



Congleton Town Council

Historic market town

Town Clerk: BRIAN HOGAN



To: MEMBERS OF THE FINANCE & POLICY COMMITTEE

22nd May 2014

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 29th May 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 29th May 2014** commencing at **7.00pm**

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

Please note that there will be a Special meeting of the Council after this meeting, commencing at 8.00 pm

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 27th March 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.

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

To receive a statement showing the current position.

Congleton
beartown
where friends are made

6. New Applications for Financial Assistance (enclosed)

- i) GR 1/1415 – Port Vale FC Community Trust
- ii) GR 2/1415 – Macclesfield & Congleton District Scouts
- iii) GR 3/1415 – Congleton Harriers
- iv) GR 4/1415 – Congleton Jazz and Blues Festival
- v) GR 5/1415 – Cheshire & Shropshire Immediate Care Group (CSI Basics)
- vi) GR6/1415 – Congleton Carnival and Fun Day

7. Grant Activities Monitoring Forms

There are no new Grant Activities Monitoring Forms.

8. Letter of Thanks (enclosed)

To receive a letter of thanks from SOL Theater School.

9. Management Accounts for April 2013 - Mar 2014 (enclosed)

To consider the Management Accounts to March 2014.

10. Safeguarding Public Money (enclosed)

To receive and consider a report on Safeguarding Public money and proposed changes to Financial Regulations to allow modernising the purchase of items via the internet.

11. Asset Register (enclosed)

To receive and approve the Asset Register.

12. Annual Return, Annual Governance Statement and Annual Accounts 2013-14 (enclosed)

- I. To receive and approve the Annual Accounts for 2013-14.
- II. To receive and approve the Annual Governance statement for the year ended 31st March 2014.

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 27TH MARCH 2014

PRESENT

Councillors

P Bates
G Baxendale
R I Brightwell
D T Brown
G R Edwards (Chairman)
G P Hayes
D A Parker
Mrs J D Parry (Vice Chairman)

1. APOLOGIES

Apologies for absence were received from Cllrs Mrs S A Holland and N T Price.

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

2. MINUTES

FAP/38/1314 RESOLVED that the Minutes of the Meeting of the Committee held on 20th February 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.

Cllrs G Baxendale and D Brown declared a non-pecuniary interest in any matters relating to Cheshire East Borough Council.

Cllr D Brown abstained from voting on item 10.

Cllr P Bates declared a non-pecuniary interest in item 6 (ii).

Cllr G Hayes declared a non-pecuniary interest in item 6 (i).

4. OUTSTANDING ACTIONS

There are no outstanding actions.

5. GRANT APPROVALS AND COMMITMENTS 2013-2014

A summary of grant approvals and commitments was considered by the Committee and it was noted that £17,036 is available for grants in 2013-14.

FAP/39/1314 RESOLVED that the grant summary be received.

6. NEW APPLICATIONS FOR FINANCIAL ASSISTANCE

FAP/40/1314 RESOLVED that:-

1. GR 18/1314 – SOL Theatre Summer School

A grant of £1000 be approved. The Theatre to be requested to use the Town Council's logo on promotional material it produces.

2. GR 19/1314 – Bromley Farm Community Development Trust

A grant of £400 be approved.

3. GR 20/1314 – Congleton Building preservation Trust

A grant of £500 be approved.

7. NEW GRANT ACTIVITIES MONITORING FORMS

A Grant Activities Monitoring form produced by Bromley Farm Community Development Trust was received and noted.

8. LETTER OF THANKS

It was noted that letters of thanks were received from Friends of Congleton Park and Ruby's Fund for grants provided by the Town Council.

9. MANAGEMENT ACCOUNTS FOR APRIL 2013 – FEB 2014

FAP/41/1314 RESOLVED that the Management Accounts for February 2014 be received.

10. CCTV

A report on the CCTV Service to be financed by the Town Council was considered. It was noted that initially the Council will finance five cameras and when installed a further two. Some concern was expressed at the biased Memorandum of Understanding proffered by Cheshire East for the service.

FAP/42/1314 RESOLVED that:-

1. The cost of up to 7 CCTV cameras be approved totalling £12,950.
2. The Town Clerk to agree amendments to the terms of the Memorandum of Understanding to ensure an equitable agreement is produced.

11. INTERNAL AUDIT 2013-14

The Interim Internal Report for 2013-14 produced by Auditing Solutions Ltd was discussed.

FAP/43/1314 RESOLVED that:-

1. The report be received and noted.
2. The Support Manager and her Team to be congratulated for the work they put in ensuring effective internal controls and documentation are in place.

12. CORPORATE BUSINESS PLAN 2014-15

The Corporate Business Plan for 2014-15 was presented to the Members for consideration.

FAP/44/1314 RESOLVED that:-

1. The report be received and approved.
2. Consideration of harmonisation of the terms and conditions of employment of the Handymen and Streetscape Operatives to be considered at the next meeting of the Personnel Committee.

Mr. G.R. Edwards
Chairman

[illegible]

Congleton Town Grant Commitments										
Date Grant Approved	Specific Budgets		Section	Minute Reference	EMR b/fwd	Budget	Approved 14/15	Paid £	Outstanding £	Date Paid
	To	For								
	Christmas Lights	Christmas Lights			7,284.00					
	St Peter's	Churchyard Maintenance			3,000.00					
	Carnival Committee	Carnival Committee	S144		3,750.00	0.00			3,750.00	
	Congleton Museum	Notional rent								
	Community Projects	Project support	S144			4,500.00	4,500.00	4,500.00	0.00	
	Congleton Partnership	Rent								
	Citizens Advice Bureau	annual grant	S142			16,000.00	16,000.00	16,000.00	0.00	28/04/2014
	Christmas Lights	Christmas Lights	S144			1,533.00	1,533.00	1,533.00	0.00	
	Carnival Committee	Bi-annual Congleton Carnival	S144			15,000.00	15,000.00	0.00	15,000.00	
	Royal British Legion	Remembrance Day Parade	S137			9,000.00			0.00	
	St Peter's Church	Churchyard Maintenance	S215			3,750.00			0.00	
	St Peter's Church	Church clock maintenance	PCA1957 s2			650.00			0.00	
Totals					14,034.00	53,683.00	37,033.00	22,033.00	18,750.00	
	Ear marked reserve b/fwd		£14,034							
	Budget 2014/15		£53,683							
	Total approved to date		£51,067							
	Total awaiting application		£16,650							



Congleton Town Council

Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR1/1415
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1.1	Applicant(s):	Dean Cotterill
1.2	Representing:	Port Vale FC Community Trust
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	"Get Involved"
1.6	Project Objectives:	To increase participation in football activities through a structured and fun learning environment. To increase attendance at Port Vale matches by Junior Congleton residents.
1.7	Brief Project Description:	Port Vale FC Community Trust will hold a week's Soccer School in the Congleton area exclusively for Junior Congleton residents, at no cost to them. All participants will receive a free Junior match ticket for a game a Port Vale FC. Exit routes will be provided to Port Vale Ladies, Congleton Rovers and Vale Juniors (Congleton).
1.8	Details accounts/budgets	Can be forwarded on request.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	Coach Fees £750 Accommodation £250 30 x Junior Tickets £300 Total £1300
2.2	Total contribution sought:	£250
2.3	What will the money be spent on?	The money will help to subsidise the Soccer School costs of venue hire and coach fees.

2.4	<i>Any ongoing costs:</i>	There will be additional costs £100 for marketing inc, leaflets and advertisements.
2.5	<i>Details of confirmed match funding include source</i> Cash: In kind:	Tickets £300 Accommodation/Coaches £750 Total £1050
2.6	<i>Resources needed:</i>	Port Vale FC Community Trust will provide sports equipment.
2.7	<i>Estimated timescale of project from start to finish:</i>	The project will take two months to administer.

Part 3: Potential Benefits / Outputs

3.1	<i>What are the potential benefits/outputs to residents of Congleton</i>	There will be increased sports participation amongst juniors in Congleton and attendance at professional sport. Techniques will be enhanced and developed by qualified and CRB checked coaches.
3.2	<i>Are there similar services/projects provided in the area</i>	There are other holiday activities in the area but none delivered by the Football League Trust.

Part 4: Evaluation/Publicity

4.1	<i>How will the project be evaluated and who will carry out the evaluation?</i> ?	A questionnaire will be issued to parents and Staff monitoring will be undertaken by a senior coach.
4.2	<i>Describe how you will promote the Town Council in your project</i>	The Town Council will be included in all literature and invited to photo opportunities with the local press.

Signature: Dean Cotterill

14/4/14

Date:



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR2 14/15
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1.1	Applicant(s):	Ellie Cliffe and Alex Fray Scouts from Dane Valley Scout Group.
1.2	Representing:	Macclesfield and Congleton District Scouts
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	World Scout Jamboree (WSJ) 2015
1.6	Project Objectives:	The Scouts will: 1) Act as Ambassadors for Scouting UK. 2) Return to Scouting as ambassadors for the WSJ experience and the international nature of Scouting. 3) Inspire and educate other young people through sharing their experiences
1.7	Brief Project Description:	The World Scout Jamboree is an official educational event for the World Scout movement that only occurs once every 4 years. In 2015 it will be held in Japan, with over 30,000 International Scouts attending, approximately 3,000 from the UK. Whilst in Japan we will spend a week at the Jamboree (participating in events linked to global development, peace, science, cultural understanding, and we will visit the Hiroshima Peace Memorial Park during the year of the 70th Anniversary of atomic bombs being dropped). We will also stay with a Japanese family for a few days.
1.8	Details accounts/budgets	Combined Total cost at start of project: £6,700 Money raised to date: £2,882.64 Total remaining to be raised: £3,817.36

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£6,700
2.2	Total contribution sought:	We would be grateful for any contribution, however small.
2.3	What will the money be spent on?	£355 will be spent on preparation events - 2 teambuilding days and 4 training camps. The core fee of £2,995 covers equipment, travel, accommodation and the Jamboree.

		In addition a small percentage of the fee goes towards funding places for Scouts from poorer countries, who without this funding would be unable to participate.
2.4	<i>Any ongoing costs:</i>	None
2.5	<i>Details of confirmed match funding include source</i> Cash: In kind:	None
2.6	<i>Resources needed:</i>	None
2.7	<i>Estimated timescale of project from start to finish:</i>	Start: December 2013 Finish: July 2015

Part 3: Potential Benefits / Outputs

3.1	<i>What are the potential benefits/outputs to residents of Congleton</i>	<p>Congleton has a strong Scouting network. The organisation helps to develop a sense of community, citizenship and helping others. This project will allow 2 local Scouts to inspire other local Scouts, both in their own and other Scout Groups following the event, as well as other young people. In 4 years' time they will have the opportunity to share their experiences with local Scouts attending the selection camp for the 2019 Jamboree.</p> <p>The project has already benefitted local residents through funds raised for East Cheshire Hospice. It is expected that further money will be raised for the Hospice in conjunction with our fundraising.</p> <p>As a result of this project, Scouting will be promoted at the Commonwealth Baton relay event in Congleton Park, and in subsequent publicity, demonstrating to adults and young people the benefits of this organisation.</p>
3.2	<i>Are there similar services/projects provided in the area</i>	There are 5 other Scouts/Explorer Scouts from different Groups/Units, who have been selected to represent Macclesfield and Congleton District Scouts at the Jamboree.

Part 4: Evaluation/Publicity

4.1	<i>How will the project be evaluated and who will carry out the evaluation?</i> ?	Following the Jamboree, we will reflect upon and share our experiences through presentations both to local Scouts and organisations that have provided support. We also meet in the Autumn following the event with the other Northwest Scouts that are participating. We hope that local Scout Groups will see increases in Scouting numbers and
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		continuing/ increased future involvement in International Scouting.
4.2	<i>Describe how you will promote the Town Council in your project</i>	We plan to have further features published in the Congleton Chronicle both before and after the Jamboree. We will use this as an opportunity to thank and promote those organisations that have supported us. This would include the Town Council.

Signature: Ellie Cliffe and Alex Fray

Date: 14/04/14



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

15th March 2014

Dear Councillors,

RE: WORLD SCOUT JAMBOREE 2015 - Ellie Cliffe and Alex Fray

Hi, we are Ellie Cliffe and Alex Fray, Scouts from Dane Valley Scout Group, Congleton. We have been selected to represent Macclesfield and Congleton District Scouts at the 2015 World Scouting Jamboree. We have enclosed an information sheet about the Jamboree.

We have to raise £3350 each to attend the Jamboree, £6700 in total. A percentage of the money raised will go towards funding places for Scouts from poor countries, who without this funding would be unable to attend the Jamboree.

We began our fundraising activities in December 2013 and have a programme of events planned including further bag packs, cake sales, a quiz night and Celidh to name a few. To date combining donations and fundraising events we have raised £2882.64. This includes £816.30 from four bag packs and £113.35 from a cake sale.

Scouting has taught us the importance of citizenship, community and helping others. We have demonstrated this helping at town centre litter picking, participating in and helping at Gangshows and attending Remembrance Sunday and Mayor's parades. In addition our bag packs have raised £816.30 for East Cheshire Hospice.

As you can see we have already been very busy fundraising. This is an amazing educational experience for Scouts and we write to ask for your support.

Please contact us if you would like any further information. Thank you for taking the time to consider our request and we look forward to hearing from you.

Yours sincerely

Ellie Cliffe
Ellie Cliffe

Alex Fray
Alex Fray

If you are able to support us: cheques should be made payable to 'Macclesfield and Congleton District Scout Council'

World Scout Jamboree 2015

Scouting is the largest co-educational youth movement in the world. It has nearly 500,000 members in the UK and over 28 million worldwide.

The World Scout Jamboree takes place every four years and is an official educational event for the World Scout movement. The 23rd World Scout Jamboree will take place in Japan in the summer of 2015. The theme for this Jamboree is Peace and Harmony. Three thousand people from the UK will join over 30,000 others from all over the world for an experience that will live with them forever.

To get to where we are now we had to compete against 38 other Scouts on a 24 hour selection camp, participating in many challenges. One of the challenges was a Cluedo style hot air balloon debate, where the rest of the group had to decide which two characters to throw overboard (virtually). You had to use your power of persuasion to survive! In another challenge communication skills were tested when we had to erect a tent with only one of the team able to see and the remainder blindfolded.

Since selection we have attended one team building day and met the other 35 Scouts /Explorer Scouts and Guides who will travel with us from Cheshire and the Manchester area. We have another teambuilding day and four training camps to attend as part of the preparation process.

We will spend 3 weeks in Japan during summer 2015. The programme will include global development, peace, science, cultural understanding, and water activities. As part of the Jamboree programme we will visit the Hiroshima Peace Memorial Park during the year of the 70th Anniversary of atomic bombs being dropped. In addition we will participate in 'home hospitality', staying with a Japanese family for a few days.

Scouts will discover what it is to live in a global, interconnected world and will leave with friends from all continents and with the confidence to take their place in the world we all share. This experience is something we look forward to sharing with others on our return.



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	CR 3 14/15
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1.1	Applicant(s):	Phil Dawson
1.2	Representing:	Congleton Harriers
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	Congleton Half and Quarter Marathon 5 th October 2014
1.6	Project Objectives:	To promote running to the people of Congleton and the surrounding area, not only club runners but also adults of all abilities and experience. To use surplus funds to support local charities and not-for-profit groups.
1.7	Brief Project Description:	<p>The Congleton Half Marathon is now in its 31st year and is now a well-known race within the North West and Midlands running circle's calendar. It also forms part of the North Staffs Road Runners' Association's Race Programme.</p> <p>The race starts from Congleton High School, passes close by the town centre before looping out via Hulme Walfield and Swettenham before returning to the school.</p>
1.8	Details accounts/budgets	The race is organised by volunteers from Congleton Harriers Running Club and local groups. Based on last year's expenditure we can give an estimate of total costs as £7,597. Similarly we can only give an estimate of likely income for 2014 based on previous numbers. It is forecast that possibly 600 runners will enter, which based on current entry fees would generate an income of £7,800.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	Approximately £7,929
2.2	Total contribution sought:	£250
2.3	What will the money be spent on?	<p>There are several costs involved with this project as detailed below. Any contribution will help to offset any of these costs:</p> <p>Mementos 3099</p>

		Policing 800 Signage and equipment 800 Prizes 600 School hire 460 Race licence 220 Water bowser 170 Water bottles 140 Results service 750 Medical cover 480 Hi 5 gels 110 PA Hire 100 Extra signs and pins 50 Raynet 50 Printing 70 Storage rental 30
2.4	Any ongoing costs:	Rental of storage space for equipment – estimated at £100 per annum. The majority of the large costs in 2.3 will repeat each year .
2.5	Details of <i>confirmed</i> match funding include source Cash: In kind:	None at this point in time.
2.6	Resources needed:	Financial support as above. Any other PR or advertising in Town Council publications or places would be greatly appreciated.
2.7	Estimated timescale of project from start to finish:	Race is obviously completed on the single race day. Planning and preparation and close off takes approximately 6 months of each year.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	<ul style="list-style-type: none"> • Promotes a positive image of Congleton outside the area • Promotes an interest in running for people of all abilities • Encourages higher levels of fitness. • Feel good from raising monies for local charities • Introduction to local running clubs • Opportunity to support family and friends during the run • Deployment of local groups as helpers e.g. Scouts, Brownies, ATC, etc. good for their personal development • Reinforce links with Congleton High School and community
3.2	Are there similar services/projects provided in the area	Other local races, but not of this kind or scale nor on this specific day.

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Part 4: Evaluation

4.1	<i>How will the project be evaluated?</i>	<ul style="list-style-type: none"> • A full profit and loss account will be prepared • A formal post-race review meeting will take place • A press report will be written • External race referee representing UK Athletics will attend and write a report
4.2	<i>Who will carry out the evaluation?</i>	<ul style="list-style-type: none"> • Race Committee • Congleton Harriers • UK Athletics

Signature: *P.B.Dawson*

Date: 17.4.2014

Jackie Potts

From: Philip Dawson
Sent: 17 April 2014 17:30
To: Jackie Potts
Cc: 'Steve Webb'
Subject: 31st Congleton Half and quarter marathon, 5 October 2014. - Grant application.
Attachments: 2014 Congleton Town council application Congleton Half Marathon.docx

Importance: High

Hi Jackie,

It doesn't seem five minutes since the last event, but here we are planning again ! I hope we can count on the Councils support again it really does make a big difference and is much appreciated.

Regards,

Phil Dawson (Congleton Half Marathon organising committee)

[Redacted signature]



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)		GR4 14/15
1.1	Applicant(s):	Congleton Jazz and Blues festival. Louise Renn + Vince Cutcliffe
1.2	Representing:	Congleton Jazz and Blues festival.
1.3	Email Address:	congletonjazzandblues@gmail.com
1.4	Tel No.	
1.5	Project Title:	Congleton Jazz + Blues Festival
1.6	Project Objectives:	<ul style="list-style-type: none">• to provide a free music event• encourage business within the town• bring people from over the region to Congleton
1.7	Brief Project Description:	15 venues across across the town 3 days approx over 50 bands live music accessible to all families + budgets as we keep it FREE.
1.8	Details accounts/budgets	Cash in account: £450.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	Approx £3,000.
2.2	Total contribution sought:	£500.
2.3	What will the money be spent on?	Advertising + marketing.

2.4	Any ongoing costs:	No.
2.5	Details of confirmed match funding include source Cash: In kind:	£100 private donors. £1,100 sponsorship (estimated) £400 funding. £900 from bars+venues
2.6	Resources needed:	We need money to market the event, program printing + advertising.
2.7	Estimated timescale of project from start to finish:	April 2014 - Sept 2014.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	New business, to the town. a community event that brings the towns people together.
3.2	Are there similar services/projects provided in the area	Congleton unplugged - but we also run this event.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation? ?	We hand out questionnaires over the weekend, we visit all the venues post event to get feedback + we have organisers evaluation too.
4.2	Describe how you will promote the Town Council in your project	We will put a note about them in our festival programme + on the website thanking them.

Signature: 

Date: 24th April 2014.

Account Transaction Details

CONGLETON JAZZ AND BLUES CHARI
4 MILL STREET
CONGLETON
CHESHIRE

CW12 1AB

At 24 April 2014 1:31 pm

Branch Sort Code: [REDACTED]

Account Number: [REDACTED]



Congleton
46 High Street
Congleton
Cheshire

CW12 1BE

Page 01 of 01

Date	Type	Description	Withdrawn	Paid In	Balance
10-Feb-2014	STATEMENT PRODUCED				
04-Feb-2014		600610		£450.00	£450.00

Items with today's date have still to be confirmed and are included for information purposes only.



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR5 14/15
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1.1	Applicant(s):	David Rawlinson
1.2	Representing:	Cheshire & Shropshire Immediate Care Group (CSI BASICS) Charity: 502386 <i>www.csibasics.org.uk</i>
1.3	Email Address:	dave@jetuk.com
1.4	Tel No.	
1.5	Project Title:	Equipping Volunteer accident doctors
1.6	Project Objectives:	To contribute towards the cost of equipping a new volunteer accident doctor in the Congleton area.
1.7	Brief Project Description:	<p>Providing the required equipment for an extra volunteer in our team, to enhance the level of cover for the Congleton area.</p> <p>Our charity provides equipment and a structure for fully trained volunteer doctors to attend the scenes of serious injuries, from road accidents to agricultural incidents. The doctors respond in their own time, with lifesaving skills and equipment that can improve someone's chance of survival in the event of a serious injury. They are not funded by the government or NHS, and all equipment is bought from charitable funds. Often the doctors self-finance their additional training, uniforms, and modifications to their cars. We aim to provide 'round the clock cover, providing this vital service when the region's air ambulances can't, for instance at night or in poor weather. We have volunteers across Cheshire and Shropshire, but this funding will go specifically to one of our doctors that will provide cover for and lives in the Congleton area.</p>
1.8	Details accounts/budgets	<p>2013/2014 (APRIL)</p> <p>Total Income £ 21,883.89 Less Total Expenditure £15,719.94 Surplus / Loss £ 6,163.95</p> <p>Savings (Reserves, Cash, Investments) £ 6,709.95</p> <p>Most recent accounts currently being prepared.</p>

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£6000
2.2	Total contribution sought:	£3000 OR ANYTHING
2.3	What will the money be spent on?	Lifesaving medical equipment used to deliver hospital level care at the scene of the incident. This includes an electronic device used to measure the levels of gas in someone's breath to enable the doctor to safely give an anaesthetic, and also to monitor a person who is having advanced treatments.
2.4	Any ongoing costs:	Ongoing costs are covered by a number of sources, including proceeds from educational courses we run in-house. Consumables such as drugs will be replaced like for like by local receiving hospitals in-kind. Insurance costs such as for the volunteers car are covered personally.
2.5	Details of confirmed match funding include source Cash: £2000 In kind: £1000	Proceeds from sponsored marathon run by our Chairman Supplies/ discounts from suppliers, and other groups.
2.6	Resources needed:	Volunteer doctor, medical equipment, support from charity
2.7	Estimated timescale of project from start to finish:	Less than 1 year

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	An extra doctor to provide immediate emergency cover to people experiencing any serious emergency whether medical or traumatic in nature. This will reduce the impact of injury or illness to the person suffering.
3.2	Are there similar services/projects provided in the area	No

Part 4: Evaluation/Publicity

4.1	<i>How will the project be evaluated and who will carry out the evaluation?</i>	We will evaluate the service in house as part of our clinical governance arrangements, and also it will be reviewed at charity meetings. This is overseen by our medical director who has extensive experience in this area.
4.2	<i>Describe how you will promote the Town Council in your project</i>	We will promote the council on social media on the internet, through local press, and on local radio is possible. We can also include a press release on our website, and logo on any equipment funded.

Signature: D.M. D. Rawlinson Date: 26/04/14



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR6/1415
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1.1	Applicant(s):	CONGLETON CARNIVAL & FUN DAY
1.2	Representing:	CONGLETON CARNIVAL & FUN DAY
1.3	Email Address:	sue@jigsawrtm.co.uk
1.4	Tel No.	07812 652099
1.5	Project Title:	CONGLETON CARNIVAL & PARTY IN THE PARK 2014
1.6	Project Objectives:	RAISE MONEY FOR LOCAL CAUSES & CHARITIES, TO HOLD A TOP CLASS EVENT FOR CONGLETON & TO RAISE THE PROFILE OF THE TOWN
1.7	Brief Project Description:	MAJOR COMMUNITY EVENT & PROCESSION FOR CONGLETON INCLUDING FLOATS, DISPLAYS, STALLS, ACTS & LIVE MUSIC & ITS A KNOCKOUT COMPETITION
1.8	Details accounts/budgets	COSTS APPROX 28K.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	20 - 28K
2.2	Total contribution sought:	UNDERWRITE OF SHORTFALL UP TO £7.5K
2.3	What will the money be spent on?	ACTS - £3.6K, MARQUEE £1.6K, PROCESSION £2K ARENA ACTS £1K, SECURITY £2K, MEDICAL £1.5K TOILETS £1.5K, TICKETS £300, INSURANCE £1K ROAD CLOSURES £1K BARRIERS £1K, STAGE £2.2K ADVERTS £500, ITS A KNOCKOUT £3.5K, FLYERS & POSTERS £150 MISCELLANEOUS £1K PROGRAM £800

2.4	Any ongoing costs:	
2.5	Details of confirmed match funding include source Cash: In kind:	
2.6	Resources needed:	UNDERWRITE UP TO £7.5K
2.7	Estimated timescale of project from start to finish:	JULY 2012 - JULY 2014

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	PROCESSION THROUGH TOWN CENTRE INVOLVES LOCAL COMMUNITY INC. SCHOOLS, CHARITIES & BUSINESSES. ENTERTAINMENT FOR THE WHOLE FAMILY - LIVE MUSIC EVENT, ITS A KNOCKOUT, DISPLAYS ACTIVITIES, STALLS. ALL IS FREE APART FROM THE LIVE MUSIC. MONIES RAISED ARE DISTRIBUTED AMONGST LOCAL CHARITIES & DESERVING CAUSES.
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?	CARNIVAL COMMITTEE WILL DO FULL REVIEW & INCOME VS EXPENDITURE
4.2	Describe how you will promote the Town Council in your project	FEATURED IN ALL PR-MEDIA INCLUDING PROGRAM TOWN COUNCIL CAN NOMINATE A CHARITY.

Signature:



Date:

22/5/14

Jackie Potts

To: [redacted]
Subject: RE: Grant application

From: [redacted]
Sent: 07 April 2014 11:55
To: Jackie Potts
Subject: Re: Grant application



Hi Jackie

On behalf of the children of this years Summer School 2014 would you please thank the Finance and Policy committee for their generous grant of £1,000. With regards to having the Town Council logo on the T-shirts we would like to pursue this further. Last year we printed all the grant provider names on the back of the shirts and it was quite costly? Would you please send a JPEG file of the logo so that we can cost it. I personally would like to do this on the front exclusively for the Town Council this year for they have supported us since we began, so if you can give me some idea what they require, I.e., mono or colour etc., I will look into it.

Kind regards

Colin

Sorry for the delay in my answer, I have some computer problems.

-----Original Message-----

From: Jackie Potts
Date: 31/03/2014 09:27:40
To: Colin Barlow ([redacted])
Subject: Grant application

Hi Colin



I am pleased to inform you that Congleton Town Council's Finance and Policy committee have awarded SOL Theatre school a grant of £1000 towards this summer's production. The committee did ask whether they could sponsor a specific item such as T-shirts and have the Town Council logo on them? If that is possible I could send a jpeg of the logo to you.

Kind regards

Jackie

Jackie Potts

Support Manager

Congleton Town Council

01260 270350



FREE Animations for your email

Click Here!

Management Accounts March 2014

See attached Income and Expenditure sheet. These are the final figures for 2013/14. The end of year figures show an excess of income over expenditure of £56,078, of which £52,500 has been transferred to Ear Marked Reserves i.e. to be used for a specific purpose rather than falling into the general reserve.

Finance and Policy Committee

Corporate Management

Small overall underspend mainly due to more interest earned on reserves than budgeted for.

Civic

Small underspend on internal room hire and civic expenses

Grants

Fewer grants awarded than budgeted for – underspend of £14,417

Community, Environment and Services Committee

Overall underspend, mainly from the Handyman budget. When the 2013/14 budget was constructed in September 2012 an extra person was budgeted for – however the current staffing structure does not now require this.

Town Hall and Assets Committee

Expenditure has a small underspend and income slightly higher than budgeted for so overall under budget £7,244.

Congleton Town Council - Management Accounts - March 2014

	2013/14	Current Annual Bud	Variance Annual Total
Finance and Policy			
101 Corporate Management			
Staff Costs (re-allocated)	116,311	119,656	3,345
Travel	987	1,200	213
Training / Conferences	1,726	2,600	874
Rent Payable	13,950	13,950	0
Reception - TIC	2,524	2,500	-24
Miscellaneous Office Costs	97	300	203
Telephone/Fax/Internet	1,633	1,400	-233
Postage	2,653	3,360	707
Stationery & Printing	1,707	1,800	93
Subscriptions & Publications	1,765	2,000	235
Insurance	3,597	3,700	103
Computer/IT Costs	5,582	4,545	-1,037
Photocopy Charges	3,464	3,465	1
Recruitment Advertising	0	500	500
Other Advertising	124	200	76
Equipment Replacement\Tools	0	200	200
Bank Charges	72	50	-22
Bad debts written	588	0	-588
Audit Fees - External	2,000	2,000	0
Audit Fees - Internal	1,200	1,200	0
Accountancy Support	3,673	3,675	2
Legal & Professional fees	2,146	1,500	-646
HR & H&S support	2,556	2,560	4
Central Overheads reallocated	-35,340	-31,012	4,328
Corporate Management:-Expenditure	133,015	141,349	8,334
Interest Receivable	-9,322	-4,000	5,322
Corporate Management :- Income	-9,322	-4,000	5,322
101 Corporate Management	123,693	137,349	13,656
102 Democratic Rep'n & Mgmt/Civic			
Staff Costs (re-allocated)	21,280	21,700	420
Training / Conferences	930	1,000	70
Stationery & Printing	399	250	-149
Marketing/Promotions	587	1,000	413
Council Newsletter	4,926	5,230	304
Council Website	949	2,000	1,051
Mayor's Allowance	3,000	3,000	0
Members Expenses	0	360	360
Civic Expenses	4,158	5,500	1,342
Civic Regalia	16	100	84
Hall & Room Hire	5,159	7,000	1,841
Civic Artefacts and Treasures	810	500	-310
Election Expenses	0	0	0
Central Overheads reallocated	3,029	3,672	643
Democratic Rep'n & Mgmt/Civic:-Expenditure	45,243	51,312	6,069
Democratic Rep'n & Mgmt/Civic:-Income	-488	0	488
102 Democratic Rep'n & Civic	44,755	51,312	6,557
107 Grants	62,616	77,033	14,417
F&P Income - Expenditure Totals	231,064	265,694	34,630
Community, Environment & Services			
201 Paddling Pool	24,943	22,621	-2,322
212 Propagation Unit	0	1,000	1,000
215 Floral Displays	18,280	17,500	-780
241 Allotments	175	180	5
251 Handyman service	55,108	74,311	19,203
263 Public Toilets	0	0	0
264 Shopmobility	0	0	0

Congleton Town Council - Management Accounts - March 2014

		2013/14	Current Annual Bud	Variance Annual Total
280	Streetscape	34,956	37,773	2,817
301	Congleton Partnership	32,423	25,963	-6,460
302	Community Development	29,532	32,272	2,740
303	Police Community Support Officers	47,200	47,200	0
305	Christmas Fayre/lights	3,716	4,000	284
321	Tourism	2,656	3,000	344
341	Youth and Young People	1,614	2,000	386
351	Fellowship House	5,179	4,557	-622
				0
		255,782	272,377	16,595

Town Hall

221	Town Hall - Expenditure	155,210	157,560	2,350
	Town Hall - Income	100,992	98,583	2,409
		54,218	58,977	4,759

Total Net Expenditure

	Capital Expenditure	99,169	96,778	-2,391
	Transfer to Ear Marked reserves	52,500		
		151,669	96,778	-2,391

	Total Spend 2013/14	692,733	693,826	1,093
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	Precept	618,472		
	Precept support grant	75,354		
		693,826		

Personnel

401	Staff Costs - Reallocated	357,942	677,238	319,296
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Reserves as at 31/03/14

General Reserve	161,141
Capital Vehicle Fund	24,000
Capital Contingency Fund	149,066
EMR Elections	15,000
EMR Crime Prevention/Traffic calming	3,779
EMR Committed Grants	17,884
EMR Congleton Partnership	46,515
EMR Ancient Treasures	3,000
EMR Website	10,000
EMR Training	3,000
EMR Devolved Services	57,250
EMR Loan Repayments	1,900
EMR Toilets	36,907
EMR Play Areas	6,000
EMR Public Realm	3,906
EMR Legal Fees	10,000
EMR Partnership Minibus	9,999
EMR Neighbourhood Plan	42,500
	601,847

Safeguarding public money

Following the repeal of s 150(5) of the Local Government Act 1972 local councils in England applying this guidance may safely take advantage of modern payments methods while protecting the public assets in their care.

Framework to safeguard public money for local councils in England

Local councils must have in place safe and efficient arrangements to safeguard public money.

Where doubt exists over what constitutes money, councils must presume that it falls within the scope of this guidance.

Councils must review regularly the effectiveness of their arrangements to protect money.

Every local council must arrange for the proper administration of its financial affairs and that one of its officers has responsibility for those affairs.

Councils must identify and protect income and expenditure and the money represented by each. They must ensure controls over money are embedded in Standing Orders and Financial Regulations.

Councils must not relinquish the 'two member signatures' control over cheques and other orders for payment until they have put in place safe and efficient arrangements in accordance with this guidance.

The council must approve the setting up of and any changes to accounts with banks or other financial institutions.

The council must approve entry into a 'pooling' or 'sweep' arrangement whereby the bank periodically aggregates the council's various balances via automatic transfers.

If held, corporate credit card accounts must be set up to operate within defined limits and cleared monthly by direct debit from the main bank account.

The council must approve every bank mandate, the list of authorised signatures for each account, the limits of authority for each account signature and any amendments to mandates.

Risk assessment and internal controls must focus on the safety of the council's assets, particularly money.

Those with direct responsibility for money must undertake appropriate training from time to time.

Overview

1. **Local councils must have in place safe and efficient arrangements to safeguard public money.** It is a general principal that more than one person should be involved in any payment, whether that is before, at or after the point at which the payment is made.
2. Regulation 4(1) of the Accounts and Audit (England) Regulations 2011 requires local councils to ensure that financial management of the council is adequate and effective. The Regulations also require councils to have a sound system of internal control which facilitates the effective exercise of its functions. This includes arrangements for the management of risk. Nowhere is this more important than when considering how councils manage money.
3. The guidance in this section helps local councils to protect the money they use to provide services for local people. It:
 - defines 'money';
 - defines 'must', 'should' and 'may' requirements;
 - describes the drivers for change from statute and technology;
 - identifies roles and responsibilities for members;
 - identifies roles and responsibilities for Responsible Finance Officers
 - describes arrangements for monitoring and scrutiny; and
 - describes controls for managing risk, error and fraud.
4. This guidance should be read in conjunction with advice issued by NALC and SLCC on Standing Orders and Financial Regulations.

What is money?

5. 'Money' includes cash and anything easily converted into cash. For example, a non-exhaustive list of money includes:
 - physical cash and notes, petty cash and unclaimed receipts, imprest accounts, cash in transit;
 - unpaid income held by debtors;
 - signed and unsigned cheques, drafts and other orders for payment;
 - current, deposit and investment accounts at banks and financial institutions and access to undrawn borrowing facilities;
 - credit cards (where held – see below), debit cards, store cards, fuel cards;
 - access to balances by telephone or electronic transfer; and
 - the ability to buy goods or services on credit.
6. **Where doubt exists over what constitutes money, councils must presume that it falls within the scope of this guidance.**
7. This guidance applies to all accounts held with financial institutions, as principal or trustee, including controls over access whether physical or electronic. 'Public money' refers to all money controlled by the council.

Definition of 'must', 'should' and 'may'

8. In this section:

- The word '**must**' means there is a specific legal or regulatory requirement affecting local councils. To help you easily identify those sections that contain a legal or regulatory requirement we have used **bold type** in that section. '**Must**' is a requirement that is essential.
- We use 'should' to identify minimum good practice, but for which there is no specific legal or regulatory requirement. Councils follow this practice unless there is a good reason not to;
- 'May' identifies practices councils apply exercising discretion.

The drivers for change

9. This guidance helps local councils to respond to key changes in the statutory and technological environment for payments.
10. The repealed Section 150(5) of the Local Government Act 1972 governed the stewardship of money by local councils. It required that 'every cheque or other order for the payment of money shall be signed by two members of the council'. Although no longer the law, this remains good practice.
11. Central government expressed the view that 'the removal of S 150(5) should not leave the public funds controlled by parish councils at any greater risk of loss through misconduct or poor control'¹ and that 'safeguards be put in place (so) that all the payments made by parish councils are legitimate and that there is no misuse of the system.'²
12. The Payments Council set out a strategic vision for UK payments³ that identified the increasing variety of payments options and accepted the long-term decline in the use of cheques. The report highlighted the advantages and risks associated with the technological progress of UK payments. It also brought into sharp focus the need for local councils to modernise their arrangements and put in place safe and efficient methods of payment for goods and services.
13. This guidance was developed by the sector to demonstrate how local councils safeguard public money within a contemporary framework.

¹ Letter dated 21 July 2010 From Rt. Hon Grant Shapps MP, Minister for Housing and Local Government to NALC, SLCC and other stakeholders.

² CLG Ministerial Statement 9 October 2010

www.communities.gov.uk/newsstories/newsroom/1735546

³ http://www.paymentscouncil.org.uk/payments_plan/

Roles and responsibilities of members

14. **Councils must review regularly the effectiveness of their arrangements to protect money.**
15. Local council members are responsible for putting arrangements in place to safeguard public funds. Councils may delegate the role of protecting money to individuals, for example to the Clerk or the RFO, but the legal responsibility always remains with the council and its members.
16. Therefore, arrangements should:
 - demonstrate how the council meets its responsibilities;
 - support compliance with the general principle that more than one person should be involved with any payment;
 - be current; and
 - include specific duties of named individuals.
17. The duties of named individuals may include:
 - authorisation or scrutiny of payments;
 - securely managing money;
 - arranging security on and off the premises;
 - identifying internal controls; and
 - supervision measures.
18. The council may seek external advice and guidance to enhance internal expertise, skill or knowledge. Periodic reviews of arrangements may be carried out by members or by Internal Audit. Reviews should rotate and all outcomes reported to full council.

Roles and responsibilities of the Responsible Finance Officer (RFO)

19. **Every local council must arrange for the proper administration of its financial affairs and that one of its officers has responsibility for those affairs⁴.** This officer is the Responsible Financial Officer (RFO).⁵
20. In all circumstances, even where a local council has not made a formal appointment, there is always a council RFO. By default, the RFO is whoever keeps the council's accounts. The council should appoint a temporary RFO if the appointed RFO is unavailable through absence or illness and has not nominated a member of staff to act as RFO.
21. The RFO should be familiar with statutory duties for financial administration as they apply to local councils arising from:
 - Sections 114 and 151 of the Local Government Act 1972; and
 - The Accounts and Audit Regulations 2011 ('the Regulations')

⁴ section 151 Local Government Act 1972

⁵ See Practitioners' Guide paragraphs 1.22 to 1.28 and Appendix 2 for a general description of RFO responsibilities.

22. The responsibilities of the RFO include to advise the council on its:
- corporate financial position;
 - key financial controls necessary to secure sound financial management; and
 - treasury (that is cash and investments) management.

Corporate arrangements for monitoring and scrutiny

23. Councils must identify and protect income and expenditure and the money represented by each. They must ensure controls over money are embedded in Standing Orders and Financial Regulations.
24. Councils must not relinquish the 'two member signatures' control over cheques and other orders for payment until they have put in place safe and efficient arrangements in accordance with this guidance. The 'two member signatures' control is just one of many possible controls. By itself it does not satisfy the requirement to have in place safe and efficient arrangements for managing money. .
25. The council must approve the setting up of and any changes to accounts with banks or other financial institutions.
26. The council must approve entry into a 'pooling' or 'sweep' arrangement whereby the bank periodically aggregates the council's various balances via automatic transfers.
27. Councils should avoid the use credit cards as they are difficult to control and present unnecessary risks to public funds.
28. If held, corporate credit card accounts must be set up to operate within defined limits and cleared monthly by direct debit from the main bank account.
29. The council must approve every bank mandate, the list of authorised signatures for each account, the limits of authority for each account signature and any amendments to mandates.
30. Where multiple accounts are held, authorised signatures should not be concentrated for any length of time among just a few members but allocated widely. Authorised signatories should be rotated.
31. Councils should set out clearly in writing the responsibilities of those handling money. Where officers are to receive delegated responsibility for collecting money or making payments, their terms and conditions of employment should refer to the relevant council Standing Orders, Financial Regulations and internal controls.
32. Internal controls should include clear arrangements for the temporary holding, transit and storage of cash and clear rules about the frequency of banking. Those handling money and those with responsibilities for controls

should be aware of the terms of the council's insurance cover for money movement and security.

Corporate controls to manage risk, error and fraud

33. **Risk assessment and internal controls must focus on the safety of the council's assets, particularly money.** Wherever possible, councils should apply and monitor a clear segregation of duties regarding money and its movements.
34. **Those with direct responsibility for money must undertake appropriate training from time to time.** Members should keep themselves informed about known risks and threats to money. Councils may engage with police and local anti-fraud and corruption networks to keep up to date with risks and security threats.
35. Fidelity Guarantee insurance or any other form of security is not by itself sufficient protection over threats to money or other assets. Risk assessed insurance should, however, always cover maximum exposure to loss of money.
36. Councils should expect to see bank reconciliation at every ordinary council meeting. In the event of bank reconciliation discrepancy, explanations should be checked and verified. The clerk should explain any failure to produce bank reconciliation.
37. The RFO should issue any cheques or other orders for payment promptly after approval by the council. Holding back cheques approved for payment by the council is discouraged and should be used sparingly. Unissued cheques are vulnerable to fraud and may create a false impression of the council's available financial resources.
38. If transfers between bank accounts are excluded from bank reconciliation, a listing of 'pooled' or 'swept' inter account transfers should be kept up to date and made available to any member on request.
39. A listing of all accounts held, their current authorised signatures and their current balances should be kept up to date and made available for any member on request.
40. Payments in respect of trade credit arrangements with local suppliers should meet government targets on proper payments.
41. Internal audit should review and report on controls over money annually.
42. Councils may from time to time request written confirmation of balances. This should be more frequent where paper statements are not received and reliance is placed on electronic information.

CONGLETON TOWN COUNCIL

FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council at its Meeting held on 8th March 2012. They replace the Version of 19th April 2006 and the most recent amendments of 14th May 2009 and 3rd June 2010.

For the purpose of these Regulations, the Support Manager is the Council's Responsible Financial Officer (RFO). Other officers may act for the Town Clerk or RFO, only in accordance with the Council's Scheme of Delegation.

1. GENERAL

- 1.1 These Financial Regulations govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council.
- 1.2 The RFO under the policy direction of the Council shall be responsible for the proper administration of the Council's financial affairs.
- 1.3 The RFO shall be responsible for the production of financial management information.
- 1.4 The Council shall be responsible for ensuring that the financial management is adequate and effective and that the Council has a system of internal controls which facilitates the effective exercise of its functions and which manages risk.
- 1.5 The Council shall review at least once a year the effectiveness of its systems of internal controls and shall produce a statement on internal control with its statement of accounts.

2. ANNUAL ESTIMATES

- 2.1 Each Committee shall formulate and submit proposals to the Council in respect of revenue and capital costs for the following financial year not later than the end of December each year.
- 2.2 Detailed estimates of all income and expenditure for the year shall be prepared each year by the RFO in conjunction with the Town Clerk.
- 2.3 The Council shall review the estimates not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall supply each member with a copy of the approved estimates and the Town Clerk will produce an overview Budget Report relating to the proposed business of the Council.
- 2.4 The annual budgets shall form the basis of financial control for the ensuing year.
- 2.5 The Council shall prepare and have regard to a Medium Term Financial Strategy of Revenue and Capital needs which shall be available at the same time as the annual Budget and Estimates.
- 2.6 The annual budget and if appropriate the Medium Term Forecast, shall form part of the Council's Business plan.

3. BUDGETARY CONTROL

- 3.1 Expenditure on revenue and capital items shall normally be limited to the amounts included in the approved budget.
- 3.2 In the event of a budget provision being exceeded, the Town Clerk will advise the Council or Finance and Policy Committee at the earliest opportunity.
- 3.3 Variations in revenue expenditure may be dealt with as follows:
 - a) For variations of up to 25%, subject to a maximum of £1000, the Town Clerk or RFO may approve a virement between budgets. This must be reported to the next meeting of Finance & Policy Committee.
 - b) For variations of up to 25%, subject to a maximum of £5000, the Finance & Policy Committee may approve a virement between budgets. This must be reported to the next meeting of Council.
 - c) Variations above 25%, or greater than £5000, must be approved by Council.
 - d) If virement between budgets is not possible, Council must be requested to approve a supplementary budget, which is to be financed from Reserves.
- 3.4 The RFO shall regularly provide the Finance & Policy Committee with a statement of income and expenditure to date under each head of the budgets, comparing actual expenditure against that planned. Copies of these reports must be available to all Members of Council.
- 3.5 The Town Clerk or RFO (when possible in consultation with the Chairman or Vice-Chairman of the Finance & Policy Committee) may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000. The RFO shall report the action to the Council as soon as practicable thereafter.
- 3.6 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year, but may be reserved where the sum has been approved and the expenditure is likely to be spent in the next financial year.
- 3.7 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 3.8 All capital works shall be administered in accordance with the Council's Standing Orders, Standing Orders for Contracts and Financial Regulations.
- 3.9 Variations up to 5% or £2000 in the budget of a Capital Scheme may be approved by the Town Clerk, subject to being reported to the next Finance & Policy Committee.
- 3.10 Variations up to 10% or £5000 in the budget of a Capital Scheme may be approved by the Finance & Policy Committee, subject to being reported to the next Council meeting.

- 3.11 For other variations in the budget of a Capital Scheme, the approval of Council is required. In the case of all variations, an attempt must be made to find compensating savings in the Project or in other capital projects.

4 ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations 2003 and 2006, and any subsequent amendments thereto.
- 4.2 The RFO shall be responsible for completing the annual financial statements of the Council as soon as practicable after the end of the financial year and shall submit and report thereon to the Council.
- 4.3 The RFO shall be responsible for completing the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and for submitting the Annual Return for approval and authorisation by the Council within the timescale set by the Accounts and Audit Regulations appertaining at the time or set by the Auditor.
- 4.4 The RFO shall be responsible for ensuring that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with Regulation 5 of the Accounts and Audit Regulations 2003 & 2006 and any subsequent amendments thereto. Any member of the Council shall, if the Town Clerk, RFO or Internal Auditor requires, make available such documents of the Council which appear to the Town Clerk, RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the Town Clerk, RFO or Internal Auditor with such information and explanation as they consider necessary for that purpose.
- 4.5 The Council shall carry out a review of the effectiveness of internal audit on an annual basis in accordance with the Accounts and Audit Regulations 2003 and 2006, and any subsequent amendments thereto.
- 4.6 The Internal Auditor shall carry out the work required by the Town Clerk and RFO, or by the Council, with a view to satisfactory completion of the Internal Auditor's Report section of the Annual Return as compiled annually by the Audit Commission. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing on a regular basis with a minimum of one annual report in respect of each financial year.
- 4.7 The RFO shall make arrangements for the opportunity for inspection of the accounts, books and vouchers required by the Audit Commission Act 1998 section 15 and the Accounts and Audit Regulations 2003 and 2006, and any subsequent amendments thereto.
- 4.8 The RFO shall, as soon as practicable, bring to the attention of all Councillors any correspondence or report from the Internal or External Auditors, unless the correspondence is of a purely administrative matter.

5. BANKING ARRANGEMENTS AND CHEQUES

- 5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.
- 5.2 A schedule of the payments made or required, forming part of the Agenda for the Meeting, shall be prepared by the RFO and be presented to the Finance and Policy Committee. Relevant invoices shall be available to Members as background documents. If the schedule is in order it shall be authorised by a resolution of the Council and shall be initialled by the Chairman of the Meeting. If more appropriate the detail may be shown in the Minutes of the Meeting.
- 5.3 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4 shall be signed by two nominated members of the Council.
- 5.4 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 5.5 When ordering goods on the internet, a Council credit card can be used by the Town Clerk or RFO only. Such purchases are limited to £200 in any one transaction. Purchases in excess of £200 can only be made in the presence of a Councillor signatory who will countersign the purchase order printed off.
- 5.6 The Council credit card will have a limit of £1,000 in a calendar month, with balances being cleared at the end of each month. Credit card statement to be countersigned by two Councillor Signatories.
- 5.7 The RFO must arrange monthly reconciliations of the Council's bank accounts with the Accounts System.
- 5.8 Only the Council may arrange overdraft facilities.

6. PAYMENT OF ACCOUNTS

- 6.1 All general budgets such as salaries, equipment, training, maintenance etc. do, once approved confer the power to spend, subject to the provisions of these Financial Regulations. Other more specific budgets relating to projects or Grant budgets only have approval in principle and formal approval is required following consideration of the details of the project or grant application.
- 6.2 Expenditure on general budgets with spending power may be authorised by:
 - a. Salaries in accordance with the Budget by the RFO
 - b. Up to £5000 by the Town Clerk or in accordance with the Scheme of Delegation.
 - b. Up to £10,000 by Finance & Policy Committee
 - c. Above £10,000 by Council

Grants may only be authorised in accordance with the Council's Scheme of Delegation and Grants Policy.

Expenditure under other specific budgets may only be authorised in accordance with the Council's Scheme of Delegation.

- 6.3 All payments shall be effected by cheque or other order drawn on the Council's bankers (save and except for petty cash items).
- 6.4 All invoices and expense claims for payment shall be examined, verified and certified by the RFO or Town Clerk. The Town Clerk/RFO shall satisfy themselves that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved. Any claims by the Town Clerk shall be examined, verified and certified by the RFO and any claims by the RFO shall be examined, verified and certified by the Town Clerk.
- 6.5 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The RFO shall take all steps to settle all invoices submitted, and which are in order, without unreasonable delay, and at any rate to take advantage of any early payment discounts.
- 6.6 Where the RFO is satisfied that there is no dispute or other reason to delay payment, he/she may take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of the Council.
- 6.7
- a) The RFO may maintain a petty cash float of up to £200 for the purpose of defraying operational and other expenses. Vouchers for payment made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown on the schedule of payments presented to Council under 5.2 above.
 - d) Where the Council operates the Town Hall Bar Service directly, the RFO (or other delegated officer) may maintain a bar cash float of up to £1000, for the purpose of operating the Town Hall Bar efficiently. The float must be operated and cash handled in strict accordance with the Town Hall-Licensed Bar operating procedure.

7. PAYMENT OF SALARIES

- 7.1 The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council or its Personnel Committee.
- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, National Insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates, provided that each payment is reported to and ratified by the next available Council Meeting.

8 LOANS AND INVESTMENTS

- 8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.2 The Council's Investment Policy, shall be in accordance with the Trustee Act 2000, and shall be reviewed on a regular basis, at least annually and shall be considered along with the Medium Term Financial Strategy.

- 8.3 All investments of money under the control of the Council shall be in the name of the Council.
- 8.4 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by the Council as to terms and purpose.
- 8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the Town Clerk.

9. INCOME

- 9.1 The collection of all sums to the Council shall be the responsibility of and under the supervision of the RFO. Income cheques must be paid in to the Council's appropriate accounts without delay.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges annually, following a report of the Town Clerk or RFO.
- 9.4 All efforts shall be made to recover any monies owed to the Council. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year that this conclusion is reached.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. All receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of the person banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Verbal orders may be given in appropriate cases but should be confirmed in writing, by fax if necessary. Goods may be ordered over the internet if appropriate, however a printed confirmation must be obtained. Copies of orders shall be retained and all orders entered on to the Order summary sheet.

10.2 Order books shall be controlled by the RFO.

10.3 All Members and officers are responsible for obtaining value for money at all times. An officer issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to the Standing Orders for Contracts or any de minimis provisions in Regulation 11.2 below.

10.4 The Town Clerk or RFO shall verify the lawful nature of any proposed purchase before the issue of any order and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11. CONTRACTS

11.1 All orders for work, goods and services are subject to these Financial Regulations except as set out in 11.2. however their regulation by the Council's Standing Orders for Contracts is dependant on the value;

- (a) Orders up to the value of £2000 are not subject to the Standing Orders for Contracts, however orders for work, goods and services which would normally be considered to be one transaction shall not be divided into different orders so that the Standing Orders for Contracts are deemed not to apply.
- (b) Orders for contracts estimated to have a value of between £2001 and £25,000 are subject to the Standing Orders for Contracts, however tenders need not be invited. 3 quotations are required however.
- (c) Tenders are required where the Contract sum is £25,001 and above and must comply with the Standing Orders for Contracts.

11.2 Procedures as to contracts are laid down as follows:

- (a) Every contract shall comply with these Financial Regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:
 - (i) for the supply of gas, electricity, water, sewerage and telephone services;
 - (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
 - (v) for additional audit work of the external Auditor up to an estimated value of £1000 (in excess of this sum the Town Clerk shall act after consultation with the Town Mayor and Chairman of the Finance and Policy Committee of the Council).

- (vi) for goods or material proposed to be purchased which are proprietary articles and/or are sold at a fixed price.
- (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 FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 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.

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 effect all insurances and negotiate all claims on the Council's insurers.
- 15.2 The Town Clerk shall keep a record of all insurances effected 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

- 16.1 Where the Council is sole trustee of a Charitable body the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1 The Town Clerk shall prepare and promote risk management policy statements in respect of all activities of the Council.
- 17.2 When considering any new activity the Town Clerk shall prepare a draft Risk Management policy for the activity and shall bring a draft addressing the legal and financial liabilities and Risk Management issues that arise to Council for consideration and, if thought appropriate, adoption.

18. REVISION OF FINANCIAL REGULATIONS

- 18.1.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time.

19. ASSET REGISTER

- 19.1 The Town Clerk will be responsible for maintaining an Asset Register of all significant assets owned by the Council, which is to include an inventory of equipment which costs £250 or more and has a life expectancy of 5 years. The Chairman of Finance & Policy Committee will verify the asset register annually.

20. CAPITAL EXPENDITURE

- 20.1 For the purpose of these procedure rules "capital expenditure" means the acquisition of land or buildings, the erection of buildings, the erection of permanent works, the purchase of vehicles, plant, machinery, equipment and furniture and any related fees, which are not financed from the Revenue budget. Items or groups of items under the value of £1,000 would not normally be classified as capital expenditure.
- 20.2 A Capital Programme will be prepared by the Town Clerk and RFO, in the annual budget cycle, showing the projects for the next three years.

21. GRANTS INCOME

- 21.1 Officers should ensure that all grants and external funding income is promptly claimed and proper records and working papers are retained to justify claims.
- 21.2 The RFO must inform the Finance & Policy Committee of any new bids for grant funding.

22. PARTNERSHIPS

- 22.1 A partner is defined as a private or public organization, undertaking part funding or participating as a beneficiary in a project.
- 22.2 The Town Clerk or RFO will as appropriate advise on the key elements of partnership, including:
- Effective controls that ensure that resources are not wasted.
 - A scheme appraisal for financial viability in both the current and future years.
 - Financial risk appraisal and management.
 - Resourcing, including taxation issues.
 - Audit, security and control requirements.
 - Carry-forward arrangements.
 - Satisfactory accounting arrangements.
- 22.3 The RFO will ensure that:
- All funding notified by external bodies is received and properly recorded in the authority's accounts.

- The match-funding requirements are considered prior to entering into the agreements and that future revenue budgets reflect these requirements.
- Audit requirements are met.
- Ensuring that all agreements and arrangements are properly documented.
- Ensuring that all claims for funds are made by the due date.
- Ensuring that the project progresses in accordance with the agreed plan and that all expenditure is properly incurred and recorded.

23 MAYOR'S CHARITY ACCOUNT

23.1 The Council will maintain and administer two accounts on behalf of the Mayors according to their policies in being at the time. Although these are not strictly the Council's accounts they will where appropriate be administered in accordance with these Financial Regulations and be open to the scrutiny of the Audit process.