



# Congleton Town Council

Historic market town

Chief Officer: David McGifford

4<sup>th</sup> October 2018

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

Dear Councillor,

## **Finance and Policy Committee Meeting – Thursday 11<sup>th</sup> October 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 11<sup>th</sup> October 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 13<sup>th</sup> September 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

Congleton  
**beartown**  
where friends are made

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

Tel: 01260 270350 Fax: 01260 280357

Email: [info@congletontowncouncil.co.uk](mailto:info@congletontowncouncil.co.uk) [www.congleton-tc.gov.uk](http://www.congleton-tc.gov.uk)

5. 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.

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

To receive a statement showing the current position to 30<sup>th</sup> September 2018.

7. New Applications for Financial Assistance

- **There are no new grant applications**

8. New Grant Activities Monitoring Forms (enclosed)

- **Congleton Jazz and Blues Festival – Original grant reference ( GR08/1819)**
- **Congleton Library – Original grant reference ( GR13/1718)**

9. Management Accounts (enclosed)

To receive and consider the Management Accounts to 31<sup>st</sup> August 2018

10. Bank Reconciliation (enclosed)

To receive and consider the bank reconciliation as at 30<sup>th</sup> September 2018

11. Savings Account Balances (enclosed)

To receive and consider the Savings Account balances as at 30<sup>th</sup> September 2018

12. List of Payments (enclosed)

To receive and consider the Payments lists between 01/08/2018 – 30/09/2018.

13. External Auditor Report and Certificate 2017/18 (enclosed)

To receive and consider the External Auditor Report and Certificate for 2017/18 from PKF Littlejohn and to note any comments from them.

**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 13<sup>th</sup> September 2018

#### PRESENT - Councillors

#### Committee Members

Mrs D S Allen  
J G Baggott  
P Bates  
R Boston  
G R Edwards (**Chairman**)  
Mrs. S A Holland (Deputy Town Mayor)  
M A Walker

#### 1. Apologies

Apologies for absence were received from Committee members Cllrs S Akers Smith, Mrs E Wardlaw, Mrs J D Parry and Mrs A Morrison and Non-Committee member Cllr Glen Williams

#### 2. Minutes

**FAP/23/1819 RESOLVED** that the Minutes of the Meeting held on 5<sup>th</sup> July 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 Baggott and Bates declared a non-pecuniary interest in matters relating to Cheshire East Council.

#### 4. Outstanding Actions

There were no outstanding actions.

#### 5. Questions from members of the Public

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

There were no questions from members of the public.

#### 6. Grant Approvals and Commitments 2018-19

To receive a statement showing the current position.

**FAP/24/1819 RESOLVED** that the grant summary be received.

7. New Applications for Financial Assistance

**FAP/25/1819 RESOLVED** that the following grants be awarded:-

- **GR05/ 1819 – King Edward Musical Society of Macclesfield** – deferred awaiting further information
- **GR06/ 1819 – Congleton Community Credit Union** - £45 for membership of CVSCE
- **GR07/ 1819 – Visyon £250** – approved subject to confirmation that:
  1. the booklet will include CTC logo
  2. the frequency of publication per annum and that the CTC logo will be included in each edition
- **GR08/ 1819 – Congleton Jazz & Blues Festival** - £500 in support of the Festival

8. New Grant Activities Monitoring Forms

**FAP/26/1819 RESOLVED** to receive the following Grant Activities Monitoring Forms:

- **Congleton Building Preservation Trust – Original Grant Ref GR17/1718**
- **St Peter’s Church – Original Grant Ref GR26/1617**

9. Management Accounts

**FAP/27/1819 RESOLVED** to receive and consider the Management Accounts to 31<sup>st</sup> July 2018.

10. Bank Reconciliation

**FAP/28/1819 RESOLVED** to receive and consider the Bank Reconciliation as at 31<sup>st</sup> July 2018.

11. Savings Account Balances

**FAP/29/1819 RESOLVED** to receive and consider the Savings Account Balances as at 31<sup>st</sup> July 2018.

12. List of Payments

**FAP/30/1819 RESOLVED** to receive and consider the Payments List between 1<sup>st</sup> June and 31<sup>st</sup> July 2018.

13. Rotary Bonfire

To receive a request from the Rotary Club of Congleton to underwrite the Rotary Bonfire for the sum of £5,000. The event will take place on 3<sup>rd</sup> November 2018

**FAP/31/1819 RESOLVED** to underwrite the Rotary Bonfire in the event of a loss up to £5,000 from the EMR set aside for this.

**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 £	Outstandil	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									
	Budget 2018/19									
	Total approved to date									
	Total awaiting application									



# Town Council Grant

SUBMITTED MEETING  
11TH OCTOBER 2018.

## Activities Monitoring Form

1. Contact Details	
Organisation name:	Congleton Jazz and Blues Festival
Address:	C/O Electric Picture House, Cross St, Congleton CW12 1HQ

2. Grant Information			
Grant Reference Number:	GR08/1819		
Total project cost:	Promotion costs (this application)	Artists costs	Contributed (volunteer) costs
£27,252	£5277 (increase on submitted costs £5046)	£14175	£7800

Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£2307.00
--	-----------------	----------

Please list receipts below:

SUPPLIER	DESCRIPTION	COST
123 reg	domain name	23.98
ADProfile	T shirts	780
Event Buddha	pipe and drape	121
Food Fest	advert	75
Cheshire Marshalls		25
WIX	web host	111.75
Street Level	distribution	180
DS Smith	Poster tubes	33.35
PLI Showtime	Insurance	221
Wilko Paint	Umbrellas	25
Congleton Chronicle	advert	180
Congleton Chronicle	advert	156
Beartown Stompers	sponsored gig Bath House	200
N Rode Timber		77.37
Ink	Printer ink	18.99
B&Q	hardware	21
B&Q	hardware	15
Handy Cabin	Nuts/bolts etc	12.75
Handy Cabin	Paint	29.95
<b>TOTAL</b>		<b>2307.14</b>

A further £2970 of receipts (print and other expenses) not attached to this document.

<b>3. Project Information</b>			
When did the project commence?	August 2017		
Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
If yes, how will this be used?			
The festival has made approx. £600 loss this year, this may reduce if further merchandise sales are made, this is based an increase in expenses and a lower income than expected from funding support and merchandise sales.			
Please explain how the grant money was used:			
The Grant went towards the cost of PLI and newspaper adverts.			
Please explain what difference the project has made to your organisation/local people:			
The festival shows the town off in a very good light, there is a buzz amongst the people and the atmosphere in the town is very friendly, it creates a great community spirit amongst local people.			
People look forward to this event for months in advance, this is in itself a contribution to the community spirit that festivals, which operate in the town, offer to local people.			
The festival puts Congleton Town Centre on the tourist map, it contributes to our town centre sustainability, the event is visited by large numbers of local people and people from nearby towns and from around the region. The project brings all these people into the town, they visit and experience the town in a good light, they spend time and money in a large number of town centre businesses, bars, pubs, art centres, cafes, restaurants, a brewery and a heritage site, and the Town Hall amongst the 21 venues in the festival this year.			
The popularity of the festival over its 9 year operation has enabled the festival organisers to expand the event to include the Town Hall, a high risk venture which proved to be successful after 12 months of very detailed business and event planning. The organisers plan to make further expansion next year, subject to business and event planning.			

<b>4. Promotion</b>			
Please send an electronic photograph of your project/activity. Is this attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
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 <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Was the grant funding from Congleton Town Council acknowledged in any way? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			



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

**On web site, CTC is acknowledged on the website.**

**In event programme, the inside back page, a very prominent position, acknowledgement of CTC is made here also.**

## 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?

The support from the town council team in making this application is excellent.

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	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			







# Town Council Grant

## Activities Monitoring Form

SUBMITTED MEETING:  
11th October 2018.

1. Contact Details	
Organisation name:	Congleton Library
Address:	Market Square, Congleton, CW12 1ET

2. Grant Information			
Grant Reference Number:	GR13 / 1718		
Total project cost:	£100		

Receipts Attached? Yes <input type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£
Please list receipts below: Invoice emailed to Martha Hayes 21/8/18.		

3. Project Information		
When did the project commence?	13-9-18	
Did you make a profit from the project? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The event actually cost us £89.23 and we received £100 grant.	
If yes, how will this be used?	The full amount was paid into the library events fund – it can be used towards future events.	
Please explain how the grant money was used: It was used to fund a children's literary event: Professional storyteller John Kirk brought to life a Beano comic story featuring Dennis the Menace. The aim of the event was to encourage children to enjoy reading and provide them with the opportunity to see a theatrical performance.		

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

Having the funding enabled us to put on this event for free rather than charging an entry fee and so the event could be completely inclusive.

Feedback on our Facebook page:

Kate Adams (Parent): "We loved it! Thank you John and Congleton Library. The casting of my daughter as Minnie was spot on! A great morning enjoyed by all."

John Kirk - Storyteller (event host): "Thanks for hosting my story at Congleton Library. It was lovely to be back at the library. Best wishes for the rest of the summer!"

#### 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)

Facebook, website, posters, thank you to Town Council at the event itself

#### 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?

Very simple process, quick to hear back and the team were very helpful.

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		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			

## Martha Hayes

---

**From:** NORTON, Jenny  
**Sent:** 17 September 2018 18:30  
**To:** Martha Hayes  
**Subject:** Grant evaluation form  
**Attachments:** Monitoring Form Congleton TC\_.doc

Hi Martha

Please find attached the evaluation form for the grant we received and photos of the event below.





Many thanks

**Jenny Norton**

Librarian

Congleton Library

01260 375550

[cheshireeast.gov.uk](http://www.cheshireeast.gov.uk)



Follow Congleton Library

your **Library**

\*\*\*\*\*

Confidentiality: This email and its contents and any attachments are intended only for the above named. As the email may contain confidential or legally privileged information, if you are not the above named person or responsible for delivery to the above named, or suspect that you are not an intended recipient please delete or destroy the email and any attachments immediately.

Security and Viruses: This note confirms that this email message has been swept for the presence of computer viruses. We cannot accept any responsibility for any damage or loss caused by software viruses.

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Finance and Policy Committee		
<b>MEETING DATE AND TIME</b>	11/10/18 7pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Jackie Potts – Support Manager		
<b>AGENDA ITEM REPORT TITLE</b>	<b>Agenda item 9 Management accounts for August 2018</b>		
<b>Background</b>	Variance analysis of the Management Accounts for August 2018 to be read alongside the spreadsheet.		
<b>Updates</b>	<p>These figures are for 5 months April to August 2018. Central overheads reallocated is an accounting mechanism to apportion the administrative costs over all the other cost centres containing staff, in line with the audit and accountancy regulation guidelines. The figures for these 4 months show figures largely in line with the budget. 42% of expenditure would be expected to have been used if expenditure was regular monthly.</p> <p><b><u>Finance and Policy Committee</u></b></p> <p><u>Corporate Management</u></p> <p>Overall slightly under budget</p> <ul style="list-style-type: none"><li>• Subscriptions and Publications, and Insurance are full year costs.</li><li>• Reception TIC is paid in October</li><li>• Some quarterly expenditure has not yet been received (HR Support, Photocopying charges)</li><li>• Auditing invoices still to be received.</li><li>• Interest rates still low.</li></ul> <p><u>Democratic/Civic</u></p> <p>Overall on budget</p> <ul style="list-style-type: none"><li>• The Mayor has received her full annual allowance</li><li>• 2 out of the 3 Civic functions have taken place (Annual Council meeting, Civic Service )</li><li>• The Civic Artefacts and Treasures budget was for the past mayors' badges which have been purchased.</li></ul> <p><u>Grants</u></p> <p>£12,955 is still available for grants. Most of the grants budget is paid in April to the Citizens' Advice Bureau; Congleton Partnership and Community Projects so the figures show 77% of the budget used.</p>		

**Community, Environment and Services Committee**

Slightly under budget.

- The Paddling Pool is seasonal – but will be overspent on water and electricity due to the hot weather.
- £730 has been spent on allotment maintenance but this is not a regular monthly budget.
- CCTV invoice hasn't been received yet
- Crime reduction budget – this is mainly to fund a PCSO but we still awaiting the invoice from them.
- Tourism expenditure includes the cost of purchasing and installing bunting in the town centre (£2,053)
- Streetscape are having to use agency staff during the busy summer months and to cover staff sickness.
- Streetscape Insurance is a full year cost
- Streetscape General expenditure includes £390 works to the Bowling Green; £340 Storage cage for tools; £464 for remote control beacons.

**Town Hall Committee**

Expenditure slightly under budget and income on budget so overall 35% of budget used.

**Personnel Committee**

Staffing costs on budget

**Decision Requested**

To receive the Management Accounts for August 2018



**Congleton Town Council - Management Accounts -Aug 2018**

	Current Month Actual	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
<b>Finance and Policy</b>					
<b>101 Corporate Management</b>					
Staff Costs (re-allocated)	9,917	54,812	144,164	89,352	38%
Travel	0	57	900	843	6%
Training / Conferences	0	0	2,550	2,550	0%
Rent Payable	1,163	5,813	13,950	8,137	42%
Reception - TIC	0	0	3,124	3,124	0%
Miscellaneous Office Costs	50	187	400	213	47%
Telephone/Fax/Internet	93	316	1,300	984	24%
Postage	218	597	2,900	2,303	21%
Stationery & Printing	242	916	3,000	2,084	31%
Subscriptions & Publications	0	2,728	3,130	402	87%
Insurance	0	8,182	9,000	818	91%
Computer/IT Costs	816	4,230	10,600	6,370	40%
Photocopy Charges	0	461	3,000	2,539	15%
Recruitment Advertising	0	0	500	500	0%
Other Advertising	0	50	300	250	17%
Bank Charges	71	397	1,000	603	40%
Audit Fees - External	0	0	2,000	2,000	0%
Audit Fees - Internal	0	0	1,260	1,260	0%
Accountancy Support	0	1,110	4,200	3,090	26%
Legal & Professional fees	0	35	3,000	2,965	1%
HR & H&S support	0	1,679	4,500	2,821	37%
Central Overheads reallocated	-2,130	-20,548	-56,688	-36,140	36%
<b>Corporate Management:-Expenditure</b>	<b>10,440</b>	<b>61,022</b>	<b>158,090</b>	<b>97,068</b>	<b>39%</b>
Printing and Stationary recharges	0		0	0	
Interest Receivable	-93	-355	-2,000	-1,645	18%
Misc Income			0	0	#DIV/0!
<b>Corporate Management :- Income</b>	<b>-93</b>	<b>-355</b>	<b>-2,000</b>	<b>-1,645</b>	<b>18%</b>
<b>Net Expenditure over Income</b>	<b>10,347</b>	<b>60,667</b>	<b>156,090</b>	<b>95,423</b>	<b>39%</b>
<b>102 Democratic Rep'n &amp; Mgmt/Civic</b>					
Staff Costs (re-allocated)	2,147	10,736	26,066	15,330	41%
Training / Conferences	225	225	1,000	775	23%
Stationery & Printing	0	0	500	500	0%
Marketing/Promotions	0	96	918	822	10%
Council Newsletter	0	1,412	5,335	3,923	26%
Council Website	0	33	1,500	1,467	2%
Mayor's Allowance	0	3,000	3,000	0	100%
Members Expenses	0	0	200	200	0%
700 Years of Mayoralty	110	300	2,500	2,200	0%
700 Years of Mayoralty - income	-200	-200	0	-200	0%
Civic Expenses	897	2,635	5,000	2,365	53%
Civic Regalia	0	1	250	249	0%
Hall & Room Hire	133	1,806	5,500	3,694	33%
Civic Artefacts and Treasures	0	1,414	1,500	86	94%
Central Overheads reallocated	95	913	2,518	1,605	36%
<b>Democratic Rep'n &amp; Mgmt/Civic:-Expenditure</b>	<b>3,407</b>	<b>22,371</b>	<b>55,787</b>	<b>33,016</b>	<b>40%</b>
<b>Grants</b>	<b>1,000</b>	<b>43,878</b>	<b>56,833</b>	<b>12,955</b>	<b>77%</b>
<b>F&amp;P Income - Expenditure Totals</b>	<b>14,754</b>	<b>126,916</b>	<b>268,710</b>	<b>141,394</b>	<b>47%</b>

	Current Month Actual	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
<b><u>Community, Environment &amp; Services</u></b>					
Paddling Pool	2,934	23,396	24,071	675	97%
Propogation unint	0	0	1,000	1,000	0%
Floral Displays	4,008	6,125	12,000	5,875	51%
Allotments	36	918	1,240	322	74%
Public Toilets	325	3,698	9,400	5,702	39%
Public Realm CCTV	0	133	10,500	10,367	1%
Congleton Partnership	2,831	14,155	33,973	19,818	42%
Community Development	4,929	26,978	65,323	38,345	41%
Crime Reduction	0	0	47,672	47,672	0%
Christmas Fayre/lights	0	0	20,000	20,000	0%
Neighbourhood Plan	0	0	0	0	0%
Tourism	548	3,453	5,000	1,547	69%
Youth and Young People	0	442	2,000	1,558	22%
Luncheon Club	838	2,763	11,000	8,237	25%
	<b>16,449</b>	<b>82,061</b>	<b>243,179</b>	<b>161,118</b>	<b>34%</b>
<b><u>Streetscape</u></b>					
Staff Costs	34,906	168,724	404,434	235,710	42%
Agency Staff	2,452	6,036	6,000	36	101%
Training	0	55	3,000	2,945	2%
Protective Clothing/H & Safety	326	2,030	3,060	1,030	66%
Office rent	256	1,278	3,067	1,789	42%
Cleaning Materials	669	2,627	5,000	2,373	53%
Telephones	61	272	700	428	39%
Insurance	0	5,455	6,000	545	91%
Property maintenance	0	693	1,020	327	68%
Horticultural etc Supplies	6,774	9,147	18,000	8,853	51%
Winter Bedding	0	0	1,000	1,000	0%
Vehicle maintenance/Serv etc	608	4,388	10,000	5,612	44%
Vehicle fuel and oil	2,855	5,197	15,000	9,803	35%
Vehicle rental charges	2,954	20,086	42,000	21,914	48%
Street Cleansing	150	1,562	3,000	1,438	52%
General expenditure	243	2,428	3,000	572	81%
Central Overheads Reallocated	1,467	14,161	39,068	24,907	36%
Rechargeable expenses		488	0	488	#DIV/0!
Streetscape Expenditure	<b>53,721</b>	<b>244,627</b>	<b>563,349</b>	<b>318,722</b>	<b>43%</b>
Streetscape - Income	-30,559	-152,793	-366,702	-213,909	42%
Streetscape - External work income	-1,446	-8,180	-15,000	-6,820	55%
Streetscape - Misc Income		-375	-900	-525	42%
	<b>-32,005</b>	<b>-161,348</b>	<b>-382,602</b>	<b>-221,254</b>	<b>42%</b>
Net Expenditure over Income	21,716	83,279	180,747	97,468	46%
<b>C,E &amp;S Income - Net Expenditure Totals</b>	<b>38,165</b>	<b>165,340</b>	<b>423,926</b>	<b>258,586</b>	<b>39%</b>
<b><u>Town Hall</u></b>					
Town Hall - Expenditure		70,853	193,438	-122,585	37%
Town Hall - Income		-45,857	-122,700	76,843	37%
Net Expenditure over Income	<b>0</b>	<b>24,996</b>	<b>70,738</b>	<b>-45,742</b>	<b>35%</b>
<b>Total Net Expenditure</b>	<b>0</b>	<b>317,252</b>	<b>763,374</b>	<b>354,238</b>	<b>42%</b>
<b><u>Personnel</u></b>					
Staff Costs - Reallocated	<b>62,399</b>	<b>300,427</b>	<b>730,991</b>	<b>430,564</b>	<b>41%</b>

**Reserves as at 31/08/18**

General Reserve	190,754
Capital Equipment Fund	35,934
Capital Contingency Fund	233,369
EMR Elections	15,000
EMR Carnival	1,359
EMR Crime Prevention/Traffic calming	3,779
EMR Ancient Treasures	3,000
EMR Website	2,651
EMR Training	1,747
EMR Streetscape	56,767
EMR Loan Repayments	500
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	21,752
EMR Cenotaph	10,000
EMR Rotary Bonfire	5,000
EMR In Bloom	3,000
EMR Christmas Lights	7,573
	<u>645,847</u>

**Bank Reconciliation Statement as at 30/09/2018  
for Cashbook 1 - RBS Current/ Access Acct**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS Current Account 11411170	30/09/2018	357	76,741.52
			<u>76,741.52</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
29/03/2018 008547 Congleton RUFC		182.00	
21/09/2018 008665 Grant Jazz & Blues		500.00	
25/09/2018 008667 BRITISH TRIATHLON		175.00	
25/09/2018 008668 HERITAGE		120.00	
25/09/2018 008669 LUBBE		1,578.24	
25/09/2018 008670 PME		168.00	
25/09/2018 008671 PRISM		134.68	
28/09/2018 008672 Three Way Travel shop front gr		500.00	
28/09/2018 008673 Visyon		250.00	
			<u>3,607.92</u>
			73,133.60
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			73,133.60
		<b>Balance per Cash Book is :-</b>	<b>73,133.60</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>0.00</b>
<b><u>Adjustments to Reconciliation</u></b>			
01/09/2018		0.00	
			<u>0.00</u>
		<b>Unreconciled Difference is :-</b>	<b>0.00</b>

## Congleton Town Council - Savings account balances

### Balances as at 30 09 18

Balance per Business Reserve Account (10180876)	808,659.63
Cambridge and Counties 1 year fixed deposit	150,000.00
CCLA deposit	150,000.00
	<hr/>
	<b>1,108,659.63</b>
	<hr/>

Congleton Town Council  
RBS Current/I Access Acct

List of Payments made between 01/08/2018 and 30/09/2018

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/08/2018	Petty cash	8642	151.46	Reimburse petty cash
01/08/2018	Cheshire East Council	DD	2,638.00	Business rates town hall
01/08/2018	Cheshire East Council	DD	208.00	Business rates Mkt St toilets
01/08/2018	PRISM	DD	39.08	61397/9420 phone bill monthly
02/08/2018	A Martin - In bloom Carnival float	8643	99.40	A Martin - In bloom Carnival float
06/08/2018	Mr Tony Boon	8644	50.00	310718/9512/mayors board
06/08/2018	EE Ltd	8645	51.00	01275866852/9513/s/s phone
06/08/2018	R P G Herbs	8646	70.00	28/9514/herbs
06/08/2018	Linings & Hoses Ltd	8647	8.24	CST207302/9515/connections
06/08/2018	Mr David Pugh	8648	450.00	230718/9516/painting work
07/08/2018	Cong Harriers Grant	8649	250.00	Cong Harriers Grant
07/08/2018	J Bostock Gibson	8650	425.00	Hightown PO shop front grant
09/08/2018	BACS B/L Pymnt Page 1977	BACS Pymnt	9,498.61	BACS B/L Pymnt Page 1977
09/08/2018	Petty cash	8651	148.84	Reimburse Petty cash
10/08/2018	HMRC VAT	DD	8,679.47	HMRC VAT to 30/06/18
10/08/2018	PITNEY FINANCE	DD	426.86	BF718660/9517/postage
10/08/2018	WMS	DD	1,906.43	1505929/9473/TH electric
14/08/2018	SJ Smith	8656	375.00	Shop front grant Soul food café
14/08/2018	TOMTOM	DD	117.42	7647776/9546/TomTom Trackers
14/08/2018	CHESHEAST	8652	565.00	118354/9530/Licence/Permits
14/08/2018	TOFT	8653	40.00	130618/9551/PA system Teddy bears picnic
14/08/2018	WHARF	8654	16.10	SIN156857/9550/connectors for watering
14/08/2018	GARDENING	8655	360.88	140718/9552/pathway items
15/08/2018	RBS Bankline	DD	56.60	Bankline charges
17/08/2018	WMS	DD	732.93	1508440/9471/TH Gas
17/08/2018	RBS CREDIT CARD	DD	492.22	030818/9542/flowers; Dog foul stencils;stamps
17/08/2018	Payroll August	BACS	62,914.20	Payroll August
20/08/2018	BACS P/L Pymnt Page 1980	BACS Pymnt	26,622.74	BACS P/L Pymnt Page 1980
20/08/2018	BACS P/L Pymnt Page 1983	BACS Pymnt	3,353.84	BACS P/L Pymnt Page 1983
20/08/2018	CHESHELECT	8657	139.32	596023479/9567/bulbs cotton club
20/08/2018	CCTP	8658	74.80	63/9568/In bloom tour bus
20/08/2018	NORTHRODE	8659	10.08	159098/9575/Door hook
20/08/2018	UU	8660	42.04	03748287/9580/allotments water (recharge)
21/08/2018	RBS charges	DD	14.87	RBS charges
23/08/2018	Cheshire East library	8661	100.00	Grant Library Reading challeng
23/08/2018	EE	DD	26.29	V0152523246/9588/JM phone
28/08/2018	BACS P/L Pymnt Page 1993	BACS Pymnt	2,944.29	BACS P/L Pymnt Page 1993
28/08/2018	Prism Bus Developments	DD	978.70	IT Support monthly
28/08/2018	Allpay - Plus Dane	DD	36.28	Allotment Garage Rental
28/08/2018	WMS	DD	31.56	1510084/9600/P pool electric
28/08/2018	SUEZ	July	287.12	31200397/9544/Suez Recycling a
28/08/2018	UU	8662	7,286.41	03763761/9598/P/Pool june-aug; T/hall water
23/09/2018	Cheshire East Council	DD	2,638.00	Town Hall business rates
23/09/2018	Cheshire East Council	DD	208.00	Mkt st toilet Business rates
23/09/2018	PRISM	DD	39.25	61499/9576/phone charges
24/09/2018	BACS P/L Pymnt Page 1987	BACS Pymnt	2,317.55	BACS P/L Pymnt Page 1987
20/09/2018	PITNEY BOWES UK MAIL	DD	245.88	8F789716/9614/franking ink
21/09/2018	BT	DD	45.47	Q073K2/9605/internet phone line
23/09/2018	WMS	DD	1,947.63	1511786/9582/market st toilets; T/hall gas/electric
24/09/2018	BACS P/L Pymnt Page 1997	BACS Pymnt	3,596.07	BACS P/L Pymnt Page 1997
24/09/2018	TOMTOM	DD	117.42	7686796/9665/vehicle tracker
27/09/2018	CHESHEAST	8663	18,175.00	41110017/9622/loan repayment
27/09/2018	JEWSON	8664	115.51	0767/00182880/9626/top soil
27/09/2018	RBS CREDIT CARD	DD	603.46	In bloom awards: medieval banquet £47.90
27/09/2018	Bankline charges	DD	58.60	Bankline charges
28/09/2018	RBS Autopay	BACS	59,987.10	Payroll September 18
28/09/2018	RBS Autopay	BACS	638.00	Payroll September 2018

19/09/2018	WMS	DD	1,106.40	1516094/9603/T Hall Gas
21/09/2018	RBS charges	DD	15.39	RBS charges
21/09/2018	Grant Jazz & Blues	8665	500.00	Grant Jazz & Blues
24/09/2018	EE	DD	26.29	V01537073023/9653/JM phone
24/09/2018	EE	DD	126.83	01277888146/9654/s/scape phone
25/09/2018	BRITISH TRIATHLON	8667	175.00	14719/9672/registration
25/09/2018	HERITAGE	8668	120.00	FP18004/9673/Full Page advert In brochure
25/09/2018	LUBBE	8669	1,578.24	2180219/9674/bulb planting
25/09/2018	PME	8670	168.00	8947/9658/bunting repairs
25/09/2018	PRISM	8671	134.68	93964/9660/brother printer
25/09/2018	Prism Bus Developments	DD	973.42	IT Support monthly
25/09/2018	Petty cash reimburse	8666	130.63	Petty cash reimburse
28/09/2018	Allpay - Plus Dane	DD	36.28	Allotment garage rental
28/09/2018	SUEZ	DD	287.12	31232726/9631/Suez Recycling a
28/09/2018	Three Way Travel shop front gr	8672	500.00	Three Way Travel shop front grant
28/09/2018	Visyon	8673	250.00	Grant Visyon
30/09/2018	BACS P/L Pymnt Page 2002	BACS Pymnt	8,034.93	BACS P/L Pymnt Page 2002

---

**Total Payment 237,615.23**

---

## List of Purchase Ledger BACS Payments

Ledger : 1

Month : 5

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
<b>Supplier : Adullum Social Enterprises</b>			<b>ADULLAM</b>				
19/06/2018	190618	190618/9497/fundraising rocks		150.00	0.00	150.00	0.00
					0.00	150.00	
			Above paid on :	09/08/2018		BACS No ADULLAM	
<b>Supplier : Angel Springs Ltd</b>			<b>ANGEL</b>				
31/07/2018	4448569	4448569/9477/bottled water		174.60	0.00	174.60	0.00
					0.00	174.60	
			Above paid on :	09/08/2018		BACS No ANGEL	
<b>Supplier : The Best Connection Group</b>			<b>BESTCONNEC</b>				
20/07/2018	2838667	2838667/9478/S Scape temps		654.72	0.00	654.72	0.00
27/07/2018	2842782	2842782/9479/S Scape temp		446.40	0.00	446.40	0.00
					0.00	1,101.12	
			Above paid on :	09/08/2018		BACS No BESTCONNEC	
<b>Supplier : Brereton C of E Primary School</b>			<b>BRERETON</b>				
24/07/2018	240718	240718/9480/voucher scheme		30.00	0.00	30.00	0.00
					0.00	30.00	
			Above paid on :	09/08/2018		BACS No BRERETON	
<b>Supplier : Gavern Protective Clothing</b>			<b>CAVERN</b>				
19/07/2018	18321	18321/9481/PPE MJW		114.00	0.00	114.00	0.00
					0.00	114.00	
			Above paid on :	09/08/2018		BACS No CAVERN	
<b>Supplier : Congleton High School</b>			<b>CHS</b>				
25/07/2018	5102325	5102325/9484/pavement stickers		457.00	0.00	457.00	0.00
25/07/2018	5102326	5102326/9485/sponsorship board		40.00	0.00	40.00	0.00
					0.00	497.00	
			Above paid on :	09/08/2018		BACS No CHS	
<b>Supplier : Clowes Developments (Northwest) Ltd</b>			<b>CLOWES</b>				
4/05/2018	20/14390	20/14390/9482/water - toilets		355.04	0.00	355.04	0.00



		Ledger : 1	Month : 5	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	355.04	
				Above paid on : 09/08/2018		BACS No CLOWES	
		Supplier : Congleton Garden Machinery Ltd	CONGGARDEN				
22/06/2018	21015	21015/9483/moulded masks		78.20	0.00	78.20	0.00
					0.00	78.20	
				Above paid on : 09/08/2018		BACS No CONGGARDE	
		Supplier : Four Oaks Nurseries Ltd	FOUR				
16/07/2018	86336	86336/9519/plants & herbs		385.92	0.00	385.92	0.00
					0.00	385.92	
				Above paid on : 09/08/2018		BACS No FOUR	
		Supplier : Heatons Office Supplies Ltd	HEATONS				
31/07/2018	SINV10298985	SINV10298985/9487/July station		247.44	0.00	247.44	0.00
					0.00	247.44	
				Above paid on : 09/08/2018		BACS No HEATONS	
		Supplier : JAF Graphics	JAF				
26/07/2018	20528	20528/9489/in bloomsigns		612.00	0.00	612.00	0.00
10/07/2018	20529	20529/9488/p ship plaques		306.00	0.00	306.00	0.00
					0.00	918.00	
				Above paid on : 09/08/2018		BACS No JAF	
		Supplier : K G Loach	KGLOACH				
13/07/2018	36166	36166/9493/compost		251.28	0.00	251.28	0.00
20/07/2018	36238	36238/9494/compost		251.28	0.00	251.28	0.00
					0.00	502.56	
				Above paid on : 09/08/2018		BACS No KGLOACH	
		Supplier : Landscape Supply Company	LANDSCAPE				
03/07/2018	77317	77317/9491/hears, signs etc		289.63	0.00	289.63	0.00
31/07/2018	77997	77997/9490/trimmer cord		74.39	0.00	74.39	0.00
					0.00	364.02	
				Above paid on : 09/08/2018		BACS No LANDSCAPE	

		Ledger : 1	Month : 5	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
		<b>Supplier : Lily la Mer Ltd</b>	<b>LILY</b>				
23/07/2018	18072401A	18072401A/9492/stilt walkers		350.00	0.00	350.00	0.00
					0.00	350.00	
				Above paid on : 09/08/2018		BACS No LILY	
		<b>Supplier : Low Cost Maintenance</b>	<b>LOWCOST</b>				
24/07/2018	008	008/9495/blocked drain p/pool		175.00	0.00	175.00	0.00
					0.00	175.00	
				Above paid on : 09/08/2018		BACS No LOWCOST	
		<b>Supplier : MAC Tool &amp; Plant Hire Ltd</b>	<b>MAC</b>				
31/07/2018	421	421/9496/engine breakdown		540.00	0.00	540.00	0.00
					0.00	540.00	
				Above paid on : 09/08/2018		BACS No MAC	
		<b>Supplier : SAS Daniels LLP</b>	<b>SASDAN</b>				
10/07/2018	SHPJMM7223716	SHPJMM7223716/9496/searches		66.00	0.00	66.00	0.00
					0.00	66.00	
				Above paid on : 09/08/2018		BACS No SASDAN	
		<b>Supplier : Spiral Colour</b>	<b>SPIRAL</b>				
25/07/2018	30449	30449/9500/bollard covers		718.80	0.00	718.80	0.00
25/07/2018	30453	30453/9499/in bloom banner		286.80	0.00	286.80	0.00
					0.00	1,005.60	
				Above paid on : 09/08/2018		BACS No SPIRAL	
		<b>Supplier : Talke Chemical Company Limited</b>	<b>TALKECHEM</b>				
19/07/2018	65595	65595/9501/green bin sacks		384.00	0.00	384.00	0.00
23/07/2018	65596	65596/9504/fence post, paint e		809.62	0.00	809.62	0.00
23/07/2018	65597	65597/9502/litter pickers		332.04	0.00	332.04	0.00
25/07/2018	65601	65601/9503/linemarker/tape		25.43	0.00	25.43	0.00
31/07/2018	65598	65598/9506/p pool chemicals		427.08	0.00	427.08	0.00
31/07/2018	65606	65606/9507/pool chemicals		164.09	0.00	164.09	0.00
31/07/2018	65607	65607/9505/cleaning stock		72.90	0.00	72.90	0.00

Ledger : 1			Month : 5		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	2,215.16	
				Above paid on : 09/08/2018		BACS No TALKECHEM	
		Supplier : Thomson Planning Partnership Ltd	THOMSON				
28/07/2018	38/012/AT/016	38/012/AT/016/9508/N/Plan		121.32	0.00	121.32	0.00
					0.00	121.32	
				Above paid on : 09/08/2018		BACS No THOMSON	
		Supplier : Threadfast Engineers 1984 Ltd	THREADFAST				
31/05/2018	SIN096748	SIN096748/9510/abrasive disc		27.54	0.00	27.54	0.00
09/07/2018	SIN097221	SIN097221/9509/bolts, washers		51.89	0.00	51.89	0.00
					0.00	79.43	
				Above paid on : 09/08/2018		BACS No THREADFAS	
		Supplier : Top Nosh	TOP				
24/07/2018	61	61/9511/sandwiches in bloom		28.20	0.00	28.20	0.00
					0.00	28.20	
				Above paid on : 09/08/2018		BACS No TOP	
				<b>PAYMENT TOTALS</b>	<b>0.00</b>	<b>9,498.61</b>	

Linked to Cashbook 1

Entered Month 5  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>APPLIED</b> <b>Applied Media</b>							
45350/9527/378/1819/Applied Me Authorised: MH      HERITAGE TRAIL	31/07/2018	45350	1	609.60	0.00	609.60	0.00
					0.00	609.60	

Above paid on 20/08/2018 by Online Payment Ref APPLIED

<b>BESTCONNEX</b> <b>The Best Connection Group</b>							
2846770/9528/232/1819/The Best Authorised: RB      STILETSKAP TEMPORARY WORKERS	03/08/2018	2846770	1	658.44	0.00	658.44	0.00
					0.00	658.44	

Above paid on 20/08/2018 by Online Payment Ref BESTCONNEX

<b>CTHEVENTS</b> <b>C T H Events &amp; Parties</b>							
1624/9531/C T H Events & Parti	10/07/2018	1624	1	20.88	0.00	20.88	0.00
1625/9532/C T H Events & Parti	10/07/2018	1625	1	17.40	0.00	17.40	0.00
1626/9520/338/1819/TC12289	13/07/2018	1626	1	230.70	0.00	230.70	0.00
1627/9521/167/1819/C T H Event	14/07/2018	1627	1	13.92	0.00	13.92	0.00
1628/9525/51/1819/ TC12290	17/07/2018	1628	1	87.00	0.00	87.00	0.00
1629/9522/365/1819/Planning st	19/07/2018	1629	1	111.60	0.00	111.60	0.00
1630/9523/119/1819 TC12279	19/07/2018	1630	1	177.48	0.00	177.48	0.00
1631/9524/204/1819/C T H Event	23/07/2018	1631	1	17.40	0.00	17.40	0.00
1632/9526/372/1819/Inbloom	24/07/2018	1632	1	421.20	0.00	421.20	0.00
1633/9533/C T H Events & Parti	04/07/2018	1633	1	13.92	0.00	13.92	0.00
1634/9534/C T H Events & Parti	04/07/2018	1634	1	13.92	0.00	13.92	0.00
					0.00	1,125.42	

Above paid on 20/08/2018 by Online Payment Ref CTHEVENTS

<b>FOUR</b> <b>Four Oaks Nurseries Ltd</b>							
85529/9558/summer bedding	06/06/2018	85529	1	4,238.40	0.00	4,238.40	0.00
85804/9560/summer bedding	15/06/2018	85804	1	6,694.14	0.00	6,694.14	0.00
85871/9559/Summer bedding	18/06/2018	85871	1	120.00	0.00	120.00	0.00
					0.00	11,052.54	

Above paid on 20/08/2018 by Online Payment Ref FOUR

Linked to Cashbook 1

Entered Month 5  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
------------------------------	--------------	------------	--------	------------	----------	-------------	---------

<b>JAF</b> <b>JAF Graphics</b>							
20530/9535/JAF Graphics IN BLOOM SPONSORSHIP SIGNS	26/07/2018	20530	1	276.00	0.00	276.00	0.00
					0.00	276.00	
Above paid on 20/08/2018 by Online Payment Ref JAF							

<b>LANDSCAPE</b> <b>Landscape Supply Company</b>							
78163/9553/Landscape Supply Co OIL & LATEX GLOVES	07/08/2018	78163	1	106.78	0.00	106.78	0.00
					0.00	106.78	
Above paid on 20/08/2018 by Online Payment Ref LANDSCAPE							

<b>LOWCOST</b> <b>Low Cost Maintenance</b>							
009/9554/Low Cost Maintenance PADDLING POOL 1 MAINTENANCE	08/08/2018	009		500.00	0.00	500.00	0.00
					0.00	500.00	
Above paid on 20/08/2018 by Online Payment Ref LOWCOST							

<b>MAC</b> <b>MAC Tool &amp; Plant Hire Ltd</b>							
435/9536/MAC Tool & Plant Hire REPAIRS TO STRIMMER	09/08/2018	435		165.67	0.00	165.67	0.00
443/9537/MAC Tool & Plant Hire OIL & STRIMMER HEADS	09/08/2018	443		122.28	0.00	122.28	0.00
444/9538/MAC Tool & Plant Hire OIL	09/08/2018	444	1	49.20	0.00	49.20	0.00
					0.00	337.15	
Above paid on 20/08/2018 by Online Payment Ref MAC							

<b>MAXIGIENE</b> <b>Maxigiene Enviromental Services Ltd</b>							
45.00/9539/Maxigiene Enviromen LEGIONAIRE MONITORING AT TOWN HALL	01/08/2018	45.00	1	45.00	0.00	45.00	0.00
					0.00	45.00	
Above paid on 20/08/2018 by Online Payment Ref MAXIGIENE							

<b>POOL</b> <b>Pool Tech Services Ltd</b>							
2048/9555/Pool Tech Services L Pools Pool	20/04/2018	2048	1	600.00	0.00	600.00	0.00
2114/9556/Pool Tech Services L Pump Repair	14/05/2018	2114	1	16.20	0.00	16.20	0.00
2175/9557/Pool Tech Services L TOYS	13/06/2018	2175	1	819.00	0.00	819.00	0.00
					0.00	1,435.20	
Above paid on 20/08/2018 by Online Payment Ref POOL							

Linked to Cashbook 1

Entered Month 5  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>PORTERS</b> Porters Service Station Ltd							
300618/9540/Porters Service St	30/06/2018	300618	FUEL VANS 1	1,299.26	0.00	1,299.26	0.00
310718/9541/Porters Service St	31/07/2018	310718	FUEL VANS 1	962.22	0.00	962.22	0.00
					0.00	2,261.48	

Above paid on 20/08/2018 by Online Payment Ref PORTERS

<b>SHARROCKS</b> Sharrocks							
342959/9543/Sharrocks	06/08/2018	342959		4,482.00	0.00	4,482.00	0.00
					0.00	4,482.00	

Above paid on 20/08/2018 by Online Payment Ref SHARROCKS

<b>TALKECHEM</b> Talke Chemical Company Limited							
65619/9545/Talke Chemical Comp	08/08/2018	65619		273.48	0.00	273.48	0.00
					0.00	273.48	

Above paid on 20/08/2018 by Online Payment Ref TALKECHEM

<b>TOP</b> Top Nosh							
66/9547/Top Nosh	02/08/2018	66		31.80	0.00	31.80	0.00
					0.00	31.80	

Above paid on 20/08/2018 by Online Payment Ref TOP

<b>WESTWALLAS</b> West Wallasey Contract Hire							
WAL232632/9548/West Wallasey C	08/08/2018	WAL232632		3,427.85	0.00	3,427.85	0.00
					0.00	3,427.85	

Above paid on 20/08/2018 by Online Payment Ref WESTWALLAS

<b>Total Purchase Ledger Payments</b>					0.00	26,622.74	
---------------------------------------	--	--	--	--	------	-----------	--

733.06

## Linked to Cashbook 1

Entered Month 5  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ACT</b> <b>Associated Calibration &amp; Training Ltd</b>							
<i>T41182/9561/Ann serv PAT test</i>	09/08/2018	T41182	1	70.00	0.00	70.00	0.00
Authorised: mjlw							
					0.00	70.00	

Above paid on 20/08/2018 by Online Payment Ref ACT

<b>BESTCONNEX</b> <b>The Best Connection Group</b>							
<i>2850875/9563/S scape temps</i>	10/08/2018	2850875	1	513.36	0.00	513.36	0.00
Authorised: rb							
<i>2854911/9562/S scape temps</i>	17/08/2018	2854911	1	513.36	0.00	513.36	0.00
Authorised: rb							
					0.00	1,026.72	

Above paid on 20/08/2018 by Online Payment Ref BESTCONNEX

<b>CAVERN</b> <b>Cavern Protective Clothing</b>							
<i>18325/9564/S scape PPE</i>	26/07/2018	18325	1	90.00	0.00	90.00	0.00
Authorised: rb							
<i>18334/9565/caretaker workwear</i>	10/08/2018	18334	1	135.00	0.00	135.00	0.00
Authorised: mjlw							
					0.00	225.00	

Above paid on 20/08/2018 by Online Payment Ref CAVERN

<b>CHESDANCE</b> <b>Cheshire Dance Workshop Ltd</b>							
<i>18193043/9566/P ship workshop</i>	17/08/2018	18193043	1	45.00	0.00	45.00	0.00
Authorised: ms							
					0.00	45.00	

Above paid on 20/08/2018 by Online Payment Ref CHESDANCE

<b>CTHEVENTS</b> <b>C T H Events &amp; Parties</b>							
<i>1639/9569/TC12295</i>	07/08/2018	1639	1	6.96	0.00	6.96	0.00
Authorised: st							
<i>1640/9570/TC12296</i>	15/08/2018	1640	1	87.00	0.00	87.00	0.00
Authorised: st							
<i>1641/9571/P/ship dementia grp</i>	15/08/2018	1641	1	20.88	0.00	20.88	0.00
Authorised: ms							
					0.00	114.84	

Above paid on 20/08/2018 by Online Payment Ref CTHEVENTS

Continued over page

Linked to Cashbook 1

Entered Month 5  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>HAYMAN</b> Hayman Mechanical Services Ltd							
17368/9574/boiler service Authorised: mjlw	14/08/2018	17368	1	1,193.20	0.00	1,193.20	0.00
					0.00	1,193.20	
Above paid on 20/08/2018 by Online Payment Ref HAYMAN							
<b>STJOHN</b> St John Ambulance							
SP18013909/9577/carnival medic Authorised: jm	16/08/2018	SP18013909	1	248.40	0.00	248.40	0.00
					0.00	248.40	
Above paid on 20/08/2018 by Online Payment Ref STJOHN							
<b>TALKECHEM</b> Talke Chemical Company Limited							
65622/9579/s/scape consumables Authorised: mjlw	13/08/2018	65622	1	75.18	0.00	75.18	0.00
					0.00	75.18	
Above paid on 20/08/2018 by Online Payment Ref TALKECHEM							
<b>URC</b> United Reformed Church							
310718/9578/July lunch club	31/07/2018	310718	1	355.50	0.00	355.50	0.00
					0.00	355.50	
Above paid on 20/08/2018 by Online Payment Ref URC							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>3,353.84</b>	



## Linked to Cashbook 1

Entered Month 6  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
------------------------------	--------------	------------	--------	------------	----------	-------------	---------

**BESTCONNEX The Best Connection Group**

2862968/9604/s scape temps Authorised: rb	31/08/2018	2862968	1	446.40	0.00	446.40	0.00
--	------------	---------	---	--------	------	--------	------

0.00	446.40
------	--------

Above paid on 28/08/2018 by Online Payment Ref BESTCONNEX

**CAVERN Cavern Protective Clothing**

18338/9606/S scape PPE clothin Authorised: rb	31/08/2018	18338	1	123.60	0.00	123.60	0.00
--	------------	-------	---	--------	------	--------	------

18339/9607/T Hall PPE clothin Authorised: mjw	31/08/2018	18339	1	18.00	0.00	18.00	0.00
--	------------	-------	---	-------	------	-------	------

0.00	141.60
------	--------

Above paid on 28/08/2018 by Online Payment Ref CAVERN

**CCP Congleton Community Projects**

310818/9609/P ship art worksho Authorised: ms	31/08/2018	310818	1	285.00	0.00	285.00	0.00
--	------------	--------	---	--------	------	--------	------

0.00	285.00
------	--------

Above paid on 28/08/2018 by Online Payment Ref CCP

**CHRONICLE Heads Congleton Limited**

111689/9608/P ship dementia ad Authorised: ms	30/08/2018	111689	1	120.00	0.00	120.00	0.00
--	------------	--------	---	--------	------	--------	------

0.00	120.00
------	--------

Above paid on 28/08/2018 by Online Payment Ref CHRONICLE

**CTM Cheshire Turf Machinery Ltd**

161683/9610/mower call out Authorised: rb	30/08/2018	161683	1	66.00	0.00	66.00	0.00
--	------------	--------	---	-------	------	-------	------

0.00	66.00
------	-------

Above paid on 28/08/2018 by Online Payment Ref CTM

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 6  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>KERNOCK</b> Kernock Park Plants Ltd							
106676/9611/sedums x 6 Plaque Authorised: rb	07/06/2018	106676	1	223.81	0.00	223.81	0.00
					0.00	223.81	
Above paid on 28/08/2018 by Online Payment Ref KERNOCK							
<b>LANDSCAPE</b> Landscape Supply Company							
76852/9612/Roundup Authorised: rb	20/06/2018	76852	1	172.75	0.00	172.75	0.00
					0.00	172.75	
Above paid on 28/08/2018 by Online Payment Ref LANDSCAPE							
<b>MAC</b> MAC Tool & Plant Hire Ltd							
448/9613/stripper heads Authorised: rb	31/08/2018	448	1	126.00	0.00	126.00	0.00
					0.00	126.00	
Above paid on 28/08/2018 by Online Payment Ref MAC							
<b>PORTERS</b> Porters Service Station Ltd							
310818/9617/fuel s/scape vans Authorised: rb	31/08/2018	310818	1	1,164.73	0.00	1,164.73	0.00
					0.00	1,164.73	
Above paid on 28/08/2018 by Online Payment Ref PORTERS							
<b>SECUR</b> Secur-80 Ltd							
3054/9615/keyholding charge Authorised: mjlw	27/07/2018	3054	1	144.00	0.00	144.00	0.00
					0.00	144.00	
Above paid on 28/08/2018 by Online Payment Ref SECUR							
<b>TRAVIS</b> Travis Perkins Trading Company Ltd							
18073640AEW202/9616/gravel Authorised: rb	04/07/2018	18073640AEW202	1	54.00	0.00	54.00	0.00
					0.00	54.00	
Above paid on 28/08/2018 by Online Payment Ref TRAVIS							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>2,944.29</b>	

## Linked to Cashbook 1

Entered Month 5  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
------------------------------	--------------	------------	--------	------------	----------	-------------	---------

**BESTCONNEX The Best Connection Group**

2818515/9584/s scape temps Authorised: rb	22/08/2018	2818515	1	364.56	0.00	364.56	0.00
--	------------	---------	---	--------	------	--------	------

2858922/9583/s scape temps Authorised: rb	24/08/2018	2858922	1	446.40	0.00	446.40	0.00
--	------------	---------	---	--------	------	--------	------

					0.00	810.96	
--	--	--	--	--	------	--------	--

Above paid on 04/09/2018 by Online Payment Ref BESTCONNEX

**CHESHELECT Cheshire Electrical Supplies Ltd**

596 024220/9585/lift lights Authorised: mjw	20/08/2018	596 024220	1	6.71	0.00	6.71	0.00
--	------------	------------	---	------	------	------	------

					0.00	6.71	
--	--	--	--	--	------	------	--

Above paid on 04/09/2018 by Online Payment Ref CHESHELECT

**CHRONICLE Heads Congleton Limited**

111642/9586/banquet advert Authorised: mh	23/08/2018	111642	1	96.00	0.00	96.00	0.00
--	------------	--------	---	-------	------	-------	------

111643/9587/P ship AGM advert Authorised: ms	23/08/2018	111643	1	84.00	0.00	84.00	0.00
---	------------	--------	---	-------	------	-------	------

					0.00	180.00	
--	--	--	--	--	------	--------	--

Above paid on 04/09/2018 by Online Payment Ref CHRONICLE

**KGLOACH K G Loach**

36374/9590/stakes, roundup etc Authorised: rb	07/08/2018	36374	1	23.12	0.00	23.12	0.00
--	------------	-------	---	-------	------	-------	------

36375/9591/compost Authorised: rb	07/08/2018	36375	1	51.00	0.00	51.00	0.00
--------------------------------------	------------	-------	---	-------	------	-------	------

					0.00	74.12	
--	--	--	--	--	------	-------	--

Above paid on 04/09/2018 by Online Payment Ref KGLOACH

**LANDSCAPE Landscape Supply Company**

78490/9589/sharps bins Authorised: rb	22/08/2018	78490	1	29.12	0.00	29.12	0.00
--	------------	-------	---	-------	------	-------	------

					0.00	29.12	
--	--	--	--	--	------	-------	--

Above paid on 04/09/2018 by Online Payment Ref LANDSCAPE

Linked to Cashbook 1

Entered Month 5  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>LOWCOST</b> <b>Low Cost Maintenance</b>							
<i>010/9592/p pool toilet callout</i> Authorised: rb	21/08/2018	010	1	175.00	0.00	175.00	0.00
					0.00	175.00	
Above paid on 04/09/2018 by Online Payment Ref LOWCOST							
<b>TALKECHEM</b> <b>Talke Chemical Company Limited</b>							
<i>65628/9593/bin bags, disinfect</i> Authorised: rb	20/08/2018	65628	1	755.86	0.00	755.86	0.00
<i>65629/9594/Bleach</i> Authorised: rb	20/08/2018	65629	1	17.86	0.00	17.86	0.00
					0.00	773.72	
Above paid on 04/09/2018 by Online Payment Ref TALKECHEM							
<b>WESTWALLAS</b> <b>West Wallasey Contract Hire</b>							
<i>WALM182370/9599/call out</i> Authorised: rb	28/08/2018	WALM182370	1	267.92	0.00	267.92	0.00
					0.00	267.92	
Above paid on 04/09/2018 by Online Payment Ref WESTWALLAS							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>2,317.58</b>	

## Linked to Cashbook 1

Entered Month 5  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ANGEL</b> <b>Angel Springs Ltd</b>							
4503194/9618/bottled water	31/08/2018	4503194	1	39.60	0.00	39.60	0.00
Authorised: mjjw							
					0.00	39.60	

Above paid on 14/09/2018 by Online Payment Ref ANGEL

<b>CALC</b> <b>Cheshire Association of Local Councils</b>							
2018/042/9621/councillor train	31/08/2018	2018/042	1	225.00	0.00	225.00	0.00
Authorised: dm							
					0.00	225.00	

Above paid on 14/09/2018 by Online Payment Ref CALC

<b>CHAINS</b> <b>Chains &amp; Lifting Tackle (Midlands) Ltd</b>							
33098/9620/annual service	30/08/2018	33098	1	180.00	0.00	180.00	0.00
Authorised: mjjw							
					0.00	180.00	

Above paid on 14/09/2018 by Online Payment Ref CHAINS

<b>CHESHMARS</b> <b>Cheshire Marshalls</b>							
10082018/9623/Civic parade	10/08/2018	10082018	1	25.00	0.00	25.00	0.00
Authorised: jm							
					0.00	25.00	

Above paid on 14/09/2018 by Online Payment Ref CHESHMARS

<b>COUNTRY</b> <b>Country Rustics</b>							
0025/9624/birdboxes	29/07/2018	0025	1	59.40	0.00	59.40	0.00
Authorised: rb							
					0.00	59.40	

Above paid on 14/09/2018 by Online Payment Ref COUNTRY

<b>CTHEVENTS</b> <b>C T H Events &amp; Parties</b>							
1672/9634/P/ship refreshments	29/08/2018	1672	1	13.92	0.00	13.92	0.00
Authorised: ms							
1677/9625/catering civic parade	17/06/2018	1677	1	1,046.22	0.00	1,046.22	0.00
Authorised: lm							
					0.00	1,060.14	

Above paid on 14/09/2018 by Online Payment Ref CTHEVENTS

Continued over page

## Linked to Cashbook 1

Entered Month 5  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>KGLOACH</b> <b>K G Loach</b>							
33927/9628/gardening tools Authorised: rb	01/04/2018	33927	1	124.94	0.00	124.94	0.00
34199/9629/top dressing Authorised: rb	01/04/2018	34199	1	252.36	0.00	252.36	0.00
36262/9630/compost Authorised: rb	24/07/2018	36262	1	124.59	0.00	124.59	0.00
					<b>0.00</b>	<b>501.89</b>	
Above paid on 14/09/2018 by Online Payment Ref KGLOACH							
<b>LANDSCAPE</b> <b>Landscape Supply Company</b>							
78658/9627/spray suits, masks Authorised: rb	31/08/2018	78658	1	71.38	0.00	71.38	0.00
					<b>0.00</b>	<b>71.38</b>	
Above paid on 14/09/2018 by Online Payment Ref LANDSCAPE							
<b>THREADFAST</b> <b>Threadfast Engineers 1984 Ltd</b>							
SIN096580/9632/Allen keys Authorised: rb	22/05/2018	SIN096580	1	6.00	0.00	6.00	0.00
					<b>0.00</b>	<b>6.00</b>	
Above paid on 14/09/2018 by Online Payment Ref THREADFAST							
<b>TSELECT</b> <b>T &amp; S Electrical Limited</b>							
1521/9633/replacement lights Authorised: mw	31/08/2018	1521	1	892.16	0.00	892.16	0.00
					<b>0.00</b>	<b>892.16</b>	
Above paid on 14/09/2018 by Online Payment Ref TSELECT							
<b>URC</b> <b>United Reformed Church</b>							
310818/9635/aug luncheon club Authorised: dm	31/08/2018	310818	1	483.00	0.00	483.00	0.00
					<b>0.00</b>	<b>483.00</b>	
Above paid on 14/09/2018 by Online Payment Ref URC							

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 5  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>WELLKIN</b> <b>WellKin</b>							
1718280/9619/P/ship dance sess	31/08/2018	1718280	1	52.50	0.00	52.50	0.00
Authorised: ms							
					0.00	52.50	
Above paid on 14/09/2018 by Online Payment Ref WELLKIN							
<b>Total Purchase Ledger Payments</b>						0.00	3,596.07

## Linked to Cashbook 1

Entered Month 6  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>AMBEROL</b> Amberol Ltd							
17714/9636/6 off black bins Authorised: rb	20/09/2018	17714	1	446.00	0.00	446.00	0.00
					0.00	446.00	
Above paid on 30/09/2018 by Online Payment Ref AMBEROL							
<b>BESTCONNEX</b> The Best Connection Group							
2867035/9638//scape temps Authorised: rb	07/09/2018	2867035	1	290.16	0.00	290.16	0.00
2875228/9637/s/scape temps Authorised: rb	21/09/2018	2875228	1	594.86	0.00	594.86	0.00
					0.00	885.02	
Above paid on 30/09/2018 by Online Payment Ref BESTCONNEX							
<b>BRERETON</b> Brereton C of E Primary School							
050918/9639/childcare voucher Authorised: dm	05/09/2018	050918	1	40.00	0.00	40.00	0.00
					0.00	40.00	
Above paid on 30/09/2018 by Online Payment Ref BRERETON							
<b>CANDA</b> Canda Copying Ltd							
390946/9640/B & W copying Authorised: jp	01/09/2018	390946	1	250.84	0.00	250.84	0.00
390947/9641/colour copying Authorised: jp	01/09/2018	390947	1	529.37	0.00	529.37	0.00
					0.00	780.21	
Above paid on 30/09/2018 by Online Payment Ref CANDA							
<b>CAVERN</b> Cavern Protective Clothing							
18341/9642/s/scape PPE Authorised: rb	05/09/2018	18341	1	109.20	0.00	109.20	0.00
18342/9645/T Hall PPE Authorised: rb	05/09/2018	18342	1	52.80	0.00	52.80	0.00
18343/9643/s/scape PPE Authorised: rb	06/09/2018	18343	1	67.20	0.00	67.20	0.00



## Linked to Cashbook 1

Entered Month 6  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
18347/9644/S/scpae PPE Authorised: rb	11/09/2018	18347	1	61.80	0.00	61.80	0.00
					0.00	291.00	

Above paid on 30/09/2018 by Online Payment Ref CAVERN

CCP	Congleton Community Projects		Ledger	Amount Due	Discount	Amount Paid	Balance
250518/9648/distr costs Authorised: jm	25/05/2018	250518	1	100.00	0.00	100.00	0.00
					0.00	100.00	

Above paid on 30/09/2018 by Online Payment Ref CCP

CHRONICLE	Heads Congleton Limited		Ledger	Amount Due	Discount	Amount Paid	Balance
111920/9646/Autumn brides adve Authorised: jm	13/09/2018	111920	1	120.00	0.00	120.00	0.00
111969/9647/p ship advert Authorised: ms	20/09/2018	111969	1	120.00	0.00	120.00	0.00
					0.00	240.00	

Above paid on 30/09/2018 by Online Payment Ref CHRONICLE

CTHEVENTS	C T H Events & Parties		Ledger	Amount Due	Discount	Amount Paid	Balance
1673/9652/ASB group drinks Authorised: rb	05/09/2018	1673	1	17.40	0.00	17.40	0.00
1674/9649/TC12309i Authorised: st	11/09/2018	1674	1	43.50	0.00	43.50	0.00
675/9651/p/ship catering Authorised: ms	11/09/2018	1675	1	41.76	0.00	41.76	0.00
1676/9650/TC12310 Authorised: st	12/09/2018	1676	1	87.00	0.00	87.00	0.00
					0.00	189.66	

Above paid on 30/09/2018 by Online Payment Ref CTHEVENTS

LAC	LAC Autoparts		Ledger	Amount Due	Discount	Amount Paid	Balance
5789401/9656/van fluid Authorised: rb	05/09/2018	5789401	1	17.97	0.00	17.97	0.00
					0.00	17.97	

Above paid on 30/09/2018 by Online Payment Ref LAC

## Linked to Cashbook 1

Entered Month 6  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
------------------------------	--------------	------------	--------	------------	----------	-------------	---------

**LOWCOST** Low Cost Maintenance

012/9655/pool works Authorised: rb	05/09/2018	012	1	625.00	0.00	625.00	0.00
---------------------------------------	------------	-----	---	--------	------	--------	------

0.00	625.00
------	--------

Above paid on 30/09/2018 by Online Payment Ref LOWCOST

**MAC** MAC Tool & Plant Hire Ltd

458/9657/chainsaw head Authorised: rb	21/09/2018	458	1	87.29	0.00	87.29	0.00
--	------------	-----	---	-------	------	-------	------

0.00	87.29
------	-------

Above paid on 30/09/2018 by Online Payment Ref MAC

**TALKECHEM** Talke Chemical Company Limited

65635/9664/toilet cleaning sto Authorised: mjw	06/09/2018	65635	1	174.64	0.00	174.64	0.00
---	------------	-------	---	--------	------	--------	------

65637/9663/T H cleaning stock Authorised: mjw	10/09/2018	65637	1	225.09	0.00	225.09	0.00
--	------------	-------	---	--------	------	--------	------

65649/9661/s/scape disposable Authorised: mjw	18/09/2018	65649	1	78.00	0.00	78.00	0.00
--	------------	-------	---	-------	------	-------	------

65651/9662/green bin bags Authorised: rb	19/09/2018	65651	1	399.60	0.00	399.60	0.00
---	------------	-------	---	--------	------	--------	------

0.00	877.33
------	--------

Above paid on 30/09/2018 by Online Payment Ref TALKECHEM

**WESTWALLAS** West Wallasey Contract Hire

WAL233074/9666/lease vehicles Authorised: rb	19/09/2018	WAL233074	1	3,427.85	0.00	3,427.85	0.00
---	------------	-----------	---	----------	------	----------	------

WALM182670/9667/trailer plate Authorised: rb	07/09/2018	WALM182670	1	27.60	0.00	27.60	0.00
---	------------	------------	---	-------	------	-------	------

0.00	3,455.45
------	----------

Above paid on 30/09/2018 by Online Payment Ref WESTWALLAS

<b>Total Purchase Ledger Payments</b>	<b>0.00</b>	<b>8,034.93</b>
---------------------------------------	-------------	-----------------

### Section 3 – External Auditor Report and Certificate 2017/18

In respect of **Congleton Town Council CH0056**

#### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2017/18

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

#### 3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

Date

**26/09/2018**

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

Congleton Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

CTC/15/1819

dated 14/06/2018

Signed by the Chairman and Clerk of the meeting where approval is

Chairman

Clerk

Other information required by the Transparency Codes (not part of Ar Authority web address)

[www.congleton-tc.gov.uk](http://www.congleton-tc.gov.uk)

## Section 2 – Accounting Statements 2017/18 for

### Congleton Town Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	677,151	741,286	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	784,342	798,212	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	557,875	551,371	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-638,685	-680,072	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	-58,128	-55,738	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-581,269	-647,309	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	741,286	707,750	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	759,454	764,254	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,788,378	2,844,992	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	453,279	414,594	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.  N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

14/06/2018

I confirm that these Accounting Statements were approved by this authority on this date:

14/06/2018

and recorded as minute reference:

CTC/16/1819

Signed by Chairman of the meeting where approval of the Accounting Statements is given