

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

T: 01270 756975
www.crewetowncouncil.gov.uk



CREWE
TOWN COUNCIL

Date: 19th March 2024

To: Members of Crewe Town Council

Dear Councillor,

You are summoned to attend the meeting of the Crewe Town Council to be held at **7:00pm on Tuesday 26th March 2024**. The meeting will be held at the **town council offices, 1, Chantry Court, Crewe, CW1 2DL**.

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

AGENDA

- 1.** To receive and consider apologies for absence and dispensation
- 2.** To note declarations of Members' interests
- 3.** To confirm and sign the minutes of the Crewe Town Council Meeting held on 5th December 2023
- 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. Any member of the public wishing to participate should email support@crewetowncouncil.gov.uk by 3.00 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 and you are asked to consider if you might be able to access the meeting virtually in consideration of available space available. Please feel free to contact the office to discuss this in more detail if you would like to.

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

Chair: Councillor Jill Rhodes

Meeting held: 16th January and 11th March (*draft minutes attached*);

Items for consideration:

- i. That the following reviewed policies, within the rolling governance review, are recommended to council for adoption:
Quality Policy; CIL Policy; Risk Management Policy; Information & Data protection Policy; Mayor's Allowance Scheme.
- ii. That the interim internal audit is recommended to council for approval
- iii. That the Financial Regulation and Financial & Corporate Risk Assessment as reviewed and amended are recommended to council for adoption
- iv. That the reviewed Ear Marked Reserves (EMR) for 2024/25 are approved as recommended by the committee

B. Committee: Operations and Improvement

Chair: Councillor Jamie Messent

Meetings held: 17th January and 12th March (*minutes and draft minutes attached*)

Items for consideration:

- i. That the funding of the Successful Business Improvement District (BID) development and delivery project is not clawed back from the new Crewe BID, to be used by the BID for its ongoing delivery and development and providing recognition of Crewe Town Council as the sponsor of the BID.
- ii. That both 2023/4 and 2024/5 Park Improvements budget (4179 320) are allocated to an improvement works scheme at Brookhouse Road Park (Pebble Brook Park), with any residual budget to be allocated to other park improvements.
- iii. To allocate £5000 from Budget Regeneration Projects for the 'Keep on Keeping On' project from Regeneration Projects to EMR pending arts council confirmation.
- iv. The residual Public Realm funding 23/24 be allocated to EMR for decorative lighting enhancements in the town centre.
- v. That Council contracts ANSA to provide a Play Park and Spaces Maintenance Officer
- vi. That the officer is appropriately resourced with vehicle, tools and some budget for repairs.
- vii. That the provision is contracted for 10 years
- viii. That the funding for 2024/25 contract is provided from general reserve (plus initial equipment from 4170 307)
- ix. That the budget setting process for future years includes for the onward delivery and addressing any learning.

C. Committee: Marketing and Events

Chair: Councillor Martin Edwards

Meetings held: 30th January and 19th March (*minutes and draft minutes attached*)

Items for consideration:

D. Committee: Planning

Chair: Councillor John Rhodes

Meetings held: 29th January, 12th February and 18th March (*Minutes & draft minutes attached*)

Items for consideration:

E. Committee: Community Plan

Chair: Councillor Dawn Clark

Meetings held: 23rd January and 5th March (*Minutes & draft minutes attached*)

Items for consideration:

None

F. Committee: Personnel (sub-committee)

Chair: Councillor Jill Rhodes

Meetings held: 11th March (*minutes & draft minutes attached*)

Items for consideration:

None

- 6.** To consider nominations for and approve:
 - i. Mayor of Crewe (elect) for the civic year 2024/25
 - ii. Deputy Mayor of Crewe (elect) for the civic year 2024/25
- 7.** To note any updates from members having attended external meetings
- 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 £268,078.04 and spend to date as shown in the attached reports (*attached*)
- 9.** To consider and approve a Business Delivery Plan for 2024/25 as recommended by committees within the approved budget and Ear Marked Reserves for 2024/25
- 10.** To consider the council's committee structure, associated governance and updated staffing structure.
- 11.** To approve the proposed meetings dates for the 2024/25 civic year (noting that committee meeting dates may change if required by individual committees)
- 12.** To note the proposed date of the next meeting of Crewe Town Council – The Annual Meeting of Council Tuesday 14th May 2024 at 7pm At the Crewe Municipal Building

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Agenda Item 3

Crewe Town Council: Full Council

Crewe Town Council

1 Chantry Court
Forge Street
Crewe Cheshire
CW12DL

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www.crewetowncouncil.gov.uk



CREWE
TOWN COUNCIL

MINUTES of the meeting of Crewe Town Council 05/12/2023

In attendance:

Cllr Joy Bratherton	Cllr Dawn Clark	Cllr Alan Coiley
Cllr Martin Edwards	Cllr Irene Faseyi	Cllr Sally Graham
Cllr Lena Hogben	Cllr Steve Hogben	Cllr Marilyn Houston
Cllr Toni Mortimer	Cllr Kevin Murray	Cllr Jill Rhodes
Cllr John Rhodes	Cllr Dennis Straine-Francis	Cllr Ben Wye
Cllr Simon Yates		

The meeting was opened with an update from the Mayor on their civic engagements and thanks for the support of the deputy mayor.

- CTC/23/4/1** To receive apologies for absence
Cllr Clair Chapman; Cllr Stuart MacKay; Cllr Jamie Messent; Cllr James Pratt
- CTC/23/4/2** To note declarations of Members' interests
Cllr Kevin Murray declared a non-pecuniary interest in agenda item 10
- CTC/23/4/3** To confirm and sign the minutes of the Crewe Town Council Meeting held on 26th September 2023
RESOLVED: That the minutes are approved as a true record of the meeting
- CTC/23/4/4** 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.

In response to correspondence received relating to safer cycling in Crewe the members commented:

That they feel more could be done to make active travel more accessible and in Crewe and that they continue to support investment in cycle safety and active travel infrastructure projects as well as engaging with the local policing unit to discourage cycling on pavements.

Agenda Item 3

CTC/23/4/5. To receive updates from Committee Chairs in relation to meetings held since the Crewe Town Council meeting on 26th September 2023:-

a) Committee: Finance and Governance

Chair: Cllr Jill Rhodes

Meeting held: 31st November 2023

RESOLVED:

That the reviewed governance documents (Bring Your Own device (BYOD) Policy, Child Protection & Vulnerable Persons Safeguarding Policy, Customer Care Policy & Complaints Code, Crewe Friendship & Twinning Policy, General Privacy Notice) are approved for adoption

b) Committee: Operations and Improvement

Chair: Cllr Jamie Messent

Meetings held: 3rd October 2023

Minutes noted

c) Committee: Marketing and Events

Chair: Cllr Martin Edwards

Meetings held: 6th November 2023

RESOLVED:

- i. That £20,000 allocation of 23/24 strategic events budget for bringing the Anti-Violence Bee to Crewe in May 2024 is approved.
- ii. That an allocation of £30,000 of 23/24 Strategic events budget is approved to sponsor bringing a soapbox derby to Crewe in July 2024 to celebrate Crewe day.

d) Committee: Planning

Chair: Cllr John Rhodes

Meetings held: 16th October & 20th November 2023

Noted

e) Committee: Community Plan

Chair: Cllr Dawn Clark

Meetings held: None

f) Committee: Personnel

Chair: Cllr Jill Rhodes

Meetings held: None

Agenda Item 3

6. To note any updates from members having attended external meetings
Cllr Rhodes provided a verbal update from the Crewe Town Board expressing that the board has been informed that projects are progressing; that the history centre project is consulting on the external wall artwork; and that the board received a presentation from Cheshire Police relating to their plans to relocate the central operation of the local policing unit out of the town centre.

Cllr Wye reported that he had attended Radio Stoke to promote Crewe and the Crewe Christmas Video.

7. To note, consider and approve payments between 1/09/2023 and 31/10/2023 as per governance to the value of £123,487.31, as recommended by the Finance & Governance Committee.

RESOLVED: That the spend of £123,487.31 is approved

8. To note the spend to date (to 31st October 2023) financial report
Noted

9. To consider the draft council budget and to set the precept requirement for financial year 2024/25, as recommended by the Finance & Governance Committee

RESOLVED: That the precept requirement of £1,330,554 and associated draft budget is approved

10. To note the UKSPF grants update and approve the associated spend, as recommended by the Finance & Governance Committee.

RESOLVED: That the UKSPF Grant award is accepted and the associated project delivery spend approved

11. Member Items

11.1 Cllr Simon Yates – Crewe Town Council’s role in town centre regeneration

RESOLVED:

- i. Recognise the need for the development of both a short term and a longer- term plan for the Town Centre to complement the investments that are already being implemented
- ii. Call upon Cheshire East Council and Crewe Town Board to join the Town Council, together with other stakeholders in determining a plan for Crewe
- iii. That the council will consider how its resources are applied in the 2024/25 Business Delivery Plan, which could improve the environment for Town Centre users and businesses in the meantime
- iv. That the clerk is directed to investigate the cost and resource requirements to create and deliver a master plan for Crewe and to engage with Cheshire East Council to progress a master plan for Crewe as a formal aspect of local planning and strategic development.

12. To note the date of the next meeting of Council – 26th March 2024

Meeting closed at 7.31pm

Chair – Cllr D Straine-Francis (Mayor)

Clerk – P Turner

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Agenda Item 5a

Crewe Town Council: Finance and Governance Committee

Crewe Town Council

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CREWE
TOWN COUNCIL

MINUTES of the meeting held 16/01/2024

In attendance: Cllr Dawn Clark Cllr Steve Hogben Cllr Toni Mortimer
Cllr Kevin Murray Cllr Jill Rhodes Cllr John Rhodes
Cllr Dennis Straine-Francis

- 1 To receive apologies for absence
Cllr Jamie Messent, Cllr Martin Edwards
- 2 To note declarations of Members' interests
None
- 3 To confirm and sign the Minutes of the Finance and Governance Committee meeting held on 21st November 2023
RESOLVED: That the minutes are approved as a true record of the meeting
- 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.

None
- 5 To review the year to date financial position and material variances for Crewe Town Council
Noted and the explanation of material variances received
- 6 To Consider and approve payments to date for recommendation to council between 01/11/2023 and 31/12/2023 To the value of £157,992.91
RESOLVED: That the payments to the value of £157,992.91 are approved for recommendation to council
- 7 To review the following Governance Documents as part of the Annual Governance Review Process:-
 - 7.1 Quality Policy
RESOLVED: That policy is reviewed and recommended to council
 - 7.2 CIL Allocation Policy
RESOLVED: That the policy is approved and recommended to council for adoption
 - 7.3 Risk Management Policy
RESOLVED: That policy is reviewed and recommended to council

Agenda Item 5a

7.4 Information & Data Protection Policy

RESOLVED: That policy is reviewed and recommended to council

7.5 Mayor's Allowance Scheme

RESOLVED: That policy is reviewed and recommended to council

- 8** To note the outcome of the budget setting process for 2024/25
- i. That the draft budget is noted
 - ii. That committee chairs are asked to steer their committee members to draft business delivery plans
 - iii. That this committee will review the draft corporate business delivery plan prior to recommendation to council in March 2024
- 9** To review the current committee structure and progress of the structural review
- RESOLVED:**
- i. That a draft structure, having been shared for greater engagement and consultation should be recommended to Council for adoption (implementation May 2024), subject to circulation of the amended committee Terms of Reference to all members for comment.
 - ii. That the amended Council and Committee Terms of Reference should be circulated to all members prior to recommendation to council for adoption (implementation May 2024)
 - iii. That the Personnel Sub-Committee is tasked with a review of affected role descriptions, proposed amendments and associated actions and consultations
- 10** To receive the interim internal audit for recommendation to council
- RESOLVED:** That the interim internal audit is approved and recommended to council
- 11** To consider tree management contract for capital assets
- RESOLVED:** That a 3 year contract is awarded on the basis of the received costings for inspection and reporting of sites, noting that any intervention works would be additional.
- 12** To note the proposed date of the next meeting Tuesday 11th March 2024 at 6pm.

Meeting closed at 6.43pm

Chair Cllr Jill Rhodes
Clerk P Turner

Agenda Item 5a

Crewe Town Council: Finance and Governance Committee

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CREWE
TOWN COUNCIL

MINUTES of the meeting held 11th March 2024

In attendance Cllr Dawn Clark
Cllr Jill Rhodes

Cllr Steve Hogben
Cllr John Rhodes

Cllr Kevin Murray
Cllr Dennis Straine-Francis

- 1 To receive apologies for absence
Cllrs Messent & Mortimer
- 2 To note declarations of Members' interests
None
- 3 To confirm and sign the Minutes of the Finance and Governance Committee meeting held on 16th January 2024
RESOLVED: That the minutes are approved as a true record of the meeting
- 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.

None
- 5 To review the year to date financial position and material variances for Crewe Town Council
Noted
- 6 To Consider and approve payments to date for recommendation to council between 01/01/2024 and 31/01/2024 To the value of £110,085.13
RESOLVED: That the payments are approved and recommended to council for ratification
- 7 To review the following Governance Documents as part of the Annual Governance Review Process:-
 - 7.1 Financial Regulations
RESOLVED: That the amendments are approved and recommended to council for ratification
 - 7.2 Corporate Risk Assessment
RESOLVED: That the amendments are approved and recommended to council for ratification
- 8 Asset Register review, retention and disposal
Noted

Agenda Item 5a

- 9** To Review the Ear Marked Reserves for 2024/25

RESOLVED: That the amendments are approved and recommended to council for ratification

- 10** To review the current committee structure and progress of the structural review, including Terms of Reference for council, committees and sub-committees in line with the Corporate Strategy.

RESOLVED:

- i. That a draft committee and governance structure, having been shared for greater engagement and consultation is recommended to Council for adoption (implementation May 2024)
- ii. That the amended Council and Committee Terms of Reference are approved for recommendation to council for adoption (implementation May 2024)
- iii. That the Personnel Sub-Committee is tasked with a review of affected role descriptions, proposed amendments and associated actions and to direct the clerk on engagement prior to final implementation (May 2024)

- 11** To confirm the civic meeting calendar for 2024/25

RESOLVED: That the civic meeting calendar for 2024/25 is approved

- 12** To note the proposed date of the next meeting Monday 29th April at 6pm.

Meeting ended 6.55pm

Chair Cllr Jill Rhodes
Clerk P Turner

CREWE TOWN COUNCIL QUALITY POLICY

Adopted by Council: 29th September 2020

Planned Review Date: ~~May 2023~~ March 2024

PURPOSE

Crewe Town Council believes that its commitment to continuous improvement will guarantee the success of the Council by fulfilling its strategic objectives and the needs and expectations of its residents, communities, businesses, clients, partners and other stakeholders.

The Council has developed its expertise and standards since its establishment and its aim is to achieve a high standard of service to the Town.

SCOPE

The Council's policy on Quality supports the Mission, Vision, strategic priorities and objectives contained in its Corporate Strategy, "Taking Crewe where it wants to be" which can also be viewed on our Website. It relates to all activities and processes developed and operating for quality control and management which have been underlined by the Council in a range of linked policies. It will also help ensure the Council operates in compliance with its Core Values, legal requirements and best practice.

POLICY

The Council is committed to seek Quality in all that they do by:-

- Developing and maintaining activities that are systematically planned, implemented, reviewed and evaluated.
- Increasing the Council's capacity by developing both Members and Staff and using external expertise where appropriate.
- Investing in technology and equipment which will increase efficiency.
- Working in partnership where it can add value.
- Building successful relationships with clients-residents and communities by ascertaining their respective needs and considering their wishes.
- Develop and achieve our commitments for quality, cost, and schedule.

The Council will seek recognition for its policy by:-

- Striving for excellent internal and external audit reports.
- Seeking to gain and then retain successive levels of the Local Council Awards Scheme.
- Remaining eligible to use the Power of General Competence.
- Operating through integrated quality management principles which incorporate continual assessment and can be externally assessed if appropriate.
- Publicly reporting performance.
- Undertaking satisfaction surveys on its services.
- Assessing business, financial and safety risks and managing in a way that lowers them to an acceptable level.
- Preparing and regularly reviewing a Business Continuity Plan.

The Councillors and Officers are responsible for quality control through the policies and procedures seeking improvement by constant review with suppliers and sub-contractors being encouraged to co-operate. The Council is committed to achieving customer satisfaction by the use of quality procedures

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CREWE TOWN COUNCIL
Community Infrastructure Levy Allocation Policy
Adopted by Council: 29th March 2024
Planned Review Date: May 2025

Introduction

1. This document details the governance arrangements in place at Crewe Town Council for the allocation and spending of the Community Infrastructure Levy (CIL)
2. Developers pay this levy to the Charging Authority (Cheshire East Council) which passes 15% of CIL receipts to the Town Council, this is known as the Neighbourhood Portion. This needs to be spent on locally determined infrastructure in areas where development takes place. This will rise to 25% should the Council have an adopted Neighbourhood Plan in place.

Background

3. Cheshire East Council Council approved the introduction of the Community Infrastructure Levy (CIL) in 2019 and started charging 1st March 2019. CIL is now paid to Cheshire East Council by developers after their planning permissions are implemented. Since CIL was implemented, it has become the only significant means by which Cheshire East Council is able to collect and pool developer contributions to deliver infrastructure improvements.
4. CIL is governed by the CIL Regulations 2010 (amended). From 1 April 2019, Cheshire East Council became the charging authority for the borough and administers the Charging Schedules for the Crewe area.
5. CIL is just one funding stream that can be used, in conjunction with others, to fund projects. Alongside CIL, S106 obligations will still exist, but generally as one-off agreements to mitigate the impacts of larger developments and to secure on-site developer requirements, such as the provision of affordable housing.

What can CTC fund with its portion of CIL

6. CIL can only be spent on funding infrastructure in the Town Council's local area, and allocations must demonstrate consultation with the local community. The Town Council must use CIL money to support the development of the local council's area, by funding:
 - the provision, improvement, replacement, operation or maintenance of infrastructure; or
 - anything else that is concerned with addressing the demands that development places on an area.
7. Typically, there are three broad categories of infrastructure:
 - Social infrastructure: e.g. art and culture, sports halls, education, health, social care, emergency services, community centres, village halls
 - Physical infrastructure: e.g. pavements, cycleways, flood defences, highways, transport links
 - Green infrastructure: e.g. play areas, public open space, woodlands

8. The Town Council must be able to demonstrate that it is using CIL in consultation with residents to develop projects for funding that contribute to the infrastructure priorities in the area.
9. The Town Council should spend its local CIL monies within five years of receipt. Where money is not used to support the development of the area within five years of receipt, or is used for other purposes, the CIL Regulations give the Local Authority the power to recover those funds. This is to ensure that money is spent effectively to the benefit of the local community.
10. The Town Council is required to produce a publicly available annual report on how much CIL money we have received and how much has been spent. This will include a list of all the projects funded through CIL and an itemised cost for each one.

How CTC will allocate CIL

11. Councillors can request CIL funding using the form in the appendix. Councillors are requested to speak with officers prior to submitting the form for guidance and assistance.
12. Completed form will go through the Finance and Governance Committee, for recommendation to Full Council where the request is in excess of £10,000, who will determine the application. In cases where funding is required urgently or for major, strategic projects with implications across the Council, an application could be sent to Full Council directly.
13. This process will be reviewed on an annual basis to consider its ongoing effectiveness for distributing Crewe CIL monies.

Appendix - Crewe Town Council - CIL Neighbourhood Portion Bid Form

Applicant Details:	
Cllr name	
Project Details:	
Brief description of project:	
What area will the project cover?	
What communities will benefit from the allocation?	
Briefly describe how the scheme will support and benefit the development of your local area by funding either: a) the provision, improvement, replacement, operation or maintenance of infrastructure; or b) anything else that is concerned with addressing the demands that development places on an area:	
Please confirm which of the Councils priorities this project contributes to: <input type="checkbox"/> Improve the wellbeing of the people of Crewe. <input type="checkbox"/> Manage the Council's assets and resources responsibly and transparently. <input type="checkbox"/> Manage the Council's services effectively to meet the needs of the communities we serve. <input type="checkbox"/> Work to become greener and cleaner in our activities as well as supporting our communities and partners to be as green as possible. <input type="checkbox"/> Work with partners to deliver our core values and strategy.	
Community Support:	
How do you know that the community want this? Please detail any consultation that has taken place or is needed.	

Is this proposal supported by local Ward Councillors representing the area where the project will be located? If yes, please provide confirmation below:	
In addition to any Ward Councillor support, please provide confirmation of other local community support for the project:	
Project Cost (including VAT):	
Total project cost	£
What is the cost breakdown i.e. to show expected budget lines on salaries (plus employer national insurance and pension contributions), overheads, marketing, building works, maintenance, equipment hire, feasibility etc.	
Total external funding secured:	£
Total CIL funds sought:	£
Delivery Details:	
If this is a new project, has a PID/Committee Report been agreed by the Council? Y/N	
If yes, please give details	
If a PID/Committee Report has not been agreed by the Council, please confirm that you have contacted an officer to discuss and please detail any relevant information below e.g. who is preparing the PID and what timescales are involved.	
Does this link to any existing Council projects? Y/N	
If yes, please give the details:	
Additional Information:	
Please detail any additional information that you feel may be helpful to this application.	

CREWE TOWN COUNCIL RISK MANAGEMENT SCHEME

Adopted by Council: 3rd March 2020

Review Date: March 2024

Introduction

This document sets out the framework on which risk management processes at Crewe Town Council are based. This framework should assist in ensuring that a consistent approach is taken across the Council for the identification, assessment and evaluation of risks, and for ensuring that actions are proportionate to identified risks, thereby efficiently and effectively utilising resources and maintaining a balance between risks and controls. Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

Risk Management

Risk – ‘Risk is the combination of the probability of an event and its consequence. Consequences can range from positive to negative’.

Risk Management - ‘Process which aims to help organisations understand, evaluate and take action on all their risks with a view to increasing the probability of success and reducing the likelihood of failure.’
[Institute of Risk Management (IRM)]

Risk management is an essential feature of good management and applies to all aspects of the Council’s business.

There is an Audit requirement under the Accounts and Audit (England) Regulations 2015 s.3 to establish and maintain a systematic strategy, framework and process for managing risk. Risks and their control will be collated in a Risk Register. A statement about the system of internal control and the management of risk will be included as part of the Annual Statement of Accounts and summarised in the Council’s Business Plan.

Implementing the strategy involves identifying, analysing/prioritising, managing and monitoring risks.

Risks Types

Strategic Risk

Long-term adverse impacts from poor decision-making or poor implementation. Risks causing damage to the reputation of the Council, loss of public confidence, or in a worse case statutory intervention.

Compliance Risk

Failure to comply with legislation, or laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, inability to enforce contracts etc.

Financial Risk

Fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council tax precept levels/impact on Council reserves.

Operating Risk

Failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

Not all these risks are insurable and for some the premiums may not be cost-effective. Even where insurance is available, money may not be an adequate recompense. The emphasis should always be on eliminating or minimising risk. Risk can be connected to opportunities as well as potential threats.

Risk Identification

Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis

Identified risks need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences.

Risk Prioritisation

An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Low (1), Medium (2) and High (3). The scores for both impact and likelihood are scored in this manner. Risks scoring 6 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:-

Tolerate

Documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk;

Treat

Loss control measures are implemented to reduce the impact/likelihood of the risk occurring;

Transfer

The financial impact is passed to a third party or by way of insurance. This is good for mitigating financial risks or risks to assets;

Terminate

The circumstances from which the risk arises are ceased so that the risk no longer exists;

Risk Register

Details on the impact and likelihood matrix are included below. A summary is carried forward in to the annual Business Plan. Health and Safety risks are assessed in a similar manner but are assessed, recorded and managed separately.

Risk Monitoring

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

Roles and Responsibilities -

Councillors

Risk management is seen as a key part of the councillors' stewardship role and there is an expectation that Elected Members will lead and monitor the approach adopted. This will include:-

- Approval of the Risk Management Strategy;
- Consideration of the Annual Risk Assessment Matrix

The Finance and Governance Committee has a responsibility to set and undertake a programme of annual Member audit checks on financial procedures, other governance and operational procedures in accordance with their terms of reference and to monitor that recommendations from internal and external audits are implemented.

Proper Officer and Responsible Financial Officer

Will ensure that Risk Management is an integral part of any service review process, ensure that recommendations for risk control are detailed in service review reports and will lead in developing and monitoring Performance Indicators for Risk Management.

Project Officers and Service Managers

When developing projects or recommending service changes will ensure that risks are identified and the measures to eliminate or control risks are documented in agenda reports/briefing papers to be considered by Council and committees.

Employees

Will undertake their job within risk management guidelines ensuring that the skills and knowledge passed to them are used effectively.

Role of Internal Audit

The Internal Auditor, appointed by the Council, provides an important scrutiny role carrying out audits to provide independent assurance to the Council.

Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Role of External Audit

External auditors are the “public watchdog”, responsible for checking accounts comply with relevant enactments, proper practices, the council’s annual statement is true and fair and the authority has proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The external audit approach is based on completion of the annual return by the Council and relies heavily on the cooperation of the Council with the external auditor and a significant amount of self-certification by the Council. Crewe Town Council have determined to opt in to Smaller Authorities Audit Appointments Ltd (SAAA) an audits appointment body (Sector Led) to appoint its external auditor.

Training

Risk Management training will be provided to Officers. Councillors will receive appropriate briefings.

CREWE TOWN COUNCIL

INFORMATION AND DATA PROTECTION POLICY

Date adopted: June 2022

Review date: March 2024

This version supersedes any previous Information and Data Protection Policies.

Scope

This Policy consists of a suite of inter-linked policies:-

- Information and Data Protection Policy
- Appendix 1 – Information Security Policy
- Appendix 2 – CCTV Policy
- Appendix 3 – Website Policy
- Appendix 4 – Subject Access Policy
- Appendix 5 – Data Breach Notification Policy

Introduction

In order to conduct its business, services and duties, Crewe Town Council (CTC) processes a wide range of data, relating to its own operations and some which it handles on behalf of partners as specified in the Data Protection Act (DPA). In broad terms, this data can be classified as:-

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up. (*unlikely to be personal or sensitive data under DPA, but confidential never the less*)
- Confidential information about other organisations because of commercial sensitivity. (*All Confidential which is also Personal information comes under DPA*)
- Personal data concerning its current, past and potential employees, Councillors, and volunteers. (*DPA applies*)
- Personal data concerning individuals who contact it for information, access its services or facilities or to make a complaint. (*DPA applies see definition of personal data in 7 below*)
- Data passed to a third party (data processor) who undertakes a service or task for CTC, or we have a legal obligation to inform, or we need to share information with (e.g. Pension provider, HMRC). (*DPA applies*)
- Data processed on behalf of another organisation such as a Trust of which the Council is a trustee, or community partner. (*DPA applies if that is personal data*)

Crewe Town Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to any other organisation which it works with and to members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

This Policy is linked to our Quality Policy, ICT Policy and Data Retention Policy which will ensure information considerations are central to the ethos of the organisation.

The Town Council will periodically review and revise this policy in the light of experience, advice from its Data Protection Officer (DPO), comments from data subjects and guidance from the Information Commissioners Office.

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The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Town's communities. Details of information which is routinely available is contained in the Council's Publication Scheme (on our Website) which is based on the statutory model publication scheme for local Councils.

Protecting Confidential or Sensitive Information

Crewe Town Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The Data Protection Act seeks to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Town Council with legitimate reasons for using personal information. The policy is based on the premise that Personal Data must be:-

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection
- Against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data Protection Terminology

Data subject means the person whose personal data is being processed.

That may be an employee, prospective employee, member or prospective member of CTC, or someone volunteering to work with it. It may also be someone transacting with it in some way, or an employee, member or volunteer with one of our clients or partner organisations, or persons transacting or contracting with one of our clients or partners when we process data for them.

Personal data means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, and address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller means a person who (either alone or jointly or in common with other persons) (e.g. Town Council, employer, company) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor, in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

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Processing information or data means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:-

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available aligning, combining, blocking, erasing or destroying the information or data regardless of the technology used.

Consent is a positive, active, unambiguous confirmation of a data subject's agreement to have their data processed for a particular purpose. Consent must be easy to withdraw and must be freely given, provided on an opt-in basis rather than opt-out

Privacy Notice is a notice from a data controller to a data subject describing how personal data will be used and what rights the data subject has.

Data Protection Officer (DPO) is an enterprise security leadership role required by DPA. DPOs are responsible for overseeing a Council's data protection strategy and its implementation to ensure compliance with DPA requirements.

Crewe Town Council processes **personal data** in order to:-

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- The individual has consented to the processing
- Processing is necessary in order to pursue the legitimate interests of the data controller.

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Particular attention is paid to the processing of any **sensitive personal information** and the Town Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

Who is responsible for protecting a person's personal data?

The Town Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Town Clerk.

- Email: towclerk@crewetownCouncil.gov.uk
- Phone: 01270 756975
- Post: The Town Clerk, Crewe Town Council, 1 Chantry Court, Forge Street, Crewe CW1 2DL

The Town Council has also appointed an external Data Protection Officer to ensure compliance with Data Protection legislation who may be contacted at:

- JDH Business services Limited, Carreg Lwyd, Cefn Bychan Road, Pantymwyn, Flintshire CH7 5EW
- john@jdhbs.co.uk

Crewe Town Council, as data controller and indeed data processor, remains responsible for compliance with the data protection legislation including the DPA. All Councillors and Officer are expected to apply data protection legislation in their work.

The Council will exercise proper control and management of personal data as this will be fundamental to ensuring, and demonstrating, compliance with the DPA.

Diversity Monitoring

Crewe Town Council may monitor the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It may undertake similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

Officer Privacy Notices

The Council will always give guidance on personnel data to employees, Councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Data Security and Overseas Transfers

The Town Council will ensure the security of personal data. We will make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary after which it will be deleted.

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Appropriate technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information provided to us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Crewe Town Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred for that purpose in accordance with this policy and our Privacy Notice, however in other cases specific written consent will be sought. It is the responsibility of those individuals to ensure that the Town Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Rights of a Data Subject

- 1) The right to access personal data we hold on you
 - At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request, we will respond within one month.
 - There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
- 2) The right to correct and update the personal data we hold on you
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- 3) The right to have your personal data erased
 - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
 - When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 4) The right to object to processing of your personal data or to restrict it to certain purposes only
 - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 5) The right to data portability
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details). You may access these rights by contacting the Town Clerk

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7) The right to lodge a complaint with the Information Commissioner's Office.

- You can contact the Information Commissioners Office on 0303 123 1113 or via [email](#) or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of Officer, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of Council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Disclosure Information

The Council will as necessary, undertake checks on both Officer and Members with the the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure.

Data Transparency

The Council recognises their responsibility to act in accordance with the Local Government Transparency Code (February 2015). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:-

- Demand led: new technologies and publication of data should support transparency and accountability.
- Open: the provision of public data will be integral to the Council’s engagement with residents so that it drives accountability to them.
- Timely: data will be published as soon as possible following production.

The Council will display at least the amount of data prescribed in the Code on its website and will often voluntarily exceed this requirement.

This information can be found on the Crewe Town Council [website](#)

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Appendix 1

CREWE TOWN COUNCIL

INFORMATION SECURITY POLICY

Principles and Purpose

This Policy sets out the Council's commitment to information security within the Council and provides clear direction on responsibilities and procedures.

Crewe Town Council is a Data Controller, as defined under the Data Protection Act 2018, and has registered as such with the Information Commissioner's Office.

PROTOCOLS

System Security Processes and Procedures

The Council will provide and maintain security processes and procedures for all key information systems.

The procedures will uphold the principles of confidentiality, integrity, availability and suitability and be assessed for their impact upon other systems and services.

The security procedures will provide preventative measures to reduce the risks to the system, the information held within the system and the service it supports.

A Continuity plan will be developed and maintained for each system to ensure the principles are sustained and enable the continuation of services following failure or damage to systems or facilities.

The Town Clerk will be responsible for the implementation and promotion of the procedures.

Physical Security

Adequate and practical access controls will be provided in all areas in which personal and business data is stored or used. Unattended rooms should be secured at all times with locked doors as a minimum security requirement.

All documents disclosing identifiable information will be transported in sealed containers e.g. envelopes.

Within their level of authority, Officer will be responsible for minimising the risk of theft or vandalism of the data and equipment through common-sense precautions. In particular high value equipment such as, laptop, computers, notebooks or mobile phones containing personal or confidential information, should not be left unattended or unsecured and paper records should not be left in public view.

The physical environment in which data and equipment is stored will be suitable and fit for purpose to ensure the safety of the data and equipment.

Logical Security

All computerised information and systems will be regularly backed up to a secure environment.

All computerised information systems will be password controlled and all passwords will be treated with the strictest confidence and users will not divulge their password to any unauthorised person. All sensitive data will be password protected.

Copyright and licences

The Town Clerk is responsible for ensuring all computer software packages and non-electronic media for use within an information environment are used in accordance with the terms and conditions of use as set out in the licence agreement.

Disposal and movement of equipment and media

Any media or IT equipment disposed of by the Council will not contain any data or codes that could allow an individual to be identified from it or other confidential information to be accessed. The disposal of equipment will be made under a controlled and documented environment satisfying the requirements of the Data Protection Act 2018 and DPA.

The disposal of media such as disks and memory sticks must ensure that data cannot be recovered.

Disposal of such media through the "everyday" waste collection is not permitted. The Council will implement processes to ensure appropriate disposal of such media.

An inventory of all Council computer equipment will be maintained. Details of any equipment or media disposed of or relocated (other than portable equipment) must be recorded.

Personal Computers

Computer users have responsibility for the security of the equipment in their care and shall not commit any act to compromise the data or Information Security Policy.

Computer users will be made aware of their responsibilities through this policy.

Officer and Councillors' Responsibilities

The Council will make every reasonable effort to ensure that Officer and Councillors are aware of their responsibilities for the security of information. However, each Councillor or member of Officer is responsible for ensuring that this Security Policy is adhered to and report any breaches of security.

Incident Reporting

Incidents affecting security must be reported to the Town Clerk as quickly as possible.

Appendix 2

CREWE TOWN COUNCIL

DATA BREACH NOTIFICATION POLICY

Aim

Crewe Town Council are aware of the obligations placed on it by the General Data Protection Regulation (DPA) in relation to processing data lawfully and to ensure it is kept securely.

One such obligation is to report a breach of personal data in certain circumstances and this policy sets out our position on reporting data breaches.

Personal Data Breach

A personal data breach is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or processed.

The following are examples of data breaches:

- a) access by an unauthorised third party;
- b) deliberate or accidental action (or inaction) by a data controller or data processor;
- c) sending personal data to an incorrect recipient;
- d) computing devices containing personal data being lost or stolen;
- e) alteration of personal data without permission;
- f) loss of availability of personal data.

Breach Detection Measures

The Council have implemented a range of measures to assist it in detecting a personal data breach, and will continue to review and refine these.

The Council will ask its IT Support company to make sure all computers and phones are up-to-date, make sure our router is an up-to-date quality model, and the firewall and anti-virus software on each computer is current.

The Council will make regular and documented inspections of physical security of premises, rooms and cabinets and ensure documents with confidential or personal information are not left about.

The Council will require our website host to document what they are doing to detect data breaches (typically hacks) and how they report them to you. The Town Clerk is responsible for this.

Officers are encouraged to regularly check for errors which may result in a data breach and report them to the Town Clerk or DPO.

The Council will regularly check security monitoring systems should flag up personal data breaches.

Officers will be trained to look for to look for:

- Unusual behaviour from anyone using a system
- Unauthorised insiders trying to access servers and files.
- Anomalies in outbound network traffic.
- Traffic sent to or from unknown locations.
- Excessive consumption.
- Changes in configuration.
- Hidden files.
- Unexpected changes.

Investigation in to suspected breach

In the event that we become aware of a breach, or a potential breach, an investigation will be carried out. All Officer are instructed to contact the DPO immediately a data breach is identified or suspected. This investigation will be carried out by the Data Protection Officer or other person agreed by the Town Clerk and DPO, who will make a decision over the severity of risk:

- Low Risk: Risk needs to be entered in Breach Register only.
- Medium Risk: Breach is required to be notified to the Information Commissioner.
- High Risk: Breach will need to be notified to the individual(s) and the ICO

Record of Breaches

The Town Clerk or other nominated officer records all personal data breaches regardless of whether they are notifiable or not as part of its general accountability requirement under DPA. It records the facts relating to the breach, its effects and the remedial action taken.

When a breach will be notified to the Information Commissioner

In accordance with the DPA, we will undertake to notify the Information Commissioner of a breach which is likely to pose a risk to people's rights and freedoms. A risk to people's freedoms can include physical, material or non-material damage such as discrimination, identity theft or fraud, financial loss and damage to reputation.

Notification to the Information Commissioner will be done without undue delay and at the latest within 72 hours of discovery. If we are unable to report in full within this timescale, we will make an initial report to the Information Commissioner, and then provide a full report in more than one instalment if so required.

The following information will be provided when a breach is notified:

- i) a description of the nature of the personal data breach including, where possible:
- ii) the categories and approximate number of individuals concerned; and
- iii) the categories and approximate number of personal data records concerned.
- iv) Contact details of the DPO.
- v) a description of the likely consequences of the personal data breach; and
- vi) a description of the measures taken, or proposed to be taken, to deal with the personal data breach, including, where appropriate, the measures taken to mitigate any possible adverse effects.

When a breach will be notified to the individual.

In accordance with the DPA, we will undertake to notify the individual whose data is the subject of a breach if there is a high risk to people's rights and freedoms. A high risk may be, for example, where there is an immediate threat of identity theft, or if special categories of data are disclosed online.

This notification will be made without undue delay and maybe dependent on the circumstances, be made before the supervisory authority is notified.

The following information will be provided when a breach is notified to the affected individuals:

- i) a description of the nature of the breach
- ii) the name and contact details of the Data Protection Officer.
- iii) a description of the likely consequences of the personal data breach, and
- iv) a description of the measures taken, or proposed to be taken, to deal with the personal data breach, including, where appropriate, the measures taken to mitigate any possible adverse effects.

Appendix 3

CREWE TOWN COUNCIL

CLOSED CIRCUIT TELEVISION (CCTV) POLICY AND CODE OF PRACTICE

CCTV POLICY

Introduction

The purpose of this policy is to regulate the management and use of the closed circuit television (CCTV) systems operated by Crewe Town Council, which covers the external aspects of the council office.

All cameras are monitored from the Town Council Offices.

This CCTV scheme and policy is operated within the Information Commissioner's Code of Practice for CCTV 2008 and Surveillance Camera Code of Practice 2013 published by the Home Office.

The CCTV system is owned wholly by the Town Council. However, the Council also makes a financial contribution each year to help Cheshire East Council and the Police deter and react to crime in the area. The principles of this policy apply only to data obtained from from the council office-based system. Cheshire East Council is responsible for the public realm CCTV operation, data and security.

OBJECTIVES OF THE CCTV SCHEME

Along with a range of measures, the CCTV system will be used to:

- monitor and assist visitors to Town Council premises
- aid safety and security to staff and visitors to the office
- reduce the fear of crime
- deter crime and criminality
- aid the detection of crime and the prosecution of offenders
- reduce instances of nuisance and vandalism

STATEMENT OF INTENT

- Crewe Town Council will treat as data all CCTV recordings and relevant information.
- Cameras will be used to monitor activities at the Council offices in line with the objectives of the scheme.
- Static cameras are set as to not focus on private homes, gardens and other areas of private property.
- Materials or knowledge secured as a result of CCTV will not be released to the media, or used for any commercial purpose, or for the purpose of entertainment. Recordings will only be released under the written authority from the Police, or in respect of a subject access request.
- The planning and design have endeavoured to ensure that the scheme will give maximum effectiveness and efficiency. It is not possible, however, to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.
- Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the Council's CCTV.

OPERATION OF THE SYSTEM

- The system will be administered by the Town Clerk and other Council Officer, in accordance with the principles and objectives expressed in the code.
- The CCTV system will be in operation 24 hours each day, for every day of the year.
- System will be checked on a daily basis to ensure that the system is operating effectively and in particular that the equipment is properly recording and that cameras are functional. The system will be

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regularly serviced and maintained. Defects will be reported to the servicing company at the earliest convenient opportunity.

CONTROL OF SOFTWARE and ACCESS TO THE SYSTEM

- Access to the CCTV software will be strictly limited to authorised operators with a password.
- Operators must satisfy themselves that all persons viewing CCTV material will have a right to do so.
- The main control facilities will be kept secure.
- Other administrative functions will include controlling and maintaining downloaded digital materials, and maintenance and system access logs.

MONITORING PROCEDURES

- Images from these cameras may be shared with Cheshire Police, where necessary. Access to monitors must be restricted to Officer where those areas being monitored are not in public view.

DIGITAL IMAGES: PROCEDURES

- Live and recorded materials may be viewed by authorised operators investigating an incident.
- Recorded material may be downloaded from the system in line with the objectives of the scheme.
- Images (stills and footage) may be viewed by the Police for the detection or investigation of crime.
- A record will be maintained of the release of images to the Police or other authorised applicants. A register will be available for this purpose.
- Viewing of images by the Police must be recorded in writing and in the log book. Requests by the Police are allowable under section 29 of the Data Protection Act (DPA) 1998.
- Should images be required as evidence, a digital copy may be released to the Police.
- The Police may require the Council to retain images for possible use as evidence in the future. Such images will be securely stored until they are needed by the Police.
- Applications received from outside bodies to view or release images will be referred to the Town Clerk. In these circumstances, images will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee may be charged appropriate for subject access requests.
- Retention: Images will be retained for only as long as these are required. The system will automatically delete all recordings held on the main control unit after approximately one month.

BREACHES OF THE CODE (including breaches of security)

- Any breach of the CCTV Code of Practice will be investigated by the Town Clerk, in order for him/her to take any appropriate disciplinary action.

COMPLAINTS

- Any complaints about the CCTV system should be addressed to the Town Clerk.

SUBJECT ACCESS AND FREEDOM OF INFORMATION

- The Data Protection Act (DPA) and DPA provide Data Subjects with a right to data held about themselves, including those obtained by CCTV
- Requests for Data Subject Access should be made in writing to the Town Clerk
- A request for Subject Access will be charged at £10, which is the maximum allowable under the DPA
- A request under the Freedom of Information Act 2000 will be accepted, where such a request is appropriate

CCTV Code of Practice

Introduction and Accountability

Crewe Town Council has a limited closed circuit television (CCTV) surveillance system for the purposes of the prevention and detection of crime and the safety and welfare of Officer and premises users. The system is owned by Crewe Town Council and images from the system are strictly controlled and monitored by authorised personnel.

In line with the Home Office 12-point Code of Conduct for Surveillance Cameras which can be found [here](#)

The use of the system will:

- always be for the purpose specified which is in pursuit of a legitimate aim and necessary to meet an identified pressing need
- take into account its effect on individuals and their privacy
- have as much transparency as possible, including a published contact point for access to information and complaints
- have clear responsibility and accountability for all surveillance activities including images and information collected, held and used
- have clear rules, policies and procedures in place and these must be communicated to all who need to comply with them
- have no more images and information stored than that which is strictly required
- restrict access to retained images and information with clear rules on who can gain access
- consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards
- be subject to appropriate security measures to safeguard against unauthorised access and use
- have effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with.
- be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value, when used in pursuit of a legitimate aim.
- be accurate and kept up to date when any information is used to support a surveillance camera system which compares against a reference database for matching purposes

Operation

- The Town Clerk is responsible for the operation of the CCTV system and for ensuring compliance with this policy. Operations will be delegated to other members of Officer. Any concerns in respect of the system's use or regarding compliance with this policy should be addressed to the Town Clerk.

Location

- This code of conduct applies to all CCTV systems operated by the Town Council. Currently CCTV is present at the Council Offices. It will also encompass all other CCTV images that, in due course, are added to the system, or obtained from CCTV systems operated by Cheshire East Council which the Town Council have access to.
- The system is operational and images are capable of being monitored for 24 hours a day throughout the whole year.
- Images captured on camera will be recorded on the main CCTV servers which are held in secure locations. Although every effort has been made in the planning and design of the CCTV system to give it maximum effectiveness, it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.
- For the purposes of the Data Protection Act 2018, the Data Controller is The Crewe Town Council and the Council is legally responsible for the management and maintenance of the CCTV system. It may however be a Data Processor for images obtained from other images.

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- No unauthorised access to the system is allowed at any time. Normal access is strictly limited to authorised Officer only. Cheshire Police may in future monitor cameras under a separate Memorandum of Understanding.
- In an emergency and where it is not reasonably practicable to secure prior authorisation, access may be granted to persons with a legitimate reason to access the CCTV system.
- Before granting access to the CCTV system, controllers must satisfy themselves of the identity of any visitor and ensure that the visitor has the appropriate authorisation. All visitors will be required to complete and sign the visitors' log, which shall include their name, department or the organisation they represent, the person who granted authorisation for their visit (if applicable) and the start and finish times of their access to the CCTV system.
- It is recognised that the images obtained comprise personal data and are subject to the law on Data Protection. All copies will be handled in accordance with the procedures
- Recorded images will only be reviewed with the authority of the Town Clerk. Copies of digital images will only be made for the purposes of crime detection, evidence in relation to matters affecting safety, evidence for prosecutions, or where otherwise required by law.
- All Officer involved in the operation of the CCTV system will, by training and access to this Policy, be made aware of the sensitivity of handling CCTV images and recordings.
- The Town Clerk will ensure that all Officer are fully briefed and trained in respect of all functions; operational and administrative, arising within the CCTV control operation. Training in the requirements of the Data Protection Act and this policy will also be provided.

Recordings

- The system is supported by digital recording facilities which will function throughout operations in real time. As the images are recorded digitally, the process of identifying retrieval dates and times will be computerised. Images will be cleared automatically after a set time.
- Unless required for evidential purposes or for the investigation of crime, recorded images will be retained for no longer than 30 days from the date of recording. However, the Town Council recognises that, in accordance with the requirements of the Data Protection Act, no images should be retained for longer than is necessary. Accordingly, some recorded images may be erased after a shorter period, for example where it can be determined more quickly that there has been no incident giving rise to the need to retain the recorded images. Digital images will be automatically erased after a set period, which will be no longer than 30 days.
- In the event of the digitally recorded image being required for evidence or the investigation of crime it will be retained for a period of time until it is no longer required for evidential purposes or any investigation into a crime has been completed.

Digital Recording and Access Procedures

- All disks containing images to remain the property of the Town Council.
- Requests by persons for viewing or copying of disks or obtaining digital recordings will be usually be made by prior authority of the Police.
- Requests from the Police will arise in a number of ways, including:
 - requests for a review of recordings in order to trace incidents that have been reported
 - immediate action relating to live incidents, e.g. immediate pursuit
 - for major incidents that occur when images may have been recorded continuously
 - individual Police Officers seeking to review recorded images
- It is important that access to, and disclosure of, the images recorded by CCTV is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved but also to ensure that the chain of evidence remains intact, should the images be required for evidential purposes. Users of CCTV will also have to ensure that the reasons for which they may disclose copies of the images are compatible with the reasons or purposes for which they originally obtained those images. These aspects of the policy reflect Data Protection Principles of the Data Protection Act 2018.

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- All requests for access or disclosure will be recorded. The Town Clerk will make decisions on access to recorded images by persons other than Police Officers. Requests by the Police for access to images will not normally be denied and can be made without the above authority, provided they are accompanied by a written request signed by a Police Officer who must indicate that the images are required for the purposes of a specific crime enquiry.
- If access or disclosure is denied, the reasons will be documented.
- If access to or disclosure of the images is allowed then the following will be documented:
 - the date and time at which access was allowed or the date on which disclosure was made
 - the reason for allowing access or disclosure
 - the extent of the information to which access was allowed or which was disclosed

Photographs and hard copy prints

- Photographs and hard copy prints taken from digital images are subject to the same controls and principles of Data Protection as other data collected. They will be treated in the same way as digital images.
- At the end of their useful life all computer disks, still photographs and hard copy prints will be disposed of as confidential waste.
- This code of practice will be reviewed annually to assess its implementation and effectiveness and it will be promoted and implemented throughout the Academy.

Appendix 4

CREWE TOWN COUNCIL

WEBSITE PRIVACY POLICY

Introduction

This privacy policy governs the privacy of this website and its users who choose to use it.

The policy sets out the different areas where user privacy is concerned and outlines the obligations and requirements of the users, the website and website owners. Furthermore, the way this website processes, stores and protects user data and information will also be detailed within this policy.

The Website

This website and its owners take a proactive approach to user privacy and ensure the necessary steps are taken to protect the privacy of its users throughout their visiting experience. This website complies to all UK national laws and requirements for user privacy.

Use of Cookies

This website uses cookies to better the users experience while visiting the website.

Cookies are small files saved to the users computer's hard drive that track, save and store information about the users' interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within this website.

Users are advised that if they wish to deny the use and saving of cookies from this website on to their computers hard drive they should take necessary steps within their web browsers security settings to block all cookies from this website and its external serving vendors.

This website uses tracking software to monitor its visitors to better understand how they use it. The software will save a cookie to your computer's hard drive in order to track and monitor your engagement and usage of the website but will not store, save or collect personal information.

Other cookies may be stored to your computer's hard drive by external vendors when this website uses referral programs, sponsored links or adverts. Such cookies are used for conversion and referral tracking and typically expire after 30 days, though some may take longer. No personal information is stored, saved or collected.

Visitors to our website

When someone visits our website we use a third party service, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow any third party to make, any attempt to find out the identities of those visiting our website.

If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Contact and Communication

Users contacting this website and/or its owners do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely until a time it is no longer required or has no use, as detailed in the Data Protection Act 2018.

Every effort has been made to ensure a safe and secure form to email submission process but advise users using such form to email processes that they do so at their own risk. This website and its owners may use any information submitted to provide you with further information about the services they offer or to assist you in answering any questions or queries you may have submitted. This includes using your details to subscribe you to any email newsletter program the website operates but only if you're express permission was granted when submitting any form to email process.

Your details are not passed on to any third parties.

Email Newsletter

This website does not currently operate an email newsletter program, used to inform subscribers about services supplied by this website.

[Email marketing campaigns published by this website or its owners may contain tracking facilities within the actual email. Subscriber activity is tracked and stored in a database for future analysis and evaluation. Such tracked activity may include; the opening of emails, forwarding of emails, the clicking of links within the email content, times, dates and frequency of activity [this is by not a comprehensive list]. This information is used to refine future email campaigns and supply the user with more relevant content based around their activity.]

In compliance with UK Spam Laws and the Privacy and Electronic Communications Regulations 2003 subscribers are given the opportunity to unsubscribe at any time through an automated system. This process is detailed at the footer of each email campaign.

External Links

Although this website only looks to include quality, safe and relevant external links users should always adopt a policy of caution before clicking any external web links mentioned throughout this website. The owners of this website cannot guarantee or verify the contents of any externally linked website despite their best efforts. Users should therefore note they click on external links at their own risk and this website and its owners cannot be held liable for any damages or implications caused by visiting any external links mentioned.

Adverts and Sponsored Links

This website does not currently contain sponsored links and adverts.

Social Media Platforms

Communication, engagement and actions taken through external social media platforms that this website and its owners participate on are custom to the terms and conditions as well as the privacy policies held with each social media platform respectively.

Users are advised to use social media platforms wisely and communicate / engage upon them with due care and caution with regards to their own privacy and personal details. This website, nor its owners, will ever ask for personal or sensitive information through social media platforms and encourage users wishing to discuss sensitive details to contact them through primary communication channels such as by telephone or email.

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This website may use social sharing buttons which help share web content directly from web pages to the social media platform in question. Users are advised before using such social sharing buttons that they do so at their own discretion and note that the social media platform may track and save your request to share a web page respectively through your social media platform account.

Shortened Links in Social Media

This website and its owners through their social media platform accounts may share web links to relevant web pages. By default, some social media platforms shorten lengthy URL's (web addresses).

Users are advised to take caution and good judgment before clicking any shortened URL's published on social media platforms by this website and its owners. Despite the best efforts to ensure only genuine url's are published, many social media platforms are prone to spam and hacking and therefore this website and it's owners cannot be held liable for any damages or implications caused by visiting any shortened links.

Appendix 5

CREWE TOWN COUNCIL

SUBJECT ACCESS POLICY

Introduction

This policy was adopted by the Town Council in order to comply with the requirements of the General Data Protection Regulations (DPA) and Data Protection Act 2018. Data subjects have the right to access personal data held on them by the Council. Details are set out in the Privacy Notice on the Council's website.

This policy is in place to ensure that internal procedures on handling of Subject Access Requests (SARs) are accurate and complied with and includes:

- Responsibilities (who, what)
- Timing
- Changes to data
- Handling requests for rectification, erasure or restriction of processing.

The Council will ensure that personal data is easily accessible at all times in order to ensure a timely response to SARs and that personal data on specific data subjects can be easily filtered. The Council has implemented standards on responding to SARs.

Upon receipt of a SAR

The data subject will be informed who at the Council to contact, the Data Controller. The identity of the data subject will be verified and if needed, any further evidence on the identity of the data subject may be requested.

The access request will be verified; is it sufficiently substantiated? Is it clear to the data controller what personal data is requested? If not additional information will be requested.

Requests will be verified as to them being unfounded or excessive (in particular because of their repetitive character); if so, the Council may refuse to act on the request or charge a reasonable fee.

Receipt of the SAR will be promptly acknowledged and the data subject will be informed of any costs involved in the processing of the SAR.

Whether the Council processes the data requested will be verified. If the Council does not process any data, the data subject will be informed accordingly. At all times the internal SAR policy will be followed and progress may be monitored.

Data will not be changed as a result of the SAR. Routine changes as part of the processing activities concerned may be permitted.

The data requested will be verified to establish if it involves data on other data subjects. This data will be filtered before the requested data is supplied to the data subject; if data cannot be filtered, other data subjects will be contacted to give consent to the supply of their data as part of the SAR.

Responding to a SAR

The Council will respond to a SAR within one month after receipt of the request:

- If more time is needed to respond to complex requests, an extension of another two months is permissible, and this will be communicated to the data subject in a timely manner within the first month;
- If the Council cannot provide the information requested, it will inform the data subject on this decision without delay and at the latest within one month of receipt of the request.
- If a SAR is submitted in electronic form, any personal data will be preferably provided by electronic means as well.
- If data on the data subject is processed, the Council will ensure as a minimum the following information in the SAR response:
 - the purposes of the processing;
 - the categories of personal data concerned;
 - the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules or EU model clauses
 - where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
 - the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
 - the right to lodge a complaint with the Information Commissioners Office (“ICO”);
- If the data has not been collected from the data subject: the source of such data;
- The existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.
- Provide a copy of the personal data undergoing processing.

CREWE TOWN COUNCIL MAYOR'S ALLOWANCE SCHEME

Adopted by Council: 29th September 2020

Planned Review Date: **March 2024**

The Town Council does not pay an allowance to councillors generally.

The Mayor is elected by Council and holds office for a civic year. The Mayor is the statutory Chair of Council and the civic leader. The office brings political neutrality to Council meetings as well as promoting the Council and its role, by supporting all aspects of community life.

During ~~his or her~~their period of office, the Mayor puts in long hours representing the Council, supporting the community and often raising money for nominated charities. The Mayor has to transport ~~him/herself~~themselves to functions not only within the Town, but across the County. Limited secretarial support is available from the office.

Like most local councils of this size, Crewe Town Council has traditionally made provision in the budget each year for a Mayor's allowance, to be used at the Mayor's discretion.

Mayors' allowances are covered by the Local Government Act 1972, sections 15(5) and 35(5). They are to provide recompense for appropriate clothing (which would not otherwise have been necessary), transport, contribution towards telephone, small tokens such as flowers, donations to charities, tickets to functions etc. There is no requirement for strict accounting for the spend, but a general report on activity suffices. The allowance is not exempt from income tax and therefore the way it is managed is important.

Limited hospitality and administration costs at Council events such as Civic Sunday, Annual Council, the Christmas Council and Annual Town meeting will be paid directly from the Civic ~~h~~Hospitality budget, as will the postage for invitations and Christmas cards (if required).

~~Mayors traditionally hold events, to raise money for charity. If the Council decide it is appropriate, costs and income can be dealt with through a Mayors Charity part of the accounts. The nominated charities are responsible for the fund raising aspects of this work and all income/expenditure accounting and banking. Any up-front expenses could then be taken from the Mayor's Allowance or Charity money already raised and reimbursed from income for the event as it comes in.~~

The Allowance will be administered as follows:-

- Direct payments can be made for items such as tickets, room hire and small tokens on authorisation from the Mayor.
- The Mayor may claim back expenses incurred on providing receipts where possible.
- The Mayor may be reimbursed for travel expenses, with mileage claims at the appropriate rate.
- Any remaining allowance at the end of the Mayoral Year, will may be paid through PAYE or the Mayor may authorise it to be donated to a local charity of ~~his or her~~their choice.

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Crewe Town Council

Internal Audit 2023/24

Interim Report

JDH BUSINESS SERVICES LTD

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 authority has complied with the publication requirements for the prior year AGAR.
- The authority correctly provided for a period for the exercise of public rights for the prior year AGAR
- The authority published required information on a website up to date at the time of the internal audit in accordance with relevant legislation.

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 the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf.

J D H Business Services Ltd

ACTION PLAN

	ISSUE	RECOMMENDATION	FOLLOW UP
2023/24 interim internal audit			
1	Pay rises are notified to the payroll agent solely via an email from the clerk.	<i>The Chair should be copied into the email from the clerk noting the annual officer pay rise information, and all other pay rises/changes, to the payroll agent.</i>	
2	A checklist review of governance identified that policies for gifts and hospitality, and expenses, have not been established by council covering both councillors and staff.	<i>The council should consider establishing a gifts and hospitality policy, and an expenses policy.</i>	
3	<p>Budgetary control</p> <ul style="list-style-type: none"> - Although budgetary control reports downloaded for the Rialtas system are presented to council regularly, material variances are not analysed and explained as per the requirements of Financial Regulations: <p>4.8. The RFO shall regularly provide the Council with a statement of income</p>	<i>Material variances should be explained in the presentation of budgetary control information as required by Financial regulations.</i>	

	ISSUE	RECOMMENDATION	FOLLOW UP
	<p>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.</p> <p>- A budgetary control report was presented to the meeting held on 26th September 2023, however, the review of the information is not clearly indicated in the minutes which state ‘23/CTC/3/10. To consider the budget setting process for financial year 2024/25, as recommended by the Finance & Governance Committee The process and progress was agreed’</p>	<p><i>Minutes should clearly state what budgetary control information was put to the meeting, the period it covered, and that the budgetary control information has been reviewed and noted by council, including any issues raised by councillors from review of the information.</i></p>	
4	<p>The council secured an independent review by a procurement specialist of procurement processes, documentation and policies which has resulted in a consistent suite of procurement documentation and a report containing recommendations, including the development of a contracts register.</p>	<p><i>The council should implement the recommendations of the procurement report. In particular, a complete contracts register should be developed which also includes all SLAs. The register could also include licenses to ensure they are renewed when required.</i></p>	

	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>	Implemented
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>	Noted
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>	The council as sole trustee has resolved to close the JMcBride trust and the council has

	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>	<p>received the Charity Commission approval and closure notice. We are informed the funds will be allocated to an earmarked reserve to be applied for the original charitable purpose in the trust deed.</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>	<p>Implemented</p>

	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>	<p>2023/24 follow up – Charity now closed by resolution of the sole trustee</p> <p>22/23 follow up Recommendation Outstanding – the council has encountered administrative challenges with completing this with the fund manager.</p>
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	<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

	ISSUE	RECOMMENDATION	FOLLOW UP
	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.		2021/22 follow up - Recommendation Outstanding
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</i>	2023/24 follow up – Charity now closed by resolution of the sole trustee Implemented

	ISSUE	RECOMMENDATION	FOLLOW UP
		<i>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>	Recommendation outstanding
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

	ISSUE	RECOMMENDATION	FOLLOW UP
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 purchase and gift of these assets in advance. The payment card has now been cancelled so this issue should not recur.	<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
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</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
		<p><i>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></p> <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

FINANCIAL & CORPORATE RISK ASSESSMENT

Risk Area	Risk Identified	Mitigation	Notes
To provide and maintain standards for Town Council services to the residents of Crewe	The risk of legislative change which will have an impact on the Town Council's powers, duties and funding	Town Clerk and staff keep apprised of developments	GDPR Training carried out 2020/2021 <u>DPA Training to be carried out by all 2024/25</u>
	The protection of physical assets owned by the Town Council including buildings and equipment (loss or damage)	All physical assets insured All assets checked regularly Management Systems being put in place	<u>Stored in vault in Municipal Building</u>
	The risk of damage to third party property or individuals as a consequence of the Town council providing services (public liability)	Public liability Insurance renewed annually	
	Insufficient staff or other resources to deliver the service needs	Staff have general awareness of other team members' essential tasks and can provide cover when required. Town Clerk to formally monitor and review staff and work levels. Any concerns regarding this to then be brought to Council	<u>Corporate Strategy and structure review 2024</u>
To provide a safe and fulfilling working environment for staff	Employees contravene Health and Safety Regulations	Health and Safety and First Aid training, insurance, Risk Assessments regularly checked and updated	Staff trained in H&S and First Aid
	Potential legal proceedings up to corporate manslaughter	Employers Liability insurance Employee training and awareness	
	Staff retention issues	Staff training where appropriate	
To maintain financial records that are correct and comply with all recommended accounting practice	Adverse audit reports, legal action and loss of confidence in Town Council	Clerk keeps up to date with legislative changes, discusses latest requirements with internal and external auditors	Internal audit review recommendations actioned
	Loss of income through error or fraud	Fidelity Guarantee Insurance Town Clerk continually review controls and current procedures	<u>Capacity in staffing structure for Finance Officer (currently dormant as Clerk fulfils this aspect)</u>
To ensure that all actions taken by the Town Council comply with all current Legislation	Non-compliance with legislation or practice Council being 'Ultra Vires'	Town Clerk to keep up to date with changes in legislation, seek advice from SLCC, ChALC, NALC and others as necessary	<u>Town Clerk has not accessed training for some time</u>
Employment Contract	Compensation claims from employee for contractual employment defects (including statutory failure)	Contract of employment in place Matters relating to staff discussed in confidential session and discussed by personnel committee Town Clerk to keep up to date with employment law and seek HR advice where appropriate Other policies in place Supported and underwritten by Wirehouse Employer Services	<u>Town Clerk has not accessed training for some time</u>
Staff	Loss of services of employee	By distributing knowledge and roles ensure, so far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business	
	Loss of key staff trained in financial systems, process or rules	Staffing arrange so that knowledge is distributed between RFO and at least one other staff	External Accountancy support in place
Financial Control	Inappropriate expenditure made	Payments reported to Finance committee for review and corrective action if necessary	<u>Payment authorisation process</u>
	Financial Regulations become out of date with change in technology, regulation or business	Council to review financial regulations once a year The RFO and Clerk react to any changes in legislation or other areas in order to ensure the regulations are fully compliant and also provide a strong framework	<u>Clerk has not accessed training for some time</u>

Risk Area	Risk Identified	Mitigation	Notes
	Lack of budgetary overview/overspend against budget	compatible with Council`s practices Quarterly review of nominal ledger Monthly review of income and expenditure Seven week review by finance Committee	<u>Committees review associated spend at each meeting</u>
	Lack of finance to meet unbudgeted, urgent commitments (with safety or other critical implications)	Contingency included in budget Reserves equivalent to at least six month`s spend available	
Financial Systems and Records	Accounts The RBS Omega accounts system is used which is an accepted accounts package	A back up is also made to the main server at the end of each day <u>Accounts are saved off site on CITRIX</u> Hard copies linked to council reports are held on file together with bank reconciliation reports, invoices/receipts/payments and cheques issued Documents are retained for 12 years	
	VAT The RBS Omega system incorporates a VAT schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full report relating back to the original item within the accounts	VAT is applied to all mileage payments at the rate applicable at the time as advise by HMRC VAT returns are lodged on a quarterly basis in line with accepted procedures Procedures will be provided to HMRC every three/four years for comments and approval	
	Payroll John Greenall and Co Ltd provide payroll services and carry out payroll function	The Clerk authorises any overtime, mileage or special duty payments, on a monthly basis Backups are made to the server Hard copies linked to pay roll reports are held on file together with payslips, BACs payments and cheques issued to the pension fund and IR Greenall payroll service and fund invoices are retained on file with a record of payment. Payments can only be issued for the nominated employees, which must be authorised in advance of the payment Documents are retained for 12 years Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies that inspect the information and highlight any discrepancies	
Banking Arrangements and Procedures	Co-op Bank is used Accounts	one bank account used on a daily basis Reviewing how much is placed into a higher rate deposit account	
Banking Security/Access to Finances	Cheques	Each cheque from the main account must be signed by 2 Councillors and the Town Clerk as detailed on the bank mandates (which are amended when required to ensure that sufficient signatories are available at all times)	<u>Cheques are not currently in use, with no cheques having been issued for some years</u>
	Transfers	Monies may be transferred between the Councils accounts by the Clerk	
	Bank Reconciliation	All accounts are reconciled using the RBS Omega system within 5 days of receipt of any statement Any discrepancies are immediately reported to the bank for investigation All petty cash accounts which do not have statements are reconciled on a monthly	<u>No petty cash held or operated</u>

Risk Area	Risk Identified	Mitigation	Notes
		basis by the Accounts Assistant against the cash held and any discrepancies are immediately reported to the Clerk	<u>since 2020</u>
	Separation of Duties	The Town Clerk is responsible for the cash security in the Town Council offices	<u>No cash held in the council offices since 2020</u>
	Access to the main bank accounts	As detailed under Banking arrangements and Procedures above, no one person has access to monies held in the main accounts	
	Cheques	All invoices are checked by the Clerk in advance of payment and if related to an order, this has passed through the ordering procedure.	<u>Cheques not currently in use</u>
	Access to petty cash accounts	The Financial Regulations specify maximum balances to ensure that individuals do not have access to large amounts of money	No petty cash system in operation
	Payments	All payments must be authorised by the RFO before any cheque-payment is issued. The RFO is to sign the invoice/Purchase Order to confirm and record that the payments have been authorised. Only All payments or transfers below £250 are normally accepted and are reported to Finance & Governance Committee	
	Petty Cash – Cash Payments	All payments made in cash must be substantiated by an invoice etc. which has been authorised by the Clerk All payments are reported to Finance with a full reconciliation report for sign-off	No petty cash system in operation
	Hire Charges	Council Finance & Governance Committee agrees the charges The office must abide by these rates and any requests for preferential rates must be made by the hirer to Council the Finance & Governance Committee for their its approval All bookings must be paid for in advance to avoid bad debts other block bookers are invoiced or given the option of paying the sites on a weekly basis	
	Cash collected from community events	All cash collected at events is collected by appointed staff and a receipt is always issued (e.g. markets income) At the office the cash is emptied and counted manually within one working day by at least two members of staff	<u>No cash accepted since 2020</u>
	Processing and banking	When the money is received it is balanced within the office against any receipts/invoices and any discrepancies are followed up When the monies have been balanced, it is input onto the RBS Omega system and all entry references are printed out and retained The hire charges are banked when received The cash element is usually below £500 A unique pay in reference is applied to each batch of banking which is loaded onto the RBS Omega system which is then checked against the bank reconciliation <u>Payment by BACS in advance is required</u> This is a strict routine that ensures that any booked hire cannot proceed without receiving the payments and guarantees that all monies are accounted for	<u>No cash accepted since 2020</u>
Financial Administration	Records non-compliant or inadequate	Internal auditor reviews record keeping <u>bi</u> -annually	

Risk Area	Risk Identified	Mitigation	Notes
		Advice taken from internal auditor, external auditor, accountant, SLCC and NALC on changes in regulation	
	Expenditure/income coded incorrectly	Town Clerk checks nominal ledger every quarter Items are coded	<u>Errors corrected routinely</u>
	Standing Orders Standing orders are reviewed and approved by Town Council on an annual basis at the AGM	The Clerk reacts to any changes in legislation, requests from Town Council or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council practices	
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	Programme of meetings to meet statutory deadlines	
	Invoice payment without authority	All payments reviewed <u>Daybook created and circulated to chairs of council and committees with the associated invoices. Minimum of 2 authorising responses required, those having checked invoices against the day book (payment schedule) prior to BACS payment</u> Town Clerk authorises two councillors sign cheques and Administration personnel review	<u>Cheques not in use for some years</u>
	Incoming cash and cheque misappropriation	Individual receipts to be issued for all cash payments and for cheque payments on request	<u>Cash not accepted</u>
	Theft of funds	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors and other persons Cash and cheques stored securely and banked within 5 working days of receipt	<u>Cash not accepted.</u>
	Incorrect entries by bank	Bank statements reconciled monthly	
Annual Budget and Precept Calculations	The annual budget and precept calculations	<p>The annual budget and precept calculations are initially calculated in October/November based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and council members</p> <p>The Town Clerk also completes a mid-year review in October for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised in order to estimate the year end bank balance</p> <p>The new budgeted income, expenditure and reserves are then set against this balance in order to calculate a budget shortfall on which the future precept is based</p> <p>The new budget is discussed and fine-tuned through the October, November and December Council and Committee meetings after the up to date number of band D properties have been confirmed by CEC discuss and amend any highlighted budget levels in order to best achieve, an acceptable precept level</p> <p>Comprehensive minutes are recorded at each stage to substantiate the budget development</p>	

Risk Area	Risk Identified	Mitigation	Notes
		The final budget is approved in January-December and CEC is immediately advised of the precept	
Monitoring of Budgets	Comprehensive budgets	Comprehensive budgets are set for each committee and these are loaded onto RBS Omega accounts system at the start of the new financial year	
	Monitoring	<p>On-going daily expenditures have already been incorporated within the budget and the RFO monitors invoices, etc. against the budget schedule to confirm that they are within the limits</p> <p>All orders are checked against the accounts system to verify expenditure within the account code to date and the remaining budget</p> <p>Any over expenditure is highlighted and brought to the attention of the Clerk</p>	
	Reporting	<p>A full report of expenditures against budget is lodged with council at each Finance and Governance Committee meeting</p> <p>This incorporates a print out of the income and expenditure against each annual budget and the cashbook extract</p> <p>Any that do not meet the budget levels are highlighted by member if needed along with committed expenditure</p>	
Insurable Risks	Public Liability	<p>Insurance cover</p> <p>In addition, weekly, annual checks of play equipment</p>	<p>Limit of cover £12,000,000</p> <p>Reviewed annually. No <u>Play equipment owned</u></p>
	Employers Liability	Insurance cover	<p>Limit cover £10,000,000</p> <p>Reviewed annually</p>
	Theft of money by third party	Insurance cover	<p>Cover varies depending on the situation</p> <p>Reviewed annually</p>
	Theft of money by employee or member	Fidelity Guarantee cover	Limit of cover £2,000,000
	Property	Cover for buildings and contents All risks cover for selected items	
	Officials Indemnity	Continue with existing cover (£250k)	
	Libel and Slander	Continued existing cover (£250k)	Limit of cover £250,000
	Personal Accident	Continue with existing cover (scale benefits)	Limit of cover £2,000,000
	Legal disputes	Cover for specified legal disputes	Limit of cover £100,000
	Long term sickness of employee	<p>Not covered</p> <p>Liability limited by contract</p>	
	Business interruption	<p>Potential alternative premises, IT back-up off site and ability to restore onto hired equipment etc.</p> <p>Cover in place for excess costs</p>	Limit of cover £50,000
	Loss/destruction of financial records	Key financial data held electronically and backed up off site All electronic documents backed up daily offsite	Residual risk considered acceptable
Loss of Records	Loss of documentation	Deeds and other legal documents relating to real estate stored in the office	
Asset List	Purchased	An asset list is maintained by the Town Council Office on RBS System	

Risk Area	Risk Identified	Mitigation	Notes
		<p>This is updated throughout the year from new assets which are in addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., will be kept on a secondary list</p> <p>The asset list is circulated to staff on an annual basis to ensure that all items are correct</p>	
Internal Audit	Internal Audit	<p>The Internal Auditor is approved annually by Council at the AGM and attends the office to complete the internal audit in May of each year</p> <p>The report is presented to Council for acceptance</p>	
Annual Audit	Annual Audit	<p>The annual auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements</p> <p>Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels</p> <p>The Town Clerk and Finance and Engagement Manager completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor</p> <p>The Town Clerk presents the completed Annual Return, Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor</p> <p>Once these have been formally adopted and signed by Council, they are lodged with external auditors</p> <p>Any queries raised by the auditors are dealt with by the Town Clerk in the first instance</p> <p>Final sign-off by the external auditor is presented to Council</p>	
Insurance	Fidelity Insurance	<p>Fidelity insurance levels have been set after taking into account the possibility of fraudulent activities gaining access to the bank accounts</p> <p>Procedures in place (as previously detailed) have been established incorporating separation of duties, cross referenced receipts of income</p> <p>These provisions have ensured that no individual is able to gain access to withdraw funds without due process</p>	£2,000,000
	Insurance	<p>Zurich has been used as a recognised Town Council provider</p> <p>Annual reviews are carried out to ensure sufficient cover is in place</p>	
ICT	IT Security, safety of information/risk of loss of data	<p>Microsoft Office 360 installed on all PCs Allows for cloud back up of information</p> <p>Allows for cloud storage of all council data – more secure than onsite storage.</p>	

.Reviews will take place yearly unless clearly stated differently within each section

CREWE TOWN COUNCIL FINANCIAL REGULATIONS

Adopted by Council: 16th May 2023

Review Date: May 2024

1. General
2. Accounting and audit (internal and external)
3. Annual estimates (budget) and forward planning
4. Budgetary control and authority to spend
5. Banking arrangements and authorisation of payments
6. Instructions for the making of payments
7. Payment of salaries
8. Loans and investments
9. Income
10. Orders for work, goods and services
11. Contracts
12. Payments under contracts for building or other construction works
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15. Insurance
16. Charities
17. Risk management
18. Suspension and revision of Financial Regulations
19. Capital Expenditure
20. Grants Income
21. Partnerships
22. Mayor's Charity Account

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~~£20,000;
 - a duly delegated Committee of the Council for items over ~~£1,000 to £10,000~~£3,000 to £20,000;
 - the Clerk for any items up to ~~£1,000~~£3,000. In the case of expenditure over ~~£1,000~~£3,000 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~~£20,000) or of the relevant Committee (in the case of amounts between ~~£13,000~~ and ~~£10~~£20,000) 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 ~~£1020,000.~~ 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.
- 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 £2530,000 inc VAT or more, the Council shall comply with the relevant requirements of the Regulations¹.
- 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~~ dedicated email account. Each tender shall state that no tender will be considered unless ~~contained in an unmarked, plain, sealed envelope and endorsed~~ the submission email is clearly titled “Tender” followed by the subject to which it relates and will remain sealed unopened/unaccessed 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 £2530,000 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,

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

² Thresholds currently applicable are:

- a) For public supply and public service contracts £214,9043,477
- b) For public works contracts £5,336,937372,609

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 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.
- 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. The council does not operate a Mayor's Charity Account. Mayoral-nominated charities are responsible for their own fund raising, but can be promoted and supported by the mayoralty for enhanced fundraising of the nominated charity(ies)

REPORT STATEMENT

Meeting: Finance & Governance Committee 11 03 2024
Report Purpose: To review and update the Ear Marked Reserves (EMR) for 2024/25
Version Control: v1
Author: Clerk

1. Summary:

The report provides proposed initial EMRs for the financial year 2024/25 for recommendation to council

2. Background

Crewe Town Council holds reserves, both general reserves to provide the council with financial security as well as Ear Marked Reserves (EMR) for the delivery of planned medium term projects as well as funding for anticipated liabilities, such as building maintenance and infrastructure repairs.

Annually, the council reviews it's EMR holdings to ensure they are appropriately allocated and also still current.

3. Position:

As of 1st Feb 2024 (Due to issuing the agenda pack 1 week prior to this meeting it was not possible to provide month end reports of February month close down in time for this meeting (these will be hopefully available at the meeting):

Account	Closing Balance (31/1/2024)	Opening Balance (01/04/2024)
322 EMR - Elections	35,092.50	35,092.50
329 EMR - Christmas	27,017.00	37,017.00
334 EMR - Railway Cottages	276.21	0
341 EMR - Place Branding	5,655.00	5,655.00
345 EMR - Heritage Gt Inc Match Fund	15,594.75	33,445.96
348 EMR - Strategic Events	86,325.00	116,325.00
349 EMR - Social Media/PR	10,000.00	0.00
350 EMR - Christchurch	6,685.00	0.00
351 EMR - Planning	9,000.00	9,000.00
352 EMR - Business Improvement Dis	33,204.00	0.00
353 EMR - Town Board Website	1,526.00	1,526.00
356 EMR - Town Centre Capital Proj	75,799.77	80,799.77
358 EMR - Hoardings & Frontages	21,280.50	21,280.50
359 EMR - Play Area Equipment	2500.95	100,000.00
360 EMR - CCTV	2,340.00	2,340.00
361 EMR - Enforcement Officer	0.00	0.00
362 EMR - Knife Angel	0.00	0.00
363 EMR - Coronation Event	11,768.98	0.00

364	EMR - Key Community Support	161.30	0.00
365	EMR - Defibrillators	0.00	0.00
366	EMR - Conservation Area Review	59,106.25	59,106.25
367	EMR - John McBride Fund	63,270.02	63,270.02
368	EMR – Bicentennial Celebrations	0	10,000
		466,603.23	574,858.00

The amendments are:

- i. EMR 334 & 350 are deleted and the value added to in to EMR 345. This EMR to be redesignated Heritage Projects
- ii. EMR 349 to be deleted as there is no associated or specified work programme and as such should be general reserve, which could be called on in the event of an emerging project.
- iii. EMR 352 to be deleted when the project has been delivered and any associated funds drawn down.
- iv. The budget for 2023/24 Parks and Play Areas delivery is scheduled for after the end of the financial year and as such should be added to the EMR 359
- v. EMR 361 to be deleted as this has been delivered
- vi. EMR 362 to be deleted as this has been delivered
- vii. EMR 363 to be deleted as this has been delivered. Noted that it was delivered under budget
- viii. EMR 364 to be deleted as this has been delivered (with a small residual amount)
- ix. EMR 365 to be deleted as this has been delivered
- x. That the Office sinking fund allocation is added to the associated EMR

Committees have made request for EMR provision of 2023/24 budgets as follows:

Marketing & Events

- i. That £10,000 of 2023/24 Strategic Event Budget is moved to the Strategic Event EMR for the purpose of delivery of the Kr azy Races Event
- ii. That £20,000 of the 2023/24 Strategic Events Budget is moved to the Strategic Event EMR for provision of the Antiviolence Bee statue.
NOTE: The Strategic Event EMR (348) sits at £86,352. It is suggested that adding to this considerable EMR without current demand on it may not be necessary and the EMR value as it stands could be used to deliver the above programmed activities to avoid retaining EMR levels that are not required. The associated 2023/24 underspend could move to general reserve and can be specifically drawn down should future projects require.
- iii. That the Christmas Lights Sinking fund 2023/24 budget value is added to the EMR associated.
- iv. That a Bicentennial Celebrations EMR is created and added to annually to generate a future delivery fund

Operations & Improvements:

- i. It is sought that £10890 is applied to the Heritage Grant Income Match Funding EMR (345) for the purposes engaging a fundraiser to generate grant funding for a Heritage Centre learning Officer
- ii. The residual Public Realm budget to be added to the Town Centre Capital Projects EMR (356) to deliver decorative town centre lighting (as seen on Victoria Street)
- iii. That £5,000 is added to the Town Centre Capital Projects EMR (356) for the delivery of the Keep on Keeping on Project

4. Equality Impact:

All services are delivered within the council's diversity and equality policy as well as associated legislation and regulation.

5. **Sustainability Impact:**

Financial: Provision of EMRs supports sustainable financial management

Social: Delivery of the projects supports the town council's corporate strategy

Environmental: Delivery will be within the council's sustainability policy.

6. **Community Impact:**

Provision of all projects is for the benefit of the community

7. **Governance:**

Crewe Town Council Corporate Strategy

Crewe Town Council Financial Regulations

Local Government Act 2011

8. **Financial Impact:**

As listed above

9. **Resource Impact:**

Some officer time to oversee financial reporting

10. **Consultation/Engagement:**

Members consulted through the year during committee and council formal meetings.

11. **Wards Affected:**

All

12. **Conclusions:**

- i. That the provision of EMRs supports corporate priorities and delivery
- ii. That annual review is appropriate to ensure EMRs reflect deliverable projects and priorities
- iii. Rationalisation and ensuring a sustainable list supports accessibility to the information and avoids having legacy funds that have no real likelihood of being delivered or accessed
- iv. General reserves remain available to the council at a sustainable level should opportunity or issue arise that is not otherwise defined.
- v. That the associated spend is detailed within the annual business delivery plan
- vi. If not detailed, it will require formal approval by council or committee as appropriate

13. **Consideration Sought:**

- i. That the amended EMR list and values is recommended to council for approval

BLANK

Agenda Item 5b

Crewe Town Council: Operations and Improvements Committee

Crewe Town Council

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CREWE
TOWN COUNCIL

Minutes of the Operations and Improvements Committee Meeting 17th January 2024

Present: Cllr Messent Cllr Mackay Cllr Coiley Cllr Bratherton Cllr Hogben
Cllr Mortimer Cllr Wye Cllr Pratt Cllr Murray

- 1 To receive apologies for absence.
Apologies were received from: Cllr Yates and Cllr Straine-Francis.
- 2 To note declarations of Members' interests.
Cllr Mackay and Councillor Murray declared a non-pecuniary interest in items 6, 7 and 10 in relation to the Heritage Centre.
- 3 To confirm and sign the minutes of the Operations and Improvements Committee meeting held on 3rd October 2023.
RESOLVED: That the minutes are approved as a true record of the meeting.
- 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.

No comments or questions were received.
- 5 To note the year-to-date financial position for the Operations and Improvements Committee.
NOTED: The Year – to date financial position.
- 6 To consider matters related to the Crewe Heritage Centre.
NOTED: The report on the Heritage Centre.
- 7 To consider matters related to Crewe Heritage delivery plan.
RESOLVED:
 - (i) To allocate 2023-24 budget of £1,500 for plaques to develop and deliver a school engagement project with the Crewe Engineering & Design UTC.
 - (ii) To recommend to council that the remaining 2023-24 budget of £10,890 is used to appoint a freelance bid writer to secure grant funding income (approx. £100,000) for a Crewe Heritage Centre Learning Officer.**NOTED:**

Agenda Item 5b

(iii) The grant of £1,000 to the Statue for Ada group agreed under resolution OI/23/1/8(iii) will be made direct to the group, instead of via Cheshire Women's Collaboration.

(iv) The establishment of a Stakeholder Group to work with Purcell UK to deliver the Conservation Area Appraisal and Management Plan.

8 To consider matters relating to the Crewe Business Improvement District.

RESOLVED: To instruct officers to hold a discussion with the BID board about the potential retention of the funds invested by the Town Council, which would be reflected in the Council retaining a role as a sponsor or associate member of the BID. This view to be reported back to Council in March, for a final decision on whether to request a return of the funds.

9 To Receive an update and consider matters related to the Regeneration Delivery Plan 23/24
i. **NOTED:** the update.

RESOLVED:

ii. To allocate £5000 from Budget for the 'Keep on Keeping On' project from Regeneration Projects.

iii. To register thanks to volunteers and the Creative Champions for their support of town centre animation.

iv. To support Easter animation, £6000 from Regeneration Projects.

v. To support Victoria Centre improvements to the value of £10,000.

vi. The residual Public Realm funding 23/24 be allocated to lighting enhancements in the town centre.

vii. That the Regeneration Manager investigates cost of lighting enhancements for consideration and approval at the next O&I meeting.

viii. To support the revised approach to investment in Brookhouse Drive Park, with a view to agreeing on final designs in March.

10 To consider matters related to the committee's business delivery plan for 24/25

NOTED. That the above service delivery plan and identified associated spend within the 2024/25 budget will be considered for recommendation to Council at the March meeting of this committee.

RESOLVED:

i. Where costs have been confirmed with public service providers (Cheshire East Council and its subsidiary, Ansa), permission is given to agree contracts.

ii. With Regard to Cleaner Crewe: Members requested an options appraisal to consider alternative use of budget.

iii. To include wider park improvements within the use of play area improvement budget.

iv. Regeneration Projects: to support animation and engagement with public spaces through supporting volunteers and commissioned activities and employment of casual staff to assist.

v. Public Realm: to continue to enhance town centre spaces through painting, lighting, repairs and new street furniture.

vi. Heritage – to support the activities and expenditure listed.

11 **NOTED:** The proposed date of the next meeting
Tuesday 12th March 2024 at 6.00 pm

The meeting finished 19.36 pm

Agenda Item 5b

Crewe Town Council: Operations and Improvements Committee

Crewe Town Council

1 Chantry Court
Forge Street
Crewe Cheshire
CW12DL

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www.crewetowncouncil.gov.uk



CREWE
TOWN COUNCIL

Minutes of the Operations and Improvements Committee Meeting 12th March 2023

Present: Cllr.S. Mackay Cllr. J.Bratherton Cllr. B.Wye Cllr.D. Straine -Francis
Cllr. J. Pratt Cllr. T. Mortimer Cllr. S.Yates Cllr S. Hogben
Cllr. K. Murray Cllr. A. Coiley

01/23/4/1 To receive apologies for absence

Apologies were received from Cllr. J. Messent

01/23/4/2 To note declarations of Members' interests

Declarations of a non- pecuniary interest were made by Cllr Mackay and Cllr Murray with regard to Crewe Heritage Centre Heritage Centre and from Cllr Yates as a previous steering group member for the development of the Crewe BID.

01/23/4/3 To confirm and sign the minutes of the Operations and Improvements Committee meeting held on 17th January 2024

Resolved: That the minutes are approved as a true record of the meeting.

01/23/4/4 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.

No questions or comments were received.

01/23/4/5 To note the year-to-date financial position for the Operations and Improvements Committee

Noted: the year-to-date financial position for the Operations and Improvements Committee

01/23/4/6 To receive an update on Crewe Heritage Centre

Noted: The update on Crewe Heritage Centre

Agenda Item 5b

01/23/4/7 To receive an update on the Heritage Delivery Plan

Noted: An update on the Heritage Delivery Plan

01/23/4/8 To receive an update and consider matters related to the Regeneration Delivery Plan for 2023/24

Noted : the update.

Resolved:

- I. To recommend to Council to approve the draft Memorandum of Understanding with Crewe BID company, enabling the BID to retain the funds for BID developments and allocate further activity in line with BID and Town Council objectives.
- II. To allocate £5000 from Budget Regeneration Projects for the 'Keep on Keeping On' project from Regeneration Projects to EMR pending arts council confirmation.
- III. The residual Public Realm funding 23/24 be allocated to EMR for decorative lighting enhancements in the town centre.

01/23/4/9 To consider matters related to Park Improvements

Resolved:

- i. To recommend to Council to allocate both 2023/4 and 2024/5 funds (up to a limit or to the available £200,000) to improve Brookhouse Road Park. And any residual funds to be allocated to other park improvements.
- ii. To request a survey of signage from Ansa with potential to consider investment in new signs as part of 24/25 delivery plan.

01/23/4/10 To consider onward maintenance of park play areas and play spaces

Resolved To recommend to Council that:

- i. That Council contracts ANSA to provide a Play Park and Spaces Maintenance Officer
- ii. That the officer is appropriately resourced with vehicle, tools and some budget for repairs.
- iii. That the provision is contracted for 10 years
- iv. That the funding for 2024/25 contract is provided from general reserve (plus initial equipment from 4170 307)
- v. That the budget setting process for future years includes for the onward delivery and addressing any learning.

01/23/4/11 To consider options for the allocation of Cleaner Crewe funding for 2024/25.

Resolved:

- i) That the preferred direction would be to provide neighbourhood support. The Regeneration Manager was asked to produce a job description around this proposition.

Councillor Bratherton left the meeting at the end of this item.

01/23/4/12 To consider matters related to the 24/25 Regeneration Delivery Plan

i) **Noted:** The update.

ii) **Resolved:** to add the play space officer role to the delivery plan.



**Crewe Town Council and Crewe BID Company Ltd
Memorandum of understanding**

March 2024

Contents

1	Background	3
2	Partnership aims and objectives	3
3	Partnership activities	4
4	Monitoring	4
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6	Partnership governance and oversight	5
7	Financial contributions	5
8	Disclaimer	5
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1 Background

1.1 Crewe Town Council and Crewe BID company share a commitment to the regeneration of Crewe. This document sets out a Memorandum of Understanding outlining a partnership approach between the two organisations over the life of the Crewe BID

1.2 It is an equal partnership

1.3 Crewe Town Council invested in the feasibility, development and initiation of the BID in order to provide businesses with the opportunity to have a strong voice and role in the regeneration of Crewe. The investment was made on the basis that in the event of a successful ballot, the costs could be claimed back over the five – year period. This principle was set out in the BID business plan which received a majority ‘yes’ vote in November 2023. This document outlines how that investment shall be treated as a contribution to the BID, rather than a re-claimable cost.

1.4 Due to the rateable value of Town Council premises falling below the BID threshold, the Town Council will not be a levy payer. Should the Town Council not claim back the investment, it would like to be viewed as a key sponsor of Crewe BID and acknowledged as such through the BID’s marketing and PR activity.

2 Partnership aims and objectives

2.1 The overarching aim of this partnership is to Improve Crewe for the benefit of its residents, businesses and visitors.

2.2 Specific objectives are:

2.2.1 To make Crewe a town to enjoy – to deliver the ambition for Crewe as a stronger, more vibrant and attractive town for its residents and a destination for visitors, and a place to invest.

2.2.2 To improve the environment of Crewe as cleaner, greener and safer – addressing issues of Anti- social behaviour and crime and reducing littering whilst improving the public realm.

2.2.3 Connecting Crewe’s Business Communities: uniting the business community across Nantwich Road, Crewe Town Centre and Grand Junction Retail Park. Giving them a voice in decisions which affect the town and delivering a stronger more attractive and vibrant offer for consumers who live and work in and around Crewe.

3 Partnership activities

3.1 Activities to be delivered by the partnership are:

3.1.1 To create a sense of welcome to the town through improving its visual appeal, safety and presentation. This will be achieved by public realm improvements, or sharing resources, and collaborating in crime reduction activities and discussions.

3.1.2 To collaborate and provide a calendar of events which meet the needs and ambitions of local residents and businesses as well as promoting the town regionally and nationally.

3.1.3 To share marketing and promotional activity and 'good news' stories where appropriate.

3.2 The initial timeframe for partnership activities will be 5 years, commencing in the financial year 2024/25

3.2.1 The Town Council's role in setting up the BID will be acknowledged in its early press releases and on the BID web site as a sponsor and partner.

3.3 Activities will be reviewed annually to ensure that they are being delivered as agreed, and that they are having the intended impact.

4 Monitoring

4.1 All partners commit to ongoing monitoring, with the aim of ensuring accountability and performance.

5 Designated partnership leads

5.1 Each partner will appoint a senior member of staff to lead on the work of the partnership.

5.2 The designated lead member of staff for each partner will be:

5.2.1 Crewe Town Council Regeneration Manager

5.2.2 Crewe BID Manager

5.3 The Crewe BID will include the Regeneration Manager in relevant meetings and sub – groups, and include in general communications.

5.4 The designated leads will maintain regular communication and identify specific opportunities for their organisations to work together, with agreement from their respective committee/board.

5.5 These roles may from time – to time be delegated to other board members, councillors or officers as the needs of each organisation requires.

6 Partnership governance and oversight

6.1 This is a voluntary agreement and as such, requires a light–touch approach.

Both organisations will respect the respective individual governance responsibilities and procedures whilst acting jointly with integrity, transparency and the highest standards.

6.1.1 Plans and allocation of resource (see 7) will be agreed by the BID board and the Town Council and identified in their respective reporting procedures.

7 Financial contributions

7.1 Crewe Town Council – £50,000 over the five years life of the BID

7.1.1 The above amount represents costs already expended by Crewe Town Council and re-claimable from the BID by Crewe Town Council in 1/5 instalments annually.

7.1.2 The amount is identified on the BID budget for expenditure as BID development costs £10,000 per annum.

7.1.3 That the funding is representative of £10,000 per annum match funding balanced against the potential claw back available to the council.

7.1.4 The allocation of this budget will be made in line with agreed priorities as part of each annual plan and where relevant, a reference included to the Town Council as sponsor or contributor.

7.2. Additional contributions might be made by either party to future projects or activities, which would be discussed and agreed on an individual basis.

8 Disclaimer

8.1 It should be noted that by signing this document the partners are not committing to legally binding obligations. It is intended that the partners remain independent of each other and that their collaboration and use of the term ‘partner’ does not constitute the

creation of a legal entity, nor authorise the entry into a commitment for or on behalf of each other.

Signed on behalf of *Crewe Town Council*

..... Date
[NAME, POSITION]

Signed on behalf of *Crewe BID Ltd*

..... Date
[NAME, POSITION]

REPORT STATEMENT O&I 4 12.3.24 Item 9

Meeting Operations and Improvements Committee 12th March 2024

Report Purpose: To provide an update and seek members decisions on Park Improvement budget allocation.

Version Control: v1
Author: Regeneration Manager

1. Report Summary

This report brings together elements related to parks. It provides outlines costs for improvements to Brookhouse Drive Park and asks members to consider whether to allocate 24/25 funds alongside 23/24 funds to the improvements. The report also includes a member request for park signage.

2. Background

Crewe Town Council agreed to allocate £100,000 of improvements to Brookhouse Drive play area for 2023/24. At the last O&I members agreed that the funds could be applied to improvements to the park infrastructure as well as play. This was based on the fact that much of the site is unusable after wet weather, due to poor drainage and a lack of paths to access existing equipment.

3. Position

Consultation results showed that the park is valued for play but also for its value as a green space.

There were 168 responses in total.

Question 1: What do you currently use the park for?

1. What do you currently use the Park for? Please select all that apply.

[More Details](#)

● Exercise	43
● Play	131
● Walking the dog	54
● Meeting friends	57
● Other	9



Many comments were received about use of the park for different ages, zoning, quality of surfaces, maintenance and state of repair, accessibility around the park and the need for

more seating. Much of the existing equipment was liked but required repair. Issues were raised about the need for more equipment for smaller children.

The Regeneration Manager also sought the experience and views of Ward Councillors, who studied the consultation results and made suggestions based on knowledge of previous improvements and community use. Following direction from Committee in April estimates have been produced and itemised below including:

- Additional younger children’s play equipment and installation. Any items would be agreed with the Town Council before ordering. Ansa have stated that they would also use their (limited) maintenance budget where possible to carry out repairs to existing equipment.
- New Zip wire. A popular item but further investigation suggests this item may be reaching the end of use. If that is the case it would not be advisable to invest in new surface for an item which may be safe for only a few more years.
- Re- drawing of markings for the MUGA.
- Drainage and paths to make the site more accessible and usable in all weathers.
- Access to the older children’s play equipment could be improved by installing paths and safety surfaces with at least 100m Type 1 MOT underneath them. It wouldn’t be a perfect solution though it would improve access to the facilities in the wetter months.
- The costs include five benches but with refurbishment of the teen shelter this could be reduced.
- One additional bin by the teen shelter.
- Planting scheme to help to improve the presentation of the park, improve drainage and support wildlife. The design and assistance for this element will be provided by Cheshire Wildlife Trust
- Additional option is for the design to be professionally produced by a landscape designer

Options menu – Please note these are estimated costs and may vary when quotes are sought.

Item	Cost	Notes
Paths	£ 35,000.00	400m x 1.5m. Based on recent like for like quotations, costs could vary.
Play Area Improvements inc. Removals, New Kit & Surfacing	£ 20,000.00	Assuming new play panel and a smaller multi unit (with slide) to be installed on the fenced play area, either removing one piece of equipment to accommodate, or installing on the tarmac (if suitable free space available).
Older Play - Access	£ 28,087.18	Assuming full excavation across the older childrens play equipment, with installation of Type 1 MOT & Rubber Mulch.
Replacement Cableway	£ 27,048.79	With new Mulch Surfacing, including removal of existing cableway.
Seating	£ 5,000.00	Assuming 4/5 x Benches with backs / arms installed off the footpaths.
Teenage Shelter	£ 5,000.00	TBC

Refurbished		
1 x Glasdon Jubilee Litter Bin with Installation	£ 712.40	
Planting Scheme	£ 5,000.00	TBC – Following site meeting / input from Grounds Maintenance
Drainage Scheme – 550m Lateral Drains	£ 16,500.00	Based off recent like for like schemes, costs tbc following site visit with contractor.
130m French Drain	£10,000.00	Based off recent like for like schemes, costs tbc following site visit with contractor.
Outlet	£-	Site Visit required with contractor
Line Marking MUGA	£1,000	
Masterplan - RIBA Stage 2 Concept Design & Topographical Survey	£4,000	
Project Management	£ 15,374.8	Set fee at 10% of overall project costs
Contingency	£ 10,000.00	
Total	£ 179,122.8	

To provide the full ‘menu’ of improvements, including professional design would cost more than the annual £100,000 budget available. However if Council would like to focus on the one park and use both 2023/24 and 24/25 allocations there would be scope to carry out the works as described. If costs come in at or below the estimates then further improvements could be made or additional investment made in another park.

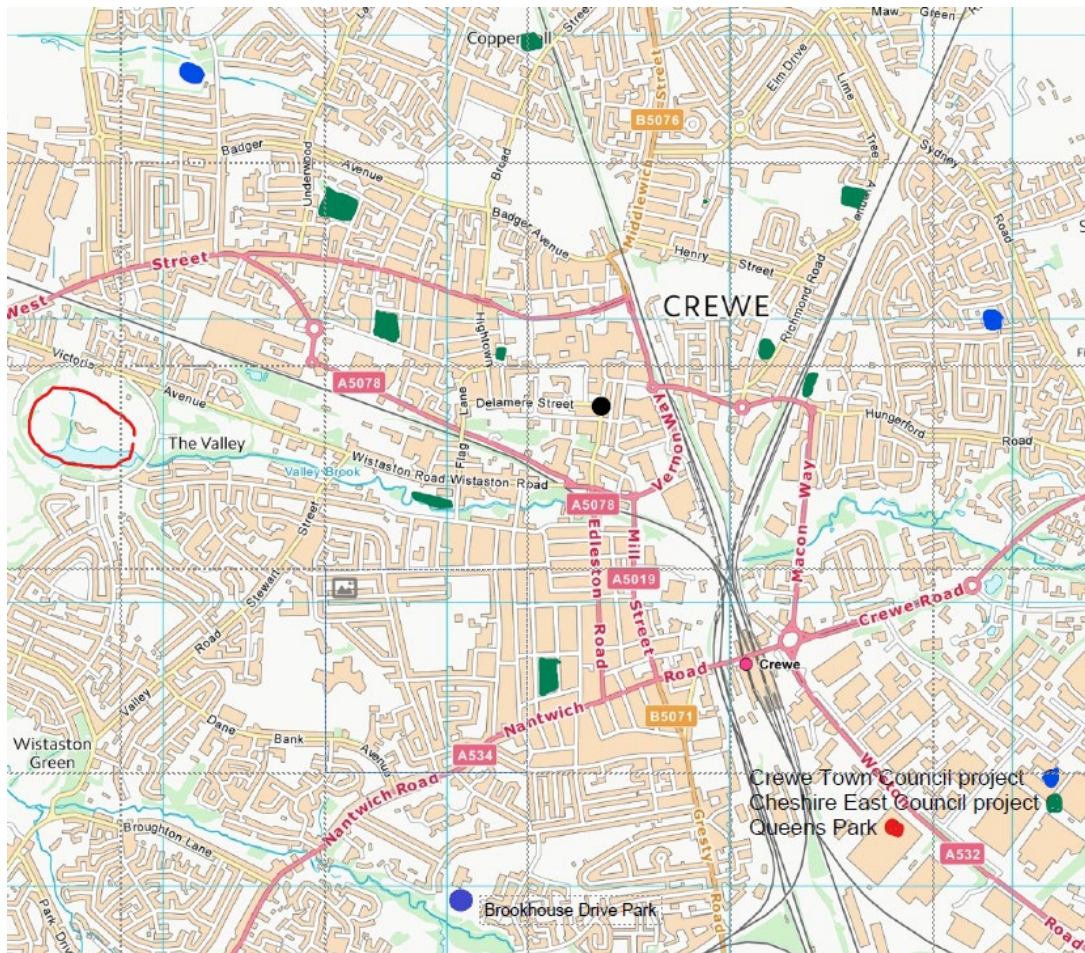
The Park is the largest publicly accessible recreation space in the South of Crewe. A programme of Improvements to other parks in Crewe has been funded by the Town Council at:
 Frank Webb Avenue
 Lansdowne Road

A further 8 parks are in the process of being developed by Cheshire East Council through the Towns Fund for :

Derby Docks Samuel Street Lime Tree Avenue McLaren Street Valley Park
 Queen Street School Crescent Westminster Street

In addition there are plans for land by Jubilee Gardens (to create a Multi Use Games Area)

A map of key park locations is below, to illustrate the distribution of recent and planned investment in parks and leisure spaces and the location of Crewe's Principal park, Queens Park:



Park Signage

It has been noted by members that there is a lack of signage in some of the parks, related to no littering, CCTV, safety information etc.

Whilst Cheshire East Council intends to produce signs for the parks undergoing improvements, it is unlikely that they will be able to fund additional signs in other parks.

Should members be supportive, it may be possible to request that Ansa produce an audit of signage and purchase appropriate signs for the remaining sites.

4. Equality Impact

Parks are available for free recreation of the whole community. Improvements to equipment as well as paving and other structural aspects make them more accessible for all.

5. Sustainability Impact

Improvements to green spaces make use of existing assets where possible and will introduce new environmentally beneficial features to support wildlife conservation and address issues caused by increased rainfall.

6. Community Impact

Well- designed parks benefit all aspects of the community, providing opportunities for recreation and exercise.

7. Governance

Crewe Town Council Corporate Strategy 2024 - 2028

A town to live in

A town to enjoy

A town with Civic Pride.

8. Financial Impact

Funds from allocated budget 2023/24 and potentially 2024/2025

9. Resource Impact

Officer Time

10. Consultation/Engagement

Brookhouse Road Park consultation took place from September to December 2024 and informs the proposals. Ward members also consulted.

11. Wards Affected

Crewe South – Brookhouse Road park

All wards for signage.

12. Conclusions

- i. Direction is sought regarding the scope of works for Brookhouse Road Park . The scope will define the allocation of funds and therefore funds available for further park improvements in 2024 /25
- ii. Signage has value to provide helpful information and also to encourage positive use of parks. Poor or missing signage can impact on the visual amenity and behaviours.

13. Consideration Sought

- i) Decision required regarding allocation of funds to Brookhouse Road Park improvements:
 - a) To maintain the allocation within 2023/24 funds @ £100,000
 - b) Recommend to Council to allocate both 2023/4 and 2024/5 funds (up to a limit or to the available £200,000) to improve Brookhouse Road Park.
 - c) any residual funds to be allocated to other park improvements.

ii) According to the level of funding agreed, members are asked to prioritise where funds should be allocated

iii) To request a survey of signage from Ansa with potential to consider investment in new signs as part of 24/25 delivery plan.

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REPORT STATEMENT O&I 12.3.24 Item 10

Meeting: Operations & Improvements Committee 12 March 2024
Report Purpose: To consider onward maintenance of park play areas and play spaces
Version Control: v1
Author: Clerk

1. Report Summary

The report seeks to provide consideration of future proactive management and maintenance of play areas and play spaces in Crewe following investment from Crewe Town Council and the Town Investment Plan Pockets Park Project

2. Background

Crewe's Parks are owned by Cheshire East and managed by ANSA under contract. Crewe Town Council has committed over the past 3 years to invest in play spaces, providing funding for improvements at 3 sites to date.

Under the Town Investment Pla, Crewe was awarded funding, delivered by ANSA, to improve pocket parks in the town, which will see significant investment in play and activity equipment.

3. Position

Cheshire East commissions ANSA to provide play area inspections and maintenance, but this currently is represented by 2 play area inspectors for the entire borough and a very nominal budget for repairs.

Additionally, Crewe Town Council has led investment in play spaces alongside the Town Investment Plan's Pocket Parks project, which will see play areas improved and new equipment installed.

Many of Crewe's parks are subject to anti-social behaviour (ASB), which results in damage to play equipment and leaving younger children with fewer options for play activities.

Due to the lack of funding for repairs, many of these damaged pieces of equipment remain unrepaired for extensive periods of time.

New play equipment is also at risk of early damage due to ASB and as such the investment is at risk.

Crewe Town Council is potentially in the position to address this issue by funding and directing the work of a dedicated play spaces inspector and providing resources (funding and equipment) for repairs. Additionally, this resource will be a visible presence in parks, providing a greater opportunity for engagement and improvement of facilities.

4. Equality Impact

Provision of Crewe Town Council services is delivered within the council's governance framework associated with equality as well as under national governance.

5. Sustainability Impact

Social – provision of play spaces and play equipment supports positive opportunities for the community to engage in active play as well as social interactions. Provision over a longer period will ensure recruitment to the post and also trust from the community to engage in parks (eg Friends of Groups)

Environmental – Proper and prompt maintenance and repair will ensure equipment is viable and working for longer, reducing the need for replacement

Economic – Maintenance of equipment will protect investment in new facilities and sustain the viable usefulness of equipment.

6. Community Impact

Provision of quality play equipment and play spaces is a positive contribution to the community.

7. Governance

Crewe Town Council Corporate Strategy
Crewe Town Council Financial Regulations
Localism Act 2011
Crewe Town Board Town Investment Plan

8. Financial Impact

Dedicated play inspection officer (including on costs and support costs) + Vehicle £49,950

Repair budget £15,000

Annual provision £64,950

The provision for 2024/25 would be reduced as appointment will take some time so likely to from June at the earliest, therefore **annualised for 2024/25 £54,125**

Tools/equipment £5,000 (initial)

Funding for 2024/25 can be provided by council general reserve (subject to council approval)

Tools & Equipment can be drawn from the current budget allocation code 4170 307

9. Resource Impact

Officer time and budget allocation.

Appoint via contract with ANSA to minimise time resource in terms of line management

10. Consultation/Engagement

Agenda Item 5b.iii

Engagement with members for corporate strategy and recognition of the value of parks and play spaces.

11. Wards Affected

All

12. Conclusions

- i. That the value in play spaces in Crewe is recognised and that the current Cheshire East resource is not sufficient to support maintenance of the parks
- ii. That investment in play spaces should be protected as far as is practicable to seek to ensure good maintenance and longevity of useful life
- iii. That provision of a repair budget is required to address issues
- iv. That provision of a dedicated staff resource would provide Crewe with the strongest provision in the borough
- v. That provision of a dedicated staff resource would seek to address issues of ASB and associated dilapidation
- vi. That provision via contract with ANSA would provide a sustainable model in terms of time requirement for oversight and health and safety
- vii. That the council is financially capable of providing this resource without impact on council financial sustainability

13. Consideration Sought

- i. That Council seeks to contract ANSA to provide a Play Park and Spaces Maintenance Officer
- ii. That the officer is appropriately resourced with vehicle, tools and some budget for repairs.
- iii. That the provision is contracted for 10 years
- iv. That the funding for 2024/25 contract is provided from general reserve (plus initial equipment from 4170 307)
- v. That the budget setting process for future years includes for the onward delivery and addressing any learning.

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Agenda Item 5c

Crewe Town Council: Marketing and Events Committee

Crewe Town Council

1 Chantry Court
Forge Street
Crewe Cheshire
CW12DL

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www.crewetowncouncil.gov.uk



CREWE
TOWN COUNCIL

Minutes of the Members of the Marketing and Events Committee 30th January 2024.

In attendance: Cllr Edwards, Cllr Chapman, Cllr Graham, Cllr Mackay, Cllr Mortimer, Cllr Jill Rhodes, Cllr Wye

ME/23/4/1. To receive apologies for absence

Cllr Faseyi, Cllr Straine-Francis

ME/23/4/2. To note declarations of Members' interests

None

ME/23/4/3. To confirm and sign the minutes of the Marketing and Events Committee meeting held on Monday 6th November 2023

RESOLVED: That the minutes are approved as a true record of the meeting

ME/23/4/4. 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.

None

ME/23/4/5. To review the year to date financial position for the Marketing and Events Committee.

The year-to-date financial position was noted by members.

ME/23/4/6. To receive an update relating to progress towards the business delivery plan as it relates to this Committee.

RESOLVED:

- i. That the update of the business delivery plan is noted.
- ii. That £1,500 of 23/24 strategic events budget is allocated to marketing and animation activity to support the relaunch of the monthly Makers Market.
- iii. That the Community Awards Event is moved to September 2024 to allow time for the community awards scheme to be developed further.

Agenda Item 5c

ME/23/4/7. To note the findings of the summer 2023 events evaluation report.
The findings of the summer activity evaluation report was noted by members.

ME/23/4/8. Draft Marketing and Events Committee Business Delivery Plan for 2024/2025.
The draft committee business delivery plan was noted, to be considered for recommendation at the March meeting of this committee

9. Social media and Communications update

Members noted the update on social media and communications.

10. It is recommended that Committee 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: To enter closed session for agenda item 11.

11. To receive an update on the public realm Christmas Lighting procurement.

Members noted the update on the outcome of the procurement process and discussed at length the proposed designs. Members agreed on a scheme for the public realm Christmas lighting based on the option designs provided subject to amendments being explored for some elements and additions to the scheme.

12. To note the proposed date of the next meeting Monday 18th March at 6:00pm.

Members noted the date and time of the next meeting.

Meeting closed at 7:31pm

Chair: Cllr Martin Edwards

Clerk: R Mason

Agenda Item 5d

Crewe Town Council: Planning Committee

Crewe Town Council

1 Chantry Court
Forge Street
Crewe Cheshire
CW12DL

T: 01270756975

www.crewetowncouncil.gov.uk



CREWE
TOWN COUNCIL

MINUTES of the meeting held 29th January 2024

In attendance: Cllr Kevin Murray Cllr John Rhodes Cllr Dennis Straine-Francis
Cllr Lena Hogben Cllr Marilyn Houston Cllr Steve Hogben
Cllr Toni Mortimer

- 1 To receive apologies for absence
Cllr Messent
- 2 To note declarations of Members' interests
None
- 3 To confirm and sign the minutes of the Planning Committee meeting held on 20th November 2023
RESOLVED: That the minutes are approved as a true record of the meeting
- 4 Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments that relate to the items within the agenda.

None

Agenda Item 5d

5 To consider making a response to the following planning applications:

Application No: 24/0038N
Proposal: Installation of new communications kiosk and ancillary advertisement.
Location: PAVEMENT OUTSIDE 82 NANTWICH RD, CREWE C, Pavement O/S 82 Nantwich Road, Crewe, CW2 6AL

[note: Cllr Mortimer arrived and joined the meeting at 6.14pm]

The committee expressed reservations as it was considered that the intent of the proposal could be interpreted as disingenuous, being that the social benefits of the proposed communications infrastructure referred to in the application being used to support the argument for a digital advertising board.

The installation of this advertising screen at this location raised concern of cluttering the highway. It was also noted that the impact on the highways vision splay (associated with exiting Wood Street) should be evidenced prior to consideration for approval.

Should consent be granted, a section 106 agreement needs to be detailed and formalised to ensure the provision of tree planting is secured (with location to be agreed in consultation with the town council), noting the cost of planting trees in the public realm and within highways infrastructure, the financial amount associated must be adequate for the provision to be delivered.

Should consent be granted, Crewe Town Council, in consultation with the Cheshire East communications section, should have some access to the use of the digital display for its events and activities.

Application No: 24/0037N
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Location: PAVEMENT OUTSIDE 82 NANTWICH RD, CREWE C, Pavement O/S 82 Nantwich Road, Crewe, CW2 6AL

The committee expressed reservations as it was considered that the intent of the proposal could be interpreted as disingenuous, being that the social benefits of the proposed communications infrastructure referred to in the application being used to support the argument for a digital advertising board.

The installation of this advertising screen at this location raised concern of cluttering the highway. It was also noted that the impact on the highways vision splay (associated with exiting Wood Street) should be evidenced prior to consideration for approval.

Should consent be granted, a section 106 agreement needs to be detailed and formalised to ensure the provision of tree planting is secured (with location to be agreed in consultation with the town council), noting the cost of planting trees in the public realm and within highways infrastructure, the financial amount associated must be adequate for the provision to be delivered.

Should consent be granted, Crewe Town Council, in consultation with the Cheshire East communications section, should have some access to the use of the digital display for its events and activities.

Agenda Item 5d

Application No: 24/0047N
Proposal: Installation of communications kiosk and ancillary advertisement.
Location: Street Record, MARKET STREET, CREWE

Should consent be granted, a section 106 agreement needs to be detailed and formalised to ensure the provision of tree planting is secured (with location to be agreed in consultation with the town council), noting the cost of planting trees in the public realm and within highways infrastructure, the financial amount associated must be adequate for the provision to be delivered.

Should consent be granted, Crewe Town Council, in consultation with the Cheshire East communications section, should have some access to the use of the digital display for its events and activities.

Application No: 24/0048N
Proposal: Installation of communications kiosk and ancillary advertisement.
Location: Street Record, MARKET STREET, CREWE

Should consent be granted, a section 106 agreement needs to be detailed and formalised to ensure the provision of tree planting is secured (with location to be agreed in consultation with the town council), noting the cost of planting trees in the public realm and within highways infrastructure, the financial amount associated must be adequate for the provision to be delivered.

Should consent be granted, Crewe Town Council, in consultation with the Cheshire East communications section, should have some access to the use of the digital display for its events and activities.

Application No: 24/0181N
Proposal: Proposed Bungalow.
Location: 208, UNDERWOOD LANE, CREWE, CW1 3SA

No objection, but the committee seeks the inclusion of solar panels to reflect local planning policy as well as CEC recognition of the climate crisis

Application No: 24/0170N
Proposal: Non-material amendment to application 19/3515N
Location: Land To The East Of, BROUGHTON ROAD, CREWE

It was noted that the covering letter referred to in the application was not available and so it is not clear as to what exactly is being considered. The covering letter should be made available within the planning documents to ensure transparency and completeness.

In mind of the CE review of green spaces maintenance, clarity is required regarding provision for sustainable management and oversight of the amenity and play spaces. This may be provided for within the Section 106 agreement and consideration for the responsible body following development completion and hand over.

Agenda Item 5d

Application No: 24/0015N
Proposal: Single storey rear and two storey side extension with alterations to front parking arrangement.
Location: 71 , Marshfield Avenue, Crewe, Cheshire East, CW2 8TE

No comments

- 6 To consider making responses to any urgent planning application consultations that have arisen since this agenda was published

Application No: 24/0069N
Proposal: Variation of condition 2 - approved plan on application 22/0472N.
Location: WINDY NOOK, MAW GREEN ROAD, CREWE, CW1 4HH

No comments

Application No: 24/0216N
Proposal: Prior Approval of a conservatory to rear elevation extending 4m beyond the rear wall, maximum height of 3.34m and eaves height of 2.46m
Location: 4, BRADFIELD ROAD, CREWE, CW1 3RA

No comments

Application No: 24/0221D
Proposal: Discharge of Condition 4 on 22/3646N - Refurbishment and remodel of existing ground & first floors of building B1 together with removal of "Cock Loft" at roof level, addition of new 2nd floor structure and form new exhibition hall to rear infilling the courtyard
Location: Bentley Motors Limited, PYMS LANE, CREWE, CW1 3PL

No comments

- 7 To note responses submitted under delegation since the previous meeting
Noted

- 8 To note and/or consider correspondence, consultations, planning policy circulated by the planning authority (Cheshire East Council) and member items

8.1 Cheshire East Street Trading Policy

Noted

8.2 Notes on changes to the National Planning Policy Framework (NPPF)

Noted

8.3 FP32 – Footpath diversion order consultation

No comments

8.4 Crewe Town Council Street Naming Policy – to make recommendation to the Finance & Governance Committee

Agenda Item 5d

Deferred

- 9** To note correspondence associated with planning enforcement
None
- 10** Conservation Area Review update
Noted
- 11** To note the proposed date of the next meeting 12th February 2024 at 6pm.

Meeting closed at 7.10pm

Chair Cllr John Rhodes

Clerk P Turner

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Agenda Item 5d

Crewe Town Council: Planning Committee

Crewe Town Council

1 Chantry Court
Forge Street
Crewe Cheshire
CW12DL

T: 01270756975

www.crewetowncouncil.gov.uk



CREWE
TOWN COUNCIL

MINUTES of the meeting held 12th February 2024

In attendance: Cllr Lena Hogben Cllr Steve Hogben Cllr Marilyn Houston
Cllr Toni Mortimer Cllr Kev Murray Cllr John Rhodes
Cllr Dennis Straine-Francis

23/PL/8/1 To receive apologies for absence
Cllr Jamie Messent

23/PL/8/2 To note declarations of Members' interests
Cllr Houston declared a non-pecuniary interest in applications 23/2367N & 23/2368N as a member of Cheshire East Council

23/PL/8/3 To confirm and sign the minutes of the Planning Committee meeting held on 29th January 2024
RESOLVED: That the minutes are approved as a true record of the meeting

23/PL/8/4 Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments that relate to the items within the agenda.

None

Agenda Item 5d

23/PL/8/5 *To consider making a response to the following planning applications:*

Application No: 24/0258N

Proposal: The proposal is for a two storey apartment block of ten flats and a pair of semi-detached bungalows to be used as a specialised supported housing scheme. The tenants will be adults living independently but with staff regularly visiting site. The scheme has therefore been designed with the specific client needs in mind. There is likely to be a mix of dual diagnosis and complex needs in the bungalows and ground floor flats plus the potential for a more moderate cohort in the first floor flats. The design of the bungalows are likely to be bespoke to enable options for very complex cases who may struggle to live directly with others in the same building. There will be staff working on a 1:1 basis and possibly 2:1 for some residents at the premises. The ground floor flats could also include higher packages and the first floor flats will likely be more moderate needs on or above the minimum levels and could be seen as a steppingstone option to more independent community living.

Location: Afford Rent A Car, Wistaston Road, Crewe, CW2 7RB

Whilst the committee welcomes development on brownfield sites and within central locations, the committee objects to the proposals on the following grounds:

- i. That the proposals do not include for sustainable energy production (PV)
- ii. That the proposals do not include for EV charging
- iii. That provision for net biodiversity gain needs to be defined in metrics, eg number of swift boxes to be provided
- iv. The lack of outdoor amenity space for the scale of development
- v. Parking for the flats aspect is accessed across a broad stretch of pavement from a busy main road with pre-existing on street parking issues. The proposal on this basis represents a highways safety issue and risk to pedestrians, cyclists and other road users as well as visitors and residents to the flats who will need to reverse out of the site.

Application No: 23/4708N

Proposal: The proposed development is for the installation and deployment of Sol Photovoltaic cells to the Health Centre roof. The intention is to install 10 panels across four roof spaces in 8 strings. The installation will generate 435Kwp over 2020msq, with 41% of the energy being consumed onsite and 59% going to grid. This will give the medic centre a 36% level of self sufficiency.

Location: Eagle Bridge Health And Wellbeing Centre, DUNWOODY WAY, CREW CHESHIRE, CW1 3AW

The committee welcomes the positive investment

Application No: 24/0246N

Proposal: Change of use to accommodate a tattoo/photography studio.

Location: 14, HIGH STREET, CREWE, CW2 7BN

Agenda Item 5d

The committee welcomes the investment in the town centre

Application No: 24/0352M

Proposal: Outline approval for demolition of existing building and replacement with 3no. Dwellings

Location: 64, BRADFIELD ROAD, CREWE, CHESHIRE, CW1 3RB

RESOLVED: That the committee objects to the application for back land development on the following grounds:

- i. Loss of amenity for neighbouring residences due to over looking nature of the proposals
- ii. Width of access is inadequate for safe access and egress for the scale of the development, including access for waste vehicles (width shown on plan of approx. 3.6m), which will lead to on street waste and obstruction issues
- iii. Lack of PV provision within the proposals
- iv. Lack of demonstration of net biodiversity gain
- v. The proposals are considered overdevelopment of the site

Application No: 23/2368N

Proposal: Listed building consent for proposals for repair of Crewe Municipal Buildings main facade windows, doors and wrought iron railing and gates including replacement of two existing flag poles and associated temporary works

Location: MUNICIPAL BUILDINGS, EARLE STREET, CREWE, CW1 2BJ

No comments

Application No: 23/2367N

Proposal: Proposals for repair of Crewe Municipal Buildings main facade windows, doors and wrought iron railing and gates including replacement of two existing flag poles and associated temporary works

Location: MUNICIPAL BUILDINGS, EARLE STREET, CREWE, CW1 2BJ

No comments

Application No: 24/0277D

Proposal: Discharge of Condition 9 on approval 23/1798N for new purpose built building

Location: South Cheshire College, DANE BANK AVENUE, CREWE, CW2 8AB

No comments

23/PL/8/6 To consider making responses to any urgent planning application consultations that have arisen since this agenda was published

Application No: 22/2500N

Proposal: Reserved matters application for appearance, landscaping, layout and

Agenda Item 5d

with respect to 200 dwellings on Parcel H - approved outline application 19/2178N.

Location: Land Off Minshull New Road And, FLOWERS LANE, LEIGHTON

The committee seeks that the planning authority ensures the drainage strategy is robust and provides long term assurance

Application No: 22/2499N

Proposal: Reserved matters application for appearance, landscaping, layout and with respect to 304 dwellings on Parcels C, D, E, F and G - approved o application 19/2178N.

Location: Land Off Minshull New Road and FLOWERS LANE, LEIGHTON

No comment

Application No: 22/3228N

Proposal: Reserved matters application for appearance, landscaping, layout and with respect to green infrastructure and open space across the o application area - approved outline application 19/2178N.

Location: Land Off Minshull New Road And, FLOWERS LANE, LEIGHTON

No comments

Application No: 22/2476N

Proposal: Reserved Matters application for approval of appearance, landsc layout and scale following Outline approval 19/2178N for erection c dwellings on Parcels A and B

Location: Land Off Minshull New Road And, FLOWERS LANE, LEIGHTON

No comments

Application No: 24/0239N

Proposal: Siting of an office/staff amenity building to support use of consented bungalows as assisted living accommodation.

Location: Land to the rear of 33, SYCAMORE AVENUE, CREWE, CW1 4DT

If the planning authority approves this application it should be conditioned such that the building cannot be used for overnight accommodation, leisure or sleeping accommodation and is purely for amenity use – provision of refreshments, toilet and break area for staff.

Application No: 24/0524N

Proposal: Demolition of Existing Storage Unit & The Erection of a Replacement Locomotive Storage Unit and Office Space within a mezzanine floor ar Alternative to Planning Permission 22/2307N

Location: Crewe Diesel Depot, NANTWICH ROAD, CREWE, CW2 6GT

No comment

23/PL/8/7 To note responses submitted under delegation since the previous meeting

Agenda Item 5d

23/PL/8/8 To note and/or consider correspondence, consultations, planning policy circulated by the planning authority (Cheshire East Council) and member items

8.1 Cheshire East Crossings Strategy Consultation (Cllr Wye) – details [HERE](#)

Deferred

8.2 Walking/Cycling Route through Crewe (Cllr Wye)

Deferred

8.3 Crewe Town Council Street Naming Policy – to make recommendation to the Finance & Governance Committee

RESOLVED: That the amended policy is recommended to the Finance & Governance Committee

23/PL/8/9 To note correspondence associated with planning enforcement

None

23/PL/8/10 To note the proposed date of the next meeting 18th March 2024 at 6pm.

Meeting ended 6.54pm

Chair Cllr John Rhodes

Clerk P Turner

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Agenda Item 5.d

Crewe Town Council: Planning Committee

Crewe Town Council

1 Chantry Court
Forge Street
Crewe Cheshire
CW12DL

T: 01270756975

www.crewetowncouncil.gov.uk



CREWE
TOWN COUNCIL

MINUTES of the meeting held 18th March 2024

In attendance: Cllr Lena Hogben
Cllr Toni Mortimer
Cllr Dennis Straine-Francis

Cllr Steve Hogben
Cllr Kevin Murray

Cllr Marilyn Houston
Cllr John Rhodes

PL/23/9/1 To receive apologies for absence
Cllr Messent

PL/23/9/2 To note declarations of Members' interests
None

PL/23/9/3 To confirm and sign the minutes of the Planning Committee meeting held on 12th February 2024
RESOLVED: That the minutes are approved as a true record of the meeting

PL/23/9/4 Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments that relate to the items within the agenda.

None

Agenda Item 5.d

PL/23/9/5 *To consider making a response to the following planning applications:*

Application No: 24/0549N

Proposal: Conversion of the loft area to form 3rd floor bedroom

Location: 18 , Somerville Street, Crewe, Cheshire East, CW2 7NR

RESOLVED: That the committee objects to the proposals on the following grounds:

- i. The proposal is for 2 additional bedrooms (not one as per application)
- ii. The proposal represents overdevelopment of the traditional terraced house
- iii. It is unclear if the proposals provide adequate headroom within the loft accommodation to meet minimum housing standards
- iv. There is no identified safe egress from the loft accommodation in the event of an emergency (eg fire)
- v. The proposals provide for poor standard and cramped accommodation that may not meet the minimum technical housing standards.
- vi. There is inadequate detail within the application documents.

Application No: 24/0876N

Proposal: Internal alterations & fit out to provide British Heart Foundation retail unit including new illuminated fascia signs and non illuminated fascia sign

Location: UNIT A, MARKET CENTRE, CREWE, CW1 2NG

No comments

Application No: 24/0877N

Proposal: Advertisement Consent for illuminated fascia signs and non illuminate fascia sign

Location: UNIT A, MARKET CENTRE, CREWE, CW1 2NG

No comments

Application No: 24/0786N

Proposal: Certificate of lawful development for proposed recladding of existing premises and new UPVC windows in white.

Location: Jaymar Packaging, FIRST AVENUE, CREWE, CW1 6BG

No comments

Application No: 24/0742N

Proposal: Prior approval application of single storey rear extension extending 3.55m from the rear elevation, max height of 3.46 and 2.50 to the eav with hipped roof

Location: 107, LANSDOWNE ROAD, CREWE, CW1 5LL

No comments

Application No: 24/0734N

Proposal: Lawful Development Certificate for a proposed single storey extensior the rear

Agenda Item 5.d

Location: 11, FRANKLYN AVENUE, CREWE, CW2 7NF
No comments

PL/23/9/6 To consider making responses to any urgent planning application consultations that have arisen since this agenda was published

Application No: 23/0539N

Proposal: Full planning permission for Units 1-3 comprising a mix of Class B2 / E(g) light industrial / manufacturing and B8 warehousing & distribution uses and ancillary areas, together with access, car parking provision, landscaping (including buffers, habitat parks, nature trails), sustainable drainage features (ponds, swales and raingardens), ecology enhancements (wet meadows, woodland planting, wildflower grassland and other associated works and infrastructure proposed within northern part of the site, within the curtilage of Units 1 - 3. Outline planning permission for the southern part of the site comprising a mix of Class E(g)(i) offices, B2 / E(g)(iii) light industrial / manufacturing and B8 warehousing & distribution uses, with all matters reserved including (access, appearance, landscaping, layout and scale) together with works and infrastructure associated with the southern part of the site.

Location: Land in the Western Part of Basford East, Crewe

The committee commented that:

- i. Net biodiversity gain of 0.29% represents a bare minimum based on desk top calculations, which does not fulfil the intent of ensuring benefit as it provides close to zero margin for error. Net biodiversity gain should evidence surety that the development's associated provision will be greater than is being displaced
- ii. The provision of swift boxes would support a local initiative to retain and grow the local population
- iii. The committee was unable to identify sustainable energy production on site from the roof plans (eg PV panels), which does not support the planning authority's policies or recognition of the climate crisis.

Application No: 24/0902N

Proposal: Proposed car park at/adjacent Electra House, Electra Way, Crewe.
Location: ELECTRA HOUSE, ELECTRA WAY, CREWE, CHESHIRE, CW1 6GL

RESOLVED: That the committee seeks a more pragmatic proposal that provides a more sustainable approach (noting and supporting the comments submitted by the resident at Bedford Gardens):

- i. The proposals do not provide for net biodiversity gain, which is contrary to Cheshire East Local Planning policy
- ii. The removal of mature trees is not supported and does not meet the planning policy requirements of the local planning authority
- iii. The proposals are contrary to active and sustainable planning policies
- iv. There is inadequate provision for EV charging
- v. There is inadequate provision for safe and secure under cover cycle storage
- vi. The proposals do not address the planning authority's adopted SUDS strategy and policy

Agenda Item 5.d

- vii. The proposal should address the associated local planning policies relating to public transport provision and active travel.

Application No: 24/0767N
Proposal: Certificate of proposed lawful use for putting garden fence in my legal boundary. And I do not see I violate any laws or regulations.
Location: 2 , Green Field Way, Crewe, Cheshire East, CW1 4SS

No objection, but the committee seeks that the proposals do not contravene the principal planning consent and conditions for that site such that enclosures and boundary treatments meet the intent of the development's design principles (such as a verdant appearance) and statement, the estate's planning approval and any associated registry covenants.

Application No: 24/0969N
Proposal: Rear single storey kitchen and bathroom extension with flat roof
Location: 3, WALDRONS LANE, CREWE, CW1 4PT

No comments

Application No: 24/0998N
Proposal: Removal of the existing cladding/ building signage to the showroom w new cladding/ signage zones proposed external works to uplift the current provision of car parking spaces.
Location: Swansway Jaguar Crewe, BESWICK DRIVE, CREWE, CW1 5NP

RESOLVED: That the committee objects to the proposals on the following grounds, seeking a more sustainable proposal:

- i. Removal of trees with no provision for added benefit
- ii. Lack of arboricultural statement or report

PL/23/9/7 To note responses submitted under delegation since the previous meeting

Application No: 24/0525N
Proposal: Single storey rear extension.
Location: 35, HOLLAND STREET, CREWE, CW1 3TT

No comments

PL/23/9/8 To note and/or consider correspondence, consultations, planning policy circulated by the planning authority (Cheshire East Council) and member items
8.1 Cheshire East Crossings Strategy Consultation
The consultation is closed

8.2 Walking/Cycling Route through Crewe

RESOLVED: That the council makes contact with Cheshire East Council Air Quality team to seek clarity on the current air quality strategy and action plan; current readings and levels of air quality; and impacts on health inequalities, with the findings to be reported to this committee at its next meeting for consideration of next steps.

8.3 Town And Country Planning Act 1990 – Section 247 Proposed stopping up of highway at

Agenda Item 5.d

Cross Street, Crewe CW2 7BN

No comments

8.4 Alfresco License Application – Earle Street – Cheese Hall

No comments

PL/23/9/9 To note correspondence associated with planning enforcement

9.1 Application No: 23/00190E

Nature of problem: Erection of a canopy

Location: 43A, HIGH STREET, CREWE

9.2 - 5 Buchan Grove – registered with Cheshire East Planning Enforcement

9.3 - Rainbow Street – completion of works associated with development

The updates were noted

PL/23/9/10 To note the proposed date of the next meeting 22nd April 2024 at 6pm.

Meeting closed 7.18pm

Chair Cllr John Rhodes

Clerk P Turner

Agenda Item 5e

Crewe Town Council: Community Plan Committee

Crewe Town Council

1 Chantry Court
Forge Street
Crewe
Cheshire
CW12DL



CREWE
TOWN COUNCIL

T: 01270 756975

www.crewetowncouncil.gov.uk

Minutes of the meeting held 23rd January 2024

In attendance: Cllr Dawn Clark Cllr Allan Coiley Cllr Ben Wye
Cllr Irene Faseyi Cllr Lena Hogben Cllr Toni Mortimer
Cllr Jill Rhodes

- 1 To receive apologies for absence
Cllrs Sally Graham, Kevin Murray, Cllr Dennis Straine-Francis, Martin Edwards
- 2 To note declarations of Members' interests
Cllrs Clark and Hogben declared non-pecuniary interests in items that refer to dementia service provision as volunteers for dementia support groups in Crewe.
- 3 To confirm and sign the Minutes of the Community Plan Committee meeting held on 5th September 2023
RESOLVED: That the minutes are approved as a true record of the meeting
- 4 Public Participation:

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

None
- 5 To review the year- to- date financial position for the Community Plan Committee.
Noted
- 6 To consider matters related to grant applications received from:

	Organisation	Purpose	Amount
6.1	Sherborne Community Group	Branching out - deferred from last meeting	£2500

RESOLVED: That the application is declined

Agenda Item 5e

- | | | | |
|-----|---|---------------------------------|----------|
| 6.2 | Central Cheshire
Buddy Scheme | Siblings – Young Carers | £2400 |
| | RESOLVED: That a grant of £1600 is awarded | | |
| | | | |
| 6.3 | LATH | Enhancing LATH's Profile | £1330 |
| | RESOLVED: That a grant of £1130 is approved | | |
| | | | |
| 6.4 | Visyon | Welcoming Space in Crewe | £2183.96 |
| | RESOLVED: That a grant of £530 is awarded for the provision of the signage element of the grant application | | |
| | | | |
| 6.5 | Creative Crewe | Creative Crewe – 24 more! | £2535 |
| | RESOLVED: That a grant of £1935 is awarded | | |
| | | | |
| 6.6 | Crewe Brass Band | Regional Brass Band Competition | £1989 |
| | RESOLVED: That a grant of £97 is awarded for the provision of the music element of the application | | |
| | | | |
| 6.7 | To provide an update to members on the grant allocated to St Mary's Caritas Centre. Variation request. | | |
| | RESOLVED: That the request for variation is approved. | | |
| | | | |
| 7 | To provide an end of grant update to members regarding groups funded by the small grants scheme within the last financial year. | | |
| | Noted | | |
| | | | |
| 8 | To provide an update to members on the progress of the Business Delivery Plan 2023-24. | | |
| | Noted | | |
| | | | |
| 9 | Budget setting - 2024-25 | | |
| | Noted | | |
| | | | |
| 10 | Draft Business Delivery Plan 2024-25 | | |
| | Noted and to be reviewed at the next committee meeting | | |
| | | | |
| 11 | To provide members with an update regarding CVS Food Mapping project for Crewe | | |
| | Noted | | |
| | | | |
| 12 | To note the proposed date of the next meeting on 5 th March 2024 at 6pm. | | |

Meeting closed at 7.09pm

Agenda Item 5e

Crewe Town Council: Community Plan Committee

Crewe Town Council

1 Chantry Court
Forge Street
Crewe
Cheshire
CW1 2DL

T: 01270 756975

www.crewetowncouncil.gov.uk



CREWE
TOWN COUNCIL

MINUTES of the meeting held 5th March 2024

In attendance: Cllr Dawn Clark Cllr Alan Coiley Cllr Martin Edwards
 Cllr Sally Graham Cllr Lena Hogben Cllr Toni Mortimer
 Cllr Kevin Murray Cllr Jill Rhodes Cllr Dennis Straine-Francis
 Cllr Ben Wye

CP/23/4/1 To receive apologies for absence
Cllr Irene Faseyi

CP/23/4/2 To note declarations of Members' interests
None

CP/23/4/3 To confirm and sign the Minutes of the Community Plan Committee meeting held on 23rd January 2024
RESOLVED: That the minutes are approved as a true record of the meeting

CP/23/4/4 Public Participation:

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

i. The following question was submitted via email:
I would like the following question put to this evenings community plan committee. In 2022, The Nantwich Road Action Group were awarded funding to buy Christmas trees to put on shop fronts along Nantwich Road. As no trees were purchased it was subsequently resolved to inform the action group to either buy trees or return the funding, as no trees were installed last Christmas, has the action group returned the funding it received?

The Chair responded:

That the Nantwich Road Action Group returned the lit mesh balls to the supplier and now have the Christmas trees and lights.

ii. A representative of Connecting Communities in Crewe gave addressed the committee in relation to agenda item 6.7, introducing the group and their ambitions for a Crewe Carnival.

Agenda Item 5e

Members expressed support for the principle and ambition but identified that the undertaking was of scale and required a lot of planning and resources.

CP/23/4/5 To review the year- to- date financial position for the Community Plan Committee.
The report was noted

CP/23/4/6 To consider matters related to grant applications received from:

	Organisation	Purpose	Amount
6.1	South Cheshire CLASP	Our Space life skills workshop	£1210
		Members commented that more detailed information on the specific actions taking place within a grant proposal would be helpful in the future	
		RESOLVED: That a grant of £1,210 is approved	
6.2	Malayali Association Crewe (MAC)	MAC Junior Club	£1550
		RESOLVED: That a grant of £550 is approved subject to details of how the resources will be used and confirmation of funding for room hire.	
6.3	Crewe Creative Champions	Steampunk Hattrick	£1868.80
		RESOLVED: That a grant of £1622.80 is approved (noting that the funding request for mural removal and insurance was not included in this approval)	
6.4	Crewe Clean Team	Save our Swifts (SOS) Crewe	£2350
		RESOLVED: That a grant of £2350 is approved	
6.5	The Lighthouse centre	Valley Park Festival – Community Fun Day	£2500
		RESOLVED: That the application is deferred to seek further detail on why there is a charge for the fire service; evidence of the quotes for the bouncy castles and clarification that insurance is not funded within this grant scheme.	
6.6	Hope4More	The Hope Project	£1430
		It was commented that hire of table cloths was not considered a priority funding request	
		RESOLVED: That the application is deferred to seek more detailed information on specifics associated with the listed activities.	
6.7	Connecting Communities in Crewe	Our Crewe 2024 Carnival	£2256
		RESOLVED: That the application is deferred to seek far greater detailed information	

Agenda Item 5e

CP/23/4/7 To provide an end of grant update to members regarding groups funded by the small grants scheme within the last financial year.

The update was noted

CP/23/4/8 To provide an update to members on the progress of the Business Delivery Plan 2023-24.

The detailed update on delivery of work for 2023/24 was welcomed

CP/23/4/9 To provide an update to members on the progress of our White Ribbon plans.

The update was noted

P/23/4/10 To provide an update to members on the draft Business Delivery Plan 2024-25

RESOLVED: That the committee Business Delivery Plan is approved and recommended to council for inclusion in the corporate Business Delivery Plan for 2024/25

CP/23/4/11 To note the proposed date of the next meeting on Tuesday 28th May 2024 at 6pm.

Meeting closed at 7pm

Chair Cllr Dawn Clark

Clerk P Turner

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Agenda Item 5f

Crewe Town Council: Personnel Sub-Committee

Crewe Town Council

1 Chantry Court
Forge Street
Crewe
Cheshire
CW1 2DL

T: 01270 756975

www.crewetowncouncil.gov.uk



CREWE
TOWN COUNCIL

MINUTES of the meeting held 11th March 2024

In attendance: Cllr Dawn Clark
Cllr Jill Rhodes

Cllr Steve Hogben
Cllr Dennis Straine-Francis

Cllr Kevin Murray

PN/23/2/1 To receive apologies for absence
Cllr Messent

PN/23/2/2 To note declarations of Members' interests
None

PN/23/2/3 To confirm and sign the Minutes of the Personnel Sub-Committee meeting held on 4th September 2023
RESOLVED: That the minutes are approved as a true record of the meeting

PN/23/2/4 Public Participation

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

None

PN/23/2/5 **It is recommended that Committee 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 Items 6 - 9 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 sessions

PN/23/2/6 To receive staff appraisal reports and consideration of performance
The reports were received and noted and the staff thanked for their work

PN/23/2/7 To review incremental awards
RESOLVED: That increments are awarded as per policy and contract

PN/23/2/8 Job Description review and Evaluation
RESOLVED: That the reviewed job description and evaluation is approved for implementation

Agenda Item 5f

PN/23/2/9 To consider the committee structure review as it relates to staffing and associated actions

RESOLVED:

- i. That the review has progressed as directed by council, committee and chairs.
- ii. That the staffing amended structure is approved as amended following completion of the review for recommendation to council for ratification.
- iii. That the amended job descriptions and designations are approved and the potential impacts on incumbent roles are clearly understood
- iv. That external professional support is commissioned to ensure compliance and best practice for staff engagement
- v. That implementation is sought by 15th May 2024 (following council annual meeting)

PN/23/2/10 To note the proposed date of the next Personnel Sub-Committee meeting: Tuesday 10th September 2024

Meeting closed at 7.47pm

Chair Cllr Jill Rhodes
Clerk P Turner

Crewe Town Council Current Year

Payments 31st October to 31st December 2023

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total
31/10/2023	3678	MMCL01	MM CLEANING	£164.00	£32.80	£196.80
31/10/2023	4736	JDHB01	JOHN HENRY Audit	£1,450.00	£290.00	£1,740.00
31/10/2023	41338	ZERO02	ZERO GROUP	£58.34	£11.67	£70.01
31/10/2023	5398516	RIGHTFUEL	RIGHTFUEL	£65.15	£13.03	£78.18
31/10/2023	1.17E+10	ANSA01	ANSA	£67,522.05	£13,504.41	£81,026.46
01/11/2023	3044	VAST01	VASTUM	£132.00	£26.40	£158.40
01/11/2023	1046037	BRIG01	BRIGHTER BILLS	£236.66	£47.33	£283.99
01/11/2023	761873279/00	SSE01	SOUTHERN ELECTRIC	£281.28	£14.06	£295.34
02/11/2023	50	GLITE	GLITZ FANCY	£30.00	£0.00	£30.00
02/11/2023	1.17E+10	ANSA01	ANSA	£2,718.45	£543.69	£3,262.14
03/11/2023	5416	NGL01	NGL TECH	£39.60	£7.92	£47.52
04/11/2023	3/23	CHINNERY	FRANCESCA CHINNERY	£2,620.00	£0.00	£2,620.00
05/11/2023	C4C	LITTLEFORE	LITTLEFOREST	£800.00	£0.00	£800.00
06/11/2023	0050/301328:	MKM01	MKM BUILDINGSUPPLIES	£61.56	£12.31	£73.87
06/11/2023	111898734/00	SSE01	SOUTHERN ELECTRIC	£115.80	£5.79	£121.59
07/11/2023	2452	POWERHIVE	POWERHIVE ELECTRICAL	£160.00	£0.00	£160.00
07/11/2023	114493	PETH01	PET HIRE	£23.98	£4.80	£28.78
09/11/2023	114521	PETH01	PET HIRE	£56.00	£11.20	£67.20
10/11/2023	23/4212N	CHES01	CEC	£96.00	£0.00	£96.00
10/11/2023	2005849669	HMLR	LAND REG	£6.00	£0.00	£6.00
11/11/2023	3892531	WATE02	WATERPLUS	£50.30	£2.48	£52.78
12/11/2023	REMSUND23	CREWE01	CREWE BRASS	£400.00	£0.00	£400.00
13/11/2023	54702	DG	DG OFFICE	£109.11	£21.82	£130.93
13/11/2023	88797	ALPH01	ALPHA	£117.18	£23.44	£140.62
13/11/2023	JAC161	JUNKA01	JUNK ART CREATIONS	£24.00	£0.00	£24.00
14/11/2023	1615	WHITERBIBB	WHITE RIBBON UK	£330.00	£66.00	£396.00
14/11/2023	10231	LJPRINT	L J PRINT LIMITED	£179.00	£35.80	£214.80
14/11/2023	54712	DG	DG OFFICE	£7.00	£1.40	£8.40
14/11/2023	54713	DG	DG OFFICE	£60.57	£12.11	£72.68
15/11/2023	628	STAF01	STAFFS	£530.00	£0.00	£530.00
15/11/2023	2463	POWERHIVE	POWERHIVE ELECTRICAL	£75.00	£0.00	£75.00
15/11/2023	2464	POWERHIVE	POWERHIVE ELECTRICAL	£120.00	£0.00	£120.00
15/11/2023	23396	AMBE01	AMBEROL	£2,357.62	£471.52	£2,829.14
15/11/2023	NOV	VICKY	VICKY H	£51.84	£0.00	£51.84
16/11/2023	31	COOP01	CO OP BANK	£8.75	£0.00	£8.75
16/11/2023	1.17E+10	ANSA01	ANSA	£15,617.74	£3,123.55	£18,741.29
17/11/2023	706	JOHN01	J GREENALL	£1,860.00	£372.00	£2,232.00
17/11/2023	1200558	GREGGAS	GREG GAS SERVICES	£80.00	£0.00	£80.00
18/11/2023	31328	SCCC01	SCCCI	£150.00	£30.00	£180.00
19/11/2023	1168	BLIT02	BLITZ FIREWORKS	£2,439.25	£487.85	£2,927.10
21/11/2023	489	MINI	MINI BEANS	£270.00	£54.00	£324.00
21/11/2023	72851	HOLD01	HOLDFAST	£8.00	£1.60	£9.60
22/11/2023	54755	DG	DG OFFICE	£29.25	£5.85	£35.10
22/11/2023	65819	FIFI01	FIFIELD	£487.81	£0.00	£487.81
22/11/2023	114764	PETH01	PET HIRE	£22.00	£4.40	£26.40
23/11/2023	10275	LJPRINT	L J PRINT LIMITED	£216.00	£43.20	£259.20
23/11/2023	1.17E+10	ANSA01	ANSA	£132.86	£26.57	£159.43
24/11/2023	4739	JDHB01	JOHN HENRY Audit	£550.00	£110.00	£660.00
24/11/2023	6961	MASON	D A MASON	£595.00	£0.00	£595.00
24/11/2023	54764	DG	DG OFFICE	£29.44	£5.89	£35.33
25/11/2023	18591	FOOL01	FOOLS PARADISE	£1,475.00	£295.00	£1,770.00
27/11/2023	88428	ALPH01	ALPHA	£2,012.58	£402.52	£2,415.10
27/11/2023	287335	TUDO01	TUDOR	£207.03	£41.41	£248.44
27/11/2023	1.17E+10	CHES01	CEC	£45.00	£0.00	£45.00
27/11/2023	CLSO	JLMEDICAL	JL MEDICAL	£437.50	£0.00	£437.50
27/11/2023	CTC02	GOLDSMITH	DGOLDSMITH	£1,775.00	£0.00	£1,775.00
28/11/2023	375	SAMEDIFF	SAME DIFFERENCE	£670.00	£0.00	£670.00
28/11/2023	3705	MMCL01	MM CLEANING	£164.00	£32.80	£196.80

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28/11/2023	5496 NGL01	NGL TECH	£358.84	£71.77	£430.61
28/11/2023	81637 CWLW01	CWLW	£50.00	£10.00	£60.00
29/11/2023	636 STAF01	STAFFS	£1,420.00	£0.00	£1,420.00
29/11/2023	114901 PETH01	PET HIRE	£35.20	£7.04	£42.24
30/11/2023	604 CURIOUS	CURIOUS MINDS	£175.00	£0.00	£175.00
30/11/2023	41983 ZERO02	ZERO GROUP	£50.61	£10.12	£60.73
30/11/2023	508368 AMBE03	AMBERON	£1,581.84	£316.37	£1,898.21
30/11/2023	5449088 RIGHTFUEL	RIGHTFUEL	£63.54	£12.71	£76.25
30/11/2023	1700192244 ANSA01	ANSA	£41,422.18	£8,284.44	£49,706.62
02/12/2023	189576 FOOL01	FOOLS PARADISE	£825.00	£165.00	£990.00
17/12/2023	18577 FOOL01	FOOLS PARADISE	£860.00	£172.00	£1,032.00
23/12/2023	18578 FOOL01	FOOLS PARADISE	£820.00	£164.00	£984.00
		TOTAL INVOICES	£157,992.91	£29,410.07	£187,402.98

Crewe Town Council Current Year

Payments 1st to 31st January 2024

<u>Invoice Date</u>	<u>Invoice No</u>	<u>A/c Code</u>	<u>A/c Name</u>	<u>Net Value</u>
01/12/2023	5444	NGL01	NGL TECH	£625.00
01/12/2023	1046387	BRIG01	BRIGHTER BILLS	£423.09
01/12/2023	WINTER	STANDREW	ST ANDREWS CHURCH	£1,000.00
03/12/2023	CTC03122023	WYKES	RWYKES	£250.00
04/12/2023	2406	RAREEARTH	RARE EARTH DIGITAL	£90.00
06/12/2023	100534	BELCHER	SBELCHER	£10,000.00
06/12/2023		THURSDAY	THURSDAY CLUB	£2,500.00
07/12/2023	6145	STPA01	ST PAUL'S CENTRE	£1,500.00
07/12/2023	54845	DG	DG OFFICE	£28.45
07/12/2023	FINE	LW	WHEELER	£60.00
07/12/2023	PO709	CCL001	CHANCE	£938.70
07/12/2023	S294	MOTH01	MOTHERWELL	£750.00
08/12/2023	639	STAF01	STAFFS	£220.00
08/12/2023	81746	CWLW01	CWLW	£60.00
08/12/2023	1.17E+10	ANSA01	ANSA	£944.86
08/12/2023	HERITAGE	JLMEDICAL	JL MEDICAL	£137.50
11/12/2023	2023-009	MELS	MELS KITCHEN	£395.00
11/12/2023	54858	DG	DG OFFICE	£76.99
11/12/2023	54859	DG	DG OFFICE	£130.66
11/12/2023	FINE	INGWILSON	INGRID WILSON	£60.00
12/12/2023	13655	WISH01	WISHING WELL	£1,000.00
12/12/2023	54865	DG	DG OFFICE	£5.50
12/12/2023	FINE	CHARLYMA	CHARLY MALAM	£60.00
13/12/2023	1183	BLIT02	BLITZ FIREWORKS	£1,770.00
13/12/2023	5578	NGL01	NGL TECH	£73.50
13/12/2023	54871	DG	DG OFFICE	£33.35
13/12/2023	115249	PETH01	PET HIRE	£42.24
13/12/2023	FESTIVAL	STANDREW	ST ANDREWS CHURCH	£400.00
18/12/2023	121223	JLMEDICAL	JL MEDICAL	£137.50
19/12/2023	32	COOP01	CO OP BANK	£8.75
19/12/2023	198451	SSE01	SOUTHERN ELECTRIC	£196.59
19/12/2023	FINE ^A	BURGESS	BURGESS	£60.00
20/12/2023	1200605	GREGGAS	GREG GAS SERVICES	£95.06
20/12/2023	ON ACC 457	JOOGLE	JOOGLEBERRY	£0.00
22/12/2023	54924	DG	DG OFFICE	£26.00
28/12/2023	5630	NGL01	NGL TECH	£358.84
29/12/2023	4308680	WATE02	WATERPLUS	£63.64
29/12/2023	HCL000679	PURCELL	PURCELL	£2,625.00
31/12/2023	3732	MMCL01	MM CLEANING	£190.00
31/12/2023	511892	AMBE03	AMBERON	£568.00
31/12/2023	5502910	RIGHTFUEL	RIGHTFUEL	£25.00
01/01/2024	1046739	BRIG01	BRIGHTER BILLS	£280.23
02/01/2024	1.17E+10	ANSA01	ANSA	£132.86
03/01/2024	292134	TUDO01	TUDOR	£59.34
03/01/2024	MEM247567	SLCC	SLCC	£36.00
04/01/2024	1.17E+10	ANSA01	ANSA	£39,529.23
07/01/2024	18734	MICR01	MICROSHADE	£220.98
08/01/2024	124	CUBLEY	KCUBLEY	£400.00
08/01/2024	281123	JLMEDICAL	JL MEDICAL	£137.50
09/01/2024	1186	BLIT02	BLITZ FIREWORKS	£8,621.50

10/01/2024	54979 DG	DG OFFICE	£43.00
10/01/2024	4492338 WATE02	WATERPLUS	£121.43
12/01/2024	1.17E+10 ANSA01	ANSA	£2,139.26
16/01/2024	188604 TUDO01	TUDOR	£41.50
18/01/2024	33 COOP01	CO OP BANK	£7.35
19/01/2024	449849 FORREST	FORREST RECRUIT	£295.80
22/01/2024	55049 DG	DG OFFICE	£141.69
22/01/2024	55050 DG	DG OFFICE	£6.60
22/01/2024	295489 TUDO01	TUDOR	£41.83
22/01/2024	1.17E+10 CHES01	CEC	£1,200.00
23/01/2024	1928 SEED	SEED ARBO	£475.00
23/01/2024	1.17E+10 ANSA01	ANSA	£726.00
24/01/2024	GRANT24 CREWE01	CREWE BRASS	£97.00
24/01/2024	GRANT24 CCBS	CHESHIRE BUDDY	£1,600.00
26/01/2024	450043 FORREST	FORREST RECRUIT	£408.00
26/01/2024	HCL000695 PURCELL	PURCELL	£8,268.75
28/01/2024	5791 NGL01	NGL TECH	£353.60
28/01/2024	GRANT LATH	LOOKING AFTER	£1,130.00
29/01/2024	2521 POWERHIV	POWERHIVE ELECTRICAL	£65.00
30/01/2024	9077 CRIM01	CRIME WATCH	£60.00
31/01/2024	2828 6A	6A ARCHITECTS	£15,000.00
31/01/2024	43221 ZERO01	ZERO SIGNS	£43.60
31/01/2024	55099 DG	DG OFFICE	£147.86
31/01/2024	5556525 RIGHTFUEL	RIGHTFUEL	£25.00
31/01/2024	XMASLIGHTS CREWE01	CREWE BRASS	£300.00
		TOTAL INVOICES	£110,085.13

Agenda Item 9

Report Statement

Meeting:	Crewe Town Council 26 th March 2024
Report Purpose:	To provide a business and work delivery plan for 2024/25 based on the approved budget and corporate strategy
Version Control:	v1
Author:	Town Clerk

1. Report Summary

To ensure effective and efficient delivery of the council's services, this report sets out the delivery plan based on the approved budget for 2024/25, the Crewe Town Council Corporate Strategy and direction from committees.

Once approved, the business delivery plan will enable the council to progress agreed work, with clear reporting and ongoing direction from council and committees.

2. Background

The 2024/25 budget setting process began in July 2023 with council approving a schedule for member engagement and committees informing the draft budget based on the 2023/24 budget.

The schedule provided the draft budget for individual members to inform as well as committee agreement and onward recommendation to council.

The 2024/25 budget was approved by council on 5th December 2023 and Cheshire East Council informed of the associated precept requirement.

3. Position

The budget for 2024/25 is £1,479,704 with a precept amount of £1,330,554, which equates to £92.34 per annum contribution to council tax for a Band D property.

4. Equality Impact

Services delivered across the community

5. Sustainability Impact

Provision of a business delivery Plan ensures clarity of work schedule, transparency of council projects and services and provides the maximum amount of time to facilitate delivery.

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6. Community Impact

Approval of a business delivery plan allows for efficient delivery of services to the community.

7. Governance

Crewe Town Council Financial Regulations

Crewe Town Council Financial Risk Assessment

Crewe Town Council Corporate Strategy

Crewe Town Council Terms of Reference

Localism Act 2011

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8. Financial Impact

The business delivery plan allows for the delivery of services within the approved budget. Unallocated sums will be returned to council or delegated committee for approval once defined and agreed.

The below table displays the budget headings, committees associated and a description of the delivery costs. Some costs are as yet undefined and will be required to be returned to council or the delegated committee for later approval once defined.

	BUDGET HEADING	APPROVED BUDGET VALUE (£)	DESCRIPTION	DEFINED SPEND ALLOCATION (£)
Finance & Governance				
Payroll	Salaries	286,743	Officer/employee salaries	216,478
	Tax & NI	32,756	Costs of employment ("on-costs")	21,430
	Pensions Contributions	65,951	Employer pension contributions	48,924
	Payroll Admin Costs	1000	External payroll administration	1,000
Borrowing	Loan Repayments	14,198	Public Works Loan Board repayments – relates to purchase of offices at 1 Chantry Court.	14,700
Administration	Bank Charges	1,750	Bank charges through the year	450
	Employee Training	3,000	Training costs for staff members	2,000
	Employee Travel/subsistence	850	Expenses associated with attending training and travel away from the office	2,500
	Refreshments/Catering	200	To provide for refreshments as required at meetings of the community and council	400
	Audit Fees	3,750	Internal Audit Fees and External Audit Fees	3,000

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	BUDGET HEADING	APPROVED BUDGET VALUE (£)	DESCRIPTION	DEFINED SPEND ALLOCATION (£)
	Accountancy Fees	4,000	Accountancy professional oversight and scrutiny for reporting	3,250
	Legal & Professional	1,000	Available to access for legal and professional support, such as ad hoc legal advice associated with licences, leases and contract agreements	1,000
	Insurance	6,500	Annual insurance premium for the council's assets, services, indemnity and events	5,000
	Subscriptions	6,000	Subscription to ChALC and other relevant groups	5,250
	Postages	100	Cost of postage through the year	400
	Stationery	1,300	Cost of office stationery through the year	900
	Printing	3,000	Ad hoc printing requirements and the cost of operating a central photocopier/printer in the office	3,000
	Janitorial	2,000	Office cleaning	1,900

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	BUDGET HEADING	APPROVED BUDGET VALUE (£)	DESCRIPTION	DEFINED SPEND ALLOCATION (£)
	Computer Equipment / Software	4,500	Annual licences for IT services (eg Rialtas Finance, Adobe, Microsoft, Zoom) and hardware requirements	4,000
	Website	1,000	Hosting and maintenance of the council's website	500
	Telephones	4,000	Cost of council office and mobile phones	3,500
	Room Hire Costs	1,000	Provision of suitable meeting space in light of and following C19 restrictions	1,500
	Equipment Purchase/Hire/Repair	4,000	Ad hoc requirements for administrative resources	4,000
	Clothing / PPE	250	Appropriate resources for safe working	500
	Contractors – Professional	6,000	Data Protection Officer (GDPR) H&S and HR advisors/underwriters Remainder as yet undefined	£1,600 £2,000 REMAINDER REQUIRING DEFINITION AND APPROVAL TO BE APPLIED AS APPROPRIATE WITHIN GOVERNANCE REQUIREMENTS
	Strategic Allowance	6,250	Available funds to address opportunities to develop services and resources associated with the council's strategy. As yet undefined	REQUIRING DEFINITION AND APPROVAL TO BE APPLIED AS APPROPRIATE WITHIN GOVERNANCE REQUIREMENTS

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Accommodation	Utilities	6,500	Office utility costs	2,500
	Contractors – Services	6,000	Office site service charges Waste Collections Electrical & Fires Safety Remainder as yet undefined	3,000 750 750 REMAINDER REQUIRING DEFINITION AND APPROVAL TO BE APPLIED AS APPROPRIATE WITHIN GOVERNANCE REQUIREMENTS
	Sinking Fund	1,000	EMR to address any larger maintenance or repair issues in the future	1,000 to EMR
Members' Costs	Member Training	500	Ad hoc training to address member development needs	500
	Member Travel/subsistence	200	Associated travel and subsistence costs	500

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	BUDGET HEADING	APPROVED BUDGET VALUE (£)	DESCRIPTION	DEFINED SPEND ALLOCATION (£)
Events Committee				
Events	Community Events & Summer Programme	50,000	<p>School holidays activity programme</p> <p>Animation – to add value to makers markets and other key moments throughout the year</p> <p>Heritage Open Days</p> <p>Armed Forces Day</p> <p>Crewe Pride</p> <p>International Women’s Day</p>	<p>£32,000 – Programme of activities to be delivered across school holidays throughout 2024 – 2025</p> <p>£6,000 – To be delivered throughout 2024/2025</p> <p>£8,000 – To be delivered September 2024</p> <p>£1000 – June 2024</p> <p>£2000 – June/ July 2024</p> <p>£1000 – March 2024</p>
	Event Sustainability	12,000	<p>Capacity building through upskilling – volunteer support and training, toolkits</p> <p>Cheshire East Council has begun charging business rates for feature markets, as this is a community event contracted by</p>	<p>£2,000</p> <p>£3,500</p>

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			Crewe Town Council we are hopeful that they will reconsider this decision.	£6,500 - As Yet Undefined - requiring further definition and associated
	Strategic Event	60,000	4 x Music Events	£60,000 – for the development and delivery of up to 4 music events 2024/25
Christmas Programme	Infrastructure (Christmas)	60,000	Christmas Lights	November / December 2024 Value £60,000
	Christmas Activities	27,000	Christmas Light Switch On event and supporting activities	November/December 2024 - Value £27,000
	Sinking Fund	10,000	Christmas Lights	To EMR at year end value £10,000
Projects	UKSPF Arts Trail & Engagement	70,000	External grant funding of £70,000, all previously approved	£70,000 for delivery of the approved project
	Evaluation	10,000	Ongoing digital and face to face evaluation and foot traffic counting for events throughout 2024 – 2025	£10,000
	TOTAL	299,000		

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Events Committee EMR				
	Strategic Events (EMR)	£86,325	Undefined – requiring further definition, members approved officers advertising for expressions of interest seeking potential options for a large scale cultural event project in 2024/2025 using strategic event EMR	To advertise for expressions of interest for potential options for a large scale cultural event in 2024/25.
	Anti-Violence Bee (EMR)	£20,000	Members approved an allocation 2023/2024 Strategic event budget to bringing the anti-violence bee to Crewe in May 2024	£20,000 – To be delivered in May 2024
	Crewe Krazy Races – Crewe Day Celebration (EMR)	£10,000	Members approved an allocation of 2023/2024 strategic event budget to bringing a Soapbox Derby event to Crewe in July 2024 to celebrate Crewe Day	£10,000 – To be delivered in July 2024

	BUDGET HEADING	APPROVED BUDGET VALUE (£)	DESCRIPTION	DEFINED SPEND ALLOCATION (£)
Community Plan Committee				
	Civic Expenses	£2,500	As required in the delivery of the civic function	£2,500

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Grants	Grants Scheme	£30,000	Provision of grant awards within the grants policy and financial governance of the council	£30,000 – as approved by committee under adopted grant policies
Community Plan	Sustaining Network	£15,000	<p>Foodbank Support</p> <p>Contributions throughout the year towards third sector initiatives across the town provided by a number of local community organisations.</p> <p>This includes for support of the development of a Social Supermarket provision as well as emergency response (eg winter hardship)</p>	<p>St Paul's Foodbank - £6,000</p> <p>Chance Changing Lives - £6,000</p> <p>Social Supermarket and emergency response fund - £3,000</p>
	Community Development Commissioning	£10,000	St Peter's/St Andrew's Holiday Hunger and The Lunch Crewe lunch clubs	<p>£6,800</p> <p>As yet unallocated - £3,200</p>
	Tree of Light service 470 4754	£5,000	Delivery of the annual Tree of Light event – project, promotion, and delivery costs	£5,000
	Remembrance Service 470 4252	£6,000	Delivery of the annual Remembrance Sunday Service	£6000

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	<p>Wellbeing 470 4767</p>	<p>£60,000</p>	<p>Commissioning model of delivery for range of community wellbeing interventions</p>	<p>Pop up in the Parks Yr 2 of 3 £6000 Wishing Well Yr 2 of 3 £2000 Wilderness Tribe Yr 2 of 3 £2500 White Ribbon Yr 2 of 3 £330 Wishing Well Supported Adults – Yr 2 of 3 £ 2500 Dementia Yr 2 of 3 - £2500 Crucial Crewe Yr 2 of 3 £2500 Community Support – Equality, Diversity & inclusion Yr 2 of 3 £5000 Debt counselling Yr 2 of 3 - £2500 Dove Bereavement Services £2500 Circus Starr - £2000 Yr1 of 3 Volunteering Network Support - £2500 Yr1 of 3 Defib accessories - £500 Twinning - £1000</p>
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				<p>Networking event - £1000</p> <p>Veterans Support Yr1 of 3 £2500</p> <p>White Ribbon event funding support £2000</p> <p>Female MH - £2500 Yr1 of 3</p> <p>TOTAL £42330</p> <p>£17,670 as yet undefined requiring further consideration and committee approval</p>
Libraries	Library Support Funding	£38,809	Approved financial grant support to address CEC funding shortfall	£38,809 (Yr1 of 3)

	BUDGET HEADING	APPROVED BUDGET VALUE (£)	DESCRIPTION	DEFINED SPEND ALLOCATION (£)
Planning Committee				
	EMR – Conservation Area review	£59,106	To carry out a Conservation Area Review and implementation Plan to ensure the work can be included within local planning authority adopted policy	£59,106

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	BUDGET HEADING	APPROVED BUDGET VALUE (£)	DESCRIPTION	DEFINED SPEND ALLOCATION (£)
Operations & Improvements Committee				
Town Centre Maintenance	Equipment Purchase/Repair/Hire	£10,000	Ranger equipment, consumables and related town centre maintenance costs.	£10,000 for delivery of maintenance projects on sites as required
	CCTV	£37,456	3- year contract expires 31 st March 2024 for delivery by Cheshire East Council CCTV unit. Maintenance of new cameras mobile cameras including Wifi	£37,456 for CCTV support, plus possible additional (EMR) £2,340 costs for maintenance or additional movement of the mobile cameras Dependent on success of cameras, an additional mobile camera purchase may be feasible within budget to support Cleaner Crewe or Town Centre security.
	Ranger Service	£206,215	Service Level Agreement with ANSA to provide for 4 rangers, dedicated to Crewe and responsible to Crewe Town Council, supported by 2 vehicles (2 transit style flat- bed vans)	£206,215 – to service contract with ANSA as well as support costs of delivery and consumables

Agenda Item 9

	Cleaner Crewe	£37,277	Contribution to Cleaner Crewe Project.	£37,277 To be reviewed by committee for detailed means of delivery
Floral Schemes	External Contractors	£35,000	Provision of the floral schemes through Ansa contract and additional planting enhancements – Summer and Winter displays.	£35,000 – for ANSA delivery contract as well as spend on additional provision over and above contract
Green Spaces	Parks & Play Area Improvement Scheme	£100,000	Provision of park and play area improvements	To be delivered at Pebble brook / Brookhouse Drive Park in conjunction with the 2023/24 EMR
	Allotments	£7000	Delivery of maintenance projects on sites as required	£7,000 for delivery of maintenance projects on sites as required
Regeneration	Heritage Projects	£2,000	Heritage projects	£3,500 – School Workshop support £16,000 – Community Engagement and “Crewe at War” £500 – membership & conferences
	Public Realm	£25,000	Public Realm Weed Spraying	Main accesses and central residential streets weed spraying - £8,000

Agenda Item 9

				Requiring further definition and approval to be applied as appropriate within governance requirements
	Projects	£21,000	Provision of projects to support engagement and activities such as: Park-based activities Town Centre Activities & Animation	Requiring definition and approval to be applied as appropriate within governance requirements
Total		£498,948		
EMR				
	Hoardings and Frontages	£21,280	Re-allocation of funds provided by Cheshire East Council to providing improvements and engagement in the town centre public realm, including at Royal Arcade	£21,280 for improvement projects
	CCTV	£2,340	Underspend of 2022/23.	£2,340 to be used to support additional camera costs, eg mobile camera running and installation costs
	Parks & Play Areas	£100,000	Approved for improvements at Pebble Brook/Brookhouse Drive park	£100,000 grant to ANSA for improvement works at Pebble Brook / Brookhouse Drive Park in conjunction with

Agenda Item 9

				2024/25 budget provision
	Heritage Grants Match Funding	£22,555	Consolidated heritage projects EMR	£10,890 – Funding and income generation for Heritage Centre Learning Officer (to generate up to £100,000 grant income)
	Town Centre Capital Projects	£75,800		£64,000 committed to LY2 £5,000 for Keep on Keeping on Project Balance available for decorative lighting projects
GENERAL RESERVE			Parks Play Area and Spaces Maintenance Officer	Commissioned from ANSA £49,900 Budget for repairs and interventions £15,000

Agenda Item 9

9. Resource Impact

Approval of the business delivery plan reduces the time burden on members, committees and officers

10. Consultation/Engagement

All projects requiring engagement will meet their obligations and record and report accordingly

11. Wards Affected

All

12. Conclusions

To enable the effective and efficient delivery of council's committed services, the delivery plan above should be adopted within the governance of the council for 2024/25. In doing this, the majority of the council's service delivery programme will be clearly identifiable in a single reference document.

13. Consideration Sought

- i. That the above service delivery plan and associated spend within the approved 2024/25 budget and Ear Marked Reserves is adopted and approved by Council
- ii. That all ongoing work, actions and outcomes are reported regularly to the associated committees and council where relevant.
- iii. That undefined aspects of delivery are progressed through the appropriate governance, committee or council for further development and definition for later approval.

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REPORT STATEMENT

Meeting: Crewe Town Council 26th March 2024
Report Purpose: To review the committee structure of Crewe Town Council
Version Control: v1
Author: Clerk

1. Report Summary

The report provides a draft revised committee structure proposal that was developed through engagement with committee chairs and council leadership. It provides an amended approach in recognition of a new corporate strategy and council priorities.

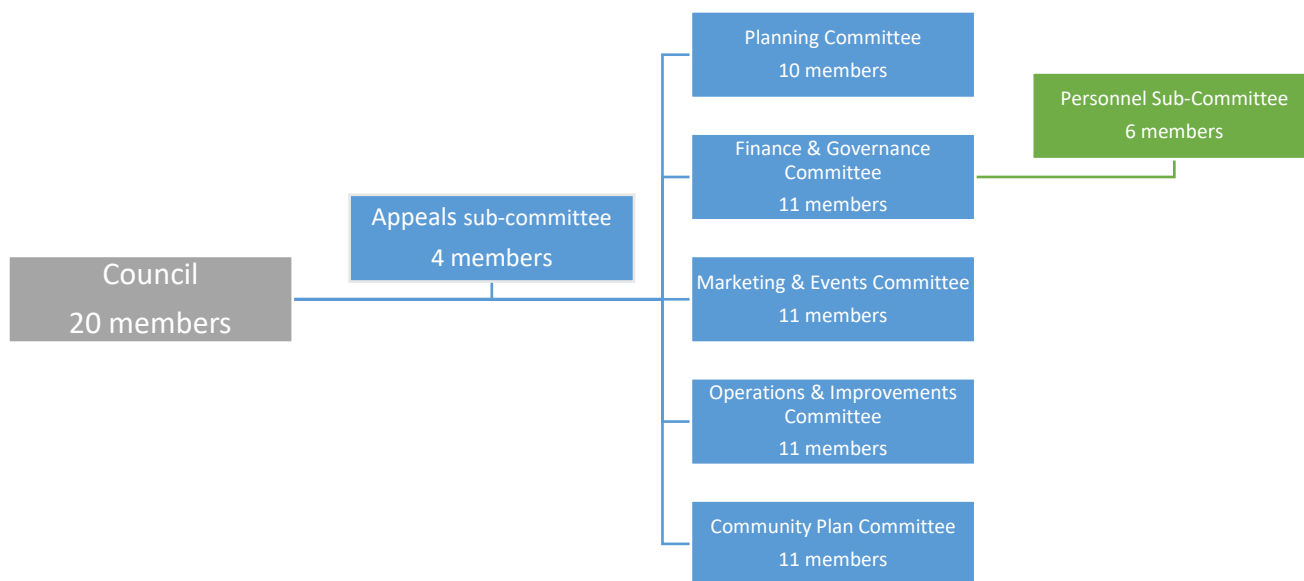
2. Background

Crewe Town Council was established in 2013 and provided for a local council for the parish of Crewe. The council developed a committee structure over time that is reflected in the below structure and this structure has provided the tier of scrutiny, policy, strategy and direction for the member-led organisation for a number of years.

These committees have delegated functions and budgets that sit within the governance structure of the council. Committees and council perform a strategic and executive role within the council's governance, rather than that of an operational role.

The Finance & Governance committee considered this report in January and again in March 2024 and directed that the Terms of Reference be circulated to all members again prior to approval for recommendation to council for adoption, which was actioned with no amendments proposed.

3. Position



Council

Overall executive responsibility for council strategy. Specifically reviews and ratifies decisions recommended by committees that they are not otherwise delegated to approve.

Responsible for final approval and adoption of council policy and governance as well as larger budgetary expenditure (as per the Financial regulations).

Planning Committee

Delegated to make responses to planning applications and consultations as well as direct the development of associated policies related to planning, highways, built heritage and social infrastructure.

Finance and Governance Committee

This committee leads on policy review and governance development as well as oversight of the council’s budgeting, spend, audit and financial strategy.

The budget associated with the committee has little discretion as it relates to contractual requirements and council administrative obligations.

Operations and Improvements

This committee has the largest portfolio that oversees a number of service level agreements for operation service deliver. These include CCTV, Town Ranger Service, Cleaner Crewe and public realm planting.

The committee budget is approaching twice the size of other committees and as such it might be considered that its portfolio is at capacity, leaving little room for development.

Marketing and Events

Oversees the events and communications functions of the council. Provides direction and scrutiny for event options and onward development.

Additionally, the committee is responsible for the Christmas Lights displays in the town.

Community Plan

This committee delivers the Community Grants programme as well as overseeing direct interventions to support the community in Crewe, including areas associated with supporting services associated with food banks, welfare, wellbeing and public health.

There remains the opportunity to consider if the current structure reflects an appropriate spread of responsibilities as well as representing the corporate strategy for the current administration.

Following consideration of the options appraisal by this committee in September, committee chairs and council leadership met to review the current structure and consider options for any potential amendments and drafting a new committee structure.

That meeting drew on all the areas of work being delivered and included within the corporate strategy priorities, as well as the clear designation/naming of the committees and came to the below drafted structure and work areas for the main committees. The below draft structure includes reference to every aspect identified in the corporate strategy.

This approach sees some changes in committee designation/naming:

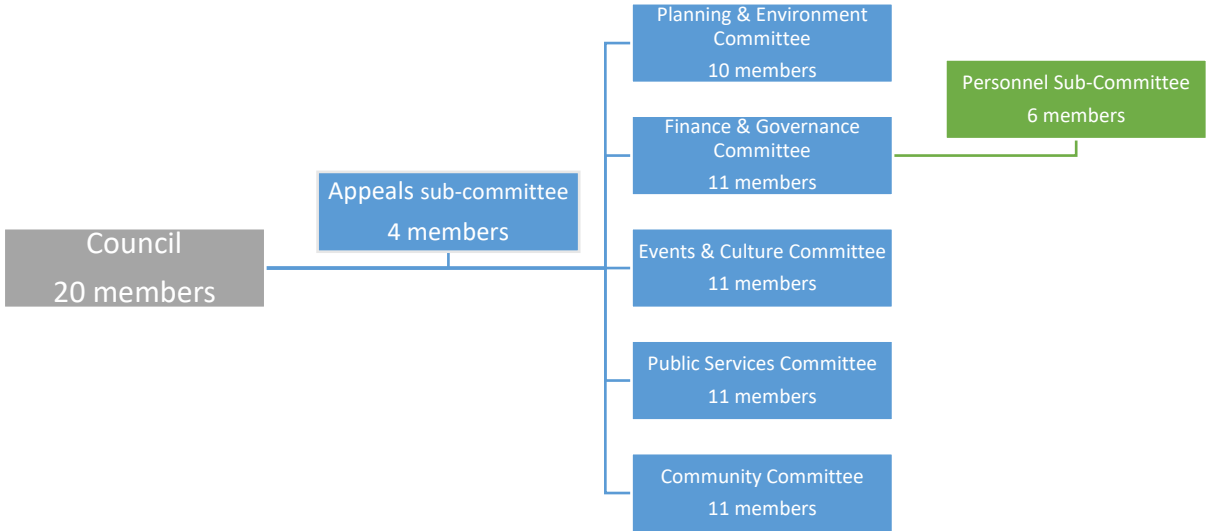
1. Planning Committee becomes Planning & Environment Committee to reflect a growing role in built environment heritage conservation as well as formally identifying a need to engage with environmental sustainability
2. Marketing & Events Committee becomes Events and Culture Committee, reflecting the main function of the committee, but also ensuring that culture is brought forward as a focus for service development and delivery. This includes heritage culture.
3. Operations and Improvements Committee becomes Public Services Committee with the aim of making the committee's function more accessible and to focus attention on practical interventions delivered by the council
4. Community Plan Committee, becomes Community Committee for the purposes of clarity as well as to seek to encompass the broad interpretation of community development and service delivery within the corporate strategy
5. Finance and Governance Committee is unchanged in terms of designation, but clarifies the corporate focus of the committee to include civic services and communications.

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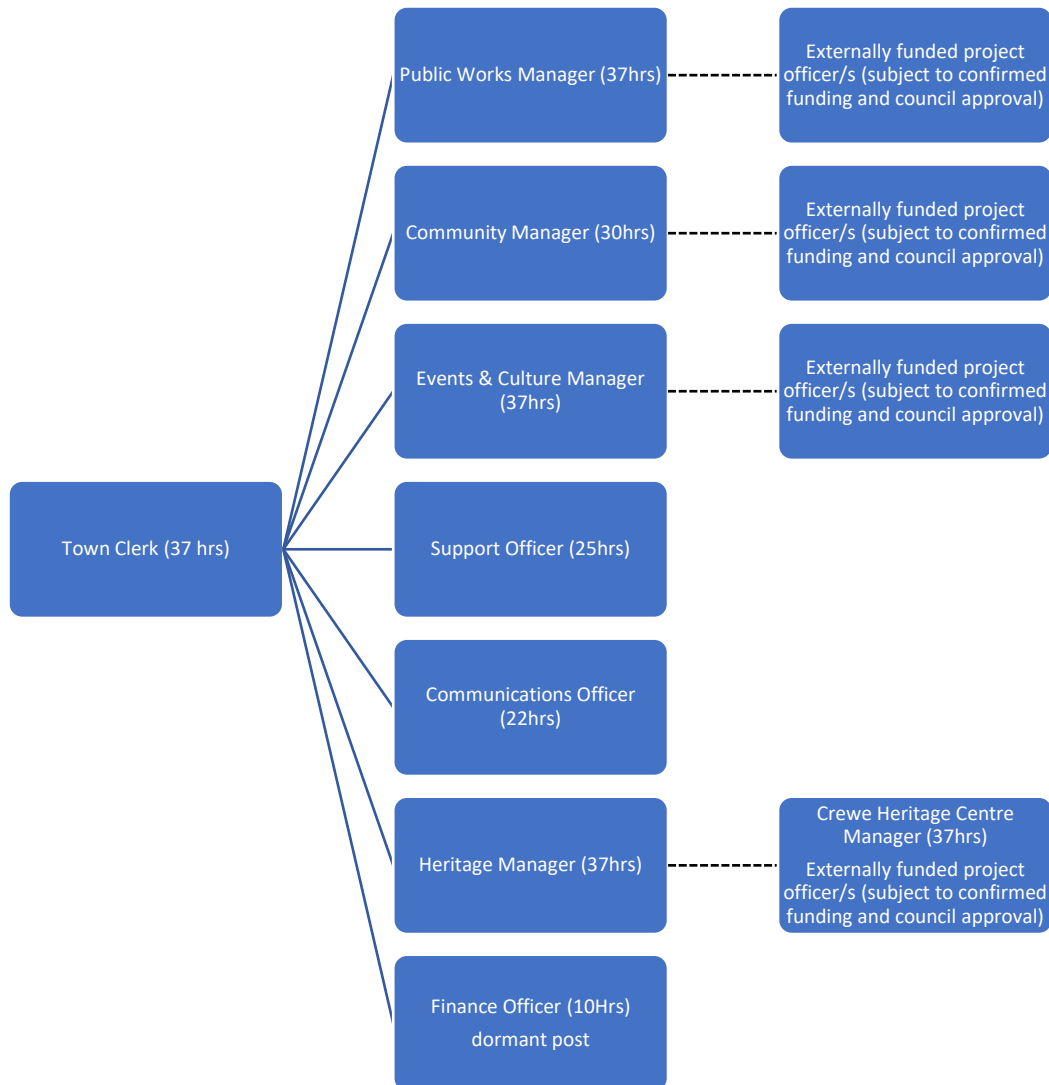
Planning & Environment Committee	Events & Culture Committee	Public Services Committee	Community Committee	Finance & Governance Committee
Planning Application Consultation Responses	Christmas (Events & Lights)	Direct Contract Oversight (CCTV, Floral)	Community Service Level Agreements (incl Library)	Finance, Budgets, Audit & Procurement
Policy and Project Consultation responses	Heritage Centre Engagement	Town Centre Management	Community Service & Third Sector Mapping	Office, IT & General Admin
Planning Enforcement Oversight	Events Calendar & Delivery	Public Realm Maintenance & Ranger Service	Third sector engagement	Policy & Meeting Oversight
Environment & Sustainability Projects	Strategic Event Development & Delivery	Play Areas & Greenspaces	Community Grants	Civic Functions (Remembrance & Commemorations; Civic Awards; Mayoralty)
Sustainable Travel Responses	Arts & Culture Development	Devolved Assets & Services (operational delivery & subject to specifics)	Inclusion & Accessibility	Members & Elections
Building Conservation Responses	Events Volunteers	Cleaner Crewe Project (incl Volunteers)	ASB Projects & Engagement	Website & Comms
Heritage Projects (CAR, Planning conservation)	Heritage Projects (HODs; Bicentenary; Plaques)	Volunteering Friends of parks	Volunteering Community/3 rd Sector	Asset Management – financial accountability (Allotments, Offices & Railway Cottages)



The amended draft committee structure would not be significantly different in terms of overall council structure and membership could, until a suitable point in the future, remain reflective of the current position.



In terms of staffing structure, the general structure remains the same. The Personnel Subcommittee met in March to update and approve definitions and designations of associated roles to reflect the new corporate strategy and committee structure and work areas. The amended structure is as below



4. Equality Impact

All services are delivered within the council’s diversity and equality policy as well as associated legislation and regulation.

5. Sustainability Impact

Financial: This approach does not affect financial strategies or plan, but provides for an alternative reporting structure for delivery, which may result in a refocused scrutiny and oversight, strengthening accountability.

Social: This approach does not affect strategies or plans, but provides for an alternative reporting structure for delivery, which may result in a refocused scrutiny and oversight, strengthening accountability and delivery

Environmental: The draft approach does provide for greater governance recognition of environmental matters with the inclusion within the Planning (an Environment) committee.

6. Community Impact

All services and projects are to be delivered for the benefit of the community of Crewe. This approach does not change that but the refreshed draft structure seeks to address the approved and adopted corporate strategy's priorities and identified areas of work, which provides for greater clarity on expectations without being restrictive.

7. Governance

The redefinition of committees will require the amendment of core governance documents such as the Constitution, Terms of reference and Standing Orders.

Localism Act 2011

Local Government Act (and all subsequent updates, amendments and associated forms of legislation) 1972

Crewe Town Council Constitution

Crewe Town Council Corporate Strategy

Crewe Town Council Medium term Financial Plan

8. Financial Impact

None

9. Resource Impact

Councillor time to address amendments in the structure

Officer time to update governance and related operational processes

10. Consultation/Engagement

- i. Councillor – In drafting the Corporate Strategy; Informal engagement in definitions and designations of Committees; F&G committee and Council informed of progress; Terms of Reference circulated to committee and council for comments and amendments; At the point the draft amended committee structure is approved in principle by this committee, the final draft proposal will be shared with all members. Full Council consideration. Full Council adoption (subject to consensus)
- ii. Employees – In drafting the Corporate Strategy; Circulated to all staff in advance of meetings; informed of progress of this process at Team Meetings; At the point the draft amended committee structure is approved in principle by this committee, employees will be further; Should the changes indicate the requirement for role reviews based on updated corporate priorities, associated/affected officers will be consulted on draft amended role descriptions and implementation of amended role descriptions as directed by the Personnel Sub Committee. Engagement is already ongoing and officers are aware of the progress to update the governance structure and potential impacts on some roles.
- iii. External – May 2023 elections – the current council elected recently based on their priorities, which have informed the corporate strategy

11. Wards Affected

All

12. Conclusions

- i. That a review of the current committee and associated governance structure is a proactive approach to ensure corporate priorities are appropriately identified and directed.
- ii. That the draft structure covers all areas of services and projects identified in the Corporate Strategy adopted September 2023
- iii. That broader engagement with members and employees took place following approval in principle for the proposed draft structure
- iv. That the associated governance documentation, having been circulated to all members, is recommended to council for adoption, coming in to effect at the start of the coming civic year (May 2024)
- v. That any potential changes to employee work priorities as directed by the Personnel Sub-Committee are progressed as appropriate.

13. Considerations

- i. That the committee and governance structure, having been shared for greater engagement and consultation, should be approved for adoption as recommended by the Finance & Governance Committee (implementation May 2024)
- ii. That the amended Council and Committee Terms of Reference is approved for adoption as recommended by the Finance & Governance Committee (implementation May 2024)
- iii. That the staffing structure is approved as recommended by the Personnel Sub-Committee (implementation May 2024)

**COUNCIL
TERMS OF REFERENCE**

Approved by Council: ~~16th May 2023~~ 14th May 2024

Planned Review Date: ~~May 2025~~ 4

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20 Members of the Authority

Quorum = 7

Annual Town Council meeting is held in May, and then Council will meet approximately 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 & Environment Committee has delegated authority for response to consultations (see terms of reference for that Committee and 64 below) Planning & Environment 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-to-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

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Agenda Item 10

	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
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.	None generally In cases of urgency, the Town Clerk in consultation with two of: Leader, Deputy Leader, Mayor, Deputy Mayor.
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.	The Town Clerk in consultation with two of: Leader, Deputy Leader, Mayor, Deputy Mayor or committee chairman subject to reporting to next Council.
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.	The Town Clerk in consultation with two of: Leader, Deputy Leader, Mayor, Deputy Mayor or committee chairman subject to reporting justification to next Council.
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.	The Town Clerk in consultation with all members of Council or of the relevant committee subject to ratification at the next Council meeting.
24 Election issues and filling of vacancies	None to Committee. Proper Officer to undertake all statutory notifications and actions to advise members as necessary.
25 Power to direct as to the Custody of Town documents	None
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	Town Clerk
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	Town Clerk or other officer designated by resolution of Council
28 Nomination for attendance at conferences	None Town Clerk for Member training in accordance with policy.
29 To do anything calculated to facilitate or conducive or	Council unless specifically delegated.

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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>None but may be on recommendation of Personnel Sub-Committee</p>
<p>32 To determine the overall Staffing structure and approval of additional posts</p>	<p>None but may be on recommendation of Personnel Sub-Committee</p>
<p>33 Confirming the appointment of the Town Clerk</p>	<p>None but appointment, set out in Terms of Reference for Personnel Sub-Committee</p>
<p>34 Other Personnel matters</p>	<p>As set out in Terms of Reference for Personnel Sub-Committee</p>
<p>35 Health and Safety Policy – General Statement and Organisation</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>Finance and Governance Committee recommend and make decisions on process. Resolutions regarding Local Council Awards reserved to Council.</p>
<p>37 Administration of the Complaints Procedure</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 <u>Finance & Governance Committee</u>
49 Approval of virements between committee budgets	None

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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)	<u>Detailed Negotiations prior to consideration – Finance & Governance Committee</u> <u>Final Consideration and acceptance -</u> 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 <u>Public Services</u> 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~~14th May 2024 Review Date:
May 2025

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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, asset oversight, Mayoralty, civic events, acts of remembrance and corporate communications.

Meetings: ~~Alternative~~ Alternate months and prior to Council.

All non-committee members may attend meetings of the Committee except for confidential items and speak on ward issues at the Chair~~man~~'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 <u>(other than those associated with planning, which are considered by the Planning & Environment Committee with advice to council where required)</u> .	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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<p>Resources</p> <p>5 To oversee and direct the use of financial and technological resources of the Council.</p>	<p>Committee for strategic overview. Operational Management to Responsible Financial Officer (RFO) and other Officers in accordance with Financial Regulations. Strategic advice by Town Clerk</p>
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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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17	To be responsible for all matters related to the full range of financial and accountancy functions.	Committee for Strategic overview RFO/Town Clerk for operational management
18	Approval of all fees and charges annually	Committee to recommend with ratification from full Council.
19	To consider reports on outstanding debts due to the Council and to undertake recovery or write off.	Committee for aged debt in accordance with Financial regulations. RFO for routine actions to recover
20	Authorisation of investments and debt repayment in accordance with the Council's Policy	Committee
21	To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets	Committee/Town Clerk in accordance with Financial Regulations
Procurement		
22	To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy.	Committee for strategic overview Town Clerk for operational management in accordance with Financial Regulations, Standing orders for Contracts and Procurement Policy
Information Technology Services		
23	To oversee the use of information and other technology in support of the Council's business and service commitments.	Operational Management to Town Clerk Strategic Overview to Committee and Contracts within approved budget.
24	Amendments and updates to layout of website	Town Clerk for updates and layout. Committee for new websites and contracts within budget.
25	To approve all security arrangements of the Council in respect of computers and financial issues.	Committee/Town Clerk/RFO in accordance with Financial Regulations
Public Relations and promotion of the Town Council		
<u>1</u>	<u>To co-ordinate and promote access to Council services and public information and to advise Council on a Communications and Marketing Policy</u>	<u>Strategic overview to Committee Operational management to Town Clerk</u>
<u>2</u>	<u>To promote the public face of the Council through the management of public and media relations.</u>	<u>Strategic overview to Committee Operational management to Town Clerk</u>
<u>3</u>	<u>To promote implementation of the Council's policies in respect of corporate marketing and communication.</u>	<u>Strategic overview to Committee Operational management to Town Clerk</u>
<u>4</u>	<u>To advise Council on adoption of a Publicity Code, Transparency Code and Protocol on communication.</u>	<u>Strategic overview to Committee Operational management to Town Clerk</u>

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<p>Promotion of the Town and strengthening communities</p>	
<p><u>5 To consider and make recommendations on the promotion of the town</u></p>	<p><u>Strategic overview and approval of programme to Committee.</u> <u>Operational management to Town Clerk</u></p>
<p><u>7 To work in partnership with others to develop a Crewe Brand and culture.</u></p>	<p><u>Strategic overview to Committee Operational management to Town Clerk</u></p>
<p><u>8 Promotion and protection of the Brand image including advertising campaigns.</u></p>	<p><u>Strategic overview to Committee Operational management to Town Clerk</u></p>
<p><u>9 To use the opportunities provided by the Events programme to raise the profile of the Town.</u></p>	<p><u>Strategic overview to Committee Operational management to Town Clerk</u></p>
<p><u>10 Management of the Town boundary signs, poster sites and Town Map boards.</u></p>	<p><u>Strategic overview to Committee Operational management to Town Clerk</u></p>
<p><u>11 To have an oversight of working groups formed to support special events and promotional projects from a communications perspective and to give support and advice.</u></p>	<p><u>Strategic overview to Committee Operational management to Town Clerk</u></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 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>
<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>Town Clerk to update annually</p>
<p>32 Corporate landlord management, repair and maintenance. Leasing & licensing of Council land and buildings</p>	<p>Council for acquisition and disposal Strategic overview to Committee Town Clerk for operational management</p>

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Agenda Item 10

<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>Committee for strategic overview Town Clerk for operational management</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>Audit</p>	
<p>35 To maintain and have oversight of Member Audits.</p>	<p>Committee Town Clerk to support with operating procedures</p>
<p>36 To undertake any actions recommended following Member Audits and to have overview of risk management.</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>37 Final Internal and External Audit Reports</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>Advice to Council</p>
<p>39 Decisions on issues relating to Data Protection and Human Rights.</p>	<p>Strategic overview and monitoring to Finance and Governance Committee 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. Town Clerk to update Privacy notices of all categories.</p>

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<p>40 Decisions on issues relating to Access to Information and Freedom of Information.</p>	<p>Committee for strategic overview 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 41 To monitor and control the Council's Ethical Framework, Code of Conduct and related protocols</p>	<p>Strategic overview and monitoring to Committee. For Officer delegation see Council ToR</p>
<p>Personnel 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>
<p><u>11. To administer and oversee the civic functions of the Council and the office of the Mayor</u></p>	<p><u>Committee to have strategic overview and approve acceptance within policy and budget</u> <u>Town Clerk for Operational Management</u></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.

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PLANNING & ENVIRONMENT - COMMITTEE TERMS OF REFERENCE

Approved by Council: ~~17th May~~
~~2022~~14th May 2024 Planned Review
Date: ~~May 2025~~

10 Members of the Authority

Quorum = 4

To oversee all planning, environmental, built environment conservation, environmental sustainability 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 Chair~~man~~'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 including 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

Agenda Item 10

<p>10. Making observations on applications and other actions in relation to hedge rows.</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>11. Making observations and recommendations on Street naming or numbering.</p>	<p>Committee</p>
<p>12. To liaise with the district council on any matter relating to building control.</p>	<p>Town Clerk</p>
<p>13. To monitor proposals from developers under Section 106 Agreements or Community Infrastructure Levy.</p>	<p>Committee</p>
<p><u>14. To oversee the allocation of CIL funds held by the town council</u></p>	<p><u>Committee</u></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>Committee</p>
<p>15. To undertake the Council’s role in the making, review or management of conservation areas</p>	<p>Committee</p>
<p>Strategic Planning</p>	
<p>16. Making observations on Local Plan, HS2 Project or Waste and Mineral Plans</p>	<p>Council on the advice of Committee for Local Plan and HS2 Project. Committee for Waste and Mineral Plans.</p>
<p>17. Making observations on supplementary planning documents or non-statutory plans.</p>	<p>Committee</p>
<p>18. To oversee the Council’s role in preparing, reviewing and monitoring the Neighbourhood Plan.</p>	<p>Committee Approval of Plan reserved to Council.</p>
<p>19. Planning Guidance and Policy by the Town 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>Committee</p>
<p>21. Making observations on applications and other matters under the Licensing legislation.</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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Housing	
22. Town Council Policy or response to consultation on Cheshire East Policy.	None, but on advice from Committee.
23. To lobby for a suitable mix of housing and adequate affordable homes.	Committee.
24. To take a lead on other housing matters including landlord supervision and design guidance.	Committee.
Environment & Sustainability	
25. To promote the environmental wellbeing of the Town.	Policy reserved by for Council on recommendation of Committee Committee under the direction of Council Town Clerk for operational matters
26. Conservation of the built and natural environment	Strategic - committee Operational management to Town Clerk
27. To lead on the sustainability of the Council as an organisation and to approve and action environmental audits.	Strategic overview to Committee within budget. Operational management to Town Clerk
28. Issues involving ancient monuments and areas of archaeological interest.	Strategic overview to Committee Town Clerk for operational matters.
29. To promote environmental awareness.	Strategic overview to Committee Town Clerk for operational matters.
30. To lead the Town to address climate change, sustainability and transition.	Strategic overview to Committee Town Clerk for operational matters.
30-31. <u>Consideration and promotion of active and sustainable travel projects, activities and initiatives</u>	

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<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><u>Council for the Local Plan and HS2 strategies and consultations</u> 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><u>39. To lobby for road safety improvement schemes 38-40.</u></p>	<p><u>Committee</u> <u>Town Clerk in accordance with policy</u></p>
<p>Challenging Planning Decisions of the Planning Authority <u>39-41.</u>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>

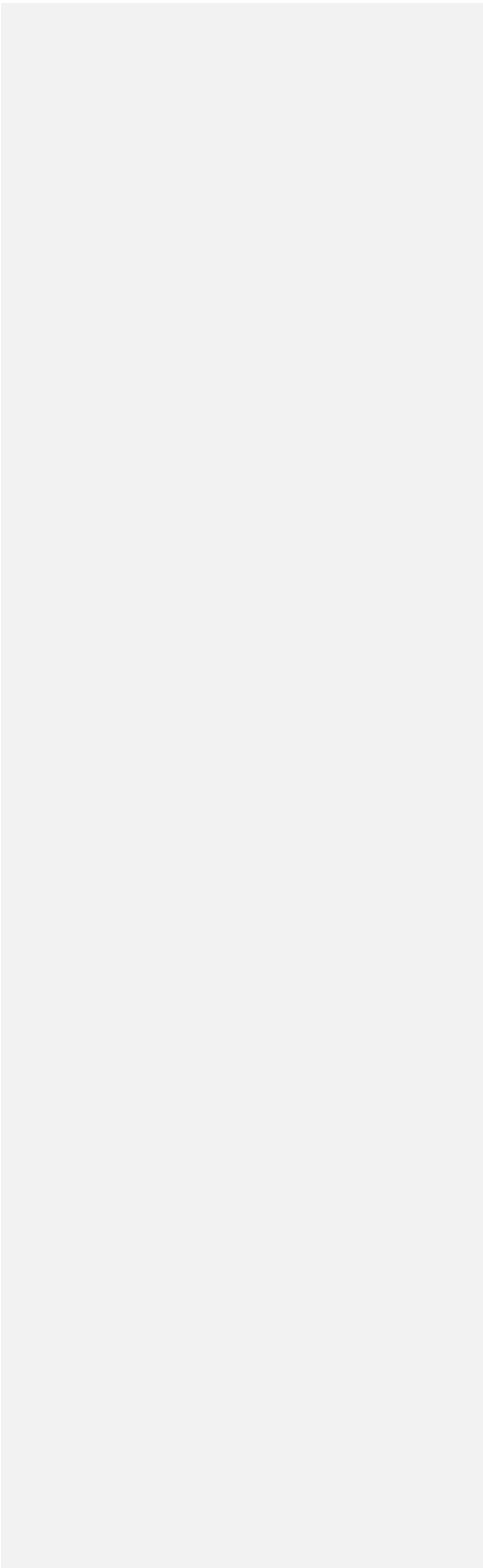
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NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her/their absence be undertaken

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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~~^{14th}
~~May 2024~~ Planned Review Date: ~~May~~
~~2025~~

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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 wellbeing 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
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Community Engagement	
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.	Committee to have strategic overview and approve action plans within policy and budget Town Clerk for Operational Management
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	Committee to have strategic overview and approve acceptance within policy and budget Town Clerk for Operational Management
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 <u>Crewe Pledge</u>	Committee to have strategic overview and approve acceptance within policy and budget Town Clerk for Operational Management
4. To update and refresh the action plans and themes contained within A Vision for Crewe Crewe's Community Plan	Council to approve plans, themes and updates Committee to have strategic overview and approve acceptance within policy and budget Town Clerk for Operational Management
5. To agree project funding proposals which meet the aspirations contained within A Vision for Crewe <u>the Council's Corporate Strategy and</u> Crewe's Community Plan under the themes of:- <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 	Committee to have strategic overview and approve acceptance within policy and budget

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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 <u>as well as isolated and vulnerable groups</u> | <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

ASB

47. To liaise with the Police to reduce crime and promote crime reduction initiatives Committee to respond to consultations

48. To support the maintenance of PCSOs in the Town Libraries Committee in accordance with policy Town Clerk for operational aspects

52. To support home safety initiatives in the town and work with Cheshire Fire and Rescue on fire safety initiatives Committee Town Clerk in accordance with policy

Libraries

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



OPERATIONS AND IMPROVEMENT PUBLIC SERVICES COMMITTEE TERMS OF REFERENCE

Approved by Council: ~~17th May 2022~~ **14th May 2024 Planned Review**
 Date: ~~May 2025~~

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10 Members of the Authority

Quorum = 4

To oversee direct service delivery aspects of the council's work, including, the Town Ranger Service, CCTV, Cleaner Crewe Project and Floral Displays. To develop and enhance the town's public and shared spaces. To consider and oversee the provision and delivery of delegated and devolved assets and services. To support and promote community and voluntary engagement with parks and greenspaces and to identify priorities for council investment in parks and play areas.

To oversee engagement in town centre projects and activities
 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 prior 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.

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Function of Committee Column 1	Delegation of Functions Column 2
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Agenda Item 10

Public Realm and Public Facilities	
1. To contribute to the improvement of the public realm, both directly and by supporting and coordinating the contribution of other partners.	Committee for strategic management within budget. Town Clerk for operational management.
2. To manage-oversee the Streetscene Improvement Service Cleaner Crewe Project to reduce problems from fly-tipping and waste management, through advice, education and enforcement.	Committee for strategic overview Town Clerk for operational management.
3. To manage the contract for the Crewe Ranger service to ensure a response resource which supports and enhances the general public realm services.	Committee for strategic overview Town Clerk for operational management.
4. Matters relating to street cleaning, litter, fly posting and graffiti.	Committee for strategic overview Town Clerk for routine management.
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).	Committee for strategic management within budget and policy Operational Management to Town Clerk. Council to adopt legislation
6. Provision of litter receptacles, Litter Act 1983, S5 and 6	Committee for strategic overview Town Clerk for routine management.
7. Provision and maintenance of street furniture and signs	Committee for strategic overview Town Clerk for routine management.
8. If made available -Power to provide and maintain public conveniences, Public Health Act 1936, s87.	Committee for strategic management within budget and policy Town Clerk for operational management
9. If made available -Power to provide and maintain public conveniences, Public Health Act 1936, s87	Committee for strategic management within policy and budget Operational management to Town Clerk
10-9. If made available -Power to maintain, repair, protect and alter war Memorials; War Memorials (Local authorities Powers) Act 1923, S11 as extended by Local Government Act 1948 S133.	Committee for strategic management within policy and budget. Operational management to Town Clerk
11-10. To promote and support floral and planting Initiatives, Local Government Act 1972. s 144	Committee for strategic overview Town Clerk for operational management.
12-11. If made available -Power to provide and maintain bus shelters, Local Government (Miscellaneous Provisions) Act 1953 S4.	Committee for strategic overview Town Clerk for operational management.

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Economic Wellbeing and Tourism	
13. To promote the economic wellbeing of the Town through partnership with the businesses, the community sector and with the principal council.	Committee within Policy and Budget Town Clerk for operational management
14. To promote tourism within the Town and power to encourage visitors	Committee within Policy and Budget Town Clerk for operational management
15. To promote regeneration in the Town and coordinate /support the work of partner organisations.	Committee within Policy and Budget Town Clerk for operational management
16. To lobby for sufficient high quality employment sites in the Town and support initiatives promoting inward investment	Committee within Policy and Budget Town Clerk for operational management
17. To support skills and training for local businesses.	Committee within Policy and Budget Town Clerk for operational management
18. To lead on the coordination of infrastructure projects with partners in the Town Centre including the Arcade.	Committee within Policy and Budget Town Clerk for operational management Committee within Policy and Budget
19. To work with the BID, which oversees and coordinates Town Centre activities and maintains effective relationships with retail businesses, particularly in the Town Centre.	Town Clerk for operational management
20. To lead on building support to create an effective improvement district	Committee within Policy and Budget Town Clerk for operational management

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Leisure and Recreation	
21. To oversee the delivery of improvements to green areas in the Town.	Committee for strategic overview Town Clerk for operational management
22. If made available -Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 and 10.	Committee for strategic overview Town Clerk for operational management
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.	Acquisition to Council Committee for Strategic Management and development within budget and policy Town Clerk for operational management
24. Enhancement and if appropriate management of play areas.	Committee for strategic management and development within budget and policy Town Clerk for operational management
25. Liaison with other organisations which have an interest in recreational facilities in the town.	Committee for strategic overview Town Clerk for operational management
25-26. <u>Promotion of and engagement with community volunteers to support the development of park friends of groups</u>	<u>Committee for strategic overview</u> <u>Town Clerk for operational management</u>
Clocks	
26. If made available -Power to provide and maintain public clocks, Parish Councils Act 1957, S2	Committee for strategic overview and management. Operational management to Town Clerk
Allotments	
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.	Committee for strategic overview and development. Town Clerk for operational Management
Non-Strategic Highways and Transport	
28. Power to maintain footpaths and bridleways.	Committee within Council policy Town Clerk for operational management
29. Powers to provide parking places for vehicles and cycles.	Committee within Council policy Town Clerk for operational management
30. If made available -Improve off street parking and on street parking enforcement.	Committee within policy and budget Town Clerk for operational management

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<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>

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<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>46-47. 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>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</p>
<p>Community Safety</p> <p>47-49. To contribute to the maintenance of CCTV. (Local Government and Rating Act 1997, s31) or install and maintain.</p> <p>48-50. 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</p>

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Agenda Item 10

	Clerk for operational aspects
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<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 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 & CULTURE
COMMITTEE TERMS OF REFERENCE**

Approved by Council: ~~17th May~~
~~2022~~14TH May 2024 Planned Review
Date: ~~May 2025~~

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110 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>45 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>56 To consider and make recommendations on the promotion of the town and to To determine the Town Council’s Events Programme for the coming year, or other time frame as agreed by the Council.</p> <p>67 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>

Agenda Item 10

<p>7<u>12</u> To organise, or partner others to organise events which promote the Town, council services or help strengthen communities.</p> <p>8 To work in partnership with others to develop a Crewe Brand and culture.</p> <p>9 Promotion and protection of the Brand image including advertising campaigns.</p> <p><u>10</u><u>13</u> To use the opportunities provided by the Events programme to raise the profile of the Town.</p> <p><u>11</u><u>14</u> Provision, directly or indirectly of Christmas lights, Local Government Act 1972. s 144</p> <p>12 Management of the Town boundary signs, poster sites and Town Map boards.</p> <p><u>13</u><u>15</u> To seek and maximise the benefits of external funding.</p> <p><u>14</u><u>16</u> 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>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>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>Arts, Culture and Education</p> <p>15 Power to provide entertainment and support for the arts, Local Government Act 1972, S145.</p> <p>16 To encourage and facilitate any opportunities to develop further the cultural, <u>arts,</u> educational and social life of Crewe’s residents.</p>	<p>Committee within policy Town Clerk for operational Management</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>
<p>Heritage</p> <p>43. To oversee the development and delivery of the Heritage Strategy and to directly or indirectly conserve the cultural heritage of the Town.</p> <p>44. 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>45. To support Cheshire East Council to provide an Archive Facility</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</p>

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46. To act as a hub for organisations to share information on heritage and history of the Town and surrounding area.

47. Research projects relating to the heritage and history of the Town and surrounding area.

Operational Management to Town Clerk

Strategic overview to Committee within budget and policy

Operational Management to Town Clerk

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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~~ ^{14th May 2024}
 Planned Review Date: ~~May 2025~~

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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	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 – <u>3 members of the</u> 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.

 <p>6. Disciplinary matters under the Council's Disciplinary Procedure.</p>	<p>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</p>
<p>7. Determination of individual grading issues and job evaluation</p>	<p>Sub-Committee</p>
<p>8. Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.</p>	<p>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</p>
<p>9. Approval of job descriptions and person specifications.</p>	<p>Sub-Committee</p>
<p>10. Absence issues under the Council's Attendance Management Guidelines.</p>	<p>Town Clerk except Sub-Committee in the case of Town Clerk</p>
<p>11. Appeals Procedure</p>	<p>Appeals Sub-Committee.</p>
<p>12. To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working</p>	<p>Council</p>
<p>13. Competence Procedure</p>	<p>Town Clerk except Sub-Committee in the case of Town Clerk</p>
<p>14. Issue of Contracts of Employment</p>	<p>Town Clerk except Sub-Committee in the case of Town Clerk Model Contract approved by Committee</p>
<p>15. Redundancy and Redeployment.</p>	<p>Sub-Committee – recommending amended structure to Council</p>
<p>16. Monitoring Equalities Policy in relation to employment</p>	<p>Sub-Committee</p>
<p>17. Approval of Officer Codes of Conduct, supplements and Member – Officer Protocol</p>	<p>Council</p>
<p>18. Health and Safety</p>	<p>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</p>
<p>19. Grievance Procedure</p>	<p>Town Clerk except Sub-Committee in the case of Town Clerk</p>
<p>20. Administration of other Personnel procedures</p>	<p>Town Clerk except Sub-Committee in the case of Town Clerk</p>
<p>21. Employee Development Review and assessment at end of Probationary period</p>	<p>Town Clerk for all staff, often delegated to direct manager. Mayor, Personnel Chair and one other Member of Sub-Committee for Town Clerk</p>
<p>22. Training and Development Plan for Officers</p>	<p>Town Clerk</p>
<p>23. To administer the Volunteers Policy</p>	<p>Town Clerk to administer Sub-Committee to monitor and recommend to Council</p>

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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/their absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.

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APPEALS COMMITTEE: TERMS OF REFERENCE

Approved by Council: ~~17th May 2022~~ 14th May 2024

[Review Date: May 202~~5~~³]

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~~5~~⁴ 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

Crewe Town Council - Committee Dates 2024/25

2024																															
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School Holidays
Bank Holidays
Town Council
Personnel
Finance & Governance
Planning & Environment
Events & Culture
Public Works
Community
Annual Parish Meeting
Briefing meeting