



Congleton Town Council

Historic market town

Chief Officer: David McGifford

8th February 2018

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

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 15th February 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 15th February 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 11th January 2018.

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
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where friends are made

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

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6. New Applications for Financial Assistance (enclosed)

GR11/1718 Congleton Pantomime £250 towards 40th Anniversary Production 2019.

7. New Grant Activities Monitoring Forms
None

8. Management Accounts to 31st December 2017 (enclosed)

To receive and consider the Management Accounts to 31st December 2017.

9. Bank Reconciliation (enclosed)

To receive and consider the bank reconciliation as at 31st December 2017.

10. List of Payments (enclosed)

To receive and consider the Payments List between 1st December and 31st December 2017.

11. Streetscape Van Leasing (enclosed)

To receive an update on the leasing of the Streetscape vans

12. Royal Visit Payments (to follow)

To receive and retrospectively approve the use of the Tourism EMR to support the expenditure related to the Royal Visit up to £5,000.

13. Paddling Pool Expenditure (enclosed)

To receive and approve the proposed expenditure for the

14. Investment Policy (enclosed)

To receive and approve the Investment Policy

15. Investment Strategy (enclosed)

To receive and approve the Investment Strategy

16. Appointment of Internal Auditor (enclosed)

To receive a report for the appointment of the Internal Auditor for 2018/19.

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 11th January 2018

Please note – These are draft minutes and will not be ratified until the next meeting of the Finance & Policy Committee on 15th February 2018.

PRESENT - Councillors

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

1. Apologies

Apologies for absence were received from non-committee members Cllrs D Brown and G Williams.

2. Minutes

FAP/42/1718 RESOLVED that the Minutes of the Meeting of the Committee held on 23rd November 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, P Bates, Mrs E Wardlaw and declared a non-pecuniary interest in any matters relating to Cheshire East Council.

Cllr P Bates declared a non-pecuniary interest in item 6 GR10/1718 Congleton Unplugged.

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 £12,289.10 was remaining for grants for 2017/18.

FAP/43/1718 RESOLVED that the grant summary be received and that the £250 that was awarded to the Talking Newspaper in June 2016 be written back if no longer required, and the suggestion made to them to submit another grant application if needed.

6. New Applications for Financial Assistance

FAP/44/1718 RESOLVED that the following grants be awarded:-

GR10/1718 – Congleton Unplugged £500 towards the March 18 event.

GR07/1718 – Jessica Shore PCSO £415. This was a resubmission towards DNA testing kits to be used for both East and West wards.

7. New Grant Activities Monitoring Forms

FAP/45/1718 RESOLVED that grant activities monitoring form be received from Congleton Musical Theatre (application GR04/1718 refers)

8. Management Accounts to 30th November 2017

FAP/46/1718 RESOLVED to receive the management accounts to 30th November 2017.

9. Bank Reconciliation

FAP/47/1718 RESOLVED to receive and consider the bank reconciliation as at 30th November 2017.

10. List of Payments

FAP/48/1718 RESOLVED to receive and consider the Payments List between 1st November 2017 – 30th November 2017.

11. Streetscape Van Leasing

FAP/49/1718 RESOLVED to receive and approve the recommendation to lease the Streetscape vehicles from West Wallasey subject to the Streetscape Development Manager contacting ANSA to establish any benefits of working together for vehicle leasing.

12. Town Hall oven replacement

FAP/50/1718 RESOLVED that the proposal to replace the oven in the kitchen be approved.

13. Appointment of External Auditor

FAP/51/1718 RESOLVED that the notification be received from SAAA appointing PKF Littlejohn LLP as the external auditor from 2018 to 2022.

**Cllr G R Edwards
(Chairman)**

| Congleton Town Grant Commitments 2017/18 | | | | | | | | | |
|--|--|------------------------------------|---------|------------------|--------------------|------------------|--------------------|-------------|------------|
| Date Grant Approved | Permitted and S137 To | For | Section | Minute Reference | Approved EMR b/fwd | Approved 17/18 £ | Paid £ | Outstanding | Date Paid |
| | Subsidised Use of Town Hall | | | | | 3,500.00 | 3633.88 | -133.88 | |
| 24/03/2016 | Visyon | Sensory garden plants | S137 | FAP/7/21/516 | 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 |
| 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 | Mirvera Arts | Support for hiring the Town Hall | Gpoc | FAP/34/1617 | 168.50 | | 168.50 | 0.00 | 13/12/2017 |
| 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 Defibrillator | 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 Gra | Gpoc | FAP/42/1617 | 300.00 | | 120.00 | 180.00 | 15/06/2017 |
| 12/01/2017 | 230 Squadron ATC | Contribution to assault course tie | 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 | CURC & 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 Defibrillator | 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/14/17/18 | 250.00 | | 250.00 | 0.00 | 02/10/2017 |
| 14/09/2017 | Congleton Musical Theatre | Support for Jekyll and Hyde prod | Gpoc | FAP/21/17/18 | 750.00 | | 750.00 | 0.00 | 28/11/2017 |
| 14/09/2017 | Marion School | Contribution to a Prayer garden | Gpoc | FAP/21/17/18 | 250.00 | | | 250.00 | |
| 19/10/2017 | Our Gang (Scouts and Guides) | Support for Cong Gang Show | Gpoc | FAP/29/17/18 | 600.00 | | 600.00 | 0.00 | 14/11/2017 |
| 23/11/2017 | CCCU | Support for Audit fees | Gpoc | FAP/35/17/18 | 500.00 | | | 500.00 | |
| 23/11/2017 | Congleton Harriers | Support for race | Gpoc | FAP/35/17/18 | 250.00 | | | 250.00 | |
| 11/01/2018 | Congleton Unplugged | Support for unplugged event | Gpoc | FAP/44/17/18 | 500.00 | | | 500.00 | |
| 11/01/2018 | Congleton PCSOs | DNA testing kits | Gpoc | FAP/44/17/18 | 415.00 | | | 415.00 | |
| Totals | | | | | 5886.40 | 7515.00 | 10940.28 | 2461.12 | |
| | EMR b/fwd | | | | £6,607.00 | | | | |
| | Budget 17/18 | | | | £18,500.00 | £65,483.00 | Total Grant budget | | |
| | Total approved to date | | | | £13,401.40 | | | | |
| | Total money still available for grants | | | | £11,705.60 | | | | |

| Congleton Town Grant Commitments | | | | | | | | | | |
|----------------------------------|------------------------|------------------------------|---------|----------------|-----------|-----------|----------------|-----------|-----------|------------|
| Date Grant Approved | To | For | Section | Minute Referen | EMR b/fwd | Budget | Approved 16/17 | Paid £ | Outstandi | Date Paid |
| 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 Par | Gpoc | | | 700.00 | 700.00 | 601.00 | 99.00 | 15/11/2017 |
| 01/04/2017 | St Peter's Church | Church clock mainten | PCA1957 | FAP/21/1718 | | 250.00 | 250.00 | 250.00 | 0.00 | 03/10/2017 |
| Totals | | Contribution to Defibrilator | | | | 46,983.00 | 46,983.00 | 44,421.00 | 2,562.00 | |
| | | Ear marked reserve b/fwd | | | | £0 | | | | |
| | | Budget 2017/18 | | | | £46,983 | | | | |
| | | Total approved to date | | | | £46,983 | | | | |
| | | Total awaiting application | | | | £0 | | | | |

SUBMITTED MEETING:
15th Feb.



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

| | |
|--|-----------|
| Application Reference Number (office use only) | GR11/1718 |
|--|-----------|

| | | |
|-----|-----------------------------------|--|
| 1.1 | Applicant(s): | Mr Darren Brown – Chair of Congleton Pantomime Committee |
| 1.2 | Representing: | Congleton Pantomime |
| 1.3 | Email Address: | b |
| 1.4 | Tel No. | 0 0 |
| 1.5 | Project Title: | Snow White |
| 1.6 | Project Objectives: | To promote Congleton Pantomime's 40 th Anniversary Production, 'Snow White' |
| 1.7 | Brief Project Description: | <p>This year marks the 40th Anniversary of Congleton Pantomime serving the needs of the citizens of Congleton, and it is our aim to produce our best show ever!</p> <p>Planning for the show in January 2019 began in January 2018, and we are working tirelessly to put together a show that the whole of the town can be proud of and will live long in the memory.</p> <p>To help us reach as many people as possible and to highlight the significance of our 40th year, we are seeking assistance with our advertising costs.</p> |
| 1.8 | Details accounts/budgets | Advertising costs will be £500 |

Part 2: Cost Details / Resources / Timescale

| | | |
|-----|---|---|
| 2.1 | Total Cost of Project: | £500 |
| 2.2 | Total contribution sought: | £250 |
| 2.3 | What will the money be spent on? | Advertising: <ul style="list-style-type: none">• Banners• Posters• Programmes |

| | | |
|-----|--|--|
| 2.4 | Any ongoing costs: | No |
| 2.5 | Details of <i>confirmed</i> match funding include source Cash: In kind: | None |
| 2.6 | Resources needed: | <ul style="list-style-type: none"> • Banners • Posters • Programmes |
| 2.7 | Estimated timescale of project from start to finish: | Advertising begins in September 2018 and runs through to January 2019 |

Part 3: Potential Benefits / Outputs

| | | |
|-----|--|---|
| 3.1 | What are the potential benefits/outputs to residents of Congleton | By assisting with advertising costs, this will directly benefit inhabitants of the Town by allowing us to keep our ticket prices below £10, which represents excellent value for money. |
| 3.2 | Are there similar services/projects provided in the area | Similar Pantomime Productions in the area exist and it is our aim for Congleton Pantomime tickets to be competitively priced to allow as many Congletonians to access as our Pantomime as possible. |

Part 4: Evaluation/Publicity

| | | |
|-----|---|---|
| 4.1 | How will the project be evaluated and who will carry out the evaluation? | Evaluation to measure the impact of advertising will be carried out by Congleton Pantomime Committee. |
| 4.2 | Describe how you will promote the Town Council in your project | The Town Council will be thanked for its assistance in our 40 th Anniversary Programme. |

Signature: Mr D.S Brown Date: 28.1.18

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

| | | |
|---------------------------------|--|--|
| COMMITTEE: | Finance and Policy Committee | |
| MEETING DATE AND TIME | 15 th February 2018 7pm | LOCATION Congleton Town Hall |
| REPORT FROM | Jackie Potts – Support Manager | |
| AGENDA ITEM REPORT TITLE | Management accounts to December 2017 | |
| Background | Variance analysis of the Management Accounts to December 2017 to accompany the spreadsheet. | |
| Updates | <p>These are for 9 months of 2017/18 (April to December 2017) – so 75% 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 December 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. • Bank Charges – internet banking charges are higher than budgeted for but there are savings on postage and the inconvenience of cheques lost in the post. • Audit fees – external audit is accrued for at the year end and the internal auditor has completed the first of 3 visits. <p><u>Democratic/Civic</u></p> <ul style="list-style-type: none"> • This cost centre is over budget due to nearly £18,000 of election costs. There is £15,000 in an earmarked reserve but this then will need replacing from any underspend at the year end. <p><u>Grants</u></p> <ul style="list-style-type: none"> • £11,705 is still available for grants up to 31/03/18. <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. • 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 December 2017. <p><u>Town Hall Committee</u></p> <ul style="list-style-type: none"> • Expenditure slightly over budget and income slightly over so overall 60% of budget used. <p><u>Personnel Committee</u></p> <ul style="list-style-type: none"> • Staffing costs on budget. | |
| Decision Requested | To receive the Management Accounts for December 2017 | |

Congleton Town Council - Management Accounts - December 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) | 11,330 | 103,075 | 136,484 | 33,409 | 76% |
| Travel | 44 | 228 | 900 | 672 | 25% |
| Training / Conferences | 0 | 3,933 | 1,000 | -2,933 | 393% |
| Rent Payable | 1,163 | 10,463 | 13,950 | 3,487 | 75% |
| Reception - TIC | 0 | 3,063 | 3,010 | -53 | 102% |
| Miscellaneous Office Costs | 24 | 328 | 400 | 72 | 82% |
| Telephone/Fax/Internet | 39 | 609 | 3,000 | 2,391 | 20% |
| Postage | 234 | 1,603 | 2,500 | 897 | 64% |
| Stationery & Printing | 25 | 1,616 | 2,000 | 384 | 81% |
| Subscriptions & Publications | 0 | 2,841 | 2,900 | 59 | 98% |
| Insurance | 0 | 8,127 | 9,800 | 1,673 | 83% |
| Computer/IT Costs | 815 | 7,630 | 9,950 | 2,320 | 77% |
| Photocopy Charges | 625 | 1,780 | 2,500 | 720 | 71% |
| Recruitment Advertising | 0 | 0 | 500 | 500 | 0% |
| Other Advertising | 0 | 134 | 300 | 166 | 45% |
| Bank Charges | 118 | 632 | 600 | -32 | 105% |
| Audit Fees - External | 0 | 0 | 2,000 | 2,000 | 0% |
| Audit Fees - Internal | 0 | 420 | 1,260 | 840 | 33% |
| Accountancy Support | 962 | 2,420 | 4,100 | 1,680 | 59% |
| Legal & Professional fees | 0 | 174 | 3,000 | 2,826 | 6% |
| HR & H&S support | 1,013 | 3,575 | 4,000 | 425 | 89% |
| Central Overheads reallocated | -3,933 | -37,224 | -56,292 | -19,068 | 66% |
| Corporate Management:-Expenditure | 12,459 | 115,427 | 147,862 | 32,435 | 78% |
| Printing and Stationary recharges | 0 | -212 | 0 | 212 | |
| Interest Receivable | -873 | -3,551 | -3,000 | 551 | 118% |
| Misc Income | | -207 | 0 | 207 | #DIV/0! |
| Corporate Management :- Income | -873 | -3,970 | -3,000 | 970 | 132% |
| Net Expenditure over Income | 11,586 | 111,457 | 144,862 | 33,405 | 77% |
| 102 Democratic Rep'n & Mgmt/Civic | | | | | |
| Staff Costs (re-allocated) | 2,116 | 19,047 | 25,396 | 6,349 | 75% |
| 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 | 747 | 3,710 | 5,000 | 1,290 | 74% |
| Civic Regalia | 0 | 0 | 250 | 250 | 0% |
| Hall & Room Hire | 507 | 3,445 | 5,500 | 2,055 | 63% |
| Civic Artefacts and Treasures | 0 | 485 | 500 | 15 | 97% |
| Election expenses | 17,914 | 17,914 | 0 | -17,914 | #DIV/0! |
| Central Overheads reallocated | 74 | 1,550 | 2,520 | 970 | 62% |
| Democratic Rep'n & Mgmt/Civic:-Expenditure | 21,358 | 52,770 | 50,996 | -1,774 | 103% |
| Grants | 0 | 53,778 | 65,483 | 11,705 | 82% |
| F&P Income - Expenditure Totals | 32,944 | 218,005 | 261,341 | 43,336 | 83% |

| | Current Month Actual | Actual Year To Date | Current Annual Budget | Variance Annual Total | % of Budget |
|---|-------------------------|------------------------|--------------------------|--------------------------|----------------|
| <u>Community, Environment & Services</u> | | | | | |
| Paddling Pool | 74 | 20,704 | 23,529 | 2,825 | 88% |
| Floral Displays | 247 | 11,028 | 12,000 | 972 | 92% |
| Allotments | 0 | 216 | 290 | 74 | 74% |
| Public Toilets | 201 | 4,300 | 6,775 | 2,475 | 63% |
| Public Realm CCTV | 0 | 9,544 | 14,450 | 4,906 | 66% |
| Congleton Partnership | 2,794 | 25,144 | 33,525 | 8,381 | 75% |
| Community Development | 5,146 | 45,438 | 62,364 | 16,926 | 73% |
| Police Community Support Officers | 0 | 47,672 | 48,150 | 478 | 99% |
| Christmas Fayre/lights | -2,169 | 4,167 | 4,000 | -167 | 104% |
| Neighbourhood Plan | 0 | 0 | 0 | 0 | #DIV/0! |
| Tourism | 0 | 2,213 | 4,000 | 1,787 | 55% |
| Youth and Young People | 30 | 546 | 2,000 | 1,454 | 27% |
| Luncheon Club | 198 | 4,167 | 11,000 | 6,833 | 38% |
| | 6,521 | 175,139 | 222,083 | 46,944 | 79% |
| <u>Streetscape</u> | | | | | |
| Staff Costs | 30,876 | 281,300 | 375,834 | 94,534 | 75% |
| Agency Staff | 0 | 0 | 6,000 | 6,000 | 0% |
| Training | 0 | 2,000 | 2,000 | 0 | 100% |
| Protective Clothing\H & Safety | 645 | 2,400 | 3,000 | 600 | 80% |
| Office rent | 256 | 2,300 | 3,067 | 767 | 75% |
| Cleaning Materials | 0 | 2,981 | 3,000 | 19 | 99% |
| Telephones | 43 | 153 | 1,200 | 1,047 | 13% |
| Insurance | 0 | 5,307 | 6,400 | 1,093 | 83% |
| Property maintenance | 0 | 567 | 1,000 | 433 | 57% |
| Horticultural etc Supplies | 4,969 | 17,421 | 16,000 | 1,421 | 109% |
| Vehicle maintenance/Serv etc | 26 | 5,585 | 8,000 | 2,415 | 70% |
| Vehicle fuel and oil | 705 | 9,633 | 15,000 | 5,367 | 64% |
| Vehicle rental charges | 3,227 | 27,715 | 35,616 | 7,901 | 78% |
| Street Cleansing | 92 | 2,759 | 3,000 | 241 | 92% |
| General expenditure | 301 | 2,687 | 1,500 | 1,187 | 179% |
| Central Overheads Reallocated | 2,711 | 25,651 | 39,740 | 14,089 | 65% |
| Rechargeable expenses | 0 | 48 | 0 | 48 | #DIV/0! |
| Streetscape Expenditure | 43,851 | 388,507 | 520,357 | 131,850 | 75% |
| Streetscape - Income | | -275,027 | -368,220 | -93,194 | 75% |
| Streetscape - External work income | -3,535 | -6,844 | 0 | 6,844 | |
| Streetscape - Misc Income | -225 | -675 | -900 | -225 | 75% |
| | -3,760 | -282,546 | -369,120 | -86,575 | 77% |
| Net Expenditure over Income | 40,091 | 105,962 | 151,237 | 45,276 | 70% |
| C,E & S Income - Net Expenditure Totals | 46,612 | 281,100 | 373,320 | 92,220 | 75% |
| <u>Town Hall</u> | | | | | |
| Town Hall - Expenditure | | 136,962 | 173,823 | -36,861 | 79% |
| Town Hall - Income | | -97,424 | -107,950 | 10,526 | 90% |
| Net Expenditure over Income | 0 | 39,538 | 65,873 | -26,335 | 60% |
| Total Net Expenditure | 0 | 538,643 | 700,534 | 109,221 | 77% |
| <u>Personnel</u> | | | | | |
| Staff Costs - Reallocated | 58,059 | 512,598 | 681,905 | 169,307 | 75% |

Reserves as at 31/12/17

| | |
|--------------------------------------|----------------|
| General Reserve | 175,859 |
| Capital Equipment Fund | 35,240 |
| Capital Contingency Fund | 247,773 |
| 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>660,531</u> |

Date: 11/01/2018

Congleton Town Council 17 18

Page No: 1

Time: 16:44

User: JP

Bank Reconciliation Statement as at: 31/12/2017 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 | 31/12/2017 | 242 | 98,008.03 |
| | | | <hr/> 98,008.03 |

| <u>Unpresented Cheques (Minus)</u> | <u>Amount</u> |
|--|---------------|
| 07/12/2017 008486 Prism Business Developments L | 1,404.30 |
| 12/12/2017 008488 Mr John K Carter | 345.00 |
| 12/12/2017 008491 Cheshire East Council | 180.00 |
| 19/12/2017 008495 Archer Signs & Panels Ltd | 110.10 |
| 19/12/2017 008496 City Plumbing Supplies Holding | 31.58 |
| 19/12/2017 008497 Mr T Lazarski | 300.22 |
| 19/12/2017 008498 Water Plus Ltd | 58.29 |
| 22/12/2017 BACS Pymnt BACS B/L Pymnt Page 1831 | 1,800.00 |

4,229.49

93,778.54

Receipts not Banked/Cleared (Plus)

0.00

93,778.54

Balance per Cash Book is :-

93,778.54

Difference is :-

0.00

SIBA and Cambridge and Counties Bank Balance as at 31/12/2017

| | | |
|---|-------------------|------------------------|
| Balance per Special Interest Bearing Account (10180876) | 708,271.72 | Balance Omega code 202 |
| Cambridge and Counties 1 year fixed deposit | <u>150,000.00</u> | |
| | <u>858,271.72</u> | |

Congleton Town Council 17 18

RBS Current/Access Acct

List of Payments made between 01/12/2017 and 31/12/2017

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|-------------------|--------------------|--------------------------------|
| 01/12/2017 | Prism Business Developments Li | DD | £39.11 | 60670/8596/CTC calls |
| 01/12/2017 | Cheshire East BC | DD | £2,563.00 | Business Rates TH |
| 01/12/2017 | Cheshire East BC | DD | £201.00 | Business Rates Mkt St toilets |
| 04/12/2017 | Petty cash | 008483 | £129.58 | Petty cash reimbursement |
| 06/12/2017 | Dutton Traffic Management Serv | 008484 | £420.00 | 737/8637/xmas road closures |
| 06/12/2017 | Stu's Porta Loos | 008485 | £354.00 | 531/8643/Porta Loos xmas |
| 06/12/2017 | West Mercia Energy | DD | £1,999.28 | 1435110/8567/Utilities |
| 07/12/2017 | Prism Business Developments Li | 008486 | £1,404.30 | 79027/8649/Laptop - DM |
| 07/12/2017 | Animal Island Ltd | 008487 | £1,914.00 | 1308/8650/xmas reindeer |
| 11/12/2017 | BACS B/L Pymnt Page 1818 | BACS Pymnt | £7,945.40 | BACS B/L Pymnt Page 1818 |
| 11/12/2017 | British Telecom | dd | £45.47 | Q07087/8634/fax line |
| 12/12/2017 | Mr John K Carter | 008488 | £345.00 | 091117/8652/P/ship prof servic |
| 12/12/2017 | Connevans Ltd | 008489 | £68.14 | 179363/8673/hearing loop test |
| 12/12/2017 | Jantex Furnishing Limited | 008490 | £100.20 | 14553/8677/brass door trim |
| 12/12/2017 | T & S Electrical Limited | 008492 | £342.42 | 1194/8689/light repairs |
| 12/12/2017 | Linda Ward | 008493 | £44.20 | 39/8691/little bear costumes |
| 12/12/2017 | TomTom Telematics | DD | £117.42 | 7344706/8733/fleet tracker |
| 12/12/2017 | Cheshire East Council | 008491 | £180.00 | childcare vouchers |
| 14/12/2017 | West Mercia Energy | Dd | £2,425.19 | 1435160/8572/Utilities |
| 15/12/2017 | BACS B/L Pymnt Page 1825 | BACS Pymnt | £5,182.65 | BACS B/L Pymnt Page 1825 |
| 15/12/2017 | RBS bankline | BACS | £106.60 | RBS bankline |
| 18/12/2017 | West Mercia Energy | Dd | £818.92 | 1441079/8605/T Hall Gas |
| 18/12/2017 | Payroll December | DD | £57,498.53 | Payroll December |
| 18/12/2017 | RBS Credit Card | DD | £424.38 | CC Dec light slides |
| 19/12/2017 | Archer Signs & Panels Ltd | 008495 | £110.10 | RC21275093/8695/slow down sign |
| 19/12/2017 | City Plumbing Supplies Holding | 008496 | £31.58 | 1168AAT226/8698/valves |
| 19/12/2017 | Mr T Lazarski | 008497 | £300.22 | 1312/8703/comm gardens |
| 19/12/2017 | Water Plus Ltd | 008498 | £58.29 | 2573387/8719/Water Plus Ltd |
| 21/12/2017 | RBS bank charges | DD | £11.75 | RBS bank charges |
| 22/12/2017 | BACS B/L Pymnt Page 1831 | BACS Pymnt | £12,146.92 | BACS B/L Pymnt Page 1831 |
| 27/12/2017 | EE | dD | £25.50 | V01434953601/8735/jm phone |
| 27/12/2017 | Prism Bus Developments | DD | £978.50 | IT support monthly |
| 28/12/2017 | Allpay - Plus Dane | DD | £36.28 | Allotment garage rental |
| 29/12/2017 | Suez Recycling and Recovery UK | dd | £285.82 | 30888651/8645/waste disposal |
| Total Payments | | | £98,653.75 | |

List of Purchase Ledger BACS Payments

Ledger : 1

Month : 9

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 | | | | |
| 11/12/2017 | 1076 | 1076/8693/banner design | | 240.00 | 0.00 | 240.00 | 0.00 |
| | | | | | 0.00 | 240.00 | |
| | | | | Above paid on : 22/12/2017 | | BACS No ADPROFILE | |
| Supplier : Ansa Environmental Services | | | ANSA | | | | |
| 05/12/2017 | 531011866 | 531011866/8694/HR support | | 240.00 | 0.00 | 240.00 | 0.00 |
| | | | | | 0.00 | 240.00 | |
| | | | | Above paid on : 22/12/2017 | | BACS No ANSA | |
| Supplier : Blachere Illumination UK Ltd | | | BLACHERE | | | | |
| 11/12/2017 | 35833 | 35833/8696/fairy lights | | 445.80 | 0.00 | 445.80 | 0.00 |
| | | | | | 0.00 | 445.80 | |
| | | | | Above paid on : 22/12/2017 | | BACS No BLACHERE | |
| Supplier : Canda Copying Ltd | | | CANDA | | | | |
| 01/12/2017 | 380546 | 380546/8701/B & W copying | | 246.95 | 0.00 | 246.95 | 0.00 |
| 01/12/2017 | 380547 | 380547/8700/colour copying | | 503.26 | 0.00 | 503.26 | 0.00 |
| | | | | | 0.00 | 750.21 | |
| | | | | Above paid on : 22/12/2017 | | BACS No CANDA | |
| Supplier : Cheshire East Council | | | CHESHEAST | | | | |
| 14/11/2017 | 141117 | 141117/8715/wedding licence | | 1,800.00 | 0.00 | 1,800.00 | 0.00 |
| | | | | | 0.00 | 1,800.00 | |
| | | | | Above paid on : 22/12/2017 | | BACS No CHESHEAST | |
| Supplier : Christmas Direct Ltd | | | CHRISTMASD | | | | |
| 08/11/2017 | XS00210247 | XS00210247/8697/fairy lights | | 167.49 | 0.00 | 167.49 | 0.00 |
| | | | | | 0.00 | 167.49 | |
| | | | | Above paid on : 22/12/2017 | | BACS No CHRISTMAS | |
| Supplier : DCK Accounting Solutions Ltd | | | DCKB | | | | |
| 30/11/2017 | TPC7827 | TPC7827/8699/budget setting | | 714.60 | 0.00 | 714.60 | 0.00 |

PAID CHQ. 008494. 19/12/17.

List of Purchase Ledger BACS Payments

| | | Ledger : 1 | Month : 9 | 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 | | | | |
| 30/11/2017 | 4009506 | 4009506/8651/Drinking water | | 88.76 | 0.00 | 88.76 | 0.00 |
| | | | | | 0.00 | 88.76 | |
| | | | | Above paid on : | 15/12/2017 | BACS No | ANGEL |
| | | Supplier : Cavern Protective Clothing | CAVERN | | | | |
| 16/11/2017 | 18134 | 18134/8653/caretaker trousers | | 455.40 | 0.00 | 455.40 | 0.00 |
| | | | | | 0.00 | 455.40 | |
| | | | | Above paid on : | 15/12/2017 | BACS No | CAVERN |
| | | Supplier : Cheshire Electrical Supplies Ltd | CHESHELECT | | | | |
| 30/11/2017 | 596008276 | 596008276/8654/TIC bulbs | | 21.98 | 0.00 | 21.98 | 0.00 |
| | | | | | 0.00 | 21.98 | |
| | | | | Above paid on : | 15/12/2017 | BACS No | CHESHELECT |
| | | Supplier : C T H Events & Parties | CTHEVENTS | | | | |
| 03/11/2017 | 1193 | 1193/8655/TC12011 | | 8.70 | 0.00 | 8.70 | 0.00 |
| 06/11/2017 | 1194 | 1194/8656/TC12012 | | 572.40 | 0.00 | 572.40 | 0.00 |
| 08/11/2017 | 1195 | 1195/8657/TC12014 | | 36.54 | 0.00 | 36.54 | 0.00 |
| 09/11/2017 | 1196 | 1196/8658/Local transport plan | | 12.18 | 0.00 | 12.18 | 0.00 |
| 09/11/2017 | 1197 | 1197/8659/TC12015 | | 52.20 | 0.00 | 52.20 | 0.00 |
| 11/11/2017 | 1198 | 1198/8660/Remembrance catering | | 600.00 | 0.00 | 600.00 | 0.00 |
| 13/11/2017 | 1199 | 1199/8661/P ship meeting | | 17.40 | 0.00 | 17.40 | 0.00 |
| 14/11/2017 | 1200 | 1200/8662/TC12018 | | 104.40 | 0.00 | 104.40 | 0.00 |
| 14/11/2017 | 1201 | 1201/8663/TC12019 | | 43.50 | 0.00 | 43.50 | 0.00 |
| 15/11/2017 | 1202 | 1202/8664/ASBO mtg | | 17.40 | 0.00 | 17.40 | 0.00 |
| 15/11/2017 | 1203 | 1203/8665/TC12021 | | 174.00 | 0.00 | 174.00 | 0.00 |
| 15/11/2017 | 1204 | 1204/8666/In Bloom thank you | | 246.00 | 0.00 | 246.00 | 0.00 |
| 16/11/2017 | 1205 | 1205/8667/TC12022 | | 36.90 | 0.00 | 36.90 | 0.00 |
| 20/11/2017 | 1206 | 1206/8668/TC12025 | | 20.88 | 0.00 | 20.88 | 0.00 |
| 21/11/2017 | 1207 | 1207/8669/N P steering grp | | 6.00 | 0.00 | 6.00 | 0.00 |
| 22/11/2017 | 1208 | 1208/8670/Junior council | | 23.40 | 0.00 | 23.40 | 0.00 |
| 27/11/2017 | 1209 | 1209/8671/TC12032 | | 193.14 | 0.00 | 193.14 | 0.00 |
| | | | | | 0.00 | 2,165.04 | |
| | | | | Above paid on : | 15/12/2017 | BACS No | CTHEVENTS |
| | | Supplier : Four Oaks Nurseries Ltd | FOUR | | | | |
| 20/11/2017 | 81005 | 81005/8674/tulip/daf bulbs | | 47.40 | 0.00 | 47.40 | 0.00 |

| | | Ledger : 1 | Month : 9 | 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 | 47.40 | |
| | | | | Above paid on : 15/12/2017 | | BACS No FOUR | |
| | | Supplier : Glasdon UK Ltd | GLASDON | | | | |
| 05/10/2017 | 737594 | 737594/8675/metal bin liners | | 82.99 | 0.00 | 82.99 | 0.00 |
| | | | | | 0.00 | 82.99 | |
| | | | | Above paid on : 15/12/2017 | | BACS No GLASDON | |
| | | Supplier : Susan Griffiths Partnership | GRIFFITHS | | | | |
| 07/11/2017 | 2377 | 2377/8676/P/Ship cenotaph | | 613.26 | 0.00 | 613.26 | 0.00 |
| | | | | | 0.00 | 613.26 | |
| | | | | Above paid on : 15/12/2017 | | BACS No GRIFFITHS | |
| | | Supplier : K G Loach | KGLOACH | | | | |
| 30/06/2017 | 31826 | 31826/8678/compost | | 83.76 | 0.00 | 83.76 | 0.00 |
| 26/07/2017 | 32022 | 32022/8679/bark chips | | 56.10 | 0.00 | 56.10 | 0.00 |
| 17/08/2017 | 32168 | 32168/8683/Broom | | 18.85 | 0.00 | 18.85 | 0.00 |
| 18/08/2017 | 32169 | 32169/8680/weedkiller | | 115.08 | 0.00 | 115.08 | 0.00 |
| 15/09/2017 | 32426 | 32426/8681/rakes | | 30.00 | 0.00 | 30.00 | 0.00 |
| 02/10/2017 | 32636 | 32636/8685/bark, fertilizer | | 311.28 | 0.00 | 311.28 | 0.00 |
| 04/10/2017 | 32675 | 32675/8684/wheelbarrow etc | | 87.96 | 0.00 | 87.96 | 0.00 |
| 20/11/2017 | 33032 | 33032/8682/trowels | | 13.73 | 0.00 | 13.73 | 0.00 |
| | | | | | 0.00 | 716.76 | |
| | | | | Above paid on : 15/12/2017 | | BACS No KGLOACH | |
| | | Supplier : Porters Service Station Ltd | PORTERS | | | | |
| 30/11/2017 | 301117 | 301117/8686/van fuel | | 917.86 | 0.00 | 917.86 | 0.00 |
| | | | | | 0.00 | 917.86 | |
| | | | | Above paid on : 15/12/2017 | | BACS No PORTERS | |
| | | Supplier : Spiral Colour | SPIRAL | | | | |
| 27/11/2017 | 28984 | 28984/8687/xmas poster | | 73.20 | 0.00 | 73.20 | 0.00 |
| | | | | | 0.00 | 73.20 | |
| | | | | Above paid on : 15/12/2017 | | BACS No SPIRAL | |
| | | | PAYMENT TOTALS | | 0.00 | 5,182.65 | |

| Ledger : 1 | | | Month : 9 | | 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 | 50.00 | |
| | | | | Above paid on : 11/12/2017 | | BACS No NEWTONE | |
| | | Supplier : St John's Community Centre | ST | | | | |
| 30/11/2017 | 20171129 | 20171129/8644/luncheon club | | 268.50 | 0.00 | 268.50 | 0.00 |
| | | | | | 0.00 | 268.50 | |
| | | | | Above paid on : 11/12/2017 | | BACS No ST | |
| | | Supplier : Star Fireworks Ltd | STAR | | | | |
| 27/11/2017 | 2728 | 2728/8642/Xmas Fireworks | | 1,200.00 | 0.00 | 1,200.00 | 0.00 |
| | | | | | 0.00 | 1,200.00 | |
| | | | | Above paid on : 11/12/2017 | | BACS No STAR | |
| | | Supplier : Talke Chemical Company Limited | TALKECHEM | | | | |
| 27/11/2017 | 65336 | 65336/8647/TH cleaning stock | | 100.34 | 0.00 | 100.34 | 0.00 |
| 29/11/2017 | 65306 | 65306/8646/Dog fouling bags | | 177.90 | 0.00 | 177.90 | 0.00 |
| | | | | | 0.00 | 278.24 | |
| | | | | Above paid on : 11/12/2017 | | BACS No TALKECHEM | |
| | | Supplier : Threadfast Engineers 1984 Ltd | THREADFAST | | | | |
| 27/11/2017 | SIN094379 | SIN094379/8648/xmas tree fitti | | 83.64 | 0.00 | 83.64 | 0.00 |
| | | | | | 0.00 | 83.64 | |
| | | | | Above paid on : 11/12/2017 | | BACS No THREADFAS | |
| | | | PAYMENT TOTALS | | 0.00 | 7,945.40 | |

List of Purchase Ledger BACS Payments

| Ledger : 1 | | Month : 9 | | 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 : AWC Electrical Ltd | | AWC | | | | | |
| 17/11/2017 | 2603 | 2603/8632/storage & test light | | 600.00 | 0.00 | 600.00 | 0.00 |
| 17/11/2017 | 2604 | 2604/8631/install xmas lights | | 4,356.00 | 0.00 | 4,356.00 | 0.00 |
| 17/11/2017 | 2605 | 2605/8633/repairs to lights | | 240.00 | 0.00 | 240.00 | 0.00 |
| | | | | 0.00 | | 5,196.00 | |
| | | | | Above paid on : 11/12/2017 | | BACS No AWC | |
| Supplier : Cheshire Electrical Supplies Ltd | | CHESHELECT | | | | | |
| 21/11/2017 | 596007489 | 596007489/8635/TIC bulb | | 5.02 | 0.00 | 5.02 | 0.00 |
| | | | | 0.00 | | 5.02 | |
| | | | | Above paid on : 11/12/2017 | | BACS No CHESHELECT | |
| Supplier : Congleton High School | | CHS | | | | | |
| 30/11/2017 | 5102184 | 5102184/8636/xmas poster desig | | 24.00 | 0.00 | 24.00 | 0.00 |
| | | | | 0.00 | | 24.00 | |
| | | | | Above paid on : 11/12/2017 | | BACS No CHS | |
| Supplier : Mr A Guest | | GUEST | | | | | |
| 14/11/2017 | 141117 | 141117/8638/xmas entertainment | | 175.00 | 0.00 | 175.00 | 0.00 |
| | | | | 0.00 | | 175.00 | |
| | | | | Above paid on : 11/12/2017 | | BACS No GUEST | |
| Supplier : IBD internet Business Directory Ltd | | IBD | | | | | |
| 29/11/2017 | 1664 | 1664/8639/IP/ship website hosi | | 125.00 | 0.00 | 125.00 | 0.00 |
| | | | | 0.00 | | 125.00 | |
| | | | | Above paid on : 11/12/2017 | | BACS No IBD | |
| Supplier : Mediskills Training Ltd | | MEDISKILLS | | | | | |
| 30/11/2017 | 100534 | 100534/8640/1st aid xmas | | 540.00 | 0.00 | 540.00 | 0.00 |
| | | | | 0.00 | | 540.00 | |
| | | | | Above paid on : 11/12/2017 | | BACS No MEDISKILLS | |
| Supplier : Mr Eric Newton | | NEWTONE | | | | | |
| 25/11/2017 | 251117 | 251117/8641/xmas entertainment | | 50.00 | 0.00 | 50.00 | 0.00 |

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

| | | | |
|---------------------------------|--|-----------------|---------------------|
| COMMITTEE: | Finance and Policy | | |
| MEETING DATE AND TIME | 15 th February 2018 | LOCATION | Congleton Town Hall |
| REPORT FROM | Ruth Burgess | | |
| AGENDA ITEM REPORT TITLE | New vehicle Leasing Contract | | |
| Background | <p>On the 11th January 2018 the Finance and Policy Committee agreed the following</p> <p>FAP/49/1718 RESOLVED to receive and approve the recommendation to lease the Streetscape vehicles from West Wallasey subject to the Streetscape Development Manager contacting ANSA to establish any benefits of working together for vehicle leasing.</p> | | |
| Updates | <p>After Speaking with West Wallasey, the price, they offer to customers is the same price if you have one vehicle or 101 vehicles. Furthermore, when reviewing the idea with ANSA regarding the possibility of adding our vehicles to their contract I was informed that Ansa pay £390 - £420 per vehicle price depends on the specification. They would be depending on the cost add 5%-7% on to the invoice they would send us, this would be for Admin costs and costs of raising the invoice. we have been quoted £384.91 per vehicle from West Wallasey.</p> | | |
| Decision Requested | <p>To receive the update from the Streetscape Development Manager and to progress with the contracting of the vehicles from West Wallasey Van Hire.</p> | | |

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

| | | | |
|---------------------------------|--|-----------------|---------------------|
| COMMITTEE: | Finance & Policy | | |
| MEETING DATE AND TIME | 8th Feb 2018 | LOCATION | Congleton Town Hall |
| REPORT FROM | Facilities & Developments Manager Chris Jones | | |
| AGENDA ITEM REPORT TITLE | Congleton Paddling Pool Improvements for the 2018 Season | | |
| Background | <p>Congleton Paddling Pool is located in Park Road, and is a very well used facility and enjoyed by lots of young children throughout the summer months. As you are fully aware earlier 2017 before the pool opened for the summer season it had a new anti-slip surface put down around the pool. What is now needed for the 2018 season is a new pump which has not been replaced since the Town Council took over the day to day operations of the pool, and also a new computerised chemical dosing system as both items are playing up and not working as they should and cannot be repaired. I have Quotes from four separate companies below.</p> | | |
| Updates | <p>The first quote is from Centrifugal Pump Services based in Stockport, the quote involves replacing the old pump with the new one at a cost of £1498.00, Plus vat.</p> <p>The Second quote is for the Automatic Computerised Chemical Dosing System from Pool Tech Services at a cost to install and set it all up is £3,620.50 Plus vat.</p> <p>The third quote is for both items to be purchased from one company called Swim Life at a cost of £7378 Plus vat.</p> <p>And the final quote is from Gaffey Technical who will install the computerised dosing system, but not service in the future.</p> | | |
| Recommendation | <p>Would like the Council to approve the first 2 quotes that have been received separately, which comes to a total cost £5118.50 Plus vat, and agree for the Facilities & Development Manager to authorise and program the works before the start of the season.</p> | | |



Specialists in Commercial, Municipal and Hydrotherapy Swimming Pools
Installation - Service - Maintenance

Pool Technical Services Ltd
Unit 2, The Studios
318 Chorley Old Road
Bolton
BL1 4JU

Web: www.pooltechservices.co.uk
Email: info@pooltechservices.co.uk
Telephone: 01204 410903

Quote To:

Congleton Town Council
7 High Street
Congleton
CW12 1BN

QUOTE

| | |
|----------------|--------------|
| Quote Number | QU-0013 |
| Quote Date | 26 July 2017 |
| Account Number | |
| Reference | Chris Jones |

| Description | Qty | Unit Price | VAT | Amount GBP |
|---|------|------------|------------------------|-----------------|
| Supply and installation of: | | | | |
| ChloriDES controller | 1.00 | 3,400.00 | 20% | 3,400.00 |
| Catch tank | 1.00 | 110.00 | 20% | 110.00 |
| ChemClear rod injector | 1.00 | 103.50 | 20% | 103.50 |
| Chlorine data tag | 1.00 | 7.00 | 20% | 7.00 |
| Client reference: Congleton Paddling Pool | | | | |
| | | | Subtotal | 3,620.50 |
| | | | Total VAT 20% | 724.10 |
| | | | Invoice Total GBP | 4,344.60 |
| | | | Total Net Payments GBP | 0.00 |
| | | | Amount Due GBP | 4,344.60 |

Expiry: 24 September 2017

TERMS & DETAILS

Terms & Conditions can be found on our website. Quotes valid for 60 days.

A Purchase Order (where in operation) is required as confirmation prior to installation/delivery.

For Pro Forma purchase, please state Quote Number on BACS reference:

Account #: 23528480 - Sort Code: 20-10-71 - IBAN: GB85 BARC 2010 7123 5284 80 - Barclays Bank, 1 Market Street, Bolton, BL1 1XA.

Chris Jones

From: Ian <Ian@centrifugalpumps.co.uk>
Sent: 18 October 2017 08:51
To: Chris Jones
Subject: RE: Congleton , Paddling Pool Pump

Hi Chris

Hope all's well with yourself too

Further to your E-Mail of yesterday , we forward our quotation accordingly :

| ITEM | QTY | DESCRIPTION | PRICE £ EACH |
|------|-----|-----------------------------------|--------------|
| A | 1 | NMP 65-16/DA, 7.5 Kw, 415-3-50 Hz | £ 1498.00 |

All Prices Plus VAT


Validity 2017

Kind Regards

Ian Tate
Centrifugal Pump Services Ltd
Pump House
Bird Hall Lane
Cheadle Heath
Stockport
SK3 0XX
T and F 0161 428 0133
Direct 0161 302 9156



www.centrifugalpumps.co.uk / www.ebara-pumps-online.com / www.centrifugalpumpservices.co.uk / www.bbc-semisom-online.com

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**Swimming Pool / Spa Installations - Saunas & Steam Rooms - Chemicals
Parts & Service - Refurbishment Specialist - Commercial & Residential**

Swimlife UK Ltd

Unit 1C - The Oaks – Brook Lane – Rixton – Warrington – WA3 6DS
Telephone / Facsimile 01925 850000
Emergency 24Hrs - 07714 155018 / 07715 750400
www.swimlife.co.uk

FAO: Chris Jones

7th February 2018

REF: Paddling pool, Congleton

Quotation: Chemical Dosing Unit

In response to your request, we at Swimlife propose the following for your careful consideration.

Installation

Before installation, we strongly recommend an analysis of the incoming water supply. For monitoring and control equipment to operate satisfactorily, the water chemistry should ideally correspond to the following criteria:

Water Balance - 0.1 – 0.2
Free Chlorine - 0.5 – 2ppm
Combined Chlorine - 0.25 – 0.5ppm
pH - 7.2 – 7.8
Total Alkalinity - 120 – 150ppm
Calcium Hardness - minimum of 200ppm
Cyanuric Acid (if present) – maximum of 50ppm

High levels of metals in the source water or pool itself should also be taken into account as they can have a bearing on water quality and testing.

Please consider the chemicals selected for application and the affect they may have on the incoming water supply.

If retro-fitting this dosing system, due consideration should be given when integrating a new dosing system with an existing circulation / filtration plant.

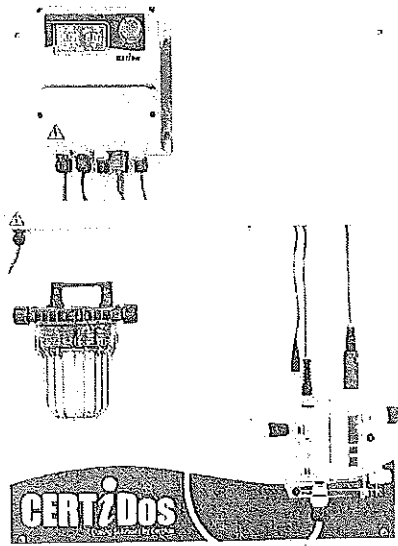
Installation should be carried out by a suitably qualified engineer.

Routine Maintenance

Any chemical dosing system, whether manual or automatic requires daily supervision. The operation, maintenance and calibration of these systems must be carried out by a competent member of staff with appropriate training. A daily routine should be implemented to ensure these needs are addressed and managed.

Manual checking of the pool or spa water to verify disinfectant and pH levels is necessary prior to use and every two to three hours thereafter. You should always compare the manual reading that is obtained with the controller reading.

CHEMICAL DOSING CONTROLLER & EQUIPMENT



LCP Dosing System for pH and Chlorine monitoring and control. To include:

| | |
|----------------|---|
| 1 No. LDPHCL | Twin Channel Controller for pH and Chlorine |
| 1 No. SVCL3/20 | Closed Amperometric Probe 0-20mg/l – 1 bar |
| 1 No. EPHS | pH Electrode pH0-14 |
| 1 No. PEF1 | Sample block with integrated flow sensor |
| 1 No. NFIL/60 | 60micron sample line pre-filter |

All mounted onto a CertiDos backboard for easy installation on site

Loose Supply:

- 1 x Buffer Solution pH4
- 1 x Buffer Solution pH7
- 1 x ½" Isolation Valve
- 1 x ½" Sample Connector Valve
- 1 x Chemical carboy set fitted with HTS 0705 Dosing Pump + Suction Lance – Sod Hypo
- 1 x Chemical carboy set fitted with HTS 0705 Dosing Pump + Suction Lance – Hydrochloric Acid
- 2 x Injection valve – standard
- 4 x 63mm Saddle Clamps – ½" branch
- 1 x 30m 4mm ID x 6mm OD PE Tubing
- 1 x 15m 6mm ID x 8mm OD PE Tubing
- 2 x 2m 4mm ID x 6mm OD PVC Tubing
- 1 x 15m Blue sheathing
- 1 x 15m Red sheathing

Company Registration No: 3668628 ~ VAT Registration No: 7078994-82

1 x Single point calibration guide
2 x Tank safety label
1 x Sample flow and sample return label

Amount: £3,868.00

Giant pump 7.5hp, 5.6kW 3ph 65m³ @15m head, please see attached image and dims.

Amount: £1860.00

Installation for all above including pipe work, fittings and valves.

Amount: £1650.00

NB: all prices are subject to VAT.

I hope this meets with all your requirement, if you require any further information please do not hesitate to contact me directly on 07714155018.

Regards
Gary

Swimlife UK



WATER TREATMENT FOR LIFE

Gaffey Technical Services Ltd.
Unit 3a Newhouse Road
Huncoat Business Park
Accrington
Lancashire
BB5 6NT
Tel: 01254 350180
Fax: 01254 350181
email: info@gaffey.co.uk
website: www.gaffey.co.uk

Quotation No.: 40119

To:-
Congleton Town Council
Town Hall
High Street
Congleton
Cheshire
CW12 1BN

CONG05

Your ref.:- _____

| | | | List Price | Disc % | Net |
|------|-----------|--|------------|--------|-----------|
| 1.00 | 400-010 | ChloriDES professional pool controller kit, Cl/pH/Temp | £3300.00 | 0.00 | £3,300.00 |
| 1.00 | 400-207 | 230v Relay interface box for ChloriDES | £0.00 | | £0.00 |
| 1.00 | 300-020 | Sample reclaim tank kit | £0.00 | | £0.00 |
| 1.00 | C/PACKING | CARRIAGE & PACKING | £14.50 | 0.00 | £14.50 |

Delivery to:-

| | |
|-------------------------|-------------------------|
| Total Net Amount | £3,314.50 |
| Carriage | £0.00 |
| Total VAT Amount | £662.90 |
| Order Total | <u>£3,977.40</u> |

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

| | | | |
|---------------------------------|---|-----------------|---------------------|
| COMMITTEE: | Finance & Policy | | |
| MEETING DATE AND TIME | 8th Feb 2018 7.00pm | LOCATION | Congleton Town Hall |
| REPORT FROM | Jackie Potts – Support Manager and RFO | | |
| AGENDA ITEM REPORT TITLE | Congleton Town Council - Investment Policy and Strategy | | |
| Background | <p>The Constitution of Congleton Town Council requires an Investment Policy (to comply with the Local Government Act 2003) which details how the Council will manage its money and an Investment Strategy which specifies where it will place its funds. At present the Constitution contains an Investment Policy from March 2013 and a Treasury Management Policy from November 2015.</p> | | |
| Updates | <p>The attached Investments Policy and Investment Strategy have been written to update and replace the existing documents in the constitution. The Investments Policy will be reviewed annually and the Investment Strategy at least annually but sooner if any products come onto the market with better rates of interest.</p> | | |
| Recommendation | To receive and approve the Investment Policy and the Investment Strategy for 2018/19 | | |

Congleton Town Council

Investments Policy

1. Introduction

Congleton Town Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

In preparing its Investment Policy the Council is required to comply with the guidance notes issued under Section 15 (1) of the Local Government Act 2003. The current statutory Community and Local Government (CLG) Investments Guidance notes came into force on 1st April 2010.

Town and Parish Councils with a budget larger than £500,000 are not eligible for compensation under the Financial Services Compensation Scheme (FSCS).

2. Objectives

The general policy objective of the Council is prudent investment of its balances in line with the widely recognised investment policy expressed as SLY, Security, Liquidity and Yield. The Council's priorities are:

1. Security of its reserves.
2. The Liquidity of its investments.
3. The Yield of its investments.

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

3. Policies

1. All investments will be made in Sterling
2. No one investment shall be for a period longer than 12 months
3. The Town Council shall invest with banks/building societies or institutions with high credit quality ratings from credit agencies such as Standard and Poors; Moody's Investors Services Ltd and Fitch Ratings Ltd.
4. Two councillor signatories in accordance with the Town Council's bank mandate will be required to open any new accounts but day to day operation of moving money between the accounts will be delegated to the RFO and Chief Officer.

This policy is for the financial year 2018/19 and will be reviewed annually.

Congleton Town Council

Investments Strategy

Congleton Town Council has the majority of its General Reserve £150,000 with Cambridge and Counties Bank¹ on a 1 year deposit.

The balance of the Council's Ear marked reserves is with RBS and a Special Interest Bearing account which up until December 2017 was paying 0.4% interest. However this has now dropped to 0.1% with the RBS account manager having no knowledge of this increasing in the near future.

The CCLA's² Public Sector Deposit Fund manages investments for charities, religious organisations and the public sector. They are based in the City of London, with an office in Edinburgh, and have an AAA rating with Fitch Ratings Ltd. It is a UK FCA regulated constant net asset value Qualifying Money Market Fund. The rate changes daily but is currently in the region 0.4%. It is an instant access account, so it would be possible to keep the majority of the Council's funds with CCLA and move it into the RBS current account for bill payments and salaries etc. Our external accountant Derek Kemp from DCK Accounting Solutions whilst not being professionally allowed to recommend investments is comfortable with CCLA and advises many other local councils who invest with them.

¹ Cambridge & Counties Bank is an authorised UK bank which focuses on providing financial products to small and medium sized enterprises (SMEs). We fund our loans using customer deposits. As we do not borrow money from the wholesale markets we do not require a credit rating.

We are owned in equal shares by Trinity Hall, Cambridge, and Cambridgeshire Local Government Pension Fund and regulated by both the Financial Conduct Authority and the Prudential Regulatory Authority. We are a member of the Financial Services Compensation Scheme (FSCS) which protects the deposits of small to medium sized businesses which meet the FSCS criteria; full details of which can be found at www.fscs.org.uk.

Both the management of the Bank and the owners have a conservative approach to risk management and the bank holds levels of capital and liquidity in excess of all regulatory requirements. We see our primary banking responsibility to be to protect our depositors.

² CCLA was established by the LGA and has a 50 year heritage of managing funds for local authorities. Following the introduction of financial services regulation, CCLA (Churches, Charities and Local Authorities) Investment Management Limited was created in 1987 with a shareholding structure that reflected its client base.

More recently, we have launched global equity income, ethical funds and a money market fund for the public sector. We have also provided asset allocation advice and expanded our range of segregated and discretionary portfolio management services.

Suggested Strategy:

1. To keep the General Reserve with Cambridge and Counties Bank – currently £150,000 @ 1.3% maturing in November 2018 = £1,950 annual interest.
2. To invest up to £500,000 of the balance of reserves with CCLA to draw down £100,000 per month as needed for monthly expenditure and replace when the half yearly precept is received. This will give approximately £1,500 annual interest.
3. To retain RBS for the current account and a small balance in the SIBA account.
4. To review if RBS brings any new products on the market with comparable interest rates.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

| | | | |
|---------------------------------|---|-----------------|---------------------|
| COMMITTEE: | Finance and Policy | | |
| MEETING DATE AND TIME | 15 th Feb 2018 | LOCATION | Congleton Town Hall |
| REPORT FROM | Chief Officer | | |
| AGENDA ITEM REPORT TITLE | Appointment of Internal Auditor | | |
| Background | <p>The Accounts and Audit Arrangements introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied with the requirements in terms of independence from the Council decision making process by appointing Auditing Solutions Ltd to provide this function to the Council.</p> <p>As the Council's Internal Auditor and under the revised audit arrangements, the Internal Auditor has a duty to complete the internal audit report in the Council's Annual Return, which covers the basic financial systems and requires assurances in separate areas as shown below.</p> | | |

| AREA FOR REVIEW | EXPECTED ACHIEVEMENTS | ACHIEVED YES/NO | AREAS COVERED |
|--------------------------------|---|--------------------|---|
| Scope of internal audit | Terms of reference approved by council | Yes | Internal Audit covers: Risk arrangements, Security of Assets, review of minutes, insurance, security of assets, expenditure, income, accounting records, year-end accounts, |
| | Internal audit work takes into account risk assessment | Yes | Covered by financial risk assessment review and H & S safety review annually. Insurance risk assessed annually. |
| | Internal audit work takes into account wider control arrangements | Yes | Financial authorities now in place for staff especially as new purchasing policy has been issued clarifying levels of authority. Project budgeting process in place. Monthly variance reports in place and considered by P&F committee. |
| | Internal audit work covers anti-fraud and corruption arrangements | Yes | Cash handling procedures reviewed by internal auditor. Two staff handling all purchasing, and cash transactions. |
| Independence | Internal audit has direct access to those charged with governance | Yes | Chief Officer and internal audit discuss governance. Interim and annual audit reports discussed |

| | | | |
|---|---|-----|--|
| | | | at meetings. |
| | Internal audit has no other role within the council | Yes | |
| Competence | There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity. | Yes | Internal auditor works with other councils. |
| Relationships | The proper officer and the responsible financial officer are consulted on the internal audit plan. | Yes | A five year plan in existence and now considered by Council |
| | Responsibilities for officers and internal audit are defined in relation to internal control, risk management, fraud and corruption by means of a job description, engagement letter. | Yes | Chief Officer's Key Performance Areas show this, as do RFO's. |
| Audit Planning and Reporting | The annual internal audit plan properly takes account of all risks facing the council and has been approved by council. | Yes | Financial Risk review completed annually. Internal audit monitors against identified risk. |
| | Internal audit has reported in accordance with the plan | Yes | Internal audit investigation is thorough, and provides sound reports, |
| | Reports are received by council | Yes | Reports acted upon as shown by minutes. |
| | Planned internal audit work is based on risk assessment and designed to meet the council's needs | Yes | Largest risks covered by insurance i.e. loss of income. |
| Understanding the whole organisation, its needs and objectives | The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement. | Yes | Internal Auditor now fully updated on any new issues |
| Be seen as a catalyst for change | Internal audit supports the council's work in delivering improved services to the community | Yes | Auditor now assessing work done by council on levels of risk. |
| Adds value | The council makes positive responses to internal audit's recommendations and follows up where action is needed | Yes | Audit reports scrutinised by P&F and acted upon. |
| Be forward looking | National agenda changes are considered. | Yes | Vision, Asset transfer, neighbourhood plan, growth of council, projects undertaken all indicators of change. |

| | | | |
|---------------------------|--|-----|---|
| | Internal audit is aware of new developments in council services, risk management and corporate governance arrangements | Yes | Staff constantly update training |
| Be challenging | Focuses on risks and encourages development of own responses to risk management | Yes | |
| Right resources | Adequate resources are made available for internal audit's work | Yes | |
| | Internal audit understand the council | Yes | Internal auditor has been working with the council for a number of years. |
| Proposal | The current internal auditor is Accounting Solutions Ltd. The Town Council has used this auditor for a number of years and has a good relationship with the auditing firm. They work with many other Councils in providing this service and are totally familiar with our processes and procedures as well as other councils. The fact that historically our external audit has been consistently good demonstrates that the guidance and support being provided is sound. | | |
| Finance | The cost for Accounting Solutions is circa £1300 p.a., the daily cost is £420 which includes travelling. | | |
| Decision Requested | That the F&P Committee resolve to approve continuing with Accounting Solutions for internal audit provision for the next financial year 2018-19. | | |