



Congleton Town Council

Historic market town

Chief Officer: David McGifford

30th May 2019

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

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 6th June 2019

You are summoned to attend a meeting of the Finance and Policy Committee to be held in the Town Hall, High Street, Congleton on – **Thursday 6th June 2019** commencing at **7.00pm.**

The Public and Press are welcome to attend the meeting. There may be confidential items towards the end of the meeting which the law requires the Council to make a resolution to exclude the public and press.

Yours sincerely,

David McGifford
Chief Officer

AGENDA

1. Apologies for absence (Members are respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non-attendance).

2. Minutes of Last Meeting (enclosed)

To approve the Minutes of the Meeting of the Committee held on 21st March 2019.

3. Declarations of Interest

Members are requested to declare both “pecuniary” and “non-pecuniary” interests as early in the meeting as they become known.

4. Outstanding Actions

None

5. Questions from Members of the Public

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



Congleton
beartown
where friends are made



6. Grant Approvals and Commitments 2019/20 (enclosed)

To receive a statement showing the current position to 30th April 2019.

7. New Applications for Financial Assistance (enclosed)

- GR01/1920 Congleton Bowling Club
- GR02/1920 Congleton Harriers
- GR03/1920 St Peter's Church Clock
- GR04/1920 Congleton Pentecostal Church
- GR05/1920 Friends of Congleton Park

8. New Grant Activities Monitoring Forms

- KEMS Orchestra
- Congleton Unplugged
- Rode Hall Silver Band
- St Peter's Church

9. Management Accounts (i) (enclosed)

To receive and consider the Management Accounts to 31st March 2019.

10. Management Accounts (ii) (enclosed)

To receive and consider the Management Accounts to 30th April 2019

11. Bank Reconciliation (enclosed)

To receive and consider the bank reconciliation as at 30th April 2019.

12. Savings Account Balances (enclosed)

To receive and consider the Savings Account balances as at 30th April 2019.

13. List of Payments (enclosed)

To receive and consider the Payments lists between 1st March 2019 to 31st March 2019 and 1st April 2019 to 30th April 2019.

14. Asset Register (enclosed)

To consider and receive the Asset Register and Inventory for the year ending 31st March 2019.

To: Members of the Finance & Policy Committee

Cllrs: D Amies; Brown; Chadwick; Douglas; Duffy; Hayes; Moreton; Parry; Rogan; Smith

Ccs: Other members of the Council and Honorary Burgesses (3) 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 21st March 2019

****Please note - These are draft minutes and will not be ratified until the next meeting of the Finance and Policy Committee on 6th June 2019**

PRESENT - Councillors

Committee Members

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

Non-Committee Members Mrs A M Martin and D T Brown

1. Apologies

Apologies for absence were received from Committee Members Cllrs R Boston and Mrs E Wardlaw and non-Committee members Cllrs Mrs S Akers Smith and G S Williams.

2. Minutes

FAP/77/1819 RESOLVED that the Minutes of the Meeting held on 14th February 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.

P Bates declared a non-pecuniary interest in Item 7 – Ruby's fund and Friends for Leisure grant applications.

A Morrison declared a non-pecuniary interest in item 7 - Bath House and Physic Garden grant application.

A Martin declared a non-pecuniary interest in item 7 – Friends of Congleton Park grant application.

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).

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/78/1819 RESOLVED that the grant summary be received.

7. New Applications for Financial Assistance

FAP/79/1819 RESOLVED that:

- Grant ref GR15/1819 – Beartown Patchwork & Quilters £350 grant approved.
- Grant ref GR16/1819 – Rode Hall Silver Band £600 grant approved.
- Grant ref GR17/1819 – Friends of Congleton Park £300 grant approved.
- Grant ref GR18/1819 – Ruby's Fund £500 grant approved to fund the Teddy Bear's picnic - with a caveat that as it is a transition project from a Town Council event, the grant will cover the small sum for wages.
- Grant ref GR19/1819 – Friends for Leisure - £230 grant approved.
- Grant ref GR20/1819 – Congleton Bath House & Physic Garden
(Congleton Building Preservation Trust) £500 grant approved.
- Grant ref GR21/1819 - Congleton Library - £150 grant approved.
- Grant ref GR22/1819 - SOL Theatre School - £600 grant approved for tee-shirts displaying the Town Council's logo.
- Grant ref GR23/1819 - Bromley Farm Community Development Trust - £400 grant approved.
- Grant ref GR24/1819 - Changing Lanes (Cheshire) CIC - £297 grant approved.

8. New Grant Activities Monitoring Forms

- There were no new Grant Activities Monitoring Forms.

9. Management Accounts

FAP/80/1819 RESOLVED to receive the Management Accounts to 28th February 2019.

10. Bank Reconciliation

FAP/81/1819 RESOLVED to receive the Bank Reconciliation as at 28th February 2019.

11. Savings Account Balances

FAP/82/1819 RESOLVED to receive the Savings Account Balances as at 28th February 2019.

12. List of Payments

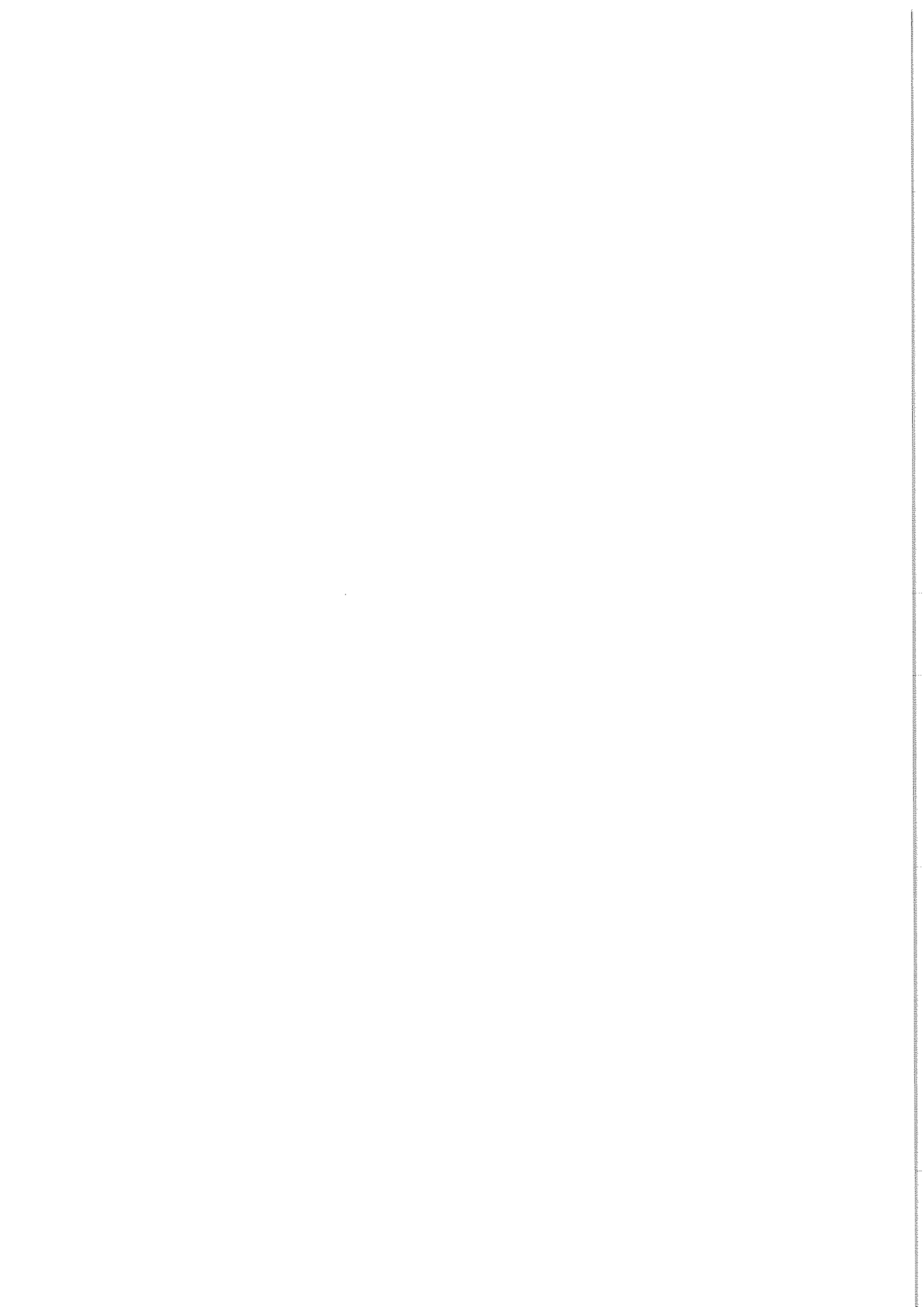
FAP/83/1819 RESOLVED to receive the Payments List between 1st January and 28th February 2019.

13. Internal Audit Report

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

FAP/84/1819 RESOLVED to receive the interim Internal Audit report 2018/19.

**Cllr G R Edwards
(Chairman)**



Item 6.

[illegible]

Congleton Town Grant Commitments 2019/20									
Date Grant Approved	Permitted For	Section	Minute Reference	Approved EMR b/fwd	Approved 19/20 £	Paid £	Outstanding	Date Paid	
	Subsidised Use of Town Hall				4,500.00	368.50	4131.50		
05/07/2018	SWANS	Funding for counselling sessions	FAP/18/1819	250.00	0.00	0.00	250.00		
10/01/2019	Congleton Unplugged	Support for event	FAP/54/1819	500.00		500.00	0.00	08/04/2019	
10/01/2019	230 Squadron Air Cadets	Contribution towards minibus	FAP/54/1819	500.00			500.00		
10/01/2019	USA cycling group	Contribution towards High Vis shirts	FAP/54/1819	400.00		400.00	0.00	08/04/2019	
21/03/2019	Beartown Patchwork & Quilters	contribution towards exhibition 2019	FAP/79/1819	350.00			350.00		
21/03/2019	Rode Hall Silver Band	support for uniform	FAP/79/1819	600.00		600.00	0.00	30/04/2019	
21/03/2019	Friends of Congleton Park	Brass on the grass 2019	FAP/79/1819	300.00			300.00		
21/03/2019	Ruby's fund	Teddy Bear's picnic	FAP/79/1819	500.00			500.00		
21/03/2019	Friends for Leisure	support for taking out children	FAP/79/1819	230.00		230.00	0.00	08/04/2019	
21/03/2019	Cong Bath House & Physic garden	Support with marketing/advertising	FAP/79/1819	500.00			500.00		
21/03/2019	Congleton Library	Support for summer reading challenge	FAP/79/1819	150.00			150.00		
21/03/2019	SOL Theatre School	Summer show 2019 support	FAP/79/1819	600.00			600.00		
21/03/2019	Bromley Farm CC	Newsletter	FAP/79/1819	400.00			400.00		
21/03/2019	Changing Lanes	flyers, printing	FAP/79/1819	297.00		297.00	0.00	08/04/2019	
							0.00		
							0.00		
							0.00		
							0.00		
Totals				5577.00	4500.00	2395.50	7681.50		0.00
	EMR b/fwd			£5,577.00					
	Budget 19/20			£19,500.00	£61,563.00	Total Grant budget			
	Total approved to date			£10,077.00					
	Total money still available for grants			£15,000.00					



Congleton Town Council Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR01/1920
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1.1	Applicant(s):	P. CHARLES WORTH.
1.2	Representing:	CONGLETON PARK BOWLING CLUB
1.3	Email Address:	N/A
1.4	Tel No.	
1.5	Project Title:	REFURBISHMENT TO CLUBHOUSE
1.6	Project Objectives:	TO LAY NEW FLOOR COVERINGS TO CLUBHOUSE TO ENABLE MEMBERS TO ENJOY FACILITIES BETTER.
1.7	Brief Project Description:	AS ABOVE
1.8	Details accounts/budgets	BUDGET IS APPROX £2,500

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£2,400 INC VAT. (SEE QUOTE)
2.2	Total contribution sought:	£500
2.3	What will the money be spent on?	TO SUPPLY + FIT NEW FLOOR COVERINGS TO MAIN ROOM OF CLUBHOUSE

2.4	Any ongoing costs:	No
2.5	Details of confirmed match funding include source Cash: <u>NIL</u> In kind: <u>NIL</u>	N/A.
2.6	Resources needed:	—
2.7	Estimated timescale of project from start to finish:	1 WEEK

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	IT WOULD ENABLE BOTH MEMBERS AND VISITORS ALIKE TO ENJOY THE FACILITIES OF THE CLUB WHICH IS AN INTEGRAL PART OF CONGLETON PARK.
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?	N/A
4.2	Describe how you will promote the Town Council in your project	ON COMPLETION OF THE WORK WE COULD TAKE A PHOTOGRAPH AT THE CLUB WITH A MEMBER OF TOWN COUNCIL.

Signature: P. Charlesworth

Date: 27.3.2019.

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.



Quotation To:

Congleton Bowling Club
Congleton
Cheshire
CW12

Date: 23rd March 2019

Description:

Flooring to Bowling Club at Congleton Park including sub floor preparation, all materials and fully fitted.

Nett: £2000.00

VAT: £400.00

Total: £2400.00

Happy Feet Flooring, 68 Obelisk Way, Congleton, Cheshire, CW12 4FY

Vat Registration No. GB290661394

SUBMITTED MEETING:
6th June.



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GP02/1920
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1.1	Applicant(s):	Phil Dawson
1.2	Representing:	Congleton Harriers
1.3	Email Address:	[REDACTED]
1.4	Tel No.	[REDACTED]
1.5	Project Title:	Congleton Half Marathon 6th October 2019
1.6	Project Objectives:	To promote running to the people of Congleton and surrounding areas, not only club runners but also non club runners of all running abilities and experience. To use surplus funds to support local charities and not-for-profit groups.
1.7	Brief Project Description:	<p>The Congleton Half Marathon is now in its 36th year and is well-known within the North West and Midlands running circle's calendar. It also forms part of the North Staffs Road Runners' Association's Race Programme.</p> <p>The race starts from Congleton High School, passes Radnor Bank then looping out via Marton and Swettenham before returning to the school.</p>
1.8	Details accounts/budgets	The race is organised purely by volunteers from Congleton Harriers Running Club and local groups. Based on 2018's expenditure we can give an estimate of total costs as £7702.62. Similarly, we can only give an estimate of likely income for 2019 based on previous numbers. It is forecast that 500 runners will enter, which based on current entry fees would generate an income of £9,100.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	Approximately £7702.62
2.2	Total contribution sought:	£650 Specifically costs for School hire.
2.3	What will the money be spent on?	Specifically, financial support will be used for hire of Congleton High School, Box Lane for use as Race HQ – race registration, catering, and prize giving.

		Copy of last year's accounts is attached
2.4	Any ongoing costs:	Rental of storage space for equipment – estimated at £100 per annum. The majority of the large costs in 2.3 will repeat each year.
2.5	Details of <i>confirmed</i> match funding include source Cash: In kind:	None at this point in time.
2.6	Resources needed:	Specifically, financial support for school hire
2.7	Estimated timescale of project from start to finish:	Race is completed in one day and starts from 07:00. Planning, preparation and close off takes approximately 6 to 9 months of each year.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	<ul style="list-style-type: none"> • Promotes a positive image of Congleton outside the area. • Promotes an interest in running for people of all running abilities. • Encourages higher levels of fitness. • Feel good from raising monies for local charities. • This year's charities are: Visyon, North West Air Ambulance, Friend for Leisure. • Last year we donated the proceeds as follows: Ronald McDonalds £3179.58. • Introduction to local running clubs. • Opportunity to support family, friends and local charities and organisations during the run. • Deployment of local groups as helpers e.g. Scouts, Brownies, ATC, etc. good for their personal development. • Reinforce links with Congleton High School, local businesses and community.
3.2	Are there similar services/projects provided in the area	Other local races, but not of this kind or scale nor on this specific day.

Part 4: Evaluation

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

Signature: P.B.Dawson

Date: 28.3.2019

CONGLETON HALF & QUARTER MARATHONS	2018	2017	2016
INCOME			
Attached entries £18 Half	4410.00	4862.00	4828
Unattached entries £20 Half	3480.00	3477.00	3344
On Day Attached entry takings £21	630.00	744.00	505
On Day Unattached entry takings £23	437.00		0
Timothy Brown		50.00	50
Ayres Podiatrist		100.00	
Talton Brewery			
McDonalds			
Fyffes			
Sweatshop			
McVilles			
Morning Foods			
Practical Van Hire			
BMW			
Roberts Bakery			
Congleton Inclosure Trust	919.20	919.20	
Congleton Town Council	250.00	250.00	250
McCarthy & Stone			
Siemens CAST			
Thulecraft			
Congleton Chronicle			
M&S			
Berghaus			
Anwyl		1099.00	
David Wilson Homes	500.00		
Cyclestore			
French Connection		20.00	
Sundries			88
Donations on the day	225		
Raffle of remaining prize voucher	31		
INCOME TOTAL	10,882	11,621	9,066
EXPENDITURE			
T Shirts - 525 @ £3.75+VAT	2354.46	2508.48	2394
Medals - 500 @ £1.54 +VAT	954		
Results service/chip timing - 600 @ £1.65+VAT	755.8	879.8	863
Prizes from Running Bear	675	675	633.75
Amberon road closures	919.2	1039.2	
Hire of School	755.85	583.50	583.50
Donations to water station helpers	200	100	100
Bryan Dale photography	45.00	45.00	40.00
Race Licence	30	30	27
Cheshire Marshals	25	25	
Donation of Licence balance to Harriers			
Water Bottles			
Medical Provider	680.00	515.00	515.00
Ken Rushlon	60.00	55.00	45.00
Flyers Printing	80.00	80.00	65.00
Clock Hire			
Car park signs		18.29	
Lions storage			25
car park signs			66.00
Policing			0
Cheshire RRG		100	
Fuel for water van	19.4	11.76	
Cheshire County Athletics			
Cable ties & tie wraps	12.8	16	22.82
Fuel	30.26	28.8	
Goody Bags		26.78	
Course Measurement		30	30
Stationary	11.58		
Thank you gifts - Amy	15		
Thank you gifts - Michelle	9.29		
Runners survey	35		
Course marker posts (Nlge)	34.98		
EXPENDITURE TOTAL	7,702.62	6,767.61	5,410.07
SURPLUS	3,179.58	4,753.59	3,654.93
Half Entry Attached (online)	245	286	284
Half Entry unattached (online)	174	183	176
Half Entry Attached (on the day)	30		
Half Entry Unattached (on the day)	19		
Total	468		0
Actual field on day (assume 15% no show)		418	0



SUBMITTED MEETING:
6th June 2019.

Congleton Town Council
Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR03/1920
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1.1	Applicant(s):	Pauline Drew
1.2	Representing:	St. Peter's Church
1.3	Email Address:	[REDACTED]
1.4	Tel No.	Parish Office 01260 273212 Home [REDACTED]
1.5	Project Title:	Maintenance of St. Peter's Clock
1.6	Project Objectives:	To keep the clock on Congleton's Civic Church in good working order as it can be seen from many areas of the town
1.7	Brief Project Description:	Annual service of the tower clock by Smith of Derby Ltd carried out on 15 March 2019
1.8	Details accounts/budgets	Parish accounts can be supplied if required

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£290.40
2.2	Total contribution sought:	£242
2.3	What will the money be spent on?	Maintenance of St. Peter's tower clock

2.4	Any ongoing costs:	N/A
2.5	Details of confirmed match funding include source Cash: In kind:	This grade 1 listed town church is maintained by direct giving of the congregation. Since 2014 the church has raised £542,000 to reroof the church and restore the Georgian nave ceiling as part of our Key to the Future Project to ensure this significant building is fit for future generations. Countless hours of volunteer time have been freely given.
2.6	Resources needed:	£242 + £48.40 vat. The Vat will be reclaimed under the Listed Places of Worship Scheme.
2.7	Estimated timescale of project from start to finish:	Completed

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	St. Peter's is part of Congleton's heritage landscape and stands in a conservation area. It is of interest to tourists as well as local people. The clock face can be seen from many areas of the town. St. Peter's is the only grade 1 listed building in the town centre and has been identified as one of 300 major parish churches in England. During the summer months the church is open on Tuesdays and Saturdays and there is a programme of free events including concerts and talks on Tuesdays. St Peter's is privileged to host major town events and is pleased to offer use of the church whenever possible and to participate in town events. The clock can be heard striking in the town centre.
3.2	Are there similar services/projects provided in the area	N/A

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	The clock continues to keep good time. The Bell Tower Captain looks after the clock.
4.2	Describe how you will promote the Town Council in your project	We will acknowledge the continuing support of the Town Council in our publicity, displays and grant applications.

Signature: Pauline Drew

Date: 16.05 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.

SMITH OF DERBY
CLOCKMAKERS • EST. 1856

112 Alfreton Road, Derby DE21 4AU United Kingdom
+44 (0)1332 345569
smithofderby.com | accounts@smithofderby.com

Invoice

The Church Office
St Peters Church
14 Chapel Street
Congleton, Cheshire
CW12 4AB

Invoice No : 0000108951
Date : 15/03/2019
Account No : C0545J
Our Ref : 12826 /
All Amounts in Pounds
VAT Number: GB 125 6772 59

Terms 30 days from document date

Description	Quantity	Price	VAT	Total
Congleton: St. Peter's Church Clock				
Order No :				
Service visit for the installation detailed below.	1	242.00	Std Rate	242.00
CONGLETON: ST. PETER'S CHURCH CLOCK				
Visit Details: 15/03/2019 Joe Mines				

Please Forward Payment to
112 Alfreton Road
Derby
DE21 4AU

GOODS TOTAL 242.00
VAT TOTAL 48.40

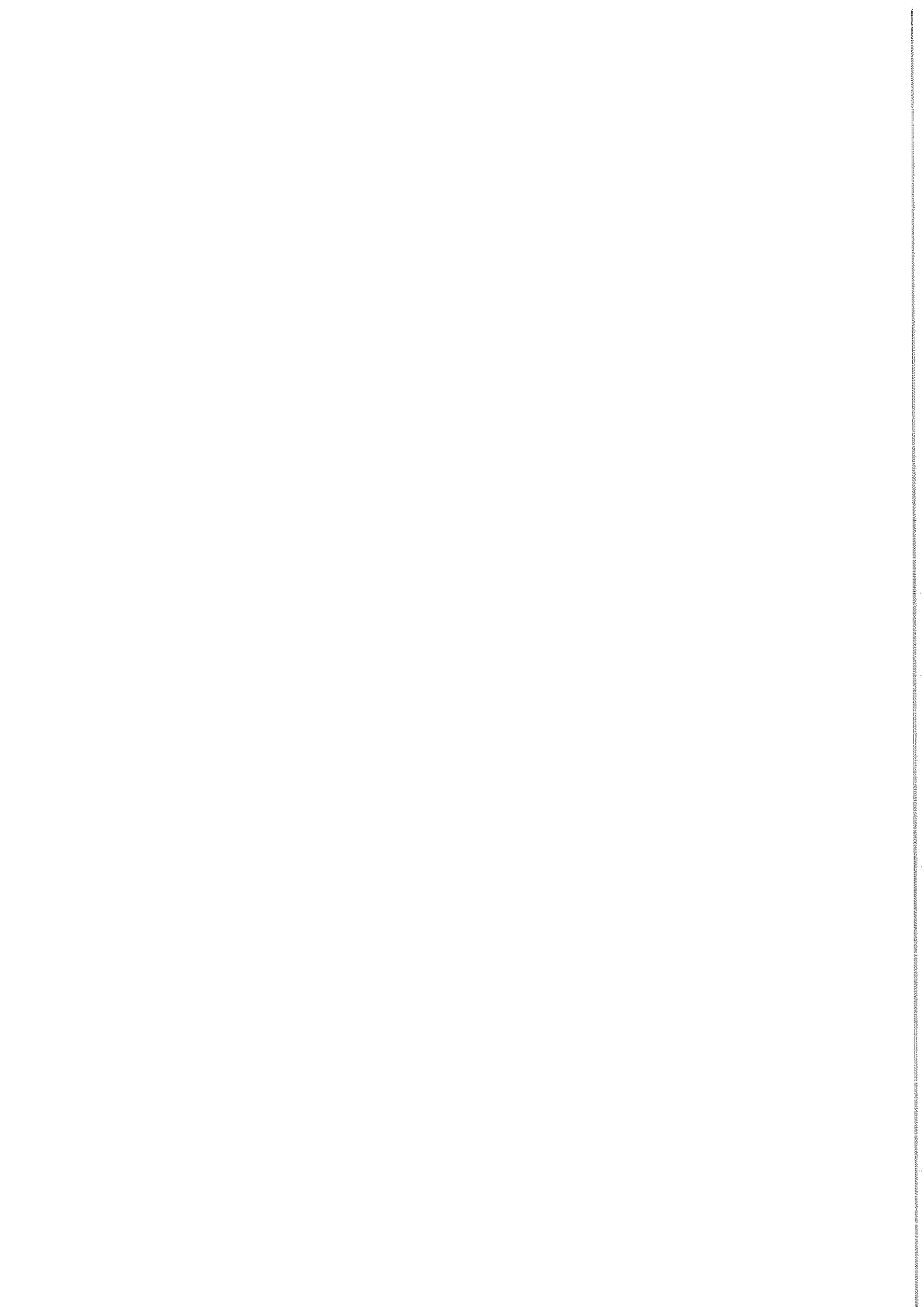
Bank Details: HSBC Bank PLC. Account Name: Smith of Derby Ltd.
Sort Code: 40-19-15. Account Number: 02216418.

INVOICE
TOTAL £ 290.40

Please quote the following invoice number on the back of your cheque: 0000108951



Company Registration. 01395408
VAT Registration. GB 125 6772 59, IE 9Z54362G
Smith of Derby trades as: John Smith & Sons, J B Joyce & Co, William Potts & Sons,
James Ritchie & Son (Clockmakers) Ltd, John Smith & Sons (Ireland)



SUBMITTED MEETING:
6th June 2019.



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GRO4/1920.
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1.1	Applicant(s):	ANDREW CALVERT
1.2	Representing:	CONGLETON PENTECOSTAL CHURCH
1.3	Email Address:	[REDACTED]
1.4	Tel No.	[REDACTED]
1.5	Project Title:	CONGLETON PENTECOSTAL CHURCH REFURBISHMENT AND REPURPOSE
1.6	Project Objectives:	TO REFURBISH AND REPURPOSE THE CHURCH IN ORDER TO IMPROVE ACCESS, COMFORT, FLEXIBILITY AND SAFETY. THIS WILL CREATE A VENUE THAT IN ADDITION TO BEING A PLACE OF WORSHIP WILL ALSO BE USED FOR VARIOUS COMMUNITY ACTIVITIES THROUGHOUT THE WEEK.
1.7	Brief Project Description:	REPLACE FIXED PEWS WITH CHAIRS. LEVEL THE FLOOR, A NEW HEATING SYSTEM LARGER STAGE AREA AND A FIRE DOOR/ ADDITIONAL ENTRANCE. THE VENUE WILL BE THEN USED FOR: YOUTH CLUBS, DANCE & DRAMA WORKSHOPS, DEMENTIA CHAR, OPEN MIC NIGHTS AND ACTIVITIES FOR THE ELDERLY PLUS AVENUE FOR CONFERENCES ETC THAT CAN BE HIRED.
1.8	Details accounts/budgets	<p>BUILDING WORK - 83,280</p> <p>CHAIRS - 7,266</p> <p><u>90,546</u></p> <p>THE COST OF THE BUILDING WORK HAS BEEN RAISED. WE ARE SEEKING FUNDING FOR CHAIRS.</p>

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£ 90,546
2.2	Total contribution sought:	£ 7,266 (OR ANY CONTRIBUTION TOWARDS THIS AMOUNT)
2.3	What will the money be spent on?	CHAIRS

2.4	Any ongoing costs:	THE CHURCH RAISES ITS OWN FUNDS FOR ALL ONGOING COSTS.
2.5	Details of confirmed match funding include source Cash: In kind:	CONGLETON INCLOSURE TRUST - 10,000 CONGLETON FOR CONGLETON 1,000 DONATIONS FROM CHURCH MEMBERS 72,280
2.6	Resources needed:	CHAIRS
2.7	Estimated timescale of project from start to finish:	APPROXIMATELY AUGUST - NOVEMBER

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	THE PROJECT WILL ACCOMMODATE THE GROWTH OF THE COMMUNITY ACTIVITIES WHICH ALREADY TAKE PLACE IN THE CHURCH HALL AS WELL AS BEING A SPACE THAT WILL BE UTILISED THROUGHOUT THE WEEK TO SERVE THE COMMUNITY. WE EXPECT OVER 600 PEOPLE AND THEIR FAMILIES TO BENEFIT, IN PARTICULAR YOUNG PEOPLE, THE ELDERLY, THOSE WITH DEMENTIA AND THOSE SEEKING TO OVERCOME ALCOHOL ADDICTION (THE OPEN MIC NIGHT WILL BE ALCOHOLFREE)
3.2	Are there similar services/projects provided in the area	THERE WILL BE SEVERAL ACTIVITIES TAKING PLACE - SOME WILL BE SIMILAR BUT OTHERS WILL BE UNIQUE TO THIS VENUE, WE HAVE SURVEYED 200 LOCAL RESIDENTS AND THERE IS STRONG SUPPORT FOR THIS PROJECT.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	EVALUATION OF THE BUILDING WORK AND ONGOING ACTIVITIES WILL BE BY THE CHURCH COUNCIL WITH SUPPORT FROM USO.
4.2	Describe how you will promote the Town Council in your project	ANY GRANTS SUPPORTING THE PROJECT WILL BE ACKNOWLEDGED ON THE CHURCH WEB SITE, IN THE AGM AND IN PUBLICITY IN THE CONGLETON CHRONICLE.

Signature:



Date:

23rd May 2019



Congleton Pentecostal Church

23rd May 2019

Dear Martha,

Enclosed:

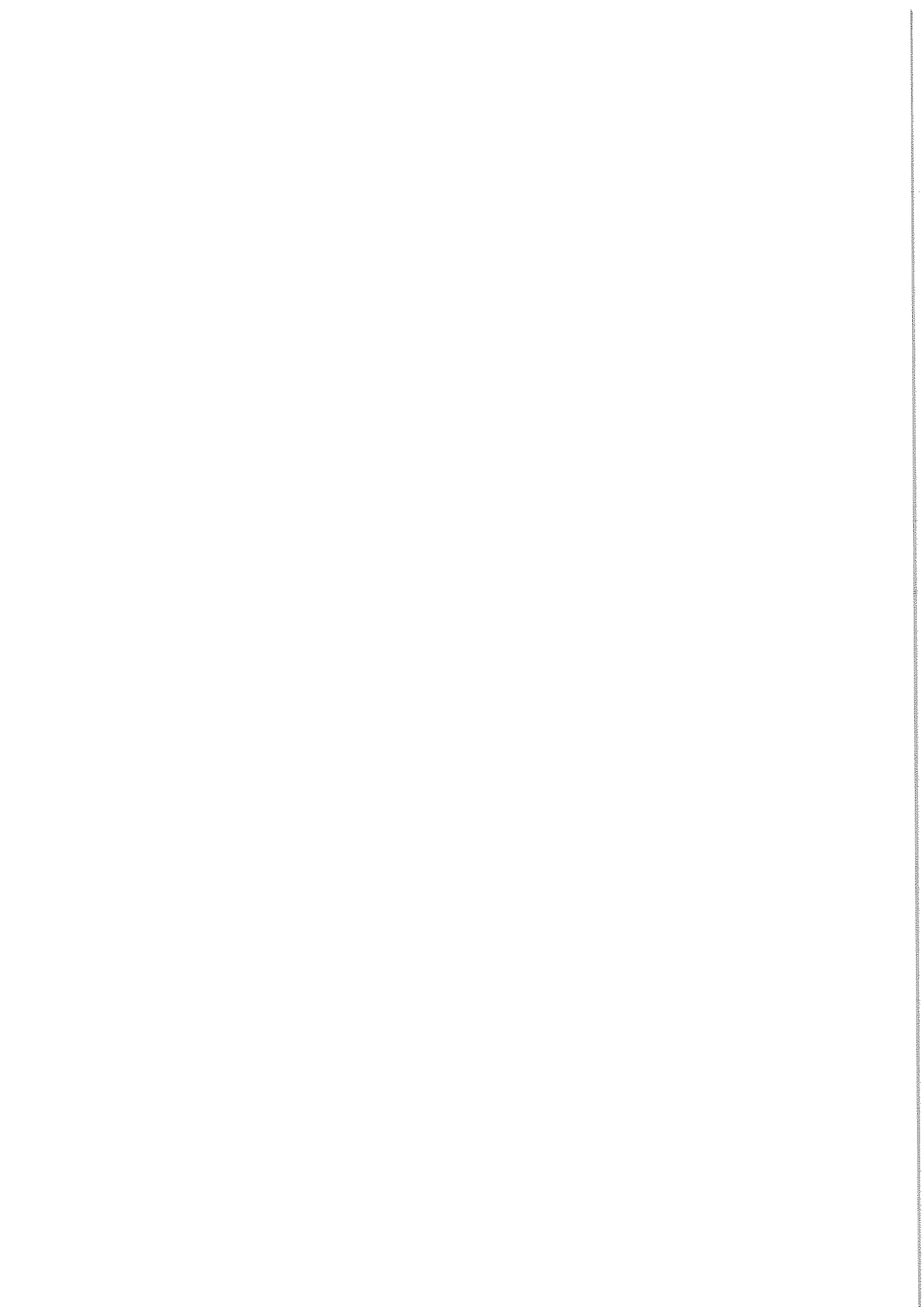
- Application for Financial Assistance for Congleton Pentecostal Church's Refurbishment and Repurpose project
- Letters of support for some of the proposed activities that will take place once the work is complete

We have raised the funds required for the building works and are now seeking funding for new chairs. Any contribution that the Town Council is able to make towards this project that will greatly benefit the health and well being of a wide variety of Congleton residents will be greatly appreciated.

Full architect plans, church accounts, safeguarding and equality and diversity policies are available if required.

Yours sincerely,

Andrew Calvert





SUBMITTED MEETING:
6th JUNE

Congleton Town Council
Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR05/1920
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1.1	Applicant(s):	KEN WILLIAMS
1.2	Representing:	FRIENDS OF CONGLETON PARK.
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	Purchase of a power multi mover.
1.6	Project Objectives:	To purchase a power multi mover to enable all members of Friends of Congleton Park to move equipment for the free events to be held in Congleton Park and in the future.
1.7	Brief Project Description:	Friends of Congleton Park organise and support free events in Congleton Park by supplying equipment such as chairs, tables, gazebos etc. In order to do this, equipment is taken from the Millennium Store to the Bandstand on a trailer. A car with a towball is not always available and in order to move the trailer, the friends wish to purchase a power mover to give all the friends the ability to move the equipment needed.
1.8	Details accounts/budgets	Traction Power mover £2000

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£2000
2.2	Total contribution sought:	£500
2.3	What will the money be spent on?	Towards the cost of the power mover.

2.4	Any ongoing costs:	NO
2.5	Details of confirmed match funding include source Cash: In kind:	\$800 From Friends of Congleton Park
2.6	Resources needed:	Seeking sponsorship and funding from other sources
2.7	Estimated timescale of project from start to finish:	Mover needed for first concert June 2nd 2019.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Provision of free musical concerts on the Bandstand in the Park - please see Phys's enclosed.
3.2	Are there similar services/projects provided in the area	NO/DE

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	Effectiveness of the powermover has already been evaluated by the Friends in a demonstration given on 21/05/19 when it was deemed a necessity for the ageing members of the Friends
4.2	Describe how you will promote the Town Council in your project	The Town Council will be thanked in a promotional article in the Chronicle and on the Friends social media sites

Signature: AK Williams Date: 23/05/19.

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.



Town Council Grant

Activities Monitoring Form

*SUBMITTED MEETING:
6th June 2019*

1. Contact Details	
Organisation name:	St.Peter's Church
Address:	Chapel Street, Congleton CW12 4AB

2. Grant Information			
Grant Reference Number:	7GR09/1819		
Total project cost:	£282		

Receipts Attached? Yes <input type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£ 235 (ex VAT)
Please list receipts below:		
0000103411 already submitted		

3. Project Information		
When did the project commence?	13/02/2018	
Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
If yes, how will this be used?		
Please explain how the grant money was used:		
The annual servicing of the clock on St. Peter's Church Tower by Smith of Derby		
Please explain what difference the project has made to your organisation/local people:		
<p>The tower and clock face can be seen from many areas of the town. St. Peter's is Congleton's town church. It is used for special civic services though out the year and attracts visitors to the town. It is an essential part of the town's heritage landscape. The clock can also be heard chiming across the town.</p> <p>The church was rebuilt in 1742 by Aldermen and other leading citizens of Congleton. It is grade 1 listed and has been included in a list of 300 major parish churches in England.</p> <p>The parish is working hard to ensure that St. Peter's building is restored, and sympathetically enhanced for the 21st century to safeguard this part of the town's heritage and ensure its future viability as a place of worship and community building in the town centre.</p>		

4. Promotion

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

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

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

Please state how (i.e. on your website, event programme, tickets, etc)
On website, in lists of donors to St. Peter's to St. Peter's.

5. Feedback

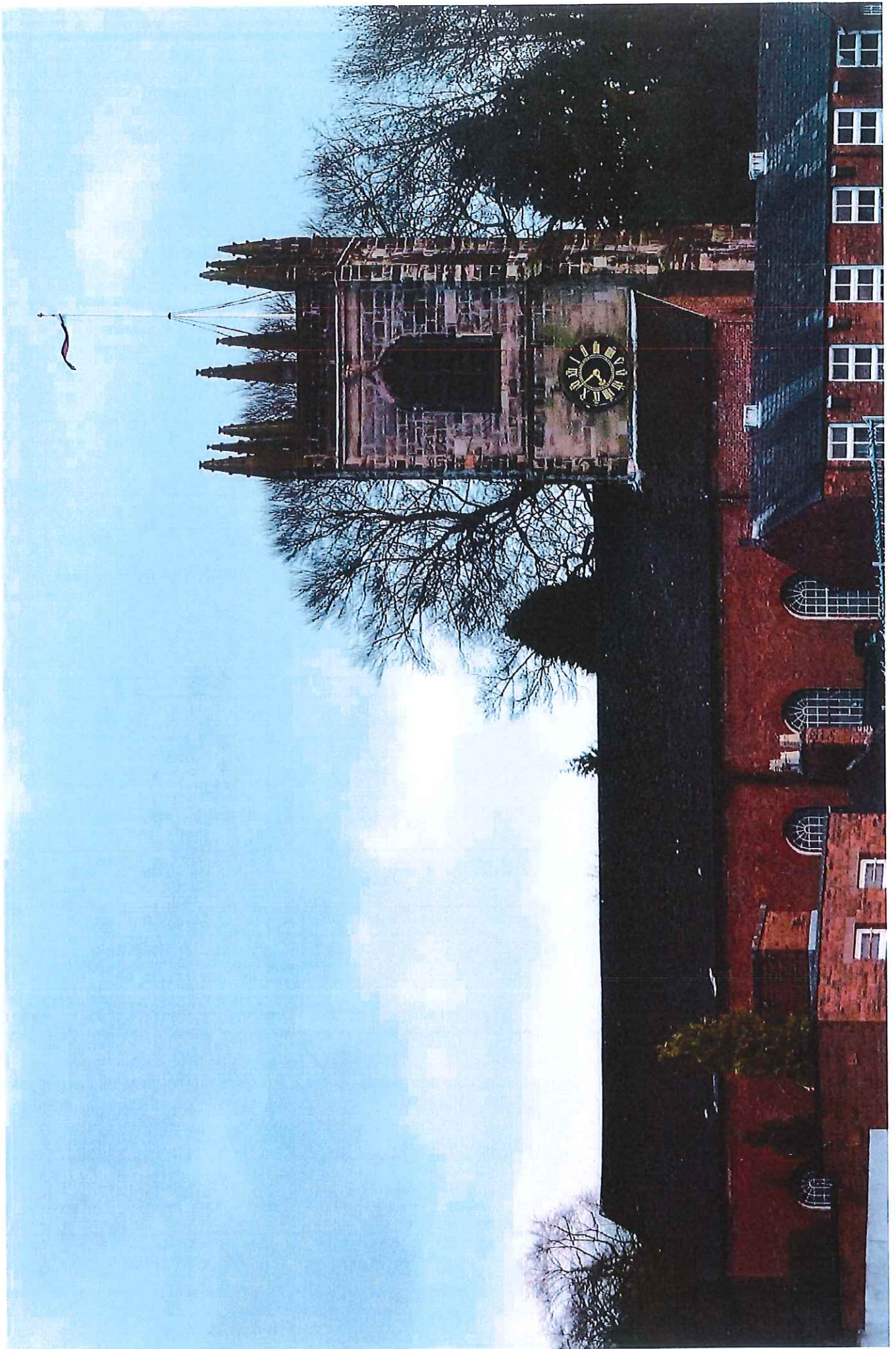
What is your experience of using the Town Council Grant Scheme? Are there any comments or suggestions for improvements that you would like to make? It is always very easy and the council staff very helpful.

How did you apply? Online ☒ Email ☐ Post ☐

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

Please rate the following elements:

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





Town Council Grant

Activities Monitoring Form

1. Contact Details	
Organisation name:	CONGLETON UNPLUGGED
Address:	% CONGLETON JAZZ AND BLUES, ELECTRIC PICTURE HOUSE, SPINDLE MILL, SPINDLE ST, CW12 1RN

2. Grant Information			
Grant Reference Number:	VALUE OF DONATED EFFORT	ARTIST COST	PROMOTION COSTS
Total project cost: £17,196.00	£6,500.00	£7385.00	£3,311.00

Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount: £ 73055.80
--	----------------------------

Please list receipts below:

VIBRANT PROGRAMMES £902.00	GT PLASTICS £84.60
VIBRANT POSTERS £45.60	STREET LEVEL DISTRIBUTION £180.00
VIBRANT LEAFLETS £100.00	MUSIC GOFER (MUSIC AGENCY) £1200.00
MIXOX/PLI (Shared with CTAB) £110	CONGLETON CHRONICLE £183.60
	ARTIST RECEIPTS (TOTAL) £250.00

3. Project Information		
When did the project commence?	WORK STARTED OCTOBER 2018	
Did you make a profit from the project? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
If yes, how will this be used? PLEASE SEE ATTACHED DOCUMENT		
Please explain how the grant money was used: GRANT FUNDING GOES TOWARDS PROMOTIONAL COSTS.		

SUBMITTED MEETING
6th June.

Congleton Unplugged - Activities Monitoring Form

CONTENTS

Congleton Unplugged Activities Monitoring Form response

1) Town Council Grant Activities Monitoring Form

This is the formal response form.

2) Congleton Unplugged Finance Plan 2019 (as at MAR 18th 2019)

Spreadsheet (copy) of the finalised finance plan for Congleton Unplugged, this shows what was actually spent and the income for the project.

3) Congleton Unplugged Actuals 2019 (at 18/03/19)

Bank statement format of the Congleton Unplugged account, i.e. this reflects the exact in/outgoings of the bank account. Accounts in italics are uncleared.

4) Section 3 of CTC Activities Monitoring Form

Extra comments made against item 3 of the Activities monitoring Form.

5) Receipts/Invoices(paid)

Copies of receipts and invoices, paid items for the festival.

SECTION 3 of CTC Activities Monitoring Form

3 Project Information

Did you make a profit from the project – YES

If yes, how will this be used;

3a Profit from Congleton Unplugged.

You will notice that some items have changed from the Finance as at 5th Dec 2018 to current, this is normal in running projects like this, overall the costs remained similar reduced from £3,600 to £3,111.

There are two items of profit, £189 from the free music weekend, it has been determined to keep this £189 in the account whilst the office space situation is fully explored, it will otherwise go towards run costs next year, see also items 3b/c.

3b Profit from ticketed gigs(not included in original budget)

As indicated in the application for funding for this event, we organised ticketed gigs at the Town Hall (note that we also promoted the Town Mayor's fundraiser event), and the Library. These gigs were not expected to provide any profit or significant income to Unplugged.

These items were not built into the funding request, but were managed as shared risk events with the three teams involved, i.e. Murphys Marbles for "A Celtic Journey", Biddulph Up In Arms/Biddulph Folk Club for the "Megan Dixon Hood/John Dhali" gig, both these items at the Town Hall, and John Lindley/Phil Maddocks for the "Forever Dylan" gig at the Library. These events were a test for working in partnership with other teams/organisations and they seem to have worked very well.

We made approx. £465.00 from these events, mainly from "A Celtic Journey", there was no expectation to make anything from Library gig (Thursday 28th Feb; Forever Dylan) or the Biddulph Up In Arms partnership gig, but small profits from these also helped towards this amount. The numbers for this second item are described in more detail (costs/income) in the document headed "CONGLETON UNPLUGGED FINANCE PLAN 2019 (as at MAR 18th 2019)", under FUNDRAISER GIGS/TICKETED GIG INCOME.

OVERALL PROFIT

If you add the profit items £189 and £464 to the initial balance at 11th June 2018 (see line 126 of the bank balance) you arrive at overall profit of £753. Actual balance

difference after all account updates is £757, see line 160 (£1048.70) less line 126 (£291.48).

A note of what will happen next year is provided below in 3c.

3c Next year's event.

The main organiser for these events, "Unplugged and CJAB", is Vince Cutcliffe (VC), he is very keen to build a succession plan, after running these events for 6 years (Unplugged) and 9 years (CJAB).

These events ("Unplugged" and "CJAB") are now so large and complex it is not possible for VC to run the music programmes for them both and all the other administration he takes on to run these events, hence the gradual involvement of MusicGofer to run the music programme for the "Unplugged" free weekend event. Employing MusicGofer on a part time basis went very well last year (2018), this year they were given the full weekend programme to build, this worked very successfully indeed, we have agreed to work together again for the 2020 event. They are a professional outfit, and they are passionate about music, two qualities that are key to running a successful music event!. We have already had a review session and agreed that they will increase their involvement in some of the administrative tasks, this should be at no extra cost to the festival.

Given that we have some increased funding in the account up from £290 to over £1000, this extra cash will be held to support next year's event.

As described in the original funding request although the same team runs both CJAB and Unplugged, their finances are kept separately.

REMINDER OF CONGLETON UNPLUGGED BANK DETAILS;

BANK SORT CODE; 60 06 10

BANK ACCOUNT NO; 28737733

ACCOUNT NAME; Congleton Unplugged

DOCUMENT END

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

THIS PROJECT IS INTEGRAL TO THE ORGANISATION MISSION TO CONTRIBUTE TO THE SUSTAINABILITY OF THE TOWN AND WELL-BEING AND COMMUNITY SPIRIT OF LOCAL PEOPLE. THIS EXTENDS TO PUTTING CONGLETON ON THE TOURIST MAP, TO MAKE THE TOWN A DESTINATION, AND LIKEWISE THE DESIRE FOR WELLBEING AND COMMUNITY SPIRIT EXTENDS TO THE MANY PEOPLE WHO VISIT CONGLETON AT UNPLUGGED (AND JAZZ AND BLUES) FROM SURROUNDING TOWNS AND THE REGIONS OF THE MIDLANDS AND THE NORTH WEST.

4. Promotion

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

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

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

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

On web site GRANT FUNDING WAS ACKNOWLEDGED IN OUR PROGRAMME - HEADING OUR SPONSORS PAGE, ON OUR WEBSITE, AND ON FACEBOOK.

5. Feedback

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

THE PROCESS SEEMS RELATIVELY STRAIGHT FORWARD TO USE.

How did you apply? Online ☐ Email ☒ Post ☐

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

Please rate the following elements:

	Excellent	Good	OK	Poor
Completing the application form		<input checked="" type="checkbox"/>		
Relevance of guidelines		<input checked="" type="checkbox"/>		
Length of the process from submitting an application to receiving notification		<input checked="" type="checkbox"/>		
Advice given from the Town Council Grants Team (if applicable)	<input checked="" type="checkbox"/>			

[illegible]

CONGLETON UNPLUGGED ACTUALS 2019 (at 18/03/19)

[illegible]



27 Hightree Drive,
Henbury,
Macclesfield,
Cheshire SK11 9PD

Henbury@aol.com

18 March 2019

Congleton Town Council
Congleton Town Trust
Congleton Inclosure Trust
Congleton Rotary Club

Dear Colleagues,

The King Edward Musical Society (KEMS) of Macclesfield is extremely grateful to your organisations for jointly funding the commissioning of a new piece of music to celebrate 700 Years of Mayoralty in Congleton and which was performed by the orchestra in the Town Hall on Sunday 24 February.

Your contributions have all been paid to the composer Bill Connor and the piece will be made available to the Congleton Youth Orchestra for a forthcoming concert

The concert was an immense success and the new commission was a key part of this, with Suzie Akers Smith reciting her mayoral vows over the top of the clever musical score. The orchestra was in top form and the audience highly receptive; the enthusiasm of performers and audience is captured in the articles and letters published by the Congleton Chronicle on 7 March. Based on this, we anticipate returning regularly to Congleton to perform in the Town Hall, establishing a new link between Macclesfield and Congleton.

If you require any further information, please let me know

Yours faithfully,

A handwritten signature in black ink, appearing to read "T. D. Ward". The signature is fluid and cursive, with the first letters of each name being capitalized.

(Dr) T D Ward



Town Council Grant

Activities Monitoring Form

1. Contact Details	
Organisation name:	RODE HALL SILVER BAND
Address:	SCHOLAR GREEN

2. Grant Information			
Grant Reference Number:			
Total project cost:	£600		

Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	(2)	Receipt Amount:	£ 315.54 more to follow
Please list receipts below:			
black jackets £169.14			
black ties £146.40			

3. Project Information		
When did the project commence?	WINTER 2018	
Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (maybe)		
If yes, how will this be used?		
<p>If we can negotiate a good price on the blue jackets we may have some money left from the £600. This will be put towards earlier purchases of repair kits & wallet proofs.</p>		
Please explain how the grant money was used:		
<p>To purchase new black jackets for new members.</p> <p>To purchase new ties for new members.</p> <p>To purchase new blue jackets for new members and also existing members who need a better fit.</p> <p>This purchase is not completed yet as we are negotiating sizes with another band.</p>		

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

Making band members look smart for when we serve the local community by doing concerts.

4. Promotion

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

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

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

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

On web site

Via social media, which has a feed on our website.

5. Feedback

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

OK. Please send the forms in word document as I can't convert a pdf for typing on! Lengthy process to print, fill in & scan.

How did you apply? Online ☐ Email ☐ Post ☒

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

Please rate the following elements:

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

N/A

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	06/06/19 7pm	LOCATION	Congleton Town Hall
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM REPORT TITLE	Management Accounts for the year April to March 2019 <i>ITEM 9</i>		
Background	Variance analysis of the Accounts to March 2019 to accompany the spreadsheet.		
Updates	<p>For the year 2018/19 there was a nett underspend of £94,606. Broken down as follows by committee:</p> <ul style="list-style-type: none">• F&P underspent £33,323 - savings on staffing as a result of the restructure; grant's budget underspent; more interest on savings than budgeted for.• C,E & S underspend £42,658 – only 1 PCSO funded but budgeted to part fund 4; Luncheon club successful and less than the budget which was based on employing staff.• Streetscape underspend £19,726 – £3,778 more income from external work; overspend on horticultural items offset by underspends on vehicle fuel, training and and vehicle maintenance.• Town Hall overspend £3,976 – town hall booking income slightly under budget and expenditure slightly over budget. <p>From this underspend £10,117 to go into the General Reserve to meet the legal requirements of the Accountancy and Audit regulations. The remainder to go into Cenotaph EMR £27,236; Elections EMR £5,000; Crime Prevention EMR £8,253; Capital Contingency £39,000.</p>		
Decision Requested	To approve the Management Accounts and Reserves for the year to 31/03/19		

Congleton Town Council - Management Accounts - March 2019

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
Finance and Policy				
101 Corporate Management				
Staff Costs (re-allocated)	126,014	144,164	18,150	87%
Travel	157	900	743	17%
Training / Conferences	261	2,550	2,289	10%
Rent Payable	13,950	13,950	0	100%
Reception - TIC	3,276	3,124	-152	105%
Miscellaneous Office Costs	829	400	-429	207%
Telephone/Fax/Internet	709	1,300	591	55%
Postage	2,354	2,900	546	81%
Stationery & Printing	1,966	3,000	1,034	66%
Subscriptions & Publications	3,216	3,130	-86	103%
Insurance	8,182	9,000	818	91%
Computer/IT Costs	10,398	10,600	202	98%
Photocopy Charges	2,531	3,000	469	84%
Recruitment Advertising	0	500	500	0%
Other Advertising	130	300	170	43%
Bank Charges	903	1,000	97	90%
Audit Fees - External	2,000	2,000	0	100%
Audit Fees - Internal	1,290	1,260	-30	102%
Accountancy Support	4,496	4,200	-296	107%
Legal & Professional fees	1,256	3,000	1,744	42%
HR & H&S support	3,369	4,500	1,131	75%
Central Overheads reallocated	-49,190	-56,688	-7,498	87%
Corporate Management:-Expenditure	138,097	158,090	19,993	87%
Interest Receivable	-3,773	-2,000	1,773	189%
Corporate Management :- Income	-3,773	-2,000	1,773	189%
Net Expenditure over Income	134,324	156,090	21,766	86%
102 Democratic Rep'n & Mgmt/Civic				
Staff Costs (re-allocated)	25,896	26,066	170	99%
Training / Conferences	376	1,000	624	38%
Stationery & Printing	318	500	182	64%
Marketing/Promotions	396	918	522	43%
Council Newsletter	5,094	5,335	241	95%
Council Website	815	1,500	685	54%
Mayor's Allowance	3,000	3,000	0	100%
Members Expenses	0	200	200	0%
700 years of Mayoralty	1,644	2,500	856	0%
Civic Expenses	4,688	5,000	312	94%
Civic Regalia	1	250	249	0%
Hall & Room Hire	6,045	5,500	-545	110%
Civic Artefacts and Treasures	1,414	1,500	86	94%
Central Overheads reallocated	2,185	2,518	333	87%
Democratic Rep'n & Mgmt/Civic:-Expenditure	51,872	55,787	3,915	93%
Grants	49,191	56,833	7,642	87%
F&P Income - Expenditure Totals	235,387	268,710	33,323	88%

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
<u>Community, Environment & Services</u>				
Paddling Pool	26,249	24,071	-2,178	109%
Propagation Unit	0	1,000	1,000	0%
Floral Displays	11,855	12,000	145	99%
Allotments	982	1,240	258	79%
Public Toilets	8,389	9,400	1,011	89%
Public Realm CCTV	10,083	10,500	417	96%
Congleton Partnership	32,491	33,973	1,482	96%
Community Development	65,615	65,323	-292	100%
Police Community Support Officers	16,640	47,672	31,032	35%
Christmas Fayre/lights	14,775	20,000	5,225	74%
Neighbourhood Plan	0	0	0	#DIV/0!
Tourism	5,656	5,000	-656	113%
Youth and Young People	674	2,000	1,326	34%
Luncheon Club	7,112	11,000	3,888	65%
	200,521	243,179	42,658	82%
<u>Streetscape</u>				
Staff Costs	392,716	404,434	11,718	97%
Agency Staff	11,999	6,000	5,999	200%
Training	701	3,000	2,299	23%
Protective Clothing\H & Safety	4,088	3,060	1,028	134%
Office rent	3,067	3,067	0	100%
Cleaning Materials	4,442	5,000	558	89%
Telephones	634	700	66	91%
Insurance	5,455	6,000	545	91%
Property maintenance	1,104	1,020	84	108%
Horticultural etc Supplies	21,532	19,000	2,532	113%
Vehicle maintenance/Serv etc	7,787	10,000	2,213	78%
Vehicle fuel and oil	10,588	15,000	4,412	71%
Vehicle rental charges	42,037	42,000	37	100%
Street Cleansing	2,714	3,000	286	90%
General expenditure	2,884	3,000	116	96%
Central Overheads Reallocated	33,901	39,068	5,167	87%
Rechargeable expenses	1,752	0	1,752	#DIV/0!
Streetscape Expenditure	547,401	563,349	15,948	97%
Streetscape - Income	-366,702	-366,702	0	100%
Streetscape - External work income	-18,778	-15,000	3,778	
Insurance claims received	0	0	0	
Streetscape - Misc Income	-900	-900	0	100%
	-386,380	-382,602	3,778	101%
Net Expenditure over Income	161,021	180,747	19,726	89%
C,E &S Income - Net Expenditure Totals	361,542	423,926	62,384	85%
<u>Town Hall</u>				
Town Hall - Expenditure	185,993	193,438	7,445	96%
Town Hall - Income	-111,279	-122,700	-11,421	91%
Net Expenditure over Income	74,714	70,738	-3,976	106%
Capital	69,903	72,778	2,875	96%
Total Net Expenditure	741,546	836,152	94,606	89%

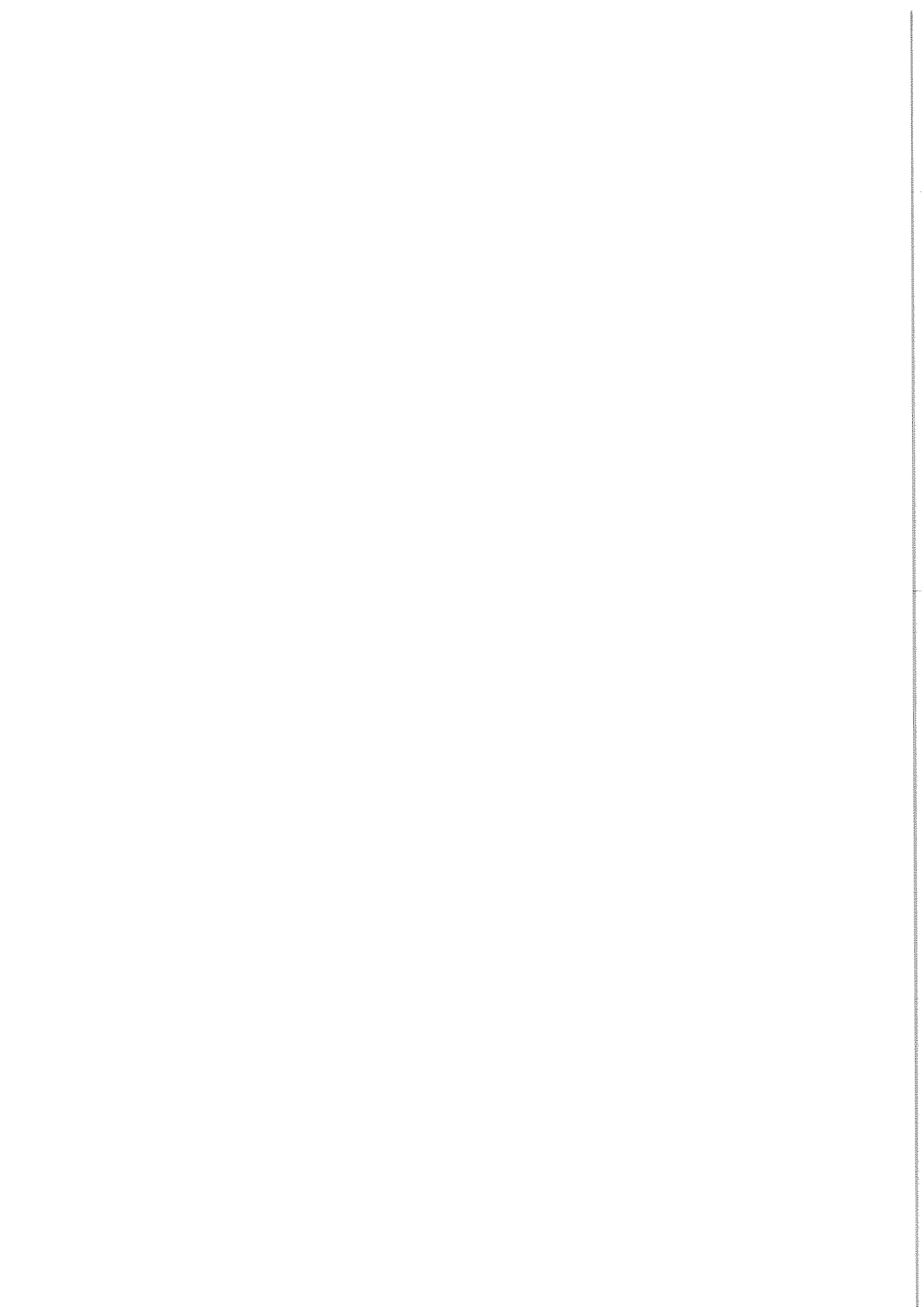
Personnel

Staff Costs - Reallocated	<u>699,970</u>	<u>730,991</u>	<u>31,021</u>	96%
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Transfer to Cenotaph EMR	27,236
Transfer to Elections EMR	5,000
Transfer to Crime Prevention EMR	5,000
Transfer to Training EMR	8,253
Transfer to Capital Contingency	39,000
To General reserve	<u>10,117</u>
Total underspend 18/19	<u><u>94,606</u></u>

Reserves as at 31/03/19

General Reserve	190,784
Capital Equipment Fund	31,616
Capital Contingency Fund	267,057
EMR Elections	20,000
EMR Crime Prevention/Traffic calmin	8,779
EMR Committed Grants	5,577
EMR Congleton Partnership	68,316
EMR Ancient Treasures	3,000
EMR Website	2,651
EMR Training	10,000
EMR Loan Repayments	2,655
EMR Toilets	24,012
EMR Public Realm	9,189
EMR Legal Fees	5,292
EMR Christmas Lights	7,573
EMR Tourism	10,768
EMR Marketing	5,000
EMR Congleton Neighbourhood Plan	19,690
EMR Cenotaph	100,000
EMR Rotary Bonfire	<u>5,000</u>
	<u><u>796,959</u></u>



CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	06/06/19 7pm	LOCATION	Congleton Town Hall
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM REPORT TITLE	Management accounts for April 2019 ITEM 10		
Background	Variance analysis of the Management Accounts for April 2019 to accompany the spreadsheet.		
Updates	<p>These figures are to 30th April 2019, the first month of the financial year. See spreadsheet. Central overheads reallocated is an accounting mechanism to apportion the administrative costs over all the other cost centres containing staff, in line with the audit and accountancy regulation guidelines. The figures for the month 1 show figures largely in line with the budget. 8% of expenditure would be expected to have been used if expenditure was a regular monthly amount. Some items are annual amounts so may not have been included this early in the financial year.</p> <p><u>Finance and Policy Committee</u></p> <p><u>Corporate Management</u></p> <p>Overall on budget</p> <ul style="list-style-type: none">• Reception – TIC is paid in full in October (the Tourist Info Centre act as our reception but are Cheshire East staff. Congleton Town Council pays towards the salaries to enable the Centre to stay open during the afternoon in winter.)• Subscriptions and Publications full year costs with half of the annual subscriptions paid to date.• Some quarterly expenditure has not yet been received (Photocopying charges)• Auditing invoices still to be received.• HR & H&S Support is for an outside agency who invoice quarterly. <p><u>Democratic/Civic</u></p> <p>Slightly under budget</p> <ul style="list-style-type: none">• Council Newsletter is produced 4 times per year – still to be invoiced for the first one.• The Mayor's annual allowance has not yet been paid.• There are 3 main Civic events during the year – the first is the Mayor Making annual council meeting which took place in May so not reflected in these accounts. <p><u>Grants</u></p> <p>£15,000 is available for grants for the year.</p>		

	<p><u>Community, Environment and Services Committee</u></p> <p>Overall slightly under budget.</p> <ul style="list-style-type: none"> • Allotments: £885 has been spent on allotment maintenance which only has a small budget. • Floral Displays: No expenditure to date. • Public Toilets: Repairs carried out on the public toilets (Market Street) • Crime reduction/CCTV invoices not yet received <p><u>Streetscape</u></p> <ul style="list-style-type: none"> • Agency staff are taken on during the busy summer months so nothing spent in April. • Insurance still to be invoiced. <p><u>Town Hall Committee</u></p> <p>Expenditure slightly under budget and but income slightly under budget so overall 9% of budget used.</p> <p><u>Personnel Committee</u></p> <p>Staffing costs slightly under budget</p>
<p>Decision Requested</p>	<p>To receive the Management Accounts for April 2019</p>

Congleton Town Council - Management Accounts - April 2019

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
Finance and Policy				
Staff Costs (re-allocated)	10,439	136,059	125,620	8%
Travel	0	900	900	0%
Training / Conferences	0	3,000	3,000	0%
Rent Payable	1,163	13,950	12,787	8%
Reception - TIC	0	3,186	3,186	0%
Miscellaneous Office Costs	32	450	418	7%
Telephone/Fax/Internet	34	1,260	1,226	3%
Postage	158	2,900	2,742	5%
Stationery & Printing	4	3,000	2,996	0%
Subscriptions & Publications	1,845	3,230	1,385	57%
Insurance	0	9,180	9,180	0%
Computer/IT Costs	866	10,812	9,946	8%
Photocopy Charges	0	2,600	2,600	0%
Recruitment Advertising	0	500	500	0%
Other Advertising	84	300	216	28%
Bank Charges	68	1,020	952	7%
Audit Fees - External	0	2,000	2,000	0%
Audit Fees - Internal	0	1,290	1,290	0%
Accountancy Support	0	4,500	4,500	0%
Legal & Professional fees	0	2,000	2,000	0%
HR & H&S support	866	4,590	3,724	19%
Central Overheads reallocated	-5,218	-58,216	-52,998	9%
Corporate Management:-Expenditure	10,341	148,511	138,170	7%
Interest Receivable	-94	-3,000	-2,906	3%
Corporate Management :- Income	-94	-3,000	-2,906	3%
Net Expenditure over Income	10,247	145,511	135,264	7%
Staff Costs (re-allocated)	2,223	26,746	24,523	8%
Training / Conferences	124	2,000	1,876	6%
Stationery & Printing	72	500	428	14%
Marketing/Promotions	0	1,000	1,000	0%
Council Newsletter	0	5,388	5,388	0%
Council Website	0	1,500	1,500	0%
Mayor's Allowance	0	3,000	3,000	0%
Members Expenses	0	200	200	0%
Civic Expenses	0	5,000	5,000	0%
Civic Regalia	0	250	250	0%
Hall & Room Hire	214	5,555	5,341	4%
Civic Artefacts and Treasures	0	500	500	0%
Central Overheads reallocated	219	2,448	2,229	9%
Civic:-Expenditure	2,852	54,087	51,235	5%
Grants	46,583	61,583	15,000	76%
F&P Income - Expenditure Totals	59,682	261,181	201,499	23%
Community, Environment & Services				
Paddling Pool	2,061	27,968	25,907	7%
Propagation Unit	0	1,000	1,000	0%
Floral Displays	0	12,000	12,000	0%
Allotments	885	1,250	365	71%
Public Toilets	1,488	8,600	7,112	17%
Crime Reduction/CCTV	0	51,700	51,700	0%
Congleton Partnership	2,882	34,578	31,697	8%
Community Development	6,339	96,186	89,847	7%
Christmas Fayre/Lights	0	21,000	21,000	0%
Neighbourhood Plan	0	0	0	#DIV/0!
Tourism	775	5,000	4,225	16%
Youth and Young People	0	2,000	2,000	0%
Luncheon Club	311	11,000	10,689	3%
	14,741	272,282	257,542	5%

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
Streetscape				
Staff Costs	30,588	421,355	390,767	7%
Agency Staff	0	6,000	6,000	0%
Training	0	3,000	3,000	0%
Protective Clothing\H & Safety	116	4,500	4,384	3%
Office rent	256	3,067	2,811	8%
Cleaning Materials	438	5,000	4,562	9%
Telephones	55	700	645	8%
Insurance	0	6,000	6,000	0%
Property maintenance	0	1,030	1,030	0%
Horticultural etc Supplies	105	18,000	17,895	1%
Winter Bedding	0	1,000	1,000	0%
Vehicle maintenance/Serv etc	628	10,000	9,372	6%
Vehicle fuel and oil	949	15,000	14,051	6%
Vehicle rental charges	2,866	38,000	35,134	8%
Street Cleansing	0	3,500	3,500	0%
General expenditure	194	4,000	3,806	5%
Central Overheads Reallocated	3,457	38,569	35,112	9%
Rechargeable expenses	57	0	57	#DIV/0!
Streetscape Expenditure	39,709	578,721	539,012	7%
Streetscape - Income	-30,559	-366,702	-336,144	8%
Streetscape - External work income	-322	-15,000	-14,678	2%
Streetscape - Misc Income	-75	-900	-825	8%
	-30,956	-382,602	-351,647	8%
Net Expenditure over Income	8,754	196,119	187,366	4%
C,E &S Income - Net Expenditure Totals	23,494	468,401	444,907	5%
<u>Town Hall</u>				
Town Hall - Expenditure	14,828	200,566	185,738	7%
Town Hall - Income	-7,751	-125,800	-118,049	6%
Net Expenditure over Income	7,077	74,766	67,689	9%
<u>Capital</u>	40,000	79,803	39,803	50%
<u>Total Net Expenditure</u>	130,253	884,151	753,898	15%
<u>Personnel</u>				
Staff Costs - Reallocated	55,350	772,034	716,684	7%

Reserves as at 30/04/19

General Reserve	200,901
Capital Equipment Fund	36,616
Capital Contingency Fund	300,360
EMR Elections	20,000
EMR Crime Prevention/Traffic calming	8,779
EMR Ancient Treasures	3,000
EMR Website	2,651
EMR Training	10,000
EMR Loan Repayments	150
EMR Toilets	24,012
EMR Public Realm	9,189
EMR Legal Fees	5,292
EMR Christmas Lights	7,573
EMR Tourism	10,768
EMR Marketing	5,000
EMR Congleton Neighbourhood Plan	18,726
EMR Cenotaph	100,000
EMR Rotary Bonfire	5,000
	768,017

AGENDA ITEM 11

Date: 20/05/2019

Congleton Town Council

Page 1

Time: 16:04

Bank Reconciliation Statement as at 30/04/2019 for Cashbook 1 - RBS Current/I Access Acct

User: JP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS Current Account 11411170	30/04/2019	455	113,812.38
			113,812.38

Unpresented Cheques (Minus)

Amount

04/02/2019	008740	WH Smith	8.00
19/03/2019	008760	FRIENDS OF CONG PARK	500.00
31/03/2019	008768	J MacArthur	39.60
31/03/2019	008770	PRISM	3,054.36
31/03/2019	008777	LEGAL & GENERAL	5,695.92
01/04/2019	008808	CHALC	1,470.04
08/04/2019	008786	Congleton Unplugged	500.00
09/04/2019	008796	FRYERS	463.50
18/04/2019	008799	NORTHWEST	50.00
19/04/2019	008801	SILVERMAZE	204.50
24/04/2019	008803	C East CAB	15,000.00
25/04/2019	008807	WONDER	480.00
25/04/2019	00806	WATER PLUS LTD	448.11
25/04/2019	008804	ALBION STONE	9,446.72
25/04/2019	008805	Cheshire East Council	220.98
29/04/2019	008810	GARDENING	740.00
29/04/2019	008811	LININGS	237.24
29/04/2019	008813	LININGS	98.83
29/04/2019	008814	CCA	100.00
29/04/2019	008809	Jewson Ltd	103.27
30/04/2019	008815	CHESHEAST	340.00
30/04/2019	008816	CCTP	69.00
30/04/2019	008817	LININGS	65.03
30/04/2019	008818	PINTO	32.25
30/04/2019	008820	PRISM	2,035.55
30/04/2019	008821	Rode Hall Silver Band	600.00

42,002.90

71,809.48

Receipts not Banked/Cleared (Plus)

0.00

0.00

71,809.48

Balance per Cash Book is :-

71,809.48

Difference is :-

0.00

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee												
MEETING DATE AND TIME	6 th June 2019 7.00pm	LOCATION	Congleton Town Hall										
REPORT FROM	Jackie Potts – Support Manager												
AGENDA ITEM REPORT TITLE	12 Congleton Town Council – Savings account balances												
Background	To inform the Finance and Policy Committee with the location and balances of the Town Council’s savings and investments.												
Updates	<p>Congleton Town Council - Savings account balances</p> <p><u>Balances as at 30th April 2019</u></p> <table><tr><td>Balance per Business Reserve Account (10180876)</td><td>784,421.53</td></tr><tr><td>Cambridge and Counties 1 year fixed deposit</td><td>150,000.00</td></tr><tr><td>CCLA deposit</td><td>150,000.00</td></tr><tr><td></td><td><hr/></td></tr><tr><td></td><td><u>1,084,421.53</u></td></tr></table>			Balance per Business Reserve Account (10180876)	784,421.53	Cambridge and Counties 1 year fixed deposit	150,000.00	CCLA deposit	150,000.00		<hr/>		<u>1,084,421.53</u>
Balance per Business Reserve Account (10180876)	784,421.53												
Cambridge and Counties 1 year fixed deposit	150,000.00												
CCLA deposit	150,000.00												
	<hr/>												
	<u>1,084,421.53</u>												
Decision Requested	To receive the Savings Account balances as at 30 th April 2019												

AGENDA ITEM 13(i)

Congleton Town Council

RBS Current/I Access Acct

List of Payments made between 01/03/2019 and 31/03/2019

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/03/2019	PRISM	DD	39.10	62167/10124/phone calls
01/03/2019	Cheshire East Council	DD	208.00	Mkt st toilet rates
01/03/2019	SWANS CIC	8753	250.00	Grant - SWANS CIC
01/03/2019	Friends of Cong Park	8754	108.99	Grant - Friends of Cong Park
05/03/2019	SJS BUILDING	8755	43.73	0001/00130582/10170/recharge
06/03/2019	UU	8756	416.31	04301255/10173/waste water
08/03/2019	BACS P/L Pymnt Page 2101	BACS Pymnt	1,372.11	BACS P/L Pymnt Page 2101
08/03/2019	BACS P/L Pymnt Page 2106	BACS Pymnt	649.86	BACS P/L Pymnt Page 2106
12/03/2019	WMS	DD	2,603.47	Mkt st toilet electricity
12/03/2019	BT	DD	45.47	Q075SB/10163/phone line
12/03/2019	CTHEP	8757	105.00	Ruby's fund deposit
15/03/2019	TOMTOM	DD	118.80	7958871/10219/vehicle tracker
15/03/2019	RBS Bankline	DD	55.50	Bank chgs bankline
15/03/2019	SOL Theatre school	8758	500.00	Grant - SOL theatre school Fridge S/scape £119.99; N/hood
18/03/2019	RBS CREDIT CARD	DD	158.37	plan £38.38
18/03/2019	Payroll March 2019	BACS	53,991.70	Payroll March 2019
18/03/2019	Whitehursts	8759	78.48	Grant FOCF
19/03/2019	FRIENDS OF CONG PARK	8760	500.00	110319/10222/partnership
19/03/2019	JEWSON	8761	112.29	0767/00190968/10224/postcrete
19/03/2019	PCCC	8762	5,546.67	9072025517/10196/PCSO 4th quar
21/03/2019	RBS charges	DD	12.78	RBS charges
22/03/2019	BACS P/L Pymnt Page 2107	BACS Pymnt	14,700.21	BACS P/L Pymnt Page 2107
22/03/2019	Patti Pinto	8763	79.65	Travel expenses in bloom
25/03/2019	PRISM	DD	1,048.84	102133/10250/monthly support
25/03/2019	H LEHMANN	8764	218.00	10012839/10261/Lens caps
25/03/2019	EE	DD	87.55	01282508478/10216/call charges
26/03/2019	CHESHEAST	8765	18,175.00	41116640/10241/loan repayment
28/03/2019	Allpay - Plus Dane	DD	36.28	Allotment garage rental
29/03/2019	BACS P/L Pymnt Page 2117	BACS Pymnt	3,654.28	BACS P/L Pymnt Page 2117
29/03/2019	WMS	DD	1,829.80	1569895/10177/T Hall Gas
29/03/2019	SUEZ	DD	349.33	31437454/10181/wast Recycling
31/03/2019	M Hayes	8767	24.30	Travel to 1st Aid course
31/03/2019	J MacArthur	8768	39.60	Travel expenses
31/03/2019	Cong Town Mayor's Charities	8769	269.30	Civic Expenses Mayor's Ball
31/03/2019	PRISM	8770	3,054.36	101880/10249/move comms box
31/03/2019	A D PROFILE	8771	1,246.00	1305/10262/2019 leaflets
31/03/2019	BOMFORD	8772	102.37	80869/10263/feb stationary
31/03/2019	CAT SOCIAL	8773	650.00	IN0575/10265/P/ship
31/03/2019	CONG CHRONICLE	8774	122.40	114271/10266/Spring brides ad
31/03/2019	CHS	8775	22.20	5102488/10267/P ship 1859/10273/Recharges £850.32;
31/03/2019	CTH EVENTS	8776	966.66	P/ship £12.18; Strategy £104.16
31/03/2019	LEGAL & GENERAL	8777	5,695.92	H2-28/10243/ill health insuran
31/03/2019	MACTOOL	8778	115.82	2286/10274/mower repairs
31/03/2019	PORTERS SERVICE	8779	810.11	201900000281/10276/fuel
31/03/2019	SOUTH CHESHIRE PIPE	8780	200.00	011218/10280/entertainment
31/03/2019	SHARROCKS	8781	31.31	347645/10277/air filter
31/03/2019	ST JOHN'S	8782	340.00	201903/10278/Luncheon club
31/03/2019	STREET LEVEL	8783	100.00	280319/10279/leaflet distr
31/03/2019	TALKE CHEMICAL	8784	872.97	65833/10283/bin bags, gloves

Total **121,758.89**

05/03/2019

Congleton Town Council

Page 2101

14:42

List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 12
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CHESH ELIT Cheshire Elite Laundry							
06013/10165/black modesty clot	27/02/2019	06013	1	14.40	0.00	14.40	0.00
Authorised: mjw							
					0.00	14.40	
Above paid on 08/03/2019 by Online Payment Ref CHESHELIT							
CTHEVENTS C T H Events & Parties							
1828/10164/N/Plan catering	28/02/2019	1828	1	17.40	0.00	17.40	0.00
Authorised: dm							
					0.00	17.40	
Above paid on 08/03/2019 by Online Payment Ref CTHEVENTS							
FOUR Four Oaks Nurseries Ltd							
89477/10166/cobbles fro H C Pa	26/02/2019	89477	1	56.88	0.00	56.88	0.00
Authorised: dm							
					0.00	56.88	
Above paid on 08/03/2019 by Online Payment Ref FOUR							
MAXIGIENE Maxigiene Enviromental Services Ltd							
23272C/10167/legionella testin	27/02/2019	23272C	1	45.00	0.00	45.00	0.00
Authorised: MJW							
					0.00	45.00	
Above paid on 08/03/2019 by Online Payment Ref MAXIGIENE							
NATIONWIDE Nationwide Crash Repair Centres Ltd							
738735/10168/ins excess & VAT	04/03/2019	738735	1	904.07	0.00	904.07	0.00
Authorised: dm							
					0.00	904.07	
Above paid on 08/03/2019 by Online Payment Ref NATIONWIDE							
NORTHWEST Northwest In Bloom							
28022019/10174/NW in Bloom ent	28/02/2019	28022019	1	140.00	0.00	140.00	0.00
Authorised: jm							
					0.00	140.00	
Above paid on 08/03/2019 by Online Payment Ref NORTHWEST							

Continued over page

05/03/2019

Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 12
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TALKECHEM Talke Chemical Company Limited							
65780/10171/S Soape consumable	11/02/2019	65780	1	194.36	0.00	194.36	0.00
Authorised: dm							

0.00 194.36

Above paid on 08/03/2019 by Online Payment Ref TALKECHEM

Total Purchase Ledger Payments 0.00 1,372.11

12/03/2019

Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 12
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ANGEL Angel Springs Ltd							
4829328/10178/bottled water	28/02/2019	4829328	1	173.88	0.00	173.88	0.00
Authorised: mjlw							
					0.00	173.88	
Above paid on 08/03/2019 by Online Payment Ref ANGEL							
CAVERN Cavern Protective Clothing							
18443/10179/streetscape PPE	09/02/2019	18443	1	71.04	0.00	71.04	0.00
Authorised: rb							
					0.00	71.04	
Above paid on 08/03/2019 by Online Payment Ref CAVERN							
CTHEVENTS C T H Events & Parties							
1815/10180/Partnership	29/01/2019	1815	1	10.44	0.00	10.44	0.00
Authorised: ms							
					0.00	10.44	
Above paid on 08/03/2019 by Online Payment Ref CTHEVENTS							
URC United Reformed Church							
28022019/10182/luncheon club	28/02/2019	28022019	1	394.50	0.00	394.50	0.00
Authorised: dm							
					0.00	394.50	
Above paid on 08/03/2019 by Online Payment Ref URC							
Total Purchase Ledger Payments					0.00	649.86	

19/03/2019

Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 12
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AUDITING Auditing Solutions Ltd							
<i>A5829/10183/internal audit</i>	02/03/2019	A5829	1	516.00	0.00	516.00	0.00
Authorised: jp							
					0.00	516.00	
Above paid on 22/03/2019 by Online Payment Ref AUDITING							
BANCROFT Bancroft Amenities Ltd							
<i>20974/10184/bowling green</i>	12/03/2019	20974	1	492.00	0.00	492.00	0.00
Authorised: dm							
					0.00	492.00	
Above paid on 22/03/2019 by Online Payment Ref BANCROFT							
BOMFORD Bomford Office Products Ltd							
<i>81007/10186/A4 stickers</i>	08/03/2019	81007	1	9.58	0.00	9.58	0.00
Authorised: mh							
					0.00	9.58	
Above paid on 22/03/2019 by Online Payment Ref BOMFORD							
BRERETON Brereton C of E Primary School							
<i>31032019/10185/childcare vouch</i>	19/03/2019	31032019	1	157.50	0.00	157.50	0.00
Authorised: jp							
					0.00	157.50	
Above paid on 22/03/2019 by Online Payment Ref BRERETON							
CANDA Canda Copying Ltd							
<i>397192/10187/colour copies</i>	01/03/2019	397192	1	249.63	0.00	249.63	0.00
Authorised: jp							
<i>397193/10188/B & W copies</i>	01/03/2019	397193	1	470.22	0.00	470.22	0.00
Authorised: jp							
					0.00	719.85	
Above paid on 22/03/2019 by Online Payment Ref CANDA							

Continued over page

19/03/2019

Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 12
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CAVERN Cavern Protective Clothing							
18479/10192/PPE S scape Authorised: dm	01/03/2019	18479	1	36.00	0.00	36.00	0.00
18493/10190/PPE s scape Authorised: dm	12/03/2019	18493	1	156.00	0.00	156.00	0.00
18494/10189/drivers gloves PPE Authorised: dm	12/03/2019	18494	1	36.00	0.00	36.00	0.00
18495/10191/PPE boots MJW Authorised: dm	12/03/2019	18495	1	50.40	0.00	50.40	0.00
						0.00	278.40
Above paid on 22/03/2019 by Online Payment Ref CAVERN							
CCP Congleton Community Projects							
18032019/10215/partnership Authorised: ms	18/03/2019	18032019	1	500.00	0.00	500.00	0.00
						0.00	500.00
Above paid on 22/03/2019 by Online Payment Ref CCP							
CHAINS Chains & Lifting Tackle (Midlands) Ltd							
101327/10193/site visit Authorised: mjlw	04/03/2019	101327	1	180.00	0.00	180.00	0.00
						0.00	180.00
Above paid on 22/03/2019 by Online Payment Ref CHAINS							
CHESHELECT Cheshire Electrical Supplies Ltd							
596-037856/10194/bulbs Authorised: mjlw	01/03/2019	596-037856	1	23.86	0.00	23.86	0.00
						0.00	23.86
Above paid on 22/03/2019 by Online Payment Ref CHESHELECT							
CTM Cheshire Turf Machinery Ltd							
165388/10195/steering hose Authorised: dm	08/03/2019	165388	1	145.06	0.00	145.06	0.00
						0.00	145.06
Above paid on 22/03/2019 by Online Payment Ref CTM							

Continued over page

19/03/2019

Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 12
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HANDY Handy Cabin							
3507-0/10197/recharge works Authorised: dm	28/02/2019	3507-0	1	20.25	0.00	20.25	0.00
					0.00	20.25	
Above paid on 22/03/2019 by Online Payment Ref HANDY							
HSSPORTS HS Sports Ltd							
121720/10198/timing chips Authorised: jm	01/03/2019	121720	1	660.00	0.00	660.00	0.00
					0.00	660.00	
Above paid on 22/03/2019 by Online Payment Ref HSSPORTS							
KGLOACH K G Loach							
38547/10199/lawn rakes Authorised: dm	11/03/2019	38547	1	47.88	0.00	47.88	0.00
					0.00	47.88	
Above paid on 22/03/2019 by Online Payment Ref KGLOACH							
MAC MAC Tool & Plant Hire Ltd							
2411/10201/fuel cap Authorised: dm	14/03/2019	2411	1	10.22	0.00	10.22	0.00
2414/10200/repair strimmer Authorised: dm	07/03/2019	2414	1	79.20	0.00	79.20	0.00
					0.00	89.42	
Above paid on 22/03/2019 by Online Payment Ref MAC							
PINTO Mrs P Pinto T/A Eco Learning UK							
CP06/10202/partnership Authorised: ms	15/03/2019	CP06	1	115.25	0.00	115.25	0.00
					0.00	115.25	
Above paid on 22/03/2019 by Online Payment Ref PINTO							

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Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 12
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PORTERS Porters Service Station Ltd							
201900000164/10203/fuel Authorised: rb	01/03/2019	201900000164	1	850.08	0.00	850.08	0.00
					0.00	850.08	
Above paid on 22/03/2019 by Online Payment Ref PORTERS							
TALKECHEM Talke Chemical Company Limited							
65806/10205/Town hall stock Authorised: mjlw	06/03/2019	65806	1	146.36	0.00	146.36	0.00
65808/10204/public toilet clea Authorised: mjlw	07/03/2019	65808	1	270.89	0.00	270.89	0.00
65813/10207/stone cleaner Authorised: jm	12/03/2019	65813	1	117.60	0.00	117.60	0.00
65818/10206/S scape PPE Authorised: dm	12/03/2019	65818	1	31.20	0.00	31.20	0.00
					0.00	566.05	
Above paid on 22/03/2019 by Online Payment Ref TALKECHEM							
THOMSON Thomson Planning Partnership Ltd							
43/012/AT/016/10208/n/plan Authorised: dm	04/03/2019	43/012/AT/016	1	321.00	0.00	321.00	0.00
					0.00	321.00	
Above paid on 22/03/2019 by Online Payment Ref THOMSON							
THREADFAST Threadfast Engineers 1984 Ltd							
SIN100354/10209/padlock Authorised: dm	11/03/2019	SIN100354	1	21.66	0.00	21.66	0.00
					0.00	21.66	
Above paid on 22/03/2019 by Online Payment Ref THREADFAST							
TMC TMC Creative Ltd							
6115/10212/web maintenance Authorised: jm	13/03/2019	6115	1	600.00	0.00	600.00	0.00
6117/10211/CTC website Authorised: jm	13/03/2019	6117	1	339.00	0.00	339.00	0.00

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19/03/2019

Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 12
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
6119/10210/mycongleton website Authorised: jm	13/03/2019	6119	1	358.58	0.00	358.58	0.00
					0.00	1,297.58	

Above paid on 22/03/2019 by Online Payment Ref TMC

TSELECT	T & S Electrical Limited						
1748/10213/emergency lighting Authorised: mjlw	18/03/2019	1748	1	4,260.94	0.00	4,260.94	0.00
					0.00	4,260.94	

Above paid on 22/03/2019 by Online Payment Ref TSELECT

WESTWALLAS	West Wallasey Contract Hire						
WAL235764/10214/lease vehicles Authorised: dm	08/03/2019	WAL235764	1	3,427.85	0.00	3,427.85	0.00
					0.00	3,427.85	

Above paid on 22/03/2019 by Online Payment Ref WESTWALLAS

Total Purchase Ledger Payments	0.00	14,700.21
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Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 12
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CAVERN Cavern Protective Clothing							
18496/10227/s scape boots Authorised: dm	20/03/2019	18496	1	103.20	0.00	103.20	0.00
					0.00	103.20	
Above paid on 29/03/2019 by Online Payment Ref CAVERN							
CHESHELECT Cheshire Electrical Supplies Ltd							
596-034478/10228/LED globes Authorised: dm	15/03/2019	596-034478	1	169.27	0.00	169.27	0.00
					0.00	169.27	
Above paid on 29/03/2019 by Online Payment Ref CHESHELECT							
CTHEVENTS C T H Events & Parties							
1807/10229/partnership Authorised: ms	05/02/2019	1807	1	17.40	0.00	17.40	0.00
1823/10230/TC12541 Authorised: st	12/02/2019	1823	1	300.00	0.00	300.00	0.00
1825/10231/TC12527 Authorised: st	18/02/2019	1825	1	69.60	0.00	69.60	0.00
1849/10232/Partnership Authorised: ms	05/03/2019	1849	1	41.76	0.00	41.76	0.00
1850/10233/TC12546 Authorised: st	06/03/2019	1850	1	87.00	0.00	87.00	0.00
1851/10234/TC12547 Authorised: st	06/03/2019	1851	1	156.60	0.00	156.60	0.00
1852/10235/Partnership Authorised: ms	11/03/2019	1852	1	17.40	0.00	17.40	0.00
1853/10236/Partnership Authorised: ms	12/03/2019	1853	1	17.40	0.00	17.40	0.00
1854/10237/Partnership Authorised: ms	12/03/2019	1854	1	34.80	0.00	34.80	0.00
1855/10238/TC12549 Authorised: st	12/03/2019	1855	1	43.50	0.00	43.50	0.00
1856/10239/Partnership Authorised: ms	13/03/2019	1856	1	20.88	0.00	20.88	0.00

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Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 12
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
1860/10240/TC12554 Authorised: st	19/03/2019	1860	1	121.80	0.00	121.80	0.00

0.00 928.14

Above paid on 29/03/2019 by Online Payment Ref CTHEVENTS

KENTRA Kentra Training Ltd

02019-5860/10248/H & S trainin Authorised: dm	19/03/2019	02019-5860	1	360.00	0.00	360.00	0.00
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0.00 360.00

Above paid on 29/03/2019 by Online Payment Ref KENTRA

KGLOACH K G Loach

38207/10247/top soll etc Authorised: dm	22/02/2019	38207	1	260.40	0.00	260.40	0.00
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38208/10244/s scape tools Authorised: dm	22/02/2019	38208	1	131.31	0.00	131.31	0.00
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38465/10246/compost Authorised: dm	06/03/2019	38465	1	169.02	0.00	169.02	0.00
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38668/10245/top dressing Authorised: dm	15/03/2019	38668	1	168.00	0.00	168.00	0.00
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0.00 728.73

Above paid on 29/03/2019 by Online Payment Ref KGLOACH

LEAFLET The Leaflet Team

TKD0880/10242/Bear N distribut Authorised: jm	14/03/2019	TKD0880	1	455.00	0.00	455.00	0.00
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0.00 455.00

Above paid on 29/03/2019 by Online Payment Ref LEAFLET

TALKECHEM Talke Chemical Company Limited

65822/10252/gen purpose cleane Authorised: dm	18/03/2019	65822	1	18.58	0.00	18.58	0.00
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0.00 18.58

Above paid on 29/03/2019 by Online Payment Ref TALKECHEM

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Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 12
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
THREADFAST Threadfast Engineers 1984 Ltd							
SIN100464/10253/nuts, bolts Authorised: dm	20/03/2019	SIN100464	1	5.76	0.00	5.76	0.00
					0.00	5.76	
Above paid on 29/03/2019 by Online Payment Ref THREADFAST							
VIBRANT Vibrant Graphics Ltd							
029280/10254/bear necessities Authorised: jm	11/03/2019	029280	1	780.00	0.00	780.00	0.00
029291/10255/CTC letterhead Authorised: jm	20/03/2019	029291	1	105.60	0.00	105.60	0.00
					0.00	885.60	
Above paid on 29/03/2019 by Online Payment Ref VIBRANT							
Total Purchase Ledger Payments					0.00	3,654.28	

Congleton Town Council

RBS Current/I Access Acct

List of Payments made between 01/04/2019 and 30/04/2019

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/04/2019	CHALC	8808	1,470.04	290319/10328/membership
01/04/2019	QUARTIX	dd	550.44	407569/10217/vehicle tracker
01/04/2019	PWLB	DD	10,888.84	PWLB 1st payment 2019
01/04/2019	PRISM	DD	38.96	62282/10251/call charges
01/04/2019	Cheshire East Council	DD	2,700.00	Town Hall rates
01/04/2019	Cheshire East Borough Council	DD	210.20	Mkt St toilets rates
08/04/2019	changing lanes cheshire	8785	297.00	Grant - changing lanes cheshir
08/04/2019	Congleton Unplugged	8786	500.00	Congleton Unplugged - Grant
08/04/2019	Congleton U3A	8787	400.00	Congleton U3A - Grant
08/04/2019	Petty cash	8788	144.67	reimburse petty cash
08/04/2019	Friends for leisure	8789	230.00	Friends for leisure - Grant
09/04/2019	ANGEL	8790	68.40	4883170/10285/drinking water
09/04/2019	CHRISTMAS DIRECT	8791	114.49	XS00234061/10287/xmas lights
09/04/2019	CWL TRUST	8792	60.00	1781/10293/GIS maps
09/04/2019	LOACH	8793	259.20	38901/10289/compost HAAA
09/04/2019	LININGS	8794	64.68	CST221614/10288/s/scapsundries
09/04/2019	URC	8795	459.00	310319/10291/Luncheon club
09/04/2019	FRYERS	8796	463.50	105549/10294/Roses etc
10/04/2019	PITNEY BOWES UK MAIL	DD	107.00	BG299591/10275/franking
10/04/2019	Pitney Bowes Finance PLC	DD	190.05	Franking machine rental
11/04/2019	WMS	Dd	2,216.21	1573497/10256/electricitypublic toilets
12/04/2019	TOMTOM	dd	11.88	Webfleet invoice charge
15/04/2019	RBS Bankline	DD	56.30	RBS Bankline charges
15/04/2019	Transfer to SIBA account	TNSFR	300,000.00	Transfer to SIBA account
16/04/2019	TAYLER	8797	785.00	186369/10370/public toilet repairs
17/04/2019	RBS CREDIT CARD	dd	181.38	Streetscape items
17/04/2019	Payroll April 2019	BACS	55,510.88	Payroll April 2019
17/04/2019	S Akers Smith	8798	54.80	travel expenses
18/04/2019	T & S ELECTRIC	8800	3,637.54	1779/10298/new socket
18/04/2019	NORTHWEST	8799	50.00	01042019/10329/entry fee parks in bloom
18/04/2019	WMS	DD	1,559.16	1578328/10258/T Hall gas/electric
19/04/2019	SILVERMAZE	8801	204.50	21927/10299/map updates
23/04/2019	EE	DD	66.16	01283160176/10345/ss phones
23/04/2019	RBS bankcharges	DD	12.16	RBS bankcharges
24/04/2019	ZURICH	8802	352.80	5148042/10331/Partnership
24/04/2019	C East CAB	8803	15,000.00	Grant - CAB
25/04/2019	WONDER	8807	480.00	0354/10330/dancing dino - easter treats
25/04/2019	WATER PLUS LTD	806	448.11	INV04439108/10332/T H water
25/04/2019	PRISM	DD	1,039.30	103523/10352/IT support
25/04/2019	ALBION STONE	8804	9,446.72	P/ship Cenotaph stone
25/04/2019	Cheshire East Council	8805	220.98	Rates Roundabouts
29/04/2019	GARDENING	8810	740.00	Allotment trees pruned
29/04/2019	LININGS	8811	237.24	credit spares SS equipment
29/04/2019	LININGS	8813	98.83	spares for SS equipment
29/04/2019	CCA	8814	100.00	010419/10357/B K V awards
29/04/2019	Allpay - Plus Dane	DD	36.28	garage rental allotments
30/04/2019	BACS P/L Pymnt Page 2131	BACS Pymnt	7,268.73	BACS P/L Pymnt Page 2131
30/04/2019	CHESHEAST	8815	340.00	41117287/10336/premise licence
30/04/2019	CCTP	8816	69.00	101/10354/Shotton visit
30/04/2019	LININGS	8817	65.03	CST222895/10350/hydraulic cabl
30/04/2019	PINTO	8818	32.25	240419/10351/roses west street
30/04/2019	PRISM	8820	2,035.55	104390/10353/new PC/laptop
30/04/2019	SUEZ	Dd	300.59	31472674/10290/waste recycling
30/04/2019	Rode Hall Silver Band	8821	600.00	Rode Hall Silver Band - grant
Total Payments			<u>422,473.85</u>	

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Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 1
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CVS CVS Cheshire East							
<i>Renewal CVS subs</i>	06/03/2019	INV-1857	1	375.00	0.00	375.00	0.00
					0.00	375.00	

Above paid on 30/04/2019 by Online Payment Ref CVS

JEWSON Jewson Limited							
<i>Pool sealant etc</i>	09/04/2019	0767/00195663	1	89.11	0.00	89.11	0.00
<i>Pool sealant</i>	11/04/2019	0767/00195829	1	14.16	0.00	14.16	0.00
					0.00	103.27	

Above paid on 30/04/2019 by Online Payment Ref JEWSON

OTIS Otis Ltd							
<i>1st qtr lift maintenance</i>	01/04/2019	01346649	1	522.90	0.00	522.90	0.00
					0.00	522.90	

Above paid on 30/04/2019 by Online Payment Ref OTIS

POOL Pool Tech Services Ltd							
<i>Pool service contract</i>	01/04/2019	2789	1	681.60	0.00	681.60	0.00
<i>Pool valve</i>	17/04/2019	2819	1	402.72	0.00	402.72	0.00
<i>pool pipework</i>	17/04/2019	2820	1	880.54	0.00	880.54	0.00
					0.00	1,964.86	

Above paid on 30/04/2019 by Online Payment Ref POOL

TALKECHEM Talke Chemical Company Limited							
<i>Park toilets cleaning material</i>	08/04/2019	65841	1	131.28	0.00	131.28	0.00
<i>Pool chemicals</i>	11/04/2019	65848	1	274.80	0.00	274.80	0.00
<i>cleaning items public toilets</i>	17/04/2019	65852	1	46.94	0.00	46.94	0.00
<i>town hall cleaning materials</i>	17/04/2019	65853	1	133.83	0.00	133.83	0.00
					0.00	586.85	

Above paid on 30/04/2019 by Online Payment Ref TALKECHEM

VIBRANT Vibrant Graphics Ltd							
<i>Easter leaflet</i>	03/04/2019	029314	1	288.00	0.00	288.00	0.00
					0.00	288.00	

Above paid on 30/04/2019 by Online Payment Ref VIBRANT

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Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 1
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
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WESTWALLAS West Wallasey Contract Hire

Vehicle rental	10/04/2019	WAL236228	1	3,427.85	0.00	3,427.85	0.00
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0.00	3,427.85
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Above paid on 30/04/2019 by Online Payment Ref WESTWALLAS

Total Purchase Ledger Payments	0.00	7,268.73
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Congleton Town Council

Historic market town

Chief Officer: **David McGifford**



CONGLETON TOWN COUNCIL ASSET REGISTER & INVENTORY

Financial Regulation 14.6 provides that the RFO will be responsible for maintaining an Asset Register of all significant assets owned by the Town Council, which is to include an inventory of fixtures, fittings and equipment which costs £250.00 or more and has a life expectancy of more than 1 year.

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

I Bob Edwards, Chairman of the Finance and Policy Committee certify that the following Inventory is a true and accurate record of assets owned by Congleton Town Council as of 31st March 2019.

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2019

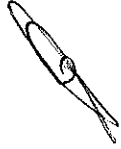
Location	Item no.	Supplier	Purchase Date	Description	Qual £	2018	2019	Fixed Asset Register
Town Hall								
	LB000			Town Hall & Museum	1 1600000	2121460	2121460	2121460
Padding Pool Land/E	LB003			Padding Pool (leased)	1 95000	95000	95000	95000
Padding Pool Plant	LB005			Plant room - padding pool	25000	25000	25000	25000
	EQP039	Nortek	20/08/2010	Padding Pool ramp	1 475	475	475	475
	INF012	Soft Surfaces	08/05/2017	Pool footpath and safety surface	1 7642	7642	7642	7642
	INF013	Centrifugal pumps	08/03/2018	New pool pump	1 1594	1594	1594	1594
	INF014	Pool Tech	29/03/2018	Chlorine Controller	1 3510	3510	3510	3510
	EQP006		01/04/2011	Pool water fountain	1 620	620	620	620
					121095	133841	133841	133841
Allotments								
	LB001		01/04/2009	Allotment toilets	1 3425	3425	3425	3425
	LB002			Hillary Avenue Allotments	1 65000	65000	65000	65000
	LB004			Padding Pool Toilets	1 1	1	1	1
	INF002		01/04/2009	Allotment path	1 5990	5990	5990	5990
	INF011		01/04/2009	Railings at allotments	1 1	1	1	1
					74417	74417	74417	74417
Town Hall								
	FF008	Chubb	26/08/2010	Intruder alarm system	1 4100	4100	4100	4100
	FF009	Trend	28/04/2010	Heating Control software	1 2449	2449	2449	2449
	LB001	Richies	20/04/2010	Window winders	1 2135	2135	2135	2135
				Bar Extension	1 40000	40000	40000	40000
Grand Hall								
	HFE091	Stive Seating	25/02/2013	300 Green/gold stacking chairs	298 40.15	11724	11724	11724
	HFE092	Allen Pavitt	03/01/2013	30 laminate top folding tables 1800 x 750 mm (6ft)	30 125.93	3778	3778	3778
	HFE093	Allen Pavitt	03/01/2013	laminate top folding tables 1500 x 750 mm (5ft)	10 117.4	1174	1174	1174
Town Hall F&F								
			29/10/2015	Fire Alarm works	1 1827	1827	1827	1827
		Chubb	30/10/2015	Fire Alarm works	1 1800	1800	1800	1800
	HFE131	Chubb	26/04/2017	CCTV cameras around Town Hall	13 7000	7000	7000	7000
	HFE007			12 section portable and height adjustable stage unit each section 2.0 by 1.0m made of timber ply top with aluminium frame	1 500	500	500	500
Grand Hall				PA system supplied by Worthingtons Euromet Professional cabinet size 500 by 600 by 1,000m high. Comprising of, 1 No CA-6220 mixer, 1 No R3000 Amplifier, 1 No Compact Disk TEAC PD/D2410 multi disk, 1 No Radio Mike amp WT-48106	1 5000	5000	5000	5000
	HFE008			Piano upright, SCHAEDEMYER, supplied by NUTOSTEVIN and Son Stoke on Trent.	1 1500	1500	1500	1500
	HFE009			1 No Electric Wall Clock by The London Clock Company.	1 100	100	100	100
	HFE004		01/06/2008	2 large ceiling chandeliers	2 0	0	0	0
	CAT114		01/06/2008	Lon Crest above Main Hall on wall	1 1	1	1	1
	HFE005	Global Hygiene	06/10/2010	Brush	1 825	825	825	825
	HFE006	Global Hygiene	25/10/2010	Numatic Twintec TT Floor Scrubber 240v	1 1235	1235	1235	1235
Bridestones	HFE114	Talke Chemicals	10/11/2014	Sack Truck	1 86	86	86	86
Grand Hall	HFE029	PAS Sound Engineering	28/01/2011	Main sound system + gallery system (Grand Hall)	1 8155	8155	8155	8155
	HFE081	PAS Sound Engineering	28/01/2011	4 way mike sockets (these are in the wall)	2 325	325	325	325
	HFE078	PAS Sound Engineering	28/01/2011	1 stand	2 56.5	113	113	113
	HFE132	Pure AV	08/05/2017	Conference System - Bridestones	1 15193	15193	15193	15193
	HFE133	Strictly Tables & chairs	28/07/2017	5' Plastic Folding round tables x 5	5 320	320	320	320
	HFE134	Strictly Tables & chairs	28/07/2017	6' Plastic Folding round tables x 15	15 1319	1319	1319	1319
	HFE135	Christmas Direct	01/08/2017	Fairy lights	1 564	564	564	564
	HFE140	Xmasdirect	08/11/2017	Fairy lights	1 140	140	140	140



Location	Item no.	Supplier	Purchase Date	Description	Qual £	2018	2019	Fixed Asset Register
Inner Hall way G26	HFE142	Cookies	31/07/2018	LED uplighter lights	28	2583	2583	2583
	HFE136	Chains and Lifting	19/09/2017	Harness for Minstrel Gallery	1	1143	1143	1143
	HFE137	Strictly Tables & chairs	28/07/2017	Narrow Table Trolley	2	425	425	425
	HFE129	T&S Electrical	30/11/2016	Induction Loop System (for the hard of hearing)	1	1925	1925	1925
Inner Hall way G26	HFE019			Green Privacy Screens	3	360	360	360
	HFE071			Congleton Town Council Rolls of Mayors Board 2.00 by 0.800m	1	400	400	400
	HFE025	Donation	01/04/2010	2 samsung LCD TVs	2	0	0	0
	HFE112	Nisbets	23/10/2014	Red rope and brass post barrier	1	113	113	113
Room behind TIC	HFE090	MAC Tool Hire	25/03/2013	Infra Red Heaters (park)	2	300	600	600
	HFE018	Global Hygiene	13/10/2010	first Aid Couch	1	324	324	324
		Global Hygiene	23/12/2011	Delonghi Rapido Oil filled radiator	1	175	175	175
	HFE135	Andrew Deptford aadefib.com	28/09/2017	Physio-control lifePak CR plus fully automatic Defibrillator	1	980	980	980
Bar Annex	HFE012			High circular drinks tables tubular steel with beech effect top 550mm diameter 1.200m high	3	90	270	270
	HFE013		01/06/2008	5 Low circular drinks tables (1 in bar)	5	360	360	360
	HFE014		01/06/2014	5 Low Square drinks tables	4	1	1	1
	HFE015		01/06/2014	2 metal litter bins - 1BS, 1 GH	2	1	1	1
Cellar	HFE047			hydro boil water heater (kitchen)	1	543	543	543
	HFE082	SAS Refrigeration	14/04/2010	Bar Cellar Fridge (kitchen)	1	1500	1500	1500
	HFE139	SAS Refrigeration	12/10/2017	2 door bottle cooler	1	350	350	350
	HFE115	Catering Supplies	05/07/2015	Glasswasher (cotton club)	1	1350	1350	1350
Cellar	HFE119			Large lockable twin door Bottle Fridge store (corridor)	1			
	HFE102			Undercounter twin glass bottle fridges	2			
	HFE103			Free standing ice making machine	1			
	HFE104			Large Free Standing Beer coolers (owned by the Brewery)	2			
Cloaks G25a G27	HFE089			2 No portable black tubular steel hat and coat racks on casters 1.800m by 1.800m	2	75	150	150
	HFE068			Handyman Aluminium Ladders 3 stage (park)	1	150	150	150
	C3			2 No Aluminium Flip Chart Boards and Stands	2	50	100	100
	HFE128	CCS Access	30/03/2012	1 Nobo Nautile Easel (flip chart board)	1	79	79	79
Store Room G21	HFE126	Talke Chemicals	16/11/2016	900mm x 600mm display boards (rear storeroom)	3	93	279	279
				2 No Aluminium Free Standing Display Boards in blue 1.800m by 1.800m	2	250	500	500
				Ash Bin	1	170	170	170
	HFE122	Astbury Garden Centre	16/12/2015	2 Artificial Christmas Trees (park)	2	266	266	266
Kitchen G10	HFE109	Nisbets	16/04/2015	Stainless Steel Vacuum Flasks	2	140	140	140
	HFE116	Stephensons	28/05/2016	Simply Tableware 11" plates	14	125	125	125
	HFE117	Stephensons	28/05/2016	Simply Tableware 6.25" plates	252	444	444	444
	HFE121	Stephensons	08/04/2015	100 mugs	100	100	100	100
Kitchen G10	HFE123	Stephensons	08/03/2016	Cutlery	1	159	159	159
	HFE124	Dudsons	03/03/2016	100 mugs	100	100	100	100
	HFE074	SAS Refrigeration	10/09/2010	undercounter fridge	1	358	358	358
	HFE089	SAS Refrigeration	13/06/2013	Fridge model GN650TN	1	850	850	850
Kitchen G10	HFE100	The Catering shop	09/08/2013	Chest Freezer CF1300	1	389	389	389
	HFE082	Ritchie	13/07/2013	C Range Commercial Dishwasher	1	2801	2801	2801
	HFE083	Ritchie	13/07/2013	Free Standing Fridge Sterling Pro	1	458	458	458
	HFE084	Ritchie	13/07/2013	Blue Seal Salamander Grill	1	948	948	948
Kitchen G10	HFE085	Ritchie	13/07/2013	Oven leanat 6 burner range	1	1406	1406	1406
	HFE101			Imperial 6 Burner Range	1	0	0	0

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2019

Location	Item no.	Supplier	Purchase Date	Description	Qual.£	2018 Total Invent	2018 Fixed Asset	Additions	Deletions	Revalu	2019 Total Inventory	2019 Fixed Asset Register
	HFE106			Industrial Gas Cooker	1	0	0				0	0
	HFE107			Tail Glass fronted bottle fridge (Cotton Club?)	1	0	0				0	0
	HFE143	Ritchie/TS Electrical	15/02/2018	Combi Oven	1	12963	12963				12963	12963
	HFE119	Catering Supplies	03/10/2015	2 door fridge	1	1100	1100				1100	1100
	HFE127	Catering Supplies	22/11/2016	2 door wtop fridge	1	850	850				850	850
	HFE068	Ritchie	13/07/2013	Hot plate parry alpha range	1	1295	1295				1295	1295
	HFE087	Ritchie	13/07/2013	Commercial microwave	1	549	549				549	549
	HFE088	Ritchie	13/07/2013	Commercial microwave	1	549	549				549	549
	HFE095	Hancocks	14/03/2013	1 litre water jug	1	1.95	12	0			12	0
	HFE096	Hancocks	14/03/2013	1.8 litre water jug	6	3.95	59	0			59	0
	HFE097	Hancocks	14/03/2013	10oz Hiball water glasses	192	0.36	70	0			70	0
	HFE120	Posh Nosh Parties	23/12/2016	Various kitchen items see list	1	1700	0				1700	0
First Floor												
	HFE040	Jackson Lloyd	03/06/2010	display cabinet	1	2200	2200				2200	2200
	CAT020	Fattorini	10/05/2012	Jubilee Link badge	1	398	0				398	0
	CAT119	Princess Irene Regiment	31/10/2013	S/S Ceremonial Dutch Military Sword	1	2250	0				2250	0
Bridestones Suite F6												
	CAT090			1 No Tapestry 5.0m by 2.5m depicting Congleton Scene	1	5000	5000				5000	5000
In Museum												
	HFE035			1 No Antique Mayors Chair in carved timber and brown leather good condition	1	300	0				300	0
	CAT091			1 No oil painting of Little Moreton Hall Nr Congleton behind glass in either timber or plaster quilt frame 1.000m by 0.900m	1	500	500				500	500
	CAT092			1 No oil painting of Building Ruin with Fence in Foreground behind glass in either timber or plaster quilt frame 1.100m by 0.900m	1	350	350				350	350
	CAT093			1 No oil painting of Congleton High Street and Town Hall painted and presented by John Nash Peake AD1902 1.600m by 1.200m	1	500	30000	500			30000	500
	HFE036	Great British Lighting	14/05/2010	Satin Brass Rectangular up/down lights	8	533	4269	4269			4269	4269
	HFE037	Great British Lighting	14/06/2010	Chandeliers	2	7053	14106	14106			14106	14106
	HFE038	R&L Systems Ltd	08/06/2010	2 pulleys for chandeliers (raising & lowering)	1	4950	4950	4950			4950	4950
	HFE039		01/06/2008	2 ceiling fans	2	1	0	0			1	0
	HFE034	Allen Pavitt Contracts	07/06/2010	1630mm x 762mm tables	6	124	744	744			744	744
	HFE033			2130mm x 762mm tables	3	134	402	402			402	402
	HFE032			1220mm x 762mm tables with round edges	2	121	242	242			242	242
	HFE031			Beech Frame Conference chair	42	79	3318	3318			3318	3318
	HFE027			Duel Height wheeling folding stage + steps	1	752	752	752			752	752
	HFE030	PAS Sound Engineering	28/01/2011	Sound System	1	5597	5597	5597			5597	5597
	HFE094	Congleton Office Supplies	28/03/2013	Nobo Tripod Screen	1	137	137	137			137	137
	HFE113	Jantex	19/11/2014	Upgraded pulley system for curtains in Bridestones	1	690	0	0			690	0
Spencer Suite F8												
	OFF027			10 No tubular steel frame counter chairs upholstered in green with arms	10	180	1800	1800			1800	1800
	OFF026			2 Semi Circular Boardroom metal frame table with light oak top 1.200m diameter	2	170	340	0			340	0
	OFF028			1 No Rectangular Boardroom metal frame table with light oak top 1.200m in diameter	2	170	170	0			170	0
	OFF029			1 No Magnus Cresenda Storage Cupboard in light oak 1.600m by 0.550m	1	580	580	580			580	580
	HFE144	Laptop House Ltd	15/02/2018	Avacor E-6500 Touch Screen panel and trolley	1	1854	1854	1854			1854	1854
		Prism	13/06/2019	Microsoft Office for touch screen					185		185	0
Bridestones				2 No Antique Congleton Town Council Mayors Chair in polished wood and leather with ornate carving depicting in wood carving conga eels and barrel tons	1	500	500	500			500	500



Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2019

Location	Item no.	Supplier	Purchase Date	Description	Qual.£	2018	2019	Fixed Asset Register
						Total Invent	Invent	
						Fixed Asset	Fixed Asset	
						Register	Register	
Grand Hall	CAT115			Collection of Framed Certificates and Maps1 No Framed Certificate Guinness World Records Maypole dance 146 participants 2008.1 No Framed Adept Integrated Management System Certificate to Congleton Town Council from SECE1 No Framed 25,000 th scaled plan of	1	300	300	300
First Floor Landing	CAT116			pictures of past Mayors - reframed and hung in Grand Hall	1	200	1390	1390
				12 No Charity Boards timber framed with hand painted inscriptions 2,000m by 0.800m 1 No John Pedley1 No The Wilbraham Memorial Fund1 No The Wilbraham and Emily Ann Salt1 No Congleton Charities1 No The CotterhillBrook Street Charities1 No Mary and Judith A	1	1200	1200	1200
	CAT101-CAT113							
first floor kitchen	OFF126	Broadstock	22/05/2018	MJW office desk				
	HFE145	Landscape supply Ltd	08/06/2018	2.3 Powermaxx Combo drill set (MW)				
	HFE146	Ableworld	03/12/2018	Lightweight Steel wheelchair	1		98	98
	HFE020	A&A Music		Dual Height Wheeling folding stage	1		189	189
First Floor Cupboard	HFE089	Heatons	10/07/2015	Music stand as lecturn	1	916	916	916
	OFF101	Talke Ctern	04/03/2016	Nobo Tripod screen 2000 x 1513	1	23	23	23
	OFF105	Prism	01/04/2015	Key Cabinet	1	137	137	137
				Spare Laptop - Lenovo Thinkpad Edge E540	1	53	53	53
First Floor Office	EQP042	Nevada	10/11/2011	9v battery charger	1	56	56	56
	EQP043	Nevada	10/11/2011	9v rechargeable batteries	9	98	98	98
	HFE125	Just Projectors	26/07/2016	NEC M311W Projector	1	463	463	463
	OFF050			4 No Cantilever Universal Workstations Magnus Wave metal frame 1.800m by 1.200m by 0.800m by 0.600m with Lockable Magnus Under Desk Filing Cabinets all in light oak timber finish	4	165	660	660
	OFF124	Broadstock	13/11/2017	Magnus Desk 1600x 800x600 (LM)	1		90	90
	OFF053			4 No High Back Operator Chairs in fabric colour leaf	4	85	340	340
	OFF054		01/06/2008	Beech effect 2 door cupboard (behind LM)	1	1	1	1
	OFF066			1 No Rectangular Table metal frame 1.800m by 0.750m in light oak timber finish	1	85	85	85
	OFF055			Magnus Storage Cupboard with Tambour Doors 1.950m by 1.060m by 0.530m in light oak timber finish	1	300	300	300
	OFF055			Magnus storage cupboard	1	400	400	400
	OFF085	Broadstock	08/07/2014	Four shelf L/Oak bookcase (behind JP)	1	113	113	113
	OFF116	Prism	15/05/2017	ST desktop PC - Dell - Optiplex 3050	1	1016	1016	1016
	OFF117	Prism	15/05/2017	ST Monitor - Dell 22"	1	147	147	147
	OFF073	Prism	03/12/2013	Office Server	1	2383	2383	2383
	OFF119	Prism	03/05/2017	APC Smart UPS 1000VA battery backup for server	1	343	343	343
	OFF094	PCWorld	29/05/2014	Net gear Comms box	1	120	120	120
	OFF130	Prism	05/03/2019	New comms box and wires	1		2545	2545
	OFF102	Prism	05/02/2016	Dell Optiplex 3020 LM	1	890	890	890
	OFF122	Prism	12/09/2017	Dell 22" Monitor P2217H- LM	1	158	158	158
	OFF123	Prism	26/09/2017	Adobe Acrobat Pro 2017	1	575	575	575
	OFF093	Prism	22/10/2014	Dell optiplex 3020 AMW	1	945	945	945
			07/12/2011	Office Professional 2010 software	3	830	830	830
				Office Home and Business 2010 Software	4	760	760	760
	OFF112	Prism	17/01/2017	Dell 22" Monitor P2217- JP	1	131	131	131
	OFF113	Prism	17/01/2017	Dell Optiplex 3040 Mini tower PC - JP	1	753	753	753
	EQP005	Pear Technology	31/01/2011	Mapping Software and Asset Manager	1	1625	1625	1625
			26/03/2012	Adobe photoshop	1	558	558	558
	OFF128	Prism	04/09/2018	Brother Laser Jet Printer L2370DN (main office)	1		112	112

Location	Item no.	Supplier	Purchase Date	Description	Qual	2018	2019	Fixed Asset Register
Second Floor Office	OFF110	Prism	14/01/2017	Avaya VOIP telephone system	1	4225	4225	4225
First Floor Office	EQP041		01/04/2010	PAT Tester	1	850	850	0
Top archive room	OFF048		01/06/2008	Wooden Coat Stand	1	1	1	0
	OFF049			4 No 4 Drawer Metal Filing cabinets	3	165	165	495
	OFF078			2 drawer metal filing cabinet	1	68	68	0
	OFF069			9 Office Blinds	9	100	900	900
	HFE098	Viking	02/09/2013	3 office blinds (admin office)	3	397	397	397
	OFF056	Viking	17/06/2010	NEC M3111 Projector	1	465	465	0
				Ativa Shredder	1	290	290	0
Second Floor Office								
Streetscape								
	OFF114	Prism	17/01/2017	RB laptop - plus addition 2018/19	1	968	968	1068
	OFF020	Broadstock	25/01/2012	3 Drawer Pedestal CJ	1	103	103	103
	OFF032		01/06/2008	4 Green swivel chairs	4	1	1	1
	OFF081	Broadstock	22/01/2014	RB desk	1	114	114	114
	OFF082	Broadstock	22/01/2014	RB Pedestal	1	103	103	103
	OFF083	Broadstock	23/01/2014	RB bookcase (now in Brew room)	1	113	113	113
	OFF084	Broadstock	24/01/2014	RB chair	1	83	83	83
	HFE147	ESE Direct	22/10/2018	3x Topbox shelving units for archive	3	363	363	363
	OFF086	Broadstock	17/11/2014	MW Desk	1	114	114	114
	OFF087	Broadstock	17/11/2014	MW Pedestal	1	103	103	103
	OFF098	Broadstock	17/11/2014	MW chair with arms	1	105	105	105
	OFF103	Prism	05/02/2016	Dell Optiplex 3020 MW	1	890	890	890
	HFE065		01/06/2008	Step ladder	1	1	1	1
				2 tables 1.600m diameter 25 mm top in light oak	2	100	200	200
Campbell Suite	OFF030							
Second Floor Office								
Clerk's Office								
	OFF118	Prism	15/05/2017	HP Laser jet Pro 203dw printer	1	135	135	135
				3 No Cantilever Workstations Magnus Wave metal frame 1.800m by 1.200m by 0.800m with Lockable Under Desk				
	OFF031			Filing Cabinets all in light oak timber finish	4	220	880	880
				1 No Magnus Circular Table with Central Column Base in light oak				
	OFF033			1.000m diameter	1	135	135	135
				4 No 4 Leg Stackable Meeting Chairs Without Arms Upholstered in fabric colour leaf	4	60	240	240
	OFF034			1 No 2 Drawer Metal Filing Cabinet	1	100	100	100
	OFF044			4 drawer grey filing cabinet	1	129	129	129
	OFF111	Heatons	14/11/2016	Jemini 2 drawer filing cabinet grey	1	111	111	111
	OFF079	The Stationary Cupboard		1 No 2 Drawer Small Timber Filing Cabinet in Beech Wood	1	40	40	40
	OFF043			Dell 3350 latitude laptop (DM) with wireless keyboard and mouse	1	1170	1170	1170
	OFF125	Prism	01/11/2017	1 No Dell 19inch Flat Screen Monitor BH PC	1	175	175	175
	OFF040			Adobe Acrobat X1 Pro (BH Machine)	1	480	480	480
	OFF089	Prism	15/01/2015	Wall clock (now downstairs in Admin office)	1	60	60	60
	OFF045			Metal cupboard	1	210	210	210
	OFF035			Canon ES0 1100D5 Camera	1	350	350	350
	OFF047			Canon IXUS 185 20MP 8x zoom camera	1	724	724	724
	OFF129	Argos	03/12/2018	Dell Latitude E3440 Laptop (Now in TV in foyer)	1	1130	1130	1130
	OFF088	Prism	14/05/2014	Dell Latitude 3580 SSD Laptop (JM)	1	906	906	906
	OFF121	Prism	02/09/2017	MS desktop Dell Optiplex 3020 plus monitor	1	1463	1463	1463
	OFF107	Prism	20/04/2015	Inspiron 15 5000 series laptop Marthia	1	450	450	450
	OFF127	Prism	13/06/2018	Canon SD 28-105 camera EX550 Flash gun	1	0	0	0
	OFF120	Frank Henshall	03/07/2017					

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Location	Item no.	Supplier	Purchase Date	Description	Qty	2018	2019	Revalu	Deletio	Deletio	Deletio	2019	Fixed Asset Register
Museum	CAT008			Small Mace	1	4220	4220					4220	
Safe	CAT009			Large Mace	1	55000	55000					55000	28509
Safe	CAT010			Mayor's Working Chain	1	3500	3500					3500	15828
Safe	CAT012			Silver Parcel Pendant (working chain medallion)	1	4000	4000					4000	1011
Safe	CAT013			Wood Case	1	94	94					94	94
CO drawers	CAT117	Fattorini Ltd	02/04/2013	Deputy Mayor Pendant (DM2 newer)	1	1200	1200					1200	926
Safe	CAT118	Fattorini Ltd	03/04/2013	Consort pendant enamelled 3 colours on blue ribbon	1	650	650					650	599
						164910	164910					164910	94866
Streetscape													
	EQP055	Sharrocks	16/06/2017	Lawnmower Flight 553HRS PROHS	1	949	949					949	949
	EQP056	Sharrocks	16/06/2017	Lawnmower Flight 553HRS PROHS	1	949	949					949	949
	EQP025	Cheshire East	01/01/2014	Bowling Green Mower	1	1	1					1	1
	EQP026	Cheshire East	01/01/2014	Sprimmer	1	1	1					1	1
	EQP027	Cheshire East	01/01/2014	Sprimmer	1	1	1					1	1
	EQP029	Cheshire East	01/01/2014	Blower Stihl BR350	1	1	1					1	1
	EQP030	Cheshire East	01/01/2014	Hedgecutter	1	1	1					1	1
	EQP031	Cheshire East	01/01/2014	Hedgecutter	1	1	1					1	1
	EQP082	Cheshire East	01/01/2014	Flymo mower - Allen	1	1	1					1	1
	EQP033	Cheshire East	01/01/2014	Hayter Harrier	1	1	1					1	1
	EQP035	Cheshire East	01/01/2014	Trailer	1	1	1					1	1
	EQP054	Paul Brereton Ltd	04/10/2019	Williams LM1050 Serial SKD000000.5157196 Trailer	1		2975					2975	2975
	VEH003	Cheshire East	01/01/2014	Small Ford Tractor L593 LHJ	1	1	1					1	1
	VEH006	Cheshire East	09/03/2015	TORO GHS400 Ride on Mower - cylinder AJ13 YBX	1	12995	12995					12995	12995
	EQP011	Congleton Garden Machinery	01/03/2014	Hayter Condor Hydro with 5 blades	1	5315	5315					5315	5315
	EQP012	Congleton Garden Machinery	01/03/2014	Hayter Condor Hydro with 5 blades	1	5315	5315					5315	5315
	EQP014	Congleton Garden Machinery	01/03/2014	Honda HRH536HX 4 Wheel	1	1026	1026					1026	1026
	EQP015	Congleton Garden Machinery	01/03/2014	Honda HRH536HX 4 Wheel	1	1026	1026					1026	1026
	EQP016	Congleton Garden Machinery	01/03/2014	Honda HRH536HX 4 Wheel	1	1026	1026					1026	1026
	EQP017	Congleton Garden Machinery	01/03/2014	Strimmer Stihl FS410 C-E	1	707	707					707	707
	EQP018	Congleton Garden Machinery	01/03/2014	Strimmer Stihl FS410 C-E	1	707	707					707	707
	EQP019	Congleton Garden Machinery	01/03/2014	Strimmer Stihl FS410 C-E	1	707	707					707	707
	EQP020	Congleton Garden Machinery	01/03/2014	Blower Stihl BR350	1	356	356					356	356
	EQP021	Congleton Garden Machinery	10/01/2014	Long Reach Hedge Cutter	1	338	338					338	338
	EQP022	Congleton Garden Machinery	10/01/2014	Long Reach Hedge Cutter	1	338	338					338	338
	EQP044	CTM	25/03/2014	TORO LT3340 Ride on Mower - Rotary AJ13 YBY	1	24950	24950					24950	24950
	EQP045	Fresh Group	17/06/2014	Back Pack Vacuum	1	994	994					994	994
	EQP046	Congleton Garden Machinery	21/10/2014	Stihl BR600 Blower	1	371	371					371	371
	EQP047	C Congleton Garden Machinery	12/08/2015	Petrol Rotavator	1	308	308					308	308
	EQP049	CGM	22/09/2015	Honda HRX537HY Lawnmower	1	797	797					797	797
	EQP050	CGM	22/09/2015	Honda HHH 2557SE - Strimmer	1	310	310					310	310
	EQP051	CGM	22/09/2015	Honda HHH 2557SE - Strimmer	1	310	310					310	310
	EQP052	PE Jones	18/03/2016	Second Hand Pressure Washer and trailer	1	1500	1500					1500	1500
	EQP053	Calgary	08/04/2016	Apache SC42 Scarifier	1	349	349					349	349
	EQP057	Congleton Garden Machinery	18/04/2017	Stihl MS 180 14" Chainsaw	1	172	172					172	172
	EQP058	Congleton Garden Machinery	01/12/2018	Stihl HS87T Hedgecutter	1	351	351					351	351
	EQP059	Congleton Garden Machinery	12/03/2018	Echo ES-250ES Leaf blower	1	196	196					196	196
	EQP060	Landscape supplies	23/04/2018	Hammerlin Galvanised Barrow							81	81	0
	EQP061	CGM	18/06/2018	Blower Echo PB-2520							162	162	0
	EQP062	CGM	18/06/2018	Blower Stiga SBL 327V							166	166	0
	EQP063	CGM	18/06/2018	Blower Echo PB-2520							162	162	0

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