



# Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



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

19<sup>th</sup> November 2014

Dear Councillor,

## **Finance and Policy Committee Meeting – Thursday 27<sup>th</sup> November 2014**

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 27<sup>th</sup> November 2014** commencing at **6.30pm**

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

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 23<sup>rd</sup> October 2014.
3. Declarations of Interest  
Members are requested to declare both "pecuniary" and "non pecuniary" interests as early in the meeting as they become known.
4. Outstanding Actions  
There are no outstanding actions.



Congleton  
**beartown**  
where friends are made

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

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



5. Large Grants

To consider an update from the following organisations on their plans for 2015-16 and its corresponding impact on the budget for 2015-16.

- CAB
- Congleton Community Projects
- Congleton Partnership

6. Grant Approvals and Commitments 2014 -15 (enclosed)

To receive a statement showing the current position.

7. New Applications for Financial Assistance (enclosed)

- i) **GR 18-1415**
- ii) **GR 19-1415**

6. Grant Activities Monitoring Forms

There are no new Grant Activities Monitoring Forms.

7. Letters of Thanks (enclosed)

To receive letters of thanks from St Peter's Church and Congleton Building Preservation Trust.

8. Management Accounts for April 2014 – October 2014 (enclosed)

To consider the Management Accounts to October 2014.

9. Bank Reconciliation (enclosed)

To receive and consider the bank reconciliation for October 2014.

10. List of Payments (enclosed)

To receive and consider the Payments List between 01/Apr/2014 – 31/Oct/2014.

11. Congleton Partnership (enclosed)

To receive and consider a request from Congleton partnership to re-release the grant for 2014-15.

12. Vale Allotments (enclosed)

To consider a proposal to bid for the Vale Allotment land.

13. Amendment to Financial Regulations (enclosed)

To consider the minutes and a recommendation from the Working Group proposing new procedures to insert into the financial regulations.

14. SimNet

To receive a verbal update on the latest situation regarding SimNet.

15. Budget 2015-16 (enclosed)

To consider a report by The Town Clerk outlining the main aspects of the Draft Budget and to consider the Budget for 2015-16.

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

## CONGLETON TOWN COUNCIL

### MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE HELD ON THURSDAY 23<sup>rd</sup> October 2014

#### **PRESENT**

#### Councillors

P Bates  
R I Brightwell  
G Brittain  
D T Brown  
G R Edwards (Chairman)  
Mrs. S A Holland  
Mrs A M Martin  
D Murphy (Town Mayor)  
Mrs J D Parry (Vice Chairman)  
N T Price  
Mrs E Wardlaw

#### **1. APOLOGIES**

Apologies for absence were received from Cllr G Baxendale and D A Parker.

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

#### **2. MINUTES**

**FAP/18/1415 RESOLVED** that the Minutes of the Meeting of the Committee held on 28<sup>th</sup> August 2014 be agreed and signed by the Chairman.

#### **3. DECLARATIONS OF INTEREST**

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

Cllr D T Brown declared a non-pecuniary interest in any matters relating to Cheshire East Borough Council and abstained from voting on item GR15/1415.

Cllr P Bates declared a non-pecuniary interest in items GR/14/15/16/1415 and 18 (Citizens Advice Bureau & Congleton Community Projects).

Cllr D Murphy declared a non-pecuniary interest in items GR/17/1415 and 14.

Cllr N T Price declared a non-pecuniary interest in items GR/15/1415.

#### **4. OUTSTANDING ACTIONS**

There are no outstanding actions.



**5. GRANT APPROVALS AND COMMITMENTS 2014-2015**

A summary of grant approvals and commitments was considered by the Committee and it was noted that £14,344 is available for grants in 2014-15.

**FAP/19/1415 RESOLVED** that the grant summary be received.

**6. NEW APPLICATIONS FOR FINANCIAL ASSISTANCE**

**FAP/20/1415 RESOLVED** that:-

**i. GR 13/1415 – Bromley Friendship Group**

A grant of £250 to be approved.

**ii. GR 14/1415 – St Peter's Church**

A grant of £250.80 be approved.

**iii. GR 15/1415 – Congleton Town Football Club**

A grant of £1500 be approved.

**iv. GR 16/1415 – Ruby's Fund**

A grant of £500 be approved with a request that this is used to sponsor the Sensory Room on behalf of the Town Council.

**v. GR 17/1415 – St Peter's Church**

A grant of £1000 be approved.

**7. NEW GRANT ACTIVITIES MONITORING FORMS**

There are no new Grant Activities Monitoring forms.

**8. MANAGEMENT ACCOUNTS FOR APRIL 2013- SEP 2014**

**FAP/21/1415 RESOLVED** that the Management Accounts for September 2014 be received.

**9. BANK RECONCILIATION**

**FAP/22/1415 RESOLVED** that the bank reconciliation for September 2014 be approved.

**10. LIST OF PAYMENTS**

**FAP/23/1415 RESOLVED** that the Payments List between 1<sup>st</sup> April 2014 to 30<sup>th</sup> September 2014 be approved.

#### **11. EXTERNAL AUDIT REPORT**

The External Audit report was received.

**FAP/24/1415 RESOLVED that: -**

1. The report be received.
2. The action required on ensuring minutes were signed was noted.

#### **12. INTERNAL AUDIT REPORT**

The Internal Audit report 2014-15 produced by Auditing Solutions Ltd was considered. It was noted that no remedial actions were required.

**FAP/25/1415 RESOLVED that** that the report be received.

#### **13. RECOMMENDATIONS FROM OTHER COMMITTEES**

**THC/08/15**

Replacing the guttering on the Grand Hall roof be approved at a cost of £3920 + VAT.

**FAP/26/1415 RESOLVED that** the expenditure of £3920 + VAT for replacement guttering on the Town Hall roof, recommended by the Town Hall Committee, be approved.

#### **14. ROTARY BONFIRE EVENT**

A request from Congleton Rotary Club to underwrite any losses arising out of the Bonfire Event to be held on 1<sup>st</sup> November 2014 was considered.

**FAP/27/1415 RESOLVED that** the Town Council underwrite any potential losses on the event up to a maximum value of £5000.

#### **15. FUNDING FOR YOUTH COUNCIL**

A request to provide the Youth Council with funding to visit the Houses of Parliament was discussed.

**FAP/28/1415 RESOLVED that** a sum of circa £500 be provided to fund the visit, but, the Youth Council to request via Fiona Bruce MP, that they meet with Senior Politicians including George Osborne.

#### **16. FLORAL DISPLAYS**

A report on the work of the Floral Arrangement Working Group and associated costs was considered.

**FAP/29/1415 RESOLVED that** the report be received.

## **17. DIGITAL DISPLAY UNIT**

A report on the purchase of the Digital Display Unit was discussed including an update on the latest situation with Simnet regarding the supply of the unit. A considerable discussion took place regarding the placement of the order and deposit paid.

**FAP/30/1415 RESOLVED that** a small working party should be set up to ensure that when such an order for equipment is made in the future, there is a set of procedures in place to be included in the Financial Regulations.

## **18. BUDGET 2015-16**

Reports from the Citizens Advice Bureau (CAB), The Congleton Partnership and Congleton Community Projects were considered, as was a report of Streetscape activities throughout the year which included a proposal for the budget for 2015-16.

**FAP/31/1415 RESOLVED that:-**

1. The reports from the CAB, The Congleton Partnership, Congleton Community Projects and Streetscape be received.
2. The CAB, The Congleton Partnership, and Congleton Community Projects be requested to attend the next meeting of the Finance and Policy Committee to provide a short presentation.

Mr. G.R. Edwards  
Chairman





Congleton Town Grant Commitments											
Specific Budgets		Section	Minute Reference	EMR b/fwd	Budget	Approved 14/15	Paid £	Outstanding £	Date Paid		
Date Grant Approved	To	For									
	Christmas Lights	Christmas Lights		7,284.00			4907.38	2,376.62	18/11/2014		
	Carnival Committee	Carnival Committee	S144	FAP/03/1415	3,750.00	0.00	664.60	3,085.40	05/07/2014		
	Congleton Museum	Notional rent			4,500.00	4,500.00	4,500.00	0.00			
	Community Projects	Project support	S144		16,000.00	16,000.00	16,000.00	0.00	28/04/2014		
	Congleton Partnership	Rent			1,533.00	1,533.00	1,533.00	0.00			
	Citizens Advice Bureau	annual grant	S142		15,000.00	15,000.00	15,000.00	0.00	19/05/2014		
	Christmas Lights	Christmas Lights	S144		9,000.00	150.00	150.00	0.00			
	Carnival Committee	Bi-annual Congleton Carnival	S144	FAP/03/1415	3,750.00			0.00			
	Royal British Legion	Remembrance Day Parade	S137		650.00	650.00	650.00	0.00			
	St Peter's Church	Church clock maintenance	PCA1957 s2	FAP/20/1415	250.00	250.80	250.80	0.00			
<b>Totals</b>					11,034.00	53,683.00	38,083.80	43,655.78	5,482.02		
	<b>Ear marked reserve b/fwd</b>										
	<b>Budget 2014/15</b>										
	<b>Total approved to date</b>										
	<b>Total awaiting application</b>										





# Congleton Town Council

## Application for Financial Assistance



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

<b>Application Reference Number (office use only)</b>	GR18-145
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1.1	<b>Applicant(s):</b>	Moira Taylor
1.2	<b>Representing:</b>	Congleton Choral Society – Children’s Choir (Registered Charity No. 515851)
1.3	<b>Email Address:</b>	secretary@congletonchoralsociety.org.uk
1.4	<b>Tel No.</b>	
1.5	<b>Project Title:</b>	Continuing with work to get Congleton Children’s Choir fully established
1.6	<b>Project Objectives:</b>	<ul style="list-style-type: none"> <li>To continue to provide a choir for children in Congleton aged 7 to 11 running under the expert guidance of the Choral Society Musical Director, Christopher Cromar, with experienced accompanist, Andrew Green.</li> <li>Further work to ensure that children with limited opportunities for singing and music making in school are included.</li> <li>To keep the costs per child low so the choir is affordable by everyone.</li> <li>Enabling children to experience very rich and varied music: classical and non-classical, sacred and secular.</li> <li>Continuing to work with the children to perform in public, such as singing at the Civic Service for the inauguration of the Town Mayor in the summer and in the play ‘A Soldier’s Goodbye’ at Daneside Theatre in October, giving them increased confidence and self-esteem.</li> <li>Putting on educational workshops for schools, such as the recent one in the Town Hall where 225 local children came to learn songs relating to World War One.</li> </ul>
1.7	<b>Brief Project Description:</b>	<p><b>WHAT:</b> Congleton Choral Society launched a Children’s Choir for 7 – 11 year olds on 23<sup>rd</sup> September 2013. The choir has been enjoyed by over 40 children over its first year but the core number is still small. The next phase is to work actively to increase this and get the choir fully established.</p> <p>A highly successful workshop for 225 school children was organised on 14<sup>th</sup> October 2014. Further workshops are planned as are other exciting activities to appeal to local youngsters.</p> <p><b>WHERE:</b> Congleton United Reformed church on Antrobus Street.</p>

		<p>WHEN: Weekly during term time on a Monday afternoon from 5 – 6pm</p> <p>ACTIVITIES: Members of the choir receive expert voice training and instruction in the rudiments and theory of music whilst they work towards a series of high profile local events. Parents and teachers have already reported the positive influence the choir has had in helping children improve their confidence and self-esteem as well as their singing.</p> <p>WHO: Musical direction is given by Congleton Choral Society MD, Christopher Cromar, assisted by Andrew Green. Their CVs are on the attached sheet.</p> <p>Assistance and supervision of the choir is given by 8 volunteers from Congleton Choral society who work on a rota basis. Everyone has been DBS checked in-line with our Safeguarding Children Policy.</p>
1.8	<b>Details accounts/budgets</b>	<p>The audited accounts for the first year of the choir are attached.</p> <p>Budget for 2014-15:</p> <p>£600 – venue hire</p> <p>£800 – concert costs</p> <p>£2400 – professional tuition fees</p> <p>£1000 – accompanist professional fees</p> <p>£100 – incidental expenses</p> <p>£6 – administration charge from Making Music for DBS check of new volunteer</p> <p>TOTAL EXPENDITURE - £4906</p> <p>£1100 – surplus carried forward from 2013-14</p> <p>£400 – concert income</p> <p>£300 – fund raising</p> <p>£100 – refreshment sales</p> <p>£1200 – subscriptions</p> <p>£350 – grants received so far during 2014-15</p> <p>TOTAL INCOME - £3450</p> <p>Shortfall = £1456 to be raised from further grant applications and extra fund raising as necessary</p>

## Part 2: Cost Details / Resources / Timescale

2.1	<b>Total Cost of Project:</b>	£4906
2.2	<b>Total contribution sought:</b>	£250
2.3	<b>What will the money be spent on?</b>	The money will be put towards continued running costs whilst actively working to publicise the choir and increase numbers with the ultimate aim of making it less reliant on external funding.
2.4	<b>Any ongoing costs:</b>	<p>As per budget above.</p> <p>Normal weekly expenditure is:</p> <p>£60 tuition</p> <p>£25 accompanist</p> <p>£15 venue hire</p>



2.5	<b>Details of <i>confirmed</i> match funding include source</b> Cash:  In kind:	For this financial year £200 Congleton Young People's Trust Ltd £150 Congleton Town Mayor's Charity fund 2012/13  Unspecified amount from Eaton Masonic Lodge
2.6	<b>Resources needed:</b>	Venue with suitable piano (Congleton URC) Professional tutor (Christopher Cromar) Accompanist (Andrew Green) Volunteer helpers (8 Congleton Choral Society members who have been DRB checked)
2.7	<b>Estimated timescale of project from start to finish:</b>	2 <sup>nd</sup> year started on 8 <sup>th</sup> September 2014 and will run until the summer concert on 18 <sup>th</sup> July 2015

### Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	<ul style="list-style-type: none"> <li>• Top level singing tuition for Congleton children from an early age.</li> <li>• Intellectual and emotional stimulation and the challenge of musical teamwork enabling the children to learn many transferable skills which are of great benefit in their day-to-day school lives.</li> <li>• Building the children's confidence by organising public performances for them, for example in Congleton Town Hall, St Peter's Church, Daneside Theatre and on the main stage at Clonter Opera.</li> <li>• Enhancement of the lives of Congleton families and children by exposure to a wide range of music in a variety of styles</li> </ul>
3.2	<b>Are there similar services/projects provided in the area</b>	Vocal training in schools is very varied, some schools having choirs and others having very limited if any musical opportunities. We are not aware of other choirs for all Congleton Children which run on a regular weekly basis.

### Part 4: Evaluation/Publicity

4.1	<b>How will the project be evaluated and who will carry out the evaluation?</b>	The project is reviewed by the Executive Committee of Congleton Choral Society at their meetings approximately every 2 months. The success of the project will be judged on the numbers of children who join and commit to the choir, their enjoyment and the success of the performances they put on during the year.
4.2	<b>Describe how you will promote the Town Council in your project</b>	Congleton Town Council is already listed on our website as one of our Children's Choir sponsors. It is also mentioned on all advertising literature and concert programmes for the Children's Choir as one of our valued supporters and will continue to be mentioned.

Signature:

Date:

## **Congleton Children's Choir**

**Christopher Cromar** (Conductor) works extensively throughout the UK as a choral conductor, and performs regularly as a pianist and organist. In addition to his roles as Music Director of both Congleton Choral Society and Congleton Children's Choir, he works frequently with many of the top vocal ensembles in the country, including the BBC Singers, Manchester Chamber Choir, the RSNO Chorus and Keele Bach Choir. He has also been Music Director (Education Programmes) at Clonter Opera, and has been a member of the opera music staff at the Royal Northern College of Music and at Trinity Laban Conservatoire.

**Andrew Green** (Accompanist) brings to the Children's Choir the benefit of his wide experience of working with adult and younger choirs. He was Director of Music at the King's School, Macclesfield, for many years; under his leadership The King's Foundation Choir became the first winners of the BBC Songs of Praise Senior School Choir of the Year in 2001. Andrew has now retired, but remains Music Director at Tytherington Family Worship church in Macclesfield, and continues to enjoy accompanying choirs.



# Congleton Choral Society

President: Margaret Williamson MBE DL

Musical Director: Christopher Cromar

[www.congletonchoralsociety.org.uk](http://www.congletonchoralsociety.org.uk)



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

4<sup>th</sup> November 2014

Dear Sirs

**RE: CONTINUING WITH WORK TO GET CONGLETON CHILDREN'S CHOIR  
FULLY ESTABLISHED**

We would be most grateful if you would consider the enclosed application for further funding for Congleton Children's choir. We have had many successes over the first year, notably the choir's debut solo concert at URC on 4<sup>th</sup> April 2014 and singing at the Civic Service on 1<sup>st</sup> June 2014. We would now like to build on these and make sure that more Congleton children have the opportunity to join us.

This year we have so far received grants totalling £350 and are in the process of applying for further funding to keep us running from Christmas onwards.

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

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

Yours sincerely

Moira Taylor

*Secretary – Congleton Choral Society & Children's Choir*

Enc.

Chairman: Nick Sharman, Foxfield House, The Green, Astbury, CW12 4RQ  
Secretary: Moira Taylor, 2 Steelcroft Cottages, Childs Lane, Brownlow, Congleton, CW12 4TG  
Treasurer: Roger Burgess, 8 Eaton Lane, Goostrey, Holmes Chapel, CW4 8ND

Tel: 01260 271374  
Tel: 01477 500815  
Tel: 01477 535443



**A.J. PHILLIPS , ACMA**  
CHARTERED MANAGEMENT ACCOUNTANT

F.A.O

Trustees of the Congleton Choral Society

Date 6th October 2014

Dear Trustees

I have completed an independent inspection of the following  
Choral Society Account for the Childrens Choir.

HSBC Current Account

for the period ending 31<sup>st</sup> August 2014.

In my view the accounts prepared reflect a true and fair view  
of the Choral Society Account for the Childrens Choir.

They have been completed in accordance with the General  
Directions given by the Charity Commission and comply  
with the requirements of the Charities Act 1993 .

Yours sincerely



Mrs Amanda Phillips A.C.M.A

HZ

**Congleton Choral Society - Childrens Choir**  
**Audited End of year Accounts 2013/14**

**Receipts**

**Payments**

**Opening Balance as of the 1st September 2013**

Current account 0

**Running costs**

Musical Director	1590
Accompanist	535
URC Church hire	517.5
Advertising	59.2

**Raised Income**

Grants Received	2994.66
Congleton Choral Society	475
Spring Concert	193.46
Summer Concert	175.20

**Concert expenses**

Spring Concert	60
Summer Concert	705

**Subscriptions** 498.6

**Sundries** -DBS Check 54  
 Music Boxes / Folders 32.22

**Fundraising** 216

**Donations** 100.8

**Closing Balance as at 31st August 2014**

Current Account 1100.8 y

**Total** 4653.72

**Total** 4653.72

0

Audited by :- Adele Davis  
 Date :- 6/10/14



# Congleton Town Council

## Application for Financial Assistance



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

Application Reference Number (office use only)	GR.19 - 1415
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1.1	<b>Applicant(s):</b>	Phil Dawson
1.2	<b>Representing:</b>	Congleton Harriers <a href="http://www.congleton-harriers.co.uk">www.congleton-harriers.co.uk</a>
1.3	<b>Email Address:</b>	<a href="mailto:phildawsoneps@btinternet.com">phildawsoneps@btinternet.com</a>
1.4	<b>Tel No.</b>	
1.5	<b>Project Title:</b>	28 <sup>th</sup> anniversary 'Cloud 9 Hill Race' 1st March 2015
1.6	<b>Project Objectives:</b>	<p>To promote running and health to the people of Congleton and the surrounding area not only club runners but adults of all ages, abilities and experience. To introduce occasional runners to off-road running as a healthier and safer alternative to road running. To recognise achievements and encourage participation we award prizes in all age categories both Male and Female.</p> <p>To use surplus funds to support local charities and not for profit groups.</p>
1.7	<b>Brief Project Description:</b>	<p><b>The unique and charismatic 'Cloud 9 Hill Race'</b> is a very popular annual event attracting 400 plus runners every year and ranks highly on the Fell Runners Association calendar. It is one of the largest Fell races in the country taking in Bosley Cloud and the ancient Bridestones along the 9 mile route which starts and finishes in Congleton. Now in its 28<sup>th</sup> year and more popular than ever we expect another large turnout.</p> <p><b>Each year £1 from every entry is donated to local charities. In addition a proportion of the race surplus is added to increase the amount we hand over.</b></p>
1.8	<b>Details accounts/budgets</b>	<p>The event is organised by the members of Congleton Harriers running club who give their time free to marshal, time keep, set up and provide refreshments for runners and spectators. The majority of our costs which we estimate in 2015 to be around £2,280 are covered by entry fees, so assuming we get 400 entrants at £6 (£7 entry includes £1 charity donation) then we could expect an income of around £2,400 (380 gives us break even). <b>However, this is not guaranteed</b>, inclement weather can reduce the number of entrants dramatically or even cause cancellation (as happened in the Foot &amp; Mouth year). So, given this is the club's only fundraising event (out of the three we organise each year), and we also donate part of the proceeds (£1 per entry) to local charity, we are looking to secure support to cover a portion of the costs and ensure the race continues in the future.</p>

		By maintaining low club subscriptions we feel confident we are able to attract more runners of all ages and from all walks of life thus providing a relatively inexpensive means of keeping fit and meeting other like minded people. We cater for beginners by ensuring club members accompany them on runs as well as offer transport should they wish to attend races.	
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## Part 2: Cost Details / Resources / Timescale

2.1	<b>Total Cost of Project:</b>	Approx £2,280	
2.2	<b>Total contribution sought:</b>	£250	
2.3	<b>What will the money be spent on?</b>	Memento for each finisher / prizes £900 Leisure centre and equipment hire (estimated) £250 Medical support £480 Policing (estimated) £100 Refreshments £250 Printing and promotion £150 Race numbers and pins £50 Fees £50 Cups £50 Other £unknown at this stage	
2.4	<b>Any ongoing costs:</b>	Storage of signage, equipment, any stock items £100 per annum.  Most of the main costs above will be repeated each year except for signage which will likely be replaced every 3-4 years.	
2.5	<b>Details of confirmed match funding include source</b> Cash:  In kind:	None to date	
2.6	<b>Resources needed:</b>	Financial support as requested. Plus any other publicity as may be offered in Town council publications, Tourist office etc would be greatly appreciated. We aim to get as many local participants as possible.	
2.7	<b>Estimated timescale of project from start to finish:</b>	Race one day obviously. But approximately 4 months in total. To include planning 3 months and completion / close off 1 month	

## Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	<p>Promotes Congleton as a place to live and set up business to a wider audience.</p> <p>Promotes running as a means to stay fit and healthy for all ages and abilities.</p> <p>Introduces local running clubs to the community and encourages membership.</p>	
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		Promotes community participation in the organisation of events Provides support to local charities Promotes local businesses who get involved in the event.	
3.2	<b><i>Are there similar services/projects provided in the area</i></b>	No other local events on the same day as far as we are aware and certainly nothing as unique or charismatic as the 'Cloud 9'.	

#### Part 4: Evaluation

4.1	<b><i>How will the project be evaluated?</i></b>	A full profit and loss account will be prepared A formal post race review meeting will be held A press report will be written From direct emails and feedback that appears on the Fell Runners Association and Runners' World forums, and via various other publications.
4.2	<b><i>Who will carry out the evaluation?</i></b>	Congleton Harriers 'Cloud 9' race committee

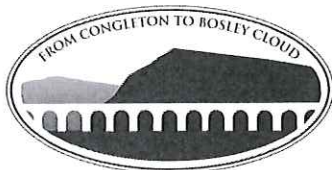
Signature:      Phil Dawson

Date: 12 November 2014



# 28<sup>th</sup> CLOUD NINE HILL RACE

11.00am, SUNDAY 1<sup>st</sup> MARCH 2015



A scenic and challenging off-road race from Congleton to Bosley Cloud (1125') and back, via the ancient Bridestones (c 2000 BC). Organised by CONGLETON HARRIERS under FRA rules

First of the 2015 Congleton Race Series: Trail, Fell & Road

Cloud 9 [March]

Passing Clouds [June]

Congleton Half-Marathon [October]

Distance 9m, ascent of 1250' (14.5K, 381m) (BM)

Showers, changing and baggage store

Shoe wash at finish / Post race massage

Registration: Leisure Centre (CW12 1DT / SJ862632)

Free soup & roll to all finishers

Finest home-made cakes and hot drinks

Well marked and marshalled course

Start: Brunswick Wharf (CW12 1RG / SJ865634)

PLEASE NOTE THAT FULL BODY COVER MUST BE CARRIED – KIT CHECKS WILL BE MADE

SEE [http://fellrunner.org.uk/pdf/committee/14\\_Competitors\\_Safety\\_Rules\\_and\\_Equipment.pdf](http://fellrunner.org.uk/pdf/committee/14_Competitors_Safety_Rules_and_Equipment.pdf)

SORRY, NO DOGS OR MP3 PLAYERS ALLOWED WITH RUNNERS. PLEASE CAR SHARE WHERE POSSIBLE

## PRIZES

(only 1 prize to be awarded per entrant)

Men: 1<sup>st</sup> 10, 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> V40, 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> V45, 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> V50, 1<sup>st</sup> V55, 1<sup>st</sup> V60, 1<sup>st</sup> V65, 1<sup>st</sup> V70

Ladies: 1<sup>st</sup> 6, 1<sup>st</sup> & 2<sup>nd</sup> V40, 1<sup>st</sup> & 2<sup>nd</sup> V45, 1<sup>st</sup> V50, 1<sup>st</sup> V55, 1<sup>st</sup> V60, 1<sup>st</sup> V65, 1<sup>st</sup> V70

Teams: 1st Men's team (3 to count, wearing club colours)

1st Ladies' team (3 to count, wearing club colours)

Overall: 1st local unattached man & lady (Congleton and surrounding area)

## COUNTER FOR 2015 CONGLETON RACE SERIES [All 3 races]

Men: 1<sup>st</sup> and 1<sup>st</sup> Vet (V40 and above)

Ladies: 1<sup>st</sup> and 1<sup>st</sup> Vet (V40 and above)

More details and online entry at [www.congleton-harriers.co.uk/cloud9](http://www.congleton-harriers.co.uk/cloud9)

**\*\* ONLINE PRE-ENTRY ONLY – STRICTLY NO ENTRIES ON RACE DAY \*\***

ALL race numbers to be collected from registration on the day of the race by 10.45am

Entry: £7 (+ online fees) - £1 from each entry will be donated to charity

Souvenir Race T Shirts - £8 each – men's and ladies' sizes

Closing date for entries: midnight Wednesday 25<sup>th</sup> February 2015

Email: [cloud9@congleton-harriers.co.uk](mailto:cloud9@congleton-harriers.co.uk) | twitter: @Congletonseries

Facebook: Search for Congleton Harriers

## Jackie Potts

---

**From:**  
**Sent:** 27 October 2014 12:23  
**To:** Jackie Potts  
**Subject:** Re: St Peter's clock

Dear Jackie,

Many thanks for your e-mail. On behalf of the DCC of St Peter's church may I thank the Town Council for their continued support in maintaining our very visible tower clock. It is much appreciated.

I will send a copy of the invoice as requested

Regards

Richard

Richard Snook  
Churchwarden

# CONGLETON BUILDING PRESERVATION TRUST

Charity number 1091137

29 Chapel Lane  
Rode Heath  
Stoke on Trent  
ST7 3SD



16th October 2014

Congleton Town Council  
Congleton Town Hall  
Congleton  
Cheshire  
CW12 1BN

Dear Councillors

Thank you for the grant of £500 towards the development of the Bath House physic garden.  
We have an Open Day each year and I will ensure that we invite you all

Yours Sincerely

A handwritten signature in black ink that reads "John Davies".

John Davies  
Trustee/Hon Treasurer

## Management Accounts to October 2014

See attached Income and Expenditure sheet. These figures are for 7 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.

### Finance and Policy

#### Corporate Management

- Subscriptions and Publications include annual charges to SLCC and ChALC.
- Insurance is a full year cost. This has been renegotiated with Zurich Insurance and has been split across Corporate Management, Streetscape and the Town Hall cost centres and has given a small saving over the budgeted figures.
- The external audit fee is entered at the end of the financial year
- We have had the first visit of 3 from the internal auditor.
- Legal and Professional fees include fees for redrafting the catering partner contract.

#### Grants

- £11,094 is available for new grant applications to March 2015.

### Community, Environment and Services

- The final electricity bill is still to come in for the paddling pool but it is expected to be within budget.
- The budget for floral displays includes a cost for watering baskets which was carried out by a contractor in previous years. The Streetscape team have delivered the service this year, hence the underspend on Floral displays. Next year the budget will be transferred to overtime on Streetscape.
- The propagation unit cost is the contribution to legal charges for the contract with Cheshire East Council.
- CCTV charges have been paid for the 5 cameras monitored by Cheshire East Council and repairs carried out on the CCTV vehicle.
- A full year's contribution has been paid for 4 Police Community Support Officers.
- The Christmas Fayre budget is showing a credit as Christmas Trees, brochure advertising and craft stalls have been invoiced but the expenditure is not yet showing.

### Streetscape

The Town Handyman budget has now been vired to Streetscape as agreed. The Streetscape budget was drawn up with knowledge of some items (eg staffing costs and vehicle hire costs) but some items were based on estimates along with information from Cheshire East eg Horticultural supplies, fuel costs. It is apparent that the budget for Horticultural supplies is not enough and although a rebate has been negotiated with the supplier there is still an overspend of £8,578. Fuel costs are also more than estimated and although the main vehicles are on a full maintenance lease, repairs and replacement parts for equipment are more than estimated. Overall the net expenditure is under budget as the budget allowed for 3 members of staff in the handyman team but only 2 are currently in post. This underspend will cover the cost of the apprentice groundsman now in post.

### Town Hall

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

Jackie Potts.



# Congleton Town Council - Management Accounts - October 2014

Congleton Town Council - Management Accounts - October 2014						
	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget	
<b>Finance and Policy</b>						
Cost Centre						
101	<u>Corporate Management</u>					
	Staff Costs (re-allocated)	8,754	62,433	112,902	50,469	55%
	Travel	0	321	1,500	1,179	21%
	Training / Conferences	0	626	2,600	1,974	24%
	Rent Payable	1,163	8,138	13,950	5,812	58%
	Reception - TIC	0	2,735	2,560	-175	107%
	Miscellaneous Office Costs	22	187	500	313	37%
	Telephone/Fax/Internet	19	986	2,000	1,014	49%
	Postage	213	1,315	3,500	2,185	38%
	Stationery & Printing	89	672	2,500	1,828	27%
	Subscriptions & Publications	0	2,078	2,000	-78	104%
	Insurance	0	7,082	7,905	823	90%
	Computer/IT Costs	520	3,630	5,870	2,240	62%
	Photocopy Charges	0	1,190	3,700	2,510	32%
	Recruitment Advertising	45	169	500	331	34%
	Other Advertising	0	63	200	137	32%
	Bank Charges	14	61	100	39	61%
	Audit Fees - External	0	0	2,000	2,000	0%
	Audit Fees - Internal	410	410	1,440	1,030	28%
	Accountancy Support	505	1,371	3,675	2,304	37%
	Legal & Professional fees	95	1,630	1,500	-130	109%
	HR & H&S support	239	1,517	2,560	1,043	59%
	Central Overheads reallocated	-746	-27,958	-49,537	-21,579	56%
Corporate Management:-Expenditure		11,342	68,656	123,925	55,269	55%
CEC Grant		0	-65,558	-63,825	1,733	0%
Interest Receivable		-7	-3,253	-6,000	-2,747	54%
Corporate Management :- Income		-7	-68,811	-69,825	-1,014	99%
Net Expenditure over Income		11,335	-155	54,100	54,255	0%
102	<u>Democratic Rep'n &amp; Mgmt/Civic</u>					
	Staff Costs (re-allocated)	2,019	12,642	22,481	9,839	56%
	Training / Conferences	0	490	1,000	510	49%
	Stationery & Printing	0	41	250	209	16%
	Marketing/Promotions	0	20	1,000	980	2%
	Council Newsletter	1,189	2,601	5,230	2,629	50%
	Council Website	0	195	2,000	1,805	10%
	Mayor's Allowance	0	3,000	3,000	0	100%
	Members Expenses	0	0	360	360	0%
	Civic Expenses	0	2,906	5,500	2,594	53%
	Civic Regalia	0	0	100	100	0%
	Hall & Room Hire	0	1,873	6,000	4,127	31%
	Civic Artefacts and Treasures	63	322	500	178	64%
	Election Expenses	0	0	0	0	0%
	Central Overheads reallocated	33	1,239	2,195	956	56%
Democratic Rep'n & Mgmt/Civic:-Expenditure		3,304	25,329	49,616	24,287	51%
107	<u>Grants</u>					85%
			64,483	75,577	11,094	
F&P Income - Expenditure Totals		14,639	89,657	179,293	89,636	50%
<u>Community, Environment &amp; Services</u>						
201	Paddling Pool	1,453	22,965	24,307	1,342	94%
212	Propagation Unit	0	700	1,000	300	70%
215	Floral Displays	749	8,892	17,500	8,608	51%
241	Allotments	30	210	240	30	88%
251	Handyman service	0	0	0	0	0%
263	Public Toilets	576	2,834	8,000	5,166	35%
300	Public Realm CCTV	2,636	12,434	14,800	2,366	84%
301	Congleton Partnership	2,084	14,588	25,008	10,420	58%
302	Community Development	3,089	19,070	41,480	22,410	46%



# **Congleton Town Council - Management Accounts - October 2014**

		Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
303	Police Community Support Officers	0	47,200	47,200	0	100%
305	Christmas Fayre/lights	-1,550	-1,297	4,000	5,297	-32%
321	Tourism	495	2,872	3,000	128	96%
341	Youth and Young People	95	769	2,000	1,231	38%
351	Fellowship House	775	2,709	5,954	3,245	45%
304	P/ship Community Mini-Bus	0	-8,817	0	8,817	0%
		<b>10,432</b>	<b>125,129</b>	<b>194,489</b>	<b>69,360</b>	<b>64%</b>
280	<b><u>Streetscape</u></b>					
	Staff Costs	29,879	191,823	364,055	172,232	53%
	Agency Staff	1,953	9,502	0	9,502	0%
	Protective Clothing\H & Safety	786	1,979	2,250	271	88%
	Office rent	256	1,789	3,067	1,278	58%
	Janitorial	318	2,131	6,000	3,869	36%
	Refuse disposal	0	340	0	340	#DIV/0!
	Telephones	0	0	1,200	1,200	0%
	Insurance	448	3,136	6,000	2,864	52%
	Property maintenance	0	431	500	69	86%
	Horticultural etc Supplies	-3,042	16,578	8,000	8,578	207%
	Equipment maintenance	0	63	200	137	32%
	Equipment replacement/Tools	0	50	750	700	7%
	Vehicle maintenance/Serv etc	93	3,202	4,456	1,254	72%
	Vehicle fuel and oil	1,021	9,373	15,000	5,627	62%
	Vehicle rental charges	2,578	18,046	32,376	14,330	56%
	General expenditure	0	384	0	384	0%
	Central Overheads Reallocated	536	20,061	35,544	15,483	56%
		<b>34,826</b>	<b>278,888</b>	<b>479,398</b>	<b>200,510</b>	<b>58%</b>
	Streetscape - Income	87,336	-205,301	-346,314	-141,013	59%
	Net Expenditure over Income	122,162	73,587	133,084	59,497	55%
	<b><u>Town Hall</u></b>					
221	Town Hall - Expenditure		83,209	160,542	-77,333	52%
	Town Hall - Income		-57,116	-107,050	49,934	53%
	Net Expenditure over Income		<b>26,093</b>	<b>53,492</b>	<b>27,399</b>	<b>49%</b>
	<b><u>Total Net Expenditure</u></b>	<b>147,233</b>	<b>314,466</b>	<b>560,358</b>	<b>245,892</b>	<b>56%</b>
	<b><u>Personnel</u></b>					
401	Staff Costs - Reallocated	51,473	339,757	620,278	280,521	55%

## Reserves as at 31/10/14

General Reserve	164,717
Capital Equipment Fund	26,635
Capital Contingency Fund	179,827
EMR Elections	15,000
EMR Crime Prevention/Traffic calming	3,779
EMR Ancient Treasures	3,000
EMR Website	10,000
EMR Training	3,000
EMR Streetscape	57,250
EMR Loan Repayments	1,725
EMR Toilets	36,907
EMR Play Areas	6,000
EMR Public Realm	3,906
EMR Legal Fees	10,000
EMR Congleton Neighbourhood Plan	42,500
	<b>564,246</b>

Date: 13/11/2014

Congleton Town Council

Page No: 1

Time: 12:29

User : JP

Bank Reconciliation Statement as at: 31/10/2014 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	31/10/2014	870	561.83
RBS High Interest A/c 11411162	31/10/2014	555	106,235.53
			<u>106,797.36</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
09/09/2014 006803 Posh Nosh Parties Ltd	10.20
07/10/2014 006861 Ian White Landscape Supplies	339.60
21/10/2014 006873 Angus Media Ltd	661.50
21/10/2014 006874 Auditing Solutions Ltd	492.00
21/10/2014 006878 A D Booth & Sons Ltd	32,799.99
21/10/2014 006879 Broken Cross Paint & Wallpaper	23.23
21/10/2014 006882 Congleton Choral Society	200.00
21/10/2014 006887 JAF Graphics	111.60
21/10/2014 006892 Posh Nosh Parties Ltd	3,928.80
21/10/2014 006895 The Stationery Cupboard	105.66
21/10/2014 006898 Visyon Ltd	812.83
29/10/2014 006901 The Forum Chinese Restaurant	600.00
	<u>40,085.41</u>
	66,711.95

<u>Receipts not Banked/Cleared (Plus)</u>	
	<u>0.00</u>
	66,711.95
Balance per Cash Book is :-	66,711.95
Difference is :-	0.00

# Congleton Town Council

## RBS Current/I Access Acct

### List of Payments made between 01/10/2014 and 31/10/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/10/2014	United Utilities	DD	368.34	010514/4733/UU water bill
01/10/2014	Cheshire East BC	DD	2,217.00	Business Rates Town Hall
03/10/2014	Petty cash	006854	153.36	Petty cash
07/10/2014	MAC Tool & Plant Hire Ltd	006856	42.00	5192/5127/Chainsaw service
07/10/2014	Mitten Clarke	006857	448.80	13721/5128/Payroll qtrly chgs
07/10/2014	Posh Nosh Parties Ltd	006858	560.10	267/5129/Recharges £488.70 Partnership £71.40
07/10/2014	Richie	006859	117.47	102250/5137/Fridge Door seal
07/10/2014	Talke Chemical Company Limited	006860	190.32	63821/5138/gloves etc
07/10/2014	Ian White Landscape Supplies	006861	339.60	2457/5139/top dressing
07/10/2014	Porters Service Station Ltd	006862	1,543.51	300914/5140/fuel for vans
07/10/2014	HMRC	006855	235.36	Balance July's PAYE/NI
08/10/2014	T Mobile	DD	22.26	V01017106498/5114/JM phone
13/10/2014	Angel Springs Ltd	006866	111.80	2388058/5142/Water & cups
13/10/2014	North Rode Timber Co. Ltd	006867	98.68	142939/5143/paint, oil, brushe
13/10/2014	SAS Refrigeration	006868	153.60	9493/5144/cooler repairs
13/10/2014	Talke Chemical Company Limited	006869	74.88	63843/5145/caution road signs
13/10/2014	Post office	006864	225.00	CCTV van vehicle tax
13/10/2014	Congleton Building Preservatio	006865	500.00	Grant - Cong Build Preservation
14/10/2014	Wirehouse Employer Services	DD	102.00	H&S Support monthly
15/10/2014	The Leaflet Team	006870	391.00	CTC0021/5166/Dist Bear Nec
17/10/2014	Credit card	DD	369.77	031014/5178/survey monkey £299 H&S Book £70.77
17/10/2014	RBS Autopay	AUTOPAY	50,881.72	payroll October 2014
17/10/2014	Cheshire Electrical Supplies	006871	215.98	Grant-Friends of Cong Park
20/10/2014	West Mercia Energy	DD	2,133.93	1158324/5093/Town Hall gas,electric
20/10/2014	Wirehouse Employer Services	DD	153.60	HR Support monthly
21/10/2014	Angus Media Ltd	006873	661.50	AM102269OCT/5147/advert £295 P/ship programmes £366.50
21/10/2014	Auditing Solutions Ltd	006874	492.00	A3774/5148/Internal Audit
21/10/2014	Bellboy Print	006875	418.75	4321/5149/Safety handbooks
21/10/2014	The Best Connection Group	006877	1,517.33	2066020/5150Streetscape temp staff sickness cover
21/10/2014	A D Booth & Sons Ltd	006878	32,799.99	021014/5153/Roof
21/10/2014	Broken Cross Paint & Wallpaper	006879	23.23	8627/5154/paint for T/Hall
21/10/2014	N Calvert	006880	68.16	1657/5155/sweatshirts etc
21/10/2014	OCS Group UK Ltd	006881	38.99	CN18840372/5157/waste disp
21/10/2014	Congleton Choral Society	006882	200.00	181014/5158/P/ship performance
21/10/2014	Heads (Congleton) Limited	006883	126.96	89057/5160/P/shipSoldiers goodbye
21/10/2014	Congleton Garden Machinery Ltd	006884	445.50	2205/5161/Stihl leaf Blower
21/10/2014	Congleton Sustainability Group	006885	229.00	026451/5162/csg leaflets
21/10/2014	Mr J Hearson	006886	150.00	11415/5163/P/ship WW1 Anthem
21/10/2014	JAF Graphics	006887	111.60	18450/5164/litter signs
21/10/2014	Jewson Limited	006888	75.29	0767/0104154/5165/tapestry bit
21/10/2014	Bancroft Amenities Ltd	006889	288.00	9449/5167/hollow core mch
21/10/2014	Mr John Lindley	006890	150.00	011014/5168/P/shipWorkshop CHS
21/10/2014	Otis Ltd	006891	500.38	01139726/5169/Maint visit
21/10/2014	Posh Nosh Parties Ltd	006892	3,928.80	274/5176/Recharges
21/10/2014	Plumbing Trade Supplies	006893	23.02	4043253123/5177/repairs toilet
21/10/2014	The Royal British Legion	006894	51.00	011014/5179/poppy wreaths
21/10/2014	The Stationery Cupboard	006895	105.66	128/5180/Stationery items
21/10/2014	T & S Electrical Limited	006896	1,211.95	9490/5181/town hall lighting
21/10/2014	Vibrant Graphics Ltd	006897	798.00	026660/5182/Bear Necessities
21/10/2014	Visyon Ltd	006898	812.83	14052/5183/Electricity charges re Fellowship House lunch club
21/10/2014	The Cairngorm Reindeer Centre	006899	2,268.00	2009/2014/5187/reindeers
21/10/2014	Britain in Bloom	006872	477.65	Britain in Bloom expenses
22/10/2014	West Wallasey Contract Hire	006900	3,093.54	WAL212205/5186/vehicle rental
27/10/2014	RBS Bank chgs	DD	14.00	RBS Bank chgs
27/10/2014	Prism Bus Developments	DD	623.75	IT Support Monthly
28/10/2014	Allpay - Plus Dane	DD	36.08	Garage rental allotments
29/10/2014	The Forum Chinese Restaurant	006901	600.00	Deposit Princess Irene entertain
31/10/2014	Sita UK Ltd	DD	233.69	29428162/5136/Waste

Total Payments 114,224.73



From:  
**Projects and Finance Committee**

To:  
Cllr Bob Edwards  
Leader Congleton Town Council  
Town Hall  
High Street  
Congleton  
CW12 1BN

11 November, 2014

**For attention of the Finance and Policy Committee**

Dear Bob,

The Partnership has received some good news in that Cllr Michael Jones has granted us £25,000 and appropriate manpower support towards the River Dane walkway project (Scout Hut to Town Bridge section). You will recall that the estimate for the cost of this project was £45,000 and I am writing to you to request the release of the £14,000 that was ring fenced by CTC for use by the Partnership in the 2014-15 budget in order for us to implement the work. The Partnership will of course need to prioritise its 2015-16 budget in order to accommodate the shortfall in the total cost of the project and I will allude to this in my presentation to the Policy and Finance Committee on the 27 November.

Kind regards,

Dr Stephen J Foster,  
Chair Congleton Partnership.



## Brian Hogan

---

**From:** Peter Aston  
**Sent:** 14 November 2014 14:55  
**To:** Brian Hogan  
**Subject:** Finance and Policy Committee - Vale Allotment

Brian,

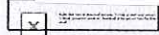
I understand that in discussion at last night's Community and Environment Committee meeting there is a proposal going to the next F&P meeting for the Town Council to consider bidding for the allotment land. Congleton Sustainability Group having registered the land as a Community Asset would like to speak in support of the proposal at the next F&P meeting on the 27th November, as chair I will make the presentation.

Kind regards,  
Peter

--

Peter Aston

T (



email signature from companysig.com



Meeting of the Financial Regulations Working Group

Tuesday 18<sup>th</sup> November 2014

Notes

Present

Cllrs

D Brown

P Bates

J Parry

1. Cllr J Parry stated that she was concerned at the lack of any comment in the Financial Regulations covering payment terms for purchases made by the Town Council other than payments for contracts for building and other construction, and as a consequence presented a list of suggested points for the Working Group to consider to address this anomaly
2. The group considered that it would be appropriate to recommend that new clauses be inserted into section 12 of the Financial Regulations to cover the points made below.
3. The appropriate level of purchase value that the new procedures should cover was considered and it was noted that any new procedure should not prevent the normal operational purchases made by the Town Council. As a consequence it was considered that any purchase of £k10 and above should be subject to the new procedures
4. To ensure there are sufficient councillors available to meet the quorum of 3 to make a decision on payment terms via delegated powers, it was recommended that the quorum should be drawn from the Mayor, Deputy Mayor, Chairman and Vice Chairman of F&P, in conjunction with the Town Clerk who should agree the financial details of the purchase of goods including agreeing terms of payment.
5. It was recommended that a financial search should be undertaken of the supplying company's credit worthiness and where possible financial status, e.g., registered accounts. This search to be undertaken via Dunn and Bradstreet. When making the search, the option to insure the purchase should be taken and if Dunn and Bradstreet decline insurance then no purchases should be made with that company.
6. Before any final payment of invoice is signed off, then it must be shown that the goods are fit for purpose and meet the requirements set out in the Town Council specification
7. Purchases of a high value exceeding £k30 should be referred to F&P for approval
8. It was agreed that the meeting would be adjourned and reconvened on Thursday 19<sup>th</sup> November to allow Cllr Price to participate

Reconvened Meeting Thursday 20<sup>th</sup> November

Present

Cllrs

P Bates

J Parry  
N Price

1. There was a discussion concerning the most appropriate part of the Constitution to insert any proposed changes, the Financial Standing orders or the Financial Regulations, it was agreed that the Financial regulations was appropriate
2. All of the main points outlined in the first meeting were reviewed and approved
3. It was suggested that a new clause 12.8 be inserted into the Financial Regulations, which is:- *Where appropriate 3 quotes should be obtained for all capital purchases*
4. Recommended that the changes to the Financial Regulations set out in clause 12 should be sent to F&P for consideration and approval, then the Town Council

Brian Hogan

21.11.14



- (b) Where it is intended to enter into a contract exceeding £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such good, materials, works or specialist services as are excepted as set out in paragraph (a) the Town Clerk shall invite tenders from at least three firms. (See Standing Orders for Contracts)
- (c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- (d) Such invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- (e) All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk or RFO in the presence of at least two members of the Council.
- (f) If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- (g) Any invitation to tender issued under this regulation shall contain a statement to the effect of Standing Orders 65, 66 and 67.
- (h) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

## **12. PAYMENTS UNDER CONTRACTS AND FOR ALL OTHER CAPITAL PURCHASES**

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalment the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of the work carried out under a contract, excluding agreed variations, will exceed the contract sum by 5% or more, a report shall be submitted to the Council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and confirmed by the Town Clerk to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.
- 12.4 Any capital project of a value exceeding £k10 will be subject to the following:-  
The Town Mayor, Deputy Mayor, Chairman and Vice Chairman of Finance and Policy to have delegated powers along with the Town Clerk to agree the financial details of the purchase of goods, including agreeing terms of payment. (At least 3 of the Councillors to be present when a decision is taken)



- 12.5 A financial search will be undertaken of the supplier's credit worthiness and financial status, via Dun and Bradstreet and the option to insure the purchase to be decided. If Dun and Bradstreet decline insurance no purchase should be made with the company concerned.
- 12.6 Final payment of invoice to be dependent on ensuring the goods are fit for purpose and meet the specification set by the Town Council.
- 12.7 Purchases of a high value exceeding £k30 should be referred to the Finance and Policy Committee for approval
- 12.8 Where appropriate 3 quotes should be obtained for all capital purchases

### **13. STORES AND EQUIPMENT**

- 13.1 The relevant manager shall be responsible for the care and custody of stores and equipment.
- 13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

### **14. PROPERTIES AND ESTATES**

- 14.1 The Town Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The Town Clerk shall also ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Regulation 4(3)(b) of the Accounts and Audit Regulations 1996 as amended.
- 14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £200.

### **15. INSURANCE**

- 15.1 Following an annual risk assessment, the Town Clerk shall affect all insurances and negotiate all claims on the Council's insurers.
- 15.2 The Town Clerk shall keep a record of all insurances affected by the Council and the property and risks covered thereby and annually review it.
- 15.3 The Town Clerk shall report to the Council at the next available meeting any loss, liability or damage or any event likely to lead to a claim.
- 15.4 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

### **16. CHARITIES**

Report on the Budget 2015-16

## **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 then 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 nine 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. 2014-15 has been another challenging year as we experienced the successful integration of devolution 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 2015-16 Budget is structured to deliver the Corporate Strategy; however its greatest pressure will come from the uncertainties from Cheshire East Council in this area, coupled with continuing low interest rates for the Council's investments.

## **2014-15 Outturn**

The projected expenditure to March 2015 is anticipated to show a saving of approximately £k71 against income. Although there have been minor variations to both income and expenditure during the year, the main variations are summarised below, a number of which will affect the 2015-16 Budget.

- A saving on corporate management costs of £k4.5
- A saving on democratic management costs of £k1
- Churchyard maintenance saving of £k3 as work undertaken by Streetscape
- Paddling pool costs reduced by £k1.5
- Floral displays are under budget by £k5.2, but, the cost of watering the baskets and troughs was transferred to Streetscape
- Savings on gas and electricity of £k5.2
- Third party rent was down by -£k5
- Savings of £k36 on the Handyman staff costs as no recruitment took place and the costs were vired to Streetscape mid-way through the year
- Streetscape temporary and casual staff overspent by -£k11.5 to cover for long term sick. But Streetscape janitorial savings of £k2. Despite the variances Streetscape is just -£k2 over budget which is remarkable for a first year when some variables were unknown. In addition the Streetscape team undertook



watering the hanging baskets which was not catered for in the original budget, without this cost, Streetscape would have come in below budget.

- Congleton Partnership overspent by £k16 which shows in our accounts, but, is simply them bringing forward or putting into their reserves on pre planned projects
- Total expenditure was below income by £k71

### **Town Hall**

Expenditure on the Town Hall is expected to be about £k13 less than budget, however, total income is £k12 below budget, but this is offset by savings on gas and electricity of £k5. This has meant that this year the deficit has been reduced by £k7.

### **Budget Format**

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

### **Reserves**

The General Reserve at the year end is anticipated to be £156k, General Capital contingency £179k, Elections £15, Devolved Services £k7, vehicle replacements/equipment £24k, Play Areas £k6, Legal Fees £k10, Public Realm £k50, Cenotaph £k10 and Local Plan £k42.5

The Council is recommended to have a minimum of 3 months General reserve equal to net revenue expenditure, which equates to £164,295 whilst actual reserves for 2014-15 are projected to be £k236,141

### **General Budget Assumptions**

The Medium Term Financial Strategy had originally indicated an anticipated Precept increase of 2.2 % for 2015-16, mainly to accommodate some modest increase in cost of some devolved functions and some increase in office capacity. However the actual total increase is 4.38%, because of additional costs emanating from Cheshire East Borough Council

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

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 to be based.

	Precept	Support Grant	Total	Increase £
2013-14	618,472	75,354	693,826	0
2014-15	656,714	63,825	720,539	26,713
2015-16	685,449	48,500	733,949	28,735

The overall increase taking into account the precept and the support grant then is £28,735, which represents £2.83 per year on a band D property

The increase in the precept is entirely down to factors created by the Cheshire East Borough Council due to the following:-

1. The Council Tax Support grant has been reduced by 23.9% amounting to £15,325, this equates to £1.51 per year on a Band D property. This has essentially occurred because the Government has reduced the support grant it provides to Cheshire East
2. Transferring the cost of hanging baskets to the Town Council and the underfunding in the same budget for horticultural supplies equates to £11,620
3. The increase in costs as a whole emanating from Cheshire East amounts to £26,945

#### Other budget assumptions

- Salary increases have been assumed to be about 2%.
- £15k has been included for 2015-16 for the CAB.
- £16k has been included for Community Projects
- Grant provision for the Congleton Partnership is £k14, which is the same level as the current year, which is also supported by a £k8 grant from CEBC.
- Costs have been included to take on a Streetscape apprentice

#### **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 is the inclusion of the Handyman budget within Streetscape. Thus £k76 has been saved in the Handyman budget and a corresponding increase has occurred in the Streetscape budget.

There is also provision for the lease of an additional vehicle as the team expands and provision for the purchase of replacement ride on mower, making two in total.

It is anticipated as per the contract with CEC that labour costs emanating from national awards will be reflected in the income provided by CEC to operate the service



## Investment Policy

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 2015-16

Expenditure	Power	£
Police Community Support Officers	S 31	47200
Other grants and donations	S 137	21483
Citizens Advice Bureau	S 142	15000
Christmas Lights	S 144	9000
Congleton Community Projects	S 145	16000
Museum grant	S 144	4500

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

### Recommendations

1. To agree a revenue and capital budget for 2015-16 as set out in Appendix 1. And recommend to Full Council for approval
2. To approve the budget expenditure powers

Brian Hogan

18.11.14

Appendix 1

Annual Budget 2015-16

		Last Year		Current Year			Next Year		
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
101	Corporate Management								
4000	Staff Costs (re-allocated)	119656	116311	112902	112902	62433	108431	113562	
4007	Travel	1200	987	1500	1500	321	650	1000	
4008	Training / Conferences	2600	1726	2600	2600	626	2500	2500	
4013	Rent Payable	13950	13950	13950	13950	8138	13950	13950	
4019	Reception - TIC	2500	2524	2560	2560	2735	2735	2730	
4020	Miscellaneous Office Costs	300	97	500	500	187	350	400	
4021	Telephone/Fax/Internet	1400	1633	2000	2000	986	2000	2000	
4022	Postage	3360	2653	3500	3500	1315	3000	3000	
4023	Stationery & Printing	1800	1707	2500	2500	672	2000	2500	
4024	Subscriptions & Publications	2000	1765	2000	2000	2078	2078	2100	
4025	Insurance	3700	3597	7905	7905	7082	7082	7250	
4026	Computer/IT Costs	4545	5582	5870	5870	3110	6250	7000	
4027	Photocopy Charges	3465	3464	3700	3700	1190	2500	2500	
4030	Recruitment Advertising	500	0	500	500	169	500	500	
4031	Other Advertising	200	124	200	200	63	200	200	
4046	Equipment Replacement\Tools	200	0	0	0	0	0	0	
4051	Bank Charges	50	72	100	100	47	100	100	
4059	Bad debts written off/Provided	0	588	0	0	0	0	0	
4061	Audit Fees - External	2000	2000	2000	2000	0	2000	2000	
4062	Audit Fees - Internal	1200	1200	1440	1440	410	1230	1230	
4063	Accountancy Support	3675	3673	3675	3675	1371	3675	3750	
4064	Legal & Professional fees	1500	2146	1500	1500	1630	1500	1500	
4066	HR & H&S Support	2560	2556	2560	2560	1517	2560	3560	
4931	Trf to EMR Web Site	0	3500	0	0	0	0	0	
4944	Trf to EMR Cong'n Masterplan	0	42500	0	0	0	0	0	
6000	Central Overheads Reallocated	-31012	-35340	-31012	-49537	-27212	-46510	-49263	
	OverHead Expenditure	141349	179015	142450	0	123925	68868	118781	124069
1176	Precept	618472	618472	656714	656714	656714	656714	685449	
1187	CEC Concurrent Functions Grant	75354	75354	63825	63825	65558	65558	48500	
1190	Interest Receivable	4000	9322	6000	6000	3246	5000	4000	
	Total Income	697826	703148	726539	726539	725518	727272	737949	
101	Net Expenditure	-556477	-524133	-584089	-602614	-656652	-608491	-613880	
102	Democratic Rep'n & Mgmt/Civic								
4000	Staff Costs (re-allocated)	21700	21280	22481	22481	12642	21458	22500	
4008	Training / Conferences	1000	930	1000	1000	490	1000	1000	
4023	Stationery & Printing	250	399	250	250	41	400	400	
4033	Marketing/Promotions	1000	587	1000	1000	20	800	800	
4034	Council Newsletter	5230	4926	5230	5230	2601	5230	5230	
4035	Council Website	2000	949	2000	2000	195	1000	1000	
4201	Mayor's Allowance	3000	3000	3000	3000	3000	3000	3000	
4203	Members' Expenses	360	0	360	360	0	0	360	
4213	Civic Expenses	5500	4158	5500	5500	2906	4500	4500	
4221	Civic Regalia	100	16	100	100	0	100	100	
4222	Hall & Room Hire	7000	5159	6000	6000	1873	6000	6000	
4225	Civic Artefacts and Treasures	500	810	500	500	322	500	500	
4231	Election Expenses	0	0	0	0	0	0	0	
4931	Trf from EMR Web Site	0	6500	0	0	0	0	0	
6000	Central Overheads Reallocated	3672	3029	3672	2195	1206	2061	2082	



		Last Year		Current Year			Next Year	
		Agreed Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
OverHead Expenditure		51312	51743	51093	49616	25296	46049	47472
1199	Miscellaneous Income	0	488	0	0	0	0	0
Total Income		0	488	0	0	0	0	0
102	Net Expenditure	51312	51255	51093	49616	25296	46049	47472
107 Grants (incl S137)								
4701	Grants - Permitted	8350	4713	17894	17894	2930	17894	15000
4702	Grants - S137	6000	1575	0	0	0	0	0
4703	Grants - S137 - Subsidised Use	4000	4492	4000	4000	1872	4000	4000
4704	Grant - Team 2012	0	2637	0	0	684	1000	0
4708	Grant - Museum Notional Rent	4500	4500	4500	4500	2625	4500	4500
4709	CCP Grant	16000	16000	16000	16000	16000	16000	16000
4710	Congleton Partnership Accom	1533	1533	1533	1533	894	1533	1533
4711	Grant - CAB	15000	15000	15000	15000	15000	15000	15000
4712	Grant - Xmas Lights Partnership	9000	6633	9000	9000	150	9000	9000
4713	Grant - Carnival Committee	3750	30	3750	3750	665	3750	0
4714	Grant - Mercian March	5000	2368	0	0	0	0	0
4722	Grant - Remembrance Day Parade	650	700	650	650	51	700	700
4731	Grant - Churchyard Maintenance	3000	0	3000	3000	0	0	0
4732	Grant - Church Clock Maint'ce	250	244	250	250	0	250	250
4925	Tfr to EMR Committed Grants	0	17884	0	0	0	0	0
4975	Tfr from EMR Committed Grants	0	-13055	0	0	-17884	-17884	0
OverHead Expenditure		77033	62616	75577	75577	22987	55743	65983
107	Net Expenditure	77033	62616	75577	75577	22987	55743	65983
108 Mayor's Fundraising Activities								
4297	Mayor's Fundraising Unspent	0	-137	0	0	0	0	0
4298	Mayor's Fundraising-Donations	0	0	0	0	1200	2405	0
4299	Mayor's Fundraising-Expenses	0	11250	0	0	0	0	0
OverHead Expenditure		0	11112	0	0	1200	2405	0
1299	Mayor's Fundraising-Income	0	11112	0	0	2405	2405	0
Total Income		0	11112	0	0	2405	3006	0
108	Net Expenditure	0	0	0	0	-1205	0	0
109 Capital and Projects								
4053	Loan Interest Payable	17856	17856	17669	17669	8858	17669	17473
4054	Loan Capital Repaid CBC	36350	36350	36350	36350	18175	36350	36350
4055	Loan Capital Repaid - PWLB	5815	5815	4109	4109	2030	4109	4305
4225	Civic Artefacts and Treasures	0	3115	0	0	0	0	0
4712	Grant - Xmas Lights Partnership	0	18308	0	0	0	0	0
4804	CAP - New Vehicle	0	0	5000	5000	1365	5000	5000
4805	CAP Town Hall Office	0	2480	0	0	0	0	0
4806	CAP Office Equipment/computers	5000	6190	5000	5000	4126	5000	5000
4809	CAP - Town Hall Equipment	0	5173	0	0	113	0	0
4811	CAP - Public Realm	50000	81686	0	0	0	0	0
4850	CAP - Town Hall 5 Yr Mtce/DDA	114938	28574	98719	98719	91203	98719	0
4897	Assets financed by Loans	-114938	-28574	-98719	-98719	-86653	-98719	0
4918	Trf to Capital Equipment Fund	4000	4000	4000	4000	4000	4000	4000
4920	Trf to Capital Contingency Fund	35000	35000	35000	35000	35000	35000	35000
4968	Trf from Capital Equipment Fund	0	0	-5000	-5000	-1365	-5000	-5000
4970	Trf from Capital Contingency Fund	-55000	-28610	-5000	-5000	-3022	-5000	-5000
4979	Trf from Office Equipment	0	-1395	0	0	0	0	0

		Agreed Budget	Last Year Actual	Agreed Budget	Current Year Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4986	Trf from Loan Repay'ts	-2243	-2243	-350	-350	-175	-350	-350
4989	Trf from Public Realm	0	-3573	0	0	0	0	0
4991	Trf from Digital Display	0	-25000	0	0	0	0	0
	OverHead Expenditure	96778	155152	96778	96778	73655	96778	96778
1199	Miscellaneous Income	0	6002	0	0	4500	4500	0
	Total income	0	6002	0	0	4500	4500	0
109	Net Expenditure	96,778	149150	96,778	96,778	69155	92278	96778
<b>201 Paddling Pool</b>								
4000	Staff Costs (re-allocated)	12140	13815	13080	13080	14217	13197	14310
4009	Protective Clothing\H & Safety	500	307	500	500	116	116	350
4012	Water	2000	3373	3050	3050	2790	3050	3500
4014	Electricity	1650	2180	2200	2200	1464	2300	2300
4039	Pool Chemicals	2100	2532	2600	2600	1961	1961	2600
4040	Maintenance Contracts	700	0	0	0	0	0	0
4041	Property Maintenance	1000	1315	1500	1500	2019	2019	1500
4042	Grounds Maintenance	500	64	250	250	0	0	100
6000	Central Overheads Reallocated	2181	1694	2181	1277	701	1199	1324
	OverHead Expenditure	22771	25280	25361	24457	23268	23842	25984
1180	Donations Received	0	0	0	0	0		
1199	Miscellaneous Income	150	159	150	150	324	324	300
	Total Income	150	337	150	150	324	324	300
201	Net Expenditure	22,621	24943	25211	24307	22945	23518	25684
<b>212 Propagation Unit (Partnership)</b>								
4162	General Expenditure	1000	0	1000	1000	700	700	1000
	OverHead Expenditure	1,000	0	1,000	1,000	700	700	1000
212	Net Expenditure	1,000	0	1,000	1,000	700	700	1000
<b>215 Floral Displays</b>								
4162	General Expenditure	17500	20951	20000	20000	11578	15000	12000
	OverHead Expenditure	17,500	20951	20000	20000	11578	15000	12000
1180	Donations Received	0	0	0	0	157	157	0
1199	Miscellaneous Income	0	2671	2500	2500	2529	2529	2500
	Total Income	0	2671	2500	2500	2686	2686	2500
215	Net Expenditure	17,500	18280	17,500	17,500	8892	12314	9500
<b>221 Congleton Town Hall</b>								
4000	Staff Costs (re-allocated)	51289	51614	51965	51965	30625	53370	54545
4009	Protective Clothing\H & Safety	400	0	400	400	0	400	400
4011	Rates	22120	21666	22120	22120	15521	22172	22615
4012	Water	3500	3270	3500	3500	2510	4000	4000
4014	Electricity	19000	13028	18000	18000	6806	14000	17000
4015	Gas	15250	12861	16250	16250	3244	15000	16000
4016	Janitorial	2500	2959	3500	3500	1101	2500	2500
4017	Refuse Disposal	2100	2255	2500	2500	1363	2350	2376
4020	Miscellaneous Office Costs	1200	1366	1200	1200	720	1200	1200
4022	Postage	0	7	0	0	0	0	0
4025	Insurance	11300	11269	11300	11300	7622	7622	8000
4033	Marketing/Promotions	3500	3638	3500	3500	2261	3500	3500



			Agreed Budget	Last Year Actual	Agreed Budget	Current Year Revised Budget    Actual YTD		Projected Actual	Next Year Budget
4040	Maintenance Contracts		4250	4370	4383	4383	3645	4383	4590
4041	Property Maintenance		5000	7429	5250	5250	3801	5250	6000
4064	Legal & Professional fees		100	0	100	100	0	100	100
4068	Licences (incl PRS)		1550	1396	1500	1500	1209	1209	1400
6000	Central Overheads Reallocated		9501	7160	9501	5074	2787	4764	5047
OverHead Expenditure			152560	144286	154969	150542	83215	141820	149273
3020	Catering Supplies		5000	10924	10000	10000	5636	4000	4000
Direct Expenditure			5,000	10924	10000	10000	5636	4000	4000
1009	Rent Rec'd - Museum Notional		4500	4500	4500	4500	2625	4500	4500
1010	Rent Received - 3rd Party		14033	7158	14033	14033	4644	9033	14033
1011	Rent Received - Internal CTC		13950	14717	17017	17017	9927	17017	17017
1013	Letting Income - Grand Hall		25000	26059	26000	26000	13211	26000	26000
1014	Letting Income - Bridestones		6600	5513	5000	5000	2416	4000	5000
1015	Letting Income -Spencer Suite		2000	2459	3000	3000	1283	2500	3000
1016	Letting Income - De Lacey's		6000	6000	6000	6000	3500	6000	6000
1017	Letting Income - Kitchen		4800	4800	4800	4800	2800	4800	4800
1018	Letting Income - Campbell Suite		0	328	0	0	30	50	0
1021	Letting Income - Internal		8000	9703	8000	8000	5285	8000	8000
1030	TIC/One Stop Shop Service		1500	1362	1500	1500	849	1500	1500
1051	Catering Sales		5000	10694	10000	10000	5631	4000	4000
1055	Commercial Partner Bar		0	7200	7200	7200	4200	7200	7200
1199	Miscellaneous Income		0		0	0	120	120	0
Total Income			91383	100993	107050	107050	56521	94720	101050
221	Net Expenditure		66,177	54218	57919	53492	32330	51100	52223
241 Allotments									
4038	Garage Rent payable		370	361	430	430	180	430	430
4041	Property Maintenance		0	4	0	0	0	0	0
OverHead Expenditure			370	365	430	430	180	430	430
1010	Rent Received - 3rd Party		190	190	190	190	0	190	190
Total Income			190	190	190	190	0	190	190
241	Net Expenditure		180	175	240	240	180	240	240
251 Handyman Service									
4000	Staff Costs (re-allocated)		61003	42936	64694	64694	17089	28941	0
4009	Protective Clothing\H & Safety		250	122	250	250	0	0	0
4041	Property Maintenance		500	484	500	500	431	500	0
4044	Equipment Maintenance		200	77	200	200	63	200	0
4046	Equipment Replacement\Tools		750	180	750	750	50	750	0
4047	Vehicle Maintenance\Serv\MOT		3000	2795	3000	3000	542	3000	0
6000	Central Overheads Reallocated		8608	8515	8608	6316	3470	5930	0
OverHead Expenditure			74311	55109	78002	75710	21645	39321	0
Net Expenditure			74,311	55109	78002	75710	26298	58880	0
1199	Miscellaneous Income		0	0	0	0	1083	1083	0
Total Income			0	0	0	0	1083	1083	0
251	Net Expenditure		74311	55108	78002	75710	20561	38238	0

		Last Year		Current Year			Next Year	
<u>263</u>	<u>Public Toilets</u>	Agreed Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4011	Rates	0	0	0	0	0	0	2200
4012	Water	0	0	0	0	987	2200	2200
4016	Janitorial	0	0	0	0	0	250	500
4040	Maintenance Contracts	0	0	0	0	45	150	156
4041	Property Maintenance	0	0	0	0	44	400	744
4162	General Expenditure	0	593	8000	8000	1758	5000	0
4987	Trf from EMR Public Toilets	0	-593	0	0	0	0	0
OverHead Expenditure		0	0	8000	8000	2834	8000	5800
263	Net Expenditure	0	0	8000	8000	2834	8000	5800
<u>280</u>	<u>CTC Streetscape</u>							
4000	Staff Costs (re-allocated)	365858	69227	299361	299361	174734	298184	374297
4004	Tempoary and Casual Staff	0	0	0	0	9502	11500	0
4009	Protective Clothing/H & Safety	0	63	2000	2000	1979	2000	2500
4013	Rent Payable	5000	767	3067	3067	1789	3067	3067
4016	Janitorial	0	461	6000	6000	2131	4000	4000
4017	Refuse Disposal	0	0	0	0	340	340	0
4020	Miscellaneous Office Costs	3488	8	0	0	0	0	0
4021	Telephone Fax/Internet	0	0	1200	1200	0	1200	1200
4025	Insurance	16700	3663	6000	6000	5376	5376	5500
4037	Devolved Serv Start up costs	0	8864	0	0	0	0	0
4041	Property Maintennace	0	630	0	0	0	0	500
4043	Horticultural Supplies	0	135	8000	8000	16578	19620	16000
4047	Vehicle Maintenance\Serv\MOT	0	755	1456	1456	2660	5000	5000
4048	Vehicle Fuel & Oil	36186	2612	15000	15000	11951	17000	19500
4049	Vehicle Rental Charges	0	7734	32376	32376	15468	30935	37676
4162	General Expenditure	41432	1052	50000	50000	384	1000	1000
4937	Trf to EMR Public Toilets	0	17500	0	0	0	0	0
6000	Central Overheads Reallocated	0	8579	0	29228	16055	27441	34632
OverHead Expenditure		468664	122050	424460	453688	258947	426663	504872
1165	Dev'd Services inc CEC Gross	444217	87074	349688	349688	261222	350755	355722
1166	Dev'd Services Savings to CEC	-13326	0	-3374	-3374	0	0	0
1180	Donations Received	0	0	0	0	300	300	0
1199	Miscellaneous Income	0	0	50000	50000	745	1195	900
Total Income		430891	87074	396314	396314	262267	352250	356622
280	Net Expenditure	37773	34975	28146	57374	-3320	74413	148250
<u>290</u>	<u>Partnership Mini Bus</u>							0
4943	Trf to EMR Mini Bus	0	9999	0	0	0	0	0
OverHead Expenditure		0	9999	0	0	0	0	0
1177	Grants Receivable CEC	0	9999	0	0	0	0	0
Total Income		0	9999	0				
290	Net Expenditure	0	0	0	0	0	0	0
<u>300</u>	<u>Public Realm</u>							
4164	CCTV	0	0	14800	14800	12434	10500	12600
OverHead Expenditure		0	0	14800	14800	12434	10500	12600
300	Net Expenditure	0	0	14800	14800	14434	10500	12600



		Last Year		Current Year			Next Year	
		Agreed Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
301	Congleton Partnership							
4000	Staff Costs (re-allocated)	16117	15113	16406	16406	9979	15227	16357
4025	Insurance	0	0	0	0	322	322	0
4301	MTI / Congleton Partnership	1000	1659	1000	1000	1427	2000	1000
4305	Cenotaph Expenditure	0	2450	0		4467	3540	0
4306	MTI - Regeneration Projects	14000	38709	14000	14000	5937	14000	14000
4309	Cong Means Business Legacy	0	2500	0	0	0	0	0
4926	Tfr to EMR Cong Partnership	0	46515	0	0	0	17315	0
4976	Tfr from EMR Cong Partnership	0	-56272	0	0	-46515	-3540	0
6000	Central Overheads Reallocated	2846	2249	2846	1602	880	1504	1513
	OverHead Expenditure	33963	52923	34252	33008	-23503	50368	32870
1177	Grants Receivable - CBC	8000	9200	8000	8000	8000	8000	0
1179	Grants Receivable - Other	0	0	0	0	9315	9315	0
1199	Miscellaneous Income	0	10800	0	0	0	0	0
1404	Partnership - Cenotaph Income	0	500	0	0	0	0	0
	Total Income	8,000	20500	8,000	8,000	17315	17315	0
301	Net Expenditure	25,963	32423	26252	25008	-40818	33053	32870
302	Community Development							
4000	Staff Costs (re-allocated)	24918	23172	34921	34921	15415	25507	45857
4033	Marketing/Promotions	3150	6559	3150	3150	1731	0	3150
6000	Central Overheads Reallocated	4204	3478	4204	3409	1873	3201	4243
	OverHead Expenditure	32272	33209	42275	41480	19019	28708	53250
1199	Miscellaneous Income	0	3677	0	0	0	0	0
	Total Income	0	3677	0	0	0	0	0
302	Net Expenditure	32,272	29532	42275	41480	19019	28708	53250
303	Police Community Support Office							
4162	General Expenditure	47200	47200	47200	47200	47200	47200	47200
	OverHead Expenditure	47,200	47200	47,200	47,200	47200	47200	47200
303	Net Expenditure	47,200	47200	47,200	47,200	47200	47200	47200
304	Partnership Mini Bus							
4162	General Expenditure	0	0	0	0	1182	9999	0
4993	Trf from EMR Mini Bus	0	0	0	0	-9999	-9999	0
	OverHead Expenditure	0	0	0	0	-8817	0	0
304	Net Expenditure	0	0	0	0	-8817	0	0
305	Christmas Fayre/Lights							
4170		0	23	0	0	0	0	0
4171	Christmas Fayre	5000	7726	5000	5000	2190	5025	5000
	OverHead Expenditure	5,000	7749	5,000	5,000	2190	5025	5000
1169	Christmas Brochure Income	0	1263	0	0	1125	0	0
1170	Christmas Fayre Stall Income	0	962	0	0	746	0	0
1171	Christmas Tree Income	1000	1383	1000	1000	1496	1000	1000
1177	Grants receivable - CBC	0	0	0	0	25	25	0
1199	Miscellaneous Income	0	425	0	0	0	0	0

			Last Year		Current Year			Next Year	
			Agreed Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
Total Income			1,000	4033	1,000	1,000	3392	1025	1000
305	Net Expenditure		4,000	3716	4,000	4,000	-1202	4000	4000
<u>321 Tourism</u>									
4162	General Expenditure		3000	3116	3000	3000	3172	3300	3000
4992	Tfr to EMR Tourism		0	-460	0	0	0	0	0
OverHead Expenditure			3,000	2656	3,000	3,000	3172	3300	3000
1199	Miscellaneous Income		0	0	0	0	300	300	0
Total Income			0	0					
321	Net Expenditure		3,000	2656	3,000	3,000	2872	3000	3000
<u>341 Youth and Young People</u>									2000
4162	General Expenditure		2000	1614	2000	2000	769	2000	2000
OverHead Expenditure			2,000	1614	2,000	2,000	769	2000	2000
341 Net Expenditure			2,000	1614	2,000	2,000	769	2000	2000
<u>351 Fellowship House</u>									
4000	Staff Costs (re-allocated)		4557	4474	4468	4468	2623	4553	4558
4014	Electricity			600	800	800	400	800	800
4016	Janitorial			168	250	250	0	250	250
4041	Property Maintenance		0	914	1000	1000	0	1000	1000
4046	Euqipment/ Replacement Tools		0	97	0	0	0	0	0
4162	General Expenditure		0	-25	0	0	0	0	0
6000	Central Overheads Reallocated		0	636	0	436	240	410	422
OverHead Expenditure			4557	6864	6518	6954	3263	7013	7030
1180	Donations Received		0	0	1000	1000	561	1000	1000
1199	Miscellaneous Income		0	1686	0	0	0		0
Total Income			0	1686	1000	1000	561	1000	1000
351	Net Expenditure		4557	5179	5518	5954	2703	6013	6030
<u>401 Staffing &amp; Staff Costs</u>									
4000	Staff Costs (re-allocated)		-677238	-357942	-620278	-620278	-339757	-568868	-645986
4001	Salaries & Wages		545859	305725	496788	496788	285430	476288	523425
4005	Employers NIC		30504	20230	30033	30033	18586	31819	31604
4006	Employers S/Ann		100875	31986	93457	93457	35740	60761	90957
OverHead Expenditure			0	0	0	0	-1	0	0
401	Net Expenditure		0	0	0	0	0	0	0
Total Budget Expenditure			1236640	1000817	1243165	1243165	655733	1133646	1200611
Income			1236640	951909	1242743	1242743	1076870	1205070	1200611
Net Expenditure			0	48909	48909	422	-421137	-71424	0