



# Congleton Town Council

Historic market town

Chief Officer: David McGifford



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

18<sup>th</sup> March 2016

Dear Councillor,

## **Finance and Policy Committee Meeting – Thursday 24<sup>th</sup> March 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 24<sup>th</sup> 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 18<sup>th</sup> February 2016.
3. Declarations of Interest  
Members are requested to declare both “pecuniary” and “non pecuniary” interests as early in the meeting as they become known.
4. Outstanding Actions  
There are no outstanding actions.
5. Grant Approvals and Commitments 2015-16 (enclosed)  
To receive a statement showing the current position.

Congleton  
**beartown**  
where friends are made

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

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)
  - i) **GR 19/1516 Congleton Youth in Action**
  - ii) **GR 20/1516 Congleton Community Credit Union**
  - iii) **GR 21/1516 Bromley Farm Community Development Trust**
  - iv) **GR 22/1516 Visyon Ltd**
7. Grant Activities Monitoring Forms (enclosed)

**Congleton Harriers – Original Grant Application GR 3/1516**
8. Management Accounts for February 2016 (enclosed)

To consider the Management Accounts to 29<sup>th</sup> February 2016.
9. Bank Reconciliation (enclosed)

To receive and consider the bank reconciliation for 29<sup>th</sup> February 2016.
10. List of Payments (enclosed)

To receive and consider the Payments List between 1<sup>st</sup> February and 29<sup>th</sup> February 2016.
11. Congleton Shopmobility 22<sup>nd</sup> February 2016 (enclosed)

To receive correspondence from Congleton Shopmobility 22<sup>nd</sup> February 2016.
12. Cheshire Fire and Rescue (enclosed)

To receive notification from Cheshire Fire and Rescue with regards to safety works required for the Town Hall.
13. Internal Audit (enclosed)

To receive the internal audit interim report.
14. Ex officio update (Report to follow)

To receive information on ex officio status in other councils.

**To: Members of the Finance & Policy Committee**

**Cllrs:**

G Edwards (Chairman), Mrs. J Parry (Vice Chairman)  
N Adams, Mrs S Akers Smith, Mrs D S Allen, J G Baggott, P Bates, C H Booth,  
R Boston, Mrs S A Holland

**Ex Officio Members:** Cllrs Mrs E Wardlaw (Town Mayor) D T Brown (Deputy Mayor)

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

## CONGLETON TOWN COUNCIL

### MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE HELD ON THURSDAY 18<sup>th</sup> February 2016

**Please note These are draft minutes and will not be ratified until the next meeting of the Finance & Policy Committee on 24th March 2016**

#### **PRESENT**

#### Councillors

N Adams  
Mrs S Akers Smith  
Mrs D S Allen  
J G Baggott  
P Bates  
R Boston  
C Booth  
D T Brown  
G R Edwards (Chair)  
G P Hayes  
Mrs. S A Holland  
Mrs A M Martin  
Mrs. A E Morrison  
Mrs. J D Parry (Vice)  
Mrs E Wardlaw (Town Mayor)

#### **1. APOLOGIES**

Apologies for absence were received from Cllr J G Baggott.

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

#### **2. MINUTES**

**FAP/59/1516 RESOLVED that** the Minutes of the Meeting of the Committee held on 14<sup>th</sup> January 2016 be agreed and signed by the Chairman.

#### **3. DECLARATIONS OF INTEREST**

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

Cllrs P Bates, D T Brown, G P Hayes and Mrs E Wardlaw, declared a non-pecuniary interest in any matters related to Cheshire East Council.

Cllrs Mrs A M Martin and R Boston declared a non-pecuniary interest in item 6.1.

#### **4. OUTSTANDING ACTIONS**

There are no outstanding actions.

#### **5. GRANT APPROVALS AND COMMITMENTS 2015-16**

A summary of grant approvals and commitments was considered by the Committee and it was noted that £8,382.90 is available for grants in 2015-16.

**FAP/60/1516 RESOLVED** that the grant summary be received.

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

**FAP/61/1516 RESOLVED** that:-

**i. GR 16/1516 – Congleton Fairtrade Steering Group**

A grant of £300 be approved.

**ii. GR 17/1516 – Congleton Rotary**

A grant of £200 be approved.

**iii. GR 18/1516 – Friends of Congleton Park**

A grant of £300 be approved.

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

It was noted that a Grant Activities Monitoring form had been received from Bromley Farm Community Development Trust.

**FAP/62/1516 RESOLVED** that the Grant Activities Monitoring form be received.

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

**FAP/63/1516 RESOLVED** that the Managements Accounts for December 2015 be received.

#### **9. BANK RECONCILIATION**

**FAP/64/1516 RESOLVED** that the bank reconciliation for 31<sup>st</sup> December 2015 be received.

#### **10. LIST OF PAYMENTS**

**FAP/65/1516 RESOLVED** that the Payments List between 1<sup>st</sup> December 2015 and 31<sup>st</sup> December 2015 be received.

#### **11. DISABILITY INFORMATION BUREAU**

Correspondence from the Congleton Branch of the Disability Information Bureau was considered.

**FAP/66/1516 RESOLVED** that the Shop Mobility Working Group review the position of the Disability Information Bureau and feedback findings to the Committee.

## **12. PROPOSAL FOR AN EARMARKED RESERVE FOR FUTURE ROTARY BONFIRE EVENTS**

A proposal from the Support Manager to earmark a reserve for the annual Town Rotary Bonfire Event was considered.

**FAP/67/1516 RESOLVED that** a reserve of up to £5000 be earmarked for the Rotary Bonfire Event if there is a surplus at the end of the year.

## **13. UPDATE ON TOUR OF BRITAIN CYCLE RACE SEPTEMBER 2016**

A briefing note from the Chief Officer regarding the Tour of Britain Cycle Race was considered.

**FAP/68/1516 RESOLVED that** the briefing note be received.

## **14. CONSTITUTION CLARIFICATION ON EX-OFFICIO STATUS**

A request from Cllr Mrs S A Holland was considered to clarify the status for ex-officio committee members.

**FAP/69/1516 RESOLVED that:-**

1. This item should be formerly debated at the next Finance and Policy Committee Meeting taking place on 24<sup>th</sup> March 2016.
2. The Chief Officer to provide more clarification about the Ex-Officio status.

G R Edwards  
Chairman



Congleton Town Grant Commitments										
Specific Budgets										
Date Grant Approved	To	For	Section	Minute Reference	EMR b/fwd	Budget	Approved 15/16	Paid £	Outstanding £	Date Paid
01/04/2015	Congleton Museum	Notional rent				4,500.00	4,500.00	4,500.00	0.00	
01/04/2015	Community Projects	Project support	S144			16,000.00	16,000.00	16,000.00	0.00	
01/04/2015	Congleton Partnership	Rent				1,533.00	1,533.00	1,533.00	0.00	
01/04/2015	Citizens Advice Bureau	annual grant	S142			15,000.00	15,000.00	15,000.00	0.00	
01/04/2015	Christmas Lights	Christmas Lights	S144			9,000.00	9,000.00	7,940.00	1,060.00	30/11/2015
01/04/2015	Royal British Legion	Remembrance Day Parade	S137			700.00	933.00	933.00	0.00	08/11/2015
22/10/2015	St Peter's Church	Church clock maintenance	PCA1857 s2	FAP/19/1516		250.00	258.00	258.00	0.00	26/10/2015
Totals						46,983.00	47,224.00	46,164.00	1,060.00	
	Ear marked reserve b/fwd					£0				
	Budget 2015/16					£47,224				
	Total approved to date					£47,224				
	Total awaiting application					£0				







## Congleton Town Council Application for Financial Assistance

Received 15<sup>th</sup> Feb: for 24<sup>th</sup> March  
Committee Meeting.  
F&P.



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

Application Reference Number (office use only)	GR19/1516
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1.1	<b>Applicant(s):</b>	Louise Lovenberry
1.2	<b>Representing:</b>	Congleton Youth in Action
1.3	<b>Email Address:</b>	louiselovenberry@yahoo.co.uk
1.4	<b>Tel No.</b>	07813025237
1.5	<b>Project Title:</b>	Play scheme 2016
1.6	<b>Project Objectives:</b>	<p>To support our young people to be independent by trying new activities away from their families</p> <p>To provide respite for families.</p> <p>To support our young people to be part of their community</p> <p>To provide volunteer experience for local young people in Congleton.</p> <p>To offer a safe environment for children, some of whom have a rare and complex disability, enabling them to enjoy a fun packed summer play scheme.</p>
1.7	<b>Brief Project Description:</b>	Please see timetable of events for the week.
1.8	<b>Details accounts/budgets</b>	See attached accounts

## Part 2: Cost Details / Resources / Timescale

2.1	<b>Total Cost of Project:</b>	£2,500
2.2	<b>Total contribution sought:</b>	£500
2.3	<b>What will the money be spent on?</b>	Art and Crafts £50 Baking equipment £30 Disco £70 Congleton Leisure Centre £70 Bouncy Castle £80 Entertainer £80 Trentham Gardens admission £120 (for young people and volunteers)
2.4	<b>Any ongoing costs:</b>	Staff wages Transport Venue Hire
2.5	<b>Details of confirmed match funding include source</b> Cash:  In kind:	£1,000 from donations from parents/carers
2.6	<b>Resources needed:</b>	Please see above
2.7	<b>Estimated timescale of project from start to finish:</b>	May to September

## Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	<ul style="list-style-type: none"><li>- Provide a service for disabled families in Congleton</li><li>- To provide volunteer opportunities for young people in Congleton.</li><li>- To use community services e.g Congleton Leisure Centre.</li></ul>
3.2	<b>Are there similar services/projects provided in the area</b>	There are similar services in Congleton such as 'Friends for Leisure' however they are unable to provide personal care, administer medication and parents/carers can leave their young child to provide respite.

## Part 4: Evaluation/Publicity

4.1	<b>How will the project be evaluated and who will carry</b>	Feedback forms will be given to parents, young people and volunteers to evaluate the play scheme.
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	<i>out the evaluation? ?</i>	
4.2	<i>Describe how you will promote the Town Council in your project</i>	We will inform parents/carers that the Town Hall donated some money towards the play scheme by email and social media.

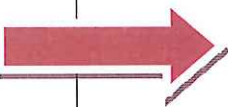
Signature: ***LOUISE ANN LOVENBERRY***

Date: 14/2/2016

## Congleton Youth in Action



### Summer Play scheme programme 2016

	<u>Morning activities</u>	<u>Afternoon Activities</u>	
<b>Monday 22nd August</b>	Art and Craft Activities. Baking and sensory.	Sports Activities and bouncy castle.	<b>£15 per day</b>
<b>Tuesday 23<sup>rd</sup> August</b>	Pamper morning. (nails decorating, hair styling, hand and feet massage). Also Art and crafts.	Majestican visit	<b>£15 per day</b>
<b>Wednesday 24th August</b>	Day trip to Trentham Gardens.		<b>£20 per day</b>  <b>Please book quickly for this trip as we have limited numbers.</b>
<b>Thursday 25<sup>th</sup> August</b>	Swimming at Congleton Leisure Centre.		<b>£20 per day</b>
<b>Friday 26<sup>th</sup> August</b>	Cooking activities, bingo, games and many more	Party and disco (Fancy dress if you wish)	<b>£15 per day</b>

**\*\* Activities subject to change\*\***

**\*\* On the days that we will be based at the New life centre we are providing a room (that will be staffed) for our young people who enjoy quiet time in the sensory room.**

We will be based at the New Life Centre, West Street, Congleton. All children need to meet at the venue at 10am till 4pm. We will transport young people to and from the trips. A packed lunch is required each day (unless stated) and snacks will be provided by Youth in Action. The cost each day will be *£15 for a non trip day and £20 for a trip day. Receipts can be given.*

***To confirm your child/ young persons place we need you to***

***1, send me an email to request days to Louise on  
07813025237/ [louiselovenberry@yahoo.co.uk](mailto:louiselovenberry@yahoo.co.uk)***

***2, Then nearer the time (in July I will send an email for  
payments to be made)***

If you have any questions please speak to email us.

*Thanks*

*Louise, Amy, Micheala and Fay*

**REGISTERED CHARITY NUMBER: 507388**

**Report of the Trustees and**  
**Unaudited Financial Statements for the Year Ended 30 September 2014**  
**for**  
**Congleton Youth in Action**

Hammond McNulty LLP  
Bank House  
Market Square  
Congleton  
Cheshire  
CW12 1ET

**Congleton Youth in Action**  
**Report of the Trustees**  
**for the Year Ended 30 September 2014**

The trustees present their report with the financial statements of the charity for the year ended 30 September 2014. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**  
507388

**Principal address**  
c/o 11 Clifton Road  
Elworth  
Sandbach  
Cheshire  
CW11 3JJ

**Trustees**  
C Roycroft  
Mrs S Vernon  
S Fallows

**Independent examiner**  
Hammond McNulty LLP  
Bank House  
Market Square  
Congleton  
Cheshire  
CW12 1ET

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

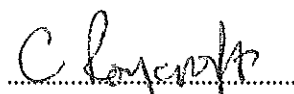
**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Approved by order of the board of trustees on 27/3/2015 and signed on its behalf by:

  
C Roycroft - Trustee

**Independent Examiner's Report to the Trustees of**  
**Congleton Youth in Action**

I report on the accounts for the year ended 30 September 2014 set out on pages three to six.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr C G Higginson  
FCCA, FMAAT  
Hammond McNulty LLP  
Bank House  
Market Square  
Congleton  
Cheshire  
CW12 1ET

Date: .....



**Congleton Youth in Action**  
**Statement of Financial Activities**  
**for the Year Ended 30 September 2014**

		30/9/14 Unrestricted fund £	30/9/13 Total funds £
	Notes		
<b>INCOMING RESOURCES</b>			
<b>Incoming resources from generated funds</b>			
Voluntary income		9,872	5,700
<b>RESOURCES EXPENDED</b>			
<b>Costs of generating funds</b>			
Costs of generating voluntary income	2	8,422	8,430
Governance costs		948	462
<b>Total resources expended</b>		<u>9,370</u>	<u>8,892</u>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		502	(3,192)
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		1,742	4,934
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>2,244</u></u>	<u><u>1,742</u></u>

The notes form part of these financial statements

**Congleton Youth in Action**

**Balance Sheet**  
**At 30 September 2014**

	Notes	30/9/14 Unrestricted fund £	30/9/13 Total funds £
<b>CURRENT ASSETS</b>			
Cash at bank		2,746	1,809
<b>CREDITORS</b>			
Amounts falling due within one year	5	(502)	(67)
<b>NET CURRENT ASSETS</b>		<u>2,244</u>	<u>1,742</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		2,244	1,742
<b>NET ASSETS</b>		<u>2,244</u>	<u>1,742</u>
<b>FUNDS</b>			
Unrestricted funds	6	2,244	1,742
<b>TOTAL FUNDS</b>		<u>2,244</u>	<u>1,742</u>

The financial statements were approved by the Board of Trustees on 29/3/2015 and were signed on its behalf by:

C Roycroft  
C Roycroft - Trustee

**Congleton Youth in Action**  
**Notes to the Financial Statements**  
**for the Year Ended 30 September 2014**

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

**Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Taxation**

The charity is exempt from tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**2. COSTS OF GENERATING VOLUNTARY INCOME**

	30/9/14	30/9/13
	£	£
Support costs	8,422	8,430

**3. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 30 September 2014 nor for the year ended 30 September 2013.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 30 September 2014 nor for the year ended 30 September 2013.

**Congleton Youth in Action**

**Notes to the Financial Statements - continued**  
**for the Year Ended 30 September 2014**

**4. STAFF COSTS**

	30/9/14	30/9/13
	£	£
Wages and salaries	3,960	5,037
	<u>          </u>	<u>          </u>

The average monthly number of employees during the year was as follows:

30/9/14	30/9/13
-	-
<u>          </u>	<u>          </u>

No employees received emoluments in excess of £60,000.

**5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	30/9/14	30/9/13
	£	£
Taxation and social security	28	67
Other creditors	474	-
	<u>          </u>	<u>          </u>
	502	67
	<u>          </u>	<u>          </u>

**6. MOVEMENT IN FUNDS**

	At 1/10/13	Net movement in funds	At 30/9/14
	£	£	£
<b>Unrestricted funds</b>			
General fund	1,742	502	2,244
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	1,742	502	2,244
	<u>          </u>	<u>          </u>	<u>          </u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	9,872	(9,370)	502
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	9,872	(9,370)	502
	<u>          </u>	<u>          </u>	<u>          </u>



## Congleton Town Council

### Application for Financial Assistance



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

Application Reference Number (office use only)	GR20/1516
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1.1	<b>Applicant(s):</b>	D Murphy
1.2	<b>Representing:</b>	Congleton Community Credit Union
1.3	<b>Email Address:</b>	
1.4	<b>Tel No.</b>	
1.5	<b>Project Title:</b>	
1.6	<b>Project Objectives:</b>	Membership of Cheshire East Community and Voluntary Services Organisation
1.7	<b>Brief Project Description:</b>	To allow CCCU to access the services of CECVS as a fully paid up membership organisation
1.8	<b>Details accounts/budgets</b>	

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

2.1	<b>Total Cost of Project:</b>	£45.00
2.2	<b>Total contribution sought:</b>	£45.00
2.3	<b>What will the money be spent on?</b>	12 month membership of CECVS 2016/17

2.4	<b>Any ongoing costs:</b>	No
2.5	<b>Details of <i>confirmed</i> match funding include source</b> Cash:  In kind:	N/A
2.6	<b>Resources needed:</b>	None
2.7	<b>Estimated timescale of project from start to finish:</b>	N/A

### Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	CCCU is a local credit union wholly devoted to providing service to Congleton residents
3.2	<b>Are there similar services/projects provided in the area</b>	Cheshire Neighbours CU

### Part 4: Evaluation/Publicity

4.1	<b>How will the project be evaluated and who will carry out the evaluation?</b> ?	
4.2	<b>Describe how you will promote the Town Council in your project</b>	Quarterly newsletter and ongoing support acknowledgement

Signature:

10/3/16

Date:



## **Main Identity**

**From:** "Community & Voluntary Services Cheshire East" <enquiries@cvsce.org.uk>  
**To:** "Congleton Community Credit Union Ltd" <denismurphy@tiscali.co.uk>  
**Sent:** 10 March 2016 00:02  
**Subject:** Your CVS Cheshire East Membership will shortly be due for renewal



Dear Member,

Could we just take this opportunity to make you aware that your membership renewal date is now just 6 weeks away.

**Congleton Community Credit Union Ltd**

**Your Membership renewal date is 21st April, 2016**

In order to continue to receive our reduced rate training sessions/events, volunteering support, funding advice/guidance plus all the many other benefits that our members receive, we do hope that your organisation will continue to be a member of CVS Cheshire East.

*To make this easy for you, over the next few weeks, our Accounts team will send you a Membership Renewal invoice which can be paid by cheque, cash or BACS.*

We would also just like to let you know that throughout 2016, you will hear about new ways in which we will be supporting our members including our *updated Volunteering pages on [www.cvsce.org.uk](http://www.cvsce.org.uk)*. These will give you the opportunity to submit, view and manage your own volunteer opportunities directly on our website whilst feeling secure in the knowledge that you are being supported by our professional team who have a wealth of volunteer management knowledge.

We will also be launching a new *Market Place Directory*, plus a super useful *Venue Directory* that you will be able to use to search for and to promote your own meeting and event venues.

Our *Volunteer's Gala night* will once again be taking place in June and this year will have an exciting new venue and an updated theme. Definitely one to watch out for! CVS Cheshire East Members will be able to receive a fantastic discount these event tickets.

We are looking forward to working with you again over the next year, but if you have any questions about your membership or indeed about anything we can support you and your organisation with, please do get in touch using the contact details below.

T. 01270 763100

E. [enquiries@cvsce.org.uk](mailto:enquiries@cvsce.org.uk)







# Congleton Town Council

## Application for Financial Assistance



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

Application Reference Number (office use only)	GR21/1516
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1.1	<b>Applicant(s):</b>	Glen Williams
1.2	<b>Representing:</b>	Bromley Farm Community Development Trust
1.3	<b>Email Address:</b>	<a href="mailto:glenn@bromleyfarm.co.uk">glenn@bromleyfarm.co.uk</a>
1.4	<b>Tel No.</b>	01263 279777
1.5	<b>Project Title:</b>	Bromley Farm News
1.6	<b>Project Objectives:</b>	<p>To produce an eight page quarterly resident newsletter.</p> <p>To inform residents of what is going on in the Bromley Farm neighbourhood.</p> <p>To provide informative articles from partner organisations that have a relevance to life on Bromley Farm.</p> <p>To forge stronger links between organisations delivering services to residents of Bromley Farm and the residents themselves.</p> <p>To promote an increased range of services and activities to improve the well-being of Bromley Farm residents reducing dependency and costs on the public purse.</p>
1.7	<b>Brief Project Description:</b>	<p>The project is to produce a popular and well received community based newsletter for a further 12 months. The newsletter is well established for 8 years and this is the main way the Trust and other partner organisations can effectively communicate with the community directly into resident's homes. Bromley Farm Community Development Trust are embarking on an ambitious plan to reduce the deprivation within the neighbourhood and the Bromley Farm News will be a key component of this.</p>
1.8	<b>Details accounts/budgets</b>	<p>Cost of each newsletter is currently £400 per edition</p> <p>Total cost for 12 months is £1600</p>

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

2.1	<b>Total Cost of Project:</b>	£1600
2.2	<b>Total contribution sought:</b>	£400
2.3	<b>What will the money be spent on?</b>	The money will be spent on the production of the newsletter namely design contributions and printing costs.

2.4	<b>Any ongoing costs:</b>	None
2.5	<b>Details of confirmed match funding include source</b> Cash:  In kind:	Bromley Farm Community Development Trust £400  Plus Dane Group £400  People's Health Trust £400  Cheshire Probation Service Community Payback Team and Cheshire East Youth Engagement Services with local residents will deliver the newsletter saving at least £300
2.6	<b>Resources needed:</b>	No specific resources except contributions of articles from partner organisations, and funding to print the newsletter.
2.7	<b>Estimated timescale of project from start to finish:</b>	May 2016 – February 2017

### Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	Bromley Farm residents from 1200 homes will be regularly updated with what events and activities are taking place in their neighbourhood. These residents will have the knowledge of what is planned in their neighbourhood and how they can get involved. Key information and advice will be provided through the newsletter. Provides a valuable link between organisations delivering services and the community. Demonstrates that organisations are responding to local priorities. Shows the benefits of partnership working in action. Provides an opportunity for residents to be engaged and involved in beneficial projects. Encourages volunteering in the community. Nearly 250 residents provided positive feedback during 2015 about the newsletter and we will look to build on this during 2016.
3.2	<b>Are there similar services/projects provided in the area</b>	Plus Dane's Unity magazine, but this is group wide and is only delivered to Plus Dane tenants and is not neighbourhood focussed. This magazine is received by very few residents of Bromley Farm. Bear Necessities, This is a town wide newsletter but is not resident led and focussed directly on the needs of Bromley Farm residents.

### Part 4: Evaluation/Publicity

4.1	<b>How will the project be evaluated and who will carry out the evaluation?</b>	The project will be evaluated by the Trust through sample phone calls and home visits throughout the year. The last 12 months 250 such contacts were made with a 98% favourable response rate. It will also be evaluated by the range of articles from different organisations.
4.2	<b>Describe how you will promote the Town Council in your project</b>	The town council's logo will appear in each edition. We will include articles from or about Congleton Town Council in the next 4 editions. A total of 11 such articles have appeared in the last four editions.

David McGifford  
Congleton Town Council  
Congleton Town Hall  
High Street  
Congleton  
Cheshire



GR22/1516

17<sup>th</sup> March 2016

Dear David McGifford

**Application from Visyon for financial assistance**

Please find enclosed an application to the Congleton Town Council for a grant towards plants and equipment for the development of a sensory garden on the land owned by Congleton Town Council beside Congleton Park.

As you know, Visyon is a Congleton-based charity which provides mental health support to children, young people and their families. We provide a range of effective services which enable local children and young people to manage, improve and sustain their mental health, and have positive futures.

We have been working closely with Mark Worthington and Ruth Burgess to develop this project, which will provide therapeutic opportunities for the young people who access Visyon's services to connect with nature and the community. The sensory garden will also then be available for the public in Congleton to enjoy, and will contribute to Congleton in Bloom.

Many thanks

A handwritten signature in black ink, appearing to read 'Sandi Marshall'.

Sandi Marshall  
Business Development Manager

**"They're really amazing. They have given me my life back" (client who received support from Visyon in Congleton when she was 18).**





## Congleton Town Council Application for Financial Assistance



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

Application Reference Number (office use only)		GR 22/1516
1.1	<b>Applicant(s):</b>	SAM RUCK
1.2	<b>Representing:</b>	VISION
1.3	<b>Email Address:</b>	samantha@vision.org.uk
1.4	<b>Tel No.</b>	01260 290000
1.5	<b>Project Title:</b>	VISION SENSORY GARDEN
1.6	<b>Project Objectives:</b>	FOR VISION TO DEVELOP A SENSORY GARDEN ON LAND OWNED BY CONGLETON TOWN COUNCIL BY THE DANE BRIDGE AT CONGLETON PARK.
1.7	<b>Brief Project Description:</b>	YOUNG PEOPLE WHO ACCESS SERVICES AT VISION WILL WORK WITH VOLUNTEERS FROM THE LOCAL COMMUNITY TO DEVELOP A SENSORY GARDEN BY CONGLETON PARK WHICH CAN BE ACCESSED BY OTHER YOUNG PEOPLE AT VISION, AS WELL AS BY MEMBERS OF THE PUBLIC.
1.8	<b>Details accounts/budgets</b>	LAND OWNED BY CONGLETON TOWN COUNCIL; PROJECT TO BE STAFFED BY VISION VOLUNTEERS AND YOUNG PEOPLE, SUPERVISED BY VISION STAFF; £1,000 BUDGET FOR PLANTING, EQUIPMENT, AND HEALTH AND SAFETY EQUIPMENT.

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

2.1	<b>Total Cost of Project:</b>	£1,000
2.2	<b>Total contribution sought:</b>	£500
2.3	<b>What will the money be spent on?</b>	SENSORY PLANTS (EG. LAVENDER, SWEETPEAS, TALL GRASSES, MARIGOLDS, SAGES, CHIVES ETC) HEALTH & SAFETY EQUIPMENT (GOOGLES, GLOVES, KNEELERS ETC) EQUIPMENT (SEEDTRAYS, GARDENING TOOLS ETC) LANDSCAPING (GRAVEL, EDGING ETC)

2.4	<b>Any ongoing costs:</b>	STAFFING (SUPPLIED BY VISION)
2.5	<b>Details of <i>confirmed</i> match funding include source</b> Cash:  In kind:	NONE CONFIRMED, APART FROM STAFFING PROVIDED BY VISION  APPLICATION MADE TO WILLIAM DEAN TRUST
2.6	<b>Resources needed:</b>	STAFFING VOLUNTEER HOURS EQUIPMENT PLANTING & LANDSCAPING
2.7	<b>Estimated timescale of project from start to finish:</b>	3 MONTHS DEVELOPMENT THEN ONGOING

### Part 3: Potential Benefits / Outputs

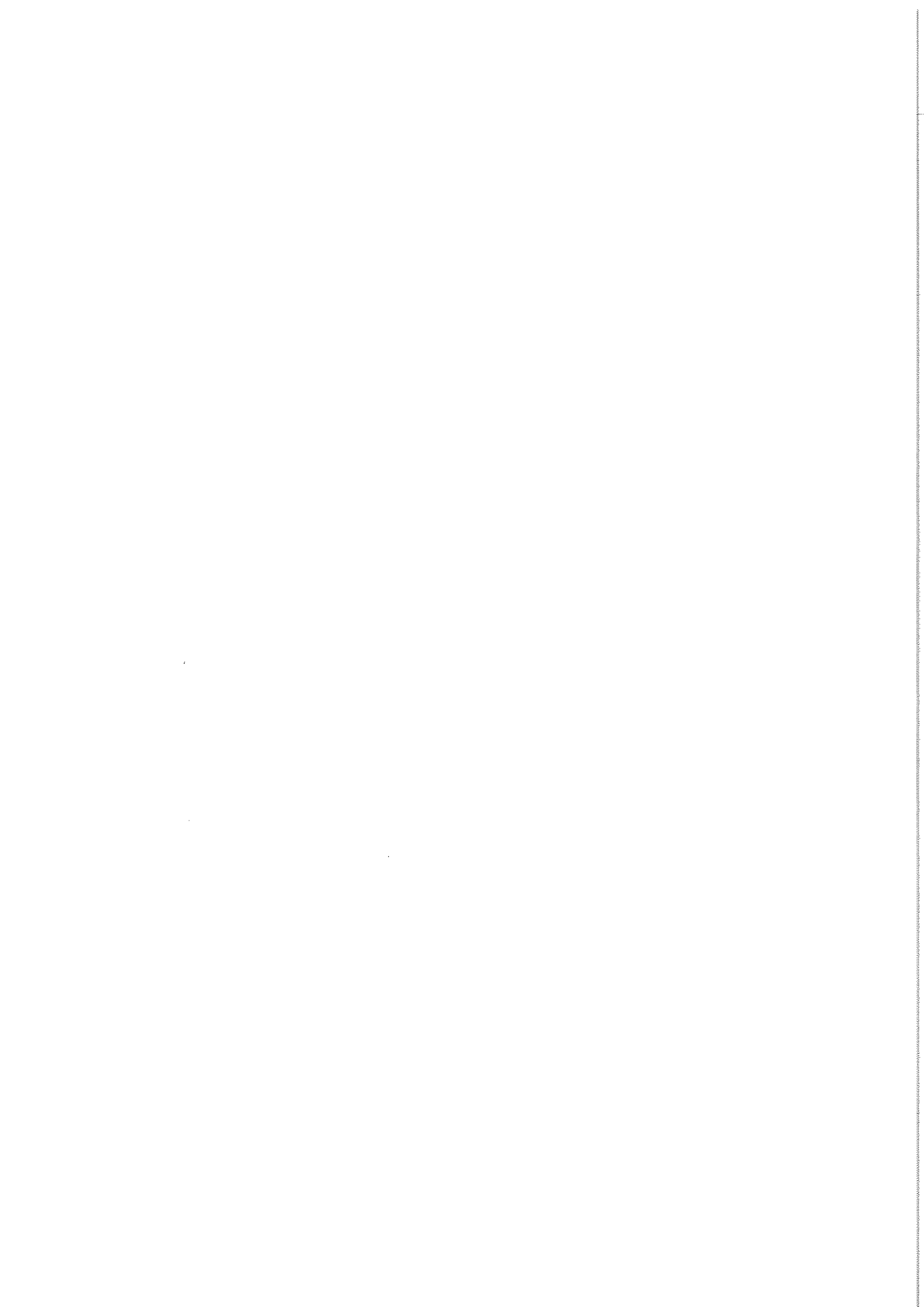
3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	THE PROVISION OF A CENTRALLY-SITED SENSORY GARDEN, ACCESSIBLE TO THE PUBLIC, MAINTAINED BY YOUNG PEOPLE FROM VISION, THERAPEUTIC SUPPORT FOR YOUNG PEOPLE INVOLVED IN PROJECT WHICH CONNECTS THEM <del>THE</del> TO THE COMMUNITY AND NATURE. PART OF COMMUNITY EFFORT FOR 'CONGLETON IN BLOOM'
3.2	<b>Are there similar services/projects provided in the area</b>	NOT OF THIS NATURE, MAINTAINED BY YOUNG PEOPLE WITH EMOTIONAL HEALTH NEEDS, SUPPORTED BY VISION.

### Part 4: Evaluation/Publicity

4.1	<b>How will the project be evaluated and who will carry out the evaluation?</b> ?	THE PUBLIC WILL SEE THE RESULTS. VISION MEASURES <del>OUTCOMES</del> THERAPEUTIC OUTCOMES WITH THE YOUNG PEOPLE WE SUPPORT.
4.2	<b>Describe how you will promote the Town Council in your project</b>	WE WILL ISSUE A PRESS RELEASE THANKING THE TOWN COUNCIL, & PROVIDE A STATEMENT ON OUR WEBSITE, THE PUBLIC KNOW THAT THIS LAND BELONGS TO THE TOWN COUNCIL AND WILL BE PLEASED THAT IT IS BEING MAINTAINED FOR PUBLIC USE.

Signature: SRUCH

Date: 16/03/16





# Town Council Grant

## Activities Monitoring Form



<b>1. Contact Details</b>	
Organisation name:	Congleton Harriers <a href="http://www.congleton-harriers.co.uk">www.congleton-harriers.co.uk</a> <div style="background-color: yellow; height: 20px; margin: 5px 0;"></div> <div style="background-color: yellow; height: 20px; margin: 5px 0;"></div> 29th annual 'Cloud 9 Hill Race' 6th March 2016
Address:	Congleton leisure centre, Worrall street, Congleton CW12 1DT

<b>2. Grant Information</b>			
Grant Reference Number: Unknown	GR3/1516		
Total project cost:	£2365		
Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Receipt Amount:	£885
Please list receipts below:  Medical cover for Cloud 9 Hill Race			

<b>3. Project Information</b>			
When did the project commence?		5 <sup>th</sup> January 2016	
Did you make a profit from the project? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
If yes, how will this be used? If yes, how will this be used? To promote running as a means to stay fit and healthy for all ages and abilities.  To introduce local running clubs to the community and encourage membership.  Encourage community participation in the organisation of events  To provide support to local charities  Promote local businesses who get involved in the event.			

Please explain how the grant money was used:

The grant money was used to cover part of the costs involved in staging the event (listed)

Memento for each finisher / prizes	£530
Leisure centre and equipment hire	£250
Medical support	£885.00
Policing (estimated)	£100
Refreshments	£250
Printing and promotion	£150
Race numbers and pins	£50
Fees	£50
Storage of signage	£100

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

It has helped bring many new members into the club and secured the future of the club and it's aims of promoting health and fitness in the community.

A donation from race proceeds has been made to local charities (£1 for every runner)

Local businesses who got involved in the event benefited from increased business on the day and after

#### 4. Promotion



Please send an electronic photograph of your project/activity. Is this attached? Yes <input checked="checked" type="checkbox"/> No <input type="checkbox"/>
Do you give permission for these photographs to be used on the Council's web site and in newsletters? (Please ensure that you seek permission for anybody photographed). Yes <input checked="checked" type="checkbox"/> No <input type="checkbox"/>
Was the grant funding from Congleton Town Council acknowledged in any way? Yes <input checked="checked" type="checkbox"/> No <input type="checkbox"/>
Please state how (i.e. on your website, event programme, tickets, etc) On web site, During prizegiving, on race video uploaded to club Facebook page and Twitter.

## 5. Feedback

What is your experience of using the Town Council Grant Scheme? Are there any comments or suggestions for improvements that you would like to make?

How did you apply? Online ☐ Email ☒ Post ☐

Do you feel that you understood the process? Yes ☒ No ☐

Please rate the following elements:

	Excellent	Good	OK	Poor
Completing the application form		y		
Relevance of guidelines			y	
Length of the process from submitting an application to receiving notification			y	
Advice given from the Town Council Grants Team (if applicable)		y		



## Management Accounts February 2016

See attached Income and Expenditure sheet. These figures are for eleven months so would be 92% of the annual budget if the expenditure was regular monthly. This near to the financial year end it can be seen that overall expenditure should be within budget however recruitment advertising is significantly overspent due to advertising for a new chief officer and town hall maintenance due to problems with the fire alarm, replacement lighting and general decoration.

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

### Variance Analysis

#### Finance and Policy Committee

##### Corporate Management

- Subscriptions and Publications include annual charges to SLCC and ChALC and also membership of CVS Cheshire East for the first time which was not included in the budget.
- Insurance is the full year figure.
- Recruitment advertising - the cost of recruiting for a new CO was not included in the budget.
- External audit fees are entered as an accrual at the end of the financial year.
- Legal and Professional fees include the £1,500 charge by BDO, the external accountants for the complaint made by a member of the public. Although there is not a budget for this, there is an earmarked reserve for legal fees so the overspend has been offset by taking from the reserve.

##### Democratic/Civic

- The Mayor has received her annual allowance for the civic year.
- Civic Regalia is only a small budget but the revaluation costs for the mayoral chain was £246 but this is offset by the underspend on Civic Artifacts and Treasures.

##### Grants

- £7,583 is still available for grant applications. The F&P meeting on 24<sup>th</sup> March will be the last meeting of the current financial year for this year's grants.

#### Community, Environment and Services Committee

- The Paddling Pool is overspent by £2,210. Maintenance of the pool surface was more than budgeted and water costs were higher than budget.
- Public Toilets – over budget by £525 - the maintenance contracts for sanitising and airfreshner was more than expected.
- Public Realm CCTV is showing the full year cost for the 5 CCTV cameras around the town monitored and maintained by Cheshire East Council, plus the running costs and repairs for the CCTV van
- PCSO's – this is showing the full year cost.
- Neighbourhood Plan expenditure is taken from an Ear Marked Reserve.
- Streetscape – No budget for agency staff but still underspent when added to staff costs.
- Protective clothing is over budget.
- Streetscape – Insurance is a full year cost.
- The overspend on Property Maintenance is offset by a grant of £15,000 from Cheshire East Council for improvements to the town
- Streetscape – Horticultural supplies are showing an overspend – if this is combined with the Floral displays budget the total overspend is reduced to £3,290 over a combined budget of £25,500, so 13% overspent.
- General Expenditure includes a payment of £177,000 to Cheshire Pension Fund which is the cost to the scheme for the streetscape employee retiring early on ill

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

#### Town Hall Committee

- Income and Expenditure combined are slightly under budget.

#### Recommendation

To accept the Management Accounts to February 2016

## Congleton Town Council - Management Accounts - February 2016

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
<b>Finance and Policy</b>					
<b>101 Corporate Management</b>					
Staff Costs (re-allocated)	14,561	110,643	113,562	2,919	97%
Travel	0	186	1,000	814	19%
Training / Conferences	0	2,104	2,500	396	84%
Rent Payable	1,163	12,788	13,950	1,162	92%
Reception - TIC	0	2,772	2,730	-42	102%
Miscellaneous Office Costs	22	317	400	83	79%
Telephone/Fax/Internet	262	1,537	2,000	463	77%
Postage	192	2,734	3,000	266	91%
Stationery & Printing	100	1,243	2,500	1,257	50%
Subscriptions & Publications	0	2,609	2,100	-509	124%
Insurance	0	7,560	7,250	-310	104%
Computer/IT Costs	856	6,737	7,000	263	96%
Photocopy Charges	0	1,727	2,500	773	69%
Recruitment Advertising	0	2,697	500	-2,197	539%
Other Advertising	0	147	200	53	74%
Bank Charges	21	89	100	11	89%
Audit Fees - External	0	0	2,000	2,000	0%
Audit Fees - Internal	410	820	1,230	410	67%
Accountancy Support	0	2,345	3,750	1,405	63%
Legal & Professional fees	0	5,958	1,500	-4,458	397%
Trf from EMR Legal fees	0	-4,458	0	4,458	#DIV/0!
HR & H&S support	213	2,343	3,560	1,217	66%
Central Overheads reallocated	-2,669	-43,067	-49,263	-6,196	87%
<b>Corporate Management:-Expenditure</b>	<b>15,131</b>	<b>119,831</b>	<b>124,069</b>	<b>4,238</b>	<b>97%</b>
CEC Grant	0	-49,890	-49,890	0	100%
Interest Receivable	-4	-3,054	-4,000	-946	76%
<b>Corporate Management :- Income</b>	<b>-4</b>	<b>-52,944</b>	<b>-53,890</b>	<b>-946</b>	<b>98%</b>
<b>Net Expenditure over Income</b>	<b>15,127</b>	<b>66,887</b>	<b>70,179</b>	<b>3,292</b>	<b>95%</b>
<b>102 Democratic Rep'n &amp; Mgmt/Civic</b>					
Staff Costs (re-allocated)	1,951	21,075	22,500	1,425	94%
Training / Conferences	0	271	1,000	729	27%
Stationery & Printing	46	355	400	45	89%
Marketing/Promotions	0	450	800	350	56%
Council Newsletter	0	3,613	5,230	1,617	69%
Council Website	70	820	1,000	180	82%
Mayor's Allowance	0	3,000	3,000	0	100%
Members Expenses	99	99	360	261	0%
Civic Expenses	0	4,129	4,500	371	92%
Civic Regalia	0	246	100	-146	246%
Hall & Room Hire	723	5,083	6,000	917	85%
Civic Artefacts and Treasures	0	255	500	245	51%
Central Overheads reallocated	113	1,907	2,082	175	92%
<b>Democratic Rep'n &amp; Mgmt/Civic:-Expenditure</b>	<b>3,002</b>	<b>41,303</b>	<b>47,472</b>	<b>6,169</b>	<b>87%</b>
<b>Grants</b>	<b>0</b>	<b>58,400</b>	<b>65,983</b>	<b>7,583</b>	<b>89%</b>
<b>F&amp;P Income - Expenditure Totals</b>	<b>18,129</b>	<b>166,590</b>	<b>183,634</b>	<b>17,044</b>	<b>91%</b>
<b>Community, Environment &amp; Services</b>					
Paddling Pool	265	27,894	25,684	-2,210	109%
Propagation Unit	0	0	1,000	1,000	0%
Floral Displays	312	7,329	9,500	2,171	77%
Allotments	30	361	240	-121	150%
Public Toilets	1,590	6,325	5,800	-525	109%
Public Realm CCTV	0	9,975	12,600	2,625	79%
Congleton Partnership	2,739	30,131	32,870	2,739	92%
Community Development	4,474	41,997	53,250	11,253	79%
Police Community Support Officers	0	47,200	47,200	0	100%
Christmas Fayre/lights	165	3,556	4,000	444	89%
Neighbourhood Plan	0	0	0	0	0%
Tourism	0	450	3,000	2,550	15%

# **Congleton Town Council - Management Accounts - February 2016**

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
Youth and Young People	737	1,558	2,000	442	78%
Fellowship House	548	4,631	6,030	1,399	77%
	<b>10,860</b>	<b>181,407</b>	<b>203,174</b>	<b>21,767</b>	<b>89%</b>

## **Streetscape**

Staff Costs	27,274	312,054	374,297	62,243	83%
Agency Staff	0	4,337	0	-4,337	#DIV/0!
Protective Clothing/H & Safety	314	3,366	2,500	-866	135%
Office rent	256	2,811	3,067	256	92%
Janitorial	483	4,066	4,000	-66	102%
Telephones	100	1,100	1,200	100	92%
Insurance	0	6,093	5,500	-593	111%
Property maintenance	0	11,278	500	-10,778	2256%
Horticultural etc Supplies	658	21,461	16,000	-5,461	134%
Vehicle maintenance/Serv etc	601	6,704	7,000	296	96%
Vehicle fuel and oil	470	9,983	17,500	7,537	57%
Vehicle rental charges	2,968	32,647	37,676	5,029	87%
General expenditure	390	180,236	1,000	-179,236	18024%
Central Overheads Reallocated	1,876	30,276	34,632	4,356	87%

Streetscape Expenditure	<b>35,390</b>	<b>626,392</b>	<b>504,872</b>	<b>-121,520</b>	<b>124%</b>
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Cheshire East Street grant	0	-15,000	0	15,000	#DIV/0!
Streetscape - Income	-29,846	-328,306	-358,475	-30,169	92%
Insurance claims received		-177,626	0	177,626	#DIV/0!
Misc Income	0	-1,855	-900	955	206%
Net Expenditure over Income	<b>5,544</b>	<b>103,605</b>	<b>145,497</b>	<b>-135,734</b>	<b>71%</b>

## **C,E & S Income - Net Expenditure Totals**

	<b>16,404</b>	<b>285,012</b>	<b>348,671</b>	<b>-113,967</b>	<b>82%</b>
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## **Town Hall**

Town Hall - Expenditure		148,810	153,273	4,463	97%
Town Hall - Income		-100,857	-101,050	-193	100%
Net Expenditure over Income	<b>0</b>	<b>47,953</b>	<b>52,223</b>	<b>4,270</b>	<b>92%</b>

## **Total Net Expenditure**

	<b>34,533</b>	<b>499,555</b>	<b>584,528</b>	<b>-92,653</b>	<b>85%</b>
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## **Personnel**

Staff Costs - Reallocated	<b>53,932</b>	<b>562,389</b>	<b>645,986</b>	<b>83,597</b>	<b>87%</b>
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## **Reserves as at 29/02/16**

General Reserve	164,803
Capital Equipment Fund	34,242
Capital Contingency Fund	163,207
EMR Elections	15,000
EMR Carnival	7,500
EMR Crime Prevention/Traffic calming	3,779
EMR Ancient Treasures	3,000
EMR Website	1,651
EMR Training	5,000
EMR Streetscape	56,767
EMR Loan Repayments	1,375
EMR Toilets	38,223
EMR Play Areas	6,000
EMR Public Realm	12,000
EMR Legal Fees	5,542
EMR Congleton Neighbourhood Plan	37,260
EMR Cenotaph	10,000
EMR Christmas Lights	4,344

**569,693**

Date: 15/03/2016

Congleton Town Council 15/16

Page No: 1

Time: 16:06

User : JP

## Bank Reconciliation Statement as at: 29/02/2016 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 Current Account 11411170	29/02/2016	981	544.90
RBS High Interest A/c 11411162	29/02/2016	624	58,886.59
			<u>59,431.49</u>

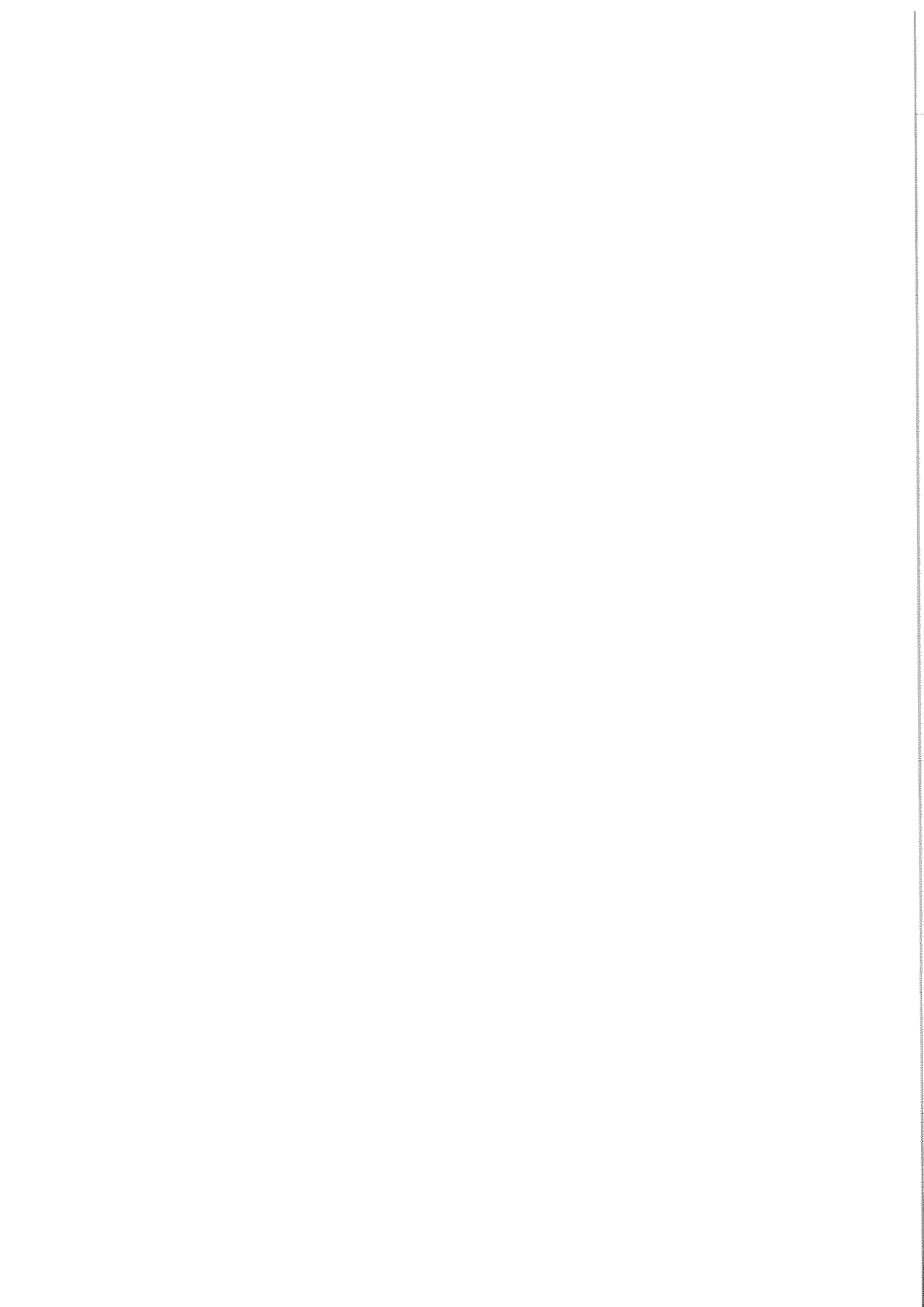
<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
26/01/2016 007762 Chubb Fire & Security Ltd	230.40
09/02/2016 007791 D Brown	98.58
12/02/2016 007797 Tatton Park	623.34
19/02/2016 007804 D Barnes	200.00
22/02/2016 007805 Cavern Protective Clothing	456.00
22/02/2016 007807 Congleton Community Projects	50.00
22/02/2016 007809 HCI Data Ltd	83.70
22/02/2016 007810 Hillside Medical Supplies	144.00
22/02/2016 007812 JAF Graphics	54.00
22/02/2016 007813 MAC Tool & Plant Hire Ltd	32.10
22/02/2016 007814 Maxigiene Enviromental Service	45.00
22/02/2016 007815 Northwest In Bloom	130.00
22/02/2016 007817 Pear Technology Services Ltd	90.00
22/02/2016 007819 Three Way Travel Ltd	608.20
22/02/2016 007820 Ian Wentworth Plumbing & Heat	220.00
22/02/2016 007808 C T H Events & Parties	259.15
23/02/2016 007822 Congleton Fairtrade Steering	300.00
23/02/2016 007823 Cygnet club	7.50
23/02/2016 007824 Halo Hair	7.50
23/02/2016 007825 AU Assets	12.50
23/02/2016 007826 O Choudury	48.50
23/02/2016 007827 Brown's furniture	10.00
23/02/2016 007828 House to home	9.50
23/02/2016 007829 Corbett bookmakers	12.00
23/02/2016 007830 WH Smith	7.00
26/02/2016 007831 Cheshire Community Action	100.00
	<u>3,838.97</u>
	55,592.52

Receipts not Banked/Cleared (Plus)

0.00  
55,592.52

Balance per Cash Book is :- 55,592.52

Difference is :- 0.00





# Congleton Town Council 15/16

## RBS Current/I Access Acct

### List of Payments made between 01/01/2016 and 29/02/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
04/01/2016	United Utilities	DD	384.93	00974230/6272/P/Pool water
04/01/2016	Cheshire East Council	DD	2268.00	Business Rates TownHall
04/01/2016	Cheshire East Council	DD	384.00	270815A/6117/rates 4 toilets
06/01/2016	RHS	007750	50.00	311215/6455/In Bloom tickets
06/01/2016	Grenke Leasing Ltd	DD	192.85	4407/2016/6397/equip protectio
06/01/2016	Grenke Leasing Ltd	DD	406.19	Hire of tracking devices S/S
08/01/2016	Canda Copying Ltd	007739	860.99	353170/6435/photocopier
08/01/2016	Cheshire Electrical Supplies L	007740	42.00	C1695567/6436/Batteries
08/01/2016	Heads (Congleton) Limited	007741	138.24	97192/6439/N/Plan Advert
08/01/2016	Mitten Clarke	007742	472.80	15386/6440/Payroll charges
08/01/2016	Porters Service Station Ltd	007743	619.62	311215/6442/fuel
08/01/2016	Slater & Gordon (UK) LLP	007744	1836.00	2516238/6444/legal advice
08/01/2016	Surf & Turf Instant Shelters	007745	505.50	SI117868/6445/CTC Gazebo
08/01/2016	Talke Chemical Company Limited	007746	545.88	64574/6446/s/t/hail cleaning materials
08/01/2016	Vibrant Graphics Ltd	007747	792.00	027453/6449/n/plan questionnaire
08/01/2016	The Leaflet Team	007748	1174.00	CTC0027/6453/N/Plan leaflet drop
08/01/2016	Purchase Power	DD	84.00	BD275946/6441/franking ink
11/01/2016	O H Medical Ltd	007749	675.00	CTC6/6454/Staff health checks
12/01/2016	Reaseheath College	007750	105.00	120116/6493/apprentice trainind
12/01/2016	TomTom Telematics	DD	106.92	6562730/6499/webfleet tracker
12/01/2016	West Mercia Energy	DD	1935.52	1252454/6452/Electricity
14/01/2016	West Mercia Energy	DD	1182.37	1256878/6450/Gas
14/01/2016	Wirehouse Employer Services	DD	102.00	HR Support monthly
18/01/2016	RBS Credit Card	DD	869.96	180116/6494/xmas trees £319; P/ship basket ball hoops £550
18/01/2016	autopay	AUTOPAY	52934.99	salaries January 16
19/01/2016	Angel Springs Ltd	007751	101.11	2897812/6458/driking water
19/01/2016	Audience Systems Ltd	007752	260.56	OP/0031753/6459/feet for stage
19/01/2016	The Leaflet Team	007753	391.00	CTC0028/6460/Dist of B Necessities
19/01/2016	SAS Refrigeration	007754	152.40	9699/6461/check fridge door
19/01/2016	Wirehouse Employer Services	DD	153.60	H&S Support monthly
22/01/2016	Congleton Harriers	007755	250.00	Grant - Congleton Harriers
25/01/2016	EE	DD	23.99	V01178892865/6485/JM phone
25/01/2016	Prism Bus Developments	DD	682.36	IT support monthly
26/01/2016	Ansa Environmental Services	007756	1437.60	531004667/6464/Town xmas tree
26/01/2016	Bromley Farm Community Develop	007757	276.60	160116/6465/In Bloom plants
26/01/2016	OCS Group UK Ltd	007758	82.69	CN19160636/6466/clinical waste
26/01/2016	Cavern Protective Clothing	007759	40.80	17645/6467/safety shoes
26/01/2016	Cheshire Association of Local	007760	30.00	130116/6468/cllr training
26/01/2016	Cheshire Electrical Supplies L	007761	91.39	C1696239/6471/bulbs
26/01/2016	Chubb Fire & Security Ltd	007762	230.40	5615291/6472/engineer visit
26/01/2016	Heads (Congleton) Limited	007763	279.36	97329/6473/N/Plan Advert
26/01/2016	Congleton Community Trans Part	007764	46.00	7/6475/ccpt minibus hire
26/01/2016	C T H Events & Parties	007765	700.35	1/6483/recharges £662.65; P/ship £37.70
26/01/2016	Hayman Mechanical Services Ltd	007766	472.50	9319/6486/Site visit gas
26/01/2016	K G Loach	007767	138.84	25456/6487/Rakes
26/01/2016	P&V Newton & Sons Ltd	007768	15.85	347/6488/Fountain Pen Youth committee
26/01/2016	O H Medical Ltd	007769	750.20	120116/6490/staff health checks
26/01/2016	Otis Ltd	007770	522.90	01199868/6491/lift maintenance
26/01/2016	Mr David Pugh	007771	650.00	250116/6492/painting toilets
26/01/2016	Royal Mail Group Ltd	007772	944.40	1801766212/6495/collection fee
26/01/2016	SAS Daniels LLP	007773	24.00	118829/6496/land searches
26/01/2016	Talke Chemical Company Limited	007774	442.15	64587/6497/green bin bags
26/01/2016	Vibrant Graphics Ltd	007775	910.80	027460/6501/CTC letter head
26/01/2016	West Wallasey Contract Hire	007776	3561.53	WAL219802/6503/lease vehicles
26/01/2016	AWC Electrical Ltd	007777	1995.40	2458/6507/removal of xmas lights
27/01/2016	Staff Expenses	007778	60.45	Train fare in Bloom conference
28/01/2016	Allpay - Plus Dane	DD	36.08	Allotment garage rental
29/01/2016	Sita UK Ltd	DD	247.52	30080374/6443/waste disposal
29/01/2016	Function cancelled	007779	197.50	Refund deposit
01/02/2016	Cheshire East Council	DD	384.00	270815A/6117/rates 4 toilets
03/02/2016	petty cash	007780	181.04	petty cash

05/02/2016	Burns Garage Ltd	007781	58.90	01107081/6508/MW63VLU
05/02/2016	JAF Graphics	007782	490.80	19251/6509/xmas stickers
05/02/2016	National Association of Local Councils	007783	15.00	13592/6510/Registration Fee
05/02/2016	Porters Service Station Ltd	007784	711.77	310116/6511/fuel for vans
05/02/2016	The Stationery Cupboard	007785	131.66	144/6514/Stationery
05/02/2016	Threadfast Engineers Ltd	007786	13.20	SIN085562/6515/cylinder keys
05/02/2016	Talke Chemical Company Limited	007787	127.04	64612/6516/Town Hall cleaning materials
05/02/2016	Threadfast Engineers Ltd	007788	21.60	SIN085516/6517/Toilet keys
05/02/2016	Zurich Municiple	007789	272.11	20805582/6518/ride on mower insurance
05/02/2016	TMC Creative Ltd	007790	3999.60	3682/6519/Website final payment
09/02/2016	Angel Springs Ltd	007792	4.27	2933027/6520/envirom charges
09/02/2016	Jewson Limited	007793	17.11	0767/0130762/6521/deadlock
09/02/2016	Smith of Derby Ltd	007794	238.80	92365/6522/Service clock
09/02/2016	Travis Perkins Trading Company	007795	10.78	ADN298/6523/door lock
09/02/2016	West Mercia Energy	DD	1850.28	1259879/6506/Electricity/Gas
09/02/2016	Congleton Museum	007796	935.00	Congleton Museum - insurance damage refund
09/02/2016	D Brown	007791	98.58	Civic Expenses
10/02/2016	Purchase Power	DD	394.21	BD362912/6512/A4 printer paper
11/02/2016	TomTom Telematics	DD	106.92	6594001/6551/vehicle tracker
12/02/2016	Tatton Park	007797	623.34	Insurance property damage to TIC
15/02/2016	Talke Chemical Company Limited	007802	57.57	64619/6524/Public toilets supplies
15/02/2016	T & S Electrical Limited	007803	730.08	10446/6525/repair office light
15/02/2016	West Mercia Energy	DD	1412.23	1262782/6504/Gas/electric
15/02/2016	Wirehouse Employer Services	DD	102.00	HR consultancy monthly
15/02/2016	J Butler	007798	100.00	Nhood plan winner
15/02/2016	PM Roberts	007800	100.00	Winner N'hood plan
15/02/2016	S Massey	007801	100.00	N'hood plan winner
17/02/2016	RBS Credit Card	DD	19.40	030216/6550/card fee
18/02/2016	RBS Autopay	AUTOPAY	54519.78	Salaries February 2016
19/02/2016	Wirehouse Employer Services	DD	153.60	H&S Consultancy monthly
19/02/2016	D Barnes	007804	200.00	Refund deposit D Barnes
22/02/2016	Cavern Protective Clothing	007805	456.00	17662/6527/Apprentice uniform
22/02/2016	Cheshire Electrical Supplies L	007806	18.19	C1697151/6529/bulbs
22/02/2016	Congleton Community Projects	007807	50.00	040216/6534/xmas entertainment
22/02/2016	HCI Data Ltd	007809	83.70	WEB8376/6542/name hosting
22/02/2016	Hillside Medical Supplies	007810	144.00	142151/6543/defib battery pack
22/02/2016	IBD internet Business Director	007811	150.00	1614/6545/p/ship website
22/02/2016	JAF Graphics	007812	54.00	19388/6557/Oval Gem Sign
22/02/2016	MAC Tool & Plant Hire Ltd	007813	32.10	5642/6531/fool sharpening
22/02/2016	Maxigene Environmental Service	007814	45.00	19936C/6533/legionelle testing
22/02/2016	Northwest In Bloom	007815	130.00	220216/6546/Entry Fee
22/02/2016	Newtons of Congleton	007816	11.95	361/6547/cuff links YC
22/02/2016	Pear Technology Services Ltd	007817	90.00	114644/6548/land title software
22/02/2016	Prism Business Developments Li	007818	2088.59	49944/6549/Office PC's
22/02/2016	Three Way Travel Ltd	007819	608.20	27019/6552/train tickets Youth committee trip
22/02/2016	Ian Wentworth Plumbing & Heati	007820	220.00	160216/6532/sub water meter Kitchen
22/02/2016	West Wallasey Contract Hire	007821	3561.53	WAL220230/6553/vehicle leasing
22/02/2016	C T H Events & Parties	007808	259.15	7/6535/Recharges £87; YC £25.75; P/ship £29; N'hood plan £17.40; CTC £100
23/02/2016	Congleton Fairtrade Steering	007822	300.00	Grant -Cong Fairtrade
23/02/2016	Cygnat club	007823	7.50	Electricity xmas lights
23/02/2016	Halo Hair	007824	7.50	Electricity xmas lights
23/02/2016	AU Assets	007825	12.50	Electricity xmas lights
23/02/2016	O Choudury	007826	48.50	Electricity xmas lights
23/02/2016	Brown's furniture	007827	10.00	Electricity xmas lights
23/02/2016	House to home	007828	9.50	Electricity xmas lights
23/02/2016	Corbett bookmakers	007829	12.00	Electricity xmas lights
23/02/2016	WH Smith	007830	7.00	Electricity xmas lights
24/02/2016	EE	DD	25.58	V01190837337/6541/JM phone
25/02/2016	Pitney Bowes Finance PLC	DD	230.52	Franking machine rental
25/02/2016	RBS autopay	DD	8.00	autopay charges
25/02/2016	Prism Bus Developments	DD	673.65	IT support monthly
26/02/2016	Cheshire Community Action	007831	100.00	290216/6573/comm pride awards
29/02/2016	Sita UK Ltd	DD	247.55	30118558/6513/waste collection
29/02/2016	Allpay - Plus Dane	DD	36.08	Allotment garage rental

**Total Payments      162789.05**



# Congleton Shopmobility

The old Council Offices  
Market Square  
CONGLETON  
Cheshire CW12 1EX  
Email: [mijannik@sky.com](mailto:mijannik@sky.com)



The CEO  
Congleton Town Council  
Congleton Town Hall  
High Street  
Congleton  
CW12 1BN

Dear Sir

## Request for funds

From a report in the Chronicle I am concerned that the committee dealing with this request may have some facts wrong.

- We were not eligible to join the National Federation of Shopmobility because we did not have the necessary number of disabled parking spaces outside our building. We were allowed a couple of ordinary spaces in the attached car park but this car park is used by police and town hall staff.
- You have the annual accounts which have been audited and I attach January's accounts as I think this was what Mrs Parry wanted.
- We have received £1000 from the Enclosure Trust but our other applications are waiting to be processed.
- We have an amount of money but it is ring fenced to buy computers and it seemed sensible to wait till we have premises.
- Cheshire East have suggested several properties for us to move to but they were not suitable for disabled people as they opened onto a two foot pavement, or had steps or the doors were not wide enough, or there was no parking outside.

I look forward to receiving a letter or email letting me know how we stand at the moment.

Yours faithfully

Janet Gross-Niklaus  
Fund Raising Officer.

*Janet Gross-Niklaus*  
21/02/2016

## Congleton Disabled Access Group

### Congleton Shop-Mobility

Treasurer's report: 31<sup>st</sup> Jan 2016

#### CDAG

Opening balance on	01/01/16	922.40
Income during period (Interest)		0.09
Expenditure during period		0.00
Closing balance as of	31/01/16	922.49

This account now to be used for monthly Payments of Insurance of £105.88 (Total £1058.86)  
First payment due 20/03/16

#### Shop-Mobility

Opening balance on	01/01/16	4,687.00
Income during period (Refund & Donation)		2,157.00
Expenditure during period :		0.00
Equipment etc purchased		0.00
Wages		720.00
BT Telephone/Broadband		0.00
Reserved Money	31/01/16	5009.04
Closing balance on	31/01/16	1,114.96

Minimum Expenditure due/needed to keep running:

Rent owed (period to April 2016)	-1307.33
(unless rent is waived as requested)	
Phone/Broadband (due approx mid Feb)	-225.00
Wages -Feb up to 26 <sup>th</sup>	-576.00



Congleton Town Council  
Congleton Town Hall  
Town Hall  
High Street  
Congleton  
CW12 1BN  
FAO David McGifford

Prevention & Protection Department  
Crewe Fire Station  
Crewe Road  
Crewe  
CW1 6DS  
Email: [fireadvice15@cheshirefire.gov.uk](mailto:fireadvice15@cheshirefire.gov.uk)  
Website: <http://www.cheshirefire.gov.uk/business-safety>

Our ref: SB/X1801369  
Your ref: -  
Contact: Simon Burch  
Tel No: 01270 213246  
Date: 2 March 2016

Dear Sir

**THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005**  
**PREMISES: CONGLETON TOWN HALL TOWN HALL HIGH STREET**  
**CONGLETON CW12 1BN**

Following a fire safety audit of the above premises on 25 February 2016 please find enclosed, an action plan prepared by the Inspector.

It is important that the items contained within the action plan dated 2 March 2016 are implemented as stated. Failure to do so may result in legal action being taken.

Please read the attached document carefully, sign and return a copy to this office. If this action plan is not returned within 14 working days the Fire Authority will assume the action plan is not agreed and enforcement action will be taken.

If you have any questions concerning these matters they may be directed to the Inspector named above.

Yours faithfully



**for CHESHIRE FIRE AUTHORITY**

cc Mark Worthington

*Sent 10.3.2016*

## **THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005 ACTION PLAN NUMBER 3117**

### **Action plan prepared by Fire Safety Inspector**

With reference to the fire safety audit dated 26 February 2016 for the following workplace:

**NAME:** David McGifford  
**ADDRESS:** High Street Congleton CW12 1BN  
**REFERENCE:** X1801369  
**WORKPLACE:** Congleton Town Hall

It is important that the items contained in this action plan dated 2 March 2016 are implemented as stated. Failure to do so may result in legal action being taken.

### **ARTICLE 9 - RISK ASSESSMENT** **Deficiency from Article 9 (1)**

The Fire Safety Risk Assessment was not suitable and sufficient

#### **Remedy**

A suitable and sufficient Fire Safety Risk Assessment must be undertaken. The assessment should cover all significant risks, which may concern any person who may be affected by fire, and should include the means of access to and egress from the premises. The assessment should be reviewed at regular intervals, and when a significant change is made.

If you choose to appoint a third party Fire Risk Assessor to carry out a Fire Risk Assessment on your behalf you must take steps to ensure that the Fire Risk Assessor is competent. You are still responsible for meeting the requirements of the Order.

Guidance for choosing a competent Fire Risk Assessor is available at  
<http://www.cheshirefire.gov.uk/business-safety/choosing-a-competent-fire-risk-assessor>

**Agreed completion date:** 30 June 2016

### **ARTICLE 13 - FIRE FIGHTING AND FIRE DETECTION**

#### **Deficiency from Article 13 (1)(a)**

The existing fire alarm system is inadequate. The reason for this is that the current system produces a large number of false alarms which makes it non-compliant with

the British Standard 5839.

### **Remedy**

The fire alarm arrangements should be improved to provide adequate warning in case of fire, taking regard of the dimensions, use of the premises, the number of persons and their mobility and special needs. Investigation should be undertaken to ascertain how false alarm activations of the system may be minimised.

**Agreed completion date:** 30 June 2016

## **ARTICLE 14 - EMERGENCY ROUTES AND EXITS**

### **Deficiency from Article 14 (2)(b)**

The following persons were unable to evacuate the premises as quickly and as safely as possible:

- Relevant persons with mobility impairment on the first floor of the premises
- Relevant persons on the upper floors accessed from the Council Offices

### **Remedy**

Taking regard of the features, use, hazards or other circumstances of the premises, improvements are required to enable all persons to evacuate the premises as quickly and as safely as possible. Specifically, effective management arrangements need to be put in place for those that need help to escape with consideration of the following points:

- A refuge is a place of reasonable safety in which disabled people can wait either for an evacuation lift or for assistance up or down stairs.
- Staff should be aware of routes suitable for disabled people so that they can direct and help people accordingly.
- Specialist evacuation chairs or other equipment may be necessary to negotiate stairs.
- General and/or specific Personal Emergency Evacuation Plans should be prepared that take into account health and safety manual handling procedures in addition to the dignity and confidence of the disabled person.

Furthermore, self closing devices should be installed on the door to the Council office and door to the corridor to access the Spencer Suite.

**Agreed completion date:** 30 June 2016

## **ARTICLE 15 - PROCEDURES FOR SERIOUS AND IMMINENT DANGER AND FOR DANGER AREAS**

### **Deficiency from Article 15 (1)(a)**

Appropriate procedures and safety drills, which are followed in the event of serious



and imminent danger to persons, have not been established specifically with regard to the evacuation of persons with mobility impairment from the first floor of the premises.

### **Remedy**

Suitable and sufficient procedures and safety drills are to be identified, implemented and followed in the event of serious and imminent danger to persons.

**Agreed completion date:** 30 June 2016

## **ARTICLE 21 - TRAINING**

### **Deficiency from Article 21(1), (2)**

Safety training provided to employees is inadequate. This is because staff have not been trained to safely evacuate persons with mobility impairment from the premises.

### **Remedy**

The responsible person must ensure that employees are provided with adequate safety training;

- a. at the time they are first employed; and
- b. on being exposed to new or increased risks because of -
  - (i) being transferred or a change of responsibility within the undertaking;
  - (ii) introduction of new work equipment or change to existing equipment within the undertaking;
  - (iii) introduction of new technology in the undertaking;
  - (iv) introduction of new systems of work, or change to existing systems of work in the undertaking.
- c. the training which is provided must also -
  - (i) include suitable and sufficient instruction and training on the appropriate precautions and action to be taken by the employee in order to safeguard himself and other relevant persons on the premises;
  - (ii) be repeated regularly;
  - (iii) be adapted to take account of any new or changed risks to the safety of employees concerned;
  - (iv) be provided in a manner appropriate to the risk identified by the risk assessment; and
  - (iv) take place during working hours.

**Agreed completion date:** 30 June 2016

## **ARTICLE 22 - CO-OPERATION AND CO-ORDINATION**

### **Deficiency from Article 22(1)**

There has been inadequate co-operation, with other responsible persons sharing the same premises, to comply with the requirements and prohibitions imposed under the Regulatory Reform (Fire Safety) Order 2005. Specifically, it is crucial that in the event of relevant persons hiring the premises, the temporary responsible person understands their duties for the duration of the event or function.

### **Remedy**

Where two or more responsible persons share, or have duties in respect of premises (whether on a temporary or permanent basis) each such person must;

- a. co-operate with the other responsible persons concerned so far as is necessary to enable them to comply with the requirements and prohibitions imposed on them by Regulatory Reform (Fire Safety) Order 2005.
- b. taking into account the nature of his activities take all reasonable steps to co-ordinate the measures he takes to comply with the Regulatory Reform (Fire Safety) Order 2005 with the measures other responsible persons are taking in order to comply.
- c. Take all reasonable steps to inform the other responsible persons concerned of the risks to relevant persons arising in connection with the conduct of his undertaking.

Recommendations should be provided by the owner of the premises to the temporary responsible person, who must be made aware of their legal duties.

**Agreed completion date:** 30 June 2016

The reasons for the above work are detailed below.

*To comply with the Regulatory Reform (Fire Safety) Order 2005*

Our ref: SB/X1801369

I understand that by prioritising these matters, I am taking steps to remedy failures in the provisions for fire safety matters as required by the Regulatory Reform (Fire Safety) Order 2005 for employees and other relevant persons.

I also understand that failure to complete the work identified by the risk assessment in the time scale indicated and itemised in this action plan may place employees and other relevant persons at risk in case of fire. I understand such failure constitutes an offence under the Regulatory Reform (Fire Safety) Order 2005.

Furthermore if the measures identified are not completed within the agreed time scales formal enforcement action may be taken to ensure compliance, such as an enforcement notice issued under Article 30 of the Regulatory Reform (Fire Safety) Order 2005

## RESPONSIBLE PERSON

Name (print): \_\_\_\_\_

Position: \_\_\_\_\_

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

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

## INSPECTING OFFICER

Name (print): Simon Burch

Signature:



On behalf of Cheshire Fire Authority

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# **Congleton Town Council**

***Internal Audit Report 2015-16 (Interim update)***

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***Prepared by Adrian Shepherd-Roberts***

***Stuart J Pollard***

***Director  
Auditing Solutions Ltd***

## **Background and Scope**

The Accounts and Audit Arrangements introduced from 1<sup>st</sup> April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied with the requirements in terms of independence from the Council decision making process by appointing Auditing Solutions Ltd to provide the function to the Council at the outset: this report sets out those areas examined during the course of our visits to the Council for 2015-16, which took place on 10<sup>th</sup> December 2015 and 24<sup>th</sup> February 2016.

## **Internal Audit Approach**

In continuing our review for 2015-16, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts and Annual Return. We have undertaken our review of the Council's financial control systems and procedures, completing appropriate testing as deemed necessary, to afford suitable assurance as to the soundness of those systems for their intended purpose and to ensure reasonable accuracy in the disclosure of information in the Council's detailed year-end Statement of Accounts, as summarised in the Annual Return that now forms the statutory accounts.

As the Council's Internal Auditor and under the revised audit arrangements, we have a duty to complete the internal audit report in the Council's Annual Return, which covers the basic financial systems and requires assurances in ten separate areas: this will, as previously, be undertaken at our final visit for the year.

## **Overall Conclusion**

We are pleased to confirm that, in the areas examined to date, the Council continues to have effective systems in place to help ensure that transactions are free from material misstatement and will be reported accurately in the Annual Return and detailed Statement of Accounts for the financial year.

We are also pleased to acknowledge that members and officers continue to operate a sound, pro-active approach to risk management and corporate governance issues, together with the continued development and management of effective internal controls and procedural documentation.

# Detailed Report

## Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have: -

- Ensured that the ledger remains in balance at the present date;
- Verified the opening trial balance for 2015-16 to the Statement of Accounts and Annual Return for 2014-15 to ensure that the closing balances have been brought forward accurately and completely;
- Checked and agreed transactions in the Council's main bank account cashbooks to the relevant RBS Bank statements for April, October and December 2015;
- Checked and agreed for the same three months, all inter account "sweep" transfers between the current and high interest bank account;
- Examined and verified the accuracy of transactions in the Council's two mayoral charity bank account cashbooks for the year to December 2015; and
- Verified the accuracy of the bank reconciliations for the combined current and deposit accounts and Mayoral Charity accounts as at 30<sup>th</sup> April, 31<sup>st</sup> October and December 2015 to ensure that no long-standing uncleared cheques or other anomalous entries exist.

### Conclusions

*We are pleased to report that no issues have been identified in this area warranting further comment. We shall undertake further work in this area at our final visit including verifying the accurate disclosure of the combined cash and bank balances in the Annual Return.*

## Review of Corporate Governance

Our objective is to ensure that the Council has robust corporate governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We noted previously that an updated Corporate Business Plan had been prepared and have examined the content accordingly.

We note that the Standing Orders were re-adopted in March 2013 with an amended version of the Financial Regulations approved in July 2015.

We have continued our review of the minutes of the Full Council and Standing Committees, excluding Planning, to ensure that no actions of an ultra vires nature are being either considered or have been actioned, whilst also ensuring that the Council's finances remain at a healthy level to provide appropriate funds for future planned development and current revenue spending plans. We also note that, as previously, various grants have been approved for payment during the current year.

## **Conclusions**

*There are no matters requiring formal comment or recommendation in this area of our review process. At our first visit, we drew the Clerk and members' attention to the revised EU Regulations in relation to contracting and tendering, specifically in the need to formally advertise any contractual work in excess of £25,000 in the Government's "Contract Finder Website". To assist the Council in this respect, we provided the Clerk with copies of NALC Procurement Guidelines and other related documents, which provided further clarification on the subject.*

*We have subsequently provided to the newly appointed Chief Officer the latest draft Financial Regulations issued by NALC in January 2016 together with the financial briefing note FOIE - 16 to assist the Council in the revision process. We have also been advised that the original papers were submitted for review to Finance & Policy Committee on 14<sup>th</sup> January 2016.*

*We shall continue our review of minutes and consideration of other governance issues at our final visit.*

## **Review of Expenditure**

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- We have also reviewed a sample of the grants awarded and the acknowledgement for receipt of the funds.
- An official order has been raised in each and every case where one would be expected;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have continued work in this area examining a sample of payments individually in excess of £3,500 plus every 35<sup>th</sup> payment processed in the year to December 2015 totalling £479,274 and equating to 63% by value of all non-pay related expenditure to date.

We have also examined the periodically prepared and submitted VAT returns to HMRC to December 2015 agreeing detail to the underlying Omega control account.

## **Conclusions**

*We are pleased to report that no issues have been identified in this area. We shall extend the test sample for the remainder of the year at our final visit, also ensuring the accurate disclosure of the year-end balance in the Accounts and Annual Return.*



## Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage any such risks identified in order to minimise the opportunity for their coming to fruition.

We have noted previously that risk assessment registers were in place using the LCRS software and that they are subject to routine annual review and update, detail being incorporated subsequently into the Council's Corporate Plan. An external agent (Wirehouse Limited) has been contracted to undertake assessments in relation to HR and Health / Safety issues. We also note that the Corporate Business Plan and Risk Assessments for 2015-16 were approved by Full Council in January 2015.

Zurich Municipal continues to provide the Council's insurance cover: we have examined the current year's schedule (to May 2016) and consider it meets the current needs of the Council appropriately with Employer's liability set at £10 million and Public Liability cover set at £15 million and Fidelity Guarantee cover at £1.0 million.

### Conclusions

*We are pleased to report that no issues have been identified in this area warranting further comment currently. We shall continue to monitor the Council's risk management process at our final and future year visits.*

## Precept Determination and Budgetary Control

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and the level of precept to be drawn down from the District Council, also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We note that the Council approved a precept of £784,342 for 2016-17 at its December 2015 meeting, also noting that the Council would receive an additional £24,945 by way of a Council Tax Support Grant.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

### Conclusions

*We shall revisit this area at our final visit, considering the year-end budget outturn by reference to the Omega management accounting reports and following up any significant variances that may exist to establish the reasons for their existence and any planned remedial action that may be necessary. We shall also consider the level of retained reserves at the year-end assessing their continuing appropriateness to meet the financial plans of the Council.*

## Review of Income

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure that all income due to the Council is identified and invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies. We have: -

- Reviewed the hall hire procedures including examination of the schedule of fees and charges; the booking system (maintained on Windows Outlook); the administration of the hire agreements; the accurate charging and collection of fees due and their subsequent banking;
- Also inspected a sample of Sales Ledger invoices issued and posted to the Omega control account to ensure their completeness; and
- Examined the "Aged debtors schedule" generated by the accounting software and are pleased to record that there are no significant issues arising with regard to long-standing debts of which officers and members are unaware.

We have also reviewed the nominal ledger detailed transaction reports for income items for the year to December 2015 to ensure that no obvious coding errors or other anomalous entries are apparent and are pleased to record that none are in evidence.

### Conclusions

*We are pleased to record that there are no significant issues in this area. We shall continue to undertake further work in this area at our final visit.*

## Petty Cash Account and Credit Card

The Council operates a limited petty cash account at the Town Hall on an imprest basis with reimbursement of expenditure incurred at regular intervals topping the cash balance back to the approved level of £200.

We have by reference to transactions in December 2015: -

- Verified that all payments were suitably supported by a traders invoice or till receipt,
- Noted that sound "internal" vouchers, sequentially numbered and signed by the claimant, are attached to the receipts;
- Verified that VAT is correctly identified with a journal entry made to the Omega control account for periodic recovery;
- Verified and balanced the petty cash to the holding of £200; and
- We have completed a review of the credit card facility for four months from September to December 2015 and have checked the receipts and subsequent payments by the bank and we are satisfied that this is managed and controlled effectively.

### Conclusions

*No matters arise in this area of our review.*

## Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1<sup>st</sup> April 2015 in relation to employee percentage bandings. To meet that objective, we have: -

- Checked and agreed the computation of staff gross and net pay for November 2015, also verifying that the net payments corresponded to the data produced for the month; and
- Ensured that the Council has approved staff pay rates for the financial year, based upon the approved NJC rates:
- Checked and agreed the computation of staff gross and net pay and salary deductions for November 2015, noting the continued use of a local, third party bureau service provider who utilises Sage software for this purpose;
- Checked to ensure that appropriate tax codes and national insurance tables are being applied in the year and that the correct deductions / contributions have been deducted and paid over to HMRC in a timely manner;
- Ensured that the appropriate revised superannuation contribution rates have been applied, also ensuring that the deductions have been paid over to the County Council in a timely manner; and
- Examined a sample of the time sheets and travel expenses supporting payments made through the November 2015 payroll to ensure that they have been approved for payment and processed appropriately.

### *Conclusions*

*We are pleased to record that no issues have been identified in this area.*

## Investments & Loans

Our objectives here are to ensure that the Council is "investing" surplus funds, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the appropriate loan agreements.

The Council holds no specific investments and, as previously noted, has replaced the use of Treasury term deposits with a straightforward reserve account at RBS given the current low rates of interest returns.

We have verified the first half-yearly loan repayment to PWLB and the interest free loan from Cheshire East BC by reference to their "invoice" advices as part of the aforementioned expenditure testing, also ensuring the accurate disclosure of the year-end residual loan liability in the Annual Return.

### ***Conclusions***

***We are pleased to report that no issues have been identified in this area that warrants any further attention by officers or formal recommendation. We shall continue to undertake further work in this area at our final visit.***