



# Congleton Town Council

Historic market town

Chief Officer: David McGifford



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

12<sup>th</sup> February 2016

Dear Councillor,

## **Finance and Policy Committee Meeting – Thursday 18<sup>th</sup> February 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 18<sup>th</sup> February 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 14<sup>th</sup> January 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 2015-16 (enclosed)  
To receive a statement showing the current position.



Congleton  
**beartown**  
where friends are made

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6. New Applications for Financial Assistance (enclosed)
  - i) **GR 16 15/16 – Congleton Fairtrade Steering Group**
  - ii) **GR 17 15/16 – Congleton Rotary**
  - iii) **GR 18 15/16 – Friends of Congleton Park**
  
7. Grant Activities Monitoring Forms (enclosed)

**Bromley Farm Community Development Trust – Original Grant Number GR29/1415**
  
8. Management Accounts for December 2015 (enclosed)

To consider the Management Accounts to 31<sup>st</sup> December 2015.
  
9. Bank Reconciliation (enclosed)

To receive and consider the bank reconciliation for 31st December 2015.
  
10. List of Payments (enclosed)

To receive and consider the Payments List between 1<sup>st</sup> December and 31st December 2015.
  
11. Disability Information Bureau (enclosed)

To receive and consider a report regarding the closure of the Congleton Branch of the Disability Information Bureau.
  
12. Proposal for earmarked reserve for future Rotary Bonfire (enclosed)

To receive and consider a proposal from the Support Manager to earmark a reserve for the annual Town Rotary bonfire event.
  
13. Update on Tour of Britain Cycle Race September 2016 (enclosed)

To receive and consider a briefing note from the Chief Officer regarding the Tour of Britain Cycle race.
  
14. Constitution clarification on ex officio status (enclosed)

To receive and consider a request from Cllr Mrs S A Holland to clarify the status for ex-officio committee members.

**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, C H Booth,  
R Boston, Mrs S A Holland

Ex Officio Mrs E Wardlaw (Mayor) D Brown (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 AND POLICY COMMITTEE  
HELD ON THURSDAY 14<sup>th</sup> January 2016**PRESENT**

## Councillors

Mrs S Akers Smith  
Mrs D S Allen  
J G Baggott  
R Boston  
C Booth  
Mrs. S A Holland  
Mrs. A E Morrison  
Mrs. J D Parry (Vice)

**1. APOLOGIES**

Apologies for absence were received from Cllrs N Adams, P Bates and G R Edwards.

Apologies were also received from Cllrs Mrs. E Wardlaw and G S Williams who are not members of this particular Committee.

**2. MINUTES**

**FAP/42/1516 RESOLVED** that the Minutes of the Meeting of the Committee held on 26<sup>th</sup> November 2015 be agreed and signed by the Chairman.

**3. DECLARATIONS OF INTEREST**

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

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

**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 £6,732 is available for grants in 2015-16.

**FAP/43/1516 RESOLVED** that the grant summary be received.

## **6. NEW APPLICATIONS FOR FINANCIAL ASSISTANCE**

**FAP/44/1516 RESOLVED that:-**

### **i. GR 15/1516 – Congleton Harriers**

A grant of £250 be approved.

## **7. NEW GRANT ACTIVITIES MONITORING FORMS**

It was noted that a Grant Activities Monitoring form had been received from Team Congleton Ltd.

## **8. MANAGEMENTS ACCOUNTS FOR NOVEMBER 2015**

**FAP/45/1516 RESOLVED** that the Managements Accounts for November 2015 be received and a virement of £2,000 from budget vehicle fuel to vehicle maintenance be approved.

## **9. BANK RECONCILIATION**

**FAP/46/1516 RESOLVED** that the bank reconciliation for 30<sup>th</sup> November 2015 be received.

## **10. LIST OF PAYMENTS**

**FAP/47/1516 RESOLVED** that the Payments List between 1<sup>st</sup> November 2015 and 30<sup>th</sup> November 2015 be received.

## **11. COUNCIL TAX SUPPORT GRANT**

Correspondence from Cheshire East Council confirming that the Council Tax Support Grant would not be completely phased out until next year, 2017, was considered.

**FAP/48/1516 RESOLVED** that the correspondence be received and changes to the Council Tax Support Grant be noted.

## **12. TAX BASE 2016-17**

Notification of the Tax Base for 2016-17 was provided by Cheshire East Council.

**FAP/49/1516 RESOLVED** that notification of the Tax Base for 2016-17 be received.

## **13. VALE ALLOTMENTS**

A report on the current situation in respect of the campaign to keep Vale Allotments was provided By Peter Aston and considered by the Committee.

**FAP/50/1516 RESOLVED** that:-

1. The report be received.
2. The funding of £2,000 ear marked to support the purchase of Vale Allotments be released back into money available for grants.

#### **14. SHOPMOBILITY**

A request from Congleton Shopmobility for funding of £3,000 was considered by the members.

**FAP/51/1516 RESOLVED that:-**

1. No financial contribution can be granted at this stage as there is insufficient information.
2. An up to date set of accounts is required.
3. Recommend that Shopmobility affiliate to the National Body, then apply to Cheshire East Council for funding.
4. That a Working Group be set up to determine how to move this matter forward.

#### **15. NATIONAL INSURANCE**

Notification from the Department of Work and Pensions confirming the employer increase in National Insurance contributions of around 1.4% of earnings was considered.

**FAP/52/1516 RESOLVED that** the correspondence be received and increase in National Insurance contributions noted.

#### **16. INTERNAL AUDIT REPORT**

The Internal Audit Report for 2015-16 (First Interim) was considered. It was noted that there were no corrective actions required, but, the auditor did refer to a need to change the Financial Regulations due to a change being recommended by NALC on contractual work in excess of £25,000.

**FAP/53/1516 RESOLVED that** the report be received and observation noted.

#### **17. INTERNAL AUDIT REVIEW**

A report reviewing the current status and competency of the Internal Auditor was considered.

**FAP/54/1516 RESOLVED that** Auditing Solutions Ltd be appointed as Internal Auditors for the financial year 2016-17.

#### **18. CONTRACT REGULATIONS**

As a consequence of a recommendation from the Internal Auditors a briefing document was obtained from NALC outlining a need to change Financial Regulations for the procurement of public works contracts in excess of £25,000.

It was noted that NALC have yet to provide appropriate wording for this new procedure.

**FAP/55/1516 RESOLVED that** Financial Regulations be amended when NALC update their financial regulations.

**19. CORPORATE BUSINESS PLAN**

The Corporate Business Plan for 2016-17 was considered for the Committee.

**FAP/56/1516 RESOLVED** that the Corporate Business Plan 2016-17 be approved and adopted.

**20. MEDIUM TERM FINANCIAL STRATEGY 2016-20**

The Medium Term Financial Strategy covering the year from 2016-20 was considered.

**FAP/57/1516 RESOLVED** that the Medium Term Financial Strategy be received and approved.

**21. BUSINESS RISK ASSESSMENT**

The Business Risk Assessment for 2016 outlining the various risks that the Town Council is exposed to and the likelihood of the risk occurring and the severity of its impact was considered.

**FAP/58/1516 RESOLVED** that the Business Risk Assessment for 2016 be received and approved.

Mrs. J D Parry  
Vice Chairman







SUBMITTED: 18th Feb 2016.  
F + P Committee.



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



ITEM 6

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR16/1516
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1.1	Applicant(s):	ROBERT BOSTON
1.2	Representing:	CONGLETON FAIRTRADE SHOPPING GROUP
1.3	Email Address:	[REDACTED]
1.4	Tel No.	[REDACTED]
1.5	Project Title:	PROMOTING FAIRTRADE IN CONGLETON
1.6	Project Objectives:	To promote Fairtrade in Congleton & support Congleton organisations, particularly schools and youth organisations with their Fairtrade activities.
1.7	Brief Project Description:	Congleton is a Fairtrade town. The Steering Group exists on behalf of the Town & Town Council to promote Fairtrade in Congleton and thus preserve Congleton's status as a Fairtrade town.
1.8	Details accounts/budgets	The group has largely existed on a grant from the Council in 2008, and currently has insufficient funds to continue.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£300
2.2	Total contribution sought:	£300
2.3	What will the money be spent on?	Funding Fairtrade stalls at events run by the Town Council Resources; eg. DVD's, Fairtrade "banana", to be used in conjunction with schools etc.

2.4	Any ongoing costs:	We currently owe £30 in respect of a stall for the 2016 Food & Drink Stall, and no funds to pay for public liability insurance from February (approx £55)
2.5	Details of <b>confirmed</b> match funding include source Cash:  In kind:	
2.6	Resources needed:	
2.7	Estimated timescale of project from start to finish:	Ongoing

### Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	An understanding of Fairtrade by Congleton residents, particularly children.
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?	The Steering Group meets regularly to review and initiate activities. Minutes are circulated to the Town Centre managers and Cllrs Hayes &
4.2	Describe how you will promote the Town Council in your project	<u>Boston</u> who are members of the Group. The Groups work is automatically carried out on behalf of the Council, largely at Council events.

Signature: Robert Boston

Date: 20/1/16

SUBMITTED: 18<sup>th</sup> Feb 2016  
F&P Committee.

Item 6



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



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

Application Reference Number (office use only)

GR17/1516



1.1 Applicant(s):	Lorraine Sloane
1.2 Representing:	Congleton Rotary
1.3 Email Address:	[Redacted]
1.4 Tel No.	[Redacted]
1.5 Project Title:	SWIMATHON
1.6 Project Objectives:	To raise funds for Charities
1.7 Brief Project Description:	Local teams from Congleton take part in swimming count for an hour. They are sponsored for raising money
1.8 Details accounts/budgets	£200 Cost of Leisure Centre £200 for food+drink for competitors + helpers £200 for Trophies, Photos + Certificates

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

2.1 Total Cost of Project:	£600
2.2 Total contribution sought:	£200
2.3 What will the money be spent on?	The use of the Leisure Centre over 2 days

2.4	<b>Any ongoing costs:</b>  None
2.5	<b>Details of confirmed match funding include source</b> Cash: None In kind:
2.6	<b>Resources needed:</b>  None
2.7	<b>Estimated timescale of project from start to finish:</b> 2 DAY EVENT 4TH/5TH MARCH

### Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b> Recipients of Charity funding where applicable
3.2	<b>Are there similar services/projects provided in the area</b>  None

### Part 4: Evaluation/Publicity

4.1	<b>How will the project be evaluated and who will carry out the evaluation?</b> PROVEN ? SUCCESS OR 25 YRS RAISED £250,000
4.2	<b>Describe how you will promote the Town Council in your project</b> Advertising

Signature:

Gov. D. Stano

2

Date:

3/2/2016



## Congleton Town Council Application for Financial Assistance



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

Application Reference Number (office use only)	GR18/1516
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1.1	<b>Applicant(s):</b>	Alison Williams
1.2	<b>Representing:</b>	Friends of Congleton Park
1.3	<b>Email Address:</b>	alison.congleton@btworld.com
1.4	<b>Tel No.</b>	01273 811111
1.5	<b>Project Title:</b>	Brass on the Grass
1.6	<b>Project Objectives:</b>	To provide an afternoon of free entertainment for residents and visitors in Congleton
1.7	<b>Brief Project Description:</b>	Friends of Congleton Park aim to organise an afternoon of brass band, jazz and choir music. This is a community event and is free to all residents and visitors to Congleton
1.8	<b>Details accounts/budgets</b>	Rode Hall Brass band ..... £250 Macclesfield Silver Band... £500 Salt City Jazz Men.....£300 Toilets.....£220 PA.....£100 Signage.....£400 1 <sup>st</sup> Aid.....£100 Advertising.....£200 Car Parking.....£150

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

2.1	<b>Total Cost of Project:</b>	£2200
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2.2	<b>Total contribution sought:</b>	£300
2.3	<b>What will the money be spent on?</b>	The grant will go towards the cost of the event
2.4	<b>Any ongoing costs:</b>	One off cost for the event
2.5	<b>Details of <i>confirmed</i> match funding include source</b> Cash:  In kind:	None to date
2.6	<b>Resources needed:</b>	Chairs, tables, electrics, PA system, gazebos to be supplied free of charge by Friends of Congleton Park
2.7	<b>Estimated timescale of project from start to finish:</b>	6 months ie January 2016 – June 2016

### Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	Congleton residents of all ages will be given the opportunity to experience an afternoon of brass band, jazz and choral music of a high quality.
3.2	<b>Are there similar services/projects provided in the area</b>	Not to my knowledge

### Part 4: Evaluation/Publicity

4.1	<b>How will the project be evaluated and who will carry out the evaluation?</b>	The event will be evaluated by Friends of Congleton Park at the committee meeting to be held on 26/07/16 and the findings recorded in the minutes of the meeting.
4.2	<b>Describe how you will promote the Town Council in your project</b>	The Town Council will be promoted in advertising materials produced for the event relating to financial support provided by the council and the maintenance of the park by Congleton Town Council.

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Signature: A. Williams

Date: 11/02/16



ITEM 7



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

8<sup>th</sup> February 2016

Grant Ref GR29-14/15 Bromley Farm Community Development Trust

Dear Jackie,

Please find attached a completed grant monitoring form as required.

May we thank Congleton Town Council for their financial and other support in the production of our quarterly neighbourhood newsletter 'Bromley Farm News'

I enclose some copies for officers and councillors perusal.

Some highlights from the production of the newsletter in the last 12 months have been an increase in volunteer support especially for our In Bloom efforts and we have received 98% positive feedback to an extensive survey we conducted during April and May 2015.

Without partner support we would find it very difficult to produce this well established and informative newsletter which is delivered to all 1200 households across the Bromley Farm neighbourhood.

We look forward to a continuing positive relationship with Congleton Town Council in future.

Yours sincerely

Glen Williams

Chairman BFCDT



# Town Council Grant

## Activities Monitoring Form



<b>1. Contact Details</b>	
Organisation name:	Bromley Farm Community Development Trust
Address:	Bromley Farm Community Centre, Edinburgh Road
Congleton, Cheshire	CW12 3EN

<b>2. Grant Information</b>			
Grant Reference Number:	GR29/1415		
Total project cost:	£1600		

Receipts Attached? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Receipt Amount:	£380.00 Invoice already supplied and paid.
Please list receipts below:		
Crewe Colour Printers £380.00		

<b>3. Project Information</b>		
When did the project commence?	April 2015	
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:		
<p>The grant was used to fund the production of our quarterly neighbourhood newsletter Bromley Farm News. The funding from Congleton Town Council paid for one edition. The newsletter is published by the Trust with article contributions from a wide variety of partner organisations. These include ourselves, Plus Dane and more recently The People's Health Trust.</p>		

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

The Bromley Farm News is delivered every three months to all 1200 homes on Bromley Farm. It is the main way we can communicate to all residents what is going on in their neighbourhood, what is planned for the future and allows key partners to put out their messages that have a relevance to life on Bromley Farm. A number of new partners have submitted articles in the last 12 months with article contributions coming from over 30 organisations including Congleton Town Council. The financial support has ensured that the newsletter continues to be produced particularly as other previous funders have withdrawn financial assistance. Through the newsletter and other publications we have produced has meant that hundreds of residents have participated and benefitted from at least one event or activity delivered in the last 12 months. It has been an opportunity to provide key information and advice and has helped to strengthen the link between the trust and the town council and enables organisation such as the council, police, fire service and others to bring news and advice into resident's homes in an easy way. We have used it as a way to encourage volunteering especially for our In Bloom efforts. It not only promotes what is going on in the Bromley Farm area, but also events and activities that take place across the town such as Congleton In Bloom. We have received a number of articles from Congleton Town Council which have always been included. The newsletter is firmly established as part of the Bromley Farm community and has been produced for over 8 years. During April and May 2015 we conducted a feedback opportunity for residents to comment on the newsletter. We approached just under 250 households with 98% giving positive feedback.

#### 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)  
Congleton Town Council logo included in the Bromley Farm News with other funders. We also make reference of who funds the production of the newsletter in the text of some articles.

#### 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?

We were pleased with the ease of the application process.

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 December 2015

See attached Income and Expenditure sheet. These figures are for nine months so would be 75% of the annual budget if the expenditure was regular monthly.

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

### Variance Analysis

#### Finance and Policy Committee

##### Corporate Management

- Reception TIC is an amount that the Town Council pays to Cheshire East to prevent a reduction in the TIC's opening hours during October to March as they act as the Town Council's reception.
- Subscriptions and Publications include annual charges to SLCC and ChALC and also membership of CVS Cheshire East for the first time which was not included in the budget.
- Insurance is the full year figure.
- Recruitment advertising - the cost of recruiting for a new CO was not included in the budget.
- External audit fees are entered as an accrual at the end of the financial year.
- One out of the three internal audit visits have taken place so far this financial year.
- Legal and Professional fees include the £1,500 charge by BDO, the external accountants for the complaint made by a member of the public. Although there is not a budget for this, there is an earmarked reserve for legal fees so the overspend has been offset by taking from the reserve.

##### Democratic/Civic

- Website expenditure includes the annual hosting fee and an independent consultant to assist in the specification for the website upgrade. The cost of the website upgrade will be met from an earmarked reserve.
- The Mayor has received her annual allowance for the civic year.
- Civic Regalia is only a small budget but the revaluation costs for the mayoral chain was £246 but this is offset by the underspend on Civic Artifacts and Treasures.

##### Grants

- Out of our initial grants budget of £65,983 a considerable amount has already been allocated e.g. Citizens' Advice Bureau; Congleton Community Projects, Christmas Lights. £8,733 is available for grant applications to March 2016.

#### Community, Environment and Services Committee

- The Paddling Pool is overspent by £1,868. Maintenance of the pool surface was more than budgeted and water costs were higher than budget.
- Public Toilets – the full year business rates bill is included in the expenditure.
- Public Realm CCTV is showing the full year cost for the 5 CCTV cameras around the town monitored and maintained by Cheshire East Council.
- PCSO's – this is showing the full year cost.
- Neighbourhood Plan expenditure is taken from an Ear Marked Reserve.
- Streetscape – No budget for agency staff
- Protective clothing is over budget.
- Streetscape – Insurance is a full year cost.
- The overspend on Property Maintenance is offset by a grant of £15,000 from Cheshire East Council for improvements to the town
- Streetscape – Horticultural supplies are showing an overspend – if this is combined with the Floral displays budget the total overspend is reduced to £1,624 over a combined budget of £25,500, so 6% overspent.
- General Expenditure includes a payment of £177,000 to Cheshire Pension Fund which is the cost to the scheme for the streetscape employee retiring early on ill

health grounds. Fortunately insurance was taken out to cover this situation which has paid out and is included in Misc Income.

### Town Hall Committee

- o Income and Expenditure combined are slightly under budget.

### Recommendation

To accept the Management Accounts to December 2015

## Congleton Town Council - Management Accounts - December 2015

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
<b>Finance and Policy</b>					
<b>101</b>	<b>Corporate Management</b>				
Staff Costs (re-allocated)	9,058	81,580	113,562	31,982	72%
Travel	0	186	1,000	814	19%
Training / Conferences	0	1,987	2,500	513	79%
Rent Payable	1,163	10,463	13,950	3,487	75%
Reception - TIC	0	2,772	2,730	-42	102%
Miscellaneous Office Costs	13	231	400	169	58%
Telephone/Fax/Internet	345	1,254	2,000	746	63%
Postage	0	1,428	3,000	1,572	48%
Stationery & Printing	74	899	2,500	1,601	36%
Subscriptions & Publications	0	2,609	2,100	-509	124%
Insurance	208	7,560	7,250	-310	104%
Computer/IT Costs	633	5,312	7,000	1,688	76%
Photocopy Charges	717	1,727	2,500	773	69%
Recruitment Advertising	0	2,697	500	-2,197	539%
Other Advertising	0	147	200	53	74%
Bank Charges	8	68	100	32	68%
Audit Fees - External	0	0	2,000	2,000	0%
Audit Fees - Internal	410	410	1,230	820	33%
Accountancy Support	394	2,345	3,750	1,405	63%
Legal & Professional fees	2,205	5,208	1,500	-3,708	347%
Trf from EMR Legal fees	-2,205	-3,708	0	3,708	#DIV/0!
HR & H&S support	239	1,943	3,560	1,617	55%
Central Overheads reallocated	-4,051	-37,538	-49,263	-11,725	76%
<b>Corporate Management:-Expenditure</b>	<b>9,211</b>	<b>89,580</b>	<b>124,069</b>	<b>34,489</b>	<b>72%</b>
CEC Grant	0	-49,890	-49,890	0	100%
Interest Receivable	-946	-3,047	-4,000	-953	76%
<b>Corporate Management :- Income</b>	<b>-946</b>	<b>-52,937</b>	<b>-53,890</b>	<b>-953</b>	<b>98%</b>
<b>Net Expenditure over Income</b>	<b>8,265</b>	<b>36,643</b>	<b>70,179</b>	<b>33,536</b>	<b>52%</b>
<b>102</b>	<b>Democractic Rep'n &amp; Mgmt/Civic</b>				
Staff Costs (re-allocated)	1,951	17,174	22,500	5,326	76%
Training / Conferences	0	241	1,000	759	24%
Stationery & Printing	256	279	400	121	70%
Marketing/Promotions	0	450	800	350	56%
Council Newsletter	391	2,815	5,230	2,415	54%
Council Website	0	750	1,000	250	75%
Mayor's Allowance	0	3,000	3,000	0	100%
Members Expenses	0	0	360	360	0%
Civic Expenses	412	4,129	4,500	371	92%
Civic Regalia	150	246	100	-146	246%
Hall & Room Hire	503	3,806	6,000	2,194	63%
Civic Artefacts and Treasures	0	255	500	245	51%
Central Overheads reallocated	171	1,673	2,082	409	80%
<b>Democractic Rep'n &amp; Mgmt/Civic:-Expenditure</b>	<b>3,834</b>	<b>34,818</b>	<b>47,472</b>	<b>12,654</b>	<b>73%</b>
<b>Grants</b>	<b>0</b>	<b>57,250</b>	<b>65,983</b>	<b>8,733</b>	<b>87%</b>
<b>F&amp;P Income - Expenditure Totals</b>	<b>12,099</b>	<b>128,711</b>	<b>183,634</b>	<b>54,923</b>	<b>70%</b>
<b>Community, Environment &amp; Services</b>					
Padding Pool	877	27,552	25,684	-1,868	107%
Propogation Unit	0	0	1,000	1,000	0%
Floral Displays	120	6,437	9,500	3,063	68%
Allotments	30	301	240	-61	125%
Public Toilets	1	4,669	5,800	1,131	81%
Public Realm CCTV	0	9,975	12,600	2,625	79%
Congleton Partnership	2,739	24,653	32,870	8,218	75%
Community Development	4,223	33,534	53,250	19,716	63%
Police Community Support Officers	0	47,200	47,200	0	100%
Christmas Fayre/lights	2,030	1,958	4,000	2,042	49%
Neighbourhood Plan	0	0	0	0	0%
Tourism	0	450	3,000	2,550	15%

## Congleton Town Council - Management Accounts - December 2015

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
Youth and Young People	173	764	2,000	1,236	38%
Fellowship House	481	3,415	6,030	2,615	57%
	<b>10,674</b>	<b>160,908</b>	<b>203,174</b>	<b>42,267</b>	<b>79%</b>
<b>Streetscape</b>					
Staff Costs	27,479	257,011	374,297	117,286	69%
Agency Staff	0	4,337	0	-4,337	#DIV/0!
Protective Clothing\H & Safety	66	3,018	2,500	-518	121%
Office rent	256	2,300	3,067	767	75%
Janitorial	270	3,263	4,000	737	82%
Telephones	0	0	1,200	1,200	0%
Insurance	158	5,861	5,500	-361	107%
Property maintenance	0	11,278	500	-10,778	2256%
Horticultural etc Supplies	0	20,687	16,000	-4,687	129%
Vehicle maintenance/Serv etc	587	5,627	7,000	1,373	80%
Vehicle fuel and oil	516	8,899	17,500	8,601	51%
Vehicle rental charges	2,968	26,711	37,676	10,965	71%
General expenditure	36	179,846	1,000	-178,846	17985%
Central Overheads Reallocated	2,849	26,390	34,632	8,242	76%
Streetscape Expenditure	<b>35,185</b>	<b>555,228</b>	<b>504,872</b>	<b>-50,356</b>	<b>110%</b>
Cheshire East Street grant	0	-15,000	0	15,000	#DIV/0!
Streetscape - Income	-29,846	-268,614	-358,475	-89,861	75%
Misc Income	-225	-179,303	-900	178,403	19923%
Net Expenditure over Income	<b>5,114</b>	<b>92,311</b>	<b>145,497</b>	<b>53,186</b>	<b>63%</b>
<b>C,E &amp; S Income - Net Expenditure Totals</b>	<b>15,788</b>	<b>253,219</b>	<b>348,671</b>	<b>95,453</b>	<b>73%</b>
<b>Town Hall</b>					
Town Hall - Expenditure		122,516	153,273	30,757	80%
Town Hall - Income		-86,566	-101,050	-14,484	86%
Net Expenditure over Income	<b>0</b>	<b>35,950</b>	<b>52,223</b>	<b>16,273</b>	<b>69%</b>
<b>Total Net Expenditure</b>	<b>27,887</b>	<b>417,880</b>	<b>584,528</b>	<b>166,649</b>	<b>71%</b>
<b>Personnel</b>					
Staff Costs - Reallocated	<b>48,511</b>	<b>453,659</b>	<b>645,986</b>	<b>192,327</b>	<b>70%</b>
<b>Reserves as at 31/12/15</b>					
General Reserve	164,803				
Capital Equipment Fund	34,242				
Capital Contingency Fund	165,254				
EMR Elections	15,000				
EMR Carnival	7,500				
EMR Crime Prevention/Traffic calming	3,779				
EMR Ancient Treasures	3,000				
EMR Website	4,984				
EMR Training	5,000				
EMR Streetscape	57,250				
EMR Loan Repayments	1,375				
EMR Toilets	38,223				
EMR Play Areas	6,000				
EMR Public Realm	12,000				
EMR Legal Fees	6,292				
EMR Congleton Neighbourhood Plan	37,260				
EMR Cenotaph	10,000				
EMR Christmas Lights	4,344				
	<b>576,306</b>				



Date: 25/01/2016

Congleton Town Council 15/16

Page No: 1

Time: 10:26

User: JP

## Bank Reconciliation Statement as at: 31/12/2015 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	31/12/2015	616	114,558.69
RBS Current Account 11411170	31/12/2015	966	563.44
			<u>115,122.13</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
10/11/2015 007646 The Catering Shop	1,320.00
24/11/2015 007663 Maxigiene Enviromental Service	45.00
11/12/2015 007693 Ansa Environmental Services	5,912.18
11/12/2015 007694 Broken Cross Paint & Wallpaper	21.56
11/12/2015 007696 Creature Encounter Ltd	848.40
11/12/2015 007697 Congleton High School	22.00
11/12/2015 007698 MAC Tool & Plant Hire Ltd	84.60
11/12/2015 007703 Posh Nosh Parties Ltd	4,735.80
11/12/2015 007691 Cheshire Community Foundatio	5,000.00
22/12/2015 007707 Auditing Solutions Ltd	492.00
22/12/2015 007708 BDR Voice & Data Solutions Ltd	390.00
22/12/2015 007709 Mr K Blease-Bourne	100.00
22/12/2015 007711 Cavern Protective Clothing	249.60
22/12/2015 007712 Cheshire West and Chester Col	64.00
22/12/2015 007713 Heads (Congleton) Limited	30.00
22/12/2015 007714 Congleton High School	150.10
22/12/2015 007715 Cheshire Turf Machinery Ltd	327.41
22/12/2015 007716 Darlington Associates Ltd	240.00
22/12/2015 007718 Hollins & Hollinshead	180.00
22/12/2015 007719 JAF Graphics	36.00
22/12/2015 007720 Legal & General Assurance Soc	596.25
22/12/2015 007721 MAC Tool & Plant Hire Ltd	77.40
22/12/2015 007722 Niche Event Hire	1,399.20
22/12/2015 007724 Posh Nosh Parties Ltd	1,040.09
22/12/2015 007725 Prism Business Developments L	92.02
22/12/2015 007726 Rode Hall Silver Band	200.00
22/12/2015 007727 Shaw & Sons Ltd	120.00
22/12/2015 007728 The Stationery Cupboard	87.90
22/12/2015 007731 TMC Creative Ltd	3,999.60
22/12/2015 007732 United Utilities	779.58
22/12/2015 007733 Bomford Office Products Ltd	55.80
22/12/2015 007734 Ian Wentworth Plumbing & Heat	138.40
23/12/2015 007736 E Thompson	2,059.38
23/12/2015 007737 Posh Nosh Parties Ltd	2,040.00

32,934.27

82,187.86

Receipts not Banked/Cleared (Plus)

Bank Reconciliation Statement as at: 31/12/2015 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>
			0.00
			82,187.86
		Balance per Cash Book is :-	82,187.86
		Difference is :-	0.00

## Congleton Town Council 15/16

## RBS Current/ Access Acct

## List of Payments made between 01/12/2015 and 31/12/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/12/2015	AWC Electrical Ltd	0007676	£4,956.00	2445/6348/storage xmas lights
01/12/2015	Blitz Fireworks Ltd	007677	£960.00	1099/6349/Xmas fireworks
01/12/2015	British Telecom	007678	£266.08	Q03880/6350/Phone bill
01/12/2015	Cavern Protective Clothing	007679	£325.20	17611/6352/PPE clothing
01/12/2015	Cheshire East Council	007680	£120.00	41073402/6353/Fairground carpark
01/12/2015	Heads (Congleton) Limited	007681	£77.28	96634/6354/fellowship house advert
01/12/2015	Congleton High School	007682	£49.00	5101685/6355/xmas posters
01/12/2015	Heaven Scent	007683	£175.00	241115/6356/T Hall decorations
01/12/2015	Inside Out Catering	007684	£225.00	762/6357/catering recharge
01/12/2015	K G Loach	007685	£81.32	25231/6358/membrane etc
01/12/2015	Threadfast Engineers Ltd	007686	£10.08	084788/6360/silicon sealant
01/12/2015	Travis Perkins Trading Company	007687	£32.44	3640ADL366/6361/drain clearer
01/12/2015	United Utilities	007688	£549.51	01040576/6362/T Hall water
01/12/2015	Cheshire East	DD	£2,268.00	Business Rates Town Hall
01/12/2015	Cheshire East Council	DD	£384.00	270815A/6117/rates Mkt st toilets
08/12/2015	Petty Cash	007690	£134.07	reimburse petty cash
09/12/2015	West Mercia Energy	dd	£3,112.86	1246362/6331/T Hall utilities
10/12/2015	British Telecom	Dd	£46.68	Q062B6/6351/Fax machine
11/12/2015	Angel Springs Ltd	007692	£92.64	2862169/6363/cleaning water machine
11/12/2015	Ansa Environmental Services	007693	£5,912.18	531004230/6365/Summer baskets
11/12/2015	Broken Cross Paint & Wallpaper	007694	£21.56	12439/6366/spray paint
11/12/2015	Cheshire Electrical Supplies L	007695	£22.49	C1694287/6368/batteries
11/12/2015	Creature Encounter Ltd	007696	£848.40	157/6369/penguin entertainment
11/12/2015	Congleton High School	007697	£22.00	5101697/6370/xmas banner
11/12/2015	MAC Tool & Plant Hire Ltd	007698	£84.60	5603/6371/service h/cutter
11/12/2015	R.J. & J. Moore	007699	£135.00	271115/6372/Christmas trees
11/12/2015	Mr T Lazarski	007700	£339.99	301115/6373/comm garden plants
11/12/2015	Ninehundred Communications Gro	007701	£44.40	516753/6374/radio hire - xmas
11/12/2015	Porters Service Station Ltd	007702	£882.73	301115/6375/Fuel for vans
11/12/2015	Posh Nosh Parties Ltd	007703	£4,735.80	450/6379/Catering Recharges
11/12/2015	Carrie Ann Williams	007704	£80.00	271115/6381/xmas entertainment
11/12/2015	Purchase Power	DD	£213.00	BD191837/6359/postage
11/12/2015	TomTom Telematics	dd	£106.92	6506578/6427/webfleet tracking
11/12/2015	Cheshire Community Foundation	007691	£5,000.00	Grant - MMW memorial fund
14/12/2015	Wirehouse Employer Services	DD	£102.00	HR Support monthly
17/12/2015	West Mercia Energy	dD	£1,041.61	1249956/6330/T Hall utilities
17/12/2015	RBS Credit Card	dd	£113.41	031215/6417/in bloom thank you
18/12/2015	Mr W G Lenton	007705	£850.00	0003/6462/654/1516/Xmas band
18/12/2015	Autopay	DD	£48,990.91	Payroll December 2015
21/12/2015	Congleton Pantomime	007706	£400.00	Grant Congleton Pantomime
21/12/2015	Wirehouse Employer Services	DD	£153.60	H&S consultancy monthly
22/12/2015	Auditing Solutions Ltd	007707	£492.00	A4300/6382/internal audit
22/12/2015	BDR Voice & Data Solutions Ltd	007708	£390.00	217825/6383/Telephone support
22/12/2015	Mr K Blease-Bourne	007709	£100.00	051215/6384/xmas entertainment
22/12/2015	N Calvert	007710	£28.20	1886/6385/PPE clothing
22/12/2015	Cavern Protective Clothing	007711	£249.60	17622/6386/Safety boots
22/12/2015	Cheshire West and Chester Coun	007712	£64.00	71111054/6388/DBS check
22/12/2015	Heads (Congleton) Limited	007713	£30.00	97032/6389/xmas pictures
22/12/2015	Congleton High School	007714	£150.10	5101702/6392/xmas cards
22/12/2015	Cheshire Turf Machinery Ltd	007715	£327.41	138846/6393/spares for mower

22/12/2015	Darlington Associates Ltd	007716	£240.00	738/6395/Town Hall structural survey
22/12/2015	Sue Holmes	007717	£60.00	003/6398/xmas card design
22/12/2015	Hollins & Hollinshead	007718	£180.00	011215/6399/re-valuation civic regalia
22/12/2015	JAF Graphics	007719	£36.00	19303/6400/no parking sticker
22/12/2015	Legal & General Assurance Soci	007720	£596.25	081215/6401/Insurance
22/12/2015	MAC Tool & Plant Hire Ltd	007721	£77.40	5607/6402/blade sharpen & oil
22/12/2015	Niche Event Hire	007722	£1,399.20	3966/6403/xmas stalls etc
22/12/2015	Ninehundred Communications Gro	007723	£99.00	518067/6404/radios for xmas
22/12/2015	Posh Nosh Parties Ltd	007724	£1,040.09	455/6415/recharges £577.03; civic 344.74; P/ship 90.48; N/Plan £27.84
22/12/2015	Prism Business Developments Li	007725	£92.02	48233/6416/extended warranty
22/12/2015	Rode Hall Silver Band	007726	£200.00	141215/6418/xmas entertainment
22/12/2015	Shaw & Sons Ltd	007727	£120.00	248097/6420/scroll for burgess
22/12/2015	The Stationery Cupboard	007728	£87.90	031215/6421/Nov stationery
22/12/2015	Threadfast Engineers Ltd	007729	£42.84	SIN085020/6423/padlocks
22/12/2015	T & S Electrical Limited	007730	£2,315.31	10408/6425/LED lighting
22/12/2015	TMC Creative Ltd	007731	£3,999.60	3490/6428/part 2 website devel
22/12/2015	United Utilities	007732	£779.58	231115/6430/Water P/Pool £767.54 Allotments £12.04
22/12/2015	Bomford Office Products Ltd	007733	£55.80	66207/6431/A4 Copier paper
22/12/2015	Ian Wentworth Plumbing & Heati	007734	£138.40	151215/6432/water pipe repair
22/12/2015	West Wailasey Contract Hire	007735	£3,561.53	WAL219370/6433/vehicle leasing
23/12/2015	EE	DD	£23.99	V01167552677/6457/JM phone
23/12/2015	E Thompson	007736	£2,059.38	E Thompson return of bond
23/12/2015	Posh Nosh Parties Ltd	007737	£2,040.00	466/6463/681/1516/Kitchen Equipment
29/12/2015	autopay	DD	£8.00	autopay charges
29/12/2015	Prism Bus Developments	DD	£667.71	IT Support monthly
29/12/2015	Allpay - Plus Dane	DD	£36.08	Allotment garage rental
31/12/2015	Sita UK Ltd	DD	£247.52	30041372/6380/waste disposal
<b>Total Payments</b>			<b>£106,000.67</b>	

## **Disability Information Bureau – Congleton Branch Closure**

As you will know the Disability Information Bureau is a local independent charity that has been based in Congleton since 1993 it aims to improve the lives of disabled people and empower them.

Our branch in Congleton is based in the Municipal Offices, Market Square Congleton. We were given notice from Cheshire East Council to vacate the building by April 2016. We have searched for alternative premises, however we have been unable to find accessible and affordable alternative premises in the town centre. Therefore we have made the difficult decision to close the service at the end of Feb 2016.

We were also advised in December 2015, that Cheshire East Council Adult Services will stop funding our Information and Advice Service and also our Welfare Benefit and Finance service on 31<sup>st</sup> March 2016.

We are concerned of the effect this will have on the disabled people of Congleton. Our clients have described us as a life line, and we are extremely concerned that the impact of losing our services will cause a decrease in the health and wellbeing of disabled people who need our help. They will need more Council services as there will be no prevention services, this inevitably will cost the Council more money. Demand for our services has dramatically increased due to welfare benefit cuts, reduction in Council services and cuts in our clients care.

We help people on a range of subjects including housing, employment, transport and Welfare Benefits and form filling. Many of our interventions not only improve the lives of our clients but also prevent them from using Council services – saving you money.

In particular the loss of the Welfare benefits service will be devastating to disabled people who already vulnerable cannot fill in the long complicated forms, or have a chance of putting together an appeal. They will lose their income affecting their quality of life and again leading to further support from Council services.

We also help people to get pieces of equipment to help them keep healthy e.g. hoists, specialist adjustable beds, specialist wheelchairs etc. We do this by researching charities and writing numerous letters on our clients' behalf. This service to will be lost.

Last year we helped local disabled people claim over half million pounds the majority of which is spent locally (evidence says at least 78%)

Also we have many local people as volunteers and they are devastated at losing their valued work place.

We are seeking support and funding – cutting this service by 100% will have a devastating impact on our client group.

Current costs across Cheshire East

Information and Advice Contract – **£34732**

Early Intervention and Prevention Contract (Welfare Benefits)- **£16428 per annum**

Based on the amount of hours we spend on each service including volunteers who we have trained and support to offer the services

Information and Advice **£6.20 per hour**

Early Intervention and Prevention Contract (Welfare Benefits)- **£4.56 per hour**

I am sure you would agree we offer excellent value of money.

**Below are examples of the outcomes of the Congleton Branch:**

- 220 people on average helped with Welfare benefits form filling annually
- 70 different volunteers given on average 2400 volunteering hours annually
- Over past 5 years over 60 people helped into paid employment including many volunteers who have gained skills and confidence for their voluntary placements.

Thank you for your time, if you would like any more information please do not hesitate to contact me.

I have attached our Impact Report which shows statistics for Cheshire East as a whole so you can see the impact we have across Cheshire East and how we improve people's lives.

Laura Smith

CEO Disability Information Bureau

[Laura.smith@dibservices.org.uk](mailto:Laura.smith@dibservices.org.uk)

07834371744



# Impact Report 2014/15

**2000**  
Enquiries  
Answered

**6516**  
Volunteer  
Hours

**57**  
People Helped  
into Employment

**228**  
Qualifications  
Achieved

Over half  
million pounds in  
welfare  
entitlements  
gained for clients

In 2014/2015 we delivered high quality, value for money services run by fantastic staff and volunteers and our impact as can be seen from the various statistics is outstanding. A huge thankyou to all staff and volunteers!

We continue to offer Information and Advice, Benefit Advice, Access Support, Learning opportunities, Employment Support, Wheelchair Loans and Shopmobility Services.

Our services are value for money and make difference to so many lives across Cheshire East and beyond to disabled people, their families and carers.

#### Further Achievements :

- Working with CEC, Age UK and the CABs, to set up Care Act Support Services including the Care Act Helpline.
- Volunteer Rebecca Nixon was honoured by the League of Mercy with a Volunteer of Year Award
- 35 Volunteers achieving qualifications

#### Financial Review

Uncertainty of funding streams and contracts remains our biggest risk particularly in the public sector. We manage this well with vigilant budgeting and forecasting and our policy to hold between 6 and 12 months total expenditure in reserve.

We also fund facilities that have no income stream, an example of this is the running of the Congleton office which remains unfunded and is being funded from reserves, costing some £27,000 a year.

## Our Customer Feedback

**91% of customers rated our services as excellent**

**71% of people felt they had a voice**

**84% of people felt less isolated**

**75% of people had more choice and control**

**80% of people felt more independent**

#### The Future

We aim to become a fully fledged Disabled Persons User led Organisation (DPULO) and are continuing to recruit disabled people to our Board. Extending our services and reaching more people across Cheshire East is also a priority. We have added Outreach in Crewe and Alsager by using the premises of our partners in the Ace Network and will continue to finding cost effective smarter ways to reach disabled people, deliver services and support people across Cheshire East

Proposed Ear Marked Reserve for Rotary Bonfire

Each year the Rotary Club of Congleton requests that the Town Council underwrites any potential losses incurred for the Rotary Bonfire event in the park up to £5,000. This saves the Rotary the cost of insurance for any bad weather etc. The council has never yet been asked for any support as this event is well supported by the people of Congleton who attend even in wet, cold weather. However, it would be prudent to have a reserve set aside for this purpose, particularly as the budget becomes tighter otherwise it would be a big hit on the grants budget if it were to be called upon.

Recommendation:

If there is a budget underspend at the financial year end that £5,000 is set aside as an Ear Marked Reserve for Rotary Bonfire.



## Councillor Briefing Note

### Finance and Policy Committee meeting 18<sup>th</sup> February 2016

**Author:** Chief Officer

#### Update on the Tour of Britain Cycle Race 2016

Meetings have taken place between Cheshire East Council, the Tour Of Britain organisational team, Town Council officers and appointed members of the Community and Environment Group to discuss the potential of Congleton hosting the start of the Cheshire East Stage of the Tour of Britain.

If Cheshire East is selected to host the stage and Congleton be the starting point the race will start on the morning of the 6<sup>th</sup> September 2016 with the indicative costs likely to be close to £15,000, however it is envisaged that due to the prestigious nature of this event we would be seeking to recover some of these costs through local sponsorship and grants.

A decision on the locations of the stages and the start and finish towns will be made at the Official National Launch on the 25<sup>th</sup> February in Bristol

This will have an obvious impact on resource but if selected it will be a challenge we will meet.



## Agenda item 14

Request from Cllr Mrs S A Holland

I feel that clarifying the constitution to reflect whether or not ex-officio status carries extra voting rights would be beneficial. I fear we are collectively leaving ourselves wide open to criticism if we do not consider this.

### Chief Officers review of the constitution

#### Position with regards to voting rights of the Mayor, Deputy Mayor and Leader

**Standing order 48. The Mayor, Deputy Mayor and Leader of Council ex-officio shall be members of every committee.**

#### Re ex - officio

Robert's Rules of Order Newly Revised clarifies that the term denotes only how one becomes a member of a group, not what one's rights are. It is a method of sitting on a board or committee, not a class of membership.[1] **Ex officio members will frequently abstain from voting; however, unless the bylaws constrain their rights, they are afforded the same rights as other members (e.g., debating, making formal motions, and voting).**

**Congleton Town Council Members on committees have voting rights.**