 1,100
HFE127	22/11/2016	2 door w/top fridge	1	£	850	£ 850
HFE086	13/07/2013	Hot plate parry alpha range	1	£	1,295	£ 1,295
HFE087	13/07/2013	Commercial microwave	1	£	549	£ 549
HFE088	13/07/2013	Commercial microwave	1	£	549	£ 549
HFE095	14/03/2013	1 litre water jug	1	£	12	£ -
HFE096	14/03/2013	1.8 litre water jug	6	£	59	£ -
HFE149	10/09/2019	1.6 litre water jugs	16	£	60	£ -
HFE097	14/03/2013	10oz Hiball water glasses	192	£	70	£ -
HFE120	23/12/2016	Various kitchen items see list	1	£	1,700	£ -
HFE040	03/06/2010	display cabinet	1	£	2,200	£ 2,200
CAT020	10/05/2012	Jubilee Link badge	1	£	398	£ -
CAT119	31/10/2013	S/S Ceremonial Dutch Military Sword	1	£	2,250	£ -
		1 No Tapestry 5.0m by 2.5m depicting Congleton Scene				
CAT090			1	£	5,000	£ 5,000
		1 No Antique Mayors Chair in carved timber and brown leather good condition				
HFE035			1	£	300	£ -
		1 No oil painting of Little Moreton Hall Nr Congleton behind glass in either timber or plaster guilt frame 1.000m by 0.900m				
CAT091			1	£	7,500	£ 500
		1 No oil painting of Building Ruin with Fence in Foreground behind glass in either timber or plaster guilt frame 1.100m by 0.900m				
CAT092			1	£	7,500	£ 350
		1 No oil painting of Congleton High Street and Town Hall painted and presented by John Nash Peake AD1902 1.600m by 1.200m				
CAT093			1	£	30,000	£ 500
HFE036	14/05/2010	Satin Brass Rectangular up/down lights	8	£	4,269	£ 4,269
HFE037	14/06/2010	Chandeliers	2	£	14,106	£ 14,106
HFE038	08/06/2010	2 pulleys for chandeliers (raising & lowering)	1	£	4,950	£ 4,950
HFE039	01/06/2008	2 ceiling fans	2	£	1	£ -
HFE034	07/06/2010	1830mm x 762mm tables	6	£	744	£ 744
HFE033		2130mm x 762mm tables	3	£	402	£ 402
HFE032		1220mm x 762mm tables with round edges	2	£	242	£ 242
HFE031		Beech Frame Conference chair	42	£	3,318	£ 3,318
HFE027		Duel Height wheeling folding stage + steps	1	£	752	£ 752
HFE154	18/03/2021	Evac chair	1	£	670	£ -
HFE030	28/01/2011	Sound System	1	£	5,597	£ 5,597
HFE148	23/05/2019	4 x Audio Technical handheld microphones	4	£	1,051	£ 1,051

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2026

Item no.	Purchase Date	Description	Quant	2026		Fixed Asset Register
				£	Total Inventory	
HFE094	28/03/2013	Nobo Tripod Screen	1	£ 137	£	-
HFE113	19/11/2014	Upgraded pulley system for curtains in Bridestones	1	£ 690	£	-
OFF136	08/10/2019	Lenovo ThinkCentre M635q 10tl presentation device (TV in foyer)	1	£ 407	£	407
OFF027		10 No tubular steel frame counter chairs upholstered in green with arms	10	£ 1,800	£	1,800
OFF026		2 Semi Circular Boardroom metal frame table with light oak top 1.200m diameter	2	£ 340	£	-
OFF028		1 No Rectangular Boardroom metal frame table with light oak top 1.200m in diameter	2	£ 170	£	-
OFF029		1 No Magnus Cresenda Storage Cupboard in light oak 1.600m by 0.550m	1	£ 580	£	580
HFE150	30/10/2019	Devonshire Wooden Frame Stacking Armchairs slate grey	10	£ 400	£	400
HFE144	15/02/2018	Avocor E-6500 Touch Screen panel and trolley	1	£ 1,854	£	1,854
	13/06/2019	Microsoft Office for touch screen		£ 185	£	-
HFE035		2 No Antique Congleton Town Council Mayors Chair in polished wood and leather with ornate carving depicting in wood carving conga eels and barrel tons Collection of Framed Certificates and Maps1 No Framed Certificate Guinness World Records Maypole dance 146 participants 2008.1 No Framed Adept Integrated Management System Certificate to Congleton Town Council from SECE1 No Framed 25,000 th scaled plan of pictures of past Mayors - reframed and hung in Grand Hall	1	£ 500	£	500
CAT115		Framed Carnival shields	1	£ 300	£	-
CAT116		12 No Charity Boards timber framed with hand painted inscriptions 2.000m by 0.800m 1 No John Pedley1 No The Wilbraham Memorial Fund1 No The Wilbraham and Emily Ann Salt1 No Congleton Charities1 No The Cotterhill Brook Street Charities1 No Mary and Judith A	1	£ 1,390	£	-
CAT120	08/10/2019			£ 810	£	-
CAT101-CAT113			1	£ 1,200	£	1,200
OFF126	22/05/2018	Office desk		£ 98	£	-
HFE145	08/06/2018	2.3 Powermaxx Combo drill set		£ 189	£	-
HFE146	03/12/2018	Lightweight Steel wheelchair	1	£ 108	£	-
HFE020		Dual Height Wheeling folding stage	1	£ 916	£	916
HFE089		Music stand as lectern	1	£ 23	£	-
OFF101	10/07/2015	Nobo Tripod screen 2000 x 1513	1	£ 137	£	-
OFF135	08/10/2019	Dell Vostro 3580 (Spare) notebook	1	£ 807	£	807
HFE125	26/07/2016	NEC M311W Projector	1	£ 463	£	463
OFF124	13/11/2017	Magnus Desk 1600x.800x600 (LM)	1	£ 90	£	-
OFF054	01/06/2008	Beech effect 2 door cupboard (RB Office)	1	£ 1	£	-
OFF055		Magnus Storage Cupboard with Tambour Doors 1.950m by 1.060m by 0.530m in light oak timber finish	1	£ 300	£	-
OFF055		Magnus storage cupboard	1	£ 400	£	-
OFF085	08/07/2014	Four shelf L/Oak bookcase	1	£ 113	£	-
OFF137	29/10/2019	Tambour cupboard (back of admin office)	1	£ 308	£	-
OFF133	13/06/2019	3 x 16x8 desks for admin office	3	£ 261	£	-
OFF117	15/05/2017	ST Monitor - Dell 22"	1	£ 147	£	147
OFF143	17/08/2020	Dell Vostro Laptop ST		£ 886	£	886
OFF142	17/08/2020	Dell Vostro Laptop LM		£ 886	£	886
OFF146		Cloud based server replacement		£ -	£	-
OFF119	03/05/2017	APC Smart UPS 1000VA battery backup for server		£ 343	£	-
OFF130	06/03/2019	New comms box and wires	1	£ 2,545	£	2,545
OFF138	28/11/2019	Dell Vostro 3470 8gbRAM Windows 10 to VIC	1	£ 725	£	725
OFF122	12/09/2017	Dell 22" Monitor P2217H-	1	£ 158	£	-
OFF123	26/09/2017	Adobe Acrobat Pro 2017	1	£ 575	£	-
OFF132	18/04/2019	Dell Vostro 3470 PC Used for Rialtas and Asset Manager local server		£ 816	£	816
OFF144	17/08/2020	Dell Vostro laptop	1	£ 886	£	886
OFF140	26/06/2020	Adobe Acrobat Pro x 2 MH and AMW machines		£ 942	£	-
OFF139	28/11/2019	Dell Vostro 3470 8gbRAM Windows 10 MW now VIC	1	£ 725	£	725
OFF150	31/03/2021	Dell Vostro laptop, monitor, docking station		£ 1,440	£	1,440
OFF112	17/01/2017	Dell 22" Monitor P2217- JP	1	£ 131	£	131
OFF141	17/08/2020	Dell Vostro Laptop		£ 886	£	886
OFF134	31/01/2011	Mapping Software and Asset Manager	1	£ 1,625	£	1,625
OFF128	04/09/2018	Brother Laser Jet Printer L2370DN		£ 112	£	-
OFF110	14/01/2017	Avaya VOIP telephone system	1	£ 4,225	£	4,225
EQP041	01/04/2010	PAT Tester	1	£ 850	£	-
OFF049		4 No 4 Drawer Metal Filing cabinets	3	£ 495	£	495
OFF078		2 drawer metal filing cabinet	1	£ 68	£	-

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2026

Item no.	Purchase Date	Description	Quant	2026		Fixed Asset Register
				£	Total Inventory	
		3 office blinds (admin office)	3	£ 397	£ 397	£ 397
HFE098	02/09/2013	NEC M3111 Projector	1	£ 465	£ -	£ -
OFF056	17/06/2010	Ativa Shredder	1	£ 290	£ -	£ -
OFF147	14/01/2021	Various mobile phones		£ 1,517	£ 1,517	£ 1,517
OFF148	11/02/2021	Docking stations x 4		£ 887	£ 887	£ 887
OFF149	11/02/2021	■ Dell laptop		£ 993	£ 993	£ 993
OFF020	25/01/2012	3 Drawer Pedestal	1	£ 103	£ -	£ -
OFF081	22/01/2014	■ desk	1	£ 114	£ -	£ -
OFF082	22/01/2014	■ Pedestal	1	£ 103	£ -	£ -
OFF083	23/01/2014	■ bookcase(main office)	1	£ 113	£ -	£ -
HFE147	22/10/2018	3x Topbox shelving units for archive	3	£ 363	£ -	£ -
OFF096	17/11/2014	■ Desk	1	£ 114	£ -	£ -
OFF097	17/11/2014	■ Pedestal	1	£ 103	£ -	£ -
HFE065	01/06/2008	Step ladder	1	£ 1	£ -	£ -
OFF030		2 tables 1.600m diameter 25 mm top in light oak	2	£ 200	£ -	£ -
OFF031		3 No Cantilever Universal Workstations Magnus Wave metal frame 1.800m by 1.200m by 0.800m by 0.600m with Lockable Under Desk Filing Cabinets all in light oak timber finish	4	£ 880	£ 880	£ 880
OFF033		1 No Magnus Circular Table with Central Column Base in light oak 1.000m diameter	1	£ 135	£ -	£ -
OFF034		4 No 4 Leg Stackable Meeting Chairs Without Arms Upholstered in fabric colour leaf	4	£ 240	£ -	£ -
OFF044		1 No 2 Drawer Metal Filing Cabinet	1	£ 100	£ -	£ -
OFF111	14/11/2016	4 drawer grey filing cabinet	1	£ 129	£ -	£ -
OFF079		Jemini 2 drawer filing cabinet grey	1	£ 111	£ -	£ -
OFF043		1 No 2 Drawer Small Timber Filing Cabinet in Beech Wood	1	£ 40	£ -	£ -
OFF040		1 No Dell 19inch Flat Screen Monitor BH PC	1	£ 175	£ 175	£ 175
OFF099	15/01/2015	Adobe Acrobat X1 Pro	1	£ 480	£ -	£ -
OFF035		Metal cupboard		£ 210	£ -	£ -
OFF047	16/01/2012	Canon ES0 1100D5 Camera	1	£ 350	£ -	£ -
OFF129	03/12/2018	Canon IXUS 185 20MP 8x zoom camera	1	£ 94	£ -	£ -
OFF145	23/12/2020	Dell Laptop		£ 1,070	£ 1,070	£ 1,070
OFF120	03/07/2017	Canon 5D 28-105 camera EX550 Flash gun	1	£ 450	£ -	£ -
CAT100		Ancient Records NB. A nominal value is included. Following a discussion with David Roffe Medieval Historian the ancient records if offered for sale could generate interest from American Universities and as a set realise in the order of £100 000	1	£ 10,000	£ 10,000	£ 10,000
OFF151	26/04/2021	Printer	1	£ 250	£ -	£ -
OFF152	29/04/2021	Phone	1	£ 357	£ -	£ -
OFF153	03/05/2021	Printer CIC		£ 557	£ -	£ -
OFF154	22/06/2021	Dell Laptop	1	£ 886	£ 886	£ 886
OFF155	20/07/2021	iPhone XR	1	£ 357	£ -	£ -
OFF156	21/07/2021	Tambor Cabinet (Finance Office)	1	£ 630	£ -	£ -
OFF157	26/04/2021	Printer	1	£ 332	£ -	£ -
OFF159	12/11/2021	Table (Finance Office)	1	£ 158	£ -	£ -
OFF160	18/11/2021	Office Chairs (Finance office)	3	£ 137	£ -	£ -
OFF161	07/01/2021	Mobile	1	£ 350	£ -	£ -
OFF162	29/06/2021	Sanitiser Unit	1	£ 450	£ -	£ -
OFF163	31/01/2022	Server	1	£ 986	£ 986	£ 986
OFF164	15/02/2022	Office Chairs: Desk chairs	12	£ 1,968	£ 1,968	£ 1,968
OFF165	21/02/2022	Stage Curtain & Skirts	1	£ 2,021	£ 2,021	£ 2,021
OFF166	28/04/2022	Filing Cabinet (RB Office)	1	£ 229	£ -	£ -
EQP118	23/04/2022	New CCTV Camera	1	£ 828	£ 828	£ 828
EQP119	09/05/2022	Hybrid TV Screen Zoom System & Separate Mic	1	£ 7,734	£ 7,734	£ 7,734
OFF167	09/06/2022	2 office chairs	2	£ 358	£ -	£ -
OFF168	30/08/2019	Streetscape handsets	10	£ 1,353	£ 1,353	£ 1,353
EQP110	30/08/2022	Barriers	1	£ 272	£ -	£ -
EQP112	03/09/2022	Nokia Tablet	1	£ 234	£ -	£ -
EQP113	09/11/2022	Gazebo	1	£ 495	£ -	£ -
EQP114	22/11/2022	Dehumidifier	1	£ 108	£ -	£ -
EQP115	09/01/2023	Tambour Cabinet (Office)	1	£ 289	£ -	£ -
EQP116	04/01/2023	Printer	1	£ 161	£ -	£ -

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2026

Item no.	Purchase Date	Description	Quant	2026		Fixed Asset Register
				Total Inventory		
EQP117	24/01/2023	Laptops x2	2	£	1,781	£ 1,781
CS029	15/10/2022	Christmas Light	1	£	3,100	£ 3,100
EQP121	16/02/2023	Floor Scrubber	1	£	2,309	£ 2,309
EQP123	01/05/2023	Office fans		£	106	£ -
OFF23001	27/04/2023	3 Union flags & Pride	4	£	466	£ -
OFF23002	11/05/2023	3 lockers: caretakers Officer/Tea Room	3	£	512	£ 512
OFF23003	30/08/2023	Dell Laptop	1	£	960	£ 960
TH23001	23/06/2023	String Lights (Balcony)	1	£	501	£ 501
PP23001	23/08/2023	Gazebo for pool	1	£	348	£ -
TH23002	01/12/2023	Bottle Cooler	1	£	575	£ 575
PP24001	02/05/2024	Shed for Pool area	1	£	1,500	£ 1,500
TH24001	15/03/2024	Foldaway tables	6	£	660	£ 660
TH24002	10/05/2024	Event Signs	1	£	620	£ 620
TH24003	04/01/2023	Flags	4	£	424	£ -
OFF23004	04/10/2024	Laptop	1	£	967	£ 967
TH24004	18/11/2024	Event warning signs	1	£	903	£ 903
OFF25001	01/09/2025	Laptop	1	£	948	£ 948
EQP25001	23/05/2025	Festoon	1	£	407	£ -
OFF23005	13/08/2025	Lenovo monitors in CIC x 2	2	£	132	£ -
OFF23006	13/08/2025	Samsung Phone	1	£	116	£ -
OFF23007	13/08/2025	Monitors and Docking Stations x 5	5	£	827	£ 827
TH24005	04/12/2025	Hoover	1	£	410	£ -
TH24006	10/12/2025	Recycling bins	40	£	638	£ -
TH24007	05/11/2025	Christmas Tree	1	£	599	£ -
TH24008	27/01/2025	LED Event Lights	1	£	267	£ -
EQP124	26/01/2026	EPOS Till for CIV	1	£	499	£ -
EQP125	27/03/2026	Laptop	1	£	1,166	£ 1,166
CS001-CS007		Welcome to Congleton Road Signs	7	£	11,200	£ 11,200
FP001-FP007		Town Centre finger posts - (7)	3	£	7,800	£ 7,800
NB001-NB007		Notice Boards - (7)	6	£	6,600	£ 6,600
	08/07/2015	Secure lockable external notice board 1 Moody St Gardens	1	£	126	£ -
	08/07/2015	Secure lockable external notice board 1 Moody St Gardens	1	£	126	£ -
INF001		River Dane walkway	1	£	35,000	£ 35,000
INF005	31/05/2012	Jubilee Arches in Community Garden	3	£	4,500	£ 4,500
CS008	08/12/2013	Xmas Lights -	1	£	15,208	£ 15,208
CS029	25/11/2020	Xmas street lights -	1	£	8,682	£ 8,682
CS030	15/02/2021	Rebulb festoon lights in pedestrian area	1	£	2,825	£ 2,825
CS010	08/05/2014	Octagonal planter with 3 tiers (market st)	2	£	1,202	£ 1,202
CS011	08/05/2014	6 tier beehive planters (by RBS)	2	£	1,245	£ 1,245
CS016	21/12/2017	6 Tier beehive planters -Pedestrian area, Market St	2	£	1,481	£ 1,481
CS018	19/03/2018	13 Self watering black half unit Pole planters (26 halves)	13	£	1,921	£ 1,921
CS022	19/03/2018	6 1000mm Self watering Half barrier basket	6	£	890	£ 890
CS020	18/04/2017	16 self watering meter square without wording planters	16	£	-	£ -
CS021	18/02/2018	7 large 1m sq. planters	7	£	-	£ -
CS012	28/06/2013	3 Moulded garden benches (community garden)	3	£	1,125	£ 1,125
CS019		Red Telephone Box -Greenacres Road	1	£	-	£ -
CS013		Red Telephone Box -Timbersbrook	1	£	-	£ -
CS014	29/06/2016	5 Planters - Mountbatten Way	5	£	1,500	£ 1,500
CS015	30/06/2016	12 x Roundabout signs	12	£	1,716	£ 1,716
CS023	31/05/2018	Community Polytunnel in the Park		£	1,898	£ 1,898
CS025	20/09/2018	6 x Black bins		£	372	£ -
CS024	30/11/2018	5 x safety barriers for Xmas tree	5	£	767	£ -
CS026	10/07/2019	6 x Black bins 50"HSL	6	£	1,097	£ 1,097
CS027	13/02/2020	Solar assisted SID	1	£	1,422	£ 1,422
NB008	20/12/2013	Radnor Park Sign	1	£	4,981	£ 4,981
MEM002		War Memorial (Cenotaph)	1	£	15,000	£ 15,000
MEM001		Sgt Eardley - VC Statue (March 2003)		£	9,967	£ 9,967
MEM003	26/10/2017	Treo - statue of army dog by war memorial	1	£	-	£ -
CS017	18/01/2018	Railings around Treo	1	£	1,500	£ 1,500
LB008	18/09/2013	Land by War Memorial	1	£	1	£ 1
MEM004	01/04/2022	Elizabeth Statue	1	£	1	£ 1
CS028	09/12/2022	5 black bins		£	504	£ -

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2026

Item no.	Purchase Date	Description	Quant	2026		Fixed Asset Register
				£	Total Inventory	
CM23001	26/09/2023	CTC/40/2324 Grand Blizzard, Quadrille Chain, Blizzard	1	£ 9,462	£ 9,462	£ 9,462
CP23001	03/07/2023	Charging Points (2 @Park) (1@ TH)	1	£ 1,572	£ 1,572	£ 1,572
CP23002	04/12/2023	Racking on Community Store	1	£ 1,722	£ 1,722	£ 1,722
CM23002	18/09/2024	Replacement Lights	1	£ 1,275	£ 1,275	£ 1,275
CS029	07/11/2025	SID	1	£ 3,056	£ 3,056	£ 3,056
LB006	01/01/2014	Market St Toilets (by bus station)(fixtures and fittings)	1	£ 14,212	£ 14,212	£ 14,212
CAT001		Weights and Measures	1	£ 5,746	£ 5,746	£ 5,746
CAT002		Mayoral Badge	1	£ 18,000	£ 18,000	£ 6,659
CAT003		Mayoral Chain	1	£ 55,000	£ 55,000	£ 23,763
CAT004		Mayoress Badge (can go on Mayor's chain)	1	£ 5,000	£ 5,000	£ 1,712
CAT005		Mayoress Chain	1	£ 8,000	£ 8,000	£ 3,487
CAT006		Deputy Mayor Badge (refurbished)	1	£ 3,250	£ 3,250	£ 1,475
CAT007		Consort Pendant (silver medallion)	1	£ 1,250	£ 1,250	£ 837
CAT008		Small Mace	1	£ 4,220	£ 4,220	£ 4,220
CAT009		Large Mace	1	£ 55,000	£ 55,000	£ 28,509
CAT010		Mayor's Working Chain	1	£ 15,828	£ 15,828	£ 15,828
CAT012		Silver Parcel Pendant (working chain medallion)	1	£ 4,000	£ 4,000	£ 1,011
CAT013		Wood Case	1	£ 94	£ 94	£ 94
CAT117	02/04/2013	Deputy Mayor Pendant (DM2 newer)	1	£ 1,200	£ 1,200	£ 926
CAT118	03/04/2013	Consort pendant enamelled 3 colours on blue ribbon	1	£ 650	£ 650	£ 599
CAT119	01/06/2023	Burgess Badges	2	£ 476	£ 476	£ 476
	16/06/2017	Lawnmower Flight 553HRSPROHS		£ 949	£ 949	£ 949
EQP050	16/06/2017	Lawnmower Flight 553HRSPROHS		£ 949	£ 949	£ 949
EQP026	01/01/2014	Strimmer		£ 1	£ 1	£ 1
EQP027	01/01/2014	Strimmer		£ 1	£ 1	£ 1
EQP029	01/01/2014	Blower Stihl BR350		£ 1	£ 1	£ 1
EQP031	01/01/2014	Hedgecutter		£ 1	£ 1	£ 1
EQP032	01/01/2014	Flymo mower - Allen		£ 1	£ 1	£ 1
EQP054	04/10/2019	Williams LM105G Serial SCKD00000J5157196 Trailer	1	£ 2,975	£ 2,975	£ 2,975
VEH003	01/01/2014	Small Ford Tractor L593 LHJ		£ 1	£ 1	£ 1
EQP011	01/03/2014	Hayter Condor Hydro with 5 blades	1	£ 5,315	£ 5,315	£ 5,315
EQP012	01/03/2014	Hayter Condor Hydro with 5 blades	1	£ 5,315	£ 5,315	£ 5,315
EQP014	01/03/2014	Honda HRH536HX 4 Wheel	1	£ 1,026	£ 1,026	£ 1,026
EQP015	01/03/2014	Honda HRH536HX 4 Wheel	1	£ 1,026	£ 1,026	£ 1,026
EQP016	01/03/2014	Honda HRH536HX 4 Wheel	1	£ 1,026	£ 1,026	£ 1,026
EQP017	01/03/2014	Strimer Stihl FS410 C-E	1	£ 707	£ 707	£ 707
EQP018	01/03/2014	Strimer Stihl FS410 C-E	1	£ 707	£ 707	£ 707
EQP019	01/03/2014	Strimer Stihl FS410 C-E	1	£ 707	£ 707	£ 707
EQP020	01/03/2014	Stihl Blower BR350	1	£ 356	£ 356	£ 356
EQP021	10/01/2014	Long Reach Hedge Cutter	1	£ 338	£ 338	£ 338
EQP022	10/01/2014	Long Reach Hedge Cutter	1	£ 338	£ 338	£ 338
EQP046	21/10/2014	Stihl BR600 Blower	1	£ 371	£ 371	£ 371
EQP047	12/08/2015	Petrol Rotavator	1	£ 308	£ 308	£ 308
EQP049	22/09/2015	Honda HRX537HY Lawnmower	1	£ 797	£ 797	£ 797
EQP052	16/03/2016	Second Hand Pressure Washer and trailer	1	£ 1,500	£ 1,500	£ 1,500
EQP053	08/04/2016	Apache SC42 Scarifier	1	£ 349	£ 349	£ 349
EQP057	18/04/2017	Stihl MS 180 14" Chainsaw	1	£ 172	£ 172	£ 172
EQP058	01/12/2018	Stihl HS87T Hedgecutter	1	£ 351	£ 351	£ 351
EQP059	12/03/2018	Echo ES-250ES Leaf blower	1	£ 196	£ 196	£ 196
EQP060	23/04/2018	Hammerlin Galvanised Barrow	1	£ 81	£ 81	£ -
EQP061	18/06/2018	Blower Echo PB-2520	1	£ 162	£ 162	£ -
EQP	01/01/2014	Strimmer	1	£ 1	£ 1	£ 1
EQP	01/01/2014	Strimmer	1	£ 1	£ 1	£ 1
EQP063	18/06/2018	Blower Stiga SBL 327V	1	£ 166	£ 166	£ -
EQP062	18/06/2018	Blower Echo PB-2520	1	£ 162	£ 162	£ -
EQP064	06/08/2018	Bowling Green Mower - Ransome Super Certes LDFC604	1	£ 3,735	£ 3,735	£ 3,735
EQP065	04/05/2018	Storage cage for tools at the park	1	£ 340	£ 340	£ -
EQP	01/01/2014	Blower Stihl BR600 x 2	1	£ 1	£ 1	£ 1
EQP066	05/12/2018	4 x Locker units for Streetscape	4	£ 389	£ 389	£ -
EQP067	11/10/2018	1 x 4 Tread Step ladder	1	£ 48	£ 48	£ -
EQP068	11/10/2018	1 x 3 way platform ladder	1	£ 95	£ 95	£ -
EQP071	15/08/2019	Combi drill	1	£ 577	£ 577	£ -
EQP072	23/09/2019	TENG T1436 36pc 1/4" socket set	1	£ 45	£ 45	£ -

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2026

Item no.	Purchase Date	Description	Quant	2026		Fixed Asset Register
				£	Total Inventory	
EQP073	16/10/2019	Stihl KM131R Combi Engine x 3	3	£ 1,345	£ 1,345	£ 1,345
EQP074	16/10/2019	Stihl HL145 Kombi tool head	1	£ 245	£ -	£ -
EQP075	16/10/2019	Stihl KM-MC extension shaft	1	£ 60	£ -	£ -
EQP076	02/07/2020	2 x lawnmowers	2	£ 1,350	£ 1,350	£ 1,350
EQP077	13/08/2020	ESPA pump	1	£ 827	£ 827	£ 827
EQP078	08/10/2020	Pressure washer	1	£ 199	£ 199	£ 199
EQP079	03/12/2020	2 x lawnmowers	2	£ 2,500	£ 2,500	£ 2,500
EQP080	20/01/2021	Turf cutter	1	£ 763	£ 763	£ 763
EQP081	23/09/2021	2 x Stihl FS-KM KombiTool Autocut C26-2	2	£ 234	£ 234	£ 234
EQP082	11/01/2021	Angle grinder	1	£ 106	£ 106	£ 106
EQP083	03/03/2021	Petrol Generator	1	£ 433	£ 433	£ 433
EQP084	18/03/2021	Hedgetrimmer	1	£ 398	£ 398	£ 398
EQP085	14/04/2021	Honda Mowers	2	£ 2,890	£ 2,890	£ 2,890
EQP086	06/04/2021	Backpack Sprayers	1	£ 210	£ -	£ -
EQP087	09/07/2021	Generator	1	£ 433	£ -	£ -
EQP088	20/04/2021	Blowers	1	£ 990	£ -	£ -
EQP089	28/09/2021	Body Cameras	14	£ 706	£ -	£ -
EQP092	25/01/2022	Hedgecutters	1	£ 844	£ -	£ -
EQP093	24/02/2022	Rotavator	1	£ 1,475	£ 1,475	£ 1,475
EQP094	23/03/2022	2 x Ransome Mowers	2	£ 23,000	£ 23,000	£ 23,000
EQP095	09/09/2021		1	£ 298	£ -	£ -
EQP096	17/02/2022	Batteries & Chargers	1	£ 472	£ -	£ -
EQP097	22/04/2022	Mowers & batteries	1	£ 1,325	£ 1,325	£ 1,325
EQP098	28/04/2022		1	£ 112	£ -	£ -
EQP099	28/04/2022	Bosch Strimmer	1	£ 75	£ -	£ -
EQP100	30/05/2022	Storage Box	1	£ 117	£ -	£ -
EQP100	31/05/2022	Section ladder	1	£ 390	£ -	£ -
EQP102	21/06/2022	Ladder	1	£ 206	£ -	£ -
EQP103	28/06/2022	Wooden Shed	1	£ 878	£ 878	£ 878
EQP104	28/06/2022	Shelving for Wooden Shed	1	£ 175	£ 175	£ 175
EQP105	21/07/2022	Table saw	1	£ 166	£ -	£ -
EQP106	07/11/2022	Table saw	1	£ 92	£ -	£ -
EQP107	09/11/2022	Bowling Green Mower & Cassettes	1	£ 9,327	£ 9,327	£ 9,327
EQP108	15/11/2022	Tools		£ 230	£ -	£ -
EQP120	26/01/2023	Jump starter	1	£ 70	£ -	£ -
EQP122	24/03/2023	Platform Trolley	1	£ 439	£ -	£ -
SSEQP123	02/06/2023	Electric Mower	1	£ 2,453	£ 2,453	£ 2,453
SSEQP124	02/06/2023	Mowers Cassettes	1	£ 1,463	£ 1,463	£ 1,463
SSEQP125	14/12/2023	Chipper	1	£ 1,350	£ 1,350	£ 1,350
SSEQP126	01/12/2023	Fridge	1	£ 135	£ -	£ -
SSEQP127	04/06/2024	Load Truck	1	£ 535	£ 535	£ 535
SSEQP128	10/06/2024	Back Pack blower	1	£ 725	£ 725	£ 725
SSEQP129	10/06/2024	Mower (Picture added to file)	2	£ 3,130	£ 3,130	£ 3,130
SSEQP130		Blower (Picture added to file)	1	£ 500	£ 500	£ 500
SSEQP131	30/09/2024	Undercounter fridge	1	£ 153	£ -	£ -
SSEQP132	14/04/2025	Hedgetrimmer x 2	2	£ 694	£ 694	£ 694
SSEQP133	17/04/2025	Blowers & Battery x 2	2	£ 494	£ 494	£ 494
SSEQP134	23/05/2025	2 mowers	2	£ 3,290	£ 3,290	£ 3,290
SSEQP135		2 Strimmer's	2	£ -	£ -	£ -
SSEQP136	13/05/2025	Mobile diluters		£ 209	£ -	£ -
SSEQP137		Dewalt Drill	1	£ 254	£ -	£ -
VEH004	27/02/2026	Quad bike for Streetscape	1	£ 7,000	£ 7,000	£ 7,000
VEH002		Water bouser	1	£ 500	£ -	£ -
HM012	30/11/2010	20 Traffic Cones and Signs	1	£ 503	£ -	£ -
EQP048	10/09/2015	Gazebo (TIC store)	1	£ 421	£ -	£ -
EQP040	23/03/2012	Galvanised Crowd Control Barriers	28	£ 867	£ -	£ -
		Total		£ 3,128,582	£ 2,950,063	£ 2,950,063

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	11th June 2026 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	David McGifford – Chief Officer Serena Van Schepdael – Finance Manager/Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	8.3 Annual Governance and Accountability Return (AGAR) 2025-26		
Background	<p>The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require all authorities to prepare a statement of accounts for each financial year in accordance with proper practices.</p> <p>For Councils like Congleton Town Council with income or expenditure between £200,000 and £6.5 million per year (referred to as smaller authorities), an Annual Governance and Accountability Return (AGAR) must be completed each year and submitted to the relevant External Auditor under strict deadlines. The External Auditor is chosen by the Smaller Authorities' Audit Appointments Ltd (SAAA); the current External Auditors are PKF Littlejohn LLP, who have been procured to be the Auditors from 2022 to the year ending 2027.</p>		
Updates	<p>All documentation for the financial year ending 31st March 2025 must be received by the External Auditor by 30th June 2025. For submission, the AGAR must be approved and signed by the Council. The notice of public rights and sections 1 and 2 of the AGAR must be published on the Authority's website for public viewing after approval at Council; they must be published by 1st July 2025 and be available for 30 working days, the public viewing period must include the first 10 working days of July. Our public viewing dates are Wednesday, 18th June to Tuesday, 29th July 2025.</p> <p>The AGAR presented for Council to approve each below request separately: (See appendix):</p> <p>1.1 <u>Consider the statements in Section 1 and approve.</u> Members must consider each point in Section 1. During the year we are audited by our Internal Auditor, who audits our financial systems and system of internal control.</p> <p>1.2 <u>Approve the Financial Statements as signed off by the RFO.</u> Our accounts are complete for the year ending 31st March 2025, resulting in the figures as signed off by the RFO on page 5 of the AGAR.</p> <p>1.3 Sign the form for submission.</p>		
Decision Requested	<ol style="list-style-type: none">1. Approve Section 1: Annual Governance Statements2. Approve Section 2: Accounting Statements		

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2026
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk*

Annual Internal Audit Report 2025/26

CONGETON TOWN COUNCIL

www.congleton-tc.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

20/11/2025

17/02/2026

16/05/2026

A C Shepherd-Roberts

INTERNAL AUDITOR

Signature of person who carried out the internal audit

Date

16/05/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

CONGETON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.congleton-tc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

CONGETON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	812,750	817,873	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	1,182,221	1,333,233	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	851,267	760,039	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	1,103,790	1,185,361	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	24,940	21,777	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	899,635	781,309	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	817,873	922,698	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	908,035	1,004,474	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	2,938,644	2,950,063	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	317,659	310,795	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

Date

27/05/2026

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

CONGETON TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Congleton Town Council

Unaudited Financial Statements

For the year ended 31 March 2026

Congleton Town Council

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31 March 2026

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Congleton Town Council

Council Information

31 March 2026

(Information current at 18th June 2026) (Correct meeting date 11th June 2026)

Town Mayor

Cllr R. Brittain Details are for year ending 31st March 2026)

Councillors

Cllr S. Firkin (Deputy Mayor)

Cllr S. M. Akers Smith

Cllr D. S. Allen

Cllr C. Booth

Cllr D. T Brown

Cllr R. Chadwick

Cllr R. Douglas

Cllr M. Edwardson

Cllr A. Holland

Cllr S. Holland

Cllr A. M. Martin

Cllr S. Mead

Cllr R. Moreton

Cllr H. Pearce

Cllr S. Radcliffe

Cllr H. Seddon

Cllr R. Walton

Cllr L. Wardlaw

Cllr K. Wesley

Cllr G. Williams

Chief Officer

Mr D McGifford

Responsible Financial Officer (R.F.O.)

S. Van Schepdael

Auditors

PKF Littlejohn LLP

SBA Team, 1 Westferry Circus

Canary Wharf, London, E14 4HD

Internal Auditors

Auditing Solutions Limited

Clackerbrook Farm, Unit 7 46 The Common, Bromham

Chippenham, Wiltshire, SN15 2JJ

Congleton Town Council
Statement of Responsibilities
31 March 2026

The Council's Responsibilities

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Responsible Financial Officer, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2026 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Congleton Town Council at 31 March 2026, and its income and expenditure for the year ended 31 March 2026.

Signed: Annual Return Accounting Statements signed

S. Van Schepdael- Responsible Financial Officer

Date:

Congleton Town Council
Statement of Accounting Policies

31 March 2026

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

all assets are included in the balance sheet at the lower of cost (estimated where not known) or estimated realisable value, except that,

certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.

Depreciation Policy

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Vehicles, plant, equipment and furniture are depreciated over 3 to 10 years on a straight line basis.

Infrastructure assets are depreciated over 10 years at 10% per annum straight line.

Community assets are not depreciated, because they are of either intrinsic or purely nominal value.

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

Congleton Town Council
Statement of Accounting Policies

31 March 2026

Grants or Contributions from Government or Related Bodies

Capital Grants

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Investments

Investments are included in the balance sheet at historic cost and realised gains or losses are taken into the income and expenditure account as realised. Details are given at note 12.

Stocks and Work in Progress

Stocks held for resale, where significant (generally in excess of £1,000), are valued at the lower of cost or net realisable value. Consumable stocks have been treated as an expense when purchased because their value was not material.

Debtors and Creditors

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 15.

Leases

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 16.

Congleton Town Council
Statement of Accounting Policies
31 March 2026

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 18 to 20.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Revaluation Reserves – hold balances representing unrealised gains on the appropriate asset since 1st April 2007.

Capital Financing Account – represent the council's investment of resources in such assets already made.

Interest Income

All interest receipts are credited initially to general funds.

Cost of Support Services

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2028 and any change in contribution rates as a result of that valuation will take effect from 1st April 2029.

Congleton Town Council
Income and Expenditure Account

31 March 2026

	Notes	2026	2025
		£	£
Income			
Precept on Unitary Authority		1,333,233	1,182,221
Grants Receivable		15,505	103,482
Rents Receivable, Interest & Investment Income	1	36,827	44,044
Charges made for Services		707,004	703,333
Other Income		703	408
Total Income		2,093,272	2,033,488
Expenditure			
Direct Service Costs:			
Salaries & Wages		(914,583)	(861,481)
Grant-aid Expenditure		(37,453)	(51,272)
Other Costs		(663,028)	(760,574)
Democratic, Management & Civic Costs:			
Salaries & Wages		(270,778)	(242,309)
Other Costs		(78,266)	(92,201)
Total Expenditure		(1,964,108)	(2,007,837)
Excess of Income over Expenditure for the year.		129,164	25,651
Net Operating Surplus for Year		129,164	25,651
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(6,864)	(9,714)
Capital Expenditure charged to revenue	10	(17,475)	(10,815)
Transfer (to)/from Earmarked Reserves	20	(64,069)	51,392
Surplus for the Year to General Fund		40,756	56,514
Net Surplus for the Year		104,825	5,122
The above Surplus for the Year has been applied for the Year to as follows:			
Transfer (to)/from Earmarked Reserves	20	64,069	(51,392)
Surplus for the Year to General Fund		40,756	56,514
		104,825	5,122

The council had no other recognisable gains and/or losses during the year.

The notes on pages 12 to 19 form part of these unaudited statements.

Congleton Town Council
Statement of Movement in Reserves
31 March 2026

Reserve	Purpose of Reserve	Notes	2026 £	Net Movement in Year £	2025 £
Asset Revaluation Reserve	Store of gains on revaluation of fixed assets	19	100,943	-	100,943
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	18	252,765	(70,937)	323,702
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	20	538,171	64,069	474,102
General Fund	Resources available to meet future running costs		384,527	40,756	343,771
Total			1,276,406	33,888	1,242,518

The notes on pages 12 to 19 form part of these unaudited statements.

Congleton Town Council

Balance Sheet

31 March 2026

	Notes	2026 £	2026 £	2025 £
Fixed Assets				
Tangible Fixed Assets	9		1,727,338	1,774,067
Current Assets				
Stock		4,956		4,611
Debtors and prepayments	13	22,503		23,596
Investments	12	825,100		600,100
Cash at bank and in hand		179,374		307,935
		1,031,933		936,242
Current Liabilities				
Current Portion of Long Term Borrowings	15	(7,192)		(6,864)
Creditors and income in advance	14	(109,233)		(118,367)
Net Current Assets			915,508	811,011
Total Assets Less Current Liabilities			2,642,846	2,585,078
Long Term Liabilities				
Long-term borrowing	15		(303,603)	(310,795)
Deferred Grants	17		(1,062,837)	(1,031,765)
Total Assets Less Liabilities			1,276,406	1,242,518
Capital and Reserves				
Revaluation Reserve	19		100,943	100,943
Capital Financing Reserve	18		252,765	323,702
Earmarked Reserves	20		538,171	474,102
General Reserve			384,527	343,771
			1,276,406	1,242,518

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2026, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 18th June 2026 .

Signed:
Cllr R. Brittain
Town Mayor

.....
S. Van Schepdael
Responsible Financial Officer

Date:

The notes on pages 12 to 19 form part of these unaudited statements.

Congleton Town Council

Cash Flow Statement

31 March 2026

	Notes	2026 £	2026 £	2025 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(1,184,061)		(1,101,424)
Other operating payments		(773,146)		(885,453)
			(1,957,207)	(1,986,877)
<i>Cash inflows</i>				
Precept on Unitary Authority		1,333,233		1,182,221
Cash received for services		707,829		723,360
Revenue grants received		15,505		103,482
			2,056,567	2,009,063
Net cash inflow from Revenue Activities	21		99,360	22,186
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(14,913)		(22,952)
<i>Cash inflows</i>				
Interest received		36,331		45,657
Net cash inflow from Servicing of Finance			21,418	22,705
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(17,475)		(10,815)
Net cash (outflow) from Capital Activities			(17,475)	(10,815)
Net cash inflow before Financing			103,303	34,076
FINANCING AND LIQUID RESOURCES				
(Increase)/Decrease in money on call			(225,000)	150,000
<i>Cash outflows</i>				
Loan repayments made			(6,864)	(9,714)
Net cash (outflow)/inflow from financing and liquid resources			(231,864)	140,286
(Decrease)/Increase in cash	22		(128,561)	174,362

The notes on pages 12 to 19 form part of these unaudited statements.

Congleton Town Council

Notes to the Accounts

31 March 2026

1 Interest and Investment Income

	2026	2025
	£	£
Interest Income - General Funds	36,827	44,044
	<u>36,827</u>	<u>44,044</u>

2 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

3 Related Party Transactions

The council entered into no material transactions with related parties during the year.

4 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2026	2025
	£	£
Recruitment Advertising	462	496
Marketing/Promotions	9,154	2,927
Council Newsletter	8,862	7,521
Council Website	1,926	22,773
	<u>20,404</u>	<u>33,717</u>

5 Audit Fees

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	2026	2025
	£	£
Fees for statutory audit services	2,520	2,520
Total fees	<u>2,520</u>	<u>2,520</u>

6 Members' Allowances

	2026	2025
	£	£
Members of Council have been paid the following allowances for the year:		
Mayor's Allowance	3,000	3,000
	<u>3,000</u>	<u>3,000</u>

Congleton Town Council

Notes to the Accounts

31 March 2026

7 Employees

The average weekly number of employees during the year was as follows:

	2026	2025
	Number	Number
Full-time	23	23
Part-time	8	8
Temporary	3	3
	<u>34</u>	<u>34</u>

All staff are paid in accordance with nationally agreed pay scales.

8 Pension Costs

The council participates in the Cheshire Pension Fund.

The Cheshire Pension Fund is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

Financial Reporting Standard for Small Enterprises (FRSSE), for schemes such as Cheshire requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

The cost to the council for the year ended 31 March 2026 was £174,614 (31 March 2025 - £164,819).

The most recent actuarial valuation was carried out as at 31st March 2025, and the council's contribution rate is confirmed as being 19.60% of employees' pensionable pay with effect from 1st April 2026 (year ended 31 March 2026 – 20.32%).

Congleton Town Council

Notes to the Accounts

31 March 2026

9 Tangible Fixed Assets

	Operational Freehold Land and Buildings	Operational Leasehold Land and Buildings	Vehicles and Equipment	Infra- structure Assets	Community Assets	Total
Cost	£	£	£	£	£	£
At 31 March 2025	2,233,985	95,000	353,506	95,343	160,810	2,938,644
Additions	-	-	14,422	3,053	-	17,475
Disposals	-	-	(5,580)	-	(476)	(6,056)
At 31 March 2026	2,233,985	95,000	362,348	98,396	160,334	2,950,063
Depreciation						
At 31 March 2025	(718,245)	(32,300)	(316,379)	(89,997)	(7,656)	(1,164,577)
Charged for the year	(43,380)	(1,900)	(16,291)	(1,383)	(584)	(63,538)
Eliminated on disposal	-	-	5,390	-	-	5,390
At 31 March 2026	(761,625)	(34,200)	(327,280)	(91,380)	(8,240)	(1,222,725)
Net Book Value						
At 31 March 2026	1,472,360	60,800	35,068	7,016	152,094	1,727,338
At 31 March 2025	1,515,740	62,700	37,127	5,346	153,154	1,774,067

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

Fixed Asset Valuation

The freehold and leasehold properties that comprise the council's properties have been valued as at 31st March 2009 by external independent valuers, Messrs D Dingle B.Sc. Dip Arch (Hons) RIBA. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

Assets Held under Finance Agreements

The council holds no such assets.

10 Financing of Capital Expenditure

	2026	2025
	£	£
The following capital expenditure during the year:		
Fixed Assets Purchased	17,475	10,815
	<u>17,475</u>	<u>10,815</u>

was financed by:

Revenue:

Capital Projects Reserve	7,000	5,925
Equipment Replacement Reserve	6,386	4,390
Precept and Revenue Income	4,089	500
	<u>17,475</u>	<u>10,815</u>

Congleton Town Council

Notes to the Accounts

31 March 2026

11 Information on Assets Held

Fixed assets owned by the council include the following:

Operational Land and Buildings

Congleton Town Hall

Allotments

Operational Land and Buildings

Congleton Paddling Pool

Vehicles and Equipment

Paddling Pool plant and equipment

Christmas Lights

Town Hall Furniture and Equipment

Sundry office equipment

Streetscape Vehicles and Equipment

Infrastructure Assets

Fencing and gates at various sites

Noticeboards and road signs

Other street furniture

Community Assets

Council Artefacts & Regalia

War Memorial

Statue - Sergeant Eardley VC

Statue - Elizabeth Wolstenholme Elmy

Public Toilets

Land by War Memorial

12 Current Asset Investments

	2026	2025
	£	£
Cambridge and Counties Bank	250,000	250,000
CCLA Public Sector Deposit Fund	575,100	350,100
	<hr/>	<hr/>
	825,100	600,100
	<hr/> <hr/>	<hr/> <hr/>

Congleton Town Council

Notes to the Accounts

31 March 2026

13 Debtors

	2026	2025
	£	£
Trade Debtors	8,875	9,408
Prepayments	8,462	9,518
Accrued Interest Income	5,166	4,670
	<hr/> 22,503	<hr/> 23,596

14 Creditors and Accrued Expenses

	2026	2025
	£	£
Trade Creditors	21,928	22,648
Other Creditors	3,564	4,239
V A T Payable	5,970	9,038
Payroll Taxes and Social Security	20,791	16,877
Accruals	39,399	47,573
Income in Advance	17,581	17,992
	<hr/> 109,233	<hr/> 118,367

15 Long Term Liabilities

	2026	2025
	£	£
Public Works Loan Board	310,795	317,659
	<hr/> 310,795	<hr/> 317,659

The above loans are repayable as follows:

	2026	2025
	£	£
Within one year	7,192	6,864
From one to two years	7,536	7,192
From two to five years	24,835	23,703
From five to ten years	49,956	47,680
Over ten years	221,276	232,220
	<hr/>	<hr/>
Total Loan Commitment	310,795	317,659
Less: Repayable within one year	(7,192)	(6,864)
	<hr/>	<hr/>
Repayable after one year	303,603	310,795

16 Financial Commitments under Operating Leases

The council had annual commitments under non-cancellable operating leases of equipment as follows:

Congleton Town Council

Notes to the Accounts

31 March 2026

	2026	2025
	£	£
Obligations expiring within one year	585	83,392
Obligations expiring between two and five years	25,788	-
Obligations expiring after five years	-	-
	<u>26,373</u>	<u>83,392</u>

17 Deferred Grants

	2026	2025
	£	£
Capital Grants Applied		
At 01 April	1,031,765	1,062,837
Grants Applied in the year	-	-
Released to offset depreciation	31,072	(31,072)
Extinguished and/or transferred	-	-
At 31 March	<u>1,062,837</u>	<u>1,031,765</u>

Total Deferred Grants

At 31 March	1,062,837	1,031,765
At 01 April	<u>1,031,765</u>	<u>1,062,837</u>

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

18 Capital Financing Account

	2026	2025
	£	£
Balance at 01 April	323,702	340,336
Financing capital expenditure in the year		
Additions - using revenue balances	17,475	10,815
Loan repayments	6,864	9,714
Disposal of fixed assets	(6,056)	(1,395)
Depreciation eliminated on disposals	5,390	1,395
Reversal of depreciation	(63,538)	(68,235)
Deferred grants released	(31,072)	31,072
Balance at 31 March	<u>252,765</u>	<u>323,702</u>

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

Congleton Town Council

Notes to the Accounts

31 March 2026

19 Revaluation Reserve

	2026	2025
	£	£
Balance at 01 April	100,943	100,943
	<hr/>	<hr/>
Balance at 31 March	100,943	100,943
	<hr/> <hr/>	<hr/> <hr/>

The revised system of accounting for local councils requires the establishment of a Revaluation Reserve. The balance on this account represents revaluation of fixed assets since 1st April 2007, less subsequent depreciation charged to revenue on such revaluation elements. This account will increase or reduce as and when assets are revalued or disposed of.

20 Earmarked Reserves

	Balance at 01/04/2025	Contribution to reserve	Contribution from reserve	Balance at 31/03/2026
	£	£	£	£
Capital Projects Reserves	85,806	61,500	(9,420)	137,886
Asset Renewal Reserves	457	25,000	(12,683)	12,774
Other Earmarked Reserves	387,839	73,820	(74,148)	387,511
Total Earmarked Reserves	474,102	160,320	(96,251)	538,171
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2026 are set out in detail at Appendix A.

21 Reconciliation of Revenue Cash Flow

	2026	2025
	£	£
Net Operating Surplus for the year	129,164	25,651
Add/(Deduct)		
Interest Payable	14,913	15,226
Interest and Investment Income	(36,331)	(45,657)
(Increase)/Decrease in stock held	(345)	185
Decrease in debtors	1,093	2,834
(Decrease)/Increase in creditors	(9,134)	23,947
Revenue activities net cash inflow	99,360	22,186
	<hr/> <hr/>	<hr/> <hr/>

Congleton Town Council

Notes to the Accounts

31 March 2026

22 Movement in Cash

	2026	2025
	£	£
Balances at 01 April		
Cash with accounting officers	291	160
Cash at bank	307,644	133,412
	<u>307,935</u>	<u>133,572</u>
Balances at 31 March		
Cash with accounting officers	314	291
Cash at bank	179,060	307,644
	<u>179,374</u>	<u>307,935</u>
Net cash (outflow)/inflow	<u>(128,561)</u>	<u>174,363</u>

23 Reconciliation of Net Funds/Debt

	2026	2025
	£	£
(Decrease)/Increase in cash in the year	<u>(128,561)</u>	<u>174,363</u>
Cash outflow from repayment of debt	6,864	9,714
Net cash flow arising from changes in debt	<u>6,864</u>	<u>9,714</u>
Movement in net debt/funds in the year	<u>(121,697)</u>	<u>184,077</u>
Cash at bank and in hand	307,935	133,572
Total borrowings	<u>(317,659)</u>	<u>(327,373)</u>
Net (debt) at 01 April	<u>(9,724)</u>	<u>(193,801)</u>
Cash at bank and in hand	179,374	307,935
Total borrowings	<u>(310,795)</u>	<u>(317,659)</u>
Net (debt) at 31 March	<u>(131,421)</u>	<u>(9,724)</u>

24 Capital Commitments

The council had no capital commitments at 31 March 2026 not otherwise provided for in these accounts.

25 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

26 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 18th June 2026), which would have a material impact on the amounts and results reported herein.

Congleton Town Council

Appendices

31 March 2026

Appendix A

Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2025</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2026</u>
	£	£	£	£
<u>Capital Projects Reserves</u>				
Capital Contingency Fund	85,806	61,500	(9,420)	137,886
	<u>85,806</u>	<u>61,500</u>	<u>(9,420)</u>	<u>137,886</u>
<u>Asset Replacement Reserves</u>				
Capital Equipment Fund	457	25,000	(12,683)	12,774
	<u>457</u>	<u>25,000</u>	<u>(12,683)</u>	<u>12,774</u>
<u>Other Earmarked Reserves</u>				
Bye Elections	20,000	15,000		35,000
Crime Prevention/Traffic Calming	4,357		(3,053)	1,304
Committed Grants	4,199	9,851	(4,199)	9,851
Congleton Partnership	42,153	27,964	(32,153)	37,964
Ancient Treasures	3,000			3,000
Web Site	8,330			8,330
Training	5,686			5,686
Town Centre	0	8,000		8,000
Public Toilets	24,012			24,012
Public Realm	8,153			8,153
Legal Fees	21,119		(5,000)	16,119
Tourism	1,516			1,516
Marketing	5,000			5,000
Congleton Neighbourhood Plan	5,470		(4,875)	595
Rotary Bonfire	5,000			5,000
Civic	1,000			1,000
CIL	21,685			21,685
Carbon Offsetting	3,000			3,000
Property Maintenance	124,468		(24,868)	99,600
SALIX	79,691	7,505		87,196
Election Expenses		5,500		5,500
	<u>387,839</u>	<u>73,820</u>	<u>(74,148)</u>	<u>387,511</u>
TOTAL EARMARKED RESERVES	<u>474,102</u>	<u>160,320</u>	<u>(96,251)</u>	<u>538,171</u>

Congleton Town Council

31 March 2026

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Museum Support	4,500	4,500
Recreation & Sport	50,072	45,322
Allotments	1,010	356
Tourism	134,407	126,095
Closed Churchyard & Church Clock	675	471
Congleton Town Hall	142,342	156,653
Public Conveniences	8,900	3,990
Community Safety (Crime Reduction)	25,876	10,479
Congleton Partnership & Community Development (including Markets)	173,566	168,611
CTC Streetscape	428,212	376,078
Net Direct Services Costs	<u>969,560</u>	<u>892,555</u>
Corporate Management	285,940	295,626
Democratic & Civic	45,954	37,802
Net Democratic, Management and Civic Costs	<u>331,894</u>	<u>333,428</u>
Interest & Investment Income	(30,000)	(36,827)
Loan Charges	21,778	21,777
Capital Expenditure	15,000	17,475
Transfers to/(from) other reserves	25,000	64,069
Surplus to General Reserve	<u>1</u>	<u>40,756</u>
Precept on Unitary Authority	<u><u>1,333,233</u></u>	<u><u>1,333,233</u></u>

Congleton Town Council

31 March 2026

Annual Report Tables

Table. 2 – Service Income & Expenditure

Notes	2026 £	2026 £	2026 £	2025 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
CULTURAL & RELATED SERVICES				
Museum Support}	4,500	-	4,500	4,500
Recreation & Sport	45,322	-	45,322	51,835
Allotments	546	(190)	356	305
Tourism	232,680	(106,585)	126,095	117,696
ENVIRONMENTAL SERVICES				
Closed Churchyard & Church Clock	471	-	471	637
Congleton Town Hall	275,874	(119,221)	156,653	93,254
Public Conveniences	3,990	-	3,990	5,241
Community Safety (Crime Reduction)	10,479	-	10,479	11,289
PLANNING & DEVELOPMENT SERVICES				
Congleton Partnership & Community Development	47,938	(9,751)	38,187	58,362
Congleton Partnership (including markets)	28,342	(13,630)	14,712	22,285
Community Development	123,712	(8,000)	115,712	125,079
HIGHWAYS, ROADS & TRANSPORT SERVICES				
CTC Streetscape	841,210	(465,132)	376,078	376,029
CENTRAL SERVICES				
Corporate Management	296,329	(703)	295,626	251,851
Democratic & Civic	26,975	-	26,975	54,295
Civic Expenses	10,827	-	10,827	12,730
Net Cost of Services	1,949,195	(723,212)	1,225,983	1,185,388

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council																					
MEETING DATE AND TIME	11 th June 2026 7.00 pm	LOCATION	Congleton Town Hall																			
REPORT FROM	David McGifford C.O / Serena Van Schepdael: R.F.O																					
AGENDA ITEM REPORT TITLE	8.4 Standing Orders, Financial Regulations, Standing Orders for Contracts and Code of Conduct Review																					
Background	In accordance with our Standing Orders, the Standing Orders and Financial Regulations must be reviewed annually and presented to the Annual Town Meeting for adoption. (Section 6 J vix) The Code of Conduct is named in these documents; this shall also be reviewed alongside the two main documents.																					
Updates	<p>There have been no updates from NALC for both the Standing Orders and Financial Regulations since the last review in March 2026.</p> <p>The current documents can be found on the website:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Documents</th> <th style="width: 33%;">Last Review</th> <th style="width: 33%;">Weblink</th> </tr> </thead> <tbody> <tr> <td>Standing Orders</td> <td>12th March 2026</td> <td>3-Standing-Orders-V19-12th-March-2026-CTC712526.pdf</td> </tr> <tr> <td>Financial Regulations</td> <td>12th March 2026</td> <td>5-Financial-Regulations-V17-12th-March-2026-CTC712526.pdf</td> </tr> <tr> <td>Code of Conduct</td> <td>12th June 2025</td> <td>35.-Member-Code-of-Conduct-V6-12.06.2025-CTC142526.pdf</td> </tr> </tbody> </table> <p>Recommendations:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Documents</th> <th style="width: 67%;">Recommendation</th> </tr> </thead> <tbody> <tr> <td>Standing Orders</td> <td rowspan="2">No changes recommended but will be presented for an update should any changes be made to the Model Regulations in accordance with the Governing Body.</td> </tr> <tr> <td>Financial Regulations</td> </tr> <tr> <td>Code of Conduct</td> <td>April 2019 was the previous review; suggest a full review takes place prior to the next Election in 2027.</td> </tr> </tbody> </table>			Documents	Last Review	Weblink	Standing Orders	12 th March 2026	3-Standing-Orders-V19-12th-March-2026-CTC712526.pdf	Financial Regulations	12 th March 2026	5-Financial-Regulations-V17-12th-March-2026-CTC712526.pdf	Code of Conduct	12 th June 2025	35.-Member-Code-of-Conduct-V6-12.06.2025-CTC142526.pdf	Documents	Recommendation	Standing Orders	No changes recommended but will be presented for an update should any changes be made to the Model Regulations in accordance with the Governing Body.	Financial Regulations	Code of Conduct	April 2019 was the previous review; suggest a full review takes place prior to the next Election in 2027.
Documents	Last Review	Weblink																				
Standing Orders	12 th March 2026	3-Standing-Orders-V19-12th-March-2026-CTC712526.pdf																				
Financial Regulations	12 th March 2026	5-Financial-Regulations-V17-12th-March-2026-CTC712526.pdf																				
Code of Conduct	12 th June 2025	35.-Member-Code-of-Conduct-V6-12.06.2025-CTC142526.pdf																				
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Standing Orders	No changes recommended but will be presented for an update should any changes be made to the Model Regulations in accordance with the Governing Body.																					
Financial Regulations																						
Code of Conduct	April 2019 was the previous review; suggest a full review takes place prior to the next Election in 2027.																					
Decision Request	<p>To approve:</p> <ol style="list-style-type: none"> That the current documents remain in place for 2026-2027. 																					

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	11th June 2026 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	8.5 Review of Expenditure		
Background	In reference to the year-end accounts, as part of our Standing Orders a review of our expenditure should take place, Page 10/11 reference point: xviii. Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence		
Updates	With reference to the Standing Orders, our payments are presented on a regular basis to the Finance and Policy Committee, which approves the payments retrospectively. As we hold General Power of Competence, our payments are being presented as information for the Full Council’s noting. Congleton Town Council payments to date, as approved by Finance and Policy, can be found on our website. The last report on 12 th June 2025 was to note payments up to 28 th February 2025; this list is for 1 st March 2025 through to 28 th February 2026. Payments - Congleton Town Council (congleton-tc.gov.uk) And our Grant summary for grants made under the General Power of Competence can be found here: Grants 2025-2026		
Decision Requested	To review and note the Council expenditure.		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council Meeting						
MEETING DATE AND TIME	11th June 2026	LOCATION	Congleton Town Hall				
REPORT FROM	Town Hall Manager – Mark Worthington						
AGENDA ITEM REPORT TITLE	9 First Floor Double and Secondary Glazing						
Background	Double glazing has now been installed in the second-floor windows of the Town Hall at a cost of £12,000.00 + VAT. This stage was funded through 2025-2026 and 2026-2027 revenue budgets. Along with the previously completed installation of secondary and double glazing to the ground-floor windows (Information Centre and Brasserie), this now leaves only the first-floor windows to be completed.						
Update	<p>Areas where double or secondary glazing has already been installed have seen a considerable reduction in external noise interference and an improvement in the temperature of the rooms. These benefits would be replicated in the remaining meeting room and office with the installation of secondary and double glazing to the first floor. This phase of work would complete the installation of double and secondary glazing to the front elevation of the Town Hall.</p> <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td style="text-align: center;">First Floor</td></tr><tr><td style="text-align: center;">(Spencer Suite/Main Office/Landing Area)</td></tr><tr><td style="text-align: center;">8 x windows to have single glazing removed and replaced with double glazing. 8 x arches above the windows to have internal secondary glazing. Scaffolding and permits included.</td></tr><tr><td style="text-align: center;">£16,868.00 + VAT</td></tr></table> <p>All works form part of the Town Hall Maintenance Plan and fall within the budgets agreed to support the Maintenance Plan.</p>			First Floor	(Spencer Suite/Main Office/Landing Area)	8 x windows to have single glazing removed and replaced with double glazing. 8 x arches above the windows to have internal secondary glazing. Scaffolding and permits included.	£16,868.00 + VAT
First Floor							
(Spencer Suite/Main Office/Landing Area)							
8 x windows to have single glazing removed and replaced with double glazing. 8 x arches above the windows to have internal secondary glazing. Scaffolding and permits included.							
£16,868.00 + VAT							
Financial	To be in accordance with allocated budgets and financial regulations. These figures originally formed part of the Salix Decarbonisation project, and therefore, additional quotes were built into the overall costs.						

	This cost will be funded via the Property Maintenance Earmarked Reserve (Fund 355)
Environmental	To assess, via the procurement process, the environmental impact and benefits. To improve the work environment for staff with reduced noise interference and improved temperature control.
Equality	Where applicable in the procurement of services, this is taken into consideration.
Decision Request	<p>Council to agree:</p> <ol style="list-style-type: none"> 1. To improvements to the 1st floor windows with the installation of double glazing and secondary glazing to 8 windows and 8 arches above the windows at a cost of £16,868.00 + VAT. 2. To allocate the costs from the Property Maintenance Earmarked Reserve (Fund 355). These works would require a 50% deposit to be paid up front.



Title	Planning Committee
Date of Meeting Time	23 April 2026 7:00pm
Status	Final Minutes
Reference Documents	Agenda Papers for Planning – 23 April 2026

Attendance

Committee Members	Cllr Amanda Martin (Chair) Cllr Charles Booth (Vice Chair) 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) Jess Thyer (Officer)
Members of the Press	0
Members of the Public	1 Peter Aston

1. Apologies for Absence

Apologies were received from Cllrs R Douglas, D Brown, M Edwardson and S Akers Smith

2. Minutes of Previous Meetings

PLN/33/2526 resolved to approve and sign the Planning Committee minutes held on 19th March 2026 as a correct record.

3. Declarations of Interest

Declarations were received by Cllrs Rob Moreton and Liz Wardlaw on matters relating to Cheshire East. Cllr Rob Moreton choose to vacate the room for applications 23 & 25
Cllr Charles Booth declared a pecuniary interest in planning applications 12 & 13

Cllr Robert Brittain declared a non-pecuniary interest in planning applications 23 & 25

4. Outstanding Actions

Vehicles accessing Morley Drive – Cllr Wesley advised that the no entry signage had been moved to the entry of Morley Drive which appears to have resolved the issue.

5. Questions from Members of the Public

Peter Aston advised the committee about the Old Saw Mill John Holford Community Gardens project – see appendix 1

6. Urgent Items

None

7. Planning Enforcement

To receive any updates on enforcement matters.

7.1 Astbury Place / Congleton Park

The Chief Officer advised that he had not received any further updates on this matter

7.2 Section 106

There were no further updates received

8. Planning Applications Section 1

To note or comment as appropriate on planning applications lodged with Cheshire East Council. Section 1 is for members of the public who wish to comment about specific applications at the meeting.

9. Neighbourhood Plan Update

- We have received the updated plan from the designer with amendments as instructed by the Examiner
- Greg (CEC) undertaking final review before going to referendum
- Once done so, CE will begin an Officer Decision Record, recommending the NP move forward and a local referendum be held.
- This decision is then signed off by the Head of Planning.
- The elections team will then take things from there.

- Greg has asked them about their current work capacity and get a likely time period for referendum.

10. Licensing Applications

There were no licensing applications

11. Planning Applications Section 2 (Enclosed)

PLN/34/2526 resolved to remove the stars from applications 7,15 and 28 all remaining starred items noted as no objection

W/C 16th March – 13th April

	App Ref	Location Details	Proposal	
1.	26/0447	15 Isis Close, Congleton, Cheshire East, CW12 3RT	2 x lime trees - to reduce both lime trees in the rear garden back to previous pollard points.	No Objection
2.	26/0678	1 Swan Bank, Congleton, Cheshire East, CW12 1AL	Class change from Class E to Class C1 - conversion of existing shop unit to 5 self-contained living units.	No Objection
3*.	26/0900	71 Kestrel Close, Congleton, Cheshire East, CW12 3QX	Proposed single storey rear extension.	No Objection
4*.	26/0906	7 Stopsley Close, Congleton, Cheshire East, CW12 4PB	Proposed demolition of existing conservatory and single storey side extension.	No objection
5*.	26/0918	Hawthorne Cottage Tunstall Road, Congleton, Cheshire East, CW12 3QB	Erection of Single Storey Side Extension	No objection

	App Ref	Location Details	Proposal	
6*.	26/0978	20 Homestead Drive, Eaton, Congleton, Cheshire East, CW12 2GT	Certificate of lawful development for proposed erection of rear single storey extension.	No objection
7.	26/0985	Keepers Cottage Sprink Lane, Congleton, Cheshire East, CW12 3PF	Proposed side extension.	No objection
8.	26/0986	1 Swan Bank, Congleton, Cheshire East, CW12 1AL	Listed building consent for Class change from Class E to Class C1 - Conversion of existing shop unit to 5 self-contained living units.	No Objection
9*.	26/0996	8 Park Lane, Congleton, Cheshire East, CW12 3DN	First floor extension over existing side extension. Building set back from existing property and in line with the existing side extension	No objection
10.	26/1022	March Cottage Astbury Lane Ends, Congleton, Cheshire East, CW12 3AY	Discharge of condition 5 on approval 25/0847/VOC - Variation of condition 1 on approved application 24/1779C - Proposed pair of semi-detached houses (2no. dwellings)	No Objection
11*.	26/1042	Heliosa Nursing Home, 54 Boundary Lane, Congleton, Cheshire East, CW12 3JA	Replacement of existing conservatory with new flat roof structure, installation of new windows and doors, and associated alterations to external elevations.	No objection
12.	26/1044	25 Kestrel Close, Congleton, Cheshire East, CW12 3FA	Crown Reduction: Reduce the overall crown by 1.5 metres, maintaining natural shape and form. Crown Lift: Raise the crown to 2 metres above ground level by	No Objection

	App Ref	Location Details	Proposal	
			removing secondary branches only.	
13.	26/1047	25 Kestrel Close, Congleton, Cheshire East, CW12 3FA	Crown Reduction: Reduce the overall crown by 1.5 metres, maintaining a balanced, natural shape. Deadwood Removal: Remove all dead, dying and fractured branches throughout the crown.	No Objection
14.	26/1048	15 Moody Street, Congleton, Cheshire East, CW12 4AN	Beech tree - Crown Lift: Raise the crown to 7 metres above ground level by removing selected lower secondary branches, ensuring a balanced and proportionate canopy. Deadwood Removal: Remove all dead, dying and fractured branches throughout the crown.	No Objection
15.	26/1064	Keepers Cottage Sprink Lane, Congleton, Cheshire East, CW12 3PF	Listed building consent for proposed side extension.	No objection
16.	26/1078	73 Park Lane, Congleton, Cheshire East, CW12 3DD	Replacement garage, single storey and first floor side/rear extensions.	No Objection
17*.	26/1093	68 St Johns Road, Congleton, Cheshire East, CW12 2AU	Proposed two storey side extension with internal alterations.	No objection
18.	26/1102	1 Ullswater Road, Congleton,	Tag 5249 resting on utility line with heavy ivy and decay in stem/	No Objection

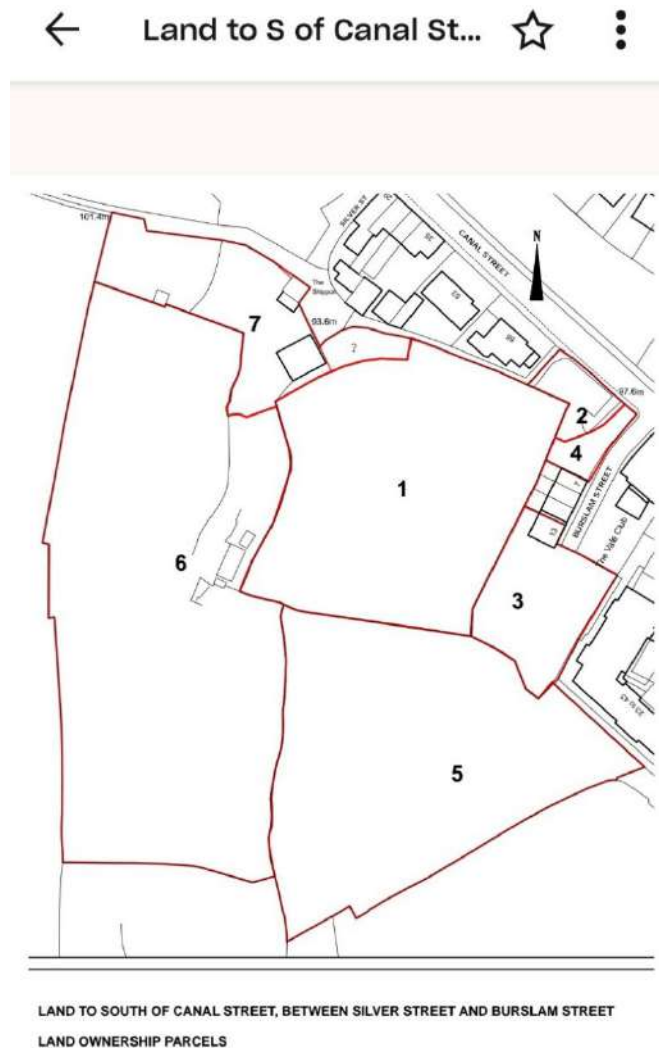
	App Ref	Location Details	Proposal	
		Cheshire East, CW12 4LX	base (Hedgerow remanent) Section Dismantle/ Fell.	
19.	26/1104	1 Ullswater Road, Congleton, Cheshire East, CW12 4LX	TPO Mature Oak recommend reduce overall crown by 2.5m from tips including top. Lower lateral limbs at approx 5m South towards house may be left to aid wind dissipation.	No Objection
20.	26/1192	41 Birch Road, Congleton, Cheshire East, CW12 4NN	Application to remove or thin the branches that fall into my property. I often find excessive acorns and leaves, during October and November period. I feel that Crown thinning, Lifting and reduction works for areas of the tree that grown in my property.	OBJECTION as tree is in good health
21.	26/1193	23 Newby Court, Congleton, Cheshire East, CW12 4JS	Installation of a boundary fence around additional land purchased to the rear of the garden of the property.	No Objection
22*.	26/1260	14 William Street, Congleton, Cheshire East, CW12 2EY	Two-storey side extension	No objection
23.	25/1099	Beech House, 20 Buxton Road, Congleton, CW12 2DT	Hybrid Planning Application comprising: Full application, site area 7,592m ² in respect of the conversion of a former workshop into 4 supported housing units (UseClassC2) and 8 new-build supported housing units (UseClassC2) with new access road and associated landscaping and; Outline application, site area	Objection Safety Issues remain with access and egress to and from the proposed development as well as access routes for construction traffic. Overdevelopment in a green corridor impacting negatively

	App Ref	Location Details	Proposal	
			4,276m ² with all matters reserved except for access for a care home(UseClassC2).	in terms of a loss of nature and biodiversity. Premature development and disturbances associated with intended use
24*.	26/1092	21 Coniston Avenue, Congleton, Cheshire East, CW12 4LY	Single storey front porch with front facing door	No objection
25.	25/1991	Beech House, 20 Buxton Road, Congleton, Cheshire East, CW12 2DT	Listed Building Consent for hybrid Planning Application comprising: Full application, site area 7,592m ² in respect of the conversion of a former workshop into 4 supported housing units (UseClassC2) and 8 new-build supported housing units (UseClassC2) with new access road and associated landscaping and; Outline application, site area 4,276m ² with all matters reserved except for access for a care home(UseClassC2).	Objection Safety Issues remain with access and egress to and from the proposed development as well as access routes for construction traffic. Overdevelopment in a green corridor impacting negatively in terms of a loss of nature and biodiversity. Premature development and disturbances associated with intended use
26.	26/1109	Bullmoor Farm, Weathercock Lane, Congleton, Cheshire East, CW12 3PZ	Proposed construction of stables, tack room and feed store.	No Objection
Additional Planning Applications				
27.	26/1233	Mangold Bank Cottage, Middle Lane, Congleton,	Demolition of existing two storey semi-detached dwelling and a single storey detached garage. Erection of a one and a half storey	

	App Ref	Location Details	Proposal	
		Cheshire East, CW12 3PU	detached dwelling and a single storey detached garage.	No Objection
28.	26/1288	Land North Of Moss Lane, Eaton, Cheshire East, CW12 2PQ	Technical details consent application pursuant to permission in principle application reference 25/3371/PIP for the construction of one new dwelling.	Objection Due to building on open countryside which is part of an ecological sensitive area

Appendix1

John Holford Community Gardens:





Background:

As the Old Saw Mill was closing conversations were ongoing with the John Holford Charity about land it owned on Canal Street, parcel of land 1 on the map above. The Charity had tried for a number of years to sell the land for commercial development, but nothing had emerged. Trustees at the charity were interested in the OSM’s ideas and offered the land to us for a peppercorn rent for 125 years if we could put a plan together to make use of it.

There was a catch, access to the land was via parcel 2 and this is owned by CEC.

People know the Old Saw Mill, as was, as a community hub – café and meeting space. It was forced to close at the end of 2024, in the midst of much inevitable emotion, due to rising costs threatening insolvency.

The Old Saw Mill meals to socially isolated people in Congleton was transferred very successfully to the Town Hall, the apple juice project was subcontracted to its ‘old suppliers’ – Dunham Apples’.

However, the work we couldn’t replicate was the hub’s ability to provide comradery and experience for volunteers of all ages and challenges.

We plan to use the land to fulfil this significant demand.

If we can demonstrate value in the community gardens space over the next couple of years, we will then assess the need for a community hub on the land, and seek the necessary considerable funds to bring such a project to life.

Parcel of land 2:

Thanks to help from Heather Seddon, CEC have given us access across their land for 125 years for £1 per year.

Community Gardening:

It is generally accepted that community gardening, as apposed to allotments, can be organised as a very valuable way of supporting people with a variety of challenges.

We are advised that planning permission is not required to convert a piece of land into community gardens, just the owners permission, which of course we have. Adding buildings opens up the need for planning permission. A tool shed, small container is not likely to require planning permission we are advised, but as soon as the shed becomes a meeting or resting space then planning permission will be necessary.

That's how we are approaching using this land, letting the project grow organically, if you'll forgive the pun!

Public involvement:

There are a number of dwellings surrounding the land and before we do anything we are talking to these residents to take their views into account. It's worth knowing that a commercial development of 14 houses was tabled but never pursued.

Once the residents have added their views we shall arrange a public meeting to seek a band of willing volunteers to create the gardens. We already have a man and a digger who lives on Canal Street ready to get started!

We recognise that this is not an easy piece of land to develop but its free.....

Peter Aston,

Chair, The Old Saw Mill.

Chair

Amanda Martin

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	11th June 2026 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	David McGifford, Chief Officer		
AGENDA ITEM REPORT TITLE	11 Amendment to Committee Dates		
Background	To note the changes to committee dates previously approved on 21 st May 2026. Finance and Policy Committee 2 nd July 2026 Town Hall and Assets Committee 16 th July 2026 Full calendar of dates attached in Appendix 1.		
Decision Requested	To note the changes to committee dates.		

MEETING DATES 2026-27

7 pm Unless otherwise stated

May 2026

- 7 Council Meeting
- 12 Informal meeting
- 14 Annual Town Meeting
- 21 Mayor Making
- 28 Planning

June 2026

- 4 *Date Reserved*
- 11 Council
- 18 Community
- 25 Planning

July 2026

- 2 Finance & Policy
- 9 Environment
- 16 Town Hall Assets & Services
- 23 *Date Reserved*
- 30 Planning

August 2026

- 6 *Date Reserved*
- 13 *Date Reserved*
- 20 *Date Reserved*
- 27 *Date Reserved*

September 2026

- 3 Planning
- 10 Finance & Policy
- 17 Community
- 24 Council

October 2026

- 1 Environment
- 8 Planning
- 15 Town Hall Assets & Services
- 22 *Date Reserved*
- 29 *Date Reserved*

November 2026

- 5 Finance & Policy
- 12 Planning
- 19 Council
- 26 Community

December 2026

- 3 Town Hall Assets & Services
- 10 Environment
- 17 Planning

January 2027

- 7 Planning
- 14 Finance & Policy
- 21 Community
- 28 Council

February 2027

- 4 Town Hall Assets & Services
- 11 Environment
- 18 *Date Reserved*
- 25 Planning

March 2027

- 4 Finance & Policy
- 11 Council
- 18 *Date Reserved*
- 25 Planning

April 2027

- 1 *Date Reserved*
- 8 Community
- 15 Town Hall Assets & Services
- 22 Planning
- 29 Environment

May 2027

- 6 Council Meeting
- 11 Informal Meeting (*Tues*)
- 12 *Date Reserved (Wed)*
- 13 Annual Town Meeting
- 20 Mayor Making

****Meetings of the Personnel Committee and Strategy Working Group will be convened as business dictates. All meetings start at 7.00pm unless stated otherwise and will be held at the Town Hall.**

Papers will be emailed to Councillors and published on the Town Council's website at least three clear working days before each committee meeting – not including the date of the committee or weekends.



Congleton Town Council

Town Hall, High Street,
Congleton, CW12 1BN
Tel: 01260 270350 *option 1*

Information for Members 2026-27

Email: info@congleton-tc.gov.uk

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Email: david.mcgifford@congleton-tc.gov.uk

Mobile : 07974 600898

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	11th June 2026 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	David McGifford, Chief Officer		
AGENDA ITEM REPORT TITLE	12 Amendment to Council Committee Members		
Background	<p>Following the by-election held on 21st of May 2026, and the appointment of Cllr Gary Willson, the following changes are proposed:</p> <ol style="list-style-type: none">1. Cllr Susie Akers Smith to step down from the Town Hall Assets and Services Committee and the Personnel Committee, and Cllr Wilson to be appointed to said committees.2. Appoint Cllr Wilson to the Regeneration working group <p>To confirm members on the THAS Committee:</p> <p>Councillor Russell Chadwick (Chair), Councillor Liz Wardlaw (Vice Chair), Councillor Robert Brittain, Councillor Sally Ann Holland, Councillor Susan Mead, Councillor Heather Pearce, Councillor Heather Seddon, Councillor Richard Walton, Councillor Gary Wilson, Councillor Glen Williams.</p> <p>To confirm members on the Personnel Committee:</p> <p>Councillor Richard Walton (Chair), Councillor Sally Ann Holland (Vice Chair), Councillor Robert Brittain, Councillor David Brown, Councillor Russell Chadwick, Councillor Amanda Martin, Councillor Rob Moreton, Councillor Kay Wesley, Councillor Glen Williams, Councillor Gary Wilson.</p> <p>Ex-Officio members: Councillor Suzy Firkin (Mayor), Councillor Robert Douglas (Deputy Mayor)</p>		
Decision Requested	To approve the change on the THAS, the Personnel committees and the Regeneration working group.		

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	11th June 2026 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	David McGifford - Chief Officer		
AGENDA ITEM REPORT TITLE	13 Council Recordings of Meetings		
BACKGROUND	<p>Congleton Town Council meetings are open to the public except where confidential or exempt information is being considered.</p> <p>Public interest in observing meetings remotely increased significantly during and following the COVID-19 period, when the council met remotely and enabled remote public access.</p> <p>The council does not currently stream meetings, but some members of the public have requested this.</p>		
THIS PROPOSAL	<p>This paper proposes that Congleton Town Council should improve transparency and public engagement by live-streaming and recording meetings.</p> <p>Potential benefits of live streaming and recording include:</p> <ul style="list-style-type: none"> • Improved accessibility for residents unable to attend meetings in person – ensuring equality of access for all • Greater visibility of council decision-making • Ability of the media to attend more meetings and record discussions and decisions for public consumption • Creation of a publicly accessible record of proceedings • Increased public awareness of council business. <p>Considerations of live streaming/recording:</p> <ul style="list-style-type: none"> • Equipment – CTC already has what is needed • Ongoing administration and storage of recordings – can be built into meeting administration with minimal impact • Data protection and GDPR – the main requirement would be to inform attendees that the meeting is being live-streamed and recorded • Confidential and non-public meetings/sections would not be included • Concerns about misuse of recordings after a meeting. CTC cannot stop members of the public from recording meetings, but having our own recordings would give a degree of control over the content and how it is presented. <p>COMPARISON WITH OTHER TOWN COUNCILS</p>		

	<p>Many of our neighbouring town councils already live stream and record their meetings, including Knutsford, Macclesfield and Winsford Town Councils. Cheshire East Council itself live-streams audio and provides recordings of its meetings.</p> <p>Across England, live streaming of local authority meetings has become increasingly common amongst principal councils, unitary authorities, metropolitan councils and town and parish councils.</p>
FINANCIAL CONSIDERATIONS	<p>None for the Town Council, we already have the equipment and the data, so this is a small adjustment to meeting arrangements which can be absorbed in current administrative work.</p>
ENVIRONMENTAL CONSIDERATIONS	<p>Encouraging the public to attend meetings remotely may reduce the carbon footprint of attending in person.</p>
EQUALITY CONSIDERATIONS	<p>Live streaming may improve accessibility for residents who are unable to attend meetings in person due to mobility, caring responsibilities, transport limitations or other circumstances.</p>
DECISION REQUEST	<p>Council is requested to consider the following decisions:</p> <p>Decision 1 – Live Streaming of Meetings That all meetings of Congleton Town Council and its committees be live-streamed so that members of the public may observe proceedings remotely, whilst councillors continue to attend meetings in person.</p> <p>Decision 2 – Provide Meeting Recordings to the Public That all recordings of Congleton Town Council and its committee meetings be made available on the council website for the public to watch after the meeting. Only applies if Decision 1 is agreed.</p>

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	11th June 2026 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	David McGifford - Chief Officer		
AGENDA ITEM REPORT TITLE	14 COUNCILLOR MEETING ATTENDANCE		
BACKGROUND	<p>Congleton Town Council already publishes agendas, reports and minutes for Council and committee meetings. Within minutes, the councillor's attendance is recorded, as well as apologies for absence</p> <p>It is not unusual for Officers to receive enquiries from residents about the work of the council and councillors' attendance at meetings. Currently, officers advise them that attendance information can be found within the minutes of our meetings, which can be found on the website. There is no legal requirement for the council to publish up-to-date records of attendance for all councillors; however, it is highly likely that the request for councillor attendance information will increase as we get closer to the 2027-28 local elections.</p>		
General information	<p>The raw data is already collected by officers as under s.85 of the Local Government Act 1972. If a councillor fails to attend any meeting of the authority for six consecutive months, they automatically cease to be a councillor. Therefore, a council is expected to track attendance closely to manage compliance.</p> <p>Benefits of Publishing Attendance Records</p> <ul style="list-style-type: none"> • Improved public transparency • Consistent reporting of attendance information • Easier public understanding of attendance records • Alignment with practices used by neighbouring councils • Response to requests from the public. <p>Considerations of recording meeting attendance:</p> <ul style="list-style-type: none"> • The need for clear methodology and consistency • Noting changes in committee memberships over time • Distinguishing between apologies and non-attendance • Providing a method for councillors to explain unavoidable absence e.g. due to ill health • Ensuring attendance statistics are presented fairly and accurately as percentages 		

	<p>COMPARISON WITH OTHER CHESHIRE TOWN COUNCILS</p> <p>Many of our neighbouring town councils already provide information on councillor attendance at meetings, as set out below</p> <p>Knutsford Town Council annual percentage councillor attendance log.</p> <p>Alsager Town Council councillor attendance log</p> <p>Macclesfield Town Council meetings attendance register</p> <p>Winsford Town Council attendance percentage on each councillor's page.</p> <p>Cheshire East Council publishes councillor attendance records</p>
FINANCIAL CONSIDERATIONS	None
ENVIRONMENTAL CONSIDERATIONS	None
EQUALITY CONSIDERATIONS	Publication of attendance information may improve understanding of the work of the council and generate interest from the wider community.
DECISION REQUEST	<p>Council is requested to approve the accessibility of attendance figures for the Civic Year 2026/27 in the following format.</p> <ul style="list-style-type: none"> • All Councillors listed • Expected attendance at Council and Committees • Actual attendance • Percentage attendance <p>It would be for the councillor to decide if they want to explain any significant absence, which would then be added to the overall information by officers.</p>