



Congleton Town Council

Historic market town

Chief Officer: David McGifford



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

3rd June 2016

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 9th June 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 9th June 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 24th March 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.
5. Tour of Britain Budget allocation (to be presented at the meeting)



Congleton
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where friends are made

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

Tel: 01260 270350 Fax: 01260 280357

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

6. Grant Approvals and Commitments 2016-17 (enclosed)
To receive a statement showing the current position.
7. New Applications for Financial Assistance (enclosed)
- i) GR 01/1617 Congleton Cricket Club
 - ii) GR 02/1617 Congleton Talking Newspaper
 - iii) GR 03/1617 SOL Theatre School
 - iv) GR 04/1617 Congleton Harriers
 - v) GR 05/1617 Congleton Jazz and Blues
 - vi) GR 06/1617 St Peter's Church
 - vii) GR 07/1617 Congleton Carnival
8. Grant Activities Monitoring Forms (enclosed)
Congleton Community Credit Union – Original Grant Application GR 20/1516
9. Management Accounts for March 2016 (enclosed)
To consider the Management Accounts to 31st March 2016.
10. Bank Reconciliation (enclosed)
To receive and consider the bank reconciliation for 30th April 2016.
11. List of Payments (enclosed)
To receive and consider the Payments List between 1st March and 30th April 2016.
12. Asset Register (enclosed)
To consider and approve the Asset Register for year ending 31st March 2016.
13. West Mercia Energy Contract (enclosed)
To receive correspondence from West Mercia Energy with the latest energy price update.
14. Letters of Thanks (enclosed)
To receive letters of thanks from the Congleton Fairtrade Steering Group and Visyon Ltd for grants 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 24TH MARCH 2016

PRESENT - Councillors

N Adams
Mrs S Akers Smith
J G Baggott
L D Barker
P Bates
R Boston
G R Edwards (Chair)
Mrs S. A Holland
Mrs J Parry (Vice chair)
Mrs E Wardlaw (Town Mayor)

1. Apologies

Apologies for absence were received from committee members Cllrs Mrs D S Allen and C Booth

Apologies were also received from Cllrs Mrs A L Armitt, D T Brown and Mrs A Morrison.

2. Minutes

FAP/70/1516 RESOLVED that the Minutes of the Meeting of the Committee held on 18th February 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.

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

Cllr R Boston – Non Pecuniary Trustee of Congleton Credit Union – agenda item 6.ii

Cllr P Bates - Non pecuniary- agenda items 6 and 11

Cllrs G R Edwards & Mrs E Wardlaw agenda item 14 – Ex officio

4. Outstanding Actions

There are no outstanding actions.

5. Grant Approvals and Commitments 2015-16

A summary of grant approvals and commitments was considered by the committee and it was noted that £7582.90 is available for grants for 2015/16.

FAP/71/1516 RESOLVED that that the grant summary be received.

6. New Applications for Financial Assistance

FAP/72/1516 RESOLVED that:-

i) GR 19/1516 Congleton Youth in Action

A grant of £500 be approved.

ii) GR 20/1516 Congleton Community Credit Union

A Grant of £45 be approved.

iii) GR 21/1516 Bromley Farm Community Development Trust

A Grant of £400 be approved.

iv) GR 22/1516 Visyon Ltd

A grant of up to £500 be approved less any discounts achieved on the provision of equipment.

7. Grant Activities Monitoring Forms

It was noted that a Grant Activities Monitoring Form had been received from Congleton Harriers – Original Grant Application GR 3/1516

FAP/73/1516 RESOLVED that that the Grant Activities Monitoring Form be received.

8. Management Accounts for February 2016

FAP/74/1516 RESOLVED that that the Management Accounts to 29th February 2016 be received but to note that the In Bloom budget position is relayed to the In Bloom Committee at each meeting.

9. Bank Reconciliation

FAP/75/1516 RESOLVED that the bank reconciliation for 29th February 2016 be received.

10. List of Payments

FAP/76/1516 RESOLVED to receive the Payments List between 1st February and 29th February 2016.

11. Congleton Shopmobility 22nd February 2016

The Chief Officer advised that the correspondence from Congleton Shopmobility had been passed through to the working group established to review, with Cheshire East Council, the request for support.

FAP/77/1516 RESOLVED that the correspondence from Congleton Shop Mobility be received.

12. Cheshire Fire and Rescue – Notification of Safety Works

FAP/78/1516 RESOLVED to receive notification from Cheshire Fire and Rescue with regards to safety works required for the Town Hall.

Councillors requested that:

- A schedule of works is developed.
- Priority is given in establishing costs for the major items.
- Early completion of simple tasks.

13. Internal Audit

FAP/79/1516 RESOLVED that to receive the internal audit interim report which stated that there were no issues were identified.

14. Ex-officio update

- The agenda item was advertised as "To receive information on ex officio status in other councils", the chair advised that the original request was to also debate the findings of the report provided.
- Cllr Mrs S A Holland requested that there was a recorded vote against proposals on this item.
- The committee was advised that they did not have the powers to alter the Constitution or Standing Orders, this could only be done at Full Council.

Proposal to recommend to Full Council that the Constitution be amended to show that only the Mayor is afforded Ex Officio status.

Vote

Councillor	For	Against	Abstain
G Edwards		√	
N Adams	√		
R Boston	√		
Mrs J Parry	√		
Mrs SA Smith		√	
J Baggott	√		
P Bates			√
Mrs SA Holland	√		
Mrs E Wardlaw			√

FAP/80/1516 RESOLVED to recommend to Full Council that the Constitution be amended to show that only the Mayor is afforded Ex Officio status.

G R Edwards (Chairman)

Congleton Town Grant Commitments 2016/17										
Permitted and S137										
Date Grant Approved	To	For	Section	Minute Reference	Approved EMR b/fwd £	Approved 16/17 £	Paid £	Outstanding £	Date Paid	
						4,000.00		3669.80		
	Subsidised Use of Town Hall							100.00		
10/09/2015	Beartown Patchworkers and Quilters	Grant towards display event 2016		FAP/12/1516	100.00					
18/02/2016	Congleton Rotary	support for Swimathon		FAP/61/1516	200.00			0.00	24/05/2016	
18/02/2016	Friends of Congleton Park	Support for Brass on the Park		FAP/61/1516	300.00			300.00		
24/03/2016	Cong Youth in Action	2016 play scheme		FAP/72/1516	500.00			500.00		
24/03/2016	Cong Comm Credit union	CVS membership 2016		FAP/72/1516	45.00		45.00	0.00	10/05/2016	
24/03/2016	Bromley Farm Community Trust	Newsletter		FAP/72/1516	400.00			400.00		
24/03/2016	Visyon	Sensory garden plants		FAP/72/1516	500.00			500.00		
								0.00		
Totals					2045.00	4000.00	575.20	5469.80		
	EMR b/fwd		£2,045.00				2045.00			
	Budget 16/17		£19,000.00	£70,983.00	Total Grant budget					
	Total approved to date		£6,045.00							
	Total money still available for grants		£15,000.00							

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				4,500.00	4,500.00	4,500.00	0.00	
01/04/2016	Community Projects	Project support	S144			16,000.00	16,000.00	16,000.00	0.00	
01/04/2016	Congleton Partnership	Rent				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	
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	0.00	0.00	0.00	
01/04/2016	Town Hall 150 yr celebrations	Town Hall 150 yr celebrations				5,000.00	5,000.00	400.00	4,600.00	
	St Peter's Church	Church clock maintenance	PCA1957 S2			250.00	0.00	0.00	0.00	
Totals					0.00	51,983.00	51,033.00	37,433.00	13,600.00	
	Ear marked reserve b/fwd					£0				
	Budget 2016/17					£51,983				
	Total approved to date					£51,033				
	Total awaiting application					£950				



Congleton Town Council

Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GRO1/1617
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1.1	Applicant(s):	Guy Baxendale
1.2	Representing:	Congleton Cricket Club
1.3	Email Address:	guy.baxendale@gmail.com
1.4	Tel No.	0771022444
1.5	Project Title:	Replacement of safety netting facilities
1.6	Project Objectives:	<p>Our project this year has two main element:</p> <ol style="list-style-type: none"> 1. To replace safety netting surrounding two sides of the ground 2. To replace the existing safety netting surrounding the two outdoor practice facilities
1.7	Brief Project Description:	<p>Over the course of the last season and the winter significant damage has been caused to the safety netting of the facilities. This is as a result of continued use and severe weather.</p> <p>As they stand they are unsafe to use.</p> <p>We need funding to replace the netting to ensure junior and senior training evenings can continue to take place during the summer.</p>
1.8	Details accounts/budgets	Please find attached a copy of our year end 2015 finances

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£2609.50
2.2	Total contribution sought:	£250

2.3	What will the money be spent on?	Replacement safety netting for facilities
2.4	Any ongoing costs:	N/A
2.5	Details of <i>confirmed</i> match funding include source Cash: In kind:	We have applied to Congleton Town Trust and Congleton Inclosure Trust to complete the funding
2.6	Resources needed:	N/A
2.7	Estimated timescale of project from start to finish:	Immediate

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	To ensure club members are safe guarded.
3.2	Are there similar services/projects provided in the area	No

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	Netting will be purchased and fitted
4.2	Describe how you will promote the Town Council in your project	In our season preview, which is published in the Chronicle each year, we will mention and thank all funding sources who helped us achieve our goal.

Signature: Guy Baxendale

Date: 28/03/2016



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GRO2 16/17
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1.1	Applicant(s):	CONGLETON TALKING NEWSPAPER
1.2	Representing:	MICHAEL SAUNDERS CHAIRMAN
1.3	Email Address:	1911day133@gmail.com
1.4	Tel No.	01760 778814
1.5	Project Title:	URGENT REPAIRS TO 8 LOWER PARK STREET CW12 1EH
1.6	Project Objectives:	TO ELIMINATE CONSISTENT DAMP IN THE STUDIO AREA AND WALLS OF THE PROPERTY.
1.7	Brief Project Description:	TO ELIMINATE CONSISTENT PENETRATING DAMP TO THE BUILDING, WHICH CONTAINS OUR RECORDING STUDIO FOR THE BLIND.
1.8	Details accounts/budgets	PAPARES ATTACHED FROM SURVEYOR SHOWING WHAT NEEDS TO BE DONE AND COSTINGS.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£4743.00
2.2	Total contribution sought:	£2371.00
2.3	What will the money be spent on?	THE ELIMINATION OF PENETRATING AND RISING DAMP, WHICH HAS BADLY AFFECTED THE BUILDING AT 8 LOWER PARK STREET CW12 1EH.

2.4	Any ongoing costs:	NONE
2.5	Details of <i>confirmed</i> match funding include source Cash: In kind:	WE HAVE SOME FUNDS IN RESERVE BUT AS WE HAVE NO INCOME AND ARE A CHARITY WE WILL REQUIRE AS MUCH HELP AS POSSIBLE TO ASSIST WITH A PROJECT SUCH AS THIS.
2.6	Resources needed:	£2371.00
2.7	Estimated timescale of project from start to finish:	7 DAYS

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	A DAMP PROOF STUDIO WILL EASE THINGS CONSIDERABLY FOR OUR READERS AND COPIERS WHO PREPARE RECORDINGS ON MEMORY STICKS FOR THE BLIND. THE LONG TERM HEALTH OF THE BUILDING WILL ALSO BE SECURED, WHICH WILL BE IN THE INTERESTS OF THE COMMUNITY WE SERVE.
3.2	Are there similar services/projects provided in the area	NO

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation? ?	BY A QUALIFIED DAMP PROOFING CONTRACTOR
4.2	Describe how you will promote the Town Council in your project	THIS WILL BE ACHIEVED VIA THE LOCAL MEDIA AND BY ADVISING OUR READERS AND THEIR CARERS OF YOUR VITAL SUPPORT.

Signature: MICHAEL SAUNDERS

Date: 13 APRIL 2016



raising standards in property preservation

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07 April 2016

Mr Michael Saunders

Dear Mr Saunders

Property – 8 Lower Park Street, Congleton, Cheshire, CW12 4EN

Thank you for inviting us to carry out an inspection at this property. Our survey report is enclosed detailing our findings and recommendations.

We have also included a quotation for items of specialist work that Peter Cox will be pleased to undertake for you. For any other defects noted we recommend that you engage a reputable building contractor to inspect and undertake repairs as necessary.

To arrange for a convenient start date for the works to proceed, please complete and return the acceptance form to this office. A provisional start date can be agreed by contacting Natalie Hewitt, our Contracts Manager, on 0161 219 7770.

Where applicable, a long term guarantee will be issued for our specialist works on completion of the contract.

With the experience of over 60 years trading nationwide, Peter Cox Ltd is a founder member of the Property Care Association (formerly the BWPDA), registered as a TrustMark contractor and also as a Quality Assured Firm under ISO 9001.

Should you wish to discuss this report or the proposed recommendations I have made, I can be contacted through this office or on 07771 931927 any time up to 8.30pm.

Yours sincerely

Andrew Singleton CSRT, CSSW
Surveyor



The first national preservation company to be awarded this prestigious accolade



raising standards in property preservation

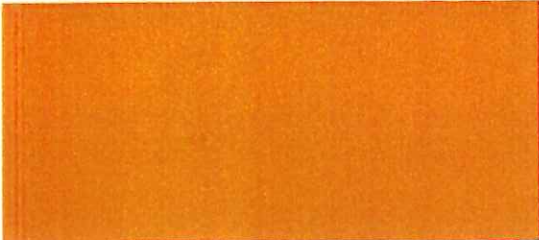


Peter Cox Ltd Registered in
England no. 2438126 at
Aniseed Park, Broadway Business Park,
Chadderton, Manchester OL9 9XA

Survey Report & Proposal



raising standards in property preservation



Accreditations



A Long Tradition

Founded in 1951 Peter Cox has wide ranging experience in building maintenance and repair extending to property of all description from private housing to public and commercial buildings, many of them listed

Over the period we have worked on numerous historic buildings of national and regional significance throughout the UK and issued well over 500,000 guarantees



Local Skills

We operate through a network of local service branches with trained and qualified staff familiar with local needs and building traditions



Industry-leading Associations

Peter Cox Ltd is a member of the Property Care Association (formerly the British Wood Preserving and Damp-proofing Association), the British Wall Tie and Structural Repair Association and the British Structural Waterproofing Association.



TrustMark and GPI

Peter Cox is an approved contractor under both the TrustMark and the Guarantee Protection Insurance Schemes.



ISO 9001

We have been committed to Quality for many years and currently hold ISO 9001 accreditation.



BS 6576:2005

The Peter Cox DryWall DPC system carries a British Board of Agrément Certificate and complies with BS 6576:2005



A Safe Contractor

All Peter Cox surveyors and technicians are fully trained in safe working practices while our treatment fluids are HSE approved and generally odourless and non-flammable.

Freephone 0800 789 500
www.petercox.com

Various guarantee options are available where specifically stated in the report. This Survey Report or Schedule of Works is our copyright and is for the benefit of the addressee only. We accept no responsibility for our survey or this report towards any other person. On no account must it be duplicated in whole or part without our authority.

Peter Cox Ltd

Aniseed Park, Broadway Business Park
Chadderton, Manchester, OL9 9XA
Email: enquiries@petercox.com

Report Date: 07/04/2016

Ref: ENQ252875

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SURVEY REPORT

CLIENT Michael Saunders

PROPERTY ADDRESS

8 Lower Park Street
Congleton
Cheshire
CW12 4EN

SURVEYED BY Andrew Singleton

DATE OF SURVEY 07/04/2016

Directions are as if facing front elevation unless otherwise stated

PLEASE READ CAREFULLY THE CONTENTS OF THIS REPORT, THE FOLDER AND ALL ENCLOSURES WHICH ALL FORM PART OF THE CONTRACT OFFER.

In accordance with your verbal instructions received on 30/03/2016, we have reported on the following:

Rising dampness to the walls

We draw your attention to the matters set out in the 'Scope of Survey' section of the Quotation part of this Report and would ask you to read those notes carefully. If you have any concerns or queries as to the effect these matters may have upon the treatments recommended in this Report or if you believe that we have misinterpreted your survey instructions, please let us know at once.

Property Description End Terraced House.

Occupied Status The property was occupied at the time of our inspection.

Weather Conditions At the time of our inspection it was raining – temp 8°C.

The inspection of the property was generally restricted by furniture and floor coverings.



Rising Damp Control



DryWall Dpc



DryWall DPC Silane Diffusion System

- ▶ The DryWall DPC system involves the placement of a 'bead' of DryWall cream in a selected horizontal course of mortar. Where necessary, associated re-plastering is required.
- ▶ The damp proof course must be inserted above the internal solid floor level and approximately 150mm above the external ground level. In the case of suspended timber floors the installation will be below the joists and/or wallplate where practicable. Drillings may be from inside or outside the building or both, according to circumstances, into the mortar joint or masonry.
- ▶ Complementary vertical damp proof courses above external DPC level are positioned to isolate treated walls from the effects of rising dampness in untreated adjoining or abutting walls and structures or to maintain continuity between horizontal DPCs of varying levels. Vertical DPCs will be approximately 1.2m high or as specified. External walls should still be the subject of normal maintenance to prevent penetrating dampness.
- ▶ The damp proofing formulations used in these systems are odourless and non-flammable.

Silane Diffusion System

- ▶ This system utilises a concentrated silane / siloxane 'cream' which is diffused within the wall to control rising dampness.
- ▶ 10-12mm holes are drilled in the mortar joint at no more than 120mm centres.
- ▶ Drillings are to a predetermined depth, depending on wall thickness, up to within 40mm of the back face.
- ▶ Each hole is filled with silane diffusion cream to within 10mm of the surface.



Freephone 0800 789 500
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RISING DAMP

To the walls scheduled below.

Please read carefully, in conjunction with this report, the **Important Notes**, enclosures, standard work specifications and the **For Action by Client** document, as these all form part of our Contract offer.

External Observations (from ground level)

Pointing

Mortar joint pointing was noted to be defective to the front elevation.



Masonry

The apparent erosion by weathering of the brick facings to the gable wall is likely to have resulted in this masonry becoming porous and prone to rainwater penetration. In addition to damaging internal decorations, dampness will cause the walls to be colder and increase heat loss from the property.



Internal Observations

Unless otherwise stated our inspection of internal areas was restricted to the ground floor only, and is limited accordingly.

Our inspection was restricted in some areas due to dry lining and our recommendations are limited accordingly.

Rain Water Penetration

At the time of our inspection visible signs of dampness, supported by moisture profile readings obtained with an electronic moisture meter from the first floor and ground floor gable wall indicated rain water penetration.

This appears to be due to defects identified by our external inspection above.

Existing Remedial DPC

At the time of our inspection moisture meter readings were noted to the base of various walls. As a remedial damp proof course appears to have been installed by others in the past, we would recommend that you contact the installing company with a view to their comments.

Should you wish however to have the benefit and peace of mind of a Peter Cox Guarantee our recommendations follow.

Plaster & Salts

As the moisture rises from the ground into a wall, it carries with it soluble salts which may be deposited in the wall fabric and plaster, as the moisture evaporates. Certain of these salts, in particular chlorides and nitrates, are hygroscopic; that is they are capable of attracting and absorbing moisture from the atmosphere when the relative humidity is high.

Areas of plaster were noted with excessively high moisture levels (please note 'Dry Wall Coating' in the Recommendations section).

Solid Floors

Solid floor construction is present to the property.

The testing of solid floors to determine the presence and effectiveness of a suitable damp proof membrane falls outside the scope of our inspection due to the necessity for destructive drilling of the floor slab.

We are therefore unable to give any warranty as to condition or performance.

Effects

The defects noted from our inspection above will or are likely to allow moisture to be transmitted into the building fabric. Not only is this likely to spoil and damage internal finishes and decorations, but it will also put timbers within the property at serious risk from fungal decay and damage the building fabric itself. We strongly advise that you arrange for all the above noted defects to be attended to.

Recommendations

We have detailed below the items of work that Peter Cox will be pleased to undertake for you, together with quotations.

DPC by Diffusion

Skirting

Where internal DPC, re-plastering, wall/floor joints or waterproofing works have been specified, it will be necessary for existing skirtings to be removed and subsequently replaced after the works have been undertaken.

Peter Cox is to:

Remove existing skirting boards as required to undertake the treatment works, and re-fix upon completion.

The internal surfaces and bottom edge will receive a liberal coating of Peter Cox timber water repellent prior to fixing, to extend the life span of the timber.

Where existing plaster is being retained, it is important that it does not continue below the line of the DPC or is in contact with any solid floor (see **'Important Notes - Bridging'**). Peter Cox will ensure that any offending plaster is removed to those wall surfaces where we remove skirting boards necessary to undertake our treatment works only. You should ensure that the DPC is not bridged on any remaining wall surfaces. In the event of damage during removal of these fixed items or if they are found to be decayed and unsuitable for replacement Peter Cox, at your request, will supply and fix new boards at an additional cost. Peter Cox cannot accept responsibility for any damage caused by the removal of such fixed items.

Damp Proof Course

Peter Cox is to:

Install a chemical damp proof course incorporating our Peter Cox DryWall Diffusion Process to those walls indicated on the sketch, in accordance with the explanatory leaflet attached. Our quotation for this work is enclosed.

Our damp proof course can be installed (subject to access) in solid walls from one side only of the wall to be treated, causing the minimum of disturbance.

Non-flammable and non-toxic fluid is used in the installation. There is therefore no fire risk, the property can remain occupied with a minimum of inconvenience to the occupants and will have no ill effects on you or occupants of the adjacent property.

Rain Water Penetration

In order to protect future internal wall finishes we would recommend the application of 'DryWall Porestop' Structural Waterproofing as follows: -

Peter Cox is to:-

Hack-off and remove existing plaster from the areas and heights indicated on the attached sketch, and clear resultant debris from site.

Prepare the exposed masonry and apply 2 coats of DryWall Porestop Waterproof Slurry.

Dry Wall Coating

To control rising dampness in a wall, in addition to the proposed DPC it is of great importance that internal plaster is capable of preventing hygroscopic salts affecting the wall surface, (please refer to our 'Rising Damp & Re-plastering' leaflet).

Our recommendations and comments are as follows: -

It is recommended that the wall areas indicated on the sketch are re-plastered, strictly in accordance with our specification for 'DryWall Coating' the even height detailed.

In view of the apparent sound condition of the remaining areas of existing plaster some advantage may be gained by delaying re-plastering.

The Property Care Association (PCA) guideline is that, by delaying re-plastering, time is allowed for soluble salts to move from the brickwork into old plaster. In addition, if re-plastering can be delayed until after the wall has dried out, the true extent of dampness caused by hygroscopic salts may be more easily established and it may be found possible to restrict the extent of re-plastering.

Internal plaster which subsequently becomes affected by hygroscopic salts during the drying out period should be treated in accordance with our '**Important Notes**' of the report folder and in accordance with our specification for 'DryWall Coating'.

The client should appreciate that re-plastering and/or re-decoration may ultimately be required in some or all of the treated areas. In the meantime any decorations should be regarded as temporary and should be of a vapour permeable, non-vinyl type.

Our quotation covering re-plastering allows for the following:-

Peter Cox Are to:-

Hack-off and remove existing plaster from the areas and heights indicated on the attached sketch, and clear resultant debris from site.

Re-plaster these areas in accordance with our specification for 'DryWall Coating'.

After re-plastering, hairline cracking of the setting coat may occur. This will not present a problem regarding the efficiency of the new plaster and should be made good when decorating.

Peter Cox Works –Damp Proofing Work and DryWall Coating Quotation: £3837.00 + V.A.T.

As per item a) of our attached formal Quotation/Acceptance enclosed.

Our quotation allows for rendering to a nominal thickness of between 12 to 20mm unless other wise stated. Any additional areas and dubbing out in excess of 20mm will be charged as an extra at pro rata rates.

Preparation by Client

You should arrange for the following preparatory work to be undertaken in the treatment areas, as stated below and/or as identified on the attached sketch. This should be completed prior to our arrival on site. If you have any doubts concerning preparation, please don't hesitate to contact our office for clarification.
NOTE: Please do not arrange for these items to be re-instated until the completion of Peter Cox contracted works.

- Lifting and removal of carpets and furnishings from treatment areas.

IMPORTANT INFORMATION – Client to Note

It will be seen from our specification that we have included for hacking off existing plaster.

In hacking off plaster it is not unusual for dust to find its way to the remotest parts of the property.

We will take the precaution to minimise this nuisance where practical within the immediate area of our work but we respectfully suggest that you should also take some precautions to protect furniture and the like elsewhere in the property (if required, with prior notice our technician will be pleased to provide you with polythene sheeting, with our compliments).

No responsibility will be accepted by Peter Cox for cleaning or any damage caused by dust.

All builders' work mentioned in this report is to be carried out by the client's own builder, under separate contract.

Where our work is to be carried out internally we require you to arrange for the removal of carpets, furnishings, fixtures and fittings, from walls designated for Damp Proof Course insertion and/or re-plastering. This work MUST be done prior to our arrival on site.

Guarantee

Upon completion of the contract our **20 Year Guarantee** will be issued, protecting you against the recurrence of dampness rising through our damp proof course, offering you peace of mind for your property in the future. A specimen guarantee is available on request or can be viewed at www.petercox.com. Whilst any general building and ancillary works undertaken by Peter Cox are excluded from any treatment guarantees issued, you will of course be protected by your statutory rights under The Consumer Protection Act 1987.

Masonry

With the advent of sophisticated water repellent systems lateral penetration of rainwater through porous masonry can be alleviated for many years.

Peter Cox Are to: -

Apply our Drywall Thermotek Masonry Protection Cream to the gable wall as follows: -

Apply one coat of Drywall Thermotek, protecting door and window areas as work proceeds.

On completion of the treatments any temporary protection and our debris will be removed from site.

Benefits of DryWall Thermotek Treatment

When masonry gets wet it loses its insulation properties, similar to the way that wet clothes make you feel cold. By creating a deep water-repellent zone on the masonry surface, DryWall Thermotek ensures that the masonry remains protected throughout the year – maximizing its thermal resistance or "R" value. This reduces heat loss through the masonry, saving energy.

The conventional method of reducing heat loss through solid external walls is by installing insulation material either internally or externally, however this can be costly and difficult to achieve in practice. In most cases the energy savings achieved by treating masonry with Drywall Thermotek Masonry Protection Cream will not be as high as those achieved using conventional methods however it has the advantage of allowing the thermal resistance of walls to be improved on 'hard to treat' properties that would not otherwise be insulated. For this reason Drywall Thermotek has an important role to play in reducing carbon emissions from buildings. Because it is applied to the outside of the building, disruption to the occupants is minimised.

The application of Drywall Thermotek Masonry Protection Cream limits the absorption of rainwater into porous building materials such as brick or sandstone whilst still allowing the passage of water vapour – ie. the wall is still able to 'breathe'.

Thermotek penetrates deeply into common masonry substrates such as brick and stonework, and is therefore able to resist rain penetration through shallow cracks. Nevertheless, all cracks in masonry visible at the time of application should be filled before the application of Drywall.

Peter Cox Works – Drywall Thermotek Quotation:

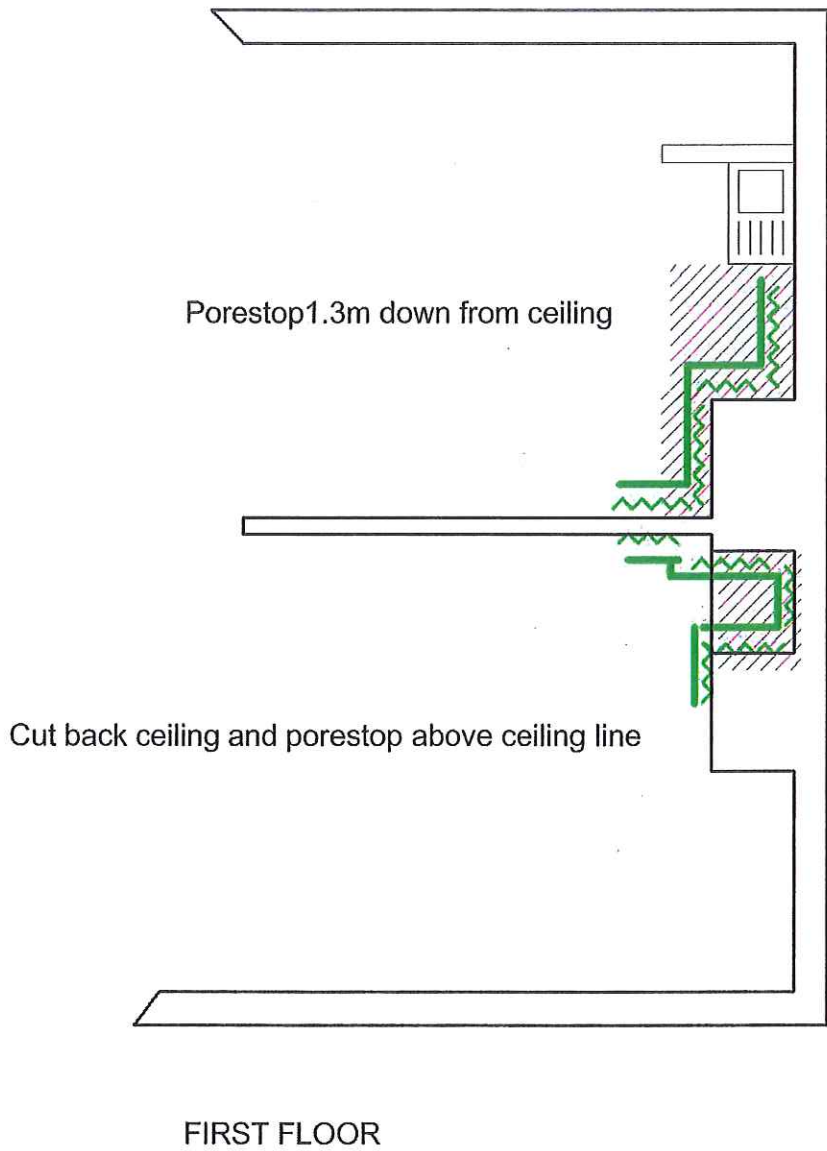
£906.00 + V.A.T.

As per item b) of our attached formal Quotation/Acceptance enclosed.

Guarantee

Upon completion of the contract our **10-year guarantee** will be issued, offering you peace of mind for your property in the future. A specimen guarantee is available on request or can be viewed at www.petercox.com. Whilst any general building and ancillary works undertaken by Peter Cox are excluded from any treatment guarantees issued, you will of course be protected by your statutory rights under The Consumer Protection Act 1987.

Ref No:	ENQ252875	Property Address
Date of Survey:	07/04/2016	8 Lower Park Street
Surveyor:	Andrew Singleton	Congleton Cheshire CW12 4EN



© Peter Cox Ltd

NOT TO SCALE

NOTES

T Timber floor

S Solid floor

DryWall coating
1m high unless
otherwise stated

Porestop

Plaster board



Peter Cox Quotation



- ▶ Acceptance Form
- ▶ Terms & Conditions
- ▶ For action by Client
- ▶ Important Notes

Peter Cox Quotation

▶ Woodworm & Dry Rot Control



▶ Structural & Basement Waterproofing



▶ Rising Damp Control



▶ Wall Stabilisation



Freephone 0800 789 500
www.petercox.com



raising standards in property preservation

▶ Guarantees

By Peter Cox

1 - Long Term guarantee

When applicable as stated in the report, a Guarantee will be issued by Peter Cox on completion of the works and settlement of the account within the payment terms.

Specimen guarantees are available for inspection on our web site - www.petercox.com

By Others



2 - TrustMark

Peter Cox Ltd is an approved TrustMark contractor and so able to offer you additional warranty protection for the deposit or work in progress.

Details are available on request.



3 - GPI Insured Guarantee

In addition to any long term Peter Cox guarantee you may optionally subscribe for a 10 or 20 year back up guarantee issued by Guarantee Protection Insurance - details of the scheme and the one-off premium are available on request.



Peter Cox Ltd

Aniseed Park, Broadway Business Park
Chadderton, Manchester, OL9 9XA
Email: enquiries@petercox.com

QUOTATION ACCEPTANCE


We would like to undertake the works specified for you, as detailed on the enclosed Quotation Sheet. Where we have provided more than one quotation we feel that you would benefit from using one specialist contractor for all the works. However, we will, of course, be more than willing to undertake individual works as chosen by you.

To arrange for a convenient start date for the works to proceed please complete and return the enclosed acceptance to our local office.

A provisional start date may be arranged by contacting Natalie Hewitt our Contracts Manager on 0161 219 7770.

Should you wish to discuss this report or our treatments in any greater detail or you would like clarification of the works allowed for in our quotation, please contact me through this office or on 07771 931927 any time up to 8.30pm.

Yours sincerely
For and on behalf of Peter Cox

A handwritten signature in black ink, appearing to read 'AS', with a long horizontal stroke extending to the right.

Andrew Singleton CSRT, CSSW
Surveyor

QUOTATION

Client Address Michael Saunders

Property Address

8 Lower Park Street
Congleton
Cheshire

Postcode CW12 4EN

Postcode CW12 4EN

Date of Survey 07/04/2016

Branch Office Aniseed Park, Broadway Business
Park, Chadderton, Manchester, OL9
9XA

Reference: ENQ252875

The price for executing the works subject to and in accordance with the Survey Report, together with Specifications, Explanatory Notes and all other enclosures is:

Description of Works	Price (excluding VAT)	✓
a) Damp Proofing Work and DryWall Coating System	£3837.00	
b) DryWall Thermotek	£906.00	

This quotation is **exclusive** of **VAT** and is subject to the Conditions overleaf.

Where applicable and as specified in the Report, the repair works quoted will carry our normal long term guarantee which will cover the specific areas treated.

If available, you may have the option to subscribe to a 10 year back up guarantee issued by Guarantee Protection Insurance. Details are available on request.

Payment terms are outlined on Acceptance of Quotation Form – please see attached.

35% deposit is payable by return at the time of instructing works, with the balance due immediately upon completion – please refer to our Terms & Conditions within your Report Pack and as outlined overleaf.

Signed on behalf of Peter Cox Limited

Linda Makinson



QUOTATION ACCEPTANCE

Client Address **Michael Saunders**

Property Address **8 Lower Park Street
Congleton
Cheshire**

Postcode **CW12 4EN**

Postcode **CW12 4EN**

Date of Survey **07/04/2016**

Branch Office **Aniseed Park, Broadway Business
Park, Chadderton, Manchester, OL9
9XA**

Reference: **ENQ252875**

The price for executing the works subject to and in accordance with the Survey Report, together with Specifications, Explanatory Notes and all other enclosures is:

Description of Works	Price (excluding VAT)	✓
a) Damp Proofing Work and DryWall Coating System	£3837.00	
b) DryWall Thermotek	£906.00	

Where applicable and as specified in the Report, the repair works quoted will carry our normal long term guarantee which will cover the specific areas treated. If available, you may have the option to subscribe to a 10 year back up guarantee issued by Guarantee Insurance; details for this service are available on request.

Customer Acceptance

I have indicated by a ✓ in the table above those works which I wish you to undertake on my behalf.

I wish to pay by the following method. Please note your chosen payment method: (minimum deposit of 35% of total value inc. VAT at time of accepting the works, balance due immediately upon completion of works).

☐ **Debit/Credit Card:** Please return your Quotation Acceptance preferably using the email address below, we will then call you directly to make arrangements to undertake the work and take your card details to process your deposit. Note: all payments made by Credit Card will incur a surcharge of 1.5% on the total sum paid (no charge for Debit Cards). Please note, we do not accept American Express or Diners Club Cards.

☐ **Cheque with acceptance:** Please post to the above branch Office address together with this signed quotation acceptance. Please write **ENQ252875** on the rear of the cheque.

☐ **Bank Transfer:** Bank Name: **Barclays** Sort Code: **20-00-00** A/C No: **23931773** A/C Name: **Peter Cox Ltd.**
Please quote Reference: **ENQ252875** Date of Transfer: _____

As the Owner/Agent/Tenant/Lessee/Prospective Buyer* (delete as applicable) of the property, I accept this quotation and acknowledge that I am responsible for payment to PETER COX Ltd. in accordance with their standard terms and conditions overleaf.

Signature: _____ Name: _____ Date: _____

Invoice Address: _____ Preferred Contact No: _____
(if different from Client Address above)

Please return this completed form to the above Branch Office address. Your work can be scheduled to start as soon as we receive this acceptance and payment of your deposit. To reduce the waiting time, please email this completed form to: contracts.manchester@petercox.com quoting the words "Quotation Acceptance ENQ252875" and we will then call you back on the above preferred Contact No.



Peter Cox Ltd Registered in
England no. 2438126 at
Aniseed Park, Broadway Business Park,
Chadderton, Manchester OL9 9XA

CONDITIONS OF CONTRACT

1. ACCEPTANCE OF QUOTATION

The Peter Cox Limited ("Peter Cox") quotation may be accepted by:

- (a) The customer returning the signed acceptance of quotation form within twenty-eight days of the date of the quotation (or three months in the case of damp proofing work only);
- (b) The customer requesting a date for commencement of the work within 28 days of the date of the quotation provided such date is itself no later than three months from the date of the quotation;
- (c) The customer paying a deposit to Peter Cox in part payment of any sums ultimately due to them;
- (d) Any other conduct of the parties which indicates that the customer has accepted the quotation.

2. CREDIT CHECKS AND REFERENCES

Peter Cox reserves the right to carry out credit checks on customers at any time at its own expense. Further, if required and requested by Peter Cox, the customer shall provide satisfactory trade and financial references before the Peter Cox quotation may be accepted by the customer.

3. DEPOSIT

Unless otherwise agreed with Peter Cox, the customer is required to pay a deposit of 35% of the total value of the work (inclusive of VAT) prior to commencement of work, which may be forfeited by the customer in the circumstances set out in clause 11 below. In the event that the deposit is not paid by the customer as required, Peter Cox is under no obligation to proceed with the work until such time as the deposit is paid and is not responsible for any delays or losses caused in consequence of the customer's failure to pay the deposit in advance of the commencement date.

4. VARIATION

Peter Cox reserves the right to substitute alternative materials and equipment and/or to use alternative methods of work and construction of similar quality and performance to those specified in the quotation or any other document issued by them.

5. EXTRAS

Unless otherwise stated, the contract price is based on the work being executed without interruption during the normal working hours of Peter Cox, i.e. 8am to 5pm Monday - Friday. If extra time on the contract or overtime is worked for any reason (other than by default of Peter Cox), the costs of such extra time or overtime, plus a reasonable proportion of overheads and profit, shall be paid by the customer as an addition to the contract price. If materials additional to those included in the quotation are supplied because of additions or alterations to the contract works requested by the customer, he/she will pay the cost of those additional materials, plus a reasonable proportion of overheads and profit, as an addition to the contract price.

6. LOCAL AUTHORITY REQUIREMENTS

Where the Local Authority become involved in the work to be undertaken, any additional costs incurred by Peter Cox in order to meet the specific requirements of the Local Authority will be charged to the customer as an addition to the contract price. For example, in certain circumstances, Peter Cox is required by law to notify the Local Authority Building Control Officers of proposed remedial wall tie installation works.

7. FIXTURES AND FITTINGS

All fixtures and fittings in working areas shall be removed by the customer before commencement of work, and afterwards repaired and replaced by the customer, in each case at the customer's expense. Peter Cox may remove, at the customer's expense, any fixtures or fittings not so removed, however, Peter Cox will not be responsible for any damage to any fixture or fitting (other than damage proved to be due to negligence on the part of Peter Cox, their servants or agents) and the customer shall indemnify Peter Cox against any claim for such damage. The expression, "fixtures and fittings", shall include, without prejudice to its generality, pipes, cables, furniture, furnishings, internal plaster and decorations. Unless otherwise stated elsewhere in writing, the price quoted does not include for making good wall plaster and/or decorations disturbed by wall tie replacement work.

8. WORKING FACILITIES

The customer will, at his/her own expense, provide Peter Cox with:

- (a) Unimpeded access for vehicles and workmen during all working hours to all areas to which access is necessary for carrying out the contract works;
- (b) Adequate and conveniently situated supplies of electricity and water;
- (c) Conveniently situated areas for loading, unloading, storage and the carrying out of ancillary works;
- (d) All facilities required for Peter Cox's employees under the Construction (Design & Management) Regulations 2007 or any modification or replacement of them;
- (e) Where relevant, the written consent of any owner and/or occupier of the adjoining property to the quoted treatment of party walls and to such access as may be necessary to such adjoining property for the purpose of carrying out works to the party walls or the provision of scaffolding. Peter Cox will not be liable for subsequent defects attributable to dampness originating from an adjoining property (other than damage proved to be due to negligence on the part of Peter Cox, their servants or agents).

9. STRUCTURAL DEFECTS

Unless otherwise stated, the Peter Cox quotation is based on the assumption that the structure and foundations of the property are in good condition and, if it is discovered that they are not in good condition, Peter Cox may, by not less than seven days notice in writing to the customer, determine the contract and thereupon the customer shall pay to Peter Cox the reasonable cost of all work carried out until such determination. Upon any such determination, the customer will be responsible for all reinstatement work at his/her own expense and Peter Cox will not be responsible for any deterioration in the property caused by subsequent structural defects.

10. VALUE ADDED TAX

Unless stated otherwise, prices and rates shown in all documents issued by Peter Cox are exclusive of Value Added Tax (VAT) which will, where applicable, be added to such prices and rates at the rate prevailing from time to time and such VAT shall be payable by the customer.

11. CANCELLATION

Where the contract between the customer and Peter Cox is an 'off-premises' contract as defined by The Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013, it may be cancellable within 14 days of coming into effect. In such circumstances, information regarding statutory cancellation rights will be supplied on a separate document. Where that cancellation period has expired, and in all cases where the contract does not qualify for statutory cancellation rights, Peter Cox reserves the right to retain or claim the following proportion of the deposit paid or payable by the customer as follows:

- (a) If cancelled more than 28 days prior to the commencement date – 25%
- (b) If cancelled between 10 and 28 days prior to the commencement date – 50%
- (c) If cancelled between 5 and 9 days prior to the commencement date – 75%
- (d) If cancelled between 1 and 4 days prior to the commencement date – 90%
- (e) If cancelled on the day of or after the date of commencement – 100% of deposit and such other reasonable costs or expenses as may have been incurred by Peter Cox or for which Peter Cox may be liable at the date of cancellation

12. TERMS OF PAYMENT

All sums due to Peter Cox are exclusive of VAT unless otherwise stated. Payment is due on completion of the work or in accordance with any alternative agreed contract mechanism. Peter Cox reserves the right to charge interest on all overdue accounts at the rate of 5% above the base rate from time to time of Barclays Bank PLC. In the event that the customer has any queries in respect of an invoice issued by Peter Cox, then such queries shall be raised in writing to the relevant Peter Cox branch within 7 days of receipt of said invoice.

13. RETENTION OF TITLE

Title to any and all equipment and/or materials sold and/or used by Peter Cox as part of the works and/or the Contract will not pass to the customer until such time as all sums due and payable to Peter Cox have been paid by the customer in full. For the avoidance of any doubt, the customer has no right to use or keep such equipment and/or materials until they have been paid for in full and ownership thereof remains with Peter Cox until that time. Further, Peter Cox has the right to recover such equipment and/or materials from the customer's possession in the event that payment in full is not made by the due date.

14. DELAYS

Where any period or date for completion has been agreed, Peter Cox will be entitled to any reasonable extension to that period or date where any delay is due to adverse weather conditions or to such other reasons as may be fair and reasonable in the circumstances.

15. GUARANTEE

Within 14 days of payment of their account in full, Peter Cox will, if applicable, issue their guarantee to the customer. In the event that payment is made by the customer outside the terms of payment set out at clause 12 above without reasonable excuse, the customer will forfeit its entitlement to any guarantee unless Peter Cox shall determine otherwise at its sole discretion.

16. RE-INSPECTION

Should the customer for any reason request Peter Cox to re-inspect the work after completion, a fee for such re-inspection will be charged by Peter Cox. Such fee will be refunded to the customer in the event of Peter Cox being proved to have been at fault in carrying out the original work.

17. GOVERNING LAW AND JURISDICTION

In the event of any dispute arising out of or in connection with any survey and/or work undertaken by Peter Cox, the laws of the country in which that survey and/or work has been undertaken shall apply to such dispute and such dispute shall also be determined by the courts of that country in which the survey and/or work has been undertaken.

SCOPE OF SURVEY

General

We have reported upon problems evident to us at the time of our visit. We are not commenting in any general sense on the risk of rising dampness, water penetration, timber decay or wall tie failure, or any other defect not evident at this time or that may develop in the future.

With the exception of wall tie inspections, all surveys carried out by Peter Cox Limited are of a non-destructive nature unless specifically stated otherwise. This means that we will base our report on a visual inspection of the property only, together with any readings which can be taken from the existing surfaces of the property. Our recommendations in such a report are therefore limited by the inspection we are able to carry out.

If you require a 'Comprehensive Report', which includes investigations of a destructive nature, then please confirm this in writing. A fee will be required for this report and scales of fees are available upon request. We will not, however, be responsible for any damage or disturbance caused by any investigations of a destructive nature. In any event, if you proceed on the present basis, we shall inform you if, during execution of the works, we discover any further areas which require treating and submit additional quotation(s) accordingly.

Where treatment has been recommended, unless otherwise stated, this is on the understanding that the specified area has not previously been treated or guaranteed. It is not always possible to determine if previous works have been carried out if we are not informed of that prior to our inspection. Therefore, if a guarantee is produced after our inspection has been carried out, we will not be responsible for any statements made within this report. In those circumstances, it is likely that a further, destructive survey will be necessary and the findings of this subsequent survey will supersede our initial visual report.

Unless otherwise stated, no inspection of any solid floor areas was undertaken so we can provide no warranty as to their condition.

This survey must not be regarded as a substitute for a structural survey.

Dampness

To assist with the identification of rising dampness and the need for basement waterproofing, it is often necessary to consider the effects of other moisture sources which may be present in the property. Where other potential moisture sources are apparent to us, we will identify those for you so that you may arrange for these to be attended to by others however our observations are intended as helpful suggestions only.

Timber

In the case of timber surveys, our inspection is based upon a close but not intimate examination of the areas specified. Inevitably there will be timbers which could not be inspected fully or at all without opening up. Our recommendations are therefore subject to the qualification that further works may be required once the fabric of the building or a particular element is exposed. This applies particularly to Dry Rot.

Since our inspection has been limited to the accessible exposed surfaces, we are unable to comment as to the condition of all timbers that may be present. As a general rule, all timbers adjacent to damp walls or subject to any other moisture ingress must be considered to be at risk from fungal decay.

Wall-ties

In the case of wall ties, our inspection is confined to determining the presence and condition of existing wall ties and associated defects, and does not extend to a structural survey. The inspection is based upon random sampling using the method(s) of inspection described in the report.

Pre-Purchase

Where a survey is being carried out prior to purchasing a property, we advise that the report should not be relied upon for negotiating the value of the property. We strongly recommend that a 'Comprehensive Report', which includes investigations of a destructive nature, is undertaken for such purposes, although this will require you to obtain indemnities from the vendor in writing for any damage thereby caused.

Other Defects

Where we have drawn your attention to other defects or to items that are outside the scope of the survey as defined earlier, these should be regarded as helpful suggestions and not a full and complete assessment of any problems that might exist.

Please read carefully the following notes which all form part of the contract offer

FOR ACTION BY CLIENT

GENERAL

Electricity & Water

We require a safe 110/240v 13 amp electricity supply and clean water to be provided free of charge. If suitable electricity is not available, we reserve the right to provide a portable generator for which the hire costs will be £50 per technician per day, chargeable to the client.

Please inform us in advance if a suitable power supply is not available.

Access

We require safe, unimpeded access to the work areas. The client must arrange for the removal of any fixtures, fittings, services, stored goods, as well as carpets and furnishings, prior to our technicians' arrival on site and for their subsequent replacement. If, for any reason, items remain in-situ, we will not accept any responsibility for any damage.

On no account can our technicians undertake the moving of furniture, floor coverings, etc. unless by prior agreement and confirmed in writing, in which case we will not accept any responsibility for any breakages or damage sustained. In the event that services, fixtures and fittings (including sanitary ware and fitted units), which are specified in the report for removal by the client, are found to be damaged during the works, this company will not accept any liability for any such damage.

Please therefore inform us in advance of any concealed/buried services, i.e. pipes & cables.

Asbestos

Please inform us if you are aware of any asbestos containing materials (ACM's) in the vicinity of our work areas. If, during the course of our works, any ACM's are discovered or suspected, we will advise you accordingly. To prevent our staff, yourselves or other occupants being exposed to hazardous fibres, it may be necessary for any such items to be sampled and analysed for asbestos content. If asbestos is found to be present, specialist removal by an HSE licensed contractor may be required to enable our works to proceed. We will be pleased to provide advice on obtaining a quotation for an asbestos survey, sampling or removal, on request.

Party Walls

Where the works described in this report involve a party wall, we must draw your attention to the fact that the Party Wall Act 1996 applies. Whilst you should obtain legal advice if you have any concerns over the application of this Act, in general terms, the Act requires an owner to notify his or her neighbour of any proposed works and obtain consent for the work to commence, although that consent cannot be unreasonably withheld. In any event, we will not be responsible for any unforeseeable damage caused to adjoining properties.

Disturbance

The works may be unavoidably noisy and dusty and our quotation assumes that the work will be carried out in normal working hours with no undue restrictions. Where our works involve the use of drilling machines which can cause vibration, we strongly suggest you remove any objects from the walls which may be loosened or damaged by such vibrations. It is also possible that existing plasterwork or render may be loosened if it is not well keyed to the substrate. We will accept no responsibility for any claim for such damage due to these vibrations and we suggest that you notify the owners of any adjacent properties of our impending works.

Dust

Where our specification includes for hacking off existing plaster, the client is advised that it is not unusual for dust to find its way to the remotest parts of the property during this type of work. We will take precautions to minimise this nuisance where practical within the immediate area of our work but we respectfully suggest that you should also take some precautions to protect furniture and the like elsewhere in the property (if required, with prior notice, our technician will be pleased to provide you with polythene sheeting, with our compliments). No responsibility will be accepted by Peter Cox for cleaning or any damage caused by dust.

General Maintenance

Our specialist works are not an alternative to good/sound building construction or regular building maintenance. It is essential that the external fabric of the building (including gutters, down pipes, drain pipes, render, pointing, etc.) is repaired where necessary and maintained in good condition, to ensure that penetration of water is prevented.

Safety

Except in some special circumstances, the treatment fluids used by Peter Cox are aqueous based. They are non-flammable, have low odour and low toxicity. All products used are approved and licensed by the Health & Safety Executive (HSE). It is, however, important to take normal precautions by refraining from entering treated areas during the course of treatments and for a period thereafter, as stated on the product safety data sheets which are available on request. Particular care must be taken to prevent access by children and animals. For the majority of our treatments re-entry is possible after a minimum period of 1 hour or when the timber surfaces are dry.

DAMP PROOF COURSE

Access

Where drilling is to be carried out internally (see sketch plan/drawings), timber skirtings must be removed to allow the work to proceed. Unless otherwise noted, the responsibility for their removal and re-fixing rests with the client.

External renders

The external render should be removed from the area where we propose to insert the DPC to prevent bridging and to expose the mortar joint chosen for the treatment. It may subsequently be replaced either by a bell casting above the DPC line or a sand and cement render incorporating a waterproofing agent. It is the client's responsibility to undertake this work, unless otherwise stated.

Drying out

The drying out period after a damp proof course installation can vary considerably, however, as a guide, one month should be allowed for each 25mm of wall thickness. Drying out can be influenced greatly by heating, ventilation and the condition of both internal plaster and external walling. The presence of paints and renders can substantially extend the period.

Re-plastering

Re-plastering should be done with a sand and cement render, incorporating our DryWall Salt Retardant Additive applied in accordance with our standard specification, except on walls below ground or adjacent to higher floor levels, and chimney breast areas where high salt presence is suspected. In these circumstances, a waterproofing system should be used.

Note: Patent lightweight plasters such as Carlite should never be used on damp or treated walls.

On plaster allowed to remain in position, the client should ensure that it does not form a 'bridge' over the damp proof course. Wall plaster should stop above the line of the damp proof course unless it is of a waterproof nature (see common faults sketch in Plastering Advice and Guidance Sheet). It is preferable to remove wallpaper to 1.0m high to aid drying out and emerging salts should be brushed away as they appear on the surface. Plaster/decorations which are persistently affected by mineral salts should be removed to a minimum level of 1.0m or 300mm above any apparent salt line/dampness, whichever is the higher. For more detailed information, please refer to the Plastering Product Data and Guidance Sheets.

High Ground Level

Walls adjacent to higher ground levels may be affected by lateral damp penetration. Clients are advised to either have the higher ground lowered to 150mm below the proposed new DPC level prior to works commencing or apply a waterproofing system to these areas.

Decorations

Wall plaster should be allowed to dry out before any redecoration is undertaken. Water based, non-vinyl, vapour permeable emulsions may be used as a temporary decoration.

Clients are strongly advised not to apply a permanent decoration for a minimum period of 12 months or until all residual moisture has dried out (see note on drying out above). Walls below ground treated with cementitious coatings or renders still need to 'breathe' and should not have impervious decorations applied which would otherwise act as a vapour barrier.

Party Walls

Where it is not possible to gain access to both sides of a party wall or flank wall, our Guarantee would be issued on the assumption that the floor or ground on both sides of the wall would be at the same level. We therefore recommend that the client arranges for these levels to be checked prior to the damp proof course being installed.

Our method of installing a damp proof course in a party wall from within your property, whilst being to your neighbours' benefit, does not involve access to their property. We therefore strongly recommend that before we carry out works to this wall you inform them of our starting date, as the use of rotary percussion drills could cause disturbance. We cannot be held responsible for any problems that should occur from such disturbance, particularly if the owners/tenants are not informed.

Elektro+ Damp Proofing

All metal pipe work (e.g. central heating/water/gas pipes etc) directly in contact with walls, floors or passing through walls in the vicinity of the Elektro+ system must be protected with non-conductive sleeving e.g. plastic sleeving. The client should arrange for this work to be carried out by a competent plumber under a separate contract.

Clients are advised NOT TO cut the wire anywhere, thus causing a break in the circuit. We cannot be held responsible for any problems that should occur from this action. If the wire/circuit has to be cut for any reason please contact us for further advice.

The Elektro+ System needs to be switched on at all times.

TIMBER

Dry rot in buildings will only be sustained where the moisture content in timbers exceeds approx 20%. The primary control measure therefore for the eradication of dry rot is to reduce the moisture content within the building fabric and to subsequently maintain this at a level of below 20%. It is therefore essential that all building defects allowing moisture ingress are rectified and measures are taken to promote rapid drying of the structure.

WALL STABILISATION

We strongly suggest no washing is hung out to dry and all windows and doors be kept shut whilst the work is in progress due to dust caused by external drilling.

STRUCTURAL & BASEMENT WATERPROOFING

The client must ensure that all aspects of drainage, including land drains and mechanically pumped systems, meet required standards and are maintained and free flowing. We would recommend the client obtains a CCTV camera survey of the existing drains prior to commencement of waterproofing works. Generally, as a guide, drainage must comply with good building practice and current Building Regulations.

DryWall Dpc

Salt Retardant Additive



General

DryWall Salt Retardant Additive is a high specification additive for sand and cement renders which are used to retard the movement of salts to the internal face of the wall. DryWall also improves workability, reduces water demand yet allows the render to remain vapour permeable. DryWall is also useful for dry rot work and other problem situations.

DryWall is easily diluted on site with water, to form a working gauging solution.

Preparation

Remove existing plaster to the height outlined in the survey/specification but generally not less than 1m or 300mm above the maximum level of the salt contamination whichever is the higher. Rake out the mortar joints to ensure a mechanical key. Remove any timber fixing grounds that are present in the masonry.

Mixing

Take a clean 25 litre drum or other suitable container and half fill it with water. Add 1 litre of DryWall then make up to 25 litres in total with water. Shake or stir the drum for a few seconds to ensure even dispersion.

First Coat

Prepare 3 parts sand to 1 part cement (preferably sulphate resisting) using the gauging water containing DryWall Salt Retardant Additive. The sand should be specified as washed sharp sand, suitable for rendering as laid down in BS 1199 (1996).

Use the minimum of gauging water to achieve a dense coat; an approximation is not more than 8 litres per 50 kg dry mix.

Compact the mix well into the mortar joints and then render to give an overall thickness of no less than 12mm.

Where a total render thickness less than 20mm is required it may be possible to apply the sand cement render in a single coat. This will depend largely on the workability of the mix and it may be necessary to reduce the quantity of the gauging water to obtain a stiffer consistency.

Do not over-trowel. When the cement obtains its first set, scratch to form a key.

Second Coat/Subsequent Dubbing Out Coats if required

Dub out to the required thickness, using the same mix as used for the first coat. Second or subsequent coats should be applied before the previous coat has finally set in order to obtain good adhesion between coats.

Scratch the surface to form a key for finishing plaster.

Do not overtrowel.

Finishing Coat

This coat should be 3mm Thistle Multifinish or Board finish.

Important Notes

- Even though the new render will have water resistant properties it is still important to avoid bridging the damp proof course. Hence the plaster/render should always be cut short of the floor except in situations of high ground levels - see diagrams overleaf.
- Protect render from frost until fully cured.
- Any redecoration should be treated as temporary whilst the wall dries out. To assist in drying no impermeable coatings such as vinyl wall paper should be applied initially - for a minimum period of at least 12 months. If in doubt, contact Peter Cox.
- This product contains a traceable dye which is activated if wetted. If mixing externally, protect accordingly. Spillages can be cleared with washing up liquid and a copious amount of water.

The importance of adhering to this specification as part of the rising dampness control cannot be over emphasised. If you or your builder are unsure of any of the requirements, please contact our office for advice before carrying out the replastering.

Health and Safety

DryWall is a water based product of a low hazardous nature. However as for all chemical products precautions should be taken, including the use of overalls, gloves and goggles. Cement is alkaline and skin contact should be avoided.

Technical Information

Pack size:	4 Litres
Dilution:	1:24 with water
Coverage:	1 Litre of concentrate at 1:24 dilution is sufficient for 7m ² of render at 12mm thick.
Storage:	Store out of direct sunlight above 5°C
Shelf life:	24 months in unopened containers.

This product is designed for internal use only and specifically for the use and application described above. The data and advice given apply only when the product is used as directed.

SEE ILLUSTRATIONS OVERLEAF

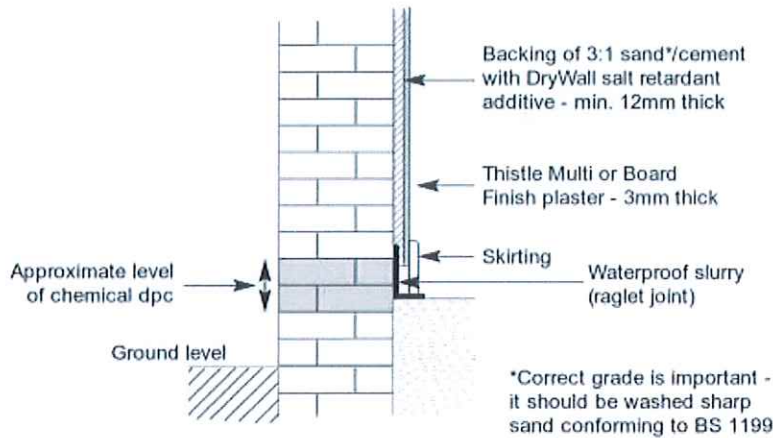
Peter Cox Ltd

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Tel 0845 222 0404 Fax 0161 684 8305
E-Mail: marketing@petercox.com
Web: www.petercox.com

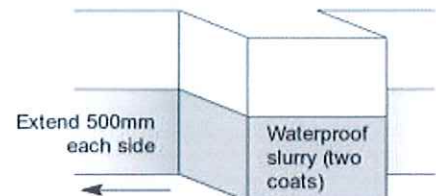
Plastering & Renders

Advice and Guidance

Recommended Method



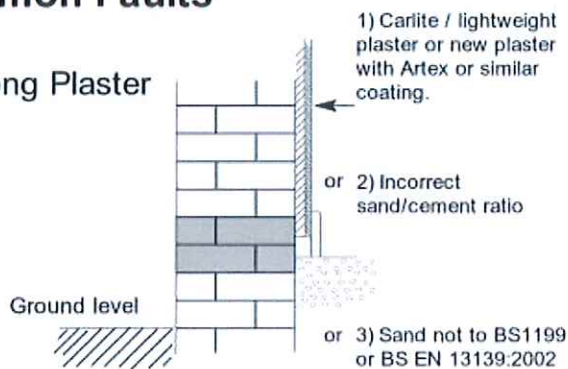
Additional protection for chimney breasts



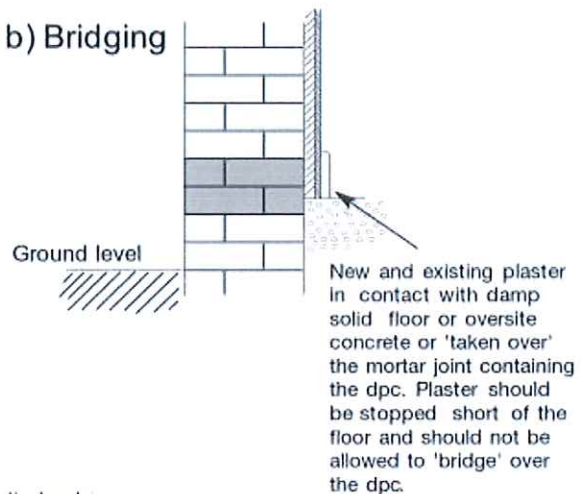
Height - 1m minimum or not less than 300mm above the maximum level of salt contamination - whichever is the higher. To be finished with DryWall salt retardant plaster.

Common Faults

a) Wrong Plaster



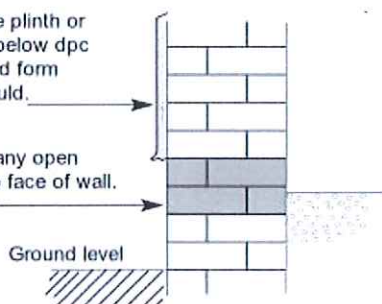
b) Bridging



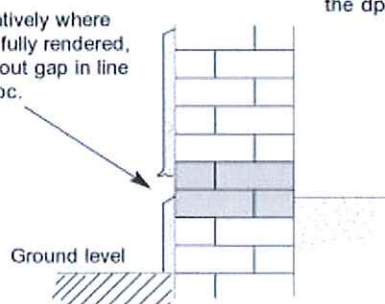
External Renders - To prevent bridging

a) Remove plinth or render below dpc level and form bell mould.

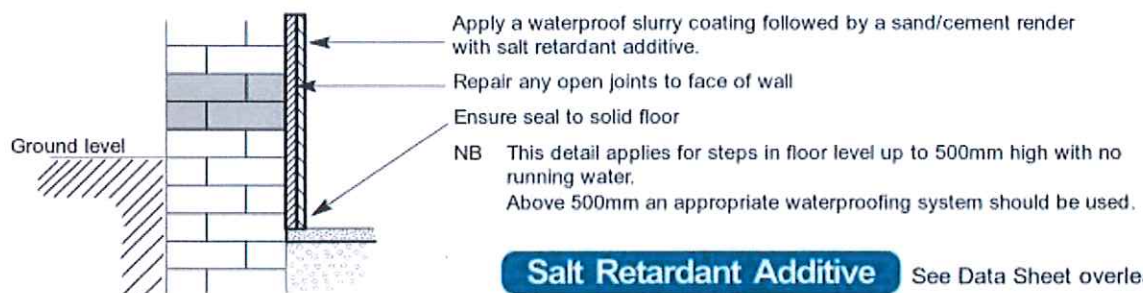
Repair any open joints to face of wall.



b) Alternatively where wall is fully rendered, chase out gap in line with dpc.



Varying ground/floor levels



Salt Retardant Additive

See Data Sheet overleaf

Important Notes



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General

We reserve the right to make amendments to our specifications as we deem necessary without prior notice. All measurements are approximate.

No allowance has been made in our quotation for any works other than those specifically specified for Peter Cox personnel. All other repairs and/or ancillary works are to be the responsibility of others under separate contract. In the case of structural repairs included in our specification, additional work or variations to our work required by supervising officers will be charged extra, together with any fee charged to us.

At the time of our inspection, we were unable to determine the condition of the plasterwork or render or its key to any brickwork designated for repair. We are unable to accept any responsibility for this item, although every care will be taken by our technicians during the course of our works.

In some areas it is a requirement of the Local Authority that the District Building Inspector be informed of our proposed works. It is the clients responsibility to gain any necessary approvals from the local authority, any costs incurred will also be the clients responsibility.

At the time of our assessment, we could only calculate our quotation based upon those items of the structure / construction that were visually accessible as no exploratory works were undertaken. When works commence structural/constructional variations may be uncovered (i.e. a reinforced concrete slab when drilling commences, porous/damaged brick/stonework behind plaster or concealed timbers etc).

The client must be aware that these variations could not have been ascertained from our initial assessment. We therefore reserve the right to amend the specification accordingly and charge for additional works required at our standard rate.

Specified repairs and replacement timbers will be replaced to similar (standard size) dimensions as existing unless otherwise requested and/or stated. Replacement timbers will be to standard stock item sections and mouldings, unless otherwise specified.

Where re-plastering is carried out, hairline cracking of the setting coat may occur. This will not present a problem regarding the efficiency of the new plaster and should be made good when decorating.

Damp Proof Course

Where fixed skirting boards are present, it is not possible to ascertain at the time of our inspection, unless otherwise stated, whether internal existing plaster is continued to floor level and will therefore form a bridge over any damp proof course.

Any plaster which 'bridges' our damp proof course MUST be removed by the client. Additional information is included on our Plastering Sheet.

Initial decoration must be regarded as temporary for the first year after treatment and replastering. Paints and wall papers containing Vinyl must NOT be used in this period otherwise our guarantee may be invalidated.

We are unable to guarantee chimney breasts due to their construction and the possible presence of salts associated with fossil fuels.

Timber Treatment

If a dry rot attack involves the party wall then any guarantee would become void should any re-infection emanate from an adjoining property.

Wall Stabilisation

If any walls are bowed or cracked, our treatments are intended to prevent further movement and will NOT correct the wall movement that has already occurred.

Our works involve drilling and chiselling the external brickwork. This does cause dust which in windy conditions can cause a nuisance to other properties. Whilst we will endeavour to keep this to a minimum, we regret we cannot take any responsibility for cleaning, or for any damage caused by the dust to this property or any other properties.

Structural & Basement Waterproofing

Cavity Drainage Membrane installations with no provision for water drainage, i.e. vented or lining systems, incorporate the membrane to protect decorative finishes against dampness / contamination only and do not constitute a full waterproofing system. Installations with no drainage will not be guaranteed against water ingress.

Where mechanical pumping is being incorporated in the system, the installation is totally reliant on the effectiveness of the pump discharge. You should therefore consider the implications of pump/electrical supply failure. A range of back-up systems are available at your written request.

Any waterproofing system is only designed to prevent water penetration where it has been applied. No assurances can therefore be given that the retained water will not be diverted elsewhere within the structure, unless the complete structure below ground is waterproofed.

The system specified is not designed to cope with flash floods when water tables rise dramatically in adverse weather conditions. Flood zone information is available at www.environment-agency.gov.uk/floodline

The waterproofing system must not be punctured in any way. If wall/floor fixings are required, we must be consulted in writing.

Special Notes

Please read these important notes carefully in conjunction with the Survey Report / Schedule of Works and the Quotation, together with all enclosures which all form part of the contract offer.




Freephone 0800 789 500
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Peter Cox Ltd

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Email: enquiries@petercox.com

Peter Cox Portfolio of Products and Services

	Osmotic Dampproofing	ELEKTRO ⁺
	Rising Damp Control	DryWall ^{pc}
	Dry Air - Whole House Ventilation System	DryAir
	Heat Recovery System	Thermo save
	Mould Control	MOULD CLEAR
	Basement and Structural Waterproofing	DryRoom
	Masonry Protection Cream	DryWall thermo
	Woodworm Control	INSECTASURE
	Dry & Wet Rot Control	TIMBERSURE
	Epoxy Resin Repair	RESIN BOND
	Cavity Wall Tie Repair	SECUREWALL
	Crack Stitching & Lintel Reinforcement	WALLBOND
	Bird Deterrence & Control	no perch

A Nationwide Team of Experts

> dundee	> teeside	> manchester	> birmingham
> glasgow	> preston	> chester	> bristol
> edinburgh	> leeds	> lincoln	> uxbridge
> newcastle	> liverpool	> derby	



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e marketing@petercox.com





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Rising Damp Control

▶ Problem

Rising damp is unhealthy, unsightly and can lead to timber decay and heat loss. Because it carries with it hygroscopic ground salts such as chlorides and nitrates, it can break down plaster and ruin internal decorations.

▶ Solution

To resolve the problem, Peter Cox install a remedial damp proof course using their DryWall Silane Diffusion system, the very latest in damp proofing technology.

This involves the introduction into the wall of a concentrated thixotropic silane/siloxane 'cream' to form a barrier against rising damp. As the cream slowly diffuses it also releases a silane vapour which reacts with the silica in the masonry to form a water repellent resin.

No liquid is involved so the wall is quicker to dry out and it is not injected under pressure which means that there are no problems with party walls.

On occasions, primarily on 112mm single brick walls, a silicate injection system may be recommended using a single lance and low pressure.

▶ Features & Benefits

Low hazard, non-caustic and solvent free

Non-flammable and virtually odourless

Recommended for brick or stone

Suitable for walls of any type and thickness

For both internal and external use

Can be used on 280mm cavity brick walls

It is important to remember that the injection of a damp proof course will only prevent further moisture rising from the ground and that all other sources of dampness must be eliminated as well.

The DryWall Silane Diffusion system has been approved by the Agreement Board and carries a 20 year guarantee.

DryWall Dpc

DryWall Dpc

Peter Cox DryWall Coating System



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DryWall Coating System



Peter Cox Porestop Slurry

Waterproofing for wall areas below dpc level e.g. steps in floor level and also for areas of high salt efflorescence, such as chimney breasts.



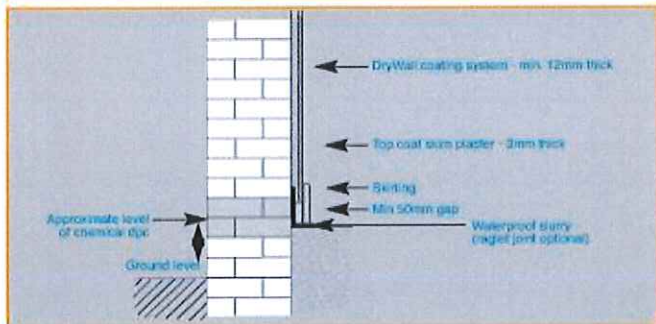
The DryWall Coating System

The base coat of the DryWall coating system is applied to the prepared wall. This includes a DryWall salt retardant additive.



DryWall Top Coat

DryWall top coat applied to the base coat



Bridging

It's important that the DryWall coating system does not form a 'bridge' over the DPC

Recommended Method

Following the installation of a remedial damp proof course, residual moisture will dry out but the presence of hygroscopic salts within the wall and plaster may continue to give problems.

Where plaster has to be renewed, standard plasters such as Carlite should not be used.

Instead a DryWall coating must be applied to a height of 300mm above the highest level of salt contamination and to a minimum of one metre above the floor line.

This specification can be supplemented optionally with the application of DryWall Thermotek, an externally applied masonry protection cream which both waterproofs and improves the thermal qualities of masonry, to complete the protection.



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Masonry Protection Cream DryWall **Thermotek**

▶ Problem - **Wet Masonry**

When walls get wet, their thermal resistance lowers and valuable heat escapes. They become less effective at keeping heat in.

The UK government has set a target of an 80% reduction in carbon emissions from buildings by 2050. (Climate Change Act, 2008). Even now, a third of Britain's housing stock has solid wall construction and this is predominantly single skin brick or stone (English House Condition Survey, 2007).

These types of walls are difficult to insulate conventionally:

- The installation of cavity wall insulation isn't possible
- External insulation can be costly and unattractive
- Internal insulation can be impractical and takes up valuable floor space

So what's the answer?

▶ Solution - **DryWall Thermotek**

DryWall Thermotek repels rain penetration and is scientifically proven to reduce heat loss in single skin masonry, with an energy saving of up to 29%. One single coat application is all it takes.

▶ Features & Benefits

Colourless, breathable, insulating, water-repellent treatment for brick, concrete and stone walls

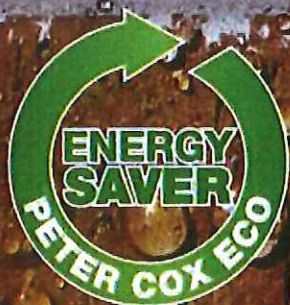
Deeply penetrating cream that is applied to the wall surface using a roller or brush

Improves the thermal resistance of masonry by keeping it dry, thereby saving energy

Improves the performance of cavity wall insulation by protecting it from moisture

Protects against rain penetration

Eligible for only 5% vat due to energy-saving properties



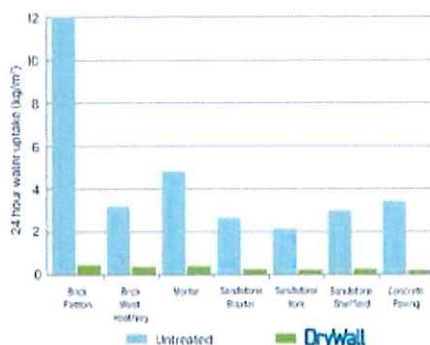
DryWall Thermotek

Masonry Protection Cream



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Protecting Against Rain Penetration



DryWall Thermotek penetrates up to 12mm - much deeper than traditional liquid-applied masonry water repellents.

As well as increasing life expectancy this also improves DryWall Thermotek's crack-bridging ability, as it's able to provide water-repellency beyond the depth of small cracks.

DryWall Thermotek has been tested to EN ISO 15148:2002 (E), demonstrating its effectiveness on a variety of substrates including concrete, mortar, brick, and sandstone. The graph left shows that the water uptake for DryWall Thermotek treated samples was considerably lower than for untreated samples.

Improving the Thermal Performance of Masonry



Improving the thermal resistance of walls through the use of conventional insulation is not always practical - particularly where older buildings are concerned. Many homes and commercial properties in the UK are built using single-skin walls, making them unsuitable for cavity wall insulation. The installation of internal insulation can be disruptive and takes up valuable living space whilst externally applied insulation is often unattractive.

Fortunately, DryWall Thermotek offers a solution. It is widely documented that porous masonry materials such as brick, stone, concrete, and mortar are worse insulators when they are wet. By preventing the absorption of water, DryWall Thermotek ensures that the insulation properties of the masonry are maximised throughout the year. Tests carried out showed that energy savings of up to 27% are possible when DryWall Thermotek is used on single-skin walls, due to reductions in thermal conductivity. When the effects of reduction in evaporative cooling are taken into account, total energy savings of up to 29% are possible.

Breathable and Long Lasting



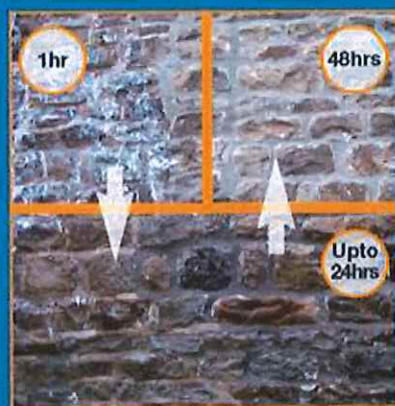
DryWall Thermotek is based on carefully selected silanes and siloxanes which line the pores of the masonry to form a water-repellent silicone matrix. It works by lining the pores rather than blocking them, so the masonry is allowed to breathe and does not suffer from increased frost damage (spalling). Due to its unique formulation and deep penetration, DryWall Thermotek is resistant to UV light and other forms of degradation, resulting in a life expectancy of 20-30 years.

Overview

When masonry gets wet, it gets cold... meaning that heat escapes more readily and is likely to create a cold building.

However you can protect your home from penetrating damp and increase the thermal efficiency of masonry with DryWall Thermotek.

With its unique colourless cream formulation, a single coat application will protect brick, stone and concrete from rain penetration for 20-30 years, whilst allowing the masonry to breathe and retain its original looks and features.



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Email: enquiries@petercox.com



Congleton Town Council

Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GRO3 /1617
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1.1	Applicant(s):	Joanne Davies 916 Aving Drive Middleton Stoke on Trent ST7 7UA
1.2	Representing:	SOL Theatre School
1.3	Email Address:	joanne.davies@soltheatreschool.co.uk
1.4	Tel No.	01782 511142
1.5	Project Title:	SOL Theatre Summer School
1.6	Project Objectives:	<p style="text-align: center;"><u>Statement of Intent</u></p> <ul style="list-style-type: none"> SOL Theatre School's intention is to train young people in performing and technical skills, relating to the production of a staged theatrical performance. As a direct result of this, young people will gain confidence, social skills, self reliance, communication skills and a sense of accomplishment which they can take forward in to their everyday lives. SOL Theatre School will run a Summer School each year during the first two weeks of August, giving the young people of the area a focus and purpose other than being 'out on the streets' or left alone at home whilst parents go to work. It is also the intention of SOL Theatre School to foster an interest in live performance thereby increasing the cultural life of the area. The SOL Theatre School Summer School is open to all people between the age of 7 and 18 regardless of race, gender, religion, sexual orientation, physical/mental disability or offending background.
1.7	Brief Project Description:	Ten week days (9.00 – 17.00) training and rehearsals from the 1 st to 13 th August 2016 finishing with two public performances of the proposed show 'Sunshine on the Leith' on 12 th & 13 th August 2014.
1.8	Details accounts/budgets	Please see attached expected expenditure/income sheet

Part 2: Cost Details / Resources / Timescale

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

Part 3: Potential Benefits / Outputs

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

Part 4: Evaluation

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

Signature: Joanne N Davies

Date: 20th April 2016

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

Income & Expenses (including items already invested)**Income (from Into The Woods)**

Fees (from participants)	£9,929.00
Tickets (net of show fees)	£3,107.05
Grants	£4,300.00
Refreshments, programmes, raffle, adverts (net of expenses)	£693.00
	<hr/>
	£18,029.05

Expenses (from Into the Woods)

Hire of theatre	(£3,500.00)
Costumes, props, staging for show	(£2,473.92)
Expenses for team incl. band (petrol, food, clothing etc.)	(£4,300.00)
DBS checks	(£114.20)
Licence to perform show (Weinbergers)	(£1,959.20)
Advertising incl. auditions (local papers/shows etc)	(£470.00)
Insurance premium	(£287.00)
Bank charges	£0.00
Misc - incl SOL clothing etc.	(£4,375.58)
	<hr/>
	(£17,479.90)

Net movement from Into the Woods	<hr/>	£549.15
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Represented by:

Opening bank balance	24-Nov-14	<hr/>	£6,532.05
Net income above			£549.15
Closing bank balance	24-Nov-15	<hr/>	£7,081.20

Reviewed by : C.Carter (ACMA)



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR04 16/17
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1.1	Applicant(s):	Phil Dawson
1.2	Representing:	Congleton Harriers
1.3	Email Address:	phil@congletonharriers.co.uk
1.4	Tel No.	01783 771909
1.5	Project Title:	Congleton Half and Quarter Marathon 2nd October 2016
1.6	Project Objectives:	To promote running to the people of Congleton and the surrounding area, not only club runners but also adults of all abilities and experience. To use surplus funds to support local charities and not-for-profit groups.
1.7	Brief Project Description:	The Congleton Half Marathon is now in its 33rd year and is now a well-known race within the North West and Midlands running circle's calendar. It also forms part of the North Staffs Road Runners' Association's Race Programme. The race starts from Congleton High School, passes Radnor Bank before looping out via Marton and Swettenham before returning to the school.
1.8	Details accounts/budgets	The race is organised by volunteers from Congleton Harriers Running Club and local groups. Based on last year's expenditure we can give an estimate of total costs as £7,597. Similarly we can only give an estimate of likely income for 2016 based on previous numbers. It is forecast that possibly 600 runners will enter, which based on current entry fees would generate an income of £7,800.

Part 2: Cost Details / Resources / Timescale

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

		<div> <div>Policing</div> <div>800</div> </div> <div> <div>Signage and equipment</div> <div>800</div> </div> <div> <div>Prizes</div> <div>600</div> </div> <div> <div>School hire</div> <div>460</div> </div> <div> <div>Race licence</div> <div>220</div> </div> <div> <div>Water bowser</div> <div>170</div> </div> <div> <div>Water bottles</div> <div>140</div> </div> <div> <div>Results service</div> <div>750</div> </div> <div> <div>Medical cover</div> <div>590</div> </div> <div> <div>PA Hire</div> <div>100</div> </div> <div> <div>Extra signs and pins</div> <div>50</div> </div> <div> <div>Raynet</div> <div>50</div> </div> <div> <div>Printing</div> <div>70</div> </div> <div> <div>Storage rental</div> <div>30</div> </div>
2.4	Any ongoing costs:	<p>Rental of storage space for equipment – estimated at £100 per annum.</p> <p>The majority of the large costs in 2.3 will repeat each year .</p>
2.5	Details of <i>confirmed</i> match funding include source Cash: In kind:	<p>None at this point in time.</p>
2.6	Resources needed:	<p>Financial support as above. Any other PR or advertising in Town Council publications or places would be greatly appreciated.</p>
2.7	Estimated timescale of project from start to finish:	<p>Race is obviously completed on the single race day. Planning and preparation and close off takes approximately 6 months of each year.</p>

Part 3: Potential Benefits / Outputs

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

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Part 4: Evaluation

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

Signature: *P.B.Dawson*

Date: 12.5.2016

Route: Congleton Half Marathon (New Course)

Route Distance: 13.1 Mi Estimated Time: 1:54

Total Ascent: 531 ft





Congleton Town Council
Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GROS/1617
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1.1	Applicant(s):	LOUISE PENN
1.2	Representing:	CONGLETON JAZZ + BLUE FESTIVAL
1.3	Email Address:	congletonjazzandblues@gmail.com
1.4	Tel No.	01273 242531
1.5	Project Title:	CJAB 2016 .
1.6	Project Objectives:	TO INCREASE FOOTFALL IN TOWN CENTRE OVER THE BANK HOLIDAY AND DISCOURAGE PEOPLE FROM GOING AWAY .
1.7	Brief Project Description:	THREE DAY MUSIC FESTIVAL OVER AUGUST BANK HOLIDAY . ANNUAL EVENT, 7TH YEAR .
1.8	Details accounts/budgets	

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£3,895 .
2.2	Total contribution sought:	£600
2.3	What will the money be spent on?	PROMOTING THE EVENT .

2.4	Any ongoing costs:	NO.
2.5	Details of confirmed match funding include source Cash: In kind:	SPONSORSHIP - LOCAL BUSINESS £1,000 FUNDING (PREDICTED) £600.
2.6	Resources needed:	
2.7	Estimated timescale of project from start to finish:	AUGUST 2015 → AUGUST 2016.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	ENCOURAGES PEOPLE TO USE THE LOCAL BUSINESS; BARS, RESTAURANTS, SHOPS.
3.2	Are there similar services/projects provided in the area	FOOD + DRINK FESTIVAL

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	THE TEAM CARRY OUT THEIR OWN EVALUATION + REQUEST FEEDBACK FROM ATTENDEES.
4.2	Describe how you will promote the Town Council in your project	THE TOWN COUNCIL LOGO WILL BE INCLUDED ON OUR THANKS PAGE

Signature:



Date:

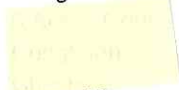
6/5/16.



Quote: Q063080-001

Sent By: Katherine Gamble
Date: 20/05/2016 1:05 PM
Direct Line: 01260 292326
email: katherine.gamble@fullcolour.com

Louise Renn
Congleton Jazz & Blues



CW12 3JH

20/05/2016

Quote:

Quote Number: Q063080-001
Quote Title: 28pp A6 Brochures
Your Ref:
Product Type: Brochure
Specification: 28pp A6 Brochures
Printed 4/4
150gsm Gloss
Customer to Supply: Press-Ready PDF File
Proofing: Email PDF
Delivery: Delivered to one UK mainland address
Quantity: 10,000
Price (ex-VAT): £1200.00

All orders are accepted subject to our Standard Terms & Conditions. This quote is valid for 28 days from the date shown in the top right corner of this page.

All prices exclude VAT at the applicable rate. E&OE.

Regards,

Katherine

Mini-Statement

At 12 May 2016 1:07 pm

Business Current Account No. 13582074



Date	Description	Amount (+/-)
04-Feb-14	Account Credit	£450.00 +
11-Feb-15	Account Credit	£50.00 +
11-May-15	Account Credit	£100.00 +
16-Jul-15	Counter Transaction	£230.00 +
Balance		£830.00 +

Items with today's date have still to be confirmed and are included for information purposes only.



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GROG / 1617
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1.1	Applicant(s):	Pauline Drew (Church Warden) Parish Office, 14 Chapel Street, Congleton CW12 4AB
1.2	Representing:	St Peter's Church
1.3	Email Address:	p.drew@stpeterschurch.org.uk
1.4	Tel No.	Parish Office: 01260 273212. Home: 01260 272235
1.5	Project Title:	Maintenance of St Peter's clock
1.6	Project Objectives:	To keep the clock in good working order.
1.7	Brief Project Description:	Annual service of clock carried out 19 th April 2016 By Smith of Derby Ltd. (see invoice)
1.8	Details accounts/budgets	N/A

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	Annual service carried out in April 2016, cost £265.20
2.2	Total contribution sought:	£265.20
2.3	What will the money be spent on?	The money has been spent on the annual servicing of the clock and paid.

Smith of Derby Ltd
 112 Alfreton Road
 Derby DE21 4AU
 United Kingdom
 Telephone 01332 345569
 Facsimile 01332 290842
accounts@smithofderby.com
www.smithofderby.com



Invoice

The Church Office
 St Peter's Church
 14 Chapel Street
 Congleton, Cheshire
 CW12 4AB

Invoice No : 0000093754
 Date : 26/04/2016
 Account No : C0545J
 Our Ref : 12826 /
 All Amounts in Pounds
 VAT Number: GB 125 6772 59

Terms 30 days From document date

Description	Quantity	Price	VAT	Total
Congleton: St Peter's Church Clock				
Order No :				
Service visit for the installation detailed below.				
	1	221.00	Std Rate	221.00
CONGLETON: ST. PETER'S CHURCH CLOCK				
Visit Details: 19/04/2016 Rodney Walmsley				

Please Forward Payment to
 112 Alfreton Road
 Derby
 DE21 4AU

GOODS TOTAL 221.00

VAT TOTAL 44.20

Bank Details: HSBC Bank PLC. Account Name: Smith of Derby Ltd.
 Sort Code: 40-19-15. Account Number: 02216418

INVOICE
TOTAL £ 265.20

Please quote the following invoice number on the back of your cheque: 0000093754

Smith of Derby trades as:
 John Smith & Sons
 J B Joyce & Co
 William Potts & Sons
 James Ritchie & Son (Clockmakers) Ltd
 Company registration details
 Smith of Derby Ltd
 Registered in England and Wales number 1385403
 Registered office: Smith of Derby Ltd
 112 Alfreton Road, Derby, DE21 4AU



Congleton Town Council

Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GRO7/1617
--	-----------

1.1	Applicant(s):	Janet Etridge
1.2	Representing:	Congleton Carnival
1.3	Email Address:	completecreation@aol.com
1.4	Tel No.	(01273) 810711
1.5	Project Title:	Congleton Carnival
1.6	Project Objectives:	This is an historic event for Congleton - to attract visitors, improve social cohesion, celebrate the town and its people, raise funds for good causes.
1.7	Brief Project Description:	Carnival 2016 will be a one day event with a procession and family fun day in the park. There will also be a free music event. It takes place on Saturday 16th July.
1.8	Details accounts/budgets	End of year accounts available upon request.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£10,000
2.2	Total contribution sought:	£1290 + VAT - Road Closures £5.50 + VAT x 12 Radios (5.50 + VAT each)
2.3	What will the money be spent on?	To pay for a private company to perform the road closure support that is essential in order to have a safe parade, hire of radios and volunteer support.

2.4	Any ongoing costs:	No.
2.5	Details of confirmed match funding include source Cash: In kind:	Food stands, charity stands, Trade stands, Programme Advertising. The Carnival is run entirely by volunteers, both in the organising and offering 100's of hours free time.
2.6	Resources needed:	N/A.
2.7	Estimated timescale of project from start to finish:	Complete July 17 th 2016 for this year.

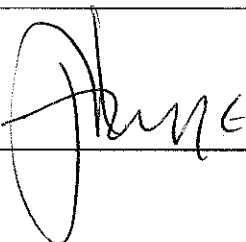
Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Congleton Carnival has been running for approximately 50 years. It is greatly loved and enjoyable family event, creating massive feelgood factor for the town and adding community spirit and is inclusive of all ages. It is also a great event for the town in respect of tourism and income.
3.2	Are there similar services/projects provided in the area	This is a unique event - a chance for all ages, neighbourhoods, Community groups and businesses to come together.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	Via the Carnival Committee - numbers in parade, numbers attending park, press coverage, stall feedback, volunteer feedback.
4.2	Describe how you will promote the Town Council in your project	Logo will be included in our publicity and reference to CTC support in press releases.

Signature:



27/5/16 Date:

JANET ETRIDGE



Town Council Grant

Activities Monitoring Form



1. Contact Details

Organisation name:	Congleton Community Credit Union
Address:	C/O 12 Swan Bank Congleton CW12 1AH

2. Grant Information

Grant Reference Number:	GR20/1516		
Total project cost:	£45.00		

Receipts Attached? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Receipt Amount:	£ 45.00
Please list receipts below:		

3. Project Information

When did the project commence?	N/A	
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 provide membership of the Cheshire East Council for Voluntary Services.		

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

This allows the Credit Union to obtain services and support from the CVS in promoting CU activity in the Town of Congleton

4. Promotion

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

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

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

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

On our quarterly newsletter and on the information leaflets handed to new members

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 easy to use forms and speedy response to application

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)				

Management Accounts March 2016

See attached Income and Expenditure sheet. These are the final figures for 2015/16. The end of year figures show an excess of income over expenditure of £31,812, of which £25,000 has been transferred to Ear Marked Reserves i.e. to be used for a specific purpose rather than falling into the general reserve.

Finance and Policy Committee

Corporate Management

Overall overspend on recruitment advertising for a new Chief Officer and Staff costs due to the handover period for the retiring Town Clerk and Chief Officer.

Civic

Small underspend.

Grants

Fewer grants awarded than budgeted for – underspend of £3,388.

Community, Environment and Services Committee

In total an underspend on C,E & S: overspend on Paddling Pool, mainly due to the cost of resurfacing; Overspend on Floral (when taken together with the Streetscape Floral budget); small overspend on public toilets (cleaning materials and maintenance contracts more than budgeted for.); Underspend on CCTV; underspend on Community Development

Streetscape

A total underspend of £28,000 which represents 5% of the Streetscape expenditure budget. This saving is partly due to 2 members of staff who are not in the pension scheme, thereby saving the employer's pension costs and savings on vehicle fuel.

Town Hall and Assets Committee

Expenditure largely on budget – overspend on property maintenance offset by underspend on utility charges.

Income from room hire largely on budget. Loss of income from Brasserie due to previous tenants retiring offset by increase in catering income.

Congleton Town Council - Management Accounts - March 2016

	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
Finance and Policy				
101 Corporate Management				
Staff Costs (re-allocated)	119,523	113,562	-5,961	105%
Travel	680	1,000	320	68%
Training / Conferences	3,452	2,500	-952	138%
Rent Payable	13,950	13,950	0	100%
Reception - TIC	2,772	2,730	-42	102%
Miscellaneous Office Costs	371	400	29	93%
Telephone/Fax/Internet	1,557	2,000	443	78%
Postage	2,801	3,000	199	93%
Stationery & Printing	1,511	2,500	989	60%
Subscriptions & Publications	2,609	2,100	-509	124%
Insurance	7,560	7,250	-310	104%
Computer/IT Costs	7,298	7,000	-298	104%
Photocopy Charges	1,915	2,500	585	77%
Recruitment Advertising	2,697	500	-2,197	539%
Other Advertising	147	200	53	74%
Bank Charges	103	100	-3	103%
Audit Fees - External	1,600	2,000	400	80%
Audit Fees - Internal	1,230	1,230	0	100%
Accountancy Support	4,061	3,750	-311	108%
Legal & Professional fees	6,208	1,500	-4,708	414%
Trf from EMR Legal fees	-4,708	0	4,708	#DIV/0!
Trf from EMR Training	-952	0	952	#DIV/0!
HR & H&S support	2,556	3,560	1,004	72%
Central Overheads reallocated	-48,971	-49,263	-292	99%
Corporate Management:-Expenditure	129,970	124,069	-5,901	105%
CEC Grant	-49,890	-49,890	0	100%
Interest Receivable	-3,846	-4,000	-154	96%
Corporate Management :- Income	-53,736	-53,890	-154	100%
Net Expenditure over Income	76,234	70,179	-6,055	109%
102 Democratic Rep'n & Mgmt/Civic				
Staff Costs (re-allocated)	23,026	22,500	-526	102%
Training / Conferences	271	1,000	729	27%
Stationery & Printing	438	400	-38	110%
Marketing/Promotions	470	800	330	59%
Council Newsletter	5,094	5,230	136	97%
Council Website	10,819	1,000	-9,819	1082%
Tfr from EMR Website	-9,999	0	9,999	#DIV/0!
Mayor's Allowance	3,000	3,000	0	100%
Members Expenses	99	360	261	0%
Civic Expenses	4,482	4,500	18	100%
Civic Regalia	246	100	-146	246%
Hall & Room Hire	5,754	6,000	246	96%
Civic Artefacts and Treasures	255	500	245	51%
Central Overheads reallocated	2,157	2,082	-75	104%
Democratic Rep'n & Mgmt/Civic:-Expenditure	46,112	47,472	1,360	97%
Grants	62,595	65,983	3,388	95%
F&P Income - Expenditure Totals	184,941	183,634	-1,307	101%
Community, Environment & Services				
201 Paddling Pool	27,690	25,684	-2,006	108%
212 Propagation Unit	0	1,000	1,000	0%
215 Floral Displays	8,815	9,500	685	93%
241 Allotments	202	240	38	84%
263 Public Toilets	6,694	5,800	-894	115%

Congleton Town Council - Management Accounts - March 2016

		Actual Year	Current	Variance	% of
		To Date	Annual Bud	Annual Total	Budget
300	Public Realm CCTV	9,975	12,600	2,625	79%
301	Congleton Partnership	31,919	32,870	951	97%
302	Community Development	46,328	53,250	6,922	87%
303	Police Community Support Officers	47,200	47,200	0	100%
305	Christmas Fayre/lights	4,146	4,000	-146	104%
	Neighbourhood Plan	0	0	0	0%
321	Tourism	2,774	3,000	226	92%
341	Youth and Young People	1,981	2,000	19	99%
351	Fellowship House	5,682	6,030	348	94%
		193,406	203,174	9,768	95%

280	<u>Streetscape</u>				
	Staff Costs	341,954	374,297	32,343	91%
	Agency Staff	4,337	0	-4,337	#DIV/0!
	Protective Clothing/H & Safety	3,662	2,500	-1,162	146%
	Office rent	3,067	3,067	0	100%
	Janitorial	4,736	4,000	-736	118%
	Telephones	1,200	1,200	0	100%
	Insurance	6,093	5,500	-593	111%
	Property maintenance	11,623	500	-11,123	2325%
	Horticultural etc Supplies	22,264	16,000	-6,264	139%
	Vehicle maintenance/Serv etc	7,778	7,000	-778	111%
	Vehicle fuel and oil	10,647	17,500	6,853	61%
	Vehicle rental charges	35,615	37,676	2,061	95%
	General expenditure	179,925	1,000	-178,925	17993%
	Trf from EMR Devolved Services	-483	0	483	#DIV/0!
	Central Overheads Reallocated	34,427	34,632	205	99%
	Plant purchases for recharging	416	0	-416	#DIV/0!

Streetscape Expenditure	667,261	504,872	-162,389	132%
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Cheshire East Street grant	-15,000	0	15,000	#DIV/0!
Streetscape - Income	-358,152	-358,475	-323	100%
Insurance claims received	-177,626	0	177,626	#DIV/0!
Misc Income	-2,081	-900	1,181	231%

Total Streetscape Income	-552,859	-359,375	193,484	
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Net Expenditure over Income	114,402	145,497	31,095	79%
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C,E &S Income - Net Expenditure Totals	307,808	348,671	40,863	88%
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221	<u>Town Hall</u>				
	Town Hall - Expenditure	161,676	153,273	-8,403	105%
	Town Hall - Income	-117,385	-101,050	16,335	116%
	Net Expenditure over Income	44,291	52,223	7,932	85%

109	<u>Capital Expenditure</u>	96,778	96,778	0	100%
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<u>Total Net Expenditure</u>	633,818	681,306	47,488	93%
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401	<u>Personnel</u>				
	Staff Costs - Reallocated	613,424	645,986	32,562	95%
	Precept 2015/16	665,630			
	Underspend	31,812			
	Transfer to Ear Marked Reserves	-25,000			
	To General Reserve	6,812			

Congleton Town Council - Management Accounts - March 2016

Actual Year
To Date

Current
Annual Bud

Reserves as at 31/03/16

General Reserve	164,803
Capital Equipment Fund	32,489
Capital Contingency Fund	169,466
EMR Elections	15,000
EMR Carnival	7,500
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 Christmas Lights	5,404
EMR Tourism	10,000
EMR Congleton Neighbourhood Plan	36,025
EMR Cenotaph	10,000
EMR Rotary Bonfire	5,000
EMR In Bloom	3,000
	<hr/>
	590,647

Date: 10/05/2016

Congleton Town Council 16/17

Page No: 2

Time: 15:45

User : JP

Bank Reconciliation Statement as at: 30/04/2016 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>
			0.00
			106,201.32
		Balance per Cash Book is :-	106,201.32
		Difference is :-	0.00

Date: 10/05/2016

Congleton Town Council 16/17

Page No: 1

Time: 15:45

User: JP

Bank Reconciliation Statement as at: 30/04/2016 for Cash Book 1 RBS Current/I Access Acct

Bank Statement Account Name (s)	Statement Date	Page No	Balances
RBS High Interest A/c 11411162	29/04/2016	633	135,379.20
RBS Current Account 11411170	29/04/2016	998	556.12
			<u>135,935.32</u>

Unpresented Cheques (Minus)	Amount
11/04/2016 007912 Skynasoars Ltd	604.80
19/04/2016 007920 Cong Team Parish	71.04
25/04/2016 007921 Citizens' Advice Bureau	15,000.00
26/04/2016 007923 British Youth Council	54.00
26/04/2016 007924 Broken Cross Paint & Wallpaper	35.36
26/04/2016 007925 Calgary Just Companies Ltd	419.00
26/04/2016 007926 OCS Group UK Ltd	87.84
26/04/2016 007927 Cavern Protective Clothing	180.60
26/04/2016 007928 Cheshire East Council	190.00
26/04/2016 007929 Cheshire Turf Machinery Ltd	2,522.39
26/04/2016 007930 Cheshire Pest Solutions	96.00
26/04/2016 007931 Cheshire Community Action	100.00
26/04/2016 007932 Heads (Congleton) Limited	284.64
26/04/2016 007933 Congleton Garden Machinery Lt	12.40
26/04/2016 007934 Contract Services Midlands UK	264.00
26/04/2016 007935 Four Oaks Nurseries Ltd	452.40
26/04/2016 007936 A P Matthews Nurseries Ltd	31.20
26/04/2016 007937 Landscape Supply Company	484.14
26/04/2016 007938 P J Leafleting Ltd	552.00
26/04/2016 007939 Prism Business Developments L	47.99
26/04/2016 007940 Skynasoars Ltd	64.80
26/04/2016 007941 Thomson Planning Partnership I	1,134.72
26/04/2016 007942 Talke Chemical Company Limite	954.66
26/04/2016 007943 Threadfast Engineers Ltd	55.36
26/04/2016 007944 Vibrant Graphics Ltd	1,021.00
26/04/2016 007945 Three Way Travel Ltd	376.00
26/04/2016 007946 Bomford Office Products Ltd	53.70
26/04/2016 007947 West Wallasey Contract Hire	3,561.53
26/04/2016 007948 Society of Local Council Clerk	250.00
29/04/2016 007949 CVS Cheshire East	45.00
23/02/2016 007825 AU Assets	12.50
22/03/2016 007884 Zurich Insurance Company	344.93
31/03/2016 007889 Bromley Farm Community Deve	350.00
31/03/2016 007897 Town Hall Studios	20.00
	<u>29,734.00</u>
	106,201.32

Receipts not Banked/Cleared (Plus)

Congleton Town Council 16/17

RBS Current/I Access Acct

List of Payments made between 01/04/2016 and 30/04/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/04/2016	United Utilities	DD	404.16	01322169/6759/wastewater bill
01/04/2016	Cheshire East	DD	2,288.00	Town Hall business rates
01/04/2016	Cheshire East	DD	189.20	Business rates Mkt St Toilets
05/04/2016	Grenke Leasing	DD	406.19	Vehicle Tracker boxes
06/04/2016	Petty cash	007904	118.38	Petty cash
06/04/2016	Grant - CCP	007906	16,000.00	Grant - CCP
08/04/2016	Purchase Power	DD	213.00	BD531640/6702/Postage
08/04/2016	West Mercia Energy	DD	1,724.40	1273457/6653/Electricity
11/04/2016	Henry Alty Ltd	007907	604.80	862026/6705/Plant trays
11/04/2016	Angel Springs Ltd	007908	148.30	3004808/6706/drinking water
11/04/2016	Mitten Clarke	007909	619.20	15665/6707/Payroll chgs
11/04/2016	Porters Service Station Ltd	007910	821.66	310316/6708/Fuel vans
11/04/2016	Silvermaze Ltd	007911	2,052.00	21840/6709/artwork 4 maps
11/04/2016	Skynasoars Ltd	007912	604.80	0416/6710/Bunting
11/04/2016	The Stationery Cupboard	007913	160.95	146/6711/Stationery items
11/04/2016	T & S Electrical Limited	007914	168.52	64676/6713/repairs to lighting
11/04/2016	Talke Chemical Company Limited	007915	30.12	64666/6714/A4 Poster protector
12/04/2016	C T H Events & Parties	007916	280.00	00849/6717/YC mayors ball
12/04/2016	Clowes Developments (Northwest	007917	261.61	20/9381/6719/water recharge for public toilets
12/04/2016	TomTom Telematics	DD	106.92	6661721/6750/vehicle tracker
12/04/2016	Pitney Bowes Finance PLC	DD	190.05	Rental of franking machine
12/04/2016	Love Music Trust	007918	50.00	Refund overpayment
13/04/2016	West Mercia Energy	DD	1,402.91	1276959/6651/Town Hall Gas
14/04/2016	Wirehouse Employer Services	DD	102.00	HR Support monthly
15/04/2016	RBS Bankline	DD	22.50	Bankline charges
18/04/2016	RBS Autopay	AUTOPAY	48,703.86	RBS Autopay April Salaries
19/04/2016	TMC Creative Ltd	007919	2,029.44	3875/6720/TMC n/hood plan
19/04/2016	Wirehouse Employer Services	DD	153.60	H&S support monthly
19/04/2016	Cong Team Parish	007920	71.04	refund overpayment
25/04/2016	EE	DD	24.67	V01212896478/6740/JM phone
25/04/2016	Prism Bus Developments	DD	673.65	IT support monthly
25/04/2016	Citizens' Advice Bureau	007921	15,000.00	Grant CAB
26/04/2016	R Beard Ltd	007922	735.00	070416/6723/painting TH Doors
26/04/2016	British Youth Council	007923	54.00	M201617176/6724/Membership
26/04/2016	Broken Cross Paint & Wallpaper	007924	35.36	14750/6725/paint
26/04/2016	Calgary Just Companies Ltd	007925	419.00	78468/6726/Apache Scarifier
26/04/2016	OCS Group UK Ltd	007926	87.84	CN19209562/6727/Clinical waste
26/04/2016	Cavern Protective Clothing	007927	180.60	17710/6728/PPE S/scape
26/04/2016	Cheshire East Council	007928	190.00	41078168/6730/Premise licence
26/04/2016	Cheshire Turf Machinery Ltd	007929	2,522.39	141728/6732/mower maint
26/04/2016	Cheshire Pest Solutions	007930	96.00	7600/6733/Moles
26/04/2016	Cheshire Community Action	007931	100.00	010416/6734/annual membership
26/04/2016	Heads (Congleton) Limited	007932	284.64	98859/6736/Spring Brides Ad
26/04/2016	Congleton Garden Machinery Ltd	007933	12.40	3095/6738/safety glasses
26/04/2016	Contract Services Midlands UK	007934	264.00	2077/6739/filters for kitchen
26/04/2016	Four Oaks Nurseries Ltd	007935	452.40	22032016/6743/compost
26/04/2016	A P Matthews Nurseries Ltd	007936	31.20	31235/6744/Lime tree
26/04/2016	Landscape Supply Company	007937	484.14	61637/6745/Floor cleaner, PPE

26/04/2016	P J Leafleting Ltd	007938	552.00	3026/6746/delivery of Bear Necc
26/04/2016	Prism Business Developments Li	007939	47.99	53351/6747/Disposal service
26/04/2016	Skynasoars Ltd	007940	64.80	2316/6748/PVC bunting
26/04/2016	Thomson Planning Partnership L	007941	1,134.72	15/012/AT/016/6749/N/Plan work
26/04/2016	Talke Chemical Company Limited	007942	954.66	64681/6753/PPE Gloves
26/04/2016	Threadfast Engineers Ltd	007943	55.36	SIN086498/6757/Keys CTHEP
26/04/2016	Vibrant Graphics Ltd	007944	1,021.00	027625/6760/Spring BN
26/04/2016	Three Way Travel Ltd	007945	376.00	3609726/6761/Mayoral visit to Holland
26/04/2016	Bomford Office Products Ltd	007946	53.70	67611/6762/A4 paper
26/04/2016	West Wallasey Contract Hire	007947	3,561.53	WAL221084/6763/vehicle leasing
26/04/2016	Society of Local Council Clerk	007948	250.00	260416/6767/CILCA Reg DM
28/04/2016	Allpay - Plus Dane	DD	36.08	Allotment garage rental
29/04/2016	CVS Cheshire East	007949	45.00	0105/6772/P/Ship member renewal
29/04/2016	Suez Recycling and Recovery UK	DD	247.52	30199160/6718/waste collection
Total Payments			<u>109,975.26</u>	



Congleton Town Council

Historic market town

Chief Officer: David McGifford



CONGLETON TOWN COUNCIL ASSET REGISTER & INVENTORY

Financial Regulation 19.1 provides that the Chief Officer will be responsible for maintaining an Asset Register of all significant assets owned by the Town Council, which is to include an inventory of fixtures, fittings and equipment which costs £250.00 or more and has a life expectancy of five years.

The Chairman of Finance and Policy Committee will verify the asset register annually.

I Bob Edwards, Chairman of the Finance and Policy Committee certify that the following Inventory is a true and accurate record of assets owned by Congleton Town Council as of 31st March 2016.

Signed.....

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2016

Location	Item no.	Supplier	Purchase Date	Description	Qual £	Total	2015	2016	Deletor	Deletor FAR	Deletor Revalu	2016
Freehold land and Buildings												
	LB000	Chubb	26/08/2010	Town Hall & Museum intruder alarm system	1 1600000	2121460	2121460	2121460				2121460
	FF008	Trend	28/04/2010	Heating Control software	1 4100	4100	4100	4100				4100
	FF009	secCo	20/04/2010	Window winders	1 2449	2449	2449	2449				2449
	LB001	Richies		Bar Extension	1 2135	2135	2135	2135				2135
Grand Hall					1 40000	40000	40000	40000				40000
	HFE091	Style Seating	25/02/2013	300 Green/gold stacking chairs	300 40.15	12045	12045	12045				12045
	HFE092	Allen Pavitt	03/01/2013	30 laminate top folding tables 1800 x 750 mm	30 125.93	3778	3778	3778				3778
	HFE093	Allen Pavitt	03/01/2013	30 laminate top folding tables 1500 x 750 mm	30 117.4	3522	3522	3522				3522
Town Hall F&F												
		Chubb	29/10/2015	Fire Alarm works	1 1827	1827	1827	1827				1827
		Chubb	30/10/2015	Fire Alarm works	1 1800	1800	1800	1800				1800
	HFE007			12 section portable and height adjustable stage unit each section 2.0 by 1.0m made of timber ply top with aluminium frame	1 500	500	500	500				500
				PA system supplied by Worthingtons Euromet Professional cabinet size 500 by 600 by 1.000m high. Comprising of: 1 No CA-6220 mixer 1 No R300 Amplifier 1 No Compact Disk TEAC PD/D2410 multi disk. 1 No Radio Mike amp WT-48106								
Grand Hall	HFE008			Piano upright, SCHAEIDMYER, supplied by NJTOSTEVIN and Son Stoke on Trent.	1 5000	5000	5000	5000				5000
	HFE009			1 No Electric Wall Clock by The London Clock Company.	1 1500	1500	1500	1500				1500
	HFE004			1 No Electric Wall Clock by The London Clock Company.	1 100	100	100	100				100
	CAT114		01/06/2008	Lion Crest above Main Hall on wall	1 1	1	1	1				1
				NPR 1523 Floor Machine c/w Drive Board, Solution Tank, Scrubbing								
	HFE005	Global Hygiene	06/10/2010	Brush	1 825	825	825	825				825
	HFE006	Global Hygiene	25/10/2010	Numatic Twintec TT Floor Scrubber 240v	1 1235	1235	1235	1235				1235
	HFE114	Talke Chemical	10/11/2014	Sack Truck	1 86	86	86	86				86
Bridgestones	HFE029	PAS Sound En	28/01/2011	Main sound system + gallery system (Grand Hall)	1 8155	8155	8155	8155				8155
	HFE075	PAS Sound En	28/01/2011	lapel radio mike	2 725	725	725	725				725
	HFE076	PAS Sound En	28/01/2011	hand held radio mike	3 392.33	1177	1177	1177				1177
	HFE077	PAS Sound En	28/01/2011	Gooseneck radio mike	3 628	1883	1883	1883				1883
Main Hall	HFE081	PAS Sound En	28/01/2011	4 way mike sockets (these are in the wall)	1 325	325	325	325				325
	HFE078	PAS Sound En	28/01/2011	dynamic hand held mike + 1 stand	2 56.5	113	113	113				113
	HFE019			Green Privacy Screens	3 360	360	360	360				360
Inner Hall way G26												
	HFE071			Congleton Town Council Rolls of Mayors Board 2.00 by 0.800m	1 400	400	400	400				400
	HFE025	Donation	01/04/2010	2 samsung LCD TVs	2 0	0	0	0				0
	HFE112	Nisbets	23/10/2014	Red rope and brass post barrier	1 113	113	113	113				113
De-Laceys Tapas Ba	HFE073	Trent Pottery &	26/05/2010	Farmhouse tables	15 56.05	841	841	841				841
	HFE072			Boston Chairs	62 3625	3625	3625	3625				3625
	HFE090	MAC Tool Hire	25/03/2013	Infra Red Heaters	2 300	600	600	600				600
First Aid Room/Chris	HFE018	Global Hygiene	13/10/2010	first Aid Couch	1 324	324	324	324				324
Bar Annex		Global Hygiene	23/12/2011	Delonghi Rapido Oil filled radiator	1 175	175	175	175				175
				High circular drinks tables tubular steel with beech effect top 550mm diameter 1.200m high	4 90	360	360	360				360
	HFE012			Low circular drinks tables 3 balcony, 3 corridor	6 360	360	360	360				360
	HFE013		01/06/2008	Low circular drinks tables	3 1	1	1	1				1
	HFE014		01/06/2014	2 metal litter bins - 1BS, 1 GH	2 1	1	1	1				1
	HFE015		01/06/2014	hydro boiler water heater	1 543	543	543	543				543
	HFE047											0

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2016

Location	Item no.	Supplier	Purchase Date	Description	Qual £	2015 Total	FAR	2015 FAR	Additions	Inventor FAR	Deletio	Deletic Revalu	2016
Cellar	HFE062	SAS Refriger	14/04/2010	Bar Cellar Fridge	1	1500	1500						1500
				1 No Stainless Steel Industrial Quality Dishwasher.									
				Under worktop.	1	2026	2026		1350		2026		0
													1350
Cellar	HFE055	Catering Suppl	05/07/2015	Glasswasher	1								
	HFE115			Large lockable twin door Bottle Fridge store (corridor)	1								
	HFE110			Undercounter twin glass bottle fridges	2								
	HFE102			Free standing ice making machine	1								
Cellar	HFE103			Large Free Standing Beer coolers (owned by the Brewery)	2								
	HFE104					0	0						0
				2 No portable black tubular steel hat and coat racks on casters 1.800m by 1.800m	2	75	150	0					150
	HFE069			Handyman Aluminium Ladders 3 stage	1	150	150	0					150
C3	HFE088			2 No Aluminium Flip Chart Boards and Stands	2	50	100	0					100
		COS	30/03/2012	1 Nobo Nautlie Easel (flip chart board)	1	79	79						79
				2 No Aluminium Free Standing Display Boards in blue 1.800m by 1.800m	2	250	500						500
	HFE028												
Store Room G21				12 section portable stage unit tubular steel on casters with plywood tops each section 900mm by 700mm by 500mm (choral?)	1	450	450	0			450		0
	HFE067			54 IKEA Timber Bistro Chairs straight back Ref ID15123	54	25	1350	1350					0
	HFE010				2					266			266
	HFE122	Astbury Garder	16/12/2015	2 Artifice Christmas Trees			0	0			0		0
Kitchen G10	HFE017			3 stage tea trolley	1	100	100	0			100		0
	HFE109			Stainless Steel Vacuum Flasks	3	140	420	0					420
	HFE116	Nisbets	16/04/2015	Simply Tableware 11" plates	12		0			125			125
	HFE117	Stephensons	28/05/2016	Simply Tableware 6.25" plates	252					444			444
	HFE118	Stephensons	28/05/2016	Simply Tableware 6.25" plates	252					154			154
	HFE121	Dudsons	08/04/2015	100 mugs	100					100			100
		Stephensons	08/03/2016	Cutlery	1					159			159
		Dudsons	03/03/2016	100 mugs	100					100			100
	HFE074	SAS Refriger	10/09/2010	undercounter fridge	1	358	358	0					358
	HFE089	SAS Refriger	13/06/2013	Fridge model GN650TN	1		850	850					850
	HFE100	The Catering s	09/08/2013	Chest Freezer CF1300	1		389	389					389
	HFE082	Ritchie	13/07/2013	Commercial Dishwasher	1		2801	2801					2801
	HFE083	Ritchie	13/07/2013	Free Standing Fridge Sterling Pro	1		458	458					458
	HFE084	Ritchie	13/07/2013	Blue Seal Salamander Grill	1		948	948					948
	HFE085	Ritchie	13/07/2013	Oven incat 6 burner range	1		1406	1406					1406
	HFE101			Imperial 6 Burner Range	1								
	HFE105			Upright Electric Cooker	1								
	HFE106			Industrial Gas Cooker	1								
	HFE107			Tall Glass fronted bottle fridge	1								
	HFE119	Catering Suppl	03/10/2015	2 door fridge	1				1100				1100
	HFE108			Under counter double door fridge unit	1								0
	HFE086	Ritchie	13/07/2013	Hot plate parry alpha range	1		1295	1295					1295
	HFE087	Ritchie	13/07/2013	Commercial microwave	1		549	549					549
	HFE088	Ritchie	13/07/2013	Commercial microwave	1		549	549					549
	HFE096	Hancocks	14/03/2013	1 litre water jug	6	1.95	11.7	11.7					11.7
	HFE095	Hancocks	14/03/2013	1.8 litre water jug	15	3.95	59.25	59.25					59.25
	HFE096	Hancocks	14/03/2013	10oz Hiball water glasses	192	0.36	69.12	69.12					69.12
	HFE097	Hancocks	14/03/2013	Various kitchen items see list	1					1700			1700

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2016

Location	Item no.	Supplier	Purchase Date	Description	Qual £	2015 Total	FAR	Additions FAR	Deletions Inventor FAR	Deletions Invent	Revalu Increas	2016 FAR
First Floor												0
	HFE040	Jackson Lloyd	03/06/2010	display cabinet	1	2200	2200					2200
	CAT020	Fattorini	10/05/2012	Jubilee Link badge	1	398	398					398
Bridestones Suite F6	CAT119	Princess Irene	31/10/2013	S/S Ceremonial Dutch Military Sword	1	2250	2250					2250
				1 No Tapestry 5.0m by 2.5m depicting Congleton Scene	1	5000	5000					5000
				1 No Antique Mayors Chair in carved timber and brown leather good condition	1	300	300	0				300
In Museum				1 No oil painting of Little Moreton Hall Nr Congleton behind glass in either timber or plaster gullt frame 1.000m by 0.900m	1	500	7500	500				7500
				1 No oil painting of Building Ruin with Fence in Foreground behind glass in either timber or plaster gullt frame 1.100m by 0.900m	1	350	7500	350				7500
				1 No oil painting of Congleton High Street and Town Hall painted and presented by John Nash Peake AD1902 1.600m by 1.200m	1	500	30000	500				30000
				Satin Brass Rectangular up/down lights	8	533	4269	4269				4269
				Chandeliers	2	7053	14106	14106				14106
				2 pulleys for chandeliers (raising & lowering)	1	4950	4950	4950				4950
				2 ceiling fans	2	1	1					1
				1830mm x 762mm tables	6	124	744	744				744
				2130mm x 762mm tables	3	134	402	402				402
				1220mm x 762mm tables	2	121	242	242				242
				Beech Frame Conference chair	42	79	3318	3318				3318
				Duel Height wheeling folding stage + steps	1	752	752	752				752
				Sound System	1	5597	5597	5597				5597
				Nobo Tripod Screen	1	127	127	0				127
				Nobo Tripod Screen	1	137	137	0				137
				Speedtouch Wireless Access Points	2	220	0	0				0
				Upgraded pulley system for curtains in Bridestones	1	690	0	0				690
				10 No tubular steel frame counter chairs upholstered in green with arms	10	180	1800	1800				1800
				2 Semi Circular Boardroom metal frame table with light oak top 1.200m diameter	2	170	340	0				340
				1 No Rectangular Boardroom metal frame table with light oak top 1.200m in diameter	2	170	170	0				170
				1 No Magnus Cresenda Storage Cupboard in light oak with sliding door 1.600m by 0.550m	1	580	580	580				580
Bridestones				2 No Antique Congleton Town Council Mayors Chair in polished wood and leather with ornate carving depicting in wood carving conga eels and barrel tongs	1	500	500	500				500
				Collection of Framed Certificates and Maps 1 No Framed Certificate Guinness World Records Maypole dance 146 participants 2008.1 No Framed Adept Integrated Management System Certificate to Congleton Town Council from SECE1 No Framed 25,000" scaled plan of	1	300	300	0				300
				Certificates and shields; pictures of past Mayors	1	200	200	0				200
First Floor Landing							0	0				0

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2016

Location	Item no.	Supplier	Purchase Date	Description	Qual £	2015 Total	FAR	Additions FAR	Deletions FAR	Inventory FAR	Deletions Inventory	Revaluation Increase	2016 FAR
First Floor Cupboard	CAT101-CAT113			12 No Charity Boards timber framed with hand painted inscriptions 2.000m by 0.800m 1 No John Pedley 1 No The Wilbraham Memorial Fund 1 No The Wilbraham and Emily Ann Salt 1 No Congleton Charities 1 No The Cotterhill Brook Street Charities 1 No Mary and Judith A	1	1200	1200						1200
	HFE020			Dual Height Wheeling folding stage	1	916	916						916
	HFE089	A&A Music		Music stand as lecturn	1	23	0						23
	OFF101	Heaton	10/07/2015	Nobo Tripod screen 2000 x 1513	1			136.58					137
		Talke Chem	04/03/2016	Key Cabinet	1			53					53
	OFF105	Prism	01/04/2015	Spare Laptop - Lenovo Thinkpad Edge E540	1			745					745
					1		0						0
	EQP042	Nevada	10/11/2011	9v battery charger	1		56						56
	EQP043	Nevada	10/11/2011	9v rechargeable batteries	10		98						98
	HFE111	Viking	14/07/2011	3 litre s/s flask	1		79						79
First Floor Office	HFE079			1 No Digital Projector and Screen S16	1	850	850						850
				4 No Cantilever Universal Workstations Magnus Wave metal frame 1.800m by 1.200m by 0.800m by 0.600m with Lockable Magnus Under Desk Filing Cabinets all in light oak timber finish	4	165	660						660
	OFF050			4 No High Back Operator Chairs in fabric colour leaf	4	85	340	0					340
	OFF053			Beech effect 2 door cupboard (behind LM)	1		1						1
	OFF054		01/06/2008	1 No Rectangular Table metal frame 1.800m by 0.750m in light oak timber finish	1	85	85	0					85
	OFF066			Magnus Storage Cupboard with Tambour Doors 1.950m by 1.060m by 0.530m in light oak timber finish	1	300	300	0					300
	OFF055			Magnus storage cupboard	1	400	400	0					400
	OFF085	Broadstock	08/07/2014	Four shelf L/Oak bookcase (behind JP)	1		113						113
	OFF074	Prism	18/04/2013	ST desktop PC - Dell	1		565	565					565
	OFF073	Prism	03/12/2013	Office Server	1		2383	2383					2383
	OFF106	Prism	10/04/2015	APC UPS battery backup for server	1			0	194				194
	OFF094	PCWorld	29/05/2014	Net gear Comms box	1		120						120
	OFF068	Prism	16/11/2010	JM Laptop - now TV in foyer PC	1	839	839						839
	OFF059	Prism	07/12/2011	Dell Optiplex 790 PCs (Linda)	1		800	470		470	330		0
	OFF102	Prism	05/02/2016	Dell Optiplex 3020 LM	1			890					890
	OFF083	Prism	22/10/2014	Dell optiplex 3020 AMW	1		945	945					945
	OFF072	Prism	03/12/2012	Dell Optiplex 3010 PC (JP)	1		515	515					515
		Prism	07/12/2011	Office Professional 2010 software	3		830	830					830
				Office Home and Business 2010 Software	4		760	760					760
	OFF088	Prism	12/06/2014	Office 13 (for spare laptop)	1		180			0	180		0
Second Floor Office	EQP005	Pear Technology	31/01/2011	Mapping Software and Asset Manager	1		1625	1625					1625
	OFF077	Prism	26/03/2012	Adobe photoshop	1		558	558					558
	OFF077	Prism	08/05/2013	Brother Laser Jet Printer (LM)HL2250DN	1		295						295
	OFF063			1 No Telephone Fax System	1	215	215						215
	OFF071			Dell 19 inch Flat Screen Monitors	4	175	700						700
	OFF038			ITC Computer and Telephone System	1	5000	5000						5000
	EQP041		01/04/2010	PAT Tester	1	850	850	0					850
	OFF048		01/06/2008	Wooden Coat Stand	1		1						1
	OFF049			4 No 4 Drawer Metal Filing cabinets	4	165	660						660
	OFF057			Dahle guillotine paper cutter	1		1						1
First Floor Office	OFF078			2 drawer metal filing cabinet	1		68						68
	OFF067			Short case Wall Clock	1	60	60	0					60

Location	Item no.	Supplier	Purchase Date	Description	Qual.£	Total	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054	2055	2056	2057	2058	2059	2060	2061	2062	2063	2064	2065	2066	2067	2068	2069	2070	2071	2072	2073	2074	2075	2076	2077	2078	2079	2080	2081	2082	2083	2084	2085	2086	2087	2088	2089	2090	2091	2092	2093	2094	2095	2096	2097	2098	2099	2100	2101	2102	2103	2104	2105	2106	2107	2108	2109	2110	2111	2112	2113	2114	2115	2116	2117	2118	2119	2120	2121	2122	2123	2124	2125	2126	2127	2128	2129	2130	2131	2132	2133	2134	2135	2136	2137	2138	2139	2140	2141	2142	2143	2144	2145	2146	2147	2148	2149	2150	2151	2152	2153	2154	2155	2156	2157	2158	2159	2160	2161	2162	2163	2164	2165	2166	2167	2168	2169	2170	2171	2172	2173	2174	2175	2176	2177	2178	2179	2180	2181	2182	2183	2184	2185	2186	2187	2188	2189	2190	2191	2192	2193	2194	2195	2196	2197	2198	2199	2200	2201	2202	2203	2204	2205	2206	2207	2208	2209	2210	2211	2212	2213	2214	2215	2216	2217	2218	2219	2220	2221	2222	2223	2224	2225	2226	2227	2228	2229	2230	2231	2232	2233	2234	2235	2236	2237	2238	2239	2240	2241	2242	2243	2244	2245	2246	2247	2248	2249	2250	2251	2252	2253	2254	2255	2256	2257	2258	2259	2260	2261	2262	2263	2264	2265	2266	2267	2268	2269	2270	2271	2272	2273	2274	2275	2276	2277	2278	2279	2280	2281	2282	2283	2284	2285	2286	2287	2288	2289	2290	2291	2292	2293	2294	2295	2296	2297	2298	2299	2300	2301	2302	2303	2304	2305	2306	2307	2308	2309	2310	2311	2312	2313	2314	2315	2316	2317	2318	2319	2320	2321	2322	2323	2324	2325	2326	2327	2328	2329	2330	2331	2332	2333	2334	2335	2336	2337	2338	2339	2340	2341	2342	2343	2344	2345	2346	2347	2348	2349	2350	2351	2352	2353	2354	2355	2356	2357	2358	2359	2360	2361	2362	2363	2364	2365	2366	2367	2368	2369	2370	2371	2372	2373	2374	2375	2376	2377	2378	2379	2380	2381	2382	2383	2384	2385	2386	2387	2388	2389	2390	2391	2392	2393	2394	2395	2396	2397	2398	2399	2400	2401	2402	2403	2404	2405	2406	2407	2408	2409	2410	2411	2412	2413	2414	2415	2416	2417	2418	2419	2420	2421	2422	2423	2424	2425	2426	2427	2428	2429	2430	2431	2432	2433	2434	2435	2436	2437	2438	2439	2440	2441	2442	2443	2444	2445	2446	2447	2448	2449	2450	2451	2452	2453	2454	2455	2456	2457	2458	2459	2460	2461	2462	2463	2464	2465	2466	2467	2468	2469	2470	2471	2472	2473	2474	2475	2476	2477	2478	2479	2480	2481	2482	2483	2484	2485	2486	2487	2488	2489	2490	2491	2492	2493	2494	2495	2496	2497	2498	2499	2500	2501	2502	2503	2504	2505	2506	2507	2508	2509	2510	2511	2512	2513	2514	2515	2516	2517	2518	2519	2520	2521	2522	2523	2524	2525	2526	2527	2528	2529	2530	2531	2532	2533	2534	2535	2536	2537	2538	2539	2540	2541	2542	2543	2544	2545	2546	2547	2548	2549	2550	2551	2552	2553	2554	2555	2556	2557	2558	2559	2560	2561	2562	2563	2564	2565	2566	2567	2568	2569	2570	2571	2572	2573	2574	2575	2576	2577	2578	2579	2580	2581	2582	2583	2584	2585	2586	2587	2588	2589	2590	2591	2592	2593	2594	2595	2596	2597	2598	2599	2600	2601	2602	2603	2604	2605	2606	2607	2608	2609	2610	2611	2612	2613	2614	2615	2616	2617	2618	2619	2620	2621	2622	2623	2624	2625	2626	2627	2628	2629	2630	2631	2632	2633	2634	2635	2636	2637	2638	2639	2640	2641	2642	2643	2644	2645	2646	2647	2648	2649	2650	2651	2652	2653	2654	2655	2656	2657	2658	2659	2660	2661	2662	2663	2664	2665	2666	2667	2668	2669	2670	2671	2672	2673	2674	2675	2676	2677	2678	2679	2680	2681	2682	2683	2684	2685	2686	2687	2688	2689	2690	2691	2692	2693	2694	2695	2696	2697	2698	2699	2700	2701	2702	2703	2704	2705	2706	2707	2708	2709	2710	2711	2712	2713	2714	2715	2716	2717	2718	2719	2720	2721	2722	2723	2724	2725	2726	2727	2728	2729	2730	2731	2732	2733	2734	2735	2736	2737	2738	2739	2740	2741	2742	2743	2744	2745	2746	2747	2748	2749	2750	2751	2752	2753	2754	2755	2756	2757	2758	2759	2760	2761	2762	2763	2764	2765	2766	2767	2768	2769	2770	2771	2772	2773	2774	2775	2776	2777	2778	2779	2780	2781	2782	2783	2784	2785	2786	2787	2788	2789	2790	2791	2792	2793	2794	2795	2796	2797	2798	2799	2800	2801	2802	2803	2804	2805	2806	2807	2808	2809	2810	2811	2812	2813	2814	2815	2816	2817	2818	2819	2820	2821	2822	2823	2824	2825	2826	2827	2828	2829	2830	2831	2832	2833	2834	2835	2836	2837	2838	2839	2840	2841	2842	2843	2844	2845	2846	2847	2848	2849	2850	2851	2852	2853	2854	2855	2856	2857	2858	2859	2860	2861	2862	2863	2864	2865	2866	2867	2868	2869	2870	2871	2872	2873	2874	2875	2876	2877	2878	2879	2880	2881	2882	2883	2884	2885	2886	2887	2888	2889	2890	2891	2892	2893	2894	2895	2896	2897	2898	2899	2900	2901	2902	2903	2904	2905	2906	2907	2908	2909	2910	2911	2912	2913	2914	2915	2916	2917	2918	2919	2920	2921	2922	2923	2924	2925	2926	2927	2928	2929	2930	2931	2932	2933	2934	2935	2936	2937	2938	2939	2940	2941	2942	2943	2944	2945	2946	2947	2948	2949	2950	2951	2952	2953	2954	2955	2956	2957	2958	2959	2960	2961	2962	2963	2964	2965	2966	2967	2968	2969	2970	2971	2972	2973	2974	2975	2976	2977	2978	2979	2980	2981	2982	2983	2984	2985	2986	2987	2988	2989	2990	2991	2992	2993	2994	2995	2996	2997	2998	2999	3000	3001	3002	3003	3004	3005	3006	3007	3008	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Location	Item no.	Supplier	Purchase Date	Description	Quali £	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054	2055	2056	2057	2058	2059	2060	2061	2062	2063	2064	2065	2066	2067	2068	2069	2070	2071	2072	2073	2074	2075	2076	2077	2078	2079	2080	2081	2082	2083	2084	2085	2086	2087	2088	2089	2090	2091	2092	2093	2094	2095	2096	2097	2098	2099	2100	2101	2102	2103	2104	2105	2106	2107	2108	2109	2110	2111	2112	2113	2114	2115	2116	2117	2118	2119	2120	2121	2122	2123	2124	2125	2126	2127	2128	2129	2130	2131	2132	2133	2134	2135	2136	2137	2138	2139	2140	2141	2142	2143	2144	2145	2146	2147	2148	2149	2150	2151	2152	2153	2154	2155	2156	2157	2158	2159	2160	2161	2162	2163	2164	2165	2166	2167	2168	2169	2170	2171	2172	2173	2174	2175	2176	2177	2178	2179	2180	2181	2182	2183	2184	2185	2186	2187	2188	2189	2190	2191	2192	2193	2194	2195	2196	2197	2198	2199	2200	2201	2202	2203	2204	2205	2206	2207	2208	2209	2210	2211	2212	2213	2214	2215	2216	2217	2218	2219	2220	2221	2222	2223	2224	2225	2226	2227	2228	2229	2230	2231	2232	2233	2234	2235	2236	2237	2238	2239	2240	2241	2242	2243	2244	2245	2246	2247	2248	2249	2250	2251	2252	2253	2254	2255	2256	2257	2258	2259	2260	2261	2262	2263	2264	2265	2266	2267	2268	2269	2270	2271	2272	2273	2274	2275	2276	2277	2278	2279	2280	2281	2282	2283	2284	2285	2286	2287	2288	2289	2290	2291	2292	2293	2294	2295	2296	2297	2298	2299	2300	2301	2302	2303	2304	2305	2306	2307	2308	2309	2310	2311	2312	2313	2314	2315	2316	2317	2318	2319	2320	2321	2322	2323	2324	2325	2326	2327	2328	2329	2330	2331	2332	2333	2334	2335	2336	2337	2338	2339	2340	2341	2342	2343	2344	2345	2346	2347	2348	2349	2350	2351	2352	2353	2354	2355	2356	2357	2358	2359	2360	2361	2362	2363	2364	2365	2366	2367	2368	2369	2370	2371	2372	2373	2374	2375	2376	2377	2378	2379	2380	2381	2382	2383	2384	2385	2386	2387	2388	2389	2390	2391	2392	2393	2394	2395	2396	2397	2398	2399	2400	2401	2402	2403	2404	2405	2406	2407	2408	2409	2410	2411	2412	2413	2414	2415	2416	2417	2418	2419	2420	2421	2422	2423	2424	2425	2426	2427	2428	2429	2430	2431	2432	2433	2434	2435	2436	2437	2438	2439	2440	2441	2442	2443	2444	2445	2446	2447	2448	2449	2450	2451	2452	2453	2454	2455	2456	2457	2458	2459	2460	2461	2462	2463	2464	2465	2466	2467	2468	2469	2470	2471	2472	2473	2474	2475	2476	2477	2478	2479	2480	2481	2482	2483	2484	2485	2486	2487	2488	2489	2490	2491	2492	2493	2494	2495	2496	2497	2498	2499	2500	2501	2502	2503	2504	2505	2506	2507	2508	2509	2510	2511	2512	2513	2514	2515	2516	2517	2518	2519	2520	2521	2522	2523	2524	2525	2526	2527	2528	2529	2530	2531	2532	2533	2534	2535	2536	2537	2538	2539	2540	2541	2542	2543	2544	2545	2546	2547	2548	2549	2550	2551	2552	2553	2554	2555	2556	2557	2558	2559	2560	2561	2562	2563	2564	2565	2566	2567	2568	2569	2570	2571	2572	2573	2574	2575	2576	2577	2578	2579	2580	2581	2582	2583	2584	2585	2586	2587	2588	2589	2590	2591	2592	2593	2594	2595	2596	2597	2598	2599	2600	2601	2602	2603	2604	2605	2606	2607	2608	2609	2610	2611	2612	2613	2614	2615	2616	2617	2618	2619	2620	2621	2622	2623	2624	2625	2626	2627	2628	2629	2630	2631	2632	2633	2634	2635	2636	2637	2638	2639	2640	2641	2642	2643	2644	2645	2646	2647	2648	2649	2650	2651	2652	2653	2654	2655	2656	2657	2658	2659	2660	2661	2662	2663	2664	2665	2666	2667	2668	2669	2670	2671	2672	2673	2674	2675	2676	2677	2678	2679	2680	2681	2682	2683	2684	2685	2686	2687	2688	2689	2690	2691	2692	2693	2694	2695	2696	2697	2698	2699	2700	2701	2702	2703	2704	2705	2706	2707	2708	2709	2710	2711	2712	2713	2714	2715	2716	2717	2718	2719	2720	2721	2722	2723	2724	2725	2726	2727	2728	2729	2730	2731	2732	2733	2734	2735	2736	2737	2738	2739	2740	2741	2742	2743	2744	2745	2746	2747	2748	2749	2750	2751	2752	2753	2754	2755	2756	2757	2758	2759	2760	2761	2762	2763	2764	2765	2766	2767	2768	2769	2770	2771	2772	2773	2774	2775	2776	2777	2778	2779	2780	2781	2782	2783	2784	2785	2786	2787	2788	2789	2790	2791	2792	2793	2794	2795	2796	2797	2798	2799	2800	2801	2802	2803	2804	2805	2806	2807	2808	2809	2810	2811	2812	2813	2814	2815	2816	2817	2818	2819	2820	2821	2822	2823	2824	2825	2826	2827	2828	2829	2830	2831	2832	2833	2834	2835	2836	2837	2838	2839	2840	2841	2842	2843	2844	2845	2846	2847	2848	2849	2850	2851	2852	2853	2854	2855	2856	2857	2858	2859	2860	2861	2862	2863	2864	2865	2866	2867	2868	2869	2870	2871	2872	2873	2874	2875	2876	2877	2878	2879	2880	2881	2882	2883	2884	2885	2886	2887	2888	2889	2890	2891	2892	2893	2894	2895	2896	2897	2898	2899	2900	2901	2902	2903	2904	2905	2906	2907	2908	2909	2910	2911	2912	2913	2914	2915	2916	2917	2918	2919	2920	2921	2922	2923	2924	2925	2926	2927	2928	2929	2930	2931	2932	2933	2934	2935	2936	2937	2938	2939	2940	2941	2942	2943	2944	2945	2946	2947	2948	2949	2950	2951	2952	2953	2954	2955	2956	2957	2958	2959	2960	2961	2962	2963	2964	2965	2966	2967	2968	2969	2970	2971	2972	2973	2974	2975	2976	2977	2978	2979	2980	2981	2982	2983	2984	2985	2986	2987	2988	2989	2990	2991	2992	2993	2994	2995	2996	2997	2998	2999	3000	3001	3002	3003	3004	3005	3006	3007	3008	3009	3010	3011	3012	3013	301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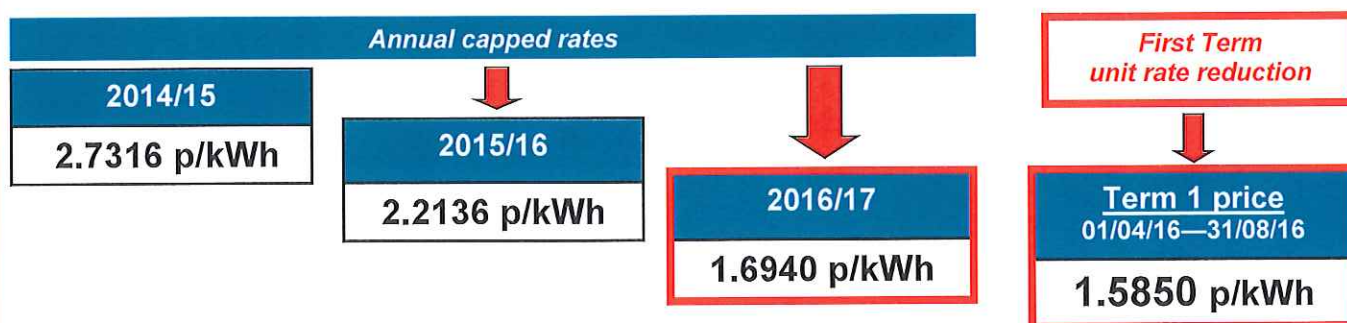
New capped price Financial Year 1st April 2016 to 31st March 2017

You can set your budget using our capped prices with the certainty that this is the maximum price you will pay this financial year

Energy price update

As you may be aware from media headlines, over the last year oil prices have fallen significantly resulting in lower prices at the petrol pumps. Combined with the relatively mild weather we have experienced in recent months, this fall in the price of oil has seen a reduction in the wholesale price of energy over this period. Through our flexible purchasing arrangements we have been able to secure benefits from these falls which would not have been available via a traditional fixed price contract. By closely monitoring the energy markets we have been able to secure and pass these benefits onto you, both by discounting from our capped price within 2015/16 (for example, January to March, 6% from electricity and 10% from gas capped prices) as well as through the reductions detailed below in your capped price for the year commencing 1st April 2016.

Gas Price **23% reduction (cap to cap) in your annual unit rate**



Annual gas price reductions

Whilst the unit rate makes up the majority of the total gas cost, some 30% of this cost relates to daily standing charges. These charges relate to the transportation cost of gas and are supply specific. To support existing gas customers with setting their budgets, a summary of your supplies and the charges applicable for the next financial year will be emailed to you shortly. Furthermore please also be aware when calculating your energy budget that due to the mild weather in 2015/16 gas consumption has been lower than the seasonal norm.

Electricity Price **average 7% reduction (cap to cap) in your annual unit rate**

We shall be writing to all electricity customers by early April to advise of your new annual capped rate as all electricity prices are supply specific.

Please note that due to a change in industry regulations, a small percentage of customers will see changes to the way their electricity supply is billed this year. Further details will be sent to those affected.

*This does not include unmetered supplies

West Mercia Energy is jointly owned by the following councils



Change to Electricity Supplier

From 1st April 2016, following a full EU tender exercise, our new electricity supplier will be Total Gas and Power. There will be no disruption to your supply of electricity during this change-over. A new meter reader will call to site shortly after this date to take a meter reading.

Please submit a meter reading to WME as near to the 1st April by following the link on our read reminder.

Changes to Electricity Charges

All electricity consumption from the 1st April will be billed monthly. To simplify the charges that you see Capacity Mechanism, Contract for Difference and Feed in Tariff will now be included within your unit rates.

WME are working hard to keep your prices low

Electricity third party charges, covering areas such as network costs and governmental levies, have been increasing year on year, and these third party charges now form the majority of the overall costs for your electricity unit rate.

WME have been able to secure significant reductions in wholesale costs, so that despite these third party charge increases, we can help you secure reductions to your overall annual energy costs for 2016/17.

WME Key Customer Services

At WME we have a dedicated team of approachable and knowledgeable staff that are here to deliver our unique customer service. Detailed below are some of our key services that have been designed to help you manage your energy needs.

- **Customer service support** - *small dedicated team to answer any customer queries*
- **Budget certainty and assistance with budget setting** - *budget assistance at any point during the financial year*
- **Full bill and price validation service** - *over 50 checks carried out*
- **Complete query management** - *we will manage all supplier queries with your assistance to resolution*
- **WME website** - *full visibility of your consumption and billing history*
- **Validation of customer meter readings** - *we will query any reads that do not meet our stringent validation checks*
- **Site works support** - *all metering works arranged and co-ordinated through our suppliers*
- **Link to specialists at suppliers**
- **Additional contracts negotiated at competitive rates for your use** - *for example: Oil, LPG (Liquid Petroleum Gas), AMR (automatic meter reading) and MOP (meter operator) contracts*

Please contact one of the WME team below if you have any questions about our services.

We always welcome customer feedback as it helps improve our service to customers.

Please contact us via email or the WME website with any comments.



Ben



Louise



Alex



Julie



John



Debbie



Dave



Jackie Potts

From: Customer Services <customerservices@westmerciaenergy.co.uk>
Sent: 10 May 2016 16:13
To: Jackie Potts
Subject: West Mercia Energy – Electricity prices 1st April 2016 to 31st March 2017



Dear Customer

In March we sent you a copy of our latest newsletter, in which we advised that forthcoming changes to your capped unit rate would be provided shortly. Regrettably some significant issues arose during our validation of these rates, which are made up of two parts – the energy commodity, which we trade wholesale, and the non-commodity elements which are often referred to as Third Party Charges (TPC). Our stringent price validation identified that some of the TPC's applied by our supplier were inaccurate, and we have been working on your behalf to ensure these charges are correct before issuing rates for this year. We believe we have now achieved our objective of ensuring fair and accurate prices for our customers, but would also like to apologise for any inconvenience the delay in providing this year's rates has caused you.

From 1st April we have changed electricity supplier, and as a result some components of your bill will now be included within your unit rate and standing charge rather than being itemised. We hope this will make your bills simpler to understand, whilst still giving you the assurance that our full thorough validation service means all of these components are in line with the published industry rates.

Please find below the supply specific details of your new twelve month capped electricity price for the period 1st April 2016 to 31st March 2017. This will be the maximum price you will pay per kWh during this financial year.

Site Name: Congleton Town Hall

Supply Number: 1411466530007

Meter Serial Number: E11Z95996

Unit Charges	2016/17 Capped Unit Rate p/kWh
All Units	10.373

Other Charges 2016/17	
Climate Change Levy	0.559 p/kWh
Standing Charge	£0.46 /day

If you have not received our newsletter please contact us for a copy. Additionally, we have recently communicated this year's prices to all gas customers; if you have not received these prices please contact us.

Should you have any queries regarding the above please do not hesitate to call or email a member of the energy team.

Yours faithfully

WEST MERCIA ENERGY

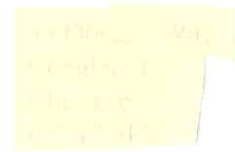
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Congleton Fairtrade Steering Group



Congleton Town Council
Town Hall
Congleton
CW12 1BN

For the attention of Mr D. McGifford
Chief Officer

Tuesday 3rd May 2016

Dear Mr McGifford

At our last meeting I was asked to contact you to ask if you could pass on our very grateful thanks to the Town Council for the grant of £300 that they agreed to give us.

As you will know we are very proud of the fact that Congleton has Fairtrade Town status and it is an ongoing task for us to promote Fairtrade to the people of Congleton at the various events held in the town, and in the schools within the Borough, so the grant will enable us to carry on with this work.

Thanks again.

Kind Regards.

Yours sincerely

Sue Lockley

Sue Lockley – Secretary
Congleton Fairtrade Steering Group

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



31st March 2016

Dear Sirs

Many thanks for your support in hosting the recent Soul and Motown Dance Night which raised vital funds for Visyon. We were delighted to receive the resulting donation of over £1,120 to support our services.

As you probably know, Visyon is a Congleton-based charity which provides a range of emotional health support to children, young people and their families in various locations across Cheshire and Staffordshire Moorlands. This includes one-to-one counselling, support groups, creative therapies such as art and music, play therapy and family support sessions. We support young people who are trying to cope with issues such as bereavement, family breakdown, bullying, depression and stress.

In recent years we have experienced a significantly increased demand for our services which has resulted in long waiting lists. We are working hard to reduce waiting times as it is very important that we offer timely support to children and young people to enable them manage their own emotional health and wellbeing and their life prospects for the future. Fund-raising events such as the Soul and Motown Night enable us to offer support to children and young people with emotional health and wellbeing issues more quickly, helping them to turn their lives around. Once again many thanks.

Yours faithfully



Helen Williams
Community Fundraiser

**“They’re really amazing. They have given me my life back.”
(client who received support from Visyon in Congleton when she was 18)**