



# Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



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

14<sup>th</sup> February 2014

Dear Councillor,

## Finance and Policy Committee Meeting – Thursday 20<sup>th</sup> February 2014

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 20<sup>th</sup> February 2014 commencing at 7.45pm**

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

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

Yours sincerely,

Brian Hogan  
Town Clerk

### AGENDA

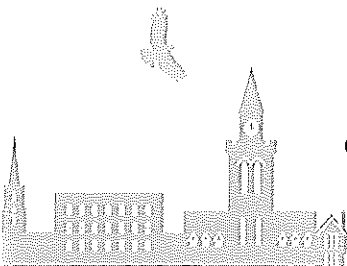
1. Apologies for absence (Members are respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non attendance).
2. Minutes of Last Meeting (enclosed)  
To approve the Minutes of the Meeting of the Committee held on 9<sup>th</sup> January 2014.
3. Declarations of Interest  
Members are requested to declare both "pecuniary" and "non pecuniary" interests as early in the meeting as they become known.
4. Outstanding Actions  
There are no outstanding actions.
5. Grant Approvals and Commitments 2013-14 (enclosed)  
To receive a statement showing the current position

Congleton  
**beartown**  
*where friends are made*

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

Tel: 01260 270350 Fax: 01260 280357

Email: [info@congletontowncouncil.co.uk](mailto:info@congletontowncouncil.co.uk) [www.congleton-tc.gov.uk](http://www.congleton-tc.gov.uk)



6. New Applications for Financial Assistance (enclosed)
  - i) GR 16/1314 – Congleton Harriers - support for "Cloud 9 Hill Race"
  - ii) GR17/1314 – Friends of Congleton Park – Support for "Brass on the Grass"
  
7. Grant Activities Monitoring Forms  
 To receive the monitoring form from Congleton Musical Theatre
  
8. Letter of Thanks  
 To receive a letters of thanks from St Peter's Church and Congleton Choral Society for grants provided
  
9. Ruby's Fund  
 To consider a request to provide a raffle or auction prize to aid fund raising activities for Ruby's Fund
  
10. Management Accounts for April 2013 - Dec 2013 (enclosed)  
 To consider the Management Accounts to December 2013.
  
11. RBS Bank (enclosed)  
 To receive correspondence from RBS covering the launch of Williams and Glyn
  
12. Treasury Management Policy (enclosed)  
 To receive and consider the Treasury Management Policy and proposed investment strategy
  
13. Medium Term Financial Strategy.  
 To receive and consider the Medium Term Financial Strategy 2014-18
  
14. Council Tax Support Grant  
 To receive confirmation from Cheshire East Borough Council of the level of Council Tax Support Grant for 2014-15
  
15. Recommendations from other Committees  

**THC/24/1314 RESOLVED** that the following work be awarded to the lowest tender provided by A D Booth:

  - a. Bridestones roof - £16,020 + VAT
  - b. Roof over the main staircase £2,450 + VAT
  - c. Repairs to the Museum, guttering and fascia boards £11,700 + VAT

**CES/57/1314 RESOLVED** that:

  - a. Ancillary equipment to be purchased at a cost of circa £16,000
  - b. Finance and Policy Committee to determine whether or not to purchase new ride on Mower at a cost of £35,000 or a second hand mower at a cost of circa £20,000.

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



Congleton Town Grant Commitments										
Specific Budgets										
Date Grant Approved	To	For	Section	Minute Reference	EMR b/fwd	Budget	Approved 13/14	Paid £	Outstanding £	Date Paid
	Xmas lights	xmas lights	S144		4,917.00			4,917.00	0.00	20/11/2013
	Carnival Committee	Carnival Committee	S144		30.00	0.00		30.00	0.00	18/11/13
	Congleton Museum	Notional rent				4,500.00	4,500.00	4,500.00	0.00	30/04/2013
	Community Projects	Project support	S144			16,000.00	16,000.00	16,000.00	0.00	09/04/2013
	Congleton Partnership	Rent				1,533.00	1,533.00	1,533.00	0.00	
	Citizens Advice Bureau	annual grant	S142			15,000.00	15,000.00	15,000.00	0.00	29/04/2013
	Christmas Lights	Christmas Lights	S144			9,000.00	9,000.00	3,024.54	5,975.46	
	Carnival Committee	Bi-annual Congleton Carnival	S144			3,750.00	3,750.00		3,750.00	
	Mercian March	Mercian March through town	S137			1,797.75	1,797.75	1,797.75	0.00	
	Royal British Legion	Remembrance Day Parade	S137			650.00	751.00	751.00	0.00	29/10/2013
	St.Peter's Church	Churchyard Maintenance	S215			3,000.00			0.00	
	St.Peter's Church	Church clock maintenance	PCA1957 s2			250.00	250.00	250.00	0.00	03/12/2013
<b>Totals</b>					4,947.00	55,480.75	52,581.75	47,803.29	9,725.46	
	Ear marked reserve b/fwd		£4,947							
	Budget 2013/14		£55,481							
	Total approved to date		£57,529							
	Total awaiting application		£2,899							



# Congleton Town Council Application for Financial Assistance



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

Application Reference Number (office use only)	GR16
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1.1	<b>Applicant(s):</b>	Phil Dawson
1.2	<b>Representing:</b>	Congleton Harriers <a href="http://www.congleton-harriers.co.uk">www.congleton-harriers.co.uk</a>
1.3	<b>Email Address:</b>	
1.4	<b>Tel No.</b>	
1.5	<b>Project Title:</b>	27 <sup>th</sup> anniversary 'Cloud 9 Hill Race' 2n <sup>d</sup> March 2014
1.6	<b>Project Objectives:</b>	<p>To promote running and health to the people of Congleton and the surrounding area not only club runners but adults of all ages, abilities and experience. To introduce occasional runners to off-road running as a healthier and safer alternative to road running. To recognise achievements and encourage participation we award prizes in all age categories both Male and Female.</p> <p>To use surplus funds to support local charities and not for profit groups.</p>
1.7	<b>Brief Project Description:</b>	<p>The unique and charismatic 'Cloud 9 Hill Race' is a very popular annual event attracting 400 plus runners every year and ranks highly on the Fell Runners Association calendar. It is one of the largest Fell races in the country taking in Bosley Cloud and the ancient Bridestones along the 9 mile route which starts and finishes in Congleton. Now in its 26<sup>th</sup> year and more popular than ever we expect another large turnout.</p> <p><b>Each year £1 from every entry is donated to local charities. In addition a proportion of the race surplus is added to increase the amount we hand over.</b></p>
1.8	<b>Details accounts/budgets</b>	<p>The event is organised by the members of Congleton Harriers running club who give their time free to marshal, time keep, set up and provide refreshments for runners and spectators. The majority of our costs which we estimate in 2014 to be around £2,280 are covered by entry fees, so assuming we get 400 entrants at £6 (£7 entry includes £1 charity donation) then we could expect an income of around £2,400 (380 gives us break even). <b>However, this is not guaranteed</b>, inclement weather can reduce the number of entrants dramatically or even cause cancellation (as happened in the Foot &amp; Mouth year). So, given this is the club's only fundraising event (out of the three we organise each year), and we also donate part of the proceeds (£1 per entry) to local charity, we are looking to secure support to cover a portion of the costs and ensure the race continues in the future.</p>

		By maintaining low club subscriptions we feel confident we are able to attract more runners of all ages and from all walks of life thus providing a relatively inexpensive means of keeping fit and meeting other like minded people. We cater for beginners by ensuring club members accompany them on runs as well as offer transport should they wish to attend races.
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### Part 2: Cost Details / Resources / Timescale

2.1	<b>Total Cost of Project:</b>	Approx £2,280																				
2.2	<b>Total contribution sought:</b>	£250																				
2.3	<b>What will the money be spent on?</b>	<table> <tr> <td>Memento for each finisher / prizes</td> <td>£900</td> </tr> <tr> <td>Leisure centre and equipment hire (estimated)</td> <td>£250</td> </tr> <tr> <td>Medical support</td> <td>£480</td> </tr> <tr> <td>Policing (estimated)</td> <td>£100</td> </tr> <tr> <td>Refreshments</td> <td>£250</td> </tr> <tr> <td>Printing and promotion</td> <td>£150</td> </tr> <tr> <td>Race numbers and pins</td> <td>£50</td> </tr> <tr> <td>Fees</td> <td>£50</td> </tr> <tr> <td>Cups</td> <td>£50</td> </tr> <tr> <td>Other</td> <td>£unknown at this stage</td> </tr> </table>	Memento for each finisher / prizes	£900	Leisure centre and equipment hire (estimated)	£250	Medical support	£480	Policing (estimated)	£100	Refreshments	£250	Printing and promotion	£150	Race numbers and pins	£50	Fees	£50	Cups	£50	Other	£unknown at this stage
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2.4	<b>Any ongoing costs:</b>	<p>Storage of signage, equipment, any stock items £100 per annum.</p> <p>Most of the main costs above will be repeated each year except for signage which will likely be replaced every 3-4 years.</p>																				
2.5	<b>Details of confirmed match funding include source</b> <i>Cash:</i>  <i>In kind:</i>	None to date																				
2.6	<b>Resources needed:</b>	Financial support as requested. Plus any other publicity as may be offered in Town council publications, Tourist office etc would be greatly appreciated. We aim to get as many local participants as possible.																				
2.7	<b>Estimated timescale of project from start to finish:</b>	Race one day obviously. But approximately 4 months in total. To include planning 3 months and completion / close off 1 month																				

### Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	<p>Promotes Congleton as a place to live and set up business to a wider audience.</p> <p>Promotes running as a means to stay fit and healthy for all ages and abilities.</p> <p>Introduces local running clubs to the community and encourages membership.</p>
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		Promotes community participation in the organisation of events Provides support to local charities Promotes local businesses who get involved in the event.
3.2	<i>Are there similar services/projects provided in the area</i>	No other local events on the same day as far as we are aware and certainly nothing as unique or charismatic as the 'Cloud 9'.

**Part 4: Evaluation**

4.1	<i>How will the project be evaluated?</i>	A full profit and loss account will be prepared A formal post race review meeting will be held A press report will be written From direct emails and feedback that appears on the Fell Runners Association and Runners' World forums, and via various other publications.
4.2	<i>Who will carry out the evaluation?</i>	Congleton Harriers 'Cloud 9' race committee

*Signature: Phil Dawson*

*Date: 6 January 2014*

2.4	Any ongoing costs:	n/a - one off cost for the event.
2.5	Details of confirmed match funding include source Cash:  In kind:	£500 received from Congleton Town Trust on 16-01-14. . .
2.6	Resources needed:	Chairs, tables, electrics, PA system, gazebos to be supplied free of charge by friends of Congleton Park.
2.7	Estimated timescale of project from start to finish:	10 months Start date - 01-09-13. Performance date - 8-06-14.

### Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Congleton residents of all ages will be given the opportunity to experience an afternoon of Brassband, jazz and choral music of high quality, focussing on the Educational period. People attending the event will also be encouraged to dress in period costume.
3.2	Are there similar services/projects provided in the area	Not to my knowledge.

### Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	The event will be evaluated at the Friends of Congleton Park committee meeting on 17-06-14 and the findings recorded in the minutes of the meeting.
4.2	Describe how you will promote the Town Council in your project	The Town Council will be promoted in advertising materials produced for the event relating to the financial support provided by the Council and the maintenance of the Park by Congleton Town Council.





**Congleton Town Council**  
**Application for Financial Assistance**



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

Application Reference Number (office use only)	GR17
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1.1	<b>Applicant(s):</b>	ALISON WILLIAMS
1.2	<b>Representing:</b>	FRIENDS OF CONGLETON PARK
1.3	<b>Email Address:</b>	
1.4	<b>Tel No.</b>	
1.5	<b>Project Title:</b>	'BRASS ON THE GRASS
1.6	<b>Project Objectives:</b>	To celebrate the centenary opening of Congleton Bandstand on 11 <sup>th</sup> April 1914.
1.7	<b>Brief Project Description:</b>	Friends of Congleton Park aim to organise an afternoon of brassbands, jazz and choirs. This is a community event and is free to all residents and visitors to Congleton. There will be a competition for children and families for the best period costume.
1.8	<b>Details accounts/budgets</b>	Rhode Hall Brass Band — £250 Salt City Jazz Men — £300 Macclesfield Silver Band — £500 Toilets — £220 Marque (Roof only) — £700

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

2.1	<b>Total Cost of Project:</b>	£1970
2.2	<b>Total contribution sought:</b>	£250
2.3	<b>What will the money be spent on?</b>	The grant will be spent on the performance of Rhode Hall Brass Band.



# Town Council Grant



## Activities Monitoring Form

Please make the cheque out to CMT and send to the address below

1. Contact Details	
Organisation name:	CONINGTON MUSICAL THEATRE
Address:	do
Tel. 01260 -	

2. Grant Information			
Grant Reference Number:			
Total project cost:	£20,549.15p		

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

3. Project Information			
When did the project commence?		MAY - OCTOBER 2013	
Did you make a profit from the project? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
If yes, how will this be used? To further the objectives of the society by performing the 2014 show "Anything Goes".			
Please explain how the grant money was used: Towards the costume hire (£1,778.80p)			

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

- The project has continued the 79 year old tradition of providing an annual musical show in which many local adults and children took part.
- The show was enjoyed by nearly full audiences every performance (6).

#### 4. Promotion

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

Do you give permission for these photographs to be used on the Council's web site and in newsletters? (Please ensure that you seek permission for anybody photographed). Yes  No

Was the grant funding from Congleton Town Council acknowledged in any way? Yes  No

Please state how (i.e. on your website, event programme, tickets, etc)

~~On web site~~ In the programme.

#### 5. Feedback

What is your experience of using the Town Council Grant Scheme? Are there any comments or suggestions for improvements that you would like to make?

- Very straightforward
- Staff very helpful.

How did you apply? Online  Email  Post

Do you feel that you understood the process? Yes  No

Please rate the following elements:

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

Enc: 1) Annual accounts (2013) - 2 sheets.  
2) Programme of the show.

## Jackie Potts

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**From:** Jane <jsj.crowther@hotmail.co.uk>  
**Sent:** 05 January 2014 22:49  
**To:** Jackie Potts  
**Subject:** St Peter's Thanks

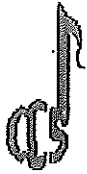
Dear Jackie,

The members of St Peter's church would like to express their thanks to Congleton Town Council, for the grant of £243.60 received in respect of the church clock annual maintenance.

Thank you

Jane Crowther

Treasurer



# Congleton Choral Society

President: Margaret Williamson MBE DL  
Musical Director: Christopher Cromar

[www.congletonchoralsociety.org.uk](http://www.congletonchoralsociety.org.uk)

Congleton Town Council  
Finance & Policy Committee  
C/O Jackie MacArthur  
Congleton Town Hall  
High Street  
Congleton CW12 1BN

29<sup>th</sup> October 2013

Dear Sirs

RE: CONGLETON CHILDREN'S CHOIR

I am writing on behalf of Congleton Choral Society to thank you very much indeed for awarding a grant of £250 for our newly formed Children's Choir. This money will go a long way towards helping us get the choir up and running.

We are very excited about this new venture which, as well as giving as many youngsters as possible the chance to have expert singing tuition and to put on performances, is helping us to build more ties with the local community. It is also allowing us to promote singing in the town and hopefully bring enjoyment to more local people.

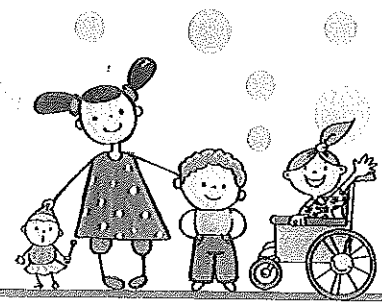
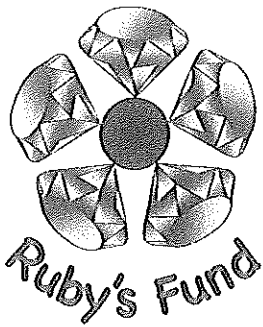
We already have young singers from 5 different primary schools within Congleton and continue to spread the word to build up our membership. Rehearsals are starting in earnest after half term for a slot in the Choral Society Christmas concert on 21<sup>st</sup> December. We look forward to sending you some tickets.

Yours sincerely

Moira Taylor  
*Secretary – Congleton Choral Society & Children's Choir*

Chairman: Nick Sharman, Foxfield House, The Green, Astbury, CW12 4RQ  
Secretary: Moira Taylor, 19 Kirkstone Court, Congleton, CW12 4JW  
Treasurer: Roger Burgess, 8 Eaton Lane, Goostrey, Holmes Chapel, CW4 8ND

Tel: 01260 271374  
Tel: 01260 290274  
Tel: 01477 535443



10<sup>th</sup> February 2014

Dear Friends

Auction/Raffle Prizes

In March 2013, The East Cheshire Chamber of Commerce selected Ruby's Fund as its charity of the year for 2013/14 and has raised funds during that time towards the costs of providing and refurbishing a building in Congleton which will be used as a Sensory and Soft Play Centre for children with additional needs.

Ruby's Fund was established in 2008 by two local mums as a direct response to a lack of practical and social support in the area for children and young people with these needs, their families, friends and carers. The proposed Centre will offer a safe, stimulating environment. Substantial progress has been made and work has now commenced to create the Centre in a leased building close to Congleton Town Centre. The Fund is also registered as a Trust with the Charities Commission and with Companies House.

My purpose in writing to you is to seek your support for this worthwhile project by providing either a Raffle or Auction prize which can be used at our final fund raising event organised by the Chamber of Commerce. This event is the prestigious Awards Evening of The Chamber to be held on Friday 21<sup>st</sup> March 2014. I do hope that you will feel able to help us in this way and if you require any further information, do not hesitate to contact the Trust at any of the contact details set out at the foot of this letter.

If you are able to assist with the provision of a prize please let me know and I will arrange for collection if necessary.

The Trust would be extremely grateful for any help you are able to give.

Yours sincerely,

  
Ian Fynn

Trustee/Director, Ruby's Fund

The Manager, De Lacey's Tapas Bar

## Management Accounts December 2013

See attached Income and Expenditure sheet. These figures are for 9 months so the % of budget used would be 75% if the expenditure was regular monthly.

### Variance Analysis:

#### Finance and Policy Committee

##### **Corporate Management**

- The cost for Reception TIC is for October 13 to March 14
- Subscriptions and Publications include annual charges to SLCC and ChALC.
- Insurance is a full year cost.
- Computer/IT costs will go slightly overspent this year due to the increase in support and data storage charges.
- 1 internal audit visit out of 3 has taken place
- External audit is accrued at the end of the financial year
- Accountancy support includes payroll charges and year end accounts preparation which are mostly incurred at the end of the financial year.
- Legal and Professional fees include charges for registering the land around the Cenotaph.
- Interest receivable is more than budget due to investing our reserves where possible to maximise interest.

##### **Civic**

- Mayor's annual allowance has been paid.
- Civic Artefacts and Treasures – this is for refurbishing the 2 Mayor's chairs and revaluation charges of some civic regalia.

##### **Grants**

- Out of our initial grants budget of £77,000 a considerable amount has already been allocated e.g. Citizens' Advice Bureau; CCP; Christmas Lights. £17,536 is currently available for new grant applications coming in throughout the next year to 31/03/14.

#### Community, Environment and Services Committee

- Paddling Pool – chemicals, water and electricity charges were much higher than budget due to increased usage this hot summer.
- Floral Displays - This is a mainly seasonal budget so 86% has already been spent.
- The full annual cost of the PCSO's has been paid.
- Fellowship House – the budget did not allow for the small amount of consumables and maintenance associated with this service.

#### Town Hall and Assets Committee

- A detailed trading account is provided to the Town Hall committee – Income is slightly more than budget and expenditure is slightly down.

#### Personnel Committee

- The overall budget includes increased staffing costs for potentially taking on devolved services in from April 2013. For this month's management accounts these figures have not been included but as the staff have now transferred their costs will be included in January's management accounts.

## Congleton Town Council - Management Accounts - Dec 2013

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget	
<b>Finance and Policy</b>						
<u>101</u>	<u>Corporate Management</u>					
	Staff Costs (re-allocated)	9,578	86,326	119,656	33,330	72%
	Travel	124	688	1,200	512	57%
	Training / Conferences	30	314	2,600	2,286	12%
	Rent Payable	1,163	10,463	13,950	3,487	75%
	Reception - TIC	0	2,524	2,500	-24	101%
	Miscellaneous Office Costs	0	43	300	257	14%
	Telephone/Fax/Internet	288	1,334	1,400	66	95%
	Postage	-78	1,444	3,360	1,916	43%
	Stationery & Printing	100	1,348	1,800	452	75%
	Subscriptions & Publications	0	1,625	2,000	375	81%
	Insurance	0	3,597	3,700	103	97%
	Computer/IT Costs	498	4,090	4,545	455	90%
	Photocopy Charges	0	2,504	3,465	961	72%
	Recruitment Advertising	0	0	500	500	0%
	Other Advertising	0	79	200	121	40%
	Equipment Replacement/Tools	0	0	200	200	0%
	Bank Charges	0	14	50	36	28%
	Bad debts written					
	Audit Fees - External	0	0	2,000	2,000	0%
	Audit Fees - Internal	0	400	1,200	800	33%
	Accountancy Support	0	1,426	3,675	2,249	39%
	Legal & Professional fees	0	1,279	1,500	221	85%
	HR & H&S support	213	1,917	2,560	643	75%
	Central Overheads reallocated	-1,692	-21,499	-31,012	-9,513	69%
	<b>Corporate Management:-Expenditure</b>	<b>10,224</b>	<b>99,916</b>	<b>141,349</b>	<b>41,433</b>	<b>71%</b>
	Interest Receivable	-9	-6,465	-4,000	2,465	162%
	<b>Corporate Management :- Income</b>	<b>-9</b>	<b>-6,465</b>	<b>-4,000</b>	<b>2,465</b>	<b>162%</b>
	<b>Net Expenditure over Income</b>	<b>10,215</b>	<b>93,451</b>	<b>137,349</b>	<b>43,898</b>	<b>68%</b>
<u>102</u>	<u>Democratic Rep'n &amp; Mgmt/Civic</u>					
	Staff Costs (re-allocated)	1,771	15,962	21,700	5,738	74%
	Training / Conferences	30	450	1,000	550	45%
	Stationery & Printing	350	350	250	-100	140%
	Marketing/Promotions	0	78	1,000	922	8%
	Council Newsletter	368	2,442	5,230	2,788	47%
	Council Website	0	835	2,000	1,165	42%
	Mayor's Allowance	0	3,000	3,000	0	100%
	Members Expenses	0	0	360	360	0%
	Civic Expenses	387	4,158	5,500	1,342	76%
	Civic Regalia	0	16	100	84	16%
	Hall & Room Hire	142	3,676	7,000	3,324	53%
	Civic Artefacts and Treasures	0	810	500	-310	162%
	Election Expenses	0	0	0	0	0%
	Central Overheads reallocated	191	2,242	3,672	1,430	61%
	<b>Democratic Rep'n &amp; Mgmt/Civic:-Expenditure</b>	<b>3,239</b>	<b>34,019</b>	<b>51,312</b>	<b>17,293</b>	<b>66%</b>
<u>107</u>	<u>Grants</u>	<u>0</u>	<u>59,497</u>	<u>77,033</u>	<u>17,536</u>	<u>77%</u>
	(see separate sheet for breakdown)					
	<b>F&amp;P Income - Expenditure Totals</b>	<b>13,454</b>	<b>186,967</b>	<b>265,694</b>	<b>78,727</b>	<b>70%</b>

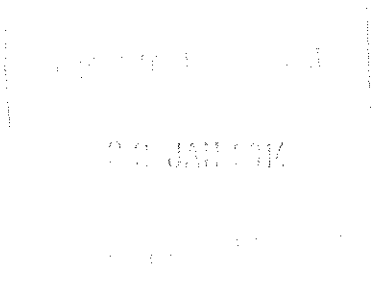


## Congleton Town Council - Management Accounts - Dec 2013

	Current Month Actual	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget	
<b><u>Community, Environment &amp; Services</u></b>						
201	Paddling Pool	1,379	24,714	22,621	-2,093	109%
212	Propagation Unit	0	0	1,000	1,000	
215	Floral Displays	434	15,409	17,500	2,091	88%
241	Allotments	30	275	180	-95	153%
251	Handyman service	5,171	42,535	74,311	31,776	57%
263	Public Toilets	0	0	0	0	
280	Devolved Services	0	0	37,773	37,773	0%
301	Congleton Partnership	2,164	19,472	25,963	6,491	75%
302	Community Development	2,128	22,977	32,272	9,295	71%
303	Police Community Support Officers	0	47,200	47,200	0	100%
305	Christmas Fayre/lights	-735	2,752	4,000	1,248	69%
321	Tourism	250	1,550	3,000	1,450	52%
341	Youth and Young People	188	1,039	2,000	961	52%
351	Fellowship House	409	4,399	4,557	158	97%
				0		
		<b>11,418</b>	<b>182,322</b>	<b>272,377</b>	<b>90,055</b>	<b>67%</b>
<b><u>Town Hall</u></b>						
221	Town Hall - Expenditure		111,536	152,560	-41,024	73%
	Town Hall - Income		70,739	93,583	22,844	76%
		<b>0</b>	<b>40,797</b>	<b>58,977</b>	<b>18,180</b>	<b>69%</b>
	<b><u>Total Net Expenditure</u></b>		<b>410,086</b>	<b>597,048</b>	<b>186,962</b>	<b>69%</b>
<b><u>Personnel</u></b>						
401	Staff Costs - Reallocated	<b>24,501</b>	<b>198,659</b>	<b>311,380</b>	<b>112,721</b>	<b>64%</b>

### Reserves as at 31/12/13

General Reserve	161,141
Capital Vehicle Fund	24,000
Capital Contingency Fund	151,146
EMR Elections	15,000
EMR Crime Prevention/Traffic calmin	3,779
EMR Ancient Treasures	3,000
EMR Training	3,000
EMR Devolved Services	57,250
EMR Loan Repayments	2,075
EMR Public Toilets	19,505
EMR Play Areas	6,000
EMR Public Realm	3,906
EMR Legal Fees	10,000
	<b>459,802</b>



R1398M/1013365047/10193/DSTN  
MR DOUGLAS PARKER  
TOWN CLERK  
CONGLETON TOWN COUNCIL  
THE TOWN HALL  
HIGH STREET  
CONGLETON  
CW12 1BN

325/00064



Business and Corporate Banking  
82-88 Hills Road  
Cambridge  
Cambridgeshire  
CB2 1LG

January 2014

## Making your business, our business – a message from Mark Andrews

Dear Mr Parker

As we put the wheels in motion for a successful 2014, I wanted to drop you a note personally to say thank you for your business, your continued support and for keeping us front of mind for your banking and finance needs.

At the end of last year we moved a step closer to the launch of what will become your new bank in 2015 – Williams & Glyn. It's an exciting time as we build (as one of our customers so eloquently put it) 'a 19th century bank for the 22nd century'; A bank that encompasses all the positive traits of a traditional bank, whilst delivering the modern touches that our customers expect. As I mentioned in my letter back in December, if you would like to get involved with shaping our new bank, sign up at [www.rbs.co.uk/williamsandglyn](http://www.rbs.co.uk/williamsandglyn)

Although we look forward to the launch of Williams & Glyn, we are not losing sight of the here and now. As a bank and a business we know that we need to do better. That's why we recently commissioned an independent review of our lending practices to give us an external view on where we could improve. We're taking the recommendations seriously and are making changes so it's easier for our customers to do business with us.

Our priority is to stay on the front-foot with your needs. My challenge to my team will be to work with you to understand how we can help your business achieve its ambitions – perhaps introduce you to other customers who in turn could be a new customer to you, improve your sales, or provide support to your supply chain. So, if there's an opportunity we may not have picked up on, please do get it touch with your Relationship Manager. Let's talk it through.

Last year we held networking events, economic seminars and trade shows throughout the country. They received some fantastic feedback from our customers – so we'll make sure that we do more this year. Let us know if you'd like to hear more about what is available to you and what we're doing this year.

My team and I are fully committed to spending more time with our customers and working harder for your business. Although I'm confident your Relationship Manager will be happy to support you, if you'd like to contact me directly about a particular matter, please email me at [mark.r.andrews@rbs.co.uk](mailto:mark.r.andrews@rbs.co.uk)

Finally, may I wish you every success for the year ahead.

Yours sincerely

Mark Andrews  
Managing Director  
Business and Corporate Banking

## Congleton Town Council

### Treasury Management Policy

#### **1. Policies**

When considering financial plans and preparing the annual budget, the Council will aim to:-

Maintain a working bank account balance to help cushion the impact of uneven cash flows, e.g. prior to receipt of half-yearly precept payments from the principal authority; referred to as the Current Account and maintained at roughly two months' gross anticipated expenditure.

Maintain a contingency reserve, not earmarked for specific purposes, to cushion the impact of unexpected events or emergencies; referred to as the General Fund, and maintained at roughly three months' gross anticipated expenditure.

Maintain earmarked reserves, to meet known or predicted liabilities, identified individually in the Councils budgets and annual accounts. Allocations for repairs and renewals will be included in annual estimates of income and expenditure and therefore funded by the Council's precept, in order to maintain earmarked reserves; to augment or reduce them, or to establish new reserves according to Council decisions from time to time.

#### **2. Policy on Financial Investments**

This policy has been produced and complies with the guidance issued by the Secretary of State under Section 15(1) (a) of the Local Government Act 2003.

The Town Council acknowledges its responsibility to the community and the importance of prudently investing the temporary surplus funds held on behalf of the community.

#### **3. Objectives**

The general policy objective for this Council is prudent investment of its balances. The Council's investment priorities are:-

- the security of its reserves, and
- the liquidity of its investments.

The Council will aim to achieve a reasonable return on its investments commensurate with proper levels of security and liquidity.

#### **4. Treasury Management Policy**

The Town Council currently has some £569,000 of Reserve & Unspent Loan Funds. In summary the Reserves break down as follows:

£

General Reserve 161,000

Capital Funds

Capital Contingency 169,000  
Unspent Loan Funds 111,000  
Vehicle Replacement 24,000  
Unspent precept 273,000

287,000

Other Earmarked Funds 121,000

In total these balances currently attract interest of approximately £3,500 p.a. but the Civic Hall roof refurbishment when complete will probably halve this income and all without consideration of unspent Precept balances which are received (effectively) six-monthly in advance.

**5. Suggested Strategy**

It should be recognised that the anticipated call on these semi-permanent balances can be predicted well in advance, and as such a far better return could be achieved by placing funds on a constructive mix of Guaranteed Investment (Treasury) deposits. At the time of writing the following rates are on offer:

	<b>R B S</b>	<b>Co-op</b>	<b>Nationwide</b>	<b>CCLA</b>
Instant access	0.75	0.10	0.75	0.469
3 months deposit	0.6	0.719	1.15	0.469
6 months deposit		0.840	1.30	0.469
12 months deposit	1.00	1.436	1.55	0.469

The rates do of course vary constantly and what is stated today will be different to that quoted next week

CCLA, The Public Sector Deposit Fund is a sub fund of CCLA Public Investment Fund which is authorised by the FCA and is not the same as placing money with a bank, but, is being used by some local authorities for placing of short term deposits of money

Nationwide whilst it publicises company savings accounts does not want to do business with Town and Parish Councils, thus denying us the ability to utilise somewhat more attractive interest rates

**6. Actual Investment Suggestions**

It is recommended that the council's Reserve Funds and Precept (as received) be invested in Guaranteed Investment (or other equivalent) deposits as follows:

Amount      Interest (est.)

(R B S)

a: <u>General Reserve</u>	£	£
Invest for fixed term of 12 months	160,000	1600
b. <u>Capital Funds</u>		
Leave in instant access account	250,000	1875
c: <u>Other Funds</u>		
Invest for 12 months at a time	150,000	1500
d: <u>Precept</u>		
When received invest 50% (of each instalment) for 3 months only)	180,000	1350

Based on this strategy it is estimated that Interest Income on specifically invested funds for 2014-15 would amount to £6,325 with RBS. The Coop Bank has been discounted as it is getting out of providing bank accounts for local government and because of its current difficulties, whilst Nationwide does not want to deal with local government

## 7. Approval and Mechanism

The above outline Investment Strategy is commended to the council for approval (subject to any detailed amendments that may be felt desirable). Once approved no further authorisation of actual investments should be required. The transactions do not represent expenditure/payment by council and thus are not required to comply with LGA 1972 s150 (5) – signature by two councillors. It is suggested that the Town Clerk (after confirmation with the Chairman of Finance) is authorised under the council's existing bank mandate to make such investments as required to implement the Strategy.

Brian Hogan  
14.01.14

## CONGLETON TOWN COUNCIL

### MEDIUM TERM FINANCIAL STRATEGY- 2014 - 18

In accordance with good practice, the Medium Term Financial Strategy sets out the financial projections, considerations, pressures and issues for the Council over the next five years. Each year the forecast will be updated, taking into consideration any new issues emerging and the continual alignment of funding with corporate priorities. The forecast is based on the Corporate Strategy and policies of the Council, being particularly linked with the Investment Policy.

#### 1. The objectives of the Strategy are:-

- To enable the Council to allocate resources to achieve the Corporate Strategic Objectives
- To enable the Council to understand its key financial pressures and likely long term implications of its decisions
- To identify future financial impacts of both policy decisions and external factors so that risks can be managed
- To control precept rises and look for external funding, where appropriate.
- Support the delivery of value for money services
- To ensure good use is made of assets
- To maintain the General Reserve at a prudent level
- To provide for future financial demands
- To facilitate good financial management

The Medium Term financial position will be effected by decisions that may be taken in respect of Streetscape and Grounds Maintenance Services. It is assumed that a number of regeneration projects will require capital contributions which will be taken from the Capital Reserves, which will continue to be built up when the opportunities arise. Indeed the Council has previously earmarked £k50 towards the first Public Realm project.

The Town Council is about to commence the takeover of Devolved Services from Cheshire East Borough Council. Funding in respect of "Transfer" of the services will follow function and finance for this has been catered for in our budget for 2014-15 However, there is a challenge to be met in relation to this transfer which is twofold, firstly there is no finance for any overheads incurred, and secondly public toilets transfer without finance meaning that such costs have to be absorbed within our existing budget.

#### 2. The Risk Assessment Process identifies risks associated with:-

- Any inaccuracies in the forecast
- Difficulty in predicting costs for new services, particularly the regeneration of the Town and Cheshire East's contribution

- Low and uncertain investment income which is exacerbated by the current economic downturn

3. The following guidelines are at the Core of the Strategy:-

- Maximise external funding opportunities in all areas
- Maximise the benefits of partnership working
- Review income from chargeable services
- Join with others where possible for procurement
- Maximise service efficiency to keep costs down
- Maximise letting income for the Town Hall
- Enhancing service provision of devolved functions
- Taking due cognisance of the possibility of a cap on the precept

4. Economic Position

World equity markets remain fragile. Inflation whilst falling back to 2.2% could easily return to the previous relatively high levels of 4-5%+ in the future. Public sector salaries for 2014-15 are unlikely to be frozen or kept at a very low level of increase moving forwards. The Country however, is emerging from recession with UK growth being upgraded to 2.4%.

In Q3, United Kingdom GDP growth accelerated to 0.8 percent quarter-on-quarter, up from 0.7 percent in the previous three-month period. Whilst production in manufacturing, construction and services boosted the expansion, electricity and agriculture shrank.

In the third quarter of 2013, service industries grew by 0.7 percent, mainly due to the 1.1 percent growth in both distribution, hotels and restaurants (revised from 1.3 percent) and 1.1 percent in business services (revised from 1 percent). Government and other services (+0.4 percent) also contributed to growth, while output of transport, storage and financial services remained unchanged when compared to the previous quarter.

GPD for 2014 is predicted to be 2.4%. But, public expenditure continues to be under enormous pressure and local government will have to continue to shoulder its share of cuts, including Cheshire East who is already dramatically reducing its expenditure this year and in the coming year is looking to save a further £35m. It is likely that this will impact in some way upon the Town Council and the residents of Congleton.

5. Reserves

The Council is projected to have the following reserves on 31<sup>st</sup> March 2014:

	£k
General Reserve	161

Capital Contingency Reserve	169
Elections	15
Devolved Services	57
Vehicle replacement	24
Toilets	20
Play Areas	6
Legal Fees	10
Public Realm	4

The projected reserves at 31<sup>st</sup> March 2014 exceed the minimum recommended reserve which equates to 3 months net revenue expenditure.

The refurbishment, improvement and continued maintenance of the Town Hall, in particular, continuing repairs to the roofs which have been in a poor state, means the Council have planned a variety of catch-up repairs.

£360,000 is the interest free loan over 10 years from the Borough Council. The remainder of improvements and internal maintenance to the Town Hall will be financed from the loan of £360,000 through the Public Works Loans Board which is for a 40 year term. This will include upgrades to the heating system and electrics including lighting.

During the year, the fees and charges to hire the Town Hall have been assessed against other similar establishments and the Town Hall hire charges have been found to be competitive. Part of our strategy to improve letting income will be to continue to target corporate customers and to continue to work in partnership with Posh Nosh to make the Town Hall the wedding venue of choice in the locale. To this end new promotional literature and a promotional video have been produced aimed at attracting corporate customers, weddings and other events.

6. The following assumptions have been made in preparing this Forecast:-

- Fixed costs over which the Council have little control such as business rates etc.; will be inflated at national rates, probably ahead of inflation. Whilst utility costs will be inflated at 6%, reflecting the recent trend of significant price increases.
- Provisions such as contributions and grants will remain at fixed sums unless Council decides to change them.
- General inflation effects and anticipated increases in other costs have been provided for in the Inflation affect line.
- Staffing costs have been inflated at 2% in the light of employees receiving nil increases for 2 years and 1% in this financial year. Any re-grading required as a consequence of additional responsibilities arising from devolved services or incremental increases has been treated separately.
- The most significant increases that could be included in the medium term forecast revolve around additional staff for devolved services, with the notion of improving service levels to the residents in and around the Town being the



driving force. The increased costs would be to maintain and improve service levels; however, these costs which were in last year's Medium Term Strategy have been stripped out because of the concern over precept capping.

- The Council Tax Support Grant provided by Cheshire East will continue to decrease in the next budget year and in future years, which will continue to put pressure on our cost base and precept needs. Concern arises in the future as to whether or not CEBC will continue to fully fund this grant, either way the Borough and the Government will probably contrive to remove this grant completely over time, meaning that the Town Council will have to fully fund this cost

A 5 year projection of year on year changes in costs and income, net expenditure levels and precept requirements, is set out in the table enclosed, based on the above assumptions.

It can be seen, that the increase in the Budget over the next four years is relatively modest in line with the current economic climate and the concern about precept capping.

Brian Hogan  
14.01.14

<b>Medium Term Financial Forecast 2014 -2018</b>					
		<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>
		£k	£k	£k	£k
101	Investment income	-3	-1	-2	0
101	Office capacity	-7	0	0	0
101	Audit Fees	1	0	0	0
101	Insurance	3	1	1	1
109	Loan Repayment-CBC (£36k pa)	0	0	0	0
109	Loan Repayment –PWLB (£25k pa)	0	0	0	0
109	Office equipment/computers	0	0	0	0
109	Public Realm contribution	0	0	0	0
215	Floral Displays	0	2	2	2
221	Town Hall expenditure	2	5	5	5
221	Town Hall –Additional income	-11	-5	-5	-5
241	Allotments	0	0	0	0
263	Public Toilets	8	2	2	2
264	Shop Mobility	0	0	0	0
280	Devolved Services expenditure	-44	0	0	21
280	Devolved Services income (inflation)	35	-6.8	-7	-7
300	CCTV	14.8	0	0	0
302	Community Development	10	0	0	0
303	Community Safety-PCSOs	0	0	2	2
321	Tourism	0	0	1	1
341	Youth Council-Projects	0	0	0	0
351	Fellowship House	1	0	1	1
All	Staff Cost increases	9	10	11	11
All	Pension Increases	2	2.1	2.2	2.2
	Depreciation Streetscape equipment (EMR)	7	7	7	7
	<b>Net effect on previous Yr baseline precept</b>	<b>27.8</b>	<b>16.3</b>	<b>20.2</b>	<b>43.2</b>
	<b>% increase</b>	<b>3.9</b>	<b>2.2</b>	<b>2.7</b>	<b>5.4</b>
Illustrates increase in budget versus budget year on year					

**Brian Hogan**

---

**From:** WHITTAKER, Lawrence <lawrence.whittaker@cheshireeast.gov.uk>  
**Sent:** 03 January 2014 10:15  
**To:** Brian Hogan  
**Subject:** Council Tax Support Grant Payment 2014/2015

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

Delamere House  
Delamere Street  
Crewe  
Cheshire  
CW1 2JZ

Tel: 01270 685872

DATE: 03/01/2014      OUR REF: Parish Precept      YOUR REF:  
Please Contact: [lawrence.whittaker@cheshireeast.gov.uk](mailto:lawrence.whittaker@cheshireeast.gov.uk)

Dear Sir/Madam

**PRECEPT ARRANGEMENTS AND REQUIREMENTS FOR 2014/2015  
Approval of Council Tax Support Grant**

I can confirm that your Council Tax Support Grant payment for 2014/2015 will be:

Council Tax Support Grant:      £ 65558.00

May I also take this opportunity to remind you that for those Parish and Town Councils who have not yet submitted their precept requirement, the closing date is Friday, 17<sup>th</sup> January 2014.

If you have any queries relating to the above, please contact **Lawrence Whittaker** either by email or telephone as shown above.

Yours faithfully,

*Cllr Peter Raynes*

Cllr Peter Raynes  
Portfolio Holder For Finance  
Cheshire East Council

\*\*\*\*\*  
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