



Congleton Town Council

Historic market town

Chief Officer: **David McGifford**

4th January 2018

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

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 11th January 2018

You are requested to attend a meeting of the Finance and Policy Committee to be held in the Town Hall, High Street, Congleton on – **Thursday 11th January 2018** commencing at **7.00pm.**

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

Yours sincerely,

David McGifford
Chief Officer

AGENDA

1. Apologies for absence (Members are respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non attendance).

2. Minutes of Last Meeting (enclosed)

To approve the Minutes of the Meeting of the Committee held on 23rd November 2017.

3. Declarations of Interest

Members are requested to declare both “pecuniary” and “non pecuniary” interests as early in the meeting as they become known.

4. Outstanding Actions

None

5. Grant Approvals and Commitments 2017-18 (enclosed)

To receive a statement showing the current position.



Congleton
beartown
where friends are made

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

Tel: 01260 270350 Fax: 01260 280357

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

6. New Applications for Financial Assistance (enclosed)

GR10/1718 Congleton Unplugged £500
GR07/1718 Jessica Shore PCSO £415 resubmitted from 19/10/17

7. New Grant Activities Monitoring Forms (enclosed)

Congleton Musical Theatre (application GR04/1718 refers)

8. Management Accounts to 30th November 2017 (enclosed)

To receive and consider the Management Accounts to 30th November 2017.

9. Bank Reconciliation (enclosed)

To receive and consider the bank reconciliation as at 30th November 2017.

10. List of Payments (enclosed)

To receive and consider the Payments List between 1st November and 30th November 2017.

11. Streetscape Van Leasing (enclosed)

To receive and approve the proposed leasing arrangements for the Streetscape Vehicle requirements

12. Town Hall Oven replacement (enclosed)

To receive and approve the proposed replacement of a Town Hall Oven.

13. Appointment of External Auditor (enclosed)

To receive notification from the SAAA (Smaller Authorities Audit Appointments) of the appointment of PKF Littlejohn LLP as the external auditor to Congleton Town Council for the next five years to 2021/22.

To: Members of the Finance & Policy Committee

Cllrs:

G Edwards (Chairman), Mrs. J Parry (Vice Chairman)
Mrs D S Allen, J G Baggott, P Bates, R Boston,
Mrs S A Holland, Mrs A E Morrison, M A Walker and Mrs E Wardlaw

Ccs: Other members of the Council and Honorary Burgesses (5) for Information; Press (2)
Congleton Library, Congleton Tourist Information Centre.

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 23rd November 2017

Please note – These are draft minutes and will not be ratified until the next meeting of the Finance & Policy Committee on 11th January 2018.

PRESENT - Councillors

Mrs D Allen
G Baggott
R Boston
D Brown
G R Edwards (Chairman)
Mrs. S A Holland
Mrs A Martin
Mrs J D Parry
M Walker
Mrs E Wardlaw
G S Williams

1. Apologies

Apologies for absence were received from committee members Cllrs P Bates and A Morrison

Apologies were also received from non-committee Cllrs L Barker, H Richards.

2. Minutes

FAP/33/1718 RESOLVED that the Minutes of the Meeting of the Committee held on 19th October 2017 be approved and signed by the chairman.

3. Declarations of Interest

Members are requested to declare both “pecuniary” and “non pecuniary” interests as early in the meeting as they become known.

Cllrs G Baggott, Mrs E Wardlaw and G Williams declared a non-pecuniary interest in any matters relating to Cheshire East Council.

4. Outstanding Actions

There were no outstanding actions.

5. Grant Approvals and Commitments 2017-18

A summary of grant approvals and commitments was considered by the committee and it was noted that £13,539.10 was remaining for grants for 2017/18.

FAP/34/1718 RESOLVED that the grant summary be received and it was noted that grant application **GR07/1718** from Congleton PCSO's for DNA kits was still to be resolved.

6. New Applications for Financial Assistance

FAP/35/1718 RESOLVED that the following grants be awarded:-

GR08/1718 – Congleton Community Credit Union £500 towards the annual FCA audit.

GR09/1718 – Congleton Harriers £250 towards the 31st Annual Cloud 9 Race.

7. New Grant Activities Monitoring Forms

FAP/36/1718 RESOLVED that grant activities monitoring form be received from Congleton Town Football Club (GR21/1617) and Congleton Pentecostal Church (GR30/1617)

8. Management Accounts to September 2017

FAP/37/1718 RESOLVED to receive the management accounts to September 2017.

9. Bank Reconciliation

FAP/38/1718 RESOLVED to receive and consider the bank reconciliation as at 31st October 2017.

10. List of Payments

FAP/39/1718 RESOLVED to receive and consider the Payments List between 1st September 2017 – 31st October 2017.

11. Draft Budget and Precept 2018/19

FAP/40/1718 RESOLVED that the budget for 2018/19 be recommended for approval at the Town Council meeting which will take place on Thursday 7th December 2017.

12. First Interim Internal Audit Report 2017/18

FAP/41/1718 RESOLVED that the first of three internal audit reports from Auditing Solutions Ltd be received and the overall conclusion that the Council has maintained adequate and effective internal controls be noted.

**Cllr G R Edwards
(Chairman)**

Congleton Town Grant Commitments 2017/18									
Permitted and S137									
Date Grant Approved	To	For	Section	Minute Reference	Approved EMR b/fwd £	Approved 17/18 £	Paid £	Outstanding	Date Paid
	Subsidised Use of Town Hall					3,500.00	3473.88	26.12	
24/03/2016	Vision	Sensory garden plants	S137	FAP/72/1516	500.00		500.00		28/11/2017
09/06/2016	Congleton Cricket Club	Replacement of Safety nets	Gpoc	FAP/04/1617	206.40		206.40	0.00	19/05/2017
09/06/2016	Congleton Talking Newspaper	Damp proofing building	Gpoc	FAP/04/1617*	250.00			250.00	* subject to conditions
20/10/2016	Trinity Methodist Church	Support for community building	Gpoc	FAP/26/1617	1000.00		1000.00	0.00	12/07/2017
24/11/2016	Minerva Arts	Support for hiring the Town Hall	Gpoc	FAP/34/1617	250.00			250.00	
24/11/2016	Congleton Town Football Club	Support for Clubhouse roof refurb	Gpoc	FAP/34/1617	250.00		250.00	0.00	30/10/2017
12/01/2017	New Life Church	Contribution to Defibulator	Gpoc	FAP/42/1617	200.00		200.00	0.00	02/05/2017
12/01/2017	Friends of Congleton Park	Contribution to Brass on the Green	Gpoc	FAP/42/1617	300.00		120.00	180.00	15/06/2017
12/01/2017	230 Squadron ATC	Contribution to assault course site	Gpoc	FAP/42/1617	350.00		350.00	0.00	16/05/2017
16/02/2017	St Peter's Church	Ceiling repairs and renovations	Gpoc	FAP51/1617	1000.00		1000.00	0.00	01/08/2017
16/02/2017	CJRC & LOL foundation	Kitchen equipment	Gpoc	FAP51/1617	829.00		829.00	0.00	30/04/2017
16/02/2017	CCP	Food & Drink road closures	Gpoc	FAP51/1617	405.00		405.00	0.00	14/06/2017
23/03/2017	St Mary's Church	Contribution to Defibulator	Gpoc	FAP/61/16/17	177.50		177.50	0.00	06/04/2017
23/03/2017	Congleton Pentecostal Church	Church Hall refurbishment	Gpoc	FAP/61/16/17	500.00		500.00	0.00	30/10/2017
08/06/2017	Sol theatre School	Summer Theatre School	Gpoc	FAP03/17/18		500.00		500.00	
27/07/2017	Cong Harriers	Cong Half Marathon	Gpoc	FAP/14/1718		250.00	250.00	0.00	02/10/2017
14/09/2017	Congleton Musical Theatre	Support for Jekyll and Hyde production	Gpoc	FAP/21/1718		750.00	750.00	0.00	28/11/2017
14/09/2017	Marion School	Contribution to a Prayer garden	Gpoc	FAP/21/1718		250.00		250.00	
19/10/2017	Our Gang (Scouts and Guides)	Support for Cong Gang Show	Gpoc	FAP/29/1718		600.00	600.00	0.00	14/11/2017
23/11/2017	CCCU	Support for Audit fees	Gpoc			500.00		500.00	
23/11/2017	Congleton Harriers	Support for race	Gpoc			250.00		250.00	
Totals					6217.90	6600.00	10611.78	2206.12	
	EMR b/fwd	£6,607.00							
	Budget 17/18	£18,500.00		£65,483.00	Total Grant budget				
	Total approved to date	£12,817.90							
	Total money still available for grants	£12,289.10							

Congleton Town Grant Commitments										
Specific Budgets										
Date Grant Approved	To	For	Section	Minute Referen	EMR b/fwd	Budget	Approved 16/17	Paid £	Outstanding	Date
01/04/2017	Congleton Museum	Notional rent	Gpoc			4,500.00	4,500.00	4,500.00	0.00	01/04/2017
01/04/2017	Community Projects	Project support	Gpoc			16,000.00	16,000.00	16,000.00	0.00	20/04/2017
01/04/2017	Congleton Partnership	Rent	Gpoc			1,533.00	1,533.00	1,533.00	0.00	01/04/2017
01/04/2017	Citizens Advice Bureau	annual grant	Gpoc			15,000.00	15,000.00	15,000.00	0.00	16/05/2017
01/04/2017	Christmas Lights	Christmas Lights	Gpoc			9,000.00	9,000.00	6,537.00	2,463.00	17/11/2017
01/04/2017	Royal British Legion	Remembrance Day Para	Gpoc			700.00	700.00	601.00	99.00	15/11/2017
01/04/2017	St Peter's Church	Church clock maintenance	PCA1957	FAP/21/1718		250.00	250.00	250.00	0.00	03/10/2017
Totals					0.00	46,983.00	46,983.00	44,421.00	2,562.00	
		Ear marked reserve b/fwd								
		Budget 2017/18			£0					
		Total approved to date			£46,983					
		Total awaiting application			£0					

SUBMITTED MEETING:
11th Jan 2018.



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR10/1718
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1.1	Applicant(s):	VINCE CUTCLIFFE																								
1.2	Representing:	CONGLETON UNPLUGGED																								
1.3	Email Address:																									
1.4	Tel No.																									
1.5	Project Title:	CONGLETON UNPLUGGED																								
1.6	Project Objectives:	<ul style="list-style-type: none"> - Create community spirit in Congleton at an otherwise quiet time of year. - Contribute towards sustainability of our town. - Provide a free music event (mainly acoustic) accessible to all. 																								
1.7	Brief Project Description:	<ul style="list-style-type: none"> - Twelve venues (larger than last year) - More than thirty performances (more than last year) - Showcase events e.g. The Bath House - Free to all comers - Run by volunteers - Contributes to town sustainability. 																								
1.8	Details accounts/budgets	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Bank Balance</td> <td style="padding: 2px;">£351.68</td> <td style="padding: 2px; text-align: right;">→</td> <td style="padding: 2px;">£ 350</td> </tr> <tr> <td style="padding: 2px;">Committed sponsorship & matched funding</td> <td style="padding: 2px;">£ 1090</td> <td></td> <td></td> </tr> <tr> <td style="padding: 2px;">Anticipated match funding</td> <td style="padding: 2px;">£ 600</td> <td></td> <td></td> </tr> <tr> <td style="padding: 2px;">Anticipated income/profit merchandise</td> <td style="padding: 2px;">£ 275</td> <td></td> <td></td> </tr> <tr> <td style="padding: 2px;">Anticipated new venues</td> <td style="padding: 2px;">£ 210</td> <td></td> <td></td> </tr> <tr> <td style="padding: 2px;">(BUDGET ATTACHED)</td> <td></td> <td style="text-align: right; border-top: 1px solid black;">£ 2505</td> <td></td> </tr> </table>	Bank Balance	£351.68	→	£ 350	Committed sponsorship & matched funding	£ 1090			Anticipated match funding	£ 600			Anticipated income/profit merchandise	£ 275			Anticipated new venues	£ 210			(BUDGET ATTACHED)		£ 2505	
Bank Balance	£351.68	→	£ 350																							
Committed sponsorship & matched funding	£ 1090																									
Anticipated match funding	£ 600																									
Anticipated income/profit merchandise	£ 275																									
Anticipated new venues	£ 210																									
(BUDGET ATTACHED)		£ 2505																								

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£ 2655.00 (excludes artist costs of £6000.00 PAID BY VENUES)
2.2	Total contribution sought:	£ 500.00
2.3	What will the money be spent on?	£500 will go towards programme print costs. we are increasing & possibly enlarging the programme to at least 5000 copies & further page(s). It will be distributed in Congleton and surrounding cheshire / staffs towns

2.4	Any ongoing costs:	Website costs; approx £150.00 p.a This cost shared with Congleton Jazz & Blues.
2.5	Details of confirmed match funding include source Cash: In kind:	Match funding committed; Lamb Inn B&B £300.00 (Awaiting £600 commitments from reliable local funders) In kind we receive invaluable design and marketing support from ADHople - value in kind effort commercially approx £1500.00
2.6	Resources needed:	Promotional material - programmes, loglets, advertising media and boards. NB £300 required to replace banners ripped apart in storms last year.
2.7	Estimated timescale of project from start to finish:	Project started September 2017, ends April 2018. Project dates March 2, 3, 4 2018

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	- Experience a variety of music (mainly acoustic) which includes pop, folk, celtic, classical. - Showcase the Town - a chance to explore places and venues not usually 'seen'. - Agree community spiritalevent.
3.2	Are there similar services/projects provided in the area	Yes Congleton Jazz & Blues, run by the same voluntary team. FJ&B takes place over the Saturday & Sunday of the August Bank Holiday weekend.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	The organisers seek feedback via their website, from the venues and also from the musicians. Ad hoc feedback from attendees of the event
4.2	Describe how you will promote the Town Council in your project	The Town Council coat of arms, and title, will be billed prominently in our thanks to Sponsors section of the event programme.

Signature: V. L. Entwistle

Date: 17.11.17

CONGLETON UNPLUGGED ACCOUNTS 2017

58								
59								
60								
61								
62	BALANCE	5th Oct	£392.48					
63								
64	Town Trust	28th Oct	£250.00					
65	Enclosure Trust	28th Oct	£250.00					
66	Fullcolour Leaflets	21st Dec	-£137.00					
67	Fullcolour Programmes	27th Jan	-£504.00					
68	YP Fee	27th Jan	£30.00					
69	Gather	30th Jan						
70	Kings Arms							
71	POW							
72	Quigleys							
73								
74	Piano Bar	2nd Feb	£240.00					
75	Cotton Club	2nd Feb						
76								
77	ADP Tshirts	9th Feb	£120.00					
78	to VCL Street Wl Distribution	10th Feb	-£96.00					
79	Merchandise	10th Feb	-£120.00					
80	North Rode Timber	20th Feb	£100.00					
81	Congleton Chronicle	1st March	-£36.48					
82	Congleton Chronicle	8th March	-£132.00					
83	VC balance	8th March	-£103.32					
84	Town Council	1st March	-£500.00					
85	Merchandise	8th March	£500.00					
86	Merchandise	10th March	£110.00					
87	Beartown Tap fee	20th Mar	£40.00					
88	CLAB (384) merch (50)	3rd April	£35.00					
89	VC Balance	3rd April	£434.00					
90	Manning Sponsor	27th April	-£541.00					
91	VC balance	2nd May	£200.00					
92	Young Pretender(erroreous)	7th June	-£200.00					
93			£20.00					
94			£0.00					
95			£0.00					
96			£0.00					
97	Balance in Account		£351.58					

The value of items G10 - G22 which are costs incurred for boards, paint, glue, cables ties, drill etc etc will be funded from CJAB funds for this year only, 2017. This is so that Congleton Unplugged can repay funds to V L Cutcliffe which are due for payment of outstanding items. this is a total of =sum(g10:g22).

sum =sum(g10:g22) £419.81
 Actual amount paid £434 on 3rd April

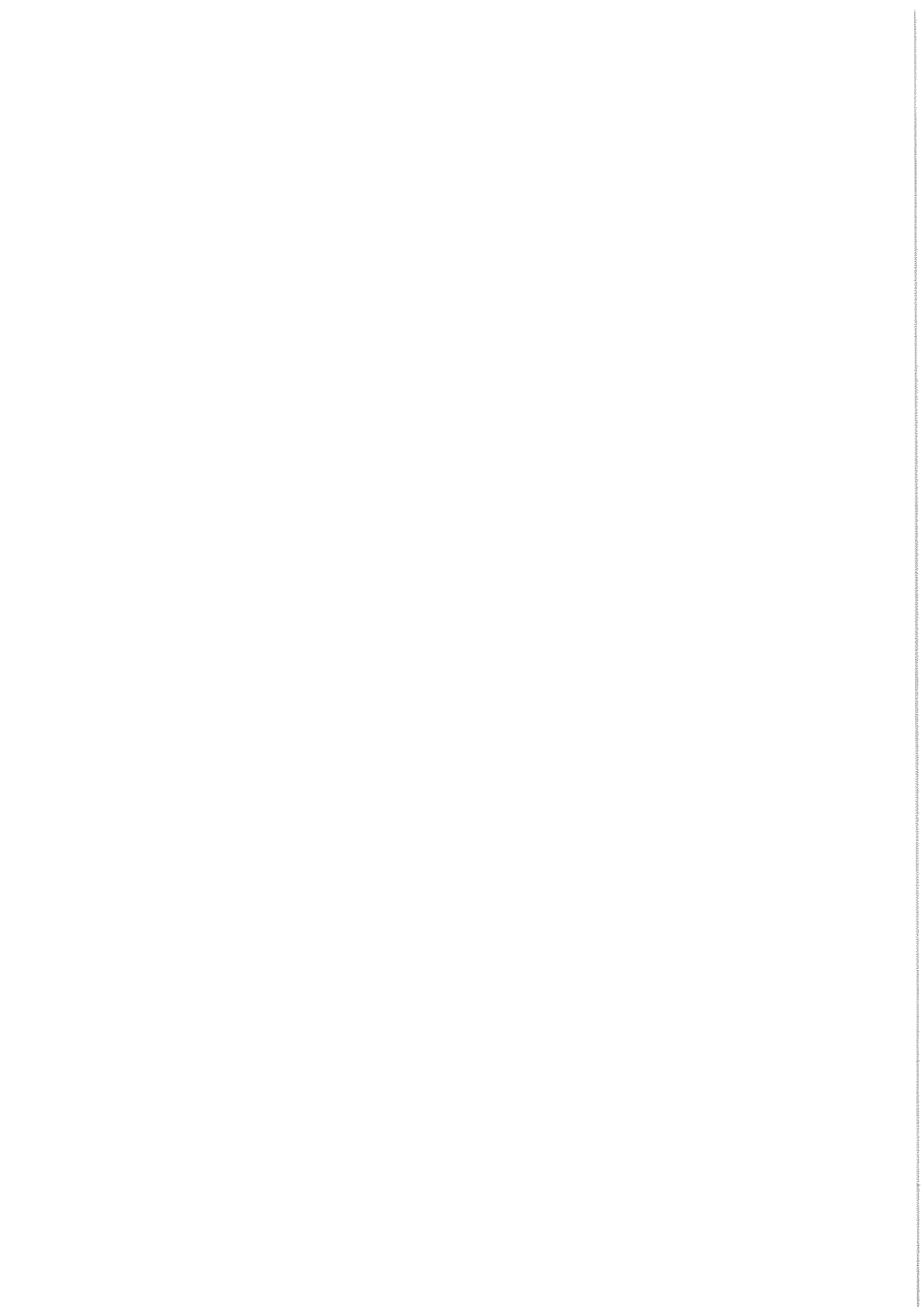
Totals paid by VC
 THESE ARE FEES PAID
 DIRECTLY BY VC TO
 FACILITATE PAYMENT
 PROCESSING

Flyers	G4	£137.00
Programmes	G3	£504.00
Street Wl Distbn	G26	£120.00
Town/Corex Boards	F9	£551.20
Visyon/Library artist fees	J6	£380.00
Corex board wood	F23	£310.73
Phil Benbow	G22	£100.00
Sound Man	G21	£50.00
TOTAL		£2,152.93

Cheques to VC

CHEQUES PAID TO VC TO	21st Dec	G62	-£137.00
COVER ABOVE ITEMS	27th Jan	G63	-£504.00
	10th Feb	G74	-£120.00
	8th March		-£500.00
	3rd April		-£541.00
	2nd May		-£200.00

Total to VC -£2,002.00





SUBMITTED MEETING:
19th October 2017

RE-SUBMITTED 11/1/18

Congleton Town Council
Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR07/1718
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1.1	Applicant(s):	Jessica Shore
1.2	Representing:	Police Community Support Officer representing Cheshire Police
1.3	Email Address:	<u>Jessica.shore@cheshire.pnn.police.uk</u>
1.4	Tel No.	101 or 01606 363568
1.5	Project Title:	Selecta DNA kits
1.6	Project Objectives:	To property mark items within homes in West Heath to prevent future burglaries
1.7	Brief Project Description:	Due to West Heath being targeted for burglaries in the past I would like to purchase a number of Selecta DNA kits which use synthetic DNA to invisibly mark property of value in resident's homes. This DNA is then registered to the keeper. Looking at past incidents I would like to target homes which have been victims in the past and hotspots around these houses. Signs can then be placed around the West Heath area to deter potential criminals from committing burglaries in the area. This is currently being rolled out in the rural parishes such as Eaton.
1.8	Details accounts/budgets	£9.80 each for packs- (full price is £40 each but with a police crime commissioner discount) £11.50 each for signs

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	40 with 2 signs although as many as is affordable would be best
2.2	Total contribution sought:	£415
2.3	What will the money be spent on?	Selecta DNA kits and signs for lampposts

2.4	Any ongoing costs:	none
2.5	Details of confirmed match funding include source Cash: In kind:	None other than police discount
2.6	Resources needed:	Selecta DNA kits and signs
2.7	Estimated timescale of project from start to finish:	1 month to mark and distribute signs

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Lower crime rates and reassurance
3.2	Are there similar services/projects provided in the area	no

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	Lower crime figures potentially seen
4.2	Describe how you will promote the Town Council in your project	Verbally told funded by council

Signature: PCSO Jessica Shore

Date: 11/10/2017



C1004/1718
original application

Town Council Grant

Activities Monitoring Form



(Please send cheque to address below)

1. Contact Details	
Organisation name:	CONGLETON MUSICAL THEATRE
Address:	do GLETON CW12 3NB

2. Grant Information			
Grant Reference Number:			
Total project cost:	c. £24,763.32p		

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

WARDROBE Expenditure (2017)
- transaction sheet enclosed.

3. Project Information		
When did the project commence?	MAY 2017	
Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
If yes, how will this be used?		

Please explain how the grant money was used:

Towards wardrobe expenditure.

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

- The show continues the tradition of providing an annual musical show in which local people participated.
- The show is enjoyed by local people and surrounding areas

4. Promotion

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

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

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

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

~~On web site~~

In the programme

5. Feedback

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

Always a straightforward procedure and staff are very helpful.

How did you apply? Online Email Post By hand to the TIC.

Do you feel that you understood the process? Yes No

Please rate the following elements:

	Excellent	Good	OK	Poor
Completing the application form	✓			
Relevance of guidelines	✓			
Length of the process from submitting an application to receiving notification	✓			
Advice given from the Town Council Grants Team (if applicable)	✓			

Encl 1) 2017 Programme
2) Wardrobe accounts



CONGLETON MUSICAL THEATRE

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

20 Coniston Avenue
Congleton
Cheshire
CW12 4LY

hannahmcallister@yahoo.co.uk
Tel: 07795552642

2nd January 2018

Dear Martha Hayes,

May I, on behalf of Congleton Musical Theatre, extend our grateful thanks to Congleton Town Council for their extremely generous grant for our recent production of '*Jekyll and Hyde*'.

With additional expenses each year, it is impossible to put on a musical show with only the revenue from ticket sales, so grants and donations such as yours are not only welcome but essential for the continuation of the society, and for this we are most grateful to the Council and its members.

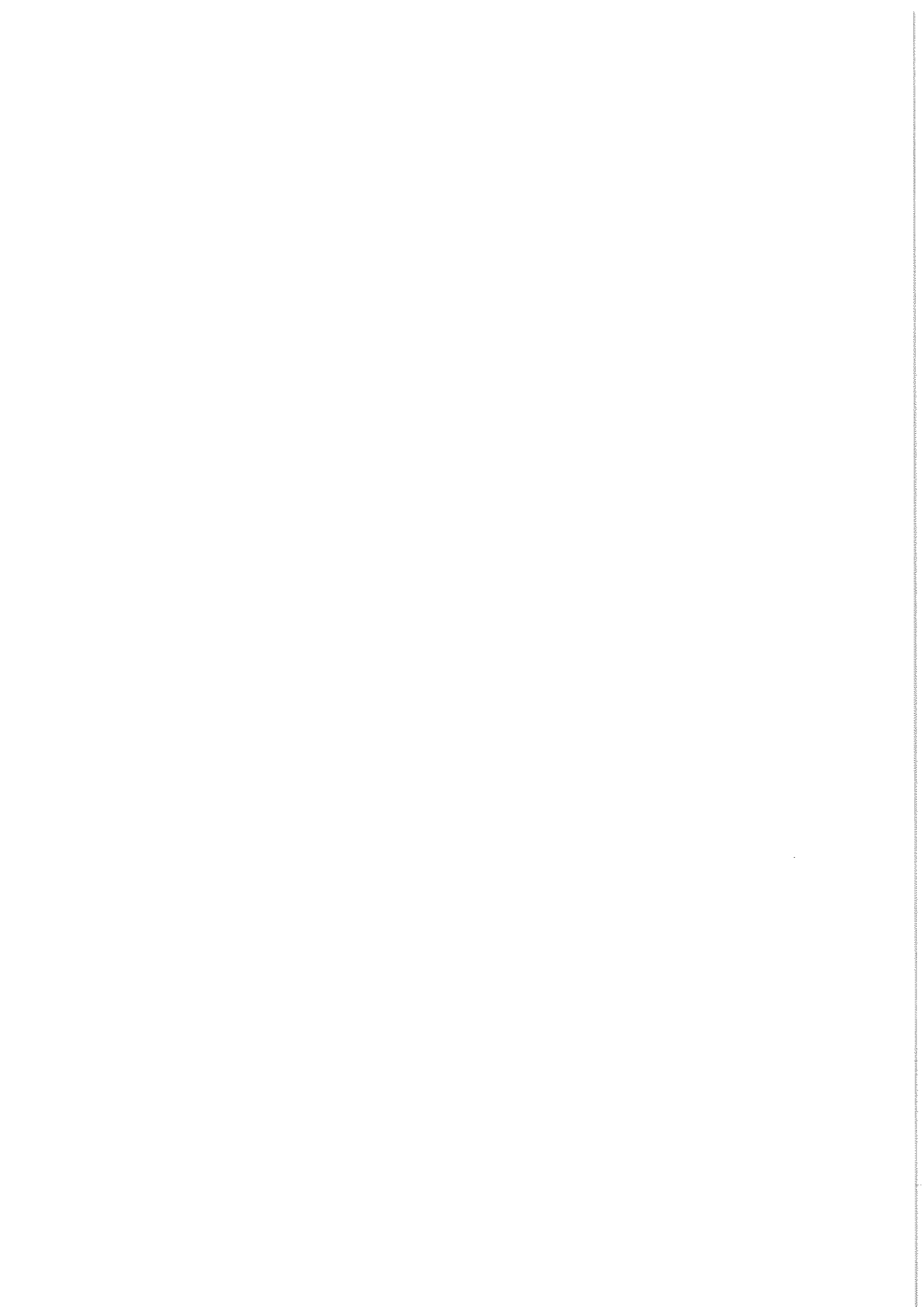
Our members work hard for many months rehearsing to put on the shows and it is very encouraging to know that their work is recognised and supported by our local council.

Please accept our grateful thanks for your continued support,

Yours sincerely

Hannah Bours
CMT Secretary

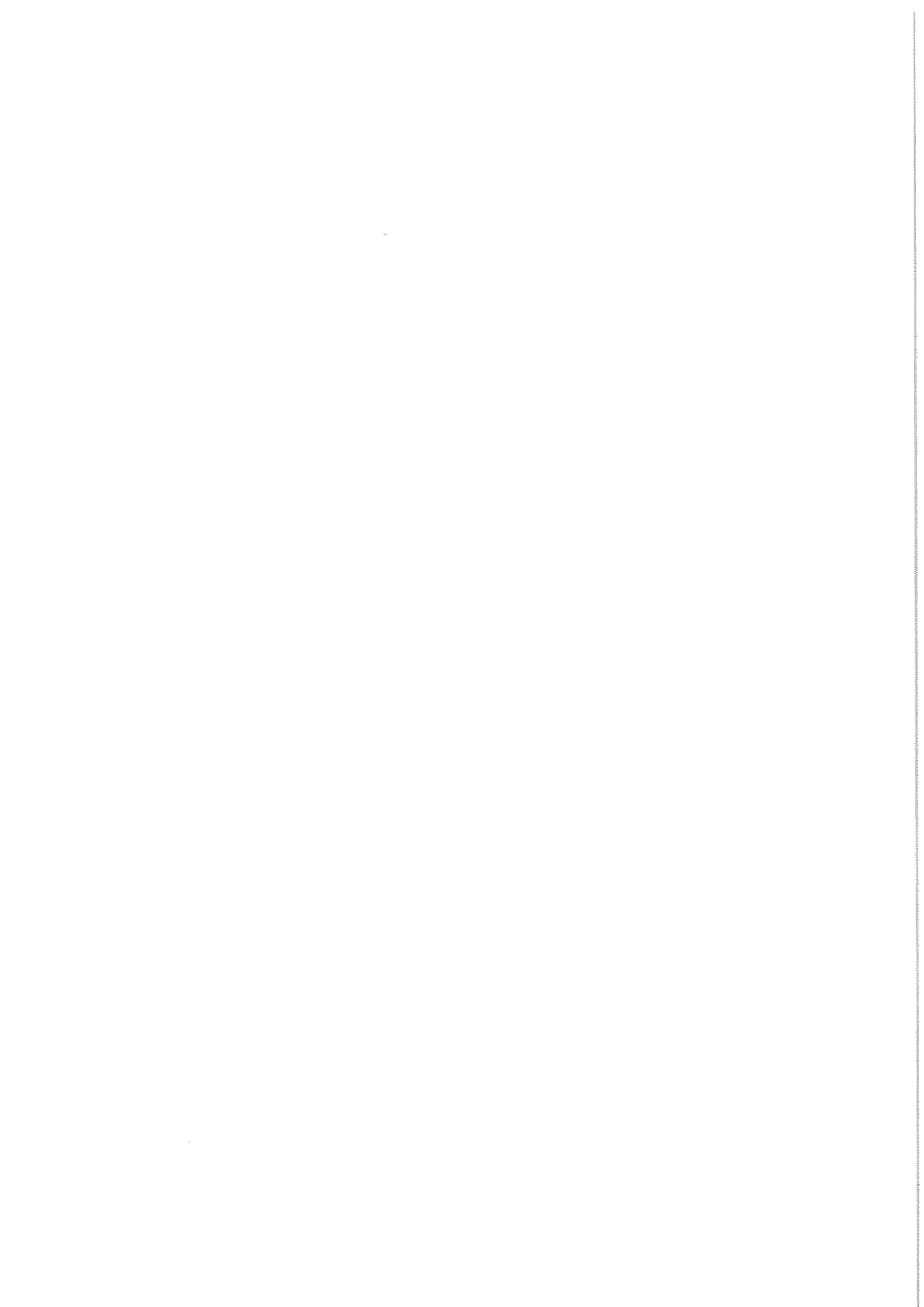




CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	11 th January 2018 7pm	LOCATION	Congleton Town Hall
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM REPORT TITLE	Management accounts to November 2017		
Background	Variance analysis of the Management Accounts to November 2017 to accompany the spreadsheet.		
Updates	<p>These are for 8 months of 2017/18 (April to November 2017 – so 67% of the budget would be used if expenditure was regular monthly. Please see spreadsheet for details. Central overheads reallocated is an accounting mechanism to apportion the administrative costs over all the other cost centres containing staff, in line with the audit and accountancy regulation guidelines. The figures to November 2017 show figures largely in line with the budget.</p> <p><u>Finance and Policy Committee</u></p> <p><u>Corporate Management</u></p> <p>Overall on budget</p> <ul style="list-style-type: none"> • The training budget has been used but the Health and Safety audit showed gaps in management knowledge so essential training has been arranged. There is a training EMR which will be used to fund this but the training budget for next year has been increased. • Subscriptions and Publications, and Insurance are full year costs. • Reception TIC is an annual charge paid in October for the TIC to act as the Town Council's reception. • Audit fees – external audit is accrued for at the year end and the internal auditor has just completed the first of 3 visits. <p><u>Democratic/Civic</u></p> <p>Overall on budget</p> <ul style="list-style-type: none"> • The Mayor has received his full annual allowance <p><u>Grants</u></p> <ul style="list-style-type: none"> • £12,289 is still available for grants up to 31/03/17. <p><u>Community, Environment and Services Committee</u></p> <p>Generally on budget</p> <ul style="list-style-type: none"> • PCSO's is a full year cost. • Christmas Fayre is currently showing an overspend but there are still some donations to come in so will be on budget. • Streetscape Training is overspent due to essential training/qualifications needed to keep up with current Health and Safety regulations. This can be funded this year from an EMR. • Streetscape Insurance is a full year cost • General expenditure is overspent and includes skip hire, traffic cones & signs, various materials for repairs. • Streetscape External work has brought in £6,844 income up to November. <p><u>Town Hall Committee</u></p> <p>Expenditure slightly over budget and income slightly over so overall 49% of budget used.</p> <p><u>Personnel Committee</u></p> <p>Staffing costs on budget.</p>		
Decision Requested	To receive the Management Accounts for November 2017		



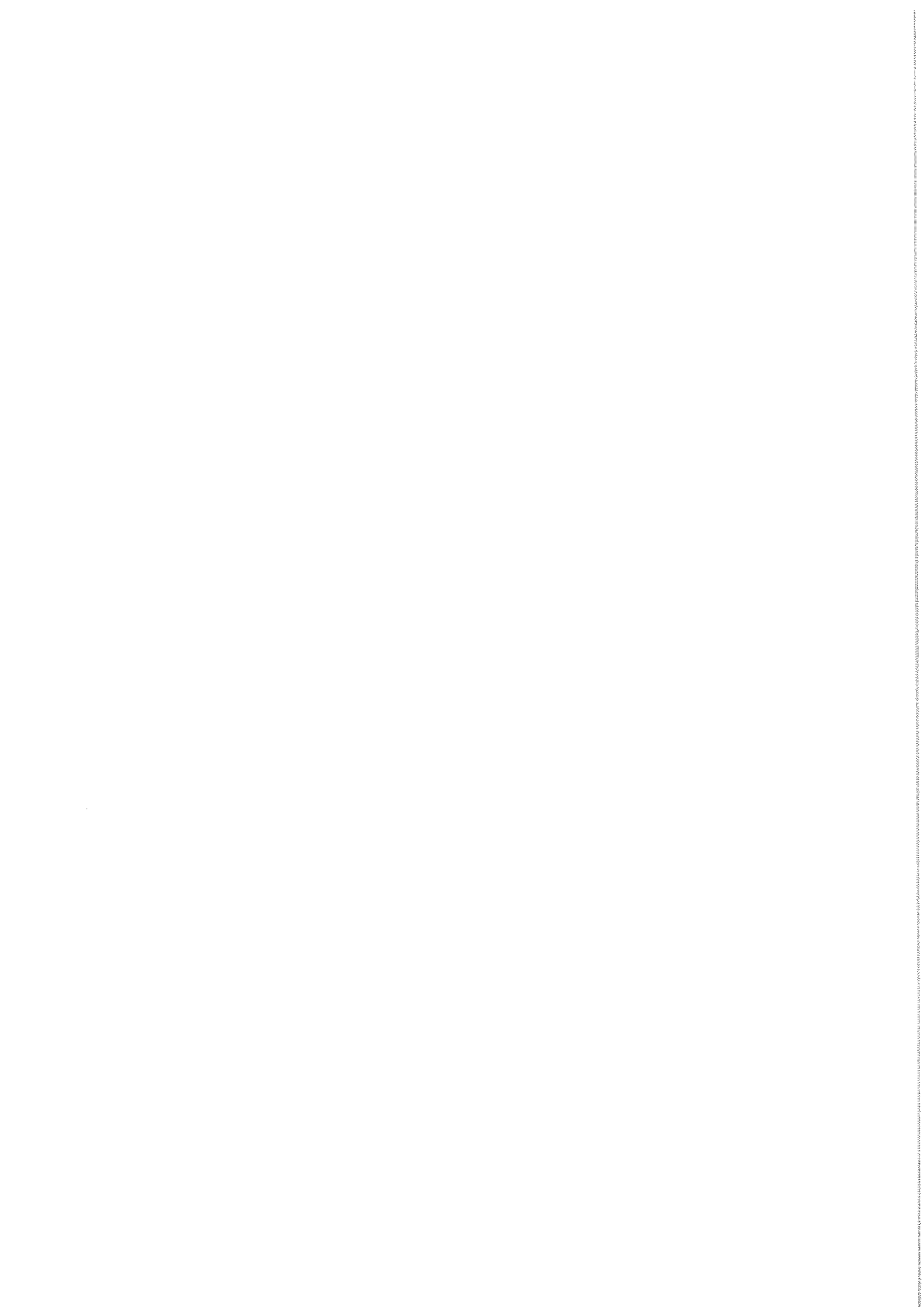
Congleton Town Council - Management Accounts - November 2017

	Current Month Actual	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
Finance and Policy					
101 Corporate Management					
Staff Costs (re-allocated)	12,846	91,744	136,484	44,740	67%
Travel	14	184	900	716	20%
Training / Conferences	770	3,933	1,000	-2,933	393%
Rent Payable	1,163	9,300	13,950	4,650	67%
Reception - TIC	0	3,063	3,010	-53	102%
Miscellaneous Office Costs	11	304	400	96	76%
Telephone/Fax/Internet	124	609	3,000	2,391	20%
Postage	0	1,368	2,500	1,132	55%
Stationery & Printing	68	1,591	2,000	409	80%
Subscriptions & Publications	0	2,841	2,900	59	98%
Insurance	0	8,127	9,800	1,673	83%
Computer/IT Costs	815	6,815	9,950	3,135	68%
Photocopy Charges	0	1,155	2,500	1,345	46%
Recruitment Advertising	0	0	500	500	0%
Other Advertising	67	134	300	166	45%
Bank Charges	0	514	600	86	86%
Audit Fees - External	0	0	2,000	2,000	0%
Audit Fees - Internal	0	420	1,260	840	33%
Accountancy Support	0	1,459	4,100	2,641	36%
Legal & Professional fees	0	174	3,000	2,826	6%
HR & H&S support	0	2,563	4,000	1,437	64%
Central Overheads reallocated	-1,585	-33,291	-56,292	-23,001	59%
Corporate Management:-Expenditure	14,293	103,007	147,862	44,855	70%
Printing and Stationary recharges	0	-212	0	212	
Interest Receivable	-1,218	-2,678	-3,000	-322	89%
Misc Income		-207	0	207	#DIV/0!
Corporate Management :- Income	-1,218	-3,097	-3,000	97	103%
Net Expenditure over Income	13,075	99,910	144,862	44,952	69%
102 Democratic Rep'n & Mgmt/Civic					
Staff Costs (re-allocated)	2,116	16,930	25,396	8,466	67%
Training / Conferences	0	0	500	500	0%
Stationery & Printing	0	87	500	413	17%
Marketing/Promotions	0	1,190	900	-290	132%
Council Newsletter	0	2,342	5,230	2,888	45%
Council Website	0	0	1,500	1,500	0%
Mayor's Allowance	0	3,000	3,000	0	100%
Members Expenses	0	0	200	200	0%
Civic Expenses	277	2,963	5,000	2,037	59%
Civic Regalia	0	0	250	250	0%
Hall & Room Hire	474	2,924	5,500	2,576	53%
Civic Artefacts and Treasures	0	485	500	15	97%
Central Overheads reallocated	74	1,550	2,520	970	62%
Democratic Rep'n & Mgmt/Civic:-Expenditure	2,941	31,471	50,996	19,525	62%
Grants		53,194	65,483	12,289	81%
F&P Income - Expenditure Totals	16,016	184,575	261,341	76,766	71%

	Current Month Actual	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
<u>Community, Environment & Services</u>					
Paddling Pool	1,302	20,621	23,529	2,908	88%
Floral Displays	5,557	10,781	12,000	1,219	90%
Allotments	36	290	290	0	100%
Public Toilets	367	4,099	6,775	2,676	61%
Public Realm CCTV	0	9,544	14,450	4,906	66%
Congleton Partnership	2,794	22,350	33,525	11,175	67%
Community Development	4,694	40,292	62,364	22,072	65%
Police Community Support Officers	0	47,672	48,150	478	99%
Christmas Fayre/lights	6,878	5,336	4,000	-1,336	133%
Neighbourhood Plan	0	0	0	0	#DIV/0!
Tourism	50	2,213	4,000	1,787	55%
Youth and Young People	85	516	2,000	1,484	26%
Luncheon Club	503	3,969	11,000	7,031	36%
	22,266	167,683	222,083	54,400	76%
<u>Streetscape</u>					
Staff Costs	30,223	250,423	375,834	125,411	67%
Agency Staff	0	0	6,000	6,000	0%
Training	0	2,000	2,000	0	100%
Protective Clothing\H & Safety	428	2,055	3,000	945	69%
Office rent	256	2,045	3,067	1,022	67%
Cleaning Materials	0	2,981	3,000	19	99%
Telephones	52	110	1,200	1,090	9%
Insurance	0	5,307	6,400	1,093	83%
Property maintenance	0	567	1,000	433	57%
Horticultural etc Supplies	679	12,452	16,000	3,548	78%
Vehicle maintenance/Serv etc	150	5,559	8,000	2,441	69%
Vehicle fuel and oil	765	8,928	15,000	6,072	60%
Vehicle rental charges	3,066	24,489	35,616	11,127	69%
Street Cleansing	760	2,668	3,000	332	89%
General expenditure	35	2,387	1,500	887	159%
Central Overheads Reallocated	1,092	22,940	39,740	16,800	58%
Rechargable expenses	0	48	0	48	#DIV/0!
Streetscape Expenditure	37,506	344,959	520,357	175,398	66%
Streetscape - Income		-244,468	-368,220	-123,752	66%
Streetscape - External work income	-3,535	-6,844	0	6,844	
Streetscape - Misc Income	0	-450	-900	-450	50%
	-3,535	-251,762	-369,120	-117,358	68%
Net Expenditure over Income	33,971	93,197	151,237	58,040	62%
C,E & S Income - Net Expenditure Totals	56,237	260,880	373,320	112,440	70%
<u>Town Hall</u>					
Town Hall - Expenditure		119,820	173,823	-54,003	69%
Town Hall - Income		-87,544	-107,950	20,406	81%
Net Expenditure over Income	0	32,276	65,873	-33,597	49%
Total Net Expenditure	0	477,731	700,534	155,609	68%
<u>Personnel</u>					
Staff Costs - Reallocated	55,774	454,540	681,905	227,365	67%

Reserves as at 30/11/17

General Reserve	175,859
Capital Equipment Fund	35,240
Capital Contingency Fund	249,394
EMR Elections	15,000
EMR Carnival	6,210
EMR Crime Prevention/Traffic calming	3,779
EMR Ancient Treasures	3,000
EMR Website	1,651
EMR Training	1,931
EMR Streetscape	56,767
EMR Loan Repayments	850
EMR Toilets	24,012
EMR Play Areas	6,000
EMR Public Realm	12,000
EMR Legal Fees	5,292
EMR Tourism	15,000
EMR Congleton Neighbourhood Plan	24,594
EMR Cenotaph	10,000
EMR Rotary Bonfire	5,000
EMR In Bloom	3,000
EMR Christmas Lights	7,573
	<u>662,152</u>



Bank Reconciliation Statement as at: 30/11/2017 for Cash Book 1 RBS Current/ Access Acct

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS High Interest A/c 11411162	31/07/2016	646	0.00
RBS Current Account 11411170	30/11/2017	230	81,257.97
			<u>81,257.97</u>
<u>Unpresented Cheques (Minus)</u>			
		<u>Amount</u>	
06/11/2017 008471	Broken Cross Paint & Wallpaper	22.30	
23/11/2017 008476	Cheshire East Council	80.00	
28/11/2017 008480	City Plumbing Supplies Holding	41.67	
28/11/2017 008481	Heaven Scent	300.00	
28/11/2017 008482	Rode Hall Silver Band	100.00	
28/11/2017 008477	Congleton Musical Theatre	750.00	
28/11/2017 008478	In bloom award expenses	201.10	
28/11/2017 008479	Visyon	500.00	
			<u>1,995.07</u>
			79,262.90
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			79,262.90
		Balance per Cash Book is :-	79,262.90
		Difference is :-	0.00

SIBA and Cambridge and Counties Bank Balance as at 30/11/2017

Balance per Special Interest Bearing Account (10180876)	807,398.70	Balance Omega code 202
Cambridge and Counties 1 year fixed deposit	<u>150,000.00</u>	
	<u>957,398.70</u>	

At : 09:37

RBS Current/Access Acct

List of Payments made between 01/11/2017 and 30/11/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2017	Cheshire East BC	DD	2,563.00		Business rates Town Hall
01/11/2017	Cheshire East BC	DD	201.00		Business rates toilets
01/11/2017	Prism Business Developments Li	DD	39.53		60600/8514/CTC phone system
01/11/2017	Suez Recycling and Recovery UK	dd	285.82		30823833/8452/recycling
01/11/2017	Reimburse petty cash	008470	118.69		Reimburse petty cash
06/11/2017	Broken Cross Paint & Wallpaper	008471	22.30		6658/8525/Paint
06/11/2017	City Plumbing Supplies Holding	008472	23.66		1168AAR170/8529/stop cock etc
06/11/2017	Jewson Limited	008473	71.67		0767/0167007/8533/paint, rolle
06/11/2017	The Royal British Legion	008474	51.00		261017/8536/Poppy wreaths
09/11/2017	BACS B/L Pymnt Page 1794	BACS Pymnt	1,258.95		BACS B/L Pymnt Page 1794
10/11/2017	HMRC VAT	DD	7,924.76		HMRC VAT Sept qtr
10/11/2017	Purchase Power	DD	342.46		BF053771/8535/A4 paper
14/11/2017	TomTom Telematics	DD	117.42		7307373/8598/web tracker
14/11/2017	West Mercia Energy	dd	2,020.79		1428229/8523/ T.H Electricity
14/11/2017	Our Gang	008475	600.00		Grant - Our Gang
15/11/2017	RBS bankline	BLN	57.10		bankline charges
16/11/2017	BACS B/L Pymnt Page 1803	BACS Pymnt	3,722.08		BACS B/L Pymnt Page 1803
17/11/2017	RBS Bankline	BANKLINE	55,575.58		Salaries November 2017
20/11/2017	West Mercia Energy	Dd	645.04		1432656/8524/TH Gas
21/11/2017	RBS chgs	DD	14.71		RBS chgs
23/11/2017	BACS B/L Pymnt Page 1803	BACS Pymnt	1,652.28		BACS B/L Pymnt Page 1803
23/11/2017	Cheshire East Council	008476	80.00		Brereton Bears Childcare vouch
23/11/2017	EE	dd	25.34		V01423326113/8595/JM phone
24/11/2017	BACS B/L Pymnt Page 1806	BACS Pymnt	10,045.12		BACS B/L Pymnt Page 1806
27/11/2017	Prism Bus Developments	DD	978.50		IT support monthly
28/11/2017	City Plumbing Supplies Holding	008480	41.67		1168AAR777/8626/insulation
28/11/2017	Heaven Scent	008481	300.00		211117/8627/TH xmas decs
28/11/2017	Rode Hall Silver Band	008482	100.00		00004/8628/xmas festival ent
28/11/2017	Congleton Musical Theatre	008477	750.00		Grant - Cong Musical Theatre
28/11/2017	In bloom award expenses	008478	201.10		In bloom award expenses
28/11/2017	Visyon	008479	500.00		Grant - Visyon
28/11/2017	Allpay - Plus Dane	DD	36.28		Allotment garage rental
30/11/2017	BACS B/L Pymnt Page 1811	BACS Pymnt	20.00		BACS B/L Pymnt Page 1811
30/11/2017	BACS B/L Pymnt Page 1816	BACS Pymnt	8,755.13		BACS B/L Pymnt Page 1816
30/11/2017	Suez Recycling and Recovery UK	bacs	285.82		30855361/8538/waste disposal

Total Payments	99,426.80
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Reprint of Purchase Ledger Payments Entered

Reprint

Ledger No : 1

Month No : 8

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
		Cavern Protective Clothing	CAVERN				
25/10/2017	18111	18111/8526/PPE MJW		76.20	0.00	76.20	0.00
				0.00		76.20	
				Above paid on : 09/11/2017		By BACS	CAVERN
		Cheshire Electrical Supplies Ltd	CHESHELECT				
30/10/2017	005594	005594/8528/Light bulb		6.54	0.00	6.54	0.00
31/10/2017	005659	005659/8527/light bulbs		5.02	0.00	5.02	0.00
				0.00		11.56	
				Above paid on : 09/11/2017		By BACS	CHESHELECT
		Congleton High School	CHS				
24/10/2017	5102160	5102160/8532/xmas posters		49.20	0.00	49.20	0.00
				0.00		49.20	
				Above paid on : 09/11/2017		By BACS	CHS
		Congleton Glass Co. Ltd	CONGLASS				
05/10/2017	78080	78080/8530/museum window.		226.00	0.00	226.00	0.00
17/10/2017	78167	78167/8531/cottonclub window		199.79	0.00	199.79	0.00
				0.00		425.79	
				Above paid on : 09/11/2017		By BACS	CONGLASS
		LAC Autoparts	LAC				
20/10/2017	LP5659791	LP5659791/8534/headlight bulb		31.80	0.00	31.80	0.00
				0.00		31.80	
				Above paid on : 09/11/2017		By BACS	LAC
		SAS Refrigeration	SASREFRIGE				
12/10/2017	SI288	SI288/8537/fridge for bar		420.00	0.00	420.00	0.00
				0.00		420.00	
				Above paid on : 09/11/2017		By BACS	SASREFRIGE
		Talke Chemical Company Limited	TALKECHEM				
31/10/2017	65298	65298/8540/TH Cleaning stock		126.22	0.00	126.22	0.00
31/10/2017	65302	65302/8539/T H cleaning		118.18	0.00	118.18	0.00
				0.00		244.40	
				Above paid on : 09/11/2017		By BACS	TALKECHEM
				PAYMENT TOTALS	0.00	1,258.95	

List of Purchase Ledger BACS Payments

Ledger : 1

Month : 8

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Angel Springs Ltd		ANGEL					
31/10/2017	3955220	3955220/8541/Bottle water		41.96	0.00	41.96	0.00
					0.00	41.96	
				Above paid on : 16/11/2017		BACS No ANGEL	
Supplier : C T H Events & Parties		CTHEVENTS					
02/10/2017	1029	1029/8545/TC12003		614.16	0.00	614.16	0.00
03/10/2017	1030	1030/8546/P/ship		17.40	0.00	17.40	0.00
'10/2017	1031	1031/8547/TC11975		40.02	0.00	40.02	0.00
05/10/2017	1032	1032/8548/TC11976		19.14	0.00	19.14	0.00
06/10/2017	1033	1033/8549/TC11977		191.40	0.00	191.40	0.00
10/10/2017	1034	1034/8550/TC11982		43.50	0.00	43.50	0.00
10/10/2017	1046	1046/8551/TC12002		228.00	0.00	228.00	0.00
11/10/2017	1035	1035/8552/TC12004		174.00	0.00	174.00	0.00
17/10/2017	1036	1036/8554/P/ship IT & chat		17.40	0.00	17.40	0.00
17/10/2017	1037	1037/8553/P/ship senior forum		26.10	0.00	26.10	0.00
18/10/2017	1038	1038/8555/P/ship		26.10	0.00	26.10	0.00
18/10/2017	1039	1039/8556/TC11984		69.60	0.00	69.60	0.00
21/10/2017	1040	1040/8557/P/ship Great war exh		87.00	0.00	87.00	0.00
26/10/2017	1041	1041/8558/N Plan mtg		17.40	0.00	17.40	0.00
26/10/2017	1042	1042/8559/Treo Unveiling		140.88	0.00	140.88	0.00
30/10/2017	1043	1043/8561/YC refreshments		24.48	0.00	24.48	0.00
31/10/2017	1044	1044/8562/TC12005		576.24	0.00	576.24	0.00
'10/2017	1045	1045/8560/S Scape breakfast		115.20	0.00	115.20	0.00
					0.00	2,428.02	
				Above paid on : 16/11/2017		BACS No CTHEVENTS	
Supplier : K G Loach		KGLOACH					
31/10/2017	32952	32952/8542/compost		251.28	0.00	251.28	0.00
					0.00	251.28	
				Above paid on : 16/11/2017		BACS No KGLOACH	
Supplier : North Rode Timber Co. Ltd		NORTHRODE					
18/10/2017	156023	156023/8543/wood for bench		41.70	0.00	41.70	0.00
					0.00	41.70	
				Above paid on : 16/11/2017		BACS No NORTHRODE	
Supplier : Porters Service Station Ltd		PORTERS					

Ledger : 1

Month : 8

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Auditing Solutions Ltd			AUDITING				
21/10/2017	A5164	A5164/8563/internal audit		504.00	0.00	504.00	0.00
					0.00	504.00	
Above paid on : 23/11/2017						BACS No AUDITING	
Supplier : LITE Limited			LITE				
09/10/2017	910783	910783/8564/xmas dropper light		638.40	0.00	638.40	0.00
					0.00	638.40	
Above paid on : 23/11/2017						BACS No LITE	
Supplier : Strictly Tables and Chairs Ltd			STRICTABLE				
28/07/2017	71225	71225/8565/table trolley		509.88	0.00	509.88	0.00
					0.00	509.88	
Above paid on : 23/11/2017						BACS No STRICTABLE	
PAYMENT TOTALS					0.00	1,652.28	

List of Purchase Ledger BACS Payments

Ledger : 1

Month : 8

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : St John's Community Centre			ST				
03/11/2017	201709A	201709A/8590/Luncheon club		234.00	0.00	234.00	0.00
					0.00	234.00	
Above paid on : 24/11/2017						BACS No ST	
Supplier : Talke Chemical Company Limited			TALKECHEM				
06/11/2017	65313	65313/8591/cable ties		27.55	0.00	27.55	0.00
					0.00	27.55	
Above paid on : 24/11/2017						BACS No TALKECHEM	
Supplier : Threadfast Engineers 1984 Ltd			THREADFAST				
08/11/2017	094160	094160/8592/washers, glue etc		34.60	0.00	34.60	0.00
16/11/2017	094255	094255/8593/Drill bits		65.74	0.00	65.74	0.00
					0.00	100.34	
Above paid on : 24/11/2017						BACS No THREADFAS	
Supplier : West Wallasey Contract Hire			WESTWALLAS				
10/11/2017	WAL228882	WAL228882/8594/lease vehicles		3,561.53	0.00	3,561.53	0.00
					0.00	3,561.53	
Above paid on : 24/11/2017						BACS No WESTWALL	
PAYMENT TOTALS					0.00	10,045.12	

List of Purchase Ledger BACS Payments

		Ledger : 1	Month : 8	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
					0.00	34.96	
				Above paid on : 24/11/2017		BACS No CANNON	
		Supplier : Cat Social Media	CATMEDIA				
17/11/2017	0477	0477/8582/P/Ship website		200.00	0.00	200.00	0.00
					0.00	200.00	
				Above paid on : 24/11/2017		BACS No CATMEDIA	
		Supplier : Heads Congleton Limited	CHRONICLE				
09/11/2017	107778	107778/8583/xmas advert		156.00	0.00	156.00	0.00
09/11/2017	107830	107830/8584/Notice of tender a		80.64	0.00	80.64	0.00
16/11/2017	107933	107933/8585/road closure notic		96.00	0.00	96.00	0.00
					0.00	332.64	
				Above paid on : 24/11/2017		BACS No CHRONICLE	
		Supplier : Landscape Supply Company	LANDSCAPE				
03/11/2017	72600	72600/8586/thermostat		80.22	0.00	80.22	0.00
					0.00	80.22	
				Above paid on : 24/11/2017		BACS No LANDSCAPE	
		Supplier : Maxigiene Enviromental Services Ltd	MAXIGIENE				
06/11/2017	21793C	21793C/8587/legionella monitor		45.00	0.00	45.00	0.00
					0.00	45.00	
				Above paid on : 24/11/2017		BACS No MAXIGIENE	
		Supplier : R.J.& J. Moore	MOORE				
21/11/2017	211117	211117/8588/town xmas trees		1,875.00	0.00	1,875.00	0.00
					0.00	1,875.00	
				Above paid on : 24/11/2017		BACS No MOORE	
		Supplier : Ruby's Fund	RUBYS				
15/11/2017	0181	0181/8589/mmw fund		240.00	0.00	240.00	0.00
					0.00	240.00	
				Above paid on : 24/11/2017		BACS No RUBYS	

List of Purchase Ledger BACS Payments

		Ledger : 1	Month : 8	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
		Supplier : A D Profile Ltd	ADPROFILE				
06/11/2017	1061	1061/8573/design/print xmas		858.00	0.00	858.00	0.00
					0.00	858.00	
				Above paid on : 24/11/2017		BACS No ADPROFILE	
		Supplier : AWC Electrical Ltd	AWC				
04/11/2017	2601	2601/8574/control bar xmas lig		1,827.60	0.00	1,827.60	0.00
					0.00	1,827.60	
				Above paid on : 24/11/2017		BACS No AWC	
		Supplier : Blachere Illumination UK Ltd	BLACHERE				
08/11/2017	35416	35416/8576/carriage charge		13.80	0.00	13.80	0.00
16/11/2017	35513	35513/8575/festive lights		156.48	0.00	156.48	0.00
					0.00	170.28	
				Above paid on : 24/11/2017		BACS No BLACHERE	
		Supplier : Chris Booth	BOOTH				
15/11/2017	141117	141117/8578/sound Treo		50.00	0.00	50.00	0.00
15/11/2017	151117	151117/8577/sound remembranc		50.00	0.00	50.00	0.00
					0.00	100.00	
				Above paid on : 24/11/2017		BACS No BOOTH	
		Supplier : Broadstock Office Furniture Ltd	BROADSTOCK				
13/11/2017	171103570	171103570/8579/Desk LM		108.00	0.00	108.00	0.00
					0.00	108.00	
				Above paid on : 24/11/2017		BACS No BROADSTOC	
		Supplier : Micc Burgess	BURGESS				
15/11/2017	151117	151117/8580/road signs		250.00	0.00	250.00	0.00
					0.00	250.00	
				Above paid on : 24/11/2017		BACS No BURGESS	
		Supplier : OCS Group UK Ltd	CANNON				
01/11/2017	CN19575330	CN19575330/8581/sanitary dispo		34.96	0.00	34.96	0.00

Ledger : 1

Month : 8

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
		Supplier : Cheshire East Council	CHESHEAST				
05/10/2017	LA802	LA802/8606/lottery licence		20.00	0.00	20.00	0.00
					0.00	20.00	
				Above paid on :	30/11/2017	BACS No	CHESHEAST
				PAYMENT TOTALS	0.00	20.00	

List of Purchase Ledger BACS Payments

Ledger : 1			Month : 8		Linked to Cash Book : 1		
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Ansa Environmental Services			ANSA				
07/11/2017	531011549	531011549/8607/hanging baskets		5,428.30	0.00	5,428.30	0.00
					0.00	5,428.30	
				Above paid on : 30/11/2017		BACS No ANSA	
Supplier : Nick Barnes Entertainment			BARNES				
25/11/2017	2307	2307/8608/xmas festival		300.00	0.00	300.00	0.00
					0.00	300.00	
				Above paid on : 30/11/2017		BACS No BARNES	
Supplier : Bomford Office Products Ltd			BOMFORD				
24/11/2017	75272	75272/8609/Oct stationery		58.58	0.00	58.58	0.00
					0.00	58.58	
				Above paid on : 30/11/2017		BACS No BOMFORD	
Supplier : Burns Garage Ltd			BURNS				
21/11/2017	01120121	01120121/8610/repairs MW63 VLU		150.38	0.00	150.38	0.00
					0.00	150.38	
				Above paid on : 30/11/2017		BACS No BURNS	
Supplier : Cavern Protective Clothing			CAVERN				
09/11/2017	18122	18122/8611/s/scape ppe		96.00	0.00	96.00	0.00
					0.00	96.00	
				Above paid on : 30/11/2017		BACS No CAVERN	
Supplier : Cheshire Electrical Supplies Ltd			CHESHELECT				
20/11/2017	596007343	596007343/8612/wiring		12.70	0.00	12.70	0.00
					0.00	12.70	
				Above paid on : 30/11/2017		BACS No CHESHELECT	
Supplier : Hammond McNulty			HAMMOND				
27/11/2017	46534	46534/8614/room hire		60.00	0.00	60.00	0.00
					0.00	60.00	
				Above paid on : 30/11/2017		BACS No HAMMOND	

Ledger : 1			Month : 8		Linked to Cash Book : 1		
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Interact Entertainments Ltd			INTERACT				
04/11/2017	3689	3689/8613/xmas festival ent		384.00	0.00	384.00	0.00
					0.00	384.00	
Above paid on : 30/11/2017				BACS No INTERACT			
Supplier : K G Loach			KGLOACH				
09/11/2017	32961	32961/8615/mosskiller		22.79	0.00	22.79	0.00
					0.00	22.79	
Above paid on : 30/11/2017				BACS No KGLOACH			
Supplier : MAC Tool & Plant Hire Ltd			MAC				
23/11/2017	275	275/8616/multi tool repair		30.00	0.00	30.00	0.00
					0.00	30.00	
Above paid on : 30/11/2017				BACS No MAC			
Supplier : A P Matthews Nurseries Ltd			MATTHEWS				
31/10/2017	33341	33341/8617/English Oak Tree		21.60	0.00	21.60	0.00
					0.00	21.60	
Above paid on : 30/11/2017				BACS No MATTHEWS			
Supplier : Mr Alan Russell			RUSSELL				
25/11/2017	2148	2148/8618/xmas festival ent		250.00	0.00	250.00	0.00
					0.00	250.00	
Above paid on : 30/11/2017				BACS No RUSSELL			
Supplier : Spiral Colour			SPIRAL				
14/11/2017	28889	28889/8620/correx poppies		573.60	0.00	573.60	0.00
21/11/2017	28953	28953/8619/xmas banners		106.80	0.00	106.80	0.00
					0.00	680.40	
Above paid on : 30/11/2017				BACS No SPIRAL			
Supplier : Talke Chemical Company Limited			TALKECHEM				
08/11/2017	65314	65314/8623/bleach, cleaner, ta		127.79	0.00	127.79	0.00
08/11/2017	65315	65315/8622/Green bags		384.00	0.00	384.00	0.00
15/11/2017	65323	65323/8624/gloves, wipes etc		139.56	0.00	139.56	0.00

List of Purchase Ledger BACS Payments

Ledger : 1

Month : 8

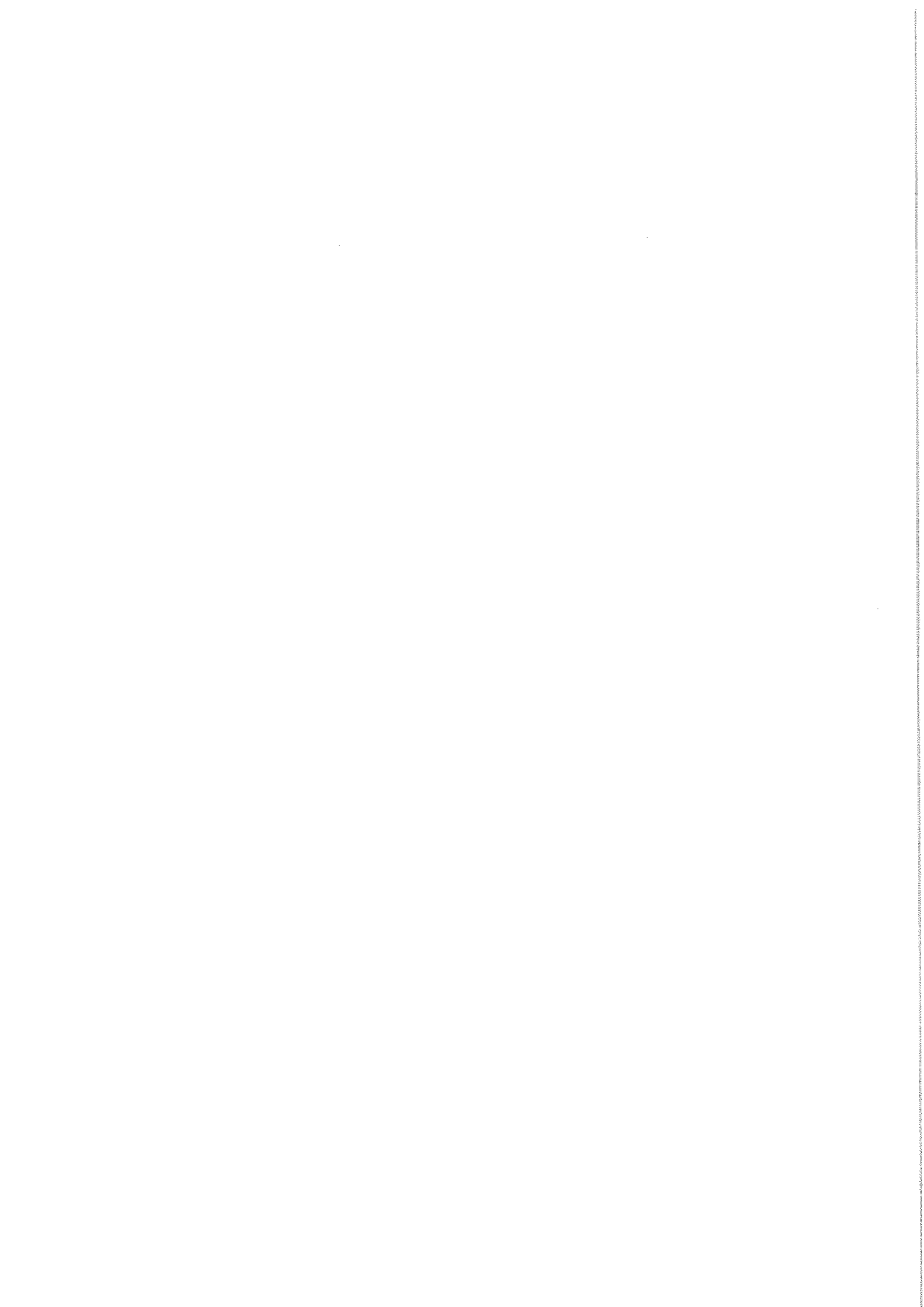
Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
23/11/2017	65335	65335/8621/Town Hall cleaning		165.99	0.00	165.99	0.00
					0.00	817.34	
				Above paid on : 30/11/2017		BACS No TALKECHEM	
		Supplier : Thomson Planning Partnership Ltd	THOMSON				
25/11/2017	33/012/AT/016	33/012/AT/016/8625/consultancy		443.04	0.00	443.04	0.00
					0.00	443.04	
				Above paid on : 30/11/2017		BACS No THOMSON	
				PAYMENT TOTALS		0.00	8,755.13

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

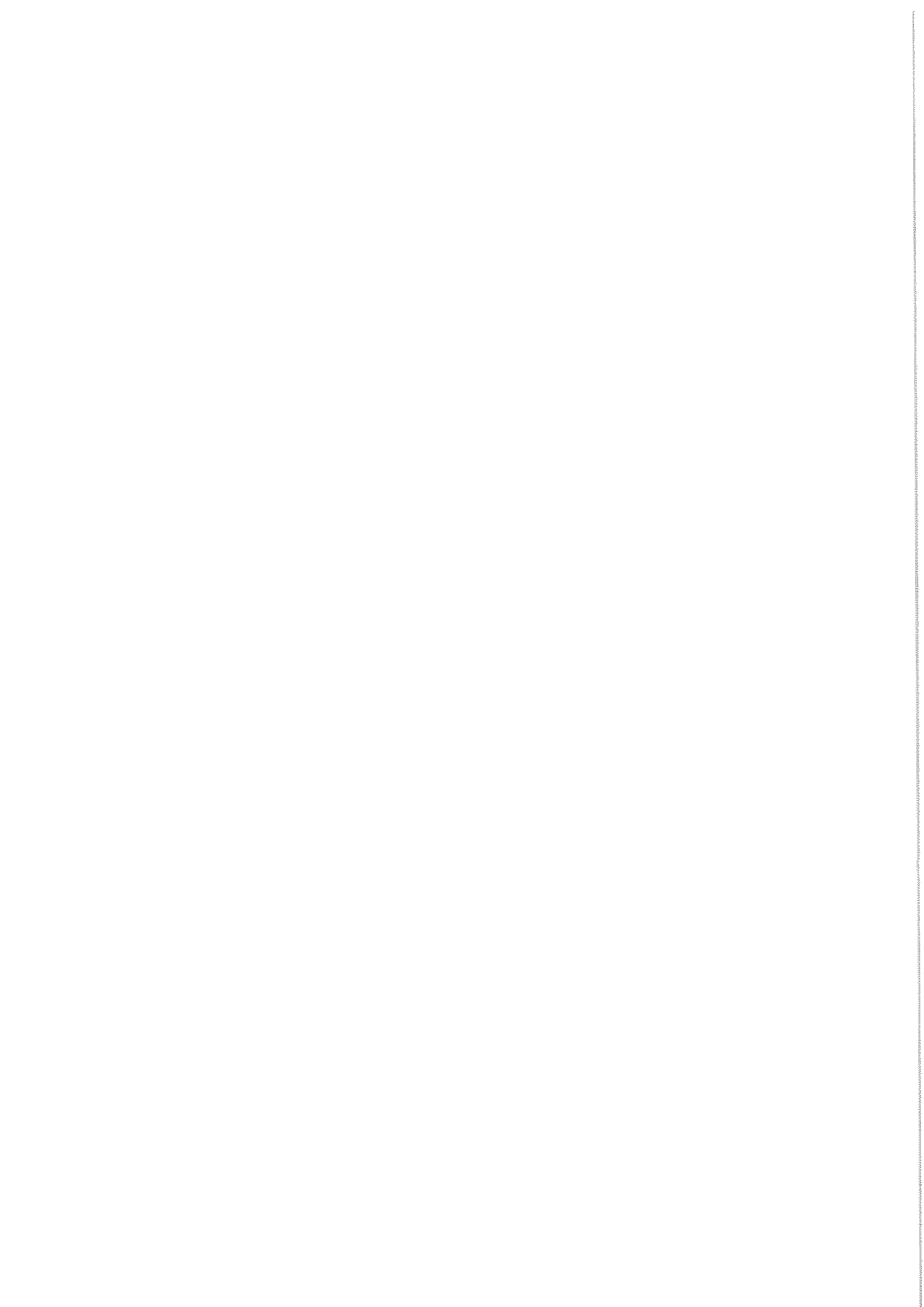
COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	11 th January 2018	LOCATION	Congleton Town Hall
REPORT FROM	Ruth Burgess		
AGENDA ITEM REPORT TITLE	New vehicle Leasing Contract		
Background	<p>Within the Streetscape team we lease 7 Transit Vans and 1 small box van. The initial lease period was for 3 years, which was extended by a further year pending clarification from Cheshire East Council with regards to the contract for this service.</p>		
Updates	<p>Having received clarification of the Cheshire East contributions for the Streetscape Service it is proposed that we look to replace the vehicles rather than extending the current lease due to the age of the vehicles.</p> <p>Through a tendering process notice was given in the Local Press and a number of organisations were contacted to submit their quotes against the following outline specification:</p>		
Specification	<ul style="list-style-type: none"> ➤ Vehicles: x 7 Transit Tipper 3.5Ton,x 1 Compact Van ➤ Rental Period: 3 Years ➤ Mileage: 15,000 miles per annum per vehicle ➤ Maintenance: to be the responsibility of the bidder ➤ Replacement Vehicles: A courtesy vehicle available free of charge when contract vehicles is off the road due to mechanical failure or breakdown. ➤ Breakdown Cover: To provide full breakdown cover either by bidder or subcontracted to a separate breakdown company i.e. RAC / AA ➤ Road Tax: To be supplied for the duration of the contract by the bidder ➤ Service Rental: To be included in full contract price and be completed by bidder. ➤ Payment Terms: Monthly consecutive payments by Direct Debit 		
Budget 2018/19	The approved budget allocation for 2018-19 regarding the provision of vehicles for Streetscape is £42,000pa		
Tender Returns	<p>Tender returns have been received from :-</p> <ul style="list-style-type: none"> ➤ West Wallasey £38,068 pa ➤ Tilsun Group £41,254 pa ➤ Lease Point £42,041 pa <p>The above returns were reviewed by Cllrs Edwards, Chairman of Finance, Mrs J Parry, Vice Chairman of Finance, David McGifford, Chief Officer, Ruth Burgess Streetscape Development Manager</p>		
Decision Requested	<p>It is recommended that we contract with West Wallasey Van Hire at a cost of £38,068 pa based on the following</p> <ul style="list-style-type: none"> ➤ Best Value, lowest quote ➤ Historic working relationship, no operational issues over 4 years 		



CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance & Policy Committee		
MEETING DATE AND TIME	11.01.2018 7.00 PM	LOCATION	Congleton Town Hall
REPORT FROM	Facilities & Development Manager		
AGENDA ITEM REPORT TITLE	Replacement Oven For The Town Hall		
Background	<p>The Town Hall kitchen was equipped by the Borough Council 20 years ago and has two commercial ovens, one small and one large, which service the various functions in the Town Hall. The reason there are two ovens is to provide additional catering capacity for these events whilst in an emergency with creative management it is possible to support a large event with a single large oven.</p> <p>The smaller of the ovens has broken down and we have established through service engineers that it is non repairable due to the age of the oven and parts to repair are not manufactured any more for this model, therefore there is a need for a replacement.</p> <p>This was initially brought forward as an emergency item on the 26th October 2017 due to the fact that there was a risk due to the condition of the other oven. Delegated authority was given to The Chief Officer working with the Chairman and Vice Chairman of Finance and Policy to find a suitable replacement oven within a budget of £7,500</p>		
Updates	<p>The initial review focused on a replacement small oven but concerns were raised with regards to the risk of operating with a new small oven and the larger one breaking down which is a distinct possibility due to its age – if this did happen the kitchen would not be able to service a large event in the Town Hall. The current condition of the larger oven is poor but operational, however we believe that this will need replacing in a relatively short period of time due to its age and condition.</p>		
Proposal	<p>It is proposed that rather than replace the smaller oven with another smaller oven as previously discussed, that we replace it with a larger oven which will negate the risk of not having sufficient capacity when the current larger oven breaks down. -When that event takes place we would the replace it with a smaller oven.</p> <p>We have sought three quotes for the larger version of the Rational Oven as this was the best option that was previously investigated – the quotes are as follows</p> <ul style="list-style-type: none">• Ritchie catering equipment £11,904.05 plus vat• RTH Traders £14,880.00 plus vat• CEDA £16,122.74 plus vat <p>The best quote for the smaller ovens which have 50% capacity of the larger ovens was also from Ritchie at £7,549.80 plus Vat</p>		
Recommendation	To purchase the Rational 20 Grid Electric oven (large oven) at £11,904.05 plus Vat		



Notification of external auditor appointments for the 2017/18 financial year
Congleton Town Council

Dear Chair/Clerk/RFO,

Under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd (SAAA) was appointed by the Secretary of State for Communities and Local Government as "a person specified to appoint local auditors" and as the Sector Led Body (SLB) for smaller authorities. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million.

Under the Regulations, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.

During 2016 various communications outlined that smaller authorities would be 'opted-in' to the new central procurement regime managed by SAAA unless they expressly decided to 'opt-out' and correctly followed the various procedures required under statute to appoint their own external auditors.

Your authority is opted-in to the central procurement process and therefore an external auditor has been appointed for your authority for the 5 year period commencing with the financial year 2017/18. The contact details of your appointed external auditor and fee scales are shown in the attached appendix, and can also be found on our website.

The approach applied to making these appointments was described last year on the SAAA website at <http://www.localaudits.co.uk/appts.html>. The approach follows the established practice of grouping auditor appointments for Town and Parish Councils by county area. Drainage Authorities and other bodies all have the same audit firm appointed. The audit firms all have previous experience of conducting limited assurance reviews for smaller bodies and have dedicated personnel to support communications. SAAA will monitor the performance of the appointed firms in providing limited assurance audit services in terms of quality and compliance with their statutory terms of appointment.

If your authority has any potential conflict of interest relating to the auditor appointment, for instance if a Councillor, or close relation is

employed by the appointed auditor, you should advise SAAA immediately.

Exempt authorities

There are various changes to the legislation taking effect from 2017/18, most notably the potential for authorities where the higher of income or expenditure for the year was £25,000 or less, to declare themselves as 'exempt' from a limited assurance review by an external auditor if they meet certain qualifying criteria.

However, all authorities, even if they declare themselves 'exempt', will still need to fully complete and publish an annual return and must still have a named appointed auditor to deal with questions or objections from local electors about the accounts. Opted in authorities have already had an auditor appointed for them by SAAA.

The Annual Return

The Annual Return will now be known as the "Annual Governance and Accountability Return" and will need to be completed in accordance "proper practices" as set out in '*Governance and Accountability for Smaller Authorities in England, a Practitioners' Guide*', and then be published in accordance with the applicable Transparency Codes.

The new, Annual Governance and Accountability Return forms will be sent out by your appointed auditor electronically at the end of the financial year. It is assumed that your authority is willing and able to accept documents electronically by e-mail unless you specifically advise SAAA to the contrary no later than 31 December 2017. The return can either be completed electronically or printed off and completed manually.

Advice and assistance is available from the various sector membership organisations, namely:

National Association of Local Councils and County Associations – www.nalc.gov.uk

Society of Local Council Clerks – www.slcc.co.uk

Association of Drainage Authorities – www.ada.org.uk

Yours faithfully,

Smaller Authorities' Audit Appointments Ltd

Appendix

Auditor appointments for smaller authorities for the five financial years from 2017/18 to 2021/22

On 30 November 2016 SAAA announced the conclusion of its procurement process and the award of limited assurance review contracts for five years to the successful external audit firms. Responsibilities under the new contracts will relate to accounts for the financial year beginning on 1 April 2017. Further details of the specific appointments by County area for opted-in authorities are detailed below.

Audit appointments by area for 2017–2022

MAZARS LLP		
Bedfordshire	Cleveland and Co. Durham	Staffordshire
MOORE STEPHENS		
Oxfordshire	West Sussex	
PKF LITTLEJOHN LLP		
Avon	Hampshire	Northamptonshire
Berkshire	Herefordshire	Northumberland and Tyne and Wear
Buckinghamshire	Hertfordshire	Nottinghamshire
Cambridgeshire	Humberside and East Riding of Yorkshire	Shropshire
Cheshire	Internal Drainage Boards	Somerset
Cornwall	Isle of Wight	South Yorkshire
Cumbria	Kent	Suffolk
Derbyshire	Lancashire, Greater Manchester and Merseyside	Surrey
Devon	Leicestershire	Warwickshire and West Midlands
Dorset	Lincolnshire	West Yorkshire
East Sussex	London	Wiltshire

Essex	Norfolk	Worcestershire
Gloucestershire	North Yorkshire	Other Scheduled Authorities

All auditor appointments are listed by contract (County) area above. Their contact details are shown below.

APPOINTED AUDITORS CONTACT DETAILS		
Mazars LLP Salvus House, Aykley Heads, Durham DH1 5TS	Moore Stephens (East Midlands) Rutland House, Minerva Business Park, Lynch Wood, Peterborough PE2 6PZ	PKF Littlejohn LLP SBA Team, 1 Westferry Circus, Canary Wharf, London E14 4HD
local.councils@mazars.co.uk	east.midlands@moorestephens.com	sba@pkf-littlejohn.com
0191 383 6348	01733 397300	020 7516 2200

Scales of Fees 2017–18 to 2021–22

The following fees have been determined by SAAA following consultation for the Audit Years 2017–18 to 2021–22.

Scales of audit fees

Scales of fees for smaller authorities, are based on bands of annual income or expenditure, whichever is the higher. This means that the fees are broadly proportionate to the public funds involved and the ability of each authority to pay.

Table 1 sets out the scales of audit fees for smaller authorities that complete their Annual Returns fully and accurately within the required timescales, and provide the necessary supporting information and any explanations sought.

Authorities with neither income nor expenditure exceeding £200,000 will be subject to basic limited assurance audit review. Authorities with either income or expenditure exceeding £200,000 will be subject to intermediate limited assurance audit review.

Table1 – Scale of fees for bodies subject to limited assurance review

INCOME/EXPENDITURE BAND (£)	FEE FOR LIMITED ASSURANCE REVIEW (£)
0 – 25,000	200 (see note)
25,001 – 50,000	200
50,001 – 100,000	300
100,001 – 200,000	400
200,001 – 300,000	600
300,001 – 400,000	800
400,001 – 500,000	1,000
500,001 – 750,000	1,300
750,001 – 1,000,000	1,600
1,000,001 – 2,000,000	2,000
2,000,001 – 3,000,000	2,400
3,000,001 – 4,000,000	2,800
4,000,001 – 5,000,000	3,200
5,000,001 – 6,500,000	3,600

Note: An authority with neither income nor expenditure exceeding £25,000 will have the right to certify that it is an exempt authority and in normal circumstances no fee will be payable.

Reminder letters

Where a supplier is required to send a reminder to any authority, the supplier will charge the authority £40 for each reminder.

Additional work and variations to the scale fees

If an active authority fails either to submit its Annual Return to the supplier for review by 30 September or (if it is an exempt authority) to provide a certificate of exemption, the supplier will consider issuing a public interest report, the cost of which will be payable by the

authority pertaining to the fee income band of that authority as in Table 1 (above).

Extra fees may also be charged, subject to SAAA's approval, in other circumstances, for example where auditors have to:

- consider objections to the accounts from local electors, from the point at which the auditor accepts the objection as valid;
- exercise special powers in relation to the review, such as issuing a report in the public interest; or
- undertake any special investigations, such as those arising from disclosures under the Public Interest Disclosure Act 1998.

Extra fees will be calculated and charged according to the work required, subject to the maximum hourly rates set out in Table 2 below.

Table 2 – Maximum hourly rates for additional work at smaller authorities

STAFF GRADE	MAXIMUM £ PER HOUR
Engagement lead	355
Senior manager/manager	215
Senior auditor	140
Other staff	105

Value Added Tax

The fee scales exclude Value Added Tax, which will be charged at the prevailing rate on all work undertaken.

SAAA - Smaller Authorities' Audit Appointments Limited

77 Mansell Street, London E1 8AN www.saaa.co.uk

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