



Congleton Town Council

Historic market town

Chief Officer: David McGifford



2nd June 2017

To: **MEMBERS OF THE FINANCE & POLICY COMMITTEE**

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 8th June 2017

You are requested to attend a meeting of the Finance and Policy Committee to be held in the Town Hall, High Street, Congleton on – **Thursday 8th June 2017** commencing at **7.00pm.**

The Public and Press are welcome to attend the meeting. There may be confidential items towards the end of the meeting which the law requires the Council to make a resolution to exclude the public and press.

Yours sincerely,

David McGifford
Chief Officer

AGENDA

1. Apologies for absence (Members are respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non attendance).
2. Minutes of Last Meeting (enclosed)

To approve the Minutes of the Meeting of the Committee held on 23rd March 2017.

3. Declarations of Interest

Members are requested to declare both “pecuniary” and “non pecuniary” interests as early in the meeting as they become known.

4. Outstanding Actions

There are no outstanding actions.

5. Grant Approvals and Commitments 2017-18 (enclosed)

To receive a statement showing the current position.



Congleton
beartown
where friends are made

Congleton Town Council, Town Hall, High Street, Congleton, Cheshire CW12 1BN

Tel: 01260 270350 Fax: 01260 280357

Email: info@congletontowncouncil.co.uk www.congleton-tc.gov.uk

6. New Applications for Financial Assistance (enclosed)

GR01/1718 – SOL Theatre School
GR02/1718 – Congleton Harriers

7. Grant Activities Monitoring Form (enclosed)

- i) **New Life Church – Original Grant Reference GR 19/1617**
- ii) **Congleton United Reformed Church - Original Grant Reference GR 27/1617**

8. Management Accounts for April 2016 – March 2017 (enclosed)

To consider the Management Accounts for April 2016 – March 2017.

9. Bank Reconciliation (enclosed)

To receive and consider the bank reconciliation as at 30th April 2017.

10. List of Payments (enclosed)

To receive and consider the Payments List between 1st March and 30th April 2017.

11. Internal Audit Report – Final Update (enclosed)

To receive and consider the Internal Audit Report.

12. Standing Orders for Contracts (enclosed)

To consider and approve the Standing Orders for Contracts.

13. Asset Register (enclosed)

To consider and approve the Asset Register for year ending 31st March 2017.

14. Insurance Review (enclosed)

To Receive and consider the Insurance Review for 2017-18.

To: Members of the Finance & Policy Committee

Cllrs:

G Edwards (Chairman), Mrs. J Parry (Vice Chairman)
N Adams, Mrs D S Allen, J G Baggott, P Bates, R Boston,
Mrs S A Holland, Mrs A E Morrison and Mrs E Wardlaw

Ccs: Other members of the Council and Honorary Burgesses (5) for Information; Press (2)
Congleton Library, Congleton Tourist Information Centre.

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 23rd March 2017

PRESENT - Councillors

N Adams
J G Baggott
P Bates
C Booth (Deputy Mayor - ex officio)
G R Edwards (Chairman)
Mrs. S A Holland
Mrs A E Morrison
Mrs J D Parry (Vice Chairman)
Mrs. E Wardlaw

1. Apologies

Apologies for absence were received from committee members Cllrs Mrs. S Akers Smith and R Boston.

Apologies were also received from ex-officio member Cllr D T Brown and non-committee member Cllr G S Williams.

2. Minutes

FAP/59/1617 RESOLVED that the Minutes of the Meeting of the Committee held on 16th February 2017 be approved and signed by the chairman.

3. Declarations of Interest

Members are requested to declare both "pecuniary" and "non pecuniary" interests as early in the meeting as they become known.

Cllrs P Bates, J G Baggott and Mrs. E Wardlaw declared a non-pecuniary interest in any matters relating to Cheshire East Council.

All Councillors declared that Burgess D Murphy was known to them

4. Outstanding Actions

There were no outstanding actions.

5. Grant Approvals and Commitments 2016-17

A summary of grant approvals and commitments was considered by the committee and it was noted that £3546.98 was remaining for grants for 2016/17.

FAP/60/1617 RESOLVED that that the grant summary be received.

6. New Applications for Financial Assistance

FAP/61/1617 RESOLVED that the following grants be awarded:-

- i) **GR 29/1617 St Mary's Parish Centre**
A grant of £213.00
- ii) **GR 30/1617 Congleton Pentecostal Church**
A grant of £500.00
- iii) **GR 31/1617 Congleton Community Credit Union**
A grant of £45.00

7. Grant Activities Monitoring Form

FAP/62/1617 RESOLVED to approve the grant activities monitoring form

8. Feedback from Congleton Harriers – Cloud Nine Hill Race (Original Grant Reference – GR 20/1617)

FAP/63/1617 RESOLVED to receive the feedback from Congleton Harriers

9. Letter of Thanks

FAP/64/1617 RESOLVED to receive a letter of thanks from the Congleton Unplugged Festival Team for the Town Council's support of funding for their event.

10. Management Accounts to February 2017

FAP/65/1617 RESOLVED to receive the management accounts to February 2017.

11. Bank Reconciliation

FAP/66/1617 RESOLVED to receive and consider the bank reconciliation to 28th February 2017.

12. List of Payments

FAP/67/1617 RESOLVED to receive and consider the Payments List between 1st February and 28th February 2017.

13. Appointment of Internal Auditor

FAP/68/1617 RESOLVED to approve the appointment of Accounting Solutions for internal audit provision for the next financial year 2017-18

14. Approval of Changes to Committee Quorums

FAP/69/1617 RESOLVED to refer this agenda item to Council on the 13th of April 2017.

15. Streetscape Trailer Replacement

FAP/70/1617 RESOLVED to approve the replacement the existing trailer with a

IFOR WILLIAMS LM105 Flat Bed Trailer

LM105 2700KG

Headboard & Dropsies

6ft Loading ramp & Prop stands

Mesh Extensions Price £2,360.00 plus VAT.

**Cllr G R Edwards
(Chairman)**

Congleton Town Grant Commitments											
Specific Budgets											
Date Grant Approved	To	For	Section	Minute Reference	EMR b/fwd	Budget	Approved 16/17	Paid £	Outstanding £	Date Paid	
01/04/2017	Congleton Museum	Notional rent	Gpoc			4,500.00	4,500.00	4,500.00	0.00	01/04/2017	
01/04/2017	Community Projects	Project support	Gpoc			16,000.00	16,000.00	16,000.00	0.00	20/04/2017	
01/04/2017	Congleton Partnership	Rent	Gpoc			1,533.00	1,533.00	1,533.00	0.00	01/04/2017	
01/04/2017	Citizens Advice Bureau	annual grant	Gpoc			15,000.00	15,000.00	15,000.00	0.00	16/05/2017	
01/04/2017	Christmas Lights	Christmas Lights	Gpoc			9,000.00	9,000.00		9,000.00		
01/04/2017	Royal British Legion	Remembrance Day Parade	Gpoc			700.00	700.00		700.00		
01/04/2017	St Peter's Church	Church clock maintenance	PCA1957 s2			250.00	250.00		250.00		
Totals						0.00	46,983.00	37,033.00	9,950.00		
		Ear marked reserve b/fwd									
		Budget 2017/18									
		Total approved to date									
		Total awaiting application									



Congleton Town Council Application for Financial Assistance

SUBMITTED MEETING:
8th June 2017.



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR01/1718
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1.1	Applicant(s):	Joanne Davies
1.2	Representing:	SOL Theatre School
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	SOL Theatre Summer School
1.6	Project Objectives:	<p style="text-align: center;"><u>Statement of Intent</u></p> <ul style="list-style-type: none">• SOL Theatre School's intention is to train young people in performing and technical skills, relating to the production of a staged theatrical performance. As a direct result of this, young people will gain confidence, social skills, self reliance, communication skills and a sense of accomplishment which they can take forward in to their everyday lives.• SOL Theatre School will run a Summer School each year during the first two weeks of August, giving the young people of the area a focus and purpose other than being 'out on the streets' or left alone at home whilst parents go to work.• It is also the intention of SOL Theatre School to foster an interest in live performance thereby increasing the cultural life of the area.• The SOL Theatre School Summer School is open to all people between the age of 7 and 18 regardless of race, gender, religion, sexual orientation, physical/mental disability or offending background.
1.7	Brief Project Description:	Ten week days (9.00 – 17.00) training and rehearsals from the 7 th to 19 th August 2016 finishing with two public performances of the proposed show 'Happy Days' 18 th and 19 th August 2017
1.8	Details accounts/budgets	Please see attached expected expenditure/income sheet

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£14,350.00 estimated (see show budget sheet attached)
2.2	Total contribution sought:	£1,000.00
2.3	What will the money be spent on?	Last year the Town Council was kind enough to sponsor the 'T' –shirts having the Town Council Logo embroidered on the front that are presented to the children taking part in the summer school and which they keep as a memento.
2.4	Any ongoing costs:	Purchase of Show License, Music Hire and librettos. Advertising and promotional material. Theatre hire costumes etc.
2.5	Details of confirmed match funding include source <i>Cash:</i> <i>In kind:</i>	We have applied to a number of local organisations, like last year, but have not had any confirmed cash promised at this point of time. We estimate, based on present costing, that the professional team taking part in this exercise and giving their time voluntary would be in the region of £10,000.
2.6	Resources needed:	Rehearsal and performing stage venue, rehearsal materials – music, scores and orchestral arrangements. Sound, lighting, stage set and props. Voluntary people to protect the children under our Child Protection Policy plus a Cheshire East Council Approved Matron. A large number of people to make costumes, staging, props and manage the theatre.
2.7	Estimated timescale of project from start to finish:	Two weeks during the children's summer holiday starting on the 7th August 2016 from 9.00hrs to 17.00 hrs each week day.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	As stated in our constitution the children will benefit from being part of a happy and enjoyable team that we hope the parents will appreciate. Certainly the children do. The performance by the children on the two show evenings will enhance the cultural being of the town and make Congleton proud of the young people who take part. Also the 40 + people who give their time and commitment to such a good cause totally on a voluntary basis.
3.2	Are there similar services/projects provided in the area	Not to our knowledge.

Part 4: Evaluation

4.1	<i>How will the project be evaluated?</i>	SOL Theatre School members will evaluate each child's contribution to the project and are present with a certificate of attendance that they may use for future requirements. We have past members taking part in the stage version of 'Billy Eliot' in Manchester and appearing on television in the John Bishop show plus many take part in the local youth and senior operatic society productions within the Town. The main evaluation criteria is that the children tell their parents to arrange their family summer holidays around SOL Summer School so that they can take part.
4.2	<i>Who will carry out the evaluation?</i>	We invite a member from the Sponsoring Organizations. Also local dignitaries are invited who voice the opinion in many ways including congratulating letters and comments in the local paper, the <i>Congleton Chronicle</i> .

Signature: Joanne N Davies

Date: 5th March 2017

SOL Theatre School's Constitution, Child Protection Policy, Equal Opportunities Statement and Data Protection Policy can be viewed and printed from the web site www.soltheatreschool.co.uk

SOL Theatre accounts

November 2015 to November 2016

Current Year

Income & Expenses (including items already invested)**Income (Sunshine on Leith)**

Fees (from participants)	£12,820.00
Tickets (net of show fees)	£2,607.90
Grants	£1,700.00
Refreshments, programmes, raffle, adverts (net of expenses)	£695.91
	<hr/>
	£17,823.81

Expenses (from Sunshine on Leith)

Hire of theatre	(£3,590.00)
Costumes, props, staging for show	(£3,171.36)
Expenses for team incl. band (petrol, food, clothing etc)	(£4,904.69)
DBS checks	(£150.00)
Licence to perform show (Weinbergers)	(£1023.00)
Advertising incl. auditions (local papers/shows etc)	(£268.77)
Insurance premium	(£269.00)
Bank charges	(£50.00)
Misc –incl SOL clothing etc	(£2,477.92)
	<hr/>
	(£15,905.14)

Net movement from Sunshine on Leith

£1,918.67**Represented by:**

Opening bank balance	24-Nov-15	£7,081.20
Net income above		£1,918.67
Closing bank balance	02-Dec-16	£8,999.87

Reviewed by: C. Carter (ACMA)

SUBMITTED MEETING:
8th June 2017.



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR02/1718
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1.1	Applicant(s):	Phil Dawson
1.2	Representing:	Congleton Harriers
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	Congleton Half Marathon 1st October 2017
1.6	Project Objectives:	To promote running to the people of Congleton and the surrounding area, not only club runners but also adults of all abilities and experience. To use surplus funds to support local charities and not-for-profit groups.
1.7	Brief Project Description:	The Congleton Half Marathon is now in its 34th year and is now a well-known race within the North West and Midlands running circle's calendar. It also forms part of the North Staffs Road Runners' Association's Race Programme. The race starts from Congleton High School, passes Radnor Bank before looping out via Marton and Swettenham before returning to the school.
1.8	Details accounts/budgets	The race is organised by volunteers from Congleton Harriers Running Club and local groups. Based on last year's expenditure we can give an estimate of total costs as £7,597. Similarly we can only give an estimate of likely income for 2017 based on previous numbers. It is forecast that possibly 600 runners will enter, which based on current entry fees would generate an income of £7,800.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	Approximately £7,929
2.2	Total contribution sought:	£250
2.3	What will the money be spent on?	There are several costs involved with this project as detailed below. Any contribution will help to offset any of these costs: Mementos 3099

		<table><tr><td>Policing</td><td>800</td></tr><tr><td>Signage and equipment</td><td>800</td></tr><tr><td>Prizes</td><td>600</td></tr><tr><td>School hire</td><td>460</td></tr><tr><td>Race licence</td><td>220</td></tr><tr><td>Water bowser</td><td>170</td></tr><tr><td>Water bottles</td><td>140</td></tr><tr><td>Results service</td><td>750</td></tr><tr><td>Medical cover</td><td>690</td></tr><tr><td>PA Hire</td><td>100</td></tr><tr><td>Extra signs and pins</td><td>50</td></tr><tr><td>Printing</td><td>70</td></tr><tr><td>Storage rental</td><td>30</td></tr></table>	Policing	800	Signage and equipment	800	Prizes	600	School hire	460	Race licence	220	Water bowser	170	Water bottles	140	Results service	750	Medical cover	690	PA Hire	100	Extra signs and pins	50	Printing	70	Storage rental	30
Policing	800																											
Signage and equipment	800																											
Prizes	600																											
School hire	460																											
Race licence	220																											
Water bowser	170																											
Water bottles	140																											
Results service	750																											
Medical cover	690																											
PA Hire	100																											
Extra signs and pins	50																											
Printing	70																											
Storage rental	30																											
2.4	Any ongoing costs:	Rental of storage space for equipment – estimated at £100 per annum. The majority of the large costs in 2.3 will repeat each year .																										
2.5	Details of confirmed match funding include source Cash: In kind:	None at this point in time.																										
2.6	Resources needed:	Financial support as above. Any other PR or advertising in Town Council publications or places would be greatly appreciated.																										
2.7	Estimated timescale of project from start to finish:	Race is obviously completed on the single race day. Planning and preparation and close off takes approximately 6 months of each year.																										

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	<ul style="list-style-type: none"> • Promotes a positive image of Congleton outside the area • Promotes an interest in running for people of all abilities • Encourages higher levels of fitness. • Feel good from raising monies for local charities • Introduction to local running clubs • Opportunity to support family and friends during the run • Deployment of local groups as helpers e.g. Scouts, Brownies, ATC, etc. good for their personal development • Reinforce links with Congleton High School and community
3.2	Are there similar services/projects provided in the area	Other local races, but not of this kind or scale nor on this specific day.

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Part 4: Evaluation

4.1	<i>How will the project be evaluated?</i>	<ul style="list-style-type: none"> • A full profit and loss account will be prepared • A formal post-race review meeting will take place • A press report will be written • External race referee representing UK Athletics will attend and write a report
4.2	<i>Who will carry out the evaluation?</i>	<ul style="list-style-type: none"> • Race Committee • Congleton Harriers • UK Athletics

Signature: *P.B.Dawson*

Date: *1.4.2017*

Route: Congleton Half Marathon (New Course)

Route Distance: 13.1 Mi

Estimated Time: 1:54

Total Ascent: 531 ft



33rd Sting In The Tail half marathon



Becca's dad Mr Carey.

Congleton Harriers hosted the 33rd Sting In The tail half marathon on Sunday morning.

In perfect conditions, 399 runners gathered at the start line where Congleton Town Mayor Coun David Brown presided over starting duties and Lottie Carey, twin sister of Becca, whose charity will be this year's main beneficiary of the race, sounded the horn for the race to begin. Becca, (7), has recently undergone surgery in the US to help her walk.

The undulating course run on nearly entirely rural roads keeps runners coming back year after year and with 52 different running clubs represented from as far afield as Worcester and Sheffield, the race is a firm favourite within the running community.

The title of the race gets its name from the climb at miles 11 to 12 as athletes must negotiate their way back up the hill on Chelford Road before the final mile stretch down Black Firs Lane to the finish on the green at the junction with



Race winner Stuart Doyle.

Longdown Road.

There was a clear winner in the men's event with Vale Royal runner Stuart Doyle crossing the line in 1.14.39, which was a new course record after the route changed in 2015. Second place went to Craig Vernon 1.17.22 and third in 1.19.35 was Chris Bannister from Steel City Striders.

In the women's results it was much closer with the podium positions covered by just 60 seconds.

Michelle Buckle from Newcastle (Staffs) was first over the line in 1.28.16. South Cheshire Harrier Sarah Wilson was second in 1.28.56 and third in 1.29.16 was Kristina Defries from Trentham Running Club.

All runners returned to nearby Congleton High School to collect their goody bag and finisher's T-shirt, it was also where the prize giving and presentations took place with Olympic medallists Ann and Robbie Brightwell.

All proceeds from the race will be



Women's winner Michelle Buckle.

benefiting local charities with donations being made to Helping the Needy in association with the United Reformed Church and Congleton Education Community Partnership.

The main charity for the 2016 race is Becca's Wish to Walk and in a few weeks the final figure will be known. The whole family were in attendance not just to see Lottie start the race but to see dad, Tim, complete the course. His preparations hadn't been going that well, but three days before the race he made a massive progression by finding his running shoes! A fantastic effort from Mr Carey saw him finish in 3.07.08.

Congleton High School provided great facilities for the runners and played excellent hosts to the pre-race registration and post-race goody bag collection and the club are very appreciative of the race sponsors and to 1964 Olympic medallists Ann and Robbie Brightwell for their attendance and prize giving duties.

(Photos: Bryan Dale).



Town Council Grant

Activities Monitoring Form

SUBMITTED MEETING:
8th June 2017



1. Contact Details	
Organisation name:	New Life Church, Congleton
Address:	Danesford Community Centre, West Road, Congleton, CW12 4EY

2. Grant Information			
Grant Reference Number:	GR19/1617		
Total project cost:	£1,757		

Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£1,757
Please list receipts below:		
Senate Training Ltd		

3. Project Information			
When did the project commence?		Installed 25 th April 2017	
Did you make a profit from the project? Yes <input type="checkbox"/> No <input type="checkbox"/> not applicable			
If yes, how will this be used?			
N/A			
Please explain how the grant money was used:			
Purchase and install defibrillator (AED) and train operatives for the Danesford Community Centre.			

Please explain what difference the project has made to your organisation/local people:

We have a footfall of approximately 100,000 people of all ages per annum and it is appropriate to have an AED on site in case of emergency.

4. Promotion

Please send an electronic photograph of your project/activity. Is this attached? Yes ☒ No ☐

Do you give permission for these photographs to be used on the Council's web site and in newsletters? (Please ensure that you seek permission for anybody photographed). Yes ☒ No ☐

Was the grant funding from Congleton Town Council acknowledged in any way? Yes ☒ No ☐

Please state how (i.e. on your website, event programme, tickets, etc)

On web site, Social Media (Facebook)

5. Feedback

What is your experience of using the Town Council Grant Scheme? Are there any comments or suggestions for improvements that you would like to make?

Excellent

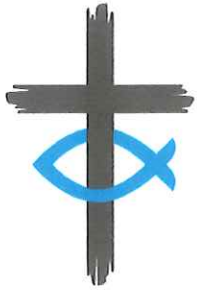
How did you apply? Online ☐ Email ☐ Post ☒

Do you feel that you understood the process? Yes ☒ No ☐

Please rate the following elements:

	Excellent	Good	OK	Poor
Completing the application form	Yes			
Relevance of guidelines	Yes			
Length of the process from submitting an application to receiving notification	Yes			
Advice given from the Town Council Grants Team (if applicable)	Yes			





Congleton United Reformed Church

Antrobus Street, Congleton, Cheshire CW12 1HE

www.congletonurc.org.uk

Sharing the Gospel - exploring faith - reaching out in service

Please reply to:

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n
x

Congleton Town Council



20th. April 2017

For the attention of Martha Hayes
Marketing & Administration Assistant

Dear Martha,

Enclosed please find the Activities Monitoring Form and relevant receipts for the council grant towards the cost of materials and equipment for the Big Heart Lunch Club. I will arrange for a photograph of the Lunch Club as soon as possible.

We have a regular clientele for the lunches which are proving popular. However, we are sure there are many more people in Congleton who could benefit from eating in company and any mention in council publications would be appreciated.

Thank you for your support of the church's work in the community.

Yours sincerely

Adrian Browne
Treasurer



Town Council Grant Activities Monitoring Form



1. Contact Details

Organisation name:	Congleton United Reformed Church		
Address:	Antrobus Street		
	Congleton	CW12 1HE	

2. Grant Information

Grant Reference Number:	GR 27/1617		
Total project cost:			

Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£ 869-42	
Please list receipts below:			
IKEA £349-60 MAKRO £144-33 ALDO £305-99 ASDA £22-99	HOME BARGAINS £6-96 MAKRO £39-55		

3. Project Information

When did the project commence?	October 2016		
Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
If yes, how will this be used?			
Please explain how the grant money was used:			
MATERIALS & EQUIPMENT FOR THE BIG HEART LUNCH CLUBS			

Please explain what difference the project has made to your organisation/local people:

HAVE INCREASED THE USE OF THE CHURCH AS A COMMUNITY
HUB AND GIVEN LONELY PEOPLE CHANCE TO MEET FOR A
LUNCH

4. Promotion

Please send an electronic photograph of your project/activity. Is this attached? Yes ☐ No ☒

Do you give permission for these photographs to be used on the Council's web site and in newsletters?
(Please ensure that you seek permission for anybody photographed). Yes ☒ No ☐

Was the grant funding from Congleton Town Council acknowledged in any way? Yes ☒ No ☐

Please state how (i.e. on your website, event programme, tickets, etc)

On web site PHOTO IN CONGLETON CHRONICLE

5. Feedback

What is your experience of using the Town Council Grant Scheme? Are there any comments or suggestions for improvements that you would like to make?

How did you apply? Online ☒ Email ☐ Post ☐

Do you feel that you understood the process? Yes ☒ No ☐

Please rate the following elements:

	Excellent	Good	OK	Poor
Completing the application form			<input checked="" type="checkbox"/>	
Relevance of guidelines			<input checked="" type="checkbox"/>	
Length of the process from submitting an application to receiving notification		<input checked="" type="checkbox"/>		
Advice given from the Town Council Grants Team (if applicable)				

Congleton Town Council - Management Accounts - March 2017

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
Finance and Policy					
101 Corporate Management					
Staff Costs (re-allocated)		112,069	116,187	4,118	96%
Travel		278	1,000	722	28%
Training / Conferences		2,604	2,500	-104	104%
Rent Payable		13,950	13,950	0	100%
Reception - TIC		2,967	2,800	-167	106%
Miscellaneous Office Costs		287	400	113	72%
Telephone/Fax/Internet		1,276	2,000	724	64%
Postage		2,280	3,000	720	76%
Stationery & Printing		1,735	2,500	765	69%
Subscriptions & Publications		2,851	2,700	-151	106%
Insurance		9,671	8,000	-1,671	121%
Computer/IT Costs		8,242	7,500	-742	110%
Photocopy Charges		2,592	2,500	-92	104%
Recruitment Advertising		150	500	350	30%
Other Advertising		205	300	95	68%
Bank Charges		685	500	-185	137%
Audit Fees - External		2,000	2,000	0	100%
Audit Fees - Internal		1,260	1,260	0	100%
Accountancy Support		4,043	3,750	-293	108%
Legal & Professional fees		3,089	3,000	-89	103%
HR & H&S support		2,556	3,500	944	73%
Central Overheads reallocated		-51,150	-49,263	1,887	104%
Corporate Management:-Expenditure	0	123,640	130,584	6,944	95%
CEC Grant		-24,945	0	24,945	0%
Interest Receivable		-4,365	-2,500	1,865	175%
Corporate Management :- Income	0	-29,310	-2,500	26,810	1172%
Net Expenditure over Income	0	94,330	128,084	33,754	74%
102 Democratic Rep'n & Mgmt/Civic					
Staff Costs (re-allocated)		24,444	23,977	-467	102%
Training / Conferences		1,052	1,000	-52	105%
Stationery & Printing		322	400	78	81%
Marketing/Promotions		193	900	707	21%
Council Newsletter		5,202	5,230	28	99%
Council Website		1,050	2,000	950	53%
Mayor's Allowance		3,000	3,000	0	100%
Members Expenses		0	360	360	0%
Civic Expenses		4,667	5,000	333	93%
Civic Regalia		2,204	100	-2,104	2204%
Hall & Room Hire		5,198	5,500	302	95%
Civic Artefacts and Treasures		226	500	274	45%
Central Overheads reallocated		2,197	2,082	-115	106%
Democratic Rep'n & Mgmt/Civic:-Expenditure	0	49,755	50,049	294	99%
Grants		67,429	70,983	3,554	95%
F&P Income - Expenditure Totals	0	211,514	249,116	37,602	85%
Community, Environment & Services					
Paddling Pool		20,894	24,820	3,926	84%
Propagation Unit		351	1,000	649	35%
Floral Displays		8,798	9,500	702	93%
Allotments		1,601	290	-1,311	552%
Public Toilets		6,296	8,350	2,054	75%
Public Realm CCTV		9,914	14,450	4,536	69%
Congleton Partnership		32,105	33,143	1,038	97%
Community Development		56,599	57,211	612	99%
Police Community Support Officers		47,672	47,200	-472	101%
Christmas Fayre/lights		4,080	4,000	-80	102%
Neighbourhood Plan		0	0	0	#DIV/0!
Tourism		5,225	3,000	-2,225	174%
Youth and Young People		1,046	2,000	954	52%
Luncheon Club		9,364	10,836	1,472	86%
	0	203,945	215,800	11,855	95%
Streetscape					
Staff Costs		363,858	388,827	24,969	94%
Agency Staff		6,328	5,000	-1,328	127%
Protective Clothing/H & Safety		3,344	3,000	-344	111%

Congleton Town Council - Management Accounts - March 2017

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
Office rent		3,067	3,067	0	100%
Janitorial		4,919	4,000	919	123%
Telephones		0	1,200	1,200	0%
Insurance		6,089	6,000	89	101%
Property maintenance		944	1,000	56	94%
Horticultural etc Supplies		21,274	16,000	5,274	133%
Vehicle maintenance/Serv etc		12,504	7,000	5,504	179%
Vehicle fuel and oil		13,147	15,000	1,853	88%
Vehicle rental charges		36,259	37,676	1,417	96%
General expenditure		2,203	1,500	703	147%
Rechargeable items		53	0	53	#DIV/0!
Central Overheads Reallocated		35,632	34,632	1,000	103%
Streetscape Expenditure	0	509,621	523,902	14,281	97%
Streetscape - Other income	0	-2,531	-900	1,631	281%
Streetscape - C East Income	0	-363,428	-362,696	732	100%
	0	-365,959	-363,596	2,363	101%
Net Expenditure over Income	0	143,662	160,306	16,644	90%
C,E & S Income - Net Expenditure Totals	0	347,607	376,106	28,499	92%
<u>Town Hall</u>					
Town Hall - Expenditure		152,459	155,892	3,433	98%
Town Hall - Income		-116,107	-98,150	17,957	118%
Net Expenditure over Income	0	36,352	57,742	21,390	63%
<u>Capital Expenditure</u>		96,778	96,778	0	
<u>Total Net Expenditure</u>	0	692,251	779,742	87,491	89%
<u>Personnel</u>					
Staff Costs - Reallocated		638,685	674,354	35,669	95%
Precept 2016/17		784,342			
Underspend		92,091			
Transfer to Ear Marked Reserves		88,000			
To General Reserve		4,091			

Reserves as at 31/03/17

General Reserve	171,618
Capital Equipment Fund	36,140
Capital Contingency Fund	190,909
EMR Elections	15,000
EMR Carnival	6,210
EMR Crime Prevention/Traffic calming	3,779
EMR Committed Grants	6,831
EMR Congleton Partnership	53,065
EMR Ancient Treasures	3,000
EMR Website	1,651
EMR Training	2,475
EMR Streetscape	56,767
EMR Loan Repayments	850
EMR Toilets	24,012
EMR Play Areas	6,000
EMR Public Realm	12,000
EMR Legal Fees	5,292
EMR Congleton Neighbourhood Plan	27,873
EMR Cenotaph	10,000
EMR Christmas Lights	7,573

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	08/06/17 7pm	LOCATION	Congleton Town Hall
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM REPORT TITLE	g Management Accounts for the year April to March 2017		
Background	Variance analysis of the Accounts to March 2017 to accompany the spreadsheet.		
Updates	<p>For the year 2016/17 there was an underspend of £88,000. The main areas of underspend were:</p> <p><u>Finance and Policy Committee</u></p> <ul style="list-style-type: none"> • £26,000 extra income (£25,000 Precept support grant not budgeted for, £1,000 extra interest received on reserves) • £3,500 underspend on grants <p><u>Community, Environment & Services</u></p> <ul style="list-style-type: none"> • £4,000 underspend on the paddling pool • £4,500 underspend on CCTV/public realm <p><u>Streetscape</u></p> <ul style="list-style-type: none"> • £16,000 underspend mainly on staffing <p><u>Town Hall</u></p> <ul style="list-style-type: none"> • Deficit reduced by £21,000 mainly due to increase in bookings/income <p>In consultation with the chairman and vice chairman of F&P this underspend has been transferred into earmarked reserves as follows:</p> <ul style="list-style-type: none"> • £5,000 to EMR grants • £65,000 to EMR Capital Contingency • £15,000 to EMR Tourism • £3,000 to EMR Training 		
Decision Requested	To receive the Management Accounts for the year to 31/03/17		

Date: 15/05/2017

Congleton Town Council 17 18

Page No: 1

Time: 12:34

User: JP

Bank Reconciliation Statement as at: 30/04/2017 for Cash Book 1 RBS Current/I Access Acct

Bank Statement Account Name (s)	Statement Date	Page No	Balances
RBS High Interest A/c 11411162	31/07/2016	646	0.00
RBS Current Account 11411170	30/04/2017	128	139,070.49
			<u>139,070.49</u>

Unpresented Cheques (Minus)	Amount
04/04/2017 008371 Congleton Community Projects	75.00
10/04/2017 008381 Auditing Solutions Ltd	504.00
10/04/2017 008382 Cheshire Marshalls	25.00
10/04/2017 008384 Congleton Glass Co. Ltd	24.00
10/04/2017 008385 Hayman Mechanical Services Lt	144.00
10/04/2017 008388 Jean Phillips	482.49
10/04/2017 008392 Bancroft Amenities Ltd	234.00
18/04/2017 008394 United Reformed Church	276.00
24/04/2017 008396 Otis Ltd	500.38
25/04/2017 008397 URC Congleton	829.00
28/04/2017 008398 Broken Cross Paint & Wallpaper	46.03
28/04/2017 008399 Legal & General Assurance Soc	4,322.94
28/04/2017 008400 Mr Eric Newton	50.00
29/09/2016 008248 A Morrison	18.70
21/11/2016 008288 The Royal British Legion	72.00
	<u>7,603.54</u>
	131,466.95

Receipts not Banked/Cleared (Plus)

	0.00
	<u>131,466.95</u>
Balance per Cash Book is :-	131,466.95
Difference is :-	0.00

Congleton Town Council 17 18

RBS Current/I Access Acct

List of Payments made between 01/04/2017 and 30/04/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
03/04/2017	Prism Business Developments Li	DD	44.00	60213/7824/Telephone calls
03/04/2017	United Utilities	DD	424.43	02351479/7910/waste water
03/04/2017	C East Council	DD	2,559.50	Business Rates Town Hall
03/04/2017	C East Council	DD	221.15	Rates public toilets
04/04/2017	Bancroft Amenities Ltd	008366	234.00	11902/7835/micro solid tine
04/04/2017	Broken Cross Paint & Wallpaper	008367	16.97	843/7836/varnish for bench
04/04/2017	Police & Crime Commissioner fo	008368	472.00	9072018016/7686/PCSO balance 16/17 contribut
04/04/2017	The Cheshire Wildlife Trust Lt	008369	1,800.00	12517/7837/contribution to n/plan
04/04/2017	Heads (Congleton) Limited	008370	120.00	104501/7838/spring brides ad
04/04/2017	Congleton Community Projects	008371	75.00	150317/7839/Advert
04/04/2017	C T H Events & Parties	008372	804.96	256/7845/Recharges £745.80; P/ship £59.16
04/04/2017	The Leaflet Team	008373	391.00	TKD0142/7848/distribution B N
04/04/2017	Silvermaze Ltd	008374	3,236.00	21870/7850/P/ship paper maps
04/04/2017	The Stationery Cupboard	008375	328.76	161/7853/stationery items
04/04/2017	Talke Chemical Company Limited	008376	96.04	65060/7855/Town Hall cleaning
04/04/2017	Thomson Planning Partnership L	008377	216.00	26/012/AT/016/7856/consultancy NP
04/04/2017	Vibrant Graphics Ltd	008378	1,255.00	028168/7857/easter booklets
05/04/2017	Grenkeleasing	DD	406.19	Tom Tom trackers
06/04/2017	Chris Booth	008380	70.00	1128/7859/916/1617/Chris Booth
06/04/2017	St Mary's Parish Centre	008379	213.00	Grant - St Mary's Parish Centr
10/04/2017	Auditing Solutions Ltd	008381	504.00	A4849/7860/internal audit
10/04/2017	Cheshire Marshalls	008382	25.00	310317/7861/Cheshire Ride out
10/04/2017	C T H Events & Parties	008383	339.24	263/7863/Recharges £325.32; ASB meeting £13.92
10/04/2017	Congleton Glass Co. Ltd	008384	24.00	77461/7864/replacement glass
10/04/2017	Hayman Mechanical Services Ltd	008385	144.00	13077/7865/boiler repairs
10/04/2017	Jewson Limited	008386	562.54	0767/0155626/7866/aggregate
10/04/2017	Jean Phillips	008388	482.49	310317/7868/P/ship MMW book edit
10/04/2017	Travis Perkins Trading Company	008389	90.00	3640AEA240/7869/paving
10/04/2017	T & S Electrical Limited	008390	1,087.58	12233/7870/TH light repairs
10/04/2017	Porters Service Station Ltd	008391	873.19	310317/7871/Fuel for vans
10/04/2017	Bancroft Amenities Ltd	008392	234.00	11801/7873/Verti drain
12/04/2017	TomTom Telematics	DD	106.92	7053978/7914/Tracker
12/04/2017	West Mercia Energy	DD	2,961.49	1366868/7808/gas/electric Town Hal
12/04/2017	Pitney Bowes Finance PLC	DD	190.05	Franking machine rental
18/04/2017	A P Matthews Nurseries Ltd	008393	83.52	32563/7874/Alchemilla mollis
18/04/2017	United Reformed Church	008394	276.00	310317/7875/lunches
18/04/2017	RBS Credit Card	DD	484.33	030317/7792/signs
18/04/2017	Bankline charges	DD	59.10	Bankline charges
18/04/2017	Salaries April	BANKLINE	53,369.42	Salaries April
18/04/2017	West Mercia Energy	DD	16.55	1373932/7926/West Mercia Gas
20/04/2017	CCP Grant	008395	16,000.00	Grant - CCP
21/04/2017	RBS bank charges	DD	12.75	RBS bank charges
24/04/2017	Otis Ltd	008396	500.38	01261671/7901/Lift service
24/04/2017	EE	DD	24.86	V01344946695/7912/JM phone
25/04/2017	URC Congleton	008397	829.00	Grant - URC Congleton
25/04/2017	Prism Bus Developments	DD	959.92	IT support monthly
28/04/2017	Broken Cross Paint & Wallpaper	008398	46.03	918/7882/varnish 4 benches
28/04/2017	Legal & General Assurance Soci	008399	4,322.94	010417/7896/III Health Insuran
28/04/2017	Mr Eric Newton	008400	50.00	50/7900/entertainment easter
28/04/2017	Allpay - Plus Dane	DD	36.28	Garage rental Allotment
28/04/2017	Suez Recycling and Recovery UK	DD	268.22	30623028/7854/waste recycling

Total Payments 97,947.80

Congleton Town Council 16/17

RBS Current/I Access Acct

List of Payments made between 01/03/2017 and 31/03/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/03/2017	CEast BC	DD	194.00	Business rates Toilets
07/03/2017	BACS B/L Pymnt Page 1633	BACS Pymnt	4,095.42	BACS B/L Pymnt Page 1633
09/03/2017	Petty cash	008351	166.19	Petty cash
13/03/2017	Northwest In Bloom	008352	130.00	280217/7759/In Bloom entry
13/03/2017	Whitehursts Agricultural & Bui	008354	76.68	91581/7767/Posts & Pins
13/03/2017	United Utilities	008355	501.76	02257080/7766/TH water
13/03/2017	Mrs P Pinto	008356	90.00	230217/7758/expenses
13/03/2017	British Telecom	dd	45.49	Q067VO/7740/fax machine
14/03/2017	TomTom Telematics	DD	106.92	7017458/7802/vehicle tracker
14/03/2017	Wirehouse Employer Services	DD	102.00	HR Support monthly
15/03/2017	RBS bankline chgs	DD	56.30	RBS bankline chgs
16/03/2017	West Mercia Energy	Dd	3,922.34	1360078/7722/T Hall Gas
17/03/2017	Salaries March 2017	BANKLINE	52,139.07	Salaries March 2017
17/03/2017	RBS Credit Card	DD	8.99	030317/7792/signs
20/03/2017	Wirehouse Employer Services	DD	153.60	H&S Support monthly
21/03/2017	BACS B/L Pymnt Page 1640	BACS Pymnt	4,750.79	BACS B/L Pymnt Page 1640
21/03/2017	BACS B/L Pymnt Page 1641	BACS Pymnt	1,025.90	BACS B/L Pymnt Page 1641
21/03/2017	RBS charges	DD	11.39	Bank charges
23/03/2017	EE	DD	24.28	V01333934405/7812/JM phone
24/03/2017	Broken Cross Paint & Wallpaper	008357	126.12	689/7773/varnish planters
24/03/2017	City Plumbing Supplies Holding	008358	4.51	1168AAK603/7781/gate valve
24/03/2017	United Utilities	008359	19.26	02315970/7805/HAAA water
24/03/2017	Zurich Insurance Company	008360	346.50	5148042/7810/P ship insurance
24/03/2017	West Mercia Energy	DD	11.74	1365222/7736/p/pool electricit
27/03/2017	Prism Bus Developments	DD	974.62	IT Support monthly
28/03/2017	Electric Picture House	008361	435.12	150317/7813/mosaic project
28/03/2017	Gardening Through the Seasons	008363	1,400.00	130317/7818/HAAA works
28/03/2017	Jewson Limited	008364	20.51	0767/0154813/7820/toilet seat
28/03/2017	Stockley Farm Park	008365	200.00	4979/7827/mini farm
28/03/2017	CVSE	008362	45.00	Grant CCCU to CVSCE
28/03/2017	Allpay - Plus Dane	DD	36.08	Allotment garage rental
30/03/2017	BACS B/L Pymnt Page 1647	BACS Pymnt	9,480.90	BACS B/L Pymnt Page 1647
31/03/2017	BACS B/L Pymnt Page 1653	BACS Pymnt	19,943.93	BACS B/L Pymnt Page 1653
31/03/2017	Suez Recycling and Recovery UK	dd	273.79	30590167/7790/waste Recycling
31/03/2017	PWLB	DD	10,888.84	Repayment Public Works Loan

Total Payments

111,808.04

Congleton Town Council 16/17
List of Purchase Ledger BACS Payments

Linked to Cash Book : 1 Ledger : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Amount Paid
		Supplier : Ansa Environmental Services	
16/02/2017	531008429	531008429/7724/Fix MMWSculptur	2,372.82
		Supplier : Cheshire Electrical Supplies Ltd	
24/02/2017	C1711555/1	C1711555/1/7728/light bulb	5.35
		Supplier : Congleton High School	
06/02/2017	5101990	5101990/7726/TOB & Triathlon	68.32
16/02/2017	5101999	5101999/7727/wedding fayre flyers	42.00
		Supplier : Laser Cutting Services Ltd	
20/02/2017	5060	5060/7729/Dog fouling stencils	95.94
		Supplier : Pear Technology Services Ltd	
22/02/2017	117083	117083/7730/tech support etc	330.00
		Supplier : Prism Business Developments Limited	
13/02/2017	60172	60172/7708/service charges	76.99
		Supplier : TMC Creative Ltd	
23/02/2017	4504	4504/7733/CTC web hosting	300.00
23/02/2017	4505	4505/7734/web maintenance	660.00
27/02/2017	4516	4516/7732/mycong web hosting	144.00
07/03/2017	BACS Payment		4,095.42

Congleton Town Council 16/17
List of Purchase Ledger BACS Payments

Invoice Date	Invoice No	Supplier Name and Invoice Details	Amount Paid
Supplier : Amberol Ltd			
27/02/2017	0000015563	0000015563/7738/planters	2,249.35
Supplier : Angel Springs Ltd			
28/02/2017	3517425	3517425/7739/water	41.96
Supplier : Cavern Protective Clothing			
22/02/2017	17935	17935/7741/PPE clothing	152.60
Supplier : C T H Events & Parties			
01/02/2017	239	239/7743/TC11695	174.00
01/02/2017	240	240/7749/DM meeting	8.70
03/02/2017	241	241/7750/TC11689	3.48
06/02/2017	242	242/7748/TC11690	651.00
08/02/2017	243	243/7744/P ship mtg	6.96
08/02/2017	244	244/7753/TC11699	87.00
13/02/2017	245	245/7751/Manual handling cours	34.80
14/02/2017	246	246/7742/TC11704	408.00
14/02/2017	247	247/7752/TC11705	43.50
14/02/2017	248	248/7746/N/Plan meeting	13.92
15/02/2017	249	249/7755/CHALC training	34.80
20/02/2017	250	250/7747/Youth Comm mtg	25.68
22/02/2017	251	251/7754/TC11707	16.02
28/02/2017	252	252/7745/TC11709	104.40
Supplier : K G Loach			
11/01/2017	29145	29145/7757/loppers/fertilizer	156.31
Supplier : Landscape Supply Company			
20/02/2017	67346	67346/7756/gloves	49.32
Supplier : Prism Business Developments Limited			
28/02/2017	67165	67165/7760/email domain renewa	23.99
Supplier : The Stationery Cupboard			
07/02/2017	159	159/7761/A2 Trimmer	171.60
Supplier : Talke Chemical Company Limited			
23/02/2017	65023	65023/7762/bin bags/gloves	293.40

BACs payment 21 03 17

4,750.79

Invoice Date	Invoice No	Supplier Name and Invoice Details	Amount Paid
Supplier : T & S Electrical Limited			
28/02/2017	12149	12149/7768/split speakers	660
28/02/2017	12150	12150/7769/new radio mic	365.9

BACs payment 21 03 17

1,025.90

Invoice Date	Invoice No	Supplier Name and Invoice Details	Amount Paid
		Supplier : Acorn Occupational Health Ltd	
20/01/2017	20601	20601/7770/Health assessment	139.20
20/01/2017	20614	20614/7771/Health Assessment	139.20
		Supplier : British Youth Council	
06/03/2017	M1718038	M1718038/7772/membership	55.00
		Supplier : Canda Copying Ltd	
01/03/2017	370359	370359/7775/photocopying	242.50
01/03/2017	370360	370360/7774/photocopying	449.56
		Supplier : Cheshire East Council	
08/03/2017	43002149	43002149/7776/mountbatten way	805.00
		Supplier : Cheshire Electrical Supplies Ltd	
02/03/2017	C1711812/1	C1711812/1/7779/bulb	5.20
02/03/2017	C1711821/1	C1711821/1/7778/bulbs	12.86
		Supplier : Cheshire West and Chester Council	
07/03/2017	71131593	71131593/7777/DBS C Booth	64.00
		Supplier : Chooseyourevent.com Ltd	
16/03/2017	22012	22012/7780/Listing Your Venue	300.00
		Supplier : Heads (Congleton) Limited	
16/03/2017	104316	104316/7782/spring clean adver	120.00
		Supplier : Chris Rolley Associates	
08/03/2017	080317	080317/7791/consultancy fees job evaluatic	500.00
		Supplier : IBD internet Business Directory Ltd	
10/03/2017	1652	1652/7784/p/ship website maint	75.00
		Supplier : K G Loach	
12/03/2017	29905	29905/7785/lawn sand	150.00
		Supplier : Porters Service Station Ltd	
28/02/2017	280217	280217/7786/Van fuel	981.04
		Supplier : Reaseheath College	
13/03/2017	000034408	000034408/7787/training	105.00
		Supplier : Rigby Taylor	
14/03/2017	RSIN0211630	RSIN0211630/7788/delivery	12.90
16/03/2017	RSIN0211988	RSIN0211988/7789/fusion	359.14
		Supplier : The Stationery Cupboard	
02/03/2017	158	158/7793/staionery items	71.67
		Supplier : Talke Chemical Company Limited	
27/02/2017	65024	65024/7798/cleaning stock	133.76
06/03/2017	65014	65014/7797/A4 frame	38.40
08/03/2017	65044	65044/7796/jumbo toilet rolls	16.14
08/03/2017	65046	65046/7795/Yard broom etc	11.52
14/03/2017	65051	65051/7794/karcher pads	81.60
		Supplier : Thomson Planning Partnership Ltd	
12/03/2017	25/012/AT/16	25/012/AT/16/7799/consultancy	702.84
		Supplier : Travis Perkins Trading Company Ltd	
08/03/2017	3640ADZ652	3640ADZ652/7803/topsoil	64.34
		Supplier : United Reformed Church	
28/02/2017	280217	280217/7806/support lunches	283.50
		Supplier : West Wallasey Contract Hire	
10/03/2017	WAL225702	WAL225702/7807/van leases	3,561.53

BACs payment 30 03 17

9,480.90

Invoice Date	Invoice No	Supplier Name and Invoice Detail:	Amount Paid
	Supplier :	Cavern Protective Clothing	
02/03/2017	17943	17943/7815/Safety boots	50.40
	Supplier :	Cheshire East Council	
13/03/2017	41088028	41088028/7814/Loan repayment	18,175.00
	Supplier :	Heads (Congleton) Limited	
23/03/2017	104407	104407/7816/N Plan advert	141.60
	Supplier :	Congleton High School	
27/03/2017	5102019	5102019/7834/wedding fair prin	117.55
27/03/2017	5102022	5102022/7833/Tickets	35.52
	Supplier :	Four Oaks Nurseries Ltd	
22/03/2017	75418	75418/7817/Moody St plants	393.13
	Supplier :	JAF Graphics	
22/03/2017	19993	19993/7819/planter stickers	186.00
	Supplier :	K G Loach	
16/03/2017	30017	30017/7823/top soil back lane	107.64
22/03/2017	30112	30112/7822/Peat	117.36
	Supplier :	Landscape Supply Company	
19/01/2017	66813	66813/7821/hand cleaner etc	79.30
	Supplier :	Talke Chemical Company Limited	
23/03/2017	65059	65059/7828/cleaning products	131.53
	Supplier :	PTGS Electrical Services Ltd	
17/03/2017	49317	49317/7826/test & inspection	108.00
	Supplier :	Travis Perkins Trading Company Ltd	
07/03/2017	3640ADZ644	3640ADZ644/7831/top soil	128.69
	Supplier :	T & S Electrical Limited	
24/03/2017	12196	12196/7832/replace RCBO	172.21
Bacs payment 31 03 17			19,943.93

Congleton Town Council

Internal Audit Report 2016-17: Final update

Adrian Shepherd-Roberts

For Auditing Solutions Ltd

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service to Congleton Town Council since 2003.

This report sets out the work undertaken in relation to the 2016-17 financial year, during our visits on 8th December 2016 and 15th March and 3rd May 2017, together with the matters arising and recommendations for action, where appropriate.

Internal Audit Approach

In undertaking our review for the year, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/Annual Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Return, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We have concluded that, on the basis of the programme of work we have undertaken, the Council has maintained adequate and effective internal control arrangements during the year. We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

We have completed and signed the 'Annual Internal Audit Report' in the year's Annual Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have: -

- Ensured that the ledger remains in balance at the present date;
- Verified the opening trial balance for 2016-17 to the Statement of Accounts and Annual Return for 2015-16 to ensure that the closing balances have been brought forward accurately and completely;
- Checked and agreed transactions in the Council's main bank account cashbooks to the relevant RBS Bank statements for April and October 2016 and February and March 2017;
- Examined and verified the accuracy of January 2017, combined current and deposit accounts as at 30th April, 31st October 2016 and 28th February and 31st March 2017 to ensure that no long-standing uncleared cheques or other anomalous entries exist.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment. We will undertake further work in this area future visits.

Review of Corporate Governance

Our objective is to ensure that the Council has robust corporate governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation.

We note that the Standing Orders were adopted in March 2013 with an updated version of the Financial Regulations approved in July 2015. We have been advised that they are both under review in line with the NALC guidelines and some revisions will be undertaken before the end of this financial year and continued in to 2017-18

We have completed our review of the minutes of the Full Council and Standing Committees, excluding Planning, to ensure that no actions of an ultra vires nature are being either considered or have been actioned, whilst also ensuring that the Council's finances remain at a healthy level to provide appropriate funds for future planned development and current revenue spending plans. We also note that, as previously, various grants have been approved for payment during the current year.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process. At our update visit, we drew the Chief Officer and members' attention to the revised EU Regulations in relation to contracting and tendering, specifically in the

need to formally advertise any contractual work in excess of £25,000 in the Government's "Contract Finder Website". To assist the Council in this respect, we provided the Chief Officer and the Responsible Finance Officer with copies of NALC Procurement Guidelines and other related documents, which give further clarification on the subject.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- An official order has been raised in each and every case where one would be expected;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have continued work in this area examining a sample of payments individually in excess of £3,500 plus every 35th payment processed in the year to March 2017 totalling £308,338 and equating to 46% by value of all non-pay related expenditure.

We have also examined the periodically prepared and submitted VAT returns to HMRC to March 2017 agreeing sample detail to the underlying Omega control account.

Conclusions

We are pleased to report that no issues have been identified in this area.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage any such risks identified in order to minimise the opportunity for their coming to fruition.

Risk assessment registers are in place and they are subject to routine annual review and update. We note that the Business Risk Assessment was approved by Finance & Policy Committee in February 2017.

We note an external agent for Health and Safety and HR Services Ansa Environmental Services Ltd has been appointed.

Zurich Municipal continues to provide the Council's insurance cover: we have examined the current year's schedule (to May 2017) and consider it meets the current needs of the Council appropriately with Employer's liability set at £10 million and Public Liability cover set at £15 million and Fidelity Guarantee cover at £1.0 million.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment currently. We will undertake further work at future visits.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

We also note that the Council approved a precept of £798,212 for 2017-18 at its December 2016 meeting.

We have undertaken further work in this area at this final visit including examining the year-end budget outturn and following up any significant variances that may exist and ensuring the ongoing appropriateness of retained reserves to meet the Council's ongoing revenue spending plans and any development aspirations.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process.

Review of Income

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure that all income due to the Council is identified and invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies. We have: -

- Reviewed the hall hire procedures including examination of the schedule of fees and charges; the booking system (maintained on Windows Outlook); the administration of the hire agreements; the accurate charging and collection of fees due and their subsequent banking;
- Also inspected a sample of Sales Ledger invoices issued and posted to the Omega control account to ensure their completeness; and

- Examined the “Aged debtors schedule” generated by the accounting software and are pleased to record that there are no significant issues arising with regard to long-standing debts of which officers and members are unaware.

We have also reviewed the nominal ledger detailed transaction reports for income items for the year to January 2017 to ensure that no obvious coding errors or other anomalous entries are apparent and are pleased to record that none are in evidence.

Conclusions

We are pleased to record that there are no significant issues in this area.

Petty Cash Account and Credit Card

The Council operates a limited petty cash account at the Town Hall on an imprest basis with reimbursement of expenditure incurred at regular intervals topping the cash balance back to the approved level of £200.

We have by reference to transactions in November and December 2016: -

- Verified that all payments were suitably supported by a traders invoice or till receipt,
- Noted that sound “internal” vouchers, sequentially numbered and signed by the claimant, are attached to the receipts;
- Verified that VAT is correctly identified with a journal entry made to the Omega control account for periodic recovery;
- Verified and balanced the petty cash to the holding of £200; and
- We have completed a review of the credit card facility for three months from September to November 2016 and have checked the receipts and subsequent payments by the bank and we are satisfied that this is managed and controlled effectively.
- At this interim update visit we also checked the management controls in respect of the Fuel Account with Porters Service Station noting that forecourt receipts are obtained and attached to the invoice for reconciliation purposes.

Conclusions

No matters arise in this area of our review.

Salaries and Wages

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1st April 2015 in relation to employee percentage bandings. To meet that objective, we have: -

- Checked and agreed the computation of staff gross and net pay for October 2016, also verifying that the net payments corresponded to the data produced for the month; and
- Ensured that the Council has approved staff pay rates for the financial year, based upon the approved NJC rates;
- Checked and agreed the computation of staff gross and net pay and salary deductions for October 2016, noting the continued use of a local, third party bureau service provider who utilises Sage software for this purpose;
- Checked to ensure that appropriate tax codes and national insurance tables are being applied in the year and that the correct deductions / contributions have been deducted and paid over to HMRC in a timely manner;
- Ensured that the appropriate revised superannuation contribution rates have been applied, also ensuring that the deductions have been paid over to the County Council in a timely manner; and
- Examined a sample of the time sheets and travel expenses supporting payments made through the October 2016 payroll to ensure that they have been approved for payment and processed appropriately.

Conclusions

We are pleased to record that no issues have been identified in this area.

Fixed Asset Registers

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We have checked and agreed the principles used in the detail, as recorded in the Asset Register, noting that it has been prepared using purchase cost values or where that value is unknown at the previous year's Return level or uplifted or decreased to reflect the acquisition or disposal of assets.

We note that a comprehensive inventory of smaller stock items has been produced indicating the appropriate values and adding new assets and providing detail of disposals. We also note that the insurance company have been provided with a full list of the Council's assets and that a photographic register is in place for many of the assets held.

Conclusions

There are no matters arising in this area warranting formal comment or recommendation.

Investments & Loans

Our objectives here are to ensure that the Council is "investing" surplus funds, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the appropriate loan agreements.

The Council holds no specific investments but holds a special Interest account with RBS and a newly arranged deposit with the Cambridge and Counties Bank.

We have verified the half-yearly loan repayments to PWLB and the interest free loan from Cheshire East BC by reference to their “invoice” advices as part of the aforementioned expenditure testing.

Conclusions

We are pleased to report that no issues have been identified in this area that warrants any further attention by officers or formal recommendation.

Statement of Account and Annual Return

The 1996 Accounts and Audit Regulations required all Councils to prepare annually a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council’s financial affairs.

We have examined the Council’s procedures in relation to the preparation of the year-end detailed Accounts and Annual Return data, with the Council employing, as previously, the services of externally contracted accountants (DCK Beavers) for that purpose. We have also reviewed the arrangements for the identification of year-end debtors and creditors with no issues arising.

Conclusions

No issues have arisen in this review area and, on the basis of work undertaken during the year, we have duly signed off the Internal Audit certificate at Section 2 of the Annual Return, assigning positive assurances in each relevant area.

CONGLETON TOWN COUNCIL

STANDING ORDERS FOR CONTRACTS

1. GENERAL

- 1.1 The following Standing Orders set out the procedures by which the Council will enter into contracts for the provision of goods, services, materials and work. Every contract made by or on behalf of the Council shall comply with these procedure rules and no exception from any of the provisions shall be made otherwise than by direction of the Council or under Standing Order.
- 1.2 The Orders do not apply to contracts for the sale or purchase of land or buildings. **Every contract relating to the sale or purchase of any land or buildings** shall be in writing and be signed on behalf of the Council by the Town Clerk. Purchases of land should not be above the current market value as determined by the Council's appointed valuer and sales of land should not be below the current market value as determined by the Council's appointed valuer. Where this is not the case a report should be made to Council setting out the reasons for such variation, which may take into account any community benefits or justification on the grounds that it helps fulfil a wider policy of the Council.
- 1.3 Subject to Rule 1.2 every contract made by or on behalf of the Council shall comply with
 - 1.3.1 these Standing Orders
 - 1.3.2 the Council's Financial Regulations
 - 1.3.3 the Council's Standing Orders
 - 1.3.4 all relevant statutory provisions including any relevant E.C. directive
 - 1.3.5 any direction by the Council, Committee, Sub-Committee having appropriate delegated authority.
- 1.4 These Contract Procedure Rules shall not apply or may be varied where or to the extent that:
 - 1.4.1 the Council so resolves
 - 1.4.2 statute or subordinate legislation prescribes otherwise

2 DELEGATED AUTHORITY TO ENTER INTO CONTRACTS

- 2.1 The Town Clerk shall have power to accept tenders (where required) and to enter into contracts on behalf of the Council, when the principle and budget have been approved by Council.
- 2.2 The Town Clerk and RFO have authority to issue official orders or letters for work, goods and services as set out in the Financial Regulations.

3. ORDERS FOR WORK, GOODS & SERVICES UPTO £2000

- 3.1 Orders for work, goods and services up to the value of £2000 are not subject to the Standing Orders for Contracts, nor are formal quotations required but orders must comply with the Council's Financial Regulations.

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

3 **CONTRACTS OF UP TO £25,000**

Tenders need not be invited for contracts estimated to have a value of £25,000 or less but 3 quotations shall be obtained in accordance with the Council's Financial Regulations.

4 **REQUIREMENTS FOR TENDER**

- 4.1 Subject to the exceptions in Rule 4.2 below, tenders shall be invited where the contract sum is estimated to be £25,001 and above.

- a) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹.
- b) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².

4.2 Tenders need not be invited where

- I the Town Clerk in consultation with the Chairman of Finance & Policy is of the opinion that the goods or services are supplied only at a fixed price and no reasonably satisfactory alternative is available
- II there would be no genuine competition on account of the uniquely specialised nature of the goods/services
- III the goods/services consist of repairs/supply of parts to an existing proprietary machinery/plant
- IV the contract consists of goods/services the same as currently in use by the Council, which are required in the interest of standardisation for maintenance or for other special reasons. In such a case a report should be prepared and presented to Finance & Policy Committee stating such reasons.

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

² Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

- V the work to be executed or the goods or materials to be supplied constitute an extension of an existing contract and the proposed extension is at a value not greater than the original contract sum plus RPI and it is considered by the Town Clerk in consultation with the Finance & Policy Chairman and Responsible Financial Officer that, taking into account the cost of re-tendering, the Council is unlikely to benefit from a reduced contract sum. The Town Clerk must obtain Council approval for the proposal.
- VI the Town Clerk or Responsible Financial Officer certifies on a form approved by the Finance & Policy Committee that work, goods, materials or services are required so urgently that there is not time to invite tenders, or where compliance would mean that less favourable terms or conditions would have to be accepted; and subsequently submits the certificate to the next meeting of the Committee and the Committee accordingly approves the exception.
- VII goods purchased at public auction.
- VIII where purchases are made as a consequence of a contract made by another local authority, the benefits of which the Council obtain as a result of participation in a consortium.
- IX Where the Council enters into a contract jointly with one or more other local authorities or partners, one of whom is the "lead authority" for that contract subject to the Town Clerk in consultation with the Chairman of Finance & Policy being satisfied that the Council's interests will not be adversely affected.

4.3 Where tenders are required, one of the following methods shall be used:

- 4.3.1 Open competitive tender (Rule 5)
- 4.3.2 Ad hoc approved list (Rule 6)
- 4.3.3 Standing approved list (Rule 7)
- 4.3.4 Approved list of another Council (Rule 8)
- 4.3.5 Established procurement specialist (Rule 9)

5 OPEN COMPETITIVE TENDERS

Tenders shall be invited after giving at least 14 days public notice in at least one local newspaper circulating in the area of the Authority and in such trade journals as the Town Clerk has considered appropriate stating the nature and purpose of the contract, inviting tenders and stating the last date when tenders will be accepted. Any notice issued shall contain a Statement of the effect of Standing Orders Nos. 65, 66 & 67.

6 AD HOC APPROVED LIST

- 6.1 Tenders shall be invited after giving notice in the manner set out in Rule 5 seeking applications to be placed on a list from which selected contractors will be invited to submit tenders.

7 STANDING APPROVED LIST

- 7.1 Tenders shall be invited from persons included in a list approved by the Council for the supply of goods or materials of specified categories values or amounts or for the carrying out of specified categories of work
- 7.2 The list shall be compiled in the following manner:
- 7.2.1 Notices inviting applications for inclusion in the list shall be published not less than 28 days before the list is compiled in at least one local newspaper and one trade journal.
- 7.2.2 No person shall be included in the list unless, at the time of compilation of the list, the Responsible Financial Officer is satisfied as to his or her financial status and suitability.
- 7.2.3 The approved list may be amended as required from time to time by the Council and shall be reviewed at intervals not exceeding two years.

8. APPROVED LIST OF ANOTHER AUTHORITY

- 8.1 Tenders shall be invited from persons included in a list approved by the Principal Council for the supply of goods or materials of specified categories values or amounts or for the carrying out of specified categories of work

9 ESTABLISHED PROCUREMENT SPECIALIST

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

10 SELECTION OF TENDERERS OR INVITEES

- 10.1 The selection of persons from whom tenders shall be invited shall be delegated to the Town Clerk.
- 10.2 In inviting applications for inclusion in a list of approved tenderers or in selecting persons from whom tenders are to be invited, steps shall be taken to ensure fair competition.

11 FORM OF INVITATION TO TENDER AND SUBMISSION OF TENDERS

- 11.1 All tenders shall be required to be submitted on a Form of Tender approved by the Town Clerk. This Form shall include a statement that the Council will not be bound to accept any tender and reserves the right to accept a tender other than the one which is the most favourable or not to accept any tender at all.
- 11.2 The invitations to tender shall state that no tender will be considered unless contained in a unmarked plain sealed envelope and endorsed "Tender" followed by the subject to which it relates.
- 11.3 Every tender shall be addressed to the Town Clerk and the tender shall remain in his custody, or that of his nominated representative, until the time appointed for its opening. (See also 9.1)

12 EXTENSION OF TIME

- 12.1 Where the Town Clerk considers it to be in the best interests of the Council the time within which tenders must be received may be extended after giving notice of such extension of time in the following manner: -
 - 12.1.1 **Open competitive tenders** - in accordance with paragraph 5.
 - 12.1.2 **Ad hoc approved list / Established procurement specialist** - by giving 14 days written notice to each of the selected contractors.
 - 12.1.3 **Standing approved list** - by giving 14 days written notice to each of the relevant persons on the list.

13 OPENING OF TENDERS

- 13.1 All tenders for a contract shall be opened at the same time and as soon as possible after the closing time for the acceptance of tenders. The tenders will be opened by the Town Clerk or other nominated officer in the presence of two Members of Council. (See also 9.1)
- 13.2 The Town Clerk shall prepare and maintain a register of tenders received and shall record in that register the following particulars:
 - 13.2.1 the last date and time for the receipt of tenders
 - 13.2.2 the date and time the tender was actually received
 - 13.2.3 the name of the tenderer and the amount of the tender
 - 13.2.4 the date and time they were opened and by whom.
 - 13.2.5 the signature of the officer to whom the tenders were handed after opening.
- 13.3 All persons required to be present at the opening of tenders shall immediately sign against the relevant particulars in the register and shall also sign each page of the tender as evidence of such tenders having been opened by them or in their presence.
- 13.4 Following the opening of tenders invited the Town Clerk shall write to all persons who were invited to tender but who failed to tender to ascertain the reasons for that failure.

14 LATE TENDERS

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

15 ALTERATIONS TO TENDERS

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

16 ACCEPTANCE OF TENDERS

- 16.1 In accepting a tender, consideration will be given to price and quality. A suitable pre-determined price-quality model (Evaluation Model) will be devised by the Town Clerk. Selection of the best tender will be based on this evaluation.
- 16.2 If no tenders are received or if all tenders are identical, the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.

17 CONTRACTS TO BE IN WRITING

- 17.1 Every contract shall be in writing in a form approved by the Town Clerk.
- 17.2 Every contract shall specify, amongst other things:
- 17.2.1 the goods, materials, works, matters, or things, to be furnished, supplied or done (including any appropriate technical specifications)
 - 17.2.2 the price to be paid with a statement of discount or other deductions
 - 17.2.3 where applicable, the time or times that the contract is to be performed
 - 17.2.4 how the contractor will be accountable for performance, and any information or reports that he will be required to submit.
- 17.3 The Town Clerk shall sign every contract not required to be made under seal on behalf of the Council.
- 17.4 The Town Clerk or his nominated representative shall seal every contract required or intended to be made under seal on behalf of the Council, in accordance with Standing Orders.

18 ASSIGNMENT

- 18.1 In every written contract for the execution of work or the supply of goods or materials, the following clause shall be inserted:
- 18.2 "The contractor shall be prohibited from transferring or assigning directly or indirectly, to any person or persons whatever, any portion of the contract without the written permission of the Council. Sub-letting of any part(s) of the work, except to the extent permitted in writing by the officer concerned, shall be prohibited".

19 LIQUIDATED DAMAGES

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

20 PERFORMANCE BONDS

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

21 RETENTION

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

22 CANCELLATION

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

23 NOMINATED SUB-CONTRACTORS

- 23.1 Where a sub-contractor or supplier is to be nominated to a main contractor the following provisions shall have effect.
- 23.2 Where the estimated amount of a sub-contract exceeds £50,000 then, unless the Town Clerk certifies that it is not reasonably practicable to obtain competitive tenders, tenders for the nomination shall be invited and dealt with in accordance with these Contract Procedure Rules as if they were for a contract with the Council.
- 23.3 A nominated sub-contractor must be willing to enter into a contract with the main contractor on terms which indemnify the main contractor against his own obligations under the main contract in relation to the work or goods included in the sub-contract.

24 ENGAGEMENT OF CONSULTANTS

- 24.1 In the event of the Council engaging the services of consultants these Contract Procedure Rules will apply, where relevant.

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2017

Location	Item no.	Supplier	Purchase Date	Description	Qua	£	2016		Additions		Deletions		Revalu		2017	
							Total	FAR	FAR	Inventor	FAR	Invent	Increase	Total		FAR
Freehold land and Buildings	LB000			Town Hall & Museum	1	1600000	2121460	2121460						2121460		2121460
	FF008	Chubb	26/08/2010	intruder alarm system	1			4100	4100					4100		4100
	FF009	Trend	28/04/2010	Heating Control software	1			2449	2449					2449		2449
	LB001	secCo	20/04/2010	Window winders	1			2135	2135					2135		2135
		Richies		Bar Extension	1		40000	40000						40000		40000
Grand Hall																
	HFE091	Style Seating	25/02/2013	300 Green/gold stacking chairs	300	40.15	12045	12045						12045		12045
	HFE092	Allen Pavitt	03/01/2013	30 laminate top folding tables 1800 x 750 mm	30	125.93	3778	3778						3778		3778
	HFE093	Allen Pavitt	03/01/2013	30 laminate top folding tables 1500 x 750 mm	30	117.4	3522	3522						3522		3522
Town Hall F&F																
		Chubb	29/10/2015	Fire Alarm works	1		1827	1827								1827
		Chubb	30/10/2015	Fire Alarm works	1		1800	1800								1800
				12 section portable and height adjustable stage unit each section 2.0												
	HFE007			by 1.0m made of timber ply top with aluminium frame	1	500	500	500								500
				PA system supplied by Worthingtons Euromet Professional cabinet												
				size 500 by 600 by 1.000m high. Comprising of, 1 No CA-6220 mixer, 1												
				No R300 Amplifier, 1 No Compact Disk TEAC PD/D2410 multi disk, 1												
Grand Hall	HFE008			No Radio Mike amp WT-48106	1	5000	5000	5000								5000
				Piano upright, SCHAEDEMYER, supplied by NJTOSTEVIN and Son												
	HFE009			Stoke on Trent.	1	1500	1500	1500								1500
	HFE004			1 No Electric Wall Clock by The London Clock Company.	1	100	100	0								0
	HFE043		01/06/2008	2 large ceiling chandeliers	2			0	0							0
	CAT114		01/06/2008	Lion Crest above Main Hall on wall	1	1	1	0								1
				NPR 1523 Floor Machine c/w Drive Board, Solution Tank, Scrubbing												
	HFE005	Global Hygiene	06/10/2010	Brush	1	825	825	0								825
	HFE006	Global Hygiene	25/10/2010	Numatic Twintec TT Floor Scrubber 240v	1	1235	1235	1235								1235
	HFE114	Talke Chemical	10/11/2014	Sack Truck	1		86	0								86
Bridgestones	HFE029	PAS Sound En	28/01/2011	Main sound system + gallery system (Grand Hall)	1	8155	8155	8155								8155
	HFE075	PAS Sound En	28/01/2011	lapel radio mike	2	362.5	725	725								725
	HFE076	PAS Sound En	28/01/2011	hand held radio mike	3	392.33	1177	1177				392				785
	HFE130	T&S Electrical	28/02/2017	hand held radio mike	1	305			305							305
	HFE077	PAS Sound En	28/01/2011	Gooseneck radio mike	3	628	1883	1883								1883
Grand Hall	HFE081	PAS Sound En	28/01/2011	4 way mike sockets (these are in the wall)	1	325	325	0								325
	HFE078	PAS Sound En	28/01/2011	1 stand	2	56.5	113	0								113
	HFE129	T&S Electrical	30/11/2016	Induction Loop System (for the hard of hearing)	1				1925							1925
	HFE019			Green Privacy Screens	3	120	360	0								360
Inner Hall way G26							0	0								0
	HFE071			Congleton Town Council Rolls of Mayors Board 2.00 by 0.800m	1	400	400	0								400
	HFE025	Donation	01/04/2010	2 samsung LCD TVs	2	0	0	0								0
	HFE112	Nisbets	23/10/2014	Red rope and brass post barrier	1	113	113	0								113
							0	0								0
Brasserie	HFE073	Trent Pottery &	26/05/2010	Farmhouse tables	15	56.05	841	841								841
	HFE072			Boston Chairs	62	50.35	3121	3121								3121
	HFE090	MAC Tool Hire	25/03/2013	Infra Red Heaters	2	300	600	600								600
Room behind TIC	HFE018	Global Hygiene	13/10/2010	first Aid Couch	1	324	324	0								324
		Global Hygiene	23/12/2011	Delonghi Rapido Oil filled radiator	1		175									175
Bar Annex																0
																0
	HFE012			High circular drinks tables tubular steel with beech effect top 550mm	4	90	360	0								360
	HFE013		01/06/2008	5 Low circular drinks tables	5		360	0								360

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2017

Location	Item no.	Supplier	Purchase Date	Description	Qual.£	Total	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054	2055	2056	2057	2058	2059	2060	2061	2062	2063	2064	2065	2066	2067	2068	2069	2070	2071	2072	2073	2074	2075	2076	2077	2078	2079	2080	2081	2082	2083	2084	2085	2086	2087	2088	2089	2090	2091	2092	2093	2094	2095	2096	2097	2098	2099	2100	2101	2102	2103	2104	2105	2106	2107	2108	2109	2110	2111	2112	2113	2114	2115	2116	2117	2118	2119	2120	2121	2122	2123	2124	2125	2126	2127	2128	2129	2130	2131	2132	2133	2134	2135	2136	2137	2138	2139	2140	2141	2142	2143	2144	2145	2146	2147	2148	2149	2150	2151	2152	2153	2154	2155	2156	2157	2158	2159	2160	2161	2162	2163	2164	2165	2166	2167	2168	2169	2170	2171	2172	2173	2174	2175	2176	2177	2178	2179	2180	2181	2182	2183	2184	2185	2186	2187	2188	2189	2190	2191	2192	2193	2194	2195	2196	2197	2198	2199	2200	2201	2202	2203	2204	2205	2206	2207	2208	2209	2210	2211	2212	2213	2214	2215	2216	2217	2218	2219	2220	2221	2222	2223	2224	2225	2226	2227	2228	2229	2230	2231	2232	2233	2234	2235	2236	2237	2238	2239	2240	2241	2242	2243	2244	2245	2246	2247	2248	2249	2250	2251	2252	2253	2254	2255	2256	2257	2258	2259	2260	2261	2262	2263	2264	2265	2266	2267	2268	2269	2270	2271	2272	2273	2274	2275	2276	2277	2278	2279	2280	2281	2282	2283	2284	2285	2286	2287	2288	2289	2290	2291	2292	2293	2294	2295	2296	2297	2298	2299	2300	2301	2302	2303	2304	2305	2306	2307	2308	2309	2310	2311	2312	2313	2314	2315	2316	2317	2318	2319	2320	2321	2322	2323	2324	2325	2326	2327	2328	2329	2330	2331	2332	2333	2334	2335	2336	2337	2338	2339	2340	2341	2342	2343	2344	2345	2346	2347	2348	2349	2350	2351	2352	2353	2354	2355	2356	2357	2358	2359	2360	2361	2362	2363	2364	2365	2366	2367	2368	2369	2370	2371	2372	2373	2374	2375	2376	2377	2378	2379	2380	2381	2382	2383	2384	2385	2386	2387	2388	2389	2390	2391	2392	2393	2394	2395	2396	2397	2398	2399	2400	2401	2402	2403	2404	2405	2406	2407	2408	2409	2410	2411	2412	2413	2414	2415	2416	2417	2418	2419	2420	2421	2422	2423	2424	2425	2426	2427	2428	2429	2430	2431	2432	2433	2434	2435	2436	2437	2438	2439	2440	2441	2442	2443	2444	2445	2446	2447	2448	2449	2450	2451	2452	2453	2454	2455	2456	2457	2458	2459	2460	2461	2462	2463	2464	2465	2466	2467	2468	2469	2470	2471	2472	2473	2474	2475	2476	2477	2478	2479	2480	2481	2482	2483	2484	2485	2486	2487	2488	2489	2490	2491	2492	2493	2494	2495	2496	2497	2498	2499	2500	2501	2502	2503	2504	2505	2506	2507	2508	2509	2510	2511	2512	2513	2514	2515	2516	2517	2518	2519	2520	2521	2522	2523	2524	2525	2526	2527	2528	2529	2530	2531	2532	2533	2534	2535	2536	2537	2538	2539	2540	2541	2542	2543	2544	2545	2546	2547	2548	2549	2550	2551	2552	2553	2554	2555	2556	2557	2558	2559	2560	2561	2562	2563	2564	2565	2566	2567	2568	2569	2570	2571	2572	2573	2574	2575	2576	2577	2578	2579	2580	2581	2582	2583	2584	2585	2586	2587	2588	2589	2590	2591	2592	2593	2594	2595	2596	2597	2598	2599	2600	2601	2602	2603	2604	2605	2606	2607	2608	2609	2610	2611	2612	2613	2614	2615	2616	2617	2618	2619	2620	2621	2622	2623	2624	2625	2626	2627	2628	2629	2630	2631	2632	2633	2634	2635	2636	2637	2638	2639	2640	2641	2642	2643	2644	2645	2646	2647	2648	2649	2650	2651	2652	2653	2654	2655	2656	2657	2658	2659	2660	2661	2662	2663	2664	2665	2666	2667	2668	2669	2670	2671	2672	2673	2674	2675	2676	2677	2678	2679	2680	2681	2682	2683	2684	2685	2686	2687	2688	2689	2690	2691	2692	2693	2694	2695	2696	2697	2698	2699	2700	2701	2702	2703	2704	2705	2706	2707	2708	2709	2710	2711	2712	2713	2714	2715	2716	2717	2718	2719	2720	2721	2722	2723	2724	2725	2726	2727	2728	2729	2730	2731	2732	2733	2734	2735	2736	2737	2738	2739	2740	2741	2742	2743	2744	2745	2746	2747	2748	2749	2750	2751	2752	2753	2754	2755	2756	2757	2758	2759	2760	2761	2762	2763	2764	2765	2766	2767	2768	2769	2770	2771	2772	2773	2774	2775	2776	2777	2778	2779	2780	2781	2782	2783	2784	2785	2786	2787	2788	2789	2790	2791	2792	2793	2794	2795	2796	2797	2798	2799	2800	2801	2802	2803	2804	2805	2806	2807	2808	2809	2810	2811	2812	2813	2814	2815	2816	2817	2818	2819	2820	2821	2822	2823	2824	2825	2826	2827	2828	2829	2830	2831	2832	2833	2834	2835	2836	2837	2838	2839	2840	2841	2842	2843	2844	2845	2846	2847	2848	2849	2850	2851	2852	2853	2854	2855	2856	2857	2858	2859	2860	2861	2862	2863	2864	2865	2866	2867	2868	2869	2870	2871	2872	2873	2874	2875	2876	2877	2878	2879	2880	2881	2882	2883	2884	2885	2886	2887	2888	2889	2890	2891	2892	2893	2894	2895	2896	2897	2898	2899	2900	2901	2902	2903	2904	2905	2906	2907	2908	2909	2910	2911	2912	2913	2914	2915	2916	2917	2918	2919	2920	2921	2922	2923	2924	2925	2926	2927	2928	2929	2930	2931	2932	2933	2934	2935	2936	2937	2938	2939	2940	2941	2942	2943	2944	2945	2946	2947	2948	2949	2950	2951	2952	2953	2954	2955	2956	2957	2958	2959	2960	2961	2962	2963	2964	2965	2966	2967	2968	2969	2970	2971	2972	2973	2974	2975	2976	2977	2978	2979	2980	2981	2982	2983	2984	2985	2986	2987	2988	2989	2990	2991	2992	2993	2994	2995	2996	2997	2998	2999	3000	3001	3002	3003	3004	3005	3006	3007	3008	3009	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Congleton Town Council – Fixed Asset Register and Inventory as at 31/03/2017

Location	Item no.	Supplier	Purchase Date	Description	Qual.£	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054	2055	2056	2057	2058	2059	2060	2061	2062	2063	2064	2065	2066	2067	2068	2069	2070	2071	2072	2073	2074	2075	2076	2077	2078	2079	2080	2081	2082	2083	2084	2085	2086	2087	2088	2089	2090	2091	2092	2093	2094	2095	2096	2097	2098	2099	2100	2101	2102	2103	2104	2105	2106	2107	2108	2109	2110	2111	2112	2113	2114	2115	2116	2117	2118	2119	2120	2121	2122	2123	2124	2125	2126	2127	2128	2129	2130	2131	2132	2133	2134	2135	2136	2137	2138	2139	2140	2141	2142	2143	2144	2145	2146	2147	2148	2149	2150	2151	2152	2153	2154	2155	2156	2157	2158	2159	2160	2161	2162	2163	2164	2165	2166	2167	2168	2169	2170	2171	2172	2173	2174	2175	2176	2177	2178	2179	2180	2181	2182	2183	2184	2185	2186	2187	2188	2189	2190	2191	2192	2193	2194	2195	2196	2197	2198	2199	2200	2201	2202	2203	2204	2205	2206	2207	2208	2209	2210	2211	2212	2213	2214	2215	2216	2217	2218	2219	2220	2221	2222	2223	2224	2225	2226	2227	2228	2229	2230	2231	2232	2233	2234	2235	2236	2237	2238	2239	2240	2241	2242	2243	2244	2245	2246	2247	2248	2249	2250	2251	2252	2253	2254	2255	2256	2257	2258	2259	2260	2261	2262	2263	2264	2265	2266	2267	2268	2269	2270	2271	2272	2273	2274	2275	2276	2277	2278	2279	2280	2281	2282	2283	2284	2285	2286	2287	2288	2289	2290	2291	2292	2293	2294	2295	2296	2297	2298	2299	2300	2301	2302	2303	2304	2305	2306	2307	2308	2309	2310	2311	2312	2313	2314	2315	2316	2317	2318	2319	2320	2321	2322	2323	2324	2325	2326	2327	2328	2329	2330	2331	2332	2333	2334	2335	2336	2337	2338	2339	2340	2341	2342	2343	2344	2345	2346	2347	2348	2349	2350	2351	2352	2353	2354	2355	2356	2357	2358	2359	2360	2361	2362	2363	2364	2365	2366	2367	2368	2369	2370	2371	2372	2373	2374	2375	2376	2377	2378	2379	2380	2381	2382	2383	2384	2385	2386	2387	2388	2389	2390	2391	2392	2393	2394	2395	2396	2397	2398	2399	2400	2401	2402	2403	2404	2405	2406	2407	2408	2409	2410	2411	2412	2413	2414	2415	2416	2417	2418	2419	2420	2421	2422	2423	2424	2425	2426	2427	2428	2429	2430	2431	2432	2433	2434	2435	2436	2437	2438	2439	2440	2441	2442	2443	2444	2445	2446	2447	2448	2449	2450	2451	2452	2453	2454	2455	2456	2457	2458	2459	2460	2461	2462	2463	2464	2465	2466	2467	2468	2469	2470	2471	2472	2473	2474	2475	2476	2477	2478	2479	2480	2481	2482	2483	2484	2485	2486	2487	2488	2489	2490	2491	2492	2493	2494	2495	2496	2497	2498	2499	2500	2501	2502	2503	2504	2505	2506	2507	2508	2509	2510	2511	2512	2513	2514	2515	2516	2517	2518	2519	2520	2521	2522	2523	2524	2525	2526	2527	2528	2529	2530	2531	2532	2533	2534	2535	2536	2537	2538	2539	2540	2541	2542	2543	2544	2545	2546	2547	2548	2549	2550	2551	2552	2553	2554	2555	2556	2557	2558	2559	2560	2561	2562	2563	2564	2565	2566	2567	2568	2569	2570	2571	2572	2573	2574	2575	2576	2577	2578	2579	2580	2581	2582	2583	2584	2585	2586	2587	2588	2589	2590	2591	2592	2593	2594	2595	2596	2597	2598	2599	2600	2601	2602	2603	2604	2605	2606	2607	2608	2609	2610	2611	2612	2613	2614	2615	2616	2617	2618	2619	2620	2621	2622	2623	2624	2625	2626	2627	2628	2629	2630	2631	2632	2633	2634	2635	2636	2637	2638	2639	2640	2641	2642	2643	2644	2645	2646	2647	2648	2649	2650	2651	2652	2653	2654	2655	2656	2657	2658	2659	2660	2661	2662	2663	2664	2665	2666	2667	2668	2669	2670	2671	2672	2673	2674	2675	2676	2677	2678	2679	2680	2681	2682	2683	2684	2685	2686	2687	2688	2689	2690	2691	2692	2693	2694	2695	2696	2697	2698	2699	2700	2701	2702	2703	2704	2705	2706	2707	2708	2709	2710	2711	2712	2713	2714	2715	2716	2717	2718	2719	2720	2721	2722	2723	2724	2725	2726	2727	2728	2729	2730	2731	2732	2733	2734	2735	2736	2737	2738	2739	2740	2741	2742	2743	2744	2745	2746	2747	2748	2749	2750	2751	2752	2753	2754	2755	2756	2757	2758	2759	2760	2761	2762	2763	2764	2765	2766	2767	2768	2769	2770	2771	2772	2773	2774	2775	2776	2777	2778	2779	2780	2781	2782	2783	2784	2785	2786	2787	2788	2789	2790	2791	2792	2793	2794	2795	2796	2797	2798	2799	2800	2801	2802	2803	2804	2805	2806	2807	2808	2809	2810	2811	2812	2813	2814	2815	2816	2817	2818	2819	2820	2821	2822	2823	2824	2825	2826	2827	2828	2829	2830	2831	2832	2833	2834	2835	2836	2837	2838	2839	2840	2841	2842	2843	2844	2845	2846	2847	2848	2849	2850	2851	2852	2853	2854	2855	2856	2857	2858	2859	2860	2861	2862	2863	2864	2865	2866	2867	2868	2869	2870	2871	2872	2873	2874	2875	2876	2877	2878	2879	2880	2881	2882	2883	2884	2885	2886	2887	2888	2889	2890	2891	2892	2893	2894	2895	2896	2897	2898	2899	2900	2901	2902	2903	2904	2905	2906	2907	2908	2909	2910	2911	2912	2913	2914	2915	2916	2917	2918	2919	2920	2921	2922	2923	2924	2925	2926	2927	2928	2929	2930	2931	2932	2933	2934	2935	2936	2937	2938	2939	2940	2941	2942	2943	2944	2945	2946	2947	2948	2949	2950	2951	2952	2953	2954	2955	2956	2957	2958	2959	2960	2961	2962	2963	2964	2965	2966	2967	2968	2969	2970	2971	2972	2973	2974	2975	2976	2977	2978	2979	2980	2981	2982	2983	2984	2985	2986	2987	2988	2989	2990	2991	2992	2993	2994	2995	2996	2997	2998	2999	3000	3001	3002	3003	3004	3005	3006	3007	3008	3009	3010	3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Conleiton Town Council - Fixed Asset Register and Inventory as at 31/03/2017

Location	Item no.	Supplier	Purchase Date	Description	Qual£	2016 Total	2016 FAR	Additions FAR	Deletions Inventor FAR	Deletions Inventor FAR	Revalu Total	2017 FAR
	CAT101-CAT113			12 No Charity Boards timber framed with hand painted inscriptions 2.000m by 0.800m 1 No John Pedley 1 No The Wilbraham Memorial Fund 1 No The Wilbraham and Emily Ann Salt 1 No Congleton Charities 1 No The Cotterhill Brook Street Charities 1 No Mary and Judith A	1	1200	1200					1200
First Floor Cupboard	HFE020	A&A Music		Dual Height Wheeling folding stage	1	916	916					916
	HFE089	Heatons	10/07/2015	Music stand as lecturn	1	23	23					23
	OFF101	Talkie Chem	04/03/2016	Nobo Tripod screen 2000 x 1513	1	137	137					137
	OFF105	Prism	01/04/2015	Key Cabinet	1	53	53					53
First Floor Office	EQP042	Nevada	10/11/2011	Spaare Laptop - Lenovo Thinkpad Edge E540	1	745	745					745
	EQP043	Nevada	10/11/2011	9v battery charger	1	56	56					56
	HFE111	Viking	14/07/2011	9v rechargeable batteries	10	98	98					98
	HFE079	Just Projectors	26/07/2016	3 litre s/s flask	1	79	79					79
	HFE125			1 No Digital Projector and Screen S28	1	850	850			850		0
	OFF050			NEC M311W Projector	1	463		463				463
	OFF053			4 No Cantilever Universal Workstations Magnus Wave metal frame 1.800m by 1.200m by 0.800m with Lockable Magnus Under Desk Filing Cabinets all in light oak timber finish	4	165	660					660
	OFF054		01/06/2008	4 No High Back Operator Chairs in fabric colour leaf	4	85	340					340
	OFF055			1 No Rectangular Table metal frame 1.800m by 0.750m in light oak timber finish	1	85	85					85
	OFF056			Magnus Storage Cupboard with Tambour Doors 1.950m by 1.060m by 0.530m in light oak timber finish	1	300	300					300
	OFF057	Broadstock	08/07/2014	Magnus storage cupboard	1	400	400					400
	OFF074	Prism	18/04/2013	Four shelf L/Oak bookcase (behind JP)	1	113	113					113
	OFF073	Prism	03/12/2013	ST desktop PC - Dell	1	565	565					565
	OFF106	Prism	10/04/2015	Office Server	1	2383	2383					2383
	OFF094	PCWorld	29/05/2014	APC UPS battery backup for server	1	194	194					194
	OFF068	Prism	16/11/2010	Net gear Comms box	1	120	120					120
	OFF102	Prism	05/02/2016	now TV in foyer PC	1	839	839					839
	OFF093	Prism	22/10/2014	Dell Optiplex 3020 LM	1	890	890					890
	OFF072	Prism	03/12/2012	Dell Optiplex 3020 AMW	1	945	945					945
		Prism	07/12/2011	Dell Optiplex 3010 PC (JP)	1	515	515			515		0
				Office Professional 2010 software	3	830	830					830
				Office Home and Business 2010 Software	4	760	760					760
	OFF112	Prism	17/01/2017	Dell 22" Monitor P2217 - JP	1	131	131					131
	OFF113	Prism	17/01/2017	Dell Optiplex 3040 Mini tower PC - JP	1	753	753					753
	EQP005	Pear Technology	31/01/2011	Mapping Software and Asset Manager	1	1625	1625					1625
	OFF077	Prism	26/03/2012	Adobe photoshop	1	558	558					558
	OFF073	Prism	08/05/2013	Brother Laser Jet Printer (L3650DN)	1	295	295					295
	OFF071			1 No Telephone Fax System	1	215	215					215
	OFF038			Dell 19 inch Flat Screen Monitors (1 upstairs MUJW)	4	175	700					700
	OFF110	Prism	14/01/2017	ITC Computer and Telephone system	1	5000	5000			5000		0
Second Floor Office	EQP041		01/04/2010	Avaya VOIP telephone system	1	4225		4225				4225
First Floor Office	OFF048		01/06/2008	PAT Tester	1	850	850					850
	OFF049			Wooden Coat Stand	1	1	1					1
				4 No 4 Drawer Metal Filing cabinets	4	165	660					660
	OFF057			Dahle quillotine paper cutter	1	1	0			1		0

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2017

Location	Item no.	Supplier	Purchase Date	Description	Qual £	2016 Total	FAR	Additions FAR	Deletions FAR	Deletions Invent	Revalu	2017 Total	FAR
Second Floor Office Streetscape	OFF115	The Stationery	07/02/2017	Dahle A2 guillotine paper cutter	1				143			143	0
	OFF078			2 drawer metal filing cabinet	1	68	0					68	0
	OFF067			Short case Wall Clock	1	60	0			60		0	0
	OFF069			9 Office Blinds	9	100	900					900	900
				3 office blinds (admin office)	3		397					397	397
	HFE080	Congleton Office	30/11/2011	Nobo S16 DLP Projector	1		425	0				425	0
	HFE098	Viking	02/09/2013	NEC M3111 Projector	1		465	0				465	0
						0	0					0	0
	OFF056	Viking	17/06/2010	Ativa Shredder	1		290	0				290	0
						0	0					0	0
Campbell Suite	OFF076	Prism	18/04/2013	RB desktop PC Dell	1	565	565					565	565
	OFF114	Prism	17/01/2017	RB laptop	1			968				968	968
	OFF076	Prism	18/04/2013	RB Monitor	1		89					89	89
	OFF020	Broadstock	25/01/2012	3 Drawer Pedestal C-J	1	103						103	
	OFF021		01/06/2008	Desk C-J	1		1					1	
	OFF022		01/06/2014	Chair C-J	1		1					1	
	OFF024		01/06/2008	HP Laserjet printer (P2015N)	1		1	0				1	0
	OFF032		01/06/2008	4 Green swivel chairs	4		1					1	
	OFF087	Prism	14/05/2014	Dell Optiplex 3020 Desktop (C-J)	1	646	646					646	646
	OFF089	Prism	14/05/2014	Dell P2014H Monitor (C-J)	1		99					99	99
	OFF081	Broadstock	22/01/2014	RB desk	1	114						114	
	OFF082	Broadstock	22/01/2014	RB Pedestal	1		103					103	
	OFF083	Broadstock	23/01/2014	RB bookcase	1		113					113	
	OFF084	Broadstock	24/01/2014	RB chair	1		83					83	
	OFF095	BDR	03/11/2014	MW Telephone handset	1		295					295	
	OFF104	Argos	20/05/2015	Shelving (behind MW)	2		67					67	
	OFF096	Broadstock	17/11/2014	MW Desk	1	114						114	
	OFF097	Broadstock	17/11/2014	MW Pedestal	1		103					103	
	OFF098	Broadstock	17/11/2014	MW chair with arms	1		105					105	
	OFF103	Prism	05/02/2016	Dell Optiplex 3020 MW	1		890	890				890	890
	HFE065		01/06/2008	Step ladder	1		1	0				1	0
Campbell Suite Clerk's Office	OFF030			2 tables 1.600m diameter 25 mm top in light oak	2	100	200	0				200	0
	OFF030			2 No Rectangular demountable leg tables 1.600m 0.750m 25mm top in light oak	2	85	170	0		170		0	0
							0	0				0	0
	OFF042	Viking	25/11/2011	HP Laser jet P2055DN Mono printer	1		227					227	
	OFF031			4 No Cantilever Universal Workstations Magnus Wave metal frame 1.800m by 1.200m by 0.800m with Lockable Under Desk Filing Cabinets all in light oak timber finish	4	220	880					880	880
	OFF033			1 No Magnus Circular Table with Central Column Base in light oak 1.000m diameter	1	135		0				135	0
	OFF034			4 No 4 Leg Stackable Meeting Chairs Without Arms Upholstered in fabric colour leaf	4	60	240	0				240	0
	OFF044			1 No 2 Drawer Metal Filing Cabinet	1	100	100	0				100	0
	OFF111	Heatons	14/11/2016	4 drawer grey filing cabinet	1				129			129	0

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2017

Location	Item no.	Supplier	Purchase Date	Description	Qual £	2016 Total	2016 FAR	Additions FAR	Deletions FAR	Deletions Invent	Revaluation	2017 Total	2017 FAR
	OFF079	The Stationery Cupboard		Jemini 2 drawer filing cabinet grey	1	111	0					111	
	OFF043			1 No 2 Drawer Small Timber Filing Cabinet in Beech Wood	1	40	0					40	0
	OFF037			Magnus 4 Shelf Open Fronted Bookcase 1.900m by 0.800m in light oak	1	113	0					113	0
	OFF080			Dell Optiplex 3010 PC (BH)	1	778	778			113		778	778
	OFF040			1 No Dell 19inch Flat Screen Monitor BH PC	1	175	175					175	175
	OFF099	Prism	15/01/2015	Adobe Acrobat XI Pro (BH Machine)	1	480	0					480	0
	OFF045			Wall clock (now downstairs in Admin office)	1	60	0					60	0
	OFF035			Metal cupboard	1	210	0					210	0
	OFF047			Canon E50 1100D5 Camera	1	350	0					350	0
	OFF088	Prism	16/01/2012	Dell Latitude E3440 Laptop (JM)	1	724	724					724	724
	OFF107	Prism	14/05/2014	MS desktop Dell Optiplex 3020 plus monitor	1	906	906					906	906
	OFF090	Prism	20/04/2015	Dell Optiplex 3020 PC (Martha)	1	630	630					630	630
	OFF091	Prism	08/08/2014	Dell P2014H 19.5" monitor	1	116	116					116	116
	OFF092	Prism	28/08/2014	Office 13 plus publisher (MH machine)	1	273	273					273	273
	OFF100	BDR	27/08/2014	Handset phone system MH	1	295	0			295		0	0
Museum	CAT100			Ancient Records NB: A nominal value is included. Following a discussion with David Rofe Medieval Historian the ancient records if offered for sale could generate interest from American Universities and as a set realise in the order of £100,000	1	10000	10000					10000	10000
Padding Pool Land	LB003			Padding Pool (leased)	1	95000	95000					95000	95000
Padding Pool Plant	LB005			Plant room - padding pool	1	25000	27570					27570	27570
	EQP039	Nortek	20/08/2010	Padding Pool ramp	1	475	475					475	475
	INF003		01/04/2009	Pool footpath and safety surface	1	1950	1950					1950	1950
	EQP006		01/04/2011	Pool water fountain	1	620	620					620	620
						123045	125615	0	0	0	0	125615	122570
Allotments	LB001		01/04/2009	Allotment toilets	1	3425	3425					3425	3425
	LB002			Hillary Avenue Allotments	1	65000	65000					65000	65000
	LB004			Padding Pool Toilets	1	1	1					1	1
	INF002		01/04/2009	Allotment path	1	5990	5990					5990	5990
	INF011		01/04/2009	Railings at allotments	1	1	1					1	1
						74417	74417	0	0	0	0	74417	74415
						2581859	2512667	9620	721	1360	0	2580121	2511568
CS001-CS007				Welcome to Congleton Road Signs	7	1800	11200					11200	11200
FP001-FF007				Town Centre finger posts - (7?)	3	2600	7800					7800	7800
NB001-NB007				Notice Boards - (7?)	6	1100	6600					6600	6600
			08/07/2015	Secure lockable external notice board 1 Moody St Gardens	1	126	0					126	0
			08/07/2015	Secure lockable external notice board 1 Moody St Gardens	1	126	0					126	0
INF001				River Dane walkway	1	35000	35000					35000	35000
INF005			31/05/2012	Jubilee Arches in Community Garden	3	4500	4500					4500	4500
CS008			08/12/2013	Xmas Lights - JM has breakdown	1	18308	18308					18308	18308
CS009			31/05/2013	Octagonal self-watering planters	2	747	747					747	747
CS010			08/05/2014	Octagonal planter with 3 tiers (market st)	2	1202	1202					1202	1202

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CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy								
MEETING DATE AND TIME	8 th June 2017	LOCATION	Congleton Town Hall						
REPORT FROM	Chief Officer								
AGENDA ITEM REPORT TITLE	14 Insurance Review for 2017-18								
Background	Each year we undertake a comprehensive review of our insurance cover to ensure we have adequate Insurance coverage aligned to our assets and operating procedures. This review was undertaken with our suppliers Zurich Insurance and the Town Council Management Team.								
Updates	<table><tr><td>Budget</td><td>2017-18</td><td>£20,000</td></tr><tr><td>Premium</td><td>2016-17</td><td>£19,412</td></tr></table> <ul style="list-style-type: none">• Limits of Indemnity: Public Liability: £10,000,000 minimum* any one event• Products Liability: £10,000,000 minimum* for all claims in the aggregate during and one period of insurance• Pollution Liability: As per Products Liability• Employers' Liability: £10,000,000 any one event inclusive of costs• Zurich's Public Liability cover includes financial loss for your councillors. We indemnify them in respect of all sums which you may become legally liable to pay as damages and claimants costs and expenses for financial loss arising as a result of a negligent act or accidental error or omission, alleged or committed.• Contents new for old• Fidelity Guarantee is £1,000,000• Excess:• Public Liability/Products Liability/Pollution Liability: £100 each and every claim in respect of Third Party Property Damage• Employers' Liability: Nil any one claim <p>We have also added Keyman Insurance to cover for 8 members of staff just in case we ever have the requirement to bring in short term cover for ill health</p> <p>The adjusted premium for 2017-18 £15,319.67p</p>			Budget	2017-18	£20,000	Premium	2016-17	£19,412
Budget	2017-18	£20,000							
Premium	2016-17	£19,412							
Decision Requested	Recommendation to receive and approve the Insurance Review								