

Crewe Town Council

Minute Book

2015 – 16

Crewe Town Council Town Council Meeting

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of the Annual Town Council meeting held at Ruskin Community High School on 19th May 2015

15/1/01 Present

Cllrs Appilat, Bailey, Beard, Brookfield, Hickson, Hogben, Houston, Johnson, Lundie, B Minshall, P Minshall, Jill Rhodes, John Rhodes, Roberts, Russan, Straine-Francis, and Walton

In attendance: Steve McQuade (Town Clerk), Rob Mackenzie (Deputy Town Clerk) and Hannah Marr (PA to the Council)

15/1/02 To elect the Town Mayor and sign the acceptance of office

Cllr Hickson proposed and Cllr Bailey seconded the nomination of Cllr Straine-Francis as Mayor.

Cllr Straine-Francis accepted the nomination, was unanimously elected as Mayor and signed the acceptance of office.

15/1/03 To elect the Deputy Town Mayor and sign the acceptance of office

Cllr P Minshall proposed and Cllr Beard seconded the nomination of Cllr Houston as Deputy Mayor.

Cllr Houston accepted the nomination, was unanimously elected as Deputy Mayor and signed the acceptance of office.

15/1/04 To receive the declaration of acceptance of office from all members and to resolve to grant any member absent from the meeting until the 1st of June to sign their declaration of acceptance.

Members signed their declaration of acceptance of office and **resolved** to allow those members who had not already signed to sign the form by the 1st June.

15/1/05 To confirm and sign the minutes of the meeting held on 17th March 2015

Members confirmed the minutes of the previous meeting as an accurate record and the minutes were duly signed by the Mayor.

15/1/06 To consider a resolution from the Leader of Council to vary the order of business from that set out in Standing Orders so as to enhance the civic procedures (revised order set out on this agenda)

Members **resolved** to approve the resolution.

Chairman's Initials.....

- 15/1/07** To receive and consider apologies for absence
Apologies were accepted and approved from Cllr Chapman, Cllr D and S Yates.
- 15/1/08** To note declarations of Members' interests
Cllr B Minshall declared an interest in the payments schedule on the grounds of being related to a recipient of a payment.
- 15/1/09** Cllr Russan to give a vote of thanks to the outgoing Mayor and to present a past Mayor's Medal to the outgoing Mayor. Cllr Pam Minshall to reply.
Cllr Russan highlighted the work undertaken by the Mayor and Deputy Mayor over the past twelve months. During the past year over 300 engagements had been fulfilled and the Mayor had brought the full dignity of the office to the role.
- Cllr Russan proposed a vote of thanks and then presented the Mayor with a past Mayor's Medal.
- In reply, Cllr Minshall said how delighted she had been to be appointed and to have the opportunity to represent the Town at a wide range of events. Cllr Minshall recalled a number of the highlights such as switching on the Town's new Christmas Lights, leading the act of commemoration marking the centenary of the start of the Great War and conferring the Freedom of Crewe on the Mercian Regiment. Cllr Minshall thanked all those who had supported her; especially the Mayor's PA and then wished the ne new Mayor and Deputy Mayor every success in their mayoral year.
- 15/1/10** To receive an address from the Town Mayor
Cllr Straine-Francis on behalf of himself and the new Deputy Mayor thanked their predecessors and acknowledged they would be a hard act to follow. Cllr Straine-Francis expressed the hope that during his year in office he could bring together the people of Crewe and build on the inherent friendliness of his adopted home town.
- Cllr Straine-Francis hoped that the town as a whole would get behind him in seeking to raise funds for his chosen charities of St Luke's Hospice and Hope House Children's Hospice.
- Finally as someone who had served in the Royal Air Force, Cllr Straine-Francis expressed how pleased he was to have met the honour guard provided by the Air Training Corps.
- 15/1/11** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
The following matters were raised:
1. Steve Clapham the Mayor's Chaplain rose to thank Cllr Minshall and to welcome the new Mayor of Crewe. Rev Clapham then offered prayers on behalf of the Mayor, the Council and for the town of Crewe.
 2. Mr Kay of the Royal British Legion expressed gratitude for the hard work of Cllr Minshall as Mayor over the past twelve months and wished Cllr Straine-Francis a successful year as Mayor.
- 15/1/12** To consider a resolution from the Leader or Deputy Leader to approve subsequent agenda items as set out on the agenda and to request that the Mayor close the meeting.
Cllr Hickson (Deputy Leader) read a statement from Cllr Simon Yates (Leader) which is

Chairman's Initials.....

appended to these minutes. Cllr Hickson added his personal congratulations and best wishes to the new Mayor and Deputy Mayor.

Cllr Hickson also thanked all the retiring members for the work that they had put in during the past two years. A vote of thanks to those members was recorded.

Members **resolved** that the subsequent agenda items as set out.

15/1/13 To note the minutes of Committee meetings held since the last Council (all in draft form, except Youth Council meeting in March)

- Youth Council – 23rd March and 27th April
- Planning Committee – 24th March
- Strategic Steering Group – 2nd April

Members noted the minutes of the various meetings.

15/1/14 To consider and approve delegations to officers and members¹
The scheme of delegation was approved without amendment.

15/1/15 To consider and approve the terms of reference of Committees²
The terms of reference were approved.

15/1/16 To consider the approval of Committee structures and nominations to new and existing Committees
The Committee structure and member nominations were approved as set out on the schedule attached.

15/1/17 To consider, review and approve Standing Orders and Financial Regulations³
Standing Orders and Financial Regulations were approved without amendment.

15/1/18 To consider matters related to arrangements with and contributions to other authorities⁴
There were no matters to be determined.

15/1/19 To consider and approve representations on outside bodies:

1. The Local Area Partnership or equivalent (up to 2 members)
2. Cheshire Association of Local Councils (2 members)
3. Crewe Town Allotment Federation (2 members)
4. Youth Employment Partnership (Chair of Economic Development Committee, plus one other member). Note that it is anticipated that former Cllr Tony Davison will remain as Chair of the Employment Partnership.
5. Community Plan Steering Group and sub-groups.

The representations were agreed as per the schedule attached. See minute 15/1/16.

15/1/20 To confirm the Council's adoption of the Councillor Code of Conduct⁵
Council confirmed its adoption of the Code of Conduct.

¹ Available at <http://www.crewetowncouncil.gov.uk/wp-content/uploads/2015/02/8-Scheme-of-Delegation-to-Officers-and-Proper-Officer-Provisions-Current.pdf>

² Available at <http://www.crewetowncouncil.gov.uk/agendas/>

³ Available at <http://www.crewetowncouncil.gov.uk/policies/>

⁴ There are no matters to be determined.

⁵ Available at http://www.cheshireeast.gov.uk/council_and_democracy/your_council/councillor_conduct.aspx

Chairman's Initials.....

15/1/21 To consider and adopt the General Power of Competence and confirm that the Council meets the relevant criteria to do so.
Council confirmed its adoption of the General Power of Competence.

15/1/22 To review, consider and approve matters related to:

1. The inventories of land, assets and office equipment (copies available from the Clerk prior to the meeting)
2. Provision of Insurance cover (copies of current schedule available from the Clerk prior to the meeting).
3. Officer and Member membership of other bodies – Town Clerk and Deputy Town Clerk’s Membership of the SLCC
4. Affiliation to Cheshire Association of Local Councils (£1306.50)

Council noted the content of items (1) and (2) and approved the payments under items (3) and (4).

15/1/23 To approve current procedures relating to:

1. Complaints procedures
2. Freedom of Information and Data Protection
3. Media relations

Council ratified the current procedures.

15/1/24 To consider and approve the dates of Council meetings as set out on the Council’s website⁶ and to confirm that the summonses to future meetings shall be sent via electronic means. Council approved the schedule of meetings as set out on the Council’s website and confirmed that summonses were to be sent by electronic means.

15/1/25 To confirm the names of bank signatories as the chairs of the five committees (once confirmed) and the Mayor⁷.
Council confirmed the procedure as outlined.

15/1/26 To consider, approve and authorise signing of the annual return and governance statement
Council noted the content of the annual return provided the necessary assurances authorised the Mayor to sign and the Clerk to submit the document to the external auditor.

15/1/27 To consider and approve payments since the previous meeting as set out in the schedules below⁸.
Members approved the payments and the Mayor signed the schedules.

15/1/28 To note the date of the next meeting – 14th July 2015
Members noted the date of the next meeting.

Meeting Closed: 19:49

APPENDIX: LEADER’S STATEMENT TO COUNCIL

⁶ Available at <http://www.crewetowncouncil.gov.uk/council-calendar/>

⁷ Existing signatories to remain authorised (if an elected member) until committees appoint their Chairs.

⁸ Note two schedules are presented for the period to and from the financial year end (1st April)

Chairman’s Initials.....

It is an honour and a privilege to have been elected Leader of the Council by my fellow Town Councillors. I hope that I will be able to deliver the leadership of the Town Council that this confidence requires.

My congratulations to our new Mayor and to all the Town Councillors recently elected – we all now have a unique responsibility to work for the benefit of the people of Crewe.

I would like to thank the Town Councillors who retired at the last Election for their efforts in establishing our Town Council in Crewe and ask that this Town Council agree a Vote of Thanks.

The Town Council has established itself as a Voice for Crewe not least because of the leadership given by Cllr. Kevin Hickson over the last 2 years. Thank you Kevin for such a great contribution to the life and energy of the Town.

This newly elected Town Council has received a strong mandate from the people of Crewe to deliver the Manifesto on which the Labour Party candidates stood and which focussed on 3 strategic priorities of creating communities, civic pride and economic development. In addition, the Town Council has a mandate to implement the Community Plan which was initiated by the previous Town Council under the leadership of Cllr. Damian Bailey. We have a clear duty to deliver on all these commitments.

During the last Town Council it was painfully clear that the relationship with Cheshire East Council was a very difficult one as a result of the differing political approaches of the 2 majority Groups.

Cllr. Michael Jones and the majority Conservative Party Group on Cheshire East Council have themselves received a mandate. Although it has to be said that this has not been given by the people of Crewe who have once again placed their confidence in only Labour Party Councillors in all the Crewe electoral Wards at both Borough and Town level.

Both Cheshire East and this Town Council will be in place for the next 4 years and their political composition will not change during that time. It is essential therefore that the reality of the need to work together in a more effective and mature way is accepted by both sides. I want to join with Cllr. Jones in creating a new relationship and to that end hope to meet with him as soon as possible to discuss how the 2 Councils can work more collaboratively and how the Town Council can be consulted with so that as the Voice for Crewe we can assist Cheshire East in delivering the changes and developments in Crewe which are so desperately needed.

The result of the General Election is clearly not one that Town Councillors were hoping for, nevertheless this is the will of the people if not that of the people of Crewe. The Town Council has few delegated powers and functions and therefore we must redouble our efforts to act as the Voice of Crewe and to find ways and means of supporting our Town residents in the face of what is to come.

Chairman's Initials.....

It is our duty, as elected representatives to contribute fully and effectively to the work of the Town Council and so congratulations on your election and I look forward to us all working hard in the interests of the people of Crewe.

| Printed on : 16/04/2015 | | Crewe Town Council 2014/15 | | Page | |
|---|-------------------------------|----------------------------|--------------------|-----------------------|-------------------------------|
| At : 13:51 | | Current Bank A/c | | | |
| List of Payments made between 11/03/2015 and 31/03/2015 | | | | | |
| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
| 11/03/2015 | Winsford TC | BT377 | 60.00 | TC | 2 x Ball tickets |
| 11/03/2015 | Co-op Bank | DD (Feb) | 34.20 | TC | Online bank costs (Feb) |
| 13/03/2015 | Blitz Entertainment | BT378 | 1,089.00 | TC | Mercian Parade |
| 15/03/2015 | Payroll | BT371/5 | 9,275.45 | TC | Payroll March |
| 16/03/2015 | Brighter Bills Limited | BT379 | 113.54 | TC | Telephony (feb) |
| 16/03/2015 | Cheshire Community Action | BT380 | 7,843.75 | TC | Community Plan (2 of 2) |
| 16/03/2015 | Blitz Entertainment | BT381 | 714.00 | TC | Community Plan Day (marque |
| 17/03/2015 | Yes2Solutions | BT382 | 273.72 | TC | Various Stationery |
| 17/03/2015 | EE Phones | BT383 | 30.30 | TC | Mobile phone (Mar) |
| 17/03/2015 | Credit Control | BT344C | -282.60 | TC | Correct PL account |
| 18/03/2015 | New Testament of God | BT384 | 1,000.00 | Council | Grant - Council 17-3-15 |
| 18/03/2015 | Cheshire Buddies | BT385 | 479.00 | Council | Grant - Council 17-3-15 |
| 18/03/2015 | 95 Squaron Air Cadets | BT386 | 1,000.00 | Council | Grant - Council 17-3-15 |
| 18/03/2015 | Cheshire Community Action | BT387 | 1,000.00 | Council | Grant - Council 17-3-15 |
| 18/03/2015 | Element Hosting | BT388 | 265.00 | TC | Town Trail Materials |
| 18/03/2015 | Mums in the Know | BT389 | 60.00 | | 1949/320/CTC56 |
| 20/03/2015 | C&N Gymnastics Club | BT390 | 1,000.00 | Council | Grant - Council (17-3-15) |
| 20/03/2015 | OML | BT391 | 619.56 | TC | Pension Contribution |
| 20/03/2015 | OML | BT392 | 774.45 | TC | Pension Cntribution |
| 26/03/2015 | S McQuade | BT393 | 23.50 | TC | Reimbursement |
| 26/03/2015 | R Mackenzie | BT394 | 63.35 | TC | Reimbursement |
| 31/03/2015 | Crewe Male Voice Choir | BT395 | 136.00 | TC | Crewe Choir Xmas |
| 31/03/2015 | Cheshire Association of Local | BT396 | 25.50 | TC | Good Cllr Guides |
| 31/03/2015 | Middlewich TC | BT398 | 50.00 | TC | Two tickets for Ball |
| 31/03/2015 | Dixon Rigby Keogh | BT398 | 3,565.20 | TC | Sub-Leases prep and advice |
| 31/03/2015 | Design Office | BT399 | 4,361.40 | TC | Community Day items |
| 31/03/2015 | Cheshire East Council | BT400 | 45.00 | TC | Library (Commonwealth day) |
| 31/03/2015 | Christian Concern | BT401 | 126.00 | TC | March hire (Meeting room) |
| 31/03/2015 | Soul in Art | BT402 | 8.89 | TC | Materials + parking (Com day) |
| 31/03/2015 | Cllr Rhodes | BT403 | 23.64 | TC | Mileage and Parking |
| 31/03/2015 | R Mackenzie | BT404 | 28.30 | TC | Mileage and parking |
| 31/03/2015 | H Marr | BT405 | 27.77 | TC | Reimbursement |
| 31/03/2015 | John Greenall and Co | BT407 | 426.00 | TC | Payroll Services 2014-5 |
| Total Payments | | | 34,259.92 | | |

Chairman's Initials.....

At : 09:10

Current Bank A/c

List of Payments made between 01/04/2015 and 13/05/2015

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|-------------------|--------------------|-----------------------|------------------------------|
| 08/04/2015 | H Marr | BT406 | 7.50 | TC | Reimbursement |
| 10/04/2015 | Christian Concern | BT408 | 1,050.00 | TC | Office rent (April) |
| 10/04/2015 | Creation Station Crewe | BT409 | 500.00 | TC | Easter Ents |
| 10/04/2015 | Crewe Town Allotment Federatio | BT410 | 25,000.00 | TC | Capital allocation 15/6 |
| 10/04/2015 | Element Hosting | BT411 | 63.80 | TC | Site hosting 2015/6 |
| 10/04/2015 | INPRINT | BT412 | 203.00 | TC | Materials holiday activities |
| 10/04/2015 | Microshade Business Consultant | BT413 | 230.40 | TC | Hosting Finance system |
| 10/04/2015 | Mums in the Know | BT415 | 360.00 | TC | 1957/323/CTC57 |
| 10/04/2015 | Society of Local Council Clerk | BT416 | 90.00 | TC | VAT Course |
| 10/04/2015 | Yes2Solutions | BT417 | 256.52 | TC | Stationery and batteries |
| 10/04/2015 | Zoo2U | BT418 | 250.00 | TC | Easter Holiday Ent |
| 10/04/2015 | Zurich Insurance | BT419 | 2,676.02 | TC | Insurance 2015/6 |
| 15/04/2015 | Knutsford TC | BT420 | 74.00 | TC | 2 x Ball tickets |
| 15/04/2015 | Dixon Rigby Keogh | BT421 | 1,479.72 | TC | Litigation fees |
| 15/04/2015 | Brighter Bills Limited | BT422 | 101.99 | TC | April Phone invoice |
| 15/04/2015 | Payroll | BT423/7 | 9,539.97 | TC | April Payroll |
| 16/04/2015 | JP Leisure LTD | BT428 | 2,281.59 | TC | PA system (Portable) |
| 20/04/2015 | OMU | BT436 | 464.67 | TC | Pension payment |
| 21/04/2015 | Rialtas Business Solutions Ltd | BT429 | 308.46 | TC | Closure of accounts |
| 21/04/2015 | Co-op Bank | BT430 | 36.60 | TC | Online Banking Fee |
| 21/04/2015 | Thomas Fattorini Ltd | BT431 | 1,002.00 | TC | 5 Past Mayor's medals |
| 22/04/2015 | Cheshire and Wirral Partnershi | BT432 | 144.00 | TC | Young Advis (Com Plan event) |
| 27/04/2015 | Viking Supplies | BT433 | 32.50 | TC | Pens and rubber bands |
| 28/04/2015 | Phillias Photography | BT434 | 45.00 | TC | Photography at Town meeting |
| 28/04/2015 | L A Spray | BT435 | 50.00 | TC | Support for Lit Festival |
| 30/04/2015 | Blitz Entertainment | BT437 | 1,800.00 | TC | Bunting Install |
| 30/04/2015 | Northwich Town Council | BT438 | 64.00 | TC | 2 x tickets for ball |
| 01/05/2015 | Dixon Rigby Keogh | BT439 | 1,620.00 | TC | Legal advice and fees |
| 05/05/2015 | Nicholas Hancox Solicitors | BT439 | 5,158.20 | TC | Legal fees |
| 05/05/2015 | Christian Concern | BT440 | 1,100.40 | TC | Room Hire april |
| 07/05/2015 | Design Office | BT441 | 99.00 | TC | Town Trail booklets |
| 07/05/2015 | PET HIRE Centre Ltd | BT442 | 139.20 | TC | Safety Harness |
| 11/05/2015 | Red Cross | BT443 | 208.80 | TC | Christmas |
| 11/05/2015 | S McQuade | BT444 | 244.40 | Form | Mileage Claim |
| 11/05/2015 | Rialtas Business Solutions Ltd | BT445 | 129.60 | TC | Back up of Financial data |
| Total Payments | | | 56,811.34 | | |

Chairman's Initials.....

Schedule: Crewe Town Council

Council, Committee and Outside Bodies Membership (2015/16⁹)

| Council | Planning (7) | Finance and Resources (7) | Community and Environment (10) | Economic Development (9) | Working Groups |
|--|--|---|---|--|--|
| Cllr Appilat Cllr Bailey Cllr Beard Cllr Brookfield Cllr Chapman Cllr Hickson (Dep Leader) Cllr Hogben Cllr Houston Cllr Johnson Cllr Lundie Cllr B Minshall Cllr P Minshall Cllr Jill Rhodes Cllr John Rhodes Cllr Roberts Cllr Russan Cllr Straine-Francis Cllr Walton Cllr D Yates Cllr S Yates (Leader) | Cllr Appilat Cllr Bailey Cllr Houston Cllr John Rhodes Cllr Roberts Cllr Russan Cllr Straine-Francis | Cllr Beard Cllr Lundie Cllr P Minshall Cllr Jill Rhodes Cllr Russan Cllr D Yates Cllr S Yates | Cllr Brookfield Cllr Chapman Cllr Hogben Cllr Johnson Cllr B Minshall Cllr P Minshall Cllr Jill Rhodes Cllr Straine Francis Cllr Walton Vacant | Cllr Bailey Cllr Beard Cllr Hickson Cllr Johnson Cllr B Minshall Cllr John Rhodes Cllr Roberts Cllr D Yates Cllr S Yates | WW1 Cllr Hogben Cllr Lundie Cllr P Minshall Community Plan Cllr Bailey Cllr Chapman Cllr Hogben Cllr P Minshall Cllr Roberts Cllr S Yates Christmas Events Cllr Beard Cllr Brookfield Cllr Chapman Cllr P Minshall Cllr Jill Rhodes Cllr Russan Cllr Walton |

The Council has also established a Strategic Steering Group comprised of the Leader of the Council and the Committee Chairs.

⁹ Version approved Council 19/5/15
 Chairman's Initials.....

Outside Bodies

1. The Local Area Partnership or equivalent (**Cllr Jill Rhodes** plus 1 member to be confirmed at Finance and Resources Committee)
2. Cheshire Association of Local Councils (2 members to be confirmed at Finance and Resources Committee)
3. Crewe Town Allotment Federation (**Cllrs Brookfield and Beard**)
4. Youth Employment Partnership (Chair of Economic Development Committee, plus 1 other member to be nominated at Economic Development).
5. Community Plan Steering Group and sub-groups (To be determined and confirmed by the Community Plan Working Group)

Chairman's Initials.....

Crewe Town Council Town Council Meeting

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of the meeting held on 14th July 2015

15/2/01 Present

Cllrs Bailey, Beard, Brookfield, Hickson, Hogben, Houston, Johnson, Lundie, B Minshall, P Minshall, Jill Rhodes, John Rhodes, Roberts, Russan, Straine-Francis, Walton, D Yates and S Yates.

In attendance: Steve McQuade (Town Clerk) and Rob Mackenzie (Deputy Town Clerk)

15/2/02 To receive and consider apologies for absence
No apologies had been received.

15/2/03 To note declarations of Members' interests
Cllr Straine-Francis declared a pecuniary interest in the item related to the Mayor's Allowance.

Cllrs B and P Minshall declared pecuniary interests in relation to payments to suppliers (Element Hosting).

Cllr Walton declared a pecuniary interest in relation to the grants item (application by South Cheshire Pensioners Association).

15/2/04 To confirm and sign the minutes of the meeting held on 19th May 2015.
The minutes of the previous meeting were approved and signed as an accurate record.

15/2/05 Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments

Questions were raised by the public in relation to:

1. the future operation of the markets and what the role of the Town Council would be. Cllr S Yates responded with an update on the negotiations with Cheshire East.
2. the future of the bus station. Members invited the public to stay for the subsequent item on the town centre proposals by Cheshire East.
3. The potential for a 'Crewe Pride' project. Cllr S Yates indicated that the Council would be more than happy to listen to a proposal. Members supported the request for a written proposal.
4. the impact of the Lifestyle Centre on parking in the town. Members referred the public to subsequent item on the town centre that included consultation on parking.

Chairman's Initials.....

- 15/2/06** To receive and consider a presentation from Cheshire East Borough Council in relation to town centre development
Members received a presentation from Karen Tierney and Jez Goodman of Cheshire East Borough Council. The presentation summarised the focus of the town centre redevelopment consultation.

There then followed a question and answer session with members.

Members then suspended and subsequently reinstated standing orders to permit members of the public to also ask questions in relation to the consultation.

- 15/2/07** To receive a report from the Town Mayor in relation to civic engagements attended
The Mayor provided an update in relation to events attended since the previous Council.

- 15/2/08** To receive updates from Committee Chairs in relation to meetings held since the previous Town Council meeting:

- a) Community and Environment Committee (Cllr P Minshall) – Draft minutes of the meeting held on 11th June.
Members noted the minutes.
- b) Planning Committee (Cllr John Rhodes) - Draft minutes of the meeting held on 23rd June.
Members noted the minutes.
- c) Economic Development (Cllr Kevin Hickson) – Draft minutes of the meeting held on 30th June. Items for Council consideration as follows:
 - i) That the level two Business Tourism Proposal from Marketing Cheshire and South Cheshire Chamber of Commerce and Industry be accepted at a cost of £10,000; and that on completion of the study further consideration be given to extending it to level three of the proposal.

Members **resolved** that the expenditure be approved.

Cllr S Yates reported on the HS2 meeting with the Secretary of State held the previous week. Announcements on the future of HS2 are expected in the Autumn.

- d) Finance and Resources (Cllr Russan) – Draft minutes of the meeting held on 22nd June and final minutes of the meeting held on 2nd June. Items for consideration as follows:
 - i) To consider commissioning a report from NABMA to conduct a study of the possible acceptance of transfer of the markets from Cheshire East to the Town Council. Value 8.6k.
 - ii) That Financial Regulations be amended to include the text set out in the agenda note below.
 - iii) That references in policy documents to supervision of the Town Clerk by the ‘Chair of Finance’ be replaced with reference to the ‘Leader’.
 - iv) the post of Community Engagement Officer be offered to internal applicants and that any necessary appointment be made by the Clerk.
 - v) a post of Events Officer be created and advertised as ‘annualised hours to be agreed’.
 - vi) matters related to an apprentice post be deferred.

Chairman’s Initials.....

Members **resolved** to approve the items set out at (i) to (vi).

- e) Strategic Steering Group (Cllr S Yates) – Draft minutes of the meeting held on 7th July. Items for Council consideration as follows, that:
- i) Economic Development Committee be asked to prepare a report on an approach to Neighbourhood Planning in Crewe.
 - ii) the Chair of the Community Plan Working Group be included as a member of the Strategy Steering Group.
 - iii) the Community Plan Working Group would be asked to meet as soon as possible after Council to discuss the actions necessary to take forward the Community Plan and initiate the Steering Group to oversee the work of the sub-groups and overall delivery of the plan.
 - iv) a recommendation be made to the Community Plan Steering Group that matters related to the environment be referred to the Health and Wellbeing sub-group.
 - v) Council, in view of the short timescales, delegate the compilation, release and publication of the Council's response to the consultation on the Cheshire East town centre consultation to the Deputy Town Clerk, subject to informal consultation with members of the Strategic Steering Group.

Members **resolved** to approve the items set out at (i) to (v).

- f) Youth Council (Cllr Bailey) – Final minutes of the meetings held on 19th May and draft minutes of the meeting held on 8th June.
Members noted the minutes.

15/2/09 To consider grant applications (Cllr P Minshall):

- a) OCEAN (£500) – Black History Month event
- b) South Cheshire Pensioners Association (£600) – UN Older Peoples Day event

Members **resolved** that:

- a) That a grant of £500 to Ocean be approved providing that further clarification as to how the money is actually to be spent is received and reviewed by Cllr Minshall.
- b) That a grant of £600 to South Cheshire Pensioners Association be approved providing there was an assurance that evidence of expenditure was provided.

15/2/10 To consider formulating policy in relation to Town Twinning arrangements (Cllr P Minshall).

Cllr P Minshall updated members on the current situation with regard to the various Crewe & Nantwich twinning arrangements. Members expressed a willingness to clarify matters in light of the local council reorganisation in the area. Cllr P Minshall was asked to provide future updates to allow the development of policy in this area.

15/2/11 To consider an update in relation to the Community Plan (Cllr Bailey)

Cllr Bailey updated members with regard to progress on the implementation of the Community Plan.

15/2/12 To consider approval of the text of the Annual Report for publication and authorise its printing and distribution

Members **resolved** to approve the text and authorise publication and distribution of the

Chairman's Initials.....

Annual Report. It was agreed that distribution take place using the local newspaper provided that coverage via that means is close to 100%.

- 15/2/13** To note any updates from members having attended external meetings.
Cllr Russan reported on the attendance at the Town Centre consultation event on 13th July.

Cllr S Yates gave advance notice of a meeting later in the week with the new Police Inspector in Crewe.

- 15/2/14** To note, consider and approve payments since the previous meeting as set out in the schedule below
The payment schedule was approved and signed by the Mayor.

- 15/2/15** To note the year to date financial summary
Members noted the current financial position.

- 15/2/16** Member questions to the Town Clerk/Responsible Financial Officer.
The Clerk and Deputy Clerk were asked for an update in relation to local concerns on the potential demolition of the former Edleston Primary School. Members asked that the Deputy Town Clerk provide an update at the Planning Committee meeting later in July that would suggest the actions that are available to the Council and the wider community.

A question was raised about the Council's furniture and other assets currently in the safekeeping of Cheshire East. The Clerk confirmed that notification from Cheshire East had been received that a range of furniture and other items held in storage by Cheshire East needed to be removed. The Clerk was therefore arranging to have those items transported and put into storage with a contractor engaged by the Council.

Further questions were asked about the Council's items in the Mayor's Parlour. Members indicated their willingness to let the Cheshire East Mayor have use of the furniture and other items until such time as the Town Council may need to move those items to its own premises.

- 15/2/17** To consider filing the two vacancies on Community and Environment Committee
Members **resolved** that Cllrs Houston and Appliat be appointed to the Committee.

- 15/2/18** To receive and consider the report of the Internal Auditor and consider an update from the Clerk in relation to the progress of the External Audit by BDO.
Members noted the Internal Auditors report and approved the response. Members also noted that the Annual Return from BDO had not yet been received.

- 15/2/19** To note the date of the next meeting – 8th September 2015
Members noted the date of the next meeting.

Meeting Closed: 21:25

Minute ref: 15/2/08 see item d(ii) – Text below relating to member expenses and reimbursements to be inserted at the relevant place in Financial Regulations:

Chairman's Initials.....

Member claims for expenses and reimbursements:

- 1) Member claims should be submitted on the claim form which is available from the Town Clerk. The Clerk will accept email submission as being 'signed'. Alternatively members may submit signed versions in hard copy should they so wish.
- 2) Valid claims will be paid by the Clerk through bank transfer in the normal way.
- 3) Members to retain all primary records such as receipts for 2 years and to make them available to internal scrutiny if requested. Any claims not backed up by valid records may be reclaimed from the member by the Council.
- 4) That the Mayor may claim an honorarium of £500 of the allowance as a one off lump sum to cover the incidental costs of fulfilling the mayoral duties¹. The Mayor to be responsible for any relevant tax liabilities.
- 5) That the Mayor on the production of receipts be reimbursed for other direct costs from other councils or suppliers will be met by the Council in the normal way via the invoice procedures and be subject to internal audit in the normal way.

¹ Last year the mayor attended approximately 300 engagements a significant number of which involved incidental and unverifiable expenditure such as church collections, raffles etc. Not all events involve making such contributions but a significant proportion do and it is seen as unreasonable that the Mayor should incur such expenditure at a personal level.

Chairman's Initials.....

At : 15:12

Current Bank A/c

List of Payments made between 12/05/2015 and 08/07/2015

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|-------------------|--------------------|-----------------------|--------------------------------|
| 12/05/2015 | BBills | BT446C2 | 0.20 | TC | Correct error |
| 13/05/2015 | Brighter Bills Limited | BT446 | 85.89 | TC | April Phone costs |
| 13/05/2015 | Cheshire Association of Local | BT447 | 30.00 | TC | Clerk Workshop (HM) |
| 16/05/2015 | Northwich TC | BT438C | -64.00 | TC | Cancel payment for ball |
| 16/05/2015 | Co-op Bank | BT448 | 39.40 | TC | Bank Fees (April) |
| 18/05/2015 | Payroll | BT449/453 | 9,527.22 | TC | Payroll |
| 18/05/2015 | L Kinneest | BT454 | 50.00 | TC | Literary Comp Prize |
| 20/05/2015 | Cllr Straine-Francis | BT455 | 434.00 | Claim | Clothing |
| 20/05/2015 | OMU | BT461 | 464.67 | TC | May Pen |
| 21/05/2015 | Cheshire East Council | BT456 | 36,000.00 | TC | Contribution 15/6 |
| 21/05/2015 | EE Phones | BT457 | 30.32 | TC | Mobile phone May |
| 27/05/2015 | Coop Funeralcare Band | BT458 | 180.00 | TC | Civic Sunday 14 |
| 27/05/2015 | Crewe Brass | BT459 | 120.00 | TC | Mayor Making Performance |
| 27/05/2015 | Cheshire Association of Local | BT460 | 1,306.50 | TC | Chalc Membership 15/6 |
| 27/05/2015 | Phillias Photography | BT462 | 60.00 | TC | Photography at Mayor Making |
| 27/05/2015 | Correction | BT446CC | -0.20 | TC | Correct overpayment |
| 29/05/2015 | Sign Studio | BT468 | 144.00 | TC | 17520/373/CTC63 |
| 29/05/2015 | Dixon Rigby Keogh | BT469 | 216.00 | TC | Legal support |
| 29/05/2015 | EE Phones | BT470 | 61.00 | TC | Late invoice (Feb) |
| 01/06/2015 | Cartridge Cosmos | BT471 | 280.00 | TC | Print cartridges |
| 02/06/2015 | Delikatessa | BT472 | 696.00 | TC | Catering Mayor making |
| 03/06/2015 | Christian Concern | BT473 | 1,100.40 | TC | Room rental May |
| 03/06/2015 | Cheshire Association of Local | BT474 | 30.00 | TC | Training Cllr Bailey Dec 2015 |
| 05/06/2015 | Cllr P Minshall | BT475 | 40.00 | TC | Reimburse over payment |
| 05/06/2015 | CU Payment Card | 5 June | 900.00 | | Top up card |
| 08/06/2015 | JDH Business Services Ltd | BT476 | 954.00 | TC | Audit Fee 14/15 |
| 08/06/2015 | Element Hosting | BT477 | 130.00 | TC | Party in Park (Banner Design) |
| 08/06/2015 | Phillias Photography | BT478 | 90.00 | TC | Photo (Civic assets and Mayor) |
| 09/06/2015 | Design Office | BT479 | 91.04 | TC | Name plates (new members) |
| 09/06/2015 | Flora Buttons | BT480 | 30.00 | TC | Flowers (Mayor Making) |
| 10/06/2015 | Element Hosting | BT481 | 295.00 | TC | Various leaflets/posters |
| 10/06/2015 | Design Office | BT482 | 17.76 | TC | Member name badges |
| 10/06/2015 | Blitz Entertainment | BT483 | 630.00 | TC | Science event - gen and tent |
| 11/06/2015 | Noisy Toys | BT484 | 500.00 | TC | Science event July |
| 11/06/2015 | Brighter Bills Limited | BT385 | 87.64 | TC | Phones (May) |
| 11/06/2015 | Marketing Cheshire | BT386 | 600.00 | TC | Mad scientist booking |
| 11/06/2015 | Ruskin Sports College | BT387 | 350.00 | TC | Town Meeting Tea/Coffee |
| 12/06/2015 | Design Office | BT388 | 32.83 | TC | Member name badges |
| 12/06/2015 | Co-op Bank | BT389 | 34.60 | TC | Bank charge May |
| 15/06/2015 | Payroll | BT463-7 | 9,527.22 | TC | June Payroll |
| 22/06/2015 | Brighter Bills Limited | BT490 | 106.66 | TC | Late invoice Feb |
| 22/06/2015 | EE Phones | BT491 | 31.22 | TC | Mobile Jun |
| 22/06/2015 | Yes2Solutions | BT492 | 162.47 | TC | Various card and paper |
| 22/06/2015 | Cheshire Work and Leisure Wear | BT493 | 92.40 | TC | Fleece and Polo (Mayor) |
| 22/06/2015 | ANSA | BT494 | 300.00 | TC | Market stalls 30th May |
| 22/06/2015 | OML | BT495 | 564.67 | TC | June Pension Payment |
| 22/06/2015 | OML | BT495C | -100.00 | TC | Correct input error |

Continued on Page 2

Chairman's Initials.....

At : 15:12

Current Bank A/c

List of Payments made between 12/05/2015 and 08/07/2015

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|-------------------------------|-------------------|--------------------|-----------------------|--------------------------------|
| 24/06/2015 | Yes2Solutions | BT496 | 0.46 | TC | Ruler |
| 24/06/2015 | Central Cheshire Buddies | BT497 | 1,000.00 | TC | Mayors Donation |
| 24/06/2015 | Churches together in Crewe | BT498 | 1,000.00 | TC | Mayor's Donation |
| 24/06/2015 | Mid Cheshire Hospitals Trust | BT499 | 1,000.00 | TC | Mayor's Donation |
| 26/06/2015 | Element Hosting | BT500 | 195.00 | TC | Banners for 16th Aug |
| 26/06/2015 | Cartridge Cosmos | BT501 | 280.00 | TC | Print Cartridges (Office) |
| 30/06/2015 | Phillias Photography | BT502 | 60.00 | TC | Photography (Picnic in Park) |
| 01/07/2015 | Bumblebee Digital Ltd | BT503 | 216.00 | tc | Banners/Leaflets/Posters |
| 01/07/2015 | Blitz Entertainment | BT504 | 3,384.00 | TC | Picnic in Park (Var Support) |
| 01/07/2015 | Christian Concern | BT506 | 1,113.00 | TC | Room hire June |
| 02/07/2015 | R Mackenzie | BT507 | 127.59 | TC | Mileage and expenses |
| 02/07/2015 | S McQuade | BT508 | 70.00 | | Reimbursements |
| 02/07/2015 | Dixon Rigby Keogh | BT509 | 21.60 | TC | Alotment lease |
| 06/07/2015 | The Pickle Jar | BT515 | 239.40 | TC | Catering Picnic in Park |
| 08/07/2015 | Red Cross | BT516 | 198.00 | TC | Support at Picnic in Park |
| 08/07/2015 | Cheshire Association of Local | BT517 | 30.00 | TC | Training Cllr Houston (20July) |
| 08/07/2015 | Blitz Entertainment | BT518 | 540.00 | EDev | Big Bill Project |
| 08/07/2015 | Holdfast Security Systems | BT519 | 60.00 | TC | Lock fix on clock tower |
| Total Payments | | | 75,793.76 | | |

Chairman's Initials.....

Crewe Town Council Town Council Meeting

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of the meeting held on 8th September 2015

- 15/3/01** Present
Cllrs Appilat¹, Bailey, Chapman, Hickson, Hogben, Johnson, B Minshall, P Minshall, John Rhodes, Roberts, Russan, Straine-Francis, Walton, D Yates and S Yates.
- In attendance: Steve McQuade (Town Clerk)
- 15/3/02** To receive and consider apologies for absence
Apologies were received and accepted from Cllrs Lundie, Jill Rhodes, Houston and Brookfield.
- 15/3/03** To note declarations of Members' interests
Cllrs Straine-Francis declared a pecuniary interest as a recipient of a payments.
- Cllr B Minshall declared a pecuniary interest in connection with payments to a supplier.
- Cllr P Minshall declared a non-pecuniary interest in connection with a payment to a supplier.
- 15/3/04** To confirm and sign the minutes of the meeting held on 14th July 2015
The minutes of the previous meeting were approved and signed as an accurate record.
- 15/3/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
Mr West raised a point on public safety with regard to the Dunelm Mill Car Park and the access arrangements to the highway. Cllr Roberts responded and agreed to look into the matter as a member of Cheshire East Council.
- 15/3/06** To receive and consider a presentation from Inspector Alison Ross (Beat Management Inspector, Crewe Local Policing Unit)
Members received the presentation and thanked Inspector Ross. Inspector Ross outlined changes to the structure of the service and how the service is to be delivered in the future.
- Members raised a number of matters and expressed their support for the work of the Police.
- 15/3/07** To receive a report from the Town Mayor in relation to civic engagements attended

¹ Joined the meeting during the discussion with Inspector Ross.

Chairman's Initials.....

The Mayor reported on events attended since the previous Council meeting. The excellent Family Fit and Fun Day, Crewe Fest and the visit to the fire station were notable recent highlights.

15/3/08

To receive updates from Committee Chairs in relation to meetings held since the previous Town Council meeting:

- a) Community and Environment Committee (Cllr P Minshall) – Draft minutes of the meeting held on 30th July.
Members noted the minutes.
- b) Planning Committee (Cllr John Rhodes) - Draft minutes of the meeting held on 21st July.
Members noted the minutes.
- c) Economic Development (Cllr Hickson) – Not met since the previous Council meeting.
Cllr Hickson updated members on the marketing Crewe project (now known as Destination Crewe).
- d) Finance and Resources (Cllr Russan) – Draft minutes of the meeting held on 28th July. Items for Council consideration as follows, that:
 - i) Council resolve to adopt a Data Protection Policy
Members **resolved** to adopt the Data Protection Policy.

Cllr Russan introduced Simona Garnero to members as the Council's new Events Officer.

- e) Strategic Steering Group (Cllr S Yates) – Draft minutes of the meeting held on 1st September. Items for Council consideration as follows, that:
 - i) Council adopt the draft Complaints, Compliments and Suggestions Policy.
 - ii) Council consider what steps it proposes to take in the light of recent meetings and correspondence.

Members **resolved** to adopt the Complaints, Compliments and Suggestions Policy.

Members considered an update from Cllr S Yates in relation to the ongoing dialogue with three allotment sites.

Members expressed their continued support for the approach of the Leader in seeking resolution.

- f) Youth Council (Cllr Bailey) – Draft minutes of the meeting held on 13th July.
Members noted the minutes.

15/3/09 To consider grant applications (Cllr P Minshall): None
There were no applications for consideration.

15/3/10 To consider making a resolution that the Council supports the objectives of the Church of England in maximising the benefit to the community of a revitalised Christchurch and encourages the Church to go ahead with a bid for funding on the understanding that there is (in principle) financial support available from the Town Council to help such a project succeed'. (Cllr Russan)

Chairman's Initials.....

Members **resolved** to make the resolution as set out above.

- 15/3/11** To consider an update in relation to the Community Plan (Cllr Bailey). Draft minutes of the Steering Group Meeting held on 21st July 2015.

Members noted the minutes of the meeting and the importance of delivering the Community Plan.

- 15/3/12** To note any updates from members having attended external meetings.
Cllr D Yates updated members on a meeting with Crewe Police.
Cllr P Minshall updated members on meetings with the twinning association.
Cllr S Yates advised members that he would be meeting Cllr Jones in connection with the development of the town centre.

Cllr Bailey requested that a meeting be arranged with Bentley and indicated that he would talk to the Deputy Town Clerk with regard to the matter.

- 15/3/13** To note, consider and approve payments since the previous meeting as set out in the schedule below.

Members **resolved** to approve the payments schedule as set out below.

- 15/3/14** To note and consider the year to date financial summary
Members noted the year to date financial summary.

- 15/3/15** Member questions to the Town Clerk/Responsible Financial Officer.
There were no questions raised.

- 15/3/16** To consider the member representation on committees.
Members **resolved** that Cllrs Beard and Brookfield replace Cllrs Jill Rhodes and Roberts on the Planning Committee.

- 15/3/17** To receive and consider an update on the Annual Audit.
The Clerk updated members with regard to ongoing dialogue with the External Auditor.

- 15/3/18** To consider the opening of a 'Mayor's Charity' bank account².
Members **resolved** that an account be established.

- 15/3/19** To consider an update from the Accommodation Working Group and if necessary take appropriate spending decisions (Cllr Russian).
Cllr Russian updated members with regard to the on-going review of accommodation options.

Council **resolved** to authorise the Clerk to submit a firm offer on the property discussed in the report circulated on 4th September on the understanding that if accepted it would be taken off the market pending a final decision (subject to contract) at an extraordinary Council to be arranged for 22nd September.

- 15/3/20** To note the date of the next meeting – 17th November 2015
Members noted the date of the next meeting.

² Cllr Bailey left the meeting at this point.

FINAL

At : 09:48

Current Bank A/c

List of Payments made between 08/07/2015 and 02/09/2015

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|-------------------|--------------------|-----------------------|--------------------------------|
| 10/07/2015 | Society of Local Council Clerk | BT520 | 198.00 | TC | HM Event Mgt |
| 10/07/2015 | Design Office | BT521 | 589.70 | TC | Hort Show Booklet |
| 10/07/2015 | Brighter Bills Limited | BT522 | 111.88 | TC | June Phone bill |
| 10/07/2015 | Bumblebee Digital Ltd | BT523 | 528.00 | TC | Banner/leaflets Farm ft & fun |
| 14/07/2015 | Philias Photography | BT524 | 120.00 | TC | Crewe Fest Photography |
| 14/07/2015 | Royal Mail | BT525 | 112.80 | TC | Response service license |
| 14/07/2015 | Design Office | BT526 | 558.80 | TC | Design (logo) and leaflets |
| 14/07/2015 | Microshade Business Consultant | BT527 | 230.40 | TC | Holding Fee (Finance Sys) |
| 15/07/2015 | Payroll July | BT510-514 | 8,983.85 | TC | Payroll July |
| 15/07/2015 | Yes2Solutions | BT528 | 14.51 | TC | Mouse |
| 15/07/2015 | Co-op Bank | BT529(DO) | 37.40 | TC | Banking fee |
| 15/07/2015 | ANica (AKA Grommet) | BT530 | 600.00 | TC | Perform at Crewe Fest |
| 15/07/2015 | Junk Art Creations | BT531 | 303.51 | TC | Crewe Fest Perform |
| 15/07/2015 | Sideshow Entertainments | BT532 | 175.00 | TC | Crewe Fest |
| 15/07/2015 | Olivia White | BT533 | 1,000.00 | TC | Crewe Fest (Dancers) |
| 15/07/2015 | CANTA | BT534 | 40.00 | TC | Annual Subs |
| 15/07/2015 | S Cheshire Pensioners Ass | BT535 | 500.00 | Council | Grant - TC 14/7/15 |
| 15/07/2015 | OCEAN | BT536 | 500.00 | Council | Grant - TC 14/7/15 |
| 15/07/2015 | Cllr Straine-Francis | BT537 | 500.00 | Council - 14/7/15 | Hon 2015 |
| 20/07/2015 | OML | BT548 | 484.87 | TC | Pension Payment July |
| 21/07/2015 | Dixon Rigby Keogh | BT549 | 110.40 | TC | Lease fees and charges |
| 27/07/2015 | EE Phones | BT538 | 30.32 | TC | Mobile July |
| 27/07/2015 | Cartridge Cosmos | BT539 | 100.80 | TC | Cllr Hickson Cartridge |
| 27/07/2015 | Ciaran Hodgson | BT540 | 80.00 | TC | Crewe Fest Writing |
| 27/07/2015 | Design Office | BT541 | 284.10 | TC | Crewe Fest banners |
| 27/07/2015 | Bumblebee Digital Ltd | BT542 | 1,188.00 | TC | Banners, flyers and posters |
| 27/07/2015 | Red Cross | BT543 | 171.80 | TC | 12th July Event |
| 27/07/2015 | Blitz Entertainment | BT544 | 4,626.00 | TC | Event 12th July |
| 27/07/2015 | ANSA Environmental Services Lt | BT545 | 812.00 | TC | Stalls on 12th July |
| 27/07/2015 | BB Correct adjustment | BT448CC2 | -0.20 | TC | Correction |
| 28/07/2015 | Element Hoarding | BT548 | 240.00 | TC | Banner design various |
| 29/07/2015 | Cllr Huston | BT547 | 7.95 | TC | Reclaim |
| 31/07/2015 | Christian Concern | BT548 | 1,150.80 | TC | Room hire July |
| 31/07/2015 | Royal British Legion | BT551 | 550.00 | C&E | Grant - C&E 30-7-15 |
| 31/07/2015 | Return from Brighter Bills | BT448CC2 | 0.20 | TC | Return of overpayment |
| 31/07/2015 | Viking Supplies | BT550 | 45.28 | TC | Print cartridge Cllr Houston |
| 03/08/2015 | Bumblebee Digital Ltd | BT551 | 218.00 | TC | Banner print and produce |
| 03/08/2015 | EARDLEY'S REMOVALS AND | BT552 | 680.00 | TC | Removal of Furniture and store |
| 06/08/2015 | H Merr | BT553 | 131.10 | TC | Reimbursements |
| 07/08/2015 | Nicholas Hancox Solicitors | BT554 | 748.80 | TC | Legal advice |
| 07/08/2015 | Blitz Entertainment | BT555 | 654.00 | TC | Roadside Hoardings |
| 07/08/2015 | Design Office | BT556 | 140.70 | TC | Member and officer B Cards |
| 10/08/2015 | Payroll | BT557-61 | 8,983.85 | TC | Aug Payroll |
| 10/08/2015 | Design Office | BT562 | 29.40 | TC | Clean Graffiti off WtC Signs |
| 10/08/2015 | Co-op Bank | BT563 DO | 38.60 | TC | Banking system July |
| 10/08/2015 | Bumblebee Digital Ltd | BT564 | 1,178.00 | TC | 200 Community Plans |
| 13/08/2015 | Yes2Solutions | BT565 | 130.75 | TC | Horticultural show |

Continued on Page 2

Chairman's Initials.....

At : 09:48

Current Bank A/c

List of Payments made between 08/07/2015 and 02/08/2015

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|------------------------|-------------------|--------------------|-----------------------|-------------------------------|
| 13/08/2015 | Brighter Bills Limited | BT566 | 125.80 | TC | July Landline costs |
| 13/08/2015 | Bumblebee Digital Ltd | BT567 | 120.00 | TC | Banners Allotment/Hort Show |
| 14/08/2015 | Dixon Rigby Keogh | BT568C | -31.10 | TC | Return of overpayment |
| 14/08/2015 | Marketing Cheshire | BT569 | 4,200.00 | TC | Destination Crewe (Payment 1) |
| 20/08/2015 | OML | BT570 | 518.30 | TC | Pension Aug |
| 24/08/2015 | GL Tech Limited | BT471 | 54.00 | TC | Fix problem on laptop |
| 24/08/2015 | Element Hosting | BT472 | 25.00 | TC | Back up site |
| 24/08/2015 | Newcastle Marques Ltd | BT473 | 560.00 | TC | Marquee Hort Show |
| 24/08/2015 | Phillips Photography | BT474 | 120.00 | TC | Photo Hort show and FFFD |
| 24/08/2015 | EE Phones | BT475 | 30.32 | TC | Mobile Aug |
| 24/08/2015 | Red Cross | BT476 | 318.80 | TC | FFFD First Aid Cover |
| 24/08/2015 | The Cat Radio | BT477 | 360.00 | TC | Community Day 21st March |
| 24/08/2015 | Design Office | BT478 | 42.00 | TC | Replace sub plate |
| 24/08/2015 | Element Hosting | BT479 | 65.00 | TC | Domain renew (2 years) |
| 24/08/2015 | Cllr Strains-Francis | BT571 | 135.00 | Form | Mileage claim |
| 25/08/2015 | The Wild Roadshow | BT572 | 220.00 | TC | Summer Library Event |
| 25/08/2015 | R Mackenzie | BT573 | 28.10 | TC | Reimbursements |
| 25/08/2015 | R Mackenzie | BT574 | 59.15 | TC | Mileage |
| 26/08/2015 | Congleton TC | BT575 | 50.00 | TC | Charity Lunch (Dep Mayor) |
| 01/09/2015 | Element Hosting | BT576 | 28.80 | TC | Annual web hosting fee |
| 01/09/2015 | Christian Concern | BT577 | 1,068.80 | TC | Room hire aug |
| Total Payments | | | 45,959.84 | | |

Chairman's Initials.....

Crewe Town Council Town Council Meeting

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of the meeting held on 22nd September 2015

- 15/4/1** Present
Cllrs Appilat¹, Brookfield, Chapman, Straine-Francis, Hickson, Johnson, Roberts, Walton, B Minshall, P Minshall, Russan, Jill Rhodes, John Rhodes, Houston and Hogben

In attendance: Steve McQuade (Town Clerk)

- 15/4/2** To receive and consider apologies for absence.
Apologies were received and accepted from Cllrs Bailey, Lundie, S Yates and D Yates.

- 15/4/3** To note declarations of Members' interests.
Cllr Brookfield declared a pecuniary interest by virtue of being employed by the managing agent of Chantry Court.

- 15/4/4** To confirm and sign the minutes of the meeting held on 8th September 2015 (**attached**)
The minutes of the previous meeting were agreed and signed as an accurate record.

- 15/4/5** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
Mr Cartlidge raised two issues related to allotments, whether the three sites Walker Street, Hulme Street and Ford Lane could form a Federation and expressed concern about the language used at the previous meeting.

Members agreed to refer such matters to the next Finance and Resources meeting.

Mr Cartlidge confirmed that as a plot holder at Hulme Street he had not received an invoice or been made aware by the site warden or site association that invoices had been distributed by the Town Council in June. Mr Cartlidge reported that a site meeting had taken place the previous Saturday and it had been agreed the rent would be paid.

The Clerk informed the meeting that on a number of occasions it had been made clear to the three sites that no one was authorised to collect rent from individual plot holders except the Town Council.

- 15/4/6** To consider confirming the purchase of 1 Chantry Court, Crewe for the sum of £112.5k

¹ Joined the meeting during the public speaking item.

Chairman's Initials.....

Members **resolved**:

- 1) To authorise the Clerk to confirm the purchase at £112.5k subject to contract and engage professional advisors to oversee the transaction through to completion.
- 2) That a loan is the preferred means of meeting the expense and may be applied for. Council gave authority to Finance and Resources Committee to make an application for an amount it may determine and over a period it may determine.
- 3) Council delegated to Finance and Resources Committee the responsibility for overseeing the necessary refurbishment works and allocating necessary funding to cover the costs.
- 4) Council authorised expenditure of up to 5k by Finance and Resources Committee to recognise the support of the St Paul's Centre in providing a home for the Town Council. The Centre was to be invited to submit a request for the funding of a project that the Committee may decide suitable for support.

The Council formally wished to express its gratitude to Rob Wykes and the team at St Paul's for all their support.

- 15/4/7** To consider matters relating to the allotments in Crewe.
Members deferred discussion to the next Finance and Resources Committee.
- 15/4/8** To consider matters related to recent appeals for support for refugees (Cllr Russan).
Cllr Russan indicated that he wished to think about this matter in further detail.
- 15/4/9** To note the date of the next meeting – 17th November 2015
Members noted the date of the next meeting.

Meeting closed: 19:59

Chairman's Initials.....

Crewe Town Council Town Council Meeting

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of the meeting held on 17th November 2015

- 15/5/01** Present
Cllrs Bailey, Brookfield, Chapman, Straine-Francis, Hickson, Johnson, Roberts, Lundie, Walton, B Minshall, P Minshall, Russan, Jill Rhodes, John Rhodes, Houston, Hogben, D Yates and S Yates.
- In attendance: Steve McQuade (Town Clerk)
- 15/5/02** To receive and consider apologies for absence
Apologies were received and accepted from Cllrs Appilat and Beard.
- 15/5/03** To note declarations of Members' interests
Cllr B Minshall declared a pecuniary interest in relation to payments to a supplier.
- 15/5/04** To confirm and sign the minutes of the meeting held on 22nd September 2015
The minutes of the previous meeting were agreed and signed as an accurate record.
- 15/5/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
A minutes silence was held in memory of those who lost their lives in the incidents in Paris on 13th November.
- No questions were asked.
- 15/5/06** To receive and consider an update from the Leader on implementation of manifesto commitments
Members received a report from the Leader with regard to the implementation and delivery of strategic aims that were set out at the time of the May elections. Progress would be monitored on an on-going basis and reported to Council. Initial analysis demonstrated that work to deliver each of the priorities had commenced.
- 15/8/07** To receive a report from the Town Mayor in relation to civic engagements attended
The Mayor provided members with an update on the engagements attended since the previous meeting. Special mention was made of the Remembrance Day Parade.
- 15/5/08** To receive updates from Committee Chairs in relation to meetings held since the previous Town Council meeting:
- 1) Community and Environment Committee (Cllr P Minshall) – Draft minutes of the meeting held on 4th November and final minutes of the meeting held on 15th October, items for Council considerations as follows:

Chairman's Initials.....

- i) To call an extraordinary meeting of Council to consider making an award to a deserving community group¹.
- ii) To delegate to Committee the arrangements for and awarding of the Civic Awards 2016.
- iii) To confirm the updated grant policies and procedures that have been piloted by the Committee and Grants Working Group
- iv) That approval be given such that the management of the 'St Paul's Bursary' falls within the responsibilities of the Committee (see item under Finance & Resources Report for creation of bursary.)

It was **resolved** that the grants policies and procedures be adopted, that the Committee has delegated authority to oversee the arrangements for and awarding of the Civic Awards and that the Committee manage the bursary budget.

- 2) Planning Committee (Cllr John Rhodes) – Final minutes of the meetings held on 15th September and 6th October together with draft minutes for 3rd November. Items for council consideration as follows:

- i) That a Seminar for all members be arranged to consider the advantages and disadvantages of Neighbourhood Planning and its relationship with the Community Plan.

It was **resolved** that a seminar be arranged.

- 3) Economic Development (Cllr Hickson) – Draft minutes of the meeting held on 2nd November and final minutes of the meeting held on 21st September.

Members received an update on the recent meetings and noted the actions undertaken in relation to the 'Made in Crewe' branding.

- 4) Finance and Resources (Cllr Russan) – Draft minutes of the meeting held on 29th September. Items for Council consideration as follows, that:
- i) Formal approval for the creation of a Town Council bursary to be known as the St Paul's Bursary be granted and that provision of 5k be made in the budget for 2016/7.

Members noted the creation of the bursary.

Members noted the pressure on budgets and the possible financial impact on new initiatives and the work programme in general.

Cllr S Yates reported that the plot holder data requested from the three allotment sites not in membership of the Federation has been provided. In return a draft lease had been exchanged. Cllr Yates explained the process to be undertaken in moving the matter towards resolution. Cllrs Brookfield and S Yates would meet on the 21st November with site representatives to continue the dialogue. Legal compliance checks would then be undertaken by the Town Clerk/RFO with a view to completing the process. If need arose, then a meeting with all parties including the Town Clerk at St Paul's before 12th December would be arranged such that the matter could be fed into Finance and Resources Committee for a decision.

¹ The Clerk confirmed that this would not be necessary if there was no plan to make an award related to the freedom of the town.

Chairman's Initials.....

Members made a vote of thanks to Cllrs S Yates, Brookfield and the Town Clerk for the efforts made to conclude these matters.

- 5) Strategic Steering Group (Cllr S Yates) – Draft minutes of the meeting held on 10th November. Items for Council consideration as follows:
- i) Consultation by Cheshire East to cease payment of the Council Tax Support Grant.

Cllr S Yates provided an overview of the present financial situation and the potential impact of the cut in Council Tax Support Grant on the Council's priorities. There is likely to be an additional Strategic Steering Group meeting in December to discuss the budget.

It was noted that Cllr Michael Jones (Leader of Cheshire East Borough Council) had agreed to attend the Strategic Steering Group meeting in January.

- 6) Youth Council (Cllr Bailey) – Draft minutes of the meeting held on 19th October and final minutes of the meeting held on 21st September.

Members noted the report from Cllr Bailey.

15/5/09 To consider urgent grant applications (Cllr P Minshall): None
There were no grants to consider.

15/5/10 To consider an update in relation to the Community Plan (Cllr Bailey). Draft minutes of the Steering Group Meeting held on 29th September.

Cllr Bailey reported on the significant progress being made in implementing the Community Plan. Members noted that significant progress is being made in implementing the Community Plan across each of the activity strands. A copy of the report from the Community Engagement Officer would be circulated to all members.

15/5/11 To note any updates from members having attended external meetings:
a) Cllr S Yates – Local Plan briefing.

Cllr S Yates updated members on the contact with the team developing the Local Plan at Cheshire East. Issues discussed included how the increase required in the number of homes could be managed and where the homes could be built. Impact on the 'green gap' was an issue discussed. The utilisation of 'small sites' in the town was discussed as was the growth in the conversion rate of properties to multiple occupation.

Members noted the possible impact on Crewe.

15/5/12 To note, consider and approve payments since the previous meeting as set out in the schedule below (**see schedule attached**)
The schedule was approved and signed by the Chairman.

15/5/13 To note and consider the year to date financial summary
Members noted the current financial position.

Cllr S Yates asked that the RFO organise a session to help members gain a further insight into how the budget process works, the way in which the financial system reports

Chairman's Initials.....

information and what other data can be made available to members on request.

15/5/14 Member questions to the Town Clerk/Responsible Financial Officer.
Cllr Roberts highlighted the potential choices members may need to take on the provision of audio visual equipment for meetings at Chantry Court.

15/5/15 To receive and consider the Annual Returns from the Council's external (BDO) and appointed internal auditors (JDH Services):

- a) Completed Annual Return from external audit.
- b) Completed report and Council's response to the report from the Council's appointed auditor.

Members noted the reports from the auditors and approved the responses to the recommendations. Members thanked the clerk for his efforts in managing the audit process.

Members asked that an item be placed on the agenda for the next Finance and Resources Committee to look at procurement processes.

15/5/16 To receive and consider the current status of the Council's Risk Register
Members reviewed and noted the content of the Council's risk register. New risks had been introduced related to the financial pressures and implications of owning and operating premises.

15/5/17 To note the date of the next meeting – 19th January 2016
Members noted the date of the next meeting.

Meeting closed: 20:35

Payment schedule

Chairman's Initials.....

At: 12:38

Current Bank A/c

List of Payments made between 02/09/2015 and 09/11/2015

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|-------------------|--------------------|-----------------------|---------------------------------|
| 04/09/2015 | Element Hosting | BT578 | 105.00 | TC | Set up Exchange account (SO) |
| 04/09/2015 | Yes2Solutions | BT579 | 17.98 | TC | Flip chart paper |
| 04/09/2015 | TYA Creative | BT580 | 50.00 | TC | Drama workshops (Library) |
| 11/09/2015 | Margaret Stale | BT587 | 61.78 | TC | Quilt Prep |
| 11/09/2015 | Dixon Rigby Keogh | BT588 | 64.80 | TC | Lease Prep |
| 11/09/2015 | Element Hosting | BT589 | 321.99 | | Renew 3 Exchange acc |
| 11/09/2015 | KidzKitchen | BT590 | 250.00 | TC | Cookery Wshop Library |
| 11/09/2015 | Yes2Solutions | BT591 | 93.27 | TC | Print cartridges |
| 11/09/2015 | Blitz Entertainment | BT592 | 609.58 | TC | Provision of Keys |
| 11/09/2015 | Bumblebee Digital Ltd | BT593 | 155.40 | TC | Big Bill and Town Trail booklet |
| 11/09/2015 | Brighter Bills Limited | BT594 | 118.08 | TC | Phones Aug |
| 11/09/2015 | Co-op Bank | BT595 | 37.40 | TC | Bank fees August |
| 15/09/2015 | Payroll | BT581/6 | 9,873.19 | TC | Payroll Sept |
| 21/09/2015 | Element Hosting | BT589 | 100.00 | TC | Design Work Xmas and Hist soc |
| 21/09/2015 | Blitz Entertainment | BT590 | 5,959.04 | TC | Family Fit and Fun day |
| 21/09/2015 | CIT Vendor Finance | BT591 | 239.29 | TC | Copier rent (Aug-Nov) |
| 21/09/2015 | Sharples Group | BT596 | 59.15 | TC | Direct print (To14-9-15) |
| 21/09/2015 | Yes2Solutions | BT597 | 12.12 | TC | Post cards |
| 21/09/2015 | GL Tech Limited | BT598 | 891.00 | TC | Events Off ICT |
| 21/09/2015 | Northwich TC | BT600 | 34.00 | TC | Mayors Charity Meal x2 |
| 21/09/2015 | OM L | BT599 | 518.30 | TC | Pension Con |
| 29/09/2015 | Know and Do Ltd | BT601 | 480.00 | TC | Facilitation YP WG 23/9/15 |
| 29/09/2015 | Element Hosting | BT602 | 75.00 | TC | Crewe Life enhancement |
| 29/09/2015 | Blitz Entertainment | BT603 | 84.00 | TC | Wheels of War Signs |
| 29/09/2015 | Alberta Corner | BT604 | 248.15 | TC | MMU Freshers Event |
| 30/09/2015 | Dixon Rigby Keogh | BT605 | 504.28 | TC | Legal Fees (Searches) |
| 02/10/2015 | BDO LLP | BT606 | 1,200.00 | TC | Audit Fee 2014/5 |
| 02/10/2015 | Christian Concern | BT607 | 1,293.60 | TC | Room hire |
| 02/10/2015 | Yes2Solutions | BT608 | 249.41 | TC | Stationery |
| 02/10/2015 | Design Office | BT609 | 2,656.80 | TC | Promo bags and pens |
| 07/10/2015 | CU Payment Card | Top Up | 600.00 | | Top up card |
| 08/10/2015 | Stutcliffe Tomance | BT616 | 570.00 | TC | Charity Court Survey |
| 08/10/2015 | Christian Concern | BT617 | 5,000.00 | F&R 29-9-15 | Bursary |
| 08/10/2015 | Blitz Entertainment | BT618 | 30,000.00 | TC | Illuminations installment 1 |
| 15/10/2015 | Payroll | BT610/5 | 10,208.19 | TC | Payroll |
| 19/10/2015 | Yes2Solutions | BT619 | 291.50 | TC | Stationery, batteries etc. |
| 19/10/2015 | Sharples Group | BT620 | 88.38 | TC | Print cost Oct |
| 19/10/2015 | Element Hosting | BT621 | 150.00 | TC | Gallery upgrade |
| 19/10/2015 | Brighter Bills Limited | BT622 | 248.38 | TC | October phones |
| 19/10/2015 | Cheshire Association of Local | BT623 | 125.00 | TC | Planning Training |
| 19/10/2015 | Creation Station Crewe | BT624 | 500.00 | TC | Halloween Event |
| 19/10/2015 | Know and Do Ltd | BT625 | 480.00 | TC | H&WS WG 13-10-15 |
| 19/10/2015 | Rialtas Business Solutions Ltd | BT626 | 882.00 | TC | Finance Sys License |
| 19/10/2015 | Blitz Entertainment | BT627 | 5,700.00 | TC | Xmas tree refurb and RCD |
| 19/10/2015 | Dixon Rigby Keogh | BT628 | 291.60 | TC | Charity Court Legal fee |
| 19/10/2015 | EARDLEYS REMOVALS AND | BT629 | 120.00 | TC | Storage of Furniture |
| 19/10/2015 | Crewe & District Military Vehi | BT630 | 650.00 | TC | VCO Band help for Heros |

Continued on Page 2

Chairman's Initials.....

At : 12:38

Current Bank A/c

List of Payments made between 02/09/2015 and 09/11/2015

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|-------------------|--------------------|-----------------------|----------------------------|
| 19/10/2015 | Co-op Bank | BT631 | 35.80 | TC | Banking software |
| 19/10/2015 | Microshade Business Consultant | BT632 | 230.40 | TC | Hosting of Finance Sys |
| 19/10/2015 | Zurich Insurance | BT633 | 53.00 | TC | Increase premium (Chantry) |
| 20/10/2015 | OML | BT636 | 516.30 | TC | Oct Pen payment |
| 21/10/2015 | EE Phones | BT634 | 30.32 | TC | Mobile cost Oct |
| 21/10/2015 | Cheshire Work and Leisure Wear | BT635 | 102.00 | TC | Team members workwear |
| 22/10/2015 | H Mart | BT637 | 103.74 | TC | Reimbursement |
| 26/10/2015 | North Street Community Church | BT638 | 100.00 | TC | Booking for H&WB Group |
| 26/10/2015 | Inprint Colour Ltd | BT639 | 366.00 | TC | Halloween leaflets |
| 26/10/2015 | Phillias Photography | BT640 | 30.00 | TC | Quilt photos |
| 27/10/2015 | Crewe Jobs Club | BT641 | 1,000.00 | TC | Grant - C&E 15 Oct |
| 27/10/2015 | Mums Uniting Mums | BT642 | 750.00 | TC | Grant - C&E 15 Oct |
| 27/10/2015 | S. McQuade | BT643 | 154.22 | Claim Form | Reimbursement |
| 29/10/2015 | S. Gamero | BT644 | 109.76 | TC | Reimbursement |
| 29/10/2015 | Royal Mail | BT644 | 4.88 | TC | Prepaid postage |
| 29/10/2015 | EARDLEY'S REMOVALS AND | BT645 | 120.00 | TC | Storage October |
| 29/10/2015 | ANSA Environmental Services Lt | BT646 | 228.00 | TC | Stalls for CCrewe 3rd Oct |
| 29/10/2015 | Blitz Entertainment | BT648 | 2,632.00 | TC | New work Mem Square |
| 29/10/2015 | Newsquest | BT649 | 8,004.00 | TC | Print Annual report |
| 29/10/2015 | Society of Local Council Clerk | BT650 | 167.00 | TC | RM SLCC Membership |
| 30/10/2015 | Shoppertainment Management | BT651 | 1,200.00 | TC | Work on Royal Arcade |
| 30/10/2015 | Christian Concern | BT652 | 1,167.60 | TC | Room hire Oct |
| 03/11/2015 | Bumblebee Digital Ltd | BT653 | 3,348.00 | TC | Community Plans |
| 03/11/2015 | Dixon Rigby Keogh | BT654/655 | 758.80 | TC | Leases (allotment) |
| 03/11/2015 | Nicholas Hancox Solicitors | BT656 | 932.40 | TC | Transfer of allotments |
| 04/11/2015 | Inprint Colour Ltd | BT657 | 230.00 | TC | Service sheets |
| 04/11/2015 | MMU Cheshire | BT658 | 929.22 | C&E | Grant - C&E |
| 04/11/2015 | Matrix Cheerleaders | BT659 | 1,000.00 | C&E | Grant C&E |
| 04/11/2015 | Cheshire Fire Service | BT660 | 1,200.00 | C&E | Grant - C&E |
| 09/11/2015 | CIT Vendor Finance | BT661 | 239.29 | TC | Copier (Rent Nov to Feb) |
| 09/11/2015 | South Cheshire Chamber | BT662 | 25.00 | TC | Chamber lunch (Nov) |
| 09/11/2015 | Bumblebee Digital Ltd | BT663 | 81.00 | TC | Big Bill leaflets |
| Total Payments | | | 108,306.40 | | |

Chairman's Initials.....

Crewe Town Council Town Council Meeting

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of the meeting held on 19th January 2016

15/6/1 Present

Cllrs Appilat, Bailey, Beard, Brookfield, Chapman, Straine-Francis, Roberts, Walton, B Minshall, P Minshall, Russan, Jill Rhodes, John Rhodes, Houston and Hogben.

In attendance: Steve McQuade (Town Clerk)

15/6/2 To receive and consider apologies for absence

Apologies were received from Cllrs Hickson, Hogben, Johnson, Lundie, D Yates and S Yates.

15/6/3 To note declarations of Members' interests

Cllr P Minshall declared a personal interest in an item on the payments schedule and Cllr B Minshall declared a pecuniary interest in an item on the payments schedule.

15/6/4 To confirm and sign the minutes of the meeting held on 17th November 2015

The minutes of the previous meeting were approved and signed as an accurate record.

15/6/5 Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments

Mr Jackson wished to draw the attention of the Town Council to the issue of fly tipping in Crewe. In his view there is a circular problem whereby waste is cleared up repeatedly without appropriate enforcement action being taken to prevent recurrence.

Cllr Roberts replied, stressing responsibility for the matter lay with Cheshire East/ANSA and that Town Councillors are working to encourage an increased level of enforcement action in Crewe. That is seen as possibly leading to a cleaner Crewe and saving money by reducing the need for remedial action.

Cllr Roberts is working as part of a Cheshire East task group to build capacity to deliver an increased level of intervention on such issues.

Members of the public were encouraged to also attend Cheshire East meetings to raise these concerns.

15/6/6 To receive and consider a recommendation from Strategic Steering Group with regard to a draft budget which includes provision for the setting of the precept for 2016/7 at £424,590.

Chairman's Initials.....

Members **resolved** to approve the budget as presented and set the precept at the figure indicated above.

15/6/7 To receive a report from the Town Mayor in relation to civic engagements attended
The Mayor reported on engagements attended since the previous Council.

15/6/8 To receive updates from Committee Chairs in relation to meetings held since the previous Town Council meeting:

- 1) Community and Environment Committee (Cllr P Minshall) – Draft minutes of the meeting held on 3rd December, there were no items for Council considerations¹.

Members noted the minutes and that a meeting was due to take place on the 21st January to receive a presentation on the possible Steampunk event.

- 2) Planning Committee (Cllr John Rhodes) – Final minutes of the meetings held on 8th December together with draft minutes for 5th January. There were no items for Council consideration

Members noted the update from the Committee and that an all member meeting is planned for the 26th January.

- 3) Economic Development (Cllr B Minshall) – Draft minutes of the meeting held on 11th January. There were no items for Council consideration.

Members noted the update from the Committee.

- 4) Finance and Resources (Cllr Russan) – Draft minutes of the meeting held on 15th December. Items for Council consideration as follows, that:
 - i) Council considers whether to renew its membership of ChALC².
 - ii) To note that a member training session will be arranged³ by the Clerk to provide an insight into the budgetary and general financial system.
 - iii) To note that a dialogue with Cheshire East has commenced following a review of the market operations by the Council's advisors.
 - iv) To note progress made in the dialogue between the Leader and three allotment sites in Crewe.
 - v) To note an update on the purchase and refurbishment of the new Council Offices (Chantry Court).

Members **resolved** that:

- Membership of ChALC for 2016/7 be referred back to Finance and Resources Committee.

Members noted that:

- the date of the training session is set for 10th February.
- Cheshire East had reduced the Council Tax Support Grant by 50% for the

¹ Following discussion at Strategic Steering Group, the Committee was asked to reach a decision at its February meeting on whether to accept a proposal for the organisation of a Steampunk Festival. Members were asked to note that an all member meeting would be called to discuss such an event with the potential organiser. Were the event to go ahead the funds would be drawn from contingency.

² the capped cost for a large council in 2016/17 is £1428.98 (current year £1306.50).

³ Confirmed as 10th February.

Chairman's Initials.....

current year and that it would reduce to zero in 2017/8.

- the Leader was in continued dialogue with three allotment sites.
- the purchase of Chantry Court was due to complete in a few days time and that the Clerk would check the position regarding interest on the monies held for the Council by the solicitors in advance of completion.

5) Strategic Steering Group (Cllr S Yates) – Draft minutes of the meeting held on 12th January and final minutes of the meeting held on 21st December. Items for Council consideration as follows:

- i) To note the transfer of the strategic contingency budget line from a cost centre controlled by Economic Development to Strategic Steering Group.
- ii) To note the outcome of consultation by Cheshire East to cease payment of the Council Tax Support Grant.
- iii) To note the creation of a Mayor's Charity cost centre.

Cllr Russian reported on the above matters on behalf of Cllr S Yates. Members noted the above matters.

6) Youth Council (Cllr Bailey) – Draft minutes of the meeting held on 16th November

Members noted the update and the ongoing actions to deliver a Science Fair and event with the Red Cross.

15/6/9 To consider urgent grant applications (Cllr P Minshall): None
There were no grants presented to the meeting.

15/6/10 To consider an update in relation to the Community Plan (Cllr Bailey). Draft minutes of the Steering Group Meeting held on 1st December
Cllr Bailey indicated there was no specific update given the Christmas break. Members agreed the need for the involvement of all sectors of the community in delivering the plan.

15/6/11 To note any updates from members having attended external meetings

- Cllr P Minshall reported on a meeting with the Twinning Association (September), noting the need to host a group of Polish guests later in the year.
- Cllr Russian reported on a visit to the Lifestyle Centre with Cllrs S and D Yates.
- Cllr Bailey reported on meetings related to the purchase by Bentley of land adjacent the factory (Hulme Street).

15/6/12 To note, consider and approve payments since the previous meeting as set out in the schedule below (**see schedule attached**)
Members **resolved** to approve the payment schedule.

15/6/13 To note and consider the year to date financial summary
Members noted the year to date financial position and the enhanced data/charts accompanying the report.

15/6/14 Member questions to the Town Clerk/Responsible Financial Officer.
There were no questions raised.

Chairman's Initials.....

- 15/6/15** To review the Council's insurance requirements for future years
Members asked that the matter be referred to the next Finance and Resources Committee meeting.
- 15/6/16** To consider adopting the resolution as set out in the letter from the Leader of Warrington Borough Council
Members **resolved** to support the principles of the resolution made by Warrington Borough Council and asked that Cllrs Bailey and John Rhodes amend the words of the document and then ask the Clerk to publish it on behalf of the Council.
- 15/6/17** To note the date of the next meeting – 29th March 2016
Members noted the date of the next meeting.

Meeting Closed: 20:28

Chairman's Initials.....

At : 12:24

Current Bank A/c

List of Payments made between 10/11/2015 and 13/01/2016

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|-------------------|--------------------|-----------------------|--------------------------------|
| 12/11/2015 | Red Cross | BT664 | 150.00 | Tc | Donation - Rem Sunday |
| 12/11/2015 | Co-op Bank | BT665 | 36.45 | TC | Bank charges Oct |
| 12/11/2015 | Phillias Photography | BT666 | 60.00 | TC | Rem Sunday Photo |
| 12/11/2015 | Brighter Bills Limited | BT667 | 130.25 | TC | Phones Nov |
| 12/11/2015 | Payroll | BT668/673 | 10,206.19 | TC | Payroll Nov |
| 12/11/2015 | National Association of Local | BT674 | 234.00 | TC | NALC Conference |
| 12/11/2015 | Circus Malabaristas | BT675 | 402.00 | TC | Advent Entertainer |
| 16/11/2015 | Marketing Cheshire | BT677 | 4,200.00 | TC | 90286/548/CTC96 |
| 16/11/2015 | Sharples Group | BT767 | 113.00 | TC | Nov Printing |
| 17/11/2015 | Know and Do Ltd | BT670 | 480.00 | TC | Com Plan YP WG 11-11-15 |
| 17/11/2015 | Cars R Us Taxis | BT678 | 96.00 | TC | Mayors transport |
| 17/11/2015 | Design Office | BT769 | 257.70 | TC | Banner (Mayor and Com Plan |
| 19/11/2015 | EARDLEYS REMOVALS AND | BT671 | 120.00 | TC | Storage (Nov) |
| 19/11/2015 | Crewe Brass | BT672 | 400.00 | TC | Performance at R Sunday |
| 19/11/2015 | South Cheshire Chamber | BT673 | 183.60 | TC | Annual Subscription |
| 19/11/2015 | Bumblebee Digital Ltd | BT674 | 710.40 | TC | Leaflets and photography |
| 19/11/2015 | Bumblebee Digital Ltd | BT675 | 1,000.00 | TC | Made in Crewe Sponsorship |
| 20/11/2015 | Blitz Entertainment | BT676 | 2,467.44 | C&E | Bunting removal/clean&Store |
| 20/11/2015 | OML Pen | BT679 | 516.30 | TC | Pension payment |
| 24/11/2015 | Phillias Photography | BT680 | 30.00 | TC | Nant Road photoshoot |
| 24/11/2015 | Blitz Entertainment | BT681 | 403.20 | TC | Christmas hoardings |
| 24/11/2015 | Cartridge Cosmos | BT682 | 51.00 | TC | Cartridges (Cllr Applat) |
| 24/11/2015 | Cheshire East Council | BT683 | 553.14 | TC | Charges for Rem Sunday (Staff) |
| 25/11/2015 | Dixon Rigby Keogh | BT684 | 112,912.40 | TC | Disbursements |
| 26/11/2015 | ANSA Environmental Services Lt | BT685 | 23,647.31 | TC | Town Centre floral displays |
| 26/11/2015 | Design Office | BT686 | 114.90 | TC | Road sign artwork |
| 03/12/2015 | Blozone (Band) | BT686 | 500.00 | TC | Performance (Switch on) |
| 03/12/2015 | Christian Concern | BT687 | 1,159.20 | TC | Room hire (Nov) |
| 03/12/2015 | EARDLEYS REMOVALS AND | BT688 | 120.00 | TC | Storage |
| 03/12/2015 | Phillias Photography | BT690 | 60.00 | TC | Photography (Lights+switchon) |
| 03/12/2015 | Royal Mail | BT691 | 5.48 | TC | Postal costs |
| 03/12/2015 | Newsquest | BT689C | -3,312.00 | TC | Refund of duplicate |
| 07/12/2015 | Friends of Queens Park | BT692 | 200.00 | C&E | Grant 3-12-15 |
| 07/12/2015 | Friends for Leisure | BT693 | 986.00 | C&E | Grant 3-12-15 |
| 07/12/2015 | 17th SW Cheshire Scout Group | BT694 | 1,000.00 | C&E | Grant - 3-12-15 |
| 07/12/2015 | Jude Theatre CIC | BT695 | 900.00 | C&E | Grant - 3-12-15 |
| 07/12/2015 | Wild Rumpus | BT696 | 1,000.00 | C&E | Grant - 3-12-15 |
| 07/12/2015 | Crewe YMCA | BT967 | 1,000.00 | C&E | Grant - 3-12-15 |
| 07/12/2015 | Cheshire Young Carers | BT698 | 1,000.00 | C&E | Grant - 3-12-15 |
| 07/12/2015 | Autism Inclusive | BT699 | 1,000.00 | C&E | Grant - 3-12-15 |
| 07/12/2015 | Cllr P Minshall | BT700 | 45.95 | Claim | Claim (WW1) |
| 07/12/2015 | Anna Beauty Salon | BT701 | 90.00 | TC | Deposit return |
| 07/12/2015 | Polish Village Bakery | BT702 | 190.00 | TC | Return Deposit |
| 07/12/2015 | P Zyndul | BT703 | 40.00 | TC | Return of Deposit |
| 10/12/2015 | S McQuade | BT704 | 273.60 | Claim Form | Reimburse and Mileage |
| 10/12/2015 | H Marr | BT117 | 101.51 | Claim Form | Reimburse |
| 10/12/2015 | Sharples Group | BT705 | 88.69 | TC | Printing |

Continued on Page 2

Chairman's Initials.....

At : 12:24

Current Bank A/c

List of Payments made between 10/11/2015 and 13/01/2016

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|-------------------|--------------------|-----------------------|-----------------------------|
| 10/12/2015 | Co-op Bank | BT706 | 39.85 | TC | Nov Bank fee |
| 10/12/2015 | Cars R Us Taxis | BT707 | 122.40 | TC | Mayor's transport |
| 10/12/2015 | National Association Civic Off | BT708 | 110.00 | TC | NACO Conf Fee |
| 10/12/2015 | Nicholas Hancox Solicitors | BT709 | 618.00 | TC | Land registry work |
| 10/12/2015 | Design Office | BT710 | 911.40 | TC | Artwork WW1 Book |
| 10/12/2015 | Phillias Photography | BT711 | 30.00 | TC | Illuminations photos |
| 10/12/2015 | Red Cross | BT712 | 99.00 | TC | 650082157/576/CTC72 |
| 10/12/2015 | ANtics (AKA Grommet) | BT713 | 250.00 | TC | Santa |
| 10/12/2015 | Brighter Bills Limited | BT714 | 120.16 | TC | Phones Nov |
| 11/12/2015 | K Czaplinski | BT715 | 30.00 | Deposit balance | Polish Market |
| 15/12/2015 | Dec Payroll | BT716-721 | 10,524.65 | TC | Dec Payroll |
| 15/12/2015 | ANSA Environmental Services Lt | BT722 | 241.89 | TC | Xmas switch on support |
| 15/12/2015 | KidzKitchen | BT723 | 250.00 | TC | Cookery workshops |
| 15/12/2015 | Phillias Photography | BT724 | 30.00 | TC | Photography carol concert |
| 15/12/2015 | Payroll | BT720(C) | -318.46 | TC | Correct payment error |
| 16/12/2015 | Viking Supplies | BT725 | 75.76 | TC | Paper and card |
| 18/12/2015 | Ciran Hodgers | BT726 | 150.00 | TC | Advent performance |
| 18/12/2015 | S Gamero | BT727 | 77.21 | TC | Reimbursements |
| 21/12/2015 | OML | BT728 | 516.30 | TC | Pen Payment |
| 21/12/2015 | Blitz Entertainment | BT729 | 1,488.00 | TC | PA, Barriers, seats, gazebo |
| 22/12/2015 | Blitz Entertainment | BT730 | 2,088.00 | TC | Polish market 27-11-15 |
| 22/12/2015 | Element Hosting | BT731 | 25.00 | TC | Site back up |
| 23/12/2015 | Blitz Entertainment | BT732 | 192.00 | TC | Gazebo for B Band |
| 23/12/2015 | Blitz Entertainment | BT733 | 40,920.00 | TC | Refurb Tree |
| 24/12/2015 | Marketing Cheshire | BT734 | 3,600.00 | TC | Destination Crewe |
| 24/12/2015 | Pear technology | BT735 | 144.00 | TC | Ward Map |
| 31/12/2015 | EE Phones | BT735 | 138.96 | TC | Nov invoice |
| 31/12/2015 | Christian Concern | BT736 | 1,134.00 | TC | Room hire Dec |
| 31/12/2015 | EARDLEYS REMOVALS AND | BT737 | 120.00 | TC | Storage from 30/12/15 |
| 05/01/2016 | Alberts Corner | BT738 | 36.95 | TC | Carol Service refreshments |
| 06/01/2016 | Blitz Entertainment | BT739 | 120.00 | TC | Signage on Retail Island |
| 07/01/2016 | ANSA Environmental Services Lt | BT740 | 176.44 | TC | Post switch on clean up |
| 07/01/2016 | The Cat Radio | BT741 | 120.00 | TC | Armed forces day (Late) |
| 08/01/2016 | DRK | BT743 | 240.00 | TC | Chantry Court Payment |
| 08/01/2016 | Market Place Management Ltd | BT744 | 10,280.00 | TC | Market Study Fees |
| 11/01/2016 | Jonathan Roberts Associates | BT745 | 13,800.00 | TC | HS2 Report |
| 11/01/2016 | Cars R Us Taxis | BT746 | 156.00 | TC | Dec Taxi costs |
| 12/01/2016 | Co-op Bank | BT747 | 38.20 | TC | Bank sys and charge (Dec) |
| 12/01/2016 | Microshade Business Consultant | BT748 | 235.08 | TC | Hosting FMS (Q4) |
| 12/01/2016 | M Christelow | BT749 | 6.99 | TC | Calalndar (for Mayor) |
| 12/01/2016 | Brighter Bills Limited | BT750 | 82.79 | TC | Phones (Dec) |
| Total Payments | | | 254,944.28 | | |

Chairman's Initials.....

Crewe Town Council Town Council Meeting

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of meeting held on 22nd March 2016

- 15/7/01** Present
Cllrs Beard, Chapman, Lundie, Straine-Francis, Roberts, Walton, B Minshall, P Minshall, Russan, Jill Rhodes, John Rhodes, Houston, S Yates and D Yates.
- In attendance: Steve McQuade (Town Clerk) and Hannah Marr (Community Engagement Officer)
- Council and the public observed a minutes silence in recognition of the events in Belgium earlier in the day.
- 15/7/02** To receive and consider apologies for absence
Apologies were received and accepted from Cllrs Bailey, Brookfield, Hickson, Johnson and Hogben.
- 15/7/03** To note declarations of Members' interests
Cllr P Minshall declared a personal interest in an item on the payments schedule and Cllr B Minshall declared a pecuniary interest in an item on the payments schedule.
- 15/7/04** To confirm and sign the minutes of the meeting held on 19th January 2016
The minutes of the previous meeting were agreed and signed as an accurate record.
- 15/7/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
Mr Bob Jackson asked whether there had been any progress in relation to the Railwayman Memorial on West Street. The Community Engagement Officer replied that this matter was to be taken in hand and meetings were planned for after Easter.
- Mr Jackson asked about progress on fly-tipping and whether the Town Council would have any influence how the 75k allocated by Cheshire East would be used and in particular how the new wardens would be utilised.
- Cllr Roberts replied with an update on the deliberations taking place at Cheshire East to tackle the issues raised. Cllr Roberts is to continue liaising with officers and members at Cheshire East.

Chairman's Initials.....

15/7/06 To receive a report from the Town Mayor in relation to civic engagements attended.
The Mayor updated members with regard to recent engagements including attendance at a Crewe Alexander Ladies Football match.

15/7/07 To receive updates from Committee Chairs in relation to meetings held since the previous Town Council meeting:

- 1) Community and Environment Committee (Cllr P Minshall) – Draft minutes of the meeting held on 3rd February, there were no items for Council consideration.

Members noted the minutes.

Members **resolved** that the Committee be authorised to amend and implement a revised grants scheme.

- 2) Planning Committee (Cllr John Rhodes) – Final minutes of the meetings held on 9th February together with draft minutes for 8th March. There were no items for Council consideration.

Members noted the minutes.

- 3) Economic Development (Cllr B Minshall) – Draft minutes of the meeting held on 15th March. There were no items for Council consideration.

Members noted the minutes.

- 4) Finance and Resources (Cllr Russan) – Draft minutes of the meeting held on 23rd February. Items for Council consideration as follows:

- i) To note matters related to Markets and Allotments.
- ii) To note the status of employee annual reviews and payment of increments.
- iii) To note the detailed review of the financial position including the creation of a cost centre for the premises at Chantry Court.

Members noted the minutes and the specified items listed above.

- 5) Strategic Steering Group (Cllr S Yates) – Draft minutes of the meeting held on 14th March. Items for Council consideration as follows:
 - i) To consider the conclusions reached by the committee in relation to Neighbourhood Planning.

Members noted the minutes and **resolved** to confirm the actions arising from discussions in relation to the Neighbourhood Plan (see SSG minute **15/6/08**).

- 6) Youth Council – Draft minutes of the meeting held on 15th February and final minutes of the meeting held on 18th January.

Members noted the minutes.

15/7/08 To consider urgent grant applications (Cllr P Minshall): None

Chairman's Initials.....

There were no grants for consideration.

- 15/7/09** To consider an update in relation to the Community Plan (Cllr Bailey). Members noted the update from Cllr B Minshall (in the absence of Cllr Bailey) on progress with the implementation of the various stands within the Community Plan.
- 15/7/10** To note any updates from members having attended external meetings. The following matters were noted:
1. Cllr P Minshall reported on a meeting of the Twinning Association.
 2. Cllr Walton reported on a meeting at Flag Lane in relation to human trafficking.
 3. Cllr Houston reported on the International Women's Day events.
- 15/7/11** To note, consider and approve payments since the previous meeting as set out in the schedule below and to note year to date payments made using the Credit Union Payment Card. Members noted and approved the payments on the two schedules.
- 15/7/12** To note and consider the year to date financial summary. Members noted the information related to the financial position statement.
- 15/7/13** Member questions to the Town Clerk/Responsible Financial Officer. Members raised the following matters:
1. Cllr Lundie asked about the level of reserves in the context of the budget. The Clerk replied that he was not aware that there were implications in terms of the level of reserves, but that it looked probable the Council would make a saving due to changes in the business rates thresholds. Cllr S Yates added that the Clerk would report on the level of reserves at year-end.
 2. Cllr Roberts asked about the level of monies owed to the Council by three allotment sites. The Clerk indicated that the situation was fluid and ultimately decisions on such matters were likely after Cllr S Yates had concluded dialogue with the three sites.
- 15/7/14** To consider a change to Financial Regulations by the insertion of 'The Council may utilise a payment card, payments made by these means shall be reported to Council in the form a schedule presented to Council alongside the schedule of payments made by bank transfer.' At 6.7 in the regulations¹. Members **resolved** to make the change specified above.
- 15/7/15** To consider an update from the Chair of the Christmas Working Group in relation to the allocation of funding for the Christmas activities. Members received an update from Cllr Russan who indicated that there may be a request for further financial support to expand the scheme. That would probably be in the order of £20k.

¹ This request has been made to meet a recommendation made by the appointed internal auditor.
Chairman's Initials.....

15/7/16 To note the date of the next meeting – 10th May 2016 (Annual Council)
Members noted the date of the next meeting. Cllrs Russan and Chapman
tendered their apologies for the meeting.

Meeting closed: 20:18

FINAL

At : 11:19

Current Bank A/c

List of Payments made between 16/01/2018 and 14/03/2018

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|-------------------------------|-------------------|--------------------|-----------------------|------------------------------|
| 15/01/2018 | Sharples Group | BT751 | 55.05 | TC | Copier (9/12 to 14/1) |
| 15/01/2018 | Design Office | BT752 | 180.00 | TC | Lent we Forget (Install) |
| 15/01/2018 | Crewe Brass | BT753 | 300.00 | TC | Mayors Carol Service Fee |
| 15/01/2018 | Payroll Jan | BT754-759 | 10,208.19 | TC | Payroll Jan |
| 22/01/2018 | Shoppertainment Management | BT760 | 600.00 | TC | Final payment Royal Arcade |
| 22/01/2018 | EE Phones | BT761 | 58.72 | TC | Mobiles to Mid Jan |
| 22/01/2018 | IBIS Styles | BT762 | 1,530.00 | TC | Booking Mayor's Ball |
| 25/01/2018 | Element Hosting | BT763 | 100.00 | TC | Design of Certificates |
| 28/01/2018 | Marketing Cheshire | BT764 | 960.00 | TC | Project support (K Michel) |
| 29/01/2018 | GL Tech Limited | BT765 | 54.00 | TC | Repair laptops x 2 |
| 29/01/2018 | Cartridge Cosmos | BT766 | 25.50 | TC | Cartridge (Cllr Hickson) |
| 29/01/2018 | Christian Concern | BT767 | 1,178.00 | TC | Room hire (Jan) |
| 31/01/2018 | CIT Vendor Finance | BT742 | 239.29 | TC | Copier 132 to 12/5/18 |
| 08/02/2018 | Cars R Us Taxis | BT771 | 112.80 | TC | Taxi January |
| 08/02/2018 | Blitz Entertainment | BT772 | 72.00 | TC | Seating (Honours event) |
| 08/02/2018 | Phillips Photography | BT773 | 90.00 | TC | Civic Honour Photos |
| 08/02/2018 | Bumblebee Digital Ltd | BT774 | 24.00 | TC | Comex laminate |
| 31/01/2018 | Cheshire Association of Local | BT775 | 60.00 | TC | RM Training |
| 31/01/2018 | EARDLEYS REMOVALS AND | BT776 | 120.00 | TC | Storage from 27 Jan |
| 08/02/2018 | Northwich TC | BT768 | 50.00 | TC | Mayors Concert Tickets (x2) |
| 08/02/2018 | Nantwich TC | BT770 | 70.00 | TC | Ball Tickets (x2) |
| 08/02/2018 | Co-op Bank | BT777 | 38.00 | TC | Bank system fee Jan |
| 09/02/2018 | S Ches Concert Band | BT778 | 1,000.00 | C&E | Grant C&E 3-2-18 |
| 09/02/2018 | Pebble Brook Primary | BT779 | 800.00 | C&E | Grant C&E 3-2-15 |
| 09/02/2018 | SW Ches Scout Group | BT780 | 1,000.00 | C&E | Grant C&E 3-2-18 |
| 09/02/2018 | What's Happening on N Street | BT781 | 988.53 | C&E | Grant C&E 3-2-18 |
| 09/02/2018 | Crewe Alex Ladies FC | BT782 | 905.00 | C&E | Grant C&E 3-2-18 |
| 09/02/2018 | Crewe Sea Cadets | BT783 | 1,000.00 | C&E | Grant C&E 3-2-18 |
| 09/02/2018 | Cat Community Radio | BT784 | 998.40 | C&E | Grant C&E 3-2-18 |
| 09/02/2018 | Crewe Youth Service | BT785 | 950.00 | C&E | Grant C&E 3-2-18 |
| 09/02/2018 | Home Start C&W Cheshire | BT786 | 1,000.00 | C&E | Grant C&E 3-2-18 |
| 09/02/2018 | Sandbach Charity Account | BT787 | 50.00 | TC | Mayors Ball (x2) |
| 09/02/2018 | David Smith Events | BT788 | 5,000.00 | C&E | Steampunk (1 of 3) |
| 09/02/2018 | Congleton Town Mayor | BT789 | 60.00 | TC | Civic Dinner x2 |
| 10/02/2018 | H Mart | BT790 | 60.82 | Claim Form | Reimbursements |
| 11/02/2018 | Cllr Straine-Francis | BT791 | 117.15 | TC | Mileage and Reimburse |
| 11/02/2018 | Brighter Bills Limited | BT792 | 100.52 | TC | Telephones Jan |
| 15/02/2018 | Payroll | BT793-798 | 10,208.19 | TC | Feb Payroll |
| 16/02/2018 | Bumblebee Digital Ltd | BT799 | 288.51 | TC | 4 x Glass awards |
| 16/02/2018 | Design Office | BT800 | 45.00 | TC | Repairs to 'welcome' signs |
| 16/02/2018 | South Cheshire College | BT801 | 7.00 | TC | Alice in Wonderland (Perf) |
| 17/02/2018 | KidsKitchen | BT802 | 150.00 | TC | Workshop 13th Feb |
| 17/02/2018 | Red Cross | BT803 | 500.00 | TC | Preparation of support event |
| 17/02/2018 | Bumblebee Digital Ltd | BT804 | 102.00 | TC | Vision for Crewe Banner |
| 18/02/2018 | Sharples Group | BT805 | 120.90 | TC | Feb Printer costs |
| 18/02/2018 | Cartridge Cosmos | BT806 | 19.50 | TC | Print Cartridge |
| 22/02/2018 | Know and Do Ltd | BT807 | 480.00 | TC | WG Facilitation 16/2/18 |

Continued on Page 2

Chairman's Initials.....

At: 11:19

Current Bank A/c

List of Payments made between 16/01/2018 and 14/03/2018

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|-------------------|--------------------|-----------------------|--------------------------------|
| 22/02/2018 | Element Hosting | BT808 | 28.80 | TC | CreweLife hosting Subs |
| 22/02/2018 | Bumblebee Digital Ltd | BT809 | 300.00 | TC | Branded T Shirts |
| 22/02/2018 | OML | BT810 | 145.38 | TC | Pension payment |
| 23/02/2018 | Sharples Group | BT811 | 7.20 | TC | Delivery Charge (Toner) |
| 24/02/2018 | Cheshire East Council | BT812 | 30.00 | TC | Library for half term event |
| 26/02/2018 | Bumblebee Digital Ltd | BT813 | 132.00 | TC | Boards, seating plan & Display |
| 26/02/2018 | EARDLEY'S REMOVALS AND | BT814 | 120.00 | TC | Storage from 24 Feb |
| 26/02/2018 | Know and Do Ltd | BT815 | 480.00 | TC | Young People WG (23/2) |
| 01/03/2018 | EE Phones | BT816 | 58.72 | TC | Mobile Invoice Feb |
| 01/03/2018 | Crewe Lyceum | BT817 | 210.00 | TC | Deposit for 2nd July event |
| 01/03/2018 | Nicholas Hancock Solicitors | BT818 | 2,432.40 | TC | Legal advice (allotments) |
| 01/03/2018 | Christian Concern | BT819 | 1,188.60 | TC | Office rent (Mar) |
| 01/03/2018 | SCCCI | BT820 | 12.00 | TC | Return overpayment |
| 01/03/2018 | Field Glyn | BT821 | 211.48 | TC | Mgt Fee (25/3 to 23/8) |
| 02/03/2018 | Yes2Solutions | BT822 | 9.28 | TC | Cups for Litterpick |
| 02/03/2018 | Christian Concern | BT823 | 60.00 | TC | Office desks and chairs |
| 02/03/2018 | Dixon Rigby Keogh | BT824 | -298.49 | TC | Return of overpayment |
| 02/03/2018 | Phillies Photography | BT825 | 180.00 | TC | Photos - Vision for Crewe |
| 03/03/2018 | Viking Supplies | BT826 | 33.44 | TC | Consumables (clean for Q) |
| 03/03/2018 | CVS Cheshire East | BT827 | 375.00 | TC | Annual Membership |
| 07/03/2018 | Cars R Us Tools | BT828 | 19.20 | TC | Mayor's Tool Feb |
| 08/03/2018 | Cheshire East Council | BT829 | 973.54 | TC | Business rates 2015/6 |
| 09/03/2018 | March payroll | BT831-5 | 10,206.19 | TC | March Payroll |
| 09/03/2018 | CE Mayor's Fund | BT836 | 54.00 | TC | Two Ball tickets |
| 09/03/2018 | H Mart | BT837 | 66.70 | TC | Reimbursements |
| 09/03/2018 | Yes2Solutions | BT838 | 34.84 | TC | Misc stationery |
| 09/03/2018 | TGA Glasheen Academy | BT839 | 500.00 | TC | 12 month sponsorship |
| 14/03/2018 | R Mackenzie | BT840 | 102.11 | TC | Reimburse |
| 14/03/2018 | Brighter Bills Limited | BT841 | 318.58 | TC | Enabling at Charity |
| 14/03/2018 | Wishing Well | BT842 | 282.50 | TC | C&E and Com Plan meetings |
| 14/03/2018 | Co-op Bank | BT843 | 37.00 | TC | Bank system Feb |
| 14/03/2018 | Society of Local Council Clerk | BT844 | 150.00 | TC | HM Finance training |
| Total Payments | | | 60,697.54 | | |

Chairman's Initials.....

At: 11:21

CU Payment Card

List of Payments made between 01/04/2016 and 14/03/2018

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|-------------------|-------------------|--------------------|-----------------------|--------------------------------|
| 14/05/2015 | Aada | CU1 | 12.92 | TC | Confectionary |
| 14/05/2015 | Wilko | CU2 | 3.50 | TC | Paper |
| 20/05/2015 | John Pass | CU3 | 51.80 | TC | Medal engrave |
| 20/05/2015 | Hocknells | CU4 | 22.50 | TC | Flowers - Mayor making |
| 20/05/2015 | Aada | CU5 | 4.00 | TC | Paper Plates |
| 02/06/2015 | Cheshire East | CU6 | 21.00 | TC | TEN license for Festival |
| 05/06/2015 | Nett of Trafford | CU7 | 558.80 | TC | Picnic in the Park Event |
| 18/06/2015 | Credit Union Card | CU8 | 0.50 | TC | Upload fee |
| 29/06/2015 | Blinds2Go | CU9 | 66.87 | TC | Office blind |
| 22/07/2015 | Land Registry | CU10 | 29.94 | DTC | Property search |
| 30/07/2015 | Watenstones | CU14 | 35.00 | TC | Vouchers |
| 09/08/2015 | Ryman | CU11 | 21.96 | TC | Stationery |
| 09/08/2015 | Wilko | CU12 | 4.00 | TC | Cleaning materials |
| 09/08/2015 | Poundland | CU13 | 6.00 | TC | Stationery |
| 07/08/2015 | Buffer Inc | CU15 | 167.53 | F&R | Annual fee for Buffer Software |
| 07/08/2015 | Corredion | CU15B | -1.37 | TC | Balance payment |
| 13/08/2015 | Aada | CU16 | 6.00 | TC | Stationery |
| 13/08/2015 | Wilko | CU17 | 12.60 | TC | Pegs, table cloth and tape |
| 15/08/2015 | Wilko | CU18 | 15.00 | TC | Picture frames (Hort) |
| 09/09/2015 | Wilco | CU19 | 90.00 | TC | Storage boxes |
| 30/09/2015 | John Pass | CU20 | 140.00 | TC | Repair to pendant |
| 01/10/2015 | Wilco | CU21 | 10.00 | TC | Picture frames |
| 12/10/2015 | Credit Union | CU22 | 0.50 | TC | Transfer fee |
| 10/11/2015 | Alexander paper | CU23 | 12.00 | TC | Paper |
| 23/11/2015 | Amazon | CU25 | 24.95 | TC | Electronic candles |
| 24/11/2015 | Hoembergains | CU24 | 18.96 | TC | Santa Sweets |
| 25/11/2015 | Vodafone | CU26 | 10.00 | TC | Hotspot top up |
| 08/12/2015 | Post Office | CU27 | 55.93 | TC | Stamps |
| 14/12/2015 | B&M | CU28 | 8.03 | TC | Waste Bin |
| 17/12/2015 | Aada | CU29 | 19.15 | TC | Keyboard set |
| 12/01/2016 | Post Office | CU30 | 108.00 | TC | Stamps |
| 21/01/2016 | Rymans | CU31 | 9.99 | TC | USB Memory Stick |
| 22/02/2016 | Keep Britain Tidy | CU32 | 79.40 | TC | Litter Pickers |
| 23/02/2016 | Keep Britain Tidy | CU37 | 10.00 | TC | Litter bags |
| 26/02/2016 | Rymans | CU34 | 7.99 | TC | Paper |
| 26/02/2016 | Wilco | CU35 | 19.00 | TC | Stationery and Misc |
| 27/02/2016 | The Flower Shop | CU33 | 30.00 | TC | Mayor's Ball |
| 27/02/2016 | Gift Box | CU36 | 7.00 | TC | Balloon Weights |
| 04/03/2016 | Argos | CU40 | 24.98 | TC | 2 x Kettle |
| 07/03/2016 | Home bargains | CU38 | 4.99 | TC | Broom (Clean for Q) |
| 07/03/2016 | Sainsbury's | CU39 | 3.45 | TC | Refreshments (C for Q) |
| 09/03/2016 | Domestic Economy | CU41 | 11.95 | TC | Candles (Commonwealth day) |

| | |
|----------------|----------|
| Total Payments | 1,758.82 |
|----------------|----------|

Chairman's Initials.....

Crewe Town Council Town Council Meeting

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of the meeting held on 3rd May 2016

- 15/8/01** Present
Cllrs Bailey, Beard, Brookfield, Straine-Francis, Roberts, Walton, B Minshall, P Minshall, Jill Rhodes, S Yates and D Yates.
- In attendance: Steve McQuade (Town Clerk)
- 15/8/02** To receive and consider apologies for absence
Apologies from Cllr Chapman, Hickson, Johnson, Houston, Hogben, John Rhodes and Russan were received and accepted.
- 15/8/03** To note declarations of Members' interests
There were no declarations of interest made.
- 15/8/04** To confirm and sign the minutes of the meeting held on 22nd March 2016
The minutes of the previous meeting were agreed and signed as an accurate record.
- 15/8/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
A number of points were made by members of the public in relation to the allotments. The main points were raised by Mr Ash, Mr Cooper, Mr Edwards, Mr Cunningham and Mrs Chew.

Members **resolved** to extend the public speaking by 15 minutes.

Issues were raised in relation to questions of whether the Council would consider mediation. Statements were made indicating that no rent had been paid but that some plot holders had made voluntary donations.

- 15/8/06** To consider matters in relation to the management of three allotment sites in Crewe and determine the actions necessary to ensure the sites are under the direct or indirect control of the Council. To consider legal action to recover allotment rents from individuals who have taken a rent from plot holders without the authority of the Town Council.

Cllr S Yates set out the background to the item under debate and outlined the Council's position on management of the three sites.

Chairman's Initials.....

Members **resolved** that the recommendation made by Finance and Resources Committee be accepted as follows:

1. The lease be left on the table should the other parties wish to take it up.
2. That the Clerk initiate legal proceedings to take back control of Council land and to secure the recovery of the monies collected over the past three years from those who had collected it without lawful authority.

15/8/07 To note the date of the next meeting – 10th May 2016 (Annual Council)
Members noted the date of the next meeting.

Meeting Closed: 19:58

FINAL

Crewe Town Council

Community and Environment Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of the meeting held on 11th June 2015

- 15/1/01** Present
Cllrs Brookfield, Hogben, B Minshall, P Minshall, Jill Rhodes, Straine-Francis and Walton
- In attendance: Cllr Roberts, Steve McQuade (Town Clerk) and Hannah Marr (PA to Council)
- 15/1/02** To elect a Chair and Deputy Chair
Members resolved that Cllr P Minshall be elected as Chair and that Cllr B Minshall be elected as Deputy Chair.
- 15/1/03** To note the terms of reference for the committee
Members noted the terms of reference.
- 15/1/04** To receive apologies for absence
There were no apologies.
- It was noted that Cllr Johnson had resigned from the Committee.
- 15/1/05** To note declarations of Members' interests
There were no declarations of interest.
- 15/1/06** To confirm and sign the minutes of the meeting held on 6th January 2015¹
The minutes of the previous meeting were approved and signed as an accurate record.
- 15/1/07** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions asked.
- 15/1/08** To review the year to date financial position for the Committee
Members noted the current financial position.
- 15/1/09** To consider an update in relation to the events programme for 2015/6 including the Crewe International Festival
The PA to the Council updated members with regard to the events programme. Recent successes were highlighted such as the Handmade Market and the summer events

¹ Note that the meeting scheduled for 3rd March 2015 was not quorate.

Chairman's Initials.....

discussed in detail.

Members agreed that the International Festival will be known as the Crewe Fest.
Members asked for some modifications to the draft event poster.

15/1/10 To consider an update in relation to the illuminations and other matters related to Christmas 2015.

The Clerk reported on the illumination scheme indicating that:

- 1) Permission had been received to install fixings on the block of shops adjacent to McDonalds and confirmation of permission on the New Look/Nat West section is awaited from the agents.
- 2) Various new fixings have been put in place in readiness for the expanded scheme.
- 3) Pull testing on fixings has been completed and certificate provided.
- 4) Refurbished motifs for Nantwich Road are being procured as requested.
- 5) Redundant materials had been disposed of in line with the request from the working group.
- 6) Refurbishment of the Christmas Tree is underway.
- 7) The Clerk had spoken to Cheshire East to check that the development of the Royal Arcade would not impinge on Christmas 2015.

The PA to the Council reported that the plans to close Delamere Street for the switch on event were in hand.

15/1/11 To consider matters related to arrangements for Remembrance Sunday 2015
Members noted that the Town Council are responsible for organising the event this year.

Members asked that checks are made to make sure that the Municipal Building will be made available on the day

15/1/12 To consider an update in relation to activities related to WW1 commemorations.
Members noted that the Working Group would be meeting on 14th July.

15/1/13 To consider recommendations from the Grants Working Group in relation to grant applications submitted to the Council:

- a) Shavington Youth Club - £1000
- b) Claughton Avenue Allotment Association - £500

Members **resolved** that:

- a) Shavington Youth Club be asked to provide more information on sources of other funding and to provide more evidence of impact on the parish of Crewe and how many people from Crewe would benefit.
- b) The Clerk talk to the site representatives about potential other options

15/1/14 To consider matters related to the governance arrangements for awarding grants
Members **resolved** to confirm the membership of the grants Working Group as Cllrs P Minshall, B Minshall, Hogben and Walton.

Members agreed that the Working Group meet with the Mayor's PA to review the administration of the Grants Scheme and recommend any necessary policy adjustments.

15/1/15 To consider matters related to the formalisation of relationships with Community Groups (Cllr Brookfield)

Chairman's Initials.....

Members requested that formal agreements be put in place with major partners to define respective responsibilities. Draft versions are in development and Members asked that these documents are presented to the next meeting.

15/1/16 To note the date of the next meeting – 13th October 2015.
Members asked for an additional meeting on 30th July.

Meeting Closed: 21:04

DRAFT

Chairman's Initials.....

Crewe Town Council
Community and Environment Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of the meeting held on 30th July 2015

- 15/2/01** Present
Cllrs Hogben, Houston, B Minshall, P Minshall, Jill Rhodes, Straine-Francis and Walton
- In attendance:
Cllr Roberts, Steve McQuade (Town Clerk) and
Hannah Marr (Community Engagement Officer)
- 15/2/02** To receive apologies for absence
Apologies were received from Cllr Brookfield
- 15/2/03** To note declarations of Members' interests
- Cllr Straine-Francis declared a non-pecuniary interest in relation to the grants item due to being a member of the Royal British Legion Crewe Branch.
- 15/2/04** To confirm and sign the minutes of the meeting held on 11th June 2015
- The minutes of the previous meeting were approved and signed as an accurate record
- 15/2/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
- No questions were asked
- 15/2/06** To receive and consider feedback on the Intergenerational Project (Young Actors)
- Members received a presentation from Geoff Smith and Neil Phillipson of Young Actors/TYA Creative. The presentation related to an Intergenerational Project grant funded by the Town Council during the financial year 2014/2015 involving local residents from Pickmere Court and students from St Thomas More Catholic High School.
- Members agreed that Cllrs P Minshall, B Minshall, Walton and Houston meet with Young Actors/TYA Creative to assist in the formulation of a proposal for the next meeting to build upon the work already undertaken.

¹ Cllr Jill Rhodes joined the meeting at the start of this item.

Chairman's Initials.....

- 15/2/07** To receive and consider feedback from Creative Crewe in relation to the Picnic in the Park Event and to consider an update on preparations for the Family, Fit and Fun Day.

Members received feedback from Ann Gaffney and Carol Wilkinson of Creative Crewe. Feedback related to the Picnic in the Park event held on Sunday 28th June in Queen's Park supported by the Town Council.

Creative Crewe updated Members on the progress of the Family, Fit and Fun Day event to be held on Sunday 16th August at Queen's Park.

- 15/2/08** To review the year to date financial position for the Committee

Members noted the current financial position

- 15/2/09** To consider an update in relation to the events programme for 2015/2016 including a review of lessons learnt from CreweFest 2015

The Community Engagement Officer provided an update regarding the events programme and feedback from CreweFest 2015

- 15/2/10** To consider an update in relation to the illuminations and other matters related to Christmas 2015

The Town Clerk provided an update on the illuminations and plans for Christmas 2015

- 15/2/11** To consider matters related to arrangements for Remembrance Sunday 2015

Town Clerk provided an update on Remembrance Sunday and that a planning meeting is to be held in August with RBL and other interested parties.

- 15/2/12** To consider an update from the WW1 Working Group
Members noted that the Working Group met on 14th July and plans are underway for future activities / events relating to commemoration of WW1 during 2015/2016.

Cllr P Minshall asked members to consider supporting Crewe Family History Society to create WW1 commemorative quilt and accompanying book.

Members **resolved** to fund the project from the WW1 budget.

- 15/2/13** To consider progress in developing draft agreements for partners delivering events

Members resolved to implement the Partnership Agreement.

¹ Cllr M Houston left the meeting at the end of item 15/2/12

Chairman's Initials.....

15/2/14 To consider recommendations from the Grants Working Group in relation to grant applications submitted to the Council and to consider any policy changes necessary for the processing of grant applications:

- a) Royal British Legion Crewe Branch – £550
- b) Barnies Hub – £895

Members **resolved** to:

- a) Approve a grant of £550 to Royal British Legion Crewe Branch
- b) Request further information regarding the application from Barnies Hub and it be resubmitted

Members **resolved** to accept revisions made to the grants policy and the application process.

15/2/15 To consider an update from Cllr P Minshall in relation to outline proposals from a local Choir to organise a Music Festival in Crewe.

Cllr P Minshall updated members that a proposal is being created and a further update would be provided at the next meeting.

15/2/16 To note the date of the next meeting – 13th October 2015.

Members noted the date of the next meeting.

Meeting Closed: 20:39

Chairman's Initials.....

Crewe Town Council
Community and Environment Committee

St Paul's Community Centre
Hightown
Crewe
Cheshire
CW1 3BY
Tel: 01270 756975

www.crewetowncouncil.gov.uk



Minutes of the meeting held on Thursday 15th October 2015

15/3/01 Committee Members Present:-

Councillors Brookfield, Hogben, Houston, Benn Minshall, Pam Minshall, Jill Rhodes, Straine-Francis and Walton

In attendance:- Cllr Russan, Hannah Marr (Community Engagement Officer), Simona Garner (Events Officer), Ashley Brown from Crewe Fire Station (Agenda Item 15/3/07) and Orlagh McCabe and Kirsty Bunting from Manchester Metropolitan University Cheshire Campus (Minute 15/3/08).

15/3/02 To receive apologies for absence

There were no apologies for absence received.

15/3/03 The Committee **resolved** to defer Items 18 (update on events programme), 19 (draft budget) and 20 (proposal from Creative Crewe) on the Agenda to the next meeting.

15/3/04 To note declarations of Members' interests

No declarations of Members' interests were made.

15/3/05 To confirm and sign the minutes of the meeting held on Thursday 30th July 2015

The minutes of the previous meeting held on Thursday 30th July 2015 were approved and signed as an accurate record.

15/3/06 Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments. No questions were asked by members of the public.

15/3/07 To receive and consider a presentation from Crewe Fire Station regarding their grant application¹

The Committee received a presentation from Ashley Brown, Green Watch Crew Manager based at Crewe Fire Station regarding the request for grant funding for a defibrillator and accompanying community safety awareness events (See Item Number 15/3/09 – B).

The Committee **resolved** to approve the grant application and to support Crewe Fire Station to seek additional funding to increase the number of defibrillators in Crewe.

¹ Cllr Jill Rhodes joined the meeting during this item.

Chairman's Initials.....

15/3/08 To receive and consider a presentation from Manchester Metropolitan University Cheshire Campus regarding an upcoming Interdisciplinary Conference²
Members received a presentation from Kirsty Bunting and Orlagh McCabe, Lecturers from Manchester Metropolitan University Cheshire Campus regarding the request for grant funding for an interdisciplinary conference planned to be held in December 2016 on the Women and Girls of Crewe, the North of England and beyond (see Item Number 15/3/11 – A).

The Committee **resolved** to approve the grant application and provide support to promote the conference and its accompanying activities.

15/3/09 The Committee resolved to consider this item in connection with previous items 15/3/07 and 15/3/08 To consider recommendations from the Grants Working Group in relation to grant applications submitted to the Council (***copies were circulated in advance of the meeting***) and to consider any policy changes necessary for the processing of grant applications:

- a) Manchester Metropolitan University Cheshire Campus – £929.22
- b) Crewe Fire Station – £1,200.00
- c) Crewe Job Club – £1,500.00
- d) Motherwell cic – £992.00
- e) Crewe Police Station – £2,000.00
- f) Matrix Cheerleaders – £1,000.00

- 1) The Committee considered the applications and:-
 - a) Approval for an award of £929.22 was **resolved** in Item 15/3/08 to be made to Manchester University Cheshire Campus.
 - b) Approval for an award of £1,200.00 was **resolved** in Item 15/3/07 to be made to Crewe Fire Station.
 - c) An award of £1,000 was **resolved** to be made to Crewe Job Club.
 - d) An award of £750.00 was **resolved** to be made to Motherwell cic.
 - e) An award was **resolved** not to be made to Crewe Police Station.
 - f) An award of £1,000.00 was **resolved** to be made to Matrix Cheerleaders.
- 2) The Committee **resolved** to amend the Grants Policy to clarify that grant applications over £1,000 will not generally be considered by the Committee.
- 3) The Committee noted with regret that statutory bodies were having to resort to requesting funding from the Town Council for projects and activities.

15/3/10 To note the creation of the St Paul's Bursary
The Committee noted the creation of the St Paul's Bursary.

The Committee **resolved** to request of Council that the Grants Working Group be consulted on the process, procedure and the distribution of funds for the St Paul's Bursary and that a recommendation be made to Council that the name be reviewed.

15/3/11 To consider a resolution to present the Civic Awards in 2016 and authorise the Community Engagement Officer to compile a list of award winners in consultation with the Mayor and Deputy Mayor
The Committee **resolved** to present the Civic Awards in 2016 and authorises the Community Engagement Officer to compile a list of award winners in consultation with the Mayor and Deputy Mayor.

² Cllr Straine-Francis joined the meeting during this item.

Chairman's Initials.....

15/3/12 To consider the purchase of flags and any related equipment
The Committee **resolved** to authorise the purchase of four flags and any related equipment necessary for the installation and display of the flags also be purchased.

The Committee further **resolved** that future purchase of signs, banners and similar items including any expense that is incurred in the installation and display of such items, must be authorised by the Committee.

15/3/13 To consider new designs for the CreweLife logo

The Committee **resolved** to request that additional designs for the CreweLife logo are drawn up and presented at the next meeting.

15/3/14 To consider a proposal from Home Education Cheshire
The Committee **resolved** not to fund the proposal

15/3/15 To request the Strategic Steering Group to authorise transferring the Civic Budget from the Finance and Resources Committee to the Community and Environment Committee
The Committee **resolved** to request Strategic Steering Group to authorise the transfer of the Civic Budget from the Finance and Resources Committee to the Community and Environment Committee.

15/3/16 To review the year to date financial position for the Committee
The Committee noted the current financial position

15/3/17 To consider an update from the World War 1 Working Group and related activities
The Committee noted that there were no updates from the World War 1 Working Group at present.

15/3/18 To consider matters related to arrangements for Remembrance Sunday 2015
The Events Officer updated the Committee on preparations for the Remembrance Sunday to be held on Sunday 8th November 2015

15/3/19 To consider an update in relation to the illuminations and other matters related to Christmas and Advent programme for 2015
The Committee **resolved** to allocate surplus income from the Town Square Bookings of up to £4,750.00 towards the cost of refurbishing the Market Square Christmas Tree.

The Events Officer updated the Committee on current plans for the Christmas and advent programme for 2015. The Committee **resolved** to approve the plans outlined.

15/3/20 To note the date of the next meeting – **Wednesday 4th November**

The meeting closed at 9.12pm.

Chairman's Initials.....

Crewe Town Council
Community and Environment Committee

St Paul's Community Centre
Hightown
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CW1 3BY
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Minutes of the meeting held on Wednesday 4th November 2015

- 15/4/01** Committee Members Present:-
Councillors Brookfield, Hogben, Houston, B Minshall, P Minshall, Jill Rhodes, Straine-Francis and Walton
- In attendance:-
Hannah Marr (Community Engagement Officer), Simona Garnero (Events Officer) and Steve McQuade (Town Clerk)
- 15/4/02** To receive apologies for absence
Apologies were received from Councillor Appilat.
- 15/4/03** To note declarations of Members' interests
No declarations of Members' interests were made.
- 15/4/04** To confirm and sign the minutes of the meeting held on Thursday 15th October 2015
The minutes of the previous meeting held on Thursday 15th October 2015 were approved and signed as an accurate record.
- 15/4/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
No questions were asked by members of the public.
- 15/4/06** To review the year to date financial position of the Committee
The Committee noted the current financial position of the Committee.
- 15/4/07** To consider a draft budget for 2016 / 2017
The Committee considered the draft budget for 2016 / 2017 and **resolved** that it be recommended to the Finance and Resources Committee. See table below for confirmation of figures.
- The Committee **resolved** that members of the Committee or appropriate Working Group should be consulted on the artwork for marketing materials such as posters prior to the purchase of such items for the major projects e.g. Christmas.¹

¹ The Town Clerk left the meeting at the end of this item.

Chairman's Initials.....

15/4/08 To consider a proposal from Creative Crewe
The Committee thanked Creative Crewe for their efforts and work done to date and indicated that it is minded to continue to support Creative Crewe events in the future.

Members **resolved** to request that a full itemised breakdown of costs for the events set out in the proposal be drawn up by Creative Crewe and submitted for consideration at the next Committee together with full details of what the Town Council is asked to contribute.

Members **resolved** that a Partnership Agreement is entered into.

15/4/09 To consider an update on the events programme for 2015 / 2016
The Events Officer updated the Committee on the events programme for 2015 / 2016.

15/4/10 To consider the purchase of flags and bunting
The Committee **resolved** to request that the Events Officer seeks ideas from the Committee regarding a theme for future events that can then be presented at the next meeting prior to the purchase of any appropriate flags and bunting.

15/4/11 To note the date of the next meeting – **Wednesday 2nd December 2015**
Members noted the date of the next meeting.

The meeting closed at 09:09pm.

Proposed Draft Budget for 2016 / 2017

| Activity | Costings |
|---------------------------------|----------|
| Youth Council | £ 5,000 |
| Small Grants Scheme | £ 30,000 |
| Bursary | £ 5,000 |
| Civic Budget | £ 5,000 |
| Floriculture | £ 20,000 |
| Town Centre Street Furnishing | £ 10,000 |
| Bunting / Flags | £ 10,000 |
| Community Intervention Projects | £ 5,000 |
| Christmas Illuminations | £ 70,000 |
| Advent Programme | £ 10,000 |
| World War One | £ 5,000 |
| Literary Activities | £ 5,000 |
| Remembrance Sunday | £ 2,500 |
| CreweFest | £ 15,000 |
| Civic Awards | £ 2,000 |
| Civic Events | £ 3,000 |
| Children's Activities | £ 10,000 |
| Heritage Activities | £ 2,500 |
| Contingency | £ 10,000 |

Chairman's Initials.....

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Community and Environment Committee

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Minutes of the meeting held on Thursday 3rd December 2015

- 15/5/01** Committee Members Present:-
Councillors Hogben, B Minshall, P Minshall, Jill Rhodes, Straine-Francis and Walton
- In attendance:-
Hannah Marr (Community Engagement Officer)
- 15/5/02** To receive apologies for absence
Apologies were received from Councillors Brookfield and Houston.
- 15/5/03** To note declarations of Members' interests
No declarations of Members' interests were made.
- 15/5/04** To confirm and sign the minutes of the meeting held on Wednesday 4th November 2015
The minutes of the previous meeting held on Wednesday 4th November 2015 were approved and signed as an accurate record.
- 15/5/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
- Mr Mike Christelow complimented the Town Council for their efforts with regards to the Crewe Town Centre Christmas Light scheme for 2015. Mr Christelow remarked that the Town Council had made a commitment during the previous year to deliver an increased and extended scheme and deserved a pat on the back for honouring that commitment by delivering a bigger and better scheme which has greatly enhanced the Town Centre.
- 15/5/06** To consider recommendations from the Grants Working Group in relation to grant applications submitted to the Council (***copies circulated***) and to consider any policy changes necessary for the processing of grant applications:
- a) Friends of Queens Park – £200.00
 - b) Friends for Leisure – £986.00
 - c) 17th South West Cheshire Scout Group – £1,000.00
 - d) Pebble Brook Primary School – £800.00
 - e) Jude Theatre Company CIC – £999.75
 - f) Wild Rumpus CIC – £1,000.00
 - g) Crewe YMCA – £1,000.00
 - h) Cheshire Young Carers – £1,000.00
 - i) Autism Inclusive – £1,000.00

Chairman's Initials.....

The Committee considered the grant applications and:-

- a) An award of £200 was **resolved** to be made to the Friends of Queens Park;
- b) An award of £986 was **resolved** to be made to Friends for Leisure;
- c) An award of £1,000 was **resolved** to be made to the 17th South West Cheshire Scout Group;
- d) Further information is to be sought from Pebble Brook Primary School regarding the application and that it then being presented back to the Committee at the next meeting;
- e) An award of £900 was **resolved** to be made to the Jude Theatre Company CIC;
- f) An award of £1,000 was **resolved** to be made to the Wild Rumpus CIC subject to confirmation that the additional funding applied for is in place;
- g) An award of £1,000 was **resolved** to be made to the Crewe YMCA;
- h) An award of £1,000 was **resolved** to be made to the Cheshire Young Carers;
- i) An award of £1,000 was **resolved** to be made to Autism Inclusive;

15/5/07 To consider redesigns of the CreweLife logo (**circulated**)

Members **resolved** to select the new CreweLife logo as shown in Figure One below

15/5/08 To consider matters related to the Civic Awards Scheme 2016 (**circulated**)

Members **resolved** to approve the criteria for the Civic Awards Scheme 2016

As part of planning for the Civic Awards Scheme 2016, Members **resolved** to establish a Civic Roll of Honour as a special award. The Civic Honour will be awarded in special circumstances to a deserving Crewe based group or organisation who has carried out outstanding good work in the community or achieved something of great significance.

As a consequence, the Committee **resolved** to present the first Civic Honour to the Special Olympic Rhythmic Gymnastics Team who train at the Cheshire Academy of Integrated Sports and Arts on Broad Street, Crewe, in recognition of their sporting achievements most notably whilst participating at the Los Angeles Special Olympics World Games 2015.

15/5/09 To consider amendments to the draft budget for 2016 / 2017 suggested by the Strategy Steering Group (**circulated**)

Members considered the amendments to the draft budget for 2016 / 2017 as suggested by the Strategy Steering Group. Members **resolved** to make further recommendations regarding the budget – see Table One below for confirmation.

Members **resolved** to make a request to the Strategic Steering Group that any and all monies remaining in the 2015 / 2016 budget at the end of the financial year be carried forward into the 2016 / 2017 budget.

15/5/10 To review the year to date financial position for the Committee (**attached**)

Members noted the current financial position of the Committee

Members **resolved** to make a request to the Strategic Steering Group that any and all monies remaining in the 2015 / 2016 budget at the end of the financial year be carried forward into the 2016 / 2017 budget.

Chairman's Initials.....

15/5/11 To consider a request from Ansa Environmental Services for funding to support the restoration of Burma Star Island in Queens Park, Crewe (***circulated***)

Members ***resolved*** to defer a decision on this item as it does not have the resources to fund this project and make a request to the Strategic Steering Group to consider this proposal for funding.

15/5/12 To consider matters related to Creative Crewe

Members ***resolved*** to defer a decision on this item until the 2016 / 2017 budget has been set.

15/5/13 To consider an update from the World War One Working Group

Members received an update from Councillor P Minshall on behalf of the World War One Working Group who are currently drawing up ideas for activities during 2016 / 2017 period to mark the centenary of World War One and in particular to commemorate the Battle of the Somme.

15/5/14 To note the date of the next meeting – **Wednesday 3rd February 2016**

The meeting closed at 08:53pm.

Figure One



Chairman's Initials.....

Table One

| Item | Committee | Code | Centre | Requested from C&E 04.11.15 | SSG Adjustment 10.11.15 | Proposed from C&E 03.12.15 | Note/Consequence |
|----------------------|-----------|------|--------|-----------------------------------|-------------------------------|----------------------------------|--|
| Grants | C&E | 300 | 4260 | £30,000 | £25,000 | £25,000 | No adjustment requested from C&E |
| Bursary | C&E | 300 | 4262 | £5,000 | £0 | £0 | No adjustment requested from C&E |
| Town Centre Bookings | C&E | 306 | 1100 | £8,000 | £10,000 | £10,000 | No adjustment requested from C&E |
| Town Centre Repairs | C&E | 307 | 4180 | £10,000 | £0 | £5,000 | Decrease to £5k subject to the Economic Development Committee at least matching this amount |
| Flags and Bunting | C&E | 310 | 4185 | £10,000 | £0 | £0 | Not to take forward or update bunting this year |
| Events | C&E | 350 | all | £130,000 | £85,000 | £100,000 | Increase made as new Events Officer is in place and programme for forthcoming year will be greatly increased |
| Civic Budget | C&E | 210 | all | £5,000 | £5,000 | £5,000 | No amendment suggested |
| Youth Council | C&E | 220 | 4999 | £5,000 | £5,000 | £5,000 | No amendment suggested |
| Floriculture | C&E | 310 | 4180 | £20,000 | £20,000 | £23,000 | Slight increase due to additional planters on Delamere Street now being incorporated to the floral scheme |
| Total | | | | £223,000 | £150,000 | £173,000 | |

Chairman's Initials.....

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Community and Environment Committee

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Minutes of the Meeting held on Wednesday 3rd February 2016

15/6/01 Committee Members Present:-

Councillors Brookfield, Chapman, B Minshall, P Minshall, Jill Rhodes, Straine-Francis and Walton

In attendance:-

Hannah Marr (Community Engagement Officer) and Simona Garner (Events Officer)

15/6/02 To receive apologies for absence

Apologies for absence were received from Councillors Hogben and Houston

15/6/03 To note declarations of Members' interests

No declarations of Members' interests were made

Councillor Straine-Francis declared a non-pecuniary interest in Item 7 Article H in light of being a member of the Crewe Sea Cadets organisation

15/6/04 To confirm and sign the minutes of the meeting held on Thursday 3rd December 2015

The minutes of the previous meeting held on Thursday 3rd December 2015 were approved and signed as an accurate record

15/6/05 Public Participation

A member of the public submitted a comment regarding the Railwaymen Memorial on West Street and its current state of neglect

Councillor Jill Rhodes advised that the matter had been reported to local Cheshire East Councillors and that the matter was being looked into

Members of the Town Council Community and Environment Committee also resolved to look into the matter further with the view of forming a Group whom will look after the Memorial and its upkeep

A member of the public submitted a question regarding the Town Councils power to issue fixed penalty fines with regards to fly tipping and dog fouling.

Members explained that the Town Council does not currently have the responsibility to do so and advised that Cheshire East Council does

Chairman's Initials

15/6/06 To consider matters related to the celebrations for the Queen's birthday and a presentation from Crewe Clean Team regarding the 'Clean for the Queen' Campaign

David MacDonald from Crewe Clean Team provided a presentation to the Committee with regards to the planned activities in Crewe relating to the 'Clean for the Queen' Campaign for the Queen's 90th birthday

Members **resolved** to form a Group to support the Clean Team with the Campaign and to work alongside the Clean Team to ensure that the Group's efforts are effectively utilised

15/6/07 To review the year to date financial position for the Committee (**attached**)

Members reviewed the position of the Committee and requested that further clarification is sought from the Town Clerk regarding the current financial position of this year's budget

Members remain concerned that it seems to be difficult to be sure what funds remain in the Committee's budget for 2015 / 2016

15/6/08 To consider recommendations from the Grants Working Group in relation to grant applications submitted to the Council (**copies circulated**) and to consider any policy changes necessary for the processing of grant applications:-

- a) South Cheshire Concert Band – £1,000.00
- b) Pebble Brook Primary School – £800.00 (*resubmission*)
- c) Crewe Arabic Centre – £1,000.00
- d) Caudwell's Children – £1,000.00
- e) South West Cheshire Scout Council – £1,000
- f) What's Happening on North Street – £988.53
- g) Crewe Alex Ladies Football Club – £905.00
- h) Crewe Sea Cadets – £1,000.00
- i) The Cat Community Radio CIC – £998.40
- j) Crewe Youth Service – £950.00
- k) Home-Start Central & West Cheshire – £1,000.00

The Committee considered the grant applications and:-

- a) An award of £1,000.00 was **resolved** to be made to the South Cheshire Concert Band;
- b) An award of £800.00 was **resolved** to be made to Pebble Brook Primary School;
- c) Members are minded to make an award to Crewe Arabic Centre but asked for further clarification on costs which are then to be presented at the next meeting;
- d) An award of £1,000.00 was **resolved not** to be made to Caudwell's Children;
- e) An award of £1,000.00 was **resolved** to be made to the South West Cheshire Scout Council;
- f) An award of £988.53 was **resolved** to be made to What's Happening on North Street;
- g) An award of £905.00 was **resolved** to be made to the Crewe Alex Ladies Football Club;
- h) An award of £1,000.00 was **resolved** to be made to the Crewe Sea Cadets;
- i) An award of £998.40 was **resolved** to be made to The Cat Community Radio CIC;
- j) An award of £950.00 was **resolved** to be made to Crewe Youth Service and invited them to present more information about the project and the Crewe Youth Service at a later date;
- k) An award of £1,000.00 was **resolved** to be made to Home-Start Central & West Cheshire

The Committee noted with regret that statutory bodies and agencies were having to resort to requesting funding from the Town Council for projects and activities

15/6/09 To consider entering into a partnership with The Cat Community Radio CIC

Members **resolved** to enter into a partnership with The Cat Community Radio CIC

Chairman's Initials

15/6/10 To consider matters related to signs and flags

Members **resolved not** to erect existing bunting or purchase new bunting for the Town Centre at this present time.

Members requested that a report be made regarding the costs and purchase of roadside boards and banners and that it be circulated to Members

15/6/11 To consider an update on the relation to the events programme and theme for 2016 / 2017

The Events Officer provided an update regarding the proposed calendar of events for the financial year 2016 / 2017

Members **resolved** to defer a decision on the events programme until the next meeting so that information on partner proposals can be incorporated into the events programme

15/6/12 To consider matters related to the organisation of a Steampunk Festival

Members **resolved** to support the organisation of a Steampunk Festival and recommend to the Finance and Resources Committee that £15,000.00 is released from the Strategic Contingency for this purpose

15/6/13 To consider an update from the World War One Working Group and related activities

Members received an update from the World War One Working Group regarding its planned activities to commemorate the Somme in July 2016 and noted a further Working Group meeting will be held before the next meeting

15/6/14 To consider matters related to Creative Crewe

Members considered matters related to Creative Crewe and are minded to allocate funds to the group subject to additional information being requested from the Group which can then be considered at the next meeting

15/6/15 To note the date of the next meeting – **Tuesday 29th March 2016**

The meeting closed at 21:03pm

Chairman's Initials

Crewe Town Council
Community and Environment Committee

St Paul's Community Centre,
Hightown,
Crewe,
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CW1 3BY

Tel: 01270 756975

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Minutes of the Meeting held on Tuesday 29th March 2016

15/7/01 Committee Members Present:-

Councillors Brookfield, Houston, B Minshall, P Minshall, Rhodes, Straine-Francis and Walton.

In attendance:-

Hannah Marr (Community Engagement Officer).

15/7/02 To receive apologies for absence

Apologies for absence were received from Councillor Hogben.

15/7/03 To note declarations of Members' interests

No declarations of Members' interests were made.

15/7/04 To confirm and sign the minutes of the meeting held on Wednesday 3rd February 2016

The minutes of the previous meeting held on Wednesday 3rd February 2016 were approved and signed as an accurate record.

15/7/05 Public Participation

Mr Jackson submitted a question regarding the Railwayman Memorial on West Street, Crewe, and if there had been progress made on the progress that has been made with it.

Community Engagement Officer advised that a meeting is being organised with a local school once they return from their Easter break with the view of forming a Group to look after the care of the Railwayman Memorial. ¹

15/7/06 To review the year to date financial position for the Community and Environment Committee (**attached**)

Members noted at length the current financial position of the Community and Environment Committee.

Members again requested that formal clarification was sought with regards to the Committees ability to carry forward any underspend within the current year's budget.

¹ Councillor Jill Rhodes joined the meeting at the end of this item

Chairman's Initials

15/7/07 To consider recommendations from the Grants Working Group in relation to grant applications submitted to the Council (***copies circulated***):-

- a) Crewe Arabic Centre (*resubmission*) - £1,000.00
- b) Barnies Hub – £530.00
- c) Must See Musicals – £1,000.00
- d) Central Cheshire Buddies Scheme – £920.00
- e) Crewe Trolley Angels – £238.00
- f) Deaf Support Network – £700.00
- g) Crewe Flyers – £1,000.00

The Committee considered the grant applications present and:-

- a) An award of £1,000.00 was **resolved** to be made to the Crewe Arabic Centre following the additional information that was resubmitted to support their application;
- b) An award of £530.00 was **resolved** to be made to Barnies Hub;
- c) An award of £1,000.00 was **resolved not** to be made to Must See Musicals;
- d) Members are minded to make an award of £920.00 to Central Cheshire Buddies Scheme. However, it was requested that clarification was sort on details contained within the application and that this information is then presented at the next meeting;
- e) An award of £238.00 was **resolved** to be made to Crewe Trolley Angels – £238.00;
- f) Members are minded to make an award of £700.00 to the Deafness Support Network. However, it was requested that clarification was sort on details contained within the application and that this information is then presented at the next meeting;
- g) Members are minded to make an award of £1,000.00 to the Crewe Flyers. However, it was requested that clarification was sort on details contained within the application and that this information is then presented at the next meeting;

Members **resolved** to make a request of the Finance and Resources Committee that any and all monies remaining in the 2015 / 2016 grants budget be carried forward into the grants budget for 2016 / 2017.²

15/7/08 To consider procedural and policy revisions to the Crewe Town Council Small Grants Scheme for the forthcoming financial year 2016 / 2017

The Committee **resolved** to approve the adoption of the policy and procedural revisions to the Crewe Town Council Small Grants Scheme for the forthcoming financial year 2016 / 2017 as detailed in Appendix One.

15/7/09 To consider matters relating to Creative Crewe

It was **resolved** to award Creative Crewe funds totalling £2,500 towards three events:-

- Big Event – May 2016;
- Family Fit and Fun Day – August 2016;
- Handmade Market – October 2016;

Members **resolved** that the funds be used towards the cost physical infrastructure and equipment at the events such as stall hire, staging, seating, etc.

Members further **resolved** that a Partnership Agreement is entered into with Creative Crewe and that the award is fully recognised by way of the Town Council's branding being displayed, where applicable and able to do so, on these items and in their marketing materials.

² This has already been agreed by the Finance and Resources Committee Meeting during Item 15/6/07 held on 23rd February 2016

Chairman's Initials

15/7/10 To consider an update on the events programme for 2016 / 2017

The Chair updated the Committee on the events programme for 2016 / 2017.

15/7/11 To consider the formation of an Events Sub-Committee

The Committee considered and **resolved not** to form an Events Sub-Committee.

Members further **resolved** to form an Events Working Group to support the work undertaken by the Events Officer and the Town Councils event programme.

Members **resolved** that the Events Working Group would comprise of at least members of the Community and Environment Committee whose membership will be ratified at the next meeting.

15/7/12 To consider an update from the World War One Working Group

The Chair updated the Committee on behalf of the World War One Working Group and the planned activities to commemorate the centenary of the Battle of the Somme in July 2016 along with the mini Conference relating to the Battle of Jutland.

15/7/13 To consider the formation of a Civic Charitable Working Group

Members **resolved** to form the Crewe Civic Charitable Working Group whose membership will be ratified at the next Community and Environment Committee Meeting once the new Mayor is elected as detailed in Appendix Two.

To note the date of the next meeting – **Thursday 19th May 2016**

The meeting was closed at 20:31pm

Appendix One



Crewe Town Council Small Grants Scheme Application Form



The information contained on this form will help us process your application.
Guidelines on the Small Grants Scheme are available [here](#).
We highly recommend that you read '[A Vision for Crewe – Crewe's Community Plan](#)'
before completing your application.

Contact Details

| | | | |
|--------------------------|-----------|----------|--|
| Name of Organisation: | | | |
| Address of Organisation: | | | |
| | Postcode: | | |
| Name of Applicant: | | | |
| Position: | | | |
| Telephone Number: | | | |
| Email address: | | | |
| Facebook: | | Twitter: | |

About your organisation

| | |
|-----------------------------------|---|
| Type of organisation: | Charitable Organisation / Unregistered Community Group / Club / Society *delete as appropriate Other (please state): _____ Registered Number: _____ Do you have a constitution or governing document? Yes / No |
| When did your organisation start? | |
| What does your organisation do? | |

Chairman's Initials

Who do you work with?

Children under 16 ☐

Young people under 25 ☐

Older people over 55 ☐

People of minority ethnic origin ☐

Disabled people ☐

Women ☐

Other (please state)

Details of Grant Requested

What is your project called?

How will your project benefit the local community in Crewe?

Why is this project needed? And how many people will benefit from the project?

How does this project meet the aims of A Vision for Crewe – Crewe's Community Plan?

Chairman's Initials

Project Costs and Finances

How much will your overall project cost?

What will funds from Crewe Town Council be used to pay for?

| Item | Total Costs | Requested from Crewe Town Council |
|--------------|-------------|-----------------------------------|
| | £ | £ |
| | £ | £ |
| | £ | £ |
| | £ | £ |
| | £ | £ |
| | £ | £ |
| Grand Totals | £ | £ |

Who else have you approached for funding for this project?
Please indicate if any of these contributions have been secured with a *

| Contribution requested from | Total |
|-----------------------------|-------|
| | |
| | |
| | |
| | |

| | | |
|--|-----|----|
| Have you previously applied funding from Crewe Town Council? | Yes | No |
|--|-----|----|

| | |
|-----------------------------|--|
| If Yes, when did you apply? | |
|-----------------------------|--|

If you were successful, please briefly tell us about the project which was funded

Chairman’s Initials

Declaration

I am authorised to make this application on behalf of the above organisation

I certify that the information contained in this application is correct

If the information in the application changes, I will inform Crewe Town Council as soon as possible.

I give permission for Crewe Town Council to record the details of my organisation electronically and contact my organisation by phone, mail or email with information from time to time.

| | |
|---------|-------|
| Signed: | Date: |
|---------|-------|

Checklist

Please enclose the following with your application. Applications will only be processed once all this information has been received.

- Latest annual accounts ☐
- Governing document ☐
- Copy of a bank statement less than three months old ☐
- Policy documents (if applicable) ☐
- Copies of written estimates ☐

Please send your completed application to:-

Hannah Marr
Community Engagement Officer
Small Grants Scheme
Crewe Town Council
St Paul's Community Centre
1 Chantry Court
Forge Street
Crewe
Cheshire
CW1 2DL

Email: grants@crewetowncouncil.gov.uk
Tel: 01270 756975 / 07947 180150

Please ensure you keep a copy of this application form for your records

Chairman's Initials



Crewe Town Council

Small Grants Scheme Guidance



Crewe Town Council wishes to make donations and allocate grants to fund projects that support organisations which are based within or that directly benefit the Town of Crewe and its residents.

Projects **MUST** support the aims of 'A Vision for Crewe – Crewe's Community Plan' which are:-

- Develop Civic Pride through activities which involve the community in heritage, arts, culture and leisure;
- Engage young people and help to address educational, recreational and training needs;
- Improve and enhance the community, 'green spaces' and the physical environment;
- Encourage events, activities and functions that will bring social and economic benefits to the Town;
- Assist the development of sustainable initiatives that will benefit the community in both the short and the longer term;
- Support and improve the health and wellbeing of residents in Crewe;
- Enable the community for the benefit of all;

Eligibility

When seeking funding from the Small Grants Scheme, organisations must take into account the criteria detailed below:-

To qualify for a grant from Crewe Town Council, organisations **MUST**:-

- Be a voluntary or community organisation, registered charity, charitable incorporated organisation, social enterprise, community interest company, community amateur sports club or a not-for-profit group which has a governing document and an active management group;
- Operate within the Crewe town boundary, provide value for money and that the proposed project will directly and positively benefit local residents;
- Be able to provide proof of a bank or building society account in the organisations name which requires at least two signatures and, where possible, an audited set of accounts;
- Where projects involve children, young and vulnerable people, the organisation must have the appropriate safeguarding policies and procedures in place, copies of which must be supplied;
- Complete the application form in full and provide all required information and documentation;
- Not have already received grant funding from the Town Council or had an application rejected in the current financial year;

Applications will **NOT** be considered for:-

- Organisations which are not based within the Crewe town boundary unless they can significantly show that the project and the organisation will positively benefit the town and the residents in Crewe;
- Projects which do not involve, include or benefit residents within the Crewe town boundary;
- Individuals as well as general appeals, sponsorship or general fundraising requests from organisations;
- Applications from national bodies without a local link to Crewe, who are unable to demonstrate their effectiveness in the town of Crewe or benefit local residents;
- Activities which are mainly of a political or religious nature;
- Loan against loss or debt;
- Work which has already taken place;
- General running costs such as utilities, insurance, broadband, etc. along with salaries and staffing costs;
- Organisations which have already received grant funding from the Town Council or had an application rejected in the current financial year;

Chairman's Initials

General conditions to consider when applying for a grant

- Applications must be completed in full. Incomplete application forms will be returned to the organisation which could incur a delay or deferral of your application until the next evaluation round;
- Applications will not be considered by the Grants Working Group until all supporting documentation and additional information requested is supplied. If this information is not received, the application will be deferred until the next evaluation round and may result in the application being declined. Failure to supply all the required documentation will result in the application being treated as incomplete;
- Organisations which have applied and received a grant from Crewe Town Council in the past twelve months will not generally be considered;
- Applications for funding over £1,000 will generally not be considered;
- Funds awarded must only be used for the stated purpose and project outlined in the original application. If an organisation wishes to vary the project or purpose which the funds will be used for, they must formally write to the Town Council to seek approval. No further works should be carried out on the project until formal approval is granted. The Town Council reserves the right to request for all funds to be repaid should funds not be used for the stated purpose or project outlined in the original application;
- If an organisation is unable to spend the funds allocated, any unspent monies must be returned to the Town Council at the earliest opportunity;
- If an organisation is unable to fulfil the project to which funding has been allocated, an organisation must repay the grant in full;
- Funds granted by Crewe Town Council are awarded on a one-off basis. Repeat applications from organisations in consecutive financial years, for the same purpose, will not be considered;
- Awards cannot be made retrospectively. Therefore, any work which has started prior to acceptance of a grant offer, will not be eligible for funding;
- In cases where a funded project turns a profit, the Town Council must be informed in writing. Crewe Town Council reserves the right to request for the profit to be paid back to the Small Grants Scheme unless the Small Grants Scheme Working Group is satisfied that the profit will be utilised to benefit the organisation positively and the community which it supports;
- A complete copy of an organisations latest accounts or at least three bank statements, governing documentation, equal opportunities policy and where applicable, safeguarding policy, must be supplied within seven days of an application being submitted. Where a new project is being launched, an appendix must be attached detailing anticipated costings and quotations;
- Following a successful application, an End of Grant Report must be submitted to the Town Council upon completion of the project. The report shall include, but not limited to, how many people the project has benefitted, how funds were used and what difference the project has made to the organisation and / or the local community;

The Application Process

How to apply for funding from the Small Grants Scheme

Crewe Town Council highly recommends that organisations read 'A Vision for Crewe – Crewe's Community Plan' prior to making their application. A copy of the Community Plan can be found [here](#) or by contacting the Community Engagement Officer by email, communityplan@crewetowncouncil.gov.uk, or by calling 01270 756975 Option 1.

- Applications must be made in writing and only on the Town Councils most current Small Grants Scheme Application Form. A copy can be downloaded [here](#) or a copy can be requested by email, grants@crewetowncouncil.gov.uk.
- Forms must be clear and legible and preferably submitted by email to grants@crewetowncouncil.gov.uk. If applications are not clear or legible, forms will be returned to the applicant upon receipt;
- Grants will not be awarded retrospectively. Any works begun on a project prior to a formal grant offer has been made and accepted, renders the application ineligible and will be rejected upon receipt;
- If an organisation is unable to submit required documentation at the point of application, they have seven days to supply the information to Crewe Town Council;

Chairman's Initials

Applications will be considered by the Small Grants Scheme Working Group quarterly. Therefore applications for the 2016 / 2017 Small Grants Scheme must be submitted before **Sunday 29th May, Sunday 28th August, Sunday 20th November 2016 and Sunday 19th February 2017.**

Once your application has been submitted and how your application will be considered

Once received, your application will be checked and evaluated by a Crewe Town Council Officer and then the Small Grants Scheme Working Group. Crewe Town Council reserves the right to seek further clarification on any details contained within the application, to return applications if they are incomplete and to liaise with external parties to verify information contained within the application. Where possible and felt necessary, organisations will be asked to meet the Town Council to discuss their application in more detail before it is presented to the Small Grants Scheme Working Group.

Once it is felt that the Small Grants Scheme criteria has been satisfactorily met, the application will be presented to the Small Grants Scheme Working Group. The Working Group will judge each application on its own individual merits and how each project best supports the aims of 'A Vision for Crewe – Crewe's Community Plan'. The Working Group will then make their recommendations to the Community and Environment Committee.

Crewe Town Council has delegated powers to the Community and Environment Committee and the Small Grants Scheme Working Group to consider and make recommendations on allocations of grant funding and to make donations.

The Town Council strives to allocate grant funding and donations in a fair and open manner, judging each application on its own merit. When allocating, funds are granted under the provision of various Local Government Acts, the General Power of Competence and Audit Regulations.

It should also be noted that all Crewe Town Councillors are governed by a [Code of Conduct](#) and have an obligation to declare any personal and / or prejudicial interest where relevant when considering the allocation of funds.

If your application is successful

- All applicants will be notified in writing within seven days following the decision made by the Small Grants Scheme Working Group and the Community and Environment Committee;
- Successful applicants will be asked to complete and sign a Grant Acceptance Agreement before payment of funds is released;
- Funds will be passed on to organisations via a direct bank transfer and not by cash or cheque;
- Organisations will be required to complete an End of Grant Report highlighting how the project has benefitted and made a difference to both the organisation and the community and include details such as how the funds were spent;
- Copies of all receipts and invoices must be submitted no later than 30 days following completion of the project;

Assistance

If you have any questions about applying to Crewe Town Council's Small Grants Scheme or would like some help to complete your application form, please contact:-

Hannah Marr, Community Engagement Officer at Crewe Town Council

Telephone: 01270 756975 / 07947 180150

Email: grants@crewetowncouncil.gov.uk

Address: Crewe Town Council, 1 Chantry Court, Forge Street, Crewe, Cheshire CW1 2DL

Chairman's Initials



Crewe Town Council Small Grants Scheme

End of Grant Report



Please complete, sign and return this form as soon as your project has finished

Project Name:

Organisation Name:

Grant Award received from Crewe Town Council

£

How was your grant spent?

Please give a breakdown of the items or activities funded by the grant award from Crewe Town Council

| Item or activity | Actual total cost of the item / activity for the project | Amount of Crewe Town Council grant spent on item / activity |
|---------------------------|--|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total amount spent | £ | £ |

If how you spent your grant is different to what was outlined in your application form, you must explain why and advise how this has allowed you to achieve your outcomes.

Chairman's Initials

What has your project achieved?

Tell us how you feel that your project has met the aims of 'A Vision for Crewe – Crewe's Community Plan'?

How many people directly benefited from the grant?

Tell us about the difference your project has made and the wider benefit you feel it has had to the community

Is there anything you would have done differently?

| Title | Forename | Surname |
|-------|----------|---------|
| | | |

Position within organisation

| Telephone Number | Email |
|------------------|-------|
| | |

| Signed | Date |
|--------|------|
| | |

Please attach any photographs you are able to share with us about the project funded. These will be used to publicise your grant award and to promote the Crewe Town Council Small Grants Scheme.

Please return your form by email to grants@crewetowncouncil.gov.uk

Chairman's Initials



Terms of Reference

During each financial year, Crewe Town Council strives to allocate grants and donations in a fair and open manner, judging all requests on their own merit, within the overall budget approved by the Town Council.

When allocating funding, Crewe Town Council must show the statutory powers granted to the Council under the provision of various Local Government Acts, the General Power of Competence and Audit Regulations. It should also be noted that all Crewe Town Councillors are governed by the Code of Conduct and have an obligation to declare any personal and / or prejudicial interest where relevant when considering the allocation of funds. Details of these can be found in 'The Good Councillors Guide – Essential Guidance for Local Councillors (4th Edition)' which can be found [here](#).

The purpose of the Small Grants Scheme Working Group is:-

- To form a Working Group of at least four Councillors at the beginning of each Council year;
- To meet at least four times during a Council year;
- To support the Community and Environment Committee to distribute grants and allocate donations on behalf of Crewe Town Council;
- To enhance and raise the profile Town Council's Small Grants Scheme;
- To make recommendations to the Community and Environment Committee regarding the distribution of grants and allocation of donations;
- Ordinarily, the Community and Environment Committee will accept the recommendations of the Small Grants Working Group and will only process applications which the Working Group cannot reach a clear decision on;
- To issue press releases or press comments regarding grant and donation awards from the Town Council;
- To review the Small Grants Scheme Policies, Procedures and supporting documentation at least annually and make amendments as and where it is deemed necessary;
- To assist to raise the profile and 'good works' undertaken by Crewe Town Council and the Mayor of Crewe as well as its civic role within the community;

Notes

The Small Grants Scheme Working Group will comprise of at least four Councillors. Both the Chairperson and Vice-Chairperson of the Community and Environment Committee shall be ex-officio members of the Working Group.

No business shall be dealt with unless at least three members of the Working Group being present. If there is no quorum, all items will be deferred to until the next meeting. Should a casual vacancy arise during the year, the Working Group can co-opt members to join the Working Group.

The requirements of the Council's Code of Conduct will apply to members of the Working Group. Members of the Small Grants Scheme Working Group must declare any personal or pecuniary interest that may be perceived as being relevant to any decisions or recommendations made by the Group.

Chairman's Initials

Appendix Two

Crewe Town Council

Crewe Civic Charity Working Group

Terms of Reference



Each year, the Mayor should give some consideration as to the charity or charities which they propose to support during their year in Office.

The choice as to which charity or charities is left to the discretion of the Mayor but should tend to favour locally based charities or local branches of a national charity whose aims and objectives benefit the residents of Crewe within the Crewe Town boundary.

The purpose of the Crewe Civic Charity Working Group is to:-

- Support the Mayor to enhance the profile of their chosen charity or charities during their term in office;
- Work alongside staff and volunteers from the chosen charity or charities to promote and / or raise funds for the chosen cause or causes;
- Assist and support the Mayor in the organisation and preparation of activities and events to raise funds and / or to promote the chosen charity or charities during the Mayoral Year;
- Accept donations made to the Mayors chosen charity or charities;
- Allocate and distribute donations to the Mayors chosen charity or charities during and at the end of the Mayoral Year;
- Obtain quotations, estimates and place orders in connection with the Mayors fundraising activities and events;
- Provide guidance on civic protocol where necessary;
- Review civic functions where felt necessary;
- Aid the Mayor to enhance their 'good works' within the community;
- Raise the profile of the Mayor, the Councils civic role and Crewe Town Council;

Notes

The Crewe Civic Charity Working Group will be made up of the Mayor, an Officer of the Town Council (preferably the Mayor's Personal Assistant), one representative of the chosen charity or charities and the group can appoint up to two additional members.

The Working Group in conjunction with the Mayor can co-opt non-Councillor volunteers to join the Working Group to support its work. The Working Group shall be appointed in May each year and shall serve until the following May's meeting when the new Mayor is elected.

No business shall be dealt with unless at least three members of the Working Group are present. If there is no quorum, all items will be deferred until the next meeting. Should a casual vacancy arise, the Working Group can co-opt members to join the Working Group at the earliest available meeting.

The requirements of the Council's Code of Conduct will apply to members of the Working Group. Members of the Crewe Civic Charity Working Group must declare any personal or pecuniary interest that may be perceived as being relevant to any decisions or recommendations made by the Group.

Chairman's Initials

Crewe Town Council

Finance and Resources Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY



Minutes of the meeting held on 2nd June 2015

- 15/1/01** Present
Cllrs Beard, Lundie, P Minshall, Jill Rhodes, Russan, D Yates and S Yates.

In attendance: Cllrs Bailey, Brookfield, Hickson, Straine-Francis and Roberts.
Steve McQuade (Town Clerk)
- 15/1/02** To elect a Chairman and Deputy Chairman for the Committee
Members **resolved** that Cllr Russan be elected as Chairman and Cllr Lundie as Deputy Chairman.
- 15/1/03** To receive apologies for absence
There were no apologies for absence.
- 15/1/04** To note declarations of Members' interests
There were no declarations of interest.
- 15/1/05** To note the terms of reference for the Committee
Members noted the terms of reference.
- 15/1/06** To confirm and sign the minutes of the meeting held on 10th February 2015
The minutes of the previous meeting were approved and signed as an accurate record.
- 15/1/07** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions asked.
- 15/1/08** To consider an update in relation to Asset Transfer and other matters related to the dialogue with Cheshire East (Town Clerk):
a) Markets – Including a confidential proposal by NABMA to conduct a fundamental review of the market operations and make on recommendations to the Town Council on the nature of any involvement with the Crewe markets
b) Public toilet provision – No further information.

Members agreed to recommend to Council the approval of the commissioning of the report into the markets by NABMA at a cost of £8.6k, subject to discussions between the respective Leaders and Cheshire East and the Town Council.

- 15/1/09** To consider the year to date financial position for the Committee and Council
Members noted the current financial position.

Chairman's Initials.....

15/1/10 To consider making appointments to fill the internal scrutiny roles.
Members **resolved** that Cllrs Beard and Jill Rhodes are appointed to the internal scrutiny role.

15/1/11 To consider making appointments to outside bodies including the Cheshire Association of Local Councils (ChALC) and to the Local Area Partnership or equivalent¹.
Members **resolved** that Council awaits further information from Cheshire East as to what nominations it requires to fill roles on community organisations that Cheshire East may facilitate in the future. Community and Environment Committee was invited to consider making the appointment once more information is available.

Members **resolved** that Cllr S Yates represent the Council at ChALC.

Members **resolved** that Cllr Diane Yates take the lead role in liaison with the Police.

It was noted that Cllr Bailey is a Cheshire East representative on the Fire Authority.

15/1/12 To consider making a recommendation to Council to amend Financial Regulations
Members resolved to recommend to Council that the following be added to Financial Regulations²:

Member claims for expenses and reimbursements:

- 1) Member claims should be submitted on the claim form which is available from the Town Clerk. The Clerk will accept email submission as being 'signed'.
Alternatively members may submit signed versions in hard copy should they so wish.
- 2) Valid claims will be paid by the Clerk through bank transfer in the normal way.
- 3) Members to retain all primary records such as receipts for 2 years and to make them available to internal scrutiny if requested. Any claims not backed up by valid records may be reclaimed from the member by the Council.
- 4) That the Mayor may claim an honorarium of £500 of the allowance as a one off lump sum to cover the incidental costs of fulfilling the mayoral duties³. The Mayor to be responsible for any relevant tax liabilities.
- 5) That the Mayor on the production of receipts be reimbursed for other direct costs from other councils or suppliers will be met by the Council in the normal way via the invoice procedures and be subject to internal audit in the normal way.

Members also agreed to recommend that references in policy documents to supervision of the Town Clerk by the 'Chair of Finance' be replaced with reference to the 'Leader'.

15/1/13 To consider matters related to the Town's allotments
Members **resolved**:

¹ Council had previously nominated Cllr Jill Rhodes.

² Cllr Straine-Francis declared a pecuniary interest and left the meeting for the part of this item referring to the role of the Mayor.

³ Last year the Mayor attended approximately 300 engagements a significant number of which involved incidental and unverifiable expenditure such as church collections, raffles etc. Not all events involve making such contributions but a significant proportion do and it is seen as unreasonable that the Mayor should incur such expenditure at a personal level.

Chairman's Initials.....

- 1) That Council continue to act in line with the legal advice it had received on site ownership.
- 2) That notices and press releases be issued providing plot holders at Walker Street, Ford Lane and Hulme Street with an opportunity to make their annual payments for the use of their plots.
- 3) That the Allotment Federation be asked to continue to ring fence monies prioritised for the sites at Walker Street, Ford Lane and Hulme Street.
- 4) Members reviewed a request from the Allotment Federation for extra funds to address a range of issues at the Manor Way site. Members asked that the Federation look at the prioritisation of the existing monies allocated and if there was no flexibility possible that the site be first asked to explore other grant options such as via Cheshire east grant scheme to see if the funds could be raised from other sources.

15/1/14 To consider matters related to the Council's requirements for office accommodation and meeting rooms⁴
Members **resolved** that a working group be formed to look at matters in more detail Cllrs Jill Rhodes, Russan, Brookfield, Roberts and Hickson were nominated⁵.

15/1/15 To consider the establishment of the Town Council in the medium to long term
Members **resolved** that:

1. Cllr D Yates and the Clerk prepare a more detailed report for the next meeting.
2. That the change in the Deputy Town Clerks hours be approved.

15/1/16 To consider the date of the next meeting – 28th July
Members noted the date of the next meeting.

Meeting Closed: 21:07

⁴ Discussion of this item and the subsequent one on the establishment took place following a resolution to exclude press and public by virtue of the commercial and personal information involved in the discussions.

⁵ Cllr Lundie left the meeting at this point.

Chairman's Initials.....

Crewe Town Council

Finance and Resources Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY



Minutes of the meeting held on 22nd June 2015

- 15/2/1** Present
Cllrs P Minshall, Jill Rhodes, Russan, D Yates and S Yates.

In attendance: Cllr Hickson. Steve McQuade (Town Clerk)
- 15/2/2** To receive apologies for absence
Apologies were accepted and approved from Cllrs Beard and Lundie.
- 15/2/3** To note declarations of Members' interests
There were no declarations made.
- 15/2/4** To confirm and sign the minutes of the meeting held on 2nd June 2015
The minutes of the previous meeting were approved and accepted as an accurate record.
- 15/2/5** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions asked.
- 15/2/6** To receive recommendations from Cllr Diane Yates in relation to the establishment of the Town Council with a view to seeking Council approval to adopt proposal from the Committee.
Members **resolved** to recommend to Council that:
- 1) the post of community engagement officer be offered to internal applicants.
 - 2) a post of Events Officer be created and advertised as 'annualised hours to be agreed'.
 - 3) matters related to an apprentice post be deferred.
- 15/2/7** To consider the date of the next meeting – 28th July
Members noted the date of the next meeting.

Meeting Closed: 19:18

Chairman's Initials.....

Crewe Town Council

Finance and Resources Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY



Minutes of the meeting held on 28th July 2015

- 15/3/1** Present
Cllrs Beard, Lundie, P Minshall, Jill Rhodes, Russan, D Yates and S Yates.
- In attendance: Cllr Roberts and Steve McQuade (Town Clerk)
- 15/3/2** To receive apologies for absence
There were no apologies.
- 15/3/3** To note declarations of Members' interests
There were no declarations of interest.
- 15/3/4** To confirm and sign the minutes of the meeting held on 22nd June 2015
The minutes of the previous meeting were agreed and signed as an accurate record.
- With regard to the recruitment of an Events Officer, the Clerk confirmed progress to date and indicated that as per previous recruitment processes that shortlisting would be conducted by Members of the Committee and that subsequent interviews would be conducted by the Chairs of Finance & Resources and Community & Environment together with the Clerk.
- 15/3/5** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions raised.
- 15/3/6** To review the year to date expenditure for the Committee and for Council as a whole
Members noted the current financial position and discussed the importance of utilising the member and employee training budgets to full effect.
- 15/3/7** To receive a report from Internal audit (Cllr Jill Rhodes)
Cllr Jill Rhodes reported on the most recent internal audit inspection and indicated that the data tested was in order.
- 15/3/8** To consider a report from the Clerk on the Council's compliance with the transparency code
Members noted the report and agreed that the current level of compliance is acceptable.
- 15/3/9** To receive and consider an update in relation to accommodation for the Town Council
Members noted the update from the Clerk on the various opportunities that are being explored.

Chairman's Initials.....

15/3/10 To consider an update on matters related to Crewe Markets
The Clerk reported that the work by the Council's advisers had commenced and that attempts are being made to secure the relevant information from Cheshire East/ANSA.

15/3/11 To consider an update in relation to the allotments
Cllr S Yates reported on the meeting (27th July) with representatives from Ford Lane, Walker Street and Mr Timpson's office. The outcome being that the Council had reiterated the need for the names and addresses of plot holders to be placed in the possession of the Council to enable it to fulfil its legal and operational responsibilities. Once the information is received further meetings could then be held to look in more detail at all options. The Clerk was asked to write to the representatives to confirm the Council's position and the hope that they would obtain the mandate to release the data they hold within 2 weeks.

The Clerk updated members on the formal matters related to the Land Registry. Cllr S Yates was asked to consider contacting the Leader at Cheshire East seeking written confirmation of what had been agreed at their recent meeting.

15/3/12 To consider recommending the adoption of a Data Protection Policy
Members reviewed the policy and asked that it be placed on the Council agenda for consideration and approval.

15/3/13 To consider awarding a three year contract for a printer/copier/scanner.
Members reviewed the information presented and authorised the Clerk to procure the equipment via the most cost effective supplier.

15/3/14 To consider the purchase of Photoshop for £127 (to enhance the ability to manage image content) and to consider the licensing of software known as 'Buffer' at approximately £15 per month (integrates the management of various social media streams and hence aids coordination of promotional campaigns etc.)
Members authorised the purchase of Photoshop and the licensing of the 'Buffer' product.

15/3/15 To consider the date of the next meeting – 29th September.
Members noted the date of the next meeting.

Meeting closed: 20:13

Chairman's Initials.....

Crewe Town Council

Finance and Resources Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY



Minutes of the meeting held on 29th September 2015

- 15/4/1** Present
Cllrs Beard, P Minshall, Jill Rhodes, Russan, D Yates and S Yates.
- In attendance: Cllr Roberts and Steve McQuade (Town Clerk)
- 15/4/2** To receive apologies for absence
Apologies were received and accepted from Cllr Lundie.
- 15/4/3** To note declarations of Members' interests
There were no declarations of interest made.
- 15/4/4** To confirm and sign the minutes of the meeting held on 28th July 2015
The minutes of the previous meeting were agreed and signed as an accurate record.
- 15/4/5** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
Mr Cartlidge asked about the possible formation of a second allotment federation. Cllr S Yates replied that all things might be possible, but first information confirming who occupies Council land must be supplied.

Mr Wye thanked Cllr P Minshall for helping to organise the MMU tour of Crewe for new students.
- 15/4/6** To review the year to date expenditure for the Committee and for Council as a whole
The Clerk reported that the year to date income for the Council as a whole has reached the expected total for the year and that expenditure to date is less than 50% of the annual budget.

The Clerk indicated that cost centres within the Committee's remit were generally on track to be close to budget or deliver an underspend. The exception being allotments (320) where the extraordinary circumstances of increased legal costs and withheld income were contributing to an expected overspend.

Members noted the information presented.
- 15/4/7** To consider matters related to the Council and Committee budget for 2016/7
The Clerk indicated that the revenue implications of the purchase of Chantry Court had not, as yet, been included in the projections. Preliminary indications were that the Council faces cost pressures to the falling level of Council Tax Support Grant, the expanding remit of the Council and the expected depletion in reserves due to delivery of projects such as

Chairman's Initials.....

market transfer.

Members discussed the possibly appointment of an apprentice and other direct pressures on the budget such as from potential major projects e.g. Markets, Westminster Park, upkeep of town centre, fly tipping etc.

The Clerk also updated members on potential changes to regulations in terms of precept setting and borrowing.

15/4/8 To consider the most appropriate means of financing the purchase and refurbishment of 1 Chantry Court
Members debated the most effective means by which costs could be covered and **resolved** that the purchase be accomplished by applying to borrow the full purchase price plus 20k to cover the capital cost of change i.e. 132.5k. The application is to be made over a repayment period of 10 years.

15/4/9 To receive and consider an update on the management aspects of the relocation to Chantry Court.
The Clerk updated members with regard to the progress in purchasing the property and in relation to commissioning the necessary works to the building.

The Clerk was asked to call a meeting of the accommodation working group to discuss the procurement aspects related to the cost of change.

15/4/10 To consider how best to recognise the support from the St Paul's Centre in providing a home for the Town Council over the past two years
Cllr Yates updated members on the item and members received information from Mr Wye on a project to support a local young person from Crewe through helping them participate in the cycling project at the St Paul's Centre which would develop their skills and help them progress into fulltime employment.

Members debated the issues raised and considered matters in the wider context of supporting young people in making the transition from education to employment.

In conclusion, Members asked that the Clerk add 5k to the draft budget for 2016/7 to permit the creation of a 'St Paul's Bursary'. The budget is designed to support an annual award of a bursary. Applications to the Council by charitable and voluntary groups based in Crewe would be accepted each year with a view to the Council funding that organisation to support a young person from Crewe to make the transition from education to employment. Naming of the bursary in this way will provide long-term recognition of all the support that was provided to the Council during its formative years.

Members **resolved** that in recognition of the support of the St Paul's Centre that the first bursary of £5k be award to the St Paul's Centre to support the project suggested by Mr Wye.

15/4/11 To consider matters related to allotments:
a) An update from Cllr S Yates in relation to recent communications.
b) An update from the Clerk on advice from the Council's legal advisors.
c) A review of progress in delivering the improvement plan at the allotment sites

Cllr Yates updated members in relation to the recent dialogue with the three sites that

Chairman's Initials.....

are not part of the Allotment Federation and other interested parties. It was noted that the information requested confirming who was in occupation of Council owned land had not been supplied. The other parties had rejected an offer to meet Cllr S Yates on a one to one basis to discuss the way forward.

It was noted that a request has been made via Mr Cunningham (Ford Lane) that the Council enter into mediation. Members agreed that was premature as negotiations had not even started and the Council has not been made aware who it would be talking to or who the other parties claimed to represent.

It was noted that there were concerns with regard to the lack of information that had been circulated to plot holders at the three sites by those claiming to represent them and that there is emerging evidence that rents had been charged and that new tenants had been allowed on sites without the permission of the landlord i.e. the Town Council.

Members expressed regret that proposals from the Town Council seeking to resolve matters had not been responded to and that invoices to all plot holders had not been circulated, nor apparently had plot holders been advised of the existence of invoices.

Members agreed to place an advert in the media explaining the Council's position and inviting plot holders to secure their right to occupy the land by signing agreements with the Town Council should a third and final offer to the three sites be rejected.

Cllr S Yates then explained to the meeting his ideas to seek to reach agreement with the three sites and confirmed the following:

1. He would agree to the Council appointing an independent party to hold the plot holder data to enable negotiations to commence.
2. The appointed persons would independently verify the data by visiting sites, residences and making phone calls to give assurance to the Council of the accuracy of the data.
3. That would then permit negotiations to proceed with 'all options open'.
4. Should agreement not be reached then mediation might be possible, but the plot holder data, would at that point and only at that point be accessed by the Council to enable sites to be managed.

Cllr S Yates expressed his hope that such a reasonable approach would be accepted.

Cllr Russan confirmed that significant funds were held to undertake works at two of the three sites and that money would be released following the conclusion of the process outlined above.

The Clerk updated members on legal advice received in recent weeks.

Members reviewed the information from the Federation that relates to investment in the allotment sites. Members were pleased to see such progress and congratulated the Federation on the management of the improvement programme.

15/4/12 To consider an update on matters related to Crewe Markets
The Clerk reported that the Council's advisors were working on preparing the necessary reports, but were still awaiting clarification on a number of points from Cheshire East.

15/4/13 To receive and consider an update from Internal audit

Chairman's Initials.....

Cllrs Beard and Rhodes updated members with regard to the most recent internal audit. All was in order and the focus of the audit had been on payroll procedures/processes.

The Clerk reported that external audit had verbally indicated that the audit would be unqualified. The issue with regard to the classification of the CCLA account had not yet been resolved at a national level.

15/4/14 To consider the date of the next meeting – 15th December.
Members noted the date of the next meeting.

Meeting Closed: 20:35

DRAFT

Chairman's Initials.....

Crewe Town Council

Finance and Resources Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY



Minutes of the meeting held on 15th December 2015

- 15/5/1** Present
Cllrs Beard, Lundie, P Minshall, Jill Rhodes, Russan, D Yates and S Yates.
- In attendance: Steve McQuade (Town Clerk)
- 15/5/2** To receive apologies for absence
There were no apologies for absence.
- 15/5/3** To note declarations of Members' interests
There were no declarations made.
- 15/5/4** To confirm and sign the minutes of the meeting held on 29th September 2015
The minutes of the previous meeting were signed as an accurate record.
- 15/5/5** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions raised.
- 15/5/6** To review the year to date expenditure for the Committee and for Council as a whole
Members noted the current financial position for the Committee and for Council as a whole.
- 15/5/7** To consider matters related to the Council and Committee budgets for 2016/7 and make recommendations to Strategic Steering Group on setting the budget and precept
- (a) Finance and Resources budget (Draft)
 - (b) Council budget (Draft)

Members reviewed the budgets at Committee and Council level. The outcome of discussions was as follows:

- 1) The Committee noted its draft budget and did not wish to make any changes.
- 2) Members noted the present position with regard to the draft Council budget and advised the Chairman of what issues to raise at the meeting of SSG on the following Monday, including the guidance on the setting of the precept.

Members discussed the consultation from the Police Commissioner on the raising of the precept for policing purposes and expressed a view that it could be supported if there were demonstrable benefits to Crewe residents.

- 15/5/8** To receive and consider an update from Internal audit (Cllr Jill Rhodes and Cllr Beard)
Cllrs Jill Rhodes and Beard indicated that a routine internal audit is due early in the New

Chairman's Initials.....

Year.

- 15/5/9** To note and consider the minutes of the Cheshire Association of Local Councils Annual General Meeting
Members received and noted an update from Cllr S Yates who had attended the meeting. Members noted the intent to increase the cost of membership.

Members **resolved** to recommend to Council that it should not subscribe to ChALC next year.

- 15/5/10** To receive and consider an update on the purchase of Chantry Court.
The Clerk provided an update in relation to legal completion and exchange of contract and in relation to the planned building works and their procurement.

Members noted that:

- 1) Legal completion was expected imminently.
- 2) The Clerk is due to meet builders on site to take forward quotes for minor works to the property.
- 3) The working group would then meet to discuss the choice of suppliers and commission the work.

- 15/5/11** To consider taking forward a training session for all members in relation to procurement and associated processes
The Clerk updated members with regard to the information circulated by way of a procedural briefing on financial and procurement matters.

The Clerk was asked to organise a session to understand the accounting system and how it operates and supports financial regulations.

- 15/5/12** To consider a report from the Leader on matters related to the management of allotments in Crewe.
Cllr S Yates provided an update in relation to matters concerning the negotiations with three allotment sites in Crewe. Members noted that:
- 1) Cllr S Yates has the plot holder data in his possession.
 - 2) Discussions had taken place with regard to the wording of draft leases with parties at the three allotment sites.
 - 3) A second draft has been exchanged.
 - 4) No response to the second draft had been received.

Members thanked Cllr Yates for his work in seeking an agreement.

- 15/5/13** To consider an update on matters related to Crewe Markets including a confidential report from the Council's advisors

Members debated the report and **resolved** that:

- 1) Cheshire East be informed that there is an in principle desire to take on the markets in their entirety.
- 2) The Leader, Chair of F&R, Clerk and Deputy Clerk enter into discussions with Cheshire East over the terms of a transfer and the development of a business case.

- 15/5/14** To consider the date of the next meeting – 23rd February.
Members noted the date of the next meeting.

Chairman's Initials.....

Meeting Closed: 20:18

FINAL

Chairman's Initials.....

Crewe Town Council

Finance and Resources Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY



Minutes of the meeting held on 23rd February 2016

- 15/6/01** Present
Cllrs Beard, Lundie, P Minshall, Jill Rhodes, Russan and S Yates.
- In attendance: Cllr Straine-Francis¹ and Steve McQuade (Town Clerk)
- 15/6/02** To receive apologies for absence
Apologies were received and accepted from Cllr D Yates.
- 15/6/03** To note declarations of Members' interests
There were no declarations made.
- 15/6/04** To confirm and sign the minutes of the meeting held on 15th December 2015
The minutes of the previous meeting were agreed and signed as an accurate record.
- 15/6/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions raised.
- 15/6/06** To review the year to date expenditure for the Committee and for Council as a whole
Members noted the current financial position.
- 15/6/07** To consider an update from the Town Clerk in relation to year end projections, status of reserves, potential carry forward or ear marking of funds at year end, supplier spend analysis and the outcome of member training.
Members noted the year end projections and agreed the following:
- 1) The three existing ear marked reserves would remain unchanged. The £7.5k from the election budget in 2016/7 would be added to the election reserve once the precept had been received.
 - 2) An extra earmarked reserve be created to ring fence the unspent monies related to the Chantry Court building works. Those monies would be spent in 2016/7 to complete the works.
 - 3) That any remaining grant budget be carried forward
 - 4) That the balance of the Strategic Plan Implementation budget be carried forward.
 - 5) That the miscellaneous items relevant to commitments and unfinished projects be carried forward.
 - 6) That a new cost centre be created for the Christmas Programme.
 - 7) That the Clerk create new costs codes as a means of splitting up the monies currently allocated the external contractors.
- 15/6/08** To receive and consider an update from Internal audit (Cllr Jill Rhodes and Cllr Beard)

¹ From the item on finance matters (**Minute 15/6/07**).

Chairman's Initials.....

Members were updated by the Clerk in relation to the year end, noting that:

1. The appointed auditor was due to undertake an interim audit.
2. The appointed auditor planned to conduct the year-end audit in mid-April.
3. Year end papers were in preparation and an appointment to complete the closure of accounts was booked for the first week in April.
4. The external auditor (BDO) had confirmed that the practice notes on the treatment of the CCLA interest had not been finalised.

15/6/09 To consider membership of the Cheshire Association of Local Councils².
Members **resolved** to continue in membership of ChALC.

15/6/10 To receive and consider an update on the purchase of Chantry Court.
The Clerk updated members with regard to the present situation and the timescales relevant to works and a final move into the premises. Ownership had now passed to the Council and the Working Group would meet on 1st March with a view to awarding a contract for the building works and prioritising what work actually needed to be done.

Members discussed the use of the Council's furniture currently held in storage and indicated that some of that may be used upstairs, but downstairs should have a more modern appearance.

The Clerk was asked to ascertain the value of the remaining furniture held in storage.

15/6/11 To consider the Council's insurance requirements going forward
Members **resolved** that a five-year contract be entered into as per the costs set out in the letter to the Council.

15/6/12 To consider a report from the Leader on matters related to the management of allotments in Crewe.
Cllr S Yates updated members with regard to two matters:

- 1) The ongoing dialogue between lawyers on the registration of the allotment land.
The matter would be taken up with the new Leader at Cheshire East.
- 2) The issues related to the sites at Walker Street, Hulme Street and Ford Lane sites.
Cllr Yates indicated that he was still awaiting a formal detailed response to the terms offered by the Council.

15/6/13 To consider an update on matters related to Crewe Markets.
Cllr S Yates updated members with regard to the ongoing dialogue with Cheshire East on the transfer of the markets to the Town Council. Cllr Yates hoped to reach agreement with the new Leader at Cheshire East on a way forward that would be in line with the business requirements of both organisations and more importantly deliver an improved solution for Crewe.

15/6/14 To note the completion of employee annual reviews.
Members noted that annual reviews were ongoing and that subject to satisfactory outcomes the relevant annual increments would be applied to the April payroll.

15/6/15 To consider the date of the next meeting – 19th April 2016.
Members noted the date of the next meeting.

Meeting Closed: 20:15

² The capped cost for a large council in 2016/17 is £1,428.98 (current year £1,306.50).
Chairman's Initials.....

Crewe Town Council

Finance and Resources Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY



Minutes of the meeting held on 19th April 2016

- 15/7/01** Present
Cllrs S Yates, D Yates, Jill Rhodes and Beard.
- In attendance: Cllr Roberts and Steve McQuade (Town Clerk)
- 15/7/02** To receive apologies for absence (Cllrs Russan and P Minshall)
Apologies were received and accepted from Cllrs Russan¹ and P Minshall.
- 15/7/03** To note declarations of Members' interests
There were no declarations made.
- 15/7/04** To confirm and sign the minutes of the meeting held on 23rd February 2016
The minutes of the previous meeting were agreed and signed as an accurate record.
- 15/7/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions asked.
- 15/7/06** To review the year-end financial position for the Committee and for Council as a whole.
Members noted the year-end position for the Council and Committee respectively.
- 15/7/07** To consider the financial position at year end by scrutinising the Council's Balance Sheet
Members noted the status of the balance sheet and reserves at year-end.
- 15/7/08** To receive and consider an update from the Clerk in relation to the year-end audit and submission of papers to Council.
The Clerk confirmed that the accounts had been closed and that the internal auditor had signed off the papers. The relevant information had been sent to the external auditors who now needed to receive the signed governance statement/accounts that would need Council approval in May.
- Monies held in the 'CCLA' account had now been confirmed as a cash account and not as an investment.
- 15/7/09** To receive and consider an update from Internal audit (Cllr Jill Rhodes and Cllr Beard)
Cllr Beard confirmed he had undertaken the most recent checks on invoices and payments. Cllr Jill Rhodes confirmed that the employee expenses claim process had been checked and validated.

¹ Cllr S Yates chaired the meeting in the absence of the Chair and Deputy Chair.

Chairman's Initials.....

15/7/10 To receive and consider an update on the move to Chantry Court, including potential disposal of surplus furniture.
The Clerk reported on the current situation in respect of the works at Chantry Court and indicated a delay had occurred to permit a hearing loop to be fitted, but once that was in place the work could then progress to completion.

The Clerk asked members to consider the question of possible disposal of certain items of excess furniture. Members **resolved** that the Clerk be authorised to dispose on non-historic items such as the sofas/armchairs.

15/7/11 To consider an update on matters related to Crewe Markets.
The Clerk updated members on the transfer of Crewe Markets noting that Cheshire East seem minded to transfer the markets, but that the relevant terms were still awaited from Cheshire East.

Cllr S Yates indicated that future costs were the main concern and that essential information was needed on the latest picture regarding costs and building condition. Once information had been received, decisions could be taken. Cllr S Yates asked that a meeting be arranged with traders.

15/7/12 To consider an update from the Crewe Town Allotment Federation including a request to release the support funding for 2016/7.
Members **resolved** that the Federation be congratulated on the positive work done over previous years and that further detail be provided on how the 5k would be allocated for next year.

15/7/13 To consider a report from the Leader on matters related to the management of allotments in Crewe.
Cllr S Yates (Leader) updated members on the offer of a lease to the sites at Ford Lane, Walker Street and Hulme Street. The Leader confirmed that the offer had been rejected. Members thanked Cllrs S Yates and Brookfield for the efforts over twelve months to resolve matters amicably.

The Clerk brought the following matters to members attention:

- 1) That the dispute was not with individual plot holders but with other parties seeking to represent plot holders. Plot holders are valued customers.
- 2) That legal advice indicated that only three scenarios existed where persons could occupy land they did not own. With a lease, a licence or as a trespasser.
- 3) No lease or licence had been accepted or granted.
- 4) That no person could collect rent except the landowner or persons with a lease or licence. In this case Council acted as the custodian of the public purse and had a duty to collect money it is owed.

In view of this the Clerk advised:

- 1) The lease be left on the table should the other parties wish to take it up.
- 2) That the Clerk initiate legal proceedings to take back control of Council land and to secure the recovery of the monies collected over the past three years from those who had collected it without lawful authority.

Members **resolved** that a legal report be circulated to members with a view to a special Council being called to confirm the actions necessary.

Chairman's Initials.....

15/7/14 To consider matters related to the challenge by Cheshire East to the Town Council's ownership of allotments in Crewe and to consider authorising the Council's legal advisors to take all steps necessary to settle the matter.

The Clerk reminded members of the long history that explains how the current situation has been reached and noted that the situation arose from decisions taken by Cheshire East prior to or soon after creation of the Town Council. The Clerk indicated that had Cheshire East accepted their initial advice from counsel then significant costs could have been saved for Town and Borough Council, and by extension the public purse in general.

The Clerk reported that the advice of the legal advisors was that an application for arbitration should be made and that whilst that progressed dialogue should continue. Legal advisors had written to the Land Registry suggesting formal Tribunal proceedings be held off pending arbitration.

The Clerk indicated that whilst he had believed agreement was close at hand, that seemed less certain in the light of recent communications between respective legal teams.

Members **resolved** that Council should follow the advice of its legal advisors.

Cllr S Yates asked that the Clerk provide a briefing that could be utilised in a Leader-to-Leader meeting.

15/7/15 To consider the date of the next meeting – 17th May 2016.
Members noted the date of the next meeting.

Meeting Closed: 20:38

Chairman's Initials.....

Crewe Town Council

Planning Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

www.crewetowncouncil.gov.uk

01270 756975



MINUTES OF THE MEETING HELD ON 23th JUNE 2015

Present: Councillors. Houston, John Rhodes, and Russan.

In attendance: Rob MacKenzie (Deputy Town Clerk)

15/1/01 TO ELECT A CHAIR AND DEPUTY CHAIR FOR THE COMMITTEE

Members **resolved that** Councillor John Rhodes be elected as Chair and Councillor Houston be elected as Deputy Chair

15/1/02 TO RECEIVE APOLOGIES FOR ABSENCE.

No apologies were received.

15/1/03 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.

There were no declarations of interest made.

15/1/04 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 24th MARCH 2015

The minutes of the meeting held on 24th March 2015 were approved and signed.

15/1/05 PUBLIC PARTICIPATION

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

No questions were raised

15/1/06 TO NOTE THE TERMS OF REFERENCE FOR THE COMMITTEE

Members noted the terms of reference.

Chairman's Initials.....

15/1/07 TO CONSIDER MAKING RESPONSES TO PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THE PREVIOUS MEETING:

It was **resolved** to submit the following responses to Cheshire East Council:

- **15/0641N New Build Carriage Shed** - Locomotive Storage Ltd, Crewe Diesel Depot, Nantwich Road CW2 6GT. *It was noted that this application had recently been approved.*
- **15/2559N Extension to the existing hotel to provide an additional 14 bedrooms with associated alterations to landscaping** - Premier Inn Crewe Central, Weston Road, Crewe CW1 6FX. *The Town Council welcomes the extension to the hotel and the additional visitors and employment it may bring. The new NE elevation will be very prominent from Weston Road. The Town Council would like to see more attractive gable detailing on the NE elevation in keeping with the existing design. The condenser compound is particularly unattractive and should be moved or screened with more elegant materials.*
- **15/2570N Proposed works to extend an existing retail (class a1) building by 748 sq.m.** - 4 Grand Junction Way, Crewe CW1 2RP. *Together with application 15/2571 this represents a combined increase of 1207 sq.m. (12,992 sq. ft.). The overall amount of floorspace at Grand Junction is increasing as a result of a series of incremental applications. Within the last 3 years 1,955 sq.m. of additional floorspace has already been approved as extensions to Aldi, Next, and Unit 8 together with the creation of two new units adjacent to Costa Coffee. If the current applications are approved this would represent a cumulative increase of 3,102 sq.m. If this had been submitted as a single application it would have required an impact assessment under para 26 of the NPPF, and the application of a sequential test. The Town Council is concerned about the impact of these applications, cumulatively with recent approvals, on the viability and vitality of the town centre and on traffic congestion on Earle Street and adjoining roads.*

15/1/08 TO CONSIDER MAKING RESPONSES TO ANY URGENT PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THIS AGENDA WAS PUBLISHED.

It was **resolved** to submit the following responses to Cheshire East Council:

- **15/2571N 10, Grand Junction Way, Crewe, CW1 2RP.** Proposed works to extend an existing retail (class A1) building by 459 sq.m *Comments as for application reference 15/2570N above.*
- **15/2687N 19, Shakespeare Drive, Crewe, CW1 5HX.** New build detached single storey dwelling. *Object because it is overdevelopment.*

Chairman's Initials.....

- **15/2730N Land at MMU Crewe Campus, Crewe Green Road, Crewe, Cheshire, CW1 5DU.** Proposed construction and operation of a Deep Geothermal Single Well (DGSW) system including a single vertical well drilled to a depth of 2 km below ground level and associated infrastructure to include above ground well head and perimeter security fence and underground pipeline connection to the MMU Valentine Building plant room, temporary construction access, construction compound and lighting. *The Town Council welcomes the introduction of non-polluting energy sources into the town, but would like further consideration to be given to measures to mitigate the short term noise impacts on local residents during 24 hour drilling operations. If the application is approved, it should be accompanied by a condition requiring close and careful community consultation as recommended in section 8 of the Planning Noise Assessment submitted with the application.*
- **15/2847N and 15/2848N 44, MARKET STREET, CREWE, CREWE, CHESHIRE, CW1 2EL.** Change of use from Class A1 to mixed Class A1/A3 use, plus associated works and signage. *The Town Council has no objection in principle, but would like to see a clearer plan of the siting of the outdoor seating area, taking into account existing street furniture and landscaping (telephone kiosk, lighting column and tree for example), to demonstrate that it will have no impact on pedestrian circulation or the operation of the outdoor market.*

15/1/09 TO NOTE ACTIONS TAKEN BY THE DEPUTY TOWN CLERK IN CONSULTATION WITH THE CHAIR SINCE THE LAST MEETING.¹

- **Re: 15/1844N REAR OF 97, ALTON STREET, CREWE, CW2 7QF.** This application has to be considered in the context of the recently approved permission to extend 97 Alton Street to the side to create 2 additional flats (15/0243N approved 23 March 2015). The current application proposes to construct an additional detached building in the rear garden containing a further 2 flats over 3 floors. The proposal would result in there being no garden space for 97 Alton Street or the 2 new flats in the previously approved extension.

The Town Council objects to the proposal because it is overdevelopment of the site, resulting in

¹ Councillor Rhodes left the meeting at the start of this item
Chairman's Initials.....

1. The loss of garden space. The development will deprive 97 Alton Street of any rear garden space contrary to the requirements of the Borough of Crewe and Nantwich Development of Backland and Gardens SPD para 3.35
 2. A lack of communal open space for the flats, contrary to para 3.36 of the SPD
 3. The parking and manoeuvring area would be directly in front of the ground floor bedroom window to flat 1 of the development permitted under application 15/0243N. This could cause disturbance from car doors slamming or headlights shining into windows, contrary to para 3.26 of the SPD.
 4. Insufficient off-street parking. The Strategic Highways manager commented in relation to application 15/0243N that: "Usually such a development would require off street parking provision for 4 vehicles in addition to the displaced parking for 97 Alton Street. However, Strategic Highways are happy to relax this requirement considering the available on road parking provision and the location in relation to Crewe Town Centre". 15/0243 provided 3 off road spaces to the rear of the development. The current application creates no additional parking, so the deficiency in parking for the combined development would increase by a further 4 spaces over and above the shortfall already permitted. The cumulative effect is a deficiency of 5 spaces for the two sets of flats, plus the displaced parking for 97 Alton Street (which currently has 2 spaces) making a deficiency of 7 spaces in total. This will place unacceptable pressure on the availability of on-street parking. This is exacerbated by the presence of double yellow lines on both sides of the street, extending from the frontage of 97 Alton Street westwards to Flag Lane and beyond.
 5. A lack of bin-storage. Notwithstanding the statements to the contrary on the application form, we cannot see any provision for bin storage on the submitted plans.
 6. A lack of cycle parking. There is no provision for cycle parking on the submitted plans.
- **15/1798N 59, DANE BANK AVENUE, CREWE, CW2 8AE proposed rear 2nd storey extension**. It is noted that the proposed extension will have windows at first floor level in the rear elevation. The current building has no windows in the existing 1st floor rear elevation. The relationship between these proposed windows and 57 Dane Bank Avenue is unclear from the submitted plans. There is no objection in principle to this application subject to confirmation that it will not create any issues of overlooking or loss of privacy.
 - **15/1835N 59, DANE BANK AVENUE, CREWE, CW2 8AE Conversion of existing single storey garage to granny annexe with covered walkway to main house**. No objection subject to the imposition of a suitable condition

Chairman's Initials.....

or s106 agreement to ensure that the garage conversion remains ancillary to the main dwelling, and cannot become a separate dwelling

- **15/1537 LAND AT BASFORD EAST. Outline planning application (with all matters reserved) for a mixed-use development comprising residential use (Use Class C3) (up to 325 residential dwellings); employment use (Use Class B1), local centre comprising health centre and community facility (Use Class D1), food/non-food retail (Use Class A1), public house/restaurant (Use Class A4/A3) and associated works including construction of a new access road with access from the Crewe Green Link Road South, creation of footpaths and provision of public open space and landscaping.** Response previously circulated supporting principle but with concerns about lack of master-plan, phasing, amount of retail floorspace, provision of affordable housing, detail of pedestrian, cycle and bus links to the town centre, and access to adjoining employment land.

The actions taken were noted.

15/1/010 TO CONSIDER MATTERS RELATED TO STREET NAMING AND NUMBERING:

- Crewe Green Link Road South – proposed (subject to family consent) to be named David Whitby Way after one of the victims of the Great Train Robbery 1963. This will tie in with the previously approved proposal to name the Basford West spine road Jack Mills Way
- Site off Acton Road – proposed naming of Peach Close or Miller Close

Members **resolved** that the Committee supported these proposals with a preference for naming the Acton Road development Miller Close,

15/1/011 TO CONSIDER ANY TRAINING NEEDS CONCERNING THE PLANNING SYSTEM AND THE ROLE OF THE TOWN COUNCIL.

After discussion, it was **resolved** that the Deputy Town Clerk should circulate a brief questionnaire to members of the committee regarding current level of knowledge, priority needs and preferences for the timing of any training provision.

15/1/012 TO NOTE THE DATE OF NEXT MEETING – 7.00 p.m.on 21ST July 2015.

Members noted the date of the next meeting.

Meeting closed: 8.05 p.m.

Chairman's Initials.....

Crewe Town Council

Planning Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

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MINUTES OF THE MEETING HELD ON 21 JULY 2015

Present: Councillors. Bailey, Houston, John Rhodes, Russan and Straine-Francis.

In attendance: Councillor Beard, Brookfield, and Rob MacKenzie (Deputy Town Clerk).

15/2/01 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Councillors Appilat and Roberts.

15/2/02 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.

There were no declarations of interest made.

15/2/03 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 23rd^h JUNE 2015

The minutes of the meeting held on 23rd June 2015 were approved and signed.

15/2/04 PUBLIC PARTICIPATION

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

No questions were raised.

Chairman's Initials.....

15/2/05 TO CONSIDER MAKING RESPONSES TO PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THE PREVIOUS MEETING:

It was **resolved** to submit the following responses to Cheshire East Council:

- 15/2818N LAND SOUTH WEST OF THORNYFIELDS FARM, HERBERT STREET, CW1 5LZ Outline planning application for residential development of up to 12 dwellings, all matters reserved.
No objection subject to conditions or a legal agreement to ensure that
 - i. *the permission is only implemented in conjunction with 13/2055N (if consent is issued for that application) and not as a freestanding development in open countryside, and*
 - ii. *the new access which forms part of 13/2055N is constructed and open for traffic before the houses proposed in this application are occupied.*
- 15/2924N 176, REMER STREET, CREWE, CW1 4LY First floor rear & single storey side extension
No objection subject to neighbours' comments
- 15/2939N 149, EDLESTON ROAD, CW2 7HR Change of use from commercial to part HMO
Object because of the lack of off-street parking.
- 15/2942D & 15/2943N LAND OFF CREWE ROAD, SHAVINGTON CUM GREYSTY, CREWE Reserved matters/discharge of conditions for 13/0336N (370 dwellings, Basford West)
No comment
- 15/2996N EDLESTON ROAD SCHOOL, EDLESTON ROAD, CW2 7HB Demolition of former Edleston Road County Primary School (Prior Notification).
The Town Council strongly deplores the proposed demolition of this historic building. The Town Clerk be instructed to write to the MP, the Leader of Cheshire East Council and the developer to reinforce the widespread public concern at the loss of an important part of the town's heritage which contributes to a largely unchanged street scene.

15/2/06 TO CONSIDER MAKING RESPONSES TO ANY URGENT PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THIS AGENDA WAS PUBLISHED.

It was **resolved** to submit the following responses to Cheshire East Council:

- 15/3215N 2, CHESTNUT GROVE, CREWE, CW1 4BD - Conversion of existing redundant detached property into 2 self-contained studio apartments with access directly off Chestnut Grove.
No Objection.

Chairman's Initials.....

- 15/3277N LAND OFF, RUSSET CLOSE, CREWE CW1 4FR - Construction of a two semi-detached single bed town houses (Resubmission of 14/4387N).
No objection subject to neighbours' comments.
- 15/3255N 96, REMER STREET, CREWE, CW1 4LT - Construction of New Two Storey Side Extension to Provide Twins New Bedroom Accommodation, Replacement Staircase, Entrance Hall, Utility Room and Lav with Associated Works Including Removal of Existing Staircase.
No objection subject to neighbours' comments.

15/2/07 TO NOTE ACTIONS TAKEN BY THE DEPUTY TOWN CLERK IN CONSULTATION WITH THE CHAIR SINCE THE LAST MEETING.

It was noted that no such action had been taken.

15/2/08 TO CONSIDER MATTERS RELATED TO STREET NAMING AND NUMBERING:

- Land off Goulden Street

Members **resolved** that the Committee has no objection to the naming of the new street as Sidings Close.

15/2/09 TO CONSIDER ANY TRAINING NEEDS CONCERNING THE PLANNING SYSTEM AND THE ROLE OF THE TOWN COUNCIL.

The responses to the survey of committee members was noted. It was **resolved** that the Deputy Town Clerk make arrangements for a half day training session.

15/2/010 TO NOTE THE DATE OF NEXT MEETING – 7.00 p.m. on 15th September 2015.

Members noted the date of the next meeting.

Meeting closed: 8.00 p.m.

Chairman's Initials.....

Crewe Town Council

Planning Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

www.crewetowncouncil.gov.uk

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MINUTES OF THE MEETING HELD ON 15th SEPTEMBER 2015

Present: Councillors Beard, Brookfield, Houston, John Rhodes, Russan and Straine-Francis.

In attendance: Councillor Roberts and Rob MacKenzie (Deputy Town Clerk).

15/3/01 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Councillors Appilat and Bailey.

15/3/02 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.

Cllr Brookfield declared an interest in agenda item 7 – (15/3636N 44 Market Street) as an employee of the letting agent.

15/3/03 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 21st JULY 2015

The minutes of the meeting held on 21st July 2015 were approved and signed.

15/3/04 PUBLIC PARTICIPATION

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

No questions were raised at this stage.

15/3/05 TO CONSIDER MAKING RESPONSES TO PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THE PREVIOUS MEETING¹:

It was **resolved** to submit the following response to Cheshire East Council:

- 15/3665N Bentley Motor Company, construction of a 4 storey office building on the site of an existing carpark PYMS LANE, CREWE CW1 3PL
Support the development in principle, but request that the building be sited as far away as possible from neighbouring dwellings to minimise the impact

¹ Councillor Houston joined the meeting
Chairman's Initials.....

15/3/06 PUBLIC PARTICIPATION

It was resolved to allow members of the public to speak in relation to the following application. Mrs Lynette Lockett explained to the committee her concerns about the inclusion within the development site of a longstanding access to the adjacent car wash, and the impact of dust during the construction process on clean cars exiting the car wash.

15/3/07 TO CONSIDER MAKING RESPONSES TO PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THE PREVIOUS MEETING (continued):

- 15/3840N Proposed construction of apartments on land at 48, WISTASTON ROAD, CREWE CW2 7RE
Object to the proposal because of the inadequate parking and bin storage provision. If Cheshire East Council is minded to approve this application, details of landscaping, boundary treatment and amenity areas should be requested. The development must maintain adequate access and egress from the adjacent car wash, and during construction, arrangements should be made to prevent dust from landing on clean cars exiting the car wash. A site visit is requested before a decision is made.
- 15/3900N To extend above existing garage to create a bedroom and en-suite bathroom 225, MANOR WAY, CREWE CW2 6PH
No objection subject to neighbours' comments

15/3/08 TO CONSIDER MAKING RESPONSES TO ANY URGENT PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THIS AGENDA WAS PUBLISHED.

It was **resolved** to submit the following responses to Cheshire East Council:

- 15/2007N The erection of a Car Dealership and Showroom (sui generis) with associated landscaping (to be secured by condition), car parking and access arrangements. LAND OFF BESWICK DRIVE, CREWE, CHESHIRE, CW1 5NP and 15/2008N The erection of a petrol filling station with ancillary shop LAND ADJACENT BESWICK DRIVE, BESWICK DRIVE, CREWE, CHESHIRE.
No comments.
- 15/3863 Proposed construction of 14 no. dwellings, LAND ADJACENT TO THE BRIDGE INN, BROAD STREET, CREWE
No objection provided that the site is not currently affected by proposals for HS2.

Chairman's Initials.....

15/3/09 TO NOTE ACTIONS TAKEN BY THE DEPUTY TOWN CLERK IN CONSULTATION WITH THE CHAIR SINCE THE LAST MEETING.

It was noted that in order to meet the relevant deadlines, comments on planning applications have been submitted by the Deputy Town Clerk to Cheshire East Council as follows:

- **15/3337N 53 Hungerford Road Crewe CW2 5EQ. Change of use of vacant post office into ground floor apartment.** No objection, but concerns about the post box which is currently positioned at the edge of the site which should be retained or relocated within the immediate vicinity. (Summary of comments submitted)
- **15/3636N 44, Market Street, Crewe CW1 2EL. Use of an area of the public highway for the placing of tables, chairs and barriers in connection with Starbucks coffee shop.** Support the principle of outdoor café seating, but careful management required. Important that adequate space is left either side of the enclosed area for pedestrian traffic. There is a danger that in combination with the market stalls, the proposed enclosed area could create a serious pinch point. The seating area directly abuts the Market Street carriageway which is open for access and bicycles before 10.00 a.m. and after 4.00 p.m. It may be prudent either to set the seating area further back from the kerb, or to restrict the hours of use. The development might be better relocated onto Market Square, subject to agreement with the market operator. If it is to be left in the proposed location, a number of changes are required:
 - a) Omit the table on the corner nearest to Marks and Spencers and relocate the barriers to create a wider pedestrian route
 - b) Reduce the risk of conflict with traffic along market street by either limiting the hours of use to between 10.00 and 16.00 or providing a rigid continuous barrier along the kerb-line to prevent customers (especially children) from spilling onto the carriageway
 - c) Secure all the barriers to fixed points on the pavement (e.g. by slot in posts) to ensure that the layout remains as indicated on the agreed plan (after amendment), and narrow gaps for pedestrians are not further reduced by imprecise positioning of barriers or tables.

Given the welcome proliferation of pavement tables (Subway, Costa and others) Cheshire East Council should consider developing policy guidelines for the siting and management of pavement tables for all parts of the Town Centre including areas that are not part of the adopted highway (possibly a joint planning and highways policy). (Summary)

15/3/010 TO CONSIDER THE POTENTIAL FOR REDEVELOPMENT OF BROWNFIELD SITES IN CREWE.

The Committee discussed the need to ensure that brownfield sites within the town are developed appropriately and **resolved that** the Deputy Town Clerk circulate a list of the sites identified in the recent “Urban Potential” study published by Cheshire East Council in connection with the Local Plan for discussion at the next meeting of the committee.

Chairman’s Initials.....

15/3/011 TO CONSIDER THE STATEMENT OF GAMBLING PRINCIPLES PUBLISHED FOR CONSULTATION BY CHESHIRE EAST COUNCIL

The committee considered the Statement of Gambling Principles and no observations were made.

15/3/012 TO NOTE THAT THERE IS A TRAINING SEMINAR ON PLANNING ORGANISED BY THE CHESHIRE ASSOCIATION OF LOCAL COUNCILS ON 20TH OCTOBER 2015.

The date of the seminar was noted. Members interested in attending should contact the Deputy Town Clerk.

15/3/013 TO NOTE AND CONSIDER THE YEAR TO DATE FINANCIAL POSITION FOR THE COMMITTEE

The financial position for the year to date was noted.

15/3/014 TO CONSIDER THE COMMITTEE'S BUDGET REQUIREMENTS FOR 2016/17

It was **resolved** that the Deputy Town Clerk circulate information on Neighbourhood Planning for consideration in the preparation of budget proposals at a later meeting.

15/3/015 TO NOTE THE DATE OF NEXT MEETING – 7.00 p.m. on 6TH October 2015.

Members noted the date of the next meeting.

Meeting closed: 8.35 p.m.

Chairman's Initials.....

Crewe Town Council

Planning Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

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MINUTES OF THE MEETING HELD ON 6th OCTOBER 2015

Present: Councillors Bailey, Beard, Brookfield, Houston, John Rhodes, Russan and Straine-Francis.

In attendance: Rob MacKenzie (Deputy Town Clerk).

15/4/01 TO RECEIVE APOLOGIES FOR ABSENCE.

No apologies were received.

15/4/02 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.

No declarations of interest were made.

15/4/03 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 15th SEPTEMBER 2015

The minutes of the meeting held on 15th September 2015 were approved and signed.

15/4/04 PUBLIC PARTICIPATION

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

No questions were raised.

Chairman's Initials.....

15/4/05 TO CONSIDER MAKING RESPONSES TO PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THE PREVIOUS MEETING:

It was **resolved** to submit the following responses to Cheshire East Council:

- 15/3869N Bentley Motor Company, PYMS LANE, CREWE, CW1 3PL to convert the existing field into a private car park for Bentley Motors. *The Town Council welcomes the investment in the Bentley plant and the employment that it brings to the town. Whilst it is important to protect the town's open green spaces, this has to be balanced against the benefits to the local economy of the continued success of Bentley Motors Ltd. In the case of this particular application it is felt that the balance is in favour of the proposed development, and so the principle of developing this area of land is accepted. However, in order to mitigate its impact on local residents, the Town Council would, subject to consultation with residents, like to see the applicant surface the rear access way, and provide off-street car-parking at the rear of Minshall New Road, and, if residents approve, install alley-gating to increase security.*

*It was also **resolved** that the Deputy Town Clerk should request a meeting between representatives of Bentley Motors Ltd., the Chair of this Committee, and the ward councillor.*

- 15/4219N 5, WISTASTON AVENUE, WISTASTON, CW2 8QR New Detached Two Bedroom Bungalow *The Town Council objects to this application because the proposed development does not respect the pattern, character and form of its surroundings and is therefore contrary to Policy BE2 of the Crewe and Nantwich Local Plan (2011).*

15/4/06 TO CONSIDER MAKING RESPONSES TO ANY URGENT PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THIS AGENDA WAS PUBLISHED.

It was **resolved** to submit the following responses to Cheshire East Council:

- 15/4356N Extension 19, NUTFIELD AVENUE, CREWE, CW1 3RU *The Town Council has no objection subject to neighbours' comments.*
- 15/4389N Demolition of former Newdigate and Meredith Buildings and the erection of a 3622 sq.m. new educational building and associated car parking and landscaping works, alongside the refurbishment of the Oakley Building for use by the UTC. FORMER

Chairman's Initials.....

VICTORIA COMMUNITY HIGH SCHOOL AND THE OAKLEY CENTRE,
WEST STREET, CREWE, CW1 2PZ

The Town Council welcomes the redevelopment of two derelict buildings on a prominent site. However residents in Meredith Street should be no worse off after the development and the Town Council is concerned that there may be additional pressure on on-street parking as a result of the proposal.

- 1. The Town Council questions whether there is sufficient parking provision despite the calculations in the Transport Statement submitted with the application, and in particular considers that the proposed provision of only 1 parking space for every 2 members of staff is unrealistic.*
- 2. It has concerns about the ability of coaches to negotiate the parked cars on either side of Meredith Street in order to access the drop off point.*

15/4/07 TO CONSIDER THE POTENTIAL FOR THE REDEVELOPMENT OF BROWNFIELD SITES IN CREWE

An extract from the [Cheshire East Urban Potential Study](#) (ref PS E039) was previously circulated to members of the Committee. It was **resolved** that the Town Council would welcome an opportunity to discuss the development of Brownfield sites in Crewe with Cheshire East Council, and that the Deputy Town Clerk be requested to invite a representative to a future meeting.

15/4/08 TO CONSIDER THE MERITS OF NEIGHBOURHOOD DEVELOPMENT PLANS IN CREWE.

The committee is mindful that preparation of a neighbourhood development plan would be a major commitment of time and resources and it **resolved** to recommend to Council that a Seminar for all members be arranged to consider the advantages and disadvantages of Neighbourhood Planning and its relationship with the Community Plan.

15/4/09 TO CONSIDER THE COMMITTEE'S BUDGET REQUIREMENTS FOR 2016/17
It was **resolved** to consider future budget requirements at the next meeting of this committee.

15/4/010 TO NOTE THE DATE OF NEXT MEETING – 7.00 p.m. on 3rd November 2015.

Members noted the date of the next meeting.

Meeting closed: 8.25 p.m.

Chairman's Initials.....

Crewe Town Council

Planning Committee

St Paul's Community Centre,
Hightown,

Crewe

CW1 3BY

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MINUTES OF THE MEETING HELD ON 3rd NOVEMBER 2015

Present: Councillors Beard, Houston, John Rhodes, Russan and Straine-Francis.

In attendance: Rob MacKenzie (Deputy Town Clerk).

15/5/01 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Councillor Appilat, Bailey and Brookfield

15/5/02 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.

No declarations of interest were made.

15/5/03 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 6th OCTOBER 2015

The minutes of the meeting held on 6th October 2015 were approved and signed.

15/5/04 PUBLIC PARTICIPATION

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

No questions were raised.

Chairman's Initials.....

15/5/05 TO CONSIDER MAKING RESPONSES TO PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THE PREVIOUS MEETING:

- 15/4623N Non Material amendment relating to 14/5745N: CEMETERY AND CREMATORIUM, MARKET CLOSE, CREWE CW1 2NA
It was noted that the application has been approved on 23rd October 2015.
- 15/4867N. Proposed conversion to HMO. CREWE LIBERAL CLUB, 1 , GATEFIELD STREET, CREWE CW1 2JP
*It was **resolved** that the Town Council would rather see this building converted into self-contained flats. (Cllr Houston asked that it be recorded that she had voted against the resolution). It was further **resolved** that if Cheshire East Council is minded to approve the application, consideration should be given to whether the waste disposal arrangements are adequate and practical bearing in mind the need to provide for the collection of both general waste and recycling, and the potential management issues associated with 16 wheeled bins as shown on the submitted plan.*

15/5/06 TO CONSIDER MAKING RESPONSES TO ANY URGENT PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THIS AGENDA WAS PUBLISHED.

It was **resolved** to submit the following responses to Cheshire East Council:

- 15/4814N Proposed split Level dwelling in rear garden area, (resubmission of 15/1844N) 97, ALTON STREET, CREWE, CW2 7QF
The Town Council objects to the proposal because it is overdevelopment of the site, resulting in:
 1. *The loss of garden space. The development will deprive 97 Alton Street of any rear garden space contrary to the requirements of the Borough of Crewe and Nantwich Development of Backland and Gardens SPD para 3.35*
 2. *A lack of communal open space for the flats approved under 15/0243N contrary to para 3.36 of the SPD*
 3. *The parking and manoeuvring area would be close to the ground floor bedroom window to flat 1 of the development permitted under application 15/0243N. This could cause disturbance from car doors slamming or headlights shining into windows, contrary to para 3.26 of the SPD. It is also directly in front of the window of bedroom 1 of the dwelling proposed in the current application.*
 4. *Insufficient off-street parking. The Strategic Highways Manager commented in relation to application 15/0243N that: "Usually such a development would require off street parking provision for*

Chairman's Initials.....

4 vehicles in addition to the displaced parking for 97 Alton Street. However, Strategic Highways are happy to relax this requirement considering the available on road parking provision and the location in relation to Crewe Town Centre". 15/0243 provided 3 off road spaces to the rear of the development. The current application creates no additional parking, so the deficiency in parking for the combined development would increase by a further 2 spaces over and above the shortfall already permitted. The cumulative effect is a deficiency of 3 spaces for the two sets of flats, plus the displaced parking for 97 Alton Street (which currently has 2 spaces) making a deficiency of 5 spaces in total. This will place unacceptable pressure on the availability of on-street parking. This is exacerbated by the presence of double yellow lines on both sides of the street, extending from the frontage of 97 Alton Street westwards to Flag Lane and beyond.

- 5. A lack of bin-storage. Notwithstanding the statements to the contrary on the application form, we cannot see any provision for bin storage on the submitted plans.*
- 6. A lack of cycle parking. There is no provision for cycle parking on the submitted plans.*

- 15/4923N Change of use from office to retail and online sales of garden products and wooden furniture, building extension, ramped access and car parking. Swansway Group Compound, WESTON ROAD, CREWE, CW1 6JS
No objection

15/5/07 TO CONSIDER THE COMMITTEE'S BUDGET REQUIREMENTS FOR 2016/17

It was **resolved** to recommend to F&R Committee that the planning budget of £5,000 be retained in 2015/17. Members noted that provision for Neighbourhood Planning and Neighbourhood Interventions is proposed for inclusion in the Economic Development Committee budget.

15/5/08 TO NOTE THE DATE OF NEXT MEETING – 7.00 p.m. on 8th December 2015.

Members noted the date of the next meeting.

Meeting closed: 19:45 p.m.

Chairman's Initials.....

Crewe Town Council

Planning Committee

St Paul's Community Centre,
Hightown,
Crewe
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MINUTES OF THE MEETING HELD ON 8th DECEMBER 2015

Present: Councillors Bailey, Beard, Brookfield, Houston, John Rhodes, Russan and Straine-Francis.

In attendance: Councillor Roberts and Rob MacKenzie (Deputy Town Clerk).

15/6/01 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Councillor Appilat.

15/6/02 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.

No declarations of interest were made.

15/6/03 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 3rd November 2015

The minutes of the meeting held on 3rd November 2015 were approved and signed.

15/6/04 PUBLIC PARTICIPATION

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

No questions were raised.

15/6/05 TO CONSIDER THE COUNCIL'S RESPONSE TO THE DEVELOPER'S PRE-APPLICATION CONSULTATION ON PROPOSALS FOR THE FORMER EDLESTON ROAD SCHOOL

It was **resolved** to inform the developer that the retention of the original gable end is welcomed. However, the rest of the building is not in keeping with the surrounding area and its box-like appearance would be improved by the incorporation of similar gables and pitched roofs. The Council is concerned about a lack of amenity space within the development and would suggest incorporation of an amenity area including outdoor seating. It is also concerned about need to provide adequate bin storage and car parking

Chairman's Initials.....

15/6/06 TO CONSIDER MAKING RESPONSES TO PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THE PREVIOUS MEETING:

- 15/5184N 138, SYDNEY ROAD, CREWE, CW1 5NF Outline planning application for residential development of up to 250 dwellings, open space and associated works, all other matters reserved apart from access. (Resubmission of 15/0184N).

*It was **resolved** to object to this proposal on following grounds:*

- 1) The cumulative adverse impact of this proposal together with other existing and approved developments on traffic flows along the Sydney Road corridor*
- 2) Encroachment on the Green Gap. The site is within the area allocated as Green Gap in the adopted Borough of Crewe and Nantwich Replacement Local Plan 2011 (Policy NE4). The purpose of this policy is to maintain the definition and separation between Crewe and Haslington. The Town Council supports this approach and therefore objects to the proposed development as it would reduce the Green Gap.*
- 3) Whilst welcoming the recognition that there is need for a second access to a development of this size, considers that permanent access to Maw Green Lane is unacceptable unless substantial improvements are made to Maw Green Lane in the vicinity of the railway overbridge to ensure the safety of additional road users.*
- 4) The development is in an unsustainable location because of the absence of shopping facilities nearby and need for additional education provision.*

(Councillor Brookfield asked that it be recorded in the minutes that she voted in support of this resolution.)

- 15/5063N LAND WEST OF BROUGHTON ROAD, CREWE Residential development (Use Class C3) consisting of 81 no. new affordable dwellings comprising 10 no. three bed houses, 45 no. two bed houses, 6 no. two bed apartments and 20 no. one bed apartments in three two storey apartment blocks with associated infrastructure including a new estate access off Broughton Road

*It was **resolved** that the Town Council welcomes and supports the provision of affordable housing. However it has concerns about the density of the proposed layout, and in particular the lack of public amenity space and play provision.*

- 15/4378N 2, MARKET STREET, CREWE, CW1 2EQ. Change of Use of Disused Bank to Mixed Use of Self Contained Shop and HMO with 9 Letting Rooms

*It was **resolved** that the Town Council would welcome residential uses in the town centre if they are apartments of good quality which will widen the mix of housing in the town centre. It considers that the*

Chairman's Initials.....

proposed accommodation is substandard with insufficient kitchen, laundry and communal space for the number of units proposed.

- 15/4902N LAND ADJ 47, DELAMERE STREET, CREWE, CW1 2JX. Outline application for 1no. 22 unit apartment block, containing 9no. single bedsits, 7no. 2 bedroom apartments and 6no. 1 bedroom apartments. L shaped with one arm at 3 storeys and the other at 4 storeys

*It was **resolved** that the Town Council does not object to this proposal provided that the vehicular access is wide enough and has adequate visibility splays, and that bin storage is incorporated in the scheme.*

15/6/07 TO CONSIDER MAKING RESPONSES TO ANY URGENT PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THIS AGENDA WAS PUBLISHED.

It was **resolved** to submit the following response to Cheshire East Council:

- 15/5340N 4, LAWTON STREET, CREWE, CW2 7HZ. Conversion of derelict annex building into student accommodation including provision of 5 bedrooms, lounge and kitchen facilities, removal of lean-to roof, blocking up of existing side windows, and creation of new door and windows on front elevation.

No objection

15/6/08 TO CONSIDER A CONSULTATION FROM CHESHIRE EAST COUNCIL ON A DRAFT CREWE LIFESTYLE CENTRE ROAD TRAFFIC ORDER

The proposed Road Traffic Order was noted.

15/6/09 TO NOTE THE DATE OF NEXT MEETING – 7.00 p.m. 5th January 2016.

Members noted the date of the next meeting.

Meeting closed: 20.53 p.m.

Chairman's Initials.....

Crewe Town Council

Planning Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

www.crewetowncouncil.gov.uk

01270 756975



MINUTES OF THE MEETING HELD ON 5th JANUARY 2016

Present: Councillors Appilat, Beard, Brookfield, Houston, John Rhodes, Russan and Straine-Francis.

In attendance: Councillor Roberts and Rob MacKenzie (Deputy Town Clerk).

15/7/01 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Councillor Bailey.

15/7/02 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.

No declarations of interest were made.

15/7/03 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 8th DECEMBER 2015

The minutes of the meeting held on 8th December 2015 were approved and signed.

15/7/04 PUBLIC PARTICIPATION

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

No questions were raised.

15/7/05 TO CONSIDER MAKING RESPONSES TO PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THE PREVIOUS MEETING:

- 15/5539N Conversion of a barn to provide a two storey residential dwelling (Retrospective) OAK TREE FARM, GROBY ROAD, CREWE, CW1 4PE
Having noted the neighbour's comments, the Council has no objection.
- 15/5559N New Stable Block Comprising 8 Stables (2 for Commercial Livery), a Storage Room, Tack Room and Manege (40m x 20m) and Rebuild Existing Garage/Workshop for Use as Commercial Livery Yard and Own Horses LAND ADJACENT TO OAKTREE FARM, GROBY ROAD,
Having noted the neighbours comment's, the Council has no objection.

Chairman's Initials.....

- CREWE15/5623N Two self-contained one bedroom units to the side of 1, EDLESTON ROAD, CREWE, CW2 7HJ
The only access is via a roller shutter door. The Town Council is concerned about the means of escape in the event of fire and would like to see further details of bin storage and parking. The proposal appears to be overdevelopment of the site.
- 15/5627N Proposed construction of 13 unit apartment block, LAND AT 48, WISTASTON ROAD, CREWE CW2 7RE
The Town Council is concerned to ensure that
 - (1) *there is adequate space to store bins of sufficient capacity for the number of apartments proposed; and*
 - (2) *in view of the prominent position of the proposed bin store, it should be secure and screened from Wistaston Rd.*

15/7/06 TO CONSIDER MAKING RESPONSES TO ANY URGENT PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THIS AGENDA WAS PUBLISHED.

No such applications had arisen.

15/7/07 TO CONSIDER A BRIEFING NOTE ON SECTION 106 AGREEMENTS AND COMMUNITY INFRASTRUCTURE LEVY

The briefing was noted. It was **resolved** that the Deputy Town Clerk should write to the Head of Strategic and Economic Planning at Cheshire East Council requesting further information.

15/7/08 TO CONSIDER A REPORT FROM THE DEPUTY TOWN CLERK ON PROGRESS WITH THE CHESHIRE EAST LOCAL PLAN AND ARRANGEMENTS TO MAKE REPRESENTATIONS.

The Deputy Town Clerk reported on the Inspector's further interim findings following the resumption of the Local Plan Examination in October 2015; the forthcoming formal public consultation by Cheshire East Council on its proposed changes to the Local Plan Strategy; and on the joint commissioning of representation by neighbouring Parish Councils. It was **resolved**:

- (1) to request to be included in the joint representation of Crewe and Nantwich parishes provided that the cost does not exceed £1800 excluding VAT; and
- (2) to request Council to nominate representatives to attend the ChALC Crewe and Nantwich area meeting.

15/7/09 TO NOTE THE DATE OF NEXT MEETING – 7.00 p.m. 9th February 2016.

Members noted the date of the next meeting.

Meeting closed: 8.40 p.m.

Chairman's Initials.....

Crewe Town Council

Planning Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

www.crewetowncouncil.gov.uk

01270 756975



MINUTES OF THE MEETING HELD ON 9th FEBRUARY 2016

Present: Councillors Appilat, Bailey, Beard, Brookfield, Houston and John Rhodes.

In attendance: Rob MacKenzie (Deputy Town Clerk), Councillors Chapman and Roberts

Before the start of the meeting, those present observed a minute's silence remembering former Crewe and Nantwich Councillor Ken Woolley.

15/8/01 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Councillor Russan and Straine-Francis

15/8/02 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.

No declarations of interest were made.

15/8/03 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 5th JANUARY 2016

The minutes of the meeting held on 5th January 2016 were approved and signed.

15/8/04 PUBLIC PARTICIPATION

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

Councillor Roberts raised an issue regarding the procedure for Councillors to "call-in" planning applications for consideration by Cheshire East Council's Southern Planning Committee. He was advised that this process was only open to Cheshire East Councillors and if any clarification of the procedure was required it should be sought from Cheshire East Council.

Chairman's Initials.....

15/8/05 TO CONSIDER MAKING RESPONSES TO PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THE PREVIOUS MEETING:

- 15/5454N Variation of Condition 14 (Opening Times) on Approval 15/2007N Land Off, BESWICK DRIVE, CREWE
No Objection.
- 15/5777N Demolition of an Existing Unit, Erection of a Retail Unit (Class A1) Measuring 1,207 sq.m. (GIA), Alterations To Access Road, Service Area And Car Park Layout GRAND JUNCTION WAY, CREWE CW1 2RP

Object to this proposal for the following reasons:

- 1) *The new service access via Rainbow Street is likely to be used by HGVs. It is a narrow road which joins Earle Street at the foot of Earle Street Bridge, directly opposite Brierley Street. Brierley Street is a residential street which also provides access to a primary school, public car park and sports facility. There is already traffic congestion at this point, and the additional HGVs turning movements will cause severe adverse impacts on congestion and safety.*
- 2) *The proposal would result in the closure of the existing service road. There is only one entrance and exit to Grand Junction Retail Park. The service road which would be lost provides an alternative route in and out of the estate which is capable of being used in extreme emergency (albeit not public and not established).*
- 3) *The increased floorspace on the retail park together with the different types of use classes that are now located there have had a significant adverse impact on the amenity of residents in terms of disturbance, littering, parking and traffic congestion.*
- 4) *Cheshire East Council's Cabinet on Tuesday 21st April 2015 endorsed a policy approach as follows "from a planning perspective, the primary objective must be to protect the Town Centre from uses, within it and in the wider area, that will undermine its vitality and viability as a Town Centre." The current application is for a 1,207 sq. m. unit. This is in addition to the 1,207 sq. m. of new floorspace approved in July 2015 (15/2570N and 15/2571N) and the further 1,955 sq. m. of additional floorspace approved in the last 3 or 4 years as extensions to Aldi, Next, and Unit 8 together with the creation of two new units adjacent to Costa Coffee. If the current applications are approved this would represent a cumulative increase of 4,214 sq. m. If this had been submitted as a single application it would have required an impact assessment under para 26 of the NPPF, and the application of a sequential test. The Town Council is concerned about the impact of the current application on its own, and cumulatively with previous approvals, on the viability and vitality of the town centre and on traffic congestion on Earle Street and adjoining roads. It considers that it is contrary to the policy approach adopted in April 2015 outlined above.*

Chairman's Initials.....

- 16/0265N single storey rear extension 247, NANTWICH ROAD, CREWE, CW2 6NU
No objection
- 15/5436N Extend pavement cafe to front of the building. 48, VICTORIA STREET, CREWE, CW1 2JE
No objection
- 16/0315N Proposed commercial building on land adjacent to existing commercial garage premises, LAND ADJACENT CAR CARE, HENRY STREET, CREWE CW1 4BH
No objection
- 16/0357N Partial Change Of Use, retail unit to residential. This application only covers the ground floor. 149, EDLESTON ROAD, CREWE CW2 7HR
No objection
- 16/0107N The erection of a building to be used as a Builders' Merchants (sui generis) with associated external storage yard, landscaping, access and associated infrastructure SITE OF FORMER BRISTOL STREET MOTORS, MACON WAY, CREWE
No objection
- 16/0392N Proposed Starbucks Drive Thru Coffee shop and Greggs/Subway Drive To units. 24 Hours, Land Off WESTON ROAD, CREWE
No objection in principle subject to there being no unacceptable impact on future development for HS2

15/8/06 TO CONSIDER MAKING RESPONSES TO ANY URGENT PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THIS AGENDA WAS PUBLISHED.

- 16/0469N Convert former shop with living accommodation over into two self-contained flats. 71 , ALTON STREET, CREWE CW2 7QF
No objection
- 16/0421N Replace existing 2 bed semi-detached property with a 3 bed semi. To build two 4 bed detached properties in the curtilage of the garden. 357, STONELEY ROAD, CREWE, CW1 4NE16/0411N
No objection¹
- 16/0411N Variation of conditions 4 (phase II report), 8 (materials), 12 (travel plan), 13 (electric vehicle charging points), 14 (north-south link), 15 (parking & vehicle turning area), 16 (cycle parking) & 17 (east-west link)

¹ Councillor Bailey left the meeting after this item
Chairman's Initials.....

on approval 15/4389N - Demolition of former Newdigate and Meredith Buildings and the erection of a 3622 sq. m. new educational building and associated car parking and landscaping works, alongside the refurbishment of the Oakley Building for use by the UTC. FORMER VICTORIA COMMUNITY HIGH SCHOOL AND THE OAKLEY CENTRE, WEST STREET, CREWE, CW1 2PZ

No objection

15/8/07 TO CONSIDER THE PROPOSED EXTINGUISHMENT OF PEDESTRIAN ROUTES, UTC SITE, WEST STREET, CREWE

It was **resolved** that the council has no objection to the proposals for extinguishment and retention of pedestrian routes, whilst noting the disappointing lack of direct consultation and notification with affected residents before the 6 month temporary closures of all pedestrian routes were implemented.

15/8/08 TO CONSIDER ANY MATTERS RELATING TO STREET NAMING AND NUMBERING.

It was noted that following consultation with members of the Committee, a response has been made by the Deputy Town Clerk to a consultation by Cheshire East Council on street naming offering no objection to the proposal to name a new street on land off Sycamore Avenue "Bramble Close".

15/8/09 TO CONSIDER OPTIONS FOR NEIGHBOURHOOD PLANNING IN CREWE

It was **resolved** that the Chair (Councillor John Rhodes) will meet with the Leader and Deputy Leader of the Council, the Town Clerk and Deputy Town Clerk to consider options for Neighbourhood Planning in Crewe prior to further consideration at an appropriate meeting.

15/8/010 TO NOTE THE DATE OF NEXT MEETING – 7.00 p.m. 8th March 2016.

Members noted the date of the next meeting.

Meeting closed: 20.56 p.m.

Chairman's Initials.....

Crewe Town Council

Planning Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

www.crewetowncouncil.gov.uk

01270 756975



MINUTES OF THE MEETING HELD ON 8th MARCH 2016

Present: Councillors Bailey, Brookfield, Houston, John Rhodes, Russan and Straine-Francis.

In attendance: Rob MacKenzie (Deputy Town Clerk),

15/9/1 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Councillors Appilat and Beard

15/9/2 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.

No declarations of interest were made.

15/9/3 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 9th FEBRUARY 2016

The minutes of the meeting held on 9th February 2016 were approved and signed.

15/9/4 PUBLIC PARTICIPATION

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

Four residents attended to raise the following concerns and objections to application 16/0762N for the redevelopment of the former Edleston Road school :

- 1) Loss of local heritage – the previous permission for 10 flats preserved the building whilst the current application involves demolition.
- 2) The proposed new building is an “eyesore” bereft of character or merit which does not respect the character of the surrounding area.
- 3) Provision of 23 parking spaces for 46 flats is insufficient and will impact upon the surrounding streets which are already overcrowded with cars parking on pavements and double yellow lines.
- 4) Overlooking and loss of privacy in neighbouring properties.
- 5) Insufficient provision for waste bins. The area is already blighted by bins left out on the pavement for weeks.
- 6) Noise nuisance generated by 46 flats in such a small development.

Chairman's Initials.....

The residents were thanked for their attendance.

Members noted that the issues raised highlight the importance of effective enforcement of parking restrictions and policies regarding the removal of wheeled bins from the pavement.

15/9/5

TO CONSIDER MAKING RESPONSES TO PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THE PREVIOUS MEETING:

It was **resolved** to submit the following responses to Cheshire East Council:

- 16/0762N Demolition of existing buildings and the development of a mix of 46 no. one and two bed apartments and ancillary works. FORMER EDLESTON ROAD PRIMARY SCHOOL, EDLESTON ROAD, CREWE CW2 7HB16/0964N

Strongly object to this application for the following reasons:

- 1) *The proposed on-site parking provision of 23 spaces for 46 flats is inadequate. It does not meet the requirements of the Cheshire East Parking Standards Guidance Note (October 2012) which would require 71 spaces (1 space per 1 bed flat and 2 spaces per 2-bed flat). Comparable developments in Crewe granted permission in recent years have provided 1 space per dwelling (in this case that would equate to 46 spaces). There is already a shortage of on-street parking at certain times and inadequate on-site provision will create problems for highway safety and residential amenity.*
- 2) *The proposal is overdevelopment of the site taking into account the inadequate parking provision and lack of space within the site to increase that provision.*
- 3) *There is inadequate provision for storing the quantity of waste likely to be generated by 46 flats.*
- 4) *The design does not reflect the Victorian character of the area, contrary to Policy BE2 of the Borough of Crewe and Nantwich Local Plan and Policy SE1 of the emerging Cheshire East Local Plan Strategy. This could be addressed by retaining more of the original building.*

- 16/0341N Demolition of all existing on-site buildings and structures, the construction of a five storey engineering technical centre comprising offices at the front of the building and warehousing at the rear, the construction of a two storey design centre comprising offices and a workshop together with associated works, Land North Of PYMS LANE, CREWE

The Town Council welcomes and supports the development for the benefits which it will bring to Crewe. On behalf of local residents, it is requested that through planning conditions or other appropriate means, the dignity of the adjoining cemetery be respected during the construction period.

Chairman's Initials.....

- 16/0671N Proposed alterations and extension. 43, SALISBURY AVENUE, CREWE, CW2 6JW
No comments
- Change of use from motor factors (B1, B2, B8) to vehicle sales with associated elevational and internal layout adjustments PLOT 11 GATEWAY, CREWE CW1 6YS
The Town Council has no objection to the proposed change of use, but notes that there are already on-street parking problems in the area and requests the imposition of a condition requiring adequate provision for staff and customers within the proposed parking area in addition to any display of vehicles for sale.

15/9/6

TO CONSIDER MAKING RESPONSES TO ANY URGENT PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THIS AGENDA WAS PUBLISHED.

- 16/1107N Replace existing glazing units, glass and infill panels to front and rear of building with grey aluminium style to Units 7-11 MACON COURT, HERALD DRIVE, CREWE CW1 6EA
No objection

15/9/7

TO CONSIDER MAKING REPRESENTATIONS ON THE REVISED CHESHIRE EAST LOCAL PLAN

It was **resolved** that;

- 1) The Town Council supports the preparation of the Local Plan Strategy and its adoption at the earliest opportunity.
- 2) The Town Council broadly supports the proposals within the Plan including the policy for central Crewe (SL1), and the protection of the Green Gaps around Crewe.
- 3) The Deputy Town Clerk identify those parts of the Plan which members may wish to look at in particular detail, and liaises with the Planning Consultant employed by the Cheshire Association of Local Council's Crewe and Nantwich Area Meeting concerning possible representations.
- 4) The Deputy Town Clerk be asked to report to the next meeting of this committee on draft representations on the Local Plan Strategy for consideration, and on options for representation at the resumed Examination of the Plan.

Chairman's Initials.....

15/9/8

TO CONSIDER OPTIONS FOR NEIGHBOURHOOD PLANNING IN CREWE

Further to minute 15/8/09, options for Neighbourhood Planning were discussed and it was **resolved** that the Strategy Steering Group be advised that;

- 1) Members of Planning Committee are not convinced that a Neighbourhood Plan is the best vehicle to address all of the issues facing the town because it would be first and foremost a land use plan.
- 2) Doing nothing is not an option.
- 3) The Town Council should look for alternatives, and it is recommended that the Community Plan process be used as vehicle to address housing and environmental issues.

15/9/9

TO NOTE THE DATE OF NEXT MEETING – 7.00 p.m. 12th April 2016.

Members noted the date of the next meeting.

Meeting closed: 8.44 p.m.

Chairman's Initials.....

Crewe Town Council

Planning Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

www.crewetowncouncil.gov.uk

01270 756975



MINUTES OF THE MEETING HELD ON 12th April 2016

Present: Councillors Bailey, Beard, and John Rhodes.

In attendance: Rob MacKenzie (Deputy Town Clerk),

15/10/1 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Councillors Appilat, Brookfield, Houston, Russan and Straine-Francis

15/10/2 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.

No declarations of interest were made.

15/10/3 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 8th MARCH 2016

The minutes of the meeting held on 8th March 2016 were approved and signed.

15/10/4 PUBLIC PARTICIPATION

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

No questions were raised.

15/10/5 TO CONSIDER MAKING RESPONSES TO PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THE PREVIOUS MEETING:

It was **resolved** to submit the following responses to Cheshire East Council:

- 16/1213N Change of Use from shop(A1) and office(A2) to 1no 8 bed house in multiple occupation (C4) 98, NANTWICH ROAD, CREWE, CW2 6AT
No objection
- 16/0079N Change of use of hot food take away to residential 163, EDLESTON ROAD, CREWE, CW2 7HR
No objection

Chairman's Initials.....

- 16/1309N Change of use of existing dwelling house to form 5 No Bedsits, 1 No Studio and 1 No Flat 13, BUXTON AVENUE, CREWE, CW1 6EU
Object due to inadequate off-street parking and the absence of details of bin storage to meet the needs of the potential number of occupants.

15/10/6

TO CONSIDER MAKING RESPONSES TO ANY URGENT PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THIS AGENDA WAS PUBLISHED.

- 16/1750N Second floor rear extension 54-56, NANTWICH ROAD, CREWE, CW2 6AL
No objection to the principle of conversion to flats but the plans are unclear as to whether there is sufficient provision for access and parking or bin storage.
- 16/0252N & 16/0253N Change of use from A4 (drinking establishment) to A1 (shops) including alterations to front and side elevations, rear extension and modernisation of living accommodation on the first floor PRINCE OF WALES, 120, WEST STREET, CREWE, CW1 3HG
Object on the grounds of inadequate parking and bin storage arrangements.

15/10/7

TO NOTE THE COMMENTS ON PLANNING APPLICATIONS SUBMITTED BY THE DEPUTY TOWN CLERK

- 16/1171N Extension to existing hotel to provide an additional 14 bedrooms with associated alterations to landscaping, PREMIER INN CREWE CENTRAL, WESTON ROAD, CREWE, CW1 6FX.

The comments submitted relating to application 16/1171N were noted.

15/10/8

TO CONSIDER MAKING REPRESENTATIONS ON THE REVISED CHESHIRE EAST LOCAL PLAN

It was **resolved** that the Deputy Town Clerk be given delegated authority to submit a response to the consultation based on the draft before the Committee amended to reflect additional arguments in the draft representation prepared on behalf of the Cheshire Association of Local Councils.

Chairman's Initials.....

15/10/9

TO CONSIDER A RESPONSE TO A CONSULTATION ON THE DRAFT CHESHIRE EAST RESIDENTIAL DESIGN GUIDE. www.cheshireeast.gov.uk/designguide CONSULTATION RESPONSES ARE REQUIRED BY 15TH MAY 2016.

It was noted that the deadline for responding to this consultation falls before the next meeting of the Committee and it was **resolved that:**

- i. members review the document individually and forward comments to the Deputy Town Clerk; and
- ii. authority be delegated to the Deputy Town Clerk to submit a response to the consultation before 15th May.

15/10/10

TO NOTE THE DATE OF NEXT MEETING – 7.00 p.m. 24th May 2016.

Members noted the date of the next meeting.

Meeting closed: 8.32 p.m.

Chairman's Initials.....



MINUTES OF THE MEETING HELD ON 30th JUNE 2015

Present: Cllrs Bailey, Beard, Hickson, Johnson, B Minshall, John Rhodes, Roberts, and S. Yates.

In attendance: Councillor Straine-Francis; and Rob MacKenzie (Deputy Town Clerk/Economic Development Officer)

15/1/01 TO ELECT A CHAIR AND VICE-CHAIR

Members **resolved** that Cllr Hickson be elected as Chair and Cllr Bailey as Vice Chair.

15/1/02 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Councillor D. Yates.

15/1/03 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.

There were no declarations of interest.

15/1/04 TO NOTE THE TERMS OF REFERENCE OF THE COMMITTEE

The terms of reference were noted.

15/1/05 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 24TH FEBRUARY 2014.

The minutes of the previous meeting were agreed and signed as an accurate record.

15/1/06 PUBLIC PARTICIPATION.

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

No questions were raised.

Chairman's Initials.....

15/1/07 TO CONSIDER MAKING A RECOMMENDATION TO COUNCIL ON THE DEVELOPMENT OF A BUSINESS TOURISM STRATEGY (CONFERENCE CREWE).

Members considered a joint proposal from Marketing Cheshire and South Cheshire Chamber of Commerce and Industry for the development of a sustainable Business Tourism and Marketing Strategy for Crewe. This will build on the Business Tourism Report recently prepared by Marketing Cheshire for Cheshire East. The proposal contains three budget options with differing degrees of input and levels of detail. It was **resolved** to recommend to Council that the level two Business Tourism Proposal from Marketing Cheshire and South Cheshire Chamber of Commerce and Industry be accepted at a cost of £10,000; and that on completion of the study further consideration be given to extending it to level three of the proposal.¹

15/1/08 TO CONSIDER AN UPDATE IN RELATION TO THE YOUTH EMPLOYMENT PARTNERSHIP

Progress made by the Youth Employment Partnership, now known as the Crewe Pledge Partnership, was noted, and the Partnership congratulated on its rapid development. It was **resolved** that:

- (i) Mr. Mark Waters be thanked for his voluntary commitment to this project;
- (ii) Councillor Hickson, will be the Council representative on the Crewe Pledge Management Committee, with Councillor B Minshall as alternate. Councillor Bailey will continue to attend as one of the Youth Ambassador Board members.

15/1/09 TO CONSIDER AN UPDATE ON HS2.

The Committee received an update on a meeting with Network Rail. The update was noted.

15/1/10 TO CONSIDER THE PUBLICATION OF CHESHIRE EAST COUNCIL'S TOWN CENTRE REGENERATION DELIVERY STRATEGY

The publication of the Town Centre Regeneration Strategy and the planned public consultation in July 2015 was noted. It was **resolved** to invite a Cheshire East Council officer to the next meeting of Council on 14th July to explain the draft strategy.

¹ Councillor Bailey left the meeting at this point
Chairman's Initials.....

15/1/11 TO CONSIDER A REQUEST TO TEMPORARILY ILLUMINATE “BIG BILL” CLOCK FACE IN BLUE TO CELEBRATE THE 60TH ANNIVERSARY OF THE SIGNING OF THE CONTRACT AT A COST OF £450

It was **resolved** to:

- (i) Approve the expenditure of up to £450 on the illumination for 1 month of the Big Bill clock face in blue to celebrate the 60th anniversary of the signing of the contract for its construction;
- (ii) Investigate opportunities to relate this to other events in the town centre; and
- (iii) Use any associated publicity to promote the town of Crewe and its heritage.

15/1/12 TO NOTE THE RESOLUTION OF FINANCE AND RESOURCES COMMITTEE ON 2 JUNE 2015.

The resolution of the Finance and Resources Committee to recommend to Council the approval of the commissioning of the report into the markets by NABMA at a cost of £8.6k, subject to discussions between the respective leaders and Cheshire East and the Town Council was noted

15/1/13 TO NOTE THE COMMENCEMENT OF THE SITE MANAGEMENT AGREEMENT FOR FACE TO FACE FUNDRAISERS

Members noted the commencement of the Site Management Agreement.

15/1/14 TO CONSIDER THE DATE OF THE NEXT MEETING (21st September 2015).

Members noted the date of the next meeting (21st September 2015).

Meeting closed: 8.15 p.m.

Chairman's Initials.....



MINUTES OF THE MEETING HELD ON 21ST SEPTEMBER 2015

Present: Cllrs Bailey, Beard, Hickson, Johnson, John Rhodes and Roberts.

In attendance: Rob MacKenzie (Deputy Town Clerk/Economic Development Officer); T Langston (South Cheshire Chamber of Commerce) ¹ and J Stewart (Bumblebee Digital)²

15/2/01 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Councillors D. Yates and S. Yates.

15/2/02 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.

There were no declarations of interest.

15/2/03 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 30TH JUNE 2015.

The minutes of the previous meeting were agreed and signed as an accurate record.

15/2/04 PUBLIC PARTICIPATION.

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

No questions were raised.

¹ For item 15/2/05 only

² For item 15/2/05 only

Chairman's Initials.....

15/2/05 TO RECEIVE AND CONSIDER A REPORT ON PROGRESS MADE BY THE CREWE PLEDGE PARTNERSHIP FROM MESSRS TREVOR LANGSTON AND MARK WATERS, SOUTH CHESHIRE CHAMBER OF COMMERCE AND INDUSTRY

The Committee received a presentation from Trevor Langston of South Cheshire Chamber of Commerce and Jamie Stewart of Bumblebee Digital on the Crewe Pledge. A full programme of Employment Readiness sessions is in place for year 10 and 11 students over the coming academic year. The Explore programme for young people at risk of not progressing into employment education or training is running at Ruskin HS and Kings Grove HS. A Crewe careers fair has been organised for 28th November, and there is a programme of other events including a Beginners' Guide to Apprentices for prospective employers. Funding has been obtained from Crewe Town Council, Cheshire East Council, the European Social Fund, Higher Horizons and the British Chambers of Commerce. Further funding is being pursued to ensure that the programme is sustainable, and following its success, it is being replicated in Macclesfield. Next steps include the development of a clear business plan, developing routes to match supply and demand and engaging with the UTC.

The presentation was noted.

15/2/06 TO CONSIDER AN UPDATE ON PROGRESS WITH THE VISION FOR CREWE COMMUNITY PLAN.

It was reported that a series of working groups were being established to develop and deliver the themed action plans in the Community Plan. Each working group is to have a lead councillor, and an independent chair. An external facilitator will help the groups to become established. The chairs and lead councillors of all the working groups will meet together twice a year to co-ordinate and review progress.

The report was noted.

15/2/07 TO RECEIVE AND CONSIDER AN UPDATE ON THE CREWE BUSINESS TOURISM STUDY.

It was reported that Marketing Cheshire and South Cheshire Chamber of Commerce and Industry have commenced work on a study of the potential to develop the conference and meeting trade in Crewe. A steering group of representatives from the Town Council, Cheshire East Council, hotels, businesses and meeting venues is established and has received the findings of some initial surveys and research. The next stage is for Marketing Cheshire to use these findings to develop key marketing messages, and to test them with focus groups of businesses from within and outside Crewe. Consideration is being given to the future funding of the project to ensure it is self-sustaining.

The report was noted and suggestions made regarding promotion and the development of complementary activities.

Chairman's Initials.....

15/2/08 TO REVIEW THE YEAR TO DATE FINANCIAL POSITION FOR THE COMMITTEE

The financial position was noted.

15/2/09 TO CONSIDER A PROVISIONAL COMMITTEE BUDGET FOR 2016/17

It was **resolved** that members be invited to bring forward proposals for consideration at the next meeting of the committee, and that the Deputy Town Clerk meet with Councillor Roberts to explore the scope for Neighbourhood Plans.

15/2/10 TO CONSIDER THE DATE OF THE NEXT MEETING (2nd NOVEMBER 2015).

Members noted the date of the next meeting (2nd November 2015).

Meeting closed: 8:35 p.m.

Chairman's Initials.....

Crewe Town Council

Economic Development Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY



MINUTES OF THE MEETING HELD ON 2ND NOVEMBER 2015

Present: Cllrs, Beard, Hickson, Johnson, Roberts, D. Yates, and S. Yates.

In attendance: Rob MacKenzie (Deputy Town Clerk/Economic Development Officer) and Katrina Michel, Chief Executive Officer Marketing Cheshire (for Minute 15/3/05)

15/3/01 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Councillors Bailey, B. Minshall and John Rhodes.

15/3/02 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.

Councillor S Yates declared an interest in item 15/3/06 as the Chair of the Corporation of South Cheshire College within which the company concerned has office space.

15/3/03 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 21ST SEPTEMBER 2015.

The minutes of the previous meeting were agreed and signed as an accurate record.

15/3/04 PUBLIC PARTICIPATION.

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

No questions were raised.

15/3/05 TO RECEIVE AND CONSIDER AN UPDATE ON THE CREWE BUSINESS TOURISM STUDY (DESTINATION CREWE FROM KATRINA MICHEL, CHIEF EXECUTIVE OFFICER, MARKETING CHESHIRE).

A presentation was made to Members by Katrina Michel of Marketing Cheshire regarding the Destination Crewe business tourism study commissioned by the Town Council.

Chairman's Initials.....

Ms. Michel was thanked for her presentation which was noted.

15/3/06 TO CONSIDER SPONSORING THE “MADE IN CREWE” INITIATIVE.

A proposal for sponsorship of the Made in Crewe initiative was considered and it was **resolved** that members support “Made in Crewe” in principle, and the Deputy Town Clerk, in consultation with the Chair, be authorised to agree a contribution of up to £1000 upon receipt of satisfactory details as to what the money will be spent on and what outputs will result.

15/3/07 TO CONSIDER ISSUES RELATING TO FLYTIPPING

Members expressed concern about the increasing problem of rubbish being dumped in Crewe. It was **resolved** to

1. Approach the Police, Fire and Rescue Service, Cheshire East Council, Ansa, schools, Crewe Clean Team and other relevant organisations with a view to establishing a task force to address problems of dumping, fly-tipping and littering in Crewe.
2. Explore the feasibility of the Town Council commissioning additional services from ANSA.
3. Arrange public surgeries with a view to public engagement in responding to dumping, littering, and fly-tipping, and the identification of volunteers.

15/3/08 TO CONSIDER A PROVISIONAL COMMITTEE BUDGET FOR 2016/17

Members considered the papers presented to the Committee and agreed proposals for consideration by Finance and Resources Committee.

It was **resolved** to recommend to Finance and Resources Committee that:

- 1) The items in the appendix to the report be included in the budget for 2016/17.
- 2) That in the event that there is insufficient funds available for all the proposed expenditure, the committee’s first priorities are:
 - Crewe Pledge
 - Destination Crewe
 - Community Plan implementation
 - Neighbourhood Interventions (including fly-tipping)
 - Town Centre Street Furniture

The lowest priority is setting up a reserve for a future Christ Church project, given the current uncertainty about the timing of the project.

15/3/09 TO CONSIDER AN UPDATE ON PROGRESS WITH THE VISION FOR CREWE COMMUNITY PLAN

It was reported that the Youth, and Health and Wellbeing Working Groups have now met, and are developing programmes. The Arts and Culture Working Group continues to meet and to be effective. The report was noted.

Chairman’s Initials.....

15/3/10 TO CONSIDER AN UPDATE ON CREWE TOWN CENTRE

Noted that the stakeholder group is still being formed.

15/3/11 TO NOTE THAT PLANNING COMMITTEE IS MINDFUL THAT PREPARATION OF A NEIGHBOURHOOD DEVELOPMENT PLAN WOULD BE A MAJOR COMMITMENT OF TIME AND RESOURCES AND IT RESOLVED TO RECOMMEND TO COUNCIL THAT A SEMINAR FOR ALL MEMBERS BE ARRANGED TO CONSIDER THE ADVANTAGES AND DISADVANTAGES OF NEIGHBOURHOOD PLANNING AND ITS RELATIONSHIP WITH THE COMMUNITY PLAN.

The resolution of Planning Committee was noted.

15/3/12 TO CONSIDER AN UPDATE ON HS2.

Progress was noted.

15/3/13 TO CONSIDER THE DATE OF THE NEXT MEETING (11th January 2015).

Members noted the date of the next meeting.

Meeting closed: 20.31 p.m.

Chairman's Initials.....

Crewe Town Council

Economic Development Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY



MINUTES OF THE MEETING HELD ON 11th JANUARY 2016

Present: Cllrs B. Minshall, John Rhodes, D. Yates, and S. Yates.

In attendance: Rob MacKenzie (Deputy Town Clerk/Economic Development Officer)

15/4/01 TO ELECT A CHAIR

Members were advised that Councillor Hickson had stepped down as Chair of the Committee, and it was **resolved** that

- 1) Councillor B. Minshall be elected as Chair; and
- 2) Councillor Hickson be thanked for his contribution as Chair.

15/4/02 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Councillors Hickson, Johnson and Roberts.

15/4/03 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.

There were no declarations of interest.

15/4/04 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 2nd NOVEMBER 2015.

The minutes of the previous meeting were agreed and signed as an accurate record.

15/4/05 PUBLIC PARTICIPATION.

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

No questions were raised.

15/4/06 TO RECEIVE AND CONSIDER AN UPDATE ON THE DESTINATION CREWE.

The Deputy Town Clerk updated members on progress with the Destination Crewe business tourism initiative.

Chairman's Initials.....

Members noted the presentation and **resolved:**

- 1) That the final recommendations for Destination Crewe be endorsed;
- 2) That the Town Council commissions further work from Marketing Cheshire and South Cheshire Chamber to identify and sign up bondholders up to a maximum cost of £3,500; and
- 3) That the Town Council agrees to become a bondholder and to match business contributions pound for pound up to a maximum of £3,750

15/4/07 TO NOTE THAT A COUNCIL SEMINAR ON NEIGHBOURHOOD PLANNING HAS PROVISIONALLY BEEN ARRANGED FOR TUESDAY 26TH JANUARY.

Members welcomed the arrangement of a seminar to provide information to enable members to come to an informed decision on whether or not to proceed with a neighbourhood plan.

15/4/08 TO CONSIDER THE DRAFT COMMITTEE BUDGET FOR 2016/17 FOLLOWING THE STRATEGIC STEERING GROUP MEETING ON 21 DECEMBER 2015

Members noted the recommendations of the Strategic Steering Group on 21 December on a draft Council budget for 2016/17 as they affected the Economic Development Committee.

15/4/09 TO CONSIDER AN UPDATE ON PROGRESS WITH THE VISION FOR CREWE COMMUNITY PLAN

It was reported that the Youth, and Health and Wellbeing Working Groups have now met, and are developing programmes. The Arts and Culture Working Group will meet less frequently now that the CAN meetings have been established. The report was noted.

15/4/10 TO CONSIDER THE DATE OF THE NEXT MEETING (15th March 2016).

Members noted the date of the next meeting.

Meeting closed: 19:59 p.m.

Chairman's Initials.....



MINUTES OF THE MEETING HELD ON 15TH MARCH 2016

Present: Cllrs Beard, B. Minshall, John Rhodes, Roberts, D. Yates, and S. Yates.

In attendance: Councillor Straine-Francis and Rob MacKenzie (Deputy Town Clerk/Economic Development Officer)

15/5/01 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Councillors Bailey, Hickson, and Johnson.

15/5/02 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.

There were no declarations of interest.

15/5/03 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 11th JANUARY 2016.

The minutes of the previous meeting were agreed and signed as an accurate record.

15/5/04 PUBLIC PARTICIPATION.

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

No questions were raised.

15/5/05 TO RECEIVE AND CONSIDER A PRESENTATION ON PROGRESS, FUTURE PLANS AND PROPOSED SOURCES OF FUNDING FOR THE CREWE PLEDGE

Members received a presentation from Mr Trevor Langston of South Cheshire Chamber of Commerce and Industry about progress and future plans for the Crewe Pledge. Mr Langston was thanked for his attendance and it was **resolved:**

- 1) That the Deputy Town Clerk be given delegated authority to agree further payment of up to £8000 to South Cheshire Chamber of Commerce and Industry to ensure that the Crewe Pledge is sustained pending the outcome of funding bids;
- 2) That any subsequent requests for funding should be supported by a business plan with clear performance targets; and
- 3) That the Crewe Pledge be encouraged to give some priority to disadvantaged young people.

Chairman's Initials.....

15/5/06 TO CONSIDER PROGRESS WITH HS2

Members noted with pleasure the commitment in the Government's Autumn Statement and Spending Review to HS2 Phase 2a and the creation of a hub station in Crewe. It was **resolved** that the Deputy Town Clerk be given delegated authority to engage Johnathan Roberts Associates Ltd. to review the current position and advise on the approach the Town Council should take to maximise the benefits for Crewe.

15/5/07 TO CONSIDER MATTERS RELATED TO THE TOWN CENTRE

Councillor Yates reported on a meeting with the Leader of Cheshire East Council. He had emphasised the need for a town centre which matched the growth ambitions for Crewe, and offered the Town Council's help in communicating progress to the community. The report was noted.

15/5/08 TO RECEIVE AND CONSIDER AN UPDATE ON THE DESTINATION CREWE.

The Deputy Town Clerk updated members on progress with the Destination Crewe business tourism initiative. Members noted the progress made.

15/5/09 TO CONSIDER AN UPDATE ON PROGRESS WITH THE VISION FOR CREWE COMMUNITY PLAN AND THE PROPOSALS FOR ALLOCATION OF THE COMMUNITY PLAN IMPLEMENTATION BUDGET INCLUDED WITHIN NOTES FROM STEERING GROUP 26TH JANUARY 2016.

Progress was noted and it **resolved**:

1. To delegate authority to the appropriate officer in consultation with the lead member for the thematic working group to authorise expenditure from the Community Plan Implementation Budget in accordance with the principles and allocations agreed by the Community Plan Steering Group of 26th January 2016.
2. That the Lead members and deputies for this purpose will be:

| <i>Working Group</i> | <i>Lead Councillor</i> | <i>Deputy</i> |
|----------------------|------------------------|---------------|
| Health and Wellbeing | S Yates | Roberts |
| Arts and Culture | P Minshall | Jill Rhodes |
| Young People | Bailey | B Minshall |

It was **noted** that the Chairs of the Economic Development and Community and Leisure Committees planned to meet to review the terms of reference of the two committees in relation to responsibility for the Community Plan and other matters.

15/5/10 TO REVIEW THE YEAR TO DATE FINANCIAL POSITION FOR THE COMMITTEE

The financial position was noted.

15/5/11 TO CONSIDER THE DATE OF THE NEXT MEETING (Thursday 9th June 2016).

Members noted the date of the next meeting.

Meeting closed: 8.59 p.m.

Chairman's Initials.....



Minutes of the meeting held on 7th July 2015

- 15/1/01** Present
Cllrs Yates, Hickson, Russan, John Rhodes, Pam Minshall

In attendance: Steve McQuade (Town Clerk) and Cllr Bailey¹
- 15/1/02** To receive apologies for absence
All members were present.
- 15/1/03** To note declarations of Members' interests
There were no declarations made.
- 15/1/04** To approve the minutes of the meeting held on 2nd April 2015
The minutes of the previous meeting were approved and signed as an accurate record.
- 15/1/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
There were no questions raised.
- 15/1/06** To receive and consider an update from Cllr S Yates on dialogue with the Leader of Cheshire East and to review actions arising from that meeting.
Cllr Yates provided an update in relation to the recent dialogue with the Leader of Cheshire East.

Members welcomed the discussions with Cheshire East, noted progress on a range of strategic issues including markets, allotments, town centre and HS2.
- 15/1/07** To consider matters related to liaison in relation to HS2.
Members discussed opportunities to influence key decision makers in terms of achieving the optimum HS2 solution for Crewe.
- 15/1/08** To consider matters related to the implementation of the Community Plan.
Members discussed implementation of the Community Plan and **resolved** that:
1. A recommendation be made to Council that Economic Development

¹ From the item discussed from minute 15/1/06 to 15/1/08.

Committee be asked to prepare a report on an approach to Neighbourhood Planning in Crewe.

2. A recommendation be made that the Chair of the Community Plan Working Group be included as a member of the Strategy Steering Group.
3. The Community Plan Working Group would be asked to meet as soon as possible after Council to discuss the actions necessary to take forward the Community Plan and initiate the Steering Group to oversee the work of the sub-groups and overall delivery of the plan.
4. That a recommendation be made to the Community Plan Steering Group that matters related to the environment be referred to the Health and Wellbeing sub-group.

The Clerk was asked to contact Cllr Jill Rhodes to identify if Cllr Jill Rhodes wished to participate in the Community Plan Working Group.

- 15/1/09** To consider an update in relation to allotments in Crewe.
Cllr Yates updated members with regard to the question of ownership of the allotments. Negotiations are on-going with Cheshire East with a view to confirming the agreement reached between the two Leaders.

A meeting is to be scheduled with the three sites not in the Federation to discuss all options.

- 15/1/10** To consider any matters related to the town centre development and consultation process by Cheshire East.
Members noted and welcomed that Cheshire East officers would be making a presentation in relation to the consultation to Council on the 14th July.

Members **resolved** that given the deadline for responses to the consultation the formal response would be prepared and issued by the Deputy Town Clerk who would informally liaise with members of Strategic Steering Group prior to its release and publication. Council would be asked to ratify this approach on the 14th and all members invited to feed in their thoughts to the collective process.

Members may also, should they so wish make personal responses via the consultation portal.

Cllr Yates confirmed that up to three representatives from the Town Council are expected to be formally invited to support the work of the town centre design panel that is to be put in place by Cheshire East. Members welcomed the invitation that had been made by Cheshire East.

- 15/1/11** To note the date of the next meeting - 1st September 2015.
Members noted the date of the next meeting.

Meeting Closed: 20:24

Chairman's Initials.....



Minutes of the meeting held on 1st September 2015

- 15/2/1** Present
Cllrs S Yates, Russan and John Rhodes.
- In attendance: Cllrs Roberts, B Minshall and Steve McQuade (Town Clerk)
- 15/2/2** To receive apologies for absence
Apologies were received and accepted from Cllrs Bailey, Hickson and P Minshall.
- 15/2/3** To note declarations of Members' interests
There were no declarations of interest.
- 15/2/4** To approve the minutes of the meeting held on 7th July 2015
The minutes of the previous meeting were approved and signed as an accurate record.
- 15/2/5** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
There were no questions raised.
- 15/2/6** To consider the strategic context of the budget for 2016/7, including future revenue, capital and precept setting requirements.
Members agreed to commence the budget process and committees were asked to review their position at the next meetings and in the lead up to January. If there were growth items, they should be flagged up as early as possible.
- 15/2/7** To consider and authorise consequential changes to the scheme of delegation arising from the new structures.
Members **resolved** that the Clerk make the consequential changes arising from the new organisational structure.
- 15/2/8** To consider an update in relation to allotments in Crewe.
Members agreed that Council would be advised of any response to the correspondence that was exchanged on 1st September.
- 15/2/9** To consider a strategic update on matters related to Council accommodation.
Members considered the latest information presented by Cllr Russan and the

Chairman's Initials.....

Clerk. Further reports would be produced and submitted for member consideration as and when potential accommodation options arose.

- 15/2/10** To consider a draft policy on complaints, compliments and suggestions with a view to recommending that Council adopt the policy.
Members **resolved** that the policy be submitted to Council for consideration.
- 15/2/11** To consider whether the Council wishes to submit any motions to the ChALC Annual Meeting.
Members did not wish to submit any motions.
- 15/2/12** To consider becoming a member of Civic Voice at a cost of £50pa (a national charity for the civic movement in England) www.civicvoice.org.uk
Members **resolved** to approve the expenditure.
- 15/2/13** To consider matters related to the Community Plan.
Members noted the progress being made in delivering the Community Plan and that the Community Engagement Officer is now in post.
- 15/2/14** To consider matters related to the implementation of manifesto commitments.
Members undertook to review progress in delivering manifesto commitments on an on-going basis.
- 15/2/15** To note the date of the next meeting – 10th November 2015.
Members noted the date of the next meeting but asked that an alternative date be found.

Meeting closed: 20:22

Chairman's Initials.....



Minutes of the meeting held on 10th November 2015

- 15/3/1** Present
Cllrs Yates, Russan, Hickson, P Minshall and John Rhodes.
- In attendance: Cllr Roberts and Steve McQuade (Town Clerk)
- 15/3/2** To receive apologies for absence
Apologies were received and accepted from Cllr Bailey.
- 15/3/3** To note declarations of Members' interests
There were no declarations of interest.
- 15/3/4** To approve the minutes of the meeting held on 1st September 2015
The minutes of the previous meeting were approved and signed as an accurate record.
- 15/3/5** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
There were no questions asked.
- 15/3/6** To receive and consider an update on the emerging draft budget for 2016/7
Members received an update from the Clerk on the budget that is emerging now that the majority of committees have considered their requirements for 2016/7.

The Clerk drew members' attention to the proposal from Cheshire East not to make any contribution through the Council Tax Support Grant (CTSG). This places a significant pressure on the budget given its relatively high proportion of the Council's income as a whole.

Members noted that the planned growth items submitted by Committees was substantially greater than the expected income and agreed a list of reductions in planned expenditure so as to bring it back to at least the 2015/16 level. Members also agreed that further opportunities for income generation be considered prior to any further discussion regarding whether a rise in Precept should be considered.

Chairman's Initials.....

Members asked the Clerk to modify the draft budget in line with discussions and to circulate the relevant changes to members for consideration.

15/3/7 To consider the transfer of the Civic Budget cost centre from the Finance and Resources Committee to the Community and Environment Committee¹.
Members **resolved** to authorise the transfer of the cost centre between the committees.

15/3/8 To consider the Council's year to date financial position
Members noted the financial position and that the loan for the new office at Chantry Court had been received.

15/3/9 To consider a strategic update on matters related to Council accommodation (Cllr Hickson).
Cllr Hickson reported on the recent meetings of the Accommodation Working Group.

A schedule of works has been provided to local builders for quotations. The final date for contract exchange has not yet been finalised, but is expected to occur in the near future.

15/3/10 To consider matters related to creating closer ties with minority communities in Crewe
The Clerk updated members with regard to ongoing actions to forge links with the diverse range of communities in Crewe and find ways in which all communities can play a full part in the economic and cultural life of the town.

15/3/11 To note the date of the next meeting – 12th January 2016.
Members noted the date of the next meeting, but indicated a possible need for an extra meeting to look at the draft budget in further detail.

Meeting Closed: 21:15

¹ Justification on operational grounds as the cost centre is managed by the officer who normally attends C&E rather than F&R.

Chairman's Initials.....

Crewe Town Council
Strategy Steering Group

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY



Minutes of the meeting held on 21st December 2015

- 15/4/1** Present
Cllrs S Yates, P Minshall, Russan and Houston (Deputising for Cllr John Rhodes)
- In attendance: Cllr Roberts and Steve McQuade (Town Clerk)
- 15/4/2** To receive apologies for absence
Apologies were received and accepted from Cllr Hickson.
- 15/4/3** To note declarations of Members' interests
There were no declarations made.
- 15/4/4** To approve the minutes of the meeting held on 10th November 2015
The minutes of the previous meeting were agreed and signed as an accurate record.
- 15/4/5** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
There were no questions asked.
- 15/4/6** To consider future funding of the Community Plan Implementation budget (Cllr Bailey)
Cllr Bailey was unable to attend the meeting and the discussion was dealt with as part of the dialogue on the budget.
- 15/4/7** To receive and consider an update on the emerging draft budget for 2016/7
Members reviewed the draft budget that had been adjusted by Finance and Resources Committee. It was agreed that the contingency funds be put under the control of the Strategic Steering Group and that committees could bid for those funds should their budgets come under pressure.
- No other changes to the overall budget were made and the Clerk was ask to draft a narrative description of the key elements in the draft budget for 2016/7.
- 15/4/8** To consider the high level options for asset transfer and devolution of functions from Cheshire East Borough Council.

Chairman's Initials.....

Members discussed the paper and considered what options for asset transfer/devolution were to be considered as priorities. No firm conclusions were reached and further discussions would take place as appropriate and pending on-going dialogue with Cheshire East.

15/4/9 To note the date of the next meeting – 12th January 2016.

Members noted the date of the next meeting and that Cllr Jones (Leader at Cheshire East would be able to attend).

Meeting Closed: 20:08

DRAFT

Chairman's Initials.....



Minutes of the meeting held on 12th January 2016

- 15/5/1** Present
Cllrs S Yates, B Minshall, P Minshall, Bailey, John Rhodes and Russan.

In attendance: Cllr Jill Rhodes, Roberts and Straine-Francis. Steve McQuade (Town Clerk)
- 15/5/2** To receive apologies for absence
All members were present.
- 15/5/3** To note declarations of Members' interests
There were no declarations made.
- 15/5/4** To approve the minutes of the meeting held on 21st December 2015
The minutes of the previous meeting were approved and signed as an accurate record.
- 15/5/5** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
There were no questions asked.
- 15/5/6** To review the latest draft budget with a view to recommending to Council a budget and by implication a level of precept for 2016/7.
Members reviewed the latest draft budget and **resolved** that:
1) CCTV to be reduced to 30k (From 31k).
2) a separate cost centre for the Mayor's Charity that differentiates the mayoral years should be created.

Taking account of the changes above members agreed to recommend the budget to Council and to recommend that the precept be set at £424,590.
- 15/5/7** To consider a request from the Community and Environment Committee to carry forward any and all monies remaining in the 2015 / 2016 budget into the 2016 / 2017 budget.
Members discussed the item, taking advice from the Responsible Financial Officer.

Chairman's Initials.....

Members asked that the Responsible Financial Officer prepare a report to Finance and Resources Committee before the year end that:

- 1) Refined the year-end projection.
- 2) Confirmed the anticipated level of reserves.
- 3) Made any recommendations with regard to carry forwards of unspent budget.

The Finance and Resources Committee could then make any recommendations arising to Council at the end of March.

15/5/8 To note the date of the next meeting – 14th March 2016.
Members noted the date of the next meeting.

Meeting Closed: 20:35

Chairman's Initials.....



Minutes of the meeting held on 14th March 2016

- 15/6/01** Present
Cllrs S Yates, B Minshall, P Minshall, John Rhodes and Russan.

In attendance: Steve McQuade (Town Clerk)
- 15/6/02** To receive apologies for absence
There were no apologies received.
- 15/6/03** To note declarations of Members' interests
There were no declarations made.
- 15/6/04** To approve the minutes of the meeting held on 12th January 2016
The minutes of the previous meeting were agreed and signed as an accurate record.
- 15/6/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
There were no questions.
- 15/6/06** To receive and consider an update from the Leader in relation to a meeting held with the Leader of Cheshire East Council (Cllr R Bailey).

Cllr S Yates provided a summary of the dialogue noting that:

1. Discussion took place on Neighbourhood Plans and their potential funding mechanisms. In kind assistance was offered on matters such as use of brownfield land. Cllr R Bailey shared concerns over the quality of housing and growth in HMOs in particular.
2. Fly-tipping was a matter of shared concern and it was noted that further resources had or would be deployed by Cheshire East.
3. Work was ongoing on town centre regeneration, but the project board/regeneration vehicle had not yet been formed. Cheshire East are still considering their options. Cllr Yates had emphasised the need for Cheshire East to fill what is perceived as a communications vacuum. The help of the Town Council was offered.

Chairman's Initials.....

4. Cllr R Bailey indicated that Business Improvement Districts were a potential option for Crewe.
5. Cllr R Bailey indicated that there were no proposals or a desire to conduct a boundary review to ameliorate the impact of development adjacent to Crewe at the present time.
6. Issues related to HS2; Cllr Yates encouraged greater dialogue and regular briefings for councillors and the public.
7. The registration of the allotments was discussed.
8. Cllr Bailey agreed that the markets and café should be transferred subject to the final details being agreed. Dialogue also took place with regard to the long term use of Lyceum Square. Cheshire East were encouraged to firm up what their long term interest in the land is.
9. Cheshire East were encouraged to think about expenditure on their facilities in Crewe (such as the Municipal Building) at Christmas. This would complement the investment made by the Town Council.

15/6/07 To consider the priority strategic actions for the coming twelve months, that will underpin the delivery of the Council's ambitions in relation to encouraging economic development, generating civic pride and creating a sense of community.

Members were invited by Cllr Yates to think about prioritising activities through the committee structures and to feed back to Cllr Yates any new or changing priorities.

15/6/08 To consider the strategic options related to the Neighbourhood Plan
Members discussed the issues related to Neighbourhood Plans and noted the feedback from the recent training session and from debate at other committees.

Members determined the following:

1. That work on a Neighbourhood Plan was not necessary at the present time.
2. To move forward the housing strand of the Community Plan as a means of engaging with partners to address a shared improvement agenda.
3. To prepare a high level set of aspirational principles for the quality of development in Crewe and to set out a vision for the future purposes of the different areas in Crewe that are likely to be affected by future development.

Officers were asked to work on the proposals and create a more detailed brief.

15/6/09 To consider matters related to the strategic procurement of services related to the provision of events.

Members **resolved** that all the Council's requirements for the support of events be subsumed within the existing Christmas contract and that at the end of that contract the work is advertised for quotation/tender (dependent on value).

Chairman's Initials.....

15/6/10 To note the date of the next meeting – 7th June 2016.
Members noted the date of the next meeting.

Meeting Closed: 19:49

FINAL

Chairman's Initials.....

Crewe Town Council Youth Council

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of the meeting held on 8th June 2015

- 15/1/01** To confirm those present at the meeting.
Members present were Ashleigh, Toni, Olaf, Trina, Krzysztof, Harry
- In attendance: Cllr Benn Minshall and Steve McQuade (Town Clerk)
- In the absence of the Chairman Olaf was elected as Chair for the evening.
- 15/1/02** To receive any apologies.
Apologies received from Archie, Helena and Deoni.
- 15/1/03** To consider the minutes of the previous meeting 18th May 2015
The minutes of the meeting were agreed and signed.
- 15/1/04** To consider an update on the appointment of a Clerk to the Youth Council
Members discussed the poor response and agreed to consider making a payment for the 'services' of a Youth Clerk, but prior to any decision Krzysztof agreed to check with a contact to see if they wished to volunteer.
- 15/1/05** Update on street lighting and night time safety (Archie, Emily, Niamh and Trina) and welcome representatives from the Police.
The meeting welcomed representatives from the Crewe Neighbourhood Policing Unit and were pleased to hear that a report was in preparation that is looking into wider Police engagement with young people in Crewe. A copy of the report would be circulated once available.
- The four locations of concern were highlighted to the Police who explained the measures they could take to deal with anti-social behaviour. This included the use of the 'yellow card' procedure and work with parents and housing associations to help modify understanding and moderate behaviours.
- The Police highlighted their desire to manage such things as on-street access to free Wi-Fi which did cause groups of young people to congregate at location such as McDonalds in the town centre. They also highlighted locations where there were suitable environments for young people to take advantage of facilities such as those at the YMCA and the 'hub' near Chester Bridge.
- 15/1/06** Update on involvement with first aid provision (Niamh and Emily, Ashleigh and Toni)
- Input from Red Cross and St John's Ambulance

Chairman's Initials.....

The Clerk indicated that both organisation had been in contact and that he was awaiting firm proposals.

Members also highlighted the good work done by the Crewe Neptune Lifesaving Club and asked the Clerk to make contact with them.

15/1/07 Update on creation of a list of venues hosting activities suitable for young people/social activities for young people (Olaf, Emily, Niamh and Ashley)

- Feedback on the ICE website <https://ice.cheshireeast.gov.uk/>
- Development of list of venues and activities
- Potential creation of a Youth Club

The Clerk updated members on activities since the previous meeting and asked members to take a look again at the ICE website and help comment on whether it was up-to-date and whether there were obvious gaps in the information provided.

Members were asked to identify through their own knowledge and that of friends and school colleagues any additional information that could be fed into the ICE database to enhance its relevance to young people in Crewe.

The Clerk reported that the Council had been approached by a member of the public who wanted to establish a youth club. Further contact was awaited. Members noted the information from the Police with regard to the 'Hub' which seemed to be the most central facility for young people in the area.

15/1/08 Update on the idea of a Science Fair (Olaf, Helena and Deoni)
Ideas as to the possible content and location of a Fair were discussed. Members were asked to talk to their science teachers to see whether they would be in a position to help facilitate a science Fair.

Olaf was asked to draft a few thoughts for discussion at the next meeting to help describe what the Fair might entail and how it could be run.

15/1/09 To note the date of the next meeting (13th July)
Members noted the date of the next meeting.

Meeting Closed: 19:15

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Minutes of the meeting held on 13th July

- 15/2/01** To confirm those present at the meeting.
Present: Harry, Olaf, Archie, Trina, Ashleigh and Toni.
- In attendance: Trevor Langston (Crewe Pledge) and Steve McQuade (Town Clerk)
- 15/2/02** To receive any apologies.
Apologies were received from Krzysztof, Cllrs B Minshall and Bailey.
- 15/2/03** To consider the minutes of the previous meeting 8th June 2015
The minutes of the previous meeting were signed and agreed as an accurate record.
- 15/2/04** To consider an update on the appointment of a Clerk to the Youth Council
Interest had been expressed and members agreed to confirm that arrangement and pay an annual honorarium of £100 to the Youth Clerk. To be paid at the close of the civic year in May.
- 15/2/05** Update on street lighting and night time safety (Archie, Emily, Niamh and Trina)
The Clerk was asked to confirm with the Police the four areas that the Youth Council would like given the greatest priority for monitoring.
1. Route from the town centre to the cinema and bowling facility
 2. The bridge under Flag Lane.
 3. The alleyway near Mount Pleasant
 4. The area of Underwood Lane close to the Park.
- 15/2/06** To consider a presentation from Trevor Langston in relation to the Crewe Pledge (formerly the Youth Employment Partnership) <http://thecrewepledge.co.uk/>
Trevor updated the Youth Council on the progress being made in delivering the Crewe Pledge. The expected activities involving young people over the next twelve months were covered. There is the prospect of a careers bus, touring employers sites in Crewe. The Pledge is also seeking to expand the role of the Duke of Edinburgh's scheme in Crewe which is an area that the Youth Council has previously wished to support.
- Members gave feedback on how awareness of the Pledge with young people could be raised.
- The Youth Council expressed strong support for the Crewe Pledge.
- Harry, Olaf and Trina agreed to support Trevor in looking into design options for materials to be used in support of the Pledge.

Chairman's Initials.....

Action: members agreed that at the next meeting work would be undertaken to collectively create a face book page for the Youth Council. Bumblebee Digital have offered to facilitate the creation of the page.

- 15/2/07** Update on involvement with first aid provision (Niamh and Emily Ashley and Toni)
- Input from Red Cross and St John's Ambulance

The Clerk updated members with regard to his continued efforts to secure written proposals.

- 15/2/08** Update on creation of a list of venues hosting activities suitable for young people/social activities for young people (Olaf, Emily, Niamh and Ashley)
- Feedback on the ICE website
 - Development of list of venues and activities
 - Potential creation of a Youth Club

Members agreed to include the creation of this resource within the Facebook project.

Members also wished to promote the role of the uniformed youth services. Archie was asked to contact the relevant organisations via a central contact that Trevor would provide.

- 15/2/09** Update on the idea of a Science Fair (Olaf, Helena and Delni)
- Olaf tabled a proposal for the development of a project. The proposed project would be likely to have an environmental theme/challenge.

Trevor offered to provide a contact with the STEM (Science, technology, Engineering and Mathematics) contact at MMU with a view to discussions at the October meeting. This might involve looking at the 'Bloodhound' project and a competition between schools.

- 15/2/10** To note the date of the next meeting (21st September)
- Members noted the date of the next meeting and that the focus would be on developing the Facebook page.

Members asked that the Clerk contact Mr Timpson's office asking whether an invite could be extended to meet the MP in Parliament. This (if possible) would be combined with a visit to the Cabinet War Rooms.

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Minutes of the meeting held on 21st September

- 15/3/01** To confirm those present at the meeting.
Archie, Harry, Toni and Ashleigh.
- In attendance: Cllr Bailey, Trevor Langston (Crewe Pledge), Jamie Stewart (Bumblebee Digital) and Steve McQuade (Town Clerk)
- 15/3/02** To receive any apologies.
Apologies were received and accepted from Olaf.
- 15/3/03** To consider the minutes of the previous meeting 13th July 2015
The minutes of the meeting were signed as an accurate record.
- 15/3/04** To conduct a workshop to establish a Facebook page incorporating a means of highlighting facilities for young people in the Town.
Members received advice and guidance from Mr Stewart. It was agreed that a facebook group would be established and that from there a website/portal would be created. The Youth Council agreed to cover the necessary costs.
- 15/3/05** To consider matters related to a potential Science Fair
The Clerk updated members and indicated that the new Events Officer would contact Olaf to discuss the arrangements that need to be put in place to deliver a successful event based at South Cheshire College.
- 15/3/06** To note the date of the next meeting (19th October)
Members noted the date of the next meeting.

Chairman's Initials.....

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Minutes of the meeting held on 19th October 2015

- 15/4/01** To confirm those present at the meeting.
Emily, Harry, Toni, Ashleigh, Archie and Olaf.
- In attendance: Steve McQuade (Town Clerk), Sgt Steve Smith and PC Pete Wakefield
- 15/4/02** To receive any apologies.
Apologies were received and accepted from Cllr Bailey.
- 15/4/03** To consider the minutes of the previous meeting 21st September 2015
Members agreed that the minutes of the previous meeting be signed as an accurate record.
- 15/4/05** To authorise the Chair of the Youth Council to lay a wreath at the Remembrance Sunday Parade (8th November) and to invite all members of the Youth Council to attend.
Members agreed to lay a wreath on behalf of the Youth Council.
- 15/4/06** To consider a presentation from representatives of the Red Cross.
A representative was unable to attend on the evening. The Clerk indicated he would continue to try and secure further information.
- 15/4/07** To consider matters related to a potential Science Fair (Olaf)
Members agreed to continue with the development of a Science Fair. Olaf circulated a briefing paper and the Clerk indicated that he would ask The Events Officer to set up a meeting with South Cheshire College.
- 15/4/08** To consider feedback on the Facebook page and consider the development of a website/portal for young people.
Members noted some difficulty in accessing the Facebook page and agreed that those unable to access would try to find the reason for the problems. The Clerk agreed to talk to Bumblebee Digital with a view to a proposal being presented to develop a portal for young people in Crewe.
- 15/4/09** Discussions with guests
Members discussed a variety of issues with the police representatives. The matters included interaction with the Police, school liaison and general safety issues around the town centre.
- 16/4/09** To note the date of the next meeting (16th November)
Members noted the date of the next meeting.

Chairman's Initials.....

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Minutes of the meeting held on 16th November 2015

- 15/5/01** To confirm those present at the meeting.
Archie, Olaf, Emily, Toni and Ashleigh.

In attendance: Steve McQuade (Town Clerk) and Cllr Bailey.

- 15/5/02** To receive any apologies
There were no apologies.

- 15/5/03** To consider the minutes of the previous meeting 19th October 2015
The minutes of the previous meeting were agreed and signed as an accurate record.

- 15/5/04** To receive and welcome guests to the meeting
There were no additional guests present.

- 15/5/05** To receive a report from the Chair of the Youth Council in relation to Remembrance Sunday 2015.
The Chair reported on his attendance at the Service on the 8th of November.

- 15/5/06** To consider a presentation from representatives of the Red Cross (Kerry Threadgill).
Kerry introduced the range of events that the Red Cross organise or help others to organise in support of the activities of the Red Cross.

The need for volunteers to support the work of the Red Cross was stressed, both in a first aid roles and via working/volunteering in other ways such as in their charity shops.

The Red Cross also helps with emergency response in support of the blue light services and is seeking to raise awareness of its work in the UK.

Members agreed to allocate £500 to cover the costs of the Red Cross putting on an interactive recruitment/awareness raising event in the town centre on a Saturday (before end March).

- 15/5/07** To consider matters related to a potential Science Fair and contact with Noisy Toys¹ (Olaf)
Olaf updated members with regard to the communications with Noisy Toys and the hope was an event would take place in the Spring.

- 15/5/08** To consider the development of a website/portal for young people.

¹ <http://www.noisytoys.org/>

Chairman's Initials.....

The Clerk reported that an offer from Bumblebee Digital had been received to work with the Youth Council and the Town Council's web provider to create the portal that may well link into the [CreweLife](#) website.

A workshop is to planned to help members determine what they wish the portal to provide by way of information and services. The formal costs for the work would be reviewed at the January meeting with a view to the work being completed by the end of March

- 15/5/09** To note the date of the next meeting (14th December)
Members agreed that the meeting in December be postponed so as to make time available for the workshop on the development of the portal. The next formal meeting would therefore take place on **18th January**.

Meeting closed: 18:40

Chairman's Initials.....

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Minutes of the meeting held on 18th January 2016

- 15/6/1** To confirm those present at the meeting.
Harry, Toni and Ashleigh.

In attendance: Cllr Bailey and Steve McQuade (Town Clerk)

- 15/6/2** To receive any apologies.
Apologies were received from Archie. Harry was elected as Chair for the evening.

- 15/6/3** To consider the minutes of the previous meeting 16th November 2015
The minutes of the previous meeting were approved and signed as an accurate record.

- 15/6/4** To receive and welcome guests to the meeting.
There were no guests present.

- 15/6/5** To consider an update with regard to work with the Red Cross.
The Clerk updated members to say that he had a meeting with the Red Cross later in the week to discuss an event that would be held in March, it would be funded by the Youth Council and it was hoped would have an interactive element focussed on recruiting young people to the Red Cross. £500 had been previously allocated to the project.

The Clerk indicated he would circulate further information later in the week via the Facebook page.

- 15/6/7** To consider an update on matters related to a Science Fair and allied activities (Clerk).
The Clerk indicated that MMU had agreed to facilitate the Science Fair and that the likely cost would be £4k. This would cover all aspects of the event which was likely to be held at MMU or South Cheshire College. Further meetings with MMU were planned for later in the week. Members agreed to cover the cost up to the value of 4k.

- 15/6/8** To consider an update on the development of a website/portal for young people.
The Clerk indicated that he was still in the process of following up the discussions that had taken place in December with a possible provider of a solution.

- 15/6/9** To note the date of the next meeting (15th February)
Members noted the date of the next meeting.

Meeting Closed: 18:26

Chairman's Initials.....

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Minutes of the meeting held on 15th February 2016

15/7/01 To confirm those present at the meeting.
Harry, Emily, Olaf, Toni, Ashleigh and Emily.

In attendance: Cllr Bailey and Steve McQuade (Town Clerk)

15/7/02 To receive any apologies.
There were no apologies received.

15/7/03 To consider the minutes of the previous meeting 18th January 2016
The minutes of the previous meeting were agreed and signed as an accurate record.

15/7/04 To receive and welcome guests to the meeting.
There were no guests. The Council discussed what they had heard about the new University Technology College.

15/7/05 To consider an update with regard to work with the Red Cross.
The Clerk indicated that the Red Cross were planning the event for a Saturday in May to take place in the town centre. The event would be interactive and have the objective of involving young people in the activities of the Red Cross and raising awareness of the wider role of the Red Cross in the local community.

15/7/06 To consider an update on matters related to a Science Fair and allied activities.
The Clerk provided an update with regard to the organisation of the event. Members stressed the importance of seeking to involve businesses and to have clear links to future STEM careers. Members would welcome involvement of other organisations such as the Lyceum Theatre.

The Clerk would provide a detailed update on progress at the next meeting including finalisation of the event date and venue.

15/7/08 To consider an update on the development of a website/portal for young people.
Members reviewed a proposal and decided that the Council should develop the idea and invite Bumblebee Digital to the next meeting.

Members were asked to mention to friends the possibility of them becoming involved in the building and administration of the website.

Chairman's Initials.....

15/7/09 To note the date of the next meeting (21st March)
Members noted the date of the next meeting.

Meeting Closed: 18:35

FINAL

Chairman's Initials.....

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Minutes of the meeting held on 21st March 2016

- 15/8/01** To confirm those present at the meeting.
Archie, Emily, Khadija, Alice, Harry, Nathan, Ashleigh, Toni and Olaf.
- In attendance: Steve McQuade (Town Clerk) and Rita Smith (MMU).
- 15/8/02** To receive any apologies.
Apologies were received from Cllr Bailey.
- 15/8/03** To consider the minutes of the previous meeting 15th February 2016
The minutes of the previous meeting were approved as an accurate record.
- 15/8/04** To receive and welcome guests to the meeting.
Guests introduced themselves.
- 15/8/05** To receive and consider information from Ruskin Community High School about the Youth Mental Awareness campaign
Khadija outlined the work that is being done and sought support from the Youth Council to help raise awareness. The Clerk asked Khadija to keep him up to date with the work so that the Youth Council can support any campaigns in this area.
- 15/8/06** To consider an update with regard to work with the Red Cross to deliver an awareness event in the town centre on the 7th May (Clerk).
Alice spoke about the involvement that Ruskin wishes to have in promoting the involvement of young people with the Red Cross and other voluntary groups.
- The Clerk updated members with regard to the preparations for the event on 7th May and invited members to the event. Alice agreed to help promote the event through social media at Ruskin.
- 15/8/07** To consider an update on matters related to a Science Fair and allied activities.
Rita briefed the Council on the preparations for the Science Fair that would take place on 11th July at the MMU campus in Crewe.
- The main competition was discussed alongside ideas for other activities. Students in Year nine would be the main target audience.
- Members were invited to contact Rita if they had any ideas or queries
R.A.Smith@mmu.ac.uk
- 15/8/08** To consider an update on the development of a website/portal for young people.
The Clerk updated members and indicated that a proposal for the work was likely to be
- Chairman's Initials.....

brought to the next meeting.

15/8/09 To note the date of the next meeting (18th April)
Members noted the date of the next meeting.

Meeting Closed: 18:23

DRAFT

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Minutes of the meeting held on 18th April 2016

- 15/9/01** To confirm those present at the meeting.
Olaf, Ashleigh and Toni. Toni chaired the meeting in the absence of Archie.
- In attendance: Dennis Straine-Francis and Steve McQuade (Town Clerk)
- 15/9/02** To receive any apologies.
Apologies were received and accepted from Archie
- 15/9/03** To consider the minutes of the previous meeting 21st March 2016
The minutes of the previous meeting were approved and signed as an accurate record.
- 15/9/04** To receive and welcome guests to the meeting.
Cllr Straine-Francis (Mayor of Crewe) was welcomed to the meeting.
- 15/9/05** To consider an update on the development of a website/portal for young people.
The Clerk updated members with regard to work on the website. The basic structure of the site is being built after which liaison will take place with young people to build and maintain the content.
- 15/9/06** To consider an update with regard to work with the Red Cross to deliver an awareness event in the town centre on the 7th May (Clerk).
The Clerk confirmed that the event was on schedule to be delivered on 7th May and encouraged members to pop along and support the event.
- Members asked for some branded jumpers to help raise the profile of the Youth Council at events.
- 15/9/07** To consider an update on matters related to a Science Fair and allied activities (Clerk).
The Clerk indicated that the event was on track and that a further meeting would be held tomorrow with the organiser. The event would take place on 11th July as part of the wider summer festival over that weekend.
- 15/9/08** To look forward and consider future priorities for the Youth Council.
The Clerk asked members to think about what the future priorities of the Council should be over the next twelve months. Members discussed promoting the Youth Council by circulating materials and also conducting a survey of young people in the High Schools and colleges to help ascertain priorities going forward.
- 15/9/09** To note the date of the next meeting (16th May)

Chairman's Initials.....

Members noted the date of the next meeting.

Meeting Closed: 18:18

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Chairman's Initials.....