



Congleton Town Council

Historic market town

Chief Officer: David McGifford

8th September 2017

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

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 14th September 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 14th September 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 27th July 2017.
3. Declarations of Interest
Members are requested to declare both “pecuniary” and “non pecuniary” interests as early in the meeting as they become known.
4. Outstanding Actions
No outstanding actions.
5. Grant Approvals and Commitments 2017-18 (enclosed)
To receive a statement showing the current position.



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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)

GR03/1718 – St Peter’s Church
GR04/1718 – Congleton Musical Theatre
GR05/1718 – Marton & District D of E Aided Primary School

7. Management Accounts to July 2017 (enclosed)

To receive and consider the Management Accounts to July 2017.

8. Bank Reconciliation (enclosed)

To receive and consider the bank reconciliation as at 31st July 2017.

9. List of Payments (enclosed)

To receive and consider the Payments List between 1st July- 31st July 2017.

10. Shop Front Grant Scheme (enclosed)

To receive a proposal to introduce a Shop Front Improvement Grant scheme for the town centre.

11. Repairs to The Town Hall Car Park (enclosed)

To receive a proposal to repair damage to the Town Hall Car Park.

To: Members of the Finance & Policy Committee

Cllrs:

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

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

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 27th July 2017

PRESENT - Councillors

J G Baggott
P Bates
G R Edwards (Chairman)
Mrs. S A Holland
Mrs A E Morrison
Mrs J D Parry (Vice Chairman)

1. Apologies

Apologies for absence were received from committee members Cllrs N Adams and R Boston.

Apologies were also received from non-committee Cllrs Mrs. S Akers Smith, L D Barker, C H Booth and G S Williams.

2. Minutes

FAP/12/1718 RESOLVED that the Minutes of the Meeting of the Committee held on 8th June 2017 be approved and signed by the chairman.

3. Declarations of Interest

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

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

4. Outstanding Actions

There were no outstanding actions.

5. Grant Approvals and Commitments 2017-18

A summary of grant approvals and commitments was considered by the committee and it was noted that £14,543.60 was remaining for grants for 2017/18.

FAP/13/1718 RESOLVED that that the grant summary be received.

6. New Applications for Financial Assistance

FAP/14/1718 RESOLVED that the following grants be awarded:-

- i) **GR 02/1718 - Congleton Harriers**
This was a re-submission as requested at the last Finance & Policy Committee on 8th June 2017.
£250 towards the Congleton half marathon

7. Grant Activities Monitoring Form

- i) **Congleton Harriers – Original Grant Reference GR 20/1617**
- ii) **Trinity Methodist Church - Original Grant Reference GR 13/1617**

FAP/15/1718 RESOLVED to receive the Grant Activities Monitoring Forms.

8. Management Accounts to 30th June 2017

FAP/16/1718 RESOLVED to receive the management accounts to 30th June 2017.

9. Bank Reconciliation

FAP/17/1718 RESOLVED to receive and consider the bank reconciliation as at 30th June 2017.

10. List of Payments

FAP/18/1718 RESOLVED to receive and consider the Payments List between 1st May – 30th June 2017.

11. Proposed Town Hall Expenditure

To approve the acquisition of new round tables and decorative lighting for the Town Hall.

FAP/19/1718 RESOLVED to approve the recommendation of the Town Hall Committee to spend up to £3137.48 for lighting and up to £1,943.00 for round tables

**Cllr G R Edwards
(Chairman)**

Congleton Town Grant Commitments										
Specific Budgets										
Date Grant Approved	To	For	Section	Minute Reference	EMR b/fwd	Budget	Approved 15/17	Paid £	Outstanding £	Date Paid
01/04/2017	Congleton Museum	Notional rent	Gpoc			4,500.00	4,500.00	4,500.00	0.00	01/04/2017
01/04/2017	Community Projects	Project support	Gpoc			16,000.00	16,000.00	16,000.00	0.00	20/04/2017
01/04/2017	Congleton Partnership	Rent	Gpoc			1,533.00	1,533.00	1,533.00	0.00	01/04/2017
01/04/2017	Citizens Advice Bureau	annual grant	Gpoc			15,000.00	15,000.00	15,000.00	0.00	15/05/2017
01/04/2017	Christmas Lights	Christmas Lights	Gpoc			9,000.00	9,000.00		9,000.00	
01/04/2017	Royal British Legion	Remembrance Day Parade	Gpoc			700.00	700.00		700.00	
01/04/2017	St Peter's Church	Church clock maintenance	PCA1957 s2			250.00	250.00		250.00	
Totals					0.00	46,983.00	46,983.00	37,033.00	9,950.00	
				£0						
	Ear marked reserve b/fwd			£0						
	Budget 2017/18			£46,983						
	Total approved to date			£46,983						
	Total awaiting application			£0						

SUBMITTED F&P:
Thurs 14th September



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR03/1718
------------------------------------------------	-----------

1.1	Applicant(s):	Pauline Drew (Church Warden) Parish Office, 14 Chapel Street, Congleton CW12 4AB
1.2	Representing:	St. Peter's Church
1.3	Email Address:	
1.4	Tel No.	Parish Office: 01260 273212
1.5	Project Title:	Maintenance of St. Peter's Clock
1.6	Project Objectives:	To keep the clock, which can be seen from many areas of the town, in good working order
1.7	Brief Project Description:	Annual service of the tower clock carried out on 6 March 2017 By Smith of Derby Ltd.
1.8	Details accounts/budgets	N/A

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	Annual Service carried out March 2017 £273.60
2.2	Total contribution sought:	£273.60
2.3	What will the money be spent on?	The annual servicing of the tower clock on St. Peter's Church

2.4	Any ongoing costs:	N/A
2.5	Details of confirmed match funding include source Cash: In kind:	This grade 1 listed town church is maintained by direct giving from the congregation
2.6	Resources needed:	£273.60
2.7	Estimated timescale of project from start to finish:	Completed

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	The tower and clock face can be seen from many areas of the town. St. Peter's is Congleton's town church. It is used for special civic services throughout the year and attracts visitors to the town. Aldermen and other leading citizens of Congleton rebuilt St. Peter's in 1742 on the site of an earlier medieval chapel. It is a grade 1 listed building, and is part of the national Major Parish Churches network. It has been described by Historic England as having one of the best preserved Georgian church interiors in the North of England. The current congregation is working hard to keep the building in good repair and ensure its future viability as a place of worship and community building.
3.2	Are there similar services/projects provided in the area	N/A

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	The clock continues to keep good time. The Bell Tower captain looks after the clock.
4.2	Describe how you will promote the Town Council in your project	We will acknowledge the continuing support of the Town Council in our Parish Magazine and grant applications and in our restoration and development project "Key to the Future" .

Signature: Pauline Drew

Date: 30. 07. 2017



SUBMITTED F&P:
THURS 14th September

Congleton Town Council
Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GRO4 / 1718
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1.1	Applicant(s):	HELEN SUTTON
1.2	Representing:	CONGLETON MUSICAL THEATRE
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	Production of the musical "Jekyll + Hyde"
1.6	Project Objectives:	To support the charitable objects of the Society. (To educate the public in musical arts and further public appreciation in these arts).
1.7	Brief Project Description:	Musical Production of "Jekyll and Hyde" at The Daneside Theatre, Congleton. (23 rd - 28 th Oct 2017)
1.8	Details accounts/budgets	Please see attached.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£21,995
2.2	Total contribution sought:	£750
2.3	What will the money be spent on?	Costumes + wigs (which will cost approx. £2,300)

2.4	Any ongoing costs:	The hire of rehearsal rooms and the stage at The Daneside Theatre. (usually twice a week)
2.5	Details of confirmed match funding include source Cash: In kind:	- The cost of the project is met by ticket sales, fundraising and grants. - Any shortfall is met by the society's own reserves.
2.6	Resources needed:	The outcome of ticket sales and fundraising is not known at this stage so the overall cost of the project is needed.
2.7	Estimated timescale of project from start to finish:	May - October 2017

Part 3: Potential Benefits / Outputs

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

Part 4: Evaluation/Publicity

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

Signature: Nela K. Sutton Date: 19/6/2017



Jekyll and Hyde ~ 2017 Operating Budget

Version : Initial predictions

Income

Item	Source of Budget Projection	Budget	Actual	Variance
Ticket Income				
Ticket Sales	Assumes 75% sold; £12.00 per ticket	£13,500.00	-	- 13,500.00
Programme				
Programme Sales	Precedent	£380.00	-	- 380.00
Front of House				
Front of House raffles	Precedent	£500.00	-	- 500.00
Teas, coffees, sweets and soft drinks	Precedent	£180.00	-	- 180.00
Ice creams	Precedent	£750.00	-	- 750.00
Individual foyer sponsors	Precedent	£400.00	-	- 400.00
TOTALS:		£15,710.00	-	- £16,710.00

Expenditure

Item	Source of Budget Projection	Budget	Actual	Variance
Theatre Hire				
Theatre hire charge	Precedent	£3,600.00	£60.00	3,540.00
Other venue hire (show)	Contingency	£75.00	-	75.00
Licensing				
Performance licence	Precedent	£2,120.00	£500.00	1,620.00
Libretti and scores	Precedent	£1,180.00	-	1,180.00
Orchestra & other musical				
Orchestra musicians	MD's estimate	£2,400.00	-	2,400.00
Society Pianist	Rehearsals only	£350.00	-	350.00
Assistant Pianist	Assistant Pianist(s)	£120.00	-	120.00
Musical equipment hire/recording	Contingency	£100.00	-	100.00
Direction Team				
Director/Choreographer	Contract	£1,400.00	-	1,400.00
Musical Director	Precedent	£1,200.00	-	1,200.00
Sundry expenditure (direction)	Contingency	£50.00	-	50.00
Wardrobe				
Costume hire	Estimate based on quotation per costum	£1,700.00	-	1,700.00
Make-up	Predicted (estimate)	£200.00	-	200.00
Sundries; costumes	Contingency	£100.00	-	100.00
Wigs & beards		£300.00	-	300.00
Sound & Lighting				
Sound & Lighting	Precedent	£3,000.00	-	3,000.00
Properties				
Properties hire/purchase	Estimate	£300.00	-	300.00
Sundries; properties	Estimate	£50.00	-	50.00
Set				
Set hire		£250.00	-	250.00
Set build		£1,000.00	-	1,000.00
Publicity & printing				
Booking form printing	Precedent	£225.00	-	225.00
Display boards	Precedent	£210.00	-	210.00
Advertising (show)	Precedent	£300.00	-	300.00
Programme printing	Quotation	£375.00	-	375.00
Poster printing	Precedent	£50.00	-	50.00
Sundries; publicity	Contingency	£50.00	-	50.00
Promotional expenses		-	-	-
Miscellaneous				
CMT donation(s) per show account	Precedent	£260.00	-	260.00
Ice creams	Precedent	£360.00	-	360.00
Tea & Coffee	Precedent	£20.00	-	20.00
Raffles	Precedent	£30.00	-	30.00
Sundries; miscellaneous (show)	Precedent	£20.00	-	20.00
Commission on Ticket Sales	TIC precedent 225 plus TicketSource es	£600.00	-	600.00
TOTALS:		£21,995.00	£560.00	£21,435.00



SUBMITTED F&P:
THURS 14th September.

Congleton Town Council Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GRO5/17/18
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1.1	Applicant(s):	Mrs J Bromley (Deputy Head)
1.2	Representing:	Marton & District D of E Aided Primary School
1.3	Email Address:	Joanne Bromley [jbromley@marton.cheshire.sch.uk]
1.4	Tel No.	01260 224482
1.5	Project Title:	School Prayer Garden
1.6	Project Objectives:	To create a garden of quiet reflection for all our students, their families and visitors.
1.7	Brief Project Description:	An area for children and visitors to reflect and explore their thoughts and feelings. The Prayer Garden will be utilised as an outside classroom for a whole class group as well as for individuals and small groups. Nature and sensory have been incorporated into the garden design in-keeping with the surrounding environment and to further extend learning and personal growth.
1.8	Details accounts/budgets	The school community will be involved in the physical aspect of creating the garden as well as donations (plants, pots etc) and fundraising. We are looking for other sponsors/local businesses who may be able to help financially or practically i.e donating plants

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	Approximately £1000
2.2	Total contribution sought:	£250
2.3	What will the money be spent on?	Materials and Plants

2.4	Any ongoing costs:	
2.5	Details of confirmed match funding include source Cash: In kind:	
2.6	Resources needed:	
2.7	Estimated timescale of project from start to finish:	Autumn 2017 to Spring/Summer 2018

Part 3: Potential Benefits / Outputs

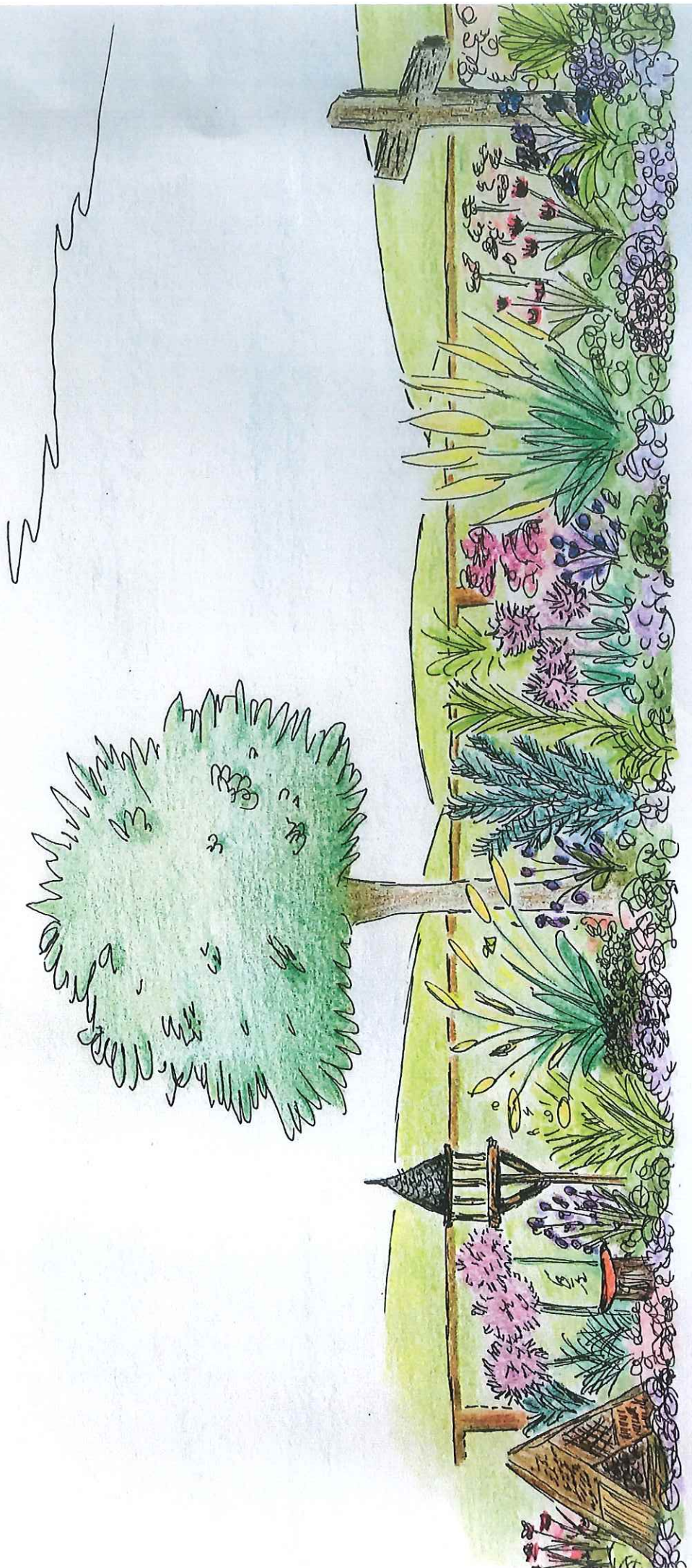
3.1	What are the potential benefits/outputs to residents of Congleton	This will benefit all who attend/visit Marton Primary School. The families are residents of Congleton and the surrounding areas.
3.2	Are there similar services/projects provided in the area	No.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	Evaluation will be an ongoing process throughout the project by all members of the Prayer Garden Team. The final evaluation will be carried out by Mrs J Bromley.
4.2	Describe how you will promote the Town Council in your project	We are hoping to hold an 'open day' where all sponsors will be invited to attend. All sponsors will be mentioned wherever possible in all publications & social media.

Signature: Mrs J Bromley

Date: 6 Sept 17



CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	14 th September 2017 7pm	LOCATION	Congleton Town Hall
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM REPORT TITLE	7 Management accounts for July 2017		
Background	Variance analysis of the Management Accounts for July 2017 to accompany the spreadsheet.		
Updates	<p>These figures are for four months April to July 2017 – so 33% of the budget would be used if expenditure was regular monthly. See spreadsheet. Central overheads reallocated is an accounting mechanism to apportion the administrative costs over all the other cost centres containing staff, in line with the audit and accountancy regulation guidelines. The figures for the first 4 months of 2017/18 show figures largely in line with the budget.</p> <p><u>Finance and Policy Committee</u></p> <p><u>Corporate Management</u></p> <p>Overall on budget</p> <ul style="list-style-type: none">• Subscriptions and Publications, and Insurance are full year costs.• Reception TIC is paid in October• Audit fees – invoices not received yet.• HR & H&S support is a half year cost. <p><u>Democratic/Civic</u></p> <p>Slightly over budget</p> <ul style="list-style-type: none">• The Mayor has received his full annual allowance• 2 out of the 3 Civic functions have taken place (Annual Council meeting and the Mayor's Civic Parade and Service)• Civic marketing includes £500 for 25 umbrellas. <p><u>Grants</u></p> <p>£14,293 is still available for grants</p> <p><u>Community, Environment and Services Committee</u></p> <p>Generally on budget</p> <ul style="list-style-type: none">• PCSO's is a full year cost.• The invoice for CCTV has not yet been received• Streetscape Insurance is a full year cost• Streetscape general expenditure includes £800 on traffic cones and signs• Streetscape External work has brought in £1655 income to July. <p><u>Town Hall Committee</u></p> <p>Expenditure on budget and income slightly over so overall 18% of budget used.</p> <p><u>Personnel Committee</u></p> <p>Staffing costs on budget.</p>		
Decision Requested	To receive the Management Accounts for July 2017		

Congleton Town Council - Management Accounts - July 2017

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
Finance and Policy					
101 Corporate Management					
Staff Costs (re-allocated)	11,231	44,926	136,484	91,558	33%
Travel	66	66	900	834	7%
Training / Conferences	25	165	1,000	835	17%
Rent Payable	1,163	4,650	13,950	9,300	33%
Reception - TIC	0	0	3,010	3,010	0%
Miscellaneous Office Costs	35	102	400	298	26%
Telephone/Fax/Internet	57	285	3,000	2,715	10%
Postage	371	1,000	2,500	1,500	40%
Stationery & Printing	155	378	2,000	1,622	19%
Subscriptions & Publications	0	2,611	2,900	289	90%
Insurance	0	8,127	9,800	1,673	83%
Computer/IT Costs	880	3,459	9,950	6,491	35%
Photocopy Charges	0	752	2,500	1,748	30%
Recruitment Advertising	0	0	500	500	0%
Other Advertising	0	67	300	233	22%
Bank Charges	107	322	600	278	54%
Audit Fees - External	0	0	2,000	2,000	0%
Audit Fees - Internal	0	0	1,260	1,260	0%
Accountancy Support	630	1,045	4,100	3,055	25%
Legal & Professional fees	0	174	3,000	2,826	6%
HR & H&S support	0	1,750	4,000	2,250	44%
Central Overheads reallocated	-2,790	-19,958	-56,292	-36,334	35%
Corporate Management:-Expenditure	11,930	49,921	147,862	97,941	34%
Printing and Stationary recharges	-44	-185	0	185	
Interest Receivable	0	-759	-3,000	-2,241	25%
Misc Income		-207	0	207	#DIV/0!
Corporate Management :- Income	-44	-1,151	-3,000	-1,849	38%
Net Expenditure over Income	11,886	48,770	144,862	96,092	34%
102 Democratic Rep'n & Mgmt/Civic					
Staff Costs (re-allocated)	2,116	8,465	25,396	16,931	33%
Training / Conferences	0	0	500	500	0%
Stationery & Printing	0	87	500	413	17%
Marketing/Promotions	642	1,020	900	-120	113%
Council Newsletter	780	1,171	5,230	4,059	22%
Council Website	0	0	1,500	1,500	0%
Mayor's Allowance	0	3,000	3,000	0	100%
Members Expenses	0	0	200	200	0%
Civic Expenses	0	2,656	5,000	2,344	53%
Civic Regalla	0	0	250	250	0%
Hall & Room Hire	398	1,417	5,500	4,083	26%
Civic Artefacts and Treasures	0	50	500	450	10%
Central Overheads reallocated	130	929	2,520	1,591	37%
Democratic Rep'n & Mgmt/Civic:-Expenditure	4,066	18,795	50,996	32,201	37%
Grants		51,190	65,483	14,293	78%
F&P Income - Expenditure Totals	15,952	118,755	261,341	142,586	45%
Community, Environment & Services					
Paddling Pool	4,733	8,803	23,529	14,726	37%
Floral Displays	1,759	3,738	12,000	8,262	31%
Allotments	36	145	290	145	50%
Public Toilets	201	2,807	6,775	3,968	41%
Public Realm CCTV	294	294	14,450	14,156	2%
Congleton Partnership	2,794	11,175	33,525	22,350	33%
Community Development	4,972	20,797	62,364	41,567	33%
Police Community Support Officers	0	47,672	48,150	478	99%
Christmas Fayre/Lights	0	28	4,000	3,972	1%
Neighbourhood Plan	0	0	0	0	#DIV/0!
Tourism	875	1,166	4,000	2,834	29%
Youth and Young People	115	347	2,000	1,653	17%
Luncheon Club	402	1,459	11,000	9,541	13%
Community, Environment & Services	16,181	98,431	222,083	123,652	44%

Congleton Town Council - Management Accounts - July 2017

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
<u>Streetscape</u>					
Staff Costs	33,160	125,017	375,834	250,817	33%
Agency Staff	0	0	6,000	6,000	0%
Training	1,511	1,511	2,000	489	76%
Protective Clothing/H & Safety	363	1,002	3,000	1,998	33%
Office rent	256	1,022	3,067	2,045	33%
Cleaning Materials	376	1,780	3,000	1,220	59%
Telephones	0	0	1,200	1,200	0%
Insurance	0	5,307	6,400	1,093	83%
Property maintenance	0	378	1,000	622	38%
Horticultural etc Supplies	605	11,234	16,000	4,766	70%
Vehicle maintenance/Serv etc	624	3,903	8,000	4,097	49%
Vehicle fuel and oil	1,581	4,897	15,000	10,103	33%
Vehicle rental charges	3,057	12,228	35,616	23,388	34%
Street Cleansing	0	995	3,000	2,005	33%
General expenditure	607	2,022	1,500	522	135%
Central Overheads Reallocated	1,923	13,753	39,740	25,987	35%
Streetscape Expenditure	44,063	185,049	520,357	335,308	36%
Streetscape - Income		-122,234	-368,220	-245,986	33%
Streetscape - External work income	-688	-1,655	0	1,655	#DIV/0!
Streetscape - Misc Income	0	-225	-900	-675	25%
Net Expenditure over Income	43,375	62,815	152,137	89,322	41%
C,E &S Income - Net Expenditure Totals	59,556	161,246	374,220	212,974	43%
<u>Town Hall</u>					
Town Hall - Expenditure		56,696	173,823	-117,127	33%
Town Hall - Income		-45,074	-107,950	62,876	42%
Net Expenditure over Income	0	11,622	65,873	-54,251	18%
Total Net Expenditure	0	291,623	701,434	301,309	42%
<u>Personnel</u>					
Staff Costs - Reallocated		223,565	681,905	458,340	33%

Reserves as at 31/07/17

General Reserve	175,859
Capital Equipment Fund	35,240
Capital Contingency Fund	258,699
EMR Elections	15,000
EMR Carnival	6,210
EMR Crime Prevention/Traffic cal	3,779
EMR Ancient Treasures	3,000
EMR Website	1,651
EMR Training	5,475
EMR Streetscape	56,767
EMR Loan Repayments	850
EMR Toilets	24,012
EMR Play Areas	6,000
EMR Public Realm	12,000
EMR Legal Fees	5,292
EMR Tourism	15,000
EMR Congleton Neighbourhood F	26,192
EMR Cenotaph	10,000
EMR Rotary Bonfire	5,000
EMR In Bloom	3,000
EMR Christmas Lights	7,573
	<u>676,599</u>

Date: 08/08/2017

Congleton Town Council 17 18

Page No: 1

Time: 16:20

User: JP

Bank Reconciliation Statement as at: 31/07/2017 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	31/07/2017	177	69,875.43
			<u>69,875.43</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
10/04/2017 008382 Cheshire Marshalls		25.00	
23/05/2017 008413 A Vaughan		50.00	
12/07/2017 008421 Cheshire East Council		195.00	
22/07/2017 008429 Whitehursts Agricultural & Bui		58.58	
24/07/2017 008430 Mr K Williams		300.00	
25/07/2017 008431 Top Nosh		42.70	
27/07/2017 008432 Compusatellite		77.90	
			<u>749.18</u>
			69,126.25
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			69,126.25
		Balance per Cash Book is :-	69,126.25
		Difference is :-	0.00

SIBA and Cambridge and Counties Bank Balance as at 31/07/2017

Balance per Special Interest Bearing Account (10180876)	706,697.34	Balance Omega code 202
Cambridge and Counties 1 year fixed deposit	<u>150,000.00</u>	
	<u>856,697.34</u>	

Congleton Town Council 17 18

RBS Current/I Access Acct

List of Payments made between 01/07/2017 and 31/07/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
03/07/2017	CEast Council	DD	£2,563.00	Business rates Town Hall
03/07/2017	CEast	DD	£201.00	Business rates toilets
03/07/2017	Prism Business Developments Li	DD	£49.44	60352/8122/Phone charges
04/07/2017	BACS B/L Pymnt Page 1709	BACS Pymnt	£6,378.91	BACS B/L Pymnt Page 1709
05/07/2017	Grenke Leasing Ltd	DD	£406.19	Trackers
12/07/2017	BACS B/L Pymnt Page 1716	BACS Pymnt	£7,888.32	BACS B/L Pymnt Page 1716
12/07/2017	TomTom Telematics	dd	£106.92	7160083/8206/vehicle tracker
12/07/2017	West Mercia Energy	DD	£2,023.96	1388595/8093/TH electric
12/07/2017	Pitney Bowes Finance PLC	DD	£190.05	Franking machine rental
12/07/2017	CEast Brereton Bears	008420	£110.00	Brereton Bears Childcare vouch
12/07/2017	Cheshire East Council	008421	£195.00	Planning App Cenotaph
13/07/2017	BACS B/L Pymnt Page 1718	BACS Pymnt	£879.91	BACS B/L Pymnt Page 1718
14/07/2017	Trinity Methodist Church	BACS	£1,000.00	Grant Trinity Methodist Church
17/07/2017	RBS credit card	DD	£32.00	RBS annual credit card chgs
17/07/2017	West Mercia Energy	Dd	£2,764.53	1392772/8095/TH Electric
17/07/2017	RBS Bankline	DD	£64.70	bankline charges
18/07/2017	City Plumbing Supplies Holding	008422	£15.04	1168AAN219/8164/toilet seat
18/07/2017	Legal & General Assurance Soci	008423	£1,413.76	190617/8170/ill health insuran
18/07/2017	Whitehursts Agricultural & Bui	008424	£107.62	92774/8173/fencing posts
18/07/2017	Pure Audio Visual Ltd	008425	£9,115.80	4020663/8174/Conference System
18/07/2017	Payroll	BANKLINE	£58,851.91	Payroll July 17
21/07/2017	BACS B/L Pymnt Page 1720	BACS Pymnt	£5,199.83	BACS B/L Pymnt Page 1720
21/07/2017	RBS charges	DD	£10.57	RBS charges
22/07/2017	A & A Music	008426	£28.00	130717/8175/room hire
22/07/2017	William Beech Skip Hire Ltd	008427	£360.00	36781/8177/2 x skips
22/07/2017	Congleton Museum	008428	£288.00	599/8189/Room hire
22/07/2017	Whitehursts Agricultural & Bui	008429	£58.58	94029/8210/wooden stakes
24/07/2017	Mr K Williams	008430	£300.00	240717/8231/white tables
24/07/2017	EE	dD	£27.35	V01378336553/8190/JM phone
25/07/2017	Top Nosh	008431	£42.70	065/8217/in bloom breakfast
25/07/2017	Prism Bus Developments	DD	£978.50	IT support monthly
27/07/2017	BACS B/L Pymnt Page 1728	BACS Pymnt	£9,274.93	BACS B/L Pymnt Page 1728
27/07/2017	Compusatellite	008432	£77.90	30392/8235/hard drive
28/07/2017	BACS B/L Pymnt Page 1730	BACS Pymnt	£4,781.00	BACS B/L Pymnt Page 1730
28/07/2017	A Kanauros	BACS	£615.74	xfer of Hockey grp hall hire p'ment
28/07/2017	Allpay - Plus Dane	DD	£36.28	Allotment garage rental
31/07/2017	Suez Recycling and Recovery UK	dd	£285.82	30726934/8146/waste collection
Total Payments			£116,723.26	

Congleton Town Council 17 18
List of Purchase Ledger BACS Payments
 Linked to Cash Book : 1 Ledger : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Amount Paid
14/06/2017	531010025	Supplier : Ansa Environmental Services 531010025/8100/HR Services	975.00
19/06/2017	14719	Supplier : Belmont Fabrication (Congleton) Ltd 14719/8101/Mosaic frames	234.00
14/06/2017	C1715448	Supplier : Cheshire Electrical Supplies Ltd C1715448/8102/T Hall bulbs	6.16
22/06/2017	105737	Supplier : Heads (Congleton) Limited 105737/8103/2nd teadance adver	126.00
15/05/2017	297	Supplier : C T H Events & Parties 297/8105/TC11873	334.80
30/05/2017	298	298/8106/Senior forum event	26.10
30/05/2017	299	299/8107/Youth committee	25.68
02/06/2017	300	300/8108/TC11878	191.40
06/06/2017	301	301/8109/P/ship exec meeting	41.76
06/06/2017	302	302/8110/DMc meeting	10.44
13/06/2017	303	303/8111/TC11882	278.40
14/06/2017	304	304/8112/DMc Sports Trust mtg	17.40
14/06/2017	305	305/8113/TC11883	87.00
20/06/2017	306	306/8114/TC11886	104.40
21/06/2017	307	307/8115/TC11887	240.90
25/06/2017	309	309/8117/Civic reception	959.52
26/06/2017	308	308/8116/Junior Council	35.40
			2,353.20
25/06/2017	250617	Supplier : Congleton Team Parish 250617/8104/Civic service	35.00
21/06/2017	731705	Supplier : Glasdon UK Ltd 731705/8119/banding for bins	28.12
13/06/2017	021010	Supplier : Howard Nurseries Ltd 021010/8118/Carlomagrostis plan	324.00
16/06/2017	636146	Supplier : Ladybrook Nursery 636146/8121/Perovskia plants	250.80
21/06/2017	69917	Supplier : Landscape Supply Company 69917/8120/Sundries s/scape	66.65
26/06/2017	5208216	Supplier : Performing Rights Society 5208216/8123/PRS charges	1198.36
01/06/2017	164	Supplier : The Stationery Cupboard 164/8125/Stationery supplies	153.26

14/06/2017	65142	Supplier : Talke Chemical Company Limited	65142/8126/Green bin bags	384.00
20/06/2017	65143		65143/8127/loo rolls, chlorn	152.88

536.88

22/06/2017	SIN092347	Supplier : Threadfast Engineers 1984 Ltd	SIN092347/8128/nuts/bolts	14.15
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23/06/2017	WALM169827	Supplier : West Wallasey Contract Hire	WALM169827/8129/tyre repair	77.33
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04/07/2017

Total BACs

6378.91

Congleton Town Council 17 18 1716

List of Purchase Ledger BACS Payments

Linked to Cash Book : 1 Ledger : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Amount Paid
		Supplier : Broxap Ltd	
23/06/2017	212123	212123/8133/dog waste bins	184.80
		Supplier : Cavern Protective Clothing	
16/06/2017	18000	18000/8150/kneepads & t shirts	45.60
30/06/2017	18006	18006/8149/boots & socks	58.20
			<u>103.80</u>
		Supplier : Congleton High School	
29/06/2017	5102106	5102106/8138/playparks leaflet	328.40
29/06/2017	5102107	5102107/8136/40 things leaflet	212.80
29/06/2017	5102108	5102108/8137/Banner & board	33.60
			<u>574.80</u>
		Supplier : Cheshire Turf Machinery Ltd	
28/06/2017	152259	152259/8139/mower repairs	1873.47
		Supplier : CVS Cheshire East	
13/06/2017	0986	0986/8140/VOL Fest tickets	90.00
		Supplier : JWS Sandblasting	
28/06/2017	0726	0726/8141/Fire Escape sandblasting	1800.00
		Supplier : A P Matthews Nurseries Ltd	
28/02/2017	32414	32414/8142/Moody St flowers	185.28
		Supplier : Mitten Clarke	
30/06/2017	17245	17245/8143/PAYE, payroll	448.80
		Supplier : Porters Service Station Ltd	
31/05/2017	310517	310517/8144/vehicle fuel	1384.92
30/06/2017	300617	300617/8145/vehicle fuel	1242.45
			<u>2,627.37</u>
		BACS payments 12/07/17	<u>7888.32</u>

Congleton Town Council 17 18
List of Purchase Ledger BACS Payments

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Amount Paid
		Supplier : Four Oaks Nurseries Ltd	
30/06/2017	78842	78842/8151/chippings	95.88
		Supplier : Silvermaze Ltd	
30/06/2017	21879	21879/8152/Map/sign	98.98
		Supplier : Spiral Colour	
29/06/2017	27985	27985/8154/In Bloom Banners	222.00
29/06/2017	27986	27986/8153/In Bloom Board	70.80
			292.80
		Supplier : Talke Chemical Company Limited	
22/06/2017	65144	65144/8155/T H cleaning things	85.77
27/06/2017	65150	65150/8158/P/Pool chemicals	136.74
28/06/2017	65147	65147/8156/Dog fowling bags	71.16
28/06/2017	65149	65149/8157/s/scape cleaning	98.58
			392.25
		Total BACs payments 13/07/17	879.91

Congleton Town Council 17 18
List of Purchase Ledger BACS Payments

Invoice Date	Invoice No	Supplier Name and Invoice Details	Amount Paid
30/06/2017	3739177	Supplier : Angel Springs Ltd 3739177/8159/water	155.96
30/06/2017	14743	Supplier : Belmont Fabrication (Congleton) Ltd 14743/8160/cycle rack	306.00
08/06/2017	080617	Supplier : Congleton Community Projects 080617/8166/tremendous tree	150.00
29/06/2017	28068	Supplier : Chains & Lifting Tackle (Midlands) Ltd 28068/8161/harness examination	180.00
07/06/2017	6390059	Supplier : Chubb Fire & Security Ltd 6390059/8162/annual contract	829.87
20/06/2017	6411448	6411448/8163/extinguisher cont	1038.96
			<u>1,868.83</u>
28/05/2017	T3644	Supplier : Clowes Developments (Northwest) Ltd T3644/8165/public toilets water	1467.85
28/03/2017	75641	Supplier : Four Oaks Nurseries Ltd 75641/8167/moody st,roundabout	240.75
06/02/2017	25683	Supplier : Jet Rod Ltd 25683/8168/drain survey	324.00
29/06/2017	TKD0256	Supplier : The Leaflet Team TKD0256/8169/B N Necessities	391.00
06/06/2017	154351	Supplier : North Rode Timber Co. Ltd 154351/8171/plugs, drill bits	10.44
30/06/2017	1617219	Supplier : WellKin 1617219/8172/P/ship Tea Dances	105.00
		Total BACs payments 21/07/17	<u>5199.83</u>

Congleton Town Council 17 18
List of Purchase Ledger BACS Payments

Invoice Date	Invoice No	Supplier Name and Invoice Details	Amount Paid
12/07/2017	33245	Supplier : BearTown TV 33245/8215/In Bloom video	300.00
18/05/2017	CN19478405	Supplier : OCS Group UK Ltd CN19478405/8022/clinical waste	19.03
01/07/2017	CN19499782	CN19499782/8178/Waste disposal	73.94
			54.91
06/07/2017	18011	Supplier : Cavern Protective Clothing 18011/8179/S/scape PPE	99.00
14/07/2017	28234	Supplier : Chains & Lifting Tackle (Midlands) Ltd 28234/8180/Safety harnesses	185.52
17/07/2017	5102112	Supplier : Congleton High School 5102112/8183/discovery app	73.28
17/07/2017	5102114	5102114/8184/Leaflets	61.40
17/07/2017	5102115	5102115/8182/Laminated posters	7.20
17/07/2017	5102118	5102118/8188/In Bloom posters	27.00
17/07/2017	5102119	5102119/8187/P/Pool flyers	84.00
17/07/2017	5102120	5102120/8186/A1 Welcome sign	19.20
17/07/2017	5102121	5102121/8185/App leaflets	24.08
			296.16
03/07/2017	152402	Supplier : Cheshire Turf Machinery Ltd 152402/8181/mower repairs	414.76
03/07/2017	P17/0001	Supplier : Frank Henshall Photographer P17/0001/8191/camera etc	450.00
21/07/2017	20124	Supplier : JAF Graphics 20124/8192/planter stickers	522.00
07/07/2017	70276	Supplier : Landscape Supply Company 70276/8193/ear plugs, wedge	80.13
11/07/2017	32952	Supplier : A P Matthews Nurseries Ltd 32952/8194/7 off trees	252.00
15/07/2017	1409	Supplier : Mercia Tree Care 1409/8195/river bank weeding	300.00
03/07/2017	17415	Supplier : Moonscape Media Ltd 17415/8197/1/8 page advert	192.00
01/07/2017	01273442	Supplier : Otis Ltd 01273442/8196/lift service	522.90

01/07/2017	SM17921	Supplier : RBS Rialtas Business Solutions SM17921/8198/accounts support	756.00
04/07/2017	165	Supplier : The Stationery Cupboard 165/8199/stationery items	58.07
06/07/2017	65157	Supplier : Talke Chemical Company Limited 65157/8204/A1 Poster stand	164.34
06/07/2017	65158	65158/8203/5 x chlorine	136.74
11/07/2017	65165	65165/8202/ 5 x chlorine	136.74
13/07/2017	65171	65171/8201/gloves, handtowels	261.14
17/07/2017	65173	65173/8200/Eye wash p/pool	9.12
			<u>708.08</u>
17/07/2017	SIN092682	Supplier : Threadfast Engineers 1984 Ltd SIN092682/8205/wd40	14.40
07/07/2017	3640AED578	Supplier : Travis Perkins Trading Company Ltd 3640AED578/8207/wood chip	170.21
11/07/2017	3640AED655	3640AED655/8208/slabs/postcret	181.26
			<u>351.47</u>
30/06/2017	300617	Supplier : United Reformed Church 300617/8209/lunches	156.00
07/07/2017	WAL227286	Supplier : West Wallasey Contract Hire WAL227286/8212/lease vans	3561.53
		Total paid Bacs 27/07/17	<u>9274.93</u>

List of Purchase Ledger BACS Payments

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Amount Paid
24/07/2017	240717	Supplier : R Beard Ltd 240717/8221/paint fire escape	2660.00
01/06/2017	1129A	Supplier : Chris Booth 1129A/8223/Sound Cong Stands	50.00
13/06/2017	1129	1129/8222/Sound Teddy B Picnic	50.00
			<u>100.00</u>
21/07/2017	210717	Supplier : Congleton Community Projects 210717/8219/marshal -civic par	25.00
21/07/2017	210717A	210717A/8220/advertising board	55.00
			<u>80.00</u>
20/07/2017	41093327	Supplier : Cheshire East Council 41093327/8224/parking permits	135.00
20/07/2017	13816	Supplier : Hayman Mechanical Services Ltd 13816/8226/keys for convectors	234.00
21/07/2017	13832	13832/8225/annual boiler servi	600.00
			<u>834.00</u>
26/05/2017	SI210	Supplier : SAS Refrigeration SI210/8228/repairs cellar cool	42.00
22/06/2017	SI234	SI234/8229/repairs cellar cool	96.00
19/07/2017	SI245	SI245/8230/bottle cooler repai	54.00
			<u>192.00</u>
04/07/2017	028334	Supplier : Vibrant Graphics Ltd 028334/8218/Bear Necessities	780.00
Total BACs payments 28/07/17			<u><u>4781.00</u></u>

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	14 September 2017	LOCATION	Congleton Town Hall
REPORT FROM	Jackie MacArthur, Congleton Town Centre and Marketing Manager		
AGENDA ITEM REPORT TITLE	10 Congleton Shop Front Improvement Grant		
Background	<p>Businesses in the town centre are having to endure a difficult trading period through the recent gas work improvements and the current public realm works. At the meeting of Finance and Policy on 8/6/17, (part of management accounts report) it was agreed that £5k would be earmarked for a potential Shop Front Improvement Scheme. The purpose of this paper is to agree the principles of taking forward such a scheme for Congleton.</p> <p>A number of Councils across the country have introduced such schemes. One of the most recent schemes was a scheme approved for Macclesfield Town Centre by Cheshire East Council in February 2017. Previous schemes have also been delivered by Sandbach and Middlewich Town Councils during regeneration schemes in their town centres.</p> <p>A Shop Front Improvement Scheme aims to improve the visual impact of the town, based on the principle that higher quality shop frontages make an area feel more welcoming to local residents and visitors. The funding will be used for a grant support scheme for minor repairs and enhancement to the frontages in Congleton Town Centre.</p> <p>Key messages coming through from other towns is about keeping the process simple, making sure the criteria and what will and won't be funded is clear, agree how to prioritise applications, agree how and when the funding will be received.</p>		
Principles for a Congleton Scheme	<p><u>How much will be Available</u></p> <p>For Congleton Town Council to make available up to £5,000 worth of grants.</p> <p>Eligible shops would be able to claim 50% of the costs up to a maximum contribution of £500.</p> <p>All applications will be considered on their own merits and grants will be awarded to applications meeting the criteria on a first-come, first-served basis. It is likely that demand will exceed the funds available.</p> <p><u>Who would be eligible</u></p> <p>Suggest that the criteria area should be the following streets – Lawton Street, High Street, Bridge Street, Duke Street, Little Street, Swan Bank, Mill Street, West Street and Antrobus Street.</p> <p>The grant would be available to owners of both occupied and unoccupied premises. The applicant must be able to fund the works in the first place as the grant will be paid on receipt of proof of payment.</p> <p>Works must be completed within 12 months of the grant being awarded in principle.</p>		

	<p>Grants will only be awarded to schemes that will enhance the character of Congleton and should enhance the appearance of the property frontage as viewed from a public vantage point.</p> <p>The onus will be on the applicant to make sure that all necessary consents have been obtained for the work.</p> <p><u>What works could be Eligible for grant funding</u></p> <p>Minor repairs – e.g. Joinery repairs Exterior cleaning Exterior repainting of timber or render Minor Alterations - e.g. replacement of doors, windows, fascia, masonry New or replacement of high quality signage New or replacement of high quality awnings Security improvements Other physical works which improve the visual aspect of the property frontage.</p> <p><u>What would not be included:</u> Routine Maintenance works Internal Works Any works which will not enhance the character of the town</p> <p><u>How would the process work</u></p> <p>Congleton Town Council would promote the scheme.</p> <p>Congleton Town Council will be responsible for considering each applications and making the grant offer in accordance with the eligibility criteria</p> <p>Grant offers will be made in principle to qualifying shops – who will then have 12 months to complete the work which will need to be carried out as agreed in the applications.</p> <p>Applicants offered a grant in principle must notify the Town Council within 28 days if they intend to take up the offer.</p> <p>Applicants must send in copies of written quotations for the proposed work and copies of the plans and permissions if required, prior to commencement on site.</p> <p>On proof of receipt of payment for the works the Town Council will reimburse the applicant with 50% of the costs up to a maximum of £500.</p>
<p>Decision Requested</p>	<p>To approve a Town Centre Shop Front Improvement Grant and give delegated responsibility to the Town Centre and Marketing Manager to implement. Regular reports should be submitted to Finance and Policy committee outlining details of progress.</p>

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance & Policy		
MEETING DATE AND TIME	14 th Sept 2017 7.00PM	LOCATION	Congleton Town Hall
REPORT FROM	Facilities & Development Manager Chris Jones		
AGENDA ITEM REPORT TITLE	11 Repairs to the Car Park behind the Town Hall		
Background	<p>The condition of the cobbled access road to the Town Halls rear car park has been an issue for a considerable time and is now at a point where there could be damage to vehicles and a danger to people walking in that area. The condition has deteriorated due to what has been confirmed as a collapsed drain.</p> <p>We have discussed the situation with our Insurance Company the Local Water Board and also Highways to establish responsibility for any repair and have been advised that it falls under our responsibility and that it is not covered under any insurance.</p>		
Updates	<p>We have contacted 3 local Ground works Companies for quotes to undertake the drain repairs and to reinstate the existing cobbles</p> <p>The works will take 1 week to complete – during this period there will be access issues to neighbouring businesses and residents who will be advised accordingly to ensure we try and accommodate their needs.</p> <p>The lead time is approximately 8 weeks from confirmation.</p> <p>We have received quotes from three companies which are all local</p> <p>Company A £ 6,604 + vat</p> <p>Company B £ 5,620 + vat</p> <p>Company C £ 4,500 + vat</p>		
Decision Requested	<p>To approve the need to replace the collapsed drain and repair the cobbled access road to the rear car park and agree to authorise works from Company C on the basis of the quotation and references received</p>		