



Congleton Town Council

Historic market town

Chief Officer: David McGifford

1st June 2018

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

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 7th June 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 7th June 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 22nd March 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. Questions from Members of the Public

To receive any questions from Members of the Public including those received in writing 7 days prior to the meeting.



Congleton
beartown
where friends are made

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

Tel: 01260 270350 Fax: 01260 280357

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



6. Grant Approvals and Commitments 2018-19 (Enclosed)

To receive a statement showing the current position.

7. New Applications for Financial Assistance (Enclosed)

- **GR01/ 1819 - Supporting Well-Being and Nurturing Strength**
- **GR02/ 1819 - SOL Theatre School**
- **GR03/ 1819 – Congleton Harriers**

8. New Grant Activities Monitoring Forms (Enclosed)

- **Congleton Jazz and Blues - Original Grant ref GR 10/1718**
- **Congleton Museum – Original Grant ref GR 20/1718**
- **St Peter's Church – Project Update Letter**

9. Management Accounts (Enclosed)

To receive and approve the Management Accounts to 31st March 2018.

10. Bank Reconciliation (Enclosed)

To receive and consider the bank reconciliation as at 30th April 2018.

11. List of Payments (Enclosed)

To receive and consider the Payments List between 1st February and 31st March 2018 and 1st April – 30th April 2018.

12. Asset Register (Enclosed)

To consider and approve the Asset Register for year ending 31st March 2018.

13. New Privacy Policy for Congleton Town Council (Enclosed)

To receive a report from the Town Centre and Marketing Manager to approve the Data Privacy Notice and include it within the Town Council Constitution.

14. Amendment to Grant Application Forms and Policy (Enclosed)

To receive a report from the Town Centre and Marketing Manager with regards to an amendment to Grant Application Forms and Policy.

15. CCTV Policy and Signage (Enclosed)

To receive a report from the Town Centre and Marketing Manager with regards to the CCTV Policy and signage.

16. Bowling Green Mower (Enclosed)

To receive a report from the Streetscape Development Manager to approve a request purchase a new Bowling Green Mower.

17. Insurance Review for 2018-19 (To Follow)

To receive a report from the Chief Officer with regards to the insurance review.

18. Shop Front Improvement Grant (Enclosed)

To receive a progress report from the Town Centre and Marketing Manager on the Shop Front Improvement Grant.

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 22nd March 2018

PRESENT - Councillors

Mrs D Allen
G Baggott
P Bates
L Barker
C Booth (Mayor)
R Boston
G R Edwards (Chairman)
Mrs. S A Holland
Mrs A Martin
Mrs J D Parry
M Walker
Mrs E Wardlaw

1. Apologies

Apologies for absence were received from Cllr S Akers Smith

2. Minutes

FAP/64/1718 RESOLVED that the Minutes of the Meeting of the Committee held on 15th February 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 E Wardlaw declared a non-pecuniary interest in any matters relating to Cheshire East Council.

Cllrs D Allen, G Baggott, P Bates, L Barker, C Booth, R Boston, G R Edwards, S A Holland, A Martin, J D Parry, M Walker & E Wardlaw declared a non-pecuniary interest in matters arising in Item 6- New Applications for Financial Assistance GR19/1718.

4. Outstanding Actions

There were no outstanding actions.

5. Grant Approvals and Commitments 2017-18

To receive a statement showing the current position.

FAP/65/1718 RESOLVED that the grant summary be received.

6. New Applications for Financial Assistance

FAP/66/1718 RESOLVED that the following grants be awarded:-

GR12/ 1718 Ruby's Fund £500 towards a soft play room
GR13/ 1718 Congleton Library £100 towards the summer reading challenge
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
GR20/ 1718 Congleton Museum £228 towards front improvements.

The following grant(s) were refused:

GR14/ 1718 Dane Valley Scouts – a contribution towards Jamboree 2019 could come from the Mayors account rather than the grants fund
GR19/ 1718 Go Triathlon Event £500 towards Children's event was agreed to be paid from a revenue budget:

7. New Grant Activities Monitoring Forms

There were no Grant Activity monitoring forms.

8. Management Accounts to 31st January 2018

FAP/67/1718 RESOLVED to receive the management accounts to 31st January 2018.

9. Bank Reconciliation

FAP/68/1718 RESOLVED to receive and consider the bank reconciliation as at 31st January 2018.

10. List of Payments

FAP/69/1718 RESOLVED to receive and consider the Payments List between 1st January – 31st January 2018.

11. Interim Internal Audit Report

FAP/70/1718 RESOLVED to receive and approve the interim internal audit report 2017/18.

12. Business Risk Assessment 2018/19

FAP/71/1718 RESOLVED to receive and approve the Business Risk Assessment for 2018/19.

13. Financial Regulations

FAP/72/1718 RESOLVED to receive and approve the updated Financial Regulations.

14. Standing Orders for Contracts

FAP/73/1718 RESOLVED to receive and approve the updated Standing Orders for contracts.

**Cllr G R Edwards
(Chairman)**

Congleton Town Grant Commitments										
Specific Budgets										
Date Grant Approved	To	For	Section	Minute Referen	EMR b/fwd	Budget	Approved 18/19	Paid £	Outstandi	Date Paid
01/04/2018	Congleton Museum	Notional rent	Gpoc			4,500.00	4,500.00	4,500.00	0.00	01/04/2018
01/04/2018	Community Projects	Project support	Gpoc			16,000.00	16,000.00	16,000.00	0.00	01/04/2018
01/04/2018	Congleton Partnership	Rent	Gpoc			1,533.00	1,533.00	1,533.00	0.00	01/04/2018
01/04/2018	Citizens Advice Bureau	annual grant	Gpoc			15,000.00	15,000.00	15,000.00	0.00	01/04/2018
01/04/2018	Royal British Legion	Remembrance Day Parade	Gpoc			1,000.00	1,000.00		1,000.00	
01/04/2018	St Peter's Church	Church clock maintenance	PCA1957 s2			300.00	300.00		300.00	
Totals					0.00	38,333.00	38,333.00	37,033.00	1,300.00	
	Ear marked reserve b/fwd		£0							
	Budget 2018/19		£38,333							
	Total approved to date		£38,333							
	Total awaiting application		£0							



Congleton Town Council

Application for Financial Assistance



SUBMITTED MEETING:
7th June 2018.

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR01/1819
--	-----------

1.1	Applicant(s):	Beverley Daniel Clare Foster Kirsty Halm
1.2	Representing:	Supporting Well-Being and Nurturing Strength
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	Community Counselling Service (Pilot scheme)
1.6	Project Objectives:	Provide a free/low cost counselling service to the community of Congleton that is flexible, accessible and available to all.
1.7	Brief Project Description:	Deliver one to one counselling in Congleton based on an assessment followed by an agreed number of sessions which would be regularly reviewed ensuring client's needs are met. We will continue to work closely with other local organisations i.e. Ruby's Fund, Carers Trust, Friends for Leisure and Cheshire Buddies for referrals. The service will run on a low cost premise based on clients ability to pay.
1.8	Details accounts/budgets	Counselling hourly rate of £25 per hour and room costs. We plan to use the community hubs to keep the room costs low and the service accessible.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£4000
2.2	Total contribution sought:	£1000
2.3	What will the money be spent on?	Cost of counsellors time Indirect costs Room hire Marketing

2.4	Any ongoing costs:	No
2.5	Details of <i>confirmed</i> match funding include source Cash: In kind:	Cash £500 Received from Congleton 4 Congleton
2.6	Resources needed:	Room Paperwork
2.7	Estimated timescale of project from start to finish:	Six Months

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Residents can access a low cost/free counselling service at point of need enabling them to address any issues or difficulties with their mental health. Statistics show that if people can access counselling easily at point of need their outcomes are significantly improved. This in turn leads to stronger emotional resilience and increase their ability to strive. There is also the benefit of not being a statutory service so that clients can access without a referral from health workers or GP.
3.2	Are there similar services/projects provided in the area	We are aware that there are similar services, i.e. Visyon. Talking therapies, however we are also aware of the difficulty in accessing these services and the long waiting lists involved.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	Through feedback forms from clients. Collection of data from information gathered. Evaluated by the Directors.
4.2	Describe how you will promote the Town Council in your project	Within all our marketing we will clearly display where the funding has come from. This information will also be added to our website. To all organisations and clients we work with it will be made clear where we received funding from.

Signature: K.Halm

Date: 16/3/18

~~022099/15~~
022099/15
CIC 34

Community Interest Company Report

For official use
(Please leave blank)

--

*Please
complete in
typescript, or
in bold black
capitals.*

Company Name in
full

Supporting Well-Being and Nurturing Strentgh

Company Number

10250839

Year Ending

June 2017

Please ensure the company name is consistent with the company name entered on the accounts.

This template illustrates what the Regulator of Community Interest Companies considers to be best practice for completing a simplified community interest company report. All such reports must be delivered in accordance with section 34 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and contain the information required by Part 7 of the Community Interest Company Regulations 2005. For further guidance see chapter 8 of the Regulator's guidance notes and the alternate example provided for a more complex company with more detailed notes.

(N.B. A Filing Fee of £15 is payable on this document. Please enclose a cheque or postal order payable to Companies House)

PART 1 - GENERAL DESCRIPTION OF THE COMPANY'S ACTIVITIES AND IMPACT

In the space provided below, please insert a general account of the company's activities in the financial year to which the report relates, including a description of how they have benefited the community.

Delivered one to one counselling to service users of the LOL Foundation through funding provided by Congleton 4 Congleton which benefited the community by enabling ex servicemen to reintegrate back in to the community after support with their mental health.

Peer mentor training within primary schools. Training year 5 students to become peer mentors supporting other pupils within their schools when necessary. Benefiting the community by creating awareness and responsibility within school children which they can take with them as they grow into adults as part of the community.

One to one counselling of children and young people with a local charity. Supporting young people working towards autonomy and becoming valued members of the community.

(If applicable, please just state "A social audit report covering these points is attached").

(Please continue on separate continuation sheet if necessary.)

**Supporting
Well-Being and
Nurturing
Strength CIC**

10250839

**Profit and Loss
Account**

	Actual Year to 30/06/2017
Revenue	
Projects	<u>11545</u>
Costs	
Wages	8967
Marketing	1231
Insurance	618
Supervision	285
NHI	139
Sundries	91
Total Costs	<u>11331</u>
Profit	<u>214</u>

For financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies' regime.

15/4/18

K. HALM - Director

Balance Sheet
At 30/06/2017

Current Assets	
Bank	3535
Debtors	3630
Total Current Assets	7165
Current Liabilities	
Projects	4103
Accrual	2362
PAYE/NI	486
Total Current Liabilities	6951
Net Current Assets	214
Retained Earnings	214

For financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies' regime.

15/4/18

K. HALM - Director

TUESDAY



A15 *A741SZN3* 17/04/2018 #6
COMPANIES HOUSE

PART 2 – CONSULTATION WITH STAKEHOLDERS – Please indicate who the company's stakeholders are; how the stakeholders have been consulted and what action, if any, has the company taken in response to feedback from its consultations? If there has been no consultation, this should be made clear.

The stakeholders were schools, Congleton 4 Congleton, the LOL Foundation and counselling clients.

Stakeholders were consulted through feedback forms and discussion.

Initially the work with the LOL Foundation was to be a well-being group, however, after discussions with LOL and their service users it was decided that a one to one counselling service would be more beneficial.

The other feedback that we have received did not leave us with any other changes to make.

(If applicable, please just state "A social audit report covering these points is attached").

PART 3 – DIRECTORS' REMUNERATION – if you have provided full details in your accounts you need not reproduce it here. Please clearly identify the information within the accounts and confirm that, "There were no other transactions or arrangements in connection with the remuneration of directors, or compensation for director's loss of office, which require to be disclosed" (See example with full notes). If no remuneration was received you must state that "no remuneration was received" below.

no remuneration was received

PART 4 – TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION – Please insert full details of any transfers of assets other than for full consideration e.g. Donations to outside bodies. If this does not apply you must state that "no transfer of assets other than for full consideration has been made" below.

no transfer of assets other than for full consideration has been made

(Please continue on separate continuation sheet if necessary.)

PART 5 – SIGNATORY

The original report must be signed by a director or secretary of the company

Signed

Date

19/3/18

Office held (delete as appropriate) Director/Secretary

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Tel	
DX Number	DX Exchange

When you have completed and signed the form, please attach it to the accounts and send both forms by post to the Registrar of Companies at:

For companies registered in England and Wales: Companies House, Crown Way, Cardiff, CF14 3UZ
DX 33050 Cardiff

For companies registered in Scotland: Companies House, 4th Floor, Edinburgh Quay 2, 139
Fountainbridge, Edinburgh, EH3 9FF DX 235 Edinburgh or LP – 4 Edinburgh 2

For companies registered in Northern Ireland: Companies House, 2nd Floor, The Linenhall, 32-38
Linenhall Street, Belfast, BT2 8BG

The accounts and CIC34 cannot be filed online

(N.B. Please enclose a cheque for £15 payable to Companies House)



Congleton Town Council

Application for Financial Assistance

SUBMITTED MEETING:
7 June 2018



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR02/1819
--	-----------

1.1	Applicant(s):	Joanne Davies
1.2	Representing:	SOL Theatre School
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	SOL Theatre Summer School
1.6	Project Objectives:	<p style="text-align: center;">Statement of Intent</p> <ul style="list-style-type: none">• SOL Theatre School's intention is to train young people in performing and technical skills, relating to the production of a staged theatrical performance. As a direct result of this, young people will gain confidence, social skills, self reliance, communication skills and a sense of accomplishment which they can take forward in to their everyday lives.• SOL Theatre School will run a Summer School each year during the first two weeks of August, giving the young people of the area a focus and purpose other than being 'out on the streets' or left alone at home whilst parents go to work.• It is also the intention of SOL Theatre School to foster an interest in live performance thereby increasing the cultural life of the area.• The SOL Theatre School Summer School is open to all people between the age of 7 and 18 regardless of race, gender, religion, sexual orientation, physical/mental disability or offending background.
1.7	Brief Project Description:	Ten week days (9.00 – 17.00) training and rehearsals from the 6 th to 20 th August 2016 finishing with two public performances of the proposed show 'Happy Days' 19 th and 20 th August 2017
1.8	Details accounts/budgets	Please see attached expected expenditure/income sheet

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£19,352.44 estimated (see show budget sheet attached)
2.2	Total contribution sought:	£1,000.00
2.3	What will the money be spent on?	Last year the Town Council was kind enough to sponsor the 'T' –shirts having the Town Council Logo embroidered on the front that are presented to the children taking part in the summer school and which they keep as a memento.
2.4	Any ongoing costs:	Purchase of Show License, Music Hire and librettos. Advertising and promotional material. Theatre hire costumes etc.
2.5	Details of confirmed match funding include source Cash: In kind:	We have applied to a number of local organisations, like last year, but have not had any confirmed cash promised at this point of time. We estimate, based on present costing, that the professional team taking part in this exercise and giving their time voluntary would be in the region of £10,000.
2.6	Resources needed:	Rehearsal and performing stage venue, rehearsal materials – music, scores and orchestral arrangements. Sound, lighting, stage set and props. Voluntary people to protect the children under our Child Protection Policy plus a Cheshire East Council Approved Matron. A large number of people to make costumes, staging, props and manage the theatre.
2.7	Estimated timescale of project from start to finish:	Two weeks during the children's summer holiday starting on the 6th August 2016 from 9.00hrs to 17.00 hrs each week day.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	As stated in our constitution the children will benefit from being part of a happy and enjoyable team that we hope the parents will appreciate. Certainly the children do. The performance by the children on the two show evenings will enhance the cultural being of the town and make Congleton proud of the young people who take part. Also the 40 + people who give their time and commitment to such a good cause totally on a voluntary basis.
3.2	Are there similar services/projects provided in the area	Not to our knowledge.

Part 4: Evaluation

4.1	How will the project be evaluated?	SOL Theatre School members will evaluate each child's contribution to the project and are present with a certificate of attendance that they may use for future requirements. We have past members taking part in the stage version of 'Billy Eliot' in Manchester and appearing on television in the John Bishop show plus many take part in the local youth and senior operatic society productions within the Town. The main evaluation criteria is that the children tell their parents to arrange their family summer holidays around SOL Summer School so that they can take part.
4.2	Who will carry out the evaluation?	We invite a member from the Sponsoring Organizations. Also local dignitaries are invited who voice the opinion in many ways including congratulating letters and comments in the local paper, the <i>Congleton Chronicle</i> .

Signature: Joanne N Davies

Date: 19th March 2018

SOL Theatre School's Constitution, Child Protection Policy, Equal Opportunities Statement and Data Protection Policy can be viewed and printed from the web site www.soltheatreschool.co.uk

SOL Theatre accounts

November 2016 - November 2017

Current Year

Prior Year

Income & Expenses (including items already invested)Income (Happy Days)

Fees (from participants)	£13,450.00
Tickets (net of show fees)	£2,867.59
Grants	£1,800.00
Refreshments, programmes, raffle, adverts (net of expenses)	£1,843.80
	<u>£19,961.39</u>

	£12,820.00
	£2,607.90
	£1,700.00
	£695.91
	<u>£17,823.81</u>

Expenses (from Sunshine on Leith)

Hire of theatre	(£3,670.50)
Costumes, props, staging for show	(£4,946.52)
Expenses for team incl. band (petrol, food, clothing etc.)	(£4,579.00)
DBS checks	£0.00
Licence to perform show (Weinbergers)	(£2,747.27)
Advertising incl. auditions (local papers/shows etc)	(£283.00)
Insurance premium	(£291.43)
Bank charges	£0.00
Misc - incl SOL clothing etc.	(£2,834.72)
	<u>(£19,352.44)</u>

	(£3,590.00)
	(£3,171.76)
	(£4,904.69)
	(£150.00)
	(£1,023.00)
	(£268.77)
	(£269.00)
	(£50.00)
	<u>(£2,477.92)</u>
	<u>(£15,905.14)</u>

Net movement from Happy Days

£608.95£1,918.67Represented by:

Opening bank balance	12-Feb-16
Net income above	
Closing bank balance	3-Nov-17

<u>£8,999.87</u>
<u>£608.95</u>
<u>£9,608.82</u>

<u>£7,081.20</u>
<u>£1,918.67</u>
<u>£8,999.87</u>

Reviewed by :

C.Carter (ACMA)

SUBMITTED MEETING:
7th June 2018.



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR03/1819
--	-----------

1.1	Applicant(s):	Phil Dawson
1.2	Representing:	Congleton Harriers
1.3	Email Address:	phil.dawson@congleton-harriers.co.uk
1.4	Tel No.	01829 770011
1.5	Project Title:	Congleton Half Marathon 7th October 2018
1.6	Project Objectives:	To promote running to the people of Congleton and the surrounding area, not only club runners but also adults of all abilities and experience. To use surplus funds to support local charities and not-for-profit groups.
1.7	Brief Project Description:	<p>The Congleton Half Marathon is now in its 35th year and is now a well-known race within the North West and Midlands running circle's calendar. It also forms part of the North Staffs Road Runners' Association's Race Programme.</p> <p>The race starts from Congleton High School, passes Radnor Bank before looping out via Marton and Swettenham before returning to the school.</p>
1.8	Details accounts/budgets	The race is organised by volunteers from Congleton Harriers Running Club and local groups. Based on last year's expenditure we can give an estimate of total costs as £8,098.2. Similarly we can only give an estimate of likely income for 2018 based on previous numbers. It is forecast that possibly 550 runners will enter, which based on current entry fees would generate an income of £10,230.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	Approximately £8,098.2
2.2	Total contribution sought:	£766 + VAT £153.2 = £919.2 Specifically for traffic management
2.3	What will the money be spent on?	Specifically, financial support will be used for traffic management at hazardous junctions and other points around the course during the race to ensure the safety of runners, marshals, spectators, and other road users. A quote is attached from a potential service supplier.

		<p>Other costs involved with this project as detailed below :</p> <table><tr><td>Mementos</td><td>3099</td></tr><tr><td>Police/Traffic management</td><td>N/A</td></tr><tr><td>Signage and equipment</td><td>800</td></tr><tr><td>Prizes</td><td>600</td></tr><tr><td>School hire</td><td>460</td></tr><tr><td>Race licence</td><td>220</td></tr><tr><td>Water bowser</td><td>170</td></tr><tr><td>Water bottles</td><td>140</td></tr><tr><td>Results service</td><td>750</td></tr><tr><td>Medical cover</td><td>690</td></tr><tr><td>PA Hire</td><td>100</td></tr><tr><td>Extra signs and pins</td><td>50</td></tr><tr><td>Traffic management</td><td>919.2</td></tr><tr><td>Printing</td><td>70</td></tr><tr><td>Storage rental</td><td>30</td></tr></table>	Mementos	3099	Police/Traffic management	N/A	Signage and equipment	800	Prizes	600	School hire	460	Race licence	220	Water bowser	170	Water bottles	140	Results service	750	Medical cover	690	PA Hire	100	Extra signs and pins	50	Traffic management	919.2	Printing	70	Storage rental	30
Mementos	3099																															
Police/Traffic management	N/A																															
Signage and equipment	800																															
Prizes	600																															
School hire	460																															
Race licence	220																															
Water bowser	170																															
Water bottles	140																															
Results service	750																															
Medical cover	690																															
PA Hire	100																															
Extra signs and pins	50																															
Traffic management	919.2																															
Printing	70																															
Storage rental	30																															
2.4	Any ongoing costs:	Rental of storage space for equipment – estimated at £100 per annum. The majority of the large costs in 2.3 will repeat each year.																														
2.5	Details of confirmed match funding include source Cash: In kind:	None at this point in time.																														
2.6	Resources needed:	Specifically financial support for traffic management at hazardous junctions around the course during the race to ensure the safety of runners, marshals, spectators, and other road users.																														
2.7	Estimated timescale of project from start to finish:	Race is obviously completed in one day. Planning, preparation and close off takes approximately 6 months of each year.																														

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	<ul style="list-style-type: none"> • Promotes a positive image of Congleton outside the area • Promotes an interest in running for people of all abilities • Encourages higher levels of fitness. • Feel good from raising monies for local charities. • This years charity is : Ronald McDonald house
-----	--	--

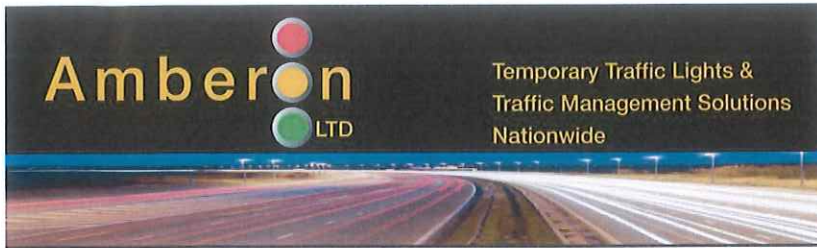
		<ul style="list-style-type: none"> • Last year we donated the proceeds as follows : • Parkinsons £1585 • Visyon £1651 • Congleton Foodbank £1618 • Introduction to local running clubs • Opportunity to support family and friends during the run • Deployment of local groups as helpers e.g. Scouts, Brownies, ATC, etc. good for their personal development • Reinforce links with Congleton High School and community
3.2	<i>Are there similar services/projects provided in the area</i>	Other local races, but not of this kind or scale nor on this specific day.

Part 4: Evaluation

4.1	<i>How will the project be evaluated?</i>	<ul style="list-style-type: none"> • A full profit and loss account will be prepared • A formal post-race review meeting will take place • A press report will be written • External race referee representing UK Athletics will attend and write a report
4.2	<i>Who will carry out the evaluation?</i>	<ul style="list-style-type: none"> • Race Committee • Congleton Harriers • UK Athletics

Signature: P.B.Dawson

Date: 23.5.2018



Temporary Traffic Lights &
Traffic Management Solutions
Nationwide

Head Office Address
Amberon House, Aspen Way
Paignton, Devon
TQ4 7QR

Tel: 01803 66800 Fax: 01803 525028
Website: www.amberontm.com
Email: accounts@amberontm.com

Directors: A.J. Pegg D.A. Burnett
Company Registration Number: 4410775

Quotation Ref: TP/NANT/1369
Customer Ref: Congleton Half Marathon
Date: 6th June 2017

Site Address
Congleton Half Marathon
Black Firs Road
Congleton
CW12 4QW

FAO: Paul Crean,

Further to your enquiry and our recent site meeting we have pleasure in confirming the following rates for the supply of traffic management for your forthcoming event the Congleton Half Marathon. The price below reflects all the traffic management that you wish us to provide for you as was requested

Pre-Operational Costs

- 🚧 TM CAD Plan Drawings (if required for TTRO application)

£100.00 each

Operational Costs

Black Firs Road – Road Closure & Diversion

- 🚧 To provide Advance Warnings, Chapter 8 Road Closure & Diversion signage & all cones & barrier

£166.00

Chelford Rd to Giantswood Lane – Temp Rolling Road Closure & Diversion

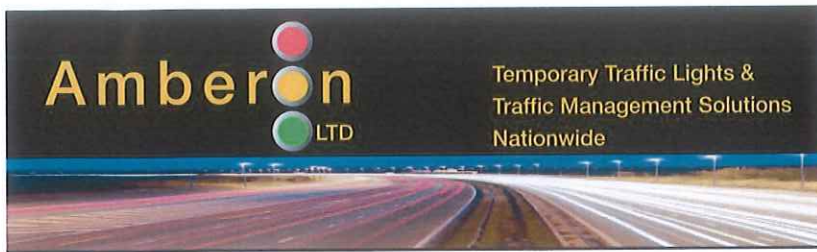
- 🚧 To provide Advance Warnings, Chapter 8 Road Closure & Diversion signage & all cones & barrier

£145.00

A34 Congleton Road – Bunce Lane to Davenport Lane

- 🚧 To provide Special Runners signage with Chapter 8 Road Narrow signage & cones

£95.00



Head Office Address
Amberon House, Aspen Way
Paignton, Devon
TQ4 7QR

Tel: 01803 66800 Fax: 01803 525028
Website: www.amberontm.com
Email: accounts@amberontm.com

Directors: A.J. Pegg D.A. Burnett
Company Registration Number: 4410775

Labour

- 2 x Traffic Management Operatives for installation & de-installation of all signage plus manning of relevant closures

£360.00

Total Operational Cost £766.00

Please note – Any pre-operational costs are invoiced at the time of submission.

All prices are exclusive of VAT at the current rate (20%). Quote valid for 90 days.

Operation costs do not include any drawings that you may require

If there are to be any additional amendments, the price may be subject to change.

If you accept our quotation and wish us to proceed with the hire could you please confirm by email.

Should you have any queries please give me a call.

Yours Sincerely

Terry Prescott

(Depot Manager - Nantwich)



Town Council Grant

Activities Monitoring Form

CONGLETON

19 MAR 2018

TOWN COUNCIL

ORIGINAL GRANT REF 10/1718

1. Contact Details

Organisation name:	Congleton Jazz and Blues (This event Congleton Unplugged)		
Address:	C/O Electric Picture House, Cross St, CW 12 1HQ		

2. Grant Information

Total Project cost :	Value of donated effort	Artist costs	Promotional costs
£17,160.00	£6,800.00	£8,040.00	£2,320.00

Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£1,735.50
--	-----------------	-----------

Please list receipts below:

Street Level Distribution, Phil Maddocks, Music Gofer, GJ Plastics, Full Colour (X2), AA WristBands, Congleton Chronicle, Mixed invoice page (glue, timber, Velcro etc etc).

3. Project Information

When did the project commence?	October 2017
--------------------------------	--------------

Did you make a profit from the project? Yes ☒ No ☐

If yes, how will this be used?

Value will be approx. £100 to go towards next years event.

Please explain how the grant money was used:

Grant funding goes towards promotional costs.

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

The project is integral to the organisation mission to contribute to the sustainability of the town and well-being and community spirit of local people. This extends to putting Congleton on the tourist map, to make the town a destination, and likewise the desire for wellbeing and community spirit extends to the many people who visit Congleton at Unplugged and Jazz and Blues from surrounding towns and the regions of the Midlands and the North West.

4. Promotion

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

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

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

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

On web site

Both our **programme** and **website** feature thanks to all our sponsors and supporters, acknowledgement to Congleton Town Council heads one of these pages.

5. Feedback

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

It seems relatively straight forward to use

How did you apply? Online ☐ Email ☐ Post ☒

Do you feel that you understood the process? Yes ☒ No ☐

Please rate the following elements:

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



Town Council Grant

Activities Monitoring Form

SUBMITTED
MEETING:
7th June 2018.

1. Contact Details

Organisation name:	Congleton Museum Trust		
Address:	Market Square, Congleton, Cheshire, CW12 1ET		

2. Grant Information

Grant Reference Number:	GR 20/ 1718		
Total project cost:	£228		

Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£228
--	-----------------	------

Please list receipts below:

Spiral: Print Display Signage

3. Project Information

When did the project commence?	April 2018		
--------------------------------	------------	--	--

Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

If yes, how will this be used?

Please explain how the grant money was used:

Money was used to print and install a fourth banner to the front of the building.

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

It provides colour and advertises what Congleton Museum and Congleton has to offer the visiting public.

4. Promotion

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

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

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

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

On web site — On our sponsor page on our website

The Town Council logo is printed at the bottom of the sponsored banner

5. Feedback

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

Easy and simple to apply

How did you apply? Online <input type="checkbox"/> Email <input checked="" type="checkbox"/> Post <input type="checkbox"/>				
Do you feel that you understood the process? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
Please rate the following elements:				
	Excellent	Good	OK	Poor
Completing the application form	X			
Relevance of guidelines	X			
Length of the process from submitting an application to receiving notification	X			
Advice given from the Town Council Grants Team (if applicable)	x			





Parish of Congleton

St. Peter's Church, Chapel Street, CW12 4AB

Congleton Town Council

30.5.2018

Dear Martha

I am writing to update you with the project to restore the 18th century nave ceiling at S. Peter's for which the Town Council kindly gave us a grant. I hope the information will be of interest to the councillors.

We anticipate St. Peter's being open again at the end of July and I will then be able to fill out the monitoring form

As the old ceiling plaster was taken down it became apparent that only its inherent strength after 275 years had been holding it in place: the laths were brittle and riddled with woodworm, and the main ceiling timbers so eaten by woodworm that over 30 have had to be replaced on all sides of the ceiling.. All parts of the flat and curved nave ceiling have been removed except for a limited area around the central decoration (from which the chandelier hangs). A subframe is being fitted below the flat section of the nave to carry the new laths, which will also be fitted to all the curved sections of the ceiling. After the laths are nailed on this will enable an even and smooth coat of plaster to be fixed onto it, thinner and more flexible than the original.. All pieces of newly exposed or newly fitted wood are being woodworm treated. The centre decoration, of 18th century plaster, has been fixed to major ceiling timbers, and it will be given minor repairs where necessary, but a surprise was that one of the lovely ceiling roses was not plaster but a wooden copy.

Plastering commenced on Tuesday 29th May. The new ceiling plaster will be finished with a fine skim coat containing no horse hair. Plaster drying will be aided by keeping the church to a temperature of 16-18C for 4 weeks. Currently the temperature has varied between 15 and 20C. Bell ringing will be suspended during plastering as it gently rocks the roof and ceiling timbers. To our great relief the paint analysis has revealed that below the 1950s dark blue green paint was a coat of light Georgian blue, so the whole building will get a lift and look much lighter. After the plaster has had 12 months to cure and set hard new mineral wool insulation will be put in place.

As the removal of plaster was being completed a time capsule was found wedged between the ceiling and the west tower wall. It contained a letter dated May 1957 from the vicar to the Corporation and town of Congleton appealing for help in replacing the roof, the estimated cost being £1,100 (in 2014 we replaced their new roof at a cost of £237,000). Also in the envelope were copies of a "Thanksgiving and Thankoffering Service" held 16 months after the date of the appeal letter. On the envelope it is noted that the offering for the roof was £1626. A poster in the envelope advertising the service spelt the name of the preacher wrongly! Nevertheless the mayor and corporation attended, no doubt sitting in the Georgian pews built for them in 1742.

Kind Regards

Pauline Drew

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	07/06/18 7pm	LOCATION	Congleton Town Hall
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM REPORT TITLE	9 Management Accounts for the year April 2017 to March 2018		
Background	Variance analysis of the Accounts to March 2018 to accompany the spreadsheet.		
Updates	<p>For the year 2017/18 there was a nett underspend of £39,928. Broken down as follows by committee:</p> <ul style="list-style-type: none">• F&P overspent £5,479 - the underspend on the grants' budget helped to offset the overspend due to the by-election.• C,E & S underspend £17,220 – small underspends on the Paddling Pool, Luncheon Club and CCTV/Public Realm.• Streetscape underspend £18,201 – broken down as £7,550 in external work income, no expenditure on agency staff £6,000 and other small savings across the other expenditure headings.• Town Hall underspend £9,986 – town hall bookings increased so income more than budgeted for. <p>From this underspend £14,928 to go into the General Reserve to meet the legal requirements of the Accountancy and Audit regulations. The remainder to go into Capital Contingency EMR £9,000; Web Site EMR £1,000 and £15,000 to be accrued for wage increases over the budgeted amount. (Budgeted for 2% for all but the notification received from NALC shows 5% for lower grades which includes all Streetscape staff)</p>		
Decision Requested	To approve the Management Accounts and Reserves for the year to 31/03/18		

Congleton Town Council - Management Accounts - March 2018

	Current Month Actual	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
Finance and Policy					
Staff Costs (re-allocated)		137,964	136,484	-1,480	101%
Travel		228	900	672	25%
Training / Conferences		1,325	1,000	-325	133%
Rent Payable		13,950	13,950	0	100%
Reception - TIC		3,063	3,010	-53	102%
Miscellaneous Office Costs		379	400	21	95%
Telephone/Fax/Internet		842	3,000	2,158	28%
Postage		2,758	2,500	-258	110%
Stationery & Printing		2,135	2,000	-135	107%
Subscriptions & Publications		2,841	2,900	59	98%
Insurance		8,127	9,800	1,673	83%
Computer/IT Costs		10,096	9,950	-146	101%
Photocopy Charges		2,372	2,500	128	95%
Recruitment Advertising		0	500	500	0%
Other Advertising		134	300	166	45%
Bank Charges		820	600	-220	137%
Audit Fees - External		2,000	2,000	0	100%
Audit Fees - Internal		1,260	1,260	0	100%
Accountancy Support		4,144	4,100	-44	101%
Legal & Professional fees		760	3,000	2,240	25%
HR & H&S support		3,575	4,000	425	89%
Central Overheads reallocated		-48,640	-56,292	-7,652	86%
Corporate Management:-Expenditure	0	150,133	147,862	-2,271	102%
Printing and Stationary recharges	0	-212	0		
Interest Receivable		-4,625	-3,000		154%
Misc Income		-207			
Corporate Management :- Income		-5,044	-3,000		168%
Net Expenditure over Income	0	145,089	144,862	-227	100%
Staff Costs (re-allocated)		25,396	25,396	0	100%
Training / Conferences		75	500	425	15%
Stationery & Printing		290	500	210	58%
Marketing/Promotions		1,190	900	-290	132%
Council Newsletter		4,684	5,230	546	90%
Council Website		320	1,500	1,180	21%
Mayor's Allowance		3,000	3,000	0	100%
Members Expenses		37	200	163	0%
Civic Expenses		4,270	5,000	730	85%
Civic Regalia		0	250	250	0%
Hall & Room Hire		5,526	5,500	-26	100%
Civic Artefacts and Treasures		535	500	-35	107%
Election expenses		17,456	0	-17,456	#DIV/0!
Central Overheads reallocated		2,265	2,520		90%
Democratic Rep'n & Mgmt/Civic:-Expenditure	0	65,044	50,996	-14,048	128%
	0	58,062	65,483	7,421	89%
F&P Income - Expenditure Totals	0	268,195	261,341	-6,854	103%

	Current Month Actual	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
<u>Community, Environment & Services</u>					
Paddling Pool		20,957	23,529	2,572	89%
Floral Displays		10,586	12,000	1,414	88%
Allotments		324	290	-34	112%
Public Toilets		6,938	6,775	-163	102%
Public Realm CCTV		9,544	14,450	4,906	66%
Congleton Partnership		32,243	33,525	1,282	96%
Community Development		60,456	62,364	1,908	97%
Police Community Support Officers		47,672	48,150	478	99%
Christmas Fayre/lights		4,441	4,000	-441	111%
Neighbourhood Plan		0	0	0	#DIV/0!
Tourism		9,831	4,000	-5,831	246%
From Tourism EMR		-5,831	0	5,831	#DIV/0!
Youth and Young People		616	2,000	1,384	31%
Luncheon Club		7,086	11,000	3,914	64%
	0	204,863	222,083	17,220	92%
<u>Streetscape</u>					
Staff Costs		373,907	375,834	1,927	99%
Agency Staff		0	6,000	6,000	0%
Training		2,385	2,000	385	119%
Protective Clothing\H & Safety		3,971	3,000	971	132%
Office rent		3,067	3,067	0	100%
Cleaning Materials		3,409	3,000	409	114%
Telephones		287	1,200	913	24%
Insurance		5,307	6,400	1,093	83%
Property maintenance		608	1,000	392	61%
Horticultural etc Supplies		17,881	16,000	1,881	112%
Vehicle maintenance/Serv etc		10,434	8,000	2,434	130%
Vehicle fuel and oil		11,821	15,000	3,179	79%
Vehicle rental charges		37,153	35,616	1,537	104%
Street Cleansing		3,724	3,000	724	124%
General expenditure		3,418	1,500	1,918	228%
Central Overheads Reallocated		33,516	39,740	6,224	84%
Rechargable expenses	0	48	0	48	#DIV/0!
Streetscape Expenditure	0	510,936	520,357	9,421	98%
Streetscape - Income		-366,702	-367,320	-618	100%
Streetscape - External work income		-7,550	0	7,550	
Insurance claims received		-1,818	0	1,818	
Streetscape - Misc Income		-930	-900	30	103%
	0	-377,000	-368,220	8,780	102%
Net Expenditure over Income	0	133,936	152,137	18,201	88%
C,E & S Income - Net Expenditure Totals	0	338,799	374,220	35,421	91%
<u>Town Hall</u>					
Town Hall - Expenditure		183,776	173,823	-9,953	106%
Town Hall - Income		-127,889	-107,950	19,939	118%
Net Expenditure over Income	0	55,887	65,873	9,986	85%
Capital		95,403	96,778	1,375	99%
Total Net Expenditure	0	758,284	798,212	39,928	95%
<u>Personnel</u>					
Staff Costs - Reallocated		680,073	681,905	1,832	100%
Transfer to Capital Contingency EMR				9,000	
Accrual for Wage Increases				15,000	
Transfer to Web site EMR				1,000	
To General reserve				14,928	
Total underspend 17/18				39,928	

Reserves as at 31/03/18

General Reserve	175,859
Capital Equipment Fund	35,240
Capital Contingency Fund	227,302
EMR Elections	15,000
EMR Carnival	6,210
EMR Crime Prevention/Traffic calming	3,779
EMR Ancient Treasures	3,000
EMR Website	2,651
EMR Committed Grants	8,918
EMR Congleton Partnership	50,135
EMR Training	1,747
EMR Streetscape	56,767
EMR Loan Repayments	2,891
EMR Toilets	24,012
EMR Play Areas	6,000
EMR Public Realm	9,189
EMR Legal Fees	5,292
EMR Tourism	9,169
EMR Congleton Neighbourhood Plan	24,092
EMR Cenotaph	10,000
EMR Rotary Bonfire	5,000
EMR In Bloom	3,000
EMR Christmas Lights	7,573
	<u>692,826</u>

Date: 15/05/2018

Congleton Town Council

Page No: 1

Time: 15:47

User: JP

Bank Reconciliation Statement as at: 30/04/2018 for Cash Book 1 RBS Current/Access Acct

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS High Interest A/c 11411162	31/07/2016	646	0.00
RBS Current Account 11411170	30/04/2018	285	73,422.78
			<u>73,422.78</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
10/04/2018 008553 C T H Events & Parties	1,313.58
10/04/2018 008555 The Leaflet Team	391.00
16/04/2018 008573 C T H Events & Parties	527.58
20/04/2018 008576 Birch Pest Control	310.00
23/04/2018 008577 Brereton Primary School	80.00
24/04/2018 008578 CCP	16,000.00
30/04/2018 008580 Cheshire East Council	230.00
30/04/2018 008581 Painters Supply Ltd	43.98
30/04/2018 008582 Prism Business Developments L	482.69
30/04/2018 008583 Mr C Rome	50.00
30/04/2018 008584 Stringing and Frames	60.00
01/03/2018 008523 PCC cheshire	415.00
20/03/2018 008533 Sol Theatre School	500.00
26/03/2018 8538 Halo Hair	8.00
26/03/2018 008541 WH Smith	7.00
29/03/2018 008547 Congleton RUFC	182.00

20,600.83

52,821.95Receipts not Banked/Cleared (Plus)

0.00

52,821.95

Balance per Cash Book is :-

52,821.95

Difference is :-

0.00

Ledger : 1

Month : 11

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
					0.00	34.65	
				Above paid on : 02/02/2018		BACS No TALKECHEM	
		Supplier : Threadfast Engineers 1984 Ltd	THREADFAST				
22/01/2018	SIN095018	SIN095018/8828/screws		28.80	0.00	28.80	0.00
					0.00	28.80	
				Above paid on : 02/02/2018		BACS No THREADFAS	
			PAYMENT TOTALS		0.00	8,908.87	

OK.
to bankline

Ledger : 1

Month : 11

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
16/01/2018	81547	81547/8818/plants royal visit		672.00	0.00	672.00	0.00
22/01/2018	81585	81585/8817/golden gravel		33.00	0.00	33.00	0.00
					0.00	705.00	
				Above paid on : 02/02/2018		BACS No FOUR	
		Supplier : Hipswing Entertainments Ltd	HIPSWING				
25/11/2017	4738	4738/8819/xmas staging		1,344.00	0.00	1,344.00	0.00
23/01/2018	6028	6028/8820/Lectern Hire		120.00	0.00	120.00	0.00
					0.00	1,464.00	
				Above paid on : 02/02/2018		BACS No HIPSWING	
		Supplier : The Leaflet Team	LEAFLET				
03/01/2018	TDK0449	TDK0449/8821/Delivery of B Nec		391.00	0.00	391.00	0.00
					0.00	391.00	
				Above paid on : 02/02/2018		BACS No LEAFLET	
		Supplier : Royal Mail Group Ltd	ROYALMAIL				
23/01/2018	1801990819	1801990819/8822/mail collectio		944.40	0.00	944.40	0.00
					0.00	944.40	
				Above paid on : 02/02/2018		BACS No ROYALMAIL	
		Supplier : Spiral Colour	SPIRAL				
15/01/2018	29318	29318/8825/Mayors sheet		48.00	0.00	48.00	0.00
23/01/2018	29351	29351/8823/roller banners		312.00	0.00	312.00	0.00
23/01/2018	29352	29352/8824/roller banners		369.60	0.00	369.60	0.00
					0.00	729.60	
				Above paid on : 02/02/2018		BACS No SPIRAL	
		Supplier : St John's Community Centre	ST				
29/01/2018	201801	201801/8826/Luncheon Club		133.50	0.00	133.50	0.00
					0.00	133.50	
				Above paid on : 02/02/2018		BACS No ST	
		Supplier : Talke Chemical Company Limited	TALKECHEM				
18/01/2018	65376	65376/8827/stage varnish etc		34.65	0.00	34.65	0.00

Ledger : 1

Month : 11

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 : Belmont Fabrication (Congleton) Ltd			BELMONT				
18/01/2018	14964	14964/8807/Treo railings		1,800.00	0.00	1,800.00	0.00
					0.00	1,800.00	
			Above paid on : 02/02/2018			BACS No BELMONT	
Supplier : Cavern Protective Clothing			CAVERN				
16/01/2018	18188	18188/8808/uniforms		790.20	0.00	790.20	0.00
					0.00	790.20	
			Above paid on : 02/02/2018			BACS No CAVERN	
Supplier : Cheshire Electrical Supplies Ltd			CHESHELECT				
12/01/2018	596-008296	596-008296/8809/starters		32.60	0.00	32.60	0.00
18/01/2018	596-011421	596-011421/8810/GH bulbs		93.60	0.00	93.60	0.00
19/01/2018	596-011551	596-011551/8812/GH Bulbs		58.61	0.00	58.61	0.00
19/01/2018	596-011557	596-011557/8811/GH bulbs		207.07	0.00	207.07	0.00
					0.00	391.88	
			Above paid on : 02/02/2018			BACS No CHESHELECT	
Supplier : Congleton High School			CHS				
18/01/2018	5102209	5102209/8813/P/ship flyers		42.00	0.00	42.00	0.00
18/01/2018	5102210	5102210/8814/In Bloom certifi		98.40	0.00	98.40	0.00
					0.00	140.40	
			Above paid on : 02/02/2018			BACS No CHS	
Supplier : Clowes Developments (Northwest) Ltd			CLOWES				
16/12/2017	20/13506	20/13506/8815/Public toilets		1,170.04	0.00	1,170.04	0.00
					0.00	1,170.04	
			Above paid on : 02/02/2018			BACS No CLOWES	
Supplier : D P Sportswear Ltd			DPSPORTS				
22/01/2018	3474	3474/8816/In Bloom T shirts		185.40	0.00	185.40	0.00
					0.00	185.40	
			Above paid on : 02/02/2018			BACS No DPSPORTS	
Supplier : Four Oaks Nurseries Ltd			FOUR				

Ledger : 1

Month : 11

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
					0.00	757.94	/
				Above paid on : 09/02/2018		BACS No PORTERS	
		Supplier : Thomson Planning Partnership Ltd	THOMSON				
31/01/2018	34/012/AT/016	34/012/AT/016/8842/consultanc		205.56	0.00	205.56	0.00
					0.00	205.56	/
				Above paid on : 09/02/2018		BACS No THOMSON	
		Supplier : PTSG Electrical Services Ltd	THOR				
26/01/2018	60518	60518/8840/Lightning protectio		110.40	0.00	110.40	0.00
					0.00	110.40	/
				Above paid on : 09/02/2018		BACS No THOR	
		Supplier : Triad	TRIAD				
26/01/2018	44279	44279/8843/flags		912.00	0.00	912.00	0.00
					0.00	912.00	/
				Above paid on : 09/02/2018		BACS No TRIAD	
				PAYMENT TOTALS		0.00	7,027.27

9/2. Bankline £1232.18
5795.09

OK. to
BACS
bankline

Ledger : 1

Month : 11

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 : Amberon Ltd			AMBERON				
31/01/2018	NA188493	NA188493/8829/Road closures		432.00	0.00	432.00	0.00
					0.00	432.00	
			Above paid on : 09/02/2018			BACS No AMBERON	
Supplier : Cavern Protective Clothing			CAVERN				
10/01/2018	18182	18182/8830/S scape PPE		158.28	0.00	158.28	0.00
					0.00	158.28	
			Above paid on : 09/02/2018			BACS No CAVERN	
Supplier : Congleton High School			CHS				
31/01/2018	5102211	5102211/8831/design work		40.00	0.00	40.00	0.00
31/01/2018	5102213	5102213/8833/Design time		12.00	0.00	12.00	0.00
31/01/2018	5102214	5102214/8832/Royal invitations		111.00	0.00	111.00	0.00
					0.00	163.00	
			Above paid on : 09/02/2018			BACS No CHS	
Supplier : C T H Events & Parties			CTHEVENTS				
27/11/2017	1340	1340/8845/xmas sponsor drinks		124.75	0.00	124.75	0.00
28/11/2017	1339	1339/8838/Big Data small user		126.00	0.00	126.00	0.00
07/12/2017	1308	1308/8844/Youth Committee		22.20	0.00	22.20	0.00
12/12/2017	1311	1311/8835/TC12054		223.50	0.00	223.50	0.00
13/12/2017	1312	1312/8836/TC12043		46.80	0.00	46.80	0.00
22/12/2017	1338	1338/8837/staff breakfasts		220.80	0.00	220.80	0.00
09/01/2018	1341	1341/8846/P/ship		20.88	0.00	20.88	0.00
09/01/2018	1342	1342/8847/TC12061		43.50	0.00	43.50	0.00
10/01/2018	1343	1343/8848/Highways		435.00	0.00	435.00	0.00
10/01/2018	1344	1344/8849/TC12062		191.40	0.00	191.40	0.00
17/01/2018	1345	1345/8850/TC12063		386.28	0.00	386.28	0.00
23/01/2018	1346	1346/8851/P/Ship		17.40	0.00	17.40	0.00
24/01/2018	1347	1347/8852/Royal visit		2,400.00	0.00	2,400.00	0.00
29/01/2018	1348	1348/8853/CTC meeting		12.18	0.00	12.18	0.00
29/01/2018	1349	1349/8854/P/ship		17.40	0.00	17.40	0.00
					0.00	4,288.09	
			Above paid on : 09/02/2018			BACS No CTHEVENTS	
Supplier : Porters Service Station Ltd			PORTERS				
31/01/2018	310318	310318/8839/fuel for vans		757.94	0.00	757.94	0.00

Ledger : 1

Month : 11

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Angel Springs Ltd			ANGEL				
31/01/2018	4116967	4116967/8856/bottle water		69.42	0.00	69.42	0.00
					0.00	69.42 ✓	
			Above paid on : 20/02/2018		BACS No ANGEL		
Supplier : Heatons Office Supplies Ltd			HEATONS				
15/01/2018	10267294	10267294/8857/Stationery		101.86	0.00	101.86	0.00
					0.00	101.86 ✓	
			Above paid on : 20/02/2018		BACS No HEATONS		
Supplier : Sue Holmes			HOLMES				
22/01/2018	007	007/8861/paint bear		100.00	0.00	100.00	0.00
					0.00	100.00 ✓	
			Above paid on : 20/02/2018		BACS No HOLMES		
Supplier : United Reformed Church			URC				
30/11/2017	301117	301117/8858/Luncheon Club		382.50	0.00	382.50	0.00
31/12/2017	311217	311217/8859/Luncheon Club		313.50	0.00	313.50	0.00
31/01/2018	310118	310118/8860/Luncheon Club		424.50	0.00	424.50	0.00
					0.00	1,120.50 ✓	
			Above paid on : 20/02/2018		BACS No URC		
PAYMENT TOTALS				0.00		1,391.78	

OK,

User : ST

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
					0.00	3,561.53	
			Above paid on :	23/02/2018		BACS No	WESTWALL
			PAYMENT TOTALS		0.00	4,351.68	✓ ok

Ledger : 1

Month : 11

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 : Applied Media			APPLIED				
31/01/2018	44018	44018/8862/rubberfloor graphic		398.40	0.00	398.40	0.00
					0.00	398.40	
			Above paid on :	23/02/2018		BACS No	APPLIED
Supplier : Cavern Protective Clothing			CAVERN				
05/02/2018	18202	18202/8863/Safety shoes		42.00	0.00	42.00	0.00
					0.00	42.00	
			Above paid on :	23/02/2018		BACS No	CAVERN
Supplier : Cheshire Electrical Supplies Ltd			CHESHELECT				
02/02/2018	496012591	496012591/8864/light tube		6.32	0.00	6.32	0.00
					0.00	6.32	
			Above paid on :	23/02/2018		BACS No	CHESHELECT
Supplier : Congleton High School			CHS				
09/02/2018	5102227	5102227/8865/Royal visit ticke		12.00	0.00	12.00	0.00
					0.00	12.00	
			Above paid on :	23/02/2018		BACS No	CHS
Supplier : Landscape Supply Company			LANDSCAPE				
08/02/2018	74118	74118/8866/S Scape PPE		197.97	0.00	197.97	0.00
09/02/2018	74139	74139/8867/S Scape PPE		88.46	0.00	88.46	0.00
					0.00	286.43	
			Above paid on :	23/02/2018		BACS No	LANDSCAPE
Supplier : Maxigiene Enviromental Services Ltd			MAXIGIENE				
01/02/2018	22042C	22042C/8868/legionella monitor		45.00	0.00	45.00	0.00
					0.00	45.00	
			Above paid on :	23/02/2018		BACS No	MAXIGIENE
Supplier : West Wallasey Contract Hire			WESTWALLAS				
09/02/2018	WAL230133	WAL230133/8875/lease vans		3,561.53	0.00	3,561.53	0.00

Ledger : 1

Month : 12

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
					0.00	129.00	
			Above paid on :	06/03/2018		BACS No	NORTHRODE
		Supplier : Reaseheath College		REASEHEATH			
16/02/2018	000041760	000041760/8905/training S scap		385.00	0.00	385.00	0.00
					0.00	385.00	
			Above paid on :	06/03/2018		BACS No	REASEHEATH
		Supplier : Talke Chemical Company Limited		TALKECHEM			
15/01/2018	65362	65362/8906/bin sacks		560.62	0.00	560.62	0.00
15/01/2018	65368	65368/8909/floor polish etc		194.21	0.00	194.21	0.00
08/02/2018	65403	65403/8908/Town Hall cleaning		72.84	0.00	72.84	0.00
19/02/2018	65414	65414/8907/brush & bin bags		24.10	0.00	24.10	0.00
					0.00	851.77	
			Above paid on :	06/03/2018		BACS No	TALKECHEM
		Supplier : Threadfast Engineers 1984 Ltd		THREADFAST			
19/02/2018	SIN095387	SIN095387/8912/screws etc		23.77	0.00	23.77	0.00
19/02/2018	SIN095391	SIN095391/8913/Deadlock		44.62	0.00	44.62	0.00
26/02/2018	SIN095536	SIN095536/8910/raw plugs		3.60	0.00	3.60	0.00
26/02/2018	SIN095538	SIN095538/8911/screws		9.36	0.00	9.36	0.00
					0.00	81.35	
			Above paid on :	06/03/2018		BACS No	THREADFAS
		Supplier : T & S Electrical Limited		TSELECT			
15/02/2018	1290	1290/8914/water heater repairs		205.15	0.00	205.15	0.00
					0.00	205.15	
			Above paid on :	06/03/2018		BACS No	TSELECT
		Supplier : United Reformed Church		URC			
31/10/2017	311017	311017/8915/oct 17 luncheon cl		369.00	0.00	369.00	0.00
					0.00	369.00	
			Above paid on :	06/03/2018		BACS No	URC
			PAYMENT TOTALS		0.00	6,671.22	

Ledger : 1

Month : 12

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
21/02/2018	5102240	5102240/8893/Flyers A5		48.12	0.00	48.12	0.00
22/02/2018	5102244	5102244/8894/In bloom logo des		24.00	0.00	24.00	0.00
					0.00	72.12	
				Above paid on : 06/03/2018		BACS No CHS	
Supplier : Contract Services Midlands UK				CONTRACT			
21/02/2018	2552	2552/8895/deep clean extractor		600.00	0.00	600.00	0.00
					0.00	600.00	
				Above paid on : 06/03/2018		BACS No CONTRACT	
Supplier : Country Rustics				COUNTRY			
18/02/2018	9211	9211/8896/Planters		2,772.00	0.00	2,772.00	0.00
					0.00	2,772.00	
				Above paid on : 06/03/2018		BACS No COUNTRY	
Supplier : The Handyman				HANDYMAN			
23/02/2018	2018/1	2018/1/8922/toilet repairs		160.00	0.00	160.00	0.00
					0.00	160.00	
				Above paid on : 06/03/2018		BACS No HANDYMAN	
Supplier : K G Loach				KGLOACH			
17/02/2018	33694	33694/8899/Grit & bark		160.14	0.00	160.14	0.00
					0.00	160.14	
				Above paid on : 06/03/2018		BACS No KGLOACH	
Supplier : New Life Church				NEWLIFE			
17/02/2018	NLCDG01	NLCDG01/8900/room hire p/ship		200.00	0.00	200.00	0.00
					0.00	200.00	
				Above paid on : 06/03/2018		BACS No NEWLIFE	
Supplier : North Rode Timber Co. Ltd				NORTHRODE			
23/01/2018	157063	157063/8901/latch,lock,paint		14.40	0.00	14.40	0.00
23/01/2018	157067	157067/8902/digital lock		65.64	0.00	65.64	0.00
26/01/2018	157112	157112/8903/stage dye		48.96	0.00	48.96	0.00

List of Purchase Ledger BACS Payments

Ledger : 1

Month : 12

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 : Acorn Occupational Health Ltd			ACORN				
19/02/2018	22936	22936/8882/Occ health assessme		223.20	0.00	223.20	0.00
					0.00	223.20	
				Above paid on : 06/03/2018		BACS No ACORN	
Supplier : Athena Catering Hire Ltd			ATHENA				
24/01/2018	70030	70030/8884/black tablecloths		17.28	0.00	17.28	0.00
24/01/2018	70033	70033/8885/black tablecloths		112.32	0.00	112.32	0.00
					0.00	129.60	
				Above paid on : 06/03/2018		BACS No ATHENA	
Supplier : Bomford Office Products Ltd			BOMFORD				
21/02/2018	76416	76416/8886/Feb stationery		56.24	0.00	56.24	0.00
					0.00	56.24	
				Above paid on : 06/03/2018		BACS No BOMFORD	
Supplier : Cavern Protective Clothing			CAVERN				
07/02/2018	18203	18203/8888/safety boots,gloves		43.80	0.00	43.80	0.00
20/02/2018	18208	18208/8887/safety boots		52.80	0.00	52.80	0.00
					0.00	96.60	
				Above paid on : 06/03/2018		BACS No CAVERN	
Supplier : Cheshire Electrical Supplies Ltd			CHESHELECT				
09/02/2018	596-013021	596-013021/8891/cooker parts		10.51	0.00	10.51	0.00
09/02/2018	596-013024	596-013024/8890/Park light		44.64	0.00	44.64	0.00
20/02/2018	596-013747	596-013747/8889/emergency ligh		4.90	0.00	4.90	0.00
					0.00	60.05	
				Above paid on : 06/03/2018		BACS No CHESHELECT	
Supplier : Heads Congleton Limited			CHRONICLE				
22/02/2018	109272	109272/8892/Spring clean ad		120.00	0.00	120.00	0.00
					0.00	120.00	
				Above paid on : 06/03/2018		BACS No CHRONICLE	
Supplier : Congleton High School			CHS				

Ledger : 1			Month : 12		Linked to Cash Book : 1		
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
					0.00	43.10	
				Above paid on : 14/03/2018		BACS No LANDSCAPE	
		Supplier : MAC Tool & Plant Hire Ltd	MAC				
26/02/2018	326	326/8937/Mower service		820.35	0.00	820.35	0.00
26/02/2018	329	329/8938/mower service		944.67	0.00	944.67	0.00
					0.00	1,765.02	
				Above paid on : 14/03/2018		BACS No MAC	
		Supplier : Porters Service Station Ltd	PORTERS				
28/02/2018	280218	280218/8940/Fuel - lease vans		882.60	0.00	882.60	0.00
					0.00	882.60	
				Above paid on : 14/03/2018		BACS No PORTERS	
		Supplier : Richie Catering Equipment	RICHIE				
15/02/2018	122474	122474/8941/Combi oven		14,285.40	0.00	14,285.40	0.00
					0.00	14,285.40	
				Above paid on : 14/03/2018		BACS No RICHIE	
		Supplier : Smith of Derby Ltd	SMITH				
13/02/2018	103393	103393/8942/T H Clock service		253.20	0.00	253.20	0.00
					0.00	253.20	
				Above paid on : 14/03/2018		BACS No SMITH	
		Supplier : United Reformed Church	URC				
28/02/2018	280218	280218/8944/Luncheon club		420.00	0.00	420.00	0.00
					0.00	420.00	
				Above paid on : 14/03/2018		BACS No URC	
				PAYMENT TOTALS		0.00	19,481.86

Ledger : 1

Month : 12

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Angel Springs Ltd			ANGEL				
28/02/2018	4179678	4179678/8923/Bottled water		142.62	0.00	142.62	0.00
					0.00	142.62	
				Above paid on : 14/03/2018		BACS No ANGEL	
Supplier : Bomford Office Products Ltd			BOMFORD				
28/02/2018	76478	76478/8946/copier paper		156.67	0.00	156.67	0.00
					0.00	156.67	
				Above paid on : 14/03/2018		BACS No BOMFORD	
Supplier : C T H Events & Parties			CTHEVENTS				
02/02/2018	1410	1410/8925/TC12073		69.60	0.00	69.60	0.00
06/02/2018	1411	1411/8926/TC12074		408.00	0.00	408.00	0.00
08/02/2018	1412	1412/8927/TC12075		243.60	0.00	243.60	0.00
13/02/2018	1413	1413/8928/TC12078		43.50	0.00	43.50	0.00
14/02/2018	1414	1414/8929/ASB meeting		17.40	0.00	17.40	0.00
21/02/2018	1415	1415/8930/TC12081		87.00	0.00	87.00	0.00
26/02/2018	1416	1416/8931/Museum meeting		121.80	0.00	121.80	0.00
28/02/2018	1417	1417/8932/Cheshire East event		300.00	0.00	300.00	0.00
					0.00	1,290.90	
				Above paid on : 14/03/2018		BACS No CTHEVENTS	
Supplier : Heatons Office Supplies Ltd			HEATONS				
26/02/2018	SINV10274087	SINV10274087/8933/stationery		141.46	0.00	141.46	0.00
					0.00	141.46	
				Above paid on : 14/03/2018		BACS No HEATONS	
Supplier : LAC Autoparts			LAC				
01/12/2017	567669I	567669I/8934/Oil for van		24.95	0.00	24.95	0.00
28/02/2018	571137I	571137I/8935/battery		75.94	0.00	75.94	0.00
					0.00	100.89	
				Above paid on : 14/03/2018		BACS No LAC	
Supplier : Landscape Supply Company			LANDSCAPE				
21/02/2018	74334	74334/8936/safety signs		43.10	0.00	43.10	0.00

Ledger : 1

Month : 12

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
					0.00	48.00	
				Above paid on : 23/03/2018		BACS No SECUR	
		Supplier : St John's Community Centre	ST				
12/03/2018	201802	201802/8979/Luncheon club		258.00	0.00	258.00	0.00
					0.00	258.00	
				Above paid on : 23/03/2018		BACS No ST	
		Supplier : Talke Chemical Company Limited	TALKECHEM				
06/03/2018	65420	65420/8969/T H cleaning stock		242.27	0.00	242.27	0.00
07/03/2018	65421	65421/8970/litter pickers/blea		226.66	0.00	226.66	0.00
14/03/2018	65424	65424/8968/2 x hand shovel		10.06	0.00	10.06	0.00
					0.00	478.99	
				Above paid on : 23/03/2018		BACS No TALKECHEM	
		Supplier : West Wallasey Contract Hire	WESTWALLAS				
09/03/2018	WAL230551	WAL230551/8973/lease vans		3,561.53	0.00	3,561.53	0.00
09/03/2018	WALM177305	WALM177305/8974/insurance clai		309.92	0.00	309.92	0.00
					0.00	3,871.45	
				Above paid on : 23/03/2018		BACS No WESTWALL	
				PAYMENT TOTALS		0.00	12,092.12

Ledger : 1			Month : 12		Linked to Cash Book : 1		
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
					0.00	656.10	
				Above paid on : 23/03/2018		BACS No CONGGARDE	
		Supplier : Congleton Glass Co. Ltd	CONGLASS				
15/03/2018	78460	78460/8981/replace glass		72.00	0.00	72.00	0.00
					0.00	72.00	
				Above paid on : 23/03/2018		BACS No CONGLASS	
		Supplier : Hulme Scaffolding Ltd	HULME				
15/03/2018	1314	1314/8980/scaffolding		1,800.00	0.00	1,800.00	0.00
					0.00	1,800.00	
				Above paid on : 23/03/2018		BACS No HULME	
		Supplier : Laptop House Ltd	LAPTOP				
15/02/2018	15477	15477/8961/Touch screen, troll		2,224.80	0.00	2,224.80	0.00
					0.00	2,224.80	
				Above paid on : 23/03/2018		BACS No LAPTOP	
		Supplier : Marston & Grundy LLP	MARSTON				
02/03/2018	18/41	18/41/8962/P/shipconsultation		486.00	0.00	486.00	0.00
					0.00	486.00	
				Above paid on : 23/03/2018		BACS No MARSTON	
		Supplier : Old Saw Mill	OLDSAW				
16/03/2018	170570	170570/8963/P/ship drinks		12.00	0.00	12.00	0.00
					0.00	12.00	
				Above paid on : 23/03/2018		BACS No OLDSAW	
		Supplier : Pear Technology Services Ltd	PEARTECH				
15/02/2018	120041	120041/8964/tech support		180.00	0.00	180.00	0.00
					0.00	180.00	
				Above paid on : 23/03/2018		BACS No PEARTECH	
		Supplier : Secur-80 Ltd	SECUR				
12/03/2018	2669	2669/8967/alarm activation		48.00	0.00	48.00	0.00

Ledger : 1			Month : 12		Linked to Cash Book : 1		
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Ansa Environmental Services			ANSA				
06/03/2018	531013049	531013049/8952/litter/parking		626.59	0.00	626.59	0.00
					0.00	626.59	
				Above paid on : 23/03/2018		BACS No ANSA	
Supplier : Audifing Solutions Ltd			AUDITING				
13/03/2018	A5338	A5338/8953/internal audit		504.00	0.00	504.00	0.00
					0.00	504.00	
				Above paid on : 23/03/2018		BACS No AUDITING	
Supplier : Bomford Office Products Ltd			BOMFORD				
08/03/2018	76628	76628/8966/ink cartridges AMor		72.40	0.00	72.40	0.00
					0.00	72.40	
				Above paid on : 23/03/2018		BACS No BOMFORD	
Supplier : Cheshire Association of Local Councils			CALC				
01/03/2018	004124	004124/8956/Training R Burgess		150.00	0.00	150.00	0.00
					0.00	150.00	
				Above paid on : 23/03/2018		BACS No CALC	
Supplier : Canda Copying Ltd			CANDA				
01/03/2018	383980	383980/8954/B & W photocopi		222.44	0.00	222.44	0.00
01/03/2018	383981	383981/8955/colour photocopi		424.33	0.00	424.33	0.00
					0.00	646.77	
				Above paid on : 23/03/2018		BACS No CANDA	
Supplier : Cheshire Electrical Supplies Ltd			CHESHELECT				
08/03/2018	596-014795	596-014795/8958/TIC bulb		5.02	0.00	5.02	0.00
					0.00	5.02	
				Above paid on : 23/03/2018		BACS No CHESHELECT	
Supplier : Congleton Garden Machinery Ltd			CONGGARDEN				
01/12/2017	17048	17048/8959/Hedge cutter		421.20	0.00	421.20	0.00
12/03/2018	18280	18280/8960/Leaf Blower		234.90	0.00	234.90	0.00

Ledger : 1

Month : 12

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
					0.00	384.00	
				Above paid on : 29/03/2018		BACS No TALKECHEM	
		Supplier : Threadfast Engineers 1984 Ltd	THREADFAST				
26/03/2018	SIN095887	SIN095887/9004/TV fixings		36.18	0.00	36.18	0.00
					0.00	36.18	
				Above paid on : 29/03/2018		BACS No THREADFAS	
			PAYMENT TOTALS		0.00	8,153.57	

Ledger : 1

Month : 12

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
					0.00	187.07	
				Above paid on : 29/03/2018		BACS No KGLOACH	
		Supplier : MAC Tool & Plant Hire Ltd	MAC				
22/03/2018	343	343/8996/mower service		171.00	0.00	171.00	0.00
22/03/2018	344	344/8997/mower service		115.20	0.00	115.20	0.00
22/03/2018	345	345/8994/Hire of tower		60.00	0.00	60.00	0.00
22/03/2018	346	346/8995/mower service		102.00	0.00	102.00	0.00
					0.00	448.20	
				Above paid on : 29/03/2018		BACS No MAC	
		Supplier : Old Saw Mill	OLDSAW				
08/03/2018	170567	170567/8998/N Hood Plan mtg		27.00	0.00	27.00	0.00
					0.00	27.00	
				Above paid on : 29/03/2018		BACS No OLDSAW	
		Supplier : Society of Local Council Clerks	SLCC				
01/03/2018	188254	188254/8999/RB CILCA		250.00	0.00	250.00	0.00
					0.00	250.00	
				Above paid on : 29/03/2018		BACS No SLCC	
		Supplier : Spiral Colour	SPIRAL				
12/03/2018	29650	29650/9000/Vinyl stickers		93.60	0.00	93.60	0.00
12/03/2018	29651	29651/9001/A1 print - Mayors B		58.80	0.00	58.80	0.00
					0.00	152.40	
				Above paid on : 29/03/2018		BACS No SPIRAL	
		Supplier : St John's Community Centre	ST				
26/03/2018	201803	201803/9002/Luncheon club		205.50	0.00	205.50	0.00
					0.00	205.50	
				Above paid on : 29/03/2018		BACS No ST	
		Supplier : Talke Chemical Company Limited	TALKECHEM				
19/03/2018	65436	65436/9003/Green bin bags		384.00	0.00	384.00	0.00

Ledger : 1

Month : 12

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				
19/03/2018	16891	16891/8982/T C Planters		3,373.72	0.00	3,373.72	0.00
					0.00	3,373.72	
			Above paid on : 29/03/2018		BACS No AMBEROL		
Supplier : Campey Turf Care Systems			CAMPEY				
20/03/2018	96483	96483/8983/mower service		599.80	0.00	599.80	0.00
					0.00	599.80	
			Above paid on : 29/03/2018		BACS No CAMPEY		
Supplier : Cavern Protective Clothing			CAVERN				
07/03/2018	18220	18220/8986/s/scape PPE		136.80	0.00	136.80	0.00
19/03/2018	18233	18233/8985/S/scape PPE		52.80	0.00	52.80	0.00
22/03/2018	18235	18235/8984/s/scape PPE		67.80	0.00	67.80	0.00
					0.00	257.40	
			Above paid on : 29/03/2018		BACS No CAVERN		
Supplier : Centrifugal Pump Services Ltd			CENTRIFUGA				
08/03/2018	13307	13307/8987/New P pool pump		1,912.80	0.00	1,912.80	0.00
					0.00	1,912.80	
			Above paid on : 29/03/2018		BACS No CENTRIFUGA		
Supplier : Heads Congleton Limited			CHRONICLE				
22/03/2018	109657	109657/8988/Easter Day advert		120.00	0.00	120.00	0.00
					0.00	120.00	
			Above paid on : 29/03/2018		BACS No CHRONICLE		
Supplier : C T H Events & Parties			CTHEVENTS				
09/03/2018	1447	1447/8989/Mayor's drinks recep		199.50	0.00	199.50	0.00
					0.00	199.50	
			Above paid on : 29/03/2018		BACS No CTHEVENTS		
Supplier : K G Loach			KGLOACH				
14/03/2018	34108	34108/8992/top soil etc		122.56	0.00	122.56	0.00
20/03/2018	34168	34168/8993/Hoe & shovel		64.51	0.00	64.51	0.00

Congleton Town Council

RBS Current/I Access Acct

List of Payments made between 01/02/2018 and 31/03/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/02/2018	Prism Business Developments Li	DD	£38.57	60821/8780/phone charges
01/02/2018	Cheshire East Council	DD	£201.00	Business rates Toilets Mkt st
02/02/2018	BACS B/L Pymnt Page 1858	BACS Pymnt	£8,908.87	BACS B/L Pymnt Page 1858
06/02/2018	Ansa Environmental Services	008515	£1,510.56	531012470/8855/putting up xmas tree
09/02/2018	BACS B/L Pymnt Page 1861	BACS Pymnt	£7,027.27	BACS B/L Pymnt Page 1861
12/02/2018	HMRC VAT	DD	£9,422.73	HMRC VAT
12/02/2018	Grant Congleton Harriers	008516	£250.00	Grant Congleton Harriers
14/02/2018	TomTom Telematics	dd	£117.42	7417933/8874/Vehicle tracker
15/02/2018	bankline chgs	DD	£51.40	bankline chgs
16/02/2018	Payroll February 2018	BANKLINE	£55,680.70	Payroll February 2018
19/02/2018	Talke Chemical Company Limited	008517	£725.92	65382/8881/stage paint
19/02/2018	RBS Credit Card	DD	£235.66	030118/8782/cardboard mayor; Brit in Bloom conference
20/02/2018	BACS B/L Pymnt Page 1862	BACS Pymnt	£1,391.78	BACS B/L Pymnt Page 1862
21/02/2018	RBS charges	DD	£11.14	RBS charges
23/02/2018	BACS B/L Pymnt Page 1866	BACS Pymnt	£4,351.68	BACS B/L Pymnt Page 1866
23/02/2018	EE	Dd	£25.85	V01457532995/8898/JM phone
26/02/2018	Prism Bus Developments	DD	£978.50	IT support monthly
27/02/2018	Clarke Willmott LLP	008518	£350.00	T023757/8883/elec works
27/02/2018	EE	008519	£55.04	01267856788/8758/s/scape phones
27/02/2018	Prism Business Developments Li	008520	£23.99	85463/8904/renewal domain name
28/02/2018	Broken Cross Paint & Wallpaper	008522	£101.16	8932/8921/varnish
28/02/2018	Suez Recycling and Recovery UK	dd	£287.12	31003380/8841/waste recycling
28/02/2018	West Mercia Energy	DD	£4,202.68	1453925/8945/Gas, Electric
28/02/2018	West Mercia Energy	dd	£9.80	1459868/8804/P Pool electric
28/02/2018	Allpay - Plus Dane	DD	£36.28	Allotment garage rental
28/02/2018	CEC Brereton Bears	008521	£70.00	Childcare voucher scheme
01/03/2018	Prism Business Developments Li	DD	£40.45	60907/9008/Prism Business Deve
01/03/2018	Cheshire East	DD	£201.00	Rates Mkt street toilets
01/03/2018	PCC cheshire	008523	£415.00	Grant PCSO DNA test kits
02/03/2018	RBS Bank	DD	£5.00	bank charges
05/03/2018	Secur-80 Ltd	008524	£48.00	2583/8870/site visit
05/03/2018	Miss E J Young	008525	£75.00	280218/9010/P/ship Letters of War
05/03/2018	Stockley Farm Park	008526	£200.00	270218/9009/Easter treats day
06/03/2018	BACS B/L Pymnt Page 1876	BACS Pymnt	£6,671.22	BACS B/L Pymnt Page 1876
06/03/2018	NW in Bloom entry	008527	£130.00	NW in Bloom entry
08/03/2018	Brereton Bears childcare vouch	008528	£60.00	childcare voucher scheme
09/03/2018	Whitehursts Agricultural & Bui	008529	£216.00	096825/8947/Grant Cong Park
09/03/2018	Water Plus Ltd	008530	£593.05	03239754/8949/P Pool water
12/03/2018	West Mercia Energy	dd	£2,329.74	1461384/8920/T H Electric
13/03/2018	T & S Electrical Limited	008531	£1,270.61	1321/8951/new oven elecs
13/03/2018	British Telecom	dd	£45.47	QO71CU/8924/Fax machine line
13/03/2018	Purchase Power	Dd	£213.00	BF353661/8939/franking machine
13/03/2018	TomTom Telematics	DD	£117.42	7457621/8971/webfleet
13/03/2018	Petty cash	008532	£145.63	Reimburse Petty cash
14/03/2018	BACS B/L Pymnt Page 1880	BACS Pymnt	£19,481.86	BACS B/L Pymnt Page 1880
15/03/2018	Bankline charges	DD	£48.20	Bankline charges
16/03/2018	West Mercia Energy	dD	£1,642.88	1466230/8919/T H Gas
16/03/2018	Bankline	BANKLINE	£55,200.12	Salaries March 2018

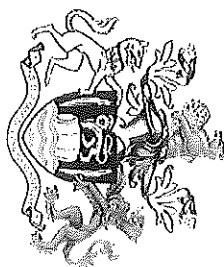
19/03/2018	RBS Credit Card	dd	£152.46	03032018/8965/domain name, herbs,parcel return
20/03/2018	Cheshire East Council	008534	£18,175.00	41103438/8957/Loan repayment
20/03/2018	Water Plus Ltd	008535	£38.08	03279455/8972/allotments
20/03/2018	Sol Theatre School	008533	£500.00	Grant Sol theatre school
20/03/2018	Congleton Jazz & Blues	008536	£500.00	Grant - Cong Jazz & Blues
21/03/2018	RBS chgs	BACS	£9.70	RBS chgs
23/03/2018	BACS B/L Pymnt Page 1888	BACS Pymnt	£12,092.12	BACS B/L Pymnt Page 1888
23/03/2018	West Mercia Energy	bacs	£9.80	1468466/8916/P/Pool electric
23/03/2018	EE	dd	£25.34	V01468624565/8990/JM phone
26/03/2018	Cygnel Club	008537	£8.00	xmas lights electricity reimbu
26/03/2018	Halo Hair	8538	£8.00	xmas light reimburse electric
26/03/2018	JC Jewellery	008539	£13.00	xmas light reimburse electric
26/03/2018	Browns furniture	008540	£11.00	xmas light reimburse electric
26/03/2018	WH Smith	008541	£7.00	xmas light reimburse electric
26/03/2018	Cheshire Comm Action	008542	£100.00	Community Pride entry
26/03/2018	Prism Bus Developments	DD	£978.50	IT support monthly
27/03/2018	House to Home	008543	£10.00	xmas light reimburse electric
27/03/2018	Electric Picture House	008544	£350.00	230218/8991/P ship workshops
27/03/2018	Zurich Insurance Company	008546	£352.80	260318/9007/P Ship insurance
28/03/2018	Allpay - Plus Dane	DD	£36.28	Allotment garage rental
29/03/2018	BACS B/L Pymnt Page 1894	BACS Pymnt	£8,153.57	BACS B/L Pymnt Page 1894
29/03/2018	Suez Recycling and Recovery UK	DD	£287.12	31035548/8943/waste recycling
Total Payments			£227,032.54	

Congleton Town Council
RBS Current/I Access Acct

List of Payments made between 01/04/2018 and 30/04/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
03/04/2018	PWLB	DD	10,888.84	PWLB 2nd payment 17/18
03/04/2018	Cheshire East BC	DD	2,633.50	Town Hall Business rates
03/04/2018	Cheshire East BC	DD	208.00	Mkt st toilets rates
03/04/2018	Grenke Leasing	DD	406.19	Vehicle tracking rental
03/04/2018	Prism Business Developments Li	DD	40.19	60998/8950/phone charges
05/04/2018	Water Plus Ltd	DD	1,065.61	02351479/7910/waste water
10/04/2018	EE	008549	52.12	01271463628/9027/phone charges
10/04/2018	Angel Springs Ltd	008550	43.02	4234128/9046/water
10/04/2018	Cheshire Electrical Supplies L	008551	16.48	596-015617/9011/T H Lights
10/04/2018	Congleton High School	008552	189.00	5102271/9013/In Bloom stickers
10/04/2018	C T H Events & Parties	008553	1,313.58	1471/9015/P Ship exec
10/04/2018	JAF Graphics	008554	294.00	20399/9048/Treo sign
10/04/2018	The Leaflet Team	008555	391.00	TKD0553/9028/Beat Necess delivery
10/04/2018	K G Loach	008556	396.26	33862/9043/Rock salt
10/04/2018	MAC Tool & Plant Hire Ltd	008557	113.46	349/9030/boxes 2 stroke oil
10/04/2018	Mitten Clarke	008558	628.80	18323/9049/Paye, payroll qtrly
10/04/2018	Myers & Co Solicitors	008559	300.00	SE108539001/9031/prof services
10/04/2018	Pool Tech Services Ltd	008560	4,212.00	2005/9032/Chloride controller pool
10/04/2018	Porters Service Station Ltd	008561	984.58	300318/9033/Vehicle fuel
10/04/2018	Talke Chemical Company Limited	008562	89.16	65438/9034/floor polish
10/04/2018	Thomson Planning Partnership L	008563	246.24	35/012/AT/016/9035/n/plan
10/04/2018	Travis Perkins Trading Company	008564	7.92	3640AEQ933/9042/Cement
10/04/2018	T & S Electrical Limited	008565	130.56	1336/9036/Light repairs
10/04/2018	United Reformed Church	008566	412.50	310318/9037/Luncheon Club
10/04/2018	Vibrant Graphics Ltd	008567	234.00	028736/9038/Easter trail
10/04/2018	Wallasey Panel Beaters	008568	2,361.83	WPBM177848/9045/Insurance claim
11/04/2018	Pitney Bowes Finance PLC	DD	190.05	franking machine rental
13/04/2018	West Mercia Energy	DD	3,812.00	1469698/8978/T Hall Electricity/gas
16/04/2018	Clowes Developments (Northwest	008570	230.62	20/13823/9053/Water public toilets
16/04/2018	T & S Electrical Limited	008571	1,001.04	1264/9054/immersion heater repair
16/04/2018	VAST Services 1920	008572	500.00	42038/9056/p/ship cycling leaflet
16/04/2018	C T H Events & Parties	008573	527.58	1472/9057/TC12092
16/04/2018	Bankline	DD	64.60	bankline charges
16/04/2018	Cheshire East CAB	008569	15,000.00	Grant CEast CAB
17/04/2018	A P Matthews Nurseries Ltd	008574	163.38	33844/9058/Trees, P/ship
17/04/2018	Chubb Fire & Security Ltd	008575	2,175.98	6873428/9059/3 x CCTV camera
17/04/2018	RBS Credit Card	DD	59.84	310318/9040/power socket
17/04/2018	TomTom Telematics	DD	117.42	7493049/9093/vehicle tracker
18/04/2018	Payroll April 2018	BANKLINE	56,156.62	Payroll April 2018
19/04/2018	chgs RBS	DD	14.24	chgs RBS
19/04/2018	CCLA	EBP	150,000.00	xfer to Local Council deposit a/c
20/04/2018	Birch Pest Control	008576	310.00	11613/9060/pest control
23/04/2018	EE	DD	26.29	V01479875345/9080/phone charge
23/04/2018	Brereton Primary School	008577	80.00	Childcare Voucher scheme
24/04/2018	CCP	008578	16,000.00	Grant CCP
25/04/2018	Prism Bus Developments	DD	913.43	IT support monthly
30/04/2018	Cheshire East Council	008580	230.00	41104251/9072/premise licence
30/04/2018	Painters Supply Ltd	008581	43.98	9497/9109/paint p/pool
30/04/2018	Prism Business Developments Li	008582	482.69	87122/9086/cabling works
30/04/2018	Mr C Rome	008583	50.00	001/9088/radio hire
30/04/2018	Stringing and Frames	008584	60.00	170418/9091/mayor frames
30/04/2018	Allpay - Plus Dane	DD	36.28	Garage rental allotment
30/04/2018	Suez Recycling and Recovery UK	DD	287.12	31071316/9041/waste recycling
30/04/2018	Petty cash	008579	154.51	Petty cash

Total Payments 276,346.51



Congleton Town Council

Historic market town

Chief Officer: David McGifford



CONGLETON TOWN COUNCIL ASSET REGISTER & INVENTORY

Financial Regulation 14.6 provides that the RFO will be responsible for maintaining an Asset Register of all significant assets owned by the Town Council, which is to include an inventory of fixtures, fittings and equipment which costs £250.00 or more and has a life expectancy of five years.

The Chairman of Finance and Policy Committee will verify the asset register annually.

I Bob Edwards, Chairman of the Finance and Policy Committee certify that the following Inventory is a true and accurate record of assets owned by Congleton Town Council as of 31st March 2018.

Signed.....

Compton Town Council - Fixed Asset Register and Inventory as at 31/03/2018

					2018	Fixed Asset Register
Location	Item no.	Supplier	Purchase Date	Description	Qual Total Inventory	
Town Hall	LB000			Town Hall & Museum	1	2121460 2121460
Padding Pool Land/E	LB003			Padding Pool (leased)	1	95000 95000
Padding Pool Plant	LB005			Plant room - padding pool		25000 25000
	EQP039	Nortek	20/08/2010	Padding Pool ramp	1	475 475
	INF012	Soft Surfaces	08/05/2017	Pool footpath and safety surface	1	7642 7642
	INF013	Centrifugal pumps	08/03/2018	New pool pump	1	1594 1594
	INF014	Pool Tech	29/03/2018	Chlorine Controller	1	3510 3510
	EQP006		01/04/2011	Pool water fountain	1	620 620
						133841 133366
Allotments	LB001		01/04/2009	Allotment toilets	1	3425 3425
	LB002			Hillary Avenue Allotments	1	65000 65000
	LB004			Padding Pool Toilets	1	1 1
	INF002		01/04/2009	Allotment path	1	5990 5990
	INF011		01/04/2009	Railings at allotments	1	1 1
						74417 74415
Town Hall						
		Chubb	26/08/2010	Intruder alarm system	1	4100 4100
	FF008	Trend	28/04/2010	Heating Control software	1	2449 2449
	FF009	secCo	20/04/2010	Window winders	1	2135 2135
	LB001	Richies		Bar Extension	1	40000 40000
Grand Hall						
	HFE091	Style Seating	25/02/2013	300 Green/gold stacking chairs	292	11724 11724
	HFE092	Allen Pavitt	03/01/2013	30 laminate top folding tables 1800 x 750 mm	30	3778 3778
	HFE093	Allen Pavitt	03/01/2013	30 laminate top folding tables 1500 x 750 mm	10	1174 1174
Town Hall F&F						
		Chubb	29/10/2015	Fire Alarm works	1	1827 1827
		Chubb	30/10/2015	Fire Alarm works	1	1800 1800
	HFE131	Chubb	26/04/2017	CCTV cameras around Town Hall	13	7000 7000
	HFE007			12 section portable and height adjustable stage unit each section 2.0 by 1.0m made of timber ply top with aluminium frame	1	500 500
Grand Hall				PA system supplied by Worthingtons Euromet Professional cabinet size 500 by 600 by 1.000m high. Comprising of, 1 No CA-6220 mixer, 1 No R300 Amplifier, 1 No Compact Disk TEAC PD/D2410 multi disk, 1 No Radio Mike amp WT-48106	1	5000 5000
	HFE008			Piano upright, SCHAEDEMAYER, supplied by NJTOSTEVIN and Son	1	1500 1500
	HFE009			Stoke on Trent.	1	100 100
	HFE004			1 No Electric Wall Clock by The London Clock Company.	1	0 0

Conqleton Town Council - Fixed Asset Register and Inventory as at 31/03/2018

							2018	
Location	Item no.	Supplier	Purchase Date	Description	Qua	Total Inventory	Fixed Asset Register	
	HFE043		01/06/2008	2 large ceiling chandeliers	2	0		0
	CAT114		01/06/2008	Lion Crest above Main Hall on wall	1	1		0
				NPR 1523 Floor Machine c/w Drive Board, Solution Tank, Scrubbing				
	HFE005	Global Hygiene	06/10/2010	Brush	1	825		0
	HFE006	Global Hygiene	25/10/2010	Numatic Twintec TT Floor Scrubber 240v	1	1235		1235
	HFE114	Talke Chemicals	10/11/2014	Sack Truck	1	86		0
Bridestones	HFE029	PAS Sound Engineering	28/01/2011	Main sound system + gallery system (Grand Hall)	1	8155		8155
	HFE075	PAS Sound Engineering	28/01/2011	lapel radio mike	2	725		725
	HFE076	PAS Sound Engineering	28/01/2011	hand held radio mike	2	785		785
	HFE130	T&S Electrical	28/02/2017	hand held radio mike	1	305		305
	HFE077	PAS Sound Engineering	28/01/2011	Gooseneck radio mike	3	1883		1883
Grand Hall	HFE081	PAS Sound Engineering	28/01/2011	4 way mike sockets (these are in the wall)	1	325		0
	HFE078	PAS Sound Engineering	28/01/2011	1 stand	2	113		0
	HFE132	Pure AV	08/05/2017	Conference System - Bridestones	1	15193		15193
	HFE133	Strictly Tables & chairs	28/07/2017	5' Plastic Folding round tables x 5	5	320		320
	HFE134	Strictly Tables & chairs	28/07/2017	6' Plastic Folding round tables x 15	15	1319		1319
	HFE135	Christmas Direct	01/08/2017	Fairy lights	1	564		0
	HFE140	Xmasdirect	08/11/2017	Fairy lights	1	140		0
	HFE142	Cookies	31/07/2018	LED uplighter lights	24	2583		2583
	HFE136	Chairs and Lifting	19/09/2017	Harness for Minstrel Gallery	1	1143		1143
	HFE137	Strictly Tables & chairs	28/07/2017	Narrow Table Trolley	1	425		0
	HFE129	T&S Electrical	30/11/2016	Induction Loop System (for the hard of hearing)	1	1925		1925
	HFE019			Green Privacy Screens	3	360		0
Inner Hall way G26								
	HFE071			Conqleton Town Council Rolls of Mayors Board 2.00 by 0.800m	1	400		0
	HFE025	Donation	01/04/2010	2 samsung LCD TVs	2	0		0
	HFE112	Nisbets	23/10/2014	Red rope and brass post barrier	1	113		0
	HFE090	MAC Tool Hire	25/03/2013	Infra Red Heaters (park)	2	600		0
Room behind TTC	HFE018	Global Hygiene	13/10/2010	first Aid Couch	1	324		0
		Global Hygiene	23/12/2011	Delonghi Rapido Oil filled radiator	1	175		0
	HFE138	Andrew Deftford aadeffb.com	28/09/2017	Physio-control lifePak CR plus fully automatic Defibrillator	1	980		0
Bar Annex								
	HFE012			High circular drinks tables tubular steel with beech effect top 550mm diameter 1.200m high	3	270		0
	HFE013		01/06/2008	5 Low circular drinks tables (1 in bar)	5	360		0
	HFE014		01/06/2014	5 Low Square drinks tables	4	1		0
	HFE015		01/06/2014	2 metal litter bins - 1BS, 1 GH	2	1		0
	HFE047			hydro boil water heater (kitchen)	1	543		0
Cellar	HFE062	SAS Refrigeration	14/04/2010	Bar Cellar Fridge (Kitchen)	1	1500		1500
	HFE139	SAS Refrigeration	12/10/2017	2 door bottle cooler	1	350		0
	HFE115	Catering Supplies	05/07/2015	Glasswasher (cotton club)	1	1350		1350
	HFE110			Large lockable twin door Bottle Fridge store (corridor)	1			

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2018

					2018	
Location	Item no.	Supplier	Purchase Date	Description	Qual Total Inventory	Fixed Asset Register
	HFE102			Undercounter twin glass bottle fridges	2	
	HFE103			Free standing ice making machine	1	
Cellar	HFE104			Large Free Standing Beer coolers (owned by the Brewery)	2	
Cloaks G25a G27						
	HFE069			2 No portable black tubular steel hat and coat racks on casters 1.800m by 1.800m	2	150
	HFE068			Handyman Aluminium ladders 3 stage (park)	1	150
	C3			2 No Aluminium Flip Chart Boards and Stands	2	100
				30/03/2012 1 Nobo Nautille Easel (flip chart board)	1	79
	HFE128	COS		16/11/2016 900mm x 600mm display boards (rear store room)	3	279
		Access		2 No Aluminium Free Standing Display Boards in blue 1.800m by 1.800m	2	500
	HFE028			Ash Bin	1	170
	HFE126	Talke Chemicals	07/11/2016			
Store Room G21						
	HFE122	Asbury Garden Centre	16/12/2015	2 Artificial Christmas Trees (park)	2	266
Kitchen G10						
	HFE109			Stainless Steel Vacuum Flasks	2	140
	HFE116	Nisbets	16/04/2015	Stainless Steel Vacuum Flasks	14	125
	HFE117	Stephensons	28/05/2016	Simply Tableware 11" plates	252	444
	HFE118	Stephensons	28/05/2016	Simply Tableware 6.25" plates	252	154
	HFE121	Dudsons	08/04/2015	100 mugs	100	100
	HFE123	Stephensons	08/03/2016	Cutlery	1	159
	HFE124	Dudsons	03/03/2016	100 mugs	100	100
	HFE074	SAS Refrigeration	10/09/2010	undercounter fridge	1	358
	HFE099	SAS Refrigeration	13/06/2013	Fridge model GN650TN	1	850
	HFE100	The Catering shop	09/08/2013	Chest Freezer CF1300	1	389
	HFE082	Ritchie	13/07/2013	C Range Commercial Dishwasher	1	2801
	HFE083	Ritchie	13/07/2013	Free Standing Fridge Sterling Pro	1	458
	HFE084	Ritchie	13/07/2013	Blue Seal Salamander Grill	1	948
	HFE085	Ritchie	13/07/2013	Oven Incat 6 burner range	1	1406
	HFE101			Imperial 6 Burner Range	1	0
	HFE106			Industrial Gas Cooker	1	0
	HFE107			Tall Glass fronted bottle fridge (Cotton Club?)	1	0
	HFE143	Ritchie/TS Electrical	15/02/2018	Combi Oven	1	12963
	HFE119	Catering Supplies	03/10/2015	2 door fridge	1	1100
	HFE127	Catering Supplies	22/11/2016	2 door w/top fridge	1	850
	HFE086	Ritchie	13/07/2013	Hot plate parry alpha range	1	1295
	HFE087	Ritchie	13/07/2013	Commercial microwave	1	549
	HFE088	Ritchie	13/07/2013	Commercial microwave	1	549
	HFE095	Hancocks	14/03/2013	1 litre water jug	6	12
	HFE096	Hancocks	14/03/2013	1.8 litre water jug	15	59
	HFE097	Hancocks	14/03/2013	10oz Hiball water glasses	192	70

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2018

					2018	
Location	Item no.	Supplier	Purchase Date	Description	Qual Total Inventory	Fixed Asset Register
	HFE120	Posh Nosh Parties	23/12/2016	Various kitchen items see list	1 1700	0
First Floor						
	HFE040	Jackson Lloyd	03/06/2010	display cabinet	1 2200	2200
	CAT020	Fattorini	10/05/2012	Jubilee Link badge	1 398	0
	CAT119	Princess Irene Regiment	31/10/2013	S/S Ceremonial Dutch Military Sword	1 2250	0
Bridestones Suite F6						
	CAT090			1 No Tapestry 5.0m by 2.5m depicting Congleton Scene	1 5000	5000
in Museum	HFE035			1 No Antique Mayors Chair in carved timber and brown leather good condition	1 300	0
	CAT091			1 No oil painting of Little Moreton Hall Nr Congleton behind glass in either timber or plaster quilt frame 1.000m by 0.900m	1 7500	500
	CAT092			1 No oil painting of Building Ruin with Fence in Foreground behind glass in either timber or plaster quilt frame 1.100m by 0.900m	1 7500	350
	CAT093			1 No oil painting of Congleton High Street and Town Hall painted and presented by John Nash Peake AD1902 1.600m by 1.200m	1 30000	500
	HFE036	Great British Lighting	14/05/2010	Satin Brass Rectangular up/down lights	8 4269	4269
	HFE037	Great British Lighting	14/06/2010	Chandeliers	2 14106	14106
	HFE038	R&L Systems Ltd	08/06/2010	2 pulleys for chandeliers (raising & lowering)	1 4950	4950
	HFE039		01/06/2008	2 ceiling fans	2 1	0
	HFE034	Allen Pavitt Contracts	07/06/2010	1830mm x 762mm tables	6 744	744
	HFE033			2130mm x 762mm tables	3 402	402
	HFE032			1220mm x 762mm tables with round edges	2 242	242
	HFE031			Beech Frame Conference chair	42 3318	3318
	HFE027			Dual Height wheeling folding stage + steps	1 752	752
	HFE030	PAS Sound Engineering	28/01/2011	Sound System	1 5597	5597
	HFE094	Congleton Office Supplies	28/03/2013	Nobo Tripod Screen	1 137	
	HFE113	Jantex	19/11/2014	Upgraded pulley system for curtains in Bridestones	1 690	0
Spencer Suite F8						
	OFF027			10 No tubular steel frame counter chairs upholstered in green with arms	10 1800	1800
	OFF026			2 Semi Circular Boardroom metal frame table with light oak top 1.200m diameter	2 340	0
	OFF028			1 No Rectangular Boardroom metal frame table with light oak top 1.200m in diameter	2 170	0
	OFF029			1 No Magnus Cresenda Storage Cupboard in light oak 1.600m by 0.550m	1 580	580
	HFE144	Laptop House Ltd	15/02/2018	Avocor E-6500 Touch Screen panel and trolley	1 1854	1854
				2 No Antique Congleton Town Council Mayors Chair in polished wood and leather with ornate carving depicting in wood carving conga eels and barrel tons	1 500	500
Bridestones	HFE035				1 500	500

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2018

						2018	
Location	Item no.	Supplier	Purchase Date	Description	Qual	Total Inventory	Fixed Asset Register
	CAT115			Collection of Framed Certificates and Maps 1 No Framed Certificate Guinness World Records Maypole dance 146 participants 2008. 1 No Framed Adept Integrated Management System Certificate to Congleton Town Council from SECE1 No Framed 25,000" scaled plan of pictures of past Mayors - re-framed and hung in Grand Hall	1	300	0
Grand Hall	CAT116				1	1390	0
First Floor Landing							
	CAT101-CAT113			12 No Charity Boards timber framed with hand painted inscriptions 2,000m by 0,800m 1 No John Pedley 1 No The Wilbraham Memorial Fund 1 No The Wilbraham and Emily Ann Salt 1 No Congleton Charities 1 No The Cotterhill Brook Street Charities 1 No Mary and Judith A	1	1200	1200
	HFE020			Dual Height Wheeling folding stage	1	916	916
First Floor Cupboard	HFE089	A&A Music		Music stand as lecturn	1	23	0
	OFF101	Heatons	10/07/2015	Nobo Tripod screen 2000 x 1513	1	137	0
		Talke Chem	04/03/2016	Key Cabinet	1	53	0
	OFF105	Prism	01/04/2015	Spare Laptop - Lenovo Thinkpad Edge E540	1	745	745
First Floor Office							
	EQP042	Nevada	10/11/2011	9v battery charger	1	56	0
	EQP043	Nevada	10/11/2011	9v rechargeable batteries	9	98	0
	HFE125	Just Projectors	26/07/2016	NEC M311W Projector	1	463	463
				4 No Cantilever Universal Workstations Magnus Wave metal frame 1,800m by 1,200m by 0,800m by 0,600m with Lockable Magnus Under Desk Filing Cabinets all in light oak timber finish	4	660	660
	OFF050		13/11/2017	Magnus Desk 1600x 800x600 (LM)	1	90	0
	OFF124	Broadstock		4 No High Back Operator Chairs in fabric colour leaf	4	340	0
	OFF053		01/06/2008	Beech effect 2 door cupboard (behind LM)	1	1	0
	OFF054			1 No Rectangular Table metal frame 1,800m by 0,750m in light oak timber finish	1	85	0
	OFF055			Magnus Storage Cupboard with Tambour Doors 1,950m by 1,060m by 0,530m in light oak timber finish	1	300	0
	OFF055			Magnus storage cupboard	1	400	0
	OFF085	Broadstock	08/07/2014	Four shelf L/Oak bookcase (behind JP)	1	113	0
	OFF116	Prism	15/05/2017	ST desktop PC - Dell - Optiplex 3050	1	1016	1016
	OFF117	Prism	15/05/2017	ST Monitor - Dell 22"	1	147	147
	OFF073	Prism	03/12/2013	Office Server	1	2383	2383
	OFF119	Prism	03/05/2017	APC Smart UPS 1000VA battery backup for server	1	343	0
	OFF084	PCWorld	29/05/2014	Net gear Comms box	1	120	0
	OFF102	Prism	05/02/2016	Dell Optiplex 3020 LM		890	890
	OFF122	Prism	12/09/2017	Dell 22" Monitor P2217H- LM	1	158	0

Condeleton Town Council - Fixed Asset Register and Inventory as at 31/03/2018

				2018		
Location	Item no.	Supplier	Purchase Date	Description	Qty	Fixed Asset Register
	OFF123	Prism	26/09/2017	Adobe Acrobat Pro 2017	1	575
	OFF093	Prism	22/10/2014	Dell optiplex 3020 AMW	1	945
		Prism	07/12/2011	Office Professional 2010 software	3	830
				Office Home and Business 2010 Software	4	760
	OFF112	Prism	17/01/2017	Dell 22" Monitor P2217- JP	1	131
	OFF113	Prism	17/01/2017	Dell Optiplex 3040 Mini tower PC - JP	1	753
	EQP005	Pear Technology	31/01/2011	Mapping Software and Asset Manager	1	1625
		Prism	26/03/2012	Adobe photoshop	1	558
	OFF077	Prism	08/05/2013	Brother Laser Jet Printer (LM)HL2250DN	1	295
	OFF63			1 No Telephone Fax System	1	215
	OFF110	Prism	14/01/2017	Avaya VOIP telephone system	1	4225
Second Floor Office	EQP041		01/04/2010	PAT Tester	1	850
First Floor Office	OFF048		01/06/2008	Wooden Coat Stand	1	1
	OFF049			4 No 4 Drawer Metal Filing cabinets	4	660
	OFF115	The Stationary Store	07/02/2017	Dahle A2 guillotine paper cutter	1	143
	OFF078			2 drawer metal filing cabinet	1	68
	OFF069			9 Office Blinds	9	900
				3 office blinds (admin office)	3	397
	HFE098	Viking	02/09/2013	NEC M3111 Projector	1	485
	OFF056	Viking	17/06/2010	Ativa Shredder	1	290
Second Floor Office						
Streetscape						
	OFF114	Prism	17/01/2017	RB laptop	1	968
	OFF020	Broadstock	25/01/2012	3 Drawer Pedestal CJ	1	103
	OFF021		01/06/2008	Desk CJ	1	1
	OFF022				1	1
	OFF024		01/06/2014	Chair CJ	1	1
	OFF032		01/06/2008	HP Laserjet printer (P2015N)	1	1
			01/06/2008	4 Green swivel chairs	4	1
	OFF087	Prism	14/05/2014	Dell Optiplex 3020 Desktop (CJ)	1	646
	OFF089	Prism	14/05/2014	Dell P2014H Monitor (CJ)	1	99
	OFF081	Broadstock	22/01/2014	RB desk	1	114
	OFF082	Broadstock	22/01/2014	RB Pedestal	1	103
	OFF083	Broadstock	23/01/2014	RB bookcase	1	113
	OFF084	Broadstock	24/01/2014	RB chair	1	83
	OFF104	Argos	20/05/2015	Shelving (behind MW)	2	67
	OFF096	Broadstock	17/11/2014	MW Desk	1	114
	OFF097	Broadstock	17/11/2014	MW Pedestal	1	103
	OFF098	Broadstock	17/11/2014	MW chair with arms	1	105
	OFF103	Prism	05/02/2016	Dell Optiplex 3020 MW	1	890
	HFE065		01/06/2008	Step ladder	1	1
					1	0

Conjleton Town Council - Fixed Asset Register and Inventory as at 31/03/2018

							2018	
Location	Item no.	Supplier	Purchase Date	Description	Quant Total Inventory	Fixed Asset Register		
Campbell Suite	OFF030			2 tables 1.600m diameter 25 mm top in light oak	2	200		
Second Floor Office								
Clerk's Office								
	OFF118	Prism	15/05/2017	HP Laser jet Pro 203dvw printer	1	135		
				3 No Cantilever Universal Workstations Magnus Wave metal frame 1.800m by 1.200m by 0.800m with Lockable Under Desk Filing Cabinets all in light oak timber finish	4	880		
	OFF031			1 No Magnus Circular Table with Central Column Base in light oak 1.000m diameter	1	135		
	OFF033			4 No 4 Leg Stackable Meeting Chairs Without Arms Upholstered in fabric colour leaf	4	240		
	OFF034			1 No 2 Drawer Metal Filing Cabinet	1	100		
	OFF111	Heatons	14/11/2016	4 drawer grey filing cabinet	1	129		
	OFF079	The Stationery Cupboard		Jemini 2 drawer filing cabinet grey	1	111		
	OFF043			1 No 2 Drawer Small Timber Filing Cabinet in Beech Wood	1	40		
	OFF125	Prism	01/11/2017	Dell 3380 latitude laptop (DM) with wireless keyboard and mouse	1	1170		
	OFF040			1 No Dell 19inch Flat Screen Monitor BH PC	1	175		
	OFF039	Prism	15/01/2015	Adobe Acrobat X1 Pro (BH Machine)	1	480		
	OFF045			Wall clock (now downstairs in Admin office)	1	60		
	OFF035			Metal cupboard		210		
	OFF047		16/01/2012	Canon ESO 1100D5 Camera	1	350		
	OFF088	Prism	14/05/2014	Dell Latitude E3440 Laptop (Now in TV in foyer)	1	724		
	OFF121	Prism	02/08/2017	Dell Latitude 3580 SSD Laptop (JM)	1	1130		
	OFF107	Prism	20/04/2015	MS desktop Dell Optiplex 3020 plus monitor	1	906		
	OFF090	Prism	08/08/2014	Dell Optiplex 3020 PC (Mattha)	1	630		
	OFF091	Prism	08/08/2014	Dell P2014H 19.5 " monitor	1	116		
	OFF092	Prism	28/08/2014	Office 13 plus publisher (software on MH machine)	1	273		
	OFF120	Frank Henshall	03/07/2017	Canon 5D 28-105 camera EX550 Flash gun	1	450		
				Ancient Records NB. A nominal value is included. Following a discussion with David Roffe Medieval Historian the ancient records if offered for sale could generate interest from American Universities and as a set realise in the order of £100,000	1	10000		
Museum	CAT100				1	10000		
						302606		232766
	CS001-CS007			Welcome to Completion Road Signs	7	11200		11200
	FP001-FP007			Town Centre finger posts - (??)	3	7800		7800
	NB001-NB007			Notice Boards - (??)	6	6600		6600
	XLDISPLAYS		08/07/2015	Secure lockable external notice board 1 Moody St Gardens	1	126		126
	XLDISPLAYS		08/07/2015	Secure lockable external notice board 1 Moody St Gardens	1	126		126

[illegible]

[illegible]

Compton Town Council - Fixed Asset Register and Inventory as at 31/03/2018

[illegible]

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	7 th June 2018	LOCATION	Congleton Town Hall
REPORT FROM	Town Centre and Marketing Manager		
AGENDA ITEM REPORT TITLE	13 New Data Privacy Notice for Congleton Town Council		
Background	<p>Congleton Town Council needs to introduce a Data Privacy Notice in line with the new General Data Protection Regulations which came into force on the 25th May 2018.</p> <p>The new regulations add additional responsibilities around the collection, processing, storage and use of personal data. It also gives individuals more rights to check their data and have it erased if there are no legal bases for keeping the data.</p> <p>Congleton Town Council has amended the booking documents for the Town Hall to explain what personal data is kept, how it is kept, where it is kept and for how long. Data will only be used for the purpose for which it was given.</p> <p>Congleton Town Council has also entered into shared agreements with partners with whom it is necessary for us to share data in order to deliver a service or perform a function such as payroll, pensions, website maintenance, town hall bookings, IT server to ensure that our customers details are only used for the purposes agreed.</p> <p>Additional clauses have been added to the Town Council Privacy notice on the Website.</p> <p>The New Draft Data Privacy Notice is attached as Appendix 1</p> <p>This should be read in conjunction with Congleton Town Council's Document Retention policy.</p>		
Decision Requested	<p>To note the above</p> <p>To approve the Data Privacy Notice and include it within the Town Council Constitution. .</p>		

Congleton Town Council Data Privacy Notice

Item 13 - Appendix 1

Who are we?

This Privacy Notice is provided to you by Congleton Town Council which is the data controller for your data. Congleton Town Council ('we' or 'us' or 'our') gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and law. This notice provides you with the necessary information regarding your rights and obligations, and explains how, why and when we collect and process your personal data.

Congleton Town Council's registered office is Congleton Town Hall, High Street, Congleton, Cheshire, CW12 1BN. We are registered on the Information Commissioner's Office Register of Data Controllers under registration number Z8555887, and act as the data controller/data processor. Our designated Appointed Person for the organisation is Jackie MacArthur, and we can be contacted at info@congletontowncouncil.co.uk

The lawful basis for processing your personal data

Congleton Town Council processes your personal information to meet our legal, statutory and contractual obligations and to provide you with information about town events, news and issues. We will never collect any unnecessary personal data from you and do not process your information in any way, other than specified in this notice.

The personal data that we collect includes the following

Residents /local groups/ shops /businesses that have asked to be kept informed	Contractors/ Suppliers External work customers Grant Applicants Town Hall customers	Employees, job applicants, councillors
<ul style="list-style-type: none">• Name• Email Address• Tel number• Web Address• Postal Address	<ul style="list-style-type: none">• Name• Email Address• Tel number• Web Address• Postal Address• Bank Details• Vat Registration	<ul style="list-style-type: none">• Name• Date of Birth• Home Address• Personal/ Business Email• Home/ Work Tel Number• Mobile Tel Number• National Insurance Number• Driver's License Number• Special Category Data (i.e.health/medical information)• Bank details• Tax details• Pension details• Properties owned (councillors only)

Congleton Town Council Data Privacy Notice

We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of our town hall facilities, or the applying for a grant. Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

We collect information in the ways listed below: -

- in person
- phone
- email
- online form
- employment and CV
- printed forms

Your personal data – what is it?

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR") and other legislation relating to personal data and rights such as the Human Rights Act.

Other data controllers the council works with:

- Local authorities
- Community groups
- Charities
- Contractors

We may need to share your personal data we hold with others so that they can carry out their responsibilities to the Town Council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the Town Council and the other data controllers may be "joint data controllers" which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;

Congleton Town Council Data Privacy Notice

- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services
- To confirm your identity to provide some services
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter)
- To help us to build up a picture of how we are performing
- To enable us to meet all legal and statutory obligations and powers including any delegated functions
- To promote the interests of the council
- To maintain our own accounts and records
- To seek your views, opinions or comments
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders
- To send you communications which you have requested and that may be of interest to you. These may include information about events, new projects or initiatives
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.
- Our processing also includes the use of CCTV systems for the prevention and prosecution of crime.

Congleton Town Council Data Privacy Notice

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading “Other data controllers the council works with”
- Our agents, suppliers and contractors. For example, we need to share data with our commercial partner for events in the Town Hall.
- On occasion, other local authorities or charities with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 6 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

Congleton Town Council Data Privacy Notice

3) The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7) The right to lodge a complaint with the Information Commissioner's Office.

☑ You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Congleton Town Council Data Privacy Notice

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on this web page <https://www.congleton-tc.gov.uk/council/privacy-policy>. This Notice was last updated in May 2018.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller,
Congleton Town Council
Town Hall
High Street
Congleton
CW12 1BN

Email: info@congletontowncouncil.co.uk


CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	7 th June 2018	LOCATION	Congleton Town Hall
REPORT FROM	Town Centre and Marketing Manager		
AGENDA ITEM REPORT TITLE	14 Amendment to Grant Application Forms and Policy		
Background	<p>In line with the Town Council's proposed Privacy Policy and the new General Data Protection Regulations 2018 the following changes are proposed to the Town Council grant application form:</p> <p>Add the following to the bottom of the grant application form:</p> <p><i>"Personal details given on this form will be redacted for public purposes, but the office will keep a completed electronic and paper copy and for the purposes of processing the grant. If successful the information will be kept for six years in line with HMRC rules. Your details will not be used or shared for other purposes in line with Congleton Town Council's Privacy Policy and GDPR 2018."</i></p>		
Decision Requested	To agree to update the Grant Application Forms to include the statement about GDPR and storage of personal data connected to the grant application. .		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	7 th June 2018	LOCATION	Congleton Town Hall
REPORT FROM	Town Centre and Marketing Manager		
AGENDA ITEM REPORT TITLE	15 CCTV Policy and Signage		
Background	<p>In line with Congleton Town Council's proposed Privacy Policy and the new General Data Protection Regulations 2018 Congleton Town Council has also introduced a new CCTV Policy.</p> <p>The proposed policy explains why the Town Council has CCTV, how it is used, who can monitor it, reasons for gaining access to footage and how long images are kept.</p> <p>New signs have been ordered and are expected to be installed week commencing 4 June 2018 to show more clearly that we have CCTV on the premises and the ownership and reasons for the CCTV.</p> <p>Picture of signs to be installed</p> <div data-bbox="395 1008 1114 2011"></div>		
Decision Requested	To approve the CCTV Policy for Congleton Town Council for implementation. .		

Congleton Town Council

CCTV Policy – for use at Congleton Town Hall

Item 15 - Appendix 1

Ownership

Congleton Town Council operates a CCTV surveillance system ("the system") throughout Congleton Town Hall, High Street, Congleton CW12 1BN with Images being monitored and recorded centrally. The system is owned and managed by Congleton Town Council and operated by the Town Hall Supervisor.

The responsible manager is Congleton Town Centre and Marketing Manager

Compliance

Images obtained from the system which include recognisable individuals constitute personal data and are covered by the Data Protection Act 1998 and the EU General Data Protection Regulation 2018. This Policy should therefore be read in conjunction with the Town Council's Data Privacy Notice.

The Town Council is the registered data controllers under the terms of the Act. The Data Protection Officer for the Town Council is the Town Centre and Marketing Manager who is responsible for ensuring compliance with the Act.

This policy has been drawn up in accordance with the advisory guidance contained within the Information Commissioner's CCTV Code of Practice and the Home Office Surveillance Camera Code of Practice.

Purpose

Congleton Town Council's registered purpose for processing personal data through use of the CCTV system is public safety, crime prevention and investigating disputes. This is further defined as:

CCTV is used the purposes of maintaining public safety, the security of property and premises and for preventing and investigating crime. It is not used to routinely monitor staff or councillors but footage may be reviewed where an issue which may be contrary to safe working practices or contravenes the employee or councillor code of conduct is brought to the attention of the Chief Officer or Managers. The information processed may include visual images, personal appearance and behaviours. It does not include sound. This information may be about visitors, customers, contractors, staff or councillors. Information may only be shared with the Police or other law enforcement agencies if requested with good cause.

The operators of the system recognise the effect of such systems on the individual and the right to privacy.

Congleton Town Council's is registered for CCTV under the data protection registration with the Information Commissioner's Office number Z8555887.

Congleton Town Council

CCTV Policy – for use at Congleton Town Hall

Description

The system is intended to produce images as clear as possible and appropriate for the purposes stated. The system is operated to provide when required, information and images of evidential value.

Cameras are located at strategic points throughout the Town Hall, principally covering entrance and exit points of buildings, the Grand Hall, Bridestones Suite and Bar area. It also covers the car park area at the rear of the Town Hall.

Signage is prominently placed at strategic locations to inform Town Hall users that a CCTV installation is in use and includes contact details for further information.

Operation

Images captured by the system are recorded continuously and may be checked by authorised staff in the first floor Supervisors Office. Images displayed on monitors are not visible to visitors. Only the Town Hall Supervisor and Chief Officer may take recordings of CCTV images and recordings. Staff authorised to view CCTV are fully briefed and trained in all aspects of the operational and administrative functions of the system.

Detailed procedures for the management of the system are included in the Town Hall Operating Procedures.

Information retention

No more images and information shall be stored for more than 28 days, unless required for legal reasons. Images will be deleted once their purpose has been discharged.

Access

All access to recorded images is recorded in the daily log. Access to images is restricted to those who need to have access in accordance with this policy.

Disclosure of recorded material will only be made to third parties in accordance with the purposes of the system and in compliance with the Data Protection Act.

Anyone who believes that they have been filmed by the system can request a copy of the recording, subject to any restrictions covered by the Data Protection Act ("Subject access request"). Data subjects also have the right to request that inaccurate data be corrected or erased and to seek redress for any damage caused. Procedures are in place to ensure all such access requests are dealt with effectively and within the law.

Congleton Town Council

CCTV Policy – for use at Congleton Town Hall

Access requests should be sent by letter to:

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

Or to info@congletontowncouncil.co.uk

Feedback

Members of the public should address any concerns or complaints over use of Congleton Town Council's CCTV system to info@congletontowncouncil.co.uk or by telephone to 01260 270350 ext 1.

Annual review

This policy was approved by Congleton Town Hall Committee on It will be reviewed annually by the Town Hall Committee to ensure that the purpose still applies.

This Policy will be added to Congleton Town Council's Constitution.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:			
MEETING DATE AND TIME		LOCATION	Congleton Town Hall
REPORT FROM	Streetscape Development Manager – Ruth Burgess		
AGENDA ITEM REPORT TITLE	16 Bowling Green Mower		
Background	<p>The Streetscape Team have asked if we could research and consider the purchase of a new Bowling Green Mower. The Bowling Green Mower is used in the mowing season cutting and maintaining the bowling green within Congleton Park. The current Bowling Green Mower requires some maintenance as the drive chain keeps slipping and snapping. The Bowling Green Mower is now 20 years old (1997)</p>		
Finance / Quotes	<p>Quote 1. £3,735.00 Plus VAT. 3 days Weeks lead Time = Based in Cheshire They have been established for over 55 years as a main dealer of all types of Mowers and horticulture machinery. They are the appointed authorised Ransomes and Jacobsen distributor for the north of England. Local Company to Congleton</p> <p>Warranty included covering both faulty materials and faulty workmanship, it does not cover general wear and tear</p> <p>Quote 2. £4,004.10. 2 Weeks lead Time = Based in Cheshire They have been established for over 21 years. stock a wide range of lawnmowers, garden tractors, chainsaws, brushcutters. Local Company to Congleton</p> <p>Warranty included covering both faulty materials and faulty workmanship, it does not cover general wear and tear</p> <p>Quote 3. £3,454.00 Plus VAT. 4 Weeks lead Time = Based in Oswestry Established in 1992, they provide Professional and domestic grounds care equipment and garden machinery throughout North Wales, Shropshire, Mid Wales and the Midlands. they supply new equipment from most leading manufacturers along with having large stocks of quality pre owned equipment Warranty included covering both faulty materials and faulty workmanship, it does not cover general wear and tear</p> <p>Quote 4. £2855.00 Plus VAT. 1 Weeks lead Time = Based in Leyland Established in 1970, is the main Lancashire Distributor of the make Ifor Williams Bowling Green Mowers.</p>		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy																																											
MEETING DATE AND TIME	7 th June 2018	LOCATION	Congleton Town Hall																																									
REPORT FROM	Town Centre and Marketing Manager																																											
AGENDA ITEM REPORT TITLE	18 Shop Front Improvement Grant Progress Report																																											
Background	<p>On 14th September Congleton Town Council approved a Shop Front Improvement Grant scheme. £5,000 was ring-fenced for this project, with town centre shops within a specified streets being able to apply for 50% of costs up to a maximum of £500 towards the cost of shop front improvements.</p> <p>The information about the grant scheme was sent out to traders via emails and reported in the Chronicle.</p> <p>Initially 22 shops expressed an interest and were sent out forms to complete. A further four have expressed an interested recently and been sent forms.</p> <p>From the expressions of interest two – one at West Heath Shopping Centre and one at High Town were outside of the area agreed by the Town Council. From the initial interest only six filled in forms. Rootz's submitted a form in May. These were approved. Three have completed their work and submitted copies of the paid invoicing as proof of works carried out. £3000 of the £5,000 is committed so there is still scope to help more businesses.</p> <p>The current situation - showing completed forms only.....</p> <table><tr><th>Name of Shop</th><th>Estimated cost of works</th><th>Amount ring-fenced</th><th>Ring-fenced until</th><th>Claim paid</th></tr><tr><td>The Barbers Shop, Duke St</td><td>£2,000</td><td>£500</td><td>8 December 2018</td><td>Ready to sign off</td></tr><tr><td>A&A Music, High Street</td><td>£1000</td><td>£500</td><td>8 December 2018</td><td></td></tr><tr><td>Three Way Travel, Swan Bank</td><td>£1270</td><td>£500</td><td>8 December 2018</td><td>Ready to sign off</td></tr><tr><td>Hollins and Hollinshead Duke Street</td><td>£550</td><td>£275</td><td>8th December 2018</td><td></td></tr><tr><td>Sweet Pea, Bridge Street</td><td>£1000- £1200</td><td>£500</td><td>12th December 2018</td><td></td></tr><tr><td>Malbon Townsend, Swan Bank</td><td>£4150</td><td>£500</td><td>12th December 2018</td><td>Ready to sign off</td></tr><tr><td>Rootz , Swan Bank</td><td>£450</td><td>£225</td><td>May 2019</td><td></td></tr></table> <p>If the works are not completed and the proof of payment received by the ring-fenced date the offer will be withdrawn.</p>				Name of Shop	Estimated cost of works	Amount ring-fenced	Ring-fenced until	Claim paid	The Barbers Shop, Duke St	£2,000	£500	8 December 2018	Ready to sign off	A&A Music, High Street	£1000	£500	8 December 2018		Three Way Travel, Swan Bank	£1270	£500	8 December 2018	Ready to sign off	Hollins and Hollinshead Duke Street	£550	£275	8 th December 2018		Sweet Pea, Bridge Street	£1000- £1200	£500	12 th December 2018		Malbon Townsend, Swan Bank	£4150	£500	12 th December 2018	Ready to sign off	Rootz , Swan Bank	£450	£225	May 2019	
Name of Shop	Estimated cost of works	Amount ring-fenced	Ring-fenced until	Claim paid																																								
The Barbers Shop, Duke St	£2,000	£500	8 December 2018	Ready to sign off																																								
A&A Music, High Street	£1000	£500	8 December 2018																																									
Three Way Travel, Swan Bank	£1270	£500	8 December 2018	Ready to sign off																																								
Hollins and Hollinshead Duke Street	£550	£275	8 th December 2018																																									
Sweet Pea, Bridge Street	£1000- £1200	£500	12 th December 2018																																									
Malbon Townsend, Swan Bank	£4150	£500	12 th December 2018	Ready to sign off																																								
Rootz , Swan Bank	£450	£225	May 2019																																									
Decision Requested	To note the updated position on these grants. To decide if more funds should be allocated to this project.																																											