



Congleton Town Council

Historic market town

Chief Officer: David McGifford

10th February 2017

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

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 16th February 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 16th February 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 12th January 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
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

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6. New Applications for Financial Assistance (enclosed)

GR26 /1617 – St Peter’s Church

GR27 /1617 – Congleton United Reformed Church & The Listening Out Loud Foundation

GR28/1617 – Congleton Community Projects

7. Management Accounts for December 2016 (enclosed)

To consider the Management Accounts to December 2016

8. Bank Reconciliation (enclosed)

To receive and consider the bank reconciliation for 31/01/2017.

9. List of Payments (enclosed)

To receive and consider the Payments List between 01/12/16 – 31/01/2017

10. West Mercia Energy Company Newsletter

To receive the newsletter from the energy supplier

11. Letters of Thanks (enclosed)

To receive an email of thanks from the Congleton Community Credit Union for the support received from the Town Council, including a grant which has been used to purchase a new accounting software package.

12. Business Risk Assessment (enclosed)

To receive and consider the Business Risk Assessment for 2017/18. This is an annual requirement of the Council.

13. Paddling Pool refurbishment (enclosed)

To receive proposals for the refurbishment of the paddling pool walkways

14. CCTV (to follow)

To receive proposals for CCTV installation in the Town Hall

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 12th January 2017

Please note – These are draft minutes and will not be ratified until the next Finance and Policy Committee meeting on 16th February 2017

PRESENT - Councillors

Mrs S Akers Smith
J G Baggott
P Bates
R Boston
C Booth (Deputy Mayor - ex officio)
G R Edwards (Chairman)
G P Hayes
Mrs S A Holland
Mrs J D Parry (Vice Chairman)
Mrs E Wardlaw

1. Apologies

Apologies for absence were received from committee members Cllrs N Adams, Mrs D S Allen and ex-officio member Cllr D T Brown.
Apologies were also received from non-committee members Cllrs L D Barker, Mrs A M Martin and G S Williams.

2. Minutes

FAP/40/1617 RESOLVED that the Minutes of the Meeting of the Committee held on 24th November 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, G P Hayes (not a member of the committee) and Mrs E Wardlaw declared a non-pecuniary interest in any matters relating to Cheshire East Council.

Cllr P Bates declared a non-pecuniary interest in Congleton unplugged.

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 £7,959.66 was remaining for grants for 2016/17.

FAP/41/1617 RESOLVED that that the grant summary be received and that the £5,000 grant for the Town Hall 150 year celebrations would be increased to £5,418 to match the £418 overspend of the event.

6. New Applications for Financial Assistance

FAP/42/1617 RESOLVED that the following grants be awarded:-

- i) **GR 19/1617 New Life Church (resubmission)**
A grant of £200 towards a defibulator (S137)
- ii) **GR 22/1617 Friends of Congleton Park**
A grant of £300 towards Brass in the Park 2017 (S145)
- iii) **GR 23/1617 Congleton Fire Cadets**
Refused as not compliant with the Grant Policy but suggested that they apply to the Town Trust and Young People's Trust.
- iv) **GR 24/1617 New Life Congleton Unplugged**
A grant of £500 towards the 2017 event (S145)
- v) **GR 25/1617 230 Squadron (Congleton ATC)**
A grant of £350 towards outdoor equipment (S137)

7. Grant Activities Monitoring Forms

It was noted that a Grant Activities Monitoring Form had been received from Congleton Park Bowling Club.

FAP/43/1617 RESOLVED to receive the Grant Activities Monitoring Forms.

8. Management Accounts to November 2016

FAP/44/1617 RESOLVED to receive the management accounts to November 2016.

9. Bank Reconciliation

FAP/45/1617 RESOLVED to receive the bank reconciliation to 30th November 2016.

10. List of Payments

FAP/46/1617 RESOLVED to receive the Payments List between 1st November and 30th November 2016.

11. Internal Audit Report

FAP/47/1617 RESOLVED to receive the First Interim Internal Audit report and note the recommendations regarding the annual business risk assessment contained there in.

12. Letters of thanks

FAP/48/1617 RESOLVED to receive letters of thanks from Congleton Youth in Action and Congleton Harriers for grants allocated to them from Congleton Town Council.

**Cllr G R Edwards
(Chairman)**

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
	Subsidised Use of Town Hall					4,000.00	2,407.15	1,592.85	
10/09/2015	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 Swinthon	S137	FAP/05/1516	200.00		200.00	0.00	24/05/2016
18/02/2016	Friends of Congleton Park	Support for Brass on the Park	S145	FAP/05/1516	300.00		235.20	64.80	16/06/2016
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	Visyon	Sensory garden plants	S137	FAP/72/1516	500.00			500.00	
09/06/2016	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	
09/06/2016	SOL Theatre School	Summer 2016 production	S145	FAP/04/1617	1,000.00		1,000.00	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		1,290.00	0.00	25/07/2016
21/07/2016	From Carnival EMR	Amberon Road Closures from EMR			-1,290.00			-1,290.00	
08/09/2016	Congleton Musical Theatre	Support for Sister Act production	S145	FAP/15/1617	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		1,000.00	0.00	20/12/2016
20/10/2016	Trinity Methodist Church	Support for community building roof	S137	FAP/28/1617	1,000.00			1,000.00	
20/10/2016	CCCU	Support for upgrading a/c reporting	S137	FAP/28/1617	240.00		240.00	0.00	06/12/2016
20/10/2016	Speedwatch	Hi viz jackets	Highways Act 1960	FAP/28/1617	50.34		50.00	0.34	23/11/2016
24/11/2016	ST John's Community Centre	Support for roof repairs	S137	FAP/04/1617	1,000.00		1,000.00	0.00	03/01/2017
24/11/2016	Minerva Arts	Support for hiring the Town Hall for Soule	S145	FAP/04/1617	250.00			250.00	
24/11/2016	Congleton Bowling Club	Double doors to pavilion	S137	FAP/04/1617	250.00		250.00	0.00	02/12/2016
24/11/2016	Congleton Harriers	Support for Cloud 9 Hill race	S137	FAP/04/1617	250.00		250.00	0.00	27/01/2017
24/11/2016	Congleton Town Football Club	Support for Clubhouse roof refurb	S137	FAP/04/1617	250.00			250.00	
12/01/2017	New Life Church	Contribution to Defibrillator	S137	FAP/42/1617	200.00			200.00	
12/01/2017	Friends of Congleton Park	Contribution to Grass on the Grass	S145	FAP/42/1617	300.00			300.00	
12/01/2017	Congleton Unplugged	Contribution to Cong Unplugged	S145	FAP/42/1617	500.00			500.00	
12/01/2017	230 Squadron A.T.C	Contribution to assault course items	S137	FAP/42/1617	350.00			350.00	
12/01/2017	Town Hall 150 yr celebrations	Town Hall 150 yr celebrations	S145	FAP/41/1617	418.77		418.77	0.00	
								0.00	
Totals					2045.00	12908.11	10236.12	4617.99	
	EMR b/w/d				£2,045.00				
	Budget 16/17				£19,000.00				
	Total approved to date				£70,983.00				
					£14,854.11				
	Total money still available for grants							£6,190.89	

Congleton Town Grant Commitments										
Specific Budgets										
Date Grant Approved	To	For	Section	Minute Reference	EMR b/fwd	Budget	Approved 16/17	Paid £	Outstanding £	Date Paid
01/04/2016	Congleton Museum	Notional rent	S144			4,500.00	4,500.00	4,500.00	0.00	
01/04/2016	Community Projects	Project support	S145			16,000.00	16,000.00	16,000.00	0.00	06/04/2016
01/04/2016	Congleton Partnership	Rent	S137			1,533.00	1,533.00	1,533.00	0.00	
01/04/2016	Citizens Advice Bureau	annual grant	S142			15,000.00	15,000.00	15,000.00	0.00	25/04/2016
01/04/2016	Christmas Lights	Christmas Lights	S144			9,000.00	9,000.00	4,900.00	4,100.00	
01/04/2016	Royal British Legion	Remembrance Day Parade	S137			700.00	700.00	632.00	68.00	overspend granted on Permitted sheet
01/04/2016	Town Hall 150 yr celebrations	Town Hall 150 yr celebrations	S145			5,000.00	5,000.00	5,418.77	-418.77	
09/06/2016	St Peter's Church	Church clock maintenance	PCA1967 s2	FAP/04/1617		250.00	265.20	265.20	0.00	17/06/2016
Totals						51,993.00	51,998.20	48,248.97	3,749.23	
						0.00				
	Ear marked reserve b/fwd									
	Budget 2016/17				£0					
	Total approved to date				£51,983					
	Total awaiting application				£51,998					
					-£15					

SUBMITTED MEETING:
THURS 16th Feb 2017



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR26/1617
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1.1	Applicant(s):	Pauline Drew
1.2	Representing:	St. Peter's Church, Congleton
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	Key to the Future – phase 2 Ceiling Repair and Restoration
1.6	Project Objectives:	The aim of the project is to extend the life and use of St. Peter's, a grade 1 listed building, in the 21 st century. To restore the town's heritage and undertake sensitive redevelopment to make St. Peter's a more flexible building for the wider community fit for the future.
1.7	Brief Project Description:	<p>The roof was replaced as Phase 1. We have also dealt with repairs to the tower and pinnacles. This phase is to restore and repair the 18th century nave plaster ceiling which professional reports have shown is in a critical state. St. Peter's is on Historic England's Heritage at Risk Register.</p> <p>We are currently monitoring the state of the ceiling</p> <p>Further phases will deal with the gallery ceilings, the cast iron windows and improving facilities to make St. Peter's a building fit for future generations and a sustainable asset to the town for the future.</p>
1.8	Details accounts/budgets	<p>The replacement of the leaking roof was completed on time and in budget and cost £237,000. The report and completed work on the tower and pinnacles cost £5000.</p> <p>The costs of reports, architect's fees in investigating the ceiling and preparing the bid to Heritage Lottery Fund was £12,000 funded by St. Peter's. The ceiling restoration estimated cost £286,327. The grant from the Heritage Lottery Fund and VAT refund will meet 85% of the cost.</p> <p>We are seeking assistance from grant making bodies to help with the shortfall of £34,000 + £10,200 itemised in 2.1 below</p>

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	The ceiling costs £286,327 inc vat. + £1200 to protect the organ + £9000 to restore a window used as a rubbish chute during the repairs. This will be used as a test window for future window restoration. Future phases of Key to the Future are likely to cost in the region of £750,000 +
2.2	Total contribution sought:	£2000
2.3	What will the money be spent on?	Repair and Restoration of the 18 th century nave ceiling.
2.4	Any ongoing costs:	Future phases of the work will be subject to further grant applications to the Heritage Lottery Fund and other large grant making bodies. The running costs of St. Peter's are met by the regular giving from church members. Our budget includes a maintenance fund.
2.5	Details of confirmed match funding include source Cash: In kind:	£203,700 Heritage Lottery Fund Grants for Places of Worship We anticipate reclaiming £47,141 in VAT under the Listed Places of Worship Scheme St Peter's own resources £6000 Volunteer time costed at £1800 and accepted by HLF
2.6	Resources needed:	The shortfall in funding is £38,000. Lime plaster experts and scaffolding will be required. Tenders will be prepared by our conservation architect from the Bernard Taylor Partnership who will identify a suitably qualified firm to carry out the work.
2.7	Estimated timescale of project from start to finish:	The development stage runs from January to May 2017 to enable our architect to finalise the schedule of work, methodology and specifications. We anticipate the work will then start in late September 2017 and run for six months.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Repairing the ceiling and therefore making it safe will benefit not only the regular congregation but all who use the church for baptisms, weddings and funeral, civic services, and schools who visit. It is the church nearest to the town cemetery and therefore attracts a significant number of funerals. It will also enable St. Peter's to maintain its heritage, cultural and spiritual contribution to Congleton's community life. It will also enhance the attractive conservation area of the town centre. A building in decline will attract vandalism in the heart of the town. The restoration of an outstanding Georgian church with features of regional and national significance will help attract visitors to Congleton and enhance the visitor economy. We already welcome visitors from a wide area of Britain and abroad.
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3.2	<i>Are there similar services/projects provided in the area</i>	<p>Other churches in the town provide similar church services but St. Peters' was originally built by the aldermen as the town church and is the oldest and largest building still in use for its original purpose.</p> <p>St. Peter's is the only grade 1 listed building in the town centre and has unique features which are of regional and national significance, according to the national Church Building Council, attracting tourists to visit. The support and advice of Historic England and the Church Buildings Council means that this aspect of Congleton's heritage has been brought to a wider audience.</p> <p>St. Peter's has an excellent acoustic suitable for concerts and recitals. We are not of any other building in the town that has an original 18th century plaster ceiling.</p>
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Part 4: Evaluation/Publicity

4.1	<i>How will the project be evaluated and who will carry out the evaluation?</i>	<p>The quality of the repair will be supervised and evaluated by our qualified conservation architect. Historic England and the Heritage Lottery Fund will also be evaluating and monitoring the project and we have an experienced project team. The work will also be subject to a Faculty being granted by the Diocese of Chester.</p> <p>Activities and visitors to St. Peter's are also monitored by the Church Council.</p> <p>A successful outcome will enable the church to continue in use.</p>
4.2	<i>Describe how you will promote the Town Council in your project</i>	<p>Assistance from the Town Council will be identified in our publicity, the local press, and mentioned at our events. We will also be creating a new website as part of the project and acknowledgement will be made of all organisations which have assisted us. A list of contributors to the ceiling restoration will be displayed in the church in addition to acknowledging funders of work already completed.</p> <p>We are proud of our links with the Town Council as Congleton's Town Church built by aldermen and leading townspeople and value the support of current councillors and staff.</p>

Signature: *Pauline Drew*

Date: *1 Feb 2017*



Congleton Town Council Application for Financial Assistance

SUBMITTED MEETING:
Thursday 16th Feb.

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR27 1617
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1.1	Applicant(s):	Reverend Murray George
1.2	Representing:	Congleton United Reformed Church and The Listening Out Loud Foundation
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	Congleton Big Heart Lunch Club
1.6	Project Objectives:	<p>To provide the elderly, lonely and needy of Congleton with good, hot wholesome food at least twice a week.</p> <p>Provide a safe and pleasant atmosphere where people can socialise as well as eat.</p> <p>Provide opportunities for agencies such as police and social services to meet people and provide advice and support.</p> <p>Provide activities and events after the meals, giving opportunities for people to enjoy traditional games/activities and learn crafts.</p>
1.7	Brief Project Description:	<p>Late last year we took over the Lunch Club that was previously based at Fellowship House. We provide a hot two-course lunch for between 25-35 elderly, lonely and needy people of Congleton at least twice and sometimes three times a week.</p> <p>Increasingly many people are coming early for a cup of tea and a chat in the warm.</p> <p>There are now regular craft sessions after one of the meals and we have had visits from the local PCSO's and representatives of Cheshire East who have given help and support on a number of matters.</p> <p>Local traders also come occasionally enabling people to 'try and buy' at the club without having to make special shopping trips.</p> <p>Since we took over the club at the beginning of October we have endeavoured to increase the number of people to benefit and from a start of about 18 people attending in the first meal we now regularly get 30+.</p> <p>These include vulnerable older folk who otherwise lead quite isolated lives and a number of armed services veterans.</p>
1.8	Details accounts/budgets	The Church has not set a detailed budget aside for this particular project as we took it over at the last minute to prevent the existing lunch club from closing and it has not been running long enough for us to produce detailed accounts.

		<p>To date we have charged £3.00 per meal and received a £2.50 subsidy from the council. We are in the process of revising that to £4.00 charge and £1.50 subsidy. We do not intend to charge more than this so that we can keep the cost down and the meals affordable for everyone who might need them.</p> <p>We are confident that once these initial investment costs are met and the kitchen is properly equipped we will be able to meet the ongoing costs of providing the lunches and replacing the equipment from the income we receive through the charges and the subsidy.</p>
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Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	The cost of the project is ongoing; the church has spent approx. £5000.00 to date on updating the kitchen and dining areas and installing new heating and lighting.
2.2	Total contribution sought:	We are seeking up to £829.00 to help us with the extra equipment and supplies we need to cater for the larger numbers of people we are now catering for on a weekly rather than occasional basis.
2.3	What will the money be spent on?	<p>£329 -Haier BD-319RAA Chest Freezer;</p> <p>£275 - Catering cooking equipment - Including pans, electric mixer, fridge/oven thermometers and food probes, paper roll dispenser, serving dishes and utensils, catering packs of foil and cling film.</p> <p>£150 to build a stock of dried food, including flour, seasoning and gravy, and tinned goods.</p> <p>£75 towards new tablecloths and table decorations</p>
2.4	Any ongoing costs:	This equipment will set us up to meet the extra demands we have now. Any further costs will then be met through what we receive by charging the clients and the subsidy we receive per meal.
2.5	Details of confirmed match funding include source <i>Cash:</i> <i>In kind:</i>	<p>As stated above (2.1) the church has already met the cost of developing the kitchen and dining area.</p> <p>We have joined the Tesco foodshare initiative and they supply a variable amount of diverse foodstuffs each week. This in the long run will help us manage our costs, but is also the reason we need the freezer urgently!</p>
2.6	Resources needed:	See 2.3 above
2.7	Estimated timescale of project from start to finish:	The project is already running and will continue to do so for the foreseeable future

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	<p>As stated above elderly, vulnerable and needy people across Congleton are already benefitting by receiving two healthy, hot meals a week each with two courses.</p> <p>They are benefitting from increased opportunities to socialise and met new friends.</p>
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		They are getting regular access to the local PCSO's and other agencies providing help, support and advice. The craft sessions are also providing them with the opportunity to learn new skills as well as save money through recycling and upcycling.
3.2	<i>Are there similar services/projects provided in the area</i>	We are not aware of a similar project in the area at this time although there is a project being considered in the Buglawton area of the town, that could possibly have many similarities to our own.

Part 4: Evaluation/Publicity

4.1	<i>How will the project be evaluated and who will carry out the evaluation?</i>	The project is evaluated in a number of ways. Firstly by the church and Listening Out Loud foundation as we constantly review whether we are meeting our aims and objectives as set out in 1.6. It is also monitored and evaluated by the council to ensure that their subsidy is being used effectively and efficiently.
4.2	<i>Describe how you will promote the Town Council in your project</i>	There has already been publicity in the local press and I hope that will continue. We constantly remind those attending that the lunches are affordable because of the subsidy and support we receive from the council and council representatives visiting the club regularly.

Signature: Rev. Murray George

Date: 02/02/2017



Congleton Town Council Application for Financial Assistance

SUBMITTED MEETING:
Thursday 16th February

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR28/1617
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1.1	Applicant(s):	Jo Money
1.2	Representing:	Congleton Community Projects
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	Congleton Food and Drink Festival road closure costs
1.6	Project Objectives:	To comply with the law in the matter of closing roads for a temporary event as it is no longer within the remit of Cheshire Police. Effective and professional traffic management ensures the safety of participants and visitors to the event.
1.7	Brief Project Description:	We have requested Roadsafe Traffic Management Company to close the High Street, Swan Bank and Mill Street for the day on Sunday 11 th June to allow for over 100 stalls to be installed for the immensely popular Food and Drink Festival which brings 25,000 – 30,000 people into the town over the day.
1.8	Details accounts/budgets	See attached quote from Roadsafe for £715 + VAT for the closures. This does not include staffing the closures at the event which would make the costs much much higher. We have used other companies and Roadsafe have proved themselves to be the most efficient and cost effective

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	Total cost of F & D Festival from 2016 figures £12,456
2.2	Total contribution sought:	£715 + VAT
2.3	What will the money be spent on?	Road closures

2.4	Any ongoing costs:	None
2.5	Details of confirmed match funding include source Cash: In kind:	Grant funding is in place for the rest of the costs of the Festival and we are not seeking any contribution to this from the Town Council The management of the road closures throughout the event will be done by volunteers 11 hours, on a 2 hourly rotas with 2 volunteers on each barrier.
2.6	Resources needed:	None
2.7	Estimated timescale of project from start to finish:	7.30am – 6.00pm June 11 th 2017

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Professional effective traffic management ensures the smooth running of the Festival and the safety of its participants and visitors and is essential since Cheshire Police can no longer take responsibility or take part in closures in any way. The Traffic Management Company put the closures and diversions on and take them off and provide all the signage, including bespoke signs. Cheshire marshals and several other Chapter 8 trained volunteers can then manage the closures throughout the event but they are not qualified to put the closures on or take them off.
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?	This will be part of the risk assessment for the event
4.2	Describe how you will promote the Town Council in your project	The support of the Town Council will be included in publicity and in the programme.

Signature: Jo Money Date: 7/02/17

QUOTATION

To **Jo Money**
Customer **Congleton Community Projects**
Works Location **Congleton**
From **Dan Parry**
Depot **Haydock**

Depot Address:
Unit 3
Bahama Road
Haydock
WA11 9XB

Date of Issue:
Customer Ref:
RSCG Ref:

Email: Dan.Parry@rscg.co.uk
Mobile: 07787444412

Summary

Labour & Vehicles

Item	Description	Unit Cost		Type	Quantity	Sub-Total
	Lane Closure (≤ 40mph) - Deliver & Install (inc. 1 Operative + Van)	£140.00	shift	Day	1	£140.00
	Lane Closure (≤ 40mph) - Dismantle & Recover (inc. 1 Operative + Van)	£140.00	Shift	Day	1	£140.00
	Road Closure & Diversion (≤ 40 signs) - Deliver & Install (inc. 1 Operative + Van)	£140.00	shift	Day	1	£140.00
	Road Closure & Diversion (≤ 40 signs) - Dismantle & Recover (inc. 1 Operative + Van)	£140.00	shift	Day	1	£140.00
						£0.00
						£0.00
						£0.00
Labour & Vehicles						£560.00

Equipment (DAILY) additional Rental rates

Item	Description	Unit Cost		Type	Quantity	Sub-Total
	Lane Closure (≤ 40mph) - Daily Hire (Up to 400m, stock signs + cones + sandbags)	£30.00	Items		1	£30.00
	Road Closure Diversion - Daily Hire (Up to 40 stock signs + cones + sandbags)	£25.00	Items		1	£25.00
Equipment Hire						£55.00

Special Signs

Item	Description	Unit Cost		Type	Quantity	Sub-Total
	Special Sign - Manufacture	£20.00	Item		5	£100.00
AWS & Special Signs						£100.00

Other

Item	Description	Unit Cost		Type	Quantity	Sub-Total
						£0.00
						£0.00
						£0.00
						£0.00
						£0.00
Other						£0.00
Total Cost (ex VAT)						£715.00



Company Registration No: 8133608 / VAT Registration No: 141 585 711

Roadsafe
Corporate Group Limited ● ● ●

DEFINITIONS

1. The owners of these conditions are Roadsafe Corporate Group Limited, whose Registered Office is RailSafe House, Whiteley Road, Blaydon Tyne and Wear NE21 3NH
2. The Hirers are the Company, Firm, Person or Authority taking the Owners Plant on Hire, and include their Successors or Personal Representatives.
3. The term Plant shall be deemed to include the type of system or plant and components that may make up that system or plant and any ancillary equipment that is offered and accepted
4. **TRAFFIC MANAGEMENT IS OVER A SEVEN DAY WEEK.**

ACCEPTANCE COMMENCEMENT AND TERMINATION OF HIRE

5. The Hirer's acceptance of the Owners Plant shall at all times imply acceptance by the Hirer of these General Conditions of Hire.
6. These General Terms and Conditions of Hire are preprinted on the reverse of the tickets and signing on the front of this Ticket shall deem to accept these
7. The Hire shall commence from the date and time that the Plant leaves the Owners Depot and shall terminate on the date and time upon return to the Depot.
8. Printed dated tickets will be rendered to the Hirers, Agents or Representatives at both commencement and termination of Hire and this will represent the hiring period for which charges will be rendered
9. The Hirers Representative or Agent to be responsible for the signed Ticket to be passed to their Head Office, both at the commencement and termination of the Hire.
10. Any additional equipment requested and supplied at the time of delivery and added to this Ticket accepted and signed for by the Hirers Representative shall be deemed to be part of this Agreement.
11. The Owner reserves the right to raise additional charges should the equipment be used in excess of the normal working week.
12. The Owner reserves the right to raise additional charges to cover his loss or revenue from the time that any equipment is stolen until payment is received.
13. At the time of the Off Hire the Owners issue an Off Hire Number which is recorded. The Hirer is responsible for ensuring that he records the Date, Time and Off Hire Number of the Ticket
14. The Plant is offered subject to being available at the time required
15. The Owners reserve the right to revise or withdraw any quotation at any time
16. During the hire period the Hirer will be responsible for any loss or damage to the said Plant from whatsoever cause (fair wear and tear accepted) and shall ensure its safe keeping and shall use it in a correct and workmanlike manner.
17. Plant shall be returned in a clean and in equal order to when delivered on Hire. Time and materials expended by the Owner in clearing the Plant on return to the Depot or making good damage shall be charged to the Hirer.
18. The owners shall notify the hirers of the condition of the returned equipment and the hirers will be offered a period of five working days during which they may inspect the equipment.
19. The Hirer shall be responsible for ensuring that engine Oils and fuels are checked daily and replenished as necessary.
20. The Owner shall not be held responsible for any loss incurred by the Hirer due to any malfunction of the equipment and any delay in attending the site to replace the equipment by the Hirer
21. The Hirer shall be fully responsible for the safe keeping of all equipments from the time of delivery to site until return to the Owners Depot
22. The Owner if called to site to undertake any repair due to site negligence, re the time equipment replace damaged or stolen equipment shall duly charge the Hirer with the costs involved
23. The Hirer shall not move the Plant from the site which it was first delivered without the Owner's prior consent in writing and the Owner shall not be held responsible for not attending any requests for service from that site.
24. The Hirer shall at all times allow the Owner or his Agent to have access to the Plant to inspect, adjust, repair or replace the same. So far as is reasonably possible, such work will be carried out at times to suit the convenience of the Hirer
25. If plant is involved in any accident resulting in injury to persons or damage to property, immediate notice must be given to the Owners by the quickest possible means and confirmed in writing.
26. The Owners will not be held responsible for any claim, loss or damage or injury sustained by any third party and it is the responsibility of the Hirer to ensure that they carry the necessary insurance cover.
27. Whilst the Plant is in the possession of the Hirer, or under his control, the Hirer accepts all responsibility for and will indemnify the Owners and their employees of all claims however caused and whether based on negligence or otherwise, including all damages and costs.
28. The Hirer is advised to provide for full indemnity under his own insurance Policies, and to include all liability whatsoever both under common law or under any statute to workmen or other employees of both parties, and to third parties
29. The Hirer will be responsible for compliance with all regulations issued by the Government or Local Authority, including Building, Health and Safety at Work Act and Welfare Regulations and observance of the Road Traffic Acts should they apply, and additional costs for equipment materials and insurance made necessary thereby.
30. All Accounts are **strictly 30 days NET** from date of invoice and shall be paid by the first day of the month following the invoice.
31. As well as the above the Contractors Plant Association Hire Terms also apply.
32. A purchase order received from the hirer constitutes full agreement to the terms and conditions laid out in this document.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	16/02/17 7pm	LOCATION	Congleton Town Hall
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM REPORT TITLE	Management Accounts April to December 2016		
Background	Variance analysis of the Accounts to December 2016 to accompany the spreadsheet. 75% 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 – Internal – 1 visit of 3 has taken place • Audit fees – External - 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. £6,609 is available for grant applications up to 31/03/17. <p><u>Community, Environment & Services Committee</u></p> <ul style="list-style-type: none"> • Paddling pool was within budget. • 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 slightly under 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 December 2016		

Congleton Town Council - Management Accounts - Dec 2016

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
Finance and Policy					
<u>101</u>	<u>Corporate Management</u>				
	9,166	82,546	116,187	33,641	71%
	0	244	1,000	756	24%
	0	1,378	2,500	1,122	55%
	1,163	10,463	13,950	3,487	75%
	0	2,967	2,800	-167	106%
	9	195	400	205	49%
	22	1,042	2,000	958	52%
	0	1,113	3,000	1,887	37%
	302	1,276	2,500	1,224	51%
	0	2,851	2,700	-151	106%
	0	9,671	8,000	-1,671	121%
	748	5,857	7,500	1,643	78%
	571	1,767	2,500	733	71%
	0	150	500	350	30%
	0	205	300	95	68%
	73	471	500	29	94%
	0	0	2,000	2,000	0%
	420	420	1,260	840	33%
	0	1,969	3,750	1,781	53%
	0	1,407	3,000	1,593	47%
	230	1,934	3,500	1,566	55%
	-2,927	-37,559	-49,263	-11,704	76%
	9,777	90,367	130,584	40,217	69%
Corporate Management:-Expenditure					
CEC Grant	0	-24,945	0	24,945	0%
Interest Receivable	0	-2,783	-2,500	283	111%
Corporate Management :- Income	0	-27,728	-2,500	25,228	1109%
	9,777	62,639	128,084	65,445	49%
<u>102</u>	<u>Democratic Rep'n & Mgmt/Civic</u>				
	1,996	17,929	23,977	6,048	75%
	0	408	1,000	592	41%
	172	228	400	172	57%
	28	193	900	707	21%
	0	2,601	5,230	2,629	50%
	0	250	2,000	1,750	13%
	0	3,000	3,000	0	100%
	0	0	360	360	0%
	190	4,322	5,000	678	86%
	0	2,204	100	-2,104	2204%
	184	4,010	5,500	1,490	73%
	0	206	500	294	41%
	125	1,613	2,082	469	77%
	2,695	36,964	50,049	13,085	74%
Democratic Rep'n & Mgmt/Civic:-Expenditure					
Grants		64,374	70,983	6,609	91%
	12,472	163,977	249,116	85,139	66%
F&P Income - Expenditure Totals					
	<u>Community, Environment & Services</u>				
	749	20,498	24,820	4,322	83%
	0	0	1,000	1,000	0%
	5,663	10,349	9,500	-849	109%
	47	293	290	-3	101%
	2,008	5,019	8,350	3,331	60%
	514	9,764	14,450	4,686	68%
	2,762	24,857	33,143	8,286	75%
	4,242	39,763	57,211	17,448	70%
	0	0	47,200	47,200	0%
	1,835	2,627	4,000	1,373	66%
	0	0	0	0	#DIV/0!
	0	4,118	3,000	-1,118	137%
	59	782	2,000	1,218	39%
	618	8,238	10,836	2,598	76%

Congleton Town Council - Management Accounts - Dec 2016

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
	18,497	126,308	215,800	89,492	59%
Streetscape					
Staff Costs	29,964	272,983	388,827	115,844	70%
Agency Staff	0	6,328	5,000	1,328	127%
Protective Clothing\H & Safety	126	2,681	3,000	319	89%
Office rent	256	2,300	3,067	767	75%
Janitorial	34	4,556	4,000	556	114%
Telephones	0	0	1,200	1,200	0%
Insurance	0	6,089	6,000	89	101%
Property maintenance	0	575	1,000	425	58%
Horticultural etc Supplies	456	15,236	16,000	764	95%
Vehicle maintenance/Serv etc	920	7,808	7,000	808	112%
Vehicle fuel and oil	663	10,222	15,000	4,778	68%
Vehicle rental charges	3,057	26,993	37,676	10,683	72%
General expenditure	0	1,387	1,500	113	92%
Central Overheads Reallocated	2,040	26,165	34,632	8,467	76%
Streetscape Expenditure	37,516	383,323	523,902	140,579	73%
Streetscape - Other income	-225	-1,384	-900	484	154%
Streetscape - C East Income		-272,571	-362,696	-90,125	75%
	-225	-273,955	-363,596	-89,641	75%
Net Expenditure over Income	37,291	109,368	160,306	50,938	68%
C,E & S Income - Net Expenditure Totals	55,788	235,676	376,106	140,430	63%
Town Hall					
Town Hall - Expenditure		111,786	155,892	-44,106	72%
Town Hall - Income		-87,156	-98,150	10,994	89%
Net Expenditure over Income	0	24,630	57,742	-33,112	43%
Total Net Expenditure	68,260	424,283	682,964	192,457	62%
Personnel					
Staff Costs - Reallocated	50,985	479,317	674,354	195,037	71%
Reserves as at 31/12/16					
General Reserve	171,618				
Capital Equipment Fund	36,140				
Capital Contingency Fund	200,438				
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	25,198				
EMR Play Areas	6,000				
EMR Public Realm	12,000				
EMR Legal Fees	5,292				
EMR Congleton Neighbourhood Plan	30,873				
EMR Cenotaph	10,000				
EMR Christmas Lights	5,404				
EMR Rotary Bonfire	5,000				
EMR In Bloom	3,000				
	602,443				

Bank Reconciliation Statement as at: 31/01/2017 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	31/01/2017	94	103,500.21
			<u>103,500.21</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	
21/11/2016 008288 The Royal British Legion		72.00	
15/12/2016 008313 Cong History Society		88.80	
20/12/2016 008316 D & M Nurseries		8.00	
20/12/2016 008315 Sol Theatre School		1,000.00	
24/01/2017 008327 Broken Cross Paint & Wallpaper		36.81	
24/01/2017 008330 Stephen Pye Heating Ltd		590.35	
24/01/2017 008331 Reubens 46		492.80	
27/01/2017 008332 Congleton Harriers		250.00	
27/01/2017 008333 Cygnet Club		8.00	
27/01/2017 008334 Halo Hair		8.00	
27/01/2017 008335 Browns Congleton		11.00	
27/01/2017 008336 House to Home		10.00	
			<u>2,624.46</u>
			100,875.75
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			100,875.75
		Balance per Cash Book is :-	100,875.75
		Difference is :-	0.00

SIBA and Cambridge and Counties Bank Balance as at 31/01/2017

Balance per Special Interest Bearing Account (10180876)	745,227.40
Cambridge and Counties 1 year fixed deposit	150,000.00
	<u>895,227.40</u>

Congleton Town Council 16/17

RBS Current/ Access Acct

List of Payments made between 01/12/2016 and 31/01/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/12/2016	Cheshire East	DD	2,286.00	Business Rates Town Hall
01/12/2016	Cheshire East	DD	194.00	Business rates toilets mkt st
02/12/2016	AWC Electrical Ltd	008300	5,450.40	2516/7434/xmas lights storage
02/12/2016	D P Sportswear Ltd	008301	62.40	031781/7448/xmas hi viz vests
02/12/2016	Hartshorn & Ward Samba	008302	150.00	S043/7449/samba band xmas
02/12/2016	Heaven Scent	008303	225.00	161116/7450/T/Hall decs
02/12/2016	Rode Hall Silver Band	008304	150.00	301116/7461/playing in town
02/12/2016	Cong Park Bowling Club	008296	250.00	Grant bowling club
02/12/2016	Butters	008297	30.00	Christmas Window dressing comp
02/12/2016	L Frost	008298	20.00	Christmas window dressing comp
02/12/2016	Davenports	008299	10.00	Christmas window dressing comp
05/12/2016	United Reformed Church	008305	637.50	1116/7468/luncheon club
05/12/2016	Cong Youth in Action	008306	500.00	grant - Cong Youth in Action
06/12/2016	British Telecom	008308	283.45	MR74673400Q0421/7469/Phones
06/12/2016	TMC Creative Ltd	008309	3,000.00	4322/7493/P/ship scoping work
06/12/2016	United Utilities	008310	337.91	02047457/7495/TH Water
06/12/2016	Cong Comm Credit Union	008307	240.00	Grant to CCCU
07/12/2016	Cong Comm Transport	008311	2,500.00	P/ship money to Cong Transport
08/12/2016	British Telecom	dd	45.49	QQ66RE/7437/fax machine
09/12/2016	Purchase Power	DD	213.00	BE192797/7459/postage
09/12/2016	CKN Ltd	008312	27.00	refund overpayment Belvoir
12/12/2016	BACS B/L Pymnt Page 1587	BACS Pymnt	7,215.12	BACS B/L Pymnt Page 1587
13/12/2016	TomTom Telematics	Dd	106.92	6901828/7543/webfleet
13/12/2016	West Mercia Energy	dD	2,356.37	1332467/7417/Town Hall Electri
14/12/2016	Wirehouse Employer Services	DD	102.00	HR support monthly
15/12/2016	Cong History Society	008313	88.80	refund overpayment
15/12/2016	RBS Bankline	DD	54.20	RBS Bankline charges
16/12/2016	RBS Bankline	BANKLINE	51,168.74	Salaries
19/12/2016	Wirehouse Employer Services	DD	153.60	H&S consultancy December 16
20/12/2016	D & M Nurseries	008316	8.00	71/7526/MMW memorial plants
20/12/2016	North West Game	008317	27.00	091216/7534/food vouchers xmas lights
20/12/2016	United Utilities	008318	1,362.09	02062294/7544/Hillary Ave allotment water
20/12/2016	Auditing Solutions Ltd	008319	504.00	A4770/7509/Internal Audit
20/12/2016	City Plumbing Supplies Holding	008320	25.84	1168AAJ041/7520/toilet seat
20/12/2016	Access Displays Ltd	008321	334.80	39984/7549/display boards
20/12/2016	Realm Construction (Northwest	008322	15,420.00	016024/7550/Mkt st toilet refurb
20/12/2016	St James' Church	008314	1,000.00	Grant St James' Church
20/12/2016	Sol Theatre School	008315	1,000.00	Grant Sol Theatre School
21/12/2016	RBS	DD	18.67	RBS bank charges
23/12/2016	EE	dd	26.34	V01300389665/7527/JM phone
28/12/2016	BACS B/L Pymnt Page 1596	BACS Pymnt	22,390.27	BACS B/L Pymnt Page 1596
28/12/2016	Prism Bus Developments	DD	898.16	IT support monthly
28/12/2016	Allpay - Plus Dane	DD	36.08	Allotment garage rental
30/12/2016	Suez Recycling and Recovery UK	dd	268.22	30484213/7462/waste
30/01/2017	Suez Recycling and Recovery UK	dd	268.22	30519659/7577/Suez Recycling a
03/01/2017	Cheshire East	DD	2,286.00	Business rates town hall
03/01/2017	Congleton Team Parish	008323	1,000.00	Grant St John's community ctre

04/01/2017	United Utilities	dd	404.16	01322169/6759/wastewater bill
05/01/2017	Petty cash	008324	173.24	Reimburse petty cash
06/01/2017	Grenke	DD	406.19	Tracker lease
06/01/2017	Grenke	DD	192.85	Tracker annual insurance
06/01/2017	West Mercia Energy	dd	1,020.95	1337752/7646/P/Pool electricit
11/01/2017	Pitney Bowes Finance PLC	DD	190.05	Franking machine
12/01/2017	TomTom Telematics	DD	106.92	6949424/7623/Webfleet
16/01/2017	BACS B/L Pymnt Page 1602	BACS Pymnt	6,566.07	BACS B/L Pymnt Page 1602
16/01/2017	Wirehouse Employer Services	DD	102.00	HR support monthly
16/01/2017	RBS Bankline	DD	53.40	Bankline Charges
18/01/2017	RBS salaries	BANKLINE	54,854.40	RBS salaries
19/01/2017	Wirehouse Employer Services	DD	153.60	H&S support monthly
20/01/2017	AWC Electrical Ltd	008325	2,234.40	2534/7596/xmas lights works
20/01/2017	Otis Ltd	008326	500.38	01250040/7612/lift service visit
20/01/2017	RBS	DD	13.25	RBS bank charges
23/01/2017	BACS B/L Pymnt Page 1607	BACS Pymnt	3,625.71	BACS B/L Pymnt Page 1607
23/01/2017	Cheshire East	DD	194.00	Business Rates Mkt toilets
23/01/2017	EE	dd	24.28	V01311889550/7603/JM phone
24/01/2017	Broken Cross Paint & Wallpaper	008327	36.81	061216/7597/public toilets
24/01/2017	British Telecom	008328	41.07	F043RC/7598/final bill
24/01/2017	Jewson Limited	008329	49.69	0767/0151334/7604/paint etc
24/01/2017	Stephen Pye Heating Ltd	008330	590.35	301116/7613/service boiler
24/01/2017	Reubens 46	008331	492.80	121116/7633/Princess Irene Bri
25/01/2017	Prism Bus Developments	DD	898.16	IT support monthly
27/01/2017	Congleton Harriers	008332	250.00	Grant Cloud 9 race
27/01/2017	Cygnets Club	008333	8.00	Reimburse electric xmas lights
27/01/2017	Halo Hair	008334	8.00	Reimburse electric xmas lights
27/01/2017	Browns Congleton	008335	11.00	reimburse electric xmas lights
27/01/2017	House to Home	008336	10.00	Reimburse electric xmas lights
30/01/2017	BACS B/L Pymnt Page 1610	BACS Pymnt	10,345.47	BACS B/L Pymnt Page 1610
30/01/2017	Allpay - Plus Dane	DD	36.08	Allotment garage rental
31/01/2017	HMRC VAT	BACS	4,634.63	HMRC VAT

Total Payments £212,959.50

Invoice Date	Supplier Name and Invoice Details	Amount Paid
Cavern Protective Clothing		
14/11/2016	17859/7444/PPE S/Scape	50.40
15/11/2016	17855/7443/PPE S/Scape	219.00
15/11/2016	17862/7442/PPE S/Scape	72.00
15/11/2016	17866/7441/Caretakers uniforms	294.00
22/11/2016	17870/7439/PPE S/Scape	48.00
23/11/2016	17872/7438/PPE S/Scape	74.40
24/11/2016	17873/7440/PPE S/Scape	100.80
Cheshire Electrical Supplies Ltd		
22/11/2016	C1707717/1/7473/portable light	352.80
22/11/2016	C1707726/1/7470/TIC bulbs	23.76
29/11/2016	C1708103/1/7472/Globe bulbs	10.55
29/11/2016	C1708104/1/7471/Globe bulbs	52.74
Congleton High School		
30/11/2016	5101942/7446/xmas banners etc	78.02
Congleton Garden Machinery Ltd		
22/11/2016	8800/7445/oil for chainsaw	70.00
C T H Events & Parties		
01/11/2016	173/7474/TC11514	34.80
01/11/2016	174/7475/In bloom thank you	234.00
04/11/2016	176/7476/TC11632	191.40
08/11/2016	178/7477/Youth committee	25.68
08/11/2016	179/7478/TC11629	52.20
09/11/2016	180/7480/Youth forum mtg	10.44
13/11/2016	181/7481/remembrance recep	600.00
14/11/2016	182/7479/Partnership mtg	20.88
18/11/2016	183/7482/TC11633	208.80
22/11/2016	184/7488/Cheshire East	52.20
23/11/2016	185/7483/junior council	35.40
24/11/2016	186/7484/ABS meeting	13.92
24/11/2016	187/7485/TC11635	85.44
24/11/2016	188/7486/TC11636	26.10
24/11/2016	189/7487/TC11639	191.40
LAC Autoparts		
29/11/2016	PB551998/7452/oil antifreeze	20.85
30/11/2016	552062/7451/bulbs - transit	8.00
MAC Tool & Plant Hire Ltd		
17/11/2016	8/7455/Brushcutter head	165.00
17/11/2016	9/7454/service hedgecutter	321.00
17/11/2016	16/7453/two stroke shots	15.12
17/11/2016	20/7456/Helmet & visor	28.80
28/11/2016	25/7457/service 3 mowers	291.00
Sean Morris		
25/11/2016	251116/7458/juggler xmas light	190.00
North East Derbyshire District Council		
24/11/2016	DV20092545/7466/Cllr training	75.00
Porters Service Station Ltd		
30/11/2016	301116/7490/Fuel for vans	815.33
Prism Business Developments Limited		
28/11/2016	62985/7460/WiFi upgrade	994.50
Talke Chemical Company Limited		
28/11/2016	64951/7491/cable ties	194.14
Thomson Planning Partnership Ltd		
30/11/2016	22/012/AT/016/7467/Consultancy	701.04
Threadfast Engineers 1984 Ltd		
21/11/2016	SIN089636/7463/bolts	22.66
28/11/2016	SIN089787/7464/drill bits	10.92
29/11/2016	SIN089815/7492/keys	9.00
West Wallasey Contract Hire		
22/11/2016	WALM163554/7465/tyre repair	123.63
Total BACs payment 12/12/16		<u>7,215.12</u>

Invoice Date	Supplier Name and Invoice Details	Amount Due
15/12/2016	A & B Leisure 10037/7510/snow globe Angel Springs Ltd	579.00
30/11/2016	3364988/7497/bottled water Ansa Environmental Services	55.02
14/12/2016	531007666/7508/Hanging baskets Canda Copying Ltd	5,959.76
01/12/2016	366963/7512/photocopying	220.89
01/12/2016	366964/7511/Photocopying The Catering Shop	508.43
22/11/2016	1227/7498/fridge for bar area Cavern Protective Clothing	1,020.00
06/12/2016	17883/7514/S/Scape PPE	64.80
09/12/2016	17887/7513/S/Scape PPE Cheshire East Council	85.80
07/12/2016	41084907/7515/fairground c park Cheshire Electrical Supplies Ltd	120.00
01/12/2016	C1708231/1/7517/Bulbs toilets	5.58
06/12/2016	C1708442/1/7518/T Hall Bulbs	21.19
15/12/2016	C1708981/1/7516/T Hall Bulbs Heads (Congleton) Limited	16.68
15/12/2016	102927/7521/free parking adver Congleton High School	117.60
16/12/2016	5101955/7524/Civic ball invite	74.47
16/12/2016	5101959/7522/parking signs	86.00
16/12/2016	5101961/7523/xmas cards Cheshire Learning Partnership CIC	122.50
08/12/2016	1362/7519/learning support Congleton Sustainability Group	2,400.00
05/12/2016	051216/7525/cider container C T H Events & Parties	199.80
02/11/2016	175/7499/TC11626	52.20
05/11/2016	192/7501/TC11640	41.90
08/11/2016	177/7500/TC11628 Harberson Ltd	29.58
13/12/2016	110123/7528/tablecloth IBD internet Business Directory Ltd	99.60
18/11/2016	1632/7529/website maint JFH Horticultural Supplies Ltd	150.00
07/12/2016	351587/7530/lawn edging MAC Tool & Plant Hire Ltd	798.66
08/12/2016	39/7532/2 stroke oil	78.00
13/12/2016	45/7533/Hedgestrimmer	27.00
16/12/2016	50/7531/Grease Mediskills Training Ltd	19.20
25/11/2016	100390/7502/medical cover xmas North Rode Timber Co. Ltd	420.00
15/11/2016	151879/7503/TH door hooks Sandbach Town Council	7.26
29/11/2016	2422/7504/gazebo hire Society of Local Council Clerks	288.00
01/11/2016	120189/7505/Local Council Book The Stationery Cupboard	76.60
06/12/2016	155/7535/Stationery Talke Chemical Company Limited	210.71
01/12/2016	64956/7537/cleaning tools	40.42
06/12/2016	64963/7536/toilet/cleaning pro	1,577.31
06/12/2016	64964/7542/T Hall cleaning pro	253.96
08/12/2016	64967/7539/baby changing unit	201.36
12/12/2016	64969/7540/metal signs x 3	23.10
19/12/2016	64973/7541/toilet roll dispens	312.18
19/12/2016	64974/7538/metal signs x 2 T & S Electrical Limited	62.40
30/11/2016	11109/7507/repair hand dryer	91.78
30/11/2016	11110/7506/Hearing Loop West Wallasey Contract Hire	2,310.00
13/12/2016	WAL224486/7545/lease vans	3,561.53
BACs payments 28 12 16		<u>22,390.27</u>

Invoice	Amount	
Date	Supplier Name and Invoice Details	Paid
	The Catering Shop	
22/12/2016	1226/7551/repairs to fridge	660.00
	Cheshire East Council	
14/12/2016	41085137/7570/Park Signs	1,281.25
	Cheshire Electrical Supplies Ltd	
19/12/2016	C1709136/1/7554/T/Hall Bulbs	23.35
19/12/2016	C1709137/1/7553/Town Hall Bulb	5.35
20/12/2016	C1709196/1/7552/pull switch	21.18
31/12/2016	C1709433/1/7555/T Hall Bulbs	94.93
31/12/2016	C1709439/1/7556/T Hall Bulb	10.55
	Congleton High School	
16/12/2016	5101963/7569/TOB Prints	45.00
	Congleton Glass Co. Ltd	
21/12/2016	77293/7558/glass mirror	188.00
30/12/2016	77215/7557/perspex, notice boards	360.00
	C T H Events & Parties	
01/12/2016	197/7559/council mtg catering	228.00
06/12/2016	198/7568/Partnership	57.60
07/12/2016	199/7567/Partnership	13.92
09/12/2016	200/7560/TC11649	21.24
13/12/2016	201/7561/TC11657	223.50
13/12/2016	202/7566/P/ship catering	20.88
14/12/2016	203/7562/TC11651	43.50
15/12/2016	204/7563/TC11652	104.40
19/12/2016	205/7565/Partnership	8.70
20/12/2016	206/7564/Youth Committee	25.68
	Four Oaks Nurseries Ltd	
23/11/2016	74168/7489/rebate 15/16	-123.95
12/12/2016	74425/7571/3 cherry trees	612.00
31/12/2016	74580/7572/credit 74425	-153.00
	Leander Architectural	
21/12/2016	23957/7573/locks & keys for noticeboards	1,235.16
	A P Matthews Nurseries Ltd	
18/12/2016	32174/7574/3 x small trees	54.00
	Poppabubblehead Ltd	
31/12/2016	311216/7575/xmas entertainment	300.00
	The Stationery Cupboard	
24/12/2016	156/7576/Dec stationery	68.50
	Thomson Planning Partnership Ltd	
30/11/2016	23/012/AT/016/7580/consultancy	351.12
	Threadfast Engineers 1984 Ltd	
14/12/2016	SIN089968/7581/keys	41.40
	T & S Electrical Limited	
21/12/2016	11141/7578/repairs TIC	392.26
21/12/2016	11142/7579/repairs stairlift	268.75
	Vibrant Graphics Ltd	
30/11/2016	027989/7582/Letter headed paper	82.80
Total BACs payments 16 01 17		<u>6,566.07</u>

Invoice		Amount
Date	Supplier Name and Invoice Details	Paid
	Angel Springs Ltd	
31/12/2016	3414925/7583/water	41.82
	Harberson Ltd	
21/12/2016	110141/7584/2 x table cloths	181.20
	MAC Tool & Plant Hire Ltd	
31/12/2016	58/7585/winter service mower	980.09
	Porters Service Station Ltd	
31/12/2016	311217/7586/Fuel for vans	795.73
	Roadsafe Corporate Group Ltd	
02/12/2016	28294/7587/road closures xmas	420.00
	Threadfast Engineers 1984 Ltd	
26/10/2016	SIN089299/7591/cylinder keys	9.00
23/11/2016	SIN089701/7592/step ladders	254.40
24/11/2016	SIN089716/7590/cable ties	24.98
	T & S Electrical Limited	
31/12/2016	11160/7589/call out & repairs	271.42
31/12/2016	11161/7588/fault repairs	82.07
	United Reformed Church	
31/12/2016	311216/7593/December lunches	565.00
Total BACs payments 23/01/17		<u>3,625.71</u>

Invoice Date	Supplier Name and Invoice Details	Amount Paid
	A & D Electrical Ltd	
04/01/2017	0100/7594/electrical works	500.00
	Ansa Environmental Services	
19/01/2017	531008026/7595/Town xmas tree	1,479.16
	OCS Group UK Ltd	
01/01/2017	CN19380282/7599/clinical waste	87.84
	Cavern Protective Clothing	
05/01/2017	17901/7600/PPE	191.40
	Congleton Garden Machinery Ltd	
17/01/2017	9453/7602/chain oil, sharpener	31.75
17/01/2017	9468/7601/Round file	4.80
	K G Loach	
05/01/2017	29109/7606/loppers	33.34
18/01/2017	29209/7607/softwood stakes	27.48
	Landscape Supply Company	
05/01/2017	66576/7605/road signs	114.23
	The Leaflet Team	
01/12/2016	TKD0058/7608/Delivery of BN	391.00
	MAC Tool & Plant Hire Ltd	
19/01/2017	67/7609/hire of carpet cleaner	83.90
	Mitten Clarke	
16/01/2017	16701/7610/payee/payroll	477.60
	Northern Structural Services	
18/01/2017	275JJ/7611/carpark survey	810.00
	Realm Construction (Northwest Ltd)	
20/10/2016	016025/7615/Paint works	480.00
20/10/2016	016026/7614/steam cleaner	300.00
	Smith of Derby Ltd	
12/01/2017	97471/7616/service visit	246.00
	Talke Chemical Company Limited	
05/01/2017	64982/7619/brush & sweeper	9.33
09/01/2017	64983/7618/bags of grit	181.15
18/01/2017	64988/7617/Floor polish	86.95
18/01/2017	64989/7620/TH cleaning stock	258.06
	Threadfast Engineers 1984 Ltd	
16/01/2017	SIN090268/7622/cylinder keys	12.00
23/01/2017	SIN090350/7621/Drills	20.33
	Travis Perkins Trading Company Ltd	
20/12/2016	3640ADX820/7624/Door stop	7.20
	T & S Electrical Limited	
23/01/2017	11202/7625/repair hand dryer	152.42
	Vibrant Graphics Ltd	
17/01/2017	028050/7626/Bear Necessities	798.00
	West Wallasey Contract Hire	
10/01/2017	WAL224897/7627/lease vans	3,561.53
Total BACs payment 30/01/17		<u>10,345.47</u>



WME would like to wish all of our customers a Happy New Year

Pricing for the period 1st January to 31st March 2017

Market Update

After a brief downturn during the summer, gas and electricity prices have continued their upward trend since 1st September, with gas prices for 2017/18 approximately 20% higher, and electricity prices approximately 15% higher. The main reason for these increases has been concerns regarding security of supply for the current winter. A significant loss of generation capacity in recent years has left electricity generation margins extremely tight resulting in higher prices due to the risk of supply shortages and the reliance on more expensive generation. Gas prices have also been driven higher due to concerns regarding availability of supply and the consequent reliance on more expensive imports. These supply concerns for both gas and electricity are likely to persist in the short term with the continuing uncertainty surrounding the withdrawal of the UK from the EU likely to impact on the markets in the longer term.

Price Update

Despite significant increases in wholesale energy prices we are pleased to be able to discount your capped gas price by 2% for the forthcoming term. This is only possible due to the fully flexible procurement strategy adopted by WME.

Gas Price = 1.6601 p/kWh

Your electricity price will remain unchanged for the forthcoming term at the capped price unless your supply is affected by an industry enforced change (see overleaf).

Price Indications for 2017/18

For the past 3 years we have discounted energy prices year on year. However, due to the considerable wholesale energy increases mentioned above this is not going to be possible for 2017/18, and price increases are unfortunately inevitable.

Despite this, our flexible buying strategy has protected you from greater price increases had this risk not been managed and we are pleased to report that our procured gas and electricity volumes for 2017/18 are currently below market prices for next year. Your energy prices for 17/18 will be communicated in March. If you require any budget assistance before then please get in touch using the contact details below.

In 2015/16

customers benefited by £1.7m in discounts from our capped price

Meter Readings

Why do WME ask for meter readings despite having Automatic Meter Reading (AMR) meters installed?

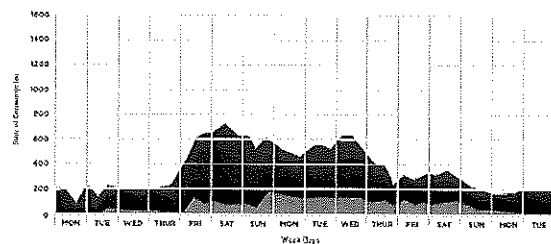
AMR meters use mobile phone technology to remotely dial into meters and relay consumption data to suppliers for billing. Occasionally these communication links fail, which is why meter readings are useful to ensure the meter is working correctly and relaying precise data to enable accurate billing.

Our website is designed to be simple and efficient for our customers. Your login will allow you to submit your meter readings electronically.

View consumption data

Our customers have access to our online energy monitoring platform via the WME website. This enables you to manage your energy consumption and identify areas for making efficiencies.

If you need any support or guidance with accessing the WME website or analysing any consumption data please call a member of the team on 0333 101 4424.



Water

In preparation for the opening of the competitive water market in April 2017, WME forms part of a national group known as "Public Sector Water". This group is currently in the process of creating a framework that will smooth the path for public sector customers in England to choose a water supplier post April 2017.

To get ready for market opening it is advisable to prepare water data including annual consumption and supply details in advance of April 2017. WME or your Local Authority will be in contact after this date to discuss your water contract and possible benefits of switching supplier.

Call: 0333 101 4424

Visit: westmerciaenergy.co.uk

Email: customerservices@westmerciaenergy.co.uk





Other News

MORE BLACKOUT WARNINGS

The British Infrastructure Group, a parliamentary group of MPs, is the latest to weigh in with warnings that Britons could face widespread blackouts in 2017 unless radical changes are made to the UK's electricity network.

A report has warned that Government targets for closing coal power stations and replacing them with renewable energy sources have reduced the UK's generating output.

A report called "Electric Shock: Will The Christmas Lights Go Out Next Winter?", published by the British Infrastructure Group, looked at the problems Britain faces by trying to meet climate change goals.

Failure to plan for the long-term and the premature closure of coal fired plants have put the power generation market under pressure, the MPs argue. The upshot is that National Grid is being forced to pay a premium to keep power stations on standby to meet any shortages.

The report says power bills could rise and electricity 'rationed' because of mismanagement and the cost of emergency supplies.

OPEC CUTS

The other big news has been the agreement of OPEC and non OPEC countries to reduce oil production by 1.8 million barrels a day in 2017 with the aim of increasing global oil prices, which is likely to increase energy prices in the future.

Heating Oil

Login to our website to obtain an instant quote or place an order by calling a member of the team.

Our supplier offers a maximum 3 working day delivery service but please remember to regularly check your oil levels to ensure that you don't get caught out during cold spells when delivery schedules and road conditions can affect these timescales!

Industry Changes

In 2016 OFGEM introduced a mandatory change for all profile class 5-8 meters to move to half-hourly (HH) settlement. This change has already taken place on the majority of supplies and must be completed by April 2017. The move should increase the accuracy of billed consumption, but will also mean additional items appear on the bills of affected supplies. Whilst WME cannot prevent this change happening, we will validate every new charge to ensure these are accurate.

If you have an affected meter our electricity supplier, TGP, will need to make sure that it is set up to record HH readings, and may contact you to arrange for an engineer to visit for this purpose.

Customer Feedback

As a valued customer we appreciate your feedback as this allows us to develop our business to suit your needs. We encourage you to get in touch with any feedback you may have. We would like to take this opportunity to thank those who participated in our recently distributed survey.

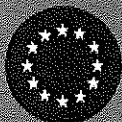
Key Benefits of the WME Energy Contracts



Proven long-term value for money



Budget certainty offered from capped pricing



EU compliant energy procurement



Collaborative purchasing benefits



All profits invested back into the public purse



Bill validation offers protection from supplier overcharging



Website providing billing and consumption data



Site works support

Jackie Potts

From: Congleton Town Council
Sent: 16 January 2017 12:28
To: David McGifford; Jackie Potts
Subject: FW: Thankyou to Finance Committee for recent grant

Sue Trow
Administration Assistant

T: 01260 270350 ext 6
E: st@congletontowncouncil.co.uk
W: www.congleton-tc.gov.uk
Twitter: @congletontown

-----Original Message-----

From: Lisa Bossons Lisa Bossons [<mailto:website@congleton-tc.gov.uk>]
Sent: 16 January 2017 12:13
To: Congleton Town Council
Subject: Thankyou to Finance Committee for recent grant

From: Lisa Bossons <lisa.bossons@camfsc.ac.uk>
Subject: Thankyou to Finance Committee for recent grant

Message Body:

Dear Sir,

On behalf of the Congleton Community Credit Union I would like to thank the Town Council and in particular, the Finance Committee, for their continued support.

We recently received a grant from you which has been used to purchase a new accounting software package.

We are a volunteer run Credit Union doing our best to promote savings and provide cheap loans to our members who live or work within the CW12 postcode area. Without your generosity we would have struggled to find the funds needed and could have run into difficulties meeting this accounting requirement.

Yours faithfully,

Lisa Bossons

Director

Congleton Community Credit Union.

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This e-mail was sent from a contact form on Congleton Town Council (<http://congletontc.wpengine.com>)

Confidentiality: This email and its contents and any attachments are intended only for the above named. As the email may contain confidential or legally privileged information, if you are not the above named person or responsible for delivery to the above named, or suspect that you are not an intended recipient please delete or destroy the email and any attachments immediately.

Security and Viruses: This note confirms that this email message has been swept for the presence of computer viruses. We cannot accept any responsibility for any damage or loss caused by software viruses.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	16 February 2017 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Chief Officer and Management Team		
AGENDA ITEM REPORT TITLE	Item 11 Business Risk Assessment		
Background	<p>Congleton Town Council generally and members individually are responsible for the risk management of the Town Council. Risk Management is the process by which we identify what can go wrong and take proportionate steps to avoid this or successfully manage the consequences. The Business Risk Assessment is a higher level document dealing with general risks. In addition to the Business Risk Assessment the Town Council has numerous operating procedures and risk assessments to deal with events and working practices.</p> <p>Every year the Town Council prepares a Business Risk Assessment as part of our Audit. This Assessment forms part of our constitution and is available on the website. The Business Risk Assessment</p> <ul style="list-style-type: none"> • identifies and updates the record of key risks facing Congleton Town Council • evaluates the potential consequences to the council if an event identified as a risk takes place • decides upon appropriate measures to avoid, reduce or control the risk or its consequences • records any conclusions or decisions reached. <p>This year officers have taken a fresh look at the Business Risk Assessment and applied the latest guidance from NALC on what should be included. For this reason the Business Risk Assessment has substantially changes from the 2016/17 Business Risk Assessment. (current report www.congleton-tc.gov.uk/wp-content/uploads/2015/08/32a-Business-Risk-Assessment-2016-V2-14.01.16-1.pdf)</p>		
Updates	<p>The new Business Risk Assessment considers the key risks and processes put in place to reduce the risk and if necessary manage the consequences</p> <ul style="list-style-type: none"> ✓ The protection of physical assets owned by the council – buildings, furniture, equipment, ✓ The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public ✓ The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss ✓ Loss of cash through theft or dishonesty ✓ Legal liability as a consequence of asset ownership <p>This needs to be a living document and although it will be amended and updated and presented to Council annually for checking and approving, if for any reason risks to the Council change due to a change in circumstances, new asset etc then it will be reviewed earlier than February 2018.</p>		
Decision Requested	To approve the Business Risk Assessment for 2017/8		

Area	Risks Identified	Risk Level	Potential Impact	Management/ Control of Risk	Review/Action Required
ASSETS and SERVICES					
Security of Town Hall Building	Theft Maintenance Staff Safety Third person use	Medium	Medium	Building property insured and reviewed annually. Alarm systems with automatic response for Town Hall. Low crime rate in Congleton. Weekly fire alarm checks and annual servicing. Record all incident Third parties sign a contract re liabilities.	Weekly checks of property and actions taken to correct maintenance. Investigating CCTV and other enhanced security measures
Maintenance of Town Hall, Museum	Not adequate budget for grade 2 building H&S – antisocial behaviour	Low	High	Ensure budget set for maintenance through Town Hall Committee and Council. Facilities and Development Manager to inspect property on regular basis for maintenance issues	Monitor budgets
Town Hall Car parking area	H&S – vehicles and people	Medium	High	Lighting, exploring CCTV options and general maintenance	Regular checks need by Facilities Manager
Paddling Pool	Health and Safety Risk to workers, public and users Theft and damage to pump room and area. Storage of Chemicals	Low	High	Staff trained and Paddling Pool supervised when open. COSH Sheets and written procedures in place Detailed lock up procedures Insurance and Public Liability in place	Check procedures annually, make sure staff training is up to date.
Hilary Avenue Allotments – own the land.	H&S of users Safety of site	Low	Medium	Work closely with the Allotment Association who manage the allotments on a day to day basis. Regular Site inspection	Review contract and working arrangement

Cenotaph Memorial and Eardley statue	Vandalism, damage, deterioration	Low	Low	Regular checks of site for vandalism and damage included on our asset register for insurance	Part of Streetscape checks
Community Garden	H&S of users	Low	Low	Responsible for the site. Regular checks and any hazards made good. On Town Council insurance	Part of Streetscape checks
Community Polytunnel	H&S of users Theft/vandal	Low	Low	Regular of inspection of site. Extra checks when used. On Asset list. Nothing of value kept here	Part of Streetscape checks
Christmas Lights	Theft. Safety of use	Low	Low	Insured through Town Council and stored securely. Use of professional operation to check, service, install and remove lights.	Review policies
Streetscape Services	Service Level Agreements and standards not complied with. Health and Safety risk to workers, public and contractors Contract changes	Medium	Medium	Service Level agreements checked by manager annually Risk Assessments carried out for all procedures and new pieces of work. Staff trained	Supervisor to check risk assessments and training annually.
Events	Health and Safety risks to workers, volunteers, contractors and public	Medium	Medium	Consideration over implications of contracts eg vehicles with potential contract changes Risk Assessment in place for each event Public liability put in place for events All documentation from third parties checked	Maintain existing procedures
Licences	Financial penalty/liabilit es for not having correct licences	Low	Medium	All licences stored on H Drive and in filing cabinets Review of licences annually by managers	Maintain existing procedures

Finance and Contracts		Risk Level	Potential Impact	Management/ Control of Risk	Review/Action Required
Area	Risks Identified				
Banking	Failure of Bank	Low	High	Funds located in two separate banks Policies in place in Financial regulations Investment policy in place	RFO continual monitoring RFO and Council to review annually
Investments	One level of investment	Low	Low	Budget and Precept considered by Finance and Policy Committee & Full Council each year. Contingencies in place through reserves.	RFO and Council to review annually
Precept	Precept sum inadequate Late Payment from local authority	Low	Medium Low		
Financial controls and records	Inadequate records leading to financial irregularities.	Low	Medium	Financial Regulations reviewed annually. Internal and External audits and regular Finance and Policy Committee Meetings	Maintain existing procedures
Petty Cash	Payments not accounted for	Low	Low	All petty cash payments supported by relevant paperwork. Checked by Internal Audit. Processes in Financial Regulations.	Maintain existing procedures
Cash	Loss through theft of dishonesty	Low	Medium	Cash reconciled and banked regularly. Unbanked cash locked in office. Fidelity Guarantee Insurance in place via Zurich.	Maintain existing procedures
Bank Reconciliations	Inadequate Checks Bank Errors	Low	Low	Bank reconciliations completed monthly. Checked via Internal Audits and reported to every Finance and Policy Committee	Maintain existing procedures
Budgetary Process	Inadequate budget preparation leading to inability to fulfil	Low	Low	Budget considered by Finance and Policy Committee and Full Council. Income and expenditure considered at every Finance and Policy Committee. Internal and External audits in place and follow financial regulations.	Maintain existing procedures

		obligations					
Payments	Goods not supplied but invoiced. Invoices incorrect. Invoices unpaid.	Low	Low	All invoices checked and initialled for accuracy and receipt of goods/services in line with comprehensive financial regulations. List of payments presented to Finance Committee. Clear audit trail of all expenditure and checked via Internal Audit	Maintain existing procedures		
Approval of Expenditure	Unauthorised purchase Fraud	Low	Low	All payment orders authorised by Council as per Financial Regulations.	Maintaining existing procedures		
Cheque Books	Loss of Cheques Fraudulent use	Low	High	All cheque books are kept locked in the office. All cheques double signed by 2/6 of the Council signatories and only when matched to a purchase order No blank cheques signed. To be used in line with Financial Regulations and checked by Internal Audit	Maintaining existing procedures		
Credit Card	Loss of Card Fraudulent use	Low	Low	Credit card kept double locked in Council office. Usage set out in the financial regulations.	Maintaining existing procedures		
Salaries	Incorrect payments to staff	Low	Medium	Use external professional team Mitten Clarke to calculate wages monthly. BACs payments checked and signed by 2/6 signatories. Subject to internal audit. Ensuring sufficient trained staff in place to undertake the task.	Maintaining existing procedures		
Annual Return	Not submitted on time Incorrectly completed	Low	Low	RFO aware of date and ensures requirements met. Outside external company identified that could perform task if required	Maintaining existing procedures		
Streetscape Contact	Reduction of revenue through Service Level Agreement. CEBC or third party takeover	Med	High	Keeping standards high. Examination and review of agreed contract. Exploring additional external contracts. Look to align any third party hire contracts with Service Level Agreement. Review of operating procedures	Review by Chief Officer and Streetscape Supervisor		
Commercial	Quality of service leading	Low	Medium	Service level agreement in place. Regular	Regular checks on		

Partner Contract	to reduction of bookings Handing in notice Leaving without notice			management checks and reviews in place. A bond agreed as part of the contacts to cover sudden departure.	contract
Town Hall Room Bookings	Competitive in local market to achieve booking Bookings cover costs Bad debts Loss of major client	Low	Low	Check out competition in the market. Cost out bookings in line with agreed policies Advance payment with new clients or one-off bookings. Regular discussions with major clients	Maintain existing bookings procedures and policies as agreed by the Town Hall Committee
Legal Liabilities					
Ensuring the Council Acts within its legal powers	Ultra Vires Acts incurring financial liability	Low	Medium	Three members of staff CiLCA qualified and Chief Officer currently carrying out training. Use of manuals, advice from NALC and SLCC.	Maintaining existing procedures
Insurance	Inadequate cover or over insurance increasing costs unnecessarily. Areas not covered. Policy lapsed.	Low	High	Council covered by Zurich. Review of Policy with company checked annually for relevance and every three years competitively. Insurance approved by Council. Annual update of asset values and checks of contracts and policies.	Maintaining existing procedures Update Asset Register annually
Compliance with Inland Revenue Requirements	Payments missed. Year end returns inaccurate or submitted late.	Low	High	Sage Payroll system calculates wages, pension and NI. Liaison with Cheshire Pension Services. Subject to Internal Audit.	Maintaining existing procedures
Health and Safety of Staff, Visitors and Contractors	Liability incurred if Council found to be at fault	Med	High	Council has Health and Safety Policy for employees and protect of the public. Separate Risk Assessments in place for all property and activities carried out. £10million Public Liability Insurance. Town Hall Panic Buttons installed. Regular contact with streetscape staff and Lone Workers.	Risk Assessments reviewed by managers at least annually.
Legal Liability	Injury caused through	Low	High	Buildings and other assets inspected regularly	Under constant review

as a consequence of Asset ownership	fault with asset or incorrect training in operation.			by staff for faults. PAT checks carried out annually. Appropriate training given.	
Computer Records	Reliability of system. Loss of data through system error or theft.	Med	High	Back up to icloud daily and local hard drive. Contract with Prism to provide IT services within an hour (office hours) Professional anti-virus software. Confidential files password protected.	Maintaining existing procedures
Paper records	Storage of ancient documents Retaining documents appropriately	Low	Low	Where appropriate stored in museum or safe. Reviewing off site storage for documents that need to be kept under document retention policy but not used.	
Tendering Process	Procedures not followed for significant contracts. Best value not achieved. Fraud.	Low	Medium	Outlined in the Financial Regulations. Tender documents opened in the presence of at least two councillors and Chief Officer	Maintaining existing procedures
Register of Members Interests	Not maintained in accordance with Code of Practice	Low	Medium	Up to date Code of Conduct adopted by Council. Register of Interests filed with CEBC and on CTC web site. Gift Book available for councillors and staff. Monthly declaration on agendas that Interests are up to date	Maintaining existing procedures
Proper Document Control	Documents unaccounted for. No proof of documents received.	Low	Low	Filing system established and updated. Data Protection Act requirements in place. Document retention policy in place. Documents stamped with date received and actioned by staff. Councillors' mail available for collection	Maintaining existing procedures

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance & Policy		
MEETING DATE AND TIME	16th February 2017 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Facilities & Developments Manager Chris Jones		
AGENDA ITEM REPORT TITLE	Congleton Paddling Pool Improvements		
Background	<p>Congleton Paddling Pool, located in Park Road, is a very well used facility and enjoyed by lots of young children throughout the summer months. The current anti-slip foot path around the edge of the paddling pool is very slippery, especially when wet. It was installed in 2008-9 and is now in a poor state of repair and has even lifted in places so could be a tripping hazard to children. The Town Council is responsible for the Paddling Pool. In the past a thorough clean with chemicals has helped preserve the special surfacing on the path, but an inspection of the path has revealed it now needs replacing.</p> <p>The Town Council spent £16,667 resurfacing the path in 2008-09</p> <p>CES/45/1617 Resolved to receive the report from Facilities and Developments Manager and approve the recommendation to replace the surface surrounding the pool, subject to financial approval.</p>		
Updates	<p>The Facilities and Development Manager has contacted several companies to quote for the works and has 3 quotations for the removal of existing surface and replacement</p> <ul style="list-style-type: none"> • £6434 in black = Derby based Company • £7642.50 colour choices= Wilmslow based Company • £8366 colour choices = Burnley Lancs based company 		
Decision Requested	<p>Would like the Council to approve the resurfacing now the 3 quotes have been received, and to plan the works in before the paddling pool season starts.</p> <p>Please also take into consideration the black flooring will absorb the suns heat and could be very hot on the children's bare feet and also not aesthetically pleasing .</p>		

Officer Recommendation

To approve the colour option of £7,642.50 subject to satisfactory references.
The company is based in Wilmslow Cheshire