

## **Congleton Town Council**

Historic market town
Town Clerk: BRIAN HOGAN



To:

MEMBERS OF THE FINANCE & POLICY COMMITTEE

10<sup>th</sup> October, 2013

Dear Councillor,

Finance and Policy Committee Meeting - Thursday 17<sup>th</sup> October 2013

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 17**<sup>th</sup> **October 2013** commencing at <u>7.45pm</u>

Please note that there will be a meeting of the Planning Committee on the same evening, commencing at 7.00pm

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

Yours sincerely,

3. H25

Brian Hogan Town Clerk

#### **AGENDA**

- 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. <u>Minutes of Last Meeting</u> (enclosed)

To approve the Minutes of the Meeting of the Committee held on 29<sup>th</sup> August 2013.

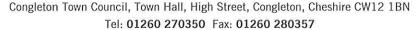
3. Declarations of Interest

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

Outstanding Actions

There are no outstanding actions.





#### 5. Grant Approvals and Commitments 2013-14 (enclosed)

To receive a statement showing the current position.

#### 6. New Applications for Financial Assistance (enclosed)

- i) GR 8/1314 Congleton Choral Society
- ii) GR9 /1314 Congleton Jazz and Blues Festival
- iii) GR10 /1314 Congleton Town FC
- iv) GR 11/1314 Friends of Congleton Park

#### 7. New Grant Activities Monitoring Forms (enclosed)

To receive a New Grant Activities Monitoring Form from Beartown Patch Workers and Quilters.

#### 8. Management Accounts for April 2013 - Sept 2013 (enclosed)

To consider the Management Accounts to Sept 2013.

#### 9. <u>Internal Audit Report 2013-14</u> (enclosed)

To receive and consider the Internal Auditor's report and recommendations.

#### 10. Annual Governance Statement 2012-13 (enclosed)

To receive the external auditor certificate and opinion including matters arising.

#### 11. Rotary Bonfire Event (enclosed)

To consider a request from Congleton Rotary Club to underwrite some of the cost of the Bonfire Event.

#### 12. Budget 2014-15

To consider any requirements for the budget for 2014-15.

#### 13. Cheshire Pension Fund Insurance (enclosed)

To consider a proposal to take out insurance to cover the cost of ill health early retirement Pension payouts.

To: Members of the Finance and Policy Committee (and other Members of the Council for information); Press (3), Burgesses (5)

#### CONGLETON TOWN COUNCIL

## MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE HELD ON THURSDAY 29<sup>th</sup> AUGUST 2013

PRESENT

Councillors

P Bates G Baxendale R I Brightwell

Mr G R Edwards (Chairman) G P Hayes (Town Mayor)

Mrs S A Holland

Mrs J D Parry (Vice Chairman)

D A Parker D Murphy N T Price

#### 1. APOLOGIES

Apologies for absence were received from Cllrs Ms L.Bours., Mrs E.Wardlaw and Miss R.K Williams, who are not members of this particular Committee.

#### 2. MINUTES

**FAP/07/1314 RESOLVED** that the Minutes of the Meeting of the Committee held on 30<sup>th</sup> May 2013 be approved and signed by the Chairman.

#### 3. DECLARATIONS OF INTEREST

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

Cllr G. Hayes declared a non-pecuniary interest in items 6 (i), 6 (ii).

Cllr G. Baxendale declared a non-pecuniary interest in all matters related to Cheshire East Borough Council.

#### 4. OUTSTANDING ACTIONS

There are no outstanding actions.

#### GRANT APPROVALS AND COMMITMENTS 2013-2014

Deferred to the next meeting.

#### NEW APPLICATIONS FOR FINANCIAL ASSISTANCE

#### FAP/08/1314 RESOLVED that:-

#### i. GR.6/1314 Congleton Harriers

A grant of £250 be approved subject to:

- a. Promoting the Town Council on the event literature.
- b. Allowing the Town Council to determine the direction of a charitable donation to the value of £250.

ii. GR.7/1314 Congleton Ice Rink Committee The Town Council will underwrite any shortfall in funding to a maximum value of £3000.

#### 7. NEW GRANT ACTIVITIES MONITORING FORMS

Deferred to the next meeting.

#### 8. MANAGEMENT ACCOUNTS FOR APRIL 2013 - JULY 2013

Deferred to the next meeting.

#### 9. ANNUAL GOVERNANCE STATEMENT 2012 - 13

Deferred to the next meeting.

#### 10. CHRISTMAS LIGHTS

A report on the provision of new town lighting produced by the Town Centre Manager was considered.

#### FAP/09/1314 RESOLVED that:

- New Christmas lights to be purchased outright at a cost of £19,893, plus one off hardware costs of £7,200.
- ii. Proposals to be produced for next year on how to improve how the Town Hall is illuminated for Christmas.

#### 11. CHESHIRE PENSION FUND INSURANCE

Deferred to the next meeting.

G.R Edwards Chairman

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Town
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Permitted and \$1377   Approved EMR   ApproveDM   ApproveDM   ApproveDM   ApproveDM   ApproveDM			Congleton Tow	n Grant Comm	Town Grant Commitments 2013/14	4				
To   For   Section   Minute Reference   Minute Re			Permitted and S137							
State   Expression   Expressi	Date Grant Approved	To	For	Section	Minute Reference	Approved EMR b/fwd £	Approved 13/14		Outstanding £	Date Paid
Subsidised Use of Town Hall   Bromley farm news   S137   EAP/16/12	03/07/200	8 Cong Disabled Action Group	Promotional work	S137	FAP/3/089	108.00			108.00	
Subsidised Use of Town Hall   CPD posters   S137   FAPT/61/121     2012   St. John Ambulance Congleton   CPD posters   S137   FAPT/61/121     2013   Soil Theatre School   Summer theatre school 2013   S145   FAPT/61/121     2013   Soil Theatre School   Summer theatre school 2013   S145   FAPT/61/121     2013   Congleton Learning Partnership   Replacement of old/obsolete computers   S137   FAPT/64 / 112     2013   Team Congleton 2012   Legacy projects   S145   FAPT/64 / 112     2013   Rotary of Congleton   Youth Makes Music Project   S145   FAPT/61/131     2013   Rotary of Congleton   Ann Packer Centre support   S133   FAPT/02/131     2013   Congleton Harriers   Support for Tocngleton half marathon   S137   FAPT/08/131     2014   EMR b/fwd   EMR b/fwd   EAR Bard to date   E13.350.00     2015   Fart Saturation   E13.350.00   E13.350.00     2016   Fart Saturation   E13.350.00     2017   Fart Saturation   E13.350.00	23/02/201;	2 Bromley Farm Community Trust	Bromley farm news	S137		500.00			500.00	
/2012         St John Ambulance Congleton         CPD posters         \$137         FAP/16/12           /2012         Beartown Patchwork Group         Support for exhibition 2013         \$145         FAP/55/121           /2013         Sol Theatre School         Summer theatre school 2013         \$145         FAP/65/121           /2013         Congleton Learning Partnership         Replacement of old/obsolete computers         \$137         FAP/64 / 12           //2013         Team Congleton 2012         Legacy projects         \$145         FAP/64 / 12           //2013         Team Congleton 2012         Youth Makes Music Project         \$145         FAP/62/131           //2013         Total Ambuiors         Girls Trophies         \$137         FAP/02/131           //2013         Cong Musical theatre         Support for the Sound of Music         \$145         FAP/02/131           //2013         Congleton Harriers         Support for Congleton half marathon         \$137         FAP/02/131           //2013         Congleton Harriers         Support for Congleton half marathon         \$137         FAP/08/131           Budget 13/14         Ethissoo         Eth/88.00         Eth/98.00           Total approved to date         Total approved to date         Eth/98/13.6		Subsidised Use of Town Hall		S137			4,000.00	1740.14	2259.86	
2012   Beartown Patchwork Group   Support for exhibition 2013   S145   FAP/95/121	29/08/201:	2 St John Ambulance Congleton	CPD posters	S137	FAP/16/1213	250.00			250.00	
Soil Theatre School   Summer theatre school 2013   Soil Theatre School     2013   Congleton Learning Partnership   Replacement of old/obsolete computers   S137   FAP/64 /12     2013   Team Congleton 2012   Legacy projects   S145   FAP/64 /12     2013   Rotary of Congleton   Youth Makes Music Project   S145   FAP/62/131     2013   Vale Juniors   Girls Trophies   S137   FAP/02/131     2013   Cong Musical theatre   Support for the Sound of Music   S133   FAP/02/131     2013   Congleton Harriers   Support for Congleton half marathon   S137   FAP/02/131     2014   EMR b/fwd   EMR b/fwd   EMR b/fwd   EMR b/fwd   EMR b/fwd   Endaget 13/14   Endaget 13	29/11/201:	2 Beartown Patchwork Group	Support for exhibition 2013	S145	FAP/37/1213	100.00		100.00	00:00	16/07/2013
/2013         Congleton Learning Partnership         Replacement of old/obsolete computers         \$137         FAP/64 /12           /2013         Team Congleton 2012         Legacy projects         \$145         FAP/64 /12           /2013         Rotary of Congleton         Youth Makes Music Project         \$145         FAP/64 /12           //2013         Valuatiors         Girls Trophies         \$145         FAP/02/131           //2013         Cong Musical theatre         Support for the Sound of Music         \$145         FAP/02/131           //2013         Eaton Bank academy         Ann Packer Centre support         \$133         FAP/02/131           //2013         Congleton Harriers         Support for Congleton half marathon         \$137         FAP/08/131           Music         Budget 13/14         £21,350.00         8           Total approved to date         £10,431.58	14/02/201;	3 Sol Theatre School	Summer theatre school 2013	S145	FAP/55/1213	1,000.00		1000.00	0.00	29/04/2013
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#2013 Vale Juniors         Girls Trophies         S137         FAP/02/131           #2013 Cong Musical theatre         Support for the Sound of Music         \$145         FAP/02/131           #2013 Eaton Bank academy         Ann Packer Centre support         \$133         FAP/02/131           #2013 Congleton Harriers         Support for Congleton half marathon         \$137         FAP/08/131           #2013 Congleton Harriers         Support for Congleton half marathon         \$137         FAP/08/131           #2013 Congleton Harriers         EMR b/fwd         £4,958.00         E21,350.00           #201431.58         F10,431.58         E10,431.58	28/03/201:	3 Rotary of Congleton	Youth Makes Music Project	S145	FAP/64 /1213	200.00		200.00	00.00	05/04/2013
i/2013         Cong Musical theatre         Support for the Sound of Music         \$145         FAP/02/131           i/2013         Eaton Bank academy         Ann Packer Centre support         \$133         FAP/02/131           i/2013         Congleton Harriers         Support for Congleton half marathon         \$137         FAP/08/131           i/2013         Congleton Harriers         Support for Congleton half marathon         \$137         FAP/08/131           EMR b/fwd         £4,958.00         £21,350.00         E01,431.58           Total approved to date         £10,431.58	30/05/201:	3 Vale Juniors	Girls Trophies	S137	FAP/02/1314		273.58	273.58	00:00	08/07/2013
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	30/05/201:	3 Eaton Bank academy	Ann Packer Centre support	S133	FAP/02/1314		1,000.00		1000.00	
EMR b/fwd  Budget 13/14  Total approved to date  EMR b/fwd  £4,958.00  £21,350.00  £21,350.00	29/08/201:	3 Congleton Harriers	Support for Congleton half marathon	S137	FAP/08/1314		250.00	250.00	0.00	20/09/2013
EMR b/fwd         £4,958.00           Budget 13/14         £21,350.00           Total approved to date         £10,431.58										
EMR b/fwd         £4,958.00           Budget 13/14         £21,350.00           Total approved to date         £10,431,58									0.00	
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£21,350.00		EMR b/fwd		£4,958.00						
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		Total approved to date		£10,431.58	8					
Total money still available for grants £15.876.42		Total money still availa		£15.876.42						

		ŏ	ongleton	Congleton Town Grant Commitments	mmitments					
		Specific Budgets								
Date Grant Approved	01	For	Section	Minute Reference	EMR b/fwd	Budget	Approved 13/14 Paid €		Outstanding £	Date Paid
	Xmas lights	xmas lights	S144		4,917.00				0	
	St Peter's Church	Churchyard Maintenance	s215		1,900.00			00.00	1,900.00	
	Carnival Committee	Carnival Committee	S144		780.00	0.00		30.00	750.00	30/04/2013
	Congleton Museum	Notional rent				4,500.00	4,500.00	4,500.00	00.00	
	Community Projects	Rent/Project support	S144			16,000.00	16,000.00	16,000.00	0.00	09/04/2013
	Congleton Partnership	Rent				1,533.00	1,533.00	1,533.00	00.00	
	Citizens Advice Bureau	annual grant	S142			15,000.00	15,000.00	15,000.00	0.00	29/04/2013
	Christmas Lights	Christmas Lights	S144			00.000,6	9,000.00		9,000.00	1
	Carnival Committee	Bi-annual Congleton Carnival	S144			3,750.00	3,750.00		3,750.00	
	Mercian March	Mercian March through town	S137			2,000.00	2,000.00	1,797.75	202.25	
	Royal British Legion	Rememberance Day Parade	S137			650.00	650.00		650.00	
	St Peter's Church	Churchyard Maintenance	S215			3,000.00			0.00	
	St Peter's Church	Church clock maintenance	PCA1957 s2			250.00			00.00	
Totals					7,597.00	55,683.00	52,433.00	38,860.75	21,169.25	
	Ear marked reserve b/fwd		£7,597							
	Budget 2013/14		£55,683							
	Total approved to date		£60,030							
	lotal awarting application		£3,250							



**Congleton Choral Society** 

Musical Director: Christopher Cromar

www.congletonchoralsociety.org.uk

GR 8/13/4

Congleton Town Council Finance & Policy Committee C/O Jackie MacArthur Congleton Town Hall High Street Congleton CW12 1BN

19th September 2013

Dear Sirs

#### RE: LAUNCH OF NEW CONGLETON CHILDREN'S CHOIR

We would be most grateful if you would consider the enclosed application for funding for our exciting new venture, Congleton Children's choir. We have already received a grant of £500 from Congleton Town Trust and are actively seeking further funding in order to assure the future of this new choir for which a great deal of interest has already been shown.

If our application were to be successful, any cheque should be made payable to Congleton Choral Society Children's Choir.

For your further information I have enclosed a copy of our leaflet which has been distributed in schools throughout Congleton. I also enclose a brief CV of our distinguished Musical Director, Christopher Cromar, who will be giving the choir the benefit of his expert tuition.

We look forward to hearing the outcome of our application in due course. In the meantime if any further information is required, please do not hesitate to contact me.

Yours sincerely

Moriton

Moira Taylor

Secretary - Congleton Choral Society & Children's Choir

Enc.

Chairman: Nick Sharman, Foxfield House, The Green, Astbury, CW12 4RQ

Secretary: Moira Taylor, 19 Kirkstone Court, Congleton, CW12 4JW

Treasurer: Roger Burgess, 8 Eaton Lane, Goostrey, Holmes Chapel, CW4 8ND

Tel: 01260 271374

Tel: 01260 290274

Tel: 01477 535443



# Congleton Town Council Application for Financial Assistance



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

Application Reference Number (office use only)	GR 8	1214
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1.1	Applicant(s):	Moira Taylor
1.2	Representing:	Congleton Choral Society (Registered Charity No. 515851)
1.3	Email Address:	secretary@congletonchoralsociety.org.uk
1.4	Tel No.	01260 290274
1.5	Project Title:	Congleton Children's Choir
1.6	Project Objectives:	<ul> <li>To provide a choir for children in Congleton aged 6 to 11 run under the expert guidance of our own Musical Director, Christopher Cromar.</li> <li>To ensure that children with limited opportunities for singing and music making in school are included.</li> <li>To enable children to sing very rich and varied music: classical and non-classical, sacred and secular.</li> <li>To work towards public performances by the choir at Congleton Choral society concerts and at Clonter Opera.</li> </ul>
1.7	Brief Project Description:	WHAT: Congleton Choral Society is launching a Children's Choir for 6 – 11 year olds on 23 <sup>rd</sup> September. WHERE: Congleton United Reformed church on Antrobus Street. WHEN: Weekly during term time on a Monday afternoon from 5 – 6pm ACTIVITIES: Participants will receive expert voice training and instruction in the rudiments and theory of music whilst working towards a series of high profile local events. No previous experience will be required, just potential, enthusiasm and a willingness to commit to weekly term time rehearsals. WHO: Assistance and supervision of the choir will be by 10 volunteers from Congleton Choral society working on a rota basis. They have all been DBS checked in-line with our Safeguarding Children Policy. These same volunteers have worked tirelessly over the summer to produce posters and leaflets, visit all the local primary schools and leave leaflets in local libraries and as a result many Congleton parents have already shown interest in the choir for their children.

1.8	Details accounts/budgets	For the initial 36 week period:
	1	£540 – venue hire
	1	£600 – music hire
	1	£1980 – professional tuition fees
		£36 – provision of refreshments
		£60 - administration charge from Making Music for DBS checks of
	1	volunteers
		£40 – advertising
	8	£1650 – estimated income assuming 50 children join the choir

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

2.1	Total Cost of Project:	£3256
2.2	Total contribution sought:	£250
2.3	What will the money be spent on?	The money will be put towards venue hire and tuition fees for the first year.  We wish to secure sufficient total funding to run for the first year after which we intend that the choir will finance itself from £1 per week fee charge to participants together with fund raising events as required. Note that Congleton Choral Society has a team of experienced fund raisers who regularly raise funds by putting on events.
2.4	Any ongoing costs:	The above budget is for the start-up and first year of running. Ongoing costs thereafter will be (on a weekly basis): £60 tuition £15 venue hire £15 music hire £1 refreshments
2.5	Details of confirmed match funding include source Cash:	£500 from Congleton Town Trust Funding also being sought from other sources
	In kind:	2 hours per week for 4 volunteers supporting the choir
2.6	Resources needed:	Venue with suitable piano (Congleton URC) Professional tutor (Christopher Cromar) Volunteer helpers (10 Congleton Choral Society members who have been DRB checked) Hire of suitable music
2.7	Estimated timescale of project from start to finish:	Initially 1 year from 23 <sup>rd</sup> September 2013 to 23 <sup>rd</sup> July 2014

#### Part 3: Potential Benefits / Outputs

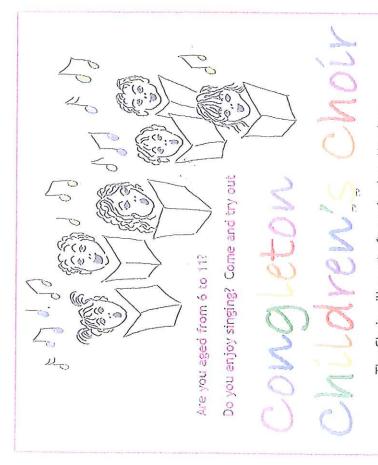
3.1	What are the potential benefits/outputs to residents of Congleton	<ul> <li>Top level singing tuition for Congleton children from a very early age.</li> <li>Intellectual and emotional stimulation and the challenge of musical teamwork which will enable the children to learn many transferable skills which will be of great benefit in their day-to-day school lives.</li> <li>Building the children's confidence by enabling them to participate in some Congleton Choral society concerts, for example at Christmas,</li> </ul>
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		<ul> <li>and also for them to put on their own concert on the main stage at Clonter Opera.</li> <li>Enhancement of the lives of Congleton families and children by exposure to a wide range of music in a variety of styles</li> </ul>
3.2	Are there similar services/ projects provided in the area	Vocal training in schools is very varied, some schools having choirs and others having very limited if any musical opportunities. There is also the Love Music Trust choir but this is aimed at a slightly higher age range of children and runs on a Wednesday evening. We therefore believe this new choir will complement and build on existing facilities.

#### Part 4: Evaluation

4.1	How will the project be evaluated?	The project will be reviewed by Congleton Choral Society at their committee meetings approximately every 2 months.  The success of the project will be judged on the numbers of children who join and commit to the choir, their enjoyment and the success of the performances they put on during the year.
4.2	Who will carry out the evaluation?	The Executive Committee of Congleton Choral Society will evaluate the project.

	10.10	
Signature:	Mon M	Date:



The Choir will meet after school on Mondays.

The cost per member for each session will be £1

Two free 'taster' sessions will be held
on Monday 23rd and Moday 30th September 2013
at Congleton United Reformed Church, Antrobus Street

This is your chance to be part of an exciting new musical adventure!

Launched by Congleton Choral Society Christopher Cromar - Musical Director Further information can be found on the back of this leaflet

# Congleton Children's Choir

Congleton Choral Society's Musical Director Christopher Cromar is starting a Children's Choir in September 2013. Long term, the goal is to cater for children aged from six to eleven years. Interest is welcomed from children in this age range and their parents and guardians.

Based in the heart of the community, Congleton Choral Society aims to provide local children with the opportunity to sing in a choir under expert professional guidance, in order to achieve their full musical potential. Members will receive top level voice training and instruction in the rudiments and theory of music, whilst working towards a series of high-profile local events. The choir will provide young people with the opportunity to enjoy the intellectual and emotional stimulation and challenge of musical teamwork, and to learn many transferable skills which will be useful in their day-to-day school life. Rehearsals will be both educational and enjoyable!

The music sung by the choir will be very rich and varied: classical and non-classical, sacred and secular. The choir's first public performance will be in Congleton Town Hall on 22nd December during Congleton Choral Society's Christmas Concert. Performances later in the academic year include a concert on the main stage at Clonter Opera at Swettenham Heath.

No previous experience of singing is necessary and the ability to read music is not a requirement. Potential, enthusiasm and a willingness to commit to weekly term-time rehearsals is what's required. We are particularly keen to welcome children who have limited opportunities for singing and music-making in school.

Free 'taster' sessions will run on Monday 23rd September and Monday 30th September at Congleton United Reformed Church from 5-6pm, after which interested singers can try for a place in Congleton Children's Choir. Auditions will take place on Monday 7th October between 4.30 and 6.30 pm, when musical director Christopher Cromar will listen to each singer individually. These friendly informal sessions will consist of some vocal 'exercises' and pitch and rhythm awareness tests. No preparation is necessary.

Christopher Cromar is well known for the quality of his teaching and his work with choirs. In his capacity as Director of Clonter Opera's Education Workshops, thousands of local children have already experienced, and benefited from, his inspiring teaching. Appointed Musical Director of Congleton Choral Society in 2011, he has already raised the standard of this local choir to a level acknowledged as unrivalled in a wide geographical area. Outside Congleton, he works extensively with a number of leading choirs and musical organisations including the BBC, the Halle and the Royal Northern

Congleton Choral Society places paramount importance on the safeguarding and wellbeing of children at all times. The choir will operate in line with current child protection policy, reinforced by its own common-sense approach.

For further information, please email <u>childrenschoir@congletonchoralsociety.org.uk</u>
To find out more about Congleton Choral Society, please visit the web site at
www.congletonchoralsociety.org.uk

You can also find us on Facebook at www.facebook.com/congletonchoralsociety

Congleton Children's Choir is supported by Congleton Town Trust

President: Margaret Williamson MBE DL Reg Charity no: 515851



Christopher Cromar Musical Director

Christopher Cromar was born in Scotland and educated at the Royal Scottish Academy of Music and Drama, Chetham's School of Music in Manchester and the Conservatoire Superieur de Paris. He now works extensively as a conductor, pianist and organist on the concert platform; as a repetiteur and vocal coach for distinguished soloists well-known in the world of opera and oratorio; and at several UK conservatoires, including the Royal Northern College of Music in Manchester and Trinity Laban Conservatoire in London.

Choral activity is a major part of Christopher's work. He works regularly with the BBC Singers and the Halle Choir, and recently gave the first broadcast of a new choral work by Kerry Andrew on BBC Radio 3's The Choir programme. Christopher is Musical Director for Clonter Opera's Education Programmes and Conductor of Congleton and Bury Choral Societies.

In his career as a concert organist, Christopher has given many recitals in Westminster Abbey, St. Paul's Cathedral, Westminster Cathedral, King's College Cambridge, and Notre Dame. He has also performed in Germany, Holland, Greece and the USA. As a pianist, he has performed extensively throughout Europe and made his debut at London's Barbican Centre in 2006.

Christopher has broadcast on BBC TV and Radio, Channel 4 TV and Radio France. He features on several CD recordings, most recently on <u>'The Passing of the Year'</u>, a disc of music by Jonathan Dove, released on the Naxos label. The disc was described on BBC Radio 3's CD Review as a recording that 'makes you happy to be alive'





# Congleton Town Council Application for Financial Assistance



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

Application Reference Number (office use only)	GR9	13	14
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1.1	Applicant(s):	LOUISE RENN VINCENT CUTCLIFFE JOSEPH MANNING
1.2	Representing:	CONCLETON JAZZ + BLUES FESTWAL
1.3	Email Address:	CONGLETONJAZZANDBLUES@GMAIL.COM
1.4	Tel No.	
1.5	Project Title:	CONFLETON JAZZ + BLUES FESTIVAL 2013
1.6	Project Objectives:	a weekend of fantaske As Juliare, Bring new people 1000 the 1000 from Surounding 10000s.
1.7	Brief Project Description:	3 day nusic fastival in the pubs + caps in congreson. Showcasing local talent and bringing in highly sought after Janz + bruis nusicions from accoss the UK.
1.8	Details accounts/budgets	We are applying for Junding post-hunt for convidention to one programme being pointed. We use a local company to again keep business in the town.

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

2.1	Total Cost of Project:	12,500
2.2	Total contribution sought:	£500:- £750.
2.3	What will the money be spent on?	Marketing programme production, barners, roadside boards, newspaper adverts, t-shifts.

2.4	Any ongoing costs:	NOWE - MAIN COST ARE MARKETINE.
2.5	Details of confirmed match funding include source Cash:	SPONSORBYTIP', £ 650 VENUE CONTRIBUTIONS: £900
	In kind:	INCLOSURE TRUST: £300 = £1,850.
2.6	Resources needed:	£2,500.
2.7	Estimated timescale of project from start to finish:	STATURED: DEC 2012 FINISMED: SEPT 2013.

#### Part 3: Potential Benefits / Outputs

3.1	of Conaleton	NEW POTENTIAL BUSINESS TO THE TOLDN AFREE WEEKEND OF MUSIC, ASSESSIBLE TO THE HOUSEHOLD BUDGETS. PUTS CONFLETON ON THE NUMP.
3.2	Are there similar services/ projects provided in the area	FOOD + DRINK PESTUML.

#### Part 4: Evaluation/Publicity

4.1	How will the project be	WE HAVE HAD AM EXTENSIVE PEAM
	evaluated and who will carry	EVALUATION
	out the evaluation?	PEEDBACK FORMS WERE CONFLETED BY
	?	MEMBERS OF THE MUBLIC PHROMEHOLY THE EVER
4.2	Describe how you will promote the Town Council in	THE TOWN COUNCIL IS PROMOTED BY
	your project	ITS ASSOCIATION WITH ME UP THE
		MOST SUCCESSFULL + LOVED EVENTSIN
		THE CALANDER

Signature: 1 . Date: 27/9/13

#### Invoice

Invoice No: 025711 Account Ref: SQJ8

Invoice Date: 13/06/13 Tax Point: 06/06/13

Invoice Address:



#### PAID WITH THANKS

Our Ref:	Your Ref.	Product Title:	Product Type:	Transaction:	Quantity:	£ (ex-VAT):	£ VAT:	£ (inc-VAT):
173160 173161-001		Congleton Jazz & Blues Congleton Jazz & Blues Leaflet	Saddle-Stitched Brochure Leaflet	Despatched 12/06/13 Despatched 11/06/13	10,000 250	1,184.00 125.00	0.00 25.00	1,184.00 150.00
				TOTAL LESS PAYMENTS	AMOUNT RECEIVED	1,309.00 - 1,309.00	25.00 - 25.00	1,334.00 - 1,334.00
Ÿ.				AMO	DUNT DUE	0.00	0.00	0.00
				VAT ANALYSIS	0% VAT 20% VAT	1,184.00 125.00	0.00 25.00	1,184.00 150.00

Page 1 of 2

#### Payment Summary

Our Ref: Your Ref:	Product Title:	Product Type:	Quantity:	£ (ex-VAT):	£ VAT:	£ (inc-VAT):
173160	Congleton Jazz & Blues	Saddle-Stitched Brochure	10,000	1,184.00	0.00	1,184.00
173161-001	Congleton Jazz & Blues Leaflet	Leaflet	250	125.00	25.00	150.00



# Congleton Town Council Application for Financial Assistance



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

Application Reference Number (office use only)	GR 10	13/14

	14 459 750 W	
1.1	Applicant(s):	Nigel Moorhouse     David McGifford
1.2	Representing:	Congleton Town FC
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	Emergency Floodlight Repairs
1.6	Project Objectives:	To repair damaged floodlighting to enable the football club to fulfil its fixture and community obligations to avert potential fines and to enable continued fund raising activities
1.7	Brief Project Description:	Water damage to the lights and structures has resulted in a reduction in capacity of 25% which is not adequate to illuminate the pitch for training, matches and community soccer schools / coaching.  Apart from reducing potential income streams there is the potential that the club could be fined for not being able to fulfil fixtures
1.8	Details accounts/budgets	The club operates on a not for profit basis and has not generated sufficient surpluses for these emergency repairs.  If requested accounts will be forwarded to support the application

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

2.1	Total Cost of Project:	Initial cost estimate from electrician £1000
2.2	Total contribution sought:	£500
2.3	What will the money be spent on?	Replacement parts Labour (electrician) Access — Cherry picker

2.4	Any ongoing costs:	Normal maintenance is covered within existing budgets, the club is currently exploring sports grants for longer term upgrades
2.5	Details of confirmed match funding include source Cash:	£500 from club funds and business sponsorship
	In kind:	Not on this project but each week there is over 100 hours of voluntary work on ground maintenance and improvements
2.6	Resources needed:	None
2.7	Estimated timescale of project from start to finish:	1 to 2 weeks

#### Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Recent partnership arrangements have been made with key junior clubs (600 boys and girls) who will share the use of the facilities –attend the forthcoming soccer schools, general training and coaching sessions
3.2	Are there similar services/ projects provided in the area	no

#### Part 4: Evaluation

4.1	How will the project be evaluated?	It's a simple evaluation as it is an emergency repair and activities will therefore be able to go ahead. We will write to you to confirm that the repairs have taken place and that the issue is resolved
4.2	Who will carry out the evaluation?	As above

Signature: N Moorhouse / D McGifford date:1/10/2013



# Congleton Town Council Application for Financial Assistance



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

Application Reference Number (office use only)	GRII	13/14
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1.1	Applicant(s):	Alison Williams/Ken Williams
1.2	Representing:	Friends of Congleton Park
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	Friends of Congleton Park
1.6	Project Objectives:	To ensure the Friends of Congleton Park have equipment which meets with Health and safety standards which is available for events held in Congleton Park.
1.7	Brief Project Description:	The provision of appropriate amour plated cabling and waterproof sockets
1.8	Details accounts/budgets	5/08/13 - bank account at Barclays Bank Congleton - £3,309 of which £2500 has been ring fenced for playground equipment as agreed with the donator of the funds.  This leaves £809 in the account for the running and maintenance of Friends of Congleton Park.

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

2.1	Total Cost of Project:	£450
2.2	Total contribution sought:	£200
2.3	What will the money be	Amour cabling , waterproof sockets and appropriate junction boxes

	spent on?	
2.4	Any ongoing costs:	Maintenance and annual electrical check of equipment
2.5	Details of confirmed match funding include source Cash:	Match funding will be met by Friends of Congleton Park from their fund of £809
	In kind:	
2.6	Resources needed:	Resources will be provided by Friends of Congleton Park
2.7	Estimated timescale of project from start to finish:	6 months

#### Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Equipment which meets with national Health and Safety standards available in the Park for events held in the Park
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?	The committee of Friends of Congleton Park under the guidance of John Lilley and Ken Williams will evaluate and oversee the project
4.2	Describe how you will promote the Town Council in your project	The equipment purchased will be available for Town Council events held in the Park and as result the number of events held in the Park should increase, thus providing the Town Council with a facility which is safe in conjunction with the assistance offered by the Friends of Congleton Park.

Signature: Ken Williams

Date: 5/08/13



## **Town Council Grant**

## **Activities Monitoring Form**



GR 21 12/13

1. Contact D	)etails							
Organisation name:	BEARTOWN PATCHNORKERS AND QUILTERS							
Address:	ddress: 40 ( E, CONGLETON							
				FOUNDATION				
2. Grant Info	ormation			1 2 JUL 2013				
Grant Reference Nu		GR 21 12/1	3					
Total project cost:	Χ.	£1,300		TOWNER				
Receipts Attached?	Y YES	Receipt Amount:	£ 110	ઃ ૫-ા				
BACKING M	POSTAGE OF JO	JUNY H	x2 £325	94 P£16:47				
Did you make a prof	it from the projec	ct? You	c ;	€30				
	POT TOWARDS	THE COST OF	NEXT E	XHIBITION				
Please explain how	the grant money	was used:						
To s	SUBSIDASE T	HE COST OF N	<b>НИО ПРА</b>	L CONTEMPORARY QUILT				
Journ	th QUILTS	DISPLAY						
Disco	ONO THUC	SE OF TOWN	HALL					

Please explain what difference the project has made to your organisation/local people:
THE EXHIBITION WAS OPEN TO ALL WITH FREE ENTRY ADD WHEELCHAIR
ACCECS. DURING THE 2 DAYS OF THE EXHIBITION WE HAD ABOUT
500 UISITORS,
BY DISPLAYING THE CONTEMPORARY QUILTS AS WELL AS THE GROUPS
OWN WORK, THERE WAS A WIDE VARIETY OF STYLES FROM TRADITIONAL
TO ART STYLE EXHIBITS. THIS WIDENS THE INTEREST IN
TEXTILE CRAFTS AND ENCOURAGES OUR OWN MEMBERS AS
WELL AS VISITORS,

4. Promotion							
Please send an electronic photograph of your project/activity. Is this attached?							
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? es No							
Please state how (i.e. on your website, event programme, t	ickets, etc)						
On web site ON ALL ADVERTISING							
POSTERS, FLYERS, ADVERTISE	HENTS 11	N LOCAL	PAPER	AND			
QUILTING MAGAZINES AND S	OURNAL	ς,					
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?  EXPERIENCE WAS GOOD.  WOULD APPRECIATE RECEIVING THE MONEY BEFORE HAVING  TO PROVIDE RECEIPTS AFTER THE EVENT							
How did you apply? Onli E l ost							
Do you feel that you understood the process?							
Please rate the following elements:							
Excelle nt Good OK Poor							
Completing the application form		$\vee$					
Relevance of guidelines		~					
Length of the process from submitting an application to receiving notification		/					
Advice given from the Town Council Grants Team (if applicable)		NA					

#### **Management Accounts August 2013**

See attached Income and Expenditure sheet. These figures are for 5 months so the % of budget used would be 42% if the expenditure was regular monthly.

#### Finance and Policy Committee

#### **Corporate Management**

- Reception TIC is for October to March so not incurred yet.
- Subscriptions and Publications include annual charges to SLCC and ChALC.
- Insurance is a full year cost.
- Audit fees have not yet been incurred for this financial year.

#### Civic

- Mayor's annual allowance has been paid.
- 2 out of 3 major civic events for the year (Mayor making and the Mayor's Civic service) have taken place so almost 50% of this budget has been used.
- Civic Artefacts and Treasures this is for refurbishing the 2 Mayor's chairs.

#### Grants

 Out of our initial grants budget of £77,000 a considerable amount has already been allocated e.g. Citizens' Advice Bureau; CCP; Christmas Lights. £15,876 is currently available for new grant applications coming in throughout the next year to 31/03/14.

#### Community, Environment and Services Committee

#### Floral Displays

- This is a mainly seasonal budget so 90.5% has already been spent.
- The full annual cost of the PCSO's has been paid.
- Fellowship House the budget did not allow for the small amount of consumables and maintenance associated with this service.

#### **Town Hall Committee**

 A detailed trading account is provided to the Town Hall committee – Both income and expenditure are on budget for the first five months of 2013/14.

#### **Personnel Committee**

The overall budget includes increased staffing costs for potentially taking on devolved services in from April 2013. For the management accounts these figures have not been included.

		Current Month	Actual Year	Current	Variance	% of
Name of the last o		Actual	To Date	Annual Bud	Annual Total	Budget
Fina	nce and Policy					
101	Corporate Management					
	Staff Costs (re-allocated)	10,955	47,790	119,656	71,866	40
	Travel	226	398	1,200	802	33
	Training / Conferences	0	229	2,600	2,371	9
	Rent Payable	1,163	5,813	13,950	8,137	42
	Reception - TIC	0	0	2,500	2,500	0
	Miscellaneous Office Costs	0	32	300	268	11
	Telephone/Fax/Internet	310	675	1,400	725	48
	Postage	221	876	3,360	2,484	26
	Stationery & Printing	205	937	1,800	863	52
	Subscriptions & Publications			Live to the same		
		0	1,625	2,000	375	81
	Insurance	78	3,515	3,700	185	95
	Computer/IT Costs	447	2,233	4,545	2,312	49
	Photocopy Charges	68	955	3,465	2,510	28
	Recruitment Advertising	0	0	500	500	0
	Other Advertising	0	62	200	138	31
	Equipment Replacement\Tools	0	0	200	200	0
	Bank Charges	0	0	50	50	0
	Audit Fees - External	0	0	2,000	2,000	0
	Audit Fees - Internal	0	0	1,200	1,200	0
	Accountancy Support	0	732	3,675	2,943	20
	Legal & Professional fees	0	335	1,500	1,165	22
	HR & H&S support	213	1,065	2,560	1,495	42
	Central Overheads reallocated	-1,783	-11,974	-31,012	-19,038	39
Cor	porate Management:-Expenditure	12,103	55,298	141,349	86,051	39
	Interest Receivable	0	-5,399	-4,000	1,399	135
	Corporate Management :- Income	0	-5,399	-4,000	1,399	135
	Not Europeliture aver because	40 400	40.000	407.040	07.450	0.00
102	Net Expenditure over Income  Democratic Rep'n & Mgmt/Civic	12,103	49,899	137,349	87,450	369
IOL	Staff Costs (re-allocated)	2,065	8,878	21,700	12,822	419
	Training / Conferences	120	420	1,000	580	420
	Stationery & Printing	0	0	250	250	09
	Marketing/Promotions	0	28	1,000	972	39
	Council Newsletter	0	1,026	5,230	4,204	209
	Council Website	0	835	2,000	1,165	42
	Mayor's Allowance	0	3,000	3,000	0	1009
	Members Expenses	0	0	360	360	0
	Civic Expenses	0	2,701	5,500	2,799	499
	Civic Regalia	0	16	100	84	169
	Hall & Room Hire	210	2,389	7,000	4,611	349
	Civic Artefacts and Treasures	590	590	500	-90	1189
	Election Expenses	0	0	0	0	09
	Central Overheads reallocated	201	1,355	3,672	2,317	379
Democ	ratic Rep'n & Mgmt/Civic:-Expenditure	3,186	21,238	51,312	30,074	419
	Grants	0	61,157	77,033	15,876	799
107	(see separate sheet for breakdown)					
107	(our departed effect for broaksonin)				•	
107	(see especial sheet of breakermy					

Congle	eton Town Council - Management		<u>gust 2013</u>			
		Current Month	Actual Year	Current	Variance	% of
		Actual	To Date	Annual Bud	Annual Total	Budget
18.60	Community, Environment & Services					
201	Paddling Pool	5,805	16,114	22,621	6,507	71%
212	Propogation Unit	0	0	1,000	1,000	
215	Floral Displays	1,896	13,194	17,500	4,306	75%
241	Allotments	30	150	180	30	83%
251	Handyman service	4,028	22,573	74,311	51,738	30%
263	Public Toilets	0	0	0	0	
280	Devolved Services	0	0	37,773	37,773	0%
301	Congleton Partnership	2,164	10,818	25,963	15,145	42%
302	Community Development	5,954	14,435	32,272	17,837	45%
303	Police Community Support Officers	0	47,200	47,200	0	100%
305	Christmas Fayre/lights	0	33	4,000	3,967	1%
321	Tourism	0	768	3,000	2,232	26%
341	Youth and Young People	77	566	2,000	1,434	28%
351	Fellowship House	257	2,656	4,557	1,901	58%
				2,000	0	
		20,211	128,507	272,377	143,870	47%
	Town Hall					
221	Town Hall - Expenditure		60,989	152,560	-91,571	40%
	Town Hall - Income		37,184	93,583	56,399	40%
			00.005	#0.0H#		
		0	23,805	58,977	35,172	40%
	Total Net Expenditure		284,606	597,048	212 //2	48%
	Total Not Expellulate		204,000	091,040	312,442	4070
	Personnel					
401	Staff Costs - Reallocated	28,578	123,919	311,380	187,461	40%

#### Reserves as at 31/08/13

General Reserve	161,141
Capital Vehicle Fund	24,000
Capital Contingency Fund	172,355
EMR Elections	15,000
EMR Crime Prevention/Traffic calmin	3,779
EMR Ancient Treasures	3,000
EMR Training	3,000
EMR Devolved Services	57,250
EMR Loan Repayments	2,250
EMR Public Toilets	20,000
EMR Play Areas	6,000
EMR Public Realm	3,906
EMR Legal Fees	10,000
EMR Tourism	460
	482,141

## **Congleton Town Council**

Internal Audit Report 2013-14 (First Interim)

Prepared by Adrian Shepherd-Roberts

Stuart J Pollard

Director Auditing Solutions Ltd

#### **Background and Scope**

The Accounts and Audit Arrangements introduced from 1<sup>st</sup> April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied with the requirements in terms of independence from the Council decision making process by appointing Auditing Solutions Ltd to provide the function to the Council at the outset: this report sets out those areas examined during the course of our first visit to the Council for 2013-14, which took place on 10<sup>th</sup> September 2013.

#### Internal Audit Approach

In commencing out our review for 2013-14, 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. At this visit, we have updated our analysis of income and expenditure to include data for 2012-13, considering any significant variances that may exist compared with prior year detail feeding such into the planning of the current year's work programme. Consequently, we have commenced 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 certificate in the Council's Annual Return, which covers the basic financial systems and requires assurances in ten separate areas: this will be undertaken at our final visit for the year.

#### **Overall Conclusion**

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

We are pleased to acknowledge that Council members and officers continue to operate a sound, pro-active approach to risk management and corporate governance issues, together with the development and management of effective internal controls and procedural documentation. We have identified one area where we consider that the Council could usefully improve its existing controls: detail of is set out in the body of the report with the resultant recommendation further summarised in the appended Action Plan.

## **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 2013-14 to the Statement of Accounts and Annual Return for 2012-13 to ensure that the closing balances have been brought forward accurately and completely;
- > Checked and agreed transactions in the Council's main bank account cashbooks to the relevant RBS Bank statements for April & July 2013;
- > Additionally, checked and agreed for the same months all inter account "sweep" transfers between the current and high interest bank accounts;
- Examined and verified the accuracy of transactions in the Council's two mayoral charity bank account cashbooks for the year to July 2013;
- ➤ Verified the accuracy of the bank reconciliations for the combined current and deposit accounts and Mayoral Charity accounts as at 30<sup>th</sup> April and 31<sup>st</sup> July 2013 to ensure that no long-standing uncleared cheques or other anomalous entries exist.

#### **Conclusions**

We are pleased to report that no issues have been identified in this area warranting further comment. We shall undertake further work at our future visits, including verifying the accurate disclosure of year-end balances in the detailed Accounts and Annual Return.

#### **Review of Corporate Governance**

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

We reviewed Standing Orders, Financial Regulations and the Council's Code of Conduct during 2011-12 and now note that the documents were re-adopted in May 2013.

We have commenced 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.

Various grants have been approved during the current year and we note that, whilst the budget documentation may identify the powers relied on for payment approval, the minutes did not reaffirm that detail.

#### Conclusions and recommendation

We have, as indicated above, identified where compliance with statutory and local regulations is required. We shall continue our review of minutes and consideration of other governance issues at future visits.

R1. The relevant minutes should identify the powers relied on for approval of grants.

#### **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;
- > 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 commenced work in this area examining a test sample of all payments individually in excess of £2,000 plus every 25<sup>th</sup> payment processed in the year to July 2013 totalling £202k and equating to 64% of all non-pay related expenditure to date.

#### Conclusions

We are pleased to report that no issues have been identified in this area: we shall extend testing for the remainder of the year at future visits.

#### 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.

Congleton TC: 2013-14 (First Interim)

16/09/2013

**Auditing Solutions Ltd** 

- ➤ We have noted previously that risk assessment registers were in place using the LCRS software and that they are subjected 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 previously completed LCRS assessments relating to potential financial risk will be further reviewed internally during the course of the coming year;
- > Zurich Municipal continues to provide the Council's insurance cover: we have examined the current year's schedule (to May 2014) 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. 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.

The Council will commence this process in the autumn: we shall consider the action taken and outcome, together with the approved level of precept at our second interim visit.

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

#### **Conclusions**

There are no matters requiring formal comment or recommendation in this area of our review process. We shall undertake further work in this area at future visits.

#### 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 examined the current Sales Ledger outstanding debts schedule reviewing the action being taken to pursue any long-standing debts: we note the existence of a few sales invoices dating back to 2011 and consider that, unless there is a reasonable likelihood of their being settled, they should be written off. We discussed this issue with the RFO during the course of our visit and note that the Council gave appropriate write-off approval in 2012-13: this should now be auctioned accordingly.

We have also reviewed the nominal ledger detailed transaction reports for income items for the year to July 2013 to ensure that no obvious coding errors or other anomalous entries are apparent and are pleased to record that none are in evidence.

#### Conclusions

We are pleased to record that there are no significant issues in this area with appropriate action being taken to pursue any long-standing debts. We shall undertake a more detailed review of income streams at our next visit.

#### 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 employee contribution bandings as further amended with effect from 1<sup>st</sup> April 2013. 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: we also note the recent completion of a full review of staff grades and pay rates by an external contractor, the results being adopted by Council and being due for implementation with effect from 1<sup>st</sup> April 2013;
- ➤ Checked and agreed the computation of staff gross and net pay and salary deductions for August 2013, 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 new year 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 time sheets and travel expenses supporting payments made through the August 2013 payroll to ensure that they have been approved for payment and processed appropriately.

#### Conclusions

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

#### **Investments & Loans**

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

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

We have verified the first half-yearly loan repayment to PWLB and the interest free loan from Cheshire East BC by reference to their "invoice" advices as part of the aforementioned expenditure testing.

#### **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 at present.

mendation	orate Governance	he relevant minutes should identify the powers relied on for approval of grants.
Recommendation	Review of Corporate Governance	The relevant minutes sho
Rec.	Revie	RI

The relevant minutes should identify the powers relied on for approval of grants.

#### Section 3 – External auditor certificate and opinion 2012/13

#### Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2013 of

CONGLETON TOWN COUNCIL

#### Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2013; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor report	
(Except for the matters reported below)* on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).	
(continue on a separate sheet if required)	
Other matters not affecting our opinion which we draw to the attention of the council:	
Please see enclosed report	
(continue on a separate sheet if required)	
External auditor signature  BOO U.F. Southampton  Date: 23 / 1 (3.	

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled Statement of Responsibilities of Auditors and of Audited Small Bodies.

ISSUES ARISING REPORT FOR Congleton Town Council Audit for the year ended 31 March 2013



#### Introduction

The following matters have been raised to draw items to the attention of Congleton Town Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2013.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Fidelity Guarantee
- Asset Register

The following issue(s) have been raised to assist the council in improving its internal controls or working practices. The council is recommended to consider these but is under no statutory obligation to act upon them.

#### Asset Register

What is the issue?

The council's asset register is incomplete and does not contain some or all of the following information for each asset held;

- date acquired;
- purchase cost, and
- location held.

Why has this issue been raised?

The council is at risk of not safeguarding its assets.

What do we recommend you do?

The council must update its fixed asset register to include date acquired, purchase cost and location held of each asset held as soon as possible or in any event before the end of the current financial year.

An asset register should be in existence to help ensure that the recorded value of assets and investments is, as far as possible, accurate and to ensure the council is safeguarding its assets. The accuracy of such a register should be verified by the Internal Auditor in their annual review of the internal controls of the council.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC Audit Briefing, Spring 2011 - BDO LLP

The following issue(s) have been raised to assist the council. The council is recommended to take action on the following issue(s) to ensure that the council acts within its statutory and regulatory framework.

#### Fidelity Guarantee

What is the issue?

The level of fidelity guarantee cover obtained by the council appears to be insufficient in light of the bank balances held at 31 March 2013 and the amount of precept subsequently received in April 2013.

Why has this issue been raised?

A council, under S114 of the Local Government Act 1972, must take security as it considers sufficient in the case of any of its officers likely to handle its money. The council may decide that insurance is not 'sufficient' for them, but in order to come to this opinion it must have reviewed the requirement annually and have objective grounds for such a conclusion. The Council should also consider the level of fidelity guarantee as part of it's annual review of the risk assessment, as this is a risk the Council may face, expecially if the cover is below that required.

#### What do we recommend you do?

The council should consider the level of insurance cover and set it to a level that will protect the council against potential loss. The council should review the level of cover at least annually, especially during the annual risk assessment, as circumstances may change throughout the year.

The amount should be sufficient to cover the maximum amount of money the council holds at any one time during the year. A council does not have to have fidelity guarantee insurance if it considers that no security is 'sufficient' but there must be objective grounds for such a conclusion. Smaller councils may decide therefore that the cost of this insurance is disproportionate to the risk involved. If this is so the council should minute this decision annually.

Further guidance on this matter can be obtained from the following source(s):

Local Council Administration, 8th Edition, Charles Arnold-Baker, Chapter 9.8 Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC

No other matters came to our attention.

For and on behalf of BDO LLP

Date: 23 July 2013

#### Section 3 - External auditor certificate and opinion 2012/13

#### Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2013 of

CONGLETON TOWN COUNCIL

#### Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2013; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor report
(Except for the matters reported below)* on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).
(continue on a separate sheet if required)
Other matters not affecting our opinion which we draw to the attention of the council:
Please see enclosed report
(continue on a separate sheet if required)
External auditor signature 690
External auditor name United Kingdom Date 23 (1 (3.

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.



# Rotary Club of CONGLETON

President: Denis Murphy



2 September 2013

The Finance and Policy Committee Congleton Town Council Congleton Cheshire

Dear Sirs,

The Rotary Club of Congleton is once again organizing the annual Bonfire in the Park to be held on 2 November 2013.

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

Thank you for your consideration in this matter.

Yours faithfully,

Maggi Walker Hon Secretary

The Rotary Club of Congleton

#### **Jackie Potts**

From:

Stan Stoilov

Sent:

02 May 2013 12:18

To:

Jackie Potts

Cc:

Ben McArthur

Subject:

IHLI - Cheshire Pension Fund - Congleton Town Council - Quotation

**Attachments:** 

Cheshire Pension Fund 2013 Quote.pdf; IHLI - L&G brochure.pdf; IHLI - L&G

technical guide.pdf

Dear Jackie,

Thank you for your interest in III Health Liability Insurance cover offered by Legal & General, and confirming the estimated total salary roll to my colleague Ben McArthur.

Legal & General have provided one overall quotation for all members of the Cheshire Pension Fund which is attached for your information. As an indication of costs, you will note that the rates offered are as follows:

Take up rate of 100% from the whole Cheshire Pension Fund - £0.80 per £100 of the Employers salary roll (Plan Earnings)

Take up rate less than 100% but more than 40% from the whole Cheshire Pension Fund - £1.00 per £100 of the Employers salary roll (Plan Earnings)

Take up rate less than 40% from the whole Cheshire Pension Fund - £1.20 per £100 of the Employers salary roll (Plan Earnings)

As the total pensionable salary roll for **Congleton Town Council** is £125,296 per annum, as quoted in your email of 30 April 2013. The estimated cost for this ill health insurance would be as follows, based on a rate of £1.20, as there is currently less than a 40% take up from the Cheshire Pension Fund:

£125,296\*£1.20/100 = £1,503.55 premium per annum.

On the assumption that you elect cover to commence on 1 June 2013 the pro-rated premiums for the period 1 June 2013 to 31 March 2014 would be:

£1,503.55/365\*304 days = £1,252.27

As per your email, if you were to take an additional 10 members of staff on an estimated salary total of £160,000 per annum the total salary roll for Congleton Town Council would be £285,296. Please see below the revised calculation based on this figure:

£285,296\*£1.20/100 = £3,423.55 premium per annum.

On the assumption that you elect cover to commence on 1 June 2013 the pro-rated premiums for the period 1 June 2013 to 31 March 2014 would be:

£3,423.55/365\*304 days = £2,851.40

The actual costs of the premium will be confirmed to you should you decide to proceed with Ill Health cover. Please note that the figure we have provided here is indicative, and subject to change once cover is in place. Legal & General will require a data listing confirming salaries for the members in the pension fund as at the date cover commences. This will enable the insurer to issue their invoice and statement of costs. The actual premium due may therefore increase or decrease depending on the data provided.

Premiums may be paid annually by cheque, BACS payment or monthly by Direct Debit if you prefer.

Please note that once cover is in place, Hymans Robertson will notify the Cheshire Pension Fund who will advise you of the reduction in employer contribution rate of 1.20% that you will be entitled to. This reduction is applied as a direct result of taking out the insurance.

If you are happy to proceed please email me with confirmation of the date you wish cover to commence. I will then make the necessary arrangements with Legal & General.

Please note that cover cannot be backdated. If you would like cover to start as soon as possible, please state this in your email and we will ask the insurer to commence cover at the earliest opportunity. Please note, the earliest the insurance can commence is 1 June 2013.

Once we have received confirmation from Legal & General that cover is in place we will email you to advise you accordingly. We will also issue you with our report, client service letter, and supporting documentation, and advise you of the next steps to complete the inception of the scheme.

In addition to the quotation, I have attached the following for your attention:

- Legal & General III Health Early Retirement Brochure
- Legal & General III Health Early Retirement Technical Guide

I trust this to be in order and look forward to hearing from you. Should you have any questions please do not hesitate to contact me further.

Yours sincerely,

#### Stan Stoilov

for and on behalf of

#### Hymans Robertson LLP

One London Wall | London | EC2Y 5EA



#### www.hymans.co.uk | www.clubvita.co.uk









Auto-enrolment Consultant of the Year 2012



Best Companies One Star Accreditation 2012

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# III Health Liability Insurance Plan for Local Government Pension Schemes - quotation

Plan name:

**Cheshire Pension Fund** 

Quotation reference:

G 74154

#### Costing details

Unit Rate

Take up rate of 100% - £0.80 per £100 of the employer's salary roll

(Plan Earnings)

Take up rate of less than 100% but more than 40% - £1.00 per £100 of the

employer's salary roll (Plan Earnings)

Take up rate of less than 40% - £1.20 per £100 of the employer's salary roll

(Plan Earnings)

Plan Start Date:

1 April 2012

Commission:

10%

Annual Renewal Date:

1 April

Guarantee Expiry Date:

31 March 2014

#### Scheme details

Employer eligibility:

All employers who are members of the administering authority's regional fund

within the Local Government Pension Scheme (LGPS)

Employee eligibility ages:

Not less than age 16 but less than age 65

Qualifying service:

Nil

Benefit Termination Date:

65th Birthday

Benefit:

An amount equal to the tier one or tier two strain on the pension scheme (see

question 1.3 of the technical guide)

Entry Date:

Daily

Benefit Alteration Date:

Daily



# III Health Liability Insurance Plan for Local Government Pension Schemes - quotation

Plan name:

**Cheshire Pension Fund** 

Quotation reference:

G 74154

#### At the Plan Start Date (or within 3 months of this date)

#### Take up of 40% or more

- Provided there is a minimum take up of employers joining the plan to allow a minimum plan membership of 40% of employees within the fund, we'll allow immediate entry for employers with no additional conditions for cover as long as they join within three months of the Plan Start Date or within three months of becoming an LGPS member.
- If an employer does not join the plan within three months of the Plan Start Date or within three months of becoming an LGPS member (if later), we'll provide cover for individual members within the employer's policy subject to them being 'actively at work' (see question 1.1 of the technical guide).

Where an 'actively at work' requirement applies, we will not cover any employees who do not meet this requirement at the date the employee's cover is due to start or for any increase in cover, until they are next 'actively at work'.

#### Take up of less than 40%

- If the number of employers joining the plan does not meet a minimum membership of 40% of employees, the following terms will apply to employers joining the plan:
  - (i) Employers can join the plan within three months of the Plan Start Date or within three months of them becoming a member of the LGPS.
    - Cover in respect of individual employees is subject to them being 'actively at work' before cover starts.
  - (ii) For employers who don't join within three months of the Plan Start Date or within three months of them becoming a member of the LGPS, cover can only start on the annual renewal date of the plan.

Individual cover will be subject to a pre-existing condition exclusion. This means we will not pay benefit in respect of an employee who, in our opinion, already qualified for benefit at the date his or her employer's cover starts under the plan.

#### After the Plan Start Date

- If the number of employers joining the plan does not meet a minimum membership of 40% of employees at the Plan Start Date and this minimum take up rate is subsequently met, we will immediately decrease the unit rate with effect from the date the minimum take up is achieved.
- If the minimum take up subsequently drops to less than 40%, we will maintain the lower unit rate until the next guarantee expiry date.

#### Data

This quotation is based on the specification and membership details supplied to us on 16 January 2012



# III Health Liability Insurance Plan for Local Government Pension Schemes - quotation

Plan name:

**Cheshire Pension Fund** 

Quotation reference:

G 74154

#### The contract

All payments made to or by us under the policy will be in sterling, in the United Kingdom.

We can change the policy terms at the Annual Renewal Date immediately following a Guarantee Expiry Date as long as we give (except in the case of a rate review) 2 months advance notice.

#### Setting up the policy

 If you decide to join the plan, please advise us before cover is needed so that we can agree a date from which cover is to start. The cover will be on the basis set out in the quotation.

You must then send us:

- The completed Proposal Form for the whole fund, if 100% take up, otherwise one for each employer to be included
- A cheque for the first years premiums or, if premiums are to be paid monthly, a Direct Debit Instruction in respect of subsequent premiums and
- c) Any other items specified in this quotation.

We must receive the completed Proposal Form and first premium within 14 days of the date we agree to provide cover.

#### Quotation guarantee

- This quotation is guaranteed subject to the following:
  - The Plan Start Date is no later than 1 July 2012
  - There are no changes to the plan eligibility or benefit structure or to any other details or information used to prepare the quotation

This quotation forms part of the contract of insurance. The other terms of the contract are in the plan document and policy document, which we will issue after we have gone on risk. The plan document and policy document contain provisions relating to the calculation of premiums, the payment of benefits, termination of cover, notification of eligible members, the provision of data, limitations on the payment of benefits and amendments to the policy. If you would like to see a copy of the plan document and policy document, please ask us.

This quotation should be read with the III Health Liability Insurance Plan for Local Government Pension Schemes Technical Guide 02/10, which explains in more detail the general features of the product and the options available. The Technical Guide does not form part of the contract although this quotation may refer to it for a fuller explanation of certain terms used in the quotation.

#### **Jackie Potts**

From:

Ben McArthur

Sent:

03 April 2013 16:11

To:

Jackie Potts

Subject:

FW: Pension III Health Insurance

Importance:

High

Hi Jackie,

Please accept my apologies for the length of time it has taken in responding to your queries. Please find my answers detailed below:

Can you explain why we might need the ill health insurance? We can't quite understand this - if the pension fund offers payments in respect of ill health doesn't the pension fund pay this out if necessary - would that implicate the whole of the "pool" or individual town or parish councils?

When an individual is offered ill-health early retirement, there is a cost to the Pension Fund, known as the 'Strain Cost' and can be quite significant. Part of an employer contribution rate includes a proportion which is used to fund ill-health retirements, generally known as an Ill Health Allowance. However, this is only an accumulated 'pot of cash' and can be easily used up in the event of one or more significant IHERs.

Pools are a form of self-insurance. The intention being that if an individual employer within a pool has bad ill-health experience the cost is spread across all employers within the pool. However, this can still result in an increase in the employer contribution rate if the 'pot of cash' isn't large enough to cover the Strain Cost. If you had the insurance in place, this would help to stablise your employer contribution rate as it would pay for any valid Tier 1 and Tier 2 claims.

I'm also concerned that we are currently in discussions with Cheshire East Council to potentially devolve some services to the town Council which if it happens could mean 12 - 14 long serving staff TUPE'd to the Town Council all of whom are currently in the Cheshire Pension Fund with Cheshire East. Would the ill health liability be affected by this?

Our understanding is that, should the staff be TUPE'd to the Town Council, the Town Council would be liable for any potential IHER for these members.

I hope the above helps and if you should have any questions, please do not hesitate to contact me.

Kind regards,

Ben McArthur

for and on behalf of

Hymans Robertson LLP

One London Wall | London | EC2Y 5EA











