



Congleton Town Council

Historic market town

Chief Officer: David McGifford

8th February 2019

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

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 14th February 2019

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 14th February 2019** 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 10th January 2019.

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

1
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 to 31st December 2018.

7. New Applications for Financial Assistance (enclosed)

- **Grant ref GR14/1819 – Friends for Leisure**

8. New Grant Activities Monitoring Forms

- **Bromley Farm Community Development Trust – Original Grant Ref GR16/1718**

9. Management Accounts (enclosed)

To receive and consider the Management Accounts to December 2018.

10. Bank Reconciliation (enclosed)

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

11. Savings Account Balances (enclosed)

To receive and consider the Savings Account balances as at 31st December 2018.

12. List of Payments (enclosed)

To receive and consider the Payments lists between 1st and 31st December 2018.

13. Investment Policy (enclosed)

To receive and approve the Investment Policy for 2019/20.

14. Investment Strategy (enclosed)

To receive and approve the Investment Strategy for 2019/20.

15. Appointment of the Internal Auditor (enclosed)

To receive a report and approve the appointment of the Internal Auditor for 2019/20.

16. Cenotaph (to follow)

To receive a report requesting approval for an Ear Marked Reserve of up to £100,000 for the redevelopment of Congleton's Cenotaph.

17. Business Risk Assessment (enclosed)

To receive and approve the Business Risk Assessment for 2019/20.

18. Speed Indicator Devices (SIDs) (enclosed)

To consider a request to spend EMR funding on a Speed Indicator Device(s).

19. Public Realm – Purchasing New Lantern Tops for Victoria Street (enclosed)

To consider a request to spend £2,500 from EMR in the pedestrian area.

20. Volunteers Policy (enclosed)

To receive and approve a revised Volunteer Policy.

21. Communications and Marketing Policy (enclosed)

To receive and approve a revised Communications and Marketing Policy.

22. Prohibiting Weapons in the Workplace Policy (enclosed)

To receive and approve a new policy to prohibit weapons in the workplace.

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 (4) 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 10th January 2019

PRESENT - Councillors

Committee Members

J G Baggott
P Bates
R Boston
Mrs. S A Holland (Deputy Town Mayor)
Mrs A E Morrison
Mrs J D Parry (Vice Chairman)
M A Walker

1. Apologies

Apologies for absence were received from Cllrs G R Edwards and non-Committee member Cllr G S Williams.

2. Minutes

FAP/52/1819 RESOLVED that the Minutes of the Meeting held on 29th November 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 J G Baggott and P Bates declared a non-pecuniary interest in any 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/53/1819 RESOLVED that the grant summary be received.

7. New Applications for Financial Assistance

FAP/54/1819 RESOLVED that:

- **Grant ref GR10/1819 - Congleton Harriers** – A grant of £350 be approved.
- **Grant ref GR11/1819 - 230 (Congleton) Squadron RAF Air Cadets** - Grant deferred (£500), Chief Officer to meet with applicant to establish their awareness and potential use of the Community Mini Buses. Delegated authority passed to the Chief Officer to award up to £500 grant if required.
- **Grant ref GR12/1819 - Congleton Unplugged** - A grant of £500 be approved.
- **Grant ref GR13/1819 – Congleton U3A Road Cycling Group** - A grant of £400 be approved, subject to “Sponsored by Congleton Town Council” being printed on an agreed location on the shirts.

8. New Grant Activities Monitoring Forms

There were no new Grant Activities Monitoring Forms.

9. Management Accounts

FAP/55/1819 RESOLVED to receive and consider the Management Accounts to 30th November 2018.

10. Bank Reconciliation

FAP/56/1819 RESOLVED to receive and consider the Bank Reconciliation as at 30th November 2018.

11. Savings Account Balances

FAP/57/1819 RESOLVED to receive and consider the Savings Account Balances as at 30th November 2018.

12. List of Payments

FAP/58/1819 RESOLVED to receive and consider the Payments List between 1st and 30th November 2018.

**Cllr Mrs J D Parry
(Vice Chairman)**

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| Congleton Town Grant Commitments 2018/19 | | | | | | | | | |
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| Permitted and S137 | | | | | | | | | |
| Date Grant Approved | To | For | Section | Minute Reference | Approved EMR b/fwd £ | Approved 18/19 £ | Paid £ | Outstanding | Date Paid |
| | Subsidised Use of Town Hall | | | | | 4,000.00 | 3865.30 | 134.70 | |
| 14/09/2017 | Marlton School | Contribution to a Prayer garden | Gpoc | FAP/21/1718 | 250.00 | | 250.00 | 0.00 | 01/10/2018 |
| 23/11/2017 | CCCU | Support for Audit fees | Gpoc | FAP/35/1718 | 500.00 | | 500.00 | 0.00 | 08/05/2018 |
| 15/02/2018 | Congleton Pantomime | Support for 40th Anniversary | Gpoc | FAP/54/1718 | 250.00 | | 250.00 | 0.00 | 19/11/2018 |
| 22/03/2018 | Ruby's fund | Soft play room | Gpoc | FAP/66/1718 | 500.00 | | 500.00 | 0.00 | 11/07/2018 |
| 22/03/2018 | Congleton Library | Summer reading challenge | Gpoc | FAP/66/1718 | 100.00 | | 100.00 | 0.00 | 22/08/2018 |
| 22/03/2018 | Bromley Farm CC | Newsletter | Gpoc | FAP/66/1718 | 380.00 | | 380.00 | 0.00 | 06/02/2019 |
| 22/03/2018 | Cong Bath House & Physic garden | Equip for community events | Gpoc | FAP/66/1718 | 100.00 | | 100.00 | 0.00 | 19/07/2018 |
| 22/03/2018 | Friends of Congleton Park | Brass on the grass | Gpoc | FAP/66/1718 | 300.00 | | 120.00 | 180.00 | 14/06/2018 |
| 22/03/2018 | Congleton Museum | frontage improvements | Gpoc | FAP/66/1718 | 228.00 | | 228.00 | 0.00 | 29/05/2018 |
| 22/03/2018 | Congleton Carnival | Carnival 2018 (balance from EMR) | Gpoc | FAP/66/1718 | 1,290.00 | | 1290.00 | 0.00 | various |
| 07/06/2018 | Congleton Harriers | Congleton Half Marathon | Gpoc | FAP/03/1819 | | 250.00 | 250.00 | 0.00 | 07/08/2018 |
| 05/07/2018 | SWANS | Funding for counselling sessions | Gpoc | FAP/18/1819 | | 500.00 | | 500.00 | |
| 05/07/2018 | SOL Theatre School | Summer show support | Gpoc | FAP/18/1819 | | 500.00 | | 500.00 | |
| 13/09/2018 | CCCU | Membership CVSCE | Gpoc | FAP/25/1819 | | 45.00 | 45.00 | 0.00 | 02/10/2018 |
| 13/09/2018 | Jazz and Blues | Support for event | Gpoc | FAP/25/1819 | | 500.00 | 500.00 | 0.00 | 27/09/2018 |
| 13/09/2018 | Visyon | Support for booklet | Gpoc | FAP/25/1819 | | 250.00 | 250.00 | 0.00 | 28/09/2018 |
| 11/10/2018 | KEMS | Contribution to 700 years music | Gpoc | FAP/35/1819 | | 200.00 | 200.00 | 0.00 | 26/11/2018 |
| 10/01/2019 | Congleton Harriers | Support for Cloud 9 hill race | Gpoc | FAP/54/1819 | | 350.00 | | 350.00 | |
| 10/01/2019 | Congleton Unplugged | Support for event | Gpoc | FAP/54/1819 | | 500.00 | | 500.00 | |
| 10/01/2019 | 230 Squadron Air Cadets | Contribution towards minibus | Gpoc | FAP/54/1819 | | 500.00 | | 500.00 | |
| 10/01/2019 | U3A cycling group | Contribution towards High Vis shirts | Gpoc | FAP/54/1819 | | 400.00 | | 400.00 | |
| Totals | | | | | 3898.00 | 7995.00 | 8828.30 | 3064.70 | |
| | EMR b/fwd | | £3,918.00 | | | | | | |
| | Budget 18/19 | | £18,500.00 | £56,833.00 | Total Grant budget | | | | |
| | Total approved to date | | £11,893.00 | | | | | | |
| | Total money still available for grants | | £10,525.00 | | | | | | |

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

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|------------------------------|---|-----------------|---------------------|
| COMMITTEE: | Finance and Policy Committee | | |
| MEETING DATE AND TIME | 14/02/19 7pm | LOCATION | Congleton Town Hall |
| REPORT FROM | Jackie Potts – Support Manager | | |
| AGENDA ITEM | 9 | | |
| REPORT TITLE | Management accounts for December 2018 | | |
| Background | Variance analysis of the Management Accounts for December 2018 to accompany the spreadsheet. | | |
| Updates | <p>These figures are for 9 months April to December 2018. See spreadsheet. 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 9 months show figures largely in line with the budget. 75% of expenditure would be expected to have been used if expenditure was regular monthly. Some costs are incurred in full at the beginning of the financial year and some are only incurred towards the end of the financial year in March.</p> <p><u>Finance and Policy Committee</u></p> <p><u>Corporate Management</u></p> <p>Overall on slightly under budget</p> <ul style="list-style-type: none"> • Subscriptions and Publications, and Insurance are full year costs. • Reception TIC is the full cost for the town council to fund winter hours as they act as the town council's reception. • The external audit invoice has been paid for the year. • One out of three internal audit invoices has been received <p><u>Democratic/Civic</u></p> <p>Overall slightly under budget</p> <ul style="list-style-type: none"> • The Mayor has received her full annual allowance • 2 out of the 3 Civic functions has taken place (Annual Council meeting, Civic Service) • The Civic Artefacts and Treasures budget was for the past mayors' badges which have been purchased. <p><u>Grants</u></p> <p>£10,505 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 82% of the budget used.</p> | | |

| | |
|----------------------------------|---|
| | <p><u>Community, Environment and Services Committee</u></p> <p>Slightly under budget.</p> <ul style="list-style-type: none"> • Paddling pool slightly over budget • £730 has been spent on allotment maintenance. • CCTV invoice received for a full year. • First instalment for the PCSOs paid • Tourism expenditure includes the cost of purchasing and installing bunting in the town centre (£2053) • Streetscape were having to use agency staff to cover sickness – December was the last month for these staff. • Streetscape Insurance is a full year cost • Streetscape Horticultural supplies includes some purchases for outside work. • Streetscape General Expenditure includes £390 works to the Bowling Green; £340 Storage cage for tools; £464 for remote control beacons. <p><u>Town Hall Committee</u></p> <p>Expenditure slightly under budget and income slightly under budget so overall 68% of budget used.</p> <p><u>Personnel Committee</u></p> <p>Staffing costs on budget</p> |
| <p>Decision Requested</p> | <p>To receive the Management Accounts for December 2018</p> |

Congleton Town Council - Management Accounts - Dec 2018

| | Current Month Actual | Actual Year To Date | Current Annual Budget | Variance Annual Total | % of Budget |
|--|-------------------------|------------------------|--------------------------|--------------------------|----------------|
| Finance and Policy | | | | | |
| 101 Corporate Management | | | | | |
| Staff Costs (re-allocated) | 9,997 | 95,668 | 144,164 | 48,496 | 66% |
| Travel | 0 | 57 | 900 | 843 | 6% |
| Training / Conferences | 0 | 0 | 2,550 | 2,550 | 0% |
| Rent Payable | 1,163 | 10,463 | 13,950 | 3,487 | 75% |
| Reception - TIC | 0 | 3,276 | 3,124 | -152 | 105% |
| Miscellaneous Office Costs | 14 | 267 | 400 | 133 | 67% |
| Telephone/Fax/Internet | 33 | 515 | 1,300 | 785 | 40% |
| Postage | 0 | 1,184 | 2,900 | 1,716 | 41% |
| Stationery & Printing | 124 | 1,505 | 3,000 | 1,495 | 50% |
| Subscriptions & Publications | 0 | 3,066 | 3,130 | 64 | 98% |
| Insurance | 0 | 8,182 | 9,000 | 818 | 91% |
| Computer/IT Costs | 1,082 | 7,787 | 10,600 | 2,813 | 73% |
| Photocopy Charges | 657 | 1,731 | 3,000 | 1,269 | 58% |
| Recruitment Advertising | 0 | 0 | 500 | 500 | 0% |
| Other Advertising | 0 | 130 | 300 | 170 | 43% |
| Bank Charges | 80 | 696 | 1,000 | 304 | 70% |
| Audit Fees - External | 0 | 2,000 | 2,000 | 0 | 100% |
| Audit Fees - Internal | 0 | 430 | 1,260 | 830 | 34% |
| Accountancy Support | 0 | 2,176 | 4,200 | 2,024 | 52% |
| Legal & Professional fees | 0 | 35 | 3,000 | 2,965 | 1% |
| HR & H&S support | 0 | 2,524 | 4,500 | 1,976 | 56% |
| Central Overheads reallocated | -2,529 | -36,947 | -56,688 | -19,741 | 65% |
| Corporate Management:-Expenditure | 10,621 | 104,745 | 158,090 | 53,345 | 66% |
| Printing and Stationary recharges | 0 | | 0 | 0 | |
| Interest Receivable | -89 | -2,110 | -2,000 | 110 | 106% |
| Misc Income | | | 0 | 0 | #DIV/0! |
| Corporate Management :- Income | -89 | -2,110 | -2,000 | 110 | 106% |
| Net Expenditure over Income | 10,532 | 102,635 | 156,090 | 53,455 | 66% |
| 102 Democratic Rep'n & Mgmt/Civic | | | | | |
| Staff Costs (re-allocated) | 2,166 | 19,399 | 26,066 | 6,667 | 74% |
| Training / Conferences | 0 | 256 | 1,000 | 744 | 26% |
| Stationery & Printing | 129 | 249 | 500 | 251 | 50% |
| Marketing/Promotions | 0 | 215 | 918 | 703 | 23% |
| Council Newsletter | 0 | 2,583 | 5,335 | 2,752 | 48% |
| 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 | 0 | 3,833 | 2,500 | -1,333 | 0% |
| 700 Years of Mayoralty - income | 0 | -2,189 | 0 | -2,189 | 0% |
| Civic Expenses | 0 | 3,553 | 5,000 | 1,447 | 71% |
| Civic Regalia | 0 | 1 | 250 | 249 | 0% |
| Hall & Room Hire | 157 | 3,732 | 5,500 | 1,768 | 68% |
| Civic Artefacts and Treasures | 0 | 1,414 | 1,500 | 86 | 94% |
| Central Overheads reallocated | 112 | 1,641 | 2,518 | 877 | 65% |
| Democratic Rep'n & Mgmt/Civic:-Expenditure | 2,564 | 37,720 | 55,787 | 13,689 | 68% |
| Grants | 1,750 | 46,328 | 56,833 | 10,505 | 82% |
| F&P Income - Expenditure Totals | 14,846 | 186,683 | 268,710 | 77,649 | 69% |

| | Current Month Actual | Actual Year To Date | Current Annual Budget | Variance Annual Total | % of Budget |
|---|-------------------------|------------------------|--------------------------|--------------------------|----------------|
| <u>Community, Environment & Services</u> | | | | | |
| Paddling Pool | 56 | 24,432 | 24,071 | -361 | 101% |
| Propogation unit | 0 | 0 | 1,000 | 1,000 | 0% |
| Floral Displays | 592 | 9,698 | 12,000 | 2,302 | 81% |
| Allotments | 36 | 1,063 | 1,240 | 177 | 86% |
| Public Toilets | 1,012 | 5,914 | 9,400 | 3,486 | 63% |
| Public Realm CCTV | 0 | 9,633 | 10,500 | 867 | 92% |
| Congleton Partnership | 2,831 | 25,480 | 33,973 | 8,493 | 75% |
| Community Development | 5,388 | 50,242 | 65,323 | 15,081 | 77% |
| Crime Reduction | 0 | 5,547 | 47,672 | 42,125 | 12% |
| Christmas Fayre/lights | 6,183 | 8,746 | 20,000 | 11,254 | 44% |
| Neighbourhood Plan | 0 | 0 | 0 | 0 | 0% |
| Tourism | 200 | 4,358 | 5,000 | 642 | 87% |
| Youth and Young People | 30 | 560 | 2,000 | 1,440 | 28% |
| Luncheon Club | 1,133 | 5,202 | 11,000 | 5,798 | 47% |
| | 17,461 | 150,875 | 243,179 | 92,304 | 62% |
| <u>Streetscape</u> | | | | | |
| Staff Costs | 31,906 | 299,473 | 404,434 | 104,961 | 74% |
| Agency Staff | 1,363 | 11,999 | 6,000 | 5,999 | 200% |
| Training | 0 | 206 | 3,000 | 2,794 | 7% |
| Protective Clothing\H & Safety | 151 | 3,483 | 3,060 | 423 | 114% |
| Office rent | 256 | 2,300 | 3,067 | 767 | 75% |
| Cleaning Materials | 434 | 3,845 | 5,000 | 1,155 | 77% |
| Telephones | 58 | 503 | 700 | 197 | 72% |
| Insurance | 0 | 5,455 | 6,000 | 545 | 91% |
| Property maintenance | 230 | 950 | 1,020 | 70 | 93% |
| Horticultural etc Supplies | 54 | 16,585 | 18,000 | 1,415 | 92% |
| Winter Bedding | 0 | 1,000 | 1,000 | 0 | 100% |
| Vehicle maintenance/Serv etc | 410 | 5,739 | 10,000 | 4,261 | 57% |
| Vehicle fuel and oil | 0 | 7,798 | 15,000 | 7,202 | 52% |
| Vehicle rental charges | 3,414 | 32,712 | 42,000 | 9,288 | 78% |
| Street Cleansing | 0 | 1,836 | 3,000 | 1,164 | 61% |
| General expenditure | 492 | 2,533 | 3,000 | 467 | 84% |
| Central Overheads Reallocated | 1,744 | 25,464 | 39,068 | 13,604 | 65% |
| Rechargeable expenses | 147 | 1,300 | 0 | 1,300 | #DIV/0! |
| Streetscape Expenditure | 40,659 | 423,181 | 563,349 | 140,168 | 75% |
| Streetscape - Income | -30,559 | -275,028 | -366,702 | -91,674 | 75% |
| Streetscape - External work income | -1,153 | -13,696 | -15,000 | -1,304 | 91% |
| Streetscape - Misc Income | -225 | -1,391 | -900 | 491 | 155% |
| | -31,937 | -290,115 | -382,602 | -92,487 | 76% |
| Net Expenditure over Income | 8,722 | 133,066 | 180,747 | 47,681 | 74% |
| C,E &S Income - Net Expenditure Totals | 26,183 | 283,941 | 423,926 | 139,985 | 67% |
| <u>Town Hall</u> | | | | | |
| Town Hall - Expenditure | | 131,697 | 193,438 | -61,741 | 68% |
| Town Hall - Income | | -84,698 | -122,700 | 38,002 | 69% |
| Net Expenditure over Income | 0 | 46,999 | 70,738 | -23,739 | 66% |
| Total Net Expenditure | 0 | 517,623 | 763,374 | 193,895 | 68% |
| <u>Personnel</u> | | | | | |
| Staff Costs - Reallocated | 56,515 | 533,665 | 730,991 | 197,326 | 73% |

Reserves as at 31/12/18

| | |
|--------------------------------------|----------------|
| General Reserve | 190,754 |
| Capital Equipment Fund | 32,445 |
| Capital Contingency Fund | 230,602 |
| EMR Elections | 15,000 |
| 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 | 325 |
| 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 | 20,603 |
| EMR Cenotaph | 10,000 |
| EMR Rotary Bonfire | 5,000 |
| EMR Christmas Lights | 7,573 |
| | <u>633,908</u> |

Date: 09/01/2019

Congleton Town Council

Page 1

Time: 16:16

**Bank Reconciliation Statement as at 31/12/2018
for Cashbook 1 - RBS Current/ Access Acct**

User: JP

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|---|-----------------------|------------------------------------|------------------|
| RBS Current Account 11411170 | 31/12/2018 | 407 | 97,453.32 |
| | | | <u>97,453.32</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| 18/12/2018 008719 CCTP | | 134.40 | |
| 18/12/2018 008720 DUTTON | | 420.00 | |
| 18/12/2018 008721 JEWSON | | 69.84 | |
| 18/12/2018 008722 PRISM | | 271.36 | |
| 18/12/2018 008723 SJS BUILDING | | 154.62 | |
| 18/12/2018 008724 UU | | 67.43 | |
| 18/12/2018 008725 WHITEHURSTS | | 68.52 | |
| | | | <u>1,186.17</u> |
| | | | 96,267.15 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 96,267.15 |
| | | Balance per Cash Book is :- | 96,267.15 |
| | | Difference is :- | 0.00 |

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

| | | | | | | | | | | | | | | | |
|---|---|----------|---------------------|---|------------|---|------------|--------------|------------|--|--|--|------------|--|--|
| COMMITTEE: | Finance and Policy Committee | | | | | | | | | | | | | | |
| MEETING DATE AND TIME | 14 th February 2019 7.00pm | LOCATION | Congleton Town Hall | | | | | | | | | | | | |
| REPORT FROM | Jackie Potts – Support Manager | | | | | | | | | | | | | | |
| AGENDA ITEM REPORT TITLE | 11 Congleton Town Council – Savings account balances | | | | | | | | | | | | | | |
| Background | To inform the Finance and Policy Committee with the location and balances of the Town Council's savings and investments. | | | | | | | | | | | | | | |
| Updates | <div>Congleton Town Council - Savings account balances</div> <div><u>Balances as at 30 12 18</u></div> <div><table><tr><td>Balance per Business Reserve Account (10180876)</td><td>609,043.71</td></tr><tr><td>Cambridge and Counties 1 year fixed deposit</td><td>150,000.00</td></tr><tr><td>CCLA deposit</td><td>150,000.00</td></tr><tr><td></td><td></td></tr><tr><td></td><td>909,043.71</td></tr><tr><td></td><td></td></tr></table></div> | | | Balance per Business Reserve Account (10180876) | 609,043.71 | Cambridge and Counties 1 year fixed deposit | 150,000.00 | CCLA deposit | 150,000.00 | | | | 909,043.71 | | |
| Balance per Business Reserve Account (10180876) | 609,043.71 | | | | | | | | | | | | | | |
| Cambridge and Counties 1 year fixed deposit | 150,000.00 | | | | | | | | | | | | | | |
| CCLA deposit | 150,000.00 | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | 909,043.71 | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| Decision Requested | To receive the Savings Account balances as at 31/12/18 | | | | | | | | | | | | | | |

Congleton Town Council

RBS Current/I Access Acct

List of Payments made between 01/12/2018 and 31/12/2018

| Date Paid | Payee Name | Reference | Amount Paid | Transaction Detail |
|------------|--------------------------|------------|-------------|---|
| 03/12/2018 | PRISM | DD | 39.31 | 61823/9898/call charges |
| 03/12/2018 | Cheshire East Council | DD | 2,638.00 | business rates Town Hall |
| 03/12/2018 | Cheshire East Council | DD | 208.00 | rates mkt st toilets |
| 04/12/2018 | KEELING JONES | 8714 | 300.00 | 5591819/9905/xmas entertainmen |
| 04/12/2018 | WONDER | 8715 | 420.00 | 0266/9921/elf adventure xmas |
| 04/12/2018 | P Pinto | 8713 | 55.00 | In Bloom event travel |
| 04/12/2018 | St Peter's Church | 8716 | 235.00 | Grant - St Peter's clock |
| 07/12/2018 | BACS P/L Pymnt Page 2050 | BACS Pymnt | 3,801.87 | BACS P/L Pymnt Page 2050 |
| 07/12/2018 | BACS P/L Pymnt Page 2053 | BACS Pymnt | 12.68 | BACS P/L Pymnt Page 2053 |
| 11/12/2018 | JEWSON | 8717 | 114.36 | 0767/00188647/9933/recharge |
| 11/12/2018 | BT | DD | 45.47 | MR746731990741/9923/broadband line |
| 11/12/2018 | TOMTOM | DD | 118.80 | 7817112/9985/trackers |
| 11/12/2018 | PITNEY BOWES UK MAIL | DD | 381.61 | BG007626/9911/postage/A4 paper |
| 11/12/2018 | Petty cash | 8718 | 160.87 | Petty cash |
| | | | | 1537534/9874/Toilets electric £32.90 |
| 12/12/2018 | WMS | DD | 1,907.82 | Town hall electric £1874.92 |
| 14/12/2018 | BACS P/L Pymnt Page 2055 | BACS Pymnt | 2,247.86 | BACS P/L Pymnt Page 2055 |
| 14/12/2018 | WMS | DD | 1,135.85 | 1543040/9873/Town Hall Gas |
| | | | | 03122018/9984/TH Wheelchair £108 |
| | | | | office camera £94; Christmas decs £12; In |
| 17/12/2018 | RBS CREDIT CARD | DD | 305.54 | Bloom prizes £50 |
| 17/12/2018 | RBS bankline | DD | 62.30 | bankline chgs |
| 17/12/2018 | CTHEP | BACS | 441.50 | CTHEP Delia Metcalf |
| 18/12/2018 | CCTP | 8719 | 134.40 | 82/9974/in bloomtransport |
| 18/12/2018 | DUTTON | 8720 | 420.00 | 2313/9975/xmas road closures |
| 18/12/2018 | JEWSON | 8721 | 69.84 | 0767/00189345/9976/insulation |
| 18/12/2018 | PRISM | 8722 | 271.36 | 99017/9977/IT support |
| 18/12/2018 | SJS BUILDING | 8723 | 154.62 | 0001/00129115/9979/paving |
| 18/12/2018 | UU | 8724 | 67.43 | 04050772/9980/allotment water |
| 18/12/2018 | WHITEHURSTS | 8725 | 68.52 | 5381/9981/wire mesh |
| 18/12/2018 | Payroll December 18 | BACS | 57,521.71 | Payroll December 18 |
| 21/12/2018 | BACS P/L Pymnt Page 2057 | BACS Pymnt | 12,150.42 | BACS P/L Pymnt Page 2057 |
| 21/12/2018 | WMS | DD | 16.19 | 1543875/9897/Town Hall gas |
| 21/12/2018 | RBS charges | DD | 17.55 | RBS charges |
| 24/12/2018 | EE | DD | 69.61 | 01280418820/10007/mobiles |
| 27/12/2018 | Prism Bus Developments | DD | 1,027.36 | IT Support |
| 28/12/2018 | Allpay - Plus Dane | DD | 36.28 | Allotment garage rental |
| 31/12/2018 | SUEZ | DD | 287.12 | 31334536/9912/waste Recycling |

86,944.25

04/12/2018

Congleton Town Council

Page 2052

14:02

List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 8
by user ST

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|------------|--------|------------|-------------|-----------------|---------|
| VIBRANT Vibrant Graphics Ltd | | | | | | | |
| 029141/9919/SAS business cards | 29/11/2018 | 029141 | 1 | 24.00 | 0.00 | 24.00 | 0.00 |
| Authorised: jm | | | | | | | |
| | | | | | 0.00 | 24.00 | |
| Above paid on 07/12/2018 by Online Payment Ref VIBRANT | | | | | | | |
| WESTWALLAS West Wallasey Contract Hire | | | | | | | |
| WALM185613/9920/tyre | 30/11/2018 | WALM185613 | 1 | 146.03 | 0.00 | 146.03 | 0.00 |
| Authorised: rb | | | | | | | |
| | | | | | 0.00 | 146.03 | |
| Above paid on 07/12/2018 by Online Payment Ref WESTWALLAS | | | | | | | |
| Total Purchase Ledger Payments | | | | | 0.00 | 3,801.87 | |

Linked to Cashbook 1

Entered Month 8
by user ST

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|------------|--------|------------|-------------|---------------|---------|
| KGLOACH K G Loach | | | | | | | |
| 37372/9908/shears, rakes etc Authorised: rb | 22/11/2018 | 37372 | 1 | 113.12 | 0.00 | 113.12 | 0.00 |
| 37373/9907/top soil Authorised: rb | 22/11/2018 | 37373 | 1 | 124.32 | 0.00 | 124.32 | 0.00 |
| 37408/9906/compost Authorised: rb | 28/11/2018 | 37408 | 1 | 67.01 | 0.00 | 67.01 | 0.00 |
| | | | | | 0.00 | 304.45 | |

Above paid on 07/12/2018 by Online Payment Ref KGLOACH

| | | | | | | | |
|--|------------|--------|---|--------|-------------|---------------|------|
| SLCC Society of Local Council Clerks | | | | | | | |
| 127185/9914/Arnold Baker book Authorised: jp | 27/11/2018 | 127185 | 1 | 108.79 | 0.00 | 108.79 | 0.00 |
| | | | | | 0.00 | 108.79 | |

Above paid on 07/12/2018 by Online Payment Ref SLCC

| | | | | | | | |
|--|------------|------|---|----------|-------------|-----------------|------|
| STAR Star Fireworks Ltd | | | | | | | |
| 3012/9913/xmas fireworks Authorised: jm | 28/11/2018 | 3012 | 1 | 1,260.00 | 0.00 | 1,260.00 | 0.00 |
| | | | | | 0.00 | 1,260.00 | |

Above paid on 07/12/2018 by Online Payment Ref STAR

| | | | | | | | |
|--|------------|-----------|---|-------|-------------|--------------|------|
| THREADFAST Threadfast Engineers 1984 Ltd | | | | | | | |
| SIN099109/9916/lump hammer, na Authorised: rb | 28/11/2018 | SIN099109 | 1 | 46.98 | 0.00 | 46.98 | 0.00 |
| SIN099156/9915/file for saw Authorised: rb | 30/11/2018 | SIN099156 | 1 | 28.88 | 0.00 | 28.88 | 0.00 |
| | | | | | 0.00 | 75.86 | |

Above paid on 07/12/2018 by Online Payment Ref THREADFAST

| | | | | | | | |
|--|------------|------|---|--------|-------------|---------------|------|
| TSELECT T & S Electrical Limited | | | | | | | |
| 1597/9917/clock tower light Authorised: mjw | 15/11/2018 | 1597 | 1 | 228.71 | 0.00 | 228.71 | 0.00 |
| 1598/9918/T Hall lights Authorised: mjw | 15/11/2018 | 1598 | 1 | 192.35 | 0.00 | 192.35 | 0.00 |
| | | | | | 0.00 | 421.06 | |

Above paid on 07/12/2018 by Online Payment Ref TSELECT

Continued over page

04/12/2018

Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 8
by user ST

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|------------|--------|------------|----------|-------------|---------|
| AUDITING Auditing Solutions Ltd | | | | | | | |
| <i>A5736/9899/internal audit</i> | 30/11/2018 | A5736 | 1 | 516.00 | 0.00 | 516.00 | 0.00 |
| Authorised: jp | | | | | | | |
| | | | | | 0.00 | 516.00 | |
| Above paid on 07/12/2018 by Online Payment Ref AUDITING | | | | | | | |
| BESTCONNEX The Best Connection Group | | | | | | | |
| <i>2915990/9900/s/scape temp</i> | 30/11/2018 | 2915990 | 1 | 570.08 | 0.00 | 570.08 | 0.00 |
| Authorised: rb | | | | | | | |
| | | | | | 0.00 | 570.08 | |
| Above paid on 07/12/2018 by Online Payment Ref BESTCONNEX | | | | | | | |
| BRERETON Brereton C of E Primary School | | | | | | | |
| <i>30112018/9901/Childcare vouche</i> | 30/11/2018 | 30112018 | 1 | 105.00 | 0.00 | 105.00 | 0.00 |
| Authorised: dm | | | | | | | |
| | | | | | 0.00 | 105.00 | |
| Above paid on 07/12/2018 by Online Payment Ref BRERETON | | | | | | | |
| CAVERN Cavern Protective Clothing | | | | | | | |
| <i>18392/9902/s/scape PPE</i> | 14/11/2018 | 18392 | 1 | 126.60 | 0.00 | 126.60 | 0.00 |
| Authorised: rb | | | | | | | |
| <i>18398/9903/s/scape PPE</i> | 22/11/2018 | 18398 | 1 | 84.00 | 0.00 | 84.00 | 0.00 |
| Authorised: rb | | | | | | | |
| | | | | | 0.00 | 210.60 | |
| Above paid on 07/12/2018 by Online Payment Ref CAVERN | | | | | | | |
| CHRONICLE Heads Congleton Limited | | | | | | | |
| <i>112947/9904/late night shoppin</i> | 29/11/2018 | 112947 | 1 | 60.00 | 0.00 | 60.00 | 0.00 |
| Authorised: jm | | | | | | | |
| | | | | | 0.00 | 60.00 | |
| Above paid on 07/12/2018 by Online Payment Ref CHRONICLE | | | | | | | |

Continued over page

04/12/2018

Congleton Town Council

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14:19

List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 9
by user ST

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|--------------------------------------|--------|------------|-------------|--------------|---------|
| MAC | | MAC Tool & Plant Hire Ltd | | | | | |
| <i>C1573/9910/credit 1305</i> | 26/11/2018 | C1573 | 1 | -71.32 | 0.00 | -71.32 | 0.00 |
| Authorised: rb | | | | | | | |
| <i>1574/9909/2 stroke oil</i> | 30/11/2018 | 1574 | 1 | 84.00 | 0.00 | 84.00 | 0.00 |
| Authorised: rb | | | | | | | |
| | | | | | 0.00 | 12.68 | |
| Above paid on 07/12/2018 by Online Payment Ref MAC | | | | | | | |
| Total Purchase Ledger Payments | | | | | 0.00 | 12.68 | |

11/12/2018

Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 9
by user ST

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|------------|--------|------------|-------------|--------------|-----------------|
| SECUR Secur-80 Ltd | | | | | | | |
| 3568/9935/alarm activation vis Authorised: mjlw | 23/11/2018 | 3568 | 1 | 48.00 | 0.00 | 48.00 | 0.00 |
| | | | | | <u>0.00</u> | <u>48.00</u> | |
| Above paid on 14/12/2018 by Online Payment Ref SECUR | | | | | | | |
| THREADFAST Threadfast Engineers 1984 Ltd | | | | | | | |
| SIN098931/9936/cable ties Authorised: rb | 20/11/2018 | SIN098931 | 1 | 19.19 | 0.00 | 19.19 | 0.00 |
| SIN098986/9937/anchor bolt Authorised: rb | 22/11/2018 | SIN098986 | 1 | 34.80 | 0.00 | 34.80 | 0.00 |
| | | | | | <u>0.00</u> | <u>53.99</u> | |
| Above paid on 14/12/2018 by Online Payment Ref THREADFAST | | | | | | | |
| Total Purchase Ledger Payments | | | | | | <u>0.00</u> | <u>2,247.86</u> |

11/12/2018

Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 9
by user ST

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---------------------------------------|--------------|------------|--------|------------|----------|-------------|---------|
| ANGEL Angel Springs Ltd | | | | | | | |
| 4662988/9922/Bottle water | 30/11/2018 | 4662988 | 1 | 178.80 | 0.00 | 178.80 | 0.00 |
| Authorised: mjlw | | | | | | | |
| | | | | | 0.00 | 178.80 | |

Above paid on 14/12/2018 by Online Payment Ref ANGEL

| | | | | | | | |
|---|------------|-------|---|--------|------|--------|------|
| CHAINS Chains & Lifting Tackle (Midlands) Ltd | | | | | | | |
| 33863/9924/fall arrest system | 12/11/2018 | 33863 | 1 | 462.00 | 0.00 | 462.00 | 0.00 |
| Authorised: mjlw | | | | | | | |
| | | | | | 0.00 | 462.00 | |

Above paid on 14/12/2018 by Online Payment Ref CHAINS

| | | | | | | | |
|--|------------|------|---|--------|------|--------|------|
| CTHEVENTS C T H Events & Parties | | | | | | | |
| 1751/9928/TC12462 | 22/11/2018 | 1751 | 1 | 90.48 | 0.00 | 90.48 | 0.00 |
| Authorised: st | | | | | | | |
| 1752/9927/strategy wrk group | 22/11/2018 | 1752 | 1 | 77.90 | 0.00 | 77.90 | 0.00 |
| Authorised: dm | | | | | | | |
| 1753/9926/xmas vips | 24/11/2018 | 1753 | 1 | 72.50 | 0.00 | 72.50 | 0.00 |
| Authorised: mh | | | | | | | |
| 1754/9929/xmas soup volunteers | 24/11/2018 | 1754 | 1 | 25.00 | 0.00 | 25.00 | 0.00 |
| Authorised: jm | | | | | | | |
| 1755/9925/Ringway jacobs | 27/11/2018 | 1755 | 1 | 174.00 | 0.00 | 174.00 | 0.00 |
| Authorised: st | | | | | | | |
| | | | | | 0.00 | 439.88 | |

Above paid on 14/12/2018 by Online Payment Ref CTHEVENTS

| | | | | | | | |
|--|------------|-------|---|--------|------|--------|------|
| FOUR Four Oaks Nurseries Ltd | | | | | | | |
| 88298/9930/bulbs & grasses | 16/11/2018 | 88298 | 1 | 121.32 | 0.00 | 121.32 | 0.00 |
| Authorised: rb | | | | | | | |
| | | | | | 0.00 | 121.32 | |

Above paid on 14/12/2018 by Online Payment Ref FOUR

| | | | | | | | |
|---|------------|----------|---|--------|------|--------|------|
| PORTERS Porters Service Station Ltd | | | | | | | |
| 30112018/9934/vehicle fuel | 30/11/2018 | 30112018 | 1 | 943.87 | 0.00 | 943.87 | 0.00 |
| Authorised: rb | | | | | | | |
| | | | | | 0.00 | 943.87 | |

Above paid on 14/12/2018 by Online Payment Ref PORTERS

Continued over page

18/12/2018

Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 9
by user ST

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|------------|--------|------------|----------|-------------|---------|
| SIN099359/9969/drill sets etc Authorised: rb | 17/12/2018 | SIN099359 | 1 | 61.56 | 0.00 | 61.56 | 0.00 |
| | | | | | 0.00 | 80.76 | |

Above paid on 21/12/2018 by Online Payment Ref THREADFAST

| | | | | | | | |
|---|-------------------------------|----------|---|--------|------|--------|------|
| URC | United Reformed Church | | | | | | |
| 30112018/9971/luncheon club Authorised: dm | 30/11/2018 | 30112018 | 1 | 408.00 | 0.00 | 408.00 | 0.00 |
| | | | | | 0.00 | 408.00 | |

Above paid on 21/12/2018 by Online Payment Ref URC

| | | | | | | | |
|---|-------------------------|-----|---|-------|------|-------|------|
| WARDEN | Aleya Mae Warden | | | | | | |
| 233/9954/xmas entertainment Authorised: jm | 10/12/2018 | 233 | 1 | 50.00 | 0.00 | 50.00 | 0.00 |
| | | | | | 0.00 | 50.00 | |

Above paid on 21/12/2018 by Online Payment Ref WARDEN

| | | | | | | | |
|--|------------------------------------|------------|---|----------|------|----------|------|
| WESTWALLAS | West Wallasey Contract Hire | | | | | | |
| WAL234415/9973/leese vehicles Authorised: rb | 07/12/2018 | WAL234415 | 1 | 3,427.85 | 0.00 | 3,427.85 | 0.00 |
| WALM186029/9972/puncture repai Authorised: rb | 18/12/2018 | WALM186029 | 1 | 93.56 | 0.00 | 93.56 | 0.00 |
| | | | | | 0.00 | 3,521.41 | |

Above paid on 21/12/2018 by Online Payment Ref WESTWALLAS

| | | |
|--------------------------------|------|-----------|
| Total Purchase Ledger Payments | 0.00 | 12,150.42 |
|--------------------------------|------|-----------|

Linked to Cashbook 1

Entered Month 9
by user ST

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|------------|--------|------------|----------|-------------|---------|
| SASREFRIGE SAS Refrigeration | | | | | | | |
| SI543/9961/repair glass washer Authorised: mjw | 06/12/2018 | SI543 | 1 | 54.00 | 0.00 | 54.00 | 0.00 |
| | | | | | 0.00 | 54.00 | |

Above paid on 21/12/2018 by Online Payment Ref SASREFRIGE

| | | | | | | | |
|---|------------|--------|---|--------|------|--------|------|
| ST St John's Community Centre | | | | | | | |
| 201811/9962/Luncheon club Authorised: dm | 03/12/2018 | 201811 | 1 | 255.00 | 0.00 | 255.00 | 0.00 |
| 201812/9963/luncheon club Authorised: dm | 17/12/2018 | 201812 | 1 | 157.50 | 0.00 | 157.50 | 0.00 |
| | | | | | 0.00 | 412.50 | |

Above paid on 21/12/2018 by Online Payment Ref ST

| | | | | | | | |
|---|------------|-------|---|--------|------|----------|------|
| TALKECHEM Talke Chemical Company Limited | | | | | | | |
| 65729/9965/locker unit Authorised: rb | 05/12/2018 | 65729 | 1 | 466.56 | 0.00 | 466.56 | 0.00 |
| 65730/9966/green waste bags Authorised: rb | 06/12/2018 | 65730 | 1 | 384.00 | 0.00 | 384.00 | 0.00 |
| 65739/9964/cleaning stock Authorised: mjw | 17/12/2018 | 65739 | 1 | 262.07 | 0.00 | 262.07 | 0.00 |
| | | | | | 0.00 | 1,112.63 | |

Above paid on 21/12/2018 by Online Payment Ref TALKECHEM

| | | | | | | | |
|--|------------|---------------|---|--------|------|--------|------|
| THOMSON Thomson Planning Partnership Ltd | | | | | | | |
| 40/012/AT/016/9967/consultancy Authorised: dm | 05/12/2018 | 40/012/AT/016 | 1 | 156.72 | 0.00 | 156.72 | 0.00 |
| | | | | | 0.00 | 156.72 | |

Above paid on 21/12/2018 by Online Payment Ref THOMSON

| | | | | | | | |
|---|------------|-----------|---|-------|------|-------|------|
| THREADFAST Threadfast Engineers 1984 Ltd | | | | | | | |
| SIN099277/9970/nails etc Authorised: rb | 12/12/2018 | SIN099277 | 1 | 7.20 | 0.00 | 7.20 | 0.00 |
| SIN099330/9968/cylinder keys Authorised: rb | 17/12/2018 | SIN099330 | 1 | 12.00 | 0.00 | 12.00 | 0.00 |

Continued over page

Linked to Cashbook 1

Entered Month 9
by user ST

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|----------------------------------|--------------|------------|--------|------------|-------------|--------------|---------|
| LAC LAC Autoparts | | | | | | | |
| <i>MB5824711/9950/jump leads</i> | 10/12/2018 | MB5824711 | 1 | 35.40 | 0.00 | 35.40 | 0.00 |
| Authorised: rb | | | | | | | |
| | | | | | 0.00 | 35.40 | |

Above paid on 21/12/2018 by Online Payment Ref LAC

| | | | | | | | |
|--|------------|-------|---|--------|-------------|---------------|------|
| LANDSCAPE Landscape Supply Company | | | | | | | |
| <i>80617/9951/handwipes, gloves</i> | 06/12/2018 | 80617 | 1 | 136.98 | 0.00 | 136.98 | 0.00 |
| Authorised: rb | | | | | | | |
| <i>80657/9952/PPE gloves</i> | 07/12/2018 | 80657 | 1 | 48.48 | 0.00 | 48.48 | 0.00 |
| Authorised: rb | | | | | | | |
| | | | | | 0.00 | 185.46 | |

Above paid on 21/12/2018 by Online Payment Ref LANDSCAPE

| | | | | | | | |
|---|------------|--------|---|-------|-------------|---------------|------|
| NORTHRODE North Rode Timber Co. Ltd | | | | | | | |
| <i>160454/9956/xmas decs</i> | 01/11/2018 | 160454 | 1 | 28.56 | 0.00 | 28.56 | 0.00 |
| Authorised: rb | | | | | | | |
| <i>160633/9955/xmas decs</i> | 15/11/2018 | 160633 | 1 | 87.84 | 0.00 | 87.84 | 0.00 |
| Authorised: mjlw | | | | | | | |
| | | | | | 0.00 | 116.40 | |

Above paid on 21/12/2018 by Online Payment Ref NORTHRODE

| | | | | | | | |
|---|------------|------|---|----------|-------------|-----------------|------|
| PME P M E Maintenance Ltd | | | | | | | |
| <i>8991/9958/supply,remove xmas t</i> | 05/12/2018 | 8991 | 1 | 1,800.00 | 0.00 | 1,800.00 | 0.00 |
| Authorised: jm | | | | | | | |
| <i>8993/9960/test xmas lights</i> | 05/12/2018 | 8993 | 1 | 480.00 | 0.00 | 480.00 | 0.00 |
| Authorised: jm | | | | | | | |
| <i>8994/9959/setting timers light</i> | 05/12/2018 | 8994 | 1 | 672.00 | 0.00 | 672.00 | 0.00 |
| Authorised: jm | | | | | | | |
| <i>8996/9957/Removal of bunting</i> | 05/12/2018 | 8996 | 1 | 240.00 | 0.00 | 240.00 | 0.00 |
| Authorised: jm | | | | | | | |
| | | | | | 0.00 | 3,192.00 | |

Above paid on 21/12/2018 by Online Payment Ref PME

Linked to Cashbook 1

Entered Month 9
by user ST

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|------------|--------|------------|----------|-------------|--------------|
| CAVERN Cavern Protective Clothing | | | | | | | |
| 18408/9945/PPE & recharge Authorised: rb | 03/12/2018 | 18408 | 1 | 55.80 | 0.00 | 55.80 | 0.00 |
| | | | | | | 0.00 | 55.80 |
| Above paid on 21/12/2018 by Online Payment Ref CAVERN | | | | | | | |
| CTHEVENTS C T H Events & Parties | | | | | | | |
| 1756/9946/partnership AGM Authorised: jm | 04/12/2018 | 1756 | 1 | 41.76 | 0.00 | 41.76 | 0.00 |
| 1759/9947/TC12480 Authorised: st | 05/12/2018 | 1759 | 1 | 52.20 | 0.00 | 52.20 | 0.00 |
| | | | | | | 0.00 | 93.96 |
| Above paid on 21/12/2018 by Online Payment Ref CTHEVENTS | | | | | | | |
| HADFIELD Ms Jude Hadfield | | | | | | | |
| 01122018/9948/xmas lights pics Authorised: jm | 01/12/2018 | 01122018 | 1 | 80.00 | 0.00 | 80.00 | 0.00 |
| | | | | | | 0.00 | 80.00 |
| Above paid on 21/12/2018 by Online Payment Ref HADFIELD | | | | | | | |
| JAYDEE JAYDEE LIVING LTD | | | | | | | |
| 21565/9949/push flap bins Authorised: mjw | 07/12/2018 | 21565 | 1 | 56.70 | 0.00 | 56.70 | 0.00 |
| | | | | | | 0.00 | 56.70 |
| Above paid on 21/12/2018 by Online Payment Ref JAYDEE | | | | | | | |
| KGLOACH K G Loach | | | | | | | |
| 37473/9953/muck forks Authorised: rb | 12/12/2018 | 37473 | 1 | 57.55 | 0.00 | 57.55 | 0.00 |
| | | | | | | 0.00 | 57.55 |
| Above paid on 21/12/2018 by Online Payment Ref KGLOACH | | | | | | | |

Continued over page

Linked to Cashbook 1

Entered Month 9
by user ST

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|------------|--------|------------|----------|-------------|---------|
| BELMONT Belmont Fabrication (Congleton) Ltd | | | | | | | |
| 15367/9938/safety barriers Authorised: jm | 30/11/2018 | 15367 | 1 | 920.40 | 0.00 | 920.40 | 0.00 |
| | | | | | 0.00 | 920.40 | |
| Above paid on 21/12/2018 by Online Payment Ref BELMONT | | | | | | | |
| BESTCONNEX The Best Connection Group | | | | | | | |
| 2919884/9939/s scape temp Authorised: rb | 07/12/2018 | 2919884 | 1 | 495.72 | 0.00 | 495.72 | 0.00 |
| | | | | | 0.00 | 495.72 | |
| Above paid on 21/12/2018 by Online Payment Ref BESTCONNEX | | | | | | | |
| BOMFORD Bomford Office Products Ltd | | | | | | | |
| 79911/9941/Nov stationary 2 Authorised: mh | 06/12/2018 | 79911 | 1 | 122.59 | 0.00 | 122.59 | 0.00 |
| 80014/9940/Bubble wrap Authorised: mh | 13/12/2018 | 80014 | 1 | 25.98 | 0.00 | 25.98 | 0.00 |
| | | | | | 0.00 | 148.57 | |
| Above paid on 21/12/2018 by Online Payment Ref BOMFORD | | | | | | | |
| BURGESS Micc Burgess | | | | | | | |
| 113/9942/xmas signage Authorised: jm | 05/12/2018 | 113 | 1 | 128.00 | 0.00 | 128.00 | 0.00 |
| | | | | | 0.00 | 128.00 | |
| Above paid on 21/12/2018 by Online Payment Ref BURGESS | | | | | | | |
| CANDA Canda Copying Ltd | | | | | | | |
| 394050/9943/photocopying Authorised: st | 01/12/2018 | 394050 | 1 | 246.27 | 0.00 | 246.27 | 0.00 |
| 394051/9944/photocopying Authorised: st | 01/12/2018 | 394051 | 1 | 542.17 | 0.00 | 542.17 | 0.00 |
| | | | | | 0.00 | 788.44 | |
| Above paid on 21/12/2018 by Online Payment Ref CANDA | | | | | | | |

Continued over page

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

| | | | |
|---------------------------------|---|-----------------|---------------------|
| COMMITTEE: | Finance and Policy Committee | | |
| MEETING DATE AND TIME | 14 th February 2019 7.00pm | LOCATION | Congleton Town Hall |
| REPORT FROM | Jackie Potts – Support Manager | | |
| AGENDA ITEM REPORT TITLE | 13 Investment Policy and Strategy 2019/20 | | |
| Background | Congleton Town Council is required by the Local Government Act 2003 to prepare an Investment Policy and Strategy taking into account the Community Investments Guidance notes 1 st April 2010. These policies are contained within the Council's Constitution. | | |
| Updates | The previous Investment Policy and Investment Strategy were approved in February 2018 and it is best practice to review annually. The Investment Policy has not changed however there is an update to the Strategy document. | | |
| | | | |
| Decision Requested | To approve the Investment Policy and Strategy 2019/20 | | |

Congleton Town Council

Investments Policy

I. Introduction

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

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

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

2. Objectives

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

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

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

3. Policies

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

This policy is for the financial year 2019/20 and will be reviewed annually.

Congleton Town Council

Investments Strategy

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

£150,000 of its Ear Marked Reserves is with CCLA Public Sector Deposit fund. This is an instant access account but is a stock market based account with fluctuating interest rates, currently around 0.55%,

The balance of the council's money is with the Royal Bank of Scotland split between a current account and a special interest bearing account which currently pays 0.2%.

Suggested Strategy:

1. To keep the General Reserve with Cambridge and Counties Bank – currently £150,000 @ 1.6% maturing in November 2019 = £2,400 annual interest.
2. To keep £150,000 with CCLA giving approximately £1,000 at current rates.
3. To look to open a 35 day notice liquidity manager account with RBS – suggested £150,000 current interest rate 0.55%
4. To retain RBS for the current account and the remaining balance in the SIBA account.

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

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

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

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

| | | | |
|---------------------------------|---|-----------------|---------------------|
| COMMITTEE: | Finance and Policy | | |
| MEETING DATE AND TIME | 14 th Feb 2019 7.00pm | LOCATION | Congleton Town Hall |
| REPORT FROM | Chief Officer | | |
| AGENDA ITEM REPORT TITLE | 15 Appointment of Internal Auditor | | |
| Background | <p>The Town Council is required by Regulation 5(1) of the Accounts and Audit regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes”. The Council complied with the requirements in terms of independence from the Council decision making process by appointing Auditing Solutions Ltd to provide this function to the Council.</p> <p>As the Council’s Internal Auditor and under the revised audit arrangements, the Internal Auditor has a duty to complete the internal audit report in the Council’s Annual Return, which covers the basic financial systems, activities, operating procedures and requires assurances in separate areas as shown below.</p> | | |

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

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

| | | | |
|---------------------------|--|-----|--|
| Be forward looking | National agenda changes are considered. | Yes | Vision, Asset transfer, neighbourhood plan, growth of council, projects undertaken all indicators of change. |
| | Internal audit is aware of new developments in council services, risk management and corporate governance arrangements | Yes | Staff constantly update training |
| Be challenging | Focuses on risks and encourages development of own responses to risk management | Yes | |
| Right resources | Adequate resources are made available for internal audit's work | Yes | |
| | Internal audit understand the council | Yes | Internal auditor has been working with the council for a number of years. |
| | | | |
| Proposal | The current internal audit is provided by Accounting Solutions Ltd. They are a well-established company with extensive experience with Town and Parish Councils. They attend the council offices 3 times per year and have provided good advice. They work with many other councils in providing this service and are familiar with our processes and procedures. The fact that historically our external audit has been consistently good demonstrates that the guidance and support being provided is sound. | | |
| Finance | The cost for Accounting Solutions is circa £1300 p.a., the daily cost is £430 which includes travelling. | | |
| Decision Requested | That the F&P Committee resolve to approve continuing with Accounting Solutions for internal audit provision for the next financial year 2019-20 | | |

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

| | | | |
|------------------------------|---|-----------------|---------------------|
| COMMITTEE: | Finance and Policy Committee | | |
| MEETING DATE AND TIME | 14 th February 2019 7.00pm | LOCATION | Congleton Town Hall |
| REPORT FROM | Jackie Potts – Support Manager | | |
| AGENDA ITEM | 17 | | |
| REPORT TITLE | Business Risk Assessment 2019/20 | | |
| Background | The Governance and Accountability Guide requires Town Councils to complete a Business Risk Assessment annually which forms part of the Internal Audit process. The 2018/19 Business Risk Assessment was approved by the Finance and Policy committee on 22/03/18 and this document is an updated version for 2019/20. | | |
| Updates | There are no significant changes to business risks from 2018/19. The few updates for 2019/20 are highlighted in yellow. | | |
| | | | |
| Decision Requested | To approve the Business Risk Assessment 2019/20 | | |

Business Risk Assessment 2019/20

| Area | Risks Identified | Likelihood of risk (Score 1 – 3) | Potential Impact (Score 1 – 3) | Risk Rating (Low, Medium, High) | Management/Control of Risk | Review/Action required |
|--|--|-------------------------------------|-----------------------------------|------------------------------------|--|---|
| ASSETS and SERVICES | | | | | | |
| Security of Town Hall Building | Theft Maintenance Staff Safety Third person use | 1 | 2 | 2 Low | Building property insured and reviewed annually. Alarm systems with automatic response for Town Hall. Low crime rate in Congleton. Weekly fire alarm checks and annual servicing. Record all incident Third parties sign a contract re liabilities. CCTV installed throughout the building | Weekly checks of property and actions taken to correct maintenance. CCTV Policy written and adopted - check annually |
| Security of Town Treasures | Theft, damage | 1 | 3 | 3 Low | Treasures locked in the safe. Keys held by CO, Keeper of Treasures and current Mayor. CCTV installed to view door of safe | Regular checks need by Town Hall Supervisor/CO |
| Maintenance of Town Hall, Museum | Not adequate budget for grade 2 building H&S – antisocial behaviour | 1 | 3 | 3 Low | Ensure budget set for maintenance through Town Hall Committee and Council. Town Hall Supervisor to inspect property on regular basis for maintenance issues | Monitor budgets |
| Town Hall Car parking area | H&S – vehicles and people | 1 | 3 | 3 Low | Lighting, CCTV and sign added and general maintenance | Regular checks by Town Hall Supervisor |
| Paddling Pool | Health and Safety Risk to workers, public and users Theft and damage to pump room and area. Storage of Chemicals | 2 | 3 | 6 Medium | Staff trained and Paddling Pool supervised when open. COSH Sheets and written procedures in place Detailed lock up procedures Insurance and Public Liability in place Maximum number policy added for busy periods which was implemented during hot weather 2018 | Check procedures annually, make sure staff training is up to date. Streetscape |
| Hillary Avenue Allotments – own the land | H&S of users Safety of site | 1 | 2 | 2 Low | Work closely with the Allotment Association who manage the allotments on a day to day basis. Regular Site inspection | Review contract and working arrangement |

Business Risk Assessment 2019/20

| Area | Risks Identified | Likelihood of risk (Score 1 – 3) | Potential Impact (Score 1 – 3) | Risk Rating (Low, Medium, High) | Management/Control of Risk | Review/Action required |
|--|---|----------------------------------|--------------------------------|---------------------------------|---|---|
| Cenotaph Memorial Sgt Eardley statue Treo memorial | Vandalism, damage, deterioration | 1 | 3 | 3 Low | Regular checks of site for vandalism and damage included on our asset register for insurance | Part of Streetscape checks |
| Community Garden | H&S of users | 1 | 2 | 2 Low | Responsible for the site. Regular checks and any hazards made good. On Town Council insurance. Regular volunteers working on site have signed the volunteer register. Volunteer policy updated 2019. | Part of Streetscape checks |
| Community Polytunnel | H&S of users | 1 | 1 | 1 Low | Regular of inspection of site. Extra checks when used. Nothing of value kept here | Part of Streetscape checks |
| Christmas Lights | Theft/vandal Theft. Safety of use | 1 | 1 | 1 Low | Insured through Town Council and stored securely. Use of professional operation to check, service, install and remove lights. Anchor points checked, tested and certified on rotation as best practice | New contract awarded to PME. Maintenance to cover 2018-2021 |
| Streetscape Services - Operations | Health and Safety risk to workers, public and contractors Contract changes | 1 | 3 | 3 Low | Risk Assessments carried out for all procedures and new pieces of work. Staff trained Consideration over implications of contracts e.g. vehicles with potential contract changes | Supervisor to check risk assessments and training annually. |

Business Risk Assessment 2019/20

| Area | Risks identified | Likelihood of risk (Score 1 – 3) | Potential Impact (Score 1 – 3) | Risk Rating (Low, Medium, High) | Management/Control of Risk | Review/Action required |
|--------------------------------|--|----------------------------------|--------------------------------|---------------------------------|--|------------------------------------|
| Events | Health and Safety risks to workers, volunteers, contractors and public | 1 | 3 | 3 Low | Risk Assessment in place for each event Public liability put in place for events All documentation from third parties checked. Volunteer policy updated | Maintain existing procedures |
| Licences | Financial penalty/liabilities for not having correct licences | 1 | 2 | 2 Low | All licences stored on H Drive and in filing cabinets PPL and PRS reviewed annually | Maintain existing procedures |
| Finance and Contracts | | | | | | |
| Banking | Failure of Bank | 1 | 3 | 3 Low | Funds located in 3 separate banks Policies in place in Financial regulations | RFO continual monitoring |
| Investments | Level of investment | 1 | 1 | 1 Low | Investment policy in place | RFO and Council to review annually |
| Precept | Precept sum inadequate Late Payment from local authority | 1 | 2 | 2 Low | Budget and Precept considered by Finance and Policy Committee & Full Council each year. Contingencies in place through reserves. | RFO and Council to review annually |
| Financial controls and records | Inadequate records leading to financial irregularities. | 1 | 2 | 2 Low | RFO professionally qualified accounting technician. Financial Regulations reviewed annually. Internal and External audits and regular Finance and Policy Committee Meetings | Maintain existing procedures |
| Petty Cash | Payments not accounted for | 1 | 1 | 1 Low | All petty cash payments supported by relevant paperwork. Checked by Internal Audit. Processes in Financial Regulations. | Maintain existing procedures |

Business Risk Assessment 2019/20

| Area | Risks identified | Likelihood of risk (Score 1 – 3) | Potential Impact (Score 1 – 3) | Risk Rating (Low, Medium, High) | Management/Control of Risk | Review/Action required |
|-------------------------|--|----------------------------------|--------------------------------|---------------------------------|---|---------------------------------|
| Cash | Loss through theft or dishonesty | 1 | 1 | 1 Low | Cash reconciled and banked regularly. Unbanked cash locked in office. Fidelity Guarantee Insurance in place via Zurich. | Maintain existing procedures |
| Bank Reconciliations | Inadequate Checks Bank Errors | 1 | 1 | 1 Low | Bank reconciliations completed monthly. Checked via Internal Audits and reported to every Finance and Policy Committee | Maintain existing procedures |
| Budgetary Process | Inadequate budget preparation leading to inability to fulfil obligations | 1 | 1 | 1 Low | Budget considered by Finance and Policy Committee and Full Council. Income and expenditure considered at every Finance and Policy Committee. Internal and External audits in place and follow financial regulations. | Maintain existing procedures |
| Payments | Goods not supplied but invoiced. Invoices incorrect. Invoices unpaid. | 1 | 3 | 3 Low | All invoices checked and initialled for accuracy and receipt of goods/services in line with comprehensive financial regulations. List of payments presented to Finance Committee. Clear audit trail of all expenditure and checked via Internal Audit | Maintain existing procedures |
| Approval of Expenditure | Unauthorised purchase Fraud | 1 | 3 | 3 Low | All payment orders authorised by Council as per Financial Regulations. | Maintaining existing procedures |
| Cheque Books | Loss of Cheques Fraudulent use | 1 | 3 | 3 Low | All cheque books are kept locked in the office. All cheques double signed by 2/6 of the Council signatories and only when matched to a purchase order No blank cheques signed. To be used in line with Financial Regulations and checked by Internal Audit | Maintaining existing procedures |

Business Risk Assessment 2019/20

| Area | Risks Identified | Likelihood of risk (Score 1 – 3) | Potential Impact (Score 1 – 3) | Risk Rating (Low, Medium, High) | Management/Control of Risk | Review/Action required |
|-----------------------------|--|----------------------------------|--------------------------------|---------------------------------|--|---|
| Credit Card | Loss of Card Fraudulent use | 1 | 1 | 1 Low | Credit card kept double locked in Council office. Usage set out in the financial regulations. | Maintaining existing procedures |
| Salaries | Incorrect payments to staff | 1 | 2 | 2 Low | Use external professional team Mitten Clarke to calculate wages monthly. BACs payments checked and signed by 2/6 signatories. Subject to internal audit. Ensuring sufficient trained staff in place to undertake the task. | Maintaining existing procedures |
| Annual Return | Not submitted on time Incorrectly completed | 1 | 3 | 3 Low | RFO aware of date and ensures requirements met. Outside external company identified that could perform task if required | Maintaining existing procedures |
| Streetscape Contact | Reduction of revenue through Service Level Agreement. CEBC or third party take-over | 1 | 1 | 1 Low | Keeping standards high. Examination and review of agreed contract. Exploring additional external contracts. Look to align any third party hire contracts with Service Level Agreement. Review of operating procedures | Review by Chief Officer and Streetscape Supervisor Record Risk of longer term contract |
| Commercial Partner Contract | Quality of service leading to reduction of bookings Handing in notice Leaving without notice | 1 | 3 | 3 Low | Service level agreement in place. Regular management checks and reviews in place. A bond agreed as part of the contacts to cover sudden departure. | Regular checks on contract |

Business Risk Assessment 2019/20

| Area | Risks Identified | Likelihood of risk (Score 1 – 3) | Potential Impact (Score 1 – 3) | Risk Rating (Low, Medium, High) | Management/Control of Risk | Review/Action required |
|---|---|----------------------------------|--------------------------------|---------------------------------|---|---|
| Town Hall Room Bookings | Competitive in local market to achieve booking Bookings cover costs Bad debts Loss of major client | 1 | 2 | 2 Low | Check out competition in the market. Cost out bookings in line with agreed policies Advance payment with new clients or one-off bookings. Regular discussions with major clients | Maintain existing bookings procedures and policies as agreed by the Town Hall Committee |
| Legal Liabilities | | | | | | |
| Ensuring the Council Acts within its legal powers | Ultra Vires Acts incurring financial liability | 1 | 2 | 2 Low | CO and three members of staff CilCA qualified. Use of manuals, advice from NALC and SLCC. | Maintaining existing procedures |
| Insurance | Inadequate cover or over insurance increasing costs unnecessarily. Areas not covered. Policy lapsed. | 1 | 3 | 3 Low | Council covered by Zurich. Review of Policy with company checked annually for relevance and every three years competitively. Insurance approved by Council. Annual update of asset values and checks of contracts and policies. | Maintaining existing procedures Update Asset Register annually |
| Compliance with Inland Revenue Requirements | Payments missed. Year-end returns inaccurate or submitted late. | 1 | 3 | 3 Low | Sage Payroll system calculates wages, pension and NI. Liaison with Cheshire Pension Services. Subject to Internal Audit. | Maintaining existing procedures |

Business Risk Assessment 2019/20

| Area | Risks Identified | Likelihood of risk (Score 1 – 3) | Potential Impact (Score 1 – 3) | Risk Rating (Low, Medium, High) | Management/Control of Risk | Review/Action required |
|--|--|----------------------------------|--------------------------------|---------------------------------|--|--|
| Health and Safety of Staff, Visitors and Contractors | Liability incurred if Council found to be at fault | 2 | 3 | 6 Medium | Council has Health and Safety Policy for employees and protect of the public. Separate Risk Assessments in place for all property and activities carried out. £10million Public Liability Insurance. Town Hall Panic Buttons installed. Regular contact with streetscape staff and Lone Workers. | Risk Assessments reviewed by managers at least annually. |
| Legal Liability as a consequence of Asset ownership | Injury caused through fault with asset or incorrect training in operation. | 1 | 3 | 3 Low | Buildings and other assets inspected regularly by staff for faults. PAT checks carried out annually or as needed. Appropriate training given. | Under constant review |
| Computer Records | Reliability of system. Loss of data through system error or theft. | 1 | 3 | 3 Low | Back up daily to icloud and local hard drive. Contract with Prism to provide IT services within an hour (office hours) Professional anti-virus software and Firewall. Confidential files password protected | Maintaining existing procedures |
| Paper records | Storage of ancient documents Retaining documents appropriately | 1 | 1 | 1 Low | Where appropriate stored in museum or safe. Reviewing off site storage for documents that need to be kept under document retention policy but not used. | |
| Tendering Process | Procedures not followed for significant contracts. Best value not achieved. Fraud. | 1 | 3 | 3 Low | Outlined in the Financial Regulations. Tender documents opened in the presence of at least two councillors and Chief Officer | Maintaining existing procedures |

Business Risk Assessment 2019/20

| Area | Risks Identified | Likelihood of risk (Score 1 – 3) | Potential Impact (Score 1 – 3) | Risk Rating (Low, Medium, High) | Management/Control of Risk | Review/Action required |
|-------------------------------|--|----------------------------------|--------------------------------|---------------------------------|---|---------------------------------|
| Register of Members Interests | Not maintained in accordance with Code of Practice | 1 | 2 | 2 Low | Up to date Code of Conduct adopted by Council. Register of Interests filed with CEBC and on CTC web site. Gift Book available for councillors and staff. Monthly declaration on agendas that interests are up to date | Maintaining existing procedures |
| Proper Document Control | Documents unaccounted for. No proof of documents received. | 1 | 1 | 1 Low | Filing system established and updated. Data Protection Act and GDPR requirements in place. Document retention policy in place. Documents stamped with date received and actioned by staff. Councillors' mail available for collection | Maintaining existing procedures |
| GDPR | Making sure compliant with 25 th May 2018 Act | 1 | 3 | 3 Low | Database audit completed. Privacy policy written and published. ICO registration checked and paid annually. All data collection sheets state purpose and how stored and used. | Maintain existing procedures |

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

| | | | |
|---------------------------------|--|-----------------|---------------------|
| COMMITTEE: | Finance and Policy Committee | | |
| MEETING DATE AND TIME | 14 th February 2019 | LOCATION | Congleton Town Hall |
| REPORT FROM | Town Centre and Marketing Manager and Streetscape Development Manager | | |
| AGENDA ITEM REPORT TITLE | 18 Purchasing Speed Indicator Devices for locations in Congleton | | |
| Background | <p>PCSO Jessica Shore and some volunteer members of the Congleton Speedwatch Team attended Congleton Town Council's Community, Environment and Services Committee on the 31st January. At the Committee they gave a presentation on their work to reduce speed across Congleton and evidence of the data gathered.</p> <p>There are currently three volunteer Speedwatch teams active in Congleton. The volunteers record speeding motorists who are then sent letters by the local community policing team. These Speedwatch volunteers are separated into locations:</p> <ol style="list-style-type: none">1. West Heath who operate mainly from A34 Newcastle Road where they perceive the main speeding issue.2. Lower Heath who operate mainly from A34 Manchester Road3. Mossley Who operate mainly from Moss Road, Reade's Lane, Leek Road, Canal Road and Biddulph Road. <p>Speedwatch volunteers have collated enough data for these sites to be approved for a handheld enforceable camera, which local PCSOs can enforce speed restrictions with. This camera generates fines and speed awareness courses issued by Cheshire Police.</p> <p>The PCSO informed the committee that recent Speedwatch data has shown that there is still a speeding issue in the hotspots mentioned above, and that greater deterrents are needed on these roads. The lack of KSIs (Killed or Seriously Injured) reports on these areas mean that the Cheshire Road Safety Group, which involves Cheshire Police, Cheshire Fire & Rescue, Cheshire East Council, Cheshire West and Chester Council, Halton Borough Council, Warrington Borough Council and Highways England, cannot authorise a permanent fixed speed camera. Therefore Speed Indication Devices are the most viable solution at this time to alleviate speeding, and so improve safety, in hotspots throughout Congleton.</p> <p>The Speed Watch Teams asked the Community, Environment and Services Committee for three permanent Speed Indication Devices one to be installed in each of the area. There was some discussion around whether this would be allowed and need for joint working with neighbouring parishes as some of the areas identified are outside of the Congleton Town boundary.</p> <p>The CES agreed the idea of SIDs in principle, but asked for more work to be carried out into what would be viable and acceptable to the Highways Authorities and for costs of such devices to be presented to the Finance and Policy Committee.</p> | | |

| | |
|----------------------------------|---|
| <p>Current Situation</p> | <p>Three quotes have been received from companies that manufacture Speed Indication Devices (see appendix A). All three devices and companies are approved by Cheshire East Highways and the Police.</p> <p>We have been advised that the most practical way forward is to purchase one or more portable SID (Speed Indication Device) cameras. These can be put into locations for a 2-3 week stay for optimum use. The devices can be attached to standard Highway posts or lighting columns, with prior permission from the Highways department.</p> <p>The Police have requested, if possible, that the device records the speed of all vehicles 24/7 while in situ – as well as advising passing drivers of their speed. With two of the companies there is an option to have a device which displays a happy or sad face depending on the speed of the driver. The devices can be solar powered, battery operated or mains operated.</p> <p>With permission from Cheshire East Highways the Town Council Streetscape Team could install and remove the SIDS from agreed locations around the town. If the device is rotating between 3 or 4 key sites we have been advised to purchase extra brackets and leave the brackets in place.</p> <p>There could be a potential for income generation if the device were to be loaned to other Town and Parish Councils when not in use in Congleton.</p> <p>There are a wide range of options and the specifications and prices vary. The suggestion is to go for</p> <ol style="list-style-type: none"> 1. One or more Portable Speed Indication Devices - prices vary see Appendix A 2. The Device(s) to be Solar Powered 3. The Device(s) to advise the driver on their speed 4. The Device (s) to show a Happy or Sad face depending on the speed 5. The Device(s) to have the capacity to store data on all car speeds <p>There is a Capital I EMR for crime prevention that could fund one or two devices depending on model chosen.</p> |
| <p>Decision Requested</p> | <p>To approve the use of the EMR to acquire an appropriate SID. Delegated authority to the Chief Officer with regards to agreeing the most suitable model.</p> |



SPEED INDICATION DEVICES - APPENDIX A

| | Company A | Company B | Company C |
|---|---|--|---|
| Conform to Police and Highway Standards | Yes | CHECK | Yes |
| Shows Speed | Yes | Yes | Yes |
| Shows Smiley Face or sad face | Yes | Yes but only in landscape format | Not available from this company but they do have a SID that shows your speed and flashes if vehicle is over the set limit. |
| Cost Battery operated standard model | £2585 – with battery, charger and secure lockable mounting bracket. Battery lasts around 10 days. Spare battery costs £110. | Battery model only offered with Solar option. | £2345 |
| Cost Main Powers operated model | £2855 – (CHECK WITH HIGHWAYS HOW THIS WOULD WORK – HARD WIRED INTO LIGHTING COLUMN?) | £1495 | Not requested |
| Cost Solar Operated model | £3235 – | £1587 (Company's popular model) | N/A |
| Ability to store data | Yes - this costs an additional £810 to install this technology | Add a USB Port - £220 Add Blue tooth - £330 | Included in the price |
| Weight – number of operators to move it | 7.5kg so can be relocated by a single person. | N/A at time of writing | N/A at time of writing |
| Optional extras | Ability to add in a number of additional apps to the system if needed eg/ change of colour or top speed limiter to stop 'challenges'. | Can Hire for £250 per month | £249 – erecting and activating Additional brackets at £57 – suggested that if three main sites each set up with brackets so quick and easy to unlock and move. |
| Are company local | Head office Buckingham | Online and not found location yet. | Southport |
| Training Option | Advisable but not compulsory - costs £550 - would bring device and install that day so no | No mention | No Mention |

[illegible]

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

| | | | |
|---------------------------------|---|-----------------|---------------------|
| COMMITTEE: | Finance and Policy | | |
| MEETING DATE AND TIME | 14 February 2018 | LOCATION | Congleton Town Hall |
| REPORT FROM | Town Centre and Marketing Manager | | |
| AGENDA ITEM REPORT TITLE | 19 Public Realm – Purchasing new Stylised Lantern Tops | | |
| Background | <p>As part of the one million pound Public Realm works in Congleton's pedestrian area, the street lighting was improved and enhanced. The old lighting columns were removed and nine new columns added with stylised lantern heads. At the same time the opportunity was taken to replace the old columns in Victoria Street, the paved area leading from the pedestrian area towards Argos. The Cheshire East budget for this project did not stretch to adding the new stylised lantern heads to the two columns in Victoria Street, so the old ones were re-used (see picture below)</p> <p>An action on the outstanding Public Realm works was to upgrade the two old-style lantern tops to have a consistency across the pedestrian area. Initial prices from the contractor to carry out this work seemed excessive. A new quote of £2,500 for all the works has been offered by Cheshire East Highways. Congleton Town Council has funding in the 2018/19 capital EMR for public realm which could be used for this project.</p> <p>The proposal to replace the lantern tops with the same model as those used in the rest of the pedestrian area was taken to Congleton Town Council's Community, Environment and Services Committee on the 31st January. This committee welcomed the idea and asked for a paper to go to Finance and Policy Committee to seek approval for the funding.</p> <div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;"><p>New Lamp Head</p></div><div style="text-align: center;"><p>Current lamp heads in Victoria Street</p></div></div> <p>Cheshire East Highways has confirmed that the price of £2,500 is to undertake all work to replace both lamp post tops with lanterns to the same specifications as the post top mounted lanterns installed as part of the Congleton public realm works (and removal of the existing units). In addition the new lanterns will be certified and tested in accordance with the current wiring regulation prior to being entered onto the Cheshire East Council's asset management programme.</p> | | |
| Decision Requested | To approve the use of £2,500 from the Public Realm EMR to replace the lantern tops in Victoria Street, so creating a consistent look to the lighting throughout the pedestrian area. | | |

CONGLETON TOWN COUNCIL

VOLUNTEERS POLICY

Contents

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Key :

Council's Volunteer Supervisor – Is the person in charge for the volunteering event itself, this can be a different person for many event and activities run by the Town Council

Appendices:

Volunteering Health and Safety Application Form
Volunteer Contact Form
Risk Assessment Template

1. Volunteering in Congleton

- 1.1- We are proud that there is a vibrant culture of volunteering in Congleton. The Council recognises and supports this through voluntary sector grant-funding and by providing support to voluntary sector organisations and supporting volunteering opportunities.
- 1.2- As in the rest of the UK, the context for volunteering in Congleton is changing, with people less likely to volunteer than in previous generations due to time available, an increase in paid work outside the home, additional caring responsibilities within families and other time pressures.
- 1.3- As volunteers add value to the work of the Council, we believe that they should gain from their volunteering experience and therefore we are committed to managing volunteers in a way that ensures this happens.

2. Introduction

- 2.1- This policy is designed for volunteers working directly with Congleton Town Council either through Congleton In Bloom or an event or activity run by Congleton Town Council. The policy has been developed based on good practice and advice about volunteering in the sector.
- 2.2- A volunteer is someone who chooses to commit their time and energy to a project for the benefit of others. This is given freely without expectation of financial reward or mutual obligation. A volunteer is not an employee, a worker or a contractor providing services and there is no contractual relationship between the two parties.
- 2.3- A key principle is that volunteering with the Council is not about replacing paid staff but about complementing and adding value to the work we already do. Volunteers bring specialist knowledge and skills to their roles and the Council recognises that some of the work it does would not be possible were it not for volunteers,
- 2.4- Providing a strong consistent approach to volunteering fits well with Congleton Town Council's Vision and values. Our vision is for Congleton to be the Best Town in Cheshire East by growing the economy, and building a sustainable future.
- 2.5- There are three main ways to volunteer with the Council. This is important because the policy and procedures are different for the different types of volunteering:
 - 1. **Individual volunteers working under the supervision of a Congleton Town Council Officer** (e.g. Appropriate member of staff employed by the Congleton Town Council, Events etc)
 - 2. **Groups of private business employees carrying out voluntary work for Congleton Town Council** (e.g. Seddon Homes carrying out their own community litter pick by themselves using the Town Council equipment).
 - 3. **Voluntary and Community groups carrying out voluntary work for Congleton Town Council** (e.g. Individual in Bloom Groups IYN, volunteer, individual and group carrying out maintenance and services within our open spaces and sites).

3. Aims

3.1 This policy forms part of the Council's aim to develop a strategic approach to Health and Safety of volunteering.

3.2 Aims

This policy aims to:

- Provide a single corporate framework for volunteering with the Council that is clear, consistent and fair.
- Involve and encourage volunteers who reflect the diversity of our Town.
- Ensure that volunteering with the Council is an enjoyable and rewarding experience.
- Ensure the safety of all those volunteers involved.
- Recognise the contribution of volunteers to the Council by supporting development and other opportunities.
- Ensure that the benefits of volunteering and working with volunteers are actively promoted throughout the Council, ensuring that the Council staff are aware of, and appreciate the role of volunteers.

3.3 Objectives

Congleton Town Council will achieve its aims by ensuring that:

- There is a clear, consistent and fair approach to recruiting and managing volunteers within the Council.
- Potential barriers that people may face when trying to volunteer with the Council are identified and work is done to try and remove/ reduce them.
- Guidance and best practice is provided to Council staff working with volunteers and for the volunteers themselves.
- Clear role descriptions are provided for volunteers and necessary training/ induction plans are in place, including health and safety.
- Council volunteers are provided with relevant opportunities, experience, supervision, training and support in order to carry out their duties and provide personal development.
- Feedback is encouraged from volunteers to help improve service delivery and further develop volunteering guidance.
- The contribution and investment provided by volunteers is recognised in supporting the Council to fulfil its responsibilities to the local community, through events and other methods of recognition.

4. Individual volunteers

4.1 All volunteers, engaging as an individual, will be asked to complete a personal information form. Other forms may be required, dependent on the role.

4.2 Potential volunteers will be invited to a meeting with the Council Volunteer Supervisor responsible for the volunteer role. This is an opportunity for both parties to determine if the particular volunteer role, or activity, is suitable. The meeting should be structured and organised without being unnecessarily formal.

5 Business or voluntary groups

- 5.1** Business groups can get involved by contacting the Council who will advise of opportunities available, or work with the organisation to create a specific team building day. Business groups can also express their interest via the Town Council website.
- 5.2** If the volunteers are engaging as a voluntary group or business organisation the expression of interest form will need to be completed by the appropriate lead member.
- 5.3** On meeting with the Council Volunteer Supervisor they will complete the relevant Health and Safety Application Form.
- 5.4** Organisations volunteering for the Council may be required to carry out their own risk assessment and provide their own insurance to cover their team whilst engaging in activities. This will be discussed with the Council's Volunteer Supervisor and, if required, copies of the relevant documents must be provided to, and agreed by, the Council prior to the commencement date.

6. Safeguarding

- 6.1** The Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk. Whilst the Council seeks to uphold the principle of equality of opportunity, it is mindful of its responsibility to protect children, young people and adults at risk.
- 6.2** Each project will be assessed to ascertain whether it is deemed suitable for volunteers under 18. If a volunteer aged 14-17 should wish to be involved in a project, then a risk assessment for that project should take this into account. This is unless they are volunteering as part of a bigger group such as Scouts/Guides or a business group on specific project-based events, in which case suitable documentation (group insurance etc.) will be required.

7. Health and Safety

- 7.1** The Council has a duty to ensure that the health, safety and welfare of all our volunteers is maintained. Any officer approached by a volunteer, voluntary group or organisation must follow the process outlined in the information pack provided for the event

7.2 Individual Volunteers

- 7.2.1** Risk assessments will be carried out by the appropriate Council Officer for all project roles that individual volunteers undertake and volunteers will be notified of any key points at the beginning of each volunteering session. The Risk Assessment will be readily available for any volunteer to read upon request.
- 7.2.2** Where deemed necessary, volunteers must ensure that they have suitable clothing and protective footwear at all times; they will be responsible for this. These will be identified through the project risk assessment, and volunteers will be advised prior to the session of any specific needs (PPE). Measures taken to reduce sun exposure (e.g. sunscreen) are also recommended.

- 7.2.3** The Council will provide protective equipment such as gloves, goggles and hard hats should they be required. Some tools will be provided and these will be in working order and fit for purpose, however if volunteers have their own preferred tools they may be able to bring them along to use. If personal equipment is used, the responsibility of the maintenance of such tools remains the responsibility of the volunteer. All equipment provided by the Council must be returned to the Council should the activity come to an end.
- 7.2.4** In the event of an accident the volunteer will seek assistance from a member of Council staff or group representative.

7.3 Business or voluntary groups

- 7.3.1** Organisations volunteering for the Council may be required to carry out their own risk assessment and provide their own insurance to cover their team whilst engaging in activities. This will be discussed with the Council's Volunteer Supervisor (see health & safety application form) and, if required, copies of the relevant documents must be provided to, and agreed by, the Council prior to the commencement date.
- 7.3.2** Supervision of volunteers should be discussed and agreed with the Council's Volunteer Supervisor prior to activities taking place.
- 7.3.3** If groups are made up of more than 15 individuals, they will be required to provide their own first aider to be on site at all times.
- 7.3.4** In all cases groups are expected to supply and maintain a first aid kit whilst carrying out their volunteering duties with the Council.

8.1 Business, community or voluntary groups

8.1 Established groups are more likely to work independent to Congleton Town Council staff; in such a situation it is requested they inform Congleton Town Council of dates and times they will be working on Council land and also provide evidence of their own Public Liability Insurance.

8.2 In all cases Congleton Town Council does not insure the personal possessions of volunteers against loss or damage. We are unable to guarantee a secure locked location for personal possessions; they are wholly the responsibility of the volunteer.

9. Confidentiality and Data Protection

9.1 Volunteers should regard all information they have access to, or are given as a result of their volunteering, as being confidential unless otherwise advised.

9.2 Volunteer contact details and personal information is confidential and is only available to relevant staff for the purposes of volunteer management. These details are not divulged to any third parties in line with the Town Council's Privacy Policy.

10. Expenses and Benefits

10.1 Individual volunteers

10.1.2 Volunteers should be advised of the expenses that they can claim before commencement of any voluntary duties.

10.1.3 Volunteer expenses are paid at the Service's discretion based on the business need for that service.

10.1.5 Any reimbursement of vehicle mileage should be in accordance with the Revenues and Customs tax free mileage rates. Currently, the tax-free approved mileage rates are:

| | |
|----------------------|-----|
| 10,000 miles or less | 45p |
| 12,000 miles | 41p |
| 14,000 miles | 39p |
| 16,000 miles | 37p |
| 18,000 miles | 36p |
| 20,000 miles | 32p |

Please note that mileage expenses can only be claimed when appropriate insurance is in place and documents have been seen.

10.1.6 Any payment above the Revenues and Customs mileage rate could invalidate the volunteers' insurance as they could be seen to be making a profit from driving.

10.1.7 Any volunteer driving a Council motor vehicle must show proof of driving licence to the Council's Office Staff.

10.2 Business or voluntary groups

10.2.1 Expenses are not payable by the Council for business or voluntary group activities, unless organised through the Council.

11. Support and Supervision

11.1 All volunteers must have a nominated Council Volunteer Supervisor, usually one of the managers, who they can have regular access to if problems arise or when help and support is needed.

11.2 Problems with a volunteer's work should be raised informally. It may be the case that problems can be resolved through training or changes to the role. By providing adequate supervision and regular supervision meetings, any issues that arise can be addressed.

12. Business or voluntary groups

12.1 Discussions will take place between the Council Volunteer Supervisor and the lead member of the group to discuss inducting the wider group prior to activities taking place. This will include:

- Site task and description
- Introduction to staff and other volunteers
- Equipment safety talks
- Information on welfare facilities (e.g. bathrooms) and emergency procedures.

12.2 The lead member of the group will then be responsible for sharing the information provided with the wider group.

13. Expectations

13.1 Congleton Town Council is expected to:

- Acknowledge the receipt of your expression of interest form
- Seek to provide you with the type of volunteering activity that you would like; if there are no available opportunities at that period of time, the council will inform you when there is a suitable task.
- Seek to help you gain a sense of satisfaction and fulfilment through your work
- Provide you with a clear role description for each project
- Ask of you only what you wish to do, are trained to do and are capable of doing
- Ensure your health, safety and welfare is fully considered for all tasks
- Listen to any problems or concerns you may have in relation to your volunteering with the Council
- Inform you of any issues regarding welfare facilities before you arrive for a volunteer session, so that you are able to prepare for them (e.g. If there is no drinking water available on a volunteer site you would need to bring bottled water)
- Inform you as soon as possible in the event of a project session, or volunteering, role being cancelled or changed.

13.2 Volunteers are expected to:

- Carry out their volunteering role to the best of their ability
- Inform their Council Volunteer Supervisor of any medical conditions relevant to the role they undertake during a project
- Wear appropriate clothing in order to take part in volunteer projects (e.g. suitable footwear) and take necessary steps to protect themselves in the environment they are working in (e.g. protection from UV rays with the use of sunscreen and sun hat etc.)
- Bring enough water and food to sustain them for each volunteer session
- Respect decisions taken by staff and follow all reasonable instructions, particularly with regard to safe working practices
- Respect confidentiality
- Behave in a safe, responsible and professional manner
- Treat all volunteers, staff and members of the public fairly and courteously
- Not behave in any way which might bring the Council into disrepute
- Inform their Council Volunteer Supervisor if their availability for volunteering changes or if they are unable to attend a volunteer session (e.g. due to illness) or if they no longer wish to volunteer for the Council.
- Return any equipment/clothing supplied when their volunteering role comes to an end.

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Volunteering

1. Type of volunteering

☐ Individuals

Individual volunteers working under the supervision of a Congleton Town Council Supervisor (e.g. Event organised by the Council, Congleton In Bloom etc).

☐ Business groups

Groups of private business employees carrying out voluntary work on Council land (e.g. Seddon Homes, Siemens carrying out corporate litter picks).

☐ Voluntary and Community groups

Voluntary and Community groups carrying out voluntary work for Congleton Town Council (e.g. IYN Groups, Friends group carrying out maintenance at the park and amenity land.)

2. Contact Details

| | |
|--------------------------|----------------------|
| Name | <input type="text"/> |
| Email address | <input type="text"/> |
| Telephone | <input type="text"/> |
| Emergency Contact Name | <input type="text"/> |
| Emergency Contact Number | <input type="text"/> |

3. Business/Voluntary and Community group

| | |
|---------------|----------------------|
| Contact Name | <input type="text"/> |
| Organisation | <input type="text"/> |
| Email address | <input type="text"/> |
| Telephone | <input type="text"/> |

4. Volunteering activity

| | | | |
|---|----------------------|----|----------------------------------|
| Proposed dates of activity | <input type="text"/> | or | <input type="checkbox"/> ongoing |
| Total number of volunteers | <input type="text"/> | | |
| Maximum number of volunteers on site at any time (if different) | <input type="text"/> | | |

Provide a brief summary of voluntary activity to be undertaken.

Please provide details of the voluntary group supervisors who will be responsible for the safety of the activity and supervising volunteers.

| Name | Experience, skills and knowledge related to the volunteering activity |
|------|---|
| | |
| | |
| | |
| | |

The group must ensure they have all the full names, addresses, medical needs and emergency contacts for all volunteers taking part in this activity.

Please note that if groups are made up of more than 15 individuals, they will be required to provide their own first aider to be on site at all times.

6. Insurance

- ☐ I am seeking Congleton Town Council insurance coverage for this volunteering activity. (For individual volunteering only.)
- ☐ I attach a copy of the organisation's public liability insurance coverage and any other insurance which may be required for the volunteering activity. (For Business and Voluntary and Community group volunteering only.)

7. Risk Assessment

Will the volunteer activity involve any of the following?

- ☐ Work at height (e.g. scaffolding, roof work, ladders)
- ☐ Work on or near the highway

- ☐ Work/digging that could interfere with buried services
- ☐ Work with pesticides or biohazards
- ☐ Work with hazardous chemicals
- ☐ Work with machinery and power tools
- ☐ Hot works (e.g. soldering, welding, bitumen)
- ☐ Work near deep water
- ☐ Driving
- ☐ Lone working

If you have ticked any of the above for your volunteer activity you now need to complete the risk assessment below. Otherwise please move on the Declaration section.

Risk Assessment Template

Voluntary Activity:

Date of Risk Assessment:

| What are the Hazards? | Who might be harmed and How? | What action will you undertake to mitigate/manage the risk? | What further actions might be necessary? | Action by whom? | Action by When? | Done |
|-----------------------|------------------------------|---|--|-----------------|-----------------|------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
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| | | | | | | |

8. Declaration

All the information requested above is supplied to the best of my knowledge and I will comply with minimum requirements expected by Congleton Town Council.

If applicable, I have liaised with the named Business or Voluntary and Community group and I am satisfied after consultation with all parties that this volunteer project will be adequately managed.

I understand that if the nature of an ongoing volunteering activity changes in the future I will need to submit an updated application prior to the activity taking place.

Name

Date of application

If you would like any support with this application please contact info@congletontowncouncil.co.uk

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

| | | | |
|---------------------------------|---|-----------------|---------------------|
| COMMITTEE: | Finance and Policy | | |
| MEETING DATE AND TIME | 14 February 2018 | LOCATION | Congleton Town Hall |
| REPORT FROM | Town Centre and Marketing Manager | | |
| AGENDA ITEM REPORT TITLE | 21 Communications and Marketing Communications Policy Update | | |
| Background | Attached is an updated Communications and Marketing Policy for 2019/20. | | |
| Decision Requested | To accept the updated Marketing and Communications Strategy and include the revised version in the Town Council Constitution. | | |

CONGLETON TOWN COUNCIL

Communications and Marketing Policy

1. Introduction

This Strategy is designed to guide the Town Council's Communications and Marketing activities over the coming months and years.

Communications activity is a key driver in public perception of overall Council performance. Keeping residents informed, listening to their concerns and involving them when making decisions has a significant impact on public satisfaction with the Council and its services.

Marketing techniques are an integral part the communications strategy and to be meaningful it must reflect the corporate aims and priorities of the Council. It will also reflect the principles set out in the Business Plan as well as reflecting current policies including the Equality Policy, Information and Data Protection Policy, Data Privacy Policy and Customer Care Policy.

2. Background

The Town Council's main areas of promotion as highlighted in the Business Plan are:

The Town:

- Promotion of the Town to encourage residents and visitors to enjoy and use the town centre, the town's attractions, open spaces and get involved and support town activities and events.
- Promotion to encourage people to want to live in Congleton
- Promotion to encourage current and new businesses to invest in Congleton.

The Council:

- Statutory and other information to help residents and businesses understand the Town Council's decision making.
- Marketing the Town Council's services to ensure accessibility for all and to maximise income.

Key priorities for the coming year will be:

- Increasing the number of events held in Congleton Town Centre
- Creating a town-wide events team to support events
- Develop a Tourism and Marketing Strategy
- Encouraging residents to vote in the May Council elections and in the Referendum for the Neighbourhood Plan
- Marketing the Town Hall to increase usage both in the week and at weekends
- Working with Graham Construction on communications about the Link Road works
- Working with the Leisure Centre to keep residents informed of the construction works
- Working with partners to boost Congleton's tourism offer
- Upgrade the Town Council's Website
- Increase the town's on-line presence
- Scope and Introduce a Welcome Pack for new residents
- Update and refresh the Town Council's data bases in line with GDPR
- Re-introduce flags on Mountbatten Way

- Produce Congleton 2019 material for wide-spread promotion
- Update distribution numbers and options for Bear Necessities
- Support the Congleton in Bloom and other national initiatives
- Develop a plan for more pro-active grant and sponsorship support

3. Communication and Marketing Strategic Objectives

Vision – “to enhance Civic Pride and the reputation of Congleton as a great place to live, work and visit by creating events and communicating openly and effectively with the Council’s various audiences”

We aim to:

1. Improve two way communications with our residents, businesses and visitors; to have an understanding of what they want, consult with them and listen to their views
2. To increase involvement and interest in Council activities and to engage the public in the democratic process
3. To increase the number of events and activities in Congleton for residents and visitors.
4. Ensure the Council receives a higher level of positive recognition for its achievements and promote the reputation of the town and the council.
5. Ensure that Council’s communications are accessible and timely, taking into account hard to reach groups and people with disability.
6. Establish www.congleton-tc.gov.uk as a go-to web site for Congleton
7. Maximise income for the Council’s commercial services through effective marketing, offer and customer service.

These strategic objectives will inform the Council’s approach to public relations, design, marketing, customer care, consultation, and website.

4. Stakeholders/key audiences

The stakeholders/key audiences for the Congleton Town Council are:

- Residents
- Town Councillors and Ward Councillors
- Partners within the public sector (Cheshire East Council, Health, Police etc)
- Special interest groups including those with language or disability needs
- Business community
- Voluntary/community organisations and groups
- Schools
- Press/media -(mainly Chronicle, Cheshire Independent, Silk FM, Signal FM and Radio Stoke, Moorlands Radio, Congleton Effective Directory, So Cheshire, Cheshire Life - but could potentially attract regional TV and/or specialist media for some activities)

- Town Council employees
- Potential Service user groups

6. Principles

The following principles will be adopted in all communications:

- Integrity and honesty
- Clarity
- Openness and accessibility
- Inclusiveness
- Listening and responding
- Accountability
- Consistency
- Accuracy

8. Primary publications and communications media

The following are the primary publications and communications media used by Congleton Town Council

8.1 Publications

Bear Necessities; The Town Council and Community Groups newsletter, published four times a year and delivered to 11,500 households through door to door delivery. Print run 12,500, also available to pick up from the library and Tourist Information Centre and sent out to schools and MP. Talking Newspaper produced a listen to version of the newsletter.

Agendas, reports and minutes: Are sent to the press, the Burgesses and councillors. Public copies are available to view in the Tourist Information Centre, the Information Point of the Library and an Agenda Poster placed on the noticeboards. Agendas, reports and Minutes are also uploaded on to the web.

Publications/leaflets: Annual Report, Strategy Documents, Shopping Guide, Christmas flyer, Events leaflet, Town Hall leaflet, Where to Play, 40 things to do leaflet, Dementia Friendly activities leaflet (quarterly with the partnership)

Effective Directories – Congleton Town Council is given two free pages every month to publicise events and issues of importance in Congleton.

Noticeboards: The Town Council updates six community notice boards. These are updated every Monday by the Streetscape Staff

1. West Heath Shopping Centre
2. West Street Car park
3. Bus Station, Market Square
4. St John's Road, Buglawton
5. Parnell Square, Bromley Farm
6. Mossley Village Hall

In addition a public noticeboard alongside the Canal, off Canal Street is updated periodically.

8.2 Media Relations

Press releases and feature material: Produced through the Town Centre and Marketing Manager

Media statements: These are mostly reactive and cleared with the Chief Officer or Town Centre and Marketing Manager

Advertisements: produced for information, promotional and recruitment purposes and to meet statutory requirements (e.g. public notices).

Radio/TV Interviews – organised through the Town Centre and Marketing Manager

8.3 E: Communication

Town Council Website: www.congleton-tc.gov.uk is major vehicle for informing local people about local events.

E-mails: We have a growing database of groups and organisations and this can be an effective method of getting out messages quickly. Checked annually against GDPR

Twitter: The Council updates @Congletontown twitter account. This has more than 3000 followers.

Facebook: The Town Council's Facebook Page has 938 followers. Messages are often shared to Congleton Chat's Back which has around 14,000 followers.

Survey Monkey: Is used to gain feedback on local issues with local people. The largest reach was 1404 with the Neighbourhood Plan

8.4 Face to Face

Annual Town Meeting: Chance for residents to hear an update on events for the town and to give comments. Once a year before the end of May

Surveys and Market Research: Surveys and questionnaires have been carried out in the Town Centre and at satellite centres by staff, volunteers and student groups.

8.5 Through Close working with Congleton organisations

These include but are not limited to:

Bath House and Physic Garden group

Congleton Carnival Group

Congleton Churches

Congleton Community Projects

Congleton Dementia Friends Team

Congleton in Bloom and It's Your Neighbourhoods

Congleton Jazz and Blues

Congleton Lions

Congleton Partnership

Congleton Pride

Congleton Rotary

Congleton Sustainability Group
Congleton U3A
East Cheshire Chamber of Commerce
Electric Picture House
Friends of Congleton Park
Old Saw Mill
Pub Watch
The Congleton Community Education Partnership
The Youth Council
Traders

8.6 Events/Opportunities in 2019

April

Mayor's Ball
Easter Service in the Town Centre
Easter Treats
Easter Hop around the Shop competition
Triathlon
Makers Market

May

Town Council Elections
Mayor Making
Annual Town Meeting
Opening the Paddling Pool
Makers Market

June

Mayor's Civic Parade and Service
Food and Drink Festival
Brass on the Grass
Makers Market
Potential NP Referendum

July

Congleton Pride
Summer Brass Band Concerts in the park
Makers Market
In Bloom Judging

August

Summer Brass Band Concerts in the park
Jazz and Blues Festival
Makers Market
Town Centre Play Day

September

Duck Race in the Dane
Horticultural Show
National Heritage Open Days
Makers Market

October

Health and Well-Being Fayre
Congleton Half Marathon
Wedding Fayre
Makers Market

November

Rotary Bonfire
Christmas Lights Switch-on
Makers Market

December

Annual Town Carol Concert
Makers Market
Late night opening?
Christmas Window Dressing

January

Congleton Pantomime
Makers Market

February

Makers Market
Rotary Swimathon

March

Makers Market
Congleton Unplugged

Ongoing

- Giving Grants – ensuring the Town Council gets publicity from the organisations benefiting from our grants
- Congleton Partnership activities - including Dementia Friends
- Promotional support for Congleton in Bloom

8.7 Internal

Team Meetings - once a month – 2nd Wednesday of the month

8.8 Branding

The following should all clearly be identifiable as from Congleton Town Council and contain the Town Council Logo

- Business cards for Councillors and key staff
- Compliment slips
- Letter headed paper
- Public notice advertisements
- Purchase orders

The following should be clearly identifiable as Congleton Town Council:

- Litter-pickers and other equipment for hire
- Paddling Pool Staff
- Streetscape Staff
- Town Council Buildings or sites
- Town Council Vehicles
- Town Hall Caretaking Team

8.8 Accessibility

The Town Council contact details should always be kept up-to-date and available to make it as easy as possible for people to contact the Town Council via email, phone or the Website. The office is staffed Monday – Friday 9-5pm.

9. Commercial Activities

The Town Hall is a flag-ship service for the Town Council. It is a major asset that still has a lot of potential for more weekend and week day bookings.

Research is on-going into other local venues to make sure that the Town Hall offer is as good as it can be in terms of service, facilities, pricing, ease of booking and use. Future customers for the building are sought and well as maintaining good relations with current users.

CONGLETON TOWN COUNCIL

PROHIBITING WEAPONS IN THE WORKPLACE POLICY

Policy:

Employees shall be prohibited from carrying or bringing any weapon, as defined herein, to the workplace of their own. This provision applies to all employees except those required to carry a weapon as part of their job responsibilities (and are council owned equipment)

Purpose:

To help ensure a safe workplace for employees, public and volunteers.

Guidelines:

1. Employees are prohibited from carrying or bringing their own weapon to their work site or any other location the employee may be required to be, during the workday. This prohibition also applies to any employee who is licensed to carry a firearm or weapon.
2. Weapon means any firearm, whether loaded or unloaded, from which a shot may be discharged including but not limited to pistol, revolver, shotgun, rifle, bb gun or any knife including switchblade knife, gravity knife, or any knife with a blade longer than 3 inches, etc.
3. Employees may seek approval from their manager for a waiver of this prohibition based on unique circumstances. Such request shall be made in writing and indicate the basis for the exception, if the request is approved the Town Council will purchase and store the item and will be the ownership of the Town Council and not the staff member.
4. Any employee who is uncertain whether an instrument or device is prohibited under this policy is obligated to request clarification to insure he or she is not in violation of this policy.
5. A violation of this policy is a serious infraction of the work rules and may result in discipline up to and including termination.

