

Crewe Town Council

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CW12DL

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www.crewetowncouncil.gov.uk



CREWE
TOWN COUNCIL

9th May 2023

**Annual Meeting of Council & 'Mayor Making'
May 16th 2023**

To: Members of Crewe Town Council

Dear Councillor,

You are summoned to attend the meeting of **Full Council** to be held at 7:00pm on Tuesday 16th May 2023. The meeting will be held at the **Crewe Municipal Building, Earle Street, Crewe.**

In the interests of maintaining safety, adherence to guidance and to facilitate appropriate public access, the meeting will be recorded and shared on the Crewe Town Council youtube.com channel.

Yours sincerely,

Peter Turner
Town Clerk
Crewe Town Council

Agenda

- 1** To receive apologies for absence
- 2** To note declarations of Members' interests
- 3** To confirm and sign the minutes of the Crewe Town Council Meeting held on 28th March 2023
- 4** Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments in relation to the published agenda items. Any member of the public wishing to participate should email support@crewetowncouncil.gov.uk by 4.00 p.m. on the day of the meeting, providing their name, email address and an indication of the subject of their question or comment. Alternatively, your comments or questions can be submitted in advance and read to the committee at the meeting by the clerk.

Attendance at the meeting in person is permitted, but space is limited. Please feel free to contact the office to discuss this in more detail if you would like to.

- 5 To confirm the Mayor (elect) as Mayor of Crewe for 2023/24
- 6 To confirm the Deputy Mayor (elect) as Deputy Mayor of Crewe for 2023/24

Following this, the meeting will be adjourned to enable the incoming Mayor and Deputy Mayor to receive the insignia of office

- 7 To propose a vote of thanks and to present a past Mayor's Medal to the outgoing Mayor, Nan Walton
- 8 To receive an address from the Town Mayor
- 9 To note the minutes of committee meetings held since Council in March:
None
- 10 To appoint a council leader and deputy leader
- 11 To consider and approve constitutional governance as recommended by the Finance & Governance Committee
 1. Constitution
 2. Standing Orders
 3. Financial Regulations
 4. Standing Orders for Contracts
 5. Council & Committee Terms of Reference
- 12 To consider the approval of Committee structures and nominations to Committees
- 13 To consider and approve representations on outside bodies
 1. Crewe Town Board – Cllr Jill Rhodes
 2. Crewe Pledge Management Board – Mayor & Deputy Mayor
 3. Crewe Town Allotment Federation – Cllr John Rhodes
 4. Crewe Town Board Blue & Green Infrastructure Steering Group – Cllr Ben Wye
- 14 To confirm the Council's adoption of the Councillor Code of Conduct
- 15 To note and approve matters related to:
 1. Council list of assets – to be received and noted
 2. Provision of Insurance cover – to be received and noted
 3. Affiliation to Cheshire Association of Local Councils. – to be considered and approved
- 16 Internal auditor - to approve JDH Business Services as internal auditor 2023/24 & approve the Internal Audit for 2022/23
- 17 External support services
 1. To approve Wirehouse Employer Services for HR and H&S support
 2. To approve Blain Boland & Co Solicitors for legal support
 3. To approve John Greenhall & Co for finance and accountancy support

- 18** To note, consider and approve payments 1/2/2023 to 30/04/2023 to the value of £168,212.29 and spend to date as shown in the attached reports
- 19** General Power of Competence
 - i. Agree eligibility to adopt the Power
 - ii. Adopt the General Power of Competence with immediate effect
- 20** To approve the Annual Governance and Accountability Return for 2021/22
- 21** To receive the Meeting Calendar for civic year 2022/23
- 22** To receive the Annual report for 2022/23
- 23** To note the date of the next meeting of Council – 13th June 2023 at 7pm

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Cheshire
CW1 2DL



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MINUTES of the meeting 28th March 2023

In attendance: Cllr Dawn Clark Cllr Martin Edwards Cllr Hazel Faddes Cllr Lena Hogben
 Cllr Benn Minshall Cllr Kevin Murray Cllr Gary Palin Cllr Jill Rhodes
 Cllr John Rhodes Cllr Nan Walton Cllr Ben Wye Cllr Dennis Straine-Francis

CTC/22/5/1. To receive and consider apologies for absence
Cllrs Emma Angier, Tess Buckley, Alan Coiley, Joe Cosby, Tom Dunlop, Marilyn Houston, Jamie Messent, Phoenix Morrissey

CTC/22/5/2. To note declarations of Members' interests
None

CTC/22/5/3. To confirm and sign the minutes of the Crewe Town Council Meeting held on 6th December 2022
RESOLVED: That the minutes are approved as a true record of the meeting

CTC/22/5/4. Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments that relate to items on the agenda.

None

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CTC/22/5/5. To receive updates from Committee Chairs in relation to meetings held since the Crewe Town Council meeting on 6th December 2022:-

a. Committee: Finance and Governance

RESOLVED:

- i. That the governance documents (Council & Committee Terms of Reference; Street Naming Policy; BYOD Policy; Information & Data Protection Policy; Personal Data Complaints Policy) as reviewed are approved
- ii. That the changes to governance documents associated with the procurement review (Standing Orders; Standing Orders for Contracts; Financial Regulations; Procurement Policy) are approved

b. Committee: Operations and Improvement

Noted

c. Committee: Marketing and Events

RESOLVED:

- i. That the Events Strategy is approved as recommended by the committee

d. Committee: Planning

RESOLVED:

- i. That a Conservation Area Review and all associated work for delivery to fulfil planning policy is approved, drawing a total budget to final completion of £70,000

e. Committee: Community Plan

RESOLVED:

- i. That the updated Community Grants Policy and process is approved as recommended by the committee

f. Committee: Personnel

RESOLVED:

- i. That the reviewed employment governance documents (Employee Handbook; Contract of Employment) are approved

CTC/22/5/6. To consider nominations for and approve:

- i. Mayor of Crewe (elect) for the civic year 2023/24

RESOLVED: That Cllr Dennis Straine-Francis is approved as the Mayor (elect) for the civic year 2023/24

- ii. Deputy Mayor of Crewe (elect) for the civic year 2023/24

RESOLVED: That Cllr Dawn Clark is approved as the Deputy Mayor (elect) for the civic year 2023/24

CTC/22/5/7. To note any updates from members having attended external meetings
Cllr Jill Rhodes provided an update from the Crewe Town Board, clarifying that approval had been received for funding to be reassigned within the package of projects to support delivery of the remaining 9 projects within the Town Investment Plan.

CTC/22/5/8. To note, consider and approve payments as recommended by the Finance & Governance Committee from 1st November 2022 to 31st January 2023 to the value of £207,325.25 and spend to date as shown in the attached reports

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RESOLVED: That the spend of £207,325.25 is approved

CTC/22/5/9. To consider and approve a Business Delivery Plan for 2023/24 as recommended by committee within the approved budget and Ear Marked Reserves for 2023/24

RESOLVED: That the 2023/24 Business Delivery Plan and associated spend and ear marked reserves are approved

CTC/22/5/10. It is recommended that meeting considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 11 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.

RESOLVED: That the meeting enters closed session for the remaining agenda item

CTC/22/5/11. To consider community shared space
The decision was to proceed with the project

CTC/22/5/12. To note the proposed date of the next meeting of Crewe Town Council – The Annual Meeting of Council Tuesday 16th May 2023 at 7pm At the Crewe Municipal Building

Meeting closed at 7.31pm

Chair – Cllr Nan Walton

Clerk – P Turner

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CREWE TOWN COUNCIL CONSTITUTION

Adopted by Council: 17th May 2022

Review Date: April 2024

INTRODUCTION

Local Councils, unlike principal authorities are not required by law to adopt a constitution, however they do need to adopt Financial Regulations and to have other governing documents such as Standing Orders, a Member Code of Conduct and a Publication Scheme.

Crewe Town Council have resolved to voluntarily adopt a constitution which will contain the Statutory Governance documents it needs to publish, as well as a number of other parts which represent best practice and will help to make its dealings more transparent to local people and businesses. The purpose of the constitution is to enable local people to understand how their Town is being governed and how they can become involved in decision making.

This first Constitution was adopted on 17th May 2022, and contains a number of constituent parts recently adopted by Council, as set out in the Index.

As you look down the contents page, you may see some gaps. This is because the Council is gradually reviewing and revising its governance documents and adding policies as they are developed.

The Constitution also doubles as a handbook for Councillors. It is available to them in hard copy or electronic format.

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CONTENTS OF CONSTITUTION		Issue No.	Date
1.	Summary and Explanation	2	May 2022
2.	Standing Orders	7	May 2022
3.	Financial Regulations	4	Jan 2020
4.	Standing Orders for Contracts	1	Jan 2020
Committee terms of Reference and Delegation			
5.	Council	1	
6.	Finance and Governance Committee	3	
7.	Planning Committee	2	
8.	Community Plan Committee	3	
9.	Operational and Improvement Committee	1	
10.	Marketing and Events Committee	1	
11.	Personnel Sub-Committee		
12.	Appeals Sub-Committee	1	Jan 2020
13.	Corporate Strategy	1	
14.	Business Plan	1	
15.	Budget 2022/23	8	Dec 2021
16.	Medium Term Financial Plan	2	March 2022
Council Policies:			
17.	Allotments Policy		
18.	Business Continuity Policy		
19.	Community and Social Policy		
20.	Community Engagement Policy		
21.	Communications and Marketing Policy		
22.	Customer Care and Complaints Policy		
23.	Document Retention Policy		
24.	Economic Development Policy		
25.	Employee Handbook and Personnel Policies/Officer Code of Conduct		
26.	Environmental Policy		
27.	Equality Policy		
28.	Grants and Donations Policy		
29.	Health and Safety Policy		
30.	Information and Data Protection Policy		
31.	IT, Website and Email Policy		
32.	Mayor's Allowance Scheme		
33.	Pensions Discretion Policy		
34.	Planning Policy		
35.	Procurement Policy	1	Jan 2020
36.	Protocol for use of Municipal/Memorial Square		
37.	Publication Scheme and Information Guide		
38.	Quality Policy		
39.	Risk Management Scheme		
40.	Safeguarding Policy		
41.	Street Naming Policy		
42.	Training and Development Policy		
43.	Treasury Management Policy		
44.	Volunteers Policy		
Codes and Protocols:			
45.	Members' Code of Conduct	2	Jan 2020
46.	Social media Protocol		
47.	Protocol on Member/Officer Relations	2	Jan 2020
48.	Planning Protocol	1	Jan 2020
49.	Committee Structure		
50.	Management Structure		

SUMMARY AND EXPLANATION

BACKGROUND – LOCAL GOVERNMENT

Before considering the detail of how Crewe Town Council operates, it is useful to consider briefly where local government has come from and how it is changing.

In Britain, there is no codified constitutional document setting out the rights and responsibilities of local authorities and their relationship with national government. Instead, there is a set of institutions and practices, some centuries old, that have been created and adopted in response to changing circumstances and which have gradually been given a statutory framework.

Local government is in the public sector, but is not a local civil service. It is political in nature because the people that determine its direction are democratically elected by local people. Central government, however, has the capacity to direct and regulate Councils through legislation and fiscal means. Local government is first and foremost a people business and service to the community is the cornerstone of its activity.

Local government in England is a mixture of single and two tier principal authorities and local Councils. County Councils and district Councils (sometimes called borough Councils) have a split responsibility for service provision, a situation which still exists in many counties such as Staffordshire. Metropolitan and unitary authorities in some other parts of the Country are all purpose, which is the case in Cheshire, with Cheshire East being the unitary authority which includes Crewe. The term “local Council” means a parish or town Council. They are, like all Councils an elected corporate body, but have a far more limited range of duties and powers than the principal Councils. However, the Town Council is the most local form of government and therefore plays a vital role at the community interface.

Local government traditionally can only do what it is powered to do by statute, other acts are “ultra vires” (beyond the power of) which is the reverse of the position of an individual who can do anything which is not restricted by law. This position was widened for principal authorities and qualifying local Councils by the provisions of the Localism Act 2011, which introduced a General Power of Competence. In brief, this provides for a principal Council or qualifying local Council to have the power to do anything that individuals generally may do but with certain limitations. Crewe Town Council is currently eligible and has adopted this general power of competence.

BACKGROUND – CREWE TOWN COUNCIL

Crewe Town Council is known as a “local Council” was established in April 2013 following a referendum. The Council took over from the Charter Trustees who had been responsible for civic functions in Crewe since Crewe and Nantwich Borough Council was absorbed into Cheshire East Borough Council in 2009. The historic railway town had been at the centre of local government from 1889 until the formation of Cheshire East Borough Council. Until 1974 as a municipal borough Council and afterwards as the headquarters of Crewe and Nantwich Borough Council.

The town itself began to develop after the iconic railway station was opened in 1837. The station did not actually transfer into the town, from the adjacent parish (Crewe Green) until 1936. Crewe is the largest town in south Cheshire, with a population of approximately 55,000, living in some 22,500 households.

The Town Council is the level of government closest to the community and takes pride in its good relationship with the Town’s residents, businesses and voluntary sector. It represents the local community whenever necessary and demonstrates community leadership. The Council delivers a range of projects

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and services to the town, but has ambition to operate more public services so that standards may be maintained or enhanced. Look at the range of services under “Services” on our website.

HOW THE COUNCIL OPERATES

Crewe Town Council comprises 20 elected Councillors, who represent six different wards in the town, West Ward, St. Barnabas Ward, South Ward, North Ward, East Ward and Central Ward, Council elections take place in May every 4 years, when a new Council is elected. The most recent ordinary election was held in May 2019. The terms of office of Councillors is four years starting on the fourth day after being elected and finishing on the fourth day after the date of the regular election four years later. The overriding duty of Councillors is to the whole community, but they have a special duty to their ward constituents, including those who did not vote for them.

Only registered voters of the town or those living or working there, or living within 3 miles of the parish boundary are eligible to hold the office of Councillor, providing they are 18 years of age or over and not disqualified.

Councillors have to agree to follow a code of conduct to ensure high standards in the way they undertake their duties which includes the declaration of interests in matters considered by Council. The Council adopted its revised Members Code of Conduct in January 2020. Cheshire East Council is responsible for promoting and ensuring the standards of conduct by unitary and town Councillors. Their Monitoring Officer deals with complaints about the behaviour of Councillors under the Code.

All Councillors meet together as the full Council approximately every two months. The annual Town Council is held in May, with ordinary meetings every second month. The budget for the forthcoming financial year is decided in January. It is at full Council that members decide the Council’s overall policies, set the budget each year and deal directly with the more major issues. Each year at the annual meeting Councillors elect a Town Mayor, who also holds the statutory position of Chair, and a Deputy Mayor. The Leader of Council is also the Chair of Finance and Governance Committee.

The Council appoints committees which deal with the more detailed or routine items of business. Certain decisions may be delegated by full Council to these committees, all other items are dealt with as recommendations to be ratified at a meeting of full Council. Council also establish working parties or sub-committees, which do not usually have decision making powers but look at the detail of future policy or services in a depth which would not be possible in the formal arena.

The Council has a number of committees which include:-

- Finance and Governance Committee
- Community Plan Committee
- Operations and Improvement Committee
- Marketing and Events Committee
- Planning Committee
- Personnel Committee

HOW DECISIONS ARE MADE

All formal meetings of Council and its committees are subject to statutory notice being given, and the Council publishes an annual programme each year. Meetings are always publicised on the website and the Council noticeboard. All formal meetings are open to the public and press. Reports to those meetings and relevant background papers are available for the public to see.

Occasionally, Council or committees may need by law to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of

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commercial sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public. Minutes from all formal meetings, including the confidential parts are public documents.

COUNCIL OFFICERS

The Council has people working for it (called ‘Officers’) to give advice, implement decisions and manage the day-to-day delivery of its services. The Town Clerk heads up this paid service and has specific duties as the “Proper Officer” to ensure that the Council acts within the law. The Town Clerk is also designated as “Responsible Financial Officer” to ensure that financial best practice is followed. A code ensures high standards of conduct and a protocol governs the relationships between Officers and members of the Council.

CITIZENS’ RIGHTS

Citizens have a number of rights in their dealings with the Council. Some of these are legal rights, whilst others depend on the Council’s own processes. Where members of the public use specific Council services they have additional rights. These are not covered in this Constitution but you will be told of them when you use the service.

Citizens have the right to:-

- Vote at local elections if they are registered;
- Contact their local Councillor about any matters of concern to them;
- View a copy of the Constitution;
- Attend meetings of the Council and its committees except where, for example, personal or confidential matters are being discussed;
- Speak in the appropriate part of Council and committee meetings;
- Film, photograph or make an audio recording of the meeting for the benefit of those not attending, providing it is not disruptive.
- Present a petition to the Council;
- Complain about any aspect of the Council’s services. (If a complaint in the usual way does not bring satisfaction, the Council has a formal Complaints procedure);
- Complain to the Cheshire East Council’s Monitoring Officer if they have evidence which shows that a Councillor has not followed the Council’s Code of Conduct;
- Inspect the Council’s accounts and make their views known to the external Auditor who checks the Council’s financial management and expenditure.
- View and in most cases obtain copies of documents set out in the Council’s publication scheme.

The Council welcomes participation by its citizens in its work and welcomes interested people at its meetings.

ROLES AND FUNCTIONS OF ALL COUNCILLORS

All Councillors, whatever their formal position on the Council (or party-political system), share common roles and responsibilities.

(a) Key Roles

All Councillors will:-

- collectively be the ultimate policy-makers and carry out a number of strategic and corporate management functions;
- represent their communities and bring their views into the Council’s decision-making process, i.e. become the advocate of and for their communities;
- contribute to the good governance of the area and actively encourage community participation and citizen involvement in decision making;

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- deal with individual casework and act as an advocate for constituents in resolving particular concerns or grievances;
- balance different interests identified within the ward and represent the ward as a whole;
- participate in the governance and management of the Council;
- be available to represent the Council on other bodies;
- maintain the highest standards of conduct and ethics.

(b) Rights and Duties

- Councillors will have such rights of access to such documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law.
- Councillors will not disclose information which is confidential or exempt without the consent of the Council or divulge information given in confidence to anyone other than a Councillor or Officer entitled to know it.
- Unless specifically authorised to do so by the Council or a committee, a Member of the Council shall not issue any order respecting any works which are being carried out by or on behalf of the Council or claim by virtue of membership of the Council any right to inspect or to enter upon any lands or premises which the Council have the power or duty to inspect or enter.

ROLE AND FUNCTION OF THE MAYOR

The Mayor has a statutory role and that is to chair meetings of full Council. In doing so, will promote political neutrality.

The Mayor will be the civic head of the Council, first citizen of the Town subject to deference to the Cheshire East Mayor or Chair where appropriate. They will be a symbol of the Authority and an expression of social cohesion. The Mayor will have a key role in promoting the town and will act as the Town Council's representative at official events.

The Mayor will be elected from amongst the Authority's members by full Council at its Annual Meeting and holds office for a year. The Council may elect a Mayor for a further term.

DEPUTY MAYOR

The Council appoint a Deputy Mayor at the time the Mayor is elected, who shall assume the role of the Mayor when the Mayor is not present, or unable to fulfil that function.

LEADER OF COUNCIL

The Leader of Council is not a statutory position, but one determined by Crewe Town Council. They will be a Councillor elected to the position of leader by the Council annually. The Leader will hold office until They resign from the office or until the next Annual Meeting of Council.

The Leader of Council will be the Chair of the Finance and Governance Committee and will be recognised as the leader on all policy and business matters. The Leader will work with the Town Clerk in bringing matters of policy to the Council for determination.

The Leader of Council will be tasked with the following responsibilities:-

1. to advise Council on periodically reviewing policy and strategic priorities;
2. to work with Officers of the Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the community;
3. to promote public involvement in the Council's activities;
4. together with the Mayor and Deputy Mayor to promote the Council as a whole.

DEPUTY LEADER OF COUNCIL

The Council also appoint a Deputy Leader at the time the Leader is appointed, who shall assume the role of the Leader when the Leader is not available.

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CREWE TOWN COUNCIL

STANDING ORDERS

Adopted by Council: 17th May 2022

Review Date: March 2023

INTRODUCTION

These Standing Orders were adopted by Council on 17th May 2022 and supersedes all previous versions. They are based on model standing orders of 2018 by the National Association of Local Councils (NALC).

Standing orders are the written rules of a local Council and are essential to regulate the proceedings of a meeting. The Council also use these standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders are not the same as the policies of a Council but may refer to them.

Local Councils operate within a wide statutory framework and these Standing Orders reference many statutory requirements to which Councils are subject. The statutory requirements to which a Council is subject apply whether or not they are incorporated in a Council's standing orders.

Standing Orders are one of the Council's three principal governing policy documents providing procedural guidance for Members and Officers. They must be observed in conjunction with the Council's Financial Regulations and Standing Orders for Contracts.

Standing orders that are in **bold type** contain legal and statutory requirements, such standing orders may not be suspended. Standing orders not in bold are designed to help Councils operate effectively but they do not contain statutory requirements.

The word "Councillor" is used in the standing orders and, unless the context suggests otherwise, includes a non-Councillor with or without voting rights.

1. RULES OF DEBATE AT MEETINGS

Applies to Meetings of Council, Committees and Sub-Committees.

- a Motions requiring notice on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if

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requested by the chair of the meeting, is expressed in writing to the chair.

- h A Councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A Councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chair of the meeting, a Councillor may speak once in the debate on a motion except:-
 - i. to speak on an amendment moved by another Councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chair of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a Committee or Sub-Committee for consideration;

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- vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chair of the meeting.
- u If, at the Chair's discretion, urgent business is added to the Agenda, the item may be discussed **but no formal decision may be made**. The Town Clerk does have delegated authority to deal with urgent matters in consultation with specified Members.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct. Such conduct may breach the Councillors' Code of Conduct.
- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any Councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

- Full Council meetings ●
- Committee meetings ●
- Sub-Committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d All items of business will be set out on the agenda for all meetings and sent out with the summons to Councillors. Members of Council or Members of Committee may make a request to the Town Clerk to include relevant items on agendas if relevant to the respective terms of reference. The Town Clerk will where possible include the requested item, however their

decision is final. If the Town Clerk declines the request they will notify the Councillor of their decision and explain the reason for it.

- e **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- f Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- g The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the Chair of the meeting.
- h Subject to standing order 3(g), a member of the public shall not speak for more than three minutes unless directed by the Chair of the meeting. The Chair may at anytime instruct the speaker to end their input to the meeting.
- i
- j In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that an oral or written response be given.
- k A person (Councillor or member of public) shall raise their hand when requesting to speak (and at Council only ●, stand when speaking, except when a person has a disability or is likely to suffer discomfort). The Chair of the meeting may at any time permit a person to be seated when speaking.
- l A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
- m Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- n **Subject to standing order 3(o), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.** The Chair should have regard if filming takes place, that Members of the public may not wish to be filmed. This right must be taken up without disturbing the meeting.
- o **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- p **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- q **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor may in his absence be done by, to or before the Deputy Mayor.**

- r **The Mayor, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Deputy Mayor if present, shall preside. If both the Mayor and Deputy Mayor are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- s **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors and non-Councillors with voting rights present and voting.**
- t **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Mayor at the annual meeting of the Council.

- u **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave thier vote for or against that question, (or abstained from voting). Such a request shall be made before moving on to the next item of business on the agenda.**

v The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- w **A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- x **No business may be transacted at a meeting unless at least one-third of the whole number of Members of the Council are present therefore making the meeting quorate. In no case shall quorum of a meeting be less than three. (any Councillor who is disqualified from an item of business because he/she has declared a disclosable pecuniary or other relevant interest, does not count towards the quorum for that item).**

See standing order 4d(vii) for the quorum of a Committee or Sub-Committee meeting.

- y **If a meeting is or becomes inquorate, no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another**

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- meeting.
 - z A meeting shall not exceed a period of two hours, unless the Council or Committee resolves to continue beyond this period.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a Committee may appoint a Sub-Committee whose terms of reference and Members shall be determined by the Committee.**
- b **The Members of a Committee may include non-Councillors unless it is a Committee which regulates and controls the finances of the Council**
- c **Unless the Council determines otherwise, all the Members of an advisory Committee and a Sub-Committee of the advisory Committee may be non-Councillors.**
- d The Council may appoint standing Committees or other Committees as may be necessary, and:
 - i. shall determine their terms of reference and any delegation to the Committee;
 - ii. shall determine the number and time of the ordinary meetings of a standing Committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a Committee, other than in respect of the ordinary meetings of a Committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of Members of such a Committee;
 - v. shall, after it has appointed the Members of a standing Committee, appoint the Chair of the standing Committee, noting a Councillor may be appointed to the Chair or Deputy Chair of only one Committee
 - vi. shall determine the place, notice requirements and quorum for a meeting of a Committee and a Sub-Committee which, in both cases, shall be no less than one-third of the Committee and Sub-Committee and in no case less than three;
 - vii. shall determine if the public may participate at a meeting of a Committee;
 - viii. shall determine if the public and press are permitted to attend the meetings of a Sub-Committee and also the advance public notice requirements, if any, required for the meetings of a Sub-Committee;
 - ix. shall determine if the public may participate at a meeting of a Sub-Committee that they are permitted to attend; and
 - x. may dissolve a Committee or a Sub-Committee.
 - xi. A member who has proposed a resolution which has been referred to any Committee of which they are not a member, may explain their resolution to the Committee but shall not vote.
 - xii. Any Council member is entitled to be present as a spectator at the meetings of any Committee or Sub-Committee of which they are not a member, except if a resolution has been passed to exclude the press and public. The Council member may speak on an item on the Agenda with the permission of the Chair, but may not join in the debate or vote.

xiii. A Councillor may be appointed to the Chair or Deputy Chair of only one Committee

5. ORDINARY COUNCIL MEETINGS AND ANNUAL COUNCIL MEETING

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the Councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Mayor and Deputy Mayor of the Council.** This will be followed by the appointment of Leader of Council.
- f **The Mayor, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Deputy Mayor of the Council, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Mayor at the next annual meeting of the Council.**
- h **In an election year, if the current Mayor has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Mayor has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Mayor has been elected. They may exercise an original vote in respect of the election of the new Mayor and shall give a casting vote in the case of an equality of votes.**
- j Declarations by Councillors of any interests they may have in items on the agenda, shall clearly state the kind of interest as set out in the Councillor Code of Conduct.
- k Following the declaration of interests at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Mayor (Chair of the Council) and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a Committee;
 - iv. Consideration of the recommendations made by a Committee;
 - v. Review of delegation arrangements to Committees, Sub-Committees, staff and other local authorities
 - vi. Review of the terms of reference for Committees

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- vii. Appointment of Members to existing Committees;
 - viii. Appointment of any new Committees in accordance with standing order 4 and appointment of its Members
 - ix. Review of appropriate standing orders, standing orders in relation to contracts and financial regulations
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure
 - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
 - xviii. Review of the Council's policy for dealing with the press/media
 - xix. Review of the Council's employment policies and procedures
 - xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence
 - xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
- l Councillors may ask questions on any agenda item at a Council at the time that item is to be considered.
- m The order of business at any ordinary meeting will be similar but exclude 5ki and v-xxi, unless these items are the subject of an officer's report.
- 6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**
- a **The Mayor may convene an extraordinary meeting of the Council at any time.**
 - b **If the Mayor does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two Councillors.**
 - c The Chair of a Committee or a Sub-Committee may convene an extraordinary meeting of the Committee or the Sub-Committee at any time.
 - d If the Chair of a Committee or a Sub-Committee does not call an extraordinary meeting within seven

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days of having been requested to do so by two Members of the Committee or the Sub-Committee, any two Members of the Committee or the Sub-Committee may convene an extraordinary meeting of the Committee or a Sub-Committee.

7. PREVIOUS RESOLUTIONS

- a A resolution (whether affirmative or negative) shall not be reversed within six months except either by a special motion, which requires written notice by at least four Councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a Committee or a Sub-Committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least five clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least three clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:

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- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular Committee or Sub-Committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a Committee or Sub-Committee and their Members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a Councillor or a member of the public;
- xiii. to exclude a Councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);**
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

- Full Council meetings ●
- Committee meetings ●
- Sub-Committee meetings ●

- a If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e The Council will publish draft minutes for all meetings on its website not later than two weeks after the meeting has taken place.
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed and removed from the website. The approved minutes will be published on the Council’s website within 2 weeks of approval.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(w).

- a All Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council.
- b All Councillors **must, in accordance with the Code of Conduct currently adopted by the Council, register in Cheshire East Council's Register of Councillors' Interests, details of their Disclosable Pecuniary Interests** and other interests stated in the Code, **by completing the appropriate form and delivering this to the Town Clerk, who will forward it to the Monitoring Officer.**
- c **Councillors must keep their registered interests up to date by completing the appropriate form and delivering this to the Town Clerk, who will forward it to the Monitoring Officer.** The Town Clerk will send out forms prior to the Annual Town Council meeting each year, to give Members the opportunity to update their interests in the Register.
- d Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

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- e Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- f **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- g A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or by the Proper Officer in accordance with the Council's scheme of delegation and that decision is final.
- h A dispensation request shall confirm:-
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- i Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required OR at the beginning of the meeting of the Council.
- j **A dispensation may be granted in accordance with standing order 13(g) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the Unitary Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:-
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory

responsibility for investigation of the matter;

- d **Upon notification by the Unitary Council that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be the Town Clerk or other staff member nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:-
- i. **at least three clear days before a meeting of the Council, a Committee or a Sub-Committee,**
- **serve on Councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the Councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full Council and standing order 3(c) for the meaning of clear days for a meeting of a Committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a Councillor has given written notice at least five days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Mayor, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from Councillors and the Mayor;
- vii. hold a copy of every Councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation

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Act 1980);

- xii. arrange for legal deeds to be executed;
(see also standing order 23);
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
 - xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
 - xv. refer a planning application received by the Council to the Chair or in his absence Vice-Chair of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee;
 - xvi. manage access to information about the Council via the publication scheme; and
- c The Town Clerk and other Officers of the Council shall have the authority and duties given to them under the Council's Scheme of Delegation and will report decisions taken under such delegation to each Council meeting.

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint an appropriate staff member to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30th June, 30th September and 31st December in each year a statement to summarise:-
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31st March, the Responsible Financial Officer shall provide:
 - i. each Councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and

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apply the form of accounts determined by the Council (income and expenditure) for the year to 31st March. A completed draft annual governance and accountability return shall be presented to all Councillors at least five days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30th June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement) approved and provided by Cheshire East Council.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall be in accordance with the Council's adopted Standing Orders for Contracts.
- e. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £213,477 for a public service or supply contract or in excess of £5,336,937 for a public works contract shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and Central Government's Find a Tender service.**
- f. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £426,955 for a supply, services or design contract; or in excess of £5,336,937 for a works contract; or £884,720 for a social and other specific services contract (or other thresholds determined by the UK Government) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. HANDLING STAFF MATTERS

- a. A matter personal to an Officer that is being considered by a meeting of Council or the Personnel

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Sub-Committee is subject to standing order 11.

- b Subject to the Council's policy regarding absences from work, the Council's Town Clerk shall notify the Chair of the Personnel Sub-Committee or if they are not available, the Deputy Chair of absence occasioned by illness or other reason and that person shall report such absence to Personnel Sub-Committee at its next meeting.
- c The Chair of Personnel Sub-Committee shall ensure a review of the performance and annual appraisal of the work of The Town Clerk is conducted in accordance with the terms of reference/delegation of the Sub-Committee and procedures and policy of the Council. The reviews and appraisal shall be confirmed in writing
- d Grievance matters will be dealt with in accordance with the policy set out in the Council's Employee Handbook and Personnel Policies.
- e Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- f In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(e).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and information guide, and respond to requests for information held by the Council.**
- b. **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

See also standing order 11.

- a **The Council shall appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a Unless duly authorised by Council no Councillor shall:
 - i inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii issue orders, instructions or directions.

25. STANDING ORDERS GENERALLY

- a All or part of a standing order, **except one that incorporates mandatory statutory or legal requirements**, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 4 Councillors to be given to the Proper Officer in accordance with standing order 9. Standing Order 26b will not apply where the proposed amendment is a response to a written report on a review of Standing Orders circulated in advance with the agenda of the meeting.
- c The Proper Officer shall provide a copy of the Council's standing orders to a Councillor as soon as possible.
- d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

26. CONSTITUTION

- a The Council shall maintain and periodically update a Constitution to advise Members and the public how the Council conducts its business and how decisions are made.
- b The contents of the Constitution will be determined by Council but will always contain Standing Orders, Standing Orders for Contracts, Financial Regulations, Members' Code of Conduct and the Publication Scheme.
- c A up to date copy of the Constitution will be displayed on the Council's website.

27. PETITIONS

- a At any meeting, any Member may present a petition, signed by persons other than Members of the Council, which is relevant to some matter for which the Council has a responsibility or which affects the Town.
- b A Member wishing to present a petition shall give notice of his/her intention to do so to the Town Clerk at least twenty-four hours before the beginning of the meeting at which it is to be presented. The presentation of a petition will last for no more than three minutes.
- c No discussion will take place on any petition, but any Member may move that a matter raised by a petition be referred to the appropriate Committee or Sub-Committee. Once seconded, such a motion will be voted on without discussion.

28. HONORARY TITLES

- a The Council may introduce the award of honorary titles by resolution, in accordance with current legislation.

29. TRAINING AND DEVELOPMENT

- a The Council will maintain a Training and Development Policy for Members and Officers. They will determine and execute an annual training plan for Members.

30. PRAYERS AT COUNCIL

- a If the Council has adopted the General Power of Competence, it may if it wishes include prayers as part of the Council meeting.
- b If the Council is not eligible to adopt the General Power of competence and it wishes to hold prayers, prayers may take place before commencement of the meeting, but Members cannot be summoned to attend.

31. COMPLAINTS AGAINST THE COUNCIL OR AN OFFICER

- a The Council shall deal with complaints made against it in accordance with its Complaints and Compliments Policy adopted by the Council, except for those complaints which should be properly directed to the Monitoring Officer or to any other regulatory body listed in the Complaints Procedure for consideration. (see also Standing Order 14 regarding Code of Conduct complaints)

32. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

- a Canvassing of Members of the Council or of any Committee, directly or indirectly, for any appointment as an employee of the Council shall disqualify the candidate for such appointment. The Town Clerk shall make known the purpose of this sub-paragraph of this Standing Order to every candidate.
- b A member of the Council or of any Committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment, providing they are not part of the selection process.
- c Standing Order Nos. 32a and 32b shall apply to tenders as if the person making the tender were a candidate for an appointment.
- d If a candidate for any appointment under the Council is to his knowledge related to any member or the holder of any office of the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Town Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Town Clerk shall report to the Council or to the appropriate Committee any such disclosure.

CREWE TOWN COUNCIL FINANCIAL REGULATIONS

Adopted by Council: 17th May 2022

Review Date: May 2023

1. General
2. Accounting and audit (internal and external)
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4. Budgetary control and authority to spend
5. Banking arrangements and authorisation of payments
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7. Payment of salaries
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These Financial Regulations were adopted by the Council at its meeting held on 28th September 2021, supersedes any previous versions.

They are based on the Model Financial Regulations templates produced by the National Association of Local Councils (NALC) in July 2019.

1. General

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three principal governing policy documents providing procedural guidance for Members and Officers. Financial regulations must be observed in conjunction with the Council's standing orders and standing orders relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:-
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of Officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an Officer may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice Officers to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. By resolution of Council, the Town Clerk has been appointed the RFO
- 1.9. The RFO:-
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the Council up to date in accordance with proper practices;
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or management information prepared for the Council from time to time, comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:-

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure accounts relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:-

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of Officers dealing with financial transactions and division of responsibilities of those Officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:-

- setting the final budget or the precept (Council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence (GPoC); and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for Council only.

1.14. In addition, the Council must:-

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant in excess of £10,000; and
- in respect of the annual salary for any Officer have regard to recommendations about annual salaries of Officers made by the relevant Committee in accordance with its Terms of Reference. For the purpose of clarity, the Personnel Sub-Committee make recommendations on regrading and new positions and may determine annual increments within existing grades, in accordance to Personnel Policies.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of Section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified. In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a Member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The Member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance and Governance Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed annually by Council and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:-
 - be competent and independent of the financial operations of the Council;
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report and one interim report during each financial year;
 - demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council
- 2.7. Internal or external auditors may not under any circumstances:-
 - perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council Officer, except to the extent that such Officer have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors, unless the correspondence is of a purely administrative matter.

3. Annual estimates (budget) and forward planning

- 3.1. Each Committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year, including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than November, prepare detailed estimates of all income and expenditure including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by each relevant Committee. The Finance and Governance Committee shall, no later than December, consider its own budget and a draft budget for the Council (taking in to account recommendations from relevant Committees) and make recommendations to Council no later than January.
- 3.3. The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than the deadline date set by the relevant billing authority. The RFO shall issue the precept to the billing authority and shall supply each Member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.
- 3.6. The Finance and Governance Committee shall consider a rolling Medium Term Financial Plan prepared by the RFO and recommend it to Council by March each year. The Council shall adopt such a plan no later than April.

4. Budgetary control and authority to spend

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:-
 - the Council for all items over £10,000;
 - a duly delegated Committee of the Council for items over £1,000 to £10,000;
 - the Clerk for any items up to £1,000. In the case of expenditure over £1,000 which is urgent, or for which delay is undesirable, the Clerk will contact all Members indicating that the matter will be actioned in five working days unless the action is 'called in'. A call in will be taken to the next available Council or Committee meeting according to the amount involved and is triggered by a quorum Members of Council (in the case of sums over £10,000) or of the relevant Committee (in the case of amounts between £1,000 and £10,000) contacting the Officer asking for a call in. A log will be retained to record requests for call in.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Committee Chair or the Mayor. Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated Committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate (*virement*).
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year without prior approval by either the Finance and Governance Committee or Council
- 4.4. The salary budgets are to be reviewed at least annually in December for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of Personnel Sub-Committee. The RFO will inform Committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of Council services, or other cases of utmost urgency, the Clerk in consultation with the Mayor and Chair of Finance and Governance may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement is necessary to continue their delivery. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The Clerk shall report such action to the next meeting of Finance and Governance Committee or to the Council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the Council's Standing Orders, Financial Regulations and Standing Orders for Contracts.
- 4.8. The RFO shall regularly provide the Council with a statement of income and expenditure to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least every second month and shall show explanations of material variances. For this purpose, "material" shall be in excess of £100 or 15% of the budget, whichever is the greater.
- 4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a Committee. They shall be regularly reviewed for safety and efficiency. The Council may seek credit references in respect of Members or employees who act as signatories.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation by two of the Council's Authorised Member Signatories. The two Authorised Member Signatories shall review the schedule for compliance and, having satisfied themselves shall authorise payment by email or by signing the schedule. This shall be deemed as authorisation by any two of the RFO, Proper Officer or other authorised Officer to activate electronic payments using the Council's Electronic Banking System. At every meeting of the Council, the RFO shall present a full list of payments which have been authorised by Members for information.

- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure headings. The RFO shall take all steps to pay all invoices submitted, unless there is a valid reason to withhold payment or part payment until the issue is resolved.
- 5.5. The Clerk or RFO shall have delegated authority to authorise the payment of items only in the following circumstances (with the exception of 4.5 above):
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Finance and Governance Committee;
 - b) An expenditure item authorised under 5.7 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Finance and Governance Committee; or
- 5.6. Transfers between any accounts (except on any account on which the Officers are signatories) and the current account may be affected by the RFO and Proper Officer. A transfer into any account on which Officers are signatories shall be treated like a cheque on the current account and shall require the authorisation of two Members who are authorised signatories.
- 5.7. In respect of grants, a duly authorised Committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £10,000 shall before payment, be subject to ratification by resolution of the Council.
- 5.8. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance Committee].
- 5.9. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.10. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

- 5.11. The Council will aim to rotate the duties of Members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.12. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the Town Clerk or RFO. The Council shall retain a file with details of all suppliers whose invoices are paid electronically. Members Auditor(s) shall take a random sample of invoices to ensure that the details match those held in the Council's accounting software.

6. Instructions for the making of payments

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated Committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be affected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated Committee.
- 6.4. Due to the volume of payments from the Council's bank account, the primary method of payment shall be via electronic banking as set out in 5.2 above. The schedule of payments shall be authorised by email or signed by two Authorised Member Signatories and those schedules shall then be presented to the next Council or Finance and Governance Committee for ratification. A Member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question. Unless otherwise decided by Council resolution, signatories will be Committee Chairs, the Mayor and Deputy Mayor.
- 6.5. In the event that payment is required by cheque those shall be signed by two Authorised Member Signatories. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the Authorised Member Signatories shall each also initial the cheque counterfoil.
- 6.6. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two Authorised Member Signatories and any payments are reported to Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.
- 6.7. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two Authorised Member Signatories are retained and any payments are reported to Council as made. The approval of the use of a banker's Standing Order shall be renewed by resolution of the Council at least every two years.
- 6.8. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two Authorised Member Signatories, are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 6.9. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which two Authorised Member Signatories approved the payment.

- 6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be stored in a safe and secure place such as a safe or strongroom in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all Members immediately and formally to the next available meeting of the Council. This will not be required for a Member's personal computer used only for remote authorisation of bank payments.
- 6.11. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or Finance and Governance Committee.
- 6.12. Regular back up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.13. The Council, and any Members using computers for the Council's financial business, shall ensure that antivirus, antispyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.14. Where internet banking arrangements are made with any bank, the Clerk or RFO shall be appointed as the Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Administrator with a stated number of approvals.
- 6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or email link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written notification by the supplier and supported by verified hard copy authority for change signed by any two of the Clerk, the RFO or an Authorised Member Signatory. A programme of regular checks of standing data with suppliers will be followed.
- 6.17. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by Council or Finance and Governance Committee in writing before any order is placed.
- 6.18. A prepaid payment card may be issued to the Clerk or RFO, if different, with varying limits. These limits will be set by the Council or Finance and Governance Committee and are currently: a maximum value of a single payment shall not exceed £1,000, and the balance held on the card shall not exceed £2,000. Transactions and purchases made will be reported to the Council or Finance and Governance Committee. The card may be topped up by the Clerk or RFO upon authorisation by two of the Authorised Member Signatories.
- 6.19. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk and RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of Members or staff shall not be used under any circumstances.

- 6.20. The Council will not maintain any form of petty cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO or another officer authorised by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis.
- 6.21 The Clerk, RFO or Officer responsible for the administration of the Grant and Donations Scheme requests confirmation that payment has been received from the recipient organisation where they have been awarded a grant and/or donation exceeding £1,000. This receipt will be kept in the organisations Grant Application File.

7. Payment of salaries

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary scales shall be as agreed by Council, or Personnel Sub-Committee according to approved delegation.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay scale, emoluments, or terms and conditions of employment without the prior consent of the Council or Personnel Sub-Committee according to approved delegation.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:-
- a) by any Councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for all staff.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8. Before employing interim staff, the Council or Personnel Sub-Committee must consider a full business case.

8. Loans and investments

- 8.1. All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by Council.

Agenda Item 11.3

- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.5. The Council shall maintain an Investment Policy which shall be in accordance with relevant regulations, proper practices and guidance. The Policy shall be reviewed by the Council at least annually.
- 8.6. All investments of money under the control of the Council shall be in the name of the Council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO who shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report from the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least quarterly coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet

expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting.

9.11. The Council will not maintain any form of petty cash float.

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the Clerk or RFO.

10.3. All Members and Officers are responsible for obtaining value for money at all times. An Officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by seeking three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1.

10.4. A Member may not issue an official order or make any contract on behalf of the Council.

10.5. The Clerk or RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:-

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vii) below:
 - i. for the supply utilities such as gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals; accountants, surveyors and planning and other specialist consultants subject to a resolution of Council which embodies the reason for the exemption;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk or RFO shall act after consultation with the Chair of the Finance and Governance Committee and the Mayor); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - vii. In cases where genuine competition is not available because of the specialist nature of the work or goods, subject to a resolution of Council which embodies the reason for the exemption.
- b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 inc VAT or more, the Council shall comply with the relevant requirements of the Regulations¹.

¹ The Regulations require Councils to use the Contracts Finder website (the Government Website) to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

- c) The Public Services (Social Value) Act 2012 requires public bodies to consider how what is to be procured may improve social, environmental and economic wellbeing of the relevant area, how they might secure any such improvement and to consider the need to consult.
- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition, the reason shall be embodied in a recommendation to the Council.
- e) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations (which may change from time to time)².
- f) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tender shall state that no tender will be considered unless contained in an unmarked, plain, sealed envelope and endorsed "Tender" followed by the subject to which it relates and remain sealed until the prescribed date for opening tenders for that contract.
- g) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least two Members of Council.
- h) Any invitation to tender issued under this regulation shall be subject to Standing Orders, Standing Orders for Contracts and shall refer to the terms of the Bribery Act 2010.
- i) When it is to enter into a contract of less than £25,000 inc VAT in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall seek to obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 Regulation 10.3 above shall apply.
- j) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- k) Should it occur that the Council, or duly delegated Committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- l) In the case of a tender request for above the Find a Tender service (formerly OJEU) project threshold, the use of electronic means to manage the tender process is mandatory. In such cases, appropriate procurement consultancy with the capability to manage such tenders of scale electronically with an appropriate level of probity and auditability may be appointed at additional cost to the project budget to ensure regulatory compliance.

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the Clerk or RFO upon authorised certificates of the architect or other consultants engaged to

² Thresholds currently applicable are:

- a) For public supply and public service contracts £213,477
- b) For public works contracts £5,336,937

supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the Clerk or RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

13.1. The Officer in charge of each section of the Council's organisation, shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The Clerk or RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The Clerk or RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1,000. Such a disposal must be authorised by the Clerk or RFO and reported to the appropriate Committee or to Council.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.

14.6. The Clerk or RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

- 15.1. Following the annual Risk Assessment in accordance with Regulation 17, the Clerk or RFO shall effect all insurances and negotiate all claims on the Council's insurers, in consultation with the Clerk (if a different Officer).
- 15.2. The Clerk shall, where it is a separate Officer, give prompt notification to the Clerk or RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The Clerk or RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4. The Clerk or RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5. All appropriate Members and Officers of the Council shall be included in a suitable form of security or Fidelity Guarantee Insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated Committee.

16. Charities

- 16.1. Where the Council is sole managing trustee of a charitable body, the Clerk or RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk or RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. Risk management

- 17.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk or RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. Suspension and revision of Financial Regulations

- 18.1. It shall be the duty of the Council to review the Financial Regulations of the Council in each financial year. The Clerk or RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all Members of Council.

19. Capital Expenditure

- 19.1. For the purpose of these procedure rules "capital expenditure" means the acquisition of land or buildings, the erection of buildings, the erection of permanent works, the purchase of vehicles, plant, machinery, equipment and furniture and any related fees, which are not financed from the Revenue budget. Items or groups of items under the value of £1,000 would not normally be classified as capital expenditure.

19.2 A Capital Programme will be prepared by the Clerk, in the annual budget cycle, showing the projects for the next three years.

20. Grants Income

20.1 Officers should ensure that all grants and external funding income is promptly claimed and proper records and working papers are retained to justify claims.

20.2 The Clerk or RFO must inform the Finance and Governance Committee of any new bids for grant funding.

21. Partnerships

21.1 A partner is defined as a private or public organisation, undertaking part funding or participating as a beneficiary in a project.

21.2 The Clerk or RFO will as appropriate, advise on the key elements of partnership, including:-

- Effective controls that ensure that resources are not wasted.
- A scheme appraisal for financial viability in both the current and future years.
- Financial risk appraisal and management.
- Resourcing, including taxation issues.
- Audit, security and control requirements.
- Carry-forward arrangements.
- Satisfactory accounting arrangements.

21.3 The RFO will ensure that:-

- All funding notified by external bodies is received and properly recorded in the Councils accounts.
- The match funding requirements are considered prior to entering into the agreements and that future revenue budgets reflect these requirements.
- Audit requirements are met.
- Ensuring that all agreements and arrangements are properly documented.
- Ensuring that all claims for funds are made by the due date.
- Ensuring that the project progresses in accordance with the agreed plan and that all expenditure is properly incurred and recorded.

22. Mayor's Charity Account

22.1 The Council may maintain and administer an account on behalf of the Mayor according to its policies in being at the time. Although this will not strictly be the Council's account, it will where appropriate be administered in accordance with these Financial Regulations and be open to the scrutiny of the Audit process.

CREWE TOWN COUNCIL

STANDING ORDERS FOR CONTRACTS

Adopted by Council: 17th May 2022

Review Date: March 2023

1. GENERAL

- 1.1 The following Standing Orders for Contracts were adopted by Council on 17th May 2022 and supersedes any previous versions. They set out the procedures by which the Council will enter into contracts for the provision of goods, services, materials and work. Every contract made by or on behalf of the Council shall comply with these procedure rules and no exception from any of the provisions shall be made otherwise than by direction of the Council or under Standing Order. These Standing Orders for Contracts should be read in conjunction with the Council's Financial Procedures, Standing Orders and its Procurement Policy applying at the time.

- 1.2 The Orders do not apply to contracts for the sale or purchase of land or buildings other than as set out in this Order. Every contract relating to the sale or purchase of any land or buildings shall be in writing and be signed on behalf of the Council by the Proper Officer. Purchases of land should not be above the current market value as determined by the Council's appointed valuer and sales of land should not be below the current market value as determined by the Council's appointed valuer. Where this is not the case a report should be made to Council setting out the reasons for such variation, which may take into account any community benefits or justification on the grounds that it helps fulfil a wider objective of the Council.

- 1.3 Subject to Rule 1.2 every contract made by or on behalf of the Council shall comply with:-
 - 1.3.1 these Standing Orders for Contracts
 - 1.3.2 the Council's Financial Regulations
 - 1.3.3 the Council's Standing Orders
 - 1.3.4 all relevant statutory provisions including any relevant E.U. directive
 - 1.3.5 any direction by the Council, Committees, Sub-Committees having appropriate delegated authority.

- 1.4 These Contract Procedure Rules shall not apply or may be varied where or to the extent that:-
 - 1.4.1 the Council so resolves
 - 1.4.2 statute or subordinate legislation prescribes otherwise

2 DELEGATED AUTHORITY TO ENTER INTO CONTRACTS

- 2.1 The Proper Officer shall have power to accept tenders (where required) and to enter into contracts on behalf of the Council, when the decision and budget have been approved by Council.

- 2.2 The Proper Officer or Responsible Financial Officer (RFO), if different, has authority to issue official orders or letters for work, goods and services as set out in the Financial Regulations.

3. ORDERS FOR WORK, GOODS AND SERVICES UPTO £3,000

- 3.1 Orders for work, goods and services up to the value of £3,000 are not subject to the Standing Orders for Contracts, nor are formal quotations required but orders must comply with the Council's Financial Regulations [see particularly FR 11.1 (i)].

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- 3.2 Orders for work, goods and services which would normally be considered as one transaction shall not be divided into different orders so that the Standing Orders for Contracts are deemed not to apply.

4 CONTRACTS OF UP TO £25,000

- 4.1 Tenders need not be invited for contracts estimated to have a value of £25,000 or less but three quotations shall be obtained in accordance with the Council's Financial Regulations. The Council's Procurement Policy states that in all contracts for goods, materials or services over £25,000, an evaluation model encompassing both price and quality, will be developed in advance against which best value can be judged.
- 4.2 Three quotations need not be invited in circumstances set out in regulation 11 of the Financial Regulations, or in cases where genuine competition is not available because of the specialist nature of the work or goods, all subject to a resolution of Council which embodies the reason for not doing so.

5 REQUIREMENTS FOR TENDER

- 5.1 Subject to the exceptions in Rule 5.2 below, tenders shall be invited where the contract sum is estimated to be above or close to £25,000.
- 5.2 Tenders need not be invited in circumstances set out in 11.1 of the Financial Regulations, subject to a resolution of Council which embodies the reason for not doing so.
- 5.3 Where the value of a supply, services or design contract is likely to exceed £189,330, or a construction contract is likely to exceed £4,733,252 (or other threshold specified by the Office of Government Commerce from time to time), the Council must consider whether the Public Contracts Regulations 2015 (EU Directive 2014/24/EU) apply to the contract and if so the Council must comply with EU procurement rules; which will include advertising in the Official Journal of the European Union. See also Financial Regulations 11.1 b, c and e.
- 5.4 Where tenders are required, one of the following methods shall be used:-
- 5.4.1 Open competitive tender (Rule 6)
 - 5.4.2 Ad hoc approved list (Rule 7)
 - 5.4.3 Standing approved list (Rule 8)
 - 5.4.4 Approved list of another Council (Rule 9)
 - 5.4.5 Established procurement specialist (Rule 10)

6 OPEN COMPETITIVE TENDERS

Tenders estimated to be £25,000 inc VAT or over shall be invited by giving at least 30 (thirty) days public notice on the UK Government Contracts Finder portal (under the Public Contract Regulations (2015)), on the Council's website and in such trade journals as the Proper Officer has considered appropriate stating the nature and purpose of the contract, inviting tenders and stating the last date when tenders will be accepted. Any notice issued shall contain a Statement of the effect of Standing Orders Nos. 32a and 32b.

7 AD HOC APPROVED LIST

- 7.1 Tenders shall be invited after giving notice in the manner set out in Rule 6 seeking applications to be placed on a list from which selected contractors will be invited to submit tenders.

8 STANDING APPROVED LIST

- 8.1 The council does not operate an approved list of suppliers

9 APPROVED LIST OF ANOTHER AUTHORITY

9.1 Tenders may be invited from persons included in a list approved by the Cheshire East Council for the supply of goods or materials of specified categories values or amounts or for the carrying out of specified categories of work

10 ESTABLISHED PROCUREMENT SPECIALISTS

10.1 Where large, high value tender exercises take place, in areas in which the Council have limited expertise, it may be necessary to engage the use of established procurement specialists. These specialists will undertake the tender process on behalf of the Council, subject to compliance with Financial Regulations for the opening of tenders.

11 SELECTION OF TENDERERS OR INVITEES

11.1 The selection of persons from whom tenders shall be invited shall be delegated to the Proper Officer in consultation with the Chair of Finance and Governance.

11.2 In inviting applications for inclusion in a list of approved tenderers or in selecting persons from whom tenders are to be invited, steps shall be taken to ensure fair competition. It may be necessary to supplement approved lists in cases where the specialist nature of the work or goods indicates that competition will be limited, subject to a resolution of Council which embodies the reason for doing so.

Where a contract will involve a design element, or in the case of other construction works, the chosen process may be varied minimally to ensure that the quality of the design is properly taken in to account. Construction processes which are taking forward the Government Construction Strategy may also be used.

12 FORM OF INVITATION TO TENDER AND SUBMISSION OF TENDERS

12.1 All tenders shall be required to be submitted on a Form of Tender approved by the Proper Officer. This Form shall include a statement that the Council will not be bound to accept any tender and reserves the right to accept a tender other than the one which is the lowest price or not to accept any tender at all.

12.2 The invitations to tender shall state that no tender will be considered unless contained in an unmarked plain sealed envelope and endorsed "Tender" followed by the subject to which it relates.

12.3 Every tender shall be addressed to the Town Clerk (Proper Officer) and the tender shall remain in his/her custody, or that of his nominated representative, until the time appointed for its opening. (See also 10.1)

13 EXTENSION OF TIME

13.1 Where the Proper Officer considers it to be in the best interests of the Council the time within which tenders must be received may be extended after giving notice of such extension of time in the following manner: -

13.1.1 **Open competitive tenders** - in accordance with Rule 6.

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- 13.1.2 **Ad hoc approved list / Established procurement specialist** - by giving fourteen days written notice to each of the selected contractors.
- 13.1.3 **Standing approved list** - by giving fourteen days written notice to each of the relevant persons on the list.

14 OPENING OF TENDERS

- 14.1 All tenders for a contract shall be opened at the same time and as soon as possible after the closing time for the acceptance of tenders. The tenders will be opened by the Proper Officer or other nominated Officer in the presence of two Members of Council. (See also 10.1)
- 14.2 The Proper Officer shall prepare and maintain a register of tenders received and shall record in that register the following particulars:-
 - 13.2.1 the last date and time for the receipt of tenders
 - 13.2.2 the date and time the tender was actually received
 - 13.2.3 the name of the tenderer and the amount of the tender
 - 13.2.4 the date and time they were opened and by whom.
 - 13.2.5 the signature of the Officer to whom the tenders were handed after opening.
- 14.3 All persons required to be present at the opening of tenders shall immediately sign against the relevant particulars in the register and shall also sign each page of the tender as evidence of such tenders having been opened by them or in their presence.
- 14.4 Following the opening of tenders invited the Proper Officer shall write to all persons who were invited to tender but who failed to tender to ascertain the reasons for that failure.

15 LATE TENDERS

- 15.1 Any tender received late will be returned promptly to the tenderer by the Proper Officer. A late tender which has been received may be opened in the presence of the two Members to ascertain the name and address of the tenderer but no details of the tender shall be disclosed.

16 ALTERATIONS TO TENDERS

- 16.1 Where the tender reveals errors or discrepancies, which would affect the tender figure in an otherwise successful tender, the tenderer shall be told of the errors and discrepancies and given an opportunity of confirming, correcting or withdrawing the offer.

17 ACCEPTANCE OF TENDERS

- 17.1 In accepting a tender, consideration will be given to price and quality. A suitable pre-determined price-quality model (Evaluation Model) will be devised by the Proper Officer or representative in accordance with the Council's Procurement Policy. Selection of the best tender will be based on this evaluation.
- 17.2 If no tenders are received or if all tenders are identical, the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.

18 CONTRACTS TO BE IN WRITING

- 18.1 Every contract which exceeds £3,000 shall be in writing in a form approved by the Proper Officer.

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18.2 Every contract shall specify, amongst other things:-

- 18.2.1 the goods, materials, works, matters, or things, to be furnished, supplied or done (including any appropriate technical specifications)
- 18.2.2 the price to be paid with a statement of discount or other deductions
- 18.2.3 where applicable, the time or times that the contract is to be performed
- 18.2.4 how the contractor will be accountable for performance, and any information or reports that he will be required to submit.

18.3 The Proper Officer shall sign or witness every contract not required to be made under seal on behalf of the Council.

18.4 Every contract for which provision has been made in the approved annual estimates and/or approved by the appropriate Committee or Sub-Committee of the Council pursuant to Standing Orders and being in value of amount less than £3,000 shall be entered into on behalf of the Council by the Proper Officer by issuing an official order only.

19 Tender Notification and Standstill Period

19.1 Once the decision to award a contract is made, each Tenderer must be notified in writing of the outcome of the tender process. A “standstill notice” (also referred to as an “award decision notice” is only applied to advertised tenders when statutorily required. In all other cases, there will not be a “standstill notice” once tendered contracts are awarded

19.2 For Tenders over EU Thresholds there must be a “standstill” period between the notification and signing the contract and/or raising of an order. This is ten calendar days but can be extended if a challenge is lodged by a Tenderer in which case the Proper Officer will advise on the relevant standstill period and process

20 ASSIGNMENT

20.1 In every written contract for the execution of work or the supply of goods or materials, the following clause shall be inserted:

“The contractor shall be prohibited from transferring or assigning directly or indirectly, to any person or persons whatever, any portion of the contract without the written permission of the Council. Sub-letting of any part(s) of the work, except to the extent permitted in writing by the Officer concerned, shall be prohibited”

21 LIQUIDATED DAMAGES

21.1 Every contract that exceeds £50,000 shall, where considered appropriate by the Proper Officer, provide for liquidated damages to be paid by the contractor in case the terms of the contract are not duly performed.

22 PERFORMANCE BONDS

22.1 Where a contract is estimated to exceed £150,000 in value and is for the execution of the works, or for the supply of goods or materials by a particular date or series of dates, the Finance and Governance Committee shall consider whether the Council should require security for its due performance and shall either certify that no such security is necessary or shall specify in the conditions of tender the nature and amount of any security to be given. In the latter event, the Council shall require and will take a bond or other sufficient security for the due performance of the contract.

23 RETENTION

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- 23.1 Works contracts, which are estimated to exceed £50,000 in value, will be subject to a defects period. The Council will retain a percentage of the monies due to the contractor for a period that the Proper Officer deems appropriate, having regard to the current practice in the relevant industry and to the circumstances of the contract.

24 CANCELLATION

- 24.1 Every contract will include a clause allowing the Council to cancel the contract and to recover costs if the contractor has offered, or given, any gift or consideration whatsoever as an inducement or reward to obtain the contract, or any other contract with the Council.

25 NOMINATED SUB-CONTRACTORS

- 25.1 Where a sub-contractor or supplier is to be nominated to a main contractor the following provisions shall have effect.

- 25.2 Where the estimated amount of a sub-contract exceeds £25,000 then, unless the Proper Officer certifies that it is not reasonably practicable to obtain competitive tenders, tenders for the nomination shall be invited and dealt with in accordance with these Contract Procedure Rules as if they were for a contract with the Council.

- 25.3 A nominated sub-contractor must be willing to enter into a contract with the main contractor on terms which indemnify the main contractor against his own obligations under the main contract in relation to the work or goods included in the sub-contract.

26 ENGAGEMENT OF CONSULTANTS

- 26.1 In the event of the Council engaging the services of consultants, these Contract Procedure Rules will apply where relevant, and subject to approved exemptions set out in the Financial Regulations.

**COUNCIL
TERMS OF REFERENCE**

Approved by Council: 17th May 2022

Planned Review Date: May 2023

20 Members of the Authority

Quorum = 7

Annual Town Council meeting is held in May, and then Council will meet every second month in accordance with the Annual calendar of meetings.

The Town Council has full authority for all functions, duties and responsibility, but may delegate certain decisions to a committee, sub-committee or to an officer. It cannot legally delegate such decisions to an individual councillor. Certain decisions are reserved to Council either by legislation or the choice of the Council.

Function of Council Column 1	Delegation of Functions Column 2
General Governance	
1 Adoption and amendment of any strategies and policies.	None generally, but to receive advice from Finance and Governance Committee as appropriate. <ul style="list-style-type: none"> • Personnel policies and Pensions Discretion policies delegated to Personnel Sub-Committee
2 Comments on Cheshire East Council’s Strategic Plans or strategies	Planning Committee has delegated authority for response to consultations (see terms of reference for that Committee and 64 below) Planning Committee can refer consultations to Council for ratification of further consideration
3 Comments on the strategic plans or strategies of other public sector bodies	To individual committees if within their terms of reference
4 Liaising with the Police and other outside bodies on matters pertaining to the Town.	In the first instance to Ward Councillors and/or Town Clerk. To individual committees as set out in their delegation, otherwise reserved for Council
5 Approval of any Neighbourhood Plan for Article 14 consultation or Article 15 submission to Cheshire East Council.	None, but drafts delegated to Town Planning and Environment Committee
6 Adopting and changing the Constitution, Standing Orders, Standing Orders for Contracts or Financial Regulations	None

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7 Approving of annual budget, Precept, and Medium-Term Financial Plan	None
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8	Any delegated decision which may mean a breach of Council Policy or Budget outside virement rules	None
9	Election of the Mayor, appointment of Deputy Mayor, Election of Leader of Council.	None
10	Appointment of Chairs and Deputy Chairs of committees, established by Council.	Council, or may delegate to individual committees
11	Agreeing and/or amending the Terms of Reference for Committees, deciding on their composition and making appointments to them.	None
12	Appointment of Members or Officers to outside bodies	None
13	Adopting an allowance scheme for Mayor or other members.	None
14	Changing the name of the Town Council.	None
15	Deciding on honorary titles or awards	None
16	Making, amending, revoking, re-enacting or adopting Bylaws.	None
17	To represent the view of the local community on matters of significance.	None generally, but may be delegated to individual committees, through their terms of reference.
18	Power to make payments or provide other benefits in cases of fault or maladministration	Appeals Committee up to the value of £500 Town Clerk up to £200
19	Appeals against any decision made on behalf of the Authority	Appeals Committee
20	Data Protection, Access to Information, Freedom of Information and Human Rights.	Policy and Publication Scheme reserved to Council Strategic overview to Finance and Governance Committee
21	To monitor and control the Council's Ethical Framework	Strategic overview and monitoring to Finance and Governance Committee Proper Officer to obtain declarations, give up- date reminder annually and to act as necessary for Monitoring Officer. Mayor may obtain declarations in the absence of the Proper Officer. Granting of a Dispensation is reserved

	<p>to Council and only delegated to the Proper Officer where a decision is required in advance of a committee meeting when no Council meeting is to take place</p>
<p>22. To institute or defend legal proceedings including proceedings for an injunction, to authorise the carrying out of works in default of a notice, and to lodge an appeal against any Court decision.</p>	<p>None generally In cases of urgency, the Town Clerk in consultation with two of: Leader, Deputy Leader, Mayor, Deputy Mayor.</p>
<p>23. 1. All powers of the Council (except those reserved to Council by legislation) in the case of a civil emergency (including health related emergency), limited to £10,000 expenditure in accordance with Financial Regulations.</p>	<p>The Town Clerk in consultation with two of: Leader, Deputy Leader, Mayor, Deputy Mayor or committee chairman subject to reporting to next Council.</p>
<p>2. All powers of the Council (except those reserved to Council by legislation) in the case of utmost urgency, limited to £10,000 expenditure in accordance with Financial Regulations.</p>	<p>The Town Clerk in consultation with two of: Leader, Deputy Leader, Mayor, Deputy Mayor or committee chairman subject to reporting justification to next Council.</p>
<p>3. In cases where a civil emergency is over an extended period and which hinders the holding of normal meetings, non-urgent decisions will be taken in consultation with all members of committee or Council.</p>	<p>The Town Clerk in consultation with all members of Council or of the relevant committee subject to ratification at the next Council meeting.</p>
<p>24 Election issues and filling of vacancies</p>	<p>None to Committee. Proper Officer to undertake all statutory notifications and actions to advise members as necessary.</p>
<p>25 Power to direct as to the Custody of Town documents</p>	<p>None</p>
<p>26 All duties of the Proper Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents</p>	<p>Town Clerk</p>
<p>27 All duties of the Responsible Financial Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents</p>	<p>Town Clerk or other officer designated by resolution of Council</p>
<p>28 Nomination for attendance at conferences</p>	<p>None Town Clerk for Member training in accordance with policy.</p>
<p>29 To do anything calculated to facilitate or conducive or</p>	<p>Council unless specifically delegated.</p>

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<p>incidental to the discharge of any function</p> <p>30 Adoption of General Power of Competence</p>	<p>None</p>
<p>Personnel Issues</p> <p>31 To direct which post holders will be designated Proper Officer to the Council, Responsible Financial Officer and Data Protection Officer.</p> <p>32 To determine the overall Staffing structure and approval of additional posts</p> <p>33 Confirming the appointment of the Town Clerk</p> <p>34 Other Personnel matters</p> <p>35 Health and Safety Policy – General Statement and Organisation</p>	<p>None but may be on recommendation of Personnel Sub-Committee</p> <p>None but may be on recommendation of Personnel Sub-Committee</p> <p>None but appointment, set out in Terms of Reference for Personnel Sub-Committee</p> <p>As set out in Terms of Reference for Personnel Sub-Committee</p> <p>None. Arrangements to Personnel Sub-Committee</p>
<p>Quality and Integrated Management</p> <p>36 Matters relating to Quality systems and Local Council Award accreditation</p> <p>37 Administration of the Complaints Procedure</p>	<p>Finance and Governance Committee recommend and make decisions on process. Resolutions regarding Local Council Awards reserved to Council.</p> <p>As set out in Complaints Procedure.</p>

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Finance and Audit	
38 Authorisation of Payment of accounts	Council/Finance and Governance Committee/Town Clerk/RFO in accordance with Financial Regulations
39 Approval of Annual Return, Statement of Accounts and Governance Statement	None
40 Approval of Banking Arrangements and choosing insurance providers.	None but on advice of Finance and Governance Committee
41 Approval of Orders for work, goods or services and acceptance of tenders	In accordance with Finance and Governance Committee TOR
42 Audit arrangements	In accordance with TOR of Finance and Governance Committee
Appointment of internal auditor and determining method of external auditor appointment.	None
Consideration of internal and external audit reports and response recommended by Committee or Sub-Committee.	None
43 Power to accept gifts, Local Government Act 1972, S139	None
44 Power to participate in schemes of collective investment, Trustees Investments Act 1962 s11.	None
45 Power to borrow, Local Government Act 1972 S111 and Sch. 13	None
46 Writing off bad debts	None
47 Proceedings or other steps to recover debt owing to the Council	RFO for routine action Finance and Governance Committee to consider reports on aged debt and action.
48 Annual review of Fees and Chargers	None
49 Approval of virements between committee budgets	None

Powers of all Committees	
50 To undertake all functions delegated to them by Council. They may choose, because of uncertainty as to whether a function is delegated, or because of the sensitivity, controversy or seriousness of a matter, decide not to use the delegated power	Committee Town Clerk as set out in delegation
51 To make spending and income recommendations to Finance and Governance Committee and to Council during the Budget process	Committee
52 To arrange extra meetings or alter time/date of meetings	Committee or Town Clerk in consultation with Chair and/or Deputy Chair
53 To monitor actions on minutes of the Committee.	Committee
54 To manage services for which they are responsible within an approved budget and policy.	Committee as delegated Town Clerk as delegated
55 To authorise spending/ issue works orders within budgets delegated to a committee	Committee/Town Clerk in accordance with Finance Regulations and Standing Orders for Contracts For capital projects, an application is made to Council to access a rolling Capital Fund.
56 To appoint sub-committees or working groups on a task and finish basis, in accordance with Standing Orders, and appointment of their Chair and Vice Chair	Committee
Land	
57 Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972 s124, 126,127.	None
58 Power to accept gifts of land, Local Government Act 1972 s139.	None
59 Power to acquire land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 and10	None
60 To decide arrangements for the closure of the Council offices in the Christmas/New Year period in consultation with Mayor and Leader	Town Clerk

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Delegated Services	
61 To take on services from other local authorities or public bodies (LGA 1972, Sec 101, 111 and 112 or Localism Act 2011)	None
62 To undertake services for another local authority or public body	None
Planning and Development Control	
63 To make observations on major or controversial planning applications referred to it by Planning Committee.	None.
64 To make observations on Planning consultation documents from the Principal Council or other bodies.	None for Local Plan or HS2 Project, but to receive recommendations from Planning Committee.
65 All other Planning and Building Control matters.	Planning Committee
Housing	
66 Policy.	None
67 All other housing matters.	Planning Committee
Emergency Planning	
68 To prepare an Emergency Plan for the Town which supports that of Cheshire East Council and the Cheshire Resilience Forum	Approval by Council Overview by Operations and Improvement Committee [See also Emergency powers, 23. above.]

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.



FINANCE AND GOVERNANCE COMMITTEE TERMS OF REFERENCE

Approved by Council: 17th May 2022

Review Date: May 2023

11 Members of the Authority

Quorum = 4

To include Leader, Deputy Leader and Chairs of 4 standing committees

Chair: Leader of Council

To take a strategic overview of Council operations and ensure that strategy is coordinated across all committees in line with the strategic agenda set by members.

To oversee the general operations of the Council in areas such as Finance, policy review, budget management, audit, risk management.

Meetings: Alternative months to Council.

All non-committee members may attend meetings of the Committee except for confidential and speak on ward issues at the Chairman's discretion, but are unable to vote.

Function of Committee Column 1	Delegation of Functions Column 2
Governance	
1 To advise Council on Financial Regulations, Standing Orders and Standing Orders for Contracts.	Committee
2 To advise Council on the Constitution and all policy documents not specifically allocated to other standing committees	Committee
3 To ensure that there is a rolling programme of policy and governance reviews in accordance with agreed "review" dates,	Town Clerk
4 Observations on policy or strategy documents by any public body at local, national, regional or sub regional level.	Committee, except from Cheshire East Council which are reserved for Council, unless specifically delegated within the Terms of Reference of another committee.

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Resources

5 To oversee and direct the use of financial and technological resources of the Council.

Committee for strategic overview.
Operational Management to Responsible Financial Officer (RFO) and other Officers in accordance with Financial Regulations.
Strategic advice by Town Clerk

Finance	
Under the direction of the Council:	
6 To be responsible for the overall management and control of the finances of the Council and banking arrangements.	Council to approve banking arrangements Committee for strategic review RFO/Town Clerk in accordance with Financial Regulations and for operational management
7 To monitor the Council's capital and revenue budgets.	Committee/RFO in accordance with Financial Regulations.
8 Approval of variation, overspend, and virement in accordance with Financial regulations	Committee, Town Clerk and RFO as set out in Financial Regulations
9 To authorise payments in accordance with Financial Regulations	Committee, Town Clerk and RFO as set out in Financial Regulations
10 Approval of Orders for work, goods or services acceptance of tenders	Council/Committee/Proper Officer/Town Clerk in accordance with Financial Regulations and Standing Orders for Contracts. Town Clerk to approve or vary lists of approved contractors subject to Financial Regulations or Standing orders
11 To make recommendations to the Council on Budget and Precept requirements.	Committee RFO/Town Clerk to prepare draft Budget and Budget Report with accountancy support as necessary.
12 To advise on the financial implications of proposed new policies or services including potential costs and sources of revenue.	Committee
13 To advise Council on borrowing policy, investment and treasury management	Committee
14 To regularly monitor the performance of all funds invested.	Committee, Town Clerk/RFO
15 To supervise the Council's insurance arrangements.	Town Clerk/RFO for renewal and operational matters. Committee for overview, tendering and changes of cover.
16 To supervise the Council's banking arrangements.	RFO/Town Clerk Authorised signatories to authorise mandate and payments in accordance with Financial Regulations

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<p>17 To be responsible for all matters related to the full range of financial and accountancy functions.</p>	<p>Committee for Strategic overview RFO/Town Clerk for operational management</p>
<p>18 Approval of all fees and charges annually</p>	<p>Committee to recommend with ratification from full Council.</p>
<p>19 To consider reports on outstanding debts due to the Council and to undertake recovery or write off.</p>	<p>Committee for aged debt in accordance with Financial regulations. RFO for routine actions to recover</p>
<p>20 Authorisation of investments and debt repayment in accordance with the Council's Policy</p>	<p>Committee</p>
<p>21 To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets</p>	<p>Committee/Town Clerk in accordance with Financial Regulations</p>
<p>Procurement</p>	
<p>22 To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy.</p>	<p>Committee for strategic overview Town Clerk for operational management in accordance with Financial Regulations, Standing orders for Contracts and Procurement Policy</p>
<p>Information Technology Services</p>	
<p>23 To oversee the use of information and other technology in support of the Council's business and service commitments.</p>	<p>Operational Management to Town Clerk Strategic Overview to Committee and Contracts within approved budget.</p>
<p>24 Amendments and updates to layout of website</p>	<p>Town Clerk for updates and layout. Committee for new websites and contracts within budget.</p>
<p>25 To approve all security arrangements of the Council in respect of computers and financial issues.</p>	<p>Committee/Town Clerk/RFO in accordance with Financial Regulations</p>
<p>Performance and Business Management</p>	
<p>26 Management of all business aspects of the establishment</p>	<p>Committee to overview Town Clerk for operational management.</p>
<p>27 Monitoring the progress of the Capital Programme.</p>	<p>Committee</p>
<p>28 Approval of Corporate Business Plan</p>	<p>Committee</p>
<p>29 Approval of Operating Procedures</p>	<p>Town Clerk to determine underlying Action and Project Plans</p>
<p>29 Approval of Operating Procedures</p>	<p>Committee for initial Financial Procedures Town Clerk for other procedures and updating financial procedures</p>

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<p>Asset Management</p> <p>30 To have oversight of assets and the transfers of assets.</p>	<p>Committee</p>
<p>31 Maintenance of the Asset Register</p> <p>32 Corporate landlord management, repair and maintenance. Leasing & licensing of Council land and buildings</p>	<p>Town Clerk to update annually</p> <p>Council for acquisition and disposal Strategic overview to Committee Town Clerk for operational management</p>
<p>Public Buildings</p> <p>33 Power to provide and encourage the use of conference facilities, Local Government Act 1972, S144</p> <p>Power to provide public buildings and halls, Local Government Act 1972, S215</p> <p>Power to provide and equip community buildings, Local Government Act 1972, s 133</p> <p>34 Power to provide and equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 S19.</p>	<p>Committee for strategic overview Town Clerk for operational management</p> <p>Committee for strategic overview Town Clerk for operational management</p>
<p>Audit</p> <p>35 To maintain and have oversight of Member Audits.</p> <p>36 To undertake any actions recommended following Member Audits and to have overview of risk management.</p> <p>37 Final Internal and External Audit Reports</p>	<p>Committee Town Clerk to support with operating procedures</p> <p>Committee (Council if change of policy required). Council to receive external audit report. Town Clerk/RFO to manage in accordance with Financial Regulations and to undertake all statutory actions to facilitate audits and returns.</p> <p>Committee to advise Council on response</p>

<p>Information and Data Protection</p> <p>38 Policy on Data Protection, Access to Information, Freedom of Information and Human Rights.</p> <p>39 Decisions on issues relating to Data Protection and Human Rights.</p>	<p>Advice to Council</p> <p>Strategic overview and monitoring to Finance and Governance Committee</p> <p>Town Clerk to renew Data Protection Registration, make amendments as necessary, respond to routine requests for information and matters raised by the Information Commissioner or Data Protection Officer.</p> <p>Town Clerk to update Privacy notices of all categories.</p>
<p>40 Decisions on issues relating to Access to Information and Freedom of Information.</p>	<p>Committee for strategic overview</p> <p>Town Clerk to ensure Publication Scheme and Information Guide up to date, all requests for information are dealt with according to legislation and policy and respond to matters raised by the Information Commissioner.</p>
<p>Ethical Framework</p> <p>41 To monitor and control the Council’s Ethical Framework, Code of Conduct and related protocols</p>	<p>Strategic overview and monitoring to Committee.</p> <p>For Officer delegation see Council ToR</p>
<p>Personnel</p> <p>42 To provide suitable governance and oversight to staffing and employment issues and considerations</p>	<p>Creation of and delegation to the Personnel Sub-Committee of this committee</p>

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk’s return.



**PLANNING COMMITTEE
TERMS OF REFERENCE**

Approved by Council: 17th May 2022
Planned Review Date: **May 2023**

10 Members of the Authority

Quorum = 4

To oversee all planning, environmental and regulatory matters, and to recommend policy to Council on these matters including housing and transportation.

Meetings: Monthly.

All non-committee members may attend meetings of the Committee except for confidential and speak on ward issues at the Chairman's discretion, but are unable to vote.

Function of the Council Column 1	Delegation of Function Column 2
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Planning and Development Control	
1. To make observations on all Planning applications; Listed Building applications; Conservation Area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations	Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting. Committee may decide that with a major or particularly controversial application, to make recommendations for determination by Council
2. Referring any Planning enforcement issue to the principal Council	Town Clerk
3. To make observations on all planning aspects and licensing aspects of waste applications or mineral applications.	Committee
4. To comment on Tree Preservation applications or the making of Orders.	Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
5. To respond to consultations from adjoining authorities outside of Cheshire East Borough.	Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
6. To make observations on Planning consultation documents from Cheshire East Council or other bodies.	Committee, except Local Plan or HS2 Project which are reserved for Council.

7. To make observations at the time of planning appeals and to authorise witnesses on behalf of the Council.	Committee
8. To make observations on Hazardous Substance applications.	Committee
9. Making observations on applications for amendments to planning and other related consents previously granted by any authority or making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued.	Committee

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<p>10. Making observations on applications and other actions in relation to hedge rows.</p> <p>11. Making observations and recommendations on Street naming or numbering.</p> <p>12. To liaise with the district council on any matter relating to building control.</p> <p>13. To monitor proposals from developers under Section 106 Agreements or Community Infrastructure Levy.</p> <p>14. To request a Cheshire East councillor to “call in” applications to be determined by the Southern Planning or Strategic Planning Committee.</p> <p>15. To undertake the Council’s role in the making, review or management of conservation areas</p>	<p>Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p> <p>Committee</p> <p>Town Clerk</p> <p>Committee</p> <p>Committee</p> <p>Committee</p>
<p>Strategic Planning</p> <p>16. Making observations on Local Plan, HS2 Project or Waste and Mineral Plans</p> <p>17. Making observations on supplementary planning documents or non-statutory plans.</p> <p>18. To oversee the Council’s role in preparing, reviewing and monitoring the Neighbourhood Plan.</p> <p>19. Planning Guidance and Policy by the Town Council</p>	<p>Council on the advice of Committee for Local Plan and HS2 Project. Committee for Waste and Mineral Plans.</p> <p>Committee</p> <p>Committee Approval of Plan reserved to Council.</p> <p>Committee to oversee and recommend Approval reserved to Council</p>
<p>Licensing</p> <p>20. Making observations on any matter relating to gaming or gambling</p> <p>21. Making observations on applications and other matters under the Licensing legislation.</p>	<p>Committee</p> <p>Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p>

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<p>Housing</p> <p>22. Town Council Policy or response to consultation on Cheshire East Policy.</p> <p>23. To lobby for a suitable mix of housing and adequate affordable homes.</p> <p>24. To take a lead on other housing matters including landlord supervision and design guidance.</p>	<p>None, but on advice from Committee.</p> <p>Committee.</p> <p>Committee.</p>
<p>Environment & Sustainability</p> <p>25. To promote the environmental wellbeing of the Town.</p> <p>26. Conservation of the built and natural environment</p> <p>27. To lead on the sustainability of the Council as an organisation and to approve and action environmental audits.</p> <p>28. Issues involving ancient monuments and areas of archaeological interest.</p> <p>29. To promote environmental awareness.</p> <p>30. To lead the Town to address climate change, sustainability and transition.</p>	<p>Policy reserved by Council on recommendation of Committee Committee under the direction of Council Town Clerk for operational matters</p> <p>Strategic Operational management to Town Clerk</p> <p>Strategic overview to Committee within budget. Operational management to Town Clerk</p> <p>Strategic overview to Committee Town Clerk for operational matters.</p> <p>Strategic overview to Committee Town Clerk for operational matters.</p> <p>Strategic overview to Committee Town Clerk for operational matters.</p>

<p>Environmental and Public Health</p> <p>31. Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125 and power to deal with ponds and ditches, Public Health 1936, S260.</p> <p>32. To liaise with the relevant authorities in cases of public health/environmental nuisance, drainage matters, pollution, or animal welfare issue.</p> <p>33. To make observations on any public health/environmental licence or registration application (other than under the Licensing Act).</p> <p>34. Waste and recycling</p>	<p>Power and Strategic overview to Committee Operational management to Town Clerk</p> <p>Petitions to Committee Town Clerk in other cases</p> <p>Committee Town Clerk in consultation with Chair in cases of urgency</p> <p>Strategic overview to Committee Operational management to Town Clerk</p>
<p>Strategic Highways and Transportation</p> <p>35. To take policy lead on the Local Transport Plan and general transportation issues including HS2 related activities.</p> <p>36. To respond to consultation on any temporary or permanent highways changes.</p> <p>37. Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land.</p> <p>38. Consent for ending maintenance at public expense or stopping up or diversion of highway</p>	<p>Committee for strategic overview and to advise Council. Town Clerk for operational matters</p> <p>Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p> <p>Committee Town Clerk after consultation with Members, if consensus view</p> <p>Committee</p>
<p>Challenging Planning Decisions of the Planning Authority</p> <p>39. To progress to Judicial Review issues of concern relating to planning decisions made that require challenging</p>	<p>Planning Committee, within budget and financial regulations, through appointed representatives. To report to council at a point relevant to outcome.</p> <p>To provide recommendation to council if proceedings are of significant scale and in line with Financial Regulations.</p>

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.



COMMUNITY PLAN COMMITTEE TERMS OF REFERENCE

Approved by Council: 17th May 2022

Planned Review Date: May 2023

10 Members of the Authority, including the Mayor and Deputy Mayor **Quorum = 4**
Committee may in addition have non-council community members with the approval of Council, in accordance with Standing Orders

To oversee the delivery of the Community Plan and support the delivery of improvement in the social lives of those who live, work or visit the town

Meetings: Alternative months

All non-committee members may attend meetings of the Committee except for confidential and speak on issues at the Chair's discretion, but are unable to vote.

Function of Committee Column 1

Delegation of Functions Column 2

Community Engagement

- | | |
|--|--|
| <p>1. To develop, facilitate and implement themes and actions contained within A Vision for Crewe – Crewe's Community Plan to promote and improve the health, social and cultural wellbeing of those who live, work, study or visit within the Town.</p> | <p>Committee to have strategic overview and approve action plans within policy and budget
Town Clerk for Operational Management</p> |
| <p>2. To facilitate and support statutory, voluntary, community and faith sector organisations to deliver the aspirations of A Vision for Crewe – Crewe's Community Plan</p> | <p>Committee to have strategic overview and approve acceptance within policy and budget
Town Clerk for Operational Management</p> |
| <p>3. To have oversight of the Council's involvement with outside bodies which are relevant to the voluntary, community and faith sector as well as the themes and actions contained within A Vision for Crewe – Crewe's Community Plan such as the Crewe Pledge</p> | <p>Committee to have strategic overview and approve acceptance within policy and budget
Town Clerk for Operational Management</p> |
| <p>4. To update and refresh the action plans and themes contained within A Vision for Crewe – Crewe's Community Plan</p> | <p>Council to approve plans, themes and updates
Committee to have strategic overview and approve acceptance within policy and budget
Town Clerk for Operational Management</p> |
| <p>5. To agree project funding proposals which meet the aspirations contained within A Vision for Crewe – Crewe's Community Plan under the themes of:–</p> <ul style="list-style-type: none"> • Cultivating civic and community pride • Celebrating arts and culture • Aspirational young people • Health and wellbeing • A Voice for Crewe | <p>Committee to have strategic overview and approve acceptance within policy and budget</p> |

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- | | |
|---|---|
| <p>6. To promote and support:-</p> <ul style="list-style-type: none">• Social inclusion within communities• Public and community services and facilities within the Town• Crewe Local Area Partnership• CAB for the Town (Local Government Act 1972 s142)• Fair Trade in the Town• Healthy living• The development of and coordination of NHS services• Public and community services for young people | <p>Committee to have strategic overview and approve acceptance within policy and budget
Town Clerk for Operational Management</p> |
| <p>7. To seek and maximise the benefit of external funding directly or in partnership with others</p> | <p>Committee to have strategic overview and approve acceptance within policy and budget
Town Clerk for Operational Management</p> |
| <p>8. To support external partnership organisations with regard to friendships and twinning agreements</p> | <p>Committee to have strategic overview and approve acceptance within policy and budget
Town Clerk for Operational Management</p> |
| <p>9. Compile and submit responses to public consultations through the promotion and liaison with external stakeholders which are relevant to the aspirations of A Vision for Crewe – Crewe’s Community Plan</p> | <p>Committee to have strategic overview and approve acceptance within policy and budget
Town Clerk for Operational Management</p> |
| <p>10. To have oversight of Working Groups formed to support projects and activities which deliver the aspirations contained within A Vision for Crewe – Crewe’s Community Plan</p> | <p>Committee to have strategic overview and approve acceptance within policy and budget
Town Clerk for Operational Management</p> |
| <p>11. To administer and oversee the civic functions of the Council and the office of the Mayor</p> | <p>Committee to have strategic overview and approve acceptance within policy and budget
Town Clerk for Operational Management</p> |
| <p>12. To have oversight of the Grants Advisory Group</p> | <p>Committee to have strategic overview and approve acceptance within policy and budget
Town Clerk for Operational Management</p> |
| <p>13. To administer the policies and procedures and make recommendations relating to the Council’s grants and donations</p> | <p>Grants Working Group to evaluate and recommend to Committee
Committee to have strategic overview and approve acceptance within policy and budget
Council to approve policy
Town Clerk for Operational Management</p> |
| <p>14. To facilitate, promote and administer the Councils grants and donations</p> | <p>Committee to have strategic overview and approve acceptance within policy and budget
Town Clerk for Operational Management</p> |

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15. To have oversight of targeted or responsive grant funds

Grants Working Group to evaluate and recommend to Committee

Committee to have strategic overview and approve acceptance within policy and budget

Council to approve establishing grant funds which are over £10,000

Town Clerk for Operational Management

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.



OPERATIONS AND IMPROVEMENT COMMITTEE TERMS OF REFERENCE

Approved by Council: 17th May 2022

Planned Review Date: May 2023

10 Members of the Authority

Quorum = 4

To improve the quality and cleanliness of the built environment especially in the town centre through the Streetscene and Ranger Services.

To oversee town centre activity and build relations with the business community.

To promote relationships with local business.

To maximise the heritage value of the town.

To develop and enhance the town's public space

Meetings: Alternative months to Council.

All non-committee members may attend meetings of the Committee except for confidential and speak on ward issues at the Chairman's discretion, but are unable to vote.

Function of Committee Column 1	Delegation of Functions Column 2
<p>Public Realm and Public Facilities</p> <ol style="list-style-type: none"> 1. To contribute to the improvement of the public realm, both directly and by supporting and coordinating the contribution of other partners. 2. To manage the Streetscene Improvement Service to reduce problems from fly-tipping and waste management, through advice, education and enforcement. 3. To manage the contract for the Crewe Ranger service to ensure a response resource which supports and enhances the general public realm services. 4. Matters relating to street cleaning, litter, fly posting and graffiti. 5. If made available -Fixed penalty notices for littering, graffiti and fly posting (adoptive). Dog Control Orders, Clean Neighbourhoods and Environment Act 2005 (if adopted). 	<p>Committee for strategic management within budget. Town Clerk for operational management.</p> <p>Committee for strategic overview Town Clerk for operational management.</p> <p>Committee for strategic overview Town Clerk for operational management.</p> <p>Committee for strategic overview Town Clerk for routine management.</p> <p>Committee for strategic management within budget and policy Operational Management to Town Clerk. Council to adopt legislation</p>

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<p>19. To oversee and coordinate Town Centre activities and maintain effective relationships with retail businesses, particularly in the Town Centre.</p> <p>20. To lead on building support to create an effective improvement district</p>	<p>Town Clerk for operational management</p> <p>Committee within Policy and Budget Town Clerk for operational management</p>
<p>Leisure and Recreation</p> <p>21. To oversee the delivery of improvements to green areas in the Town.</p> <p>22. If made available -Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 and 10.</p> <p>23. If made available -Power to acquire land for or to provide recreation grounds, public walks, parks, pleasure grounds and to manage and control them. Power to provide gymnasiums, playing fields, and boating pools; Local Government Act 1972, Sch 14; Public Health Acts Amendment Act 1890, S44, Local government (Miscellaneous Provisions) Act S19; Public Health Act 1961, s54.</p> <p>24. Enhancement and if appropriate management of play areas.</p> <p>25. Liaison with other organisations which have an interest in recreational facilities in the town.</p>	<p>Committee for strategic overview Town Clerk for operational management</p> <p>Committee for strategic overview Town Clerk for operational management</p> <p>Acquisition to Council Committee for Strategic Management and development within budget and policy Town Clerk for operational management</p> <p>Committee for strategic management and development within budget and policy Town Clerk for operational management</p> <p>Committee for strategic overview Town Clerk for operational management</p>
<p>Clocks</p> <p>26. If made available -Power to provide and maintain public clocks, Parish Councils Act 1957, S2</p>	<p>Committee for strategic overview and management. Operational management to Town Clerk</p>
<p>Allotments</p> <p>27. To provide allotments where there is a proven need, improve land and let rights under S 23, 26, and 42 of the Small Holding and Allotments Act 1908. To manage through allotment associations and a coordinating body.</p>	<p>Committee for strategic overview and development. Town Clerk for operational Management</p>
<p>Non-Strategic Highways and Transport</p> <p>28. Power to maintain footpaths and bridleways.</p> <p>29. Powers to provide parking places for vehicles and cycles.</p> <p>30. If made available -Improve off street parking and on street parking enforcement.</p>	<p>Committee within Council policy Town Clerk for operational management</p> <p>Committee within Council policy Town Clerk for operational management</p> <p>Committee within policy and budget Town Clerk for operational management</p>

<p>31. Power to provide roadside seats and shelters.</p> <p>32. Power to enter into agreement as to dedication and widening of highways.</p> <p>33. If made available -Power to contribute financially to traffic calming Schemes; Highways Act 1980, S274A.</p> <p>34. If made available -Power to provide traffic signs and other objects or devices warning of danger.</p> <p>35. Power to plant trees and lay grass verges and to maintain them</p> <p>36. If made available -Powers relating to car sharing schemes, taxi fare concessions and information about transport; Local Government and Rating Act 1997, S26, 28, 29</p> <p>37. If made available -Power to erect flagpoles in highway land. Highways Act 1980, s144</p>	<p>Committee within policy and budget Town Clerk for operational management</p> <p>Committee within budget and policy. Town Clerk for operational management</p> <p>Committee within budget and policy Town Clerk for operational management</p> <p>Committee within policy and Budget Town Clerk for operational management</p> <p>Committee within policy and budget Town Clerk for operational management</p> <p>Committee within policy and budget Town Clerk for operational management</p> <p>Committee within policy and budget Town Clerk for operational management</p>
<p>Street Lighting (Should Council resolve to use these powers)</p> <p>38. If made available -Power to light roads and public places. Maintenance and upgrading of Street lights. Parish Councils Act 1957 s3: Highways Act 1980, s301: Local Government Act 1972, Sched. 14 para 27</p>	<p>Committee for strategic management within policy and budget Town Clerk for operational management</p>
<p>Burial Facilities (Should Council resolve to use these powers)</p> <p>39. If made available -Powers and duty for maintenance of closed church yards, Local Government Act 1972, S215</p> <p>If made available -Power to maintain monuments and Memorials, Open Spaces Act 1906, Sec 9 and 10; Local Government Act 1972, S214; Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, S1.</p> <p>If made available -Power to contribute towards expenses of cemeteries, Local Government Act 1972, S214. Power to provide Mortuaries, Public Health Act 1936, S198</p>	<p>Committee for strategic overview within budget and policy Operational management to Town Clerk</p> <p>Committee for strategic overview within budget and policy Operational management to Town Clerk</p> <p>Committee for strategic overview within budget and policy Operational management to Town Clerk</p>

<p>Markets</p> <p>40. If made available -To lead on the coordination of infrastructure improvement with markets.</p> <p>41. If made available -To oversee the power to operate and protect the town’s markets under the Food Act 1984 s50-61 or Charter Rights should the Town Council deem it beneficial.</p>	<p>Strategic overview to Committee within policy and budget Operational management to Town Clerk</p> <p>Strategic overview to Committee within policy and budget Operational management to Town Clerk</p>
<p>Heritage</p> <p>42. To oversee the development and delivery of the Heritage Strategy and to directly or indirectly conserve the cultural heritage of the Town.</p> <p>43. If made available -To manage, preserve and promote the use of the Town’s historic records, artefacts and treasures, Local Government (Records) Act 1962, ss1 and 4</p> <p>44. To support Cheshire East Council to provide an Archive Facility</p> <p>45. To act as a hub for organisations to share information on heritage and history of the Town and surrounding area.</p> <p>46. Research projects relating to the heritage and history of the Town and surrounding area.</p>	<p>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</p> <p>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</p> <p>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</p> <p>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</p> <p>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</p>

<p>Community Safety</p> <p>47. To contribute to the maintenance of CCTV. (Local Government and Rating Act 1997, s31) or install and maintain.</p> <p>48. To support initiatives of the Community Safety Partnership and liaise with The Multi Agency Action Group.</p> <p>49. To lobby for road safety improvement schemes</p> <p>50. To liaise with the Police to reduce crime and promote crime reduction initiatives</p> <p>51. To support the maintenance of PCSOs in the Town</p>	<p>Committee for strategic overview Town Clerk for operational management</p> <p>Committee/Town Clerk in accordance with Council direction.</p> <p>Committee Town Clerk in accordance with policy</p> <p>Committee to respond to consultations</p> <p>Committee in accordance with policy Town Clerk for operational aspects</p>
<p>52. To support home safety initiatives in the town and work with Cheshire Fire and Rescue on fire safety initiatives</p>	<p>Committee Town Clerk in accordance with policy</p>
<p>Emergency Planning</p> <p>53. To support Cheshire East and, if needed, lead on preparing and implementing the Emergency Plan for the town</p>	<p>Committee within budget Operational management to Town Clerk</p>

NB. Any action delegated to the Town Clerk may in his/her absence be undertaken by the Assistant Town Clerk after seeking relevant advice as necessary, if the matter cannot wait until the Town Clerk returns.



MARKETING AND EVENTS COMMITTEE TERMS OF REFERENCE

Approved by Council: 17th May 2022

Planned Review Date: May 2023

10 Members of the Authority

Quorum = 4

To oversee the delivery and commissioning of events in the town and to lead on the promotion and marketing of Crewe as an attractive destination for tourism, business, retail and leisure.

To build relations with stakeholders to allow a consolidated approach to the promotion of the town.

To lead on the branding and marketing of Crewe

Meetings: Alternative months to Council.

All non-committee members may attend meetings of the Committee except for confidential and speak on ward issues at the Chairman's discretion, but are unable to vote.

Function of Committee Column 1	Delegation of Functions Column 2
<p>Public Relations and promotion of the Town Council</p> <p>1 To co-ordinate and promote access to Council services and public information and to advise Council on a Communications and Marketing Policy</p> <p>2 To promote the public face of the Council through the management of public and media relations.</p> <p>3 To promote implementation of the Council's policies in respect of corporate marketing and communication.</p> <p>4 To advise Council on adoption of a Publicity Code, Transparency Code and Protocol on communication</p>	<p>Strategic overview to Committee Operational management to Town Clerk</p> <p>Strategic overview to Committee Operational management to Town Clerk</p> <p>Strategic overview to Committee Operational management to Town Clerk</p> <p>Strategic overview to Committee Operational management to Town Clerk</p>
<p>Promotion of the Town and strengthening communities</p> <p>5 To consider and make recommendations on the promotion of the town and to determine the Town Council's Events Programme for the coming year, or other time frame as agreed by the Council.</p> <p>6 To ensure and deliver an events programme that caters for a wide range of tastes and differing age ranges and appeals to both residents and visitors.</p>	<p>Strategic overview and approval of programme to Committee. Operational management to Town Clerk</p> <p>Strategic overview to Committee Operational management to Town Clerk</p>

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<p>7 To organise, or partner others to organise events which promote the Town, council services or help strengthen communities.</p>	<p>Strategic overview to Committee Operational management to Town Clerk</p>
<p>8 To work in partnership with others to develop a Crewe Brand and culture.</p>	<p>Strategic overview to Committee Operational management to Town Clerk</p>
<p>9 Promotion and protection of the Brand image including advertising campaigns.</p>	<p>Strategic overview to Committee Operational management to Town Clerk</p>
<p>10 To use the opportunities provided by the Events programme to raise the profile of the Town.</p>	<p>Strategic overview to Committee Operational management to Town Clerk</p>
<p>11 Provision, directly or indirectly of Christmas lights, Local Government Act 1972. s 144</p>	<p>Strategic overview to Committee Operational management to Town Clerk</p>
<p>12 Management of the Town boundary signs, poster sites and Town Map boards.</p>	<p>Strategic overview to Committee Operational management to Town Clerk</p>
<p>13 To seek and maximise the benefits of external funding.</p>	<p>Strategic overview to Committee Operational management to Town Clerk</p>
<p>14 To have an oversight of working groups formed to support special events and promotional projects and to give support and advice.</p>	<p>Strategic overview to Committee Operational management to Town Clerk</p>
<p>Arts, Culture and Education</p>	
<p>15 Power to provide entertainment and support for the arts, Local Government Act 1972, S145.</p>	<p>Committee within policy Town Clerk for operational Management</p>
<p>16 To encourage and facilitate any opportunities to develop further the cultural, educational and social life of Crewe's residents.</p>	<p>Committee within policy Town Clerk for operational Management</p>
<p>Tourism</p>	
<p>17 To support local tourism initiatives to promote the town of Crewe.</p>	<p>Committee within policy Town Clerk for operational Management</p>

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.

**PERSONNEL SUB-COMMITTEE
TERMS OF REFERENCE**

Approved by Council: 17th May 2022

Planned Review Date: May 2023

A sub-committee of the Finance & Governance Committee

7 Members of the Authority

Quorum = 3

Meetings: Meetings will take place at least bi-annually in September and March.

Chair – Chair of Finance & Governance as the responsible committee for the sub-committee.

All non-sub-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chair’s discretion, but are unable to vote

Function of Committee Column 1	Delegation of Functions Column 2
1. All delegated functions as set out in the Terms of Reference and Delegation of Council & Finance & Governance Committee	Sub-Committee.
2. To recommend to Council the overall Staffing structure and approval of additional posts.	None-Final approval remains with Council
3. To agree the pay scales and conditions of staff	Town Clerk reserved for Council All other staff to Sub-Committee including payment of honoraria providing within agreed budget.
4. Approval of personnel policies and Employee Handbook	Sub-Committee to make recommendation to Council, including discretionary provisions of National Joint Agreement.
5. Management and Appointment of Staff (Local Government Act 1972 s112-119)	Recommend appointment of new Town Clerk to be endorsed by Council <ul style="list-style-type: none"> • Selection of long list by Town Clerk with personnel assistance if appropriate • Selection of final short list – Chair, Deputy Chair, Mayor and Deputy Mayor • Final Interview – Sub-Committee and Mayor Appointment of other Staff Scale Point 29 and above to Town Clerk in consultation with 2 members of Sub-Committee. Appointment of Staff below Scale Point 29 to Town Clerk. Town Clerk for casual staff and temporary appointments to approved positions below Scale Point 29 Decision on whether to fill vacant positions is delegated to Town Clerk. Decision on recruitment of contract staff or interim contract staff to Sub-Committee Management of staff in accordance with Council policy, procedures and budget, including disciplinary actions, to Town Clerk.



6. Disciplinary matters under the Council's Disciplinary Procedure.	Town Clerk, including actions, sanctions and termination of employment, with permitted appeal to Appeals Sub-Committee (only members not on Personnel Committee) When in relation to the Town Clerk Personnel Sub-Committee, with appeal to Appeals Sub-Committee. Dismissal of Town Clerk to be ratified by Council
7. Determination of individual grading issues and job evaluation	Sub-Committee
8. Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.	Sub-Committee (Council in case of Town Clerk) Administration of retirement in cases of permanent ill health, after appropriate medical advice via Cheshire Local Government Pensions Pensions Discretions Policies to Sub-Committee
9. Approval of job descriptions and person specifications.	Sub-Committee
10. Absence issues under the Council's Attendance Management Guidelines.	Town Clerk except Sub-Committee in the case of Town Clerk
11. Appeals Procedure	Appeals Sub-Committee.
12. To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	Council
13. Competence Procedure	Town Clerk except Sub-Committee in the case of Town Clerk
14. Issue of Contracts of Employment	Town Clerk except Sub-Committee in the case of Town Clerk Model Contract approved by Committee
15. Redundancy and Redeployment.	Sub-Committee – recommending amended structure to Council
16. Monitoring Equalities Policy in relation to employment	Sub-Committee
17. Approval of Officer Codes of Conduct, supplements and Member – Officer Protocol	Council
18. Health and Safety	Sub-Committee for approval of Policy other than General Statement and organisation which are reserved for Council Sub-Committee to oversee responsibilities for Council within budget and policy Town Clerk for routine management
19. Grievance Procedure	Town Clerk except Sub-Committee in the case of Town Clerk
20. Administration of other Personnel procedures	Town Clerk except Sub-Committee in the case of Town Clerk
21. Employee Development Review and assessment at end of Probationary period	Town Clerk for all staff, often delegated to direct manager. Mayor, Personnel Chair and one other Member of Sub-Committee for Town Clerk
22. Training and Development Plan for Officers	Town Clerk
23. To administer the Volunteers Policy	Town Clerk to administer Sub-Committee to monitor and recommend to Council

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24. To administer the Child and Vulnerable Adult Policy	Town Clerk to administer Sub-Committee to monitor and recommend to Council
25. To administer the Council's Equality Policy	Town Clerk to administer for employees, services, volunteers and democratic processes Sub-Committee to monitor and recommend to Council

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.

APPEALS COMMITTEE: TERMS OF REFERENCE

Approved by Council: **17th May 2022**

[Review Date: May 2023]

5 Members of the Authority, not being members of Personnel Committee.

Quorum = 3

Meetings: Meetings will take place as and when required.

Non-committee members may not attend meetings of this Committee.

Function of Committee Column 1	Delegation of Functions Column 2
1. To determine whether any appeal made by a member of staff under any of the Council's personnel policies are valid.	<ul style="list-style-type: none"> • Committee,
2. To hold appeal hearings under the Disciplinary, Grievance, Competence, Redundancy and Redeployment Policies	<ul style="list-style-type: none"> • Committee to determine the appeal under the appropriate procedure. (NB. Any Councillor who has previously been involved in the Procedure prior to the appeal may not sit on the Appeal hearing.) • Committee may appoint an individual to hear an appeal • Only Council may uphold a decision to dismiss the Town Clerk
3. To determine any appeals under the Council's Complaint Procedure which is delegated to it.	<ul style="list-style-type: none"> • Committee to determine the appeal under the Procedure. (NB. Any Councillor who has previously been involved in the Procedure prior to the appeal may not sit on the Appeal hearing.) • Committee (or appointed individual) to make redress up to the value of £500. • Town Clerk to make redress up to the value of £200
4. To determine any appeal under Freedom of Information or Data Protection legislation.	<ul style="list-style-type: none"> • Committee

COUNCILLOR CODE OF CONDUCT

Introduction

All Councils are required to have a local Councillor Code of Conduct.

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for Councils to adopt in whole and/or with local amendments.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation.

In December 2020, the LGA produced a new revised Model Code of Conduct

Definitions

For the purposes of this Code of Conduct, a “Councillor” means a Member or co-opted Member of a local authority or a directly elected Mayor. A “co-opted Member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a Member of the authority but who

- a) is a Member of any Committee or Sub-Committee of the authority, or;
- b) is a Member of, and represents the authority on, any joint Committee or joint Sub-Committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that Committee or Sub-Committee”.

For the purposes of this Code of Conduct, “local authority” includes county Councils, District Councils, London Borough Councils, Parish Councils, Town Councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, local authority Officers and the reputation of local government. It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of Councillor and local government.

General principles of Councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, Councillors and local authority Officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of Councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Councillor or attend your first meeting as a co-opted Member and continues to apply to you until you cease to be a Councillor.

This Code of Conduct applies to you when you are acting in your capacity as a Councillor which may include when:

- you misuse your position as a Councillor
- your actions would give the impression to a reasonable Member of the public with knowledge of all the facts that you are acting as a Councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a Councillor.

The Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from the Monitoring Officer on any matters that may relate to the Code of Conduct. Town and Parish Councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of Councillor Conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a Councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a Councillor:

1.1 I treat other Councillors and Members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Councillors.

In return, you have a right to expect respectful behaviour from the public. If Members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow Councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's Member – Officer Protocol.

2. Bullying, harassment and discrimination

As a Councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

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Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of Officers of the Council

As a Councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question Officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a Councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a Councillor for the advancement of myself, my friends, my family Members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute As a Councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary Members of the public. You should be aware that your actions might have an adverse impact on you, other Councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow Councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the Council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a Councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a Member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a Councillor:

7.1 I do not misuse Council resources.

7.2 I will, when using the resources of the local or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a Councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

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These are given to you to help you carry out your role as a Councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a Councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with the Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a Councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of Members of the authority .

You need to register your interests so that the public, local authority employees and fellow Councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other Councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from the Monitoring Officer.

10. Gifts and hospitality

As a Councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a Councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a Councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor. If you are unsure, do contact the Monitoring Officer for guidance.

The Monitoring Officer

Contact details for the Monitoring Officer can be found by visiting the Cheshire East Council [website](#) or by calling 0300 123 5500

Appendices

Appendix A

The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B

Registering interests

Within 28 days of becoming a Member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the Councillor, or a person connected with the Councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet Member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if Members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if Members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
- your own financial interest or well-being;
 - a financial interest or well-being of a relative, close associate; or
 - a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter **affects** your financial interest or well-being:
- to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - a reasonable Member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if Members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1

Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

[Relevant](#)

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the Councillor during the previous 12 month period for expenses incurred by him/her in carrying out his/her duties as a Councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land and Property	Any beneficial interest in land which is within the area of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer

<p>Corporate tenancies</p>	<p>Any tenancy where (to the Councillor's knowledge) – (a) the landlord is the Council; and (b) the tenant is a body that the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
<p>Securities</p>	<p>Any beneficial interest in securities* of a body where – (a) that body (to the Councillor's knowledge) has a place of business or land in the area of the Council; and (b) either – (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

- * 'director' includes a Member of the Committee of management of an industrial and provident society.
- * 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2:
Other Registrable Interests**

<p>You have a personal interest in any business of your authority where it relates to or is likely to affect:</p> <ul style="list-style-type: none"> a) any body of which you are in general control or management and to which you are nominated or appointed by your authority b) any body <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) any body directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
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Appendix C

The Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of these recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1:

Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2:

Councils should include provisions in their code of conduct requiring Councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by Councillors.

Best practice 3:

Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4:

An authority's code should be readily accessible to both Councillors and the public, in a prominent position on a Council's website and available in Council premises.

Best practice 5:

Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6:

Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7:

Local authorities should have access to at least two Independent Persons.

Best practice 8:

An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

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Best practice 9:

Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10:

A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11:

Formal standards complaints about the conduct of a Parish Councillor towards a clerk should be made by the chair or by the Parish Council, rather than the clerk in all but exceptional circumstances.

Best practice 12:

Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to Parish Councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13:

A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14:

Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15:

Senior Officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

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Asset Code	Description	Group	Acquisition Date	Disposal Date	Current Value
CTC01	Dell 14" i5 Laptop TOWN CLERK	IT	01/05/2014		1
CTC02	Dell Latitude 3540	IT	01/04/2015	24/09/2021	
CTC03	iPad Air 2	IT	01/04/2016		100
CTC04	HP205G2SFF Desktop PC	IT	01/04/2018	28/09/2021	
CTC05	Apple iPhone7	TEL	01/04/2017		1
CTC06	Display Screen 22MP55HQ-P	IT	01/04/2014		1
CTC07	Display Screen FLATRON 22EN33S-B	IT	01/04/2015		1
CTC08	HP ProBook 455G1	IT	01/04/2014	28/09/2021	
CTC09	Display Screen FLATRON 22EN33S-B	IT	01/04/2014		1
CTC10	Apple iPhone 6s	Phone	01/04/2017		1
CTC11	HP 250 G5 Notebook Heriatge Officer	IT	01/04/2017		1
CTC12	Apple iPhone 7	Phone	01/04/2019		1
CTC13	Display Screen BenQ DL2215-B	IT	01/04/2015		1
CTC14	HP Laptop	IT	01/04/2015	24/09/2021	
CTC15	HP 255 G6 Notebook	IT	01/04/2019	24/09/2021	
CTC16	Samsung J330FN	Phone	01/04/2019		1
CTC17	412GW Dashcam	IT	13/05/2019		50
CTC18	Samsung J330FN	Phone	01/04/2019	24/09/2021	
CTC19	HP 255 G6 Notebook	IT	01/04/2019	28/09/2021	
CTC20	Vestro 3578 - 6KL40HQ Laptop COMMUNITY	IT	01/06/2019		1
CTC21	22M47VQ-P Display Screen	IT	01/04/2020		1
CTC22	Apple iPhone 5	Phone	01/09/2015		1
CTC23	Flatron 22EN33S Display Screen	IT	01/04/2013		1
CTC24	P87G001 Dell Laptop TOWN CLERK	IT	01/04/2018		1
CTC25	Apple iPhone 5	Phone	16/01/2019		1
CTC26	Bosch Electric Drill	Tools	12/11/2018		1
CTC27	Hedge Trimmers Stihl	Tools	23/10/2018		1
CTC28	Handheld Blower Stihl	Tools	23/10/2018		1
CTC29	Backpack Blower Stihl	Tools	23/10/2018		1
CTC30	Strimmer Stihl	Tools	23/10/2018		1
CTC31	8 x 650mm Cup and Saucer Planters	Town centre	15/03/2019		439.04
CTC32	4 x Tier Planters	Town centre	15/03/2019		2513.4
CTC33	1 x Street Jubilee Litter Bin - Maxwell Street	Town centre	17/10/2019		368
CTC34	Christmas Lights	Christmas Lights	01/04/2020		2000
CTC35	Portable PA System - Mipro Electronics IC 2978A-MA808	IT	01/04/2015		100
CTC36	21ft x 8ft Red Storage Container	Rangers	05/10/2019		1764
CTC37	Alton Street	Allotments	01/04/2020		1
CTC38	Brookhouse Drive	Allotments	01/04/2020		1
CTC39	Claughton Avenue	Allotments	01/04/2020		1
CTC40	Electricity Street	Allotments	01/04/2020		1
CTC41	Henry Street	Allotments	01/04/2020		1
CTC42	Hungerford Road	Allotments	01/04/2020		1
CTC43	Manor Way	Allotments	01/04/2020		1
CTC44	Ruskin Road	Allotments	01/04/2020		1
CTC45	Ford Lane	Allotments	01/04/2020		1
CTC46	Hulme Street	Allotments	01/04/2020		1
CTC47	Walker Street	Allotments	01/04/2020		1
CTC48	CTC Office - 1 Chantry Court	Office	01/04/2016		112500
CTC49	Henry Hoover HCR200-12	Office	01/04/2017		1
CTC50	12 Conference Room Tables	Office	01/04/2017		1
CTC51	30 Conference Room Chairs	Office	01/04/2017		1
CTC52	LCD Projector	Office	01/04/2014		1
CTC53	Projector Screen	Office	15/10/2019		1
CTC54	Microwave	Office	05/11/2019		79.99
CTC55	Kettle	Office	11/11/2019		12
CTC56	Toaster	Office	01/04/2019		1
CTC57	Undercounter Fridge	Office	30/07/2019		109.99
CTC58	Water Heater	Office	10/07/2019		49.99
CTC59	25 Framed Pictures	Office	01/04/2017		0
CTC60	Sculpture from Macon	Office	01/04/2020		0
CTC61	WW1 Shell from Macon	Office	01/04/2018		0
CTC62	4 x First Aid Kits	Office	21/11/2019		82.32
CTC63	4 x Thermal Flasks	Office	21/11/2019		99.96
CTC64	Desk - Hannah	Office	01/04/2020		1
CTC65	Half Desk - Bronwen	Office	01/04/2020		1
CTC66	Desk - Town Clerk	Office	01/04/2020		1
CTC67	Half Desk - Lindsay	Office	01/04/2020		1
CTC68	Half Desk - Simona	Office	01/04/2020		1

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CTC69	Blue Office Chair - Hannah	Office	01/04/2020		1
CTC70	Blue Office Chair - Jackie	Office	01/04/2020		1
CTC71	Black Office Chair - Bronwen	Office	01/04/2020		1
CTC72	Orange Office Chair - Town Clerk	Office	01/04/2020		1
CTC73	Black Office Chair - Lindsay	Office	01/04/2020		1
CTC74	Black Office Chair - Hannah	Office	01/04/2020		1
CTC75	Orange Office Chair - Simona	Office	01/04/2020		1
CTC76	Orange Office Chair - Spare	Office	01/04/2020		1
CTC77	Synology 4 Bay NAS Server	Office	12/08/2019		1
CTC78	2 x Hard Drives WD2 Terabyte	Office	12/08/2019		1
CTC79	1 x upright piano	Storage	01/04/2020	28/02/2022	
CTC80	8 x carver chairs	Storage	01/04/2020	28/02/2022	
CTC81	2 x oblong glass topped coffee tables - Mahogany piecrust	Storage	01/04/2020	28/02/2022	
CTC82	2 x round glass topped coffee tables - Mahogany piecrust	Storage	01/04/2020	28/02/2022	
CTC83	1 x corner hall table	Storage	01/04/2020	28/02/2022	
CTC84	2 x boxes of china	Storage	01/04/2020	28/02/2022	
CTC85	1 x large dining table - Mahogany circular table	Storage	01/04/2020	28/02/2022	
CTC86	1 x glass showcase	Storage	01/04/2020	28/02/2022	
CTC87	1 x leather sofa	Storage	01/04/2020	28/02/2022	
CTC88	2 x leather armchairs	Storage	01/04/2020	28/02/2022	
CTC89	5 x cushions	Storage	01/04/2020	28/02/2022	
CTC90	13 x chairs - Chippendale Style	Storage	01/04/2020	28/02/2022	
CTC91	Former C&N silver gilt mace presented to Crewe 1877	Jewels of Office	01/04/2020		1
CTC92	Queen Victoria Golden Jubilee year Mayoral pendant 1887	Jewels of Office	01/04/2020		1
CTC93	B of Crewe Deputy Mayoress's pendant 1955	Jewels of Office	01/04/2020		1
CTC94	Former Borough of Crewe Mayoral chain	Jewels of Office	01/04/2020		1
CTC95	Deputy Mayors Pendent	Jewels of Office	01/04/2020		1
CTC96	Amyl mahogany cased upright piano	Historic Assets	01/04/2020		1
CTC97	Mahogany piano stool	Historic Assets	01/04/2020		1
CTC98	Set of 4 mahogany air chairs in the George II style	Historic Assets	01/04/2020		1
CTC99	Queen Anne style mahogany and walnut display cabinet	Historic Assets	01/04/2020		1
CTC100	Custom built mahogany display table	Historic Assets	01/04/2020		1
CTC101	Pair of cast brass seven branch hanging chandeliers	Historic Assets	01/04/2020		1
CTC102	Set of six Adam style cast brass twin branch wall lights	Historic Assets	01/04/2020		1
CTC103	Axminster woolen carpet in the Tabriz style	Historic Assets	01/04/2020		1
CTC104	Victorian presentation sword to Mayor of Crewe 1877	Historic Assets	01/04/2020		1
CTC105	B of Crewe Mayor's pendant 1955	Historic Assets	01/04/2020		1
CTC106	B of Crewe Mayoress's pendant 1955	Historic Assets	01/04/2020		1
CTC107	Edwardian silver gilt presentation key Diptheria Pavillioin 1904	Historic Assets	01/04/2020		1
CTC108	Silver gilt key King George V playing fields Sports Pavillion 1964	Historic Assets	01/04/2020		1
CTC109	Red Leather three piece suite	Historic Assets	01/04/2020		1
CTC110	Pair of mahogany piecrust top coffee tables (swan neck legs)	Historic Assets	01/04/2020		1
CTC111	Mahogany piecrust top rectangular coffee table	Historic Assets	01/04/2020		1
CTC112	Mahogany and leather topped corner table	Historic Assets	01/04/2020		1
CTC113	Reproduction mahogany serpentine front side table	Historic Assets	01/04/2020		1
CTC114	Mahogany and leather topped square side table	Historic Assets	01/04/2020		1
CTC115	The Mayor's mahogany kneehole desk	Historic Assets	01/04/2020		1
CTC116	Pair of mahogany and inlaid cabinets	Historic Assets	01/04/2020		1
CTC117	Mahogany finish and brass vestments coat stand	Historic Assets	01/04/2020		1
CTC118	Mahogany display cabinet on stand	Historic Assets	01/04/2020		1
CTC119	Mayoral robes	Jewels of Office	01/04/2020		1
CTC120	Mayoral robes	Jewels of Office	01/04/2020		1
CTC121	Mayoral robes	Jewels of Office	01/04/2020		1
CTC122	Crewe TC Allotments Silver Challenge Cup 1930	Historic Assets	01/04/2020		1
CTC123	Presentation Smiths clock presented to Mayor of Crewe 1955	Historic Assets	01/04/2020		1
CTC124	Garniture of three Chinese blue and white export vases	Historic Assets	01/04/2020		1
CTC125	Three Fenton chinoiserie vases	Historic Assets	01/04/2020		1
CTC126	Victorian silver tyg loving cup 1900 presented to Mayor of Crewe	Historic Assets	01/04/2020		1
CTC127	Crewe Borough presentation silver gilt casket 1897 Marquis of Crewe	Historic Assets	01/04/2020		1
CTC128	Edwardian Irish silver rose bowl 1902 Crewe allotments	Historic Assets	01/04/2020		1
CTC129	Crewe-Macon Challenge silver trophy 1964	Historic Assets	01/04/2020		1
CTC130	B of Crewe Hon. Freeman presentation silver cigar box	Historic Assets	01/04/2020		1
CTC131	Presentation Silver plated taste-vin presented by Macon	Historic Assets	01/04/2020		1
CTC132	B of Crewe Jubilee presentation silver cigar box 1924	Historic Assets	01/04/2020		1
CTC133	French silver presentation cup Macon 1956	Historic Assets	01/04/2020		1
CTC134	B of Crewe medal	Historic Assets	01/04/2020		1
CTC135	La Ville de Macon pewter lidded jug 1973	Historic Assets	01/04/1973		1
CTC136	B of Crewe Presentation military plaque (Women's Royal Army Corps)	Historic Assets	01/04/2020		1
CTC137	Lords Commisioners of the Admiralty HMS AMBUSCADE plaque 1942	Historic Assets	01/04/1942		1
CTC138	Borough of Crewe charter 1955	Historic Assets	01/04/2020		1

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CTC139	Photo of James Atkinson, Mayor	Historic Assets	01/04/2020	1
CTC140	Framed Crewe - Macon notary 1967	Historic Assets	01/04/2020	1
CTC141	Borough of Crewe Mayoral badge of office 1955	Historic Assets	01/04/2020	1
CTC142	B of Crewe Deputy Mayor's badge of office 1954	Historic Assets	01/04/2020	1
CTC143	Two pairs of Crewe Borough Arms silver cufflinks	Historic Assets	01/04/2020	1
CTC144	Past Mayor's silver medal 1954	Historic Assets	01/04/2020	1
CTC145	B of Crewe past Mayoress's silver medal	Historic Assets	01/04/2020	1
CTC146	B of Cewe past mayoress's silver pendant	Historic Assets	01/04/2020	1
CTC147	Pair of gilded stell ceremonial scissors	Historic Assets	01/04/2020	1
CTC148	Borough of Crewe Mayoral photo album 1877-1974	Historic Assets	01/04/2020	1
CTC149	News reel - HM Queen's visit 1956	Historic Assets	01/04/2020	1
CTC150	Borough of Crewe Town Clerk presentation service book 1899	Historic Assets	01/04/2020	1
CTC151	B of Crewe Honorary Freeman's roll 1887- 1973	Historic Assets	01/04/2020	1
CTC152	2 Mayor's parlour visitors' books 1905 - 1974	Historic Assets	01/04/2020	1
CTC153	Mayoral hats, waistcoats, chauffeur's uniform	Historic Assets	01/04/2020	1
CTC154	Royal warrant, seal, etc, medals 1877-1893	Historic Assets	01/04/2020	1
CTC155	Past Mayor's medal, past mayoress's necklace 1934-35	Historic Assets	01/04/2020	1
CTC156	3 past mayor's medals (unissued)	Historic Assets	01/04/2020	1
CTC157	5 past mayoress's necklaces, cufflinks, medals	Historic Assets	01/04/2020	1
CTC158	B of Crewe presentation silver plated oval serving tray 1954-55	Historic Assets	01/04/2020	1
CTC159	Assortment of china tea wares Crewe Borough Arms	Historic Assets	01/04/2020	1
CTC160	Macon presentation glazed pottery plate	Historic Assets	01/04/2020	1
CTC161	Victorian painted cast iron press seal	Historic Assets	01/04/2020	1
CTC162	Grant of OBE to Alderman Foulkes, photos pre 1974	Historic Assets	01/04/2020	1
CTC163	Mayoral painting 1939-40	Historic Assets	01/04/2020	1
CTC164	Framed mayor's address to HM George V in Crewe 1913	Historic Assets	01/04/2020	1
CTC165	Framed certificates from president of France	Historic Assets	01/04/2020	1
CTC166	Chippendale Mahogany Chair	Historic Assets	01/04/2020	1
CTC167	The Wilton (Carpet)	Historic Assets	01/04/2020	1
CTC168	11 Past Mayors Medals	Jewels of Office	01/04/2020	1
CTC169	6 x Cufflinks - CTC Logo and Civic Crest	Jewels of Office	01/04/2020	1
CTC170	Samsung J330FN	Phone	01/04/2018	1
CTC171	Dell Latitude 3510 Laptop EVENTS MGR	Office	02/02/2021	400
CTC172	Dell Latitude 3400 Laptop SUPPOT OFF	Office	02/07/2020	200
CTC173	Samsung Galaxy J3 Mobile Phone	Phone	01/02/2021	1
CTC175	Asus 14" Notebook Laptop REGEN	IT	03/03/2021	495
CTC176	Stihl HLA56 Cordless Long Handle Hedgecutter	Rangers	27/11/2020	298.07
CTC177	Stihl FS 85A Cordless Strimmer	Rangers	27/11/2020	411.67
CTC178	WESTERMANN-WKB660HONDA-GXV160	Rangers	18/06/2021	2105
CTC179	DELL 3520 1P9CR93 EX 3704148471 COMMS	IT	24/09/2021	595
CTC180	Stihl BG86 CE Hand held petrol blower	Rangers	24/08/2021	221.25
CTC181	Stihl HL92C-E Petrol Long reach hedge trimmer	Tools	04/08/2021	541.2
CTC182	DEFIB CC1- ZOLL AED 3 Semi Automatic	Tools	26/01/2022	1095
CTC183	DEFIB CC1- ZOLL AED 3 Semi Automatic	Tools	26/01/2022	1095
CTC184	DEFIB CC1- ZOLL AED 3 Semi Automatic	Tools	26/01/2022	1095
CTC185	DEFIB CC1- ZOLL AED 3 Semi Automatic	Tools	26/01/2022	1095
CTC186	DEFIB CC1- ZOLL AED 3 Semi Automatic	Tools	26/01/2022	1095
CTC187	NED Armour Polycarbonate Outdoor Cabinet	Tools	23/01/2026	1095
CTC188	NED Armour Polycarbonate Outdoor Cabinet	Tools	26/01/2026	440
CTC189	NED Armour Polycarbonate Outdoor Cabinet	Tools	26/01/2022	440
CTC190	NED Armour Polycarbonate Outdoor Cabinet	Tools	26/01/2022	440
CTC191	NED Armour Polycarbonate Outdoor Cabinet	Tools	26/01/2022	440
CTC192	Stihl FS 361 EM petrol brush cutter	Tools	30/03/2022	695.2
CTC193	Stihl BR 350 Petrol backpack blower	Tools	30/03/2022	324
CTC194	Stihl HL 92 CE Long reach petrol headge trimmer	Tools	30/03/2022	568.55

BLANK

Mr Pete Turner
Crewe Town Council
1 Chantry Court
Forge Street
Crewe
Cheshire
CW1 2DL

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720434133
Insured	Crewe Town Council
Business	Parish / Town Council
Period of Insurance	
From	15 th April 2023
To	14 th April 2024

and any other period for which cover has been agreed.

Renewal Premium	£ 4,973.63
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Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	112244867
Long term agreement active until	15 th April 2024
Preparation Date	16 th March 2023
Prepared by	Mr Alex Kirby
Policy Form Reference	MLAACF07

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material Damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. 1 Chantry Court, Address, Forge Street, Crewe, Cheshire, CW1 2DL	£187,935.43	N/A	£28,943.83	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1

Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises 1

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part C – All Risks**Table Headings**

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Picture	£460.60	£100
Plaques	£1,842.40	£100
Laptops, Scanners, Projectors and Displays	£5,354.62	£100
Plate	£138.62	£100
Medal	£499.34	£100
Misc items as per asset list	£4,313.48	£100
Ornaments	£1,413.10	£100
Furniture	£71,960.56	£100
Books	£1,766.36	£100
Carpet	£13,050.26	£100
Charter	£1,305.77	£100
Civic Regalia	£13,817.94	£100
Jewels	£160,012.19	£100
Silver	£60,445.62	£100
Sword	£2,226.96	£100
Lighting	£3,684.78	£100
Paintings	£1,535.34	£100
Christmas Lights	£135,061.06	£100
Gazebos	£1,124.03	£100
Meeting Room Equipment - Microphones, Cables, Camera, Video and sound Projector	£5,685.60	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any Member or Employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any Member or Employee	£500
(c) in the premises	
(i) in the custody of or under the actual supervision of any Member or Employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£500

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public Liability

Limit of Indemnity: £15,000,000

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.



Part G – Employers Liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None



Part H – Libel and Slander

Sum Insured £250,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Operative Endorsements

None

Part N – Fidelity Guarantee

Persons Guaranteed:	Sum Guaranteed
All members and employees	£2,000,000

Excess: £100 each and every loss

Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:**Employees**

Capital Sum	£50,000.00
Weekly Sum	£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Volunteers

Capital Sum	£50,000.00
Weekly Sum	£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Directors/Councillors

Capital Sum	£50,000.00
Weekly Sum	£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Operative Endorsement:

1) Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

Part P – Legal Expenses

Section:

3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes - £5,000 Limit	Operative
8. Statutory Licence Protection	Operative
Limit of Indemnity:	£200,000

Operative Endorsements

The following is also operative: Debt Recovery

Insured Incident

The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- a) the amount of the debt exceeds £250 (incl VAT)
- b) the claim under this Part is made within 90 days of the money becoming due and payable
- c) the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

Exceptions

We will not provide indemnity in respect of or arising from or relating to:

- a) any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the debt is due within the first 90 days of the indemnity provided by this section
- b) the recovery of money and interest due from another party where the other party intimates that a defence exists
- c) any claim relating to:
 - i) any settlement payable under an insurance policy
 - ii) any lease, licence or tenancy of land or buildings
 - iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles
- d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims contact information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

Type of Claim	Claims team	Claims contact details	
Buildings, contents including "All Risks" Items	Property Claims	Tel:	0800 028 0336
Business interruption		Email:	farnboroughpropertyclaims@uk.zurich.com
Money		Address:	Zurich Municipal Property Claims, Zurich Financial Services, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Works in progress			
Public liability	Liability Claims	Tel:	0800 876 6984
Employers liability		Email:	fnlc@uk.zurich.com (new claims) zmflc@uk.zurich.com (subsequent correspondence)
Personal assault under Money			
Personal accident		Address:	Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB (DX 140850, Farnborough 4)
Financial and administrative liability			
Professional negligence			
Hirers liability			
Fidelity guarantee			
Libel and slander			
Engineering insurance			
Engineering – Deterioration of stock			
Business travel			
Motor	Motor Claims		
		Email:	zmmotorclaimsoffice@uk.zurich.com
		Address:	Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel:	0117 934 2116 (Switchboard)

General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim
2. If necessary, a claim form will be sent out to you for completion, or you will be asked to send details in writing
3. In the event of uncertainty, please call the relevant office for guidance.
4. Out of hours/Emergency Property losses - please contact 0800 028 0336
5. Track open claims on-line at: <https://www.zurich.co.uk/municipal/existing-customers>

DAS Head and Registered Office:

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH
Registered in England and Wales | Company Number 103274 Website: www.das.co.uk
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

DAS Law Limited Head and Registered Office:

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL
Registered in England and Wales | Company Number 5417859 Website: www.daslaw.co.uk
DAS Law Limited is authorised and regulated by the Solicitors Regulation Authority (registered number 423113).

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Pete Turner
Crewe Town Council
Crewe Town Council Office
1 Chantry Court, Forge Street
Crewe
CW1 2DL

20th March 2023

Dear Colleague

CHALC AFFILIATION FEE INVOICE 2023-24

Please find enclosed the renewal documents for your Council's subscription to ChALC.

At the annual meeting in October 2022 the membership supported the 1p per elector increase in the fee from 36p to 37p per elector.

I am sure you realise how very important your continued support is to us. If it were not for your continued membership we would not be able to do what we do and I trust that you find our support for local councils, like yourselves, is of value. If I can be of assistance with any aspect of your renewal then please do not hesitate to contact me.

As members you have unlimited access to the members only areas of the ChALC and NALC websites. If you need help with the log on details please contact Nikki Roberts who will be pleased to advise.

You will see from the Invoice that we are able to receive your payment by BACS if that would be easier or more convenient for you and full details can be found there.

Whilst we do collect and hold your contact information we do not share it with any third parties and use it for the purposes of keeping you informed of relevant activities. Should you not wish us to retain this information then please contact Nikki Roberts.

I would just like to take this opportunity to say how very much we appreciate your continued support for the work we do with, and on behalf of, the Town and Parish Councils of Cheshire.

Yours sincerely



Jackie Weaver
Chief Officer



Cheshire Association of Local Councils
Park View Business Centre
Combermere
Whitchurch
Shropshire
SY13 4AL

01948 871314

www.ChALC.org.uk

COUNTY CHAIRMAN

Terry O'Neill
chair@chalc.org.uk

DEPUTY CHAIRMAN

Francis Tunney
Vice-chair@chalc.org.uk

CHIEF OFFICER

Jackie Weaver
jackieweaver@chalc.org.uk
Mobile: 0789 1519558

ADMINISTRATION

Nikki Roberts
nikkiroberts@chalc.org.uk

Sharon Angus-
Crawshaw@chalc.org.uk



Cheshire Association of Local Councils Affiliation Fee 2023-24 - INVOICE

Crewe Town Council
 Pete Turner
 Crewe Town Council Office
 1 Chantry Court, Forge Street
 Crewe
 CW1 2DL

SUBSCRIPTION FEE

Receipt Required?	YES/NO	£1510.87
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PLEASE MAKE **CHEQUES** PAYABLE TO:

Cheshire Association of Local Councils
Account No: 61050727
Sort Code: 08 90 57

And return with a copy of this invoice to the address below please.

FOR PAYMENTS BY **BACS** PLEASE COPY THIS INVOICE AND COMPLETE THE FOLLOWING:

DATE PAYMENT MADE:

YOUR REFERENCE:

And return with a copy of this invoice to the address below please.

OFFICE USE ONLY

Date Payment Received:	Cheque or BACS
Invoice filed:	ACT Updated:
LCR Subs activated:	

Cont/.



Crewe Town Council

Internal Audit 2022/23

JDH BUSINESS SERVICES LTD

Agenda Item 16

The internal audit of Crewe Town Council is carried out by undertaking the following tests as specified in the AGAR Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year end testing on the accuracy and completeness of the financial statements
- The council has met its responsibilities as a sole trustee

The interim internal audit provides evidence to support the annual internal audit conclusion in the AGAR Annual Return for larger councils.

Conclusion

On the basis of the internal audit work carried out, which was limited to testing above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective. The recommendations reported in the action plan overleaf should be implemented.

J D H Business Services Ltd

	ISSUE	RECOMMENDATION	FOLLOW UP
2022/23 year end internal audit			
1	The fidelity cover is currently £2,000,000, however, fidelity insurance should aim to cover the maximum projected cash and bank balances which is estimated as the year end cash and bank balances of £1,427,262 plus the estimated next precept instalment of £602,504, which is an estimated maximum projected balances of at least £2,029,766	<i>As part of risk assessment procedures, the council should annually estimate maximum projected cash and bank balances and review this against the current fidelity cover and set the level of fidelity insurance accordingly.</i> <i>The council need to review the current level of fidelity insurance as it does not cover maximum projected cash and bank balances.</i>	Insurers informed and Fidelity Insurance increased to £3,000,000
2	The £amount of the precept request for 2022/23 is not recorded in the full council minutes which is a requirement of the Local Government Act 1992 as the December 2022 council meeting agreed the precept but did not state the monetary amount of the precept.	<i>The amount of precept requested must be stated in the council resolution of the minutes where the precept was decided.</i>	Not previous practice, but now will be included as advised
2022/23 interim internal audit			
1	The sole trustee charity is not being managed in accordance with the trust deed as there have been no meetings of	<i>The council should carry out an options appraisal to determine the future of the charity to best ensure the charity objects</i>	In progress

	ISSUE	RECOMMENDATION	FOLLOW UP
	<p>the trustee to determine annual distributions since the town council became sole corporate trustee. The council is also encountering time consuming administrative challenges with the fund manager, for instance, to set up dividend payments to be paid into the charity bank account. The level of permanent endowment in the charitable reserves has still not been established.</p>	<p><i>are delivered. For instance, there are potentially other options available including, for example, transfer of the assets to a local charity with similar objects. The Charity Commission should be asked for guidance regarding all the options available to the council, and processes to be followed, to ensure the Charity Act and other requirements are complied with.</i></p>	
2	<p>The council is not complying with the Financial Regulations (FRs) with regard to transfers between bank accounts and the CCLA deposit funds. Financial Regulations require the following:</p> <p><i>8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).</i></p> <p>In addition, there is conflict between the requirements of the FRs and the risk assessment which simply states that the clerk can transfer money with no authorisation requirements: <i>'Transfers -</i></p>	<p><i>The Financial Regulations regarding transfers between bank accounts should be complied with.</i></p> <p><i>The requirements for transfers described in the risk assessment should match the requirements in the FRs.</i></p>	Implemented

	ISSUE	RECOMMENDATION	FOLLOW UP
	<i>Monies may be transferred between the Councils accounts by the Clerk'</i>		
2021/22 year end internal audit			
1	A review of the nominal ledger identified that a grant received of £21487 had been incorrectly posted to expenditure cost centre 4286. The effect of this is to understate both income and expenditure by £21487. The draft accounts have now been amended to rectify this issue.	<i>All grants received should be posted to a grant income cost centre.</i>	Implemented
2	RECURRING ISSUE Testing of the detailed list of creditors identified that a significant element did not relate to goods and services received by the council in 2021/22 as they were approved grants that were due to be paid. Therefore, the accounts have been adjusted to remove these invalid creditors and include them instead in earmarked year end reserves.	<i>Year end procedures should be improved to ensure creditors included in the council balance sheet are completely and accurately stated.</i>	Implemented

	ISSUE	RECOMMENDATION	FOLLOW UP
2021/22 interim internal audit			
1	<p>The risk assessment does not address the risks of supplier fraud. Most standard local council insurance policies do not cover supplier fraud. The supplier fraud risks can be managed via robust policies and procedures including prevention actions such as:</p> <ul style="list-style-type: none"> - training for staff to alert them to the potential risks of providing sensitive company information, by phone or other means, especially contract and account information. - establish a rigorous change of supplier details procedure - where a supplier has purported to have changed their bank details always call the supplier to check the veracity of a request, using details in your system, rather than those on any associated letter or email. A person should be authorised to approve a supplier bank account change after having reviewed the process undertaken to verify the supplier details change - periodic review of supplier accounts should also be undertaken to remove any 	<p><i>The risk assessment should be updated to include supplier fraud including the adequacy of supplier onboarding controls.</i></p>	Implemented

	ISSUE	RECOMMENDATION	FOLLOW UP
	<p>dormant accounts. This reduces the likelihood of any old supplier information being used to secure fraudulent payments.</p> <ul style="list-style-type: none"> - checking address and financial health details with Companies House - checking samples of online payments to supplier invoices to ensure the payment has been made to the supplier bank account 		
2	The investment dividends for the John McBride Charity are paid into the town council bank account.	<i>The investment provider should be provided with the correct bank account details to ensure all investment income is paid directly to the sole trustee charity.</i>	Recommendation Outstanding – the council has encountered administrative challenges with completing this with the fund manager.
2020/21 year end internal audit			
1	Testing of the detailed list of accruals identified that a significant element did not relate to goods and services received by the council in 2020/21 as they were grants that were due to be paid in 2021/22. Therefore, the accounts have been adjusted to remove these invalid accruals and include them instead in earmarked year end reserves.	<i>Year end procedures should be improved to ensure accruals included in the council balance sheet are completely and accurately stated.</i>	2022/23 follow up – implemented 2021/22 follow up - Recommendation Outstanding

	ISSUE	RECOMMENDATION	FOLLOW UP
2	The risk assessment does not address the risks of supplier (procurement) fraud.	<i>The risk assessment should be updated to include supplier (procurement) fraud including the adequacy of supplier onboarding controls.</i>	2022/23 follow up – implemented 2021/22 follow up - Recommendation Outstanding - the risk assessment currently only requires the VAT number of a new supplier to be checked as a supplier fraud prevention action. See 2021/22 issues.
3	The sole trustee charity accounts provided for review were incorrect as no prior year comparatives had been included, and cash and bank balances in the Statement of Assets and Liabilities were incorrectly stated. In addition, there appears to be doubt as to whether the investments of the charity should be classified as restricted reserves, unrestricted reserves or permanent endowment funds.	<i>The charity accounts have now been correctly amended. The council should ensure draft charity accounts are thoroughly reviewed before submission to internal audit to ensure they are complete and accurate and include prior year comparatives.</i> <i>Recurring Issue - charity investment funds: We previously recommended that the council needs to determine whether any of the brought forward Trust funds are Permanent Endowment funds, ie funds which cannot be expended due to restriction in the charity governing documents. This recommendation is still outstanding.</i>	Implemented Recommendation outstanding

	ISSUE	RECOMMENDATION	FOLLOW UP
2020/21 interim internal audit			
1	A £20000 contract was agreed with CVS Cheshire East in February 2020 by the community plan committee but no signed SLA or contract was established for this supply of community development services.	<i>A signed SLA or contract should be established for all material contracts.</i>	No longer applicable as agreement not continued further after one year.
2	The cost of services provided by the local council association to support the council substantially exceeded the threshold for securing three quotations in the Financial Regulations (FRs). However, only one quotation was sought for these services which we were informed were considered specialist. The minutes do not record the exemption of the supply from standard procurement requirements of FRs due to the apparent specialist nature of the service.	<i>When exemptions are relied upon in the Financial Regulations for not securing three quotations for a supply in excess of £3000, the decision and the exemption relied upon should be clearly recorded in the minutes.</i>	No issues identified in 2021/22 procurement testing
3	In April 2020 smartphones were purchased using the payment card for £239.94. These assets were gifted to a local charity but as they were purchased through a payment card the council would not have been able to authorise the	<i>Internal controls should ensure that the council authorise in advance the purchase and subsequent gifting off assets to local organisations.</i>	Purchase of assets for third party organisations with the payment card has ceased

	ISSUE	RECOMMENDATION	FOLLOW UP
	purchase and gift of these assets in advance. The payment card has now been cancelled so this issue should not recur.		
4	Review of the draft updated fixed assets register identified that each of the eleven allotment sites is now included as a cost of £47272.73 when they were previously recorded as gifted at a nominal value of £1 each.	<i>The draft fixed assets register should be reviewed and cross checked to the previous asset register to ensure the cost/value of assets complies with the requirements of the Practitioners Guide for Smaller Councils.</i>	Implemented
5	<p>Recurring Issue - Member checks</p> <ul style="list-style-type: none"> - There was no evidence of an detailed member checks to source documentation of the monthly payroll from April to October - There is no evidence of member sample checks for online payments with supplier bank accounts from April to October 	<p><i>As part of ongoing probity controls over expenditure, the council should apply member checks to online payments and payroll during the year to satisfy themselves as to the validity of payments, including:</i></p> <ul style="list-style-type: none"> - <i>To provide assurance that the correct suppliers have actually been paid the amounts the council has approved, periodically a nominated councillor should select a small sample of payments from the actioned online payments and agree the online payment bank details to the bank account details of the supplier on the invoice</i> 	Evidence of member checks seen for 2020/21 , however, recommendation outstanding for 2021/22 as at date of interim internal audit.

	ISSUE	RECOMMENDATION	FOLLOW UP
		<ul style="list-style-type: none"> - <i>Supplier fraud prevention controls – A nominated councillor should check bank details for the first payment to a supplier to a signed confirmation letter from the supplier. The same procedure should apply where a supplier has purported to have changed bank accounts (particularly if the request is via email).</i> - <i>Monthly payroll should periodically be agreed on a sample basis back to source documentation such as authorised salary increases, timesheets, employment contracts</i> <p><i>All the above member checks should be evidenced by a signature and date.</i></p>	

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Crewe Town Council Current Year

Payments 01/02/2023 to 31/03/2023

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total
31/01/2023	3432	MMCL01	MM CLEANING	£152.00	£30.40	£182.40
01/02/2023	1033	BLIT02	BLITZ FIREWORKS	£44,300.00	£8,860.00	£53,160.00
01/02/2023	1042833	BRIG01	BRIGHTER BILLS	£308.68	£61.74	£370.42
03/02/2023	15435	COUNTY	COUNTY LOOS	£805.00	£161.00	£966.00
03/02/2023	40238	APMAT01	AP MATTHEWS	£28.00	£5.60	£33.60
03/02/2023	761873279/00	SSE01	SOUTHERN ELECTRIC	£305.34	£15.27	£320.61
05/02/2023	03687-974924	CANVA	CANVA	£99.99	£0.00	£99.99
05/02/2023	4907661	RIGHTFUEL	RIGHTFUEL	£3.00	£0.60	£3.60
06/02/2023	1069	BUDE	BUDE SOLUTIONS	£500.00	£100.00	£600.00
06/02/2023	111898734/00	SSE01	SOUTHERN ELECTRIC	£348.67	£17.43	£366.10
07/02/2023	07022023CK	BRITIRON	BRITISH IRONWORK	£4,000.00	£800.00	£4,800.00
09/02/2023	22023	SAFEFENCE	SAFEFENCE	£489.80	£97.96	£587.76
09/02/2023	52791	DG	DG OFFICE	£57.50	£11.50	£69.00
09/02/2023	857084	GLAS01	GLASDON UK	£594.37	£118.87	£713.24
09/02/2023	EBK255115	MUSEUM	MUSEUM ASSOC	£54.00	£0.00	£54.00
10/02/2023	2004991927	HMLR	LAND REG	£6.00	£0.00	£6.00
11/02/2023	1202933	WATE02	WATERPLUS	£46.93	£1.99	£48.92
13/02/2023	2300026683	STJOHN	ST JOHN AMBULANCE	£175.00	£35.00	£210.00
13/02/2023	SLA	CANT01	CANTA	£1,000.00	£0.00	£1,000.00
14/02/2023	22	COOP01	CO OP BANK	£10.15	£0.00	£10.15
14/02/2023	0050/3011239	MKM01	MKM BUILDINGSUPPLIES	£46.40	£9.28	£55.68
14/02/2023	0050/3011239	MKM01	MKM BUILDINGSUPPLIES	£95.80	£19.16	£114.96
14/02/2023	0050/4000684	MKM01	MKM BUILDINGSUPPLIES	£-46.40	£-9.28	£-55.68
14/02/2023	23144	CONS01	CONSTRUCTIONLINX	£5,055.00	£1,011.00	£6,066.00
14/02/2023	361062	SHAR01	SHARPLES	£60.60	£12.12	£72.72
14/02/2023	188598007	ZOOM01	ZOOM	£11.99	£2.40	£14.39
17/02/2023	N22060	BLAI01	BLAIN	£1,515.00	£303.00	£1,818.00
21/02/2023	277	VISITOR	VISITOR INSIGHTS	£250.00	£50.00	£300.00
21/02/2023	14692	HIPS01	HIPSWING	£198.75	£39.75	£238.50
22/02/2023	237790	TUDO01	TUDOR	£58.72	£11.74	£70.46
23/02/2023	52900	DG	DG OFFICE	£102.06	£0.00	£102.06
23/02/2023	SLA	RBLC01	RBL CREWE	£1,700.00	£0.00	£1,700.00
24/02/2023	11700137054	ORBI01	ORBITAS	£6,696.00	£1,339.20	£8,035.20
27/02/2023	3460	MMCL01	MM CLEANING	£167.00	£33.40	£200.40
27/02/2023	9059	LJPRINT	L J PRINT LIMITED	£680.00	£136.00	£816.00
27/02/2023	238642	TUDO01	TUDOR	£425.35	£85.07	£510.42
27/02/2023	EXPFEB	EXPENS	EXPENSES	£28.23	£0.00	£28.23
28/02/2023	4342	NGL01	NGL TECH	£320.39	£64.08	£384.47
01/03/2023	1043190	BRIG01	BRIGHTER BILLS	£306.13	£61.23	£367.36
02/03/2023	4705	CARP01	CARPET CRAFT	£72.50	£14.50	£87.00
02/03/2023	52962	DG	DG OFFICE	£19.50	£3.90	£23.40
02/03/2023	239525	TUDO01	TUDOR	£156.34	£31.27	£187.61
03/03/2023	281	VISITOR	VISITOR INSIGHTS	£375.00	£75.00	£450.00
06/03/2023	52985	DG	DG OFFICE	£35.75	£7.15	£42.90
06/03/2023	111898734/00	SSE01	SOUTHERN ELECTRIC	£256.20	£12.81	£269.01
07/03/2023	9107	LJPRINT	L J PRINT LIMITED	£206.00	£41.20	£247.20
07/03/2023	9108	LJPRINT	L J PRINT LIMITED	£267.00	£53.40	£320.40
07/03/2023	60384	FIFI01	FIFIELD	£444.66	£0.00	£444.66
08/03/2023	109638	PETH01	PET HIRE	£38.00	£7.60	£45.60
08/03/2023	240559	TUDO01	TUDOR	£30.50	£6.10	£36.60
13/03/2023	508954-1	SLCC	SLCC	£71.50	£0.80	£72.30
13/03/2023	1537215	WATE02	WATERPLUS	£43.22	£1.90	£45.12
13/03/2023	CN1-00007670	VWV	VWV	£-2,000.00	£-400.00	£-2,400.00
14/03/2023	53046	DG	DG OFFICE	£73.04	£9.00	£82.04
15/03/2023	53064	DG	DG OFFICE	£6.99	£1.40	£8.39
15/03/2023	7000783639	ZOOM01	ZOOM	£12.99	£2.60	£15.59
15/03/2023	GRANT	FAMILY	FAMILY TIES	£2,500.00	£0.00	£2,500.00
15/03/2023	GRANT	17SWCS	17TH SCOUTS	£2,500.00	£0.00	£2,500.00

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15/03/2023	GRANT	SMENDDANCE	ST MICHAELS DANCE	£1,520.00	£0.00	£1,520.00
15/03/2023	GRANT2	FRIE01	FRIENDS OF LEISURE	£1,800.00	£0.00	£1,800.00
16/03/2023	0050/3011478:	MKM01	MKM BUILDINGSUPPLIES	£75.45	£15.09	£90.54
16/03/2023	GRANT	VESTA	VESTA	£2,498.00	£0.00	£2,498.00
16/03/2023	GRANT	DOVE	DOVE SERVICE	£2,500.00	£0.00	£2,500.00
17/03/2023		1248	DISTENF DISTRICTENFORCE	£107.92	£21.58	£129.50
17/03/2023		403711	RUNNINGIMP RUNNING IMP	£319.49	£63.90	£383.39
17/03/2023	SS 2023_002	STORMWATER	STORMWATER	£680.40	£0.00	£680.40
20/03/2023		11700142562	ANSA01 ANSA	£127.36	£25.47	£152.83
20/03/2023		11700142570	ANSA01 ANSA	£2,000.00	£400.00	£2,400.00
20/03/2023		11700142576	ANSA01 ANSA	£132.86	£26.57	£159.43
21/03/2023		2308	POWERHIVE POWERHIVE ELECTRICAL	£150.00	£0.00	£150.00
21/03/2023		23410	SAFEFENCE SAFEFENCE	£502.39	£100.48	£602.87
21/03/2023		53102	DG DG OFFICE	£71.75	£14.35	£86.10
21/03/2023		53106	DG DG OFFICE	£11.72	£2.34	£14.06
22/03/2023		4442	NGL01 NGL TECH	£12.50	£2.50	£15.00
22/03/2023		53121	DG DG OFFICE	£13.90	£2.78	£16.68
22/03/2023	GRANT	STARR	CIRCUS STARR	£2,500.00	£0.00	£2,500.00
24/03/2023		1039	BLIT02 BLITZ FIREWORKS	£2,775.00	£555.00	£3,330.00
27/03/2023		4228	GROUNDWORIGROUNDWORK	£16,796.00	£3,359.20	£20,155.20
27/03/2023		132725	HOLD01 HOLDFAST	£18.67	£3.73	£22.40
27/03/2023		11700142853	CHES01 CEC	£348.00	£0.00	£348.00
27/03/2023		11700142854	ANSA01 ANSA	£119.99	£24.00	£143.99
28/03/2023		4462	NGL01 NGL TECH	£320.39	£64.08	£384.47
28/03/2023	CTCPO523	RBL201	RBL LONDON	£500.00	£0.00	£500.00
31/03/2023	CREDIT	AGEU01	AGE UK	-£50.00	£0.00	-£50.00
31/03/2023	MISSING	RIGHTFUEL	RIGHTFUEL	£72.92	£14.58	£87.50
07/02/2023			Land registry	£24.00	£0.00	£24.00
15/02/2023			Coop Bank	£40.40	£0.00	£40.40
14/03/2023			Land registry	£30.00	£0.00	£30.00
15/03/2023			Coop Bank	£46.60	£0.00	£46.60
			TOTAL INVOICES	£112,130.35	£18,049.79	£130,180.14

Crewe Town Council Current Year

Payments 1st to 30th April 2023

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total
01/04/2023	1043549	BRIG01	BRIGHTER BILLS	£317.73	£63.55	£381.28
01/04/2023	SLA	CREA02	CREATIVE CREWE	£5,500.00	£0.00	£5,500.00
03/04/2023	9204	CHIL01	CHILD SAFETY MEDIA	£2,500.00	£0.00	£2,500.00
03/04/2023	14937	HIPS01	HIPSWING	£596.25	£119.25	£715.50
04/04/2023	207	JOHN01	J GREENALL	£940.00	£188.00	£1,128.00
04/04/2023	208/23	JOHN01	J GREENALL	£1,900.00	£380.00	£2,280.00
04/04/2023	570	LGPRO	LG PRO AUDIO	£800.00	£0.00	£800.00
04/04/2023	15387	LONHEART	LONDON HEARTS	£2,406.00	£481.20	£2,887.20
05/04/2023	4679	STPA01	ST PAUL'S CENTRE	£1,500.00	£0.00	£1,500.00
05/04/2023	FUNDING	OCEAN	OCEAN CHESHIRE	£1,000.00	£0.00	£1,000.00
06/04/2023	111898734/0	SSE01	SOUTHERN ELECTRIC	£243.88	£12.19	£256.07
07/04/2023	725	WESTSIDE	WESTSIDE	£18.24	£3.65	£21.89
07/04/2023	17503	MICR01	MICROSHADE	£220.98	£44.20	£265.18
07/04/2023	CORONATION	CREWECOM	CREWE CONCERT	£300.00	£0.00	£300.00
07/04/2023	CORONATION	NSSBAND	NSS BAND	£850.00	£170.00	£1,020.00
11/04/2023	4529	NGL01	NGL TECH	£30.00	£6.00	£36.00
11/04/2023	90523	PWL01	PWL	£7,098.03	£0.00	£7,098.03
11/04/2023	1830927	WATE02	WATERPLUS	£47.81	£2.12	£49.93
11/04/2023	GRANTFB	CCL001	CHANCE	£1,500.00	£0.00	£1,500.00
12/04/2023	200	JEF001	BECKY JEF001	£13,243.00	£0.00	£13,243.00
12/04/2023	201	JEF001	BECKY JEF001	£2,243.75	£0.00	£2,243.75
12/04/2023	12282	WISH01	WISHING WELL	£1,000.00	£0.00	£1,000.00
12/04/2023	BUNTING2	QPFRIENDS	QUEENS PARK FRIENDS	£195.60	£0.00	£195.60
12/04/2023	EBAYBUNTING	QPFRIENDS	QUEENS PARK FRIENDS	£17.97	£0.00	£17.97
14/04/2023	230	RUSSELL	IANRUSSELL	£900.00	£0.00	£900.00
14/04/2023	53266	DG	DG OFFICE	£28.92	£5.78	£34.70
14/04/2023	7000783639A	ZOOM01	ZOOM	£12.99	£2.60	£15.59
18/04/2023	24	COOP01	CO OP BANK	£8.40	£0.00	£8.40
18/04/2023	4509	JDHB01	JOHN HENRY	£645.00	£129.00	£774.00
19/04/2023	0050/301172	MKM01	MKM BUILDINGSUPPLIES	£20.10	£4.02	£24.12
19/04/2023	12295	WISH01	WISHING WELL	£500.00	£0.00	£500.00
19/04/2023	40562	APMAT01	AP MATTHEWS	£62.00	£12.40	£74.40
19/04/2023	53302	DG	DG OFFICE	£63.10	£0.72	£63.82
19/04/2023	78553	CWLW01	CWLW	£177.50	£35.50	£213.00
19/04/2023	SLA1	STANDREW	ST ANDREWS CHURCH	£4,272.50	£0.00	£4,272.50
20/04/2023	9320	LJPRINT	L J PRINT LIMITED	£176.00	£35.20	£211.20
20/04/2023	9321	LJPRINT	L J PRINT LIMITED	£410.00	£82.00	£492.00
20/04/2023	53319	DG	DG OFFICE	£91.50	£17.00	£108.50
20/04/2023	EMAIL	TUMBLIN	TUMBLIN DICE	£350.00	£0.00	£350.00
20/04/2023	SM27579	RIAL01	RBS	£278.94	£55.79	£334.73
21/04/2023	NWF.601637.	BLAI01	BLAIN	£789.21	£0.00	£789.21
25/04/2023	1045	BLIT02	BLITZ FIREWORKS	£82.50	£16.50	£99.00
25/04/2023	SM27578	RIAL01	RBS	£636.17	£127.23	£763.40
25/04/2023	SM27580	RIAL01	RBS	£138.21	£27.64	£165.85
26/04/2023	9345	LJPRINT	L J PRINT LIMITED	£65.00	£13.00	£78.00
26/04/2023	9347	LJPRINT	L J PRINT LIMITED	£290.00	£58.00	£348.00
27/04/2023	4305	CVSC01	CVS CREWE	£375.00	£0.00	£375.00
27/04/2023	1.17E+10	ANSA01	ANSA	£132.86	£26.57	£159.43
28/04/2023	4593	NGL01	NGL TECH	£332.96	£66.59	£399.55
29/04/2023	3517	MMCL01	MM CLEANING	£205.00	£41.00	£246.00
30/04/2023	5057041	RIGHTFUEL	RIGHTFUEL	£20.00	£4.00	£24.00
02/05/2023	1.17E+10	ANSA01	ANSA	£84.92	£16.98	£101.90
03/05/2023	839	WESTSIDE	WESTSIDE	£13.92	£2.78	£16.70

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03/05/2023	10303 HEEL01	HEELHEADOVER	£450.00	£0.00	£450.00
		TOTAL INVOICES	£56,081.94	£2,250.46	£58,332.40

Agenda Item 19

Report Statement

Report to: Crewe Council Annual Meeting 16th May 2023

Purpose: To consider the renewal of the General Power of Competence.

Author: Town Clerk

Background

The General Power of Competence (GPC) is a statutory power arising from the Localism Act 2011 (S.1-8). It gives Town and Parish Councils the power to do anything that an individual may do.

Currently Local Councils are restricted to the activities they may become financially involved in by the Local Government Act 1972 (Powers and Duties of Parish Councils), a copy of which is attached. To support Council's, an additional section S.137 was added, which allows Local Councils to spend £8.82 (2022/23) per elector on activities that are not included in the Powers and Duties Schedule.

In order for a Council to use the GPC, two relevant criteria must be met:

- A qualified Clerk;
- Minimum two thirds of its members must be elected.

The Council must decide its eligibility at a Full Council Meeting through the recording of a proper minute; eligibility must then be confirmed at the annual meeting following ordinary elections for as long as the Council wishes to continue using the power.

Restrictions on using the power include:

- The law (a Council cannot break the law);
- It must comply with procedural and financial duties and obligations;
- It must obtain relevant statutory permissions.
- It may not have the power to take on the statutory duties of principal authorities.

Should the power be adopted, then the following are a few examples of how it might be used:

- Set up a Community Transport Scheme.
- Form a Company.
- Carry out any such activity that could be exercised legally by an individual or company

Training in the use and benefits of the GPC is available via ChALC and has already been accessed by a number of staff and members.

Options

1. Maintain the Status Quo
2. Adopt the General Power of Competence

There is no statutory requirement for any authority to adopt to use the GPC, therefore Crewe Town Council may opt to work within the restrictions of LGA1972 and S137, however this is likely to create problems as the Town Council starts to deliver more services and activities in the Community.

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This power enables the Council to work with others: groups or individuals, to provide cost-effective services – cooperatives and companies. It encourages innovation and ensures that the Council can respond to local demands.

It gives the Council freedom to act, anywhere with anyone; there is no restriction to the Parish, this will be especially useful as we look at clustering and shared services. It can be used to support an individual and there is no requirement to 'prove' community benefit.

It gives the Council the power to create income. This may be done through bringing in charges for services (eg advertising in a newsletter) or investing in local companies to receive a share dividend.

The General Power of Competence provides 'Freedom' to the Council

Recommendation

It is recommended that Crewe Town Council:

1. Agree eligibility to adopt the Power.
2. Confirms its adoption of the Power of General Competence with immediate effect.

POWERS AND DUTIES OF PARISH COUNCILS

The powers which have been vested in Parish and Town Councils and Acts of Parliament are summarised in this document as a guide to Councillors and others. Each description is brief and is intended to be a general indication. Like all powers given to public bodies the powers of local councils are defined in detail in legislation and these details may include a requirement to obtain the consent of another body (for example the approval of the County Council to the provision of a car park). Local Councils must exercise their powers also subject to the provisions of the general law (for example planning permission is necessary for a sports pavilion). Information on all these details should be in the hands of the Clerk to the Council.

The powers are listed below. Where a power is marked with an asterisk the council may, in addition to exercising the power itself, help another body to act by giving financial assistance.

This list is intended as a summary of the principle functions of Local Council. It is not intended to be a definitive list of such functions.

FUNCTION	POWERS AND DUTIES	STATUTORY PROVISIONS
Accounts	Duty to appoint a Responsible Financial Officer to manage the Council's accounts	Local Government Act 1972 s 151
Acceptance of Office	Duty to sign declaration of acceptance of office (councillors and chairman)	Local Government Act 1972 s 83
Agency Arrangements	Power to arrange for the discharge of functions by another local authority	Local Government Act 1972 s.101
Allotments	Powers to provide allotments Duty to consider providing allotment gardens if demand unsatisfied	Small Holdings Allotments Act 1908 ss 23, 26 and 42
Archives	Power to make records held available to the public and support local archives	Local Government (Records) Act 1962, ss1 and 4
Baths and Washhouses	Power to provide public baths and washhouses	Public Health Act 1936 ss 221 222,223 and 227
Borrowing	Power to borrow money for statutory functions	Local Government Act 1972 Sch. 13

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Burial Grounds, cemeteries and crematoria*	<p>Power to acquire, provide and maintain shelters</p> <p>Power to agree to maintain monuments and memorials</p> <p>Power to contribute towards expenses of cemeteries</p>	<p>Open Spaces Act 1906, ss 9 and 10: Local Government Act 1972, s 214</p> <p>Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s. 1</p> <p>Local Government Act 1972, s 214</p>
Bus Shelters	Power to provide and maintain shelters	<p>Local Government (Miscellaneous) Act 1953 s.4</p> <p>Parish Councils Act 1957, s 1</p>
Bye Laws	<p>Power to make byelaws for:</p> <p>Public walks and pleasure grounds</p> <p>Cycle Parks</p> <p>Swimming pools, bathing places baths and washhouses</p> <p>Open Spaces and Burial Grounds</p> <p>Mortuaries and post-mortem rooms</p> <p>Public Bathing</p> <p>Hiring of pleasure boats in parks and pleasure grounds</p> <p>Dogs and dog fouling in parks and open spaces</p>	<p>Public Health Act 1875, s 164</p> <p>Road Traffic Regulation Act 1984 s.57 (7)</p> <p>Public Health Act 1936, s 223</p> <p>Open Spaces Act 1906, s 15</p> <p>Open Spaces Act 1906 ss 12 and 15</p> <p>Public Health Act 1936 s. 198</p> <p>Public Health Act 1936 s. 231</p> <p>Public Health Amendments Act 1907, s 44(2): Public Health Act 1961, s54</p> <p>Public Health Act 1875, s 164</p> <p>Open Spaces Act 1906 s 15</p>
Charities	Power to appoint trustees of parochial charities	Charities Act 1993, s 79

Agenda Item 19

Christmas Lights	Power to provide to attract visitors	Local Government Act 1972. s 144
Citizens Advice Bureau	Power to support	Local Government Act 1972, s 142
Clocks*	Power to provide public clocks	Parish Councils Act 1957,s 2
Closed Churchyards	Powers (and sometimes duty) as to maintain	Local Government Act 1972, s.215
Commons Land and Common Pastures	<p>Powers in relation to enclosure as to regulation and management and as to providing common pasture</p> <p>Power to protect unclaimed common land from unlawful interference</p> <p>Power to manage commons and village greens under a district council scheme</p>	<p>Inclosure Act 1845; Local Government Act 1984, s 8(4); Smallholding and Allotments Act 1908, s.34</p> <p>Commons Registration Act 1965, s.9</p> <p>Commons Act 1899, ss 4 & 5</p>
Community Centres and Village Halls	<p>Power to provide and equip community buildings</p> <p>Power to provide and equip premises for use of clubs having athletic, social or educational objectives</p>	<p>Local Government Act 1972, s 133</p> <p>Local Government (Miscellaneous Provisions) Act 1976, s.19</p>
Conference facilities*	Power to provide and encourage the use of facilities	Local Government Act 1972, s.144
Consultation	Right to be consulted by principal councils if directed by Secretary of State	Local Government and Rating Act 1997, s21; Local Government Act 1972, s 33A
Crime Prevention*	<p>Powers to spend money on various crime prevention measures</p> <p>Power to (a) install equipment, (b) establish schemes and</p>	<p>Local Government and Rating Act 1997, s 31</p> <p>Local Government and Rating Act 1997, s 31</p>

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	(c) assist others in so doing for the prevention of crime	
Delegated Functions	Power to assume a function delegated by another authority Power to ensure effective discharge of Council functions Power to employ someone to carry out Council functions	Local Government Act 1972 ss. 101, 111 and 112
Drainage	Power to deal with ponds/ditches	Public Health Act 1936, s. 260
Education	Right to appoint governors of primary schools	School Standards and Framework Act 1988, para 15 of Sch.10
Entertainment and the Arts*	Provision of entertainment and support of the arts including festivals and celebrations	Local Government Act 1972, s 145
Environment	Power to act for the benefit of the community by tackling and promoting awareness of environmental issues	Local Government Act 1972, ss 111 and 137
Flagpoles	Power to erect flagpoles in highways	Highways Act 1980, s 144
“Free Resource”	Power to incur expenditure not otherwise authorised on anything which in the council’s opinion is in the interests of the area or part of it or all or some of the inhabitants	Local Government Act 1972, s 137
Gifts	Power to accept	Local Government Act 1972 s 139
Highways	Power to repair and maintain footpaths and bridleways Power to light roads and public places	Highways Act 1980, ss 43 and 50 Parish Councils Act 1957 s 3: Highways Act 1980, s 301: Local Government Act 1972,

	<p>Provision of litter bins</p> <p>Power to provide parking places for vehicles, bicycles and motorcycles</p> <p>Power to make a dedication agreement for a new highway or widening of an existing highway</p> <p>Power to provide roadside seats and bus shelters</p> <p>Consent of Parish Council required for ending maintenance of highway at public expense, or for stopping up or diversion of highway</p> <p>Power to complain to district councils regarding the protection of rights of way and roadside wastes</p> <p>Power to provide traffic signs and other notices</p> <p>Power to plant trees, etc., and to maintain roadside verges</p> <p>Power to prosecute for unlawful ploughing of a footpath or bridleway</p>	<p>Sched. 14 para 27</p> <p>Litter Act 1983, ss 5 and 6</p> <p>Road Traffic Regulation Act 1984, s 57</p> <p>Highways Act 1980. ss 30 and 72</p> <p>Parish Councils Act 1957, s 1</p> <p>Highways Act, 1980 ss 47 and 116</p> <p>Highways Act 1980, s 130 (6)</p> <p>Road Traffic Regulation Act 1984, s 72; Countryside Act 1968</p> <p>Highways Act 1980, s 96</p> <p>Highways Act 1980, s 134</p>
Interests	Duty to declare an interest	Local Government Act 1972 s 94
Investments	Power to participate in schemes of collective investment	Trustee Investments Act 1962, s 11
Land	<p>Power to acquire land by agreement, to appropriate land and to dispose of</p> <p>Power to accept gifts of land</p>	<p>Local Government Act 1972, ss 124, 126 and 127</p> <p>Local Government Act 1972 s 139</p>

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	<p>Power to acquire land by compulsory purchase</p> <p>Power to obtain particulars of persons interested in land</p> <p>Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds and open spaces and to manage and control them</p>	<p>Local Government Act 1972, s 125</p> <p>Local Government (Miscellaneous Provisions) Act 1976, s 16</p> <p>Public Health Act 1875, s 16; Local Government Act 1972, Sched. 14, para 27; Public Health Acts Amendment Act 1980, s 44; Open Spaces Act 1906, ss 9 and 10; Local Government (Miscellaneous Provisions) Act 1976, s 19</p>
Lighting	Power to light roads and public places	Parish Councils Act 1957, s 3; Highways Act 1980, s 301
Litter* and dog fouling	<p>Provision of receptacles</p> <p>Obligated to keep own land free of litter and dog faeces</p> <p>Dogs and dog fouling in parks and open spaces</p>	<p>Litter Act 1983, ss 5 and 6</p> <p>Environmental Protection Act 1990; Litter (Animal Droppings) Order 1991</p> <p>Public Health Act 1875 s 164 Open Spaces Act 1906 s 15</p>
Lotteries	Power to promote	Lotteries and Amusements Act 1976, s 7
Meetings	<p>Duty to hold annual parish meeting</p> <p>Duty to hold annual parish council meeting</p> <p>Power to convene a parish meeting</p>	<p>Local Government Act 1972 Sch 12 para 23</p> <p>Local Government Act 1972 Sch 12 para 7</p> <p>Local Government Act 1972 Sch 12 para 14</p>
Mortuaries and post-mortem rooms	Powers to provide mortuaries and post-mortem rooms	Public Health Act 1936, s 198
Nature Reserves	Power to designate statutory to the nature reserves and marine nature	National Parks and Access Countryside Act 1949, ss 15,

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	<p>reserves – English Nature can designate sites of specific scientific interest</p> <p>Powers to make management agreements with landowners and the English Nature to manage council-owned reserve land as a nature reserve</p>	<p>16 and 21; The Wildlife and Countryside Act 1982, ss 36 and 39 and Sched.12</p>
Newsletters	<p>Power to provide information relating to matters affecting local government</p>	<p>Local Government Act 1972 s 142</p>
Nuisances*	<p>Power to deal with offensive ditches, ponds and gutters</p>	<p>Public Health Act 1936, s 260 Public Health Act 1875, s 164</p>
Open Spaces	<p>Power to acquire land and maintain</p> <p>Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds and open spaces, and to manage and control them.</p>	<p>Open Spaces Act 1906, ss 9 and 10; Commons Act 1899</p> <p>Public Health Act 1875, s 164; Local Government Act 1972, Sched 14, para 27; Public Health Acts Amendment Act 1980, s 44; Open Spaces Act 1906, ss 9 and 10; Local Government (Miscellaneous Provisions) Act 1976, s 19.</p>
Parish Property, Records and Documents	<p>Powers to direct as to their custody</p>	<p>Local Government Act 1972, s 226</p>
Parking Facilities	<p>Power to provide parking places for motor vehicles, motorcycles and bicycles</p>	<p>Road Traffic Regulation Act 1984, ss 57 and 63</p>
Parks, pleasure ground	<p>Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds, and open spaces and to manage and control them.</p>	<p>Public Health Act 1875, s 164; (Local Government Act 1972, Sched 14 para 27); Public Health Acts Amendment Act 1890, s 44; Open Spaces Act 1906, ss 9 and 10</p>
Planning	<p>Right to be notified of and power to respond to planning applications</p>	<p>Town and Country Planning Act 1990, Sched. 1 para 8;</p>

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		Local Government Act 1972, Sched. 15 para 20.
Postal and telecommunications facilities	Power to pay telecommunications operators any loss sustained in providing post or telegraph office or telecommunications facilities	Post Office Act 1953, s 51; Telecommunications Act 1984, s 97
Public Buildings and Village Halls	Power to provide buildings for offices and for public meetings and assemblies	Local Government Act 1972 s 133
Public Conveniences	Power to provide	Public Health Act 1936, s 87
Public Enquiries	Power to make representations at public enquiries	Local Government Act 1982, s 222
Publicity	Power to publicise council and local authority functions	Local Government Act 1982, s. 142
Raising of Finances	Power to raise money through the precept	Local Government Act 1982, s 150
Records	Power to collect, exhibit and purchase local records	Local Government Act (Records) Act 1962 ss 1 and 2
Recreation*	Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds, and open spaces and to manage and control them.	Public Health Act 1875, s 164; (Local Government Act 1972, Sched 14 para 27); Public Health Acts Amendment Acts 1890, s 44; Open Spaces Act 1906, ss 9 and 10; Local Government (Miscellaneous Provisions) Act 1976, s 19; Commons Act 1899
	Power to provide gymnasiums, playing fields, holiday camps	-ditto-
	Provision of boating pools	Public Health Act 1962, s 54
	Power to provide a wide range of recreational facilities	Public Health Act 1961, s 54
Seats and Shelters*	Power to provide roadside seats and shelters	Parish Councils Act 1957, s 1

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Telecommunications facilities	Power to pay BT or any other telecommunications operator any loss sustained in providing telecommunications facilities	Telecommunications Act 1984
Tourism*	Power to contribute to the encouragement of tourism	Local Government Act 1972, s. 144
Town and Country Planning	Right to be notified of planning applications	Town & Country Planning Act 1990, Sched. 1 para 8
Town Status	Power to adopt town status	Local Government Act 1972, ss 245 and 245B
Traffic Calming	Power to contribute to the cost of traffic calming measures	Highways Act 1980, s 274a
Training	Power to train Councillors	Local Government Act 1972. s 175.
Transport*	Power to (a) establish car sharing schemes (b) make grants for bus services, (c) provide taxi-fare concessions; (d) investigate public transport, road use and needs; (e) provide information about public transport services Community Transport Schemes	Local Government and Rating Act 1997, s 26-29
Village greens*	Power to maintain, to make bylaws for and to prosecute for interference with village greens	Open Spaces Act 1906, s 15 Enclosure Act 1857, s 12, Commons Act 1876, s 29
Village Signs	Power to use decorative signs to inform visitors	Local Government Act 1972 s 144
War Memorials	Power to maintain, repair, protect and adapt war memorials	War Memorials (Local Authorities Powers) Act 1923, s 1 as extended by Local Government Act 1948, s 133.
Water Supply	Power to utilise any well, spring or stream and to provide facilities for obtaining water from them	Public Health Act 1936, s 125

Agenda Item 19

Evidence of Town Clerk's Appropriate Qualification



This is to certify that

Peter Turner

Has been awarded

20 Credits at Level Three

on a programme entitled

Certificate in Local Council Administration

provided by

Society of Local Council Clerks

Unit Title	Unit Code	Credit(s)	Level
Core Roles in Local Council Administration	AC3/3/SO/002	3	Three
Law and Procedures for Local Councils	AC3/3/SO/005	5	Three
Finance for Local Councils	AC3/3/SO/003	5	Three
Management for Local Councils	AC3/3/SO/001	2	Three
Community Engagement	AC3/3/SO/004	5	Three

* Please note that the unit(s) listed above are not regulated by Ofqual

Phil Wilkinson

Phil Wilkinson
Ascentis Chief Executive

Learner Number 14146256
Award Date 05 Apr 2016
Certificate Number 5635939
Date of Issue 06 Apr 2016



Evidence of Proportion of members elected

<u>Councillor</u>	<u>Elected</u>
Cllr Joy Bratherton	May 2023
Cllr Clair Chapman	May 2023
Cllr Dawn Clark	May 2023
Cllr Alan Coiley	May 2023
Cllr Martin Edwards	May 2023
Cllr Irene Faseyi	May 2023
Cllr Sally Graham	May 2023
Cllr Lena Hogben	May 2023
Cllr Steve Hogben	May 2023
Cllr Marilyn Houston	May 2023
Cllr Stuart MacKay	May 2023
Cllr Jamie Messent	May 2023
Cllr Toni Mortimer	May 2023
Cllr Kev Murray	May 2023
Cllr James Pratt	May 2023
Cllr Jill Rhodes	May 2023
Cllr John Rhodes	May 2023
Cllr Dennis Straine-Francis	May 2023
Cllr Ben Wye	May 2023
Cllr Simon Yates	May 2023

All members have been elected, exceeding the required level of two thirds.

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Annual Governance and Accountability Return 2022/23 Form 3

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

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

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

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

Publication Requirements

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

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

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

Annual Internal Audit Report 2022/23

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

John Henry

Date

DD/MM/YYYY

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

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

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

ANNUAL RETURN
FOR THE YEAR ENDED 31 MARCH 2023
Crewe Town Council Current Year

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	866,661	1,118,341	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
2	(+) Precept or Rates and Levies	1,152,637	1,205,008	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	29,214	78,189	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	(-) Staff costs	279,195	302,013	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5	(-) Loan interest/capital repayments	14,748	14,433	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	(-) All other payments	636,228	634,681	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	1,118,341	1,450,411	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total value of cash and short term investments	1,092,502	1,427,262	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9	Total fixed assets plus long term investments and assets	135,600	135,588	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10	Total borrowings	53,000	39,750	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

BLANK

Crewe Town Council Current Year

Working details for ANNUAL RETURN - Year ended 31 March 2023

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
1	634,734	717,139	310		General Reserves
1	39,655	35,093	322		EMR - Elections
1	4,000	5,000	327		EMR - Chantry Court Fund
1	10,425	27,463	328		EMR - Grants
1	17,017	27,017	329		EMR - Christmas
1	8,001	7,976	334		EMR - Railway Cottages
1	1,933	0	336		EMR - TC Clean Up Grant
1	4,019	1,439	339		EMR - Allotments
1	21,655	5,655	341		EMR - Place Branding
1	7,141	0	344		EMR - Public Realm
1	19,323	37,249	345		EMR -Heritage Gt Inc Mtch Fund
1	17,926	0	346		EMR - Heritage Support
1	5,000	0	347		EMR - Event sinking Fund
1	44,635	44,635	348		EMR - Strategic Events
1	10,000	10,000	349		EMR - Social Media/PR
1	3,000	3,685	350		EMR - Christchurch
1	9,000	9,000	351		EMR - Planning
1	2,000	50,000	352		EMR - Business Improvement Dis
1	168	1,996	353		EMR - Town Board Website
1	6,000	0	354		EMR - Town Centre Lighting
1	1,029	0	355		EMR - LightLabACE
1	0	69,000	356		EMR - Town Centre Capital Proj
1	0	23,850	357		EMR - Queen's Jubilee
1	0	21,487	358		EMR- Hoardings & Frontages
1	0	20,657	359		EMR - Play Area Equipment
1	Balances brought forward	866,661	1,118,341		Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
2	1,152,637	1,205,008	1900	205	Precept
2	(+) Precept or Rates and Levies	1,152,637	1,205,008		Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	26,500	38,889	1310	465	Grants Received
3	1,828	10,000	1310	473	Grants Received
3	886	29,300	1880	205	Interest (CCLA)
3	(+) Total other receipts	29,214	78,189		Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	210,717	227,348	4000	200	Salaries & Wages
4	20,858	23,438	4005	200	Tax & NI
4	47,621	51,227	4010	200	Pension Contributions
4	(-) Staff costs	279,195	302,013		Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5	14,748	14,433	4046	203	Loan Repayments
5	(-) Loan	14,748	14,433		Total expenditure or payments of capital and interest made during

Continued over page

Crewe Town Council Current Year

Working details for ANNUAL RETURN - Year ended 31 March 2023

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
interest/capital repayments					the year on the authority's borrowings (if any).
6	496	867	4016	205	Bank Charges (Co-op)
6	295	598	4025	205	Employee Training
6	0	340	4030	205	Employee Travel/Subsistence
6	195	305	4035	215	Member Training
6	688	829	4050	210	Mayor's Allowance
6	84	134	4060	205	Refreshments/Catering
6	239	225	4060	210	Refreshments/Catering
6	3,023	3,085	4100	205	Audit Fees
6	0	870	4101	200	Accountancy Fees
6	312	2,500	4101	205	Accountancy Fees
6	175	251	4102	320	Volunteer Support
6	895	1,515	4105	205	Legal & Professional Fees
6	4,474	4,574	4110	205	Insurance
6	2,637	5,436	4111	205	Subscriptions
6	7	0	4112	205	Postage
6	875	861	4115	205	Stationery
6	1,486	2,319	4116	205	Printing
6	1,254	1,275	4117	205	Cleaning
6	3,931	3,834	4120	205	Computer Equipment/Software
6	501	500	4123	205	Website
6	0	756	4125	205	Advertising/Publicity
6	3,778	3,770	4130	205	Telephones
6	4,537	348	4155	205	Room Hire Costs
6	72	348	4155	210	Room Hire Costs
6	2,774	4,008	4160	206	Utilities
6	2,206	3,683	4170	205	Equipment Purchase/Repair/Hire
6	536	0	4170	206	Equipment Purchase/Repair/Hire
6	8,027	6,452	4170	307	Equipment Purchase/Repair/Hire
6	107	299	4175	205	Clothing/PPE
6	79,343	22,657	4179	320	Play Area Improvement Scheme
6	38,440	32,160	4180	307	CCTV
6	4,782	5,550	4181	206	Contractors - Services
6	25,643	32,070	4181	310	Contractors - Services
6	6,034	7,145	4183	205	Contractors - Professional
6	110,488	135,717	4184	307	Rangers Service
6	59	11,968	4186	307	Regeneration Projects
6	31,200	16,949	4188	307	Enforcement Officer
6	4,698	5,992	4252	350	Remembrance
6	0	199	4255	350	Events
6	0	207	4258	350	Heritage Activities
6	2,806	42,522	4259	350	Community Events
6	39,186	63,795	4260	300	Grants Scheme
6	0	2,775	4271	350	Event Matching Fund
6	74,923	11,250	4274	352	Lumen

Continued over page

Crewe Town Council Current Year

Working details for ANNUAL RETURN - Year ended 31 March 2023

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
6	52,616	51,127	4275	352	Infrastructure (Christmas)
6	8,229	0	4276	460	Place Branding
6	3,735	0	4277	465	Christ Church Project
6	2,591	0	4279	473	Town Centre Animation
6	16,062	-2,000	4281	465	Heritage Working Group
6	0	80	4281	473	Heritage Working Group
6	-1,207	0	4283	352	LightLabACE
6	3,513	0	4286	465	Hoardings and Frontages
6	0	20,757	4287	352	Christmas Activities
6	0	1,008	4288	460	Event Seed Funding/Income Gene
6	9,562	0	4300	205	Election Costs
6	20,000	0	4401	350	Traction Ex
6	0	1,600	4420	320	Parks & Allotments
6	8,666	12,120	4721	473	Public Realm
6	4,795	16,796	4725	473	TC Business Group & BID Feasib
6	5,010	3,536	4730	470	St Peters Community Developmen
6	4,839	6,420	4731	470	Sustaining Network
6	3,769	4,889	4754	470	Tree of Light
6	0	500	4755	474	Heritage Strat
6	0	504	4764	473	Food activities
6	14,870	12,425	4767	470	Health and Wellbeing
6	1,560	18,815	4769	470	Social Isolation
6	0	10,150	4770	470	Winter Response
6	0	470	4991	473	Town Board Website
6	0	5,055	4992	206	Sinking Fund
6	15,945	28,384	4998	205	Strategic Allowance
6	472	1,108	4999	210	Civic Expenses
6	(-) All other payments	636,228	634,681	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7	(=) Balances carried forward	1,118,341	1,450,411	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]	
8		92,498	27,262	200	Current Bank Account
8		1,000,000	1,400,000	201	CCLA Deposit Account
8		4	0	203	Pre-Payment Card
8	Total value of cash and short term investments	1,092,502	1,427,262	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9		135,600	135,588	Total Fixed Assets	
9	Total fixed assets plus long term investments and assets	135,600	135,588	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10		53,000	39,750	Total Borrowings	
10	Total borrowings	53,000	39,750	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	

Continued over page

Crewe Town Council Current Year

Working details for ANNUAL RETURN - Year ended 31 March 2023

<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
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Crewe Town Council Current Year

Working details for ANNUAL RETURN - Year ended 31 March 2023

		<u>Last Year £</u>	<u>This Year £</u>	<u>Variance £</u>	<u>Variance %</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
1		634,734	717,139			310		General Reserves
1		39,655	35,093			322		EMR - Elections
1		4,000	5,000			327		EMR - Chantry Court Fund
1		10,425	27,463			328		EMR - Grants
1		17,017	27,017			329		EMR - Christmas
1		8,001	7,976			334		EMR - Railway Cottages
1		1,933	0			336		EMR - TC Clean Up Grant
1		4,019	1,439			339		EMR - Allotments
1		21,655	5,655			341		EMR - Place Branding
1		7,141	0			344		EMR - Public Realm
1		19,323	37,249			345		EMR -Heritage Gt Inc Mtch Fund
1		17,926	0			346		EMR - Heritage Support
1		5,000	0			347		EMR - Event sinking Fund
1		44,635	44,635			348		EMR - Strategic Events
1		10,000	10,000			349		EMR - Social Media/PR
1		3,000	3,685			350		EMR - Christchurch
1		9,000	9,000			351		EMR - Planning
1		2,000	50,000			352		EMR - Business Improvement Dis
1		168	1,996			353		EMR - Town Board Website
1		6,000	0			354		EMR - Town Centre Lighting
1		1,029	0			355		EMR - LightLabACE
1		0	69,000			356		EMR - Town Centre Capital Proj
1		0	23,850			357		EMR - Queen's Jubilee
1		0	21,487			358		EMR- Hoardings & Frontages
1		0	20,657			359		EMR - Play Area Equipment
1	Balances brought forward	866,661	1,118,341					Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
2		1,152,637	1,205,008	52,371	4.54	1900	205	Precept
2	(+) Precept or Rates and Levies	1,152,637	1,205,008	52,371	4.54			Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3		26,500	38,889	12,389	46.75	1310	465	Grants Received
3		1,828	10,000	8,172	447.05	1310	473	Grants Received
3		886	29,300	28,414	3207.00	1880	205	Interest (CCLA)
3	(+) Total other receipts	29,214	78,189	48,975	167.64			Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4		210,717	227,348	16,631	7.89	4000	200	Salaries & Wages
4		20,858	23,438	2,580	12.37	4005	200	Tax & NI
4		47,621	51,227	3,606	7.57	4010	200	Pension Contributions

Continued over page

Crewe Town Council Current Year

Working details for ANNUAL RETURN - Year ended 31 March 2023

		<u>Last Year £</u>	<u>This Year £</u>	<u>Variance £</u>	<u>Variance %</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
4	(-) Staff costs	279,195	302,013	22,818	8.17			Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5		14,748	14,433	-315	-2.14	4046	203	Loan Repayments
5	(-) Loan interest/capital repayments	14,748	14,433	-315	-2.14			Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6		496	867	371	74.80	4016	205	Bank Charges (Co-op)
6		295	598	303	102.71	4025	205	Employee Training
6		0	340	340		4030	205	Employee Travel/Subsistence
6		195	305	110	56.41	4035	215	Member Training
6		688	829	141	20.49	4050	210	Mayor's Allowance
6		84	134	50	59.52	4060	205	Refreshments/Catering
6		239	225	-14	-5.86	4060	210	Refreshments/Catering
6		3,023	3,085	62	2.05	4100	205	Audit Fees
6		0	870	870		4101	200	Accountancy Fees
6		312	2,500	2,188	701.28	4101	205	Accountancy Fees
6		175	251	76	43.43	4102	320	Volunteer Support
6		895	1,515	620	69.27	4105	205	Legal & Professional Fees
6		4,474	4,574	100	2.24	4110	205	Insurance
6		2,637	5,436	2,799	106.14	4111	205	Subscriptions
6		7	0	-7	-100.00	4112	205	Postage
6		875	861	-14	-1.60	4115	205	Stationery
6		1,486	2,319	833	56.06	4116	205	Printing
6		1,254	1,275	21	1.67	4117	205	Cleaning
6		3,931	3,834	-97	-2.47	4120	205	Computer Equipment/Software
6		501	500	-1	-0.20	4123	205	Website
6		0	756	756		4125	205	Advertising/Publicity
6		3,778	3,770	-8	-0.21	4130	205	Telephones
6		4,537	348	-4,189	-92.33	4155	205	Room Hire Costs
6		72	348	276	383.33	4155	210	Room Hire Costs
6		2,774	4,008	1,234	44.48	4160	206	Utilities
6		2,206	3,683	1,477	66.95	4170	205	Equipment Purchase/Repair/Hire
6		536	0	-536	-100.00	4170	206	Equipment Purchase/Repair/Hire
6		8,027	6,452	-1,575	-19.62	4170	307	Equipment Purchase/Repair/Hire
6		107	299	192	179.44	4175	205	Clothing/PPE
6		79,343	22,657	-56,686	-71.44	4179	320	Play Area Improvement Scheme
6		38,440	32,160	-6,280	-16.34	4180	307	CCTV
6		4,782	5,550	768	16.06	4181	206	Contractors - Services
6		25,643	32,070	6,427	25.06	4181	310	Contractors - Services

Continued over page

Crewe Town Council Current Year

Working details for ANNUAL RETURN - Year ended 31 March 2023

	<u>Last Year £</u>	<u>This Year £</u>	<u>Variance £</u>	<u>Variance %</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
6	6,034	7,145	1,111	18.41	4183	205	Contractors - Professional
6	110,488	135,717	25,229	22.83	4184	307	Rangers Service
6	59	11,968	11,909	20184.75	4186	307	Regeneration Projects
6	31,200	16,949	-14,251	-45.68	4188	307	Enforcement Officer
6	4,698	5,992	1,294	27.54	4252	350	Remembrance
6	0	199	199		4255	350	Events
6	0	207	207		4258	350	Heritage Activities
6	2,806	42,522	39,716	1415.40	4259	350	Community Events
6	39,186	63,795	24,609	62.80	4260	300	Grants Scheme
6	0	2,775	2,775		4271	350	Event Matching Fund
6	74,923	11,250	-63,673	-84.98	4274	352	Lumen
6	52,616	51,127	-1,489	-2.83	4275	352	Infrastructure (Christmas)
6	8,229	0	-8,229	-100.00	4276	460	Place Branding
6	3,735	0	-3,735	-100.00	4277	465	Christ Church Project
6	2,591	0	-2,591	-100.00	4279	473	Town Centre Animation
6	16,062	-2,000	-18,062	-112.45	4281	465	Heritage Working Group
6	0	80	80		4281	473	Heritage Working Group
6	-1,207	0	1,207		4283	352	LightLabACE
6	3,513	0	-3,513	-100.00	4286	465	Hoardings and Frontages
6	0	20,757	20,757		4287	352	Christmas Activities
6	0	1,008	1,008		4288	460	Event Seed Funding/Income Gene
6	9,562	0	-9,562	-100.00	4300	205	Election Costs
6	20,000	0	-20,000	-100.00	4401	350	Traction Ex
6	0	1,600	1,600		4420	320	Parks & Allotments
6	8,666	12,120	3,454	39.86	4721	473	Public Realm
6	4,795	16,796	12,001	250.28	4725	473	TC Business Group & BID Feasib
6	5,010	3,536	-1,474	-29.42	4730	470	St Peters Community Developmen
6	4,839	6,420	1,581	32.67	4731	470	Sustaining Network
6	3,769	4,889	1,120	29.72	4754	470	Tree of Light
6	0	500	500		4755	474	Heritage Strat
6	0	504	504		4764	473	Food activities
6	14,870	12,425	-2,445	-16.44	4767	470	Health and Wellbeing
6	1,560	18,815	17,255	1106.09	4769	470	Social Isolation
6	0	10,150	10,150		4770	470	Winter Response
6	0	470	470		4991	473	Town Board Website
6	0	5,055	5,055		4992	206	Sinking Fund
6	15,945	28,384	12,439	78.01	4998	205	Strategic Allowance
6	472	1,108	636	134.75	4999	210	Civic Expenses
6	(-) All other payments	636,228	634,681	-1,546	-0.24	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	

7	(=) Balances carried forward	1,118,341	1,450,411		Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
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Crewe Town Council Current Year

Working details for ANNUAL RETURN - Year ended 31 March 2023

	<u>Last Year £</u>	<u>This Year £</u>	<u>Variance £</u>	<u>Variance %</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
8	92,498	27,262			200		Current Bank Account
8	1,000,000	1,400,000			201		CCLA Deposit Account
8	4	0			203		Pre-Payment Card
8	Total value of cash and short term investments	1,092,502	1,427,262				The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9	135,600	135,588	-12	-0.01			Total Fixed Assets
9	Total fixed assets plus long term investments and assets	135,600	135,588	-12	-0.01		The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10	53,000	39,750	-13,250	-25.00			Total Borrowings
10	Total borrowings	53,000	39,750	-13,250	-25.00		The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
105	VAT Control Account	30,500	
110	Prepayments	4,000	
200	Current Bank Account	27,262	
201	CCLA Deposit Account	1,400,000	
	Total Current Assets		1,461,762
<u>Current Liabilities</u>			
500	Creditors	643	
525	PAYE/NI Creditor	4,981	
530	Superannuation	5,478	
531	Other Pension	118	
565	Mayor's Charity Fund	132	
	Total Current Liabilities		11,351
	Net Current Assets		1,450,411
	Total Assets less Current Liabilities		1,450,411

Represented by :-

300	Current Year Fund	332,070	
310	General Reserves	493,159	
322	EMR - Elections	35,093	
329	EMR - Christmas	27,017	
334	EMR - Railway Cottages	6,776	
341	EMR - Place Branding	5,655	
345	EMR -Heritage Gt Inc Mtch Fund	46,049	
348	EMR - Strategic Events	93,385	
349	EMR - Social Media/PR	10,000	
350	EMR - Christchurch	6,685	
351	EMR - Planning	9,000	
352	EMR - Business Improvement Dis	33,204	
353	EMR - Town Board Website	1,526	
356	EMR - Town Centre Capital Proj	90,520	
357	EMR - Queen's Jubilee	9,676	
358	EMR- Hoardings & Frontages	21,281	
359	EMR - Play Area Equipment	100,749	
360	EMR - CCTV	2,340	
361	EMR - Enforcement Officer	14,200	
362	EMR - Knife Angel	21,500	
363	EMR - Coronation Event	9,676	
364	EMR - Key Community Support	5,850	
365	EMR - Defibrillators	5,000	
366	EMR - Conservation Area Review	70,000	
	Total Equity		1,450,411

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200 Payroll</u>								
4000 Salaries & Wages	17,238	227,348	216,478	(10,870)		(10,870)	105.0%	
4005 Tax & NI	1,717	23,438	21,430	(2,008)		(2,008)	109.4%	
4010 Pension Contributions	3,896	51,227	48,924	(2,303)		(2,303)	104.7%	
4101 Accountancy Fees	870	870	1,000	130		130	87.0%	
4282 Heritage Support	0	0	18,000	18,000		18,000	0.0%	
Payroll :- Indirect Expenditure	23,721	302,883	305,832	2,949	0	2,949	99.0%	0
Net Expenditure	(23,721)	(302,883)	(305,832)	(2,949)				
<u>203 Borrowing (PWLB)</u>								
4046 Loan Repayments	0	14,433	14,700	267		267	98.2%	
Borrowing (PWLB) :- Indirect Expenditure	0	14,433	14,700	267	0	267	98.2%	0
Net Expenditure	0	(14,433)	(14,700)	(267)				
<u>205 Administration</u>								
1880 Interest (CCLA)	4,364	29,300	200	(29,100)			14649.9	
1900 Precept	0	1,205,008	1,205,008	0			100.0%	
1999 Miscellaneous Income	0	0	2,000	2,000			0.0%	
Administration :- Income	4,364	1,234,308	1,207,208	(27,100)			102.2%	0
4016 Bank Charges (Co-op)	55	867	450	(417)		(417)	192.7%	
4025 Employee Training	0	598	2,000	1,402		1,402	29.9%	
4030 Employee Travel/Subsistence	0	340	2,500	2,160		2,160	13.6%	
4060 Refreshments/Catering	28	134	400	266		266	33.6%	
4100 Audit Fees	0	3,085	3,000	(85)		(85)	102.8%	
4101 Accountancy Fees	(870)	2,500	3,250	750		750	76.9%	
4105 Legal & Professional Fees	0	1,515	1,000	(515)		(515)	151.5%	
4110 Insurance	0	4,574	5,000	426		426	91.5%	
4111 Subscriptions	13	5,436	5,250	(186)		(186)	103.5%	
4112 Postage	0	0	400	400		400	0.0%	
4115 Stationery	143	861	900	39		39	95.7%	
4116 Printing	473	2,319	3,000	681		681	77.3%	
4117 Cleaning	152	1,275	1,900	625		625	67.1%	
4120 Computer Equipment/Software	653	3,834	4,000	166		166	95.8%	
4123 Website	0	500	500	0		0	100.0%	
4125 Advertising/Publicity	0	756	1,000	244		244	75.6%	
4130 Telephones	306	3,770	3,500	(270)		(270)	107.7%	
4155 Room Hire Costs	0	348	1,500	1,152		1,152	23.2%	
4160 Utilities	(47)	0	0	0		0	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4170 Equipment Purchase/Repair/Hire	1,230	3,683	4,000	317		317	92.1%	
4175 Clothing/PPE	0	299	500	201		201	59.7%	
4183 Contractors - Professional	0	7,145	6,000	(1,145)		(1,145)	119.1%	
4300 Election Costs	0	0	5,000	5,000		5,000	0.0%	
4998 Strategic Allowance	30	28,384	26,000	(2,384)		(2,384)	109.2%	
Administration :- Indirect Expenditure	<u>2,167</u>	<u>72,222</u>	<u>81,050</u>	<u>8,828</u>	<u>0</u>	<u>8,828</u>	<u>89.1%</u>	<u>0</u>
Net Income over Expenditure	<u>2,196</u>	<u>1,162,085</u>	<u>1,126,158</u>	<u>(35,927)</u>				
<u>206 Accomodation</u>								
4160 Utilities	270	4,008	2,500	(1,508)		(1,508)	160.3%	
4181 Contractors - Services	608	5,550	5,000	(550)		(550)	111.0%	
4992 Sinking Fund	0	5,055	1,000	(4,055)		(4,055)	505.5%	5,000
Accomodation :- Indirect Expenditure	<u>878</u>	<u>14,614</u>	<u>8,500</u>	<u>(6,114)</u>	<u>0</u>	<u>(6,114)</u>	<u>171.9%</u>	<u>5,000</u>
Net Expenditure	<u>(878)</u>	<u>(14,614)</u>	<u>(8,500)</u>	<u>6,114</u>				
6001 plus Transfer From EM Reserves	0	5,000						
Movement to/(from) Gen Reserve	<u>(878)</u>	<u>(9,614)</u>						
<u>210 Civic Costs</u>								
4050 Mayor's Allowance	0	829	2,500	1,671		1,671	33.1%	
4060 Refreshments/Catering	0	225	1,000	775		775	22.5%	
4155 Room Hire Costs	348	348	1,000	652		652	34.8%	
4999 Civic Expenses	819	1,108	1,000	(108)		(108)	110.8%	
Civic Costs :- Indirect Expenditure	<u>1,167</u>	<u>2,510</u>	<u>5,500</u>	<u>2,990</u>	<u>0</u>	<u>2,990</u>	<u>45.6%</u>	<u>0</u>
Net Expenditure	<u>(1,167)</u>	<u>(2,510)</u>	<u>(5,500)</u>	<u>(2,990)</u>				
<u>215 Members' Costs</u>								
4035 Member Training	0	305	500	195		195	61.0%	
4040 Member Travel/Subsistence	0	0	500	500		500	0.0%	
Members' Costs :- Indirect Expenditure	<u>0</u>	<u>305</u>	<u>1,000</u>	<u>695</u>	<u>0</u>	<u>695</u>	<u>30.5%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(305)</u>	<u>(1,000)</u>	<u>(695)</u>				
<u>300 Grants</u>								
4260 Grants Scheme	15,818	63,795	50,000	(13,795)		(13,795)	127.6%	19,148
Grants :- Indirect Expenditure	<u>15,818</u>	<u>63,795</u>	<u>50,000</u>	<u>(13,795)</u>	<u>0</u>	<u>(13,795)</u>	<u>127.6%</u>	<u>19,148</u>
Net Expenditure	<u>(15,818)</u>	<u>(63,795)</u>	<u>(50,000)</u>	<u>13,795</u>				
6001 plus Transfer From EM Reserves	0	19,148						
Movement to/(from) Gen Reserve	<u>(15,818)</u>	<u>(44,647)</u>						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>307 Town Centre Maintenance</u>								
4170 Equipment Purchase/Repair/Hire	146	6,452	8,000	1,549		1,549	80.6%	
4180 CCTV	0	32,160	34,500	2,340		2,340	93.2%	
4184 Rangers Service	89	135,717	170,426	34,709		34,709	79.6%	
4186 Regeneration Projects	680	11,968	16,000	4,032		4,032	74.8%	3,480
4188 Enforcement Officer	0	16,949	31,200	14,251		14,251	54.3%	
Town Centre Maintenance :- Indirect Expenditure	915	203,246	260,126	56,880	0	56,880	78.1%	3,480
Net Expenditure	(915)	(203,246)	(260,126)	(56,880)				
6001 plus Transfer From EM Reserves	0	3,480						
6000 less Transfer to EM Reserve	61,040	61,040						
Movement to/(from) Gen Reserve	(61,955)	(260,805)						
<u>310 Floral Schemes</u>								
4181 Contractors - Services	127	32,070	35,000	2,930		2,930	91.6%	
Floral Schemes :- Indirect Expenditure	127	32,070	35,000	2,930	0	2,930	91.6%	0
Net Expenditure	(127)	(32,070)	(35,000)	(2,930)				
<u>320 Parks and Allotments</u>								
4102 Volunteer Support	0	251	1,000	749		749	25.1%	
4179 Play Area Improvement Scheme	2,000	22,657	100,000	77,343		77,343	22.7%	20,657
4420 Parks & Allotments	0	1,600	0	(1,600)		(1,600)	0.0%	1,600
Parks and Allotments :- Indirect Expenditure	2,000	24,508	101,000	76,492	0	76,492	24.3%	22,257
Net Expenditure	(2,000)	(24,508)	(101,000)	(76,492)				
6001 plus Transfer From EM Reserves	0	22,257						
6000 less Transfer to EM Reserve	100,749	100,910						
Movement to/(from) Gen Reserve	(102,749)	(103,162)						
<u>350 Events</u>								
4252 Remembrance	0	5,992	5,000	(992)		(992)	119.8%	
4255 Events	0	199	0	(199)		(199)	0.0%	199
4258 Heritage Activities	0	207	0	(207)		(207)	0.0%	207
4259 Community Events	0	42,522	29,000	(13,522)		(13,522)	146.6%	13,471
4271 Event Matching Fund	2,775	2,775	10,000	7,225		7,225	27.8%	
Events :- Indirect Expenditure	2,775	51,694	44,000	(7,694)	0	(7,694)	117.5%	13,876
Net Expenditure	(2,775)	(51,694)	(44,000)	7,694				
6001 plus Transfer From EM Reserves	0	13,876						
Movement to/(from) Gen Reserve	(2,775)	(37,818)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>352</u> <u>Christmas Programme</u>								
4274 Lumen	0	11,250	60,000	48,750		48,750	18.8%	
4275 Infrastructure (Christmas)	(50)	51,127	60,000	8,873		8,873	85.2%	
4287 Christmas Activities	0	20,757	20,000	(757)		(757)	103.8%	
4992 Sinking Fund	0	0	20,000	20,000		20,000	0.0%	
Christmas Programme :- Indirect Expenditure	(50)	83,134	160,000	76,866	0	76,866	52.0%	0
Net Expenditure	50	(83,134)	(160,000)	(76,866)				
6000 less Transfer to EM Reserve	48,750	48,750						
Movement to/(from) Gen Reserve	(48,700)	(131,884)						
<u>460</u> <u>M&E Projects</u>								
4288 Event Seed Funding/Income Gene	508	1,008	29,000	27,992		27,992	3.5%	
M&E Projects :- Indirect Expenditure	508	1,008	29,000	27,992	0	27,992	3.5%	0
Net Expenditure	(508)	(1,008)	(29,000)	(27,992)				
6000 less Transfer to EM Reserve	24,676	24,676						
Movement to/(from) Gen Reserve	(25,184)	(25,684)						
<u>465</u> <u>O&I Projects</u>								
1310 Grants Received	0	38,889	0	(38,889)			0.0%	
O&I Projects :- Income	0	38,889	0	(38,889)				0
4277 Christ Church Project	0	0	3,000	3,000		3,000	0.0%	
4281 Heritage Working Group	(2,000)	(2,000)	0	2,000		2,000	0.0%	
O&I Projects :- Indirect Expenditure	(2,000)	(2,000)	3,000	5,000	0	5,000	(66.7%)	0
Net Income over Expenditure	2,000	40,889	(3,000)	(43,889)				
6000 less Transfer to EM Reserve	40,300	40,300						
Movement to/(from) Gen Reserve	(38,300)	589						
<u>470</u> <u>Community Plan</u>								
4730 St Peters Community Developmen	0	3,536	5,000	1,464		1,464	70.7%	
4731 Sustaining Network	0	6,420	10,000	3,580		3,580	64.2%	
4754 Tree of Light	0	4,889	6,000	1,111		1,111	81.5%	
4767 Health and Wellbeing	0	12,425	13,500	1,075		1,075	92.0%	
4769 Social Isolation	0	18,815	10,500	(8,315)		(8,315)	179.2%	8,315
4770 Winter Response	0	10,150	16,000	5,850		5,850	63.4%	
Community Plan :- Indirect Expenditure	0	56,235	61,000	4,765	0	4,765	92.2%	8,315
Net Expenditure	0	(56,235)	(61,000)	(4,765)				
6001 plus Transfer From EM Reserves	0	8,315						
6000 less Transfer to EM Reserve	10,850	10,850						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	<u>(10,850)</u>	<u>(58,770)</u>						
<u>473</u> <u>Town Promotion</u>								
1310 Grants Received	0	10,000	0	(10,000)			0.0%	
Town Promotion :- Income	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>(10,000)</u>				<u>0</u>
4281 Heritage Working Group	0	80	10,000	9,920		9,920	0.8%	
4721 Public Realm	502	12,120	31,500	19,380		19,380	38.5%	1,200
4725 TC Business Group & BID Feasib	16,796	16,796	0	(16,796)		(16,796)	0.0%	16,796
4726 Town Centre Lighting	0	0	6,000	6,000		6,000	0.0%	
4764 Food activities	0	504	0	(504)		(504)	0.0%	504
4991 Town Board Website	0	470	0	(470)		(470)	0.0%	470
Town Promotion :- Indirect Expenditure	<u>17,298</u>	<u>29,970</u>	<u>47,500</u>	<u>17,530</u>	<u>0</u>	<u>17,530</u>	<u>63.1%</u>	<u>18,970</u>
Net Income over Expenditure	<u>(17,298)</u>	<u>(19,970)</u>	<u>(47,500)</u>	<u>(27,530)</u>				
6001 plus Transfer From EM Reserves	16,796	18,970						
6000 less Transfer to EM Reserve	29,000	29,000						
Movement to/(from) Gen Reserve	<u>(29,502)</u>	<u>(30,000)</u>						
<u>474</u> <u>CP Projects</u>								
4755 Heritage Strat	0	500	0	(500)		(500)	0.0%	500
CP Projects :- Indirect Expenditure	<u>0</u>	<u>500</u>	<u>0</u>	<u>(500)</u>	<u>0</u>	<u>(500)</u>		<u>500</u>
Net Expenditure	<u>0</u>	<u>(500)</u>	<u>0</u>	<u>500</u>				
6001 plus Transfer From EM Reserves	0	500						
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>						
Grand Totals:- Income	4,364	1,283,197	1,207,208	(75,989)			106.3%	
Expenditure	65,326	951,127	1,207,208	256,081	0	256,081	78.8%	
Net Income over Expenditure	<u>(60,962)</u>	<u>332,070</u>	<u>0</u>	<u>(332,070)</u>				
plus Transfer From EM Reserves	16,796	91,546						
less Transfer to EM Reserve	315,365	315,526						
Movement to/(from) Gen Reserve	<u>(359,531)</u>	<u>108,090</u>						

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17/04/2023

Crewe Town Council Current Year

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Balance Sheet as at 31st March 2023

31st March 2022

31st March 2023

31st March 2022		31st March 2023
	Current Assets	
46,035	VAT Control Account	30,500
0	Prepayments	4,000
92,498	Current Bank Account	27,262
1,000,000	CCLA Deposit Account	1,400,000
4	Pre-Payment Card	0
<u>1,138,537</u>		<u>1,461,762</u>
1,138,537	Total Assets	1,461,762
	Current Liabilities	
12,914	Creditors	643
6,779	PAYE/NI Creditor	4,981
0	Superannuation	5,478
118	Other Pension	118
253	Receipts In Advance	0
132	Mayor's Charity Fund	132
<u>20,196</u>		<u>11,351</u>
1,118,341	Total Assets Less Current Liabilities	1,450,411
	Represented By	
717,139	General Reserves	825,229
401,202	Earmarked Reserves	625,181
<u>1,118,341</u>		<u>1,450,411</u>

The above statement represents fairly the financial position of the authority as at 31st March 2023 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

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Crewe Town Council Current Year

Income and Expenditure Account for Year Ended 31st March 2023

31st March 2022		31st March 2023
	Operating Income	
1,153,523	Administration	1,234,308
26,500	O&I Projects	38,889
1,828	Town Promotion	10,000
<u>1,181,851</u>	Total Income	<u>1,283,197</u>
	Running Costs	
279,195	Payroll	302,883
14,748	Borrowing (PWLb)	14,433
62,436	Administration	72,222
8,092	Accommodation	14,614
1,471	Civic Costs	2,510
195	Members' Costs	305
39,186	Grants	63,795
188,213	Town Centre Maintenance	203,246
25,643	Floral Schemes	32,070
79,518	Parks and Allotments	24,508
27,504	Events	51,694
126,332	Christmas Programme	83,134
8,229	M&E Projects	1,008
23,310	O&I Projects	(2,000)
30,047	Community Plan	56,235
16,052	Town Promotion	29,970
0	CP Projects	500
<u>930,171</u>	Total Expenditure	<u>951,127</u>
	General Fund Analysis	
634,734	Opening Balance	717,139
<u>1,181,851</u>	Plus : Income for Year	<u>1,283,197</u>
1,816,585		2,000,336
930,171	Less : Expenditure for Year	<u>951,127</u>
886,414		1,049,209
<u>169,275</u>	Transfers TO / FROM Reserves	<u>223,980</u>
<u>717,139</u>	Closing Balance	<u>825,229</u>

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Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
105	VAT Control Account			30,499.96	
110	Prepayments			4,000.00	
200	Current Bank Account			27,262.09	
201	CCLA Deposit Account			1,400,000.00	
310	General Reserves				717,139.27
322	EMR - Elections				35,092.50
329	EMR - Christmas				27,017.00
334	EMR - Railway Cottages				6,776.21
341	EMR - Place Branding				5,655.00
345	EMR -Heritage Gt Inc Mtch Fund				46,049.00
348	EMR - Strategic Events				93,385.00
349	EMR - Social Media/PR				10,000.00
350	EMR - Christchurch				6,685.00
351	EMR - Planning				9,000.00
352	EMR - Business Improvement Dis				33,204.00
353	EMR - Town Board Website				1,526.00
356	EMR - Town Centre Capital Proj				90,519.77
357	EMR - Queen's Jubilee				9,676.45
358	EMR- Hoardings & Frontages				21,280.50
359	EMR - Play Area Equipment				100,749.00
360	EMR - CCTV				2,340.00
361	EMR - Enforcement Officer				14,200.00
362	EMR - Knife Angel				21,500.00
363	EMR - Coronation Event				9,676.00
364	EMR - Key Community Support				5,850.00
365	EMR - Defibrillators				5,000.00
366	EMR - Conservation Area Review				70,000.00
500	Creditors				642.56
525	PAYE/NI Creditor				4,980.53
530	Superannuation				5,478.07
531	Other Pension				118.14
565	Mayor's Charity Fund				132.00
1310	Grants Received	465	O&I Projects		38,889.00
1310	Grants Received	473	Town Promotion		10,000.00
1880	Interest (CCLA)	205	Administration		29,299.72
1900	Precept	205	Administration		1,205,008.00
4000	Salaries & Wages	200	Payroll	227,348.05	
4005	Tax & NI	200	Payroll	23,437.72	
4010	Pension Contributions	200	Payroll	51,226.82	
4016	Bank Charges (Co-op)	205	Administration	867.00	
4025	Employee Training	205	Administration	598.00	
4030	Employee Travel/Subsistence	205	Administration	340.04	

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4035	Member Training	215	Members' Costs	305.00	
4046	Loan Repayments	203	Borrowing (PWL B)	14,432.56	
4050	Mayor's Allowance	210	Civic Costs	828.68	
4060	Refreshments/Catering	205	Administration	134.26	
4060	Refreshments/Catering	210	Civic Costs	225.00	
4100	Audit Fees	205	Administration	3,085.00	
4101	Accountancy Fees	200	Payroll	870.00	
4101	Accountancy Fees	205	Administration	2,500.00	
4102	Volunteer Support	320	Parks and Allotments	251.30	
4105	Legal & Professional Fees	205	Administration	1,515.00	
4110	Insurance	205	Administration	4,573.86	
4111	Subscriptions	205	Administration	5,436.14	
4115	Stationery	205	Administration	861.15	
4116	Printing	205	Administration	2,319.42	
4117	Cleaning	205	Administration	1,275.00	
4120	Computer Equipment/Software	205	Administration	3,833.69	
4123	Website	205	Administration	500.00	
4125	Advertising/Publicity	205	Administration	756.08	
4130	Telephones	205	Administration	3,769.54	
4155	Room Hire Costs	205	Administration	348.00	
4155	Room Hire Costs	210	Civic Costs	348.00	
4160	Utilities	206	Accommodation	4,008.49	
4170	Equipment Purchase/Repair/Hire	205	Administration	3,683.02	
4170	Equipment Purchase/Repair/Hire	307	Town Centre Maintenance	6,451.50	
4175	Clothing/PPE	205	Administration	298.57	
4179	Play Area Improvement Scheme	320	Parks and Allotments	22,656.94	
4180	CCTV	307	Town Centre Maintenance	32,160.00	
4181	Contractors - Services	206	Accommodation	5,550.30	
4181	Contractors - Services	310	Floral Schemes	32,069.99	
4183	Contractors - Professional	205	Administration	7,144.83	
4184	Rangers Service	307	Town Centre Maintenance	135,716.79	
4186	Regeneration Projects	307	Town Centre Maintenance	11,968.43	
4188	Enforcement Officer	307	Town Centre Maintenance	16,949.00	
4252	Remembrance	350	Events	5,992.22	
4255	Events	350	Events	198.75	
4258	Heritage Activities	350	Events	206.50	
4259	Community Events	350	Events	42,521.73	
4260	Grants Scheme	300	Grants	63,795.19	
4271	Event Matching Fund	350	Events	2,775.00	
4274	Lumen	352	Christmas Programme	11,250.00	
4275	Infrastructure (Christmas)	352	Christmas Programme	51,127.00	
4281	Heritage Working Group	465	O&I Projects		2,000.00

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4281	Heritage Working Group	473	Town Promotion	80.00	
4287	Christmas Activities	352	Christmas Programme	20,756.66	
4288	Event Seed Funding/Income Gene	460	M&E Projects	1,007.86	
4420	Parks & Allotments	320	Parks and Allotments	1,600.24	
4721	Public Realm	473	Town Promotion	12,120.17	
4725	TC Business Group & BID Feasib	473	Town Promotion	16,796.00	
4730	St Peters Community Developmen	470	Community Plan	3,536.25	
4731	Sustaining Network	470	Community Plan	6,420.00	
4754	Tree of Light	470	Community Plan	4,888.84	
4755	Heritage Strat	474	CP Projects	500.00	
4764	Food activities	473	Town Promotion	504.00	
4767	Health and Wellbeing	470	Community Plan	12,425.30	
4769	Social Isolation	470	Community Plan	18,814.92	
4770	Winter Response	470	Community Plan	10,150.00	
4991	Town Board Website	473	Town Promotion	470.00	
4992	Sinking Fund	206	Accommodation	5,055.00	
4998	Strategic Allowance	205	Administration	28,383.76	
4999	Civic Expenses	210	Civic Costs	1,108.25	
6000	Transfer to EM Reserve	307	Town Centre Maintenance	61,040.00	
6000	Transfer to EM Reserve	320	Parks and Allotments	100,910.24	
6000	Transfer to EM Reserve	352	Christmas Programme	48,750.00	
6000	Transfer to EM Reserve	460	M&E Projects	24,676.00	
6000	Transfer to EM Reserve	465	O&I Projects	40,300.00	
6000	Transfer to EM Reserve	470	Community Plan	10,850.00	
6000	Transfer to EM Reserve	473	Town Promotion	29,000.00	
6001	Transfer From EM Reserves	206	Accommodation		5,000.00
6001	Transfer From EM Reserves	300	Grants		19,148.00
6001	Transfer From EM Reserves	307	Town Centre Maintenance		3,480.23
6001	Transfer From EM Reserves	320	Parks and Allotments		22,257.18
6001	Transfer From EM Reserves	350	Events		13,876.05
6001	Transfer From EM Reserves	470	Community Plan		8,314.92
6001	Transfer From EM Reserves	473	Town Promotion		18,970.00
6001	Transfer From EM Reserves	474	CP Projects		500.00
Trial Balance Totals :				2,730,415.10	2,730,415.10
Difference				0.00	

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Crewe Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 March 2023

	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	31/03/2023 Coop Bank 68528948	27,262.09	
2	28/02/2023 CCLA A/C	1,400,000.00	
3	31/03/2023 Credit Union	0.00	
4	31/03/2023 CU Payment Card	0.00	
			1,427,262.09
<u>Unpresented Payments</u>			
4	09/04/2020 BACS	85.51	
4	10/04/2020 DC	-85.51	
4	11/04/2020 DC	-239.94	
4	14/04/2020 BACS	239.94	
			0.00
			1,427,262.09
<u>Receipts not on Bank Statement</u>			
0	31/03/2023 All Receipts Cleared	0.00	
			0.00
Closing Balance			1,427,262.09
<u>All Cash & Bank Accounts</u>			
1	Current Bank Account	27,262.09	
2	CCLA Deposit Account	1,400,000.00	
3	Credit Union Account	0.00	
4	Pre-Payment Card	0.00	
	Other Cash & Bank Balances	0.00	
	Total Cash & Bank Balances	1,427,262.09	

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Bank Reconciliation Statement as at 31/03/2023
for Cashbook 2 - CCLA A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA A/C	31/03/2023	75	1,400,000.00
			<u>1,400,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,400,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,400,000.00
		Balance per Cash Book is :-	1,400,000.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

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Outstanding Balances by Month as at 31/03/2023

A/C Code	Supplier Name	Balance	Mar 2023	Feb 2023	Jan 2023	Prior Months	On A/c Pymnts
Ledger No 1: Purchase Ledger							
AMBE03	AMBERON	656.02	0.00	0.00	0.00	656.02	0.00
SSE01	SOUTHERN ELECTRIC	60.00	0.00	0.00	0.00	60.00	0.00
STPA01	ST PAUL'S CENTRE	-500.00	0.00	0.00	0.00	0.00	-500.00
WATE02	WATERPLUS	-31.57	45.12	0.00	-76.69	0.00	0.00
Total Purchase Ledger Bal		184.45	45.12	0.00	-76.69	716.02	-500.00
TOTAL PURCHASE LEDGER BALANCES		184.45	45.12	0.00	-76.69	716.02	-500.00

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Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
322 EMR - Elections	35,092.50		35,092.50
327 EMR - Chantry Court Fund	5,000.00	-5,000.00	0.00
328 EMR - Grants	27,462.92	-27,462.92	0.00
329 EMR - Christmas	27,017.00		27,017.00
334 EMR - Railway Cottages	7,976.21	-1,200.00	6,776.21
339 EMR - Allotments	1,439.00	-1,439.00	0.00
341 EMR - Place Branding	5,655.00		5,655.00
345 EMR -Heritage Gt Inc Mtch Fund	37,249.00	8,800.00	46,049.00
348 EMR - Strategic Events	44,635.00	48,750.00	93,385.00
349 EMR - Social Media/PR	10,000.00		10,000.00
350 EMR - Christchurch	3,685.00	3,000.00	6,685.00
351 EMR - Planning	9,000.00		9,000.00
352 EMR - Business Improvement Dis	50,000.00	-16,796.00	33,204.00
353 EMR - Town Board Website	1,996.00	-470.00	1,526.00
356 EMR - Town Centre Capital Proj	69,000.00	21,519.77	90,519.77
357 EMR - Queen's Jubilee	23,850.00	-14,173.55	9,676.45
358 EMR- Hoardings & Frontages	21,487.00	-206.50	21,280.50
359 EMR - Play Area Equipment	20,656.94	80,092.06	100,749.00
360 EMR - CCTV	0.00	2,340.00	2,340.00
361 EMR - Enforcement Officer	0.00	14,200.00	14,200.00
362 EMR - Knife Angel	0.00	21,500.00	21,500.00
363 EMR - Coronation Event	0.00	9,676.00	9,676.00
364 EMR - Key Community Support	0.00	5,850.00	5,850.00
365 EMR - Defibrillators	0.00	5,000.00	5,000.00
366 EMR - Conservation Area Review	0.00	70,000.00	70,000.00
	<u>401,201.57</u>	<u>223,979.86</u>	<u>625,181.43</u>

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Crewe Town Council - Committee Dates 2023/24

2023																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Apr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo PL	Tu	We	Th	Fr	Sa	Su	Mo	Tu F&G	We APM	Th	Fr	Sa	Su	
May	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th Pre AGM	Fr	Sa	Su	Mo	Tu ACM	We	Th	Fr	Sa	Su	Mo PL	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We
Jun	Th	Fr	Sa	Su	Mo F&G	Tu CP	We	Th BID BRIEFING	Fr	Sa	Su	Mo M&E	Tu c	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo PL	Tu	We	Th	Fr	
Jul	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo PL	Tu O&I	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo
Aug	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Tu	Fr	Sa	Su	Mo	Tu	We	Th
Sep	Fr	Sa	Su	Mo P	Tu CP	We	Th	Fr	Sa	Su	Mo M&E	Tu F&G	We	Th	Fr	Sa	Su	Mo PL	Tu	We	Th	Fr	Sa	Su	Mo	Tu c	We	Th	Fr	Sa	
Oct	Su	Mo	Tu O&I	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo PL	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu
Nov	We	Th	Fr	Sa	Su	Mo M&E	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo PL	Tu F&G	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	
Dec	Fr	Sa	Su	Mo	Tu c	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
2024																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo PL	Tu F&G	We O&I	Th	Fr	Sa	Su	Mo M&E	Tu CP	We	Th	Fr	Sa	Su	Mo	Tu	We
Feb	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo PL	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th		
Mar	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo F&G	Tu O&I	We CP	Th	Fr	Sa	Su	Mo PL	Tu M&E	We	Th	Fr	Sa	Su	Mo	Tu c	We	Th	Fr	Sa	Su
Apr	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We APM	Th	Fr	Sa	Su	Mo PL	Tu	We	Th	Fr	Sa	Su	Mo F&G	Tu	

School Holidays
Bank Holidays
Town Council
Personnel
Finance & Governance
Planning
Marketing & Events
Operation & Improvements
Community Plan

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CREWE
TOWN COUNCIL

Annual Report 2022/23

Welcome from the Mayor of Crewe



This civic year has seen a slow return to something more recognisable in terms of emergence from Covid restrictions and the opportunity to spend more time together and time to get to know more about those we share our community with.

I have been very lucky to have been able to meet so many encouraging and inspiring people in our community over the past year in my time as Mayor. Whilst they are all highlights, some of the occasions I have enjoyed sharing include the opportunities to get to know new people in our community.

I walk through the town centre on most days and have been excited by the new events and projects, including the new Makers Market that has recently come to town.



It was great to see so many stalls and people in the town centre again. The stalls were selling so many interesting and unusual things and I was pleased to hear from the traders and businesses that they had enjoyed good trading days.

I hope that the market will help draw people in to the town and support the businesses through challenging trading times.

I have also been very lucky to have been invited to a number of special occasions at the Market Hall.

This wonderfully refurbished facility in the heart of the town centre provides excellent food and drink options as well as community activities and evening entertainment.

The Market Hall has had a transformative effect on the perception of Crewe and demonstrates that the town rightly has ambition and culture in spades. There is so much going on at the Market Hall, it's hard to find a day when there is not something new to enjoy there.



Welcome from the Mayor of Crewe



One of the sad but important honours a Mayor has in their term is representing the town at acts of remembrance and commemoration.

In this civic year the town came together in large numbers, as we usually do, at Memorial Square to mark Remembrance Sunday, but other commemorations were marked, including the Falklands War.

We work closely with our friends at the Royal British Legion on all these occasions and I want to thank them and all the other veteran representative organisations that make sure that we take the time to recognise the sacrifices made by those who have served.



The town council is working hard to build engagement with and interest in the town's heritage and to try to protect it and recognise those who have made their mark on the town. In doing this, we have been working with heritage groups in Crewe to identify suitable sites and individuals to be represented and recognised with an official heritage plaque.

There are plans for more plaques to be installed and unveiled and I look forward to finding out more about them as time goes on.



Much of what we do is done in co-operation and partnership with the community groups and charities operating in the town.

Through the community Grants Scheme I have been privileged to visit a number of groups working with residents with wide-ranging interests and support needs. These include projects to support those living with disabilities and mobility issues as well as the most vulnerable in our community.

We also look to provide opportunities for activity and fellowship, including providing free physical activities in the pocket parks that encourage people of all ages to come together and join in.



The Community Plan

The Community Plan Committee oversees the work of community development and engagement from Crewe Town Council. The work has developed to be as far reaching and engaging as possible, with the council seeking to build a sustainable third sector and community response to the needs and aims of the community. Examples of the work carried out in 2022/23 include:

- Foodbank Support: We have supported St Paul's and Chance Changing Lives by contributing £5000 to provide foodbank services in Crewe, supporting those with the greatest need at a time of significant challenge to the cost of living.
- Twinning: We have worked with CANTA to support the upcoming visits from our twinned towns.

- Tree of Light: The annual Tree of Light service was delivered on 2nd December last year. The event was very well attended and 1000 stars were hung on the Tree in memory of loved ones.



- Royal British Legion – Crewe Branch: providing funding and support to the RBL – Crewe Branch to support the sustainability and the development of the organisation and its services to those who have served.
- Cheshire Police – Bike light project - Crewe Town Council funded the purchase of bike lights to be given to those who find that affording lights is an issue.
- Winter provision – In response to the cost of living crisis that was faced by many this winter, Crewe Town Council created a Winter response Fund to support 5 key community groups with their projects which were especially created to support people experiencing extreme hardship in these challenging times.



- Defibrillators - Phase 1 of our defibrillator project saw 5 defibs fitted in the town. Work continues into the coming year with Phase 2.

- Idling signs - Schools - We allocated funding to provide 50 (no Idling – clean air) signs to primary schools across Crewe. The signs were installed by a local provider (assisted by Cllr Ben Wye) during the February half term.

- Remembrance Services - There were 2 services of commemoration on Memorial Square in association with RBL – Crewe Branch.



- Incredible Edible and Holiday Hunger projects - We have funded St Peter's / St Andrew's Church to deliver projects to support families challenged by the cost of living. From summer 2022, hot meals were offered alongside the usual sandwiches and overall, the services provided 48 meals and 96 hours of activities in the May half term; 130 meals and 520 hours of activities provided in the summer holiday; 29 meals and 116 hours of activities provided for children plus an

additional 12 meals provided for parents/carers at Christmas; and 87 meals and 217.5 hours of activities at the February half term.

- Friendship groups / Walking Groups to support mental health and wellbeing delivered by Wishing Well – we funded £1000 per group (x 2).

Child Safety Media – Crucial Crewe – we funded £2500 towards their event this financial year. Crucial Crewe is a multi-agency safety event aimed at Year 6 primary school children (10 to 11 year olds). It has been designed to provide children with life skills that will, in the future, help to keep themselves and others safe.



- Male Mental Health - We Mentell with £2500. The group operates from YMCA and our funding meant that they could operate weekly instead of fortnightly. Please see the Crewe element of their end users on the chart below.

- Pop up in the parks – Fitness and wellbeing sessions

We contributed £5000 to this very successful project which was delivered by Wishing Well:

50 Pop up sessions delivered in Crewe parks (Queen Street, Samuel Street, Derby Docks, Lansdowne Road & Westminster Street.

46 Volunteer hours completed

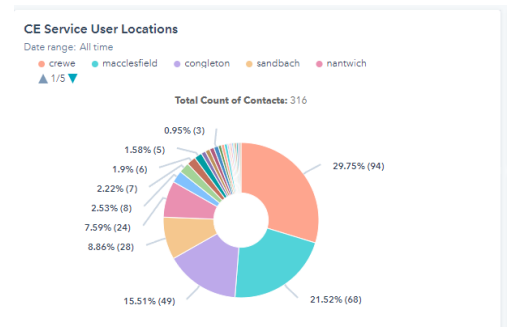
11 Volunteer placements provided

636 total participants of children (under 18)

64 parent / carer / grandparent attendances (over 18)

Total direct engagement 746

Jobs created / sustained 4



- Young people / Assisted adults Mental health We funded Barnies £2500 to support their ongoing work . Our funding helped enhance their garden area and increase sessions and face to face contact to those that are socially isolated.

- Dementia Friendly Crewe

We funded The Thursday Club £2500, they currently run sessions in Belong and The Caritas Centre to offer support to those living with dementia and their families.



Crewe Events

2022 saw the introduction of our new summer programme of events and activities for all and specifically for families.

The events were all free to access and delivered an action packed summer with lots of options available through out the summer break and at various accessible locations around the town.



We worked with Crewe Library to provide creative Lego sessions, drone coding, Mini Detective Clubs, rocket craft sessions, Mini Super Hero Mayhem, family tree workshops, reading sessions and science and gadget sessions.

At the Heritage Centre there were traditional games in giant sets (like jenga and chess), a visit from the Summer Lion, Bhangra dance workshops, face painting and story telling.

Creative Crewe provided themed arts and craft workshops throughout the summer break at Christ Church and there were street chalking workshops on Lyceum Square.



We focused some larger scale opportunities in Queen's



Park too. These included the Fabularium Big Top, Cheshire Wildlife workshops, dance and performance workshops, The Bubble Man and Story Telling.

The Christmas Lights Switch on took place on Saturday 26th November. It featured a main stage that hosted live entertainment and music throughout the day, hosted by The Cat Community Radio.

There were also colourful elf characters walking about, fair rides and Father Christmas' post box at Christ Church.



Hundreds of people enjoyed the switch on of the Christmas lights by Father Christmas on the main stage.

Planning

Crewe Town Council is not the planning authority but acts as a consultee for planning applications in Crewe.

Many planning applications are for small or minor alterations, such as small extensions to houses or changes in signage for businesses, but some are far more challenging and detailed and can be for larger developments of new housing estates or commercial developments.

The Planning Committee meets to review all the planning applications received from Cheshire East Council (the Planning Authority) and considers any responses submitted by members of the community or interested groups (such as highways and environmental health).

The Planning Committee has made many responses relating to proposals that relate to the creation of Houses of Multiple Occupancy (HMO) or similar high density units and retains a view that the development of HMOs should be strictly restricted in Crewe.

It is also a regular response of the committee that, where applications do not provide adequate parking, the committee objects to proposals that will lead to further on-street parking and congestion.

More positively, the committee as a matter of practice will seek that developments provide a net gain to biodiversity (such as providing nesting boxes, green corridors, additional planting) and also that sites should provide for sustainable energy production (such as solar panels).

The Planning Committee is also keen to reduce the impact of on-street waste on residents in Crewe and new developments should ensure that they provide for adequate bin storage away from the public realm.



Developments are also encouraged to provide adequate bike storage and larger developments are asked to consider active travel routes and recreational shared spaces.

Crewe's Heritage

The development of Crewe's heritage has focussed on three key areas:

- Improving its visibility
- Building community ownership and
- Protecting heritage assets

This is in line with delivering the Heritage Strategy for Crewe which seeks to celebrate, promote and protect Crewe's unique history and heritage for the future.

Making Heritage Visible

Building on the first year's activity, heritage development has focussed on surfacing a range of stories relating to Crewe's past. The primary emerging heritage narrative is the development of Crewe as an engineering town. This understanding will be developed over the next year to hone the specific, unique elements which support placemaking and local pride.

To improve visibility of heritage we have:

- Provided seven learning resource packs exploring the lives of individuals from throughout Crewe's history. All were well received by schools and community groups and have led to the commissioning of a further three packs which respond to requests from residents. These will be available from September.
- Launched the town's plaque scheme. The first blue plaque to Crewe's first mayor, James Atkinson, and a red plaque commemorating Crewe Works' Narrow Gauge Railway were unveiled in July. We also commissioned two more plaques to Ada Nield Chew and Wilmot Welch which are now in development.
- Installed a display in the Market Hall about the history of the space.
- Supported the digitisation of 565 images from the Albert Hunn Photographic Collection which features Crewe in the 1950s, 60s and 70s. The images are now being uploaded to the Cheshire Image Bank to ensure public access. Some of the images will also feature on shop window vinyls as part of the Renewing the High Street Towns Fund project.
- Commissioned an exhibition to celebrate the 180th anniversary of the Grand Junction Railway's engineering works moving to Crewe. The exhibition will focus on how the town grew up around Crewe Works and the impact Crewe had on the world. The exhibition will begin in July and content is under development. It will be supported by heritage trails, a schools' workshop and programming throughout the summer.
- Maintained a social media presence including spotlights on special interest groups, promotion of heritage activity within the town and highlighting stories from Crewe's history. The posts have generated consistently high engagement.



- Supported Cheshire East Council with heritage understanding for regeneration projects including the Valley Brook, Mill Street Corridor, Bus Station and Renewing the High Street.



Building Community

Agenda Item 22

Delivering the ambition of the Heritage Strategy for Crewe, relies heavily on the community and special interest groups.

To improve networks, build partnerships and raise heritage profile we have:

- Delivered the town's first coordinated Heritage Open Days offer. The festival which ran from 9 to 16 September included 12 events with 15 organisations taking part. Planning for this year's festival is underway with 12 confirmed events and a further 20 in development with over 30 organisations involved.
- Met with over forty community organisations and heritage professionals offering support, advice and exploring collaborative working.
- Contributed to the development of the Local Cultural Education Partnership, the Cultural Strategy Group and the Museums of Cheshire professional network.

Protecting Heritage Assets

The focus for protecting heritage assets has been to move from a reactive to a more proactive position.

To achieve this, we have:

- Worked with the community to gather nominations for the Local List. Over 130 nominations were received resulting in 35 new additions to the Local Heritage Asset Register. Scoring of assets is now underway to support nominations.
- Completed the Architectural Heritage Fund supported award to develop Christ Church. The project has secured the transfer of Christ Church for use as a community and enterprise centre. It has also enabled valuable insight into sustainable propositions for the building and supported event delivery within the space.
- Worked with the Crewe Heritage Centre trustees to begin to realise the potential of the town's current heritage asset. Areas of development have included:
 - o Volunteer management policy and practice
 - o Recruitment of new trustees
 - o Negotiation of lease arrangements
 - o Financial practice
 - o Reviews of health and safety and workforce practice
 - o Safeguarding practice
 - o Collections Care including development of appropriate stores and object information
 - o Review of meeting and decision making structures
- Supported the Railway Cottages Residents Association to complete the restoration of the gates and lampposts. We also commissioned the development of a Conservation Management Plan to inform sympathetic development of the cottages that will enhance heritage value.
- Delivered 12 Heritage Impact Assessments to support the Planning Committee and successfully objected to the demolition of Gatefield House on the grounds of heritage value to the town.
- Secured funding to develop proposals for a Conservation Area within the town.



Operations & Improvements

The Operations & Improvements Committee oversees a large number of practical services and interventions delivered by the council, including those projects we are working in partnership with Cheshire East and other stakeholders.

The Cleaner Crewe Project has been running for 2 years now and seeks to identify key areas for on street waste and flytipping and progress investigations to enforce against those responsible. Additionally, the project works with residents backing on to alley ways to try and improve the shared alleys and reduce ongoing anti-social behaviour and fly tipping by making the alleys a space that the residents enjoy spending time in.

We work closely with Cheshire East Council with regard to the regeneration projects they are delivering in Crewe, seeking to provide representation on behalf of Crewe's community. Currently Cheshire East is working on a number of projects in the town and we have been supporting a number of these, including the Valley Brook Project, Lyceum Square improvements, and the Pocket Parks project.

Crewe Town Council has instigated the work to engage town centre businesses in considering if a Business Improvement District (BID) would be of benefit for Crewe and if so, what would it deliver and where would it cover. A BID is a business-led organisation that delivers additional services within its defined area (eg a town centre) to support businesses and improve the area. At this time, the BID steering group is looking at a draft business plan to send out to businesses in the suggested BID area to consult on whether this is something they would support.

One of the council's most visible services is the Town Ranger Service, which responds to issues in the public realm, such as litter, fly tipping, graffiti and clearing overgrowth. Made up of 4 rangers working out of 2 vans, the ranger service responds to tasks identified by residents, businesses, councillors and their own observations as they work around the town.

The committee also oversees the decorative public realm planting and seasonal baskets as well as finding opportunities for sustainable planting projects to support biodiversity as well as make the town more attractive.

This year, the committee directed officers to carry out town centre public furniture refurbishments, which saw seating, signage and planters repainted and repaired, adding some colour and brightness to the town centre.

The committee also led the refurbishment of the play area at Lansdowne Road, which received £100,000 investment in play equipment. This is part of an ongoing commitment to refurbish a play area each year in the town to try and bring play equipment up to the highest standard possible. The 2022/23 allocation of funding will be focused on Frank Webb Avenue play area and this project will be completed this summer.

Communications

Over the last twelve months, Crewe Town Council has continued to work hard to increase engagement with its local community through a range of methods.

In line with many organisations, our main focus is on digital engagement as it is the most accessible form of communication and allows for regular updating and issuing of information. However, the council also uses traditional printed media to seek to ensure that information is accessible to as many as possible and particularly those not on line. This includes the production of leaflets, distributed to places that are well attended by many in the community (eg the Lifestyle Centre, Market Hall, doctors' surgeries and the Market Centre) as well as distributed to schools to be included in "bag drops" so that the information goes home with the school children.

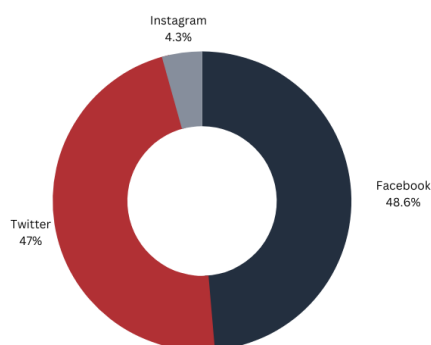
We also provide press releases and information for local media, including business publications (South Cheshire Chamber of Commerce) and all of our meetings are recorded and shared on youtube to make them accessible to as many as possible.

Through the year we have aimed to improve engagement through projects and one or two of the highlights include:

- An original video celebrating the Queen's Platinum Jubilee which gained over 7,000 views
- Nearly 800 new Facebook followers (total 4,519)
- 136 new Instagram followers (total 403)
- 80 new Twitter followers (total 4,372)
- A marked increase in engagement and interaction with followers on Facebook over the past 12 months
- 25 press releases issued
- Website reviewed to improve the navigation experience

CREWE TOWN COUNCIL COMMUNICATIONS

2022 - 23



Breakdown of Crewe Town Council social media subscribers



www.crewetowncouncil.gov.uk
Tel: 01270 756975

2022/23 Accounts

Crewe Town Council Current Year

Detailed Income & Expenditure by Budget Heading 31/03/2023

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Payroll								
4000 Salaries & Wages	17,238	227,348	216,478	(10,870)		(10,870)	105.0%	
4005 Tax & NI	1,717	23,438	21,430	(2,008)		(2,008)	109.4%	
4010 Pension Contributions	3,896	51,227	48,924	(2,303)		(2,303)	104.7%	
4101 Accountancy Fees	870	870	1,000	130		130	87.0%	
4282 Heritage Support	0	0	18,000	18,000		18,000	0.0%	
Payroll :- Indirect Expenditure	23,721	302,883	305,832	2,949	0	2,949	99.0%	0
Net Expenditure	(23,721)	(302,883)	(305,832)	(2,949)				
203 Borrowing (PWLB)								
4046 Loan Repayments	0	14,433	14,700	267		267	98.2%	
Borrowing (PWLB) :- Indirect Expenditure	0	14,433	14,700	267	0	267	98.2%	0
Net Expenditure	0	(14,433)	(14,700)	(267)				
205 Administration								
1880 Interest (CCLA)	4,364	29,300	200	(29,100)			14649.9	
1900 Precept	0	1,205,008	1,205,008	0			100.0%	
1999 Miscellaneous Income	0	0	2,000	2,000			0.0%	
Administration :- Income	4,364	1,234,308	1,207,208	(27,100)			102.2%	0
4016 Bank Charges (Co-op)	55	867	450	(417)		(417)	192.7%	
4025 Employee Training	0	598	2,000	1,402		1,402	29.9%	
4030 Employee Travel/Subsistence	0	340	2,500	2,160		2,160	13.6%	
4060 Refreshments/Catering	28	134	400	266		266	33.6%	
4100 Audit Fees	0	3,085	3,000	(85)		(85)	102.8%	
4101 Accountancy Fees	(870)	2,500	3,250	750		750	76.9%	
4105 Legal & Professional Fees	0	1,515	1,000	(515)		(515)	151.5%	
4110 Insurance	0	4,574	5,000	426		426	91.5%	
4111 Subscriptions	13	5,436	5,250	(186)		(186)	103.5%	
4112 Postage	0	0	400	400		400	0.0%	
4115 Stationery	143	861	900	39		39	95.7%	
4116 Printing	473	2,319	3,000	681		681	77.3%	
4117 Cleaning	152	1,275	1,900	625		625	67.1%	
4120 Computer Equipment/Software	653	3,834	4,000	166		166	95.8%	
4123 Website	0	500	500	0		0	100.0%	
4125 Advertising/Publicity	0	756	1,000	244		244	75.6%	
4130 Telephones	306	3,770	3,500	(270)		(270)	107.7%	
4155 Room Hire Costs	0	348	1,500	1,152		1,152	23.2%	
4160 Utilities	(47)	0	0	0		0	0.0%	

Crewe Town Council Current Year

Detailed Income & Expenditure by Budget Heading 31/03/2023

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4170 Equipment Purchase/Repair/Hire	1,230	3,683	4,000	317		317	92.1%	
4175 Clothing/PPE	0	299	500	201		201	59.7%	
4183 Contractors - Professional	0	7,145	6,000	(1,145)		(1,145)	119.1%	
4300 Election Costs	0	0	5,000	5,000		5,000	0.0%	
4998 Strategic Allowance	30	28,384	26,000	(2,384)		(2,384)	109.2%	
Administration :- Indirect Expenditure	<u>2,167</u>	<u>72,222</u>	<u>81,050</u>	<u>8,828</u>	<u>0</u>	<u>8,828</u>	<u>89.1%</u>	<u>0</u>
Net Income over Expenditure	<u>2,196</u>	<u>1,162,085</u>	<u>1,126,158</u>	<u>(35,927)</u>				
<u>206 Accomodation</u>								
4160 Utilities	270	4,008	2,500	(1,508)		(1,508)	160.3%	
4181 Contractors - Services	608	5,550	5,000	(550)		(550)	111.0%	
4992 Sinking Fund	0	5,055	1,000	(4,055)		(4,055)	505.5%	5,000
Accomodation :- Indirect Expenditure	<u>878</u>	<u>14,614</u>	<u>8,500</u>	<u>(6,114)</u>	<u>0</u>	<u>(6,114)</u>	<u>171.9%</u>	<u>5,000</u>
Net Expenditure	<u>(878)</u>	<u>(14,614)</u>	<u>(8,500)</u>	<u>6,114</u>				
6001 plus Transfer From EM Reserves	0	5,000						
Movement to/(from) Gen Reserve	<u>(878)</u>	<u>(9,614)</u>						
<u>210 Civic Costs</u>								
4050 Mayor's Allowance	0	829	2,500	1,671		1,671	33.1%	
4060 Refreshments/Catering	0	225	1,000	775		775	22.5%	
4155 Room Hire Costs	348	348	1,000	652		652	34.8%	
4999 Civic Expenses	819	1,108	1,000	(108)		(108)	110.8%	
Civic Costs :- Indirect Expenditure	<u>1,167</u>	<u>2,510</u>	<u>5,500</u>	<u>2,990</u>	<u>0</u>	<u>2,990</u>	<u>45.6%</u>	<u>0</u>
Net Expenditure	<u>(1,167)</u>	<u>(2,510)</u>	<u>(5,500)</u>	<u>(2,990)</u>				
<u>215 Members' Costs</u>								
4035 Member Training	0	305	500	195		195	61.0%	
4040 Member Travel/Subsistence	0	0	500	500		500	0.0%	
Members' Costs :- Indirect Expenditure	<u>0</u>	<u>305</u>	<u>1,000</u>	<u>695</u>	<u>0</u>	<u>695</u>	<u>30.5%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(305)</u>	<u>(1,000)</u>	<u>(695)</u>				
<u>300 Grants</u>								
4260 Grants Scheme	15,818	63,795	50,000	(13,795)		(13,795)	127.6%	19,148
Grants :- Indirect Expenditure	<u>15,818</u>	<u>63,795</u>	<u>50,000</u>	<u>(13,795)</u>	<u>0</u>	<u>(13,795)</u>	<u>127.6%</u>	<u>19,148</u>
Net Expenditure	<u>(15,818)</u>	<u>(63,795)</u>	<u>(50,000)</u>	<u>13,795</u>				
6001 plus Transfer From EM Reserves	0	19,148						
Movement to/(from) Gen Reserve	<u>(15,818)</u>	<u>(44,647)</u>						

17/04/2023

Crewe Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
307 Town Centre Maintenance								
4170 Equipment Purchase/Repair/Hire	146	6,452	8,000	1,549		1,549	80.6%	
4180 CCTV	0	32,160	34,500	2,340		2,340	93.2%	
4184 Rangers Service	89	135,717	170,426	34,709		34,709	79.6%	
4186 Regeneration Projects	680	11,968	16,000	4,032		4,032	74.8%	3,480
4188 Enforcement Officer	0	16,949	31,200	14,251		14,251	54.3%	
Town Centre Maintenance :- Indirect Expenditure	915	203,246	260,126	56,880	0	56,880	78.1%	3,480
Net Expenditure	(915)	(203,246)	(260,126)	(56,880)				
6001 plus Transfer From EM Reserves	0	3,480						
6000 less Transfer to EM Reserve	61,040	61,040						
Movement to/(from) Gen Reserve	(61,955)	(260,805)						
310 Floral Schemes								
4181 Contractors - Services	127	32,070	35,000	2,930		2,930	91.6%	
Floral Schemes :- Indirect Expenditure	127	32,070	35,000	2,930	0	2,930	91.6%	0
Net Expenditure	(127)	(32,070)	(35,000)	(2,930)				
320 Parks and Allotments								
4102 Volunteer Support	0	251	1,000	749		749	25.1%	
4179 Play Area Improvement Scheme	2,000	22,657	100,000	77,343		77,343	22.7%	20,657
4420 Parks & Allotments	0	1,600	0	(1,600)		(1,600)	0.0%	1,600
Parks and Allotments :- Indirect Expenditure	2,000	24,508	101,000	76,492	0	76,492	24.3%	22,257
Net Expenditure	(2,000)	(24,508)	(101,000)	(76,492)				
6001 plus Transfer From EM Reserves	0	22,257						
6000 less Transfer to EM Reserve	100,749	100,910						
Movement to/(from) Gen Reserve	(102,749)	(103,162)						
350 Events								
4252 Remembrance	0	5,992	5,000	(992)		(992)	119.8%	
4255 Events	0	199	0	(199)		(199)	0.0%	199
4258 Heritage Activities	0	207	0	(207)		(207)	0.0%	207
4259 Community Events	0	42,522	29,000	(13,522)		(13,522)	146.6%	13,471
4271 Event Matching Fund	2,775	2,775	10,000	7,225		7,225	27.8%	
Events :- Indirect Expenditure	2,775	51,694	44,000	(7,694)	0	(7,694)	117.5%	13,876
Net Expenditure	(2,775)	(51,694)	(44,000)	7,694				
6001 plus Transfer From EM Reserves	0	13,876						
Movement to/(from) Gen Reserve	(2,775)	(37,818)						

Crewe Town Council Current Year

Detailed Income & Expenditure by Budget Heading 31/03/2023

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
352 Christmas Programme								
4274 Lumen	0	11,250	60,000	48,750		48,750	18.8%	
4275 Infrastructure (Christmas)	(50)	51,127	60,000	8,873		8,873	85.2%	
4287 Christmas Activities	0	20,757	20,000	(757)		(757)	103.8%	
4992 Sinking Fund	0	0	20,000	20,000		20,000	0.0%	
Christmas Programme :- Indirect Expenditure	(50)	83,134	160,000	76,866	0	76,866	52.0%	0
Net Expenditure	50	(83,134)	(160,000)	(76,866)				
6000 less Transfer to EM Reserve	48,750	48,750						
Movement to/(from) Gen Reserve	(48,700)	(131,884)						
460 M&E Projects								
4288 Event Seed Funding/Income Gene	508	1,008	29,000	27,992		27,992	3.5%	
M&E Projects :- Indirect Expenditure	508	1,008	29,000	27,992	0	27,992	3.5%	0
Net Expenditure	(508)	(1,008)	(29,000)	(27,992)				
6000 less Transfer to EM Reserve	24,676	24,676						
Movement to/(from) Gen Reserve	(25,184)	(25,684)						
465 O&I Projects								
1310 Grants Received	0	38,889	0	(38,889)			0.0%	
O&I Projects :- Income	0	38,889	0	(38,889)				0
4277 Christ Church Project	0	0	3,000	3,000		3,000	0.0%	
4281 Heritage Working Group	(2,000)	(2,000)	0	2,000		2,000	0.0%	
O&I Projects :- Indirect Expenditure	(2,000)	(2,000)	3,000	5,000	0	5,000	(66.7%)	0
Net Income over Expenditure	2,000	40,889	(3,000)	(43,889)				
6000 less Transfer to EM Reserve	40,300	40,300						
Movement to/(from) Gen Reserve	(38,300)	589						
470 Community Plan								
4730 St Peters Community Developmen	0	3,536	5,000	1,464		1,464	70.7%	
4731 Sustaining Network	0	6,420	10,000	3,580		3,580	64.2%	
4754 Tree of Light	0	4,889	6,000	1,111		1,111	81.5%	
4767 Health and Wellbeing	0	12,425	13,500	1,075		1,075	92.0%	
4769 Social Isolation	0	18,815	10,500	(8,315)		(8,315)	179.2%	8,315
4770 Winter Response	0	10,150	16,000	5,850		5,850	63.4%	
Community Plan :- Indirect Expenditure	0	56,235	61,000	4,765	0	4,765	92.2%	8,315
Net Expenditure	0	(56,235)	(61,000)	(4,765)				
6001 plus Transfer From EM Reserves	0	8,315						
6000 less Transfer to EM Reserve	10,850	10,850						

Crewe Town Council Current Year

Detailed Income & Expenditure by Budget Heading 31/03/2023

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(10,850)	(58,770)						
473 Town Promotion								
1310 Grants Received	0	10,000	0	(10,000)			0.0%	
Town Promotion :- Income	0	10,000	0	(10,000)				0
4281 Heritage Working Group	0	80	10,000	9,920	9,920	9,920	0.8%	
4721 Public Realm	502	12,120	31,500	19,380	19,380	19,380	38.5%	1,200
4725 TC Business Group & BID Feasib	16,796	16,796	0	(16,796)	(16,796)	(16,796)	0.0%	16,796
4726 Town Centre Lighting	0	0	6,000	6,000	6,000	6,000	0.0%	
4764 Food activities	0	504	0	(504)	(504)	(504)	0.0%	504
4991 Town Board Website	0	470	0	(470)	(470)	(470)	0.0%	470
Town Promotion :- Indirect Expenditure	17,298	29,970	47,500	17,530	0	17,530	63.1%	18,970
Net Income over Expenditure	(17,298)	(19,970)	(47,500)	(27,530)				
6001 plus Transfer From EM Reserves	16,796	18,970						
6000 less Transfer to EM Reserve	29,000	29,000						
Movement to/(from) Gen Reserve	(29,502)	(30,000)						
474 CP Projects								
4755 Heritage Strat	0	500	0	(500)	(500)	(500)	0.0%	500
CP Projects :- Indirect Expenditure	0	500	0	(500)	0	(500)		500
Net Expenditure	0	(500)	0	500				
6001 plus Transfer From EM Reserves	0	500						
Movement to/(from) Gen Reserve	0	0						
Grand Totals:- Income	4,364	1,283,197	1,207,208	(75,989)			106.3%	
Expenditure	65,326	951,127	1,207,208	256,081	0	256,081	78.8%	
Net Income over Expenditure	(60,962)	332,070	0	(332,070)				
plus Transfer From EM Reserves	16,796	91,546						
less Transfer to EM Reserve	315,365	315,526						
Movement to/(from) Gen Reserve	(359,531)	108,090						