



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



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

19th March 2015

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 26th March 2015

You are requested to attend a meeting of the Finance and Policy Committee to be held in the Town Hall, High Street, Congleton on – **Thursday 26th March 2015** commencing at **7.00m**

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

Yours sincerely,

Brian Hogan
Town Clerk

AGENDA

1. Apologies for absence (Members are respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non attendance).
2. Minutes of Last Meeting (enclosed)
To approve the Minutes of the Meeting of the Committee held on 19th February 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.

Congleton
beartown
where friends are made

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

Tel: 01260 270350 Fax: 01260 280357

Email: info@congletontowncouncil.co.uk www.congleton-tc.gov.uk

5. Grant Approvals and Commitments 2014 -15 (enclosed)
To receive a statement showing the current position.
6. New Applications for Financial Assistance (enclosed)
 - i) **GR 25-14/15 Friends of Congleton Park**
 - ii) **GR 26-14/15 SOL Theatre School**
 - iii) **GR 28-14/15 Congleton Green Space Trust**
 - iv) **GR 29-14/15 Bromley Farm Community Development Trust**
 - v) **GR 30-14/15 Congleton Community Credit Union**
7. Grant Activities Monitoring Forms (enclosed)
 - i) **GR 8-14/15 Congleton Musical Theatre**
8. Management Accounts for April 2014 – February 2015 (enclosed)
To consider the Management Accounts to February 2015.
9. Bank Reconciliation (enclosed)
To receive and consider the bank reconciliation for 28st February 2015.
10. List of Payments (enclosed)
To receive and consider the Payments List between 01/Feb/2015 – 28/Feb/2015.
11. Insurance Review (enclosed)
To consider and approve the insurance review for 2015-16.
12. Vehicle Tracking (enclosed)
To consider a request to purchase vehicle tracking units for the Streetscape vehicles.
13. Lease Vehicle (enclosed)
To consider a request to lease an additional tipper van for Streetscape as set out in the 2015-16 budgets.
14. Internal Audit Report (enclosed)
To receive and approve the Interim Internal Auditors report for 2014-15.
15. Website (enclosed)
To consider a report on the project to update the Town Council website.

16. Public Realm (enclosed)

To consider what level of contribution the Town Council should make towards the Public Realm Project.

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

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE HELD ON THURSDAY 19th February 2015

PRESENT

Councillors

L. D Barker
P. Bates
G Baxendale
R I Brightwell
G Brittain
D T Brown
G R Edwards (Chairman)
G P Hayes
Mrs. S A Holland
Mrs A M Martin
D Murphy
D A Parker
Mrs J D Parry (Vice Chairman)
N T Price

1. APOLOGIES

Apologies for absence were received from Cllr Mrs E. Wardlaw who is an ex-officio member of this Committee.

2. MINUTES

FAP/54/1415 RESOLVED that the Minutes of the Meeting of the Committee held on 8th January 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 G Baxendale declared a non-pecuniary interest in any matters related to Cheshire East Council, he then declared a pecuniary interest in item 6 (i) and left the room whilst this item was discussed.

Cllrs D. A Parker declared a non-pecuniary interest in item 6 (ii).

4. OUTSTANDING ACTIONS

There are no outstanding actions.

5. GRANT APPROVALS AND COMMITMENTS 2014-15

A summary of grant approvals and commitments was considered by the Committee and it was noted that £7,229 is available for grants in 2014-15.

FAP/55/1415 RESOLVED that the grant summary be received.

6. NEW APPLICATIONS FOR FINANCIAL ASSISTANCE

FAP/56/1415 RESOLVED that:-

i. GR 22/1415 – Congleton Cricket Club

A grant of £250 be approved.

ii. GR 23/1415 – Trinity Methodist Church

A grant of £1000 be approved.

iii. GR 24/1415 – Congleton Spiritualist Church

A grant of £250 be approved.

7. NEW GRANT ACTIVITIES MONITORING FORMS

It was noted that a Grant Activities Monitoring Form was received from Bromley Farm Community Development Trust.

8. LETTERS OF THANKS

It was noted that a letter of thanks was received from Bromley Farm Community Development Trust.

9. MANAGEMENTS ACCOUNTS FOR APRIL 2014 – DECEMBER 2014

FAP/57/1415 RESOLVED that the Managements Accounts for December 2014 be received.

10. BANK RECONCILLIATION

FAP/58/1415 RESOLVED that the bank reconciliation for January 2015 be received.

11. LIST OF PAYMENTS

FAP/59/1415 RESOLVED that the Payments List between 1st Dec 2014 and 31st January 2015 be received.

12. SIMNET

A lengthy discussion took place relating to the legal advice provided by SAS Daniels and Cllr L D Barker in respect of winding up SimNet and pursuing a refund of the payment made via the courts and a receiver. The members though were concerned that further expenditure could be incurred without any return.

FAP/60/1415 RESOLVED that:-

- i. To accept what has happened and close the issue relating to SimNet and the purchase of a Digital Display System.
- ii. To issue a report on the purchase of the Digital Display System including an apology.
- iii. Report to be produced once the findings of the External Auditor are known.

13. RIDE ON MOWER

A report was considered by the members relating to the purchase of a replacement ride on mower.

FAP/61/1415 RESOLVED that an ex-demonstration ride on mower Toro LT3400 be purchased from Cheshire Turf Machinery at a cost of £13,947 + VAT.

14. VEHICLE TRACKING

A report on the notion of installing a vehicle tracking device to all Streetscape vehicles was considered and a number of quotes considered.

FAP/62/1415 RESOLVED that the matter be referred back to the next meeting of the Finance & policy Committee so that a comparison of performance and benefits of the various systems be produced for further consideration.

15. LEASE VEHICLE

A report relating to the lease of a further tipper truck was considered.

FAP/63/1415 RESOLVED that the matter be referred back to the next meeting of the Finance and Policy Committee so that vehicle mileages can be produced and a comparison of excess mileage charges from the potential suppliers considered.

16. PORTABLE CAMERA

The notion of purchasing a portable CCTV camera was considered.

FAP/64/1415 RESOLVED that :-

- i. One trial unit be purchased.
- ii. Siting of the camera to be conducted by the Police so that appropriate surveillance procedures are adhered to.
- iii. Report on the effectiveness of the unit to be produced.

17. COMPLAINTS POLICY

The Committee considered a new Complaints Policy.

FAP/65/1415 RESOLVED that the revised Complaints Policy be approved and be recommended to Full Council for adoption as part of the Constitution.

Mr. G.R. Edwards
Chairman

Congleton Town Grant Commitments 2014/15										
Permitted and S137										
Date Grant Approved	To	For	Section	Minute Reference	Approved EMR b/fwd £	Approved 14/15 £	Paid £	Outstanding £	Date Paid	
			GPoC			4,000.00	2543.82	1456.18	23/07/2014	
28/03/2013	Team Congleton 2012	Legacy projects	S145	FAP164 /1213	1,500.00		684.10	815.90	09/06/14	
17/10/2013	Friends of Congleton Park	Cables etc for park events	GPoC	FAP11/1314	179.98		179.98	0.00	17/10/2014	
20/02/2014	Friends of Congleton Park	Brass in the Park	GPoC	FAP30/1314	250.00		250.00	0.00	29/05/2014	
27/03/2014	Sol Theatre School	Summer theatre school 2014	GPoC	FAP40/1314	1,000.00		1000.00	0.00	28/04/2014	
27/03/2014	Bromley Farm Community Trust	Support for Bromley farm news	GPoC	FAP40/1314	400.00		380.00	20.00	02/12/2014	
27/03/2014	Congleton Building Preservation Trust	support for physic garden	GPoC	FAP40/1314	500.00		500.00	0.00	08/10/2014	
29/05/2014	Port Vale Community Trust	Congleton Soccer School	GPoC	FAP03/1415	250.00		250.00	250.00		
29/05/2014	Macc & Cong District Scouts	Support for Jamboree	GPoC	FAP03/1415	250.00		250.00	0.00	03/06/2014	
29/05/2014	Congleton harriers	Cong Half and Quarter marathon	GPoC	FAP03/1415	250.00		250.00	0.00	25/09/2014	
29/05/2014	Cong Jazz and Blues	Support for 2014 Festival	GPoC	FAP03/1415	500.00		500.00	0.00	27/06/2014	
29/05/2014	Cheshire and Shropshire Immediate Care	To help equip volunteer doctors in Cong area	GPoC	FAP03/1415	1,000.00		1000.00	0.00	26/11/2014	
29/08/2014	Congleton WW1 awareness group	Support for "Over by Christmas"	GPoC	FAP09/1415	300.00		300.00	0.00	24/09/2014	
29/08/2014	Open Space Arts Festival	Support for Arts Festival	GPoC	FAP09/1415	250.00		250.00	0.00	15/12/2014	
29/08/2014	Congleton Musical Theatre	Production of "Anything Goes"	GPoC	FAP09/1415	500.00		500.00	0.00	09/03/2015	
29/08/2014	Tornados Basketball club	Sponsorship of shirts	GPoC	FAP09/1415	250.00		250.00	250.00		
29/10/2014	St Peter's Church	Restoration - phase 2	GPoC	FAP20/1415	1,000.00		1000.00	0.00	06/01/2015	
29/10/2014	Ruby's Fund	Grant towards the Siblings Room	GPoC	FAP20/1415	500.00		500.00	0.00	09/03/2015	
23/10/2014	Congleton Town Football Club	Grant towards floodlights	GPoC	FAP20/1415	1,500.00		1500.00	0.00	06/01/2015	
23/10/2014	Bromley Farm Friendship Group	Christmas Party	GPoC	FAP20/1415	214.20		214.20	0.00	02/12/2014	
27/11/2014	Congleton Choral Childrens choir	support for Children's choir	GPoC	FAP34/1415	250.00		250.00	0.00	02/12/2014	
27/11/2014	Congleton harriers	Support for Cloud 9 Hill race March 15	GPoC	FAP34/1415	250.00		250.00	250.00		
08/01/2015	Dane Valley Scout Group	Purchase of a defibrator	GPoC	FAP43/1415	1,289.99		1289.99	0.00	06/02/2015	
08/01/2014	Team Congleton	Support for "Every Step Counts"	GPoC	FAP43/1415	2,000.00		2,000.00	2000.00		
19/02/2015	Congleton Cricket Club	Junior kit	GPoC	FAP56/1415	250.00		250.00	0.00	17/03/2015	
19/02/2015	Trinity Methodist Church	Towards new heating	GPoC	FAP56/1415	1,000.00		1,000.00	1000.00		
19/02/2015	Congleton Spiritualist Church	towards new windows	GPoC	FAP56/1415	250.00		250.00	250.00		
Totals					3229.98	18054.19	13592.09	6292.08		
					£3,829.98					
					£21,894.00	£75,577.00	Total Grant budget			
					£19,894.17					
					£5,839.81					



Congleton Town Council

Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR25-145
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1.1	Applicant(s):	ALISON WILLIAMS										
1.2	Representing:	FRIENDS OF CONGLETON PARK.										
1.3	Email Address:	[REDACTED] m										
1.4	Tel No.	[REDACTED]										
1.5	Project Title:	BRASS ON THE GRASS										
1.6	Project Objectives:	To provide an afternoon of free entertainment for residents and visitors in Congleton										
1.7	Brief Project Description:	Friends of Congleton Park aim to organise an afternoon of brassband music, jazz, choirs and a Ukulele group. This is a community event and is free to all residents and visitors to Congleton.										
1.8	Details accounts/budgets	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Rode Hall Brass Band - £250</td> <td style="width: 50%;">P.A. — £100</td> </tr> <tr> <td>Macclesfield Silver Band - £500</td> <td>Signage - £400</td> </tr> <tr> <td>Salt City Jazz Men — £300</td> <td>1st Aid - £100</td> </tr> <tr> <td>Toilets — £280</td> <td>Advertising - £206</td> </tr> <tr> <td>Marquee — £700</td> <td>Car Parking - £20</td> </tr> </table>	Rode Hall Brass Band - £250	P.A. — £100	Macclesfield Silver Band - £500	Signage - £400	Salt City Jazz Men — £300	1st Aid - £100	Toilets — £280	Advertising - £206	Marquee — £700	Car Parking - £20
Rode Hall Brass Band - £250	P.A. — £100											
Macclesfield Silver Band - £500	Signage - £400											
Salt City Jazz Men — £300	1st Aid - £100											
Toilets — £280	Advertising - £206											
Marquee — £700	Car Parking - £20											

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£2800
2.2	Total contribution sought:	£250
2.3	What will the money be spent on?	The grant will go towards the cost of the event

2.4	Any ongoing costs:	One off cost for the event.
2.5	Details of confirmed match funding include source Cash: In kind:	None to date
2.6	Resources needed:	chairs, tables, electrics, P.A system, gazebos to be supplied free of charge by friends of Congleton Park
2.7	Estimated timescale of project from start to finish:	8 months to Nov 2014 - June 7/6/15.

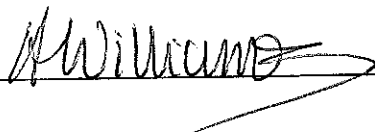
Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Congleton residents of all ages will be given the opportunity to experience an afternoon of brassbands, jazz, choral music and a ukulele group.
3.2	Are there similar services/projects provided in the area	Not to my knowledge.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	The event will be evaluated at the Friends of Congleton Park committee meeting on 21/7/15 and the findings recorded in the minutes of the meeting.
4.2	Describe how you will promote the Town Council in your project	The Town Council will be promoted in advertising materials produced for the event relating to the financial support provided by the Council and the maintenance of the Park by Congleton Town Council.

Signature:



Date: 3/3/15



Congleton Town Council

Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR 26-14/15.
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1.1	Applicant(s):	Colin Barlow 01273 221022.
1.2	Representing:	SOL Theatre School
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	SOL Theatre Summer School
1.6	Project Objectives:	<p style="text-align: center;"><u>Statement of Intent</u></p> <ul style="list-style-type: none"> SOL Theatre School's intention is to train young people in performing and technical skills, relating to the production of a staged theatrical performance. As a direct result of this, young people will gain confidence, social skills, self reliance, communication skills and a sense of accomplishment which they can take forward in to their everyday lives. SOL Theatre School will run a Summer School each year during the first two weeks of August, giving the young people of the area a focus and purpose other than being 'out on the streets' or left alone at home whilst parents go to work. It is also the intention of SOL Theatre School to foster an interest in live performance thereby increasing the cultural life of the area. The SOL Theatre School Summer School is open to all people between the age of 7 and 18 regardless of race, gender, religion, sexual orientation, physical/mental disability or offending background.
1.7	Brief Project Description:	Ten week days (9.00 – 17.00hrs) training and rehearsals from the 3rd to the 14th August 2015 with two public performances of 'Fame – The Musical', junior version, at the Daneside Theatre on the evenings of the 14 th and 15 th August 2015.
1.8	Details accounts/budgets	Please see attached expected expenditure/income sheet

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£14,350.00 estimated (see show budget sheet attached)
2.2	Total contribution sought:	£1,000.00
2.3	What will the money be spent on?	We have estimated that we will spend on average £25 per child on the end of show presentation T shirts and certificates. We are expecting at least 40 children to take part in this year's summer school. Last year the number was 48. The council last year sponsored the T shirts with the Town Council embroidered coloured logo prominently displayed on the front. This art work is still available, possibly the council would agree to do the same, the kids loved them.
2.4	Any ongoing costs:	Purchase of Show License, Music Hire and librettos. Advertising and promotional material.
2.5	Details of confirmed match funding include source <i>Cash:</i> <i>In kind:</i>	We have applied to a number of local organisations, like last year, but have not had any confirmed cash promised yet. We estimate, based on present costing, that the professional team taking part in this exercise and giving their time voluntary would be in the region of £9,000 plus.
2.6	Resources needed:	Rehearsal and performing stage venue, rehearsal materials – music, scores and orchestral arrangements. Sound, lighting, stage set and props. Voluntary people to protect the children under our Child Protection Policy plus a Cheshire East Council Approved Matron. A large number of people to make costumes, staging, props and manage the theatre. We will also need to renew some of the CRB certificates.
2.7	Estimated timescale of project from start to finish:	Two weeks during the children's summer holiday starting on the 3rd August 2015 from 9.00hrs to 17.00 hrs each week day.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	As stated in our constitution the children will benefit from being part of a happy and enjoyable team that we hope the parents will appreciate. Certainly the children do. The performance by the children on the two show evenings will enhance the cultural being of the town and make Congleton proud of the young people who take part. Also the 40 + people who give their time and commitment to such a good cause totally on a voluntary basis.
3.2	Are there similar services/projects provided in the area	Not to our knowledge.

Part 4: Evaluation

4.1	How will the project be evaluated?	SOL Theatre School members will evaluate each child's contribution to the project and are present with a certificate of attendance that they may use for future requirements. We have past members taking part in the stage version of 'Billy Eliot' in Manchester and appearing on television in the John Bishop show plus many take part in the local youth and senior operatic society productions. The main evaluation criteria are that the children tell their parents to arrange their family summer holidays around SOL Summer School so that they can take part.
4.2	Who will carry out the evaluation?	Local dignitaries and guests are invited to see the show who voice the opinion in many ways including commenting in the local paper, the Congleton Chronicle and personal letters to committee members.

Signature:



10th March 2015

Date:

SOL Theatre School's Constitution, Child Protection Policy, Equal Opportunities Statement and Data Protection Policy can be viewed and printed from the web site www.soltheatreschool.co.uk



Summer School 2015 Budget Sheet

Expected Expenditure

Theatre Hire	£3,300.00
Costume	£1500.00
Props and Set Dressing	£750.00
Set	£2500.00
Technical Equipment Hire	£750.00
Special Effects	£500.00
T Shirts for Presentations	£1,200.00
Expenses <i>(Travel, mileage, postage, presentations, incurred expenses relating to staging)</i>	£1,000.00
Band	£1,000.00
Advertising and Printing <i>(banners, tickets, programmes, adverts, newspaper articles)</i>	£1,500.00
Friday evening food for cast	£200.00
Bank Charges	£150.00
Total	<u>£14,350.00</u>

Anticipated Income

36 Participants Paying £275.00 (figure still to be confirmed) Each	£9,900.00
6 Participants negotiated prices average £200.00 each	£1,200.00
Ticket Sales Approx 175 each for two Performances at Average £7	£2,450.00
Total	<u>£13,550.00</u>
Expenditure / income	-£800.00

SOL Theatre accounts

November 2013-November 2014

Income & Expenses (including items already invested)

Income (from Cats)

Fees (from participants)	£10,775.00
Tickets (net of show fees)	£4,060.00
Grants	£4,520.00
Refreshments, programmes, raffle, adverts (net of expenses)	£1,900.18
	<hr/>
	£21,255.18

Expenses (from Cats)

Hire of theatre	(£3,429.00)
Costumes, props, staging for show	(£3,003.80)
Expenses for team incl. band (petrol, food, clothing etc.)	(£3,050.00)
CRB checks	£0.00
Licence to perform show (Weinbergers)	(£2,534.88)
Advertising incl. auditions (local papers/shows etc)	(£118.45)
Insurance premium	(263.63)
Bank charges	(44.42)
Misc - incl SOL clothing etc.	(£5,880.03)
	<hr/>
	(£18,324.21)

Net movement from Cats

£2,930.97

£0.00

Net movement for the period November 13 to November 14

£2,930.97

Represented by:

Opening bank balance 24-Oct-13

£3,601.08

Net income above

£2,930.97

Closing bank balance 24-Nov-14

£6,532.05

Reviewed by : C.Carter (ACMA)

Treasurer :

 Nov. Treasurer



Congleton Town Council

Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR28-14/15
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1.1	Applicant(s):	Peter Aston
1.2	Representing:	Congleton Green Space Trust
1.3	Email Address:	congleton.green@btinternet.com
1.4	Tel No.	01273 801121
1.5	Project Title:	Vale Allotments
1.6	Project Objectives:	<p>Vale Allotments between Moody Terrace, Waggs Road and Vale Walk are under threat of development. Congleton Sustainability Group is campaigning to raise funds to bid to the current landowner such that if the bid is successful put the land into community ownership in perpetuity. We are currently campaigning for the public to purchase the land through donations at £20 per square yard, we would like Congleton Town Council to support the campaign through a financial assistance grant.</p>
1.7	Brief Project Description:	<p>Following an application by Congleton Sustainability Group, Cheshire East Council has designated the land as an Asset of Community Value. The current landowner has put the land up for sale and we have a right to make an offer for the land, but we have to formally make the bid before 24th April 2015.</p> <p>To achieve this short deadline, three generous individuals have offered loans to underpin the bid.</p> <p>Now we have to raise donations to pay back the loans as soon as possible.</p> <p>Vale Allotments is 3067 square yards of land and we are inviting groups and individuals to buy one or more (notional) plots for £20 per square yard to put the land into Congleton Green Space Trust so that the land is protected from developers forever.</p> <p>Congleton Green Space Trust is a new trust with charitable status formed for the purpose of retaining green space in the town for public recreational purposes, because we want to do the same thing with other pieces of land in the town. At this time any grant would only be used for the purchase of the Vale Allotments, unless otherwise specified.</p> <p>Vale Allotments will be open to the public, including local schools, at agreed times, and will be a resource for the town.</p>
1.8	Details accounts/budgets	<p>We are planning a bid of £48,000 compared to the £40,000 the current landowner paid in February 2012. The logic behind the £48,000 is original cost + 10% return + 10% landowner's administration costs.</p>

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Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	Whatever the bid negotiations finish at, but we feel we'll lose public support if the current landowner is seen to be profiting significantly out of the bidding process beyond the planned £48,000 bid.
2.2	Total contribution sought:	£16,000 being a third of the planned bid, a third from other grant awarding bodies and the final third through the public campaign for donations.
2.3	What will the money be spent on?	As above, buying Vale Allotment land to put it into trust for the town in perpetuity.
2.4	Any ongoing costs:	On the assumption that the bid is successful, there is then the costs of administering Congleton Green Space Trust, the allotment lease and putting the allotments into good order - we estimate a further £10,000 will be needed. These monies will be raised post a successful bid from other local and national grant awarding bodies.
2.5	Details of confirmed match funding include source Cash: In kind:	At the time of writing and before any real public opportunity to take part, we have been offered £1500 in donations plus £54,000 in loans which have been offered at the individuals risk of not being paid back in part or full. Cheshire and Warrington Social Enterprise Partnership have completed all the company and trust structures advice on a pro bono basis. There are 8 people doing the work to make this project successful who have contributed some 110 hours voluntarily to date.
2.6	Resources needed:	None that we don't have to hand or have plans to acquire.
2.7	Estimated timescale of project from start to finish:	Bid has to be submitted prior to 24 th April, if successful we will pay the bid with the loans that have been committed, then we plan a 3 month period to campaign to cover the loans with donations and grants so that this phase of the project, ie Congleton Green Space Trust in possession of the Vale Allotments is complete.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Vale Allotments have existed as allotments for more than 60 years. The land is a valuable green space growing food locally, benefitting some 20 allotment holder's health and wellbeing. This campaign will demonstrate a mechanism through which the community can gain control of the greenspace in and around the town. Congleton is very rich in having wonderful greenspaces very close to the town centre which the public is very passionate about. Having a trust which can own such green spaces and put them beyond the developers is of importance to the history, heritage and wellbeing of the town.
3.2	Are there similar services/projects provided in the area	Not that we are aware of.

Part 4: Evaluation/Publicity

4.1	<i>How will the project be evaluated and who will carry out the evaluation?</i>	The project will very publically go through 3 phases: <ol style="list-style-type: none">1. Before 24th April it will be known whether the current landowner will accept the bid, if not the project is dead and the funds raised to buy the allotments will be returned.2. By the end of July we will know how much money has been raised and if the campaign has been successful in raising the public's interest in the subject sufficiently to pay back the loans.3. Thereafter the allotment holders will open the allotments to the public and people can see at first-hand what they have contributed to.
4.2	<i>Describe how you will promote the Town Council in your project</i>	The Vale Allotment campaign has a high public profile in the Congleton Chronicle and social media. We will make the Town Council's contribution to the Trust very visible through ongoing articles about the Vale Allotments. There are plans to have a 'contributions board' at the Vale Allotments and we plan to record everyone's involvement in the project for the public to see when they visit. The Vale Allotments are previous award winners and provided they retain the land they can become award winners again and the town council would benefit from the publicity of such awards. Finally, the allotments should be part of future In Bloom projects with everyone gaining publicity from the town's tremendous achievements.

Signature: _____

Date: _____



Congleton Town Council

Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR29-14/15
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1.1	Applicant(s):	Glen Williams
1.2	Representing:	Bromley Farm Community Development Trust
1.3	Email Address:	[Redacted]
1.4	Tel No.	[Redacted]
1.5	Project Title:	Bromley Farm News
1.6	Project Objectives:	<p>To produce an eight page quarterly resident newsletter.</p> <p>To inform residents of what is going on in the Bromley Farm neighbourhood.</p> <p>To provide informative articles from partner organisations that have a relevance to life on Bromley Farm.</p> <p>To forge stronger links between organisations delivering services to residents of Bromley Farm and the residents themselves.</p>
1.7	Brief Project Description:	The project is to continue to produce a popular and well received community based newsletter for a further 12 months. The newsletter is well established for 7 years and this is the main way the Trust and other partner organisations can effectively communicate with the community directly into resident's homes.
1.8	Details accounts/budgets	<p>Cost of each newsletter is currently £400 per edition</p> <p>Total cost for 12 months is £1600</p>

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£1600
2.2	Total contribution sought:	£400
2.3	What will the money be spent on?	The money will be spent on the production of the newsletter namely design contributions and printing costs.
2.4	Any ongoing costs:	None
2.5	Details of confirmed match funding include source	Bromley Farm Community Development Trust £400

	<i>Cash:</i>	Plus Dane Group £400
	<i>In kind:</i>	Cheshire Probation Service Community Payback Team will deliver the newsletter saving at least £300
2.6	<i>Resources needed:</i>	No specific resources except contributions of articles from partner organisations, and funding to print the newsletter.
2.7	<i>Estimated timescale of project from start to finish:</i>	March 2015 – February 2016

Part 3: Potential Benefits / Outputs

3.1	<i>What are the potential benefits/outputs to residents of Congleton</i>	<p>Bromley Farm residents from 1200 homes will be regularly updated with what events and activities are taking place in their neighbourhood. These residents will have the knowledge of what is planned in their neighbourhood and how they can get involved.</p> <p>Key information and advice will be provided through the newsletter. Provides a valuable link between organisations delivering services and the community.</p> <p>Demonstrates that organisations are responding to local priorities. Shows the benefits of partnership working in action. Provides an opportunity for residents to be engaged. Encourages volunteering in the community.</p>
3.2	<i>Are there similar services/projects provided in the area</i>	<p>Plus Dane's Unity magazine, but this is group wide and is only delivered to Plus Dane tenants and is not neighbourhood focussed. This magazine has been scaled back recently and far less residents receive it.</p> <p>Bear Necessities, This is a town wide newsletter but is not resident led and focussed directly on the needs of Bromley Farm residents.</p>

Part 4: Evaluation/Publicity

4.1	<i>How will the project be evaluated and who will carry out the evaluation?</i>	The project will be evaluated by the Trust through sample phone calls and home visits throughout the year. The last 12 months 40 such contacts were made with a 92.5% favourable response rate. It will also be evaluated by the range of articles from different organisations.
4.2	<i>Describe how you will promote the Town Council in your project</i>	<p>The town council's logo will appear in each edition.</p> <p>We also intend in our next edition to have an article specifically about the financial support towards the production of the newsletter.</p> <p>We will include articles from or about Congleton Town Council in the next 4 editions. A total of 12 such articles have appeared in the last four editions.</p>

Signature: _____ *Date:* _____

<i>Cash:</i>	Plus Dane Group £400
<i>In kind:</i>	Cheshire Probation Service Community Payback Team will deliver newsletter saving at least £300
<i>Resources needed:</i>	No specific resources except contributions of articles from partner organisations, and funding to print the newsletter.
<i>Estimated timescale of project from start to finish:</i>	March 2015 – February 2016

3: Potential Benefits / Outputs

<i>What are the potential benefits/outputs to residents of Congleton</i>	<p>Bromley Farm residents from 1200 homes will be regularly updated with what events and activities are taking place in their neighbourhood. These residents will have the knowledge of what is planned in the neighbourhood and how they can get involved.</p> <p>Key information and advice will be provided through the newsletter. Provides a valuable link between organisations delivering services to the community.</p> <p>Demonstrates that organisations are responding to local priorities. Shows the benefits of partnership working in action. Provides an opportunity for residents to be engaged. Encourages volunteering in the community.</p>
<i>Are there similar services/projects provided in the area</i>	<p>Plus Dane's Unity magazine, but this is group wide and is only delivered to Plus Dane tenants and is not neighbourhood focussed. This magazine has been scaled back recently and far less residents receive it.</p> <p>Bear Necessities, This is a town wide newsletter but is not resident and focussed directly on the needs of Bromley Farm residents.</p>

4: Evaluation/Publicity

<i>How will the project be evaluated and who will carry out the evaluation?</i>	The project will be evaluated by the Trust through sample phone calls and home visits throughout the year. The last 12 months 40 sample contacts were made with a 92.5% favourable response rate. It will also be evaluated by the range of articles from different organisations.
<i>Describe how you will promote the Town Council in your project</i>	The town council's logo will appear in each edition. We also intend in our next edition to have an article specifically about the financial support towards the production of the newsletter. We will include articles from or about Congleton Town Council in the next 4 editions. A total of 12 such articles have appeared in the last five editions.

Signature: G.S. Williams

Date: 17-3-15



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)		GR 30-14/15
1.1	Applicant(s):	D. MURPHY
1.2	Representing:	Congleton Community Credit Union
1.3	Email Address:	[Redacted]
1.4	Tel No.	[Redacted]
1.5	Project Title:	
1.6	Project Objectives:	Membership of CECVS
1.7	Brief Project Description:	To allow CCCU to access the services of CECVS as a fully paid up membership organisation
1.8	Details accounts/budgets	None

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£45.00
2.2	Total contribution sought:	£45.00
2.3	What will the money be spent on?	15 month membership of CECVS 2015/2016

2.4	Any ongoing costs:	No
2.5	Details of confirmed match funding include source Cash: In kind:	N/A
2.6	Resources needed:	None
2.7	Estimated timescale of project from start to finish:	N/A

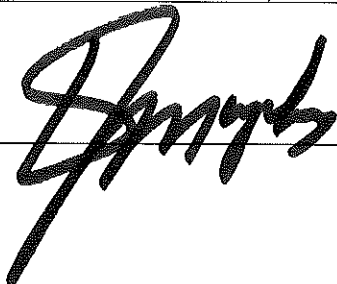
Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	CCC U is a local credit union wholly devoted to providing service to Congleton residents.
3.2	Are there similar services/projects provided in the area	Yes Cheshire Neighbours CU

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation? ?	No
4.2	Describe how you will promote the Town Council in your project	Quarterly Newsletter & ongoing support acknowledgment

Signature:



Date:

18/3/15



Town Council Grant

Activities Monitoring Form




1. Contact Details		GR 8 14/15
Organisation name:	CONGLETON MUSICAL THEATRE	
Address:	c/o H. SUTTON [REDACTED]	

2. Grant Information			
Grant Reference Number:	£19,550		
Total project cost:	£19,550		

Receipts Attached? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Receipt Amount:	£
Please list receipts below: Please see copy of attached audited accounts.		

3. Project Information			
When did the project commence?	MAY	2014 - OCT 2014.	
Did you make a profit from the project? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
If yes, how will this be used? Towards the next show (2015)			
Please explain how the grant money was used: Contribution towards costume hire (£982.80p).			



Please explain what difference the project has made to your organisation/local people:

- Many local people took part / helped with this annual musical.
- The show is enjoyed every year by the local community.

4. Promotion

Please send an electronic photograph of your project/activity. Is this attached? Yes No

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 *On the programme.*

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?

Straightforward and clear.

How did you apply? Online Email Post

Do you feel that you understood the process? Yes No

Please rate the following elements:

	Excellent	Good	OK	Poor
Completing the application form	<input checked="" type="checkbox"/>			
Relevance of guidelines	<input checked="" type="checkbox"/>			
Length of the process from submitting an application to receiving notification	<input checked="" type="checkbox"/>			
Advice given from the Town Council Grants Team (if applicable)	<i>N/A.</i>			

A 2014 - Anything Goes

Item	Income	Total
Ticket Sales	9,243.00	
Grants & Donations (show)	3,490.00	
Ice creams	509.00	
Front of House raffles	472.50	
Programme Sponsors	340.00	
Petty Cash show (in)	337.06	
Programme Sales	263.80	
Teas, coffees, sweets and soft drinks	133.30	
Sundry show income	32.28	
Membership raffle(s)	0.00	
TOTAL SHOW INCOME:	14,820.94	<i>c/d</i>

2013 - The Sound of Music

Income	Total
15,730.28	
2,279.00	
1,037.75	
583.01	
400.00	
260.00	
543.85	
193.26	
0.00	
22.00	
21,049.15	

Item	Expenditure	Total
<i>Ticket sales commission</i>		
Ticket sales commission	152.37	
<i>Licensing</i>		
Performance licence	1,561.50	
<i>Direction Team</i>		
Director/Choreographer	900.00	
Musical Director	1,000.00	
Society Pianist	350.00	
Assistant Pianist	65.00	
Sundry expenditure (direction)	0.00	
<i>Orchestra</i>		
Orchestra musicians	1,800.00	
Musical equipment hire	50.00	
<i>Sound & Lighting</i>		
Sound & Lighting	1,800.00	
<i>Set hire/construction</i>		
Set hire	0.00	
Set materials	0.00	
Set build	73.23	
<i>Properties</i>		
Properties hire	80.40	
Sundries; properties	43.23	
<i>Wardrobe & Costumes</i>		
Costume hire	982.80	
Sundries; costumes	238.01	
<i>Printing & Publicity (show)</i>		
Advertising (show)	291.00	
Display boards	148.80	
Booking form printing	100.00	
Poster printing	49.00	
Ticket printing	187.92	
Programme printing	345.00	
Sundries; publicity	0.00	
<i>Theatre & Room Hire</i>		
Theatre hire charge	3,310.90	
Other venue hire (show)	50.00	
<i>Sundry FOH purchases</i>		
Ice creams	286.00	
Raffles	27.44	
<i>Miscellaneous expenditure (show)</i>		
Donation(s) per show account	253.44	
Sundries: miscellaneous (show)	53.96	
<i>Petty Cash (out)</i>		
Petty cash show (out)	280.00	
TOTAL SHOW EXPENDITURE:	14,480.00	<i>c/d</i>

Expenditure	Total
0.00	
3,727.72	
900.00	
900.00	
350.00	
40.00	
45.63	
2,100.00	
0.00	
2,400.00	
436.80	
84.86	
0.00	
0.00	
71.86	
1,778.80	
16.90	
300.00	
355.40	
216.00	
175.00	
179.28	
175.00	
20.00	
3,597.42	
70.00	
442.80	
0.00	
180.00	
7.50	
260.00	
18,832.04	

NB: Totals may differ from AGM report for 2013

Congleton Town Council - Management Accounts - February 2015

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
Finance and Policy					
Cost Centre					
<u>101</u>	<u>Corporate Management</u>				
	8,953	98,084	112,902	14,818	87%
	40	631	1,500	869	42%
	470	1,596	2,600	1,004	61%
	1,163	12,788	13,950	1,162	92%
	0	2,735	2,560	-175	107%
	33	337	500	163	67%
	267	1,619	2,000	381	81%
	434	3,034	3,500	466	87%
	98	1,142	2,500	1,358	46%
	0	2,078	2,000	-78	104%
	0	7,082	7,905	823	90%
	846	6,371	5,870	-501	109%
	0	1,764	3,700	1,936	48%
	64	278	500	222	56%
	0	63	200	137	32%
	0	75	100	25	75%
	0	0	2,000	2,000	0%
	0	410	1,440	1,030	28%
	0	1,773	3,675	1,902	48%
	0	1,500	1,500	0	100%
	213	2,369	2,560	191	93%
	-2,968	-38,973	-49,537	-10,564	79%
	9,613	106,756	123,925	17,169	86%
Corporate Management:-Expenditure	0	-65,558	-63,825	1,733	0%
CEC Grant	-5	-5,026	-6,000	-974	84%
Interest Receivable	-5	-70,584	-69,825	759	101%
Corporate Management :- income					
	9,608	36,172	54,100	17,928	67%
<u>102</u>	<u>Democratic Rep'n & Mgmt/Civic</u>				
	1,820	19,940	22,481	2,541	89%
	0	490	1,000	510	49%
	0	198	250	52	79%
	0	137	1,000	863	14%
	0	3,790	5,230	1,440	72%
	55	250	2,000	1,750	13%
	0	3,000	3,000	0	100%
	0	0	360	360	0%
	60	4,281	5,500	1,219	78%
	0	0	100	100	0%
	206	3,695	6,000	2,305	62%
	0	322	500	178	64%
	0	0	0	0	0%
	132	1,727	2,195	468	79%
	2,273	37,830	49,616	11,786	76%
Democratic Rep'n & Mgmt/Civic:-Expenditure					
		69,737	75,577	5,840	92%
	11,881	143,739	179,293	35,554	80%
	<u>Community, Environment & Services</u>				
201	245	24,611	24,307	-304	101%
212	0	700	1,000	300	70%
215	-509	9,979	17,500	7,521	57%
241	0	301	240	-61	125%
251	0	0	0	0	0%
263	24	4,807	8,000	3,193	60%
300	0	12,759	14,800	2,041	86%
301	2,084	22,924	25,008	2,084	92%
302	3,555	31,994	41,480	9,486	77%
303	0	47,200	47,200	0	100%

Congleton Town Council - Management Accounts - February 2015

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget	
305	0	3,837	4,000	163	96%	
310	-4,983	-4,566	0	4,566	#DIV/0!	
321	0	2,872	3,000	128	96%	
341	52	1,529	2,000	471	76%	
351	403	4,363	5,954	1,591	73%	
304	265	-6,823	0	6,823	0%	
	1,136	156,487	194,489	38,002	80%	
280	Streetscape					
	25,272	302,440	364,055	61,615	83%	
	1,371	15,576	0	15,576	0%	
	112	2,593	2,250	343	115%	
	256	2,811	3,067	256	92%	
	687	3,524	6,000	2,476	59%	
	0	340	0	340	#DIV/0!	
	0	0	1,200	1,200	0%	
	448	4,928	6,000	1,072	82%	
	7	502	500	2	100%	
	1,002	18,147	8,000	10,147	227%	
	0	63	200	137	32%	
	0	50	750	700	7%	
	1,138	7,772	4,456	3,316	174%	
	796	12,269	15,000	2,731	82%	
	2,578	28,357	32,376	4,019	88%	
	42	452	0	452	0%	
	2,129	27,964	35,544	7,580	79%	
	35,838	427,788	479,398	51,610	89%	
		-324,148	-346,314	-22,166	94%	
	35,838	103,640	133,084	29,444	78%	
	Town Hall					
221		134,355	160,542	-26,187	84%	
		-87,348	-107,050	19,702	82%	
		47,007	53,492	6,485	88%	
	48,855	450,873	560,358	109,485	80%	
	Personnel					
401		44,814	529,659	620,278	90,619	85%

Reserves as at 28/02/15

General Reserve	164,717
Capital Equipment Fund	26,635
Capital Contingency Fund	148,533
EMR Elections	15,000
EMR Crime Prevention/Traffic calmin	3,779
EMR Ancient Treasures	3,000
EMR Website	10,000
EMR Training	3,000
EMR Streetscape	57,250
EMR Loan Repayments	1,725
EMR Toilets	36,907
EMR Play Areas	6,000
EMR Public Realm	3,906
EMR Legal Fees	8,281
EMR Congleton Neighbourhood Plan	42,500
	531,233

Management Accounts to February 2015

See attached Income and Expenditure sheet. These figures are for 11 months so would be 92% of the annual budget if the expenditure was regular monthly. As far as the budget is concerned for 2014/15 although there are some slight overspends this is offset by some underspends so overall the Council will be within budget by the end of March.

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

Finance and Policy

Corporate Management

- Reception – TIC is the annual charge for the visitor centre ladies to act as the Town Council's receptionists between 9am and 5pm.
- Subscriptions and Publications include annual charges to SLCC and ChALC.
- Insurance is a full year cost. This has been renegotiated with Zurich Insurance and has been split across Corporate Management, Streetscape and the Town Hall cost centres and has given a small saving over the budgeted figures.
- We have had one internal audit visit out of 3 so far this year.
- Accountancy support includes payroll charges and year end accounts preparation.
- The external audit fee is entered at the end of the financial year

Grants

- £5840 is available for new grant applications to March 2015.

Community, Environment and Services

- The budget for floral displays includes a cost for watering baskets which was carried out by a contractor in previous years. The Streetscape team have delivered the service this year, hence the underspend on Floral displays. Next year the budget will be transferred to overtime on Streetscape.
- CCTV charges have been paid for the 5 cameras monitored by Cheshire East Council and repairs carried out on the CCTV vehicle.
- A full year's contribution has been paid for 4 Police Community Support Officers.
- The Christmas Light switch on event was within budget.
- A new cost centre has been set up for the Neighbourhood plan – a credit balance is currently showing as a grant has been received which is being drawn down against expenditure.
- The Community Mini-bus cost centre is showing the balance of the grant awarded by Cheshire East to repair and maintain the mini-bus.

Streetscape

As this was the first year the Town Council was running Streetscape it was difficult to draw up the budget with any degree of accuracy so there are some anomalies. However with the inclusion of the Handyman budget, overall it should be within budget at the year end.

Staffing costs are slightly underbudget even when agency staff are included as the budget includes an extra handyman that has not been recruited. Also the cost of the Town Hall supervisor/Maintenance officer is split between the Town Hall cost centre and Streetscape.

Town Hall

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

Jackie Potts.

Bank Reconciliation Statement as at: 28/02/2015 for Cash Book 1 RBS Current/I Access Acct

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS Current Account 11411170	28/02/2015	895	500.04
RBS High Interest A/c 11411162	28/02/2015	572	92,847.06
			<u>93,347.10</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
19/01/2015 007056 Cheshire East Council	20.00
13/02/2015 007094 Cheshire East Council	40.00
13/02/2015 007095 P&V Newton & Sons Ltd	4.00
24/02/2015 007099 The Best Connection Group	877.08
24/02/2015 007100 Cheshire Turf Machinery Ltd	1,259.35
24/02/2015 007101 Heads (Congleton) Limited	489.12
24/02/2015 007102 Congleton Garden Machinery Lt	105.00
24/02/2015 007103 CVS Cheshire East	45.00
24/02/2015 007104 Four Oaks Nurseries Ltd	344.16
24/02/2015 007105 Graff City Ltd	28.57
24/02/2015 007106 Investors In Publishing Ltd	120.00
24/02/2015 007107 Light Shop Ltd	5.56
24/02/2015 007108 MAS Seeds Ltd	56.40
24/02/2015 007109 Maxigiene Enviromental Service	45.00
24/02/2015 007110 Pear Technology Services Ltd	300.00
24/02/2015 007111 PHS Group	24.00
24/02/2015 007112 Prism Business Developments L	447.99
24/02/2015 007113 The Stationery Cupboard	57.73
24/02/2015 007114 Talke Chemical Company Limite	447.72
24/02/2015 007115 Councillor G Williams	265.34
	<u>4,982.02</u>
	88,365.08

Receipts not Banked/Cleared (Plus)

	<u>0.00</u>
	88,365.08
Balance per Cash Book is :-	88,365.08
Difference is :-	0.00

Congleton Town Council

RBS Current/ Access Acct

List of Payments made between 01/02/2015 and 28/02/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
03/02/2015	The Best Connection Group	007077	480.16	2129229/5448/Streetscape Temp
03/02/2015	N Calvert	007078	91.68	1730/5449/uniforms
03/02/2015	Heads (Congleton) Limited	007079	259.20	91237/5450/Every step advert
03/02/2015	Desch Plantpak Ltd	007080	477.36	175713/5451/Hanging baskets
03/02/2015	Smith of Derby Ltd	007081	231.60	0000087131/5453/service clock
03/02/2015	The Stationery Cupboard	007082	27.73	131/5454/Stationery items
03/02/2015	Talke Chemical Company Limited	007083	571.39	64008/5456/Town Hall Supplies
03/02/2015	Prism Business Developments Li	007084	256.61	35322/5459/LM PC Support extension
06/02/2015	Congleton Garden Machinery Ltd	007086	912.83	28261/5461/Mower Service
06/02/2015	MAC Tool & Plant Hire Ltd	007087	21.60	5341/5462/Chain Oil
06/02/2015	Talke Chemical Company Limited	007088	67.66	64017/5463/mops
06/02/2015	Dane Valley Scout Group	007085	1289.99	Grant - Dane Valley Scout Group
09/02/2015	Porters Service Station Ltd	007089	710.82	310115/5465/Fuel for vans
09/02/2015	T Mobile	DD	22.26	V01053847335/5436/jm phone
10/02/2015	Purchase Power	DD	74.94	BC321169/5458/A4 Copier paper
10/02/2015	Purchase Power	DD	3.00	BC321169/5458/A4 Copier paper
12/02/2015	West Mercia Energy	DD	2335.19	9016797/5425/Town Hall utilities
13/02/2015	ACAS	007090	564.00	11/9800/5466/Training
13/02/2015	Angel Springs Ltd	007091	4.27	2521613/5467/billing fee
13/02/2015	The Best Connection Group	007092	288.10	2132703/5468/Streetscape temp
13/02/2015	Cheshire Electrical Supplies L	007093	10.23	C1683777/5469/Bulbs 4 TIC
13/02/2015	Cheshire East Council	007094	40.00	050215/5470/Present
13/02/2015	P&V Newton & Sons Ltd	007095	4.00	172/5471/engraving
13/02/2015	SAS Daniels LLP	007096	420.00	111142/5472/Licence back office
13/02/2015	West Wallasey Contract Hire	007097	3093.54	WAL214528/5473/Lease vehicles
13/02/2015	Bomford Office Products Ltd	007098	30.94	62516/5474/Stationery items
16/02/2015	Pitney Bowes Finance PLC	DD	264.98	Franking machine rental
17/02/2015	The Royal Bank of Scotland	DD	390.92	FEB15/5507/RBS Credit Card
18/02/2015	West Mercia Energy	DD	1747.06	1182910/5438/Town Hall Gas
19/02/2015	Wirehouse Employer Services	DD	102.00	H & S support monthly
19/02/2015	Wirehouse Employer Services	DD	153.60	HR Support monthly
24/02/2015	The Best Connection Group	007099	877.08	2136160/5477/Streetscape temp
24/02/2015	Cheshire Turf Machinery Ltd	007100	1259.35	131381/5478/Service Mower
24/02/2015	Heads (Congleton) Limited	007101	489.12	91519/5482/Wedding fayre Adver
24/02/2015	Congleton Garden Machinery Ltd	007102	105.00	3058/5484/Box of stihl oil
24/02/2015	CVS Cheshire East	007103	45.00	MEM/5485/CVS membership
24/02/2015	Four Oaks Nurseries Ltd	007104	344.16	60256/5487/Buglawton in Bloom
24/02/2015	Graff City Ltd	007105	28.57	13502/5490/Pigment spray
24/02/2015	Investors In Publishing Ltd	007106	120.00	27076/5491/Wedding advert
24/02/2015	Light Shop Ltd	007107	5.56	672/5492/Bulb Display Cabinet
24/02/2015	MAS Seeds Ltd	007108	56.40	8401/5493/Wild flower Seeds
24/02/2015	Maxigiene Environmental Service	007109	45.00	18765C/5494/Legionella testing
24/02/2015	Pear Technology Services Ltd	007110	300.00	112347/5495/Tech Support/softw
24/02/2015	PHS Group	007111	24.00	62102044/5496/Admin charge
24/02/2015	Prism Business Developments Li	007112	447.99	35405/5498/LM PC Upgrade
24/02/2015	The Stationery Cupboard	007113	57.73	133/5500/Stationery items
24/02/2015	Talke Chemical Company Limited	007114	447.72	64045/5502/bin bags, toilet blocks
24/02/2015	Councillor G Williams	007115	265.34	040215/5503/wheelchair strap refund expenses
25/02/2015	Prism Bus Developments	DD	663.51	IT Support
27/02/2015	Sita UK Ltd	DD	233.69	29595726/5460/waste disposal
28/02/2015	RBS Autopay	AUTOPAY	45984.34	Salaries February
Total Payments			66747.22	

Report to Finance and Policy Committee

26th March 2015

Insurance Review 2015-16

Points to note for the review

1. We are covered within our existing insurance for items such as land.
2. Zurich have been advised that we now have the Community Garden on long term lease from Cheshire East.
3. Zurich have been advised of other minor changes to the asset register.
4. Zurich public liability cover is £10m.
5. Current premium £16080.28.
6. Contents new for old.

Other issues

- Zurich excess £100.
- No admin charges, other insurers charge from £20 to £100 for changes.
- Officials indemnity covered by Zurich in public liability and is £15m, other insurers may charge an additional cost and only provide £k250 of cover.
- There will be no increase in premiums other than that allowed for in the contract for inflation in 2015-16.

Recommendation

To receive and approve the Insurance Review.

Brian Hogan

From: Vincent Liu <Vincent.Liu@zurichtownandparish.co.uk>
Sent: 20 February 2015 10:28
To: Brian Hogan
Subject: RE: Congleton Town Council

Hi Brian.

I can confirm that there is no additional cover to be made.
Going forward, when items are purchased throughout the year you can contact me to add them to the policy. #
This will help keep the policy updated ensuring that covers are in place.

All the best,

Vincent

Vincent Liu - Cert CII

Zurich Town, Parish and Community Councils

Direct: 01243 832134

Fax: 01243 210101

Customer Account Manager

PO Box 726, Chichester, PO19 9PS

Website: www.zurichtownandparish.co.uk

Email: vincent.liu@zurichtownandparish.co.uk



OVER 20 YEARS

of town, parish and community council insurance

From: Brian Hogan [<mailto:bh@congletontowncouncil.co.uk>]
Sent: 19 February 2015 10:23
To: Vincent Liu
Subject: RE: Congleton Town Council

Vincent

I have enclosed a copy of the asset register and highlighted with a red box on the left of the spreadsheet, the new items purchased this year

Kind regards

Brian

From: Vincent Liu [<mailto:Vincent.Liu@zurichtownandparish.co.uk>]
Sent: 19 February 2015 09:28
To: Brian Hogan
Subject: RE: Congleton Town Council

Brian,

Thank you for your email, I will make a record of the community gardens.

Brian Hogan

From: Vincent Liu <Vincent.Liu@zurichtownandparish.co.uk>
Sent: 19 February 2015 09:28
To: Brian Hogan
Subject: RE: Congleton Town Council

Brian,

Thank you for your email, I will make a record of the community gardens.

Your current public liability will cover this land and there is no additional premium to charge.

I have worked through the assets list and don't believe that there is any further changes to be made.
Would it be possible if you can tell me what new assets you purchased in 2014/15 just so I can double check.

Kind Regards,

Vincent

Vincent Liu - Cert CII

Zurich Town, Parish and Community Councils PO Box 726, Chichester, PO19 9PS

Direct: 01243 832134

Fax: 01243 210101

Customer Account Manager

Website: www.zurichtownandparish.co.uk

Email: vincent.liu@zurichtownandparish.co.uk



OVER 20 YEARS

of town, parish and community council insurance

From: Brian Hogan [<mailto:bh@congletontowncouncil.co.uk>]

Sent: 17 February 2015 13:53

To: Vincent Liu

Subject: Congleton Town Council

Vincent

Enclosed is a copy of our Asset Register for you to consider as part of the annual review. Additionally the Town Council has just taken over the lease for 125 years on a Community Garden in the centre of town for a peppercorn rent of £1, title document enclosed.

I guess this will need to be included in our public liabilities insurance

Kind regards

Brian Hogan

Report to Finance and Policy Committee

26th March 2015

Vehicle Tracking

Introducing a fleet GPS tracking system would lead to a number of distinct advantages if introduced onto the Town Councils' fleet of vehicles.

1. We would know the exact location of where every vehicle is in real time.
2. Daily reports can be produced detailing where the vehicles have been and for how long. Activity can be measured and used to derive further efficiencies.
3. The system can monitor and report on driving styles and aggressive and harsh driving can be identified, which includes harsh braking, cornering and acceleration. This driving behaviour also leads to greater fuel usage and possibly leads to incidents or accidents.
4. A safe ranking report is also produced from driving style to improve driving behaviour.
5. Speeding can also be pin pointed.
6. The fuel efficiency report summarises how efficient drivers are when it comes to fuel usage, this in addition monitors excessive idling time.
7. If we lose contact with an employee because of an accident or other incident his vehicle location can be precisely pin pointed and assistance sent to him, so there are clear health and safety benefits.




















The cost of using such a system is about £2400 p.a., however, the tracking system provides a number of opportunities to reduce costs particularly in the area of fuel usage. Simply improving fuel consumption by a reduction of one gallon of fuel per week per vehicle will result in the system paying for itself and that is regardless of other opportunities to improve manpower efficiency.

Additionally, once a history is built up of good driving, this might present the Town Council with an opportunity to reduce insurance costs.

A comparison chart has been produced to compare feature and benefits and of course annual costs of the various suppliers. The cheapest supplier is Teletrac at £2270.8 p.a however, the preferred supplier is G Force who are £87.20 more expensive, but their system has the most features and benefits.

Recommendation

To introduce a tracking system on all Town Council vehicles at a cost of circa £2358.72 p.a.

	Amount Of Vehicles	Monthly Cost	Total Cost per year	Update Frequency	Driver Behaviours	Traffic Information	Job Messaging	MPG Monitoring	Analyse Speeding Road legal Limit	Video PlayBack	Access
	9	£ 21.84	£ 2,358.72	Live and Historical "Track and Trace" 10 second location with 60 sec updates							Computers and Mobile Phones
Fleetmatics 	9	20.10 Free installation + £100 one off admin charge	£ 2,270.80	30 Seconds							Computers and Mobile Phones
	9	£ 24.15	£ 2,608.20	60 Seconds							Computers
	9	£16.00 + £112 set up fee for each vehicle	£ 2,730.00	60 Seconds	Extra Charge dependent on what behaviour you would like to see						Computers

Report to Finance and Policy Committee

26th March 2015

Transit Tipper Lease

At the last meeting of Finance and Policy there was a request to provide a more detailed comparison of the features and benefits of the various suppliers for the Transit Tipper, including information on excess mileage charges and vehicle mileage usage which is:

	Ford Transit Tipper Quotes					
	Hire cost pm	Contract Months	Maintenance	Mileage	Excess mileage	Replacement vehicle
Reliance	395.41	38	yes	15000	15p	yes
West Wallasey ALD	389.9	38	Yes	15000	7p	yes
Automotive	368.13	38	Yes	10000	9.13p	48 hrs only

One vehicle currently has a significant problem with its rear drop links, which is yet to be resolved, and West Wallasey has been providing an exact replacement vehicle for a period exceeding 1 month so far.

ALD automotive will only provide cover for 48 hours and will not provide a like for like vehicle, this could compromise Streetscape efficiency which is not desirable.

To remind members of the previous discussion on the issue, the main points of the report previously submitted have been reproduced again.

Prior to inheriting the Streetscape team from Cheshire East Council, they used 8 vehicles most of which were old, unreliable and not fit for purpose. The Town Council replaced the vehicles with 7 leased Ford Transit Tippers.

In June 2014 the Red Box Van, which was used by the Handy Man service, was sold as it was not fit for purpose and was not replaced.

Within the Streetscape team at Cheshire East Council we had 7 Vehicles and 1 Supervisor Vehicle, which had an open back which could be used for fly tips and bags of rubbish, the current supervisor vehicle is not fit for this, but, is fit for various other tasks – collecting supplies, site visits and inspections.

The employee who has just retired could not drive and was therefore tied to just the town duties carried out by foot. The retired employee is in the process of being replaced and the successful applicant will be able to drive and will be able to focus on other areas further afield with the extra van.

With new apprentices starting in March and hopefully another one starting in the summer, this provides an opportunity for the two extra members of staff to be teamed up with current operatives in a vehicle and this of course adds to the demand for an additional vehicle to be added to the current complement.

Health and Safety Changes – The Safety at Street Works and Road Works Code of Practice has changed and some jobs that we carry out on the highway now needs by law two vehicles, one vehicle to be carrying out the task and the other vehicle as a buffer vehicle to keep the operatives safe and to warn on coming vehicles there is work ahead.

The cost for the additional vehicle has been included in the 2015-16 budget.

Recommendation

To hire an additional Ford Transit Tipper van.

Congleton Town Council

Internal Audit Report 2014-15 (Interim update)

Prepared by Adrian Shepherd-Roberts

Stuart J Pollard

*Director
Auditing Solutions Ltd*

Background and Scope

The Accounts and Audit Arrangements introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied with the requirements in terms of independence from the Council decision making process by appointing Auditing Solutions Ltd to provide the function to the Council at the outset: this report sets out those areas examined during the course of our first visit to the Council for 2014-15, which took place on 2nd October 2014 and 12th March 2015.

Internal Audit Approach

In continuing our review for 2014-15, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts and Annual Return. We have updated our analysis of income and expenditure to include data for 2013-14, considering any significant variances that may exist compared with prior year detail feeding such into the planning of the current year's work programme. Consequently, we have continued our review of the Council's financial control systems and procedures, undertaking appropriate testing as deemed necessary, to afford suitable assurance as to the soundness of those systems for their intended purpose and to ensure reasonable accuracy in the disclosure of information in the Council's detailed year-end Statement of Accounts, as summarised in the Annual Return that now forms the statutory accounts.

As the Council's Internal Auditor and under the revised audit arrangements, we have a duty to complete the internal audit certificate in the Council's Annual Return, which covers the basic financial systems and requires assurances in ten separate areas: this will, as previously, be undertaken at our final visit for the year.

Overall Conclusion

We are pleased to conclude that, in the areas examined, the Council continues to have effective systems in place to ensure that transactions are free from material misstatement and that they will be reported accurately in the Annual Return and detailed Statement of Accounts for the financial year.

We are pleased to acknowledge that Council members and officers continue to operate a sound, pro-active approach to risk management and corporate governance issues, together with the development and management of effective internal controls and procedural documentation. No issues have been identified at this stage warranting formal comment or recommendation: as previously, this report will be further updated following our final visit with any matters arising highlighted therein for the Council's consideration and, if appropriate, further action.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have: -

- Again ensured that the ledger remains in balance at the present date;
- Verified the opening trial balance for 2014-15 to the Statement of Accounts and Annual Return for 2013-14 to ensure that the closing balances have been brought forward accurately and completely;
- Checked and agreed transactions in the Council's main bank account cashbooks to the relevant RBS Bank statements for May and August 2014, plus January 2015;
- Additionally, checked and agreed, for the same months, all inter account "sweep" transfers between the current and high interest bank account;
- Examined and verified the accuracy of transactions in the Council's two mayoral charity bank account cashbooks for the year to January 2015;
- Verified the accuracy of the bank reconciliations for the combined current and deposit accounts and Mayoral Charity accounts as at 31st May and August 2014, plus 31st January 2015 to ensure that no long-standing uncleared cheques or other anomalous entries exist; and
- Noted that the Mayor's account balance for 2013-14 has not yet been distributed.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment, although we would suggest that action to distribute the above 2013-14 Mayor's account balance be addressed in the near future. We shall undertake further work at our final visit, including verifying the accurate disclosure of year-end balances in the detailed Accounts and Annual Return.

Review of Corporate Governance

Our objective is to ensure that the Council has robust corporate governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We noted previously that an updated Corporate Business Plan had been prepared and have examined the content accordingly.

We reviewed Standing Orders, Financial Regulations in 2011-12 and note that the documents were re-adopted in May 2013, also that an updated version of the Financial Regulations has been approved in January 2015.

We have continued our review of the minutes of the Full Council and Standing Committees, excluding Planning, to ensure that no actions of an ultra vires nature are being either considered or have been actioned, whilst also ensuring that the Council's finances remain at a healthy level to provide appropriate funds for future planned development and current revenue spending plans. We also note that, as previously, various grants have been approved for payment during the current year.

Conclusions

We are pleased to report that no issues have been identified in this area currently. We shall continue our review of minutes and consideration of other governance issues at future visits.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- We have also reviewed a sample of the grants awarded and the procedures in place for the acknowledgement and receipt of the funds.
- An official order has been raised in each and every case where one would be expected;
- We have also noted that the deposit for the Digital Display which was the subject of a possible review by BDO has been confirmed and that they would be acting beyond their remit in respect of this payment. We also consider the Council have acted in accordance with the terms of their Standing Orders and Financial Regulations;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have continued work in this area examining an extended sample including all payments individually in excess of £3,000 plus every 30th payment processed in the year to February 2015 totalling £368,967 and equating to 59% by value of all non-pay related expenditure to date.

Conclusions

We are pleased to report that no issues have been identified in this area: we shall extend testing for the remainder of the year at our final visit, also examining the

periodically prepared and submitted VAT returns to HMRC and ensuring the accurate disclosure of the year-end balance in the Accounts and Annual Return

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage any such risks identified in order to minimise the opportunity for their coming to fruition.

We have noted previously that risk assessment registers were in place using the LCRS software and that they are subject to routine annual review and update, detail being incorporated subsequently into the Council's Corporate Plan. An external agent (Wirehouse Limited) has now been contracted to undertake assessments in relation to HR and Health / Safety issues. We also note that the Corporate Business Plan and Risk Assessments for 2015-16 have been approved by Full Council in January 2015.

Zurich Municipal continues to provide the Council's insurance cover: we have examined the current year's schedule (to May 2015) and consider it meets the current needs of the Council appropriately with both Employer's and Public Liability cover set at £10 million and Fidelity Guarantee cover at £1.0 million.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment currently. We shall continue to monitor the Council's risk management process at future visits.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount to be precepted on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We note that the Council approved a precept of £665,630 for 2015-16 at its January 2015 meeting, also noting that the Council would receive an additional £49,890 by way of Council Tax Support Grant.

We are also pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process. We shall undertake further work in this area at our final visit including examining the year-end budget outturn and following up any significant

variances that may exist and ensuring the ongoing appropriateness of retained reserves to meet the Council's ongoing revenue spending plans and any development aspirations.

Review of Income

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure that all income due to the Council is identified and invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies. We have: -

- Undertaken a review of the hall hire procedures including examination of the schedule of fees and charges; the booking system (maintained on Windows Outlook); the administration of the hire agreements; the accurate charging and collection of fees due and their subsequent banking;
- Also inspected a sample of Sales Ledger invoices issued and posted to the Omega control account to ensure their completeness; and
- Examined the "Aged debtors schedule" generated by the accounting software and are pleased to record that there are no significant issues arising with regard to long-standing debts of which officers and members are unaware.

We have also reviewed the nominal ledger detailed transaction reports for income items for the year to January 2015 to ensure that no obvious coding errors or other anomalous entries are apparent and are pleased to record that none are in evidence.

Conclusions

We are pleased to record that there are no significant issues in this area. We shall undertake further work in this area, as deemed necessary, at our final visit, also updating our year-on-year analysis of income across all nominal account headings, detail of which will be fed into the planning of next year's review.

Petty Cash Account

The Council operates a limited petty cash account at the Town Hall on an imprest basis with reimbursement of expenditure incurred at regular intervals topping the cash balance back to the approved level of £200.

We have at this visit, by reference to transactions in September 2014: -

- Verified that all payments were suitably supported by a traders invoice or till receipt,
- Noted that sound "internal" vouchers, sequentially numbered and signed by the claimant, are attached to the receipts;
- Verified that VAT is correctly separately identified and a journal entry is made to the Omega control account for periodic recovery;
- Verified the cash holding of £200; and
- We have also checked the Credit Card statements and receipts.

Conclusions

No matters arise in this review area.

Salaries and Wages

In examining the Council's payroll function, we aim to ensure that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as regards the revised format of employee contributions effective from 1st April 2014. To meet this objective, we have:

- Ensured that the Council has approved staff pay rates for the financial year, based upon the approved NJC rates;
- Reviewed the staff contracts for the StreetScape team TUPE'D from Cheshire East Council and noted that they have also been reviewed by Wirehouse the Human Recourses company appointed by the Council;
- Checked and agreed the computation of staff gross and net pay and salary deductions for September 2014, noting the continued use of a local, third party bureau service provider who utilises bespoke software for this purpose;
- Checked to ensure that appropriate tax codes and national insurance tables are being applied in the year and that the correct deductions / contributions have been deducted and paid over to HMRC in a timely manner;
- Ensured that the appropriate revised superannuation contribution rates have been applied, also ensuring that the deductions have been paid over to the County Council in a timely manner; and
- Examined a sample of the time sheets and travel expenses supporting payments made through the September 2014 payroll to ensure that they have been approved for payment and processed appropriately.

Conclusions

We are pleased to record that no issues have been identified in this area.

Investments & Loans

Our objectives here are to ensure that the Council is "investing" surplus funds, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the appropriate loan agreements.

The Council holds no specific investments and, as previously noted, has replaced the use of Treasury term deposits with a straightforward reserve account at RBS given the current low rates of interest returns.

We have verified the two half-yearly loan repayments to PWLB and the interest free loan from Cheshire East BC by reference to their “invoice” advices as part of the aforementioned expenditure testing.

Conclusions

We are pleased to report that no issues have been identified in this area that warrant any further attention by officers or formal recommendation at present. We shall verify the accurate disclosure of the residual loan liability in the Accounts and Annual Return at our final visit.

Report to Finance and Policy Committee

Thursday 26th March 2015

Update on Congleton Town Council's Web Site

Background

At the Finance and Policy Committee on the 8th January 2015 the Committee received a paper outlining the problems with our current website – mainly that it is four years old and not tablet or mobile compatible. It was recommended that the Town Council advertises for a web developer to work with the Town Council. At this stage a budget was not given as we wanted the companies to give us their best price.

We placed adverts in the Chronicle and Sentinel newspapers early in Feb, informed our current supplier and the message also went out via twitter inviting companies to apply for a selection criteria and then if appropriate a full brief. The Town Council followed the same process as agreed in 2011.

This time not as many companies applied – possibly because they had been rejected previously. This time nine companies requested the selection criteria, seven requested a full brief. The closing date for receiving proposals is Monday 23 March.

Current Supplier

Until very recently the company that supplied our web services and hosting was R1 Digital. R1 Digital did not request a criteria or brief for the new site. We were advised on the 26th February that from the 1st of March R1 Digital were discontinuing with web and hosting services. All their web clients, including Congleton Town Council were placed with Hosting Systems Ltd in Stoke and current contracts are being honoured. We have paid for hosting until July 2015

Next Steps

The deadline for proposals is Monday 23 March. As soon as possible after the deadline all proposals will be scored against our criteria – which again is a similar process to in 2011. A verbal report will be given at committee on the 26th March along with costs of top scoring companies. Based on the verbal report (paper copies will be given at committee) we suggest that a small working group of Councillors - suggest a maximum of four - work with the officers to select the agency and work on the project to deliver the upgraded website.

Recommendation

1. That a small working group of Councillors is formed to take this project forward and approve a supplier
2. That the supplier will come from one of the three companies mentioned at the meeting having scored the highest on the criteria
3. Delegated powers to be given to the working group to place an order providing the order value does not exceed £9,999 (nine thousand, nine hundred and ninety-nine pounds)

Report to Finance and Policy Committee
26th March 2015

Public Realm Project

The Town Council produced the Town Centre Plan in March 2008 which outlined our preferred development strategy for the Town. This plan was then used to inform a Public Realm Strategy which was published and approved by the Council in 2011.

As part of the 2011 strategy conceptual designs were published which included enhancing the pedestrianised area of Bridge Street and Little Street and creating a new square at the intersection between Bridge St , High Street and Moody St and Market Street, referred to as Festival Square.

In December 2014 Cheshire East Council confirmed that in principle £1m of funding was available for these enhancements and instructions to progress the scheme were issued by CEC.

1. Funding Availability

- a. S106 contribution of £k96
- b. Partnership £k10
- c. CTC to confirm its contribution
- d. £1m Cheshire East Council capital funding

2. Taking forward the scheme

The 2011 concept cost plan has been reviewed by CEC which has identified the following changes. This has resulted in a 51% increase in suggested costs since 2011. As the project rolls out and real quotations are obtained for the work, actual costs may be somewhat lower, but, whatever the final cost turns out to be, they will be substantially higher than that estimated nearly 4 years ago

Scheme Element	Original Estimate	Revised Estimate
Bridge St (Pedestrianised area)	£646,583	£974,102
Festival Square	£420,509	£635,322
Total	£1,067,092	£1,609,424
Difference	£542,332	

The differences in cost are due to:

Additional Cost Element	Bridge Street	Festival Square
Site clearance at 5% (omitted in original plan)	£23,349	£15,185
Drainage allowances (original considered too low)	£10,000	£7,000
Out of Hours Working (omitted in original plan)	£30,000	£20,000

Inflation at 21%* (Assumes construction is in 4 th Qtr. of 2015)	£111,370	£72,637
Preliminaries (original considered too low)	£72,302	£47,260
Contingencies (original considered too low)	£37,777	£24,712
Professional fees (original considered too low)	£42,719	£28,019
Total	£327,517	£214,813

*Revised fee based on BCIS all in Tender Prices Index. This is an industry standard method of calculating tender price inflation. BCIS quotes an index of 220 for 3Q 2011. The BCIS forecast for 4Q 2015 is currently 266 which works out at an increase of approximately 21% on the original price over the period.

It is important to remember this is a high level budgeting check and uses the cost plan from 2011 as the base. Site investigations, preliminary designs and agreement on materials, furniture, lighting and planting are needed to confirm the scheme costs.

As part of the early stages for the scheme a Topographical Survey has been commissioned and was undertaken in the week commencing 9th February 2015.

3. Further Funding

The Town Council is being asked to consider what level of contribution it ought to make to the Public Realm Project and ought to consider the following factors:-

There are 12 projects which cover the whole of the Public Realm Project and the current level of funding is only likely to allow one element to commence

Congleton Community Partnership is making a contribution of £10,000

Poynton Town Council provided a contribution of £100,000, but, that was for a complete project with a value of circa £3.5m

Recommendation

To agree a suitable contribution towards the Public Realm project commensurate with the fact that 11 other elements of the plan have yet to be financed and delivered

Brian Hogan
19.03.15