



Congleton Town Council

Historic market town

Chief Officer: David McGifford

6th January 2017

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

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 12th January 2017

You are requested to attend a meeting of the Finance and Policy Committee to be held in the Town Hall, High Street, Congleton on – **Thursday 12th January 2017** commencing at **7.00pm.**

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

Yours sincerely,

David McGifford
Chief Officer

AGENDA

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

2. Minutes of Last Meeting (enclosed)

To approve the Minutes of the Meeting of the Committee held on 24th November 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. Grant Approvals and Commitments 2016-17 (enclosed)

To receive a statement showing the current position.



Congleton
beartown
where friends are made

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

Tel: 01260 270350 Fax: 01260 280357

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

6. New Applications for Financial Assistance (enclosed)
 - i) **GR 19/1617 – New Life Church - Resubmission**
 - ii) **GR 22/1617 – Friends of Congleton Park**
 - iii) **GR 23/1617 – Congleton Fire Cadets**
 - iv) **GR 24/1617 – Congleton Unplugged**
 - v) **GR 25/1617 – 230 (Congleton Squadron Air Training Corps)**
7. Grant Activities Monitoring Forms (enclosed)
 - i) **Congleton Park Bowling Club – Original Grant Reference GR18/1617**
8. Management Accounts for November 2016 (enclosed)

To consider the Management Accounts to November 2016.
9. Bank Reconciliation (enclosed)

To receive and consider the bank reconciliation for 30/11/16.
10. List of Payments (enclosed)

To receive and consider the Payments List between 01/11/16 and 30/11/16.
11. Internal Audit Report (enclosed)

To receive and consider the Internal Auditors report and recommendations.
12. Letters of Thanks (enclosed)

To receive letters of thanks from the Congleton Youth in Action and Congleton Harriers 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

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 November 2016

PRESENT - Councillors

Mrs S Akers Smith
J G Baggott
P Bates
R Boston
D T Brown
Mrs S A Holland
Mrs J D Parry (Vice Chairman) – In the Chair
Mrs E Wardlaw

1. Apologies

Apologies for absence were received from committee members Cllrs N Adams, And G R Edwards.

Apologies were also received from ex-officio member Cllr C H Booth and non-committee members Cllrs Mrs A L Armitt and G S Williams.

2. Minutes

FAP/31/1617 RESOLVED that the Minutes of the Meeting of the Committee held on 20th October 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, D T Brown and Mrs E Wardlaw declared a non-pecuniary interest in any matters relating to Cheshire East Council. Cllr Robert Boston declared a non-pecuniary interest in item 6(i) St John’s Community Centre; Cllr David Brown declared a non-pecuniary interest in item 6(iii) Congleton Park Bowling Club; Cllrs P Bates and R Boston declared a non-pecuniary interest in item 6 (v) Congleton Town Football Club grant application.

4. Outstanding Actions

There were no outstanding actions.

5. Grant Approvals and Commitments 2016-17

A summary of grant approvals and commitments was considered by the committee and it was noted that £9,959.66 was remaining for grants for 2016/17.

FAP/32/1617 RESOLVED that that the grant summary be received.

6. New Applications for Financial Assistance

FAP/33/1617 RESOLVED that the following grants be awarded:-

- i) **GR 16/1617 St John's Community Centre**
A grant of £1,000 (S137)
- ii) **GR 17/1617 Minerva Arts**
A grant of £250 towards hiring Congleton Town Hall (S145)
- iii) **GR 18/1617 Congleton Park Bowling Club**
A grant of £250 (S137)
- iv) **GR 19/New Life Church**
Deferred to see if they can obtain a defibrillator free from British Heart Foundation
- v) **GR 20/1617 Congleton Harriers**
A grant of £250 (S137)
- vi) **GR 21/1617 Congleton Town Football Club**
A grant of £250 (S137)

7. Grant Activities Monitoring Forms

It was noted that Grant Activities Monitoring Forms had been received from Congleton Community Credit Union (GR08/1617) and Congleton Musical Theatre (GR 14/1617).

FAP/34/1617 RESOLVED that that the Grant Activities Monitoring Forms be received.

8. Bank Reconciliation

FAP/35/1617 RESOLVED that the bank reconciliation to 31st October 2016 be received.

9. List of Payments

FAP/36/1617 RESOLVED to receive the Payments List between 1st September and 31st October 2016.

10. New telephone System for the Town Council

FAP/37/1617 RESOLVED to approve the capital spend of £4,755 and accept the recommendation of the Support Manager to upgrade the council's telephone system to a VOIP system provided by the existing IT support supplier.

11. Tourist Information Centre

FAP/38/1617 RESOLVED to receive the update from the Chief Officer that according to Cheshire East Council's pre-budget report and subsequent meeting there would be no financial implications to Congleton Town Council for 2017/18 regarding Congleton's Tourist Information Centre.

12. 2017/18 Budget Report

FAP/39/1617 RESOLVED that the budget be recommended for approval at the Town Council meeting which will take place on Thursday 1st December 2016.

**Cllr Mrs J D Parry
(Vice Chairman) – In The Chair**

Congleton Town Grant Commitments 2016/17									
Permitted and S137									
Date Grant Approved	To	For	Section	Minute Reference	Approved EMR b/w/d £	Approved 16/17 £	Paid £	Outstanding £	Date Paid
						4,000.00	2407.15	1592.85	
	Subsidised Use of Town Hall								
10/09/2016	Beartown Patchworkers and Quilters	Grant towards display event 2016	S145	FAP/12/1516	100.00		100.00	0.00	20/06/2016
18/02/2016	Congleton Rotary	support for Swimming	S137	FAP/61/1516	200.00		200.00	0.00	24/05/2016
18/02/2016	Friends of Congleton Park	Support for Brass on the Park	S145	FAP/61/1516	300.00		235.20	64.80	16/05/2016
24/03/2016	Cong Youth in Action	2016 play scheme	S137	FAP/72/1516	500.00		500.00	0.00	05/12/2016
24/03/2016	Cong Comm Credit Union	CVS membership 2016	S137	FAP/72/1516	45.00		45.00	0.00	10/05/2016
24/03/2016	Bromley Farm Community Trust	Newsletter	S137	FAP/72/1516	400.00			400.00	
24/03/2016	Vision	Sensory garden plants	S137	FAP/72/1516	500.00			500.00	
09/05/2016	Congleton Cricket Club	Replacement of Safety nets	S137	FAP/04/1617		250.00		250.00	
09/06/2016	Congleton Talking Newspaper	Damp proofing building	S137	FAP/04/1617*		250.00		250.00	* subject to conditions
09/06/2016	SOL Theatre School	Summer 2016 production	S145	FAP/04/1617		1,000.00	1000.00	0.00	20/12/2016
09/06/2016	Congleton Harriers	Half Marathon October 2016	S137	FAP/04/1617		250.00	250.00	0.00	17/06/2016
09/06/2016	Congleton Jazz and Blues 2016	Support for Aug 2016 Festival	S145	FAP/04/1617		500.00	500.00	0.00	08/07/2016
09/06/2016	Congleton Carnival	Support for Carnival 2016	S144	FAP/04/1617*		1,290.00	1290.00	0.00	25/07/2016
21/07/2016	From Carnival EMR	Amberon Road Closures from EMR				-1,290.00		-1290.00	
08/09/2016	Congleton Musical Theatre	Support for Sister Act production	S145	FAP/51/1617		500.00	500.00	0.00	03/11/2016
08/09/2016	St James Church PCC	Support for replacing the heating system	S137	FAP/15/1617		1,000.00	1000.00	0.00	20/12/2016
20/10/2016	Trinity Methodist Church	Support for community building roof	S137	FAP/26/1617		1,000.00		1000.00	
20/10/2016	CCCU	Support for upgrading a/c reporting	S137	FAP/26/1617		240.00	240.00	0.00	06/12/2016
20/10/2016	Speedwatch	Ht viz jackets	Highways Act 1980	FAP/26/1617		50.34	50.00	0.34	23/11/2016
24/11/2016	ST John's Community Centre	Support for roof repairs	S137	FAP/34/1617		1,000.00		1000.00	
24/11/2016	Minerva Arts	Support for hiring the Town Hall for Soufir	S145	FAP/34/1617		250.00		250.00	
24/11/2016	Congleton Bowling Club	Double doors to pavilion	S137	FAP/34/1617		250.00	250.00	0.00	02/12/2016
24/11/2016	Congleton Harriers	Support for Cloude 9 Hill race	S137	FAP/34/1617		250.00		250.00	
24/11/2016	Congleton Town Football Club	Support for Clubhouse roof refurb	S137	FAP/34/1617		250.00		250.00	
								0.00	
								0.00	
Totals						2045.00	11040.34	8567.35	4517.99
	EMR b/w/d								
	Budget 16/17							2045.00	
	Total approved to date								
	Total money still available for grants								

Resubmitted 12/1/17

SUBMITTED MEETING:

24th Nov 16

Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)		GR19/1617										
1.1	Applicant(s):	Stephen Hodgkinson										
1.2	Representing:	New life Church, Danesford Community Centre, Congleton										
1.3	Email Address:	info@newlifechurch.org.uk										
1.4	Tel No.	01260										
1.5	Project Title:	Defibrillator										
1.6	Project Objectives:	Provision of a defibrillator in Danesford Community Centre covering all ages including children and training										
1.7	Brief Project Description:	as above 1.6										
1.8	Details accounts/budgets	<table border="0"> <tr> <td>Mediana Hearton Adult/child AED</td> <td>A15</td> </tr> <tr> <td>✓ Wall Cabinet</td> <td>£1,000</td> </tr> <tr> <td></td> <td>164</td> </tr> <tr> <td>3 hour training course</td> <td>300</td> </tr> <tr> <td>VAT</td> <td>293</td> </tr> </table>	Mediana Hearton Adult/child AED	A15	✓ Wall Cabinet	£1,000		164	3 hour training course	300	VAT	293
Mediana Hearton Adult/child AED	A15											
✓ Wall Cabinet	£1,000											
	164											
3 hour training course	300											
VAT	293											

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£1.757
2.2	Total contribution sought:	a modest contribution towards half the cost (see 2.5)
2.3	What will the money be spent on?	Purchasing defibrillator + training

2.4	Any ongoing costs:	None
2.5	Details of confirmed match funding include source Cash: In kind:	We are seeking to raise half the cost from small grants and contributions from groups using the centre. The church trustees will fund the other half through church members.
2.6	Resources needed:	
2.7	Estimated timescale of project from start to finish:	As soon as we've raised the funds

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	We have an annual football of over 100,000 people of all ages and backgrounds and it could save a life or lives.
3.2	Are there similar services/projects provided in the area	Yes - various locations around the town eg. Tesco, Scout HQ

Part 4: Evaluation/Publicity

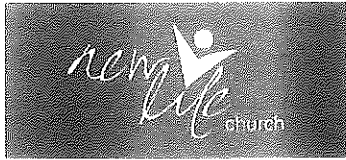
4.1	How will the project be evaluated and who will carry out the evaluation? ?	We will only know if it's needed in an emergency
4.2	Describe how you will promote the Town Council in your project	We will place a laminated list of all benefactors next to the defibrillator

Signature:



Date:

4th November 2016.



4th November 2016.

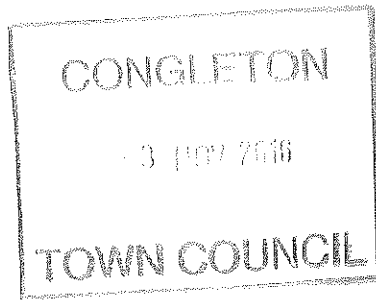
For the attention of Martha Hayes.

Hi Martha,

Thank you for your email and I'm pleased to return completed application form as requested. We're looking for 'lots' of small grants and donations so I haven't asked for a specific amount.

with compliments Kind regards Steve

New Life Church | Danesford Community Centre | West Road | Congleton | Cheshire. CW12 4EY
T : (044) 01260 297961 | F : (044) 01260 295929 | E : mail@nlchurch.org.uk | W: www.nlchurch.org.uk
Registered Charity No. 514539



New Life Church
Danesford Community Centre
West Road, Congleton
Cheshire, CW12 4EY
T : (044) 01260 297961
F : (044) 01260 295929
E : mail@nlchurch.org.uk
W: www.nlchurch.org.uk
Registered Charity No. 514539

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

November 2016

Dear David

Provision of a defibrillator at New Life Church Centre

Our Church Trustees have agreed to purchase and install a defibrillator at our church centre which has an annual footfall of over 100,000 people, which includes groups of all ages.

The total cost including a 3 hour training session is £1,800 and I write to enquire whether your organisation would consider making a small grant to assist us in providing this important addition, which could be life-saving, to our facilities.

I look forward to hearing from you if you are able to help.

With kind regards

Yours sincerely

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

Steven Hodgkinson MBE
Chairman of Trustees

Senate Training Limited.

Senate House
81 Crewe Road
Alsager
Cheshire
ST7 2EZ

VAT Reg No : 732 8865 05

Tel : 01270 877233
Fax : 01270 877374

Quotation

New Life Church
Danesford Centre
West Rd
Congleton
Cheshire
CW12 4EY

NO : 1965

DATE : 20/09/2016

ORDER NO :

REF : NEWLIFEC

Qty	Details	Unit Price	Net Amount	VAT Rate	VAT
Note: THIS IS NOT A V.A.T. INVOICE					
1.0	Mediana Hearton Adult/Child AED A15	1,000.00	1,000.00	20.00	200.00
1.0	Mediana AED Wall Cabinet	163.90	163.90	20.00	32.78



Online Payment :

imited

Payment Terms:
Immediate

Net Amount	£1,163.90
VAT Amount	£ 232.78
Invoice Total	£1,396.68

Senate Training Limited.

VAT Reg No : 732 8865 05

Senate House
81 Crewe Road
Alsager
Cheshire
ST7 2EZ

Quotation

Tel : 01270 877233
Fax : 01270 877374

New Life Church
Danesford Centre
West Rd
Congleton
Cheshire
CW12 4EY

NO : 1967

DATE : 20/09/2016

ORDER NO :

REF : NEWLIFEC

Qty	Details	Unit Price	Net Amount	VAT Rate	VAT
Note: THIS IS NOT A V.A.T. INVOICE					
1.0	Automated External Defibrillator (AED) 3 Hour Course				
	Date to be Confirmed				
	Cost £350.00 plus VAT - Reduced cost for New Life Church £300 plus VAT	300.00	300.00	20.00	60.00

Online Payment :



Payment Terms:
Immediate

Net Amount	£300.00
VAT Amount	£ 60.00
Invoice Total	£360.00

Submitted F+P 12/1/17.



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR 22/16/17
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1.1	Applicant(s):	ALISON WILLIAMS
1.2	Representing:	FRIENDS OF CONGLETON PARK
1.3	Email Address:	...@...id.com
1.4	Tel No.	...
1.5	Project Title:	BRASS ON THE GRASS
1.6	Project Objectives:	TO PROVIDE AN AFTERNOON OF MUSICAL ENTERTAINMENT FREE TO RESIDENTS AND VISITORS TO CONGLETON
1.7	Brief Project Description:	TWO BRASS BANDS, SANDBACH SCHOOL BAND AND BIDDULPH MALE VOICE CHOIR WILL PROVIDE AN AFTERNOON OF FREE ENTERTAINMENT FOR RESIDENTS OF AND VISITORS TO CONGLETON
1.8	Details accounts/budgets	<div style="display: flex; justify-content: space-between;"> <div> RODE HALL BRASS BAND - £250 ROBERTS BAKERY BRASS BAND - £650 SANDBACH BOYS BAND - £150 BIDDULPH MALE VOICE CHOIR - £200 PA - £100 </div> <div> SIGNAGE - £400 STAND - £150 ADVERTISING - £200 CAR PARKING - £150 TOILETS - £200 </div> </div>

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£2470
2.2	Total contribution sought:	£500
2.3	What will the money be spent on?	THE GRANT WILL GO TOWARDS THE COST OF THE EVENT

2.4	Any ongoing costs:	ONE OFF COST FOR THE EVENT
2.5	Details of <i>confirmed</i> match funding include source Cash: In kind:	NONE TO DATE
2.6	Resources needed:	FRIENDS OF CONGLETON PARK TO PROVIDE, FREE OF CHARGE, TABLES, CHAIRS, ELECTRICS, P.A. SYSTEM AND GAZEBOS
2.7	Estimated timescale of project from start to finish:	6 MONTHS JANUARY 2017 - JUNE 2017

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	RESIDENTS OF CONGLETON AND VISITORS TO THE AREA WILL BE GIVEN THE OPPORTUNITY TO EXPERIENCE HIGH QUALITY BRASS BAND AND CHORAL MUSIC.
3.2	Are there similar services/projects provided in the area	NOT TO MY KNOWLEDGE

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	THE EVENT WILL BE EVALUATED BY FRIENDS OF CONGLETON PARK AT THE COMMITTEE MEETING FOLLOWING THE EVENT AND THE FINDINGS RECORDED IN THE MINUTES
4.2	Describe how you will promote the Town Council in your project	THE TOWN COUNCIL WILL BE PROMOTED IN ADVERTISING MATERIALS PRODUCED FOR THE EVENT, RELATING TO FINANCIAL SUPPORT PROVIDED BY THE TOWN COUNCIL PLUS THE MAINTENANCE OF THE PARK BY CONGLETON TOWN COUNCIL

Signature:

A Williams

Date: 16-11-16



Congleton Town Council
Application for Financial Assistance

SUBMITTED MEETING:
12th January 2017.



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)		GR23/1617
1.1	Applicant(s):	Michelle Jones Fire Cadet Leader
1.2	Representing:	Congleton Fire Cadets.
1.3	Email Address:	C [redacted]@congleton.town-council.gov.uk
1.4	Tel No.	[redacted]
1.5	Project Title:	CLASSROOM IN THE CLOUDS
1.6	Project Objectives:	To raise £3000 to help build a school in Nepal.
1.7	Brief Project Description:	The cadet unit needs to raise £3000 to be able to send one of thier cadets to Nepal in Oct 2017 to assist with building a school
1.8	Details accounts/budgets	/

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£3000
2.2	Total contribution sought:	£500
2.3	What will the money be spent on?	Building a school for the children of Nepal. flights.

2.4	Any ongoing costs:	No
2.5	Details of confirmed match funding include source Cash: In kind:	The cubs are holding fundraising events, car washes, raffles, bag packing in Tesco etc.
2.6	Resources needed:	Building materials for the school, Airplane tickets.
2.7	Estimated timescale of project from start to finish:	October the 31 st 2017.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Recognition of the fundraising and contribution to the less fortunate by the children of Congleton
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?	Cheshire fire and Rescue Service.
4.2	Describe how you will promote the Town Council in your project	On the return from Nepal, we will be publically thanking everyone who contributed in the Congleton Chronicle

Signature:



Date:

24/11/16.



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR24/1617
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1.1	Applicant(s):	VINCE CUTcliffe
1.2	Representing:	CONGLETON UNPLUGGED
1.3	Email Address:	[REDACTED]
1.4	Tel No.	[REDACTED]
1.5	Project Title:	CONGLETON UNPLUGGED
1.6	Project Objectives:	<ul style="list-style-type: none"> - Create community spirit in Congleton at an otherwise quiet time of year. - Contribute towards the sustainability grow town. - Provide a free music event (mainly acoustic music) accessible to all.
1.7	Brief Project Description:	<ul style="list-style-type: none"> - Ten venues (or more) - More than thirty performances. - Showcase event @ Fellowship House - VISION - FREE to all comers - Run on a voluntary basis.
1.8	Details accounts/budgets	<p>Bank Balance - - - - -392</p> <p>Committed sponsorship & matchfunding - - - - 1240</p> <p>Anticipated matchfunding - -500</p> <p>Anticipated merchandise profit -225</p> <p>TOTAL £2357.00</p>

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£2105.00
2.2	Total contribution sought:	£500.00
2.3	What will the money be spent on?	<p>£500.00 will pay for the cost of printing the programme.</p> <p>We will print 4000 programmes to be distributed in Congleton and surrounding Cheshire / Staffordshire towns.</p>

2.4	Any ongoing costs:	Website costs; approx £150 p.a. - shared with Congleton Jazz & Blues.
2.5	Details of confirmed match funding include source Cash: In kind:	Match funding £500 total from; Congleton Town Trust Congleton Inclosure Trust. Sponsorship 2 venues £740. Sponsorship; Manning Brews.
2.6	Resources needed:	Promotional material, programmes, leaflets, website, Advertising Media and boards.
2.7	Estimated timescale of project from start to finish:	Project started September 2016 End April 2017. Project Dates March 3, 4, 5, 2017.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	<ul style="list-style-type: none"> - Experience a variety of music (mainly acoustic) which includes, pop, blues, folk, Celtic, classical and choral. - Showcase of the whole town - a chance to explore venues and places not usually ventred into. - A free community spirited event.
3.2	Are there similar services/projects provided in the area	Yes, Congleton Jazz and Blues, this is run by the same voluntary team, it takes place over the Saturday/Sunday of August Bank Holiday weekend.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	The organisers seek feedback via their website, the venues and the musicians.
4.2	Describe how you will promote the Town Council in your project	The Town Council coat of arms, and title, will be billed in our thanks to sponsors of our event in our event programme, Ad hoc feedback sought from attendees of the event.

Signature: V. L. Cudliffe Date: 29.11.16



Congleton Town Council

Application for Financial Assistance

SUBMITTED MEETING:
12/1/17.



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR25/1617
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1.1	Applicant(s):	Mr Phil Bonney (Civilian Committee Chairman)
1.2	Representing:	230 (Congleton) Squadron Air Training Corps Rope Walk, Congleton, Cheshire, CW12 1HN POSTAL ADDRESS:
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	Exercise confidence course in the grounds of our Squadron
1.6	Project Objectives:	To enhance the cadet experience, To increase physical abilities, To expand Team building skills in our 40 cadets
1.7	Brief Project Description:	To purchase five items which will include Monkey bars, Rope climb, Chin up bars, Rope assault climb, gate climb. Made from treated wood and installed professionally within our secure grounds of our Squadron.
1.8	Details accounts/budgets	We have currently raised £1500 towards this project through various community fundraising activities

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	Estimate £3500
2.2	Total contribution sought:	Any assistance would be very appreciated
2.3	What will the money be spent on?	Supply and professional installation of a confidence course

2.4	Any ongoing costs:	No
2.5	Details of <i>confirmed</i> match funding include source Cash: In kind:	None
2.6	Resources needed:	Above equipment - approximate purchase cost £3500 plus £1500 installation cost
2.7	Estimated timescale of project from start to finish:	Hopefully end of January 2017 to March 2017

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	All cadets reside in Congleton, and attend Congleton schools. They would hugely benefit from this course, as it will increase their confidence, physical ability, leadership skills and team work.
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?	Several quotes are being obtained from numerous respectable suppliers. A full risk assessment will be raised by our Wing Headquarters.
4.2	Describe how you will promote the Town Council in your project	A sponsorship plaque will be erected next to the course for all visitors and users to see. Full publicity will take place in the Congleton Chronicle thanking all sponsors, plus photographs will be placed on Facebook and our Website. Local dignitaries will be invited to unveil the equipment, including the Town Mayor, Lord Lieutenant of Cheshire and High Sheriff.

Signature: P Bonney (Civilian Committee Chairman)

Date: 11/12/16



Town Council Grant

Activities Monitoring Form

SUBMITTED MEETING
12th Jan 17.



1. Contact Details	
Organisation name:	CONGLETON PARK BOWLING CLUB
Address:	CONGLETON PARK, CONGLETON
SECRETARY :	P. CHARLESWORTH

52 SANDBACH RD
CONGLETON CHIRCHILL

2. Grant Information			
Grant Reference Number:	GR18/1617		
Total project cost:	£580		

Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount: £
Please list receipts below: DELIVERY NOTE FOR STEEL DOORS COST: £1450	

3. Project Information	
When did the project commence?	FRI 21ST OCTOBER 2016
Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, how will this be used?	
Please explain how the grant money was used: TO SUPPLY + FIT NEW STEEL DOORS TO PROTECT THE PREMISES.	

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

4. Promotion

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

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

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

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

On web site

5. Feedback

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

How did you apply? Online ☐ Email ☐ Post ☒

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

Please rate the following elements:

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

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	12/01/2017 7pm	LOCATION	Congleton Town Hall
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM REPORT TITLE	Management Accounts April to November 2016 <i>AGENDA ITEM 8</i>		
Background	Variance analysis of the Accounts to November 2016 to accompany the spreadsheet. 67% of the budget would be used if expenditure was regular monthly.		
Updates	<p><u>Finance and Policy Committee</u></p> <p>Corporate Management</p> <ul style="list-style-type: none"> • Reception TIC is the amount the Town Council pays to Cheshire East to prevent a reduction in the TIC's opening hours during October to March as they act as the Town Council's reception. This is the full year's cost. • Subscriptions and Publications is a full year cost • Insurance is a full year cost. • Audit fees will be charged later in the year. <p>Civic</p> <ul style="list-style-type: none"> • The Mayor has received his annual allowance for the civic year. • Civic Regalia – repairs to the Mayor's chain was £2,100 <p>Grants</p> <ul style="list-style-type: none"> • Out of the initial grants' budget of £70,983 a considerable amount has already been allocated e.g. Citizens' advice bureau; CCP, Christmas Lights. £7,956 is available for grant application up to 31/03/17. <p><u>Community, Environment & Services Committee</u></p> <ul style="list-style-type: none"> • Paddling pool was within budget. • Floral displays – still awaiting an invoice for winter pots. • PCSOs – an invoice for contribution to 4 PCSOs has been received but it includes a small increase which hasn't been agreed so this is currently on hold. • Tourism includes the Tour of Britain. Although showing an overspend it was agreed to use some of the Cheshire East support grant towards the event. • Streetscape – staffing. Although Agency staff is over budget when combined with the total staffing expenditure this is within budget. • Streetscape – Janitorial includes dog foul bags and skips for Back Lane • Streetscape – Insurance is a full year cost. <p><u>Town Hall Committee</u></p> <ul style="list-style-type: none"> • Expenditure is on budget • Income is up due to a 2 week block booking by Cheshire East for part of the Local Plan hearing. 		
Decision Requested	To receive the Management Accounts for November 2016		

Congleton Town Council - Management Accounts - Nov 2016

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
Finance and Policy					
Staff Costs (re-allocated)	9,166	73,381	116,187	42,806	63%
Travel	154	244	1,000	756	24%
Training / Conferences	0	1,378	2,500	1,122	55%
Rent Payable	1,163	9,300	13,950	4,650	67%
Reception - TIC	0	2,967	2,800	-167	106%
Miscellaneous Office Costs	22	185	400	215	46%
Telephone/Fax/Internet	294	1,020	2,000	980	51%
Postage	213	1,113	3,000	1,887	37%
Stationery & Printing	159	974	2,500	1,526	39%
Subscriptions & Publications	0	2,851	2,700	-151	106%
Insurance	0	9,671	8,000	-1,671	121%
Computer/IT Costs	748	5,108	7,500	2,392	68%
Photocopy Charges	0	1,196	2,500	1,304	48%
Recruitment Advertising	0	150	500	350	30%
Other Advertising	0	205	300	95	68%
Bank Charges	68	399	500	101	80%
Audit Fees - External	0	0	2,000	2,000	0%
Audit Fees - Internal	0	0	1,260	1,260	0%
Accountancy Support	0	1,969	3,750	1,781	53%
Legal & Professional fees	0	1,407	3,000	1,593	47%
HR & H&S support	213	1,704	3,500	1,796	49%
Central Overheads reallocated	-2,992	-34,632	-49,263	-14,631	70%
Corporate Management:-Expenditure	9,208	80,590	130,584	49,994	62%
CEC Grant		-24,945		24,945	0%
Interest Receivable	0	-1,794	-2,500	-706	72%
Corporate Management :- Income		-26,739	-2,500		1070%
Net Expenditure over Income	9,208	53,851	128,084	74,233	42%
Staff Costs (re-allocated)	1,996	15,933	23,977	8,044	66%
Training / Conferences	152	408	1,000	592	41%
Stationery & Printing	0	55	400	345	14%
Marketing/Promotions	55	165	900	735	18%
Council Newsletter	0	2,601	5,230	2,629	50%
Council Website	0	250	2,000	1,750	13%
Mayor's Allowance	0	3,000	3,000	0	100%
Members Expenses	0	0	360	360	0%
Civic Expenses	254	4,132	5,000	868	83%
Civic Regalia	0	2,204	100	-2,104	2204%
Hall & Room Hire	364	3,826	5,500	1,674	70%
Civic Artefacts and Treasures	0	206	500	294	41%
Central Overheads reallocated	129	1,488	2,082		71%
Democratic Rep'n & Mgm/Civic:-Expenditure	2,950	34,268	50,049	15,781	68%
Grants		63,027	70,983	7,956	89%
F&P Income - Expenditure Totals	12,158	151,146	249,116	97,970	61%

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
<u>Community, Environment & Services</u>					
Paddling Pool	63	19,749	24,820	5,071	80%
Propagation Unit	0	0	1,000	1,000	0%
Floral Displays	1,035	4,686	9,500	4,814	49%
Allotments	36	247	290	43	85%
Public Toilets	194	3,012	8,350	5,338	36%
Public Realm CCTV	0	9,250	14,450	5,200	64%
Congleton Partnership	2,762	22,095	33,143	11,048	67%
Community Development	4,401	35,521	57,211	21,690	62%
Police Community Support Officers	0	0	47,200	47,200	0%
Christmas Fayre/lights	4,819	792	4,000	3,208	20%
Neighbourhood Plan	0	0	0	0	#DIV/0!
Tourism	8	4,118	3,000	-1,118	137%
Youth and Young People	202	723	2,000	1,277	36%
Luncheon Club	691	7,620	10,836	3,216	70%
	14,211	107,813	215,800	107,987	50%
<u>Streetscape</u>					
Staff Costs	30,554	243,019	388,827	145,808	63%
Agency Staff	0	6,328	5,000	1,328	127%
Protective Clothing/H & Safety	539	2,556	3,000	444	85%
Office rent	256	2,045	3,067	1,022	67%
Janitorial	337	4,523	4,000	523	113%
Telephones	0	0	1,200	1,200	0%
Insurance	0	6,089	6,000	89	101%
Property maintenance	95	575	1,000	425	58%
Horticultural etc Supplies	116	14,845	16,000	1,155	93%
Vehicle maintenance/Serv etc	1,057	6,822	7,000	178	97%
Vehicle fuel and oil	692	9,559	15,000	5,441	64%
Vehicle rental charges	3,160	23,936	37,676	13,740	64%
General expenditure	284	1,387	1,500	113	92%
Central Overheads Reallocated	2,085	24,125	34,632	10,507	70%
Streetscape Expenditure	39,175	345,809	523,902	178,093	66%
Streetscape - Other income	-300	-1,159	-900	259	129%
Streetscape - C East Income		-242,285	-362,696	-120,411	67%
	-300	-243,444	-363,596	-120,152	67%
Net Expenditure over Income	38,875	102,365	160,306	57,941	64%
C,E &S Income - Net Expenditure Totals	53,086	210,178	376,106	165,928	56%

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
<u>Town Hall</u>					
Town Hall - Expenditure		98,519	155,892	-57,373	63%
Town Hall - Income		-68,992	-98,150	29,158	70%
Net Expenditure over Income		<u>29,527</u>	<u>57,742</u>	<u>-28,215</u>	51%
<u>Total Net Expenditure</u>	<u>65,244</u>	<u>390,851</u>	<u>682,964</u>	<u>235,683</u>	57%

Personnel

Staff Costs - Reallocated	<u>51,662</u>	<u>428,332</u>	<u>674,354</u>	<u>246,022</u>	64%
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Reserves as at 30/11/16

General Reserve	171,618
Capital Equipment Fund	36,140
Capital Contingency Fund	200,929
EMR Elections	15,000
EMR Carnival	6,210
EMR Crime Prevention/Traffic calming	3,779
EMR Ancient Treasures	3,000
EMR Website	1,651
EMR Training	4,048
EMR Streetscape	56,767
EMR Loan Repayments	1,025
EMR Toilets	38,223
EMR Play Areas	6,000
EMR Public Realm	12,000
EMR Legal Fees	5,292
EMR Congleton Neighbourhood Plan	31,181
EMR Cenotaph	10,000
EMR Christmas Lights	5,404
EMR Rotary Bonfire	5,000
EMR In Bloom	3,000
	<u>616,267</u>

Date: 13/12/2016

Congleton Town Council 16/17

Page No: 1

Time: 15:37

User : JP

Bank Reconciliation Statement as at: 30/11/2016 for Cash Book 1 RBS Current/ Access Acct

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS High Interest A/c 11411162	31/07/2016	646	0.00
RBS Current Account 11411170	30/11/2016	67	80,878.86
			<u>80,878.86</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
29/09/2016 008248 A Morrison		18.70	
07/10/2016 008250 Cheshire Association of Local		30.00	
04/11/2016 008274 Congleton Musical Theatre		500.00	
21/11/2016 008287 Studio Q		228.00	
21/11/2016 008288 The Royal British Legion		72.00	
22/11/2016 0008294 LITE Limited		444.00	
22/11/2016 008292 Heads (Congleton) Limited		258.72	
28/11/2016 008295 D Brown expenses		146.95	
			<u>1,698.37</u>
			79,180.49
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			79,180.49
		Balance per Cash Book is :-	79,180.49
		Difference is :-	0.00

Special Interest Bearing Account and Cambridge and Counties Balance as at 30/11/16

Balance per Special Interest Bearing (10180876)	844,238.21
Balance Cambridge and Counties Bank	<u>150,000.00</u>
	<u>994,238.21</u>

RBS Current/ Access Acct

List of Payments made between 01/11/2016 and 30/11/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/11/2016	Cheshire East Council	DD	2286.00	Business rates Town Hall
01/11/2016	Cheshire East Council	DD	194.00	Business Rates Toilets
03/11/2016	Petty cash	008273	135.18	Petty cash
04/11/2016	Congleton Musical Theatre	008274	500.00	Grant - Cong Musical theatre
08/11/2016	West Mercia Energy	dd	1748.15	1324715/7325/P/Pool Electric
10/11/2016	Chris Booth	008275	50.00	501/7334/PA system 150yrs
10/11/2016	Cavern Protective Clothing	008276	432.48	17819/7336/S/Scape PPE
10/11/2016	Four Oaks Nurseries Ltd	008277	369.84	72695/7370/gapping up plants
10/11/2016	Landale Fencing	008278	120.00	5597/7368/sandblasting
10/11/2016	Talke Chemical Company Limited	008279	723.78	64916/7351/S/scape consumables
10/11/2016	Travis Perkins Trading Company	008280	63.00	3640ADW008/7353/gravel
10/11/2016	T & S Electrical Limited	008281	197.37	11003/7355/new toilet fan
10/11/2016	Purchase Power	DD	122.40	BE111194/7347/A4 paper
11/11/2016	TomTom Telematics	Dd	106.92	6882733/7414/webfleet
14/11/2016	BACS B/L Pymnt Page 1569	BACS Pymnt	11243.08	BACS B/L Pymnt Page 1569
14/11/2016	Accounting Solutions from DCK	008282	714.60	TPC7276/7375/budget setting
14/11/2016	Angel Springs Ltd	008283	112.61	3313812/7376/water
14/11/2016	Cheshire East Council	008284	20.00	181016/7377/lottery licence
14/11/2016	Porters Service Station Ltd	008285	1166.13	311016/7378/Fuel for vans
14/11/2016	Thomson Planning Partnership L	008286	702.24	21/012/AT/016/7379/consultancy
14/11/2016	Wirehouse Employer Services	DD	102.00	H&S Support
15/11/2016	RBS bankline	BLN	47.80	RBS bankline
17/11/2016	RBS Credit Card	DD	746.49	031116/7426/survey monkey
18/11/2016	RBS Payroll	DD	52254.07	November payroll costs
21/11/2016	Studio Q	008287	228.00	091116/7410/alterations
21/11/2016	The Royal British Legion	008288	72.00	131116/7408/4 x wreaths
21/11/2016	Congleton Community Trans Part	008289	44.20	22/7396/Trip to Southport Awar
21/11/2016	Congleton Community Co-operati	008290	1193.46	101116/7385/P/shlp heaters
21/11/2016	Congleton Sustainability Group	008291	356.62	281016/7395/P/shlp cider container
21/11/2016	RBS chgs	DD	20.03	RBS chgs
21/11/2016	Wirehouse Employer Services	DD	153.60	HR support monthly
22/11/2016	LITE Limited	008294	444.00	900949/7401/bracket xmas lights
22/11/2016	Heads (Congleton) Limited	008292	258.72	102259/7384/xmas advert
23/11/2016	EE	dd	24.28	V01289527600/7425/JM phone
25/11/2016	BACS B/L Pymnt Page 1578	BACS Pymnt	11079.07	BACS B/L Pymnt Page 1578
25/11/2016	Prism Bus Developments	DD	898.16	IT support monthly
28/11/2016	D Brown expenses	008295	146.95	Princess Irene expenses
28/11/2016	Allpay - Plus Dane	DD	36.08	Allpay - Plus Dane
30/11/2016	West Mercia Energy	DD	208.20	1328314/7357/T H gas
30/11/2016	Suez Recycling and Recovery UK	DD	268.22	30449452/7363/waste disposal
Total Payments			89,589.73	

Congleton Town Council 16/17
List of Purchase Ledger BACS Payments 14/11/16

Invoice Date	Invoice No	Supplier Name and Invoice Details	Amount Paid
		Cheshire East Council	
26/10/2016	41083108	41083108/7337/TIC support	£3,559.94
		Cheshire Electrical Supplies Ltd	
12/10/2016	C1705740/1	C1705740/1/7360/10 x batteries	£78.96
14/10/2016	C1705864/1	C1705864/1/7361/14 x bulbs	£125.16
26/10/2016	C1706440/1	C1706440/1/7359/12 x bulbs	£126.58
		Chubb Fire & Security Ltd	
24/04/2016	5726275	5726275/7338/work to alarm	£254.67
20/08/2016	5948315	5948315/7340/credit inv5951989	-£433.56
22/08/2016	5951989	5951989/7339/fire extinguisher	£933.64
20/10/2016	6040339	6040339/7367/move cable	£372.60
		Congleton Garden Machinery Ltd	
26/10/2016	8059	8059/7341/oil & cleaner	£15.75
		BE	
28/10/2016	281016	281016/7342/Refund expenses incurred	£105.80
		Thomas Fattorini Ltd	
20/10/2016	I213460	I213460/7365/repairs to chain	£2,512.44
		Glasdon UK Ltd	
12/09/2016	715886	715886/7343/clamps	£26.61
		LAC Autoparts	
27/10/2016	LP550488I	LP550488I/7344/Bulb	£4.95
		Mitten Clarke	
18/10/2016	CON06	CON06/7345/PAYE, payroll	£474.60
		Old Saw Mill	
31/10/2016	311016	311016/7346/room hire	£30.00
		SAS Daniels LLP	
25/10/2016	7223716	7223716/7352/LAnd searches	£72.00
		Spiral Colour	
31/10/2016	26302	26302/7349/in bloom rosettes	£349.20
		St John's Community Centre	
25/10/2016	251016	251016/7348/cookers	£1,650.00
		Sweet Pea Florist	
28/10/2016	281016	281016/7362/2 x bouquet	£50.00
		Talke Chemical Company Limited	
02/09/2016	64863	64863/7364/2 x sodium hypochlo	£54.70
		United Reformed Church	
31/10/2016	311016	311016/7366/Luncheon club	£502.50
		Visyon Ltd	
27/10/2016	16043	16043/7356/water recharge	£376.54
			£11,243.08

BACS PAYMENT OF INVOICES 25 NOVEMBER 2016

<u>Invoice Date</u>	<u>Invoice No</u>	<u>Ref No</u>	<u>Detail</u>	<u>A/C Code</u>	<u>Amount</u>
02/11/2016	INVARCH86515	7380	Road signs	ARCHER	308.94
13/11/2016	558	7418	Sound system for remembrance	BOOTH	60.00
26/10/2016	17847	7421	Boots, drivers' gloves	CAVERN	76.80
31/10/2016	17852	7420	gloves	CAVERN	27.00
07/11/2016	071116	7419	hire of advertising boards	CCP	55.00
04/11/2016	C1706852	7381	hall bulbs	CHESHELECT	4.75
09/11/2016	C1707082	7424	hall bulbs	CHESHELECT	8.03
18/11/2016	C1707542	7423	hall bulbs	CHESHELECT	13.90
09/11/2016	5101938	7387	In bloom certificates	CHS	93.60
02/11/2016	8309	7386	safety guard and valve	CONGGARDEN	44.74
06/10/2016	156	7394	Neighbourhood plan meeting refreshments	CTHEVENTS	88.20
10/10/2016	157	7393	recharge TC11564	CTHEVENTS	87.00
10/10/2016	158	7392	Youth Committee refreshments	CTHEVENTS	42.00
11/10/2016	159	7388	Partnership refreshments	CTHEVENTS	20.88
18/10/2016	160	7389	Partnership refreshments	CTHEVENTS	52.20
21/10/2016	161	7391	Recharge TC11566	CTHEVENTS	109.62
26/10/2016	162	7390	Recharge TC11568	CTHEVENTS	193.92
07/11/2016	147010	7382	Deck repairs	CTM	232.90
07/11/2016	147011	7383	Switch repairs	CTM	145.46
14/11/2016	SINV10194180	7397	DM office cabinet	HEATONS	154.80
18/10/2016	3167	7398	equipment for Xmas lights event	HIPSWING	1266.00
11/11/2016	19810	7399	In bloom plaques	JAF	174.00
08/11/2016	28898	7403	compost scoops	KGLOACH	40.32
08/11/2016	28899	7404	compost	KGLOACH	14.65
08/11/2016	65773	7400	chainsaw spares	LANDSCAPE	41.94
03/11/2016	20742C	7405	legionella monitoring	MAXIGIENE	45.00
10/11/2016	34	7406	xmas trees	MOORE	1365.00
10/11/2016	NWIB/020	7407	North West In Bloom tickets	NORTHWEST	66.00
08/11/2016	26324	7427	xmas banners	SPIRAL	240.00
05/11/2016	154	7409	stationery items	STATIONERY	190.64
07/11/2016	64933	7411	Ash bin	TALKECHEM	204.00
08/11/2016	64936	7430	Town Hall cleaning items	TALKECHEM	299.30
14/11/2016	64938	7429	green sacks	TALKECHEM	404.37
09/11/2016	SIN089466	7412	Keys	THREADFAST	44.64
14/11/2016	SIN089538	7413	Keys	THREADFAST	16.99
16/11/2016	SIN089559	7428	bolt kit	THREADFAST	204.00
03/11/2016	3640ADW369	7431	back door lock	TRAVIS	60.95
02/11/2016	027934	7415	Christmas booklet printing	VIBRANT	1020.00
11/11/2016	WAL224065	7416	Van leases	WESTWALLAS	3561.53
TOTAL OF PAYMENTS - BY BACS					<u>11079.07</u>

Congleton Town Council

Internal Audit Report 2016-17: First Interim

Adrian Shepherd-Roberts

For Auditing Solutions Ltd

Background

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

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

Internal Audit Approach

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

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

Overall Conclusion

We have concluded that, on the basis of the programme of work we have undertaken to date, the Council has maintained adequate and effective internal control arrangements during the year.

We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

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

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

Conclusions

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

Review of Corporate Governance

Our objective is to ensure that the Council has robust corporate governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We noted previously that an updated Corporate Business Plan had been prepared and have examined the content accordingly.

We note that the Standing Orders were adopted in March 2013 with an updated version of the Financial Regulations approved in July 2015. We have been advised that they will both be reviewed in line with the NALC guidelines by the financial year end.

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

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process. At this first visit, we again draw the Chief Officer and members' attention to the revised EU Regulations in relation to contracting and tendering, specifically in the need to formally advertise any contractual work in excess of £25,000 in the Government's "Contract Finder Website". To assist the Council in this respect, we provided the Chief Officer and the Responsible Finance Officer with copies of NALC Procurement Guidelines and other related documents, which give further clarification on the subject.

Review of Expenditure

Our aim here is to ensure that: -

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

We have commenced work in this area examining a sample of payments individually in excess of £3,500 plus every 35th payment processed in the year to October 2016 totalling £170,825 and equating to 42% by value of all non-pay related expenditure.

We have also examined the periodically prepared and submitted VAT returns to HMRC to September 2016 agreeing sample detail to the underlying Omega control account.

Conclusions

We are pleased to report that no issues have been identified in this area. We will extend the test sample for the remainder of the year at future visits and also ensure the accurate disclosure of the year-end balance in the Accounts and Annual Return.

Assessment and Management of Risk

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

We note that risk assessment registers are in place using the LCRS software and that they are subject to routine annual review and update, detail being incorporated subsequently into the Council's Corporate Plan. We have been advised that the Corporate Business Plan and Risk Assessments for 2016-17 will be submitted to Finance & Policy Committee in January 2017.

An external agent (Wirehouse Limited) is currently contracted to undertake assessments in relation to HR and Health / Safety issues.

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

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment currently. We will undertake further work at future visits. We take this opportunity to remind the Chief Officer and members of the now mandatory requirement for financial and associated risk registers to be the subject of at least annual review and formal adoption by the Full Council.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans. We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

The Council will commence consideration of the 2017-18 budgetary requirements later this autumn and we shall consider the action taken and outcomes, together with the approved level of precept at a future visit.

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

Conclusions

We have been advised that the Council are to formally consider and finalise its budget and precept requirements for 2017-18 later in the financial year. Consequently, we shall review this area further at our final visit, also examining the year's budget outturn, following up any significant variances and obtaining appropriate explanations: we shall also consider the appropriateness of retained reserves to meet the Council's ongoing revenue spending requirements and any development aspirations.

Review of Income

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

- Reviewed the hall hire procedures including examination of the schedule of fees and charges; the booking system (maintained on Windows Outlook); the administration of the hire agreements; the accurate charging and collection of fees due and their subsequent banking;
- Also inspected a sample of Sales Ledger invoices issued and posted to the Omega control account to ensure their completeness; and
- Examined the "Aged debtors schedule" generated by the accounting software and are pleased to record that there are no significant issues arising with regard to long-standing debts of which officers and members are unaware.

We have also reviewed the nominal ledger detailed transaction reports for income items for the year to October 2016 to ensure that no obvious coding errors or other anomalous entries are apparent and are pleased to record that none are in evidence.

Conclusions

We are pleased to record that there are no significant issues in this area. We will undertake further work at future visits.

Petty Cash Account and Credit Card

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

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

- Verified that all payments were suitably supported by a traders invoice or till receipt,
- Noted that sound "internal" vouchers, sequentially numbered and signed by the claimant, are attached to the receipts;
- Verified that VAT is correctly identified with a journal entry made to the Omega control account for periodic recovery;
- Verified and balanced the petty cash to the holding of £200; and
- We have completed a review of the credit card facility for three months from September to November 2016 and have checked the receipts and subsequent payments by the bank and we are satisfied that this is managed and controlled effectively.

Conclusions

No matters arise in this area of our review.

Salaries and Wages

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

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

Conclusions

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

Investments & Loans

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

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

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

Conclusions

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

GR19 / 1516

Congleton Youth in Action



Mr Chris Roycroft,
11, Clifton Road,
Elworth,
Sandbach,
Cheshire
CW11 3JJ

28th December 2016

Reference: Congleton Town Council Grant 05/12/2016

Dear Martha and members of Congleton Town Council,

On behalf of Congleton Youth In Action I would like to thank the Congleton Town Council for choosing ourselves for one of your community Grants.

For over 37 years Youth In Action has been helping children aged 5-18 with disabilities and behaviour difficulties in the Congleton district and Cheshire East community.

This grant is very much appreciated and will help to ensure that Youth In Action continues to provide events and services for young people with disabilities and behaviour difficulties in the Congleton and Cheshire East area. The activities provide opportunities to gain new interests, make friends and increases self-esteem and confidence to maintain relationships with others in similar circumstance. We also encourage young 14+ local people to volunteer to gain experience and knowledge of working with our service users.

The grant was used for the summer Play Scheme that ran in August 22-26th for one week of activities and day trips for up to 30 young people and this provided respite for the families and carers.

Thank you once again for your support,

Sincerely

Martin Howlett
(Chairman of Congleton Youth In Action)

Chris Roycroft
(Treasurer Youth In Action)

Congleton Youth in Action

Registered Charity No. 507388

See the website at <http://www.yiacongleton.org/>

Email: youthinaction@live.co.uk

Follow us on Facebook – Congleton Youth In Action

GR20/16 17.

The 'Sting in the Tail' Congleton Half Marathon 2nd Oct. 2016



THANK YOU TO ALL OUR SPONSORS!

The 33rd Half Marathon was another huge success with athletes from all over the borough and beyond competing in the event. On behalf of the Race Committee, Congleton Harriers, and all our wonderful volunteers, we'd like to thank you for your invaluable support without which the race could not take place, nor would we have been able to donate a total of £3,207 to local charities. This year those are:

Becca's wish to walk

United Reform Church

Congleton Educational Community Partnership

Here are a few photographs and the press report of this year's race which we hope you will find of interest.

THANK YOU !!

33rd Sting In The Tail half marathon



Becca's dad Mr Carey.

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

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

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

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



Race winner Stuart Doyle.

Longdown Road.

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

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

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

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

All proceeds from the race will be



Women's winner Michelle Buckle.

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

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

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

(Photos: Bryan Dale).

THANK YOU !!

www.congleton-harriers.co.uk



THANK YOU !!

www.congleton-harriers.co.uk