



Congleton Town Council

Historic market town

Chief Officer: David McGifford



14th October 2016

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

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 20th October 2016

You are requested to attend a meeting of the Finance and Policy Committee to be held in the Town Hall, High Street, Congleton on – **Thursday 20th October 2016** commencing at **7.00pm.**

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

Yours sincerely,

David McGifford
Chief Officer

AGENDA

1. Apologies for absence (Members are respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non attendance).
2. Minutes of Last Meeting (enclosed)
To approve the Minutes of the Meeting of the Committee held on 8th September 2016.
3. Declarations of Interest
Members are requested to declare both “pecuniary” and “non pecuniary” interests as early in the meeting as they become known.
4. Outstanding Actions
There are no outstanding actions.



Congleton
beartown
where friends are made

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

Tel: 01260 270350 Fax: 01260 280357

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



5. Grant Approvals and Commitments 2016-17 (enclosed)
To receive a statement showing the current position.
6. New Applications for Financial Assistance (enclosed)
 - i) **GR13/1617 – Trinity Methodist Church**
 - ii) **GR14/1617 – Congleton Community Credit Union**
 - iii) **GR15/1617 – PCSO 21785 Representing Speedwatch Congleton**
7. Management Accounts from April to September 2016 (enclosed)
To consider the Management Accounts to 30th September 2016.
8. Bank Reconciliation (enclosed)
To receive and consider the bank reconciliation for the 30th September 2016.
9. List of Payments (enclosed)
To receive and consider the Payments List between 1st August and 30th September 2016
2016.
10. New telephone system for the Town Council (enclosed)
To approve a capital spend to replace the telephone system and to have a VOIP flexible communication system with our existing IT support company.

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

Ex Officio Members: Cllrs D T Brown (Town Mayor) and C H Booth (Deputy Mayor)

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

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 8th September 2016

PRESENT - Councillors

Mrs S Akers Smith
J G Baggott
R Boston
P Bates
Mrs A E Morrison
G R Edwards (Chair)
Mrs S A Holland
Mrs A M Martin
Mrs E Wardlaw
G S Williams

1. Apologies

Apologies for absence were received from committee members Cllrs N Adams, Mrs D S Allen, C H Booth, Mrs J D Parry
Apologies were also received from Cllr D T Brown.

2. Minutes

FAP/13/1617 RESOLVED that the Minutes of the Meeting of the Committee held on 9th June 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, E Wardlaw and G Williams declared a non-pecuniary interest in any matters relating to Cheshire East Council.

Cllrs P Bates and R Boston declared a non-pecuniary interest in item 6 (v) Congleton Town Football Club grant application.

4. Outstanding Actions

There were no outstanding actions.

5. Grant Approvals and Commitments 2016-17

A summary of grant approvals and commitments was considered by the committee and it was noted that £12,750 was remaining for grants for 2016/17.

FAP/14/1617 RESOLVED that that the grant summary be received.

6. New Applications for Financial Assistance

FAP/15/1617 RESOLVED that:-

- i) **GR 08/1617 Congleton Musical Theatre**
A grant of £500 be approved (S145)
- ii) **GR 09/1617 Congleton Cycling Club**
Deferred as the event is now over so more information needed as to whether this grant is still needed.
- iii) **GR 10/1617 St James' Church PCC**
A Grant of £1,000 be approved. (S137)
- iv) **GR 11/1516 Congleton Choral Society**
A grant of £250 be approved. (S145)
- v) **GR 12/1617 Congleton Town Football Club**
Deferred whilst more information is obtained from the club.

7. Grant Activities Monitoring Forms

It was noted that a Grant Activities Monitoring Form had been received from Beartown Patchwork and Quilters (GR06/1516) and St Peter's Church (GR06/1617)

FAP/16/1617 RESOLVED that that the Grant Activities Monitoring Form be received.

8. Management Accounts for July 2016

FAP/17/1617 RESOLVED that that the Management Accounts to 31st July 2016 be received.

9. Bank Reconciliation

FAP/18/1617 RESOLVED that the bank reconciliation to 31st July 2016 be received.

10. List of Payments

FAP/19/1617 RESOLVED to receive the Payments List between 1st May and 31st July 2016.

11. Town Hall Wi-Fi

FAP/20/1617 RESOLVED to receive the report and approve the upgrade to the Town Hall Wi-Fi systems.

12. External Audit Report

FAP/21/1617 RESOLVED to receive and approve the External Auditors' report on the annual return for 2015/16. It was noted that BDO, the external auditor, did not require any actions or recommendations to the accounts for 2015/16.

13. Letters of Thanks

FAP/22/1617 RESOLVED that the letter of thanks from Congleton Jazz and Blues Festival for the grant awarded be received.
The Chairman wished to note the efforts of the Jazz and Blues Festival committee and congratulate them on their success.

G R Edwards (Chairman)



Congleton Town Council
Application for Financial Assistance

SUBMITTED TO:
THURSDAY 20th OCT
Committee.



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR13/1617
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1.1	Applicant(s):	AVRIL WAGHORN
1.2	Representing:	TRINITY METHODIST CHURCH WAGG STREET
1.3	Email Address:	[REDACTED]
1.4	Tel No.	01 [REDACTED] 0 [REDACTED]
1.5	Project Title:	WESTWOOD HOUSE ROOF
1.6	Project Objectives:	A COMMUNITY BUILDING USED BY ALL AGES & GROUPS. SLATE ROOF IN POOR + DANGEROUS CONDITION NEEDS RE-ROOFING.
1.7	Brief Project Description:	Building used widely by community. daily coffeshop, Alcoholics Anonymous 3 times wk. child Contact Centre. Street Pastors patrol. offices upstairs - church + child Contact + Street Pastors. (So essential building)
1.8	Details accounts/budgets	Total funds for Trinity Methodist at 31/8/16. £66,707 (opening bal £60,103) copy of last years budgets + statements attached. (This yr not yet complete)

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£30,000
2.2	Total contribution sought:	£1,000
2.3	What will the money be spent on?	The re-roofing of Westwood House (Booths)

2.4	Any ongoing costs:	/
2.5	Details of confirmed match funding include source Cash: In kind:	£10,000 church funds.
2.6	Resources needed:	/
2.7	Estimated timescale of project from start to finish:	1 month.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	This building is well used for all ages. It reaches into the community and houses vital groups. - child contact, AA, street parties, stitch+chat, lettings, coffee shop, Tradecraft
3.2	Are there similar services/projects provided in the area	Not at this end of the town.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	Contracted to Booths & fully guaranteed for 25 yrs.
4.2	Describe how you will promote the Town Council in your project	In our magazine & the publicity around the project.

Signature: Neil Waghorn Date: 22/9/2016.

Westwood House Roof (Trinity)

Background and History

- Building was originally a manse
- Trinity bought the property from the circuit 1998?
- Ideal building for outreach and community work
- Upstairs is the circuit office, superintendents office and print room
- 5 years ago we updated the building - as it was becoming too small
- New heating, windows, kitchen, full make-over, garden - including upstairs office refurbishment (£40k)

Activities downstairs now include:

- Daily coffee shop which draws in the community - run by volunteers
- Traidcraft shop
- Youth Group - Footsteps on a Friday night
- Sunday Group - Footsteps on a Sunday morning
- Alcoholics Anonymous meet 3 times a week
- Child Contact Centre - for disengaged families - every week
- Cafe Church - midweek once a month
- Stitch and Chat Group weekly that attracts non members
- Street Pastors and Prayer Pastors use it weekly on their night time patrols
- Lettings for meetings and fund raising events

Westwood is seen as a vital building in our outreach to the community, and because it is modern, and has a homely atmosphere it is found to be very attractive to all sorts of people.

We have recently had roof problems with odd slates being replaced. However, during the last 12 months the roof has deteriorated and patching is no longer an option - as too many slates are slipping and have too many holes!

We have had 2 contractors look at the roof and the estimates are - including VAT and contingency £30K. This includes felt and replacing any timbers.

Trinity can make £10K available from funds immediately, and will look to fund raising to replace that money. We are looking to raise the other £20K from grants and if we are not successful we will seek low interest loans so that we raise the other £20K quickly, and can start the work before the bad winter months.

How are we going to do this?

Firstly, we have had a church council and have set up a fund raising team (Trevor Adams, John Anderson, Rev'd Derek Oldham, Avril Waghorn) to go to various organisations and funding groups.

Our list so far is -

- Circuit ✓
- District ✓
- Inclosure Trust ✓
- Town Council
- Town Trust ✓
- Proceeds of Crime Fund
- Carrier Bag Monies Fund
- Landfill
- Rank Trust
- Chapel Aid for low rate borrowing
- Talk to Cheshire CVS and Salt Box in Hanley for other contacts

The Circuit has approved the scheme and is offering funding - but not yet confirmed the amount.

The forms have also been sent to the District for approval and hopefully they will also allocate a level of funding and/or loan.

It is work that needs to be started quickly - as it is seen as dangerous if there are high winds!

AW 13/9/16



Congleton Branch
56 High Street
Congleton
CW12 1BB

99999
161712
01450
02

BIC RBOS GB 2L
IBAN GB35 RBOS1617 1212 3608 98

- BAC - Automated Pay In
- BGC - Bank Giro Pay In
- BSP - Branch Single Payment
- CDM - Cash & Deposit Machine
- ≥ CHG - Charges
- C/L - Cashline
- D/D - Direct Debit
- DIV - Dividend
- DR - Account Overdrawn
- FPR - Payment Reclaimed
- IBP - Inter-Branch Payment
- IFT - Int Free Threshold
- ≥ INT - Interest
- ITL - International
- NDC - No Dividend Counterfoil
- ODL - Overdraft Limit
- ODR - Overdraft Rate
- POC - Post Office Counter
- POS - Debit Card Transaction

Particulars	Withdrawn	Paid In	2016	Balance
BALANCE FORWARD				25049.57
D/D UTILITY WAREHOUSE 6321421/6321421/97	58.40	/	31AUG	
D/D UTILITY WAREHOUSE 6321451/6321451/97	47.54	/	31AUG	
D/D UTILITY WAREHOUSE 6321484/6321484/97	53.39	/	31AUG	24890.24
Lists				
	Total Withdrawn 978.23	Total Paid In 5371.79	2016 31AUG	Balance 24890.24

00841332
S/O - Standing Order
SBT - Funds Transfer
TSU - Direct Banking or Transaction Tel. or PC
≥ Full details available on request.
CARD USERS
If your card is lost or stolen please contact your branch as soon as reasonably practicable or telephone: 08705 13 36 50

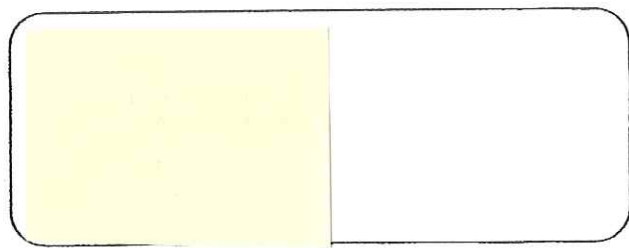
Deposit Fund

Statement No.

34

31/08/16

TRINITY M.C.
CONGREGATION



ACCOUNT NO.

ACCOUNT NAME

TRINITY METHODIST CHURCH

VALUE DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
29/02/16			B/FWD	34,078.77
31/03/16	Interest		16.50	34,095.27
14/04/16	Credit Transfer		5,000.00	39,095.27
30/04/16	Interest		17.22	39,112.49
26/05/16	DD DANE & TRENT	10,750.00		28,362.49
31/05/16	Interest		18.10	28,380.59
15/06/16	Credit Transfer		12,000.00	40,380.59
30/06/16	Interest		16.93	40,397.52
26/07/16	Credit Transfer		5,000.00	45,397.52
31/07/16	Interest		21.00	45,418.52
23/08/16	DD Dane & Trent circuit	3,621.00		41,797.52
31/08/16	Interest		19.70	41,817.22
31/08/16			C/FWD	<u>41,817.22</u>

AVERAGE MONTHLY INTEREST RATES
(ANNUAL EQUIVALENT RATE IN BRACKETS):

31/03/16 - 0.57% (0.57%); 30/04/16 - 0.57% (0.57%);
 31/05/16 - 0.57% (0.57%); 30/06/16 - 0.60% (0.60%);
 31/07/16 - 0.60% (0.60%); 31/08/16 - 0.51% (0.51%)

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ACCOUNTS FOR THE YEAR ENDED 31 AUGUST
2015

Trinity Methodist Church - Congleton

SECTION A			Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
a1	RECEIPTS	Note	£	£	£	£
a2	Offerings and Tax recovered		46,565		46,565	48,214
a3	Bank and CFB interest and Investment income		212		212	216
a4	Lettings		11,716		11,716	10,070
a5	Other receipts		35,202		35,202	14,040
a6	TOTAL RECEIPTS		93,696	0	93,696 (a7)	72,540

SECTION B						
b1	PAYMENTS					
b2	Circuit Assessment or Share		43,000		43,000	41,500
b3	Donations <i>connexional funds MRBF, MWIB, Englesea Brook</i>		1,498		1,498	0
b4	Repairs and Maintenance		27,595		27,595	5,634
b5	Utilities (Insces, water rates, heating & lighting)		12,488		12,488	12,882
b6					0	0
b7	Other payments		3,931		3,931	7,935
b8	TOTAL PAYMENTS		88,512	0	88,512 (b9)	67,951

Methodist Church

SECTION C						
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a6-b8)	5,184	0	5,184	4,589
c2	Total funds brought forward from last year		54,919		54,919 (c6)	50,329
c3	Sub total	(c1+c2)	60,103	0	60,103	54,918
c4	Transfers and adjustments				(c8)	
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	60,103	0	60,103 (c7)	54,918 (c6)

*

60,103

SECTION D					
FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS (these amounts are not to be included in total receipts/payments figures above)					
d1	Balance brought forward from last year			0	0
d2	Offerings/Gifts - received for external organisations			1,561	3,753
d3	Offerings/Gifts - passed to external organisations			1,561	3,753
d4	BALANCE STILL TO BE PAID	(d1+d2-d3)		0	0

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Trinity Methodist Church Congleton

SUMMARY OF CHURCH ACCOUNTS AND INTERNAL ORGANISATIONS REPORTING TO THE CHURCH

SECTION E Please follow the Guidance Notes to complete this page

Summary of the Church accounts for the year ended 31 August 2012 and Internal Organisations reporting to the Church Council/Church Meeting. Note that the funds of an Internal Organisation would normally be Restricted funds unless it could be clearly shown that they could be used for any Methodist purpose. This section must be completed to arrive at the total receipts and payments of the Church. If gross income exceeds the Accruals threshold, then the Accruals method of accounting AND A DIFFERENT FORM must be used to report the accounts. Contact Resourcing Mission Office, Manchester tel: 0161 236 5194. Please refer to the guidance notes regarding transfers between the Church and its Internal Organisations.

INTERNAL ORGANISATIONS	Receipts	Payments	Net Receipts/ Payments	Adjustments	Opening balances	Closing balances
e1	12,399	12,287	112		7,320	7,431
e2			0		0	0
e3			0		0	0
e4			0		0	0
e5			0		0	0
e6			0		0	0
e7			0		0	0
e8 Sub total of Internal Organisations funds	12,399	12,287	112	0	7,320 (e11)	7,431
e9 Church accounts (totals brought forward from page 2 - totals column)	(a7)	(b9)	0	0 (c8)	54,919 (c6)	
e TOTAL CASH FUNDS HELD BY CHURCH	12,399	12,287	112	0	62,239 (x)	7,431

Continue on a separate sheet if necessary and bring the totals forward

TOTAL RECEIPTS

TOTAL PAYMENTS

SECTION F

STATEMENT OF ASSETS AND LIABILITIES

CHURCH - CASH FUNDS HELD at 31 August 2015

	OPENING BALANCE	CLOSING BALANCES
f1 Cash in hand		34,639
f2 Bank Current Account	14,667	
f3 Bank Deposit Account		25,465
f4 Central Finance Board	40,252	
f5 Trustees for Methodist Church Purposes		
f6 Other funds		
f7 SUB TOTAL - Church accounts	54,919 (c6)	60,104
f8 Total funds held by Internal Organisations (the closing balance total from above) (e12)	7,320 (e11)	7,431
f9 TOTAL CASH FUNDS HELD BY CHURCH	62,239 (x)	67,535

SECTION G

OTHER ASSETS and LIABILITIES

	At 1 September 2014	At 31 Aug 2015
g1 Investments (include Endowments)		
g2 Land & Buildings (see notes re Insurance)	2,247,373	2,287,837
g3 Other Assets	168,982	172,024
g4 Loan(s) - show amount outstanding at year end		
g5 Other Liabilities		

f4 Include only Funds held at the Central Finance Board
 f5 Include only Funds held at Trustees for Methodist Church Purposes
 g1 Include any other investments



Congleton Town Council
Application for Financial Assistance

SUBMITTED TO:
THURSDAY 20TH OCT
Committee



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR14 / 1617
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1.1	Applicant(s):	Dennis MURPHY
1.2	Representing:	CONGLETON COMMUNITY CREDIT UNION
1.3	Email Address:	[REDACTED]
1.4	Tel No.	[REDACTED]
1.5	Project Title:	ACCOUNT SOFTWARE UPDATE
1.6	Project Objectives:	TO COMPLY WITH REQUIREMENT OF FRS 102 STANDARD
1.7	Brief Project Description:	TO BRING OUR A/S SOFTWARE INTO COMPLIANCE WITH REGULATIONS
1.8	Details accounts/budgets	

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£ 240.00
2.2	Total contribution sought:	£ 240.00
2.3	What will the money be spent on?	Purchase of changed software by AUDITORS

2.4	Any ongoing costs:	No
2.5	Details of confirmed match funding include source Cash: In kind:	N/A
2.6	Resources needed:	N/A
2.7	Estimated timescale of project from start to finish:	N/A


Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	PROVISION OF SERVICE TO THE COMMUNITY BY THE CREDIT UNION
3.2	Are there similar services/projects provided in the area	YES CHESHIRE NEIGHBOURS CREDIT UNION

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation? ?	TREASURER OF CREDIT UNION & BOARD OF DIRECTORS
4.2	Describe how you will promote the Town Council in your project	AS ALWAYS THE CECU MAKES IT KNOWN THAT IT HAS ALWAYS RECEIVED SUPPORT FROM CTC.

Signature:



Date:



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

10th October 2016

Dear Councilors

I am writing to you as Chairman of the Board of Directors of Congleton Community Credit Union to ask for your support.

Attached to this letter is an application for a grant of £240.00 this is needed to cover the one off cost of having our accounts software converted to meet the new FRS102 standard.

The Congleton Community Credit Union has been in operation in Town since 1995 and although small continues to provide a valuable service to the community. As it is completely volunteer run and receives no outside financial support the encouragement and support in kind which we have always received from Congleton Town Council is greatly appreciated.

Yours in appreciation

A handwritten signature in black ink, appearing to read 'D. Murphy', written in a cursive style.

Denis Murphy
Chairman of the Board

Main Identity

From: "Graham Marshall" <cccu.treasurer@ccc.gov.uk>
To: "Denis Murphy" <dmurphy@ccc.gov.uk>
Sent: 20 September 2016 20:45
Subject: Audit costs
Denis

I have received a letter from our Auditors regarding our this years audit. Unfortunately our audit costs are going to be significantly higher this year due to a one off cost of £200 +vat (£240 total) to have our accounts converted to meet the new FRS102 standard.

Regards
Graham Marshall
Treasurer

10/10/2016



Congleton Town Council

Application for Financial Assistance

SUBMITTED TO:
THURSDAY 20TH OCT
Committee.



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR15/1617
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1.1	Applicant(s):	Jessica Shore
1.2	Representing:	PCSO 21785 Congleton representing speedwatch
1.3	Email Address:	Jessica.shore@cheshire.pnn.police.uk
1.4	Tel No.	101
1.5	Project Title:	Speedwatch
1.6	Project Objectives:	Speedwatch volunteers monitor traffic with speed guns and aim to slow down the traffic, they then pass details to the local PCSO who sends out police advisory letters
1.7	Brief Project Description:	High-Vis jackets for speedwatch (Mossley and West Heath Groups)
1.8	Details accounts/budgets	One-off purchase for volunteers

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£50.34
2.2	Total contribution sought:	£50.34
2.3	What will the money be spent on?	High vis vests with Congleton Community Speedwatch on back

2.4	Any ongoing costs:	None
2.5	Details of <i>confirmed</i> match funding include source Cash: In kind:	https://www.hivis.co.uk/index.php?dispatch=checkout.cart £3.82 each x 10 = £38.20 £4.50 postage and packaging to Congleton £7.64 tax =£50.34
2.6	Resources needed:	Hi-viz vests
2.7	Estimated timescale of project from start to finish:	Ongoing

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Reduce speeding in Congleton and provide a voluntary group for residents to join
3.2	Are there similar services/projects provided in the area	Unknown

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation? ?	PCSO Jessica Shore, evaluated on meeting to be carried out on 7 th November 2016 by a speedwatch meeting with feedback from volunteers
4.2	Describe how you will promote the Town Council in your project	Media and Chronicle

Signature: J Shore

Date: 12/10/2016

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	20/10/16 7pm	LOCATION	Congleton Town Hall
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM REPORT TITLE	Item 7 Management Accounts April to September 2016		
Background	Variance analysis of the Accounts for the first half year to September 2016 to accompany the spreadsheet. 50% 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 will be paid later in the year.• Subscriptions and Publications is a full year cost• Insurance is a full year cost <p>Civic</p> <ul style="list-style-type: none">• The Mayor has received his annual allowance for the civic year. <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. £11,250 is available for grant application up to 31/03/17. <p><u>Community, Environment & Services Committee</u></p> <ul style="list-style-type: none">• Paddling pool is now closed although there are still some invoices to be received. It is expected to be within budget.• PCSOs – we have received an invoice for contribution to 4 PCSOs but it includes a small increase which hasn't been agreed so this is currently on hold.• Tourism includes the Tour of Britain. Although showing an overspend it was agreed to use some of the Cheshire East support grant towards the event.• Streetscape – staffing. Although Agency staff is over budget when combined with the total staffing expenditure this is within budget.• Streetscape – Janitorial includes dog foul bags and skips for Back Lane• Streetscape – Insurance is a full year cost. <p><u>Town Hall Committee</u></p> <ul style="list-style-type: none">• Expenditure is on budget• Income is up due to a 2 week block booking by Cheshire East for part of the Local Plan hearing.		
Decision Requested	To receive the Management Accounts for September 2016		

Congleton Town Council - Management Accounts - Sept 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>				
Staff Costs (re-allocated)	9,166	55,050	116,187	61,137	47%
Travel	30	90	1,000	910	9%
Training / Conferences	100	1,378	2,500	1,122	55%
Rent Payable	1,163	6,975	13,950	6,975	50%
Reception - TIC	0	0	2,800	2,800	0%
Miscellaneous Office Costs	29	138	400	262	35%
Telephone/Fax/Internet	20	704	2,000	1,296	35%
Postage	0	742	3,000	2,258	25%
Stationery & Printing	119	601	2,500	1,899	24%
Subscriptions & Publications	0	2,621	2,700	79	97%
Insurance	0	9,671	8,000	-1,671	121%
Computer/IT Costs	557	3,547	7,500	3,953	47%
Photocopy Charges	702	1,196	2,500	1,304	48%
Recruitment Advertising	0	150	500	350	30%
Other Advertising	0	205	300	95	68%
Bank Charges	63	285	500	215	57%
Audit Fees - External	0	0	2,000	2,000	0%
Audit Fees - Internal	0	0	1,260	1,260	0%
Accountancy Support	0	978	3,750	2,772	26%
Legal & Professional fees	0	1,335	3,000	1,665	45%
HR & H&S support	213	1,278	3,500	2,222	37%
Central Overheads reallocated	-2,405	-26,339	-49,263	-22,924	53%
Corporate Management:-Expenditure	9,757	60,605	130,584	69,979	46%
CEC Grant		-24,945	0	24,945	0%
Interest Receivable	-865	-1,794	-2,500	-706	72%
Corporate Management :- Income	-865	-26,739	-2,500	24,239	1070%
Net Expenditure over Income	8,892	33,866	128,084	94,218	26%
<u>102</u>	<u>Democratic Rep'n & Mgmt/Civic</u>				
Staff Costs (re-allocated)	1,996	11,941	23,977	12,036	50%
Training / Conferences	30	256	1,000	744	26%
Stationery & Printing	0	55	400	345	14%
Marketing/Promotions	0	110	900	790	12%
Council Newsletter	0	1,412	5,230	3,818	27%
Council Website	0	250	2,000	1,750	13%
Mayor's Allowance	0	3,000	3,000	0	100%
Members Expenses	0	0	360	360	0%
Civic Expenses	0	3,856	5,000	1,144	77%
Civic Regalia	0	0	100	100	0%
Hall & Room Hire	144	3,138	5,500	2,362	57%
Civic Artefacts and Treasures	0	206	500	294	41%
Central Overheads reallocated	103	1,131	2,082	951	54%
Democratic Rep'n & Mgmt/Civic:-Expenditure	2,273	25,355	50,049	24,694	51%
Grants		59,733	70,983	11,250	84%
F&P Income - Expenditure Totals	11,165	118,954	249,116	130,162	48%
Community, Environment & Services					
Paddling Pool	5,824	18,954	24,820	5,866	76%
Propogation Unit	0	0	1,000	1,000	0%
Floral Displays	512	2,565	9,500	6,935	27%
Allotments	55	205	290	85	71%
Public Toilets	763	2,624	8,350	5,726	31%
Public Realm CCTV	0	9,250	14,450	5,200	64%
Congleton Partnership	2,762	16,572	33,143	16,572	50%
Community Development	4,159	26,652	57,211	30,559	47%
Police Community Support Officers	0	0	47,200	47,200	0%
Christmas Fayre/lights	49	72	4,000	3,928	2%
Neighbourhood Plan	0	0	0	0	#DIV/0!
Tourism	4,053	3,802	3,000	-802	127%
Youth and Young People	0	406	2,000	1,594	20%
Fellowship House	827	4,676	10,836	6,160	43%

Congleton Town Council - Management Accounts - Sept 2016

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
	19,004	85,778	215,800	130,023	40%
Streetscape					
Staff Costs	32,148	180,617	388,827	208,210	46%
Agency Staff	764	6,328	5,000	1,328	127%
Protective Clothing/H & Safety	325	1,574	3,000	1,426	52%
Office rent	256	1,533	3,067	1,534	50%
Janitorial	1,290	4,323	4,000	323	108%
Telephones	0	0	1,200	1,200	0%
Insurance	0	6,089	6,000	89	101%
Property maintenance	0	76	1,000	924	8%
Horticultural etc Supplies	698	14,291	16,000	1,709	89%
Vehicle maintenance/Serv etc	365	4,847	7,000	2,153	69%
Vehicle fuel and oil	1,028	7,557	15,000	7,443	50%
Vehicle rental charges	2,968	17,808	37,676	19,868	47%
General expenditure	71	710	1,500	790	47%
Central Overheads Reallocated	1,675	18,348	34,632	16,284	53%
Streetscape Expenditure	41,588	264,101	523,902	259,801	50%
Streetscape - Other income		-859	-900	-41	95%
Streetscape - C East Income		-181,714	-362,696	-180,982	50%
	0	-182,573	-363,596	-181,023	50%
Net Expenditure over Income	41,588	81,528	160,306	78,778	51%
C,E & S Income - Net Expenditure Totals	60,592	167,306	376,106	208,801	44%
Town Hall					
Town Hall - Expenditure		71,299	155,892	-84,593	46%
Town Hall - Income		-59,505	-98,150	38,645	61%
Net Expenditure over Income	0	11,794	57,742	-45,948	20%
Total Net Expenditure	71,757	298,054	682,964	293,015	44%
Personnel					
Staff Costs - Reallocated	57,218	322,080	674,354	352,274	48%
Reserves as at 30/09/16					
General Reserve	171,618				
Capital Equipment Fund	36,140				
Capital Contingency Fund	204,003				
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	1,200				
EMR Toilets	38,223				
EMR Play Areas	6,000				
EMR Public Realm	12,000				
EMR Legal Fees	5,292				
EMR Congleton Neighbourhood Plan	32,879				
EMR Cenotaph	10,000				
EMR Christmas Lights	5,404				
EMR Rotary Bonfire	5,000				
EMR In Bloom	3,000				
	621,214				

Date: 06/10/2016

Congleton Town Council 16/17

Page No: 1

Time: 16:39

User: JP

Bank Reconciliation Statement as at: 30/09/2016 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	30/09/2016	42	36,650.62
			<u>36,650.62</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
20/09/2016 008224 Cavern Protective Clothing	115.80
20/09/2016 008227 Interact Entertainments Ltd	600.00
20/09/2016 008228 JAF Graphics	57.60
20/09/2016 008229 LAC Autoparts	84.90
20/09/2016 008232 K G Loach	64.22
20/09/2016 008233 Sean Morris	190.00
20/09/2016 008234 Congleton Museum	39.00
20/09/2016 008236 Rode Hall Silver Band	150.00
20/09/2016 008238 Skyblue Leisure Co Ltd	78.57
20/09/2016 008239 The Stationery Cupboard	274.27
20/09/2016 008241 Talke Chemical Company Limite	896.62
20/09/2016 008243 Threadfast Engineers Ltd	3.00
20/09/2016 008246 Northwest In Bloom	270.00
29/09/2016 008248 A Morrison	18.70
23/02/2016 007825 AU Assets	12.50
	<u>2,855.18</u>
	33,795.44

<u>Receipts not Banked/Cleared (Plus)</u>	
	<u>0.00</u>
	33,795.44
Balance per Cash Book is :-	33,795.44
Difference is :-	0.00

**Congleton Town Council 16/17
RBS Current/Access Acct**

List of Payments made between 01/08/2016 and 30/09/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/08/2016	cheshire east bc	DD	£2,286.00	Business rates Town Hall
01/08/2016	Cheshire East BC	DD	£194.00	Business rates toilets
05/08/2016	Amberon Ltd	008128	£1,548.00	Grant Carnival road closures
05/08/2016	Ansa Environmental Services	008129	£1,018.78	531006285/7075/Erect bunting
05/08/2016	W J North Ltd	008130	£492.00	38979/7076/Street Art
05/08/2016	The Best Connection Group	008131	£990.12	2428479/7077/Temp S/Scape
05/08/2016	Broken Cross Paint & Wallpaper	008132	£27.64	15916/7078/Toilet Door Park
05/08/2016	Chells Building Supplies Ltd	008133	£55.00	28452/7079/Bark
05/08/2016	Clowes Developments (Northwest	008134	£276.50	20/10104/7080/water mkt st toilets
05/08/2016	Heatons Office Supplies Ltd	008135	£25.88	SINV10175026/7081/stationery
05/08/2016	Cavern Protective Clothing	008136	£172.80	17774/7103/PPE streetscape
05/08/2016	IBD internet Business Director	008137	£145.00	1628/7082/P/ship website
05/08/2016	Jewson Limited	008138	£195.66	0767/014174/7083/plum slate
05/08/2016	Linings & Hoses Ltd	008139	£37.97	CST174784/7084/mower oil
05/08/2016	Just Projectors	008140	£556.14	66653/7085/Projector
05/08/2016	Nature Signs	008141	£513.60	2601617/7086/interp board
05/08/2016	Harecastle Boats Ltd	008142	£599.00	0716001/7087/exhibition works
05/08/2016	A Small Man with a Big Van	008143	£200.00	190/7089/Tatton drop offs
05/08/2016	Spiral Colour	008144	£926.40	00023388/7092/In Bloom Sponsor
05/08/2016	Talke Chemical Company Limited	008145	£282.47	64821/7094/Town Hall cleaning materials
05/08/2016	Thomson Planning Partnership L	008146	£189.12	18/012/AT/016/7095/N/hood plan consultancy
05/08/2016	Threadfast Engineers Ltd	008147	£108.10	SIN087983/7096/bolts etc
05/08/2016	Top Nosh	008148	£36.00	043/7100/bacon rolls in bloom
05/08/2016	Travis Perkins Trading Company	008149	£64.67	3640ADS976/7101/coded locks
05/08/2016	Cheshire Electrical Supplies L	008150	£6.71	C1702850/7102/bulbs
05/08/2016	MAC Tool & Plant Hire Ltd	008151	£79.20	5768/7104/2 stroke oil
08/08/2016	Congleton Museum	008152	£40.00	561/7106/150 year booklets
08/08/2016	North Rode Timber Co. Ltd	008153	£59.40	150279/7107/Timber for Tesco f
08/08/2016	Atwill pubs	008154	£72.00	Refund hanging baskets
09/08/2016	Four Oaks Nurseries Ltd	008155	£13,471.27	71250/7108/Plants
09/08/2016	Porters Service Station Ltd	008156	£1,674.10	310716/7114/fuel for vans
10/08/2016	Purchase Power	dd	£95.82	BD867334/7088/A3 & A4 paper
11/08/2016	TomTom Telematics	DD	£106.92	6765542/7146/webfleet tracker
15/08/2016	Angel Springs Ltd	008157	£223.31	3161397/7115/drinking water
15/08/2016	C T H Events & Parties	008158	£476.34	124/7118/150 yr exhibition £420; Recharge £35.46; P/ship £20.88
15/08/2016	Leek Signs & Graphics Ltd	008159	£36.00	INV8967/7120/sponsorship print
15/08/2016	Secur-80 Ltd	008160	£144.00	667/7121/keyholding charge
15/08/2016	Threadfast Engineers Ltd	008161	£63.68	SIN087741/7122/chains 4 bikes
15/08/2016	Whitehursts Agricultural & Bui	008162	£50.70	87979/7123/tree stakes
15/08/2016	RBS bankline	DD	£22.50	bankline charges
15/08/2016	Wirehouse Employer Services	DD	£102.00	HR Support monthly
16/08/2016	Associated Calibration & Train	008164	£78.00	35123/7124/PAT test & cert
16/08/2016	The Best Connection Group	008165	£1,537.70	2432611/7125/Temp s/scape
16/08/2016	Cheshire West and Chester Coun	008166	£64.00	71121027/7127/DBS C Booth
16/08/2016	Chubb Fire & Security Ltd	008167	£329.87	5915992/7128/alarm works
16/08/2016	Cavern Protective Clothing	008168	£40.80	17785/7130/safety shoes
16/08/2016	Cheshire Turf Machinery Ltd	008169	£31.54	144654/7131/light bulbs
16/08/2016	Congleton Garden Machinery Ltd	008170	£19.20	5961/7132/strimmer parts
16/08/2016	Vets Now	008163	£393.00	Vets Now overpayment
17/08/2016	RBS Credit Card	dd	£297.00	030816/7140/speed guns
17/08/2016	Bob Edwards	008171	£88.48	In Bloom expenses

18/08/2016	RBS autopay	AUTOPAY	£57,123.65	Salaries August 16
19/08/2016	Broken Cross Paint & Wallpaper	008173	£55.90	16289/7142/paint & brushes
19/08/2016	Cycle Centre	008174	£252.00	1462016/7150/cycle bells
19/08/2016	C T H Events & Parties	008175	£184.80	128/7133/in bloom buffet lunch
19/08/2016	JAF Graphics	008176	£249.60	19661/7136/bin stickers
19/08/2016	Jewson Limited	008177	£209.26	0767/0142711/7135/bark
19/08/2016	Maxigiene Enviromental Service	008178	£45.00	20457C/7137/legionella testing
19/08/2016	Promenade Promotions Ltd	008179	£1,275.00	160716/7138/150 yr entertainme
19/08/2016	The Stationery Cupboard	008180	£164.45	150/7139/stationery supplies
19/08/2016	Talke Chemical Company Limited	008181	£1,184.41	64826/7144/p/cong park cleaning materials
19/08/2016	Vibrant Graphics Ltd	008182	£192.00	027821/7147/Artwork TOB leafle
19/08/2016	West Wallasey Contract Hire	008183	£3,561.53	WAL222805/7149/lease vans
19/08/2016	RBS charges	DD	£16.38	RBS charges
19/08/2016	Wirehouse Employer Services	DD	£153.60	H&S support monthly
19/08/2016	D Brown	008172	£197.77	InBloom expenses
22/08/2016	The Best Connection Group	008165a	£1.00	2436772/7126/Temp S/scape
22/08/2016	The Best Connection Group	008184	£869.70	2440874/7151/temps s/scape
22/08/2016	Cheshire East Council	008185	£11,100.00	41081185/7152/CCTV contributio
22/08/2016	Heads (Congleton) Limited	008186	£94.08	100974/7153/TOB advert
22/08/2016	LAC Autoparts	008187	£38.90	5442711/7157engine oil
22/08/2016	Landscape Supply Company	008188	£184.32	64273/7158/gloves, wipes etc
22/08/2016	Ladyline Coaches	008189	£240.00	CTC0716A/7159/transport 150 yrs
22/08/2016	K G Loach	008190	£148.75	28233/7160/weedkiller
22/08/2016	Threadfast Engineers Ltd	008191	£23.40	SIN088277/7161/fasteners
22/08/2016	Mediskills Training Ltd	008192	£420.00	100355/7169/1st aid cover xmas
22/08/2016	West Mercia Energy	DD	£903.41	1304819/7061/Town Hall Gas
23/08/2016	Bay Media	008194	£2,433.60	12387/7170/TOB banner
23/08/2016	Broken Cross Paint & Wallpaper	008195	£19.95	16370/7171/paint 4 goalposts
23/08/2016	Stock Bar Ltd	008196	£269.15	230816/7172/in bloom lunch
23/08/2016	EE	dd	£24.28	V01256432285/7154JM phone
23/08/2016	230 Squadron ATC	008193	£50.00	Transport for in bloom judges
25/08/2016	RBS autopay	DD	£14.00	autopay charges
25/08/2016	Prism Bus Developments	DD	£673.97	IT support monthly
30/08/2016	BDO LLP	008197	£2,400.00	1533742/7173/external audit
30/08/2016	The Best Connection Group	008198	£990.12	2445094/7174/Sscape temps
30/08/2016	Glasdon UK Ltd	008199	£263.34	715130/7176/litter bins
30/08/2016	Net World Sports Ltd	008200	£116.94	270531/7177/goal post sockets
30/08/2016	Mrs P Pinto	008201	£72.00	250816/7178/travel expenses
30/08/2016	Spiral Colour	008202	£1,693.20	00023587/7179/wall banners
30/08/2016	Talke Chemical Company Limited	008203	£646.73	64837/7181/Town Hall cleaning materials
30/08/2016	United Utilities	008204	£911.39	01804018/7184/T Hall water
30/08/2016	Vibrant Graphics Ltd	008205	£36.00	027826/7185/design fee logo
30/08/2016	Ian Turnock	008206	£2,499.60	039/7201/MMW Sculpture
30/08/2016	Allpay - Plus Dane	DD	£36.08	Allotment garage rental
31/08/2016	Suez Recycling and Recovery UK	DD	£268.22	30341056/7093/waste collection
01/09/2016	Cheshire East council	DD	£2,286.00	Town Hall business rates
01/09/2016	Cheshire East Council	DD	£194.00	Mkt st toilets business rates
05/09/2016	H J Lea Oakes	008207	£30.00	050916/7227/Best dressed windo
06/09/2016	Brand Design Print	008208	£646.42	16098/7186/Correx signs TOB
06/09/2016	British Telecom	008209	£310.86	Q041MN/7187/Telephones
06/09/2016	Cheshire Turf Machinery Ltd	008210	£124.80	145364/7188/switch for mower
06/09/2016	Legal & General Assurance Soci	008211	£1,551.72	110816/7189/III health Liabili
06/09/2016	MAC Tool & Piant Hire Ltd	008212	£332.53	5788/7192/strimmer head
06/09/2016	Saunderson Security	008213	£89.95	4021850/7194/5 off padlocks
06/09/2016	Talke Chemical Company Limited	008214	£80.13	64855/7196/cable ties
06/09/2016	T & S Electrical Limited	008215	£244.75	10841/7198/PAT testing kitchen
06/09/2016	J Thornley Contracting & Agric	008216	£110.40	102260/7199/repairs toro mower

06/09/2016	Threadfast Engineers Ltd	008217	£221.02	SIN088451/7200/s/scape goods
08/09/2016	British Telecom	DD	£45.47	Q065NM/7175/fax machine
09/09/2016	Purchase Power	dd	£213.00	BD951626/7193/Postage
12/09/2016	Porters Service Station Ltd	008218	£1,472.98	310816/7205/Fuel for vans
12/09/2016	Spiral Colour	008219	£380.40	00023709/7206/Wall banners
13/09/2016	C T H Events & Parties	008220	£345.60	130/7207/Recharges £250.32; YC 25.68; P/ship £13.92; TOB £20.88; Internal £34.80
13/09/2016	TomTom Telematics	Dd	£106.92	6801963/7243/Webfleet
14/09/2016	West Mercia Energy	dD	£5,818.43	1307737/7164/TH electricity
14/09/2016	Wirehouse Employer Services	DD	£102.00	H&S consultancy monthly
14/09/2016	RBS autopay	AUTOPAY	£57,321.33	Payroll September 2016
14/09/2016	SLCC	008221	£100.00	JM CiLCA
15/09/2016	RBS Bankline	DD	£25.00	Bankline charges
16/09/2016	West Mercia Energy	dd	£529.62	1310840/7168/P/Pool electric
19/09/2016	Wirehouse Employer Services	DD	£153.60	HR support monthly
19/09/2016	The Royal Bank of Scotland	DD	£284.29	03092016/7232/Flag £47.96; In bloom vouchers £180; TOB£46.74
20/09/2016	The Best Connection Group	008222	£762.66	2449247/7215/S/scape temps
20/09/2016	Canda Copying Ltd	008223	£842.37	363556/7217/photocopying chrgs
20/09/2016	Cavern Protective Clothing	008224	£115.80	17807/7218/PPE
20/09/2016	Congleton Community Projects	008225	£226.00	080916/7219/TOB artworks
20/09/2016	Clowes Developments (Northwest	008226	£419.08	20/10459/7252/Water Mkt st toilets
20/09/2016	Interact Entertainments Ltd	008227	£600.00	3053/7221/TOB entertainment
20/09/2016	JAF Graphics	008228	£57.60	19697/7222/In Bloom stickers
20/09/2016	LAC Autoparts	008229	£84.90	548139/7223/battery etc
20/09/2016	Landscape Supply Company	008230	£128.39	31608/7224/Misc
20/09/2016	Mr T Lazarski	008231	£472.24	010916/7225/Comm garden plants
20/09/2016	K G Loach	008232	£64.22	28343/7226/Fertilizer
20/09/2016	Sean Morris	008233	£190.00	060916/7228/TOB entertainment
20/09/2016	Congleton Museum	008234	£39.00	566/7255/room hire
20/09/2016	PHS Group	008235	£204.00	64200932/7229/town toilets
20/09/2016	Rode Hall Silver Band	008236	£150.00	240816/7231/TOB entertainment
20/09/2016	Simply Retro Ltd	008237	£72.00	SRL014/7233/TOB t shirts
20/09/2016	Skyblue Leisure Co Ltd	008238	£78.57	0015662/7234/TOB flagpoles
20/09/2016	The Stationery Cupboard	008239	£274.27	151/7235/TOB rubber stamps
20/09/2016	T & S Electrical Limited	008240	£394.76	10512/7237/fellowship house repairs
20/09/2016	Talke Chemical Company Limited	008241	£896.62	64862/7239/Street cleansing
20/09/2016	J Thornley Contracting & Agric	008242	£45.60	102282/7241/repairs toro mower
20/09/2016	Threadfast Engineers Ltd	008243	£3.00	SIN088610/7242/key
20/09/2016	United Utilities	008244	£1,971.89	INV01827575/7245/P/Pool
20/09/2016	West Wallasey Contract Hire	008245	£3,623.91	WAL223224/7248/van leasing
20/09/2016	Northwest In Bloom	008246	£270.00	200916/7256/Tickets x 10
21/09/2016	RBS bank	DD	£23.57	Bank charges to 31/08/16
23/09/2016	EE	dd	£24.28	V01267203537/7220/JM phone
23/09/2016	West Mercia Energy	DD	£205.72	1313664/7202/Gas Town Hall
26/09/2016	Prism Bus Developments	DD	£668.37	IT support monthly
26/09/2016	RBS autopay	DD	£14.00	Autopay charges Aug 16
27/09/2016	Petty cash	008247	£153.30	Petty cash
28/09/2016	Allpay - Plus Dane	DD	£36.08	Allotment garage rental
29/09/2016	A Morrison	008248	£18.70	In bloom items
30/09/2016	Public Works Loan	DD	£10,888.84	Public Works Loan
30/09/2016	Suez Recycling and Recovery UK	DD	£268.22	30377610/7195/waste collection
01/09/2016	BACS B/L Pymnt Page 1551	BACS Pymnt	£1,460.14	Best Connection £153.88 S/S temp; Cavern £274 clothing; CTHEP TOB £676.80; P/Ship £38.28; recharges £316.74

Total Payments £221,721.19

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	20/10/16 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM REPORT TITLE	Item 10 Telephone System for Congleton Town Council		
Background	It has been increasingly apparent that 2 telephone lines are no longer sufficient to service the Town Council offices. The current handsets and system are listed on our fixed asset register at a cost of £5,000. The system is over 10 years old so has been depreciated to zero. This report is to look at the options available and to make a recommendation on the preferred choice.		
Updates	<p>The options available are: Option 1 - Extra BT PSTN lines Option 2 - Voice Over IP (VOIP)</p> <p><u>Option 1</u></p> <p>The cost for another 2 BT lines would be rental charges of £600 per year. There would also be an installation charge of between £100 and £370 depending on the length of the contract. Added to this our current call charges are around £600 per year and current line rental £350 per year so total annual charges would be £1550. The phone system (handsets) is technically obsolete so although still useable they will need replacing fairly soon.</p> <p><u>Option 2</u></p> <p>A VOIP system would give 4 extra lines to include 5000 local and national minutes and 2000 UK mobile minutes per line per month and would be £384 per year. VOIP is a modern solution which uses a broadband connection to make and receive calls. It is much more flexible with options to operate the same telephone number from different sites and to transfer to mobile phones if staff are offsite. It is also easy to add extra lines if required in the future.</p> <p>To operate a VOIP system would require an upgrade to our existing handsets but this would be needed soon anyway as the current ones are now obsolete so could cause problems in the future.</p> <p>The cost of replacing the handsets and phone system would be £4,755 which would come from our capital contingency reserve.</p> <p>3 suppliers have been contacted to provide quotations. These were our existing IT consultants who currently supply the broadband; the existing telephone support company and a communications company from Manchester. All have given similar quotations for price and whilst the existing telephone company have always given us good support there could be future problems whereby the telephone company could blame the broadband company and vice versa. If the same company supplied both broadband and VOIP it would only entail contacting one company for any problems. Our current IT support consultants are locally based and have always worked well with the Town Council.</p>		
Decision Requested	To approve a capital spend to replace the phone system and to have a VOIP flexible communication system with our existing IT support company		