



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



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

24th May, 2012

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 31st May 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 31st May 2012** 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.

Please note that there will be a special meeting of the Town Council after this meeting, completes at 8.00 pm

Yours sincerely,

Brian Hogan
Town Clerk

AGENDA

1. Apologies for absence (Members are respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non attendance)
2. Minutes of Last Meeting
To approve the Minutes of the Meeting of the Committee held on 29th March 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.
4. Outstanding Actions
There are no outstanding actions.



Congleton
beartown
where friends are made

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

Tel: 01260 270350 Fax: 01260 280357

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

5. Notes of Strategy Working Group

To receive the notes of the Strategy Working Group meetings held on the 24th April and 17th May 2012. (enclosed)

6. Grant Approvals and Commitments 2011/12

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

7. New Applications for Financial Assistance

- i) Buglawton Community Group (enclosed)
- ii) Congleton Disabled Access Group – Congleton Independent Living Centre (enclosed)
- iii) Congleton Disabled Access Group – Disability Access Audits (enclosed)
- iv) St Peter's Churchyard (enclosed)
- v) Congleton Museum Trust (enclosed)
- vi) Congleton Harriers (enclosed)

8. Congleton Community Projects

To consider whether it is appropriate to charge Congleton Community Projects rent for the Office accommodation they use. (enclosed)

9. Search and Rescue Dog

To consider a request for support from NSARDA an organization which supports a network of search and rescue dogs. (enclosed)

10. Letters of Thanks

To receive a letters of thanks from the Sol Theatre School. (enclosed)

12. Annual Return, Annual Governance Statement and Annual Accounts 2011-12

- a. To receive and approve the Annual Governance statement for the year ended 31st March 2012. (enclosed)
- b. To receive and approve the Annual Accounts for 2011-12. (enclosed)

13. Insurance Review

To review and approve the Insurance Schedule for 2012-13. (enclosed)

14. Internal Audit Report

To receive and consider the Internal Audit Report 2011-12. (enclosed)

15. Appointment of External Auditor

To receive further correspondence from the Audit Commission on the appointment of BDO LLP as proposed auditors for the Town Council for 5 years from 2012-13. (enclosed)

16. Cheque Signatories

To consider and approve the addition of Cllr D Murphy as a cheque signatory.

17. Asset Register

To receive and consider the Asset Register & Inventory. (enclosed)

18. 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.

19. A.O.B.

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

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE HELD ON THURSDAY, 29TH MARCH, 2012

<u>PRESENT</u>	Councillors	G R Edwards (Chairman) Mrs J D Parry G Baxendale R I Brightwell D T Brown J S Crowther D Fletcher G P Hayes Mrs S A Holland M J Hutton D A Parker N T Price
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1. APOLOGIES

Apologies for absence were received from Councillors L D Barker, D Murphy and Miss R K Williams who are non members of this particular committee.

2. MINUTES

FAP/55/1112 RESOLVED: That the Minutes of the Meeting of the Committee held on 23rd February, 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 D A Parker and D T Brown declared a personal interest in item 6 i.

Cllrs D Brown and G Edwards declared a personal interest in item 6 ii.

Councillor Mrs S A Holland declared a personal interest in item 6 iv.

It was noted that Councillor D T Brown abstained from voting on items where an interest was declared.

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 £7027 is available for grants.

FAP/56/1112 RESOLVED: That the grant summary be received.

6. NEW APPLICATIONS FOR FINANCIAL ASSISTANCE

FAP/57/1112 RESOLVED:

That all recipients of grants be requested to provide P.R. to the Town Council in recognition of the grant. The Town Clerk to revise the application form to make this a condition of the grant.

- i. That a grant of £250 be awarded to Trinity Methodist Church.
- ii. Recommended that requests for grants from the Sustainability Group should be considered first by the Partnership from their allocation of funds.
- iii. That a grant of £500 be awarded to the Sol Theatre Group.
- iv. That a grant of £250 be awarded to the Dane Valley Amateur Swimming Club and they be recommended to approach CEBC for a grant for the hire of the Leisure Centre.
- v. That a grant of £250 be awarded to Congleton Marshalls.

7. MANAGEMENT ACCOUNTS FOR APRIL-FEBRUARY 2012

FAP/58/1112 RESOLVED: That the Management Accounts for February 2012 be received.

8. INTERNAL AUDIT REPORT

The Internal Audit Report was considered by members.

FAP/59/1112 RESOLVED That:

1. The Internal Audit be approved.
2. Recommendation R2 be amended to hirers being charged prior to the hire date at the discretion of the Support Manager and Town Clerk.

9. LOCAL AUDIT CONTRACT WINNERS

Correspondence identifying the Local Audit Contract winners who will replace the Audit Commission in 2012-13. It was noted that Grant Thornton would be responsible for the North West.

FAP/60/1112 RESOLVED: That the correspondence be received.

10. DEFIBRILLATOR SPARES

Correspondence from Mossley Pharmacy was considered by the committee.

FAP/61/1112 RESOLVED That:

1. The correspondence be received.
2. The Town Council will continue to fund the provision of spares for the defibrillators up to a value of £1,000 per annum.

11. SPECIAL EXPENSES CEBC

Correspondence from Vivienne Quayle, Head of Performance at Cheshire East Borough Council was considered, it was also noted that the Town Council had received £18,751 as a non specific grant arising out of an alternative to charging special expenses on the unparished areas of Crewe and Macclesfield.

FAP/62/1112 RESOLVED: That the correspondence and grant be received.

12. RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS

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

13. A.O.B.

- i. The notion of purchasing a new bench in the Town Centre and dedicating it to the late Councillor David Martin was considered.

FAP/63/1112 RECOMMENDED: That the bench and a plaque be purchased in memory of the late Councillor David Martin.

- ii. A second item to purchase a commemorative torch from the Olympic Torch Relay was deferred.

G R Edwards
Chairman

Congleton Town Council

**Notes of the meeting of the Strategy Working Group held on Tuesday
24th April 2012**

PRESENT Councillors: G R Edwards
Mrs D S Allen
L D Barker
J S Crowther
G P Hayes
Mrs S A Holland
Mrs A M Martin
D Murphy
Mrs J D Parry
N Price
Mrs M M Williamson

1. Apologies for absence.

Apologies for absence were received from Cllrs G Baxendale, R I Brightwell, D T Brown, D A Parker, G S Williams and Miss R.K. Williams

2. Notes of previous meeting

SWG/07/1112 RECOMMENDED That the notes of the meeting of the Strategy Working Group held on the 2nd^h February 2012 were agreed.

3. Outstanding Actions

None.

4. Procedure to Co-opt a Councillor

The Town Clerk outlined the procedure previously adopted for co-opting councillors. The members then discussed the various options for co-option and agreed the following preferences

1. The optimum number of candidates for interview is 6, when more than this apply a short list of 6 will be created
2. Selection process will consist of a 5 minute presentation and questions to the candidates
3. There will be panel formed to select coopted councillors
4. The panel will consist of the Mayor, Leader of the Council, Chairman of Personnel and 2 other Councillors



5. Where there is considered to be a conflict of interest, panel members will be substituted

5. A.O.B.

There were no other matters raised at the meeting.

Mr G R Edwards

Chairman

A handwritten signature in black ink, appearing to read 'G R Edwards', written in a cursive style.

Congleton Town Council

**Notes of the meeting of the Strategy Working Group held on Tuesday
17th May 2012**

PRESENT Councillors: G R Edwards
L D Barker
R I Brightwell
J S Crowther
G P Hayes
Mrs S A Holland
Mrs A M Martin
Mrs J D Parry
Mrs E Wardlaw

1. Apologies for absence.

Apologies for absence were received from Cllrs Mrs D Allen, G Baxendale, D T Brown, M J Hutton, D Murphy, D A Parker, N T Price, G S Williams and Miss R.K. Williams.

2. Notes of previous meeting

SWG/01/1213 RECOMMENDED That the notes of the meeting of the Strategy Working Group held on the 24th April 2012 were agreed.

3. Outstanding Actions

None.

4. Revised Interim Planning Policy-Release of Housing land

Caroline Simpson Head of Development CEBC provided the following statistical data relating to Cheshire East

- i. Population - 363,800
- i. Households – 168,000
- ii. Over 60 – 20%
- iii. Over 75 – 18%
- iv. 50% increase in 65 year olds between 2009-2029
- v. 100% increase in 85 year olds between 2009-2029
- vi. Higher proportion of single people
- vii. 10,952 on housing waiting list, many young families and young people
- viii. CEBC need to build 1,243 house per annum, but aren't
- ix. Only 3.9 years of housing land available in Cheshire East
- x. National Planning Policy Framework introduced a few weeks ago stated that Local Authorities needed to update Local plans in respect of housing land allocation within 12 months

- xi. In the absence of a 5 year Housing Land Policy the authority will be open to speculative challenges from developers on greenfield sites

It was pointed out that the Council had already approved the Town Strategy which contained recommendations on the number of houses to be built in the next 20 years and proposals on where to locate housing and employment sites, including the need for infrastructure improvements to accommodate such development

After a general discussion the members indicated a preference to pass the Draft Interim Planning Policy - Release of Housing Land to the next Planning Committee meeting for approval

5. Planning Committee Decisions

Some concern was expressed at how much notice the planners at Cheshire East took of comments made by the Town Council when considering planning applications, particularly those where considerable local concern is shown against a particular development, which is then subsequently approved by Cheshire East.

It was generally considered that the most productive way forward would be to request that a planner from Cheshire East explain the reasons for granting planning approval using 3 examples where previously the Town Council has recommended refusal

6. PLN/12/1433C

Noted that the planners at Cheshire East have extended the date for comments on this planning application and it can now be dealt with at the Planning Committee meeting taking place on the 24th May 2012

G R Edwards
Chairman

Congleton Town Grant Commitments 2012/13										
Permitted and S137										
Date Grant Approved	To	For	Section	Minute Reference	Approved b/fwd £	Approved EMR £	Approved 12/13 £	Paid £	Outstanding £	Date Paid
03/07/2008	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		3642.00	
02/06/2011	Team Congleton 2012	funding towards olympic celebrations	S145	FAP/03/1112		1,370.02			1370.02	
05/01/2012	Congleton Harriers	Support for Cloud 9 race	S144	FAP/39/1112		200.00		200.00		22/05/2012
23/02/2012	Jubilee Committee	Support for Jubilee projects	S145	FAP/46/1112		2,200.00		1055.68	1144.32	
23/02/2012	Team 2012	Support for 2012 torch relay	S145	FAP/46/1112		2,500.00		174.72	2325.28	
23/02/2012	Bromley Farm Community Trust	Bromley farm news	S137			500.00			500.00	
23/02/2012	Rebecca Wilson	Streets of Pattern	S145			98.10		45.00	53.10	01/04/2012
	Amberol	Bench in memory of DM	S137			425.00			425.00	
									0.00	
									0.00	
Totals						7974.78	4000.00	1833.40	10141.38	
	EMR b/fwd			£7,974.78						
	Budget 12/13			£23,350.00						
	Total approved to date			£11,974.78	£77,013.00	Total Grant budget (Specific Bugets and S137)				
	Total money still available for grants			£19,350.00						

Congleton Town Grant Commitments											
Specific Budgets											
Date Grant Approved	To	For	Section	Minute Reference	EMR b/fwd	Budget	Approved 12/13	Paid £	Outstanding £	Date Paid	
	Xmas lights	xmas lights	S144		2,220.00				2,220.00		
	St Peter's Church	Churchyard Maintenance	s215	FAP246/1112	850.00				850.00		
	Xmas lights	xmas lights	S144		1,852.70				1,852.70		
	Carnival Committee	Carnival Committee	S144		3,750.00				3,750.00		
	St Peter's Church	Churchyard Maintenance	s215		3,000.00				3,000.00		
	St Peter's Church	clock maintenance	S2		0.00				0.00		
	Congleton Museum	Notional rent				4,500.00	4,500.00	4,500.00	0.00		
	Community Projects	Rent/Project support				16,000.00	16,000.00	16,000.00	0.00		
	Congleton Partnership	Rent				1,533.00	1,533.00	1,533.00	0.00		
	Citizens Advice Bureau	annual grant				15,000.00	15,000.00	15,000.00	0.00	16/04/2012	
	Christmas Lights	Christmas Lights				9,000.00	9,000.00		9,000.00		
	Carnival Committee	Bi-annual Congleton Carnival	S144			3,750.00	3,750.00		3,750.00		
	Royal British Legion	Remembrance Day Parade				650.00	650.00		650.00		
	St Peter's Church	Churchyard Maintenance	S215			3,000.00			0.00		
	St Peter's Church	Church clock maintenance				230.00			0.00		
Totals					11,672.70	53,663.00	50,433.00	37,033.00	25,072.70		
	Ear marked reserve b/fwd										
	Budget 2012/13				£11,673						
	Total approved to date				£53,663						
	Total awaiting application				£62,106						
					£3,230						



Congleton Town Council

Application for Financial Assistance



Part 1: Applicant(s) and Project Details

CONGLETON

Application Reference Number (office use only)

GR 1-12/13

13 APR 2012

TOWN COUNCIL

1.1	Applicant(s):	PETER HOULDSWORTH
1.2	Representing:	BUGLANTON COMMUNITY GROUP
1.3	Email Address:	A
1.4	Tel No.	
1.5	Project Title:	HANGING BASKETS FOR SHELTERED ACCOMMODATION
1.6	Project Objectives:	COMMUNITY SPIRIT + NEIGHBOURHOOD IMPROVEMENT THAT WE TRY & ACHIEVE EVERY YEAR ACROSS BUGLANTON, MAKING IT BETTER TO LIVE IN.
1.7	Brief Project Description:	HANDING OUT 100 HANGING BASKETS (RED/WHITE & BLUE) IN THIS JUBILEE YEAR TO ALL SHELTERED ACCOM. PENSIONER. MOSTLY BANK HOUSE DRIVE & HANBRIH, BUT SOME IN ST JOHN RD.
1.8	Details accounts/budgets	COST IS £750 FOR BASKETS AND ABOUT £400 FOR THE FLOWERS/TUBS ACROSS REST OF BUGLANTON.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£1150
2.2	Total contribution sought:	£500
2.3	What will the money be spent on?	BASKETS & FLOWERS

2.4	Any ongoing costs:	NONE, AS ALL VOLUNTEERS GIVE TIME FOC
2.5	Details of confirmed match funding include source Cash: In kind:	PLUS DANE £500. —
2.6	Resources needed:	MONEY
2.7	Estimated timescale of project from start to finish:	MAY/JUNE ... THEN PICK UP IN OCT/NOV.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	INCREASED COMMUNITY NEIGHBOURHOOD SPIRIT. ALL PEOPLE COMMENT ON THE LOVELY FLOWER TOWERS, & TUBS ACROSS BUGLANTON
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 will carry out the evaluation? ?	REVIEWED AT THE QUARTERLY BUGLANTON COMMUNITY RESIDENTS MEETINGS
4.2	Describe how you will promote the Town Council in your project	BUGLANTON COMMUNITY GROUP THANKS & GIVES CREDIT TO THE TOWN COUNCIL AT ALL ITS MEETINGS & BY LETTER.

Signature:

Date:

11/4/12



Congleton Town Council

Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR 2-12/13
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1.1	Applicant(s):	Mrs S GROSS- NIKLAUS Secretary CDAG												
1.2	Representing:	Congleton DISABLED ACCESS GROUP CDAG.												
1.3	Email Address:													
1.4	Tel No.													
1.5	Project Title:	Congleton Independent living Centre												
1.6	Project Objectives:	Hiring out equipment so people can try it before going elsewhere to purchase it. Some people may need equipment on a short term basis or not wish to buy.												
1.7	Brief Project Description:	People will be assessed to ensure they can use the equipment correctly before hiring. it will help those on low income.												
1.8	Details accounts/budgets	<table><tr><td>Equipment</td><td>1050</td></tr><tr><td>Advertising</td><td>180</td></tr><tr><td>Insurance etc</td><td>200</td></tr><tr><td>Maintenance</td><td>50</td></tr><tr><td>Project Assessment</td><td>20</td></tr><tr><td></td><td>£1500</td></tr></table>	Equipment	1050	Advertising	180	Insurance etc	200	Maintenance	50	Project Assessment	20		£1500
Equipment	1050													
Advertising	180													
Insurance etc	200													
Maintenance	50													
Project Assessment	20													
	£1500													

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£1,500
2.2	Total contribution sought:	£1,250
2.3	What will the money be spent on?	see 1.8

2.4	Any ongoing costs:	stock cleaning & maintenance wages for staff
2.5	Details of confirmed match funding include source Cash: In kind:	£250 From CDA9 Premises initial staff - Congleton Shop-Mobility
2.6	Resources needed:	staff
2.7	Estimated timescale of project from start to finish:	August 2012 ongoing

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Fills the gap between Shop-Mobility and individual purchasers
3.2	Are there similar services/projects provided in the area	No

Part 4: Evaluation

4.1	How will the project be evaluated?	User Survey after up and running for 6 months Evaluation form to users
4.2	Who will carry out the evaluation?	Members of Shop-Mobility exec. committee

Signature: David Gross Nicklaus Date: 10/5/2012



Congleton Town Council

Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR3-12/13
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1.1	Applicant(s):	MRS J GROSS - NIKLAUS Secretary CDAQ
1.2	Representing:	CONGLETON DISABLED ACCESS GROUP CDAQ
1.3	Email Address:	mjannik@sky.com
1.4	Tel No.	
1.5	Project Title:	
1.6	Project Objectives:	To train disabled people to undertake Disability Access Audits in Congleton area and then entire Cheshire East Give some paid employment to disabled people.
1.7	Brief Project Description:	Disabled people will be trained to undertake Disability Access Audits working to a standard form. A star awarding system will match up with the shop-mobility Access leaflets where possible
1.8	Details accounts/budgets	Insurance 200 Training 1,000 Advertising 100 Certificates 20 Project Assessment 100 £1,500

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£1,500 £1,500
2.2	Total contribution sought:	£1,250
2.3	What will the money be spent on?	See 1.8

2.4	Any ongoing costs:	should be self financing once it is set up.
2.5	Details of confirmed match funding include source Cash: In kind:	£150 from CDAQ premises for administration and supervising volunteers
2.6	Resources needed:	Disabled volunteers who will be paid for each audit.
2.7	Estimated timescale of project from start to finish:	August 2012 till no longer needed

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Residents - aged or disabled - will find it easier to get around. By 2015 it will be law that all buildings are accessible. It will give employment to disabled people.
3.2	Are there similar services/projects provided in the area	C.V.S and D.V.B. both offer access audits but to a small degree.

Part 4: Evaluation

4.1	How will the project be evaluated?	User survey after up and running for 6 months Standard evaluation form
4.2	Who will carry out the evaluation?	Members of CDAQ executive committee.

Signature: John Nibb

10/5/12 Date:



Congleton Town Council

Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR 4-12/13
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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.	0.
1.5	Project Title:	St Peter's Churchyard
1.6	Project Objectives:	To maintain St Peter's churchyard in a tidy state through this summer before handing it over to Cheshire East Council for future maintenance.
1.7	Brief Project Description:	4 cuts by a contractor, May – Nov 2012 of the area marked green and yellow on the attached map. (Each 'cut' takes 5 working days) We hope that we will have a contract with CEC in place for future maintenance from November onwards.
1.8	Details accounts/budgets	The audited account for St Peter's for the year 2011 that were presented at the ACCM in April 2012 are available if you wish to see them.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	4 cuts @ £650 per cut, £ 2,600.
2.2	Total contribution sought:	£ 2,600
2.3	What will the money be spent on?	Strimming and maintaining the cleared grass area of the churchyard by a contractor, marked in green and yellow on the attached map

2.4	<i>Any ongoing costs:</i>	
2.5	<i>Details of confirmed match funding include source</i> 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	<i>Resources needed:</i>	
2.7	<i>Estimated timescale of project from start to finish:</i>	4 cuts May – Nov 2012. Each cut takes 5 working days.

Part 3: Benefits / Outputs

3.1	<i>What are the potential benefits/outputs to residents of Congleton</i>	# 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 in the autumn of this year.
3.2	<i>Are there similar services/projects provided in the area</i>	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	<i>How will the project be evaluated?</i>	We will monitor the work of the contractor to ensure the work is being carried out in a satisfactory manner.
4.2	<i>Who will carry out the evaluation?</i>	Our volunteer team reporting to the Church Wardens.

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Signature: *Felicity M Laurence*

Date:



CONGLETON TEAM PARISH

The Church Office

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

Tel. 01260 273212

Email: admin@congletonteamparish.co.uk

Website: www.congletonteamparish.co.uk

May 20th 2012

Dear Mr Hogan,

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

We are actively pursuing the contract with Cheshire East Council, but progress is slow and we are at the mercy of Cheshire East and Chester Diocese legal departments as they finalise the details of the contract to take over the maintenance of the area of St Peter's churchyard marked in green and yellow on the attached plan.

Last year we were hoping that this contract would have been in place in the summer, so we did not apply to the Town Council for the grant for cutting the churchyard grass which they had been generous in paying in the past. As a result the churchyard got in a poor state and there were several complaints to the Congleton Chronicle. We were delighted with the contractor, who did an excellent job in March strimming all the overgrown grass and brambles, which then resulted in positive feedback from the press. We wish to maintain the standard through the summer.

We know that you may consider asking the Community Payback Scheme to maintain the area. We used the Community Payback Scheme in 2010 and found them unsatisfactory in maintaining the churchyard through the summer. They came erratically, and found it difficult to maintain such a large area through the grass growing season. In addition the volunteers were not well supervised.

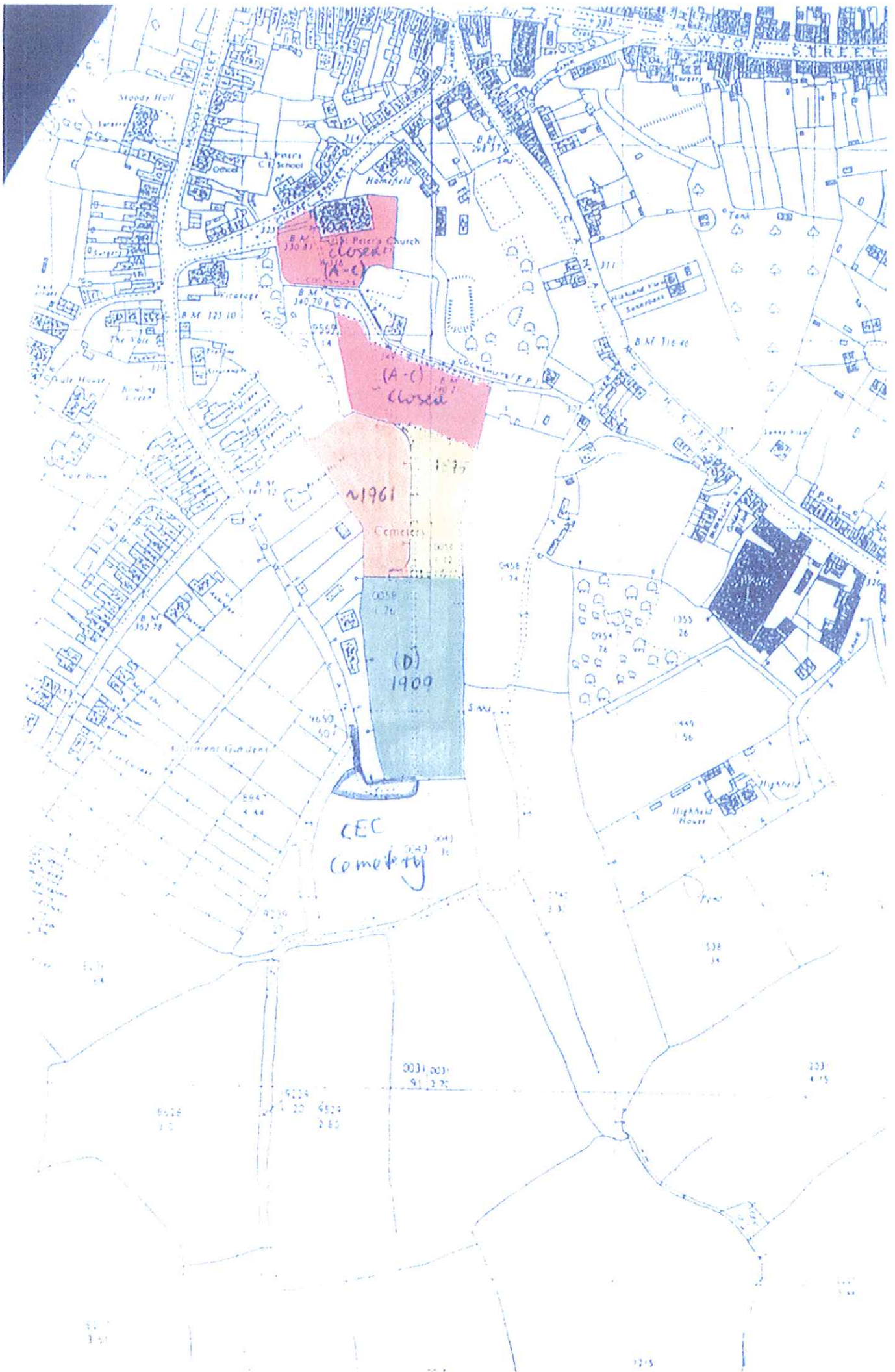
I am sure that staffing and members have changed, but if Congleton Town Council choose this route, we wish to be assured that the work will be well supervised and completed to a high standard for handing over to Cheshire East Council.

Our understanding is that CEC is only obliged to maintain the churchyard in the condition in which they take it over. We are therefore anxious to ensure that the churchyard is in a neat and tidy state, and this will benefit the town too.

I hope that the council will be able to give a 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)	5 ¹ 1213
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1.1	Applicant(s):	Ian Doughty Chair of Museum Trustees
1.2	Representing:	Congleton Museum Trust
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	Congleton Museum's Support for the 2012 Olympics.
1.6	Project Objectives:	To enhance the Congleton town's participation in the celebrations relating to the 2012 Olympics through the development and presentation of a temporary exhibition reflecting upon the participation and success of a local inhabitant in the Tokyo Olympics.
1.7	Brief Project Description:	To mount a temporary exhibition for the period 31 st May to June 19 th to display the medals won by Ann Brightwell at the Tokyo Olympics. The exhibition will include the presentation and exhibition of the medals as well as a supporting display of photographs and press cuttings relating to the event. These items will be on loan to the museum from Reading Museum.
1.8	Details accounts/budgets	The museum's annual accounts are published and available for scrutiny.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£400
2.2	Total contribution sought:	£250
2.3	What will the money be spent on?	The costs incurred are limited and relate to the cost of the secure transport of the medals from Congleton to Reading and return; the additional insurance costs for the items for the period of the exhibition, and the cost of preparing the display boards. These will be costs incurred in addition to the museum's ongoing running and development costs. In order to defray these costs the museum would normally seek to charge its usual admission fees. Through the award this grant museum would be able to provide the inhabitants of and visitors to the town with an opportunity to view, free of any cost to the individual these items.
2.4	Any ongoing costs:	None beyond the period of the exhibition
2.5	Details of confirmed match funding include source Cash: In kind:	£75. From the museum's temporary exhibitions budget. £75 In volunteer time and expertise in the development of the display.
2.6	Resources needed:	Exhibition materials. Volunteer time and expertise.

2.7	Estimated timescale of project from start to finish:	31 st May to 19 th June 2012
-----	--	--

Part 3: Potential Benefits / Outputs

3.1	<i>What are the potential benefits/outputs to residents of Congleton</i>	<p>The project will provide an opportunity for the inhabitants and visitors to the town with an opportunity to view, free of any cost to the individual, these iconic medals from the Tokio Olympics.</p> <p>Provide an additional visitor, experience/attraction for visitors to the town.</p> <p>In addition to being on display in the museum it has been agreed that Mrs Brightwell will be able to use them as part of nay personal appearance she may make a local venues during the exhibition period.</p>
3.2	<i>Are there similar services/projects provided in the area</i>	No.

Part 4: Evaluation/Publicity

4.1	<i>How will the project be evaluated and who will carry out the evaluation?</i>	The project will be evaluated by the number of people either visiting the museum to specifically view the medals and see the medals or as part of any personal appearance made by Mrs Brightwell.
4.2	<i>Describe how you will promote the Town Council in your project</i>	On receipt of the grant any publicity arranged by the museum for this exhibition will describe the Town Council as the sponsor.

Signature: 

Date: 23/5/2012



Congleton Town Council

Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	6 - 12/13
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1.1	Applicant(s):	Phil Dawson
1.2	Representing:	Congleton Harriers
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	Congleton Half Marathon 7 th October 2012
1.6	Project Objectives:	To promote running to the people of Congleton and the surrounding area, not only club runners but also adults of all abilities and experience. To use surplus funds to support local charities and not-for-profit groups.
1.7	Brief Project Description:	<p>The Congleton Half Marathon is now in its 29th year and is now a well-known race within the North West and Midlands running circle's calendar. It also forms part of the North Staffs Road Runners' Association's Race Programme.</p> <p>The race starts from Congleton High School, passes close by the town centre before looping out via Hulme Walfield and Swettenham before returning to the school.</p>
1.8	Details accounts/budgets	The race is organised by volunteers from Congleton Harriers Running Club and local groups. Based on last year's expenditure we can give an estimate of total costs as £7,597. Similarly we can only give an estimate of likely income for 2012 based on previous numbers. It is forecast that possibly 600 runners will enter, which based on current entry fees would generate an income of £7,800.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	Approximately £7,597		
2.2	Total contribution sought:	£250		
2.3	What will the money be spent on?	<p>There are several costs involved with this project as detailed below. Any contribution will help to offset any of these costs:</p> <table><tr><td>Mementos</td><td>3099</td></tr></table>	Mementos	3099
Mementos	3099			

		<div> <div>Policing</div> <div>800</div> </div> <div> <div>Signage and equipment</div> <div>800</div> </div> <div> <div>Prizes</div> <div>600</div> </div> <div> <div>School hire</div> <div>460</div> </div> <div> <div>Race licence</div> <div>220</div> </div> <div> <div>Water bowser</div> <div>170</div> </div> <div> <div>Water bottles</div> <div>140</div> </div> <div> <div>Results service</div> <div>750</div> </div> <div> <div>St Johns</div> <div>148</div> </div> <div> <div>Hi 5 gels</div> <div>110</div> </div> <div> <div>PA Hire</div> <div>100</div> </div> <div> <div>Extra signs and pins</div> <div>50</div> </div> <div> <div>Raynet</div> <div>50</div> </div> <div> <div>Printing</div> <div>70</div> </div> <div> <div>Storage rental</div> <div>30</div> </div>
2.4	<i>Any ongoing costs:</i>	Rental of storage space for equipment – estimated at £100 per annum. The majority of the large costs in 2.3 will repeat each year .
2.5	<i>Details of confirmed match funding include source</i> Cash: In kind:	None at this point in time.
2.6	<i>Resources needed:</i>	Financial support as above. Any other PR or advertising in Town Council publications or places would be greatly appreciated.
2.7	<i>Estimated timescale of project from start to finish:</i>	Race is obviously completed on the single race day. Planning and preparation and close off takes approximately 6 months of each year.

Part 3: Potential Benefits / Outputs

3.1	<i>What are the potential benefits/outputs to residents of Congleton</i>	<ul style="list-style-type: none"> • Promotes a positive image of Congleton outside the area • Promotes an interest in running for people of all abilities • Encourages higher levels of fitness. • Feel good from raising monies for local charities • Introduction to local running clubs • Opportunity to support family and friends during the run • Deployment of local groups as helpers e.g. Scouts, Brownies, ATC, etc. good for their personal development • Reinforce links with Congleton High School and community
3.2	<i>Are there similar services/projects provided in the area</i>	Other local races, but not of this kind or scale nor on this specific day.

--	--	--

Part 4: Evaluation

4.1	<i>How will the project be evaluated?</i>	<ul style="list-style-type: none"> • A full profit and loss account will be prepared • A formal post-race review meeting will take place • A press report will be written • External race referee representing UK Athletics will attend and write a report
4.2	<i>Who will carry out the evaluation?</i>	<ul style="list-style-type: none"> • Race Committee • Congleton Harriers • UK Athletics

Signature: P.B.Dawson

Date: 22.5.2012

Thank you from the Harriers

06/03/2012

Cloud 9 Hill Race

Congleton Harriers - Cloud Nine Hill Race

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[Home](#) > Cloud 9 Hill Race

cloud nine n. *Informal.* "A state of elation or great happiness..."



25th CLOUD NINE HILL RACE
11am, Sunday 4th March 2012



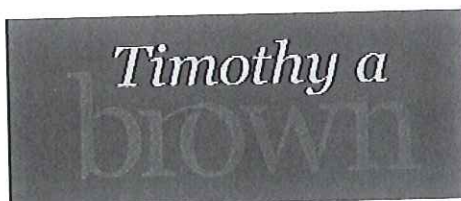
Thanks to all who ran today despite some pretty grim weather!!

We'd welcome all feedback, click [here](#)

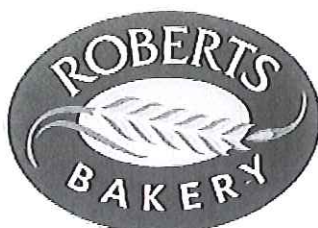
2012 Results - [Excel](#) and [PDF](#)

Bryan Dale's Race Photo Website
<http://www.racephotos.org.uk>

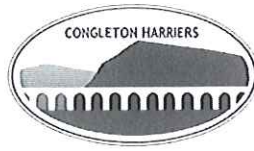
THANKS TO ALL OUR SPONSORS:



SIEMENS
CARE AND SHARE TEAM



Congleton  Chronicle



CONGLETON HARRIERS – CLUB CONSTITUTION

1 NAME OF THE CLUB

The club shall be called Congleton Harriers (the “Club”).

2 AFFILIATION

The Club shall be affiliated to, and subject to the rules of England Athletics and Cheshire Athletic Association.

3 OBJECTIVES

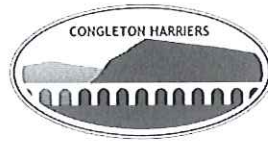
The **objectives** of the Club shall be:

- 3.1 to encourage participation in and enjoyment of running and racing at all distances and on all terrains
- 3.2 to celebrate achievement at both individual and Club level and in team events
- 3.3 to share preparation, training and coaching for running and racing
- 3.4 to promote the health and fitness of members
- 3.5 to encourage good fellowship
- 3.6 to explore and enjoy the countryside
- 3.7 to promote and assist in the promotion of races in the local region
- 3.8 to undertake other duties, responsibilities and activities consistent with the nature and well-being of the Club and its membership.

4 MEMBERSHIP

4.1 Eligibility for membership

The Club shall be open to any person within any of the categories specified below who is committed to the above objectives and who agrees to abide by this constitution and the Club's rules as currently applicable and duly changed from time to time

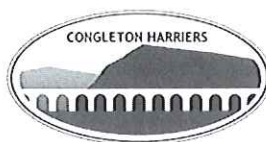


4.2 Categories of membership:

- (a) Ordinary members: any person over the age of 17 joining the Club as a first claim member
- (b) Second claim members: any person over the age of 17 who is a first claim member of another athletic club may join as a second claim member and enjoy the same rights and privileges as first claim members
- (c) Social members: friends and family of first and second claim members who are not themselves eligible for or desirous of ordinary membership but wish to be closely associated with the Club; former members of the Club who are no longer able to participate fully as such and others desirous of supporting the Club may apply to be associate members. They shall have access to athletic and social activities of the Club but no formal rights of members including rights to compete for the Club. They shall pay annual rates of subscriptions determined from time to time by the Management Committee
- (d) From time to time the Management Committee and a General Meeting of members may elect by special resolution an outstanding individual to be a Life member. Life members shall be exempt from subscriptions, but have the right to attend and vote at all meetings

4.3 Admission of members

- (a) Application for membership shall be subject to acceptance by the Management Committee
- (b) Period and renewal of membership: membership is on an annual basis and relates to the calendar year (April to March) except that members joining the club after the first day of January in any year, membership shall last until the end of the succeeding year. Membership will automatically be renewed on payment of the appropriate annual subscription no later than 30 April. After the renewal deadline subsequent applications for renewal and /or applications to re-join will be at the discretion of the Management Committee
- (c) Life Membership: this rare distinction may be bestowed on any member who is in the opinion of the Management Committee worthy of such an honour. Nominations may be made by any member to the Management Committee. No such award may be made without the support of the Management Committee and an extraordinary resolution of a General Meeting.



5 PRINCIPAL OFFICERS OF THE CLUB

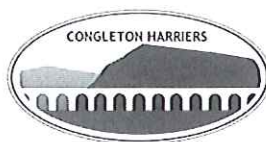
The following officers will be elected annually at the Annual General Meeting ("AGM"):

- Chairman
- Secretary
- Treasurer

- 5.1 Officers will be (re-)elected annually at the AGM
- 5.2 The Secretary and Treasurer will serve for a minimum of two years but will still be eligible for re-election thereafter
- 5.3 The Chairman will serve for a minimum of two years and a maximum of five. It would be expected that where possible, the Chairman stand down every two years unless no replacement has been nominated.
- 5.4 Nominations for the above officers of the Club shall be sent to the Club Secretary with a proposer and seconder at least one week prior to the AGM.

6 MANAGEMENT COMMITTEE

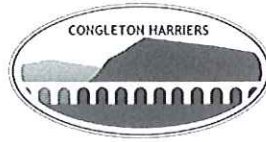
- 6.1 The day to day management of the Club shall be entrusted to a Management Committee comprising the principal officers of the club
- 6.2 **Duties and responsibilities**
- (a) The Committee shall be responsible for upholding this Constitution and the rules of the Club and for maintaining and enhancing the reputation and well-being of the Club
 - (b) The Committee shall establish and publish a list of Rules, which shall include the level of annual subscription, the entry fee (if any) and any minor charges. Any alteration to the Club rules, by addition or amendment, shall have immediate effect, but shall be subject to the approval by ordinary resolution of the next AGM
 - (c) The Committee shall establish Standing Orders for its proper functioning. Any alteration to the standing orders, by addition or amendment, shall have immediate effect, but shall be subject to the approval by ordinary resolution of the next AGM
- 6.3 The Management Committee will be convened by the Secretary of the Club and held no less than twice per year



- 6.4 The quorum required for business to be agreed at Management Committee meetings will be two
- 6.5 The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the Club
- 6.6 The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business
- 6.7 The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/ constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.
- 6.8 If deemed necessary, the Committee will have the right to co-opt any member or members to support them in their duties where such members may be considering putting themselves forward as a future committee member. This would also apply during the handover period following resignation of an officer.

7 FINANCE

- 7.1 All Club monies will be banked in an account held in the name of the Club
- 7.2 The Club Treasurer will be responsible for the finances of the Club
- 7.3 The financial year of the Club will end on 31 March
- 7.4 A statement of annual accounts will be made available by email or hard copy as required at least two weeks before the AGM and then presented by the Treasurer at the AGM
- 7.5 Any cheques drawn against Club funds should hold the signatures of the Treasurer plus one other officer, and have all necessary supporting supplier documentation
- 7.6 Annual accounts should be confirmed as a true statement by another qualified person other than a Committee member, as pre-determined at the previous year's AGM
- 7.7 The club will donate an agreed percentage of any available surpluses from its total annual funds to three agreed local charities (shared equally), as nominated and voted for by members. This fixed percentage will be reviewed every two years by the Committee and a recommendation made to members at the AGM



should any change be deemed necessary. Likewise, every two years members will be invited to nominate and vote for their chosen three charities for the coming two years. Any member may request a special resolution at the AGM to discuss and change this, subject to a majority vote by the meeting.

8 ANNUAL GENERAL MEETING

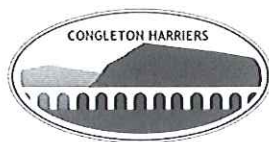
8.1 The Secretary will call each year before the end of the month of September on a date to be determined by the Management Committee a general meeting of the members of the Club

8.2 Notice of the AGM will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members.

8.3 The AGM is for the purpose of transacting the following business:

- (a) To receive apologies for absence
- (b) To approve the minutes of the previous AGM
- (c) To consider any matters arising out of the minutes which are not referred to elsewhere on the agenda
- (d) To receive a report from the Chairman and the Treasurer and from other members as called upon by the meeting
- (e) To consider any recommendations by the Management Committee and to confirm or reject any new rules or changes to standing orders determined by the Management Committee during the preceding year. Any changes or new rules not confirmed shall automatically lapse
- (f) To consider any motions proposed and seconded by members: NOTE: matters raised by members, of which three weeks' prior notice has not been given to the Secretary for circulation to all members shall, if approved by the AGM, only have the force of recommendations to the Management Committee and shall not be binding on them
- (f) To elect principal officers and committee members for the agreed periods (see Section 5), by an ordinary resolution. A block election may be made unless three or more members object. In the cases where there is an equality of votes the Chairman shall have a second or casting vote.

8.4 The agenda for the AGM shall be despatched at least 14 days before the meeting



- 8.5 All members have the right to vote at the AGM
- 8.6 The Management Committee has the right to call Extraordinary General Meetings ("EGM"s) outside the AGM. Procedures for EGMs will be the same as for the AGM.
- 8.7 Minutes of the AGM and any EGMs will be distributed within a reasonable period of time following the meeting, preferably within four weeks.

9 EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting ("EGM") may be called at any time by the Chairman, the Management Committee or by **ten** full members by giving notice to the Secretary. If the Secretary does not call such a meeting within 21 days the requisitionists may call a valid meeting.

10 QUORUMS

The quorum for an AGM or EGM shall be 20% of the total membership.

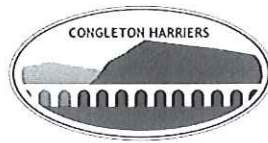
11 AMENDMENTS TO THE CONSTITUTION

This Constitution may only be varied by a resolution of two-thirds of those present at an AGM. Notice of any such motion to vary the constitution must be circulated to members by the Secretary three weeks prior to the meeting and must include the full text of the motion as well as the names of proposer and seconder.

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

12 DISCIPLINE AND APPEALS

- 12.1 All complaints regarding the behaviour of members should be submitted in writing to the Secretary
- 12.2 The Management Committee will meet to hear complaints within 28 days of a complaint being lodged. The Management Committee has the power to take appropriate disciplinary action including the termination of membership



- 12.3 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 28 days of the hearing
- 12.4 There will be the right of appeal to the Management Committee following disciplinary action being announced. The Management Committee should consider the appeal within 28 days of the Secretary receiving the appeal.

13 DISSOLUTION

- 13.1 A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote by two-thirds of the membership. The club name and registered colours would also be surrendered to the minority should they wish to reform the club.
- 13.2 In the event of any dissolution, once all supplier invoices have been fully paid, any remaining funds and assets will be liquidated and the total cash sum distributed equally amongst all fully paid up members.



14 DECLARATION

Congleton Harriers hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed: Date:

Name:

Club Chair

Signed: Date:

Name:

Club Secretary

EDIT HISTORY

0.1-0.2	17/08/11	AEL	First Committee Drafts
0.3	12/09/11	PJD	Updated for minor changes
0.4	26/09/11	PJD	Updated from members' comments pre-AGM re dissolution, charity giving, accounts, committee term.
1.0	28/09/11	PJD	First released version – approved at AGM of 27/09/11

Congleton Community Projects *making events happen*



Congleton Town Council
The Town Hall
Congleton
CW12 1BH

For the attention of:
Brian Hogan – Town Clerk

01/05/2012

Dear Brian,

We were asked last week to produce an invoice against which the CTC grant to Projects could be paid. This can be done, but we are uncertain how much to invoice. I checked minutes of the finance committee but could not easily identify the amount of the award.

Another factor which might affect the invoice is the treatment of the rental for the CCP office. Should we invoice the gross or nett figure? Regarding the rent; would it be possible to review the charge or even for the Town Council to defray it. We appreciate that this might have to be decided by committee, and could submit an interim invoice in the meantime to allow payment.

Thank you for the support of the Council for our work. We assure you of a stunning programme of projects in this special Jubilee and Olympic year.

Yours sincerely

Bob Grayson
Chairman



- **Chairman:** **Harold Burrows MBE**
e-mail : chairman@nsarda.org.uk
- **Fund Raising Officer:** **Paul Durham**
7 Wymundsley, Astley Village, Chorley, Lancs PR7 1US
tel : 07765 696374
e-mail : fundraiser@nsarda.org.uk

Mr B Hogan Clerk
Congleton Town Council
Town Hall
High St
Congleton
Cheshire
CW12 1BN



Dear Mr Hogan,

20th April 2012

I am writing to you with a request for assistance. Are you able to support your nearest search dog and handler?

NSARDA is a registered charity which supports a network of one hundred specialist dog handlers in 9 Regional Search and Rescue Dog groups. Each handler is a volunteer on standby 24 hours a day 365 days a year.

Police forces across the country regularly call out this dedicated resource to sniff out missing or injured persons in urban, rural, wild and remote locations. Whether it be a missing fell walker, a child overdue after school or an elderly adult with dementia who has wandered off from home. Locating-sometimes medically treating at the scene-and returning the person to a place of safety is the sole purpose of the Association.

As the Association becomes more widely known and grows and more dogs make the grade the more equipment we need to find for them. Hence this call for assistance. Below is a list of equipment which the dogs and their handlers require to continue this selfless work.

Equipment for handler	continued.	Equipment for dog
Waterproofs £250	First aid kit £20	Fluorescent search jacket £45
Head torch £35	Emergency shelter £40	Warmcoat £25
Radio £250	Snow shovel £40	Dog GPS £120
Rucksack £150	GPS £300	Helicopter winch harness £60
Helmet £35	Compass £40	Chemi-night lights £6 each
	Grand total £1506	

These individuals dedication and social conscience to assist total strangers needs to be recognized and supported. Any help you could provide us with would be greatly appreciated. The appreciation of those missing and injured people for whom they search is beyond words.

Yours Sincerely,

Paul Durham
Fund Raising Officer



www.soltheatreschool.co.uk



Colin Barlow
SOL Theatre School
8 Davidson Avenue
Congleton Cheshire
CW12 2EQ

Tel: 01260 274541
Email: c-barlow@sky.com

25th April 2012

Jackie Potts
Support Manager
Congleton Town Council
Town Hall
High Street
Congleton
Cheshire
CW12 1BN

Dear Jackie

Financial Assistance - SOL Theatre School 6th – 18th August 2012

Although I may have thanked the Finance Committee by email for their generous grant I would appreciate it if you would pass this letter on to the council members.

On behalf of the children who will attend this year's summer school may I thank the councilors for their continued support of this most enjoyable and educational activity.

The performances of this year's musical by the children 'Anything Goes' is on the 17th and 18th August at the Daneside Theatre at 7.30pm.

SOL is also very grateful for your help.

Yours sincerely

Colin Barlow
SOL Theatre School Business Manager
www.soltheatreschool.co.uk

Section 1 – Accounting statements for

CONGLETON TOWN COUNCIL

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

	Year ending		Notes and guidance
	31 March 2011. £	31 March 2012 £	
	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.		
1 Balances brought forward	644943	601050	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	635908	635908	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	3100110	170922	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	-260799	-267981	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	-72827	-56321	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	-656285	-429359	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	601050	654219	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6)
8 Total cash and short term investments	601743	689744	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.
9 Total fixed assets and long term assets	2604777	2611708	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.
10 Total borrowings	695541	657425	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds (including charitable) disclosure note	YES NO	YES NO	Disclosure Note: The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)

I certify that for the year ended 31 March 2012 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

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

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Section 2 – Annual governance statement

We acknowledge as the members of:

CONGLETON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2012, that:

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

This annual governance statement is approved by the council and recorded as minute reference

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

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

Section 4 – Annual internal audit report to

CONGLETON TOWN COUNCIL

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2012.

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

Internal control objective	Agreed? Please choose from one of the following		
	Yes	No*	Not covered**
A Appropriate books of account have been kept properly throughout the year.	YES		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	YES		
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	YES		
H Asset and investments registers were complete and accurate and properly maintained.	YES		
I Periodic and year-end bank account reconciliations were properly carried out.	YES		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	YES		
K Trust funds (including charitable) The council met its responsibilities as a trustee.	Yes	No	Not applicable

NOT APPLICABLE

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

Print name of person who carried out the internal audit A Morrison for Auditing Solutions Ltd

Signature of person who carried out the internal audit  Date 1/5/2012

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

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

Congleton Town Council

Financial Statements

For the year ended 31 March 2012

Congleton Town Council

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31 March 2012

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Congleton Town Council

Council Information

31 March 2012

(Information current at 31st May 2012)

Town Mayor

Cllr Mrs S. A. Holland

Councillors

Cllr G.P Hayes (Deputy Mayor)

Cllr D.S Allen
Cllr L.D Barker
Cllr G. Baxendale
Cllr R.I Brightwell
Cllr D.T Brown
Cllr J.S Crowther
Cllr G. R. Edwards
Cllr D Fletcher
Cllr M.J Hutton
Cllr A.M Martin
Cllr D. Murphy
Cllr D. A. Parker
Cllr J.D Parry
Cllr N.T Price
Cllr E Wardlaw
Cllr G.S Williams
Cllr Miss R. K. Williams

Town Clerk

Mr. B. Hogan (Hons), CilCA

Responsible Financial Officer (R.F.O.)

Mrs J. Potts FMAAT, CiLCA

Auditors

The Audit Commission
2nd Floor Aspinall House
Aspinall Close, Middleton
Bolton, Lancashire, BL6 6QQ

Internal Auditors

Auditing Solutions Limited
Clackerbrook Farm
46 The Common, Bromham
Chippenham, Wiltshire, SN15 2JJ

Congleton Town Council
Statement of Responsibilities
31 March 2012

The Council's Responsibilities

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Responsible Financial Officer, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Financial Statements in accordance with "Part 4 of the Practitioners' Guide to the Accounts and Audit (England) Regulations 2011 (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2012 and its income and expenditure for the year then ended.

In preparing the Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I hereby certify that the Financial Statements for the year ended 31 March 2012 required by the Accounts and Audit Regulations 2010 (as amended) are set out in the following pages.

I further certify that the Financial Statements present a true and fair view of the financial position of Congleton Town Council at 31 March 2012, and its income and expenditure for the year ended 31 March 2012.

Signed:

Mrs J. Potts FMAAT, CiLCA- Responsible Financial Officer

Date:

Congleton Town Council
Statement of Accounting Policies
31 March 2012

Accounting Convention

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets above the council de-minimis (currently £1000) is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority, and the services it provides, for a period of more than one year.

In accordance with FRSSE depreciation is provided on all operational buildings (but not land), as well as other assets.

Fixed Assets are included in the balance sheet at valuations current on 31st March 2009 together with subsequent acquisitions and enhancements at cost, in accordance with para. 4.40 of the guide.

Disposals of fixed assets are reported in the Income and Expenditure Account and, in accordance with the guide, the net book value of asset disposals is reversed out to the Capital Financing Account in order not to constitute a charge to the council's revenue reserves.

Depreciation Policy

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated

Vehicles, plant, equipment and furniture are depreciated over 3 to 10 years on a straight line basis.

Infrastructure assets are depreciated over 10 years at 10% per annum straight line.

Community assets are not depreciated, because they are of either intrinsic or purely nominal value.

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

Grants or Contributions from Government or Related Bodies

Capital Grants

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Congleton Town Council
Statement of Accounting Policies
31 March 2012

Debtors and Creditors

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 15.

Leases

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 16.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 18 to 20

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Revaluation Reserves – hold balances representing unrealised gains on the appropriate asset since 1st April 2007.

Capital Financing Account – represent the council's investment of resources in such assets already made.

Interest Income

All interest receipts are credited initially to general funds.

Cost of Support Services

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

This apportionment is not reflected in the Income and Expenditure account, but is used for Management Accounting and Annual Report purposes only.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2013 and any change in contribution rates as a result of that valuation will take effect from 1st April 2014.

Congleton Town Council
Income and Expenditure Account
31 March 2012

	Notes	2012	2011
		£	£
Income			
Precept on District Council		635,908	635,908
Grants Receivable		22,689	104,593
Rents Receivable, Interest & Investment Income		10,370	9,947
Charges made for Services		134,013	122,629
Other Income		3,850	1,951
Total Income		806,830	875,028
Expenditure			
Direct Service Costs:			
Salaries & Wages		(142,900)	(140,287)
Grant-aid Expenditure		(84,351)	(87,731)
Other Costs		(268,879)	(258,187)
Democratic, Management & Civic Costs:			
Salaries & Wages		(125,082)	(120,512)
Other Costs		(85,752)	(65,885)
Total Expenditure		(706,964)	(672,602)
Excess of Income over Expenditure for the year:		99,866	202,426
Exceptional Items			
(Loss) on the disposal of fixed assets		(412)	(45)
Net Operating Surplus for Year		99,454	202,381
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(38,115)	(54,459)
Capital Expenditure charged to revenue	11	(4,888)	(8,646)
Reverse (Loss) on the disposal of fixed assets		412	45
Transfer (to) Earmarked Reserves	20	(50,588)	(137,836)
Surplus for the Year to General Fund		6,275	1,485
Net Surplus for the Year		56,863	139,321
The above Surplus for the Year has been applied for the Year to as follows:			
Transfer (to) Earmarked Reserves	20	50,588	137,836
Surplus for the Year to General Fund		6,275	1,485
		56,863	139,321

The council had no other recognisable gains and/or losses during the year.

The notes on pages 11 to form part of these statements.

Congleton Town Council
Statement of Movement in Reserves
31 March 2012

Reserve	Purpose of Reserve	Notes	2012 £	Net Movement in Year £	2011 £
Asset Revaluation Reserve	Store of gains on revaluation of fixed assets	19	105,592	-	105,592
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	18	325,463	446	325,017
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	20	317,898	50,588	267,310
General Fund	Resources available to meet future running costs		161,021	6,275	154,746
Total			909,974	57,309	852,665

The notes on pages 11 to form part of these statements.

Congleton Town Council

Balance Sheet

31 March 2012

	Notes	2012 £	2012 £	2011 £
Fixed Assets				
Tangible Fixed Assets	10		2,356,857	2,427,903
Current Assets				
Debtors and prepayments	13	20,550		38,151
Cash at bank and in hand		689,744		601,743
		<u>710,294</u>		<u>639,894</u>
Current Liabilities				
Current Portion of Long Term Borrowings		(41,900)		(39,922)
Creditors and income in advance	14	<u>(56,075)</u>		<u>(38,844)</u>
Net Current Assets			612,319	561,128
Total Assets Less Current Liabilities			2,969,176	2,989,031
Long Term Liabilities				
Long-term borrowing	15		(615,525)	(655,619)
Deferred Grants	17		<u>(1,443,677)</u>	<u>(1,480,747)</u>
Total Assets Less Liabilities			<u>909,974</u>	<u>852,665</u>
Capital and Reserves				
Revaluation Reserve	19		105,592	105,592
Capital Financing Account	18		325,463	325,016
Earmarked Reserves	20		317,898	267,311
General Reserve			<u>161,021</u>	<u>154,746</u>
			<u>909,974</u>	<u>852,665</u>

The Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2012, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 31st May 2012 .

Signed:

Cllr Mrs S. A. Holland

Town Mayor

.....

Mrs J. Potts FMAAT, CiLCA

Responsible Financial Officer

Date:

.....

The notes on pages 11 to form part of these statements.

Congleton Town Council

Cash Flow Statement

31 March 2012

	Notes	2012 £	2012 £	2011 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				(259,670)
Paid to and on behalf of employees		(268,659)		(405,397)
Other operating payments		<u>(412,716)</u>	(681,375)	<u>(665,067)</u>
<i>Cash inflows</i>				635,908
Precept on District Council		635,908		113,073
Cash received for services		158,930		104,593
Revenue grants received		<u>22,689</u>	817,527	<u>853,574</u>
			136,152	188,507
Net cash inflow from Revenue Activities	21			
SERVICING OF FINANCE				
<i>Cash outflows</i>				(18,368)
Interest paid		(9,124)		
<i>Cash inflows</i>				7,522
Interest received		<u>7,670</u>	(1,454)	<u>(10,846)</u>
Net cash (outflow) from Servicing of Finance				
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				(251,928)
Purchase of fixed assets		(8,581)		
<i>Cash inflows</i>				5,000
Capital grant received		<u>-</u>	(8,581)	<u>(246,928)</u>
Net cash (outflow) from Capital Activities			126,117	(69,267)
Net cash inflow/(outflow) before Financing				
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>			(38,116)	(54,459)
Loan repayments made				
<i>Cash inflows</i>			-	65,990
New loans raised			<u>(38,116)</u>	<u>11,531</u>
Net cash (outflow)/inflow from financing and liquid resources				
			88,001	(57,736)
Increase/(Decrease) in cash	22			

The notes on pages 11 to form part of these statements.

Congleton Town Council

Notes to the Accounts

31 March 2012

1 Interest and Investment Income

	2012 £	2011 £
Interest Income - General Funds	10,370	9,947
	<u>10,370</u>	<u>9,947</u>

2 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

3 Related Party Transactions

The council entered into no material transactions with related parties during the year.

4 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2012 £	2011 £
Recruitment Advertising	-	57
Other Advertising	129	14
Promotions	5,462	5,567
Council Newsletter	4,568	4,689
Council Website	8,694	617
	<u>18,853</u>	<u>10,944</u>

5 S.137 Expenditure

Section 137 of the Local Government Act 1972 (as amended) enables the council to spend up to the product of £6.44 (year ended 31 March 2011 - £6.15) per head on the electoral roll in any one year for the benefit of people in its area on activities or projects not specifically authorised by other powers.

	2012 £	2011 £
The total amount of available for this purpose was	<u>138,840</u>	<u>132,840</u>
Expenditure was incurred for the following purposes:		
Grants to Voluntary Bodies	<u>13,484</u>	<u>22,965</u>
	<u>13,484</u>	<u>22,965</u>

It should be noted that grants to bodies such as the Citizen's Advice Bureau are made under other specific legal powers and so are not included in the above figures.

Congleton Town Council

Notes to the Accounts

31 March 2012

6 Audit Fees

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	2012 £	2011 £
Fees for statutory audit services	2,500	2,500
Total fees	2,500	2,500

7 Members' Allowances

Members of Council have been paid the following allowances for the year:

	2012 £	2011 £
Mayors Allowance	3,467	2,600
Members' Expenses	36	-
Deputy Mayor's Allowance	260	260
	3,763	2,860

8 Employees

The average weekly number of employees during the year was as follows:

	2012 Number	2011 Number
Full-time	4	4
Part-time	9	9
Temporary	2	1
	15	14

All staff are paid in accordance with nationally agreed pay scales.

9 Pension Costs

The council participates in the Cheshire County Council Pension Fund.

The Cheshire County Council Pension Fund is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

Financial Reporting Standard for Small Enterprises (FRSSE), for schemes such as Cheshire County Council requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

The cost to the council for the year ended 31 March 2012 was £17,409 (31 March 2011 - £16,687).

The most recent actuarial valuation was carried out as at 31st March 2010, and the council's contribution rate is confirmed as being 18.30% of employees' pensionable pay with effect from 1st April 2012 (year ended 31 March 2012 – 17.80%).

Congleton Town Council

Notes to the Accounts

31 March 2012

10 Tangible Fixed Assets

	Operational Freehold Land and Buildings	Operational Leasehold Land and Buildings	Non Operational Land and Buildings	Vehicles and Equipment	Infra- structure Assets	Community Assets	Other	Total
Cost	£	£	£	£	£	£	£	£
At 31 March 2011	2,194,876	95,000	-	144,018	68,540	125,589	-	2,628,023
Additions	3,693	-	-	4,888	-	-	-	8,581
Disposals	-	-	-	(1,650)	-	-	-	(1,650)
At 31 March 2012	2,198,569	95,000	-	147,256	68,540	125,589	-	2,634,954
Depreciation								
At 31 March 2011	(113,144)	(5,700)		(60,608)	(19,768)	(900)	-	(200,120)
Charged for the year	(42,672)	(1,900)		(27,489)	(6,854)	(300)	-	(79,215)
Eliminated on disposal	-	-		1,238	-	-	-	1,238
At 31 March 2012	(155,816)	(7,600)	-	(86,859)	(26,622)	(1,200)	-	(278,097)
Net Book Value								
At 31 March 2012	2,042,753	87,400	-	60,397	41,918	124,389	-	2,356,857
At 31 March 2011	2,081,732	89,300	-	83,410	48,772	124,689	-	2,427,903

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

Fixed Asset Valuation

The freehold and leasehold properties that comprise the council's properties have been valued as at 31st March 2009 by external independent valuers, Messrs D Dingle B.Sc. Dip Arch (Hons) RIBA. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

11 Financing of Capital Expenditure

	2012 £	2011 £
The following capital expenditure during the year:		
Fixed Assets Purchased	8,581	262,850
	8,581	262,850
was financed by:		
Capital Grants	-	5,000
Loan Proceeds	3,693	249,204
Revenue:		
from Capital Projects Reserve	4,888	7,646
Precept and Revenue Income	-	1,000
	8,581	262,850

Congleton Town Council

Notes to the Accounts

31 March 2012

12 Information on Assets Held

Fixed assets owned by the council include the following:

Operational Land and Buildings

Congleton Town Hall

Allotments

Operational Land and Buildings

Congleton Paddling Pool

Vehicles and Equipment

Light Vans - 1

Tourist Information Kiosk

Christmas Lights

Paddling Pool plant and equipment

Sundry office equipment

Infrastructure Assets

Fencing and gates at various sites

Noticeboards and road signs

Other street furniture

Community Assets

Council Artefacts & Regalia

War Memorial

13 Debtors

	2012	2011
	£	£
Trade Debtors	10,727	30,865
VAT Recoverable	2,377	4,861
Prepayments	2,321	-
Accrued Interest Income	5,125	2,425
	<u>20,550</u>	<u>38,151</u>

14 Creditors and Accrued Expenses

	2012	2011
	£	£
Trade Creditors	7,673	3,413
Other Creditors	4,453	7,190
Payroll Taxes and Social Security	4,556	5,234
Accruals	27,542	12,085
Income in Advance	929	-
Capital Creditors	10,922	10,922
	<u>56,075</u>	<u>38,844</u>

Congleton Town Council

Notes to the Accounts

31 March 2012

15 Long Term Liabilities

	2012	2011
	£	£
Public Works Loan Board	384,825	386,591
Bank Loans	272,600	308,950
	<u>657,425</u>	<u>695,541</u>

The above loans are repayable as follows:

	2012	2011
	£	£
Within one year	41,900	39,922
From one to two years	40,272	40,093
From two to five years	121,974	121,386
From five to ten years	116,848	152,013
Over ten years	336,431	342,127
	<u>657,425</u>	<u>695,541</u>
Total Loan Commitment		
	(41,900)	(39,922)
Less: Repayable within one year		
	<u>615,525</u>	<u>655,619</u>
Repayable after one year		

16 Financial Commitments under Operating Leases

The council had annual commitments under non-cancellable operating leases of equipment as follows:

	2012	2011
	£	£
Obligations expiring within one year	-	-
Obligations expiring between two and five years	806	806
Obligations expiring after five years	-	-
	<u>806</u>	<u>806</u>

Congleton Town Council

Notes to the Accounts

31 March 2012

17 Deferred Grants

	2012 £	2011 £
Capital Grants Unapplied		
At 01 April	-	-
Grants received in the year	-	5,000
Applied to finance capital investment	-	(5,000)
At 31 March	-	-
Capital Grants Applied		
At 01 April	1,480,747	1,512,817
Grants Applied in the year	-	5,000
Released to offset depreciation	(37,070)	(37,070)
Extinguished and/or transferred	-	-
At 31 March	1,443,677	1,480,747
Total Deferred Grants		
At 31 March	1,443,677	1,480,747
At 01 April	1,480,747	1,512,817

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

**18 Capital Financing Account
(formerly Capital Adjustment Account)**

	2012 £	2011 £
Balance at 01 April	325,017	303,299
Financing capital expenditure in the year	4,888	8,646
Additions - using revenue balances	38,115	54,459
Loan repayments	(1,650)	(75)
Disposal of fixed assets	1,238	30
Depreciation eliminated on disposals	(79,215)	(78,413)
Reversal of depreciation	37,070	37,070
Deferred grants released	325,463	325,016
Balance at 31 March		

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

Congleton Town Council

Notes to the Accounts

31 March 2012

19 Revaluation Reserve

	2012	2011
	£	£
Balance at 01 April	105,592	105,592
Balance at 31 March	105,592	105,592

The revised system of accounting for local councils requires the establishment of a Revaluation Reserve. The balance on this account represents revaluation of fixed assets since 1st April 2007, less subsequent depreciation charged to revenue on such revaluation elements. This account will increase or reduce as and when assets are revalued or disposed of.

20 Earmarked Reserves

	Balance at 01/04/2011	Contribution to reserve	Contribution from reserve	Balance at 31/03/2012
	£	£	£	£
Capital Projects Reserves	91,557	50,000	(27,287)	114,270
Asset Renewal Reserves	8,000	8,000	-	16,000
Other Earmarked Reserves	167,753	139,944	(120,069)	187,628
Total Earmarked Reserves	267,310	197,944	(147,356)	317,898

The Capital Projects Reserves are credited with amounts equivalent to the interest on capital receipts balances, together with other amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2012 are set out in detail at Appendix A.

21 Reconciliation of Revenue Cash Flow

	2012	2011
	£	£
Net Operating Surplus for the year	99,866	202,426
Add/(Deduct)		
Interest Payable	18,206	18,368
Interest and Investment Income	(7,670)	(7,522)
Decrease/(Increase) in debtors	17,601	(2,365)
Increase/(Decrease) in creditors	8,149	(22,400)
Revenue activities net cash inflow	136,152	188,507

Congleton Town Council

Notes to the Accounts

31 March 2012

22 Movement in Cash

	2012 £	2011 £
Balances at 01 April		
Cash with accounting officers	124	89
Cash at bank	601,619	659,390
	<u>601,743</u>	<u>659,479</u>
 Balances at 31 March		
Cash with accounting officers	135	124
Cash at bank	689,609	601,619
	<u>689,744</u>	<u>601,743</u>
 Net cash inflow/(outflow)	<u>88,001</u>	<u>(57,736)</u>

23 Reconciliation of Net Funds/Debt

	2012 £	2011 £
Increase/(Decrease) in cash in the year	88,001	(57,736)
Cash inflow from new borrowings	-	(65,990)
Cash outflow from repayment of debt	38,116	54,459
Net cash flow arising from changes in debt	<u>38,116</u>	<u>(11,531)</u>
 Movement in net funds/debt in the year	<u>126,117</u>	<u>(69,267)</u>
 Cash at bank and in hand	601,743	659,479
Total borrowings	(695,541)	(684,010)
Net (debt) at 01 April	<u>(93,798)</u>	<u>(24,531)</u>
 Cash at bank and in hand	689,744	601,743
Total borrowings	(657,425)	(695,541)
Net funds/(debt) at 31 March	<u>32,319</u>	<u>(93,798)</u>

24 Capital Commitments

The council had no capital commitments at 31 March 2012 not otherwise provided for in these accounts.

25 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

26 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 31st May 2012), which would have a material impact on the amounts and results reported herein.

Congleton Town Council

Appendices

31 March 2012

Appendix A

Schedule of Earmarked Reserves

31st March 2012

Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2011</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2012</u> £
<u>Capital Projects Reserves</u>				
Capital Contingency Fund	91,557	50,000	(27,287)	114,270
	<u>91,557</u>	<u>50,000</u>	<u>(27,287)</u>	<u>114,270</u>
<u>Asset Replacement Reserves</u>				
Capital Vehicle Fund	<u>8,000</u>	<u>8,000</u>		<u>16,000</u>
<u>Other Earmarked Reserves</u>				
Consultancy	14,500		(14,500)	0
Elections	4,900	5,100		10,000
Crime Prevention/Traffic Calming	3,779			3,779
Committed Grants	19,171	19,647	(19,171)	19,647
Ancient Treasures	3,000			3,000
Market Town Partnership	78,953	75,890	(80,284)	74,559
Training	3,000			3,000
Shopmobility	5,000		(3,900)	1,100
Devolved Services	15,000	15,000		30,000
Loan Repayments	2,950	1,807	(350)	4,407
Public Toilets	6,000	8,000		14,000
Play Areas	1,500	4,500		6,000
Public Realm	10,000		(1,864)	8,136
Legal Fees		10,000		10,000
	<u>167,753</u>	<u>139,944</u>	<u>(120,069)</u>	<u>187,628</u>
TOTAL EARMARKED RESERVES	<u>267,310</u>	<u>197,944</u>	<u>(147,356)</u>	<u>317,898</u>

Congleton Town Council

31 March 2012

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Museum Support	4,500	4,500
Paddling Pool & Play Areas	33,796	34,239
Allotments	580	185
Tourism	23,500	14,960
Closed Churchyard & Church Clock	3,220	1,429
Congleton Town Hall	42,879	46,465
Public Conveniences	8,000	-
Community Safety	47,200	46,200
Congleton Partnership & Community Development	153,179	148,407
Highways Roads (Routine)	400	-
Handyman Services	52,998	43,043
Net Direct Services Costs	370,252	339,428
Corporate Management	120,358	134,991
Democratic & Civic	50,499	53,787
Net Democratic, Management and Civic Costs	170,857	188,778
Interest & Investment Income	(1,000)	(10,370)
Loan Charges	56,343	56,321
Capital Expenditure	4,000	4,888
Transfers to/(from) other reserves	35,457	50,588
(Deficit from)/Surplus to General Reserve	(1)	6,275
Precept on District Council	635,908	635,908

Congleton Town Council

31 March 2012

Annual Report Tables

Table. 2 – Service Income & Expenditure

	Notes	2012 £	2012 £	2012 £	2011 £
		Gross Expenditure	Income	Net Expenditure	Net Expenditure
PUBLIC SERVICES					
Museum Support		4,500	-	4,500	4,500
Paddling Pool & Play Areas		34,438	(199)	34,239	30,161
Allotments		375	(190)	185	152
Tourism		18,689	(3,729)	14,960	15,277
Closed Churchyard & Church Clock		1,429	-	1,429	224
Congleton Town Hall		155,872	(109,407)	46,465	173,060
Community Safety		47,200	(1,000)	46,200	40,366
Grants		84,351	(9,400)	74,951	81,471
Congleton Partnership		61,376	(30,377)	30,999	(18,494)
Community Development		44,857	(2,400)	42,457	31,445
Handyman Services		43,043	-	43,043	48,153
CENTRAL SERVICES					
Corporate Management		138,841	(3,850)	134,991	117,301
Democratic Representation and Management		44,494	-	44,494	41,284
Civic Expenses		9,293	-	9,293	7,493
Net Cost of Services		688,758	(160,552)	528,206	572,393

Mr Brian Hogan
Congleton Town Council
Town Hall
High Street
Congleton
Cheshire
CW12 1BN



Date 8th May 2012

Policy Numbers: YLL272006-7183
Renewal Date: 1st June 2012

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

Direct Phone: 01243 832134

Direct Fax: 01243 210101

E-mail:

vincent.liu@zurichtownandparish.co.uk

Communications will be monitored
regularly to improve our service and
for security and regulatory purposes

Zurich Insurance plc, a public limited
company incorporated in Ireland.
Registration No. 13460. Registered
Office: Zurich House,
Ballsbridge Park, Dublin 4, Ireland.
UK Branch registered in England and
Wales
Registration No. BR7985.
UK Branch Head Office:
The Zurich Centre,
3000 Parkway,
Whiteley, Fareham, Hampshire PO15
7JZ.

Authorised by the Central Bank of
Ireland and subject to limited
regulation by the Financial Services
Authority. Details about the extent of
our regulation by the Financial
Services Authority are available from
us on request

Dear Brian,

I am pleased to enclose your 2012/13 Insurance Terms, new Policy Schedule for safekeeping and payment slips to send with your renewal premium to our cashiers office at the address shown on the renewal invoice.

The enclosed invoice has been issued on the basis agreed by you and we would ask you to settle these within the stated payment terms. Failure to do so may result in cancellation of cover which could then affect the payment of any future claims. Should you need this period to be extended then please contact me prior to your renewal date in order to make alternative payment arrangements. Details for paying by BACS transfer are also detailed on the invoice.

Your new Employers' Liability certificate is enclosed for display at each of your premises if you wish (photocopies are acceptable), however, please note that it is no longer a legal obligation for you to actually display this document. Legislation does still require all certificates to be retained for a period of 40 years.

If your Policy contains Motor Cover please be aware, that it is a strict policy condition and legal obligation to ensure that all changes to your motor fleet are notified to us so that the Motor Insurance Database (MID) can be updated as appropriate. The legislation requires that the database is updated to show all deletions and additions within 14 days of the change taking place, and a breach of this statutory legislation can result in heavy penalties. This condition includes any temporary vehicles in your possession for more than 14 days.

I can confirm that your property sums insured have been uplifted by the appropriate index-linking percentages for 2012 (i.e. 3% for buildings and 3% for contents). We have updated the values as agreed to the Material Damage and All Risks sections as detailed on the Policy Schedule. Please check the details and notify us immediately if

any amendments are required – please ensure that you hold the adequate levels of insurance cover for your buildings and contents and are not left exposed in the event of a claim.

For your reference, we use your wages and salaries estimate to rate the following parts of your policy: Employers Liability, Public & Products Liability, Libel & Slander, Money, Fidelity Guarantee and Legal Expenses.

You may not already be aware, but Zurich can also provide insurance cover for risks that are not presently insured under your policy. Please refer to your policy wording for further information, or you can contact me with any questions or for assistance/guidance.

Did you know.....our Select Policy includes free Helpline advice for the following areas:

- Commercial Legal Advice
- Business Assistance
- Tax Advice
- Claims Reporting
- Counselling Service

For the above services please ring DAS Legal Expenses on 0117 929 1141 or 0117 976 2030, and for our Counselling service please ring 0117 934 2121.

In the event that you should need to make a claim, the following contact details are supplied for your assistance:

Property Claims

Address: Zurich Property Claims Unit, Zurich House, PO Box 108, 2 Gladiator Way, Farnborough, Hampshire, GU14 6GB

Tel: 0870 241 8050 **Fax:** 0845 600 0083

Email: zmpropertyclaims@uk.zurich.com

Liability Claims

Address: Zurich Municipal Casualty Claims, Zurich House, PO Box 314, 2 Gladiator Way, Farnborough, Hampshire, GU14 6GB

Tel: 0870 241 8050 **Fax:** 0845 600 0083

Email: zmfarnboroughnewliabilityclaims@uk.zurich.com

Motor Claims

Address: Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park,
Swindon, SN4 8XW
Tel: 0845 602 5407 **Fax:** 01489 559427
Email: zmnewmotorclaimsoffice@uk.zurich.com

Out of hours / Emergency Property Losses - 0800 028 0336

Financial Services Compensation Scheme (FSCS)

Zurich Insurance plc is covered by the FSCS. You may be entitled to compensation (subject to eligibility, as defined in COMP 4 of the FSA Handbook) should we be unable to meet our obligations. Further information is available on www.fsc.org.uk or you may contact the FSCS on 020 7892 7300.

A general policy condition applies – non-disclosure of relevant material facts can make the policy invalid. Please therefore remember to let us know of any significant changes that have taken place or are planned at the organisation.

I trust this to be in order but if you have any queries or questions concerning your policy then please do not hesitate to contact me.

Yours sincerely,



Mr Vincent Liu
Customer Account Manager
Zurich Town, Parish and Community Councils
Tel: 01243 832134

Mr Brian Hogan
Congleton Town Council
Town Hall
High Street
Congleton
Cheshire
CW12 1BN

Local Council Policy Schedule

The Policy, the Policy Schedule, Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number YLL-272006-7183

Insured Congleton Town Council

Business Parish / Town Council

Period of Insurance
From 01st June 2012
To 31st May 2013
and any other period for which cover has been agreed.

Renewal Premium £ 13,556.71

Premiums are exclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number 16633908

Long term agreement active until 31st May 2014

Preparation Date 08th May 2012

Prepared by Mr Vincent Liu

PART A – Material Damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tools and Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Town Hall, High Street, Congleton, Cheshire, CW12 1BN	£0.00	N/A	£0.00	£0.00	£4,949.15	£0.00	£0.00	£0.00	£0.00
2. The Plant Room, High Street, Congleton, Cheshire, CW12 1BN	£18,432.88	N/A	£11,149.75	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Town Hall & Museum, High Street, Congleton, Cheshire, CW12 1BN	£5,168,619.31	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4. Public Toilet, Timbersbrook, Congleton, Cheshire, CW12 3PL	£5,150.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1, 2, 3, 4

Insured Perils applicable to Material Damage : 1-13, 15 & 16

Excesses Applicable to Building 1

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Malicious Damage	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250

Excesses Applicable to Building 2, 3 & 4

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
-------------------	------



**ZURICH
MUNICIPAL**

Theft	£100
Malicious Damage	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250

Operative Endorsements: 1, 2, 3 & 7 (see pages 31 - 33)

PART B – Business Interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	£15,000	12	N/A		£80,000	12

For Premises: 1, 2, 3, 4

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

PART C – All Risks

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Item Description	Premises Address (if applicable)	Sum Insured	Excess
Contents (c)	Town Hall & Museum, High Street, Congleton, Cheshire, CW12 1BN	£811,334.09	£100
Contents (c)	Town Hall, High Street, Congleton, Cheshire, CW12 1BN	£6,180.00	£100

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the TERRITORIAL LIMITS.

Item Description	Sum Insured	Excess
Weights & measures	£6,406.60	£100
Large silver mace	£37,131.50	£100
Mayoral badge 18ct gold	£12,730.80	£100
Mayoral chain 18ct gold	£37,131.50	£100
Mayoress badge with diamond 18ct gold	£4,243.60	£100
Mayoress's chain 18ct gold	£5,304.50	£100
Deputy mayors badge silver gilt	£2,652.25	£100
Deputy mayoress's badge silver gilt	£954.81	£100
Laptop	£552.08	£100
War Memorial, Lawton Street	£16,559.31	£100
Dell Laptop	£552.08	£100
Blocked wood case	£103.00	£100
Silver parcel gilt & enamel pendant	£2,652.25	£100
40" silver gilt chain	£2,121.80	£100
Civic Regalia	£17,644.93	£100
Small silver gilt mace	£4,705.04	£100
Paintings and other works of art	£47,740.50	£100
2 x Red Telephone Boxes	£2,121.80	£100
P.A. Equipment	£18,399.92	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (see pages 31 - 33)

PART D – Money

Limit any one loss

1. Loss of Non-Negotiable MONEY in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii): £250,000
2. Loss of other MONEY:
 - (a) in transit in the custody of any MEMBER or EMPLOYEE or in transit by registered post (limit £250), or in a Bank Night Safe £5,000
 - (b) in the private residence of any MEMBER or EMPLOYEE £250
 - (c) in the PREMISES
 - (i) in the custody of or under the actual supervision of any MEMBER or EMPLOYEE £5,000
 - (ii) in locked safes or strongrooms £5,000
 - (iii) in locked receptacles other than safes or strongrooms £250

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) (*see page 33*)

Operative Endorsements:

In regard of section 1, the definition of persons insured shall be between the ages of 16 and 90

PART E – Public Liability

Limit of Indemnity: £10,000,000

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the **insurer** will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

Exclusions

The insurer shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

2. Section 13 – Exclusion 2 b) is amended to read as:

exemplary or punitive damages awarded by any Court of Law outside the **territorial limits**.

3. The following Section is added:

Section 15 - Corporate Manslaughter and Corporate Homicide Act 2007

The **insurer** will indemnify the **insured** against legal costs and expenses incurred with the **insurer's** prior written consent in defending any criminal prosecution including an appeal against a conviction arising from any such prosecution and or investigations connected with a charge of corporate manslaughter or corporate homicide under the Corporate Manslaughter and Corporate Homicide Act 2007 or any equivalent legislation in the Isle of Man or the Channel Islands committed or alleged to have been committed during the Period of Insurance in the course of the **business**.

Provided that:

- a) the **insurer's** total liability under this Section will not exceed in the aggregate the sum specified in the Schedule as the Limit of Indemnity in any one period of insurance. This limit will form part of and not be in addition to the Limit of Indemnity specified in the Schedule
- b) this Section will only apply to proceedings brought in Great Britain, Northern Ireland, the Isle of Man or the Channel Islands
- c) the **insurer** must consent in writing to the appointment of any solicitor or counsel who are to act for and on the **insured's** behalf
- d) the **insured** will give to the **insurer** immediate notice of any summons or other process served upon the **insured** which may give rise to proceedings under this Section
- e) in relation to any appeal counsel has advised there are strong prospects of such appeal succeeding
- f) the **insurer** will not be liable for:
 - i) any deliberate or intentional criminal act committed by the **insured** giving rise to a corporate manslaughter or corporate homicide charge
 - ii) fines or penalties of any kind
 - iii) the defence of any criminal proceedings brought or in an appeal against conviction arising from such proceedings in respect of a breach of:
 - 1) the Health and Safety at Work, etc Act 1974 or any regulations made thereunder

2) the Consumer Protection Act 1987 or any regulations made thereunder

iv) defence costs available from any other source or provided by any other insurance or where but for the existence of this Section indemnity would have been provided by such other source or insurance

g) where the **insurer** has already indemnified the **insured** in respect of legal costs or expenses incurred in the defence of any criminal proceedings arising out of the same cause or occurrence which gave rise to the charge of and or investigation connected with corporate manslaughter or corporate homicide under another section of the policy the amount paid under that section will be taken into account in arriving at the **insurer's** liability payable under this Section.

4. It is agreed that that Section 13 Exclusion 10 of this Part shall not apply to any discharge, release or escape of legionella from any **premises** owned or operated by the **insured** subject to:

- a) a regular risk assessment being carried out of all water systems to assess the risk of legionella and the suitable management of any risk of legionella being identified in the risk assessment; and
- b) compliance with the Health and Safety Commission's Approved Code of Practice entitled "Legionnaires disease - The control of legionella bacteria in water systems"; and
- c) details having been supplied by the **insured** to the **insurer** of the number of **premises** owned or operated by the **insured** where cooling towers, evaporative condensers and/or other apparatus giving rise to an increased risk of legionella are present; and
- d) details having been supplied by the **insured** to the **insurer** of all incidents of legionellosis having occurred at any **premises** owned or operated by the **insured** in the last ten years.

All Pollution or Contamination which arises out of or as a consequence of any discharge, release or escape of legionella from any **premises** owned or operated by the **insured** shall be deemed to have occurred on the date that the **insured** first become aware of circumstances which have given or may give rise to such Pollution or Contamination.

This Part shall not apply to any claim arising from Pollution or Contamination which arises out of or as a consequence of any discharge, release or escape of legionella from any **premises** owned or operated by the **insured** if before the current Period of Insurance the **insured** had become aware of circumstances which have given or may give rise to such Pollution or Contamination.

The **insurers** total liability for Pollution or Contamination, including the indemnity provided by this endorsement, which is deemed to have occurred during the Period of Insurance will not exceed in the aggregate the sum specified in the Schedule as the Limit of Indemnity.

The **insured** shall give notice in writing to the **insurer** immediately on becoming aware of circumstances which have given or may give rise to a claim under this endorsement.

PART F – Hirers' Liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

PART G – Employers Liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

1. The following Section is added.

Section 8 – Corporate Manslaughter and Corporate Homicide Act 2007

The insurer will indemnify the insured against legal costs and expenses incurred with the insurer's prior written consent in defending any criminal prosecution including an appeal against such a conviction arising from any such prosecution and or investigations connected with a charge of corporate manslaughter or corporate homicide under the Corporate Manslaughter and Corporate Homicide Act 2007 or any equivalent legislation in the Isle of Man or the Channel Islands committed or alleged to have been committed during the Period of Insurance in the course of the business.

Provided that:

- a) The insurer's total liability under this Section will not exceed in the aggregate the sum specified in the Schedule as the Limit of Indemnity in any one period of insurance. This limit will form part of and not be in addition to the Limit of Indemnity specified in the Schedule
- b) this Section will only apply to proceedings brought in Great Britain, Northern Ireland, the Isle of Man or the Channel Islands
- c) the insurer must consent in writing to the appointment of any solicitor or counsel who are to act for and on the insured's behalf
- d) the insured will give to the insurer immediate notice of any summons or other process served upon the insured which may give rise to proceedings under this Section
- e) in relation to any appeal counsel has advised there are strong prospects of such appeal succeeding
- f) the insurer will not be liable for:
 - i) any deliberate or intentional criminal act committed by the insured giving rise to a corporate manslaughter or corporate homicide charge
 - ii) fines or penalties of any kind

- iii) the defence of any criminal proceedings brought or in an appeal against conviction rising from such proceedings in respect of breach of:
 - 1) the Health and Safety at Work, etc., Act 1974 or any regulations made thereunder
 - 2) the Consumer Protection Act 1987 or any regulations made thereunder
- iv) defence costs available from any other source or provided by any other insurance or where but for the existence of this Section indemnity would have been provided by such other source or insurance
- g) where the insurer has already indemnified the insured in respect of legal costs or expenses incurred in the defence of any criminal proceedings arising out of the same cause or occurrence which gave rise to the charge of an or investigation connected with corporate manslaughter or corporate homicide under another section of the policy the amount paid under that section will be taken into account in arriving at the insurer's liability payable under this Section.

PART H – Libel and Slander

Sum Insured

£100,000

Excess: 10% each and every claim or £1,000 whichever is the lower

PART I – Motor Vehicles

Insured Vehicle: All as described in
Persons Entitled to Drive: the Certificate of
Limitation as to Use: Motor Insurance

Cover: Section 23
 A. Comprehensive

EXCESS : Section 24

Amount	Excess Code(s)	Description
£ 150		Accidental damage , Fire , Theft , Windscreen , Theft total loss
£ Nil		Third party

Additional to any other Excess which applies

Age and Inexperienced Driver Excess: Section 11

(a)	Under 21 years	£250
(b)	Under 25 years	£150
(c)	Over 25 years inexperienced	£150

Additional to any other Excess which applies

Repair Limit: £Nil
 Section 12

Damage to Property Limit:
 £5,000,000 Applicable to any Commercial Vehicle, Minibus, Agricultural Vehicle and Special Type
 £50,000,000 Applicable to any Private Car

Personal Effects Limit: £150
 Section 13

Medical Expenses Limit: £250
 Section 14

Additional Cover : Section 25

V. Loss of No Claim Discount
 VI. Occasional Business Use

Not Operative
 Not Operative

Operative Endorsements:

1. Motor Insurers Database

It is a condition of this policy that you supply such details of the vehicles whose use is covered by the policy as are required by the relevant law applicable in Great Britain and Northern Ireland for entry on the Motor Insurers Database

2. The following clause is added to Part I Section 2:

Corporate Manslaughter and Corporate Homicide Act 2007

In respect of any event which may be the subject of indemnity under this section the **insurer** will pay legal costs and expenses incurred with the **insurer's** prior written consent in connection with the defence of any criminal proceedings (including any appeal against conviction arising from any such proceedings) brought in respect of a charge and or investigations connected with a charge of corporate manslaughter or corporate homicide under the Corporate Manslaughter and Corporate Homicide Act 2007 or any equivalent legislation in the Isle of Man or the Channel Islands committed or alleged to been committed during the period of insurance in the course of the **business**.

Provided always that:

- a) the **insurer's** liability under this clause will not exceed £5,000,000 in any one period of insurance
- b) this clause will only apply to proceedings brought in the **territorial limits**
- c) the **insurer** must consent in writing to the appointment of any solicitor or counsel who are to act for and on the **insured's** behalf
- d) the **insured** will give the **insurer** immediate notice of any summons or other process served upon the **insured** which may give rise to proceedings under this clause
- e) in relation to any appeal counsel has advised there are strong prospects of such an appeal succeeding
- f) the **insurer** will be under no liability:
 - i) where the **insured** has committed any deliberate or intentional criminal act giving rise to a corporate manslaughter or corporate homicide charge
 - ii) in respect of fines or penalties of any kind
 - iii) where indemnity for defence costs is available from any other source or is provided by any other insurance or where but for the existence of this clause indemnity would have been provided by such other source or insurance.

PART J – Motor Legal Expenses and Uninsured Loss Recovery

The Claims Handling Agent is DAS Legal Expenses Insurance Company Limited

Limit of Indemnity:

£100,000 per insured incident

PART K – Inspection Contract

Service: Inspections of each item of Plant described in the Plant Specification under Contract Number EI-272006-7187.

PART L – Engineering Insurance

Cover: As described in the Plant Specification by means of cover codes as defined in Section 12 in respect of each item of plant

Limits of Indemnity

Section 2(a) Insured Damage to Plant

£500,000.00

Section 2(b) Own Surrounding Property Damage

£500,000.00

Excess: £100 each and every loss

PART N – Fidelity Guarantee

Persons Guaranteed:	Sum Insured
All MEMBERS and EMPLOYEES	£500,000

Excess: £100 each and every loss

PART O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:

Employees

Capital Sum	£20,000.00
Weekly Sum	£25.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Directors/Councillors

Capital Sum	£20,000.00
Weekly Sum	£25.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Operative Endorsement:

Special Condition 4 of Section 5 is inoperative provided always that the insurer will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

Certificate of Employers' Liability Insurance(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 2008 (the Regulations), a copy of this certificate must be displayed at all places where you employ persons covered by the policy or an electronic copy of the certificate must be retained and be reasonably accessible to each employee to whom it relates).

Policy No. YLL-272006-7183

1. Name of policyholder Congleton Town Council

2. Date of commencement of insurance policy 01/06/2012

3. Date of expiry of insurance policy 31/05/2013

Zurich Insurance plc, a public limited company incorporated in Ireland.
Registration No. 13460.
Registered Office: Zurich House,
Ballsbridge Park, Dublin 4, Ireland.
UK Branch registered in England and Wales
Registration No. BR7985.
UK Branch Head Office:
The Zurich Centre,
3000 Parkway,
Whiteley, Fareham, Hampshire
PO15 7JZ.

Authorised by the Central Bank of Ireland and subject to limited regulation by the Financial Services Authority. Details about the extent of our regulation by the Financial Services Authority are available from us on request

We hereby certify that subject to paragraph 2:

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b)

2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c)

Signed on behalf of Zurich Insurance plc (Authorised Insurer).

Signature



Stephen Lewis

Chief Executive Officer, Zurich Insurance plc (UK Branch)

Notes

(a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.

(b) Specify applicable law as provided for in regulation 4(6) of the Regulations.

(c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

To Whom It May Concern

Name of Insured: Congleton Town Council

This is to confirm that Congleton Town Council have in force with this Company until the policy expiry on 31st May 2013 Insurance incorporating the following essential features:

Policy Number:	YLL-272006-7183
Renewal Date:	1st June 2013
Limits of Indemnity	
Public Liability:	£10 million any one event
Products Liability & Pollution:	£10 million for all claims in the aggregate during and one period of insurance
Employers' Liability:	£10 million any one event inclusive of costs
Official's Indemnity:	As below

Communications will be monitored regularly to improve our service and for security and regulatory purposes

Zurich Insurance plc, a public limited company incorporated in Ireland.
Registration No. 13460.
Registered Office: Zurich House,
Ballsbridge Park, Dublin 4,
Ireland.
UK Branch registered in England and Wales
Registration No. BR7985.
UK Branch Head Office:
The Zurich Centre,
3000 Parkway,
Whiteley, Fareham, Hampshire
PO15 7JZ.

Authorised by the Central Bank of Ireland and subject to limited regulation by the Financial Services Authority. Details about the extent of our regulation by the Financial Services Authority are available from us on request

Zurich's Public Liability cover includes financial loss for your councillors. We indemnify them in respect of all sums which you may become legally liable to pay as damages and claimants costs and expenses for financial loss arising as a result of a negligent act or accidental error or omission, alleged or committed.

Whilst other insurers will offer separate officials indemnity; we feel our Public Liability cover offers a bespoke solution for the needs of Parish and Town Councils

Excess	
Public Liability/Products Liability/Pollution:	£100 each and every claim in respect of Third Party Property Damage

Employers' Liability:	Nil any one claim
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Indemnity to Principals

Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

Full Policy

The policy documents should be referred to for details of full cover.

ITEM SPECIFICATION



**ZURICH
MUNICIPAL**

CUSTOMER Congleton Town Council

POLICY NUMBER YLL2720067183000

RENEWAL DATE 01 June 2012

EXCESS	Pressure Plant	N/A	Electrical/Misc	N/A
	Lifts/Lifting	£100	Power Presses	N/A

B0001 TOWN HALL HIGH STREET

<i>Item Description</i>	<i>Quantity</i>	<i>Frequency</i>	<i>Cover</i>
non-steam vessels all	1	12	

L0001 TOWN HALL HIGH STREET

<i>Item Description</i>	<i>Quantity</i>	<i>Frequency</i>	<i>Cover</i>
Miscellaneous Work	4	12	
electric/hydraulic passenger goods lift 2/3 floors	2	6	B/S
winches all	4	12	B/S
runways 20 ft	1	12	

Congleton Town Council

Internal Audit Report 2011-12 (Final)

Prepared by Alistair Morrison

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 an internal audit function to the Council: this report sets out those areas examined during the course of our visits to the Council, which took place on 7th September 2011, 14th February and 1st May 2012.

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 2011-12 and 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 have been reported accurately in the Annual Return and detailed Statement of Accounts for the financial year.

We are pleased to acknowledge that Council members and officers continue to operate a sound, pro-active approach to risk 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 remained in balance throughout the financial year;
- Verified the opening trial balance for 2011-12 to the Statement of Accounts 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 four months (May, September and December 2011 and March 2012);
- 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 during the year; and
- Verified the accuracy of bank reconciliations for the combined current and deposit accounts as at 31st May, 30th September and 31st December 2011 and March 2012 to ensure that no long-standing uncleared cheques or other anomalous entries exist. Again detail on the two mayoral accounts have also been examined and agreed.

Conclusions

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

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.

A review of Standing Orders, Financial Regulations was presented to Council for approval in March 2012. Since our last visit we note that the Council has approved an Information and Data Collection Policy and that the Council has updated its Employee Handbook, also reviewing Contracts of Employment, Job Evaluations and other Personnel Policies. We shall keep these developments under review at later visits to ensure that they are progressed accordingly.

We have continued our review of the Full Council and Standing Committees for the 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.

Conclusions

No issues arise warranting formal comment in this area. The Councils structures appear to be working well with all decisions made within the legislative framework.

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 selected a sample of payments processed during the year for compliance with the above criteria examining all payments individually in excess of £2,000 plus every 20th payment processed. Our sample comprised 73 invoices totalling £298,917 and equating to 65% of all non-pay related expenditure in the year, with all the above criteria appropriately met.

Conclusions

We are pleased to report that no significant issues have been identified in this area of our review.

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

and note that a risk assessment was prepared for Council review and authorisation in February 2012;

- 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 with Employers and Public Liability cover at £10 million; and
- We have also checked asset detail, as recorded in the insurance schedule, to the Fixed Asset Register and Annual Return disclosure and note that the Council has complied with FRSSE accounting methods including the depreciation of assets.

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 pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves being subjected to regular review. Earmarked Reserves were also reviewed as part of Budget preparation and this was appropriate to the Council's ongoing financial requirements.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process.

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, that it is 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 31st January 2012. The lettings ceased in December 2011 so no additions to this total are anticipated. This first of the £100 instalments was due on 24th February, but the amounts have not been settled. The council are considering their options and we shall continue to monitor progress at a future visit.

We also examined detail of rental agreements, letting and bar income, grants, Mayoral fundraising activities and central establishment recharges at our interim update visit.

An outstanding debts print as at 31st January 2012 was examined at our second interim visit. The print totalled £15,892.91, with 4 significant debts uncleared. We are pleased to note that no other long-standing debts remain at the year-end and conclude that appropriate actions and procedures are in place to pursue outstanding debt and endeavour to ensure its recovery.

We have also updated our year-on-year analysis of income received at this final visit with no significant changes in trends or large variances apparent.

R1. 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 1st 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 noted, at our 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).

Conclusions

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

Asset Registers

The 1996 Accounts and Audit Regulations required all councils to maintain a record of all assets owned. We are pleased to note compliance with this requirement, the Clerk maintaining an appropriate register with values uplifted annually to reflect movements in the insured values as assigned by the insurer. We have checked and agreed the principles used in the detail as recorded in the Asset Register noting that it has been

prepared using current values as contained in an analysis produced from the Omega financial system.

We would draw officers and the Council's attention to a change in the Annual Return reporting arrangements in respect of asset values as included in the 2009-10 edition of the "Practitioner's Guide", although no formal announcement or information regarding the change appears to have been issued to councils. The guidance now requires that asset values in the Annual Return are reported at purchase cost or, where that value is unknown at the previous year's Return level uplifted or decreased to reflect the acquisition of any new assets or disposals. Where the external auditors have previously accepted the 2010-11 disclosure value, that value should be used in reporting the 2011-12 values, with amendment only to reflect changes in the asset stock during 2011-12.

Conclusions and recommendation

We consider that there are benefits from a future planning viewpoint to identify the annually uplifted value of assets in the asset register: however, for Annual Return reporting purposes, the purchase cost or most recent prior year insured value, as reported in the 2010-11 Return, should be applied in the 2011-12 Annual Return adjusted for the purchase cost (where known) of any new acquisitions or disposals.

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 noted last year that £390,000 of the previously sanctioned PWLB loan was received at the end of 2009-10, together with a £360,000 loan from Congleton Borough Council (now part of the Chester East Council unitary authority) to pay for works on the Town Hall and Museum.

We have checked and agreed the accuracy of the ongoing liability balances and disclosures reported in the Statements of Accounts and Annual Return.

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.

Statement of Account and Annual Return

The 1996 Accounts and Audit Regulations required all Councils to prepare annually a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council's financial affairs.

Conclusions and recommendation

We have duly signed off the Internal Audit certificate at Section 4 of the Annual Return, assigning positive assurances in each relevant area. We would ask that the Clerk provides us with a copy of the completed Sections 1 & 2 once they have been adopted by the Council and certified by himself and the Chairman.

Rec. No.	Recommendation	Response
Review of Income		
R1	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.	



10 May 2012

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

Direct line 0844 798 2447

Dear Mr Hogan

Congleton Town Council – Consultation on appointment of external auditor for 2012/13 and future years

I am writing to consult you on the appointment of BDO LLP to audit the annual return of Congleton Town Council for five years from 2012/13. The appointment would commence on 1 September 2012.

We announced on 19 March that the Audit Commission (the Commission) had completed the procurement for the provision of limited assurance audits for small bodies and awarded contracts to four audit firms.

We are proposing to appoint BDO to audit the annual returns of all small bodies in Cheshire. This approach follows our established practice of grouping auditor appointments for small bodies by county areas.

BDO has over ten years' experience of auditing small bodies under the Commission's limited assurance regime. The firm has a team dedicated to limited assurance work to ensure regular communication with small bodies and availability to respond to queries.

Smaller relevant bodies, as defined by the Accounts and Audit Regulations 2011, whose gross annual income or expenditure is less than £6.5 million, are audited under the Commission's limited assurance approach. Appendix 1 provides further information on limited assurance audit and the scales of audit fees for 2012/13 to 2016/17.

The consultation process

The Commission has a statutory duty to appoint external auditors to local government bodies under Section 3 of the Audit Commission Act 1998. The Commission has a duty to consult local government bodies on the appointment.

Overview of the limited assurance audit approach and fees

Limited assurance audit

- 1 Small bodies are those with either annual income or expenditure below a financial threshold, as prescribed by the Accounts and Audit (England) Regulations 2011 (the Regulations). These set the threshold at gross annual income or expenditure of not more than £6.5 million.
- 2 As set out in schedule 1 to the Audit Commission's Code of Audit Practice, the accounts of small bodies are subject to a limited assurance audit.
- 3 The approach minimises the audit requirement on, and cost to, small bodies. The audit report provides a limited level of assurance to the body, in line with the work done and proportionate to the small amounts of public money involved.
- 4 The basic audit approach is common to all small bodies. The body completes and submits to the auditor an annual return plus key financial data. The auditor carries out a standard review and a limited number of tests. These tests include checking the internal consistency of the figures in the accounts, the year-end bank reconciliation and any unexpected variances. The auditor also reviews the annual governance statement. If everything is in order, the auditor issues an audit opinion and a certificate to close the audit.
- 5 For those bodies with gross income or expenditure over £200,000, auditors are required to carry out extra testing as part of their audit. This approach reflects the higher risk to public funds and is known as intermediate audit. Auditors also apply intermediate audit, at no extra cost, each year to a 5 per cent sample of bodies operating below the £200,000 threshold.
- 6 All small bodies are subject to limited assurance audit unless they elect to prepare accounts as a larger relevant body (LRB) under Regulation 12 of the Regulations.
- 7 More information on the limited assurance audit approach is included in the relevant Practitioners' Guide¹

Scales of audit fees

- 8 Scales of fees for small bodies are based on bands of annual income or expenditure, whichever is the higher. This means the fees are broadly proportionate to the public funds involved and the ability of the body to pay².
- 9 Table 1 sets out the scales of audit fees for five years from 2012/13 to 2016/17.

¹ Governance and Accountability for [local councils/internal drainage boards] – Practitioners' Guides (England) 2010: available from the National Association of Local Councils, the Society of Local Council Clerks or the Association of Drainage Authorities

² For more information on the scales of fees applicable to small bodies please see the Audit Commission's website (www.audit-commission.gov.uk)



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



CONGLETON TOWN COUNCIL ASSET REGISTER & INVENTORY

Financial Regulation 19.1 provides that the Town Clerk will be responsible for maintaining an Asset Register of all significant assets owned by the Town Council, which is to include an inventory of fixtures, fittings and equipment which costs £250.00 or more and has a life expectancy of five years.

The Chairman of Finance and Policy Committee will verify the asset register annually

I Bob Edwards, Chairman of the Finance and Policy Committee certify that the following Inventory is a true and accurate record of assets owned by Congleton Town Council as of 31st March 2012.

Signed.....

Congleton Town Council - Fixed Asset Inventory as at 31/03/2012

[illegible]

Congleton Town Council - Fixed Asset Inventory as at 31/03/2012

Location	Item no.	Supplier	Purchase Date	Description	Quant	£	Total	FAR	FAR	Additions Inventory	Deletions FAR	Deletions Inventory	Revaluation Increase	Total	2012
	MR3			1 No Rectangular Boardroom metal frame table with light oak top 1.200m in diameter	1	170	170	0						170	0
	MR4			1 No Magnus Cresenda Storage Cupboard in light oak with sliding door 1.600m by 0.550m	1	580	580	580						580	580
	MR5			1 No Antique Congleton Town Council Mayors Chair in polished wood and leather with ornate carving depicting in wood carving conga eels and barrel tons	1	500	500	500						500	500
	MR6			1 No Electric Floor Standing Oscillating Fan 3 speed	0	125	125	0				125		0	0
	MR7			Collection of Framed Certificates and Maps1 No Framed Certificate Guinness World Records Maypole dance 146 participants 2008.1 No Framed Adept Integrated Management System Certificate to Congleton Town Council from SECE1 No Framed 25,000 th scaled plan of	1	300	300	0						300	0
First Floor Landing F16 F18				Certificates and shields; pictures of past Mayors	1	200	200	0						200	0
	FFL1			12 No Charity Boards timber framed with hand painted inscriptions 2.000m by 0.800m 1 No John Pedley1 No The Wilbraham Memorial Fund1 No The Wilbraham and Emily Ann Salt1 No Congleton Charities1 No The CotterhillBrook Street Charities1 No Mary and Judith A	1	1200	1200	1200						1200	1200
First Floor Office F9							0	0						0	0
	FF01	Nevada	10/11/2011	9v battery charger	1		850	850		55.9				56	0
		Nevada	10/11/2011	9v rechargeable batteries	10					97.5				98	0
		Viking	14/07/2011	3 litre s/s flask	1					78.79				79	0
	FF02			1 No Digital Projector and Screen S16	1	850	850	850						850	850
	FF02			4 No Cantilever Universal Workstations Magnus Wave metal frame 1.800m by 1.200m by 0.800m by 0.600m with Lockable Magnus Under Desk Filing Cabinets all in light oak timber finish	4	165	660	660						660	660
	FF03			4 No High Back Operator Chairs in fabric colour leaf 1 No Rectangular Table metal frame 1.800m by 0.750m in light oak timber finish	4	85	340	0						340	0
				Magnus Storage Cupboard with Tambour Doors 1.950m by 1.060m by 0.530m in light oak timber finish	1	85	85	0						85	0
	FF04				1	300	300	0						300	0
				Magnus storage cupboard	1	400	400	0						400	0

Congleton Town Council - Fixed Asset Inventory as at 31/03/2012

[illegible]

Congleton Town Council - Fixed Asset Inventory as at 31/03/2012

Location	Item no.	Supplier	Purchase Date	Description	Quant	2011		Additions		Deletions		Revaluatio		2012
						£	Total	FAR	Inventory	FAR	Inventory	Increase	Total	
Museum	SF02			1 No Magnus Circular Table with Central Column Base in light oak 1.000m diameter	1	135	135	0					135	0
	SF03			4 No 4 Leg Stackable Meeting Chairs Without Arms Upholstered in fabric colour leaf	4	60	240	0					240	0
	SF04			1 No 2 Drawer Metal Filing Cabinet	1	100	100	0					100	0
	SF05			1 No 2 Drawer Small Timber Filing Cabinet in Beech V	1	40	40	0					40	0
	SF06			Magnus 4 Shelf Open Fronted Bookcase 1.900m by 0.800m in light oak	1	113	113	0					113	0
	SF07			1No Dell Laptop Computers	1	500	500	500					500	500
				1 No Dell Computer	1	500	500	500					500	500
				1 No Dell 19inch Flat Screen Monitor	1	175	175	175					175	175
	SF08			Metal coat stand	1	45	45	0					45	0
				Wall clock	1	60	60	0					60	0
				Metal cupboard			210	0					210	0
Tourist Information G1	SF09	Prism	11/06/2010	Laptop (spare desk)	1	1087	1087	1087					1087	1087
	SF10	Prism	16/11/2010	JM Laptop	1	839	839	839					839	839
	SF11	Prism	23/12/2010	MS desktop	1	1087	1078	1078					1078	1078
	T11			1 No Out of Hours Tourist Information Kiosk and Software	1	3000	3000	3000					3000	3000
Museum	S1			Ancient Records NB. A nominal value is included. Following a discussion with David Roffe Medieval Historian the ancient records if offered for sale could generate interest from American Universities and as a set realise in the order of £100,000	1	10000	10000	10000					10000	10000
Padding Pool Land/Buildings							179151	124848	4888	2033.32	750	235	43650	184529
					1	95000	95000	95000					95000	95000
					25000	27570	27570	27570					27570	27570
Padding Pool Plant	PP1	Nortek	20/08/2010	Padding Pool ramp	1	475	475	475					475	
						120475	123045	122570	0	0	0	0	123045	122570
Allotments														
					1	65000	74415	74415					74415	74415

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Location	Item no.	Supplier	Purchase Date	Description	Quant	£	2011	Additions		Deletions		Revaluations		2012
							Total	FAR	Inventory	FAR	Inventory	Increase	Total	FAR
							2503062	2448284	8581	2033.32	750	235	43650	2456115
				Welcome to Congleton Road Signs	7	1600	11200	11200					11200	11200
				Town Centre finger posts	3	2600	7800	7800					7800	7800
				Notice Boards	6	1100	6600	6600					6600	6600
				River Dane walkway	1	35000	35000	35000					35000	35000
							60600	60600	0	0	0	0	60600	60600
				War Memorial	1	15000	15000	15000					15000	15000
				<u>Artifacts and Treasures</u>										
				Weights and Measures	1	5746	5746						5746	
				Mayoral Badge	1	6659	12000					0	12000	
				Mayoral Chain	1	23763	35000					0	35000	
				Mayoress Badge	1	1712	4000					0	4000	
				Mayoress Chain	1	3487	5000					0	5000	
				Deputy Mayor Badge	1	1475	2500					0	2500	
				Deputy Mayoress Badge	1	837	900					0	900	
				Small Mace	1	4220	4220						4220	
				Large Mace	1	28509	35000					0	35000	
				Civic Regalia	1	15828	15828						15828	
				40" Silver Chain	1	898	2000					0	2000	
				Silver Parcel Pendant	1	1011	2500					0	2500	
				Wood Case	1	94	94						94	
							124788	94239	0	0	0	0	124788	94239
				Christmas Tree Lights	1	500	1000	500					1000	500
				Medium Panel Van	1	8500	8500	8500					8500	8500
				Water brouser and handyman tools			1500						1500	
				Mobile wash unit for Van	1	292	292						292	
				Gazebos (TIC store)	1	300	300						300	
				Galvanised Crowd Control Barriers	30				867					
							11592	9000	0	867	0	0	11592	9000

Congleton Town Council - Fixed Asset Inventory as at 31/03/2012

Location	Item no.	Supplier	Purchase Date	Description	Quant	£	2011		Additions		Deletions		Revaluation		2012	
							Total	FAR	FAR	Inventory	FAR	Inventory	Increase	Total	FAR	FAR
							2715042	2627123	8581	2900.32	750	235	43650	2769188	2634954	2634954