

Congleton Town Council

Historic market town
Chief Officer: David McGifford

15th March 2019

To:

MEMBERS OF THE FINANCE & POLICY COMMITTEE

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 21st March 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 21**st **March 2019** commencing at <u>**7.00pm.**</u>

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

- 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 14th February 2019.

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

14.02.19 FAP/72/1819 – Funding for SIDs (Speed Indicator Devices), passed to PCSO J Shore to contact the Police and Crime Commissioner (PCC).



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

5. Questions from Members of the Public

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

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

To receive a statement showing the current position to 28th February 2019.

7. New Applications for Financial Assistance (enclosed)

- Grant ref GR15/1819 Beartown Patchwork & Quilters
- Grant ref GR16/1819 Rode Hall Silver Band
- Grant ref GR17/1819 Friends of Congleton Park
- Grant ref GR18/1819 Ruby's Fund
- Grant ref GR19/1819 Friends for Leisure
- Grant ref GR20/1819 Congleton Bath House & Physic Garden (Congleton Building Preservation Trust)
- Grant ref GR21/1819 Congleton Library
- Grant ref GR22/1819 SOL Theatre School
- Grant ref GR23/1819 Bromley Farm Community Development Trust
- Grant ref GR24/1819 Changing Lanes (Cheshire) CIC

8. New Grant Activities Monitoring Forms

• There are no new Grant Activities Monitoring Forms.

9. Management Accounts (enclosed)

To receive and consider the Management Accounts to 28th February 2019.

10. Bank Reconciliation (enclosed)

To receive and consider the bank reconciliation as at 28th February 2019.

11. Savings Account Balances (enclosed)

To receive and consider the Savings Account balances as at 28th February 2019.

12. List of Payments (enclosed)

To receive and consider the Payments lists between 1st January and 28th February 2019.

13. Internal Audit report 2018/19 (enclosed)

To receive the interim Internal Audit report 2018/19 from Auditing Solutions.

To: Members of the Finance & Policy Committee

Clirs:

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 14th February 2019

PRESENT - Councillors

Committee Members

J G Baggott P Bates R Boston D T Brown

G R Edwards (Chairman)

Mrs. S A Holland (Deputy Town Mayor)

Mrs A M Martin

Mrs J D Parry (Vice Chairman)

M A Walker

Non-Committee Members G

G S Williams

1. Apologies

Apologies for absence were received from Committee Member Cllr Mrs E Wardlaw and non-Committee member Cllr C H Booth.

2. Minutes

FAP/59/1819 RESOLVED that the Minutes of the Meeting held on 10th January 2019 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/60/1819 RESOLVED that the grant summary be received.

7. New Applications for Financial Assistance

FAP/61/1819 RESOLVED that:

Grant ref GR14/1819 – Friends for Leisure – Deferred to the next meeting to
enable checks to be made to ensure that the equipment to be purchased is sited
in Congleton.

8. New Grant Activities Monitoring Forms

FAP/62/1819 RESOLVED to receive the following Grant Activities Monitoring Form:

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

9. Management Accounts

FAP/63/1819 RESOLVED to receive and consider the Management Accounts to December 2018.

10. Bank Reconciliation

FAP/64/1819 RESOLVED to receive and consider the Bank Reconciliation as at 31st December 2018.

11. Savings Account Balances

FAP/65/1819 RESOLVED to receive and consider the Savings Account Balances as at 31st December 2018.

12. List of Payments

FAP/66/1819 RESOLVED to receive and consider the Payments List between 1st December and 31st December 2018.

13. Investments Policy

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

FAP/67/1819 RESOLVED to approve the Investments Policy for 2019/20

14. Investments Strategy

To receive and approve the Investments Strategy for 2019/20

FAP/68/1819 RESOLVED to approve the Investment Strategy for 2019/20.

15. Appointment of Internal Auditor

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

FAP/69/1819 RESOLVED to re-appoint Auditing Solutions as the Council's Internal Auditor for 2019/20.

16. Cenotaph

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

FAP/70/1819 RESOLVED to approve up to an additional £90,000 for an Ear Marked Reserve for the redevelopment of the Cenotaph. It was noted that the Cenotaph working group was to continue to search for additional funding support where possible

17. Business Risk Assessment

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

FAP/71/1819 RESOLVED to approve the Business Risk Assessment for 2019/20

18. Speed Indicator Devices

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

FAP/72/1819 RESOLVED to request that funding is sought from the Police and Crime Commissioner.

19. Public Realm - Purchasing New Lantern Tops for Victoria Street

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

FAP/73/1819 RESOLVED to approve the use of £2,500 from the Public Realm EMR to replace the lantern tops in Victoria Street to create a consistent look to the lighting throughout the pedestrian area.

20. Volunteers Policy

To receive and approve a revised Volunteer Policy.

FAP/74/1819 RESOLVED to approve the revised Volunteer Policy.

21. Communications and Marketing Policy

To receive and approve a revised Communications and Marketing Policy.

FAP/75/1819 RESOLVED to approve the revised Communications and Marketing Policy.

22. Prohibiting Weapons in the Workplace

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

FAP/76/1819 RESOLVED to approve the Prohibiting Weapons in the Workplace policy

Cllr G R Edwards (Chairman)

		mine T and bane	1	040400					
-		Permitted and \$137	Olana Cottanulli						
Date Grant Approved To	0	For	Section	A Minute Referenc £	Approved EMR b/fwd Approved		Paid £	Date Outstanding Paid	Date Paid
Š	Subsidised Use of Town Hall					4,556.00	4556.80	-0.80	
14/09/2017 Marton School	arton School	Contribution to a Prayer garden	Gpoc	FAP/21/1718	250.00		250.00	00'0	01/10/2018
23/11/2017 CCCU	CCU	Support for Audit fees	Gpoc	FAP/35/1718	500.00		500.00	0.00	0.00 08/05/2018
15/02/2018 C	15/02/2018 Congleton Pantomime	Support for 40th Anniversary	Gpoc	FAP/54/1718	250.00		250.00	00'0	0.00 19/11/2018
22/03/2018 Ruby's fund	uby's fund	Soft play room	Gpoc	FAP/66/1718	500.00		500.00	00'0	0.00 11/07/2018
22/03/2018 Cu	22/03/2018 Congleton Library	Summer reading challenge	Gpoc	FAP/66/1718	100.00		100.00	00.0	0.00 22/08/2018
22/03/2018 Bt	22/03/2018 Bromley Farm CC	Newsletter	Gpoc	FAP/66/1718	380.00		380.00	00'0	0.00 06/02/2019
22/03/2018 Ct	22/03/2018 Cong Bath House & Physic garden	Equip for community events	Gpoc	FAP/66/1718	100.00		100.00	0.00	0.00 19/07/2018
22/03/2018 Fr	22/03/2018 Friends of Congleton Park	Brass on the grass	Gpoc	FAP/66/1718	300.00		228.99	71.01	71.01 14/06/2018
22/03/2018 Ct	22/03/2018 Congleton Museum	frontage improvements	Gpoc	FAP/66/1718	228.00		228.00	00'0	0.00 29/05/2018
22/03/2018 CL	22/03/2018 Congleton Carnival	Carnival 2018 (balance from EMR)	Gpoc	FAP/66/1718	1,290,00		1290.00	0.00	0.00 various
07/06/2018 Ca	07/06/2018 Congleton Harriers	Congleton Half Marathon	Good	FAP/03/1819		250.00	250.00	00.0	0.00 07/08/2018
05/07/2018 SWANS	WANS	Funding for counselling sessions	Gpoc	FAP/18/1819		500.00	250.00	250.00	250.00 28/02/2019
05/07/2018 St	05/07/2018 SOL Theatre School	Summer show support	GDOC	FAP/18/1819		500.00	500.00	0.00	0.00 13/03/2019
13/09/2018 CCCU	ccu	Membership CVSCE	Gpoc	FAP/25/1819		45.00	45.00	00.0	0.00 02/10/2018
13/09/2018 Jazz and Blues	zz and Blues	Support for event	Gpoc	FAP/25/1819		500.00	500.00	0.00	0.00 27/09/2018
13/09/2018 Visyon	syon	Support for bookiet	Gpac	FAP/25/1819		250.00	250.00	00.00	0.00 28/09/2018
11/10/2018 KEMS	∃MS	Contribution to 700 years music	Gpoc	FAP/35/1819		200.00	200.00	00.00	0.00 26/11/2018
10/01/2019 Cc	10/01/2019 Congleton Harriers	Support for Cloud 9 hill race	Срос	FAP/54/1819		350,00	350.00	0.00	22/01/2019
10/01/2019 Cc	10/01/2019 Congleton Unplugged	Support for event	Эрос	FAP/54/1819		500.00		500,00	
10/01/2019 2:	10/01/2019 230 Squadron Air Cadets	Contribution towards minibus	Срос	FAP/54/1819		500.00		500.00	
10/01/2019 U.	10/01/2019 U3A cycling group	Contribution towards High Vis shirts	Gpoc	FAP/54/1819		400.00		400.00	
		AND							
Totals					3898.00	8551.00	10728.79	1720.21	
	NO PARING	and the state of t	00 040 00						
i i i	Budget 18/19		£18.500.00		£56.833.00 Total Grant blidget	richaet			
J. L	Total approved to date		£12,449.00		THE INTERIOR	15600			
	Total menon edil and labor to the		00 000						
111	ridi iliolitey sun avallature ion gra	STILL	£9,808,00						

14/03/2019

								,_		
			Congletor	Congleton Town Grant Commitments	ommitments					
		Specific Budgets			19444					
				37000						
Date Grant						_				
Approved To	***************************************	For	Section	Section Minute Referen EMR b/fwd	EMR b/fwd	Budget	Approved 18/19	ָם הַיַּיִּק	Date Outstandi Baid	Date
01/04/2018 Congleton Museum	Museum	Notional rent	GpoC			4.500.00		4 500 00		0.00 04.0000
01/04/2018 Community Projects	/ Projects	Project support	GpoC			18 000 00	•	1	0.0	01/04/2010
01/04/2018 Congleton Partnership	Partnership	Rent	GpoC			1 533 00			30.0	01/04/2018
01/04/2018 Citizens Advice Bureau	lvice Bureau	annual grant	GpoC			15,000,00	*	1,	3 6	01/04/2010
						2000		00.000.0	O.O.	0.00 01/04/2018
01/04/2018 Royal British Legion	sh Legion	Remembrance Day Parade	GpoC			1.000.00	1 000 00	1 025 00		35.00 30/47/2048
01/04/2018 St Peter's Church	Church	Church clock maintenance	PCA1957 s2	52		300.00			1	0.00 04/17/2018
otals					00.0	38,333.00		88	103	010277
Ear marke	Ear marked reserve b/fwd		03 3							
Budget 2018/19	18/19		£38,333		TOTAL PROPERTY.					
Total appre	Total approved to date		£38,268							
Total await	Total awaiting application		£65							

SUBMITTED MEETING: 21 ST March 2019.



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GRIS	1819
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1.1	Applicant(s):	RUTH GARNER
1.2	Representing:	BEARTOWN PATCHISORY + QUILTERS
1.3	Email Address:	
1.4	Tel No.	entransis per meter
1.5	Project Title:	EXHIBITION 2019. CELEBRATING 35 YEARS
1.6	Project Objectives:	To host an exhibition to celebrate the skills + talents of local people. To inform visitors of the breadth + depth of this craft to demanstrate a wide range of techniques + styles. To add learning elements where passible.
1.7	Brief Project Description:	EXHIBITION DATES: 7th and 8th JUNE 2019. VENUE: Congletan Town Had. Exhibits: Quilles made by members, from traditional through to maderns contemporary and out. OTHER: FABRIC Sales, sales of quilted items, Quillers Guild Stand, Petting Carre, with items that can be hardled. Examples of other quilted items in the har Total cost of the exhibition is estimated at Alyco
1.8	Details accounts/budgets	Total cost of the exhibition is estimated at 1,400 Gur bascice of finds, as at Dec. 2018, is f4.835. A significant amount of funds is spend on speakers and on room restar. Funds are accorded through membership (annually) of \$20. Estimpted Costs

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	81.408
2.2	Total contribution sought:	9320
2.3	What will the money be spent on?	Quilt stand hire, insurance, printing + advertising

2.4	Any ongoing costs:	Name.] ``
2.5	Details of confirmed match		
	funding include source		
	Cash:	It has been agreed that any grants will be	
		It has been agreed that any grants will be marchbonded through current budgets.	
	In kind:	(
		Exhibition committee are all volunteers and have been working outlies project for 12 months o Members have volunteered to help to set upg support + marstals	١.
		have voluntegred to haby to got up a foodal + marstals	æ to
2.6	Resources needed:	Quilt stands, advertising, Verue, Insurance,	
,		printing , trave.	:
	4,500	p	!
2.7	Estimated timescale of	Completed by 8th June 2019	Í.
	project from start to finish:	with the exception of feedback -	ı
		carsolidation of experiences learning	

Part 3: Potential Benefits / Outputs

3.1		¿ Acelebration of shills and expertise within our community. ¿ Raise awareness of the diversity of this eraft. ¿ Growrage engagement with Patchworth + Quilling. ¿ Raise awareness of our organise of our orga
3.2	Are there similar services/ projects provided in the area	Smaler exhibition appear from time to time but this project a mir for more divertily and inclusion (every member has an apparbiting to exhibit) and a learning element within it

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	The exhibition committee will gather feed bach. By "Commoits book on the door Review Session with all members "Vumber of visitors of remaining elements from committee.
4.2	Describe how you will promote the Town Council in your project	Any grade will be acknowledged within any documentation, advertising, poblications and an our web site of www.beartown.pand.g.brch.co.uh.

•		VI.
Signature:	Date:	13th Feb. 2019

Beartown Patchwork and Quilters Exhibition 7th and 8th June 2019 Congleton Town Hall Estimated Costs

	Item	Cost
1:	Venue Hire 6 th to 8 th June 2019 £758.50 less 20% discount £151.70 Subject to any Hire increases in 2019.	£728.16
2:	Quilting Stands	£50.00
3:	Hire of a van to collect quilt stands and return them. £65 a day, £10 extra insurance (Over 70 driver), petrol costs120 mile round trip x 2. £100 deposit, returnable.	£170
4:	Printing and advertising Including raffle tickets	£300.00
5:	Insurance Through quilters Guild.	£70
6:	Administration	£50
7:	Group activity – Jade Challenge	£40
	TOTAL	£1408.16

SUBMITTED MEETING: 2184 March 2019.



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR16/1819
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1.1	Applicant(s):	ANNA WHITEHURST
1.2	Representing:	RODE MALL SILVER BAND
1.3	Email Address:	La verie de Caral-Principale de La verie d
1.4	Tel No.	
1.5	Project Title:	UNIFORM IMPROVEMENTS
1.6	Project Objectives:	To supply all 30 members with a warm waterproof jacket, beanie hat and also ensure blue and black jackets fit well. An extra 10 ties for deps.
1.7	Brief Project Description:	Any members who need a better fitting blue or black band jacket will have one ordered. All members will have a new waterproof jacket a bearie hat to give protection when playing autoloops. More ties protection when playing autoloops.
1.8	Details accounts/budgets	Blue jackets 2nd hand - £60 each, x 7 Black jackets rew & embroidered -£81.35each x 3 Black ties embroidered - £10.50 each x 10 waterproof jackets embroidered -£46.90 each x 30 Beanie hats embroidered -£5.60 each x 30

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£2,194.05
2.2	Total contribution sought:	2600
2.3	What will the money be spent on?	The band have already used their ain funds to purchase The waterproof coats and beanie hats, so would like funding to help with the jackets and ties.

2.4	Any ongoing costs:	The band has costs angoing for utility bills,
		THE BOOK TO SO CONTROL TO SO T
		instruments a repairs, contest entry and
		transport to contests. We also seef-fund our
		training band "Beartain Brass" by loaning
2.5	Details of confirmed match funding include source	free of charge instruments and praiding
	Cash:	free tuition.
	In kind:	The band ring fenced money over Zyears
		to save for the main waterpray jockets & hats
		\$1,575. We require the further \$600 to rest
2.6	Resources needed:	our target.
		we have used the Congleton business DPSport
		for all our uniform orders a embroidery.
2.7	Estimated timescale of project from start to finish:	8 winter 2018 - Summer 2019.
	project from start to finish.	

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Rode Hall Silver Band support many local events such as Astbury May Day, Christmas Light Swith on Brass on the Cross and the Mayor's Parade. We also play at Christmas for the Town Carol Senice and UCC Church.
3.2	Are there similar services/ projects provided in the area	There are several brass bands in Cheshie but Rode is local to Congleton.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	Members of The public I council will see our uniform at events.
4.2	Describe how you will promote the Town Council in your project	Through social redia e our website. we can send a thank you for local people to see a share.
19	1 2	

Signature:	Date: 21/02/19

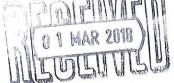
SUBMETTED MEETING: 2185 March 2019.



Congleton Town Council
Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR17/1879



1.1	Applicant(s):	KEN WILLIAMS
1.2	Representing:	FRIENDS OF CONGLETON PARK
1.3	Email Address:	reservation of the street of t
1.4	Tel No.	
1.5	Project Title:	BRASS ON THE GRASS
1.6	Project Objectives:	To provide an afternoon of free entertauniment for residents and visitors in Congleton.
1.7	Brief Project Description:	Thends of Congleton Park aim to organise an afternoon of diverse live music with brassbands, youth band, choir and steel orchestra music. This is a community event and is thee to all residents and visitors to Congleton.
1.8	Details accounts/budgets	Roberts Bakenes Bass Band — \$150 Sandbach Youth Band — \$150 Biddulph Male Vaice Chair — \$100 Pantonic AU Staus Stel Orbestra — \$400 Portable Tailots — \$250 PA System — \$150

Part 2: Cost Details / Resources / Timescale Outering / Adustising 4500 Macdos fold Silver Band 4500

2.1	Total Cost of Project:	\$2590
2.2	Total contribution sought:	₹300
2.3	What will the money be spent on?	The grant will go favourds the cost of the event-

2.4	Any ongoing costs:	and aff ast for the event.
2.5	Details of confirmed match funding include source Cash:	None to clate.
	In kind:	
2.6	Resources needed:	Resources provided by Friends of Congleton Purk Proc of charge in Tables, chairs, grados
2.7	Estimated timescale of project from start to finish:	6 months le January 2019-June 2019

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Congleton residents of cullages will be given the opportunity to expenence an afternoon of high quality, cluberse, like music
3.2	Are there similar services/ projects provided in the area	Not to my knowledge.

Part 4: Evaluation/Publicity

4.1	out the evaluation? ?	recorded in the minutes of the importing.
4.2	Describe how you will promote the Town Council in your project	The Town Cauncil will be promoted in odustrising materials procluded for the event relative to financial support provided by the earnard and the macintenance of the park by longlown

Signature:

<u>Date:</u> 98/02/19.

NOTE: Personal details given on this form will be redacted for public purposes, but the office will keep a copy within its electronic and paper files for the purposes of processing the grant. If successful the information will be kept for six years in line with HMRC rules. Your details will not be used or shared for other purposes in line with Congleton Town Council's Privacy Policy and GDPR 2018.

SUBMITTED MEETING: 2185 March 2019.



Congleton Town Council 0 4 MAR 2018 Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR18	1819

	T	
1.1	Applicant(s):	RUBY'S FUND
1.2	Representing:	RUBYS KIND
1.3	Email Address:	Kill-Creek By West of Ore
1.4	Tel No.	CITE LIGHT
1.5	Project Title:	TEDOY BEALS PICNIC
1.6	Project Objectives:	-ENCOURAGES COMMUNITY PARTICIPATION -PROVIDES A SOCIAL OPPORTUNITY TO REDUCE ISOLATION OF YOUNG MUMS/PARENT/CAREES -ENGAGE CHILDREN IN RECEEATIONAL ACTIVITIES.
1.7	Brief Project Description: TEDOY BEALS PICNIC WITH ACTIVITIES, MUSIC + DANCING	CONTINUATION OF A WELL ATTENDED CONGLETON ANNUAL EVENT WHICH HAS BEEN PASSED FROM CONCLETON TOWN COUNCIL TO LUBY'S TONO, THE EVENT IS INCLUSIVE TH KEEPING WITH RUBY'S FUND CORE COTECTIVES.
1.8	Details accounts/budgets	FIRST AID PROVISION £75 HIRE OF PARK + LEISURE CONTRE £100 HIRE OF EQUIPMENT TABLES, GAZEBO ETC STAFF WAGES £75 CRAFT MOTERIAL £75 PR SYSTEM, MARKETING + PRINTING COSTS £175

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£500
2.2	Total contribution sought:	£500
2.3	What will the money be spent on?	FIRST AID PROVISION HIRE OF PARK/LEISURE CONTRE + PR EQUIPMENT CRAFT MATERIALS MARKETING + PRINTING

2.4	Any ongoing costs:	NO
2.5	Details of confirmed match funding include source	RUBYS FUND WILL PLAN, MANAGE
	Cash:	+ PROMOTE THE EVENT. STAFF
		WAGES WILL COVER THE DAYONLY
(In kind:	
2.6	Resources needed:	STARF HOURS, EQUIPMENT
		HIRE OF VENUE
2.7		PREPARATION + PLANNING STARTS MARCH
	project from start to finish:	UNTIL EVENT IN JUNE.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	-CREATES A SENSE OF COMMUNITY -PROVIDES A SOCIAL OPPORTUNITY -REDUCES SOCIAL ISOLATION -ENCOURAGES FAMILIES TO TRY NEW RECREATIONAL ACTIVITES TOGETHER.
3.2	Are there similar services/ projects provided in the area	

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	EVALUATION WILL BE CAPPLED OUT BY ALISON PARE IN CONTUNCTION WITH TOWN CENTRE MANAGER. LOOKING AT ATTENDEDS, FEEDBACK
4.2	your project	ACKNOWLEPGEMENT OF THE TOWN OF OUTOMES COUNCIL SUPPORT WILL APPEAR WITH THEIR LOGO OF OUR WEBSITE, POSTERS SOCIALMEDIA + IN PRESS COVERAGE

Signature:		-	Date:	@31	3/1	9
<u>Signature:</u>	-		Ducc.			

SUBMITTED MEETING: 215 March 2019.



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	ar 19/1819
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1.1	Applicant(s):	Claire Addis, Fundraising Coordinator
1.2	Representing:	Friends for Leisure
1.3	Email Address:	claire (sirlends) plesum, or god
1.4	Tel No.	D1250 275333
1.5	Project Title:	Everyone Needs a Friend
1.6	Project Objectives:	 Provide a number of meals out for local disabled children, young people and volunteers living in Congleton Promote fun and friendship amongst the Congleton community and for children and young people with disabilities who often don't get to enjoy meals out
		 Reduce loneliness and isolation for children and young people with disabilities in Congleton Improve health and wellbeing for children and young people
		with disabilities in Congleton - Increase volunteering opportunities in Congleton
1.7	Brief Project Description:	Our project is simple. We want to provide 2 special one-off restaurant outings for the two youth groups we currently operate in Congleton (CYG and 15 Up). Each trip will be tailored to the ages and needs of the groups. Our supportive staff and young (aged 15-25) volunteers help them to go to different mainstream restaurants as a group, meet new people and strengthen existing relationships. They will try new foods as well as build their communication and social skills. Having staff present, and volunteers similar in age to them, gives them the confidence they need to go out without parents/carers as well as making it a safe and fun environment each time.
		Many young people with disabilities face a number of barriers to social and leisure activities. Distance from opportunities, lack of appropriate facilities and negative experiences with service providers can all lead to disabled young people becoming isolated in their free time. In the longer term this negatively affects self-confidence and can prevent young people from making a successful transition to adulthood.
1.8	Details accounts/budgets	Annual accounts for period ending 31st March 2018 are attached for the charity as a whole.

Project budget:

Restaurant outings costs

- Cost of a meal and drink @ £10/head
- 23 people per group (children, volunteers and staff)
- 2 groups (Congleton Youth Group and 15 Up)

= £10 x 23 people x 2 groups = £460

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£460
2.2	Total contribution sought:	£230
2.3	What will the money be spent on?	50% of the costs towards two restaurant outings in Congleton for the CYG and 15 Up groups of children and young people with disabilities: - Cost of a meal and drink @ £10/head - 23 people per group (children, volunteers and staff) - 2 groups (Congleton Youth Group and 15 Up) = £10 x 23 people x 2 groups = £460
2.4	Any ongoing costs:	NONE
2.5	Details of confirmed match funding include source Cash: In kind:	None as yet – but there are applications pending for the other 50% of funding (e.g. Tesco Bags of Help). If no other applications were successful then the Trustees would look to use a small amount of reserves to ensure the trips go ahead.
2.6	Resources needed:	Staff and volunteers time Booking of restaurants so we have venues
2.7	Estimated timescale of project from start to finish:	When convenient to the two local groups, but as soon as funding is received the trips will be booked within 3 months

Part 3: Potential Benefits / Outputs

	3.1	What are the potential	How will local children and young people with disabilities in Congleton	
		benefits/outputs to residents	benefit specifically?	
		of Congleton	 Increased participation in their local community 	
			 Reduced likelihood of staying at home 	
			 Making new friends and strengthening existing friendships 	
l		9	- Richer social life	
			 Increased levels of confidence and self-esteem 	
			- Greater independence	

- Improved levels of communication
- Reduced feelings of isolation and loneliness
- Development of new skills e.g. multi-tasking
- Improvement of existing social and life skills e.g. value of money, taking your turn, manners etc.
- The opportunity to have fun and relax

How will local young volunteers benefit in Congleton?

- Increased participation in their local community
- Increased understanding of disability issues and the challenges facing young disabled people
- Increased skills through accredited training when joining us as volunteers
- Improved self-confidence and communication skills
- Enhanced CVs

Most of us take it for granted heading out for a meal with friends and family, yet for disabled children and young people this can be one of the most difficult things in the world to do. Children will feel more part of their local Congleton community as a result of participating more regularly in an everyday activity we all love to do ourselves, and feel less isolated and excluded.

As some of our children recently told us:

"I don't want to be on my own all the time and I like making friends happy"

"Friendship is when people who care about you play with you and spend time with each other"

PLEASE NOTE – all funds will only be spent in the CONGLETON area for our CONGLETON groups. We do run other groups and services outside of Congleton in other areas of Cheshire East but this funding will not be used for any of these. Trips will only benefit disabled children and volunteers who live in Congleton.

3.2 Are there similar services/ projects provided in the area

Other local charities in the area that offer support to disabled people generally include Cheshire Buddies, Carers Trust 4 All, Ruby's Fund, Cheshire Centre for Independent Living, HANFA, Space4Autism and Everybody Sport and Recreation. But our focus with these outings is to integrate children and young people with disabilities into the mainstream community within Congleton.

Part 4: Evaluation/Publicity

4.1	How	will	the	project	be		
	4.1 How will the project evaluated and who will						
	out the	e eva	luatio	on?			
	?			8:			

For every child, a comprehensive review is undertaken to establish a baseline from which outcomes achieved from our projects will be measured against during regular distance travelled reviews. All users will also be asked for regular feedback through informal chats, Question of the Week surveys and online polls. Every restaurant outing will be evaluated by the project staff delivering that trip on completion. An end of project evaluation will also be written at end 2019 to review the impact these specific outings have had for our disabled children and young people. This will be written by the Activity Co-ordinator in conjunction with the Charity Manager.

4.2	Describe how you will	We are eager to promote the Tov
	promote the Town Council in	project wherever possible. If we re
	your project	formal announcement and thank y
		distributed newsletter, and we will
)	

We are eager to promote the Town Council's involvement with this project wherever possible. If we receive a grant then we will make a formal announcement and thank you on our website, in our widely distributed newsletter, and we will submit a press release to the local newspaper. We will display a certificate in our office and can provide a certificate for the Town Council to also display in their offices. We will also tell everyone verbally at our project sessions that Congleton Town Council helped us fund our recent restaurant outings. Any other suggestions are welcomed and we will facilitate them.

Signature:	Date: 5 th March 2019

FRIENDS FOR LEISURE

A COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2018

COMPANY REGISTERED NUMBER 3508369
REGISTERED CHARITY NUMBER 1068991

FRIENDS FOR LEISURE A COMPANY LIMITED BY GUARANTEE COMPANY INFORMATION

COMPANY NUMBER

3508369

CHARITY NUMBER

1068991

DIRECTORS

D Broadhurst M Stockdale P Walker J Gratton H Smith J Wilde D Powell

REGISTERED OFFICE

Albert Chambers Canal Street Congleton Cheshire CW12 4AA

FRIENDS FOR LEISURE A COMPANY LIMITED BY GUARANTEE DIRECTORS' REPORT FOR THE YEAR ENDED 31ST MARCH 2018

The directors present their report and the financial statements for the year ended 31st March 2018

After three years developing under the umbrella of Macclesfield District CVS, friends for Leisure became a company limited by guarantee on 11th February 1998 and a registered charity on 1st April 1998.

PRINCIPAL ACTIVITY

The main focus of Friends for Leisure is to promote opportunities for children and young people with disabilities to enjoy friendships and participate in the mainstream leisure activities of their choice by building links with leisure groups and clubs, so that children and young people are able to become fully involved in these integrated activities with Friends for Leisure support.

DIRECTORS

The directors, who are also the trustees, who served during the year were as follows	The directors	who are also	the trustees.	who served	during th	ne year	were as	follows
--	---------------	--------------	---------------	------------	-----------	---------	---------	---------

D Broadhurst

M Stockdale

P Walker

J Gratton

H Smith

J Wilde

D Powell

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions within Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the board on 26 November 2018 and signed on its behalf.

Paul Walker Director

FRIENDS FOR LEISURE A COMPANY LIMITED BY GUARANTEE CHAIRMAN'S REPORT FOR THE YEAR ENDED 31ST MARCH 2018

This year has been another successful year for Friends for Leisure. Small charities have continued to find it difficult to attract funding, maintain services at their previous standard and retain and reward staff. We have again been lucky to retain a very special and loyal team.

This year the main source of our funding from Cheshire East Council previously £67,640 per annum has been reduced to £47,298. Other important sources of income have been received from BBC Children in Need, Cheshire Community Foundation, the Youth Social Action Fund, Sir Jules Thorn Charitable Trust, The William Dean Trust, The Garfield Weston Foundation, The Steve Morgan Foundation, Albert Hunt Trust, The Baily Thomas Charitable Foundation, Co-op Community Fund, Liv Charity and V United, Swire Charitable Trust, and the CRH Charitable Trust. We have also been supported by kind donations and legacies through the financial year. Once again thanks go to Aneel Mussarat and MCR for another kind donation.

Prism have continued to give us support for our IT needs and Thrive Creative have once again assisted greatly with regard to marketing. We have continued to develop a good working relationship with Senior Aerospace Bird Bellows and Unipart Rail who have again supported us by allowing their apprentices to volunteer at our holiday activities.

The general financial status of the charity remains steady. Income received totalled £181,585 and expenditure amounted to £170,553. This left the charity with unrestricted reserves of £80,170 thus allowing the charity to maintain running costs in accordance with the policy of the charity of about six months.

The total number of new young people registered amounted to 62, with 265 young people registered at the year end. As of year-end there were 56 young people on our waiting list for one to one friendships. We maintained 51 friendship links and 16 buddy links during the year as well as holding 40 link meetings. There were 86 new volunteers joining us during the year and as always the ability of the charity to continue to attract young volunteers has been a vital part of the running of the charity.

The summer activities were various and included tennis at Macclesfield Tennis Club, multi-sports at South Cheshire College, pond dipping at Astbury Mere, falconry, tie dye T shirts, circusology, meals out at the Botanist and Frankie & Bennies ,football at Kings School Macclesfield and a trip to Crewe Odeon to watch Captain Underpants!

As always, our gratitude should be noted to Gillian and the staff for their efforts during the course of the year.

Paul Walker Chair of Trustees 5 September 2018

INDEPENDENT EXAMINERS REPORT ON THE ACCOUNTS OF FRIENDS FOR LEISURE FOR THE YEAR ENDED 31ST MARCH 2018 SET OUT ON PAGES 4 TO 11 CHARITY NUMBER 1068991 COMPANY NUMBER 3508369

We report to the charity trustees on our examination of the accounts of the company for the year ended 31

RESPONSIBILITIES AND BASIS OF REPORT

March 2018.

As the charity's trustees of the company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied ourselves that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, we report in respect of our examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out our examination, we have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.

INDEPENDENT EXAMINER'S STATEMENT

We have completed our examination. We confirm that no material matters have come to our attention which gives us cause to believe that:

accounting records were not kept in accordance with section 386 of the Companies Act 2006; or the accounts do not accord with such records; or

the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or

the accounts have not been prepared in accordance with the Charities SORP (FRS102).

We have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

1 Church Mews Churchill Way Macclesfield Cheshire SK11 6AY

Kime O'Brien Limited Chartered Accountants

26 November 2018

FRIENDS FOR LEISURE A COMPANY LIMITED BY GUARANTEE STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2018

	Notes	Restricted Funds 2018 £	Unrestricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
Incoming resources	HOLOG	_	~	_	
Donations	3	50	27,647	27,697	30,313
Fundraising	4	04.804	3,007	3,007	2,827 62,517
Provision of service	5 6	91,864	-	91,864 47,298	67,640
Commissioned Income	7	47,298	2,679	2,679	6,068
Other grants and income Activity-related income (Subs. etc.)	•		6,250	6,250	5,366
Interest	l	_	98	98	140
Earned income			1,525	1,525	317
Gift aid	_		1,167	1,167	1,146
Total incoming resources		139,212	42,373	181,585	176,334
Resources expended					
Salaries		76,324	50,953	127,277	129,687
Employer pension contributions	8	70,027	536	536	
Travel and Subsistence (staff)		2,229	1,577	3,806	3,438
Vol expenditure		3,569	1,016	4,585	2,795
Governance		48	78	126	262
Training		10	-	10	330
Recruitment		-	192	192	144
Activities & 20th Anniversary		8,810	370	9,180	7,456
Stationery		358	167	525	552
Postage		733	119	852	619
Telecommunication		1,750	310	2,060	2,005
Rent & utilities		6,032	1,866	7,898	7,964
Insurance		1,483	136	1,619	1,568
Admin.		2,305	142	2,447	3,480
Publicity and Promotion		641	11	652	618
Total resources expended		104,292	57,473	161,765	160,918
	_				
Fundraising costs Capital expenditure	9 10	6,984	1,804	8,788	9,536 1,330
Capital experience					
Total Costs		111,276	59,277	170,553	171,784
Net movement in funds		27,936	(16,904)	11,032	4,550
Total funds brought forward	_	22,990	97,074	120,064	115,514
Total funds carried forward	=	50,926	80,170	131,096	120,064

The notes on page 6 to 10 form part of these financial statements.

FRIENDS FOR LEISURE A COMPANY LIMITED BY GUARANTEE COMPANY NUMBER 3508369 (England & Wales) BALANCE SHEET AS AT 31ST MARCH 2018

		Notes	2018 £	2017 £
CURRENT ASSETS				
Bank accounts:	Deposit account		28,794	28,726
Bank accounts.	Current account		105,893	95,954
	Current account			
			134,687	124,680
CREDITORS: amounts	falling due within one year	11	(3,591)	(4,615)
			131,096	120,064
REPRESENTED BY:				
Restricted funds				
Congleton Inclosure Trust			40	1,500
Cheshire East Council Pu Cheshire Community Fou			40 165	6,655
Youth Social Action Fund	ndation		39	
St James's Place Founda	tion		5,000	2,500
Crewe Town Council			1,000	
Macclesfield Town Counc	il		1,853	
William Dean Trust			203	
Cheshire East Council Co	mmunity Grants		7	
CRH Charitable Trust			11,250	a ana
BBC Children in Need	rdation		1,545	6,993 1,592
The Williams Family Four The Garfield Weston Four			12,500	3.750
The Baily Thomas Charita			1,500	
The Albert Hunt Trust			1,502	100 100 H
The Stafford Trust			2,500	
Swire Charitable Trust			6,677	
Steve Morgan Foundation	l		169	
Congleton Lions Club			88	
Macclesfield & District Lio	ns Club		204	i in Marketin
United Way UK			585	
COOP Community Fund	Door		2,686 794	
Rotary Club of Wilmslow I Rotary Club of Crewe	Dean		754 150	
Commissioned Cheshire	Fast .		419	
Donation from Royce Alex			50	
		12	50,926	22,990
General Funds		13	80,170	97,074
			131,096	120,064

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The member has not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.

Honada Smith

Director

Approved by the Board on 26 November 2018

The notes on page 6 to 10 form part of these financial statement.

1 ACCOUNTING POLICIES

Basis of Preparation of Financial Statements

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

Company Status

The charity is a company limited by guarantee. If the charity is dissolved the trustees/members must contribute such sum (not exceeding £10 each) as may be demanded of them towards payment of the debts and liabilities of the charity.

Fund Accounting

Unrestricted Funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated Funds are funds set aside by the trustees out of unrestricted funds for specific future purposes or projects. Any amounts not utilised are carried forward where the specific purpose or project remains part of the charity's objectives.

Restricted Funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

Incoming Resources

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received, and the monetary value of incoming resources can be measured with sufficient reliability.

Resources Expended

Resources expended are allocated to the particular activities to which they relate. Governance costs are those incurred in connection with the administration of the charity and compliance with constitutional and statutory requirements.

Tangible Fixed Assets and Depreciation

The trustees have reviewed the company's fixed asset capitalisation and depreciation policies. Assets such as office equipment are not considered to have any realisable value and the capitalisation thereof only serves to overstate the funds available for the beneficiaries of Friends For Leisure.

Accordingly, these assets have been written off in the year of acquisition.

Taxation

The company is exempt from any corporation tax liability due to its charitable status.

2	EMPLOYEES	2018	2017
		Number	Number
	Average number of persons employed by the company	<u> </u>	11

3 DONATIONS

Donations and legacies received during the year include those from the following:

Beech Hall School	Mikro Coaches
Mr P Beckett	Aneel Mussarat
Mrs B Benson	Netsource Limited
Mr. 1 Bradley	Prestbury Tennis Club
Brewin Dolphin Ltd.	Rotary Club of Crewe
Mr D Broadhurst	4th Sandbach Brownies
Congleton Lions Club	Sandbach Striders
Miss H Guthrie	Mr Shaw
Inter-Mac Golf	Miss G Stockdale
In memory of the late Eleanor Jenkins	Conor Thackray
In memory of the late Mary Johnson	Mr I Teare
Mr. C Jones	Waitrose Ltd.
Mills and Reeve Charitable Trust	Mr J Wilde
Macclesfield & Bollington URC	Mr P B Wilson

4	FUNDRAISING	2018 £	2017 8
	Includes the following events:	~	
	Handforth Dean Christmas Carols	330	1,040
	Raffles & Competitions	22	96
	Sales of donated items	139	158
	Asda Foundation	500	
	Waitrose	-	300
	Rotary Club of Congleton Swimathon	-	130
	Sale of wristbands	-	111
	Tesco Tombola	-	270
	Summer Garden Party (Shirley Guthrie)	-	290
	Charity Stalls	241	
	The Limes Sandbach	311	
	Money Boxes	70	
	Congleton & Crewe YG Fundraising	632	(4)- (4) [編]
	Congleton Santa Float	334	
	Sandbach Striders' Fun day	133	
		-	
	Others	<u>294_</u>	432
		3,007	2,827
	Less fundraising costs	(8,788)	(9,536)
	Lood Iditatationing doors	(0,7.00)	(0,000)
		(5,781)	(6,709)

Fundraising costs includes the costs associated with applying for income beyond the fundraising income noted above, such as grant applications.

5	PROVISION OF SERVICE	2018	2017
	·	£	
	Includes the following:-		20.074
	BBC Children in Need	12,853	22,874
	The Big Lottery Fund		19,192
	Cheshire Community Foundation	5,882	
	The Garfield Weston Foundation	15,000	7,500
	Cheshire East Council (Public Health)		7,951
	Youth Social Action Fund	5,000	
	Crewe Town Council	1,000	
	St James's Place Foundation	5,000	5,000
	The William Dean Trust	600	
	Macclesfield Town Council	1,853	Elery with I
	Cheshire East Council Community Grant	1,000	
	Steve Morgan Foundation	1,076	
	The Albert Hunt Trust	2,000	
	Macclesfield & District Lions Club	204	
	The Baily Thomas Charitable Fund	3,000	
	Co-op Community Fund	8,680	
	Congleton Lions Club	400	
	United Way UK	1,000	
	Swire Charitable Trust	8,871	
	CRH Charitable Trust	15,000	
	Rotary Club of Wilmslow Dean	794	
	Rotary Club of Crewe	150	
	The Stafford Trust	2,500	
	,,,, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	· · · · · · · · · · · · · · · · · · ·	
		91,864	62,517
		-	
6	COMMISSIONED INCOME	2018	2017
		£	£
			Na Sa Ca
	CHESHIRE EAST COUNCIL LOT 1A -		Quida de se
	Specialist out of school activities (all		
	disabilities)	14,543	34,902
	CHESHIRE EAST COUNCIL LOT 1C - 1:1		
	support in universal settings	13,640	32,738
	Cheshire East Council - Short Breaks for		
	Disabled Children	19,115	Marie Andre
		47,298	67,640

7	OTHER GRANTS AND OTHER INCOME	2018 £	2017 £
	Congleton Inclosure Trust The Sir Jules Thorn Charitable Trust The Pennycress Trust United Way Macclesfield Town Council The Williams Family Foundation Congleton Young Peoples Trust Ltd Swire Charitable Trust	1,000 300 - - 250 1,129	1,500 750 1,000 500 2,118 200
8	WORKPLACE PENSION		
	A workplace pension is provided through the SALVUS Master Trust.		
9	FUNDRAISING COST	2018 £	2017 £
	Marketing and fundraising coordinator	8,033	9,030
	Fundraising Consultant Fundraising Expenses	- 755	506
		8,788	9,536
10	CAPITAL EXPENDITURE	2018 £	2017 £
	Redesign of website	-	734
	Telecomms work Purchase of projector screen	-	509 87
		-	1,330
11	CREDITORS	2018 £	2017 £
	Payroll taxes and social security due to HMRC	2,158	2,225
	Pension Fund Unpresented cheques	1,373	188 2,202
		3,531	4,615

12 MOVEMENTS OF MAJOR FUNI	OS At 01/04/17	Incoming resources £	Outgoing resources £	At 31/03/18 £
The Garfield Weston Foundation	3,750	15,000	(6,250)	12,500
BBC Children in Need	6,993	12,853	(18,301)	1,545
Cheshire Community Foundation	-	5,882	(5,717)	165
Youth Social Action fund	-	5,000	(4,961)	39
St James's Place Foundation	2,500	5,000	(2,500)	5,000
Crewe Town Council	-	1,000	· -	1,000
Macclesfield Town Council	-	1,853	-	1,853
William Dean Trust		600	(397)	203
Cheshire East Council Communit	y Grants -	1,000	(993)	7
CRH Charitable Trust	-	15,000	(3,750)	11,250
Cheshire East Council (Public He	alth) 6,655	(9)	(6,605)	41
Congleton Inclosure Trust	1,500		(1,500)	=
Congleton Lions Club	-	400	(312)	88
Macclesfield & District Lions Club	-	204	<u>.</u> -	204
Rotary Club of Wilmslow Dean		794		794
Rotary Club of Crewe	-	150	-	150
The Williams Family Foundation	1,592		(1,592)	-
United Way UK	••	1,000	(415)	585
COOP Community Fund		8,680	(5,995)	2,685
The Baily Thomas Charitable Fun	ed -	3,000	(1,500)	, 1,500
The Albert Hunt Trust	-	2,000	(498)	1,502
Steve Morgan Foundation	-	1,076	(907)	169
The Stafford Trust	-	2,500	· -	2,500
Swire Charitable Trust	-	8,871	(2,194)	6,677
Commissioned Cheshire East		19,115	(18,696)	419
Royce Alexander		50	<u> </u>	50_
Total restricted funds	22,990	111,019	(83,083)	50,926
Unrestricted	97,074	42,373	(59,277)	80,170
Total Funds	120,064	153,392	(142,360)	131,096

13 GENERAL FUNDS AND RESERVES POLICY

In line with Charities Commission guidelines, the Friends for Leisure Trustees feel it prudent to keep a level of reserve for the charity.

	2018 £	2017 £
General funds show a surplus	80,170	97,074
	2018 £	2017 6
Funding Requirement:	~	
To cover shortfall 6 months running costs, in event of closing down the charity	80,170	97,074

14 LIMITED LIABILITY AND GUARANTORS

The liability of the members is limited to a guarantee to contribute a maximum of £10 each in the event of the company becoming insolvent.

15 COMMITMENTS AND LEASES

On 10 September 2015 the Charity entered into a lease agreement for office accommodation. The lease will expire on 31 July 2019. The annual rent is £6,500.

16 OTHER INFORMATION

Friends for Leisure is a private company limited by guarantee and incorporated in England. Its registered office is:

Albert Chambers

Canal Street

Congleton

Cheshire

CW12 4AA

SUBMITTED MEETING: 218 March 19. Quality Town COUNCE



Congleton Town Council Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR201	lima
	MKCU	1011

1.1	Applicant(s):	
		JOHN COCKELL
1.2	Representing:	CONCRETON BATH HOUSE & PHYSIC GARDEN
		[(ongleton Building Preservation Trust]
1.3	Email Address:	
1.4	Tel No.	,
1.5	Project Title:	Remotional literature, visitor's quides + merchandise
1.6	Project Objectives:	To update existing visitor quides, signage and
		information in order to pranote and expand our
		site as an important visitor attraction and community asset
1.7	Brief Project Description:	Funding is needed to produce an updated history
		of on tisted shutbert ander in the form of a postict.
		A conce of leathers maps + promotioned into a not will or
		produced, including trail maps e activities for children.
1.8	Details accounts/budgets	We have raised sufficient funds through our events
		and donations to pay for a professional graphic
		designer to prepage the range of literature duflined.
		We now seek funding to produce the range of products
		to be available at our site, through the town and for her

Part 2: Cost Details / Resources / Timescale evolts such as O per Days, In Bloom & the Food Fair.

2.1	Total Cost of Project:	£1,000
2.2	Total contribution sought:	£500
2.3	What will the money be spent on?	

2-4	Any engling costs	NIA
2.5	Details of confirmed match funding include source Cash: £506 In kind:	Fundraising events 2018 and other grant awards.
2.6	Resources needed:	N/A.
2.7	Estimated timescale of project from start to finish:	2-3 MONTHS, for MAY 2019

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	An updated history & quide to our project. Maps & quides to thise visiting the gorder, which is open at all times. Specific materials for young visitors. Improved siapage + information within the gorder.
3.2	Are there similar services/ projects provided in the area	N/A.

Part 4: Evaluation/Publicity

	evaluated and who will carry out the evaluation? ?	Through regular trustee meetings. Visitor feedback on Open Days.
4.2	Describe how you will promote the Town Council in your project	Owsite is an impodent part of the town's In Bloom success. It is a contrally located attachon. The Town Council will be chedited thanked for its support on the lifesature

produced Availability of literature in TICentre

Signature:

Dote: 3/3/19

2

SUBMITTED MEETING: 21st March 2019.



Congleton Town Council Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR21/1819

1.1	Applicant(s):	Jenny Norton	
1.2	Representing:	Congleton Library	
1.3	Email Address:	Activistics and 200 Clinishing and growths	
1.4	Tel No.	01.202.375950	
1.5	Project Title:	Summer Reading Challenge	
1.6	Project Objectives:	To encourage children in Congleton to enjoy reading for pleasure and keep reading over the long summer holidays when literacy skills can drop. We would like to see an increase in the number of children completing the challenge.	
1.7	Brief Project Description:	The Summer Reading Challenge is a national initiative that rewards children aged 5-12 years for reading 6 books over the summer holidays. There is a different theme each year to capture their imagination; 2019 is "Space Chase".	
1.8	Details accounts/budgets	N/A	

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£150
2.2	Total contribution sought:	£150
2.3	What will the money be spent on?	 Fun incentives for completing stages of the challenge Event funding for external workshop providers Craft materials for in house events With the funding we can offer free incentives and events.
2.4	Any ongoing costs:	N/A
2.5	Details of confirmed match funding include source Cash: In kind:	N/A
2.6	Resources needed:	N/A

2.7	Estimated timescale of	July – September 2019
	project from start to finish:	

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Congleton children will be maintaining their literacy levels over the summer ready for returning to school in September. The children will hopefully discover the joy of choosing and reading books for pleasure. The Summer Reading Challenge is free for children to take part.
3.2	Are there similar services/ projects provided in the area	All Cheshire East libraries participate in the Summer Reading Challenge.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	We keep statistics from events such as number attended, age and how they found out about the event. In September we collate all the statistics for Summer Reading Challenge participation.	
4.2 Describe how you will promote the Town Council in your project		Town Council logo on marketing material for events funded by the grant (posters and social media). We can publicly thank the Town Council at events and ceremonies.	

Signature: J. Norton Date: 05.03.2019

NOTE: Personal details given on this form will be redacted for public purposes, but the office will keep a copy within its electronic and paper files for the purposes of processing the grant. If successful the information will be kept for six years in line with HMRC rules. Your details will not be used or shared for other purposes in line with Congleton Town Council's Privacy Policy and GDPR 2018.

SUBMITTED MEETING: 21st March 2019.



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

A I' I' D C N I - I - II' and A	
Application Reference Number (office use only)	GR22/1819

1.1	Applicant(s):	Joanne Davies		
1.2	Representing:	SOL Theatre School		
1.3	Email Address:	samedavie suggeogleranicom		
1.4	Tel No.	D9782 511 H41		
1.5	Project Title:	SOL Theatre Summer School		
1.6	Project Objectives:	 Sol Theatre School's intention is to train young people in performing and technical skills, relating to the production of a staged theatrical performance. As a direct result of this, young people will gain confidence, social skills, self reliance, communication skills and a sense of accomplishment which they can take forward in to their everyday lives. Sol Theatre School will run a Summer School each year during the first two weeks of August, giving the young people of the area a focus and purpose other than being 'out on the streets' or left alone at home whilst parents go to work. It is also the intention of Sol Theatre School to foster an interest in live performance thereby increasing the cultural life of the area. The Sol Theatre School Summer School is open to all people between the age of 7 and 18 regardless of race, gender, religion, sexual orientation, physical/mental disability or offending background. 		
1.7	Brief Project Description:	Ten days (9.00 – 17.00) training and rehearsals from the 5 th to 17 th August 2019 finishing with two public performances of the proposed show '42 nd Street' on the 16 th and 17 th August 2019.		
1.8	Details accounts/budgets	Please see attached expected expenditure/income sheet		

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£19,513.36 estimated (see show budget sheet attached)
2.2	Total contribution sought:	£1,000.00
2.2	Total contribution sought:	£1,000.00
2.3	What will the money be spent on?	Last year the Town Council was kind enough to sponsor the 'T'—shirts having the Town Council Logo embroidered on the front that are presented to the children taking part in the summer school and which they keep as a memento. If the Council no longer wishes to have their logo on our T-shirts and would rather sponsor a child which each of child is £350 for 1 and £600 for a family of 2, we would be very happy for the Council to do this and will remove the logo from our T-shirts.
2.4	Any ongoing costs:	Purchase of Show License, Music Hire and librettos. Advertising and promotional material. Theatre hire costumes etc.
2.5	Details of confirmed match funding include source Cash:	We have applied to a number of local organisations, like last year, but have not had any confirmed cash promised at this point of time.
	In kind:	We estimate, based on present costing, that the professional team taking part in this exercise and giving their time voluntary would be in the region of £10,000.
2.6	Resources needed:	Rehearsal and performing stage venue, rehearsal materials — music, scores and orchestral arrangements. Sound, lighting, stage set and props. Voluntary people to protect the children under our Child Protection Policy plus a Cheshire East Council Approved Matron. A large number of people to make costumes, staging, props and manage the theatre.
2.7	Estimated timescale of project from start to finish:	Two weeks during the children's summer holiday starting on the 5th August 2019 from 9.00hrs to 17.00 hrs each week day and a member of the Council is more than welcome to come down to any of the rehearsals to see what we do,

Part 3: Potential Benefits / Outputs

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

Part 4: Evaluation

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

Signature: Joanne N Davies Dated 13th March 2019

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

Opening bank balance 03-Nov-17 Net income above Closing bank balance 05-Nov-18	Represented by:	Net movement from Spamalot	Tickets (net of show fees) Grants & Bursary Refreshments, programmes, raffle, adverts (net of expenses) Expenses (from Spamalot) Hire of theatre Costumes, props, staging for show Expenses for team incl. band (petrol, food, clothing etc.) DBS checks Licence to perform show (Weinbergers) Advertising incl. auditions (local papers/shows etc) Insurance premium Bank charges Misc - incl SOL clothing etc.	SOL Theatre accounts November 2017 - November 2018 Income & Expenses (including items already invested) Income (Spamalot) Fees (from participants)
£9,608.82 £913.04 £10,521.86		£913.04	£2,993.50 £3,250.00 £1,307.90 £20,426.40 (£3,500.00) (£6,928.63) (£6,928.63) (£6,850.29) (£75.00) (£500.00) (£306.43) £0.00 (£1,095.01) (£19,513.36)	Current Year
£8,999.87 £608.95 £9,608.82		£608.95	£2,867.59 £1,800.00 £1,843.80 £19,961.39 (£3,670.50) (£4,946.52) (£4,946.52) (£4,579.00) (£2,747.27) (£283.00) (£2,747.27) (£283.00) (£291.43) £0.00 (£2,834.72) (£19,352.44)	Prior Year £13,450.00

Reviewed by :

C.Carter (ACMA)

SUBMITTED MEETING: 218 March 209.



Congleton Town Council Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR23/1819

1.1	Applicant(s):	Glen Williams
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
1.2	Representing:	Bromley Farm Community Development Trust
1.3	Email Address:	for Prizing Training all
1.4	Tel No.	DLI CD 27970V
1.5	Project Title:	Bromley Farm News
1.6	Project Objectives:	To produce an eight page quarterly resident newsletter. To inform residents of what is going on in the Bromley Farm neighbourhood. Highlight and showcase the positive changes in the Bromley Farm neighbourhood. During 2019 this will include our youth clubs, NRG Youth Project, Inner Trust DJ and Art Project, Bromley Farm in Bloom, Connected Community Centre approval and development, new offer to Bromley Farm residents currently being developed and a new environmental campaign. To provide informative articles from partner organisations that have a relevance to life on Bromley Farm improving wellbeing of residents. To forge stronger links between organisations delivering services to residents of Bromley Farm and the residents themselves. To promote an increased range of services and activities to improve the well-being of Bromley Farm residents reducing dependency and costs on the public purse. To recruit new volunteers to deliver our various projects. To increase the level of involvement and engagement of residents in our projects, events and activities. To encourage residents to provide the solutions to neighbourhood issues for themselves and others.
1.7	Brief Project Description:	The project is to produce a popular and well received community based newsletter for a further 12 months. The newsletter is well established for over 11 years and this is the main way the Trust and other partner organisations can effectively communicate with the community directly into resident's homes. Bromley Farm Community Development Trust are embarking on an ambitious plan to produce a new offer to residents. The Bromley Farm News will be a key component of promoting this and to get engagement from residents. The newsletter is the main way we promote what is going on at the community centre and around the neighbourhood.
1.8	Details accounts/budgets	Cost of each newsletter is currently £400 per edition

Total cost for 12 months is £1600		

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£1600
2.2	Total contribution sought:	£400
2.3	What will the money be spent on?	The money will be spent on the production of the newsletter namely design contributions and printing costs.
2.4	Any ongoing costs:	None
2.5	Details of confirmed match	Bromley Farm Community Development Trust £400
	funding include source	Congleton Inclosure Trust £400 £400
	Cash:	Congleton Town Trust £400
	In kind:	Local residents will deliver the newsletter saving at least £300 over 12 months
2.6	Resources needed:	No specific resources except contributions of articles from partner organisations, and funding to print the newsletter.
2.7	Estimated timescale of project from start to finish:	March 2019 – March 2020

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Bromley Farm residents from 1300 homes will be regularly updated with what events and activities are taking place in their neighbourhood. These residents will have the knowledge of what is planned in their neighbourhood and how they can get involved. Key information and advice will be provided through the newsletter.
	s =	Provides a valuable link between organisations delivering services and the community. Demonstrates that organisations are responding to local priorities. Shows the benefits of partnership working in action. Provides an opportunity for residents to be engaged and involved in beneficial projects. Encourages volunteering in the community. Improves the wellbeing of residents by increasing engagement in valuable services and activities. 60 residents provided positive feedback during 2018 about the newsletter and we will look to build on this during 2019.

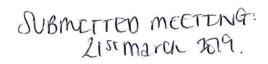
3.2	Are there similar services/	Bear Necessities, This is a valuable town wide newsletter, but is not
	projects provided in the area	resident led and focussed directly on the needs of Bromley Farm
		residents. Congleton Town Council regularly contributes articles for the
		Bromley Farm News
İ		

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	The project will be evaluated by the Trust through home visits throughout the year. The last 12 months, 60 such contacts were made with a 100% favourable response. It will also be evaluated by the range of articles from different organisations. We will also evaluate by the level of attendance at our groups and events. The newsletter has really helped in the last 12 months to re-establish the level of young people involved in our youth clubs and NRG Youth Project and attracted three
4.2 Describe how you will promote the Town Council in your project		new volunteers. The town council's logo will appear in each edition. We will include articles from or about Congleton Town Council in the next 4 editions. There will also be a specific article or promotional piece about funders.

Signature:	Date:

NOTE: Personal details given on this form will be redacted for public purposes, but the office will keep a copy within its electronic and paper files for the purposes of processing the grant. If successful the information will be kept for six years in line with HMRC rules. Your details will not be used or shared for other purposes in line with Congleton Town Council's Privacy Policy and GDPR 2018.





Congleton Town Council Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR24/1819

1.1	Applicant(s):	Debbie Jones, Kevin Booth & Sue (Directors)	
1.2	Representing:	Changing Lanes (Cheshire) CIC	
		Families in Trouble	
1.3	Email Address:	-debined52(9 _e minicom	
1.4	Tel No.	072.29 (117680	
1.5	Project Title:	L.A.W - Loneliness, Addiction, Worry	
1.6	Project Objectives:	To get people in Congleton out of isolation, to mix, talk and take advice on any worrying matters.	
1.7	Brief Project Description:	Improve Congleton's society of people to rehabilitate their thinking patterns and achieve goals in week to week group sessions.	
1.8	Details accounts/budgets	2016/17 accounts attached.	

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£420.00 (£123.00 received in ki	ind)
2.2	Total contribution sought:	£297.00	
2.3	What will the money be spent on?	allow people to see exactly wh	ng cartridges, advertising, 1 day event- to nat they can achieve, as all peer mentors experiences and come through the same
2.4	Any ongoing costs:	PER WEEK: Rental per room: Sundries: Public Liability Insurance: Flyers/ leaflets/ photocopying: Open Day Event: For 8 weeks, TOTAL:	£26.00 £5.00 £5.00 £8.00 £8.50
2.5	Details of confirmed match funding include source Cash:		

Management and the second seco	In kind:	£123.00 = £297.00 needed.
2.6	Resources needed:	
2.7	Estimated timescale of project from start to finish:	8 weeks

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Open to all, no age restrictions.
3.2	Are there similar services/ projects provided in the area	No

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	MD Debbie Jones will monitor a signing in book
4.2	Describe how you will promote the Town Council in your project	Advertising in the local Chronicle, in all churches, half way houses, Senior Society recognition. Recognition saying "Promoted by our Town Council" and printing CTC emblem on every leaflet to acknowledge our sponsor.

Signature: D.Jones	Date: 14.03.2019

NOTE: Personal details given on this form will be redacted for public purposes, but the office will keep a copy within its electronic and paper files for the purposes of processing the grant. If successful the information will be kept for six years in line with HMRC rules. Your details will not be used or shared for other purposes in line with Congleton Town Council's Privacy Policy and GDPR 2018.

Changing Lanes (cheshire) Cic

Company No. 08783913

Unaudited Accounts

30 November 2017



COMPANIES HOUSE

Changing Lanes (cheshire) Cic BALANCE SHEET REGISTRAR

at 30 November 2017

Company No. 08783913	2017	2016
	£	£
Called up share capital not paid	100	100
Current assets	550	679
Net current assets	550	679
Total assets less current liabilities	650	779
Accruals and deferred income	(475)	(450)
	175	329
Capital and reserves	175	329

NOTES TO THE ACCOUNTS

1 Additional information

Changing Lanes (cheshire) Cic is a private company limited by shares and incorporated in England and Wales.

Its registered number is:

08783913

Its registered office is:

39 Albany Mill

Congleton

Cheshire

CW12 3AE

These accounts have been prepared in accordance with the micro-entity provisions and delivered in accordance with the provisions applicable to companies subject to the small companies regime of the Companies Act 2006.

For the year ended 30 November 2017 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

As permitted by section 444 (5A)of the Companies Act 2006 the directors have not delivered to the Registrar a copy of the company's profit and loss account.

Approved by the board on 30 November 2017

And signed on its behalf by:

D.J. Jones

Director

30 November 2017

CIC 34

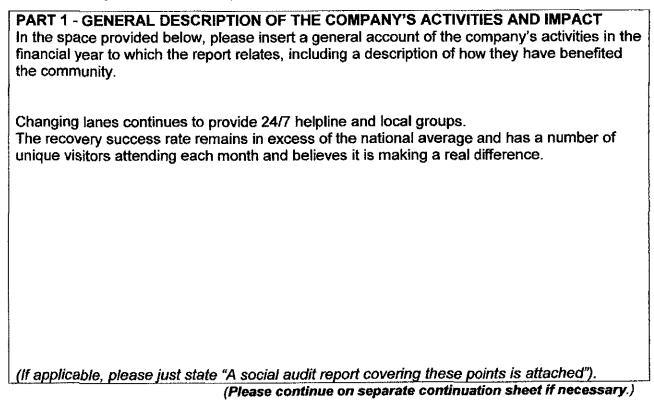
Community Interest Company Report

	For official use (Please leave blank)		
Please complete in	Company Name in full	Changing Lanes (Cheshire) CIC	
typescript, or in bold black capitals.	Company Number	08783913	
amprimer	Year Ending	30November 2017	

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

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

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



PART 2 – CONSULTATION WITH STAKEHOLDERS – Please indicate who the company's stakeholders are; how the stakeholders have been consulted and what action, if any, has the company taken in response to feedback from its consultations? If there has been no consultation, this should be made clear.
The Stakeholders are the residents of the local communities who benefit from recovery and those who surround them. This is turn should aid in reducing criminal behaviour and the pressure on local services.
Consultation with service users and others takes place regularly through meetings.
Consultation with service users and others takes place regularly through meetings.
(If applicable, please just state "A social audit report covering these points is attached").
PART 3 - DIRECTORS' REMUNERATION - if you have provided full details in your accounts
you need not reproduce it here. Please clearly identify the information within the accounts
and confirm that, "There were no other transactions or arrangements in connection with the
remuneration of directors, or compensation for director's loss of office, which require to be
disclosed" (See example with full notes). If no remuneration was received you must state that
<u>"no remuneration was received" below.</u>
No remuneration was paid to directors this year.
DADT 4 TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION Disease
PART 4 - TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION - Please
insert full details of any transfers of assets other than for full consideration e.g. Donations to
outside bodies. If this does not apply you must state that "no transfer of assets other than for
full consideration has been made" below.
No transfer of assets.
(Please continue on separate continuation sheet if necessary.)

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PART 5 - SIGNATORY

The original report must be signed by a director or secretary of the company	Office held	d (delete as appropriat	Date 30/8/18 te) Director/Secretary
You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public		Tel	
record.	DX Number	DX Exchange	

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

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

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

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

The accounts and CIC34 **cannot** be filed online

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

Do you and your loved ones need help?



Helping Families in Trouble

Changing Lanes is an award winning peer-led support network for people suffering with addictions, homelessness and those with mental illness as well as their families and the community at large.

Our weekly peer-led group therapy sessions are inclusive to everyone, all that's required is that you want help in defeating your demons, with those who have lived a similar life.

Crewe Group

Monday & Thursday 11:00AM-1:00PM Hope Church Central **Derrington Avenue** Crewe CW2 7JB

Congleton Group

Wednesday 1:00PM-3:00PM Bromley Farm Well Being Hub 17 Parnell Square Congleton CW12 3EQ

Congleton Group

Thursday 11:00AM-1:00PM New Life Church West Road Congleton **CW12 4EY**

Should you wish to contact us feel free, we offer help, advice and support via email and phone.

Email:- Changing-Lanes@Outlook.com

Telephone: - 07729 612680







Changing Lanes Cheshire CIC Registered Non-profit organisation

Registration Number:- 08783913

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Com	mittee				
MEETING DATE AND TIME	21/03/19 7pm	LOCATION	Congleton Town Hall			
REPORT FROM	Jackie Potts – Support N	<i>l</i> lanager				
AGENDA ITEM REPORT TITLE	9 Management accounts	for February 2019				
Background	Variance analysis of the spreadsheet.	Management Accounts	for February 2019 to accompany the			
Updates	These figures are for 11 months April to February 2019. See spreadsheet. Centra 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 11 months show figures largely line with the budget. 92% of expenditure would be expected to have been used if expenditure was regular monthly. The prediction for the year end is for a small underspend on staffing costs and savings on the Crime Reduction budget (PCSO)					
	Finance and Policy Co	<u>mmittee</u>				
	Corporate Management					
	Overall slightly under bu with a saving on staffing		ngs will be on budget by the year end			
	Democratic/Civic					
	Overall on budget and e	xpect that to be the case	at the year end.			
	<u>Grants</u>					
	£9,969 available for grar this committee there will		ested at this meeting is granted by £5,000			
	Community, Environm	ent and Services Comr	<u>nittee</u>			
	Slightly under budget.					
	to the pump roon Christmas Lights replacement. Crime Reduction	n. - underspend to be put underspent (PCSO's)	o water leaks and extra maintenance to Christmas EMR for light et with savings on staffing.			
	Town Hall Committee					
	Expected to be on budge	et at the year end				

	Personnel Committee
	Staffing costs small underspend overall.
Decision Requested	To receive the Management Accounts to February 2019

Congleton Town Council - Management Accounts - Feb 2019						
		Current Month	Actual Year	Current Annual Budget	Variance Annual Total	% of Budget
Tinau.	and Delian	Actual	To Date	Annual Budget	Alliuai Totai	Duuget
rmance	e and Policy					
101	Corporate Management					
101	Staff Costs (re-allocated)	9,985	115,638	144,164	28,526	80%
	Travel	37	93	900	807	10%
	Training / Conferences	0	261	2,550	2,289	10%
	Rent Payable	1,163	12,788	13,950	1,162	92%
	Reception - TIC	0	3,276	3,124	-152	105%
	Miscellaneous Office Costs	14	293	400	107	73%
	Telephone/Fax/Internet	70	677	1,300	623	52%
	Postage	2	2,247	2,900	653	77%
	Stationery & Printing	199	1,713	3,000	1,287	57%
	Subscriptions & Publications	150	3,216	3,130	-86	103%
	Insurance	0	8,182	9,000	818	91%
	Computer/IT Costs	881	9,524	10,600	1,076	90%
	Photocopy Charges	0	1,781	3,000	1,219	59%
	Recruitment Advertising	0	0	500	500	0%
	Other Advertising	0	130	300	170	43%
	Bank Charges	69	834	1,000	166	83%
	Audit Fees - External	0	2,000	2,000	0	100%
	Audit Fees - Internal	0	430	1,260	830	34%
	Accountancy Support	470	2,646	4,200	1,554	63%
	Legal & Professional fees	21	1,256	3,000	1,744	42%
	HR & H&S support	0	3,369	4,500	1,131	75%
	Central Overheads reallocated	-2,093	-43,926	-56,688	-12,762	77%
	Corporate Management:-Expenditure	10,968	126,428	158,090	31,662	80%
	Printing and Stationary recharges	0		0	0	
	Interest Receivable	-98	-2,513	-2,000	513	126%
	Misc Income			0	0	#DIV/0I
	Corporate Management :- Income	-98	-2,513	-2,000	513	126%
	Net Expenditure over Income	10,870	123,915	156,090	32,175	79%
102	Democratic Rep'n & Mgmt/Civic					
	Staff Costs (re-allocated)	2,166	23,731	26,066	2,335	91%
	Training / Conferences	0	256	1,000	744	26%
	Stationery & Printing	0	318	500	182	64%
	Marketing/Promotions	0	215	918	703	23%
	Council Newsletter	0	3,859	5,335	1,476	72%
	Council Website	0	33	1,500	1,467	2%
	Mayor's Allowance	0	3,000	3,000	. 0	100%
	Members Expenses	Ō	0	200	200	0%
	700 Years of Mayoralty	ő	3,833	2,500	-1,333	0%
	700 Years of Mayoralty - income	ő	-2,189	0	-2,189	0%
		ő	3,760	5,000	1,240	75%
	Civic Expenses	0	3,700	250	249	0%
	Civic Regalia		- -	5,500	-83	102%
	Hall & Room Hire	1,369	5,583			94%
	Civic Artefacts and Treasures	0	1,414	1,500	86	
	Central Overheads reallocated	93	1,951	2,518	567	77%
Democr	atic Rep'n & Mgmt/Civic:-Expenditure	3,628	45,765	55,787	5,644	82%
	Grants	1,574	46,864	56,833	9,969	82%
	State	1,01-4	-10,004	20,000	2,000	
con I	anno Evnanditura Totala	16,072	216,544	268,710	47,788	81%
F&P Inc	come - Expenditure Totals	10,072	210,044	200,710	-11,100	3170

	Current Month Actual	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
Community, Environment & Services					
Paddling Pool	1,294	26,143	24,071	-2,072	109%
Propogation unint	0	0	1,000	1,000	0%
Floral Displays	0	12,230	12,000	-230	102%
Allotments	79	1,178	1,240	62	95%
Public Toilets	409	6,958	9,400	2,442	74%
Public Realm CCTV	0	10,083	10,500	417	96%
Congleton Partnership	2,831	31,142	33,973	2,831	92%
Community Development	4,986	59,878	65,323	5,445	92%
Crime Reduction	0	11,093	47,672	36,579 10,225	23% 49%
Christmas Fayre/lights	-1,441	9,775 0	20,000 0	10,225	0%
Neighbourhood Plan	0 101	4,597	5,000	403	92%
Tourism	64	674	2,000	1,326	34%
Youth and Young People Luncheon Club	788	6,312	11,000	4,688	57%
Luncheon Club	9,112	180,063	243,179	63,116	74%
Streetscape Staff Costs	30,888	362,647	404,434	41,787	90%
Agency Staff	0,000	11,999	6,000	5,999	200%
Training	195	401	3,000	2,599	13%
Protective Clothing\H & Safety	115	3,812	3,060	752	125%
Office rent	256	2,811	3,067	256	92%
Cleaning Materials	16	4,281	5,000	719	86%
Telephones	58	561	700	139	80%
Insurance	0	5,455	6,000	545	91%
Property maintenance	29	874	1,020	146	86%
Horticultural etc Supplies	14	19,599	18,000	1,599	109%
Winter Bedding	0	1,000	1,000	0	100%
Vehicle maintenance/Serv etc	87	7,005	10,000	2,995	70%
Vehicle fuel and oll	708	9,912	15,000	5,088	66%
Vehicle rental charges	2,956	38,623	42,000	3,377	92%
Street Cleansing	12.3	2,008	3,000	992	67%
General expenditure	161	2,734	3,000	266	91%
Central Overheads Reallocated	1,442	30,273	39,068	8,795 1,520	77% DIV/0!#
Rechargable expenses	<u>84</u> 37,009	1,520 505,51 5	563,349	57,834	90%
Streetscape Expenditure	37,009	505,515	505,545	31,034	3570
Streetscape - Income	-30,559	-336,145	-366,702	-30,557	92%
Streetscape - External work income	-1,694	-16,162	-15,000	1,162	108%
Streetscape - Misc Income	-75	-1,541	-900	641	171%
	-32,328	-353,848	-382,602	-28,754	92%
Net Expenditure over Income	4,681	151,667	180,747	29,080	84%
C,E &S Income - Net Expenditure Totals	13,793	331,730	423,926	92,196	78%
Town Hall					
		223 2 2		a viette	- 101
Town Hall - Expenditure		162,372	193,438	-31,066	84%
Town Hall - Income		-101,139	-122,700	21,561	82%
Net Expenditure over Income	0	61,233	70,738	-9,505	87%
	-				
Total Net Expenditure	0	609,507	763,374	130,479	80%
Personnel					
Claff Coals Deslicated	E4 700	GAE DAO	730,991	85,772	88%
Staff Costs - Reallocated	54,798	645,219	730,881	00,112	00 /0

Reserves as at 28/02/19

General Reserve	190,754
Capital Equipment Fund	31,716
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	20,458
EMR Cenotaph	10,000
EMR Rotary Bonfire	5,000
EMR Christmas Lights	7,573
	633,034

Date: 11/03/2019

Congleton Town Council

Page 1 User: JP

0.00

Difference is :-

Time: 16:45

Bank Reconciliation Statement as at 28/02/2019 for Cashbook 1 - RBS Current/I Access Acct

Bank Statemen	t Accoun	t Name (s)	Statement Date	Page No	Balances
RBS Current Ac	count 114	11170	28/02/2019	433	76,624.71
					76,624.71
Unpresented C	heques (l	Minus)		Amount	
22/01/2019 00	8734	grant Congleton	Harriers	350.00	
04/02/2019 00	8737	AU Global (Carl	Christopher)	14.00	
04/02/2019 00	8740	WH Smith		8.00	
11/02/2019 00	8744	Bromley Farm C	omm CDT	380,00	
19/02/2019 00	8745	BRITISH TRIATI	HLON	35.00	
19/02/2019 00	8746	CHESHEAST		195.00	
22/02/2019 008	8749	SJS BUILDING		63.85	
26/02/2019 008	8750	Wild and Wild B	acs reject	53.80	
27/02/2019 008	8751	PRISM		23.99	
27/02/2019 008	8752	UU		189.79	
					1,313.43
					75,311.28
Receipts not Ba	anked/Cle	ared (Plus)			
				0.00	
					0.00
					75,311.28
			Balance ne	er Cash Book is :-	75,311.28

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy C	Committee	
MEETING DATE AND TIME	21 st March 2019 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Jackie Potts – Suppo	ort Manager	
AGENDA ITEM REPORT TITLE	11 Congleton Town Cou	ıncil – Savings account l	balances
Background	To inform the Financ Town Council's savin	•	with the location and balances of the
Updates	Congleton Town Coun	cil - Savings account balar	nces
	Balances as at 28 02 2	<u>019</u>	
	Balance per Business (10180876) Cambridge and Counti deposit		559,228.84 150,000.00
	CCLA deposit		150,000.00
		·	859,228.84
Decision Requested	To receive the Saving	gs Account balances as	at 28 th February 2019

Congleton Town Council RBS Current/I Access Acct List of Payments made between 01/01/2019 and 28/02/2019

			List of Payments ma	ide between 01/01/2019 and 28/02/201
Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
02/01/2019	PRISM	DD	39.05	61937/9982/call charges
02/01/2019	Cheshire East Council	DD	2,638.00	business rates townhall
02/01/2019	Cheshire East Council	DD	208.00	Business rates Mk st toilets
03/01/2019	QUARTIX	dd 8726	550,44	392154/9983/trackers
07/01/2019	Town Mayor's Charities	8726 8727	266.00	TIC ticket sales TM event
08/01/2019 08/01/2019	LININGS CLOWES	8727	156.00	CST216370/10011/amber beacon
09/01/2019	WMS	DD	925.19 2,267.10	20/15146/10009/Mkt st tollets water 1545437/9988/ electricity
10/01/2019	Pitney Bowes Finance PLC	DD	190.05	3 months franking machine
11/01/2019	BACS P/L Pymnt Page 2067	BACS Pymnt	7,939.30	BACS P/L Pymnt Page 2067
11/01/2019	TOMTOM	DD	118.80	7863940/10070/vehlcle tracker
14/01/2019	WMS	Dd	1,439.77	1551716/10026/T Hall Gas
15/01/2019	bankline charges	BACS	57.50	bankline charges
16/01/2019	WMS	dd	15.74	1552747/10025/T Hali Gas
18/01/2019	payroll January 2019	BACS	56,582.03	payroll January 2019
21/01/2019	RBS charges	DD	12.12	RBS charges
22/01/2019	D S DRAINAGE	8730	80.00	264/10042/kitchen drains
22/01/2019	JEWSON	8731	33,46	0767/00190255/10047/postcrete
22/01/2019	NORTHENDEN	8732	400.00	100119/10059/xmas entertainmen
22/01/2019	UU	8733	458.08	04149209/10072/T H water
22/01/2019	Cheshire east council	8729	24.00	Staffs Moorlands tickets Mayor
22/01/2019	grant Congleton Harriers	8734	350.00	grant Congleton Harriers
23/01/2019	EE	DD	70.20	01281133466/10084/mobile phones
25/01/2019	BACS P/L Pymnt Page 2074	BACS Pymnt	22,987.90	BACS P/L Pymnt Page 2074
25/01/2019 28/01/2019	PRISM	dd DD	1,027.36 36.28	99490/10087/support & service Allotment garage rental
31/01/2019	Alipay - Plus Dane SUEZ	DD	300,80	31365256/10018/wast Recycling
01/02/2019	BACS P/L Pymnt Page 2079	BACS Pymnt	7,682,79	BACS P/L Pymnt Page 2079
01/02/2019	Cheshire East BC	DD	208.00	Business Rates Mkt st toilets
01/02/2019	PRISM	DD	38.87	62052/10065/call charges
04/02/2019	CARTER	8741	1,417.74	12.05/10094/p/ship cenotaph
04/02/2019	JEWSON	8742	18.80	0767/00191095/10100/rawlplugs
04/02/2019	Cygnet club	8735	8.00	Christmas electricity
04/02/2019	Rutter and Vickers	8736	8.00	Christmas electricity
04/02/2019	AU Global (Carl Christopher)	8737	14.00	Christmas electricity
04/02/2019	Browns furniture	8738	11.00	Christmas electricity
04/02/2019	House to Home	8739	10.00	Christmas electricity
04/02/2019	WH Smith	8740	8.00	Christmas electricity
06/02/2019	CHESHEAST	8743	234,00	P/ship planning cenotaph
08/02/2019	BACS P/L Pymnt Page 2086	BACS Pymnt dd	1,155.69	BACS P/L Pymnt Page 2086
08/02/2019 11/02/2019	PITNEY BOWES UK MAIL Bromley Farm Comm CDT	8744	107.00 380,00	BG156185/10086/postage Grant Bromley Farm CDT
12/02/2019	HM Revenue & Customs VAT	DD	24,792,49	HM Revenue & Customs VAT
14/02/2019	WMS	DD	1,638.89	1556297/10175/Town Hall Gas
15/02/2019	BACS P/L Pymnt Page 2089	BACS Pymnt	2,048.31	BACS P/L Pymnt Page 2089
15/02/2019	BACS P/L Pymnt Page 2092	BACS Pymnt	5,167.01	BACS P/L Pymnt Page 2092
15/02/2019	Bankline charges	BACS	56.70	Bankline charges
18/02/2019	RBS CREDIT CARD	DD	84.00	03022019/10126/xmas wreaths
18/02/2019	Payroll February 2019	BANKLINE	55,252.73	Payroll February 2019
19/02/2019	BRITISH TRIATHLON	8745	35,00	15625/10117/event permit
19/02/2019	CHESHEAST	8746	195,00	41115675/10118/IOSH training
19/02/2019	GONCALVES	8747	75.00	1330TR155/10121/insurance claim
19/02/2019	CA Hulme	8748	191.58	M Hulme final salary
20/02/2019	WMS	Dd	2,601.26	1557130/10075/T H Electric
21/02/2019	RBS bankcharges	DD	12.60	RBS bankcharges
22/02/2019	SJS BUILDING	8749	63.85	0001/00130259/10130/recharge
25/02/2019	PRISM	dD	1,033.70	100839/10125/IT support
25/02/2019	EE .	D D	69.76	01281831534/10120/ss phones
26/02/2019	Wild and Wild Bacs reject	8750	53,80	Wild and Wild Bacs reject
27/02/2019	PRISM	8751	23.99	101651/10156/domain name 04269243/10162/allotment water
27/02/2019 28/02/2019	UU BACS P/L Pymnt Page 2095	8752 BACS Pymnt	189,79 1,309,57	BACS P/L Pymnt Page 2095
28/02/2019	SUEZ	DD	287.12	31420393/10108/waste recycling
28/02/2019	Allpay - Plus Dane	DD	36.28	Garage rental allotment
20,02,2020	Total Payments		205,693.49	
	rotal rayinerita		200,000,40	

08/01/2019		Congleton 1	Town Council			F	Page 2067
16:47	List	of Purchase	Ledger Payme	ents			User: ST
Linked to Cashbook 1							i Month 9 y user ST
Supplier and Invoice Details	Invoice Date	Involce No	Ledger	Amount Due	Discount	Amount Paid	Balance
ACT Associated Cal	Ibration & Training Lt	d					
41425/9989/VAT only Authorised: mjw	15/08/2018	41425	1	14.00	0.00	14.00	0.00
				-	0.00	14.00	
			Above paid on	11/01/2019 by	Online Payr	nent Ref ACT	
BESTCONNEC The Best Conn	ection Group						
2923877/9991/S scape temp Authorised: rb	14/12/2018	2923877	1	570.08	0.00	570.08	0.00
2927930/9990/S scape temp Authorised: rb	21/12/2018	2927930	1	570.08	0.00	570.08	0.00
					0.00	1,140.16	
		Above	paid on 11/01/201	9 by Online Pay	ment Ref Bi	ESTCONNEC	
BIRCH Birch Pest Con	trol						
11817/9992/wasp nests Authorised: mjw	18/12/2018	11817	1	80.00	0.00	80.00	0.00
11818/9993/Pest inspections Authorised: mjw	18/12/2018	11818	1	225.00	0.00	225.00	0.00
				•	0.00	305.00	;
			Above paid on 1	1/01/2019 by Or	iline Payme	nt Ref BIRCH	
BOOTH Chris Booth							
06122018/9994/sound xmas light ,uthorised: jm	06/12/2018	06122018	1	65,00	0.00	65,00	0.00
				-	0.00	65.00	
			Above paid on 11	/01/2019 by Onl	ine Paymen	t Ref BOOTH	
CAVERN Cavern Protect	ive Clothing					••	
18421/9995/S scape PPE Authorised: rb	19/12/2018	18421	1	91.80	0.00	91.80 🔪	0.00

8/01/2019		Congleton To	wn Council				Page 2068
6:47	List of Purchase Ledger Payments						User: S
inked to Cashbook 1							ed Month ! by user S
Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount A	amount Pald	Balanc
CHESH ELIT Cheshire Elite Laundry	,						
05915/9996/clean table cloths Authorised: mjw	11/04/2018	05109	1	14.40	0.00	14.40	0.0
					0.00	14.40	The same of the sa
		Abov	e paid on 11/01/2	2019 by Online F	ayment Ref	CHESHELIT	
CHS Congleton High Schoo	ı						
5102429/9997/xmas cards Authorised: jm	21/12/2018	5102429	1	167.20	0.00	167.20	0.0
				-	0.00	167.20	To have
			Above paid or	11/01/2019 by	Online Payme	ent Ref CHS	
CTHEVENTS C T H Events & Parties	i						
1757/10005/TC12482 Authorised: amw	05/12/2018	1757	1	229.50	0.00	229.50	0.0
1758/10006/TC12481 Authorised: st	05/12/2018	1758	1	116.10	00,0	116.10	0.0
1777/9998/Partnership mtg Authorised; ms	11/12/2018	1777	1	17.40	0.00	17.40	0.0
1778/9999/partnership mtg Authorised: ms	11/12/2018	1778	1	17.40	0.00	17.40	0.0
1779/10000/ASB meeting Authorised: jm	12/12/2018	1779	1	20.00	0.00	20.00	0.0
1780/10001/TC12485 Authorised: amw	12/12/2018	1780	1	87.00	0.00	87.00	0.0
1781/10002/N/Plan meeling Authorised: jm	13/12/2018	1781	1	17.40	00.0	17.40	0.0
17 <i>82/10003/TC12486</i> Authorised: amw	14/12/2018	1782	1	34.80	0.00	34.80	0.0
1784/10004/TC12493	19/12/2018	1784	1	87.00	0.00	87.00	0.

Above paid on 11/01/2019 by Online Payment Ref CTHEVENTS

0.00

626.60

08/01/2019		Congleton To	own Council			F	age 2069
16:47	List	of Purchase L	.edger Payme	ents			User: S1
Linked to Cashbook 1						Entered	i Month 9
						b	y user S7
Supplier and Invoice Details	Involce Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
JAF JAF Graphics							
20679/10027/vinyl stickers Authorised: rb	21/12/2018	20679	1	108.00	0.00	108.00	0.00
				-	0.00	108.00	
			Above paid of	n 11/01/2019 by	Online Payn	nent Ref JAF	`
LANDSCAPE Landscape Supply Con	npany						
80867/10012/winter wizard Authorised: rb	19/12/2018	80867	1	123.90	0.00	123.90	0.00
80895/10013/De-icer Authorised: rb	21/12/2018	80895	1	62.32	0.00	62.32	0.00
				-	0.00	186.22	\ ,
		Above	paid on 11/01/20	019 by Online Pa	yment Ref L	ANDSCAPE	
MAC Tool & Plant Hire	Ltd						
1305/10014/Hydraulic fluid Authorised: rb	31/10/2018	1305	1	71.32	0.00	71.32	0.00
				-	0.00	71.32	
			Above paid on	11/01/2019 by 0	Online Payme	ent Ref MAC	
MEDISKILLS Mediskills Training Ltd				·····			
100695/10015/medical cover xma Authorised: mh	26/11/2018	100695	1	540.00	0.00	540.00	0.00
				-	0.00	540.00	
		Above	paid on 11/01/20	019 by Online Pa	ayment Ref N	MEDISKILLS	
PME P M E Maintenance Ltd							
8992/10016/town xmas decs Authorised: jm	05/12/2018	8992	1	2,868.00	0.00	2,868.00	0.00

Continued over page

Above paid on 11/01/2019 by Online Payment Ref PME

2019		Congleton Town	n Council				Page 2070
	List	of Purchase Led	ger Payme	ents			User: ST
d to Cashbook 1							d Month 9 by user ST
er and invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount A		Balance
Rode Hall Silver B	and						
2/10017/xmas entertainmen ised: jm	15/11/2018	000012	1	175,00	0.00	175.00	0.00
				-	0.00	175.00	No.
		Al	oove paid on 1	11/01/2019 by O	nline Payment	Ref RODE	
ECHEM Talke Chemical Co	mpany Limited						
/10019/Ad Blue ised: rb	13/12/2018	65736	1	73.80	0.00	73.80	0.00
				-	0.00	73.80 °	· Prisa
		Above pa	id on 11/01/20	019 by Online Pa	ayment Ref TA	LKECHEM	·
SON Thomson Planning	y Partnership Ltd						
2/AT/016/10020/N/plan wor ised: dm	24/12/2018	41/012/AT/016	1	427.80	0.00	427.80	0.00
				-	0.00	427.80	State of the state
		Above	pald on 11/01	/2019 by Online	Payment Ref	THOMSON	
ADFAST Threadfast Englne	ers 1984 Ltd						
9480/10021/grinding discs ised: rb	21/12/2018	SIN099480	1	14.16	0.00	14.16	0,00
				in the state of th	0.00	14.16	Dave.
		Above paid	i on 11/01/20	19 by Online Pay	ment Ref THF	READFAST	
ECT T&S Electrical Lir	nited						
ECT T & S Electrical Lin 10022/cable repairs ised: mjw	13/12/2018	1650	1	126.84	0.00	126.84	0,00
10022/cable repairs		1650	1	126.84 -	0.00	126.84	
10022/cable repairs				126.84 - 1/2019 by Online	0.00	126.84	
10022/cable repairs	13/12/2018				0.00	126.84	
10022/cable repairs ised: mjw	13/12/2018	Above			0.00	126.84	

08/01/2019			Congleto	on Town Council			i	Page 2071
16:47		List	of Purcha	ase Ledger Payme	ents			User: ST
Linked to Cas	shbook 1							d Month 9 by user ST
Supplier and Inv	voice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
VIBRANT	Vibrant Graphics Ltd							
029112/10024/li Authorised: jm	n Bloom calendar	12/11/2018	029112	1	612.00	0.00	612,00	0.00
					•	0.00	612.00	
				Above paid on 11/0	1/2019 by Onlin	e Payment	Ref VIBRANT	
				Total Purchase Led	ger Payments	0.00	7,939.30	KKK

22/01/2019			Congleton To	wn Council				Page	2074
14:02		List	of Purchase L	edger Payme	ents			Us	er: S1
Linked to Cashbo	ook 1						Entere	d Mon	
Supplier and Invoice	Details	Invoice Date	Involce No	Ledger	Amount Due	Discount	Amount Pald	Вғ	alance
ANSA An	sa Environmental Se	ervices							
531017028/10078/H Authorised: dm	'R services	18/01/2019	531017028	1	1,014.00	0.00	1,014.00		0.00
					-	0.00	1,014.00	e in term	
				Above paid on 2	25/01/2019 by O	nline Payme	ent Ref ANSA		
BOMFORD Bo	mford Office Produc	ts Ltd							•••
80365/10028/A6 En Authorised: mh	velopes	21/01/2019	80365	1	35.94	0.00	35.94		0.00
					-	0.00	35.94	es.	
			Abo	ve paid on 25/01/	/2019 by Online	Payment Re	ef BOMFORD		
CANNON Ca	nnon Hyglene Ltd								
CN19830596/10030, Authorised; mjw	/clinical wast	01/01/2019	CN19830596	1	79.24	0.00	79.24		0.00
CN19830597/10029 Authorised: rb	⁄clinical wast	01/01/2019	CN19830597	1	37.44	0.00	37.44		0.00
					-	0.00	116.68	in the same of the	
			Ab	ove pald on 25/0	11/2019 by Onlin	e Payment	Ref CANNON		
CAVERN Ca	vern Protective Cloti	ning							
18431/10031/S scap Authorised: rb	e bools	09/01/2019	18431	1	103,20	0.00	103.20		0.00
					-	0.00	103.20	12 73 cha	
			Ak	oove pald on 25/0	01/2019 by Onlir	ne Payment	Ref CAVERN		
CHESH ELIT CH	eshire Elite Laundry								
05915/10034/Chesh Authorised: mjw		03/01/2019	05915	1	14.40	0.00	14.40		0.00
					-	0.00	14.40		
								`	

Continued over page

Above paid on 25/01/2019 by Online Payment Ref CHESHELIT

2	22/01/2019		Congleton	Town Council				Page 207
1	4:02	List	of Purchas	e Ledger Payme	ents			User: S
·	inked to Cashbook 1							i Month 1 by user S
٤	Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balanc
	CHESHELECT Cheshire Electrical Sup	plies Ltd						
	596-033699/1 <i>0033/toilet bulbs</i> Authorised: rb	03/01/2019	596-033699	1	17.94	0.00	17.94	0.0
	596-034475/10032/T H Bulbs Authorised: mjw	14/01/2019	596-034475	1	38.96	0.00	38.96	0.0
						0.00	56.90	No.
			Abo	ve paid on 25/01/201	9 by Online Pay	ment Ref C	HESHELECT	
_	CHESHIRE Police & Crime Commis	sioner for Cl	neshire					
	0072025030/10077/PCSO Authorised: jp	17/01/2019	9072025030	1	5,546.67	0.00	5,546.67	0,0
					-	0.00	5,546.67	A. Contraction of the Contractio
			,	Above pald on 25/01/	2019 by Online	Payment Re	of CHESHIRE	`
_	CHS Congleton High School							
	5102437/10036/in bloom certs Authorised: jm	17/01/2019	5102437	1	98.28	0,00	98.28	0.0
					,	0.00	98.28	C. Indian
				Above paid on	25/01/2019 by	Online Payr	nent Ref CHS	
	CLOWES J Mr John Clowes							
	140119/10035/boxing inpipes Authorised: mjw	14/01/2019	140119	1	850.00	0.00	850.00	0.0
						0.00	850.00	1
				Above paid on 25/01	/2019 by Online	Payment F	tef CLOWESJ	
	CTHEVENTS C T H Events & Parties							
	1732/10041/Remembrance Authorised: jm	11/11/2018	1732	1	758.40	0.00	758.40	0.0
	1793/10040/Ringway jacobs Authorised: st	08/01/2019	1793	1	288,00	0.00	288.00	0.0
	1794/10039/UNISON Authorised: st	08/01/2019	1794	1	43,50	0.00	43.50	0.0
	1795/10037/p/ship Authorised: ms	14/01/2019	1795	1	17.40	0.00	17.40	0.0

	22/01/2019		Congleton To	wn Council				Page 2076
	14:02	List	of Purchase L	edger Payme	ents			User: ST
	Linked to Cashbook 1			.,,,,,,,,,				d Month 10 by user ST
	Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
	1796/10038/CTC meeting Authorised: dm	16/01/2019	1796	1	8.70	0.00	8.70	0.00
					-	0.00	1,116.00	The state of the s
			Above	paid on 25/01/20	019 by Online Pa	ayment Ref	CTHEVENTS	
-	FOUR Four Oaks Nurser	ies Ltd				• .		
	86544/10046/gapping plants Authorised: rb	31/07/2018	86544	1	346.98	0.00	346.98	0.00
	87529/10043/Allium bulbs Authorised: rb	25/09/2018	87529	1	84.60	0.00	84.60	0.00
	97748/10045/winter plants Authorised: rb	08/10/2018	87748	1	2,606.76	0.00	2,606.76	0.00
	88354/10044/crocus bulbs Authorised: rb	20/11/2018	88354	1	129.60	0.00	129.60	0.00
					-	00,0	3,167.94	M. 1.732
				Above paid on 2	25/01/2019 by O	nline Payme	ent Ref FOUR	
-	LANDSCAPE Landscape Supply	/ Company						,
	80997/10048/s scap PPE Authorised: rb	08/01/2019	80997	1	129.29	0.00	129.29	0.00
	81131/10049/s scape PPE Authorised: rb	15/01/2019	81131	1	24.03	0.00	24.03	0.00
						0,00	153.32	6
			Above	paid on 25/01/20	019 by Online Pa	ayment Ref	LANDSCAPE	
	#AC MAC Tool & Plant	Hire Ltd						
	1944/10050/mower maint Authorised: rb	21/01/2019	1944	1	205.46	0.00	205.46	0.00
	1945/10051/mower maint Authorised: rb	21/01/2019	1945	1	137.08	0.00	137.08	0.00
	1946/10052/mower maint Authorised: rb	21/01/2019	1946	1	137.08	0.00	137.08	0.00
	1947/10053/mower maint Authorised: rb	21/01/2019	1947	1	141.28	0.00	141.28	0.00
	1948/10054/mower maint Authorised: rb	21/01/2019	1948	1	137.08	0.00	137.08	0.00

22/01/2019		Congleton T	own Council				Page 2077	
14:02	List	List of Purchase Ledger Payments						
Linked to Cashbook 1							i Month 10 by user ST	
Supplier and Involce Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance	
1949/10055/mower maint Authorised: rb	21/01/2019	1949	1	173.08	0.00	173.08	0.00	
1950/10056/mower maint Authorised: rb	12/01/2019	1950	1	72.00	0.00	72.00	0.00	
1951/10057/mower maint Authorised: rb	16/01/2019	1951	1	215.45	0.00	215.45	0.00	
			Above paid on	25/01/2019 by (0.00 Online Paym	1,218.51 ent Ref MAC	· Marie Comment	
MITTEN Mitten Clarke								
19571/10058/payroll PAYE Authorised: jp	15/01/2019	19571	1	564.00	0.00	564.00	0,00	
				-	0.00	564.00	and the second	
			Above paid on 25	/01/2019 by Onli	ne Payment	Ref MITTEN		
OTIS Otis Ltd								
01335477/10060/lift maint Authorlsed: mjw	01/01/2019	01335477	1	522.90	0.00	522.90	0.00	
				-	0.00	522.90	· Don	
			Above paid on	25/01/2019 by (Online Paym	ent Ref OTIS		
PME PME Maintenance	Ltd							
8995/10062/anchor point testin Authorised: jm	05/12/2018	8995	1	720.00	0.00	720.00	0.00	
9039/10063/repairs xmas lights authorised: jm	20/01/2019	9039	1	126.00	0.00	126.00	0.00	
9062/10061/snowflake lights Authorised: jm	20/01/2019	9062	1	1,638.00	0.00	1,638.00	0.00	
				•	0.00	2,484.00	and there	
			Above paid on	25/01/2019 by	Online Paym	ent Ref PME		
PORTERS Porters Service Sta	tion Ltd							
PORTERS Porters Service Sta 311218/10064/vehicle fuel Authorised: rb	31/12/2018	311218	1	756.09	0.00	756.09	0.0	

22/01/2019		Congleton To	vn Council			F	Page 2078
14:02	List of Purchase Ledger Payments				User: Si		
Linked to Cashbook 1							Month 10 y user S1
Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TALKECHEM Talke Chemical Com	npany Limited						
65748/10066/toilet roll dispen Authorised: rb	17/01/2019	65748	1	192,00	0.00	192.00	0.00
65750/10068/floor polish Authorised: mjw	10/01/2019	65750	1	66.93	0,00	66.93	0.00
657 <i>53/10067/toilet rolls</i> Authorised: rb	10/01/2019	65753	1	225.84	0.00	225.84	0.00
				-	0.00	484.77	kit
		Above	oald on 25/01/2	019 by Online Pa	ayment Ref	TALKECHEM	
THREADFAST Threadfast Engineer	rs 1984 Ltd						
SIN099615/10069/tools Authorised: rb	18/01/2019	SIN099615	1	35.45	0.00	35,45	0.00
				-	0.00	35.45	<u>~</u> .
		Above pa	ald on 25/01/20	19 by Online Pay	ment Ref TI	HREADFAST	
VIBRANT Vibrant Graphics Ltd	d :						
029197/10071/Bear Necessities Authorised: jm/ms	15/01/2019	029197	1	1,221.00	0.00	1,221.00	0.0
				-	0.00	1,221.00	· .
	Above paid on 25/01/2019 by Online Payment Ret						*
WESTWALLAS West Wallasey Cont	ract Hire						
WAL234848/10076/leese vehicles Authorised: rb	09/01/2019	WAL234848	1	3,427,85	0.00	3,427.85	0.0
				-	0.00	3,427.85	٠.
		Above pa	ld on 25/01/201	9 by Online Pay	ment Ref W	ESTWALLAS	1

29/01/2019		Congleton To	wn Council				Page 2079
13:43	List	of Purchase L	edger Payme	ents			User: ST
Linked to Cashbook 1							l Month 11 by user ST
Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ANSA Ansa Environmenta	Services						
531017105/10079/hanging basket Authorised; rb	24/01/2019	531017105	1	4,248.31	0.00	4,248.31	0.00
				-	0.00	4,248.31	
			Above paid on	01/02/2019 by O	nline Payme	ent Ref ANSA	
CAVERN Cavern Protective C	lothing						
18442/10080/caretaker uniform Authorised: mjw	22/01/2019	18442	1	109.20	0.00	109.20	0.00
				•	0.00	109,20	
		Al	oove paid on 01/0	02/2019 by Onlir	e Payment	Ref CAVERN	
CTHEVENTS C T H Events & Part	ies			A7944-			
1775/10081/Youth committee Authorised: Im	06/12/2018	1775	1	24.60	0.00	24.60	0.00
<i>1776/10082/xmas council</i> Authorised: dm	06/12/2018	1776	1	247.98	0.00	247.98	0.00
<i>1783/10083/TC124</i> 92 Authorised: amw	17/12/2018	1783	1	369.60	0.00	369.60	0.00
					0.00	642.18	
		Above	paid on 01/02/2	019 by Online Pa	ayment Ref	CTHEVENTS	
HANDY Handy Cabin							
HI/00/3167/10088/paint brushes Authorised: nijw	30/11/2018	HI/00/3167	1	23.70	0.00	23.70	0.00
					0.00	23.70	
		,	Above paid on 01	i/02/2019 by On	line Paymer	nt Ref HANDY	
LEAFLET The Leaflet Team							
TKD0797/10085/B N Distribution Authorised: jm	12/12/2018	TKD0797	1	455.00	0.00	455.00	0.00
				•	0.00	455.00	

29/01/2019		Congletor	n Town Council				Page 2080	
13:43	List	of Purcha	se Ledger Paymo	ents			User: ST	
Linked to Cashbook 1						_,,,_,,	Month 11	
Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount /	Amount Paid	by user ST Balance	
ROYALMAIL Royal Mail Group Ltd								
1802101738/10089/mail collecti Authorised: jp	23/01/2019	1802101738	1	944.40	0.00	944.40	0.00	
				-	0.00	944.40		
		,	Above paid on 01/02/2	2019 by Online F	ayment Ref I	ROYALMAIL		
STOCK Stock Bar Ltd								
240119/10091/staff breakfast Authorised: rb	24/01/2019	240119	1	260.50	0.00	260.50	0.00	
24012019/10090/in bloom lunch Authorised: rb	24/01/2019	24012019	1	399.50	0.00	399.50	0.00	
					0.00	660.00		
			Above paid on 0	1/02/2019 by On	line Payment	Ref STOCK		
STRINGER Stringer & Pickford								
718619/91/10092/bradshaw house Authorised: dm	22/01/2019	718619/91	1	600.00	0.00	600.00	0.00	
				•	0.00	600.00		
			Above paid on 01/02	/2019 by Online	Payment Ref	FSTRINGER		
			Total Purchase Led	ger Payments	0.00	7,682.79		

Page 2086	l			wn Council	Congleton		04/02/2019
User: ST			ents	edger Payme	of Purchase	List	14:37
Month 11 y user ST							Linked to Cashbook 1
Balance	ount Paid	Discount A	Amount Due	Ledger	Invoice No	Invoice Date	Supplier and Invoice Details
						oducts Ltd	BOMFORD Bomford Office Pro
0.00	34.87	0.00	34.87	1	80492	31/01/2019	80492/10093/date stamp & pad Authorised: mh
	34.87	0.00	-				
	OMFORD	Payment Ref	/2019 by Online I	ve paid on 08/02	ŀ		
						hool	CHS Congleton High Sc
0.00	82.56	0.00	82,56	1	5102455	31/01/2019	5102455/10095/purple ball tick Authorised: jm
	82.56	0.00	_				
	t Ref CHS	Online Payme	08/02/2019 by (Above paid on			
	*				1		JAF JAF Graphics
0.00	90.00	0.00	90.00	1	20715	31/01/2019	20715/10096/partnership Authorised: mh
	90.00	0.00	440				
	nt Ref JAF	Online Payme	n 08/02/2019 by	Above paid o			
						Hire Ltd	MAC Tool & Plant H
0,00	105.60	0.00	105.60	1	2035	31/01/2019	2035/10098/engine oil Authorised: rb
0.00	354.61	0.00	354.61	1	2037	31/01/2019	2037/10099/repair floor washer Authorised: mjw
0.00	91.80	0.00	91.80	1	2038	30/01/2019	2038/10097/throllie cable Authorised: rb
	552.01	0.00	-				
	t Ref MAC	Online Payme	1 08/02/2019 by	Above paid on			
							SMITH Smith of Derby Ltd
0.00	260.40	0.00	260.40	1	0000108154	23/01/2019	0000108154/10101/service clock Authorised: mjw
	260.40	0.00	-				

04/02/2019		Congleton To	wn Council			F	² age 2087
14:37	List	of Purchase Lo		User: ST			
Linked to Cashbook 1							Month 11 y user ST
Supplier and Invoice Details	Involce Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TALKECHEM Talke Chemical Co	mpany Limited	-,					
65767/10102/T H cleening stock Authorised: mjw	30/01/2019	65767	1	135.85	0.00	135.85	0.00
				•	0.00	135.85	
		Above	paid on 08/02/26	019 by Online Pa	ayment Ref	TALKECHEM	
		Total	Purchase Ledg	jer Payments	0.00	1,155.69	

Page 2089	[Town Council	Congleto		12/02/2019
User: ST			ents	Ledger Payme	of Purcha	List	14:12
Month 11 y user ST							Linked to Cashbook 1
Balance	Amount Paid	Discount	Amount Due	Ledger	Invoice No	Involce Date	Supplier and Invoice Details
							ANGEL Angel Springs Ltd
0.00	66.00	0.00	66.00	1	4768323	31/01/2019	4768323/10104/bottled water Authorised: mjw
	66.00	0.00	-				
	t Ref ANGEL	ine Paymen	5/02/2019 by Onl	Above paid on 18			
						ompany	LANDSCAPE Landscape Supply C
0.00	120.45	0.00	120.45	1	81309	23/01/2019	81309/10105/s scape PPE Authorised: rb
	120.45	0.00					
	ANDSCAPE	ıyment Ref l	019 by Online Pa	ve paid on 15/02/20	,		
							SASDAN SAS Daniels LLP
0.00	840.00	0.00	840.00	1	150870	29/01/2019	151218/10106/Bradshaw Hse cost Authorised: dm
	840.00	0.00	-				
	Ref SASDAN	e Payment	02/2019 by Onfin	Above paid on 15/			
					,		SASREFRIGE SAS Refrigeration
0.00	60.00	0.00	60.00	1	SI557	02/01/2019	SI557/10107/call out charges Authorised: mjw
	60.00	0.00	-				
	ASREFRIGE	yment Ref S	19 by Online Pa	e paid on 15/02/20	A		
			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			pany Limited	TALKECHEM Talke Chemical Com
0.00	384.00	0.00	384.00	1	65764	24/01/2019	d5764/10111/Green waste sacks Authorised: rb
0.00	177.90	0.00	177.90	1	65769	30/01/2019	65769/10110/dog foul bags Authorised: rb
0.0	28.80	0.00	28.80	1	65773	30/01/2019	65773/10109/air fresheners Authorised: rb

Continued over page

age 2090	F			own Council	Congleton		19	12/02/2019
User: ST			ents	₋edger Payme	of Purchase	List		14:12
Month 11							to Cashbook 1	Linked to
y user ST Balance	Amount Paid	Discount	Amount Due	Ledger	Involce No	Involce Date	and Invoice Details	Supplier and
·····						ing Company Ltd	Travis Perkins Tra	TRAVIS
0.00	48.66	0.00	48.66	1	3640AFH548	22/01/2019	4548/10112/gravel ed: rb	3640AFH54 Authorised:
	48.66	0,00	_					
	t Ref TRAVIS	ne Payment	/02/2019 by Onli	Above paid on 15				
						ourch	United Reformed C	URC
0.00	322,50	0.00	322.50	1	31012019	31/01/2019	9/10113/Luncheon club ed: dm	31012019/10 Authorised:
	322,50	0.00						
	nent Ref URC	Inline Paym	15/02/2019 by C	Above paid on				
	2,048.31	0.00	er Payments	il Purchase Ledg	Т			

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	19/02/2019		Congleton To	wn Council				Page 2092
	15:11	List	of Purchase L	edger Payme	ents			User: ST
٠	Linked to Cashbook 1							Month 11 by user ST
	Supplier and invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
•	BOMFORD Bomford Office Pro	ducts Ltd		,				
	80726/10116/ink cartridge, usb Authorised: mh	13/02/2019	80726	1	140.86	0.00	140.86	0.00
	80755/10114/lever arch folders Authorised: mh	15/02/2019	80755	1	59,88	0.00	59.88	0.00
	80770/10115/ring binders Authorised: mh	18/02/2019	80770	1	38.23	0.00	38,23	0.00
					-	0.00	238.97	
			Abo	ve paid on 15/02	/2019 by Online	Payment Re	f BOMFORD	
	CHRONICLE Heads Congleton L	lmited						
	113749/10119/triathlon advert Authorised: mh	07/02/2019	113749	1	85.68	0,00	85.68	0.00
					_	0.00	85.68	
			Above	paid on 15/02/2	019 by Online P	ayment Ref	CHRONICLE	
-	LANDSCAPE Landscape Supply	Company						
	81838/10122/gloves, masks Authorised: rb	19/02/2019	81838	1	67.45	0.00	67.45	0.00
					-	0.00	67.45	
			Above	paid on 15/02/20	019 by Online Pa	ayment Ref L	ANDSCAPE	
-	PORTERS Porters Service Sta	tion Ltd						
,	31012019/10123/fuel .uthorised: rb	31/01/2019	31012019	1	930.63	0.00	930.63	0.00
						0.00	930.63	
			Abo	ve paid on 15/02	/2019 by Online	Payment Re	of PORTERS	
-	RITHERDON P D Ritherdon							
	170219/10127/Partnership Authorised: ms	17/02/2019	170219	1	36.97	0,00	36.97	00,0
					~	0.00	36.97	
			Ahove	paid on 15/02/2	019 by Online P	avment Ref I	RITHERDON	

Page 2093	F			n Council	Congleton To		19/02/2019
User: S1			ents	dger Payme	of Purchase I	List	15:11
Month 11 y user S7							Linked to Cashbook 1
Balance	nount Pald	Discount Ar	Amount Due	Ledger	Invoice No	Invoice Date	Supplier and Invoice Details
							SASDAN SAS Daniels LLP
0.00	25.20	0.00	25.20	4	151218	07/02/2019	151218/10128/disbursement bill Authorised: dm
	25.20	0.00					
	of SASDAN	e Payment Re	02/2019 by Onlin	ove paid on 15/0	Ą		
							SECUR Secur-80 Ltd
0.00	48.00	0.00	48.00	1	3761	05/02/2019	3761/10129/alerm activation Authorised: mjw
	48.00	0.00	_				
	Ref SECUR	ine Payment F	/02/2019 by Onl	oove paid on 15			
						ity Centre	ST St John's Communit
0.0	136.50	0.00	136.50	1	201901	26/01/2019	201901/10131/luncheon club Authorised: dm
	136.50	0.00	_				
	ent Ref ST	y Online Paym	on 15/02/2019 by	Above paid			
						ers 1984 Ltd	THREADFAST Threadfast Engineer
0.0	11.70	0.00	11.70	1	SIN099982	14/02/2019	SIN099982/10133/spanner Authorised: mjw
	11.70	0.00	-				
	READFAST	ment Ref THF	19 by Online Pay	ıld on 15/02/201	Above		
				. 40-,		ntract Hire	WESTWALLAS West Wallasey Cont
0.0	3,427.85	0.00	3,427.85	1	WAL235295	08/02/2019	WAL235295/10136/lease vans Authorised: rb
0.0	104.26	0.00	104,26	1	WALM187792	08/02/2019	WALM187792/10135/new tyre Authorised: rb
	3,532.11	0.00	_				

19/02/2019			Congleton	Town Council					
15:11		List	of Purchas	User					
Linked to Cas	hbook 1						Entere	d Month 11 by user ST	
Supplier and Inve	oice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Pald	Balance	
WILD	Wild & Wild								
DA02/10137/Par Authorised: ms	rtnership	07/02/2019	DA02	1	53.80	0.00	53.80	0.00	
					•	0.00	53.80		
				Above paid on	15/02/2019 by C	Inline Paym	ent Ref WILD		
			Т	otal Purchase Ledg	er Payments	0.00	5,167.01		

Stephen .

27/02/2019	02/2019 Congleton Town Council							
11:13	List	of Purchase L	edger Payme	ents			User: ST	
Linked to Cashbook 1							l Month 12 by user ST	
Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount A	mount Paid	Balance	
PORTRAIT Portrait Pools & Enc	Ltd	•			,			
12085/10155/pressure test pool Authorised: mjw	26/02/2019	12085	1	420.00	0.00	420.00	0.00	
				-	0.00	420.00		
		Abo	ve paid on 28/02	/2019 by Online	Payment Ref	PORTRAIT		
ST St John's Community	/ Centre					35 m		
201901A/10157/luncheon club Authorised: dm	25/02/2019	201901A	1	256.50	0.00	256.50	0.00	
				-	0.00	256.50		
	-		Above paid	on 28/02/2019 b	y Online Payr	nent Ref ST		
THREADFAST Threadfast Engineers	1984 Ltd							
SIN099992/10159/instant nails Authorised: mjw	15/02/2019	SIN099992	1	2.40	0.00	2,40	0.00	
SIN100084/10160/blade kit Authorised: mjw	25/02/2019	SIN100084	1	17.79	0.00	17.79	0,00	
SIN100085/10158/r plugs Authorised: mjw	25/02/2019	SIN100085	1	7.78	0.00	7.78	0.00	
				-	0.00	27.97		
		Above p	oald on 28/02/20:	19 by Online Pay	ment Ref TH	READFAST		
		Total	l Purchase Ledg	er Pavments	0.00	1,309.57		

27/02/2019		Congleton To	wn Council			F	Page 2095
11:13	List	of Purchase L	edger Payme	ents			User: ST
Linked to Cashbook 1	gan.gan.gan.gan.gan.gan.gan.gan.gan.gan.						Month 12 y user ST
Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount Ar	nount Paid	Balance
CHRONICLE Heads Congleton Lim	ited						
113879/10143/iown lidy ad Authorised: mh	21/02/2019	113879	1	61.20	0.00	61.20	0.00
				-	0.00	61.20	
		Above	e paid on 28/02/2	019 by Online P	ayment Ref Cl	RONICLE	
CTHEVENTS C T H Events & Partie	S						
1814/10144/Y Committee refresh Authorised: Im	17/01/2019	1814	1	24.60	0.00	24.60	0.00
¹ 816/10145/council beffet Authorised: dm	31/01/2019	1816	1	104.16	0.00	104.16	0.00
1818/10146/TC12524 Authorised: st	06/02/2019	1818	. 1	87.00	0.00	87.00	0.00
1819/10147/ASB working grp Authorised: jm	06/02/2019	1819	1	17.40	0.00	17.40	0.00
1820/10148/Y Committee refresh Authorised: Im	07/02/2019	1820	1	24.60	0.00	24.60	0.00
1821/10149/partnership Authorised: ms	12/02/2019	1821	1	20.88	0.00	20.88	0.00
1822/10150/TC12526 Authorised: st	12/02/2019	1822	1	43.50	0.00	43.50	0.00
<i>1824/10151/Partnership</i> Authorised: ms	13/02/2019	1824	1	10.44	0.00	10.44	0.00
1826/10152/TC12532 \uthorised: st	25/02/2019	1826	1	13.92	0.00	13.92	0.00
1827/10153/Partnership Authorised: ms	26/02/2019	1827	1	17.40	0.00	17.40	0.00
				-	0.00	363.90	
		Above	paid on 28/02/2	019 by Online P	ayment Ref CT	HEVENTS	
PEARTECH Pear Technology Sen	∕ices Ltd						
122831/10154/asset manager sup Authorised: jp	26/02/2019	122831	1	180.00	0.00	180.00	0.00
				•	0.00	180.00	

Congleton Town Council

Internal Audit Report 2018-19: Interim update

Adrian Shepherd-Roberts

For Auditing Solutions Ltd

Background

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

This report sets out the work undertaken in relation to the 2018-19 financial year, during our visit on 26th November 2018 and 26th February 2019 together with the matters arising and recommendations for action, where appropriate.

Internal Audit Approach

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

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

Overall Conclusion

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

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

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

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

- > Ensured that the ledger remains in balance at the present date;
- ➤ Verified the opening trial balance for 2018-19 to the Statement of Accounts and Annual Return for 2017-18 to ensure that the closing balances have been brought forward accurately and completely;
- > Checked and agreed transactions in the Council's main bank account cashbooks to the relevant RBS Bank statements for October 2018 and January 2019;
- > Checked and agreed for the same two months, all inter account "sweep" transfers between the current and high interest bank account;
- Examined and verified the accuracy of transactions in the Council's mayoral charity bank account cashbooks for the year to January 2019, current and deposit accounts as at 31st October 2018 and 31st January 2019 to ensure that no long-standing uncleared cheques or other anomalous entries exist.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment. We will undertake further work at our final update visit.

Review of Corporate Governance

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

We note that the Standing Orders and Financial Regulations were reviewed and adopted in March 2018.

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

Conclusions

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

Review of Expenditure

Our aim here is to ensure that: -

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

We have continued work in this area examining a sample of payments individually in excess of £3,500 plus every 35th payment processed in the year to 31st January 2019 totalling £211,885 and equating to 39% by value of all non-pay related expenditure.

We have also examined the periodically prepared and submitted VAT returns to HMRC to December 2018 agreeing sample detail to the underlying Omega control account.

Conclusions

We are pleased to report that no issues have been identified in this area. We will undertake further work at our final visit for the financial year.

Assessment and Management of Risk

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

Risk assessment registers are in place and they are subject to routine annual review and update. We note that the Business Risk Assessment will be formally approved by Finance & Policy Committee in March 2019.

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

Zurich Municipal continues to provide the Council's insurance cover: we have examined the current year's schedule (to May 2019) and consider it meets the current needs of the Council appropriately with Employer's liability set at £10 million and Public Liability cover set at £15 million and Fidelity Guarantee cover at £1.0 million.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment. We will undertake further work at our final visit for the financial year.

Precept Determination and Budgetary Control

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

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

We also note that the Council approved a precept of £884,152 for 2019-20 at its December 2018 meeting.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process.

Review of Income

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

- > Examined the "Aged debtors schedule" generated by the accounting software and are pleased to record that there are no significant issues arising with regard to long-standing debts of which officers and members are unaware.
- > At the first interim visit reviewed the management processes and procedures for the Streetscape Groundwork, the invoicing of charges and their subsequent receipt. We are pleased to report that the process is well managed and that records are maintained in a satisfactory manner.

We have also reviewed the nominal ledger detailed transaction reports for income items for the year to January 2019 to ensure that no obvious coding errors or other anomalous entries are apparent and are pleased to record that none are in evidence.

Conclusions

We are pleased to record that there are no significant issues in this area. We will undertake further work at our final visit for the financial year.

Petty Cash Account and Credit Card

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

We have by reference to transactions in November 2018: -

- > Verified that all payments were suitably supported by a traders invoice or till receipt,
- > Noted that sound "internal" vouchers, sequentially numbered and signed by the claimant, are attached to the receipts;
- > Verified that VAT is correctly identified with a journal entry made to the Omega control account for periodic recovery;
- > Verified and balanced the petty cash to the holding of £200; and
- ➤ We have also completed a review of the credit card facility for November 2018 and have checked the receipts and subsequent payments by the bank and we are satisfied that this is managed and controlled effectively.

Conclusions

No matters arise in this area of our review.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1st April 2018 in relation to employee percentage bandings. To meet that objective, we have: -

- Ensured that the Council has approved staff pay rates for the financial year, based upon the approved NJC rates:
- > Checked and agreed the computation of staff gross and net pay and salary deductions for November 2018, noting the continued use of a local, third party bureau service provider who utilises Sage software for this purpose;
- > Checked to ensure that appropriate tax codes and national insurance tables are being applied in the year and that the correct deductions / contributions have been deducted and paid over to HMRC in a timely manner;
- > Ensured that the appropriate revised superannuation contribution rates have been applied, also ensuring that the deductions have been paid over to the County Council in a timely manner; and

Examined a sample of the time sheets and travel expenses supporting payments made through the November 2018 payroll to ensure that they have been approved for payment and processed appropriately.

Conclusions

We are pleased to record that no issues have been identified in this area. We will undertake further work at our final update visit.

Investments & Loans

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

The Council holds no specific investments but holds a Special Interest account with RBS and deposits with the Cambridge and Counties Bank and CCLA.

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

Conclusions

We are pleased to report that no issues have been identified in this area that warrants any further attention by officers or formal recommendation. We will undertake further work at our final visit for the financial year.