

Congleton Town Council

Historic market town
Town Clerk: BRIAN HOGAN



To:

MEMBERS OF THE FINANCE & POLICY COMMITTEE

3rd September 2015

Dear Councillor,

Finance and Policy Committee Meeting - Thursday 10th September 2015

You are requested to attend a meeting of the Finance and Policy Committee to be held in the Town Hall, High Street, Congleton on – **Thursday 10**th **September 2015** commencing at **7.00m**

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

Yours sincerely,

Drian Hagan

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 4th June 2015.

3. Declarations of Interest

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

4. Outstanding Actions

There are no outstanding actions.

5. Grant Approvals and Commitments 2015-16 (enclosed)

To receive a statement showing the current position.

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where friends are made

- 6. New Applications for Financial Assistance (enclosed)
 - i) GR 6 15/16 Beartown Patchwork & Quilters
 - ii) GR 7 15/16 Congleton Musical Theatre
 - iii) GR 8 15/16 St Peters Bell Ringers
 - iv) GR 9 15/16 Congleton Market Trader Group
 - v) GR10 1516 Congleton Community Projects
- 7. Grant Activities Monitoring Forms (enclosed)
 - i) GR 23 14/15 Trinity Methodist Church
 - ii) GR 24 14/15 Congleton Spiritualist Church
- 8. Management Accounts for July 2015 (enclosed)

To consider the Management Accounts to July 2015.

9. Bank Reconciliation (enclosed)

To receive and consider the bank reconciliation for 31st July 2015.

10. List of Payments (enclosed)

To receive and consider the Payments List between 1st June and 31st July.

11. External Audit Report (enclosed)

To receive and approve the External Auditors report for 2014-15 and to note and action any recommendations arising out of the report.

12. Budget 2016-17

To consider any items that need to be included in the budget for 2016-17.

To: Members of the Finance & Policy Committee

Clirs:

G Edwards (Chairman), Mrs. J Parry (Vice Chairman)

N Adams, Mrs S Akers Smith, Mrs D S Allen, J G Baggott, P Bates, C H Booth,

R Boston, Mrs S A Holland

Ccs: Other members of the Council and Honorary Burgesses (5) for Information; Press (3)

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE HELD ON THURSDAY 4th June 2015

PRESENT

Councillors

N Adams

Mrs S Akers Smith Mrs D S Allen Mrs A L Armitt J G Baggott L D Barker P Bates C Booth

P Broom G R Edwards (Chair) Mrs S A Holland

Mrs J D Parry (Vice Chairman)

1. APOLOGIES

Apologies for absence were received from Cllrs R Boston, D T Brown and Mrs. E Wardlaw.

2. MINUTES

FAP/01/1516 RESOLVED that the Minutes of the Meeting of the Committee held on 26th March 2015 be agreed and signed by the Chairman.

3. DECLARATIONS OF INTEREST

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

Cllr P Bates declared a non-pecuniary interest in any matters related to Cheshire East Council and in item 5 ii).

4. OUTSTANDING ACTIONS

There are no outstanding actions.

5. GRANT APPROVALS AND COMMITMENTS 2015-16

A summary of grant approvals and commitments was considered by the Committee and it was noted that £15,000 is available for grants in 2015-16.

FAP/02/1516 RESOLVED that the grant summary be received.

6. NEW APPLICATIONS FOR FINANCIAL ASSISTANCE

FAP/03/1516 RESOLVED that:-

i. GR 1/1516 -Congleton Sling Library

Refused

Suggested that the applicant approach other funding providers in the Town, including the Town Trust and William Dean Trust.

ii. GR 2/1516 - Congleton Jazz and Blues Festival

A grant of £500 be approved.

iii. GR 3/1516 - Congleton Harriers

A grant of £250 be approved.

Subject to promoting the Town Council and for the Council to be able to nominate a suitable charity for any surplus profits to be sent to.

iv. GR 4/1516 - Congleton Choral Society & Children's Choir

A grant of £250 be approved.

v. GR 5/1516 - Plus Dane Group

A grant of £450 be approved.

7. NEW GRANT ACTIVITIES MONITORING FORMS

It was noted that a Grant Activities Monitoring Form was received from Congleton CSI Basics.

8. MANAGEMENTS ACCOUNTS FOR APRIL 2015

FAP/04/1516 RESOLVED that the Managements Accounts for April 2015 be received.

9. BANK RECONCILLIATION

FAP/05/1516 RESOLVED that the bank reconciliation for 31st April 2015 be received.

10. LIST OF PAYMENTS

FAP/06/1516 RESOLVED that the Payments List between 1st March 2015 and 30th April 2015 be received.

11. INTERNAL AUDIT REPORT

The Internal Audit Report (Final) for 2014-15 was considered, it was noted that once again there were no remedial actions required.

FAP/07/1516 RESOLVED to that the Internal Audit Report be received and approved.

12. ASSET REGISTER

The updated Asset Register for the year ending 2014-15 was considered.

FAP/08/1516 RESOLVED that the Asset register be approved and signed by the Chairman.

13. SIMNET

Correspondence from Milner Buchanan & Partners concerning the voluntary liquidation of Simnet Ltd was considered. It was noted that there will be a meeting of Creditors at 2.30pm on 8th June 2015 in Hale, Cheshire.

FAP/09/1516 RESOLVED that:-

- 1. The correspondence be received and noted.
- 2. Cllr Mrs J D Parry and the Town Clerk will attend the Creditors Meeting.

Mr. G.R. Edwards Chairman

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	Liver 17 (April 1997)	Congleton Town		Grant Commitments 2015/16			American		
		Permitted and S137							
Date Grant Approved	To	For	Section	Minute Reference	Approved EMR Approved 15/16 b/fwd £		Paid £	Outstanding £	Date Paid
	Subsidised Use of Town Hall		GPoC			4,000.00	994.10	3005.90	
29/08/2014	29/08/2014 Tomados Basketbail club	Sponsorship of shirts	GPoC	FAP/09/1415	250.00			250.00	
08/01/2014	08/01/2014 Team Congleton	Support for "Every step Counts"	GPoC	FAP/43/1415	2,270.40		2037.26	233.14	
19/02/2015	19/02/2015 Trinity Methodist Church	Towards new heating	GPoC	FAP/56/1415	1,000.00	1	1000.00	00:00	22/06/2015
19/02/2015	19/02/2015 Congleton Spiritualist Church	towards new windows	GPoC	FAP/56/1415	250.00	1000	250.00	0.00	01/08/2015
26/03/2015	26/03/2015 Friends of Congleton Park	Brass in the Park 2015	GPoC	FAP/68/1415	250.00		250.00	00:00	15/06/2015
26/03/2015	26/03/2015 SOL Theatre School	Summer theatre school 2015	GPoC	FAP/68/1415	1,000.00		1000.00	0.00	24/06/2015
26/03/2015	26/03/2015 Congleton Green Space Trust	Support to purchase Vale allotments	GPoc	FAP/68/1415	2,000.00			2000.00	
26/03/2015	26/03/2015 Bromley Farm Community Trust	support to produce Bromley Farm news	GPoc	FAP/68/1415	400.00			400.00	
26/03/2015	26/03/2015 Cong Comm Credit union	Membership of CEVS	GPoc	FAP/68/1415	45.00		45.00	00.00	22/04/2015
04/06/2015	04/06/2015 Congleton Jazz and Blues	Support for 2015 festival	GPoC	FAP/03/1516	Attained 1000	500.00	200.00	0.00	13/07/2015
04/06/2015	04/06/2015 Congleton Harriers	Support for Run	GPoC	FAP/03/1516		250.00	250.00	0.00	17/06/2015
04/06/2015 Plus Dane	Plus Dane	Support for raft race	GPoC	FAP/03/1516		450.00		450.00	
04/06/2015	04/06/2015 Choral Soc and Children's choir	Support for concert	GPoC	FAP/03/1516		250.00	250.00	0.00	03/07/2015
								0.00	
Totals					7465.40	5450.00	6576.36	6339.04	
	EMR b/fwd	mathy (A)	£7,465.40				7465.40		
	Budget 15/16		£19,000.00		£65,983.00 Total Grant budget	jet			
A Language	Total approved to date		£12,915.40	C	ALCONO PROPERTY OF THE PROPERT				
a control of	Total money still available for	ble for grants	£13,550.00		- Andrews				

Citizens Advice Bureau Christmas Lights Royal British Legion St Peter's Church St Peter's Church Ear marked reserve b/fwd Budget 2015/16				A PARTICULAR AND A PART	Citizens Advice B Christmas Lights Royal British Legi St Peter's Church	Citizens Advice Bi Christmas Lights Royal British Legi St Peter's Church	Citizens Advice Bi Christmas Lights Royal British Legi	Citizens Advice B	Citizens Advice B	_	Congleton Partnership	Community Projects	Congleton Museum	Date Grant Approved To	A A Print			
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Church clock maintenance	Church clock maintenance	Church clock maintenance	Church clock maintenance	Church clock maintenance	Church clock maintenance	Church clock maintenance		Rememberance Day Parade	Christmas Lights	annual grant	Rent	Project support	Notional rent	For	Specific Budgets			
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Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR 6	15/16
	14K 6	12/11/2

1.1	Applicant(s):	MRS SUSAN WORTHINGTON
1.2	Representing:	BEARTOWN PATCHWORKE + QUILTERS
1.3	Email Address:	e~
1.4	Tel No.	
1.5	Project Title:	EXHIBITION OF QUILTS
1.6	Project Objectives:	PROMOTE COMMUNITY SPIRIT WITH DISPLAY OF LOCAL VOLUNTARY GROUPS WORK. ENCOURAGE OTHERS TO BE INVOLVED IN CRAFTS USING TEXTILES. BROADEN LOCAL QUILTERS KNOWLEDGE TEXPERISE,
1.7	Brief Project Description:	EXHIBITION OF LOCAL MEMBERS PATCHWOLK, QUILTING + RELATED TEXTILE PROJECTS. DEMONSTRATION OF TECHNIQUES WITH CHANCE TO TRY FOR YOURSELF. VENUE + FREE ADMISSION ALLOWS PARTICIPATION OF DISABLED & LOW INCOME ADRE.
1.8	Details accounts/budgets	VENUE - CONGLETON TOWN HALL - INSULANCE VIA DUILTERS GUILD - EQUIPMENT HILE + TRANSPORT - PUBLICITY + MARKETING - ADMINISTRATION -

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	\$1636.80 (ESTIMATED)
2.2	Total contribution sought:	2100
2.3	What will the money be spent on?	HIRE OF SPECIAL STANDS, FABRICFOR EXHIBITS

2.4	Any ongoing costs:	
2.5	Details of confirmed match funding include source Cash:	
	In kind:	
2.6	Resources needed:	
2.7	Estimated timescale of project from start to finish:	2 DAY EXHIBITION FRIDAY 15TH JUNE 2016 STATURDAY 11TH JUNE 2016 1/2 DAY SET UP THURSDAY 9TH JUNE 2016

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	FREE ADMISSION & SUITABLE VOLUE ALLOWS FOR PARTICIPATION OF ALL. STIMULATING DISPLAY TO CELEBRATE LOCAL GROUP TEXTILE CRAFTS + LAISE STANDARDS. ENCOURAGE OTHERS TO PARTICIPATE BY PROMOTION OF PATCHWOLK + QUILTING. EXHIBITIONS QUILT TO BE RAFFLED FOR CHARITIES.
3.2	Are there similar services/ projects provided in the area	UZA QUILTING GROUP

Part 4: Evaluation/Publicity

	who will carry	EVALUATION BY EXHIBITION COMMITTEE + GROUP MEMBERS. DISCUSSION IN OPEN MEETING OF WHAT WAS EXPECTIVE OR NOT. DECISIONS MADE TO BE IMPLEMENTED IN FUTURE PROTECTS.
4.2 Describe how promote the Toyour project	and delivered the present	USING THE TOWN HALL AS VENUE NAMING THE TOWN COUNCIL AS SPONSOR ON ALL HOUERTISING MATERIAL.

Signature: Sylvanthagh Date: 26/5/15.

21 Leamington Road

West heath,

Congleton,

Cheshire.

CW12 4PF



GR 6 15/16.

Dear Sirs,

GRANT APPLICATION- BEARTOWN PATCHWORK EXHIBITION

Beartown Patchwork ad Quilters Group will have been operating as a local community group for nearly 31 years in 2016. We plan to hold an exhibition of our quilts and textile projects in Congleton Town Hall on 10th June and 11th June 2016.

To assist in defraying the expenses, we have pleasure in enclosing our grant application for submission at your next meeting.

We trust that the application will meet with your approval and look forward to a positive response from you.

Yours faithfully

Susan Worthington

Squontura

Member of committee organising exhibition on behalf of Beartown Patchwork and Quilters

Enclosures:

Grant application

Group accounts

Copies of Bank Statements

Constitution

DETAILS OF ORGANISATION

We are a local Congleton group set up over 30 years ago to meet like-minded people interested in the art of patchwork and quilting.

We now have a constitution and a governing body and our bank account requires 2 signatories.

We provide a meeting place for our members and visitors to promote the education of the craft of patchwork and quilting.

This is done through mini workshops, speakers, group quilting, demonstrations and trips to quilt exhibitions and other local quilting groups.

PURPOSE OF THIS PROJECT

We aim to improve local people's quality of life with a display and demonstrations that are visually stimulating to participants.

We will have a display of our archives. All members or the group will be exhibiting their work .

We are also proud to display a small section of quilts from the late Judy Flynn who passed away recently, she originally founded the Beartown patchwork group.

Our venue and our method of display allows the participation of disabled people.

The exhibition will be free to enter to extend access and participation by encouraging more people to become actively involved.

Free entry and free participation in exhibition activities ensures that those on low incomes are not excluded.

There will be the opportunity for visitors to "have a go" to encourage new skills and members of our quilting group will be working on their projects and will be happy to share their knowledge with others.

We have set ourselves a challenge for the event with the aim of encouraging development of skills and raising standards within our group.

We have created a quilt for the exhibition and smaller quilts, which will be raffled to benefit local charities.

We will have a small section where we hope to demonstrate some basic skills to the younger visitors.



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR718/16
	0110 110110

1.1	Applicant(s):	HELEN SUTTON
1.2	Representing:	CONCLETON MUSICAL THEATRE
1.3	Email Address:	co.uk
1.4	Tel No.	01260
1.5	Project Title:	Production of musical "Whistle Down "
1.6	Project Objectives:	To support the charitable objects of the society (educate the public in musical arts and further public appreciation in these arts).
1.7	Brief Project Description:	Musical production of Daneside "Whistle Down The Wind" at Daneside Theatre, Congleton. (26m - 31st October 2015)
1.8	Details accounts/budgets	Please see attached.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£17,340-00p.
2.2	Total contribution sought:	£500
2.3	What will the money be spent on?	Production of the stage set (materials and build).

Enc: Budget.

2.4	Any ongoing costs:	Hire of rehearsal rooms at Daneside Theatre. (usually twice a week)
2.5	Details of confirmed match funding include source Cash:	Cost of the project is met by ticket sales, fundraising and grants.
	In kind:	Any shortfall is met by the society's own reserves.
2.6	Resources needed:	The outcome of fundraising and ticket sales is not known at this stape, so The overall cost of the project is needed.
2.7	Estimated timescale of project from start to finish:	May - October 2015

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	1) Entertain reducate the public in nustical theatre by providing a near professional Show. 2) Most of the society members are local.
3.2	Are there similar services/ projects provided in the area	Yes (at different times of the year).

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	The Committee will evaluate the project in early November. (analysis of ticket Saler, costs, analysis of ticket saler, costs,
4.2	Describe how you will promote the Town Council in your project	The Town Coural's support will be advertised in the programe

Signature: Olla K. Sallas Date: 17/6/2015



Whistle Down The Wind ~ 2015 Budget Forecast

Version 3; 1st June 2015

Income

Item	Source of Budget Projection	Budget	Actual	Variance
Ticket Income				
Ticket Sales	Assumes 75% sold; £10.00 & concessio	£13,300.00	-	- 13,300.00
Show income				
Acting workshop subscriptions	Estimate	£200.00	£200.00	-
Programme				
Programme Sales	Precedent	£400.00	-	- 400.00
Programme Sponsors	Precedent	£350.00	~	- 350.00
Front of House/Other Income				
Ice creams	Precedent	£800.00	=	- 800.00
Teas, coffees, sweets and soft drinks	Precedent	£135.00	=	- 135.00
Front of House raffles	Precedent	£500.00	=	- 500.00
	TOTALS:	£15,685.00	£200.00	- £15,485.00

Expenditure

Item	Source of Budget Projection	Budget	Actual	Variance
Theatre Hire				
Theatre hire charge	Precedent - less workshop time	£3,000.00	£60.00	2,940.00
Other venue hire (show)	Contingency	£70.00	-	70.00
Licensing				
Performance licence	Variable per royalties calculation.	£1,790.00		1,790.00
Deposit on future show licence	Paid	£810.00	£810.00	-
Libretti and scores	Worst case (PES)	£850.00	-	850.00
Orchestra & other musical				
Orchestra musicians	MD's estimate	£1,800.00	=	1,800.00
Society Pianist	Rehearsals only	£350.00	2	350.00
Assistant Pianist	Assistant Pianist(s)	£60.00	=	60.00
Musical equipment hire	Contingency	£50.00	-	50.00
Direction Team				
Director/Choreographer	Contract	£1,250.00	-	1,250.00
Musical Director	Contract	£1,000.00	=	1,000.00
Sundry expenditure (direction)	Contingency	£50.00	-	50.00
Sound & Lighting				
Sound & Lighting	Quotation (plus decking, etc?)	£3,000.00		3,000.00
Wardrobe				
Costume hire	Minimal outlay expected	£300.00	-	300.00
Sundries; costumes	Minimal outlay expected	£100.00	<u>+</u>)	100.00
Properties	200 - 20			
Properties hire	Estimate	£200.00	-	200.00
Sundries; properties	Estimate	£50.00	-3	50.00
Set				
Set materials		£300.00		300.00
Set build		£200.00		200.00
Publicity & printing				
Booking form printing		£100.00	-	100.00
Display boards	Banner costs + town boards hire	£205.00	£55.00	150.00
Advertising (show)	Precedent	£300.00	£109.20	190.80
Ticket printing	Precedent	£190.00	(=)	190.00
Programme printing	Precedent	£350.00		350.00
Poster printing	Precedent	£50.00	*	50.00
Sundries; publicity	Contingency	£50.00	-	50.00
Miscellaneous				
Donation(s) per show account	Precedent	£260.00	-	260.00
Ice creams	Precedent	£360.00	-	360.00
Tea & Coffee	Precedent	£20.00	<u> </u>	20.00
Raffles	Precedent	£30.00	=	30.00
Sundries: miscellaneous (show)	Precedent	£20.00	-	20.00
Commission on Ticket Sales	Precedent	£175.00	: - /	175.00
	TOTALS:	£17,340.00	£1,034.20	£16,305.80



Whistle Down The Wind ~ 2015 Budget Forecast

Version 3; 1st June 2015

BUDGET versus ACTUAL		
Budget	Actual	
Deficit: - £1,655.00	Deficit: - £834.20	

Financial Information — Congleton Musical Theatre Report printed on: 3 June, 2015 / Page 2 of 2



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR 8	15/16
	(5	. 7) ~

1.1	Applicant(s):	Donis Morry.
1.2	Representing:	St Peters (Bellowgers)
1.3	Email Address:	
1.4	Tel No.	the state of the s
1.5	Project Title:	
1.6	Project Objectives:	
1.7	Brief Project Description:	Reploament farment for the Town Clarect G+Reters.
1:8	Details accounts/budgets	7165.55

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	\$ 165.55 + Val & carriage.
2.2	Total contribution sought:	
2.3	What will the money be spent on?	Replocement pennent.

2.4	Any ongoing costs:	No
2.5	Details of confirmed match funding include source Cash:	N/A.
	In kind:	
2.6	Resources needed:	Full amount.
2.7	Estimated timescale of project from start to finish:	N/A.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Remodery commonly that Strators is the Town Church a compliancing the original service it provides and its link with the Town Council.
3.2	Are there similar services/ projects provided in the area	NA.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	
4.2	Describe how you will promote the Town Council in your project	
	· · · · · · · ·	

Signature:

Date: 10/8/15



07 July 2015

Denis Murphy
Denis.murphy@tiscali.co.uk
Tel: 07799 887091

RE: Congleton - Church Vimpel

Dear Denis,

We thank you for your recent enquiry and are pleased to submit the following estimate for your consideration:

Church Vimpel with St George and Congleton badge in the hoist tail split into two colours, sewn woven polyester flag. Single sided mirror image, hemmed all round rope and toggle ready to fly.

<u>Flag Size</u>	Approx. Design Size	Quantity / Unit Price
		any
108" x 30"	As PDF	£165.55

- All prices are NET plus Carriage & V.A.T..
- Terms are cash against pro-forma invoice for first orders and then strictly net thirty days once account facilities are established.
- Tolerance: Colours, size and weight can be 10% above or below the order requirement on appliquéd or printed products. There can be a additional 10% tolerance above or below on the quantity of printed products. When overruns are not acceptable, the prices must be increased by 5%.
- ALL QUOTATIONS ARE SUBJECT TO THE SIGHT OF THE FINAL ARTWORK!
- A Proof will be provided, on request after the receipt of an order and final artwork. Proofs may be altered twice at the customer's request without the incurrence of additional costs. Further alterations to the design and layout will be chargeable at £40/hr or a minimum flat fee of £25 per proof. Visualisations or full proofs can be supplied prior to order these may be chargeable at £40/hr or £25/proof.
- THIS QUOTATION IS VALID FOR 60 DAYS.
- Full terms and conditions of sale are available on request.

We trust that the above prices are of some interest and look forward to your valued order. In the meantime if you require any further assistance or advice, please do not hesitate to contact us.

Yours sincerely, J.W. Plant & Co. Ltd

Philip



Congleton Town Trust

Registered Charity No. 1051122 · Co-ordinator: Ms Jo Money

14 July 2015

Brian Hogan Town Clerk Town Hall High Street Congleton Cheshire CW12 1BN

Dear Brian

The enclosed application was considered by the Trustees to the Town Trust, at the last meeting and it was agreed that the request was out of the remit of the Trust but that it could be considered by the Town Council.

Please could you submit it to the Council on our behalf for their consideration.

Many thanks

Kind regards

Jo Money Co-ordinator

(b)

CONGLETON TOWN TRUST

APPLICATION FORM FOR GRANTS TO VOLUNTARY ORGANISATIONS

The Trustees meet on the second Monday of January, April, July and October and any application for a grant should be submitted three weeks in advance of the meeting.

Inf	nformation about your organisation				
		an authorised representative of the organisation to benefit by the grant. St Peters Church			
Со	ntact Person:	John Gibb			
Po	sition in Organizatio	n:Church Warden & Bell ringer			
Ad	dress for correspond	lence:C/O Denis Murphy 12 Swan Bank Congleton			
Те	l: (Day 07799887	091 (eve)			
	, ,	@tiscali.co.uk			
2.	How would you des	cribe your organisation? Tick as appropriate:			
a)	Local X b)	Voluntary organization X c) Statutory service			
	County	Self help group (eg. Education, health)			
	Regional	Registered Charity (give your charity number)			
	National	Other: (please state)Local Community service			
3.	Does your organisa	tion have the following? Tick as appropriate.			
	□ X A gover	ning or management committee			
	□ X A bank	or building society account			
	□ A cons	titution			
	 Annual 	accounts			
4.	How many of the fo	llowing does your organisation help each year in these age groups?			
	Up to 18 years .	N/KN/KN/K			

The scheme of the Town Trust is to allow the trustees to make grants to person's resident within the area administered by the Congleton Town Council who are in specific need or to organisations able to provide facilities for such persons.

6. Describe your project and what you would do with a grant:

Purchase a replacement pennant for the Town Church

- 7. Tell us what are the main things your project is hoping to achieve:
 - (i) Flying the pennant emphasizes the connection between the Town and the Town Church
- 8. Tell us about the people who will directly benefit from your project:

The whole community of The Town who are welcome to use the Church for worship and who benefit from the services provided by The Town Church.

9.	What is the total cost of your project?	£ £211.32 .
	What monies have you already raised towards the project?	£
	Are you awaiting the outcome of any other applications for funding towalf yes, please state to which organisations you have applied and the am	
	What is the amount of the grant for which you are now applying?	£ £211.32 .
10.	Please enclose a copy of your latest statement of accounts (including b	
11.	Signature of applicant:	
On	osition within the organisation:N/A	
	successful cheque should be made payable to W Plant & Co. Lt	td



07 July 2015

Denis Murphy

Donis.murphy@tiscall.co.uk

Tel: 07799 887091

RE: Congleton - Church Vimpel

Dear Denis,

We thank you for your recent enquiry and are pleased to submit the following estimate for your consideration:

Church Vimpel with St George and Congleton badge in the hoist tail split into two colours, sewn woven polyester flag. Single sided mirror image, hemmed all round rope and toggle ready to fly.

<u>Flag Size</u>	Approx. Design Size	Quantity / Unit Price
		<u>any</u>
108" x 30"	As PDF	£165.55

- All prices are NET plus Carriage & V.A.T..
- Terms are cash against pro-forma invoice for first orders and then strictly net thirty days once account facilities are established.
- **Tolerance**: Colours, size and weight can be 10% above or below the order requirement on appliquéd or printed products. There can be a additional 10% tolerance above or below on the quantity of printed products. When overruns are not acceptable, the prices must be increased by 5%.
- ALL QUOTATIONS ARE SUBJECT TO THE SIGHT OF THE FINAL ARTWORK!
- A Proof will be provided, on request after the receipt of an order and final artwork. Proofs may be
 aftered twice at the customer's request without the incurrence of additional costs. Further
 afterations to the design and layout will be chargeable at £40/hr or a minimum flat fee of £25 per
 proof. Visualisations or full proofs can be supplied prior to order these may be chargeable at £40/hr
 or £25/proof.
- THIS QUOTATION IS VALID FOR 60 DAYS.
- Full terms and conditions of sale are available on request.

We trust that the above prices are of some interest and look forward to your valued order. In the meantime if you require any further assistance or advice, please do not hesitate to contact us.

Yours sincerely, J.W. Plant & Co. Ltd

Philip



Congleton Town Council Application for Financial Assistance

QUALITY TOWN COUNCIL

SNGLETON

Part 1: Applicant(s) and Project Details

1 3 AUG 2018			1	1	S A	UG	20	11:
	3	. 1					£ ()	10

Application Reference Number (office use only)

GR9 ISIGM COUNCIL

1.1	Applicant(s):	PHILIP BARBER (CHAIRMAN).
1.2	Representing:	LONGLETON MARKET TRADER GROUP
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	YOUNG PERSONS MARKET ENTERPRISE SCHENE
1.6	Project Objectives:	YOUNG PERSONS MARKET ENTERPRISE SCHENE TO GIVE YOUNG PEOPLE OF LONGLETON, A CHANCE TO GET A START IN BUSINESS WITHOUT INVESTMENT AND PROMOTE THE IMAGE OF CONGLETON MARKET & PROMOTE CONGLETON TOWN.
1.7	Brief Project Description:	1. TO ADVERTISE A LOMPETITION STARE RECRUITHENT 2. ALLOCATION OF APPLICATION FORMS. 3. APPLICANTS INTERVIEWED BY SELECTED PANEL. 4. OPPORTUNITY FOR IL-5 YOUNG PEOPLE TO TRADE AT THE MARKET WITH A SET AHOUNT OF MONEY, FREE STALL & STORAGE FACILITIES UP TO £ 700
1.8	Details accounts/budgets	£ 165.00 FROM MARKET TRADERS & MANAGEMENT. £ W50.00 OF FREE STALL RENT FOR 3 MONTHS £ 85.00 OF FREE STORAGE. £ 700.00 TOTAL.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£ 400.00 x 5 = £3,500 ADVERTISING OR MARKETING
2.2	Total contribution sought:	£ 1,100
2.3	What will the money be spent on?	ADVERTISING & PROMOTION TO RECRUIT FOR THE YOUNG PERSONS ENTERPRISE SCHEME \$ 1,100

2.4	Any ongoing costs:	
		NONE.
2.5	Details of confirmed match funding include source Cash:	£165 KACH x 5 = £825.00.
	Cusii.	£ 535 = 13 WEEKS OF STORAGE &
	In kind:	STALL RENT,
2.6	Resources needed:	ADVERTISING & MARKETING.
2.7	Estimated timescale of project from start to finish:	LAUNCH DATE (TRAPERS TRAPANG) 1ST OCTOBER 2015

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	
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?	PLERK AS TO THE SUCCESS OF THE PROSECT
4.2	Describe how you will promote the Town Council in your project	OUR ADVERTISING CAMPAGN WILL HAVE DETAILS OF THE HELP CTC HAS GIVEN.

Signature: Milif Carler Date: 12/8/15



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GRIO	15/16

1.1	Applicant(s):	Jo Money
1.2	Representing:	Congleton Community Projects
1.3	Email Address:	jo@congletoncommunityprojects.org
1.4	Tel No.	Qu'Sed abox to good to be.
1.5	Project Title:	Community Arts Storage
1.6	Project Objectives:	See below
1.7	Brief Project Description:	Provision of a Community Arts Storage — a dry safe, accessible storage unit for arts and events materials, staging, signage etc for community groups in the town. Current storage is in the old council offices due to be demolished and we are looking for a new home. We plan to purchase a shipping container and are currently negotiating with various groups for a site to house it. Current storage users CCP, Congleton Museum, Congleton Choral Society and Visyon. Materials are used and borrowed by many other groups in the town when putting on events and activities.
1.8	Details accounts/budgets	Cost of shipping container - £1,415.00 Delivery included but there may be a cost if installation runs over 30 mins — see attached quote Purchase of security locks Cost of rental for housing it — as yet unknown

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	Approx. £1,500
2.2	Total contribution sought:	£500
2.3	What will the money be spent on?	Purchasing the container. At this stage we are asking for support from the Town Council for the project and a promissory grant only subject to acquisition of a site to house the container. Detailed costings and evidence of match funding will then be provided
2.4	Any ongoing costs:	Depending on the outcome of acquisition of container and site, for any rent involved we will be looking at fundraising and even charging users a

		fee
2.5	Details of confirmed match funding include source Cash:	None confirmed as yet We are also applying to Cheshire East Community fund, Congleton Inclosure Trust and C4C
	In kind:	We are currently receiving help to find a suitable site and help with the placement of the container
2.6	Resources needed:	A suitable site
2.7	Estimated timescale of project from start to finish:	Vacation of current premises in the old council offices has yet to be finalised by Cheshire East but we estimate within the next 3 months at the latest

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	CCP devises and delivers community events in Congleton. CCP works to ensure that local people can be involved directly with these innovative events and activities going on in their town in order to create an identity with, and a sense of belonging to, the place they live and work in. CCP also has the resources to advise and support other voluntary groups, organisations and individuals who would like to organise their own community or fundraising events. CCP has produced a Community Index, 'Get Involved' listing groups and organisations, what they do, how to get in touch and how to volunteer. This compliments the contact list already in the Tourist Info Centre and is an important resource for the community. A Community Arts materials storage facility for the town is part of CCP's overall community provision to the town
3.2	Are there similar services/ projects provided in the area	Not for the general community benefit

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	
4.2	Describe how you will promote the Town Council in your project	

Quotation

1	SJONES CONTAINERS
die	Working with you to meet your needs

	Jo Money	From:	RACHEL HAYCOX		
At:	Congleton Community Projects	Date:	7 TH August 2015		
E-Mail:	jo@congletoncommunityprojects.org	Pages:	4		
Your Ref:	Container Quotation	Our Ref:	Quotation QTO47926		
Dear Jo,					
	for your recent enquiry regarding the purchase of an I		Container.		Tick if Required
Further to yo	our E-mail, I am pleased to confirm our prices as follo	iws,			
	ft In-house Converted Used Ex-Shipping Container nsions (Approx) External 10ft long x 8ft wide x 8ft 6in Internal 9ft 2ins X 7ft 7ins wide X	high		£1,515.00	
	10ft USED NOT SUITABLE FOR SHIPPING	G or LOAD	ED LIFTING UNLESS F	RETESTED	
1 x 20ft Ex-Shipping Container for Storage Use Dimensions (Approx) External 20ft long x 8ft wide x 8ft 6in high Internal 19ft 3in long x 7ft 7in wide x 7ft 9in high					
Full deliver Transport a found at the The transpo	ading Delivery to Congleton y address to be confirmed at the time of order. and delivery is supplied strictly in accordance with e end of the quotation document. ort price includes half an hour for off-loading from e is charged at £65.00 plus VAT per hour (or part o	time of arri	val of vehicle on site. Th		
Optional Extr	ras;				
Security - sup padlock.	pply and fit a Contain-A-Lock padlock protector complete w	vith CISA 285	/75 high security	£110.00 each	
CSC Verifica	tion - Inspection to confirm container is Sea & Cargo-worth	ny		£50.00 each	
Grafo-Therm	a - Ceiling coating that helps control condensation build-up.			10ft £100.00 ea 20ft £225.00 ea	
	t – To repaint container any RAL colour excluding black, wh colours will cost 50% extra.	hite, yellow ar	d most light	10ft £180.00 ea 20ft £275.00 ea	

The above prices do not include VAT. Due to the volatile nature of the steel and container markets this quote is based on current stock holding and might change as stock is renewed.

We guarantee that our containers are supplied with watertight doors and working door gear. Please appreciate that ex-shipping containers tend to show cosmetic signs of wear and slight damage that will not impede the performance of the box for storage. Unless specified otherwise second hand containers are supplied as storage units for empty lifting only.

We aim to deliver standard containers within 5 working days of the order being placed, but urgent requirements can normally be accommodated.

Payment can be either by bank transfer, cheque or debit/credit card prior to delivery (Please note that credit card payments incur a surcharge of 2.5% on the total invoice value). A deposit may be required prior to allocation of containers (unless otherwise agreed).

If you require any further information please do not hesitate to contact me on 01922 741752.

Yours sincerely, RACHEL HAYCOX



0.1	Confirmation:	Ougla Das	OTO 47006
Orger	Confirmation:	Ouote Ker	0104/920

- ✓ I have ticked options above I would like included in the order
- ✓ I confirm the above details are correct.
- ✓ I would like to place an order for work to proceed.
- ✓ I agree with the following Transport and Delivery Terms.

Invoice Name	Delivery Address	
Address		
Contact	Contact	
portional development of		
Telephone	Telephone	
Payment	Method - Please delete as appropriate	
I will post a cheque for receipt	with S Jones Containers - Prior to delivery of the container \Box	
I will be paying by Credit Card	l – Please call me to process this Payment Prior to delivery \Box	
I will be paying I	by BACS - Prior to delivery of the container $\ \square$	
A deposit may be required pr	rior to the allocation of containers (unless otherwise agreed).	
* Please note that credit card p	payments incur a surcharge of 2.5% on the total invoice value.	
Date:	Purchase Order No:	
Preferred delivery date (to be confirmed):	
Sign:	Print:	
Position: On behalf of:		

Signature: Jo Money Date:



Transport and Delivery Terms.

The delivery and siting of containers is not always a straightforward endeavour.

Our (S Jones Containers Ltd) aim is to ensure that all deliveries are calmly and professionally organised and conducted, and successful through thorough information gathering, planning and communication.

Our transport and delivery service includes advice on delivery of container(s) and we strongly advise you (the Customer) give us as much information as possible about the delivery site and your requirements.

By placing an order with us you agree to these Terms (including the Delivery Questionnaire), unless otherwise specifically agreed by us in writing.

Our transport and delivery quotation is based on information supplied by you. The costing of each job takes into account various factors. If, at the time of delivery, any of these details have changed or, if important information affecting the job has been omitted, we reserve the right to amend our charges accordingly. Any additional charges will be invoiced following the delivery which you agree to pay in full on receipt of the invoice. We will provide a full explanation of such a requirement at the time.

Unless specified otherwise the transport and delivery quotation is for a basic off-load of the container(s) parallel with, and immediately next to, the side of the vehicle during normal weekday business hours. Our normal operating hours for deliveries are from 07:00 hrs to 18:30 hrs Monday – Friday. This excludes Bank Holidays and the Christmas period.

To help us keep our prices keen the standard time allowed for offloading from the time of arrival of the vehicle on site is 30 minutes, which is adequate for a basic delivery providing we have been given all necessary information beforehand. Thereafter vehicle time is charged at £65.00 plus VAT per hour (or part of) per vehicle.

If you require the container(s) to be lifted over obstacles, positioned end-on to the side of the vehicle, lifted off the rear of the vehicle, off-loaded in a building or stacked onto another container, etc, we will provide you with a price accordingly.

You are responsible for all 'off-highway' arrangements, occurrences, consequences and costs unless agreed otherwise in writing including, but not exclusively and where necessary: sufficient access for the operation of the delivery, arrangements with and permissions from those who have the right to grant permission to access all ground as necessary to complete the delivery, all re-instatement of ground affected by the movement of vehicles and operation of lifting equipment etc., traffic and parking control to enable free movement of vehicles and cranes on site, advisement, collation of and prior approval of delivery and site operating documentation, site alterations to facilitate the operation of the delivery, provision of qualified/competent banksmen for manoeuvring of vehicles and operation of lifting equipment, site insurance.

Delivery vehicles must remain on a suitable hard standing surface at all times. You must ensure there are no obstructions to the crane operation and container off-load position, such as, but not exclusively; drains, fire hydrants, bollards, trees or overhead cables, etc. (If in doubt, please ask).

We reserve the right to accept or reject any information supplied and to withhold delivery services at our discretion if we have concerns about the delivery operation and to demand additional information or clarification of supplied information, including conditional site inspections which may be a chargeable service.

If a delivery is aborted for any of the above reasons we will be charged by the haulier for the original delivery, and may incur additional charges (up to the same cost again) for the return of the container(s) back to depot as the delivering vehicle has to abort it's next job, as well as the depot 'gate in' charges to re-admit the container into the depot. We will have no option but to charge these costs to you in full. You agree to pay these charges on presentation of our invoice.

Please feel free to discuss any of the above points with us.

This document shall be construed and interpreted in accordance with the laws of England.



DELIVERY QUESTIONNAIRE

PLEASE COMPLETE AND RETURN GIVING AS MUCH INFORMATION AS POSSIBLE.

This information is used to deliver your container(s) safely and efficiently to your site(s) and is for your benefit as much as ours. This questionnaire forms part of our Transport and Delivery Terms.

We can't guarantee allocated time slots for delivery due to circumstances out of our control. However, we will endeavour to meet requests where possible.

Customer Name:	Location:
Contact No:	Container Size:
For repeat deliveries only confirmation that; ALL information is as previously provided and, that delivery can happen without hindrance. Confirm above states and provide container or invoice number or location address for the transaction where information was supplied and complete the Declaration below.	
Delivery contact: Site opening hours:	
Delivery, Site and Operating Documentation required:	
From the public highway do you own both; the land over which vehicles are to access, and the container siting area?	gain
If 'No' to the above, do you have rights of access and control of ground for the delivery operation and container siting area? (If 'No', then written permission will need to be obtained from the land owner/occupier copy provided to S Jones Containers Ltd.)	and a
Is the access from the road gated? If so, how high and wide is the gateway and clear areas either side of it? What are the largest size vehicles that <u>regularly</u> access the site?	
Are access and delivery areas completely hard standing? Unless previously agreed in writing our vehicles will not drive over wet or dry or muddy areas.	grass
Are there any overhead obstructions (e.g. cables, trees, bridges)? If yes, please advise details including height of obstruction.	
Does the container need to be lifted OVER: hedges / walls /other obstacles? If yes, please advise details including height of obstacles.	
Requirement for traffic control on public roads/tracks. (You will be responsible for any on site access arrangements, unless otherwise a in writing.)	agreed
Can the container be delivered immediately to the side of and parallel to the ve	Phicle?
Is there enough room on site for the vehicle to manoeuvre? (Take into account to of the container.)	the size
Any other information that may be relevant.	
WHERE POTENTIAL ACCESS ISSUES ARE IDENTIFIED PLEASE ATTAC MARKING ANY ISSUES AS CLEARLY AS POSSIBLE ON A	

Declaration:	Print Name:	Signature:	Date:
I hereby confirm that I am responsible for the information			
provided and that it is correct.			



Town Council Grant

Activities Monitoring Form



CAR 23/14/15.

1. Contact Details				
Organisation name:	Trinity Methodist	Church,		-
Address:	Wagg Street, Con	ngleton, CW12 4BA		
2. Grant Info	rmation			
Grant Reference Num	ber:			
Total project cost:		£32,060	PHASE 1	PHASE 2 \$10,000
Receipts Attached?	es No	Receipt Amount:	£ 21,840	
Please list receipts be				
WETTOS &	MUTTRAM	WECH SERVICES	(7 P.	
3. Project Inf	ormation		100 100 100 100 100 100 100 100 100 100	
When did the project	commence?	IASE 1 commances	21 APRIL 2015 5 MAY 2015	
Did you make a profit	from the project?	Yes No		
If yes, how will this be	used?			
	n/n			
Please explain how the grant money was used:				
The general grant was put bound the cart of lite ren				
the general grant was put bound the cost of the rew heating system in Trinty Methodist Church, chapel				
area				
ble are now wanting for the same provider to				
Degin work on Phone 2.				

Please explain what difference the project has made to your organisation/local people:
Chapel is now warm and comparable, our congregation
has gathered again after some of them not coming to
Chapel is now warm and comfortable, our congregation has gulhered again after name of then not coming to chard due to being very cold
It has given in the opportunity to offer the space to
the community for use.
the are now in the process of up grading our sound system
la offer a much better quality of sound in this space
4. Promotion
Please send an electronic photograph of your project/octivity, to this up to 12 years.
Do you give permission for these photographs to be used on the Council's web site and in newsletters? (Please ensure that you seek permission for anybody photographed). Yes No
Was the grant funding from Congleton Town Council acknowledged in any way? Yes No
Please state how (i.e. on your website, event programme, tickets, etc)
On web site
5. Feedback
What is your experience of using the Town Council Grant Scheme? Are there any comments or suggestions for improvements that you would like to make?
improvements that you would like to make?
Man bara
Very happy we were considered and given the grant.
How did you apply? Online Email Post
Do you feel that you understood the process? Yes No
Please rate the following elements:
Completing the application for
Completing the application form Relevance of guidelines
Length of the process from submitting an application to
receiving notification
Advice given from the Town Council Grants Team (if applicable)



Town Council Grant Activities Monitoring Form



Ge 24 14/15 1. Contact Details Organisation name: CONGLETON SPIRITULIST CHUNCH. Address: DIARK ROAD 15 CONGRETON CW12 173 2. Grant Information Grant Reference Number: Total project cost: 61,620-00 Receipts Attached? Yes No Receipt Amount: £ Please list receipts below: 3. Project Information When did the project commence? No Did you make a profit from the project? Yes If yes, how will this be used? Please explain how the grant money was used: REPLACIAENT WINDOWS ITT THE FRONT OF CHURCIA. PLEMSE SEE ATTHEST

Please explain what difference the project has made to your orga	nisation/loc	al people:		
MAKASI SEE HITTHERD.				
MARKS & SUR WILLIAM .				
4. Promotion				
Please send an electronic photograph of your project/activity. Is t	his attached	l? Yes	No	
Do you give permission for these photographs to be used on the	Council's we	b site and in	newslette	ers?
(Please ensure that you seek permission for anybody photographed). Yes No No No No No No No N				
N	ad in any w	w2 Vac L	No	<u> </u>
Was the grant funding from Congleton Town Council acknowledged in any way? Yes No No				
Please state how (i.e. on your website, event programme, tickets, etc)				
On web site FREE BOON PAGE LETTEN TO LOCAL PRESS				
LETTER TO LOCAL PRESS				
5. Feedback				
What is your experience of using the Town Council Grant Scheme? Are there any comments or suggestions for				
improvements that you would like to make?				
WENY GOOT).				
				, , , , , , , , , , , , , , , , , , ,
How did you apply? Online Email Post CALLED IN AT CORRIGES				
Do you feel that you understood the process? Yes No				
Planes rate the following elements:				
Please rate the following elements:				
	Excellent	Good	ОК	Poor
Completing the application form	V			
Relevance of guidelines				
Length of the process from submitting an application to				
receiving notification Advice given from the Town Council Grants Team (if				
applicable)				

AFTER REPLACING THE HEATING BOILER IN FEBRUARY OF THIS YEAR COST £3592. WE THEN COMMENCED A WINDOW REPLACEMENT PROGRAM FOR THE WHOLE OF THE PREMISES, STARTING WITH THE WINDOWS IN THE SCHOOL ROOM AT THE REAR OF THE CHURCH. COST £43976.00.

SCHOOL ROOM THEN RE- DECORATED LABOUR FREE VOLUNTARY, MATERIALS COST £458.87. + MATERIAL DONATIONS.

NEXT IN THE WINDOW REPLACEMENT PROGRAM THE SIX SMALL LEADED WINDOWS AT THE FRONT OF THE CHURCH, COST £1620.00.
THE GRANT PREVIOUSLY AWARDED FROM CONGLETON TOWN COUNCIL OF £250.00 OF WHICH WE ARE TRULY GRATEFUL WILL HAVE PAID TOWARDS THIS PART OF THE REPLACEMENT PROGRAM COST.

WE ARE NOW SAVING UP TO FUND THE REPLACEMENT OF THE WINNOWS IN THE CHURCH COST AT THIS YEARS QUOTE £6,596.00. HOWEVER THIS MAY HAVE TO BE CARRIED OUT IN TWO OR MORE PHASES, IN 2016 OR THEREAFTER.

TERRY GIBSON.

Management Accounts July 2015

See attached Income and Expenditure sheet. These figures are for four months so would be 33% of the annual budget if the expenditure was regular monthly.

Central overheads reallocated is an accounting mechanism to apportion the administration costs over all other cost centres containing staff, in line with the audit and accountancy regulation guidance.

Variance Analysis

Finance and Policy Committee

Corporate Management

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

Democratic/Civic

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

Grants

 Out of our initial grants budget of £65,983 a considerable amount has already been allocated e.g. Citizens' Advice Bureau; Congleton Community Projects, Christmas Lights. £13,550 is available for grants applications to March 2016.

Community, Environment and Services Committee

- The paddling pool at the end of July was approximately half way through the season so expenditure as expected.
- Public Realm CCTV is showing the full year cost for the 5 CCTV cameras around the town monitored and maintained by Cheshire East Council.
- PCSO's an invoice for the full year cost is expected shortly.
- Streetscape No budget for agency staff
- Streetscape Insurance is a full year cost.
- Property maintenance includes £7,650 for painting the bridge over the Dane although this is showing as an overspend on the expenditure heading, a grant of £15,000 was received from Cheshire East (shown in "income") to pay for improvements around the town which includes this work.
- Streetscape Horticultural supplies are seasonal.

Town Hall Committee

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

Coi	ngleton Town Council - Management A	Accounts - July	2015			
<u> </u>	ingleton roun oddion managements	Current Month	Actual Year	Current	Variance	% of
		Actual	To Date	Annual Bud	Annual Total	Budget
Fina	ance and Policy					
<u>101</u>	Corporate Management					
	Staff Costs (re-allocated)	9,288	36,288	113,562	77,274	32%
	Travel	33	53	1,000	947	5%
	Training / Conferences	0	1,589	2,500	911	64%
	Rent Payable	1,163	4,652	13,950	9,298	33%
	Reception - TIC	0	0	2,730	2,730	0%
	Miscellaneous Office Costs	25	123	400	277	31%
	Telephone/Fax/Internet	19	331	2,000	1,669	17%
	Postage	7	513	3,000	2,487	17%
	Stationery & Printing	47	480	2,500	2,020	19%
	Subscriptions & Publications	0	2,609	2,100	-509	124%
	Insurance	0	7,352	7,250	-102	101%
	Computer/IT Costs	553	2,212	7,000	4,788	32%
	Photocopy Charges	0	368	2,500	2,132	15%
	Recruitment Advertising	1,596	1,596	500	-1,096	319%
	Other Advertising	0	64	200	136	32%
	Bank Charges	36	52	100	48	52%
	Audit Fees - External	0	0	2,000	2,000	0%
	Audit Fees - Internal	0	0	1,230	1,230	0%
	Accountancy Support	605	1,050	3,750	2,700	28%
	Legal & Professional fees	0	1,500	1,500	0	100%
	HR & H&S support	213	852	3,560	2,708	24%
	Central Overheads reallocated	-2,869	-20,930	-49,263	-28,333	42%
	OSINGI OYON OLOGO TOGINOGEOG	2,000	,	,	,-	
Co	orporate Management:-Expenditure	10,716	40,754	124,069	83,315	33%
	CEC Grant	0	-49,890	-49,890	0	100%
	Interest Receivable	-5	-1,048	-4,000	-2,952	26%
	Corporate Management :- Income	-5	-50,938	-53,890	-2,952	95%
	Not Freeze diturn array language	40 744	-10,184	70,179	80,363	-15%
100	Net Expenditure over Income Democratic Rep'n & Mgmt/Civic	10,711	-10,104	70,179	00,363	~1076
<u>102</u>	Staff Costs (re-allocated)	1,951	7,420	22,500	15,080	33%
	Training / Conferences	0	206	1,000	794	21%
	Stationery & Printing	23	23	400	377	6%
	Marketing/Promotions	0	345	800	455	43%
	Council Newsletter	0	1,012	5,230	4,218	19%
	Council Website	0	750	1,000	250	75%
	Mayor's Allowance	0	3,000	3,000	0	100%
	Members Expenses	0	0	360	360	0%
	Civic Expenses	15	3,059	4,500	1,441	68%
	Civic Regalia	0	0	100	100	0%
	Hall & Room Hire	277	1,372	6,000	4,628	23%
	Civic Artefacts and Treasures	205	255	500	245 1,198	51% 42%
	Central Overheads reallocated	121	884	2,082	1,180	4 ∠70
Dem	ocratic Rep'n & Mgmt/Civic:-Expenditure	2,592	18,326	47,472	29,146	39%
	<u>Grants</u>	0	52,433	65,983	13,550	79%
F&F	Income - Expenditure Totals	13,303	60,575	183,634	123,059	33%
	·	•				
	Community, Environment & Services	7.004	45.004	05.694	40.000	59%
	Paddling Pool	7,081 0	15,081 0	25,684 1,000	10,603 1,000	0%
	Propogation Unit	3,577	5,822	9,500	3,678	61%
	Floral Displays Allotments	3,377	151	240	3,570	63%
	Public Toilets	750	1,743	5,800	4,057	30%
	Public Realm CCTV	0	9,750	12,600	2,850	77%
	Congleton Partnership	2,739	10,957	32,870	21,913	33%
	Community Development	3,448	13,372	53,250	39,878	25%
	Police Community Support Officers	0	0	47,200	47,200	0%
	Christmas Fayre/lights	0	30	4,000	3,970	1%
	Neighbourhood Plan	0	0	0	0	0%
	Tourism	0	15	3,000	2,985	1%
	Youth and Young People	0	199	2,000	1,801	10%

Congleton Town Council - Management Accounts - July 2015

Fellowship House 451 1,616 6,030 4,414 P/ship Community Mini-Bus 0 0 0 0 18,076 58,736 203,174 144,438 Streetscape Staff Costs 28,780 110,553 374,297 263,744 Agency Staff 1,643 2,043 0 2,043 Protective Clothing\H & Safety 183 503 2,500 1,997 Office rent 256 1,022 3,067 2,045 Janitorial 0 1,386 4,000 2,614 Telephones 0 0 1,200 1,200 Insurance 0 5,663 5,500 163 Property maintenance 7,680 7,888 500 7,388 Horticultural etc Supplies 640 9,655 16,000 6,345 Vehicle maintenance/Serv etc 1,052 1,665 5,000 3,335 Vehicle fuel and oil 1,263 4,856 19,500 14,644		Current Month	Actual Year	Current	Variance	% of
Priship Community Mini-Bus 0 0 0 0 0 0 0 0 0		Actual	To Dale	Annual Bud	Annual Total	Budget
Streetscape Staff Costs 28,780 110,553 374,297 263,744 Agency Staff 1,643 2,043 0 2,043 7 2,045	Fellowship House	451	1,616	6,030	4,414	2
Streetscape 28,780 110,553 374,297 263,744 Agency Staff 1,643 2,043 0 2,043 1 Protective Clothing H & Safety 183 503 2,500 1,997 Office rent 256 1,022 3,067 2,045 Janitorial 0 1,386 4,000 2,614 Telephones 0 0 1,200 1,200 Insurance 0 5,683 5,500 163 Property maintenance 7,680 7,888 500 7,388 Horlicultural etc Supplies 640 9,655 16,000 6,345 Vehicle maintenance/Serv etc 1,052 1,665 5,000 3,335 Vehicle fuel and oil 1,263 4,856 19,500 14,644 Vehicle rental charges 2,968 11,872 37,676 25,804 General expenditure 281 581 1,000 419 Central Overheads Reallocated 2,017 14,714 34,832 19,918	P/ship Community Mini-Bus	0	0	0	0_	
Staff Costs 28,780		18,076	58,736	203,174	144,438	2
Agency Staff Protective Clothing\H & Safety 183 503 2,500 1,997 Office rent 256 1,022 3,067 2,045 Janitorial 0 1,386 4,000 2,614 Telephones 0 0 1,200 1,200 Insurance 0 5,663 5,500 163 Property maintenance 7,680 7,888 500 7,388 Horticultural etc Supplies 640 9,655 16,000 6,345 Vehicle maintenance/Serv etc 1,052 1,665 5,000 3,335 Vehicle fuel and oil 1,263 4,856 19,500 14,644 Vehicle rental charges 2,968 11,872 37,676 25,804 General expenditure 281 581 1,000 419 Central Overheads Reallocated 2,017 14,714 34,632 19,918 Streetscape Expenditure 46,763 172,401 504,872 332,471 Cheshire East Street grant -15,000 -15,000 0 15,000 Streetscape - Income 2,9948 -89,844 -359,375 -269,531 Net Expenditure over Income 1,815 67,557 145,497 77,940 E &S Income - Net Expenditure 1 19,891 126,293 348,671 222,378 Town Hall Town Hall - Expenditure 0 14,042 52,223 38,181 Total Net Expenditure over Income 0 14,042 52,223 38,181	Streetscape					
Protective Clothing\H & Safety Office rent 256 1,022 3,067 2,045 Janitorial 0 1,386 4,000 2,614 Telephones 0 0 0 1,200 1,200 Insurance 0 5,663 5,500 163 Property maintenance 7,680 7,888 500 7,388 Horticultural etc Supplies 640 9,655 16,000 6,345 Vehicle maintenance/Serv etc 1,052 1,665 5,000 3,335 Vehicle fuel and oil 1,263 4,856 19,500 14,644 Vehicle rental charges 2,968 11,872 37,676 25,804 General expenditure 281 581 1,000 419 Central Overheads Reallocated 2,017 14,714 34,632 19,918 Streetscape Expenditure 46,763 172,401 504,872 332,471 Cheshire East Street grant -15,000 -15,000 0 15,000 Streetscape - Income 46,763 172,401 504,872 332,471 Cheshire East Street grant -15,000 -15,000 0 15,000 Streetscape - Income 1,815 67,557 145,497 77,940 E &S Income - Net Expenditure Totals Town Hall - Expenditure 50,709 153,273 102,564 Town Hall - Income -36,667 -101,050 -64,383 Net Expenditure over Income 0 14,042 52,223 38,181 Total Net Expenditure over Income 0 14,042 52,223 38,181	Staff Costs	28,780	110,553	374,297	263,744	3
Office rent 256 1,022 3,067 2,045 Janitorial 0 1,386 4,000 2,614 Telephones 0 0 1,200 1,200 Insurance 0 5,663 5,500 163 Property maintenance 7,680 7,888 500 7,388 Horticultural etc Supplies 640 9,655 16,000 6,345 Vehicle maintenance/Serv etc 1,052 1,665 5,000 3,335 Vehicle fuel and oil 1,263 4,856 19,500 14,644 Vehicle rental charges 2,968 11,872 37,676 25,804 General expenditure 281 581 1,000 419 Central Overheads Reallocated 2,017 14,714 34,632 19,918 Streetscape Expenditure 46,763 172,401 504,872 332,471 Cheshire East Street grant -15,000 -15,000 0 15,000 Streetscape - Income 1,815 67,557 145,497	Agency Staff	1,643	2,043	0	2,043	#DI\
Janitorial	Protective Clothing\H & Safety	183	503	2,500	1,997	2
Telephones 0 0 0 1,200 1,200 Insurance 0 5,663 5,500 163 Property maintenance 7,680 7,888 500 7,388 Horticultural etc Supplies 640 9,655 16,000 6,345 Vehicle maintenance/Serv etc 1,052 1,665 5,000 3,335 Vehicle fuel and oil 1,263 4,856 19,500 14,644 Vehicle rental charges 2,968 11,872 37,676 25,804 General expenditure 281 581 1,000 419 Central Overheads Reallocated 2,017 14,714 34,632 19,918 Streetscape Expenditure 46,763 172,401 504,872 332,471 Cheshire East Street grant -15,000 -15,000 0 15,000 Streetscape - Income -29,948 -89,844 -359,375 -269,531 Net Expenditure over Income 1,815 67,557 145,497 77,940 Town Hall - Expenditure Totals 19,891 126,293 348,671 222,378 Town Hall - Expenditure over Income -36,667 -101,050 -64,383 Net Expenditure over Income 0 14,042 52,223 38,181	Office rent	256	1,022	3,067	2,045	3
Insurance	Janitorial	0	1,386	4,000	2,614	3
Property maintenance	Telephones	0	0	1,200	1,200	
Horticultural etc Supplies	Insurance	0	5,663	5,500	163	10
Vehicle maintenance/Serv etc 1,052 1,665 5,000 3,335 Vehicle fuel and oil 1,263 4,856 19,500 14,644 Vehicle rental charges 2,968 11,872 37,676 25,804 General expenditure 281 581 1,000 419 Central Overheads Reallocated 2,017 14,714 34,632 19,918 Streetscape Expenditure 46,763 172,401 504,872 332,471 Cheshire East Street grant -15,000 -15,000 0 15,000 Streetscape - Income -29,948 -89,844 -359,375 -269,531 Net Expenditure over Income 1,815 67,557 145,497 77,940 E &S Income - Net Expenditure Totals 19,891 126,293 348,671 222,378 Town Hall 50,709 153,273 102,564 Town Hall - Income -36,667 -101,050 -64,383 Net Expenditure over Income 0 14,042 52,223 38,181 Total Net Expenditure 33,194<	Property maintenance	7,680	7,888	500	7,388	1578
Vehicle fuel and oil 1,263 4,856 19,500 14,644 Vehicle rental charges 2,968 11,872 37,676 25,804 General expenditure 281 581 1,000 419 Central Overheads Reallocated 2,017 14,714 34,632 19,918 Streetscape Expenditure 46,763 172,401 504,872 332,471 Cheshire East Street grant -15,000 -15,000 0 15,000 Streetscape - Income -29,948 -89,844 -359,375 -269,531 Net Expenditure over Income 1,815 67,557 145,497 77,940 E &S Income - Net Expenditure Totals 19,891 126,293 348,671 222,378 Town Hall Town Hall - Income 50,709 153,273 102,564 Town Hall - Income -36,667 -101,050 -64,383 Net Expenditure over Income 0 14,042 52,223 38,181 Total Net Expenditure 33,194 200,910 584,528 383,618	Horticultural etc Supplies	640	9,655	16,000	6,345	60
Vehicle rental charges 2,968 11,872 37,676 25,804 General expenditure 281 581 1,000 419 Central Overheads Reallocated 2,017 14,714 34,632 19,918 Streetscape Expenditure 46,763 172,401 504,872 332,471 Cheshire East Street grant -15,000 -15,000 0 15,000 315,000 Streetscape - Income -29,948 -89,844 -359,375 -269,531 Net Expenditure over Income 1,815 67,557 145,497 77,940 E &S Income - Net Expenditure Totals 19,891 126,293 348,671 222,378 Town Hall 50,709 153,273 102,564 -00,667 -101,050 -64,383 Net Expenditure over Income 0 14,042 52,223 38,181 Total Net Expenditure 33,194 200,910 584,528 383,618	Vehicle maintenance/Serv etc	1,052	1,665	5,000	3,335	33
General expenditure 281 581 1,000 419 Central Overheads Reallocated 2,017 14,714 34,632 19,918 Streetscape Expenditure 46,763 172,401 504,872 332,471 Cheshire East Street grant -15,000 -15,000 0 15,000 Streetscape - Income -29,948 -89,844 -359,375 -269,531 Net Expenditure over Income 1,815 67,557 145,497 77,940 E &S Income - Net Expenditure Totals 19,891 126,293 348,671 222,378 Town Hall Town Hall - Expenditure 50,709 153,273 102,564 Town Hall - Income -36,667 -101,050 -64,383 Net Expenditure over Income 0 14,042 52,223 38,181 Total Net Expenditure 33,194 200,910 584,528 383,618	Vehicle fuel and oil	1,263	4,856	19,500	14,644	2
Central Overheads Reallocated 2,017 14,714 34,632 19,918 Streetscape Expenditure 46,763 172,401 504,872 332,471 Cheshire East Street grant -15,000 -15,000 0 15,000 15,000 Streetscape - Income -29,948 -89,844 -359,375 -269,531 Net Expenditure over Income 1,815 67,557 145,497 77,940 E &S Income - Net Expenditure Totals 19,891 126,293 348,671 222,378 Town Hall - 50,709 153,273 102,564 Town Hall - Income -36,667 -101,050 -64,383 Net Expenditure over Income 0 14,042 52,223 38,181 Total Net Expenditure 33,194 200,910 584,528 383,618	Vehicle rental charges	2,968	11,872	37,676	25,804	3:
Streetscape Expenditure 46,763 172,401 504,872 332,471 Cheshire East Street grant -15,000 -15,000 0 15,000 respenditure Streetscape - Income -29,948 -89,844 -359,375 -269,531 Net Expenditure over Income 1,815 67,557 145,497 77,940 E &S Income - Net Expenditure Totals 19,891 126,293 348,671 222,378 Town Hall 50,709 153,273 102,564 Town Hall - Income -36,667 -101,050 -64,383 Net Expenditure over Income 0 14,042 52,223 38,181 Total Net Expenditure 33,194 200,910 584,528 383,618	General expenditure	281	581	1,000	419	58
Cheshire East Street grant	Central Overheads Reallocated	2,017	14,714	34,632	19,918	4:
Streetscape - Income	Streetscape Expenditure	46,763	172,401	504,872	332,471	3
Net Expenditure over Income 1,815 67,557 145,497 77,940 E &S Income - Net Expenditure Totals 19,891 126,293 348,671 222,378 Town Hall Town Hall - Expenditure 50,709 153,273 102,564 Town Hall - Income -36,667 -101,050 -64,383 Net Expenditure over Income 0 14,042 52,223 38,181 Total Net Expenditure 33,194 200,910 584,528 383,618	Cheshire East Street grant	-15,000	-15,000	0	15,000	#DI\
E &S Income - Net Expenditure Totals Town Hall Town Hall - Expenditure Town Hall - Income Total Net Expenditure 33,194 200,910 584,528 383,618	Streetscape - Income	-29,948	-89,844	-359,375	-269,531	2
Town Hall Town Hall - Expenditure 50,709 153,273 102,564 Town Hall - Income -36,667 -101,050 -64,383 Net Expenditure over Income 0 14,042 52,223 38,181 Total Net Expenditure 33,194 200,910 584,528 383,618	Net Expenditure over Income	1,815	67,557	145,497	77,940	4
Town Hall - Expenditure 50,709 153,273 102,564 Town Hall - Income -36,667 -101,050 -64,383 Net Expenditure over Income 0 14,042 52,223 38,181 Total Net Expenditure 33,194 200,910 584,528 383,618	E &S Income - Net Expenditure Totals	19,891	126,293	348,671	222,378	3
Town Hall - Income -36,667 -101,050 -64,383 Net Expenditure over Income 0 14,042 52,223 38,181 Total Net Expenditure 33,194 200,910 584,528 383,618	Town Hall					
Net Expenditure over Income 0 14,042 52,223 38,181 Total Net Expenditure 33,194 200,910 584,528 383,618	Town Hall - Expenditure		50,709	153,273	102,564	3
Total Net Expenditure 33,194 200,910 584,528 383,618	Town Hall - Income		-36,667		-64,383	3
· · · · · · · · · · · · · · · · · · ·	Net Expenditure over Income	0	14,042	52,223	38,181	2
Personnel	Total Net Expenditure	33,194	200,910	584,528	383,618	3
	Personnel	<u></u>				
Staff Costs - Reallocated 53,639 198,001 645,986 447,985	Staff Costs - Reallocated	E3 E30	198 004	EVE OSC	447 005	3

Reserves as at 31/07/15

General Reserve	164,803
Capital Equipment Fund	34,549
Capital Contingency Fund	158,640
EMR Elections	15,000
EMR Carnival	7,500
EMR Crime Prevention/Traffic cal	3,779
EMR Ancient Treasures	3,000
EMR Website	11,650
EMR Training	5,000
EMR Streetscape	57,250
EMR Loan Repayments	1,550
EMR Toilets	40,000
EMR Play Areas	6,000
EMR Public Realm	12,000
EMR Legal Fees	9,730
EMR Congleton Neighbourhood F	36,768
EMR Cenotaph	10,000
EMR Christmas Lights	4,344
EMR Partnership minibus	6,153
	587,716

Date: 10

10/08/2015

Congleton Town Council 15/16

Page No: 1

Time: 15:09

User: JP

Bank Reconciliation Statement as at: 31/07/2015 for Cash Book 1 RBS Current/l Access Acct

Bank Statement Account	Name (s)	Statement Date	Page No	Balances
RBS High Interest A/c 114	11162	31/07/2015	594	81,026.87
RBS Current Account 114		31/07/2015	931	580.25
				81,607.12
Unpresented Cheques (N	ninus)		Amount	- 1,1
22/06/2015 007379	D & M Nurser	ies	34.80	
23/06/2015 007395	Friend of Con	g Park	61.80	
29/06/2015 007397	A D Booth & S	Sons Ltd	16,560.00	
30/06/2015 007408	K Morten		140.00	
07/07/2015 007416	Posh Nosh Pa	arties Ltd	712.08	
13/07/2015 007422	Devoted Venu	ue Design	318.00	
13/07/2015 007425	Posh Nosh Pa	arties Ltd	36.00	
13/07/2015 007420	Congleton Ja:	zz and Blues	500.00	•
20/07/2015 007432	Cheshire Turf	Machinery Ltd	301.38	
20/07/2015 007436	Congleton Ga	arden Machinery Ltı	271.87	
20/07/2015 007438	Congleton Le	arning Partnership	533.40	
20/07/2015 007441	Heatons Offic	e Supplies Ltd	163.90	
20/07/2015 007445	Posh Nosh Pa	arties Ltd	155.22	
20/07/2015 007446	Society of Lo	cal Council Clerk	108.00	
20/07/2015 007450	Threadfast Er	ngineers Ltd	15.03	
27/07/2015 007457	Community D	evelopment Found	1,054.00	
30/07/2015 007458	230 Squadror	n ATC	50.00	
			*	21,015.48
			_	60,591.64
Receipts not Banked/Cle	ared (Plus)			
				0.00
			•	60,591.64
		Balance per Cas	sh Book is :-	60,591.64
		Di	fference is :-	0.00

Congleton Town Council 15/16

RBS Current/I Access Acct

List of Payments made between 01/05/2015 and 31/07/2015

Date Paid	Payee Name	Cheque Ref	Amount Paid	Transaction Detail
01/05/2015	Cheshire East Council	DD	2268.00	Business rates
07/05/2015	West Mercia Energy	ÐD	2098.03	1197365/5693/Town Hall Electric
08/05/2015	Accounting Solutions from DCK	007256	1432.08	TPC6415/5697/Year End Closedown
08/05/2015	TM & A Chadwick Joinery	007257	600.00	210415/5698/repair firedoor town hall
08/05/2015	Congleton Community Projects	007258	350.00	140614/5699/Banners
08/05/2015	N Calvert	007259	54.00	1758/5700/T-Shirts
08/05/2015	Cavern Protective Clothing	007260	88.80	17974/5705/safety boots
08/05/2015	Congleton Garden Machinery Ltd	007261	61.00	3586/5703/tow ropes
08/05/2015	Cheshire Association of Local	007262	25.50	003076/5702/Good Councillors Guide
08/05/2015	Cheshire Electrical Supplies L	007263	45.00	C1686363/5706/TIC Light Bulbs
08/05/2015	Four Oaks Nurseries Ltd	007264	265.20	63999/5708/compost
08/05/2015	Jewson Limited	007265	59.40	0767/0114677/5709/Sand
08/05/2015	A P Matthews Nurseries Ltd	007266	69.00	29985/5710/grasses In Bloom
08/05/2015	Northwest In Bloom	007267	40.00	300415/5711/entry costs
08/05/2015	Purchase Power	007268	161.94	BC587672/5712/copier paper
08/05/2015	Porters Service Station Ltd	007269	1487.77	300415/5713/Fuel for vans
08/05/2015	Posh Nosh Parties Ltd	007270	2592.42	347/5725/Partnership £1690.80; recharges
				£784.26; Youth £30.90; In Bloom £8.16; Town Centre £52.20; N/Hood Plan £26.10
08/05/2015	Shaw & Sons Ltd	007271	102.00	244945/5727/Digital Scroll for Burgess
08/05/2015	Silk Brass	007272	150.00	2014/7/5728/performance xmas
08/05/2015	Talke Chemical Company Limited	007273	297.19	64173/5731/consumables
08/05/2015	Bomford Office Products Ltd	007274	41.04	63649/5732/paper, dymo tape
08/05/2015	Councillor G Williams	007275	793.76	240415/5733/repairs to minibus
08/05/2015	T Mobile	DD	22.26	V01083533769/5681/JM Phone
11/05/2015	MAC Tool & Plant Hire Ltd	007276	48,00	5416/5734/Hire of Rotivator
11/05/2015	Threadfast Engineers Ltd	007277	61.51	SIN081864/5730/Nuts & Bolts
11/05/2015	County Playing Fields Associat	007280	22.00	300415/5735/Affiliation Fee
11/05/2015	Fairbairn Signs	007281	108.00	19815/5736/Graphics
11/05/2015	Purchase Power	DD	161.94	Copier paper
11/05/2015	CEast CAB	007279	15000.00	Grant - CAB
12/05/2015	Wharf Plumbing & Heating Suppl	007278	7.49	SiN78760/5739/tap & hose
12/05/2015	information Commissioner	DD	35.00	Data Protect annual reg
13/05/2015	West Mercia Energy	DD	1690.63	1200300/5692/Gas Town Hall
14/05/2015	Wirehouse Employer Services	DD	102.00	HR Support monthly
14/05/2015	Pitney Bowes Finance PLC	DD	264.98	Franking machine rental
18/05/2015	Angel Springs Ltd	007282	110.80	2621349/5740/Drinking Water
18/05/2015	Talke Chemical Company Limited	007283	2360.18	64174/5742/p/pool paint £1223.04; Public Toilet supplies
18/05/2015	Posh Nosh Parties Ltd	007284	446,82	359/5743/Anzac Day Catering
18/05/2015	RBS Autopay	AUTOPAY	47841.71	Salaries May 2015
18/05/2015	The Royal Bank of Scotland	DD	529.11	CC N/hood plan £135.10; mugs £100; display stands £205.99
18/05/2015	Petty cash	007285	161.31	Petty cash
19/05/2015	Auditing Solutions Ltd	007286	492.00	A3994/5744/Audit Final Visit
19/05/2015	A D Booth & Sons Ltd	007287	32799.99	080515/5745/stage 3 of 3 roof
19/05/2015	Broken Cross Paint & Wallpaper	007288	104.76	10729/5746/Paint
19/05/2015	Congleton Community Projects	007289	285.00	180515/5748/P/ship On Your Bike Project
19/05/2015	Congleton Garden Machinery Ltd	007290	144.00	30240/5749/repairs to mower
19/05/2015	Heads (Congleton) Limited	007291	77.28	93067/5750/Town Meeting Advert
19/05/2015	Electric Picture House	007292	400.00	120515/5751/In Bloom w/shops
19/05/2015	Four Oaks Nurseries Ltd	007293	213.36	64478/5753/plants comm pride
19/05/2015	Gaffey Technical Services Ltd	007294	292.39	55615/5754/Pool test kits
19/05/2015	Frank Henshall Photographer	007295	145.00	P14/0072/5755/Mayors Photo's
19/05/2015	W Hewitt Plumbing & Heating	007296	125.00	020515/5756/repair public toilets
19/05/2015	Mr T Lazarski	007297	308.79	010515/5757/plants Comm Gardens
19/05/2015	K G Loach	007298	7.49	23394/5758/membrane
19/05/2015	LBS Worldwide Ltd	007299	166.50	SIN0620941/5759/watering equip
19/05/2015	Nevada	007300	85.55	278892/5760/rechargeable batteries
19/05/2015	Phonographic Performance Ltd	007301	833.76	2728302/5761/PPL Licence
19/05/2015	The Stationery Cupboard	007302	103.72	136/5762/Stationery items
19/05/2015	T & S Electrical Limited	007303	597.05	9939/5763/bulbs for clock tower
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19/05/2015	Threadfast Engineers Ltd	007304	16.56	SIN082063/5764/p/pool repairs
19/05/2015	Vibrant Graphics Ltd	007305	1047.00	027048/5766/Neighbourhood Plan questionnaire
19/05/2015	West Wallasey Contract Hire	007306	3561.53	WAL216164/5767/leasing vehicle
19/05/2015	Webmozaic	007307	515.10	2015-001/5768/website advice
19/05/2015	MAC Tool & Plant Hire Ltd	007308	72,00	5435/5769/hire of washer
19/05/2015	Zurich Municiple	007309	18326.05	18031092/5770/Annual Insurance
19/05/2015	Wirehouse Employer Services	DD	153.60	H&S support monthly
26/05/2015	RBS autopay	DD	8,00	Autopay charges
26/05/2015	Prism Bus Developments	DD	663.51	IT support monthly
28/05/2015	Allpay - Plus Dane	DD	36.08	Allotment garage rental
29/05/2015	Sita UK Ltd	DD	257.93 2268.00	29701660/5726/waste collection Business rates Town Hall
01/06/2015	Cheshire East BC	DD	262.18	Q036OC/5771/telephone
02/06/2015	British Telecom	007311 007312	166.20	1772/5773/Pool uniforms
02/06/2015	N Calvert Cheshire Association of Local	007312	60,00	003122/5775/cllr training
02/06/2015 02/06/2015	Cheshire East Council	007314	11100.00	118354/5776/cctv cameras
02/06/2015	Cheshire Electrical Supplies L	007315	13.82	C1686928/5777/TIC Bulbs
02/06/2015	Heads (Congleton) Limited	007316	115.20	93315/5778/N Plan advert
02/06/2015	Congleton Garden Machinery Ltd	007317	107.75	30269/5779/repairs to mower
02/06/2015	Congleton High School	007318	200,00	5101555/5780/In Bloom Project
02/06/2015	Four Oaks Nurseries Ltd	007319	367.26	64301/5781/Moody st plants
02/06/2015	Gaffey Technical Services Ltd	007320	893.30	55791/5782/p/pool tech support
02/06/2015	JAF Graphics	007321	492.00	18894/5784/window graphics
02/06/2015	LBS Worldwide Ltd	007322	580.48	SIN0624768/5786/watering equip
02/06/2015	The Leaflet Team	007323	780.00	CTC0024/5787/distribution
02/06/2015	Maxigiene Enviromental Service	007324	45.00	19286C/5788/Legionella testing
02/06/2015	Mercia Tree Care	007325	300.00	1128/5789/riverbank strimming
02/06/2015	PTGS Electrical Services Ltd	007326	108.00	30892/5790/test & inspection
02/06/2015	Talke Chemical Company Limited	007327	1140.10	64209/5795/pool chemicals etc
02/06/2015	Threadfast Engineers Ltd	007328	35.28	SIN082160/5799/bungles
02/06/2015	Travis Perkins Trading Company	007329	107.10	3640ADF045/5800/Plum slate
02/06/2015	United Utilities	007330	898.01	00631693/5802/paddling pool water
02/06/2015	Posh Nosh Parties Ltd	007331	2865.12	360/5809/recharges £1433.70; Civic £1344.42; £31.32, Other £55.68
02/06/2015	E Wardlaw	007310	3000.00	Mayor's allowance 2015
03/06/2015	Grenke Leasing Ltd	DD	136.61	90629/2015/5737/tracker insurance
09/06/2015	British Telecom	DD	45.94	Q06036T/5772/FAX Machine
09/06/2015	T Mobile	DD	22.26	V01093894204/5793/JM phone
10/06/2015	TomTom Telematics	DD	81.97	6288460/5738/vehicle trackers
10/06/2015	TomTom Telematics	DD	106.92	6314255/5765/vehicle trackers
10/06/2015	TomTom Telematics	DD	106.92	6342211/5856/vehicle tracker
12/06/2015	Angel Springs Ltd	007332	4.27	2654719/5815/Environmental chg
12/06/2015	Gaffey Technical Services Ltd	007333	216.22	55808/5816/degassing valve 23721/5817/top soil
12/06/2015	K G Loach	007334	117.00 63.00	5449/5818/chainsaw repair
12/06/2015	MAC Tool & Plant Hire Ltd	007335	126,70	145430/5819/padd pool benches
12/06/2015	North Rode Timber Co. Ltd	007336	1103.25	310515/5822/fuel for vans
12/06/2015	Porters Service Station Ltd	007337 007338	717.69	0305707/5824/plates
12/06/2015	Stephensons Nisbets	007339	149.84	11008697/5826/flasks
12/06/2015 12/06/2015	Wharf Plumbing & Heating Suppl	007339	21.14	SIN78906/5827/hose, valves etc
	Mr K Blease-Bourne	007342	50.00	110615/5830/Teddy Bears Picnic PA
15/06/2015	MI K please-pourie	001342	55,55	system
15/06/2015	Petty cash	007343	150.21	Petty cash
15/06/2015	Grant Congleton Harriers	007345	250.00	Grant Congleton Harriers
15/06/2015	Angus Media	007346	73.00	Grant Friends of Cong Park
15/06/2015	Wirehouse Employer Services	DĐ	102.00	H&S support monthly
16/06/2015	SAS Daniels LLP	007344	60.00	113274/5823/Land search fees
19/06/2015	Heads Congleton	007347	138.24	Grant - Friends of Cong Park
19/06/2015	Wirehouse Employer Services	DD	153.60	HR Support monthy
19/06/2015	RBS Credit Card	DD	331.64	030615/5852/Social Media
19/06/2015	Autopay	AUTOPAY	48804.31	Salaries June 15
22/06/2015	ACAS	007349	792.00	09/14069/5828/staff training
22/06/2015	Audley Brass	007350	250,00	050615/5829/Civic Parade
22,00,2010	0) 11 4 35 00 341	007351	120.00	003134/5831/cllr training
22/06/2015	Cheshire Association of Local			
	County Playing Fields Associat	007352	22.00	2015/16/5833/affiliation fee
22/06/2015		007352 007353	22.00 115.20	2015/16/5833/affiliation fee 93672/5834/Teddy B Picnic Ad
22/06/2015 22/06/2015	County Playing Fields Associat			

			50.50	popular (50 40) per des handata
22/06/2015	Congleton Team Parish	007357	52.50	030615/5840/service booklets
22/06/2015	Gaffey Technical Services Ltd	007358	364.69	55843/5842/engineer visit
22/06/2015	Hayman Mechanical Services Ltd	007359	600.00	8015/5843/boiler service
22/06/2015	Hosting Systems Ltd	007360	234.00	29680/5844/website hosting
22/06/2015	IBD internet Business Director	007361	75.00	1599/5845/P/ship website maint
22/06/2015	Jewson Limited	007362	26.18	0767/0117332/5846/paint
22/06/2015	K G Loach	007363	76.40	23750/5847/spades/forks
22/06/2015	Kernock Park Plants Ltd	007364	138.00	90141/5848/bedding plants
22/06/2015	LBS Worldwide Ltd	007365	8.99	SIN0627628/5849/couplings
22/06/2015	The Leaflet Team	007366	391.00	CTC0025/5850/delivery of BN
22/06/2015	New Life Church	007367	100.00	020615/5851/venue & refreshmen
22/06/2015	The Stationery Cupboard	007368	176,25	137/5853/stationery items
	Stocks Lane Nurseries Ltd	007369	129.60	13716/5854/fushia plants
22/06/2015		007370	288.00	SIN082355/5855/lock repairs
22/06/2015	Threadfast Engineers Ltd		30,20	00657151/5857/Allotment water
22/06/2015	United Utilities	007371		WAL216651/5858/vehicles lease
22/06/2015	West Wallasey Contract Hire	007372	3561.53	
22/06/2015	Carrie Ann Williams	007373	50.00	070615/5859/Civic Service
22/06/2015	Congletan High School	007355	535,99	5101576/5863/Nhood Plan banners
22/06/2015	A D Profile Ltd	007374	410.00	663/5864/ESC Flyer
22/06/2015	Canda Copying Ltd	007375	1045.45	346133/5865/B & W copying
22/06/2015	Cavern Protective Clothing	007376	140.40	17501/5868/Hi Viz trousers
22/06/2015	Congleton Garden Machinery Ltd	007377	37.00	4177/5869/2 off 2 stroke oil
22/06/2015	J & D Cooke Ltd	007378	87.12	150218/5870/In Bloom Garden
22/06/2015	D & M Nurseries	007379	34.80	40/5841/fruit plants Antrobus
22/06/2015	Four Oaks Nurseries Ltd	007380	12586.44	65055/5872/Summer bedding
22/06/2015	W Hewitt Plumbing & Heating	007381	135.00	170615/5873/install new WC T hall
22/06/2015	Hosting Systems Ltd	007382	48,00	29871/5874/new graphic for web
	ITC Consultancy	007383	679.00	043/15/5875/staff training
22/06/2015	· ·	007384	93,60	18970/5876/2 off correx signs
22/06/2015	JAF Graphics		25.10	0767/0117360/5877/foam roller
22/06/2015	Jewson Limited	007385		
22/06/2015	K G Loach	007386	256.84	23939/5879/peat, canes etc
22/06/2015	Maximeyes Security Ltd	007387	144.00	6333/5880/annual keyholding
22/06/2015	Plumbing Trade Supplies	007388	270.61	4043264253/5881/new toilet
22/06/2015	Smithy Farm Nurseries Ltd	007389	80.55	150616/5882/In Bloom Garden
22/06/2015	Threadfast Engineers Ltd	007390	29,40	082545/5883/keys for P/pool
22/06/2015	Vibrant Graphics Ltd	007391	1021.00	027100/5884/Bear Necessities
22/06/2015	Trinity Methodist Church	007348	1000.00	Grant Trinity Methodist Church
23/06/2015	Posh Nosh Parties Ltd	007392	2570.22	372/5888/Recharges £1247.70; Partnership £100.92; Civic £993.30; Training £142.08; Other £59.22
23/06/2015	Friend of Cong Park	007395	61.80	Grant Friends of Cong Park
25/06/2015	RBS autopay	DD	4.00	RBS Autopay chgs
25/06/2015	Prism Bus Developments	DD,	663,51	IT Support
26/06/2015	SOL Theatre School	007393	1000.00	Grant SOL Theatre school
	Mr J Trow	007396	132.50	290615/5914/data entry neighhood plan
29/06/2015		007397	16560.00	250615/5899/kitchen roof
29/06/2015	A D Booth & Sons Ltd		1100.88	5261305/5902/intruder alarm
29/06/2015	Chubb Fire & Security Ltd	007398		
29/06/2015	Congleton Community Projects	007399	500.00	240615/5903/P/shipprinting costs
29/06/2015	Four Oaks Nurseries Ltd	007400	226.80	65836/5904/Compost
29/06/2015	LAC Autoparts	007401	433.50	525155l/5905/battery CCTV Van
29/06/2015	Pitstop	007402	48.00	240615/5907/CCTV van
29/06/2015	PTGS Electrical Services Ltd	007404	628.20	31737/5909/repairs to conducto
29/06/2015	Shaw & Sons Ltd	007405	102.00	245762/5910/Burgess scroll
29/06/2015	Talke Chemical Company Limited	007406	351.16	64259/5912/TH cleaning supplies
29/06/2015	Threadfast Engineers Ltd	007407	20.40	082667/5913/grease gun
29/06/2015	Plumbing Trade Supplies	007403	19,06	264476/5916/toilet valve
29/06/2015	Nat Heritage Mem Fund	007394	736.00	P/ship Refund of Nat Heritage Mem Fd
29/06/2015	Alipay - Plus Dane	DÐ	36.08	Allotment garage rental
30/06/2015	K Morten	007408	140.00	Refund Old Kings Arms watering
30/06/2015	Sita UK Ltd	DD	232.87	29740374/5792/waste
01/07/2015	Cheshire East council	DD	2268.00	Business Rates
	United Utilities	DD	384.94	00414047/5686/Town Hall Water
02/07/2015		DD	406.19	Vehicle Tracking
03/07/2015	Grenke Leasing Ltd		250.00	Grant - Cong Choral
03/07/2015	Cong choral society	007409		=
06/07/2015	Mr Leo Allan	007410	250.00	N/hood plan prize draw
07/07/2015	Alpha and Street Legal Tyres L	007411	210.00	2348/5917/lyre repairs mower
07/07/2015	BDO LLP	007412	1800.00	1400753/5918/DDU Audit report
07/07/2015	Linings & Hoses Ltd	007413	65.53	CST156425/5919/repairs mower

07/07/2015	Kernock Park Plants Ltd	007414	683,40	90494/5920/plants for park
07/07/2015	Mitten Clarke	007415	482.40	14691/5921/PAYE & payroll
07/07/2015	Posh Nosh Parties Ltd	007416	712.08	386/5924/P/ship £45.24;rechages £666.84
07/07/2015	T & S Electrical Limited	007417	135.96	9960/5929/PAT test Museum
07/07/2015	St John Ambulance	007418	105.60	SP15011655/5930/Teddy Bear Picnic
08/07/2015	T Mobile	DD	22.45	V01104386346/5911/JM phone
08/07/2015	West Mercia Energy	DD	954.96	1204804/5860/Gas Town Hall
10/07/2015	Purchase Power	DÐ	128.93	copier paper
10/07/2015	Mr David Pugh	007419	2995.00	070715/5970/Town painting
13/07/2015	Angel Springs Ltd	007421	262.15	2688383/5936/Water
13/07/2015	Devoted Venue Design	007422	318.00	CONG001/5937/chair covers
13/07/2015	Four Oaks Nurseries Ltd	007423	27.00	65722/5938/red slate
13/07/2015	Porters Service Station Ltd	007424	1667.41	300615/5939/fuel for vans
13/07/2015	Posh Nosh Parties Ltd	007425	36.00	382A/5940/recharges
13/07/2015	Talke Chemical Company Limited	007426	1264.07	64248/5941/pool chemicals £209.38;
13/0/12013	raike Chemical Company Limited	007420		consumables £1054.69
13/07/2015	Town Hail Studios	007427	120.00	004687/5946/website photos
13/07/2015	A Vaughan	007428	50.00	018A/5947/Mayors Board
13/07/2015	TomTom Telematics	DÐ	106.92	6374957/5977/webfleet tracker
13/07/2015	Congleton Jazz and Blues	007420	500.00	Grant Cong Jazz & Blues
14/07/2015	Wirehouse Employer Services	DD	102.00	HR Support monthly
14/07/2015	West Mercia Energy	DD	1704.28	1208390/5862/TH Electricity
15/07/2015	Petty cash	007429	121.55	Petty cash
17/07/2015	West Mercia Energy	DD	2048.59	1209267/5935/Elec Town Hall & Ppool
17/07/2015	RBS Credit Card	DD	194.14	N/hood plan £162,14;Chgs £32
17/07/2015	RBS Autopay	AUTOPAY	52629.35	Payroll July 2015
20/07/2015	Alpha and Street Legal Tyres L	007431	90.00	2451/5985/repairs to tyres
20/07/2015	Cheshire Turf Machinery Ltd	007432	301.38	135453/5949/repair mower
20/07/2015	Cheshire West and Chester Coun	007433	128.00	71104792/5950/DBS checks
20/07/2015	Heads (Congleton) Limited	007434	324.00	94302/5951/Every Step Counts Ad
20/07/2015	Heads (Congleton) Limited	007435	745.44	94096/5953/Vacancy Advert
20/07/2015	Congleton Garden Machinery Ltd	007436	271.87	3746/5958/air filter etc
20/07/2015	Congleton High School	007437	60.77	5101596/5959/in bloom banners
20/07/2015	Congleton Learning Partnership	007438	533,40	1166/5960/P/shipFunding inv 3
20/07/2015	Thomas Fattorini Ltd	007439	245.44	l199543/5961/mayoral chain repairs
20/07/2015	Gaffey Technical Services Ltd	007440	109.08	56253/5962/white filters
20/07/2015	Heatons Office Supplies Ltd	007441	163,90	10112286/5963/tripod screen
20/07/2015	JAF Graphics	007442	300.00	19003/5964/banners
20/07/2015	Manchester Decorators	007443	9180.00	1631/5965/painting of bridge
20/07/2015	Otis Ltd	007444	522,90	01175498/5966/annual maintenance
		007444	155.22	393/5967/N/hood plan £120; P/ship
20/07/2015	Posh Nosh Parties Ltd	007443	100.22	£17.40; Civic £17.82
20/07/2015	Society of Local Council Clerk	007446	108.00	117644/5972/job advert
20/07/2015	RBS Rialtas Business Solutions	007447	726.00	SM15769/5973/Software Support
20/07/2015	The Stationery Cupboard	007448	143.41	138/5974/stationery items
20/07/2015	Threadfast Engineers Ltd	007450	15.03	SIN082834/5976/padlock/bolts
20/07/2015	Travis Perkins Trading Company	007451	107,10	3640ADH502/5978/slate
20/07/2015	Trinity Mirror Publishing Ltd	007452	1696.80	2344539/5979/job advert
20/07/2015	West Wallasey Contract Hire	007453	3561.53	WAL217115/5980/Lease vans
20/07/2015	OCS Group UK Ltd	007454	82,69	CN19039939/5983/clinical waste
20/07/2015	Whitehursts Agricultural & Bui	007455	48.60	82689/5984/Rubble sacks
20/07/2015	Talke Chemical Company Limited	007449	164.06	64314/5986/Chemicals
20/07/2015	Wirehouse Employer Services	DD	153.60	H&S Support monthly
20/07/2015	Mossley CofE Primary School	007430	42.95	YP garden project in bloom
23/07/2015	West Mercia Energy	DD	1073.34	1214254/5931/Town Hall Gas
27/07/2015	RBS	DD	4.00	Autopay charges
27/07/2015	Community Development Found	007457	1054.00	Refund N/hood grant
27/07/2015	Prism Bus Developments	DD	663.51	IT Support monthly
	,	DD	36.08	Allotment garage rental
28/07/2015	Allpay - Plus Dane	007458	50.00	Donation in bloom minibus
30/07/2015	230 Squadron ATC			29822649/6033/waste disposal
31/07/2015	Sita UK Ltd	DD	247.52	23022043/0030/waste disposal

Local Councils in England

Annual return for the financial year ended 31 March 2015

Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

Sections 3 and 2 are completed by the person nominated by the local council.

Section 3 is completed by the external auditor appointed by the Audit Commission.

Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2015.

Cornellations voter material returns

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do not leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2015, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for their work. Therefore, unless requested, do not send any original financial records to the external auditor.

Once the auditor has completed their work, certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2015.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk

Section 1 - Accounting statements 2014/15 for

Enter name of reporting body here:

CONGLETON TOWN COUNCIL

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

		vedelete Selevickok Zaria	presentation est intervesso est sec	Notice and guidanes Places report all figures to scenest £1. Do not leave any boxes black and report £6 or Nil balances. All figures must expect to
		Street St		underlying financial repords.
1	Balances brought forward	676,942	704,143	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2	(+) Annual precept	618.472	656,714	Total amount of precept received or receivable in the year. Excludes any grants received.
3	(+) Total other receipts	385,941	573,390	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4	(-) Staff costs	357,941	576,627	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 5	(-) Loan interest/capital repayments	60,021	58.127	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6	(-) All other payments	559,250	632,911	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	704,143	666,582	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8	Total cash and short term investments	722,256	773,450	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.
9	Total fixed assets plus other long term investments and assets	2,784,819 2,808,075	2,766,992	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10	Total borrowings	515, 254	534,795	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11	Disclosure note (including charitab		OAVAS SESSIONALS	The council acts as sole trustee for and is responsible for managing trust funds or assets.
:				hill has because in the accompany statements

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

66H3

Date 11/06/2015

I confirm that these accounting statements were approved by the council on this date:

11/06/2015

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

CTC/16/15/16

Date 11/06/2015

Section 3 – External auditor certificate and report 2014/15 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

Council/Meeting

Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report (Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

,	•
,	
(continue on a separate sheet if required)	
Other matters not affecting our opinion which we	draw to the attention of the council:
Please see enclosed report	BDO TTL Gonthampton
	BDO Tryed King
(continue on a separate sheet if required)	
External auditor signature	,
External auditor name BDO LLP Sou	uthampton Date 6/8/15

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.

United Kingdom

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

Section 2 - Annual governance statement 2014/15

We acknowledge as the members of:

CONGLETON TOWN COUNCIL

Council/Meeting .

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

		Agraed - Yes No*	'Yes' means that the council:
1	We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	/	prepared its accounting statements in the way prescribed by law.
2	We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	/	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	✓ .	has only done what it has the legal power to do and has complied with proper practices in doing so.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	/	during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5	We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	/	considered the financial and other risks it faces and has dealt with them properly.
6	We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	1	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7	We took appropriate action on all matters raised in reports from internal and external audit.	/	responded to matters brought to its attention by internal and external audit.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.		disclosed everything it should have about its business activity during the year including events taking place after the yearend if relevant.
9	Trust funds (including charitable) – in our capacity as the somanaging trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financine reporting and, if required, independent examination or audit	on ial	has met all of its responsibilities where it is a sole managing trustee of a local trust or / trusts.
Th by	nis annual governance statement is approved the council and recorded as minute reference	Signed by	E WARDLOW
	CTC/16/1516	dated	11/06/2015
da	ited 11/06/2015	Signed by Clerk	B HOGAN
		dated	11/06/2015

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

Section 4 – Annual internal audit report 2014/15 to

Council/Meeting

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2015.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

	emeel can(re) olajechtye	Daggenich felberg scheinig Begystert for die kellevisier Bytes flyd styln, sterteral
Α	Appropriate accounting records have been kept properly throughout the year.	√
В	The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	· ✓
С	The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓ .
D	The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	\checkmark
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	√
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	\checkmark
G	Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓ .
H	Asset and investments registers were complete and accurate and properly maintained.	(
:	Periodic and year-end bank account reconciliations were properly carried out.	\checkmark
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	√
K	Trust funds (including charitable) The council met its responsibilities as a trustee.	N/A

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit

Signature of person who carried out the internal audit

A Shepherd-Roberts

If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2014/15 annual return

- You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.
- 2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically asked for Doing so is not helpful.

 However, you must notify the external auditor of any change of Clerk, Responsible Finance Officer or Chair.
- Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting Statements (Section 1). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
- Explain fully significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2014) equals the balance brought forward in the current year (Box 1 of 2015).
- 9 Do not complete section 3. The external auditor will complete it at the conclusion of the audit.

	All green boxes have been completed?	/
All sections Section 1	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	/
	Council approval confirmed by signature of Chair of meeting approving accounting statements?	/
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2015 agreed to Box 8?	/
	An explanation of any difference between Box 7 and Box 8 is provided?	/
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	NIA
Section 2	For any statement to which the response is 'no', an explanation is provided?	NIA
Section 4	All green boxes completed by internal audit and explanations provided?	

^{*}Note: Governance and Accountability for Local Councils in England – A Practitioners' Guide is available from your local NALC and SLCC representatives or from www.nalc.gov.uk or www.slcc.co.uk

ISSUES ARISING REPORT FOR Congleton Town Council Audit for the year ended 31 March 2015



Introduction

The following matters have been raised to draw items to the attention of Congleton Town Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2015.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

Minute reference