

Crewe Town Council

1 Chantry Court
Forge Street
Crewe Cheshire
CW12DL

T: 01270 756975

www.crewetowncouncil.gov.uk



CREWE
TOWN COUNCIL

19th September 2023

To: Members of Crewe Town Council

Dear Councillor,

You are summoned to attend the meeting of **Full Council** to be held at 6:00pm on Tuesday 26th September 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

Agenda

The meeting may be opened with an update from the Mayor on their civic engagements.

- 1** To receive apologies for absence
- 2** To note declarations of Members' interests
- 3** To confirm and sign the minutes of the Crewe Town Council Meeting held on 13th June 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 receive updates from Committee Chairs in relation to meetings held since the Crewe Town Council meeting on 13th June 2023:-

a. Committee: Finance and Governance

Chair: Cllr Jill Rhodes

Meeting held: 12th September 2023

Items for consideration:

- i. That the reviewed governance documents (Document Management Policy; Emergency Plan; Personal Data Breach Policy; Equal Opportunities and Diversity policy; Councillor Code of Conduct; Sponsorship Policy; Treasury Management Policy) are recommended for adoption

b. Committee: Operations and Improvement

Chair: Cllr Jamie Messent

Meetings held: 18th July 2023

Items for consideration:

None

c. Committee: Marketing and Events

Chair: Cllr Martin Edwards

Meetings held: 12th June and 11th September 2023

Items for consideration:

- i. That the provision of an Ear Marked reserve (EMR) is established to build a fund for the purposes of developing and delivering Crewe Bicentennial events and activities.

d. Committee: Planning

Chair: Cllr John Rhodes

Meetings held: 26th June, 24th July and 18th September 2023

Items for consideration:

None

e. Committee: Community Plan

Chair: Cllr Dawn Clark

Meetings held: 5th September 2023

Items for consideration:

- i. That the Grants Guidance Policy is recommended to Council for adoption

f. Committee: Personnel

Chair: Cllr Jill Rhodes

Meetings held: 4th September 2023

Items for consideration:

None

6. To note any updates from members having attended external meetings
7. To note, consider and approve payments between 1/04/2023 and 31/08/2023 as per governance to the value of £297,602.02
8. To consider the adoption of the Corporate Strategy 2024-2028 as recommended by Finance & Governance Committee
9. To consider the adoption of the Medium Term Financial Plan 2024-2028 as recommended by Finance & Governance Committee
10. To consider the budget setting process for financial year 2024/25, as recommended by the Finance & Governance Committee
11. To receive and approve the successful completion of external audit – Annual Governance and Accountability Return (AGAR) 2022/23
12. To note the date of the next meeting of Council – 6th December 2023 at 6pm

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Agenda Item 3

Crewe Town Council: Full Council

Crewe Town Council

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CREWE
TOWN COUNCIL

MINUTES of the meeting held 13th June 2023

In attendance: Cllr Clair Chapman Cllr dawn Clark Cllr Alan Coiley
 Cllr Sally Graham Cllr Steve Hogben Cllr Toni Mortimer
 Cllr Kev Murray Cllr James Pratt Cllr Jill Rhodes
 Cllr John Rhodes Cllr Ben Wye Cllr Dennis Straine-Francis

Cllr Dennis Straine-Francis opened the meeting by welcoming the councillors and providing an update on recent mayoral engagements

FC/23/2/1 To receive apologies for absence
Cllrs Bratherton, Edwards, Faseyi, L Hogben, Houston, Mackay, Messent and Yates

FC/23/2/2 To note declarations of Members' interests
Cllr Murray declared a non-pecuniary interest in Agenda Item 5a

FC/23/2/3 To confirm and sign the minutes of the Crewe Town Council Meeting held on 16th May 2023
RESOLVED: That the minutes are approved as a true record of the meeting.

FC/23/2/4 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

Agenda Item 3

FC/23/2/5. To receive updates from Committee Chairs in relation to meetings held since the Crewe Town Council meeting on 16th May 2023:-

a. Committee: Finance and Governance

RESOLVED:

- i. That the amended Standing Orders are approved
- ii. That the new Banners Policy is adopted
- iii. That support for the Crewe Heritage Centre and associated operational council structure is approved

b. Committee: Operations and Improvement

Chair: TBC

Meetings held: None

Items for consideration:

None

c. Committee: Marketing and Events

Chair: TBC

Meetings held: None

Items for consideration:

None

d. Committee: Planning

Chair: Councillor John Rhodes

Meetings held: 22nd May 2023 (*draft minutes attached*)

Items for consideration:

None

e. Committee: Community Plan

Chair: TBC

Meetings held: 6th June 2023 (*draft minutes attached*)

Items for consideration:

None

f. Committee: Personnel

Chair: Councillor Jill Rhodes

Meetings held: None

Items for consideration:

None

Agenda Item 3

FC/23/2/6. To note any updates from members having attended external meetings

Cllr Wye thanked all those who attended and helped with the family bike ride on Sunday. It was a great success and enjoyed by all

Cllr Jill Rhodes provided an update on the work of the Town Board, including progress towards completion of the LY2 project and the proposal of the SCCC for a Marketing Crewe company.

FC/23/2/7. To note, consider and approve payments as recommended by the Finance & Governance Committee (None – standing item)

FC/23/2/8. To note the conclusion of the Knife Angel installation in Crewe
Noted

FC/23/2/9. Crewe Town Council Corporate Strategy
Noted that a new draft strategy would be developed and shared with members prior to further consideration.

FC/23/2/10. To note the date of the next meeting of Council – 26th September 2023 at 6pm

Meeting closed at 6.20pm

Chair Cllr Dennis Straine-Francis

Clerk P Turner

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Agenda Item 5.a.

Crewe Town Council: Finance and Governance Committee

Crewe Town Council

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CREWE
TOWN COUNCIL

MINUTES of the meeting held 12th September 2023

In attendance: Cllr Steve Hogben
Cllr John Rhodes

Cllr Kevin Murray

Cllr Jill Rhodes

- 1** To receive apologies for absence
Cllrs Clark, Mortimer, Messent, Straine-Francis
- 2** To note declarations of Members' interests
None
- 3** To confirm and sign the Minutes of the Finance and Governance Committee meeting held on 5th June 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

Agenda Item 5.a.

- 5 To review the year to date financial position for Crewe Town Council
Noted

- 6 To review the following Governance Documents as part of the Annual Governance Review Process:-
 - 6.1 Document Management Policy
 - 6.2 Emergency Plan
 - 6.3 Personal Data Breach Policy
 - 6.4 Equal Opportunities and Diversity policy
 - 6.5 Councillor Code of Conduct
 - 6.6 Sponsorship Policy
 - 6.7 Treasury Management Policy**RESOLVED:** That the governance documents are approved as drafted and recommended to Council for adoption

- 7 To consider the draft corporate strategy for 2024-2028
RESOLVED: That the draft corporate strategy 2024-2028 is recommended to council for adoption

- 8 To review the current committee structure
RESOLVED: That chairs of committee be invited to meet to discuss the current structure and consider if there are viable other alternative options to consider

- 9 To consider the draft Medium Term Financial Plan
RESOLVED: That the Medium Term Financial Plan is recommended to council for adoption

- 10 To review and inform the budget setting update for financial year 2024/25
The progress towards budget setting was noted and it was agreed that the draft budget (v6) was progressing appropriately

- 11 To note the UKSPF grant applications submitted
RESOLVED: That the grant applications are noted and that authorisation is given to accept the funding should it be approved

- 12 To consider the council office accommodation (standing item)
No items for consideration (it was also agreed to remove this as a standing item)

- 13 To note the proposed date of the next meeting Tuesday 21st November at 6pm.

Meeting closed at 7.25pm

Chair Cllr Jill Rhodes
Clerk P Turner

CREWE TOWN COUNCIL EMERGENCY PLAN

Version Control Log:

v1 Sept 2020

v2 July 2021

v3 Sept 2023

Adopted by Council: 29th September 2020

Planned Review Date: September 2023

INTRODUCTION

This is the Emergency Plan for the town of Crewe, prepared by Crewe Town Council. It is intended to support at local level, the statutory plans developed by Cheshire East Council.

Crewe Town Council commits to working closely with Cheshire East Council and through them the Cheshire Resilience Forum (CRF) to protect our communities and if necessary, help them recover.

The Town Council recognises that should an emergency occur, resources of the response and statutory agencies may be stretched and that it is important to put our local resources to optimum use to support our residents, businesses and voluntary groups. This, our first Emergency Plan concentrates on Crewe Town Council's role and will be developed over time to maximise the available capacity from the wider community.

Emergency planning is an important role for all Cheshire's public authorities, supported and coordinated by the Cheshire Resilience Forum, a multi-agency group that provides strategic/tactical and operational guidance and support on the planning for the multi-agency response to a major incident. The CRF is the principal mechanism for multi-agency cooperation under the Civil Contingencies Act, 2004 and its boundaries are based on local policing boundaries. Its aims are:

To work together to protect its community and make Cheshire the best prepared place for any emergency. All Services and organisation's work together to ensure the best possible preparations and plans are in place for emergencies. These are regularly tested and updated so that a response is immediate and effective any threat.

All responders work together to a set of common objectives which will help to:

- Save lives
- Prevent disaster getting worse
- Relieve suffering
- Restore normality as soon as possible
- Protect property
- Facilitate a criminal investigation and judicial process if necessary

The Cheshire Resilience Forum Multi – Agency Emergency Response Manual sets out the coordinated response of agencies across Cheshire. A version with any protected content removed will be available on Cheshire Resilience Forum's [website](#)

CRF prepare a Community Risk Register (CRR) which provides information on the biggest emergencies that could happen to Cheshire, together with an assessment of how likely they are to happen and the potential impacts if they do happen. This includes impacts on people, their houses, the community, environment and local businesses. These risks are regularly reviewed and a new CRR document is prepared and published every year.

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This document is designed to inform people about the risks that could occur where they live, so they can think about that they can do to be better prepared in their homes, communities and businesses. Looking at all of the risks together can also help emergency services, local authorities and other organisations plan their joint response.

The CRF also has close working relationships with other bodies that deliver vital services, whether in the public (such as the army and government departments), private (gas, water and telecoms suppliers) or voluntary sectors. Among the many areas included in the CRF's remit is planning in the event of:-

- Pandemic infectious disease
- Flooding
- Severe weather
- Loss of Critical National Infrastructure
- Animal Diseases
- Environmental Incidents
- Industrial Incidents
- Transport Incidents
- Terrorist Threats

Category 1 (as defined in the Civil Contingencies Act 2004) commonly referred to as **Cat 1**, include all Cheshire principal (unitary) Councils (Cheshire East, Halton, Warrington and Cheshire West and Chester), the Police, Fire and Ambulance Services, hospitals, NHS primary care trusts and the Environment Agency. All may have a vital role to play in an emergency and have a seat at CRF meetings.

Category 2 responders include utility companies, transport providers, such as the Highways England and Network rail and Government bodies, including the Health and Safety Executive.

Cheshire East Council, as part of the CRF, work to be ready to help the emergency services deal with major emergencies that affect communities. They also plan how they will help communities to recover from emergencies and get back to normal. The aim is to ensure mutual support for each authority in case of emergency. They work with emergency services partners to plan for a wide range of emergencies and they test their plans during exercises to make sure they are as well prepared as possible.

The Town Council does not have such a duty but has resolved to support the principal Council by identifying resources which they can deploy, if necessary, during an incident, which may range from a minor, locally contained incident to a major emergency crossing town and even district/county boundaries.

In the case of a civil emergency (including health related emergency), all powers (except those reserved to Council by legislation), limited to £10,000 expenditure in accordance with Financial Regulations are delegated to the Town Clerk in consultation with two of: Leader of Council, Deputy Leader, Mayor, Deputy Mayor or Committee Chairs.

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. In these cases, the opinions of relevant members and indeed debate will take place by email or video prior to the decision being taken by the Town Clerk and subject to ratification at the next Council meeting. This was the case in the early stages of the Pandemic, prior to legislation allowing remote meetings.

AIMS AND OBJECTIVES

AIM OF THIS PLAN To provide a framework plan that will assist in the local response to an emergency, when assistance from the Emergency Services and other responders is delayed or requires supplementing.

OBJECTIVES OF THIS PLAN

- To establish a local emergency management structure which can assist Category 1 responders as necessary
- To coordinate community response and resources- personnel, equipment and emergency accommodation
- To help the community recover following an incident.

WHAT IS AN EMERGENCY

The formal definition is “An incident arising, with or without warning, threatening or causing death or serious disruption to significant numbers of people, property or the environment, in excess of that which can be dealt with by the public services operating under normal conditions and requiring the special mobilisation and organisation of those services and the deployment of local authority staff and resources”.

Under the Civil Contingencies Act 2004 an emergency is defined as an event or situation which threatens serious damage to:-

- Human welfare
- The environment
- Security of the United Kingdom

The definition of a Major Incident was amended by the Cabinet Office in July 2016. "An event or situation, with a range of serious consequences, which requires special arrangements to be implemented by one or more emergency responder agencies." The new wording has been simplified and is accompanied by notes which confirm that "emergency responder agencies" can mean any Category 1 or 2 responder and that the incident is one that is beyond the scope of business-as-usual operations.

From initial research it has been established that there are three recognised levels of emergency:-

1. A major catastrophic event in the County or Region, requiring large capacity shelters and support. Such incidents would require very large premises to accommodate and manage large numbers of temporary “refugees”. In this type of incident, the Town Council would be approached as part of a measured, coordinated scheme initiated by a higher tier authority and would play a minor supporting role.
2. A major emergency at County or District level, or beyond, where the management of the event would be undertaken at that level. Town venues could well be a receiving station for dispersed persons, and selected local people involved in support. If the incident was actually in Crewe, the command centre may well be located here.
3. A local emergency within the Town which, though inevitably involving the higher levels of Government for support), needs a high level of local involvement by local people as its they who are most likely to know who is likely to be at risk and/or in need.

This Plan concentrates mainly on the second and third categories.

INSURANCES

Crewe Town Council's public and professional liability insurance covers Council members and officers and also volunteers working directly under their control against accidents or any damage they may cause in responding.

The use of motor vehicles is not covered by the local authority's insurance and it is the responsibility of the individual to ensure that they have adequate and appropriate cover.

Community resilience group volunteers **may** be covered by Cheshire East Council insurance under the following circumstances but this must always be confirmed;

- They are a member of and acting on behalf of an authorised Community Resilience Group.
- They have been authorised to act on behalf of the local authority and are under the direction of a local authority member of staff (This can be remotely).
- They only carry out the actions / activities that they have been authorised to do or agreed by the local authority.

RISKS

Risks	Impact on Community	Preparation/Actions
Major road traffic accident	<ul style="list-style-type: none"> • Blocked streets and gridlock • Emergency vehicles have access difficulties. • Vulnerable people cut off 	<ul style="list-style-type: none"> • Help with traffic diversions • Assist with clear up.
Rail/train incident	<ul style="list-style-type: none"> • High casualty level • Blocked traffic routes • Rail services unavailable 	<ul style="list-style-type: none"> • Help with traffic diversions • Assist with clear up.
Flooding – localised from brook/culvert	<ul style="list-style-type: none"> • Flooding of local streets • Flooding of/damage to properties • Contamination 	<ul style="list-style-type: none"> • Advise residents to improve home flood defences. • Town Council to distribute sandbags etc. • Assist in distribution of warning signs
Terrorist threat in Town	<ul style="list-style-type: none"> • High casualty level • Blocked traffic routes • Rail services unavailable • High community trauma • Very high media attention • Loss of key amenities 	<ul style="list-style-type: none"> • Assist with clear up. • Support community/counselling • Assistance with signage/diversions • Help with media • Long term recovery process
Major fire	<ul style="list-style-type: none"> • Moderate casualty levels • Damaged property • Displaced people • Community trauma • Contamination of area 	<ul style="list-style-type: none"> • Assist with clear up. • Support community/counselling
Gas explosion	<ul style="list-style-type: none"> • Moderate casualty levels • Damaged property • Displaced people • Community trauma • Contamination of area 	<ul style="list-style-type: none"> • Assist with clear up. • Support community/counselling
Aeroplane crash	<ul style="list-style-type: none"> • Potentially high and widespread casualty level 	<ul style="list-style-type: none"> • Help with diversions/road closures

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	<ul style="list-style-type: none"> • Many displaced people • Blocked traffic routes • Rail services unavailable • High community trauma • Very high media attention • Loss of key amenities 	<ul style="list-style-type: none"> • Support community/counselling • Assist with clear up • Help with media • Long term recovery process
Snow and ice conditions	<ul style="list-style-type: none"> • Blocked traffic routes • Slip hazard • Vulnerable people cut off 	<ul style="list-style-type: none"> • Help vulnerable people who are cut off • Local gritting
Storms and gales	<ul style="list-style-type: none"> • Widespread travel disruption • Trees down with risk to vehicles, pedestrians. • Power outages. • Danger from windborne objects. • Structural damage to buildings/property 	<ul style="list-style-type: none"> • Assist with clear up. • Help with diversions/road closures
Electricity supply out	<ul style="list-style-type: none"> • People without power for lengthy period. • Impact on access to amenities after dark • Loss of amenities/services 	<ul style="list-style-type: none"> • Help with food and warmth for vulnerable people • Help with diversions/road closures
Water supply damaged or contaminated	<ul style="list-style-type: none"> • Flooded local streets. • Damage to properties. • People without water supply for lengthy period. 	<ul style="list-style-type: none"> • Help with distribution of warning/diversion signs. • Distribution of bottled water or bowser supply
Infectious Disease Pandemic or epidemic	<ul style="list-style-type: none"> • NHS overwhelmed • Vulnerable people isolated. • Mental health problems. • Vulnerable people unable to get food or medicine • Poverty due to diminished economy. • Less support from community groups/ charities due to funding reductions. 	<ul style="list-style-type: none"> • Support to community groups – physical and grants • Distribution of PPE to health and care sectors

EMERGENCY MANAGEMENT TEAM

In the event of the plan being triggered, the following members of the Town Council have agreed to form part of the emergency team who will help to reduce the effects on the community in the event of an incident:-

- Town Clerk
- Community Manager
- Regeneration Manager
- Events Manager
- Heritage Manager
- Communications Officer
- Support Officer
- Crewe Rangers

N.B. Additional members from within the community will be added as necessary.

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These officers liaise with the Councillors which are to be consulted by the Town Clerk when using emergency powers.

Names, contact details and availability of the Emergency Management Team (EMT) will be available to all staff, Councillors and key community leaders.

The role of the Emergency Team is to co-ordinate the activities of your Community during an emergency by assessing the situation, mobilising the appropriate local resources to support the community and maintaining links with the emergency services, Cheshire East Council and other responding organisations.

The contact numbers will be held by Cheshire East Council on a secure part of the Cheshire Resilience Forum Website, which the Emergency Services and Local Authorities have access to.

Emergency Community Coordinators

These are members of the community willing to assist during an emergency, doing tasks such as door knocking, snow clearance or shopping for vulnerable people, helping in a rest centre for example. Their names and contact details will be kept securely by members of EMT

DATA PROTECTION 1998

Crewe Town Council is registered with the Information Commissioner and operate in accordance with their Information and Data Protection Policy.

Privacy notices are available on the Website.

INCIDENT ROOM

If the EMT is brought together in the case of an incident, their incident room will be the Crewe Town Council Offices, 1 Chantry Court, Forge Street, Crewe CW1 2DL.

In the case of an infectious disease emergency, the incident room may be “virtual” as most staff may be working from home

An incident room is simply a location where the emergency team can meet and manage the community’s response to the emergency. The venue will have access to a phone and kitchen facilities.

Contact details for accessing the venues during an emergency are held by EMT members.

REST CENTRES

Rest Centres may be established at the Crewe Town Council Offices, 1 Chantry Court, Forge Street, Crewe CW1 2DL or other locations made available by other partners.

These are locations where people can go when there is an emergency; whether it is to keep them warm and dry or somewhere to discuss actions that need to be taken. Provision is available for preparing food and overnight accommodation is possible if needed.

Contact details for accessing the venues during an emergency are held by EMT members.

Emergency Box

An emergency box will be kept by the Council at the Council Offices, which will contain essential information and equipment for an emergency.

EMERGENCY INFORMATION POINTS

The Town Council will establish a number of locations to pass information to the community during an emergency which will include the Town Council noticeboard. The Town Council website and social media sites will be used to keep people informed of the latest situation.

THE EMERGENCY PLAN

The Emergency Plan will be regularly updated and developed so it is relevant when an emergency occurs. It will be reviewed at least annually and at other times when information changes.

A public copy will be available on the website

Printed copies will be available in the Town Council office, to EMT members and to Cheshire East Emergency Planning Officer

Councillors will have a copy via the Constitution.

Contact details will be available to EMT, other staff and Councillors. For Data Protection reasons, only these people will hold versions which contain contact or personal details.

EMERGENCY ROLE AND PROCEDURE

The role of the Town Council assisted by the community would vary depending on the scale and nature of the incident, but may include:-

- Local town control of certain operations, or provision of a local emergency control centre at the request of the principal Council.
- Use of the Council venue as a rest centre.
- Staff to help in the Local Control Centre if a shift system became necessary.
- Help with Public Relations and keeping the community informed.
- Counselling and leading the community in times of high trauma
- Use of Council vehicles and equipment to supplement other resources.
- Monitoring the local situation e.g. flooding and identifying people in particular need or at risk.
- Providing Sandbags and sand at times of flooding if CEC request.
- Providing Grit and salt for inclement for use in snow and ice.
- Take a lead in the recovery phase.

On discovering or being advised of a civil a major civil emergency, the Town Clerk or other member of EMT will initially contact all persons listed that are needed at any stage.

The Town Clerk, or nominated member of staff or Councillor will:-

- Ensure all relevant persons are contacted by phone and/or email, advised of the situation and either put on standby or advised of the action required.
- Make contact with Cheshire East Council to offer help and await instructions. Advise them whether operating from own homes or somewhere else.
- Convene any necessary meetings of the EMT, Town Council/Committee and volunteers
- Consider welfare issues and take necessary action
- Deploy Officers/Volunteers/Rangers in non-critical service areas as required.
- Undertake health and safety risk assessments on the actions to be taken so that risk is minimised.
- Advise statutory authorities (e.g. emergency services, HSE etc) and insurance company as necessary.
- Keep everyone informed.
- Invoke process of determining loss or damage, and minimising it.
- Take an active role in any recovery process.

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Elected Members have an important role in keeping local communities informed, supporting and counselling them and representing their views and concerns back to statutory authorities and helping to keep calm.

In preparation, we will:-

- Review our Emergency Plan regularly
- Liaise with the Cheshire East Council and other responder organisations
- Provide information on being prepared for emergency situations to our communities
- Store sharp sand, sandbags and polythene for use in times of flood if requested by Cheshire East Council.

ACTIVATION OF THE EMERGENCY PLAN

In the event of any local emergency, the following principle MUST be first and foremost:-

- if there is ANY threat to life, dial 999 and alert the emergency services (Police, Fire, or Ambulance)
- If there is no perceived threat to life, but you have information that may help the emergency services, please dial 101.

The Plan may be activated in one of two ways:-

The Council may decide to activate the Plan, for example in response to a request from a member of the public or because of an event such as severe weather or the Plan may be activated, in case of a major incident, as the result of a call from Cheshire East Council, Cheshire Resilience Forum (CRF) or the Emergency Services (i.e. A Responding Agency)

Activation by Community Emergency Groups

In the event that the Council determines to activate the plan, without a request from the Emergency Services, or an Emergency Planning Officer, then the Council are always acting under either the Town Council's insurance policy or partners under that of their own organisation. Self-activation may be in response to events like snow and ice. Where this is the case, the Council will contact your Cheshire East Council at the earliest opportunity.

Activation by a Responding Agency

For more serious or wide spread emergencies, the Town Council will normally be coordinated by Cheshire East Council in response to a request for support from the emergency services.

If the Council receive a call for assistance from an Emergency Planning Officer or the Emergency Services, any activities that you will be asked to carry out will be designed to help support the local authority part of that response. This will usually take the form of welfare/shelter arrangements away from the direct scene of the emergency. It could also include things like local knowledge, or the location of known vulnerable persons. In this scenario, it is likely that the Council will be working alongside other voluntary organisations that also assist during the response. e.g. the Royal Voluntary Service (formerly the WRVS), British Red Cross, etc.

Any information received must be given out and communicated to people in a coordinated and controlled manner via the local authority's Emergency Call Handlers. It must not be given at the scene in a way that will impede the work of the emergency services.

Responsibility for activating the Plan will be the Town Clerk or other member of EMT

THE PLAN WILL BE ACTIVATED WHEN it is necessary to take action and that action cannot be taken without triggering the plan

INITIAL ACTIONS OF EMT

IN AN EMERGENCY DIAL 999

Inform the LA that you have activated your plan

Tune into Cat Radio (107.9 FM) or Radio Stoke (94.6 and 104.1 FM) and listen for updates on the emergency. Follow any emergency services advice issued.

Follow the Cat 1 responders on Facebook and twitter

Notify your emergency team and request that they meet at the nominated location if safe to do so and instigate the call cascade as necessary

Gather as much information about the situation as possible and decide which local resources should be mobilised to support the community.

Consider whether you can work effectively from your current location, or whether you need to move to an alternate location. Arrange for the Incident Room to be opened as appropriate.

Keep a log of all communications, relevant times, actions taken, instructions given and information received. It will be important at the subsequent de-brief.

Arrange for contact to be made with any vulnerable members of the community we are aware of, or are advised by CEC and arrange for advice / assistance to be offered.

Arrange for the community resources / organisations to be made available as necessary.

Consider asking for additional members of the community (volunteers) to help with the response, using pre-identified community coordinators. The type of support that would be welcomed changes from emergency to emergency but might include:-

- Helping people move valuable and sentimental items upstairs.
- Helping deploy any flood protection products they might have.
- Providing some immediate shelter if people have had to leave their homes.
- Arranging for pets to be looked after.
- Providing lifts to family and friends.
- Doing basic household tasks such as shopping.

This may be undertaken through Cheshire East Council to ensure safeguarding compliance.

Check your e-mail system regularly.

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Tell your community that your emergency team is functioning and if appropriate maintain a presence in the area(s) affected

Establish contact with neighbouring Parish/Town Councils and ask for/offer support if appropriate

Ensure that any members of your community engaged in the response are not putting themselves at risk. Make sure they are acting lawfully (e.g. not speeding), and are not carrying out tasks and activities that they are not qualified to do.

FLOOD SPECIFIC ACTIONS

ACTION CARD (FLOODING)

Limited areas of Crewe can be subject to flooding from the brooks/culverts or overflowing sewers.

If you are in an area that receives flood warnings, dial Floodline on 0345 988 1188 or look on the Environment Agency website.

Refer to the “Flood Specific Response Measures” table. Implement any agreed actions as appropriate. Mobilise the pre-identified resources and make offer of support to those that may be vulnerable.

Where ever possible, advise residents to:-

- Put any flood protection products they have into place
- Move cars to higher ground
- Make sure any valuable or sentimental items and important documents are safe
- Empty furniture drawers and cupboards. Place the contents and any furniture you can upstairs. Fasten plastic bags round the legs of wooden furniture to help minimise absorption of water
- Be prepared to turn off mains gas and electricity
- Be prepared to evacuate if necessary and in the unlikely event:
- Grab ‘Go bag’ and check contents.
- Turn off electricity, gas and water supplies and unplug appliances
- Take their mobile phone and charger.
- Take some spare clothes.
- Take prescribed medication with them.
- Take cash and credit cards.
- Lock all doors and windows.

- If they leave by car, take bottled water, a duvet or blankets and tune into the local radio for emergency advice and instructions.
- Put plugs in sinks and weight them down to prevent backflow from the drains. Weigh down the loo seat too.
- Bring caged outdoor pets inside, move all pets with food, water, bedding and litter trays upstairs
- Always wash their hands/arms/legs after coming into contact with floodwater with hot water and soap.
- Keep contaminated footwear and clothing away from children
- Never allow children to play in floodwater, as well as the risk of disease manhole covers may have dislodged under the pressure of floodwater creating a drowning risk.

Try and provide support to residents in carrying out these actions. Fill and deliver sandbags/polythene as appropriate.

AFTER AN EMERGENCY

The Council need to keep up its activities, bringing in additional resources as necessary, until either it is stood down by the Emergency Services or Cheshire East Council, or the Town Council decide that assistance is no longer necessary.

Debrief

“Debriefing” is a conversation that revolves around the sharing and examining of information after a specific event has taken place. A ‘Hot Debrief’ should take place by the key people involved in an incident immediately after the incident has passed and a ‘cold debrief’ should be held after the dust has settled and things are getting back to normal. This should be open to anyone involved in the incident. It enables you to record what went well, what could have been better and what you can do to learn from this experience to improve things next time. It is not about who is at fault. This is where notes made during the emergency prove really useful.

EMT will hold de-briefs as soon as possible after the event and pass on information to Cheshire East Council or CRF as required.

TYPICAL DEBRIEF AGENDA

1. Notification/Alerting Issues.
2. Warning – Responding Agency and Public Issues.
3. Command and Control Issues.
 - a. Training.
 - b. Capability.
 - c. Equipment.
4. Communications Issues.
5. Media Response Issues.
6. Recovery Issues
7. Recommendations

RECOVERY AFTER AN INCIDENT

Although most activity by a community in an emergency occurs in support of the emergency services and other agencies that assist in the response, the community has an important role to play in the recovery phase.

It is not possible to define precisely the extent and nature of post-incident community activity, since this will vary with the severity and nature of the emergency. It is likely, however, that community activity will be in one or more of the following categories:-

- Looking after the welfare of the emergency services and agency workers e.g. feeding, sleeping, laundry, rest facilities etc.
- Caring for and supporting the on-going needs of those local people affected by the emergency.
- Memorial services, memorials, gardens of remembrance.
- Management of donations
- News sheets, information boards, website and social media information.

The above will be co-ordinated by Cheshire East Council.

It is important that the community considers these activities in advance and decides/agrees the need for community involvement and whether a member or section of the community should be tasked with preparing and inserting guidance in this Plan.

Recovery Process

It may be necessary following a major civil emergency to work with the principal Council in aiding recovery. After a very serious incident, Cheshire East Council may establish a Community Recovery Committee, which is a group drawn from the local community to reflect community concerns, and assist in informing the community. It will most likely assist in Impact Assessment of the affected community. Town Council elected representatives would be included in the membership. Its role would be non-executive.

An important role would be engaging with the Business Community and taking their concerns to the principal Council's main Recovery Coordinating Group.

Town Councillors, as well as other community leaders have an important role to play in assisting the recovery process:-

- A focus for community concerns
- Identifying problems and vulnerabilities of their community
- Knowledge of local personalities and resources
- Enhancing local community liaison
- Visiting people affected and giving reassurance
- Consultation on re-builds or modernisation
- Assisting with the media in getting messages to the community (following established policy guidelines)
- Assisting with VIP visits
- Liaising with elected representatives (Cheshire East Councillors, MP, MEP)

Recovery may take months or even years and these roles may be a long-term priority.

The Town Council will need not only to help with damage assessment but use local knowledge to draw up a Recovery Action Plan and to give each action a priority rating of essential, important or desirable.

This will need to be done with the myriad of partners who will be involved in the recovery process.

Town Clerk to update contact information and amendments to the Plans in liaison with Cheshire East Council and review the Emergency Plan following the Debrief.

TOWN COUNCIL AND COMMUNITY RESOURCES

In addition to Councillors and Officers on the EMT, the Council will make available the all other members of staff as necessary.

The Town Council will make available its van and any appropriate equipment.

Appendix 1

Where to get information

UK weather warnings (Met Office)

- Cold weather alert (Met Office) (1st November to 31st March)
- Flood alerts and warnings (Environment Agency)
- Winter weather from Cheshire East Council.

Winter weather advice

- Get ready for winter (Met Office)
- Highways - salting, gritting and snow clearing (Cheshire East Council)
- School closures (Cheshire East Council)

Flooding advice

- Flooding - (Cheshire Resilience)
- Flood information and advice (Environment Agency)
- Free flood warning service (Environment Agency)
- Ground water status and current flood risk (Environment Agency)

Power cut enquiries

- Contact UK Power Networks 24 hours a day: Phone 0800 31 63 105 or 0333 32 32 105 if calling from a mobile
- Visit www.powernetworks.co.uk for the latest update

Heatwaves and drought advice

- Drought (Cheshire Resilience Forum)
- Environment Agency - Drought management for England
- Health advice during a heatwave (NHS)
- Heat-health watch (Met Office) (1 June to 15 September)

Appendix 2
External Contact Details (non-emergency)

- Fire, Police, Ambulance and Coastguard (non-emergency numbers)
- Cheshire East Council Information line 0300 123 5500. For emergencies out of hours call our Emergency Control Centre on 0300 123 5025. For Social Care emergencies, contact our Social Care Out of Hours team on 0300 123 5022.
- Cheshire Resilience Forum
- UK Power Network 0800 3163 105
- Highways Agency – A14, A12 (Trunk Roads Only) 0300 123 5000
- Environment Agency 03708 506 506 Floodline (24/7) 0345 988 1188 or 0845 988 1188 or email enquiries@environment-agency.gov.uk or visit the website www.environment-agency.gov.uk
- BBC Radio Stoke 01782 208080. Email radio.stoke@bbc.co.uk
- Cat Radio. Call 01270 447515. Text 01270 266877. Email studio@thisisthecat.com
- www.metoffice.gov.uk
- Gas
- Water

Appendix 3 **Before an Emergency (general advice)**

Help the Community Prepare

We will help our community be prepared for an emergency by encouraging them to follow the advice contained below and to complete the telephone numbers that they may need in the event of an emergency. In particular we will:-

- Encourage all members of your community to make sure they are adequately insured and that they review their insurance
- Make sure that people are signed up to the Environment Agency Flood Warning Direct Service if their community is in a flood risk area. Point them in the direction of the National Flood Forum for more information on flood defence products and to local surveyors and architects for advice on their effectiveness.
- Encourage people to prepare a Go Bag including:-
 - Key documents (such as passport, driving licence, your personal emergency contact list and insurance details).
 - First aid kit including any medication.
 - Wet wipes and/or antibacterial hand gel.
 - Battery operated radio with spare batteries or wind up radio.
 - Notebook and pencil/pen.
 - Mobile phone/charger.
 - Glasses/contact lenses.
 - Toiletries (including nappies/sanitary supplies).
 - Any special items for babies, children, elderly and disabled people.
 - Spare set of keys (home/car/office).
 - Bottled water/energy bars.
 - Coins/cash (small denominations) and credit/debit cards.
 - Change of clothes and blankets and sensible footwear (if necessary, waterproofs).
 - A torch and batteries or a wind up torch.
- Encourage people to complete a household emergency plan which can be found on the Environment Agency website <https://www.gov.uk/government/publications/personal-flood-plan>
- Encourage people to make a “Community Friend” – this is someone, or some people, that can be called during an emergency to provide practical support – such as helping move furniture, look after pets, share house keys to look after each other’s properties and maybe know which valuable and sentimental items should be moved upstairs, check on you if you are poorly and go to the shops and chemists on your behalf.
- Make sure people know how to respond. In an emergency, people should go in, stay in and tune in to their local radio station for further instructions and updates – unless there is a fire, or any other threat to staying in the property, or unless they have been advised otherwise by the Emergency Services.
- Check that our community are ready for an emergency – ask them the following questions:-
 - Do you have a household emergency plan?
 - Have you discussed your plan with family and friends?
 - Do you know the emergency plan for your children’s school/nursery/college?
 - Do you know the emergency plan for your place of work?
 - Have you completed a personal emergency contact list?
 - Have you prepared a check list for your ‘go bag’, or packed it ready to go?
 - Do you have family contact(s) in your phone, wallet or purse?
 - Do you have a contact person – someone unlikely to be affected by the same emergency - who can keep family and friends informed?
 - Do you have a wind up or battery-operated portable FM/AM radio?

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- Do you have alternative, agreed meeting points?
- Do you have working smoke alarms in your home?
- Do you have adequate contents and buildings insurance?
- Do you have copies of your most important documents stored somewhere other than at home?
- Do you have a written list of your valuables, plus photographs or DVD/ ?
- Have you checked if your property is in a flood risk area?
- Have you thought about arrangements for pets if you need to leave your home?
- Have you identified possible exit routes from every room in your home?
- Do you know how to turn off water, gas and electricity supplies in your home?
- Do you have elderly or vulnerable neighbours who might need help?
- Do you know how to tune in to your local radio station?

The Environment Agency has flooding specific information for communities in flood risk areas. Call 0845 988 1188 for more information.

CREWE TOWN COUNCIL DOCUMENT MANAGEMENT POLICY

Adopted by Council: 31st March 2020

Review Date: September 2023

Version Control Log:

v1 March 2020

v2 Feb 2021

v3 Sept 2023

Scope and Purpose

The purpose of this policy is to provide a corporate policy framework to govern management decisions on whether a particular document (or set of documents) should either be:

- Retained – and if so in what format, and for what period; or
- Disposed of – and if so when and by what method

Additionally, this policy seeks to clarify the roles and responsibilities in the decision-making process.

This policy is not concerned with the disposal/retention of unused materials (e.g. stocks of paper, unused forms, duplicated documents).

Introduction

In the course of carrying out its various functions and activities, the Council collects information from individuals and external organisations and generates a wide range of data/information both electronically and in hard copy.

Retention of specific documents may be necessary to:-

- Fulfil statutory or other regulatory requirements
- Evidence events/agreements in the case of disputes
- Meet operational needs
- Ensure the preservation of documents of historic or other value

The untimely destruction of documents could cause the Council:-

- Difficulty in defending litigious claims
- Operational problems
- Embarrassment
- Failure to comply with the Freedom of Information or Data Protection Acts
- A breach of a particular piece of legislation.

Conversely, the permanent retention of all documents is undesirable, and appropriate disposal is to be encouraged for the following reasons:-

- There is a shortage of new storage space
- Disposal of existing documents can free up space for more productive activities, even in digital form
- Indefinite retention of personal data may be unlawful
- Reduction of fire risk (in case of paper records)
- There is evidence that the de-cluttering of office accommodation can be psychologically beneficial for many workers

Modern day records management philosophy emphasises the importance of organisations having in place systems for the timely and secure disposal of documents/records that are no longer required for business purposes. Additionally, both the Freedom of Information Act and new data protection legislation make it important for the Council to have clearly defined policies and procedures in place for disposing of records, and that these are well documented.

Document Handling

The Council will keep paper records to the absolute minimum and where ever possible hard copy information will be scanned and circulated by email. The email will be retained in line with policy and the hard copy recycled or shredded depending on its nature and level of confidentiality.

Documents will be filed in either cabinets (hard copy) or on Sharepoint (digital). Where documents in either form contain confidential, personal or sensitive information, they will be stored securely with authorised access only on a “need” basis.

The Council’s electronic records are backed up according to the Digital and ICT Policy.

The Retention/Disposal Protocol

Any decision whether to retain or dispose of a document should be taken in accordance with the following criteria:

- Has the document been appraised?
- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to evidence events in the case of dispute?
- Is retention required to meet the operational needs of the Council?

Where a retention period has expired in relation to a particular document a review should always be carried out before a final decision is made to dispose of that document. Such reviews need not necessarily be detailed or time consuming. Where the Managing Officer is familiar with the contents of the document or where the contents are straightforward and easily apparent then such an exercise may only take a few minutes.

In the event that a decision is taken to dispose of a particular document or set of documents, then consideration should be given to the method of disposal.

Roles and Responsibilities

Responsibility for determining (in accordance with the Retention/Disposal protocol mentioned above) whether to retain or dispose of specific documents rests with the Town Clerk, in respect of those documents that properly fall within the remit or control of his/her responsibilities. The rationale for this is that it is reasonable to both assume and expect that the Town Clerk should be broadly conversant with the types of documents received, generated and stored.

Managing officers are expected to make the decisions for disposing of routine documents and junk mail within their remit. With non-routine documents they should recommend a course of action and seek approval from the Town Clerk. Similarly, individual officers are expected to cull their emails of unwanted documents, particularly those containing personal information.

Because of the clear benefits resulting from the disposal of unnecessary documentation, the Town Clerk is expected to be proactive in carrying out or instigating audits of existing documentation that may be suitable for disposal.

Councillors are also encouraged to properly dispose of unnecessary council related documentation and emails.

Data Protection Act 2018 and General Data Protection Regulations

Managing Officers are aware that under the data protection regulations, personal data processed for any purpose must not be kept for longer than is necessary for that purpose. In other words, retaining documents

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or records that contain personal data beyond the length of time necessary for the purpose for which that data was obtained is unlawful.

Disposal

Disposal can be achieved by a range of processes:-

- Confidential waste – i.e. making available for collection by a designated refuse collection service.
- Physical destruction on site (paper records – shredding)
- Deletion – where digital files are concerned. Deleted records must also be cleared
- Migration of document to external body

Managing Officers should take in to account the following considerations when selecting any method of disposal:-

- Under no circumstances should paper documents containing personal data or confidential information be simply binned or deposited in refuse tips. To do so could result in the unauthorised disclosure of such information to third parties, and render the Council liable to prosecution or other enforcement action under the Data Protection Act. Such documents should be destroyed on site (e.g. by shredding) or placed in the specially marked “Confidential Waste” refuse bins for collection by a designated contractor.
- Deletion – the Information Commissioner has advised that if steps are taken to make data virtually impossible to retrieve, then this will be regarded as equivalent to deletion.
- Migration of documents to a third party (other than for destruction or recycling) is unlikely to be an option in most cases. However, this method of disposal will be relevant where documents or records are of historic interest and/or have intrinsic value. The third party here could well be the Cheshire Record Office. “Migration” can, of course, include the sale of documents to a third party.
- Recycling – wherever practicable disposal should further recycling, in-line with the Council’s commitment to sustainable development and promoting an alternative waste disposal strategy.

Disposal of all but routine documents should be documented by keeping a record of the document disposed of, the date and method of disposal, and the officer who authorised disposal. The documenting of disposal will be particularly important to ensure compliance with the Freedom of Information Act.

Monitoring

Member Audits will take place to periodically monitor compliance with this Policy.

Photographs and Digital Images

This policy is applicable to all forms of visual media, including film, print, video, DVD and websites.

The Town Council use images and videos for a variety of purposes, publicity, records of events, training purposes, security, crime prevention and the website. Whilst we recognise the benefits of photography and videos to our work and the community, we also understand that these can have significant risks for those involved. Under the legal obligations of the Data Protection Act and GDPR, the council has specific responsibilities in terms of how photos and videos are taken, stored and retained.

For the purpose of this policy we consider photographs and digital images as documents and have included a retention guide below.

DOCUMENT	MINIMUM PERIOD OF RETENTION	REASON
Democracy		
Record of disposal records	Destroy after 12 years	Common practice
Approved Minutes Council and Committee/Sub- Committee	Permanent archive after administrative use Copy available on website	Public Inspection/Scrutiny
Notices and Agendas Council/Committee meetings	Destroy 1 year after year end	Local decision
Council/Committee meetings Reports and other documents	Electronic archive after administrative use	Local decision
Working party agendas, reports	Destroy after 5 years	Local decision
Minute taking notes	Destroy after minutes approved	Local decision
Record of Officer decisions under delegated authority and background documents	Destroy after 6 years	Statutory (2014 Regulations)
Scales of Fees and Charges	5 years	Management
Elections Register and associated lists	Destroy after 4 years	Local choice
Lists of candidates	Destroy after 4 years	Local choice
Election results	Permanent	Local choice Permanent record with Cheshire East
Member contact and other details	Personal Details-review regularly and delete if retention can no longer be justified Other details – generally destroy when no longer a member of Council, except if ongoing issue, then destroy.	Data Protection Common practice and Data Protection
Representation – list of members representing the Council on outside bodies	4 years	Local choice
Finance		
Receipt and payment(s) accounts	6 years	VAT
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books/records	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Agreements between organisations and partners	Destroy 6 years after expiry	Common practice
Quotations and tenders Successful	12 years	Limitation Act
Quotations and tenders	Destroy after 3 years	Challenge

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Unsuccessful		
Contracts and Tendering All documents	Destroy 6 years after last action except contract under seal (12 years)	Part Limitations Act
Correspondence and papers on important local issues or activities	Destroy 5 years after last activity or archive.	Local choice
Building contracts	Life of building + 15 years	Statutory
Licensing or lease Agreements. Rental/ Hire Purchase Agreements	Indefinite Archive after end date	Limitations Act
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act
VAT records	6 years	VAT
PAYE returns and supporting documents	6 years	Income Tax
PAYE related records not needed by Inland Revenue	3 years after end of tax year	Local choice
Budget and estimates	Permanent archive after 3 years	Statutory
Working papers	2 years	Local choice
Accounts and Audits	Permanent archive after administrative use concluded.	Common practice
Associated documents	Destroy after administrative use	
Postage and telephone records	6 years	Tax, VAT and Limitation Act
Timesheets	Last completed audit year	Audit
Salaries and wages documents, Inland Revenues (tax and NI)	12 years	Superannuation Limitation Period
Record of Members allowances	6 years	Income Tax, Limitation Act
Insurance policies Claims	While valid & permanent archive Destroy after 7 years	Management
Insurance certificates/Employers' Liability Certificates	Indefinite, archive after 5 years.	Management
Investments	Indefinite, archive 5 years after ended	Audit, Management
Loans	Permanent archive after 2 years	Common practice
Annual Return to external auditor	Destroy after 6 years	Audit
Internal and external audit reports	Destroy after 6 years	Audit
Grants and donations made	Destroy after 6 years Where personal data included, destroy once no longer needed unless written permission to retain	Audit and VAT
Personnel Records		
Personnel administration	Destroy 5 years after person leaves Authority (except staff working with children-25 years)	Local choice & statutory

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Recruitment and interview documents	1 Year for most documents Equality monitoring forms, immediately person not appointed	Equal opportunities claims
Volunteers e.g. marshalls for events, work experience	Destroy 1 year after volunteering completed, unless written permission to retain for future volunteering	Local choice Data Protection
Employers Liability Certificates	Retain for 40 years	Common Practice
Equality documents,	Destroy 15 years after last action	Common practice
Records with Personal or sensitive information	Review regularly. Destroy when no longer needed or cannot be justified for one of specified reasons	Data Protection
Health and Safety	Destroy 15 years after last action or after 6 years if superseded 40 years for asbestos & other occupational health records	Statutory and Common practice
Administration		
Title deeds, leases, agreements, contracts	Indefinite, archive after 5 years	Audit, Management
Maps, plans and surveys of property owned by Council	Indefinite. Archive after 5 years.	Common Practice
Planning lists, plans and observations	Destroy after 1 year.	Local choice
Statutory Development Plans Observations	Destroy 5 years after expiry or when draft is superseded do the same	Local choice
Consultations on statutory functions e.g. Licensing, Highways	Destroy after 1 year	Local choice
Corporate plans, Strategies, policies Business plans, annual reports, Asset register	Permanent archive after superseded	Common practice
Routine correspondence, papers and emails	Destroy when not current or no longer needed for operations. Where contains personal information, destroy as soon as matter resolved	Local choice and Data Protection
Complainants and enquirers about the council's own services, and enquiries about other third-party services e.g.) unitary authority and housing associations and allotment associations	Destroy when not current or no longer needed for operations. Where contains personal information, destroy as soon as matter resolved. Do not pass on details without written permission	Local choice and Data Protection
Documents, and emails containing personal information Officers and Councillors	Destroy as soon as possible. i.e. when retention no longer justified for one of the specified reasons.	Data Protection

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Third party emails and contact details containing personal data	Destroy, when retention no longer justified for one of the specified reasons.	Data Protection
Email account contents Former Councillors	Review and permanently delete within 2 months of leaving council, except if relate to an ongoing issue then destroy when no longer needed	Common practice and Data Protection
Email account contents Former Employees	Review and permanently delete within 2 months of leaving council, except if relate to an ongoing issue then destroy when no longer needed	Common practice and Data Protection
Statutory returns to Government etc.	7 years	Common practice
Operating procedures	1 year after superseded	Local choice
Consultations of public and staff	Destroy after 3 years from closure	Common practice
Record of complaints against Council	Destroy after 6 years Destroy personal information once matter resolved unless permission to retain.	Common practice Data Protection
Freedom of information Reviewing the quality, efficiency, or performance of the Council	Destroy after 5 years	Common practice
Publicised work of the Council	One copy to Permanent Archive Destroy after administrative use	Common practice
Media Relations Records of interactions	Destroy after 3 years	Common practice
Marketing and promotions literature	Destroy after 6 years	Local choice
Civic and Royal events Records of organising documents	Permanent Archive after administration use concluded Destroy after 7 years	Common practice Common practice
Making local byelaws, copies and procedures	Permanent archive after administrative use ended	Common practice
Administration and enforcement of local byelaws	Destroy 2 years after conclusion of action	Common practice
Emergency planning and Environmental issues	Destroy 7 years after administration concluded	Common practice
Town newsletters, press cuttings and photographs not containing personal information.	Archive after no longer current	Historic value
Ancient and historical records	Record and Archive or to Cheshire Records	Historic value
Reports, Guides, handbooks etc from other bodies	Destroy when no longer current or useful	Local choice
Consultees Details of persons responding to consultations by hard copy, email, online or social media	Destroy once information taken for statistical Purposes. Only attribute comments with written consent	Data Protection and good practice
Competition entrants	Destroy once competition over. Require written permission to use personal details for publicity. e.g. winners	Data Protection and good practice
Civic and ball list of attendees	Destroy once event over.	Data Protection

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	Require written permission to use personal details for publicity or future invitations	
Twinning with Macon Council Details of visitors or organisers	Destroy personal information once matter completed unless permission to retain.	Data Protection
Community safety and vulnerable adults information received through community engagement.	Destroy, when retention no longer justified for one of the specified reasons.	Data Protection
Photographs and Digital Images		
Photographs/images without personal data, including from CCTV	Destroy when no longer of use Indefinite archive if required as permanent record or required for historical record	Local choice
Photographs/images considered to contain personal data, including from CCTV	Destroy as soon as possible. i.e. when retention no longer justified for one of the specified reasons. Retain only if positive consent of data subject and for the period of the consent only.	Data Protection Data Protection
Recordings of Meetings	Uploaded to Council Youtube channel. Maximum of 2 civic years retained. Video recordings from civic years more than 2 years prior will be deleted from channel at the start of each civic year. Noting that once uploaded to youtube, recordings may have been shared and copied by external parties unknown to the the council	Local choice

CREWE TOWN COUNCIL

PERSONAL DATA BREACH POLICY

Adopted by Council: 15th December 2020
Planned Review Date: September 2023

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v2 Dec 2021
v3 Sept 2023

Introduction

This document is an integral part of demonstrating GDPR compliance to ensure personal data breaches are addressed properly, appropriately and in a timely manner.

This policy has been produced in response to GDPR Article 33 – “Notification of a personal data breach to the supervisory authority” – and GDPR Article 34 of the GDPR – “Communication of a personal data breach to the data subject”.

A breach of GDPR affecting the rights and freedoms of individuals can result in a financial penalty (up to 20 million euros).

Failure to report a breach can result in a fine of up to 10 million euros.

Crewe Town Council will be legally responsible for personal data breaches.

What is a personal data breach?

The UK Information Commissioner’s Office (ICO) defines a personal data breach as:-

“A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed”

There are three breach notification obligations:-

- Data processor to notify data controller
- Data controller to notify their Supervisory Authority (for the UK this is the ICO)
- Data controller to notify the data subject

Reporting an incident

Any Councillor or Officer (or data processor) who becomes aware of a breach must report it immediately to the Clerk.

If the breach occurs or is discovered outside normal working hours, it must be reported as soon as is possible.

The Clerk will complete will enter the details into the Personal Data Breach Form and inform the Data Protection Officer (DPO).

Incident investigation, containment and recovery

The DPO will firstly determine if the breach is still occurring. If so, the appropriate steps will be taken immediately to minimise the effect of the breach.

An initial assessment will be made by the DPO in liaison with Clerk to establish the severity of the breach.

The DPO and Clerk will:-

- Investigate the breach and assess the risks associated with it, for example, the potential adverse consequences for individuals, how serious or substantial those are and how likely they are to occur. The investigation will need to take into account the following:
 - the type of data involved;
 - its sensitivity;

- Agenda Item 5.a.i the protections that are in place (e.g. encryptions);
 - what has happened to the data (e.g. has it been lost or stolen);
 - whether the data could be put to any illegal or inappropriate use;
 - data subject(s) affected by the breach, number of individuals involved and the potential effects on those data subject(s);
 - whether there are wider consequences to the breach.
- If the breach is likely to result in a high risk of adversely affecting individuals' rights and freedoms.
 - Establish whether there is anything that can be done to recover the personal data and limit the damage the breach could cause.
 - Establish who may need to be notified as part of the initial containment.
 - Determine the suitable course of action to be taken to ensure a resolution to the incident.

A record will be kept of any personal data breach, regardless of whether notification was required.

Reporting the incident to the ICO

The DPO will establish whether the Information Commissioner's Office will need to be notified of the breach, and if so, notify them within 72 hours of when the breach was first detected.

Every incident will be assessed on a case by case basis. However, the ICO must be notified if the breach:-

- Is likely to result in a risk to the rights and freedoms of the individuals;
- Will result in a risk of damage to reputation, financial implications, confidentiality loss, and discrimination, social and economic disadvantages that may occur to the concerned individual.

The following information must be provided to the ICO:-

- The categories and approximate number of individuals concerned;
- The categories and approximate number of personal data records concerned;
- The name and details of the DPO;
- A description of the likely consequences of the personal data breach;
- A description of the measures taken, or proposed to be taken, to deal with the personal data breach and where appropriate of the measures taken to mitigate any possible adverse effects.

Breaches can be reported to the ICO via their website.

Notifying the affected individuals

Individuals whose personal data has been affected by the incident, and where it has been considered likely to result in a high risk of adversely affecting that individual's rights and freedoms, will be informed without undue delay.

Notification will include:

- A description of how and when the breach occurred and the data involved;
- Specific and clear advice will be given on what the individual(s) can do to protect themselves;
- What action has already been taken to mitigate the risks;
- The contact details of the DPO;
- Contact details for Crewe Town Council for further information or to ask questions on what has occurred.

Evaluation and response

Once the incident has been contained, the DPO will carry out a full review of the causes of the breach; the effectiveness of the response(s) and whether any changes to systems, policies and procedures should be undertaken.

Existing controls will be reviewed to determine their adequacy, and whether any corrective action should be taken to minimise the risk of similar incidents occurring.

The review will consider:-

- where and how personal data is held and where and how it is stored;
- where the biggest risks lie including identifying potential weak points within existing security measures;
- whether methods of transmission are secure, sharing minimum amount of data necessary;
- staff awareness;
- implementing a data breach plan and identifying a group of individuals responsible for reacting to reported breaches of security.

The DPO will keep a record of all data breaches, comprising of the facts, effects and remedial actions

Rehearsal of the incident response procedure

The Clerk and DPO will, at least once year, rehearse the personal data breach procedure through a scenario in which a personal data breach has occurred. The purpose of this is to ensure the response is effectual.

Following the conclusion of the rehearsal the DPO and Clerk will hold a debrief.

The breach response procedure will be revised and reissued it if necessary.

Councillors and officer will be informed of any changes to the procedure.

Annex: Recital 33

Notification of a personal data breach to the supervisory authority.

1. In the case of a personal data breach, the controller shall without undue delay and, where feasible, not later than 72 hours after having become aware of it, notify the personal data breach to the supervisory authority competent in accordance with Article 55, unless the personal data breach is unlikely to result in a risk to the rights and freedoms of natural persons. Where the notification to the supervisory authority is not made within 72 hours, it shall be accompanied by reasons for the delay.
2. The processor shall notify the controller without undue delay after becoming aware of a personal data breach.
3. The notification referred to in paragraph 1 shall at least:-
 - a) Describe the nature of the personal data breach including where
 - b) possible, the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned;
 - c) Communicate the name and contact details of the data protection officer or other contact point where more information can be obtained;
 - d) Describe the likely consequences of the personal data breach;
 - e) Describe the measures taken or proposed to be taken by the controller to address the personal data breach, including, where appropriate, measures to mitigate its possible adverse effects.
4. Where, and in so far as, it is not possible to provide the information at the same time, the information may be provided in phases without undue further delay.
5. The controller shall document any personal data breaches, comprising the facts relating to the personal data breach, its effects and the remedial action taken. That documentation shall enable the supervisory authority to verify compliance with this Article.

Annex: Recital 34

GDPR Communication of a personal data breach to the data subject

1. When the personal data breach is likely to result in a high risk to the rights and freedoms of natural persons, the controller shall communicate the personal data breach to the data subject without undue delay.
2. The communication to the data subject referred to in paragraph 1 of this Article shall describe in clear and plain language the nature of the personal data breach and contain at least the information and measures referred to in points (b), (c) and (d) of Article 33(3).
3. The communication to the data subject referred to in paragraph 1 shall not be required if any of the following conditions are met:
 - a. The controller has implemented appropriate technical and organisational protection measures, and those measures were applied to the personal data affected by the personal data breach, in particular those that render the personal data unintelligible to any person who is not authorised to access it, such as encryption;
 - b. The controller has taken subsequent measures which ensure that the high risk to the rights and freedoms of data subjects referred to in paragraph 1 is no longer likely to materialise;
 - c. It would involve disproportionate effort. In such a case, there shall instead be a public communication or similar measure whereby the data subjects are informed in an equally effective manner.
4. If the controller has not already communicated the personal data breach to the data subject, the supervisory authority, having considered the likelihood of the personal data breach resulting in a high risk, may require it to do so or may decide that any of the conditions referred to in paragraph 3 are met.

CREWE TOWN COUNCIL

EQUAL OPPORTUNITIES AND DIVERSITY POLICY

Adopted by Council: 19th November 2019
Planned Review Date: September 2023

Version Control Log:	
v1	Nov 2019
v2	Nov 2021
v3	Sept 2023

1. Purpose

- 1.1 Crewe Town Council is committed to the promotion of equality of opportunity and equality of treatment and this Policy demonstrates that it will seek to ensure that every member of the public has equal access to its employment and development opportunities, to its services and to all its activities.
- 1.2 The Policy will act as a guide and frame of reference for the Council's employees so that they can implement its equal opportunity objectives. As a result, managers and employees will know what their responsibilities are and also that they too will be treated fairly.
- 1.3 The Policy will help the Council to meet its legal and moral responsibilities to be fair, and members of the public will, through publicity of this Policy, have confidence in the Council's objectives in terms of both employment and service provisions.

2. Objectives

- 2.1 This Policy is designed to ensure that equal opportunities exist in all Council activities, defined as follows:-

2.1.1 Employment

To ensure that no member of the public suffers discrimination and that everyone has equal access to employment within the Council.

2.1.2 Services

To ensure that all services provided by, or on behalf of, the Council are made available to all individuals and groups equally and without discrimination.

2.1.3 Contracts

To ensure that, within the limits of the law, all individuals, companies or organisations undertaking work, or providing goods or services for the Council do not follow discriminatory practices. Service Sections involved in drawing up specifications for competitive tendering should take into account the specific needs of disadvantaged groups in service provision and ensure that, where the Council is already offering services to meet such needs, they are included in the specifications.

3. Policy Statement

- 3.1 Crewe Town Council is committed to a Policy of equality of opportunity and equality of treatment. It aims to ensure that in its recruitment, employment, business practice and service delivery, no employee or member of the public will be treated less favourably than another on the grounds of:-

- (a) Gender
- (b) Gender reassignment or identity
- (c) Marital status or being in a civil partnership
- (d) Domestic circumstances
- (e) Race
- (f) Nationality
- (g) Ethnic origin
- (h) Colour
- (i) Religion or belief
- (j) Creed
- (k) Politics
- (l) Age
- (m) Disability

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- (n) Illness
- (o) Pregnancy
- (p) Maternity or paternity
- (q) Sexuality
- (r) Social background
- (s) or is disadvantaged by conditions or requirements without justifiable cause.

4. Responsibilities

- 4.1 To ensure that Equal Opportunities Policies are developed, implemented, effective, monitored and updated. The Council has delegated overall responsibility to the Town Clerk.
- 4.2 The Town Clerk will have specific responsibility for Equal Opportunities Policies as they relate to employment and will have responsibility for ensuring that these Policies are implemented within the Town Council.
- 4.3 The Town Clerk will be responsible for ensuring that monitoring takes place with regard to applications for employment and employment trends within the Council (e.g. promotion, re-grading and training) and for organising any equal opportunities training.
- 4.4 The Town Clerk will be responsible for developing Equal Opportunities Policies with regard to service delivery and for reviewing them on a regular basis and will also be responsible for ensuring the monitoring of service provision.
- 4.5 Employees have responsibilities to ensure that:–
 - 4.5.1 They understand and comply with the letter and spirit of any such Policy and actively participate in measures introduced by the Council to ensure that there is equality of opportunities and non-discrimination.
 - 4.5.2 They do not discriminate as a decision-maker, or encourage others to discriminate, in matters of recruitment and selection, promotion and training and service provision.
 - 4.5.3 Council services are provided to members of the public fairly and equitably.
 - 4.5.4 They report to management any discriminatory practices.
 - 4.5.5 They support the proper investigation of complaints.

5. Employment

- 5.1 Good employment practices are essential to ensure the elimination of discrimination, not only as they relate to the employment of employees, but also to the way those employees deliver services.
- 5.2 The Council requires that:–
 - (a) Unless there is a valid reason for not doing so, all recruitment advertisements will be publicly advertised in media readily available to everybody, and are circulated to job centres. All advertisements will make it clear that the Council is an "Equal Opportunities Employer".
 - (b) In terms of the skills, knowledge and experience required for job performance, no criteria will be classed as "essential" unless this can be justified. Specifications will be produced for all vacancies.
 - (c) All vacant posts will be processed under the Council's agreed recruitment procedures.
 - (d) No member or employee uses their position and influence to ensure that relatives, friends or colleagues are given jobs. The Council may treat any such action as a disciplinary matter.
 - (e) Any practical or psychometric tests used in the selection process are justifiable and would not lead to indirect discrimination.
 - (f) All employees involved in the recruitment and selection process are competent and able to perform the task and should receive training in the provisions of appropriate legislation and non-discriminatory selection techniques.

6. Service and Facilities

- 6.1 The Council recognises its duty under the Sex Discrimination Act 1975, the Race Relations Act 1976, the Disability Discrimination Act 1995 and the Equality Act 2010 as the provider of services and facilities and as far as reasonably possible will ensure that there is:-
- (a) Equality in the allocation of resources.
 - (b) Equality of access to services and facilities.
 - (c) Equality of treatment in service delivery.
 - (d) Equality of use of services and facilities.
- 6.2 While services will be delivered to individuals, the Council will ensure that the design of those services will be responsive to the needs of particular groups within society.
- 6.3 Each Service Section should review equal opportunities issues and best practice on an annual basis and produce a report for the Town Clerk.

7. Communication and Information

- 7.1 This policy must be made available to members of the public on request and employees should be proactive in making it available.
- 7.2 All employees must be made aware of the contents of this Policy and any other Policy which affects their area of work.
- 7.3 Any information produced should be clear, understandable and in non-offensive language. Information should also show positive images of all groups which include for example women, ethnic minorities and disabled people. Where possible, information will also be translated into other languages, British Sign Language, audio tapes or Braille, on request.

8. Training, Development and Positive Action

- 8.1 The Council recognises that training and development are crucial to ensure that employees have the skills, knowledge and appropriate behaviour to implement its Equal Opportunities Policies.
- 8.2 General guidance will be issued to employees to increase awareness of how discrimination operates at both individual and institutional levels and to ensure awareness of the Council's moral and legal obligations and practices and procedures.
- 8.3 In terms of employment, managers will be given training in recruitment and selection, discipline and grievance, so that they are able to interview effectively and objectively and deal with disciplinary and grievance issues such as harassment, victimisation and discrimination.
- 8.4 All employees will have equal access to training (subject to the availability of resources), career development and promotion opportunities. All reasonable effort will be made, as allowed under all relevant legislation, to equip people from disadvantaged groups with the necessary skills to enable them to compete effectively for jobs within the Council. Positive action will also be taken to retain and/or redeploy existing employees who become disabled.

9. Complaints

- 9.1 Employees who feel they are the victims of discrimination through, for example:-
- Direct discrimination
 - Indirect discrimination
 - Victimisation
 - Harassment
- may make a complaint under the Council's grievance procedure.
- 9.2 Members of the public who feel that they have suffered from discrimination should make a complaint under the Council's Complaints Procedure.
- 9.3 The Council requires that everyone should be treated with dignity and respect and will not accept any form of discrimination. It will take seriously any complaints made by either employees or members of the public and will thoroughly investigate these complaints. If complaints are substantiated, appropriate action will be taken in respect of employees and this may include disciplinary action.

10. Monitoring

- 10.1 The Council will ensure that its Equal Opportunities Policies are formally monitored through the performance review process so that the success of the Council's aims and objectives can be measured and continual improvements made. The results of monitoring will be made publicly available, through an annual report to the Finance and Governance Committee.
- 10.2 The Town Clerk will monitor all applications for employment and employment trends within the Council to Ensure compliance with this Policy.

11. Actions

We will:-

- Develop an organisational culture that positively values diversity
- Achieve, wherever possible, a membership, committee membership and workforce that broadly reflects the local community in which we operate and is representative of all sections of society
- Ensure that individuals are treated fairly in all aspects of their employment with Crewe Town Council
- Make it clear that intimidation, harassment and bullying will not be tolerated and may lead to disciplinary action
- Ensure that all our services are provided in a way which promotes awareness of the rights and needs of the people who face discrimination and enables all people to have access to them
- Encourage the development of skills and knowledge through training
- Ensure that premises used in relation to our work are accessible and inviting for all members of the community
- Challenge any discrimination or oppressive behaviour from and towards any members, volunteers, clients or agencies we work with
- Work in a way that recognises peoples' individual needs
- Regularly evaluate this policy and seek feedback from those who are affected by it

Councillor Code of Conduct – Cheshire East

Cheshire East Council has adopted this Code of Conduct to promote and maintain high standards of conduct and underpin public confidence in the Authority and its Councillors and co-opted Members (referred to collectively in this Code as “Councillors”).

1. All Town and Parish Councils that are within the Borough boundary have been invited to adopt this Code. It is acknowledged that town and parish councils that choose to adopt this Code may wish to amend its provisions to reflect local circumstances and preferences.
2. It is important that as Councillors we can be held accountable, and all adopt the behaviours and responsibilities associated with the role. Conduct as an individual Councillor affects the reputation of all Councillors. The Council wants the role of Councillor to be one that people aspire to. The Council also wants individuals from a range of backgrounds and circumstances to be putting themselves forward to become Councillors.
3. As Councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.
4. Importantly, we should be able to undertake our role as a Councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.
5. This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public’s trust in local government.

Introduction

This Councillor Code of Conduct has been adopted under the Localism Act 2011 and is supported by a process that will be followed if a complaint is made. A complaint should be made to the Monitoring Officer with sufficient information to substantiate it. [The form and details of the process can be found on the Cheshire East website.](#)

Support for Town and Parish Councils can be accessed through their membership of the Cheshire Association of Local Councils (ChALC) or the National Association of Local Councils (NALC).

Guidance that may assist Councillors in interpreting and understanding aspects of the code can be found here;

[Guidance on Local Government Association Model Councillor Code of Conduct | Local Government Association](#)

Definitions

For the purposes of this Code of Conduct, a “Councillor” means an elected Councillor or co-opted Member of Cheshire East Council or of one of the Town and Parish Councils that have adopted this Code of Conduct

A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who:

- a) is a member of any committee or sub-committee of the authority, or;
 - b) is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority;
- and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes Cheshire East Council and / or one of the parish councils, town councils within the Borough.

Purpose of the Code of Conduct

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

General principles of Councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, Councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles (as set out at Appendix A). The Nolan Principles are:

1. Selflessness;
2. Integrity;
3. Objectivity;
4. Accountability;
5. Openness;
6. Honesty;
7. Leadership.

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

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

- I act with integrity and honesty
- I act lawfully

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

In undertaking my role:

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

Application of the Code of Conduct

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

This Code of Conduct applies to you when you are acting in your capacity as a Councillor or Co-opted Member which may include if:

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

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

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

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

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

Standards of Councillor conduct

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

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

General Conduct

1. Respect

As a Councillor:

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

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

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

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

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

2. Bullying, harassment and discrimination

As a Councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

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

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

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

Because bullying and harassment can be subjective by its very nature, any complaints of such behaviour will be subject to an objective assessment of all the circumstances surrounding the allegation.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a Councillor:

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

Officers work for the local authority as a whole and must be politically neutral (there are no political assistants in Cheshire East). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, for having acted in a particular way, or in respect of the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

Councillors should always use the appropriate routes to raise issues and inform decision making.

4. Confidentiality and access to information

As a Councillor:

4.1 I do not disclose information given to me in confidence by anyone, or acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless:

- a) *I have received the consent of a person authorised to give it;*
- b) *I am required by law to do so;*
- c) *the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or*
- d) *the disclosure is:*
 - i. *reasonable and in the public interest; and*
 - ii. *made in good faith and in compliance with the reasonable requirements of the access to information procedure rules; and*
 - iii. *I have sought the views of the Monitoring Officer prior to its release.*

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

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

Cheshire East Council must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions,

documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a Councillor:

5.1 I do not bring my role or Council into disrepute;

5.2 I am seen as a representative of Cheshire East Council or my Town or Parish Council and seek to uphold the image and reputation of the Council and will not bring my Council into disrepute.

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

You are able to hold the Council and fellow Councillors to account and are able to bring legitimate challenge in relation to Council functions and operation, criticise and express concern about decisions, services and processes undertaken by the Council whilst continuing to adhere to other aspects of this Code of Conduct. The Code of Conduct does not stifle political debate, or prevent Councillors from campaigning on issues of local concern.

6. Use of position

As a Councillor:

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

Your position as a Councillor of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others.

However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a Councillor:

7.1 I do not misuse council resources.

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

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

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

Examples include:

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

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

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my Council.

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

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

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

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

Protecting your reputation and the reputation of the local authority

9. Interests

As a Councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of Councillors of the Council this includes Town and Parishes.

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

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

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

10. Gifts and hospitality

As a Councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I will only accept gifts and hospitality when on a scale appropriate to the circumstances, and where it is apparent that no cause could reasonably arise for adverse criticism about the acceptance of the gift or hospitality. Hospitality is usually acceptable when the invitation is corporate not personal.

10.3 I will register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

Whatever gift or hospitality is provided to you, other than a gift or hospitality of nominal value only (such as drink, or small items of stationery), you should report the circumstances and the type of hospitality to the Monitoring Officer. Small insignificant gifts of a value of less than £50, such as pens, diaries, calendars, mouse mats or mugs, may be accepted.

In order to protect your position and the reputation of your Council, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a Councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered.

Corporate gifts and/or hospitality may on occasion be offered to Councillors carrying out duties associated with a ceremonial role such as Mayor. If the gift or hospitality is offered in ceremonial capacity, it can be accepted and noted on the register for the office being held. For example, the Mayor receives a gift on behalf of the Council, the gift will be recorded in the Mayors register and retained by the Council. A gift received by the Mayor as a token of thanks for attending a function, such as flowers, will be recorded as a personal gift within the register as appropriate. Gifts of a greater value should only be accepted on the basis that the gift or hospitality is declared. Gifts or hospitality (if appropriate) accepted in a ceremonial capacity may be donated to charitable or other appropriate causes such as the Mayors Charity.

You do not need to register gifts and hospitality which are not related to your role as a Councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a Member. If you are unsure, do contact the Monitoring Officer for guidance.

11. Predetermination, predisposition and bias

Issues of predetermination, predisposition and bias can arise in parallel to the provisions of the Code of Conduct, but are not part of the Code itself. For further information, please consult specific guidance available at the following links:

http://cedocs.ourcheshire.cccusers.com/_layouts/15/WopiFrame2.aspx?sourcedoc=/Documents/Planning%20Code%20of%20Conduct.docx&action=default

<https://www.local.gov.uk/publications/probity-planning-advice-councillors-and-officers-making-planning-decisions>

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

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

Integrity

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

Objectivity

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

Accountability

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

Openness

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

Honesty

Holders of public office should be truthful.

Leadership

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

Appendix B - Registering interests

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

details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

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

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

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

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. You are able to make a brief statement prior to leaving the meeting to describe the context of your decision. Specific guidance regarding the declaration of interests at planning committee is available here: <https://www.local.gov.uk/publications/probity-planning-advice-councillors-and-officers-making-planning-decisions>

Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

5. Where you are the Chairperson of any committee and have a disclosable pecuniary interest on a matter to be considered by you or you are being consulted upon for an officer decision, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for the Vice Chairperson or someone else to deal with it

Disclosure of Other Registerable Interests

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

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (**and is not a Disclosable Pecuniary Interest set out in Table 1**) or a

financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest. You are able to make a brief statement prior to leaving the meeting to describe the context of your decision. Specific guidance regarding the declaration of interests at planning committee is available here:

<https://www.local.gov.uk/publications/probity-planning-advice-councillors-and-officers-making-planning-decisions>

8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied
9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a) to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. You are able to make a brief statement prior to leaving the meeting to describe the context of your decision. Specific guidance regarding the declaration of interests at planning committee is available here:

<https://www.local.gov.uk/publications/probity-planning-advice-councillors-and-officers-making-planning-decisions>

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

10. Where you are the Chairperson of any committee and have another Registrable Interest or Non-Registrable Interest on a matter to be considered by you or you are being consulted upon for an officer decision, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for the Vice Chairperson or someone else to deal with it.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Any employment, office, trade, profession or vocation carried on for profit or gain.

Sponsorship

Any payment or provision of any other financial benefit (other than from the council) made to the Councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a Councillor, or towards his/her election expenses.

This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

Contracts

Any contract made between the Councillor or his/her spouse or civil partner or the person with whom the Subject Description Employment, office, trade, profession or vocation Councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council—

- (a) under which goods or services are to be provided or works are to be executed; and
- (b) which has not been fully discharged.

Land and Property - Any beneficial interest in land which is within the area of the council.

'Land' excludes an easement, servitude, interest or right in or over land which does not give the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.

Licenses - Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.

Corporate tenancies - Any tenancy where (to the Member's knowledge)—

- (a) the landlord is the council; and
- (b) the tenant is a body that the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.

Securities - Any beneficial interest in securities* of a body where—

- (a) that body (to the Councillor's knowledge) has a place of business or land in the area of the council; and
- (b) either—
 - (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the Councillor, or his/ her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

- 'director' includes a member of the committee of management of an industrial and provident society.

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

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest:

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

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CREWE TOWN COUNCIL SPONSORSHIP POLICY

Adopted by Council: 26th February 2019
Planned Review Date: September 2023

Introduction

Crewe Town Council has a policy on sponsorship in order to:-

- Uphold the Council's reputation and brand identity
- Further the Council's strategic vision and support its priorities (by facilitating communication messages)
- Secure best value for money and maximise income
- Provide a framework and control measures
- Establish a corporate approach and standards (including best practice)
- Ensure compliance with legislation, advertising industry codes and other Council policies
- Support development of commercial partnerships with the private sector
- Safeguard the image of the Council

Definition

To sponsor something is to support an event, activity, person, or organisation financially or by providing products or services. It should be mutually beneficial.

Sponsorship should not be confused with other types of funding which the Council administers e.g. Crewe Town Council Grant Scheme.

Sponsorship is a business relationship between a provider of funds, resources or services and an individual, event or organisation which offers in return rights and association that may be used for commercial advantage in return for the sponsorship investment.

Sponsorship policy

- Sponsorship is not a way for any company or organisation to be viewed favourably by the Council in any other business arrangements they might be a party to.
- Organisations that will not be considered or approved for sponsorship opportunities include, but are not limited to, those which represent a conflict of interest or are connected directly or indirectly with the following:-
 - Advocacy of, or opposition to, any politically, environmentally or socially controversial subjects or issues
 - Disparagement or promotion of any person or class of persons
 - Promotion or incitement of illegal, violent or socially undesirable acts
 - Promotion or availability of tobacco products, weapons, gambling or illegal drugs
 - Financial organisations and loan advancers with punitive interest rates
 - Promotion or availability of adult or sexually orientated entertainment materials
- Any organisation wishing to sponsor a Council owned product or service must adhere to this policy and the Council's Terms and Conditions for Sponsors.
- A sponsorship briefing form must be completed to define any sponsorship opportunity for a potential sponsor.
- All sponsorship deals will be subject to a signed agreement between the Council and the sponsoring organisation. For smaller projects this might be in the form of the Council's standard Terms and Conditions for Sponsors; for larger or more complex arrangements, a document may be drawn up relating specifically to that project.

- The Council must ensure a return on investment when it is a sponsor. The appropriate lead Officer must consult the Council's Marketing and Events Officer before deciding whether the Council should be a sponsor or whether sponsorship of a Council product/service is the best marketing communications method.
- Publicity and media coverage will be arranged by the Council for all appropriate sponsorship deals.
- The use of branding and logos of any sponsoring company must not interfere with the Council's Corporate Identity or Brand Guidelines.
- The size and positioning of sponsors' logos on any promotional material, goods or signage must be considered by the appropriate lead Officer in conjunction with the Council's Marketing and Events Officer

CREWE TOWN COUNCIL TREASURY MANAGEMENT POLICY

Version Control Log:

v1 Sept 2021

v2 Sept 2023

Adopted by Council: 28th September 2021

Planned Review Date: September 2023

Introduction

Crewe Town Council acknowledges the importance of prudently investing the temporary surplus funds held on behalf of the community. This Strategy complies with the revised requirements set out in the Department of Communities and Local Government Guidance on Local Government Investments and takes into account Section 15(1)(a) of the Local Government Act 2003 and guidance within Governance and Accountability for Local Councils Practitioner's Guide 2018. The Ministry of Housing, Communities and Local Government (formerly known as the Department of Communities and Local Government) maintains the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.

The Local Government Act 2003 states that a local authority may invest:-

- for any purpose relevant to its functions under any enactment.
- for the purpose of prudent management of its financial affairs.

The Guidance states:

- a) where a Town or Parish Council expects its investments at any time during a financial year to exceed £500,000, the Guidance should apply in relation to that year.
- b) where a Town or Parish Council expects its investments at any time during a financial year to exceed £10,000 but not £500,000, it should decide on the extent, if any, to which it would be reasonable to have regard to the Guidance in relation to that year.
- c) where a Town or Parish Council expects its investments at any time during a financial year not to exceed £10,000, no part of the Guidance need be treated as applying in relation to that year.

The Council expects its investments during the 2023-24 financial year to be greater than £500,000, and may exceed this amount in future years and therefore has agreed to apply the guidance as made in sterling and, as aggregated in an interest-bearing bank account.

Investment Objectives

The Council defines its treasury management activities as *“the management of the Council’s cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks”*.

This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council’s treasury management activities and the associated risks and should be read in conjunction with the Council’s Financial Regulations.

The Council’s investment priorities are:

- the **security** of its reserves, and
- the adequate **liquidity** of its investments, and
- the **return** on investment (the Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity).

The Council will monitor the risk of loss on investments by review of credit ratings on a regular basis. The Council will only invest in institutions of high credit quality – based on information from credit rating agencies.

Agenda Item 5.a.i

Investments will be spread over different providers to minimise risk. The current Financial Services Compensation Scheme (FSCS) limit is £85,000 per institution licence. It should be noted that some apparently different banks trade under the same licence.

Specified Investments

Specified investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short term investments made with the UK Government or a local authority or town or parish council will automatically be Specified Investments.

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Crewe Town Council will use:-

- Deposits with banks, building societies, local authorities or other public authorities
- Other approved public sector investment funds.

The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

Those investments which have greater potential risk (e.g. investment in the money market, stocks and shares) are inherently unpredictable and uncertain, and as such the Council will not use this type of investment.

Investments will be regarded as commencing on the date the commitment to invest is entered into rather than the date on which the funds are paid over to the counter-party.

- Long term investments are defined in the Guidance as greater than 12 months.
- The Council does not currently hold any funds in long term investments.

Approved Organisations

The investments will be split between banks and institutions approved by the Town Council from time to time. The day-to-day banking will remain with Co-operative Bank for the time being.

The aim is to spread the risk amongst institutions to retain as much FSCS protection as possible. The intention is to retain up to three month's operating cash in the current account, drawing from the linked deposit account in the same bank. Investment movements will be carried out between approved organisations by the Responsible Financial Officer (RFO) in accordance with the investment objectives. Approved banks and funds are set out in Schedule A which may be amended from time to time on a recommendation from the RFO.

Investment Reports

The RFO will provide a report on investment activity (the Balance Sheet) for the Council quarterly.

Review and Amendments

The Treasury Management and Investment Strategy must be reviewed annually and revised if considered necessary.

The Council reserves the right to make variations to the Treasury Management and Investment Strategy at any time on receipt of a report from the RFO. Any variations will be made available to the public.

Freedom of Information

In accordance with the Freedom of Information Act 2000, the Council's Treasury Management and Investment Strategy will be published on the Town Council's website and is also available as hard copy from the Town Council Offices.

Schedule A

Approved banks (and subsidiaries thereof):-

- Lloyds Banking Group
- TSB
- Barclays
- HSBC
- Royal Bank of Scotland (RBS)
- NatWest
- Ulster Bank
- Coutts & Co
- Santander UK
- The Co-operative Bank
- Bank of Ireland UK
- Clydesdale Bank PLC
- Sainsbury's Bank
- Tesco Bank
- Virgin Money

Building societies

- Nationwide BS
- Yorkshire BS
- Coventry BS
- Skipton BS
- MHBS

Other approved funds

- CCLA Public Sector Deposit Fund
- Other Government Schemes and Bonds of short term liquidity (not more than one year)

Agenda Item 5.b

Crewe Town Council: Operations and Improvements Committee

Crewe Town Council

1 Chantry Court
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CREWE
TOWN COUNCIL

MINUTES of the meeting held 18/07/2023

In attendance: Cllr Jamie Messent Cllr Simon Yates Cllr Joy Bratherton
Cllr Stuart Mackay Cllr Steve Hogben Cllr Toni Mortimer
Cllr James Pratt Cllr Alan Coiley Cllr Kevin Murray
Cllr Dennis Straine-Francis

OI/23/1/1 To elect a Chair of the Operations and Improvements Committee.

RESOLVED: That Cllr Messent is elected as chair of the committee

OI/23/1/2 To elect a Deputy Chair of the Operations and Improvements Committee.

RESOLVED: That Cllr Mackay is elected as deputy chair of the committee

OI/23/1/3 To receive apologies for absence

None

OI/23/1/4 To note declarations of Members' interests

Cllr Yates declared a non-pecuniary interest in agenda item 13 as a member of the associated steering group

Cllr Mackay declared a non-pecuniary interest in agenda item 8 as a member of the Crewe Heritage Centre

Cllr Kevin Murray declared a non-pecuniary interest in agenda item 8 as a member of the Crewe Heritage Centre

OI/23/1/5 To confirm and sign the minutes of the Operations and Improvements Committee meeting held on the 7th March 2023

It was noted that only 1 member of the previous committee administration was present (Cllr Coiley)

Minutes accepted as drafted having been circulated and published

OI/23/1/6 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.

Agenda Item 5.b

Mr Peter Kent addressed the committee about the heritage group, and recounted successes. He announced that he would step down as chair of the heritage group and was thanked by committee. He introduced Rev Rob Wykes as new chair.

OI/23/1/7 To note the year-to-date financial position for the Operations and Improvements Committee
Noted

OI/23/1/8 To receive an update and consider matters related to the Heritage Delivery Plan for 2023/24

RESOLVED:

- i. That Heritage Group's nominations of Rob Wykes to the role of Chair and Peter Kent to the role of Vice Chair are approved.
- ii. That the request from Cheshire Wildlife Trust for funding of £1110 to run activities for the Heritage Open Days Festival from 473 7281 Heritage Community Support is approved.
- iii. That a contribution of £1,000 to Cheshire Women's Collaboration on behalf of the "A statue for Ada" group from 473 7281 Heritage Community Support is approved.

OI/23/1/9 To consider matters related to the Regeneration Delivery Plan for 2023/24
[Cllr Dennis Straine Francis joined the meeting during this item]

RESOLVED:

- i. That approval is given to purchase additional self-watering baskets up to £3000 from 310 4180 Floral Schemes.
- ii. That approval is given to support the Cheshire Wildlife Trust wild flower project at Queens park to purchase and install interpretation materials up to the value of £800 from 473/4721 public realm.
- iii. That the committee supports the principle of investment and improvement at Victoria Square, but seeks that the responsible bodies as the landlord and the tenant (Cheshire East and ASDA respectively) are contacted to clarify their work towards addressing the dilapidation of the site and the anticipated future provision/works that are expected.
- iv. That approval is given to support animation and cultural activity in the Autumn half term £6000 from 307 4186 regeneration projects.
- v. That an offer of £250 match funding should an Arts Council application by Bent Architect be successful for a performance project in empty properties - from 307 4186 regeneration projects is noted. (Support of additional development and realisation costs is subject to further approval if the application is successful).

OI/23/1/10 Member Item: To consider matters related to adoption of devolved services

RESOLVED:

- i. The Committee agrees with the principle of seeking to devolve appropriate local assets and services currently provided by CEC
- ii. The clerk informs CEC that it wishes to enter into discussions
- iii. The clerk identifies those functions and services which could be considered for devolution

Agenda Item 5.b

- iv. That a project briefing group be formed comprising of Cllr Yates, Cllr Hogben, Cllr Mortimer, Cllr Murray.

Agenda Item 5.b

OI/23/1/11 To consider matters related to Parks and Play areas - Frank Webb Avenue and further play area investment.

RESOLVED:

- i. To delegate use of earmarked reserve of £771 to Regeneration Manager in consultation with Ward Councillors for community activity or contribution to seating at Frank Webb Avenue.
- ii. That investment in Brookhouse Drive (Pebblebrook) play area is chosen as the next park for investment funding

Additional:

RESOLVED: That standing orders are suspended to enable the meeting to complete the agenda beyond the 2 hour meeting threshold.

OI/23/1/12 To consider matters related to allotments
Report noted

OI/23/1/13 To consider matters related to the Business Improvement District project.

RESOLVED: That, while no success is guaranteed, Members support proceeding to ballot with all three areas included.

OI/23/1/14 To consider and inform the draft budget for 24/25
Noted.

OI/23/1/15 Date of next meeting is Tuesday 3rd October at 6pm

Meeting concluded at 8.27 pm

Chair: Cllr Messent

Clerk: Lindsay Lewis

Agenda Item 5.c

Crewe Town Council: Marketing and Events Committee

Crewe Town Council

1 Chantry Court
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www.crewetowncouncil.gov.uk



CREWE
TOWN COUNCIL

Minutes of the Members of the Marketing and Events Committee 12th June 2023

In attendance: Cllr Clair Chapman, Cllr Martin Edwards, Cllr Sally Graham, Cllr Stuart Mackay, Cllr Toni Mortimer

1.
 - i. To elect a Chair of the Marketing & Events Committee
Cllr Martin Edwards is elected as Chair of the Marketing & Events Committee.
 - ii. To elect a Vice Chair of the Marketing & Events Committee
Cllr Claire Chapman is elected as Vice Chair of the Marketing & Events Committee.
2. To receive apologies for absence

Cllr Faseyi, Cllr Jill Rhodes, Cllr Straine-Francis, Cllr Wye
3. To note declarations of Members' interests

Cllr Stuart Mackay declared a non-pecuniary interest in Agenda item 7 update of the business delivery plan.
4. To confirm and sign the minutes of the Marketing and Events Committee meeting held on Monday 13th March 2023.

RESOLVED: That the minutes are approved as a true record of the meeting.
5. 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.
There were no questions or comments from the public.
6. To review the year to date financial position for the Marketing and Events Committee.

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

Agenda Item 5.c

7. To receive an update relating to progress towards the business delivery plan as it relates to this committee.

Members noted the update of the business delivery plan.

8. To receive an update on Operation Summer planning progress.

Members noted the update on Operation Summer.

9. To review request to support Pride 2023 event

RESOLVED: That the financial support for Pride 2023 event of **£1424** funding is approved.

10. To receive an update on The Knife Angel

Members noted the update on the knife angel.

RESOLVED:

- i. Members approved further work being done towards bringing the Anti-Violence Bee to Crewe in May 2024 subject to consideration by Council.
- ii. Members directed that more work is done towards creating an art installation for 2025 ready for consideration at next meeting of committee

11. To discuss and consider strategic events funding allocations

Members requested that Crewe Alex football Club are approached about hosting events at the football stadium.

RESOLVED:

- i. That £6,500 is approved for evaluation of the summer events and activities to be allocated from the Strategic Events budget relating to activities from May 2023 – September 2023.
- ii. That officers are directed to provide an options appraisal for a potential music event to take place in summer 2024.

12. Social media and communications

Members noted the social media and communications update for March and April. Members would like to see statistics on the number of social media posts going out each month in future reports.

13. To review website upgrade report

RESOLVED: To upgrade the website to assist with ongoing maintenance and sustainability to the value of £2,000

14. Member items

None

15. To note the proposed date of the next meeting is Monday 11th September at 6:00pm.

Members noted the date and time of the next meeting.

Agenda Item 5.c

Meeting closed at 7.20pm

Chair: Cllr Martin Edwards

Clerk: R Mason

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Agenda Item 5.c

Crewe Town Council: Marketing and Events Committee

Crewe Town Council

1 Chantry Court
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CREWE
TOWN COUNCIL

Minutes of the Members of the Marketing and Events Committee 11th September 2023

In attendance: Cllr Chapman, Cllr Edwards, Cllr Faseyi, Cllr Graham, Cllr Mackay, Cllr Mortimer, Cllr Wye

ME/23/2/1. To receive apologies for absence

Cllr Jill Rhodes, Cllr Straine-Francis

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

No members interests declared.

ME/23/2/3. To confirm and sign the minutes of the Marketing and Events Committee meeting held on Monday 12th June 2023.

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

[Cllr Mortimer joined the meeting at this point]

ME/23/2/4. 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.

ME/23/2/5. 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/23/2/6. To receive an update relating to progress towards the business delivery plan as it relates to this Committee.

RESOLVED:

- i. Members noted the update of the business delivery plan.
- ii. Members approved reallocation of £3000 of Operation Summer underspend and £4000 of Crewe Works 180 programming underspend (£7000 in total) to an Operation Autumn event in order to programme more FREE to access activities for families that will

Agenda Item 5.c

take place during Autumn half term (within the 350 4259 Community Events budget line).

- ME/23/2/7.** To receive an update on progress towards bringing music events to Crewe in 2024.

Members noted the update on bringing music events to Crewe in 2024 and approved 4 smaller test and trial events being delivered throughout the year. Members directed officers to work towards planning and delivering a competition style event aimed at children and young people, a 90s/Brit Pop themed event, an event that champions equality and inclusion while recognising Crewe's diverse community and an event aimed at older generations.

It was decided that further discussion was needed around the themes and format of the 4 events. Members will be invited to attend workshop style meetings by officers to discuss further.

- ME/23/2/8.** To receive an update on bringing the Manchester Anti-Violence Bee to Crewe in May 2024 and more public art installations in 2025.

Members noted the update on bringing the Manchester Anti-Violence Bee to Crewe in May 2024 and more public art installations in 2025.

- ME/23/2/9** To review request to allocate £5000 towards a community awards event in February 2024.

RESOLVED: That £5000 is allocated (460 4288 budget line) to planning and delivering a community awards scheme and event.

- ME/23/2/10.** To consider a reserve for celebration activities to mark the bicentennial of Crewe

RESOLVED: Members approved a bicentennial reserve being established (recommendation to Council).

- ME/23/2/11.** To receive an update on the 2023 Christmas Lights Switch on event planning.

Members noted the update on the 2023 Christmas Lights Switch on event. Members directed that there should be an official specified switch on time and considered that this might be a mid-point in the event rather than an end point.

- ME/23/2/12.** To note the procurement process for the delivery of Christmas Lights displays and infrastructure for 2024 to 2027.

RESOLVED:

- i. Members noted the procurement process.
- ii. Members approved the January Marketing and Events Committee meeting being moved to Tuesday 30th January 2024.

- ME/23/2/13.** To receive an update on Operation Summer

Members noted the update on a successful delivery of Operation Summer 2023 with 87 events and activities delivered from 24th July – 31st August 2023 and 4923 spaces being used by the Crewe Community. This was delivered under budget allowing more value to be added later in the year through Operation Autumn events and activities.

- ME/23/2/14.** ME Budget Setting 2024/25

Members approved the draft Marketing and Events budget for FY 24/25.

Agenda Item 5.c

ME/23/2/15. Social media and Communications update

Members noted the update on social media and communications.

ME/23/2/16. Member items

None

ME/23/2/17. To note the proposed date of the next meeting Monday 6th November at 6:00pm.

Members noted the date and time of the next meeting.

Meeting closed at 19:40pm

Chair: Cllr Martin Edwards

Clerk: R Mason

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Agenda Item 5.d

Crewe Town Council: Planning Committee

Crewe Town Council

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CREWE
TOWN COUNCIL

MINUTES of the meeting held 26th June 2023

In attendance: Cllr Lena Hogben Cllr Steve Hogben Cllr Marilyn Houston
Cllr Toni Mortimer Cllr Kev Murray Cllr John Rhodes

PL/23/2/1 To receive apologies for absence
Cllr Jamie Messent, Cllr Dennis Straine-Francis

PL/23/2/2 To note declarations of Members' interests
Cllr Houston declared a non-pecuniary interest as it related to applications 23/2027N & 23/2024N, having called them in as the ward member within Cheshire East Council. The applications have now been withdrawn by the applicant.

PL/23/2/3 To confirm and sign the minutes of the Planning Committee meeting held on 22nd May 2023
RESOLVED: That the minutes are approved as a true record

PL/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 items within the agenda.

None

PL/23/2/5 To consider making a response to the following planning applications:

Application No: 23/1798N
Proposal: AMENDED DESCRIPTION - New purpose-built building with link corridor interfacing with the existing main college campus building. 2 stories high with workshops (4) and lecture rooms (4), external render to match adjacent main campus building with pigmented blockwork to match adjacent college campus building wall panels and window frames.
Location: South Cheshire College, DANE BANK AVENUE, CREWE, CHESHIRE, CW12 8AB

No Objection

Agenda Item 5.d

Application No: 23/2027N

Proposal: The removal of the existing close boarded fence to the eastern boundary; removal of railings on the southern and western boundaries. Construction of a new close boarded fence, 2 metres in height, to the eastern, southern and western boundaries

Location: WEBB HOUSE, VICTORIA AVENUE, CREWE, CHESHIRE, CW2 7SQ

Withdrawn

Application No: 23/2024N

Proposal: Listed building consent for the removal of the existing close boarded fence to the eastern boundary; removal of railings on the southern and western boundaries. Construction of a new close boarded fence, 2 metres in height, to the eastern, southern and western boundaries

Location: WEBB HOUSE, VICTORIA AVENUE, CREWE, CHESHIRE, CW2 7SQ

Withdrawn

Application No: 23/1974N

Proposal: Listed Building Consent for Internal fit out work to transform the existing Pumpkin Retail unit to a new Cafe Local brand retail unit together with new signage. The works are to be contained within the existing retail area demised and the existing Platform 7 elevation is to be retained with new signage that will match the size and position of the existing.

Location: PLATFORM 5, CREWE RAILWAY STATION, NANTWICH ROAD, CREWE

No objection

Application No: 23/2075N

Proposal: Variation of condition 5 on approval 23/0457N - see cover letter

Location: UNIT 4, Phoenix Leisure Park, DUNWOODY WAY, CREWE, CW1 3AJ

On consideration of the ambition for greater access to EV Charge Points, the committee supports the existing condition, which is in line with planning policy, and therefore opposes the application for variation.

Application No: 22/4964N

Proposal: Proposed erection of a part single, part two storey building to provide a CI Youth Zone facility with minibus parking and drive in drop off layby from Oak with accessible car parking space. A 5 a-side illuminated (MUGA) pitch is located on the roof at first floor level with an acoustic screen from properties on High Street. Covered secure cycle parking to the North along with external recreation area and secure fencing. Service Yard to the North accessed off High Street providing space for bin storage and minibus space. Associated boundary treatments and hard and soft landscaping.

Agenda Item 5.d

Location: Car Park, OAK STREET, CREWE

The committee supports the proposed development and the provision of sustainable and long-lasting services and facilities for young people.

Application No: 23/2121N

Proposal: Advertisement consent for various signage required for drive thru restaurant - 1No. Digital Unit Single Screen, 3No. Digital Unit Double Screen, 2No. Building Letter Signage, 3No. McDonalds Golden Arch Lc 2No. DOT Sign Parked Order Bay, 11No. DOT Sign 25D Pedestrian Crossing, 5No. DOT 25E Give Way, 9No. Look Left, 7No. Look Right, 3No. Look Both Ways, 1No. Single Digital Reconnect Screen and 1No. Toter Signage

Location: Crewe Market Centre, Corner of West Stre, Crewe Market Centre, Co of West Street & Vernon Way, Crewe, CW1 2NG

Withdrawn

Application No: 23/1906N

Proposal: Build a double storey extension off the side of their house onto their carpark and stay within the 1 meter boundary of their fence line. The proposed extension is to match the existing materials and finish the original.

Location: 217, GRETTY ROAD, CREWE, CW2 6EL

No objection

Application No: 23/2182N

Proposal: Erection of a new indoor sports facility and gymnasium (Use Class E(d and associated access, car parking, landscaping and associated works

Location: Land off Mirion St, Crewe, CW1 2AP

The committee supports the application in principle, but recognises the comments submitted by residents. The committee seeks that the applicant will actively encourage its users to travel by sustainable means (walking, cycling) and, if arriving by car, to ensure they use the car park provide in consideration of neighbouring residents.

It was noted that the loss of trees was not supported by planning policy to ensure net biodiversity gain.

Application No: 23/2158C

Proposal: Erection of 2 No. dwelling houses with associated access and landscaping.

Location: Land To Rear Of 203 And 205, MIDDLEWICH STREET, CREWE, CHESHII

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

Agenda Item 5.d

- i. Back land development in this location demonstrates over development of the site with an overcrowding effect from the proposed development.
- ii. Inadequate access to support development, eg access by waste and emergency services.
- iii. Loss of amenity to existing residents of Russet Close due to proximity of access and additional traffic
- iv. Access does not provide a safe highway, including lack of identified pedestrian pavement.
- v. Risk to established trees
- vi. Loss of amenity due to loss of privacy based on overlooking nature of the proposed development
- vii. Inadequate access for waste services past the current extent of Russet Close, leading to on street waste
- viii. Loss of biodiversity, against CE Planning Policy requiring net biodiversity gain.

PL/23/2/6 To consider making responses to any urgent planning application consultations that have arisen since this agenda was published

Application No: 23/2212N
Proposal: Loft conversion and dormer to rear main roof area(s)
Location: 38, MIRION STREET, CREWE, CHESHIRE, CW1 2AP

No objection, but is sought that planning conditions ensure that there is no subdivision of the premises and that it remains as a single dwelling house.

Application No: 23/2311N
Proposal: Proposed alterations and ground floor extension
Location: 64, MCLAREN STREET, CREWE, CW1 3SS

No objection

Application No: 23/2225N
Proposal: Construction of a new paint shop on the site of an existing colleague carpark including a four story office annex. Work includes the construction of two bridge links over Sunnybank Road, plant annexes and a roof terrace.
Location: Bentley Motors Limited, PYMS LANE, CREWE, CW1 3PL

Whilst the committee did not object to the development, concern was raised relating to the use by those accessing the site on Sunnybank Road. It is sought that traffic accessing via Sunnybank Road is re-routed to reduce the impact on residential neighbours from employee and delivery traffic

Application No: 23/2128N
Proposal: Erection of 4 bay Cosmetic Repair Centre
Location: Swansway Garages Emac House, GATEWAY, CREWE, CW1 6YY

No objection

PL/23/2/7 To note responses submitted under delegation since the previous meeting

Agenda Item 5.d

As Circulated

PL/23/2/8 To note and/or consider correspondence, consultations, planning policy circulated by the planning authority (Cheshire East Council) and member items

8.1 Proposed base station installation upgrade at cornerstone 12744724, Rolls Royce water treatment, Pymms Lane, Crewe, CW1 3PL

Noted

PL/23/2/9 To note correspondence associated with planning enforcement

Application No: 23/00267E

Nature of problem: Dilapidated condition of property

Location: 5, CHESTER BRIDGE, EDLESTON ROAD, CREWE, CW2 7EF

Noted

PL/23/2/10 To note the proposed date of the next meeting Monday 24th July 2023 at 6pm.

Meeting closed at 7.21pm

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

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CREWE
TOWN COUNCIL

MINUTES of the meeting held 24 07 2023

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

[Also present: Cllr Joy Bratherton, declaring an interest as an elected member of Cheshire East Council and Chair of the Southern Planning Committee]

PL/23/3/1 To receive apologies for absence
Cllr Jamie Messent

PL/23/3/2 To note declarations of Members' interests
Cllr Houston declared a non-pecuniary interest in 23/2367N & 23/2368N as an elected member of Cheshire east Council, which is listed as the applicant.

PL/23/3/3 To confirm and sign the minutes of the Planning Committee meeting held on 26th June 2023
RESOLVED: That the minutes are approved as a true record of the meeting

PL/23/3/4 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.

The committee was addressed by a resident present who spoke regarding agenda item 8.2, detailing the decline in bus usage and the particularly low usage in Cheshire East when compared nationally. It was explained that the usage in Crewe, although higher than other parts of Cheshire east remained comparatively low on a national context. It was suggested that the town council might be able to progress better communication and engagement with regard to the available bus services for Crewe.

Agenda Item 5.d

PL/23/3/5 To consider making a response to the following planning applications:

Application No: 23/2392N
Proposal: Construction of driveway gate, solar panel-roofed walkway, and open-fronted carport.
Location: Willow House, 54, SYDNEY ROAD, CREWE, CW1 4HG

No Objection

Application No: 23/2110N
Proposal: Subdivision of the existing vicarage into two separate dwellings with associated works
Location: St Barnabas Vicarage, WEST STREET, CREWE, CW1 3HX

Withdrawn

Application No: 23/2087N
Proposal: Consent to display an advertisement, B and Q branded signage
Location: B AND Q, WESTON ROAD, CREWE, CW1 6BA

No objection

Application No: 23/1653N
Proposal: External alterations to existing building, including erection of new lobby, new windows and doors, recladding external walls and over cladding of roof, together with installation of new external plant and bins enclosures and bin store
Location: Total Fitness, MACON WAY, CREWE, CW1 6DG

No objections

Application No: 23/2349N
Proposal: Demolition of an existing temporary industrial warehouse and construction of an Integrated Logistics Centre including a covered logistics route, internal amenity and office annex
Location: Bentley Motors Limited, PYMS LANE, CREWE, CW1 3PL

No objections

Application No: 23/2381C
Proposal: Advertisement Consent for 4 signs on proposed office development
Location: Street Record, ARDEN SQUARE, CREWE

No objection

Application No: 23/2367N
Proposal: Proposals for repair of Crewe Municipal Buildings main façade Windows, doors and wrought iron railing and gates including replacement of two existing flag poles and associated temporary work

Agenda Item 5.d

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

No objection

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 ga including replacement of two existing flag poles and associated temporary works

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

No objections

Application No: 23/2449N

Proposal: Outline planning permission for a new bungalow dwelling.

Location: Orchard Meadows, GROBY ROAD, CREWE, CW1 4ND

No objection

Application No: 23/2525N

Proposal: Proposed conversion of existing dwelling to form 3 No. self contained apartments together with new access

Location: 354, HUNGERFORD ROAD, CREWE, CHESHIRE, CW1 6HD

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

- i. The proposals represent over development of the site, which is demonstrated as the plans do not meet the technical housing standards, as adopted by Cheshire East Council, and therefore seek to provide cramped and low quality accommodation
- ii. The plans do not provide for detailed waste storage, which is contrary to local planning policy
- iii. The plans do not provide for details of secure cycle storage, which is contrary to local planning policy
- iv. The plans do not provide adequate, if any, amenity space for the number of flats proposed, which is contrary to local planning policy and the distance from available amenity space
- v. The plans do not provide adequate parking provision, which is against local planning policy. This will lead to local on street parking pressures and therefore impact on the amenity of existing residents as well as challenges on Hungerford Road, a busy gateway access to the town.
- vi. Concerns relating to fire safety regarding the upper floors and safe means of egress in an emergency

Application No: 23/2534N

Proposal: Proposed alterations and ground floor extension

Location: 137, MANOR WAY, CREWE, CHESHIRE, CW2 6JS

No objections

Application No: 23/2559N

Agenda Item 5.d

Proposal: Prior approval for the installation of a roof mounted Solar PV System
Location: The Axis Academy, LODGEFIELDS DRIVE, CREWE, CW2 8TU

No objection

PL/23/3/6 To consider making responses to any urgent planning application consultations that have arisen since this agenda was published

Application No: 23/2699N
Proposal: Resubmission of refused application ref 22/4906N for two storey side & rear facing extension. Formation of rear facing dormer and vehicle crossing.
Location: 348, HUNGERFORD ROAD, CREWE, CHESHIRE, CW1 6HD

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

- i. The proposals represent overdevelopment of the site
- ii. Loss of amenity for neighbouring residents due to loss of light, over bearing nature of the designs and loss of privacy due to over-looking nature of the proposals
- iii. The impact on highways safety as access and egress on to Hungerford Road would create highways risks
- iv. The proposals are not sufficiently different from the previously declined application as to address the issues that resulted in planning refusal

PL/23/3/7 To note responses submitted under delegation since the previous meeting
None

PL/23/3/8 To note and/or consider correspondence, consultations, planning policy circulated by the planning authority (Cheshire East Council) and member items

8.1 Cheshire East Bus Support Criteria Consultation

Noted

8.2 Changes to bus route communication

RESOLVED: That Crewe Town Council will look at means to provide detailed accessible information relating to local bus services, costs and access.

8.3 Proposed Changes to ticket offices – potential closure of Crewe Station Ticket Office

RESOLVED:

- i. That the committee responds to object to the proposals in the strongest terms
- ii. That the Chair of the committee will write directly to the Secretary of State for Transport to express deep concern and opposition to the potential loss of services.

PL/23/3/9 To note correspondence associated with planning enforcement
None

PL/23/3/10 The date of the next meeting: Monday 18th September 2023 at 6pm.

Agenda Item 5.d

Meeting closed at 7.14pm

Chair – Cllr John Rhodes

Clerk – P Turner

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Agenda Item 5.d

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

Application No: 23/3352N
Proposal: The proposal relates to the installation of 15m high slim-line phase 9 monopole, supporting 6 no. antennas, 3 no. equipment cabinets and ancillary development thereto including 1 no. GPS module.
Location: FOOTWAY OF BROAD STREET BROAD STREET STREETWORKS BROAD STREET CREWE CW1 4QD

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

- i. That the location will present an obstruction of the pavement
- ii. That the reduction in capacity of the footway/pavement is not supportive of strategies and policies to support active travel
- iii. That alternative and sustainable locations are available nearby

Application No: 23/3287N
Proposal: Variation of conditions on existing permission 20/1988N; Erect a single-storey fast food drive-thru building and other associated works, including internally illuminated advertisements,
Location: Mcdonalds Restaurants Limited, WEST STREET, CREWE, CW1 2NH

The committee was unable to consider the item as the information was not available on the Cheshire East Website, therefore consultation has not been completed and the application response period extended to allow for review of the proposed details.

Application No: 23/2426N
Proposal: Change of use from Sui Generis to C3
Location: 149, EDLESTON ROAD, CREWE, CHESHIRE, CW2 7HR

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

- i. It is considered overdevelopment of the site, which has been redeveloped for accommodation in a staged manner effecting a change by intent to force the financial unsustainability of the business.
- ii. Overdevelopment of the site will adversely affect the amenity of existing residences in leading to on street waste, noise and anti-social behaviour.
- iii. There is no amenity space provision for the proposed accommodation
- iv. No external window evidenced in the available plans for the 2 proposed bedrooms
- v. The proposal represents cramped and low quality accommodation and does not reflect the need for accommodation of a high standard rather than cramped and densely packed design
- vi. Within this development site there is no residential mix, contrary to Cheshire East Planning Policy

Application No: 23/3154N
Proposal: Listed Building Consent for Internal Alterations to Second Floor Staff Accommodation
Location: TICKET OFFICE, Crewe Railway Station, NANTWICH ROAD, CREWE, CW2 6HR

Agenda Item 5.d

No comments

Application No: 23/3191N
Proposal: Advertisement consent for changing existing business signage on front elevation
Location: Wulvern House, Baywater Healthcare Uk Limited, Electra Way, Crewe, Cheshire East, CW1 6GW

No comments

Application No: 23/3190N
Proposal: 1. Installation of new electric vehicle charging equipment - conversion of 4 standard parking bays to EVC bays in rear car park 2. Changing existing business signage on front elevation
Location: Wulvern House, Baywater Healthcare Uk Limited, Electra Way, Crewe, Cheshire East, CW1 6GW

No comments

Application No: 23/3142N
Proposal: Erection of two condenser enclosures
Location: GAWSWORTH HOUSE, WESTMERE DRIVE, CREWE, CHESHIRE, CW1 6XB

No comments

Application No: 23/3029N
Proposal: Provision of an open sided canopy to be placed adjacent to the new catering pod and food technology building
Location: Ruskin Community High School, RUSKIN ROAD, CREWE, CW2 7JT

No comments

Application No: 23/2645N
Proposal: Prior approval for a proposed change of use from commercial to mixed use.
Location: 163A, NANTWICH ROAD, CREWE, CW2 6DF

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

- i. Inadequate bin storage defined within the proposals, which is against Cheshire East Planning Policy
- ii. Inadequate secure bike storage within the proposals, which is against Cheshire East Planning Policy
- iii. That access to the rear does not provide a safe and sustainable access due to the nature of the unmade alley way as well as the lack of street lighting
- iv. That the access to the property is not safety or appropriate due to the unmade surface being severely uneven.
- v. Lack of defined off-street parking which is against Cheshire East Council Planning Policy

Agenda Item 5.d

- vi. Adverse impact on existing neighbouring residences due to on street parking and on street waste in an area already highlighted as densely populated and subject to parking issues as well as waste and fly tipping issues.
- vii. Proposals for first floor residential accommodation should demonstrate safe access/egress and sustainable bin storage/management. Access via a dark and unmade alley way is considered unsafe and access should be provided to the front of the property.

Application No: 23/3073N

Proposal: Change of use at first floor to become 2No. one bedroom apartments over 2No. shops. Rear extension to allow separate access to residential areas.

Location: 189, NANTWICH ROAD, CREWE, CW2 6DD

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

- i. Inadequate bin storage defined within the proposals, which is against Cheshire East Planning Policy
- ii. Inadequate secure bike storage within the proposals, which is against Cheshire East Planning Policy
- iii. That access to the rear does not provide a safe and sustainable access due to the nature of the unmade alley way as well as the lack of street lighting
- iv. That the access to the property is not safety or appropriate due to the unmade surface being severely uneven.
- v. Lack of defined off-street parking which is against Cheshire East Council Planning Policy (noting spaces shown on the plans, but they are not defined as specifically for the use of the proposed residences)
- vi. Adverse impact on existing neighbouring residences due to on street parking and on street waste in an area already highlighted as densely populated and subject to parking issues as well as waste and fly tipping issues.
- vii. Proposals for first floor residential accommodation should demonstrate safe access/egress and sustainable bin storage/management. Access via a dark and unmade alley way is considered unsafe and access should be provided to the front of the property.

Application No: 23/3245N

Proposal: Erection of a detached 3 bedroom dwelling at land at rear of 2 Howard Street

Location: 2, HOWARD STREET, CREWE, CW1 5NB

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

- i. Access details are poorly defined and risk detrimental impact on existing residences
- ii. The scale of the proposed dwelling is such that it will overshadow neighbouring gardens and thereby adversely affect the amenity of those properties and their right to light
- iii. Neighbour comments display detailed issues and concerns relating to the proposal.

Application No: 23/3159N

Proposal: Variation to existing permission 17/3951N as per cover letter; Residential Development Comprising 11 Houses and Associated Access and Parking Arrangements.

Location: Land Off, STONELEY ROAD, CREWE

Agenda Item 5.d

No comments

Application No: 23/0231N

Proposal: Conversion of garage to living accommodation, part single/part two storey side extension, two storey rear extension (to include balcony/patio area to ground floor level and annexe to basement level) and gabled dormer to front elevation

Location: 21A, MANOR AVENUE, CREWE, CW2 8BD

RESOLVED: That the committee identifies the detailed comments submitted by residents and seeks that the planning authority considers these in detail and any necessary mitigation is ensured.

Application No: 23/3292N

Proposal: Advertisement Consent for the display of new signage

Location: CORNER OF WEST STREET & VERNON WAY, CREWE

No comments

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

Application No: 23/3419N

Proposal: Five advertising signs placed at entrance points on to roundabout.

Location: Roundabout at junction of Remer Street, Broad Street, North Street and Stoneley Road in Crewe

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

- i. The area is overdeveloped, with the addition of signage leading to a distracting streetscene risking safety at an already challenging traffic location
- ii. That the additional signage has not been defined within the application in terms of the finished displayed image, lack of definition does not allow for approval
- iii. Representations from residents demonstrate great concern, which highlights the risks and issues faced at this location, which should be considered in detail

Application No: 23/3453N

Proposal: Prior Approval for a proposed change of use. The work is mostly internal fit out of apartments with a few replacement/alterations to existing windows and a couple of new window openings to match existing. External shell of building to be reviewed and any required refurbishment work to be done. External carpark with Bin & Cycle store to be improved.

Location: EATON COURT, EATON STREET, CREWE, CW2 7EG

RESOLVED: That the committee supports the principal of development in this location but the proposals do not represent a quality design proposal, being highest possible density, not representing the residential mix or ambition for high standard developments in the town centre and therefore objects to the proposals on the following grounds:

- i. The proposals represent overdevelopment of the site with accommodation displayed for up to 36 residents, demonstrating high density accommodation

Agenda Item 5.d

- ii. Apartments 1,5,6,7 & 8 show bedroom 2 as a very small scale but expecting to accommodate 2. These rooms are below technical standards for shared accommodation.
- iii. The proposals do not provide for net biodiversity gain, which is contrary to Cheshire East Planning Policy.
- iv. The proposals do not provide for sustainable energy production (eg solar panels), which is contrary to Cheshire East Planning Policy.
- v. The proposals do not provide for electric vehicle charge points, which is contrary to Cheshire East Planning Policy.

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 Street Naming Consultation

No comments

8.2 Road Safety - conversion of verge to footway for accessing the controlled crossing from the southwestern side of Sydney Road

The committee welcomes the addition of a crossing on Sydney Road, but recognises that, due to the developments being approved by the planning authority along that route, there is urgent need for additional crossings along the road to ensure safety and active travel.

8.3 Cheshire East Local Plan - Final Draft Sustainable Drainage Systems Supplementary Planning Document Consultation [\[LINK\]](#)

Noted

8.4 Vernon Way Zebra Crossing proposed changes

The proposal is welcomed

9 To note correspondence associated with planning enforcement

9.1 43A High Street

9.2 23 Meredith Street

9.3 4 Hall O'Shaw Street

9.4 11 Market Street

Noted

10 To note the proposed date of the next meeting Monday 16th October 2023 at 6pm.

Meeting closed at 7.42pm

Chair Cllr John Rhodes

Clerk P Turner

Agenda Item 5.e

Crewe Town Council: Community Plan Committee

Crewe Town Council

1 Chantry Court
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CREWE
TOWN COUNCIL

Minutes of the Community Plan Committee Meeting held on 5th September 2023

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

- CP/23/2/1** To receive apologies for absence:
Cllr Irene Faseyi, Cllr Dennis Straine-Francis
- CP/23/2/2** To note declarations of Members' interests:
Cllr Alan Coiley declared a non-pecuniary interest in Agenda item 10
Cllr Ben Wye declared a non-pecuniary interest in Agenda item 7.3 & 7.5
Cllr Dawn Clark declared a non-pecuniary interest in Agenda item 10
Cllr's Dawn Clark, Jill Rhodes, Martin Edwards, Alan Coiley declared a non-pecuniary interest in the agenda as Cheshire East members.
- CP/23/2/3** To confirm and sign the Minutes of the Community Plan Committee meeting held on 14th March 2023
RESOLVED: That the minutes are approved as a true record of the meeting.
- CP/23/2/4** 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.
There were no comments or questions from the public.
- CP/23/2/5** To discuss matters relating to the CVSCE Food Mapping project as described in the full agenda.
 - Members appreciated and noted the Food Mapping update
- CP/23/2/6** To review the year-to-date financial position for the Community Plan Committee.
 - The year-to-date financial position was noted by members.
- CP/23/2/7** To consider matters related to grant applications received from:

	Organisation	Purpose	Amount
7.1	Cheshire & Warrington Young Carers Trust	Relax & take care of yourself	£2325

Agenda Item 5.e

	RESOLVED:	To award funds of £2325	
7.2	Sherborne Community Group	Branching out	£2500
	RESOLVED:	To defer the decision until the next meeting providing the opportunity for clarity and confirmation regarding match funding	
7.3	Alpha Omega (WPS) Foundation	Safety inside out hub	£2500
	RESOLVED:	To award partial funding of £1860	
7.4	Motherwell	Encourage, Inspire, Empower	£2481
	RESOLVED:	To award funds of £2481 by exception with a view to the provision of a service level agreement from the Wellbeing budget for future years	
7.5	Crewe Amateur Musical Society (CAMS)	Unprecedented times	£2500
	RESOLVED:	To award funds of £2500	
7.6	Crewe & Nantwich Athletics Club	Equipment & training for the athletes of Crewe & Nantwich	£2500
	RESOLVED:	To award partial funding of £1600	

CP/23/2/8 To provide an end of grant update to members regarding groups funded by the small grants scheme within the last financial year.

- The updates were welcomed and noted.

CP/23/2/9 To request an allocation of funding to support debt counselling in Crewe

RESOLVED: Members agreed to allocate £2500 of funding for 3 years from the Wellbeing budget line.

CP/23/2/10 To provide an update to members on the progress of the Business Delivery Plan 2023-24.

- Members noted the update of the business delivery plan.

To provide members with an update regarding Crewe Library

CP/23/2/11

RESOLVED: That the committee recommends budgeting to fund 7.5 hours per week of the 10 hour funding shortfall as informed by Cheshire East Council.

CP/23/2/12 To request approval of the new Grants Guidance Policy effective September 2023

RESOLVED: That the amended policy is approved and recommended to Council for adoption.

CP/23/2/13 Budget setting 2024-25

- It was agreed that the draft committee budget should be amended to reflect a commissioning model of community service delivery and a reduction in civic expenditure. The amended draft community plan budget to be circulated to the committee for comments and seek consensus on the draft budget that will be recommended to council.

Agenda Item 5.e

CP/23/2/14 To note the proposed date of the next meeting on Tuesday 23rd January 2024 at 6pm.

- Members noted the date of the next meeting

Meeting closed at 8.03pm

Chair: Cllr Dawn Clark

Clerk: J.Dow

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Crewe Town Council Grants Scheme Guidance Funding for activities up to £2,500



Our Priorities

Crewe Town Council's priorities are set out in the **Crewe Community Plan** which was adopted by the Town Council in March 2023 (*a copy of which can be found at the end of this guidance*). We recommend that you read the guidance before applying for a grant because your application will be considered with reference to the following themes:

Wellbeing & Social Isolation within the Crewe Town boundary

- Working to make a difference in the life of our communities and developing a combination of knowledge, skills, values and the motivation to be engaged in the place that they live.
- Supporting creativity.
- Opportunities, knowledge and skills to progress towards achieving and building the aspirations of young people.
- Developing or increasing access to existing services and new initiatives focussed on health and wellbeing. To further the creation of safe spaces.

Grant applications MUST support the following 4 areas:

1. Access to Services:

- Support local services to be delivered at the heart of communities enabling people to access support closest to them (advice and guidance).

2. Increasing skills & learning: Utilise local skills, knowledge and talent.

- Empower a volunteering culture.
- Build resilience and aspirations by supporting safe activities for the community.

3. Social Isolation: Reduce social isolation and loneliness.

- Supporting the community.

4. Health & Wellbeing: Improve health and wellbeing.

- Support activities and projects focussed on health.
- Access to bereavement services and support

Assistance

If you have any questions, queries or need assistance to complete your application, please email grants@crewetowncouncil.gov.uk or contact the Community and Funding Officer on 01270 756975.

We only fund organisations that:

- Are a voluntary, community or faith sector organisation, registered charitable organisation, social enterprise, community interest company, not-for-profit community business, community amateur sports club or a not-for-profit group which operates within the Crewe Town Boundary **OR** are able to significantly show and demonstrate that the proposed activity will positively benefit Crewe. Where there is not 100% attendance (or benefit) It must be evidenced that a significant proportion live within the Crewe Town boundary.
- **Are able to provide proof of a bank or building society account in the organisation's name** which requires **at least two signatures** (please evidence) and, where possible, an audited set of annual accounts or 3 months of trading history. Please show a breakdown of reserved funds to identify capital expenditure. **Please note, we will never pay funds to a personal bank account.**
- Have the appropriate governing documents including safeguarding policies and procedures.
- **We only fund activities or projects that:**
- Directly involve, include or positively benefit residents within the Crewe town boundary. A map showing the boundary can be found [here](#).
- From time to time, the Town Council may wish to create responsive funds which are targeted for a specific purpose. These funds will have their own guidance and application process but will be similar to those outlined in the Councils current Community Grants Scheme.

We cannot fund:

- 100% of application / project costs
- DBS Checks
- Room hire / rent (unless sustainability can be shown after 6 months) ie if it is a long term project sustainability must be demonstrated.
- Consumables (Stock items)
- Schools and public bodies
- Incomplete applications, or where all the required information / documentation has not been provided prior to the relevant submission deadline.
- General running costs such as utilities, insurance, broadband, salaries or staffing costs. Building & structural repairs. Capital expenditure.
- Applications from national bodies without a local link, branch or association to Crewe or who are unable to demonstrate their effectiveness in the town of Crewe. Work which has already taken place or been started.
- Applications where funds will be used retrospectively.
- Activities that duplicate others already taking place in Crewe: Applications that are considered to be duplications of current or recently funded projects / activities, will be required to demonstrate collaboration with existing services / activities / projects in the town.
- Activities which are mainly of a political or religious nature.
- Applications from individuals as well as general appeals, sponsorship, or general fundraising requests from organisations.
- Applications for projects, events, or activities whose primary aim or purpose is fundraising.
- Loans against loss or debt.
- Applications over £2,500 unless it is in exceptional circumstances.

Match funding:

All applications must show a minimum of 20% match funding. We **will not** fund 100% of an application.

This can be made up of a minimum of 10% in direct (i.e. cash/financial) match funding and 10% in indirect match funding (see match funding in kind below).

Zero match funding will be at members discretion.

If your financial match funding is coming from another organisation please tell us whether it has been ‘secured’ or awaiting confirmation.

Match funding in kind:

Match funding in kind is where an organisation or individual provides a service or product that they do not charge for and does not therefore show up in the projects’ accounts. These costs will therefore be borne by the giver. Common examples include: The time of volunteers (which has a value), free use of space (ie room hire) etc.

Example funding matrix for an applicant’s project:

The ABC Club for Adult Literacy

Providing a support group for those building their literacy

Project Costs and Finances

How much is the overall cost of your activity / project? Please detail (in section A) all associated costs.	£3000 *
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What will Crewe Town Council funds be used to pay for?		
Item **	Total Costs (A)	Amount requested from Crewe Town Council (B)
Specialist Books	£2,000	£2,000
Writing equipment	£300	£100
Leaders’ resource pack	£200	£0
Volunteer Leaders 10 x 2 hr sessions = £20 hrs @£15 per hr	£300	£0
Room hire 10 x £20 per hr	£200	£0
	£	£
Grand Totals	£3000 *	£2100

Who else have you approached for funding for this activity / project?	
Direct Match funding Contribution requested from:	
The ABC Club – own funds	£200
The Literacy Trust Grant (please indicate whether this is secured or pending)	£200
Total:	£400
Indirect Match funding (ie volunteer value, free room hire etc) Please see guidance document	
Volunteer leaders (10 sessions at 2hrs = 20hrs @ £15ph)	£300
Room hire (nil but usually £20 per hire)	£200
Total:	£500

How to apply for funding:

- All grant applications must be submitted to: grants@crewetowncouncil.gov.uk
- A complete copy of the organisation’s latest set of accounts, (or at least three bank statements), proof of bank account, governing documentation and relevant policies must be supplied at the point of submission. Please also provide a breakdown of reserved funds to identify capital expenditure.
- Your application will not be considered unless all documents are received at the same time.
- Please ensure that all your figures add up.

Application Deadlines

Grant applications will be considered five times per year. Applications for 2023 / 2024 **MUST** be submitted before **midnight** on the following dates:

Sunday 7th May 2023
 Sunday 6th August 2023
 Sunday 17th December 2023
 Sunday 18th February 2024

Reapplying after a successful application

- Organisations that have already received funding cannot reapply until a full financial year has passed. (eg: If you successfully applied in the year 2023/24 you cannot apply again until 2025/26.

Reapplying after an unsuccessful application

- Unsuccessful organisations can reapply throughout the financial year (**for a different project**) but not for a repeat application.

How applications are considered

- Your grant application will be checked and evaluated by a Crewe Town Council Officer and the Chair of the Community Plan Committee before it is submitted to the full Community Plan Committee for consideration. If necessary, we may come back to you for more details which will be added as supporting information.

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- Incomplete applications will be declined leading to a delay in decision-making.
- Crewe Town Council may seek further clarification on any details or information contained within the grant application and liaise with external parties to verify information or details contained within the grant application.
- Where it is felt necessary, organisations will be asked to meet Crewe Town Council to discuss their application in more detail.
- An Officer and the chair of the Community Plan Committee will make their recommendations, after assessing the merits of each application, to the Community Plan Committee and a formal resolution will take place regarding the grant application.
- Crewe Town Council strives to allocate funding and donations in a fair and open manner, judging each application on its own merit. Agreeing to fund an application is at the absolute discretion of the Committee. Funds are allocated under the provision of various Local Government Acts, the General Power of Competence and Audit Regulations.
- Crewe Town Councillors are governed by a Code of Conduct. Councillors have an obligation to declare any personal and / or prejudicial interest when considering the allocation of funds held by Crewe Town Council.
- Applicants will be notified in writing following the decision made by the Community Plan Committee of Crewe Town Council.
- At the officer's absolute discretion (and in consultation with the Town Clerk and Chair of the committee), applications can be declined prior to consideration by committee if there are concerns raised through due diligence or associated with safeguarding and applicant organisational sustainability.

If your application is successful

- Successful applicants will be asked to complete and sign a Grant Acceptance Agreement before funds are released.
- Funds will only be paid to successful organisations via direct bank transfer, not by cash or cheque.
- Receipt of funds must be confirmed in writing.

Grant conditions

- An end of year grant form report must be submitted upon completion of the project. The report shall highlight how the project has benefitted and made a difference to both the organisation and the community and include details as how the funds were spent. Organisations may also be required to complete a case study and evidence postcodes etc.
- Organisations are required to submit an information / news release for use in the press, social media, and reciprocal websites. Any advertising of the funded project must include the Crewe Town Council logo which will be provided.
- Funds awarded **MUST** only be used for the stated project and for the purposes outlined in the original grant application. If an organisation wishes to vary the project or purpose for which the funds will be used, they must formally write to Crewe Town Council to seek approval. No further work should be carried out on the project until this formal approval is granted. Crewe Town Council reserves the right to request all funds to be repaid should funds not be used for the stated purpose or project outlined in the original grant application.
- If an organisation is unable to spend all the funds allocated to the project or for the purpose stated in the original application, any unspent monies must be returned to Crewe Town Council at the earliest opportunity.
- If an organisation is unable to fulfil the project to which funding has been allocated, the organisation must immediately repay the grant funding in full to Crewe Town Council.
- In cases where a funded project generates a profit, Crewe Town Council must be informed in writing. Crewe Town Council reserves the right to request for the profit to be paid back to the Grants Scheme

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unless it is satisfied that the profit will be utilised to benefit the organisation positively and the community, which it supports.

Community Plan

Autumn 2022 refresh

Civic and Community Pride

Working to make a difference in the life of our communities and developing a combination of knowledge, skills, values and the motivation to engage in the place they live.

Outcomes identified	Actions
<p>Local services delivered at the heart of communities enabling local people to access support closest to them</p>	<ul style="list-style-type: none"> • Work with the local community, voluntary and faith sector organisations, and other key stakeholders to support and inspire: <ul style="list-style-type: none"> ○ The delivery of services through local community assets and partnership centres, remove duplication and link services together in partnerships where possible, including the business community. • Development of community activities, events, projects, initiatives and services to support the promotion of local activities, groups, organisations and services.
<p>Creating a Voice for Crewe</p>	<p style="padding-left: 20px;">Building on the work with community partners to:</p> <ul style="list-style-type: none"> ○ Share the historic and current diversity of Crewe and its community. ○ Showcase local events and activities of organisations, volunteers, services and the community.
<p>Supporting local people and businesses to be at the heart of service delivery</p>	<ul style="list-style-type: none"> • To encourage community partners and businesses to: <ul style="list-style-type: none"> ○ Utilise local skills, knowledge and talents. ○ which have social value to build and develop the local community.
<p>Empower a volunteering culture</p>	<ul style="list-style-type: none"> • Promote a volunteering culture and showcase the talents volunteers can bring. Show the benefits of volunteering and how it can enhance the community for the greater good.

Celebrating Arts and Culture

Supporting the expression of creativity and imagination within the community.

Outcomes identified	Actions
Having a strong and active Arts and Culture Sector	<ul style="list-style-type: none"> • Build and develop a strong cultural and arts network. • To support a wide range of events, activities and projects . • Support the creation of a cultural arts spaces where ideas can be shared and different pathways / opportunities / initiatives can be explored.

Aspirational Young People

Ensuring that young people have the opportunities, knowledge and skills to progress towards achieving and building their aspirations

Outcomes identified	Actions
Inspirational achievable employment support available for Young People which builds their aspirations and resilience	<ul style="list-style-type: none"> • Provide informal learning opportunities for young people in addition to formal learning strategies for example: • Use football and other sports and activities as a way of learning and building resilience This can also support increasing outreach activities away from traditional leisure centre spaces into the community and localities. • Provide creative development opportunities for young people which are sustainable.
Young people having safe activities and places they can engage with	<ul style="list-style-type: none"> • Support the development of activities that are delivered in local venues and locations that young people can access and are safe environments: • Support community partners and organisations to be sustainable to ensure that successful projects can continue to be delivered.

Health and Wellbeing

Developing or increasing access to existing services and new initiatives focussed on health and wellbeing

Outcomes identified	Actions
Reduce social isolation and loneliness in the community.	<ul style="list-style-type: none"> • Support, encourage and develop projects and activities that promote companionship and befriending schemes.
Improve the health and wellbeing of the community promoting self-care and healthy eating.	<ul style="list-style-type: none"> • To support the promotion of health and wellbeing campaigns, which develop health and wellbeing projects and activities that enable the local people to be more active, eat healthily and promote self-care. Examples could include. <ul style="list-style-type: none"> ○ Projects, activities and initiatives outdoors, in safe environments and locally to those accessing them. ○ Peer Support / Self-Help groups focusing on specific and generic health and wellbeing conditions.
Support available for adults, young people and children with mental health conditions	<ul style="list-style-type: none"> • Research potential schemes / projects which could be delivered alongside commissioned schemes / services which bring added value and meet any gaps in these services. Examples could include: <ul style="list-style-type: none"> ○ Mental Health support groups. ○ Art and culture activities to support exploring mental health. ○ Sport, leisure and recreational activities. ○ Social Prescribing Projects.
Access to support and financial advice which enable them to live well	<ul style="list-style-type: none"> • To promote and develop services which provide financial planning, budgeting and support for individuals and families.
Bereavement services support	<ul style="list-style-type: none"> • To explore the development of bereavement support groups and related activities that are accessible to all.

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This section includes key issues Crewe Town Council may not be able to directly address but has a role to play in lobbying and influencing partners and stakeholders to represent the views of the community.

Priority areas	Influential Key Stakeholders
Support available for adults, young people and children with mental health conditions and / or health conditions.	Cheshire East Council Clinical Commissioning Groups Cheshire and Wirral Partnership Local Member of Parliament
Actively responding to national and local consultations carried out by partners to represent the views of the community.	All Stakeholders
Transport infrastructure improvements.	Cheshire East Council



Crewe Town Council

Grants Scheme Application Form



Please read the Grants Scheme Guidance before starting your application as the information contained on this form will help us process your grant application form.

Contact Details

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

About your organisation

What type of organisation are you?	Voluntary, Community or Faith Sector Organisation <input type="checkbox"/> Registered Charity <input type="checkbox"/> Social Enterprise <input type="checkbox"/> Community Interest Company <input type="checkbox"/> Not-for-Profit Community Business <input type="checkbox"/> Community Amateur Sports Club <input type="checkbox"/> Unregistered Community Group <input type="checkbox"/> Club <input type="checkbox"/> Society <input type="checkbox"/>
Other, please state:	Ben@Bude Have to tick one or state
What is your registered number (if you have one)	
Application date:	
Project name:	

Please read the guidance document before competing this application.

I have read the guidance document

Please tell us about your organisation, its aims and the work you undertake and any other organisations that you work with (in less than 200 words).

Please tell us why you need this funding? (in less than 200 words).

Details of Funding Requested

What is your activity / project called?

How will your project benefit the local community within the Crewe town boundary? Please see map: [Ward Map - Crewe Town Council](#)

What advantages will your project bring to the Crewe Community? (in less than 200 words)

Please provide evidence that this project is needed.
ie Is there any duplication in Crewe? Is your organisation unique in it's offering?

<p>How many people within the Crewe Town boundary (both directly and indirectly) will benefit from your project? Please check this against the boundary map and evidence with postcodes</p>	<p>Add number here</p>
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How does this project meet Crewe Town Council's priorities in Crewe's Community Plan (in less than 200 words)? Please see guidance document.

I have read the guidance document (tick box)

Project Costs and Finances

How much is the overall cost of your activity / project?
Please detail (in section A) all associated costs.

What will Crewe Town Council funds be used to pay for?		
Item **	Total Costs (A)	Amount requested from Crewe Town Council (B)
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
Grand Totals	£	£

** Where possible, please provide any quotes and estimates if appropriate (ideally 3).

Match funding

Please let us have details about your **financial** match funding **for this project** and tell us if it has been **secured**.

All applications must show a minimum of 20% match funding. We will not fund 100% of an application. This can be made up of a minimum of 10% in direct (ie cash/ financial) match funding and 10% in indirect match funding. Please see example matrix in guidance document.

Please tick if you have **direct** match funding

Please tick if you have **indirect** match funding

If any contributions have been secured by other funders, please write “secured” next to the funder’s name. Please evidence this.

Who else have you approached for funding for this activity / project? Please only list details of funding for this project	
Direct Match funding Contribution requested from:	Total
Indirect Match funding (ie volunteer value, free room hire etc) Please see guidance document	

Have you previously applied for grant funding from Crewe Town Council?	Yes	No
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If Yes, when did you apply?	
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If you were successful, please tell us briefly what was funded.

Declaration

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

I certify that the information contained in this application is correct. If the information in the application changes, I will inform Crewe Town Council as soon as possible.

I give permission for Crewe Town Council to retain this information electronically. The information in this form will be used for the administration of grant applications and for statistical analysis.

I also give permission for Crewe Town Council to contact my organisation by phone, mail or email with information from time to time.

Data protection: Please ensure that you read this section before submitting your application. Part or all of the information you supply to us will be held on our IT system. This information will be used for the administration of grant applications and for statistical analysis.

Copies of your application, but with personal details redacted, will be provided at the relevant council meeting for consideration of awarding the grant.

For transparency purposes, information about successful grant applications is added to our website and made available to the local press. The press may request contact details of someone able to provide additional information.

Signed:		Date:	
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Checklist – Very important!

Please enclose the following with your application. Applications will not be processed until all information has been received:

Latest annual accounts <input type="checkbox"/>	Governing document <input type="checkbox"/>	Copy of a bank statement less than three months old <input type="checkbox"/>
Policy documents <input type="checkbox"/> (if applicable)	Copies of written estimates <input type="checkbox"/>	

Please send your completed application (preferably by email) to :

grants@crewetowncouncil.gov.uk

or by post to:-

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

Online submission

Deadlines for submissions are midnight on:

Sunday 7th May 2023

Sunday 6th August 2023

Sunday 17th December 2023

Sunday 18th February 202

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PN/23/1/9 To note the proposed date of the next Personnel Committee meeting: Monday 11th March 2024, scheduled to follow on after the Finance and Governance Committee meeting of the same date.

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31/08/2023

Crewe Town Council Current Year

Payments 01/04/23 to 31/08/23

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total
01/04/2023	1043549	BRIG01	BRIGHTER BILLS	£317.73	£63.55	£381.28
01/04/2023	SLA	CREA02	CREATIVE CREWE	£5,500.00	£0.00	£5,500.00
03/04/2023	9204	CHIL01	CHILD SAFETY MEDIA	£2,500.00	£0.00	£2,500.00
03/04/2023	14937	HIPS01	HIPSWING	£596.25	£119.25	£715.50
03/04/2023	37372	DESI01	DESIGN OFFICE	£240.00	£48.00	£288.00
04/04/2023	207	JOHN01	J GREENALL	£940.00	£188.00	£1,128.00
04/04/2023	208/23	JOHN01	J GREENALL	£1,900.00	£380.00	£2,280.00
04/04/2023	570	LGPRO	LG PRO AUDIO	£800.00	£0.00	£800.00
04/04/2023	15387	LONHEARTS	LONDON HEARTS	£2,406.00	£481.20	£2,887.20
05/04/2023	4679	STPA01	ST PAUL'S CENTRE	£1,500.00	£0.00	£1,500.00
05/04/2023	FUNDING	OCEAN	OCEAN CHESHIRE	£1,000.00	£0.00	£1,000.00
06/04/2023	111898734/C	SSE01	SOUTHERN ELECTRIC	£243.88	£12.19	£256.07
07/04/2023	725	WESTSIDE	WESTSIDE	£18.24	£3.65	£21.89
07/04/2023	17503	MICR01	MICROSHADE	£220.98	£44.20	£265.18
07/04/2023	CORONATION	CREWECONC	CREWE CONCERT	£300.00	£0.00	£300.00
07/04/2023	CORONATION	NSSBAND	NSS BAND	£850.00	£170.00	£1,020.00
11/04/2023	4529	NGL01	NGL TECH	£30.00	£6.00	£36.00
11/04/2023	90523	PWLB	PWLB	£7,098.03	£0.00	£7,098.03
11/04/2023	1830927	WATE02	WATERPLUS	£47.81	£2.12	£49.93
11/04/2023	GRANTFB	CCL001	CHANCE	£1,500.00	£0.00	£1,500.00
12/04/2023	200	JEFCOATE	B JEF COATE	£13,243.00	£0.00	£13,243.00
12/04/2023	201	JEFCOATE	B JEF COATE	£2,243.75	£0.00	£2,243.75
12/04/2023	12282	WISH01	WISHING WELL	£1,000.00	£0.00	£1,000.00
12/04/2023	BUNTING2	QPFRIENDS	QUEENS PARK FRIENDS	£195.60	£0.00	£195.60
12/04/2023	EBAYBUNTIN	QPFRIENDS	QUEENS PARK FRIENDS	£17.97	£0.00	£17.97
13/04/2023	6316	CIRCSENS	CIRCUS SENSIBLE	£1,895.00	£379.00	£2,274.00
14/04/2023	230	RUSSELL	I RUSSELL	£900.00	£0.00	£900.00
14/04/2023	53266	DG	DG OFFICE	£28.92	£5.78	£34.70
14/04/2023	7000783639/	ZOOM01	ZOOM	£12.99	£2.60	£15.59
18/04/2023	24	COOP01	CO OP BANK	£8.40	£0.00	£8.40
18/04/2023	4509	JDHB01	JOHN HENRY	£645.00	£129.00	£774.00
19/04/2023	0050/301172	MKM01	MKM BUILDINGSUPPLIES	£20.10	£4.02	£24.12
19/04/2023	12295	WISH01	WISHING WELL	£500.00	£0.00	£500.00
19/04/2023	40562	APMAT01	AP MATTHEWS	£62.00	£12.40	£74.40
19/04/2023	53302	DG	DG OFFICE	£63.10	£0.72	£63.82
19/04/2023	78553	CWLW01	CWLW	£177.50	£35.50	£213.00
19/04/2023	SLA1	STANDREWS	ST ANDREWS CHURCH	£4,272.50	£0.00	£4,272.50
20/04/2023	9320	LJPRINT	L J PRINT LIMITED	£176.00	£35.20	£211.20
20/04/2023	9321	LJPRINT	L J PRINT LIMITED	£410.00	£82.00	£492.00
20/04/2023	53319	DG	DG OFFICE	£91.50	£17.00	£108.50
20/04/2023	EMAIL	TUMBLIN	TUMBLIN DICE	£350.00	£0.00	£350.00
20/04/2023	SM27579	RIAL01	RBS	£278.94	£55.79	£334.73
21/04/2023	NWF.601637	BLAI01	BLAIN	£789.21	£0.00	£789.21
25/04/2023	1045	BLIT02	BLITZ FIREWORKS	£82.50	£16.50	£99.00
25/04/2023	SM27578	RIAL01	RBS	£636.17	£127.23	£763.40
25/04/2023	SM27580	RIAL01	RBS	£138.21	£27.64	£165.85
26/04/2023	9345	LJPRINT	L J PRINT LIMITED	£65.00	£13.00	£78.00
26/04/2023	9347	LJPRINT	L J PRINT LIMITED	£290.00	£58.00	£348.00
27/04/2023	4305	CVSC01	CVS CREWE	£375.00	£0.00	£375.00
27/04/2023	1.17E+10	ANSA01	ANSA	£132.86	£26.57	£159.43
28/04/2023	4593	NGL01	NGL TECH	£332.96	£66.59	£399.55
29/04/2023	3517	MMCL01	MM CLEANING	£205.00	£41.00	£246.00
30/04/2023	5057041	RIGHTFUEL	RIGHTFUEL	£20.00	£4.00	£24.00

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01/05/2023	1043906	BRIG01	BRIGHTER BILLS	£317.98	£63.60	£381.58
02/05/2023	110764	PETH01	PET HIRE	£51.00	£10.20	£61.20
02/05/2023	1.17E+10	ANSA01	ANSA	£84.92	£16.98	£101.90
03/05/2023	839	WESTSIDE	WESTSIDE	£13.92	£2.78	£16.70
03/05/2023	10303	HEEL01	HEELHEADOVER	£450.00	£0.00	£450.00
04/05/2023	S255	MOTH01	MOTHERWELL	£500.00	£0.00	£500.00
05/05/2023	1054	BLIT02	BLITZ FIREWORKS	£1,220.00	£244.00	£1,464.00
05/05/2023	1111898734	SSE01	SOUTHERN ELECTRIC	£142.13	£7.10	£149.23
07/05/2023	110751	PETH01	PET HIRE	£347.80	£69.56	£417.36
08/05/2023	84219	ALPH01	ALPHA	£2,304.17	£460.84	£2,765.01
08/05/2023	84254	ALPH01	ALPHA	£962.00	£192.40	£1,154.40
09/05/2023	547	STAF01	STAFFS	£150.00	£0.00	£150.00
09/05/2023	548	STAF01	STAFFS	£1,120.00	£0.00	£1,120.00
09/05/2023	1033	EXPER	EXPERIENCE SCIENCE	£500.00	£100.00	£600.00
09/05/2023	9387	LJPRINT	L J PRINT LIMITED	£125.00	£25.00	£150.00
09/05/2023	9388	LJPRINT	L J PRINT LIMITED	£640.00	£128.00	£768.00
09/05/2023	1.17E+10	ANSA01	ANSA	£1,133.85	£226.77	£1,360.62
10/05/2023	53460	DG	DG OFFICE	£54.33	£10.87	£65.20
10/05/2023	53461	DG	DG OFFICE	£68.10	£13.62	£81.72
11/05/2023	110908	PETH01	PET HIRE	£26.52	£5.30	£31.82
11/05/2023	471348	AMBE03	AMBERON	£535.84	£107.17	£643.01
11/05/2023	2123191	WATE02	WATERPLUS	£48.99	£2.43	£51.42
12/05/2023	1451	PHPROD	PH PRODUCTIONS	£2,220.00	£444.00	£2,664.00
14/05/2023	201990401	ZOOM01	ZOOM	£12.99	£2.60	£15.59
15/05/2023	202	JEFCOATE	B JEFCOATE	£2,243.75	£0.00	£2,243.75
15/05/2023	2355	POWERHIVE	POWERHIVE ELECTRICAL	£175.00	£0.00	£175.00
15/05/2023	53486	DG	DG OFFICE	£32.50	£6.50	£39.00
15/05/2023	84292	ALPH01	ALPHA	£3,422.50	£684.50	£4,107.00
15/05/2023	364033	SHAR01	SHARPLES	£242.17	£48.44	£290.61
15/05/2023	EXP2023	TURNP	EXP	£229.65	£0.00	£229.65
18/05/2023	25	COOP01	CO OP BANK	£8.75	£0.00	£8.75
18/05/2023	53536	DG	DG OFFICE	£39.00	£7.80	£46.80
18/05/2023	5.7611E+11	PPG	PPG AC	£24.09	£4.82	£28.91
19/05/2023	53541	DG	DG OFFICE	£27.40	£5.48	£32.88
19/05/2023	53549	DG	DG OFFICE	£7.55	£1.51	£9.06
21/05/2023	DONATION	CLEANTEAM	CREWE CLEAN TEAM	£200.00	£0.00	£200.00
22/05/2023	53566	DG	DG OFFICE	£2.85	£0.57	£3.42
22/05/2023	84458	ALPH01	ALPHA	£2,580.49	£516.10	£3,096.59
23/05/2023	8033	EVER01	EVERYBODY	£5,970.03	£1,194.01	£7,164.04
23/05/2023	9427	LJPRINT	L J PRINT LIMITED	£25.00	£5.00	£30.00
23/05/2023	1.17E+10	ANSA01	ANSA	£132.86	£26.57	£159.43
25/05/2023	44	WILDERNESS	WILDERNESS TRIBE	£2,500.00	£0.00	£2,500.00
25/05/2023	12466	WISH01	WISHING WELL	£2,500.00	£0.00	£2,500.00
25/05/2023	37571	DESIO1	DESIGN OFFICE	£240.00	£48.00	£288.00
28/05/2023	4711	NGL01	NGL TECH	£332.96	£66.59	£399.55
29/05/2023	322	VISITOR	VISITOR INSIGHTS	£2,175.00	£435.00	£2,610.00
29/05/2023	84567	ALPH01	ALPHA	£3,237.50	£647.50	£3,885.00
30/05/2023	1066	BLIT02	BLITZ FIREWORKS	£450.00	£90.00	£540.00
30/05/2023	761873279/C	SSE01	SOUTHERN ELECTRIC	£678.68	£33.93	£712.61
31/05/2023	1/23	CHINNERY	F CHINNERY	£2,620.00	£0.00	£2,620.00
31/05/2023	3544	MMCL01	MM CLEANING	£179.00	£35.80	£214.80
31/05/2023	475505	AMBE03	AMBERON	£935.84	£187.17	£1,123.01
31/05/2023	475506	AMBE03	AMBERON	£485.84	£97.17	£583.01
31/05/2023	5116791	RIGHTFUEL	RIGHTFUEL	£55.50	£11.10	£66.60
01/06/2023	947	WESTSIDE	WESTSIDE	£12.00	£2.40	£14.40
01/06/2023	53654	DG	DG OFFICE	£39.00	£7.80	£46.80
01/06/2023	1044265	BRIG01	BRIGHTER BILLS	£312.28	£62.46	£374.74
05/06/2023	1069	BLIT02	BLITZ FIREWORKS	£60.00	£12.00	£72.00
05/06/2023	1463	PHPROD	PH PRODUCTIONS	£685.00	£137.00	£822.00

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05/06/2023	4758	NGL01	NGL TECH	£55.00	£11.00	£66.00
06/06/2023	558	STAF01	STAFFS	£680.00	£0.00	£680.00
06/06/2023	84783	ALPH01	ALPHA	£1,290.23	£258.05	£1,548.28
06/06/2023	111898734/C	SSE01	SOUTHERN ELECTRIC	£76.73	£3.84	£80.57
07/06/2023	GRANT	CHES12	CHESHYOUNGCARERS	£1,330.00	£0.00	£1,330.00
08/06/2023	364764	SHAR01	SHARPLES	£9.86	£1.97	£11.83
08/06/2023	GRANT	CARITAS	CARITAS	£2,139.99	£0.00	£2,139.99
08/06/2023	GRANT	3RDWOLVER	3RD WOLVERTON	£2,500.00	£0.00	£2,500.00
08/06/2023	GRANT	CHESS	CREWE CHESS	£1,356.00	£0.00	£1,356.00
08/06/2023	GRANT2	HOPECAFE	HOPE CAFE	£1,673.00	£0.00	£1,673.00
09/06/2023	1466	PHPROD	PH PRODUCTIONS	£8,338.00	£1,667.60	£10,005.60
09/06/2023	62358	FIFI01	FIFIELD	£444.66	£0.00	£444.66
09/06/2023	364805	SHAR01	SHARPLES	£9.86	£1.97	£11.83
09/06/2023	2005360262	HMLR	LAND REG	£12.00	£0.00	£12.00
11/06/2023	2418411	WATE02	WATERPLUS	£69.46	£4.77	£74.23
12/06/2023	203	JEFCOATE	B JEFCOATE	£2,243.75	£0.00	£2,243.75
12/06/2023	8274	CRIM01	CRIME WATCH	£875.72	£175.14	£1,050.86
12/06/2023	111416	PETH01	PET HIRE	£2.40	£0.00	£2.40
12/06/2023	1.17E+10	CHES01	CEC	£5,000.00	£0.00	£5,000.00
12/06/2023	GRANT	QPFRIENDS	QUEENS PARK FRIENDS	£2,256.00	£0.00	£2,256.00
12/06/2023	GRANT	GANGSHOW	CREWE GANG SHOW	£1,500.00	£0.00	£1,500.00
14/06/2023	53743	DG	DG OFFICE	£82.92	£10.73	£93.65
14/06/2023	364978	ASL	AUTOMATED SYSTEMS	£120.67	£24.14	£144.81
14/06/2023	206330763	ZOOM01	ZOOM	£12.99	£2.60	£15.59
15/06/2023	111481	PETH01	PET HIRE	£39.49	£7.90	£47.39
15/06/2023	470589	LITE	LITE	£14,720.00	£2,944.00	£17,664.00
15/06/2023	SLA	BODY01	BODY POSITIVE	£1,424.00	£0.00	£1,424.00
16/06/2023	79330	CWLW01	CWLW	£61.00	£12.20	£73.20
16/06/2023	2005382603	HMLR	LAND REG	£12.00	£0.00	£12.00
16/06/2023	N23011	BLAI01	BLAIN	£1,000.00	£200.00	£1,200.00
18/06/2023	26	COOP01	CO OP BANK	£8.40	£0.00	£8.40
19/06/2023	447	ORBIO1	ORBITAS	£51.60	£10.32	£61.92
21/06/2023	10061	SIGNAL01	SIGNAL FIRE	£45.00	£9.00	£54.00
22/06/2023	88	MAKO2	MAKO CREATE	£1,135.00	£0.00	£1,135.00
22/06/2023	498	MARCMAKES	MARCMAKESCOMICS	£300.00	£0.00	£300.00
22/06/2023	N23015	BLAI01	BLAIN	£22,710.00	£534.00	£23,244.00
23/06/2023	133408	HOLD01	HOLDFAST	£30.73	£6.15	£36.88
26/06/2023	1	MINI	MINI BEANS	£129.00	£25.80	£154.80
26/06/2023	2	MINI	MINI BEANS	£173.17	£34.63	£207.80
26/06/2023	3	MINI	MINI BEANS	£161.25	£32.25	£193.50
26/06/2023	53811	DG	DG OFFICE	£30.20	£6.04	£36.24
28/06/2023	4835	NGL01	NGL TECH	£329.24	£65.85	£395.09
28/06/2023	11510	CWT	CHESH WILDLIFE	£1,185.00	£237.00	£1,422.00
29/06/2023	9594	LJPRINT	L J PRINT LIMITED	£56.00	£11.20	£67.20
30/06/2023	3329	CONC01	CONCORDE	£24.00	£4.80	£28.80
30/06/2023	3570	MMCL01	MM CLEANING	£164.00	£32.80	£196.80
30/06/2023	9608	LJPRINT	L J PRINT LIMITED	£15.00	£0.00	£15.00
30/06/2023	9609	LJPRINT	L J PRINT LIMITED	£58.00	£11.60	£69.60
30/06/2023	53869	DG	DG OFFICE	£67.51	£13.50	£81.01
30/06/2023	5172489	RIGHTFUEL	RIGHTFUEL	£32.38	£6.48	£38.86
01/07/2023	111498	PETH01	PET HIRE	£32.00	£6.40	£38.40
01/07/2023	1044617	BRIG01	BRIGHTER BILLS	£315.55	£63.11	£378.66
04/07/2023	53897	DG	DG OFFICE	£134.20	£26.84	£161.04
04/07/2023	ON ACC 4297	BLAI01	BLAIN	£0.00	£0.00	£0.00
05/07/2023	8	HERIO1	CREWE HERITAGE CENTR	£200.00	£0.00	£200.00
05/07/2023	262341	TUDO01	TUDOR	£32.90	£6.58	£39.48
06/07/2023	111898734/C	SSE01	SOUTHERN ELECTRIC	£29.86	£1.49	£31.35
07/07/2023	17967	MICR01	MICROSHADE	£220.98	£44.20	£265.18
07/07/2023	262871	TUDO01	TUDOR	£383.85	£76.77	£460.62

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07/07/2023	525176073	ZURIO1	ZURICH	£213.67	£0.00	£213.67
10/07/2023	1.17E+10	ANSA01	ANSA	£119.99	£24.00	£143.99
10/07/2023	SEARCH	BLAI01	BLAIN	£15.00	£0.00	£15.00
11/07/2023	24	KHUGHES	K HUGHES	£310.00	£0.00	£310.00
11/07/2023	0050/30123€	MKM01	MKM BUILDINGSUPPLIES	£66.50	£13.30	£79.80
11/07/2023	53963	DG	DG OFFICE	£24.18	£4.84	£29.02
11/07/2023	2703924	WATE02	WATERPLUS	£48.99	£2.43	£51.42
12/07/2023	53974	DG	DG OFFICE	£63.00	£12.60	£75.60
13/07/2023	97	CHAL01	CHALC	£90.00	£0.00	£90.00
14/07/2023	23-238	COSMIC	COSMIC FAERIE	£500.00	£0.00	£500.00
14/07/2023	365970	ASL	AUTOMATED SYSTEMS	£80.05	£16.01	£96.06
14/07/2023	210511800	ZOOM01	ZOOM	£12.99	£2.60	£15.59
14/07/2023	1.17E+10	CHES01	CEC	£543.00	£0.00	£543.00
16/07/2023	9667	LJPRINT	L J PRINT LIMITED	£48.00	£9.60	£57.60
16/07/2023	9668	LJPRINT	L J PRINT LIMITED	£692.00	£2.40	£694.40
18/07/2023	54035	DG	DG OFFICE	£27.45	£5.49	£32.94
18/07/2023	CTCPO0607	RBL201	RBL LONDON	£120.00	£0.00	£120.00
19/07/2023	19072023CR	BLOOMS	BLOOMS BEAM	£444.00	£0.00	£444.00
19/07/2023	1.17E+10	ANSA01	ANSA	£39,529.23	£7,905.85	£47,435.08
19/07/2023	1.17E+10	ANSA01	ANSA	£265.72	£53.14	£318.86
21/07/2023	2005493527	HMLR	LAND REG	£12.00	£0.00	£12.00
23/07/2023	1093	BLIT02	BLITZ FIREWORKS	£219.25	£43.85	£263.10
24/07/2023	54073	DG	DG OFFICE	£4.16	£0.83	£4.99
25/07/2023	2387	POWERHIVE	POWERHIVE ELECTRICAL	£125.00	£0.00	£125.00
26/07/2023	3598	MMCL01	MM CLEANING	£205.00	£41.00	£246.00
26/07/2023	19874	LONHEARTS	LONDON HEARTS	£1,211.00	£242.20	£1,453.20
27/07/2023	582	STAF01	STAFFS	£108.00	£0.00	£108.00
27/07/2023	10426	AUDIENCE	AUDIENCE AGENCY	£3,250.00	£650.00	£3,900.00
28/07/2023	4951	NGL01	NGL TECH	£332.54	£66.51	£399.05
28/07/2023	2005516597	HMLR	LAND REG	£6.00	£0.00	£6.00
31/07/2023	2/23	CHINNERY	F CHINNERY	£5,240.00	£0.00	£5,240.00
31/07/2023	5237890	RIGHTFUEL	RIGHTFUEL	£20.00	£4.00	£24.00
01/08/2023	8454	CRIM01	CRIME WATCH	£35.00	£7.00	£42.00
01/08/2023	1044973	BRIG01	BRIGHTER BILLS	£657.18	£131.44	£788.62
02/08/2023	1263	CABASA	CABASA	£460.50	£92.10	£552.60
03/08/2023	2023-006	MELS	MELS KITCHEN	£300.00	£0.00	£300.00
03/08/2023	761873279/C	SSE01	SOUTHERN ELECTRIC	-£121.39	-£6.07	-£127.46
04/08/2023	111898734/C	SSE01	SOUTHERN ELECTRIC	£27.01	£1.35	£28.36
06/08/2023	28	KHUGHES	K HUGHES	£375.00	£0.00	£375.00
07/08/2023	585	STAF01	STAFFS	£260.00	£0.00	£260.00
07/08/2023	86017	ALPH01	ALPHA	£74.00	£14.80	£88.80
09/08/2023	54176	DG	DG OFFICE	£455.87	£85.32	£541.19
09/08/2023	54183	DG	DG OFFICE	£7.75	£1.55	£9.30
09/08/2023	80050	CWLW01	CWLW	£65.00	£13.00	£78.00
10/08/2023	9789	LJPRINT	L J PRINT LIMITED	£876.00	£175.20	£1,051.20
11/08/2023	3022635	WATE02	WATERPLUS	£50.30	£2.48	£52.78
11/08/2023	2005563423	HMLR	LAND REG	£12.00	£0.00	£12.00
11/08/2023	REPORT	PEERS	A C PEERS	£6,500.00	£0.00	£6,500.00
14/08/2023	2023-24/59	PALM02	T PALMER ALPHA	£313.90	£0.00	£313.90
14/08/2023	86145	ALPH01	ALPHA	£74.00	£14.80	£88.80
15/08/2023	336	SAMEDIFF	SAME DIFFERENCE	£620.00	£124.00	£744.00
15/08/2023	1065	MUDDY	MUDDY PUBLISHING	£100.00	£20.00	£120.00
15/08/2023	1.17E+10	ANSA01	ANSA	£15,000.00	£3,000.00	£18,000.00
17/08/2023	28	COOP01	CO OP BANK	£9.10	£0.00	£9.10
17/08/2023	10311	HEEL01	HEELHEADOVER	£450.00	£0.00	£450.00
17/08/2023	269878	TUDO01	TUDOR	£45.50	£9.10	£54.60
17/08/2023	1.17E+10	CHES01	CEC	£32,160.00	£6,432.00	£38,592.00
18/08/2023	615	LITTLEFORE	LITTLEFOREST	£1,000.00	£0.00	£1,000.00
18/08/2023	18082023CR	BLOOMS	BLOOMS BEAM	£270.00	£0.00	£270.00

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21/08/2023	54228 DG	DG OFFICE	£14.94	£2.99	£17.93
23/08/2023	31 KATHUGHES	K HUGHES	£375.00	£0.00	£375.00
23/08/2023	587 STAF01	STAFFS	£108.00	£0.00	£108.00
23/08/2023	589 STAF01	STAFFS	£260.00	£0.00	£260.00
23/08/2023	590 STAF01	STAFFS	£108.00	£0.00	£108.00
23/08/2023	592 STAF01	STAFFS	£108.00	£0.00	£108.00
23/08/2023	5063 NGL01	NGL TECH	£500.00	£100.00	£600.00
23/08/2023	1.17E+10 ANSA01	ANSA	£132.86	£26.57	£159.43
24/08/2023	593 STAF01	STAFFS	£110.00	£0.00	£110.00
24/08/2023	594 STAF01	STAFFS	£260.00	£0.00	£260.00
28/08/2023	5078 NGL01	NGL TECH	£336.54	£67.31	£403.85
28/08/2023	86370 ALPH01	ALPHA	£74.00	£14.80	£88.80
29/08/2023	1.17E+10 ANSA01	ANSA	£132.86	£26.57	£159.43
30/08/2023	602 STAF01	STAFFS	£108.00	£0.00	£108.00
		TOTAL INVOICES	£297,602.02	£35,215.82	£332,817.84

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CREWE

TOWN COUNCIL

CREWE TOWN COUNCIL
CORPORATE STRATEGY 2024-2028

“Taking Crewe where it wants to be”

Our Vision:

A vibrant town with a strong identity and heritage, where people of all ages are proud to live, work and participate in a diverse but engaged community, with shared values and common goals. A green and safe environment, with integrated transport connectivity which provides rewarding jobs and supports its businesses.

Our Mission:

(purpose) is to represent the best interests of the town and people of Crewe. To endeavour to build on its heritage, empower and lead its communities, maintain, and sustainably improve the quality of life for all those who enjoy the Town and to deliver efficient and effective services.



OUR CORE VALUES

The principles by which we will operate the

- * Democracy and transparency
- * Working with others to maximise effectiveness
- * Equality & respect
- * Professionalism and Delivering on our promises

This is Crewe Town Council’s fourth Strategy, what it would like the town to become and our part in getting there. The Council is committed to playing a key role in the delivery of plans and strategies for the town developed in partnership. Some of these are already in place such as the Community Plan, Heritage Strategy, Place Brand and Cultural Strategy, others may be developed to support and inform this strategy.

CREWE TOWN BRAND VALUES

The values that run through our services and

- * We are people-powered
- * We get things done together
- * We build connections



Strategic Goals:

1. A TOWN TO LIVE IN

To make Crewe a clean, attractive and sustainable environment

2. A TOWN TO ENJOY

To provide an environment and activities for residents to enjoy a variety of experiences

3. A TOWN WITH CIVIC PRIDE

To provide a voice for Crewe and its residents, as well as encouraging residents to be proud of their town and its heritage

FUTURE DIRECTION

The Council's 3 **"outward facing" Strategic Priorities** are about improving Crewe for the benefit of residents, businesses, and visitors. The Council wishes to see Crewe develop as a great town in which to live, work or do business, visit or spend leisure time, with an engaged community which is proud of the town.

Within these Strategic Priorities are a number of supporting corporate objectives. For each of these we have listed the key broad actions we intend to take.



GOAL 1: A TOWN TO LIVE IN.Community

Community Support:

- Support networks for vulnerable residents.
- Identify ways to meet specific needs for accessibility and inclusion, such as dementia friendly considerations, language and cultural boundaries
- Use grants to promote the health and well-being of residents.
- Invest in a system to signpost residents to existing facilities and activities.
- Find operational improvement opportunities for Crewe Town Council and other service providers that deliver clear improvements for people living in Crewe, particularly those affected by issues related to densely populated areas where on street waste, increased parking pressures and anti-social behaviour can adversely impact on residents' amenity and experiences.
- Seek to identify and deliver opportunities to be directly responsive to community need and aims through consultation and active listening – deliver a “you said we did” approach
- Build and maintain a detailed understanding of the demographic make up of the community through commissioning and acquiring the relevant up to date information.
- Procure locally first as much as is practicable, supporting local businesses and organisations

Community Development:

- Develop better tools for engagement with residents, Community Groups and Cheshire East to ensure Crewe is a good place to live.
- Work with Cheshire East's Anti-social behaviour and community enforcement teams to address anti-social behaviour and environmental crime.
- Work with the Police to maintain the Police Officer and PCSO presence so anti-social behaviour is dealt with and residents feel safe.
- Support projects of place making (including championing the Crewe Town Brand), working with partner deliverers.
- Recognise the work of individuals and groups by presenting Civic awards.
- Celebrate the diversity of our communities of place, origin, interest, or age, and proactively engage with them, ensuring they are consulted, and represented.
- Engage with and support the wide variety of community organisations in the town which help us deliver our aims. Building relationships and trust and advocating for Crewe projects.
- Develop projects with legacy – providing a generational benefit to the town
- In collaboration and support of partner deliverers, provide direction and community leadership where appropriate and of value to give confidence in expectations. In doing so, empower and enable partners to build external relationships of mutual benefit.

- Work with patience and persistence to build our community and advocate for them.
- Proactively identify gaps in services and opportunities to fulfill needs and ambitions within the community
- Ensure effective and accessible communication through regular provision of information, transparency and engagement. Ensure that capacity for open communication and information sharing is maintained.
- Actively share the good news stories and promote the glimmer effect of positivity, finding means to promote the town centre



Environment

- Where appropriate and effective, consider direct service delivery models to the community on a case by case basis
- Develop Crewe-positive planning policies (in collaboration with the planning authority), seeking and providing the necessary data, information and business cases to ensure efficacy (eg Conservation Policies, Social Sustainability policies, Biodiversity Policies)
- Support developments that reflect ambition for Crewe as well as provision of high quality design that enhances the streetscene and reflects the town's cherished heritage
- Advocate for sustainability in developments, such as the provision of sustainable energy production, net biodiversity gain and sustainable site drainage
- Build a sense of safety

in the public realm – more light, more people and appropriate use of spaces

- Create a strategic plan which deals with environmental issues within the town.
- Proactively lead and support projects and initiatives that seek to improve the street scene maintenance, alley way environments, and reduction of on street waste
- Seek to ensure net biodiversity gain, including by supporting the retention, creation, and improvement of blue and green infrastructure networks, in doing so, improving the environment for nature and people.
- Seek that improvements add to the sense of place and identity for Crewe, building civic pride – telling the story of Crewe through the public real (eg murals and street names)
- Maintain a strong strategic and working relationship with the Crewe Town Board and the regeneration work within Crewe
- Maintain the Ranger service to keep the town clean and tidy. Build the service to be more visible and responsive with working patterns to reflect the town's *needs*
- Use the planning process to limit houses in multiple occupation in Crewe

Travel

- Work to ensure there are relevant speed limits for the various areas of the town.
- To work with Cheshire East to encourage residents to use sustainable means of transport.
- Promote connectivity between neighbourhoods.
- Support projects and schemes that provide and promote active travel opportunities
- Lobby and advocate for road improvements which improve safety.



GOAL 2: A TOWN TO ENJOY.Events

- To provide events which meet the needs and ambitions of residents as well as promoting the town nationally.
- Create a sustainable calendar of events, seeking to serve all parts of the community in a representative way, including free to access activities as well as larger events using Management data to inform delivery and development (evaluation)
- Begin planning and considerations for an ambitious celebration of Crewe's 200th Anniversary (of a train arriving at Crewe) in 2037, including resource requirements, prior engagement and legacy
- Promote, map and encourage community events
- Support events and community groups to celebrate diversity.
- Support the community through building capacity for fund raising and sustainability, including using larger events to engage groups and deliverers.

Sports & Activities

- Support local sports activities and clubs.
- Use green and shared spaces across the town to deliver activities and events.

Arts & Culture

- Recognise and promote local creative talent
- Investigate opportunities for the display of public art.
- Deliver the ambition for Crewe as a vibrant town, which is also a destination for visitors
- Support the provision of additional visitor infrastructure (eg F&B offer, Hotels and accommodation for short stays)
- Proactively support and work with key visitor attractions in the town (eg the Heritage Centre) to build and develop their capacity, relevance and offering.
- Provide the support and culture for community groups and individuals to develop, deliver and build events in the town that serve the community, including links to education
- In all actions, seek to create and engender a welcoming sense for the town
- Take the lead to empower a volunteering culture within Crewe by promulgating the benefits and promoting opportunities.



GOAL 3: A COMMUNITY WITH CIVIC PRIDE.Heritage

- Recognise and promote the town's heritage.
- Utilise the Heritage Strategy, and seek to ensure it remains relevant and impactful through regular review and updating.
- Liaise with and operationally lead the Heritage Centre to realise the potential of Crewe's railway heritage and support its bid for museum status.
- Support reviews and maintenance of both listed buildings and buildings on a local list.
- Through the planning process, seek to identify risks and threats to Crewe's built heritage.
- To make heritage a central, visible corporate theme within service delivery, including events and regeneration, recognising that the town council is the custodian and steward of the town's heritage on behalf of its residents and as such can demonstrate community leadership without seeking to control it.
- Use the planning system to preserve green open spaces and sightlines to key features.
- Support and actively progress the development of a conservation area review for Crewe and communicate its value and role in protection and development
- Continually seek to identify assets of heritage merit and to engage and work with those asset partners to improve access and visibility. In doing so, work towards finding sustainable futures, in partnership with asset owners, for heritage assets.
- Build the narrative of Crewe as an Engineering Town and progress towards a Green Engineering Town (including trying to find means of making historic places sustainable). This should include engagement with the UTC and the Crewe Pledge
- Find ways wherever possible to tell the story of Crewe's heritage that is relevant to popular culture and linking it to today's community
- Continue to explore and potentially progress the establishment of a sustainable civic trust for Crewe
- Promote community engagement with the town's heritage, building understanding and also pride.

Town Centre

- Where appropriate and effective, consider direct service delivery models to the community on a case by case basis
- Proactively identify gaps in services and opportunities to fulfill needs and ambitions within the community
- Develop and support projects to improve the corporate appearance of the commercial centre of the town, including shop frontage improvements
- Improve our Town Centre Environment by ensuring the public realm is clean and litter free and the quality of street furniture maintenance and installations are to a high standard and quality. This includes the enhance of current assets and the provision of high quality future assets
- Maintain a persistent expectation for high standards in the public realm, even in

the face of persistent Anti-Social Behaviour, enhanced by engaging businesses and residents in improvements

Green Spaces

- Prioritise the upkeep of the town's parks to provide green spaces for the residents of the town.
- Where appropriate and effective, consider direct service delivery models to the community on a case by case basis
- Invest in play areas around the town
- Advocate for local service delivery of green open spaces through devolution.
- Build a community sense of pride and ownership, including encouraging "Friends Of" groups, supporting community actions in shared spaces, such as planting, alley "reclaims" and improvements and maintenance



Supplementary documentation

1. Crewe Town Council governance structure, policies and protocols.
 - Business Delivery Plan – produced annually and approved by committees and council, which provides the annual approved delivery programme.
2. Adopted Strategies
 - Crewe Town Council – Community Plan
 - Crewe Town Council – A Heritage Strategy for Crewe
 - Crewe Town Council – Parks & Spaces Strategy
 - Crewe Town Council - Events Strategy
 - Cheshire East Council – Local Plan (and supplementary planning documents)
 - Cheshire East Council – Crewe Town Centre Delivery Framework (2015)
3. Draft and Awaited Strategies:
 - Communications Strategy
4. Strategic Gaps:
 - Crewe Town Design
 - Crewe Conservation Area and/or Strategy
 - Crewe Public Realm Strategy
 - Crewe Regeneration Strategy
 - Crewe Town Centre Master Plan
5. External strategies and references:
 - Crewe Cultural Strategy
 - Appendix Q – Crewe CCQ Vision Statement
 - Crewe Town Investment Plan
 - DRAFT Living Well in Crewe 5.0
 - Arts Council strategy for funding <https://www.artscouncil.org.uk/letscreate>
 - National Lottery Heritage Fund priorities for funding <https://www.heritagefund.org.uk/our-work#priorities>

CREWE TOWN COUNCIL

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VERSION CONTROL

Medium Term Financial Plan 2024 – 2028 (v1)

Viewed by Finance & Governance Committee 12/09/2023

Adopted by Crewe Town Council 26/09/23

Foreword

Welcome to Crewe Town Council's Medium Term Financial Plan which sets out the Council's financial strategy up to 2027/28

Having a sound financial strategy in place is of the upmost importance as the Council looks ahead to what is likely to be an increasingly challenging future.

The Council faces significant potential commitments over the next few years relating to capital investment in its fixed assets, expenditure which may see its balances and reserves diminish, or consideration for ensuring a balanced budget to maintain sustainable financial resilience.

It will be considered if the Council should have greater involvement and control of local services and assets and the ongoing revenue demands of these will need careful consideration and understanding of potential impacts on resources.

This Plan aims to highlight and quantify the key financial challenges facing the Council over the coming years, with particular emphasis upon the forecast increases in staffing costs, the significant expected capital investment linked to the delivery of asset and service management and the risk management of the potential impact on Council balances and reserves; and put in place a financial strategy to meet these challenges.

The Plan sets out a Revenue and Capital Budget forecast for the five-year period and estimates the level of Precept and Council tax increase that may be required in order to balance the budget.

Whilst the next five years will undoubtedly present the Council with a number of challenges, we are confident that this Medium-Term Financial Plan provides a sound strategy for the planning of the Council's finances and spending over the remaining term of this Council to the financial year 2023/24, which ensures that services are protected, and which aims to keep future Council tax increases to a minimum.

The Council is fortunate in that its finances are building towards good health at the present time, and the implementation of this Plan will ensure that the Council can build on these strong foundations, continue to meet the needs of our local community, and provide value for money added value services to our local taxpayers.

Section	Introduction and Background
1	

Purpose of the Medium-Term Financial Plan

- 1.1** This Medium-Term Financial Plan (MTFP) of Crewe Town Council covers the period from 2024/25 to 2027/28.
- 1.2** The key purpose of the MTFP is to put in place a clear and robust financial strategy for the period that will help the Council to contend with the challenges it faces, achieve its strategic aims and meet community priorities, within the limited resources available, whilst delivering value for money to the local taxpayers of Crewe.
- 1.3** Strategic financial planning is of particular importance during times of economic uncertainty
- 1.4** The MTFP is also important in putting in place a clear link between the Council's strategic aims and targets and the priorities of the local community, as set out in the Corporate Strategy, and the Council's financial planning process. This helps ensure that financial resources are allocated to services in a way that supports the delivery and achievement of these aims and priorities.
- 1.5** The MTFP sets out the national and local financial climate within which the Council will be working over the next five years and highlights the key financial challenges that it faces, as well as the strategic aims that it will be aspiring to deliver, and the community priorities that it will be striving to meet.
- 1.6** It then puts in place a financial strategy to meet these challenges and ensure the delivery of strategic aims and community priorities within the financial resources likely to be available. The Plan includes indicative Revenue and Capital Budgets as well as projections of the likely level of precept and balances and reserves over the five-year period.
- 1.7** Reviewing the MTFP each year will help the Council to:-
 - ensure that a strategic approach is taken in the planning of the Council's future spending and finances;
 - create stronger links between the Council's strategic aims and the priorities of local tax payers, and future spending decisions;
 - put in place a clear, understandable and forward-looking financial planning framework;
 - make it clear how the Council plans its spending and who is responsible for making spending decisions;
 - help ensure that the Council regularly reassesses and reviews the cost of its services;
 - help the Council to demonstrate and deliver value for money in the use of public resources; and
 - help ensure that the views of the community are considered in deciding where and how the Council spends public money.

Development of the Medium-Term Financial Plan

- 1.8** This is the second MTFP developed by the Council and seeks to:
- ❑ review of the Council’s priorities based on the annual strategic aims and targets set out in the Corporate Strategy;
 - ❑ review of community priorities, informed by the Community Plan, satisfaction surveys and consultations;
 - ❑ reviewing the resources required to fund future service needs, including providing for pay awards, inflation and other unavoidable budget pressures, budgeting for changes in funding and income, managing expected changes in demand for services, and identifying efficiency savings and possible budget reductions;
 - ❑ considering the costs of all new statutory requirements and any planned investment in existing services or new initiatives that have already been approved by the Council;
 - ❑ projecting the likely available financial resources based on target Council tax increases, projected Council tax base changes, use of balances and reserves, the availability of external funding, and the potential for future capital receipts and borrowing opportunities;
 - ❑ assessing the ability of the Council to fund its on-going service needs, deliver its strategic aims and meet community priorities within the limited resources available; and
 - ❑ maintaining a continuous focus on efficiency and value for money.

Key Stakeholders

- 1.9** The MTFP is published for use by all stakeholders to help review the Council’s finances over the medium term, understand the spending pressures it faces and how the Council plans and makes decisions about spending on services, and show how this links to each stakeholder’s relationship with the Council, and in particular:-
- ❑ **for councillors and service managers;** to help communicate the Council’s overall financial strategy and to improve understanding of the links between the Council’s strategic aims and priorities, as set out in the Corporate Strategy and individual service plans, and the setting of the Revenue and Capital Budget each year;
 - ❑ **for the local community and council tax payers;** to communicate the Council’s overall financial strategy and its links to and impact on the provision of local services and the level of Council tax, demonstrate how the Council seeks to prudently exercise stewardship of public money and look after community assets, and improve the openness and accountability of the Council’s financial decision making; and
 - ❑ **for local businesses and community organisations;** to communicate the Council’s financial strategy and its links to and impact on the provision of local services and to provide key financial information to support the development of opportunities for partnership working in Crewe.

Financial Planning Responsibilities

- 1.10 Service Managers**, under the supervision and guidance of the Town Clerk, are responsible for the preparation of the annual budgets in respect of the services under their responsibility, in accordance with the budget framework, and with regard to the principles set out in the MTFP.
- 1.11** Service Managers are also responsible for managing, monitoring and controlling actual spending and income on the budgets under their responsibility during the year, via effective budget management, and informing the Town Clerk of spend and any potential problems or significant variations from the approved budgets.
- 1.12 The Town Clerk** is responsible for developing and updating the MTFP and budget framework each year and ensuring compliance with these, co-ordinating the development and setting of the annual budgets, providing financial information and advice, implementing an effective system of budget monitoring and control, and regularly reporting financial information to the Council.
- 1.13 Members of the Council** are responsible for reviewing and approving the MTFP and budget on an annual basis, considering and approving the annual budgets, receiving budgetary control information, approving remedial action in respect of any significant budget variations, and considering and approving capital spending decisions and additional budget requests.

Links with Other Strategies and Plans

- 1.14** The Council produces a number of other strategies and plans which have links to this MTFP and which have been considered in the development of this MTFP.
- 1.15** It is also important that the MTFP is clearly linked to the strategic aims and objectives that the Council is trying to achieve. These are set out in the Council's Corporate Strategy.

Consultation with the Local Community

- 1.16** The MTFP has been prepared taking into account the views of the local community and tax payers, as expressed in the Community Plan survey, comments received and monitoring of media.

Section	Agenda Item 9
2	Financial Principles and Financial Planning Framework

Introduction

- 2.1 In preparing a Medium-Term Financial Plan, it is first important to establish the key financial principles on which the Plan will be based, and to put in place a financial planning framework which will provide the guidelines for the annual budget setting process.

Financial Principles

- 2.2 This Plan will be based on the overriding principle of **Value for Money**.
- 2.3 Achieving value for the money that the Council receives from local tax payers via the precept, and subsequently spends on local services, is one of the Council's highest priorities. The Council is committed to the achievement of year on year efficiency and will work hard to keep future precept increases to a minimum.
- 2.4 This will be achieved by regularly reviewing services and monitoring performance to ensure that services continue to be needed and are well managed and cost effective, regularly testing the market, undertaking internal and external audit, and ensuring that all Members and staff are aware of and committed to achieving value for money.
- 2.5 In order to ensure this, the following set of financial principles will be put in place for the period of this Medium-Term Financial Plan:-
- ❑ **a strong financial strategy** that enables the Council to take a long- term view of its finances, achieving greater stability and enhancing its ability to be proactive and have the capacity to take advantage of any opportunities and contend with any challenges that may arise;
 - ❑ **a level of spending that is affordable and sustainable** in the long term and which supports the effective delivery of services in line with strategic aims and the needs and priorities of the community;
 - ❑ **a prudent but realistic assessment of future revenue spending commitments, capital investment requirements, income levels, Council tax base movement, and external grant funding;**
 - ❑ **a strong culture of financial management** where continuous improvement and a drive for more economic, efficient and effective ways of working and use of resources is undertaken;
 - ❑ **a prudent level of balances and reserves** that protects the Council against unforeseen budget pressures, provides sufficient resources to finance future capital investment commitments and enables the Council to be proactive and take advantage of any opportunities that may arise;
 - ❑ **an effective and responsive finance service**, which provides sound financial information and advice to Members and officers.

Financial Planning Framework

- 2.6** The financial planning framework provides the overarching guidelines for the development of the Medium-Term Financial Plan and the setting of the annual budgets.
- 2.7** The financial planning framework is based on the key financial principles set out above and will be updated on an annual basis.
- 2.8** The financial planning framework is set out below:-
- The Budget will be produced annually;
 - The Budget will be developed in accordance with this financial planning framework and the key principles and assumptions set out in the Medium-Term Financial Plan;
 - In allocating resources to services, priority will be given to those areas of spending that contribute to the achievement of the council's strategic aims and targets, or which clearly meet community needs and priorities;
 - Budgets will be prepared on the basis of a commitment to the achievement of year on year efficiency;
 - Budget resources will be redirected from low priority to high priority service areas as and when necessary;
 - Additional budget to meet new statutory requirements and unavoidable budget growth e.g. inflation and changes in demand, will be clearly identified and fully evidenced;
 - All other requests for additional revenue budget resources and investment in services will need to be fully justified and evidenced and will be subject to an appraisal process when setting the budget;
 - An annual review of budgeted expenditure and income targets in respect of all service areas will be undertaken, using the principles of zero-based budgeting, in order to identify efficiency savings;
 - The financial implications of the recommendations from any completed service reviews will be incorporated into the annual Budget;
 - The Capital Programme Budget will be developed with priority given to those projects identified within and that contribute to the delivery of the Council's approved Asset Management Plan (when adopted);
 - All other Capital Programme Budget bids will need to be fully justified and evidenced and will be subject to an appraisal process when setting the budget;
 - Council balances and reserves will be maintained at prudent levels to protect the Council against any unforeseen budget pressures and liabilities, and provide resources to finance future year's capital investment commitments as set out in the Asset Management Plan;
 - Budget consultation will be undertaken, and feedback will be taken into consideration by the Council in the setting of the Budgets prior to the start of a new term of Council.

Section	National Issues
3	

Introduction

- 3.1** The development of the Council's Medium-Term Financial Plan must take place within the context of the national economic, political, demographic and legislative situation.
- 3.2** This section of the Plan outlines in more detail the main national issues that are likely to affect the Council over the next five years and which will need to be considered in the Council's financial planning.

National Economic Situation

- 3.3** A key influence on the Council's financial planning is the national economic situation. It is now clear that the country faced huge economic pressures following the protracted impact of the Covid 19 pandemic. The UK economy has now largely recovered from the recession and economic difficulties between 2008 and 2013 and had returned to sustained annual growth over the last five years, excluding the significant dip and recovery of 2020/21, annual GDP output grew by 4.1% in 2022. Economic growth in the UK, in 1st Qtr 2023, was 0.1%, indicating a decrease in economic output
- 3.4** Unemployment remains at low level (3.9%), numbers in work have increased, inflation is rising.
- 3.5** However, the economic recovery is by no means secure and remains very much dependent on the success or otherwise, of the on-going Government action to reduce the national debt, reduce the budget deficit, and implement further measures to stimulate growth.
- 3.6** Economic issues could therefore have a significant impact upon the Council's financial planning over the term of the MTFP and the potential financial impact of the relevant economic issues is considered in more detail in the key financial assumptions set out in Section 7 of the Plan.
- 3.7** Inflation is now (April 2023) reported (ONS) at 7.8% and is projected (ONS) to be 6.9% for the year (2023). This should be considered a risk to financial sustainability and a consideration of the budget setting process
- 3.8** The cost of living is now expressed as being in crisis as energy bills increase exponentially, costs of vehicle fuels and the knock on effect on household goods is being felt. This means that any increase in precept would be a compound effect on the cost of living crisis for a number of residents. That said, a percentage increase in precept is a small annual increase in actual cash terms (small number of pounds (£)) as the annual precept levy total for households in Crewe is below £100 for the year.

Impact of 'Brexit'

- 3.9** The Government has agreed a withdrawal agreement with the EU, but the impacts and outcomes have not yet been clarified.
- 3.10** The Brexit process created a significant level of uncertainty and it is currently very difficult to predict what the final outcome will be or what impact there might be on the economy and political situation and therefore on the Council's financial planning over the coming years.
- 3.11** However, it is clear that Brexit may create economic volatility and uncertainty up to the end of the decade and beyond, and lead to positive, neutral or negative effects on political and economic factors such as growth, inflation, interest rates, employment, availability of goods and services, and future investment in the public sector, including local government.
- 3.12** Future updates of the Medium-Term Financial Plan will factor in any developments in relation to Brexit that have a direct impact upon the Council's financial planning over the next few years, although as time continues to pass the immediate impact is expected to stabilise and reflect a "normal" status.

Government Spending Reviews and Finance Settlements

- 3.13** Government funding reductions for local government have amounted to more than 50% over the four-year period 2016/17 to 2019/20 and this has resulted in the Government Revenue Support Grant for principal authorities being largely phased out, putting significant pressure on non-statutory services and raising the need for local service delivery review and local asset review.
- 3.14** The Government undertook a 'Fair Funding Review' of the relative needs and resources of local authorities and the formula for the distribution of resources to local government. This will inform the next Comprehensive Spending Review. The Fair Funding Review was published in spring 2022 and introduced the Shared Prosperity fund, which provides funding to be applied for by the principle authority. As such providing little amendment to service delivery at the parish and town tier.
- 3.15** The Government is also planning to increase the proportion of locally collected business rates income that principal Councils can retain to 75%. However, this has not as yet been rolled out and there are currently no proposals for town and parish Councils to receive a share of business rates.
- 3.16** The Government has not announced any reform of the Council tax system or revaluation of Council tax property valuation bands over the period of this Parliament, and it can therefore be assumed that there will be no changes to the Council tax system over the life of this Plan.
- 3.17** Clearly the Government's Comprehensive Spending Reviews have had a significant impact on principal Councils, such as Cheshire East Council, who have faced substantial cuts to their funding.
- 3.18** There will undoubtedly be implications for the Town Council as a result of the ongoing financial difficulties faced by Cheshire East Council, and these issues are discussed in more detail in the Section 4 of the Plan – Local Issues.

- 3.19** The Town Council has been relatively sheltered from the public sector spending cuts, in that it had been in the fortuitous position of not being reliant on any funding from the Local Council Support Grant or Government in order to finance the services that it provides.
- 3.20** The outcome of the Fair Funding Review and the next Comprehensive Spending Review and Local Government Finance Settlement is of increased relevance and importance to the Council in terms of the future funding structures for local authorities and the potential impact on non-statutory local services and assets.

Referendums to Veto Excessive Council Tax Increases

- 3.21** The Government introduced legislation within the Localism Bill to provide a stronger role for the local community in determining annual Council tax increases, by giving local tax payers the power to require local authorities to hold referendums, thereby providing them with the opportunity to veto 'excessive' increases in Council tax.
- 3.22** These powers replaced the Council tax capping powers and came into effect in 2012/13. The excessiveness limit was initially set at 2%.
- 3.23** However, the Government announced in the 2018/19 Local Government Finance Settlement that it was relaxing the Council tax referendum principles for the 2018/19 and 2019/20 years in recognition of the higher than expected level of inflation and the service pressures faced by principal Councils, particularly in relation to social care.
- 3.24** A core referendum principle of 3% is currently set for principal Councils, while local authorities providing adult social care services are permitted to raise Council tax by an additional 2% above the referendum limit, on the understanding that the sum raised would be invested in adult social care through an adult social care precept.
- 3.25** Any increase above these limits would still be subject to a referendum with local tax payers.
- 3.26** Currently this legislation *does not* apply to town and parish Councils and the Government confirmed in the 2018/19 Local Government Finance Settlement that any consideration of the extension of Council tax referendum principles to higher spending parish and town Councils will be deferred for three years i.e. until the end of the 2020/21 year. This remains as yet unchanged and there is understood to be no expectation of this applying to the parish sector as long as the sector continues to demonstrate budgetary restraint.
- 3.27** This decision is conditional upon *"the sector taking all available steps to mitigate the need for Council tax increases, including the use of reserves where they are not already earmarked for other uses or for 'invest to save' projects which will lower ongoing costs"*, and the Government *"seeing clear evidence of restraint in the increases set by the sector as a whole"*.
- 3.28** Clearly this is positive news, as it provides the Council with flexibility in setting its Precept in the coming years, and the opportunity to raise additional Revenue Budget resources without any restraint from the Government, should there be a need or wish to do so.
- 3.29** The Council has already taken advantage of this flexibility in the in previous financial years, implementing increases in the Town Council precept, in order to ease the pressure on the Revenue Budget and put in place a much higher contribution to local service delivery.

- 3.30** It has been assumed for the purposes of this Plan that the Council will agree to increase the Town Council Tax by as much as is required to balance the Budget up to 2027/28.
- 3.31** There is currently no indication of referendum limits for the period 2024/25 onwards. It has been assumed for the purposes of this Plan that referendum principles *will* be applied to town and parish Councils with effect from 2027/28, and that the Council will need to limit the annual increase in the Town Council Tax to 3% or less from this year.
- 3.32** Clearly, there would be further implications for the Council if the referendum limit was reduced by the Government at any stage after the 2024/25 financial year. This eventuality is considered in the Budget Forecast set out in Section 8 of the Plan, and the savings target that would be required to limit the increase to 1% and has been included in the projections for 2025/26 onwards.

External Audit Arrangements

- 3.33** The Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015 set out the statutory provisions regarding the Council's external audit arrangements.
- 3.34** Under the Accounts and Audit Regulations 2015, the Council is classified as being a "smaller relevant body", defined as being a public sector body with an annual income or expenditure of less than £6.5 million.
- 3.35** Smaller relevant bodies are required by the regulations to prepare accounts and governance statements via the completion of an 'annual return' and are subject to the 'limited assurance' audit regime.
- 3.36** The external audit fee for a limited assurance audit has been set by Smaller Authorities Audit Appointments Limited for the period up to 2022/23, and this level of fee is provided for in the Revenue Budget Forecast in Section 8 of the Plan.

Localism Act 2011

- 3.37** The Localism Act came into force in 2011 and contained a package of reforms to devolve greater powers, responsibilities and freedoms to local Councils, community organisations, neighbourhoods and individuals.
- 3.38** The four main measures of the Localism Act are:-
- new freedoms and flexibilities for local government;
 - new rights and powers for communities and individuals;
 - reforms to make the planning system more effective; and
 - reforms to ensure that decisions about housing are taken locally.
- 3.39** The key measure for local Councils is the freedom to act in the interest of local communities through the 'General Power of Competence'.
- 3.40** This power gives local authorities the legal capacity to 'do anything that an individual can do', rather than relying on specific powers. This power applies as long as the action is not specifically prohibited by legislation.
- 3.41** However, it is important to note that the power does *not* raise money.

- 3.42** Town and parish Councils qualify for the General Power of Competence if they meet certain criteria. The Council adopted this power at the Annual General Meeting following the last elections. In theory this power will increase the Council's ability in future years to be creative and innovative in meeting the needs of the local community should the operational capacity and financial resources be available to do so.
- 3.43** The Act has also introduced greater powers for local people and community organisations to hold the Council to account including:-
- a right to challenge to take over services;
 - a right to bid for assets of community value;
 - a right to veto excessive Council tax increases; and
 - increased transparency over public sector data.
- 3.44** The right to challenge to take over services or bid for assets could strengthen the Council's ability to request to take over services from Cheshire East Council should it wish to do so, and should the resources be available.
- 3.45** There has also been an increasing drive towards improving transparency in the public sector, and the Openness of Local Government Regulations and Local Government Transparency Code require the Council to publish specific information, including certain decisions taken by officers of the Council, expenditure over £500, senior officer pay, and details of Council owned land. The Council already publishes all of this information on its website.
- 3.46** In overall terms, many of the principles of the Localism Act promote building on the capacity of town Councils and increasing their role in local government through decentralisation, though it does not bring with it any additional income or tax raising capacity.
- 3.47** Depending on the resources available, this could result in functions, duties and services being devolved to the Council in the future. It is also likely to see the Council having a greater role to play in working with and passing powers and services to local communities, for example, to community and voluntary organisations.

Demographic Issues

- 3.48** The Medium-Term Financial Plan will also need to take into consideration any demographic issues that may affect the Council's financial planning, such as the aging population, levels of unemployment, health issues, benefits dependency, and deprivation.
- 3.49** All of these issues could impact upon demand for particular services, for example leisure, economic development, public real, community activities and events.

Section	Agenda Item 9
4	Local Issues

Introduction

- 4.1** As well as considering national, political, legislative, economic and demographic issues, it is also important that the Council's medium- term financial planning process takes into account any local issues specifically relevant to the Crewe Parish.
- 4.2** The following section of the Plan provides details of local issues currently affecting Crewe, focussing particularly on issues relating to Cheshire East Council, and on the Council's strategic aims and targets. Section 5 of the Plan then looks at community priorities.

Cheshire East Council

- 4.3** The Government's Comprehensive Spending Reviews have resulted in substantial reductions in grant funding for Cheshire East Council.
- 4.4** Cheshire East Council has already implemented budget reductions
- 4.5** This has resulted in many services being reduced and/or externalised within a Council Alternative Service Delivery Vehicle (ASDV).
- 4.6** Services that have already been reduced include highways maintenance schedules, grounds maintenance and community engagement and external services include cemeteries, property maintenance, waste, public realm, highways, green spaces and leisure. Additionally responsibilities for funding services such as floral displays, town centre management and CCTV have been devolved to the parish Council Councils
- 4.7** The financial situation facing Cheshire East Council could impact upon the Town Council, in a number of ways:-
- The Council could receive requests for financial support from community and voluntary organisations whose funding has been reduced or cut altogether by the borough Council;
 - Requests may be received from Cheshire East Council for the Town Council to consider taking on services or to undertake joint working;
 - There may also be occasions where the Council may wish to step in to safeguard local services and facilities at risk of being cut or ceased by Cheshire East Council.

- 4.8** The Council is receiving increased requests for financial support from community and voluntary organisations whose funding has been cut by the County Council and these requests are only likely to increase. However, the Town Council is limited as to how much assistance it can provide from its current donations budget.
- 4.9** The Council has worked closely with Cheshire East Council in discussing opportunities for joint working or devolvement of services. These discussions have, up to now, been based on the principle that the initiative should be beneficial to both Councils.
- 4.10** To date these discussions have led to a joint working initiative on town centre regeneration and the agreement of a license for the Council to take forward as a lead the regenerative and heritage work associated with Christchurch. Both of these initiatives are being undertaken within existing structures and budgets and have attracted external funding, making limited to no impact on the Council's finances.
- 4.11** For the purposes of this plan it has been assumed that any further joint working will only be undertaken if there is no additional cost to the Town Council and as such no additional budget will be assumed in the Budget Forecast. Not the case with potential transfers of assets and services.
- 4.12** The Council has also worked with Cheshire East Council to access services such as town centre maintenance as well as professional officer support and advice on issues such as procurement, energy management, assets and health and safety.
- 4.13** Finally, the Council has been keen to explore possible funding opportunities with Cheshire East Council. The Councils are working closely on securing government funding for a number of capital regenerative projects
- 4.14** The Council will continue to actively seek further funding but for the purposes of this Plan only funding that has already been confirmed will be included in the Budget Forecast.
- 4.15** Cheshire East Council continues to consult with all key stakeholders on all relevant issues including budget and spending pressures, service reviews, partnership working and devolution of services and assets. The Council has been participating in these consultations and will continue to do so.

Local Developments

- 4.16** Housing developments on the outskirts of the town are affecting the population level of the town and will provide addition hereditaments that will pay towards the precept. This organic growth in income will be reflected in the precept tax base for Crewe.
- 4.17** The ongoing social and economic development has demonstrated a social sustainability for the outer aspects of the parish, but it is recognised that the Crewe Central and Crewe South wards remain densely populated and face ongoing social issues and challenges for amenity and activities.
- 4.18** The town remains served by the existing healthcare provision, with the expectation of significant capital investment in Leighton Hospital to be delivered in the coming years, but no anticipated investment known at this time relating to the first tier of healthcare, such as GPs surgeries.

- 4.19 Crewe Town Council adopted a new corporate strategy in September 2023 and the Strategic Goals of this strategy are:

A TOWN TO LIVE IN

To make Crewe a clean, attractive and sustainable environment

A TOWN TO ENJOY

To provide an environment and activities for residents to enjoy a variety of experiences

A TOWN WITH CIVIC PRIDE

To provide a voice for Crewe and its residents, as well as encouraging residents to be proud of their town and its heritage

Business Delivery Plan

- 4.17 The delivery of the Council's services and activities is subject to an annual business delivery plan that outlines the known service delivery and activities and identifies the resources required, including the financial commitment.
- 4.18 Each committee with service and budgetary responsibilities recommends the relevant delivery to be included within the Business Delivery Plan.
- 4.19 The Business Delivery Plan is considered annually by Council for approval prior to the commencement of the new financial year
- 4.20 Some aspects of the annual budget will not be wholly defined at the start of the financial year within the Business Delivery Plan and will be available to address opportunities and developments as they arise through the financial year.
- 4.21 In addition to the strategic aims and targets, the Council has also embedded important crosscutting themes across all service areas and these have now been incorporated into all corporate and service planning decision reports taken by the Council and its committees. These crosscutting themes are as follows:
- Equality
 - Sustainability
 - Community
 - Governance
 - Financial Impact
 - Resource Impact
 - Consultation
 - Wards Affected

Section	Community Priorities
5	

Introduction

- 5.1** The Community Plan identifies a number of the community priorities raised during consultation
- 5.2** Community Plan areas of focus are:
- Arts & Culture
 - Health & Wellbeing
 - Housing
 - Town Centre
 - Young People

Section	Key Financial Influences and Challenges
6	

- 6.1** This Medium-Term Financial Plan will need to address the following key financial influences and challenges:-
- ❑ **the final outcomes of Brexit and its effect on the economy and Government spending plans** e.g. on inflation, interest rates, consumer spending power and local government spending;
 - ❑ **The impact of Covid-19 on the local economy and habits of residents, businesses and visitors**
 - ❑ **The ongoing increases in the National Living Wage, and its subsequent impact on the local government pay scale;**
 - ❑ **the possible extension of Council tax referendum principles to town and parish Councils, with effect from 2027/28;**
 - ❑ **the implications of the past spending cuts being made by Cheshire East Council, which could result in increasing pressure to take over local services and assets which have been reduced or withdrawn by the principal Council;**
 - ❑ **increased requests for financial assistance from community and voluntary organisations** whose grant funding has been cut;
 - ❑ **ensuring the funding of existing service requirements;**
 - ❑ **delivering the Council's strategic aims and targets;**
 - ❑ **meeting the needs and priorities of the local community, service users and taxpayers;**

- ❑ **funding any new statutory requirements and any planned investment in existing services or new initiatives;**
- ❑ **delivering value for money and ensuring the achievement of year on year efficiency savings;**
- ❑ **minimising any future increases in the Town Council precept requirements;**
- ❑ **working within the resources available and deciding how the Council's spending will be prioritised** in the event of limited resources being available;
- ❑ **providing for the significant future capital investment commitments facing the Council**
- ❑ **maintaining a prudent level of balances and reserves, whilst meeting the cost of this capital investment.**
- ❑ **Being aware of the cost of living crisis and its impact on residents and businesses**
- ❑ **Being aware of the rate of inflation**
- ❑ **Noting the NJC settlement agreement and proposals**

6.2 Many of these key financial influences and challenges are linked to the national economic situation and the Government's spending plans, as well as the financial pressures faced by Cheshire East Council. All of these issues were discussed in Sections 3 and 4 of the Plan.

6.3 The Council relies heavily upon the Precept and therefore the Town Council precept to fund the services it provides and is limited in its ability to raise additional funds, other than through the Precept.

6.4 The Council could also face increasing pressure on its spending budgets from staffing cost increases linked to the National Living Wage, possible employers' pension contribution increases, as well as inflation and other unavoidable budget pressures. Additionally, employer National Insurance Contributions increased by 1.5% from April 2022. This has been calculated within the budget setting process and the impact is minimal due to low levels of staffing in the council and mitigated by saving made. However, recent NJC pay awards have been comparatively high, resulting over 8% increases on the salary budget in 2022/23 and anticipated to be similar in 2023/24.

6.5 Any resulting shortfall in resources will need to be made up in the Revenue Budget via a combination of increases to the precept, Council tax base growth, savings and budget reductions, and increases to fees and charges.

6.6 It is likely that the process of balancing the Council's Revenue Budget will become increasingly difficult over the medium to longer term.

6.7 At the same time the Council needs to be aware of the financial difficulties that continue to be faced by local tax payers and the need to keep future increases in the precept as low as possible. This is also important in the context of the possible implementation of the power allowing local communities to require town and parish Councils to hold a referendum to veto an excessive Council tax increase, from 2027/28 onwards.

6.8 This MTFP has been prepared on the key principle of aiming to maintain existing levels of service, while keeping the increase in precept as low as practicable. Prudent assumptions have been made around the impact of the various challenges faced and the key

- 6.9 A Budget Forecast is then set out in Section 8 of the plan which highlights the potential changes to the budgets between 2024/25 and 2027/28 and the precept increase that may be required in each year to balance the Revenue Budget.
- 6.10 Actual options for delivering any required budget reductions and efficiency savings would need to be drawn up each year and agreed by the Council during the annual budget setting process.

Section	Key Financial Assumptions
7	

- 7.1 Summarised in this section of the Plan are the specific assumptions that have been made in planning the Council’s Revenue and Capital Budget forecast over the five-year period in order to respond to the key influences and challenges summarised in Section 6 of the Plan.

Providing for Inflation

- 7.2 In order to ensure that the Revenue Budget accurately reflects future spending commitments, it is essential that the Council makes prudent provision for all unavoidable increases in costs that will arise from inflationary pressures over the period of this Medium-Term Financial Plan.
- 7.3 Inflation has historically been a significant pressure on some expenditure budgets, particularly in relation to fuel and utilities costs.
- 7.4 Inflation has been historically high in 2022 stood at 7.9% at the 12 months to April 2023. The current Government target for inflation remains 2% and the long-term aim is to keep inflation within this limit. Inflation is currently showing downward trend, although slowly. This is a key consideration in relation to future budget planning and potential impact on costs of services and projects. **On this basis, budget setting for 2024/25 should make consideration for the impact of higher inflation, the assumption being recommended at 7% or more.**
- 7.5 **A key principle of the Council’s medium-term financial planning is to make provision only for unavoidable inflationary increases** in budgets i.e. where there is a contractual obligation to pay the increased cost or where the increase literally cannot be avoided. But in addition, to make consideration for service development to reflect the council’s ambitions for Crewe and the council’s corporate strategy.
- 7.6 Budget provision for general expenditure such as equipment, stationery, uniforms, training and publicity seek to achieve existing levels and the budgets as much as is practicable and it is aimed that the council will absorb price variations year on year to the greatest extent practicable.
- 7.7 This approach encourages officers to shop around and negotiate better deals with suppliers, and therefore ensures improved use of resources and helps the Council to achieve value for money. As a result of the council’s recent preurement review and governance provision, it is hoped that this will lead to efficiencies in time as well as financial benefit.

- 7.8** 28.38% of the Council's gross expenditure relates to officer pay costs and therefore annual officer pay awards and the ongoing increases to the National Living Wage are likely to be one of the most significant cost pressures on the Council's Revenue Budget moving forward, with some additional pressure due to the increase in National Insurance Contributions
- 7.9** That National Living Wage is £10.42 per hour as of 1/4/2023. Although the Council does not employ any staff at this level, this is a factor for consideration should services and/or assets be transferred from or shared with Cheshire East Council
- 7.10** The Council currently pays its staff in accordance with the National Joint Council for Local Government Services (NJC) pay scales.
- 7.11** The current NJC Local Government Pay Agreement for 2023/24 financial year has not been finalised, although expected to be a flat £1,925 pay increase on all salary scale points. There are ongoing national-level negotiations relating to a delayed pay award that will inform this.
- 7.12** The pay agreement, when implemented, will lead to proportionately higher increases in pay for lower paid staff.
- 7.13** The overall impact of the Local Government Pay Agreement (if agreed) on the Council's staffing budget in 2023/24 will be an increase on employment costs of £22,340 (estimated), which equates to a 7% increase in employment costs above budgeted figure for 2023/24
- 7.14** **Whilst there is currently no indication from the NJC of the likely pay awards after 2023/24, the Medium-Term Financial Plan Revenue Budget projections for 2023/24 has been prepared on the assumption of a flat rate pay increase of 7% providing some financial stability, although there is a risk of a higher award.**
- 7.15** However, if a higher than expected pay increase is awarded at any point over the term of this plan, for example following union action, a significant increase in the National Living Wage, or the election of a new Government, then additional budget would need to be found to meet the increased cost.
- 7.16** For every 1% pay award above those budgeted for, the Council's salaries and wages budget would need to increase by around £3,253.
- 7.17** Any additional costs over the life of the Plan would be met in the first instance from identified budget underspend virements, or, over and above this, from efficiency savings elsewhere in the budget. Finally, potentially, drawing on general reserves

Salary Increments

- 7.18** Some Council staff are appointed on a salary grade that allows progression through the grade linked to performance in the job or successful completion of qualifications.
- 7.19** **Full provision has been made in the Revenue Budget forecast for any salary increments that are due to such staff over the five-year period of the Plan. Increments, if awarded, are awarded annually by the Personnel Committee**

- 7.20** Pension costs in respect of Council employees are another significant area of expenditure.
- 7.21** The next valuation of the pension fund is due to take place during 2023 and will set the pension contributions for the period 2023/24 to 2024/25.
- 7.22** **The Council's employer's pension contribution rate will therefore remain unchanged at 21.8% until the end of 2023/24.**
- 7.23** The Government continues to encourage workers to enrol in a pension scheme and the Council must automatically enrol all eligible new staff and existing staff whose earnings exceed the automatic enrolment threshold of £10,000, and also re-enrol all 'opted out' staff every three years.
- 7.24** This could result in more staff joining the pension scheme over the medium term. It has been assumed in the Revenue Budget projections for 2024/25 to 2027/28 that all new staff will join the pension scheme, while all existing staff who have previously opted out will remain outside of the pension scheme (noting there are currently no staff opted out).

Savings from Staff Turnover and Flexible Retirements

- 7.25** **No provision has been made within the Revenue Budget forecast for savings from staff turnover or flexible retirements** e.g. reductions to working hours, pension savings, savings from posts being vacant for a period of time, new staff commencing employment on lower grades, new staff not joining the pension scheme etc.
- 7.26** It has been assumed in the Budget forecast that any savings that are achieved from staff turnover or further flexible retirements would be available to support the Budget in the year in which they were achieved, rather than permanently removed from the budget.
- 7.27** These savings would be used in the first instance to fund any recruitment costs or temporary cover arrangements, with any remaining savings added to Council balances at the end of the year.

Changes to the Staffing Structure

- 7.28** There are not currently any approved decisions to change the Council's staffing structure and the Budget Forecast for 2023/24 is therefore based on the existing approved staffing structure.

Premises Costs

- 7.29** The Council faces some potentially unavoidable increases to its premise's costs over the next few years and these have been provided for within the Budget Forecast.
- 7.30** In respect of utility costs, the budget forecast figures reflect current contract agreements. However, recent above inflation increases are predicted to last for at least 2 years and so future budgeting must consider this.
- 7.31** Officers will continue to work to minimise the actual increases in each year and may set up longer fixed term contracts if this is more cost effective. However buying energy in advance is currently very difficult due price volatility and it is assumed the utility costs of office accommodation will reflect the publicised increase costs.

- 7.32** The Council is currently not liable for business rates (Non Domestic Rates – NDR) however this would change if the Council were to adopt responsibility for premises with a rateable value.
- 7.33** The Council's building maintenance budgets, as a whole, are in the fortunate position of being under-utilised.
- 7.34** As a result, current **budget provision for office accommodation is considered to be sufficient and has been frozen at existing levels** for the life of this Plan. It should however be considered that the current accommodation is quite small and does not quite meet the needs of the organisation in terms of meeting space, employee welfare, storage capacity and physical officer work space.

Insurance Costs

- 7.35** The council is in a 3 year contract with Zurich Insurance, which commenced in financial year 2021/22 and will end in financial year 2023/24. A procurement exercise will be carried out prior to the end of the contract for a new 3 year contract to run after that point

Vehicle Costs

- 7.36** The Council currently has no vehicles under contract and this line item has been reduced to zero over the term of this plan.
- 7.37** **If a vehicle were to be required and acquired, funding would need to be identified from reserves, budgetary underspend or savings elsewhere in the budget of that year.**

Marketing & Events Committee Budgets

- 7.38** The Marketing & Events Committee Budget has been broadly reviewed and refreshed to reflect new opportunities to add value, with some focus on leveraging income from external funding for greater delivery and a refreshed view of existing delivery.
- 7.39** The delivery of the Remembrance services and activities has been anticipated to remain constant but has been transferred to the community function under the Community Plan Committee budget.
- 7.40** The delivery of the Community Events budget has been reviewed to include for a summer activity programme and cultural events
- 7.41** The delivery of the Event Match Funding budget has been reduced and the funds reallocated to other budget headings.
- 7.42** The delivery of the Event Sinking Fund budget has been removed and reallocated to other budget headings including Event Match Finding, to help leverage in funding to support event delivery.
- 7.43** The Event Seed Funding/Income Generation budget heading has been created, drawing funds from other budget headings.
- 7.44** The delivery of the Cultural Hub budget has been reduced to zero to reflect the start up nature of this project.
- 7.45** The delivery of the Lumen budget has been removed and a Strategic Events budget replaced it.

- 7.46 The delivery of the Infrastructure (Christmas) budget has remained unchanged, whilst freeing up funds to create a Christmas Activities heading.
- 7.47 The delivery of the Sinking Fund (Christmas) budget was increased to reflect anticipated costs of maintenance and replacement due to aging nature of the current stock.
- 7.48 The delivery of the Place Branding budget has been removed to reflect the start up nature of this project.
- 7.49 The delivery of the Social Media/PR budget has been reallocated to the revenue salaries budget headings to reflect the creation of the Communication Officer post.

Community Plan Budget

- 7.50 **The Community Plan Committee Budget will require significant review over the term of this plan due to the changing priorities of Crewe related to HS2 expectations and regeneration projects.**
- 7.51 The delivery of the Civic Costs budget has been anticipated to remain constant, with the exception of the Twinning budget
- 7.52 The delivery of the Grants budget has been anticipated to remain constant.
- 7.53 The delivery of the Community Plan budget has been anticipated to remain constant. This element may require detailed redefinition under the direction and recommendation of the committee.

Planning Committee Budget

- 7.54 **The Planning Committee has an Ear Marked Reserve (EMR) of £9,000 as of 2023/24, with a current revenue budget of zero.**
- 7.55 It has been assumed that the EMR for this committee will be accessed for expert support advice on complex planning issues associated with HS2. An EMR for the delivery of a Conservation Area(s) has been created.

Operations & Improvements Committee Budget

- 7.56 The delivery of the Equipment Purchases/repair/hire budget has been anticipated to remain relatively constant.
- 7.57 The CCTV budget has provided for an annual increase to reflect the end of the currently the agreed 3 year contract
- 7.58 The Ranger Service budget provides for an inflationary increase. At this point consideration of a seniority within the service to support day to day co-ordination has been considered and implemented for the ongoing development and improvement of the service.
- 7.59 The Ranger Service Budget has also been given an inflationary increase of 7% for 2024/25
- 7.60 The delivery of the Regen Projects and Enforcement budgets have been anticipated to remain constant.
- 7.61 The Floral Schemes budget has shown an annual increase of £2,500 year on year from to

reflect the opportunity to support increased interest in the town centre and improve the public realm in line with ambitions as well as consider inflationary pressure. Agenda Item 9

- 7.62** The delivery of the Parks and Allotments budget has been anticipated to remain constant.
- 7.63** Heritage related budgets have been combined to provide a broader and responsive approach.
- 7.64** The delivery of the Town Promotion budget has been anticipated to remain constant
- 7.65** The Town Centre Business Group and BID Feasibility is an EMR and is being developed to facilitate this feasibility work at a point that meets with the timing of the town centre regeneration work implementation.

Other Line Amendments

- 7.66** Unless otherwise listed above, all other budget lines supporting the administration of the Council have remained unchanged or amended on inflationary expectations and anticipated active procurement will lead aim to minimise inflationary rises in these items. The below are the line items that are anticipated to increase over the term of this plan.

Investment Income

- 7.67** Investment income has been based on the projected level of balances and reserves as set out in the Budget Forecast in Section 7 of the Plan.
- 7.68** It has been assumed that interest rates will be equal to or above 3.5%

Grant Funding

- 7.69** A figure has been estimated for potential low level grant funds income

Annual Precept Increase

- 7.70** As highlighted earlier in the Plan, the Revenue Budget Forecast has been prepared on the principle of aiming to maintain existing levels of service and maintain a prudent level of balances and reserves, while keeping any future increases in the Town Council Tax as low as practicable.
- 7.71** The plan indicates that, through structured planned budgeting over the lifetime of this plan, the Council will be able to keep any precept increases to a pragmatic minimum but potentially very unlikely to be below 3% by 2027/28
- 7.72** Any amendments to the assumptions and estimations for spend will impact on the precept requirement.

Council Tax Base

- 7.73** 2023/24 Tax Base increased and the assumption for 2024/25 has been based on an assumed 0.5% increase in tax base
- 7.74** Cheshire East Council has undertaken a boundary review of the wards and parishes in its area and the impact of the review is minimal on Crewe as a parished area.
- 7.75** A modest increase in tax base of 0.5% has been estimated to reduce the risk of over

Medium Term Financial Plan to 2027/28

Council Balances and Reserves

- 7.76** Within the existing statutory and regulatory framework, it is the responsibility of the Responsible Financial Officer (RFO) to advise the Council on the level of its reserves and to ensure that there are clear protocols for their establishment and use.
- 7.77** In accordance with Section 25 of the Local Government Act 2003, an annual assessment of the adequacy of the Council's balances and reserves is made at the time the Council Precept is set.
- 7.78** This assessment is based upon a guidance note on Local Authority Reserves and Balances issued by the Chartered Institute of Public Finance and Accountancy (CIPFA), which is considered to be best practice with regard to balances and reserves (LAAP Bulletin 99).
- 7.79** CIPFA holds the view that a generally applicable minimum level of reserves is not appropriate. The guidance note states that *'in assessing the appropriate level of reserves, a well-managed authority will ensure that the reserves are not only adequate but are also necessary'*, and that Councils *'should establish reserves including the level of those reserves based on the advice of their chief financial officer and make their own judgements taking into account local circumstances'*.
- 7.80** In coming to a view on the adequacy of the Council's balances and reserves, account needs to be taken of the risks facing the Council, in terms of any significant unforeseen spending commitments, for example asset and service transfers, and also the capital investment requirements of the Council over the medium to long term, taking into account the ability of the Council to secure external funding via capital grants and contributions, take out additional borrowing, or generate capital receipts from sale of assets.
- 7.81** The Council should seek to have a minimum of 6 months' operating costs in general reserve to a maximum of 1 year's operating costs. However, reserves above that level will demonstrate an ability to respond to opportunities and risks of scale and potentially a regulation could be developed to provide for 6 months reserves placed in EMR of strategic responses.
- 7.82** **EMR should clearly reflect the Councils ambition, intent and ability to spend the funds for the identified purpose.**
- 7.83** The recommended policy for balances and reserves is as follows:-
- 1. Maintain minimum Revenue Balances of 50% of the Council Precept** to protect against unforeseen budget pressures
 - 2. Maintain target Revenue Balances of 100% of the Council Precept** to provide for the flexibility to respond to opportunity/urgent need for the benefit of Crewe
 - 3. Set aside such sufficient sums in Ear Marked Reserves, as is considered prudent,** to support future year's capital investment requirements and other specific commitments;
 - 4. Provide for 50% precept value in a strategic response reserve,** to be referenced within financial regulations for responsiveness to opportunities and risks of

strategic scale.

5. **Undertake an annual review of the level of Balances and Earmarked Reserves** as part of the budget setting process. Agenda Item 9

- 7.84** It is a key principle of the Council's financial strategy to limit support from Council balances and reserves to the Revenue Budget over the medium term as such support is not sustainable.
- 7.85** **It is considered that the current level of balances and reserves provides the Council with an adequate level of resources to protect against any unforeseen spending pressures and future funding opportunities/risks, and to fund capital investment requirements in the medium term.**
- 7.86** **However, it is inevitable that Council balances and reserves will fall over the life of this Plan as capital commitments are funded.**
- 7.87** This issue is considered in more detail in the Revenue and Capital Budget Forecast in Section 8 of the Plan.

Efficiency Savings

- 7.88** The Council is committed to ensuring that year on year efficiency savings are achieved over the period of the Plan.
- 7.89** The need to identify and achieve efficiency savings is likely to become increasingly important over the coming years given the increases in staffing costs and other budget pressures faced, as well as the need to limit precept increases over the coming years.
- 7.90** **Any known savings or budget reductions have been built into the Revenue Budget Forecast to 2027/28 in the Plan.**
- 7.91** As highlighted earlier in the Plan, the Revenue Budget Forecast to 2027/28 sets out the savings and budget reductions that would need to be made to restrict the increase in the precept.
- 7.92** Options for delivering any required budget reductions and efficiency savings, should they be required, would need to be drawn up each year and agreed during the annual budget setting process.

Section	Budget Forecast to 2023/24	Agenda Item 9
8		

Introduction

8.1 A summary of the Budget Forecast for the plan period to 2023/24 is set out below. Please note that the first year of the Plan reflects the already approved 2021/22 Budget.

	Yr1 2024/25	Yr2 2025/26	Yr3 2026/27	Yr 4 2027/28
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FINANCE AND GOVERNANCE COMMITTEE

Total Administrative Costs	524,265	566,206	605,840	636,133
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MARKETING AND EVENTS COMMITTEE

Total M&E Committee Costs	242,740	252,450	262,548	267,799
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COMMUNITY PLAN

Total Community Plan Costs	127,730	132,839	138,,153	140,916
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PLANNING

Total Planning Committee	0	0	0	0
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OPERATIONS & IMPROVEMENTS

Total O&I Committee	501,603	521,667	542,534	553,385
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Net Operational Costs	1,396,338	1,473,162	1,549,075	1,598,232
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%change in budget spend	7.47	5.50	5.15	3.17
Tax base	14,456.62	14,528.91	14,601.55	14,674.56
Band D equivalent	£93.82	£98.64	£103.35	£106.19
%change in Band D precept	6.68%	5.14%	4.77%	2.74%

- 8.2** The Budget forecast summarised above has been based on the detailed assumptions set out in Section 7 of the Plan, and the following key principles:-
1. Maintaining existing levels of services and staffing structures;
 2. Safeguarding a prudent level of balances and reserves;
 3. Keeping any increase in Council tax as low as possible
- 8.3** The forecast makes provision for likely future increases in costs from pay awards, pension increases, inflation and any other unavoidable spending commitments, forecast increases and decreases in income, as well as accounting for any known savings, and assumed increases in fees and charges and Council tax base growth.
- 8.4** **In overall terms, the Revenue Budget forecast shows that the Council may need to increase the Precept by up to £201,894 or 14.9% over the period to 2027/28, and average of 4.96% YoY.**
- 8.5** These precept increases will be required in order to offset and to fund the various spending pressures that the Council faces including pay (including increase in National Insurance contributions) and pension contributions, inflation on running costs, and other unavoidable increases in costs and falls in income.
- 8.6** The increases to the Council Precept over the medium term will be offset, as far as possible, from savings and reduction of under-utilised budgets.
- 8.7** These increases in costs and funding cuts have been partly offset by assumed Council tax base growth, increases in fees and charges, reductions in one-off or under-utilised budgets and efficiency savings. This will be assisted by the positive financial position in the current financial year.
- 8.8** **Based on the above assumptions, the Council would need to increase the Precept by around £91,223 in 2024/25. This would represent a Council tax increase to individual households in the region of 6.68% in 2024/25.**
- 8.9** **In real terms, this would result in a £6.68p year on year increase in the Council Tax at Band D.**
- 8.10** **This represents a below inflation increase, which would reduce pressure on households, but also provide the opportunity for consideration of an increase that could deliver more local services, whilst not reflecting a full inflationary increase.**

2024/25 Onwards

- 8.11** It is likely that by 2027/28, the Council will be in a position to understand the impact of any asset and service transfers from Cheshire East Council that may occur and the resource (including financial) requirements they create.
- 8.12** This could lead to a situation by the end of the decade whereby there will be very limited surplus resources remaining in the Revenue Budget, and where all options for achieving further savings, without making cuts to services, will have been exhausted.
- 8.13** It will therefore be important that the Council continues the process of reviewing its

services in the years leading up to the middle of the next decade, with a view to determining where possible budget cuts will be made in the longer term, if required. Agenda Item 9

Overall Summary of Revenue Budget Forecast

- 8.14** The Council remains in good financial health with a balanced Budget, on-going savings, and strong levels of balances and reserves. **The medium-term outlook for the Council Budget through to the middle of this decade is relatively positive.**
- 8.15** The decision to increase the precept by 6.68% in 2024/25, and boost the contribution to capital reserves through underspend in 2020/21 & 2021/22 has definitely helped contribute towards this positive financial situation.
- 8.16** **However, it is also apparent that the process of balancing the Revenue Budget will get progressively harder as the Council moves into the middle of the decade and beyond.**
- 8.17** The Council also needs to try and maintain surplus resources in the Budget for as long as possible, in order to provide protection against any unforeseen budget pressures, help offset future year's budget pressures, and ensure that earmarked capital reserves can be replenished each year.
- 8.18** These Revenue Budget pressures will need to be funded by a combination of increases to the Town Council precept, increases in fees and charges, Council tax base growth, efficiency savings and budget reductions, with much depending, in the longer term, on whether the Council is subject to a government limit in future financial years, in terms of how much it can increase the Council tax, and at what level this limit is set.
- 8.19** **Beyond the end of this Medium-Term Financial Plan period i.e. from 2028/29 onwards, it is likely that the Council will be in a very different position in terms of service delivery and activities being delivered**
- 8.20** In addition, if in any year a Government limit on Council tax increases is implemented at less than 3%, then budget cuts and reductions to services will be required.
- 8.21** Clearly the Budget projections included in this MTFP are subject to change depending upon a number of factors including:-
- possible changes to the Cheshire East Council Asset and service review;
 - increases in the Council Tax Base from new housing and boundary review;
 - the possible extension of Council tax referendum principles to large town Councils;
 - significant increases to the National Living Wage and further restructuring of the local government pay scale;
 - Government reform to local government finance;
 - the final impacts of Brexit;
 - The ongoing social and financial impact of Covid 19; and
 - the possible failure of the economic recovery.
- 8.22** These issues will need to be considered, in detail, via future budget setting processes, when the options for delivering any required budget reductions and efficiency savings, if these are required, would need to be drawn up and agreed.
- 8.23** It would also be advisable for the Council to continue with its programme of service reviews and annual appraisal of the Council's strategic aims and community priorities,

with a view to determining which services are to be protected and which services may be subject to budget reductions in the longer term. Agenda Item 9

Council Balances and Reserves

8.24 It is difficult to accurately estimate exactly how balances and reserves may change over the period of the plan due the uncertainty around the various budget pressures and the level of savings that may or may not be delivered on the Budget.

8.25 **With the expectation of delivering a balanced budget each year, the Council aims to maintain general reserves of 12 months will be achieved, with a potential additional 6 month level of reserve for strategic responses.**

8.26 EMRs will be managed to ensure they are retained for set and defined purposes with ability and intent to deliver.

8.27 **This is considered to be a prudent level of reserves and is a much-improved position compared with years prior to 2022**

Risk Management - Introduction

8.28 The Council has an approved Financial Risk Assessment in place, which is updated annually. All key decisions made by the Council are also subject to a formal risk assessment where this is considered relevant.

8.29 The Financial Risk Assessment covers all identified risks applicable to the Council and the services that it provides. The register provides full details of the risks broken down by service area, with an assessment of the impact of the risk and the likelihood of the risk occurring (low, medium or high), the controls put in place to minimise the risk, and any further actions required.

8.30 All relevant financial risks have been identified and assessed during this process and are included within the Financial Risk Assessment.

Links to Medium Term Financial Plan

8.31 The Council is subject to a range of political, economic, demographic, sociological and technological influences. Many of these factors change on a regular basis resulting in new, and sometimes unexpected, financial pressures.

8.32 The Council keeps under constant review the key challenges and risks impacting on its financial position. This identification and assessment of risk is an essential element of the financial planning process and a key factor in informing financial planning decisions.

8.33 As highlighted earlier, the Council's balances and reserves should be able to be maintained at prudent levels over the period of the plan. These balances provide protection against any unforeseen budget pressures that might arise, as well as providing resources to fund capital investment requirements. The level of balances and reserves is reviewed annually as part of the budget setting process.

8.34 The MTFP and annual Budgets are developed on a prudent basis taking into account all known commitments and spending pressures. The key assumptions made in the MTFP Revenue and Capital Budget forecasts were set out in Section 7 of the Plan

Mitigating Financial Risks

Agenda Item 9

8.35 In terms of managing and mitigating financial risks, in the event of an unforeseen event during the year creating a substantial budget pressure, the following list details examples of the action that could be taken to mitigate the risk:-

- use of revenue budget underspend;
- use of Council Balances and Earmarked Reserves;
- investigation of external funding opportunities;
- income generation activity e.g. pricing review, marketing;
- enhanced approval process for making financial commitments;
- recruitment freeze;
- all non-statutory spend frozen; and
- service reviews.

Conclusion

8.36 The MTFP makes a key contribution towards the risk management process by putting in place a financial planning framework to efficiently manage the Council's finances, considering the key influences on its financial position and the main risks facing the Council.

8.37 Financial forecasts are reviewed and updated annually and regularly monitored throughout the year. The key challenges and risks that could have implications for the Council's financial position in the following year and over the medium term are subject to annual review.

8.38 Fortunately, the Council remains in a relatively healthy financial position at the present time and is therefore as well placed as it can be to meet the challenges that the next five years are likely to bring.

CREWE TOWN COUNCIL DRAFT BUDGET REQUIREMENT CALCULATION 2024/25					
	2023/24 Budget expenditure	2023/24 Budget Income	2024/25 Draft Budget Expenditure	2024/25 Draft Budget Income	NET OPERATING EXPENDITURE & INCOME 2024/25
FINANCE AND GOVERNANCE COMMITTEE			£	£	£
Payroll					
Salaries & Wages	274540		286743		286743
Tax & NI	31020		32756		32756
Pension Contributions	63144		65951		65951
Payroll administration costs	1400		1000		1000
Heritage Centre Manager			39150	29150	10000
Borrowing (Int)					0
Loan Repayments	14300		14198		14198
					0
Administration					0
Bank interest received		0		0	0
Interest CCLA		10000		40000	-40000
Miscellaneous Income		10000		10000	-10000
					0
Bank Charges	1600		1750		1750
Employee Training	3000		3000		3000
Employee Travel/Subsistence	1400		850		850
Refreshments/Catering	200		200		200
Audit Fees	3500		3750		3750
Accountancy Fees	3750		4000		4000
Legal & Professional Fees	1000		1000		1000
Insurance	6000		6500		6500

Subscriptions	5750		6000		6000
Postages	250		100		100
Stationery	1100		1300		1300
Printing	3000		3000		3000
Janitorial	2000		2000		2000
Computer Equipment/Software	4500		4500		4500
Website	1000		1000		1000
Advertising / Publicity	0		0		0
Telephones	4000		4000		4000
Room Hire Costs	1400		1000		1000
Equipment Purchase/Repair/Hire	4000		4000		4000
Clothing/PPE	250		250		250
Contractors - Professional	6000		6000		6000
Election Costs	0		0		0
Strategic Allowance	24500		10000		10000
					0
Accommodation					0
Utilities	6000		6500		6500
Contractors - Services	6000		6000		6000
Sinking Fund	1000		1000		1000
					0
Members' Costs					0
Member Training	500		500		500
Member Travel/Subsistence	500		200		200
Total Administrative Costs	476604	20000	518197	79150	439047

MARKETING AND EVENTS COMMITTEE				
Events				
Community Events & Summer Programme	49000		49000	49000
Event Matching Fund	10000		10000	10000
Christmas Programme				
Strategic Event	60000		60000	60000
Infrastructure (Christmas)	60000		60000	60000
Christmans Activities	25000		25000	25000
Sinking Fund	10000		10000	10000
M&E Projects				
Event Seed Funding/income generation	15000		15000	15000
Total M&E Committee Costs	229000	0	229000	0
COMMUNITY PLAN				
Civic Costs				
Mayor's Allowance	2500		0	0
Civic Expenses	2000		2500	2500
Grants				
Grants Scheme	50000		30000	30000
Community Plan				
Sustaining Network	10000		15000	15000
Community Development Commissioning	5000		10000	10000
Tree of Light	5000		5000	5000
Health & Wellbeing	40000		60000	60000
Remembrance	6000		6000	6000
Library Funding			38809	38809
Total Community Plan Costs	120500	0	167309	0

PLANNING					
Planning					
Contractors - professional	0		0		
Total Planning Committee	0	0	0		0
OPERATIONS & IMPROVEMENTS					
Operations					
Equipment Purchase/Repair/Hire	10000		10000		10000
CCTV	34500		37456		37456
Ranger Service	187469		206215		206215
Enforcement officer	33242		37277		37277
Floral Scheme	35000		35000		35000
Green Spaces					0
Play Area Improvement Scheme	100000		100000		100000
Allotments	7000		7000		7000
Regeneration					0
Public Realm	25000		25000		25000
Heritage Projects	20000		20000		20000
Regen Projects	21000		21000		21000
Total O&I Committee	473211	0	498948	0	498948
Total Operational Costs	1299315	20000	1413454	79150	1334304
BUDGET REQUIREMENT	1299315	20000	1413454	79150	1334304

Tax Base (Band D Equivalent)			14,456.62
	2022/23		
Illustrative Council Tax	£87.95	£4.35	£92.30
		4.94 %	

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Annual Governance and Accountability Return 2022/23 Form 3

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

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

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

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

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

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

Publication Requirements

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

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

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

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

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

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

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

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

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

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

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

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

Annual Internal Audit Report 2022/23

Crewe Town Council

www.crewetowncouncil.gov.uk

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

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

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

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		subject to issue 1-2 in interim internal audit report.

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

03/11/2023 and 17/04/2023

JDH BUSINESS SERVICES LTD

Signature of person who carried out the internal audit



Date

18/04/2023

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

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

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

CREWE TOWN COUNCIL

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

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

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

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

16/05/2023

and recorded as minute reference:

CTC/23/1/20

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

Chairman

Clerk

[Handwritten Signature]
SIGNATURE REQUIRED

[Handwritten Signature]
SIGNATURE REQUIRED

<https://www.crewetowncouncil.gov.uk/your-council/local-governance-transparency/>

Section 2 – Accounting Statements 2022/23 for

CREWE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	866,661	1,118,341	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	1,152,637	1,205,008	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	29,214	78,189	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	279,195	302,013	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	14,748	14,433	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	636,228	634,681	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,118,341	1,450,411	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	1,092,502	1,427,262	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	135,600	135,588	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	53,000	39,750	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

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

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

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

[Signature]
SIGNATURE REQUIRED

Date

09/05/2023

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

16/05/2023

as recorded in minute reference:

CTC/23/1/20

MINUTE REFERENCE

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

[Signature]
SIGNATURE REQUIRED

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

In respect of **Crewe Town Council – CH0230**

1 Respective responsibilities of the auditor and the authority

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

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

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

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

2 External auditor’s limited assurance opinion 2022/23

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

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

None.

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP SIGNATURE REQUIRED

Date

24/07/2023