



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



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

19th November 2015

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 26th November 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 26th November 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 22nd October 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.



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6. New Applications for Financial Assistance (enclosed)
 - i) **GR 13 15/16 Cheshire Border County Girlguiding**
 - ii) **GR 14 15/16 Congleton Pantomime**
7. Grant Activities Monitoring Forms (enclosed)

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

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

To receive and consider the bank reconciliation for 31st October 2015.
10. List of Payments (enclosed)

To receive and consider the Payments List between 1st October and 31st October 2015.
11. Council Tax Support Grant (enclosed)

To receive and consider correspondence from Cheshire East proposing the removal of the Council Tax Support Grant
12. Budget 2016-17 (enclosed)

To consider a report by The Town Clerk outlining the main aspects of the Draft Budget and to consider the Budget for 2016-17.
13. Pressure Washer (enclosed)

To receive and consider a proposal to purchase an industrial pressure washer
14. Treasury Management Policy (enclosed)

To consider an updated report on treasury management.
15. Internet Banking (enclosed)

To consider a report from the Support Manager on internet banking.
16. Memorial to Treo (enclosed)

To consider a request to provide financial support towards a memorial to Treo V.C.

17. To Approve Expenditure from other Committees

CES/22/1516 RESOLVED that the Town Council employ on Assistant Cook to complement the staff at the Luncheon Club at a cost of about £4,000 per annum.

THC/16/1516 RESOLVED that:-the additional expenditure of £1,800for the fire alarm system be approved.

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 22nd OCTOBER 2015

PRESENT

Councillors

Mrs D S Allen
L D Barker
P Bates
R Boston
C Booth
G R Edwards (Chair)
Mrs S A Holland
Mrs A M Martin
Mrs J D Parry (Vice)
Mrs E Wardlaw (Town Mayor)

1. APOLOGIES

Apologies for absence were received from Cllrs N Adams, Mrs S Akers Smith, and J G Baggott.

Apologies were also received from Cllrs P Broom, D T Brown, H Richards and G S Williams who are not a member of this particular Committee.

2. MINUTES

FAP/17/1516 RESOLVED that the Minutes of the Meeting of the Committee held on 10th September 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.

Cllrs P Bates and Mrs E Wardlaw declared a non-pecuniary interest in any matters related to Cheshire East Council.

Cllr P Bates declared a non-pecuniary interest in all parts of item 11 and item 13.

Cllr C Booth declared a non-pecuniary interest in item 6 (ii).

The Town Clerk stated that in reference to item 16, he was a member of Congleton Rotary and Chairman of the Bonfire Committee.

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 £12,773 is available for grants in 2015-16.

FAP/18/1516 RESOLVED that the grant summary be received.

6. NEW APPLICATIONS FOR FINANCIAL ASSISTANCE

FAP/19/1516 RESOLVED that:-

i. GR 11/1516 – Congleton Gang Show

A grant of £500 be approved.

ii. GR 12/1516 – St Peter’s Church

A grant of £258 be approved.

7. NEW GRANT ACTIVITIES MONITORING FORMS

There were no new Grant Activities monitoring forms.

8. MANAGEMENTS ACCOUNTS FOR SEPTEMBER 2015

FAP/20/1516 RESOLVED that the Managements Accounts for September 2015 be received.

9. BANK RECONCILIATION

FAP/21/1516 RESOLVED that the bank reconciliation for 30th September 2015 be received.

10. LIST OF PAYMENTS

FAP/22/1516 RESOLVED that the Payments List between 1st August 2015 and 30th September 2015 be received.

11. PRESENTATIONS FOR BUDGET 2016-17

There were presentations provided by the following organisations who received grants from the Town Council:

Citizens Advice Bureau (CAB)

The CAB outlined a number of changes that have taken place with the service, put forward nationally to make it more effective.

The core funding the CAB receive has not changed for the past 2 years, but is lower than it was in 2007.

Whilst the number of clients the CAB deals with has remained about the same, the complexity of the cases handled has increased considerably.

Congleton Community Projects (CCP)

Congleton Community Projects is a not for profit organisation with 11 Trustees and one part time paid employee.

CCP supports the Town Council in many ways by putting on a variety of events. They organize the Food and Drink Festival, Christmas Lights Switch On and this year assisted in the Every Step Counts Campaign. They promote the Rural Touring Theatre, support many other events including the Jazz and Blues Festival and manage Cheshire Marshalls.

Congleton Community Partnership

The Partnership has been involved in a number of high profile projects to improve the wellbeing of the Town which include, completing the River Dane Walkway, Cycle way Signage and Antrobus Street Gardens. Many of its projects are coordinated in partnership with the Town Council.

The Partnership brings volunteers together with the ability to apply for other grants to enable it to complete worthwhile projects.

Projects planned for 2016-17 include installing Town Centre Destination Maps, heritage and cycle trails and upgrading the Community Orchard to make it more accessible.

12. BUDGET 2016-17

A number of issues were mentioned in respect of the Budget for 2016-17 which included increasing funding for the Citizens Advice Bureau and Youth Committee.

13. CARNIVAL COMMITTEE

Correspondence was received from the carnival committee who confirmed that they would not be seeking any grant funding for the 2014 Carnival Event.

FAP/23/1516 RESOLVED that the correspondence be received and noted.

14. POLICE COMMUNITY SUPPORT OFFICERS (PCSOs)

Correspondence from Cheshire Police Constabulary concerning funding for PCSOs for 2016-17 was considered. Some concerns were expressed at the current level of policing being experienced in Congleton in relation to the number of PCSOs being available. It was noted that Cllr P Bates would be attending a meeting in early November with Cheshire Police to discuss funding and policing generally.

FAP/24/1516 RESOLVED that the correspondence be received.

15. MARAGARET WILLIAMSON TRUST FUND

A letter from Congleton Partnership concerning the setting up of a memorial Trust Fund in memory of Margaret Williamson was considered.

FAP/25/1516 RESOLVED that:-

1. The Town Council would provide match funding of the Partnership of £5,000, coming from the grants budget.
2. The funding for the Memorial Trust would be reviewed in 2016-17 if it doesn't reach its target of £100,000.

16. CONGLETON ROTARY BONFIRE EVENT

A request from Congleton Rotary to underwrite any losses arising out of the Bonfire Event to be held on 7th November 2015 was considered.

FAP/26/1516 RESOLVED that the Town Council underwrite any potential losses on the event up to a maximum value of £5000.

17. DEBT

Room at the Top placed an advert in the Town Council Christmas Brochure at a cost of £90, but failed to pay and the business no longer exists.

FAP/27/1516 RESOLVED that the bad debt of £90 be written off.

18. GRANTS & FUNDING POLICY

The Committee considered an amendment to the Grants and funding Policy to encourage grant applicants to volunteer in other activities taking place in the Town.

FAP/28/1516 RESOLVED that the following new clause be added to the Grants and Funding Policy:

- Whenever possible, grant applicants and the organisations they represent, should consider what options are available to support the wider community by volunteering for activities such as Congleton in Bloom, litter picking and other activities in the Town requiring volunteer support.

G R Edwards
Chairman

GR13 15/16



Email: [REDACTED]

1st November 2015

Dear Congleton Town Council,

I am a member of Girlguiding aged 17 from Congleton and have been a member of guiding for over 8 years. Recently I was fortunate enough to be selected along with 15 other girls to attend a Girlguiding community development project in Sangam, India next summer from the 19th July- 6th August 2016. Below is more information about myself and the trip and I'd be very grateful if you'd consider supporting me in this project.

My background:

I am currently in my final year of A-levels at Sir John Deane's College and am an aspiring medic. I'm an active member of Girlguiding and am currently a member of the Congleton West Ranger Unit. I'm also working towards my Leadership Qualification with 2nd Congleton West Rainbows. I have volunteered at Rainbows for over 4 years as a young leader in the local community. I've also been lucky to already have made many life-long friends through Girlguiding having attended the World Scout Jamboree last year.

More about Sangam and community development projects:

India is a special place for Girlguiding, home to one of only four permanent Girlguiding world centres. It has an extremely large population of over 1 billion people and I was shocked to discover that over 20% of the current population live below the poverty line earning less than \$1.25 a day. I have no doubt the projects carried out will help benefit communities there.

Staying at Sangam will allow me to have a unique experience meeting other international guests, furthering my own personal skills and development and learning more about Indian culture and customs. The projects we will be involved with will include environmental schemes, maintenance of school buildings, construction of new common facilities in the community and assisting with skills development with local young people. All Sangam projects are designed to add real and lasting value to the local Indian communities and to be sustainable over time.

The word Sangam means 'coming together' in the ancient language of Sanskrit. Sangam is renowned as a safe place for members of Girlguiding and Scouting to come together to share their experiences, as well as the culture and traditions, in one of the Guiding World Centres.

After the trip I would be more than happy to send you a report to show you how your money had benefitted Indian people, the surrounding community and my personal development. Alternatively I'd be happy to present the report to you or your organisation in person if you'd prefer.

The total cost of volunteering for the community development project at Sangam is £2500. In order to raise this money I've already began fundraising by bag packing at local supermarkets and I'm currently organising a concert and a curry night. I would be incredibly grateful if you would be able to help me reach this target in any way you feel that you can.

Yours sincerely,

Lisa Williams



GR14 15/16



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):	LINDA MASON
1.2	Representing:	CONGLETON PANTOMIME
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	PANTOMIME PRODUCTION.
1.6	Project Objectives:	TO PUT ON A PANTOMIME IN JAN 2016 AT DANESIDE THEATRE
1.7	Brief Project Description:	PUTTING ON A PANTOMIME USING LOCAL TALENT KEEPING COSTS AND TICKET PRICES AS LOW AS POSSIBLE SO THAT FAMILIES CAN AFFORD TICKETS
1.8	Details accounts/budgets	PLEASE SEE SEPERATE SHEET

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£20,000
2.2	Total contribution sought:	£400
2.3	What will the money be spent on?	PURCHASE OF A COACH FOR CINDERELLA.

2.4	Any ongoing costs:	HIRE OF REHEARSAL VENUE. THEATRE HIRE. COSTUME HIRE.
2.5	Details of confirmed match funding include source Cash: In kind:	TICKET SALES TO DATE OF £7,000.
2.6	Resources needed:	
2.7	Estimated timescale of project from start to finish:	SEPTEMBER 2015 — JAN. 2016.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	AN ENJOYABLE FAMILY ENTERTAINMENT IN AN ACCESSIBLE VENUE.
3.2	Are there similar services/projects provided in the area	NO.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	CONGLETON PANTONIME COMMITTEE ALWAYS REVIEW THE PREVIOUS SHOW WITH A VIEW TO MAKING IMPROVEMENTS
4.2	Describe how you will promote the Town Council in your project	ACKNOWLEDGMENT OF ANY DONATION ON THE LARGE SCREEN IN THE AUDITORIUM BEFORE THE SHOW AND DURING THE INTERVAL.

Signature: L. Masan.

Date: 16.11.2015.

CONGLETON PANTOMIME

INCOME AND EXPENDITURE FOR 12 MONTHS ENDING 30 April 2015

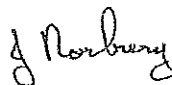
	2015	2014	
	£	£	
SHOW RECEIPTS			
Ticket sales	18,031	16,791	7.4%
Ice creams receipts less costs	1,379	1,002	37.6%
Sweetshop receipts less costs	98	107	-7.7%
Raffle receipts less costs	661	646	2.3%
Membership Fees	430	460	-6.5%
Total	20,599	19,005	8.4%
SHOW COSTS			
CEC Ticket Fee	843	788	
Tickets	271	253	
Scripts + royalties	100	100	
Theatre and Hall Hire	2,589	2,934	
Scenery	2,868	1,231	
Lights + Effects	3,225	2,009	
Sound	1,458	1,764	
Wardrobe	1,297	1,974	
Make-up and wigs	69	38	
Properties	60	80	
Choreography	350	350	
Musicians Fees + costs	4,295	4,300	
Performing Right Society Levy	410	352	
Phonographic Performance License	72	70	
Mech Copyright Protn Society	0	86	
Director's expenses	250	250	
Hospitality	226	9	
Publicity	524	566 *	
Front of House	299	132	
Stage Manager	0	0	
Miscellaneous	16	0	
Total	19,224	17,286	11.2%
SHOW SURPLUS			
	1,375	1,719	
<u>Other income</u>			
NS & I account interest	31	31	
Donations	450	0	
Miscellaneous cash	104	0	
TOTAL INCOME	1,961	1,750	
<u>Admin and other expenditure</u>			
Donations	50	0	
Insurance Premiums	909	895	
NODA Subscription	160	155	
Secretarial/stationery expenses	9	32	
Miscellaneous expenses	65	48	
Asset write-down	1,700	334	
TOTAL EXPENDITURE	2,893	1,463	
SURPLUS FOR THE YEAR	-932	287	

CONGLETON PANTOMIME

BALANCE SHEET AS AT 30 APRIL 2015

	2015	2014 *
	£	£
Balance brought forward	16,047	15,760
Plus surplus for year ended 30 April	-932	287
Balance carried forward	15,115	16,047
Represented by		
<u>Fixed assets</u>		
Equipment as at 1 May 14	2,700	3,034
Additions during year at cost	<u>0</u>	<u>0</u>
	2,700	3,034
Less depreciation and write-off	<u>1,700</u>	<u>334</u>
Total fixed assets	1,000	2,700
<u>Current assets</u>		
Bank Current Account (adjusted)	9,904	9,117
National Savings & Investment Account	4,212	4,180
Cash in Hand	0	50
	<u>14,115</u>	<u>13,347</u>
Debit Creditors	0	0
Add Debtors	0	0
Total current assets	14,115	13,347
Total net assets	15,115	16,047

I have examined the above balance sheet and attached income and expenditure account which are in accordance with the books and vouchers etc provided by the Treasurer.



Joe Norbury
37 Park Lane
Congleton
CW12 3DG

To be presented at the Annual General Meeting of Congleton Pantomime on 17 June 2015

* 2014 re-stated - £25 uncleared c/q

Congleton Town Grant Commitments										
Specific Budgets										
Date Grant Approved	To	For	Section	Minute Reference	EMR b/fwd	Budget	Approved 15/16	Paid £	Outstanding £	Date Paid
01/04/2015	Congleton Museum	Notional rent				4,500.00	4,500.00	4,500.00	0.00	
01/04/2015	Community Projects	Project support	S144			16,000.00	16,000.00	16,000.00	0.00	
01/04/2015	Congleton Partnership	Rent				1,533.00	1,533.00	1,533.00	0.00	
01/04/2015	Citizens Advice Bureau	annual grant	S142			15,000.00	15,000.00	15,000.00	0.00	
01/04/2015	Christmas Lights	Christmas Lights	S144			9,000.00	9,000.00		9,000.00	
01/04/2015	Royal British Legion	Remembrance Day Parade	S137			700.00	700.00		700.00	
22/10/2015	St Peter's Church	Church clock maintenance	PCA1957 s2	FAP/19/15/16		250.00	258.00	258.00	0.00	28/10/2015
Totals						46,983.00	46,991.00	37,291.00	9,700.00	
						46983.00	46991			
		Ear marked reserve b/fwd			£0					
		Budget 2015/16			£46,983					
		Total approved to date			£46,991					
		Total awaiting application			-£8					

Congleton Town Grant Commitments 2015/16

Permitted and S137		Section	Minute Reference	Approved EMR b/f/w/d £	Approved 15/16 £	Paid £	Outstanding £	Date Paid
Date Grant Approved	To	For						
	Subsidised Use of Town Hall			GPoC		4,000.00	1440.85	2559.15
29/08/2014	Tomados Basketball club	Sponsorship of shirts	FAP/09/1415	GPoC	250.00		250.00	
08/01/2014	Team Congleton	Support for "Every step Counts"	FAP/43/1415	GPoC	2,085.26	2085.26	0.00	30/08/2015
19/02/2015	Trinity Methodist Church	Towards new heating	FAP/56/1415	GPoC	1,000.00	1000.00	0.00	22/08/2015
19/02/2015	Congleton Spiritualist Church	towards new windows	FAP/56/1415	GPoC	250.00	250.00	0.00	01/08/2015
26/03/2015	Friends of Congleton Park	Brass in the Park 2015	FAP/68/1415	GPoC	250.00	250.00	0.00	15/06/2015
26/03/2015	SOL Theatre School	Summer theatre school 2015	FAP/68/1415	GPoC	1,000.00	1000.00	0.00	24/06/2015
26/03/2015	Congleton Green Space Trust	Support to purchase Vale allotments	FAP/68/1415	GPoC	2,000.00		2000.00	
26/03/2015	Bromley Farm Community Trust	support to produce Bromley Farm news	FAP/68/1415	GPoC	400.00	380.00	20.00	10/11/2015
26/03/2015	Cong Comm Credit Union	Membership of CEVS	FAP/68/1415	GPoC	45.00	45.00	0.00	22/04/2015
04/06/2015	Congleton Jazz and Blues	Support for 2015 festival	FAP/03/1516	GPoC	500.00	500.00	0.00	13/07/2015
04/06/2015	Congleton Harriers	Support for Run	FAP/03/1516	GPoC	250.00	250.00	0.00	17/06/2015
04/06/2015	Plus Dane	Support for rail race	FAP/03/1516	GPoC	450.00	450.00	0.00	03/09/2015
04/06/2015	Choral Soc and Children's choir	Support for concert	FAP/03/1516	GPoC	250.00	250.00	0.00	03/07/2015
10/09/2015	Beartown Patchworkers and Quilters	Grant towards display event 2016	FAP/12/1516	GPoC	100.00		100.00	
10/09/2015	Cong Musical Theatre	Grant towards Whistle Down the Wind	FAP/12/1516	GPoC	500.00	500.00	0.00	05/11/2015
10/09/2015	St Peter's Bellingers	Pennon for flagpole	FAP/12/1516	GPoC	176.10	176.10	0.00	25/09/2015
22/10/2015	Congleton "Our Gang"	Support for show	FAP/19/1516	GPoC	500.00	500.00	0.00	02/11/2015
22/10/2015	Margaret Williamson Trust Fund	Donation to the fund	FAP/19/1516	GPoC	5,000.00	5000.00	0.00	10/11/2015
Totals					7280.26	11726.10	4929.15	
	EMR b/f/w/d				£7,280.26		7280.26	
	Budget 15/16				£19,000.00	£65,983.00	Total Grant budget	
	Total approved to date				£19,006.36			
	Total money still available for grants				£7,273.90			

Management Accounts October 2015

See attached Income and Expenditure sheet. These figures are for seven months so would be 58% 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

- 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. Although there is not a budget for this, there is an earmarked reserve for legal fees so the overspend has been offset by taking from the reserve.

Democratic/Civic

- Website expenditure includes the annual hosting fee and an independent consultant to assist in the specification for the website upgrade. The cost of the website upgrade will be met from an earmarked reserve.
- The Mayor has received her annual allowance for the civic year.

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. £7,274 is available for grant applications to March 2016.

Community, Environment and Services Committee

- The Paddling Pool is overspent by £816. Maintenance of the pool surface was more than budgeted.
- 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 – this is showing the full year cost.
- Christmas Fayre/Lights is showing income from craft/charity stall holders and shop Christmas tree income, however the corresponding expenditure invoices have not yet been received.
- 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 – the winter bedding invoices have still to be paid.
- 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 insurance was taken out 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 - October 2015

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
Finance and Policy					
101	Corporate Management				
Staff Costs (re-allocated)	9,058	63,463	113,562	50,099	56%
Travel	0	116	1,000	884	12%
Training / Conferences	0	1,987	2,500	513	79%
Rent Payable	1,163	8,138	13,950	5,812	58%
Reception - TIC	0	2,772	2,730	-42	102%
Miscellaneous Office Costs	23	195	400	205	49%
Telephone/Fax/Internet	19	634	2,000	1,366	32%
Postage	0	1,016	3,000	1,984	34%
Stationery & Printing	150	757	2,500	1,743	30%
Subscriptions & Publications	0	2,609	2,100	-509	124%
Insurance	0	7,352	7,250	-102	101%
Computer/IT Costs	553	4,117	7,000	2,883	59%
Photocopy Charges	0	1,050	2,500	1,450	42%
Recruitment Advertising	64	2,540	500	-2,040	508%
Other Advertising	0	147	200	53	74%
Bank Charges	0	56	100	44	56%
Audit Fees - External	0	0	2,000	2,000	0%
Audit Fees - Internal	0	0	1,230	1,230	0%
Accountancy Support	545	1,951	3,750	1,799	52%
Legal & Professional fees	35	2,728	1,500	-1,228	182%
Trf from EMR Legal fees	-35	-1,228	0	1,228	#DIV/0!
HR & H&S support	213	1,491	3,560	2,069	42%
Central Overheads reallocated	-2,250	-31,672	-49,263	-17,591	64%
Corporate Management-Expenditure	9,538	70,219	124,069	53,850	57%
CEC Grant	0	-49,890	-49,890	0	100%
Interest Receivable	-20	-2,096	-4,000	-1,904	52%
Corporate Management :- Income	-20	-51,986	-53,890	-1,904	96%
Net Expenditure over Income	9,518	18,233	70,179	51,946	26%
102	Democratic Rep'n & Mgmt/Civic				
Staff Costs (re-allocated)	1,951	13,272	22,500	9,228	59%
Training / Conferences	10	241	1,000	759	24%
Stationery & Printing	0	23	400	377	6%
Marketing/Promotions	65	410	800	390	51%
Council Newsletter	1,412	2,424	5,230	2,806	46%
Council Website	0	1,000	1,000	0	100%
Mayor's Allowance	0	3,000	3,000	0	100%
Members Expenses	0	0	360	360	0%
Civic Expenses	128	3,206	4,500	1,294	71%
Civic Regalia	0	96	100	4	96%
Hall & Room Hire	461	2,640	6,000	3,360	44%
Civic Artefacts and Treasures	0	255	500	245	51%
Central Overheads reallocated	95	1,425	2,082	657	68%
Democratic Rep'n & Mgmt/Civic-Expenditure	4,122	27,992	47,472	19,480	59%
Grants	0	58,709	65,983	7,274	89%
F&P Income - Expenditure Totals	13,640	104,934	183,634	78,700	57%
Community, Environment & Services					
Paddling Pool	5,161	26,500	25,684	-816	103%
Propogation Unit	0	0	1,000	1,000	0%
Floral Displays	208	8,601	9,500	899	91%
Allotments	30	241	240	-1	100%
Public Toilets	3	4,641	5,800	1,159	80%
Public Realm CCTV	225	9,975	12,600	2,625	79%
Congleton Partnership	2,739	19,174	32,870	13,696	58%
Community Development	3,967	25,391	53,250	27,859	48%
Police Community Support Officers	47,200	47,200	47,200	0	100%
Christmas Fayre/lights	-2,819	-3,273	4,000	7,273	-82%
Neighbourhood Plan	0	0	0	0	0%
Tourism	150	300	3,000	2,700	10%

Congleton Town Council - Management Accounts - October 2015

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
Youth and Young People	91	351	2,000	1,649	18%
Fellowship House	256	2,564	6,030	3,466	43%
	57,211	141,665	203,174	61,509	70%
<u>Streetscape</u>					
Staff Costs	30,373	200,615	374,297	173,682	54%
Agency Staff	0	4,337	0	4,337	#DIV/0!
Protective Clothing\H & Safety	705	2,235	2,500	265	89%
Office rent	256	1,789	3,067	1,278	58%
Janitorial	307	2,803	4,000	1,197	70%
Telephones	0	0	1,200	1,200	0%
Insurance	0	5,663	5,500	163	103%
Property maintenance	0	7,962	500	7,462	1592%
Horticultural etc Supplies	221	10,981	16,000	5,019	69%
Vehicle maintenance/Serv etc	1,053	3,895	5,000	1,105	78%
Vehicle fuel and oil	910	7,647	19,500	11,853	39%
Vehicle rental charges	2,968	20,776	37,676	16,900	55%
General expenditure	379	179,181	1,000	178,181	17918%
Central Overheads Reallocated	1,582	22,266	34,632	12,366	64%
Streetscape Expenditure	38,754	470,150	504,872	34,722	93%
Cheshire East Street grant	0	-15,000	0	15,000	#DIV/0!
Streetscape - Income	-29,873	-209,635	-358,475	-148,840	58%
Misc Income	-764	-179,078	-900	178,178	19898%
Net Expenditure over Income	8,117	66,437	145,497	79,060	46%
C,E &S Income - Net Expenditure Totals	65,328	208,102	348,671	140,569	60%
<u>Town Hall</u>					
Town Hall - Expenditure		84,285	153,273	68,988	55%
Town Hall - Income		-55,717	-101,050	-45,333	55%
Net Expenditure over Income	0	28,568	52,223	23,655	55%
Total Net Expenditure	78,968	341,604	584,528	242,924	58%
<u>Personnel</u>					
Staff Costs - Reallocated	51,667	355,566	645,986	290,420	55%
<u>Reserves as at 31/10/15</u>					
General Reserve	164,803				
Capital Equipment Fund	34,242				
Capital Contingency Fund	167,376				
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	8,773				
EMR Congleton Neighbourhood F	37,263				
EMR Cenotaph	10,000				
EMR Christmas Lights	4,344				
	584,245				

Bank Reconciliation Statement as at: 31/10/2015 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	31/10/2015	950	533.52
RBS High Interest A/c 11411162	31/10/2015	607	88,747.36
			<u>89,280.88</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
22/09/2015 007562	Maximeyes Security (Midlands)	42.00	
13/10/2015 007601	The Royal British Legion	51.00	
16/10/2015 007605	Cheshire East Council	10.00	
20/10/2015 007608	Frank Henshall Photographer	150.00	
20/10/2015 007610	The Royal British Legion	17.00	
20/10/2015 007611	Vibrant Graphics Ltd	1,021.00	
20/10/2015 007612	Whittaker & Biggs	480.00	
			<u>1,771.00</u>
			87,509.88
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			87,509.88
		Balance per Cash Book is :-	87,509.88
		Difference is :-	0.00

Congleton Town Council 15/16

RBS Current/Access Acct

List of Payments made between 01/10/2015 and 31/10/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/10/2015	United Utilities	DD	£384.94	00414047/5686/Town Hall Water
01/10/2015	Cheshire East Council	DD	£384.00	270815A/6117/rates mkt st toilets
01/10/2015	Cheshire East Council	DD	£2,268.00	Business rates Town Hall
01/10/2015	Grenke Leasing	DD	£406.19	Vehicle Tracker Grenke
06/10/2015	Alpha and Street Legal Tyres L	007579	£139.20	2845/6192/2 x tyres mower
06/10/2015	Brown Recycling Ltd	007580	£384.00	626580/6193/skips for back lane
06/10/2015	Canda Copying Ltd	007581	£818.79	349612/6194/Photocopier
06/10/2015	Cheshire Association of Local	007582	£25.00	003232/6196/planning seminar
06/10/2015	Cheshire Electrical Supplies L	007583	£8.58	C1691137/1/6197/Bulbs
06/10/2015	Cheshire West and Chester Coun	007585	£177,447.56	74082562/6198/III Health retirement
06/10/2015	Congleton High School	007586	£8.19	5101632/6199/Charity lunch tic
06/10/2015	Congleton Learning Partnership	007587	£349.20	1200/6200/P/ship learning support
06/10/2015	K G Loach	007588	£340.02	24878/6201/fertilizer
06/10/2015	Mitten Clarke	007589	£426.60	15056/6202/PAYE, payroll
06/10/2015	Porters Service Station Ltd	007590	£1,183.68	300915/6204/Fuel for vans
06/10/2015	Posh Nosh Parties Ltd	007591	£397.92	417/6206/Recharges
06/10/2015	Slater & Gordon (UK) LLP	007592	£1,107.00	2498129/6209/legal fees
06/10/2015	Talke Electrical Company Limited	007593	£1,248.30	64446/6212/public toilets items
06/10/2015	T & S Electrical Limited	007594	£283.73	10225/6213/new valves
08/10/2015	T Mobile	DD	£22.45	V011336905869/6188/JM Phone
09/10/2015	Purchase Power	DD	£297.00	BD022646/6203/postage
12/10/2015	Angel Springs Ltd	007595	£189.48	2791212/6214/water
12/10/2015	TomTom Telematics	DD	£106.92	6467158/6222/vehicle tracker
12/10/2015	West Mercia Energy	DD	£1,441.97	1232442/6150/Electricity T Hal
13/10/2015	OCS Group UK Ltd	007597	£82.69	CN19091454/6215/sanitary waste
13/10/2015	Heads (Congleton) Limited	007598	£192.48	95756/6216/Autumn Brides Ad
13/10/2015	K G Loach	007599	£100.66	25010/6218/garden pots
13/10/2015	Otis Ltd	007600	£522.90	01187737/6219/Lift maint
13/10/2015	The Royal British Legion	007601	£51.00	PAB02/01/6220/Wreaths
13/10/2015	The Stationery Cupboard	007602	£74.45	141/6221/Stationery items
13/10/2015	West Wallasey Contract Hire	007603	£3,561.53	WAL.218481/6223/Lease vehicles
13/10/2015	Post Office Ltd	007604	£225.00	CCTV vehicle licence
14/10/2015	West Mercia Energy	DD	£21.06	1234697/6165/Gas
14/10/2015	Wirehouse Employer Services	DD	£102.00	HR Support
16/10/2015	West Mercia Energy	DD	£316.42	1235704/6164/Gas
16/10/2015	RBS Autopay	AUTOPAY	£51,881.17	Payroll October 2015
16/10/2015	Cheshire East Council	007605	£10.00	231015/6224/cllr training
19/10/2015	RBS Credit Card	DD	£566.45	031015/6230/P/ship minibus licence TH Partner Advert; N/hood plan survey
19/10/2015	Wirehouse Employer Services	DD	£153.60	H&S support
20/10/2015	Police & Crime Commissioner fo	007606	£47,200.00	9072014160/6225/PCSO contrib
20/10/2015	Rotary Club of Congleton	007607	£60.00	201015/6226/bonfire tickets for dutch
20/10/2015	Frank Henshall Photographer	007608	£150.00	P15/0022/6227/Photo Town Hall 150 yrs
20/10/2015	The Leaflet Team	007609	£391.00	CTC/0026/6228/Delivery b/necc
20/10/2015	The Royal British Legion	007610	£17.00	PAB02/20/6229/Poppy wreath
20/10/2015	Vibrant Graphics Ltd	007611	£1,021.00	027322/6231/Autumn B Necessiti
20/10/2015	Whittaker & Biggs	007612	£480.00	RM/CP/0727/6232/Valuation kitchen etc
26/10/2015	Prism Bus Developments	DD	£663.51	IT Support
28/10/2015	Alipay - Plus Dane	DD	£36.08	Garage Allotments
30/10/2015	Sita UK Ltd	DD	£247.52	29902436/6208/waste collection
Total Payments			£297,796.24	

Brian Hogan

From: THOMPSON, Alex <Alex.Thompson@cheshireeast.gov.uk>
Sent: 29 October 2015 09:53
To: Brian Hogan
Subject: Cheshire East Pre-Budget Report 2016/17

Congleton Town Council

Dear Mr B Hogan,

Cheshire East Council has now published its Pre-Budget Report for the 2016/17 Financial Year, here is a link to the web page, which includes the document:

[Pre-Budget Report 2016/17](#)

This consultation document provides a summary of proposals on how the Council will continue to put residents first whilst dealing proactively with significant financial challenges of c.£24m in 2016/17.

One of the current proposals within the report is to cease further payment of the Council Tax Support Grant to Town & Parish Councils from 1st April 2016.

The current precept for all Town & Parish Council's is over £5.5m in 2015/16 and the Council Tax Support Grant is currently £297,000 across all these organisations. Any potential impact from this change would of course be offset against tax base increases that are expected to be announced shortly.

The Pre-Budget Report is a consultation document and your feedback will be appreciated on any of the proposals contained within the report.

If you have any immediate comments on this issue you can contact Alex Thompson – Corporate Manager, Strategy & Reporting. Email: alex.thompson@cheshireeast.gov.uk

Peter Groves

Cllr Peter Groves
Westfields
Middlewich Rd
Sandbach
Cheshire
CW11 1HZ

Website: www.cheshireeast.gov.uk/budget

Finance and Policy Committee Meeting
26th November 2015

Report on the Budget 2016-17

Introduction

As the Council's budget has become more complex, particularly with the inclusion of Streetscape Services, it is ever more important for members to be able to understand the format and detail to enable them to make informed decisions. This is the covering report that has been produced along with the draft budget, to bring to the fore the main factors influencing its form.

Over the last ten years the Council through its current and previous corporate strategies has set in place an ambitious programme of service enhancement and community leadership, which has necessitated its capacity, skill levels and inevitably its costs, to be increased. 2015-16 has been another challenging year as we experienced the successful integration of devolved Streetscape Services. It has also been a year of additional pressures from needing to respond to the effects of the recession and the developing policies and sometimes uncertainty created by Cheshire East Council, particularly in its increasing propensity to pass on costs to the Town Council for a number of services.

The 2016-17 Budget is structured to deliver the Corporate Strategy; however its greatest pressure will come from the continued uncertainties from Cheshire East Council in this area, coupled with continuing low interest rates for the Council's investments.

2015-16 Outturn

The projected expenditure to March 2016 is anticipated to show a negative variance of approximately £k4.4 against income. This though was set against a late budget revision challenging the Council to achieve an efficiency saving of £15,676 which was almost achieved.

There have been variations to both income and expenditure during the year, the main variations are summarised below, some of which were not foreseen at the time of setting the budget which had an effect on its outcome.

- A negative variance on corporate management costs of £k12 primarily due to the overlap and handover of Town Clerk to Chief Executive in the early part of 2016.
- A saving on HR& HS support costs of £k1.2.
- Interest received on income is less than expected by £k1 because of continued low interest rates and a reduction in reserves held.

- Increased costs of operating the website and hosting of £k3.3, which consisted primarily of the first payment of £k3 for the new website which is being constructed, this will be matched by the release of £k3.3 from an earmarked reserve to offset this cost.
- Overspend on maintenance for the paddling pool of £k2.9 due to repairs being carried out to monitoring of chlorine levels in the pump room system.
- An overspend on public toilets of £k3.4 due to rates being higher than forecast and greater use of janitorial items.
- Streetscape staffing had saving of £k21 primarily due to less overtime working and the second apprentice not being recruited to date. This was offset by £k8.7 of unplanned expenditure on temporary staff to cover for the long term sickness of one member of the Streetscape team in the summer.
- Streetscape also showed a further negative variance of £k8.5 which was the cost of painting the bridge in Town over the River Dane, but, this was offset by a grant of £k15 from Cheshire East Council.
- There was also savings on fuel usage in Streetscape of £k6.5 partly arising because of lower fuel costs and efficiency savings derived from the use of the trackers to control vehicle movement and usage.
- Savings on gas and electricity of £k4.
- Grand Hall income was down by -£k4.
- Expenditure of £k179 shown in Streetscape which was primarily for the ill health early retirement payment made to Cheshire Pension Fund for one of our employees, which was offset by a payment from our insurers of £k177.5 who refunded the cost.

Town Hall

Expenditure on the Town Hall is expected to be about £k3 less than budget, however, total income is £k7 below budget, but this is offset by savings on gas and electricity of £k4. This has meant that this year the deficit has increased by £k4.

Budget Format

The budget is divided into its main spending committees and within each cost centre and income/expenditure codes.

Reserves

The General Reserve at the yearend is anticipated to be £156k, General Capital contingency £169k, Public Toilets £k38, Capital Equipment £k31, Elections £15, Devolved Services £k6, Play Areas £k6, Legal Fees £k10, Public Realm £k12, Cenotaph £k10 and Neighbourhood Plan £k37

The Council is recommended to have a minimum of 3 months General reserve equal to net revenue expenditure, which equates to £170,741 whilst actual reserves for 2016-17 are projected to be £k161,722.

To enable reserves to return to the recommended level, they are being replenished over a two year period to at a rate of £4,600 p.a.

General Budget Assumptions

The Medium Term Financial Strategy had originally indicated an anticipated Precept increase of 3.0 % for 2016-17, mainly to accommodate some modest increase in costs of some devolved functions and some increases in office capacity. However the actual total increase is 6.7%, primarily because of additional costs emanating from Cheshire East Borough Council as a consequence of the continued reduction of the rate support grant which is assumed will reduce from £49,890 to zero, an additional cost of £49,890.

The increase though requires further explanation and understanding in terms of how it has been derived.

First of all, the funding emanating from Cheshire East Borough Council is now broken down into two elements, the precept and the Council Tax Support Grant. Prior to this change the precept was in 2013-14, £693,826, however, with the introduction of the support grant this reduced the precept to £618,472 thus changing the base on which any future increases are based.

	Precept	Support Grant	Other Adjustments	Total	Increase £
2013-14	618,472	75,354		693,826	0
2014-15	656,714	63,825		720,539	26,713
2015-16	665,630	49,890	15,676	731,196	10,657
2016-17	784,342	0	-4,600	779,742	68,822

The overall increase taking into account the precept and the support grant then is £68,822, which represents an increase on a band D property of 24p per week.

The increase in costs in the budget for 2016-17, which have in the main been absorbed with the exception of the rate support grant, are due to the following factors:-

1. The Council Tax Support grant has been reduced by 100% amounting to zero. Whilst this has essentially occurred because the Government has reduced the support grant it provides to Cheshire East, nonetheless CEC has suddenly and dramatically taken away the remaining grant in one hit.
2. £4,600 increase to restore reserves over a 2 year period to their recommended level.
3. £4,806 for an assistant cook at Fellowship House including some other small increases in costs.
4. An additional grant of £k5 in the grants budget for 150th Anniversary of the Town Hall celebration.

Other budget assumptions

- Salary increases have been assumed to be about 1%.
- NI contributions have increased by 3.5% and pension contributions by 0.5%.
- £15k has been included for 2016-17 for the Citizen Advice Bureau.
- £16k has been included for Community Projects.
- Grant provision for the Congleton Partnership is £k14, which is the same level as the current year.

Streetscape

There have been a number of changes to the Streetscape budget originally presented to the Finance and Policy Committee last year, most notable of which was the absorption of the Handyman Service into the overall Streetscape function.

Next year is very much a year of consolidation and continuing to deliver and improve on the service that is provided to the Town and its residents.

Investment

The Council is required to maintain and review its Investment Policy at least annually. A review has recently been completed and will be presented to the Finance and Policy Committee at its next meeting. However, small changes are recommended, but, Investment income is again anticipated to be similar to previous years.

Budget Expenditure Powers 2016 -17

Expenditure	Power	£
Police Community Support Officers	P.O.C.	47200
Other grants and donations	P.O.C.	21483
Citizens Advice Bureau	P.O.C.	15000
Christmas Lights	P.O.C.	9000
Congleton Community Projects	P.O.C.	16000
Town Hall 150 th Anniversary	P.O.C.	5000
Museum grant	P.O.C.	4500

As the Town Council has adopted the Power of Competence, Localism Act 2011, ss 1-8 any agreed expenditure in the budget, identified above can be approved via this power.

Recommendations

1. To agree a revenue and capital budget for 2016-17 as set out in Appendix 1.
2. To approve the budget expenditure powers

Brian Hogan

20.11.15

Congleton Town Council

Budget Summary

Year Ended 31st March 2016

	2015/16			2016/17	Budget
	Projected	Budgeted	Variance	Proposed	Incr/Decr
REVENUE EXPENDITURE					
Finance and Policy					
Corporate Management	136082	124069	12013	130584	6515
Democratic Rep'n & Mgmt	45754	47472	-1718	50049	2577
Grants (incl S137)	65483	65983	-500	70983	5000
	<u>247319</u>	<u>237524</u>	<u>9795</u>	<u>251616</u>	<u>14092</u>
Community, Amenities and Services					
Congleton Pool	28682	25984	2698	24820	-1164
Propagation Unit Partnership	0	1000	-1000	1000	0
Floral Displays	12329	12000	329	12000	0
Allotments	461	430	31	480	50
Public Toilets	8104	5800	2304	8350	2550
CTC Streetscape	673708	504872	168836	523902	19030
Partnership - Minibus	980				
Public Realm (CCTV)	11000	12600	-1600	14450	1850
Congleton Partnership	64749	32870	31879	33143	273
Community Development	53227	53250	-23	57211	3961
PCSO's	47200	47200	0	47200	0
Christmas Fayre/Lights	5000	5000	0	5000	0
Neighbourhood Plan	6776				
Tourism	3000	3000	0	3000	0
Youth & Young People	1500	2000	-500	2000	0
Fellowship House	6344	7030	-686	11836	4806
	<u>923060</u>	<u>713036</u>	<u>202268</u>	<u>744392</u>	<u>31356</u>
Town Hall					
Congleton Town Hall	150461	153273	-2812	155892	2619
	<u>150461</u>	<u>153273</u>	<u>-2812</u>	<u>155892</u>	<u>2619</u>
TOTAL REVENUE EXPENDITURE					
	<u>1320840</u>	<u>1103833</u>	<u>209251</u>	<u>1151900</u>	<u>0</u>
INCOME					
Finance and Policy					
Corporate Management	3000	4000	-1000	2500	-1500
Democratic Rep'n & Mgmt	0	0	0	0	0
Grants (incl S137)	0	0	0	0	0
	<u>3000</u>	<u>4000</u>	<u>-1000</u>	<u>2500</u>	<u>-1500</u>
Community, Amenities and Services					
Congleton Pool	173	300	-127	0	-300
Floral Displays	3936	2500	1436	2500	0
Allotments	190	190	0	190	0
CTC Streetscape	551500	359375	192125	363596	4221
Congleton Partnership	33000	0	33000	0	0
Christmas Fayre/Lights	1000	1000	0	1000	0
Neighbourhood Plan	6776				
Tourism	0	0	0	0	0
Fellowship House	1000	1000	0	1000	0
	<u>597575</u>	<u>364365</u>	<u>226434</u>	<u>368286</u>	<u>0</u>
Town Hall					
Congleton Town Hall	93842	101050	-7208	98150	-2900
	<u>93842</u>	<u>101050</u>	<u>-7208</u>	<u>98150</u>	<u>-2900</u>
TOTAL REVENUE INCOME					
	<u>694417</u>	<u>469415</u>	<u>218226</u>	<u>468936</u>	<u>0</u>
NET REVENUE EXPENDITURE					
	<u>626423</u>	<u>634418</u>	<u>-8975</u>	<u>682964</u>	<u>48546</u>
CAPITAL & PROJECT EXPENDITURE					
Capital Expenditure	45355	5000	40355	5000	
Town Hall	0	0	0	0	
Streetscape Equipment	398	5000		5000	
Public Realm			0		
From Capital Reserve	-45355	-5000	-40355	-5000	

From Loans	0	0	0	0
From Earmarked Reserves	-398	-5000	4602	-5000
Town Hall Loan Repayments & Interest	57778	57778	0	57778
Streetscape Equipment Reserve	4000	4000	0	4000
Capital Contingency Reserve	35000	35000	0	35000
Income	0	0	0	0
	96778	96778	4602	96778

TOTAL NET EXPENDITURE

	723201	731196	-4373	779742	48546
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Financed as follows

Reserves at 1st April	164803	164803	0	157122
Reserves at 31st March	157122	149127	7995	161722 **

Used to Fund Expenditure\ (Replenish Reserves)	7681	15676	-4373	-4600	-20276
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Precept Support Grant	49890	49890		0	-49890
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Precept Required	665630	665630		784342	118712
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TOTAL TAXATION FUNDING REQUIRED

	715520	715520	0	784342	68822
	723201	731196	-4373	779742	48546

ADJUSTED BASIS

Band D Equivalents		9495.44		9495.44	
Precept per Band D Equivalent (£/annum)		£ 70.10		82.60	£12.50
Precept per Band D Equivalent (£/week)		1.34		1.58	

Note: **Minimum recommended reserve equal to

3 months net revenue expenditure	156606	158605	170741
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Earmarked Reserves	31/03/2015	31/03/2016 (projected)	31/03/2017 (available)
Capital Contingency - General	168995	158640	188640
Capital Equipment fund	30639	34241	33241
Others: Elections	15000	15000	15000
Carnival	7500	7500	7500
Crime Prevention/Traffic Calming	3779	3779	3779
Committed Grants	7465	5380	5380
Congleton Partnership Projects	57428	0	0
Civic Treasures	3000	3000	3000
Website	11,650	8,317	8317
Training	5000	3000	3000
Town Centre	700	0	0
Devolved Services	57250	7250	7250
Loan Repayments	1550	1200	850
Public Toilets	40000	38222	38222
Play Areas	6000	6000	6000
Public Realm	12000	12000	12000
Legal Fees	10000	9730	9730
Minibus	6823	6153	0
Christmas Lights	4500	4344	9344
Neighbourhood plan	42500	36768	36768
Cenotaph	10000	10000	1000
	501779	313259	341909

Note : Budget Calculation 2016/17

	Last Year		Agreed Budget	Net Virement	Current Year		Actual YTD	Projected Actual	Next Year Budget
	Budget	Actual			Revised Budget	Actual YTD			
101 Corporate Management									
4000 Staff Costs (re-allocated)	112,902	107,037	113,562	0	113,562	63,463	125,852	116,187	
4007 Travel	1,500	842	1,000	0	1,000	116	500	1,000	
4008 Training / Conferences	2,600	1,596	2,500	0	2,500	1,987	2,500	2,500	
4013 Rent Payable	13,950	13,950	13,950	0	13,950	9,300	13,950	13,950	
4019 Reception - TIC	2,560	2,735	2,730	0	2,730	2,772	2,772	2,800	
4020 Miscellaneous Office Costs	500	371	400	0	400	195	400	400	
4021 Telephone/Fax/Internet	2,000	1,638	2,000	0	2,000	634	1,700	2,000	
4022 Postage	3,500	3,036	3,000	0	3,000	1,016	3,000	3,000	
4023 Stationery & Printing	2,500	1,583	2,500	0	2,500	757	1,600	2,500	
4024 Subscriptions & Publications	2,000	2,078	2,100	0	2,100	2,609	2,609	2,700	
4025 Insurance	7,905	7,082	7,250	0	7,250	7,352	7,352	8,000	
4026 Computer/IT Costs	5,870	6,924	7,000	0	7,000	4,117	7,000	7,500	
4027 Photocopy Charges	3,700	2,741	2,500	0	2,500	1,050	2,200	2,500	
4030 Recruitment Advertising	500	278	500	0	500	2,540	2,500	500	
4031 Other Advertising	200	63	200	0	200	147	200	300	
4051 Bank Charges	100	75	100	0	100	56	100	500	
4061 Audit Fees - External	2,000	2,000	2,000	0	2,000	0	2,000	2,000	
4062 Audit Fees - Internal	1,440	1,230	1,230	0	1,230	0	1,260	1,260	
4063 Accountancy Support	3,675	3,399	3,750	0	3,750	1,951	3,750	3,750	

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget Calculation 2016/17

	Last Year		Current Year				Next Year	
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4064 Legal & Professional fees	1,500	3,719	1,500	0	1,500	2,728	1,770	3,000
4066 HR & H&S Support	2,560	2,582	3,560	0	3,560	1,491	2,600	3,500
4933 Tfr to EMR Training	0	2,000	0	0	0	0	0	0
4940 Tfr to EMR Legal Fees	0	2,219	0	0	0	0	0	0
4990 Tfr from EMR Legal Fees	0	-2,219	0	0	0	-1,228	-270	0
6000 Central Overheads Reallocated	-49,537	-45,529	-49,263	0	-49,263	-31,672	-49,263	-49,263
OverHead Expenditure	123,925	121,429	124,069	0	124,069	71,381	136,082	130,584
1176 Precept	656,714	656,714	665,630	0	665,630	665,630	665,630	784,342
1181 Precept Support Grant	0	0	0	49,890	49,890	49,890	49,890	0
1187 CEC Concurrent Functions Grant	63,825	65,558	49,890	-49,890	0	0	0	0
1190 Interest Receivable	6,000	6,071	4,000	0	4,000	2,096	3,000	2,500
Total Income	726,539	728,343	719,520	0	719,520	717,616	718,520	786,842
101 Net Expenditure	-602,614	-606,914	-595,451	0	-595,451	-646,234	-582,438	-656,258
102 Democratic Rep'n & Mgmt/Civic								
4000 Staff Costs (re-allocated)	22,481	21,526	22,500	0	22,500	13,272	22,642	23,977
4008 Training / Conferences	1,000	490	1,000	0	1,000	241	750	1,000
4023 Stationery & Printing	250	198	400	0	400	23	400	400
4033 Marketing/Promotions	1,000	890	800	0	800	410	800	900
4034 Council Newsletter	5,230	4,979	5,230	0	5,230	2,424	5,230	5,230

At 11:06

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget Calculation 2016/17

	Last Year		Agreed Budget	Net Virement	Current Year		Actual YTD	Projected Actual	Next Year Budget
	Budget	Actual			Revised Budget	Actual YTD			
4035 Council Website	2,000	350	1,000	0	1,000	4,083	4,083	2,000	
4201 Mayor's Allowance	3,000	3,000	3,000	0	3,000	3,000	3,000	3,000	
4203 Members' Expenses	360	0	360	0	360	0	0	360	
4213 Civic Expenses	5,500	4,587	4,500	0	4,500	3,206	4,500	5,000	
4221 Civic Regalia	100	0	100	0	100	96	100	100	
4222 Hall & Room Hire	6,000	4,228	6,000	0	6,000	2,640	5,000	5,500	
4225 Civic Artefacts and Treasures	500	322	500	0	500	255	500	500	
4931 Trf to EMR Web Site	0	1,650	0	0	0	0	0	0	
4983 Trf from EMR Web site	0	0	0	0	0	-3,333	-3,333	0	
6000 Central Overheads Reallocated	2,195	2,017	2,082	0	2,082	1,425	2,082	2,082	
OverHead Expenditure	49,616	44,238	47,472	0	47,472	27,741	45,754	50,049	
102 Net Expenditure	49,616	44,238	47,472	0	47,472	27,741	45,754	50,049	
107 Grants (incl \$137)									
4701 Grants - Permitted	17,894	10,614	15,000	0	15,000	4,171	15,000	15,000	
4703 Grants - Subsidised Use	4,000	2,943	4,000	0	4,000	1,441	3,500	4,000	
4704 Grant - Team 2012	0	1,230	0	0	0	2,085	2,085	0	
4708 Grant - Museum Notional Rent	4,500	4,500	4,500	0	4,500	3,000	4,500	4,500	
4709 CCP Grant	16,000	16,000	16,000	0	16,000	16,000	16,000	16,000	
4710 Congleton Partnership Accom	1,533	1,533	1,533	0	1,533	1,022	1,533	1,533	

Note : Budget Calculation 2016/17

	Last Year		Current Year				Projected Actual	Next Year Budget
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD		
4711 Grant - CAB	15,000	15,000	15,000	0	15,000	15,000	15,000	
4712 Grant - Xmas Lights Partnershi	9,000	12,019	9,000	0	9,000	156	9,000	
4713 Grant - Carnival Committee	3,750	665	0	0	0	0	0	
4722 Grant - Remembrance Day Parade	650	651	700	0	700	0	700	
4723 Grant - Town Hall 150 yr celeb	0	0	0	0	0	0	5,000	
4732 Grant - Church Clock Maintnce	250	251	250	0	250	0	250	
4923 Tfr to EMR Carnival	0	7,500	0	0	0	0	0	
4925 Tfr to EMR Committed Grants	0	7,465	0	0	0	0	5,380	
4941 Tfr to EMR Christmas Lights	0	4,500	0	0	0	0	0	
4975 Tfr from EMR Committed Grants	0	-17,884	0	0	0	-7,465	-7,465	
4991 Tfr from EMR Christmas Lights	0	0	0	0	0	-156	-156	
OverHead Expenditure	72,577	66,985	65,983	0	65,983	35,254	65,483	
107 Net Expenditure	72,577	66,985	65,983	0	65,983	35,254	65,483	
108 Mayor's Fundraising Activities								
4297 Mayor's Fundraising Unspent	0	-4,288	0	0	0	-6,422	0	
4298 Mayor's Fundraising-Donations	0	6,830	0	0	0	1,500	0	
4299 Mayor's Fundraising-Expenses	0	6,941	0	0	0	5,096	0	
OverHead Expenditure	0	9,483	0	0	0	174	0	
1299 Mayor's Fundraising-Income	0	9,483	0	0	0	2,826	0	
Total Income	0	9,483	0	0	0	2,826	0	
108 Net Expenditure	0	0	0	0	0	-2,652	0	

At 11:06

Budget Detail - By Centre

Note: () Net Expenditure means Income is greater than Expenditure

Note : Budget Calculation 2016/17

	Last Year		Current Year				Projected Actual	Next Year Budget
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD		
109 Capital and Projects								
4053 Loan Interest Payable	17,669	17,669	17,473	0	17,473	8,761	17,473	17,267
4054 Loan Capital Repaid CBC	36,350	36,350	36,350	0	36,350	18,175	36,350	36,350
4055 Loan Capital Repaid - PWLB	4,109	4,109	4,305	0	4,305	2,127	4,305	4,511
4804 CAP - Streetscape Equipment	5,000	14,361	5,000	0	5,000	398	398	5,000
4806 CAP Office Equipment/computers	5,000	-3,161	5,000	0	5,000	1,912	1,912	5,000
4809 CAP - Town Hall Equipment	0	1,035	0	0	0	4,496	2,310	0
4850 CAP - Town Hall 5 Yr Mice/DDA	98,719	130,417	0	0	0	30,212	30,212	0
4897 Assets Financed by Loans	-98,719	-98,719	0	0	0	0	0	0
4918 Tfr to Capital Equipment Fund	4,000	21,000	4,000	0	4,000	4,000	4,000	4,000
4920 Tfr to Cap Contingency Fund	35,000	45,000	35,000	0	35,000	35,000	35,000	35,000
4945 Tfr to EMR Cenotaph	0	10,000	0	0	0	0	0	0
4968 Tfr from Cap Equipment Fund	-5,000	-14,361	-5,000	0	-5,000	-398	-398	-5,000
4970 Tfr from Cap Contingency Fund	-5,000	-25,071	-5,000	0	-5,000	-36,620	-34,433	-5,000
4986 Tfr from EMR Loan Repay'is	-350	-350	-350	0	-350	-175	-350	-350
Overhead Expenditure	96,778	138,278	96,778	0	96,778	67,889	96,779	96,778
1199 Miscellaneous Income	0	4,500	0	0	0	0	0	0
Total Income	0	4,500	0	0	0	0	0	0
109 Net Expenditure	96,778	133,778	96,778	0	96,778	67,889	96,779	96,778

Note : Budget Calculation 2016/17

	Last Year		Current Year			Projected Actual	Next Year Budget		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget			Actual YTD	
201	Padding Pool								
4000	Staff Costs (re-allocated)	13,080	14,217	14,310	0	14,310	13,351	14,310	11,746
4009	Protective Clothing\H & Safety	500	116	350	0	350	338	338	350
4012	Water	3,050	3,343	3,500	0	3,500	3,534	3,500	3,500
4014	Electricity	2,200	2,274	2,300	0	2,300	862	2,300	2,300
4039	Pool Chemicals	2,600	1,961	2,600	0	2,600	1,711	2,000	2,500
4040	Maintenance Contracts	0	0	0	0	0	436	436	0
4041	Property Maintenance	1,500	2,019	1,500	0	1,500	4,396	4,396	3,000
4042	Grounds Maintenance	250	0	100	0	100	78	78	100
6000	Central Overheads Reallocated	1,277	1,174	1,324	0	1,324	764	1,324	1,324
	OverHead Expenditure	24,457	25,104	25,984	0	25,984	25,470	28,682	24,820
1180	Donations Received	0	324	300	0	300	184	173	0
1199	Miscellaneous Income	150	0	0	0	0	0	0	0
	Total Income	150	324	300	0	300	184	173	0
	201 Net Expenditure	24,307	24,780	25,684	0	25,684	25,285	28,509	24,820
212	Propogation Unit (Partnership)								
4162	General Expenditure	1,000	700	1,000	0	1,000	0	0	1,000
	OverHead Expenditure	1,000	700	1,000	0	1,000	0	0	1,000
	212 Net Expenditure	1,000	700	1,000	0	1,000	0	0	1,000

Budget Detail - By Centre

Note : Budget Calculation 2016/17

Note: (-) Net Expenditure means Income is greater than Expenditure

	Last Year		Current Year				Projected Actual	Next Year Budget
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD		
215 Floral Displays								
4162 General Expenditure	20,000	15,381	12,000	0	12,000	12,537	12,329	12,000
OverHead Expenditure	20,000	15,381	12,000	0	12,000	12,537	12,329	12,000
1179 Grants Receivable - Other	0	0	0	0	0	300	300	0
1180 Donations Received	0	157	0	0	0	0	0	0
1199 Miscellaneous Income	2,500	2,529	2,500	0	2,500	3,636	3,636	2,500
Total Income	2,500	2,686	2,500	0	2,500	3,936	3,936	2,500
215 Net Expenditure	17,500	12,695	9,500	0	9,500	8,601	8,393	9,500
221 Congleton Town Hall								
4000 Staff Costs (re-allocated)	51,965	53,311	54,545	0	54,545	30,872	53,160	57,155
4009 Protective ClothingH & Safety	400	245	400	0	400	173	250	300
4011 Rates	22,120	22,172	22,615	0	22,615	15,874	22,678	23,150
4012 Water	3,500	3,766	4,000	0	4,000	2,638	4,000	4,000
4014 Electricity	18,000	15,407	17,000	0	17,000	6,562	16,000	17,000
4015 Gas	16,250	11,256	16,000	0	16,000	3,321	13,000	14,000
4016 Janitorial	3,500	2,682	2,500	0	2,500	876	1,600	1,500
4017 Refuse Disposal	2,500	2,337	2,376	0	2,376	1,440	2,376	2,500
4020 Miscellaneous Office Costs	1,200	1,045	1,200	0	1,200	560	1,200	1,200

Budget Detail - By Centre
Note : Budget Calculation 2016/17

Note: (-) Net Expenditure means Income is greater than Expenditure

	Last Year		Current Year				Next Year	
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4025 Insurance	11,300	7,622	8,000	0	8,000	8,238	8,238	8,400
4033 Marketing/Promotions	3,500	3,266	3,500	0	3,500	805	3,500	3,500
4040 Maintenance Contracts	4,383	4,399	4,590	0	4,590	3,255	5,000	4,590
4041 Property Maintenance	5,250	6,160	6,000	0	6,000	8,578	7,000	7,000
4064 Legal & Professional fees	100	0	100	0	100	500	0	100
4068 Licences (incl PRS)	1,500	1,209	1,400	0	1,400	1,412	1,412	1,450
6000 Central Overheads Reallocated	5,074	4,663	5,047	0	5,047	3,245	5,047	5,047
OverHead Expenditure	150,542	139,540	149,273	0	149,273	88,349	144,461	150,892
3020 Catering Supplies	10,000	7,689	4,000	0	4,000	6,278	6,000	5,000
Direct Expenditure	10,000	7,689	4,000	0	4,000	6,278	6,000	5,000
1009 Rent Rec'd - Museum Notional	4,500	4,500	4,500	0	4,500	3,000	4,500	4,500
1010 Rent Received - 3rd Party	14,033	9,450	14,033	0	14,033	7,689	14,033	14,033
1011 Rent Received - Internal CTC	17,017	17,017	17,017	0	17,017	11,345	17,017	17,017
1013 Letting Income - Grand Hall	26,000	20,814	26,000	0	26,000	12,938	22,000	23,000
1014 Letting Income - Bridesstones	5,000	4,822	5,000	0	5,000	3,801	6,000	5,000
1015 Letting Income - Spencer Suite	3,000	2,505	3,000	0	3,000	1,373	2,000	2,000
1016 Letting Income - De Lacey's	6,000	6,000	6,000	0	6,000	3,500	4,500	18,000
1017 Letting Income - Kitchen	4,800	4,800	4,800	0	4,800	2,800	2,400	0
1018 Letting Income - Cambell Suite	0	305	0	0	0	200	200	0

At 11:06

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget Calculation 2016/17

	Last Year		Current Year				Next Year	
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
1021 Letting Income - Internal	8,000	10,090	8,000	0	8,000	5,647	8,000	8,000
1030 TIC Service charges	1,500	1,647	1,500	0	1,500	696	1,500	1,600
1051 Catering Sales	10,000	7,720	4,000	0	4,000	6,680	6,000	5,000
1055 Commercial Partner Bar	7,200	7,200	7,200	0	7,200	4,200	5,400	0
1199 Miscellaneous Income	0	120	0	0	0	292	292	0
Total Income	107,050	96,990	101,050	0	101,050	64,159	93,842	98,150
221 Net Expenditure	53,492	50,238	52,223	0	52,223	30,468	56,619	57,742
241 Allotments								
4038 Garage Rent payable	430	361	430	0	430	210	430	430
4041 Property Maintenance	0	0	0	0	0	31	31	50
OverHead Expenditure	430	361	430	0	430	241	461	480
1010 Rent Received - 3rd Party	190	190	190	0	190	0	190	190
Total Income	190	190	190	0	190	0	190	190
241 Net Expenditure	240	171	240	0	240	241	271	290
251 Handyman Service								
4000 Staff Costs (re-allocated)	64,694	31,278	0	0	0	0	0	0
4009 Protective Clothing/H & Safety	250	0	0	0	0	0	0	0

At 11:06

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget Calculation 2016/17

	Last Year		Agreed Budget	Current Year			Projected Actual	Next Year Budget
	Budget	Actual		Net Virement	Revised Budget	Actual YTD		
4041 Property Maintenance	500	445	0	0	0	0	0	
4044 Equipment Maintenance	200	63	0	0	0	0	0	
4046 Equipment Replacement\Tools	750	50	0	0	0	0	0	
4047 Vehicle Maintenance\Serv\MOT	3,000	542	0	0	0	0	0	
6000 Central Overheads Reallocated	6,316	5,805	0	0	0	0	0	
OverHead Expenditure	75,710	38,183	0	0	0	0	0	
1199 Miscellaneous Income	0	1,083	0	0	0	0	0	
Total Income	0	1,083	0	0	0	0	0	
251 Net Expenditure	75,710	37,099	0	0	0	0	0	
263 Public Toilets								
4011 Rates	0	0	2,200	0	2,200	4,082	2,350	
4012 Water	0	1,959	2,200	0	2,200	0	2,200	
4016 Janitorial	0	72	500	0	500	988	2,000	
4040 Maintenance Contracts	0	771	156	0	156	904	1,000	
4041 Property Maintenance	0	380	744	0	744	445	800	
4162 General Expenditure	8,000	2,201	0	0	0	0	0	
4937 Tfr to EMR Public Toilets	0	3,093	0	0	0	0	0	
4987 Tfr from EMR Public Toilets	0	0	0	0	0	-1,778	0	
OverHead Expenditure	8,000	8,476	5,800	0	5,800	4,641	8,104	
263 Net Expenditure	8,000	8,476	5,800	0	5,800	4,641	8,350	

Note : Budget Calculation 2016/17

	Last Year		Agreed Budget	Current Year			Projected Actual	Next Year Budget
	Budget	Actual		Net Virement	Revised Budget	Actual YTD		
280 CTC Streetscape								
4000 Staff Costs (re-allocated)	299,361	299,725	374,297	0	374,297	200,615	352,880	388,827
4004 Temporary and Casual Staff	3,000	17,331	0	0	0	4,337	8,674	5,000
4009 Protective ClothingH & Safety	2,000	2,775	2,500	0	2,500	2,235	2,500	3,000
4013 Rent Payable	3,067	3,067	3,067	0	3,067	2,045	3,067	3,067
4016 Janitorial	6,000	3,524	4,000	0	4,000	2,803	4,000	4,000
4017 Refuse Disposal	0	340	0	0	0	0	0	0
4021 Telephone/Fax/Internet	1,200	1,200	1,200	0	1,200	0	1,200	1,200
4025 Insurance	6,000	5,376	5,500	0	5,500	5,663	5,663	6,000
4041 Property Maintenance	0	57	500	0	500	7,962	8,500	1,000
4042 Grounds Maintenance	0	190	0	0	0	0	0	0
4043 Horticultural etc Supplies	8,000	18,799	16,000	0	16,000	10,981	16,000	16,000
4047 Vehicle Maintenance\ServMOT	1,456	7,409	5,000	0	5,000	3,895	5,500	7,000
4048 Vehicle Fuel & Oil	15,000	12,843	19,500	0	19,500	7,647	13,000	15,000
4049 Vehicle Rental charges	32,376	30,935	37,676	0	37,676	20,776	37,676	37,676
4162 General Expenditure	50,000	452	1,000	0	1,000	179,181	180,000	1,500
6000 Central Overheads Reallocated	29,228	26,863	34,632	0	34,632	22,266	34,632	34,632
OverHead Expenditure	456,688	430,887	504,872	0	504,872	470,405	673,292	523,902
3030 Plant purchases for recharging	0	0	0	0	0	416	416	0
Direct Expenditure	0	0	0	0	0	416	416	0

At 11:06

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget Calculation 2016/17

	Last Year		Current Year				Next Year	
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
1165 Dev'd Services inc CEC Gross	349,688	351,049	358,475	0	358,475	268,614	358,152	362,696
1166 Dev'd Serv Savings to CEC	-3,374	0	0	0	0	0	0	0
1177 Grants Receivable - CEC	0	0	0	0	0	15,000	15,000	0
1180 Donations Received	0	300	0	0	0	0	0	0
1183 Insurance claims received	0	0	0	0	0	177,448	177,448	0
1199 Miscellaneous Income	50,000	1,195	900	0	900	1,630	900	900
Total Income	396,314	352,544	359,375	0	359,375	462,692	551,500	363,596
280 Net Expenditure	60,374	78,342	145,497	0	145,497	8,129	122,208	160,306
290 Partnership - Mini Bus								
4162 General Expenditure	0	0	0	0	0	1,817	1,650	0
4993 Tfr from EMR Mini Bus	0	0	0	0	0	-1,817	-670	0
290 Net Expenditure	0	0	0	0	0	0	980	0
300 Public Realm								
4164 CCTV	14,800	12,865	12,600	0	12,600	9,975	11,000	14,450
4939 Tfr to EMR Public Realm	0	8,094	0	0	0	0	0	0
OverHead Expenditure	14,800	20,959	12,600	0	12,600	9,975	11,980	14,450
300 Net Expenditure	14,800	20,959	12,600	0	12,600	9,975	11,000	14,450

Note : Budget Calculation 2016/17

	Last Year		Agreed Budget	Net Virement	Current Year		Actual YTD	Projected Actual	Next Year Budget
	Budget	Actual			Revised Budget	Actual			
301 Congleton Partnership									
4000 Staff Costs (re-allocated)	16,406	15,234	16,357	0	16,357	8,992	15,416	16,630	
4025 Insurance	0	322	0	0	0	0	0	0	
4301 MTT / Congleton Partnership	1,000	1,959	1,000	0	1,000	3,708	1,000	1,000	
4305 Cenotaph Expenditure	0	9,111	0	0	0	0	0	0	
4306 MTT - Regeneration Projects	14,000	13,046	14,000	0	14,000	15,256	47,000	14,000	
4307 Business Training	0	1,264	0	0	0	0	0	0	
4926 Tfr to EMR Cong Partnership	0	57,428	0	0	0	0	57,248	0	
4976 Tfr from EMR Cong Partnership	0	-46,515	0	0	0	-57,428	-57,428	0	
6000 Central Overheads Reallocated	1,602	1,472	1,513	0	1,513	973	1,513	1,513	
OverHead Expenditure	33,008	53,321	32,870	0	32,870	-28,498	64,749	33,143	
1177 Grants Receivable - CEC	8,000	8,000	0	0	0	33,000	33,000	0	
1179 Grants Receivable - Other	0	9,315	0	0	0	0	0	0	
1180 Donations Received	0	1,092	0	0	0	0	0	0	
1404 Partnershp - Cenotaph Income	0	3,208	0	0	0	0	0	0	
Total Income	8,000	21,615	0	0	0	33,000	33,000	0	
301 Net Expenditure	25,008	31,706	32,870	0	32,870	-61,498	31,749	33,143	

Note : Budget Calculation 2016/17

	Last Year		Agreed Budget	Net Virement	Current Year		Actual YTD	Projected Actual	Next Year Budget
	Budget	Actual			Revised Budget	Actual			
302 Community Development									
4000 Staff Costs (re-allocated)	34,921	29,735	45,857	0	45,857	22,363	45,834	49,818	
4033 Marketing/Promotions	3,150	2,486	3,150	0	3,150	1,000	3,150	3,150	
4934 Tfr to EMR Town Centre	0	700	0	0	0	0	0	0	
4984 Tfr from EMR Town Centre	0	0	0	0	0	-700	0	0	
6000 Central Overheads Reallocated	3,409	3,134	4,243	0	4,243	2,728	4,243	4,243	
OverHead Expenditure	41,480	36,055	53,250	0	53,250	25,391	53,227	57,211	
302 Net Expenditure	41,480	36,055	53,250	0	53,250	25,391	53,227	57,211	
303 Police Community Support Office									
4162 General Expenditure	47,200	47,200	47,200	0	47,200	47,200	47,200	47,200	
OverHead Expenditure	47,200	47,200	47,200	0	47,200	47,200	47,200	47,200	
303 Net Expenditure	47,200	47,200	47,200	0	47,200	47,200	47,200	47,200	
304 Partnership Community Minibus									
4162 General Expenditure	0	3,176	0	0	0	0	0	0	
4943 Tfr to EMR Mini Bus	0	6,823	0	0	0	0	0	0	
4993 Tfr from EMR Mini Bus	0	-9,999	0	0	0	0	0	0	
OverHead Expenditure	0	0	0	0	0	0	0	0	
304 Net Expenditure	0	0	0	0	0	0	0	0	

Note : Budget Calculation 2016/17

	Last Year		Current Year			Projected Actual	Next Year Budget		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget			Actual YTD	
305	Christmas Fayre/Lights								
4171	Christmas Fayre	5,000	9,459	5,000	0	5,000	164	5,000	5,000
	OverHead Expenditure	5,000	9,459	5,000	0	5,000	164	5,000	5,000
1169	Christmas Brochure Income	0	1,175	0	0	0	1,095	0	0
1170	Christmas Fayre Stall Income	0	879	0	0	0	2,392	0	0
1171	Christmas Tree Income	1,000	1,612	1,000	0	1,000	1,775	1,000	1,000
1180	Donations Received	0	90	0	0	0	0	0	0
1199	Miscellaneous Income	0	1,867	0	0	0	0	0	0
	Total Income	1,000	5,623	1,000	0	1,000	5,262	1,000	1,000
	305 Net Expenditure	4,000	3,837	4,000	0	4,000	-5,098	4,000	4,000
310	Neighbourhood Plan								
4033	Marketing/Promotions	0	0	0	0	0	4,633	9,056	0
4162	General Expenditure	0	5,422	0	0	0	4,147	3,452	0
4994	Tfr from EMR Neighbourhood plan	0	0	0	0	0	-5,237	-5,237	0
	OverHead Expenditure	0	5,422	0	0	0	3,543	7,271	0
1177	Grants Receivable - CEC	0	0	0	0	0	495	495	0
1179	Grants Receivable - Other	0	5,422	0	0	0	6,776	6,776	0
	Total Income	0	5,422	0	0	0	7,271	7,271	0
	310 Net Expenditure	0	0	0	0	0	-3,728	0	0

At 11:06

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget Calculation 2016/17

	Last Year		Agreed Budget	Net Virement	Current Year		Actual YTD	Projected Actual	Next Year Budget
	Budget	Actual			Revised Budget	Actual YTD			
321 Tourism									
4162 General Expenditure	3,000	3,172	3,000	0	3,000	300	3,000	3,000	3,000
OverHead Expenditure	3,000	3,172	3,000	0	3,000	300	3,000	3,000	3,000
1199 Miscellaneous Income	0	300	0	0	0	0	0	0	0
Total Income	0	300	0	0	0	0	0	0	0
321 Net Expenditure	3,000	2,872	3,000	0	3,000	300	3,000	3,000	3,000
341 Youth and Young People									
4162 General Expenditure	2,000	1,656	2,000	0	2,000	351	1,500	1,500	2,000
OverHead Expenditure	2,000	1,656	2,000	0	2,000	351	1,500	1,500	2,000
341 Net Expenditure	2,000	1,656	2,000	0	2,000	351	1,500	1,500	2,000
351 Fellowship House									
4000 Staff Costs (re-allocated)	4,468	4,564	4,558	0	4,558	2,637	4,522	10,014	10,014
4014 Electricity	800	1,000	800	0	800	200	800	800	800
4016 Janitorial	250	37	250	0	250	0	100	100	100
4041 Property Maintenance	1,000	42	1,000	0	1,000	66	500	500	500
6000 Central Overheads Reallocated	436	401	422	0	422	271	422	422	422
OverHead Expenditure	6,954	6,043	7,030	0	7,030	3,174	6,344	11,836	11,836

At 11:06

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget Calculation 2016/17

	Last Year		Current Year				Next Year	
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
1180 Donations Received	1,000	1,001	1,000	0	1,000	610	1,000	1,000
Total Income	1,000	1,001	1,000	0	1,000	610	1,000	1,000
351 Net Expenditure	5,954	5,043	6,030	0	6,030	2,564	5,344	10,836
401 Staffing & Staff Costs								
4000 Staff Costs (re-allocated)	-620,278	-576,654	-645,986	0	-645,986	-355,566	-634,616	-674,354
4001 Salaries & Wages	496,788	483,843	523,425	0	523,425	295,732	524,145	536,580
4005 Employers NIC	30,033	31,025	31,604	0	31,604	18,103	34,222	41,582
4006 Employers S/Ann	93,457	61,786	90,957	0	90,957	41,732	76,249	96,192
OverHead Expenditure	0	0	0	0	0	0	0	0
401 Net Expenditure	0	0	0	0	0	0	0	0
Total Budget Expenditure	1,243,165	1,230,019	1,200,611	0	1,200,611	872,377	1,418,114	1,248,678
Income	1,242,743	1,230,104	1,184,935	0	1,184,935	1,297,556	1,410,432	1,253,278
Net Expenditure	422	-86	15,676	0	15,676	-425,178	7,682	-4,600

Report to Finance and Policy Committee

Thursday 26th November 2015

There has been considerable criticism recently at the state of the public toilets and other comments relating to dog fouling and street signage, all of which require cleaning on a regular basis, as set out below:-

Uses for a pressure washer

1. Cleaning the public toilets when they are left in a very poor state by users, which regrettably is occurring on a more frequent basis. Ideally when such situations occur the facilities really need to be deep cleaned more often thus hopefully reducing the complaints from the public.
2. Street signage and welcome to Congleton Signs can be cleaned more often and more efficiently.
3. Dog fouling around the town can be blasted off the pavements.
4. Paddling pool surface area and path around the pool can be washed more easily and frequently.
5. There are plenty of other areas such as the Cenotaph and Community Gardens pathways that would benefit from high pressure cleaning.

To hire a unit, which we do hire from time to time, costs £200.

Equipment

To purchase a new mobile heavy duty high pressure washer will cost in the region of £6000. However research has identified that a good second hand unit can be obtained at a price of circa £2500

The unit proposed would be an industrial pressure washer with a diesel engine and with a 3000psi pump.

Recommendation

To approve the purchase of a second-hand mobile heavy duty pressure washer unit at a cost of circa £2500.

Chris Jones

F&O Manager





Congleton Town Council

Treasury Management Policy

1. Policies

When considering financial plans and preparing the annual budget, the Council will aim to:-

Maintain a working bank account balance to help cushion the impact of uneven cash flows, e.g. prior to receipt of half-yearly precept payments from the principal authority; referred to as the Current Account and maintained at roughly two months' gross anticipated expenditure.

Maintain a contingency reserve, not earmarked for specific purposes, to cushion the impact of unexpected events or emergencies; referred to as the General Fund, and maintained at roughly three months' gross anticipated expenditure.

Maintain earmarked reserves, to meet known or predicted liabilities, identified individually in the Councils budgets and annual accounts. Allocations for repairs and renewals will be included in annual estimates of income and expenditure and therefore funded by the Council's precept, in order to maintain earmarked reserves; to augment or reduce them, or to establish new reserves according to Council decisions from time to time.

2. Policy on Financial Investments

This policy has been produced and complies with the guidance issued by the Secretary of State under Section 15(1) (a) of the Local Government Act 2003.

The Town Council acknowledges its responsibility to the community and the importance of prudently investing the temporary surplus funds held on behalf of the community.

3. Objectives

The general policy objective for this Council is prudent investment of its balances. The Council's investment priorities are:-

- the security of its reserves, and
- the liquidity of its investments.

The Council will aim to achieve a reasonable return on its investments commensurate with proper levels of security and liquidity.

4. Treasury Management Policy

The Town Council currently has some £501,779 of Reserves.
In summary the Reserves break down as follows:

£

General Reserve	164,000
Capital Contingency	169,000
Unspent precept	421,000
Other Earmarked Funds	257,000

In total these balances currently attract interest of approximately £3,700 p.a. which include the Precept balances which are received (effectively) six-monthly in advance.

5. Suggested Strategy

It should be recognised that the anticipated call on these semi-permanent balances can be predicted well in advance and as such in the past a far better return could be achieved by placing funds on a constructive mix of Guaranteed Investment (Treasury) deposits. However, due to the very low B.O.E. rate, at the time of writing the following low rates in all categories are on offer:

It should be noted that the RBS special interest bearing account is available on instant access and provides 0.4% on all balances

	R B S	Barclays	TSB	COOP
S.I.B.A. Instant access	0.40	0.10	0.04	0.09
3 months deposit	0.21	0.38	0.08	0.27
6 months deposit	0.31	0.50	0.12	0.40
12 months deposit	n/a	n/a	0.12	0.90

The rates do of course vary constantly and what is stated today may be marginally different to that quoted next week. However, it should be noted that the Council enjoys free banking with RBS under the current arrangement. To make any marginal advantage of rates available with other banks would require the Council to open a current account elsewhere where we would be subject to bank charges.

6. Actual Investment Suggestions

It is recommended that the council's Reserve Funds and Precept (as received) be invested in RBS SIBA instant access deposits as follows:

	<u>Amount</u>	<u>Interest (est.)</u>
		<u>(R B S)</u>
a. <u>General Reserve</u>	£	£
Invest in SIBA instant access account @ 0.4%	164,000	656
b. <u>Capital Funds</u>		
Invest in SIBA instant access account @ 0.4%	169,000	676

c: Other Funds

Invest in SIBA instant access account @ 0.4%	250,000	1000
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d: Precept

Invest in SIBA instant access account @ 0.4%	350,000	14000
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Based on this strategy it is estimated that Interest Income on specifically invested funds for 2016-17 would amount to £3,732 with RBS. Other Banks have been discounted because we would need to set up a current account, bank charges would be levied against the account and there would be marginal improvements only in interest revenue which would have to be offset against unknown current account costs.

7. Approval and Mechanism

The above outline Investment Strategy is commended to the council for approval (subject to any detailed amendments that may be felt desirable). Once approved no further authorisation of actual investments should be required. The transactions do not represent expenditure/payment by council and thus are not required to comply with LGA 1972 s150 (5) – signature by two councillors. It is suggested that the Town Clerk (after confirmation with the Chairman of Finance) is authorised under the council's existing bank mandate to make such investments as required to implement the Strategy.

Brian Hogan
16.11.15

Report to Finance and Policy Committee to consider internet banking.

Congleton Town Council banks with RBS, High Street, Congleton and currently enjoys free banking for cheque payments to suppliers and uses a system called Autopay to transfer salary payments by BACs to employees, HMRC for tax/NI payments and Cheshire Pension Fund for pension payments. Autopay is being withdrawn by RBS so an alternative arrangement needs to be made for paying salaries. It would not be feasible to pay salaries by cheque so a secure method of internet banking has been researched. The suitable product that RBS offer is Bankline. Both the Chief Officer and the Support Manager would have the authority to make payments. Two Councillors would examine and sign the payment schedule and subsequently examine and sign the Bankline payment report which would agree to the bank statement. Northwich Town Council currently uses a similar system and report that it works well. If it was successful it is envisaged that suppliers could start to be paid by BACs which would save time in cheque writing. The transaction cost would be offset by the saving in postal charges. Additionally, internet banking would enable daily transfers to be carried out between the SIBA (special interest bearing account) and the Business High interest account to maximise interest income.

Current charges

Cheque payments – free but postal charges
£40 per year autopay charges

Bankline Charges

40p per transaction (approx. 30
per month)
Annual charge £240

Recommendation:

To approve applying for RBS Bankline

Jackie Potts
Support Manager
16/11/15

[Product & Services](#)[Support Centre](#)[Contact Us](#)

Bankline

Se

Take control of your business finances with Bankline - you just need an RBS business current account.

Manage multiple business accounts, see all your transactions in real time, and make secure domestic and international payments at the click of a mouse with Bankline – our online banking service.

[See a demo of Bankline](#)

Overview

Bankline gives you:

- **Accessibility** – check your statements, transfer money and manage payments, wherever you have access.
- **Efficiency** – improve your business's cash management with a straightforward and easy-to-use online banking service.
- **Security** – protect your finances online using the latest security and encryption technology.
- **Flexibility and control** – tailor Bankline to your business's needs and keep track of your cash flow.
- **Cost-effective banking** – go online for faster and cost-effective payment processing.
- **Comprehensive support** – with 24/7 online support via our intuitive FAQs, downloadable user guides and desk.
- **Continuous upgrades** – instant access to new features without needing to download software.

All you need to start using Bankline is an RBS business account. We charge a monthly fee (which will vary depending on your business needs) for using the service, as well as individual fees for making payments.



Manage your accounts

With Bankline you have complete control of your accounts. You can tailor the access rights and user privileges for different accounts to suit your business needs, and view balances in real time.

accounts held by subsidiaries. Accounts can be added or removed whenever you like, and viewed individually in 'account sets'.

Control user access – there is no limit to the number of users who can access your accounts. Simply control access by assigning 'roles' that limit the functions a user can and cannot perform.

Payment limits – your business can set a payment limit for single payments made from your accounts, and higher authorisation is required to process it. You can also set individual payment limits for each of your users.

View balances

Bankline allows you to view balances in several different ways. These include:

- **Last night's ledger** – view the ledger balance including all uncleared items, as at the close of the previous business day.
- **Last night's cleared** – view the ledger balance excluding all uncleared cheques credited to the account, as at the close of the previous business day.
- **Today's ledger** – view the ledger balance including all uncleared items, plus debit and credit transactions processed during the beginning of the business day.
- **Today's cleared** – view the balance for the account, including debits and credits that have been cleared during the day. Please note that this balance does not reflect items that are reversed and other items passing through the account.

Direct debits and standing orders

Bankline allows you to cancel existing direct debit and standing order arrangements.

Cheques, credits and more

View images of cheques that you have issued and most credits you have paid in. You can also view paymer payments.

Please note

Only balance information for accounts held with the RBS Group is available in 'real time' within the Bankline. Items are shown as they are received and processed during the day. Items are however subject to verification and reversal or adjustment.

While this provides an indication of the balance which can be paid away from the Bank, please note that it is not guaranteed that items returned unpaid and this balance does not guarantee that finality has been achieved on these items.

For example, funds may show as cleared for interest and available funds purposes, however, you should allow at least four working days before you use the money from a cheque paid in. In some cases cheques may still be outstanding after this time.



Payments and transfers

Process payments and transfers immediately, the next business day, or on a date you choose. You can also process inter-account transfers that have been confirmed, with a real-time status of the transaction progress.

Domestic payments

With Bankline, your business can make payments using Faster Payments or CHAPS.

- Faster Payments – the UK's payment service for immediate payments under £100,000.
- CHAPS – the UK's electronic same-day settlement network for commercial and inter-bank payments.

International payments

Making international payments through Bankline is easy, safe and secure.

When transferring funds between any of your sterling and currency accounts registered in Bankline, you can choose the currency you wish the transfer to be made in. And for international payments or currency inter-account transfers, you can lock in a foreign exchange rate in advance, or simply let Bankline automatically book a rate for you.

Inter-account transfers (IATs)

Your business can transfer funds between sterling and currency accounts registered on Bankline as often as you like. In most cases the transferred funds are visible and available for use immediately. Interest continues to be calculated on the balances of your accounts every day.

If your business holds accounts with RBS and NatWest, you can transfer funds between these accounts as often as you like (value up to £100,000).

Templates/Bulk Lists

If you make regular payments to the same beneficiary(ies), you can save time by creating a template/bulk list. It's also easy to create a template for regular IATs.

Payment file import and data export

Payment files can be imported into Bankline from accounting systems such as Sage and Pegasus as a comma-separated variable (CSV) file format or BACSTEL-IP format.

You can also export account information from Bankline enabling you to manipulate it into a more convenient format for other applications.

Data can be exported in a range of formats: Bankline (.csv), SWIFT and BAI version 2.



Security

Bankline uses proven, industry standard security, including multi-level passwords, PINs and user ID protection. You can manage everyday banking over the internet – safely and securely.

Log on security

When you log on to Bankline, your information is encrypted to protect your details. Logging on requires a combination of passwords, PINs and user IDs to access the service. You can even decide how often users must change the password.

Restricted access

Only designated users for your business can access Bankline. When you start using the service, we'll give you a unique ID code (the 'Customer ID') and other security information.

To make payments or some inter-account transfers you'll need authorisation via a smartcard and smartcard reader, which provides another layer of security. You will have an appointed Bankline administrator within your business who will manage the smartcard, and they can create additional authorised users.

Each authorised user has their own smartcard, which is used in conjunction with a smartcard reader. Without the smartcard, the transaction or change can't be made.

Keeping your information secure

Bankline security protects the connection between our secure server and your browser. We also implement controls to monitor and defend against attacks.

Audit logs

Bankline lets you control who uses the service and what they can do. You can limit the functions each user can perform by restricting individual account access. If you need to investigate any transactions, your administrator can review the audit logs.

Once you start using Bankline, your balance and transaction data will be stored, over time this will accumulate.

We will store audit information for seven years (subject to terms and conditions).

Your system

We recommend your organisation maintains up-to-date anti-virus and firewall software on all computers, and that they are protected from new threats as they emerge.

For additional online protection, we recommend [downloading the free Rapport security software](#)

Phishing for information

Fraudsters use many techniques to obtain customers' passwords and security credentials. We'll never ask you to provide a set of security details on any web page or send you an email asking for these.

In addition, we will never ask you for a security challenge code from your smartcard and reader to log on or verify your identity.



Extra services

External Account Reporting

View accounts held with other banks through Bankline. External Account Reporting gives you the convenience of viewing and exporting account information between your bank accounts, wherever they are.

Global Liquidity

Through Bankline you can access Global Liquidity, a cash concentration service designed to optimise your cash management.

If your company has accounts held with our partner banks around the world, Global Liquidity allows you to

transfer funds between any of your accounts.

Based on sweeping and topping rules set by you, our service can automatically initiate transfers to move funds where required, improving your overall liquidity and working capital management.

Get in touch

Call us

✓ **For existing Bankline customers call our helpdesk on**

0845 300 4108

Text Relay
18001 0345 4108

Mon-Fri, 8am - 6pm (exclu. public holidays).
Calls may be recorded.

✓ **To register for Bankline**

To discuss a new Bankline system please call on

0345 030 3109
Text Relay

18001 0345 030 3109
Mon-Fri, 9am - 5pm (exclu. public holidays).
Calls may be recorded.

Brian Hogan

From: Mike Smith
Sent: 11 November 2015 07:44
To: Brian Hogan
Cc: Paul Bates (paul@jigsawrtm.co.uk)
Subject: FW: Treo

Brian,

As discussed here is a copy for you to act on with F&P.

Mike

From: Paul Bates [mailto:paul@jigsawrtm.co.uk]
Sent: 07 November 2015 13:03
To: Mike Smith <ms@congletoncouncil.co.uk>
Subject: FW: Treo

From: Paul Bates [mailto:paul@jigsawrtm.co.uk]
Sent: 07 November 2015 12:10
To: David Brown (david.brown@cheshireeast.gov.uk); WARDLAW, Liz (Councillor) (Liz.Wardlaw@cheshireeast.gov.uk); George Hayes (gphayes@hotmail.co.uk); Geoff Baggott (geoff@mtfs.co.uk); Gordan BAXENDALE (Gordon.Baxendale@cheshire.gov.uk); Glen Williams; Bob Edwards (bobed@sky.com) (bobed@sky.com); michael.e.jones@cheshireeast.gov.uk; Steve Foster (steve.j.foster@fsmail.net) (steve.j.foster@fsmail.net)
Subject: Treo

Treo is a bomb dog who received the animal Victoria Cross. His handler and owner Dave Heyhoe is still grieving after Treo passed away. Dave and I have had several conversations and he has decided after being lobbied that he would like a memorial to Treo not in London as has been suggested but in Cheshire East and specifically in Congleton his and Treo's home. There is a book about Treo

<http://www.amazon.co.uk/Its-All-About-Treo-Bravest-ebook/dp/B0089XJS90> .

To cut the chase Dave would like a bronze in or around the cenotaph various methods of funding have started. I would like the partnership, Town Council and Cheshire East Council to consider adding to that fund. I would also like all three bodies to consider how we would

accommodate a bronze of Treo in the preferred location and give the dog and his owner the recognition they deserve.

Media interest would be significant and in my humble opinion it would be the right and proper thing to do.

I trust I can count on your support .

http://newsimg.bbc.co.uk/media/images/47366000/jpg/_47366184_treo_pa.jpg

Paul Bates.