



# Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



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

14<sup>th</sup> October 2015

Dear Councillor,

## **Finance and Policy Committee Meeting – Thursday 22<sup>nd</sup> October 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 22<sup>nd</sup> October 2015** commencing at **7.00m**

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

Yours sincerely,

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 10<sup>th</sup> September 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.
5. Grant Approvals and Commitments 2015-16 (enclosed)  
To receive a statement showing the current position.

Congleton  
**beartown**  
where friends are made

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

Tel: **01260 270350** Fax: **01260 280357**

Email: [info@congletontowncouncil.co.uk](mailto:info@congletontowncouncil.co.uk) [www.congleton-tc.gov.uk](http://www.congleton-tc.gov.uk)

6. New Applications for Financial Assistance (enclosed)
  - i) **GR 11 15/16 – Congleton Gang Show**
  - ii) **GR 12 15/16 – St Peter’s Church**
7. Grant Activities Monitoring Forms (enclosed)

There are no new Grant Activities Monitoring Forms.
8. Management Accounts for September 2015 (enclosed)

To consider the Management Accounts to September 2015.
9. Bank Reconciliation (enclosed)

To receive and consider the bank reconciliation for 30<sup>th</sup> September 2015.
10. List of Payments (enclosed)

To receive and consider the Payments List between 1<sup>st</sup> August and 30<sup>th</sup> September 2015.
11. Presentations for Budget 2016-17

To receive and consider presentations from: -

  - Citizens Advice Bureau
  - Community Projects
  - Community Partnership.
12. Budget 2016-17

To consider any items that need to be included in the budget for 2016-17.
13. Police Community Support Officers (PCSOs) (enclosed)

To consider correspondence from Cheshire Police concerning funding for PCSOs.
14. Margaret Williamson Trust Fund (enclosed)

To consider correspondence from Congleton Partnership requesting the consideration of donations to the Margret Williamson Trust Fund.
15. Congleton Rotary Bonfire Event (enclosed)

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

16. Debt

To consider writing off a bad debt of £90 incurred by Room at the Top who took an advert in the Christmas Brochure, but, have not paid and since left the premises.

17. Grants & Funding Policy (enclosed)

To consider amending the Grants Policy to include the notion of applicants providing volunteering in certain areas.

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

**Cllrs:**

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

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

## CONGLETON TOWN COUNCIL

### MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE HELD ON THURSDAY 10<sup>TH</sup> SEPTEMBER 2015

#### PRESENT

#### Councillors

N Adams  
Mrs S Akers Smith  
Mrs D S Allen  
J G Baggott  
P Bates  
R Boston  
D T Brown  
Mrs S A Holland  
H Richards  
Mrs E Wardlaw (Town Mayor)

#### 1. APOLOGIES

Apologies for absence were received from Cllrs C Booth G R Edwards and Mrs J D Parry.

Apologies were also received from Cllr G S Williams who is not a member of this particular Committee.

#### 2. MINUTES

**FAP/10/1516 RESOLVED** that the Minutes of the Meeting of the Committee held on 4<sup>th</sup> June 2015 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 P Bates D T Brown and Mrs E Wardlaw declared a non-pecuniary interest in any matters related to Cheshire East Council.

Cllr Mrs S A Holland declared a non-pecuniary interest in item 6 (ii).

Cllr P Bates declared a non-pecuniary interest in items 6 (iii) and (iv).

Cllr J G Baggott declared a non-pecuniary interest in item 6 (iv).

#### 4. OUTSTANDING ACTIONS

There are no outstanding actions.

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

A summary of grant approvals and commitments was considered by the Committee and it was noted that £13,550 is available for grants in 2015-16.

**FAP/11/1516 RESOLVED** that the grant summary be received.

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

**FAP/12/1516 RESOLVED** that:-

**i. GR 6/1516 – Beartown Patchwork & Quilters**

A grant of £100 be approved.

**ii. GR 7/1516 – Congleton Musical Theatre**

A grant of £500 be approved.

**iii. GR 8/1516 – St Peters Bell Ringers**

A grant of £165.55 be approved.

**iv. GR 9/1516 – Congleton Market Trader Group**

Refused, but the applicant to be requested to re-submit the application by providing more detail, it was also suggested that they should liaise and seek support from Cheshire East Council and raise the age limit of their scheme to 25 years of age.

**v. GR 10/1516 – Congleton Community Projects**

Refused because of concern relating to where the container would be located. It was suggested that the applicant should contact local businesses to ascertain whether they have suitable storage facilities they could make available.

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

It was noted that Grant Activities Monitoring Forms were received from Trinity Methodist Church and Congleton Spiritualist Church.

Thanks were also received from the Jazz and Blues Festival organisers for the grant provided by the Council

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

**FAP/13/1516 RESOLVED** that the Managements Accounts for July 2015 be received.

## **9. BANK RECONCILIATION**

**FAP/14/1516 RESOLVED** that the bank reconciliation for 31<sup>st</sup> July 2015 be received.

## **10. LIST OF PAYMENTS**

**FAP/15/1516 RESOLVED** that the Payments List between 1<sup>st</sup> June 2015 and 31<sup>st</sup> July 2015 be received.

## **11. EXTERNAL AUDIT REPORT**

The External Audit Report for 2014-15 was considered by the Committee and it was noted that there was one minor corrective action.

**FAP/16/1516 RESOLVED** that:-

1. The report be received.
2. The action required on ensuring that the Mayor's signature was appended in the appropriate place was noted.

## **12. BUDGET**

The Committee considered items that needed to be included in the budget for 2015-16. It was noted that an appropriate budget for the 150<sup>th</sup> Anniversary of the opening of the Town Hall should be included.

Mrs E Wardlaw  
Town Mayor





Received: 25<sup>th</sup> Sept.



# Congleton Town Council Application for Financial Assistance



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

Application Reference Number (office use only)

GR11 / 1516. 25 SEP 2015



1.1	<b>Applicant(s):</b>	Sue Taylor
1.2	<b>Representing:</b>	Congleton Gang Show - devised, produced and delivered by the Scouts and Guides of Congleton
1.3	<b>Email Address:</b>	[Redacted]
1.4	<b>Tel No.</b>	[Redacted]
1.5	<b>Project Title:</b>	Our Gang 2015
1.6	<b>Project Objectives:</b>	Deliver 7 performances of Our Gang 2015 at the Daneside Theatre, Congleton Mon 30th Nov - Sat 5th Dec 2015.
1.7	<b>Brief Project Description:</b>	Devise the show and identify the cast Put together the team (all volunteers) to deliver the show - backstage crew, costume team, lighting & sound, front of house team, dressing room crews Rehearse Sep - end Nov 2015 (twice weekly) Set up The Daneside Theatre ready for dress rehearsals and the Show Market and sell tickets for 7 performances Deliver 7 performances
1.8	<b>Details accounts/ budgets</b>	

## Part 2: Cost Details / Resources / Timescale

2.1	<b>Total Cost of Project:</b>	£20,000
2.2	<b>Total contribution sought:</b>	£1,500

2.3	What will the money be spent on?	Production costs
2.4	Any ongoing costs:	
2.5	<p><b>Details of confirmed match funding include source</b></p> <p>Cash:</p> <p>In kind:</p>	<p>Ticket sales form the majority of the income - cannot yet confirm the figure. Estimate is £15,000</p> <p>Programme sales, ice cream sales and a raffle raise additional amounts - net income estimate after costs is £1400</p> <p>Sponsorship is sought from local businesses - estimate is £1200</p>
2.6	Resources needed:	<p>Costumes</p> <p>Musical team</p> <p>Production costs</p>
2.7	Estimated timescale of project from start to finish:	September 2014 - December 2015

### Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Provision of an excellent show over seven performances showcasing the talents of a young cast entirely drawn from members of Scouting and Guiding in Congleton supported by their volunteer adult leaders. It provides great entertainment for the people of Congleton who form the majority of the audiences but in addition many people travel to see the show because of the reputation that it has developed over more than forty years.
3.2	Are there similar services/ projects provided in the area	None that we are aware of.

### Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	Success of the project will be measured by the audiences who attend. Evaluation will be carried out by the Congleton Scout & Guide Liaison committee.
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4.2	<b><i>Describe how you will promote the Town Council in your project</i></b>	We will acknowledge the support from Congleton Town Council in the Show programme which is sold at every show.
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***Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

RECEIVED: WEDS 30<sup>TH</sup> SEPT.



## Congleton Town Council Application for Financial Assistance



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

Application Reference Number (office use only)	GR 12 15/16.
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1.1	<b>Applicant(s):</b>	Richard Snook ( Church Warden) Parish Office, 14 Chapel Street, Congleton CW12 4AB
1.2	<b>Representing:</b>	St Peter's Church
1.3	<b>Email Address:</b>	[Redacted]
1.4	<b>Tel No.</b>	Parish Office: 01260 273212. [Redacted]
1.5	<b>Project Title:</b>	Maintenance of St Peter's clock
1.6	<b>Project Objectives:</b>	To keep the clock in good working order.
1.7	<b>Brief Project Description:</b>	Annual service of clock carried out 27 <sup>th</sup> May 2015 By Smith of Derby Ltd. (see invoice)
1.8	<b>Details accounts/budgets</b>	N/A

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

2.1	<b>Total Cost of Project:</b>	Annual service carried out in May 2015 , cost £258.00
2.2	<b>Total contribution sought:</b>	£258.00
2.3	<b>What will the money be spent on?</b>	The money has been spent on the annual servicing of the clock and paid in June 2015

2.4	<b>Any ongoing costs:</b>	N/A
2.5	<b>Details of confirmed match funding include source</b> Cash:  In kind:	Income in direct giving from the congregation if required
2.6	<b>Resources needed:</b>	£258.00
2.7	<b>Estimated timescale of project from start to finish:</b>	

### Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	<p>The tower and clock face can be seen from many areas of the town.</p> <p>St Peter's is Congleton's Town church. It is used for special Civic services throughout the year and attracts visitors to the town.</p> <p>Aldermen and other leading citizens of Congleton rebuilt St Peter's in 1742 on the site of an earlier medieval chapel. It is a Grade 1 listed building and has been described by the Georgian Society and English Heritage as one of the best preserved Georgian church interiors in the north of England. It houses the Mayor's pew and Mace holder pew.</p>
3.2	<b>Are there similar services/projects provided in the area</b>	N/A

### Part 4: Evaluation/Publicity

4.1	<b>How will the project be evaluated and who will carry out the evaluation?</b>	The clock continues to keep good time.
4.2	<b>Describe how you will promote the Town Council in your project</b>	We will acknowledge the continuing support of the Town Council in our Parish Magazine and grant applications in our restoration project "Key to the Future"

Signature: RD Snook

Date: 29/09/2015

## Management Accounts September 2015

See attached Income and Expenditure sheet. These figures are for six months so would be 50% 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.

### Variance Analysis

#### Finance and Policy Committee

##### Corporate Management

- Training/Conferences expenditure is for the training day run by ACAS attended by staff and some councillors.
- Reception TIC is an amount that the Town Council pays to Cheshire East to prevent a reduction in the TIC's opening hours during October to March as they act as the Town Council's reception.
- Subscriptions and Publications include annual charges to SLCC and ChALC and also membership of CVS Cheshire East for the first time which was not included in the budget.
- Insurance is the full year figure.
- Recruitment advertising - the cost of recruiting for a new CO was not included in the budget.
- Legal and Professional fees include the £1,500 charge by BDO, the external accountants for the complaint made by a member of the public.

##### Democratic/Civic

- Website expenditure includes the annual hosting fee and an independent consult to assist in the specification for the website upgrade.
- The Mayor has received her annual allowance for the civic year.
- There are 3 main Civic events: The Annual Council meeting (Mayor Making); the Civic Service and the Town Mayor's Ball. Two of these events have been held so expenditure as expected.

##### Grants

- Out of our initial grants budget of £65,983 a considerable amount has already been allocated e.g. Citizens' Advice Bureau; Congleton Community Projects, Christmas Lights. £12,774 is available for grants applications to March 2016.

#### Community, Environment and Services Committee

- The Paddling Pool is now closed but there will still be a few more bills to come in.
- Public Toilets – the full year business rates bill is included in the expenditure.
- Public Realm CCTV is showing the full year cost for the 5 CCTV cameras around the town monitored and maintained by Cheshire East Council.
- PCSO's – an invoice for the full year cost is expected shortly.
- Neighbourhood Plan expenditure is taken from an Ear Marked Reserve.
- Streetscape – No budget for agency staff
- Streetscape – Insurance is a full year cost.
- Property maintenance includes £7,650 for painting the bridge over the Dane – although this is showing as an overspend on the expenditure heading, a grant of £15,000 was received from Cheshire East (shown in "income") to pay for improvements around the town which includes this work.
- Streetscape – Horticultural supplies are seasonal.
- General Expenditure includes a payment of £177,000 to Cheshire Pension Fund which is the cost to the scheme for the streetscape employee retiring early on ill health grounds. Fortunately we had taken out insurance to cover this situation which has paid out and is included in Misc Income.

#### Town Hall Committee

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

## Congleton Town Council - Management Accounts - September 2015

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
<b>Finance and Policy</b>					
<u>101</u>	<u>Corporate Management</u>				
	9,058	54,405	113,562	59,157	48%
		116	1,000	884	12%
		1,987	2,500	513	79%
	1,163	6,975	13,950	6,975	50%
	2,772	2,772	2,730	-42	102%
	28	172	400	228	43%
	19	615	2,000	1,385	31%
	283	1,016	3,000	1,984	34%
	25	607	2,500	1,893	24%
	0	2,609	2,100	-509	124%
	0	7,352	7,250	-102	101%
	799	3,564	7,000	3,436	51%
	682	1,050	2,500	1,450	42%
	0	2,476	500	-1,976	495%
	0	147	200	53	74%
	0	56	100	44	56%
	0	0	2,000	2,000	0%
	0	0	1,230	1,230	0%
	356	1,406	3,750	2,344	37%
	923	2,693	1,500	-1,193	180%
	-923	-1,193	0	1,193	#DIV/0!
	213	1,278	3,560	2,282	36%
	-5,225	-29,422	-49,263	-19,841	60%
	<b>10,173</b>	<b>60,681</b>	<b>124,069</b>	<b>63,388</b>	<b>49%</b>
Corporate Management:-Expenditure	0	-49,890	-49,890	0	100%
CEC Grant	-39	-1,091	-4,000	-2,909	27%
Interest Receivable	<b>-39</b>	<b>-50,981</b>	<b>-53,890</b>	<b>-2,909</b>	<b>95%</b>
Corporate Management :- Income					
<b>Net Expenditure over Income</b>	<b>10,134</b>	<b>9,700</b>	<b>70,179</b>	<b>60,479</b>	<b>14%</b>
<u>102</u>	<u>Democratic Rep'n &amp; Mgmt/Civic</u>				
	1,951	11,321	22,500	11,179	50%
	25	231	1,000	769	23%
	0	23	400	377	6%
	0	345	800	455	43%
	0	1,012	5,230	4,218	19%
	250	1,000	1,000	0	100%
	0	3,000	3,000	0	100%
	0	0	360	360	0%
	0	3,078	4,500	1,422	68%
	0	96	100	4	96%
	259	2,179	6,000	3,821	36%
	0	255	500	245	51%
	220	1,330	2,082	752	64%
	<b>2,705</b>	<b>23,870</b>	<b>47,472</b>	<b>23,602</b>	<b>50%</b>
Democratic Rep'n & Mgmt/Civic:-Expenditure	0	53,209	65,983	12,774	81%
Grants					
<b>F&amp;P Income - Expenditure Totals</b>	<b>12,839</b>	<b>86,779</b>	<b>183,634</b>	<b>96,855</b>	<b>47%</b>
	<u>Community, Environment &amp; Services</u>				
	3,597	21,322	25,684	4,362	83%
	0	0	1,000	1,000	0%
	2,263	8,393	9,500	1,107	88%
	-13	211	240	29	88%
	521	4,687	5,800	1,113	81%
	0	9,750	12,600	2,850	77%
	2,739	16,435	32,870	16,435	50%
	4,323	21,424	53,250	31,826	40%
	0	0	47,200	47,200	0%
	-484	-409	4,000	4,409	-10%
	0	0	0	0	0%
	0	150	3,000	2,850	5%

## Congleton Town Council - Management Accounts - September 2015

	Current Month	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
Youth and Young People	61	260	2,000	1,740	13%
Fellowship House	422	2,309	6,030	3,721	38%
P/ship Community Mini-Bus	0	0	0	0	
	<b>13,429</b>	<b>84,532</b>	<b>203,174</b>	<b>118,642</b>	42%
<b>Streetscape</b>					
Staff Costs	29,679	170,242	374,297	204,055	45%
Agency Staff	0	4,337	0	4,337	#DIV/0!
Protective Clothing\H & Safety	183	1,530	2,500	970	61%
Office rent	256	1,533	3,067	1,534	50%
Janitorial	1,195	2,581	4,000	1,419	65%
Telephones	0	0	1,200	1,200	0%
Insurance	0	5,663	5,500	163	103%
Property maintenance	17	7,962	500	7,462	1592%
Horticultural/ etc Supplies	508	10,760	16,000	5,240	67%
Vehicle maintenance/Serv etc	522	2,842	5,000	2,158	57%
Vehicle fuel and oil	1,860	6,737	19,500	12,763	35%
Vehicle rental charges	2,968	17,808	37,676	19,868	47%
General expenditure	178,195	178,802	1,000	177,802	17880%
Central Overheads Reallocated	3,673	20,684	34,632	13,948	60%
Streetscape Expenditure	<b>219,056</b>	<b>431,481</b>	<b>504,872</b>	<b>73,391</b>	85%
Cheshire East Street grant	0	-15,000	0	15,000	#DIV/0!
Streetscape - Income	-29,948	-179,688	-359,375	-179,688	50%
Misc Income	-178,089	-178,089			
Net Expenditure over Income	<b>11,019</b>	<b>58,705</b>	<b>145,497</b>	<b>-91,297</b>	40%
<b>C,E &amp;S Income - Net Expenditure Totals</b>	<b>24,448</b>	<b>143,237</b>	<b>348,671</b>	<b>27,346</b>	41%
<b>Town Hall</b>					
Town Hall - Expenditure		74,953	153,273	78,320	49%
Town Hall - Income		-52,846	-101,050	-48,204	52%
Net Expenditure over Income	<b>0</b>	<b>22,107</b>	<b>52,223</b>	<b>30,116</b>	42%
<b>Total Net Expenditure</b>	<b>37,287</b>	<b>252,123</b>	<b>584,528</b>	<b>154,316</b>	43%
<b>Personnel</b>					
Staff Costs - Reallocated	<b>53,604</b>	<b>303,899</b>	<b>645,986</b>	<b>342,087</b>	47%

### Reserves as at 30/09/15

General Reserve	164,803
Capital Equipment Fund	34,242
Capital Contingency Fund	169,562
EMR Elections	15,000
EMR Carnival	7,500
EMR Crime Prevention/Traffic cal	3,779
EMR Ancient Treasures	3,000
EMR Website	8,317
EMR Training	5,000
EMR Streetscape	57,250
EMR Loan Repayments	1,375
EMR Toilets	38,223
EMR Play Areas	6,000
EMR Public Realm	12,000
EMR Legal Fees	8,808
EMR Congleton Neighbourhood F	37,263
EMR Cenotaph	10,000
EMR Christmas Lights	4,344
EMR Partnership minibus	5,173
	<b>591,639</b>

**Bank Reconciliation Statement as at: 30/09/2015 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	30/09/2015	943	597.05
RBS High Interest A/c 11411162	30/09/2015	603	295,190.58
			<u>295,787.63</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
11/08/2015 007488 Buglawton Primary School	50.00
01/09/2015 007528 Landscape Supply Company	377.31
01/09/2015 007529 Mediskills Training Ltd	192.00
04/09/2015 007540 Posh Nosh Parties Ltd	72.36
11/09/2015 007550 Stock Bar Ltd	319.50
22/09/2015 007556 Cheshire East Council	20,946.60
22/09/2015 007557 Cheshire Turf Machinery Ltd	142.25
22/09/2015 007559 Congleton Garden Machinery Ltd	9.50
22/09/2015 007561 K G Loach	35.62
22/09/2015 007562 Maximeyes Security (Midlands)	42.00
22/09/2015 007563 Pro-Tect Signs Ltd	155.04
28/09/2015 007568 Amberol Ltd	2,295.90
28/09/2015 007569 Broken Cross Paint & Wallpaper	20.38
28/09/2015 007570 Brown Recycling Ltd	480.00
28/09/2015 007571 Congleton Garden Machinery Ltd	13.25
28/09/2015 007572 Congleton Learning Partnership	2,400.00
28/09/2015 007573 Hillside Medical Supplies	87.00
28/09/2015 007574 J W Plant The Flag Company	211.32
28/09/2015 007575 Posh Nosh Parties Ltd	635.82
28/09/2015 007576 Prism Business Developments L	295.84
28/09/2015 007577 T & S Electrical Limited	734.40
28/09/2015 007578 Travis Perkins Trading Company	77.61
	<u>29,593.70</u>
	266,193.93

Receipts not Banked/Cleared (Plus)

	<u>0.00</u>
	266,193.93
<b>Balance per Cash Book is :-</b>	<b>266,193.93</b>
<b>Difference is :-</b>	<b>0.00</b>

## Congleton Town Council 15/16

### RBS Current/ Access Acct

#### List of Payments made between 01/08/2015 and 30/09/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
03/08/2015	Cheshire East BC	DD	£2,268.00	Business Rates
03/08/2015	Wirehouse Employer Services	DD	£102.00	HR Support monthly
04/08/2015	The Best Connection Group	007460	£1,030.75	2222828/5987/S/Scape temps
04/08/2015	N Calvert	007461	£43.20	1807/5988/T Shirts
04/08/2015	The Catering Shop	007462	£1,620.00	973/5989/Glasswasher
04/08/2015	Cavern Protective Clothing	007463	£74.40	17528/5990/Safety Boots
04/08/2015	Cheshire Electrical Supplies L	007464	£53.56	C1689294/5993/bulbs
04/08/2015	Chubb Fire & Security Ltd	007465	£164.16	5329230/5994/3 x extinguishers
04/08/2015	Heads (Congleton) Limited	007466	£276.48	94424/5996/ESC Advert
04/08/2015	Congleton Garden Machinery Ltd	007467	£174.70	29649/5997/Sharpen tools
04/08/2015	Congleton High School	007468	£459.98	1238/6006/leaflets
04/08/2015	Four Oaks Nurseries Ltd	007469	£407.15	C61502/5270/ plants
04/08/2015	JAF Graphics	007470	£204.00	19054/6012/banners & stickers
04/08/2015	K G Loach	007471	£394.95	24268/6013/weed killer etc
04/08/2015	Mrs P Pinto	007472	£72.00	290715/6014/Expenses
04/08/2015	PHS Group	007473	£817.15	62508683/6015/Sanitizers public Toilet
04/08/2015	Posh Nosh Parties Ltd	007474	£779.86	396/6020/Recharges £597.46; Internal £182.40
04/08/2015	Plumbing Trade Supplies	007475	£17.94	4043266137/6026/ball valve
04/08/2015	Talke Chemical Company Limited	007476	£826.54	64324/6032/cleaning materials
04/08/2015	Threadfast Engineers Ltd	007477	£13.68	SIN083127/6034/grease
04/08/2015	Visyon Ltd	007478	£200.00	15020/6035/Fellowship house electricity
04/08/2015	Cong Spiritualist church	007459	£250.00	Grant Cong Spiritualist church
07/08/2015	T Mobile	Dd	£22.45	V01115068598/6027/JM Phone
07/08/2015	Petty cash	007479	£93.30	Petty cash reimbursement
10/08/2015	Angel Springs Ltd	007480	£96.31	2722581/6037/water cooler rental
10/08/2015	The Best Connection Group	007481	£941.10	2226911/6038/s/scape temp
10/08/2015	Chells Building Supplies Ltd	007482	£55.00	26541/6039/woodchip
10/08/2015	Cheshire East Council	007483	£281.05	43001128/6040/trial road holes
10/08/2015	Electric Picture House	007484	£100.00	310715/6041/P/ship painting Bear
10/08/2015	Gaffey Technical Services Ltd	007485	£1,133.38	56374/6042/Pump repairs
10/08/2015	Porters Service Station Ltd	007486	£1,515.32	310715/6043/Fuel for vans
10/08/2015	Talke Chemical Company Limited	007487	£399.42	64364/6044/chlorine p/pool
11/08/2015	Associated Calibration & Train	007489	£66.00	32644/6047/calibration
11/08/2015	Angus Media Ltd	007490	£250.00	100380/6046/Sponsorship
11/08/2015	The Best Connection Group	007491	£960.30	2231004/6049/S/scape temps
11/08/2015	Cheshire Electrical Supplies L	007492	£5.20	C1689752/6050/Bulbs
11/08/2015	Cheshire Turf Machinery Ltd	007493	£362.24	136158/6051/repairs to mower
11/08/2015	Congleton Garden Machinery Ltd	007494	£113.35	29836/6052/sharpen blades
11/08/2015	Congleton Learning Partnership	007495	£48.00	1183/6054/P/ship training
11/08/2015	Congleton Sustainability Group	007496	£475.00	060815/6055/back2back garden project
11/08/2015	J S Trophies Ltd	007497	£24.30	JST060815B/6056/Medals 4 ESC
11/08/2015	Mrs P Pinto	007498	£176.75	CP002/6057/P/ship Antrobus gardens project
11/08/2015	Performing Rights Society	007499	£860.48	4603830/6058/PRS Town Hall
11/08/2015	West Wallasey Contract Hire	007500	£3,561.53	WAL217572/6060/lease vehicles
11/08/2015	Maxiglene Enviromental Service	007501	£45.00	19507C/6063/Legionella testing
11/08/2015	R Beard Ltd	007502	£1,003.00	090815/6048/Bridestones decoration
11/08/2015	Landscape Supply Company	007503	£334.18	53572/6066/stripper harness et
11/08/2015	West Mercia Energy	dD	£2,202.81	1218967/5981/TH electricity
11/08/2015	Buglawton Primary School	007488	£50.00	Reimburse garden project
11/08/2015	TomTom Telematics	DD	£106.92	6403813/6111/webfleet tracking
14/08/2015	Pitney Bowes Finance PLC	DD	£264.98	Franking machine rental
17/08/2015	RBS Credit Card	dd	£322.60	030815/6059/InBloom display stands, framing certificate

18/08/2015	BearTown TV	007504	£50.00	120815/6067/Filming parade
18/08/2015	Chris Booth	007505	£100.00	319/6069/P/ship Uth Festival sound
18/08/2015	Circusology	007506	£264.00	2191/6070/P/shipCircus workshop
18/08/2015	The Best Connection Group	007507	£934.71	2235082/6068/S/Scape Temp
18/08/2015	Congleton Garden Machinery Ltd	007508	£113.90	5220/6072/safety glasses etc
18/08/2015	Hollins & Hollinshead	007509	£115.20	0120/6073/Transport costs mayor's chain
18/08/2015	Jewson Limited	007510	£10.48	0121223/6074/evo-stick foam
18/08/2015	LAC Autoparts	007511	£24.95	5289651/6075/Oil for Transit
18/08/2015	K G Loach	007512	£252.96	24459/6076/horticultural supplies
18/08/2015	Northwest In Bloom	007513	£270.00	010815/6077/Awards Tickets
18/08/2015	Posh Nosh Parties Ltd	007514	£387.00	402/6079/Recharges
18/08/2015	The Stationery Cupboard	007515	£24.83	139/6080/Stationery items
18/08/2015	Councillor G Williams	007516	£271.00	140815/6081/P/ship Uth Festival expenses
18/08/2015	Local World Ltd	007517	£1,056.00	60288833/6082/B H Job adverts
18/08/2015	RBS Autopay	AUTOPAY	£53,569.30	Salaries August
19/08/2015	Wirehouse Employer Services	DD	£153.60	Health & Safety consultancy
25/08/2015	RBS	DD	£4.00	Autopay chgs
25/08/2015	Prism Bus Developments	DD	£663.51	IT support monthly
27/08/2015	West Mercia Energy	DD	£531.36	1224485/6036/Town Hall Gas
28/08/2015	Sita UK Ltd	DD	£247.52	29781248/5928/waste disposal
28/08/2015	Allpay - Plus Dane	DD	£36.08	Garage rental allotments
01/09/2015	BDO LLP	007518	£2,400.00	1421285/6084/external audit
01/09/2015	The Best Connection Group	007519	£857.88	2239203/6085/Temp Streetscape
01/09/2015	British Telecom	007520	£249.36	Q0374N/6087/Telephone
01/09/2015	OCS Group UK Ltd	007521	£143.04	CN19070528/6088/cancel of mkt toilet contract
01/09/2015	N Calvert	007522	£441.00	1819/6089/PPE S/Scape
01/09/2015	Chubb Fire & Security Ltd	007523	£152.04	5372561/6090/Service
01/09/2015	Heads (Congleton) Limited	007524	£249.12	94923/6091/Comm Partners Ad
01/09/2015	Congleton Garden Machinery Ltd	007525	£135.36	5228/6094/Oil
01/09/2015	Congleton Sustainability Group	007526	£150.00	310815/6096/P/ship Grant
01/09/2015	LAC Autoparts	007527	£16.50	LB5274921/6097/bulbs for vans
01/09/2015	Landscape Supply Company	007528	£377.31	53731/6099/Road signs/cones
01/09/2015	Mediskills Training Ltd	007529	£192.00	100237/6100/P/ship 1st Aid Cover
01/09/2015	Plumbing Trade Supplies	007530	£9.41	4043266989/6102/toilet repairs
01/09/2015	Rushey Hey Farm	007531	£18.00	244/6103/P/shipEvent Food
01/09/2015	Threadfast Engineers Ltd	007532	£92.15	SIN082359/6106/ratchet strap
01/09/2015	TMC Creative Ltd	007533	£3,999.60	3370/6109/website 1 of 3
01/09/2015	Top Nosh	007534	£105.60	S100734/6110/lunches
01/09/2015	United Utilities	007535	£571.54	00829133/6112/Water charges
01/09/2015	Cheshire East Council	007536	£1,777.67	270815/6116/rates 4 toilets
01/09/2015	Cheshire East	DD	£2,268.00	Business Rates
02/09/2015	West Mercia Energy	DD	£21.45	1224916/6061/T Hall Gas
04/09/2015	Alpha and Street Legal Tyres L	007539	£262.00	2635/6118/trailer tyres
04/09/2015	Posh Nosh Parties Ltd	007540	£72.36	404/6120/P/ship catering
04/09/2015	T & S Electrical Limited	007541	£375.06	10191/6123/cooker repair
04/09/2015	United Utilities	007542	£49.24	00846781/6124/allotments
04/09/2015	Plus Dane	007537	£450.00	Grant Plus Dane raft race
07/09/2015	T Mobile	dd	£22.45	V01125949040/6104/JM Phone
08/09/2015	A P Matthews Nurseries Ltd	007543	£499.20	30411/6126/Antrobus St plants
09/09/2015	British Telecom	DD	£46.15	Q06175/6086/Fax machine
10/09/2015	Purchase Power	dD	£77.94	BC937845/6101/Paper
10/09/2015	TomTom Telematics	Dd	£106.92	6437450/6146/vehicle tracker
11/09/2015	Angel Springs Ltd	007544	£4.27	2756784/6129/Environ chrgs
11/09/2015	Cavern Protective Clothing	007545	£100.80	17545/6130/safety boots
11/09/2015	Cheshire Electrical Supplies L	007546	£8.58	C1690724/6131/T/Hall bulbs
11/09/2015	Congleton Garden Machinery Ltd	007547	£313.77	29924/6132/repairs cutters
11/09/2015	Porters Service Station Ltd	007548	£1,048.46	310815/6136/Fuel for vans
11/09/2015	The Stationery Cupboard	007549	£27.57	140/6137/Stationery Items
11/09/2015	Stock Bar Ltd	007550	£319.50	070915/6138/in bloom buffet
11/09/2015	Talke Chemical Company Limited	007551	£1,366.57	64381/6140/cleaning items

11/09/2015	West Wallasey Contract Hire	007552	£3,561.53	WAL218031/6147/lease vehicles
14/09/2015	Coversure Insurance Services	007553	£980.00	11615/1/JL/2015/6148/P/ship Minibus
14/09/2015	Whitehursts Agricultural & Bui	007554	£9.50	82712/6149/round posts x 6
14/09/2015	Wirehouse Employer Services	DD	£102.00	HR consultancy monthly
16/09/2015	West Mercia Energy	dd	£1,580.57	1226003/6113/Electricity
17/09/2015	RBS Credit Card	DD	£369.00	030915/6161/Rotivator
18/09/2015	RBS Autopay	AUTOPAYQ	£53,670.68	Payroll September 15
21/09/2015	Wirehouse Employer Services	DD	£153.60	H&S consultancy monthly
22/09/2015	Cavern Protective Clothing	007555	£64.80	17549/6151/PPE items
22/09/2015	Cheshire East Council	007556	£20,946.60	41070565/6153/Loan repayment
22/09/2015	Cheshire Turf Machinery Ltd	007557	£142.25	137245/6154/mower repairs
22/09/2015	Heads (Congleton) Limited	007558	£57.60	95417/6155/xmas lights advert
22/09/2015	Congleton Garden Machinery Ltd	007559	£9.50	5451/6156/Gloves PPE
22/09/2015	Jewson Limited	007560	£71.64	0123252/6157/Top Soil
22/09/2015	K G Loach	007561	£35.62	24595/6158/Forks
22/09/2015	Maximeyes Security (Midlands)	007562	£42.00	6677/6159/panic alarm activati
22/09/2015	Pro-Tect Signs Ltd	007563	£155.04	33527/6160/20 off cones
22/09/2015	Threadfast Engineers Ltd	007564	£55.19	083919/6162/bolt cutters etc
22/09/2015	TMC Creative Ltd	007565	£144.00	3456/6163/N/plan Hosting website
22/09/2015	Alpha and Street Legal Tyres L	007566	£18.00	2812/6166/Puncture repair
22/09/2015	TMC Creative Ltd	007567	£3,864.00	3150/6167/N/Plan Questionnaire
25/09/2015	West Mercia Energy	dd	£353.56	1229444/6114/Gas Charges
25/09/2015	Prism Bus Developments	DD	£663.51	IT support monthly
28/09/2015	Amberol Ltd	007568	£2,295.90	13953/6170/matting & wicks
28/09/2015	Broken Cross Paint & Wallpaper	007569	£20.38	12553/6171/paint & brushes
28/09/2015	Brown Recycling Ltd	007570	£480.00	624055/6172/skips x 2
28/09/2015	Congleton Garden Machinery Ltd	007571	£13.25	5517/6173/File kit
28/09/2015	Congleton Learning Partnership	007572	£2,400.00	1201/6174/P/ship funding
28/09/2015	Hillside Medical Supplies	007573	£87.00	139255/6175/De-fib pads
28/09/2015	J W Plant The Flag Company	007574	£211.32	5708/6176/Church Pennon
28/09/2015	Posh Nosh Parties Ltd	007575	£635.82	407/6186/Recharges £477.90; £104.40; N/hood plan £27.84; Youth £25.68
28/09/2015	Prism Business Developments Li	007576	£295.84	44673/6187/net switch gear
28/09/2015	T & S Electrical Limited	007577	£734.40	10207/6189/LED Lights
28/09/2015	Travis Perkins Trading Company	007578	£77.61	3640ADJ242/6191/Safety Boots
28/09/2015	Allpay - Plus Dane	DD	£36.08	Allotment garage rental
30/09/2015	PWLB	DD	£10,888.84	half yrly loan repayment
30/09/2015	Sita UK Ltd	dd	£247.52	29863192/6125/waste disposal
<b>Total Payments</b>			<b>£210,052.89</b>	



# Cheshire Constabulary

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



Chief Constable  
Cheshire Constabulary HQ  
Clemonds Hey  
Oakmere Road  
Winsford  
Cheshire  
CW7 2UA  
Tel: 0845 4580000

Date: 1 October 2015

Subject: Funding for PCSO's in Congleton provided by the Town Council

The Chief Constable's office acknowledges, with thanks, the receipt of your letter dated

30 September 2015

The contents have been noted.

It has been passed for attention to:

It is currently receiving attention



25<sup>th</sup> September 2015

Mr Peter Cooper  
Clerk to Congleton Town Council  
Town Hall  
High Street  
Congleton  
CW12 1BN



Dear Mr Cooper

**Re: 2016 / 17 PCSOs SLA funding arrangements**

I am writing regarding the current funding arrangements and service level agreement in place regarding the PCSOs that you part fund with the Police and Crime Commissioner.

It is the intention of the Commissioner to continue this joint arrangement for 2016 / 17 on the same basis, recognising the 1% nationally agreed pay award.

I am conscious that each of our organisations are currently going through the budget setting process, and as such I would ask that you make us aware of any proposed changes you are considering in relation to this agreement as soon as possible.

The Constabulary and Commissioner very much welcome the ongoing partnership with you and the positive impact it is having in the community.

If you require further information please do not hesitate to contact Assistant Chief Constable Mark Roberts on 01606 363008.

**Mark Roberts**  
**Assistant Chief Constable**

**ACC Mark Roberts, Cheshire Constabulary, Clemonds Hey, Oakmere Road, Winsford, CW7 2UA**  
**Tel: 01606 363008, e-mail: mark.roberts@cheshire.pnn.police.uk**

## Brian Hogan

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**From:** Mike Smith  
**Sent:** 28 September 2015 12:30  
**To:** Brian Hogan  
**Subject:** MMW Trust Fund Donation Request to Congleton Town Council  
**Attachments:** Congleton Town Council Trust Fund request Sept 2015.doc; Margaret Williamson Fund Prospectusv2.docx

Brian,

As discussed in P&F this morning I have attached a letter requesting support for the MMW Trust Fund from the Town Council and a copy of the fund's prospectus.

If you need more please let me know.

Thanks,

Mike

*Mike Smith.*

*Project Coordinator*

*The Congleton Partnership  
01260 270350 Ext 3*

[ms@congletontowncouncil.co.uk](mailto:ms@congletontowncouncil.co.uk)



[www.congletonpartnership.co.uk](http://www.congletonpartnership.co.uk)

Twitter Feed @congopar

**To Congleton Town Council  
Town Hall  
High St  
Congleton  
CW12 1BN**

**28.9.15**

**Margaret Williamson Trust Fund.**

**I am writing to you on behalf of the Margaret Williamson Memorial Group to see if you would consider making a donation to the MMW Trust Fund.**

**This is one of 4 projects that we are working on with a number of organisations and individuals across the Town to commemorate / leave a lasting legacy of Margaret's unstinting commitment to Congleton. We are aiming to raise around £100k so that a reasonable amount will be available annually to provide some grant funding towards projects that were dear to Margaret's heart.**

**The 4 projects being worked on are:-**

- 1. Endowment Trust Fund**
- 2. Piece of Artwork in Congleton Park**
- 3. Community Book**
- 4. Naming of a Town Centre Site**

**The Partnership took ownership of pulling together all of the suggestions / ideas that were banding about immediately after Margaret's funeral, with the aim of trying to bring some control and order around the whole subject.**

**I have attached a copy of the prospectus for the Trust Fund so that you can see how it being run, its aims and its potential longevity.**

**Regards,**

**Mike Smith  
(On behalf of The MMW Memorial Group.)**

President: Maggi Walker

**Rotary  
Congleton**



**21 September 2015**

**The Town Council  
The Town Hall  
Congleton  
Cheshire**

**Dear Sirs,**

**Once again Rotary - Congleton is holding the 'Bonfire in the Park' and this year it takes place on 7 November 2015.**

**This event gives pleasure to the people of Congleton and surrounding districts and raises monies which will be used to assist local charities, organisations and other deserving causes.**

**We respectfully request that the Town Council underwrite this event for the amount of £5,000.**

**Yours faithfully,**

A handwritten signature in black ink, appearing to read "Maggi Walker".

**Maggi Walker  
Honorary Secretary  
Rotary - Congleton**

Secretary

Maggi Walker, No. 2 Overton Meadow, Overton Green, Smallwood, Cheshire, CW11 2UP  
Email: maggiwalker144@btinternet.com Tel: 07778757150

## CONGLETON TOWN COUNCIL

### GRANTS & FUNDING POLICY

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

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