



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



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

21st December, 2012

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 3rd January 2013

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 3rd January 2013** commencing at **7.45pm**

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

Please note that there will be a meeting of the Planning Committee on the same evening commencing at 7.00 pm

Yours sincerely,

Brian Hogan
Town Clerk

AGENDA

1. Apologies for absence (Members are respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non attendance)
2. Minutes of Last Meeting (enclosed)
To approve the Minutes of the Meeting of the Committee held on 29th November 2012.
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 2012/13 (enclosed)
To receive a statement showing the current position.
6. New Applications for Financial Assistance (enclosed)
 - i) **GR 22 12/13** – Community Performance Arts Centre (C.P.A.C)
7. Deferred Grant Application GR 17 12/13 Congleton Jazz & Blues Festival (enclosed)
To reconsider this deferred application from the Finance & Policy Committee meeting on 18th October 2012. A full set of accounts has now been submitted by the organisers for further consideration.
8. New Grant Activities Monitoring Forms (enclosed)
 - i) **GR.6-12/13** Congleton Harriers
9. Management Accounts for April-Nov 2012 (enclosed)
To consider the Management Accounts to Nov 2012.
10. Civic Regalia (enclosed)
To receive and consider a report on Civic Regalia.

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, 29TH NOVEMBER, 2012

<u>PRESENT</u>	Councillors	G R Edwards (Chairman) Mrs J D Parry (Vice Chairman) L D Barker P Bates G P Hayes R I Brightwell D Murphy Mrs S A Holland (Town Mayor) Mrs A M Martin D A Parker N T Price G S Williams
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1. APOLOGIES

Apologies for absence were received from Councillors G. Baxendale, G. Brittain and D. T. Brown.

2. MINUTES

FAP/35/1213 RESOLVED: That the Minutes of the Meeting of the Committee held on 18th October, 2012 be agreed and signed by the Chairman.

3. DECLARATIONS OF INTEREST

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

Cllr D. Murphy declared a non-pecuniary interest in items 10 and 11. Cllrs P. Bates and D. Parker declared a non-pecuniary interest in item 11. Cllrs G. Hayes and S. Holland declared a non-pecuniary interest in item 13.

4. OUTSTANDING ACTIONS

There are no outstanding actions.

5. GRANT APPROVALS AND COMMITMENTS 2012/2013

A summary of grant approvals and commitments was considered by the committee and it was noted that £19,050 is available for grants.

FAP/36/1213 RESOLVED: That the grant summary be received.

6. NEW APPLICATIONS FOR FINANCIAL ASSISTANCE

FAP/37/1213 RESOLVED That:

- i) **GR.20/1213 Congleton Harriers** be awarded a grant of £250, subject to:
 - a. Promoting the Town council on the event literature.
 - b. Allowing the Town Council to determine the direction of a charitable donation to the value of £250.
- ii) **GR. 21/1213 Beartown Patchwork and Quilters**

That a grant of £100 be approved.

7. NEW GRANT ACTIVITIES MONITORING FORMS

There were no New Grant Activities Monitoring Forms to consider.

8. LETTERS OF THANKS

A letter of thanks from Congleton team Parish for the grant provided was noted.

9. MANAGEMENT ACCOUNTS FOR APRIL - SEPT 2012

FAP/38/1213 RESOLVED: That the Management Accounts for September 2012 be received.

10. CITIZENS ADVICE BUREAUX (CAB)

Liz Shaw of the CAB provided a presentation on the current status of the CAB in the area and pointed out that the CAB is struggling to cope with the demands placed on the service as well as having to deal with the problem of funding restrictions.

FAP/39/1213 RESOLVED:-

- 1. To receive the presentation.
- 2. To confirm funding of £15k for 2013-14.
- 3. To commit to a further 3 years of funding the CAB, precise level to be determined annually subject to the Council's financial position.

11. CONGLETON COMMUNITY PROJECTS (CCP)

Bob Grayson and Jo Money provided a presentation on Congleton Community Projects and illustrated the many events and projects that CCP sponsor and project manage.

FAP/40/1213 RESOLVED to receive the presentation from Congleton Community Projects.

12. GRAND HALL FURNITURE

The Town Clerk pointed out the poor state of the table and chairs in the Grand hall and proposed that they needed to be replaced.

FAP/41/1213 RESOLVED that the chairs and tables in the Grand hall be replaced.

13. CIVIC REGALIA

A report was considered on enhancing the provision of the Civic Regalia.

FAP/42/1213 RESOLVED:-

1. This item to be deferred to the next meeting of Finance and Policy.
2. The Clerk to produce an updated report explaining what is being proposed in terms of the Civic Regalia enhancements.

14. BUSINESS PLAN 2012-2013

The Business Plan for 2012-2013 was considered.

FAP/43/1213 RESOLVED that the updated Business Plan for 12/13 be received.

15. RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS

FAP/44/1213 RESOLVED: That in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and the press be excluded from the meeting for the matters set out below on the grounds that it could involve the likely disclosure of private and confidential information or staff matters.

16. DRAFT BUDGET 2013-2014

The draft budget for 2013-14 and accompanying report was discussed by members.

FAP/45/1213 RESOLVED that:-

1. To agree a revenue and capital budget for 2013-14 as set out in Appendix 1 and to recommend this to Council.
2. To recommend a level of precept for 2013-14 which is an increase of £11,797, which represents an increase in a Band D property of 2p per week.

G.R Edwards
Chairman

[illegible]

Congleton Town Grant Commitments											
Congleton Town Grant Commitments											
Date Grant Approved	Specific Budgets		Section	Minute Reference	EMR b/fwd	Budget	Approved 12/13	Paid £	Outstanding £	Date Paid	
	To	For									
	Xmas lights	xmas lights	S144		2,220.00				2,220.00		
	St Peter's Church	Churchyard Maintenance	S215	FAP746/1112	850.00			650.00	200.00	25/10/2012	
	Xmas lights	xmas lights	S144		1,852.70				1,852.70		
	Carnival Committee	Carnival Committee	S144		3,750.00	0.00		3,137.00	613.00		
	Congleton Museum	Notional rent				4,500.00	4,500.00	4,500.00	0.00		
	Community Projects	Rent/Project support				16,000.00	16,000.00	16,000.00	0.00		
	Congleton Partnership	Rent				1,533.00	1,533.00	1,533.00	0.00		
	Citizens Advice Bureau	annual grant				15,000.00	15,000.00	15,000.00	0.00	16/04/2012	
	Christmas Lights	Christmas Lights				9,000.00	9,000.00	5,783.56	3,216.44	15/11/2012	
	Carnival Committee	Bi-annual Congleton Carnival	S144			3,750.00	3,750.00	3,553.00	197.00		
	Royal British Legion	Remembrance Day Parade				650.00	650.00	713.50	-63.50	09/11/2012	
	St Peter's Church	Churchyard Maintenance	S215	FAP/04/1213 FAP/26/1213 FAP/16/1213		3,000.00	1,950.00	1,950.00	0.00	10/07/2012 25/10/12	
	St Peter's Church	Church clock maintenance	PCA1957 s2	FAP/16/1213		230.00	236.40	236.40	0.00	01/09/12	
Totals					8,672.70	53,663.00	52,619.40	53,056.46	8,235.64		
	Ear marked reserve b/fwd										
	Budget 2012/13										
	Total approved to date										
	Total awaiting application										

Congleton Jazz & Blues Festival



2012

ACCOUNT 2012

GENERAL INCOME

Venue Income	Total	£845.00
Programme Advertising	Total	£2050.00
TOTAL		£3595.00
Income due		£500.00
GRAND TOTAL		£4095.00

GENERAL EXPENSES

Newspaper ads/expenses	Total	£1229.00
Promotion costs	Total	£1545.00
TOTAL		£2774.00

TICKETED VENUE COSTS

Band/pa/MC/Security/other items	Total	£1553.00
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TICKETED VENUE INCOME

All ticket income	Total	£540.00
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ALL INCOME	TOTAL	£4635.00
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ALL COSTS	TOTAL	£4327.00
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BALANCE	TOTAL	£308.00
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KEY TO RECEIPTS ; SEE SPREADSHEET

- X receipt not available
- 1 12 page Programme (10000)
- 2 Blues Matters magazine
- 3 Macc Express
- 4 Congleton Chronicle
- 5/6 Sentinel
- 7 Connie Lush and Blues Shouter
- 8 Blues in Britain Magazine
- 9 Ticket printing
- 10 A3 Posters (250)
- 11 Street Parade (umbrellas/paint/equipment)
- 12 Blackboard pens (high street boards)
- 13 A5 Leaflets (5000)

congletonjazzandblues@gmail.com
www.congletonjazzandblues.co.uk

PROMOTION	MONEY OUT		invoice
Programmes	£1,028	1	1
A 5 Leaflets	£100	13	1
	£0	0	0
	£0	0	0
Town Board posters	£40 x		1
A3 posters	£87	10	1
Last year's banners	50 x		1
	£0		0
Corex posters	£240 x		1
	£0		0
	£0		0
Newspapers ads	see F22		0
PROMOTION COSTS	TOTAL		£1,229

SPONSORSHIP	MONEY IN		TOT
Pgm Advertising	£2,050	0	£2,050
Council Grant	0	500	£500
Bank a/c	400		£400
Pgms/Bunting	0		£0
Beer Matt	0		£0
Siemens	0		£0
Inclosure Trust	300		£300
venue sponsors	845	0	£845
	£3,595	£500	£4,095

SPARE CASH IF ALL OUR MONEY COMES IN.....	£1,321
SPARE CASH AFTER CONNIE LUSH	£308

NEWSPAPER ADS	invoice		
Blues Matters	2	£200	
Cong Chron	4	£162	
Macc Express	3	262	
Sentinel	5,6	240	
Crewe Guardian		0	
Just Jazz		0	
Photo Booth	x	100	
Blues in Britain	8	75	
Expenses		0	
Louise's brollies	11	125	
blackboard pens	12	15	
Expenses (petrol)	x	50	
TOTAL	This is F22	£1,229	

TICKETED GIG COSTS AND INCOME				
PA	x	150		
BAND	7	900		
Tickets(print cost)	9	68		
MC and Security	x	110		
Support band	x	175		
Stage	x	150		
TOT		1553		
We Got Tickets	10	10	1	£100
Venues	0	10	1	£0
A&A Music	0	10	1	£0
Info Centre	33	10	1	£330
Door	11	10	1	£110
NET	54	TOT	£540	-£1,013

PGM ADVERTISING			
Hammond McNulty	250		
TA Brown	50		
John t Barber	50		
Apex Stationery	200		
Phone House	50		
Body Couture	50		
Toby S/FOX	150		
Key & Suzie	350		
Optician Lynn Thompson	50		
Plough	25		
Sandhole Farm	25		
Fullers	200		
Ace of Cakes	50		
Gymphobics	200		
Lion and Swan	25		
Bulls Head	25		
Siemens C.A.S.T.	300		
TOTAL	2050		0

VENUE INCOME			
BEAR TOWN TAP	65		
THE ANTELOPE	65		
YOUNG PRETENDER	65		
WHITE LION	65		
SNOOTY FOX	65		
ILLUCCINIS	65		
DV8	65		
CYGNET	65		
PIANO BAR	65		
PICTURE HOUSE	65		
WAGGON&HORSES	65		
QUEENS ARMS	65		
THE RAILWAY	65		
Total	845		0



Congleton Town Council

Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)		GR 17-12/13
1.1	Applicant(s):	LOUISE BENN, JOE MANNING, VINCE CUTCLIFFE
1.2	Representing:	CONGLETON JAZZ + BLUES FESTIVAL
1.3	Email Address:	CONGLETONJAZZANDBLUES@GMAIL.COM
1.4	Tel No.	[REDACTED]
1.5	Project Title:	CONGLETON JAZZ + BLUES FESTIVAL
1.6	Project Objectives:	To provide jazz + blues music to the town in a community driven event.
1.7	Brief Project Description:	multi venue festival over two days, showcasing local talent. Accessible to all financial backgrounds.
1.8	Details accounts/budgets	ADVERTISING - £2500 BANDS - £900 PA - £175 MISC - £225.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£3,800
2.2	Total contribution sought:	£500
2.3	What will the money be spent on?	Advertising + marketing

2.4	Any ongoing costs:	n/a
2.5	Details of confirmed match funding include source Cash: In kind:	n/a
2.6	Resources needed:	n/a
2.7	Estimated timescale of project from start to finish:	Jan 2012 - Sept 2012 .

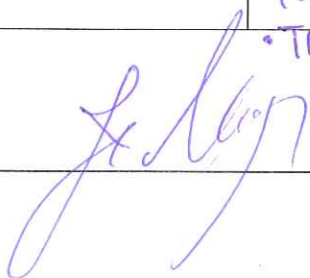
Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	<ul style="list-style-type: none"> • A WEALTH OF NEW VISITORS INTO THE TOWN. • INCREASED REVENUE OVER THE TOWN. • EDUCATING CHILDREN & ADULTS A-LIKE TO DIFFERENT GENRES & STYLES OF MUSIC.
3.2	Are there similar services/projects provided in the area	<ul style="list-style-type: none"> • Warrington Jazz & Blues. • CONGLETON FOOD FESTIVAL

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	<ul style="list-style-type: none"> • THE VENUES WHO PAID THE MONEY WANT TO BE INVOLVED AGAIN = SUCCESS • PEOPLE OF THE TOWN OFFERED SHEETS TO GIVE FEEDBACK.
4.2	Describe how you will promote the Town Council in your project	<ul style="list-style-type: none"> • ADVERTS IN THE 10,000 FLYERS, WHICH ARE DISTRIBUTED ALL OVER CHESHIRE. • SHOW WHAT A GREAT TOWN CONGLETON IS TO ALL NEW VISITORS (2DAY EXHIBITION OF A TOWN & ITS COMMUNITY WORKING TOGETHER) • TOWN COUNCIL THANKED ON WEBSITES.

Signature:



Date:

11/9/12 .



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GA 22 12)3
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1.1	Applicant(s):	Miss Jill Young
1.2	Representing:	Community Performance Arts Centre (C.P.A.C)
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	C.P.A.C
1.6	Project Objectives:	<ol style="list-style-type: none">1. CPAC would provide a rehearsal and performance space available at affordable rates to groups requiring regular hours and for 'one off' hiring.2. To provide a home for performance art groups wanting a town base.3. To provide a safe and friendly base which integrates all ages and welcomes all whether able bodied or with disabilities.4. We would provide a skill share base where professionals in their field, be that dance, drama, musical, mime, or any other visual or performance art can come together with the mutual aim of provision to all.5. To integrate groups of adults with learning disabilities into all aspects of the centre.6. CPAC would house a coffee lounge for small meetings and socialising7. To provide a space in which those involved experience a sense of ownership leading to mutual respect of the persons and property alike.8. CPAC would work to eventually provide opportunities both paid and voluntary within the organisation
1.7	Brief Project Description:	A fully integrated performance Arts Centre housing rehearsal and performance Space, changing and coffee lounge facilities, to be open to all at affordable cost, with 'in house' professionals in all genre for workshops and facilitating of projects.
1.8	Details accounts/budgets	As this is a new project no accounts are currently held. However we have negotiated a reduced rental of £10.000 per annum and taking into consideration rates, services and wages we estimate that the running costs per month would be in the region of £2000. We currently have

		<p>confirmed interest for regular hiring from Congleton Ballet School, M.Y Theatre and Film Co. Bespoke Dance, a Writer's Forum, drumming group and the Elite Group, who work with adults with learning disabilities in Staffordshire and are looking to develop in this area. Also local Friend for Leisure have expressed great interest in the project</p> <p>We intend launching a Community Choir again integrating all ages and abilities both able bodied and those with disabilities, having approached many local Disability Groups we have found that there is proven interest from groups who would bring their own funding into the centre, as such we feel that once up and running the centre would be able to self fund to at least 80% of costing</p>
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Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	Approx £25.000
2.2	Total contribution sought:	£5.00
2.3	What will the money be spent on?	Initial work to install wheel chair friendly flooring for which we have a quote of £9.500, to widen the doorways into the toilets and to equip the coffee lounge facility
2.4	Any ongoing costs:	Grant aid from CBC would be needed initially, and although on going costs will be there we are not applying to CBC for help with these.
2.5	Details of confirmed match funding include source Cash: In kind:	Non at present Wall Barres for studio. Lighting and sound equipment. Pianos and large costume supply from Congleton Ballet School/M.Y Theatre
2.6	Resources needed:	Specialised flooring for performance arts and wheel chair friendly, furniture and equipment for coffee facility, mirrors for rehearsal studio. Moveable walls for space. Office computer and furniture.
2.7	Estimated timescale of project from start to finish:	ASAP due to demand! 3 months at the most

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	The 2 main facilitators in this project have over 60 years between them in the performance and facilitation of performance Arts , working with both main stream and disabilities and are passionate about the benefits
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		<p>of being involved with performance arts....many life skills can be extended including team work, communication, self esteem, ownership of actions, making friends and the self confidence being involved in a project with a conclusion brings. Although there is a local theatre facility it is not accessible for all to be involved in, is very expensive to hire and the groups using the theatre don't really integrate, having approached many local groups through the DIB we have had a real interest in getting involved in a project where there are experienced practitioners on site in a custom designed facility which is welcoming and inclusive...We hope that even if a person is not actively involved in a rehearsal or project to start with they would feel comfortable coming in for a coffee and chat with like minded people and in time gain the confidence in the CPAC to become more actively involved. CPAC aims to become a big part of people's lives in the town.</p> <p>We hope to encourage more children and young adults to become involved through music and drama, working on technical side of projects, art , design...(introducing art/music therapy is planned)especially as schools are now cutting back even more on provision of workshops and curriculum performance arts this will hopefully become a hub for all.</p>
3.2	<i>Are there similar services/projects provided in the area</i>	<p>Carter House provide the opportunity to take part in a Shakespeare Play once a year, other than this there is the local Daneside Theatre, which is available to hire although expensive, but does not have the facilitators on hand.</p> <p>Some Disability groups have activities on the drama side for confidence building role play but this appears very intermittent and not always led by professional drama facilitators</p>

Part 4: Evaluation

4.1	<i>How will the project be evaluated?</i>	The project would be evaluated constantly by the people and groups using the facilities, the management would aim to hold regular monthly or 6 weekly meetings with the leaders of groups using the centre to ensure that we were meeting their requirements, to discuss projects both independent and joint, with feed back being given to 'members of CPAC' ie all who use the centre
4.2	<i>Who will carry out the evaluation?</i>	The heads of the various groups who use the centre as above

Signature: E.J. Young,

24th October 2012

Date:

Jackie Potts

From: phildawson <[REDACTED]>
Sent: 04 December 2012 10:09
To: Jackie Potts
Subject: Grant monitoring form : Congleton Half Marathon 2012
Attachments: Monitoring Form Congleton TC 2012.docx; invoice_KHM12012M.pdf; Cottonprint Invoice 366.docx

Hi Jackie,

Please find attached your monitoring form which has been duly completed and copy invoices.

Clearly the benefits of our charitable donation will not be realised for some time and is an ongoing long term community project, which is one of the reasons why we chose it.

If you need anything more please do not hesitate to contact me.

Regards,

Phil Dawson (Congleton Half marathon committee)



Town Council Grant

Activities Monitoring Form



1. Contact Details

Organisation name:	Congleton Harriers		
Address:	Congleton Leisure Centre, Worrall Street, Congleton, CW12 1DT		
Original application on behalf of Congleton Harriers made by :	<div></div>		

2. Grant Information

Grant Reference Number:	GR6-12/13.		
Total project cost:	£7,597 TBC		

Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£ see below
Please list receipts below: Medical service hire £480 Mementos of the race £2198		

3. Project Information

When did the project commence?	May 2012	Obviously the race is completed in one day, but planning and close off takes approximately 6 months	November 2012
Did you make a profit from the project? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
If yes, how will this be used? All proceeds will be donated to local charity. Nothing after costs is retained by the club.			

Please explain what difference the project has made to your organisation/local people: All 'profit' from this year's project has been provided to the Congleton Youth Forum in support of the Team Congleton Legacy programme to fund and address issues of anti social behaviour of young people aged 11 – 16 within Bromley Farm neighbourhood, Congleton Park, Astbury Mere and other parts of Congleton. They will offer a range of sporting opportunities through a planned programme of taster sessions to these young people. It will be supported by other partners of the Congleton Youth Forum including Bromley Farm Community Development Trust, Cheshire East Council Youth Support Service, Cheshire Police, Cheshire Fire & Rescue Service, Cheshire East Council Play and Sport Development Team, Plus Dane Group, Visyon and others.

Funding will be used to provide taster sessions in a variety of sports and to help young people join clubs by helping to pay for membership or necessary sports equipment. Other members of the Congleton Youth Forum will provide additional resources.

Benefits will include:-

- Young people actively taking up new sports.
- Provide a positive opportunity rather than just hanging around the streets and park.
- Young people will become healthier.
- Young people will be more engaged and see the benefits of the investment focussed on them.
- It will teach young people the value of sports.
- It will reduce anti social behaviour in hot spot areas of the town.
- It will allow local sports clubs to showcase to a wider audience their offer.
- Partner organisations will work closer together sharing skills and resource.
- It would be a platform for further projects.
- It will support the Team Congleton Legacy Fund.

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 our club (and race) web site

Acknowledged during prize giving

On our visual presentation of the day circulated to all involved in the project and all other stakeholders.

In the 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?

Generally straightforward. Although for a first time applicant it can look a bit daunting until you work out what which parts are relevant to your particular project.

Advice from the council helped.

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		x		
Relevance of guidelines			x	
Length of the process from submitting an application to receiving notification			x	
Advice given from the Town Council Grants Team (if applicable)		x		

Please explain how the grant money was used:

Please see below.



North Wales event and medical services
Ltd
6 Meirion Gardens
Colwyn Bay, Clwyd
United Kingdom LL29 7PR
Tel: 01492440562
Mobile: 07867897153
<http://www.eventandmedicalservices.co.uk/>

Invoice

BILL TO
Congleton Harriers Annie Lomas http://www.congleton-harriers.co.uk/

INVOICE #	KHM12012M
INVOICE DATE	2012-09-27
DUE DATE	2012-09-27
ACCOUNT #	KHM12012M
AMOUNT DUE	£480.00

PRODUCT	QTY	PRICE	AMOUNT
Event Medical Cover 4 Medics 2x EMT plus 2 Vehicles inc 1 Ambulance	1	£480.00	£480.00

NOTES

Please send all payments via BACS or transfer to Account
Name: North Wales Event And Medical Services Ltd
Sort Code: 08-71-99
Account Number: 49267535

Subtotal	£480.00
Total with tax	£480.00
Total paid	£0.00
Amount due	£480.00 GBP - Pound sterling

The Business Centre
Earl Road
Cheadle Hulme
Cheshire
SK8 6PT
Tel: 0161 4851919
Email: sales@cottonprint.co.uk
Web: www.cottonprint.co.uk

V.A.T. Reg. No: GB 992 785 650

Invoice Number	366amend
Invoice/Tax Date	25/09/2012

Invoice To:

Delivery To:

Pete Doyle	Pete Doyle
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Qty	Description	Unit Price (£)	Amount (£)
386	Starworld Quick Dry Sport T-shirt with print	3.25	1254.50
165	Hanes Women's Cool-DRI Sports T-shirt with print	3.50	577.50
1	Carriage	0.00	0.00
Sub Total (£)			1832.00
VAT (£)			366.40
Total (£)			2198.40

VAT ANALYSIS

RATE %	GOODS	VAT TOTAL
20.00	1832.00	366.40

Payment by Cheque, Card or BACS transfer
NatWest Acc No: 18992234 S/C: 60-24-77

All products sold by Cottonprint are subject to our terms and conditions of sale which can be viewed at
www.cottonprint.co.uk

Management Accounts November 2012

See attached Income and Expenditure sheet. These figures are for 8 months so would be 67% of the annual budget if the expenditure was regular monthly. Significant variances are explained as follows:

Finance and Policy

Corporate Management

- Subscriptions and Publications include annual charges to SLCC and ChALC.
- Insurance is a full year cost.
- Audit Fees – External are accrued at the end of the year.
- Legal and Professional Fees includes a job evaluation consultant.
- HR & H&S Support – this is outsourced to Wirehouse (previously a consultant did this role) but no budget was set for 2012/13.
- Double taxation income has been received from Cheshire East which was not budgeted for.
- Interest receivable on the direct reserve account holding the council's reserves is greater than budgeted for.

Civic

- The Mayor and Deputy Mayor have received their annual allowance.
- The budget for Civic regalia is only small at £100 but past mayor's badges were purchased at a minimum quantity of 5 at a cost of £258 each. This has resulted in a large overspend on this budget.

Grants

- Out of the initial grants budget of £77,000 a considerable amount has already been allocated e.g. Citizens' Advice Bureau; CCP; Christmas Lights. £18,700 is currently available for new grant applications coming in throughout the year to 31/03/13.

Community, Environment and Services

- The paddling pool has now closed however some expenses such as water and electricity have still to be incurred, but is expected to be slightly under budget.
- Shopmobility has received the full budget allocation as per their agreement.
- The full year cost of the PCSOs has been paid.

Town Hall

- A detailed trading account is provided to the Town Hall committee – November bookings were in line with the budget and expenditure slightly over budget.

Personnel

- The overall budget includes increased staffing costs for potentially taking on devolved services in October 2012 which has not occurred. For the management accounts these figures have not been included.

Congleton Town Council - Management Accounts - Nov 2012

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
Finance and Policy					
101 Corporate Management					
Staff Costs (re-allocated)	8,992	68,993	118,606	49,613	58%
Travel	215	836	1,200	364	70%
Training / Conferences	177	1,309	2,600	1,291	50%
Rent Payable	1,163	9,300	13,950	4,650	67%
Reception - TIC	417	834	0	-834	
Miscellaneous Office Costs	0	150	270	120	56%
Telephone/Fax/Internet	351	1,055	1,400	345	75%
Postage	218	1,751	3,360	1,609	52%
Stationery & Printing	113	944	1,800	856	52%
Subscriptions & Publications	0	1,611	1,890	279	85%
Insurance	0	3,584	3,800	216	94%
Computer/IT Costs	479	2,130	3,045	915	70%
Photocopy Charges	0	1,797	3,465	1,668	52%
Recruitment Advertising	0	112	500	388	22%
Other Advertising	0	146	200	54	73%
Equipment Replacement\Tools	0	0	100	100	0%
Bank Charges	0	12	200	188	6%
Audit Fees - External	0	0	4,000	4,000	0%
Audit Fees - Internal	0	400	1,200	800	33%
Accountancy Support	0	1,152	3,675	2,523	31%
Legal & Professional fees	0	1,525	1,500	-25	102%
HR & HS support	213	1,794	0	-1,794	
Central Overheads reallocated	-1,773	-19,172	-29,147	-9,975	66%
Corporate Management:-Expenditure	10,565	80,263	137,614	57,351	58%
CEC Double Taxation	0	-18,751	0	18,751	0%
Interest Receivable	-602	-5,320	-3,000	2,320	177%
Corporate Management :- Income	-602	-24,071	-3,000	21,071	802%
Net Expenditure over Income	9,963	56,192	134,614	78,422	42%
102 Democratic Rep'n & Mgmt/Civic					
Staff Costs (re-allocated)	1,702	13,225	21,569	8,344	61%
Training / Conferences	21	461	3,000	2,539	15%
Stationery & Printing	0	39	250	211	16%
Marketing/Promotions	0	447	1,500	1,053	30%
Council Newsletter	0	2,052	5,178	3,126	40%
Council Website	190	1,730	2,000	270	87%
Members Expenses	0	29	500	471	0%
Mayor's Allowance	0	2,600	2,600	0	100%
Deputy Mayor's Allowance	0	260	260	0	100%
Civic Expenses	1,021	3,854	4,500	646	86%
Civic Regalia	0	1,292	100	-1,192	1292%
Hall & Room Hire	344	3,077	7,000	3,923	44%
Civic Artefacts and Treasures	0	423	1,000	577	42%
Central Overheads reallocated	210	2,270	3,451	1,181	66%
Democratic Rep'n & Mgmt/Civic:-Expenditure	3,488	31,759	52,908	21,149	60%
107 Grants		58,313	77,013	18,700	76%
F&P Income - Expenditure Totals	13,451	146,264	264,535	118,271	55%

<u>Community, Environment & Services</u>						
201	Paddling Pool	0	20,057	24,811	4,754	81%
211	Congleton Park	0	0	5,000	5,000	
215	Floral Displays	-77	11,713	15,000	3,287	78%
241	Allotments	10	220	500	280	44%
251	Handyman service	5,333	28,271	68,851	40,580	41%
262	Street furniture	0	0	250	250	0%
264	Shopmobility	0	5,000	5,000	0	100%
280	Devolved Services	0	0	27,250	27,250	0%
301	Congleton Partnership	2,643	21,144	31,716	10,572	67%
302	Community Development	2,099	18,255	27,846	9,591	66%
303	Police Community Support Officers	0	47,200	47,200	0	100%
305	Christmas Fayre/lights	3,814	2,348	4,000	1,652	59%
321	Tourism	48	1,508	4,000	2,492	38%
341	Youth and Young People	133	1,061	2,000	939	53%
351	Fellowship House	353	1,081	0	-1,081	0
		14,356	157,858	263,424	105,566	60%
<u>Town Hall</u>						
221	Town Hall - Expenditure		103,381	160,643	57,262	64%
	Town Hall - Income		-61,266	-110,400	-49,134	55%
		0	42,115	50,243	8,128	84%
<u>Total Net Expenditure</u>			346,237	578,202	231,965	60%
<u>Personnel</u>						
401	Staff Costs - Reallocated	23,137	183,623	300,765	117,142	61%

Reserves as at 30/11/12

General Reserve	161,021
Capital Vehicle Fund	20,000
Capital Contingency Fund	145,909
EMR Elections	10,000
EMR Crime Prevention/Traffic calmini	3,779
EMR Ancient Treasures	3,000
EMR Training	3,000
EMR Devolved Services	30,000
EMR Loan Repayments	2,425
EMR Public Toilets	14,000
EMR Play Areas	6,000
EMR Public Realm	7,671
EMR Legal Fees	10,000
	416,805

REPORT TO FINANCE AND POLICY MEETING – 3rd January 2013

Congleton Town Council Civic Regalia

The Finance and Policy Committee first considered a report on enhancing the Civic Regalia on the 29th August and made some recommendations which are detailed on the left-hand side of the table below.

A further report was submitted on the 29th November, but, members requested further clarification of the options to be considered.

The working chain is being re-gilded at a cost of £200 and the intention is to purchase a new pendant for the Deputy Mayor to allow him/her to make use of this chain. The cost agreed by the committee was £600; however, what was not known at the time is that there is an additional tooling cost of £499 to pay.

The civic regalia that is available though is somewhat limited and in order to further enhance its usability pendants could be purchased for the Mayor's Consort and Deputy Mayor's Consort. The pendant could be attached to a ribbon or could be attached to a chain. The committee may decide to purchase a chain or simply use a ribbon.

The quotation from Fattorini includes a range of artwork. Pieces that are based on the oval crest currently used for the Past Mayor's badge, which include the design for the pendant costing £339 do not have to include the additional tooling charge. Any of the pieces that include the 34mm circular crest, will incur the additional tooling charge as detailed in the quotation.

The options for consideration including the previous decision made by the committee on the 29th August are;-

29 th August 2012	3 rd January 2013
Regild the working chain – cost £200	Can the Deputy Mayor use this chain?
Purchase a new pendant for Deputy Mayor – max cost £600	Pendant cost - £658 + tooling cost of £499, (tooling cost not known of when considered in Aug)
	Pendant for Mayor's consort when Mayor is female £339
	Pendant for Deputy Mayor's consort - £339
Additional cost	£1835

Options for consideration:-

- 1 To make a decision on whether the Deputy Mayor can have use of the working chain.
2. To purchase a new pendant for Deputy Mayor at a cost of £658, which is £58 more than previously agreed, but, there is also an additional tooling cost of £499.
3. To purchase a pendant for the Mayor's consort to wear when the Mayor is female, cost £339
4. To purchase a pendant for the Deputy Mayor's consort, cost £339

Fattorini

Artist-craftsmen
since 1827



Customer Approval.....Date.....

Dimensions: 53 mm (width) x 77 mm (height)

DM-Congleton TC mod 1

B120608-10

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Fattorini
Artist-craftsmen
since 1827



Customer Approval.....Date.....
Dimensions: 34 mm (width) x 52 mm (height)
DM-Congleton TC B120608-06 © 08.06.12. R.H.

121-56000001-03