



# Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



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

21<sup>st</sup> August, 2012

Dear Councillor,

Finance and Policy Committee Meeting – Wednesday 29<sup>th</sup> August 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 – **Wednesday 29<sup>th</sup> August 2012 commencing at 7.45pm**

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

Please note that there will be a meeting of the Community, Environment and Services Committee on the same evening commencing at 7.00 pm

Yours sincerely,

Brian Hogan  
Town Clerk

## AGENDA

1. Apologies for absence (Members are respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non attendance)
2. Minutes of Last Meeting  
To approve the Minutes of the Meeting of the Committee held on 31st May 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](mailto:info@congletontowncouncil.co.uk) [www.congleton-tc.gov.uk](http://www.congleton-tc.gov.uk)



5. Grant Approvals and Commitments 2012/13  
To receive a statement showing the current position. (enclosed).
6. New Applications for Financial Assistance
  - i) Congleton Disabled Action Group – Re-submission (enclosed)
  - ii) Congleton Disabled Action Group – Re-submission (enclosed)
  - iii) Congleton Pentecostal Church (enclosed)
  - iv) Congleton Musical Theatre (enclosed)
  - v) Congleton Film Festival (enclosed)
  - vi) St John Ambulance Congleton Division (enclosed)
  - vii) Parkrun Congleton (enclosed)
  - viii) St James The Great Parish Church (enclosed)
  - ix) Congleton Town Council/Congleton Community Police (enclosed)
  - x) Congleton Team Parish (enclosed)
  - xi) St Peter's Church (enclosed)
  - xii) Congleton Players Amateur Theatre Club
7. Letters of Thanks  
To receive a letters of thanks from the Dane Valley Amateur Swimming Club. (enclosed)
8. Management Accounts for April-July 2012  
To consider the Management Accounts to July 2012. (enclosed)
9. Annual Congleton Half Marathon  
To receive correspondence from the Congleton Half Marathon Organising Committee detailing the charity donations made in 2011(enclosed)
10. Congleton Civic Regalia  
To consider a report and options on Town Council Civic Regalia. (enclosed)
11. Tourist Information Centre  
To consider a report on the proposed changes to the TIC and effect of Town Council Reception. (enclosed)
12. Safeguarding Public money  
To receive correspondence from NALC on payments procedures (enclosed)
13. Outdoor Digital Display  
To receive and consider a report on the purchase of an outdoor digital display unit. (enclosed)
14. 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.

15. Reserves and Cash Deposits

To review the position of cash deposits held by the Council

16. A.O.B.

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

## CONGLETON TOWN COUNCIL

### MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE HELD ON THURSDAY, 31<sup>ST</sup> MAY, 2012

<u>PRESENT</u>	Councillors	G R Edwards (Chairman) Mrs D S Allen L D Barker G Baxendale R I Brightwell G P Hayes Mrs S A Holland Mrs A M Martin D Murphy D A Parker Mrs J D Parry
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#### 1. APOLOGIES

Apologies for absence were received from Councillors D T Brown and N T Price and Mrs E Wardlaw who is non member of this particular committee.

#### 2. MINUTES

**FAP/01/1213 RESOLVED:** That the Minutes of the Meeting of the Committee held on 29<sup>th</sup> March, 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 G P Hayes declared a personal interest in item 7 i.

Cllrs G Baxendale, D Murphy and D A Parker declared a personal interest in item 8.

#### 4. OUTSTANDING ACTIONS

There are no outstanding actions.

#### 5. NOTES OF STRATEGY WORKING GROUP

**FAP/02/1213 RESOLVED:** That the notes of the Strategy Working Group meetings held on the 24<sup>th</sup> April and 17<sup>th</sup> May, 2012 be approved and signed by the Chairman.

#### 6. GRANTS APPROVALS AND COMMITMENTS 2011/12

A summary of grant approvals and commitments was considered by the committee and it was noted that £19,350 is available for grants.

**FAP/03/1213 RESOLVED:** That the grant summary be received.

## **7. NEW APPLICATIONS FOR FINANCIAL ASSISTANCE**

**FAP/04/1213 RESOLVED That:**

- i) **Buglawton Community Group**  
That a grant of £500 be awarded.
- ii) **Congleton Disabled Access Group – Congleton Independent Living Centre**  
To be deferred to the next meeting, the Clerk to seek further clarification on the application for a grant.
- iii) **Congleton Disabled Access Group – Disability Access Audits**  
To be deferred to the next meeting.
- iv) **St Peter's Churchyard**  
That a grant of £650 be approved to pay for one cut. The Clerk to write to Cheshire East Council to recoup this cost.
- v) **Congleton Museum Trust**  
That a grant of £250 be approved.
- vi) **Congleton Harriers**  
That a grant of £250 be approved on the proviso that if there are surplus funds being donated to charity, the Town Council has the opportunity to select which charity £250 is being donated to.

## **8. CONGLETON COMMUNITY PROJECTS**

The committee considered a request from Congleton Community Projects to cease paying rent on the room the Town Council provides.

**FAP/05/1213 RESOLVED That:**

1. That Congleton Community Projects be provided with a room rent free.
2. That Community Projects be asked to move to the office at the rear of the Town Hall.

## **9. SEARCH AND RESCUE DOG**

A letter from the National Search and Rescue Dog Association be considered by the committee.

**FAP/06/1213 RESOLVED:** That the request for a grant be refused.

## **10. LETTERS OF THANKS**

The letter of thanks from the Sol Theatre School was received and noted.

**11. ANNUAL RETURN, ANNUAL GOVERNANCE STATEMENT AND ANNUAL ACCOUNTS 2011-12**

- a. The Annual Governance statement for the year ended 31<sup>st</sup> March 2012 was presented to the committee for consideration.

**FAP/07/1213 RESOLVED:** That the Annual Governance Statement for the year ended 31<sup>st</sup> March 2012 be received and approved.

- b. The Annual Accounts for 2011-12 were considered by members.

**FAP/08/1213 RESOLVED:** That the Annual Accounts for 2011-12 be approved.

**12. INSURANCE REVIEW**

The Insurance Schedule for 2012-13 which sets out the insurance terms and policy schedule for the next 12 months was considered.

**FAP/09/1213 RESOLVED:** That the Insurance Schedule for 2012-13 be approved.

**13. INTERNAL AUDIT REPORT**

The Internal Audit Report 2011-12 produced by Auditing Solutions Ltd was presented to the committee. It was noted that there was one recommendation made by the Auditor which had already been actioned.

**FAP/10/1213 RESOLVED:** That the Internal Audit Report and accompanying recommendation be received.

**14. APPOINTMENT OF EXTERNAL AUDITOR**

Correspondence from the Audit Commission confirming that BDO LLP will audit the Annual Return of Congleton Town Council for 5 years from 2012-13.

**FAP/11/1213 RESOLVED:** That the correspondence be received and noted.

**15. CHEQUE SIGNATORIES**

**FAP/12/1213 RESOLVED:** That the addition of Councillor D Murphy as a cheque signatory be approved.

**16. ASSET REGISTER**

The Asset Register & Inventory which sets out all of the various assets owned by the Town Council was presented for scrutiny by the members.

**FAP/13/1213 RESOLVED:** That the Asset Register be received and approved.

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

There was no resolution to exclude the press and public.

G R Edwards  
Chairman

**Congleton Town Grant Commitments**

Date Grant Approved		Specific Budgets		Section	Minute Reference	EMR b/fwd	Budget	Approved 12/13	Paid £	Outstanding £	Date Paid
To	For										
Xmas lights	Xmas lights	S144				2,220.00				2,220.00	
St Peter's Church	Churchyard Maintenance	S215	FAP746/112			850.00				850.00	
Xmas lights	Xmas lights	S144				1,852.70				1,852.70	
Carnival Committee	Carnival Committee	S144				3,750.00		0.00	3,552.00	198.00	
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	3,418.00	332.00	
Royal British Legion	Remembrance Day Parade						650.00	650.00	650.00	650.00	
St Peter's Church	Churchyard Maintenance	S215	FAP/04/1213				3,000.00	650.00	650.00	0.00	10/07/2012
St Peter's Church	Church clock maintenance						230.00			0.00	
<b>Totals</b>						8,672.70	53,663.00	51,083.00	44,653.00	15,102.70	
	Ear marked reserve b/fwd						£8,673				
	Budget 2012/13						£53,663				
	Total approved to date						£59,756				
	Total awaiting application						£2,580				

Congleton Town Grant Commitments 2012/13									
Date Grant Approved	To	For	Section	Minute Reference	Approved EMR b/fwd £	Approved 12/13 £	Paid £	Outstanding £	Date Paid
03/07/2008	Cong Disabled Action Group	Promotional work		FAP/3/099	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	1046.06	2953.94	
02/06/2011	Team Congleton 2012	funding towards olympic celebrations	S145	FAP/03/1112	1,370.02		1234.80	135.22	
05/01/2012	Congleton Harriers	Support for Cloud 9 race	S144	FAP/39/1112	200.00		200.00	0.00	22/05/2012
23/02/2012	Jubilee Committee	Support for Jubilee projects	S145	FAP/46/1112	2,200.00		2246.00	-46.00	
23/02/2012	Team 2012	Support for 2012 torch relay	S145	FAP/46/1112	2,500.00		1171.64	1328.36	
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
29/03/2012	Amberol	Bench in memory of DM	S137	FAP/57/1112	425.00		425.00	0.00	22/05/2012
29/03/2012	Trinity Methodist Church	Refurbishment of Westwood House	S137	FAP/57/1112	250.00		250.00	0.00	28/05/2012
29/03/2012	Sol Theatre School	Production summer 2012	S145	FAP/57/1112	500.00		500.00	0.00	03/07/2012
29/03/2012	DVASC	Support for olympic swim clinic	S144	FAP/57/1112	250.00		250.00	0.00	05/07/2012
29/03/2012	Chesterie Marshalls	Training for marshalls for Cong events	S137	FAP/57/1112	250.00		250.00	0.00	22/06/2012
31/05/2012	Buglawton Community Group	Flowers for Buglawton	S137	FAP/04/1213		500.00		500.00	
31/05/2012	Congleton Museum Trust	Olympic exhibition	S145	FAP/04/1213	250.00		250.00	0.00	27/07/2012
31/05/2012	Congleton Harriers	Congleton Half marathon	S145	FAP/04/1213	250.00			250.00	
<b>Totals</b>					9224.78	5000.00	7868.50	6356.28	0.00
<b>EMR b/fwd</b>					£12,224.78				
<b>Budget 12/13</b>					£23,350.00	£77,013.00			
<b>Total approved to date</b>					£14,224.78				
<b>Total money still available for grants</b>					£21,350.00				





# 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 CDAQ
1.2	Representing:	Congleton Disabled Access Group CDAQ.
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	Equipment 1050 Advertising 180 Insurance etc 200 Maintenance 50 Project Assessment 20  £1,500

### 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 or 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	<b>Applicant(s):</b>	MRS J GROSS-NIKLAUS Secretary CDAQ												
1.2	<b>Representing:</b>	CONGLETON DISABLED ACCESS GROUP CDAQ												
1.3	<b>Email Address:</b>	M												
1.4	<b>Tel No.</b>													
1.5	<b>Project Title:</b>	DISABILITY ACCESS AUDITS												
1.6	<b>Project Objectives:</b>	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	<b>Brief Project Description:</b>	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	<b>Details accounts/budgets</b>	<table style="width: 100%; border: none;"> <tr> <td style="padding: 2px;">Insurance</td> <td style="text-align: right; padding: 2px;">200</td> </tr> <tr> <td style="padding: 2px;">Training</td> <td style="text-align: right; padding: 2px;">1,000</td> </tr> <tr> <td style="padding: 2px;">Advertising</td> <td style="text-align: right; padding: 2px;">100</td> </tr> <tr> <td style="padding: 2px;">Certificates</td> <td style="text-align: right; padding: 2px;">20</td> </tr> <tr> <td style="padding: 2px;">Project Assessment</td> <td style="text-align: right; padding: 2px;">100</td> </tr> <tr> <td colspan="2" style="text-align: right; padding: 5px;"><b>£1,500</b></td> </tr> </table>	Insurance	200	Training	1,000	Advertising	100	Certificates	20	Project Assessment	100	<b>£1,500</b>	
Insurance	200													
Training	1,000													
Advertising	100													
Certificates	20													
Project Assessment	100													
<b>£1,500</b>														

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

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

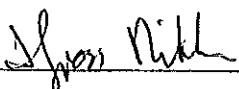
2.4	Any ongoing costs:	should be self-financing once it is set up.
2.5	Details of confirmed match funding include source Cash:  In kind:	£150 from CDAG  Premises for administration and supervising volunteers.
2.6	Resources needed:	Disabled volunteers who will be paid for each audit.
2.7	Estimated timescale 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.S. 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 CDAG executive committee.

Signature: 

10/5/12 Date:



# Congleton Town Council

## Application for Financial Assistance



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

Application Reference Number (office use only)	GR7/12-13
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1.1	<b>Applicant(s):</b>	Andrew Calvert
1.2	<b>Representing:</b>	Congleton Pentecostal Church
1.3	<b>Email Address:</b>	uk
1.4	<b>Tel No.</b>	
1.5	<b>Project Title:</b>	Seating for lounge area
1.6	<b>Project Objectives:</b>	To provide seating for a lounge area.
1.7	<b>Brief Project Description:</b>	The grant is to provide seating in a lounge area used by two youth clubs, a children's club, two toddler groups and a fellowship meeting for the over 55's. The Church is a meeting place for all ages and is open 7 days a week providing activities for particular sections of the community that need a facility to meet in. All these activities already take place in the Church but comfortable modern seating will create a lounge area which will in turn create the right atmosphere for people to relax and make friendships.
1.8	<b>Details accounts/budgets</b>	

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

2.1	<b>Total Cost of Project:</b>	£2,110
2.2	<b>Total contribution sought:</b>	£1,000
2.3	<b>What will the money be spent on?</b>	8 tub chairs, 8 bistro chairs and 2 bistro tables

2.4	<b>Any ongoing costs:</b>	
2.5	<b>Details of confirmed match funding include source</b> Cash:  In kind:	Cheshire East Council are contributing £1,100
2.6	<b>Resources needed:</b>	
2.7	<b>Estimated timescale of project from start to finish:</b>	We hope to secure the funding and purchase the goods by September, which is when many of the activities restart after a summer break.

### Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	The Church facilities are used by over 200 people per week and are also available for hire. The facilities are available for the wider community, not just Church members. The Church is in the centre of Congleton and is open 7 days a week and used by all ages. The furniture will further enhance what is already a very good facility and make it into an excellent one.
3.2	<b>Are there similar services/projects provided in the area</b>	There are other Churches in the area.

### Part 4: Evaluation

4.1	<b>How will the project be evaluated?</b>	The projects that use the lounge area are evaluated quarterly by the Church Council and it is through these meetings that the need for new furniture has been raised in order to enhance the work ongoing effectiveness of each group.
4.2	<b>Who will carry out the evaluation?</b>	The Church Council

Signature: Andrew Calvert Date: 1/6/12



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

CONGLETON PENTECOSTAL CHURCH

On accounts for the year  
ended

31 MARCH 2012

Charity no  
(if any)

1051793

Set out on pages

1 - 2

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent  
examiner's statement

- In connection with my examination, no matter has come to my attention
1. which gives me reasonable cause to believe that in, any material respect, the requirements:
    - to keep accounting records in accordance with section 41 of the 1993 Act; and
    - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met ; or
  2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

*S. A. M. Corcoran*

Date:

May 2012

Name:

S.A.M. CORCORAN

Relevant professional  
qualification(s) or body  
(if any):

INSTITUTE OF CHARTERED ACCOUNTANTS IN ENGLAND & WALES

Address:

7 Radbroke Close, Sandbach, Cheshire, CW11 1YT



Congleton Pentecostal Church 1051793

CC16a

**Receipts and payments accounts**

For the period from 01/04/2011 To 31/03/2012

**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Service Collections	22,063	-	-	22,063	21,163
Tax Reclaimed	7,836	-	-	7,836	7,332
Missionary Offerings	4,513	-	-	4,513	10,937
Designated Donations	-	4,746	-	4,746	2,291
Youth Groups	2,505	-	-	2,505	3,101
Other donations	3,005	-	-	3,005	1,517
Other	1,422	-	-	1,422	936
Second Chance clothes stall	1,594	-	-	1,594	558
<b>Sub total</b>	<b>42,938</b>	<b>4,746</b>	<b>-</b>	<b>47,684</b>	<b>47,835</b>
<b>A2 Asset and Investment sales, etc.</b>					
	-	-	-	-	-
<b>Total receipts</b>	<b>42,938.00</b>	<b>4,746</b>	<b>-</b>	<b>47,684</b>	<b>47,835</b>
<b>A3 Payments</b>					
Staff Costs	23,390	-	-	23,390	22,016
Premises Costs	6,392	-	-	6,392	6,191
Payments Against Designated Donations	29	4,746	-	4,775	2,994
Ministry/Missionary Gifts	5,696	-	-	5,696	14,549
Other	6,122	-	-	6,122	7,117
Second Chance clothes stall costs	1,629	-	-	1,629	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>43,258</b>	<b>4,746</b>	<b>-</b>	<b>48,004</b>	<b>52,867</b>
<b>A4 Asset and Investment purchases, etc.</b>					
	-	-	-	-	-
<b>Total payments</b>	<b>43,258</b>	<b>4,746</b>	<b>-</b>	<b>48,004</b>	<b>52,867</b>
<b>Net of receipts/(payments)</b>	<b>320</b>	<b>-</b>	<b>-</b>	<b>320</b>	<b>5,032</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>1,190</b>	<b>-</b>	<b>-</b>	<b>1,190</b>	<b>6,222</b>
<b>Cash funds this year end</b>	<b>870</b>	<b>-</b>	<b>-</b>	<b>870</b>	<b>1,190</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash & bank balances	870	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>870</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

OK OK OK

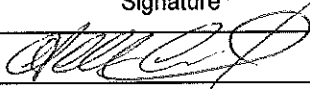

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Land & Buildings	unrestricted	370,040	-
	Fixtures, Fittings and Equipment	unrestricted	36,147	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	PAYE due 19/4/11	unrestricted		
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	A.M. CALVERT	25/5/12
	P.E. BAYLEY	25/5/12



# Congleton Town Council

## Application for Financial Assistance



CONGLETON

13 JUN 2012

TOWN COUNCIL

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

Application Reference Number (office use only)	GR8/12-13
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1.1	<b>Applicant(s):</b>	HELEN SUTTON
1.2	<b>Representing:</b>	CONGLETON MUSICAL THEATRE
1.3	<b>Email Address:</b>	jk
1.4	<b>Tel No.</b>	
1.5	<b>Project Title:</b>	Production of the show "ANNIE"
1.6	<b>Project Objectives:</b>	To support the charitable objectives of the society which are to educate the public in musical arts & further public appreciation and taste in these arts.
1.7	<b>Brief Project Description:</b>	Musical production of "Annie" at Daneside Theatre, Congleton (22-27 <sup>th</sup> October 2012)
1.8	<b>Details accounts/budgets</b>	Please see attached

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

2.1	<b>Total Cost of Project:</b>	£18,300
2.2	<b>Total contribution sought:</b>	£500
2.3	<b>What will the money be spent on?</b>	Help to meet the costs of the project

# CMT - OPERATING BUDGET - 2012 "Annie"

Version 2 - 10/04/2012

## Past Expenditure

42nd Street 2007	Singin' in the Rain 2009	Hot Mikado 2010	Oliver! 2011
2,150	3,341	3,357	2,000
-	-	-	475
<u>2,150</u>	<u>3,341</u>	<u>3,357</u>	<u>2,475</u>
1,882	2,191	1,603	1,989
125	-	-	-
<u>2,007</u>	<u>2,191</u>	<u>1,603</u>	<u>1,989</u>
2,900	2,700	1,800	3,400
360	650	350	650
150	-	-	20
<u>3,410</u>	<u>3,350</u>	<u>2,150</u>	<u>4,070</u>
1,350	1,500	1,400	1,500
750	850	900	950
150	400	-	-
<u>2,250</u>	<u>2,750</u>	<u>2,300</u>	<u>2,450</u>
2,681	2,628	303	304
627	-	-	-
113	48	70	-
<u>3,421</u>	<u>2,676</u>	<u>373</u>	<u>304</u>
517	-	2,350	1,967
1,000	807	-	1,000
<u>1,517</u>	<u>807</u>	<u>2,350</u>	<u>2,967</u>
95	-	-	323
735	418	387	-
<u>830</u>	<u>418</u>	<u>387</u>	<u>323</u>
-	215	-	-
-	215	-	-
-	117	1,677	442
3,113	4,888	440	194
<u>3,113</u>	<u>5,005</u>	<u>2,117</u>	<u>636</u>
140	-	-	-
301	1,033	442	465
653	810	531	752
150	181	159	519
1,104	879	514	179
-	126	-	113
<u>2,347</u>	<u>3,029</u>	<u>1,646</u>	<u>2,027</u>
60	70	71	72
35	-	-	-
262	246	174	462
93	30	86	77
313	-	189	149
<u>763</u>	<u>346</u>	<u>519</u>	<u>760</u>
<b>21,809</b>	<b>24,128</b>	<b>16,802</b>	<b>18,001</b>

## Projected Expenditure

Item	Projected Value	Sub-Totals
<b>Theatre Hire (rehearsals and show)</b>	3,500	
Other venues	-	
		<u>3,500</u>
<b>Licensing</b>		
Performing Licence	2,000	
Orchestral material	250	
		<u>2,250</u>
<b>Orchestra</b>		
Members	3,000	
Society pianist	350	
Other	-	
		<u>3,350</u>
<b>Direction Team</b>		
Director	1,500	
Musical Director	1,000	
Choreographer	-	
		<u>2,500</u>
<b>Costumes &amp; Wigs</b>		
Costumes	500	
Wigs	-	
Wardrobe miscellaneous	-	
		<u>500</u>
<b>Sound &amp; Lighting</b>		
Lighting	1,200	
Sound	1,200	
		<u>2,400</u>
<b>Properties</b>		
Furniture/Hire	-	
Sundries	500	
		<u>500</u>
<b>Other Production Costs</b>		
Video recording	-	
		<u>-</u>
<b>Set Hire</b>		
Materials	800	
Hire/fees	-	
		<u>800</u>
<b>Publicity &amp; Ticket Printing</b>		
Artwork	-	
Display Boards	450	
Advertising	800	
Tickets	180	
Programme Printing	400	
Sundries	50	
		<u>1,880</u>
<b>Miscellaneous</b>		
Donation - St Johns	71	
Piano Tuning	40	
Ice cream, tea, coffee, sweets, etc.	250	
Raffle - FOH	60	
Sundries	150	
		<u>621</u>
		<b><u>£ 18,301</u></b>

**Source of Projected Value**

*Estimate; precedent incl. workshop*

*Nominal figures based on previous shows. Incl. deposit on future show.*

*Ten musicians at, say, £300 ea. Rehearsals only; show fee above.*

*Agreed fee*

*Agreed fee*

*Precedent*

*Estimate*

*Estimate*

*None required this year*

*Estimate*

*Precedent*

*Precedent*

*Precedent*

*Precedent*

*Precedent*

*Precedent*

*Precedent*

*Precedent*

*Precedent*

*Precedent*

*Precedent*

*Precedent*

## Past Income

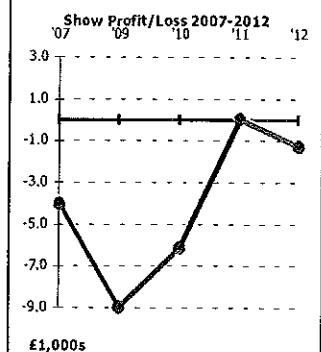
13,033	12,289	7,023	15,149
825	-	-	-
301	250	1,625	880
<u>1,126</u>	<u>250</u>	<u>1,625</u>	<u>880</u>
704	730	353	434
650	623	740	-
580	-	-	-
<u>1,934</u>	<u>1,353</u>	<u>1,093</u>	<u>434</u>
639	696	519	877
118	-	-	-
926	674	388	764
100	-	130	28
<u>1,783</u>	<u>1,370</u>	<u>1,037</u>	<u>1,668</u>
<b>17,876</b>	<b>15,262</b>	<b>10,779</b>	<b>18,132</b>
-£ 3,933	-£ 8,866	-£ 6,023	£ 130

## Projected Income

<b>Ticket Sales</b>	13,986	13,986
<b>Show Sponsors</b>		
Show Sponsors	-	
Grants & Donations	400	
		<u>400</u>
<b>Programme</b>		
Programme Sales	700	
Programme Sponsors	700	
Programme Advertisers	-	
		<u>1,400</u>
<b>Other Income</b>		
Refreshments sales (teas/ice cream)	625	
Rehearsal (teas/ice cream)	-	
Raffle sales	650	
Sundry	50	
		<u>1,325</u>
		<b><u>£ 17,111</u></b>
<b>PROJECTED PROFIT/LOSS</b>	<b>-£ 1,190</b>	

*Assumes 90% of seats sold*

*Limited expectations*



# CONGLETON MUSICAL THEATRE

## Balance Sheet as at 31st December 2011

	2011		2010	
	£	£	£	£
<b>Accumulated Funds</b>				
Balance as at January 1st 2011	21,586.37		31,679.94	
Income versus Expenditure	1,658.92		10,093.57	
	<b>23,245.29</b>		<b>21,586.37</b>	

<b>Fixed Assets</b>			
Props & Equipment as at January 1st 2011	277.92		308.80
Less Depreciation @ 10% residual value	27.79	250.13	30.88
			<b>277.92</b>
<b>Current Assets (as at 31st December)</b>			
Cash in Hand	7.70		7.70
Cash at Bank	12,169.22		494.30
Unpresented cheques	0.00		5.95
Cash at Building Society - Leek United	10,815.38		20,800.50
	<b>22,992.30</b>		<b>21,308.45</b>
<b>Payments in Advance (unpresented)</b>			
Advertising boards	0.00		0.00
Licence holder deposit charges	0.00		0.00
Various	0.00		0.00
	<b>0.00</b>		<b>0.00</b>
		<b>23,242.43</b>	<b>21,586.37</b>

**Congleton Musical Theatre: Bank Reconciliation 2011**

**2011**

**Breakdown Sub-totals Summary**

494.30	
<u>20,800.50</u>	<b>21,294.80</b>
7.70	
1,658.92	
<u>30.88</u>	
<b>1,697.50</b>	<b>22,992.30</b>
0.00	
0.00	
<u>0.00</u>	<b>22,992.30</b>

- A. Opening Balance as at 1st January**  
Bank - NatWest  
Building Society - (Leek United)
- B. Add:**  
Cash in hand  
Excess of income over expenditure  
Depreciation
- C. Less Advance Deposits, current year**  
Advertising boards  
Licence holder deposit charges  
**YEAR END (per transactions) >**

**2010**

**Breakdown Sub-totals Summary**

10,583.72	
<u>20,779.72</u>	<b>31,363.44</b>
7.70	
-10,093.57	
<u>30.88</u>	
<b>-10,054.99</b>	<b>21,308.45</b>
0.00	
0.00	
<u>0.00</u>	<b>21,308.45</b>

- D. Closing balance as at 31st December**  
Bank - NatWest  
Building Society - (Leek United)  
Cash in hand  
Less un-presented cheques:  
**YEAR END (per bank statements) >**

494.30	
<u>20,800.50</u>	
7.70	
<u>5.95</u>	<b>21,308.45</b>

Congleton Musical Theatre  
Accounts Summary ~ 2011 (Page 1 of 2)

**2011 Show Account: Oliver!**

**2010: Hot Mikado**

**2009: SITR**

Item	Income	Totals	Income	Totals	Income	Totals
<i>Income</i>						
Ticket Sales	15,149.20		7,023.00		12,289.10	
Programme Sales	434.00		353.00		730.10	
Programme Sponsors	0.00		840.27		622.84	
Grants / Donations	880.00		1,625.00		250.00	
<i>Raffles</i>						
Front of House raffle	764.00		388.00		674.00	
<i>Miscellaneous</i>						
Ices	664.42		323.33		562.53	
Tea & Coffee	107.00		195.91		132.43	
Sweets	105.20		0.00		0.00	
Sundry	27.78		130.00		0.00	
<b>TOTAL SHOW INCOME:</b>		<u>18,131.60</u>		<u>10,878.51</u>		<u>15,261.00</u>

Item	Expenditure	Totals	Expenditure	Totals
<i>Licencing</i>				
Performance Licence	1,688.65		1,602.62	0.00
<i>Production Team</i>				
Director / Choreographer	1,500.00		1,400.00	1,500.00
Musical Director	950.00		900.00	850.00
Choreographer	0.00		0.00	400.00
<i>Orchestra</i>				
Orchestra Members	3,400.00		1,800.00	2,700.00
Society Pianist	650.00		350.00	650.00
Assistant Pianist	20.00		0.00	0.00
<i>Sound &amp; Lighting</i>				
Sound & Lighting	2,966.80		2,350.00	807.40
Video	0.00		0.00	15.00
<i>Set</i>				
Set Hire	0.00		0.00	4,887.50
Materials	441.53		1,676.78	110.42
Sundry; Set	194.49		440.21	0.00
<i>Properties</i>				
Materials	323.08		0.00	0.00
Sundry; Props	0.00		386.54	418.34
<i>Costumes</i>				
Costume Hire	0.00	480.70	302.98	265.65
Make-up	57.46		0.00	47.85
Wigs & Beards	168.00		0.00	0.00
Sundry; Costumes	78.84		70.03	0.00
<i>Printing &amp; Publicity</i>				
Advertising	751.67		531.14	1,032.88
Advertising boards	465.00		442.44	810.00
Booking Forms	348.60		0.00	31.05
Tickets	170.64		158.63	181.13
Programme Printing	178.59		514.00	879.00
Sundry; Publicity	112.81		0.00	94.91
<i>Theatre/Room Hire</i>				
Theatre/Room Hire	475.00	3500.00	3,357.11	0.00
<i>Purchases</i>				
Ice Cream, T&C, Sweets	461.89		174.00	246.30
Raffles	77.29		85.82	30.00
<i>Miscellaneous</i>				
Donation - St Johns	72.00		70.50	70.00
Sundry; Miscellaneous	148.72		189.08	0.00
<b>TOTAL SHOW EXPENDITURE:</b>		<u>15,701.06</u>		<u>16,801.88</u>
To Be Included in 2012 Accounts		3980.7		<u>16,027.43</u>
<b>INCOME vs. EXPENDITURE:</b>	2,011.00	<u>2,430.54</u>	2010	<u>-5,923.37</u>
Taking 2012 Accounts In To Consideration		-1,550.16	2009	<u>-766.43</u>



## CONGLETON MUSICAL THEATRE CONSTITUTION

This Constitution was adopted at the Annual General Meeting on the 22nd of March 2011

### 1. Name

The Society shall be called CONGLETON MUSICAL THEATRE

### 2. Objects

The objects of the Society are to educate the public in the dramatic and operatic arts, and to further the development of public appreciation and taste in the said arts.

### 3. Powers

In furtherance of these objects but not otherwise the Society through its Executive Committee may exercise the following powers:

3.1 to promote plays, drama, comedies, operas, operettas and other dramatic and operatic works of educative value

3.2 to purchase acquire and obtain interests in the copyright of or the right to perform or show any such dramatic or operatic works

3.3 to purchase or otherwise acquire plant, machinery, furniture, fixtures, fittings, scenery and all other necessary effects

3.4 to raise funds and invite and receive contributions from any person or persons whatsoever by way of subscription, donation and otherwise, provided that in raising funds the Society shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law

3.5 subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Society

3.6 to employ such staff (who shall not be members of the Executive Committee) as are necessary for the proper pursuit of the objects

3.7 to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or similar charitable purposes and to exchange information and advice with them

3.8 to establish or support any charitable trusts, association or institutions formed for all or any of the objects

3.9 to assist and further such charitable institutions and charitable purposes as the Executive Committee shall from time to time determine

3.10 to appoint and constitute such advisory committees as the Executive Committee may think fit

3.11 to do all such other lawful things as are necessary for the achievement of the objects of the Society.

### 4. Membership

The Society shall consist of Members. There shall be 3 categories of membership:

4.1 Ordinary membership - which shall be open to those of at least 18 years of age

4.2 Junior membership - which shall be open to those of 16 and 17 years of age but the Executive Committee shall have discretion to admit younger persons as Junior Members in appropriate circumstances

4.3 Honorary Life Membership - for such other persons elected by the Society at a General Meeting as shall have rendered special services to the Society.

### 5. Eligibility for Membership

Membership shall be open to all those having sympathy with the objects of the Society and desiring actively to further it and willing to pay the annual subscription laid down from time to time by the members of the Society at a General Meeting.

Every Member except Junior Members shall have one vote at any General Meeting.

### 6. Applications for Membership

Applications for membership shall be submitted to the Executive Committee for its decision.

### 7. Capabilities of Candidates for Membership

Prior to election all candidates for membership as performers (Acting Members) shall satisfy the Executive Committee as to their histrionic and/or musical ability.

### 8. Expulsion of Members

The Executive Committee may, by a unanimous vote, remove from the list of Members the name of any Member who has persistently neglected the work undertaken by the Society or whose conduct it considers likely to endanger the welfare of the Society. The individual shall have the right to be heard by the Executive Committee, accompanied by a friend, before a final decision is made.

### 9. Subscriptions

The annual subscription to the Society shall be determined from time to time by the members of the Society at a General Meeting.

### 10. Payment of Subscriptions

First annual subscriptions shall become due and be paid to the Treasurer on receipt of notice of election from the Secretary and all subsequent annual subscriptions shall become due on the date of the first rehearsal. In each year and in either case shall be paid to the Treasurer not later than the 31<sup>st</sup> August in each year.

Constitution as adopted on 22nd March 2011



17.3 No member of the Society shall receive payment directly or indirectly for services to the Society or for other than legitimate expenses incurred in its work.

17.4 No expenditure shall be incurred by any member of the Society without the authority of the Treasurer and/or Secretary and all accounts shall be sanctioned by the Executive Committee.

#### **18. Financial Year**

The financial year of the Society shall commence on 1st January in each year and an annual profit and loss account and balance sheet shall be prepared within two calendar months after 31st December in each year. The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and annual return and their transmission to the Charity Commission.

#### **19. Annual General Meeting**

19.1 The Annual General Meeting of the Society shall be held in the month of March or as soon as practicable thereafter, when the Report of the Executive Committee and accounts for the past year (duly audited) shall be presented, the Officers, other members of the Executive Committee and an Auditor for the ensuing year and the Honorary Life Members (if any) elected and all general business transacted.

19.2 Every Annual General Meeting shall be called by the Executive Committee. The Secretary shall give at least 14 days' notice of the Annual General Meeting to all members of the Society. All the members of the Society shall be entitled to attend and vote at the meeting with the exception of Junior Members who may attend but may not vote.

19.3 The Chairman shall be the chairman of Annual General Meetings, but if he or she is not present at any Annual General Meeting the Vice-chairman shall be the chairman of that meeting. If both the Chairman and the Vice-chairman are not present at any Annual General Meeting, the members of the Society present shall appoint a chairman of that meeting before any other business is transacted.

19.4 The Executive Committee shall present to each Annual General Meeting the report and accounts of the Society for the preceding year.

19.5 Nominations for election to the Executive Committee must be made by members of the Society in writing and must be in the hands of the Secretary at least 24 hours before the Annual General Meeting. Should nominations exceed vacancies, election shall be by ballot.

#### **20. Retirement of Officers and Executive Committee**

The Executive Committee (including the Officers) and the Auditor shall retire annually but shall be eligible for re-election. The names of candidates for these positions shall be sent to the Secretary in writing at least 24 hours before the Annual General Meeting and if more names are proposed than the number required to fill the vacancies and sufficient are not withdrawn at or before such Meeting, the election shall be by ballot. If all the before-mentioned positions shall not be filled at such Meeting or any casual vacancy shall thereafter occur the same shall be appointed by the remaining members of the Executive Committee.

#### **21. Special General Meetings**

A Special General Meeting of the Society may be called at any time at the discretion of the Executive Committee and shall be called within 21 days after the receipt by the Secretary of a requisition in writing to that effect signed by at least 12 Members. Every such requisition shall specify the business for which the Meeting is to be convened and no other business shall be transacted at such Meeting.

#### **22. Proceedings at General Meetings**

The Secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every General Meeting of the Society.

#### **23. Quorum at General Meetings**

No business other than the formal adjournment of the Meeting shall be transacted at any General Meeting unless a quorum be present and such quorum shall consist of not less than one fifth of the current membership of the Society (of which at least five shall be members of the Executive Committee) present and entitled to vote.

#### **24. Resolution at General Meeting**

Unless otherwise provided by these Rules, all resolutions brought forward at a General Meeting shall be decided by a bare majority of the votes properly recorded at such Meeting and in the case of an equality of votes the chairman of the meeting shall have a second or casting vote.

#### **25. Notice of General Meeting**

A notice of every General Meeting accompanied in the case of the Annual General Meeting by the Statement of Accounts for the past year and particulars of nominations for the Executive Committee (including the Officers) and Auditor and of any proposal to elect an Honorary Life Member shall be sent to each member at least 14 days prior to the day fixed for such Meeting.

#### **26. Selection of Works**

The Executive Committee shall select the works to be produced by the Society and shall determine the dates of productions.

#### **27. Selection of Production Team**

The Executive Committee shall appoint the Show Director, the Musical Director and the Choreographer for each production on such terms as it may decide.



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



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

Application Reference Number (office use only)	GR9/12-13
--	-----------

1.1	Applicant(s):	Samuel Astbury
1.2	Representing:	Congleton Film Festival
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	Congleton Film Festival 28/29/30 SEPT 2012
1.6	Project Objectives:	<ul style="list-style-type: none"> <li>i) To make the town more aware of Congleton's cinematographic past.</li> <li>ii) To bring the town together and raise its already strong sense of community spirit.</li> <li>iii) Create a platform for local film-makers and creatives to showcase work.</li> </ul>
1.7	Brief Project Description:	The project is Congleton Film Festival, whereby past cinema venues will be re-used to exhibit a weekend of film screenings.
1.8	Details accounts/budgets	

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

2.1	Total Cost of Project:	£1,065
2.2	Total contribution sought:	£250
2.3	What will the money be spent on?	The money will be spent on equipment hire needed to screen the films. Also to promote the event via posters, flyers, banners and local press ads. Also to produce an information leaflet consisting of a map connecting the venues for people to follow, a schedule and general information.

2.4	Any ongoing costs:	
2.5	Details of confirmed match funding include source Cash:  In kind:	
2.6	Resources needed:	
2.7	Estimated timescale of project from start to finish:	

### Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	The benefits will not only be entertainment but also highly educational. It will also attract people into the town which has the potential to boost the town's local business revenue. Film is the perfect form of escapism and what more of a better way to distract people from this economic downturn than going to a film festival in your local town.
3.2	Are there similar services/projects provided in the area	

### Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	This will be done via questionnaires which will be handed out during the festival. The festival <del>committee</del> Committee will then evaluate these findings.
4.2	Describe how you will promote the Town Council in your project	The Town Council will be promoted with the logo appearing on the leaflets and posters. Also the logo appearing between film screenings

Signature: Sam Arthur

Date: 24.07.12



# Congleton Town Council

## Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR10/12-13
--	------------

1.1	Applicant(s):	Margaret Dolman Divisional Superintendent & Dr Brian Caswell PhD
1.2	Representing:	St John Ambulance Congleton Division has been in existence for over 90 years, providing essential first aid cover to the inhabitants of Congleton and is part of the towns heritage. Its work enables both cultural and community activities to take place in a safe environment. It supports Daneside Theatre, Clonter Opera, the Olympic torch relay, local marathon events, bonfire night celebrations, school events at Congleton High School and Eaton Bank School, community fetes/functions, Loversly Jubilee , "It's a knockout", amongst many others.
1.3	Email Address	
1.4	Tel No.	
1.5	Project Title:	Continuing Professional Development Posters
1.6	Project Objectives:	<input checked="" type="checkbox"/> To increase the anatomy & physiology knowledge base of volunteers, in order to promote effective treatment delivery to organisations and patients in our care. <input checked="" type="checkbox"/> To be used as a point of reference for volunteers wishing to enhance their CPD (Continuing Professional Development). <input checked="" type="checkbox"/> Promote & support education and mentoring of many groups of volunteers within the charity.
1.7	Brief Project Description:	<p>Purchase educational posters detailing the anatomy &amp; physiology of the human body and medical conditions. Many groups such as the U3A, New Life Church, Congleton Baptist Church and Congleton First Responders etc...would have access to and the benefit of the materials. St John Ambulance Congleton Division have regular lectures/workshops on medical conditions and how to provide first aid and support in emergency situations, these lectures and workshops are utilised by cadets, adult members of St John, First Responders and other organisations serving the inhabitants of Congleton. St John Ambulance Congleton division will acknowledge in its literature any financial support that the council is able to offer towards to project.</p> <p>St John Ambulance is open to people from 10 years of age, irrespective of gender, ethnicity, religion, sexual orientation, physical/mental disability.</p>
1.8	Details accounts/budgets	

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£250.00
2.2	Total contribution sought:	£250.00
2.3	What will the money be spent on?	Educational posters in order to further enhance the knowledge and understanding of Cadets (aged between 10 and 17 years) , Adult members of St John Ambulance Congleton, in addition to other organisations such as first responders and members of the North West Ambulance Service who do much to support the work of the St John ambulance organisation in Congleton.
2.4	Any ongoing costs:	None
2.5	Details of confirmed match funding include source Cash:  In kind:	No match funding.  St John Ambulance Congleton Division engages in fund raising activities including collections at local supermarkets, fundraising stalls at community events and sponsorships.
2.6	Resources needed:	
2.7	Estimated timescale of project from start to finish:	Six weeks to purchase, order and take delivery of items.





# Congleton Town Council

## Application for Financial Assistance



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

Application Reference Number (office use only)	AR11-12/13
--	------------

1.1	<b>Applicant(s):</b>	Nicola Mapes
1.2	<b>Representing:</b>	Parkrun Congleton
1.3	<b>Email Address:</b>	_____
1.4	<b>Tel No.</b>	_____
1.5	<b>Project Title:</b>	Parkrun Congleton
1.6	<b>Project Objectives:</b>	<p><b>parkrun would like</b></p> <ul style="list-style-type: none"> <li>People to be active, to walk, jog and run and to love running.</li> <li>People to join clubs and to become part of the formal club structure.</li> <li>People to enter paid running events.</li> <li>Create community running events organised by local volunteers.</li> <li>No barriers preventing someone from taking part in a parkrun.</li> </ul>
1.7	<b>Brief Project Description:</b>	<p>parkrun and parkrun events are open and inclusive to all, regardless of age, gender, race, religion, politics, and disability. Disabled people may join parkruns wherever it is safe for them to do so and at the discretion of the Event Director and subject to the conditions of the course.</p> <p>parkruns are free, weekly, timed 5k running events in local communities, on a Saturday morning.</p> <p>Events are be self-sustained wherever possible and organised by local organisers and volunteers.</p> <p>parkrun events are organised by volunteers, without whom there would be no parkrun. We have found that, to attract volunteers, presenting volunteering at parkruns as a fun, rewarding, social experience – which it is – attracts more volunteers than presenting it as an obligation and a chore. In managing and communicating</p>

		<p>with volunteers, we should always remember that they are volunteers.</p> <p>parkrun success is partly due to the open, inclusive and easy nature of the runs – parkrunners should not be obliged to do anything other than that outlined in the guidance to runners on the events course page, to act respectfully and legally to all</p>
1.8	<b>Details accounts/budgets</b>	<p>Total to £1,755.56p (ex VAT), or £2,106.67 (inc VAT)</p> <p>Technical Equipment: Total Actual technical equipment cost, is £955.56 Ex VAT.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Barcode scanners (£99.36 ex VAT)</li> <li><input type="checkbox"/> Timing device (£172.48 ex VAT)</li> <li><input type="checkbox"/> Timing device driver for laptop (£85 ex VAT)</li> <li><input type="checkbox"/> Laptop. Budgeted to £400 ex VAT.</li> </ul> <p>Event equipment: budgeted to £200 ex. VAT per event.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cones</li> <li><input type="checkbox"/> Tape</li> <li><input type="checkbox"/> Markers</li> <li><input type="checkbox"/> Signs</li> <li><input type="checkbox"/> High--viz jackets as required</li> <li><input type="checkbox"/> Clipboards</li> </ul> <p>Software License: £800 ex VAT for FMS license Local Event software is the bespoke parkrun “Field Management System” (FMS)</p> <p>Training: Total cost is £1,000 We estimate 2 man days of effort is involved in training local teams, and supporting them as they establish the event.</p> <p>Ongoing Costs: total cost is therefore £3,000 Based on our internal staffing figures,</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hosting that service costs approximately £600/month</li> <li><input type="checkbox"/> Occasionally, an event Equipment requires renewing.</li> </ul> <p>These average out at £15 per event per week.</p>

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

2.1	<b>Total Cost of Project:</b>	<p><b>Total Costs</b></p> <p>Our Total event costs therefore come together as:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> £2,000 For all equipment costs</li> <li><input type="checkbox"/> £1,000 For training</li> <li><input type="checkbox"/> £3,000 For website Setup and Event configuration</li> </ul> <p>This is a total of £6,000 For establishment of a new parkrun event. Parkrun seeks matching funding (£3,000) From local councils, grant bodies and local organisations to facilitate the establishment of a new parkrun.</p>
2.2	<b>Total contribution sought:</b>	£3000
2.3	<b>What will the money be spent on?</b>	Equipment and training
2.4	<b>Any ongoing costs:</b>	n/a



2.5	<p><b>Details of confirmed match funding include source</b></p> <p>Cash:</p> <p>In kind:</p>	<p>Currently;</p> <p>Parkrun contribute £3000 from national sponsorship</p> <p>Cash – Siemens £250</p> <p>In Kind – people who volunteered their time to help raise funds via contacting companies.</p> <p>We have 20 people volunteering</p> <p>Congleton Chronicle asking for volunteers and will be providing paper space for launch event</p> <p>Support from BearTown, Plus Dane Housing, Congleton Partnership</p> <p>We are however looking for funding from Sport England are investigating as to whether they can contribute to parkrun Congleton.</p>
2.6	<b>Resources needed:</b>	Equipment and training
2.7	<b>Estimated timescale of project from start to finish:</b>	On going service

### Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	<p>Parkrun aims to increase participation of exercise, with the view to include all abilities and ages.</p> <p>It will provide a free organised event, run by volunteers, which in turn promotes team work in the community as well as encouraging people to be lead healthier lifestyles.</p> <p>Research has shown that in Congleton obesity in teenagers is an issue and exercise has been proven to help people lose weight. Therefore parkrun is a good use of public money.</p>
3.2	<b>Are there similar services/projects provided in the area</b>	Park Run; Bramhall, Hanley

### Part 4: Evaluation/Publicity

4.1	<b>How will the project be evaluated and will carry out the evaluation?</b> ?	<p>Online training log for each runner, stats electronically maintained by Park Run which can be viewed by the public. Equipment and training purchased will allow for data collection.</p> <p>Stats: number of runners per event, decreased running time – showing an increase in CV fitness</p>
4.2	<b>Describe how you will promote the Town Council in your project</b>	<p>Congleton Chronicle are running an article at the launch of the event and Congleton Town Council will be acknowledged and parkrun Congleton will invite the mayor to the first event</p>

Signature:

Date:

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# Congleton Town Council

## Application for Financial Assistance



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

Application Reference Number (office use only)	GR11-12/3
--	-----------

1.1	<b>Applicant(s):</b>	Nicola Mapes
1.2	<b>Representing:</b>	Parkrun Congleton
1.3	<b>Email Address:</b>	<a href="mailto:Nicolamapes@yahoo.co.uk">Nicolamapes@yahoo.co.uk</a>
1.4	<b>Tel No.</b>	07864750965
1.5	<b>Project Title:</b>	Parkrun Congleton
1.6	<b>Project Objectives:</b>	<p><b>parkrun would like</b></p> <ul style="list-style-type: none"><li>• People to be active, to walk, jog and run and to love running.</li><li>• People to join clubs and to become part of the formal club structure.</li><li>• People to enter paid running events.</li><li>• Create community running events organised by local volunteers.</li><li>• No barriers preventing someone from taking part in a parkrun.</li></ul>
1.7	<b>Brief Project Description:</b>	<p>parkrun and parkrun events are open and inclusive to all, regardless of age, gender, race, religion, politics, and disability. Disabled people may join parkruns wherever it is safe for them to do so and at the discretion of the Event Director and subject to the conditions of the course.</p> <p>parkruns are free, weekly, timed 5k running events in local communities, on a Saturday morning.</p> <p>Events are be self-sustained wherever possible and organised by local organisers and volunteers.</p> <p>parkrun events are organised by volunteers, without whom there would be no parkrun. We have found that, to attract volunteers, presenting volunteering at parkruns as a fun, rewarding, social experience – which it is – attracts more volunteers than presenting it as an obligation and a chore. In managing and communicating</p>

		<p>with volunteers, we should always remember that they are volunteers.</p> <p>parkrun success is partly due to the open, inclusive and easy nature of the runs – parkrunners should not be obliged to do anything other than that outlined in the guidance to runners on the events course page, to act respectfully and legally to all</p>
1.8	<b>Details accounts/budgets</b>	<p>Total to £1,755.56p (ex VAT), or £2,106.67 (inc VAT)</p> <p>Technical Equipment: Total Actual technical equipment cost, is £955.56 Ex VAT.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Barcode scanners (£99.36 ex VAT)</li> <li><input type="checkbox"/> Timing device (£172.48 ex VAT)</li> <li><input type="checkbox"/> Timing device driver for laptop (£85 ex VAT)</li> <li><input type="checkbox"/> Laptop. Budgeted to £400 ex VAT.</li> </ul> <p>Event equipment: budgeted to £200 ex. VAT per event.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cones</li> <li><input type="checkbox"/> Tape</li> <li><input type="checkbox"/> Markers</li> <li><input type="checkbox"/> Signs</li> <li><input type="checkbox"/> High-viz jackets as required</li> <li><input type="checkbox"/> Clipboards</li> </ul> <p>Software License: £800 ex VAT for FMS license Local Event software is the bespoke parkrun “Field Management System” (FMS)</p> <p>Training: Total cost is £1,000 We estimate 2 man days of effort is involved in training local teams, and supporting them as they establish the event.</p> <p>Ongoing Costs: total cost is therefore £3,000 Based on our internal staffing figures,</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hosting that service costs approximately £600/month</li> <li><input type="checkbox"/> Occasionally, an event Equipment requires renewing.</li> </ul> <p>These average out at £15 per event per week.</p>

## Part 2: Cost Details / Resources / Timescale

2.1	<b>Total Cost of Project:</b>	<p><b>Total Costs</b></p> <p>Our Total event costs therefore come together as:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> £2,000 For all equipment costs</li> <li><input type="checkbox"/> £1,000 For training</li> <li><input type="checkbox"/> £3,000 For website Setup and Event configuration</li> </ul> <p>This Is a total of £6,000 For establishment of a new parkrun event. Parkrun seeks matching funding (£3,000) From local councils, grant bodies and local organisations to facilitate the establishment of a new parkrun.</p>
2.2	<b>Total contribution sought:</b>	£3000
2.3	<b>What will the money be spent on?</b>	Equipment and training
2.4	<b>Any ongoing costs:</b>	n/a

2.5	<p><b>Details of confirmed match funding include source</b></p> <p>Cash:</p> <p>In kind:</p>	<p>Currently;</p> <p>Parkrun contribute £3000 from national sponsorship</p> <p>Cash – Siemens £250</p> <p>In Kind – people who volunteered their time to help raise funds via contacting companies.</p> <p>We have 20 people volunteering</p> <p>Congleton Chronicle asking for volunteers and will be providing paper space for launch event</p> <p>Support from BearTown, Plus Dane Housing, Congleton Partnership</p> <p>We are however looking for funding from Sport England are investigating as to whether they can contribute to parkrun Congleton.</p>
2.6	<b>Resources needed:</b>	Equipment and training
2.7	<b>Estimated timescale of project from start to finish:</b>	On going service

### Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	<p>Parkrun aims to increase participation of exercise, with the view to include all abilities and ages.</p> <p>It will provide a free organised event, run by volunteers, which in turn promotes team work in the community as well as encouraging people to be lead healthier lifestyles.</p> <p>Research has shown that in Congleton obesity in teenagers is an issue and exercise has been proven to help people lose weight. Therefore parkrun is a good use of public money.</p>
3.2	<b>Are there similar services/projects provided in the area</b>	Park Run; Bramhall, Hanley

### Part 4: Evaluation/Publicity

4.1	<b>How will the project be evaluated and will carry out the evaluation?</b>	<p>Online training log for each runner, stats electronically maintained by Park Run which can be viewed by the public. Equipment and training purchased will allow for data collection.</p> <p>Stats: number of runners per event, decreased running time – showing an increase in CV fitness</p>
4.2	<b>Describe how you will promote the Town Council in your project</b>	<p>Congleton Chronicle are running an article at the launch of the event and Congleton Town Council will be acknowledged and parkrun Congleton will invite the mayor to the first event</p>



# Congleton Town Council

## Application for Financial Assistance



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

Application Reference Number (office use only)	GR12-12/13
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1.1	<b>Applicant(s):</b>	Lyndon Murgatroyd Secretary St James Parochial Church Council
1.2	<b>Representing:</b>	St James The Great Parish Church West Street Congleton
1.3	<b>Email Address:</b>	
1.4	<b>Tel No.</b>	
1.5	<b>Project Title:</b>	Repairing boundary wall of church bordering on West Street
1.6	<b>Project Objectives:</b>	The church wall on West Street is bulging outwards with a danger that if it fell it could injure someone walking along West Street. The cause is either the weight of soil or roots from a nearby tree. For safety issues the wall needs to be demolished, the offending material causing the bulge to be removed and the wall to be rebuilt
1.7	<b>Brief Project Description:</b>	The wall is an old stone wall built probably in the mid 1900s at the time the church was erected. The area affected as referred to above needs to be dismantled stone by stone. It will then be necessary to remove or trim the roots or remove some soil behind this part of the wall. The individual blocks of stone will then have to be rebuilt and cemented. We are assured that there is no immediate danger but the work must be done as soon as possible.
1.8	<b>Details accounts/budgets</b>	I have obtained a quote from a reputable builder which I enclose with this application form. The cost quoted to do this work is £650

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

2.1	<b>Total Cost of Project:</b>	£650
2.2	<b>Total contribution sought:</b>	£450
2.3	<b>What will the money be spent on?</b>	Labour and material costs to carry out the work described.

2.4	<b>Any ongoing costs:</b>	No
2.5	<b>Details of confirmed match funding include source</b> Cash:  In kind:	St James Church as all churches struggles to make ends meet and unbudgeted issues like this severely stretch the income we have. You can see from our accounts the problems we have. In December 2011 we are in deficit. Currently the balance is around £800 in credit. We would be prepared to contribute up to £200 towards the cost  Not applicable
2.6	<b>Resources needed:</b>	Building materials cement etc provided by the builder and included in the cost
2.7	<b>Estimated timescale of project from start to finish:</b>	No longer than a day

### Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	The sole purpose of this work is to prevent any injuries to the public Following completion of the work, there would no longer be any danger to the general public walking along West Street
3.2	<b>Are there similar services/projects provided in the area</b>	Not applicable

### Part 4: Evaluation/Publicity

4.1	<b>How will the project be evaluated and who will carry out the evaluation?</b>	The Parochial Church Council will be responsible for the evaluation of the work carried out although the builder who has quoted can be relied upon to complete the work successfully.
4.2	<b>Describe how you will promote the Town Council in your project</b>	The notification of any award by the Finance Committee to the church will be acknowledged through the pages of the Congleton Chronicle and also in the news material created by the church ie. Church magazine and the church newsheet.

Signature: Lyndon B. Mungford Date: 13/08/12  
 PCC Secretary St James

**S L CONTRACTORS LTD  
11 FIRBECK CLOSE  
CONGLETON  
CHESHIRE  
CW12 4QW  
TEL: 07815796318**

*4<sup>th</sup> July, 2012*

*3 Firbeck Close,  
Congleton,  
Cheshire.*

***QUOTE RE ST JAMES CHURCH***

*Repairs to perimeter wall*

*Dig out effected area and rebuild to match existing. Re point where necessary and back up with concrete to prevent further subsidence.*

***TOTAL QUOTE***

***650***

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*I trust this is to your satisfaction and look forward to hearing from you in the near future. If you have any queries please do not hesitate to contact me.*



COMPARATIVE ACCOUNTS

St James Parish Church, Congleton

Accounts for the Year Ending 31st December 2010 AD

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	Receipts	2011
	14,918.43	13,607.24	13,517.31	13,560.90	14,739.33	15,163.73	18,307.76	18,340.49	20,429.33	20,701.31	20,925.20	Planned Giving	21,126.39
	3,254.81	2,420.91	1,753.59	2,252.67	1,905.33	577.99	1,839.65	2,502.13	2,273.25	1,829.40	1,610.50	Gift Aid Envelopes	1,856.10
	1,534.48	1,960.75	533.34	1,846.97	2,159.78	2,620.34	2,393.75	2,866.93	2,548.69	1,887.51	1,933.20	Other Collections	1,979.55
	231.13	236.46	209.02	163.82	148.80	2,123.53	2,926.05	3,622.10	3,412.31	3,435.36	2,755.71	Fetes, Bazaars	3,316.07
	3,184.89	2,754.77	1,466.05	1,120.80	1,649.58	339.63	290.19	156.48	142.73	334.84	279.75	Parish Magazine	261.62
	1,346.00	2,252.50	2,631.00	1,053.00	1,041.50	1,530.00	1,138.00	522.22	605.95	834.80	3,722.37	Donations	1,850.44
	0.34	0.34	0.34	0.34	0.34	0.34	0.34	1,111.21	1,030.00	2,820.28	2,046.01	Fees Paid to PCC	248.90
	16,162.74	3,218.45	15,184.88	22,906.88	5,903.01	200.00	0.00	1,000.00	0.00	0.00	900.00	Grants	0.34
	2,893.78	2,515.90	2,454.70	2,621.33	0.00	899.10	15.00	13,275.45	77,804.49	0.00	0.00	Roof Fund	350.00
	100.00	1,500.00	0.00	22,000.00	0.00	5,446.80	3,806.06	5,085.57	5,186.79	5,824.65	0.00	Modifications	0.00
	1,702.40	4,977.11	3,571.71	1,566.47	13,690.52	19,104.56	0.00	29.50	0.00	0.00	5,095.45	Gift Aid Return	5,063.12
	45,329.00	35,044.43	41,321.94	69,095.18	41,238.19	52,452.86	34,712.38	4,953.64	7,930.89	3,495.93	3,529.73	Restricted Income	2,078.98
								53,463.78	122,036.59	41,335.39	46,785.97	TOTAL	41,380.98
	2,524.10	3,615.01	825.00	0.00	1,654.92	2,460.84	2,608.11	2,757.85	2,310.51	700.34	960.61	The Ministry	2,856.13
	1,336.22	1,549.25	3,370.66	789.39	2,047.84	2,150.54	2,759.86	2,418.99	3,912.92	3,527.82	3,289.09	Heating, Light, Water	3,096.34
	1,962.72	1,895.91	2,090.66	2,182.09	2,546.11	2,311.21	2,555.22	2,516.17	2,649.14	2,795.15	2,573.32	Insurance	2,948.81
	681.15	809.69	2,103.74	1,531.35	933.43	250.38	168.00	297.34	124.96	542.90	238.01	Minor Repairs	1,444.03
	742.70	523.60	638.03	1,088.81	700.26	708.64	491.41	707.49	380.36	507.47	578.40	Upkeep of Services	834.68
	762.00	1,130.00	910.00	785.00	22.80	0.00	0.00	0.00	0.00	725.00	0.00	Salaries	0.00
	98.24	103.66	147.52	188.36	97.63	346.08	351.31	93.17	343.50	49.52	78.28	Sunday School	111.79
	189.20	246.40	228.00	158.40	38.40	38.40	34.98	46.40	0.00	0.00	81.00	Choir	83.00
	13,437.90	14,346.96	15,340.77	16,008.00	17,987.30	3,833.34	1,791.35	1,195.46	2,113.87	1,768.80	34.50	Parish Magazine	34.50
	1,481.23	840.34	50.00	400.00	333.45	19,334.04	22,954.04	25,038.83	30,880.00	22,000.00	6,001.71	Other Parish Expenses	1,650.19
	17,442.74	2,381.51	5,794.30	7,778.28	3,512.53	1,245.16	1,293.11	1,512.42	932.50	626.43	28,404.19	Payments to Diocese	27,644.38
	0.00	0.00	9,390.58	30,568.54	0.00	29,104.56	131.60	235.00	71,164.76	1,137.01	0.00	Charities	396.67
	6,436.05	4,397.98	4,373.28	6,263.52	6,211.77	5,810.02	1,688.14	11,195.19	548.96	0.00	0.00	Payments on modifications	0.00
	47,094.25	31,780.31	45,062.54	67,741.74	18,981.35	70,140.76	37,605.84	52,954.76	118,205.10	36,316.84	47,000.66	TOTAL	1,759.06
	1,715.21	3,264.12	3,140.10	1,353.44	22,256.84	7,617.93	6,891.46	509.02	3,831.49	5,018.55	211.69	Surplus/(Deficit)	42,849.56
													(1,488.56)

Audited by

Dated

CURRENT BALANCE APPROX. £800 CREDIT



# Congleton Town Council

## Application for Financial Assistance



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

Application Reference Number (office use only)		GR13-12/13
1.1	Applicant(s):	D. MURPHY.
1.2	Representing:	C.T.C. / COMMUNITY POLICE
1.3	Email Address:	dennismurphy@tiscali.co.uk
1.4	Tel No.	07799 887091
1.5	Project Title:	N/A.
1.6	Project Objectives:	Community Policing.
1.7	Brief Project Description:	To provide a Pop-up GAZEBO for the Community Police to use at events and also use when having drop in sessions in the town.
1.8	Details accounts/budgets	Quotes attached.

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

2.1	Total Cost of Project:	AREA £ 500 - £ 600.
2.2	Total contribution sought:	cost of purchase of suitable GAZEBO
2.3	What will the money be spent on?	Purchase as per quote attached.

2.4	Any ongoing costs:	None.
2.5	Details of confirmed match funding include source Cash:  In kind:	None.
2.6	Resources needed:	Total cost.
2.7	Estimated timescale of project from start to finish:	N/A

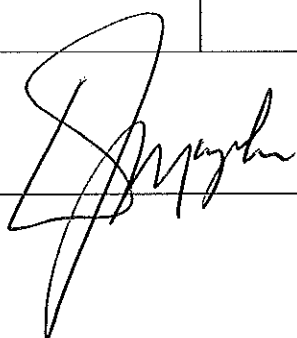
Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	To provide a more high profile site, for our local Community Police and PCSO's when they are out in the community during events.
3.2	Are there similar services/projects provided in the area	N/A

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation? ?	Town centre manager x community projects staff
4.2	Describe how you will promote the Town Council in your project	Town Council name on CAZEBO.?

Signature:



Date:

## Jackie Potts

---

**From:** Cec jones <sales@apexmarketstalls.co.uk>  
**Sent:** 15 August 2012 11:17  
**To:** Jackie Potts  
**Subject:** FW: Branded canopy  
**Attachments:** ccp\_3x3m.pdf

Hi Jackie,

Please find our quote below.

Regards

Cec  
Apex.

---

**From:** Cec jones [<mailto:sales@apexmarketstalls.co.uk>]  
**Sent:** 14 August 2012 12:34  
**To:** 'jp@congletoncouncil.co.uk'  
**Subject:** Branded canopy

Hi Jackie,

A Mr Dennis Murphy called last week and asked me to send you over a quote for a printed gazebo together with a mock up of the canopy.

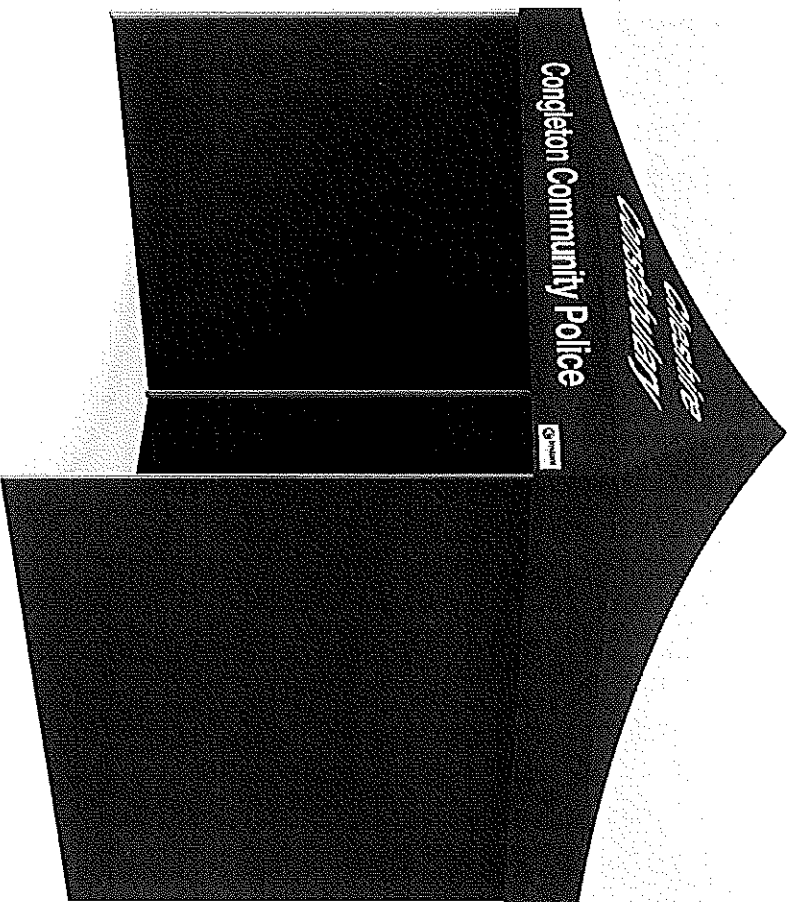
Please find the price and mock up attached below.

3m x 3m Heavy duty gazebo.	£499.00 + VAT
Printing charge	£220.00 + VAT
Delivery charge	£18.00 + VAT

If you require any further information please do not hesitate to contact me.

Regards

Cecil Jones  
Apex Market Stalls  
01691-829333



3x3m Pro-50 Instant Awning

Client: Congleton Community Police

**ORIGINATION**

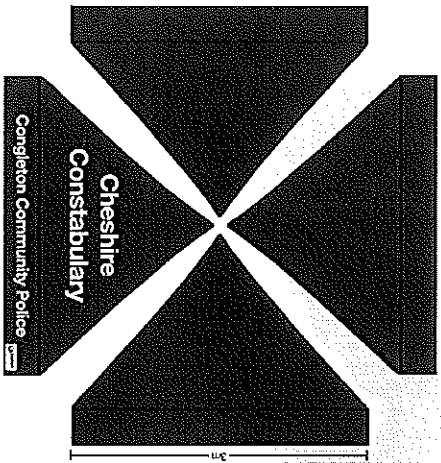
Artwork Size:  
Origination Date:  
Origination By:

**PRINT INFORMATION**

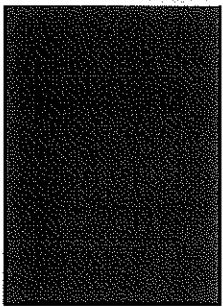
Amendment Date:  
Amendment By:  
Version Number:

Print Type:  
Print Cost:  
Lead Time:

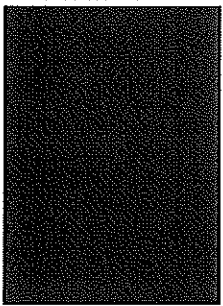
**ADDITIONAL INFORMATION**



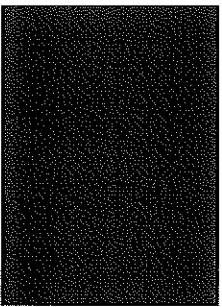
- 50mm x 50mm hexagonal aluminium upper legs (2mm thick)
- 18mm x 35mm cross bracing truss bars (2mm thick)
- Complete with metal brackets & jumbo sized feet
- 3 Year frame warranty
- Fully waterproof, flameproof and UV resistant 600 Denier polyester top
- A full set of four side walls
- Re-enforced roller wheel carry bag for easy transportation
- Ground pegs & tie down rope kit
- UK delivery to one address



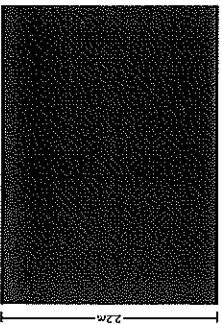
Door Wall



Back Wall



Left Wall



Right Wall

**3x3m Pro-50 Instant Awning**

Client: Congleton Community Police

**ORIGINATION**

Amwork Size:  
Origination Date:  
Origination By:

**PRINT INFORMATION**

Amendment Date:  
Amendment By:  
Version Number:

**ADDITIONAL INFORMATION**

Print Type:  
Print Cost:  
Load Time:



## No Obligation Quotation

Gala Tent Limited  
Unit 10, Farfield Park  
Manvers  
Wath-Upon-Dearne  
Rotherham  
South Yorkshire  
S63 5DB  
Tel: 0871 423 4252  
Fax: 0871 423 4313  
Email: info@galalent.com  
www.galalent.co.uk

**INVOICE TO:**  
Mr Dennis Murphy

Town Hall  
High Street  
CONGLETON  
Cheshire  
CW12 1BN

Tel No: 07799887091

**Invoice No:** 272004

**Invoice Date:** 07/08/12

**Customer No:** 183832

**DELIVER TO:**  
Mr Dennis Murphy

Town Hall  
High Street  
CONGLETON  
Cheshire  
CW12 1BN

Tel No: 07799887091

Line	Qty	Code	Description	Unit Price	Goods Value
1	1	00002	Packing and Handling	6.63	6.63
2	1	09117	3m x 3m Gala Shade Pro 40 (Blue)	224.25	224.25
3	1	09145	3m x 3m Gala Shade Pro Generic (Blue Sidewalls)	74.99	74.99
4	2	07290	13kg Cast Iron Weighted Feet - Pair	29.99	59.99
5	1	07296	3m x 3m Gala Shade-Pro (Ground Bars)	29.96	29.96
6	1	07364	Printing Service	83.33	83.33

**SPECIAL DELIVERY INSTRUCTIONS:**

Voucher Code: wawistgj.....1x 3m valance printed

	Net	VAT	Gross
Goods Totals:	£479.15	£95.83	£574.98
Carrlage Totals:	£0.00	£0.00	£0.00

**Total Invoice Amount:**

**£574.98**



**Bank Transfer**  
Sort Code : 40-23-67  
Account : 00005533  
Please quote the Invoice  
Number as the Reference

## Jackie Potts

---

**From:** Scott - Surf & Turf Instant Shelters Ltd <scott@surfturf.co.uk>  
**Sent:** 07 August 2012 11:52  
**To:** Jackie Potts  
**Subject:** Price Quote

Hi Jackie,

Please see below the pricing for the enquiry made earlier today

3m x 3m protex 1 blue/white - £495

Text print across the Valance (drop down section of canopy) - £55 per side

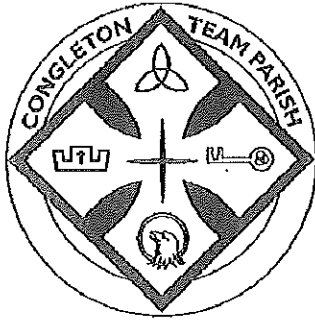
Kind Regards

Scott Crimes  
Sales



Tel: 01925 819608  
Fax: 01925 818506





# CONGLETON TEAM PARISH

## **The Church Office**

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

Tel. 01260 273212

Email: [admin@conglonteamparish.co.uk](mailto:admin@conglonteamparish.co.uk)

Website: [www.conglonteamparish.co.uk](http://www.conglonteamparish.co.uk)

20<sup>th</sup> August 2012

Dear Mr. Hogan,

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

We still have not received the contract agreement from Cheshire East Council to maintain St Peter's churchyard marked in green and yellow on the attached plan.

We realize that we have to continue to keep the churchyard in a tidy state through the rest of the summer, and so asked our contractor to trim the grass at the beginning of August.

We submit his invoice retrospectively, and hope that the council will be able to give sympathetic consideration to our request for assistance.

Yours sincerely,

Felicity Laurence

Church Warden of St Peter's



# Congleton Town Council

## Application for Financial Assistance



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

Application Reference Number (office use only)	
--	--

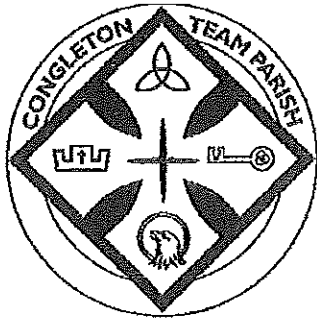
1.1	<b>Applicant(s):</b>	Felicity Laurence ( Church warden of St Peter's)
1.2	<b>Representing:</b>	St Peter's Church, Chapel Street, Congleton CW12 4AB
1.3	<b>Email Address:</b>	felicity@thelaurences.co.uk
1.4	<b>Tel No.</b>	01260 274239
1.5	<b>Project Title:</b>	St Peter's Churchyard
1.6	<b>Project Objectives:</b>	To continue to maintain St Peter's churchyard in a tidy state through this summer before Cheshire East Council takeover the future maintenance.
1.7	<b>Brief Project Description:</b>	Strimming the grass in August 2012 of the area marked green and yellow on the attached map.  This is cut 2 of 3
1.8	<b>Details accounts/budgets</b>	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	<b>Total Cost of Project:</b>	1 cut @ £650 carried out at the beginning of August 2012
2.2	<b>Total contribution sought:</b>	£ 650
2.3	<b>What will the money be spent on?</b>	The strimming and maintaining of the cleared grass area of the churchyard by a contractor, marked in green and yellow on the attached map done at the beginning of August

CONGLETON

20 AUG 2012



# CONGLETON TEAM PARISH

## The Church Office

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

Tel. 01260 273212

Email: [admin@conglonteamparish.co.uk](mailto:admin@conglonteamparish.co.uk)

Website: [www.conglonteamparish.co.uk](http://www.conglonteamparish.co.uk)

20<sup>th</sup> August 2012

Dear Mr. Hogan,

I am submitting an application for financial assistance for the maintenance of St Peter's church clock, to be considered at the next financial committee meeting.

In the past, Congleton Town Council has very generously met the cost of this annual service and the vicar, church wardens and church committee are very grateful.

We hope that the council will be able to help us again this year.

Yours sincerely,

*Felicity Lawrence*

Church Warden



# Congleton Town Council

## Application for Financial Assistance



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

Application Reference Number (office use only)	14-12/13
--	----------

1.1	<b>Applicant(s):</b>	Felicity Laurence ( Church Warden) Parish Office, 14 Chapel Street, Congleton CW12 4AB
1.2	<b>Representing:</b>	St Peter's Church
1.3	<b>Email Address:</b>	fe
1.4	<b>Tel No.</b>	Office: 273212. Home: 274239
1.5	<b>Project Title:</b>	Maintenance of St Peter's clock
1.6	<b>Project Objectives:</b>	To keep the clock in good working order.
1.7	<b>Brief Project Description:</b>	Annual service of clock carried out 25 <sup>th</sup> July 2012
1.8	<b>Details accounts/budgets</b>	N/A

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

2.1	<b>Total Cost of Project:</b>	Annual service carried out in July ,£236.40
2.2	<b>Total contribution sought:</b>	£ 236.40
2.3	<b>What will the money be spent on?</b>	The money has been spent on the annual servicing of the clock



# Congleton Town Council

## Application for Financial Assistance



CONGLETON

21 AUG 2012

TOWN COUNCIL

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

Application Reference Number (office use only)	16-12/13
--	----------

1.1	<b>Applicant(s):</b>	ANNA BELLE HULL - CHAIR ANNETTE BRADLEY - SECRETARY
1.2	<b>Representing:</b>	CONGLETON PLAYERS AMATEUR THEATRE CLUB.
1.3	<b>Email Address:</b>	
1.4	<b>Tel No.</b>	
1.5	<b>Project Title:</b>	CALENDAR GIRLS (the play)
1.6	<b>Project Objectives:</b>	TO ENTERTAIN THE PEOPLE OF CONGLETON. TO USE THE PLAY AS A PLATFORM FOR FUNDRAISING. PROCEEDS TO GO TO MARIE CURIE CC WHO PROVIDE LOCALLY FREE NURSING CARE IN YOUR OWN HOME.
1.7	<b>Brief Project Description:</b>	AS THE PLAY IS HIGH PROFILE AT THE MOMENT WE WOULD HOPE TO ENCOURAGE MORE LOCAL PEOPLE TO DAVESIDE THEATRE + SO TO RAISE MONEY TO AID MARIE CURIE, LOCALLY.
1.8	<b>Details accounts/budgets</b>	THE COST OF THE HIRE OF THE THEATRE COSTUMES, SETS, PROGRAMME, RAFFLE FOR THIS PRODUCTION WILL BE BEYOND THE PLAYERS USUAL BUDGET.

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

2.1	<b>Total Cost of Project:</b>	£4,000 PLUS
2.2	<b>Total contribution sought:</b>	£500 OR WHATEVER MAY BE GIVEN TO US
2.3	<b>What will the money be spent on?</b>	THE EXPENSES OF THE PROGRAMME WHICH WILL BE APPROX. £800.

2.4	Any ongoing costs:	HIRE OF THEATRE FOR REHEARSALS
2.5	Details of confirmed match funding include source Cash: £980  In kind:	PERCENTAGE OF PLAYERS PRE PAID MEMBERS + SUBSCRIPTIONS FROM OUR 2011/12 SEASON.
2.6	Resources needed:	COSTUMES, PROPS, PROGRAMME, RAFFLE PRIZES.
2.7	Estimated timescale of project from start to finish:	FROM THE PRESENT UNTIL OCTOBER 6 <sup>th</sup> 2012.

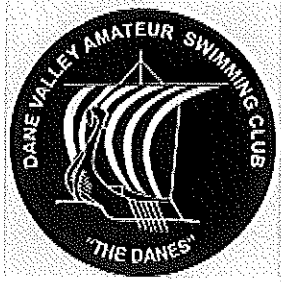
### Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	TO ENCOURAGE MORE PEOPLE TO BE INVOLVED WITH DANGSIDE THEATRE. TO RAISE MONEY FOR MARIE CURIE CANCER CARE TO ENABLE CONGLETON PEOPLE WITH TERMINAL CANCER TO HAVE NURSING IN THEIR OWN HOME
3.2	Are there similar services/projects provided in the area	N/A.

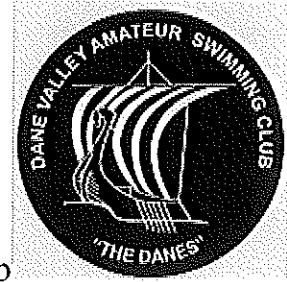
### Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	CONGLETON PLAYERS WILL EVALUATE THE SUCCESS OF CALENDAR GIRLS BY THE PROFIT MARGIN (AFTER COSTS) WHICH WILL BE DONATED TO CHARITY AS ABOVE
4.2	Describe how you will promote the Town Council in your project	THE PLAYERS WILL FULLY PROMOTE ANY HELP GIVEN BY THE COUNCIL IN ADVERTISING, PROGRAMMES + IN THE THEATRE DURING THE WEEK OF THE PLAY.

Signature: Annette Bradley Date: 20.8.2012



Dane Valley Amateur Swimming club



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Congleton Leisure Centre, Worrall Street, Congleton, Cheshire

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**DANE VALLEY ASC GRANT**

5<sup>th</sup> July 2012

Dear Congleton Town Council

Dane Valley ASC would like to thank you so much for the grant of £250 towards the 'Olympic Swim Clinic'.

It was a fantastic opportunity for the swimmers to be taught by an Olympic coach and swim with an Olympic swimmer. Everyone thoroughly enjoyed the day and the swim coaches also gained a lot of knowledge which will help the club in the future.

The timing of the clinic was great because it has helped to raise the profile of the Olympics...the grant came in really useful as the clinic was a big costing for the club, but so many swimmers/coaches/parents benefited throughout Congleton..

Thank you once again for all your support.

Kind Regards

Jane Henfrey  
Dane Valley ASC Secretary

## Management Accounts July 2012

See attached Income and Expenditure sheet. These figures are for the first quarter so would be 33% of the annual budget if the expenditure was regular monthly. Significant variances are explained as follows:

### Finance and Policy

#### **Corporate Management**

- Subscriptions and Publications include annual charges to SLCC and ChALC.
- Insurance is a full year cost.
- Other Advertising - includes adverts for a casual vacancies.
- Legal and Professional Fees includes a job evaluation consultant.
- Double taxation income has been received from Cheshire East which was not budgeted for.
- Interest receivable on the direct reserve account holding the council's reserves is greater than budgeted for.

#### **Civic**

- There are three big events of the Mayoral year and the figures for July include two of these: The Annual Council meeting (Mayor making) and the Civic service.
- The Mayor and Deputy Mayor have received their annual allowance.
- The budget for Civic regalia is only small at £100 but past mayor's badges need to be purchased at a minimum quantity of 5 at a cost of £258 each. This has resulted in a large overspend on this budget.

#### **Grants**

- Out of the initial grants budget of £77,000 a considerable amount has already been allocated e.g. Citizens' Advice Bureau; CCP; Christmas Lights. £21,350 is currently available for new grant applications coming in throughout the next year to 31/03/13.

### Community, Environment and Services

- The paddling pool opened on Jubilee weekend 2<sup>nd</sup> June so would expect to show 50% of the budget.
- Floral displays are largely seasonal so showing 57% of the budget.
- The full year cost of the PCSOs has been paid.

### Town Hall

- A detailed trading account is provided to the Town Hall committee – Expenditure was very slightly up and income was slightly under budget – the Grand Hall and De Lacey's café were closed during June to enable work to be carried out on the bar and kitchen and the Spencer Suite has not picked up as many external bookings as hoped for when the budget was set.

### Personnel

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



## Congleton Town Council - Management Accounts - July 2012

	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)	8,980	34,016	118,606	84,590	29%
	Travel	0	379	1,200	821	32%
	Training / Conferences	571	1,061	2,600	1,539	41%
	Rent Payable	1,163	4,650	13,950	9,300	33%
	Miscellaneous Office Costs	24	72	270	198	27%
	Telephone/Fax/Internet	18	356	1,400	1,044	25%
	Postage	0	647	3,360	2,713	19%
	Stationery & Printing	154	468	1,800	1,332	26%
	Subscriptions & Publications	0	1,611	1,890	279	85%
	Insurance	0	3,584	3,800	216	94%
	Computer/IT Costs	217	873	3,045	2,172	29%
	Photocopy Charges	805	654	3,465	2,811	19%
	Recruitment Advertising	0	69	500	431	14%
	Other Advertising	0	146	200	54	73%
	Equipment Replacement\Tools	0	0	100	100	0%
	Bank Charges	0	8	200	192	4%
	Audit Fees - External	0	0	4,000	4,000	0%
	Audit Fees - Internal	0	0	1,200	1,200	0%
	Accountancy Support	624	429	3,675	3,246	12%
	Legal & Professional fees	213	2,222	1,500	-722	148%
	Central Overheads reallocated	-1,893	-10,436	0	10,436	0%
	<b>Corporate Management:-Expenditure</b>	<b>10,876</b>	<b>40,809</b>	<b>166,761</b>	<b>125,952</b>	<b>24%</b>
	CEC Double Taxation	-18,751	-18,751	0	18,751	0%
	Interest Receivable	-692	-3,172	-3,000	172	106%
	<b>Corporate Management :- Income</b>	<b>-19,443</b>	<b>-21,923</b>	<b>-3,000</b>	<b>18,923</b>	<b>731%</b>
	<b>Net Expenditure over Income</b>	<b>-8,567</b>	<b>18,886</b>	<b>163,761</b>	<b>144,875</b>	<b>12%</b>
<u>102</u>	<u>Democratic Rep'n &amp; Mgmt/Civic</u>					
	Staff Costs (re-allocated)	1,624	6,496	21,569	15,073	30%
	Training / Conferences	60	360	3,000	2,640	12%
	Stationery & Printing	0	39	250	211	16%
	Marketing/Promotions	20	104	1,500	1,396	7%
	Council Newsletter	658	1,026	5,178	4,152	20%
	Council Website	245	425	2,000	1,575	21%
	Members Expenses	0	0	500	500	0%
	Mayor's Allowance	0	2,600	2,600	0	100%
	Deputy Mayor's Allowance	0	260	260	0	100%
	Civic Expenses	0	2,665	4,500	1,835	59%
	Civic Regalla	0	1,292	100	-1,192	1292%
	Hall & Room Hire	53	1,775	7,000	5,225	25%
	Civic Artefacts and Treasures	0	148	1,000	852	15%
	Central Overheads reallocated	224	1,236	0	-1,236	0%
	<b>Democratic Rep'n &amp; Mgmt/Civic:-Expenditure</b>	<b>2,884</b>	<b>18,426</b>	<b>49,457</b>	<b>31,031</b>	<b>37%</b>
<u>107</u>	<u>Grants</u>		<b>55,663</b>	<b>77,013</b>	<b>21,350</b>	<b>72%</b>
	<b>F&amp;P Income - Expenditure Totals</b>	<b>-5,683</b>	<b>92,975</b>	<b>290,231</b>	<b>197,256</b>	<b>32%</b>
	<u>Community, Environment &amp; Services</u>					
201	Paddling Pool	4,128	9,308	22,761	13,453	41%
211	Congleton Park	0	0	5,000	5,000	

215	Floral Displays	1,932	8,500	15,000	6,500	57%
241	Allotments	30	120	500	380	24%
251	Handyman service	2,653	13,586	60,761	47,175	22%
262	Street furniture	0	0	250	250	0%
264	Shopmobility	2,500	2,500	5,000	2,500	50%
280	Devolved Services	0	0	27,250	27,250	0%
301	Congleton Partnership	2,643	10,572	31,716	21,144	33%
302	Community Development	2,149	9,385	27,846	18,461	34%
303	Police Community Support Officers	47,200	47,200	47,200	0	100%
305	Christmas Fayre/lights	0	0	4,000	4,000	0%
321	Tourism	380	1,748	4,000	2,252	44%
341	Youth and Young People	66	643	2,000	1,357	32%
351	Fellowship House	645	979	0	-979	0
		<b>64,326</b>	<b>104,541</b>	<b>253,284</b>	<b>148,743</b>	<b>41%</b>

**Town Hall**

221	Town Hall - Expenditure		51,755	151,714	99,959	34%
	Town Hall - Income		-28,054	-110,400	-82,346	25%
		<b>0</b>	<b>23,701</b>	<b>41,314</b>	<b>17,613</b>	<b>57%</b>

**Total Net Expenditure**

<b>221,217</b>	<b>584,829</b>	<b>363,612</b>	<b>38%</b>
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**Personnel**

401	Staff Costs - Reallocated	<b>23,727</b>	<b>89,031</b>	<b>300,765</b>	<b>211,734</b>	<b>30%</b>
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Reserves as at 31/07/12

General Reserve	161,021
Capital Vehicle Fund	20,000
Capital Contingency Fund	147,020
EMR Elections	10,000
EMR Crime Prevention/Traffic calming	3,779
EMR Ancient Treasures	3,000
EMR Training	3,000
EMR Devolved Services	30,000
EMR Loan Repayments	4,407
EMR Public Toilets	14,000
EMR Play Areas	6,000
EMR Public Realm	8,136
EMR Legal Fees	10,000

**420,363**

## Jackie Potts

---

**From:** phildawson <phildawson@btinternet.com>  
**Sent:** 12 June 2012 14:14  
**To:** Jackie Potts  
**Cc:** 'Pete Doyle (Laheen)'; 'Ann Lomas'  
**Subject:** FW: 29th Annual Congleton Half Marathon : 7th October 2012 9:30 am

**Importance:** High

Hi Jackie, As requested here is a list of charities that we supported in 2011 and the amounts donated from all the proceeds of the event :

£500 each to	Regd. Number
Cheshire Advocacy	1014487
Rubys fund	1129503
Friends for Leisure	1068991
Donna Louise trust	1075597

£200 to the Mercian Regiment

£100 each to :  
Congleton Air cadets  
" Army cadets  
Sandbach scouts

This year we are aiming to donate all proceeds to a single charitable project, for example provision of a piece of vital equipment or building. The committee is in the process of collating information in order to make a decision this. When decided I can send full details. In the meantime I hope the information above is of interest and thank the council for supporting our efforts to raise as much as possible.

Best regards,

Phil Dawson ( Congleton Half Marathon organising committee 2012) Tel :07831 774999.

## Jackie Potts

---

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" Army cadets  
Sandbach scouts

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Best regards,

Phil Dawson ( Congleton Half Marathon organising committee 2012) Tel :07831 774999.

## REPORT TO FINANCE AND POLICY MEETING – 30<sup>TH</sup> AUGUST 2012

### Congleton Town Council Civic Regalia

Following discussions with the Mayor I was asked to compile a report on the Town Council's Civic Regalia. Although we have a wonderful Mayor's Ceremonial Chain and also a working chain the other items of regalia are rather limited.

I have had discussions with Michael Moore of Thomas Fattorini Ltd for advice and set out below various suggestions and costs for consideration by the Council.

There are various designs of pendant for a Deputy Town Mayor and Mayor's Consort. These could be used either on a ribbon or could be attached to a chain. The Town Council may decide to purchase a chain or another option could be for the Consort or Deputy Mayor to use the working chain with a new pendant. It would be possible for the working chain to be re-finished in gold plate – the cost would be in the region of £200.

The quotation from Fattorini includes a range of artwork. Pieces that are based on the oval crest currently used for the Past Mayor, does not include the additional tooling charge. Any of the pieces that include the 34mm circular crest, will incur the additional tooling charge as detailed in line one of the quotation.

The options for consideration are –

- 1 To make a decision on whether the Deputy Mayor or Mayor's Consort have use of the working chain.
2. To refinish the working chain at an approximate cost of £200. This could then be used with a new pendant for Deputy Mayor or Consort.
3. To purchase a new pendant for Deputy Mayor and Consort and to choose a design for the items – costs range from £840 to £340.

**RECOMMENDATION:** To receive the report and to make a decision on the purchase of additional items of civic regalia.

Linda Minshull  
Civic Administration Officer  
1<sup>st</sup> August 2012

Report to Finance and Policy Committee

29<sup>th</sup> August 2012

Cheshire East Borough Council has been evaluating the cost and effectiveness of its Tourist Information Centres and has determined to carry out some refurbishment of the TIC located in the Town Hall, but, also to reduce the opening hours. The proposed changes will be initiated at the end of November 2012.

Current opening hours

9am to 5pm Mon – Frid

Saturday 10am to 4pm

New opening hours

Summer 9am to 5pm (April to Sept)

Winter 10am to 4pm (Oct to Mar)

Saturday 10am to 3pm

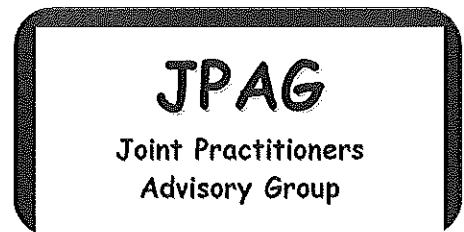
1. The TIC currently operate as a reception for the Town Council, checking and allowing access to a variety of visitors and others
2. Removal of this facility for 2 hours per day will place a further unnecessary burden on Town Council staff in the office. The change to Saturday working has no effect on the reception for the Council as office staff rarely work Saturday's
3. Staff in the TIC is willing to continue to operate the existing opening hours if they were financed for the additional hours worked.
4. To cover the winter, Monday to Friday would cost £1747.2

Recommended

That the Town Council finance the additional hours in the winter to continue to provide a reception for the Town Council 9am to 5pm on a weekly basis

Brian Hogan

13.08.12



25 July 2012

TO: National Association of Local Councils (NALC)  
Society of Local Council Clerks (SLCC)

**Direct line**

0844 798 2365

**Email**

g-wisz@audit-  
commission.gov.uk

**JPAG issues new guidance for local councils on Safeguarding Public Money to support LRO repealing s 150(5) LGA 1972**

The introduction to the DCLG consultation paper *Payments by parish and community councils and charter trustees* (issued 20 July 2012) states:

'new guidance on payments procedures will be issued by the sector which will help the councils to comply with their existing general statutory duties to make proper arrangements for their financial affairs and to have a sound system of internal control.'

In a written Ministerial Statement of the same date, the Parliamentary Under Secretary of State for Communities and Local Government (Bob Neil) informed Parliament:

*"Parish and community cheques*

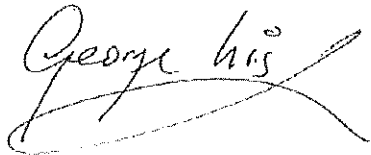
Today we have published a consultation paper proposing the removal of an outdated rule that limits the ability of parish and community councils to use modern methods of payment. The rule requires all cheques and other orders for the payment of money to be signed by two members of the council. It applies to all parish councils in England and community councils in Wales, as well as some charter trustees in England. As the rule is contained in primary legislation the paper proposes that the reform should be implemented by a legislative reform order made under the Legislative and Regulatory Reform Act 2006. The paper sets out the robust yet flexible control framework that will take the place of the two signature rule; this framework has been developed by the local council sector.

The attached guidance: *Safeguarding Public Money – A framework to safeguard public money for local councils in England*, has been approved for issue today by the Joint Practitioners' Advisory Council (JPAG). It is effective immediately and will be incorporated into the next revision of *Governance and Accountability for Local Councils – A Practitioners' Guide (England)*.

c/o Audit Commission, 1st Floor, Millbank Tower, Millbank, London, SW1P 4HQ  
T 0844 798 1212 F 0844 798 6187 www.audit-commission.gov.uk

The guidance is issued to NALC and SLCC under the terms of the Memorandum of Understanding covering publication of the Practitioners' Guide dated 11 June 2008.

Yours sincerely

A handwritten signature in cursive script that reads "George Wisz". The signature is fluid and includes a long, sweeping underline that extends to the right.

George Wisz  
*JPAG Secretary*



## **Safeguarding public money**

### ***A framework to safeguard public money for local councils in England***

*Following the repeal of s 150(5) of the Local Government Act 1972 local councils in England applying this guidance may safely take advantage of modern payments methods while protecting the public assets in their care.*

**Local councils must have in place safe and efficient arrangements to safeguard public money.**

**Where doubt exists over what constitutes money, councils must presume that it falls within the scope of this guidance.**

**Councils must review regularly the effectiveness of their arrangements to protect money.**

**Every local council must arrange for the proper administration of its financial affairs and that one of its officers has responsibility for those affairs.**

**Councils must identify and protect income and expenditure and the money represented by each. They must ensure controls over money are embedded in Standing Orders and Financial Regulations.**

**Councils must not relinquish the 'two member signatures' control over cheques and other orders for payment until they have put in place safe and efficient arrangements in accordance with this guidance.**

**The council must approve the setting up of and any changes to accounts with banks or other financial institutions.**

**The council must approve entry into a 'pooling' or 'sweep' arrangement whereby the bank periodically aggregates the council's various balances via automatic transfers.**

**If held, corporate credit card accounts must be set up to operate within defined limits and cleared monthly by direct debit from the main bank account.**

**The council must approve every bank mandate, the list of authorised signatures for each account, the limits of authority for each account signature and any amendments to mandates.**

**Risk assessment and internal controls must focus on the safety of the council's assets, particularly money.**

**Those with direct responsibility for money must undertake appropriate training from time to time.**

## Overview

1. **Local councils must have in place safe and efficient arrangements to safeguard public money.**
2. Regulation 4(1) of the Accounts and Audit (England) Regulations 2011 requires local councils to ensure that financial management of the council is adequate and effective. The Regulations also require councils to have a sound system of internal control which facilitates the effective exercise of its functions. This includes arrangements for the management of risk. Nowhere is this more important than when considering how councils manage money.
3. The guidance in this section helps local councils to protect the money they use to provide services for local people. It:
  - defines 'money';
  - defines 'must', 'should' and 'may' requirements;
  - describes the drivers for change from statute and technology;
  - identifies roles and responsibilities for members;
  - identifies roles and responsibilities for Responsible Finance Officers
  - describes arrangements for monitoring and scrutiny; and
  - describes controls for managing risk, error and fraud.
4. This guidance should be read in conjunction with advice issued by NALC and SLCC on Standing Orders and Financial Regulations.

## What is money?

5. 'Money' includes cash and anything easily converted into cash. For example, a non-exhaustive list of money includes:
  - physical cash and notes, petty cash and unclaimed receipts, imprest accounts, cash in transit;
  - unpaid income held by debtors;
  - signed and unsigned cheques, drafts and other orders for payment;
  - current, deposit and investment accounts at banks and financial institutions and access to undrawn borrowing facilities;
  - credit cards (where held – see below), debit cards, store cards, fuel cards;
  - access to balances by telephone or electronic transfer; and
  - the ability to buy goods or services on credit.
6. **Where doubt exists over what constitutes money, councils must presume that it falls within the scope of this guidance.**
7. This guidance applies to all accounts held with financial institutions, as principal or trustee, including controls over access whether physical or electronic. 'Public money' refers to all money controlled by the council.

## Definition of 'must', 'should' and 'may'

8. In this section:

- The word '**must**' means there is a specific legal or regulatory requirement affecting local councils. To help you easily identify those sections that contain a legal or regulatory requirement we have used **bold type** in that section. '**Must**' is a requirement that is essential.
- We use 'should' to identify minimum good practice, but for which there is no specific legal or regulatory requirement. Councils follow this practice unless there is a good reason not to;
- 'May' identifies practices councils apply exercising discretion.

## The drivers for change

9. This guidance helps local councils to respond to key changes in the statutory and technological environment for payments.
10. The repealed Section 150(5) of the Local Government Act 1972 governed the stewardship of money by local councils. It required that 'every cheque or other order for the payment of money shall be signed by two members of the council'. Although no longer the law, this remains good practice.
11. Central government expressed the view that 'the removal of S 150(5) should not leave the public funds controlled by parish councils at any greater risk of loss through misconduct or poor control'<sup>1</sup> and that 'safeguards be put in place (so) that all the payments made by parish councils are legitimate and that there is no misuse of the system.'<sup>2</sup>
12. In 2008 the Payments Council<sup>3</sup> set out a strategic vision for UK payments<sup>4</sup>. That plan identified the increasing variety of payments options and accepted the long-term decline in the use of cheques, setting 2018 as a target closure date for cheque clearing. Although the 2018 target was repealed in July 2011, the plan highlighted the advantages and risks associated with the technological progress of UK payments. It also brought into sharp focus the need for local councils to modernise their arrangements and put in place safe and efficient methods of payment for goods and services.
13. This guidance was developed by the sector to demonstrate how local councils safeguard public money within a contemporary framework.

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<sup>1</sup> Letter dated 21 July 2010 From Rt. Hon Grant Shapps MP, Minister for Housing and Local Government to NALC, SLCC and other stakeholders.

<sup>2</sup> CLG Ministerial Statement 9 October 2010

[www.communities.gov.uk/newsstories/newsroom/1735546](http://www.communities.gov.uk/newsstories/newsroom/1735546)

<sup>3</sup> Set up by the payment sector, supported by HM Treasury and the Office of Fair Trading (OFT) to undertake a strategic role in the development of payments in the UK

<sup>4</sup> [http://www.paymentscouncil.org.uk/payments\\_plan/](http://www.paymentscouncil.org.uk/payments_plan/)

## **Roles and responsibilities of members**

- 14. Councils must review regularly the effectiveness of their arrangements to protect money.**
15. Local council members are responsible for putting arrangements in place to safeguard public funds. Councils may delegate the role of protecting money to individuals, for example to the Clerk or the RFO, but the legal responsibility always remains with the council and its members.
16. Therefore, arrangements should:
  - demonstrate how the council meets its responsibilities;
  - be current; and
  - include specific duties of named individuals.
17. The duties of named individuals may include:
  - securely managing money;
  - arranging security on and off the premises;
  - identifying internal controls; and
  - supervision measures.
18. The council may seek external advice and guidance to enhance internal expertise, skill or knowledge. Periodic reviews of arrangements may be carried out by members or by Internal Audit. Reviews should rotate and all outcomes reported to full council.

## **Roles and responsibilities of the Responsible Finance Officer (RFO)**

- 19. Every local council must arrange for the proper administration of its financial affairs and that one of its officers has responsibility for those affairs<sup>5</sup>. This officer is the Responsible Financial Officer (RFO).<sup>6</sup>**
20. In all circumstances, even where a local council has not made a formal appointment, there is always a council RFO. By default, the RFO is whoever keeps the council's accounts. The council should appoint a temporary RFO if the appointed RFO is unavailable through absence or illness and has not nominated a member of staff to act as RFO.
21. The RFO should be familiar with statutory duties for financial administration as they apply to local councils arising from:
  - Sections 114 and 151 of the Local Government Act 1972; and
  - The Accounts and Audit Regulations 2011 ('the Regulations')
22. The responsibilities of the RFO include to advise the council on its:
  - corporate financial position;

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<sup>5</sup> section 151 Local Government Act 1972

<sup>6</sup> See Practitioners' Guide paragraphs 1.22 to 1.28 and Appendix 2 for a general description of RFO responsibilities.

- key financial controls necessary to secure sound financial management; and
- treasury (that is cash and investments) management.

#### **Corporate arrangements for monitoring and scrutiny**

- 23. Councils must identify and protect income and expenditure and the money represented by each. They must ensure controls over money are embedded in Standing Orders and Financial Regulations.**
- 24. Councils must not relinquish the 'two member signatures' control over cheques and other orders for payment until they have put in place safe and efficient arrangements in accordance with this guidance.** The 'two member signatures' control is just one of many possible controls. By itself it does not satisfy the requirement to have in place safe and efficient arrangements for managing money. .
- 25. The council must approve the setting up of and any changes to accounts with banks or other financial institutions.**
- 26. The council must approve entry into a 'pooling' or 'sweep' arrangement whereby the bank periodically aggregates the council's various balances via automatic transfers.**
27. Councils should avoid the use credit cards as they are difficult to control and present unnecessary risks to public funds.
- 28. If held, corporate credit card accounts must be set up to operate within defined limits and cleared monthly by direct debit from the main bank account.**
- 29. The council must approve every bank mandate, the list of authorised signatures for each account, the limits of authority for each account signature and any amendments to mandates.**
30. Where multiple accounts are held, authorised signatures should not be concentrated for any length of time among just a few members but allocated widely. Authorised signatories should be rotated.
31. Councils should set out clearly in writing the responsibilities of those handling money. Where officers are to receive delegated responsibility for collecting money or making payments, their terms and conditions of employment should refer to the relevant council Standing Orders, Financial Regulations and internal controls.
32. Internal controls should include clear arrangements for the temporary holding, transit and storage of cash and clear rules about the frequency of banking. Those handling money and those with responsibilities for controls should be aware of the terms of the council's insurance cover for money movement and security.

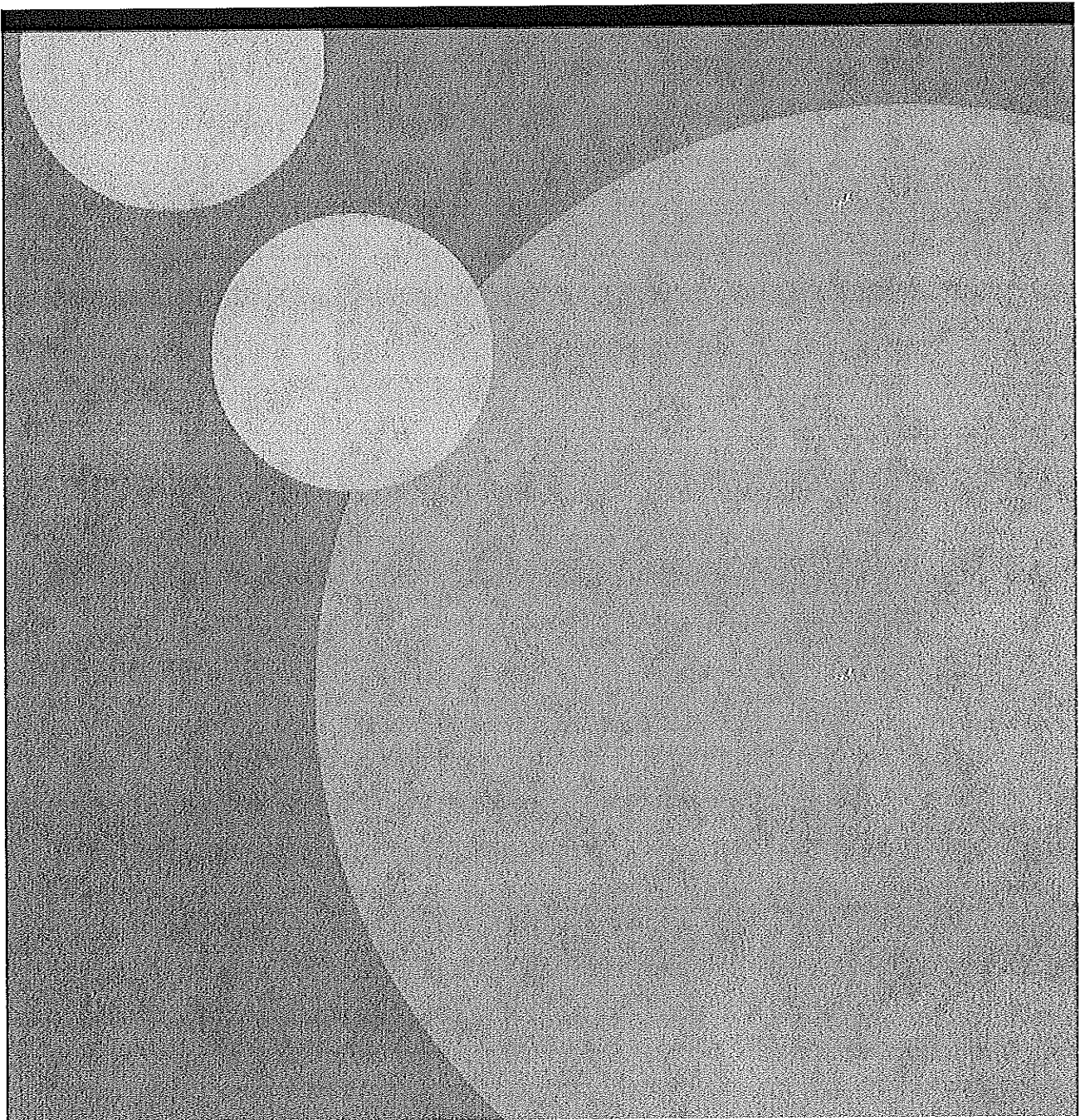
## **Corporate controls to manage risk, error and fraud**

33. **Risk assessment and internal controls must focus on the safety of the council's assets, particularly money.** Wherever possible, councils should apply and monitor a clear segregation of duties regarding money and its movements.
34. **Those with direct responsibility for money must undertake appropriate training from time to time.** Members should keep themselves informed about known risks and threats to money. Councils may engage with police and local anti-fraud and corruption networks to keep up to date with risks and security threats.
35. Fidelity Guarantee insurance or any other form of security is not by itself sufficient protection over threats to money or other assets. Risk assessed insurance should, however, always cover maximum exposure to loss of money.
36. Councils should expect to see bank reconciliation at every ordinary council meeting. In the event of bank reconciliation discrepancy, explanations should be checked and verified. The clerk should explain any failure to produce bank reconciliation.
37. The RFO should issue any cheques or other orders for payment promptly after approval by the council. Holding back cheques approved for payment by the council is discouraged and should be used sparingly. Unissued cheques are vulnerable to fraud and may create a false impression of the council's available financial resources.
38. If transfers between bank accounts are excluded from bank reconciliation, a listing of 'pooled' or 'swept' inter account transfers should be kept up to date and made available to any member on request.
39. A listing of all accounts held, their current authorised signatures and their current balances should be kept up to date and made available for any member on request.
40. Payments in respect of trade credit arrangements with local suppliers should meet government targets on proper payments.
41. Internal audit should review and report on controls over money annually.
42. Councils may from time to time request written confirmation of balances. This should be more frequent where paper statements are not received and reliance is placed on electronic information.



# Payments by parish and community councils and charter trustees

## **A Consultation Paper**





Payments by parish and community councils  
and charter trustees

**A Consultation Paper**

July 2012  
Department for Communities and Local Government



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# Ministerial foreword

Parish councils have a highly significant role in the Government's agenda for promoting localism and open public services. It is right therefore that the Government should help them take on this new role by seeking to remove outdated and cumbersome legal controls wherever possible.

I am happy to be presenting this proposal to remove one such piece of red tape. The "two signature rule", requiring all parish council cheques to be signed by two councillors, puts barriers in the way of them using modern electronic methods of payment and adopting proportionate controls to authorise payments. This paper asks for your views on the use of a legislative reform order to remove this requirement from all parish councils in England and community councils in Wales. It explains the robust but flexible framework that will ensure safe control is maintained over these councils' payments once the rule is abolished. I am grateful to the parish council sector for their contribution to developing this framework.

Your views are important, and will be taken into account by Parliament when the order is considered. Any evidence you can provide on the effects and costs of the two signature rule would be particularly welcome.

Rt Hon Grant Shapps MP  
Minister for Housing and Local Government

# Summary of Proposals

<p><b>What is being consulted on?</b></p>	<p>The proposals relate to: the repeal of legislation placing restrictions on parish councils in England and community councils in Wales when making payments, and the repeal of similar legislation relating to Charter Trustees.</p>	
<p><b>How will these proposals be taken forward, and when will they be implemented?</b></p>	<p>We intend that the proposed changes to legislation are made through a Legislative Reform Order under the Legislative and Regulatory Reform Act 2006. Subject to the outcome of consultation and Parliamentary consideration, we propose that the Order is brought into force as soon as possible after the Parliamentary procedures are complete.</p>	
<p><b>Consultation</b></p>	<p>This consultation is being made in accordance with the requirements of the Legislative and Regulatory Reform Act 2006.</p> <p>All responses should be received by Tuesday 11 September 2012.</p>	<p>Annex C</p>

# Chapter 1

## Introduction

- 1.1 This consultation paper is issued on behalf of the Secretary of State for Communities and Local Government, and sets out the Government's proposals for reforming the legislation governing payments made by parish councils and charter trustees in England and community councils in Wales.
- 1.2 The Local Government Act 1972 states at section 150(5) "Every cheque or other order for the payment of money by a parish or community council shall be signed by two members of the council". This provision is virtually unchanged from that used in the Local Government Act 1894 and puts barriers in the way of the councils using electronic means of payment and adopting proportionate controls on payments.
- 1.3 It is proposed that section 150(5) be repealed so that the councils can adopt modern methods of payment and alternative means of control. Authoritative guidance on control systems will be provided by the sector.
- 1.4 The change will affect all parish councils in England and all community councils in Wales. There are over 9000 parish councils in England and 734 community councils in Wales. In addition it is proposed that the change will apply to those categories of charter trustees to which the two signature rule applies. Charter trustees are bodies that take charge of the charters and regalia of a borough or city abolished in local government reorganisation. There are currently 18 of them, all in England, of which 13 are covered by the two signature rule.
- 1.5 The burden will be removed by the repeal / revocation of the legislative provisions, without replacement. However, at the same time new guidance on payments procedures will be issued by the sector which will help the councils to comply with their existing general statutory duties to make proper arrangements for their financial affairs and to have a sound system of internal control. The bodies will be free to retain the two signature rule if they consider that appropriate.
- 1.6 We propose to introduce the reform by means of a Legislative Reform Order under section 1 of the Legislative and Regulatory Reform Act 2006. This consultation is being conducted in accordance with the provisions of section 13 of the Act. Views are invited on all aspects of the consultation paper, and a number of specific questions are set out below and in the response form at Annex C.
- 1.7 Information on the scope of the power to make Legislative Reform Orders and the procedures involved in making them is set out in Annex A.

## Consultation

- 1.8 The Legislative and Regulatory Reform Act 2006 requires Departments to consult widely on all Legislative Reform Order proposals. The list of consultees to whom this document has been sent is at Annex B.
- 1.9 Comments are invited from all interested parties, and not just from those to whom the document has been sent. The consultation questions are set out in the box below. A response form is at Annex C, and this form is available separately in WORD format.

### Consultation questions

- a) Do you agree that the two signature rule for parish and community councils and charter trustees should be removed from legislation?
- b) Are you aware of any empirical evidence on the reduction of burdens or the other benefits identified in chapter 3 of the consultation paper that supports the need for these reforms? If so, please provide details here or in an attachment.
- c) Do the proposals put forward in this consultation document remove any necessary protection?
- d) Do you agree that:
- the proposals satisfy the preconditions for a Legislative Reform Order (see Annex A and Chapter 4)
  - the negative Parliamentary resolution procedure (as outlined in paragraph 3.12) should apply to the scrutiny of this proposal?

- 1.10 A note explaining the Parliamentary process for Legislative Reform Orders can be found at Annex D. This will help consultees understand when and to whom they are able to put their views should they wish to do so.
- 1.11 This consultation document follows the format recommended by the Better Regulation Executive for such proposals.

### Disclosure of responses

- 1.12 Normal practice will be for details of representations received in response to this consultation document to be disclosed, and for respondents to be identified. While the Legislative and Regulatory Reform Act provides for non-disclosure of representations, the Minister will include the names of all respondents in the list submitted to Parliament alongside the draft Legislative Reform Order. The Minister is also obliged to disclose any representations that are requested by, or made to, the relevant Parliamentary Scrutiny Committees. This is a safeguard against attempts to bring improper influence to bear on the

Minister. We envisage that, in the normal course of events, this provision will be used rarely and only in exceptional circumstances.

1.13 You should note that:

- If you request that your representation is not disclosed, the Minister will not be able to disclose the contents of your representation without your express consent and, if the representation concerns a third party, their consent too. Alternatively, the Minister may disclose the content of your representation but only in such a way as to anonymise it.
- In all cases where your representation concerns information on a third party, the Minister is not obliged to pass it on to Parliament if he considers that disclosure could adversely affect the interests of that third party and he is unable to obtain the consent of the third party.

1.14 Please identify any information which you or any other person involved do not wish to be disclosed. You should note that many facsimile and e-mail messages carry, as a matter of course, a statement that the contents are for the eyes only of the intended recipient. In the context of this consultation such appended statements will not be construed as being requests for non- inclusion in the post consultation review unless accompanied by an additional specific request for confidentiality, such as an indication in the tick-box provided for that purpose in the response form at Annex C.

### **Confidentiality and Freedom of Information**

1.15 It is possible that requests for information contained in consultation responses may be made in accordance with access to information regimes (these are primarily the Freedom of Information Act 2000, the Data Protection Act 1998 and the Environmental Information Regulations 2004). If you do not want your response to be disclosed in response to such requests for information, you should identify the information you wish to be withheld and explain why confidentiality is necessary. Your request will only be acceded to if it is appropriate in all the circumstances. An automatic confidentiality disclaimer generated by your IT system will not of itself be regarded as binding on the Department.

### **Responding to the Consultation**

1.16 Any comments on the proposals in this consultation document should be sent by **Tuesday 11 September 2012** at the latest to:

[parishpaymentslro@communities.gsi.gov.uk](mailto:parishpaymentslro@communities.gsi.gov.uk) (email)

or by post to:

Graham Fletcher, Local Government Finance Directorate, Department for Communities and Local Government, Zone 5/J4. Eland House, Bressenden Place, London, SW1E 5DU

# Chapter 2

## Background to the policy and legislation at issue

### Current arrangements

#### Parish and community councils

- 2.1 Parish councils owe their origin in England and Wales to the Local Government Act 1894. The 1974 reorganisation of local government retained parish councils in England, but in Wales their place was taken by community councils. There are over 9000 parish councils in England and 734 community councils in Wales.
- 2.2 Parish and community councils are elected by their local electorate and have various powers and duties to provide local services and to represent the interests of their area. They can raise income from council tax by issuing a precept to the relevant billing authority. Some parish councils are named town, village, community, neighbourhood or city councils, and some community councils are named town councils; the terms "parish council" and "community council" in this document are intended to include councils bearing these alternative designations.

#### Charter trustees

- 2.3 Charter trustees were established as a consequence of the local government reorganisations since 1974. They were established for the areas of abolished local authorities which held a royal charter giving them the status of a city or borough where there was no successor body covering the same area as the abolished authority. There are currently charter trustees for 18 areas, all of them in England.
- 2.4 Charter trustees comprise the members of the current principal council elected for wards within the area of the abolished borough or city. They can appoint local officers of dignity and hold and manage the charters, insignia and plate of the abolished authority. They have power to raise income from council tax by issuing a precept to the relevant billing authority.



## Financial management

2.5 The rule requiring cheques and other orders for the payment of money to be signed by two members of the council applies to all parish and community councils by virtue of section 150(5) of the Local Government Act 1972. The rule had its origin in the Local Government Act 1894, Schedule I, Part 2, paragraph (14). The equivalent rule for charter trustees requires signature by two of the trustees, and this applies only to trustees established under the Local Government Acts of 1972 and 1992 (of which there are currently 13) by virtue of the following provisions:

- section 246(12) of the Local Government Act 1972
- regulation 15(2) of the Charter Trustees Regulations 1996 (SI 1996/263)

2.6 All parish and community councils and charter trustees are also subject to the duties on effective financial management set out in the Accounts and Audit Regulations for the two countries. Regulations 4(1) and (2) of the Accounts and Audit (England) Regulations 2011, SI 2011/817, which apply to England, provide:

*“4(1) The relevant body is responsible for ensuring that the financial management of the body is adequate and effective and that the body has a sound system of internal control which facilitates the effective exercise of that body’s functions and which includes arrangements for the management of risk.*

*“(2) The relevant body must conduct a review at least once in a year of the effectiveness of its system of internal control.”*

The equivalent provisions for Wales, regulations 4(1) and (2) of the Accounts and Audit (Wales) Regulations 2005, SI 2005/368, provide:

*“4(1) The local government body shall be responsible for putting in place and ensuring that there is a sound system of internal control which facilitates the effective exercise of that body’s functions and which includes*

- (a) arrangements for the management of risk; and*
- (b) adequate and effective financial management.*

*“(2) The local government body shall conduct a review at least once in a year of the effectiveness of its system of internal control...”*

2.7 In addition regulation 5 in both sets of regulations requires a body’s responsible financial officer to determine the accounting records to be kept by the body and its accounting control systems, and to ensure that the control systems are observed and the records kept up to date. The control systems are required to include measures to enable the prevention and detection of fraud and inaccuracies, and the identification of the duties of officers dealing with financial transactions and the division of responsibilities for significant transactions.

## Audit

- 2.8 Parish and community councils and charter trustees are subject to external audit by an auditor appointed, in England, by the Audit Commission, or, in Wales, by the Wales Audit Office (Swyddfa Archwilio Cymru). In addition an adequate and effective internal audit is required by the respective Accounts and Audit Regulations.
- 2.9 Almost all of these bodies are subject to a limited assurance review rather than a full audit, and are required to complete an annual return including:
- a summary of their financial transactions, balances, assets and liabilities
  - an annual governance statement containing confirmation by the body that key aspects of sound financial management have been observed during the year
  - an annual internal audit report stating the conclusions of the internal auditor on compliance with key objectives of internal control.
- 2.10 The external auditors review the return and other required documentation, complete any further required tests, and then give the annual audit opinion and certificate. In a very few cases councils are subject to a full audit rather than a limited assurance review.

## Explanation for current arrangements

- 2.11 The two signature rule is a remnant of various controls on local government payments laid down in nineteenth century local government legislation. For other councils these controls have been replaced by the general provision in section 151 of the Local Government Act 1972:
- ".....every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs."*
- Section 151 also applies to parish councils, but the two signature rule was retained alongside it.
- 2.12 The financial management requirements of the Accounts and Audit Regulations have developed since 1974 in line with similar developments in the private sector, central government and charities under their respective control frameworks.
- 2.13 The Accounts and Audit Regulations apply to parish and community councils and to charter trustees. But additional advice for these smaller bodies has been provided by the Practitioners' Guide on Governance and Accountability for Local Councils, issued jointly by the National Association of Local Councils and the Society of Local Council Clerks. A separate edition is produced for Wales by One Voice Wales and the Society of Local Council Clerks. The Practitioners' Guide provides

guidance on the application of the regulations to smaller bodies such as parish and community councils and supports the limited assurance audit framework outlined in paragraphs 2.9 and 10 above.

## Development of the reform

- 2.14 The need to reform section 150(5) has been acknowledged for some years. A more limited proposal in 2001 to authorise electronic payments while retaining the two signature rule was abandoned when the practical difficulties of providing two signatures for an electronic payment became clear.
- 2.15 Subsequent discussions with the parish and community council sector led to the current proposal. The intention to seek a Legislative Reform Order was announced in a Departmental press release in October 2010. The release said that safeguards would be put in place to ensure that payments were legitimate and there was no misuse of the system. The safeguards would be designed by the National Association of Local Councils and the Society of Local Council Clerks. The release included a statement by the chairman of the National Association supporting the proposals.

## Why this reform?

- 2.16 Figures published by the Payments Council show that cheques accounted, by number, for 3 per cent of the payments made in the UK in 2010 (see detail in table below). This represented a 59 per cent decline since 2000. Increasing numbers of organisations are refusing to accept payment by cheque or allowing discounts on other methods of payment. There is no indication that these trends will not continue.

### The UK Payments Markets - numbers by method in 2010

Method	Percentage
Cheque	3%
Credit Card	6%
Debit Card	18%
Automated	18%
Cash	56%
Non Cash Payments: 15.8 billion	
Cash Payments: 20.4 billion	
Total Payments: 36.2 billion	

Source: *Updating the National Payments Plan - A consultation for the 2011 Review of the NPP*

- 2.17 Although two signature authorisation facilities are made available by some banks for electronic payments, this service is not generally

available and, where it is, may be difficult for some parish council members to operate. There is anecdotal evidence of the operational difficulties that the councils encounter because of the rule, for example in paying for items that are only available through electronic ordering and payment, such as anti-virus software updates.

- 2.18 The effect of section 150(5) of the 1972 Act is therefore to put barriers in the way of parish and community councils adopting modern methods of payments so that they lose the benefits of using those methods and find it difficult to obtain some goods and services.
- 2.19 The rule also places a burden on those who receive payments from the councils, who may be small or large businesses or other public bodies. Electronic methods are generally more convenient and cheaper for suppliers to operate, and the two signature rule means that exceptions have to be made in their moves to electronic methods if they wish or need to deal with these councils.
- 2.20 A further drawback of the two signature rule particularly affects the larger councils. Where numerous cheques are signed by members, the effectiveness of the check members provide may be reduced and an unjustified burden put on their service to the council. A more effective system would involve a tiered approach, with, for example, small payments made by the clerk from a petty cash account. At present such an arrangement is unlikely to be consistent with section 150(5).
- 2.21 The Legislative Reform Order will not in itself impose any new burden. It will be accompanied by new guidance on payments procedures published by the sector which will help the councils to comply with their general statutory duties to make proper arrangements for their financial affairs and to have a sound system of internal control.
- 2.22 The National Association of Local Councils, One Voice Wales and the sector generally have been pressing for the reform of this provision, citing the burdens outlined above.

# Chapter 3

## The proposals

- 3.1 The proposed Legislative Reform Order would
- repeal sections 150(5) and 246(12) of the Local Government Act 1972
  - revoke regulation 15(2) of the Charter Trustees Regulations 1996 (SI 2006/263)
- 3.2 It would thus remove the two signature rule as a statutory requirement from all parish councils in England, all community councils in Wales, and the two categories of charter trustees to which it applies.
- 3.3 These bodies would then be free to develop their payments systems in the same way as any other part of their system of financial controls, in accordance with the general duties set out in the Accounts and Audit Regulations. Any that wished would be free to retain the two signature rule provided that they were satisfied that it was an effective and proportionate control.
- 3.4 The National Association of Local Councils and the Society of Local Council Clerks intend to add to the Practitioners' Guide (see paragraph 2.13 above) a section giving guidance on payment procedures. Compliance with the guidance would need to be confirmed in the annual return (see paragraph 2.9), and this would be subject to review by the external auditor.
- 3.5 The Government announced on 13 August 2010 that the Audit Commission would be disbanded and a new framework for local public audit would be established in England. The Government has made clear that high standards of auditing will be maintained. The proposals in the Welsh Government's consultation on the draft Public Audit (Wales) Bill (published March 2012) are also not expected to affect the standards of audit applied to community councils.
- 3.6 The effect of removal of section 150(5) is set out in the earlier sections of this paper and the partial impact assessment attached as Annex E. In summary the effects would be:
- the affected bodies would be free to adopt new controls on making payments, compliant with their general duty to maintain an effective system of internal control
  - this would allow them to adopt systems that were compatible with electronic payments

- the use of electronic systems would remove barriers to the bodies paying for some types of goods or services and allow them to take advantage of benefits available when these systems are used
- suppliers to the bodies would find transactions with them easier
- larger bodies would be able to adopt a tiered approach to payment control that would make better use of members' time and improve control
- effective financial control would be maintained or enhanced.

Specific aspects of the proposals are covered in the following sections.

### **Extent**

- 3.7 The proposals will cover England and Wales. The proposal has the support of the Welsh Government, and, as the order will make provision which would be within the legislative competence of the National Assembly for Wales if the provision were contained in an Act of the Assembly, the agreement of the Assembly must be obtained (see section 11 of the Legislative and Regulatory Reform Act 2006). Consent will be sought by the Welsh Government at the point when the draft order is laid before Parliament.

### **Related Controversial Issue**

- 3.8 The reform is a low key and straightforward proposal. It seeks to remove an outdated control and adds no new burden. Safeguards introduced by the sector will ensure effective financial control is maintained. The reform has been robustly sought by the bodies affected.

### **Binding the Crown**

- 3.9 The proposals will not affect the Crown.

### **Possible Parliamentary Procedure**

- 3.10 The Minister can recommend one of three alternative procedures for Parliamentary scrutiny, dependent on the size and importance of the Legislative Reform Order. The negative resolution procedure is the least onerous and therefore may be suitable for Orders delivering small regulatory reform. The super-affirmative procedure is the most onerous involving the most in-depth Parliamentary scrutiny. Although the Minister can make the recommendation, Parliamentary Scrutiny Committees have the final say about which procedure will apply.

### **Parliamentary procedures for Legislative Reform Orders**

***Negative Resolution Procedure*** – This allows Parliament 40 days to scrutinise a draft Order after which the Minister can make the Order if neither House of Parliament has resolved during that period that the Order should not be made.

***Affirmative Resolution Procedure*** – This allows Parliament 40 days to scrutinise a draft Order after which the Minister can make the Order if it is approved by a resolution of each House of Parliament.

***Super-Affirmative Resolution Procedure*** – This is a two-stage procedure during which there is opportunity for the draft Order to be revised by the Minister.

This allows Parliament 60 days of initial scrutiny, when the Parliamentary Committees may report on the draft Order, or either House may make a resolution with regard to the draft Order.

If, after the expiry of the 60 day period, the Minister wishes to make the Order with no changes, he must lay a statement. After 15 days, the Minister may then make a Order in the terms of the draft, but only if it is approved by a resolution of each House of Parliament.

If the Minister wishes to make material changes to the draft Order he must lay the revised draft Order and a statement giving details of any representations made during the scrutiny period and of the revised proposal before Parliament. After 25 days, the Minister may only make the Order if it is approved by a resolution of each House of Parliament.

- 3.11 Under each procedure, the Parliamentary Scrutiny Committees have the power to recommend that the Minister not make the Legislative Reform Order. If one of the Parliamentary Committees makes such a recommendation, a Minister may only proceed with it if the recommendation is overturned by a resolution of the relevant House.
- 3.12 **The Department for Communities and Local Government believes that the negative resolution procedure should apply to this Order.** This is a low key and straightforward proposal which does not introduce any new controls. It does not reverse any decisions recently taken by Parliament, but simply responds to developments in technology that make a nineteenth century provision inappropriate for the twenty first century. It has been requested by the parish council sector and is a high priority for them. It is not envisaged that any other interested parties would object to it.

# Chapter 4

## Legal analysis against requirements of the Legislative and Regulatory Reform Act 2006

- 4.1 This chapter assesses the proposal against the preconditions for Legislative Reform Orders laid down in the Legislative and Regulatory Reform Act 2006. The preconditions are set out in Annex A and are summarised in the heading to each section below.

### 1. Non-Legislative Solutions

- 4.2 No non-legislative solution is possible. Section 150(5) of the 1972 Act and related provisions can only be removed by other primary legislation or by a Legislative Reform Order. While regulation 15(2) of the Charter Trustee Regulations 1996 could be revoked without an LRO, it would not make sense to make that change in a separate instrument. It is desirable to make all the changes together in the same instrument.

### 2. Proportionality

- 4.3 Only the specific provisions that create the barrier to using modern payment methods and proportionate controls are being removed. The proposal is therefore considered proportionate to the problem it is addressing.

### 3. Fair Balance

- 4.4 No individual will be adversely affected. The Order does not stop the present arrangements continuing if a parish or community council prefers to maintain the two signature rule.

### 4. Necessary protection

- 4.5 Our proposals maintain necessary protection by bringing payment procedures within the same control framework as applies to all other aspects of the bodies' financial procedures. In addition, specific guidance will be given by the sector on effective payment procedures.



## **5. Rights and Freedoms**

- 4.6 No rights or freedoms are affected. The affected bodies remain free to maintain the two signature rule if they wish.

## **6. Constitutional Significance**

- 4.7 The proposal has no constitutional significance.

# Annex A

## Legislative Reform Orders Scope and Procedure

What can be delivered by a Legislative Reform Order?

### Section 1:

Under section 1 of the Legislative and Regulatory Reform Act 2006 a Minister can make a Legislative Reform Order for the purpose of 'removing or reducing any burden, or overall burdens, resulting directly or indirectly for any person from any legislation'.

Section 1(3) of the Act defines a 'burden' as:

- a financial cost;
- an administrative inconvenience;
- an obstacle to efficiency, productivity or profitability; or
- a sanction, criminal or otherwise, which affects the carrying on of any lawful activity

### Section 2:

Under section 2 of the Act a Minister can make a Legislative Reform Order for the purpose of securing that regulatory activities are exercised in a way that is transparent, accountable, proportionate, consistent, and targeted only at cases in which action is needed.

'Regulatory functions' is defined in section 32 as:

- a function under any enactment of imposing requirements, restrictions or conditions, or setting standards or giving guidance, in relation to any activity; or
- a function which relates to the securing of compliance with, or the enforcement of, requirements, restrictions, conditions, standards or guidance which under or by virtue of any enactment relate to any activity.

### Section 20 Orders

Section 20 of the Act enables a Minister to exercise the order-making powers under sections 1 and 2 together with the power to make an order under section 2(2) of the European Communities Act 1972 in a single instrument. This enables a single order to implement Community law under section 2(2) of

the 1972 Act and, for example, to remove or reduce burdens resulting from pre-existing statutory provisions.

## **Preconditions**

Each proposal for a Legislative Reform Order must satisfy the preconditions set out in section 3 of the Act. The questions in this document are designed to elicit the information that the Minister will need in order to satisfy the Parliamentary Scrutiny Committees that, among other things, the proposal satisfies these preconditions.

For this reason, we would particularly welcome your views on whether and how each aspect of the proposed changes in this consultation document meets the following preconditions:

- **Non-Legislative Solutions** – A Legislative Reform Order may not be made if there are non-legislative solutions which will satisfactorily remedy the difficulty which the Order is intended to address. An example of a non-legislative solution might be issuing guidance about a particular legislative regime.
- **Proportionality** – The effect of a provision made by an Order must be proportionate to its policy objective. A policy objective might be achieved in a number of different ways, one of which may be more onerous than others and may be considered to be a disproportionate means of securing the desired outcome. Before making an Order the Minister must consider that this is not the case and that there is an appropriate relationship between the policy aim and the means chosen to achieve it.
- **Fair Balance** – Before making an Order, the Minister must be of the opinion that a fair balance is being struck between the public interest and the interests of any person adversely affected by the Order. It is possible to make an Order which will have an adverse effect on the interests of one or more persons only if the Minister is satisfied that there will be beneficial effects which are in the public interest.
- **Necessary protection** – A Minister may not make an Order if he considers that the proposals would remove any necessary protection. The notion of necessary protection can extend to economic protection, health and safety protection, and the protection of civil liberties, the environment and national heritage.
- **Rights and freedoms** – An Order cannot be made unless the Minister is satisfied that it will not prevent any person from continuing to exercise any right or freedom which they might reasonably expect to continue to exercise. This condition recognises that there are certain rights that it would not be fair to take away from people using an Order.
- **Constitutional Significance** – A Minister may not make an Order if he considers that the provision made by the Order is of constitutional significance.

## Devolution:

The 2006 Act imposes certain restriction regarding Legislative Reform Orders and the devolution agreements:

- Scotland – A Minister cannot make an Order under Part 1 of the Act which would be within the legislative competence of the Scottish Parliament. This does not affect the powers to make consequential, supplementary, incidental or transitional provisions.
- Northern Ireland – A Minister cannot make an Order under Part 1 of the Act that amends or repeals any Northern Ireland legislation, unless it is to make consequential, supplementary, incidental or transitional provisions.
- Wales – The agreement of the Welsh Ministers is required for any provision in an Order which confers a function upon the Welsh Ministers, modifies or removes a function of the Welsh Ministers, or restates a provision conferring a function upon the Welsh Ministers. The agreement of the National Assembly for Wales is required for any provision in an Order which is within the legislative competence of the Assembly.

# Annex B

## List of consultees

National Association of Local Councils

Association of Charter Trustees and Charter Town Councils

Audit Commission

British Bankers' Association

Chartered Institute of Public Finance and Accountancy

Payments Council

Society of Local Council Clerks

### **Wales:**

Welsh Government

One Voice Wales

Wales Audit Office

Through the National Association of Local Councils and One Voice Wales the proposal will be brought to the attention of those bodies' county associations and the parish and community councils that make up their membership.

# Annex C

## Response form

*A separate version of this form is available in WORD format to facilitate responses*

**RESPONSE FORM FOR THE CONSULTATION PAPER ON: the proposed use of a legislative reform order to reform legislation on payments by parish and community councils and charter trustees**

<b>Respondent details</b>	<b>Please respond by Tuesday 11 September 2012 to:</b>
Name: Organisation: Address: Town/City: County/Postcode: Telephone: Fax: E-mail	<u><a href="mailto:parishpaymentslro@communities.gsi.gov.uk">parishpaymentslro@communities.gsi.gov.uk</a></u> (email), or  Graham Fletcher, Local Government Finance Directorate, Department for Communities and Local Government, Zone 5/J4. Eland House, Bressenden Place, London, SW1E 5DU (post)

Tick this box if you are requesting non-disclosure of your response.

**a) Do you agree that the two signature rule for parish and community councils and charter trustees should be removed from legislation?**

Comments

**b) Are you aware of any empirical evidence on the reduction of burdens or the other benefits identified in chapter 3 of the consultation paper that supports the need for these reforms? If so, please provide details here or in an attachment.**

Comments

**c) Do the proposals put forward in this consultation document remove any necessary protection?**

Comments

**d) Do you agree that:**

- **the proposals satisfy the preconditions for a Legislative Reform Order (see Annex A and Chapter 4)**
- **the negative Parliamentary resolution procedure (as outlined in paragraph 3.12) should apply to the scrutiny of this proposal?**

Comments

# Annex D

## Legislative Reform Orders – Parliamentary consideration

### Introduction

1. These reform proposals in relation to the repeal of current legislation on the signature of cheques and other orders for the payment of money issued by parish and community councils and by charter trustees will require changes to primary legislation in order to give effect to them. The Minister could achieve these changes by making a Legislative Reform Order under the Legislative and Regulatory Reform Act 2006. Legislative Reform Orders are subject to preliminary consultation and to rigorous Parliamentary scrutiny by Committees in each House of Parliament. On that basis, the Minister invites comments on these reform proposals in relation to a change in legislation on payments by parish and community councils and by charter trustees as a measure that might be carried forward by a Legislative Reform Order.

### Legislative Reform Proposals

2. This consultation document on the proposed use of a Legislative Reform Order to change legislation on payments by parish and community councils and charter trustees has been produced because the starting point for Legislative reform Order proposals is thorough and effective consultation with interested parties. In undertaking this preliminary consultation, the Minister is expected to seek out actively the views of those concerned, including those who may be adversely affected, and then to demonstrate to the Scrutiny Committees that he or she has addressed those concerns.

3. Following the consultation exercise, when the Minister lays proposals before Parliament under section 14 of the Legislative and Regulatory Reform Act 2006, he or she must lay before Parliament an Explanatory Document which must:

- a. Explain under which power or powers in the Act the provisions contained in the order are being made;
- b. Introduce and give reasons for the provisions in the Order;
- c. Explain why the Minister considers that:
  - o There are no non-legislative solutions which will satisfactorily remedy the difficulty which the provisions of the Order are intended to address;
  - o The effect of the provisions are proportionate to the policy



objective;

- The provisions made in the Order strike a fair balance between the public interest and the interests of any person adversely affected by it;
  - The provisions do not remove any necessary protection;
  - The provisions do not prevent anyone from continuing to exercise any right or freedom which they might reasonably expect to continue to exercise;
  - The provisions in the proposal are not constitutionally significant; and
  - Where the proposals will restate an enactment, they make the law more accessible or more easily understood.
- d. Include, so far as appropriate, an assessment of the extent to which the provision made by the order would remove or reduce any burden or burdens;
- e. Identify and give reasons for any functions of legislating conferred by the order and the procedural requirements attaching to the exercise of those functions; and
- f. Give details of any consultation undertaken, any representations received as a result of the consultation and the changes (if any) made as a result of those representations.

4. On the day the Minister lays the proposals and explanatory document, the period for Parliamentary consideration begins. This lasts 40 days under negative and affirmative resolution procedure and 60 days under super-affirmative resolution procedure. If you want a copy of the proposals and the Minister's explanatory document laid before Parliament, you will be able to get them either from the Government department concerned or by contacting the Better Regulation Executive: <http://www.bis.gov.uk/policies/bre>

### **Parliamentary Scrutiny**

5. Both Houses of Parliament scrutinise legislative reform proposals and draft Legislative Reform Orders. This is done by the Regulatory Reform Committee in the House of Commons and the Delegated Powers and Regulatory Reform Committee in the House of Lords.

6. Standing Orders for the Regulatory Reform Committee in the Commons stipulate that the Committee considers whether proposals:

- a. appear to make an inappropriate use of delegated legislation;
- b. serve the purpose of removing or reducing a burden, or the overall burdens, resulting directly or indirectly for any person from any legislation (in respect of a draft Order under section 1 of the Act);

- c. serve the purpose of securing that regulatory functions are exercised so as to comply with the regulatory principles, as set out in section 2(3) of the Act (in respect of a draft Order under section 2 of the Act);
- d. secure a policy objective which could not be satisfactorily secured by non-legislative means;
- e. have an effect which is proportionate to the policy objective;
- f. strike a fair balance between the public interest and the interests of any person adversely affected by it;
- g. do not remove any necessary protection;
- h. do not prevent any person from continuing to exercise any right or freedom which that person might reasonably expect to continue to exercise;
- i. are not of constitutional significance;
- j. make the law more accessible or more easily understood (in the case of provisions restating enactments);
- k. have been the subject of, and takes appropriate account of, adequate consultation;
- l. give rise to an issue under such criteria for consideration of statutory instruments laid down in paragraph (1) of Standing Order No 151 (Statutory Instruments (Joint Committee)) as are relevant, such as defective drafting or failure of the department to provide information where it was required for elucidation;
- m. appear to be incompatible with any obligation resulting from membership of the European Union.

7. The Committee in the House of Lords will consider each proposal in terms of similar criteria, although these are not laid down in Standing Orders.

8. Each Committee might take oral or written evidence to help it decide these matters, and each Committee would then be expected to report.

9. Copies of Committee Reports, as Parliamentary papers, can be obtained through HMSO. They are also made available on the Parliament website at:

- Regulatory Reform Committee in the Commons; and
- Delegated Powers and Regulatory Reform Committee in the Lords.

10. Under negative resolution procedure, each of the Scrutiny Committees is given 40 days to scrutinise a Legislative Reform Order, after which the Minister can make the order if neither House of Parliament has resolved during that period that the order should not be made or to veto the Order.

11. Under affirmative resolution procedure, each of the Scrutiny Committees is given 40 days to scrutinise an Order, after which the Minister can make the Order if it is not vetoed by either or both of the Committees and it is approved by a resolution of each House of Parliament.

12. Under super-affirmative procedure each of the Scrutiny Committees is given 60 days to scrutinise the Order. If, after the 60 day period, the Minister wishes to make the order with no changes, he may do so only after he has laid a statement in Parliament giving details of any representations made and the Order is approved by a resolution of each House of Parliament. If the Minister wishes to make changes to the draft Order he must lay the revised Order, as well as a statement giving details of any representations made during the scrutiny period and of the proposed revisions to the order, before Parliament. The Minister may only make the Order if it is approved by a resolution of each House of Parliament and has not been vetoed by either or both relevant Committees.

### **How to make your views known**

13. Responding to this consultation document is your first and main opportunity to make your views known to the relevant department as part of the consultation process. You should send your views to the person named in the consultation document. When the Minister lays proposals before Parliament you are welcome to put your views before either or both of the Scrutiny Committees.

14. In the first instance, this should be in writing. The Committees will normally decide on the basis of written submissions whether to take oral evidence.

15. Your submission should be as concise as possible, and should focus on one or more of the criteria listed in paragraph 6 above.

16. The Scrutiny Committees appointed to scrutinise Legislative Reform Orders can be contacted at:

Delegated Powers and Regulatory Reform Committee  
House of Lords  
London  
SW1A 0PW

Tel: 020 7219 3103  
Fax: 020 7219 2571  
[DPRR@parliament.uk](mailto:DPRR@parliament.uk)

Regulatory Reform Committee  
House of Commons  
7 Millbank  
London  
SW1P 3JA

Tel: 020 7219 2830/4404/2837  
Fax: 020 7219 2509  
[regrefcom@parliament.uk](mailto:regrefcom@parliament.uk)

### **Non-disclosure of responses**

17. Section 14(3) of the Act provides what should happen when someone responding to the consultation exercise on a proposed Legislative Reform Order requests that their response should not be disclosed.

18. The name of the person who has made representations will always be disclosed to Parliament. If you ask for your representation not to be disclosed, the Minister should not disclose the content of that representation without your express consent and, if the representation relates to a third party, their consent too. Alternatively, the Minister may disclose the content of the representation in such a way as to preserve your anonymity and that of any third party involved.

### **Information about Third Parties**

19. If you give information about a third party which the Minister believes may be damaging to the interests of that third party, the Minister does not have to pass on such information to Parliament if he does not believe it is true or he is unable to obtain the consent of the third party to disclose. This applies whether or not you ask for your representation not to be disclosed.

20. The Scrutiny Committees may, however, be given access on request to all representations as originally submitted, as a safeguard against improper influence being brought to bear on Ministers in their formulation of Legislative Reform Orders.

**Better Regulation Executive**  
**Department for Business, Innovation and Skills**

# Annex E

## Partial impact assessment

<p><b>Title:</b> Impact Assessment on the proposal to use a Legislative Reform Order to change legislation on payments by parish and community councils and charter trustees.</p> <p>IA No: DCLG 12003</p> <p>Lead department or agency: DCLG</p> <p>Other departments or agencies:</p>	<p><b>Date:</b> 01/05/12</p> <p><b>Stage:</b> Consultation</p> <p><b>Source of intervention:</b> Domestic</p> <p><b>Type of measure:</b> Secondary legislation</p> <p><b>Contact for enquiries:</b> Graham Fletcher Tel: 0303 44 41740</p>
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<b>Summary: Intervention and Options</b>	<b>RPC Opinion: Green</b>
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Cost of Preferred (or more likely) Option				
Total Net Present Value	Business Net Present Value	Net cost to business per year (EANCB on 2009 prices)	In scope of One-In, One-Out? Yes	Measure qualifies as Out

**What is the problem under consideration? Why is government intervention necessary?**

The Local Government Act 1972 requires that cheques and other orders for the payment of money by a parish council must be signed by two members of the council. The same rule applies to community councils in Wales and (under the 1972 Act and regulations made under the Local Government Act 1992) some categories of charter trustees.

**What are the policy objectives and the intended effects?**

The removal of the burden will allow parish councils to use modern methods of banking for payment whilst maintaining sound financial control.

**What policy options have been considered, including any alternatives to regulation? Please justify preferred option (further details in Evidence Base)**

To do nothing would leave the burden in place and therefore it is proposed that a Legislative Reform Order is introduced to remove the burden and make electronic banking easier.

**Will the policy be reviewed? It will not be reviewed. If applicable, set review date: N/A**

Does implementation go beyond minimum EU requirements?			N/A		
Are any of these organisations in scope? If Micros not exempted set out reason in Evidence Base.	Micro Yes	< 20 Yes	Small Yes	Medium Yes	Large Yes
What is the CO <sub>2</sub> equivalent change in greenhouse gas emissions? (Million tonnes CO <sub>2</sub> equivalent)			Traded:	Non-traded:	

*I have read the Impact Assessment and I am satisfied that, given the available evidence, it represents a reasonable view of the likely costs, benefits and impact of the leading options.*

Signed by the responsible  
SELECT SIGNATORY:

Grant Shapps Date: 30/04/2012

## Summary: Analysis & Evidence Policy Option 1

Description:

### FULL ECONOMIC ASSESSMENT

Price Base Year	PV Base Year	Time Period Years	Net Benefit (Present Value (PV)) (£m)		
			Low: Optional	High: Optional	Best Estimate:

COSTS (£m)	Total Transition (Constant Price)	Average Annual (excl. Transition) (Constant Price)	Total Cost (Present Value)
Low	Optional	Optional	Optional
High	Optional	Optional	Optional
Best Estimate			

**Description and scale of key monetised costs by 'main affected groups'**  
No costs have been identified.

**Other key non-monetised costs by 'main affected groups'**  
No costs have been identified.

BENEFITS (£m)	Total Transition (Constant Price)	Average Annual (excl. Transition) (Constant Price)	Total Benefit (Present Value)
Low	Optional	Optional	Optional
High	Optional	Optional	Optional
Best Estimate			

**Description and scale of key monetised benefits by 'main affected groups'**  
No benefits have been monetised.

**Other key non-monetised benefits by 'main affected groups'**

For parish councils the benefits would include the simplification of financial transactions, saving time and would make electronic payment easier, thus allowing access to discounts for electronic payment and avoiding bank charges associated with previous payment methods.

For businesses the benefits would include more prompt and convenient payment.

**Key assumptions/sensitivities/risks**

The provisions being repealed constitute an important control over the disbursement of money by parish councils. It is considered that the new guidance to be published by the parish council sector will provide equal or better protection for public funds while also permitting the use of modern methods of payment and more efficient control procedures.

**BUSINESS ASSESSMENT (Option 1)**

Direct impact on business (Equivalent Annual) £m:			In scope of	Measure
Costs:	Benefits:	Net:		

## Evidence Base (for summary sheets)

### 1. Problem under consideration

The legislative provisions that are the subject of this proposal are as follows:

*For parish and community councils:*

"Every cheque or other order for the payment of money by a parish or community council shall be signed by two members of the council." (section 150(5), Local Government Act 1972)

*For charter trustees established under the Local Government Act 1972 or the Local Government Act 1992:*

"Every cheque or other order for the payment of money by charter trustees shall be signed by two of them." (section 246(12), Local Government Act 1972, and regulation 15(2), Charter Trustees Regulations 1996, SI 1996 No 263)

These provisions place barriers in the way of those bodies making payments by electronic means, and are a disproportionate requirement for the larger councils. The bodies affected are not able easily to adopt modern methods of payment.

### 2. Rationale for intervention

The burden will be removed by the repeal / revocation of the provisions set out in section 1 above, without replacement. However, this will be accompanied by new guidance on payments procedures published by the sector which will help the councils to comply with their general statutory duties to make proper arrangements for their financial affairs and to have a sound system of internal control. It is considered that the new guidance to be published by the parish council sector will provide equal or better protection for public funds while also permitting the use of modern methods of payment and more efficient control procedures. More detail of the proposed framework of financial safeguards is given in section 7 below.

### 3. Policy objective

The policy objective is to remove the existing burden arising directly from the terms of the legislation. It will allow parish councils to use modern methods of banking for payment whilst maintaining sound financial control.

### 4. Description of options considered

- **Do nothing:** The option of doing nothing is not practicable because of pressure from parish/community councils, the National Association of Local Councils in England and other bodies for removal of this burden. The current legislation is an obstacle to efficiency, productivity and profitability.
- **Option 1:** The removal of the burden requiring two signatories to cheques and other orders for the payment of money will enable parish/community councils to use modern banking methods and make payments by electronic means. The rule is a disproportionate requirement for larger councils and does not allow them to adopt tiered rules for payment certification. The removal of the burden will be accompanied by new guidance on payment procedures published by the sector which will provide equal or better protection for public funds whilst permitting modern methods of payment and more efficient control procedures.



## 5. Monetised and non-monetised costs and benefits of each option

### • Benefits

#### *Bodies directly affected*

The parish and community councils and charter trustees directly affected are not easily able to adopt modern methods of payment and the larger councils are not able to adopt tiered rules for payment certification so that the certification requirement is proportionate to the amount of payment. Removal of the two signature rule would lift these constraints, with savings in time and effort for the bodies affected. The following are examples of the ways in which savings would be achieved:

- Electronic payments would become practicable. The processes for making electronic payments are quicker than the preparation of and dispatch of cheques, saving time for staff, avoiding the cost of posting, and allowing quicker payment (and so perhaps securing discounts for prompt payment). Discounts may also be available for making a payment electronically.
- In cases where suppliers require payment by electronic means the body's staff would not have to seek other channels of payment, such as the use of the staff's personal accounts, which may not only be inappropriate but would also add to administrative burdens because both the original payment and a reimbursement payment would be necessary.
- Adoption of tiered controls over payments would be possible for the larger bodies. This would allow, for example, small payments to be made by staff from a petty cash account with control being exercised by council members when the account is replenished and vouchers for the payments made are produced for scrutiny. In addition to the time saving, such a system will generally provide a more effective control than when members sign off large numbers of small payments individually. The batching of the small payments allows comparisons to be made and patterns identified.

The benefits of these opportunities cannot be monetised because we do not know how long such financial transactions currently take, the exact time-savings the policy will allow, nor the number or value of the financial transactions affected. In addition, the large number of, and variations between, the councils make any estimate more difficult, and to get a meaningful estimate would be an unjustifiable burden on individual councils. However, we can get a sense of their scale by looking at the number of parish councils and how many financial transactions they would typically carry out in a year. There are over 9000 parish councils in England, 734 community councils in Wales and 13 Charter Trustees (all in England) to which the two signature rule applies.

There are no central records of the typical number of financial transactions of each council but the National Association of Local Councils has provided estimates for England, based on a selection of enquiries:

- Largest councils (around 100) – approx 2400 payments every year
- Medium sized councils (around 250) – approx 600 payments every year
- Smallest councils – the remainder will make a minimum of 30 payments rising to 60 payments a year for the clerk's salary, PAYE, insurance, audit, grants, grass-cutting etc. Some 1000 of these councils will make more than 60 payments probably rising to 100+ payments.

#### *Other bodies, including private and voluntary sector*

Suppliers to the bodies affected and others who receive payments from them would also benefit from the removal of the two signature rule. The following are examples of specific ways in which other organisations would benefit:

- The credit in the bank accounts of other organisations would be immediate rather than having to wait for the delivery of cheques through the post and the subsequent banking of the cheques. Savings in elapsed time of two to seven days might be expected, with consequent benefits to cash flow and interest costs.
- Administrative costs in processing post and cheques would be avoided.
- Organisations that have otherwise moved exclusively to receiving payment by electronic means would not have either to refuse custom from parish and community councils or to make special arrangements for handling their payments. We are aware that HM Revenue and Customs had to make special arrangements for receiving VAT and PAYE payments from the councils because of the constraints imposed by the two signature rule.
- Faster processing of payments by the councils, for example because of the ability of staff to authorise small payments, would add a further reduction in the time taken for other organisations to receive payments.

We do not have sufficient information about the number and size of payments to attach a monetary value to these savings for the same reasons that we cannot monetise the savings to the parish and community councils.

- **Costs**

We do not envisage that the reform would add to costs, and, if they are satisfied that it provides an effective control, any body affected will always have the option of retaining the two signature rule.

## **6. Rationale and evidence that justify the level of analysis used in the Impact Assessment**

The Legislative Reform Order procedure requires that an Impact Assessment is carried out and presented as part of the evidence to the Parliamentary Committees. Given that the policy reduces costs for both businesses and parish and community councils and that those costs are small to begin with the level of analysis used is proportionate. Nevertheless we would welcome any evidence that others may be able to provide on the monetary value of the benefits of the reform, and a question requesting such evidence is to be included in the consultation document. Any suitable evidence received will be taken into account in preparing the final Impact Assessment to accompany any submission of the order to Parliament.

## **7. Risks and assumptions**

The provisions being repealed constitute an important control over the disbursement of money by parish councils. However, it is considered that the framework that will take its place, including new guidance to be published by the parish council sector, will provide equal or better protection for public funds while also permitting the use of modern methods of payment and more efficient control procedures.

The new framework will comprise three elements:

- The existing general legislative duties on financial management will continue to apply to parish and community councils. These duties require them to make arrangements for the proper administration of their financial affairs, to ensure that the financial management of the body is adequate and effective, to maintain a sound system of internal control and to have an adequate and effective internal audit. These duties are set out in section 151 of the Local Government Act 1972, (for bodies in England) the Accounts and Audit

(England) Regulations 2011 (SI 2011 No 817) and (for bodies in Wales) the Accounts and Audit (Wales) Regulations 2005 (SI 2005 No 368)

- A chapter on managing money will be added to *Governance and Accountability for Local Councils, a Practitioners' Guide*. This guide (published in separate editions for England, by the National Association of Local Councils and the Society of Local Council Clerks, and for Wales, by One Voice Wales and the SLCC) provides authoritative guidance for parishes and communities on their accounts and financial processes. The guide is kept under review by committees in the two countries that include representation from the sector and from professional accountancy and audit bodies; those committees must endorse any changes. A draft of the new chapter has already been the subject of consultation, and will be finalised in time for the coming into force of the legislative reform order. It will spell out how the bodies should develop and maintain controls over money that meet the legislative duties set out above. The consultation draft included requirements for the bodies to embed controls over money in their standing orders and financial regulations, not to relinquish the two signature rule until safe and efficient alternative arrangements have been put in place, and to practice a clear segregation of duties regarding money and investments. Further guidance is given in the draft filling out the general principles to ensure that each body develops an effective control system appropriate to its size and the transactions it enters into.
- The annual return that forms the basis of the external audit scrutiny for these bodies will include a requirement to declare that the body has complied with the guidance and will allow the internal auditor to draw the attention of the external auditor to any shortcomings. The annual return forms part of the Practitioners' Guide. This aspect of the Guide is identified by regulations made in both countries under section 21 of the Local Government Act 2003 as proper practices in relation to accounts, and there is therefore a legal obligation on the bodies to complete the return. The external auditor will be able to follow up any deficiencies identified and, in serious cases, to issue a public report recommending change.

Charter trustees are subject to broadly the same framework of controls and audit as parish and community councils, though there are differences in some of the legislative requirements. A very small number (understood to be two currently) of community councils in Wales are subject to a more demanding form of audit which does not involve the completion of an annual return. In the case of these councils compliance with the guidance would form part of the auditor's annual review of accounting and financial control systems.

The transition to the new arrangements once the two signature rule was removed as a legal obligation would be safeguarded by the proposed requirement in the guidance that bodies must not relinquish the two signature rule until safe and efficient arrangements have been put in place in accordance with the guidance.

## **8. Summary and preferred option with description of implementation plan**

The preferred option is to remove the requirement that cheques and other orders for the payment of money by a parish council must be signed by two members of the council. This will simplify financial payments for parish council and the businesses they are paying.

The Legislative Reform Order, which will repeal and revoke the existing legislation, is expected to be enacted before the end of 2012. The revised Practitioners' Guide will be in place at the same time, and the revisions to the audit arrangements would take effect for the financial year ending 31 March 2012.

No specific review of the policy is planned, but regular liaison on matters of financial management and control is maintained between the Department for Communities and Local Government and the parish council sector, and action is taken on any issues arising. Similar arrangements exist in Wales.

Report to the Finance and Policy Committee

29<sup>th</sup> August 2012

Outdoor Digital Display Unit

1. The Town Council has been concerned for some time at the lack of public response to the various initiatives undertaken by the Council which leads to very few residents taking part and expressing their views on a wide variety of issues effecting how people live, work and enjoy leisure activities in and around the Town.
2. In the past a number of different mediums have been exploited, including the press and radio to advise residents of consultations going on in the Town or to simply inform them of an event taking place. Despite this numerous people will still complain that they haven't been informed and know nothing about what has been planned.
3. In order to address this issue in an impactful and highly visible manner, it is proposed that a SimNet Outdoor Display Unit be purchased
4. The Unit can be used to advertise a variety of events taking place in the Town and can also be used to attract advertisers, thus defraying some of the cost of purchasing the unit as well as providing a future revenue stream
5. The unit would be sited in the centre of Town, site to be determined.

Recommendation

To purchase an Outdoor Display Unit at a cost of circa £15,000



Attention:	Bob Burton	Project Title:	Congleton DS
Title:	Mr.	Project Description:	Outdoor
Company Name:	Congleton Town Council	Quote Valid For:	30 days
Location:	Congleton	Quote Date:	1 <sup>st</sup> June 2012

## Congleton Town Council – Outdoor Digital Signage

Hardware Options	Quantity	Unit Price
Outdoor – 46" Single-Sided (Landscape/Portrait)	1-6	£9,105.00
Outdoor – 52" Double-Sided (Landscape/Portrait)	1-6	£13,280.00
Outdoor – 65" Single-Sided (Landscape/Portrait)	1-6	£13,280.00
PC Player	1-10	£1,500.00

Software Options	Quantity	Unit Price
Scala Software Set Up – One Off Cost	1	£1000.00
Scala License Fee – One Off Fee, Per Player	1-10	£50.00
Scala License Fee – Per Month, Per Player	1-10	£55.00

Content Design/Maintenance Fees	Quantity	Unit Price
Content Design – Daily Fee (10 Days estimated)	1	£750.00
Maintenance Fees	1	TBC