



# Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



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

23<sup>rd</sup> March 2012

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 29<sup>th</sup> March 2012

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, 29<sup>th</sup> March 2012** commencing at **7.15pm**

**Please note that there will be a meeting of the Personnel Committee taking place prior to this meeting, commencing at 6.30pm.**

**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

To approve the Minutes of the Meeting of the Committee held on 23<sup>rd</sup> February 2012.  
(enclosed)

3. Declarations of Interest

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



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

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4. Outstanding Actions

There are no outstanding actions.

5. Grant Approvals and Commitments 2011/12

To receive a statement showing the current position. (enclosed).

6. New Applications for Financial Assistance

- i. Trinity Methodist Church (enclosed)
- ii. Congleton Sustainability Group (enclosed)
- iii. SOL Theatre Group (enclosed)
- iv. Dane Valley Amateur Swimming Club (enclosed)
- v. Cheshire Marshalls (enclosed)

7. Management Accounts for April-February 2012

To consider the Management Accounts to February 2012. (enclosed)

8. Internal Audit Report

To receive and consider the report and recommendation from the Internal Auditor.  
(enclosed)

9. Local Audit Contract Winners

To receive and consider correspondence on the local audit contract winners.  
(enclosed)

10. Defibrillator Spares

To receive correspondence from Mossley Pharmacy concerning defibrillator spares.  
(enclosed)

11. Special Expenses CEBC

To receive and consider correspondence from Cheshire East Borough Council concerning a non specific grant awarded. (enclosed)

12. Resolution to exclude the Public and Press

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting for the matters set out below on the grounds that they could involve the likely disclosure of private and confidential information or staff matters.

To: Members of the Finance and Policy Committee (and other Members of the Council for information); Press (3), Burgesses (4)

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE  
HELD ON 23<sup>RD</sup> FEBRUARY, 2012

PRESENT

Councillors

Mrs J D Parry (Vice-Chairman in the Chair)  
G Baxendale  
R I Brightwell  
J S Crowther  
G R Edwards  
D Fletcher  
G P Hayes  
Mrs S A Holland  
M J Hutton  
D A Parker  
N T Price

1. APOLOGIES

Apologies for absence were received from Cllrs L D Barker, D T Brown and G.S. Williams.

2. MINUTES

**FAP/44/1112 RESOLVED:** That the Minutes of the Meeting of the Committee held on 5<sup>th</sup> January, 2012 be agreed and signed by the Chairman.

3. DECLARATIONS OF INTEREST

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

Cllrs G Baxendale declared a personal interest in any matters related to CEBC.

Cllrs G Baxendale and D A Parker declared a personal interest in item 6 vii.

4. OUTSTANDING ACTIONS

There are no outstanding actions.

5. GRANT APPROVALS AND COMMITMENTS 2011/12

A summary of grant approvals and commitments was considered by the committee and it was noted that £12,477 is available for grants.

**FAP/45/1112 RESOLVED:** That the grant summary be received.

6. NEW APPLICATIONS FOR FINANCIAL ASSISTANCE

**FAP/46/1112 RESOLVED:**

- i. That a grant of £2200 be awarded to the Jubilee Committee.
- ii. That a grant of £2500 be awarded to Team Congleton – Torch Relay.



- iii. That a grant of £1568 be provisionally awarded to the St Peter's Church as there may be a possibility of this work being undertaken by the Community Payback Scheme.
- iv. The grant request for Mencap was refused.
- v. That a grant of £500 be awarded to the Bromley Farm Community Development Trust.
- vi. The grant request for Congleton Sustainability Group was refused.
- vii. That a grant of £250 be awarded to Congleton Community Trust.

#### **7. MANAGEMENT ACCOUNTS FOR APRIL-NOVEMBER 2011**

**FAP/47/1112 RESOLVED:** That the Management Accounts for January 2012 be received.

#### **8. VIREMENTS**

**FAP/48/1112 RESOLVED:** That the virements be approved.

To be vired from 4162/211 Congleton Park Contribution which will not be used.

#### **9. DECORATING CONGLETON**

This item was withdrawn.

#### **10. DEFIBRILLATOR SPARES**

It was noted that the Town Council had not withdrawn support for providing Defibrillator spares as set out in the correspondence received, but, had asked some of Congleton's larger organisations to consider funding the cost of the spares rather than the Town Council.

**FAP/49/1112 RESOLVED That:**

- 1. The correspondence from Mr McGarry be received.
- 2. The Town Clerk to write to Mr McGarry confirming the Town Councils continuing support.

#### **11. HEALTH AND SAFETY SUPPORT**

The committee considered a report on Health and Safety Support.

**FAP/50/1112 RESOLVED:** That Wirehouse be appointed as Health and Safety Advisors at a cost of £85 per month.

#### **12. SPECIAL EXPENSES CEBC**

Correspondence from Vivienne Quayle CEBC concerning a special expenses levy which is to be apportioned as a grant to all Town and Parish Councils was considered.

**FAP/51/1112 RESOLVED:** That the correspondence be received.



**13. BUSINESS RISK ASSESSMENT**

A Business Risk Assessment report for 2012 was presented to the committee for consideration.

**FAP/52/1112 RESOLVED That:**

1. The Business Risk Assessment be received.
2. The analysis and risks identified with relevant actions be approved.

**14. MEDIUM TERM FINANCIAL STRATEGY 2012-17**

The Medium Term Financial Strategy for the 5 years 2012 to 2017 was considered by the committee.

**FAP/53/1112 RESOLVED:** That the report be received and approved.

**15. CORPORATE BUSINESS PLAN 2012-13**

The Corporate Business Plan for 2012-13 which sets out the Council's objectives for the next 12 months was presented to the committee.

**FAP/54/1112 RESOLVED:** That the report be received and approved.

**16. RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS**

There was no resolution to exclude the press or the public.

**MRS. J.D. PARRY  
(VICE CHAIRMEN IN THE CHAIR)**

Congleton Town Grant Commitments 2011/12									
Permitted and S137									
Date Grant Approved	To	For	Section	Minute Reference	Approved 10/11 EMR b/fwd £	Approved 11/12 £	Paid £	Outstanding £	Date Paid
03/07/2008	Cong Disabled Action Group	Promotional work		FAP/3/089	108.00			108.00	
03/12/2009	Congleton Life Savers	Defibrillators AED's	s137	FAP/28/0910	213.10		210.20	2.90	15/11/2011
01/04/2010	Town Hall Committee (Ceast)	Town Hall Storyboards contribution	S144	FAP/15/0910	8000.00		8000.00	0.00	16/07/2011
16/09/2010	1st Mercian Hoe down	Hoe down	S137	FAP/18/1011	500.00		500.00	0.00	05/04/2011
16/09/2010	CAOS	Support if loss on production	S145	FAP/18/1011	500.00		500.00	0.00	24/05/2011
06/01/2011	Kiss Group	Mentoring project	S137	FAP/02/1011	500.00			500.00	
24/02/2011	Bromley Farm Community Trust	Bench for Bromley Farm	S133	FAP/02/1011	500.00		426.34	73.66	
24/02/2011	Timbersbrook	contribution to bus shelter	PCA1957 s1	FAP/02/1011	2000.00		2000.00	0.00	21/06/2011
24/02/2011	Sol Theatre School	Support for summer theatre school	S145	FAP/02/1011	500.00		500.00	0.00	24/05/2011
24/02/2011	Buglawton in Bloom	Flowers	S137	FAP/02/1011	500.00		500.62	-0.62	24/05/2011
31/03/2011	Centre Stage youth theatre	Production	S145	FAP/76/1011	500.00		500.00	0.00	13/05/2011
31/03/2011	New Life Church	Chairs	S137	FAP/76/1011	300.00		300.00	0.00	24/11/2011
	Subsidised Use of Town Hall				780.00	4,000.00	4889.56	-109.56	
02/06/2011	Team Congleton 2012	funding towards olympic celebrations	S145	FAP/03/1112		2,500.00	1120.50	1379.50	
02/06/2011	Congleton Jazz and Blues festival	funding towards jazz and blues festival	S145	FAP/03/1112		500.00	500.00		13/09/2011
02/06/2011	Vision	funding towards renovations at Fellowship	s133	FAP/03/1112		1,750.00	1750.00		06/10/2011
02/06/2011	Cong Business Assoc	Grant towards shop local cards	s137	FAP/03/1112		2,000.00	2000.00		internal
09/09/2011	Congleton Harriers	Grant towards half marathon	s144	FAP/10/1112		250.00	250.00		27/09/2011
09/09/2011	Congleton Musical Theatre	grant towards cost of production of Oliver	S145	FAP/10/1112		500.00	500.00	0.00	26/10/2011
09/09/2011	Disability Bureau	grant towards cost of Firewall	s137	FAP/10/1112		250.00		250.00	
09/09/2011	Electric Picture House Artists Group	Grant towards refurbishment	S145	FAP/10/1112		400.00	400.00	0.00	28/09/2011
18/10/2011	Royal British Legion	Remembrance Day Vreath	S137			49.50	49.50	0.00	18/10/2011
13/11/2011	Royal British Legion	Remembrance Day Buffet and room costs	S137			565.00	565.00	0.00	13/11/2011
01/12/2011	Congleton Life Savers	Defibrillators AED's	S137	FAP/01/1112		558.50	558.50	0.00	
05/01/2012	Congleton Harriers	Support for Cloud 9 race	s144	FAP/09/1112		200.00		200.00	
23/02/2012	Jubilee Committee	Support for Jubilee projects	S145	FAP		2,200.00		2200.00	
23/02/2012	Team 2012	Support for 2012 olympic celebrations	S145			2,500.00		2500.00	
23/02/2012	Bromley Farm Community Trust	Bromley farm news	S137			500.00		500.00	
23/02/2012	Rebecca Wilson	Streets of Pattern	S145			250.00	151.90	98.10	
								0.00	
								0.00	
								0.00	
								0.00	
<b>Totals</b>					14901.10	16873.00	26172.12	7701.98	
	EMR b/fwd			£14,901.10					
	Budget 11/12			£26,000.00					
	Total approved to date			£33,874.10	£79,003.00	Total Grant budget (Specific Bugets and S137)			
	<b>Total money still available for grants</b>			<b>£7,027.00</b>					

|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|



### Breakdown of Subsidised use of Town Hall

Rotary Coffee Morning	105.00	16/04/2011	EMR 10 11
Congleton Now Event	675.00	02/04/2011	EMR 10 11
Abba Night (Mayor Charity Event)	150.00	01/04/2011	
Congleton Choral Society	150.00	09/04/2011	
Local resident discount (dance class)	10.50	12/04/2011	
Beartown Boxing	150.00	23/04/2011	
Congleton Rugby Club	187.50	29/04/2011	
Congleton Rotary Club	28.00	18/04/2011	
Vale Juniors	300.00	20/05/2011	
Jigsaw - Bearmania Launch	38.50	18/05/2011	
CCP - food and Drink Festival	207.81	28/06/2011	
Horticultural Society Annual Show	253.75	15/09/2011	
Big Kiss Careers Fayre	630.00	06/10/2011	
Scout Fellowship Charities Fayre	87.50	01/10/2011	
Choral Society Concert	150.00	15/10/2011	
Charity Ball	150.00	22/10/2011	
ATC RAF Band	218.75	23/10/2011	
Biddulph Male Voice Choir - Mayor Charity	150.00	06/10/2011	
Local resident discount	30.00	15/11/2011	
Lions concert	87.50	20/11/2011	
Charity Ball	150.00	26/11/2011	
Local resident discount	30.00	10/12/2011	
Choral Society Concert	150.00	17/12/2011	
Mayor's Charity Craft Fayre	218.75	18/12/2011	
St Stephens Church Fayre	105.00	04/12/2011	
Local resident discount	28.00	30/01/2011	
Beartown Boxing	270.00	14/01/2011	
Local resident discount	28.00	20/02/2012	
EC Pony Club Annual Presentation	150.00	25/02/2012	

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**£4,889.56**



# Congleton Town Council

## Application for Financial Assistance



### Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR 27 11/2
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1.1	Applicant(s):	REVD PHILIP BERRY
1.2	Representing:	TRINITY METHODIST CHURCH
1.3	Email Address:	or
1.4	Tel No.	
1.5	Project Title:	WAGG STREET CENTRE
1.6	Project Objectives:	To upgrade, refurbish Westwood House (old manse adjacent to church) and develop potential as a church and community centre/facility
1.7	Brief Project Description:	Internal removal of walls will allow extension to coffee shop while maintaining flexibility for smaller groups. New heating, insulation, new windows, redecoration
1.8	Details accounts/budgets	We have annual church accounts. If further details are required, we are happy to supply them.

### Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£42,000
2.2	Total contribution sought:	We have raised £30,000 from church and circuit funds. Any help towards balance is appreciated.
2.3	What will the money be spent on?	The total project (contribution towards)

2.4	Any ongoing costs:	None
2.5	Details of confirmed match funding include source Cash:  In kind:	N/A
2.6	Resources needed:	
2.7	Estimated timescale of project from start to finish:	4 weeks - in this summer 2012

### Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Coffee Shop extended and open daily Facilities for small groups - already in use by AA, Inclusion Trust, Choral Society, Child Contact Centre. Potential for other schools work with children and support work with clients of Job Centre next door plus church groups.
3.2	Are there similar services/projects provided in the area	Coffee shops in town.

### Part 4: Evaluation

4.1	How will the project be evaluated?	Ongoing reports to Trinity Church Council
4.2	Who will carry out the evaluation?	Trinity Church Council and others who wish to be involved

Signature: Henry Berry

Date: 19.3.2012



# Westwood House Proposed Development - Wagg Street Centre

## Mission & Purpose

The proposed development of Westwood House (to become The Wagg Street Centre) will both enhance and extend aspects of our existing outreach at Trinity; and also create possibilities for new ventures. Recent improvements to the toilet facilities both upstairs and downstairs have already been completed. The location of Westwood House provides facilities literally on the door step of the community. That easy access and ready availability is something we want to make the most of. The new facilities will add not merely comfort but will constitute a real advance in what we already offer in terms of the following:

- Our hospitality in the form of our Coffee Shop (open every day)
- The Fairtrade shop
- Our provision of facilities that the church can use for meeting space [Committee Meetings, Footsteps Plus, Stitch and Chat, Child Contact Centre]
- Our provision of facilities the community can use [AA (regularly), Congleton Choral Society, Inclosure Trust and others (periodically)]
- More congenial and effective surroundings for the Circuit offices (for the Circuit Administrator and the Superintendent)

By opening up the downstairs space into more open plan areas there is also provision for new developments:

- Midweek worship (Cafe Service?) in a contemporary setting
- Work with young people in an after schools setting
- Support work amongst those who use the Job Centre next door

We see the Wagg Street Centre as a renewed focus for a significant part of our outreach and trust that it will be experienced as making a real difference in the lives of many people. We envisage a significant increase in usage and by bringing people together for friendship, study, business, support and fellowship we hope to give a more rounded and focussed experience of what 'church' and Christian discipleship mean. We also want to rename it the Wagg Street Centre to make it more community focused.

## Project & Costs

The following work needs to be done at an estimated cost of £42,000.

- New boiler, efficient radiators, and better routing of the pipework
- An upgraded electrical system
- Installation of uPVC double glazed windows
- Insulation in the loft
- Creation of a larger area by combining the 3 rooms
- Installation of a movable partition to divide room when needed
- Upgrade of the kitchen
- Installation of French doors to the garden area
- Redecoration etc.

## Proposed Funding

Income	Trinity Funds	£20,000
	Circuit Grant	£ 8,000
	Circuit Loan	£14,000 *
	<u>Total</u>	<u>£42,000</u>

*Loans to be recouped by		
	District Grant	£4,000
	Other Grants	£4,000
	Fund Raising	£6,000
	<u>Total</u>	<u>£14,000</u>

### Financial Year 2009-2010

Closing Bank Balance	£17,332
Closing CFB Balance	£43,945
Total End of Year Balance	£61,277

### Financial Year 2010-2011

Closing Bank Balance	£10,829
Closing CFB Balance	£45,514
Total End of Year Balance	£56,343

Missing Tax Back (Gift Aid)	£9,000 Approx
Total End of Year Balance	£65,343

Income (Excluding Interest)	£74,997
Expenditure	£24,072
Quarterly Assessments	£39,308

Income (Excluding Interest)	£60,024 (+£9,000)
Expenditure	£24,552
Quarterly Assessments	£41,000

Monthly Totals for Current Year

	Income												Years Total
	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	
Members	1,644.67	2,248.00	1,803.84	1,624.67	2,279.17	1,599.67	1,934.67	2,303.00	1,675.84	1,744.67	2,303.00	1,760.84	22,942.04
BACS													
Coffee Shop	70.00	54.50	94.00	75.00	46.00	83.30	94.50	56.50	45.00	81.30	132.00	25.00	857.10
Donations	105.00	300.00	25.53	40.00	299.50	5.00	31.10	1,257.35	660.00	200.00		50.00	2,973.48
Donations Gift Aided		50.00	1,000.00						200.00				1,250.00
Fees	285.00		250.00			160.00		165.00		60.00	80.00	85.00	1,085.00
Lettings	330.00	170.00	510.00	1,243.00	790.00	1,594.00	520.00	1,241.00	240.00	1,090.00	523.00	350.00	8,601.00
Services & Tax Recovered	1,760.09	1,315.55	1,353.48	1,406.15	1,719.77	1,079.00	1,543.99	1,637.54	1,134.25	1,472.74	1,281.78	1,313.50	17,017.84
User Groups	100.00		500.00	250.00		100.00	30.00	2,000.00	700.00	150.00		350.00	4,180.00
Other Income	.76		8.00	332.00	3.06	55.00	173.00	22.60	144.54	126.00	2.71	250.00	1,117.67
TOTAL:	4,295.52	4,138.05	5,544.85	4,970.82	5,137.50	4,675.97	4,327.26	8,682.99	4,799.63	4,924.71	4,322.49	4,204.34	60,024.13



Monthly Totals for Current Year

Expenditure													
	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Years Total
Advertising				23.80			49.00		35.00			228.98	336.78
Cleaning Materials	15.00		31.55	15.00					26.45				88.00
Electricity			644.15			707.75		129.30	343.18			603.32	2,427.70
Flowers			100.00					100.00		40.00		100.00	340.00
Gas				160.04	518.95	761.11	472.58	501.61	718.24	250.74	8.00	159.75	3,551.02
General Maintenance	37.13	1,822.78		434.94	68.00	86.15		144.99	373.29	135.00	1,041.06	732.37	4,875.71
Heating Maintenance		438.00		58.00						665.00			1,161.00
Insurance				2,605.72									2,605.72
Office Supplies	175.61	109.64	200.77	216.74		195.35	60.12	1,384.16	203.28	197.64		308.98	3,052.29
Organ & Piano				362.91			23.46	700.00	40.00				1,126.37
Photocopier	6.56	16.97		13.94	11.59	96.75		10.75	62.91	16.74	5.34	170.66	412.21
Telephone	30.27	31.23	35.60	35.70	35.58		72.89		38.23	73.24	40.43	36.25	429.42
Water				246.02						254.08			500.10
Other	5.00	674.18	74.40	246.33	200.00	344.59	65.00	289.96	248.23	963.07	305.00	230.00	3,645.76
TOTAL:	269.57	3,092.80	1,086.47	4,419.14	834.12	2,191.70	743.05	3,260.77	2,088.81	2,595.51	1,399.83	2,570.31	24,552.08



## Congleton Town Council Application for Financial Assistance



### Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR 26 11/12
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1.1	<b>Applicant(s):</b>	Peter Aston
1.2	<b>Representing:</b>	Congleton Sustainability Group (CSG)
1.3	<b>Email Address:</b>	
1.4	<b>Tel No.</b>	
1.5	<b>Project Title:</b>	Communication of Transition Town ideas
1.6	<b>Project Objectives:</b>	To communicate Congleton Sustainability Group's work making Congleton a Transition Town.
1.7	<b>Brief Project Description:</b>	The Transition Town movement have made a film of Transition initiatives around the UK and we would like to show the film to everyone and anyone in the town in the prestigious setting of The Bridestones Suite in the Town Hall. Knowing that the Town Council supports CSG's aims we wonder whether the fee for the room could be 'waved' on this occasion to allow us to show the film at minimum cost to the group. We are paying for the DVD of the film Transition 2.
1.8	<b>Details accounts/budgets</b>	Cost of The Bridestone Suite for one evening.

### Part 2: Cost Details / Resources / Timescale

2.1	<b>Total Cost of Project:</b>	As 1.8
2.2	<b>Total contribution sought:</b>	100%
2.3	<b>What will the money be spent on?</b>	As 1.8

2.4	<b>Any ongoing costs:</b>	No.
2.5	<b>Details of confirmed match funding include source</b> Cash:  In kind:	None.
2.6	<b>Resources needed:</b>	Maximum seating, screen and projector to show film.
2.7	<b>Estimated timescale of project from start to finish:</b>	The day of the showing, suitable to the Town Hall diary for The Bridestone Suite.

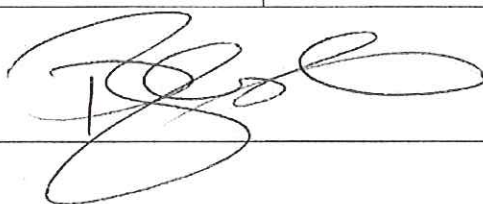
### Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	A further opportunity to explain and get feedback about the town's Transition Town initiative.
3.2	<b>Are there similar services/projects provided in the area</b>	None

### Part 4: Evaluation

4.1	<b>How will the project be evaluated?</b>	Number of people attending.
4.2	<b>Who will carry out the evaluation?</b>	CSG members on the night.

Signature:



Date:





# Congleton Town Council

## Application for Financial Assistance



### Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR 25 - 11/12
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1.1	<b>Applicant(s):</b>	Colin Barlow 8 Davidson Avenue, Congleton, Cheshire, CW12 2EQ.
1.2	<b>Representing:</b>	SOL Theatre School
1.3	<b>Email Address:</b>	
1.4	<b>Tel No.</b>	
1.5	<b>Project Title:</b>	SOL Theatre Summer School
1.6	<b>Project Objectives:</b>	<p style="text-align: center;"><b><u>Statement of Intent</u></b></p> <ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li><li>• It is also the intention of SOL Theatre School to foster an interest in live performance thereby increasing the cultural life of the area.</li><li>• 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.</li></ul>
1.7	<b>Brief Project Description:</b>	The two weeks training and rehearsals from the 6 <sup>th</sup> to the 18 <sup>th</sup> August 2012 culminating in two public performances of a chosen musical (this year "Anything Goes" by arrangement with MusicScope and Stage Musicals Ltd of New York) at the Daneside Theatre on the evenings of the 17 <sup>th</sup> and 18 <sup>th</sup> August 2012
1.8	<b>Details accounts/budgets</b>	Please see attached expected expenditure sheet

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## Part 2: Cost Details / Resources / Timescale

2.1	<b>Total Cost of Project:</b>	£12,558 estimated
2.2	<b>Total contribution sought:</b>	£800
2.3	<b>What will the money be spent on?</b>	We have estimated that we will spend on average £20 per child for costumes for the show. We are expecting up to 40 children to take part in this years summer school.
2.4	<b>Any ongoing costs:</b>	Advertising and promotions
2.5	<b>Details of confirmed match funding include source</b> Cash:  In kind:	We have applied to a number of local organisations 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.
2.6	<b>Resources needed:</b>	Rehearsal and performing stage venue, rehearsal materials – music, scores and orchestral arrangements. Licence to perform the music and choreography. Sound, lighting, stage set and props. Voluntary people to protect the children under our Child Protection Policy. A large number of people to make costumes, staging, props and manage the theatre.
2.7	<b>Estimated timescale of project from start to finish:</b>	Two weeks during the children's summer holiday.

## Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	As stated in our constitution above the children will benefit from being part of a happy and enjoyable team that we hope the parents will appreciate. 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 plus the 40 or so voluntary people who give their time and commitment to such a good cause.
3.2	<b>Are there similar services/projects provided in the area</b>	Not to our knowledge.

#### Part 4: Evaluation

4.1	<i>How will the project be evaluated?</i>	SOL Theatre School members will evaluate each child's contribution to the project and we present each one with a certificate that they may use for future requirements. We have past members taking part in "Billy Eliot" and appearing on the television in the John Bishop show plus others.
4.2	<i>Who will carry out the evaluation?</i>	We invite a member from the NODA (National Operatic & Dramatic Association), which we are a member, to assess the performance.

*Signature:*



*12 March 2012*

*Date:*





## Summer School 2012 Budget Sheet

### Expected Expenditure

Theatre Hire	£3,150.00
Performing Rights Deposit	£500.00
Royalties	£458.00
Costume	£800.00
Props	£500.00
Set	£2000.00
Technical Equipment Hire	£500.00
Special Effects	£500.00
T Shirts for Presentations	£1,000.00
Sundry Expenses	£1,000.00
Band	£1,000.00
Advertising and Printing	£1,000.00
Bank Charges	£150.00
Total	<hr/> £12,558.00

### Anticipated Income

30 Participants Paying £275.00 Each

£8,250.00

Ticket Sales Approx 150 each for two  
Performances at Average £7

£2,100.00

Total

£10,350.00



# Congleton Town Council

## Application for Financial Assistance



### Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR 24/11/12
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1.1	<b>Applicant(s):</b>	Jane Henfrey 40 Harvey Road Congleton Cheshire CW12 2DL														
1.2	<b>Representing:</b>	Dane Valley Amateur Swimming Club														
1.3	<b>Email Address:</b>															
1.4	<b>Tel No.</b>															
1.5	<b>Project Title:</b>	Dane Valley ASC Olympic Swim Clinic														
1.6	<b>Project Objectives:</b>	<p>The swim clinic will be coached to build up the swimmers techniques to make real improvements in order to swim faster. All sessions are focused to give the swimmer the maximum opportunity to make real improvements to their technique by the end of the day.</p> <p>It will allow the swimmers involved and swimmers/families watching an opportunity to see Britain's most successful swimming coach ever and to see an Olympic swimmer in action. This will get everyone interested and engage early with the Olympics. It is a lifetime opportunity for many people in Congleton involved with Dane Valley ASC-over 100 swimmers, plus families/friends etc...</p>														
1.7	<b>Brief Project Description:</b>	<p>The club will hold a full day swim clinic led by Bill Furniss, coach to world record holder and double Olympic gold medallist Rebecca Adlington. The swim clinic would include lectures/workshops on stroke techniques/nutrition/sports psychology. Also includes 2 land training sessions with physiotherapist/strength and conditioning coach. An Olympic swimmer who will be competing with the GB team at the London 2012 Olympics will attend the clinic for demonstrations, autographs etc-see attachment option 2. The clinic is provisionally booked for Sunday 13<sup>th</sup> May as this is when Bill Furniss is available to hold the swim clinic. This would be ideal to tie up with the Olympics and get everyone interested and engage early with the Olympics</p>														
1.8	<b>Details accounts/budgets</b>	<p>Funding-£6495</p> <table><tr><td>Swim clinic-see attachment option2=</td><td>£3785</td></tr><tr><td>International swimmer</td><td>£1800</td></tr><tr><td>Congleton Leisure Centre Pool Hire 7hours at £50=</td><td>£350</td></tr><tr><td>Congleton LC Dry side venue 7 hours at £30=</td><td>£210</td></tr><tr><td>Congleton LC Facility for presentation/DVD classroom environment =</td><td>£100</td></tr><tr><td>Congleton LC lunchtime venue =</td><td>£50</td></tr><tr><td>Staff/coaches expenses=</td><td>£200</td></tr></table>	Swim clinic-see attachment option2=	£3785	International swimmer	£1800	Congleton Leisure Centre Pool Hire 7hours at £50=	£350	Congleton LC Dry side venue 7 hours at £30=	£210	Congleton LC Facility for presentation/DVD classroom environment =	£100	Congleton LC lunchtime venue =	£50	Staff/coaches expenses=	£200
Swim clinic-see attachment option2=	£3785															
International swimmer	£1800															
Congleton Leisure Centre Pool Hire 7hours at £50=	£350															
Congleton LC Dry side venue 7 hours at £30=	£210															
Congleton LC Facility for presentation/DVD classroom environment =	£100															
Congleton LC lunchtime venue =	£50															
Staff/coaches expenses=	£200															



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## Part 2: Cost Details / Resources / Timescale

2.1	<b>Total Cost of Project:</b>	£6495
2.2	<b>Total contribution sought:</b>	£250 or use of Congleton leisure Centres facilities as indicated above for no charge
2.3	<b>What will the money be spent on?</b>	Swim clinic and associated costs-see above. Or even better if we could have Congleton Leisure centre facilities as indicated at no charge.
2.4	<b>Any ongoing costs:</b>	N/A
2.5	<b>Details of confirmed match funding include source</b> Cash: In kind:	No match funding, but engaged in bag packing and raffles to reduce the costings.
2.6	<b>Resources needed:</b>	Congleton Swimming Pool Hire for 1 day Dry side venues for land training etc for 1 day Facility and room for presentation/DVD for 1 day Room in leisure centre for lunchtime venue for 2 hours Coaches and volunteers to run the day
2.7	<b>Estimated timescale of project from start to finish:</b>	Full day workshop-Sunday 13 <sup>th</sup> May 2012

## Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	Swimming helps to keep the younger generation fit and healthy, building confidence in themselves. The club keeps them off the streets and focused, therefore avoiding anti social behaviour. Their life is more structured therefore less likely to get involved in unhealthy lifestyles. In the older swimmers it also encourages further education, including teaching/coaching and lifeguarding therefore benefiting the future generation and creating role models for the younger swimmers to look up to. The swim clinic will be publicised in the local papers, therefore will encourage more children to learn to swim and take up healthy lifestyles'
3.2	<b>Are there similar services/projects provided in the area</b>	This is a one off for the Olympics, not aware of any other club doing a workshop of this kind to celebrate the Olympics

## Part 4: Evaluation

4.1	<b>How will the project be evaluated?</b>	Feedback from swimmers involved and swimmers/parents watching.
4.2	<b>Who will carry out the evaluation?</b>	Dane Valley ASC committee

Signature: Jane Henfrey

Date: 5<sup>th</sup> March 12



## Swimskills Club Clinic Options

### Option 1

Starts & Turns or Stroke Clinic with a GB Coach

Including:

- Full day clinic e.g. 9am-4pm
- Two pool sessions led by a GB Team Coach
- Two lecture/workshop on stroke technique/nutrition/sport psychology
- Two land training sessions with physiotherapist/strength & conditioning coach

Cost.....£3150

### Option 2

Starts & Turns or Stroke Clinic led by Bill Furniss

Including:

- Full day clinic e.g. 9am-4pm
- Two pool sessions led by Bill Furniss
- Two lecture/workshop on stroke technique/nutrition/sport psychology
- Two land training sessions with physiotherapist/strength & conditioning coach

Cost .....£3,7850

For an international swimmer to attend the Swimskills clinics for demonstrations, autographs, etc. please add from £650 to £2000 depending on the swimmer.

The specifics of each day can be adjusted to meet the needs of the club and it is anticipated that these will include work on an agreed combination of stroke technique and starts and turns.

Ian Coleman

Swimskills

Swim Skills; The Limes, 75 Grove Avenue, Beeston, Nottingham NG9 4DX  
Phone 07941 505016 e-mail: [info@swimskills.co.uk](mailto:info@swimskills.co.uk)







# Congleton Town Council

## Application for Financial Assistance



### Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR	23/11/12.
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1.1	<b>Applicant(s):</b>	LYNN PURCELL
1.2	<b>Representing:</b>	CHESHIRE MARSHALS
1.3	<b>Email Address:</b>	
1.4	<b>Tel No.</b>	
1.5	<b>Project Title:</b>	Cheshire Marshals' Recruitment, Training and Equipment Project
1.6	<b>Project Objectives:</b>	<p>Overall Cheshire Marshals' objectives:</p> <ul style="list-style-type: none"><li>• Creation of a pool of local volunteers trained to a high level of knowledge in event marshalling</li><li>• Creation of a bank of safety clothing and equipment for use by volunteer marshals</li><li>• Enhancement of community safety by providing community groups with practical support in event marshalling and access to trained and well-equipped volunteer marshals</li></ul> <p>Specific project objectives:</p> <ul style="list-style-type: none"><li>• The enhancement of community safety by the safe marshalling of a wider range, and greater number, of local community events</li><li>• The recruitment of a larger number of local people to the volunteer role of community event marshals</li><li>• Provision of high quality free training and appropriate safety clothing for volunteer marshals</li></ul>
1.7	<b>Brief Project Description:</b>	<p>Cheshire Marshals is a voluntary organisation, set up to support community events in Congleton and surrounding districts by providing them with trained and well-equipped volunteer marshals.</p> <p>Cheshire Marshals' trained volunteers are now marshalling at a wide range of Congleton based community events i.e. Congleton Town Football Club Fun Day; Congleton Half marathon; Congleton Bonfire &amp; Firework Display; Congleton Christmas Light Switch-On etc.</p> <p>As many of these events take place in the winter months, we wish to purchase further wet weather clothing for our volunteers to ensure they are warm and dry whilst undertaking their marshalling duties.</p> <p>During these events it is crucial that our volunteers can maintain communication with one another, with event organisers and the emergency services. We therefore wish to purchase a set of hand-</p>



		<p>held radios for the use of our volunteer marshals.</p> <p>To ensure that we can provide a service to the growing number of community events in Congleton Town and its surrounding districts, it is vital that we continue to recruit and train a larger number of volunteers. We would therefore wish to print a further set of publicity/recruitment leaflets and run two training sessions this year.</p>
1.8	<b>Details accounts/budgets</b>	<b>A copy of the 2010 &amp; 2011 accounts are attached for your information.</b>

## Part 2: Cost Details / Resources / Timescale

2.1	<b>Total Cost of Project:</b>	£580
2.2	<b>Total contribution sought:</b>	£250
2.3	<b>What will the money be spent on?</b>	<ul style="list-style-type: none"> <li>• Purchase of 10 sets of waterproof over trousers at a cost of £8 per pair - Total cost £80</li> <li>• Purchase of 1 set of hand-held radios - Cost £200</li> <li>• Purchase of 1000 publicity leaflets - Total cost £150</li> <li>• Delivery of two volunteer training sessions at a cost of £50 per session - Total cost £100</li> </ul>
2.4	<b>Any ongoing costs:</b>	No
2.5	<b>Details of confirmed match funding include source</b> Cash:  In kind:	<p>Funding was secured some time ago from the Community Safety Partnership and some of this money will be used to part fund this project.</p> <p>Volunteer committee members contribute a significant number of hours to running the Cheshire Marshals project. If costed at £7 per hour, their contribution to make this project successful would be £112 (2 volunteers x 2 hours per week for 4 weeks)</p>
2.6	<b>Resources needed:</b>	The main resources needed, to ensure this project can be completed, are the volunteer hours given by the committee members to make this project happen e.g. organising the training event, booking venues, placing equipment orders and distributing publicity/recruitment information etc.
2.7	<b>Estimated timescale of project from start to finish:</b>	Start Date: May 2012 Finish Date: November 2012

## Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	<p>The benefits of this project will initially be for community event organisers of Congleton, as they will be gaining access to a pool of confident, well trained and equipped volunteer marshals. The cost to community groups of running events may also be reduced as in some cases, less support may be needed from the police.</p> <p>There will be benefits for local people of all ages, in that they will be able to access free training in event marshalling, thereby enhancing their skills and knowledge and in some cases increasing their chances of gaining employment.</p> <p>There will also be benefits for the wider community as this project has the potential to impact on community safety as more and more community events are marshalled by appropriate numbers of trained and well equipped volunteer marshals.</p>
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3.2	<i>Are there similar services/projects provided in the area</i>	No Cheshire Marshals is the only organisation of its type in the locality
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#### Part 4: Evaluation

4.1	<i>How will the project be evaluated?</i>	Numbers of newly recruited volunteers will be recorded. Training events will be photographed and feedback obtained from volunteers undertaking training. Feedback will be obtained from community event organisers on the value and effectiveness of the service Cheshire Marshals provides. Marshals will be photographed, whilst volunteering at community events, showing the equipment purchased in use.
4.2	<i>Who will carry out the evaluation?</i>	Cheshire Marshals Committee Members

Signature:  Date: 6/3/12

January 2011 to December 2011

## Income

[illegible]

**TOTAL INCOME** £2,053.13

## Expenditure

[illegible]

**TOTAL EXPENDITURE            £771.10**

**PROJECT BALANCE    £1,282.03**

Anticipated Surplus / Deficit







## Management Accounts February 2012

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.

We are almost at the end of our financial year and there are no significant variances. Where appropriate any underspend will be put into an Earmarked Reserve to be used in the future.

### Variance analysis

#### Finance and Policy

##### **Corporate Management**

- Telephone/Fax/Internet includes £270 support charges to maintain the system which had previously been included in IT Support.
- Insurance is a full year cost. The premiums have increased slightly against budget as revalued and additional items have been added to the schedule.
- External Audit Fees (a statutory requirement for the Council) will be accrued in March.
- Internal Audit Fees (also a statutory requirement) are showing the 2<sup>nd</sup> of 3 visits. The 3<sup>rd</sup> visit will be accrued at the year end.
- Accountancy support which includes payroll bureau charges and the external accountant preparing the statutory accounts will be accrued at the year end.
- Interest on our deposit account is higher than budget as we are earning interest on to our unspent reserves.
- We have received £4570 for double taxation.
- Miscellaneous income was for a member of staff paid for from the Future Jobs Fund (Government scheme).

##### **Civic**

- Civic expenses include the visit by the Princess Irene Brigade from Holland.
- Less expenditure has been incurred on Councillor training than budgeted for.

##### **Grants**

- £7027 is available for grant applications up to 31/03/12.

#### Amenities and Services

- Paddling Pool – this is seasonal and came in under budget. This has been achieved by careful management of the chemicals used this year.
- Nothing has been spent in 11/12 on Public Toilets or Play Areas. This will be put into an Ear Marked Reserve.

#### Community and Environment

- Congleton Partnership – includes committed project costs.
- PCSO's – The full annual amount has been paid.

#### Town Hall

- A detailed trading account is provided to the Town Hall Committee. Expenditure is largely on budget but income is less than anticipated particularly from the Spencer Suite. We are advertising locally to try and attract more businesses to use the Town Hall during the day. The Town Hall committee has decided to increase charges in the Bridestones Suite and Grand Hall in line with inflation from 1<sup>st</sup> April 2012. This is the first increase for 4 years.

#### Recommendation

To accept the Management Accounts to February 2012.

## Congleton Town Council - Management Accounts - February 2012

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
<b>Finance and Policy</b>					
<b>101 Corporate Management</b>					
Staff Costs (re-allocated)	8,324	96,689	104,425	7,736	93%
Consultancy	0	0	0	0	0%
Travel	32	669	1,000	331	67%
Training / Conferences	0	1,537	2,500	963	61%
Rent Payable	1,163	12,788	13,950	1,162	92%
Miscellaneous Office Costs	0	181	260	79	70%
Telephone/Fax/Internet	276	1,515	1,100	-415	138%
Postage	434	3,201	3,200	-1	100%
Stationery & Printing	103	2,057	2,200	143	94%
Subscriptions & Publications	0	1,713	1,800	87	95%
Insurance	0	3,638	3,500	-138	104%
Computer/IT Costs	216	2,254	2,900	646	78%
Photocopy Charges	0	3,710	3,800	90	98%
Recruitment Advertising	0	0	500	500	0%
Other Advertising	69	69	200	131	35%
Equipment Replacement\Tools	0	0	100	100	0%
Bank Charges	0	42	150	108	28%
Audit Fees - External	0	0	2,500	2,500	0%
Audit Fees - Internal	390	790	1,125	335	70%
Accountancy Support	0	1,875	3,500	1,625	54%
Legal & Professional fees	128	1,034	1,500	466	69%
Central Overheads reallocated	-1,763	-23,242	0	23,242	0%
Corporate Management:-Expenditure	<b>9,372</b>	<b>110,520</b>	<b>150,210</b>	<b>39,690</b>	<b>74%</b>
CEC Double Taxation	0	-4,570	0	4,570	0%
Interest Receivable	0	-2,453	-1,000	1,453	245%
Miscellaneous Income	0	-3,850	0	3,850	0%
Corporate Management :- Income	<b>0</b>	<b>-10,873</b>	<b>-1,000</b>	<b>9,873</b>	<b>1087%</b>
<b>Net Expenditure over Income</b>	<b>9,372</b>	<b>99,647</b>	<b>149,210</b>	<b>49,563</b>	<b>67%</b>
<b>102 Democratic Rep'n &amp; Mgmt/Civic</b>					
Staff Costs (re-allocated)	1,623	18,375	21,234	2,859	87%
Training / Conferences	30	711	3,000	2,289	24%
Stationery & Printing	0	212	125	-87	170%
Marketing/Promotions	0	524	1,500	976	35%
Council Newsletter	0	2,392	4,950	2,558	48%
Council Website	89	699	850	151	82%
Members Expenses	0	36	0	-36	0%
Mayor's Allowance	0	3,467	3,467	0	100%
Deputy Mayor's Allowance	0	260	260	0	100%
Civic Expenses	0	4,502	3,400	-1,102	132%
Civic Regalia	0	5	100	95	5%
Hall & Room Hire	288	5,840	6,000	160	97%
Civic Artefacts and Treasures	20	76	1,000	924	8%
Central Overheads reallocated	213	2,813	0	-2,813	0%
Democratic Rep'n & Mgmt/Civic:-Expenditure	<b>2,263</b>	<b>39,912</b>	<b>45,886</b>	<b>5,974</b>	<b>87%</b>
<b>107 Grants</b>		<b>67,976</b>	<b>75,003</b>	<b>7,027</b>	<b>91%</b>
<b>F&amp;P Income - Expenditure Totals</b>	<b>11,635</b>	<b>207,535</b>	<b>270,099</b>	<b>62,564</b>	<b>77%</b>

		Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
	<b><u>Amenities and Services</u></b>					
201	Paddling Pool	113	21,704	25,892	4,188	84%
215	Floral Displays	815	10,276	10,000	-276	103%
241	Allotments	71	359	580	221	62%
251	Handyman service	3,774	38,142	46,266	8,124	82%
262	Street furniture	0	0	400	400	0%
263	Public Toilets	0	0	8,000	8,000	0%
264	Shopmobility	0	5,050	5,000	-50	101%
265	Play Areas	1,500	1,500	6,000	4,500	25%
280	Devolved Services	0	10,960	13,000	2,040	84%
		<b>6,273</b>	<b>87,991</b>	<b>115,138</b>	<b>27,147</b>	<b>76%</b>
	<b><u>Community and Environment</u></b>					
300	Public Realm	0	0	0	0	0%
301	Congleton Partnership		35,017	38,200	3,183	92%
302	Community Development	1,999	20,701	25,441	4,740	81%
303	Police Community Support Officers	0	47,200	47,200	0	100%
305	Christmas Fayre/lights	350	2,705	2,500	-205	108%
321	Tourism	0	921	2,000	1,079	46%
341	Youth and Young People	142	1,577	2,000	423	79%
		<b>2,491</b>	<b>108,121</b>	<b>117,341</b>	<b>9,220</b>	<b>92%</b>
	<b><u>Town Hall</u></b>					
221	Town Hall - Expenditure		139,648	150,031	10,383	93%
	Town Hall - Income		-95,239	-117,500	-22,261	81%
		<b>0</b>	<b>44,409</b>	<b>32,531</b>	<b>-11,878</b>	<b>137%</b>
	<b><u>Total Net Expenditure</u></b>		<b>448,056</b>	<b>535,109</b>	<b>87,053</b>	<b>84%</b>
	<b><u>Personnel</u></b>					
401	Staff Costs - Reallocated	<b>20,632</b>	<b>246,885</b>	<b>279,871</b>	<b>32,986</b>	<b>88%</b>

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# Congleton Town Council

*Internal Audit Report 2011-12 (Interim update)*

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*Prepared by Alistair Morrison*

*Stuart J Pollard*

*Director  
Auditing Solutions Ltd*



## **Background and Scope**

The Accounts and Audit Arrangements introduced from 1<sup>st</sup> 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 an internal audit function to the Council: this report sets out those areas examined to date during the course of our recent interim update visit to the Council, which took place on 14<sup>th</sup> February 2012 and supplements the work undertaken at the previous visit on 7<sup>th</sup> September 2011.

## **Internal Audit Approach**

In carrying out our review for 2011-12, we have continued to have 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 2010-11, identifying any significant variances and feeding any such detail into the planning of the current year's work programme. Consequent upon that and work undertaken at our first visit for the year, 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 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.

As previously, our file of work can be made available, on request, for review by the Council's external auditors and this should assist them in gaining the required level of assurance on the adequacy of those Council's systems examined and detailed in this report.

## **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 again pleased to acknowledge that Council members and officers continue to operate a sound, pro-active approach to risk assessment, corporate governance issues, the development and management of effective internal controls and procedural documentation.

# 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: -

- Ensured that the ledger has remains in balance at the present date;
- Verified the opening trial balance for 2011-12 to the Statement of Accounts and audit certified Annual Return for 2010-11 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 three months (May, September and December 2011);
- Additionally, checked and agreed, for the same sample months, all the inter account "sweep" transfers between the current and high interest bank accounts;
- Checked and agreed transactions in the Council's two mayoral charity bank account cashbooks to the relevant bank statements for the year to date; and
- Verified the accuracy of bank reconciliations for the combined current and deposit accounts as at 31<sup>st</sup> May and September and 31<sup>st</sup> December 2011 to ensure that no long-standing uncleared cheques or other anomalous entries exist.

### Conclusions

*We are pleased to report that no significant issues have been identified in this area. It was reported in our last report that funds collected on behalf of the Sustainability Group were being deposited in the Council's bank accounts, with payments also made through the current account on their behalf. Whilst only relatively small amounts had been involved, we note that a significant grant sum has been approved as payable to the Group.*

*We previously recommended that the Council should not be using its bank accounts to provide a banking service for such bodies as the inclusion of the grant receipts and subsequent payments may significantly distort the Council's financial transactions in any year and risk placing the Council in a higher audit fee banding. Furthermore, should any untoward activity arise on these accounts from the actions of individuals collecting the funds, generally in cash, and over which the Council has no control, the Council could be brought into disrepute. We note from subsequent enquiry that the above account has now been cleared, leaving a nominal debit balance of 1p.*

*We shall undertake further work in this area at our final visit, including ensuring the accuracy of the year-end bank reconciliations on each account and verifying the accurate disclosure of year-end balances in the detailed Statement of Accounts and Annual Return.*



- R1. The Council should only use its bank accounts for revenue transactions connected directly with the functions of the Council and not permit them to be used as repositories for funds collected by local voluntary and other bodies, irrespective of the closeness of their association to the Council. Arrangements should be made by the bodies for independent bank accounts to be opened and any residual funds held in the Council's accounts to be transferred out to the new account(s) as soon as is practicable. This has been actioned accordingly as indicated in the preceding paragraph.*

## **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 no actions of a potentially unlawful nature have been or are being considered for implementation. We note that an updated Corporate Business Plan has been prepared for 2012-13, which we understand has been created in the same format as previous editions.

We also understand that the results of a review of Standing Orders and Financial Regulations are due to be presented to Council for approval in March 2012, together with a schedule of operational procedures with anticipated review dates. We shall keep this situation under review at future visits to ensure that these documents are reviewed and, if appropriate, updated and re-adopted periodically.

We have continued our review of the Full Council and Standing Committees to December 2011, 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.

### ***Conclusions***

*No issues arise warranting formal comment in this area.*

## **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 extended testing in this area examining a sample of all payments individually in excess of £2,000 plus every 20<sup>th</sup> payment processed in the financial year to 31<sup>st</sup> December 2011. Our sample comprises 64 invoices with a total value of £263,800 equating to 68% of all non-pay related expenditure to the above date, with all the above criteria appropriately met.

### **Conclusions**

*We are pleased to report that no issues have been identified in this area of our work. We shall extend cover in this area for the remainder of the year applying the same criteria and sample detail at our final visit.*

## **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 reported 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 note that the risk assessments have been reviewed and updated, as necessary: the resultant detail is due for presentation to the Council for approval and adoption at the February 2012 meeting; and
- Zurich Municipal continue to provide the Council's insurance cover: we have examined the current year's schedule (to May 2012) and again consider it meets the current needs of the Council noting the increased level of Fidelity Guarantee cover (to £500,000) and that both Employers and Public Liability cover stand at £10 million.

### **Conclusions**

*No issues have been identified in this area warranting formal comment or recommendation.*

## **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 £681,629 for 2012-13 at its December 2011 meeting.

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. We note that Earmarked Reserves were also reviewed as part of budget preparation process with balances considered appropriate to the Council's ongoing financial requirements.

### *Conclusions*

*There are no matters requiring formal comment in this area of our review process at present. We shall examine the year-end budget outturn following up any apparent significant variances and obtaining explanations as to the cause and appropriateness of their existence.*

## **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 only undertook limited work in this area at our first interim visit, as significant time was spent reviewing the circumstances surrounding a bad debt arising at the start of 2010-11 with the debtor failing to settle the debt re hiring of the Town Hall. We note that action was taken by the Council in Accrington County Court to pursue and recover the debt, although the debtor has now contested the originator of the booking. We note that, following relevant correspondence, the Council has determined to not pursue the outstanding balance further.

We have reviewed the Unpaid Sales Ledger Invoice Report on the Omega system noting the existence of three individually large debts at present, together with one dating from mid-2011 in relation to Town Hall bookings for Zumba classes. We note that, following negotiations with the debtor, a repayment plan has been agreed at £100 per month in order to clear the debt which stood at £756 as at 31<sup>st</sup> January 2012. We shall monitor progress with recovering the debt at our final visit.

We have examined detail of rental agreements, letting and bar income, grants, Mayoral fundraising activities and central establishment recharges at this interim update visit. Further work on income recoverable will be undertaken at our final visit in order to assess the impact and extent of any long-standing unpaid debt or potential mis-postings in the accounting records.

*R2. The Council should review its procedures for dealing with lettings of Council premises in order to ensure that the potential for loss of income through default on debts is minimised. Ideally, income should be received prior to the hire date, in order to reduce the risk to the Council.*

## 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 January 2012, we have:

- 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 is journalled to the Omega control account for periodic recovery; and
- Verified the cash holding of £200.

### *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 employee contribution bandings as further amended with effect from 1<sup>st</sup> April 2011. 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;
- Checked and agreed the computation of staff gross and net pay and salary deductions for May 2011, 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 have been accurately calculated 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 claimed and paid as part of the May 2011 salary payments to ensure that they have been approved for payment and processed appropriately.
- Noted that periodic documentation for HMRC is processed and submitted in advance of the statutory deadline.



We note, at this interim update visit, that a new Contract of Employment form, Employee Handbook and Code of Conduct has been prepared after engaging HR consultants Wirehouse Employers Services of Warrington: this is due to be presented to the Council for approval in March 2012.

### ***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, as part of our expenditure testing, referred to above, verified the first half-year’s loan repayment instalment to PWLB loan.

### ***Conclusions***

*We are pleased to report that no matters arise in this area at present. We shall undertake further work at our final visit, confirming the accuracy of further loan repayment instalments and the accurate disclosure of the residual loan liability in the detailed Statement of Accounts and Annual Return.*

Rec. No.	Recommendation	Response
<b>Review of Accounting Arrangements and Bank Reconciliations</b>		
R1	The Council should only use its bank accounts for revenue transactions connected directly with the functions of the Council and not permit them to be used as repositories for funds collected by local voluntary and other bodies, irrespective of the closeness of their association to the Council. Arrangements should be made by the bodies for independent bank accounts to be opened and any residual funds held in the Council's accounts to be transferred out to the new account(s) as soon as is practicable.	<i>This has been actioned accordingly as indicated in the body of the report.</i>
<b>Review of Income</b>		
R2	The Council should review its procedures for dealing with lettings of Council premises in order to ensure that the potential for loss of income through default on debts is minimised. Ideally, income should be received prior to the hire date, in order to reduce the risk to the Council.	



By Richard Johnstone | 5 March 2012

Photo: iStock

The remaining contracts were awarded to KPMG, Ernst & Young and the DA Partnership.

The contracts are for five years and will begin in September.

The commission put its work out to tender last year following the government's plans to disband the spending watchdog.

The audit work was divided into ten geographical areas grouped into four regions. Each bidder could win only one contract in each region.

Grant Thornton won four contracts worth £41.3m a year, based on the proposed scale fees for 2012/13.

KPMG has won three contracts, with a total notional value of £23.1m.

Ernst & Young, which does not currently undertake any audit work for the commission, won two contracts, worth around £20m a year.

The planned mutual audit firm for the commission's in-house staff, the DA Partnership, has won one £5m contract, which it said was not enough for the business to become staff-owned.

Two big firms, PricewaterhouseCoopers and Deloitte, who currently undertake some local audits, did not win any contracts. Neither did PKF, which also carries out some audits for the commission.

The commission said that the new deals, along with other efficiencies, would reduce audit fees for local public bodies by 40%.

Overall, they will save public bodies an expected £30m a year, compared with the audited body notional value set out when the tender began in September. In addition, the commission will make £19m of annual savings from internal efficiencies, leading to total savings of around £250m over five years.

Following the outsourcing, it will be the first time in the 28-year history of the commission that all audits of the accounts of public bodies in England will be carried out by private firms.

Currently, the commission's own audit practice undertakes around 70% of the audits for England's local public services, but the government announced plans to close this, along with the commission's wider inspection work, in August 2010.

The in-house employees will transfer to the winning bidders on October 31 under Transfer of Undertakings (Protection of Employment) Regulations after they have completed their work on accounts for the 2011/12 financial year.

The contracts for the 30% of work already outsourced, held by Deloitte, Grant Thornton, KPMG, PricewaterhouseCoopers and PKF, will also remain in place until 2016/17.

Commission chair Michael O'Higgins said: 'This procurement has been the result of a rigorous assessment of each bidder against published cost and quality criteria, and will mean significant audit fee savings for local councils, NHS trusts and other local bodies.

O'Higgins told Public Finance that, in the current economic climate, tenders guaranteeing three to five years' work had provided 'a strong incentive' for firms to produce competitive bids.

'It all went as planned. The only surprise was in some of the outcomes where the firms took a different



approach to pricing,' he said, adding that it was 'very pleasing to have such a big cost saving' from the process.

Once the commission's audit practice closes, it is expected that a much smaller organisation will be formed to manage the contracts and oversee the public audit market.

Commission chief executive Eugene Sullivan said: 'This has been a complex process delivered to a very challenging timetable, and we are pleased with the outcome.

'But we should also acknowledge that this is a pivotal point in the history of public service. We will be losing a distinctive, and publicly owned, local public audit service and its district auditors who have helped to protect the public purse effectively for over 150 years.'

Now contracts have been awarded, the Audit Commission will consult with audited bodies on the appointment of their new auditors. These will then be formally approved by the commission's board in July.

Grant Thornton said that 300 auditors would transfer to them as a result of the contract wins. Ernst & Young also said it would work with the commission to enable a smooth transition for staff.

DA Partnership revealed that because it had only been successful in one bid, there was insufficient work to launch an independent employee-owned firm as had been proposed. It will instead become a wholly owned subsidiary of international accountancy firm Mazars, which had helped set it up, and will trade as Mazars DA.

Davies said: 'We have not achieved our dream of a mutual audit practice, but we will be driven by the same ethos of high quality audit and advice provided by experts in the sector.'

Local government minister Grant Shapps welcomed the reduction in audit fees to councils and other local bodies. He also confirmed that a draft Bill to disband the Audit Commission would be published in the Spring.

He added: 'The potential savings of £250m with 40% fee reductions for councils show that our decision to outsource the Audit Commission's in-house practice was the right one.'

The government also wanted competition in the local audit market to increase before local public bodies are allowed to choose their own auditors. This will happen once the contracts awarded today end.



O'Higgins told PF that the tender 'has delivered participation in the market', with Ernst & Young and Mazars emerging as successful bidders.

'It's an improvement from a competition point of view. A lot of other firms bid and they fell out in the [measures of] quality or price,' he added.

The individual contracts awarded were: North West, West Midlands, London South (covering Surrey & Kent), and the South West – Grant Thornton;

Humberside & Yorkshire, East Midlands, and London (North) – KPMG;

Eastern and South East England – Ernst & Young.

Jackie

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

3/1/2012



Dear Mr Hogan

Re: Difibrillator located in Mossley Pharmacy

I believe our defibrillator was provided with funding by the Rotary Club however I am not sure on this. It was however provided on the assumption that we would not be responsible for ensuring the units are kept up to date hence we would not be prepared to take this on.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Steve Bell".

Steve Bell

Mossley Pharmacy  
18 Biddulph Road  
Congleton  
Cheshire  
CW12 3LG

Mr B Hogan  
Clerk to Congleton Town Council  
Town Hall  
High Street  
Congleton  
CW12 1BN

1<sup>st</sup> March 2012

Our Ref: VQ/THMJ

Dear Clerk

**Non-specific parish grant 2012/13**

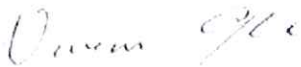
I am writing to you further to my letter of 9<sup>th</sup> February regarding a one-off non-specific grant from Cheshire East Council to town/parish councils for 2012/13.

As set out in my previous letter, the business plan and budget considered by Cheshire East Council on 23<sup>rd</sup> February 2012 included a proposal to pay town and parish councils a grant in 2012/13 as an alternative to introducing "special expenses". The special expenses had previously been considered as a way of equalising local taxation issues and in effect compensating parished areas of the borough for services provided in the unparished areas of Crewe and Macclesfield.

The proposal for a non-specific parish grant was approved as part of the business plan, and the purpose of this letter is to inform you of the amount of grant which will be paid to your council for 2012/13. The grants to each council have been calculated on the basis of the local tax base, and accordingly your grant will be £18,751.00

Payment will be authorised at the start of April 2012, and will be paid direct to the same bank account as the Town precepts are paid.

Yours sincerely



**Vivienne Quayle**

Head of Performance, Customer Services and Capacity