



# Congleton Town Council

Historic market town

Chief Officer: **David McGifford**

13<sup>th</sup> October 2017

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

Dear Councillor,

## **Finance and Policy Committee Meeting – Thursday 19<sup>th</sup> October 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 19<sup>th</sup> October 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 14<sup>th</sup> September 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

None

5. Grant Approvals and Commitments 2017-18 (enclosed)

To receive a statement showing the current position.



Congleton  
**beartown**  
where friends are made

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Tel: 01260 270350 Fax: 01260 280357

Email: [info@congletontowncouncil.co.uk](mailto:info@congletontowncouncil.co.uk) [www.congleton-tc.gov.uk](http://www.congleton-tc.gov.uk)

6. New Applications for Financial Assistance (enclosed)

**GR06/1718 – Congleton Scout & Guide Gang Show**  
**GR07/1718 – Police Community Support Officer (Representing Cheshire Police)**

7. Management Accounts to August 2017 (enclosed)

To receive and consider the Management Accounts to August 2017.

8. Bank Reconciliation (enclosed)

To receive and consider the bank reconciliation as at 31<sup>st</sup> August 2017.

9. List of Payments (enclosed)

To receive and consider the Payments List between 1<sup>st</sup> August and 31<sup>st</sup> August 2017.

10. Congleton Rotary Bonfire Event (enclosed)

To receive and consider a request from Congleton Rotary Club to underwrite any losses should the bonfire and fireworks not take place due to bad weather or unforeseen circumstances up to a sum of £5,000.

**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 14<sup>th</sup> September 2017

#### PRESENT - Councillors

Mrs D S Allen  
J G Baggott  
P Bates  
R Boston  
C H Booth (Town Mayor)  
G R Edwards (Chairman)  
Mrs. S A Holland  
Mrs A E Morrison  
Mrs E Wardlaw

#### 1. Apologies

Apologies for absence were received from committee member Cllr Mrs J D Parry.

Apologies were also received from non-committee Cllrs D T Brown and G S Williams.

#### 2. Minutes

**FAP/19/1718 RESOLVED** that the Minutes of the Meeting of the Committee held on 27<sup>th</sup> July 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.

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

Cllr C H Booth declared a non-pecuniary interest in Congleton Harriers.

#### 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 £14,293.60p was remaining for grants for 2017/18.

**FAP/20/1718 RESOLVED** that that the grant summary be received.

6. New Applications for Financial Assistance

**FAP/21/1718 RESOLVED** that the following grants be awarded:-

**GR03/1718 – St Peter’s Church**

A grant of £250 towards the maintenance of St Peter’s clock.

**GR04/1718 – Congleton Musical Theatre**

A grant of £750 towards the production of the musical “Jekyll & Hyde”.

**GR05/1718 – Marton & District D of E Aided Primary School**

A grant of £250 toward the School Prayer Garden.

7. Management Accounts to July 2017

**FAP/22/1718 RESOLVED** to receive the management accounts to July 2017.

8. Bank Reconciliation

**FAP/23/1718 RESOLVED** to receive and consider the bank reconciliation as at 31<sup>st</sup> July 2017.

9. List of Payments

**FAP/24/1718 RESOLVED** to receive and consider the Payments List between 1<sup>st</sup> July – 31<sup>st</sup> July 2017.

10. Shopfront Grant Scheme

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

Cllr J G Baggott declared a pecuniary interest against this item.

**FAP/25/1718 RESOLVED** to approve the proposal with the following comments

- Eligibility – remove security improvements
- Eligibility - the scheme to be for independent businesses only
- Grant applications to be commented on by the Chairs’ Committee

11. Repairs to the Town Hall Car Park

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

**FAP/26/1718 RESOLVED** to approve the remedial works to the Town Hall Car Park as proposed.

**Cllr G R Edwards  
(Chairman)**

Congleton Town Grant Commitments 2017/18											
Permitted and \$137											
Date Grant Approved	To	For	Section	Minute Reference	Approved EMR b/ fwd £	Approved 17/18 £	Paid £	Outstanding £	Date Paid		
		Subsidised Use of Town Hall									
24/03/2016	Vision	Sensory garden plants	Gpoc	FAP/72/1516	500.00	3,500.00	1816.88	1683.12			
09/06/2016	Congleton Cricket Club	Replacement of Safety nets	Gpoc	FAP/04/1617	206.40		206.40	0.00	19/06/2017		
09/06/2016	Congleton Talking Newspaper	Damp proofing building	Gpoc	FAP/04/1617*	250.00			250.00			* subject to conditions
20/10/2016	Trinity Methodist Church	Support for community building roof	Gpoc	FAP/23/1617	1000.00		1000.00	0.00	12/07/2017		
24/11/2016	Minerva Arts	Support for hiring the Town Hall for Soulm	Gpoc	FAP/34/1617	250.00			250.00			
24/11/2016	Congleton Town Football Club	Support for Clubhouse roof refurb	Gpoc	FAP/34/1617	250.00			250.00			
12/01/2017	New Life Church	Contribution to Defibrillator	Gpoc	FAP/42/1617	200.00		200.00	0.00	02/05/2017		
12/01/2017	Friends of Congleton Park	Contribution to Brass on the Grass	Gpoc	FAP/42/1617	300.00		120.00	180.00	15/06/2017		
12/01/2017	230 Squadron ATC	Contribution to assault course items	Gpoc	FAP/42/1617	350.00		350.00	0.00	16/05/2017		
16/02/2017	St Peter's Church	Ceiling repairs and renovations	Gpoc	FAP/51/1617	1000.00		1000.00	0.00	01/08/2017		
16/02/2017	CURC & LOL foundation	Kitchen equipment	Gpoc	FAP/51/1617	829.00		829.00	0.00	30/04/2017		
16/02/2017	CCP	Food & Drink road closures	Gpoc	FAP/51/1617	405.00		405.00	0.00	14/06/2017		
23/03/2017	St Mary's Church	Contribution to Defibrillator	Gpoc	FAP/01/16/17	213.00		177.50	35.50	06/04/2017		
23/03/2017	Congleton Pentecostal Church	Church Hall refurbishment	Gpoc	FAP/01/16/17	500.00			500.00			
08/06/2017	Sol theatre School	Summer Theatre School	Gpoc	FAP/03/17/18		500.00		500.00			
27/07/2017	Cong Herriers	Cong Half Marathon	Gpoc	FAP/14/1718		250.00		250.00			
14/09/2017	Congleton Musical Theatre	Support for Jekyll and Hyde production	Gpoc	FAP/21/1718		750.00		750.00			
14/09/2017	Marton School	Contribution to a Preyer garden	Gpoc	FAP/21/1718		250.00		250.00			
Totals					6253.40	5250.00	6104.78	5398.62			
		EMR b/fwd						6287.00			
		Budget 17/18									
		Total approved to date			£55,483.00	Total Grant budget					
		Total money still available for grants									£13,293.60

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
01/04/2017	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 Partnerships	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	16/05/2017
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	FAP/21/1718		250.00	250.00		250.00	
<b>Totals</b>						<b>46,983.00</b>	<b>46,983.00</b>	<b>37,033.00</b>	<b>9,950.00</b>	
		<b>Ear marked reserve b/fwd</b>								
		<b>Budget 2017/18</b>				<b>£46,983</b>				
		<b>Total approved to date</b>				<b>£46,983</b>				
		<b>Total awaiting application</b>								
						<b>£0</b>				
						<b>£0</b>				



## Congleton Town Council Application for Financial Assistance



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

<b>Application Reference Number (office use only)</b>	GR06/A18
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1.1	<b>Applicant(s):</b>	SUE TAYLOR
1.2	<b>Representing:</b>	CONGLETON SCOUT & GUIDE GANG SHOW
1.3	<b>Email Address:</b>	[unclear]@congletonscout.org.uk
1.4	<b>Tel No.</b>	[unclear]
1.5	<b>Project Title:</b>	Our Gang 2017
1.6	<b>Project Objectives:</b>	To plan, create, rehearse and deliver a Gang Show involving a cast of over a hundred young people at the Daneside Theatre, Congleton in Nov/Dec 2017
1.7	<b>Brief Project Description:</b>	<ul style="list-style-type: none"> <li>- volunteer prep period of 12-18 months</li> <li>- forming a cast of Scouts, Guides, Brownies &amp; Cubs - over 100 young people from all over Congleton + adult volunteers</li> <li>- rehearsal period of 3 months</li> <li>- 7 full performances at the Daneside Theatre + preview show</li> </ul>
1.8	<b>Details accounts/budgets</b>	2017 Budget attached

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

2.1	<b>Total Cost of Project:</b>	Estimated at £19,000
2.2	<b>Total contribution sought:</b>	£600
2.3	<b>What will the money be spent on?</b>	<p>Contribution to stage, lighting and sound costs for dress rehearsals and performances in The Daneside Theatre</p> <p>- total cost estimated at £3000.</p>

2.4	Any ongoing costs:	Insurance £850 over 2 years
2.5	Details of <b>confirmed</b> match funding include source Cash:  In kind:	Reserves held in bank account  Sponsorship of £750 already confirmed and further sponsorship is expected
2.6	Resources needed:	Rehearsal rooms, theatre hire, stage lighting & sound, musical team and production costs, costumes.
2.7	Estimated timescale of project from start to finish:	Planning begins about 18 months before each show - mid 2016 to completion in December 2017.

### Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	The project offers young people the chance to take part in a tremendous show which they enjoy. They have a shared commitment, learn to be mindful, self-discipline, gain confidence & self-awareness. The sense of shared achievement in delivering a great show is wonderful and provides great entertainment for residents of Congleton
3.2	Are there similar services/projects provided in the area	Congleton Anchor Youth Theatre & Centre Stage and Congleton Pastime all provide some opportunities for young people to take part in stage productions but there's nothing quite like a Craig Show!

### Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	Evaluation is ongoing throughout rehearsal period. After the show week is completed a review is carried out by the Congleton Scout & Guide Liaison committee
4.2	Describe how you will promote the Town Council in your project	Support from Congleton Town Council is recognised on the website <a href="http://www.congleton.org/shows.co.uk">www.congleton.org/shows.co.uk</a> and in the show programme which is sold to many of the approx 2000 people who come to see the show

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

2nd Sept 2017





1 September 2017

Congleton Town Council  
Town Hall  
Congleton

Dear Councillors

This letter is sent in support of the grant application made to Congleton Town Council in respect of Congleton Gang Show.

Congleton Gang Show started in 1972 as part of the town's charter year anniversary celebrations. 2017 will be the 24th show since the original.

The cast of around 120 young people is drawn from Guiding and Scouting groups in Congleton and many of the performers have their first taste of appearing on a public stage with OUR GANG. The show gives them great experience and the chance to develop confidence through their hard work in the 3 month rehearsal period and consistency in performing at seven public performances at The Daneside Theatre . The production is achieved through the dedication and hard work of many volunteers, most of whom are also unit leaders with groups of Scouts, Guides, Brownies and Cubs in the town co-ordinating weekly meetings and provision of fun and adventurous activities. These volunteers provide the teams for wardrobe and costume, makeup, back stage stewards and front of house, lighting, production, sound, dressing room stewards and catering. It's a tremendous team effort that everyone is proud to be involved with.

We do hope that Congleton Town Council will feel able to support Our Gang in 2017 and we'd be delighted to welcome councillors to watch one of the performances and to acknowledge the council's support within our programme, on our website and in and other publicity.

The Town Mayor of Congleton, Councillor Charles Booth will receive an invitation to attend one of the Shows with a guest.

Tickets are available from Congleton Tourist Information Centre or by phoning 01260 299264.

Yours sincerely

Sue Taylor  
on behalf of Congleton Gang Show  
[www.congletongangshow.co.uk](http://www.congletongangshow.co.uk)

Table 1

	OUR GANG	2017	BUDGET	
	INCOME			EXPENDITURE
Ticket Sales	12000		Theatre and Rehearsal room Hire	5250
Sponsorship or donations	1200		Stage, lighting and sound costs	3000
Cast polo shirts	700		Cast polo shirts	700
Photo & DVD sales	400		Cast photos for programme	170
			Photos/DVD resales	130
Income from Raffle, Ice Cream sales and Programmes	2500		Show costs for raffle, ice creams and programmes	1600
			Costumes, Wigs, Hats	1200
			Music & Production	3500
			Neckerchiefs and woggles	300
			Press adverts/ boards. Print, stationery, adverts & website	1750
			Insurances (for 2 years)	850
			TIC commission	250
Projected loss - to be balanced from accumulated reserves	2150		Misc costs and contingency	250
	18,950			18,950

SUBMITTED MEETING:  
19th October 2017



## Congleton Town Council Application for Financial Assistance

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

Application Reference Number (office use only)	GRO7/1718
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1.1	<b>Applicant(s):</b>	Jessica Shore
1.2	<b>Representing:</b>	Police Community Support Officer representing Cheshire Police
1.3	<b>Email Address:</b>	<u>Jessica.shore@cheshire.pnn.police.uk</u>
1.4	<b>Tel No.</b>	101 or 01606 363568
1.5	<b>Project Title:</b>	Selecta DNA kits
1.6	<b>Project Objectives:</b>	To property mark items within homes in West Heath to prevent future burglaries
1.7	<b>Brief Project Description:</b>	Due to West Heath being targeted for burglaries in the past I would like to purchase a number of Selecta DNA kits which use synthetic DNA to invisibly mark property of value in resident's homes. This DNA is then registered to the keeper. Looking at past incidents I would like to target homes which have been victims in the past and hotspots around these houses. Signs can then be placed around the West Heath area to deter potential criminals from committing burglaries in the area. This is currently being rolled out in the rural parishes such as Eaton.
1.8	<b>Details accounts/budgets</b>	£9.80 each for packs- (full price is £40 each but with a police crime commissioner discount) £11.50 each for signs

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

2.1	<b>Total Cost of Project:</b>	40 with 2 signs although as many as is affordable would be best
2.2	<b>Total contribution sought:</b>	£415
2.3	<b>What will the money be spent on?</b>	Selecta DNA kits and signs for lampposts

2.4	<b>Any ongoing costs:</b>	none
2.5	<b>Details of confirmed match funding include source</b> Cash:  In kind:	None other than police discount
2.6	<b>Resources needed:</b>	Selecta DNA kits and signs
2.7	<b>Estimated timescale of project from start to finish:</b>	1 month to mark and distribute signs

### Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	Lower crime rates and reassurance
3.2	<b>Are there similar services/projects provided in the area</b>	no

### Part 4: Evaluation/Publicity

4.1	<b>How will the project be evaluated and who will carry out the evaluation?</b> ?	Lower crime figures potentially seen
4.2	<b>Describe how you will promote the Town Council in your project</b>	Verbally told funded by council

Signature: PCSO Jessica Shore

Date: 11/10/2017

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy Committee		
<b>MEETING DATE AND TIME</b>	19 <sup>th</sup> October 2017 7pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Jackie Potts – Support Manager		
<b>AGENDA ITEM REPORT TITLE</b>	7 <b>Management accounts to August 2017</b>		
<b>Background</b>	Variance analysis of the Management Accounts to August 2017 to accompany the spreadsheet.		
<b>Updates</b>	<p>These figures are for the first 5 months of 2017/18 (April to August 2017 – so 42% 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 to August 2017/18 show figures largely in line with the budget.</p> <p><b><u>Finance and Policy Committee</u></b></p> <p><b><u>Corporate Management</u></b></p> <p>Overall on budget</p> <ul style="list-style-type: none"><li>• The training budget has been used but the Health and Safety audit showed gaps in management knowledge so essential training has been arranged. There is a training EMR to fund this but the training budget for next year does need to be increased.</li><li>• Subscriptions and Publications, and Insurance are full year costs.</li><li>• Reception TIC is paid in October</li><li>• Audit fees – invoices not received yet.</li></ul> <p><b><u>Democratic/Civic</u></b></p> <p>Overall on budget</p> <ul style="list-style-type: none"><li>• The Mayor has received his full annual allowance</li><li>• Marketing and promotions includes 25 Town Council umbrellas to be used at civic events.</li></ul> <p><b><u>Grants</u></b></p> <p>£13,293 is still available for grants up to 31/03/17.</p> <p><b><u>Community, Environment and Services Committee</u></b></p> <p>Generally on budget</p> <ul style="list-style-type: none"><li>• PCSO's is a full year cost.</li><li>• Public Realm/CCTV is the full year cost for 5 CCTV cameras</li><li>• Streetscape Training is overspent due to essential training/qualifications needed to keep up with current Health and Safety regulations. This can be funded this year from an EMR but next year's budget will need to be increased.</li><li>• Streetscape Insurance is a full year cost</li><li>• Streetscape External work has brought in £2,237 income.</li></ul> <p><b><u>Town Hall Committee</u></b></p> <p>Expenditure slightly over budget and income slightly over so overall 33% of budget used.</p> <p><b><u>Personnel Committee</u></b></p> <p>Staffing costs on budget.</p>		
<b>Decision Requested</b>	To receive the Management Accounts for August 2017		

## Congleton Town Council - Management Accounts - August 2017

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
<b>Finance and Policy</b>					
<u>101</u>	<u>Corporate Management</u>				
Staff Costs (re-allocated)	11,231	56,157	136,484	80,327	41%
Travel	33	99	900	801	11%
Training / Conferences	835	1,000	1,000	0	100%
Rent Payable	1,163	5,813	13,950	8,137	42%
Reception - TIC	0	0	3,010	3,010	0%
Miscellaneous Office Costs	29	132	400	268	33%
Telephone/Fax/Internet	91	376	3,000	2,624	13%
Postage	0	1,000	2,500	1,500	40%
Stationery & Printing	745	1,122	2,000	878	56%
Subscriptions & Publications	0	2,611	2,900	289	90%
Insurance	0	8,127	9,800	1,673	83%
Computer/IT Costs	910	4,369	9,950	5,581	44%
Photocopy Charges	0	504	2,500	1,996	20%
Recruitment Advertising	0	0	500	500	0%
Other Advertising	0	67	300	233	22%
Bank Charges	80	402	600	198	67%
Audit Fees - External	0	0	2,000	2,000	0%
Audit Fees - Internal	0	0	1,260	1,260	0%
Accountancy Support	0	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	-2,910	-22,868	-56,292	-33,424	41%
<b>Corporate Management:-Expenditure</b>	<b>12,207</b>	<b>61,880</b>	<b>147,862</b>	<b>85,982</b>	<b>42%</b>
Printing and Stationary recharges	0	-185	0	185	
Interest Receivable	0	-759	-3,000	-2,241	25%
Misc Income	0	-207	0	207	#DIV/0!
<b>Corporate Management :- Income</b>	<b>0</b>	<b>-1,151</b>	<b>-3,000</b>	<b>-1,849</b>	<b>38%</b>
<b>Net Expenditure over Income</b>	<b>12,207</b>	<b>60,729</b>	<b>144,862</b>	<b>84,133</b>	<b>42%</b>
<u>102</u>	<u>Democratic Rep'n &amp; Mgmt/Civic</u>				
Staff Costs (re-allocated)	2,116	10,582	25,396	14,814	42%
Training / Conferences	0	0	500	500	0%
Stationery & Printing	0	87	500	413	17%
Marketing/Promotions	0	1,020	900	-120	113%
Council Newsletter	0	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 Regalia	0	0	250	250	0%
Hall & Room Hire	225	1,641	5,500	3,859	30%
Civic Artefacts and Treasures	0	50	500	450	10%
Central Overheads reallocated	136	1,065	2,520	1,455	42%
<b>Democratic Rep'n &amp; Mgmt/Civic:-Expenditure</b>	<b>2,477</b>	<b>21,272</b>	<b>50,996</b>	<b>29,724</b>	<b>42%</b>
<b>Grants</b>		<b>52,190</b>	<b>65,483</b>	<b>13,293</b>	<b>80%</b>
<b>F&amp;P Income - Expenditure Totals</b>	<b>14,684</b>	<b>134,191</b>	<b>261,341</b>	<b>127,150</b>	<b>51%</b>
<b>Community, Environment &amp; Services</b>					
Paddling Pool	2,411	11,292	23,529	12,237	48%
Floral Displays	928	4,589	12,000	7,411	38%
Allotments	36	181	290	109	62%
Public Toilets	389	3,196	6,775	3,579	47%
Public Realm CCTV	9,250	9,544	14,450	4,906	66%
Congleton Partnership	2,794	13,969	33,525	19,556	42%
Community Development	4,855	25,652	62,364	36,712	41%
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	750	1,916	4,000	2,084	48%
Youth and Young People	0	347	2,000	1,653	17%
Luncheon Club	713	2,172	11,000	8,828	20%
<b>Community, Environment &amp; Services</b>	<b>22,126</b>	<b>120,558</b>	<b>222,083</b>	<b>101,525</b>	<b>54%</b>

### Congleton Town Council - Management Accounts - August 2017

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
<b>Streetscape</b>					
Staff Costs	33,214	158,231	375,834	217,603	42%
Agency Staff	0	0	6,000	6,000	0%
Training	1,100	2,611	2,000	611	131%
Protective Clothing/H & Safety	311	1,313	3,000	1,687	44%
Office rent	256	1,278	3,067	1,789	42%
Cleaning Materials	486	2,266	3,000	734	76%
Telephones	0	0	1,200	1,200	0%
Insurance	0	5,307	6,400	1,093	83%
Property maintenance	13	391	1,000	609	39%
Horticultural etc Supplies	88	11,322	16,000	4,678	71%
Vehicle maintenance/Serv etc	654	4,557	8,000	3,443	57%
Vehicle fuel and oil	1,103	6,000	15,000	9,000	40%
Vehicle rental charges	3,057	15,285	35,616	20,331	43%
Street Cleansing	338	1,333	3,000	1,667	44%
General expenditure	52	2,074	1,500	574	138%
Central Overheads Reallocated	2,004	15,757	39,740	23,983	40%
<b>Streetscape Expenditure</b>	<b>42,676</b>	<b>227,725</b>	<b>520,357</b>	<b>292,632</b>	<b>44%</b>
Streetscape - Income		-152,793	-368,220	-215,428	41%
Streetscape - External work income	-583	-2,237	0	2,237	#DIV/0!
Streetscape - Misc income	0	-225	-900	-675	25%
	<b>-583</b>	<b>-155,255</b>	<b>-369,120</b>	<b>-213,866</b>	<b>42%</b>
<b>Net Expenditure over Income</b>	<b>42,093</b>	<b>72,471</b>	<b>151,237</b>	<b>78,767</b>	<b>48%</b>
<b>C,E &amp;S Income - Net Expenditure Totals</b>	<b>64,219</b>	<b>193,028</b>	<b>373,320</b>	<b>180,292</b>	<b>52%</b>
<b>Town Hall</b>					
Town Hall - Expenditure		76,247	173,823	-97,576	44%
Town Hall - Income		-54,481	-107,950	53,469	50%
<b>Net Expenditure over Income</b>	<b>0</b>	<b>21,766</b>	<b>65,873</b>	<b>-44,107</b>	<b>33%</b>
<b>Total Net Expenditure</b>	<b>0</b>	<b>348,985</b>	<b>700,534</b>	<b>263,335</b>	<b>50%</b>
<b>Personnel</b>					
Staff Costs - Reallocated		283,628	681,905	398,277	42%

#### Reserves as at 31/08/17

General Reserve	175,859
Capital Equipment Fund	35,240
Capital Contingency Fund	254,422
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	3,562
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	25,790
EMR Cenotaph	10,000
EMR Rotary Bonfire	5,000
EMR In Bloom	3,000
EMR Christmas Lights	7,573
	<u>670,007</u>

Date: 11/09/2017

Congleton Town Council 17 18

Page No: 1

Time: 15:45

User : JP

Bank Reconciliation Statement as at: 31/08/2017 for Cash Book 1 RBS Current/I Access Acct

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS High Interest A/c 11411162	31/07/2016	646	0.00
RBS Current Account 11411170	31/08/2017	192	63,473.32
			<hr/> 63,473.32
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
08/08/2017 008438 Broken Cross Paint & Wallpaper		54.52	
15/08/2017 008440 Prism Business Developments L		1,356.26	
			<hr/> 1,410.78
			62,062.54
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			62,062.54
		<b>Balance per Cash Book is :-</b>	<b>62,062.54</b>
		<b>Difference is :-</b>	<b>0.00</b>



SIBA and Cambridge and Counties Bank Balance as at 31/08/2017

Balance per Special Interest Bearing Account (10180876)	606,697.34	Balance Omega code 202
Cambridge and Counties 1 year fixed deposit	<u>150,000.00</u>	
	<u>756,697.34</u>	

## Congleton Town Council 17 18

### RBS Current/ Access Acct

#### List of Payments made between 01/08/2017 and 31/08/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/08/2017	City Plumbing Supplies Holding	008433	15.00	1168AAO029/8240/gaskets
01/08/2017	Smiths Hire	008434	132.00	V14-550274/8261/weed brush
01/08/2017	Prism Business Developments Li	DD	41.24	60407/8227/telephone calls
01/08/2017	Cheshire East Council	DD	2,563.00	THall business rates
01/08/2017	Cheshire East BC	DD	201.00	Business rates Toilets
02/08/2017	PCC St Peters church	008435	1,000.00	Grant - St Peter's Church
04/08/2017	BACS B/L Pymnt Page 1736	BACS Pymnt	7,389.31	BACS B/L Pymnt Page 1736
07/08/2017	HMRC VAT	DD	20,037.42	HMRC VAT
08/08/2017	Pure Audio Visual Ltd	008437	9,115.80	4020663/8174/Conference System
08/08/2017	Broken Cross Paint & Wallpaper	008438	54.52	1960/8275/varnish for benches
08/08/2017	Petty cash	008436	148.64	Petty cash
09/08/2017	West Mercia Energy	dd	1,973.92	1401282/8211/TH Electric
10/08/2017	Purchase Power	DD	341.16	BE825585/8259/Frinking machine top up and A4 Paper
11/08/2017	BACS B/L Pymnt Page 1742	BACS Pymnt	6,156.50	BACS B/L Pymnt Page 1742
11/08/2017	TomTom Telematics	Dd	106.92	7196486/8328/vehicle trackers
15/08/2017	Mr John K Carter	008439	1,894.05	1205/8329/P/ship professional service
15/08/2017	bankline charges	DD	68.70	bankline charges
15/08/2017	Prism Business Developments Li	008440	1,356.26	74550/8330/Laptop - JM
18/08/2017	Payroll August 2017	DD	59,931.98	payroll August 2017
19/08/2017	BACS B/L Pymnt Page 1743	BACS Pymnt	2,974.28	BACS B/L Pymnt Page 1743
21/08/2017	BACS B/L Pymnt Page 1747	BACS Pymnt	10,073.17	BACS B/L Pymnt Page 1747
21/08/2017	West Mercia Energy	dd	452.34	1406081/8271/Town Hall Gas
21/08/2017	RBS charges	DD	10.94	RBS bank charges
23/08/2017	EE	DD	25.34	V01389378157/8335/JM mobile
25/08/2017	Prism Bus Developments	DD	978.50	IT support monthly
29/08/2017	BACS B/L Pymnt Page 1750	BACS Pymnt	2,322.36	BACS B/L Pymnt Page 1750
31/08/2017	Suez Recycling and Recovery UK	dd	285.82	30757684/8281/waste & recycling
31/08/2017	Allpay - Plus Dane	DD	36.28	Allotment garage rental
<b>Total Payments</b>			<b><u>129,686.45</u></b>	

**Congleton Town Council 17 18**  
**List of Purchase Ledger BACS Payments**

Linked to Cash Book : 1                      Ledger : 1      Month : 5

Invoice Date	Invoice No	Supplier Name and Invoice Details	Amount Paid
21/07/2017	16316	Amberol Ltd 16316/8236/spacers 4 planters	73.32
27/07/2017	14762	Belmont Fabrication (Congleton) Ltd 14762/8237/hand rail repair	240.00
14/07/2017	18017	Cavern Protective Clothing 18017/8238/PPE S/scape	129.60
21/07/2017	71140132	Cheshire West and Chester Council 71140132/8239/DBS - SAK	64.00
<b>C T H Events &amp; Parties</b>			
03/07/2017	313	313/8241/TC11906	294.84
05/07/2017	314	314/8242/TC11896	15.66
05/07/2017	315	315/8243/TC11899	26.10
12/07/2017	316	316/8244/TC11900	87.00
13/07/2017	317	317/8245/YC catering	29.28
17/07/2017	318	318/8246/Partnership P & F	17.40
17/07/2017	320	320/8247/TC11902	20.88
19/07/2017	319	319/8248/cenotaph group	17.40
20/07/2017	326	326/8255/In Bloom judges lunch	364.50
25/07/2017	321	321/8249/Streetscape training	34.80
25/07/2017	322	322/8250/TC11908	88.20
26/07/2017	323	323/8252/TC11909	13.92
26/07/2017	324	324/8251/Dementia event	87.00
26/07/2017	327	327/8254/TC11911	199.74
27/07/2017	325	325/8253/Streetscape training	34.80
			<b>1,331.52</b>
25/07/2017	0004	Janet Johnson 0004/8256/mapping work	250.00
25/07/2017	02018-5335	Kentra Training Ltd 02018-5335/8257/ROSWA training	1,334.40
31/07/2017	70697	Landscape Supply Company 70697/8258/trimmer head/deliv	95.70
26/07/2017	1602	Pool Tech Services Ltd 1602/8260/Pump for p/pool	529.92
28/07/2017	280717	STS Contractors UK Ltd 280717/8262/tree works	3,012.00
17/07/2017	65172	Talke Chemical Company Limited 65172/8266/Megaphone for pool	52.20
19/07/2017	65177	65177/8267/wheelie bin sacks	70.80
20/07/2017	65174	65174/8265/Cleaning products	109.84
20/07/2017	65182	65182/8264/Disposable gloves	15.60
24/07/2017	65183	65183/8263/toilet rolls p/pool	16.14
			<b>264.58</b>
25/07/2017	SIN092778	Threadfast Engineers 1984 Ltd SIN092778/8270/p/pool key	3.00
31/07/2017	SIN092897	SIN092897/8268/screws	35.83
			<b>38.83</b>
<b>Travis Perkins Trading Company Ltd</b>			
19/07/2017	3640AEE074	3640AEE074/8269/postcrete	25.44
<b>Total BACs payments 04 08 17</b>			<b>7,389.31</b>

**Congleton Town Council 17 18**  
**List of Purchase Ledger BACS Payments**

Linked to Cash Book : 1		Ledger : 1		Month : 5	Amount
Invoice	Date	Invoice No	Supplier Name and Invoice Details		Paid
			<b>Active Cheshire</b>		
26/06/2017		15146	15146/8274/P/ship Treasure hunt		930.00
			<b>MAC Tool &amp; Plant Hire Ltd</b>		
31/07/2017		209	209/8276/mower blades		54.98
31/07/2017		210	210/8277/mower oil & parts		143.56
			<b>Porters Service Station Ltd</b>		
31/07/2017		310717	310717/8278/fuel for vans/mowe		1,461.64
			<b>Society of Local Council Clerks</b>		
20/07/2017		SLCC/22	SLCC/22/8279/Conference		25.00
			<b>Spiral Colour</b>		
26/07/2017		28148	28148/8280/In Bloom Board		93.60
			<b>Talke Chemical Company Limited</b>		
31/07/2017		65151	65151/8282/Park cleaning stock		354.82
			<b>Thomson Planning Partnership Ltd</b>		
01/07/2017		29/012/AT/01	29/012/AT/016/8284/Consultancy		513.12
31/07/2017		30/012/AT/01	30/012/AT/016/8283/consultancy		547.44
					<b>1,060.56</b>
			<b>Triad</b>		
21/07/2017		43367	43367/8285/25 off umbrellas		619.80
			<b>T &amp; S Electrical Limited</b>		
31/07/2017		163	163/8290/P/Pool electrics		176.89
31/07/2017		164	164/8286/test phone boxes		352.66
31/07/2017		165	165/8288/office light		314.42
31/07/2017		166	166/8289/Induction loop - BS		124.86
31/07/2017		177	177/8287/paddling pool toilets		197.71
					<b>1,166.54</b>
			<b>United Reformed Church</b>		
31/07/2017		310717	310717/8291/Uncheon club		246.00
			<b>Total BACs payments 11 08 17</b>		<b>6,156.50</b>

**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
		<b>Congleton Garden Machinery Ltd</b>	
18/04/2017	3097	3097/8292/CGM Stihl chainsaw	206.40
		<b>Four Oaks Nurseries Ltd</b>	
19/07/2017	79157	79157/8293/323/1718/Four Oaks plants	45.60
		<b>K G Loach</b>	
01/04/2017	30163	30163/8295/Loach bark moody st	102.00
01/04/2017	30234	30234/8296/ Loach soil moody s	109.80
20/06/2017	31697	31697/8294/Loach turf dressing	40.68
12/07/2017	31910	31910/8297 Loach Bark Antrobus	73.67
			<b>326.15</b>
		<b>Strictly Tables and Chairs Ltd</b>	
28/07/2017	58280	58280/8298 round tables	1,966.80
		<b>Talke Chemical Company Limited</b>	
25/07/2017	65186	65186/8299/Talke Cleaning	155.85
31/07/2017	65187	65187/8300/Talke Chemical Comp	273.48
			<b>429.33</b>
		<b>Total BACs payments 19 08 17</b>	<b>2,974.28</b>

**Congleton Town Council 17 18**  
**List of Purchase Ledger BACS Payments**

Linked to Cash Book : 1

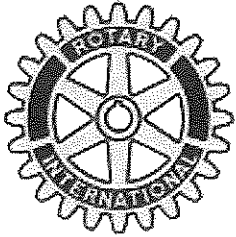
Ledger : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Amount Paid
03/08/2017	16378	<b>Amberol Ltd</b> 16378/8301/Dual Bin	528.30
31/07/2017	3793371	<b>Angel Springs Ltd</b> 3793371/8302/Water coolers	68.36
09/08/2017	003908	<b>Cheshire Association of Local Councils</b> 003908/8305/Seminar LC Award scheme	70.00
01/08/2017	18023	<b>Cavern Protective Clothing</b> 18023/8303/S/scape PPE	113.40
02/08/2017	28460	<b>Chains &amp; Lifting Tackle (Midlands) Ltd</b> 28460/8304/fall restraints	86.40
01/08/2017	41093930	<b>Cheshire East Council</b> 41093930/8306/Prem Licence	295.00
04/08/2017	C1717740	<b>Cheshire Electrical Supplies Ltd</b> C1717740/8307/Bulb Bridesstones	6.58
08/08/2017	2280	<b>Congleton Garden Machinery Ltd</b> 2280/8309/s/scape ppe	26.50
07/08/2017	75370150210	<b>Envico Ltd</b> 75370150210/3795/8310/Training	1,320.00
07/08/2017	2017/A13	<b>The Handyman</b> 2017/A13/8311/Public toilet repairs	65.00
09/08/2017	21536C	<b>Maxigiene Environmental Services Ltd</b> 21536C/8312/Legionella testing	45.00
12/08/2017	4178	<b>Moorland Refrigeration &amp; Air Con</b> 4178/8315/Air con service	428.00
12/08/2017	4179	4179/8314/air con clean	399.07
12/08/2017	4180	4180/8313/air con repairs	817.20
			<b>1,642.27</b>
18/07/2017	154880	<b>North Rode Timber Co. Ltd</b> 154880/8316/Wood	15.24
02/08/2017	SRL038	<b>Simply Retro Ltd</b> SRL038/8317/Bear Paw artwork	30.00
07/08/2017	201707	<b>St John's Community Centre</b> 201707/8318/Luncheon club	285.50
07/08/2017	201705A	201705A/8319/Luncheon club	447.00
			<b>712.50</b>
07/08/2017	166	<b>The Stationery Cupboard</b> 166/8331/stationery items	248.87
02/08/2017	65203	<b>Talke Chemical Company Limited</b> 65203/8321/litter pickers	348.00
03/08/2017	65205	65205/8322/cleaning stock	70.34
09/08/2017	65214	65214/8320/polish roller etc	67.30
			<b>485.64</b>
08/08/2017	SIN093000	<b>Threadfast Engineers 1984 Ltd</b> SIN093000/8325/mortice keys	14.40
09/08/2017	SIN093020	SIN093020/8323/Buckles	57.60
14/08/2017	SIN093079	SIN093079/8324/mortice keys	3.60
			<b>75.60</b>
08/08/2017	WAL227683	<b>West Wallasey Contract Hire</b> WAL227683/8326/lease vans	3,561.53
01/08/2017	XS00207086	<b>Christmas Direct Ltd</b> XS00207086/8308/fairy lights	676.98
		<b>Total BACs payments 21 08 17</b>	<b>10,073.17</b>

Linked to Cash Book : 1

Ledger : 1

Date	Invoice No	Supplier Name and Invoice Details	Paid
<b>A D Profile Ltd</b>			
18/08/2017	1027	1027/8332/design work	78.00
<b>Cavern Protective Clothing</b>			
03/08/2017	18027	18027/8334/caretakers uniforms	503.40
16/08/2017	18038	18038/8333/Safety boots	40.80
			<b>544.20</b>
<b>G-Force Communications Ltd</b>			
11/08/2017	6985	6985/8336/Tracker for mower	432.00
<b>K G Loach</b>			
20/06/2017	31698	31698/8337/Compost	105.35
<b>Spiral Colour</b>			
14/08/2017	28228	28228/8345/N/plan banner	168.30
<b>Talke Chemical Company Limited</b>			
14/08/2017	65194	65194/8341/Street cleansing	523.65
16/08/2017	65221	65221/8338/Toilet signs	135.00
16/08/2017	65222	65222/8339/Chlorine	136.74
16/08/2017	65227	65227/8340/Chlorine	136.74
			<b>932.13</b>
<b>West Wallasey Contract Hire</b>			
16/08/2017	WALM17139;	WALM171392/8342/new tyre	62.38
			<b>2,322.36</b>



Rotary Club of  
CONGLETON

President: Brian Hogan

**6 September 2017**

**The Finance and Policy Committee  
Congleton Town Council  
Congleton  
Cheshire**

**Dear Sirs,**

**The Rotary Club of Congleton is once again organizing the annual Bonfire in the Park to be held on 4 November 2017.**

**We ask if the Town Council will agree to underwrite any losses we may incur, due to bad weather or any unforeseen events which prevent the bonfire and firework display taking place, to the amount of £5,000 .**

**Thank you for your consideration in this matter.**

**Yours faithfully,**

A handwritten signature in black ink, appearing to read "Maggi Walker".

**Maggi Walker  
Hon Secretary  
The Rotary Club of Congleton**

Secretary  
Maggi Walker, 88 Loochbrook Farm Way, Somerford CW12 4DE  
Email: maggiwalker144@btinternet.com Tel: 01260274381