



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



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

22nd March, 2013

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 28th March 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 28th March 2013** commencing at **7.00pm**

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

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 14th February 2013.
3. Declarations of Interest
Members are requested to declare both “pecuniary” and “non pecuniary” interests as early in the meeting as they become known.
4. Outstanding Actions
There are no outstanding actions.
5. Grant Approvals and Commitments 2012/13 (enclosed)
To receive a statement showing the current position.

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



6. New Applications for Financial Assistance (enclosed)
 - i) **GR 25 12/13 Congleton Learning Partnership Ltd**
 - ii) **GR 26 12/13 St Peter's Church**

7. New Grant Activities Monitoring Forms

There are no New Activities Monitoring Forms to consider.

8. Letter of Thanks (enclosed)

To receive a letter of thanks from SOL Summer School.

9. Team Congleton

To receive and consider a presentation from John Doe relating to Team Congleton's application for financial assistance.

10. Management Accounts for April-Feb 2013 (enclosed)

To consider the Management Accounts to Feb 2013.

11. Virements (enclosed)

To consider the virements to rebalance a number of expense items in the budget for 2012-13.

12. Internal Audit Report 2012-13 (enclosed)

To receive and consider the Internal Audit Report 2012-13 and any appropriate recommendations.

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 14th February 2013

PRESENT

Councillors

Mr G R Edwards (Chairman)
Mrs J D Parry (Vice Chairman)
G Baxendale
DT Brown
P Bates
G P Hayes
A M Martin
Mrs S A Holland (Town Mayor)
D A Parker
D Murphy
N T Price

1. APOLOGIES

Apologies for absence were received from Councillors R. I Brightwell and G. S Williams.

2. MINUTES

FAP/53/1213 RESOLVED: That the Minutes of the Meeting of the Committee held on 3rd January 2013 be agreed and signed by the Vice 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 Hayes declared a pecuniary interest in item 6 (ii) and left the room when this item was discussed.

Cllrs G. Baxendale and D. Brown declared a non-pecuniary interest in all matters related to Cheshire East Council.

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 £18,200 is available for grants.

FAP/54/1213 RESOLVED: That the grant summary be received.

6. NEW APPLICATIONS FOR FINANCIAL ASSISTANCE

FAP/55/1213 RESOLVED That:

1. **GR.23/1213 Sol Theatre school** that a grant of £250 be approved.
2. **GR.23/1213 Team Congleton** to be invited to provide a 5 minute presentation at the next committee meeting of F&P.

7. NEW GRANT ACTIVITIES MONITORING FORMS

A grant activities monitoring form submitted by Congleton Film festival was considered.

FAP/56/1213 RESOLVED that the monitoring form be received and noted.

8. MANAGEMENT ACCOUNTS FOR APRIL - DEC 2012

FAP/57/1213 RESOLVED: That the Management Accounts for December 2012 be received.

9. BAD DEBTS

The notion of an outstanding debt of £918 for hire of Town Hall facilities was considered. It was noted that court action had been taken, but, the debt had not been recovered.

FAP/58/1213 RESOLVED that the debt be written off in this financial year, but, letters should be sent to the debtor to remind them of the outstanding payment.

10. RECOMMENDATIONS FROM OTHER COMMITTEES

It was noted that the Community, Environment & Services Committee had recommended providing finance for a buffet lunch for the Cheshire Community Foundation event to be held at the Town Hall.

FAP/59/1213 RESOLVED that the cost of the buffet for the Cheshire Community Foundation be provided in conjunction with Plus Dane up to a value of £750.

11. CORPORATE BUSINESS PLAN AND BUSINESS RISK ASSESSMENT

The 2013-14 Corporate Business Plan and Risk Assessment was considered by the members.

FAP/60/1213 RESOLVED that:-

- i. The Business Plan be placed on the next agenda of Full Council for consideration.
- ii. Cllr A.Martin to co-ordinate responses from other Councillors and liaise with the Town Clerk.

12. MEDIUM TERM FINANCIAL STRATEGY

The Medium Term Financial Strategy was presented to the committee for consideration collating the year 2013-17.

FAP/61/1213 RESOLVED that the Medium Term Financial Strategy be approved.

G.R Edwards
Chairman

Congleton Town Grant Commitments 2012/13									
Permitted and S137									
Date Grant Approved	To	For	Section	Minute Reference	Approved EMR Amount £	Approved 12/13 £	Paid £	Outstanding £	Date Paid
09/07/2008	Cong Disabled Action Group	Promotional work		FAP/3/089	108.00			108.00	
06/01/2011	Kiss Group	Mentoring project	S137	FAP/52/1011	500.00			500.00	
24/02/2011	Bromley Farm Community Trust	Bench for Bromley Farm	S133	FAP/62/1011	73.66		0.00	73.66	
	Subsidised Use of Town Hall					4,000.00	3924.13	75.87	
09/06/2011	Team Congleton 2012	funding towards olympic celebrations	S145	FAP/03/1112	1,370.02		1425.60	-55.58	22/05/2012
05/01/2012	Congleton Harriers	Support for Cloud 9 race	S144	FAP/39/1112	200.00		200.00	0.00	
29/02/2012	Jubilee Committee	Support for Jubilee projects	S145	FAP/46/1112	2,200.00		2246.10	-46.10	
29/02/2012	Team 2012	Support for 2012 torch relay	S145	FAP/46/1112	2,500.00		1311.63	1,188.37	
29/02/2012	Bromley Farm Community Trust	Bromley farm news	S137		500.00			500.00	
29/02/2012	Rebecca Wilson	Streets of Pattern	S145		98.10		45.00	53.10	01/04/2012
29/03/2012	Amberol	Bench in memory of DM	S137	FAP/57/1112	425.00		425.00	0.00	22/05/2012
29/03/2012	Trinity Methodist Church	Refurbishment of Westwood House	S137	FAP/57/1112	250.00		250.00	0.00	28/05/2012
29/03/2012	Sol Theatre School	Production summer 2012	S145	FAP/57/1112	500.00		500.00	0.00	03/07/2012
29/03/2012	DVASC	Support for olympic swim clinic	S144	FAP/57/1112	250.00		250.00	0.00	05/07/2012
29/03/2012	Cheshire Marshalls	Training for marshalls for Cong events	S137	FAP/57/1112	250.00		250.00	0.00	22/06/2012
31/05/2012	Buglawton Community Group	Flowers for Buglawton	S137	FAP/04/1213	500.00		502.34	-2.34	22/10/2012
31/05/2012	Congleton Museum Trust	Olympic exhibition	S145	FAP/04/1213	242.60		242.60	7.40	27/07/2012
31/05/2012	Congleton Harriers	Congleton Half marathon	S145	FAP/04/1213	250.00		250.00	0.00	17/09/2012
29/08/2012	Congleton Pentecostal Church	Seating for lounge area	S137	FAP/16/1213	250.00		250.00	0.00	18/09/2012
29/08/2012	Congleton Musical Theatre	Support for Annie	S145	FAP/16/1213	500.00		500.00	0.00	08/03/2013
29/08/2012	Congleton Film Festival	Film Festival	S145	FAP/16/1213	250.00		250.00	0.00	04/02/2013
29/08/2012	St John Ambulance Congleton	CPD posters	S137	FAP/16/1213	250.00			250.00	
29/08/2012	Park Run Congleton	Park Runs -	S144	FAP/16/1213	250.00		250.00	0.00	05/03/2013
29/08/2012	Congleton Players	Support for Calendar Girls	S145	FAP/16/1213	500.00		500.00	0.00	03/12/2012
18/10/2012	Congleton High School	Disabled music equipment	S137	FAP/26/1213	300.00			300.00	
29/11/2012	Congleton Harriers	Support for Cloud 9 race	S145	FAP/37/1213	250.00		250.00	0.00	03/03/2013
29/11/2012	Beartown Patchwork Group	Support for exhibition 2013	S145	FAP/37/1213	100.00			100.00	
03/01/2013	Jazz & Blues Festival	Jazz & Blues Festival 2012	S145	FAP/49/1213	500.00		500.00	0.00	07/01/2013
14/02/2013	Sol Theatre School	Summer theatre school 2013	S145		1,000.00			1000.00	
Totals					9224.78	9150.00	14322.40	4052.38	
					£12,224.78				
					£23,350.00				
					£18,374.78	£77,013.00			Total Grant Budget (Specific Budgets and S137)
					£17,200.00				Total money still available for grants



Congleton Town Council

Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR25 12/13
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1.1	Applicant(s):	JOHN DAVIES
1.2	Representing:	CONGLETON LEARNING PARTNERSHIP LTD
1.3	Email Address:	[REDACTED] uk.
1.4	Tel No.	[REDACTED]
1.5	Project Title:	IMPROVING OUR I.T.
1.6	Project Objectives:	SEE ATTACHED SUMMARY.
1.7	Brief Project Description:	TO PROVIDE PROPER COMPUTERS TO SUPPORT PEOPLE TRYING TO GAIN EMPLOYMENT. OUR EXISTING COMPUTERS ARE TOO SLOW AND TOO FEW.
1.8	Details accounts/budgets	ATTACHED

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£12047.96 (INC VAT) £9925.38 (EXC VAT)
2.2	Total contribution sought:	£1,000 WE CAN RECLAIM VAT
2.3	What will the money be spent on?	I.T EQUIPMENT PER ATTACHED QUOTATION

2.4	Any ongoing costs:	NO.
2.5	Details of confirmed match funding include source Cash: In kind:	CONGLETON INCLOSURE TRUST £2500 CONGLETON TOWN TRUST £1000 VARIOUS BUSINESS SPONSORS £650 PRISM WILL INSTALL FREE OF CHARGE
2.6	Resources needed:	WE HAVE APPLIED TO NATIONAL LOTTERY AND CO-OP FOR FUNDING.
2.7	Estimated timescale of project from start to finish:	STARTED 1 st JAN 13. COMPLETE BY 30 th JUNE 13.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	SEE ATTACHED. OUR WORK CLUB ON THURSDAY USUALLY ATTRACTS 25/30 ATTENDEES
3.2	Are there similar services/projects provided in the area	NO.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation? ?	BY EXISTING STAFF.
4.2	Describe how you will promote the Town Council in your project	WE CAN DO THIS THROUGH AN ARTICLE IN THE CHRONICLE AND A POSTER AT THE LEARNING CENTRE

Signature: J. Davies

Date: 10/2/13



Congleton Learning Partnership Ltd.,
Riverside,
Mountbatton Way,
Congleton,
CW12 1DY.

Congleton Learning Centre, based prominently in Riverside, is the only centre in Congleton providing:

- a place where people can seek advice in an informal and welcoming atmosphere. The team have many years of experience in adult education and have a professional approach to training and development and a passion for helping adults to gain new skills and achieve their goals.
- a wide range of courses and qualifications to suit people's needs.
- new services for unemployed people; this coming year their difficulties will increase as benefits are withdrawn, hence we are convinced advice should be as close to home as possible.
- a particular emphasis on young people in the coming year because of the high level of youth unemployment nationally and Congleton is no different.
- a number of new initiatives are being developed in the town to respond to the changing job market is and we are involved with to tackle some of these: with the KISS group we have launched a Work Club based at Bromley Farm Community Centre to take knowledge to people rather than the opposite. Planning new training courses in specific areas: languages, food hygiene and healthy cooking.
- careers advice for young people because Connexions have withdrawn from Cheshire East leaving a substantial hole.
- New and extended support for people to get back into work – CV writing, IT training, Maths and English courses and interview techniques.

CONGLETON LEARNING PARTNERSHIP LIMITED

Abbreviated Accounts

31st March 2012

Registered Number 04554578

CONGLETON LEARNING PARTNERSHIP LIMITED

Balance Sheet as at 31st March 2012

	Notes	2012		2011	
		£	£	£	£
Fixed Assets					
Tangible	2		1978		2,766
Current Assets					
Stocks		432		432	
Debtors		12650		10,885	
Prepayments		2223		2,049	
Cash at bank and in hand		2207		14,525	
		<u>17512</u>		<u>27,891</u>	
Creditors: amounts falling due within one year		24418		4,225	
Net Current (Liabilities)/ Assets			-6906		23,666
Total Assets less Current Liabilities			<u>-4928</u>		<u>23,666</u>
Capital and Reserves					
Called up Share capital			1		1
Revenue Reserves			-4929		26,431
Shareholders funds			<u>-4928</u>		<u>26,432</u>

- a) For the year ended 31st March 2012 the company was entitled to exemption under section 477(2) of the Companies Act 2006.
- b) The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- c) The Directors acknowledge their responsibility for:
- i) ensuring the company keeps accounting records which comply with Section 386; and preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and its profit or loss for the financial year, in accordance with requirements of section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as is applicable to the company.
- d) These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the board on 3rd December 2012

J S Davies - Director

CONGLETON LEARNING PARTNERSHIP LIMITED

Notes to the abbreviated accounts For the year ended 31st March 2012

3 Called up Share Capital

Allotted, issued and fully paid:

Number:	Class:	Nominal value:	2012 £	2010 £
1	Ordinary	£1	<u>1</u>	<u>1</u>

4 Future Trading and the Current Economic Environment

Despite uncertain economic conditions and after due consideration the directors expect the company to meet its day to day working capital requirements without any external finance facilities. As a result the going concern basis of accounting has been adopted



eQuote

eQuote Number: 531

Payment Terms: Due At Time Of Order
Expiration Date: 13.10.2012

Quote Prepared For

Adele Fletcher
Congleton Learning Partnership
Riverside
Mount Batten Way
Congleton, Cheshire CW12 1DY
United Kingdom
Phone: 01260 290682

Quote Prepared By

Kath O'Reilly
Prism
5 John Bradshaw Court
Congleton, Cheshire CW12 1LB
Phone:
Fax:

ITEM#	QUANTITY	ITEM NAME	UNIT PRICE	EXTENDED PRICE
One-Time Items				
1)	10	Lenovo Desktop Lenovo ThinkCentre 72 with 3 year extended warranty	£372.48	£3,724.80
2)	8	Lenovo Laptop Lenovo ThinkPad E530 with 3 year extended warranty	£498.98	£3,991.84
3)	1	Black and White Printer HP LaserJet Pro 400 M401dn, Mono Print Speed : Up to 33 ppm - B/W - A4	£185.99	£185.99
4)	1	Colour Printer HP LaserJet Pro 200 M276n Colour Multifunction (fax / copier / printer / scanner)	£222.99	£222.99
5)	4	Mobile Printer HP OfficeJet 100 Mobile Printer Colour, ink-jet	£179.99	£719.96
6)	10	Headphones Sony MDR NC7 Headphones Active Noise Cancelling	£49.99	£499.90
7)	10	USB Hard Disk Drive Integral 2GB Evo Blue USB Flash Drive	£5.99	£59.90
8)	8	PGP Encryption license PGP Encryption License	£65.00	£520.00
			One-Time SubTotal	£9,925.38
			Total Taxes (VAT 20%)	£1,985.08
			One-TimeTotal	£11,910.46
Shipping Items				
9)	1	Standard Next Day Standard Next Day Delivery	£114.59	£114.59
			Shipping SubTotal	£114.59
			Total Taxes (VAT 20%)	£22.92
			ShippingTotal	£137.51
Comment:			Total	£12,047.96

Authorizing Signature _____



John Davies
07812 136895
Congres
290682

Congleton Learning Partnership Ltd.,
Riverside Mill,
Mountbatton Way,
Congleton,
CW12 1DY.

4th March 2013

Jackie Potts
Congleton Town Council
Town Hall
High Street
Congleton
Cheshire

Dear Jackie,

Thank you for your email of 27th February 2013.

Congleton Learning Centre is based in Riverside Mill. Our funding is primarily from Next Steps (government funded back to work) and Cheshire East Council (back to work scheme). Our company is owned by Congleton Young Peoples Trust, which is a Congleton based charity (Charity No 517746).

The Directors of Congleton Learning Centre are:

Peter Aston (Chair)
Adele Fletcher (Managing)
John Davies (Finance)

Adele is employed by the Centre, John & Peter are unpaid non executives.

I attach a summary of the work we undertake. The Work Clubs are unfunded, but very popular. I enclose three recent examples of people who received help from us. Our computers are on their last legs and we need to replace them to provide an effective service for people attending the Centre. We have received grants from Congleton Inclosure Trust, Congleton Town Trust and generous support from businesses in our town.

Please let me know if you need any more information or clarification.

Yours sincerely

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

John Davies



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Mountbatton Way,
Congleton,
CW12 1DY.

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- a place where people can seek advice in an informal and welcoming atmosphere. The team have many years of experience in adult education and have a professional approach to training and development and a passion for helping adults to gain new skills and achieve their goals.
- a wide range of courses and qualifications to suit people's needs.
- new services for unemployed people; this coming year their difficulties will increase as benefits are withdrawn, hence we are convinced advice should be as close to home as possible.
- a particular emphasis on young people in the coming year because of the high level of youth unemployment nationally and Congleton is no different.
- a number of new initiatives are being developed in the town to respond to the changing job market is and we are involved with to tackle some of these: with the KISS group we have launched a Work Club based at Bromley Farm Community Centre to take knowledge to people rather than the opposite. Planning new training courses in specific areas: languages, food hygiene and healthy cooking.
- careers advice for young people because Connexions have withdrawn from Cheshire East leaving a substantial hole.
- New and extended support for people to get back into work – CV writing, IT training, Maths and English courses and interview techniques.

From: ([redacted])
Sent: 04 August 2012 13:32
To: j;
Subject: Job!!!

Hi Janthea,

I just wanted to let you know that I start work on Tuesday. It's 3 days a week doing exactly what I did before I was made redundant, in a small office with ladies who eat cake & biscuits. I have warned them I don't bake but that is actually in their best interests. They also have a particular fondness for 80's trash music. At the interview I didn't think it appropriate to mention my own fondness for Bonnie Tyler & Taylor Dane even though they had already confessed their own undying love for A-Ha. I'm just glad they're tuned to Real Radio & not Radio 4.

Seriously I would like to sincerely thank you for all your help & kindness & particularly with my CV. I didn't change a single word of the profile you wrote.

It's quite pants being on benefits and as such I have found that in some quarters I'm regarded as a bit of a no-mark but that was never the case with either you or Diane. Thanks for that too.

So, here's to working life again, a better standard of living and of course some celebratory drinks into the bargain. I am finding that this element is particularly taxing. Not!!!!!!

You've got one of those jobs that can change people's lives & I know you know that. Please ensure that any line manager is aware of my opinion as I wouldn't be in the position I'm now in without your continued guidance & support.

Kind regards.

Caroline. xx

John Davies

Subject: FW: Success Story
Attachments: Claire Picture.jpg

From: (redacted)
Sent: 23 January 2013 16:57
To:
Subject: Re: Success Story Request from Cath

Hi Adele

Thankyou for the congratulations, although I was only at Morrisons for 3 weeks as I started a different job as Secretary/Office administrator at Jantex Furnishing Ltd (definatly more for me!!)

I have attached a picture for you and hope these details are enough -

I was made redundant from a local travel agency in June last year and although I had used computers frequently I had only ever needed the basics. After attending the Congleton Work Club and speaking to Cath I found out about the ECDL Extra course and decided this may help my chances of getting a job.

I found that being able to fit in the course at the centre for part of the time and being able to also complete some at home an added benefit as it helped my fit it in with my children at school.

All the staff were always helpful and were able to explain anything that I wasn't quite sure of and they also made the environment a nice one to work in.

I appreciate all the help you gave to me and am enjoying using my new skills in my new job.

Thanks again to all of you.

Regards
(redacted)

To Anita, Janthea, Adele
& all at C.L.C.

Thanks for all your help.

Adair
X

Thank you
muchly

GRANT GR 26 12/13



CONGLETON TEAM PARISH

The Church Office

c/o The Rectory
14 Chapel Street
Congleton
Cheshire CW12 4AB

Tel. 01260 273212

Email: admin@conglonteamparish.co.uk

Website: www.conglonteamparish.co.uk

20th March 2013

Dear Mr. Hogan,

I enclose an application form for a grant to assist with the maintenance of St Peter's churchyard.

We *still* have not received the contract agreement from Cheshire East Council to maintain St Peter's churchyard marked in green and yellow on the attached plan. I have been in contact with the Bereavement services, and am awaiting a reply.

We realize that we need to continue to maintain the churchyard in a tidy state. Our contractor has agreed to trim the grass at the end of March beginning of April, depending on the weather.

We hope that the council will be able to give sympathetic consideration to our request for assistance.

Yours sincerely,

Felicity Laurence

Church Warden of St Peter's



Congleton Town Council

Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GTR 26 12/13
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1.1	Applicant(s):	Felicity Laurence (Church warden of St Peter's)
1.2	Representing:	St Peter's Church, Chapel Street, Congleton CW12 4AB
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	St Peter's Churchyard
1.6	Project Objectives:	To maintain St Peter's churchyard in a tidy state whilst waiting for Cheshire East Council to takeover the future maintenance.
1.7	Brief Project Description:	Strimming the grass at the end of March or beginning of April 2013 of the area marked green and yellow on the attached map.
1.8	Details accounts/budgets	The audited account for St Peter's for the year 2012 that were presented at the ACCM in March 2013 are available if you wish to see them.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	1 cut @ £700 carried out in March or early April 2013
2.2	Total contribution sought:	£ 700
2.3	What will the money be spent on?	The strimming of the cleared grass area of the churchyard by a contractor, marked in green and yellow on the attached map done in March /April 2013

2.4	Any ongoing costs:	
2.5	Details of confirmed match funding include source Cash: In kind:	There is no income to the church for the maintenance of the churchyard. St Peter congregation is already maintaining a Grade 1 listed building from our own direct giving and fundraising. The area marked in orange on the plan has been maintained by church volunteers for at least the last 15 years. They also undertake general maintenance and hedge cutting.
2.6	Resources needed:	
2.7	Estimated timescale of project from start to finish:	1 cut completed in March /April

Part 3: Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	# A pleasant green environment near the town centre. An untidy church yard reflects badly on the town to locals and visitors. # benefits the Congleton in Bloom project # Avoidance of annoyance and distress to relatives visiting the churchyard. # St Peter's is a heritage site and family historians both local and from further afield visit, seeking family graves. The Family History Society has been logging the graves and compiling a record on CD to assist this. # St Peter's makes its registers available to the town through our Tuesday @10 initiative and the Heritage Open Days and our Parish Office receives enquiries about registers and graves. # CEC has agreed to maintain the churchyard in the condition it receives it and we hope this will happen this year.
3.2	Are there similar services/projects provided in the area	The town cemetery. Prior to the opening of the town cemetery, St Peter's acted as the town graveyard and the dates on the plan show it was extended several times to meet the needs of the town.

Part 4: Evaluation

4.1	How will the project be evaluated?	We will monitor the work of the contractor to ensure the work is being carried out in a satisfactory manner.
4.2	Who will carry out the evaluation?	Our volunteer team reporting to the Church Wardens.

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Signature: Felicity M Laurence

Date: 20th March 2013

Jackie Potts

From: c-barlow
Sent: 20 February 2013 11:38
To: Jackie Potts
Subject: Town Council Grant

Hi Jackie

Would you please thank the members of the Finance & Policies committee for their generous grant of £1,000 for this year's SOL Summer School? I am sure that all the children will be very appreciative and the volunteers a little less anxious about meeting the ever increasing costs.

We acknowledge all grants from sponsors in the show programme as you know and we have to be very careful of giving priority to any one special. All money is special to us whether it is £1,000 from an institution or £100 from a child who asked that they should be given money instead of Xmas presents so that they can take part in this year's summer school.

I will speak to Cllr Parker (Doug) about what we can do; I am thinking along the line of producing a page in the programme under the heading "Congleton a Town That Cares" where we will list all grants from Congleton based trusts & societies.

Kind regards

Colin



FREE Animations for your email [Click Here!](#)

Management Accounts February 2013

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. Significant variances are explained as follows:

Finance and Policy

Corporate Management

- Insurance is a full year cost.
- Audit Fees – External are accrued at the end of the year.
- Audit Fees – Two out of three internal audits have been completed
- Accountancy support – payroll year end and accounts close down fees still to be incurred.
- 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 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.
- Election expenses show as an overspend of £2,479. The earmarked reserve of £10,000 has been used against the cost of £12,479 for the first election – the second election will be charged in March.

Grants

- £17,200 is remaining for grant applications up to 31/03/13. Any unspent budget will transfer into the general reserve at the year end.

Community, Environment and Services

- The paddling pool which opens between May and September was under budget.
- Nothing has been spent on devolved services as the discussions with Cheshire East are still ongoing – but any devolution will not take place this financial year.
- 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 – Income is steadily increasing but expenditure is also increasing proportionately.

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 and the figures show a small underspend.

Congleton Town Council - Management Accounts - Feb 2013

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
Finance and Policy					
101	Corporate Management				
	8,992	95,970	118,606	22,636	81%
	0	836	1,200	364	70%
	220	1,629	2,600	971	63%
	1,163	12,788	13,950	1,162	92%
	0	2,499	2,499	0	100%
	0	150	270	120	56%
	282	1,642	1,400	-242	117%
	433	3,152	3,360	208	94%
	164	1,385	1,800	415	77%
	250	1,861	1,890	29	98%
	0	3,584	3,800	216	94%
	455	3,533	4,045	512	87%
	0	1,998	3,465	1,467	58%
	0	112	500	388	22%
	0	146	200	54	73%
	0	0	100	100	0%
	0	12	200	188	6%
	0	0	3,000	3,000	0%
	400	800	1,200	400	67%
	0	1,334	3,675	2,341	36%
	0	1,525	1,500	-25	102%
	213	2,428	2,501	73	
	-2,167	-25,082	-29,147	-4,065	86%
Corporate Management:-Expenditure	10,405	112,302	142,614	30,312	79%
CEC Double Taxation	0	-18,751	0	18,751	0%
Interest Receivable	0	-7,507	-3,000	4,507	250%
Corporate Management :- Income	0	-26,258	-3,000	23,258	875%
Net Expenditure over Income	10,405	86,044	139,614	53,570	62%
102	Democratic Rep'n & Mgmt/Civic				
	1,702	18,330	21,569	3,239	85%
	15	631	3,000	2,369	21%
	0	130	250	120	52%
	0	447	1,500	1,053	30%
	0	3,078	5,178	2,100	59%
	0	2,050	2,000	-50	103%
	0	105	500	395	0%
	0	2,600	2,600	0	100%
	0	260	260	0	100%
	0	4,144	4,500	356	92%
	0	1,017	100	-917	1017%
	186	3,622	7,000	3,378	52%
	0	423	1,000	577	42%
	0	2,479	0	-2,479	
	257	2,970	3,451	481	86%
Democratic Rep'n & Mgmt/Civic:-Expenditure	2,160	42,286	52,908	10,622	80%
107	Grants				
		59,813	77,013	17,200	78%
F&P Income - Expenditure Totals	12,565	188,143	269,535	81,392	70%

<u>Community, Environment & Services</u>							
201	Paddling Pool	492	20,826	24,811	3,985	84%	
211	Congleton Park	0	0	0	0		
215	Floral Displays	60	12,256	15,000	2,744	82%	
241	Allotments	30	310	500	190	62%	
251	Handyman service	4,128	40,444	68,851	28,407	59%	
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	2,866	31,525	34,391	2,866	92%	
302	Community Development	2,262	24,971	31,798	6,827	79%	
303	Police Community Support Officers	0	47,200	47,200	0	100%	
305	Christmas Fayre/lights	757	3,919	4,000	81	98%	
321	Tourism	0	2,100	4,000	1,900	53%	
341	Youth and Young People	116	1,328	2,000	672	66%	
351	Fellowship House	587	1,239	0	-1,239	0	
		11,298	191,118	265,051	73,933	72%	
<u>Town Hall</u>							
221	Town Hall - Expenditure		150,586	160,643	-10,057	94%	
	Town Hall - Income		85,146	110,400	25,254	77%	
		0	65,440	50,243	-15,197	130%	
Total Net Expenditure			444,701	584,829	140,128	76%	
<u>Personnel</u>							
401	Staff Costs - Reallocated		22,875	228,973	300,765	71,792	76%

Reserves as at 28/02/13

General Reserve	161,021
Capital Vehicle Fund	20,000
Capital Contingency Fund	142,762
EMR Crime Prevention/Traffic calmin	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	7,479
EMR Legal Fees	10,000
	403,466

Virements 28/02/13

<u>Code</u>	<u>Description</u>	<u>Increase</u> £	<u>Decrease</u> £	<u>Explanation</u>
4019/101	Reception Service TIC	2499		CTC agreed to fund part of the TIC's hours as they act as the reception for the Town Council This agreement was reached after the Town Council's initial budget was drawn up.
4066/101	HR & Health & Safety Support	2501		The Town Council uses an external company, Wirehouse, to provide the necessary advice for HR and Health and Safety. This was previously provided by a Consultantant There was no budget for 2012/13
4026/101	Computer/IT Costs	1000		The Councils' IT company reviewed their charges for providing support so budget slightly low
4021/101	Telephone/fax/Internet	300		Budget slightly too low
4061/101	External Audit Fees		1300	When the budget was set the level of charges was unknown as the audit will be carried out by the private sector, not the audit commission as previously It is now known to be £1,600 - £2,000
4162/211	Congleton Park		5000	This budget will not be used for 2012/13

6300	6300
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Congleton Town Council

Internal Audit Report 2012-13 (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: this report sets out those areas examined during the course of our second interim visit to the Council, which took place on 6th February 2013 and supplements the detail in the report issued following our previous interim visit on 30th August 2012.

Internal Audit Approach

In conducting out our review for 2012-13, 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. At our first visit, we updated our analysis of income and expenditure to include data for 2011-12, 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 extended our review of the Council's financial control systems and procedures for the year, 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 be undertaken at our final visit for the year.

Overall Conclusion

We are pleased to conclude that, in the areas examined to date, 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 again 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. We identified, at our first visit, a few areas where we considered that the Council could usefully improve its existing controls: detail of these was set out in the body of the resultant report with resultant recommendations further summarised in the appended Action Plan. We are pleased to acknowledge that the Council has actioned appropriately detail in those recommendations.

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 2012-13 to the Statement of Accounts and Annual Return for 2011-12 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 July and December 2012;
- Additionally, checked and agreed, also for July and December 2012, all inter account "sweep" transfers between the current and high interest bank accounts;
- We have examined and verified the accuracy of transactions in the Council's two mayoral charity bank account cashbooks for the year to date, and
- Verified the accuracy of the bank reconciliation for the combined current and deposit accounts and Mayoral Charity accounts as at 31st July and December 2012 to ensure that no long-standing uncleared cheques or other anomalous entries exist.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment: we shall undertake further testing of at least one further month's transactions at our final visit, including ensuring the accurate disclosure of balances in the detailed Statement of 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 have noted previously that an updated Corporate Business Plan has been prepared and have examined the content accordingly.

We note the completion of a further review of Standing Orders, Financial Regulations and Code of Conduct during 2011-12, the resultant documents being re-adopted in March 2012.

We have continued our review of the Full Council and Standing Committees to date in the current year, excluding those of the Planning Committee, 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 note that various grants have been approved during the current year and noted at our first visit for the year that, whilst the budget documentation may identify the powers relied on for payment approval, the minutes did not reaffirm that detail. We are pleased to note that this has been addressed and detail is now recorded in the Council minutes.

We also noted that the value of work associated with the refurbishment / extension work to the bar and kitchen exceeded the £25,000 financial limit for formal tender action to be taken. Whilst this requirement was observed, no formal record of the tenders received, opened and their respective values had been prepared, contrary to the Council's own regulatory framework in relation to the tendering process (clause 13.2 of the Council's "Standing Orders for Contracts" refers). We are again pleased to note that this has now been addressed and subsequently detailed in the Council minutes.

In examining the payments processed in the year to date, we noted the payment of an allowance to the Deputy Mayor and reminded members that the Council has no powers to make such a specific payment other than by way of the general members' allowances that may be claimed where approved by the Council. We are pleased to note that this has now been addressed appropriately.

Conclusions and recommendations

We have, as indicated above, identified a few areas where improved controls and compliance with statutory and local regulations is required. We shall continue our review of minutes and consideration of other governance issues at future visits.

- R1. In order that members may demonstrate consideration of the relevant powers to be relied on, the minutes should also identify those powers. We are pleased to note that this has now been addressed and subsequently detailed in the Council minutes.*
- R2. The Council should ensure compliance with its own regulatory framework and ensure that a form Register of Tenders received and opened is maintained; ideally, a similar record should be maintained for any significant quotations in accordance with. This is agreed and will be observed with future tendering exercises.*
- R3. The Council should ensure that it complies with national legislation and does not continue to make a separate allowance payment to the Deputy Mayor. We are pleased to note that this has now been addressed appropriately.*

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;
- An official order has been raised in each and every case where one would be expected;
- 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 commenced testing in this area identifying a test sample including all payments individually in excess of £2,000 plus every 25th payment processed in the year to date totalling £303,209 and equating to 70% of all non-pay related expenditure.

Conclusions

We are pleased to report that no issues have been identified in this area of our work at present: we shall extend our test sample for the remainder of the year at future visits.

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 subjected to routine annual review and update, detail being incorporated subsequently into the Council's Corporate Plan: we understand that an external agent (Wirehouse Limited) has now been contracted to undertake assessments in relation to HR and Health / safety issues and that the LCRS assessments in relation to financial risk will be further reviewed internally during the course of the year;
- Zurich Municipal continue to provide the Council's insurance cover: we have examined the current year's schedule (to May 2013) and consider it meets the current needs of the Council with both Employer's and Public Liability cover set at £10 million and Fidelity Guarantee cover at £0.5 million. We note from the minutes for the Finance & Policy Committee for 18th October 2012 that the Council are to review the level of Fidelity cover once the Local Tax support grant had been finalised.

Conclusions and recommendation

We noted in our interim report that Fidelity Insurance cover is below the recommended minimum level advised by the Audit Commission (i.e. 50% of the Annual Precept + the year-end balance in bank accounts).

R4. The Council should consider the level of Fidelity Insurance cover and formally minute their deliberations and conclusion identifying any basis for setting a level below the Audit Commission recommended level. The Finance & Policy Committee minutes for 18th October 2012 note that the Council are to review Fidelity Guarantee cover once the level of Local Tax Support Grant detail is known.

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 level of £693,826 for 2013-14 at its January 2013 meeting and 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 at present. We shall examine the year-end budget outturn for the current financial year at our final visit following up and seeking explanations for any significant variances that might exist, also considering the appropriateness of the level of retained reserves to meet the Council's ongoing revenue and future spending aspirations.

Review of Income

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure the identification of all income due to the Council from its various sources, 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 examined the controls in place over the identification and recovery of income due to the Council from two main sources, namely allotment rental and Town Hall hire. We note that the allotments are managed by an Allotments Association with fees collected annually by the Association and paid to the Council on receipt of an appropriate invoice.

We have discussed detail of the procedures in place in relation to the hire of Town Hall facilities with the Finance Officer, documenting the processes and applying appropriate tests to one week's hires in July 2012 to ensure that hirers have signed the Council's Agreement Terms and Conditions of Hire, that an appropriate invoice has been raised

for the correct fees and that income due has been received within a reasonable time frame. We are pleased to report that no issues arise in these areas.

We have also examined the current Sales Ledger outstanding debts schedule reviewing the action being taken to pursue any long standing debts: we have noted a few receipts as “unmatched” to sales invoices dating back a few years and consider that these should be written off as miscellaneous or specific (where the source is identifiable or known) income.

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

Conclusions and recommendation

We are pleased to record that no issues have been identified in this area at present with appropriate action being taken to pursue any long-standing debts. We shall undertake further testing at future visits.

R5. The Finance Officer should take appropriate action to “write-off” the few unmatched receipts to appropriate income codes, thereby removing the detail from the Sales ledger. We note that this has duly been completed following our first visit.

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 employee contribution bandings as further amended with effect from 1st April 2012. 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: we also note the recent completion of a full review of staff grades and pay rates by an external contractor, the results being adopted by Council and being due for implementation with effect from 1st September 2012;
- Checked and agreed the computation of staff gross and net pay and salary deductions for August 2012, 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 applied and paid over to HMRC in a timely manner;
- Ensured that the new rates of deductions for the superannuation scheme have been applied, also ensuring that the deductions have been paid over to the County Council in a timely manner; and

- Examined time sheets and travel expenses supporting payments made through the August 2012 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. We HAVE revisited this area at this visit confirming the appropriate application of revised pay scales to staff following review by the external contractor. (Chris Rolley Associates) and are pleased to report that the correct pay scales have been applied.

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 has replaced the use of Treasury term deposits with a straightforward reserve account at RBS given the current low rates of interest returns and also has a Local Authority Enhanced Fixed Rate Deposit running from May 2012 to May 2013.

We have verified the two half-yearly loan repayments to PWLB by reference to their “invoice” advices as part of our expenditure testing referred to above.

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 confirm the accuracy of total loan repayments during the year, together with the residual loan liability to be disclosed in the year-end Accounts and Annual Return at our final visit.

Rec. No.	Recommendation	Response
Review of Corporate Governance		
R1	In order that members may demonstrate consideration of the relevant powers to be relied on, the minutes should also identify those powers.	<i>We are pleased to note that this has now been addressed and subsequently detailed in the Council minutes.</i>
R2	The Council should ensure compliance with its own regulatory framework and ensure that a form Register of Tenders received and opened is maintained: ideally, a similar record should be maintained for any significant quotations in accordance with.	<i>This is agreed and will be observed with future tendering exercises.</i>
R3	The Council should ensure that it complies with national legislation and does not continue to make a separate allowance payment to the Deputy Mayor.	<i>We are pleased to note that this has now been addressed and subsequently detailed in the Council minutes.</i>
Assessment and Management of Risks		
R4	The Council should consider the level of Fidelity Insurance cover and formally minute their deliberations and conclusion identifying any basis for setting a level below the Audit Commission recommended level.	<i>The minutes for 18th October for the Finance & Policy Committee note that the Council are to review the Fidelity cover once the Local Tax support grant had been finalised.</i>
Review of Income		
R5	The Finance Officer should take appropriate action to "write-off" the few unmatched receipts to appropriate income codes, thereby removing the detail from the Sales ledger.	<i>We note that this has duly been completed following our first visit.</i>