



Congleton Town Council

Historic market town

Chief Officer: David McGifford

15th March 2018

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

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 22nd March 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 22nd March 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 15th February 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
beartown
where friends are made

6. New Applications for Financial Assistance (enclosed)

GR12/ 1718 Ruby's Fund £500 towards a soft play room
GR13/ 1718 Congleton Library £100 towards the Summer reading challenge
GR14/ 1718 Dane Valley Scouts – any contribution towards Jamboree 2019
GR15 /1718 Congleton Carnival £7,500 towards Carnival 2018
GR16/ 1718 Bromley Farm Community £400 towards newsletter
GR17/ 1718 Congleton Bath House and Physic Garden £100 Equip for community events
GR18/ 1718 Friends of Congleton Park £300 towards Brass on the Grass
GR19/ 1718 Go Triathlon Event £500 towards Children's event.
GR20/ 1718 Congleton Museum £228 towards front improvements.

7. New Grant Activities Monitoring Forms

8. Management Accounts to 31st January 2018 (enclosed)

To receive and consider the Management Accounts to 31st January 2018.

9. Bank Reconciliation (enclosed)

To receive and consider the bank reconciliation as at 31st January 2018.

10. List of Payments (enclosed)

To receive and consider the Payments List between 1st January and 31st January 2018.

11. Interim Internal Audit Report (enclosed)

To receive and approve the interim internal audit report 2017/18.

12. Business Risk Assessment 2018/19 (enclosed)

To receive and approve the Business Risk Assessment for 2018/19

13. Financial Regulations (enclosed)

To receive and approve the updated Financial Regulations.

14. Standing Orders for Contracts (enclosed)

To receive and approve the updated Standing Orders for contracts.

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 15th February 2018

Please note – These are draft minutes and will not be ratified until the next meeting of the Finance & Policy Committee on 22nd March 2018.

PRESENT - Councillors

G Baggott
P Bates
R Boston
D Brown
G R Edwards (Chairman)
Mrs. S A Holland
Mrs J D Parry
M Walker

1. Apologies

Apologies for absence were received from Cllrs Allen, Morrison and Wardlaw and non-committee member G Williams.

2. Minutes

FAP/52/1718 RESOLVED that the Minutes of the Meeting of the Committee held on 11th January 2018 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, and Brown 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 £11,705.60 was remaining for grants for 2017/18.

FAP/53/1718 RESOLVED that the grant summary be received and that £1,000 be vired from the main grant budget to Subsidised Use of the Town Hall.

6. New Applications for Financial Assistance

FAP/54/1718 RESOLVED that the following grants be awarded:-

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

7. New Grant Activities Monitoring Forms

There were no Grant Activity monitoring forms .

8. Management Accounts to 31st December 2017

FAP/55/1718 RESOLVED to receive the management accounts to 31st December 2017..

9. Bank Reconciliation

FAP/56/1718 RESOLVED to receive and consider the bank reconciliation as at 31st December 2017.

10. List of Payments

FAP/57/1718 RESOLVED to receive and consider the Payments List between 1st December 2017 – 31st December 2017.

11. Streetscape Van Leasing

FAP/58/1718 RESOLVED to receive and approve the recommendation to lease the Streetscape vehicles from West Wallasey

12. Royal Visit payments

FAP/59/1718 RESOLVED to approve the use of the Tourism EMR for the cost of the Royal Visit and to review the processes in the Financial Regulations to avoid retrospective approval for revenue expenditure.

13. Paddling Pool Expenditure

FAP/60/1718 RESOLVED to approve the recommendation to replace the paddling pool pump before the 2018 season subject to the Chief Officer checking an alternative supplier and the specifications on the quotations supplied. The Chief Officer has delegated authority to work within the budget of £5,118.50p plus vat.

14. Investment Policy

FAP/61/1718 RESOLVED to approve the Investment Policy for 2018/19.

15. Investment Strategy

FAP/62/1718 RESOLVED to approve the Investment Strategy for 2018/19.

16. Appointment of the Internal Auditor

FAP/63/1718 RESOLVED to reappoint Auditing Solutions Ltd as the internal auditors to Congleton Town Council for 2018/19.

**Cllr G R Edwards
(Chairman)**

Congleton Town Grant Commitments										
Specific Budgets										
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	9,473.61	-473.61	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	47,357.61	-374.61	
	Ear marked reserve b/fwd		£0							
	Budget 2017/18		£46,983							
	Total approved to date		£46,983							
	Total awaiting application		£0							

SUBMITTED 14P:
22nd March 2018.



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR12/1718
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1.1	Applicant(s):	ALISON PARR
1.2	Representing:	RUBY'S FUND
1.3	Email Address:	
1.4	Tel No.	SOFT PLAY ROOM
1.5	Project Title:	
1.6	Project Objectives:	TO PROVIDE AN INCLUSIVE SOFT PLAY ROOM FOR ALL CHILDREN + YOUNG PEOPLE. ESPECIALLY THOSE WITH ADDITIONAL NEEDS TO DEVELOP SPATIAL AWARENESS, MOVEMENT + EXERCISE THROUGH PLAY.
1.7	Brief Project Description:	TO HAVE A SOFT PLAY ROOM WITH PADDED WALLS + FLOORING FOR PLAY. THERE WILL BE A BUBBLE TUBE + REMOVABLE PLAY PANELS.
1.8	Details accounts/budgets	WE HAVE RECIVED MONEY VIA DONATIONS + FUNDRAISING TO THE SUM OF £1395.80 CHARITY COMMISSION ANNUAL RETURN 2017 INCLUDED. ACCOUNTS AVAILABLE

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£1895.80
2.2	Total contribution sought:	£500.00
2.3	What will the money be spent on?	CONTRIBUTION TOWARDS THE TOTAL COST OF THE PADDED FLOORING OF THE SOFT PLAY ROOM.

2.4	Any ongoing costs:	NONE
2.5	Details of confirmed match funding include source Cash: £1395.80 In kind: WALL PANELS + BUBBLE TUBE DONATED FROM MANCHESTER CHILDRENS CENTRE	DONATIONS HAVE ALREADY BEEN RECEIVED TO THE SUM OF £1395.80
2.6	Resources needed:	TO COMPLETE THE ROOM WE NEED FLOOR PADDING
2.7	Estimated timescale of project from start to finish:	ONE MONTH FROM PLACING ORDER.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	THE SOFT PLAY ROOM IS SPECIFICALLY DESIGNED FOR CHILDREN OF ALL AGES + ABILITIES TO PRACTISE + IMPROVE THEIR PLAY, MOVEMENT + COMMUNICATION SKILLS + TO HAVE FUN.
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?	YES WE WILL EVALUATE THE PROJECT BY USER FEEDBACK FORMS.
4.2	Describe how you will promote the Town Council in your project	WE WILL HAVE A PLAQUE ON THE WALL, PROMOTE THE PROJECT ON THE WEBSITE + ON THE BLOG.

Signature:



Date:

19/2/18



Quotation



Contact Name: **Alison Parr**

Centre Name: **Ruby's Fund**

Quote No: **25974**

Date: **13 February 2018**

Address: Upstairs Room
Meridian House, Row Street
Congleton
Cheshire
CW12 1PG
Tel No: 01260 277666

sales@rhinouk.com
www.rhinouk.com

Qty	Code	Description	Details	Unit Price	Net Price
11.80	R0029	Floor Padding- White (Depth 2")	Click here	£131.00	£1,545.80
	INST01	Delivery & Installation			£350.00

Designer: Keren Wells

Sales Administrator: Sarah Shore

Note: THIS IS NOT A VAT INVOICE

Total Net Amount	£1,895.80
Total VAT Amount	£0.00
Total inc VAT	£1,895.80

All Quotations raised by Rhino UK are valid for three months from the date of the original quotation unless agreed in writing by Rhino UK. Should there be any change to any room or area prior to fitting, notification must be made to Rhino UK 7 days prior to fitting. **Current Catalogue Terms and Conditions apply on all orders placed with Rhino UK. The above prices on this quotation apply only to the above ordered as a whole and not in part, part orders may incur increased prices, unless agreed in writing from the Sale Office.**

Charity Commission Annual Return 2017

RUBY'S FUND

Charity registration number: 1152148

28 December 2017 Deadline

Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.

This document is a record of the information provided in the Annual Return 2017.

THIS DOCUMENT IS A DRAFT AND HAS NOT YET BEEN SUBMITTED.

Do not send a printed copy of this document to the Charity Commission.

PART A - Charity information

Financial period

Financial period start date

29/02/2016

Financial period end date

28/02/2017

When is your next financial period end date after this one?

28/02/2018

Income and spending

Income £

£96,941

Spending £

£103,793

Operating outside England and Wales

Did your charity operate outside England and Wales during the financial period covered by this annual return?

No, the charity did not operate outside England and Wales in this financial period

Charity governance

How many UK volunteers, excluding trustees, did the charity have during this financial period?

13

Does your charity own or lease any land or buildings?

Yes, the charity owns or leases land or buildings

Is any of your charity's land or buildings required to be used for the charity's purposes?

Yes, some or all of the land or buildings are used for the charitable purposes of the charity

We currently have no active linked (subsidiary or constituent) charities associated with this charity. If this is incorrect please see our guidance on linking charities for administrative purposes.

Policies

Does the charity have a risk management policy?

Yes

Does the charity have a written investment policy?

Not applicable

Does the charity have a written safeguarding policy?

Yes

Does the charity have a conflict of interest policy?

Yes

Does the charity have a policy for managing volunteers?

Yes

Does the charity have written policies in handling complaints?

Yes

Does the charity have written policies on paying staff?

Yes

Emailed Mamma 1/3/18 Submitted F + P
22/3/18



Congleton Town Council

Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR13/17/18
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1.1	Applicant(s):	Jenny Norton
1.2	Representing:	Congleton Library
1.3	Email Address:	Jenny.norton2@cheshireeast.gov.uk
1.4	Tel No.	01260 375550
1.5	Project Title:	Summer Reading Challenge 2018 - Professional Storyteller: John Kirk.
1.6	Project Objectives:	Make a live storytelling event free + accessible to more families. Encourage more children to read for pleasure. Increase library footfall, membership + issues. Reward children with a fun free event for keeping up their literacy skills.
1.7	Brief Project Description:	The Summer Reading Challenge is a national initiative that encourages children to read 6 books over summer, thus promoting literacy. Last year we had a record breaking 614 children from Congleton take part! The 2018 theme is 'Mischievous Makers' to celebrate 80 years of Beano + we are lucky to welcome professional storyteller John Kirk who will be bringing Beano mayhem with him!
1.8	Details accounts/budgets	

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£100
2.2	Total contribution sought:	£100
2.3	What will the money be spent on?	John Kirk's fee.

2.4	Any ongoing costs:	N/A
2.5	Details of confirmed match funding include source Cash: In kind:	N/A
2.6	Resources needed:	N/A.
2.7	Estimated timescale of project from start to finish:	One day / one off event: Monday 13 th August 10am-11am

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	<p>A grant would enable us to offer tickets for free and so make the event completely inclusive.</p> <p>This may be some children's first experience of a live theatrical event.</p> <p>Congleton children will be reading for pleasure + increasing literacy.</p>
3.2	Are there similar services/projects provided in the area	Nothing similar in the area.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	<p>We keep statistics for events: footfall, age, how they found out about the event, plus customer feedback.</p> <p>Overall Summer Reading Challenge participation stats are collated September.</p>
4.2	Describe how you will promote the Town Council in your project	<p>Town Council logo on marketing material (posters + social media) clearly stating event sponsored by Town Council.</p> <p>At the start of the event we can publically thank Town Council for the grant.</p>

Signature: 

Date: 1/3/18

SUBMITTED MEETING:
22nd March 2018.



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR14/1718
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CONGLETON

07 MAR 2018

TOWN COUNCIL

1.1	Applicant(s):	JOE ROBINSON, IZZY JOE FULLER
1.2	Representing:	DANE VALLEY SCOUTS / EXPLORERS AS PART OF MACCLESFIELD + CONGLETON DISTRICT SCOUTS
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	WORLD SCOUT JAMBOREE 2019 (WSJ 2019)
1.6	Project Objectives:	TO RAISE FUNDS FOR THE THREE ABOVE NAMED SCOUTS/EXPLORERS TO ATTEND THE WSJ 2019 IN WEST VIRGINIA.
1.7	Brief Project Description:	WORLD SCOUT JAMBOREES ARE HELD ONCE EVERY FOUR YEARS AND GATHER 40,000 SCOUTS FROM AROUND THE WORLD. IT IS AN EDUCATIONAL EVENT TO PROMOTE PEACE AND UNDERSTANDING AMONG YOUNG PEOPLE FROM DIFFERENT CULTURES.
1.8	Details accounts/budgets	

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£11 685.00
2.2	Total contribution sought:	ANY DONATION WILL BE MUCH APPRECIATED
2.3	What will the money be spent on?	TRAINING EVENTS, JAMBOREE FEE, FLIGHTS, TRANSFERS, JAMBOREE FEE + KIT

2.4	Any ongoing costs:	
2.5	Details of confirmed match funding include source Cash: In kind:	
2.6	Resources needed:	
2.7	Estimated timescale of project from start to finish:	NOVEMBER 2017 - AUGUST 2019

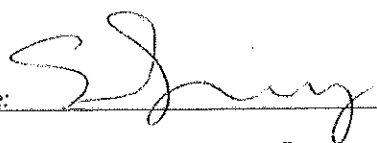
Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	THE THREE YOUNG PEOPLE HAVE BEEN, AND WILL CONTINUE TO BE, INVOLVED IN LOCAL VOLUNTEERING + COMMUNITY WIDE FUND RAISING. THEY HAVE HELPED AT THE ROTARY SANTA FLOAT AND THE GANG SHOW, AND HELPED AT BAG PACKS AT LOZAK SUPERMARKETS. FUTURE PLANS INCLUDE A VILLAGE BARN DANCE, A MUSICAL EVENING, STALLS AT LOZAK FETS INCLUDING ASTBURY, AND OTHER VOLUNTEERING.
3.2	Are there similar services/projects provided in the area	

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	ALL FUNDRAISING IS OVERSEEN BY MARK EDEN, MACCLESFIELD + CONGLETON DISTRICT COMMISSIONER
4.2	Describe how you will promote the Town Council in your project	ANY DONATION WOULD BE ACCREDITED IN PROMOTIONAL MATERIAL AND LOCAL PRESS PUBLICATIONS

Signature:



Date: 6.3.18

SMITHY HOUSE
SAWERS LANE
SIDINGTON
SK11 9LH

07501 015772



Congleton Town Council Application for Financial Assistance

SUBMITTED MEETING:
22nd March 2018.

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR15/1718
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1.1	Applicant(s):	Janet Etridge
1.2	Representing:	Congleton Carnival
1.3	Email Address:	info@congletoncarnival.co.uk
1.4	Tel No.	
1.5	Project Title:	Congleton Carnival Parade and Fun Day 2018
1.6	Project Objectives:	To deliver a carnival procession and fun day in the park for Congleton. To give residents, schools, neighbourhoods, groups and businesses the opportunity to get involved in their local community To bring the community together To promote Congleton as a place to visit To hold a bucket collection for local charities and good causes
1.7	Brief Project Description:	Congleton Carnival Committee is busy preparing for the 2018 Carnival. It will consist of a large and colourful parade with a theme of Superheroes and Villains. The parade will process through the town, leaving Bromley Road at 11am and arriving at the Congleton Park around 60 – 90 minutes later. There will also be a fun day in the park with food and craft stalls, fair rides, a wide range of entertainment, music, food and drink. The parade will be free to enter. There will be no admission to visitors attending the park. Park entertainment and activities are expected to last from 11am to 7pm.
1.8	Details accounts/budgets	Available on request

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£20,000
2.2	Total contribution sought:	£7,500

2.3	What will the money be spent on?	<p>The funding being sought from Congleton Town Council will largely pay for the logistics of making the event possible including:</p> <p>Road Closures for the Parade Marching Bands for the Parade First Aid at the Park Security at the Park Toilets Insurance Signage Skip hire Publicity and Marketing A key act or two for the park</p>
2.4	Any ongoing costs:	<p>None – this is a one day event. Bucket Collections made on the day will be donated to local charities Any surplus will be held in Congleton Carnival bank account to help with future carnivals.</p>
2.5	Details of confirmed match funding include source Cash: In kind:	<p>There will be income from stalls, programme sponsorship and small fair rides. Carnival Committee is also applying to local trusts.</p> <p>Hundreds of volunteer hours given by local people</p>
2.6	Resources needed:	
2.7	Estimated timescale of project from start to finish:	Preparation on going. The event will last one day, completing on the evening of Saturday 7 th July.

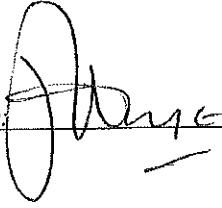
Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	<p>Free entertainment for the whole family. A feel good factor day for the town and a chance for all to get involved and connect with their community Increased tourism and footfall through the town Improved community spirit.</p>
3.2	Are there similar services/projects provided in the area	There is only one Congleton Carnival and it happens biennial

Part 4: Evaluation/Publicity

4.1	<i>How will the project be evaluated and who will carry out the evaluation?</i>	Members of Carnival Committee will evaluate based on Numbers in the Parade, numbers in the park, press coverage, stall holder feedback, volunteer feedback and funds raised through the bucket collection.
4.2	<i>Describe how you will promote the Town Council in your project</i>	Congleton Town Council will be acknowledged as the main sponsor with their logo included on publicity materials and carnival brochure. Happy to consider any requests for further involvement or recognition.

Signature:



9/3/18

Date:



Congleton Town Council

Application for Financial Assistance

SUBMITTED MEETING:
22nd March 18.



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR16/1718
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1.1	Applicant(s):	Glen Williams
1.2	Representing:	Bromley Farm Community Development Trust
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	Bromley Farm News
1.6	Project Objectives:	<p>To produce an eight page quarterly resident newsletter.</p> <p>To inform residents of what is going on in the Bromley Farm neighbourhood.</p> <p>Highlight and showcase the positive changes in the Bromley Farm neighbourhood. During 2018 this will include 15 years of Bromley Farm Community Development Trust, 10 years of the Friday night youth club, 10 years of the Bromley Farm News, Bromley Farm in Bloom, NRG Youth Project and school holiday activities for young people and parents.</p> <p>To provide informative articles from partner organisations that have a relevance to life on Bromley Farm improving wellbeing of residents.</p> <p>To forge stronger links between organisations delivering services to residents of Bromley Farm and the residents themselves.</p> <p>To promote an increased range of services and activities to improve the well-being of Bromley Farm residents reducing dependency and costs on the public purse.</p>
1.7	Brief Project Description:	<p>The project is to produce a popular and well received community based newsletter for a further 12 months. The newsletter is well established for 10 years and this is the main way the Trust and other partner organisations can effectively communicate with the community directly into resident's homes. Bromley Farm Community Development Trust are embarking on an ambitious plan to produce a vision for the neighbourhood and the Bromley Farm News will be a key component of promoting this and to get engagement from residents. The newsletter is the main way we promote what is going on at the community centre and around the neighbourhood.</p>
1.8	Details accounts/budgets	<p>Cost of each newsletter is currently £400 per edition</p> <p>Total cost for 12 months is £1600</p>

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£1600
2.2	Total contribution sought:	£400
2.3	What will the money be spent on?	The money will be spent on the production of the newsletter namely design contributions and printing costs.
2.4	Any ongoing costs:	None
2.5	Details of confirmed match funding include source Cash: In kind:	Bromley Farm Community Development Trust £600 Cheshire Community Foundation £400 C4C £200 Local residents will deliver the newsletter saving at least £300 over 12 months
2.6	Resources needed:	No specific resources except contributions of articles from partner organisations, and funding to print the newsletter.
2.7	Estimated timescale of project from start to finish:	May 2018 – May 2019

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Bromley Farm residents from 1300 homes will be regularly updated with what events and activities are taking place in their neighbourhood. These residents will have the knowledge of what is planned in their neighbourhood and how they can get involved. Key information and advice will be provided through the newsletter. Provides a valuable link between organisations delivering services and the community. Demonstrates that organisations are responding to local priorities. Shows the benefits of partnership working in action. Provides an opportunity for residents to be engaged and involved in beneficial projects. Encourages volunteering in the community. Improves the wellbeing of residents by increasing engagement in valuable services and activities. Nearly 200 residents provided positive feedback during 2017 about the newsletter and we will look to build on this during 2018.
3.2	Are there similar services/projects provided in the area	Bear Necessities, This is a valuable town wide newsletter, but is not resident led and focussed directly on the needs of Bromley Farm residents. Congleton Town Council regularly contributes articles for the Bromley Farm News

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry	The project will be evaluated by the Trust through sample phone calls and home visits throughout the year. The last 12 months 200 such
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	<i>out the evaluation?</i>	contacts were made with a 97% favourable response rate. It will also be evaluated by the range of articles from different organisations. We will also evaluate by the level of attendance at our groups and events.
4.2	<i>Describe how you will promote the Town Council in your project</i>	The town council's logo will appear in each edition. We will include articles from or about Congleton Town Council in the next 4 editions.

Signature: G. S. Williams Date: 8.3.18

SUBMITTED MEETING:
22nd March 2018.



Congleton Town Council
Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR17 / 1718
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1.1	Applicant(s):	JOHN COCKELL
1.2	Representing:	CONGLETON BATH HOUSE & PHYSIC GARDEN (Congleton Building Preservation Trust)
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	Provision for community events
1.6	Project Objectives:	To purchase tables & other equipment for open days and heritage events
1.7	Brief Project Description:	At our regular events in the Physic Garden, we aim to provide good quality tables for exhibitors and local community groups.
1.8	Details accounts/budgets	We are a small charity dependent on grant income for all our projects.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£ 200
2.2	Total contribution sought:	£ 100
2.3	What will the money be spent on?	2 x market-stall style folding tables

2.4	Any ongoing costs:	N/A
2.5	Details of confirmed match funding include source Cash: £100 In kind:	Money raised at coffee mornings and open days
2.6	Resources needed:	N/A
2.7	Estimated timescale of project from start to finish:	N/A

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Better provision for expanding range of stalls & educational opportunities at our well-attended public & community events.
3.2	Are there similar services/projects provided in the area	—

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	Congleton Building Preservation Trust & Administration Committee via CHAIRMAN, <u>John Coakell</u> .
4.2	Describe how you will promote the Town Council in your project	Press releases relating to events on site.

Signature:

J R Coakell

Date:

13/3/18



Congleton Town Council Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR18/1718
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1.1	Applicant(s):	ALISON WILLIAMS
1.2	Representing:	FRIENDS OF CONGLETON PARK
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	BRASS ON THE GRASS
1.6	Project Objectives:	To provide an afternoon of free entertainment for residents and visitors in Congleton
1.7	Brief Project Description:	Friends of Congleton Park aim to organise an afternoon of brass band, youth band and steel orchestra music. This is a community event and is free to all residents and visitors to Congleton.
1.8	Details accounts/budgets	Roberts Bakery Brass Band — £600 Rode Hall Silver Band — £300 Sandbach Youth Band — £150 Fantomix All Stars Steel Orchestra — £650 Portable Toilets — £220 PA System — £150 Marketing/Advertising — £420

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£2490-00
2.2	Total contribution sought:	£300-00
2.3	What will the money be spent on?	The grant will go towards the cost of the event.

2.4	Any ongoing costs:	One off cost for the event.
2.5	Details of confirmed match funding include source Cash: In kind:	None to date.
2.6	Resources needed:	Chairs, tables, electrics, gazebos to be supplied free of charge by Friends of Congleton Park.
2.7	Estimated timescale of project from start to finish:	6 months ie January 2018 - June 2018

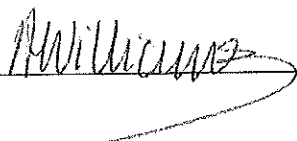
Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Congleton residents of all ages will be given the opportunity to experience an afternoon of high quality senior and youth brassbands together with multi aged steel orchestra
3.2	Are there similar services/projects provided in the area	Not to my knowledge.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	The event will be evaluated by Friends of Congleton Park at the committee meeting to be held on 24/07/18 and the findings recorded in the minutes of the meeting.
4.2	Describe how you will promote the Town Council in your project	The Town Council will be promoted in advertising materials produced for the event, relating to financial support provided by the council and the maintenance of the park by Congleton Town Council.

Signature:



Date: 8/03/18

SUBMITTED MEETING:
22ND MARCH 2018.



Congleton Town Council
Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR19/1718
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1.1	Applicant(s):	Cllr Suzie Akers Smith
1.2	Representing:	Health and Wellbeing Committee, CTC
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	700 Mayor's GO TRI Triathlon Event for children
1.6	Project Objectives:	<ol style="list-style-type: none">1. To improve personal fitness levels, feel good factor and have fun.2. To inspire people to become more active.3. To promote swimming, cycling and running for fitness.
1.7	Brief Project Description:	<p>A taster triathlon to encourage children to take part as individuals or as a team, GO TRI is an initiative by Triathlon England to provide children and young people with the opportunity to find out what a multisport activity is like and at minimal cost.</p> <p>The aim of GO TRI is for people to discover the sport, enjoy the achievement of finishing an event and believing that triathlon and its related multisport is for them. For many who take part this will be their first entry into the sport. Many will then go onto club and commercial events already established.</p> <p>A triathlon is a consecutive swim, cycle and run with distances varying for age groups and for different types of events.</p> <p>There are very few events of this kind for children and to be able to host one in Congleton will inspire children and young people to get fit and take part.</p>
1.8	Details accounts/budgets	As this is a free to enter event, we cannot raise funds from the children, funds are required to ensure health and safety measures are supported and to cover the costs of organising the event.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£1920
2.2	Total contribution sought?	£500
2.3	What will the money be spent on?	£250 for first aid, and £250 for medals and certificates for 228 children
2.4	Any ongoing costs:	No
2.5	Details of confirmed match funding include source Cash: In kind:	£250 from the Young People's Trust Marshals and help from Everybody Leisure staff, Congleton Cycling Club, The Danes swimming club, Congleton Harriers, Air Cadets, Congleton Pavillion, Friends of Congleton Park, Morrisons, Tesco and other volunteers.
2.6	Resources needed:	Medals and certificates, trophies, first aid, pay for use of the leisure centre, advertising and promotion, PA and music on the day, food and drink, race and bike numbers.
2.7	Estimated timescale of project from start to finish:	4 months, started organising in January and project ends on the 22nd April 2018

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton?	<p>The British Triathlon GO TRI event will support over 200 Congleton children to take part in either swimming, cycling or running or all three disciplines. The event includes primary school and secondary school children and children from different groups such as the Air Cadets, the swimming, running, football, clubs etc. The event is being held in Congleton Leisure Centre and Congleton Park and is being supported by the Congleton Harriers, Congleton Cycling Club, The Danes swimming club, along with volunteer marshals from the Air Cadets and Friends of Congleton Park.</p> <p>This year we are encouraging any activity or sporting clubs that would like to showcase what they do by setting up a table/gazebo inside the running area of the event. Please see map attached. So far the rugby and football, cycling and running clubs are going to be there on the day to encourage young people to take part in an activity. Since the triathlon is also encouraging adults to participate in an event after the Go Tri event it will be a family day out for all the family. We are also including a 50m sprint for 7's and under, dressed up as a medieval character to celebrate 700 years of Mayoralty in Congleton.</p> <p>We would like to be able to help those taking part feel encouraged by their achievements with rewards for their participation, and encouragement to keep on being fit and carry on exercising.</p> <p>The Health & Wellbeing Committee has been set up to promote healthy lifestyles, fitness, and to encourage residents of Congleton to think about their own wellbeing, health and fitness. An example of the way</p>
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		<p>we have promoted health and fitness is through the first Congleton Sprint Triathlon which took place in 2017 and encouraged people who had not exercised for a long time to take on a programme of fitness and to enter in their first sprint triathlon event.</p> <p>We also support activities to promote mind fitness as well as thinking of ideas that will help Congleton residents be more active on a daily basis.</p> <p>We are part of Congleton Town Council, but all members of the committee are volunteers.</p>
3.2	<i>Are there similar services/projects provided in the area?</i>	No

Part 4: Evaluation/Publicity

4.1	<i>How will the project be evaluated and who will carry out the evaluation?</i>	<p>The project is evaluated by comments and feedback from the entrants and the other groups and volunteers that take part in the event. Evaluation is carried out by the organisers, collated either via email and/or a mop up meeting to go through what went well and what could be done better.</p>
4.2	<i>Describe how you will promote the Town Council in your project?</i>	<p>The Congleton Town Mayor Cllr Charles Booth is learning to swim to take part in the event , which is encouraging for others to give it a try. The Town Council logo is being used on all correspondence, and the event has the support of officers and councillors, some of whom are taking part. To promote the event for children to take part will means that all the schools are being sent details of the event and in some way be involved.</p>

Signature:

Date

Go Tri Event Costs and Income:

Children- 60 teams - primary school age = 180 children

48 individual entries = 48 children

Total children allowed 228

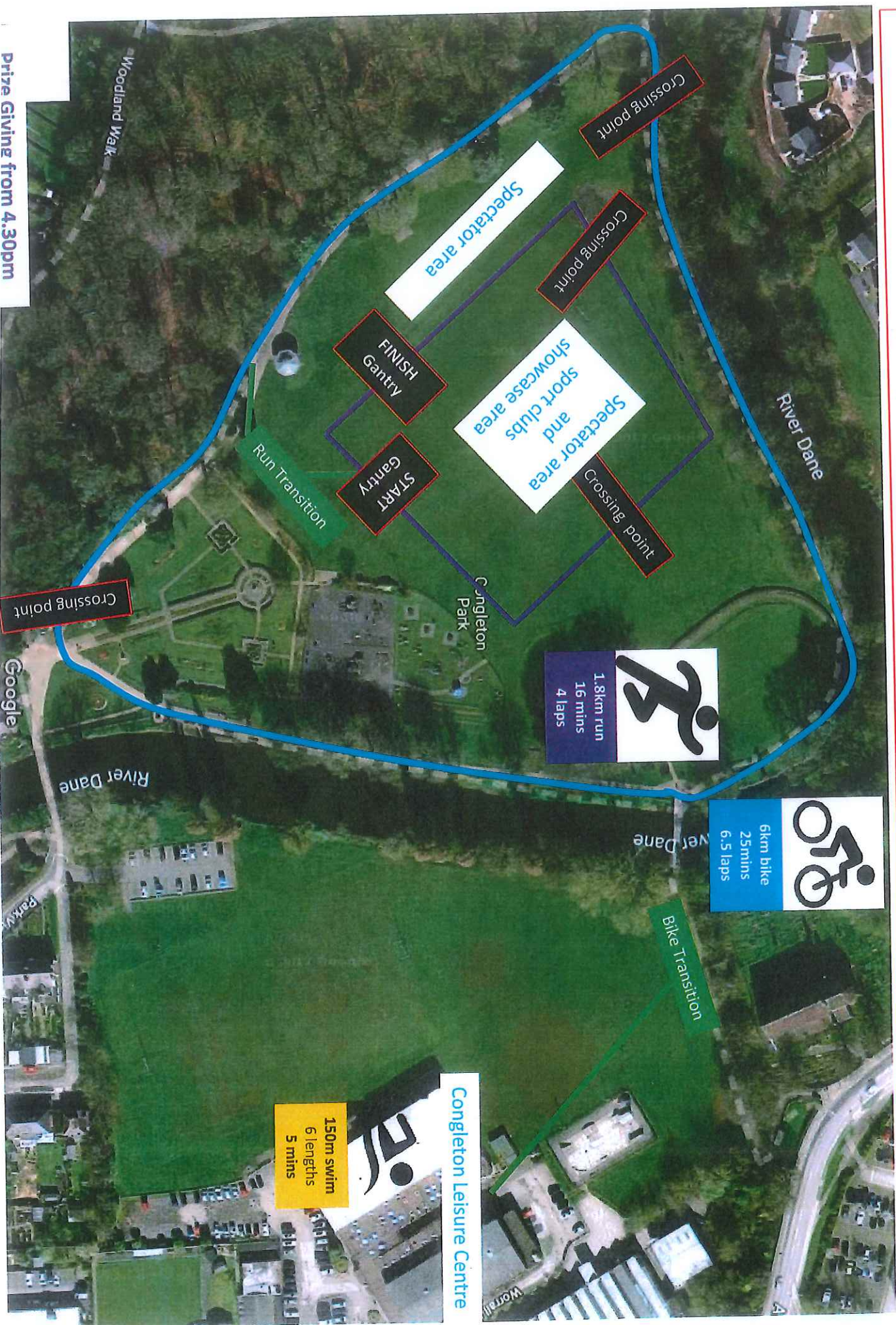
Income:

- Young Peoples Trust- £250.00
- Inclosure Trust
- Town Trust
- Congleton Partnership
- Tesco
- Morrisons

Expenditure as of March 2018:

• Medals and certificates (£2.20 each)	£500.00
• Trophies	£50.00
• First Aid	£200.00
• Leisure Centre- use on the day and training	£300.00
• Advertising	£300.00
• PA Music for the day	£50.00
• Food (subsidised by The Pavilion)	£400.00
• Race and bike numbers	£120.00
Sub Total	£1920.00

700 Mayor's Charity Sprint Triathlon Event 2018 in Congleton Park and Congleton Leisure Centre
Sunday 22nd April 2018 - Go Tri children's event starts at 1.30pm.



Prize Giving from 4.30pm



Congleton Town Council Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR 20/ 1718
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1.1	Applicant(s):	Sam Vinsun
1.2	Representing:	Congleton Museum
1.3	Email Address:	
1.4	Tel No.	01260 276360
1.5	Project Title:	Museum Front Improvement
1.6	Project Objectives:	To enhance the look of the entrance to the Museum
1.7	Brief Project Description:	Banners to be designed, printed and attached to the front of the Museum. To add colour and to advertise the key aspects of Congleton Museum and what it has to offer.
1.8	Details accounts/budgets	Quote for the banner attached.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£728.00
2.2	Total contribution sought:	£228.00
2.3	What will the money be spent on?	The final banner for the front of the museum. X3 banners are complete, leaving a fourth space currently empty. Museum in-house design has kept costs to a minimum.
2.4	Any ongoing costs:	N/A
2.5	Details of confirmed match funding include source Cash: In kind:	£500.00 already contributed by Congleton Museum.
2.6	Resources needed:	N/A

2.7	<i>Estimated timescale of project from start to finish:</i>	End of April 2018.
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Part 3: Potential Benefits / Outputs

3.1	<i>What are the potential benefits/outputs to residents of Congleton</i>	<p>The banners on the front of Congleton Museum will add colour and visuals on first look at the building and the design gives brief key aspects of what the Museum has to offer.</p> <p>The bright colours and design will attract more people to the Museum.</p>
3.2	<i>Are there similar services/projects provided in the area</i>	No.

Part 4: Evaluation/Publicity

4.1	<i>How will the project be evaluated and who will carry out the evaluation?</i>	A monitoring form and pictures of the project will be sent in for the next Finance & Policy Committee Meeting once the project is complete.
4.2	<i>Describe how you will promote the Town Council in your project</i>	Congleton Museum always works closely with the Town Council.

Signature: S. Vinsun

Date: 15.03.2018

Estimate No: 57151

Date: 13/03/2018

Sam Vinsun
Congleton Museum

Title: 3500 x 600mm Vinyl Covering

Dear Sam

Thank you for your enquiry. We have pleasure in submitting the following estimate for your approval.

Description:	3500 x 600mm Vinyl Covering
Origination:	Customer to supply print ready PDF
Proofs:	PDF proof supplied.
Colour:	CMYK one side only.
Size:	3500 x 600mm
Materials:	VW300 Grey Back Self Adhesive Vinyl.
Finishing:	Apply gloss laminate, trimmed to size and re-cover the existing sign in-situ.
Delivery:	Congleton Museum
Quantity:	Price
1	£190.00

I trust this is of interest to you but should you require any further product information, samples or would simply like to discuss this further please do not hesitate to contact me.

NON ACCOUNT CUSTOMERS ARE ON A PRO FORMA BASIS AND MUST MAKE PAYMENT PRIOR TO ANY WORK BEING CARRIED OUT.

I look forward to hearing from you soon.

Best regards,

Lucy Carpenter

**** Please be advised that in the current climate, quotes are valid for a maximum of 10 days from date quoted ****

VAT at the standard rate of 20% will be added where applicable

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	22 nd March 2018 7pm	LOCATION	Congleton Town Hall
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM REPORT TITLE	Management accounts to January 2018		
Background	Variance analysis of the Management Accounts to January 2018 to accompany the spreadsheet.		
Updates	<p>These are for 10 months of 2017/18 (April to January 2018) – so 83% 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 January 2018 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. • 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"> • £10,456 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. • Christmas Fayre is showing an overspend but £1,000 extra sponsorship will be shown as received in February. • 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 £6,773 income up to January 2018 <p><u>Town Hall Committee</u></p> <ul style="list-style-type: none"> • Expenditure slightly over budget and income slightly over so overall 69% of budget used. <p><u>Personnel Committee</u></p> <ul style="list-style-type: none"> • Staffing costs on budget.
<p>Decision Requested</p>	<p>To receive the Management Accounts for January 2018</p>

Congleton Town Council - Management Accounts - January 2018

	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)	11,786	114,860	136,484	21,624	84%
Travel	0	228	900	672	25%
Training / Conferences	184	1,184	1,000	-184	118%
Rent Payable	1,163	11,625	13,950	2,325	83%
Reception - TIC	0	3,063	3,010	-53	102%
Miscellaneous Office Costs	19	347	400	53	87%
Telephone/Fax/Internet	53	663	3,000	2,337	22%
Postage	942	2,545	2,500	-45	102%
Stationery & Printing	198	1,814	2,000	186	91%
Subscriptions & Publications	0	2,841	2,900	59	98%
Insurance	0	8,127	9,800	1,673	83%
Computer/IT Costs	815	8,446	9,950	1,504	85%
Photocopy Charges	-38	1,743	2,500	757	70%
Recruitment Advertising	0	0	500	500	0%
Other Advertising	0	134	300	166	45%
Bank Charges	63	695	600	-95	116%
Audit Fees - External	0	0	2,000	2,000	0%
Audit Fees - Internal	0	420	1,260	840	33%
Accountancy Support	0	2,420	4,100	1,680	59%
Legal & Professional fees	0	174	3,000	2,826	6%
HR & H&S support	0	3,575	4,000	425	89%
Central Overheads reallocated	-2,151	-39,375	-56,292	-16,917	70%
Corporate Management:-Expenditure	13,034	125,529	147,862	22,333	85%
Printing and Stationary recharges	0	-212	0	212	
Interest Receivable	-215	-3,767	-3,000	767	126%
Misc Income		-207	0	207	#DIV/0!
Corporate Management :- Income	-215	-4,186	-3,000	1,186	140%
Net Expenditure over Income	12,819	121,343	144,862	23,519	84%
102 Democratic Rep'n & Mgmt/Civic					
Staff Costs (re-allocated)	2,116	21,163	25,396	4,233	83%
Training / Conferences	0	0	500	500	0%
Stationery & Printing	138	225	500	275	45%
Marketing/Promotions	0	1,190	900	-290	132%
Council Newsletter	1,171	3,513	5,230	1,717	67%
Council Website	70	70	1,500	1,430	5%
Mayor's Allowance	0	3,000	3,000	0	100%
Members Expenses	0	0	200	200	0%
Civic Expenses	0	3,710	5,000	1,290	74%
Civic Regalia	0	0	250	250	0%
Hall & Room Hire	618	4,063	5,500	1,437	74%
Civic Artefacts and Treasures	50	535	500	-35	107%
Election expenses	0	17,914	0	-17,914	#DIV/0!
Central Overheads reallocated	100	1,833	2,520	687	73%
Democratic Rep'n & Mgmt/Civic:-Expenditure	4,263	57,216	50,996	-6,220	112%
Grants	0	55,027	65,483	10,456	84%
F&P Income - Expenditure Totals	17,082	233,586	261,341	27,755	89%

	Current Month Actual	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
<u>Community, Environment & Services</u>					
Paddling Pool	50	20,754	23,529	2,775	88%
Floral Displays	-1,018	10,011	12,000	1,989	83%
Allotments	36	252	290	38	87%
Public Toilets	1,205	5,505	6,775	1,270	81%
Public Realm CCTV	0	9,544	14,450	4,906	66%
Congleton Partnership	2,794	27,938	33,525	5,588	83%
Community Development	4,855	50,294	62,364	12,070	81%
Police Community Support Officers	0	47,672	48,150	478	99%
Christmas Fayre/lights	1,274	5,441	4,000	-1,441	136%
Neighbourhood Plan	0	0	0	0	#DIV/0!
Tourism	4,482	6,695	4,000	-2,695	167%
From Tourism EMR	-4,482	0	0	4,482	#DIV/0!
Youth and Young People	32	579	2,000	1,421	29%
Luncheon Club	1,254	5,421	11,000	5,579	49%
	10,482	190,106	222,083	36,460	86%
<u>Streetscape</u>					
Staff Costs	30,959	312,259	375,834	63,575	83%
Agency Staff	0	0	6,000	6,000	0%
Training	0	2,000	2,000	0	100%
Protective Clothing/H & Safety	1,083	3,483	3,000	483	116%
Office rent	256	2,556	3,067	511	83%
Cleaning Materials	320	3,301	3,000	301	110%
Telephones	45	198	1,200	1,002	17%
Insurance	0	5,307	6,400	1,093	83%
Property maintenance	0	567	1,000	433	57%
Horticultural etc Supplies	170	17,591	16,000	1,591	110%
Vehicle maintenance/Serv etc	80	5,665	8,000	2,335	71%
Vehicle fuel and oil	632	10,265	15,000	4,735	68%
Vehicle rental charges	3,404	31,120	35,616	4,496	87%
Street Cleansing	92	2,759	3,000	241	92%
General expenditure	0	2,687	1,500	1,187	179%
Central Overheads Reallocated	1,481	27,132	39,740	12,608	68%
Rechargeable expenses	0	48	0	48	#DIV/0!
Streetscape Expenditure	38,522	426,938	520,357	93,419	82%
Streetscape - Income		-305,585	-368,220	-62,635	83%
Streetscape - External work income	0	-6,773	0	6,773	
Streetscape - Misc Income	0	-675	-900	-225	75%
	0	-313,033	-369,120	-56,087	85%
Net Expenditure over Income	38,522	113,905	151,237	37,332	75%
C,E &S Income - Net Expenditure Totals	49,004	304,011	373,320	73,792	81%
<u>Town Hall</u>					
Town Hall - Expenditure		152,047	173,823	-21,776	87%
Town Hall - Income		-106,618	-107,950	1,332	99%
Net Expenditure over Income	0	45,429	65,873	-20,444	69%
Total Net Expenditure	0	583,026	700,534	81,103	83%
<u>Personnel</u>					
Staff Costs - Reallocated	56,117	568,715	681,905	113,190	83%

Reserves as at 31/01/18

General Reserve	175,859
Capital Equipment Fund	35,240
Capital Contingency Fund	246,583
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	1,747
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	10,518
EMR Congleton Neighbourhood Plan	24,371
EMR Cenotaph	10,000
EMR Rotary Bonfire	5,000
EMR In Bloom	3,000
EMR Christmas Lights	7,573
	<u>654,452</u>

Date: 15/02/2018

Congleton Town Council 17 18

Page No: 1

Time: 10:49

User : JP

Bank Reconciliation Statement as at: 31/01/2018 for Cash Book 1 RBS Current/I 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	31/01/2018	252	203,435.99
			<u>203,435.99</u>

Unpresented Cheques (Minus)**Amount**

12/12/2017 008491	Cheshire East Council	180.00
09/01/2018 008501	Brereton Bears childcarevouche	50.00
17/01/2018 008503	Broken Cross Paint & Wallpaper	13.05
19/01/2018 008506	EE	54.16
30/01/2018 008508	Ann Beedham	40.00
30/01/2018 008509	Broken Cross Paint & Wallpaper	57.63
30/01/2018 008510	MPH Services	80.00
30/01/2018 008512	Sandbach Partnership	500.00
30/01/2018 008513	Stringing and Frames	1,190.00
30/01/2018 008514	Stu's Porta Loos	354.00
30/01/2018 008511	Mr David Pugh	1,470.00
		<u>3,988.84</u>
		199,447.15

Receipts not Banked/Cleared (Plus)

	<u>0.00</u>
	199,447.15
Balance per Cash Book is :-	199,447.15
Difference is :-	0.00

A Shepherd-Robert
For Auditing Solutions

8/3/18

SIBA and Cambridge and Counties Bank Balance as at 31/01/2018

Balance per Special Interest Bearing Account (10180876)
Cambridge and Counties 1 year fixed deposit

608,486.99
<u>150,000.00</u>
<u>758,486.99</u>

Balance Omega code 202

*A. Shepherd-Robe
For Auditing Solution*

AR
8/2/18

Congleton Town Council 17 18

RBS Current/ Access Acct

List of Payments made between 01/01/2018 and 31/01/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
02/01/2018	Prism Business Developments	bacs	38.63	60743/8692/Prism telephones
02/01/2018	Cheshire East BC	DD	2,563.00	Business Rates town hall
02/01/2018	Cheshire East BC	DD	201.00	Business rates mkt st toilets
03/01/2018	Cheshire East Council	008499	17,914.15	41100797/8728/election costs
04/01/2018	Grenke Leasing Ltd	dd	192.85	4772/2018/8702/equip protectio
04/01/2018	Grenke leasing (Tom Tom)	DD	406.19	Quarter tracker leases
08/01/2018	BACS B/L Pymnt Page 1835	BACS Pymnt	4,712.64	BACS B/L Pymnt Page 1835
09/01/2018	RHS	008500	50.00	090118/8781/Tickets
09/01/2018	Brereton Bears	008501	50.00	childcarevoucher scheme
10/01/2018	Water Plus Ltd	008502	1,399.37	3045718/8743/P/pool water
10/01/2018	Purchase Power	DD	213.00	BF205155/8736/postage
10/01/2018	Pitney Bowes	DD	190.05	Franking m/c rental
11/01/2018	West Mercia Energy	Dd	3,503.44	1444799/8714/Utilities
15/01/2018	BACS B/L Pymnt Page 1842	BACS Pymnt	8,330.22	BACS B/L Pymnt Page 1842
15/01/2018	TomTom Telematics	dD	117.42	7382434/8787/vehicle tracker
15/01/2018	RBS Bankline	DD	50.60	RBS Bankline chgs
17/01/2018	Broken Cross Paint & Wallpap	008503	13.05	8033/8763/flagpole paint
17/01/2018	Congleton Community Trans F	008504	136.00	33/8770/In Bloom awards transp
17/01/2018	RBS Credit Card	DD	198.40	030118/8782/xmas tree
18/01/2018	Water Plus Ltd	008505	988.18	INV03039058/8794/Water charges
18/01/2018	Payroll January 18	BACS	56,718.70	Payroll January 18
18/01/2018	West Mercia Energy	D D	9.47	1451467/8737/P pool standing c
19/01/2018	EE	008506	54.16	01269090304/8773/SS phone
19/01/2018	RBS charges	DD	12.07	RBS charges
22/01/2018	BACS B/L Pymnt Page 1848	BACS Pymnt	10,205.81	BACS B/L Pymnt Page 1848
22/01/2018	Petty cash	008507	113.94	reimburse Petty cash
23/01/2018	EE	dd	25.34	V01446195527/8803/JM phone
25/01/2018	Prism Bus Developments	DD	978.50	IT Support Monthly
29/01/2018	Allpay - Plus Dane	DD	36.28	Garage rental allotments
30/01/2018	Ann Beedham	008508	40.00	141117/8805/P/shipMW Book
30/01/2018	Broken Cross Paint & Wallpap	008509	57.63	8148/8796/paint T Hall
30/01/2018	MPH Services	008510	80.00	246/8806/bracket repair
30/01/2018	Sandbach Partnership	008512	500.00	0004/8800/P/ship walking map
30/01/2018	Stringing and Frames	008513	1,190.00	220118/8801/reframe mayors
30/01/2018	Stu's Porta Loos	008514	354.00	535/8802/Royal visit
30/01/2018	Mr David Pugh	008511	1,470.00	220118/8799/Decorating TH
31/01/2018	Suez Recycling and Recovery	DD	285.82	30920160/8742/waste recycling

Total Payments

113,399.91

Ledger : 1

Month : 10

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 : Amberol Ltd			AMBEROL				
21/12/2017	16692	16692/8723/planters		1,777.20	0.00	1,777.20	0.00
					0.00	1,777.20	
			Above paid on :	08/01/2018		BACS No AMBEROL	
Supplier : Ansa Environmental Services			ANSA				
19/12/2017	531012028	531012028/8724/HR services		975.00	0.00	975.00	0.00
					0.00	975.00	
			Above paid on :	08/01/2018		BACS No ANSA	
Supplier : AWC Electrical Ltd			AWC				
16/12/2017	2610	2610/8725/install xmas lights		480.00	0.00	480.00	0.00
					0.00	480.00	
			Above paid on :	08/01/2018		BACS No AWC	
Supplier : The Catering Shop			CATERING				
20/09/2017	1310	1310/8726/dishwasher repairs		150.00	0.00	150.00	0.00
					0.00	150.00	
			Above paid on :	08/01/2018		BACS No CATERING	
Supplier : Cavern Protective Clothing			CAVERN				
18/12/2017	18154	18154/8727/Hi viz clothing		283.20	0.00	283.20	0.00
					0.00	283.20	
			Above paid on :	08/01/2018		BACS No CAVERN	
Supplier : Heads Congleton Limited			CHRONICLE				
21/12/2017	108459	108459/8729/wedding licence ad		57.60	0.00	57.60	0.00
					0.00	57.60	
			Above paid on :	08/01/2018		BACS No CHRONICLE	
Supplier : Stringer & Pickford			STRINGER				
20/12/2017	1261	1261/8730/p/ship cenotaph		468.00	0.00	468.00	0.00
					0.00	468.00	
			Above paid on :	08/01/2018		BACS No STRINGER	

Ledger : 1

Month : 10

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 : Talke Chemical Company Limited			TALKECHEM				
12/12/2017	65347	65347/8732/toilet roll/gloves		379.13	0.00	379.13	0.00
18/12/2017	65348	65348/8731/T Hall floor polish		101.28	0.00	101.28	0.00
					0.00	480.41	
				Above paid on : 08/01/2018		BACS No TALKECHEM	
Supplier : Travis Perkins Trading Company Ltd			TRAVIS				
13/12/2017	3640AEL944	3640AEL944/8734/door locks		41.23	0.00	41.23	0.00
					0.00	41.23	
				Above paid on : 08/01/2018		BACS No TRAVIS	
PAYMENT TOTALS					0.00	4,712.64	

Ledger : 1

Month : 10

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 : Broxap Ltd			BROXAP				
25/10/2017	218709	218709/8738/bollard key		192.00	0.00	192.00	0.00
					0.00	192.00	
Above paid on : 15/01/2018				BACS No BROXAP			
Supplier : C T H Events & Parties			CTHEVENTS				
28/11/2017	1210A	1210A/8747/TC12032		193.14	0.00	193.14	0.00
28/11/2017	1211A	1211A/8748/TC12034		21.24	0.00	21.24	0.00
01/12/2017	1212	1212/8744/SLCC Event		195.60	0.00	195.60	0.00
01/12/2017	1307	1307/8753/final council		227.64	0.00	227.64	0.00
05/12/2017	1304	1304/8750/P/ship Cenotaph		17.40	0.00	17.40	0.00
05/12/2017	1305	1305/8749/P/Ship Exec mtg		64.80	0.00	64.80	0.00
06/12/2017	1306	1306/8751/TC12039		87.00	0.00	87.00	0.00
07/12/2017	1309	1309/8752/TC12040		20.88	0.00	20.88	0.00
11/12/2017	1310	1310/8754/Sports Trust mtg		20.88	0.00	20.88	0.00
13/12/2017	1313	1313/8755/TC12042		13.92	0.00	13.92	0.00
15/12/2017	1314	1314/8756/TC12055		222.00	0.00	222.00	0.00
					0.00	1,084.50	
Above paid on : 15/01/2018				BACS No CTHEVENTS			
Supplier : Four Oaks Nurseries Ltd			FOUR				
05/10/2017	80400	80400/8745/winter bedding '17		5,561.83	0.00	5,561.83	0.00
					0.00	5,561.83	
Above paid on : 15/01/2018				BACS No FOUR			
Supplier : K G Loach			KGLOACH				
19/12/2017	33176	33176/8757/Thermal fleece		8.14	0.00	8.14	0.00
					0.00	8.14	
Above paid on : 15/01/2018				BACS No KGLOACH			
Supplier : Landscape Supply Company			LANDSCAPE				
17/10/2017	72204	72204/8739/PPE S/scape		130.74	0.00	130.74	0.00
21/11/2017	72950	72950/8740/Cargo net		67.39	0.00	67.39	0.00
					0.00	198.13	
Above paid on : 15/01/2018				BACS No LANDSCAPE			
Supplier : Mitten Clarke			MITTEN				

List of Purchase Ledger BACS Payments

Ledger : 1

Month : 10

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
31/12/2017	18024	18024/8741/payroll/PAYE		439.20	0.00	439.20	0.00
					0.00	439.20	
Above paid on : 15/01/2018				BACS No MITTEN			
Supplier : Porters Service Station Ltd				PORTERS			
31/12/2017	301217	301217/8746/Fuel for vans		846.42	0.00	846.42	0.00
					0.00	846.42	
Above paid on : 15/01/2018				BACS No PORTERS			
PAYMENT TOTALS				0.00		8,330.22	

List of Purchase Ledger BACS Payments

Ledger : 1

Month : 10

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
04/01/2018	5102187	5102187/8771/P/ship		27.36	0.00	27.36	0.00
04/01/2018	5102192	5102192/8772/Mayor xmas cards		166.12	0.00	166.12	0.00
					0.00	193.48	
				Above paid on : 22/01/2018		BACS No CHS	
		Supplier : HCI Data Ltd	HCI				
03/01/2018	WEB10368	WEB10368/8774/domain name		83.88	0.00	83.88	0.00
					0.00	83.88	
				Above paid on : 22/01/2018		BACS No HCI	
		Supplier : JAF Graphics	JAF				
10/01/2018	20291	20291/8775/P/ship		186.00	0.00	186.00	0.00
					0.00	186.00	
				Above paid on : 22/01/2018		BACS No JAF	
		Supplier : MAC Tool & Plant Hire Ltd	MAC				
04/01/2018	292	292/8776/oil		78.00	0.00	78.00	0.00
					0.00	78.00	
				Above paid on : 22/01/2018		BACS No MAC	
		Supplier : A P Matthews Nurseries Ltd	MATTHEWS				
10/01/2018	33517	33517/8777/plants		87.00	0.00	87.00	0.00
					0.00	87.00	
				Above paid on : 22/01/2018		BACS No MATTHEWS	
		Supplier : Old Saw Mill	OLDSAW				
08/01/2018	170551	170551/8778/P/ship		40.50	0.00	40.50	0.00
					0.00	40.50	
				Above paid on : 22/01/2018		BACS No OLDSAW	
		Supplier : Otis Ltd	OTIS				
01/01/2018	0195872	0195872/8779/lift service		522.90	0.00	522.90	0.00
					0.00	522.90	
				Above paid on : 22/01/2018		BACS No OTIS	

List of Purchase Ledger BACS Payments

Ledger : 1

Month : 10

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				
11/01/2018	2617	2617/8759/remove xmas lights		1,994.40	0.00	1,994.40	0.00
					0.00	1,994.40	
			Above paid on :	22/01/2018		BACS No AWC	
Supplier : Bomford Office Products Ltd			BOMFORD				
10/01/2018	75838	75838/8760/stationery		111.90	0.00	111.90	0.00
					0.00	111.90	
			Above paid on :	22/01/2018		BACS No BOMFORD	
Supplier : Chris Booth			BOOTH				
03/01/2018	030118	030118/8761/projector hire		50.00	0.00	50.00	0.00
03/01/2018	030118A	030118A/8762/xmas lights		50.00	0.00	50.00	0.00
					0.00	100.00	
			Above paid on :	22/01/2018		BACS No BOOTH	
Supplier : OCS Group UK Ltd			CANNON				
01/01/2018	CN19612381	CN19612381/8764/clinical waste		73.94	0.00	73.94	0.00
01/01/2018	CN19612382	CN19612382/8765/clinical waste		34.96	0.00	34.96	0.00
					0.00	108.90	
			Above paid on :	22/01/2018		BACS No CANNON	
Supplier : Cavern Protective Clothing			CAVERN				
05/01/2018	18176	18176/8768/S Scape PPE		181.80	0.00	181.80	0.00
08/01/2018	18181	18181/8767/S Scape PPE		85.20	0.00	85.20	0.00
10/01/2018	18179	18179/8766/S Scape PPE		84.00	0.00	84.00	0.00
					0.00	351.00	
			Above paid on :	22/01/2018		BACS No CAVERN	
Supplier : Chains & Lifting Tackle (Midlands) Ltd			CHAINS				
05/01/2018	30250	30250/8769/Site visit & testin		180.00	0.00	180.00	0.00
					0.00	180.00	
			Above paid on :	22/01/2018		BACS No CHAINS	
Supplier : Congleton High School			CHS				

List of Purchase Ledger BACS Payments

Ledger : 1

Month : 10

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 : Talke Chemical Company Limited			TALKECHEM				
03/01/2018	65358	65358/8783/bin bags		384.00	0.00	384.00	0.00
					0.00	384.00	
				Above paid on : 22/01/2018		BACS No TALKECHEM	
Supplier : Threadfast Engineers 1984 Ltd			THREADFAST				
12/01/2018	SIN094920	SIN094920/8786/paint for flagp		35.88	0.00	35.88	0.00
12/01/2018	SIN094924	SIN094924/8784/bar door lock		25.20	0.00	25.20	0.00
17/01/2018	SIN094925	SIN094925/8785/glue & screws		6.24	0.00	6.24	0.00
					0.00	67.32	
				Above paid on : 22/01/2018		BACS No THREADFAS	
Supplier : Vibrant Graphics Ltd			VIBRANT				
16/01/2018	028628	028628/8793/Bear Necessities		780.00	0.00	780.00	0.00
					0.00	780.00	
				Above paid on : 22/01/2018		BACS No VIBRANT	
Supplier : West Wallasey Contract Hire			WESTWALLAS				
10/01/2018	WAL229726	WAL229726/8788/lease vehicles		3,561.53	0.00	3,561.53	0.00
					0.00	3,561.53	
				Above paid on : 22/01/2018		BACS No WESTWALL	
Supplier : Miss E J Young			YOUNG				
15/01/2018	150118	150118/8790/P/ship		1,375.00	0.00	1,375.00	0.00
					0.00	1,375.00	
				Above paid on : 22/01/2018		BACS No YOUNG	
PAYMENT TOTALS					0.00	10,205.81	

Congleton Town Council

Internal Audit Report 2017-18: Interim update

Adrian Shepherd-Roberts

For Auditing Solutions Ltd

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service to Congleton Town Council since 2003.

This report sets out the work undertaken in relation to the 2017-18 financial year, during our visit on 12th October 2017 and 8th March 2018 together with the matters arising and recommendations for action, where appropriate.

Internal Audit Approach

In undertaking our review for the year to date, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/Annual Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Return, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We have concluded that, on the basis of the programme of work we have undertaken to date, the Council has maintained adequate and effective internal control arrangements during the year.

We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have: -

- Ensured that the ledger remains in balance at the present date;
- Verified the opening trial balance for 2017-18 to the Statement of Accounts and Annual Return for 2016-17 to ensure that the closing balances have been brought forward accurately and completely;
- Checked and agreed transactions in the Council's main bank account cashbooks to the relevant RBS Bank statements for April and August 2017 and January 2018;
- Checked and agreed for the same two months, all inter account "sweep" transfers between the current and high interest bank account;
- Examined and verified the accuracy of transactions in the Council's mayoral charity bank account cashbooks for the year to August 2017, combined current and deposit accounts as at 30th April, 31st August 2017 and 31st January 2018 to ensure that no long-standing uncleared cheques or other anomalous entries exist.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment. We will undertake further work in this area future visits.

Review of Corporate Governance

Our objective is to ensure that the Council has robust corporate governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We noted previously that an updated Corporate Business Plan had been prepared and have examined the content accordingly.

We note that the Standing Orders were adopted in June 2017 with an updated version of the Financial Regulations approved in July 2015.

We have continued our review of the minutes of the Full Council and Standing Committees, excluding Planning, to ensure that no actions of an ultra vires nature are being either considered or have been actioned, whilst also ensuring that the Council's finances remain at a healthy level to provide appropriate funds for future planned development and current revenue spending plans. We also note that, as previously, various grants have been approved for payment during the current year.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process. We will undertake further work in this area at future visits.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- An official order has been raised in each and every case where one would be expected;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have continued work in this area examining a sample of payments individually in excess of £3,500 plus every 35th payment processed in the year to 31st January 2018 totalling £298,148 and equating to 47% by value of all non-pay related expenditure.

We have also examined the periodically prepared and submitted VAT returns to HMRC to December 2017 agreeing sample detail to the underlying Omega control account.

Conclusions

We are pleased to report that no issues have been identified in this area. We will extend the test sample for the remainder of the year at future visits and also ensure the accurate disclosure of the year-end balance in the Accounts and Annual Return.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage any such risks identified in order to minimise the opportunity for their coming to fruition.

Risk assessment registers are in place and they are subject to routine annual review and update. We note that the Business Risk Assessment was approved by Finance & Policy Committee in February 2017 and it will again be reviewed before the end of this financial year.

We noted at a previous visit that an external agent for Health and Safety and HR Services Ansa Environmental Services Ltd has been appointed.

Zurich Municipal continues to provide the Council's insurance cover: we have examined the current year's schedule (to May 2018) and consider it meets the current needs of the Council appropriately with Employer's liability set at £10 million and Public Liability cover set at £15 million and Fidelity Guarantee cover at £1.0 million.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment currently. We will undertake further work at future visits. We take this opportunity to remind the Chief Officer and members of the now mandatory requirement for financial and associated risk registers to be the subject of at least annual review and formal adoption by the Full Council.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

We also note that the Council approved a precept of £836,152 for 2018-19 at its December 2017 meeting.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process. We will undertake further work at our final visit.

Review of Income

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure that all income due to the Council is identified and invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies. We have: -

- Examined the "Aged debtors schedule" generated by the accounting software and are pleased to record that there are no significant issues arising with regard to long-standing debts of which officers and members are unaware.
- We have at this interim update visit reviewed the management processes and procedures for the Town Hall bookings including the completion of booking forms, the invoicing of fees and the subsequent receipt of fees and their banking records. We

are pleased to report that the booking process is well managed and that records are maintained in a satisfactory manner.

We have also reviewed the nominal ledger detailed transaction reports for income items for the year to August 2017 to ensure that no obvious coding errors or other anomalous entries are apparent and are pleased to record that none are in evidence.

Conclusions

We are pleased to record that there are no significant issues in this area. We will undertake further work at future visits including an analysis of year end income and debtors.

Petty Cash Account and Credit Card

The Council operates a limited petty cash account at the Town Hall on an imprest basis with reimbursement of expenditure incurred at regular intervals topping the cash balance back to the approved level of £200.

We have by reference to transactions in October 2017: -

- Verified that all payments were suitably supported by a traders invoice or till receipt,
- Noted that sound “internal” vouchers, sequentially numbered and signed by the claimant, are attached to the receipts;
- Verified that VAT is correctly identified with a journal entry made to the Omega control account for periodic recovery;
- Verified and balanced the petty cash to the holding of £200; and
- We have also completed a review of the credit card facility for three months from May to July 2017 and have checked the receipts and subsequent payments by the bank and we are satisfied that this is managed and controlled effectively.

Conclusions

No matters arise in this area of our review.

Salaries and Wages

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1st April 2015 in relation to employee percentage bandings. To meet that objective, we have: -

- Ensured that the Council has approved staff pay rates for the financial year, based upon the approved NJC rates;
- Checked and agreed the computation of staff gross and net pay and salary deductions for August 2017, noting the continued use of a local, third party bureau service provider who utilises Sage software for this purpose;

- Checked to ensure that appropriate tax codes and national insurance tables are being applied in the year and that the correct deductions / contributions have been deducted and paid over to HMRC in a timely manner;
- Ensured that the appropriate revised superannuation contribution rates have been applied, also ensuring that the deductions have been paid over to the County Council in a timely manner; and
- Examined a sample of the time sheets and travel expenses supporting payments made through the August 2017 payroll to ensure that they have been approved for payment and processed appropriately.

Conclusions

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

Investments & Loans

Our objectives here are to ensure that the Council is “investing” surplus funds, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the appropriate loan agreements.

The Council holds no specific investments but holds a special Interest account with RBS and a deposit with the Cambridge and Counties Bank.

We have verified the half-yearly loan repayments to PWLB and the interest free loan from Cheshire East BC by reference to their “invoice” advices as part of the aforementioned expenditure testing.

Conclusions

We are pleased to report that no issues have been identified in this area that warrants any further attention by officers or formal recommendation. We will undertake further work at future visits.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	22 nd March 2018 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Chief Officer and Management Team		
AGENDA ITEM	Item		
REPORT TITLE	Business Risk Assessment		
Background	<p>Congleton Town Council generally and members individually are responsible for the risk management of the Town Council. Risk Management is the process by which we identify what can go wrong and take proportionate steps to avoid this or successfully manage the consequences. The Business Risk Assessment is a higher level document dealing with general risks. In addition to the Business Risk Assessment the Town Council has numerous operating procedures and risk assessments to deal with events and working practices.</p> <p>Every year the Town Council prepares a Business Risk Assessment as part of our Audit. This Assessment forms part of our constitution and is available on the website. The Business Risk Assessment</p> <ul style="list-style-type: none">• identifies and updates the record of key risks facing Congleton Town Council• evaluates the potential consequences to the council if an event identified as a risk takes place• decides upon appropriate measures to avoid, reduce or control the risk or its consequences• records any conclusions or decisions reached.		
Updates	<p>The Business Risk Assessment 2018/19 considers the key risks and processes put in place to reduce the risk and if necessary manage the consequences</p> <ul style="list-style-type: none">✓ The protection of physical assets owned by the council – buildings, furniture, equipment,✓ The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public✓ The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss✓ Loss of cash through theft or dishonesty✓ Legal liability as a consequence of asset ownership <p>This needs to be a living document and although it will be amended and updated and presented to Council annually for checking and approving, if for any reason risks to the Council change due to a change in circumstances, new asset etc then it will be reviewed earlier than March 2019.</p>		
Decision Requested	To approve the Business Risk Assessment for 2018/19		

Business Risk Assessment 2018/19

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
ASSETS and SERVICES						
Security of Town Hall Building	Theft Maintenance Staff Safety Third person use	1	2	2 Low	Building property insured and reviewed annually. Alarm systems with automatic response for Town Hall. Low crime rate in Congleton. Weekly fire alarm checks and annual servicing. Record all incident Third parties sign a contract re liabilities. CCTV installed throughout the building	Weekly checks of property and actions taken to correct maintenance. CCTV Policy to be written and adopted
Security of Town Treasures	Theft, damage	1	3	3 Low	Treasures locked in the safe. Keys held by CO, Keeper of Treasures and current Mayor. CCTV installed to view door of safe	Regular checks need by Town Hall Supervisor/CO
Maintenance of Town Hall, Museum	Not adequate budget for grade 2 building H&S – antisocial behaviour	1	3	3 Low	Ensure budget set for maintenance through Town Hall Committee and Council. Town Hall Supervisor to inspect property on regular basis for maintenance issues	Monitor budgets
Town Hall Car parking area	H&S – vehicles and people	1	3	3 Low	Lighting, CCTV added and general maintenance	Regular checks need by Town Hall Supervisor
Padding Pool	Health and Safety Risk to workers, public and users Theft and damage to pump room and area. Storage of Chemicals	2	3	6 Medium	Staff trained and Padding Pool supervised when open. COSH Sheets and written procedures in place Detailed lock up procedures Insurance and Public Liability in place Maximum number policy added for busy periods.	Check procedures annually, make sure staff training is up to date. Streetscape
Hillary Avenue Allotments – own the land	H&S of users Safety of site	1	2	2 Low	Work closely with the Allotment Association who manage the allotments on a day to day basis. Regular Site inspection	Review contract and working arrangement

Business Risk Assessment 2018/19

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
Cenotaph Memorial and Eardley statue Treo memorial	Vandalism, damage, deterioration	1	3	3 Low	Regular checks of site for vandalism and damage included on our asset register for insurance	Part of Streetscape checks
Community Garden	H&S of users	1	2	2 Low	Responsible for the site. Regular checks and any hazards made good. On Town Council insurance	Part of Streetscape checks
Community Polytunnel	H&S of users Theft/vandal	1	1	1 Low	Regular of inspection of site. Extra checks when used. Nothing of value kept here	Part of Streetscape checks
Christmas Lights	Theft. Safety of use	1	1	1 Low	Insured through Town Council and stored securely. Use of professional operation to check, service, install and remove lights.	New contract needed for 2018-2021
Streetscape Services - Operations	Health and Safety risk to workers, public and contractors Contract changes	1	3	3 Low	Risk Assessments carried out for all procedures and new pieces of work. Staff trained Consideration over implications of contracts e.g. vehicles with potential contract changes	Supervisor to check risk assessments and training annually.
Events	Health and Safety risks to workers, volunteers, contractors and public	1	3	3 Low	Risk Assessment in place for each event Public liability put in place for events All documentation from third parties checked	Maintain existing procedures
Licences	Financial penalty/liabilities for not having correct licences	1	2	2 Low	All licences stored on H Drive and in filing cabinets PPL and PRS reviewed annually	Maintain existing procedures

Business Risk Assessment 2018/19

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
	Finance and Contracts					
Banking	Failure of Bank	1	3	3 Low	Funds located in two separate banks Policies in place in Financial regulations	RFO continual monitoring
Investments	Level of investment	1	1	1 Low	Investment policy in place	RFO and Council to review annually
Precept	Precept sum inadequate Late Payment from local authority	1	2	2 Low	Budget and Precept considered by Finance and Policy Committee & Full Council each year. Contingencies in place through reserves.	RFO and Council to review annually
Financial controls and records	Inadequate records leading to financial irregularities.	1	2	2 Low	Financial Regulations reviewed annually. Internal and External audits and regular Finance and Policy Committee Meetings	Maintain existing procedures
Petty Cash	Payments not accounted for	1	1	1 Low	All petty cash payments supported by relevant paperwork. Checked by Internal Audit. Processes in Financial Regulations.	Maintain existing procedures
Cash	Loss through theft or dishonesty	1	1	1 Low	Cash reconciled and banked regularly. Unbanked cash locked in office. Fidelity Guarantee Insurance in place via Zurich.	Maintain existing procedures
Bank Reconciliations	Inadequate Checks Bank Errors	1	1	1 Low	Bank reconciliations completed monthly. Checked via Internal Audits and reported to every Finance and Policy Committee	Maintain existing procedures
Budgetary Process	Inadequate budget preparation leading to inability to fulfil obligations	1	1	1 Low	Budget considered by Finance and Policy Committee and Full Council. Income and expenditure considered at every Finance and Policy Committee. Internal and	Maintain existing procedures

Business Risk Assessment 2018/19

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
Payments	Goods not supplied but invoiced. Invoices incorrect. Invoices unpaid.	1	3	3 Low	External audits in place and follow financial regulations. All invoices checked and initialled for accuracy and receipt of goods/services in line with comprehensive financial regulations. List of payments presented to Finance Committee. Clear audit trail of all expenditure and checked via Internal Audit	Maintain existing procedures
Approval of Expenditure	Unauthorised purchase Fraud	1	3	3 Low	All payment orders authorised by Council as per Financial Regulations.	Maintaining existing procedures
Cheque Books	Loss of Cheques Fraudulent use	1	3	3 Low	All cheque books are kept locked in the office. All cheques double signed by 2/6 of the Council signatories and only when matched to a purchase order No blank cheques signed. To be used in line with Financial Regulations and checked by Internal Audit	Maintaining existing procedures
Credit Card	Loss of Card Fraudulent use	1	1	1 Low	Credit card kept double locked in Council office. Usage set out in the financial regulations.	Maintaining existing procedures
Salaries	Incorrect payments to staff	1	2	2 Low	Use external professional team Mitten Clarke to calculate wages monthly. BACs payments checked and signed by 2/6 signatories. Subject to internal audit. Ensuring sufficient trained staff in place to undertake the task.	Maintaining existing procedures
Annual Return	Not submitted on time Incorrectly completed	1	3	3 Low	RFO aware of date and ensures requirements met. Outside external	Maintaining existing procedures

Business Risk Assessment 2018/19

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
Streetscape Contact	Reduction of revenue through Service Level Agreement. CEBC or third party take-over	1	1	1 Low	company identified that could perform task if required Keeping standards high. Examination and review of agreed contract. Exploring additional external contracts. Look to align any third party hire contracts with Service Level Agreement. Review of operating procedures	Review by Chief Officer and Streetscape Supervisor Record Risk of longer term contract
Commercial Partner Contract	Quality of service leading to reduction of bookings Handing in notice Leaving without notice	1	3	3 Low	Service level agreement in place. Regular management checks and reviews in place. A bond agreed as part of the contacts to cover sudden departure.	Regular checks on contract
Town Hall Room Bookings	Competitive in local market to achieve booking Bookings cover costs Bad debts Loss of major client	1	2	2 Low	Check out competition in the market. Cost out bookings in line with agreed policies Advance payment with new clients or one-off bookings. Regular discussions with major clients	Maintain existing bookings procedures and policies as agreed by the Town Hall Committee

Business Risk Assessment 2018/19

Area	Risks identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
Legal Liabilities						
Ensuring the Council Acts within its legal powers	Ultra Vires Acts incurring financial liability	1	2	2 Low	Three members of staff CiLCA qualified and Chief Officer and Streetscape Development Manager currently carrying out training. Use of manuals, advice from NALC and SLCC.	Maintaining existing procedures
Insurance	Inadequate cover or over insurance increasing costs unnecessarily. Areas not covered. Policy lapsed.	1	3	3 Low	Council covered by Zurich. Review of Policy with company checked annually for relevance and every three years competitively. Insurance approved by Council. Annual update of asset values and checks of contracts and policies.	Maintaining existing procedures Update Asset Register annually
Compliance with Inland Revenue Requirements	Payments missed. Year-end returns inaccurate or submitted late.	1	3	3 Low	Sage Payroll system calculates wages, pension and NI. Liaison with Cheshire Pension Services. Subject to Internal Audit.	Maintaining existing procedures
Health and Safety of Staff, Visitors and Contractors	Liability incurred if Council found to be at fault	2	3	6 Medium	Council has Health and Safety Policy for employees and protect of the public. Separate Risk Assessments in place for all property and activities carried out. £10million Public Liability Insurance. Town Hall Panic Buttons installed. Regular contact with streetscape staff and Lone Workers.	Risk Assessments reviewed by managers at least annually.
Legal Liability as a consequence of	Injury caused through fault with asset or	1	3	3 Low	Buildings and other assets inspected regularly by staff for faults. PAT checks	Under constant review

Business Risk Assessment 2018/19

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
Asset ownership	incorrect training in operation.				carried out annually or as needed. Appropriate training given.	
Computer Records	Reliability of system. Loss of data through system error or theft.	1	3	3 Low	Back up to icloud daily and local hard drive. Contract with Prism to provide IT services within an hour (office hours) Professional anti-virus software. Confidential files password protected	Maintaining existing procedures
Paper records	Storage of ancient documents Retaining documents appropriately	1	1	1 Low	Where appropriate stored in museum or safe. Reviewing off site storage for documents that need to be kept under document retention policy but not used.	
Tendering Process	Procedures not followed for significant contracts. Best value not achieved. Fraud.	1	3	3 Low	Outlined in the Financial Regulations. Tender documents opened in the presence of at least two councillors and Chief Officer	Maintaining existing procedures
Register of Members Interests	Not maintained in accordance with Code of Practice	1	2	2 Low	Up to date Code of Conduct adopted by Council. Register of Interests filed with CEBC and on CTC web site. Gift Book available for councillors and staff. Monthly declaration on agendas that Interests are up to date	Maintaining existing procedures
Proper Document Control	Documents unaccounted for. No proof of documents received.	1	1	1 Low	Filing system established and updated. Data Protection Act requirements in place. Document retention policy in place. Documents stamped with date received	Maintaining existing procedures

Business Risk Assessment 2018/19

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
GDPR	Making sure compliant with new act coming in on 25 th May 2018	1	3	3 Low	and actioned by staff. Councillors' mail available for collection Work needed to be carried out to ensure compliance.	Review current databases via an audit. Policies for holding and storing data and staff trained. Policy for breach of data.

**CONGLETON TOWN COUNCIL
FINANCIAL REGULATIONS**

INDEX

1. GENERAL	2
2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL).....	5
3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING	6
4. BUDGETARY CONTROL AND AUTHORITY TO SPEND	7
5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS	8
6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS	9
7. PAYMENT OF SALARIES.....	11
8. LOANS AND INVESTMENTS	12
9. INCOME	12
10. ORDERS FOR WORK, GOODS AND SERVICES	13
11. CONTRACTS.....	14
12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)	15
13. STORES AND EQUIPMENT	16
14. ASSETS, PROPERTIES AND ESTATES	16
15. INSURANCE.....	17
16. RISK MANAGEMENT	17
17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS.....	18

These Financial Regulations were adopted by the Council at its Meeting held on [.....]

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.

¹ Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and

- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

these shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £3,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Panel on Accounting Guidance (JPAG), available from the websites of NALC and the Society for Local Council Chief Officers (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor (Chairman) shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or

- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. The RFO must each year, by no later than November, prepare detailed estimates of all income and expenditure, including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by each committee and the council.
- 3.2. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.3. The Finance Committee shall recommend and the Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.4. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £10,000;
- a duly delegated committee of the council for items over £5,000; or
- the Chief Officer for any items below £5,000.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. Expenditure in accordance with 4.1 above which results in a budget being exceeded by no more than 10% may be authorised in arrears by the Finance Committee. No other expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by prior resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Chief Officer and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the Chief Officer may authorise revenue expenditure on behalf of the council which in the Chief Officer's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,000. The Chief Officer shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of income and expenditure to date under each heading of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget.

These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances.

- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments, forming part of the Agenda for the Meeting and present the schedule to The Finance Committee. The committee shall review the schedule for compliance and, having satisfied itself shall note the payments.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted within the stated credit terms.
- 5.5. The Chief Officer and RFO shall have delegated authority to make payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Chief Officer and RFO certify that there is no dispute or other reason to delay payment.
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) or
 - c) fund transfers within the councils banking arrangements.
- 5.6. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.7. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

- 5.8. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Chief Officer or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment, the invoice and other documentation shall be initialled by the signatories.
- 6.6. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.7. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

- 6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.11. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.12. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.13. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.14. Where internet banking arrangements are made with any bank, the Chief Officer and the RFO shall be appointed as Service Administrators. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Chief Officer and the RFO. A programme of regular checks of standing data with suppliers will be followed.
- 6.17. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Chief Officer and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.18. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

- a) The RFO shall maintain a petty cash float of £200 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the relevant committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.

- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Chief Officer or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Chief Officer.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Chief Officer and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Chief Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

tenders must be addressed to the Chief Officer in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

- f. All sealed tenders shall be opened at the same time on the prescribed date by the Chief Officer in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders, and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Chief Officer or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Chief Officer or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Chief Officer to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Chief Officer shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £3,000.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 16), the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Chief Officer.
- 15.2. The Chief Officer shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. RISK MANAGEMENT

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The Chief Officer shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2. When considering any new activity, the Chief Officer shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Chief Officer shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

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CONGLETON TOWN COUNCIL

STANDING ORDERS FOR CONTRACTS

1. GENERAL

- 1.1 The following Standing Orders set out the procedures by which the Council will enter into contracts for the provision of goods, services, materials and work. Every contract made by or on behalf of the Council shall comply with these procedure rules and no exception from any of the provisions shall be made otherwise than by direction of the Council or under Standing Order.
- 1.2 The Orders do not apply to contracts for the sale or purchase of land or buildings. **Every contract relating to the sale or purchase of any land or buildings** shall be in writing and be signed on behalf of the Council by the Chief Officer. Purchases of land should not be above the current market value as determined by the Council's appointed valuer and sales of land should not be below the current market value as determined by the Council's appointed valuer. Where this is not the case a report should be made to Council setting out the reasons for such variation, which may take into account any community benefits or justification on the grounds that it helps fulfil a wider policy of the Council.
- 1.3 Subject to Rule 1.2 every contract made by or on behalf of the Council shall comply with
 - 1.3.1 these Standing Orders
 - 1.3.2 the Council's Financial Regulations
 - 1.3.3 the Council's Standing Orders
 - 1.3.4 all relevant statutory provisions including any relevant E.C. directive
 - 1.3.5 any direction by the Council, Committee, Sub-Committee having appropriate delegated authority.
- 1.4 These Contract Procedure Rules shall not apply or may be varied where or to the extent that:
 - 1.4.1 the Council so resolves
 - 1.4.2 statute or subordinate legislation prescribes otherwise

2. TENDERS

Where tenders are required, one of the following methods shall be used:

- 1 Open competitive tender (Rule 3)
- 2 Ad hoc approved list (Rule 4)
- 3 Standing approved list (Rule 5)
- 4 Approved list of another Council (Rule 6)
- 5 Established procurement specialist (Rule 7)

3 OPEN COMPETITIVE TENDERS

Tenders shall be invited after giving at least 14 days public notice in at least one local newspaper circulating in the area of the Authority and in such trade journals as the Chief Officer has considered appropriate stating the nature and purpose of the contract, inviting tenders and stating the last date when tenders will be accepted.

4 AD HOC APPROVED LIST

- 4.1 Tenders shall be invited after giving notice in the manner set out in Rule 5 seeking applications to be placed on a list from which selected contractors will be invited to submit tenders.

5 STANDING APPROVED LIST

- 5.1 Tenders shall be invited from persons included in a list approved by the Council for the supply of goods or materials of specified categories values or amounts or for the carrying out of specified categories of work

- 5.2 The list shall be compiled in the following manner:

5.2.1 Notices inviting applications for inclusion in the list shall be published not less than 28 days before the list is compiled in at least one local newspaper and one trade journal.

5.2.2 No person shall be included in the list unless, at the time of compilation of the list, the Responsible Financial Officer is satisfied as to his or her financial status and suitability.

5.2.3 The approved list may be amended as required from time to time by the Council and shall be reviewed at intervals not exceeding two years.

6 APPROVED LIST OF ANOTHER AUTHORITY

- 6.1 Tenders shall be invited from persons included in a list approved by the Principal Council for the supply of goods or materials of specified categories values or amounts or for the carrying out of specified categories of work

7 ESTABLISHED PROCUREMENT SPECIALIST

- 7.1 Where large, high value tender exercises take place, in areas in which the Council have limited expertise, it may be necessary to engage the use of established procurement specialists. These specialists will undertake the tender process on behalf of the Council, subject to compliance with Financial Regulations for the opening of tenders.

8 SELECTION OF TENDERERS OR INVITEES

- 8.1 The selection of persons from whom tenders shall be invited shall be delegated to the Chief Officer.
- 8.2 In inviting applications for inclusion in a list of approved tenderers or in selecting persons from whom tenders are to be invited, steps shall be taken to ensure fair competition.

9 FORM OF INVITATION TO TENDER AND SUBMISSION OF TENDERS

- 9.1 All tenders shall be required to be submitted on a Form of Tender approved by the Chief Officer. This Form shall include a statement that the Council will not be bound to accept any tender and reserves the right to accept a tender other than the one which is the most favourable or not to accept any tender at all.
- 9.2 The invitations to tender shall state that no tender will be considered unless contained in a unmarked plain sealed envelope and endorsed "Tender" followed by the subject to which it relates.
- 9.3 Every tender shall be addressed to the Chief Officer and the tender shall remain in his custody, or that of his nominated representative, until the time appointed for its opening. (See also 11.1)

10 EXTENSION OF TIME

- 10.1 Where the Chief Officer considers it to be in the best interests of the Council the time within which tenders must be received may be extended after giving notice of such extension of time in the following manner: -
 - 10.1.1 **Open competitive tenders** - in accordance with paragraph 3.
 - 10.1.2 **Ad hoc approved list / Established procurement specialist** - by giving 14 days written notice to each of the selected contractors.
 - 10.1.3 **Standing approved list** - by giving 14 days written notice to each of the relevant persons on the list.

11 OPENING OF TENDERS

- 11.1 All tenders for a contract shall be opened at the same time and as soon as possible after the closing time for the acceptance of tenders. The tenders will be opened by the Chief Officer or other nominated officer in the presence of two Members of Council. (See also 7.1)
- 11.2 The Chief Officer shall prepare and maintain a register of tenders received and shall record in that register the following particulars:
 - 11.2.1 the last date and time for the receipt of tenders
 - 11.2.2 the date and time the tender was actually received
 - 11.2.3 the name of the tenderer and the amount of the tender
 - 11.2.4 the date and time they were opened and by whom.
 - 11.2.5 the signature of the officer to whom the tenders were handed after opening.

11.3 All persons required to be present at the opening of tenders shall immediately sign against the relevant particulars in the register and shall also sign each page of the tender as evidence of such tenders having been opened by them or in their presence.

11.4 Following the opening of tenders invited the Chief Officer shall write to all persons who were invited to tender but who failed to tender to ascertain the reasons for that failure.

12 LATE TENDERS

12.1 Any tender received late will be returned promptly to the tenderer by the Chief Officer. A late tender which has been received may be opened in the presence of the two Members to ascertain the name and address of the tenderer but no details of the tender shall be disclosed.

13 ALTERATIONS TO TENDERS

13.1 Where the tender reveals errors or discrepancies, which would affect the tender figure in an otherwise successful tender, the tenderer shall be told of the errors and discrepancies and given an opportunity of confirming, correcting or withdrawing the offer.

14 ACCEPTANCE OF TENDERS

14.1 In accepting a tender, consideration will be given to price and quality. A suitable pre-determined price-quality model (Evaluation Model) will be devised by the Chief Officer. Selection of the best tender will be based on this evaluation.

14.2 If no tenders are received or if all tenders are identical, the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.

15 CONTRACTS TO BE IN WRITING

15.1 Every contract shall be in writing in a form approved by the Chief Officer.

15.2 Every contract shall specify, amongst other things:

15.2.1 the goods, materials, works, matters, or things, to be furnished, supplied or done (including any appropriate technical specifications)

15.2.2 the price to be paid with a statement of discount or other deductions

15.2.3 where applicable, the time or times that the contract is to be performed

15.2.4 how the contractor will be accountable for performance, and any information or reports that he will be required to submit.

15.3 The Chief Officer shall sign every contract not required to be made under seal on behalf of the Council.

15.4 The Chief Officer or his nominated representative shall seal every contract required or intended to be made under seal on behalf of the Council, in accordance with Standing Orders.

16 ASSIGNMENT

- 16.1 In every written contract for the execution of work or the supply of goods or materials, the following clause shall be inserted:
- 16.2 "The contractor shall be prohibited from transferring or assigning directly or indirectly, to any person or persons whatever, any portion of the contract without the written permission of the Council. Sub-letting of any part(s) of the work, except to the extent permitted in writing by the officer concerned, shall be prohibited".

17 LIQUIDATED DAMAGES

- 17.1 Every contract that exceeds £50,000 shall, where considered appropriate by the Chief Officer, provide for liquidated damages to be paid by the contractor in case the terms of the contract are not duly performed.

18 PERFORMANCE BONDS

- 18.1 Where a contract is estimated to exceed £150,000 in value (or otherwise as the council so desires) and is for the execution of the works, or for the supply of goods or materials by a particular date or series of dates, the Finance & Policy Committee shall consider whether the Council should require security for its due performance and shall either certify that no such security is necessary or shall specify in the conditions of tender the nature and amount of any security to be given. In the latter event, the Council shall require and will take a bond or other sufficient security for the due performance of the contract.

19 RETENTION

- 19.1 Works contracts, which are estimated to exceed £50,000 in value, will be subject to a defects period. The Council will retain a percentage of the monies due to the contractor for a period that the Chief Officer deems appropriate, having regard to the current practice in the relevant industry and to the circumstances of the contract.

20 CANCELLATION

- 20.1 Every contract will include a clause allowing the Council to cancel the contract and to recover costs if the contractor has offered, or given, any gift or consideration whatsoever as an inducement or reward to obtain the contract, or any other contract with the Council.

21 NOMINATED SUB-CONTRACTORS

- 21.1 Where a sub-contractor or supplier is to be nominated to a main contractor the following provisions shall have effect.
- 21.2 Where the estimated amount of a sub-contract exceeds £50,000 then, unless the Chief Officer certifies that it is not reasonably practicable to obtain competitive tenders, tenders for the nomination shall be invited and dealt with in accordance with these Contract Procedure Rules as if they were for a contract with the Council.

- 21.3 A nominated sub-contractor must be willing to enter into a contract with the main contractor on terms which indemnify the main contractor against his own obligations under the main contract in relation to the work or goods included in the sub-contract.

22 **ENGAGEMENT OF CONSULTANTS**

- 22.1 In the event of the Council engaging the services of consultants these Contract Procedure Rules will apply, where relevant.