



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

28th June 2019

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

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 4th July 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 4th July 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 6th June 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 June 2019.

7. New Applications for Financial Assistance (enclosed)

- GR06/1920 Congleton Jazz and Blues Festival
- GR07/1920 Dane Valley Swimming Club
- GR04/1920 Resubmission - Congleton Pentecostal Church

8. New Grant Activities Monitoring Forms

- St Peter's Church

9. Management Accounts (enclosed)

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

10. Bank Reconciliation (enclosed)

To receive and consider the bank reconciliation as at 31st May 2019.

11. Savings Account Balances (enclosed)

To receive and consider the Savings Account balances as at 31st May 2019.

12. List of Payments (enclosed)

To receive and consider the Payments lists between 1st May 2019 to 31st May 2019.

13. Final Internal Audit Report for 2018/19

To consider and approve the Internal Audit – Final report 2018/19

14. Amendments to the Grants' Policy (enclosed)

To consider a proposal to alter the Grants and Funding Policy

To: Members of the Finance & Policy Committee

Clrs: 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

**DRAFT Minutes of the Finance and Policy Committee Meeting
held on Thursday 6th June 2019**

PRESENT Committee members,

D Amies
R Chadwick (Vice Chairman)
R Douglas (Chairman)
P Duffy
G Hayes
R Moreton
S A Holland (Mayor)
J Parry
M Rogan
J Smith

Non Committee members

S Firkin
R Hemsley
A Martin

1. Apologies

Apologies for absence were received from Committee member D Brown and Deputy Mayor D Murphy

2. Minutes

FAP/01/1920 RESOLVED that the Minutes of the Meeting of the Committee held on 21st March 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.

- Cllr R Douglas – declared a non-pecuniary interest in any matters relating to Congleton Museum
- Cllrs G Hayes, R Moreton, S A Holland – declared a non- pecuniary interest in any matters relating to Cheshire East Council
- Cllr A Martin declared a non-pecuniary interest in Friends Of Congleton Park (no voting rights as not on the committee)

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

There were no questions from members of the public.

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

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

FAP/02/1920 RESOLVED that the grant statement be received

7. New Applications for Financial Assistance (enclosed)

FAP/03/1920 RESOLVED that

- | | |
|--|-------------------------------|
| • Grant ref GR01/1920 Congleton Bowling Club- | £250 grant be approved |
| • Grant ref GR02/1920 Congleton Harriers | £650 grant be approved |
| • Grant ref GR03/1920 St Peter's Church Clock | £242 grant be approved |
| • Grant ref GR04/1920 Congleton Pentecostal Church | for officers to seek |
| <i>clarification with regards to quality and quantity of chairs</i> | |
| • Grant ref GR05/1920 Friends of Congleton Park | £250 grant be approved |

8. New Grant Activities Monitoring Forms

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

FAP/04/1920 RESOLVED to approve the Grant Activities Monitoring Forms

9. Management Accounts (i)

FAP/05/1920 RESOLVED to receive the Management Accounts to 31st March 2019.

10. Management Accounts (ii)

FAP/06/1920 RESOLVED to receive the Management Accounts to 30th April 2019

11. Bank Reconciliation

FAP/07/1920 RESOLVED to receive the bank reconciliation as at 30th April 2019.

12. Savings Account Balances

FAP/08/1920 RESOLVED to receive the Savings Account balances as at 30th April 2019.

13. List of Payments

FAP/09/1920 RESOLVED to receive the Payments lists between 1st March 2019 to 31st March 2019 and 1st April 2019 to 30th April 2019.

14. Asset Register

FAP/10/1920 RESOLVED to receive the Asset Register and Inventory for the year ending 31st March 2019.

**R Douglas
Chairman**

|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Congleton Town Grant Commitments 2019/20									
Permitted									
Date Grant Approved	To	For	Section	Minute Reference	Approved EMR b/fwd	Approved 19/20 £	Paid £	Outstanding	Date Paid
	Subsidised Use of Town Hall					4,500.00	1172.75	3327.25	
05/07/2018	SWANS	Funding for counselling sessions	Gpoc	FAP/18/1819	250.00	0.00	0.00	250.00	
10/01/2019	Congleton Unplugged	Support for event	Gpoc	FAP/54/1819	500.00		500.00	0.00	08/04/2019
10/01/2019	230 Squadron Air Cadets	Contribution towards minibus	Gpoc	FAP/54/1819	500.00			500.00	
10/01/2019	U3A cycling group	Contribution towards High Vis shirts	Gpoc	FAP/54/1819	400.00		400.00	0.00	08/04/2019
21/03/2019	Beartown Patchwork & Quilters	contribution towards exhibition 2019	Gpoc	FAP/79/1819	350.00			350.00	
21/03/2019	Rode Hall Silver Band	support for uniform	Gpoc	FAP/79/1819	600.00		600.00	0.00	30/04/2019
21/03/2019	Friends of Congleton Park	Brass on the grass 2019	Gpoc	FAP/79/1819	300.00		122.40	177.60	13/06/2019
21/03/2019	Ruby's fund	Teddy Bear's picnic	Gpoc	FAP/79/1819	500.00			500.00	
21/03/2019	Friends for Leisure	support for taking out children	Gpoc	FAP/79/1819	230.00		230.00	0.00	08/04/2019
21/03/2019	Cong Bath House & Physic garden	Support with marketing/advertising	Gpoc	FAP/79/1819	500.00			500.00	
21/03/2019	Congleton Library	Support for summer reading challenge	Gpoc	FAP/79/1819	150.00			150.00	
21/03/2019	SOL Theatre School	Summer show 2019 support	Gpoc	FAP/79/1819	600.00			600.00	
21/03/2019	Bromley Farm CC	Newsletter	Gpoc	FAP/79/1819	400.00			400.00	
21/03/2019	Changing Lanes	flyers, printing	Gpoc	FAP/79/1819	297.00		297.00	0.00	08/04/2019
06/06/2019	Congleton Bowling Club	floor to park bowling club	Gpoc	FAP/03/1920		250.00		250.00	
06/06/2019	Congleton Harriers	support for Cong Half Marathon	Gpoc	FAP/03/1920		650.00		650.00	
06/06/2019	Friends of Congleton Park	contribution to equip mover	Gpoc	FAP/03/1920		250.00		250.00	
Totals					5577.00	5650.00	3322.15	7904.85	0.00
	EMR b/fwd		£5,577.00						
	Budget 19/20		£19,500.00	£61,525.00 Total Grant budget					
	Total approved to date		£11,227.00						
	Total money still available for grants		£13,850.00						



Congleton Town Council
Application for Financial Assistance

SUBMITTED MEETING:
4th July 2019.

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GROG / 1920
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1.1 Applicant(s):	Vince Cutcliffe
1.2 Representing:	Congleton Jazz and Blues Festival
1.3 Email Address:	[REDACTED]
1.4 Tel No.	[REDACTED]
1.5 Project Title:	Congleton Jazz and Blues Festival
1.6 Project Objectives:	The aim of this project is to contribute to the sustainability of the town centre, and to provide a boost to the community of people in Congleton.
1.7 Brief Project Description:	<p>A music festival which encourages people, locally and regionally, to come into the town and sample what is on offer.</p> <p>This is our tenth anniversary, we celebrate with two stages; a headline gig at the Town Hall (self-financing), and a community stage at the Physic Garden which will attract people aged from 9 to 99.</p> <p>Otherwise the festival includes, as usual, more than 60 FREE gigs over two days in local bars, pubs, cafes and other suitable stages such that people will be tempted to listen to different artistes and move around venues. The music on offer caters to as wide an audience as a live music festival with the words "Jazz and Blues" in the title can offer.</p>

1.8

Details accounts/budgets

In summary if the festival meets all its income targets it will make a small profit of approx. £78 this year. The key costs are promotion cost of £5,282 (TABLE1), against a planned/budgeted income of £5,360 (TABLE2), detail provided below.

Details of total project costs, £29,232 and how they are derived are given in the bottom table (TABLE 3)

TABLE 1

PROMOTION

Costs as at 10.6.2019

Programmes	12000	£2,000	1	£2,000
A 5 Leaflets(see vc)	1000	£50	2	£100
A4 posters	500	£100	1	£100
Town Board posters		£60	1	£60
Chronicle Ad		£336	1	£336
Team Do/Bearman		£150	1	£150
FOCP/storage		£100	1	£100
Umbrella March		£100	1	£100
FOOD FEST AD		£75	1	£75
Op Expenses 1		£650	1	£650
Op Expenses 2		£341	1	£341
PLI(Showtime)		£221	0.5	£111
Staffs Life (1/2 page)		180	1	£180
BAND top ups		£200	1	£200
Street Level (distribution)		200	1	£200
Blues In Britain (1/2 page)		350	0.5	£175
Band accom/pa		£405	1	£405
PROMOTION COSTS			TOTAL	£5,282

TABLE 2 SPONSORSHIP			
Town Council Grant			£750
Inclosure Trust			£400
Town Trust			£300
Advertisers			£1,225
merchandise	970	0.5	£485
Beartown	£450	1	£450
Venues	£1,750	1	£1,750
			£0
	£3,170	£4	£5,360
SPARE CASH IF ALL FUNDING COMES IN.....			£78

PROMOTION COSTS		£5,282
BAND COST (EXC SUBSIDY)		£13,950
TOTAL FINANCIAL COSTS		£19,232
VOLUNTEER EFFORT	DAYS	DAY RATE
	100	£100
		£10,000
TOTAL COSTS TO PUT ON FESTIVAL		£29,232

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£29,232
2.2	Total contribution sought:	£750
2.3	What will the money be spent on?	This vital contribution will go towards cost of printing the programme.
2.4	Any ongoing costs:	<p><i>Website costs;</i> Hosting; £111.75 Domain Name; £18 <i>Office space;</i> Electric Picture House/office; £350 FOCP storage; £100 <i>Insurance;</i> PLI (shared with Unplugged); £221 (half of this cost attributed to CJAB)</p>
2.5	Details of <i>confirmed match</i> funding include source Cash: £3,425 In kind: £6,000	<p>CONFIRMED MATCH FUNDING IN CASH</p> <p>Venues £1750 Advertisers £1225 Sponsor £450 TOTAL £3,425</p> <p>CONFIRMED MATCH FUNDING IN KIND</p> <p>60 mandays donated effort so far; £6,000 of £10,00 (100 mandays) required.</p>
2.6	Resources needed:	<p>1) Support for Umbrella March, and support for roadside promotion campaign. 2) Stewards for Community Stage at Bath House Physic Garden. 3) Driver(s) also to assist bringing attendees to community stage events.</p>
2.7	Estimated timescale of project from start to finish:	15 months.

Part 3: Potential Benefits / Outputs

3.1	<p data-bbox="347 1653 438 1975"><i>What are the potential benefits/outputs to residents of Congleton</i></p> <div data-bbox="379 492 1270 1590"> <ol style="list-style-type: none"> <li data-bbox="379 1182 403 1590">1) An event accessible to all budgets. The event appeals to a wide cross section of the community whatever their circumstances. This offering is FREE ENTRY. We want a broad cross section of people to come into town and enjoy good value excellent entertainment. <li data-bbox="568 510 837 1590">2) Community Spirit. The Town Centre location allows people to wander up and down High St and Lawton St and other locations close to town centre to sample music, bump into or meet friends, there is a buzz in town which feels like community spirit. The addition of the community stage increases and widens the age range of people we attract as we aim to make the event encourage older and younger people (and their carers/parents) to come in to town, we think this significantly increases the measure of community spirit. <li data-bbox="877 474 994 1590">3) Sample the Town. The festival is an opportunity to see many venues/businesses in easy walking distance in a good light, for the benefit of a future visit at another time. <li data-bbox="1034 519 1150 1590">4) A platform to discover music. An event that reflects an open accepting audience, an opportunity for young and older people to experience music that they may otherwise not have access to. <li data-bbox="1190 526 1214 1590">5) An opportunity to showcase local talent alongside regional and nationally recognised artists. The festival programme gives local talent an opportunity to perform to a thriving and discerning </div>
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	<p>audience alongside experienced and recognised regional and national artists.</p> <p>It will also be an opportunity for our audience to listen a style or type of music they may not normally have experienced.</p> <p>6) Benefit local creative community groups such as artistic venues alongside local businesses.</p> <p>Alongside local hospitality and hospitality businesses, other ventures hold events as a way of broadening their audience. We offer sponsorship within the festival programme to local businesses as an opportunity for them to extend their network of consumers.</p> <p>7) Promote tourism to the town.</p> <p>Our web based networking signposts local venues and staycations for regional visitors to the event. The overall impact is to generate a boost to the local economy at an otherwise quiet time of year.</p> <p>8) Give Congleton a national identity.</p> <p>The event already generates interest via its presence on the internet both website and social media. This allows the event to gain interest beyond the town and local regions and across the UK.</p> <p>9) Provide a boost to community spirit.</p> <p>The festival(s) will boost community spirit by offering a significant event at an otherwise quiet time of year for the town. It is an event that the town's people will look forward to.</p> <p>Overall the event will contribute towards a community spirit based around the town and what it has to offer. The event will impact both participating and non-participating venues such as restaurants or cafes.</p>
3.2	<p><i>Are there similar services/projects provided in the area</i></p> <p>YES; the same team organises Congleton Unplugged, this runs at approximately the opposite end of the calendar year.</p>

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	<p>FORMAL Feedback is sought from the Venues and Public/Attendees formally. The team writes to venues for feedback, for the public/attendees the website has a feedback panel which encourages people to make comment.</p> <p>ADHOC Both venues and public/attendees provide adhoc feedback which is included in any assessment.</p> <p>OTHER avenues include; Asking the local police for their feedback on how they view the event. Asking artists for their view on the event and its operation.</p> <p>The input from these assessments is managed informally and will determine any further action required.</p>
4.2	Describe how you will promote the Town Council in your project	The Town Council is billed prominently as a supporter of the festival alongside the Town Trust and Inclosure Trust in the festival programme inside back page.

Signature: Vince Cutcliffe Date: 10.6.2019

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



SUBMITTED MEETING:
4th July 2019.

Congleton Town Council Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	AR07/1920
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1.1	Applicant(s):	Mrs Heidi Stanway
1.2	Representing:	Dane Valley Amateur Swimming Club
1.3	Email Address:	[REDACTED]com
1.4	Tel No.	[REDACTED]
1.5	Project Title:	Swimming Technique Focus
1.6	Project Objectives:	For all swimming club members to have access to the necessary training aids that will enable them to work on specific areas of their swimming strokes.
1.7	Brief Project Description:	During training sessions, as well as working on a swimmer's speed, we would like to be able to offer enhanced technique sessions to all swimmers and provide them with the necessary equipment to take part in these sessions. This will ensure that all swimmers are getting as much as they can out of each training session, which in turn will lead to our swimmers performing to a higher standard at the various galas we compete in.
1.8	Details accounts/budgets	The club does not have enough available funds to support this project and the cost involved is stated below.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£830.00
2.2	Total contribution sought:	£415.00
2.3	What will the money be spent on?	20 Pairs of Swimming Finns at £24.00 each = £480.00 20 Junior pull buoys at £10.00 each = £200.00 2 wall mounted white boards = £150.00 (For writing up training plans, explaining stroke technique to swimmers etc)
2.4	Any ongoing costs:	None

2.5	Details of <i>confirmed</i> match funding include source Cash: In kind:	No matched funding
2.6	Resources needed:	Financial assistance only
2.7	Estimated timescale of project from start to finish:	Once the equipment is purchased the project will commence and it is anticipated that the swimmer's techniques will have improved within 8 weeks.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	The swimmers will be able to see their improvements through our timed swimming sessions and they will be achieving Personal Best results during galas. These achievements will have a positive impact on a swimmers mental and physical health, and they will reap the benefit of working hard and seeing what results they can achieve. This positive mindset will spill over into other areas of their life. When swimmers achieve results it also increases their level of commitment to the sport which can only be a positive for the young people of Congleton.
3.2	Are there similar services/projects provided in the area	No, we are the only competitive swimming club based in Congleton which is committed to supporting our swimmers and helping them to reach their potential.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	Evaluation will be gained via the results that our swimmers achieve when they participate in galas throughout the year. The coaches continually review the swimmers performance.
4.2	Describe how you will promote the Town Council in your project	We will arrange for a photo shoot and an article to be in the Congleton Chronicle and state that the Town Council has provided the funds for the purchase of the equipment.

Signature: Heidi Stanway

Date: 11 June 2019

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

SUBMITTED MEETING:
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.
--	------------

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 CHOR, OPEN MIC NIGHTS AND ACTIVITIES FOR THE ELDERLY PLUS A VENUE 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:	£ 1,000 (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 ENCLOSURE 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

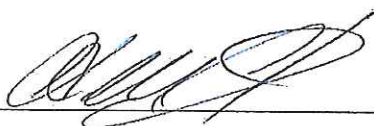
Part 3: Potential Benefits / Outputs

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
3.2	Are there similar services/projects provided in the area	(THE OPEN MIC NIGHT WILL BE ALCOHOL FREE) 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

I've attached 3 quotations for chairs. The cheapest is from [REDACTED] The quote is for 100 chairs in total, 30 of these with arms which is because a number of the activities planned are for elderly people who need arms to be able to push themselves up. Stain protection is included also because some activities planned will involve food and tea/coffee. A trolley is also included because the chairs will be moved and rearranged quite frequently for different events and activities.

Andrew Calvert

To whom it may concern,

I am the local Police Community Support Officer for Congleton West Ward which includes Cross Street Church in the town centre. I have visited the church during my time in this role and have conducted talks to the 'holiday at home' scheme and also visited the youth club which is run successfully at the church. I would fully support any grants which will help to support this community building, including any refurbishments which will help to upgrade and promote the 'Quest' youth club which targets 9-14 year olds. We have recently seen a rise in anti-social behavior in the town for this age group and I feel that any extra-curricular activities which can be promoted and expanded with additional funding would help to support the town and give teenagers a safe place to be outside of school. The positioning of Cross Street Church is perfect for targeting these youths as it will capture the town centre audience. I fully support the great work of Minister Calvert and his application for a grant to refurbish Cross Street church and can be further contacted on the below details.

Yours Faithfully,

PCSO 21785 Jessica Shore
Congleton Local Policing Unit

Congleton Police Station
Market Square
Congleton
CW12 1EU

Non Emergency: 101

Email: jessica.shore@cheshire.pnn.police.uk

Follow us on Twitter: @PoliceCongleton



Open mic night

Inbox



[REDACTED]

Thu, Dec 13,
10:49 AM (4
days ago)

to me

Hello Andrew (pastor of Cross Street church), my name is Dave.H,
And I am friends with Shaun (a member of the church) and he has suggested that
the church would be willing to open up its doors to the public, to be able to
accommodate for this kind of event.

I believe that there is a need amongst local musicians, to have a place to perform
positive music, without being around a Pub. I have personally had alcohol issues in
the past and I think that this kind of outreach would be great on many different levels.

Thanks for your time and God bless. Dave.H

P.S.- I've sent your email to others that share in this vision, and hope they'll also be
sending you an email. thanks.



Cameo House
Chamber Court
Castle Street
Worcester
WR1 3ZQ

Tel: 0845 337 0445

Fax: 01905 21019

www.sanctuary-care.co.uk

Bradwell Court Residential Home
Bradwell Grove
Congleton
Cheshire
CW12 3SA

Re Cross Street Church 7/12/18

Dear Andrew,

I am happy to confirm that you regularly come in and sing to our residents and that they thoroughly enjoy the sessions that you provide.

As you are aware, the majority of our residents live with dementia and I cannot stress enough the importance of regular interaction that engages them in an entertaining way, which your sing alongs certainly do.

The staff at Bradwell Court were delighted to learn that you are thinking of starting a dementia choir and would be happy to support this activity. I am sure that once it is up and running it will be of great relevance to our residents.

Yours Sincerely

Carol Secchi
Administrator
Bradwell Court Residential Home

'Keeping kindness at the heart of our care'

Sanctuary Care Limited

Registered office: Chamber Court, Castle Street, Worcester, WR1 3ZQ

A company incorporated in England and Wales, registration No. 4231521

Sanctuary Care Limited is a subsidiary of Sanctuary Housing Association, an exempt charity

VAT registration No. GB 732 0124 87



INVESTORS
IN PEOPLE

Supporting letter

Inbox

Clayton Manor Well-Being <claytonmanor.well-being@averyhealthcare.co.uk>

5:21 PM (7 days ago)

to me

Sent from my iPad

Dear Sir or Madam,

I am writing to say how much the residents of Clayton Manor care home enjoy Andrew's visits and church services. He relates well to them and they love to sing along to his guitar. In conversation, after he conducted our Memorial Day service, he told me about his ideas for the church. We attend events at Cross Street Church and they are always welcoming and enjoyable.

We talked about the possibility of there being a choir for people affected by memory loss and as an activities organiser I would certainly bring residents from our home to attend. It is very close distance wise and a familiar setting. I have attended another local Church in north Staffordshire, which has been refurbished in a similar way to the proposals for Cross Street and it has made a big difference to the way the local community has accessed it as a performance.conference centre and general meeting place as well as a place of worship.

Yours sincerely

Jo Chesterton Activities coordinator.



Town Council Grant

Activities Monitoring Form

1. Contact Details

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

2. Grant Information

Grant Reference Number:			
Total project cost:	£290.40		

Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	££290.40 inc vat (amount claimed £242)
Please list receipts below: Smith of Derby 0000108951		

3. Project Information

When did the project commence?	15 March 2019
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 money was used for the maintenance of the tower clock on St.Peter's	

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

The people of Congleton can hear the clock chiming when in the town centre. The tower is part of the landscape of the town. St. Peter's is the town's civic church and is a grade 1 listed building. The grant helps us in our efforts to maintain the important fabric of the building and to ensure that the building is fit to serve the people of Congleton in the future.

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,)
Support from the Town Council is acknowledged in our list of grant funders and in our publicity.

We will be happy to have a photograph with the Town Mayor if this can be arranged.

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?

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			



CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	04/07/19 7pm	LOCATION	Congleton Town Hall
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM	9		
REPORT TITLE	Management accounts for May 2019		
Background	Variance analysis of the Management Accounts for May 2019 to accompany the spreadsheet.		
Updates	<p>These figures are to 31st May 2019. 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 month 2 show figures largely in line with the budget. 17% of expenditure would be expected to have been used if expenditure was a regular monthly amount.</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 come in at the beginning of the financial year so 73% of the budget has been used. • 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 been paid in June, so not showing in May. <p><u>Grants</u></p> <p>£15,000 was available for grants for the year in May – the Grants commitments sheet shows the current amount available after the June committee meeting.</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. • 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"> • Street cleansing includes litter pickers and new lamppost bins. <p><u>Town Hall Committee</u></p> <p>Expenditure slightly under budget and but income slightly under budget so overall 18% of budget used.</p> <p><u>Capital</u></p> <p>Capital is shown to enable the management accounts to balance to the budget figure. The £40k actual expenditure to date is £35,000 and £5,000 to go into reserves. Any capital purchases are reflected in the reserves.</p> <p><u>Personnel Committee</u></p> <p>Staffing costs slightly under budget</p>
Decision Requested	To receive the Management Accounts for May 2019

Congleton Town Council - Management Accounts - May 2019

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
Finance and Policy				
Corp Management				
Staff Costs (re-allocated)	20,879	136,059	115,180	15%
Travel	0	900	900	0%
Training / Conferences	474	3,000	2,526	16%
Rent Payable	2,325	13,950	11,625	17%
Reception - TIC	0	3,186	3,186	0%
Miscellaneous Office Costs	47	450	403	10%
Telephone/Fax/Internet	105	1,260	1,155	8%
Postage	295	2,900	2,605	10%
Stationery & Printing	204	3,000	2,796	7%
Subscriptions & Publications	2,372	3,230	858	73%
Insurance	2,256	9,180	6,924	25%
Computer/IT Costs	2,668	10,812	8,144	25%
Photocopy Charges	0	2,600	2,600	0%
Recruitment Advertising	0	500	500	0%
Other Advertising	84	300	216	28%
Bank Charges	126	1,020	894	12%
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	536	2,000	1,464	27%
HR & H&S support	866	4,590	3,724	19%
Central Overheads reallocated	-8,262	-58,216	-49,954	14%
Corporate Management:-Expenditure	24,975	148,511	123,536	17%
Interest Receivable	-306	-3,000	-2,694	10%
Corporate Management :- Income	-306	-3,000	-2,694	10%
Net Expenditure over Income	24,669	145,511	120,842	17%
Civic				
Staff Costs (re-allocated)	4,447	26,746	22,299	17%
Training / Conferences	124	2,000	1,876	6%
Stationery & Printing	72	500	428	14%
Marketing/Promotions	106	1,000	894	11%
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	999	5,000	4,001	20%
Civic Regalia	0	250	250	0%
Hall & Room Hire	866	5,555	4,689	16%
Civic Artefacts and Treasures	0	500	500	0%
Central Overheads reallocated	347	2,448	2,101	14%
Civic:-Expenditure	6,961	54,087	47,126	13%
Grants <u>Grants</u>	46,583	61,583	15,000	76%
F&P Income - Expenditure Totals	78,213	261,181	182,968	30%
Community, Environment & Services				
Paddling Pool	4,564	27,968	23,404	16%
Propogation Unit	0	1,000	1,000	0%
Floral Displays	1,308	12,000	10,692	11%
Allotments	921	1,250	329	74%
Public Toilets	2,749	8,600	5,851	32%
Crime Reduction/CCTV	0	51,700	51,700	0%
Congleton Partnership	5,763	34,578	28,815	17%
Community Development	13,199	96,186	82,987	14%
Christmas Fayre/lights	0	21,000	21,000	0%
Neighbourhood Plan	0	0	0	#DIV/0!
Tourism	0	5,000	5,000	0%
Youth and Young People	0	2,000	2,000	0%
Luncheon Club	902	11,000	10,098	8%
	29,406	272,282	242,876	11%

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
Streetscape				
Staff Costs	59,633	421,355	361,722	14%
Agency Staff	806	6,000	5,194	13%
Training	0	3,000	3,000	0%
Protective Clothing\H & Safety	701	4,500	3,799	16%
Office rent	511	3,067	2,556	17%
Cleaning Materials	647	5,000	4,353	13%
Telephones	115	700	585	16%
Insurance	1,474	6,000	4,526	25%
Property maintenance	115	1,030	915	11%
Horticultural etc Supplies	175	18,000	17,825	1%
Winter Bedding	0	1,000	1,000	0%
Vehicle maintenance/Serv etc	1,642	10,000	8,358	16%
Vehicle fuel and oil	2,094	15,000	12,906	14%
Vehicle rental charges	5,733	38,000	32,267	15%
Street Cleansing	1,254	3,500	2,246	36%
General expenditure	561	4,000	3,439	14%
Central Overheads Reallocated	5,474	38,569	33,095	14%
Rechargeable expenses	87	0	87	#DIV/0!
Streetscape Expenditure	81,022	578,721	497,699	14%
Streetscape - Income	-61,117	-366,702	-305,585	17%
Streetscape - External work income	-644	-15,000	-14,356	4%
Streetscape - Misc Income	-150	-900	-750	17%
	-61,911	-382,602	-320,691	16%
Net Expenditure over Income	19,111	196,119	177,008	10%
C,E & S Income - Net Expenditure Totals	48,517	468,401	419,884	10%
<u>Town Hall</u>				
Town Hall - Expenditure	30,854	200,566	169,712	15%
Town Hall - Income	-17,463	-125,800	-108,337	14%
Net Expenditure over Income	13,391	74,766	61,375	18%
<u>Capital</u>	40,000	79,803	39,803	50%
<u>Total Net Expenditure</u>	180,121	884,151	704,030	20%
<u>Personnel</u>				
Staff Costs - Reallocated	111,087	772,034	660,947	14%

Reserves as at 31/05/19

General Reserve	200,901
Capital Equipment Fund	36,616
Capital Contingency Fund	298,968
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	9,169
EMR Marketing	5,000
EMR Congleton Neighbourhood Plan	18,061
EMR Cenotaph	100,000
EMR Rotary Bonfire	5,000
	<u>764,361</u>

Date: 17/06/2019

Congleton Town Council

Page 1

Time: 16:16

User: JP

Bank Reconciliation Statement as at 31/05/2019
for Cashbook 1 - RBS Current/Access Acct

Bank Statement Account Name (s)	Statement Date	Page No	Balances
RBS Current Account 11411170	31/05/2019	473	64,553.78
			64,553.78

Unpresented Cheques (Minus)Amount

19/03/2019	008760	FRIENDS OF CONG PARK
29/04/2019	008814	CCA
20/05/2019	008828	Mayor No2 a/c
29/05/2019	008831	CHESHEAST
29/05/2019	008832	CARTER

500.00
100.00
204.95
234.00
1,803.26

2,842.21

61,711.57

Receipts not Banked/Cleared (Plus)

0.00

0.00

61,711.57

Balance per Cash Book is :-

61,711.57

Difference is :-

0.00

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE :	Finance and Policy Committee												
MEETING DATE AND TIME	4 th July 2019 7.00pm	LOCATION	Congleton Town Hall										
REPORT FROM	Jackie Potts – Support Manager												
AGENDA ITEM REPORT TITLE	11 Congleton Town Council – Savings account balances												
Background	To inform the Finance and Policy Committee with the location and balances of the Town Council's savings and investments.												
Updates	<p>Congleton Town Council - Savings account balances</p> <p><u>Balances as at 31st May 2019</u></p> <table><tr><td>Balance per Business Reserve Account (10180876)</td><td>684,546.55</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>984,546.55</u></td></tr></table>			Balance per Business Reserve Account (10180876)	684,546.55	Cambridge and Counties 1 year fixed deposit	150,000.00	CCLA deposit	150,000.00		<hr/>		<u>984,546.55</u>
Balance per Business Reserve Account (10180876)	684,546.55												
Cambridge and Counties 1 year fixed deposit	150,000.00												
CCLA deposit	150,000.00												
	<hr/>												
	<u>984,546.55</u>												
Decision Requested	To receive the Savings Account balances as at 31 th May 2019												

Congleton Town Council
RBS Current/I Access Acct

List of Payments made between 01/05/2019 and 31/05/2019

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/05/2019	Cheshire East BC	DD	2,696.00	Business rates T hall
01/05/2019	Cheshire East BC	DD	213.00	Rates Mkt St toilets
01/05/2019	PRISM	DD	40.42	telephone charges
03/05/2019	BACS P/L Pymnt Page 2138	BACS Pymnt	3,166.46	BACS P/L Pymnt Page 2138
03/05/2019	Thomson Planning	8823	1,015.08	Thomson Planning n/hood plan
09/05/2019	Congleton Community Projects	8824	16,000.00	Grant Cong Community Projects
10/05/2019	ICO	DD	35.00	Data Protection annual fee
13/05/2019	JEWSON	8825	15.23	0767/00196827/10366/recharge
13/05/2019	WHITEHURSTS	8826	183.60	7595/10376/wood panel HAAA
13/05/2019	LININGS	8827	82.81	CST223212/10349/vehicle bits
				TH electric £2450.66; TH Gas
				£1511.88,£19.34,Pool electric £10.21;
14/05/2019	WMS	DD	4,025.39	Mkt st toilets electric £33.30
15/05/2019	RBS bankline	DD	41.90	bankline charges
16/05/2019	TOMTOM	DD	11.88	8051127/10413/vehicle tracker
17/05/2019	BACS P/L Pymnt Page 2144	BACS Pymnt	5,310.23	BACS P/L Pymnt Page 2144
				Cable protector £36.94;PPE £157.04;
17/05/2019	RBS CREDIT CARD	DD	194.98	Company report £1
17/05/2019	Payroll May 19	DD	56,717.43	Payroll May 19
20/05/2019	Mayor No2 a/c	8828	204.95	Ticket money from TIC paid over
21/05/2019	PINTO	8829	310.05	120519/10393/Tatton flowers
21/05/2019	WATER PLUS LTD	8830	853.95	04533089/10418/T Hall water
21/05/2019	RBS charges	DD	15.36	RBS charges
23/05/2019	EE	DD	66.90	01283701364/10441/mobile phones
24/05/2019	BACS P/L Pymnt Page 2152	BACS Pymnt	23,740.65	BACS P/L Pymnt Page 2152
24/05/2019	BACS P/L Pymnt Page 2158	BACS Pymnt	641.59	BACS P/L Pymnt Page 2158
28/05/2019	PRISM	DD	1,039.30	104882/10445/i T support
28/05/2019	Allpay - Plus Dane	DD	36.28	Allotment garage rental
29/05/2019	CHESHEAST	8831	234.00	280519/10429/P/ship cenotaph
29/05/2019	CARTER	8832	1,803.26	280519/10425/Cenotaph
31/05/2019	BACS P/L Pymnt Page 2159	BACS Pymnt	4,721.00	BACS P/L Pymnt Page 2159
31/05/2019	SUEZ	DD	294.82	31519778/10447/Suez Recycling

Total Payments 123,711.52

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
ANSA Ansa Environmental Services							
531018309/10333/HR Services	16/04/2019	531018309	1	1,039.36	0.00	1,039.36	0.00
Authorised: dm							
					0.00	1,039.36	
Above paid on 03/05/2019 by Online Payment Ref ANSA							
CAVERN Cavern Protective Clothing							
18524/10334/s scape PPE	24/04/2019	18524	1	76.80	0.00	76.80	0.00
Authorised: dm							
					0.00	76.80	
Above paid on 03/05/2019 by Online Payment Ref CAVERN							
CHESHELECT Cheshire Electrical Supplies Ltd							
596-040422/10338/T H bulbs	09/04/2019	596-040422	1	13.07	0.00	13.07	0.00
Authorised: mjw							
					0.00	13.07	
Above paid on 03/05/2019 by Online Payment Ref CHESHELECT							
CHRONICLE Heads Congleton Limited							
114576/10337/Town meeting noti	25/04/2019	114576	1	100.80	0.00	100.80	0.00
Authorised: jm							
					0.00	100.80	
Above paid on 03/05/2019 by Online Payment Ref CHRONICLE							
CHS Congleton High School							
5102509/10343/P ship	25/04/2019	5102509	1	140.74	0.00	140.74	0.00
Authorised: ms/jm							
					0.00	140.74	
Above paid on 03/05/2019 by Online Payment Ref CHS							
CHUBB Chubb Fire & Security Ltd							
7399465/10339/annual contract	26/04/2019	7399465	1	361.27	0.00	361.27	0.00
Authorised: mjw							
					0.00	361.27	
Above paid on 03/05/2019 by Online Payment Ref CHUBB							

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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
CTHEVENTS C T H Events & Parties							
1875/10340/P ship Authorised: ms	01/04/2019	1875	1	17.40	0.00	17.40	0.00
1876/10341/Buglawton sch Authorised: st	02/04/2019	1876	1	20.88	0.00	20.88	0.00
1878/10342/P ship Authorised: ms	08/04/2019	1878	1	13.92	0.00	13.92	0.00
					0.00	52.20	
Above paid on 03/05/2019 by Online Payment Ref CTHEVENTS							
GARTEC Gartec Limited							
S007910/10346/lift contract Authorised: mjlw	18/04/2019	S007910	1	415.36	0.00	415.36	0.00
					0.00	415.36	
Above paid on 03/05/2019 by Online Payment Ref GARTEC							
HSSPORTS HS Sports Ltd							
121719/10347/race bibs Authorised: mh	29/04/2019	121719	1	156.86	0.00	156.86	0.00
121721/10348/timing chips Authorised: mh	30/04/2019	121721	1	684.00	0.00	684.00	0.00
					0.00	840.86	
Above paid on 03/05/2019 by Online Payment Ref HSSPORTS							
IAF JAF Graphics							
30110/10344/P ship Authorised: ms	26/04/2019	30110	1	72.00	0.00	72.00	0.00
					0.00	72.00	
Above paid on 03/05/2019 by Online Payment Ref JAF							
MAC MAC Tool & Plant Hire Ltd							
2644/10356/Rotavator hire Authorised: dm	02/04/2019	2644	1	54.00	0.00	54.00	0.00
					0.00	54.00	
Above paid on 03/05/2019 by Online Payment Ref MAC							
Total Purchase Ledger Payments					0.00	3,166.46	

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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
ANGEL Angel Springs Ltd							
4936462/10358/bottled water	30/04/2019	4936462	1	126.00	0.00	126.00	0.00
Authorised: mjlw							
					0.00	126.00	
Above paid on 17/05/2019 by Online Payment Ref ANGEL							
BIRCH Birch Pest Control							
11691/10359/pest control	02/04/2019	11691	1	200.00	0.00	200.00	0.00
Authorised: mjlw							
					0.00	200.00	
Above paid on 17/05/2019 by Online Payment Ref BIRCH							
CAVERN Cavern Protective Clothing							
18527/10360/Safety boots	30/04/2019	18527	1	50.40	0.00	50.40	0.00
Authorised: dm							
					0.00	50.40	
Above paid on 17/05/2019 by Online Payment Ref CAVERN							
CHESHELECT Cheshire Electrical Supplies Ltd							
596-040863/10362/bulbs	25/04/2019	596-040863	1	16.19	0.00	16.19	0.00
Authorised: mjlw							
596-041321/10361/zip ties	26/04/2019	596-041321	1	41.66	0.00	41.66	0.00
Authorised: mh							
					0.00	57.85	
Above paid on 17/05/2019 by Online Payment Ref CHESHELECT							
CLOWES Clowes Developments (Northwest) Ltd							
20/15687/10363/water recharges	01/04/2019	20/15687	1	1,188.93	0.00	1,188.93	0.00
Authorised: jp							
					0.00	1,188.93	
Above paid on 17/05/2019 by Online Payment Ref CLOWES							

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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
CONGGARDEN Congleton Garden Machinery Ltd							
26337/10364/safety glasses	30/04/2019	26337	1	11.44	0.00	11.44	0.00
Authorised: dm							
					0.00	11.44	

Above paid on 17/05/2019 by Online Payment Ref CONGGARDEN

CUNNINGHAM Mrs E E Cunningham							
28042019/10372/Triathlon	28/04/2019	28042019	1	40.00	0.00	40.00	0.00
Authorised: mh							
					0.00	40.00	

Above paid on 17/05/2019 by Online Payment Ref CUNNINGHAM

DCKB DCK Accounting Solutions Ltd							
TPC8545/10365/Year End account	30/04/2019	TPC8545	1	1,457.50	0.00	1,457.50	0.00
Authorised: jp							
					0.00	1,457.50	

Above paid on 17/05/2019 by Online Payment Ref DCKB

KGLOACH K G Loach							
39331/10367/Compost	17/04/2019	39331	1	233.28	0.00	233.28	0.00
Authorised: dm							
					0.00	233.28	

Above paid on 17/05/2019 by Online Payment Ref KGLOACH

PORTERS Porters Service Station Ltd							
2019389/10368/vehicle fuel	30/04/2019	2019389	1	1,139.09	0.00	1,139.09	0.00
Authorised: dm							
					0.00	1,139.09	

Above paid on 17/05/2019 by Online Payment Ref PORTERS

TALKECHEM Talke Chemical Company Limited							
65861/10369/S S stock	29/04/2019	65861	1	394.55	0.00	394.55	0.00
Authorised: dm							
					0.00	394.55	

Above paid on 17/05/2019 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 1
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TSELECT							
T & S Electrical Limited							
1813/10373/emergency lights re	30/04/2019	1813	1	100.69	0.00	100.69	0.00
Authorised: mjw							
					0.00	100.69	
Above paid on 17/05/2019 by Online Payment Ref TSELECT							
URC							
United Reformed Church							
300419/10374/April luncheon cl	30/04/2019	300419	1	310.50	0.00	310.50	0.00
Authorised: dm							
					0.00	310.50	
Above paid on 17/05/2019 by Online Payment Ref URC							
Total Purchase Ledger Payments					0.00	5,310.23	

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Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 2
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ADULLAM Adullum Social Enterprises							
454/10378/Bird Boxes	22/04/2019	454	1	360.00	0.00	360.00	0.00
Authorised: dm							
					0.00	360.00	
Above paid on 24/05/2019 by Online Payment Ref ADULLAM							
AMBEROL Amberol Ltd							
18551/10379/screwall bins	15/05/2019	18551	1	882.00	0.00	882.00	0.00
Authorised: dm							
					0.00	882.00	
Above paid on 24/05/2019 by Online Payment Ref AMBEROL							
BEARDLTD R Beard Ltd							
140519/10380/paint office	14/05/2019	140519	1	1,180.00	0.00	1,180.00	0.00
Authorised: mjw							
					0.00	1,180.00	
Above paid on 24/05/2019 by Online Payment Ref BEARDLTD							
BOOTH Chris Booth							
010519/10381/easter treats	01/05/2019	010519	1	50.00	0.00	50.00	0.00
Authorised: mh							
01052019/10382/Chris Booth	01/05/2019	01052019	1	50.00	0.00	50.00	0.00
Authorised: mh							
					0.00	100.00	
Above paid on 24/05/2019 by Online Payment Ref BOOTH							
CAVERN Cavern Protective Clothing							
18535/10384/PPE S scape	09/05/2019	18535	1	23.40	0.00	23.40	0.00
Authorised: dm							
18541/10383/PPE S scape	15/05/2019	18541	1	83.64	0.00	83.64	0.00
Authorised: dm							
					0.00	107.04	
Above paid on 24/05/2019 by Online Payment Ref CAVERN							

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Linked to Cashbook 1

Entered Month 2
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CLOWES J Mr John Clowes							
13052019/10386/carpentry works Authorised: mjlw	13/05/2019	13052019	1	209.00	0.00	209.00	0.00
					0.00	209.00	
Above paid on 24/05/2019 by Online Payment Ref CLOWESJ							
CONGGARDEN Congleton Garden Machinery Ltd							
26491/10387/PPE s scape Authorised: dm	08/05/2019	26491	1	38.50	0.00	38.50	0.00
26539/10388/PPE S scape Authorised: dm	10/05/2019	26539	1	37.20	0.00	37.20	0.00
					0.00	75.70	
Above paid on 24/05/2019 by Online Payment Ref CONGGARDEN							
CROLLEY Chris Rolley Associates							
010519/10407/job evaluations Authorised: dm	01/05/2019	010519	1	500.00	0.00	500.00	0.00
					0.00	500.00	
Above paid on 24/05/2019 by Online Payment Ref CROLLEY							
CTHEVENTS C T H Events & Parties							
1877/10421/ASB refreshments Authorised: jm	03/04/2019	1877	1	17.40	0.00	17.40	0.00
1879/10390/TC12580 Authorised: st	09/04/2019	1879	1	43.50	0.00	43.50	0.00
1880/10391/TC12585 Authorised: st	10/04/2019	1880	1	87.00	0.00	87.00	0.00
1895/10392/Partnership Authorised: ms	23/04/2019	1895	1	90.00	0.00	90.00	0.00
1896/10389/TC12590 Authorised: st	26/04/2019	1896	1	254.76	0.00	254.76	0.00
					0.00	492.66	
Above paid on 24/05/2019 by Online Payment Ref CTHEVENTS							

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List of Purchase Ledger Payments

User: ST

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Entered Month 2
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CTM Cheshire Turf Machinery Ltd							
166809/10385/ride on mower par	13/05/2019	166809	1	373.08	0.00	373.08	0.00
Authorised: dm							
					0.00	373.08	
Above paid on 24/05/2019 by Online Payment Ref CTM							
D S DRAIN D.S. Drainage							
A0051/10394/unblock toilet	14/05/2019	A0051	1	60.00	0.00	60.00	0.00
Authorised: mjw							
					0.00	60.00	
Above paid on 24/05/2019 by Online Payment Ref DSDRAIN							
EUREKA Eureka!							
1993454/10395/litter pickers	01/04/2019	1993454	1	186.84	0.00	186.84	0.00
Authorised: jm							
2001011/10396/litter pickers	02/04/2019	2001011	1	435.96	0.00	435.96	0.00
Authorised: jm							
					0.00	622.80	
Above paid on 24/05/2019 by Online Payment Ref EUREKA							
GARTEC Gartec Limited							
S008059/10397/Annual lift serv	15/05/2019	S008059	1	415.80	0.00	415.80	0.00
Authorised: mjw							
					0.00	415.80	
Above paid on 24/05/2019 by Online Payment Ref GARTEC							
HUWS Huws Gray Ltd							
T2522259/10398/Partnership	20/05/2019	T2522259	1	4,320.00	0.00	4,320.00	0.00
Authorised: ms							
					0.00	4,320.00	
Above paid on 24/05/2019 by Online Payment Ref HUWS							

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Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 2
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LANDALE Landale Fencing Ltd							
6596/10399/fence posts Authorised: dm	21/05/2019	6596	1	30.24	0.00	30.24	0.00
					0.00	30.24	
Above paid on 24/05/2019 by Online Payment Ref LANDALE							
MAC MAC Tool & Plant Hire Ltd							
2953/10401/mower repairs Authorised: dm	08/05/2019	2953	1	132.31	0.00	132.31	0.00
2954/10400/mower repairs Authorised: dm	08/05/2019	2954	1	174.34	0.00	174.34	0.00
					0.00	306.65	
Above paid on 24/05/2019 by Online Payment Ref MAC							
MEDISKILLS Mediskills Training Ltd							
100762/10402/triathlon Authorised: mh	16/05/2019	100762	1	240.00	0.00	240.00	0.00
					0.00	240.00	
Above paid on 24/05/2019 by Online Payment Ref MEDISKILLS							
MITTEN Mitten Clarke							
20019/10403/Payroll processing Authorised: jp	13/05/2019	20019	1	678.00	0.00	678.00	0.00
					0.00	678.00	
Above paid on 24/05/2019 by Online Payment Ref MITTEN							
MUSICAL Musical Moments							
2890/10404/partnership Authorised: ms	01/05/2019	2890	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 24/05/2019 by Online Payment Ref MUSICAL							

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Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 2
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
POOL Pool Tech Services Ltd							
2900/10405/pool test kits	14/05/2019	2900	1	362.06	0.00	362.06	0.00
Authorised: mjw							
					0.00	362.06	
Above paid on 24/05/2019 by Online Payment Ref POOL							
SLCC Society of Local Council Clerks							
310519/10408/membership	01/05/2019	310519	1	427.00	0.00	427.00	0.00
Authorised: jp							
					0.00	427.00	
Above paid on 24/05/2019 by Online Payment Ref SLCC							
ST St John's Community Centre							
201903/10278/Luncheon club	31/03/2019	201903	1	0.50	0.00	0.50	0.00
Authorised: dm							
201904/10410/luncheon club	13/05/2019	201904	1	139.50	0.00	139.50	0.00
Authorised: dm							
					0.00	140.00	
Above paid on 24/05/2019 by Online Payment Ref ST							
STONES Stone's Monumental Masons							
1059/10409/partnership	13/05/2019	1059	1	6,361.53	0.00	6,361.53	0.00
Authorised: ms							
					0.00	6,361.53	
Above paid on 24/05/2019 by Online Payment Ref STONES							
TSELECT T & S Electrical Limited							
1781/10415/main door mech	30/04/2019	1781	1	1,100.87	0.00	1,100.87	0.00
Authorised: mjw							
1814/10414/inspection report	30/04/2019	1814	1	263.14	0.00	263.14	0.00
Authorised: mjw							
					0.00	1,364.01	
Above paid on 24/05/2019 by Online Payment Ref TSELECT							

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 2
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WASHWARE Washware Essentials Ltd							
22232/10416/water fountain PP	13/05/2019	22232	1	409.20	0.00	409.20	0.00
Authorised: mjlw							
					0.00	409.20	

Above paid on 24/05/2019 by Online Payment Ref WASHWARE

WESTWALLAS West Wallasey Contract Hire

WAL236692/10420/lease vans	10/05/2019	WAL236692	1	3,427.85	0.00	3,427.85	0.00
Authorised: dm							
WALM190988/10419/tyre	10/05/2019	WALM190988	1	146.03	0.00	146.03	0.00
Authorised: dm							
					0.00	3,573.88	

Above paid on 24/05/2019 by Online Payment Ref WESTWALLAS

Total Purchase Ledger Payments	0.00	23,740.65
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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 2
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CANNON Cannon Hygiene Ltd							
Clinical Waste town hall	01/04/2019	CN19887532	1	79.24	0.00	79.24	0.00
Clinical waste Mkt St toilets	01/04/2019	CN19887533	1	37.44	0.00	37.44	0.00
					0.00	116.68	

Above paid on 24/05/2019 by Online Payment Ref CANNON

TALKECHEM Talke Chemical Company Limited							
65872/10422/barrier tape	14/05/2019	65872	1	153.84	0.00	153.84	0.00
Authorised: mh							
35884/10411/pool chemicals	14/05/2019	65884	1	404.98	0.00	404.98	0.00
Authorised: mjw							
C65886/10412/credit 65848	14/05/2019	C65886	1	-33.91	0.00	-33.91	0.00
Authorised: mjw							
					0.00	524.91	

Above paid on 24/05/2019 by Online Payment Ref TALKECHEM

Total Purchase Ledger Payments 0.00 641.59




Linked to Cashbook 1

Entered Month 2
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
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BESTCONNEX The Best Connection Group

3005401/10423/s scape temp	24/05/2019	3005401	1	528.78	0.00	528.78	0.00
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Authorised: dm

0.00	528.78
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Above paid on 31/05/2019 by Online Payment Ref BESTCONNEX

BOMFORD Bomford Office Products Ltd

81884/10424/may stationery	22/05/2019	81884	1	159.88	0.00	159.88	0.00
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Authorised: mh

0.00	159.88
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Above paid on 31/05/2019 by Online Payment Ref BOMFORD

CATMEDIA Cat Social Media

0586/10426/p ship website	23/05/2019	0586	1	210.00	0.00	210.00	0.00
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Authorised: ms

0.00	210.00
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Above paid on 31/05/2019 by Online Payment Ref CATMEDIA

CAVERN Cavern Protective Clothing

18545/10427/S/scape PPE	21/05/2019	18545	1	520.20	0.00	520.20	0.00
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Authorised: dm

0.00	520.20
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Above paid on 31/05/2019 by Online Payment Ref CAVERN

CCA Cheshire Community Action

310519/10428/annual membership	21/05/2019	310519	1	100.00	0.00	100.00	0.00
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Authorised: dm

0.00	100.00
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Above paid on 31/05/2019 by Online Payment Ref CCA

CHESHELECT Cheshire Electrical Supplies Ltd

596-042510/10430/bulbs ppool	17/05/2019	596-042510	1	20.20	0.00	20.20	0.00
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Authorised: mjw

0.00	20.20
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Above paid on 31/05/2019 by Online Payment Ref CHESHELECT

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CHS Congleton High School							
5102524/10434/P/ship dementia Authorised: ms	23/05/2019	5102524	1	92.50	0.00	92.50	0.00
5102525/10433/Annual reports Authorised: ms	23/05/2019	5102525	1	106.10	0.00	106.10	0.00
5102527/10435/p ship dementia Authorised: ms	23/05/2019	5102527	1	136.80	0.00	136.80	0.00
					0.00	335.40	

Above paid on 31/05/2019 by Online Payment Ref CHS

CTHEVENTS C T H Events & Parties							
1897/10436/partnership Authorised: ms	07/05/2019	1897	1	13.92	0.00	13.92	0.00
1899/10437/N plan mtg Authorised: jm	10/05/2019	1899	1	17.40	0.00	17.40	0.00
1909/10438/Ringway Jacobs Authorised: st	15/05/2019	1909	1	87.00	0.00	87.00	0.00
1911/10439/Cheshire East Authorised: st	20/05/2019	1911	1	348.00	0.00	348.00	0.00
1912/10440/CTC fire training Authorised: mjw	21/05/2019	1912	1	22.62	0.00	22.62	0.00
					0.00	488.94	

Above paid on 31/05/2019 by Online Payment Ref CTHEVENTS

CTM Cheshire Turf Machinery Ltd							
167073/10431/mower inspection Authorised: dm	22/05/2019	167073	1	99.00	0.00	99.00	0.00
					0.00	99.00	

Above paid on 31/05/2019 by Online Payment Ref CTM

CVS CVS Cheshire East							
2021/10432/partnership Authorised: ms	23/05/2019	2021	1	45.00	0.00	45.00	0.00
					0.00	45.00	

Above paid on 31/05/2019 by Online Payment Ref CVS

Continued over page

Linked to Cashbook 1

Entered Month 2
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
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MAXIGIENE Maxigiene Enviromental Services Ltd

23696C/10442/legionella test	28/05/2019	23696C	1	45.00	0.00	45.00	0.00
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Authorised: **mjw**

0.00	45.00
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Above paid on 31/05/2019 by Online Payment Ref MAXIGIENE

PUREAV Pure Audio Visual Ltd

4025219/10443/new mics	23/05/2019	4025219	1	1,261.20	0.00	1,261.20	0.00
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Authorised: **mjw**

0.00	1,261.20
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Above paid on 31/05/2019 by Online Payment Ref PUREAV

TALKECHEM Talke Chemical Company Limited

65873/10448/streetscape	01/05/2019	65873	1	93.00	0.00	93.00	0.00
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Authorised: **dm**

0.00	93.00
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Above paid on 31/05/2019 by Online Payment Ref TALKECHEM

TAYLER Stuart Tayler Plumbing

200519/10449/p pool works	20/05/2019	200519	1	160.00	0.00	160.00	0.00
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Authorised: **mjw**

0.00	160.00
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Above paid on 31/05/2019 by Online Payment Ref TAYLER

THOMSON Thomson Planning Partnership Ltd

44/012/AT/016/10450/consultanc	27/05/2019	44/012/AT/016	1	487.20	0.00	487.20	0.00
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Authorised: **dm**

0.00	487.20
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Above paid on 31/05/2019 by Online Payment Ref THOMSON

THREADFAST Threadfast Engineers 1984 Ltd

SIN101194/10451/keys for pool	22/05/2019	SIN101194	1	97.20	0.00	97.20	0.00
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Authorised: **mjw**

0.00	97.20
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Above paid on 31/05/2019 by Online Payment Ref THREADFAST

29/05/2019

Congleton Town Council

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13:13

List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

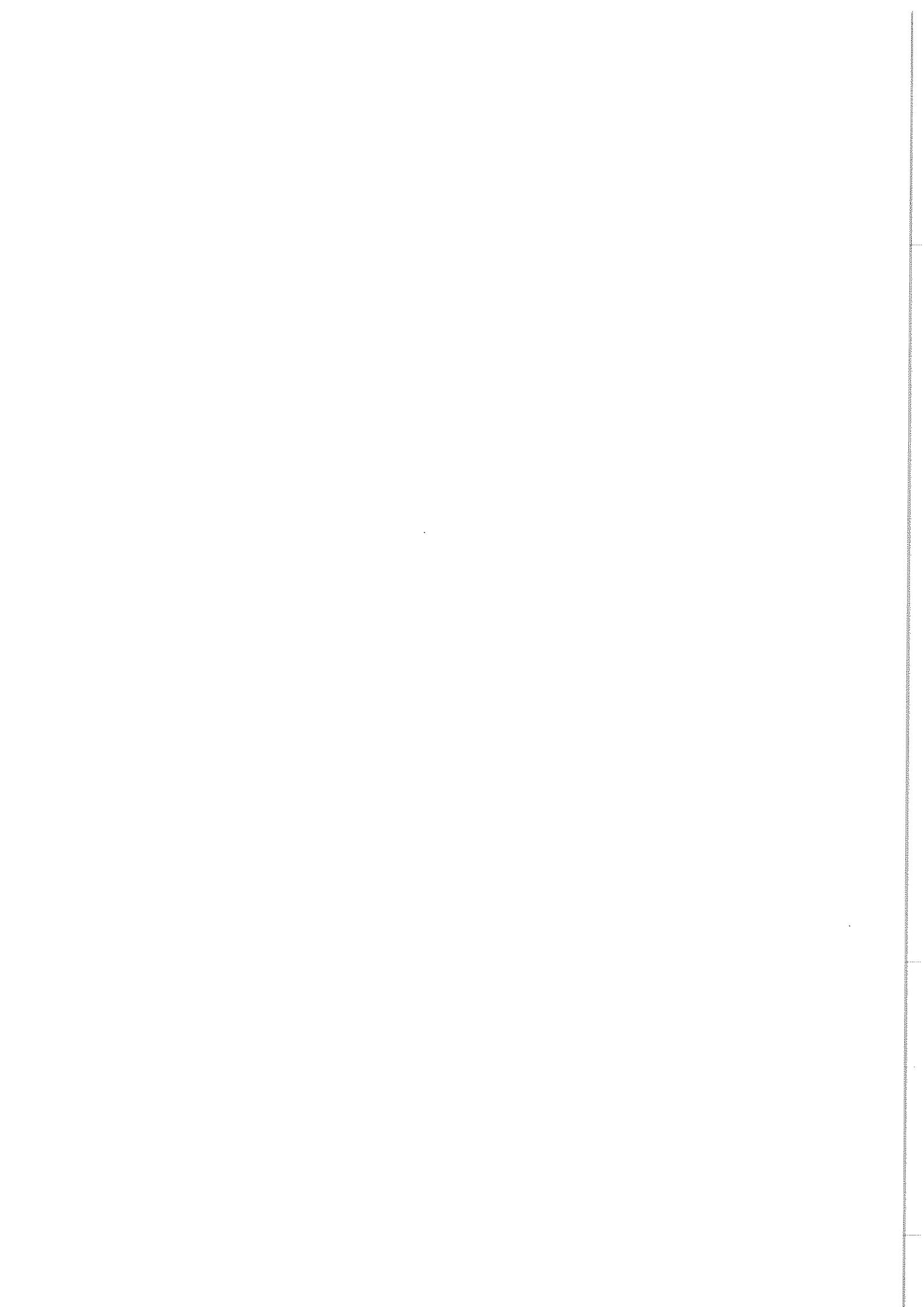
Entered Month 2
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TOP							
Top Nosh							
41/10452/NP inspectors mtg	22/05/2019	41	1	70.00	0.00	70.00	0.00
Authorised: mh							

0.00 70.00

Above paid on 31/05/2019 by Online Payment Ref TOP

Total Purchase Ledger Payments 0.00 4,721.00



CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	4 th July 2019 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM REPORT TITLE	13 Internal Audit Report - Final 18/19		
Background	<p>The statutory instrument of government which is the Accounts and Audit Regulations 2015 Section 5(1) requires the Town Council to 'undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes'.</p> <p>Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps the Town Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the council on whether its systems of financial and other internal controls over its activities and operating procedures are effective.</p> <p>Congleton Town Council has appointed Auditing Solutions for some years. The internal auditor comes to the offices 3 times per year and produces a report each time which must be approved by either F&P or Council. They also sign the Annual Governance and Accountability Return (AGAR) which is submitted to the External Auditor.</p>		
Updates	This is the final internal audit report for the financial year 2018/19 which was carried out on 11 th June 2019 prior the internal auditor signing the AGAR.		
Decision Requested	To receive and approve the Internal Audit Report – final 2018/19		

Congleton Town Council

Internal Audit Report 2018-19: Final update

Adrian Shepherd-Roberts

*For and on behalf of
Auditing Solutions Ltd*

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to the 2018-19 financial year, during our visit on 26th November 2018 and 26th February and 11th June 2019 together with the matters arising and recommendations for action, where appropriate.

Internal Audit Approach

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

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

Overall Conclusion

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

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

We have completed and signed the 'Annual Internal Audit Report' in the year's Annual Governance and Accountability Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

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

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

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment.

Review of Corporate Governance

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

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

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

Conclusions

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

Review of Expenditure

Our aim here is to ensure that: -

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

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

We have also examined the periodically prepared and submitted VAT returns to HMRC to March 2019 agreeing sample detail to the underlying Omega control account.

Conclusions

We are pleased to report that no issues have been identified in this area.

Assessment and Management of Risk

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

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

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

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

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment.

Precept Determination and Budgetary Control

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

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

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

Conclusions

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

Review of Income

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

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

We have also reviewed the nominal ledger detailed transaction reports for income items for the year to October 2018 to ensure that no obvious coding errors or other anomalous entries are apparent and are pleased to record that none are in evidence.

Conclusions

We are pleased to record that there are no significant issues in this area.

Petty Cash Account and Credit Card

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

We have by reference to transactions in November 2018: -

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

Conclusions

No matters arise in this area of our review.

Review of Staff Salaries

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

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

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

Conclusions

We are pleased to record that no issues have been identified in this area.

Fixed Asset Registers

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We have checked and agreed the principles used in the detail, as recorded in the Council's Asset Register, noting that it has been prepared using purchase cost values or where that value is unknown at the previous year's Return level or uplifted or decreased to reflect the acquisition or disposal of assets.

Conclusion

No issues require formal comment or recommendation.

Investments & Loans

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

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

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

Conclusions

We are pleased to report that no issues have been identified in this area that warrants any further attention by officers or formal recommendation.

Annual Governance and Accountability Return

The Accounts and Audit Regulations required that all Councils prepare a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council's financial affairs.

We have examined the Council's procedures in relation to the preparation of the year-end detailed Annual Governance and Accountability Return data, also reviewing the arrangements for the identification of year-end debtors and creditors with no issues arising.

Conclusions

No issues have arisen in this review area and, on the basis of work undertaken during the year, we have duly signed off the Internal Audit Report of the Annual Governance and Accountability Return, assigning positive assurances in each relevant area.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	4th July 2019 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Cllr Russell Chadwick and Cllr Robert Douglas		
AGENDA ITEM REPORT TITLE	14 Proposal to alter the Grants and Funding Policy in respect of the number of quotes to be provided with New Applications for Financial Assistance		
CURRENT STATUS	<p>Currently, no quotations are required to be provided for any new applications for financial assistance.</p> <p>However, payment is not normally made until a project has been completed and payments are also normally made against a formal receipt or invoice. Stage payments may be approved for larger projects.</p>		
BACKGROUND INFORMATION	<p>At the Finance and Policy Committee meeting held on 6th June 2019, there were two new applications seeking significant amounts of financial assistance where no quotations were provided to support these funding applications.</p> <p>This lack of supporting financial information resulted in discussions at that Finance and Policy Committee agreeing that the Committee should discuss a new policy on the number of quotations that should be provided with new applications for financial assistance.</p> <p>This additional information should assist the Finance and Policy Committee in making a more informed decision on the level of grant to be provided to a new application.</p> <p>However, it was also stated at that meeting the new policy should aim not to deter the smaller organisations from making new applications for financial assistance.</p> <p>Given the sensitive commercial nature of quotations, for funding requests of £ 1,000 or less these documents will not be released to members of the Finance and Policy Committee with the officers retaining these documents for internal audit purposes. The officers will only advise the Finance and Policy committee that the applicant has provided the prerequisite number of quotations and the value of the lowest quote".</p>		

PROPOSAL	<p>No quotations will be required to be submitted for all new applications for financial assistance totalling £ 250 or less.</p> <p>At least one quotation will be required to be submitted for all new applications for financial assistance totalling between £ 251 and £ 500.</p> <p>At least two quotations will be required to be submitted for all new applications for financial assistance totalling between £ 501 and £ 1,000.</p> <p>At least three quotations will be required to be submitted for all new applications for financial assistance exceeding £ 1,000.</p>
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