



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



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

28th May 2015

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 4th June 2015

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 4th June 2015** commencing at **7.30m**

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.

Please note that there is a meeting of the Planning Committee prior to this meeting commencing at 7pm

Yours sincerely,

Brian Hogan
Town Clerk

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 26th March 2015.
3. Declarations of Interest
Members are requested to declare both “pecuniary” and “non pecuniary” interests as early in the meeting as they become known.
4. Outstanding Actions
There are no outstanding actions.



Congleton
beartown
where friends are made

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



5. Grant Approvals and Commitments 2015-16 (enclosed)
To receive a statement showing the current position.
6. New Applications for Financial Assistance (enclosed)

** Copy of the Grants and Funding Policy attached for reference purposes.
 - i) **GR 1 15/16 – Congleton Sling Library**
 - ii) **GR 2 15/16 - Congleton Jazz and Blues Festival**
 - iii) **GR 3 15/16 – Congleton Harriers**
 - iv) **GR 4 15/16 – Congleton Choral Society & Children’s Choir**
7. Grant Activities Monitoring Forms (enclosed)
 - i) **GR 5-14/15 CSI Basics**
8. Management Accounts for April 2014 – April 2015 (enclosed)
To consider the Management Accounts to April 2015.
9. Bank Reconciliation (enclosed)
To receive and consider the bank reconciliation for 31st April 2015.
10. List of Payments (enclosed)
To receive and consider the Payments List between 1st March 2015 – 30th April 2015.
11. Internal Audit Report (enclosed)
To receive and approve the final Internal Auditors report for 2014-15.
12. Asset Register (enclosed)
To consider and approve the Asset Register for year ending 31st March 2015.
13. Simnet (enclosed)
To consider correspondence from Milner Boardman’s and Partners, receivers appointed to handle the liquidation of Simnet Ltd.

To: Members of the Finance and Policy Committee (and other Members of the Council for information); Press (3), Burgesses (4)

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE HELD ON THURSDAY 26th March 2015

PRESENT

Councillors

L. D Barker
P. Bates
G Baxendale
R I Brightwell
D T Brown
J S Crowther
G R Edwards (Chairman)
Mrs. S A Holland
D Murphy
D A Parker
Mrs J D Parry (Vice Chairman)
N T Price

1. APOLOGIES

Apologies for absence were received from Cllrs G S Williams and Miss R K Williams, who are not members of this particular Committee.

2. MINUTES

FAP/66/1415 RESOLVED that the Minutes of the Meeting of the Committee held on 19th February 2015 be agreed and signed by the Chairman.

For approval - Cllrs P Bates, G Baxendale, R I Brightwell, D T Brown, G R Edwards, D Murphy, D A Parker, Mrs J D Parry.

Against Cllrs - Mrs S A Holland and N T Price

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 G Baxendale and D T Brown declared a non-pecuniary interest in any matters related to Cheshire East Council.

Cllrs P Bates and D Murphy declared a non-pecuniary interest in item 6 (v).

4. OUTSTANDING ACTIONS

There are no outstanding actions.

5. GRANT APPROVALS AND COMMITMENTS 2014-15

A summary of grant approvals and commitments was considered by the Committee and it was noted that £5,839 is available for grants in 2014-15.

FAP/67/1415 RESOLVED that the grant summary be received.

6. NEW APPLICATIONS FOR FINANCIAL ASSISTANCE

FAP/68/1415 RESOLVED that:-

i. GR 25/1415 – Friends of Congleton Park

A grant of £250 be approved.

ii. GR 26/1415 – SOL Theatre School

A grant of £1000 be approved.

A letter to be sent to SOL Theatre School to request them to use any surplus generated to fund the following years productions.

iii. GR 28/1415 – Congleton Green Space Trust

A grant of £2,000 be approved to go towards purchasing squares of the allotment land.

It was noted that if the bid is unsuccessful to buy the land, the funds will be returned to the Town Council.

iv. GR 29/1415 – Bromley Farm Community Development Trust

A grant of £400 be approved.

v. GR 30/1415 – Congleton Community Credit Union

A grant of £45 be approved.

7. NEW GRANT ACTIVITIES MONITORING FORMS

It was noted that a Grant Activities Monitoring Form was received from Congleton Musical Theatre.

8. MANAGEMENTS ACCOUNTS FOR APRIL 2014 – FEBRUARY 2015

FAP/69/1415 RESOLVED that the Managements Accounts for February 2015 be received.

9. BANK RECONCILIATION

FAP/70/1415 RESOLVED that the bank reconciliation for February 2015 be received.

10. LIST OF PAYMENTS

FAP/71/1415 RESOLVED that the Payments List between 1st February 2015 and 28th February 2015 be received.

11. INSURANCE REVIEW 2015-16

The insurance review for 2015-16 was considered.

It was noted that the Community Garden on long term loan from Cheshire East Council is covered as are some other additions to the asset register at no additional cost.

FAP/72/1415 RESOLVED to approve the insurance review and note that there will be no cost increase other than for inflation built into the contract.

12. VEHICLE TRACKING

A report on various options for vehicle tracking was considered.

FAP/73/1415 RESOLVED that G Force be approved as the supplier of the Tracking system at an annual cost of £2,358.72. p.a.

13. LEASE VEHICLE

A report on leasing an additional tipper van for Streetscape was considered.

FAP/74/1415 RESOLVED that that West Wallasey be approved as the suppliers of the new vehicle at a monthly cost of £389.90

14. INTERNAL AUDIT REPORT

The Internal Audit Report 2014-15 (Interim) produced by Auditing Solutions Ltd was considered.

It was pointed out that in respect of the deposit paid for the Digital Display Unit System, the Council have acted in accordance with the terms of our Standing Orders and Financial regulations.

FAP/75/1415 RESOLVED that the Internal Audit report be received and approved and noted that there were no corrective actions required.

15. TOWN COUNCIL WEBSITE

Jackie MacArthur, Town Centre Marketing Manager, provided an update on the proposals received for building a new Town Council website.

FAP/76/1415 RESOLVED that:-

1. A working party consisting of Cllr D T Brown, Cllr Mrs S A Holland, Cllr Mrs J D Parry, Mrs J MacArthur and Mrs S Trow be formed to approve the preferred supplier.
2. The working party to be given delegated power to approve the capital expenditure of the project and purchase of the new website up to an approved level of £9,999.

16. PUBLIC REALM

A considerable discussion took place concerning how to make a reasonable contribution towards the Public Realm Project, bearing in mind that the whole project consisted of 12 elements. Some concern was also expressed at the considerable increase in costs calculated by Ringway Jacobs.

FAP/77/1415 RESOLVED that:-

1. A contribution of £20,000 be approved to go towards the first phase of the public Realm Project.
2. £10,000 to be ear marked immediately from current reserves to go towards the contribution.
3. Status of finances in October 2015 to be reviewed again to determine when best to ear mark reserves for the other £10,000 required to make the full contribution of £20,000.

Mr. G.R. Edwards
Chairman

Congleton Town Grant Commitments 2015/16									
Permitted and S137									
Date Grant Approved	To	For	Section	Minute Reference	Approved EMR b/fwd £	Approved 15/16 £	Paid £	Outstanding £	Date Paid
	Subsidised Use of Town Hall		GPoc			4,000.00	192.00	3808.00	
28/03/2013	Team Congleton 2012	Legacy projects	S145	FAP/64 /1213	270.40			270.40	
29/08/2014	Tornados Basketball club	Sponsorship of shirts	GPoc	FAP/09/1415	250.00			250.00	
08/01/2014	Team Congleton	Support for "Every step Counts"	GPoc	FAP/43/1415	2,000.00			2000.00	
19/02/2015	Trinity Methodist Church	Towards new heating	GPoc	FAP/56/1415	1,000.00			1000.00	
19/02/2015	Congleton Spiritualist Church	towards new windows	GPoc	FAP/56/1415	250.00			250.00	
26/03/2015	Friends of Congleton Park	Brass in the Park 2015	GPoc	FAP/68/1415	250.00			250.00	
26/03/2015	SOL Theatre School	Summer theatre school 2015	GPoc	FAP/68/1415	1,000.00			1000.00	
26/03/2015	Congleton Green Space Trust	Support to purchase Vale allotments	GPoc	FAP/68/1415	2,000.00			2000.00	
26/03/2015	Bromley Farm Community Trust	support to produce Bromley Farm news	GPoc	FAP/68/1415	400.00			400.00	
26/03/2015	Cong Comm Credit union	Membership of CEVS	GPoc	FAP/68/1415	45.00		45.00	0.00	22/04/2015
Totals					7465.40	4000.00	237.00	11228.40	
	EMR b/fwd				£7,465.40			7465.40	
	Budget 15/16				£19,000.00	£66,983.00	Total Grant budget		
	Total approved to date				£11,465.40				
	Total money still available for grants				£15,000.00				

Congleton Town Grant Commitments										
Specific Budgets										
Date Grant Approved	To	For	Section	Minute Reference	EMR b/fwd	Budget	Approved 15/15	Paid £	Outstanding £	Date Paid
	Congleton Museum	Notional rent				4,500.00	4,500.00	4,500.00	0.00	
	Community Projects	Project support	S144			16,000.00	16,000.00	16,000.00	0.00	
	Congleton Partnership	Rent				1,533.00	1,533.00	1,533.00	0.00	
	Citizens Advice Bureau	annual grant	S142			15,000.00	15,000.00	15,000.00	0.00	
	Christmas Lights	Christmas Lights	S144			9,000.00	9,000.00		9,000.00	
	Royal British Legion	Remembrance Day Parade	S137			700.00	700.00		700.00	
	St Peter's Church	Church clock maintenance	PCA1957 s2			250.00			0.00	
Totals						46,983.00	46,733.00	37,033.00	9,700.00	
						46983.00	46733			
					£0					
		Ear marked reserve b/fwd			£46,983					
		Budget 2015/16			£46,733					
		Total approved to date								
		Total awaiting application			£250					

CONGLETON TOWN COUNCIL

GRANTS & FUNDING POLICY

1. An award of a grant must give direct benefit to all or some of the inhabitants of the Town, and the size of grant should be commensurate with the benefit delivered.
2. Grant forms will be scrutinized to ensure they meet the criteria set out in the Grants and Funding Policy, before being put forward for decision at the Finance and Policy Committee. Applications which do not meet the criteria will be rejected and returned.
3. The Town Council as a body does not affiliate to any political party and legally cannot provide grant or support to any party political activity.
4. The Town Council does not affiliate to any religious group; however applications will be considered where there is a clear community wide benefit.
5. Request for grant aid will only be considered from the following categories of applicant:
 - A Congleton Town – based charity
 - An organisation serving the needs of the citizens of Congleton
 - Citizens of Congleton requesting grant aid with a project/event, which will be for the benefit of a wider group in Congleton.
 - A Congleton based club/association/organisation serving specific section of the community or the community as a whole.
6. Applications will only be considered when made on a formal application form.
7. Applicants will need to demonstrate how their activities or the particular project for which financial support is being sought, will benefit the residents of Congleton Town.
8. The Council will give priority to the projects/organisations which progress one or more of its corporate objectives.
9. The Council will normally require details of the structure and funding of the organisation, and may request copies of budget/accounts and business plans.
10. The Council will require details of any project which is the subject of the application, including standards to be attained, costs, timescales and how the remainder of the funding will be provided.

11. The Council will normally only fund the up to a maximum of 50% of a project cost and priority will be given to requests for grants of £250 or less. Any request above £250 will require detailed justification for the project including matched funding as a prerequisite
12. Applicants will be required to state the amount of grant sought from the Council and provide details of other grants or awards applied for or gained, which must be disclosed in full.
13. Where projects cross financials years, the Council may “ring fence” an approved amount of grant. It will reserve the right to withdraw approval where a project does not look likely to go ahead within a 12 month period from the grant approval date.
14. Payment will not normally be made until a project has been completed. Payments will then only normally be made against a formal receipt or invoice. Stage payments may be approved for larger projects.
15. The Council will usually only consider requests for specific projects, not on-going or core costs. The exceptions to this will be “pump-priming” to help organisations get established or organisations which deliver a substantial part of the Council’s priorities.
16. The Council may, where it appears to be a more cost effective or efficient use of resources, prefer to act in partnership with another organisation, or provide support “in kind”, rather than provide grant assistance.
17. An evaluation of the project must be provided once the project is complete to provide evidence that the benefits and outputs have been achieved. The evaluation form must be returned to the Council within 4 weeks of the completion of the project
18. The Council will advertise its Grant and Financial Assistance Scheme widely to ensure an equitable distribution of resources.
19. The applicant will acknowledge the contribution made by the Council when arranging promotional activity or literature including press releases relating to the application.
20. The applicant acknowledges and agrees that all decisions made by the Council for such a grant request are solely a matter for and at the discretion of the Council. The applicant will provide to the Council all such assistance as is reasonably necessary to enable the Council to comply with its requirements under the Freedom of Information Action.



Congleton Town Council

Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR 15/16.	
1.1	Applicant(s):	Nicolle Green Stephanie Hudson
1.2	Representing:	Congleton Sling Library
1.3	Email Address:	Congletonslinglibrary@outlook.com
1.4	Tel No.	07907 11157 07912 219757
1.5	Project Title:	Congleton Sling Library
1.6	Project Objectives:	Maintain and promote a sling library allowing rental of different types of slings and carriers. Provide correct information for anyone wanting to babywear. Promote safe use of baby slings and carriers and inform people of the benefits of baby wearing.
1.7	Brief Project Description:	We are a voluntary group who run sling meets in Congleton to promote and support the safe use of baby slings and carriers to local parents and carers. We have received a high level of interest and have been approached about the possibility of hiring slings for weekly, fortnightly and monthly usage. In response to this demand we would like to expand our sling meet service to incorporate a library.
1.8	Details accounts/budgets	Setup stock - £1397.14 This is based upon market research to identify popular slings/carriers and after speaking with other libraries, the slings mentioned in 2.3 are the suitable ones to start a library with. 1yr Insurance £150 - After a year this will be covered by sling hire charges.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£1547.14
2.2	Total contribution sought:	£1547.14
2.3	What will the money be spent on?	1 x Close Caboo - £59.95 1 x Boba Stretchy - £38.50 1 x Hana Stretchy - £43.99 1 x Standard Connecta - £64.95 1 x Toddler Connecta - £74.95

		<p>1 x Standard Solarweave - £61.95 1 x Toddler Solarweave - £71.95 1 x Ergo Baby - £99.90 1 x Girasol Ring Sling - £59.95 1 x Didysling - £69.95 1 x Boba 4G - £93.95 1 x Standard Tula - £99.95 1 x Toddler Tula - £109.95 1 x Size 7 Little Frog Woven - £51.95 1 x Size 6 Girasol Woven - £72.95 1 x Size 4 Lenny Lamb Woven - £69.95 1 x Size 3 Didymos Woven - £94.95 1 x Babyhawk Mei Tai - £89.50 1 x Hoppediz Wrap Strap Mei Tai - £67.95</p> <p>1 x 1 yr insurance - £150</p>
2.4	Any ongoing costs:	Running costs i.e. room hire, will be covered by donations received at weekly sling library.
2.5	Details of confirmed match funding include source Cash: In kind:	None 2 x volunteers
2.6	Resources needed:	Stock Insurance
2.7	Estimated timescale of project from start to finish:	This is an ongoing project which run once a week every week.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	<p>Parents and carers will be informed of the following benefits to babywearing:</p> <ul style="list-style-type: none"> • Helps to promote normal physical, emotional and mental development. • Helps caregivers to meet a baby or child's needs while also carrying out day to day activities or tending to siblings. • Promotes bonding and breastfeeding. • Babies that are kept close, cry less. Therefore they spend more time learning and parents/carers can interact with them more. <p>For more information, please visit: http://www.askdrsears.com/topics/health-concerns/fussy-baby/baby-wearing/benefits-babywearing</p> <p>Many high street slings/carriers don't offer the comfort and safety that</p>
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		one should, but an ergonomical one isn't always an affordable option for a lot of families. Our library will offer a range of slings/carriers suitable from birth to toddler, that parents/carers can hire from us to enable them the experience the ease and benefits of babywearing.
3.2	<i>Are there similar services/projects provided in the area</i>	There are sling libraries in Sale, Stockport and Staffordshire but there is a gap in our area with high demand.

Part 4: Evaluation/Publicity

4.1	<i>How will the project be evaluated and who will carry out the evaluation?</i>	Feedback from the public using our library service, will provide the evidence for our evaluation.
4.2	<i>Describe how you will promote the Town Council in your project</i>	We can include a link to the council website on our Facebook page.

Signature: Nicolle Green & Stephanie Hudson

Date: 23.03.2015



Congleton Town Council

Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	CR215/16
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1.1	Applicant(s):	Louise Renn, Vince Cutcliffe and Joe Manning
1.2	Representing:	Congleton Jazz and Blues Festival
1.3	Email Address:	congletonjazzandblues@gmail.com
1.4	Tel No.	07727 11071
1.5	Project Title:	Congleton Jazz and Blues Festival
1.6	Project Objectives:	The purpose of the festival is to showcase Congleton as a community, taking part is an opportunity to exhibit your venue to the people attending the festival. We try to make it as family friendly as possible, as we want to create a "good time" atmosphere in our Town.
1.7	Brief Project Description:	We are now in the planning stages of the 6 th annual event. We put on a two day event, with a broad spectrum of jazz and blues music available. It is part of our ethos to keep this event free, so that it is accessible to all budgets. The event is about community inclusion.
1.8	Details accounts/budgets	The event costs about £4,500 to put on. This is more than in previous years and this is due to a few extra bits we want to do this year. This includes a secret gig at a secret location. Also as the event has gained some acclaim and popularity a high calibre of band want to perform, so we are now subsidising some of the venues for the bands, as we do not want some venues having to pay out more than others as it is important to us that the event is fair to all involved.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£4,500
2.2	Total contribution sought:	£1,000
2.3	What will the money be spent on?	Printing the festival booklet.

2.4	Any ongoing costs:	No
2.5	Details of confirmed match funding include source Cash: In kind:	We also applying to other funding bodies for assistance. So far we have raised £500 in sponsorship, but aim to raise another £500.
2.6	Resources needed:	
2.7	Estimated timescale of project from start to finish:	We start work on the project in the November before the event, and it is completed in August.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	New people to the town to see what it has to offer. A weekend with a fantastic atmosphere and vibe. An opportunity for the whole family to come out and enjoy music. An introduction to jazz and blues music. The event has gained a positive reputation and is getting known across the region. It has given people another reason to know about our wonderful town; Congleton.
3.2	Are there similar services/projects provided in the area	No.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	We ask for feedback to be emailed to us, and we obtain verbal feedback from attendees over the weekend. Post event the team go and see all the venues and get an evaluation from them.
4.2	Describe how you will promote the Town Council in your project	We always put a note into the booklet to thank the council for their contributes. The council is promoted by people walking between venues and seeing that the town is maintained well.

Signature: L.Renn

Date: 30/3/15



Congleton Town Council

Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	CR3 15/16
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1.1	Applicant(s):	Phil Dawson
1.2	Representing:	Congleton Harriers
1.3	Email Address:	phil.dawson@congletonharriers.com
1.4	Tel No.	01257 774 891
1.5	Project Title:	Congleton Half and Quarter Marathon 4 th October 2015
1.6	Project Objectives:	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	Brief Project Description:	<p>The Congleton Half Marathon is now in its 32nd 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 close by the town centre before looping out via Hulme Walfield and Swettenham before returning to the school.</p>
1.8	Details accounts/budgets	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 £7,597. Similarly we can only give an estimate of likely income for 2015 based on previous numbers. It is forecast that possibly 600 runners will enter, which based on current entry fees would generate an income of £7,800.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	Approximately £7,929		
2.2	Total contribution sought:	£250		
2.3	What will the money be spent on?	<p>There are several costs involved with this project as detailed below. Any contribution will help to offset any of these costs:</p> <table><tr><td>Mementos</td><td>3099</td></tr></table>	Mementos	3099
Mementos	3099			

		<table> <tr><td>Policing</td><td>800</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>480</td></tr> <tr><td>Hi 5 gels</td><td>110</td></tr> <tr><td>PA Hire</td><td>100</td></tr> <tr><td>Extra signs and pins</td><td>50</td></tr> <tr><td>Raynet</td><td>50</td></tr> <tr><td>Printing</td><td>70</td></tr> <tr><td>Storage rental</td><td>30</td></tr> </table>	Policing	800	Signage and equipment	800	Prizes	600	School hire	460	Race licence	220	Water bowser	170	Water bottles	140	Results service	750	Medical cover	480	Hi 5 gels	110	PA Hire	100	Extra signs and pins	50	Raynet	50	Printing	70	Storage rental	30
Policing	800																															
Signage and equipment	800																															
Prizes	600																															
School hire	460																															
Race licence	220																															
Water bowser	170																															
Water bottles	140																															
Results service	750																															
Medical cover	480																															
Hi 5 gels	110																															
PA Hire	100																															
Extra signs and pins	50																															
Raynet	50																															
Printing	70																															
Storage rental	30																															
2.4	Any ongoing costs:	Rental of storage space for equipment – estimated at £100 per annum. The majority of the large costs in 2.3 will repeat each year .																														
2.5	Details of confirmed match funding include source <i>Cash:</i> <i>In kind:</i>	None at this point in time.																														
2.6	Resources needed:	Financial support as above. Any other PR or advertising in Town Council publications or places would be greatly appreciated.																														
2.7	Estimated timescale of project from start to finish:	Race is obviously completed on the single race day. Planning and preparation and close off takes approximately 6 months of each year.																														

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	<ul style="list-style-type: none"> . Promotes a positive image of Congleton outside the area • Promotes an interest in running for people of all abilities • Encourages higher levels of fitness. • Feel good from raising monies for local charities • Introduction to local running clubs • Opportunity to support family and friends during the run • Deployment of local groups as helpers e.g. Scouts, Brownies, ATC, etc. good for their personal development • Reinforce links with Congleton High School and community
3.2	Are there similar services/projects provided in the area	Other local races, but not of this kind or scale nor on this specific day.

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Part 4: Evaluation

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

Signature: *P.B.Dawson*

Date: *2.4.2015*



Congleton Town Council

Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR4 15/16
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1.1	Applicant(s):	Moira Taylor
1.2	Representing:	Congleton Choral Society & Congleton Children's Choir (Registered Charity No. 515851)
1.3	Email Address:	secretary@congletonchoralsociety.org.uk
1.4	Tel No.	[REDACTED]
1.5	Project Title:	Concert at Congleton Town Hall with Congleton Choral Society and Congleton Children's Choir
1.6	Project Objectives:	<ul style="list-style-type: none"> • To put on a successful performance of Carl Orff's Carmina Burana where both choirs will perform together • For the Children's Choir to perform a complete work on their own for the first time with Joseph Horowitz's Captain Noah and his Floating Zoo • To bring together communities in Congleton including children, parents and friends and family of Choral Society members • To give the children the new experience of performing with professional musicians • To ensure the concert is accessible to all residents in Congleton by keeping ticket prices at a reasonable level
1.7	Brief Project Description:	<p>On Saturday 18th July, Congleton Choral Society and Congleton Children's Choir will stage a concert to include the works Carl Orff's Carmina Burana (for adult and children's choirs), Joseph Horowitz's Captain Noah and his Floating Zoo (for children's choir) and Cecilia McDowall's On Angel's Wing (for adult choir). The concert will take place in Congleton Town Hall.</p> <p>This is an ambitious one-off project decided upon after consultation with the choir, and is a great opportunity to combine together the two choirs in performance. It is a particularly exciting opportunity for the children as they have never before performed a complete musical work. As the children are very interested in listening to and knowing what the adult choir does, they will enjoy performing with them.</p> <p>Works of this type require the support of additional professional musicians to do the music full justice. This performance will need soprano, tenor and baritone soloists, 6 percussionists and 2 pianists.</p> <p>We anticipate that around 250 people from the Congleton area will enjoy the performance in addition to the 80 or so participants. It will be</p>

		a novel experience for the young singers who attend local Congleton schools, as well as their families.
1.8	Details accounts/budgets	<p>The audited accounts for year end 31/08/2014 are attached</p> <p>Concert budget</p> <p>PROJECTED EXPENDITURE:</p> <p>£222 – Hire of Congleton Town Hall</p> <p>£450 – Hire of pianos from Shackleford’s pianos delivered to Town Hall</p> <p>£30 – Hire of staging from St Peter’s church</p> <p>£35 – Decorations and other incidentals</p> <p>£188 – Advertising in Congleton Chronicle</p> <p>£15 – Advertising banner</p> <p>£5 – Online advertising with concertdiary.com</p> <p>£150 – Printing of programmes</p> <p>£11 – Photocopying</p> <p>£75 – Printing of tickets</p> <p>£310 – Conductor’s professional fee</p> <p>£750 – Three professional soloists</p> <p>£750 – Two pianists</p> <p>£780 – Six percussionists</p> <p>£100 – Lighting</p> <p>TOTAL – £3871</p> <p>PROJECTED INCOME:</p> <p>£2000 – Ticket sales</p> <p>£750 – Grant awarded by Cheshire East</p> <p>£250 – Grant requested from Congleton Town Council</p> <p>£871 – Own fund raising efforts</p> <p>TOTAL INCOME – £3871</p>

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£3871
2.2	Total contribution sought:	£250
2.3	What will the money be spent on?	The money will be used towards the costs of soloists and professional musicians for this concert
2.4	Any ongoing costs:	As per budget above. There should not be any ongoing costs for this event
2.5	Details of confirmed match funding include source Cash: In kind:	£750 Cheshire East Council
2.6	Resources needed:	Venue to accommodate choir, musicians and audience (Congleton Town Hall) Professional conductor (Christopher Cromar) Three professional soloists Two professional pianists

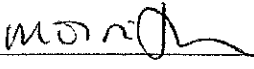
		Six timpanists Volunteer front of house team and other helpers from the choir
2.7	Estimated timescale of project from start to finish:	Saturday 18 th July 7.30pm – 9.30pm

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Being awarded a grant will help ensure the success of the concert which will enhance the education and experience of those who take part in the performance, and particularly the children for whom this will be a novel experience. It will bring together young families and older people in Congleton for a shared experience. It will give residents of Congleton the chance to experience high quality and stimulating music at a very affordable price without having to travel into Manchester or other surrounding areas. Building on a successful concert will mean that events of this type can continue in the future.
3.2	Are there similar services/projects provided in the area	Although there are other choirs present in Congleton, there is no similar choral group performing classical works of this type. In particular there are no groups which combine adult and child singers together into one performance of classical works.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	The project is reviewed by the Executive Committee of Congleton Choral Society at the concert debrief meeting to take place shortly after the concert. The success of the project will be judged on the following: Feedback from audience and choir who participated; How many local people attend the concert; Comments of the independent reviewer. Overall enjoyment of all those involved. Meeting budget.
4.2	Describe how you will promote the Town Council in your project	Congleton Town Council is already listed on our website as one of our Children's Choir sponsors. It is also mentioned on all advertising literature and concert programmes for the Children's Choir as one of our valued supporters. Should the Congleton Town Council see fit to sponsor this concert, the name and logo will be added to the concert publicity and programmes and will be acknowledged on the Congleton Choral Society website.

Signature:  SECRETARY Date: 19th May 2015
CONGLETON CHORAL SOCIETY



Town Council Grant

Activities Monitoring Form



GR 5 14/15

1. Contact Details	
Organisation name:	Cheshire & Shropshire Immediate Care Group (CSI BASICS)
Address:	CSI basics Earnswood Medical Centre, Dunwoody way, Crewe, Cheshire CW1 3AW

2. Grant Information			
Grant Reference Number:			
Total project cost:	1170		

Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£1170
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Please list receipts below:

Trafficlear emergency vehicle equipment fitting (blue lights and siren). £170 excess covered by existing funds.

3. Project Information		
When did the project commence?	11/14	
Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
If yes, how will this be used?		

Please explain how the grant money was used:

The grant was used to fit emergency equipment to a volunteer doctors vehicle. This allows them to make progress through busy traffic to serious incidents. They then provide emergency lifesaving medical care to people in need, essentially bringing the hospital to the roadside. This equipment was the last piece in a chain of purchases to enable the volunteer to do this work. He responds in his own time, for free using medical equipment purchased through donations, and grants from other grant making trusts.

The equipment includes blue lights and a siren.

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

Now people in the Congleton area can access immediate lifesaving care following an accident or serious illness. The level of care received now is significantly higher than provided by the statutory services.

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 website, and on social media (twitter, facebook) over 1000 views. Also will be acknowledged in annual report. Photos to follow in due course.

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?

Very satisfactory, accessible and simple to administer compared to other grant makers.

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			



Management Accounts April 2015

See attached Income and Expenditure sheet. These figures are for 1 month so would be 8% of the annual budget if the expenditure was regular monthly. This is the first month of the financial year so it is difficult to foresee any trends until the first quarter's figures are in.

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.
- Insurance is just the ill-health insurance – the buildings, contents and motor insurance will be shown in May's figures.
- Some expenditure codes currently showing nil balances have not had any charges yet in this financial year. Some e.g. photocopying are charged quarterly so no invoices have yet been received.

Democratic/Civic

- Very little expenditure incurred to April 2015.

Grants

- Out of our initial grants budget of £65,983 a considerable amount has already been allocated e.g. Citizens' Advice Bureau; Congleton Community Projects, Christmas Lights; £15,000 is available for grant applications throughout this financial year.

Community, Environment and Services Committee

- No significant variances in April

Town Hall Committee

- A detailed trading account is provided to the Town Hall committee – Income and expenditure together slightly over budget.

Recommendation

To accept the Management accounts for April 2015

Congleton Town Council - Management Accounts - April 2015

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
Finance and Policy					
101	Corporate Management				
	9,036	9,036	113,562	104,526	8%
	20	20	1,000	980	2%
	0	0	2,500	2,500	0%
	1,163	1,163	13,950	12,787	8%
	0	0	2,730	2,730	0%
	29	29	400	371	7%
	19	19	2,000	1,981	1%
	70	70	3,000	2,930	2%
	109	109	2,500	2,391	4%
	2,587	2,587	2,100	-487	123%
	3,079	3,079	7,250	4,171	42%
	553	553	7,000	6,447	8%
	0	0	2,500	2,500	0%
	0	0	500	500	0%
	0	0	200	200	0%
	4	4	100	96	4%
	0	0	2,000	2,000	0%
	0	0	1,230	1,230	0%
	43	43	3,750	3,707	1%
	175	175	1,500	1,325	12%
	213	213	3,560	3,347	6%
	-6,646	-6,646	-49,263	-42,617	13%
Corporate Management:-Expenditure	10,454	10,454	124,069	113,615	8%
CEC Grant	-49,890	-49,890	-49,890	0	0%
Interest Receivable	-35	-35	-4,000	-3,965	1%
Corporate Management :- Income	-49,925	-49,925	-53,890	-3,965	93%
Net Expenditure over Income	-39,471	-39,471	70,179	109,650	-56%
102	Democratic Rep'n & Mgmt/Civic				
	1,823	1,823	22,500	20,677	8%
	26	26	1,000	974	3%
	0	0	400	400	0%
	0	0	800	800	0%
	0	0	5,230	5,230	0%
	0	0	1,000	1,000	0%
	0	0	3,000	3,000	0%
	0	0	360	360	0%
	55	55	4,500	4,445	1%
	0	0	100	100	0%
	248	248	6,000	5,752	4%
	0	0	500	500	0%
	0	0	0	0	0%
	281	281	2,082	1,801	13%
Democratic Rep'n & Mgmt/Civic:-Expenditure	2,433	2,433	47,472	45,039	5%
Grants	50,983	50,983	65,983	15,000	77%
F&P Income - Expenditure Totals	13,945	13,945	183,634	169,689	8%
Community, Environment & Services					
	1,969	1,969	25,684	23,715	8%
	0	0	1,000	1,000	0%
	754	754	9,500	8,746	8%
	30	30	240	210	13%
	218	218	5,800	5,582	4%
	0	0	12,600	12,600	0%
	2,739	2,739	32,870	30,131	8%
	3,464	3,464	53,250	49,786	7%
	0	0	47,200	47,200	0%
	0	0	4,000	4,000	0%
	0	0	0	0	#DIV/0!
	150	150	3,000	2,850	5%

Congleton Town Council - Management Accounts - April 2015

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
Youth and Young People	90	90	2,000	1,910	5%
Fellowship House	434	434	6,030	5,596	7%
P/ship Community Mini-Bus	0	0	0	0	
	9,848	9,848	203,174	193,326	5%
<u>Streetscape</u>					
Staff Costs	26,917	26,917	374,297	347,380	7%
Agency Staff	400	400	0	400	0%
Protective Clothing\H & Safety	203	203	2,500	2,297	8%
Office rent	256	256	3,067	2,811	8%
Janitorial	0	0	4,000	4,000	0%
Telephones	0	0	1,200	1,200	0%
Insurance	0	0	5,500	5,500	0%
Property maintenance	51	51	500	449	10%
Horticultural etc Supplies	782	782	16,000	15,218	5%
Vehicle maintenance/Serv etc	65	65	5,000	4,935	1%
Vehicle fuel and oil	1,273	1,273	19,500	18,227	7%
Vehicle rental charges	2,968	2,968	37,676	34,708	8%
General expenditure	156	156	1,000	844	0%
Central Overheads Reallocated	4,672	4,672	34,632	29,960	13%
Streetscape Expenditure	37,743	37,743	504,872	467,129	7%
Streetscape - Income		-29,942	-359,375	-329,433	8%
Net Expenditure over Income	37,743	7,801	145,497	137,696	5%
C,E & S Income - Net Expenditure Totals	47,591	17,649	348,671	331,022	5%
<u>Town Hall</u>					
Town Hall - Expenditure	14,020	14,020	153,273	-139,253	9%
Town Hall - Income	-8,048	-8,048	-101,050	93,002	8%
Net Expenditure over Income	5,972	5,972	52,223	-46,251	11%
Total Net Expenditure	67,508	37,566	584,528	454,460	6%
<u>Personnel</u>					
Staff Costs - Reallocated	47,330	47,330	645,986	598,656	7%

Reserves as at 30/04/15

General Reserve	164,803
Capital Equipment Fund	30,549
Capital Contingency Fund	167,150
EMR Elections	15,000
EMR Carnival	7,500
EMR Crime Prevention/Traffic cal	3,779
EMR Ancient Treasures	3,000
EMR Website	11,650
EMR Training	5,000
EMR Streetscape	57,250
EMR Loan Repayments	1,550
EMR Toilets	40,000
EMR Play Areas	6,000
EMR Public Realm	12,000
EMR Legal Fees	10,000
EMR Congleton Neighbourhood F	42,134
EMR Cenotaph	10,000
EMR Christmas Lights	4,344
EMR Partnership minibus	6,153
	597,862

Bank Reconciliation Statement as at: 30/04/2015 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>
28/04/2015 007250	Talke Chemical Company Limite	125.15	
28/04/2015 007251	Threadfast Engineers Ltd	65.27	
28/04/2015 007252	Travis Perkins Trading Company	107.10	
28/04/2015 007253	Bomford Office Products Ltd	19.06	
28/04/2015 007254	West Wallasey Contract Hire	3,561.53	
28/04/2015 007255	Congleton High School	386.13	
31/03/2015 007184	Eaton Bank Academy	43.30	
			<u>32,362.34</u>
			139,754.58
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			139,754.58
		Balance per Cash Book is :-	139,754.58
		Difference is :-	0.00

Bank Reconciliation Statement as at: 30/04/2015 for Cash Book 1 RBS Current/ Access Acct

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS Current Account 11411170	30/04/2015	908	502.52
RBS High Interest A/c 11411162	30/04/2015	581	171,614.40
			172,116.92

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
01/04/2015 007187 Cygnet Club	7.00
01/04/2015 007189 Carl Christopher	11.00
01/04/2015 007194 Cobett Bookmakers	11.00
01/04/2015 007195 WH Smith	7.00
01/04/2015 007196 Greyfriars Carpet	28.00
20/04/2015 007215 Cheshire East Council	70.00
22/04/2015 007217 Grant-CCU to CVS CEast	45.00
27/04/2015 007218 CCP	16,000.00
28/04/2015 007219 The Best Connection Group	480.16
28/04/2015 007220 N Calvert	73.68
28/04/2015 007221 OCS Group UK Ltd	124.01
28/04/2015 007222 Cavern Protective Clothing	81.60
28/04/2015 007223 Cheshire Association of Local	1,306.50
28/04/2015 007224 Chells Building Supplies Ltd	110.00
28/04/2015 007225 Cheshire Community Action	100.00
28/04/2015 007226 Cheshire Electrical Supplies L	50.54
28/04/2015 007227 Cheshire Electrical Supplies L	10.38
28/04/2015 007228 Congleton Community Projects	500.00
28/04/2015 007229 Congleton Garden Machinery Lt	39.98
28/04/2015 007230 Congleton High School	46.60
28/04/2015 007231 CVS Cheshire East	375.00
28/04/2015 007232 Four Oaks Nurseries Ltd	289.00
28/04/2015 007233 Gartec Limited	358.80
28/04/2015 007234 W Hewitt Plumbing & Heating	120.00
28/04/2015 007235 IBD internet Business Director	75.00
28/04/2015 007236 Jewson Limited	9.48
28/04/2015 007237 LAC Autoparts	29.95
28/04/2015 007238 Landscape Supply Company	535.48
28/04/2015 007239 Legal & General Assurance Soc	3,078.92
28/04/2015 007240 K G Loach	88.13
28/04/2015 007241 P&V Newton & Sons Ltd	11.69
28/04/2015 007242 O H Medical Ltd	150.00
28/04/2015 007243 Otis Ltd	500.38
28/04/2015 007244 Getmapping Plc	453.60
28/04/2015 007245 Prism Business Developments L	2,214.21
28/04/2015 007246 Readesmoor Medical Centre	25.00
28/04/2015 007247 Society of Local Council Clerk	405.00
28/04/2015 007248 Sweet Pea Florist	108.75
28/04/2015 007249 The Stationery Cupboard	123.96

Congleton Town Council (2014/15- JP)

RBS Current/ Access Acct

List of Payments made between 01/03/2015 and 31/03/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Re</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
02/03/2015	Allpay - Plus Dane	DD	36.08	Garage rental allotments
03/03/2015	Ann Beedham	007116	194.00	CARD1/5508/Design work
03/03/2015	British Telecom	007117	251.68	Q035XZ/5511/Telephone
03/03/2015	N Calvert	007118	134.76	1741/5512/work clothing
03/03/2015	Community Rehabilitation Compa	007119	360.00	126/5513/town guide delivery
03/03/2015	Congleton Garden Machinery Ltd	007120	85.16	30013/5514/Sharpen blades
03/03/2015	Electric Picture House	007121	200.00	280215/5515/Sculpture w/shop
03/03/2015	W Hewitt Plumbing & Heating	007122	200.00	250215/5516/Plumbing in museum
03/03/2015	Mr John Lindley	007123	641.00	270215/5517/P/ship WW1 Anthology
03/03/2015	Palatine (R&D) Group	007124	46.80	136652/5518/Asset Search
03/03/2015	Plumbing Trade Supplies	007125	4.80	4043259524/5520/flush handle
03/03/2015	Talke Chemical Company Limited	007126	94.80	64071/5522/Signing in/out board
03/03/2015	United Utilities	007127	717.55	00354283/5523/Town Hall water
03/03/2015	Posh Nosh Parties Ltd	007128	662.64	320/5533/Recharges £344.16 Neighbourhood plan £16.32 Internal £302.16
03/03/2015	The Best Connection Group	007129	480.16	2143076/5509/Streetscape temp
09/03/2015	Angel Springs Ltd	007133	111.53	2554631/5534/Bottled water
09/03/2015	A D Booth & Sons Ltd	007134	32799.99	180215/5535/main roof 2nd paym
09/03/2015	Congleton Glass Co. Ltd	007135	8.04	75579/5536/repairs
09/03/2015	Cheshire Electrical Supplies L	007136	90.00	C1684691/5537/bulbs Delacey's
09/03/2015	A P Matthews Nurseries Ltd	007137	1146.12	29698/5538/Town flowers
09/03/2015	North Rode Timber Co. Ltd	007138	1.92	144580/5539/brackets TIC
09/03/2015	Porters Service Station Ltd	007139	850.55	280215/5540/Fuel for vans
09/03/2015	Talke Chemical Company Limited	007140	399.17	64082/5541/Bin Bags
09/03/2015	Cong musical theatre	007131	500.00	Grant -Cong musical theatre
09/03/2015	Ruby's Fund	007132	500.00	Grant - Ruby's fund
10/03/2015	TMC Creative Ltd	007141	840.00	3101/5542/nhood plan branding
10/03/2015	West Mercia Energy	DD	2272.27	1184886/5506/Town Hall Electric/Gas
11/03/2015	Town Mayor's Charities	007142	300.00	Specsavers calendar sponsorship
11/03/2015	T Mobile	D D	22.26	V01063624218/5521/JM Phone
11/03/2015	British Telecom	dd	46.06	Q059YD/5510/FAX machine
12/03/2015	Cheshire Community Action	007143	60.00	130315/5558/Comm Pride entry
13/03/2015	Purchase Power	d d	213.00	BC418582/5519/Postage
13/03/2015	West Mercia Energy	D d	1813.15	1188407/5504/Town Hall Gas
16/03/2015	West Mercia Energy	d d	37.71	1189214/5505/Town Hall Gas
16/03/2015	Wirehouse Employer Services	DD	102.00	Health and Safety Support
17/03/2015	Congleton Garden Machinery Ltd	007146	20.26	3343/5545/Grease
17/03/2015	United Utilities	007147	160.93	00377475/5546/P Pool water
17/03/2015	Congleton Cricket Club	007145	250.00	Grant - Congleton Cricket Club
18/03/2015	RBS Autopay	AUTOPAY	45821.48	Payroll March 2015
19/03/2015	The Leaflet Team	007148	391.00	CTC0023/5547/Bear Necess delivery
19/03/2015	Wirehouse Employer Services	DD	153.60	HR support monthly
24/03/2015	A D Profile Ltd	007149	180.00	634/5548/Logo design
24/03/2015	Ansa Environmental Services	007150	1198.96	531001325/5549/Xmas Tree
24/03/2015	Auditing Solutions Ltd	007151	492.00	A3941/5550/Internal Audit
24/03/2015	Bancroft Amenities Ltd	007152	228.00	9848/5551/Verti drain green
24/03/2015	The Best Connection Group	007153	1626.06	2146608/5553/Streetscape Temp
24/03/2015	Canda Copying Ltd	007154	736.89	341382/5556/Photocopying

24/03/2015	Cavern Protective Clothing	007155	12.00	17944/5557/leather gloves
24/03/2015	Cheshire Turf Machinery Ltd	007156	15594.65	131991/5560/ride on mower
24/03/2015	Cheshire Electrical Supplies L	007157	74.90	C1685055/5562/bulbs for bar
24/03/2015	Heads (Congleton) Limited	007158	115.20	92178/5563/Spring Bride ad
24/03/2015	Congleton High School	007159	105.13	5101474/5564/in bloom certs
24/03/2015	Four Oaks Nurseries Ltd	007160	76.80	62668/5599/plants
24/03/2015	Global Ceilings & Partitions L	007161	600.78	GCP/928/5566/ceilings tiles
24/03/2015	Green Pastures Ministries	007162	500.00	33067/5567/P/ship DVD Production
24/03/2015	Ms D Harding	007163	200.00	130315/5568/P/ship Glass Bowl
24/03/2015	Ms L Hulse	007164	100.00	LH150301/5569/P/ship ww1 book
24/03/2015	Town Mayor's Charities	007165	250.00	160315/5570/Calendar advert
24/03/2015	Pitstop	007166	57.60	130315/5571/Tyre
24/03/2015	Posh Nosh Parties Ltd	007167	1384.44	334/5583/Recharges £656.10 Neighbourhood plan £70.56 Partnership £34.68 Civic £603; Youth £34.68
24/03/2015	Rigby Taylor	007168	398.16	0129055/5586/weed killer etc
24/03/2015	The Stationery Cupboard	007169	44.03	134/5588/stationery items
24/03/2015	Talke Chemical Company Limited	007170	567.08	64092/5589/cleaning materials
24/03/2015	United Utilities	007171	16.68	00414761/5591/Allotments
24/03/2015	Vibrant Graphics Ltd	007172	798.00	026935/5592/Bear Necessities
24/03/2015	West Wallasey Contract Hire	007173	3183.85	WAL215083/5593/Works vans
24/03/2015	Whittaker & Biggs	007174	600.00	CEA/0025/15/5595/instruction
25/03/2015	Prism Bus Developments	DD	663.51	IT Support Monthly
25/03/2015	West Mercia Energy	DD	8.96	1189653/5524/electricity
30/03/2015	Allpay - Plus Dane	DD	36.08	Alloment garage rental
31/03/2015	Amberol Ltd	007175	1071.00	13143/5600/Matting & wicks
31/03/2015	The Best Connection Group	007176	480.16	2157452/5601/Streetscape temp
31/03/2015	British Youth Council	007177	54.00	M20151608/5602/Membership
31/03/2015	Cheshire East Council	007178	18175.00	41064213/5603/Loan repayment
31/03/2015	Cheshire Community Action	007179	3240.00	000001/5604/Neighbourhood Plan Support
31/03/2015	Cavern Protective Clothing	007180	71.40	17957/5605/protective clothing
31/03/2015	Cleanforce Contracting Ltd	007181	720.00	19258/5606/Town Hall Deep Clean
31/03/2015	Congleton Museum	007183	600.00	522/5611/P/ship Resource boxes
31/03/2015	Eaton Bank Academy	007184	43.30	5100157/5612/Catering
31/03/2015	Plumbing Trade Supplies	007185	12.00	4043260788/5613/lever arms
31/03/2015	Posh Nosh Parties Ltd	007186	97.97	344/5615/Recharges £67.37 Partnership £30.60
31/03/2015	Cheshire Electrical Supplies L	007182	24.97	C1685665/1/5618/light bulbs
31/03/2015	Public Works Loan Board	DD	10888.84	Loan Repayment 2nd 14/15
31/03/2015	Sita UK Ltd	DD	233.69	29622217/5608/Waste collection

Total Payments 158582.56

Congleton Town Council 15/16

RBS Current/I Access Acct

List of Payments made between 01/04/2015 and 30/04/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/04/2015	CEast	DD	2266.00	Business Rates
01/04/2015	Cygnets Club	007187	7.00	Christmas Lights electricity
01/04/2015	Halo hair	007188	7.00	Christmas Lights electricity
01/04/2015	Carl Christopher	007189	11.00	Christmas Lights electricity
01/04/2015	Bon-o-phool	007190	45.00	Christmas Lights electricity
01/04/2015	Browns Furniture	007191	10.00	Christmas Lights Electricity
01/04/2015	Beartown Cock	007192	21.00	Christmas Light electricity
01/04/2015	House to Home	007193	9.00	Christmas Lights electricity
01/04/2015	Cobett Bookmakers	007194	11.00	Christmas Lights electricity
01/04/2015	WH Smith	007195	7.00	Christmas Lights electricity
01/04/2015	Greyfriars Carpet	007196	28.00	Christmas Lights electricity
02/04/2015	Petty cash	007197	196.56	Petty cash reimbursement
08/04/2015	West Mercia Energy	dd	2069.48	1190623/5598/THall Electricity
09/04/2015	T Mobile	DD	22.26	V01073418696/5609/JM Phone
10/04/2015	Purchase Power	DD	213.00	BC503997/5607/Postage
14/04/2015	Angel Springs Ltd	007198	92.64	2587976/5619/cleaning machines
14/04/2015	Local World Ltd	007200	120.00	59969473/5621/Sentinal advert
14/04/2015	Mitten Clarke	007201	571.20	14387/5622/PAYE/payroll
14/04/2015	North Rode Timber Co. Ltd	007202	55.32	144760/5623/locks etc
14/04/2015	Porters Service Station Ltd	007203	689.51	310315/5624/Fuel 4 works vans
14/04/2015	Plumbing Trade Supplies	007204	7.20	4043261406/5625/Ball Valve
14/04/2015	Talke Chemical Company Limited	007205	431.61	64117/5629/varnish & brushes
14/04/2015	T & S Electrical Limited	007206	608.39	9849/5630/repairs to bar light
14/04/2015	T & S Electrical Limited	007207	49.21	9848/5634/Faulty light P Toilets
14/04/2015	TMC Creative Ltd	007208	420.00	3151/5631/A5 flyers
14/04/2015	Visyon Ltd	007209	400.00	14119/5632/Fellowship House electricity chrgs
14/04/2015	Clowes Developments (Northwest	007210	574.90	20/8082/5633/Capital Walk water
14/04/2015	Congleton Learning Partnership	007211	763.20	1118/5635/P/ship unemployed learners
14/04/2015	Infotone	007199	29.94	ST251218/5620/Toner
14/04/2015	Wirehouse Employer Services	DD	102.00	Health & Safety consultancy
15/04/2015	West Mercia Energy	Dd	1906.45	1194439/5596/Town Hall Gas
17/04/2015	LAC Autoparts	007212	67.00	5149991/5637/battery
17/04/2015	K G Loach	007213	747.58	22597/5638/fertilizer etc
17/04/2015	Threadfast Engineers Ltd	007214	30.30	SIN081256/5641/nuts bolts etc
17/04/2015	RBS Autopay	AUTOPAY	47629.79	Salaries April 2015
17/04/2015	The Royal Bank of Scotland	dD	294.03	310315/5626/Credit card
20/04/2015	Cheshire East Council	007215	70.00	41064781/5642/T C Licence fee
20/04/2015	Heatons Office Supplies Ltd	007216	48.86	SiNV10094020/5643/A4 paper
20/04/2015	Wirehouse Employer Services	DD	153.60	H&S support monthly
22/04/2015	Grant-CCU to CVS CEast	007217	45.00	Grant-CCU to CVS CEast
27/04/2015	RBS Autopay charges	DD	4.00	RBS Autopay charges
27/04/2015	Prism Bus Developments	DD	663.51	IT Support monthly
27/04/2015	CCP	007218	16000.00	Grant - CCP
28/04/2015	The Best Connection Group	007219	480.16	2161145/5644/Temp streetscape
28/04/2015	N Calvert	007220	73.68	1753/5645/clothing
28/04/2015	OCS Group UK Ltd	007221	124.01	CN18973010/5646/sanitary dispo
28/04/2015	Cavern Protective Clothing	007222	81.60	17969/5649/safety ware
28/04/2015	Cheshire Association of Local	007223	1306.50	140415/5650/Affiliation fee
28/04/2015	Chells Building Supplies Ltd	007224	110.00	90/5651/Bark
28/04/2015	Cheshire Community Action	007225	100.00	010415/5652/annual membership
28/04/2015	Cheshire Electrical Supplies L	007226	50.54	C1686184/5653/bulbs
28/04/2015	Cheshire Electrical Supplies L	007227	10.38	C1685880/5654/TIC Bulbs
28/04/2015	Congleton Community Projects	007228	500.00	010415/5655/P/ship Theatre Project
28/04/2015	Congleton Garden Machinery Ltd	007229	39.98	3426/5656/Fuel Cans
28/04/2015	Congleton High School	007230	46.60	5101519/5657/Civic Ball Printi
28/04/2015	CVS Cheshire East	007231	375.00	1237/5658/membership fee
28/04/2015	Four Oaks Nurseries Ltd	007232	289.00	63471/5659/Shrubs In Bloom
28/04/2015	Gartec Limited	007233	358.80	88103/5660/disabled platform

28/04/2015	W Hewitt Plumbing & Heating	007234	120.00	150415/5661/plumbing wrks
28/04/2015	IBD internet Business Director	007235	75.00	1595/5662/P/ship website maints
28/04/2015	Jewson Limited	007236	9.48	0767/0113845/5664/fridge vents
28/04/2015	LAC Autoparts	007237	29.95	522492/5665/seat cover
28/04/2015	Landscape Supply Company	007238	535.48	51774/5666/PPE Equipment
28/04/2015	Legal & General Assurance Soci	007239	3078.92	010415/5667/lli Health Insuran
28/04/2015	K G Loach	007240	88.13	22953/5668/Brackets
28/04/2015	P&V Newton & Sons Ltd	007241	11.69	207/5669/J Whitehurst Award
28/04/2015	O H Medical Ltd	007242	150.00	CTC4/5670/OHP services
28/04/2015	Olis Ltd	007243	500.38	01162770/5671/Lift Service
28/04/2015	Getmapping Plc	007244	453.60	POL-2015-00EQ043/5672/ParishOn
28/04/2015	Prism Business Developments Li	007245	2214.21	37824/5674/Spare Laptop/MS PC
28/04/2015	Readesmoor Medical Centre	007246	25.00	230415/5676/Medical report
28/04/2015	Society of Local Council Clerk	007247	405.00	010415/5677/membership renewal
28/04/2015	Sweet Pea Florist	007248	108.75	71/5679/buttonholes - MMW
28/04/2015	The Stationery Cupboard	007249	123.96	135/5680/Stationery items
28/04/2015	Talke Chemical Company Limited	007250	125.15	64139/5682/cleaning items
28/04/2015	Threadfast Engineers Ltd	007251	65.27	SIN081590/5683/push pad latch
28/04/2015	Travis Perkins Trading Company	007252	107.10	3640ADE444/5685/slate
28/04/2015	Bomford Office Products Ltd	007253	19.06	63460/5687/stationery items
28/04/2015	West Wallasey Contract Hire	007254	3561.53	WAL215463/5688/lease vehicles
28/04/2015	Congleton High School	007255	386.13	5101489/5696/wedd fayre printing
28/04/2015	Allpay - Plus Dane	DD	36.08	Garage rental allotments
30/04/2015	Sita UK Ltd	dd	233.69	29660139/5627/waste disposal
30/04/2015	United Utilities	dd	384.94	00414047/5686/Town Hall Water

Total Payments

94293.29

Congleton Town Council

Internal Audit Report 2014-15 (Final update)

Prepared by Adrian Shepherd-Roberts

Stuart J Pollard

*Director
Auditing Solutions Ltd*

Background and Scope

The Accounts and Audit Arrangements introduced from 1st 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 2014-15, which took place on 2nd October 2014, 12th March and 30th April 2015.

Internal Audit Approach

In completing our review for 2014-15, 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 updated our analysis of income and expenditure to include data from 2013-14, considering any significant variances that may exist compared with prior year detail and feeding such into the planning of the current year's work programme. Consequently, we have continued our review of the Council's financial control systems and procedures, undertaking 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 conclude that, in the areas examined this year, 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.

On the basis of work undertaken during the year, we have duly signed off the Internal Audit certificate at Section 4 of the Annual Return, assigning positive assurances in each relevant area.

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: -

- Again ensured that the ledger remains in balance at the present date;
- Verified the opening trial balance for 2014-15 to the Statement of Accounts and Annual Return for 2013-14 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 May and August 2014, plus January and March 2015;
- Additionally, checked and agreed, for the same 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 March 2015;
- Verified the accuracy of the bank reconciliations for the combined current and deposit accounts and Mayoral Charity accounts as at 31st May and August 2014, plus 31st January and 31st March 2015 to ensure that no long-standing uncleared cheques or other anomalous entries exist;
- Noted that the Mayor's account for 2013-14 has now been distributed, except for a balance of circa £1,800; and
- Verified the accurate disclosure of year-end balances in the detailed Accounts and Annual Return.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment.

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 updated version of the Financial Regulations approved in January 2015.

We have completed 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

We are pleased to report that no issues have been identified in this area. We shall continue our review of minutes and consideration of other governance issues at future visits.

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 procedures in place for the acknowledgement and 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 completed work in this area examining an extended sample including all payments individually in excess of £3,000 plus every 30th payment processed in the year to March 2015 totalling £454,749 and equating to 61% by value of all non-pay related expenditure to date.

We have also examined the periodically prepared and submitted VAT returns to HMRC and ensured the accurate disclosure of the year-end balance in the Accounts and Annual Return.

Conclusions

We are pleased to report that no issues have been identified in this area:

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 now 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 2015) and consider it meets the current needs of the Council appropriately with both Employer's and Public Liability cover set at £10 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 future visits.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount to be precepted on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We note that the Council approved a precept of £665,630 for 2015-16 at its January 2015 meeting, also noting that the Council would receive an additional £49,890 by way of Council Tax Support Grant.

We are also 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.

We have undertaken further work in this area at this final visit including examining the year-end budget outturn and following up any significant variances that may exist and ensuring the ongoing appropriateness of retained reserves to meet the Council's ongoing revenue spending plans and any development aspirations.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process.

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 March 2015 to ensure that no obvious coding errors or other anomalous entries are apparent and are pleased to record that none are in evidence.

Finally, in this area, we updated our year-on-year analysis of income across all nominal account headings, detail of which will be fed into the planning of next year's review.

Conclusions

We are pleased to record that there are no significant issues in this area.

Petty Cash Account

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 previously, by reference to transactions in September 2014: -

- 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 the cash holding of £200; and
- We have also checked the Credit Card statements and receipts.

Conclusions

No matters arise in this review area.

Salaries and Wages

In examining the Council's payroll function, we aim to ensure 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) 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 regards the revised format of employee contributions effective from 1st April 2014. To meet this objective, we have:

- Ensured that the Council has approved staff pay rates for the financial year, based upon the approved NJC rates:
- Reviewed the staff contracts for the StreetScape team TUPE'D from Cheshire East Council and noted that they have also been reviewed by Wirehouse the Human Recourses company appointed by the Council:
- Checked and agreed the computation of staff gross and net pay and salary deductions for September 2014, noting the continued use of a local, third party bureau service provider who utilises bespoke 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 September 2014 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.

Fixed Asset Registers

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We have checked and agreed the principles used in the detail, as recorded in the Asset Register, noting that it has been prepared using purchase cost values or where that value is unknown at the previous year's Return level or uplifted or decreased to reflect the acquisition or disposal of assets.

We note that a comprehensive inventory of smaller stock items has been produced indicating the appropriate values and adding new assets and providing detail of disposals. We also note that the insurance company have been provided with a full list of the Council's assets and that a photographic register is in place for many of the assets held.

Conclusions

There are no matters arising in this area warranting formal comment or recommendation.

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 two half-yearly loan repayments 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 warrant any further attention by officers or formal recommendation.

Statement of Account and Annual Return

The 1996 Accounts and Audit Regulations required all Councils to prepare annually a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council’s financial affairs.

We have examined the Council’s procedures in relation to the preparation of the year-end detailed Accounts and Annual Return data, with the Council employing, as previously, the services of externally contracted accountants (DCK Beavers) for that purpose. We have also reviewed the arrangements for the identification of year-end debtors and creditors with no issues arising.

Conclusions

No issues have arisen in this review area and, on the basis of work undertaken during the year, we have duly signed off the Internal Audit certificate at Section 4 of the Annual Return, assigning positive assurances in each relevant area.



Congleton Town Council

Historic market town

Town Clerk: BRIAN HOGAN



CONGLETON TOWN COUNCIL ASSET REGISTER & INVENTORY

Financial Regulation 19.1 provides that the Town Clerk will be responsible for maintaining an Asset Register of all significant assets owned by the Town Council, which is to include an inventory of fixtures, fittings and equipment which costs £250.00 or more and has a life expectancy of five years.

The Chairman of Finance and Policy Committee will verify the asset register annually

I, Bob Edwards, Chairman of the Finance and Policy Committee certify that the following Inventory is a true and accurate record of assets owned by Congleton Town Council as of 31st March 2015.

Signed.....

Conleton Town Council - Fixed Asset Register and Inventory as at 31/03/2015

Location	Item no.	Supplier	Purchase Date	Description	Quantity	Total	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015	
Freehold land and Buildings	LB000	Chubb	26/08/2010	Town Hall & Museum	1	1600000	2121460	2121460									
	FE008	Trend	28/04/2010	Intruder alarm system	1	4100	4100	4100									
	FE009	secCo	20/04/2010	Heating Control software	1	2449	2449	2449									
	LB001	Richies		Window winders	1	2135	2135	2135									
				Bar Extension	1	40000	40000	40000									
Grand Hall	HFE091	Style Seating	25/02/2013	300 Green/gold stacking chairs	300	40,15	12045	12045									
	HFE092	Allen Pavitt	03/01/2013	30 laminate top folding tables 1800 x 750 mm	30	125.93	3778	3778									
	HFE093	Allen Pavitt	03/01/2013	31 laminate top folding tables 1500 x 750 mm	30	117.4	3522	3522									
Town Hall F&E	HFE007			12 section portable and height adjustable stage unit each section 2.0 by 1.0m made of timber ply top with aluminium frame	1	500	500	500									
				PA system supplied by Worthingtons Euromet Professional cabinet size 500 by 600 by 1,000m high. Comprising of: 1 No CA-6220 mixer 1 No R300 Amplifier 1 No Compact Disk TEAC PD/D2410 multi disk 1 No Radio Mike amp WT-48106													
Grand Hall	HFE008			12 section portable and height adjustable stage unit each section 2.0 by 1.0m made of timber ply top with aluminium frame	1	5000	5000	5000									
	HFE009			PA system supplied by Worthingtons Euromet Professional cabinet size 500 by 600 by 1,000m high. Comprising of: 1 No CA-6220 mixer 1 No R300 Amplifier 1 No Compact Disk TEAC PD/D2410 multi disk 1 No Radio Mike amp WT-48106													
	HFE004			1 No Electric Wall Clock by The London Clock Company.	1	1500	1500	1500									
	CAT114		01/06/2008	Stoke on Trent.	1	100	100	100									
	HFE005			1 No Electric Wall Clock by The London Clock Company.	1	1	1	1									
	HFE006	Global Hygiene	06/10/2010	Lion Crest above Main Hall on wall	1	825	825	825									
	HFE014	Global Hygiene	25/10/2010	NPR 1523 Floor Machine cw Drive Board, Solution Tank, Scrubbing Brush	1	1235	1235	1235									
Bridgestones	HFE029	Take Chemicals	10/11/2014	Numatic Twintec TT Floor Scrubber 240v	1	1235	1235	1235									
	HFE075	PAS Sound En	28/01/2011	Sack Truck	1	8155	8155	8155									
	HFE076	PAS Sound En	28/01/2011	Main sound system + gallery system (Grand Hall)	2	362.5	725	725									
	HFE077	PAS Sound En	28/01/2011	hand held radio mike	3	392.33	1177	1177									
	HFE081	PAS Sound En	28/01/2011	Gooseneck radio mike	3	628	1883	1883									
	HFE078	PAS Sound En	28/01/2011	Gooseneck radio mike	1	325	325	325									
	HFE019	PAS Sound En	28/01/2011	4 way mike sockets (these are in the wall)	2	56.5	113	113									
				dynamic hand held mike + 1 stand	3	120	360	360									
Inner Hall way G26	HFE071			Green Privacy Screens	1	400	400	400									
	HFE025	Donation	01/04/2010	Completion Town Council Rolls of Mayors Board 2.00 by 0.800m	2	0	0	0									
	HFE112	Nisbets	23/10/2014	2 samsung LCD TVs	1	0	0	0									
				Red rope and brass post barrier	1	0	0	0									
De-Lacey's Tapas Bar	HFE073	Trent Pottery &	26/05/2010	Farmhouse tables	15	56.05	841	841									
	HFE072	MAC Tool Hire	25/03/2013	Boston Chairs	2	300	600	600									
	HFE090	Global Hygiene	13/10/2010	Infra Red Heaters	1	324	324	324									
First Aid Room/Chris	HFE018	Global Hygiene	23/12/2011	first Aid Couch	1	175	175	175									
				Delonghi Rapido Oil filled radiator	1	0	0	0									
Bar Annex	HFE012			High circular drinks tables tubular steel with beech effect top 550mm diameter 1.200m high	4	90	360	360									
	HFE013			Low circular drinks tables 3 balcony, 3 corridor	6	60	360	360									
	HFE014			Low Square drinks tables	4	1	4	4									
	HFE015			2 metal litter bins - 1BS, 1 GH	2	1	2	2									
	HFE047			Hydro Boil water heater	1	543	543	543									

Conlepton Town Council - Fixed Asset Register and Inventory as at 31/03/2015

Location	Item no.	Supplier	Purchase Date	Description	Quant	2014		Additions		Deletions		Revalu	2015		
						Total	FAR	FAR	FAR	Invent	Invent		Total	FAR	
Cellar	HFE062	SAS Refridger	14/04/2010	Bar Cellar Fridge 1 No Stainless Steel Industrial Quality Dishwasher. Under worktop.	1	1500	1500						1500	1500	
	HFE065			Large lockable twin door Bottle Fridge store (corridor)	1	2026							2026	2026	
	HFE110			Undercounter twin glass bottle fridges	2										
	HFE102			Free standing ice making machine	1										
	HFE103			Large Free Standing Beer coolers (owned by the Brewery)	2										
	HFE104						0							0	
	HFE069			2 No portable black tubular steel hat and coat racks on casters 1.800m by 1.800m	2	75	150	0						150	0
	HFE068			Handyman Aluminium Flip Chart Boards and Stands	1	150	150	0						150	0
	C3			2 No Aluminium Flip Chart Boards and Stands	2	50	100	0						100	0
			COS	30/03/2012	1 Nobo Nautile Easel (flip chart board) 2 No Aluminium Free Standing Display Boards in blue 1.800m by 1.800m	1	79	79						79	0
	HFE028				2	250	500	500					500	500	
Store Room G21															
Kitchen G10	HFE067			12 section portable stage unit tubular steel on casters with plywood tops each section 900mm by 700mm by 500mm (choral?)	1	450	450	0					450	0	
	HFE010			54 IKEA Timber Bistro Chairs straight back Ref ID:15123	54	25	1350	1350					1350	1350	
	HFE017			3 stage tea trolley	1	100	100	0					100	0	
	K2			100 white ceramic glazed sets of cups and saucers in white plates 165mm diameter	1	100	100	0					100	0	
	K3			250 white ceramic glazed assorted plates and jugs 225mm diameter	1	200	200	0					200	0	
	HFE109			Stainless Steel Vacuum Flasks	3	140	140	0					140	0	
	HFE074	SAS Refridger	10/09/2010	Undercounter fridge	1	358	358	0					358	0	
	HFE099	SAS Refridger	13/06/2013	Fridge model GN650TN	1	850	850	850					850	850	
	HFE100	The Catering st	09/08/2013	Chest Freezer CF1300	1	389	389	389					389	389	
	HFE082	Richie	13/07/2013	C Range Commercial Dishwasher	1	2801	2801	2801					2801	2801	
	HFE083	Richie	13/07/2013	Free Standing Fridge Sterling Pro	1	458	458	458					458	458	
	HFE084	Richie	13/07/2013	Blue Seal Salamander Grill	1	948	948	948					948	948	
	HFE085	Richie	13/07/2013	Overn lincat 6 burner range	1	1406	1406	1406					1406	1406	
	HFE101			Imperial 6 Burner Range	1										
	HFE105			Upnight Electric Cooker	1										
	HFE106			Industrial Gas Cooker	1										
	HFE107			Tall Glass fronted bottle fridge	1										
	HFE108			Under counter double door fridge unit	1										
	HFE086	Richie	13/07/2013	Hot Plate Barry alpha range	1	1295	1295	1295					1295	1295	
	HFE087	Richie	13/07/2013	Commercial microwave	1	549	549	549					549	549	
	HFE088	Richie	13/07/2013	Commercial microwave	1	549	549	549					549	549	
	HFE095	Hancocks	14/03/2013	1 litre water jug	6	1.95	12						12	0	
	HFE096	Hancocks	14/03/2013	1.8 litre water jug	15	3.95	59						59	0	
	HFE097	Hancocks	14/03/2013	10oz Hiball water glasses	192	0.36	70						70	0	
First Floor															
	HFE040	Jackson Lloyd	03/06/2010	display cabinet	1	2200	2200	2200					2200	2200	
	CAT020	Fattorini	10/05/2012	Jubilee Link badge	1	398	398						398	0	
	CAT119	Pincess Irene	31/10/2013	S/S Ceremonial Dutch Military Sword	1	2250	2250						2250	0	

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2015

Location	Item no.	Supplier	Purchase Date	Description	Quant	2014		Additions		Deletions		Revalu	2015	
						Total	FAR	FAR	FAR	Invent	Delet		Incr	Total
Bridestones Suite F6	BS1			1 No Metal Hat and Coat Stand	1	45	45	0	0			0	0	0
	BS2			Chrome Waste Bin	1	35	35	0	0			45	0	0
	CAT090			1 No Tapestry 5.0m by 2.5m depicting Congleton Scene	1	5000	5000	5000	5000				5000	5000
	HFE035			1 No Antique Mayors Chair in carved timber and brown leather good condition	1	300	300	0	0				300	0
	CAT091			1 No oil painting of Little Moreton Hall N Congleton behind glass in plaster quilt frame 1.000m by 0.900m	1	500	7500	500	500				7500	500
	CAT092			1 No oil painting of Building Ruin with Fence in Foreground behind glass in either timber or plaster quilt frame 1.100m by 0.900m	1	350	7500	350	350				7500	350
	CAT093			1 No oil painting of Congleton High Street and Town Hall painted and presented by John Nash Peake AD1902 1.600m by 1.200m	1	500	30000	500	500				30000	500
	HFE036	Great British Li	14/05/2010	Satin Brass Rectangular up/down lights	8	533	4269	4269	4269				4269	4269
	HFE037	R&L Systems L	08/06/2010	2 pulleys for chandeliers (raising & lowering)	2	7053	14106	14106	14106				14106	14106
	HFE038		01/06/2008	2 ceiling fans	1	4950	4950	4950	4950				4950	4950
	HFE039	Allen Pavitt Co	07/06/2010	1830mm x 762mm tables	2	124	744	744	744			1	1	0
	HFE034			2130mm x 762mm tables	6	134	402	402	402				744	744
	HFE033			1220mm x 762mm tables	3	121	242	242	242				402	402
	HFE032			Beech Frame Conference chair	2	79	338	338	338				242	242
	HFE031			Dual Height wheeling folding stage + steps	42	752	752	752	752				3318	3318
	HFE027	PAS Sound Em	28/01/2011	Sound System	1	5597	5597	5597	5597				752	752
	HFE030	Congleton Offc	31/10/2011	Nobo Tripod Screen	1	127	127	0	127				5597	5597
	HFE094	Congleton Offc	28/03/2013	Nobo Tripod Screen	1	137	137	0	137				127	127
	HFE094	Prism	07/12/2011	Speedtouch Wireless Access Points	2	220	220	0	220				137	137
	HFE113	Jantex	19/11/2014	Upgraded pulley system for curtains in Bridestones	1	690	690	0	690				220	220
Spencer Suite F8					1	0	0	0	0			690	690	0
	OFF027			10 No tubular steel frame counter chairs upholstered in green with arms	10	180	1800	1800	1800				1800	1800
	OFF026			2 Semi Circular Boardroom metal frame table with light oak top 1.200m diameter	2	170	340	0	340				340	0
	OFF028			1 No Rectangular Boardroom metal frame table with light oak top 1.200m in diameter	2	170	170	0	170				170	0
	OFF029			1 No Magnus Cresenda Storage Cupboard in light oak with sliding door 1.600m by 0.550m	1	580	580	580	580				580	580
	HFE035			2 No Antique Congleton Town Council Mayors Chair in polished wood and leather with ornate carving depicting in wood carving conga eels and barrel tons	1	500	500	500	500				500	500
Bridestones				Collection of Framed Certificates and Maps 1 No Framed Certificate Guinness World Records Maypole dance 146 participants 2008, 1 No Framed Adept Integrated Management System Certificate to Congleton Town Council from SECE1 No Framed 25,000 th scaled plan of	1	300	300	0	300				300	0
First Floor Landing	CAT115			Certificates and shields: pictures of past Mayors	1	200	200	0	200				200	0
	CAT116				1	0	0	0	0				0	0

Conleiton Town Council - Fixed Asset Register and Inventory as at 31/03/2015

Location	Item no.	Supplier	Purchase Date	Description	Qualif	2014		Additions		Addition Inventoir	Deletior FAR	Deletid Inventi	Revalu Total	2015	
						Total	FAR	FAR	FAR					Total	FAR
	CAT101-CAT113			12 No Charity Boards timber framed with hand painted inscriptions 2.000m by 0.800m 1 No John Pedley 1 No The Wilbraham Memorial Fund 1 No The Wlbraham and Emily Ann Salt 1 No Conleiton Charities 1 No The Cottenhillbrook Street Charities 1 No Mary and Judith A	1	1200	1200	1200						1200	1200
First Floor Cupboard	HFE020	A&A Music		Dual Height Wheeling folding stage	1	916	916							916	916
First Floor Office	HFE029			Music stand as lectum	1	23	0							23	0
	EQP042	Nevada	10/11/2011	9v rechargeable batteries	1	56	0							56	0
	EQP043	Nevada	10/11/2011	3 litre s/s flask	10	98	0							98	0
	HFE111	Viking	14/07/2011	1 No Digital Projector and Screen S16	1	79	850							79	850
	HFE079			4 No Cantilever Universal Workstations Magnus Wave metal frame 1.800m by 1.200m by 0.800m by 0.600m with Lockable Magnus Under Desk Filing Cabinets all in light oak timber finish	4	165	660	660						660	660
	OFF050			4 No High Back Operator Chairs in fabric colour leaf	4	85	340	0						340	0
	OFF053			Beech effect 2 door cupboard (behind LM)	1			0		1				1	0
	OFF054		01/06/2008	1 No Rectangular Table metal frame 1.800m by 0.750m in light oak timber finish	1	85	85	0						85	0
	OFF066			Magnus Storage Cupboard with Tambour Doors 1.950m by 1.060m by 0.530m in light oak timber finish	1	300	300	0						300	0
	OFF055			Magnus storage cupboard	1	400	400	0						400	0
	OFF035			Magnus storage cupboard (behind JP)	1			0		113				113	0
	OFF093	Broadstock	08/07/2014	Four shelf L/Oak bookcase	1	565	565							565	565
	OFF074	Prism	18/04/2013	ST desktop PC - Dell	1	2383	2383							2383	2383
	OFF073	Prism	03/12/2013	Office Server	1			0		120				120	0
	OFF094	PCWorld	29/05/2014	Net gear Comms box	1	472	472	472						472	0
	OFF088	Prism	07/04/2009	TV in Foyer PC	1	839	839	839						839	839
	OFF068	Prism	16/11/2010	JM Laptop - now TV in foyer PC	1			0		120				120	0
	OFF059	Prism		Dell Optiplex 790 PCs (Linda)	1	470	470			330				330	470
	OFF093	Prism	22/10/2014	Dell optiplex 3020 AMW	1	515	515	945						945	945
	OFF072	Prism	03/12/2012	Dell Optiplex 3010 PC (JP)	1	830	830	830						830	830
		Prism	07/12/2011	Office Professional 2010 software	3	760	760							760	760
		Prism		Office Home and Business 2010 Software	4			0		180				180	0
	OFF086	Prism	12/06/2014	Office 13 (for spare laptop)	1	1625	1625							1625	1625
	EQP005	Pearl Technology	31/01/2011	Mapping Software and Asset Manager	1	558	558							558	558
		Prism	26/03/2012	Adobe photoshop	1	295	295							295	0
	OFF077	Prism	08/05/2013	Brother Laser Jet Printer (L.M)HL2250DN	1	215	215	215						215	215
	OFF63			1 No Telephone Fax System	4	175	700	700						700	700
	OFF71			Dell 19 inch Flat Screen Monitors	1	5000	5000	5000						5000	5000
	OFF038			ITC Computer and Telephone System	1	850	850	0						850	0
First Floor Office	EQP041		01/04/2010	PAT Tester	1	660	660			1				660	0
	OFF048		01/06/2008	Wooden Coat Stand	4	165	660	660						660	660
	OFF049			4 No 4 Drawer Metal Filing cabinets	1			0		1				1	0
	OFF057			Dahle guillotine paper cutter	1	68	68							68	0
	OFF078			3 drawer metal filing cabinet	1	60	60	0						60	0
	OFF067			Short case Wall Clock	12	100	1200	1200						1200	1200
	OFF069			12 Office Blinds	1	425	425	0						425	0
	HFE080	Conleiton Office	30/11/2011	Nobo S28 DLP Projector	1	465	465	0						465	0
	HFE098	Viking	02/09/2013	NEC M3111 Projector	1	0	0	0						0	0

Compton Town Council - Fixed Asset Register and Inventory as at 31/03/2015

Location	Item no.	Supplier	Purchase Date	Description	Quantity	2014		Additions		Addition		Deletions		2015	
						Total	FAR	FAR	FAR	Inventory	FAR	Inventory	Invent	Increase	Total
Second Floor Office	OFF006	Viking	17/06/2010	Ativa Shredder	1	290	0	0	0	0	0	0	0	290	0
Streetscape	OFF075	Prism	18/04/2013	RB desktop PC Dell	1	565	565	0	0	0	0	0	0	565	565
	OFF076	Prism	18/04/2013	RB Monitor	1	89	89	0	0	0	0	0	0	89	89
	OFF020	Broadstock	25/01/2012	3 Drawer Pedestal CJ	1	103	0	0	0	0	0	0	0	103	0
	OFF021		01/06/2008	Desk CJ	1	0	0	0	0	0	0	0	0	0	0
	OFF022		01/06/2014	Chair CJ	1	0	0	0	0	0	0	0	0	0	0
	OFF023	Prism	07/04/2009	CJ laptop	1	917	917	917	0	0	0	0	0	0	0
	OFF024		01/06/2008	HP Laserjet printer (P2015N)	1	0	0	0	0	0	0	0	0	0	0
	OFF032		01/06/2008	4 Green swivel chairs	4	0	0	0	0	0	0	0	0	0	0
	OFF037	Prism	14/05/2014	Dell Optiplex 3020 Desktop (CJ)	1	646	646	0	0	0	0	0	0	646	646
	OFF089	Prism	14/05/2014	Dell P2014H Monitor (CJ)	1	99	99	0	0	0	0	0	0	99	99
	OFF081	Broadstock	22/01/2014	RB desk	1	114	0	0	0	0	0	0	0	114	0
	OFF082	Broadstock	22/01/2014	RB Pedestal	1	103	0	0	0	0	0	0	0	103	0
	OFF083	Broadstock	23/01/2014	RB Pedestal	1	113	0	0	0	0	0	0	0	113	0
	OFF084	Broadstock	24/01/2014	RB chair (no arms)	1	83	0	0	0	0	0	0	0	83	0
	OFF095	BDR	03/11/2014	MW Telephone handset	1	295	295	0	0	0	0	0	0	295	0
	OFF096	Broadstock	17/11/2014	MW Desk	1	114	0	0	0	0	0	0	0	114	0
	OFF097	Broadstock	17/11/2014	MW Pedestal	1	103	0	0	0	0	0	0	0	103	0
	OFF098	Broadstock	17/11/2014	MW chair with arms	1	105	0	0	0	0	0	0	0	105	0
	OFF081	Prism	07/12/2011	Dell Optiplex 790 PCs was AM now MW	1	470	470	0	0	0	0	0	0	628	470
	HEE065		01/06/2008	Step ladder	1	0	0	0	0	0	0	0	0	1	0
Cambell Suite	OFF030			2 No Semi Circular demountable leg tables 1.600m diameter 25 mm top in light oak	2	100	200	0	0	0	0	0	0	200	0
	OFF030			2 No Rectangular demountable leg tables 1.600m 0.750m 25mm top in light oak	2	85	170	0	0	0	0	0	0	170	0
	SF003			1 Teak Desk 5 Drawer 1.600m by 0.750m	1	20	20	0	0	0	0	0	0	20	0
	SF004			1 No Teak 2 door Filing Cabinet 0.800m by 0.500m by 0.700m	1	20	20	0	0	0	0	0	0	20	0
Second Floor Office	OFF042	Viking	25/11/2011	HP Laser jet P2055DN Mono printer	1	227	227	0	0	0	0	0	0	227	0
Clerk's Office	OFF031			4 No Cantilever Universal Workstations Magnus Wave metal frame 1.800m by 1.200m by 0.800m by 0.600m with Lockable Under Desk Filing Cabinets all in light oak timber finish	4	220	880	880	0	0	0	0	0	880	880
	OFF033			1 No Magnus Circular Table with Central Column Base in light oak 1.000m diameter	1	135	135	0	0	0	0	0	0	135	0
	OFF034			4 No 4 Leg Stackable Meeting Chairs Without Arms Upholstered in fabric colour leaf	4	60	240	0	0	0	0	0	0	240	0
	OFF044			1 No 2 Drawer Metal Filing Cabinet	1	100	100	0	0	0	0	0	0	100	0
	OFF079	The Stationary Cupboard		Jennini 2 drawer filing cabinet grey	1	111	111	0	0	0	0	0	0	111	0
	OFF043			1 No 2 Drawer Small Timber Filing Cabinet in Beech Wood	1	40	40	0	0	0	0	0	0	40	0
	OFF037			Magnus 4 Shelf Open Fronted Bookcase 1.900m by 0.800m by 0.400m in light oak	1	113	113	0	0	0	0	0	0	113	0
	OFF080			Dell Optiplex 3010 PC (BH)	1	778	778	0	0	0	0	0	0	778	778
	OFF040			1 No Dell 19inch Flat Screen Monitor BH PC	1	175	175	0	0	0	0	0	0	175	175
	OFF099	Prism	15/01/2015	Adobe Acrobat X1 Pro (BH Machine)	1	175	175	0	0	0	0	0	0	480	175
														480	0

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Location	Item no.	Supplier	Purchase Date	Description	Quant	2014				Additions				Deletions				2015	
						Total	FAR	FAR	FAR	Invent	FAR	Invent	Invent	Invent	Invent	Invent	Invent	Invent	Invent
	OFF036			Metal coat stand	1	45	45	0	0									45	0
	OFF045			Wall clock	1	60	60	0	0									60	0
	OFF035			Metal cupboard	1	210	210	0	0									210	0
	OFF046		11/06/2010	Laptop (store cupboard by admin office)	1	1087	1087	0	0									1087	0
	OFF047		16/01/2012	Canon ES0 1100D5 Camera	1	1087	1087	0	0									1087	0
	OFF088		14/05/2014	Dell Latitude E3440 Laptop (JM)	1	1087	1078	0	724									724	1078
	OFF039		23/12/2010	MS desktop Dell Optiplex 380	1	1087	1078	0	630									630	630
	OFF090		08/08/2014	Dell Optiplex 3020 PC (Martha)	1	1087	1078	0	116									116	116
	OFF091		08/08/2014	Dell P2014H 19.5" monitor	1	1087	1078	0	273									273	273
	OFF092		28/08/2014	Office 13 plus publisher (MH machine)	1	1087	1078	0	295									295	295
	OFF100		27/08/2014	Handset phone system MH	1	1087	1078	0	295									295	295
				Ancient Records NB. A nominal value is included. Following a discussion with David Roffe Medieval Historian the ancient records if offered for sale could generate interest from American Universities and as a set realise in the order of £100,000	1	10000	10000	0	0									10000	10000
Museum	CAT100				1	10000	10000	0	0									10000	10000
						201179	140874	3433	4024	1389	420	0	206827	142918					
Padding Pool Land/E	B003			Padding Pool (leased)	1	95000	95000	0	0									95000	95000
						25000	27570	27570	0									27570	27570
	B005	Nortek	20/08/2010	Padding Pool ramp	1	475	475	0	0									475	0
	EQP039		01/04/2009	Pool footpath and safety surface	1	1950	1950	0	0									1950	0
	INF003		01/04/2011	Pool water fountain	1	620	620	0	0									620	0
	EQP006					123045	125615	122570	0	0	0	0	125615	122570				125615	122570
						3425	3425	3425	0	0	0	0	3425	3425				3425	3425
	LBO01		01/04/2009	Allotment toilets	1	65000	65000	0	0									65000	65000
	LBO02			Hilary Avenue Allotments	1	5990	5990	0	0									5990	0
	LBO04		01/04/2009	Padding Pool Toilets	1	5990	5990	0	0									5990	0
	INF002		01/04/2009	Allotment path	1	74415	74415	0	0									74415	0
	INF011			Railings at allotments	1	74415	74415	0	0									74415	0
						2571353	2508003	3433	4026	1389	420	0	2577003	2510047					
						11200	11200	11200	0	0	0	0	11200	11200				11200	11200
	CS001-CS007			Welcome to Completion Road Signs	7	2800	7800	0	0									7800	0
	FP001-FP007			Town Centre finger posts - (77)	3	6600	6600	0	0									6600	0
	NB001-NB007			Notice Boards - (77)	6	35000	35000	0	0									35000	0
	INF001			River Dane walkway	1	4500	4500	0	0									4500	0
	INF005		31/05/2012	Jubilee Arches in Community Garden	3	18308	18308	0	0									18308	0
	CS008		08/12/2013	Xmas Lights - JM has breakdown	1	747	747	0	0									747	0
	CS009		31/05/2013	Octagonal self-watering planters	2	1202	1202	0	0									1202	0
	CS010		08/05/2014	Octagonal planter with 3 tiers (market st)	2	1245	1245	0	0									1245	0
	CS011		08/05/2014	6 tier beehive planters (by RBS)	2	1125	1125	0	0									1125	0
	CS012		28/06/2013	3 Moulded garden benches (community garden)	3	0	0	0	0									0	0
	CS013			Red Telephone Box - Timbersbrook	1	25740	25740	0	0									25740	0
	NB008		20/12/2013	Electronic Notice Board	1	4981	4981	0	0									4981	0
				Radnor Park Sign	1	118448	118448	0	0									118448	0
	MEM002			War Memorial	1	15000	15000	0	0									15000	0

Compton Town Council - Fixed Asset Register and Inventory as at 31/03/2015

Location	Item no.	Supplier	Purchase Date	Description	Qunt	2014		Additions		Deletion		Revalu	2015	
						Total	FAR	FAR	Inventor	FAR	Invent		Incrs	Total
	VEH006	Cheshire Turf M	09/03/2015	TORO LT340 Ride on Mower - rotary					12995				12995	12995
	EQP007	Compton Garr	01/03/2014	Ariens WAW 34 lawnmower with mulch plate	1	1135	1135						1135	1135
	EQP008	Compton Garr	01/03/2014	Ariens WAW 34 lawnmower with mulch plate	1	1135	1135						1135	1135
	EQP009	Compton Garr	01/03/2014	Ariens WAW 34 lawnmower with mulch plate	1	1135	1135						1135	1135
	EQP010	Compton Garr	01/03/2014	Ariens WAW 34 lawnmower with mulch plate	1	1135	1135						1135	1135
	EQP011	Compton Garr	01/03/2014	Hayter Condor Hydro with 5 blades	1	5315	5315						5315	5315
	EQP012	Compton Garr	01/03/2014	Hayter Condor Hydro with 5 blades	1	5315	5315						5315	5315
	EQP013	Compton Garr	01/03/2014	Hayter Condor Hydro with rotary deck	1	4918	4918						4918	4918
	EQP014	Compton Garr	01/03/2014	Honda HRH556HX 4 Wheel	1	1026	1026						1026	1026
	EQP015	Compton Garr	01/03/2014	Honda HRH556HX 4 Wheel	1	1026	1026						1026	1026
	EQP016	Compton Garr	01/03/2014	Honda HRH556HX 4 Wheel	1	1026	1026						1026	1026
	EQP038	Compton Garr	01/03/2014	Honda HRH556QX Rear Roller	1	1104	1104						1104	1104
	EQP017	Compton Garr	01/03/2014	Strymer Sthl FS410 C-E	1	707	707						707	707
	EQP018	Compton Garr	01/03/2014	Strymer Sthl FS410 C-E	1	707	707						707	707
	EQP019	Compton Garr	01/03/2014	Strymer Sthl BR350	1	707	707						707	707
	EQP020	Compton Garr	01/03/2014	Blower Sthl BR350	1	356	356						356	356
	EQP021	Compton Garr	10/01/2014	Long Reach Hedge Cutter	1	338	338						338	338
	EQP022	Compton Garr	10/01/2014	Long Reach Hedge Cutter	1	338	338						338	338
	EQP044	CTM	25/03/2014	TORO LT340 Ride on Mower - cylinder	1	24950	24950						24950	24950
	EQP045	Fresh Group	17/06/2014	Back Pack Vacuum	1	994	994						994	994
	EQP046	Compton Garr	21/10/2014	Sthl BR500 Blower Gun	1	371	371						371	371
						52390	52390	14360	0	1	0	0	66749	66749
	VEH001			Medium Panel Van	1	8500	8500						0	0
	VEH002			Water bouser and handyman tools		1500							1500	
	EQP002	Global Hygiene	13/10/2010	Mobile wash unit for Van	1	292							292	
	EQP003			Gazebo (TIC store)	1	300							300	
	EQP040	True Traders	23/03/2012	Galvanised Crowd Control Barriers	30	867							867	
	HM001	Cong Garden K	28/06/2013	Shindawa Chainsaw	1	300							300	
	HM002	KG Loach	16/05/2013	SS digging fork	1	13							13	
	HM003	KG Loach	26/06/2013	ss lawn rake	1	25							25	
	HM004	Staples	30/06/2012	Litterpickers	20	203							203	
						12900	8500	0	0	8500	0	0	3500	0
				Total		2942699	2808075	8784	4026	26621	420	0	2928468	2790238

CTB/CB22/2393/03

18 May 2015

Brian Hogan
Congleton Town Council
Town Hall
High Street
Congleton
CW12 1BN



MILNER BOARDMAN
& PARTNERS

Corporate Recovery

The Old Bank
187a Ashley Road
Hale
Cheshire
WA15 9SQ
Tel: 0161 927 7788
Fax: 0161 941 3038
www.milnerboardman.com

Dear Sir

Re: Simnet Limited
Reference – 687 56286 25631

We have received instructions from the Directors of the above Company in connection with a forthcoming Meeting of its Creditors convened pursuant to Section 98 of the Insolvency Act 1986.

We enclose a copy of the Letter, Notice and Proxy being issued to all known creditors.

Should you have any queries, please do not hesitate to contact this office.

Yours faithfully

A handwritten signature in blue ink, appearing to be "MBP".

MILNER BOARDMAN & PARTNERS

enc: Letter/Notice/Proxy

Simnet Limited

Correspondence to Simnet Limited

The Old Bank, 187a Ashley Road, Hale, Cheshire WA15 9SQ

Telephone 0161 927 7788 Facsimile 0161 941 3038

14 May, 2015

L/SI2393/S98.680/DTB/WS

TO ALL KNOWN CREDITORS

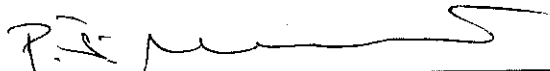
The Directors of the company, having regard to its financial position, have decided to commence liquidation proceedings. Please find enclosed formal notice convening a meeting of creditors together with forms of General and Special Proxy.

The resolutions to be taken at the meeting may include a resolution specifying the terms on which the liquidator is to be remunerated, and the meeting may receive information about, or be called upon to approve, the costs of preparing the Statement of Affairs and convening the meeting. A copy of "A creditors guide to Liquidators fees" is available from this office on request. Alternatively, you may download a copy from the following website: www.insolvency-practitioners.org.uk, where you click on "Creditors Guides" and then click on "Liquidators' Fees November 2011.

In order to assist in the preparation of a Statement of Affairs for presentation to the meeting, I should be grateful if you would send a detailed statement of your account to Milner Boardman & Partners, The Old Bank, 187a Ashley Road, Hale, Cheshire WA15 9SQ.

Yours faithfully,

Perica Simunovic
Director



Registered Office: Chester House Lloyd Drive Cheshire Oaks Business Park Ellesmere Port CH65 9HQ

Registered in England and Wales No. 06905304

Simnet Limited

THE INSOLVENCY ACT 1986

NOTICE IS HEREBY GIVEN pursuant to Section 98 of the Insolvency Act 1986 that a Meeting of the Creditors of the above named Company will be held at The Old Bank, 187a Ashley Road Hale, Cheshire, WA15 9SQ on 08/06/2015 at 2.30pm for the purposes mentioned in Section 99 to 101 of the said Act.

Creditors wishing to vote at the Meeting must lodge their proxy, together with a full statement of account at the registered office - The Old Bank, 187a Ashley Road, Hale, Cheshire not later than 12 noon on the business day preceding the date of the meeting.


For the purposes of voting, a secured creditor is required (unless he surrenders his security) to lodge at Milner Boardman & Partners, The Old Bank, 187a Ashley Road, Hale, Cheshire before the meeting, a statement giving particulars of his security, the date when it was given and the value at which it is assessed.

Notice is further given that a list of the names and addresses of the Company's creditors may be inspected, free of charge, at The Old Bank, 187a Ashley Road, Hale, Cheshire between 10.00 a.m. and 4.00 p.m. on the two business days preceding the date of the meeting stated above.

NOTE

Forms of General and Special Proxies are enclosed herewith. Proxies to be used at the meeting must be lodged at the Registered Office of the company at The Old Bank, 187a Ashley Road, Hale, Cheshire not later than 12 noon on the business day preceding the date of the meeting.

By Order of the Board



Perica Simunovic
Director