



# Congleton Town Council

Historic market town

Chief Officer: **David McGifford**



2<sup>nd</sup> September 2016

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

Dear Councillor,

## **Finance and Policy Committee Meeting – Thursday 8<sup>th</sup> September 2016**

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 8<sup>th</sup> September 2016** 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 9<sup>th</sup> June 2016.
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.

Congleton  
**beartown**  
where friends are made

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

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Email: [info@congletontowncouncil.co.uk](mailto:info@congletontowncouncil.co.uk) [www.congleton-tc.gov.uk](http://www.congleton-tc.gov.uk)

5. Grant Approvals and Commitments 2016-17 (enclosed)  
To receive a statement showing the current position.
6. New Applications for Financial Assistance (enclosed)
  - i) **GR08/1617 – Congleton Musical Theatre**
  - ii) **GR09/1617 – Congleton Cycling Club**
  - iii) **GR10/1617 – St James Church PCC**
  - iv) **GR11/1617 – Congleton Choral Society**
  - v) **GR12/1617 – Congleton Town Football Club**
7. Grant Activities Monitoring Forms (enclosed)
  - i) **Beartown Patchwork and Quilters – Original Grant Application GR06/1516**
  - ii) **St Peter’s Church – Original Grant Application GR06/1617**
8. Management Accounts for July 2016 (enclosed)  
To consider the Management Accounts to 31<sup>st</sup> July 2016.
9. Bank Reconciliation (enclosed)  
To receive and consider the bank reconciliation for 31<sup>st</sup> July 2016.
10. List of Payments (enclosed)  
To receive and consider the Payments List between 1<sup>st</sup> May and 31<sup>st</sup> July 2016.
11. Town Hall Wi-Fi (enclosed)  
To receive and consider a report from the Support Manager regarding an upgrade to the Town Hall Wi-Fi facility.
12. External Audit Report (enclosed)  
To receive and approve the External Auditors report for 2015-16 and to note and action any recommendations arising out of the report.
13. Letters of Thanks (enclosed)  
To receive a letter of thanks from the organisers of the Congleton Jazz and Blues Festival for the grant allocated by the Town Council.

**To: Members of the Finance & Policy Committee**

**Cllrs:**

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

**Ex Officio Members:** Cllrs D T Brown (Town Mayor) and C H Booth (Deputy Mayor)

**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 9<sup>th</sup> June 2016

#### PRESENT - Councillors

Mrs S Akers Smith  
J G Baggott  
R Boston  
C Booth (Deputy Mayor - Ex Officio)  
G R Edwards (Chair)  
Mrs S. A Holland  
Mrs J Parry (Vice chair)

#### 1. Apologies

Apologies for absence were received from committee members Cllrs N Adams, Mrs D S Allen, P Bates, Mrs E Wardlaw.

Apologies were also received from Cllrs D T Brown and G S Williams and Burgess D Murphy.

#### 2. Minutes

**FAP/01/1617 RESOLVED** that the Minutes of the Meeting of the Committee held on 24<sup>th</sup> March 2016 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.

Cllr J G Baggott, declared a non-pecuniary interest in any matters relating to Cheshire East Council.

Cllr G R Edwards declared a non-pecuniary interest in item 7 vii – Congleton Carnival grant application.

#### 4. Outstanding Actions

There were no outstanding actions.

#### 5. Tour of Britain Budget Allocation

**FAP/02/1617 RESOLVED** that £15,000 be allocated to the Tour of Britain project on the understanding that CTC does all that it can to recoup money with sponsorship.

## 6. Grant Approvals and Commitments 2016-17

A summary of grant approvals and commitments was considered by the committee and it was noted that £15,000 is available for grants for 2016/17.

**FAP/03/1617 RESOLVED** that that the grant summary be received.

## 7. New Applications for Financial Assistance

**FAP/04/1617 RESOLVED** that:-

- i) **GR 01/1617 Congleton Cricket Club**  
A grant of £250 be approved (S137)
- ii) **GR 02/1617 Congleton Talking Newspaper**  
A Grant of £250 be approved subject to seeing more quotes for the work and recommending that the organisation applies to the local branch of RNIB, Town Trust and Inclosure Trust for additional funds. (S137)
- iii) **GR 03/1617 SOL Theatre School**  
A Grant of £1,000 be approved. (S145)
- iv) **GR 04/1516 Congleton Harriers**  
A grant of £250 be approved. (S137)
- v) **GR 05/1617 Congleton Jazz and Blues Festival**  
A grant of £500 be approved (S145)
- vi) **GR06/1617 St Peter's Church**  
A grant of £265.20 be approved (PCA1957 S2)
- vii) **GR07/1617 Congleton Carnival**  
A grant of £1,356 to pay for road closures and radios subject to a review of the past carnival accounts by a sub-committee with delegated powers to approve the grant. (S144)

## 8. Grant Activities Monitoring Forms

It was noted that a Grant Activities Monitoring Form had been received from Congleton Credit Union (Original Grant application GR20/1516)

**FAP/05/1617 RESOLVED** that that the Grant Activities Monitoring Form be received.

## 9. Management Accounts for March 2016

**FAP/06/1617 RESOLVED** that that the Management Accounts to 31<sup>st</sup> March 2016 be received.

## 10. Bank Reconciliation

**FAP/07/1617 RESOLVED** that the bank reconciliation for 30<sup>th</sup> April 2016 be received.

11. List of Payments

**FAP/08/1617 RESOLVED** to receive the Payments List between 1<sup>st</sup> March and 30<sup>th</sup> April 2016.

12. Asset Register

**FAP/09/1617 RESOLVED** to receive and approve the Asset Register and Inventory for the year ending 31/03/2016.

13. West Mercia Energy Contract

**FAP/10/1617 RESOLVED** to receive the correspondence from West Mercia Energy

14. Letters of Thanks

**FAP/11/1617 RESOLVED that** to receive the letters of thanks from Congleton Fairtrade Steering Group and Visyon.

15. Internal Audit Report (Final)

**FAP/12/1617 RESOLVED that** as the final Internal Audit Report had only just been received it would be presented at the Council meeting on 16<sup>th</sup> June 2016.

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
01/04/2016	Congleton Museum	Notional rent	S144			4,500.00	4,500.00	4,500.00	0.00	0.00
01/04/2016	Community Projects	Project support	S145			16,000.00	16,000.00	16,000.00	0.00	06/04/2016
01/04/2016	Congleton Partnership	Rent	S137			1,533.00	1,533.00	1,533.00	0.00	
01/04/2016	Citizens Advice Bureau	annual grant	S142			15,000.00	15,000.00	15,000.00	0.00	25/04/2016
01/04/2016	Christmas Lights	Christmas Lights	S144			9,000.00	9,000.00	0.00	9,000.00	
01/04/2016	Royal British Legion	Remembrance Day Parade	S137			700.00	700.00	0.00	700.00	
01/04/2016	Town Hall 150 yr celebrations	Town Hall 150 yr celebrations	S145			5,000.00	5,000.00	1,337.28	3,662.72	
09/06/2016	St Peter's Church	Church clock maintenance	PCA1957 s2	FAP/04/1617		250.00	265.20	265.20	0.00	17/06/2016
<b>Totals</b>					0.00	51,983.00	51,998.20	38,635.48	13,362.72	
	<b>Ear marked reserve b/fwd</b>			£0						
	<b>Budget 2016/17</b>			£51,983						
	<b>Total approved to date</b>			£51,998						
	<b>Total awaiting application</b>			-£15						



**Congleton Town Council**  
**Application for Financial Assistance**



**Part 1: Applicant(s) and Project Details**

Application Reference Number (office use only)	GR08/1617
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1.1	<b>Applicant(s):</b>	HELEN SUTTON
1.2	<b>Representing:</b>	CONGLETON MUSICAL THEATRE
1.3	<b>Email Address:</b>	h.sutton@congletonmusicaltheatre.co.uk
1.4	<b>Tel No.</b>	(01273) 281815
1.5	<b>Project Title:</b>	Production of "Sister Act" musical.
1.6	<b>Project Objectives:</b>	To support the charitable objects of the society (to educate the public in musical arts and further public appreciation in these arts).
1.7	<b>Brief Project Description:</b>	<u>Musical production of:-</u> "Sister Act" at The Daneside Theatre, Congleton. (24 <sup>th</sup> - 29 <sup>th</sup> October 2016).
1.8	<b>Details accounts/budgets</b>	Please see attached.

**Part 2: Cost Details / Resources / Timescale**

2.1	<b>Total Cost of Project:</b>	£20,810-00
2.2	<b>Total contribution sought:</b>	£500
2.3	<b>What will the money be spent on?</b>	Building of the set.

Encl Copy Budget Forecast 2016

2.4	<b>Any ongoing costs:</b>	Hire of rehearsal rooms and stage at The Domeside Theatre. (usually twice a week).
2.5	<b>Details of confirmed match funding include source</b> Cash:  In kind:	Cost of the project is met by ticket sales, fundraising and grants. Plus application to Chesire East Any shortfall is met by the society's own reserves.
2.6	<b>Resources needed:</b>	The outcome of ticket sales and fundraising is not known at this stage, so the overall cost of the project is needed.
2.7	<b>Estimated timescale of project from start to finish:</b>	May - October 2016

### Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	1) Entertain and educate the public in musical theatre by providing a near professional show. 2) Most of the society's members are local.
3.2	<b>Are there similar services/projects provided in the area</b>	Yes. (at different times of the year)

### Part 4: Evaluation/Publicity

4.1	<b>How will the project be evaluated and who will carry out the evaluation?</b> ?	The committee will evaluate the project in early November (to include analysis of ticket sales, costs etc).
4.2	<b>Describe how you will promote the Town Council in your project</b>	The Town Council's support will be advertised in the programme.

Signature: Debra K. Suttley

Date: 15/6/2016



# Sister Act ~ 2016 Budget Forecast

Version 01 ~ Operating Budget

## Income

Item	Source of Budget Projection	Budget	Actual	Variance
<b>Ticket Income</b>				
Ticket Sales	Assumes 75% sold; £11 & concessions	£14,000.00	-	- 14,000.00
<b>Programme</b>				
Programme Sales	Precedent	£380.00	-	- 380.00
<b>Front of House</b>				
Front of House raffles	Precedent	£500.00	-	- 500.00
Teas, coffees, sweets and soft drinks	Precedent	£180.00	-	- 180.00
Ice creams	Precedent	£750.00	-	- 750.00
Individual foyer sponsors	Precedent	£400.00	-	- 400.00
<b>TOTALS:</b>		<b>£16,210.00</b>	<b>-</b>	<b>- £16,210.00</b>

## Expenditure

Item	Source of Budget Projection	Budget	Actual	Variance
<b>Theatre Hire</b>				
Theatre hire charge	Precedent	£3,600.00	£60.00	3,540.00
Other venue hire (show)	Contingency	£75.00	-	75.00
<b>Licensing</b>				
Performance licence	Precedent	£2,000.00	-	2,000.00
Deposit on future show licence	Paid	£500.00	£500.00	-
Libretti and scores	Precedent	£500.00	-	500.00
<b>Orchestra &amp; other musical</b>				
Orchestra musicians	MD's estimate	£1,800.00	-	1,800.00
Society Pianist	Rehearsals only	£350.00	-	350.00
Assistant Pianist	Assistant Pianist(s)	£120.00	£60.00	60.00
Musical equipment hire/recording	Contingency	£100.00	-	100.00
<b>Direction Team</b>				
Director/Choreographer	Precedent	£1,250.00	-	1,250.00
Musical Director	Precedent	£1,000.00	-	1,000.00
Sundry expenditure (direction)	Contingency	£50.00	-	50.00
<b>Wardrobe</b>				
Costume hire	Estimate	£2,500.00	-	2,500.00
Sundries; costumes	Contingency	£100.00	-	100.00
<b>Sound &amp; Lighting</b>				
Sound & Lighting	Precedent	£3,000.00	-	3,000.00
<b>Properties</b>				
Properties hire/purchase	Estimate	£300.00	-	300.00
Sundries; properties	Estimate	£50.00	-	50.00
<b>Set</b>				
Set materials	Precedent	£1,250.00	-	1,250.00
<b>Publicity &amp; printing</b>				
Booking form printing	Precedent	£225.00	-	225.00
Display boards	Precedent	£210.00	£55.00	155.00
Advertising (show)	Precedent	£300.00	-	300.00
Ticket printing	Precedent	£190.00	-	190.00
Programme printing	Precedent	£350.00	-	350.00
Poster printing	Precedent	£50.00	-	50.00
Sundries; publicity	Contingency	£50.00	-	50.00
Promotional expenses		-	-	-
<b>Miscellaneous</b>				
Donation(s) per show account	Precedent	£260.00	-	260.00
Ice creams	Precedent	£360.00	-	360.00
Tea & Coffee	Precedent	£20.00	-	20.00
Raffles	Precedent	£30.00	-	30.00
Sundries: miscellaneous (show)	Precedent	£20.00	-	20.00
Commission on Ticket Sales	Precedent	£200.00	-	200.00
<b>TOTALS:</b>		<b>£20,810.00</b>	<b>£675.00</b>	<b>£20,135.00</b>



# Sister Act ~ 2016 Budget Forecast

Version 01 ~ Operating Budget

<b>BUDGET versus ACTUAL</b>	
<b>Budget</b>	<b>Actual</b>
<b>Deficit: - £4,600.00</b>	<b>Deficit: - £675.00</b>

Financial Information — Congleton Musical Theatre  
Report printed on: 10 June, 2016 / Page 2 of 2



## Congleton Town Council Application for Financial Assistance



### Part 1: Applicant(s) and Project Details

<b>Application Reference Number (office use only)</b>	GRO9/1617
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1.1	<b>Applicant(s):</b>	SIMON FROST
1.2	<b>Representing:</b>	CONGLETON CYCLING CLUB
1.3	<b>Email Address:</b>	[REDACTED]
1.4	<b>Tel No.</b>	[REDACTED]
1.5	<b>Project Title:</b>	CHESHIRE EAST TOUR OF BRITAIN CHARITY SPORTIVE
1.6	<b>Project Objectives:</b>	TO ORGANISE A CYCLE SPORTIVE EVENT AS PART OF THE LEAD UP TO CONGLETON HOSTING STAGE 3 START OF THE 2016 TOUR OF BRITAIN CYCLE RACE
1.7	<b>Brief Project Description:</b>	ORGANISE LEAFLETS, HEADQUARTERS FOR THE EVENT. PLAN ROUTE, SUPPLY MECHANICAL SUPPORT. FULL EVENT MANAGEMENT INCLUDING MARSHALS AND MEDICAL ASSISTANCE.
1.8	<b>Details accounts/budgets</b>	ACCOUNTS FOR FINANCIAL YEAR 2014-2015 ATTACHED

### Part 2: Cost Details / Resources / Timescale

2.1	<b>Total Cost of Project:</b>	£ 6,788
2.2	<b>Total contribution sought:</b>	£ 500
2.3	<b>What will the money be spent on?</b>	FIRST AID SUPPORT FOR THE EVENT

2.4	Any ongoing costs:	N/A
2.5	Details of <b>confirmed</b> match funding include source Cash:  In kind:	N/A
2.6	Resources needed:	N/A
2.7	Estimated timescale of project from start to finish:	JUNE 2016 THROUGH TO OCTOBER

### Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	INCREASED AWARENESS OF THE BENEFITS OF CYCLING TO HEALTH AND FITNESS. ENCOURAGE COMMUNITY PARTICIPATION IN THE ORGANISATION OF LOCAL EVENTS. TO PROVIDE SUPPORT TO LOCAL CHARITIES INCREASED BUSINESS FOR LOCAL SHOPS SINCE MANY RIDERS WILL TRAVEL THE DAY BEFORE
3.2	Are there similar services/projects provided in the area	NO, THE CYCLE CLUB ARRANGES WEEKLY RIDES BUT FOR MEMBERS ONLY. THIS GIVES PEOPLE THE CHANCE TO TRY IT WITHOUT JOINING AND IT WILL BE CLOSELY LINKED TO THE TOUR OF BRITAIN

### Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	THE PROJECT WILL BE EVALUATED BY THE CLUB COMMITTEE TO DETERMINE THE DEGREE OF SUCCESS.
4.2	Describe how you will promote the Town Council in your project	VIA THE CLUB WEBSITE AND WITH BANNERS AT THE EVENT HQ IF SUCCESSFUL

Signature:



Date: 24/6/16

**Congleton Cycling Club**  
**Income and Expenditure Account for Year: 01/10/2014 to 30/09/2015**

	2015	2014	Expenditure	2015	2014	2015	2014	Surplus/Deficit
<b>Income</b>			<b>Expenditure</b>					
Membership (subs)	£ 2,681.00	2392.00	Membership (CTC 3rd Party)	£ 504.00	336.00	2177.00	2056.00	
Rugby Club (prizes won)	£ -	75.00	Rugby Club (subs + prize fund)	£ 650.00	500.00	-650.00	-425.00	
Open 50 TT (entries, refreshments)	£ 1,218.53	711.13	Open 50 TT (prizes, levies, etc.)	£ 1,207.80	691.26	10.73	19.87	
Club TTs (entries)	£ 1,986.15	2165.50	Club TTs (levies + refreshments)	£ 1,309.08	1480.50	677.07	685.00	
Reliabilities (entries)	£ 309.00	251.00	Reliabilities (refreshments)	£ 70.36	46.20	238.64	204.80	
Audax (entries + donation)	£ 863.66	210.00	Audax (expenses + affiliations)	£ 345.88	146.71	517.78	63.29	
Track Evening (entries)	£ -	0.00	Track (velodrome + bike hire)	£ -	0.00	0.00	0.00	
Clothing (sale of stock + profit)	£ 2,897.50	3731.50	Clothing (new stock)	£ 2,570.47	3952.26	327.03	-220.76	
Prize Presentation (tickets + raffle)	£ 1,541.00	1652.25	Prize Presentation (meal + gifts)	£ 1,420.95	1467.49	120.05	184.76	
Other Social Events	£ -	0.00	Other Social Events	£ 100.45	50.65	-100.45	-50.65	
Trophies (donation)	£ -	0.00	Trophies (insurance + engraving)	£ 406.51	176.94	-406.51	-176.94	
CTT Handbooks	£ 100.00 [3]	110.00	CTT Handbooks	£ 100.00 [3]	120.00	0.00	-10.00	
Donations Received	£ -	0.00	Donations Given	£ 585.00 [1]	288.00	-585.00	-288.00	
Bank Interest	£ 3.71	1.55				3.71	1.55	
	<b>£11,600.55</b>	<b>£11,299.93</b>		<b>10445.19</b>	<b>10187.52</b>	<b>1155.36</b>	<b>1112.41</b>	
			Training (Courses)	£ 176.00	30.00	-176.00	-30.00	
			Affiliations	£ 312.00	228.00	-312.00	-228.00	
			Equipment	£ 509.98	395.98	-509.98	-395.98	
			Miscellaneous	£ 138.34 [2]	239.16	-138.34	-239.16	
			Website	£ 38.37	38.37	-38.37	-38.37	

**Notes**

[1] Donations  
British Heart Foundation £ 300.00  
Bosley Disaster Fund £ 200.00  
TTCA £ 25.00  
Mersey RC £ 50.00  
Mossley Holy Trinity £ 10.00  
£ 585.00  
(Unassigned - DH Audax £60.13)

[2] Miscellaneous

General expenses from I&E £ 81.85  
DH general expenses (from Audax) £ 56.49  
£ 138.34

[3] Handbooks

Handbooks bought and sold by RN £ 100.00

Dean Roberts, Hon Treasurer

Bill Boynton, Hon Examiner

## Congleton Cycling Club

Balance Sheet for Year Ended: 30/09/2015

	2015	2014	2013	2012
<b>Current Assets</b>				
Deposit Account	1363.69	1359.98	2058.43	1557.03
Current Account	3663.07	2453.42	286.56	429.28
Clothing Stock	1183.00	900.00	656.00	1330.43
plus Debtor (venue deposit)	95.00	75.00	75.00	75.00
plus Debtor (clothing deposit)	0.00	0.00	600.00	0.00
less Creditors (CTT levies due)	0.00	0.00	0.00	-800.00
<b>Total Assets</b>	<b>£6,304.76</b>	<b>£4,788.40</b>	<b>£3,675.99</b>	<b>2591.74</b>
<b>Represented By</b>				
Accumulated Fund b/f	4788.40	3675.99	2591.74	2342.26
Deficit/Surplus for Year	1516.36	1112.41	1084.25	249.48
<b>Accumulated Fund c/f</b>	<b>£6,304.76</b>	<b>£4,788.40</b>	<b>£3,675.99</b>	<b>2591.74</b>

Dean Roberts, Hon Treasurer

Bill Boynton, Hon Auditor

SUBMITTED MEETING:  
8th September 2016



## Congleton Town Council Application for Financial Assistance



### Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR10/1617
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1.1	<b>Applicant(s):</b>	ST JAMES CHURCH P.C.C. REG CHARITY NO 1133041
1.2	<b>Representing:</b>	LYNDON MURGASTROYD SECRETARY
1.3	<b>Email Address:</b>	[REDACTED]@jvk
1.4	<b>Tel No.</b>	[REDACTED]
1.5	<b>Project Title:</b>	REPLACING HEATING SYSTEMS
1.6	<b>Project Objectives:</b>	THE CURRENT HEATING SYSTEM HAS BROKEN DOWN SEVERAL TIMES AND NOW THERE ARE NO SPARE PARTS AVAILABLE IT HAS TO BE REPLACED
1.7	<b>Brief Project Description:</b>	BOTH BOILERS REQUIRE REPLACING AN ADDITIONAL VALVE ALLOWING HEATING OF THE CHANCEL ONLY FOR SMALL SERVICES WILL BE INSTALLED ALONG WITH ADDITIONAL RADIATORS
1.8	<b>Details accounts/budgets</b>	A FULL SET OF THE ACCOUNTS IS INCLUDED. QUOTATIONS INCLUDED

### Part 2: Cost Details / Resources / Timescale

2.1	<b>Total Cost of Project:</b>	INCLUDING VAT £20,508
2.2	<b>Total contribution sought:</b>	£1,000 OR WHATEVER HELP YOU CAN GIVE
2.3	<b>What will the money be spent on?</b>	PURCHASE OF BOILERS VALVES RADIATORS & PIPEWORK TOGETHER WITH INSTALLATION COSTS

2.4	Any ongoing costs:	NOT RELEVANT TO THIS GRANT APPLICATION
2.5	Details of <b>confirmed</b> match funding include source Cash:  In kind:	£ 5,000 DONATED BY CONGREGATION £ 5,000 FROM CHURCH FUNDS OTHER GRANTS APPLIED FOR INCLOSURE TRUST CHESHIRE EAST COMMUNITY FUND HISTORIC CHESHIRE CHARITIES
2.6	Resources needed:	OTHER THAN THOSE PROVIDED BY CONTRACTOR - NONE
2.7	Estimated timescale of project from start to finish:	7 - 10 DAYS

### Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	IT IS NOT POSSIBLE TO HOLD CHURCH SERVICES IN THE WINTER MONTHS WITHOUT HEATING THUS OUR CONGREGATION WOULD BENEFIT & AS WE HOLD CONCERTS IN THE WINTER IN EXCESS OF 100 PEOPLE WOULD BENEFIT
3.2	Are there similar services/projects provided in the area	NO - THE SERVICE (ANGLO-CATHOLIC) IS UNIQUE IN CONGLET THE NEAREST SIMILAR SERVICE IS CREWE

### Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	THE PROJECT IS TO BE OVERSEEN BY THE DIOCESAN ARCHDEACON
4.2	Describe how you will promote the Town Council in your project	WE WILL ACKNOWLEDGE ANY GRANT RECEIVED IN OUR CHURCH MAGAZINE, OUR PewsHEET, THE CONGLETION CHRONICLE & VERBALLY AT OUR CHURCH SERVICE

Signature:



Date:

25/7/16



COPY OF AUDITED ACCOUNTS  
FOR FINANCIAL YEAR ENDING DEC 31st 2015

Check on Money actually available in the Bank 30/12/15		Balance based on our Accounts		Balance based on Bank Statements			
<b>Summary of our Accounts</b> Receipts Planned Giving 19,720.39 Gift Aid Envelopes 2,500.00 Other Collections 1,233.44 Feels, Bazaars 2,953.57 Parish Magazine 86.35 Donations 865.00 Fees Paid to PCC 7.01 Interest 0.00 Grants 0.00 Rest Fund 4,866.42 Gift Aid Return 0.00 Transfer from Gen Fund 405.84 Extra Ordinary Income 4,374.00 Seller Fund 0.00 Flower Festival 52.87 General Flower Fund 1,145.00 100 Clubs 229.21 Gift Aided Candles 1,478.77 Other Income <b>TOTAL 540,587.41</b>		Balance at Bank 30/12/14 £3,755.19 Receipts not in 28/12/14 Bank Statement £0.00 Payments not included in 28/12/14 Bank Statement -£2,000.00 Proccesan Quota £7,755.19 Money in Bank 31/12/14 Expenditure not in 31/12/14 statements cheque N: 2480 £45.00 cheque N: 2481 £46.77 cheque N: 2484 £22.00 Expenditure not in 31/12/14 statements £107.77 Receipts not included in 20/14 statements		In Bank 30/12/14 £3,755.19 Field into bank during 2015 Jan 2,172.57 Feb 3,234.87 Mar 7,122.24 Apr 2,745.98 May 4,519.57 Jun 2,404.81 Jul 2,984.12 Aug 3,189.05 Sep 2,787.19 Oct 2,898.38 Nov 4,379.86 Dec 2,751.80 <b>TOTAL INCOME 2015 £40,548.72</b>		<b>£40,548.72</b>	
MONEY ACTUALLY AVAILABLE 31/12/15 Total Receipts in 2015/16 accounts £40,587.41 Total payments in 30/11/15 accounts £42,589.90 Money Available 31/12/15 £2,042.09 Balance at Bank 30/12/15 £2,042.09 Receipts not included in 31/12/15 bank statements 0.00 Payments not included in 31/12/15 bank statements cheque N: 2544 £150.00 cheque N: 2545 £26.48 Procces Standing Orders £2,150.00 <b>TOTAL £2,568.90</b>		Taken out of bank during 2015 Jan -4,958.23 Feb -777.00 Mar -2,950.57 Apr -5,741.78 May -2,895.83 Jun -5,180.95 Jul -1,015.89 Aug -3,663.38 Sep -3,501.48 Oct -3,608.27 Nov -3,137.91 Dec -985.74 <b>TOTAL EXPENDITURE 2015 £42,350.42</b>		<b>£42,350.42</b>			
Surplus/(Deficit) £2,568.90 Independently Examined by <i>Elaine P. Jones</i> Dated <i>7/3/16</i>		Money actually in Bank £2,308.48 Unbalanced Items above £3,648.01		<b>£7,954.49</b>			

St James Parish Church Congleton

CBF General Fund Account Dec 2015

Date	Description	Receipts	Payments	Balance
31/12/2003	Balance Carried Forward			
01/01/2005	Cancelled Transfer from Current A/c (bills to pay)			£18,234.55
29/02/2004	Interest		-£13,592.56	
31/08/2004	Interest	£41.59		
31/08/2004	Interest	£45.73		
30/11/2004	Interest	£51.32		
31/12/2004	Balance Carried Forward	£54.70		
28/02/2005	Interest			
31/05/2005	Interest	£54.29		£4,835.33
02/08/2005	Transferred from RBS current account	£56.65		
		£10,000.00		
31/08/2005	Transferred from RBS High Interest account			£14,946.17
31/08/2005	Interest	£2,866.10		
30/11/2005	Interest	£82.04		
		£192.05		
28/02/2006	Interest			£18,406.36
31/05/2006	Interest	£193.96		
31/08/2006	Interest	£201.38		
		£207.20		
	Interest			
26/01/2007	Transfer to current account	£217.21		£18,708.00
28/02/2007	Interest		-£11,000.00	
		£181.99		£7,926.11
	Interest			
31/08/2007	Interest	£107.08		
30/11/2007	Interest	£114.10		
		£121.75		
22/01/2008	Transfer to Current A/C			
			-5500	
29/02/2008	Interest			£2,951.03
31/05/2008	Interest	£89.14		
		£41.33		
31/08/2008	Interest			£3,081.50
30/11/2008	Interest	£42.72		
		£41.88		
28/02/2009	Interest			£3,166.20
31/05/2009	Interest	£23.85		
		£11.54		
31/08/2009	Interest			£3,201.59
30/11/2009	Interest	£8.04		
		£4.80		
28/02/2010	Interest			£3,214.43
31/05/2010	Interest	£3.96		
31/08/2010	Interest	£4.06		
		£4.06		
30/11/2010	Interest			£3,226.51
28/02/2011	Interest	£4.19		
31/05/2011	Interest	£5.16		
13/07/2011	Transfer to Current A/C	£5.71		
			-2000	
31/08/2011	Interest			£1,241.56
30/11/2011	Interest	£3.64		
29/02/2012	Interest	£2.33		
31/05/2012	Interest	£2.53		
		£2.74		
31/08/2012	Interest			£1,263.60
30/11/2012	Interest	£2.97		
		£2.70		
28/02/2013	Interest			£1,268.73
31/05/2013	Interest	£2.22		
		£1.82		
31/08/2013	Interest			£1,262.77
30/11/2013	Interest	£1.59		
		£1.56		
28/02/2014	Interest			£1,265.84
31/05/2014	Interest	£1.56		
		£1.60		
31/08/2014	Interest			£1,269.10
30/11/2015	Interest	£1.60		
		£1.56		
28/02/2015	Interest			£1,272.28
31/05/2015	Interest	£1.57		
		£1.81		
31/08/2015	Interest			£1,275.46
30/11/2015	Interest	£1.61		
		£1.59		
31/12/2015	Interest	£0.54		£1,276.66
				£1,279.20
		£15,137.21	-£32,092.56	£1,279.20

Independently Examined by *Eileen P. Wess* Dated *7/3/16*

St James Parish Church, Congleton

Accounts for the Year Ending 31st December 2015 AD

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Receipts	2015
15,163.73	16,307.76	16,340.48	20,429.33	20,701.31	20,825.20	21,126.00	21,722.88	19,326.25	18,621.92	Planned Givng		19,730.39
571.99	1,829.65	2,502.13	2,273.25	1,829.40	1,810.50	1,856.10	2,800.40	2,266.46	2,266.46	GRN Aid Envelopes		2,309.00
3,820.34	2,363.79	2,865.29	2,548.69	1,897.51	1,933.20	1,979.45	1,152.00	1,429.66	1,429.66	Other Collections		1,923.44
2,123.53	2,926.05	3,522.10	3,472.31	3,435.36	2,753.71	3,316.07	2,781.66	2,750.84	2,327.85	Fairs, Bazaars		2,953.57
314.05	289.18	156.48	142.73	334.24	279.72	281.02	132.45	134.31	41.83	Parish Magazine		85.85
329.63	1,051.23	522.22	805.85	834.80	3,722.37	1,850.44	3,409.14	2,216.24	143.93	Donations		268.00
1,590.00	1,138.00	1,111.21	1,030.00	2,829.28	2,046.01	2,448.90	2,243.50	2,243.50	378.00	Peas Fleat to PCC		885.00
0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	Interest		7.81
200.00	1,000.00	0.00	0.00	0.00	800.00	350.00	0.00	500.00	500.00	Grants		0.00
898.10	15.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Red Fund		0.00
5,446.80	3,806.06	5,095.57	7,804.49	5,166.79	5,059.45	5,083.12	3,509.71	5,311.59	4,289.74	GRN Aid Return		4,685.42
15,104.56	0.00	29.50	0.00	0.00	0.00	2,050.90	0.00	0.00	0.00	Transfer from High Interest Account/Red Fund		0.00
2,448.19	1,263.24	3,233.11	871.92	170.94	3,949.71	1,249.47	170.25	82.74	895.54	Extrordinary Income		495.84
										Boiler Fund		4,374.00
										Flower Festival Fund		0.00
										General Flower Fund		52.97
										100 Club		1,445.00
										GRN Aided Supramental Candies		228.81
										Residual Income		1,478.71
										TOTAL		40,597.41
											Payments	
											The Ministry	3,125.81
											Heating, Light, Water	1,721.91
											Insurance	3,844.79
											Minor Repairs	5,412.14
											Lease of Benches	592.99
											Salaries	0.00
											Sunday School	0.00
											Choir	0.00
											Parish Magazine	0.00
											Other Parish Expenses	1,341.27
											Payments to Diocese	25,918.60
											Churches	272.00
											Payments on modifications	0.00
											Flower Festival	0.00
											General Flower Fund	0.00
											Payments on Red	110.15
											Candles	550.84
											Payments from realized income	
											TOTAL	52,588.90
											Surplus/Deficit	11,991.49

Independently Examined by *Elaine Proctor* Dated *7/3/16*

## ACCOUNTS REPORT

### St James Parish Church, Congleton Financial Statement for the year ending 31st December 2015

Income	31/12/2015		31/12/2014	
	£	£	£	£
Planned Giving	19,730.39		18,621.92	
Gift Aid Envelopes	2,309.00		3,185.95	
Other Collections	1,923.44		1,349.98	
Fetes, Bazaars	2,953.57		2,527.96	
Parish Magazine	89.35		41.80	
Donations	366.00		143.59	
Fees paid to PCC	865.00		876.00	
Interest	7.01		0.34	
Grants	0.00		500.00	
Gift Aid Return	4,666.42		4,288.74	
Extraordinary Income	406.64		805.54	
Boiler Fund	4,374.00		0.00	
General Flower Fund	52.97		121.96	
100 Club	1,145.00		1,165.00	
Gift Aid Sacramental candles	229.91		103.00	
Restricted income	1,478.71		1,469.56	
		40,597.41		35,201.34
<u>Expenditure</u>				
The Ministry	3,125.81		3,085.36	
Heating, Light & Water	1,721.91		2,268.57	
Insurance	3,544.79		4,249.08	
Minor repairs	5,412.14		2,761.46	
Upkeep of Services	592.99		670.72	
Parish Magazine	0.00		18.75	
Other Parish Expenses	1,341.27		2,042.03	
Payments to Diocese	25,918.00		25,550.00	
Charities	272.00		260.00	
General Flower Fund	0.00		113.76	
Candles	110.15		120.40	
Payments from Restricted Income	550.84		1,161.87	
		42,589.90		42,302.00
Deficit for year		-1,992.49		-7,100.66
Brought Forward from previous year		8,919.70		16,020.36
		6,927.21		8,919.70
Represented by:				
Current Account		5,648.01		7,647.42
Deposit Account		1,279.20		1,272.28
		6,927.21		8,919.70

Signed by: - Honorary Treasurer

Independent Examiner's report

I have examined the receipts, books and accounts of St James Church, Congleton for the year ending 31st December 2015. I hereby verify that in my opinion the financial statements, which have been prepared on an income and expenditure basis using an historical cost convention, give a true and fair view of the group's financial affairs as at 31st December 2015.

Signed by: - Independent Examiner

*Edwin P. [Signature]*

7/3/16



the church heating  
specialists

14 East D  
Swin  
Manche:  
M27  
0161 211 6



[www.churchheatingspecialists.co.uk](http://www.churchheatingspecialists.co.uk)

[lauraheatinglobal@gmail.com](mailto:lauraheatinglobal@gmail.com)

ST JAMES CHURCH,  
WEST ST/ ASBURY ST,  
CW12 4EF

21/7/16

CONTACT- [albertcrew@tiscali.co.uk](mailto:albertcrew@tiscali.co.uk)

Dear Albert,

I would like to take this opportunity to thank you for choosing HeatinGlobal Ltd to supply you with a quote for work needed. Our excellent engineers are on call when you require our services.

**Work proposal A: boiler option 2 as per engineer recommend.**

Supply and install 2x single heat only boilers complete with general gas and plumbing works.

**Boilers, Wet system.**

Remove all the existing heating system inc any not required pipe works and controls. To supply and install 2x Wall hung Ideal Evo max 60 kw condensing boilers (spec attached) The new boilers will connect onto there own individual flue terminals and a flue flow test completed on completion. A full boiler commission and gas safety check will be completed and a safety certificate issued. This master and slave system set up will mean that the two boilers will fire with any one zone and will modulate when required. The boilers will fire in tandem as and when needed. Running the system in this way will give a longer boiler life and reduce running cost. if one boiler was to ever fail there would also be a back up until first can be repaired. The boilers are to be installed in the current choir vestry room and any final fix position can be decided on the day and will have no effect on your final costing.

**Pipe work.**

All pipe works will be of heavy gauge steel/copper pipes, This is a robust material and will withstand people banging or even standing on it. All pipes will be fully tested up to 6bar before heat passes threw it to ensure the system expansion. All un ex-posed pipe work will be lagged with 25mm foil back lagging to prevent heat loss in areas not required such as the boiler room. Were pipes require passing through walls our on in house engineers will diamond core holes required and will be protected sleeved. A full power flush of all the system will be completed and a chemical test completed before the system is put into use. We have not allowed for any pipes to be painted.

**Controls.**

An added commercial Dirt mag clean filter system will be added to the system return to keep the system clean and clear, Shut off and balancing valves will be added to help run the system better and more efficient. 1x new Grunfoss Magna 1 pumps installed to reduce running cost and boost heat output. The whole system will be made a clean sealed pressurized system. This will all be connected via new 50ltr

pressure vessel and any existing header water tanks will be capped and removed. The vessel will be installed as floor standing and would not be damaged threw if flooding occurred.

#### **Heating.**

The system will be balanced to provide even heat throughout the zones. Auto air vents will be fitted were possible to allow for a maintenance free system. The radiators will be removed and flushed threw to ensure there is no Oxide in the system.

#### **Hot water.**

N/A

#### **Electrical.**

The two boilers will be connected together and all will be connected to the existing timer control. Each boiler and electronic control will have a 3amp switched fuse spare unit installed for the safe isolation of each boiler. Any new installed gas, water and heating pipes will be earth strapped to provide earth bonding of all the pipes in the church.

#### **Gas meter.**

The current gas meter is of good size and requires no further works. If there is a drop in gas pressure drop then the outlet system pipe will be up grade to give the correct flow of gas to the appliances proposed.

#### **Water and drainage works required.**

Were the boilers are installed if a natural fall for condensing water can not be installed then there is allowance for a condensing pump to be installed. This will be drained into a 32mm waste pipe. The colour will either be black or white and will be suited to the external wall. Any non required water pipes to the header tank or boiler room will either be removed or capped. If you require an external out door tap installing to help with the cleaning of filters and boiler controls please state during the installation, and this will be done at no extra cost.

#### **Additional works.**

Any patching up works will be completed by our own in house engineers and all redundant materials will be removed from site on a daily basis. If any scrap metal or existing radiators removed you feel you want to keep for face value then please notify the engineers before hand as once they have been taken away for recycling they cannot be returned.

**Costing: £13,340.00p plus vat @ 20% (valid for 12 month period)**

#### **Advisory works.**

To supply and install a plate to plate heat exchanger keeping the old system open vented and the new boiler system pressurized. A new water tank will be installed replacing the old.

**Costing: £1,650.00p plus vat @ 20% (valid for 12 month period)**

#### **Work proposal B: Installing a split zone system**

To install 2x electronic single zone valves and a small bypass system. This will allow the church to heat both the main nave and worship area separate if required from the chancel and vestry rooms. To supply and intall a new 2x zone timer control and twin room thermostats.

**Costing:** £1,200.00p plus vat @ 20% (valid for 12 month period)

**Work proposal C: Installing new radiators**

To supply and install 2x new 2000x700 K2 double panel double convected radiators onto the existing one pipe system.

**Costing:** £900.00p plus vat @ 20% (valid for 12 month period)

All prices above are based on works being competed at the same time.

**Standard Performance of works and contract agreement:**

- 1- To provide sufficient heat in the church building via heating option.
- 2- The current heating system will be broken down into sections and removed.
- 3- The heating system will be completely off for a maximum of 7 working days.
- 4- Working hours are between 7am and 7pm (These hours may vary if we feel the job will over run)
- 5- Access to the church will be provided by a spare key and alarm code. All doors will be locked and alarms on at the end of each working day. Once in the church we will lock ourselves in so only people with a key can gain access, This way there is no confusion as to who should be in the church or not.
- 6- Materials and equipment will be stored on a nightly basis in an area that best suits the church. The tools and equipment will be covered by dust sheets.
- 7- All floor areas will be protected via dust sheets and carpet sheeting to prevent damage.
- 8- All areas will be cleaned to the best of our ability on a daily basis (Please allow a 24 hour notice of any funeral or weddings so we can thoroughly clean the church and remove all equipment)
- 9- Upon completion a full safety certificate will be issued and the job will be signed off. Signing this is an agreement that you are happy with the works completed by the engineers and there is no issues why the invoice can not be issued.
- 10- A 7 day invoice will be issued in which the full amount must be paid minus a 2.5% retention for a further 3 month.
- 11- All goods remain the property of Wolsley Uk ltd until the invoice is settled in full. Failure to settle the invoice in the 7 days can result in the removal of goods supplied by HeatinGlobal ltd.
- 12- **Guarantee of works:** With all our calculations in place we can guarantee the heating performance of the new system. As with most new church heating systems we complete the system takes time to settle in (air in the circuit and cold spot etc). We call back FOC to any related problems that may have occurred through works completed by HeatinGlobal ltd. Installation warranty period is 12 months of the certificate date.

**Aftercare service:**

The contract is to provide an annual service for all the gas appliances in the church and for HeatinGlobal to be available at 24 hours notice, if there has been a breakdown of any appliance. HeatinGlobal will investigate and correct the fault as soon as possible. A gas safety record will be filled and submitted to gas safe and a copy left in church after the annual service. The annual service will be carried out in the first quarter of each calendar year unless otherwise agreed at a cost of £225.00p plus vat.

**Please contact for terms and conditions.**

Thank you for your time and attention and we trust that this proposal meets with your approval.

Kinds Regards

*Laura Kay*

Laura Kay  
Service manager

**Costing Summery:**

We may not be the cheapest of your 3 quotes but what we can guarantee from our quotation is the best cost for value on all materials, boilers and controls. We do not sub contract out any works so all works are completed by in house church heating engineers only. A full respectable manor and workmanship will be upheld throughout your project. Temporary heaters can be provided at no extra cost on request but gas bottles must be provided by the church. 3x 32kg bottles required, heaters will be provided by HeatinGlobal.



**TOMKINSON  
HEATING LTD**

66 BUXTON ROAD  
MACCLESFIELD  
CHESHIRE SK10 1JS

TEL: 01625 422173  
FAX: 01625 618867



Mr Crew  
20 Sommerset close  
Congleton  
CW12 1SG

14-5-2016  
Ref AF-3087

Dear Mr Crew  
Re Boilers installation @St James Church, West road, Congleton

Many thanks for your kind invitation to quote for the work.  
Following my survey I can now submit my findings and Quotation as follows.

Disconnect and remove existing boilers and flue/ air duct  
Supply and install a Worcester Bosch GB 162 100kw condensing boiler with vertical balanced flue x 2 in the vestry.  
Install pump kits x 2, low loss header, plate heat exchanger, sealed system kit and expansion vessel.  
Alter and extend iron pipework to basement.  
Install condense from the boiler into suitable drain or soakaway  
Upgrade / alter gas supply as required.  
Connect to existing controls.  
The boilers and sealed system pipework will be flushed until clean and corrosion inhibitor added upon commissioning.  
All the above @ £18724+ 20% vat **Total = £22,468.80**

Option-  
Supply and install 2 – 2000 x 600 double radiators and connect to pipework under  
@ £1558 + 20% vat **Total £1869.60**

Terms- 25% deposit and balance upon completion.  
Warranty- Boiler - 5 years parts and labour.  
Service- Full service and maintenance facilities available

The existing meter supply has not been tested and we assume that the meter and pipework passes enough gas.

Quotation valid for 30 days

Yours sincerely,

*AR Foster.*



Web - [www.tomkinsonheating.co.uk](http://www.tomkinsonheating.co.uk)  
Email - [adrian@tomkinsonheating.co.uk](mailto:adrian@tomkinsonheating.co.uk)

Page 1 of 1

GR 11/1617



# Congleton Choral Society

President: Fiona Bruce MP  
Music Director: Christopher Cromar

[www.congletonchoralsociety.org.uk](http://www.congletonchoralsociety.org.uk)

Martha Hayes  
Congleton Town Council  
Congleton Town Hall  
High Street  
Congleton CW12 1BN



14<sup>th</sup> August 2016

Dear Martha

Please find the enclosed Application for Financial Assistance together with a copy of Christopher Cromar's CV.

I would be grateful if the Town Council could consider this application, made on behalf of Congleton Choral Society, for a series of educational singing workshops this autumn in local schools culminating in a workshop and performance of a mass choir in Congleton Town Hall in early November.

Should the Town Council see fit to give us some financial assistance, a cheque payable to 'Congleton Choral Society' would be most gratefully received.

If you require any further information, please do not hesitate to contact me.

Yours sincerely

Moira Taylor  
Secretary – Congleton Choral Society and Congleton Young Voices

Tel: 01477 500815  
2 Steelcroft Cottages,  
Childs Lane,  
Brownlow  
Congleton CW12 4TG  
*Enc.*

Chairman: Nick Sharman, Foxfield House, The Green, Astbury, CW12 4RQ  
Secretary: Moira Taylor, 2 Steelcroft Cottages, Childs Lane, Brownlow, Congleton, CW12 4TG  
Treasurer: Pam Upchurch, 68 Fence Avenue, Macclesfield, SK10 1LT

Tel: 01260 271374  
Tel: 01477 500815  
Tel: 01625 425939

Submitted for

08.09.16



## Congleton Town Council Application for Financial Assistance



### Part 1: Applicant(s) and Project Details

<b>Application Reference Number (office use only)</b>	GR.11/1617
---	------------

1.1	<b>Applicant(s):</b>	Moira Taylor
1.2	<b>Representing:</b>	Congleton Choral Society
1.3	<b>Email Address:</b>	secretary@congletonchoralsociety.org.uk
1.4	<b>Tel No.</b>	[Redacted]
1.5	<b>Project Title:</b>	A Celebration of Song
1.6	<b>Project Objectives:</b>	<p>Congleton Choral Society wants to offer a further outreach opportunity to local schools. This is following its recent collaboration with the Hamburg Harvestehude Symphony Orchestra and their sensational workshop for children in the Town Hall</p> <p>The society's main aim is to strengthen Key Stage 2 music in local schools by teaching and rehearsing a number of songs to prepare for a mass choir of as many schools as want to participate in a concert in the Town Hall in early November.</p>
1.7	<b>Brief Project Description:</b>	<p>Just over a year ago Congleton Choral Society put on a singing workshop for schools at Congleton Town Hall. This event was very successful and greatly enjoyed by the schools that attended. There was excellent feedback from teachers, examples of comments being "children participated with enthusiasm and the hand actions reinforced the children's remembering of the words"; "they really enjoyed the warm-ups and were excited and engaged throughout"; "I liked the link to local history"; "the conductor was brilliant"; "the songs were good and the children liked the actions".</p> <p>To follow on from this we plan to go one step further with our event "A Celebration of Song" to take place in the autumn. Firstly we will make 2 or 3 visits to all participating schools, as needed, over the first part of the autumn term. Our very accomplished Music Director (see enclosed CV) will run short individual workshops leaving rehearsal material for each school to follow up.</p> <p>In early November, all participating schools will be invited to Congleton Town Hall for a half day event "A Celebration of Song". The pupils will revise the songs they have learnt under Chris Cromar's expert tuition and perform them all together in front of an audience giving them the thrill of performing as a large mass of singers</p>

1.8	<b>Details accounts/budgets</b>	<p><u>Costs</u>  Preparation of rehearsal material plus expenses for 10 separate visits to schools over 6 to 8 weeks by Music Director: £250  Hire of Town Hall: £105  Accompanist fee: £75  Conductor fee: £150  Piano hire and transportation :£250  TOTAL: £830</p> <p><u>Income</u>  Grant from Congleton Young People's Trust Ltd: £200 (received)  Grant from Congleton Town Council: £250 (this application)  Grant from Congleton Rotary Club: £50 (being applied for)  Grant from Split Infinitive Trust: £250 (being applied for)  Fund raising: £80  TOTAL: £830</p> <p>In the event of a shortfall, Congleton Choral Society will make up the difference from the main choir reserves.</p>
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**Part 2: Cost Details / Resources / Timescale**

2.1	<b>Total Cost of Project:</b>	£830
2.2	<b>Total contribution sought:</b>	£250
2.3	<b>What will the money be spent on?</b>	Hire and transportation of piano from Shackleford's Pianos, Macclesfield

1

2.4	<b>Any ongoing costs:</b>	Ongoing costs are preparation work and school visits as covered in the budget
2.5	<b>Details of confirmed match funding include source</b> Cash:  In kind:	£200: Congleton Young People's Trust Limited  10 full days unpaid work by Choral Society volunteers
2.6	<b>Resources needed:</b>	Venue (Congleton Town Hall) Piano (to be hired) Services of Music Director/Conductor Rehearsal music and CDs Services of Accompanist on the day
2.7	<b>Estimated timescale of project from start to finish:</b>	2 months

**Part 3: Potential Benefits / Outputs**

3.1	<b><i>What are the potential benefits/outputs to residents of Congleton</i></b>	The benefits will be to local school children who will have their musical skills enhanced by participating in several workshops culminating in a mass choir event to which parents and sponsors will be invited. Other potential benefits are the strengthening of Key Stage 2 music for both teachers and pupils at Congleton schools. Performing as part of a mass choir will give the children the experience of team work and aid them in building their confidence and self-esteem.
3.2	<b><i>Are there similar services/projects provided in the area</i></b>	There are occasional events offered by the Love Music Trust but not where such a large choir is invited to perform in front of an audience. Vocal training in schools is very varied in the area. There are some schools with successful choirs whilst others have very limited if any musical opportunities. Our event is aimed at any Congleton schools who wish to participate irrespective of their own musical capability. The schools with limited musical capability will be offered additional workshops to ensure they are adequately prepared.

**Part 4: Evaluation/Publicity**

4.1	<b><i>How will the project be evaluated and who will carry out the evaluation?</i></b>	The project will be evaluated by means of feedback forms which will be given to teachers of all participating schools to complete. These will be evaluated by Congleton Choral Society Children's Choir team and used to determine how future events should be run.
4.2	<b><i>Describe how you will promote the Town Council in your project</i></b>	All publicity material for the project will recognise and promote all sponsors of the project, including the Town Council should this application be successful, and they will also be acknowledged in any press releases.

Signature: 

Date: 14/8/2016



**Christopher Cromar** was born in Scotland and educated at the Royal Conservatoire of Scotland, Chetham's School of Music in Manchester and the Conservatoire Supérieur de Paris.

A highly respected chorus master and sought-after vocal coach, Christopher's career has taken him to most of the UK conservatoires including Manchester's RNCM, Trinity Laban, and the City Literary Institute (the largest adult education music department in the UK). He has been Music Director for Education at Clonter Opera where, as chorus-master, he has assisted a number of illustrious conductors in a wide repertoire.

He works throughout the UK and Europe as a conductor and chorus master. In addition to his role as Music Director of Congleton Choral Society, Choral Academy and Children's Choir, Christopher is Music Director of Keele Bach Choir. He has recently worked with Manchester Chamber Choir, the RSNO Chorus and the Choeur de Radio France.

As a celebrated organist and pianist Christopher has given recitals in Westminster Abbey, St. Paul's Cathedral, Westminster Cathedral, King's College Cambridge, and Notre Dame. He has also performed in Germany, Holland, Greece and the USA. He features on several CD recordings, including ['The Passing of the Year'](#), a disc of music by Jonathan Dove, released on the Naxos label. The disc was described on BBC Radio 3's CD Review as a recording that 'makes you happy to be alive'.



**CONGLETON TOWN FOOTBALL CLUB**  
'Home of the Bears'

GR 12/16/17

23<sup>rd</sup> August 2016

David McGifford,  
Chief Officer,  
Congleton Town Council,  
Congleton Town Hall,  
High Street,  
Congleton  
CW12 1BN

Dear David,

**Application for Financial Assistance**

Please find enclosed our application to Congleton Town Council for financial assistance.

Congleton Town Football Club has been offered support by the Football Association in part-funding a refurbishment of the clubhouse roof. In order to complete the funding arrangement the club is seeking grant funding from Congleton Town Council as outlined in the application form.

We look forward to hearing from you. Should you require any further information please contact me directly.

Yours sincerely

Nigel Moorhouse  
Chairman



# Congleton Town Council

## Application for Financial Assistance



### Part 1: Applicant(s) and Project Details

<b>Application Reference Number (office use only)</b>	GR12/1617
---	-----------

1.1	<b>Applicant(s):</b>	NIGEL MOORHOUSE
1.2	<b>Representing:</b>	CONGLETON TOWN FOOTBALL CLUB
1.3	<b>Email Address:</b>	[REDACTED]
1.4	<b>Tel No.</b>	[REDACTED]
1.5	<b>Project Title:</b>	REFURBISHMENT OF CLUBHOUSE ROOF
1.6	<b>Project Objectives:</b>	TO WEATHERPROOF THE CLUBHOUSE ROOF TO ENABLE THE CLUBHOUSE TO BE FULLY USABLE TO SUPPORT LOCAL SPORTS ACTIVITIES AND CHARITY EVENTS AT THE BOOTH STREET FOOTBALL GROUND
1.7	<b>Brief Project Description:</b>	REFURBISHMENT OF CLUBHOUSE ROOF ENTAILS NEW PITCH ON ROOF AREA CURRENTLY FELTED AND TILES REPLACED ON ROOF AREA CURRENTLY PITCHED. NEW LEAD AROUND GUTTERS. INTERNAL ELECTRICAL WIRING REPLACEMENT.
1.8	<b>Details accounts/budgets</b>	LATEST ACCOUNTS ATTACHED

### Part 2: Cost Details / Resources / Timescale

2.1	<b>Total Cost of Project:</b>	£37,972.20
2.2	<b>Total contribution sought:</b>	£1,000.00
2.3	<b>What will the money be spent on?</b>	CONTRIBUTION TO TOTAL CONTRACTORS' COSTS.

2.4	Any ongoing costs:	£ NIL
2.5	Details of <b>confirmed</b> match funding include source Cash:  In kind:	£ NIL  £ NIL
2.6	Resources needed:	CONTRACTORS PROVIDE ALL RESOURCES WITHIN BUDGET COST OF PROJECT
2.7	Estimated timescale of project from start to finish:	6 WEEKS

### Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	THE REFURBISHMENT OF THE ROOF WILL ENABLE THE CLUB TO MAKE FULL USE OF THE CLUBHOUSE AND TO CONTINUE TO SUPPORT SPORTING AND CHARITABLE ACTIVITIES IN THE TOWN .
3.2	Are there similar services/projects provided in the area	NOT AWARE OF ANY

### Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation? ?	CONGLETON TOWN FOOTBALL CLUB DIRECTORS
4.2	Describe how you will promote the Town Council in your project	ADVERTISEMENT IN MATCH PROGRAMME PUBLICISING TOWN COUNCIL SUPPORT , ENTRY ON CLUB WEBSITE AND POSTER DETAILING SUPPORT IN CLUBHOUSE

Signature: Neil Marshall

Date: 19<sup>TH</sup> AUGUST 2016

**Registration Number 02913903 (England and Wales)**

**Congleton Town Limited**  
**Directors' Report and Financial Statements**  
**for the year ended 31 May 2015**

# Congleton Town Limited

## Company Information

Director	S W Burgess
Secretary	K B Mead
Company Number	02913903 (England and Wales)
Registered Office	Booth Street Football Ground off Crescent Road Congleton Cheshire CW12 4BJ

# Congleton Town Limited

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Profit and Loss Account	2
Balance Sheet	3 - 4
Notes to the Financial Statements	5 - 7

# **Congleton Town Limited**

## **Directors' Report For the year ended 31 May 2015**

The directors present their annual report on the affairs of the company, together with the financial statements for the year ended 31 May 2015.

### **Principal activity**

The company's principal activity is that of an association football club.

### **Directors**

The following persons served as directors during the period:

S W Burgess

P Evans (resigned 15 June 2015)

This report is prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

This report was approved by the Board on 4<sup>th</sup> November 2015 and signed on its behalf .

**K B Mead**  
**Secretary**

# Congleton Town Limited

## Profit and Loss Account for the year ended 31 May 2015

	Notes	2015 £	2014 £
<b>Turnover</b>		73,176	61,705
Cost of sales		<u>(53,207)</u>	<u>(52,580)</u>
<b>Gross profit</b>		19,969	9,125
Administrative expenses		(20,525)	(19,617)
Other operating income		<u>170</u>	<u>5,034</u>
<b>Operating loss</b>	2	<u>(386)</u>	<u>(5,458)</u>
<b>Loss on ordinary activities before interest</b>		<u>(386)</u>	<u>(5,458)</u>
Interest payable and similar charges		-	-
<b>Loss on ordinary activities before taxation</b>		<u>(386)</u>	<u>(5,458)</u>
Tax on profit on ordinary activities	3	<u>-</u>	<u>-</u>
<b>Loss for the financial year</b>		<u><u>(386)</u></u>	<u><u>(5,458)</u></u>

The company has no recognised gains or losses other than the loss for the year reported above.

# Congleton Town Limited

## Balance Sheet as at 31 May 2015

		2015		2014	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	4		38,718		39,719
<b>Current assets</b>					
Debtors	5	3,150		6,148	
Cash at bank and in hand		2,261		1,220	
		<u>5,411</u>		<u>7,368</u>	
<b>Creditors: amounts falling due within one year</b>	6	<u>(10,154)</u>		<u>(12,726)</u>	
<b>Net current (liabilities)/ assets</b>			<u>(4,743)</u>		<u>(5,358)</u>
<b>Net assets</b>			<u>33,975</u>		<u>34,361</u>
<b>Capital and reserves</b>					
Called up share capital	7		55		55
Profit and loss account	8		<u>33,920</u>		<u>34,306</u>
<b>Shareholders' funds</b>			<u>33,975</u>		<u>34,361</u>

The notes on pages 5 to 7 form an integral part of these financial statements.

# Congleton Town Limited

## Balance Sheet (continued)

### Directors' statement for the year ended 31 May 2015

In approving these accounts as directors of the company we hereby confirm:

- (a) that for the year ended 31 May 2015 the company was entitled to the exemption from audit under section 477 of the Companies Act 2006.
- (b) that the members have not required the company to obtain an audit of its financial statements for the year ended 31 May 2015 in accordance with section 476 of the Companies Act 2006.
- (c) that we acknowledge our responsibilities for:
  - (1) ensuring that the company keeps accounting records which comply with the Companies Act 2006 and
  - (2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities.

These financial statements were approved by the Board on 4<sup>th</sup> November 2015 and signed on its behalf.

**S W Burgess**  
Director

**The notes on pages 5 to 7 form an integral part of these financial statements.**

# Congleton Town Limited

## Notes to the Financial Statements for the year ended 31 May 2015

### 1. Accounting policies

#### Basis of preparation

The accounts are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

#### Turnover

Turnover represents the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

#### Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Plant and machinery      10% reducing balance

#### Deferred taxation

Full provision is made for deferred taxation resulting from timing differences between the recognition of gains and losses in the accounts and their recognition for tax purposes. Deferred taxation is calculated on an un-discounted basis at the tax rates which are expected to apply in the periods when the timing differences will reverse.

### 2. Operating profit

This is stated after charging:

	2015 £	2014 £
Depreciation of owned fixed assets	<u>1,359</u>	<u>1,470</u>

### 3. Taxation

	2015 £	2014 £
UK corporation tax charge on the profit for the year	<u>-</u>	<u>-</u>

# Congleton Town Limited

## Notes to the Financial Statements for the year ended 31 May 2015

4. Fixed assets	Land and buildings £	Plant and machinery etc £	Total £
<b>Cost</b>			
At 1 June 2014	36,059	44,391	80,450
Additions	-	358	358
	36,059	44,749	80,808
At 31 May 2015	36,059	44,749	80,808
<b>Depreciation</b>			
At 1 June 2014	9,573	31,158	40,731
Charge for the year	-	1,359	1,359
	9,573	32,517	42,090
At 31 May 2015	9,573	32,517	42,090
<b>Net book value</b>			
At 31 May 2015	26,486	12,232	38,718
At 31 May 2014	26,486	13,233	39,719
5. Debtors		2015 £	2014 £
Trade debtors		970	3,515
Other debtors		2,180	2,633
		3,150	6,148
6. Creditors: Amounts falling due within one year		2015 £	2014 £
Trade creditors		2,815	5,824
Social security and other taxes		25	-
Other creditors		7,314	6,902
		10,154	12,726

# Congleton Town Limited

## Notes to the Financial Statements for the year ended 31 May 2015

### 7. Share capital

	2015		2014	
	Number	£	Number	£
<b>Allotted, called up and fully paid</b>				
Ordinary shares of £1 each	55	55	55	55

### 8. Reconciliation of movements in shareholder funds

	Profit and loss account 2015 £
At 1 June 2014	34,306
Loss for the year	(386)
At 31 May 2015	<u>33,920</u>

### 9. Ultimate controlling party

In the opinion of the directors there is no single controlling party.

# Congleton Town Limited

**Profit and Loss Account**  
**for the year ended 31 May 2015**  
*for the information of the directors only*

	2015 £	2014 £
<b>Sales</b>	73,176	61,705
Cost of sales	<u>(53,207)</u>	<u>(52,580)</u>
<b>Gross profit</b>	19,969	9,125
Administrative expenses	(20,525)	(19,617)
Other operating income	<u>170</u>	<u>5,034</u>
<b>Operating loss</b>	(386)	(5,458)
Interest payable	-	-
<b>Loss before taxation</b>	<u><u>(386)</u></u>	<u><u>(5,458)</u></u>



# Town Council Grant

## Activities Monitoring Form



<b>1. Contact Details</b>	
Organisation name:	BEARTOWN PATCHWORK AND QUILTERS
Address:	[Redacted Address]

<b>2. Grant Information</b>			
Grant Reference Number:	GR06 / 1516		
Total project cost:			

Receipts Attached? Yes <input checked="" type="checkbox"/>	Receipt Amount:	£352.46
Please list receipts below:		
Receipt 1 Fabric	£147.80	
Receipt 2 Fabric	£59.18	
Receipt 3 Quilt Stand Hire, Transportation costs	£45.48	
Receipt 4 Transportation costs for Quilt Stands	£100.00	Total £ 352.46

<b>3. Project Information</b>			
When did the project commence?		10 <sup>th</sup> & 11 <sup>th</sup> June 2016	
Did you make a profit from the project? Yes    No <input checked="" type="checkbox"/>			
If yes, how will this be used?			
Please explain how the grant money was used:			
Fabric Hire of Quilt Stands and Transportation costs			

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

Attract new members  
Continuity of the group  
Opportunity to display our work  
Increase our profile in the local community and beyond

#### 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   
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)  
**Publicity Posters and Flyers, Press Releases, 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?

Very useable and provides opportunity for clubs like ours to be able to put on this kind of event

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	X			
Relevance of guidelines	X			
Length of the process from submitting an application to receiving notification	X			
Advice given from the Town Council Grants Team (if applicable)	X			





# Town Council Grant

## Activities Monitoring Form



1. Contact Details	
Organisation name:	St. Peter's Church
Address:	Chapel Street, Congleton , CW12 4AB

2. Grant Information			
Grant Reference Number:	Unknown	GROG / 16 17	
Total project cost:	£265.20		

Receipts Attached? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Receipt Amount:	£	Already sent
Please list receipts below:			

3. Project Information			
When did the project commence?		April 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:			
To pay for the annual servicing and maintenance of the clock on St. Peter's Church tower.			

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

St. Peter's, as the town church, is a significant grade 1 listed building in the town centre maintained by the congregation. Support from the Town Council in the form of this grant is of help to the congregation with the costs of maintaining part of Congleton's heritage and as the tower and clock can be seen from every approach to the town of benefit to the community generally.

#### 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) Liaising with MH over possibility of a presentation cheque being presented and photographed by the Chronicle.

#### 5. Feedback

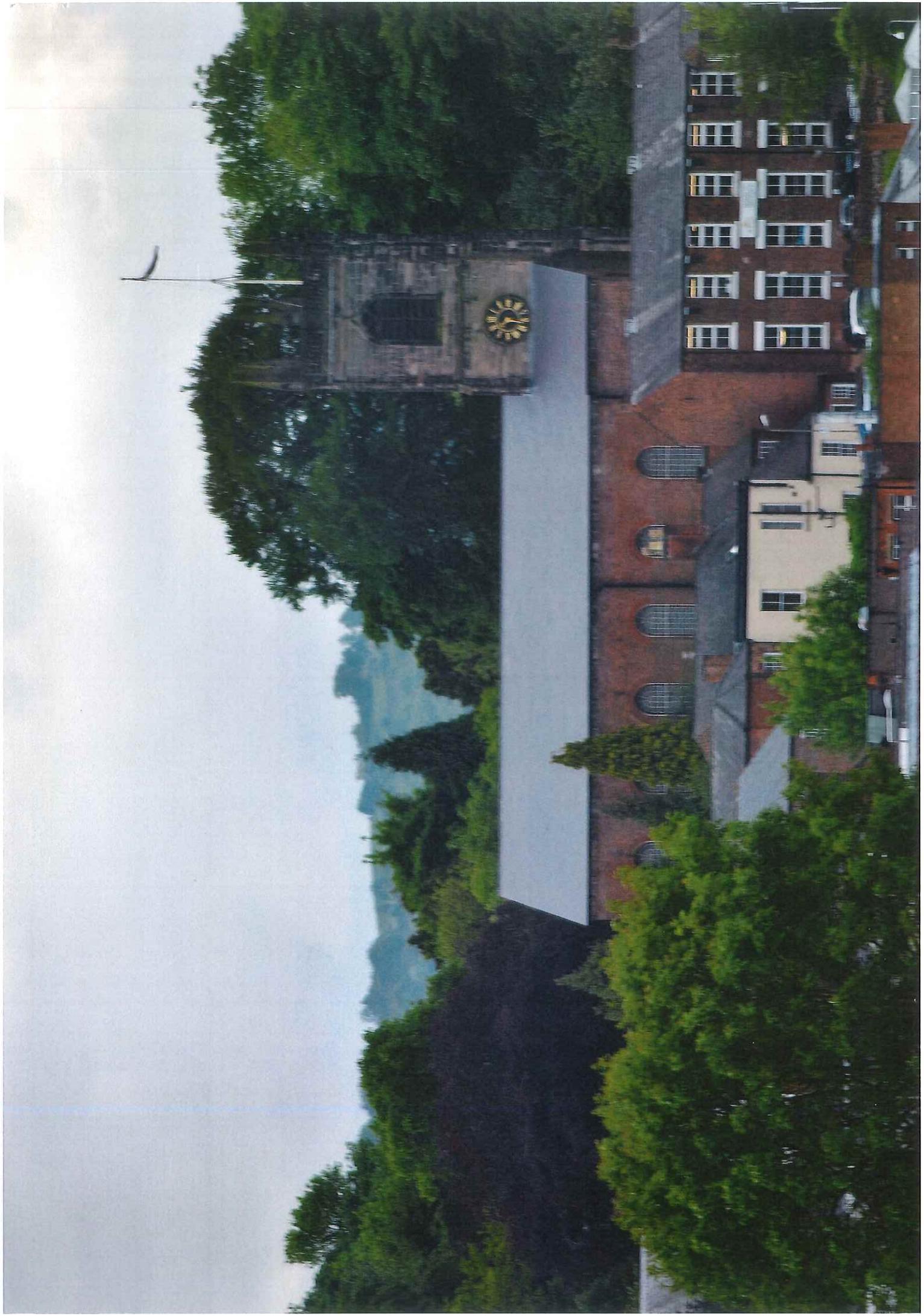
What is your experience of using the Town Council Grant Scheme? Are there any comments or suggestions for improvements that you would like to make?

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	x			
Relevance of guidelines	x			
Length of the process from submitting an application to receiving notification	x			
Advice given from the Town Council Grants Team (if applicable)	n/a			



## Management Accounts July 2016

See attached Income and Expenditure sheet. These figures are for four months so would be 33% of the annual budget if the expenditure was regular monthly.

Central overheads reallocated is an accounting mechanism to apportion the administration costs over all other cost centres containing staff, in line with the audit and accountancy regulation guidance.

### Variance Analysis

#### Finance and Policy Committee

##### Corporate Management

- Training/Conferences budget is for over 30 staff so will need to be increased next year.
- Reception TIC is an amount that the Town Council pays to Cheshire East to prevent a reduction in the TIC's opening hours during October to March as they act as the Town Council's reception. This will be paid later in the year.
- Subscriptions and Publications include annual charges to SLCC and ChALC.
- Insurance is the full year figure.
- Other advertising - includes advertisements for the annual town meeting.

##### Democratic/Civic

- The Mayor has received his annual allowance for the civic year.
- There are 3 main Civic events: The Annual Council meeting (Mayor Making); the Civic Service and the Town Mayor's Ball. Two of these events have been held so expenditure as expected.

##### Grants

- Out of our initial grants budget of £70,983 a considerable amount has already been allocated e.g. Citizens' Advice Bureau; Congleton Community Projects, Christmas Lights. £12,750 is available for grants applications to March 2017.

#### Community, Environment and Services Committee

- PCSO's – an invoice for the full year cost is expected shortly.
- Tourism includes the budget for the Tour of Britain costs – income has been received from sponsorship but not all the costs are in yet.
- Streetscape – Insurance is a full year cost.
- Streetscape – Janitorial includes skips for Back Lane and dog foul bags
- Streetscape – Horticultural supplies is a seasonal cost.
- Streetscape – Vehicle maintenance includes £2,100 for repairs to one mower.

#### Town Hall Committee

- Bookings have been up so income is over budget. Expenditure is on budget.

## Congleton Town Council - Management Accounts - July 2016

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
<b>Finance and Policy</b>					
<u>101</u>	<u>Corporate Management</u>				
Staff Costs (re-allocated)	9,505	36,718	116,187	79,469	32%
Travel	60	60	1,000	940	6%
Training / Conferences	0	1,278	2,500	1,222	51%
Rent Payable	1,163	4,650	13,950	9,300	33%
Reception - TIC	0	0	2,800	2,800	0%
Miscellaneous Office Costs	24	87	400	313	22%
Telephone/Fax/Internet	20	367	2,000	1,633	18%
Postage	158	530	3,000	2,470	18%
Stationery & Printing	162	338	2,500	2,162	14%
Subscriptions & Publications	0	2,621	2,700	79	97%
Insurance	0	8,119	8,000	-119	101%
Computer/IT Costs	553	2,429	7,500	5,071	32%
Photocopy Charges	0	523	2,500	1,977	21%
Recruitment Advertising	0	150	500	350	30%
Other Advertising	0	205	300	95	68%
Bank Charges	81	169	500	331	34%
Audit Fees - External	0	0	2,000	2,000	0%
Audit Fees - Internal	0	0	1,260	1,260	0%
Accountancy Support	985	978	3,750	2,772	26%
Legal & Professional fees	0	1,335	3,000	1,665	45%
HR & H&S support	213	869	3,500	2,631	25%
Central Overheads reallocated	-2,491	-20,451	-49,263	-28,812	42%
<b>Corporate Management:-Expenditure</b>	<b>10,433</b>	<b>40,975</b>	<b>130,584</b>	<b>89,609</b>	<b>31%</b>
CEC Grant		-24,945	0	24,945	0%
Interest Receivable	-6	-929	-2,500	-1,571	37%
<b>Corporate Management :- Income</b>	<b>-6</b>	<b>-25,874</b>	<b>-2,500</b>	<b>23,374</b>	<b>1035%</b>
<b>Net Expenditure over Income</b>	<b>10,427</b>	<b>15,101</b>	<b>128,084</b>	<b>112,983</b>	<b>12%</b>
<u>102</u>	<u>Democratic Rep'n &amp; Mgmt/Civic</u>				
Staff Costs (re-allocated)	2,026	7,950	23,977	16,027	33%
Training / Conferences	0	162	1,000	838	16%
Stationery & Printing	0	55	400	345	14%
Marketing/Promotions	0	110	900	790	12%
Council Newsletter	0	1,412	5,230	3,818	27%
Council Website	0	250	2,000	1,750	13%
Mayor's Allowance	0	3,000	3,000	0	100%
Members Expenses	0	0	360	360	0%
Civic Expenses	5	3,856	5,000	1,144	77%
Civic Regalia	0	0	100	100	0%
Hall & Room Hire	1,639	2,844	5,500	2,656	52%
Civic Artefacts and Treasures	206	206	500	294	41%
Central Overheads reallocated	107	879	2,082	1,203	42%
<b>Democratic Rep'n &amp; Mgmt/Civic:-Expenditure</b>	<b>3,983</b>	<b>20,724</b>	<b>50,049</b>	<b>29,325</b>	<b>41%</b>
<b>Grants</b>		<b>58,233</b>	<b>70,983</b>	<b>12,750</b>	<b>82%</b>
<b>F&amp;P Income - Expenditure Totals</b>	<b>14,410</b>	<b>94,058</b>	<b>249,116</b>	<b>165,058</b>	<b>38%</b>
<b>Community, Environment &amp; Services</b>					
Paddling Pool	3,066	7,555	24,820	17,265	30%
Propogation Unit	0	0	1,000	1,000	0%
Floral Displays	5,754	1,638	9,500	7,862	17%
Allotments	30	120	290	170	41%
Public Toilets	430	1,667	8,350	6,683	20%
Public Realm CCTV	0	0	14,450	14,450	0%
Congleton Partnership	2,762	11,048	33,143	22,095	33%
Community Development	4,492	17,731	57,211	39,480	31%
Police Community Support Officers	0	0	47,200	47,200	0%
Christmas Fayre/lights	0	23	4,000	3,977	1%
Neighbourhood Plan	0	0	0	0	#DIV/0!
Tourism	-4,538	-4,216	3,000	7,216	-141%
Youth and Young People	113	347	2,000	1,653	17%
Fellowship House	930	2,992	10,836	7,844	28%

**Congleton Town Council - Management Accounts - July 2016**

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
	<b>13,039</b>	<b>38,905</b>	<b>215,800</b>	<b>176,895</b>	<b>18%</b>
<b>Streetscape</b>					
Staff Costs	32,766	118,342	388,827	270,485	30%
Agency Staff	2,732	2,732	5,000	2,268	55%
Protective Clothing\H & Safety	186	1,215	3,000	1,785	41%
Office rent	256	1,022	3,067	2,045	33%
Janitorial	433	1,938	4,000	2,062	48%
Telephones	0	0	1,200	1,200	0%
Insurance	0	6,089	6,000	89	101%
Property maintenance	29	76	1,000	924	8%
Horticultural etc Supplies	7,805	12,970	16,000	3,030	81%
Vehicle maintenance/Serv etc	370	3,845	7,000	3,155	55%
Vehicle fuel and oil	1,734	5,302	15,000	9,698	35%
Vehicle rental charges	2,968	11,872	37,676	25,804	32%
General expenditure	82	378	1,500	1,122	25%
Central Overheads Reallocated	2,834	14,247	34,632	20,385	41%
<b>Streetscape Expenditure</b>	<b>52,195</b>	<b>180,028</b>	<b>523,902</b>	<b>343,874</b>	<b>34%</b>
Streetscape - Other income		-634	-900	-266	70%
Streetscape - C East Income		-121,143	-362,696	-241,553	33%
	<b>0</b>	<b>-121,777</b>	<b>-363,596</b>	<b>-241,819</b>	<b>33%</b>
<b>Net Expenditure over Income</b>	<b>52,195</b>	<b>58,251</b>	<b>160,306</b>	<b>102,055</b>	<b>36%</b>
<b>C,E &amp; S Income - Net Expenditure Totals</b>	<b>65,234</b>	<b>97,156</b>	<b>376,106</b>	<b>278,950</b>	<b>26%</b>
<b>Town Hall</b>					
Town Hall - Expenditure		50,473	155,892	-105,419	32%
Town Hall - Income		-38,851	-98,150	59,299	40%
<b>Net Expenditure over Income</b>	<b>0</b>	<b>11,622</b>	<b>57,742</b>	<b>-46,120</b>	<b>20%</b>
<b>Total Net Expenditure</b>	<b>79,644</b>	<b>202,836</b>	<b>682,964</b>	<b>387,888</b>	<b>30%</b>
<b>Personnel</b>					
Staff Costs - Reallocated	<b>58,063</b>	<b>208,067</b>	<b>674,354</b>	<b>466,287</b>	<b>31%</b>
<b>Reserves as at 31/07/16</b>					
General Reserve	171,618				
Capital Equipment Fund	36,140				
Capital Contingency Fund	204,003				
EMR Elections	15,000				
EMR Carnival	6,210				
EMR Crime Prevention/Traffic calming	3,779				
EMR Ancient Treasures	3,000				
EMR Website	1,651				
EMR Training	4,048				
EMR Streetscape	56,767				
EMR Loan Repayments	1,200				
EMR Toilets	38,223				
EMR Play Areas	6,000				
EMR Public Realm	12,000				
EMR Legal Fees	5,292				
EMR Congleton Neighbourhood Plan	33,427				
EMR Cenotaph	10,000				
EMR Christmas Lights	5,404				
EMR Rotary Bonfire	5,000				
EMR In Bloom	3,000				
EMR Tourism	780				
	<b>622,542</b>				

## Bank Reconciliation Statement as at: 31/07/2016 for Cash Book 1 RBS Current/I Access Acct

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS High Interest A/c 11411162	31/07/2016	646	0.00
RBS Current Account 11411170	31/07/2016	24	166,646.01
			<u>166,646.01</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
17/05/2016 007977 Mr E Pilkington	300.00
25/07/2016 008086 Bspoke Cup Co	92.40
25/07/2016 008087 The Best Connection Group	2,287.98
25/07/2016 008088 OCS Group UK Ltd	87.84
25/07/2016 008089 Cavern Protective Clothing	77.40
25/07/2016 008090 Chells Building Supplies Ltd	109.99
25/07/2016 008091 Cheshire East Council	9,660.00
25/07/2016 008092 Cheshire Electrical Supplies L	55.23
25/07/2016 008093 Cheshire Pest Solutions Ltd	48.00
25/07/2016 008094 Heads (Congleton) Limited	117.60
25/07/2016 008095 Congleton High School	122.16
25/07/2016 008097 C T H Events & Parties	2,567.22
25/07/2016 008098 CTA Membership Team	76.00
25/07/2016 008099 Mrs P Pinto	416.20
25/07/2016 008100 Four Oaks Nurseries Ltd	30.00
25/07/2016 008101 Hayman Mechanical Services Lt	600.00
25/07/2016 008102 JAF Graphics	186.00
25/07/2016 008103 Jewson Limited	98.06
25/07/2016 008104 Ladyline Coaches	480.00
25/07/2016 008105 MAC Tool & Plant Hire Ltd	219.60
25/07/2016 008106 Mitten Clarke	442.80
25/07/2016 008107 MWB Electrical Services	1,114.00
25/07/2016 008108 Otis Ltd	500.39
25/07/2016 008109 Moonscape Media Ltd	360.00
25/07/2016 008110 Performing Rights Society	531.94
25/07/2016 008111 RBS Rialtas Business Solutions	739.20
25/07/2016 008112 SAS Refrigeration	96.00
25/07/2016 008113 A Small Man with a Big Van	160.00
25/07/2016 008114 St John Ambulance	220.80
25/07/2016 008115 The Stationery Cupboard	72.30
25/07/2016 008116 Talke Chemical Company Limite	972.70
25/07/2016 008117 Threadfast Engineers Ltd	169.42
25/07/2016 008118 Triad	385.20
25/07/2016 008119 West Wallasey Contract Hire	3,561.53
26/07/2016 008120 J K Ashbrook Ltd	780.00
26/07/2016 008121 Congleton High School	34.80
26/07/2016 008122 Cheshire Pest Solutions Ltd	48.00
26/07/2016 008123 K G Loach	501.84
26/07/2016 008124 A Small Man with a Big Van	165.00

Bank Reconciliation Statement as at: 31/07/2016 for Cash Book 1 RBS Current/ Access Acct

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
26/07/2016 008125	Threadfast Engineers Ltd	18.60	
26/07/2016 008126	A Vaughan	205.68	
26/07/2016 008127	230Squadron ATC	50.00	
23/02/2016 007825	AU Assets	12.50	
			<u>28,774.38</u>
			137,871.63
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			137,871.63
		Balance per Cash Book is :-	137,871.63
		Difference is :-	0.00

## Congleton Town Council 16/17

### RBS Current/ Access Acct

#### List of Payments made between 01/05/2016 and 31/07/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/05/2016	Chapter 8 training	007905	£120.00	Chapter 8 training
03/05/2016	Cheshire East Council	DD	£2,286.00	Business rates town hall
03/05/2016	Cheshire East BC	DD	£194.00	Business rates toilets
10/05/2016	Chubb Fire & Security Ltd	007950	£536.62	5681127/6721/Chubb Fire & Secu
10/05/2016	Accounting Solutions from DCK	007951	£1,432.08	TPC6971/6769/Year End
10/05/2016	Angel Springs Ltd	007952	£113.02	3041243/6790/bottled water
10/05/2016	Broken Cross Paint & Wallpaper	007953	£31.08	14602/6788/street signs
10/05/2016	Cavern Protective Clothing	007954	£66.00	17721/6770/Boots A Turnock
10/05/2016	Cheshire Association of Local	007955	£1,429.31	150316/6771/annual membership
10/05/2016	Cheshire Turf Machinery Ltd	007957	£44.58	141955/6773/switch
10/05/2016	Heads (Congleton) Limited	007958	£70.56	99139/6774/Traders Group Ad
10/05/2016	Congleton High School	007959	£110.00	5101801/6775/Annual Report printing
10/05/2016	Gartec Limited	007960	£376.74	S001201/6776/contract renewal
10/05/2016	Kentra Training Ltd	007961	£720.00	02017-4991/6777/chainsaw train
10/05/2016	MAC Tool & Plant Hire Ltd	007962	£109.98	5701/6778/Blade for mower
10/05/2016	Porters Service Station Ltd	007963	£1,010.07	300416/6780/Fuel for vans
10/05/2016	Reaching Solutions Ltd	007964	£490.00	RSL/CTC/PRM/001/6781/fire risk assessment
10/05/2016	Talke Chemical Company Limited	007965	£501.00	64707/6783/dog fouling bags
10/05/2016	TMC Creative Ltd	007966	£600.00	3885/6785/website hostingN/hood plan & CTC
10/05/2016	CVS Chesh East	007956	£45.00	Grant - CCU
12/05/2016	TomTom Telematics	dd	£106.92	6666147/6824/Tracker
12/05/2016	ICO Data Protection	DD	£35.00	ICO Data Protection annual fee
16/05/2016	West Mercia Energy	DD	£1,384.00	1279614/6764/Gas
16/05/2016	RBS bankline chgs	DD	£102.00	RBS bankline chgs
16/05/2016	RBS Bankline chgs	DD	£22.50	RBS Bankline chgs
17/05/2016	A C & L Training	007967	£150.00	040516/6792/Fire awareness training
17/05/2016	Cheshire West and Chester Coun	007968	£64.00	71117701/6793/DBS check P/pool staff
17/05/2016	City Plumbing Supplies Holding	007969	£8.97	1168AAE471/6794/toilet repairs
17/05/2016	Heads (Congleton) Limited	007970	£180.48	99312/6796/streetscape advert
17/05/2016	C T H Events & Parties	007971	£1,396.44	62/6797/Recharges £1273.32; TOB £43.50; P/ship £17.40; Youth 30.90 Other £31.32
17/05/2016	Four Oaks Nurseries Ltd	007972	£393.96	70874/6813/Kids tubs plants
17/05/2016	JAF Graphics	007973	£459.60	19487/6814/boards, signs
17/05/2016	Maxigiene Enviromental Service	007974	£45.00	20209C/6816/legionella monitor
17/05/2016	Newtons of Congleton	007975	£11.69	393/6817/JWA Award youth
17/05/2016	North Rode Timber Co. Ltd	007976	£10.14	149208/6818/Poly filler
17/05/2016	Mr E Pilkington	007977	£300.00	070516/6819/carved apple core P/ship
17/05/2016	Prism Business Developments Li	007978	£181.34	53573/6820/extended pc warranty
17/05/2016	Phonographic Performance Ltd	007979	£846.58	3019395/6821/PPL licence
17/05/2016	The Stationery Cupboard	007980	£40.05	147/6822/stationery
17/05/2016	Talke Chemical Company Limited	007981	£44.10	64729/6823/Fellowship house napkins
17/05/2016	West Wallasey Contract Hire	007982	£3,561.53	WAL221509/6825/lease vans
17/05/2016	Zurich Munciple	007983	£19,412.73	21986292/6826/Zurich Munciple Town Council annual insurance
17/05/2016	The Royal Bank of Scotland	DD	£434.41	Plants £61.97; P/ship insurance £344.93; T Hall picture £27.51
18/05/2016	RBS autopay	AUTOPAY	£51,048.46	Payroll May 2016
19/05/2016	Wirehouse Employer Services	DD	£153.60	H&S support
20/05/2016	West Mercia Energy	dd	£1,949.06	1282591/6766/T Hail Electricity
23/05/2016	EE	DD	£24.28	V01223402959/6846/JM Phone
24/05/2016	Broken Cross Paint & Wallpaper	007985	£33.77	15177/6827/P/Pool Shed
24/05/2016	Cavern Protective Clothing	007986	£33.60	17723/6828/PPE P/Pool
24/05/2016	Cheshire East Council	007987	£22,470.90	41078656/6830/P/ship - orchard signage £167.64; Riverdane Walkway £22,303.23
24/05/2016	C T H Events & Parties	007988	£2,367.24	83/6834/Recharges £821.46; Mayor Making £1371.78; P/ship £73.08; CTC £100.92
24/05/2016	CVS Cheshire East	007989	£375.00	0165/6845/CVS membership
24/05/2016	Jewson Limited	007990	£17.52	0767/0137391/6847/soil
24/05/2016	Kernock Park Plants Ltd	007991	£844.80	94919/6848/plants
24/05/2016	LAC Autoparts	007992	£14.90	5362131/6849/bulbs
24/05/2016	Legal & General Assurance Soci	007993	£3,476.42	080416/6852/ill health liability insurance

24/05/2016	National Association of Local	007994	£54.99	8957/6853/Local Councils Book
24/05/2016	Harecastle Boats Ltd	007995	£400.00	0516001/6854/150yr set
24/05/2016	Talke Chemical Company Limited	007996	£719.99	64718/6856/Public toilets £616.03; £103.96 Town Hall
24/05/2016	Threadfast Engineers Ltd	007997	£12.23	SIN087027/6858/lock genis toil
24/05/2016	Cong Rotary Club	007984	£200.00	Grant Rotary Swimathon
24/05/2016	West Mercia Energy	Dd	£7.62	1285825/6768/P/Pool elec charg
25/05/2016	Prism Bus Developments	DD	£673.65	IT Support
25/05/2016	petly cash	007998	£160.00	Petty cash reimbursement
31/05/2016	Cavern Protective Clothing	008000	£115.20	17730/6859/PPE S/Scape
31/05/2016	Congleton Community Projects	008001	£150.00	170516/6860/advert Food&Drink
31/05/2016	Gaffey Technical Services Ltd	008002	£297.67	59358/6861/Pool Test Kits
31/05/2016	LAC Autoparts	008003	£8.95	LP5430251/6862/PS fluid
31/05/2016	MAC Tool & Plant Hire Ltd	008004	£682.41	5719/6866/repairs to mower
31/05/2016	Manchester Safety Services Ltd	008005	£406.98	55130/6868/road signs
31/05/2016	Otis Ltd	008006	£522.90	01212748/6869/lift service
31/05/2016	Getmapping Plc	008007	£453.60	POL201600EQ043/6870/annual fee
31/05/2016	Pitstop	008008	£206.40	160516/6872/trailer tyres
31/05/2016	Talke Chemical Company Limited	008009	£239.52	64740/6873/toilet signs £97.20; Dog foul bags £142.32
31/05/2016	Threadfast Engineers Ltd	008010	£125.40	SIN087111/6876/grease, washers
31/05/2016	United Utilities	008011	£558.87	01570399/6877/T Hall water
31/05/2016	Suez Recycling and Recovery UK	dD	£268.22	30231446/6786/waste collection
31/05/2016	Allpay - Plus Dane	DD	£36.08	Allotment garage rental
01/06/2016	Society of Local Council Clerk	007999	£339.00	310516/6890/membership renewal
01/06/2016	CEast Council	DD	£2,286.00	Business rates Town Hall
01/06/2016	C East Council	DD	£194.00	Business rates Mkt st toilets
03/06/2016	Cheshire Pest solutions	008012	£96.00	Wasp treatment
06/06/2016	Brown Recycling Ltd	008014	£384.00	637197/6878/skips for Back Ln
06/06/2016	British Telecom	008015	£297.04	Q0401/6879/telephones
06/06/2016	Cavern Protective Clothing	008016	£114.48	17742/6881/P/S/scape PPE
06/06/2016	Complete Weed Control	008017	£714.00	ECS16-130/6882/Back Lane
06/06/2016	Porters Service Station Ltd	008018	£1,416.79	310516/6883/Fuel
06/06/2016	Talke Chemical Company Limited	008020	£274.90	64746/6886/P/Pool consumables
06/06/2016	Thomson Planning Partnership L	008021	£378.24	16/012/AT016/6888/NP works
06/06/2016	United Utilities	008022	£26.47	01598063/6889/Allotment water
06/06/2016	D Parker	008013	£378.00	Expenses re Dutch regiment funeral visit
09/06/2016	Purchase Power	D D	£277.44	BD700026/6871/Postage £213; Stationery £53.70
09/06/2016	British Telecom	DD	£45.52	Q064JP/6880/Fax machine line
13/06/2016	Angel Springs Ltd	008023	£55.51	3077941/6892/bottled water
13/06/2016	Cheshire Electrical Supplies L	008024	£47.93	C1701193/6893/cable plugs
13/06/2016	C T H Events & Parties	008025	£576.90	94/6895/Recharges £546; Youth £30.90
13/06/2016	SAS Refrigeration	008026	£84.00	9800/6896/2 x fridge repairs
13/06/2016	Mrs E Wardlaw	008027	£162.81	310516/6897/civic expenses
13/06/2016	Whitehursts Agricultural & Bui	008028	£37.60	87311/6898/Bulldog clips
13/06/2016	TomTom Telematics	D D	£106.92	6701915/6934/Tracker
14/06/2016	Wirehouse Employer Services	DD	£102.00	HR Support Monthly
15/06/2016	RBS Bankline	DD	£22.50	Bankline Charges
17/06/2016	RBS Credit Card	DD	£95.40	030616/6922/Bunting
17/06/2016	RBS Autopay	AUTOPAY	£49,087.66	Salaries June 16
17/06/2016	St Peter's church	008029	£265.20	Grant St Peter's church clock
17/06/2016	Congleton Harriers	008030	£250.00	Grant - Congleton Harriers
20/06/2016	Wirehouse Employer Services	DD	£153.60	H&S support
20/06/2016	Beartown P's and Q's	008031	£100.00	Grant Beartown P's and Q's
21/06/2016	S Akers Smith	008033	£35.00	210616/6899/ reimburse wash bowl
21/06/2016	Auditing Solutions Ltd	008034	£492.00	A4552/6900/internal audit
21/06/2016	Chris Booth	008035	£50.00	361/6901/sound teddy bears pic
21/06/2016	Canda Copying Ltd	008036	£627.37	360272/6902/ photocopy charges
21/06/2016	Cavern Protective Clothing	008037	£10.20	17747/6904/PPE C Banks
21/06/2016	Cheshire Bearings & Transmissi	008038	£166.80	22787/6905/water pump
21/06/2016	Chubb Fire & Security Ltd	008039	£813.60	5842885/6906/intruder alarm co
21/06/2016	City Plumbing Supplies Holding	008040	£5.77	1168AAF023/6907/toilet flush
21/06/2016	Heads (Congleton) Limited	008041	£455.28	99759/6910/Chron Ads
21/06/2016	Congleton Choral Society	008042	£225.00	190616/6912/civic service
21/06/2016	Congleton High School	008043	£688.34	5101827/6914/civic invites £48.34; 150yrs £640
21/06/2016	Congleton Team Parish	008044	£32.50	160616/6916/printing costs civic service
21/06/2016	MAC Tool & Plant Hire Ltd	008045	£78.00	5731/6918/2 stoke oil
21/06/2016	National Association of Local Councils	008046	£107.48	8966/6919/literature

21/06/2016	North Rode Timber Co. Ltd	008047	£21.20	149752/6920/repairs to fence
21/06/2016	PTGS Electrical Services Ltd	008048	£108.00	39565/6921/test & inspection
21/06/2016	SAS Daniels LLP	008049	£1,560.00	122075/6924/legal costs
21/06/2016	The Stationery Cupboard	008050	£286.56	148/6925/150 yr stationery
21/06/2016	R G & M E Street & Son Ltd	008051	£1,102.05	23547/6926/sand 4 back lane
21/06/2016	Talke Chemical Company Limited	008052	£1,556.43	64752/6931/Cleaning materials
21/06/2016	Threadfast Engineers Ltd	008053	£22.12	SIN087305/6932/grease gun hose
21/06/2016	United Utilities	008054	£751.22	01606001/6935/P/Pool water
21/06/2016	West Wallasey Contract Hire	008055	£3,561.53	WAL221932/6936/lease vehicles
21/06/2016	Mr D Brown	008032	£3,000.00	Mayor's allowance 16/17
21/06/2016	RBS Bank Charges	DD	£20.74	RBS Bank Charges
23/06/2016	EE	dd	£24.43	V01234457287/6917/JM phone
27/06/2016	Prism Bus Developments	DD	£673.65	IT Support monthly
28/06/2016	Allpay - Plus Dane	DD	£36.08	Allotment garage rental
30/06/2016	Suez Recycling and Recovery UK	DD	£268.22	30266632/6884/waste collection
01/07/2016	Cavern Protective Clothing	008056	£51.48	17753/6939/Streetscape PPE
01/07/2016	Cheshire Community Action	008057	£100.00	300616/6940/annual membership
01/07/2016	Heads (Congleton) Limited	008058	£94.08	100157/6941/150 yr advert
01/07/2016	Congleton High School	008059	£444.00	5101839/6942/flyers 150yr and TOB
01/07/2016	C T H Events & Parties	008060	£1,815.72	98/6957/Recharges £562.08; Civic Service £1192.74; P/signup £52.20; Internal £8.70
01/07/2016	MAC Tool & Plant Hire Ltd	008061	£135.00	5748/6958/2 stroke oil
01/07/2016	A P Matthews Nurseries Ltd	008062	£531.60	31488/6960/park plants
01/07/2016	Ninehundred Communications Gro	008063	£37.75	531050/6961/radio rental
01/07/2016	Pool Tech Services	008064	£1,476.00	1095/6962/service visit
01/07/2016	Talke Chemical Company Limited	008065	£675.40	64774/6966/pool chemicals £244.02; Signs £197.99; Toilets £233.39
01/07/2016	Threadfast Engineers Ltd	008066	£69.95	089597/6968/WD40 & spanners
01/07/2016	Travis Perkins Trading Company	008067	£64.08	3640ADS004/6969/drainage pipe
01/07/2016	Vibrant Graphics Ltd	008068	£1,021.00	027748/6970/Summer Bear Necessities
01/07/2016	United Utilities	DD	£404.16	01322169/6759/wastewater bill
01/07/2016	CEast	DD	£2,286.00	Business rates T hall
01/07/2016	Ceast	DD	£194.00	Business rates toilets
04/07/2016	Belmont Fabrication (Congleton	008069	£2,059.20	14287/6972/roundabout signs
05/07/2016	Audley Brass	008070	£300.00	230616/6973/civic parade
05/07/2016	Cavern Protective Clothing	008071	£242.88	17763/6974/PPE uniform
05/07/2016	Frank Henshall Photographer	008072	£82.00	F16/0007/6975/Picture frames
05/07/2016	Porters Service Station Ltd	008073	£1,221.58	300616/6976/fuel for vans
05/07/2016	Grenke Leasing	DD	£406.19	Vehicle Trackers
06/07/2016	West Mercia Energy	DD	£823.36	1290134/6938/TH gas charges
08/07/2016	Cong Jazz and Blues	008074	£500.00	Grant - Cong Jazz and Blues
12/07/2016	Pitney Bowes Finance Ltd	DD	£190.05	Franking machine rental
13/07/2016	Angel Springs Ltd	008075	£194.12	3114690/6980/cleaning/rental water machines
13/07/2016	Chubb Fire & Security Ltd	008076	£1,152.00	5858317/6981/vehicle extinguishers
13/07/2016	Country Rustics	008077	£1,800.00	8884/6983/tree containers x 5
13/07/2016	K G Loach	008078	£2,343.38	27123/6988/pegs, twine etc
13/07/2016	North Rode Timber Co. Ltd	008079	£137.22	149887/6990/wood 4 back2back
13/07/2016	Thomson Planning Partnership L	008080	£700.20	17/012/AT/016/6991/n/plan work
13/07/2016	HP Bed & Breakfast	008081	£96.00	100716/7064/150 yr entertainer
13/07/2016	Hilary Skinner	008082	£300.00	23/7065/String quartet - 150yrs
14/07/2016	The Leaflet Team	008083	£391.00	CTC0029/6992/Delivery Bear Necessities
14/07/2016	Wirehouse Employer Services	DD	£102.00	HR support monthly
14/07/2016	TomTom Telematics	dd	£106.92	6752115/7058/webfleet
15/07/2016	R Beard Ltd	008084	£1,670.00	300616/6993/decorating balcony
15/07/2016	RBS bankline	DD	£22.50	RBS bankline charges
18/07/2016	RBS Credit Card	Dd	£379.17	030716/7045/150 yrs £293.09; Card charges £32
18/07/2016	West Mercia Energy	DD	£554.93	1296939/6937/TH gas charges
18/07/2016	West Mercia Energy	dd	£35.78	1298541/6971/Kitchen Gas
18/07/2016	RBS Autopay	AUTOPAY	£56,349.66	Salaries August 16
19/07/2016	Wirehouse Employer Services	DD	£153.60	H&S Consultancy monthly
21/07/2016	RBS charges	DD	£22.69	bank charges
25/07/2016	Bspoke Cup Co	008086	£92.40	304/6996/vintage cups 150 years
25/07/2016	The Best Connection Group	008087	£2,287.98	241841/6999/S/Scape temps
25/07/2016	OCS Group UK Ltd	008088	£87.84	CN19270286/7000/clinical waste
25/07/2016	Cavern Protective Clothing	008089	£77.40	17765/7001/leather gloves
25/07/2016	Chells Building Supplies Ltd	008090	£109.99	28297/7003/bark

25/07/2016	Cheshire East Council	008091	£9,660.00	41080074/7005/Sponsorship TOB
25/07/2016	Cheshire Electrical Supplies L	008092	£55.23	C1702195/7007/light bulb 4 lif
25/07/2016	Cheshire Pest Solutions Ltd	008093	£48.00	8035/7009/wasp nest
25/07/2016	Heads (Congleton) Limited	008094	£117.60	100555/7010/In Bloom Advert
25/07/2016	Congleton High School	008095	£122.16	5101859/7012/card stund certs
25/07/2016	C T H Events & Parties	008097	£2,567.22	108/6994/Recharges 1162.32; P/ship £43.50; 150 yrs £1320; Junior £41.40
25/07/2016	CTA Membership Team	008098	£76.00	117185/7026/Minibus renewal
25/07/2016	Mrs P Pinto	008099	£416.20	CP004/7027/In Bloom works
25/07/2016	Four Oaks Nurseries Ltd	008100	£30.00	72423/7029/gapping in Park
25/07/2016	Hayman Mechanical Services Ltd	008101	£600.00	10817/7030/Boiler service
25/07/2016	JAF Graphics	008102	£186.00	19613/7032/stickers
25/07/2016	Jewson Limited	008103	£98.06	0767/0141185/7033/cement
25/07/2016	Ladyline Coaches	008104	£480.00	CTC0716/7034/school buses 150 yrs
25/07/2016	MAC Tool & Plant Hire Ltd	008105	£219.60	5766/7036/Mower blades & fitti
25/07/2016	Mitten Clarke	008106	£442.80	15971/7037/PAYE matters
25/07/2016	MWB Electrical Services	008107	£1,114.00	050716/7038/P/ship Electrical works Old Saw mill
25/07/2016	Otis Ltd	008108	£500.39	01225882/7040/lift maintenance
25/07/2016	Moonscape Media Ltd	008109	£360.00	16066/7042/Primary Times Advert
25/07/2016	Performing Rights Society	008110	£531.94	4891127/7043/Annual charges
25/07/2016	RBS Rialtas Business Solutions	008111	£739.20	SM16800/7044/Omega support
25/07/2016	SAS Refrigeration	008112	£96.00	SI23/7046/repair ice machine
25/07/2016	A Small Man with a Big Van	008113	£160.00	189/7047/transport Cheshire Show
25/07/2016	St John Ambulance	008114	£220.80	SP16010646/7049/First Aid Cover
25/07/2016	The Stationery Cupboard	008115	£72.30	149/7050/stationery
25/07/2016	Talke Chemical Company Limited	008116	£972.70	64800/7055/Town Hall and Pool consumables
25/07/2016	Threadfast Engineers Ltd	008117	£169.42	SIN087759/7057/padlocks/chains
25/07/2016	Triad	008118	£385.20	41633/7059/150 years book marks
25/07/2016	West Wallasey Contract Hire	008119	£3,561.53	WAL222372/7060/vehicle leasing
25/07/2016	EE	dd	£24.28	V01245135548/7028/JM phone
25/07/2016	RBS autopay charges	DD	£4.00	RBS autopay charges
25/07/2016	Prism Bus Developments	DD	£664.17	IT support monthly
26/07/2016	J K Ashbrook Ltd	008120	£780.00	37217/7066/soil removal
26/07/2016	Congleton High School	008121	£34.80	250716/7067/Design time
26/07/2016	Cheshire Pest Solutions Ltd	008122	£48.00	8037/7069/removal wasp nest
26/07/2016	K G Loach	008123	£501.84	27978/7070/compost
26/07/2016	A Small Man with a Big Van	008124	£165.00	193/7071/tatton park support
26/07/2016	Threadfast Engineers Ltd	008125	£18.60	SIN087914/7072/bolts, WD40
26/07/2016	A Vaughan	008126	£205.68	025/7073/Mayors Board updated
26/07/2016	Petty cash	008085	£186.55	Petty cash
26/07/2016	230Squadron ATC	008127	£50.00	In bloom judging van hire
29/07/2016	Suez Recycling and Recovery UK	Dd	£268.22	30304690/6977/waste collection
29/07/2016	West Mercia Energy	DD	£84.98	1299219/6978/P/Pool electricit
29/07/2016	Allpay - Plus Dane	DD	£36.08	Allotment garage rental

**Total Payments**      £315,202.00

Report to Finance and Policy Committee on the Town Hall Wi-Fi.

It has become apparent that the Wi-Fi in the Grand Hall is not robust enough for current users. When the Town Hall first had Wi-Fi routers fitted it was an extra offer to hirers of the Town Hall. Today, however, good quality Wi-Fi is essential and expected by hirers everywhere. Detailed discussions have been had with Prism, our IT provider to suggest a solution and the recommendation is for a Dell Sonicwall TZ Series and 5 SonicPoint-ACi Dual-Radio with POE injector. These would be paid for along with our monthly IT support contract and will add £191 per month onto it. Although we have not budgeted for the upgrade to the Wi-Fi we did receive £25,000 income support grant from Cheshire East Council which also was not budgeted for so the overspend of £1,146 could easily be met from this.

Recommendation:

To approve the Town Hall Wi-Fi upgrade and accept that the overspend on the IT budget will be met from the income support grant surplus.

Jackie Potts  
Support Manager  
23/08/16

# Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of  
smaller authority here:

CONGLETON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

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

This annual governance statement is approved by this smaller authority and recorded as minute reference:

CTC 16/1617  
dated 16/06/2016

Signed by:

Chair

dated

Signed by:

Clerk

dated

  
16/06/2016  
  
16/06/2016

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

# Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here:

CONGLETON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	704143	666582	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	656714	665630	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	573390	609852	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	576627	613423	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	58127	58128	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	632911	593362	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	666582	677151	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	773450	698244	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	2766992	2771702	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	534795	494140	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		NO	

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date 16/06/2016

I confirm that these accounting statements were approved by this smaller authority on this date:

16/06/2016  
 and recorded as minute reference:  
CTC 16/1617  
 Signed by Chair of the meeting approving these accounting statements.  
  
 Date 16/06/2016

## Section 3 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of  
smaller authority here:

CONQUESTON TOWN COUNCIL

### Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### External auditor report

(~~Except for the matters reported below~~)<sup>\*</sup> on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (~~\*delete as appropriate~~).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

External auditor signature

*BDO ul*

External auditor name

**BDO LLP Southampton**  
**United Kingdom**

Date

*18/8/16*

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



AGENDA ITEM 13.

Congleton Town Council  
Congleton Town Hall  
High St  
Congleton  
CW12 1BN

Congleton Jazz and Blues Festival  
C/O Electric Picture House  
Cross Lane  
Congleton  
CW12 1HQ  
24.7.16

FAO Secretary to Congleton Town Council

We just wanted to say a huge thankyou to Congleton Town Council for their generous support of Congleton Jazz and Blues Festival. Your contribution has gone towards a significant upgrade in our branding for 2016.

BACKGROUND; CJAB is a community event run by a very small group of volunteers, we have developed the event to encourage local people to spend some more time in town, and for visitors further afield to take a look at what we have on offer. We don't have any hard visitor numbers, but we do know that the event succeeds in bringing people into town based upon anecdotal information and feedback. For example the amount of digital media feedback has grown year on year on Facebook, and on our Website visitor numbers have grown year on year by 240% (4 week period 21.7.2015-21.8.2015, 535 sessions compared to current, 21.7.16-21.8.16 1305 sessions; data source Google Analytics).

We would also cite that the choice of quality venues in Congleton has grown not just as a result of CJAB, but the commitment the whole town community has in terms of numerous events such as the Food Festival, Carnival, Christmas lights switch on and other unique and individual events that are staged in Congleton. We hope these choice venues stay in our town.

So we thank you for your support it does make a difference,

Best regards

Louise and Vince

AUGUST BANK HOLIDAY  
[www.congletonjazzandblues.co.uk](http://www.congletonjazzandblues.co.uk)

~~Community Ltd.~~