

Crewe Town Council

1 Chantry Court
Forge Street
Crewe Cheshire
CW12DL

T: 01270 756975

www.crewetowncouncil.gov.uk



CREWE
TOWN COUNCIL

25th May 2023

To: Members of the Finance and Governance Committee

Dear Councillor,

You are summoned to attend the meeting of the Finance and Governance Committee to be held at 7:00pm on Monday 5th June 2023. The meeting will be held at the **Crewe 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
Crewe Town Council

Agenda

- 1** To receive apologies for absence
- 2** To note declarations of Members' interests
- 3** To confirm and sign the Minutes of the Finance and Governance Committee meeting held on 28th February 2023
- 4** Public Participation

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

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

- 5** To review the year to date financial position for Crewe Town Council
- 6** To review the following Governance Documents as part of the Annual Governance Review Process:-
 - 6.1** Standing Orders (relating to scheduling of meetings)
 - 6.2** Banners Policy
 - 6.3** Environment Policy
- 7** To consider the council's support and engagement with the Heritage Centre
- 8** To consider the council office accommodation (ongoing)
- 9** To consider the budget setting process for financial year 2024/25
- 10** To note the proposed date of the next meeting Tuesday 12th September at 7pm.

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CREWE
TOWN COUNCIL

MINTUES of the meeting held 28/02/2023

In attendance: Cllr Jill Rhodes Cllr Nan Walton Cllr Dennis Straine-Francis
Cllr Kevin Murray Cllr John Rhodes

- 1 To receive apologies for absence
Cllrs Angier, Buckley, Cosby & Messent
- 2 To note declarations of Members' interests
None
- 3 To confirm and sign the Minutes of the Finance and Governance Committee meeting held on 22/11/2022
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.
None
- 5 To review the year to date financial position for Crewe Town Council
Noted
- 6 To note and recommend to Council approval of payments 01/11/2022 and 31/1/2023 to the value of £207,325.25
RESOLVED: That the Payments to the value of £207,325.25 are approved for onward recommendation to council
- 7 To review the following Governance Documents as part of the Annual Governance Review Process:-
 - 7.1 Council & Committee Terms of Reference
 - 7.2 Street Naming Policy
 - 7.3 Bring Your Own Device (BYOD) Policy
 - 7.4 Information & Data Protection Policy
 - 7.5 Personal Data Complaints Policy**RESOLVED:** That the governance documents as reviewed are approved for onward recommendation to Council

- 8** To receive and consider the completion of the procurement review and associated governance and actions

Agenda Item 3

RESOLVED:

- i. That the procurement review is approved
- ii. That the recommended changes to the associated governance documents are approved for onward recommendation to Council

- 9** To note the councillor audit

Noted

- 10** To consider an update on the John Mc Bride Trust

RESOLVED:

- i. That a meeting of the trust is called following the local elections
- ii. That the Charity Commission is again asked for clarity relating to the delivering the terms of the trust.

- 11** The proposed date of the next meeting Tuesday 25th April at 7pm.

Detailed Income & Expenditure by Budget Heading 24/05/2023

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Payroll								
4000 Salaries & Wages	20,497	20,497	274,540	254,043		254,043	7.5%	
4005 Tax & NI	2,062	2,062	31,020	28,958		28,958	6.6%	
4010 Pension Contributions	4,530	4,530	63,144	58,614		58,614	7.2%	
4101 Accountancy Fees	940	940	1,400	460		460	67.1%	
Payroll :- Indirect Expenditure	28,029	28,029	370,104	342,075	0	342,075	7.6%	0
Net Expenditure	(28,029)	(28,029)	(370,104)	(342,075)				
203 Borrowing (PWLB)								
4046 Loan Repayments	7,098	7,098	14,300	7,202		7,202	49.6%	
Borrowing (PWLB) :- Indirect Expenditure	7,098	7,098	14,300	7,202	0	7,202	49.6%	0
Net Expenditure	(7,098)	(7,098)	(14,300)	(7,202)				
205 Administration								
1880 Interest (CCLA)	4,736	4,736	10,000	5,264			47.4%	
1900 Precept	632,558	632,558	1,265,115	632,558			50.0%	
1999 Miscellaneous Income	0	0	10,000	10,000			0.0%	
Administration :- Income	637,294	637,294	1,285,115	647,821			49.6%	0
4016 Bank Charges (Co-op)	58	58	1,600	1,542		1,542	3.6%	
4025 Employee Training	0	0	3,000	3,000		3,000	0.0%	
4030 Employee Travel/Subsistence	0	0	1,400	1,400		1,400	0.0%	
4060 Refreshments/Catering	63	63	200	137		137	31.6%	
4100 Audit Fees	645	645	3,500	2,855		2,855	18.4%	
4101 Accountancy Fees	1,900	1,900	3,750	1,850		1,850	50.7%	
4105 Legal & Professional Fees	789	789	1,000	211		211	78.9%	
4110 Insurance	4,974	4,974	6,000	1,026		1,026	82.9%	
4111 Subscriptions	1,662	1,662	5,750	4,088		4,088	28.9%	
4112 Postage	0	0	250	250		250	0.0%	
4115 Stationery	29	29	1,100	1,071		1,071	2.6%	
4116 Printing	531	531	3,000	2,469		2,469	17.7%	
4117 Cleaning	205	205	2,000	1,795		1,795	10.3%	
4120 Computer Equipment/Software	333	333	4,500	4,167		4,167	7.4%	
4123 Website	0	0	1,000	1,000		1,000	0.0%	
4130 Telephones	318	318	4,000	3,682		3,682	7.9%	
4155 Room Hire Costs	0	0	1,400	1,400		1,400	0.0%	
4170 Equipment Purchase/Repair/Hire	122	122	4,000	3,879		3,879	3.0%	
4175 Clothing/PPE	0	0	250	250		250	0.0%	
4183 Contractors - Professional	0	0	6,000	6,000		6,000	0.0%	

Detailed Income & Expenditure by Budget Heading 24/05/2023

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4998 Strategic Allowance	0	0	24,500	24,500		24,500	0.0%	
Administration :- Indirect Expenditure	11,628	11,628	78,200	66,572	0	66,572	14.9%	0
Net Income over Expenditure	625,665	625,665	1,206,915	581,250				
<u>206 Accomodation</u>								
4160 Utilities	292	292	6,000	5,708		5,708	4.9%	
4181 Contractors - Services	65	65	6,000	5,935		5,935	1.1%	
4992 Sinking Fund	0	0	1,000	1,000		1,000	0.0%	
Accomodation :- Indirect Expenditure	357	357	13,000	12,643	0	12,643	2.7%	0
Net Expenditure	(357)	(357)	(13,000)	(12,643)				
<u>210 Civic Costs</u>								
4050 Mayor's Allowance	18	18	2,500	2,482		2,482	0.7%	
4999 Civic Expenses	0	0	2,000	2,000		2,000	0.0%	
Civic Costs :- Indirect Expenditure	18	18	4,500	4,482	0	4,482	0.4%	0
Net Expenditure	(18)	(18)	(4,500)	(4,482)				
<u>215 Members' Costs</u>								
4035 Member Training	0	0	500	500		500	0.0%	
4040 Member Travel/Subsistence	0	0	500	500		500	0.0%	
Members' Costs :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	0	0	(1,000)	(1,000)				
<u>300 Grants</u>								
4260 Grants Scheme	0	0	50,000	50,000		50,000	0.0%	
Grants :- Indirect Expenditure	0	0	50,000	50,000	0	50,000	0.0%	0
Net Expenditure	0	0	(50,000)	(50,000)				
<u>307 Town Centre Maintenance</u>								
4170 Equipment Purchase/Repair/Hire	198	198	10,000	9,802		9,802	2.0%	
4180 CCTV	0	0	34,500	34,500		34,500	0.0%	
4184 Rangers Service	20	20	187,469	187,449		187,449	0.0%	
4186 Regeneration Projects	0	0	21,000	21,000		21,000	0.0%	
4188 Enforcement Officer	0	0	33,242	33,242		33,242	0.0%	
Town Centre Maintenance :- Indirect Expenditure	218	218	286,211	285,993	0	285,993	0.1%	0
Net Expenditure	(218)	(218)	(286,211)	(285,993)				

Detailed Income & Expenditure by Budget Heading 24/05/2023

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>310 Floral Schemes</u>								
4181 Contractors - Services	62	62	35,000	34,938		34,938	0.2%	
Floral Schemes :- Indirect Expenditure	62	62	35,000	34,938	0	34,938	0.2%	0
Net Expenditure	(62)	(62)	(35,000)	(34,938)				
<u>320 Parks and Allotments</u>								
4179 Play Area Improvement Scheme	0	0	100,000	100,000		100,000	0.0%	
4420 Parks & Allotments	0	0	7,000	7,000		7,000	0.0%	
Parks and Allotments :- Indirect Expenditure	0	0	107,000	107,000	0	107,000	0.0%	0
Net Expenditure	0	0	(107,000)	(107,000)				
<u>350 Events</u>								
1999 Miscellaneous Income	10,000	10,000	0	(10,000)			0.0%	
Events :- Income	10,000	10,000	0	(10,000)				0
4258 Heritage Activities	15,487	15,487	0	(15,487)		(15,487)	0.0%	15,487
4259 Community Events	12,220	12,220	49,000	36,780		36,780	24.9%	3,820
4271 Event Matching Fund	0	0	10,000	10,000		10,000	0.0%	
Events :- Indirect Expenditure	27,707	27,707	59,000	31,293	0	31,293	47.0%	19,307
Net Income over Expenditure	(17,707)	(17,707)	(59,000)	(41,293)				
6001 plus Transfer From EM Reserves	19,307	19,307						
Movement to/(from) Gen Reserve	1,600	1,600						
<u>352 Christmas Programme</u>								
4274 Lumen	0	0	60,000	60,000		60,000	0.0%	
4275 Infrastructure (Christmas)	0	0	60,000	60,000		60,000	0.0%	
4287 Christmas Activities	0	0	25,000	25,000		25,000	0.0%	
4992 Sinking Fund	0	0	10,000	10,000		10,000	0.0%	
Christmas Programme :- Indirect Expenditure	0	0	155,000	155,000	0	155,000	0.0%	0
Net Expenditure	0	0	(155,000)	(155,000)				
<u>460 M&E Projects</u>								
4288 Event Seed Funding/Income Gene	133	133	15,000	14,867		14,867	0.9%	
M&E Projects :- Indirect Expenditure	133	133	15,000	14,867	0	14,867	0.9%	0
Net Expenditure	(133)	(133)	(15,000)	(14,867)				

Detailed Income & Expenditure by Budget Heading 24/05/2023

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>470 Community Plan</u>								
4252 Remembrance	83	83	6,000	5,918		5,918	1.4%	
4730 St Peters Community Developmen	0	0	5,000	5,000		5,000	0.0%	
4731 Sustaining Network	7,273	7,273	10,000	2,728		2,728	72.7%	
4754 Tree of Light	0	0	5,000	5,000		5,000	0.0%	
4767 Health and Wellbeing	5,906	5,906	40,000	34,094		34,094	14.8%	2,406
4768 Families/Early Intervention	500	500	0	(500)		(500)	0.0%	500
Community Plan :- Indirect Expenditure	<u>13,761</u>	<u>13,761</u>	<u>66,000</u>	<u>52,239</u>	<u>0</u>	<u>52,239</u>	<u>20.8%</u>	<u>2,906</u>
Net Expenditure	<u>(13,761)</u>	<u>(13,761)</u>	<u>(66,000)</u>	<u>(52,239)</u>				
6001 plus Transfer From EM Reserves	2,906	2,906						
Movement to/(from) Gen Reserve	<u>(10,855)</u>	<u>(10,855)</u>						
<u>473 Town Promotion</u>								
4721 Public Realm	100	100	25,000	24,900		24,900	0.4%	
4727 Heritage Projects	0	0	20,000	20,000		20,000	0.0%	
Town Promotion :- Indirect Expenditure	<u>100</u>	<u>100</u>	<u>45,000</u>	<u>44,900</u>	<u>0</u>	<u>44,900</u>	<u>0.2%</u>	<u>0</u>
Net Expenditure	<u>(100)</u>	<u>(100)</u>	<u>(45,000)</u>	<u>(44,900)</u>				
6001 plus Transfer From EM Reserves	100	100						
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>						
<u>474 CP Projects</u>								
4742 Community Asset Projects	560	560	0	(560)		(560)	0.0%	560
CP Projects :- Indirect Expenditure	<u>560</u>	<u>560</u>	<u>0</u>	<u>(560)</u>	<u>0</u>	<u>(560)</u>		<u>560</u>
Net Expenditure	<u>(560)</u>	<u>(560)</u>	<u>0</u>	<u>560</u>				
6001 plus Transfer From EM Reserves	560	560						
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>						
Grand Totals:- Income	647,294	647,294	1,285,115	637,821			50.4%	
Expenditure	89,670	89,670	1,299,315	1,209,645	0	1,209,645	6.9%	
Net Income over Expenditure	<u>557,624</u>	<u>557,624</u>	<u>(14,200)</u>	<u>(571,824)</u>				
plus Transfer From EM Reserves	22,873	22,873						
Movement to/(from) Gen Reserve	<u>580,496</u>	<u>580,496</u>						

CREWE TOWN COUNCIL STANDING ORDERS

Adopted by Council: 17th May 2022

Review Date: March 2023

INTRODUCTION

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

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

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

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

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

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

1. RULES OF DEBATE AT MEETINGS

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

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

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

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

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

2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. COMMITTEES AND SUB-COMMITTEES

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

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

5. ORDINARY COUNCIL MEETINGS AND ANNUAL COUNCIL MEETING

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

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

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

7. PREVIOUS RESOLUTIONS

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

8. VOTING ON APPOINTMENTS

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

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

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

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

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

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

11. MANAGEMENT OF INFORMATION

See also standing order 20.

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

12. DRAFT MINUTES

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

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

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

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

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(w).

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

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

14. CODE OF CONDUCT COMPLAINTS

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

responsibility for investigation of the matter;

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

15. PROPER OFFICER

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

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

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

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Act 1980);

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

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

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

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

18. FINANCIAL CONTROLS AND PROCUREMENT

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

19. HANDLING STAFF MATTERS

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

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Sub-Committee is subject to standing order 11.

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

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

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

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

See also standing order 11.

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

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

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

24. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

25. STANDING ORDERS GENERALLY

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

26. CONSTITUTION

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

27. PETITIONS

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

28. HONORARY TITLES

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

29. TRAINING AND DEVELOPMENT

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

30. PRAYERS AT COUNCIL

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

31. COMPLAINTS AGAINST THE COUNCIL OR AN OFFICER

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

32. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

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

Crewe Town Council

Banners and on Street commercial advertising Policy

1. Aim of the Policy

1.1 The Town Council, through the adoption of this Policy, aims to clarify its viewpoint on the use of Banners, A-Boards and other signage in Crewe. It further aims to reduce problems caused by signage when inappropriately placed, and reduce the detrimental effects such signage can have on the aesthetic of Crewe and in terms of the health and safety of the public realm.

1.2 The Town Council will adhere to this policy in all its operations.

2. Clear Way Forward Policy

2.1 The Town Council fully supports Cheshire East Council's adopted **"Clear Way Forward" Policy**. In particular it endorses the following requirements for A-Boards:

- A maximum of one A-Board is allowed per business, and must be located immediately outside the front of the business premises.
- A-Boards are only allowed on pavements where sufficient width of footway (min 1.8m) can be left clear and unobstructed for pedestrian usage of the area.
- A-boards must be of sufficient weight or design as to prevent it being blown over in wind.
- A-Boards must enhance the high standard of the town shopping area and be of high quality construction, well-coordinated and in colours which are sympathetic to the surrounding area.
- A-Boards must not be unsightly or unsafe through poor maintenance. A-Boards which are flimsy or tatty are unacceptable.
- A-Boards should be removed from streets at the close of business
- A-Boards should not be on display on days where events are being held in the town.

2.2 Where a business is found to be in breach of the Cheshire East Council policy on A-Boards, the Town Council will work with Cheshire East Council to enforce compliance.

2.3 The Town Council wishes to encourage businesses to embrace the usage of traditional overhead hanging signs as an alternative to A-Boards, which would enhance the streetscene and reduce the risk of obstruction.

3. Banners and Event Signage

3.1 The Town Council recognises that banners and signs are an effective way of advertising events to the community, but believes it is of paramount importance that their use is not abused.

3.2 The Town Council supports the use of banners and signs to advertise public/community events only.

3.3 The Town Council does not support the use of banners or signs to promote private events, birthdays, businesses or promotions.

3.4 The Town Council will ensure that offending banners it is made aware of are removed from public owned property (eg highways verges, public realm furniture, barriers and highways signage). This may include employees of the Town Council removing offending articles.

3.5 The Town Council will seek to influence the placing of banners and signage on private land to adhere with this policy.

3.6 Banners and signage for public/community events should not be erected more than 2 weeks prior to the event, and should be removed within 48 hours of the event taking place.

3.7 The town council reserves the right to remove and dispose of all banners that fail to meet with the requirements of this policy.

3.8 Unregulated, unlicensed or commercial advertising that does not have the appropriate consents (eg advertising consent) and is installed/erected in the public realm and on public assets will be considered as flyposting and/or fly tipping and will be disposed of without consultation.

3.9 Where there is a requirement to advertise an event further in advance this should be agreed with the council and follow a policy of rotating a single banner between different locations on a two-weekly cycle.

CREWE TOWN COUNCIL

ENVIRONMENTAL AND SUSTAINABILITY POLICY

Adopted by Council: 29th September 2020

Planned Review Date: May 2022

Crewe Town Council recognises its operations have impact on the environment in a number of ways and is committed to identifying, monitoring and reducing such impacts. In addition, its duties enable it to protect and at times enhance the local environment both directly and by influencing others. The Council will make best use of its position and powers to do this.

The Council acknowledges its **duty** to consider the conservation of biodiversity when carrying out its functions, under the provisions of the Natural Environment and Rural Communities Act 2006, s40.

The Council will recognize and support Cheshire East Council's Environmental Strategy 2019-24 which is currently in draft form.

The Council accepts that "sustainable development" will not be possible unless "Climate Change", the global temperature rise, is tackled and that this is of growing concern to its residents, particularly the young.

This Policy supports and amplifies the aims of the Council's Corporate Strategy "**Taking Crewe where it wants to be**". "A Town to Enjoy" is one of its 5 key priorities which includes the statement "Improving the quality of the Public Realm, recognising climate change issues and protecting the local environment and heritage".

It will also be linked to other Council policies including Equality; Community and Social; Quality; Treasury Management (Investment) and Procurement, which will ensure environmental considerations are central to the ethos of the organisation.

The Council will therefore work with partners to help our Town achieve its sustainability ambitions. To be successful, everyone must play their part and the Council will help them realise there are wider benefits of tackling climate change which can improve lives, not diminish them.

To achieve this, the Council will:-

- Embrace the concept of sustainability and acknowledge the need to reconcile environmental, social and economic demands.
- Comply with all relevant environmental legislation and where possible set standards which are more stringent than the legal minimum.
- Undertake periodic audits to ensure up to date assessments of environmental impacts are maintained and the progress of action plans are monitored. As part of this it will measure the organisation's carbon footprint and take the necessary actions to reduce it.
- Ensure that Councillors and employees receive training to enable them to understand and control the environmental effects of their work.
- Require where appropriate, its suppliers to provide environmental assessments of their environmental impacts and life cycle analysis of major products.
- Have regard for both the natural and built environments and will strive to protect and where possible enhance them.
- Although the Council is not a large energy user it will take any opportunity to manage energy with a view to minimising its consumption.
- Ensure its operations minimise pollution of land, water and air.

- Minimise the consumption of natural resources and consume material goods with consideration and in moderation. Agenda Item 6.3
- Seek to minimise waste, re-use or recycle where possible and ensure disposal has the minimum environmental impact.
- Reduce emissions from travel and machinery.
- Direct its efforts to make the Town sustainable, through like-minded community groups and will investigate the “transition town” approach.

Responsibilities

The Town Council is ultimately responsible for setting its policy and ensuring it is adhered to. Many of the responsibilities for environmental and sustainability functions are delegated to its Planning and Environment Committee. Member Audits may include compliance of environmental policies and procedures in its planned audits.

The Town Clerk and Officers are responsible for implementing this policy and as far as is reasonably practicable, will ensure that:-

- Appropriate environmental operating procedures are developed and reviewed.
- Any work carried out will comply with the requirements of this Policy and relevant operating procedures.
- Noise Pollution is kept to a minimum.
- Environmental accidents are investigated and resolved and preventative measures are enforced to prevent reoccurrences.
- This Policy is reviewed regularly to ensure relevance and currency.

Everyone of us has the ability and responsibility to contribute to this!

Every one of us will benefit!



REPORT STATEMENT

Meeting: Finance & Governance Committee (05/06/2023)
Report Purpose: To consider providing greater support and direction for the Crewe Heritage Centre
Version Control: v1
Author: Heritage Manager

1. Report Summary

2. Background

Opened in 1987 to mark the 150th anniversary of the first train arriving at Crewe Station, the heritage centre is a volunteer-led facility providing an opportunity to visit the site and understand some aspects of the rail and industrial heritage of Crewe.

The heritage centre has been working towards development and succession planning for future sustainability and during this period has received significant support and advice from the Town Council, in the main, the Heritage Manager.

It has already been approved within the Heritage Centre Trust that:

- A Crewe Town Councillor is invited to be a trustee (to be appointed by Crewe Town Council)
- The Heritage Manager is to attend all Council of Management meetings in a non-voting capacity to provide professional expertise and advice
- To delegate all aspects of Museum Accreditation to the Crewe Town Council Heritage Manager
- The trustees have formally requested for Crewe Town Council to assume executive responsibility for the organisational and operational management of the centre. Under this proposal, the trustees would retain all legal and charity commission responsibilities.

3. Position

The Heritage Centre operates at a financial sustainability balance point in that most of its costs (and generally and only just all of its current costs) are met by income from operational sales (ticket/gate income, shop and café income, donations).

The current operation is almost entirely volunteer delivered and is very much sustained by committed enthusiasts. That said, work has been carried out, led by the Heritage Manager, to assess the current operation in terms of regulation compliance and best practice for sustainable delivery and in consideration of the trusts aims to achieve museum status. The work began after the failure of their Towns Fund application on the basis of their governance. This led to a Governance Review funded by CTC, CEC and CHC which was the catalyst for applying for Museum Accreditation. The work around compliance is to make them grant fundable and therefore more sustainable.

Museum Status is a formal recognition of the site as a museum and having achieved a level of operational professionalism expected to be an accredited site. The work list required to achieve accreditation is in place and the trust is identifying a means to delivering it by acceding reserves funding to accelerate the associated tasks and projects (such as site monitoring equipment, visitor management data, safeguarding, health and safety compliance and cataloguing the assets appropriately).

The trust is extremely positive in its approach to its responsibilities as well as working with the community and encouraging visitors, but recognises the need for support to see it up to and through the coming phase of development.

The aim is to bring the operation of the site up to a high standard and identify the details of a capital project that will fund the significant upgrade of the site to build an attractive, accessible and sustainable visitor attraction of scale for the benefit of retaining and maintaining the town's heritage as well as encouraging visitors and providing a venue for community and corporate events and activities.

In a strategic context:

- It provides an element of a visitor economy to encourage people into the town, alongside the Lyceum / an improved F&B offer etc
- Museum Accreditation will be achieved in late 2025 when the Archives are also due to open, so we will have two accredited heritage sites in the town at this point
- Working in partnership with South Cheshire museums (Nantwich, Macclesfield, Congleton) provides a clearer offer for the area which can improve the areas domestic vacation appeal.
- Achieving accreditation enables national loans of collection e.g. Crewe built locos from the National Railway Museum

It is anticipated that the trust will commission a feasibility study for the development and delivery of such an ambitious project, which will lead a large-scale bid for funding to deliver the capital improvement project.

The trust has formally asked that Crewe Town Council takes on some operational executive authority as it recognises that, whilst it has a wealth of practical site experience, skills and commitment, the expertise associated with compliance and development towards museum status and then onward to capital project development and delivery is not their main area of expertise and also not a key driver for volunteer engagement at this stage.

The request for this support is a positive reflection of the work already carried out by the heritage manager in supporting the trust in moving its compliance processes and documentation forward as well as its approach to providing a museum setting.

The expectation would be for a town council officer (with support from other council officers on an ongoing ad hoc basis) to have significant day to day involvement in the administration,

governance and evidence gathering for the site on behalf of the trust and its progress towards museum status as well as the preparation for a capital improvement project.

4. Equality Impact

The delivery of services will be in line with the council's equality and diversity policy as well as associated legislations

The work will also ensure that the Heritage Centre working practices are in line with regulation and expectation

5. Sustainability Impact

Financial – the ambitious plans and regularization of compliance will provide a platform for the development of the Heritage Centre to build a financially sustainable future based on balanced budgets and mixed income streams

Social – The long term sustainability of the heritage centre as a visitor attraction in Crewe as well as a depository for relevant resources associated with the industrial and social history of Crewe, provides a critical mass of social value for future generations to enjoy and engage with

Environmental – whilst the demonstration of the heritage assets at the site may include fossil fuels, the capital regeneration of the site will lead to greater sustainability in terms of energy use, waste management and provision of sustainable energy production. There are also opportunities for Crewe Heritage Centre and the engineering community of Crewe to contribute to the national conversations to make fossil fuel heritage assets, environmentally sustainable.

6. Community Impact

The Heritage Centre is a key community asset for the benefit of the residents and businesses of Crewe. Seeking a sustainable future and ambitious regeneration plan will seek to ensure the future of the site within the community and potential for sustainable employment on the site (eg catering and maintenance).

7. Governance

Local Government (Records) Act 1962, ss1 &4

Local Government Act 1972, ss.144, 145

Localism Act 2011, ss.1-8

Crewe Town Council Heritage Strategy

Crewe Town Council Corporate Strategy

8. Financial Impact

The expectation will be for a full time site manager for the operation and ongoing governance development of the site at least secured for 2 years.

Annual employment costs

Salary £28,900

On costs £8,670

Total £37,570

Annual Funding

Heritage Centre £18,000

Crewe Town Council £10,000

External Funding £10,000

9. Resource Impact

The officer would be expected to spend approximately 50% of their time at the heritage centre, therefore there would be a need for office space and inclusion within the staffing at the council's offices.

Additionally, the officer would report to the Heritage Manager and as such the Heritage Manager would be required to provide line management time and oversight.

There would be some IT requirement, but that would be limited.

10. Consultation/Engagement

The Heritage Centre has been closely engaged through the trust and membership and has unanimously sought the support provided.

We've also had discussions with the Museums of Cheshire Group, the National Railway Museum, the Heritage Railway Association, the Arts Council England Museum Relationship Manager and Museum Development North West.

11. Wards Affected

The site is located in Crewe Central, but the value of the proposal will be of benefit to all wards.

Conclusions

- i. The heritage centre is a key aspect of the town's heritage preservation and engagement resource, with a potential strategic role in providing added economic and social value
 - ii. The heritage centre is currently well run by a volunteer-led team, but as such would value support to meet the shared ambitions for the site
 - iii. Progression of compliance projects is positive but requires resource to meet the needs of Arts Council England Museum Accreditation status as well as compliance and preparation for significant external funding applications
 - iv. The site would greatly enhance the town's leisure and tourism offer with a significant and ambitious regeneration supported by a major external funder
 - v. The trust has identified the need for greater support in terms of administration of compliance and operational procedures as well as the development of the vision and associated project(s), such that it has formally requested Crewe Town Council accepts some executive authority over these areas.
 - vi. There is a current need for resourcing, which is accessible and sustainable with a mix of funders.
12. Consideration Sought
- i. That officers (under the direction of the Town Clerk) are authorised to act on the heritage centre for the purpose of the delivery of operational compliance, development and project delivery, in support of the shared ambition for future external funding projects of scale
 - ii. That £10,000 is committed within the coming 2 years' budgets to support the funding of a dedicated officer at the site, match funded by the Heritage Centre and grant funding
 - iii. That external funding to support the coming 2 years' budgets is sought

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CREWE
TOWN COUNCIL

REPORT STATEMENT

Meeting: Finance & Governance Committee 05 06 2023
Report Purpose: To provide a budget setting schedule for the creation of the 2024/25 financial year budget
Version Control: v1
Author: Clerk

1. Report Summary:

The report seeks to set out the schedule for review of engagement with the budget setting process for the coming financial year

2. Background:

Crewe Town Council provides local service delivery for the parished town of Crewe.

The approved budget for 2023/24 is £1,299,315

Budget setting progresses through all committees and council prior to consideration for approval by Council to ensure members have the opportunity to inform and develop the budget for the coming year.

The budget is set at council at the December meeting.

3. Position:

It is proposed that the 2024/25 budget is drafted by the clerk in the first instance based on current delivery for consideration by members through committees and to be reviewed by council. Additionally, officers will be asked to inform the budget in light of learning and developments from current and past financial years.

All meetings of council and committees are open to the public to attend (subject to sensitive items on the agenda considered under closed session – but this would not be expected to affect budget discussions)

The adopted Medium Term Financial Plan (which is subject to revision this year) sets out parameters for consideration. However, in light of inflationary growth, these assumptions may be updated and details of all assumptions will be included with committee and council reports.

As well as the schedule below, members might also consider direction regarding to broader consultation.

Agenda Item 9

Schedule:

Date	Title	Purpose
13/06/2023	Crewe Town Council	Consider the budget setting schedule
03/07/2023	Drafting	Basic start draft for development
03/07/2023	Officers inform	Basic start draft to be informed by officers
10/07/2023	Members inform	Amended basic draft shared with councillors for individual consideration prior to committee consideration.
18/07/2023	Operations & Improvements Committee	1 st review of the committee budget
05/09/2023	Community Plan Committee	1 st review of the committee budget
11/09/2023	Marketing & Events Committee	1 st review of the committee budget
12/09/2023	Finance & Governance Committee	1 st review of the committee budget
18/09/2023	Planning Committee	1 st review of the committee budget
26/09/2023	Crewe Town Council	1 st review of committee-led draft budget
03/10/2023	Operations & Improvements Committee	2 nd review of the committee budget
06/11/2023	Marketing & Events Committee	2 nd review of the committee budget
20/11/2023	Planning Committee	2 nd review of the committee budget
21/11/2023	Finance & Governance Committee	2 nd review of the committee budget
05/12/2023	Crewe Town Council	Consideration of approval for the budget for financial year 2024/25

It should be noted that due to the meeting schedule, the community plan committee has only one meeting during the budget setting period. An additional meeting can be scheduled for the purpose of committee budget, but this would have to consider availability and capacity.

4. Equality Impact:

Projects and services delivered within the council's equality and inclusion governance structure

5. Sustainability Impact:

Budget setting to seek financial sustainability in consideration of all services and corporate strategy

Agenda Item 9

6. Community Impact:

Delivery of services for the benefit of the community of Crewe

7. Governance:

Crewe Town Council Financial regulations

Crewe Town Council Financial Risk Assessment

Crewe Town Council Medium Term Financial Plan

Localism Act (2011)

8. Financial Impact:

Sustainable financial management and planning

9. Resource Impact:

In role officer time

10. Consultation/Engagement:

As set out in the schedule above (subject to amendments)

11. Wards Affected:

All

12. Conclusions:

Taking the opportunity for multiple reviews of the budget seeks to ensure members lead the development of the council's services and future activities

13. Consideration Sought:

That the schedule, subject to any meeting date amendments, is approved and that members seek to actively engage in the budget setting process

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