



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



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

12th February 2015

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 19th February 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 19th February 2015** commencing at **7.30pm**

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 prior to this meeting there will be a meeting of the of the Planning Committee taking place, This will commence at 6.30pm with a presentation from Bloor Homes in respect of a proposed development on land at Buxton Road, Congleton.

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 8th January 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

Congleton Town Council, Town Hall, High Street, Congleton, Cheshire CW12 1BN
Tel: **01260 270350** Fax: **01260 280357**

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

5. Grant Approvals and Commitments 2014 -15 (enclosed)
To receive a statement showing the current position.
6. New Applications for Financial Assistance (enclosed)
 - i) **GR 22-14/15 Congleton Cricket Club**
 - ii) **GR 23-14/15 Trinity Methodist Church**
 - iii) **GR 24-14/15 Congleton spiritualist Church**
7. Grant Activities Monitoring Forms
 - i) **GR 19-13/14 Bromley Farm Community Development Trust**
8. Letters of Thanks (enclosed)
To receive a letter of thanks from Bromley Farm Community Development Trust.
9. Management Accounts for April 2014 – December 2014 (enclosed)
To consider the Management Accounts to December 2014.
10. Bank Reconciliation (enclosed)
To receive and consider the bank reconciliation for 31st January 2015.
11. List of Payments (enclosed)
To receive and consider the Payments List between 01/Dec/2014 – 31/Jan/2015.
12. SimNet
To receive an update on the potential costs of taking court action against SimNet.
14. Ride on Mower (enclosed)
To consider a request to purchase a second ride on mower to replace the existing unit.
15. Vehicle Tracking (enclosed)
To consider a request to purchase vehicle tracking units for the Streetscape vehicles.
16. Lease Vehicle
To consider a request to lease an additional tipper van for Streetscape as set out in the 2015-16 budgets.
17. Portable Camera
To consider a request from the Anti-Social Behaviour Working Group to purchase a portable video camera.

18. Complaints Policy (enclosed)

To receive and consider a proposed revised Complaints Policy.

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 8th January 2015

PRESENT

Councillors

G Baxendale
R I Brightwell
J S Crowther
G R Edwards (Chairman)
Mrs. S A Holland
D A Parker
Mrs J D Parry (Vice Chairman)
N T Price
Mrs E Wardlaw

1. APOLOGIES

Apologies for absence were received from Cllrs P Bates, D T Brown L D Barker and D Murphy.

Apologies were also received from Cllrs G P Hayes and G S Williams who are not members of this particular Committee.

2. MINUTES

FAP/41/1415 RESOLVED that the Minutes of the Meeting of the Committee held on 4th December 2014 be agreed and signed by the Chairman.

3. DECLARATIONS OF INTEREST

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

Cllr G Baxendale declared a non-pecuniary interest in any items relating to Cheshire East Council.

Cllrs R Brightwell and Mrs E Wardlaw declared a pecuniary interest in item 6 (i) and left the room when this issue was discussed.

4. OUTSTANDING ACTIONS

There are no outstanding actions.

5. GRANT APPROVALS AND COMMITMENTS

A summary of grant approvals and commitments was considered by the Committee and it was noted that £10,594 is available for grants in 2014-15.

FAP/42/1415 RESOLVED that the grant summary be received.

6. NEW APPLICATIONS FOR FINANCIAL ASSISTANCE

FAP/43/1415 RESOLVED that:-

i. GR 20/1415 – Team Congleton

A grant of £2000 be approved.

ii. GR 21/1415 – Dane Valley Scout Group

A grant of a maximum of £1400 be approved to cover the purchase and installation of a defibrillator.

7. NEW GRANT ACTIVITIES MONITORING FORMS

Grand Activities Monitoring Forms were received from Open Space and Congleton Choral Society.

8. LETTERS OF THANKS

It was noted that a letter of thanks was received from Congleton Choral Society and St Peter's Church.

9. MANAGEMENTS ACCOUNTS FOR APRIL 2014 – NOVEMBER 2014

FAP/44/1415 RESOLVED that the Managements Accounts for November 2014 be received.

10. BANK RECONCILIATION

FAP/45/1415 RESOLVED that the bank reconciliation for November 2014 be approved.

11. LIST OF PAYMENTS

FAP/46/1415 RESOLVED that the Payments List between 1st to the 30th November 2014 be approved.

12. AMENDMENT TO FINANCIAL REGUALTIONS

A considerable discussion took place on the necessity of amending the Financial Regulations recommended by the working group set up to examine this issue.

FAP/47/1415 RESOLVED that the amendment of the Financial Regulations which included additional clauses 12.4 to 12.7 be approved.

13. SIMNET

A report on the latest situation regarding SimNet and the supply of the Digital Display Unit was considered along with 3 possible courses of action, which included, continuing a dialogue with the company, taking action to wind the company up or action to recover the debt.

FAP/48/1415 RESOLVED that the Clerk seek legal advice to determine whether an act of fraud has been committed by SimNet in not supplying the Unit.

In the first instance Cllr L Barker will be contacted to ascertain whether he can provide such advice directly or through his network.

14. CONGLETON POLICE

A request from Congleton Police to fund the purchase of a Mosquito Device was considered. Additionally Suzie Akers-Smith, a resident, spoke against installing such a device expressing concern at the potential harmful effects of these devices on young children.

FAP/49/1415 RESOLVED that the request for financial support for the Mosquito device be refused.

15. TOWN COUNCIL WEBSITE

A report on a proposal to update the Town Council website to make it mobile phone and IPAD compatible was considered.

FAP/50/1415 RESOLVED that the proposal be approved in principle, but, the costs and intended supplier, when known, would need to be approved by the Committee.

16. CORPORATE BUSINESS PLAN AND RISK ASSESSMENT

The Corporate Business Plan and Risk Assessment for 2015-16 was considered.

FAP/51/1415 RESOLVED that the Corporate Business Plan and Risk Assessment for 2015-16 be approved.

17. MEDIUM TERM FINANCIAL STRATEGY

The Medium Term Financial Strategy for the period 2015-19 was discussed. It was pointed out that the Town Council was only forecasting very modest increase in costs and the precept in the next 4 years.

FAP/52/1415 RESOLVED that the Medium Term Financial Strategy for the 2015-19 be approved.

18. BUSINESS RISK ASSESSMENT

The Business Risk Assessment covering the next financial year was considered.

FAP/53/1415 RESOLVED that the Business Risk Assessment for 2015 be approved.

Mr. G.R. Edwards
Chairman

Congleton Town Grant Commitments										
Date Grant Approved	Specific Budgets		Section	Minute Reference	EMR b/fwd	Budget	Approved 14/15	Paid £	Outstanding £	Date Paid
	To	For								
	Christmas Lights									
	Carnival Committee	Christmas Lights			7,284.00			5427.38	1,856.62	18/11/2014
	Congleton Museum	Carnival Committee	S144	FAP/03/1415	3,750.00			684.60	3,085.40	05/07/2014
	Community Projects	Notional rent				4,500.00	4,500.00	4,500.00	0.00	
	Congleton Partnership	Project support	S144			16,000.00	16,000.00	16,000.00	0.00	28/04/2014
	Citizens Advice Bureau	Rent				1,533.00	1,533.00	1,533.00	0.00	
	Christmas Lights	annual grant	S142			15,000.00	15,000.00	15,000.00	0.00	19/05/2014
	Carnival Committee	Christmas Lights	S144			9,000.00	9,000.00	3,720.00	5,280.00	
	Royal British Legion	Bi-annual Congleton Carnival	S144	FAP/03/1415		3,750.00			0.00	
	St Peter's Church	Remembrance Day Parade	S137			650.00	650.00	650.00	0.00	
		Church clock maintenance	PCA1957 s2	FAP/20/1415		250.00	250.80	250.80	0.00	
Totals					11,034.00	53,683.00	46,933.80	47,745.78	10,222.02	
	Ear marked reserve b/fwd		£11,034							
	Budget 2014/15		£53,683							
	Total approved to date		£57,968							
	Total awaiting application		£6,749							

GR 22 - 14/15



Congleton Town Council

Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	
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1.1	Applicant(s):	Guy Baxendale
1.2	Representing:	Congleton Cricket Club
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	Purchase of Junior Kit
1.6	Project Objectives:	<p>Our project this year is has two elements:</p> <ol style="list-style-type: none"> 1. To ensure each junior member has a fitted helmet to guard against accident and injury 2. To ensure each junior member has a cap used for match games to ensure protection against the sun during the summer months
1.7	Brief Project Description:	<p>We are applying for a grant for junior kit and equipment.</p> <p>All young people, by law, are required to wear protective equipment, that is, helmets, pads, gloves and boxes. These are to ensure the safety of the young person and ensure they do not receive injuries. With the tragedy over the winter in Australian professional cricket we see the danger that our sport can bring.</p> <p>To ensure that young people from poor income backgrounds are able to take part in cricket in Congleton safely we provide protective equipment to them to make sure they do not miss out.</p> <p>With a new influx of players over the winter we again require funds to ensure that all these young people are protected from injury.</p>
1.8	Details accounts/budgets	Please find attached a copy of our year end 2014 finances

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£1000
2.2	Total contribution sought:	£250
2.3	What will the money be spent on?	This portion of the funding is set aside for caps for junior members of the club
2.4	Any ongoing costs:	N/A
2.5	Details of confirmed match funding include source Cash: In kind:	We have applied to Congleton Town Trust and Congleton Inclosure Trust to complete the funding
2.6	Resources needed:	N/A
2.7	Estimated timescale of project from start to finish:	Immediate

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	To ensure each junior member has a cap used for match games to ensure protection against the sun during the summer months. There are currently over 50 juniors presently in the cricket club.
3.2	Are there similar services/projects provided in the area	No

Part 4: Evaluation/Publicity

4.1	<i>How will the project be evaluated and who will carry out the evaluation?</i> ?	Caps will be purchased from Invoke Sports and Receipt provided by Guy Baxendale
4.2	<i>Describe how you will promote the Town Council in your project</i>	In our season preview, which is published in the Chronicle each year, we will mention and thank all funding sources who helped us achieve our goal.

Signature:



GUY BAXENDALE

Date: 22/12/2014

End of Season Accounts

Date Description / Item					
	B/fwd December 2012				820.83
	Match Day Subs	1,444.00			
	Junior Contribution 2013	94.38			
	Fundraising	145.76			
	Banner Sponsorship	1,400.00			
	Match Ball Sponsorship	475.00			
	Annual Subs	1,240.00			
	Goldenballs	90.00			
	Easy Fundraising	141.29			
	Funding and Grants	1,100.00			
			6,130.43		
	Tea Money		1,500.00		
	Player Expenses		1,771.64		
	Annual Subs		1,061.00		
	Ground Improvements		522.00		
	Website		-		
	Cleaning		295.00		
	Bowling Machine		1,230.99		
	League Subs		226.80		
	League Fine 2013		15.00		
	League Fine 2014				
				6,622.43	
				-	
				492.00	
	Balance				328.83



GR 23-14/15



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	
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1.1	Applicant(s):	Revd Derek Oldham
1.2	Representing:	Trinity Methodist Church, Wagg Street, Congleton, CW12 4BA
1.3	Email Address:	Derek.oldham@methodist.org.uk
1.4	Tel No.	
1.5	Project Title:	Replacement of chapel heating system
1.6	Project Objectives:	To replace the now defunct and unreliable "hot air" heating system in chapel with a modern, efficient system.
1.7	Brief Project Description:	<p>The existing heating system has been in operation since the chapel was built 47 years ago and is now more than unreliable. The lack of heating is causing our congregation to stay away and we have been forced to move our community outreach programmes to a warm but mostly unsuitable venue, on the same site.</p> <p>We are also unable to offer this excellent space for community use until the heating has been renewed.</p>
1.8	Details accounts/budgets	<p>The cost will be between £26, 000 and £30,000. The church has already raised £10,000; we have asked the local Methodist Circuit for a grant of £5,000 and likewise from the Chester and Stoke District of the Methodist Church.</p> <p>I have applied to the Methodist Insurance Company for a grant towards "small church projects" which is the only funding they will consider. I have also applied to the Congleton Inclosure Trust.</p> <p>However, none of these are guaranteed.</p>

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£26,000 to £30,000
2.2	Total contribution sought:	£1,000
2.3	What will the money be spent on?	The new heating system for chapel

2.4	Any ongoing costs:	No
2.5	Details of <i>confirmed</i> match funding include source Cash: In kind:	The church has raised £10,000 but please see 1.8 for further details. Nothing has yet been confirmed except for our own fundraising efforts, which are of course continuing.
2.6	Resources needed:	Just the money.
2.7	Estimated timescale of project from start to finish:	One week to fit the system, when the money has been raised and the necessary Methodist permissions granted, which I do not anticipate being a problem.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	The chapel will offer a large, bright and comfortable space to be used primarily for worship; but the new heating system will open up the possibility of hire for exhibitions, concerts and the like. Also, it will be an attractive venue for weddings, baptisms etc.
3.2	Are there similar services/projects provided in the area	Yes, at other churches, but anyone wanting a Methodist Church should come and take a look at Trinity.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	It will be evaluated by the efficiency of the heating system itself as well as the return to worship of those who are older and frail and have stopped coming due to the cold. But on top of that, the hire of the building will also be monitored. This will be done by the Church Leadership Team and the Church Property and Finance Team.
4.2	Describe how you will promote the Town Council in your project	In any and all publicity, we will publically declare those who have contributed to the project and give credit where it is due. I would also hope to have a piece printed in the Congleton Chronicle.

Signature: 

Date: 21st JANUARY 2015

GR24 - 14/15



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	
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1.1	Applicant(s):	Terence & Joan Gibson
1.2	Representing:	Congleton Spiritualist Church 15 Park Road Congleton CW12 1DS
1.3	Email Address:	[REDACTED] .uk.
1.4	Tel No.	[REDACTED]
1.5	Project Title:	
1.6	Project Objectives:	TO REPLACE THE MOST ROTTEN WINDOW FRAMES AT THE REAR & SIDE OF THE SCHOOL ROOM, SITUATED AT THE REAR OF THE CHURCH (ELEVEN) PLUS SIX SMALL LEADED WINDOWS AT THE FRONT OF THE CHURCH.
1.7	Brief Project Description:	THE ELEVEN REPLACED WITH THE SAME DESIGN WITH THE EXCEPTION OF BEING DOUBLE GLAZED. THE SIX AT THE FRONT CONSERVING THE EXISTING GLASS AND LEAD IN NEW FRAMES. THESE WINDOWS THEN IN KEEPING WITH THE GENERAL APPEARANCE OF THE OTHER PROPERTIES ALONG THE ROAD.
1.8	Details accounts/budgets	ELEVEN £3,206.40 inc VAT SIX £1,620 inc VAT. CURRENT ACCOUNTS ENCLOSED

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£4,826.40.
2.2	Total contribution sought:	MINIMUM £250.00.
2.3	What will the money be spent on?	WINDOWS

2.4	Any ongoing costs:	
2.5	Details of confirmed match funding include source Cash: In kind:	CHURCH FUNDING.
2.6	Resources needed:	
2.7	Estimated timescale of project from start to finish:	17.5.17.

Part 3: Potential Benefits / Outputs

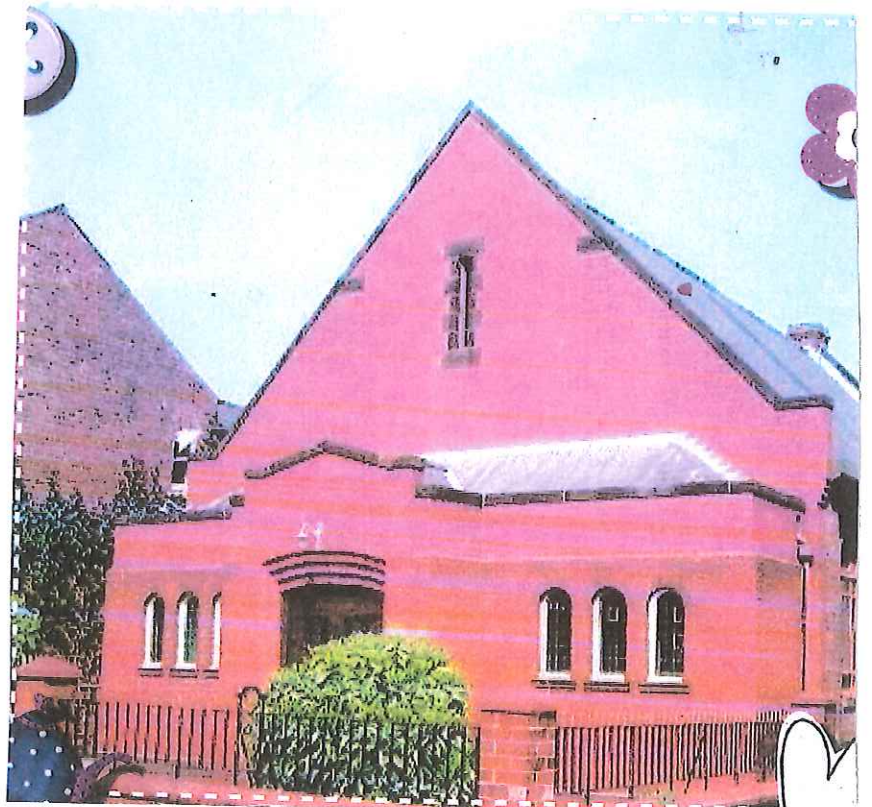
3.1	What are the potential benefits/outputs to residents of Congleton	PROVIDING ONGOING HISTORICAL PLACE OF WORSHIP AND COMMUNITY EVENTS THAT HAVE BEEN IN CONGLETON FOR NEARLY 100 YEARS. CHURCH ORIGINALLY BUILT WITH FUNDING FROM MILL OWNERS & FACTORY OWNERS.
3.2	Are there similar services/projects provided in the area	OTHER CHURCHES BUT NOT SPIRITUALIST

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	PRESIDENT, TREASURER, AND PROPERTY WARDEN.
4.2	Describe how you will promote the Town Council in your project	THINK YOU NOTICE IN CHURCH AND PRESS ARTICLE.

Signature: S. Gibson

Date:



TOTAL INCOME MADE UP FROM THE FOLLOWING

SUNDAY COLLECTION	£1,565.88
HEALING	£308.38
CIRCLES	£983.33
RAFFLES	£256.60
SPECIALS & WED+NAME	£1,296.00
DONATIONS 1	£119.56
DONATIONS2	£128.80
MEMBERSHIP	£168.00
REFRESMENT SALES	£204.72
RETAIL SALES	£273.21

£5,304.48

TOTAL EXPENDITURE MADE UP FROM THE FOLLOWING

SPEAKERS	£883.00
ADVERTS	£329.00
GAS	£482.04
ELECTRIC	£591.44
PHONE	£120.00
MISS	£186.88
PAPERS FOR RESALE	£25.80
INSURANCE	£1,070.27
S.N.U	£225.10
RESALE PURCHASES	£0.00
REPAIRS RENEWALS	£716.97

£4,630.50

£673.98 EXCESS OVER EXPENDITURE

£546.97 HOWEVER RE ADD COST OF LOFT INSULATION

£1,220.95 TOTAL

TOTAL OF MONEY IN THE BANKS

£3,217.39 CURRENT ACCOUNT

£148.14 ACCUMULATED WAR BOND INTEREST

£5,329.68 SAVINGSACCOUNT

£8,695.21 TOTAL

**HISTORY
YEAR 2012**

INCOME	£4,931.34
EXPEN	£5,779.81

£848.47 LOSS BRITISH GAS!

YEAR 2013

INCOME	£6,262.72
EXPEN	£4,855.64

£1,407.08

£400.00 RE ADD COST OF ELECTRIC UPGRADE

£1,807.08

**WE HAVE BEEN ACCUMULATING A BALANCE AT THE BANK
TO PAY FOR THE WINDOWS, HOWEVER THE BOILER KEEPS BREAKING
DOWN AND NEEDS REPLACING AT THE COST OF £4000.00
BOTH WINDOWS AND BOILER NEEDS ATTENTION THIS YEAR
BOILER 15 YEARS OLD**



Town Council Grant

Activities Monitoring Form



1. Contact Details	
Organisation name:	Bromley Farm Community Development Trust
Address:	Bromley Farm Community Centre, Edinburgh Road
Congleton, Cheshire	CW12 3EN

2. Grant Information			
Grant Reference Number:	GR19/1314		
Total project cost:	£1600		

Receipts Attached? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Receipt Amount:	£380.00 Invoice already supplied and paid.	
Please list receipts below:			
Crewe Colour Printers £380.00			

3. Project Information			
When did the project commence?		April 2014	
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 fund the production of our quarterly neighbourhood newsletter Bromley Farm News. The funding from Congleton Town Council paid for one edition. The newsletter is published by the Trust with article contributions from a wide variety of partner organisations.			

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

The Bromley Farm News is delivered every three months to all 1200 homes on Bromley Farm. It is the main way we can communicate to all residents what is going on in their neighbourhood, what is planned for the future and allows key partners to put out their messages that have a relevance to life on Bromley Farm. Article contributions are made by up to 30 other organisations including Congleton Town Council. The financial support has ensured that the newsletter continues to be produced particularly as other previous funders have withdrawn financial assistance. Through the newsletter and other publications we have produced has meant that hundreds of residents have participated and benefitted from at least one event or activity delivered in the last 12 months. It has helped to strengthen the link between the trust and the town council and enables organisation such as the council, police, fire service and others to bring news and advice into resident's homes in an easy way. It not only promotes what is going on in the Bromley Farm area, but also events and activities that take place across the town such as Congleton In Bloom.

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)
Congleton Town Council logo included in the Bromley Farm News with other funders. We also make reference of who funds the production of the newsletter in the text of some articles.

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?
We were pleased with the ease of the application process.

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)				



Jackie Potts
Congleton Town Council
Congleton Town Hall
High Street
Congleton
Cheshire
CW12 1BN

11th February 2015

Grant Ref GR19/1314 Bromley Farm Community Development Trust

Dear Jackie,

Please find attached completed grant monitoring form as required.

May we thank Congleton Town Council for their financial and other support in the production of our quarterly neighbourhood newsletter 'Bromley Farm News'. Without your support we would find it difficult to produce this well established and informative newsletter which is delivered to 1200 homes across the Bromley Farm neighbourhood.

Yours sincerely,

Glen Williams

Chairman BFCDT

Management Accounts to December 2014

See attached Income and Expenditure sheet. These figures are for 9 months so would be 75% of the annual budget if the expenditure was regular monthly.

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.

Finance and Policy

Corporate Management

- Reception – TIC is the annual charge for the visitor centre ladies to act as the Town Council's receptionists between 9am and 5pm.
- Subscriptions and Publications include annual charges to SLCC and ChALC.
- Insurance is a full year cost. This has been renegotiated with Zurich Insurance and has been split across Corporate Management, Streetscape and the Town Hall cost centres and has given a small saving over the budgeted figures.
- We have had one internal audit visit out of 3 so far this year.
- The external audit fee is entered at the end of the financial year

Grants

- £7229.80 is available for new grant applications to March 2015.

Community, Environment and Services

- The paddling pool was within budget.
- The budget for floral displays includes a cost for watering baskets which was carried out by a contractor in previous years. The Streetscape team have delivered the service this year, hence the underspend on Floral displays. Next year the budget will be transferred to overtime on Streetscape.
- CCTV charges have been paid for the 5 cameras monitored by Cheshire East Council and repairs carried out on the CCTV vehicle.
- A full year's contribution has been paid for 4 Police Community Support Officers.
- The Christmas Light switch on event was held at the end of November but all the expenditure invoices have not been received yet but this is expected to be within budget.
- The Community Mini-bus cost centre is showing the balance of the grant awarded by Cheshire East to repair and maintain the mini-bus.

Streetscape

Staffing costs are slightly underbudget even when agency staff are included as the budget includes an extra handyman that has not been recruited. Also the cost of the Town Hall supervisor/Maintenance officer is split between the Town Hall cost centre and Streetscape. Fuel costs have been lower this month as it covers the Christmas closedown.

Town Hall

- Income and expenditure are both slightly under budget but the net effect of this is showing a slight reduction in the deficit.

Jackie Potts.

Congleton Town Council - Management Accounts - December 2014

		Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
Finance and Policy						
Cost Centre						
101	<u>Corporate Management</u>					
	Staff Costs (re-allocated)	8,991	80,178	112,902	32,724	71%
	Travel	75	591	1,500	909	39%
	Training / Conferences	480	1,106	2,600	1,494	43%
	Rent Payable	1,163	10,463	13,950	3,487	75%
	Reception - TIC	0	2,735	2,560	-175	107%
	Miscellaneous Office Costs	34	255	500	245	51%
	Telephone/Fax/Internet	344	1,629	2,000	371	81%
	Postage	213	1,749	3,500	1,751	50%
	Stationery & Printing	166	1,006	2,500	1,494	40%
	Subscriptions & Publications	0	2,078	2,000	-78	104%
	Insurance	0	7,082	7,905	823	90%
	Computer/IT Costs	549	4,754	5,870	1,116	81%
	Photocopy Charges	610	1,764	3,700	1,936	48%
	Recruitment Advertising	0	214	500	286	43%
	Other Advertising	0	63	200	137	32%
	Bank Charges	4	75	100	25	75%
	Audit Fees - External	0	0	2,000	2,000	0%
	Audit Fees - Internal	0	410	1,440	1,030	28%
	Accountancy Support	402	1,773	3,675	1,902	48%
	Legal & Professional fees	275	1,430	1,500	70	95%
	HR & H&S support	213	1,943	2,560	617	76%
	Central Overheads reallocated	-2,682	-33,635	-49,537	-15,902	68%
Corporate Management:-Expenditure		10,837	87,663	123,925	36,262	71%
	CEC Grant	0	-65,558	-63,825	1,733	0%
	Interest Receivable	-1,759	-5,017	-8,000	-983	84%
Corporate Management :- Income		-1,759	-70,575	-69,825	750	101%
Net Expenditure over Income		9,078	17,088	54,100	37,012	32%
102	<u>Democratic Rep'n & Mgm/Civic</u>					
	Staff Costs (re-allocated)	1,878	16,299	22,481	6,182	73%
	Training / Conferences	0	490	1,000	510	49%
	Stationery & Printing	157	198	250	52	79%
	Marketing/Promotions	0	40	1,000	960	4%
	Council Newsletter	0	2,601	5,230	2,629	50%
	Council Website	0	195	2,000	1,805	10%
	Mayor's Allowance	0	3,000	3,000	0	100%
	Members Expenses	0	0	360	360	0%
	Civic Expenses	350	4,221	5,500	1,279	77%
	Civic Regalia	0	0	100	100	0%
	Hall & Room Hire	299	2,640	6,000	3,360	44%
	Civic Artefacts and Treasures	0	322	500	178	64%
	Election Expenses	0	0	0	0	0%
	Central Overheads reallocated	119	1,490	2,195	705	68%
Democratic Rep'n & Mgmt/Civic:-Expenditure		2,803	31,496	49,616	18,120	63%
107	<u>Grants</u>		68,347	75,577	7,230	90%
F&P Income - Expenditure Totals		11,881	116,931	179,293	62,362	65%
<u>Community, Environment & Services</u>						
201	Paddling Pool	69	23,913	24,307	394	98%
212	Propagation Unit	0	700	1,000	300	70%
215	Floral Displays	822	9,960	17,500	7,540	57%
241	Allotments	12	271	240	-31	113%
251	Handyman service	0	0	0	0	0%
263	Public Toilets	1,248	4,746	8,000	3,254	59%
300	Public Realm CCTV	0	12,759	14,800	2,041	86%
301	Congleton Partnership	2,084	18,756	25,008	6,252	75%
302	Community Development	3,078	25,364	41,480	16,116	61%

Congleton Town Council - Management Accounts - December 2014

		Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
303	Police Community Support Officers	0	47,200	47,200	0	100%
305	Christmas Fayre/lights	1,421	2,042	4,000	1,958	51%
321	Tourism	0	2,872	3,000	128	96%
341	Youth and Young People	30	1,426	2,000	574	71%
351	Fellowship House	136	3,282	5,954	2,672	55%
304	P/ship Community Mini-Bus	1,728	-7,089	0	7,089	0%
		10,628	146,202	194,489	48,287	75%
280	<u>Streetscape</u>					
	Staff Costs	29,295	249,105	364,055	114,950	68%
	Agency Staff	1,609	12,604	0	12,604	0%
	Protective Clothing/H & Safety	506	2,517	2,250	267	112%
	Office rent	256	2,300	3,067	767	75%
	Janitorial	0	2,517	6,000	3,483	42%
	Refuse disposal	0	340	0	340	#DIV/0!
	Telephones	0	0	1,200	1,200	0%
	Insurance	448	4,032	6,000	1,968	67%
	Property maintenance		495	500	5	99%
	Horticultural etc Supplies	436	17,145	8,000	9,145	214%
	Equipment maintenance	0	63	200	137	32%
	Equipment replacement/Tools	0	50	750	700	7%
	Vehicle maintenance/Serv etc	257	3,459	4,456	997	78%
	Vehicle fuel and oil	627	10,862	15,000	4,138	72%
	Vehicle rental charges	2,578	23,202	32,376	9,174	72%
	General expenditure	0	392	0	392	0%
	Central Overheads Reallocated	1,924	24,164	35,544	11,380	68%
		37,936	353,247	479,398	126,151	74%
	Streetscape - Income		-263,350	-346,314	-82,964	76%
	Net Expenditure over Income	37,936	89,897	133,084	43,187	68%
	<u>Town Hall</u>					
221	Town Hall - Expenditure		108,811	160,542	-51,731	68%
	Town Hall - Income		-72,890	-107,050	34,160	68%
	Net Expenditure over Income		35,921	53,492	17,571	67%
	<u>Total Net Expenditure</u>	60,445	388,951	560,358	171,407	69%
	<u>Personnel</u>					
401	Staff Costs - Reallocated	49,592	436,823	620,278	183,455	70%

Reserves as at 31/12/14

General Reserve	164,717
Capital Equipment Fund	26,635
Capital Contingency Fund	178,139
EMR Elections	15,000
EMR Crime Prevention/Traffic calmin	3,779
EMR Ancient Treasures	3,000
EMR Website	10,000
EMR Training	3,000
EMR Streetscape	57,250
EMR Loan Repayments	1,725
EMR Toilets	36,907
EMR Play Areas	6,000
EMR Public Realm	3,906
EMR Legal Fees	8,750
EMR Congleton Neighbourhood Plan	42,500
	561,308

Bank Reconciliation Statement as at: 31/01/2015 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>
RBS Current Account 11411170	31/01/2015	891	545.45
RBS High Interest A/c 11411162	31/01/2015	568	145,588.14
			<u>146,133.59</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
06/01/2015 007031 Light Shop Ltd		8.76	
19/01/2015 007051 AWC Electrical Ltd		2,246.40	
19/01/2015 007056 Cheshire East Council		20.00	
27/01/2015 007070 The Best Connection Group		556.96	
27/01/2015 007071 Broken Cross Paint & Wallpaper		55.63	
27/01/2015 007072 Green Pastures Ministries		50.00	
27/01/2015 007073 R1Digital Media Ltd		300.00	
27/01/2015 007074 Royal Mail Group Ltd		944.40	
27/01/2015 007075 United Utilities		391.69	
27/01/2015 007076 Posh Nosh Parties Ltd		386.82	
27/01/2015 007069 Graff City Ltd		21.58	
			<u>4,982.24</u>
			141,151.35
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			141,151.35
		Balance per Cash Book is :-	141,151.35
		Difference is :-	0.00

Congleton Town Council

RBS Current/I Access Acct

List of Payments made between 01/12/2014 and 31/01/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/12/2014	Hulme Scaffolding Ltd	006967	12,000.00	0285/5323/dismantle scaffoldin
01/12/2014	Cheshire East	DD	2,217.00	Business rates
01/12/2014	CSI Basics	006966	1,000.00	Grant CSI Basics
02/12/2014	Congleton Choral Children's Ch	006968	250.00	Grant Cong Children's Choir
02/12/2014	Crewe Colour Printers	006969	380.00	Grant - Bromley Farm Community
08/12/2014	Angel Springs Ltd	006971	4.27	2455051/5281/water
08/12/2014	Belmont Fabrication (Congleton	006972	444.00	13691/5282/xmas tree brackets
08/12/2014	The Best Connection Group	006973	486.55	2097521/5283/streetscape temp
08/12/2014	British Telecom	006974	292.14	MR74673400Q0341/5284/Telephone
08/12/2014	Cavern Protective Clothing	006975	38.40	17861/5286/Safety boots
08/12/2014	Cheshire East Council	006976	120.00	41060920/5287/carpark closure
08/12/2014	Cheshire Electrical Supplies L	006977	42.88	C1680869/5288/Bulbs
08/12/2014	Heads (Congleton) Limited	006978	110.40	90159/5289/Fellowship Hse Adve
08/12/2014	Congleton Museum	006979	839.00	512/5291/Educational Activity
08/12/2014	Daneside Theatre	006980	804.85	704/5293/P/ship WWI Show
08/12/2014	Gartec Limited	006981	62.40	87131/5294/2 x 12v batteries
08/12/2014	Infotona	006982	67.08	T242749/5295/toner drum LM
08/12/2014	K G Loach	006983	180.00	21454/5296/lawn sand
08/12/2014	Ninehundred Communications Gro	006984	112.20	41279/5297/Digital Radio hire
08/12/2014	Posh Nosh Parties Ltd	006985	346.33	Recharges £313.93; Youth £22.20; Xmas £10.20
08/12/2014	SAS Daniels LLP	006986	140.00	109469/5304/Land registry wrk
08/12/2014	Talke Chemical Company Limited	006987	385.16	63961/5307/bin bags
08/12/2014	United Utilities	006988	21.78	00204937/5309/ allotment water
08/12/2014	Whitehursts Agricultural & Bui	006989	60.00	78345/5310/Gate
08/12/2014	T Mobile	DD	22.26	V01035110691/5308/JM phone
08/12/2014	Bromley Friendship Group	006970	214.20	Grant - Bromley Friendship gro
09/12/2014	Porters Service Station Ltd	006990	1,033.77	301114/5311/Fuel for vans
09/12/2014	Lion & Swan Hotel	006991	79.00	3830/5347/in Bloom judge
09/12/2014	West Mercia Energy	D D	2,808.99	1167335/5343/Electricity
10/12/2014	British Telecom	dd	45.73	Q058US/5285/Fax machine
11/12/2014	J Wheatley	006993	133.20	In Bloom Judge expenses
15/12/2014	Wirehouse Employer Services	DD	102.00	Health and Safety consultancy
15/12/2014	Open Space	006994	250.00	Grant Open Space Arts festival
16/12/2014	The Best Connection Group	006995	960.32	2101829/5313/Streetscape temp
16/12/2014	BDR Voice & Data Solutions Ltd	006996	390.00	216063/5314/phone maint renewa
16/12/2014	Chris Booth	006997	200.00	313/5315/xmas lights support
16/12/2014	Canda Copying Ltd	006998	732.41	337305/5317/photocopying
16/12/2014	Cavern Protective Clothing	006999	207.00	17872/5346/protective clothing
16/12/2014	Cheshire East Council	007000	1,550.00	091214/5319/marriage licence fee
16/12/2014	Cheshire East Council	007001	20.00	101214/5320/P/ship Lest We Forget Boo
16/12/2014	Congleton Garden Machinery Ltd	007002	57.60	28265/5321/machinery repairs
16/12/2014	Heatons Office Supplies Ltd	007003	61.08	SINV10076097/5322/A4 paper
16/12/2014	Hulme Scaffolding Ltd	007004	2,256.00	0280/5324/Scaffold rental
16/12/2014	Mr John Lindley	007005	150.00	021214/5325/P/ship poetry workshop
16/12/2014	Maxigiene Environmental Service	007006	45.00	18457C/5326/telegonella monitor
16/12/2014	O H Medical Ltd	007007	275.20	CTC2/5327/ Occ health services
16/12/2014	Posh Nosh Parties Ltd	007008	941.12	298/5328/Recharges £272.04; P/ship £152.64 Civic £419.47;InBloom £60.25;CTC £36.72
16/12/2014	The Stationery Cupboard	007009	88.15	130/5333/Stationery items
16/12/2014	Stock Bar Ltd	007010	573.16	120814/5334/Streetscape lunch
16/12/2014	Talke Chemical Company Limited	007011	671.95	63937/5348/Sack Truck
16/12/2014	T & S Electrical Limited	007012	52.52	9808/5338/globe bulbs
16/12/2014	United Utilities	007013	688.33	00210205/5339/Town Hall water
16/12/2014	Vibrant Graphics Ltd	007014	188.40	026783/5340/mayors xmas card
16/12/2014	West Wallasey Contract Hire	007015	3,093.54	WAL213418/5345/vehicle lease
16/12/2014	Glen Williams	007016	1,728.39	Reimburse minibus expenses
17/12/2014	West Mercia Energy	d d	1,090.09	1170590/5279/T/Hall Gas charge
17/12/2014	The Royal Bank of Scotland	Dd	27.00	031214/5332/Labels xmas event
18/12/2014	Autopay	AUTOPAY	48,879.48	Payroll December 2014
19/12/2014	Wirehouse Employer Services	DD	153.60	HR consultancy
23/12/2014	Congleton Harriers	007018	250.00	grant Congleton Harriers
29/12/2014	RBS Autopay	DD	4.00	Autopay charges Dec 14
29/12/2014	Prism Bus Developments	DD	659.31	IT support monthly
31/12/2014	Sita UK Ltd	DD	233.69	29522197/5305/Waste collection
31/12/2014	Allpay - Plus Dane	DD	36.08	Gargage Allotments

09/01/2015	ACAS	007040	384.00	09/13491/5379/Training MJW, RB
19/12/2014	Mr W G Lenton	007017	640.00	281114/5352/xmas entertainment
02/01/2015	United Utilities	DD	388.34	010514/4733/United UtilitiesWater rates
02/01/2015	Cheshire East Council	DD	2,217.00	Business rates town hall
05/01/2015	Congleton Town FC	007019	1,500.00	Grant Congleton Town FC
05/01/2015	North West in Bloom	007020	130.00	North West in Bloom entry fee
05/01/2015	Petty Cash	007021	169.21	Petty Cash reimbursement
06/01/2015	The Best Connection Group	007022	969.93	2109725/5354/Streetscape temp
06/01/2015	Cheshire Electrical Supplies L	007023	20.03	C1681193/5355/light bulbs
06/01/2015	Cavern Protective Clothing	007024	400.20	17886/5357/caretakers uniforms
06/01/2015	Clowes Developments (Northwest	007025	591.88	2077706/5358/water public wc's
06/01/2015	Heads (Congleton) Limited	007026	48.60	90631/5359/civil p/ship advert
06/01/2015	Congleton Learning Partnership	007027	753.60	1087/5360/P/ship funding support
06/01/2015	Fodens Band	007028	240.00	201214/5361/Xmas performance
06/01/2015	JAF Graphics	007029	294.00	18674/5362/p/ship banner
06/01/2015	Landscape Supply Company	007030	142.85	50260/5364/trimmer, gloves et
06/01/2015	Light Shop Ltd	007031	8.76	533/5365/light bulb
06/01/2015	K G Loach	007032	206.94	21521/5366/Bark
06/01/2015	A P Matthews Nurseries Ltd	007033	794.64	29479/5367/58 Trees
06/01/2015	Ninehundred Communications Gro	007034	22.20	413761/5368/collection xmas radios
06/01/2015	PHS Group	007035	807.81	61280775/5371/town toilets
06/01/2015	Porters Service Station Ltd	007036	752.96	311214/5378/Fuel for vans
06/01/2015	St John Ambulance	007037	253.44	SP14026330/5373/1st aid cover xmas
06/01/2015	T & S Electrical Limited	007038	379.76	9546/5377/Security lighting
06/01/2015	St Peter's Church	007039	1,000.00	Grant - St Peter's Church
07/01/2015	T Mobile	Dd	22.26	V01044329016/5375/JM phone
08/01/2015	West Mercia Energy	dd	3,083.33	1172620/5344/Electricity
09/01/2015	Fairbairn Signs	007041	108.00	19358/5380/livery for mower
09/01/2015	Fool's Paradise Ltd	007042	402.00	12063/5381/xmas entertainment
09/01/2015	Mitten Clarke	007043	482.40	14083/5382/PAYE & payroll
09/01/2015	North Rode Timber Co. Ltd	007044	7.26	143839/5383/door hook
09/01/2015	Posh Nosh Parties Ltd	007045	604.80	306/5384/Recharges £388.32; CTC £216.48
09/01/2015	Plumbing Trade Supplies	007046	11.89	4043257065/5390/flush
09/01/2015	Purchase Power	D D	213.00	BC232503/5369/Postage
12/01/2015	Angel Springs Ltd	007047	143.78	2488207/5391/drinking water
12/01/2015	T & S Electrical Limited	007048	413.40	9666/5392/flood lighting
13/01/2015	Heatons Office Supplies Ltd	007050	48.86	SINV10064720/5393/copier paper
13/01/2015	Apex Self Storage	007049	167.39	13571/5429/Town Guide Storage
14/01/2015	Wirehouse Employer Services	DD	102.00	Health and Safety Consultancy
16/01/2015	RBS Autopay	AUTOPAY	48,395.22	Salaries January 2015
19/01/2015	AWC Electrical Ltd	007051	2,246.40	2382/5395/xmas lights extra
19/01/2015	The Best Connection Group	007052	883.46	2117208/5397/streetscape temp
19/01/2015	Blitz Fireworks Ltd	007053	2,104.80	1081/5398/Various xmas stuff
19/01/2015	N Calvert	007054	233.40	1726/5399/Caretaker clothing
19/01/2015	OCS Group UK Ltd	007055	121.68	CN18909819/5400/waste collecti
19/01/2015	Cheshire East Council	007056	20.00	160115/5403/Training Seminar
19/01/2015	Cheshire Electrical Supplies L	007057	5.58	C1682668/5404/bulbs
19/01/2015	Congleton Community Projects	007058	55.00	070115/5405/Hire of ad boards
19/01/2015	Congleton Garden Machinery Ltd	007059	2,896.63	28251/5414/Mowers Servicing
19/01/2015	Laser Cutting Services Ltd	007060	129.54	3851/5417/Dog fouling Stencil
19/01/2015	The Leaflet Team	007061	391.00	CTC0022/5418/B N Distribution
19/01/2015	O H Medical Ltd	007062	150.00	CTC3/5419/OPH Services
19/01/2015	Otis Ltd	007063	500.38	01151156/5420/Lift service
19/01/2015	Talke Chemical Company Limited	007064	192.00	64000/5421/waste sacks
19/01/2015	Vibrant Graphics Ltd	007065	798.00	026813/5422/Bear Nec Winter
19/01/2015	Visyon Ltd	007066	200.00	14078/5423/Contrib to elec fellowship house
19/01/2015	West Wallasey Contract Hire	007067	3,093.54	WAL213955/5424/vehicle leases
19/01/2015	Prism Business Developments Li	007068	575.74	35130/5428/Software PDF writer
19/01/2015	Wirehouse Employer Services	DD	153.60	HR Consultancy monthly
26/01/2015	Prism Bus Developments	DD	668.69	IT support monthly
27/01/2015	The Best Connection Group	007070	556.96	2125882/5430/Streetscape temp
27/01/2015	Broken Cross Paint & Wallpaper	007071	55.63	9566/5432/paint for offices
27/01/2015	Green Pastures Ministries	007072	50.00	33060/5433/xmas filming
27/01/2015	R1Digital Media Ltd	007073	300.00	0148/5434/website work
27/01/2015	Royal Mail Group Ltd	007074	944.40	1801658367/5435/collection fee
27/01/2015	United Utilities	007075	391.69	00252140/5437/P/Pool water
27/01/2015	Posh Nosh Parties Ltd	007076	386.82	312/5440/Recharges £314.70; P/ship £34.68 Youth £17.04; CTC £20.40
27/01/2015	Graff City Ltd	007069	21.58	13463/5452/pigment spray
28/01/2015	Allpay - Plus Dane	DD	36.08	Allotment garage rental
30/01/2015	Sita UK Ltd	DD	233.69	29555726/5372/waste collection

Total Payments 177,055.04

Report to Finance and Policy Committee

19th February 2015

Ride on Mower

During the spring and summer of last year the Streetscape team came under a lot of pressure because of the demand arising from grass cutting. This phenomenon partly arose because of the high growth of grass during the spring and summer months encouraged by the wet, but, warm weather.

This situation was exacerbated by the unavailability of the second ride on mower which is a John Dere inherited from Cheshire East which is 13 years old. The unit is unreliable and as a consequence was down for 4 weeks last year in the middle of the grass growth season awaiting repair. In fact it was in and out of Congleton Garden Machinery several times last year because of various breakdowns.

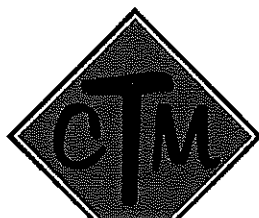
The machine is getting older and due to the demands of the job, the mower needs to be used on a more frequent basis not only to support the Toro prime cylinder smooth cut ride on mower when demand is high, but, to assist in bringing about improvements in terms of service to the town and the surrounding areas.

Therefore, a more modern reliable machine is needed as back up for the Toro machine that the Town Council purchased last year.

The proposal would consist of purchasing a second lightly used machine as this provides best value for money to be used when demand peaks exist and to assist in extending and improve the grass cutting service to the Town. It is expected that the old unit would derive a small trade in allowance which would be offset against the initial price for the newer unit.

Recommendation

To purchase an ex demonstration Toro Ride on Mower at a cost of £13,965. If this is unavailable, to purchase a similar unit in the price range of £13,000 to £16,000.



CHESHIRE TURF MACHINERY

Weybourne House, Weybourne Drive, Bredbury Stockport, Cheshire SK62 DN
Telephone: 0161 494 5673 Fax: 0161 494 6218
russell@cheshireturfmachinery.co.uk

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

22nd January 2015

Dear Chris

Following our recent conversation i have the pleasure in quoting as follows:-

1 – TORO LT3400 Ride-On Out Front Rotary.

- 35hp Kubota Diesel Engine.
- 62” Rear Discharge Deck & Mulching Kit.
- 4 Wheel Drive on demand forward / reverse.
- Full Road Lighting Kit with Flashing Beacon.
- Folding ROPS.
- Road Registered.

List Price:

£26,543.00 + VAT

Less Trade In John Deere

£1,500.00

Nett Price:

£25,043.00 + VAT

Please note the following in regard of our pricing:

- Settlement terms for discount are strictly 14 days.
- Prices include pre-delivery inspection, delivery and installation.
- Manufacturer's warranty subject to terms and conditions.
- Operator and technician training are available on request.

If you require any further information please do not hesitate to call me.

Yours faithfully

Russell Davies
Area Sales Manager
07975517117

www.cheshireturfmachinery.co.uk

Registered in England No: 3231483 Registered office: Weybourne House, Weybourne Drive, Bredbury, Stockport, SK6 2DN
Directors: S.J.Halley (Managing) P. McGreevy (Sales) M.Woodward (Service)



CHESHIRE TURF MACHINERY

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Telephone: 0161 494 5673 Fax: 0161 494 6218
russell@cheshireturfmachinery.co.uk

Congleton Town Council
Town Hall
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CW12 1BN

22nd January 2015

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Following our recent conversation i have the pleasure in quoting as follows:-

1 – Ex-Demonstration TORO LT3400 Ride-On Out Front Rotary.

- 35hp Kubota Diesel Engine.
- 62" Rear Discharge Deck & Mulching Kit.
- 4 Wheel Drive on demand forward / reverse.
- Full Road Lighting Kit with Flashing Beacon.
- Folding ROPS.
- Road Registered.

<u>List Price:</u>	<u>£26,543.00 + VAT</u>
<u>Less Discount</u>	<u>£11,796.46</u>
<u>Less Trade In John Deere</u>	<u>£800.00</u>
<u>Nett Price:</u>	<u>£13,946.54 + VAT</u>

Please note the following in regard of our pricing:

- Settlement terms for discount are strictly 14 days.
- Prices include pre-delivery inspection, delivery and installation.
- Manufacturer's warranty subject to terms and conditions.
- Operator and technician training are available on request.

If you require any further information please do not hesitate to call me.

Yours faithfully

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Area Sales Manager
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GRN Consulting

GolfCourses4Sale

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Item	Ferris 5900618 Zero Turn Mower
Price	£5,950.00 +VAT
Quantity	1
Description	In excellent condition overall, with a Caterpillar 33hp diesel engine, 61 inch deck, 1700 hours, year 2009.
Location	Kings Norton, Birmingham, West Midlands, B38 9PT, England
Telephone:	07973480068
Posted by	Tim Jones
Posted on	21/12/2014
Link	
Views Today	1
Total Views	108

Enquire about this item

Your Name	<input type="text"/>	?
Your Email	<input type="text"/>	?
Subject	<input type="text" value="Re: Ferris 5900618 Zero Turn Mower (#594"/>	?

Range Equipment

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Ball Washers

Range Balls

Netting

Ball Pickers

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Mats

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Hire is here ...

 click the **hire tab** to view the full range of specialist groundcare machinery

AGRICULTURAL

CONSTRUCTION

GROUND CARE

ARBORICULTURAL

SHOP

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Tractors

Toro LT 3240 us.php)

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Utility Vehicles

Heavy Duty Triple Turf Mower

(/groundcare/hire/utility-vehicles)

Scarifying/flail

Specification:

collecting

Engine: Kubota 4-cylinder 35HP (26kW)

(/groundcare/hire/scarifying

Fuel Capacity: Diesel Fuel 10 gal (45L)

flail-collecting)

Cutting Width: Up to 83.5" (2120mm)

Aeration

ROPS: 2-post folding ROPS frame fitted as

(/groundcare/hire/aeration)

standard

Seeders

Weight: 2903lb (1317kg)

(/groundcare/hire/seeders)

Top Dressers

(/groundcare/hire/top-

dressers)

Hire Rates

Implements / Other

(/groundcare/hire/implements-

other)

1 day

extra day

5 days

2 weeks

1 month

£235.00

£130.00

£525.00

£1050.00

£1940.00

(/groundcare/hire/mowers)

Mowers

(/groundcare/hire/mowers)

back

Chippers / Shredders

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shredders)

 enquire now (mailto:nathan.jacobs@listerwilder.co.uk?subject=Hire Enquiry:
Toro LT 3240&body=I am interested in hiring Toro LT 3240, please call me back
on:)

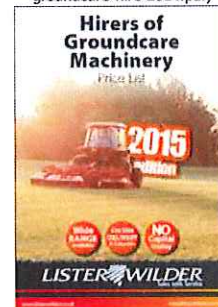
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Registered office The Park Port Way Crowmarsh Wallingford Oxon OX10 8FG Tel 01491 838388 Fax 01491 836702

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Double click on above image to view full picture



Toro LT3240 Ride-On Cylinder Mower

Product Code: HIRE55

Toro LT3240 Ride-On Cylinder Mower available for hire at SGM

Call our hire team on [0800 4320440](tel:0800 4320440) for more details**£450.00** Ex VAT.**Weekly price from the above rate**

Details

The Toro LT3240 is a high quality professional cylinder mower. This mower can perform well on a wide range of surfaces and is suited to several tasks.

The on demand 4WD system also gives the mower extra stability and grip on both uneven and hilly surfaces.

The Toro LT3240 is powered by a 35hp Kubota diesel engine and has an 83.5" cutting width. This mower has a mowing speed of 13 km/h and a transport speed of 22 km/h. It weighs approximately 1317kg.

With a high quality finish and robust/durable construction, the Toro LT3240 is an all round performer that won't let you down.



Full Product Specifications

4 wheel drive
35hp diesel kubota engine
13 km/h mowing speed
22km/h transport speed
83.5" width of cut
Hydraulic lift on cutting equipment
1317kg

Information about SGM's hire service

Other hire options and rates are available on most of our machines, including:

Spot hire

Long-term hire

contract hire (supplied new for 3-5 years).

Please contact us on [0800 432 0440](tel:0800 432 0440) or email enquiries@sgm-uk.com for rates.

All hire machinery is supplied for a fixed cost with all servicing, maintenance and breakdown response built in.

Details about the manufacturer



Toro are a global brand in the turf care and maintenance industry. They provide high quality professional machinery for a range of surfaces and sports uses. They have been chosen by many top level grounds keepers and have a near unbeatable reputation. For high quality, precision machinery you're hard beat to find better than Toro.









Report to Finance and Policy Committee

19th February 2015

Vehicle Tracking

Introducing a fleet GPS tracking system would lead to a number of distinct advantages if introduced onto the Town Councils' fleet of vehicles.

1. We would know the exact location of where every vehicle is in real time.
2. Daily reports can be produced detailing where the vehicles have been and for how long. Activity can be measured and used to derive further efficiencies.
3. The system can monitor and report on driving styles and aggressive and harsh driving can be identified, which includes harsh braking, cornering and acceleration. This driving behaviour also leads to greater fuel usage and possibly leads to incidents or accidents.
4. A safe ranking report is also produced from driving style to improve driving behaviour.
5. Speeding can also be pin pointed
6. The fuel efficiency report summarises how efficient drivers are when it comes to fuel usage, this in addition monitors excessive idling time.
7. If we lose contact with an employee because of an accident or other incident his vehicle location can be precisely pin pointed and assistance sent to him, so there are clear health and safety benefits.

The cost of using such a system is about £2000 p.a., however, the tracking system provides a number of opportunities to reduce costs particularly in the area of fuel usage. Simply improving fuel consumption by a reduction of one gallon of fuel per week per vehicle will result in the system paying for itself and that is regardless of other opportunities to improve manpower efficiency.

Additionally, once a history is built up of good driving, this might present the Town Council with an opportunity to reduce insurance costs.

Recommendation

To introduce a tracking system on all Town Council vehicles at a cost of circa £2000 p.a.



TomTom Telematics Proposal

Prepared for: Ruth Boffey

Of: Congleton Town Council



Congleton Town Council



1 Statement

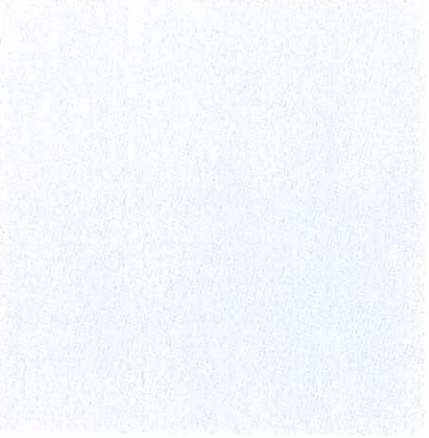
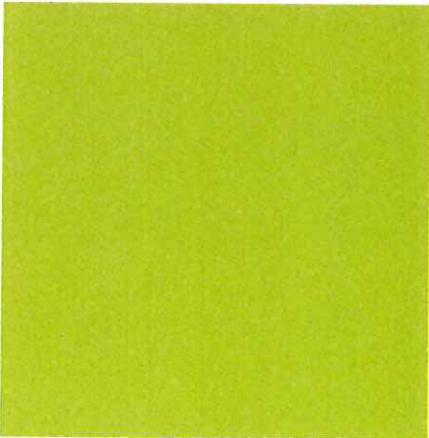
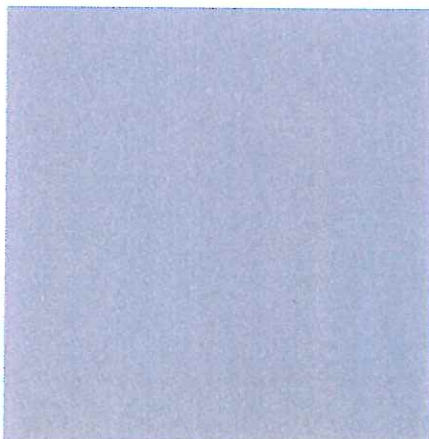
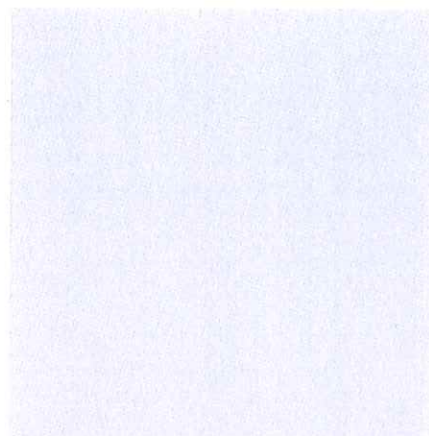
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Ruth Boffey
Congleton Town Council
Town Hall
High Street
Congleton
Cheshire
CW12 1BN

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2 About G-Force Communications Ltd

Established in 2005, G-Force Communications Ltd are an independent 'business to business' communications specialist offering a consultancy service to our customers in order to provide products and solutions that save them time and money.

With client accounts nationwide and from a broad range of industry sectors, our success is based upon delivering excellent service and account management balanced with honest impartial advice.

Our Products & Services

Business Mobiles

- Highly competitive tariffs
- Bill analysis & bespoke rates
- Connectivity to each network
- Full range of mobile handsets, PDA's & tablets
- Hands-free solutions & accessories
- Internet & email on the move
- Accredited partner
- Account management & customer service
- Online billing & reports
- Hardware fund

Business Landlines & Broadband

- Save money on calls & lines
- New line installations & seamless transfers
- Analogue, ISDN2 / ISDN30 & SIP trunks
- Non geographic numbers
- One monthly bill
- Fraud monitoring
- Fully featured, high speed broadband
- ADSL, EFM, fibre to cabinet, & lease line options
- Low contention ratios
- Satellite broadband

Business Telephone Systems

- Full range of hardware & features
- Voice Over Internet Protocol (VoIP)
- Call recording solutions
- Call statistics software
- Voice & data integration
- Structured cabling
- Conferencing units
- Accredited partner
- Training and maintenance
- Project management

Fleet Vehicle Management

- TomTom Business certified partner
- Save on fuel, insurance & maintenance costs
- Save on timesheets, administration & communication costs
- Improve efficiency, productivity & customer service
- Comply with legislation & promote safer, greener driving
- Job allocation & dispatch
- Driver ID & active driver feedback
- Truck Navigation & Digital Tachograph Manager
- Scheduled reports & dashboards
- Mobile applications & API integration

Vehicle Cameras & CCTV

- Protects against 'cash for crash' & false whiplash claims
- Protects against conflicting reports of events & lack of witnesses
- Protects against incorrect driving offences & traffic allegations
- Capture location, speed, sound, impact direction & severity
- Forward, reverse, side & internal camera options
- All in one plug 'n' play units & modular fully installed DVR multi-camera options
- Lockable hardware & password
- secure software
- Monitor, video, microphone & alarm outputs
- Driving aid, tuition & reporting
- Telematics connectivity



Summary and Objectives

Congleton Town Council currently have 8x vehicles in their fleet, they aren't currently tracked but the operations supervisor has researched telematics so understands the many benefits available.

Ruth oversees the operatives who carry out the grounds maintenance and street cleansing work throughout Congleton. She works full time and is based primarily in the town hall and reports to the facilities manager. The system is mainly to be used for creating and validating timesheets and checking locations of vehicles.

Drivers are allocated their own vehicles and use their own satnav devices, the vehicles aren't fitted with any hands-free or witness/incident camera technology. No private use is tolerated without being granted prior permission.

Congleton Town Council are ideally looking for a system that not only tracks the vehicles but also offers future features & benefits such as job dispatch & allocation and can integrate with a 'go paperless' PDA or alternative solution. They want to monitor driver behavior to reduce fuel usage & maintenance costs, and driver league tables to incentivize a pro-active culture and to assist in negotiating improved fleet insurance premiums.

3 Recommendations

- As discussed, we recommend the implementation of TomTom Telematics. This proven technology will enable Congleton Town Council to achieve all of the objectives that have been identified. The Link 510 with drivers assigned manually will generate the OptiDrive reporting and driver league tables which clearly indicate areas for improvement or training requirements.
- Additional standard WebFleet features such as Driver Behaviour, Speeding v Legal Speed Limit, HD Traffic, Maintenance Scheduling, and bespoke on-demand reporting with conditional highlights ensure that you will enjoy real value for money.
- With the addition of the PRO satnav device you will benefit from hands-free, IQ Routes, HD Traffic, text-to-speech 2-way communication, job dispatch & allocation, Driver ID, active driver feedback, dynamic ETA's & full auditable workflow.
- Our intelligent mobile apps will ensure that management can remain in control even whilst on the move, and drivers can maintain business & private mileage records at the touch of a button, reassured that accurate start & finish mileages and times are already pre-populated.
- A recognized and trusted worldwide brand, TomTom Telematics is easy to use and delivers extensive reliable, accurate information for as & when you need it most.
- The Installation process will take approximately 45 minutes per vehicle. Members of staff who will use the system at a daily operational level and also to prepare management reports will receive thorough training so that they can use the technology with confidence.

4 About TomTom Telematics

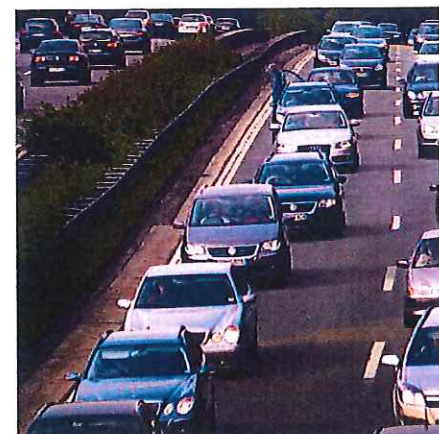
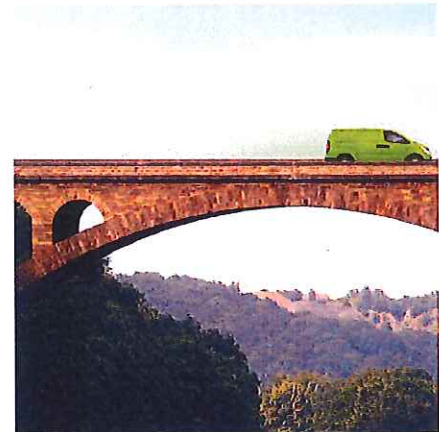
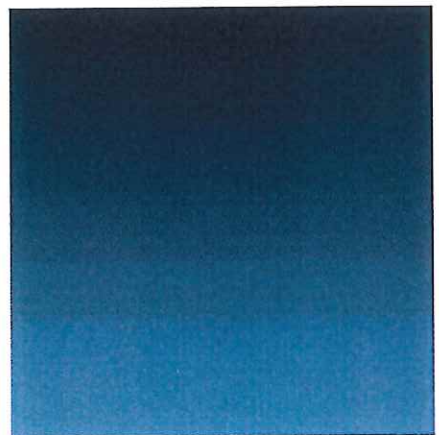
TomTom Telematics is the leading provider of Fleet Management and Vehicle Tracking solutions for businesses in Europe with over 400,000 vehicles equipped across 30,000 customers.

Our solutions are geared towards the challenges faced by small and medium sized businesses to improve efficiency and reduce costs, while delivering improved customer service and generating more profit.

TomTom provides a range of solutions to our customers, from basic vehicle tracking to complete mobile workforce solutions, including job dispatch and professional navigation. We tailor the approach to the specific needs of our customers. The average Return on Investment for our customers is between 6 and 9 months.

Benefits of working with us

- ✓ Save money on fuel and other vehicle costs
- ✓ Improve productivity and efficiency of your mobile workforce through smarter job dispatch and routing
- ✓ Make smarter decisions by having real time visibility of what is happening in the field
- ✓ Reduce administration time by generating automatic reports on field activity
- ✓ Reduce your carbon footprint and improve your bottom line by improving driver behaviour and time spent in traffic jams
- ✓ Deliver outstanding customer service and beat your competition





5 TomTom Telematics Products

5.1 Track & Trace – WEBFLEET & Link 410 /510

When your workforce is out and about, it can be difficult to retain control of your day-to-day operations. TomTom has solved this problem with WEBFLEET, an online application that enables you to manage your fleet, 24 hours a day, from any PC. There's no software to install. Just open WEBFLEET through a web browser and you can manage your entire field operation from the comfort of your desk.

Installed in each vehicle the Link unit maintains a reliable connection with the office.



Features	Benefits
<input type="checkbox"/> Web-based	<input type="checkbox"/> 24/7 Access from any PC with Internet Access
<input type="checkbox"/> Live & Historical 'Track & Trace' 10 sec locations with 60 sec updates	<input type="checkbox"/> Easy-to-use, Reliable, Accurate, Auditable Data
<input type="checkbox"/> Live Traffic Information	<input type="checkbox"/> Avoid Congestion & Delays – Reduce Idling
<input type="checkbox"/> Driving Events – identify & grade 'Harsh Steering' & 'Harsh Braking'	<input type="checkbox"/> Reduce Maintenance Costs & Improve Fuel Efficiency
<input type="checkbox"/> Compare Vehicle Routes	<input type="checkbox"/> Improve Planning & Job Allocation
<input type="checkbox"/> Analyse Speeding v Road Legal Limit	<input type="checkbox"/> Promote Safer Driving – Reduce Risk
<input type="checkbox"/> Schedule Management Reports	<input type="checkbox"/> Reduce Admin Time – Archive Data
<input type="checkbox"/> Vehicle Maintenance Facility	<input type="checkbox"/> Plan Activity & Manage Mileage
<input type="checkbox"/> Create Areas 'Geo-Fencing'	<input type="checkbox"/> Improve Security – Monitor Unauthorised Use
<input type="checkbox"/> Dashboard - Graphical View of KPI's	<input type="checkbox"/> Instant Overview

Tick the boxes – identify the features and benefits to suit your business.

5.2 WEBFLEET Mobile



WEBFLEET Mobile



If you're trying to manage your dispersed business from the road, we have the solution. WEBFLEET Mobile gives you instant access to the information you need to stay in control of your entire operation, right there, on your Smartphone and Tablet. Find it on the App Store or Android Market by searching for WEBFLEET Mobile or keyword TTWFM (£6.99).

5.3 Fuel Monitoring – ecoPLUS

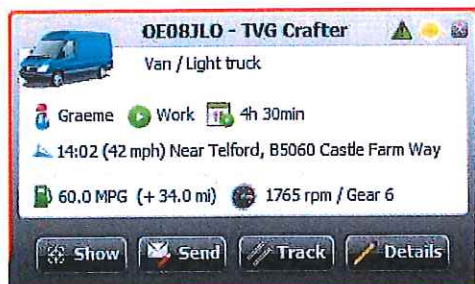
TomTom ecoPLUS™ is an easy and effective way to retrieve important vehicle data. It gives you useful reports on fuel consumption, CO2 emissions and engine trouble codes.

The TomTom ecoPLUS™ device is extremely simply to install. It connects easily to a wide variety of commercial vehicles via the OBD-II port.

If you want to run a greener business and drive down your operational costs, TomTom ecoPLUS™ is everything you need.

Be more environmentally friendly by reducing your vehicles' fuel consumption and your carbon footprint.

- ✓ See a clear overview of how your fleet is dealing with fuel consumption
- ✓ Empower your staff to develop a more efficient, professional driving style
- ✓ Drive down fuel and maintenance costs by monitoring the condition of your vehicles
- ✓ Impress customers by demonstrating your eco-friendly approach



5.4 Connected Navigation – PRO Series

The perfect companion for your mobile workforce, TomTom PRO is designed to help drivers work smarter, and a more flexible workforce means happy customers.

TomTom PRO gives you:

- More efficient use of time on the road
- An easier life on the road for your drivers
- Better informed office staff for smarter decision-making

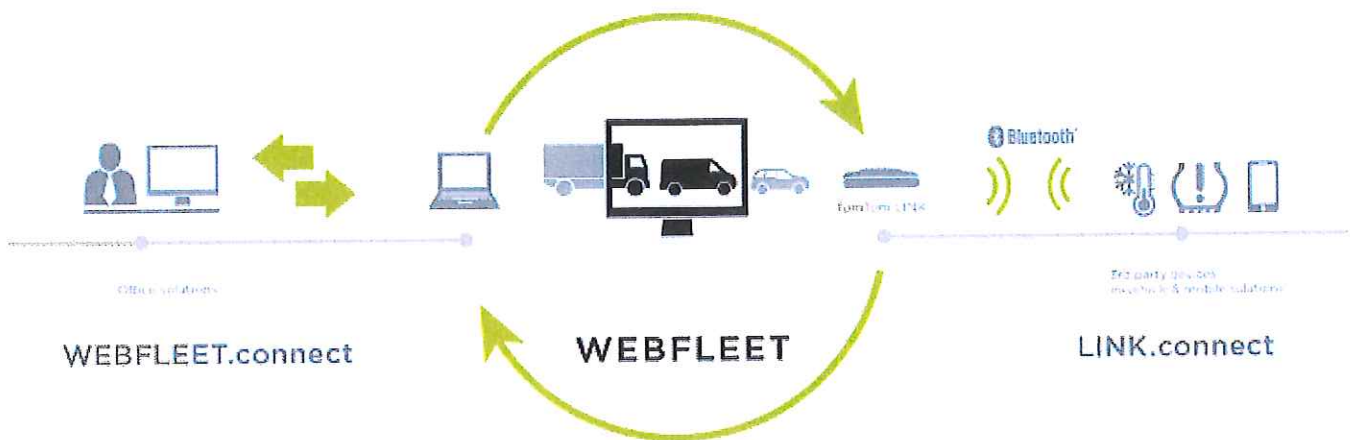


Designed for professional use, the TomTom PRO range can be used as standalone navigational devices and for entire fleet management, when connected to WEBFLEET®.

Features	Benefits
<input type="checkbox"/> Best in Class – Satellite Navigation	<input type="checkbox"/> Improve Customer Service – Accurate Dynamic ETA's
<input type="checkbox"/> LIVE Services – HD Traffic, IQ Routes, Speed Cameras, Local Google Search, TomTom Weather	<input type="checkbox"/> Avoid Congestion & Delays – Reduce Idling The Smartest Routes on the Best Maps
<input type="checkbox"/> Hands Free Calling	<input type="checkbox"/> Safer Driving – Save on Additional Car Kits
<input type="checkbox"/> 2-Way Communication – Text-to-Speech	<input type="checkbox"/> Reduced Communication Costs – Simple, Recorded, Clear & Consise Information
<input type="checkbox"/> Driver ID	<input type="checkbox"/> Record Working Times, Identify Offenders for Fixed Penalty Notifications
<input type="checkbox"/> Job Allocation & Despatch	<input type="checkbox"/> Improve Response Time – Nearest Vehicle Allocation & Workflow
<input type="checkbox"/> Active Driver Feedback	<input type="checkbox"/> Greener, Safer Driving – Live Driving Event Alerts, Identify Trends & Training Requirements

Tick the boxes – identify the features and benefits to suit your business.

5.5 API Integration – Partner Applications



Integrate TomTom fleet management data with your office and mobile systems for a truly full connected fleet management solution.

WEBFLEET can also work with your existing office applications, feeding those systems with relevant and accurate data from the road. Thanks to our open APIs – WEBFLEET.connect & LINK.connect – we can also provide information from your mobile Bluetooth devices out in the field, and make it available to you, in real-time, via your existing systems.

- **Office solutions**

With an integrated fleet management application, you can enrich your back-office systems with useful data. That's information from the road about your vehicles, jobs and workforce, such as arrival times, working hours, mileage and more.

Our Software and Hardware Alliance Partners offer off-the-shelf integration with dozens of your applications including:

- Scheduling and planning
- Route optimisation
- Dispatching
- Invoicing
- ERP, CRM and many more.

- **In-vehicle and mobile solutions**

Your mobile workers are probably capturing all kinds of data when they're out on the road.

This might be data collected from barcode readers, card readers or digital pens. And there's lots of information about your vehicles to monitor too, such as the temperature, door locks and tire pressure.

With WEBFLEET.connect and LINK.connect you can access all this information in real-time, using your existing office applications. And we can even combine this information with associated positioning data, timestamps and related job data for more detailed analysis.

6 Forward Facing Camera's

Protect your company, your drivers and your premiums with our in-cab cameras.

Eyescan Cameras are a premium quality video and audio recorder specially designed for automotive applications. The one-piece design, is suitable for all vehicles and are mounted in the wiper area of the front windscreen.

Footage is stored in the system using a SD card (4GB to 32GB), giving ease of playback for customers including GPS information on the date, time and exact location of the vehicle. This technology incorporates the 3 axis G-Sensor which detects an impact or incident triggering a locked recorded event.

Eyescan Features

- Manual incident record button
- Internal GPS for routing during playback
- Continuous loop recording
- Adjustable settings for FPS
- Camera view angle 149°
- Tamper proof lens positioning
- Adjustable trigger settings for G-Sensor
- Digital input for third party triggering devices, such as an emergency/panic button
- Digital output for connecting to a telematics or tracking unit, digital output triggered when the unit's shock sensor detects an incident/accident
- Fully tamper proof using a Camlock system
- Full Google Maps, Google Earth and Google Street View Integration
- Embedded 256 level Bosch G-Sensor for accurate reporting of G Force levels present in an incident/accident



7 Investment Overview – E & OE

7.1 Option 1 – Track & Trace

Purchase Pricing

Product	Model	Cost Price	Volume	Total
Tracking	Link 510 + Service Pack 1	£297	8	£2,376
Installation	Standard	£75	8	£600
Fleet Size	8		Total	£2,976
				Avg Per Vehicle £372.00

Tariff Pricing

Tariffs	Tariff Banding	Quantity	Price per subscription	Total per month
WF-UK-NAT-LINK	1-9	8	£9.90	£79.20
				Monthly Total £79.20
				Average Monthly £9.90
Additional services per vehicle per month				
Service Pack 1: includes Link Activation, WEBFLEET configuration, *Service Calls, Training, On-going Telephone Support				
Additional Services Total				£0.00

Lease Pricing

Product	Model	Volume	Lease Term (Months)	Monthly Lease	Monthly Lease (per vehicle)
Tracking	Link 510 + Service Pack 1	8	36	£95.53	£11.94
Installation	Standard	8			
Fleet Size		8			

Total Pricing Per Vehicle Per Month	
Tariffs + Additional Services + Hardware Lease	
	£21.84

Commercial Conditions

- All prices exclude VAT.
- All prices include shipping costs.
- The monthly WEBFLEET pricing applies to each connected device per month and will be due to TomTom Telematics directly by direct debit. Minimum term of 2 years applies.
- Complete payment on the hardware is required before shipment
- Lease pricing assumes "Prime" credit status and may be subject to a rate change prior to contract approval. Lease payments are made directly to the leasing partner.
- Standard warranty on all hardware is a one-year return to base warranty, which does not cover labour costs associated to swap units out.
- Maintenance and support packages are available which can extend this warranty.
- TomTom Telematics standard terms and conditions apply and those of any leasing partner.
- This firm offer is capable for acceptance within 30 days from submission date.

Engineering Pricing:

- Installation / Re-Installation @ £75
- De-Installation @ £50
- De/Re Installation (2x vehicles same site & side by side) @ £100
- Service Call (In Warranty) @ £FOC **If the item is deemed to have been damaged or misused service call will be chargeable @ £50.*
- Service Call (Out Of Warranty) @ £75
- (In Warranty) Re-Install @ £50

Training Pricing:

- 1x Training Session at G-Force Communications Ltd offices @ FOC (max 6 delegates, 1x session per account)
- Additional Training Sessions at G-Force Communications Ltd offices @ £100 (limited to max 6x delegates)
- On-Site Training Session @ £250 (max 6 delegates) – Additional delegates @ £50 each

Quartix

Award-Winning Vehicle Tracking



www.quartix.net



@Quartix

0870 013 6663



Quartix

enquiries@quartix.net



QuartixTracking

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Quartix

Award-Winning Vehicle Tracking

MAIN FEATURES

Real-time vehicle tracking

Internet-based for easy access

Using the Quartix vehicle tracking system you can track your vehicles in real-time, anytime, using any internet-connected device. There is no need for proprietary software or maps - everything is accessed over the web. Our system uses GPS satellites to locate your vehicles, and GSM technology to ensure that their positions, routes and logs are constantly updated.

Google Maps, backed by Satellite, Street View and Traffic Integration, is used to pinpoint your vehicles. Our website gives you instant access to 12 months' worth of history for each vehicle. Older data is archived for easy retrieval.



Navigation between reports

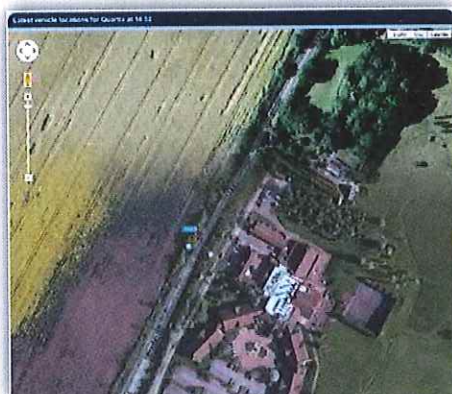
All of the key features of the tracking system are available from the live tracking screen. Clicking on a vehicle gives you access to the following features:

Daily log - a timesheet of a day's activity, including jobs completed or deliveries made

Route map - a clear, colour-coded trace of the route taken between stops

Zoom and follow - locks the display on that vehicle, and follows its journey

Zoom to location - zooms to show the map detail around the vehicle, giving access to satellite, street view and traffic information (where available)



MAIN FEATURES

Daily logs

Daily logs are presented in a clear, easy-to-read format. The day is split into separate trips and the level of detail in the report can be specified for each vehicle. Stops with the ignition on and short movements around a site can either be shown or filtered out.

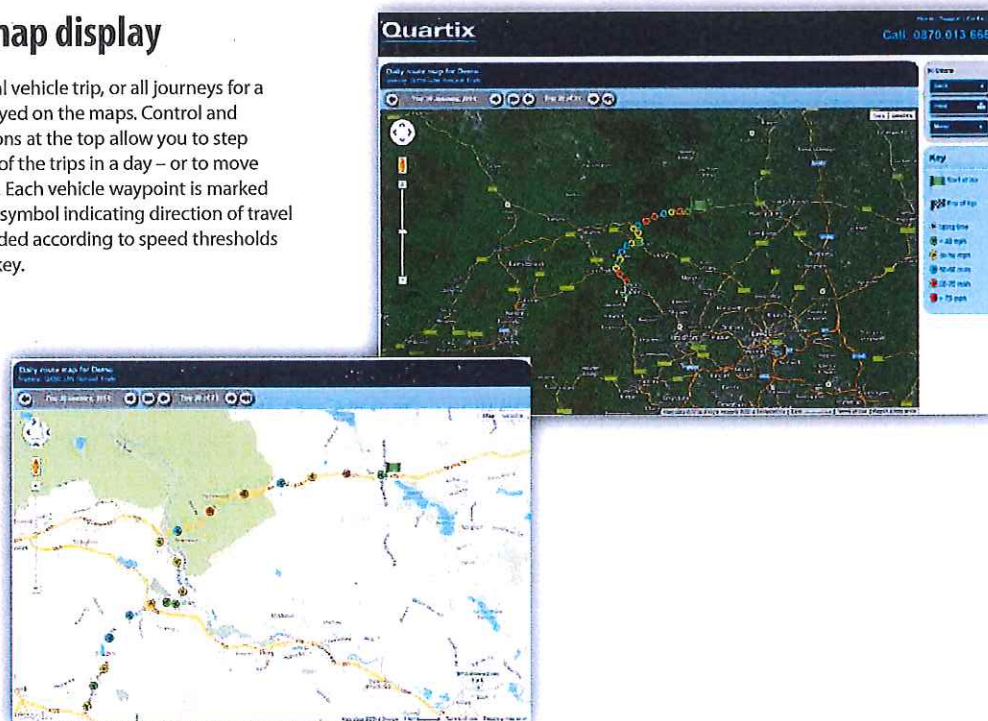
Custom Location Names and Job References - adding your own custom address location names is an easy task. (See the configuration section.) These names then replace the street addresses on your customised reports, making it easy to identify sites that you visit regularly.

Links to locations and routes - clicking on any place name takes you to a map showing that location, and the magnifying glass next to each trip takes you straight to the route display, described below.

Trip (Import)	Arrive	Depart	Travel Time	Distance	Average Speed
09:40 Rob Singer - HOME	10:50	Toboo Sports Bar & Grill - Leander Bank Trading Ltd	1:10	45.4	40.3
11:10 Toboo Sports Bar & Grill - Leander Bank Trading Ltd	12:34	Stadium Gap (1) - RoadChef	1:01	74.0	52.7
12:29 Stadium Gap (1) - RoadChef	12:33	Rob Singer - HOME	0:04	11.4	42.0
13:22 Rob Singer - HOME	14:29	Katherine Road, WORTHAMPTON, GL2 5GN	0:01	2.0	20.0
14:32 Katherine Road, WORTHAMPTON, GL2 5GN	14:43	Rob Singer - HOME	0:01	2.4	16.0
14:41 Rob Singer - HOME	15:53	Colfax Road, Charnley, ASHVELEY, BARKSHAY, CO20 2AK	1:12	17.0	22.1
15:50 Colfax Road, Charnley, ASHVELEY, BARKSHAY, CO20 2AK	16:52	Reading CV, M4	0:14	14.3	61.0
Totals	6:14	6:50	705.4	44.5	

Route map display

Each individual vehicle trip, or all journeys for a day, are displayed on the maps. Control and calendar buttons at the top allow you to step through each of the trips in a day - or to move between days. Each vehicle waypoint is marked with an arrow symbol indicating direction of travel and colour-coded according to speed thresholds shown in the key.



Timesheet reports in Excel

Delivered to your inbox

The weekly Microsoft Excel workbook provides a detailed sheet - per vehicle - for each day of the week, along with a summary sheet for the week as a whole. It is emailed to you automatically.

Key management information covered by the Excel report includes: mileage and fuel usage, maximum speeds, shift times, driving time and time spent at each site. The report is an invaluable tool for processing employee timesheets, pay and overtime. Private mileage can be entered in the report, providing a breakdown of business and private mileage for each day and the week as a whole.

Daily Summary									
Bratford delivery vehicle									
AS4 Q15									
26th Nov Monday 26 April 04:45									
To First Site 9 May 04:45									
				Number of trips	17				
				Total Travelling time	00:29				
				Total distance (miles)	224.1				
				Average speed (mph)	25.9				
				Maximum speed (mph)	55.9				
				Normal fuel consumption (mpg)	12.9				
				Expected daily fuel used (gallons)	18.1				
				Actual	88.9				
Total site time									
				Start of first trip	07:02				
				End of last trip	22:01				
				Total site duration	14:59				
Time on site									
				Arrival at first location	07:34				
				Departure from last location	21:58				
				On-site duration	14:24				

Trip Information									
Trips	Start Location	End Location	Arrival Time	Departure Time	On-site (mins)	Away (mins)	Max Speed (mph)	Time on Site	Time at Location
1	BRACKFORD DEPOT	BRACKFORD DEPOT	07:34	08:32	0:2	0:4	14.9		BRACKFORD DEPOT
2	BRACKFORD DEPOT	WETHERBY WAREHOUSE	08:29	09:53	33:7	38:2	55.9		WETHERBY WAREHOUSE
3	FLOOR DESIGN WETHERBY WAREHOUSE	WETHERBY WAREHOUSE	09:23	09:41	15:1	22:1	55.9		WETHERBY WAREHOUSE
4	WETHERBY WAREHOUSE	WETHERBY WAREHOUSE	09:50	09:50	0:0	0:0	0.0		WETHERBY WAREHOUSE
5	WETHERBY WAREHOUSE	WETHERBY WAREHOUSE	09:50	09:50	0:0	0:0	0.0		WETHERBY WAREHOUSE
6	WETHERBY WAREHOUSE	WETHERBY WAREHOUSE	09:50	09:50	0:0	0:0	0.0		WETHERBY WAREHOUSE
7	WETHERBY WAREHOUSE	WETHERBY WAREHOUSE	09:50	09:50	0:0	0:0	0.0		WETHERBY WAREHOUSE
8	WETHERBY WAREHOUSE	WETHERBY WAREHOUSE	09:50	09:50	0:0	0:0	0.0		WETHERBY WAREHOUSE
9	WETHERBY WAREHOUSE	WETHERBY WAREHOUSE	09:50	09:50	0:0	0:0	0.0		WETHERBY WAREHOUSE
10	WETHERBY WAREHOUSE	WETHERBY WAREHOUSE	09:50	09:50	0:0	0:0	0.0		WETHERBY WAREHOUSE
11	WETHERBY WAREHOUSE	WETHERBY WAREHOUSE	09:50	09:50	0:0	0:0	0.0		WETHERBY WAREHOUSE
12	WETHERBY WAREHOUSE	WETHERBY WAREHOUSE	09:50	09:50	0:0	0:0	0.0		WETHERBY WAREHOUSE
13	WETHERBY WAREHOUSE	WETHERBY WAREHOUSE	09:50	09:50	0:0	0:0	0.0		WETHERBY WAREHOUSE
14	WETHERBY WAREHOUSE	WETHERBY WAREHOUSE	09:50	09:50	0:0	0:0	0.0		WETHERBY WAREHOUSE
15	WETHERBY WAREHOUSE	WETHERBY WAREHOUSE	09:50	09:50	0:0	0:0	0.0		WETHERBY WAREHOUSE

Weekly Summary for Quartix									
Week ending 26 November 2017									
Vehicle	Day	Start Time	End Time	Start Location	End Location	Distance (miles)	Time (mins)	Max Speed (mph)	Fuel Used (gallons)
AS4 Q15	Monday	04:45	09:53	BRACKFORD DEPOT	WETHERBY WAREHOUSE	22.4	14:59	55.9	18.1
AS4 Q15	Tuesday	04:45	09:53	BRACKFORD DEPOT	WETHERBY WAREHOUSE	22.4	14:59	55.9	18.1
AS4 Q15	Wednesday	04:45	09:53	BRACKFORD DEPOT	WETHERBY WAREHOUSE	22.4	14:59	55.9	18.1
AS4 Q15	Thursday	04:45	09:53	BRACKFORD DEPOT	WETHERBY WAREHOUSE	22.4	14:59	55.9	18.1
AS4 Q15	Friday	04:45	09:53	BRACKFORD DEPOT	WETHERBY WAREHOUSE	22.4	14:59	55.9	18.1
AS4 Q15	Saturday	04:45	09:53	BRACKFORD DEPOT	WETHERBY WAREHOUSE	22.4	14:59	55.9	18.1
AS4 Q15	Sunday	04:45	09:53	BRACKFORD DEPOT	WETHERBY WAREHOUSE	22.4	14:59	55.9	18.1
AS4 Q15	Monday	04:45	09:53	BRACKFORD DEPOT	WETHERBY WAREHOUSE	22.4	14:59	55.9	18.1
AS4 Q15	Tuesday	04:45	09:53	BRACKFORD DEPOT	WETHERBY WAREHOUSE	22.4	14:59	55.9	18.1
AS4 Q15	Wednesday	04:45	09:53	BRACKFORD DEPOT	WETHERBY WAREHOUSE	22.4	14:59	55.9	18.1
AS4 Q15	Thursday	04:45	09:53	BRACKFORD DEPOT	WETHERBY WAREHOUSE	22.4	14:59	55.9	18.1
AS4 Q15	Friday	04:45	09:53	BRACKFORD DEPOT	WETHERBY WAREHOUSE	22.4	14:59	55.9	18.1
AS4 Q15	Saturday	04:45	09:53	BRACKFORD DEPOT	WETHERBY WAREHOUSE	22.4	14:59	55.9	18.1
AS4 Q15	Sunday	04:45	09:53	BRACKFORD DEPOT	WETHERBY WAREHOUSE	22.4	14:59	55.9	18.1

Daily and weekly summaries

Mileage and fuel usage - the detail and summary sheets provide a check on the estimated fuel usage for each vehicle which can be verified against fuel bills and compared across the fleet - helping you track and control running costs.

Maximum speeds - the maximum recorded speed for each trip - tallied across individual days and weeks - provides a useful way of monitoring driving habits and promoting safer use of your vehicles.

Shift times - the report automatically calculates the time from the first to the last movement of the vehicle in each day. Configuration options also allow you to specify shift times to be used in the reports.

Links to location and route maps - the location names and trip numbers provide direct links to maps on our website - so that you can quickly and easily check stop locations, speeds, routes driven etc.

Time-on-site report

The time-on-site report allows you to pick a location and compiles a report of each one of your vehicles that has visited that site in the period you choose, revealing the time spent there. It's a great help in analysing the cost of each job.

Time on Site Report for Quartix									
Week ending 26 November 2017									
Vehicle	Day	Start Time	End Time	Start Location	End Location	Distance (miles)	Time (mins)	Max Speed (mph)	Fuel Used (gallons)
AS4 Q15	Monday	04:45	09:53	BRACKFORD DEPOT	WETHERBY WAREHOUSE	22.4	14:59	55.9	18.1
AS4 Q15	Tuesday	04:45	09:53	BRACKFORD DEPOT	WETHERBY WAREHOUSE	22.4	14:59	55.9	18.1
AS4 Q15	Wednesday	04:45	09:53	BRACKFORD DEPOT	WETHERBY WAREHOUSE	22.4	14:59	55.9	18.1
AS4 Q15	Thursday	04:45	09:53	BRACKFORD DEPOT	WETHERBY WAREHOUSE	22.4	14:59	55.9	18.1
AS4 Q15	Friday	04:45	09:53	BRACKFORD DEPOT	WETHERBY WAREHOUSE	22.4	14:59	55.9	18.1
AS4 Q15	Saturday	04:45	09:53	BRACKFORD DEPOT	WETHERBY WAREHOUSE	22.4	14:59	55.9	18.1
AS4 Q15	Sunday	04:45	09:53	BRACKFORD DEPOT	WETHERBY WAREHOUSE	22.4	14:59	55.9	18.1
AS4 Q15	Monday	04:45	09:53	BRACKFORD DEPOT	WETHERBY WAREHOUSE	22.4	14:59	55.9	18.1
AS4 Q15	Tuesday	04:45	09:53	BRACKFORD DEPOT	WETHERBY WAREHOUSE	22.4	14:59	55.9	18.1
AS4 Q15	Wednesday	04:45	09:53	BRACKFORD DEPOT	WETHERBY WAREHOUSE	22.4	14:59	55.9	18.1
AS4 Q15	Thursday	04:45	09:53	BRACKFORD DEPOT	WETHERBY WAREHOUSE	22.4	14:59	55.9	18.1
AS4 Q15	Friday	04:45	09:53	BRACKFORD DEPOT	WETHERBY WAREHOUSE	22.4	14:59	55.9	18.1
AS4 Q15	Saturday	04:45	09:53	BRACKFORD DEPOT	WETHERBY WAREHOUSE	22.4	14:59	55.9	18.1
AS4 Q15	Sunday	04:45	09:53	BRACKFORD DEPOT	WETHERBY WAREHOUSE	22.4	14:59	55.9	18.1

Vehicle group reports

Excel reports also cover an entire group of vehicles. You will receive a daily email with an Excel attachment with timesheets for each vehicle as part of a fleet-wide summary.

This report allows you to see the activity levels, stop and start times and shift durations for each of your vehicles on a single sheet. It's backed up with full detail for each vehicle.

Daily Summary for Delivery Vehicles									
Monday 1 December									
	AS4 Q15	AS4 Q16	AS4 Q17	AS4 Q18	AS4 Q19	AS4 Q20	AS4 Q21	AS4 Q22	AS4 Q23
Number of trips	12	12	12	12	12	12	12	12	12
Total distance (miles)	120.0	120.0	120.0	120.0	120.0	120.0	120.0	120.0	120.0
Average speed (mph)	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
Maximum speed (mph)	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0
Fuel consumption (mpg)	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0
Expected fuel used (gallons)	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0
Actual fuel used (gallons)	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0
Start of first trip	07:02	07:02	07:02	07:02	07:02	07:02	07:02	07:02	07:02
End of last trip	17:02	17:02	17:02	17:02	17:02	17:02	17:02	17:02	17:02
On-site duration	10:00	10:00	10:00	10:00	10:00	10:00	10:00	10:00	10:00
Arrival at first location	07:34	07:34	07:34	07:34	07:34	07:34	07:34	07:34	07:34
Departure from last location	16:58	16:58	16:58	16:58	16:58	16:58	16:58	16:58	16:58
On-site duration	09:24	09:24	09:24	09:24	09:24	09:24	09:24	09:24	09:24

DRIVING STYLE

Driving style

Saving fuel and reducing risk

The Quartix InfoPlus option includes a comprehensive range of reports and displays, helping you work with your mobile workforce to improve their driving, reducing their risk of accident and cutting fuel costs at the same time.

The reports available range from the daily driver briefing to the league table of driving scores which calculates total fleet performance during any period of time. The driver briefing shows speeds and utilisation for the day, together with the corresponding acceleration and braking profiles for the same periods. Links are provided from the graphs to the actual map location of any speeding, braking or acceleration incidents. The driver is given an overall score for the day based on the factors shown in the next section.



Acceleration and braking

The Quartix system monitors the speed of the vehicle every second, and the acceleration and braking indexes are calculated from the number of times per hour that the speed changes by more than a given amount between one second and the next. These are then weighted according to how severe they are, and averaged over a driving hour to calculate the Acceleration Index and the Braking Index.

This speedometer shows the 10 levels of acceleration and braking, and each level has a weighting based on its severity. As such, speed reaching 6 mph in a second is a level 3 acceleration. Speed which goes down by 9 mph equates to level 3 braking, and so on.

Calculating the driving-style score

The weighting of acceleration and braking events is shown in the table opposite.

The acceleration index is the sum of all the acceleration incidents, each multiplied by their severity and finally divided by the driving time in hours. The braking index is worked out in a similar way, except that the levels of speed change are slightly different, as are the severity weightings.

Example: If a vehicle is driven for 2 hours, and during that time there are 20 level 1 accelerations (severity 0.2) and 15 level 2 accelerations (severity 0.5) then the acceleration index is $(20 \times 0.2 + 15 \times 0.5) / 2 = 5.75$. This is a relatively low index, showing modest acceleration.

The Driving Style Score is the overall score out of 100 for a given period, typically a day, a week or a month. The system will add up all the weighted acceleration and braking events with their severities, calculate the total driving time and work out the Acceleration and Braking Indexes.

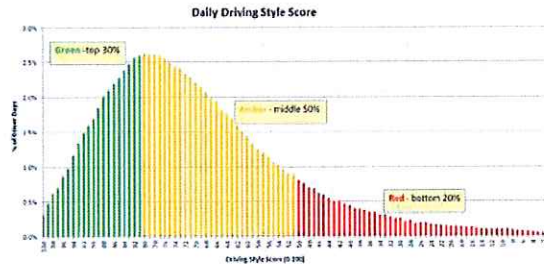
Level	Acceleration	Braking
1	0.2	0.5
2	0.5	2
3	2	4
4	4	10
5	10	20

Distribution of Daily Driving Style Scores

This graph shows an analysis of 830,000 journeys, giving scores for 64,000 'driver days.'

As described on page 4, the calculation of the acceleration and braking indexes, and hence the driving style score, are based on a 'per hour' calculation. Calculating the average per hour means that no drivers are penalised for driving more or less than any other driver.

The system calculates the Daily Driving Style Score for each day, based on the amount of driving for that day or shift (excluding any parts of trips before the start or after the end of the day/shift). We apply colours to the Daily Driving Style scores as shown on the plot opposite. If the score is >80 it is green - this represents the best 30% of drivers. If the score is between 50 and 80 it is shown as amber, and this represents the middle 50% of daily scores. 50 or below is red, and that's the worst 20%.



Rank	Vehicle	Driving Time	Acceleration Index	Braking Index	Driving Style Score
1	SAV 100 - 1000000000	21.45	148.9	139.8	9.9
2	SAV 100 - 1000000000	21.12	148.5	139.8	23.8
3	SAV 100 - 1000000000	20.79	151.5	140.4	10.4
4	SAV 100 - 1000000000	20.54	151.5	140.4	10.4
5	SAV 100 - 1000000000	20.54	151.5	140.4	10.4
6	SAV 100 - 1000000000	20.54	151.5	140.4	10.4
7	SAV 100 - 1000000000	20.54	151.5	140.4	10.4
8	SAV 100 - 1000000000	20.54	151.5	140.4	10.4
9	SAV 100 - 1000000000	20.54	151.5	140.4	10.4
10	SAV 100 - 1000000000	20.54	151.5	140.4	10.4
11	SAV 100 - 1000000000	20.54	151.5	140.4	10.4
12	SAV 100 - 1000000000	20.54	151.5	140.4	10.4
13	SAV 100 - 1000000000	20.54	151.5	140.4	10.4
14	SAV 100 - 1000000000	20.54	151.5	140.4	10.4
15	SAV 100 - 1000000000	20.54	151.5	140.4	10.4
16	SAV 100 - 1000000000	20.54	151.5	140.4	10.4
17	SAV 100 - 1000000000	20.54	151.5	140.4	10.4
18	SAV 100 - 1000000000	20.54	151.5	140.4	10.4
19	SAV 100 - 1000000000	20.54	151.5	140.4	10.4
20	SAV 100 - 1000000000	20.54	151.5	140.4	10.4

Driving style league table reports

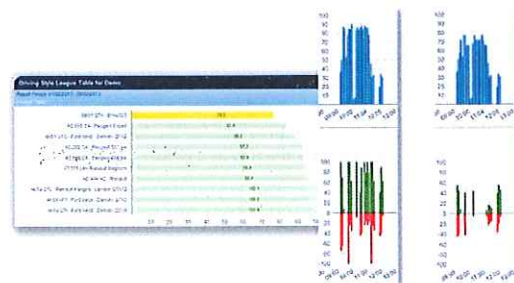
Driving style scores can be compared across groups of vehicles, or even the whole fleet. Driver ranking can be carried out on acceleration or braking indexes as well as the overall score, and can also be measured over any selected period.

Once the league table is compiled in the desired order and format, it can be exported to a csv file for further analysis in software such as Microsoft Excel.

Driving style league chart

The league table can also be displayed in graphical format, as shown.

Many of our customers have reported significant savings in fuel costs: an improvement in average driving style score from 50 to 80 could result in savings of between 8 and 14%. The two graphs shown highlight the typical difference to be achieved in the daily driver briefing.



MANAGEMENT INFORMATION

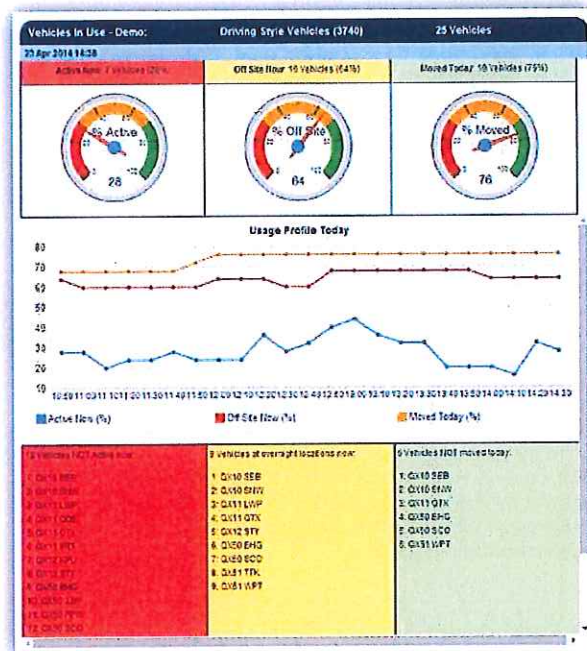
Real-time dashboards

Monitor fleet utilisation in real time

Performance dashboards put real-time business information at your fingertips. Available on the Internet from any location, they provide you with a snapshot of how your business is performing at any instant.

The example shown opposite provides an analysis in percentage terms of which vehicles have been used so far today, which ones are active currently and which vehicles have not been used. It can be viewed from any browser and automatically updates through the day.

At head office users can access dashboards which show the performance level at each depot, colour-coded to show utilisation levels at each location. This is an invaluable tool in monitoring fleet activity and vehicle usage patterns.



Monthly speed reports

Health and safety are of paramount importance in the management of a mobile workforce.

The monthly speed report complements the driving style tools by summarizing all speeding incidents for individual groups or the fleet as a whole, covering a whole month. It works in the following way:

- The menu allows you to select the group of vehicles, month and minimum speed threshold
- The report shows the speed, date and time of each incidence of excessive speed, together with the time spent at above the speed threshold
- Links to the route maps are provided for the location of the speeding incident and the day as a whole

Reg No	Description	Max Speed (mph)	Date	Time	Mins in day above 50mph	Click to view location of maximum speed	Click to view details of day
QTX 4157	Subaru	76.4	01/08/2013	11:40	190	View location	Expand day
QTX 4157	Subaru	66.9	02/08/2013	13:59	12	View location	Expand day
QTX 4157	Subaru	72.7	01/08/2013	15:32	158	View location	Expand day
QTX 4157	Subaru	70.2	07/08/2013	15:21	6	View location	Expand day
QTX 4157	Subaru	70.8	12/08/2013	06:44	24	View location	Expand day
QTX 4157	Subaru	71.6	12/08/2013	07:17	11	View location	Expand day
QTX 4157	Subaru	72.1	14/08/2013	17:14	6	View location	Expand day
QTX 4157	Subaru	69.0	16/08/2013	16:34	5	View location	Expand day
QTX 4157	Subaru	71.5	19/08/2013	05:44	21	View location	Expand day
QTX 4157	Subaru	69.4	21/08/2013	15:46	2	View location	Expand day
QTX 4157	Subaru	67.1	22/08/2013	13:51	12	View location	Expand day
QTX 4157	Subaru	75.2	26/08/2013	05:44	23	View location	Expand day
QTX 4157	Subaru	71.5	26/08/2013	14:52	3	View location	Expand day
QTX 4157	Subaru	69.6	29/08/2013	07:12	11	View location	Expand day
QTX 4157	Subaru	69.6	30/08/2013	10:11	9	View location	Expand day
QTX 6789	Chevrolet	72.1	02/08/2013	12:58	1	View location	Expand day
QTX 6789	Chevrolet	69.4	04/08/2013	17:40	3	View location	Expand day
QTX 6789	Chevrolet	67.7	06/08/2013	09:35	7	View location	Expand day
QTX 6789	Chevrolet	67.1	15/08/2013	07:25	6	View location	Expand day
QTX 7525	Ford	73.3	22/08/2013	13:26	12	View location	Expand day
QTX 8159	Honda	73.2	16/08/2013	09:16	2	View location	Expand day
QTX 8159	Honda	71.4	19/08/2013	15:20	4	View location	Expand day
QTX 8159	Honda	73.8	20/08/2013	15:43	2	View location	Expand day
QTX 8159	Honda	72.7	21/08/2013	07:21	4	View location	Expand day
QTX 8159	Honda	73.3	22/08/2013	16:36	14	View location	Expand day
QTX 8159	Honda	78.3	25/08/2013	16:03	23	View location	Expand day
QTX 4157	Subaru	72.9	12/08/2013	05:18	14	View location	Expand day
QTX 4157	Subaru	71.5	13/08/2013	07:12	11	View location	Expand day
QTX 4157	Subaru	72.1	14/08/2013	17:14	6	View location	Expand day
QTX 4157	Subaru	69.6	16/08/2013	16:34	5	View location	Expand day
QTX 4157	Subaru	71.5	19/08/2013	05:44	21	View location	Expand day
QTX 4157	Subaru	69.4	21/08/2013	15:46	2	View location	Expand day
QTX 4157	Subaru	67.1	22/08/2013	13:51	12	View location	Expand day
QTX 4157	Subaru	75.2	26/08/2013	05:44	23	View location	Expand day
QTX 4157	Subaru	71.5	26/08/2013	14:52	3	View location	Expand day
QTX 4157	Subaru	69.6	29/08/2013	07:12	11	View location	Expand day
QTX 4157	Subaru	69.6	30/08/2013	10:11	9	View location	Expand day
QTX 6789	Chevrolet	72.1	02/08/2013	12:58	1	View location	Expand day

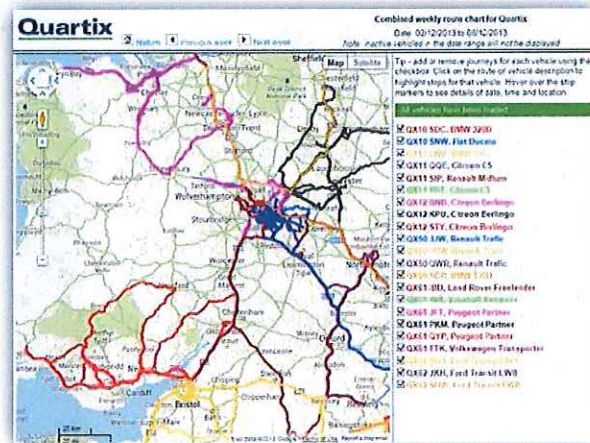
MANAGEMENT INFORMATION

Route reports

Available on either a daily or weekly basis, this key management tool is of particular value to fleets operating from multiple depots, or with groups of vehicles covering different areas. The Weekly Route Chart provides an overview of mobile workforce activity in any selected week, displayed clearly on a colour plot online. This can greatly assist you in optimising your fleet operations.

Key features of the reports:

- 7 days' routes are summarised on a single map
- Each vehicle or group is shown in a different colour for clarity
- The entire UK map is accessible, including all regional and urban routes
- Choice of available map scales
- An omit option is provided to limit viewing (where required) to designated vehicles
- Six months' historical fleet activity data is readily available from our servers



Business benefits

These daily and weekly reports are an invaluable business tool, offering numerous financial benefits:

Cost Savings with the easy identification of journey duplication and overlap by vehicles from adjacent depots. Removing these inefficiencies will result in greatly reduced fuel expenditure and maintenance costs.

Streamlining of fleet whilst retaining excellent standards of customer service through raised levels of operation.

More Efficient Allocation of service/delivery calls through improved insight into longer term fleet activity.

Optimum Allocation of new clients to specific depots, based on a graphical overview of current routes.



FLEET MANAGEMENT

Fleet Maintenance

Managing service schedules in a large fleet is an onerous task. The Quartix system helps to automate the process by letting you manage service schedules, vehicle inspections, insurance and tax, as well as allowing you to set custom milestones and reminders.

To use this tool you simply enter the vehicle odometer reading and key milestones in the screen shown opposite (accessible through the configuration menu item). The Quartix system then accumulates the mileage from that date and notifies you when the vehicle needs servicing. Notifications are sent as emails or you can review the whole fleet in an online report.

Quartix application menu

- > Daily Vehicle Log
- > Daily Vehicle Maps
- > Live Tracking
- > Driver's Diary
- > Extended Reporting
- > Configuration
- > Click here to Log Out

Edit vehicle management data for demo

Change the required details below and click 'update' to save

Vehicle ID	449216
Registration Number	SM01 OTX
Units for odometer readings	0 Miles Kms
Quartix odometer estimate	135498 Miles
Quartix estimate date/time	28/08/2013 13:54
Manual odometer reading	145500 Miles
Manual reading taken (date)	13/09/2013 Today
Next service due (date)	01/09/2013
Next service due (odometer)	145000 Miles
Insurance renewal (date)	01/03/2014
Road tax renewal (date)	01/09/2013
Next MOT due (date)	01/09/2013
Milestone 1 Name	Oil Check
Milestone 1 (date)	01/02/2013
Milestone 2 Name	Tyres
Milestone 2 (odometer)	135000 Miles

Weekly Spreadsheet FJ63 BLF w/e 2014-01-18.xls is attached

Quartix

FAG3 BLF, Mercedes Sprinter

Week ending 18 January 2014

Manual odometer reading	3591 miles
Manual reading taken (date)	21 September 2013 09:09
Quartix odometer estimate	13551 miles
Quartix estimate date/time	29 January 2014 11:21
Next service due (date)	01 January 2014 *** WARNING: OVERDUE ***
Next service due (odometer)	20000 miles
Insurance renewal (date)	07 August 2014
Road tax renewal (date)	31 August 2014
Next MOT due (date)	31 August 2016

Notes:
1. The above status report is based on information entered into the Quartix system by the user.
2. The Quartix odometer estimate is based on odometer readings entered since the last manual reading.
3. To ensure compliance with the vehicle's odometer, the manual reading should be updated on a monthly basis.
4. While every effort is made to ensure accuracy, Quartix Limited cannot accept liability for any errors or omissions.
5. Email 20140118 is a new "incident" view which is used if you open a file from sources such as the Internet as an email attachment. You can not email 20140118 to open files from trusted sources but we do not and will not be responsible for any data loss. When provided view is displayed there is an option to "Revert to Default" - If you click this, the Quartix spreadsheet will automatically go back to the date. Alternatively you will get a "Data only Alert - Office File Validation" error box. Please click on "Open" and again the Quartix spreadsheet will open normally so you can view the data.

Email alerts & Service date reports

The fleet maintenance system generates automated alerts by email, which are attached to the weekly vehicle workbook reports. Items for attention are coloured amber, and anything which is overdue is shown in red.

For example, custom reminders can be generated to inspect tyres at a certain mileage.

As well as the email alerts, the service date reports provide a summary of the status of the entire vehicle fleet, including data on:

- Vehicle safety inspection
- Emission tests
- Service schedules
- Registration fee
- Insurance
- Custom milestones such as tyre inspection etc.

Driver identification

Driver identification comes as an additional option and provides information on which driver is operating each vehicle. A small receiver is wired into the dashboard of each vehicle at the time of installation and each driver is equipped with their own magnetic key fob. Upon being placed onto the receiver, the unit will then register which driver is in the vehicle, and record all trip data specific to that driver.

A further option can be added so that a high-pitched buzzing sounds until the key fob is placed on the receiver.



Geofencing & out-of-hours

Real-time alerts by email

The Quartix system offers complete flexibility in setting up real-time alarms to inform you of unauthorised vehicle movements and other exceptions. The system allows you to set up a series of geographic zones together with the time-based rules of when vehicles should be inside or outside each zone.



Zones and modes of use

Two zone types are possible:

Named locations - comprising a named building or area, such as a depot, the driver's home address or a customer location.

Geographical zones - these can be set up to encompass any shape on a map and are intended to show the boundaries of a territory, city or similar. (London's Congestion Charge Zone, for example.)

Geofencing is used in one of two modes:

Mandatory mode - the vehicle must be inside the chosen zone for the times specified.

Prohibited mode - the vehicle must not enter the zone during the times specified.

The zones and times applied to them can be different for each vehicle and each day of the week, if required. The screen opposite shows how zones may be set to any shape or size – including polygons of unlimited complexity.

Alert types

Alarm messages can be sent to one or more email addresses. Alerts can include:

- Out-of-hours: if the vehicle ignition is activated outside preset working hours, or
- If a geofence rule is broken, either a mandatory or prohibited zone rule.

Here are some examples of how our geofence system is used in practice:

1. **A housing maintenance manager needs to know that all his vehicles are available on call inside the boundaries of the city.**

Solution - Specify the boundary of the city as a 'Mandatory Zone' between the hours of 8.00am and 6.00pm, Monday to Friday (or as required).

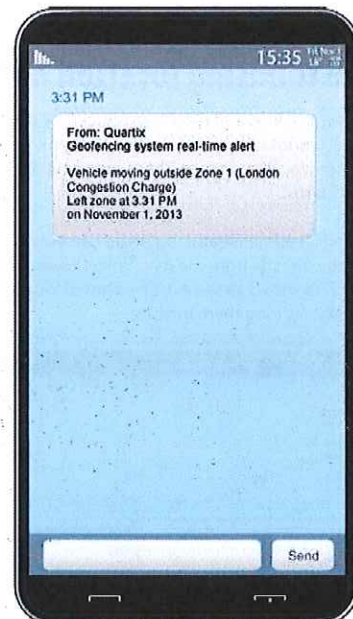
2. **For insurance purposes, a transport manager has to be sure that trucks are not left outside drivers' homes overnight but are instead parked in the depot.**

Solution - Specify the depot as 'Quartix Named Location: Mandatory Zone' between the hours of 8.00pm and 8.00am (or as required).

3. **A business owner wants to be sure that his employees are not returning home from site during the working day.**

Solution - Designate the driver's home as a 'Quartix Named Location: Prohibited Zone' on weekdays between 8.00am and 6.00pm; emailed notification will be given if the vehicle does return home during the day.

In summary, geofencing can help you manage your business by alerting you to exceptional or prohibited behaviour - keeping you one step ahead.



CONFIGURATION

Configuration

A customisable tracking solution

Each vehicle can be configured in order to tailor the reports to your needs, either by us or by you. This can also be carried out using the administrator login.

The screen example opposite shows the main parameters that can be changed, including: whether the report is to show periods of idling, the new trip threshold (which, if required, can be set to eliminate short trips, such as movements around a parking lot or yard, for example), the shift start and stop times to be used in compiling the reports and the way in which the vehicle is to be displayed on the real-time tracking display.

Private vehicle usage

The Quartix System has two important features which help in respecting the requirements of employee privacy and relevant legislation for vehicles which are used for private, as well as business, journeys:

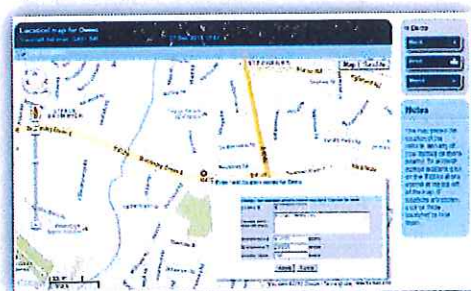
Disabling of vehicle monitoring - by using the configuration screen (shown here) it is possible to disable the monitoring and storage of vehicle movement information for non-business hours. The system will report the mileage covered during this period, but not the locations visited.

Access privileges - each user account can be set to provide access to just the information required to carry out that person's job. For example, service or support centre staff may need to know where all operatives are in real-time in order to locate the nearest person for a job (please see live tracking section), but they would not need to have access to the driver's working hours or timesheets.

Customising location names

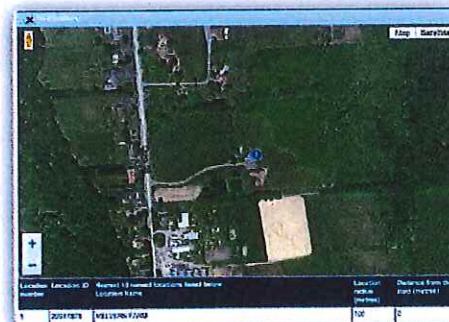
All vehicle logs and reports produced by the system, including Excel worksheets and real-time locations, highlight your custom location names. These can either be entered by you or by Quartix.

Using an administrator login you can access the "Edit Location" screen directly from the map linked to each stop point on the log. This shows all the existing named locations on that screen by highlighting them in blue.



Modifying or adding a location

A list of custom locations is provided immediately beneath the map screen - the number corresponds to the number in the blue circles on the map. By clicking on the name of the location its position and radius can be modified. Adding a new location is just as straightforward: clicking on the link at the top of the table opens the edit location dialog box with a new entry in it, which can then be named and modified to suit.



Product design

12 years of telematics excellence

Quartix has been developing industry-leading telematics technology since early 2001, and more than 120,000 Quartix "Tripcounter" terminals have been installed since then. The latest generation in that product history is the TCSV10 product.

Measuring 3.5" x 2.2" x 0.8", and weighing just 129g, the unit is completely hidden from view following installation, which typically takes just 30-40 minutes. The TCSV10 is compatible with 12V and 24V vehicle systems without modification, includes both GSM and GPS antennae and is fully compliant with EMC, Radio Transmission and safety legislation in Europe and the USA.

The TCSV10 is manufactured in ISO9001 certified manufacturing facilities.



Outstanding performance in a compact design

The key performance capabilities of the TCSV10 include:

- Up to 50 channel, high-sensitivity GPS receiver, providing second-by-second monitoring
- Quad band GSM modem - GSM 850/1900 (United States) and GSM 900/1800 (Europe)
- Flexible, low noise power supply, input from 8V to 30V
- Optional driver identification using iButton tag input
- Optional general purpose 'active high' digital input for monitoring (door opening, sweeping, spreading etc.)
- Battery voltage sensing capability for tamper detection
- Tri-axis accelerometer - sensing and recording impact data at 32 samples/ second
- Robust M2M-SIM - for connection to the cellular network



SYSTEM ARCHITECTURE & MOBILE APP

System architecture

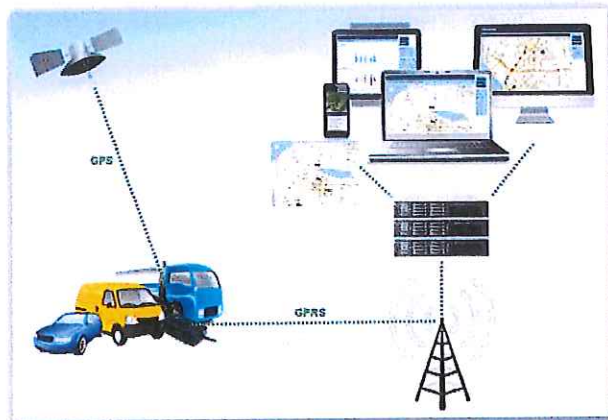
A system built on fault tolerance and active redundancy

Everything about the Quartix vehicle tracking system has been developed by our own engineering teams, from the telematics terminal and firmware through to the database systems and user applications. Our customers access vehicle, management and business reports from any internet-connected device, and many of the exception and management reports are delivered directly by email, without the need to monitor the system or log in.

Key to the system's reliability is an architecture which has been built on fault tolerance and active redundancy – giving you peace of mind that your vehicle tracking system will be reliable and available for use from anywhere.

The key features of the system design include:

- GPS vehicle tracking, using the latest generation of GPS chip technology
- Real-time GPRS communication, with fault tolerance and backup built in
- Dual-redundant vehicle tracking servers and database systems based in separate physical locations
- Access to your data through either www.quartix.net or www.quartix.co.uk



Mobile app

The Quartix mobile app enables users to view the real-time location of their vehicles and access the core features of the system whilst on the move. The app is free to download and can be used by all Quartix customers.

The Quartix app offers three key features:

- **Vehicle List** – a summary of all the vehicles to which the user has access, and their present location.
- **Live Tracking** – shows the latest location of a chosen vehicle in real time, as well as other vehicles in the area. The vehicle can be selected to be 'followed' by the app, and the map screen will automatically be updated.
- **Trip Data** – shows the trips carried out on any day over the previous 6 months.

The app is available to download for free on the **App Store**, **Google Play** and **Windows Phone Store**.



ABOUT QUARTIX

About Quartix

Key facts about Quartix:

- Founded in 2001 by four industry professionals
- Over 120,000 units installed
- More than 5,400 fleet customers, and 6 major insurance clients
- Over 200 installers in the UK

What we offer:

- **Ease of access through the Internet from anywhere** - whether at home, work, or on the move.
- **Speed and ease of use** - quick web access and clear controls making the system extremely simple to use.
- **No hidden costs** - our prices are published on the web and there are no hidden warranty, software or service charges.
- **Short-term direct rental agreements** - no third-party finance or long-term contracts.
- **Service** - we pride ourselves on our service levels and the long-term relationships we keep with our clients.
- **Price** - we want to deliver just what you need, and no unnecessary extra features. By keeping our costs low, we aim to provide a superior level of service at a competitive price.

Our customers:

Today, more than 5,400 customers across almost all sectors of the UK economy use the system - including government organisations, housing associations, construction firms, hospital trusts, the emergency services, SMEs and large British brands.

"We're really happy with the Quartix tracking system - it's efficient, easy to use and competitive on price."

John Foster, Director, JR Foster Haulage Ltd.

"The Quartix system has helped reduce our fuel usage and improve our customer service through increased productivity and better response times to repairs."

Rob Thomas, Head of Property Services, Valleys to Coast Housing Ltd.

"Real-time tracking from Quartix helps us answer passenger queries quickly and efficiently."

Michael Morris, Director, Tanat Valley Coaches

"Quartix tracking plays a very important role in our day-to-day management - it has become a vital tool for us to run the fleet effectively!"

Danny Alborough, Deputy Group Facilities Manager, Gratte Brothers Ltd.



More than 100 new fleet customers choose Quartix each month.



Over 120,000 Quartix systems have been installed.



A new Quartix tracking system is installed every three minutes of the working day.

"WE HAVE SEEN IMPROVED DRIVING STANDARDS UTILISING THE QUARTIX DRIVING STYLE REPORTS, RESULTING IN REDUCED VEHICLE INCIDENTS AND AN 18% IMPROVEMENT IN FUEL CONSUMPTION."

ANDREW GIBBONS, FLEET CI MANAGER, GINSTERS LTD

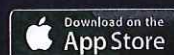
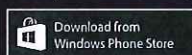
Specifications are subject to change without notice. This document is not intended to form any part of a contract.

Quartix

Award-Winning Vehicle Tracking

VEHICLE TRACKING APP

Available for **free** to all Quartix users



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Quartix

Vehicle Tracking Quotation for:



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Vehicle Tracking Quotation Congleton Town Council

Dear Ruth,

Further to your Expert Market enquiry, I am delighted to extend the following quotation for the award-winning Quartix system.

System Capabilities

Quartix will provide unlimited use of the comprehensive InfoPlus package, covering the below, although this is not an exhaustive list.

-Daily Timesheets	-Live Tracking	-Weekly Excel Summary	-Route Charts/Overlap
-Vehicle KPI Dashboards	-Driving Style Analysis	-Driving Style League Table	-Speed Reporting
-Geofencing Alerts	-Time on Site	-Crash Data	-Utilisation/Idling Report
-Route Replay	-Monthly Usage Summary	-Business/Private Mileage	-PTO Reporting

Pricing Matrix

Option	Installation	Monthly Rental
12 Month Rental	Free of Charge	£17.95 (Free first 3 months)
36 Month Rental	Free of Charge	£14.25
60 Month Rental	Free of Charge	£12.90

Or you can opt to purchase the system outright.

Option	Price Inc install	Monthly Rental
Purchase	£175	£9.90

Along with the above cost you will receive – Free installation, unlimited data usage, full support, onsite warranty (throughout full term if renting or 12 months on purchase options) and Quartix mobile apps. No hidden costs.

Quartix use no lease finance – all rentals are directly financed by Quartix Ltd. All rental prices include full system warranty, along with technical support, onsite training, unlimited data and usage.

Prices are per vehicle and subject to VAT only.

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The Quartix system is renowned for its ease of use, functionality and general reliability. It is used by private companies, public sector organisations and housing associations nationwide; with benefits seen in a wide range of areas.

Return on Investment

With over 6,000 companies using the Quartix system on a day to day basis we are able to provide an array of examples which illustrate the impressive savings that have been made during our 14 years of trading history.



Valleys to Coast Housing

"The Quartix system has helped reduce our fuel usage and improve customer service through increased productivity and better response times to repairs" – Rob Thomas, Head of Property Services



Ginsters

Having started using the Quartix system in 2011, Ginsters then rolled out our solution into 140+ vehicles nationwide and subsequently have recorded an 18% saving on their fuel bill along with a noticeable reduction in vehicle incidents on the road.



LARNE
Borough Council

Larne Borough Council

This Irish council have recorded impressive returns after 12 months of using the Quartix solution, including a reduction in unnecessary mileage of over 20%, a 13% reduction in idling time, 14% increased fuel efficiency and a 34% reduction of vehicle incidents out on the roads.



Gratte Brothers

Reduced vehicle speeds by 17% through using our system and, as such, accident rates from last year decreased by over 50% stating, "This has been hugely beneficial for us with regards to our drivers' road safety, which we deem to be very important. We were keen to inspire safer driving with the aid of telematics and the Quartix system allows us to do that. As a result, our drivers are now much more careful on the road."

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The Driving Style League Table provides the daily Driving Style Score for any date range covering a rolling 12 month period. Using identical colour coding to the aforementioned daily Driving Style profiling, the report provides a profile of vehicles or drivers including the driving time, acceleration/braking index and the Driving Style score.



Driving Style League Table for demo						Hi Demo
Report Period: 01/01/2012 - 31/07/2012						<input type="button" value="Data"/> <input type="button" value="Print"/> <input type="button" value="Export"/> <input type="button" value="Menu"/>
	Vehicle	Driving Time	Acceleration Index	Braking Index	Driving Style Score	
17	QX10 BCU - BMW 320D	27.45	745.9	128.6	9	
18	QX11 BMR - VOLKSWAGEN JETTA 1.6	23.12	56.3	54.8	23.8	
19	QX10 BCU - BMW 330D	39.18	52.3	38.4	56.1	
24	QTX 326D - DODGE CARAVAN	42.34	51.8	17.7	66.2	
31	QTX 167D - FORD RANGER	42.34	51.8	17.7	66.2	
32	QX11 6D - LAND ROVER FREELANDER	10.47	34.1	36.5	67.7	
33	QX12 87Y - CITROEN BERLINGO	55.19	40.7	21.6	68.9	
36	QX11 QTX - BMW M3	72.25	68.4	22.8	71.4	
29	QX11 LRP - BMW 318	26.24	29.1	27.8	71.4	
22	QX11 TTK - VOLKSWAGEN TRANSPORTER	72.17	31	35.2	71.8	
27	QX11 GGE - CITROEN C5	55.53	29.2	38.1	72.4	
25	QTX 132D - DODGE CARAVAN	18.18	34.4	17.8	74.8	
26	AG 777 BA - PEUGEOT 307 SW	91.47	21.5	29.8	78	
24	CG 3734 - FORD RANGER	3.31	38.4	15.4	78.1	
23	QX11 8FT - PEUGEOT PARTNER	84.91	23.5	17.8	78.2	
22	QX11 8FM - PEUGEOT PARTNER	86.36	18.1	22.1	78.4	
21	AG 565 CA - PEUGEOT EXPERT	67.68	17.3	23	79.9	
20	QX16 JAW - RENAULT TRAFIC	127.33	23.8	16.3	79.9	
19	QX11 QV - PEUGEOT PARTNER	88.45	17.2	21.2	80.8	
18	QX10 5NW - FIAT DUCATO	144.31	20.6	18	81.7	

Further Potential Cost Savings

Driver style monitoring represents just one area of potential savings, further return on investment is achievable as below.

Idling

Idling, or instances where a vehicle stops with the ignition on, costs fleet operators millions of pounds of each year. In such instances, the vehicle is achieving zero miles per gallon and therefore this represents a key area for saving. It is estimated that reducing idling by one hour, can result in the saving of a gallon of fuel.

The 'Vehicle Utilisation Analysis' can be viewed by a pre-determined time, chosen by the user and conveys idling in both percentage and time spent formats. Comparing the travelling time against the total idling percentage shall allow you to identify areas for improvement.

Vehicle Utilisation Analysis for Demo						
Report Period: 03/06/2013 - 27/06/2013						
Vehicle	Month	Distance (miles)	Travel Time (hh:mm)	Idling Time (hh:mm)	Idling (%)	Max Speed (mph)
QX10 SDC, BMW 320D	06/2013	727.1	21:28	00:12	0.9	93.8
QX10 SEB, Mercedes Atego	06/2013	2625.7	72:21	14:38	16.8	60.3
QX10 SHW, Fiat Ducato	06/2013	6039.0	127:58	14:59	10.5	65.8
QX11 LWP, BMW 350	06/2013	1815.0	52:49	01:10	2.2	75.2
QX11 QQE, Citroen C5	06/2013	790.6	25:06	00:11	0.7	69.6
QX11 QTX, BMW M3	06/2013	864.5	31:26	03:07	9.0	79.6
QX11 SIP, Renault Midlum	06/2013	4497.0	118:48	23:45	16.7	60.3
QX11 YRT, Citroen C5	06/2013	1935.9	65:51	04:05	5.8	68.4
QX12 BNB, Citroen Berlingo	06/2013	1589.8	64:10	09:05	12.4	69.6
QX12 KPU, Citroen Berlingo	06/2013	2320.7	78:32	01:55	2.4	73.3
QX12 STY, Citroen Berlingo	06/2013	709.9	54:11	01:38	2.9	72.7
QX50 BHG, Renault Trafic	06/2013	1347.0	31:21	04:09	11.7	92.0
QX50 JJW, Renault Trafic	06/2013	3200.6	88:56	02:26	2.7	72.1
QX50 PPW, Renault Trafic	06/2013	2771.7	80:55	02:12	2.6	73.3
QX50 QWR, Renault Trafic	06/2013	1611.9	54:19	01:08	2.0	72.1

As well as a means to monitor idling retrospectively, Quartix were asked by Walsall Housing Group (a long standing customer) to develop be spoke alert, which prompts the end user when a vehicle has idled for a pre-determined time i.e. 5 minutes. This now sits in the standard product range.

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Reduction in Unauthorised/ Unnecessary Journeys

Quartix customers reportedly see a change in usage during the working day when the drivers know that their journeys are being monitored, which immediately helps but on the whole, removing unnecessary private/dead mileage can amount to 25-50 litres of fuel per month. By way of example, 25 litres per month would amount to cutting out just 10 miles per working day on unnecessary journeys, or just 1 hour of idling.

Capacity Improvements

For service employees it is to be expected that an additional call will be achieved per working day. Quartix customers regularly report this kind of improvement in capacity. For service staff there is an obvious productivity improvement and cost reduction.

Capacity and productivity improvements are achievable primarily by use of the system's utilisation reports and KPI dashboards.

Reducing Co2 Output

	Weekly Total	Mon 8 Oct	Tue 9 Oct	Wed 10 Oct	Thu 11 Oct	Fri 12 Oct	Sat 13 Oct	Sun 14 Oct
Number of trips:	56	11	11	8	8	10	5	3
Total travel time:	25:59	03:59	07:57	03:41	06:47	01:43	01:06	00:46
Total distance (miles):	928.2	96.7	302.5	106.0	329.4	33.3	31.5	28.8
Idling time:	00:49	00:07	00:27	00:07	00:00	00:08	00:00	00:00
Average speed (mph):	35.7	24.3	38.1	28.8	48.6	19.4	28.6	37.6
Maximum speed (mph):	81.4	71.4	76.4	77.0	81.4	69.6	64.6	78.3
Nominal fuel consumption (mpg):	-	62.0	62.0	62.0	62.0	62.0	62.0	62.0
Expected fuel used (gals):	15.0	1.6	4.9	1.7	5.3	0.5	0.5	0.5
(litres):	68.0	7.1	22.2	7.8	24.1	2.4	2.3	2.1
CO2 emissions (kg):	182.3	19.0	59.4	20.8	64.7	6.5	6.2	5.7

Better utilisation can save up to 600 litres of fuel per year per vehicle, depending on mileage. By way of example: on a fleet of 100 vehicles this can add up to 60,000 litres per year and an environmental saving of 162 tonnes of Co2 per annum. Across the Quartix install base this is a saving of over 32,000 tonnes of Co2 each year.

Reductions in idling and improvements in route efficiency also provide an opportunity for fuel savings and a consequent lowering of Co2 emissions. In essence, there is a corresponding relationship and using less fuel equates to outputting less Co2. Nominal fuel consumption can be specified per vehicle and thus an "Expected Fuel Used" figure is detailed as part of a weekly analysis for each vehicle. See above image.

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Quartix

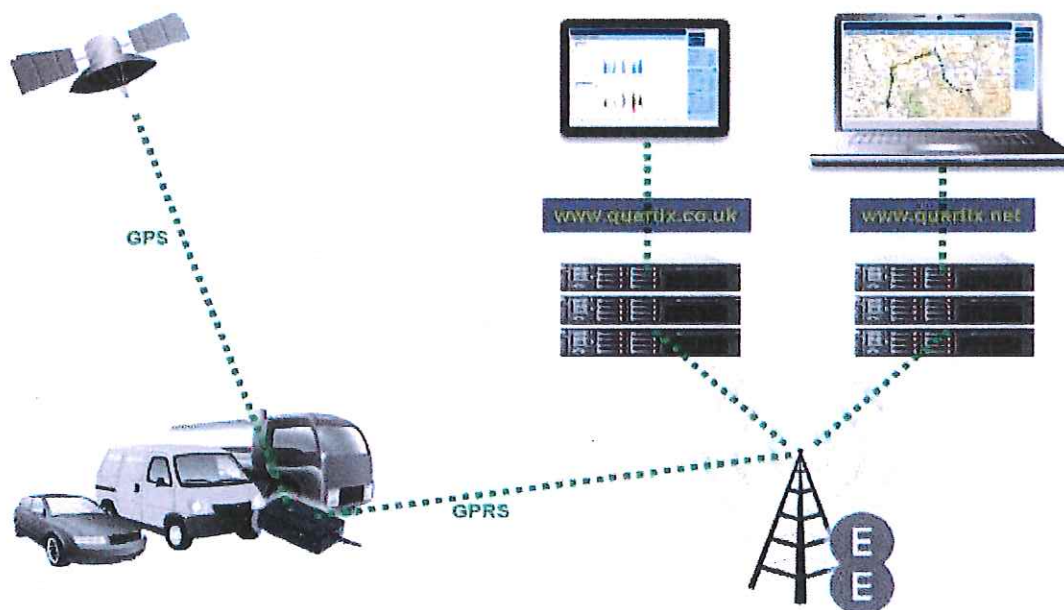
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Server Details

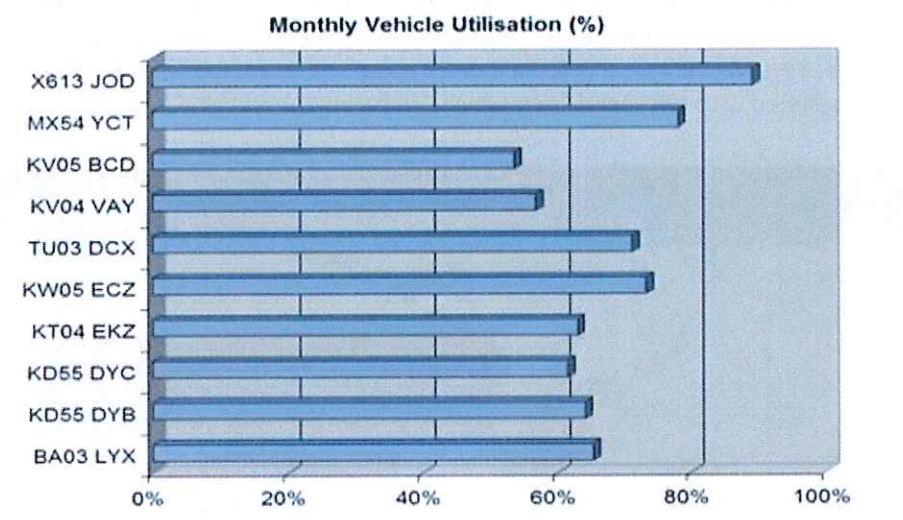
Quartix operates a full dual-redundant server system from the separate sites in Maidenhead and Portsmouth. Both of these servers provide access to real-time tracking information for our customers. They use separate URLs: www.quartix.net and www.quartix.co.uk and all data between the two servers is synchronized on a continuous basis.

The TCSV tracking system also has redundancy built into it in that it can communicate with either of these servers, and it also has access to two different internet services over the Orange and T Mobile GPRS networks and will automatically back fill any data if unable to transmit altogether, and update this as soon as it is able to transmit the data packet. We believe that such reliability and redundancy features are unique to Quartix. Each server site has multiple power and communications entry to the buildings together with multiple automatic backup generators.



Vehicle Utilisation Reports and KPI Dashboards

The monthly report shall allow you to identify those vehicles which are not being used to capacity. From the utilisation chart you can easily home in on the problem areas. Within the same workbook the user can go into the utilisation detail for that vehicle – which will quickly highlight the routes or days of the month on which the use of the vehicle could be improved. More vehicles being used means more vehicles out in the field carrying out required work and thus, improved customer service.



As a result of the company's extensive work within the public and social housing sectors, Quartix recognises the importance of key performance indicators and monitoring the day to day efficiency of the mobile workforce. As below, KPI Dashboards are another utilisation tool that provides a real time update as to the current fleet usage, indicating vehicles that have and have not moved, as well as those that have left site.

By rescheduling calls or routes to relevant vehicles, improvements of up to 15% on average in capacity are often achievable and where required, vehicles can be re-allocated or transferred to other depots to increase utilisation and efficiency. This could potentially defer the purchase of additional vehicles for the fleet until the existing vehicles are fully utilised.



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Fax: 01686 628774

Quartix

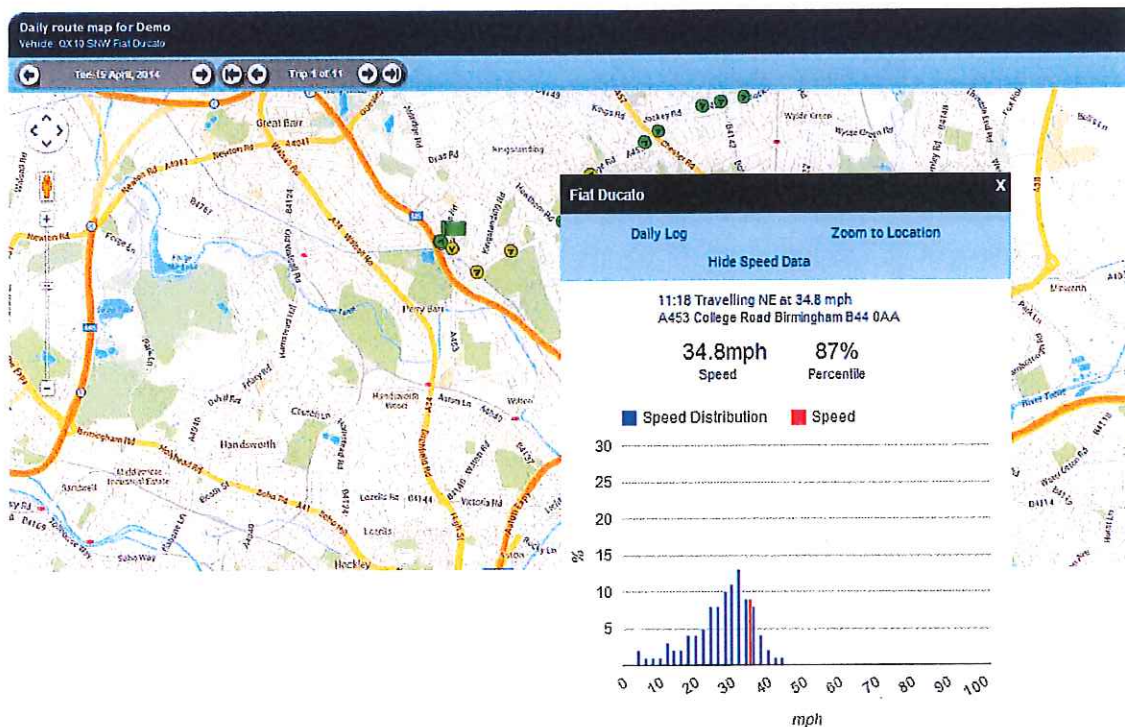
internet: www.quartix.net
email: enquiries@quartix.net

Wellington House
East Road
Cambridge
CB1 1BH
Tel: 0870 013 6663
Fax: 01223 451100

Safe Speed Database

This is a unique tool that has been developed in order to provide fleet managers with a far more relevant and accurate assessment of the risk profile of each driver. Using data from more than 40,000 light commercial vehicles across 15.7million road segments in the UK, the database maps each driver's speed against other commercial road users for the same stretch of road. On busy roads this is also matched in terms of time of day and conditions as well.

This may be viewed against each data point, or averaged over periods of a week or month. It is statistically proven that accident risk increases exponentially as speed increases from the median speed of other road users. We believe this to be a much more important indicator of risk in the field than just comparing speed with the speed limit, which can be inaccurate for various reasons.



Quartix would say that to be in the top 12 percentile indicates relatively high risk and if frequent should be acted upon, regardless of the road speed. By way of example: many country lanes are set to 60mph, but that doesn't mean it's safe to travel down them at 60, but it is legal.

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A Web Based Application

Quartix offers an entirely web-based solution, without the need for any software installation and there are no restrictions on how many devices can use or access the data at any given time. There are also no charges for software or map licenses, so you can use as many displays as required during day to day operations, across a multitude of platforms; desktop machines, tablets, mobile phones etc.

The screenshot shows the Quartix website interface. At the top, there is a dark blue header with the Quartix logo on the left, the phone number 'Call: 0870 013 6663' on the right, and a navigation bar with links: Home, Login, Demo, and FAQs. Below the header is a light blue navigation bar with links: Product Tour, How It Works, Prices & Options, Our Customers, Order Online, and Contact. The main content area is divided into two sections. On the left, under the heading 'Login', there is a form with three input fields labeled 'Subscriber ID', 'Username', and 'Password'. Below these fields is a blue 'Login' button and a link that says 'Forgotten your login details?'. On the right, under the heading 'Latest updates', there are two links: 'Mobile App' and 'Driving-Style Monitoring'. At the bottom of the page, there is a footer with five icons and labels: 'Company' (info icon), 'Support' (speech bubble icon), 'News' (RSS icon), 'Blog' (pencil icon), and 'Product Updates' (refresh icon).

Following the installation of the hardware tracking units, Quartix issues login details to customers. By simply logging into the Quartix website, the user is able to access the system features via the menu structure. Detailed reports and logs are also emailed to the customer periodically, to a designated address or addresses of choice.

Quartix can apply variant access levels for different users as required. Whether it is a super user being able to view all reports/data or apply a restricted viewing upon certain accounts; only displaying live tracking for example.

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Live & Historical Reports

The Quartix system uses the Orange/T-Mobile (Everything Everywhere) GPRS network to maintain a real-time link with our servers. Quartix would offer a 1 minute refresh on the live tracking screen, with a data point every 30 seconds.

The system uses GPS satellites to locate the user's vehicles, and GPRS technology to ensure that their positions and vehicle log data are constantly updated.

The Quartix system uses the Google mapping facility, not only does this provide coverage for the whole of the UK and Ireland, but also European countries. The system also supports both map and satellite views and links to Google street view.

Easy-to-use, intuitive navigation tools and links are built into the user interface, making the Quartix system one of the most reliable and user-friendly systems available.



The live tracking screen provides an easy to view map and a table, which provides key data on the date, time and location of each vehicle including a live ignition on/off status and if travelling, the direction and speed of travel.

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Vehicle Search

This function enables the user to locate the nearest vehicle to a postcode or job and the most suitably skilled operative, which is especially useful during urgent call out situations.



Vehicles can be allocated into groups of various categories; this could be based on Department, Trade or Skill; followed by Vehicle Type.

There is no limit on the number of groups or sub groups required. The ability to filter on vehicle group and thus only view a selected category i.e. 'Service Vehicles', will allow you to route the most appropriate vehicle.

Vehicle Route Maps & Charts

Route Maps typically display each trip for individual vehicles on a daily basis and control buttons allow the user to step through each of the trips in a day and focus in on any more specific data points or events that the vehicle may have been involved in.

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Each individual vehicle trip, or all journeys for a day, are graphically displayed on the maps. Control buttons allow the user to step through each of the trips in a day. Successive vehicle positions are divided into detailed data points. Hovering with the mouse over each marker gives a pop-up with vehicle speed and direction.

Route Charts on the other hand show journeys for multiple vehicles, as selected by the end user on a daily and weekly basis.



Vehicle Logs

Vehicle logs provide an ability to check that jobs are being completed, as well as their corresponding journey information.

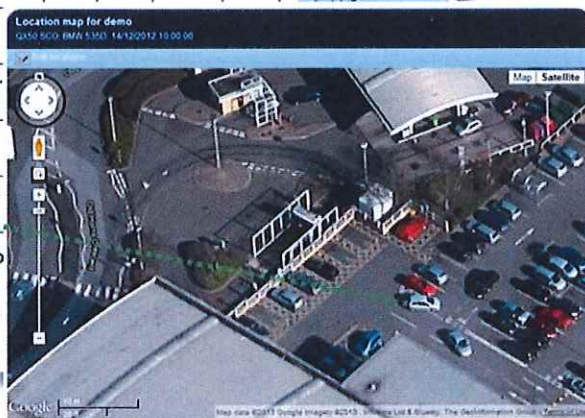
Any customer complaints, missed appointments, cancellations etc can be investigated thoroughly and when required; documented evidence can be provided to confirm site arrival times, time spent on site and departure times. Daily or weekly timesheets can also be sent to the client automatically by e-mail, greatly simplifying the tasks of payroll and job costing. Therefore, alleviating tasks from the client's workforce.

Daily Vehicle Log for demo QX50 SCO BMW 535D						
Date: Fri 14 December 2012						
Trip	Depart	Arrive	Travel Time	Idling time	Distance (miles)	Average Speed (mph)
1	09:23 Moss Way, SUTTON COLDFIELD, West Midlands, B74 2BT	09:33 Old Horns Crescent, BIRMINGHAM, B43 7HA	0:10		2.1	12.6
2	10:00 Old Horns Crescent, BIRMINGHAM, B43 7HA	10:09 Stopped with Ignition ON at Beeches Recovery	0:09			
	10:10 Beeches Recovery	10:10 Beeches Recovery	0:00	0:01	1.9	11.4
3	19:34 Beeches Recovery	19:42 Warren Farm Road, BIRMINGHAM, B44 0AH				
4	19:48 Warren Farm Road, BIRMINGHAM, B44 0AH	20:00 Moss Way, SUTTON COLDFIELD, West Midlands, B74 2BT				
5	20:36 Moss Way, SUTTON COLDFIELD, West Midlands, B74 2BT	20:51 Bader Walk, BIRMINGHAM, B35 7HA				
6	20:55 Bader Walk, BIRMINGHAM, B35 7HA	22:43 Hare Hall Lane, ROMFORD, RM2 6BD				

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1 Asterisk (*) after departure time indicates previous



Customised Location Names and Job References

The client is also able to add their own custom address locations names, either within the system config settings or, simply by contacting our support team. These customised names will then replace the street addresses on the reports, making it easy for you to identify frequently visited sites.

Any number of customised locations can be set, at no extra cost. Quartix customers within hundreds or even thousands of customised location requests, issue these to our support team who are more than happy to process.

Time on Site Reporting

Quartix recognise the importance of monitoring the time spent on site; as it is a key factor in assessing vehicle utilisation. This data also offers an assurance to management that vehicles are: arriving to site on time, spending enough time on site to complete the given work, and not leaving site unexpectedly.

Time on Site Report for Quartix					
01/01/2014 - 21/05/2014			-- Select a location --		
Vehicle	Arrival Time	Event	Location	Departure Time	Time on site (h)
HV62 CNN : Ford Mondeo	08/01/2014 12:04:00	Ignition-Off	Old Kerry Road, NEWTOWN, Powys, SY161BL	08/01/2014 12:43:00	0:39
HV62 CNN : Ford Mondeo	21/03/2014 15:14:00	Ignition-Off	Old Kerry Road, NEWTOWN, Powys, SY161BL	21/03/2014 18:17:00	3:03
HV62 CNN : Ford Mondeo	01/05/2014 10:03:00	Ignition-Off	Old Kerry Road, NEWTOWN, Powys, SY161BL	01/05/2014 13:18:00	3:15
Total					6:57

Hi Quartix

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Stops within 0.5 mile(s) of sy16 1ee

The user is able to specify selected vehicles or all vehicles, as well as the address, radius and date parameters. As a result, the reports displays the data show above in a clear, easy to read format; along with a total for each vehicle.

Report of On Site Visits for Service/Maintenance Vehicles

Quartix were asked by an existing customer 'Sharp Business' to develop a bespoke report, for measuring the effectiveness of a fleet of vehicles involved mainly in service calls or activities such as maintenance/installation. The resulting report is designed to give results for the following key measures:

1. Start and End of working day
2. Number of on-site calls
3. Time spent on site
4. Time spent travelling

Viewing averages per vehicle for all of the above parameters, the end user can identify any problem areas with a view to reduce any non-productive vehicle downtime. By way of example: any vehicles that are spending considerably longer on the road as opposed to site or any vehicles that are arriving to their first job frequently too late.

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Why Quartix?

Quartix is one of the largest and most profitable telematics companies in the UK. Our expertise has been built up over 14 years of trading, with over 125,000 units installed across almost every industry sector. We provide our services to over 6,000 companies and public organisations nationwide, including: Calor Gas, Ginsters, Cape, Autoglass, Welsh Ambulance, Greater Manchester Police, Shearings, Kingspan, Gratte Brothers and the following -

Councils

Bassetlaw, Hinckley & Bosworth District Kettering Borough Derbyshire Dales District Charnwood Borough Council, South Derbyshire, Rushcliffe, West Lindsey District, Walsall, Staffordshire Moorlands District, Nuneaton & Bedworth, South Staffordshire, Warwick District, Wolverhampton City, Worcester City, Cannock Chase District, Bristol City, North Somerset District, Cardiff, City of London, Torbay, Caerphilly, Carmarthenshire, Flintshire, Merthyr Tydfil Council, Newport, Larne Borough, Cheshire West & Chester, Ribble Valley, Oldham, South Ribble, Bedford Borough, Broxbourne, Colchester Borough, Epping Forest, Forest Heath, Uttlesford, Brighton & Hove, Elmbridge, Gravesham Borough, Reading Borough, Runnymede Borough, Tandridge District, West Oxfordshire, Gosport, Mid Sussex, Portsmouth City, Tower Hamlets, Kensington & Chelsea, Merton, Wandsworth Borough and more.

Housing Associations

Walsall Housing Group, Adactus Housing, Wolverhampton Homes, NPT Homes, Yorkshire Housing, Curo Housing, Weaver Vale Housing Trust, Derwentside Homes, North Hertfordshire Homes, Stafford & Rural, RCT Homes, Homes for Islington, Tai Calon, Housing Plus, Monmouthshire Housing, Progressive Housing, Kingdom, Trident, Poplar, Gwalia Housing Group, Cadwyn Housing, Your Housing, North Wales Housing, Coastal Housing, Lace, Langstane Housing, Greater Midlands, Cadder and more.

- One of the most financially secure in the industry, rated in the top 2 percentile of companies least likely to cease trading (Dun & Bradstreet)
- Quartix use no third party lease finance, giving end users more flexibility on pricing terms
- We currently install around 4,000 units per month – an illustration of our market position
- Quartix are the telematics supplier to over 100 councils and housing associations in the UK.
- Fleet News Reader Recommended Award WINNER in 2009, 2010, 2011, 2012 and 2013.

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Installation

With a dedicated network of over 200 engineers in the UK and RoI we can meet every installation requirement. This is illustrated by work we have done with companies such as Calor Gas, with whom we installed approximately 550 units across the country, into an array of vehicles, many with specific wiring requirements.

Our unit holds all the hardware required and is no bigger than a business card. This taken into account, we can normally install standard units within 30 minutes and will of course work around a schedule convenient to the client.

I would be delighted to run through any aspect of this proposal with you in more detail and am available 8.30am - 5pm through the week on **01686 628 836**.

Yours sincerely,



Andy Thomas - Quartix Limited Tel: 01686 628 836 | E-mail: andy.thomas@quartix.net | Web: www.quartix.co.uk

 Award Winning Vehicle Tracking Providing savings for councils nationwide	Suppliers to:  Bassetlaw DISTRICT COUNCIL North Nottinghamshire  Worcester CITY COUNCIL
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Ruth Boffey

From: Michelle Reardon <michelle.reardon@tt-matics.co.uk>
Sent: 08 January 2015 09:27
To: Ruth Boffey
Subject: Revised Vehicle tracking pricing
Attachments: Sample daily summary report.xls; DrivingStyleNotes3.gif

Importance: High

Dear Ruth

Having spoken to Quartix about your vehicle tracking requirement, they have enabled me to provide you with some revised pricing inline with their direct sales quote to you.

In addition to this, I can still maintain the ['First 3 months for FREE'](#) promotion on the 12-month rental option.

12-MONTHS

- First 3 months for **FREE** per then £17.50 per month thereafter, this averages out at just **£13.13** per month over the 12 month period.
- FREE installation
- Driver behaviour reports
- No termination charge
- No minimum order quantity
- iphone/ipad app available-free download

24-MONTH RENTAL

- **£16.80** per month

36-MONTH RENTAL

- **£15.50** per month

Alternatively, you can [PURCHASE](#) the unit. The purchase price is:

- £175 per unit including installation
- **£10.90** per month communication charge

When comparing tracking systems you may find the following helpful to consider:

- **Company credit status**-If a tracking company does cease trading the black box becomes redundant because black boxes are not compatible with other company systems
- **Integral ariel**-New technology has the ariel built into the box which is fixed behind the dashboard. Old technology has external ariels which are mounted on the dashboard for example, and are highly prone to damage
- **Comprehensive warranty**-This is especially important if the ariel is external. Not all warranties cover call out charges

The Quartix system is new technology with integral ariel with fully comprehensive warranty.

Christopher Jones
Congleton Town Council
Town Hall, High St,
Congleton
Cheshire
CW12 1BN



13-Jan-2015

Dear Christopher Jones

PROPOSAL FOR RAM VEHICLE TRACKING

Thank you for considering our award winning vehicle tracking solution. Detailed below is our full quotation for 7 vehicle(s) and the different payment plans available.

OPTION 1: 36 Month Lease Agreement

7 x Vehicle MDU	@ £16.00 /month	£112.00
7 x Unrestricted cloud based RAM Evolution system access	@ INCLUDED	INCLUDED

**Each GPRS SIM is paid monthly.*

Monthly payments = £112.00 (equating to £3.69 per vehicle each week)

OPTION 2: 36 Month Outright Purchase Plus Maintenance

7 x Vehicle MDU	@ £225.00	£1575.00
7 x Unrestricted cloud based RAM Evolution system access	@ INCLUDED	INCLUDED
7 x Service, Support and Maintenance	@ £11.00 /month	£77.00

**Each GPRS SIM is paid monthly.*

**Each Vehicle tracker (MDU) with service, support & maintenance is payable quarterly in advance.*

Monthly payments = £77.00 (equating to £2.54 per vehicle each week)

Included in the above quote(s) is

- full online system training
- support and maintenance throughout the term of the agreement
- new interactive street level UK mapping
- a full reporting suite and industry standard file converter with secure internet access
- live position and vehicle data (GPRS "Real Time" data transmissions)
- full access to our mobile application, available on iPhone, iPad and Android mobile devices
- all future system updates

All prices are subject to VAT.

Leasing options will incur a one off administration charge of £100.00.

There will be no initial set-up and installation costs, a saving to you of £525.00. If you decide to replace any of the vehicles at a later date, a defit/refit of the unit(s) will be necessary at a cost to you of £105.00 per unit.

If you wish to discuss this quotation in further detail, please do not hesitate to contact me on 0845 203 3222

Yours sincerely,

Michael Dodds
e: michaeld@ramtracking.com
m: 07469202579

THIS QUOTATION IS VALID FOR 30 DAYS FROM THE DATE ON THIS LETTER

To see a real-time Quartix demo go to www.quartix.co.uk, subscriber ID-'demo', user name-'ttmatics' password-'tt345mat'.

Installation takes approximately 30 minutes and units can be fitted on a Saturday.

Attached are a couple of sample reports. The daily summary report shows hours staff are working and their locations etc.

I will ring you shortly for your thoughts.

Kind regards

Michelle Reardon

Tel: +44 (0)1245 231 393

Mob: +44 (0)7901 677 079

Email: michelle.reardon@tt-matics.co.uk

TT-Matics

Fleet Management & Protection

A Quartix, Road Angel and Road Hawk Approved Dealer



Chris Jones

From: Gareth Sandler <Gareth.Sandler@Fleetmatics.com>
Sent: 12 February 2015 12:58
To: Chris Jones
Subject: re: Fleetmatics follow up

Good Afternoon Chris,

I hope you are well.

Apologies for the delay, I thought I sent over the information to Brian straight after the demonstration.

Quote:

- £20.10 per month per vehicle
- Free installation on all vehicles
- £100 one off administration fee
- 36 month agreement

The price includes:

- 99.99% system uptime
- No upfront costs
- Full system & hardware included
- Free mobile APPS for iPhone and Android
- Fuel automated integration (**we are the only company on the market to offer this**)
- Automated timesheet management (set up scheduled reports to be sent to you any day or week) **eradicate over spend on payroll**
- Driving style monitoring and reporting (measure aggressive and dangerous driving) **reduce spend by up to 25% - on fuel and vehicle wear & tear**
- Nearest driver despatch
- Full service and maintenance management
- Full daily reporting on all movements of the vehicle
- Free tracking hardware (with life-time warranty)
- Free Google map upgrades
- Full service level agreement
- Free training- initially and on-going
- **NO 3RD PARTY FINANCE COMPANIES**
- **NO resellers – so guaranteed service level agreement**

I look forward to speaking to you in due course. if you need anything else at all, please do not hesitate to contact me.

Regards,

Gareth

Gareth Sandler
Regional Manager
Fleetmatics Group PLC
The Imperium
Imperial Way
Reading
RG2 0TD

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M 07801 228 111
F 0118 913 1451
www.Fleetmatics.co.uk



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Report to Finance and Policy Committee

19th February 2015

Transit Tipper Lease

Prior to inheriting the Streetscape team from Cheshire East Council, they used 8 vehicles most of which were old, unreliable and not fit for purpose. The Town Council replaced the vehicles with 7 leased Ford Transit Tippers.

In June 2014 The Red Box Van which was used by the Handy Man service was sold as it was not fit for purpose and was not replaced.

Within the Streetscape team at Cheshire East Council we had 7 Vehicles and 1 Supervisor Vehicle, which had an open back which could be used for fly tips and bags of rubbish, the current supervisor vehicle is not fit for this, but, is fit for various other tasks – collecting supplies, site visits and inspections

The employee who has just retired could not drive and was therefore tied to just the town duties carried out by foot. The retired employee is in the process of being replaced and the successful applicant will be able to drive and will be able to focus on other areas further afield with the extra van.

With new apprentices starting in March and hopefully another one starting in the summer, this provides an opportunity for the two extra members of staff to be teamed up with current operatives in a vehicle and this of course adds to the demand for an additional vehicle to be added to the current complement.

Health and Safety Changes – The Safety at Street Works and Road Works Code of Practice has changed and some jobs that we carry out on the highway now needs by law two vehicles, one vehicle to be carrying out the task and the other vehicle as a buffer vehicle to keep the operatives safe and to warn on coming vehicles there is work ahead.

The cost for the additional vehicle has been included in the 2015-16 budget.

Recommendation

To hire an additional Ford Transit Tipper van.

WEST WALLASEY CONTRACT HIRE

M53 Approach, Wallasey, Wirral CH45 8RH Tel: 0151 630 3000 Fax: 0151 630 8277

Our Ref: Q2012.13/534/DS/JJ

26th September 2014

Congleton County Council
Congleton Town Hall
High Street
Congleton
Cheshire

Contract Hire Quotation

Vehicle	:	Ford Transit 350 MWB Single Cab Tipper
Rental Period	:	38 months
Mileage	:	15,000 miles per annum
Excess Mileage	:	7p per mile (to be paid annually if applicable)
Maintenance	:	To be the responsibility of West Wallasey
Replacement Vehicle	:	A courtesy vehicle is available free of charge should the contract vehicle be off the road due to mechanical failure or breakdown.
AA/RAC	:	Full cover for the duration of the contract
Insurance	:	Hirer to supply own Fully Comprehensive Insurance
Road Tax	:	To be supplied for the duration of the contract
Hire Rental	:	£389.99 per month + VAT
Service Rental	:	Inclusive
Terms	:	Initial payment of £389.99 + VAT followed by 37 Consecutive monthly payments of £389.99 + VAT

Should the Contract Mileage be exceeded by over 30%, then the excess pence per mile shown will be doubled (cars only)
This is an off balance sheet facility under the terms of SSAP21. The vehicles must be returned to West Wallasey
Contract hire at the end of the period of the lease. Rental payments are a deductible expense in the Profit and Loss
Account.

This quotation is valid for 14 days from the date of this quotation but does not constitute an offer to enter into an agreement on these terms or at all, and will not form part of any subsequent agreement.

Hire rate and pricing information is confidential to prevent the prejudicing of our commercial interests

Brian Hogan

From: Steve Johnson - RelianceVM <Steve@RelianceVM.co.uk>
Sent: 08 December 2014 16:51
To: Brian Hogan
Subject: Ford Transit Tipper Quote

Dear Brian,

thank you for discussing through your vehicle requirements previously, quote and additional information below

Vehicle / Specification

New Ford Transit 350 L2 RWD 2.2 TDCi 125ps 1 Way Tipper
Solid Frozen White

Contract Profile

Contract Hire with Full Maintenance including Tyres & Roadside Assistance

Quotes

36 Months, 1+35, £399.23

38 Months, 1+37, £395.41

All quotes are subject to VAT which is 100% re-claimable on a Commercial Vehicle

Relief Vehicle

Immediate Relief Vehicle for 28 Days for Mechanical Repair Only
(Not Accident Damage Cover)
£10.00 pcm in addition to above quotes if required

Availability

Factory Order is currently circa 20 weeks
I anticipate that I will find a dealer with stock available for April 2015 delivery

Notes

All vehicles are supplied Direct from Ford UK Franchised Dealers

Includes:

Full Ford UK Manufacturer Warranty
Road Fund Licence for Full Contract Term
Driven delivery to your chosen location
NO Additional Fees are Payable

How we operate

RVM have terms negotiated with Ford Franchised Dealers & Ford Dealer Groups
RVM have a panel of 6-7 Finance Companies we introduce contracts to plus we finance vehicles ourselves
Prices quoted are based on combining the best of these factors in order to deliver best value

I hope you find the above satisfactory, any additional questions please let me know and I hope to speak with you

Many thanks,

Kind regards,

Steve Johnson
Director

=====



RVM

RELIANCE VEHICLE MANAGEMENT

Tel: 0844 870 8349 (Local Rate)

Fax: 0844 870 8359 (Local Rate)

Mobile: 07817 736249

www.reliancevm.co.uk

DRIVING BUSINESS FORWARD

Business Address: The Old Smithy, Brooks Lane, Middlewich, Cheshire, CW10 0JH

Registered Office: Vernon Road, Stoke on Trent, Staffordshire, ST4 2QY

Company Registration No. 07531501 • VAT Registration No. 113-7664-21

Data Protection Registration No. Z274699X • BVRLA Membership No. 1943

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To:	brian hogan	Company:	ALD Automotive Limited t/a Ford Lease
Customer Name:	CONGLETON TOWN LIMITED	Tel:	01248 750 142
Tel:		Print Date:	9th December 2014
Address:	BOOTH STREET FOOTBALL GROUND, OFF CRESCENT RD, CONGLETON, CHESHIRE CW12 4BJ, CW 124	Quote Date:	9th December 2014
		Valid Until:	6th January 2015

Vehicle Description	Contract	Term	Annual Mileage	P11D	Finance Rental (ex.VAT)	Service Rental (ex.VAT)	Total Rental (ex.VAT)	CO2	Quote Ref.
Ford Transit 350 RWD L2 Tipper 2.2TDCi 100 1WAY 14A (With Maintenance)	Ford Contract Hire	36	10000	28345.00	312.07	36.68	348.75	0	4688073/B1
Total				34675.20	312.07	36.68	348.75		
The total P11D value of the Vehicle includes options, extras, manufacturer's delivery .					Initial Payment of 3 month(s) rental + VAT (£1046.25 + VAT) followed by 35 payments.				
Total Effective Rental (applicable to cars only) is £379.96 (this assumes a 50% VAT disallowance on the Finance Rental and VAT)					Full Maintenance (Ford Lease)				
*Excess Mileage: 9.13p / 13.23p + VAT									

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All figures provided are for guideline purposes only. Please be aware that any options added to your quotation could have an effect on the CO₂ emissions figure quoted.

All figures provided are for guideline purposes only.

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No hidden fees	✓	✓
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Report to Finance and Policy Committee

19th February 2015

Portable CCTV Camera

At a meeting of the Anti-Social Behaviour Working Group held on the 27th January 2015, concern was expressed at the lack of clear evidence being available to portray when anti-social behaviour is taking place, specifically, what does it consist of and who is involved to assist the Police in their decision on best use of resources and in evidence gathering.

A second concern such a unit would assist in is identifying when complaints are being made relating to anti-social behaviour which is either exaggerated or unjustified.

The committee then wanted to consider investing in some Go-pro CCTV cameras which could be strategically located to gain a true picture of some of the reported ASB (Anti-Social Behaviour) problems. Brian Hogan to identify the cost of the units and make a request to the Finance & Policy Committee to finance them.

Advantages

Purchase of a camera at a cost of about £100 plus fittings will provide real evidence of anti-social behaviour to allow the relevant bodies to take appropriate action and to direct resources accordingly.

Disadvantages

Whilst the camera would be discretely located in an area, it would be susceptible to theft or damage.

Recommendation

To purchase a portable CCTV camera at a cost of circa £100

Brian Hogan

From: holland.sally
Sent: 28 January 2015 13:59
To: Brian Hogan
Subject: Outback Camera as discussed yesterday

Hi Brian,

Below is the Swann Outback Camera which I mentioned at the ASB meeting yesterday.

They are Infrared and are battery operated we purchased them from MAPLIN.

I hope this gives some ideas and could be one of a range of different cameras that we could consider using. This does have a red led light so would need placing in a discreet location where the light would not be seen but the lens could remain exposed.



Code: N53KG

£99.99

Free delivery

Kind regards, Sally

Cllr. Mrs. S.Holland

Tel: [REDACTED]

Ema [REDACTED]

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The perfect entry-level GoPro.

HERO makes it easy to capture and share your world. Featuring high-quality 1080p30 and 720p60 video, HERO captures the same immersive footage that's made GoPro one of the best-selling cameras in the world. User-friendly modes include QuikCapture, which lets you power on the camera and start recording with the press of a single button, and Burst Photo, which captures fast-action sequences at up to 5 frames per second. Wearable, gear-mountable and integrated into a rugged housing¹ that's waterproof to 131' (40m), HERO helps you capture photos and videos that make you look like just that: a HERO.



GoPro video quality.

HERO captures the same immersive footage that's made GoPro best-selling cameras in the world. With gorgeous 1080p30 or 720p60 video, and user-friendly modes like QuikCapture, SuperView™, and Auto Low Light, it's easier than ever to get the shot and achieve professional results every time.

Diverse photo capture.

A variety of photo capture options gives you the power to document your passions any way you want. Shoot 5MP still photos to share with friends on Facebook, Instagram and more. Time Lapse mode automatically captures a photo every half-second. It's great for gear-mounted shots when the shutter button is out of reach, or capturing a series of photos so you can pick the best ones. Burst mode shoots up to 5 photos in one second—perfect for fast-action sequences.



Rugged, waterproof, all in one design.

The HERO camera is built directly into a rugged housing¹ that goes to 131' (40m). It's designed to withstand dirt, sand, water and anything else you can throw at it. So whether you're getting a snow or singletrack—or just splashing in the pool with your kids, it can take it with you without a worry.

Small + lightweight.

Weighing just 3.9 ounces, HERO is super small, ultra portable and perfect for low-profile mounting. Its compact design means you can comfortably wear it or mount it to your gear as you capture your favorite activities, or slip it in your pocket or bag to take anywhere.



QuikCapture convenience

Be ready to capture the moment at a moment's notice with the QuikCapture mode. It turns your GoPro into a one-button camera. Press once to power on and start recording automatically with the press of a single button. Press and hold for 2 seconds to capture Time Lapse photos. Never worry again about missing a shot.



World's most immersive video.

HERO features SuperView™, a GoPro-exclusive video mode that captures the world's most immersive wide-angle perspective. It allows you to capture more of yourself and your surroundings in the shot—resulting in captivating, ultra engaging footage of every adventure.

[Learn more about SuperView >](#)



Auto Low Light mode.

Let the camera do the thinking for you. Auto Low Light mode changes frame rates based on lighting conditions for optimal performance, enabling you to move between bright and dark without having to adjust your camera settings.

Ultra wide-angle glass lens.

HERO's ultra wide-angle glass lens enables the extra immersive perspective GoPro is famous for. It's great close-range selfies and gear-mounted shots—delivering a unique perspective and engaging footage of you and your world.



Built-in microphone.

Capture audio of all your adventures—from hoots and hi5s to crowds and crashing waves. The included Skeleton Backdoor enhanced audio during low-speed activities in dry, dirt-free environments.

GoPro Studio software.



Download free GoPro Studio software, and do more with your GoPro footage than ever before. Easily import your content, and create engaging GoPro-style videos to share with the world.



¹Camera cannot be removed from housing.

Note: Always select a helmet that meets the applicable safety standard when you attach a GoPro to a helmet. Follow the helmet manufacturer's instructions on safe helmet use.

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- ☐ Full HD (1080p)

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- ☐ 500 g & more

Camcorder Memory Cards Slot

- ☐ 2 slots

Avg. Customer Review

- & Up (1,722)
- & Up (2,119)
- & Up (2,240)
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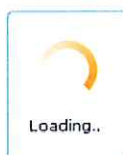
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Congleton Town Council

Complaints Policy

1. The Importance of Complaints

- 1.1 Complaints are valuable because they provide a chance to put things right if there has been an error, and to make sure that the same mistake is not repeated.
- 1.2 It is essential that complaints be dealt with positively. The Town Council is anxious to hear people's comments and committed to making full use of complaints information to contribute to continuous service improvement. Important information about areas for improvement can be obtained both from a single complaint and from patterns of complaints, highlighted by detailed monitoring.

2. Definition of a Complaint

- 2.1 A complaint is any expression of dissatisfaction, however made, about the standard of service, actions or lack of action by the Town Council, Councillors, or its staff which affects an individual person or group.

2.2 What the complaints procedure will deal with:

The complaints procedure will deal with matters of maladministration, which is if the Town Council does something the wrong way, fails to do something it should do or does something it should not do. Some examples include:

- neglect or unjustified delay
- malice, bias, or unfair discrimination
- failure to tell people their rights
- failure to provide advice or information when reasonably requested
- providing misleading or inaccurate advice
- inefficiency, ineffectiveness, bad and unprofessional practice or conduct

2.3 What the complaints procedure will not deal with:

- complaints for which there is a legal remedy or where legal proceedings already exist

- Complaints about employment matters – the Town Council operates alternative procedures to deal with grievances/complaints or disciplinary matters against staff as outlined in the Employee Handbook.

3. Equal Opportunities

- 3.1 The Town Council is committed to equal opportunities. Complaints feedback will be used to highlight discriminatory practices, and to promote equality of opportunity.
- 3.2 Complaints by members of the public of discrimination and/or harassment against the Town Council will be dealt with through the complaints procedure unless it is a complaint that should be dealt with through a statutory procedure.

4. Complaints Officer

- 4.1 The Complaints Officer for the Town Council is the Support Manager. The main duties are:
 - (i) The day-to-day operation and management of the procedure, including providing a reference point for staff queries on informal complaints.
 - (ii) To oversee, and undertake where necessary, the investigation of formal complaints at the first stage, within the relevant time scales.
 - (iii) To maintain a record of all complaints received including details of the nature of the complaint, action taken, outcome, and time taken to resolve.
 - (iv) To provide a six monthly analysis of the type, category and number of formal complaints received by the Town Council.
 - (v) To identify improvement points arising from any complaints.
- 4.2 Certain types of complaint should be referred directly to the Town Clerk. Those to be dealt with by the Town Clerk will include complaints about the Support Manager. Should there be any complaints about individual Town Councillors, these must be dealt with in writing in the first instance and addressed to the Town Clerk and will then be considered by the Complaints Panel. This does not preclude, as an option, any complaint being directly referred to the Monitoring Officer of Cheshire East Borough Council or the Standards Board for England.

5. Stages of the Procedure

- 5.1 The stages of the procedure are designed to provide the complainant with a thorough and fair means of redress and to provide a framework for officers to work within.
- 5.2 It is vital however, that the Town Clerk remains clear of the process, until required at any second stage to ensure that their contribution is completely independent.

Everyday problems, queries and comments

- 5.3 The Council receives queries, problems and comments as part of its day-to-day running, and they should not all be regarded as complaints. These are routine and expected and are generally resolved quickly to the complainant's satisfaction.
- 5.4 If someone is dissatisfied with the original service or response they received and wishes to take the matter further then the issue should be recognised as a complaint.

Informal Complaint

- 5.5 During the course of daily business, minor complaints are made to officers about the services we provide. The Support Manager will usually deal with these.
- 5.6 It is not appropriate for every comment to be treated as a formal complaint. Every effort should be made to deal with these problems immediately, either by providing information, instigating the appropriate action or explaining a decision.

Formal Complaint (Stage 1)

- 5.7 A complainant may wish to make a formal complaint directly, or may be unsatisfied with the outcome of an informal complaint and may wish to take the matter further. This will be recorded as a complaint and passed to the appropriate officer to investigate.

Timescales	Investigation completed – 21 working days or Progress Reports issued – 21 working day intervals
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Investigating Officer: Support Manager/Appropriate Officer

Review of Investigation and Complaint (Stage 2)

- 5.8 If the complainant is not satisfied with the Investigating Officer's response, they should be advised of their right to have the complaint referred to the Town Clerk who will review the complaint. This must be done within four weeks of the Support Manager's reply.

Timescales: Investigation completed – 14 working days
or Progress Reports issued – 14 working day intervals

Investigating Officer: Town Clerk

Complaints Panel (Stage 3)

- 5.9 If the issue remains unresolved, the complainant should be notified of his or her right to have the matter referred to a panel to consist of any three councillors with no prejudicial interest. This must be done within four weeks of the Town Clerk's reply. The outcome of all formal complaints dealt with by the Complaints Panel will be reported to the Personnel Committee.

Timescales: Panel convened within 14 working days
Investigation completed – 14 working days thereafter
or Progress Reports issued – 14 working day intervals

Investigating Body: Complaints Panel

6. Unreasonable and Vexations Complaints (see appendix A)

- 6.1 There will be circumstances when a complainant persists in wishing to proceed when it clearly has no reasonable basis, or when the Council has already taken reasonable action in response, or where some other process, whether through the courts or some other recognised procedure, should or has been taken.
- 6.2 These matters should be referred to the Town Clerk with a summary of the issues and of the attempts made to resolve the complaint. The Town clerk may, in such circumstances, decide that no further action can usefully be taken in response to the complainant, and inform the complainant so, making it clear that only new and substantive issues will merit a response.

7. Anonymous Complaints

- 7.1 Anonymous complaints should be referred to the Town Clerk, and may be dismissed at his discretion, according to the type and seriousness of the allegation.

8. Resolution and Remedies

- 8.1 The aim in dealing with all complaints is to reach a resolution for the complainant, whether it is the remedy they were originally seeking or not. Where a complaint is found to be at all justified, consideration may need to be given to the question of an appropriate remedy (the Town Clerk to make any final decision regarding remedy). An explanation or an apology will always be needed.

9. Contacts

Congleton Town Council

Town Hall
High Street
Congleton
Cheshire CW12 1BN

Mr B Hogan

Town Clerk
e-mail:
bh@congletoncouncil.co.uk
Tel: 01260 270350

Mrs J Potts

Support Manager
e-mail:
jp@congletoncouncil.co.uk
Tel: 01260 270350

Appendix A – Guidelines for dealing with unreasonable and unreasonably persistent complainants

This policy provides guidance on how the Council will decide which complainants will be considered unreasonable and unreasonably persistent complainants, and what actions the Council could take in these circumstances.

Definition of unreasonable and unreasonably persistent complainants

The Local Government Ombudsman defines unreasonable and unreasonably persistent complainants as **those complainants who, because of the frequency or nature of their contacts with an authority, hinder the Council's consideration of their or other people's complaints.**

These are some of the actions and behaviours of unreasonable and unreasonably persistent complainants:-

1. Refusing to specify the grounds of a complaint, despite offers of assistance with this from the Council's staff.
2. Refusing to co-operate with the complaints investigation process while still wishing their complaint to be resolved.
3. Refusing to accept that issues are not within the remit of a complaints procedure despite having been provided with information about the procedure's scope.
4. Having insufficient or no grounds for their complaint and making the complaint only to annoy (or for reasons that he or she does not admit or make obvious)
5. Refusing to accept that the complaint is not within the remit of the Council, and they have no power to influence or change
6. Insisting on the complaint being dealt with in ways which are incompatible with the adopted complaints procedure or with good practice.
7. Making what appear to be groundless complaints about staff or staff dealing with the complaint, and seeking to have them replaced.
8. Changing the basis of the complaint as the investigation proceeds and/or denying statements he or she made at an earlier stage.
9. Introducing trivial or irrelevant new information which the complainant expects to be taken into account and commented on, or raising large numbers of detailed but unimportant questions and insisting they are all fully answered.
10. Electronically recording meetings and conversations without the prior knowledge and consent of the other persons involved.

11. Adopting a 'scattergun' approach: pursuing a complaint or complaints with the Council and, at the same time, with a Member of Parliament / a councillor / the Monitoring Officer / the Standards Board / local police / solicitor.
12. Making unnecessarily excessive demands on the time and resources of staff whilst a complaint is being looked into, by for example excessive telephoning or sending emails to numerous council staff, writing lengthy complex letters every few days and expecting immediate responses.
13. Submitting repeat complaints, after complaints processes have been completed, essentially about the same issues, with additions/variations which the complainant insists make these 'new' complaints which should be put through the full complaints procedure.
14. Refusing to accept the decision – repeatedly arguing the point and complaining about the decision.