



# Congleton Town Council

Historic market town

Chief Officer: David McGifford

20<sup>th</sup> July 2017



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

Dear Councillor,

## Finance and Policy Committee Meeting – Thursday 27<sup>th</sup> July 2017

You are requested to attend a meeting of the Finance and Policy Committee to be held in the Town Hall, High Street, Congleton on – **Thursday 27<sup>th</sup> July 2017** commencing at **7.00pm.**

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

Yours sincerely,

David McGifford  
Chief Officer

## AGENDA

1. Apologies for absence (Members are respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non attendance).
2. Minutes of Last Meeting (enclosed)  
To approve the Minutes of the Meeting of the Committee held on 8<sup>th</sup> June 2017.
3. Declarations of Interest  
Members are requested to declare both “pecuniary” and “non pecuniary” interests as early in the meeting as they become known.
4. Outstanding Actions  
There are no outstanding actions.
5. Grant Approvals and Commitments 2017-18 (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)

**GR02/1718 – Congleton Harriers – This is a re-submission as requested at the last Finance & Policy Committee on 8<sup>th</sup> June 2017**

7. Grant Activities Monitoring Form (enclosed)

- i) **Congleton Harriers – Original Grant Reference GR 20/1617**
- ii) **Trinity Methodist Church - Original Grant Reference GR13/1617**

8. Management Accounts to 30<sup>th</sup> June 2017 (enclosed)

To consider the Management Accounts to 30<sup>th</sup> June 2017.

9. Bank Reconciliation (enclosed)

To receive and consider the bank reconciliation as at 30<sup>th</sup> June 2017.

10. List of Payments (enclosed)

To receive and consider the Payments List between 1<sup>st</sup> May – 30<sup>th</sup> June 2017.

11 Proposed Town Hall Expenditure (enclosed)

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

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

**Cllrs:**

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

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

## CONGLETON TOWN COUNCIL

### MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 8<sup>th</sup> June 2017

#### PRESENT - Councillors

N Adams  
Mrs D S Allen  
J G Baggott  
C H Booth (Town Mayor)  
G R Edwards (Chairman)  
Mrs. S A Holland  
Mrs A E Morrison  
Mrs J D Parry (Vice Chairman)

#### 1. Apologies

Apologies for absence were received from committee members Cllrs P Bates and Mrs E Wardlaw.

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

#### 2. Minutes

**FAP/01/1718 RESOLVED** that the Minutes of the Meeting of the Committee held on 23<sup>rd</sup> March 2017 be approved and signed by the chairman.

#### 3. Declarations of Interest

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

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

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

#### 4. Outstanding Actions

There were no outstanding actions.

#### 5. Grant Approvals and Commitments 2017-18

A summary of grant approvals and commitments was considered by the committee and it was noted that £15,043.60p was remaining for grants for 2017/18.

**FAP/02/1718 RESOLVED** that that the grant summary be received.

6. New Applications for Financial Assistance

**FAP/03/1718 RESOLVED that the following grants be awarded:-**

- i) **GR01/1718 – SOL Theatre School**  
A grant of £500 which is in line with similar applications.
- ii) **GR 02/1718 - Congleton Harriers**  
That Congleton Harriers re submit their application at the next F&P meeting.

7. Grant Activities Monitoring Form

- i) **New Life Church – Original Grant Reference GR 19/1617**
- ii) **Congleton United Reformed Church - Original Grant Reference GR 27/1617**

**FAP/04/1718 RESOLVED to receive the Grant Activities Monitoring Forms**

8. Management Accounts for April 2016 – March 2017

**FAP/05/1718 RESOLVED to receive the management accounts for April 2016 to March 2017.**

9. Bank Reconciliation

**FAP/06/1718 RESOLVED to receive and consider the bank reconciliation as at 30<sup>th</sup> April 2017.**

10. List of Payments

**FAP/07/1718 RESOLVED to receive and consider the Payments List between 1<sup>st</sup> March 2017 and 30<sup>th</sup> April 2017.**

11. Internal Auditor Report – Final Update

To receive and consider the final update of the Internal Audit Report.

**FAP/08/1718 RESOLVED to receive the Internal Audit Report and the recommendations therein**

12. Standing Orders for Contracts

To consider and approve the Standing Orders for Contracts.

**FAP/09/1718 RESOLVED to approve the Standing Orders for Contracts and to note the revised EU Regulations in relation to contracting and tendering. The law is summarised in NALC Legal Topic Note 87 of July 2015. Its impact on S.O's and Financial Regulations is described in NALC Legal Briefing L05-15 of July 2015.**

**13. Asset Register**

To consider and approve the Asset Register for the year ending 31<sup>st</sup> March 2017.

**FAP/10/1718 RESOLVED** to approve the Asset Register for year ending 31<sup>st</sup> March 2017

**14. Insurance Review**

To receive and consider the Insurance Review for 2017-18.

**FAP/11/1718 RESOLVED** to receive the Insurance Review for 2017-18

**Cllr G R Edwards  
(Chairman)**







# Congleton Town Council

## Application for Financial Assistance



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

Application Reference Number (office use only)	GRO2/1718
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1.1	<b>Applicant(s):</b>	Phil Dawson
1.2	<b>Representing:</b>	Congleton Harriers
1.3	<b>Email Address:</b>	
1.4	<b>Tel No.</b>	
1.5	<b>Project Title:</b>	Congleton Half Marathon 1st October 2017
1.6	<b>Project Objectives:</b>	To promote running to the people of Congleton and the surrounding area, not only club runners but also adults of all abilities and experience. To use surplus funds to support local charities and not-for-profit groups.
1.7	<b>Brief Project Description:</b>	<p>The Congleton Half Marathon is now in its 34th year and is now a well-known race within the North West and Midlands running circle's calendar. It also forms part of the North Staffs Road Runners' Association's Race Programme.</p> <p>The race starts from Congleton High School, passes Radnor Bank before looping out via Marton and Swettenham before returning to the school.</p>
1.8	<b>Details accounts/budgets</b>	The race is organised by volunteers from Congleton Harriers Running Club and local groups. Based on last year's expenditure we can give an estimate of total costs as £8,098.2. Similarly we can only give an estimate of likely income for 2017 based on previous numbers. It is forecast that possibly 550 runners will enter, which based on current entry fees would generate an income of £10,230.

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

2.1	<b>Total Cost of Project:</b>	Approximately £8,098.2
2.2	<b>Total contribution sought:</b>	£766 +VAT £153.2 = £919.2 <b>Specifically for traffic management</b>
2.3	<b>What will the money be spent on?</b>	<b>Specifically, financial support will be used for traffic management at hazardous junctions and other points around the course during the race to ensure the safety of runners, marshals, spectators, and other road users. A quote is attached from a potential service supplier.</b>



		<p>Other costs involved with this project as detailed below :</p> <table> <tr> <td>Mementos</td> <td>3099</td> </tr> <tr> <td>Police/Traffic management</td> <td>N/A</td> </tr> <tr> <td>Signage and equipment</td> <td>800</td> </tr> <tr> <td>Prizes</td> <td>600</td> </tr> <tr> <td>School hire</td> <td>460</td> </tr> <tr> <td>Race licence</td> <td>220</td> </tr> <tr> <td>Water bowser</td> <td>170</td> </tr> <tr> <td>Water bottles</td> <td>140</td> </tr> <tr> <td>Results service</td> <td>750</td> </tr> <tr> <td>Medical cover</td> <td>690</td> </tr> <tr> <td>PA Hire</td> <td>100</td> </tr> <tr> <td>Extra signs and pins</td> <td>50</td> </tr> <tr> <td>Traffic management</td> <td>919.2</td> </tr> <tr> <td>Printing</td> <td>70</td> </tr> <tr> <td>Storage rental</td> <td>30</td> </tr> </table>	Mementos	3099	Police/Traffic management	N/A	Signage and equipment	800	Prizes	600	School hire	460	Race licence	220	Water bowser	170	Water bottles	140	Results service	750	Medical cover	690	PA Hire	100	Extra signs and pins	50	Traffic management	919.2	Printing	70	Storage rental	30
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2.4	<b>Any ongoing costs:</b>	<p>Rental of storage space for equipment – estimated at £100 per annum.</p> <p>The majority of the large costs in 2.3 will repeat each year.</p>																														
2.5	<p><b>Details of <i>confirmed match</i> funding include source</b></p> <p>Cash:</p> <p>In kind:</p>	<p>None at this point in time.</p>																														
2.6	<b>Resources needed:</b>	<p><b>Specifically financial support for traffic management</b> at hazardous junctions around the course during the race to ensure the safety of runners, marshals, spectators, and other road users.</p>																														
2.7	<b>Estimated timescale of project from start to finish:</b>	<p>Race is obviously completed in one day. Planning, preparation and close off takes approximately 6 months of each year.</p>																														

### Part 3: Potential Benefits / Outputs

3.1	<p><b>What are the potential benefits/outputs to residents of Congleton</b></p>	<ul style="list-style-type: none"> <li>. Promotes a positive image of Congleton outside the area</li> <li>• Promotes an interest in running for people of all abilities</li> <li>• Encourages higher levels of fitness.</li> <li>• Feel good from raising monies for local charities.</li> <li>• <b>This years charities are</b> : Parkinsons, Visyon, Congleton</li> </ul>
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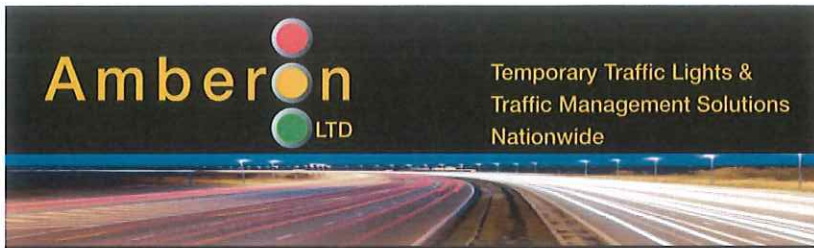
		<p>Foodbank.</p> <ul style="list-style-type: none"> <li>• Last year we donated the proceeds as follows :</li> <li>• Congleton Educational Community Partnership (CeCP) £600</li> <li>• United Reform Church £300</li> <li>• Becca's wish to walk £2,307</li> <li>• Introduction to local running clubs</li> <li>• Opportunity to support family and friends during the run</li> <li>• Deployment of local groups as helpers e.g. Scouts, Brownies, ATC, etc. good for their personal development</li> <li>• Reinforce links with Congleton High School and community</li> </ul>
3.2	<b><i>Are there similar services/projects provided in the area</i></b>	Other local races, but not of this kind or scale nor on this specific day.

#### Part 4: Evaluation

4.1	<b><i>How will the project be evaluated?</i></b>	<ul style="list-style-type: none"> <li>• A full profit and loss account will be prepared</li> <li>• A formal post-race review meeting will take place</li> <li>• A press report will be written</li> <li>• External race referee representing UK Athletics will attend and write a report</li> </ul>
4.2	<b><i>Who will carry out the evaluation?</i></b>	<ul style="list-style-type: none"> <li>• Race Committee</li> <li>• Congleton Harriers</li> <li>• UK Athletics</li> </ul>

Signature: P.B.Dawson

Date: 13.6.2017



Head Office Address  
Amberon House, Aspen Way  
Paignton, Devon  
TQ4 7QR

Tel: 01803 66800 Fax: 01803 525028  
Website: www.amberontm.com  
Email: accounts@amberontm.com

Directors: A.J. Pegg D.A. Burnett  
Company Registration Number: 4410775

Quotation Ref: TP/NANT/1369  
Customer Ref: Congleton Half Marathon  
Date: 6<sup>th</sup> June 2017

Site Address  
Congleton Half Marathon  
Black Firs Road  
Congleton  
CW12 4QW

FAO: Paul Crean,

Further to your enquiry and our recent site meeting we have pleasure in confirming the following rates for the supply of traffic management for your forthcoming event the Congleton Half Marathon. The price below reflects all the traffic management that you wish us to provide for you as was requested

#### Pre-Operational Costs

- 🚧 TM CAD Plan Drawings (if required for TTRO application)

**£100.00 each**

#### Operational Costs

##### **Black Firs Road – Road Closure & Diversion**

- 🚧 To provide Advance Warnings, Chapter 8 Road Closure & Diversion signage & all cones & barrier

**£166.00**

##### **Chelford Rd to Giantswood Lane – Temp Rolling Road Closure & Diversion**

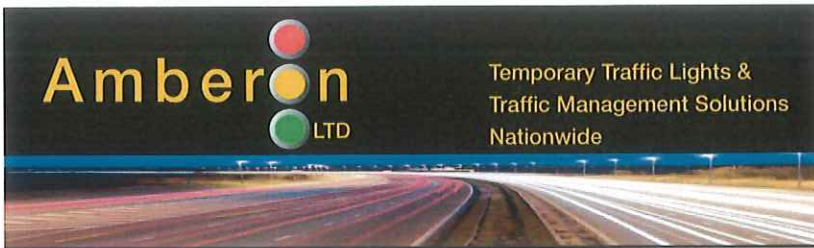
- 🚧 To provide Advance Warnings, Chapter 8 Road Closure & Diversion signage & all cones & barrier

**£145.00**

##### **A34 Congleton Road – Bunce Lane to Davenport Lane**

- 🚧 To provide Special Runners signage with Chapter 8 Road Narrow signage & cones

**£95.00**



Head Office Address  
Amberon House, Aspen Way  
Paignton, Devon  
TQ4 7QR  
Tel: 01803 66800 Fax: 01803 525028  
Website: www.amberontm.com  
Email: accounts@amberontm.com  
Directors: A.J. Pegg D.A. Burnett  
Company Registration Number: 4410775

## Labour

- 2 x Traffic Management Operatives for installation & de-installation of all signage plus manning of relevant closures

**£360.00**

**Total Operational Cost £766.00**

***Please note – Any pre-operational costs are invoiced at the time of submission.***

All prices are exclusive of VAT at the current rate (20%). Quote valid for 90 days.

Operation costs do not include any drawings that you may require

If there are to be any additional amendments, the price may be subject to change.

If you accept our quotation and wish us to proceed with the hire could you please confirm by email.

Should you have any queries please give me a call.

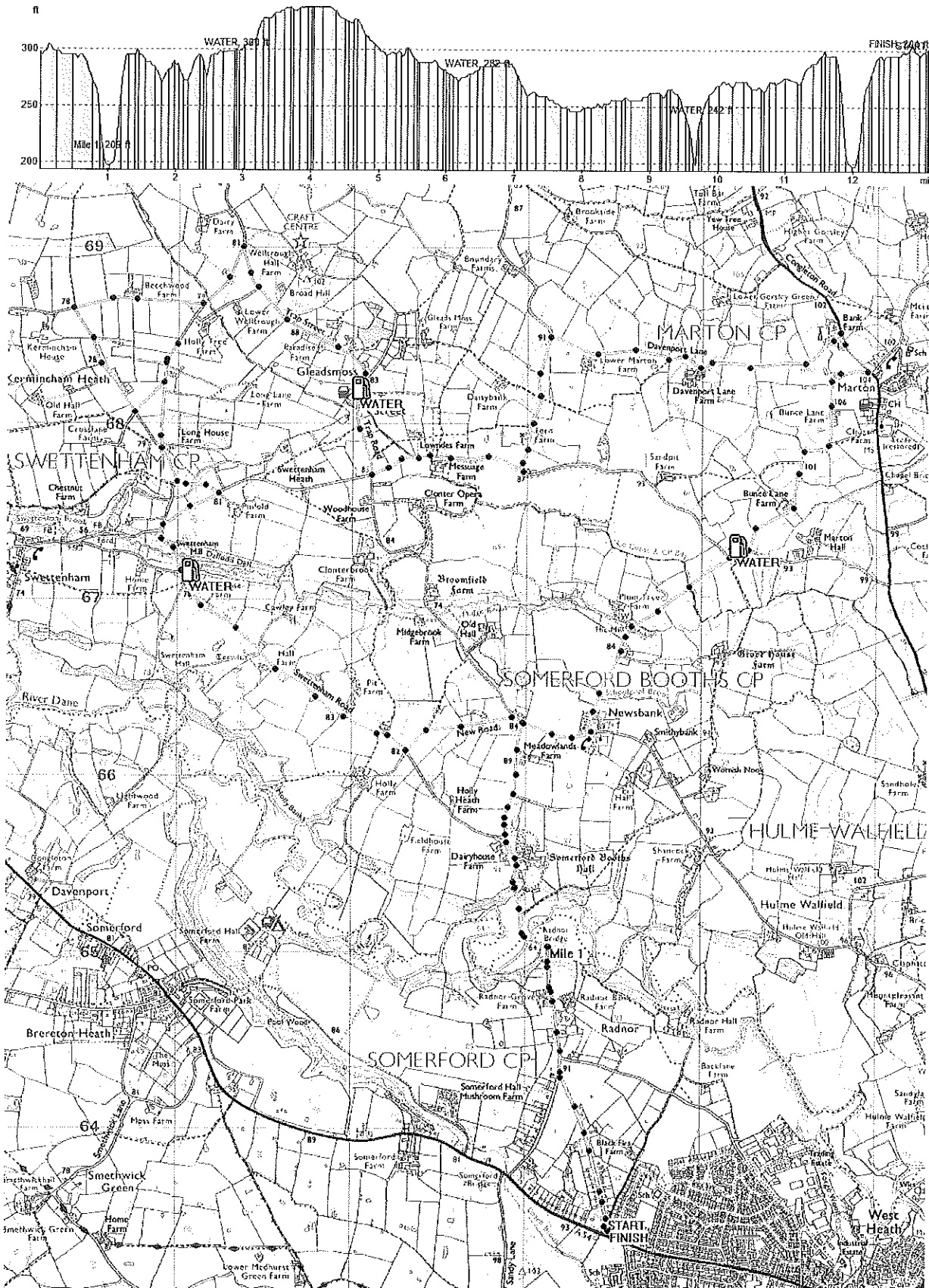
Yours Sincerely

Terry Prescott

**(Depot Manager - Nantwich)**

# Route: Congleton Half Marathon (New Course)

Route Distance: 13.1 Mi Estimated Time: 1:54 Total Ascent: 531 ft





# Town Council Grant

## Activities Monitoring Form



1. Contact Details	
Organisation name:	Congleton Harriers www.congleton-harriers.co.uk  30th annual 'Cloud 9 Hill Race' 5th March 2017
Address:	Congleton leisure centre, Worrall street, Congleton CW12 1DT

2. Grant Information			
Grant Reference Number:	GR20/1617		
Total project cost:	2168.12		

Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	
Please list receipts below:  Accounts attached.		

3. Project Information		
When did the project commence?		5 <sup>th</sup> January 2017
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? 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 was used to partially offset the costs listed on the attached accounts. Specifically the Medical services (£235) which are mandatory for every event. (See attached accounts)

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 its' 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  No

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  No

Was the grant funding from Congleton Town Council acknowledged in any way? Yes  No

Please state how (i.e. on your website, event programme, tickets, etc)

On our club and race web site, also mention is given of the councils support during prize giving.

#### 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?

Fairly straightforward no major difficulties. Simple to understand.

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		x		
Relevance of guidelines		x		
Length of the process from submitting an application to receiving notification			x	
Advice given from the Town Council Grants Team (if applicable)		x		



Provisional Cloud 9 2017 Finances 22/3/2017

Income.		Expenditure		
Race Entries	8x340 ✓	£ 2,720.00	Prizes Wine 59.88, paintings 421.50	£ 481.38
T-shirt sales	Pre-sale 8x44 = 352		T-shirt purchase	£ 387.48
	On day (incl buffs) = 248.50	£ 600.50	Joma Medical services	£ 235.00
Sponsorship	250 council, 50 Timothy Brown	£ 300.00	Leisure Centre hire	£ 219.24
Refreshments Income		£ 315.21	Road Safety signs	£ 105.09
			Refreshments Purchases	£ 86.39
			Bryan Dale photography	£ 45.00
			Runners Survey	£ 26.00
			Postage	£ 2.54
			Donation made to ECH	105
			Donation made to Ruby's Fund	105
			Donation made to Visyon	105
			Donation due to National Trust	£1 / runner x 265
				£ 265.00
<b>TOTAL INCOME</b>		<b>£ 3,935.71</b> ✓	<b>TOTAL EXPENDITURE</b>	<b>£ 2,168.12</b> ✓
			<b>SURPLUS</b>	<b>£ 1,767.59</b> ✓



1,767.59



# Town Council Grant

SUBMITTED F&P  
27<sup>th</sup> July. 

## Activities Monitoring Form

### 1. Contact Details

Organisation name:	TRINITY METHODIST (WESTWOOD HOUSE)
Address:	TRINITY METHODIST CHURCH WAGG STREET

### 2. Grant Information

Grant Reference Number:	GR13/1617		
Total project cost:	£28,000		
Receipts Attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Receipt Amount:	£ 28,080.00	

Please list receipts below:

Only 1 receipt

### 3. Project Information

When did the project commence?	DEC 2016	
Did you make a profit from the project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, how will this be used?		

Please explain how the grant money was used:

Re-roofing Westwood House which is used by all ages across the community  
Coffee Shop daily, AA, Street Pastors,  
Stitch + Chat, Child Contact Centre, Traidcrab  
various lettings, Congleton Indlosure Trust etc.

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

It has allowed us to stay open & be used by these vital organisations in the town

#### 4. Promotion

Please send an electronic photograph of your project/activity. Is this attached? Yes No

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

No

Was the grant funding from Congleton Town Council acknowledged in any way? Yes  email +  No  chronicle article

Please state how (i.e. on your website, event programme, tickets, etc)

**On web site**

#### 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  
Relevance of guidelines

Length of the process from submitting an application to receiving notification

Advice given from the Town Council Grants Team (if applicable)

Our bank details are .

Royal Bank of Scotland - Congleton

Trinity Methodist Church

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy Committee		
<b>MEETING DATE AND TIME</b>	27 <sup>th</sup> July 2017 7pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Jackie Potts – Support Manager		
<b>AGENDA ITEM REPORT TITLE</b>	<b>8 Management accounts for June 2017</b>		
<b>Background</b>	Variance analysis of the Management Accounts for June 2017 to accompany the spreadsheet.		
<b>Updates</b>	<p>These figures are for the first quarter of 2017/18 (April to June 2017 – so 25% of the budget would be used if expenditure was regular monthly. See spreadsheet. Central overheads reallocated is an accounting mechanism to apportion the administrative costs over all the other cost centres containing staff, in line with the audit and accountancy regulation guidelines. The figures for the first quarter on 2017/18 show figures largely in line with the budget.</p> <p><b><u>Finance and Policy Committee</u></b></p> <p><b><u>Corporate Management</u></b></p> <p>Overall on budget</p> <ul style="list-style-type: none"><li>• Subscriptions and Publications, and Insurance are full year costs.</li><li>• Reception TIC is paid in October</li><li>• Audit fees – invoices not received yet.</li></ul> <p><b><u>Democratic/Civic</u></b></p> <p>Slightly over budget</p> <ul style="list-style-type: none"><li>• The Mayor has received his full annual allowance</li><li>• 2 out of the 3 Civic functions have taken place (Annual Council meeting and the Mayor's Civic Parade and Service)</li></ul> <p><b><u>Grants</u></b></p> <p>£14,543 is still available for grants</p> <p><b><u>Community, Environment and Services Committee</u></b></p> <p>Generally on budget</p> <ul style="list-style-type: none"><li>• PCSO's is a full year cost.</li><li>• The invoice for CCTV has not yet been received</li><li>• Streetscape Insurance is a full year cost</li><li>• Streetscape External work has brought in £967 income</li></ul> <p><b><u>Town Hall Committee</u></b></p> <p>Expenditure slightly under budget and income slightly over so overall 16% of budget used.</p> <p><b><u>Personnel Committee</u></b></p> <p>Staffing costs very slightly under budget.</p>		
<b>Decision Requested</b>	To receive the Management Accounts for June 2017		

## Congleton Town Council - Management Accounts - June 2017

	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)	11,231	33,694	136,484	102,790	25%
Travel	0	0	900	900	0%
Training / Conferences	140	140	1,000	860	14%
Rent Payable	1,163	3,488	13,950	10,462	25%
Reception - TIC	0	0	3,010	3,010	0%
Miscellaneous Office Costs	23	67	400	333	17%
Telephone/Fax/Internet	62	228	3,000	2,772	8%
Postage	8	629	2,500	1,871	25%
Stationery & Printing	128	222	2,000	1,778	11%
Subscriptions & Publications	0	2,611	2,900	289	90%
Insurance	550	8,127	9,800	1,673	83%
Computer/IT Costs	979	2,578	9,950	7,372	26%
Photocopy Charges	788	752	2,500	1,748	30%
Recruitment Advertising	0	0	500	500	0%
Other Advertising	0	67	300	233	22%
Bank Charges	82	215	600	385	36%
Audit Fees - External	0	0	2,000	2,000	0%
Audit Fees - Internal	0	0	1,260	1,260	0%
Accountancy Support	374	415	4,100	3,685	10%
Legal & Professional fees	8	174	3,000	2,826	6%
HR & H&S support	813	1,750	4,000	2,250	44%
Central Overheads reallocated	-3,758	-17,168	-56,292	-39,124	30%
<b>Corporate Management-:Expenditure</b>	<b>12,591</b>	<b>37,989</b>	<b>147,862</b>	<b>109,873</b>	<b>26%</b>
Printing and Stationary recharges	0	-144			
Interest Receivable	-759	-759	-3,000	-2,241	25%
Misc Income		-207	0	207	
<b>Corporate Management -: Income</b>	<b>-759</b>	<b>-1,110</b>	<b>-3,000</b>	<b>-2,034</b>	<b>37%</b>
<b>Net Expenditure over Income</b>	<b>11,832</b>	<b>36,879</b>	<b>144,862</b>	<b>107,839</b>	<b>25%</b>
<b>102 Democratic Rep'n &amp; Mgmt/Civic</b>					
Staff Costs (re-allocated)	2,116	6,349	25,396	19,047	25%
Training / Conferences	0	0	500	500	0%
Stationery & Printing	35	87	500	413	17%
Marketing/Promotions	90	379	900	521	42%
Council Newsletter	391	391	5,230	4,839	7%
Council Website	0	0	1,500	1,500	0%
Mayor's Allowance	0	3,000	3,000	0	100%
Members Expenses	0	0	200	200	0%
Civic Expenses	1,179	2,856	5,000	2,344	53%
Civic Regalia	0	0	250	250	0%
Hall & Room Hire	364	1,019	5,500	4,481	19%
Civic Artefacts and Treasures	0	50	500	450	10%
Central Overheads reallocated	175	799	2,520	1,721	32%
<b>Democratic Rep'n &amp; Mgmt/Civic-:Expenditure</b>	<b>4,350</b>	<b>14,730</b>	<b>50,996</b>	<b>36,266</b>	<b>29%</b>
<b>Grants</b>		<b>50,940</b>	<b>65,483</b>	<b>14,543</b>	<b>78%</b>
<b>F&amp;P Income - Expenditure Totals</b>	<b>16,182</b>	<b>102,549</b>	<b>261,341</b>	<b>158,648</b>	<b>39%</b>
<b>Community, Environment &amp; Services</b>					
Paddling Pool	1,067	4,070	23,529	19,459	17%
Floral Displays	4,698	1,979	12,000	10,021	16%
Allotments	36	109	290	181	38%
Public Toilets	1,589	2,606	6,775	4,169	38%
Public Realm CCTV	0	0	14,450	14,450	0%
Congleton Partnership	2,794	8,381	33,525	25,144	25%
Community Development	4,936	15,825	62,364	46,539	25%
Police Community Support Officers	0	47,672	48,150	478	99%
Christmas Fayre/lights	23	28	4,000	3,972	1%
Neighbourhood Plan	0	0	0	0	#DIV/0!
Tourism	290	290	4,000	3,710	7%
Youth and Young People	130	232	2,000	1,768	12%
Luncheon Club	215	1,057	11,000	9,943	10%
	<b>15,778</b>	<b>82,249</b>	<b>222,083</b>	<b>139,834</b>	<b>37%</b>

## Congleton Town Council - Management Accounts - June 2017

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
<b>Streetscape</b>					
Staff Costs	31,513	91,856	375,834	283,978	24%
Agency Staff	0	0	6,000	6,000	0%
Training	0	0	2,000	2,000	0%
Protective Clothing/H & Safety	87	639	3,000	2,361	21%
Office rent	256	767	3,067	2,300	25%
Cleaning Materials	380	1,404	3,000	1,596	47%
Telephones	0	0	1,200	1,200	0%
Insurance	359	5,307	6,400	1,093	83%
Property maintenance	238	378	1,000	622	38%
Horticultural etc Supplies	8,140	10,629	16,000	5,371	66%
Vehicle maintenance/Serv etc	2,035	3,279	8,000	4,721	41%
Vehicle fuel and oil	2,189	3,317	15,000	11,683	22%
Vehicle rental charges	3,057	9,171	35,616	26,445	26%
Street Cleansing	474	995	3,000	2,005	33%
General expenditure	437	1,415	1,500	85	94%
Central Overheads Reallocated	2,589	11,830	39,740	27,910	30%
<b>Streetscape Expenditure</b>	<b>51,754</b>	<b>140,987</b>	<b>520,357</b>	<b>379,370</b>	<b>27%</b>
Streetscape - Income		-91,676	-368,220	-276,544	25%
Streetscape - External work income	-102	-967	0	967	#DIV/0!
Streetscape - Misc Income	-225	-225	-900	-675	25%
<b>Net Expenditure over Income</b>	<b>51,652</b>	<b>49,311</b>	<b>152,137</b>	<b>102,826</b>	<b>32%</b>
<b>C,E &amp; S Income - Net Expenditure Totals</b>	<b>67,430</b>	<b>131,560</b>	<b>374,220</b>	<b>242,660</b>	<b>35%</b>
<b>Town Hall</b>					
Town Hall - Expenditure		40,320	173,823	-133,503	23%
Town Hall - Income		-29,979	-107,950	77,971	28%
<b>Net Expenditure over Income</b>	<b>0</b>	<b>10,341</b>	<b>65,873</b>	<b>-55,532</b>	<b>16%</b>
<b>Total Net Expenditure</b>	<b>83,612</b>	<b>244,450</b>	<b>701,434</b>	<b>345,776</b>	<b>35%</b>
<b>Personnel</b>					
Staff Costs - Reallocated		163,815	681,905	518,090	24%

### Reserves as at 30/06/17

General Reserve	175,859
Capital Equipment Fund	35,412
Capital Contingency Fund	276,437
EMR Elections	15,000
EMR Carnival	6,210
EMR Crime Prevention/Traffic cal	3,779
EMR Ancient Treasures	3,000
EMR Website	1,651
EMR Training	5,475
EMR Streetscape	56,767
EMR Loan Repayments	850
EMR Toilets	24,012
EMR Play Areas	6,000
EMR Public Realm	12,000
EMR Legal Fees	5,292
EMR Tourism	15,000
EMR Congleton Neighbourhood F	26,899
EMR Cenotaph	10,000
EMR Rotary Bonfire	5,000
EMR In Bloom	3,000
EMR Christmas Lights	7,573
	<u>695,216</u>

**Bank Reconciliation Statement as at: 30/06/2017 for Cash Book 1 RBS Current/I Access Acct**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS High Interest A/c 11411162	31/07/2016	646	0.00
RBS Current Account 11411170	30/06/2017	160	70,838.10
			<hr/> 70,838.10
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
10/04/2017 008382	Cheshire Marshalls	25.00	
17/05/2017 008409	Cheshire East Brereton Bears	80.00	
23/05/2017 008413	A Vaughan	50.00	
27/06/2017 008417	Rode Hall Silver Band	250.00	
27/06/2017 008418	United Utilities	1,569.78	
			<hr/> 1,974.78
			68,863.32
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
			<hr/> 0.00
			68,863.32
	<b>Balance per Cash Book is :-</b>		<b>68,863.32</b>
	<b>Difference is :-</b>		<b>0.00</b>

Date: 13/07/2017

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Cash Book 1

User : JP

RBS Current/I Access Acct

For Month No : 3

## Receipts for Month 3

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		123,050.56				123,050.56	
Banked on : 01/06/2017		1,915.80					
	Sales Recpts Page 1675	1,915.80	1,915.80		100		Sales Recpts Page 1675
Banked on : 01/06/2017		62.00					
	Sales Recpts Page 1677	62.00	62.00		100		Sales Recpts Page 1677
Banked on : 06/06/2017		488.40					
	Sales Recpts Page 1671	488.40	488.40		100		Sales Recpts Page 1671
Banked on : 08/06/2017		233.06					
	Sales Recpts Page 1673	233.06	233.06		100		Sales Recpts Page 1673
Banked on : 08/06/2017		293.25					
BAcs	Innovate UK	293.25			1179 302	293.25	Innovate UK
Banked on : 09/06/2017		89.10					
	Sales Recpts Page 1678	89.10	89.10		100		Sales Recpts Page 1678
Banked on : 13/06/2017		231.96					
	Sales Recpts Page 1672	231.96	231.96		100		Sales Recpts Page 1672
Banked on : 13/06/2017		210.00					
	Sales Recpts Page 1674	210.00	210.00		100		Sales Recpts Page 1674
Banked on : 13/06/2017		220.00					
000077	Chaddock	120.00			1180 215	120.00	Donation to In bloom - Chadd
000077	C East - Great Get Together	100.00			1177 302	100.00	C East - Great Get Together
Banked on : 15/06/2017		100,000.00					
xfer	SIBA to C/A	100,000.00			202	100,000.00	SIBA to C/A
Banked on : 20/06/2017		615.74					
79	Hockey s/b CTHEP	615.74			9999	615.74	Hockey s/b CTHEP
Banked on : 21/06/2017		317.76					
	Sales Recpts Page 1679	317.76	317.76		100		Sales Recpts Page 1679
Banked on : 22/06/2017		255.00					
15/09/17	Craig Harrison	255.00			9999	255.00	Craig Harrison deposit 150917
Banked on : 23/06/2017		5,418.00					
	Sales Recpts Page 1680	5,418.00	5,418.00		100		Sales Recpts Page 1680
Banked on : 27/06/2017		195.00					
	Sales Recpts Page 1681	195.00	195.00		100		Sales Recpts Page 1681
Banked on : 27/06/2017		488.40					
	Sales Recpts Page 1682	488.40	488.40		100		Sales Recpts Page 1682
Banked on : 27/06/2017		1,500.00					
	Sales Recpts Page 1683	1,500.00	1,500.00		100		Sales Recpts Page 1683
Banked on : 27/06/2017		25.00					

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Cash Book 1

User : JP

RBS Current/I Access Acct

For Month No : 3

Receipts for Month 3

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Sales Recpts Page 1684	25.00	25.00		100		Sales Recpts Page 1684
	Banked on : 29/06/2017	758.69					
interest	SIBA	758.69			1190 101	758.69	SIBA interest
	Banked on : 29/06/2017	-758.69					
SIBA int	SIBA interest	-758.69			1190 101	-758.69	SIBA interest
<b>Total Receipts for Month</b>		<b>112,558.47</b>	<b>11,174.48</b>	<b>0.00</b>		<b>101,383.99</b>	
<b>Cash Book Totals</b>		<b>235,609.03</b>	<b>11,174.48</b>	<b>0.00</b>		<b>224,434.55</b>	

Date: 13/07/2017

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Cash Book 1

User : JP

RBS Current/ Access Acct

For Month No : 3

## Payments for Month 3

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/06/2017	BACS B/L Pymnt Page 1687	BACS	1,842.00	1,842.00		501		BACS B/L Pymnt Page 1687
01/06/2017	Prism Business Developments Li	DD	55.92	55.92		501		60302/8000/call charges
01/06/2017	Cheshire East BC	DD	2,563.00			4011 221	2,563.00	Business rates Town Hall
01/06/2017	Cheshire East BC	DD	196.05			4011 263	196.05	Business rates Mki St toilets
06/06/2017	BACS B/L Pymnt Page 1690	BACS	49,452.74	49,452.74		501		BACS B/L Pymnt Page 1690
08/06/2017	BACS B/L Pymnt Page 1693	BACS	3,396.00	3,396.00		501		BACS B/L Pymnt Page 1693
09/06/2017	British Telecom	dd	45.49	45.49		501		Q068ZN/8015/Fax
09/06/2017	Purchase Power	DD	62.64	62.64		501		BE671794/8016/A paper
12/06/2017	TomTom Telematics	Dd	106.92	106.92		501		7124803/8092/Veh tracker
13/06/2017	BACS B/L Pymnt Page 1696	BACS	23,916.75	23,916.75		501		BACS B/L Pymnt Page 1696
16/06/2017	RBS	BLN	63.50			4051 101	63.50	Bankline charges
16/06/2017	Payroll June 17	BACS	55,594.79			530	46.00	Payroll June 17
						525	10,371.33	Payroll June 17
						520	9,811.23	Payroll June 17
						515	35,366.23	Payroll June 17
19/06/2017	RBS Credit Card	DD	149.95	149.95		501		030617/8091/Auto/ ad
19/06/2017	West Mercia Energy	dd	951.37	951.37		501		1385703/8018/Tow Hall Gas
20/06/2017	BACS B/L Pymnt Page 1698	BACS	798.21	798.21		501		BACS B/L Pymnt Page 1698
21/06/2017	RBS	DD	18.51			4051 101	18.51	Bank charges
23/06/2017	EE	DD	25.34	25.34		501		V01367359345/80 phone
26/06/2017	Prism Bus Developments	DD	978.50			4026 101	978.50	IT support monthly
27/06/2017	BACS B/L Pymnt Page 1704	BACS	24,220.45	24,220.45		501		BACS B/L Pymnt Page 1704
27/06/2017	Rode Hall Silver Band	008417	250.00	250.00		501		250617/8124/Civic Parade
27/06/2017	United Utilities	008418	1,569.78	1,569.78		501		01573336/8130/TH water chgs
28/06/2017	Allpay - Plus Dane	DD	36.28			4038 241	36.28	Garage rental allotments
29/06/2017	Petty cash	008419	165.70			210	165.70	Petty cash
30/06/2017	Suez Recycling and Recovery	dd	285.82	285.82		501		30692818/8017/W/ recycling
<b>Total Payments for Month</b>			<b>166,745.71</b>	<b>107,129.38</b>	<b>0.00</b>		<b>59,616.33</b>	
<b>Balance Carried Fwd</b>			<b>68,863.32</b>					
<b>Cash Book Totals</b>			<b>235,609.03</b>	<b>107,129.38</b>	<b>0.00</b>		<b>128,479.65</b>	

**Congleton Town Council 17 18**

**RBS Current/ Access Acct**

**List of Payments made between 01/05/2017 and 30/06/2017**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
04/05/2017	BACS B/L Pymnt Page 1666	BACS Pymnt	16094.47	BACS B/L Pymnt Page 1666
02/05/2017	Prism Business Developments Li	DD	47.22	60258/7913/phone charges
02/05/2017	Cheshire East	DD	2563.00	TH Business rates
02/05/2017	Cheshire East	DD	207.00	Mkt St Toilet Business rates
02/05/2017	New Life Church	008401	200.00	Grant - New Life Church
08/05/2017	Petty cash	008402	142.10	Petty cash
09/05/2017	Jean Phillips	008403	500.00	260417/7942/MMW book
11/05/2017	Purchase Power	DD	512.82	BE590884/7943/ink cartridges
11/05/2017	TomTom Telematics	dd	106.92	7089580/7986/vehicle tracker
12/05/2017	West Mercia Energy	Dd	2051.47	1377644/7915/Electric TH
12/05/2017	Information Commissioner	DD	35.00	Data protection annual fee
15/05/2017	RBS Bankline	DD	39.90	RBS Bankline
15/05/2017	C Booth	008404	3000.00	C Booth Mayor's allowance
16/05/2017	BACS B/L Pymnt Page 1674	BACS Pymnt	10759.62	BACS B/L Pymnt Page 1674
16/05/2017	Prism Business Developments Li	008408	412.01	69975/7982/battery backup serv
16/05/2017	230 ATC Squadron	008405	350.00	Grant ATC 230 Squadron
16/05/2017	CAB	008406	15000.00	Grant Citizens Advice Bureau
17/05/2017	Cheshire East Brereton Bears	008409	80.00	Cheshire East Brereton Bears
18/05/2017	West Mercia Energy	dd	977.06	1381640/7918/Gas TH
18/05/2017	Payroll May 17	BACS	53912.84	Payroll May 17
19/05/2017	Congleton Cricket Club	008410	206.40	Grant Cricket Club
19/05/2017	RBS	DD	21.00	bank chgs
23/05/2017	BACS B/L Pymnt Page 1678	BACS Pymnt	1794.04	BACS B/L Pymnt Page 1678
23/05/2017	BACS B/L Pymnt Page 1682	BACS Pymnt	17803.98	BACS B/L Pymnt Page 1682
23/05/2017	MPH Services	008411	274.38	98/7992/Tractor service
23/05/2017	Mr E Pilkington	008412	790.00	110517/7993/carved bear
23/05/2017	A Vaughan	008413	50.00	030/7998/mayors board
23/05/2017	EE	DD	25.34	V01356451881/7999/JM phone
25/05/2017	Prism Bus Developments	DD	959.92	IT support monthly
30/05/2017	Jewson Limited	0008414	38.15	0767/0158259/8006/hosepipe PP
30/05/2017	Prism Business Developments Li	008415	1558.10	71187/8010/replacement PC/moni
31/05/2017	Suez Recycling and Recovery UK	DD	285.82	30656561/7944/waste collection
31/05/2017	Allpay - Plus Dane	36.28	36.28	Allotment garage rental
19/06/2017	RBS charges	BACS	21.00	RBS charges
01/06/2017	BACS B/L Pymnt Page 1687	BACS Pymnt	1842.00	BACS B/L Pymnt Page 1687
01/06/2017	Prism Business Developments Li	DD	55.92	60302/8000/phone charges
01/06/2017	Cheshire East BC	DD	2563.00	Business rates Town Hall
01/06/2017	Cheshire East BC	DD	196.05	Business rates Mkt St toilets
06/06/2017	BACS B/L Pymnt Page 1690	BACS Pymnt	49452.74	BACS B/L Pymnt Page 1690
08/06/2017	BACS B/L Pymnt Page 1693	BACS Pymnt	3396.00	BACS B/L Pymnt Page 1693
09/06/2017	British Telecom	dd	45.49	Q068ZN/8015/Fax
09/06/2017	Purchase Power	DD	62.64	BE671794/8016/A4 paper
12/06/2017	TomTom Telematics	Dd	106.92	7124803/8092/Vehicle tracker
13/06/2017	BACS B/L Pymnt Page 1696	BACS Pymnt	23916.75	BACS B/L Pymnt Page 1696
16/06/2017	RBS	BLN	63.50	Bankline charges
16/06/2017	Payroll June 17	BACS	55594.79	Payroll June 17
19/06/2017	RBS Credit Card	DD	149.95	030617/8091/Autotrader ad
19/06/2017	West Mercia Energy	dd	951.37	1385703/8018/Town Hall Gas
20/06/2017	BACS B/L Pymnt Page 1698	BACS Pymnt	798.21	BACS B/L Pymnt Page 1698
21/06/2017	RBS	DD	18.51	Bank charges
23/06/2017	EE	DD	25.34	V01367359345/8090/JM phone
26/06/2017	Prism Bus Developments	DD	978.50	IT support monthly
27/06/2017	BACS B/L Pymnt Page 1704	BACS Pymnt	24220.45	BACS B/L Pymnt Page 1704
27/06/2017	Rode Hall Silver Band	008417	250.00	250617/8124/Civic Parade
27/06/2017	United Utilities	008418	1569.78	01573336/8130/TH water chgs
28/06/2017	Allpay - Plus Dane	DD	36.28	Garage rental allotments
29/06/2017	Petty cash	008419	165.70	Petty cash
30/06/2017	Suez Recycling and Recovery UK	dd	285.82	30692818/8017/Waste recycling
<b>Total Payments</b>			<b><u>297,580.55</u></b>	

			Amount Paid
<b>Supplier : Amberol Ltd</b>			
18/04/2017	0000015744	0000015744/7876/planters	
			<b>5,066.38</b>
<b>Supplier : Ansa Environmental Services</b>			
13/04/2017	531009268	531009268/7878/HR & HS Service	150.00
19/04/2017	531009285	531009285/7877/HR & HS Service	975.00
			<b>1,125.00</b>
<b>Supplier : M &amp; N Bours Electrical</b>			
04/04/2017	712	712/7879/Old Saw Mill	840.00
<b>Supplier : Brunei Engraving Co Ltd</b>			
24/04/2017	BE058459	BE058459/7883/Plaque	106.14
<b>Supplier : Cheshire Association of Local Councils</b>			
24/03/2017	240317	240317/7885/affiliation fee	1429.31
<b>Supplier : Cavern Protective Clothing</b>			
11/04/2017	17968	17968/7884/PPE S/Scape	223.20
<b>Supplier : Cheshire Community Action</b>			
28/04/2017	280417	280417/7886/Annual mem fee	100.00
<b>Supplier : Cheshire East Council</b>			
04/04/2017	41089301	41089301/7887/licence fee	70.00
<b>Supplier : Cheshire Electrical Supplies Ltd</b>			
04/04/2017	C1713081/1	C1713081/1/7888/Bulbs	6.33
<b>Supplier : Heads (Congleton) Limited</b>			
06/04/2017	104590	104590/7891/annual mtg advert	80.64
06/04/2017	104640	104640/7890/Easter treats ad	120.00
20/04/2017	104822	104822/7889/Trialthon advert	120.00
			<b>320.64</b>
<b>Supplier : Congleton High School</b>			
11/04/2017	5102033	5102033/7892/easter banner	40.04
<b>Supplier : CVS Cheshire East</b>			
24/04/2017	0764	0764/7893/membership fee	375.00
<b>Supplier : Four Oaks Nurseries Ltd</b>			
10/04/2017	76134	76134/7894/bedding	336.18
<b>Supplier : Getmapping Plc</b>			
06/04/2017	POL-2017-	POL-2017-00EQ043/7902/enn fee	453.60
<b>Supplier : K G Loach</b>			
05/04/2017	30419	30419/7898/shears & loppers	72.53
06/04/2017	30462	30462/7897/Compost	230.34
			<b>302.87</b>
<b>Supplier : Landscape Supply Company</b>			
20/04/2017	68663	68663/7895/PPE S/Scape	119.59
<b>Supplier : Mitten Clarke</b>			
19/04/2017	17019	17019/7899/PAYE, Payroll	571.20
<b>Supplier : SAS Daniels LLP</b>			
03/04/2017	130361	130361/7920/and search	15.00
<b>Supplier : Talke Chemical Company Limited</b>			
10/04/2017	65081	65081/7904/Green bags	192.00
12/04/2017	65073	65073/7905/Barrier tape	466.20
			<b>658.20</b>
<b>Supplier : Travls Perkins Trading Company Ltd</b>			
13/04/2017	3640AEA661	3640AEA661/7909/top soil	374.26
<b>Supplier : West Wallasey Contract Hire</b>			
10/04/2017	WAL226102	WAL226102/7911/lease vehicles	3561.53
<b>Total BACs 4th May 2017</b>			<b>16094.47</b>

Ledger : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Amount Paid
14/04/2017	21055	Supplier : Acorn Occupational Health Ltd 21055/7928/Health assessment	139.20
30/04/2017	3630843	Supplier : Angel Springs Ltd 3630843/7927/service/waler	113.96
01/04/2017	CN19448371	Supplier : OCS Group UK Ltd CN19448371/7929/clinical waste	92.99
20/04/2017	17971	Supplier : Cavern Protective Clothing 17971/7930/PPE S/scape	160.80
25/04/2017	41089817	Supplier : Cheshire East Council 41089817/7931/Prem licence	295.00
28/04/2017	5102047	Supplier : Congleton High School 5102047/7934/Annual reports	143.50
26/04/2017	6330562	Supplier : Chubb Fire & Security Ltd 6330562/7933/9 cctv cameras	5369.66
26/04/2017	6330582	6330582/7932/extra cctv camera	482.62
			5,852.28
24/04/2017	9028	Supplier : Country Rustics 9028/7935/Posts x 20''	24.00
30/04/2017	TPC7518	Supplier : Accounting Solutions from DCK Beavers TPC7518/7936/Year End	1488.60
20/04/2017	S003346	Supplier : Gartec Limited S003346/7937/contract renewal	395.58
18/04/2017	LP558183!	Supplier : LAC Autoparts LP558183!/7938/Fuel cleaner	26.30
27/04/2017	124	Supplier : MAC Tool & Plant Hire Ltd 124/7940/Pole saw attachment	230.00
27/04/2017	125	125/7939/Rolivator	127.92
30/04/2017	300417	Supplier : Porters Service Station Ltd 300417/7941/fuel for vehicles	946.25
19/04/2017	65091	Supplier : Talke Chemical Company Limited 65091/7945/Toilet rolls	102.89
30/04/2017	27/012/AT/016	Supplier : Thomson Planning Partnership Ltd 27/012/AT/016/7948/consultancy	377.04
07/02/2017	SCR001876	Supplier : Threadfast Engineers 1984 Ltd SCR001876/7715/credit stepladd	-203.52
09/02/2017	SIN090616	SIN090616/7716/bungles, keys	33.12
14/02/2017	SIN090680	SIN090680/7714/keys for B Whar	6.00
24/02/2017	SIN090843	SIN090843/7763/key, screws	9.19
09/03/2017	SIN091007	SIN091007/7801/cement	13.50
15/03/2017	SIN091062	SIN091062/7800/valve, screws	23.40
23/03/2017	SIN091155	SIN091155/7830/drills bits, ke	42.96
27/03/2017	SIN091234	SIN091234/7829/Chisel	10.20
06/04/2017	SIN091408	SIN091408/7908/Grease gun	23.04
06/04/2017	SIN091415	SIN091415/7906/sander blades	12.00
21/04/2017	SIN091509	SIN091509/7907/grease gun	23.98
27/04/2017	SIN091645	SIN091645/7946/mason drill etc	18.28
28/04/2017	SIN091676	SIN091676/7947/Hacksaw	9.76
25/04/2017	3640AEA864	Supplier : Travis Perkins Trading Company Ltd 3640AEA864/7949/cement/sand	86.42
27/04/2017	3640AEA941	3640AEA941/7950/slabs/postcret	134.98
			221.40

Total BACs payments 16 05 17

10,759.62

	Amount Paid
<b>Clowes Developments (Northwest) Ltd</b>	
28/02/2017 20: 20/11708/7969/Water Pub toilet	382.78
<b>C T H Events &amp; Parties</b>	
03/04/2017 26: 266/7952/cllr presentation	13.92
03/04/2017 26: 267/7951/Senior Forum	26.10
10/04/2017 26: 268/7953/Youth committee	33.30
11/04/2017 26: 269/7954/TC11747	43.50
12/04/2017 27: 270/7955/TC11749	87.00
19/04/2017 TC TC11753/7956/TC11753	13.92
24/04/2017 27: 272/7957/TC11821	27.84
25/04/2017 27: 273/7959/TC11822 & TC11848	139.20
25/04/2017 27: 274/7958/Cenotaph mtg	13.92
26/04/2017 27: 275/7960/TC11856	29.58
27/04/2017 27: 276/7961/Annual Town Meeting	103.80
	<b>532.08</b>
<b>Frank Henshall Photographer</b>	
24/04/2017 R1 R16/0057/7964/mayor photos	435.00
<b>JFH Horticultural Supplies Ltd</b>	
25/04/2017 35: 354147/7965/Hanging baskets	227.64
09/05/2017 35: 354537/7967/hanging baskets	222.66
10/05/2017 35: 354602/7966/credit baskets	180.12
	<b>270.18</b>
<b>United Reformed Church</b>	
30/04/2017 30: 300417/7968/lunches x 116	174.00
 Total BACs payments 23 05 17	 <u><b>1,794.04</b></u>

Paid

11/05/2017	531009668	531009668/7970/maps project	234.47
	<b>Supplier :</b>	<b>Auditing Solutions Ltd</b>	
03/05/2017	A4920	A4920/7971/internal audit	504.00
	<b>Supplier :</b>	<b>Cavern Protective Clothing</b>	
04/05/2017	17977	17977/7972/PPE C Banks	51.60
	<b>Supplier :</b>	<b>Cheshire East Council</b>	
09/05/2017	41090460	41090460/7973/saw mill signage	55.72
	<b>Supplier :</b>	<b>Chubb Fire &amp; Security Ltd</b>	
05/05/2017	6337386	6337386/7976/CCTV serv contrac	288.00
09/05/2017	6340965	6340965/7975/Fire alarm contra	864.72
			<b>1,152.72</b>
	<b>Supplier :</b>	<b>C T H Events &amp; Parties</b>	
04/05/2017	277	277/7977/mayor making	1196.28
	<b>Supplier :</b>	<b>Cheshire Turf Machinery Ltd</b>	
11/05/2017	150937	150937/7974/repairs AJ13 YBY	658.05
	<b>Supplier :</b>	<b>Four Oaks Nurseries Ltd</b>	
05/05/2017	77039	77039/7978/kids plant up	194.40
03/05/2017	30918	30918/7980/fertilizer etc	384.30
	<b>Supplier :</b>	<b>Leander Architectural</b>	
15/05/2017	24311	24311/7979/finger post	214.88
	<b>Supplier :</b>	<b>Maxigiene Enviromental Services Ltd</b>	
03/05/2017	21270C	21270C/7981/legionella testing	45.00
	<b>Supplier :</b>	<b>Society of Local Council Clerks</b>	
19/04/2017	190417	190417/7984/annual membership	329.00
	<b>Supplier :</b>	<b>Soft Surfaces Ltd</b>	
08/05/2017	17661	17661/7983/p/pool path	9171.00
	<b>Supplier :</b>	<b>The Stationery Cupboard</b>	
05/05/2017	163	163/7985/Stationery items	51.03
	<b>Supplier :</b>	<b>West Wallasey Contract Hire</b>	
10/05/2017	WAL226500	WAL226500/7987/lease vehicles	3561.53

Payment total 17,803.98

## Ledger : 1

Date	Invoice No	Supplier Name and Invoice Details	Amount Paid
17/05/2017	17980	<b>Supplier : Cavern Protective Clothing</b> <i>17980/7988/P Pool PPE</i>	153.00
16/05/2017	0916	<b>Supplier : CVS Cheshire East</b> <i>0916/7989/after party tickets</i>	90.00
15/05/2017	354707	<b>Supplier : JFH Horticultural Supplies Ltd</b> <i>354707/7990/brackets</i>	29.70
17/05/2017	170517	<b>Supplier : Mrs A Morrison</b> <i>170517/7991/in bloom expenses</i>	16.72
10/05/2017	65093	<b>Supplier : Talke Chemical Company Limited</b> <i>65093/7994/Bin bags</i>	1228.80
22/05/2017	SIN091898	<b>Supplier : Threadfast Engineers 1984 Ltd</b> <i>SIN091898/7995/padlock for p/p</i>	29.40
10/05/2017	3640AEB317	<b>Supplier : Travis Perkins Trading Company Ltd</b> <i>3640AEB317/7996/sand</i>	47.90
19/05/2017	50	<b>Supplier : T &amp; S Electrical Limited</b> <i>50/7997/replacement lights</i>	246.48
		<b>Total BACS payments 01 06 17</b>	<b>1,842.00</b>



Ledger : 1

Date	Inv Supplier Name and Invoice Details		Amount Paid
	<b>Cat Social Media</b>		
24/05/2017	IN\ IN0423/8001/Web page OSM	0	95.00
	<b>Police &amp; Crime Commissioner for</b>		
22/05/2017	90\ 9072020636/8009/PCSO contribut	0	47672.00
	<b>CVS Cheshire East</b>		
24/05/2017	IN\ INV0924/8002/P/ship renewal	0	45.00
	<b>Eau Coolers Ltd</b>		
16/05/2017	33\ 33953/8003/water dispenser PP	0	64.80
	<b>Four Oaks Nurseries Ltd</b>		
10/05/2017	77\ 77228/8004/garden of reflexion	0	280.70
	<b>G-Force Communications Ltd</b>		
22/05/2017	66\ 6693/8005/repairs to tracker	0	60.00
	<b>MAC Tool &amp; Plant Hire Ltd</b>		
23/05/2017	15\ 151/8008/service floor scrubbe	0	81.00
	<b>Macclesfield Paints Ltd</b>		
24/05/2017	22\ 22428/8007/P/Pool paint	0	276.00
	<b>St John's Community Centre</b>		
30/05/2017	20\ 201705/8011/luncheon club	0	470.00
	<b>Threadfast Engineers 1984 Ltd</b>		
24/05/2017	SII\ SIN091974/8012/Drill piece	0	35.59
	<b>T &amp; S Electrical Limited</b>		
19/05/2017	51\ 51/8013/extra socket CCTV	0	372.65
	<b>Total BACS payments 06 06 17</b>		<b>49,452.74</b>

Ledger : 1

Date	Invoice No	Supplier Name and Invoice Details	Amount Paid
05/06/2017	26435	Supplier : HFB Trailers Leek Ltd 26435/8014/LM105 Trailer	3396.00

Total BACs payment 08 06 17

Ledger : 1

Date	Invoice No	Supplier Name and Invoice Details	Amount Paid
		<b>Supplier : Amberol Ltd</b>	
31/05/2017	0000016058	0000016058/8021/black bins	432.91
		<b>Supplier : Arboricultural Services Treeworks</b>	
31/05/2017	24882	24882/8020/install carved bear	360.00
		<b>Supplier : Cavern Protective Clothing</b>	
25/05/2017	17986	17986/8023/2 x hi viz t shirts	34.80
		<b>Supplier : Cheshire Electrical Supplies Ltd</b>	
24/05/2017	C1714707/1	C1714707/1/8024/TIC bulbs	18.60
		<b>Supplier : Congleton High School</b>	
31/05/2017	5102075	5102075/8025/banner	54.00
31/05/2017	5102076	5102076/8026/Mayor note cards	26.22
			<b>80.22</b>
		<b>Supplier : Kernock Park Plants Ltd</b>	
30/05/2017	100592	100592/8027/carpet bedding	1426.51
			<b>1,426.51</b>
		<b>Supplier : K G Loach</b>	
09/05/2017	31036	31036/8031/compost, slug pelle	283.74
19/05/2017	31233	31233/8029/compost etc	527.49
30/05/2017	31363	31363/8030/compost	83.76
			<b>894.99</b>
		<b>Supplier : Landscape Supply Company</b>	
31/05/2017	69539	69539/8028/cones & signs	952.23
		<b>Supplier : Phonographic Performance Ltd</b>	
31/05/2017	3325928	3325928/8039/PPL licence	860.14
		<b>Supplier : Talke Chemical Company Limited</b>	
15/05/2017	65117	65117/8033/T Hall cleaning sto	192.57
30/05/2017	65113	65113/8032/P/pool cleaning sto	2578.40
			<b>2,770.97</b>
		<b>Supplier : Thomson Planning Partnership Ltd</b>	
30/05/2017	28/012/AT/016	28/012/AT/016/8034/n plan work	539.64
		<b>Supplier : Threadfast Engineers 1984 Ltd</b>	
15/05/2017	SIN091818	SIN091818/8035/Keys, grease,	76.80
30/05/2017	SIN092063	SIN092063/8036/bolts & washers	9.76
			<b>86.56</b>
		<b>Supplier : T &amp; S Electrical Limited</b>	
31/05/2017	98	98/8037/pump room switch	139.51
		<b>Supplier : Zurich Municiple</b>	
31/05/2017	26781640	26781640/8038/Insurance	15319.67
Total paid BACs 13 06 17			<b>23,916.75</b>

Ledger : 1

Date	Invoice No	Supplier Name and Invoice Details	Amount Paid
<b>Supplier : Angel Springs Ltd</b>			
31/05/2017	3683607	3683607/8040/bottle water	41.96
<b>Supplier : Cavern Protective Clothing</b>			
30/05/2017	17989	17989/8041/S/Scape PPE	73.20
<b>Supplier : C T H Events &amp; Parties</b>			
04/05/2017	284	284/8048/TC11863	43.50
05/05/2017	285	285/8042/Public inquiry	37.26
08/05/2017	286	286/8047/P/Ship P&F meeting	17.40
08/05/2017	287	287/8043/TC11861	16.02
10/05/2017	288	288/8044/TC11862	87.00
11/05/2017	289	289/8049/N/Plan meeting	20.88
12/05/2017	290	290/8045/TC11864	141.96
12/05/2017	292	292/8046/TC11870	113.76
			<b>477.78</b>
<b>Supplier : Travis Perkins Trading Company Ltd</b>			
30/05/2017	3640AEB806	3640AEB806/8050/Drill bit	7.27
<b>Supplier : United Reformed Church</b>			
31/05/2017	310517	310517/8051/Lunches	198.00
<b>Total BACs payments 20 06 17</b>			<b><u>798.21</u></b>

Ledger : 1

Date	Invoice No	Supplier Name and Invoice Details	Amount Paid
<b>Supplier : Barriers Direct</b>			
23/05/2017	093745	093745/8052/traffic cones	256.51
<b>Supplier : Canda Copying Ltd</b>			
02/06/2017	373567	373567/8054/photocopying	256.94
02/06/2017	373568	373568/8053/photocopying	688.68
<b>Supplier : Cheshire Electrical Supplies Ltd</b>			
06/08/2017	C1715139	C1715139/8055/starter switch	2.76
<b>Supplier : Heads (Congleton) Limited</b>			
08/06/2017	105540	105540/8058/great get together	120.00
08/06/2017	105581	105581/8059/Teddy Picnic Ad	120.00
15/06/2017	105648	105648/8057/Brass on Grass Adv	144.00
<b>Supplier : Congleton High School</b>			
12/06/2017	1238	1238/8060/Ly Congleton Leaflet	208.00
12/06/2017	5102083	5102083/8061/Things to do leaf	92.00
			<b>300.00</b>
<b>Supplier : CVS Cheshire East</b>			
05/06/2017	0933	0933/8062/Vol fest tickets	90.00
<b>Supplier : The Cheshire Wildlife Trust Ltd</b>			
30/05/2017	1306	1306/8056/Hirez maps N/Plan	24.00
<b>Supplier : Four Oaks Nurseries Ltd</b>			
06/06/2017	78323	78323/8065/Tiers, troughs, man	4060.80
07/06/2017	78327	78327/8064/Summer Bedding	8752.86
12/06/2017	78437	78437/8063/Summer bedding	241.20
			<b>13,054.86</b>
<b>Supplier : Frank Henshall Photographer</b>			
12/06/2017	P16/0066	P16/0066/8066/Town hall pics	150.00
<b>Supplier : K G Loach</b>			
07/06/2017	31512	31512/8074/Peat, bark, rake	289.58
14/06/2017	31618	31618/8099/Compost back2back	280.02
			<b>569.60</b>
<b>Supplier : LAC Autoparts</b>			
21/02/2017	5556681	5556681/8067/plugs, spray etc	5.90
21/02/2017	5557041	5557041/8069/carb spray	5.90
28/02/2017	5557831	5557831/8068/plugs, air filter	176.40
14/08/2017	5607641	5607641/8070/Tape	10.95
			<b>199.15</b>
<b>Supplier : Landscape Supply Company</b>			
02/08/2017	69561	69561/8071/gardening equip	201.54
08/06/2017	69672	69672/8072/jewel & handcleaner	185.89
			<b>387.43</b>
<b>Supplier : MAC Tool &amp; Plant Hire Ltd</b>			
15/06/2017	186	186/8079/repair to roller	78.00
<b>Supplier : Macclesfield Paints Ltd</b>			
07/06/2017	22672	22672/8075/pool paint	11.04
<b>Supplier : PHS Group</b>			
01/08/2017	64943023	64943023/8077/public toilets	102.00
01/08/2017	64943024	64943024/8078/public toilets	102.00
			<b>204.00</b>
<b>Supplier : Roadsafe Corporate Group Ltd</b>			
14/06/2017	23853	23853/8076/Food & drink closur	486.00
<b>Supplier : Sharrocks</b>			
16/06/2017	Q31975	Q31975/8089/2 lawnmowers	2277.60
<b>Supplier : St John's Community Centre</b>			
07/08/2017	201704	201704/8094/Luncheon Club	215.00
<b>Supplier : Talke Chemical Company Limited</b>			
01/08/2017	65127	65127/8080/scape cleaning	257.56
06/06/2017	65133	65133/8081/floor polish TH	44.71
07/06/2017	65134	65134/8082/bowling green signs	191.98
12/06/2017	65137	65137/8083/Pool chemicals	136.74
			<b>630.99</b>
<b>Supplier : Threadfast Engineers 1984 Ltd</b>			
08/06/2017	SIN092169	SIN092169/8094/Battery	172.02
08/06/2017	SIN092176	SIN092176/8085/cement	6.00
			<b>178.92</b>
<b>Supplier : West Wallasey Contract Hire</b>			
09/06/2017	WAL226887	WAL226887/8088/Lease vehicles	3561.53
09/06/2017	WALM169206	WALM169206/8087/mirror glass	34.56
09/06/2017	WALM169207	WALM169207/8086/repair lamp	178.88
			<b>3,774.97</b>

Total BACs payments 27 06 17

24,220.45

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Finance and Policy		
<b>MEETING DATE AND TIME</b>	27 <sup>th</sup> July 2017	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Town Hall Committee		
<b>AGENDA ITEM REPORT TITLE</b>	<b>11 Town Hall Expenditure</b>		
<b>Background</b>	<p>On the 13<sup>th</sup> July 2017 the Town Hall Committee was asked to consider certain proposals for improvements to the operation of the Town Hall. Three quotes for the items were provided for consideration, the committee approved the rationale for the purchases and agreed that the expenditure was merited</p> <p>To formally approve the expenditure it has been brought to the Finance and Policy Committee.</p>		
<b>Updates</b>	<p><b><u>Town Hall Event Lighting</u></b></p> <p><b>THC/04/1718 Resolved to approve –</b></p> <p>a) Purchasing 24 Slimline 7Q5 LED and 4 Re-Chargeable Chauvet EZ Par T6 USB LED lights and supporting wires, chargers and storage units from Cookies of Stoke-on-Trent at a cost of no more than £2,583.32 + VAT</p> <p>b) Purchasing 300m of String LED Fairy lights at a total cost of no more than £554.16 + VAT</p> <p>c) Adding List A of Town Hall Equipment Hire policy (not to be hired or loaned outside of the Town Hall building).</p> <p><b>TOTAL COST £3137.48</b></p> <p><b><u>Round Tables for Town Hall Events</u></b></p> <p><b>THC/06/1718 Resolved to</b></p> <p>1 Approve purchase 15 x 6ft round tables and 5 x 5ft round tables for hire in the Town Hall at a max price of £1545 plus vat, plus 2 storage trollies at £199.00 each plus VAT <b>Total £1943 plus VAT.</b></p> <p>2 Dispose of 25 x 5ft rectangular tables seeking the best possible price or community use.</p>		
<b>Decision Requested</b>	<p>To approve</p> <ol style="list-style-type: none"><li>1. Expenditure of up to £3137.48 for lighting as per resolution THC/04/1718</li><li>2. Expenditure of up to £1,943.00 for round tables as per resolution THC/06/1718</li></ol> <p>All figures are exclusive of VAT</p>		