



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

6<sup>th</sup> September 2019

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

Dear Councillor,

**Finance and Policy Committee Meeting – Thursday 12<sup>th</sup> September 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 12<sup>th</sup> September 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 6<sup>th</sup> 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

**Congleton**

where friends are made

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

To receive a statement showing the current position to 31<sup>st</sup> July 2019.

7. New Applications for Financial Assistance (Enclosed)

- **Grant ref GR08/1920 – The Big Heart Foundation Steering Group (Congleton United Reformed Church)**
- **Grant ref GR09/1920 – Congleton Park Bowling Club**
- **Grant ref GR10/1920 – “Our Gang” – Congleton Scout & Guide Gang Show**
- **Grant ref GR11/1920 – Congleton Community Credit Union**

8. New Grant Activities Monitoring Forms (Enclosed)

- **Beartown Patchwork & Quilters – Original Grant ref GR15/1819**
- **Friends of Congleton Park – Original Grant ref GR05/1920**

9. Management Accounts (Enclosed)

To receive and consider the Management Accounts to 31<sup>st</sup> July 2019.

10. Bank Reconciliation (Enclosed)

To receive and consider the bank reconciliation as at 31<sup>st</sup> July 2019.

11. Savings Account Balances (Enclosed)

To receive and consider the Savings Account balances as at 31<sup>st</sup> July 2019.

12. List of Payments (Enclosed)

To receive and consider the Payments lists between 01/05/19 – 31/07/19.

13. Amendments to the Grants' Policy (Enclosed)

To consider a proposal to review and update the Grants and Funding Policy.

**To: Members of the Finance & Policy Committee**

**Cllrs: Robert Douglas (Chair) Russell Chadwick (Vice Chair)**

Duncan Amies, David Brown, Paul Duffy, George Hayes, Rob Moreton, Jean Parry, Mark Rogan, James Smith

**Ccs:** Other members of the Council and Honorary Burgesses (2) 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 6<sup>th</sup> 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 30<sup>th</sup> 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-      | <b>£250 grant be approved</b>   |
| • Grant ref GR02/1920 Congleton Harriers           | <b>£650 grant be approved</b>   |
| • Grant ref GR03/1920 St Peter's Church Clock      | <b>£242 grant be approved</b>   |
| • Grant ref GR04/1920 Congleton Pentecostal Church | <b><i>for officers to seek clarification with regards to quality and quantity of chairs</i></b> |
| • Grant ref GR05/1920 Friends of Congleton Park    | <b>£250 grant be approved</b>   |

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 31<sup>st</sup> March 2019.

10. Management Accounts (ii)

**FAP/06/1920 RESOLVED to** receive the Management Accounts to 30<sup>th</sup> April 2019

11. Bank Reconciliation

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

12. Savings Account Balances

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

13. List of Payments

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

14. Asset Register

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

**R Chadwick  
Vice Chair**



Congleton Town Grant Commitments 2019/20									
Permitted									
Date Grant Approved	To	For	Section	Minute Reference	Approved EMR b/fwd 19/20 £	Approved 19/20 £	Paid £	Outstanding	Date Paid
	Subsidised Use of Town Hall					4,500.00	1777.75	2722.25	
05/07/2018	SWANS	Funding for counselling sessions	Gpoc	FAP/18/1819	250.00	0.00	250.00	0.00	19/08/2019
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 minibuses	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	0.00	04/07/2019
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		300.00	0.00	13/06/2019
21/03/2019	Ruby's fund	Teddy Bear's picnic	Gpoc	FAP/79/1819	500.00			500.00	21/08/2019
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		234.00	266.00	23/07/2019
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	0.00	13/06/2019
06/06/2019	Congleton Harriers	support for Cong Half Marathon	Gpoc	FAP/03/1920		650.00	650.00	0.00	13/06/2019
06/06/2019	Friends of Congleton Park	contribution to equip mover	Gpoc	FAP/03/1920		250.00	250.00	0.00	28/08/2019
11/07/2019	Dane Valley Swimming Club	Contribution to training equipment	Gpoc	CTC/23/1920		415.00		415.00	
11/07/2019	Jazz and Blues Festival	Sponsorship of festival	Gpoc	CTC/23/1920		750.00		750.00	
11/07/2019	Cong Pentecostal Church	Contribution to chairs	Gpoc	CTC/23/1920		500.00		500.00	
Totals					5577.00	7315.00	5188.75	6803.25	0.00
	EMR b/fwd								
	Budget 19/20								
	Total approved to date								
	Total money still available for grants								

Congleton Town Grant Commitments										
						</				



## Congleton Town Council Application for Financial Assistance

SUBMITTED MEETING:

12<sup>th</sup> Sept.

### Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR08 /1920
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1.1	<b>Applicant(s):</b>	Lisa Spencer-Big Heart Foundation Project Coordinator.
1.2	<b>Representing:</b>	The Big Heart Foundation Steering Group at Congleton United Reformed Church, Antrobus Street, Congleton.CW12 1HE.
1.3	<b>Email Address:</b>	congurc@hotmail.com
1.4	<b>Tel No.</b>	██████████
1.5	<b>Project Title:</b>	Upgrade of Congleton Big Heart Lunch Club Facilities in the church hall.
1.6	<b>Project Objectives:</b>	To upgrade the facilities used by the lunch club members ; specifically providing an easily accessible toilet for those with impaired mobility , and replacement and refurbishment of the kitchen facilities to allow production of a greater number of meals and subsequently allow more members to join.
1.7	<b>Brief Project Description:</b>	One of our churches community partnership activities is our Big Heart Lunch Club. This is a group for older people and those in need of some company, held every Wednesday and Friday between 11am and 2pm in the Livingstone Room. Members enjoy unlimited cuppas and a two-course hot lunch, cooked and served by volunteers from the local community. All for the price of £4.00, thanks to a subsidy by yourselves. The Lunch Club's popularity has been growing over the last couple of years and we now find that we are suffering from success. Often the number of meals produced each day is now in the mid-forties, which is stretching our basic kitchen and its facilities to the limit. We also have another problem in that the toilets are a 40m walk through the main hall. This can be a struggle for less mobile members, especially on a Wednesday as they must contend with navigating through the Toddler Group too. To address these issues we want to convert the storage room next to the Livingstone Room. One half will become an easily accessible multi-use toilet. The other half an extension to the kitchen as part of updating its outdated and inadequate facilities. In December 2018 we invested in a feasibility study and costings to support our project ( a copy has been enclosed with this application).

1.8	<b>Details accounts/budgets</b>	Please see documentation enclosed with this application.
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## Part 2: Cost Details / Resources / Timescale

2.1	<b>Total Cost of Project:</b>	Building Works = £81692.00 + VAT Principle Designer fee = £2450.00 +VAT Asbestos Survey = £500.00 + VAT Total project cost = £101570.00.
2.2	<b>Total contribution sought:</b>	£1500.00
2.3	<b>What will the money be spent on?</b>	Towards the cost of the kitchen facilities.
2.4	<b>Any ongoing costs:</b>	None
2.5	<b>Details of <i>confirmed</i> match funding include source</b> Cash:  In kind:	So far, we have secured just over £27,500.00 towards the project through fundraising and grants from Synod.
2.6	<b>Resources needed:</b>	Only funding .The Church has a steering group and project manager who are providing their services free of charge .
2.7	<b>Estimated timescale of project from start to finish:</b>	Once sufficient funding and necessary planning permission secured it is anticipated completion will be achievable within a 3 month timescale .

## Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	Our churches long term vision is a commitment to becoming a community hub ,with this project being the first of a five phased long term development of our building. We believe working in partnership with other people/agencies we can provide our community with a centrally located safe user friendly environment now and into the future. Specific to the lunch club providing an easily accessible toilet adhering to current disability legislation will allow those who attend the club with deteriorating mobility issues to attend for longer . The addition of a toilet to the Livingstone room would mean the room could also be used as a stand-alone facility. This will allow simultaneous use of the building by two different community groups, whilst minimizing the risk of any potential safety or safeguarding issues arising from them sharing the facilities. Upgrading the catering facilities in the Livingstone Room will enable us to cater for more pensioners of
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		<p>Congleton; allowing more to receive all the health and wellbeing benefits associated with our club. Whilst improving the churches ability to partner with other organisations to provide additional activities that further support all sectors of our local community. Potential ideas already identified through our involvement with Connected Communities include ; a healthy eating cooking group linking the importance of nutrition with physical and mental health. This could utilize produce grown on the premises in the community garden project that is currently been designed. The plan is that the garden will be maintained by a community gardening group. There is extensive documented evidence of the therapeutic value of gardening groups and being outdoors from a mental health and social inclusion perspective. Low cost family activities such as holiday clubs which could include a subsidized breakfast and lunch would also become a possibility to help support families of Congleton on low incomes. Both improvements will result in the Livingstone Room becoming a more fit for purpose low cost centrally located rental space appealing to further local charities, community groups and members of our community .</p>
3.2	<b><i>Are there similar services/projects provided in the area</i></b>	<p>We were approached by yourselves and asked to provide volunteer staff to allow the continuation of the longstanding pensioner lunch club that ran out of Fellowship House to continue. As far as I am aware there are currently no other similar services or projects in Congleton town that you subsidise.</p>

#### Part 4: Evaluation/Publicity

4.1	<b><i>How will the project be evaluated and who will carry out the evaluation?</i></b>	<p>The Church took over the sole day to day running of the club from its initial partnership with local charity the LOL Foundation in July 2017. Detailed figures of numbers of meals produced have now been collated for the last two years. This information will continue to be collect and can be used to analyse increased foot fall following completion of the project. Service users of the lunch club and other groups that use the current facilities have been consulted throughout the process of the project so far . They have also chosen to actively take part in providing and supporting fundraising events. These are being organised by our dedicated fundraising team which is ran by volunteer members of the congregation and the local community who believe in the project . They will be consulted again on completion of the project to evaluate the impact the building improvements have had on the quality of their experience of their community activity.Evaluation will be carried out by the project co-ordinator . This is a role that is currently paid for by funding provided by the Mersey Synod of the United Reformed Church. The remit of the role is to support the church to make its vision to become a community hub a reality.</p>
4.2	<b><i>Describe how you will promote the Town Council in your project</i></b>	<p>We have recently appointed a communications team who are kindly volunteering their services freely .They will be responsible for promoting the Big Heart Foundation and all its partners. This will be via social media including our website page, facebook page; on literature and posters displaying ongoing activities or specific events events displayed throughout the building and town , word of mouth and</p>

	advertisement through local newspapers .
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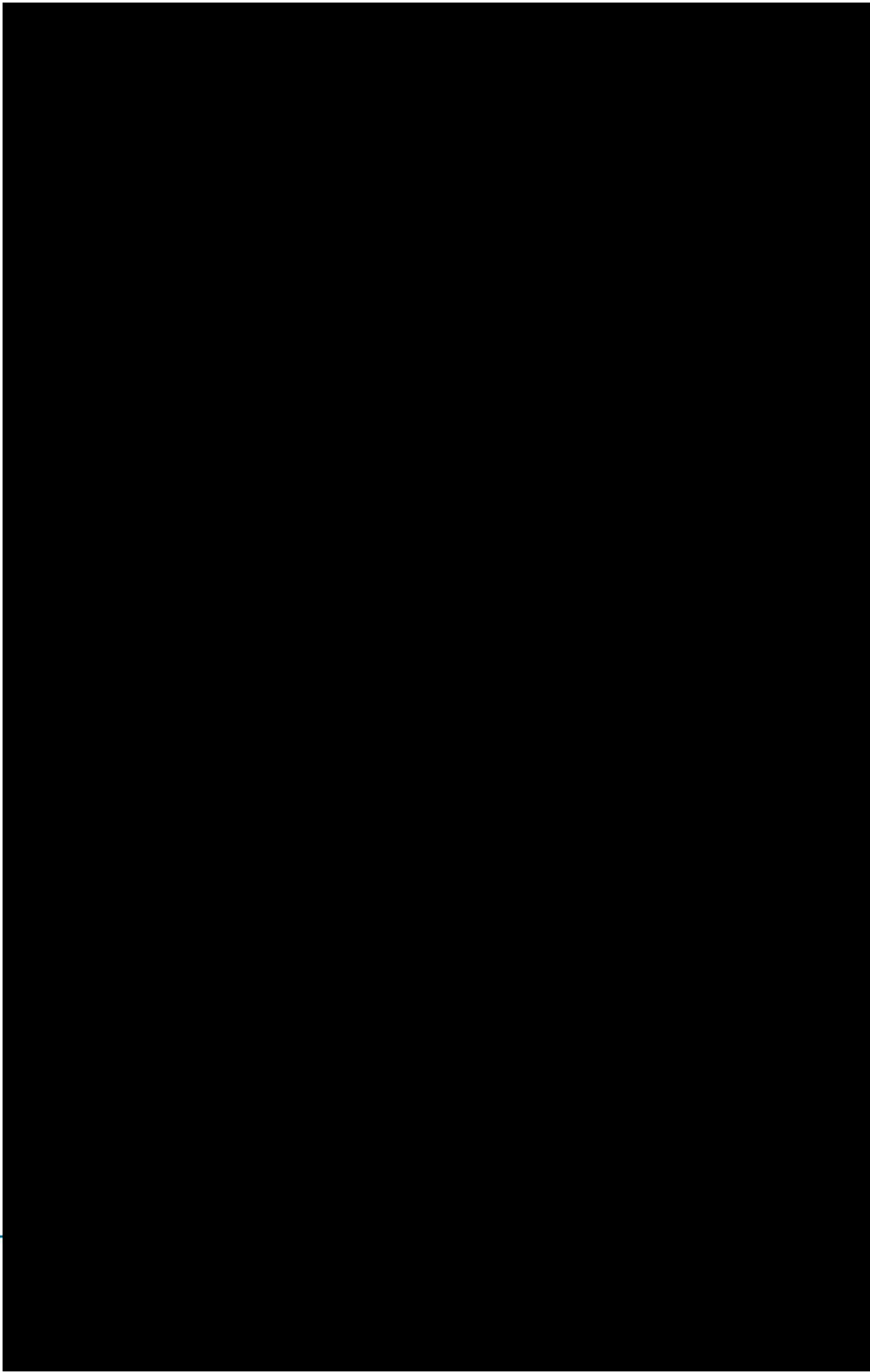


Signature:

Date: 10.07.19

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.





### 1.1 Project

Congleton United Reformed Church is not only a place for worship but also a meeting place for all members of the community with the Church providing the space for community groups such as the Congleton Big Heart Lunch Club, Bible Exploration, Mums and Tots Groups, British Sign Language Group, Keep Fit activities to meet along with holding Café meetings.

The Church wish to improve their current kitchen, servery and w.c facilities to bring them up to date and provide a more efficient use of space.

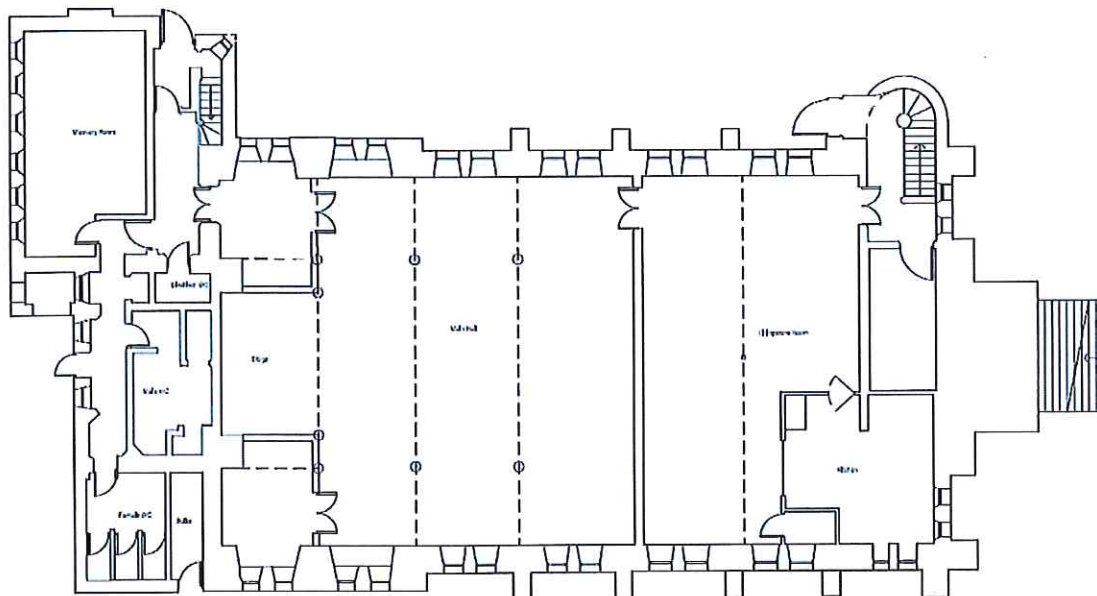
### 1.2 Condition Survey

A measured building survey and photographic condition survey was completed on 16th November 2018 of the existing church facilities, which identified some issues as below:

- No access to disabled w.c without the need for passing through main room which often has separate functions.
- Out dated kitchen facilities
- Boiler room unnecessary and takes space from the kitchen.

The photographs shown overleaf taken during the condition survey highlight the current issues and the items which the Church wish to improve.

### 1.3 Building Survey Plan: Existing Layout



Existing Lower Ground Floor Plan

1:100

#### 1.4 Photographs from the Condition Survey



Wash space in conflict with cooking space



Out dated kitchen units



Inadequate cooking facilities



Livingstone Room Dining Area



Main access into Livingstone Room



Livingstone Room Dining Area

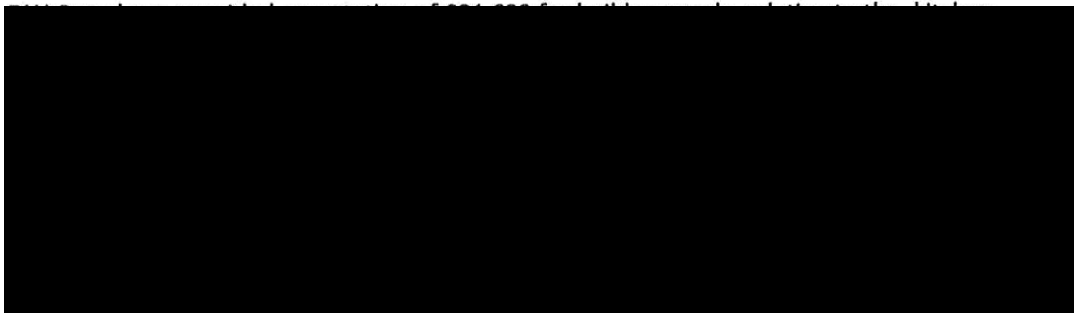
### 1.5 Project Delivery

The Church have appointed Jay Ashall Partnership Chartered Architects to complete a survey of the building and keep record photographs, to obtain statutory approvals where required, obtain budget costs and assist in the preparation of information for seeking grant/ bid funding.

### 1.6 Project Expenditure

#### Quotations / Budget Costs for Works

##### New Multi Use Accessible W.C Facilities & New Kitchen



Copies of the quotations received are enclosed overleaf.

## FORM OF TENDER

For: Congleton United Reformed Church, Congleton

To: New Kitchen and Accessible W.C

Having examined the site of the above-named work and having examined and perused the Preliminaries, Specification, Schedule of Works and drawings

I/We offer to execute and maintain the whole of the said works in conformity with the above-mentioned documents for the firm price sum of:

[REDACTED]

[REDACTED]

## FORM OF TENDER

For: Congleton United Reformed Church, Congleton

To: New Kitchen and Accessible W.C

Having examined the site of the above-named work and having examined and perused the Preliminaries, Specification, Schedule of Works and drawings

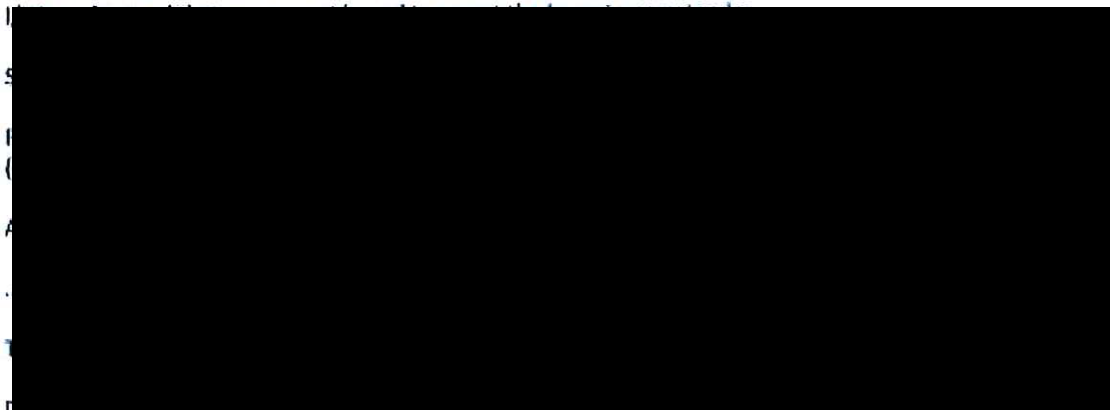
I/We offer to execute and maintain the whole of the said works in conformity with the above-mentioned documents for the firm price sum of:

 £.

I/We hereby agree that this tender will remain open for acceptance for a period of 90 days.

I/We undertake to complete the whole of the works by \_\_\_\_\_.

I/We confirm that our percentage addition for overheads and profit will be applied to variations where it is not possible to utilize rates included is \_\_\_\_\_%.



Witness ..... 

Address ..... 

Date ..... 

\* In case of a Company, insert the full, registered name and address of the company. In the case of an individual or partnership, insert the name and address under which the individual or partnership is currently trading.



## FORM OF TENDER

[Redacted content]

## 1.7 Project Aims, Outcomes & Targets

### Aims

The aim of the scheme is to provide better and more suitable facilities for use by all sections of the community using the Church.

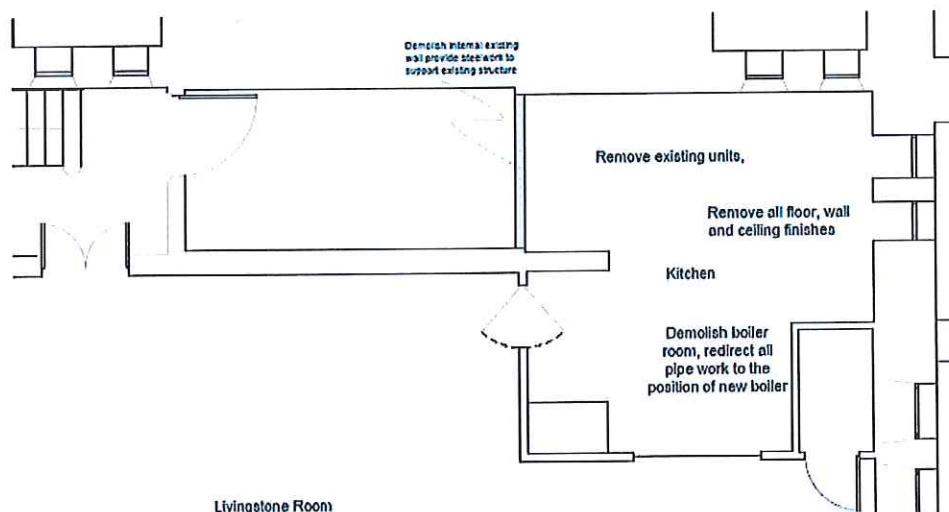
### Outcomes

The outcomes will be the replacement of outdated and substandard kitchen facilities with new modern facilities, and the provision of new unisex w.c facilities to disabled standards.

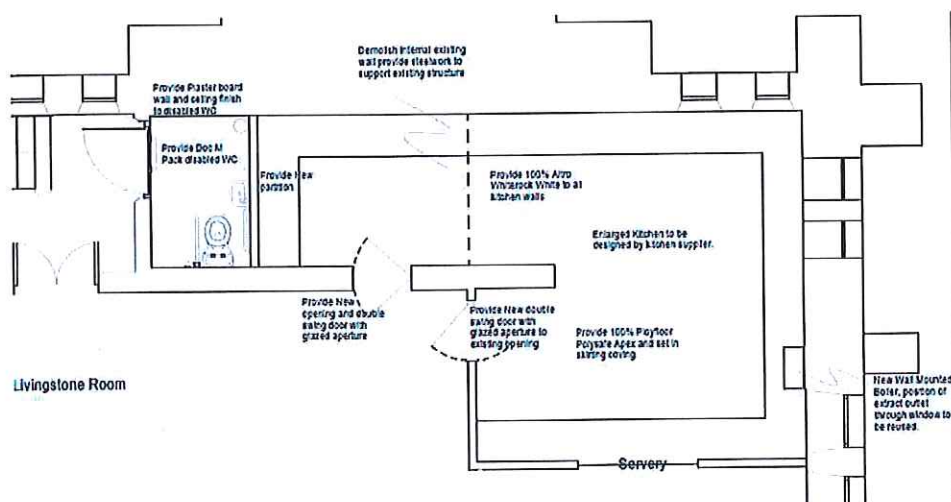
### Targets

The targets of the scheme are to increase the number of members of the community using the facilities and allow disabled users to visit the Church and partake in social activities, where they may not have been able to previously, whilst also removing the need to pass through other rooms and sections of the Church to reach other appropriate facilities.

## 1.8 Existing & Proposed New Layout



Existing Kitchen Layout



Proposed New Kitchen Layout

CONGLETON UNITED REFORMED CHURCH

FINANCIAL STATEMENTS

TO

31 DECEMBER 2018

**RECEIPTS AND PAYMENTS ACCOUNT**

		Unrestricted Funds		Restricted Funds	TOTAL	TOTAL
		General	Designated	Funds	2018	2017
		£	£	£	£	as restated £
	Note					
<b>RECEIPTS</b>						
Voluntary Income	5	29,620	936	119	30,675	29,970
General Funds	6	21,520	1,634	0	23,154	21,893
Other Income	7	1,487	5,000	0	6,487	3,287
<b>Total Receipts</b>		<b>52,627</b>	<b>7,570</b>	<b>119</b>	<b>60,316</b>	<b>55,150</b>
<b>PAYMENTS</b>						
Charitable Activities						
URC Ministry & Mission Fund	8	23,090	0	0	23,090	20,304
Ministerial costs	9	3,935	0	0	3,935	5,610
Costs of church activities	10	26,636	50	0	26,686	29,472
Support of outside causes	11	0	0	(63)	(63)	1,086
Cost of generating funds & governance	12	1,200	1,289	0	2,489	2,906
Capital Projects	14	0	544	0	544	13,631
<b>Total Payments</b>		<b>54,861</b>	<b>1,883</b>	<b>(63)</b>	<b>56,681</b>	<b>73,009</b>
<b>Net receipts/payments before transfers</b>		<b>(2,234)</b>	<b>5,687</b>	<b>182</b>	<b>3,635</b>	<b>(17,859)</b>
Transfers between funds		(266)	0	266	0	0
Net Movement of Funds		0	0	0	0	(17,859)
Balance b/fwd 1 January 2018		(157)	58,370	781	58,994	76,853
Balance c/fwd 31 December 2018		<b>(2,657)</b>	<b>64,057</b>	<b>1,229</b>	<b>62,629</b>	<b>58,994</b>

Notes on pages 2 to 7 form part of these financial statements

**STATEMENT OF ASSETS AND LIABILITIES**

		Unrestricted Funds		Restricted	TOTAL	TOTAL
		General	Designated	Funds	2018	2017
		£	£	£	£	as restated
	Note					£
<b>ASSETS</b>						
<b>BANK AND CASH BALANCES</b>	3	(2,657)	64,057	1,229	62,629	58,994
<b>OTHER MONETARY ASSETS</b>						
Gift Aid Tax recoverable		5,866			5,866	4,219
Emergency Fund loan		0			0	1,600
		<u>5,866</u>	<u>0</u>	<u>0</u>	<u>5,866</u>	<u>5,819</u>
<b>FIXED ASSETS</b>	4					
<b>LIABILITIES</b>						
Independent Examiner		1,200			1,200	618
		<u>1,200</u>	<u>0</u>	<u>0</u>	<u>1,200</u>	<u>618</u>

**Approved** by the Church Meeting held on:

and signed on its behalf by Rev. Murray George (chairperson)

# 1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Charities Act 2011 Section 145, using the Receipts and Payments basis available to small charities, and the guidance given by the United Reformed Church and the Association of Church Accountants and Treasurers. Moveable assets acquired are written off immediately.

As the previous years accounts were incorrectly prepared on an Accruals basis, we have restated the figures to 31 December 2017.

## 1.1 Statement of Compliance

These financial statements have been prepared in accordance with FRS 102, 'The Financial Reporting Standards applicable in the UK and the Republic of Ireland' the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS102)) and the Charities Act 2011.

## 2. FUND ACCOUNTING

**Unrestricted Funds** may be used by the church for any of its purposes.

**Designated Funds** represent unrestricted funds set aside by the church for specific designed purposes they can be transferred back into general funds at the church's decision. The descriptions of and movements of the restricted funds are given in Note 13.1

**Restricted Funds** represent income which may be expended only on those restricted objects provided in the terms of a trust or bequest, or donations or grants received or invited for a specific purpose. These funds can only be spent on the specific purpose for which they were given. Any balance remaining unspent must be carried forward as a balance on that fund for future expenditure on that specific purpose, or returned; it cannot be absorbed into general funds. The descriptions of and movements of the restricted funds are given in Note 15.1

## 3. BANK AND CASH BALANCES

National Westminster Bank		
Church Business Reserve account		505
Church Current Account	5,328	
add amount not credited	0	
less outstanding cheques	<u>849</u>	
		4,479
Communion Fund Account		10
Nationwide Building Society		37,540
Nationwide Building Society EB		11
Skipton Building Society - account closed during year		0
Churches Mutual Credit Union		<u>20,084</u>
		<u><u>62,629</u></u>



#### 4. FIXED ASSETS

The Trustees of the church building are the URC (Mersey Province) Trust Ltd who hold them upon for the purposes connected with Congleton URC. The church buildings are not tangible fixed assets of the church. The church buildings are insured for £5,063,557: the contents are insured for £150,000 and the organ for £299,941. The Manse is the responsibility of the Mersey Synod.

	Unrestricted Funds		Restricted Funds	TOTAL 2018	TOTAL 2017 as restated
	General £	Designated £	£	£	£
5. VOLUNTARY INCOME					
Planned Giving	22,189			22,189	24,393
Loose offertories	1,807		119	1,926	2,627
Special Offerings, donations and gifts in memory	406	936		1,342	1,936
Income tax refunds under Gift Aid	5,218			5,218	1,014
	<u>29,620</u>	<u>936</u>	<u>119</u>	<u>30,675</u>	<u>29,970</u>

#### 6. GENERATED FUNDS

Contributions from Church Organists	570			570	790
Wedding and Funeral Fees	3,740			3,740	2,935
Donations for use of Church premises	7,119			7,119	9,089
Lunch Club	10,091			10,091	4,992
Fund raising events		1,634		1,634	4,087
	<u>21,520</u>	<u>1,634</u>	<u>0</u>	<u>23,154</u>	<u>21,893</u>

#### 7. OTHER INCOME

Bank and Building Society income	252			252	231
From Charitable activity (Drop-in Café)	1,088			1,088	962
Sale of copper pipe				0	60
Groundwork UK				0	1,000
Grant - URC Trust for Pulpit Repair				0	205
Grant - Congleton Town Trust				0	829
Grant - Synod		5,000		5,000	0
Printing Alsager 'Link'	147			147	0
	<u>1,487</u>	<u>5,000</u>	<u>0</u>	<u>6,487</u>	<u>3,287</u>

#### 8. MINISTRY AND MISSION FUND

The Church contributes to the central URC costs of training and providing ministers (including the centralised payment of stipends, pension contributions and other benefits for ministers), running the denomination and the wider mission of the national church.

#### 9. MINISTERIAL COSTS

Manse Expenses	1,802			1,802	1,802
Ministers Expenses	2,133			2,133	3,808
	<u>3,935</u>	<u>0</u>	<u>0</u>	<u>3,935</u>	<u>5,610</u>

CONGLETON UNITED REFORMED CHURCH  
 FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2018  
 NOTES - continued

5

	Unrestricted Funds		Restricted Funds	TOTAL	TOTAL
	General	Designated		2018	2017 as restated
<b>10. COST OF CHURCH ACTIVITIES</b>					
Church costs:					
Cleaning and waste disposal	7,536			7,536	6,791
Gas and electricity	3,670			3,670	4,512
Insurance and water	6,243			6,243	5,561
Church and organ maintenance	3,001			3,001	6,302
Organists, copyright and hymn s/w	557			557	707
Funeral and wedding costs	2,783			2,783	0
	<u>23,790</u>	<u>0</u>	<u>0</u>	<u>23,790</u>	<u>23,873</u>
Programme activity costs:					
Pulpit Supply	925			925	1,110
Junior Church Activities				0	18
Outreach and advertising	202	50		252	373
	<u>1,127</u>	<u>50</u>	<u>0</u>	<u>1,177</u>	<u>1,501</u>
Other expenses:					
Photocopying	543			543	708
Stationery, postage, etc.	243			243	32
Telephone and travel	489			489	391
Books and discs				0	292
Consumables (Incl. Café expenses)	180			180	277
Subscriptions	100			100	245
Sundries	144			144	553
Bank Charges	20			20	0
Emergency loan - write off				0	1,600
	<u>1,719</u>	<u>0</u>	<u>0</u>	<u>1,719</u>	<u>4,098</u>
<b>Totals</b>	<u>26,636</u>	<u>50</u>	<u>0</u>	<u>26,686</u>	<u>29,472</u>
<b>11. SUPPORT OF OUTSIDE CAUSES</b>					
Commitment for Life			(386)	(386)	523
The Leprosy Mission			(18)	(18)	391
Christian Aid			82	82	172
Others			259	259	0
	<u>0</u>	<u>0</u>	<u>(63)</u>	<u>(63)</u>	<u>1,086</u>
<b>12. COSTS OF GENERATING FUNDS AND GOVERNANCE</b>					
Cost of generating voluntary income		1,089		1,089	126
Cost of fund raising events		200		200	1,976
Independent Examiner	1,200			1,200	804
	<u>1,200</u>	<u>1,289</u>	<u>0</u>	<u>2,489</u>	<u>2,906</u>

### 13. DESIGNATED FUNDS

The church Operates four Designated Funds with the agreement of the Church Meeting

**Fabric Fund** - This fund is for major work - re-decoration of the church and replacement  
The designated sums included in the fabric Fund on 31st. December 2018 are:

	2018 £	2017 as restated £
Church re-decoration reserve	12,500	12,500
Photocopier reserve	600	600
	<u>13,100</u>	<u>13,100</u>

**Fellowship Fund** - this fund is used for managing church social events and is now operated by  
the Development Fund

**Special Reserve** - Now split between the general Fund and General Fund and the Development Fund

**Community Fund** - This designated fund was established to support the Church's community work.

#### 13.1 The movement on the Designated Funds during the year were:

	Fabric Fund £	Fellowship Fund £	Development Fund £	Community Fund £	TOTAL 2018 £	TOTAL 2017 as restated £
Balance b/fwd 1 January 2018	21,170	256	35,892	1,052	58,370	64,491
Offerings, donation & gifts			936		936	983
Other fundraising			1,634		1,634	2,965
Grant			5,000		5,000	829
Sale of copper pipe						60
Groundwork Up						1,000
Program activity costs			(50)		(50)	0
Cost of fundraising			(1,289)		(1,289)	(1,402)
Capital projects			(544)		(544)	(13,631)
Write off emergency loan						(1,600)
	<u>21,170</u>	<u>256</u>	<u>41,579</u>	<u>1,052</u>	<u>64,057</u>	<u>53,695</u>
Transfer from general fund						4,675
	<u>21,170</u>	<u>256</u>	<u>41,579</u>	<u>1,052</u>	<u>64,057</u>	<u>58,370</u>

	Unrestricted Funds		Restricted Funds	TOTAL 2018	TOTAL 2017 as restated
	General £	Designated £	£	£	£
14. CAPITAL PROJECTS					
Pew Cushions				0	2,650
Boiler				0	4,829
Heaters				0	3,895
Electrical Work				0	1,452
Kitchen Expenditure				0	755
Slabs				0	50
Large Hall Pillar Guards			94	94	0
Front Garden			450	450	0
	<u>0</u>	<u>544</u>	<u>0</u>	<u>544</u>	<u>13,631</u>

# 15. RESTRICTED FUNDS

**Commitment for Life Fund** - this fund holds money given to the URC Commitment for Life programme

**Discretionary Fund** - now designated the Community Fund and remains at the discretion of the minister.

**Special Appeals** - at different times of the year monies are raised by the church to support specific appeals. There is usually a balance carried forward at the end of the year.

The amounts at December 2018 were		£
	Leprosy Mission	(122)
	Christian Aid	(144)
		<u>(266)</u>

**Small Restricted Amounts** - this fund holds small sums of money which have been given to the church for restricted purposes

## 15.1 The movement on the Restricted Funds during the year were:

	Commitment For Life £	Comm/Discret Fund £	Special Appeals £	Small Resvd Amounts £	TOTAL 2018 £	TOTAL 2017 as restated £
Balance b/fwd 1 January 2018	205	452	(202)	326	781	885
Planned giving	386		40		426	599
Special offertories & donations				119	119	383
Specific gifts passed on			(104)	(259)	(363)	(1,086)
	591	452	(266)	186	963	781
Transfer to general fund			266		266	
	591	452	0	186	1,229	781

TREASURER'S STATEMENT

I have prepared the financial statements on pages 1 to 7 for the year ended 31 December 2018.

Adrian Browne

**Independent Examiner's Report to the Trustees of  
Congleton United Reformed Church**

**Independent examiner's report to the trustees of Congleton United Reformed Church**

I report to the charity trustees on my examination of the accounts of the Congleton United Reformed Church (the Trust) for the year ended 31st December 2018.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Danielle Sullivan  
BA (Hons), FCCA, CTA  
Hammond McNulty LLP  
Bank House  
Market Square  
Congleton  
Cheshire  
CW12 1ET

Date: .....





SUBMITTED MEETING :  
12th September.

**Congleton Town Council**  
**Application for Financial Assistance**

**Part 1: Applicant(s) and Project Details**

Application Reference Number (office use only)	GR09/1920
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1.1	<b>Applicant(s):</b>	CONGLETON PARK : SEC BOWLING CLUB MR P CHARLESWORTH
1.2	<b>Representing:</b>	AS ABOVE
1.3	<b>Email Address:</b>	N/A
1.4	<b>Tel No.</b>	
1.5	<b>Project Title:</b>	NEW ALARM SYSTEM
1.6	<b>Project Objectives:</b>	TO MAKE PAVILION SECURE BY UPGRADING ALARM SYSTEM
1.7	<b>Brief Project Description:</b>	AS ABOVE
1.8	<b>Details accounts/budgets</b>	£550 incl VAT. : SEE QUOTATION.

**Part 2: Cost Details / Resources / Timescale**

2.1	<b>Total Cost of Project:</b>	£550 incl VAT.
2.2	<b>Total contribution sought:</b>	£250
2.3	<b>What will the money be spent on?</b>	UPGRADING ALARM SYSTEM

2.4	Any ongoing costs:	N/A.
2.5	Details of <b>confirmed</b> match funding include source Cash:  In kind:	N/A. Will be applying to Congleton Inclosure Trust.
2.6	Resources needed:	N/A
2.7	Estimated timescale of project from start to finish:	2 DAYS

### Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	THE INSTALLATION OF A NEW ALARM SYSTEM WILL MAKE THE BUILDING MORE SECURE AND ALLOW MEMBERS AND VISITORS TO USE THE FACILITIES ON A REGULAR BASIS
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?	
4.2	Describe how you will promote the Town Council in your project	BY TAKING A PHOTOGRAPH AT THE CLUBHOUSE WITH A PROMINENT MEMBER OF THE COUNCIL, ON COMPLETION.

Signature: \_\_\_\_\_

Date: 19.7.19.

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.

FAO Mr Paul Charlesworth  
Congleton Park Bowling Club  
Congleton  
Cheshire

Date : Tuesday 16<sup>th</sup> July 2019  
Quotation number JULY 19/135

To supply and install a new grade 2, wireless intruder alarm system to the above address. Additional devices can be added with ease at a later date if required (32 wireless zones, expandable to 64). The cost includes the removal of the existing panel and associated cabling disconnections.

System to consist of,

Control panel, complete with LCD text in the kitchen.

Door contact to,  
Entry/exit door (1)

Wireless passive infra red detectors to,  
Kitchen/ area (1)

Dual technology detector (passive infra red/microwave) to,  
Main room (1)

Dual device (vibration detector and contact) to,  
Main room double doors (1)  
The above has two technologies in one device, taking two zones from the panel.

Live hard wired external sounder/strobe fitted high level, side elevation with fully illuminated company logo screen printed cover. The existing cable to be used.  
Should the existing cable be faulty a wireless sounder/strobe will be installed.  
One decoy sounder/strobe to be installed.

The alarm system comes with a 12 month guarantee in the form of a signed service and maintenance contract, after which, a new contract is available if required. A free service is included within the guarantee. An insurance document is also supplied. There is a 24/7 call out facility included.





Established 1994

## SOUTH CHESHIRE ALARMS

25 Woodpecker Drive, Packmoor, Stoke-on-Trent ST7 4GJ  
Freephone 0800 5426600 Tel: 07771 990064  
Email: info@scalarms.co.uk

Minor work certificate for the electrical side of the installation to be issued.

Upon completion you should register your alarm system, ideally within 48 hours, with your local council (environmental health department). They will take your details and key holder details should your alarm ever cause a nuisance.  
Failure to register could lead to a fine.

Cost £458.33  
VAT @ 20.00% £91.67  
Total Cost £550.00

Extras if required  
Tags for setting/unsetting the panel (no need for a code)  
£5.00 plus VAT each  
VAT @ 20.00% £1.00  
Total Cost £6.00

Quotations are held for a period of thirty calendar days.  
We accept payments by cash, credit/debit card and internet banking transfer  
Payment is due upon completion of works.



VAT Registration No: 803 6722 44





SUBMITTED MEETING:  
12<sup>th</sup> Sept.

## Congleton Town Council Application for Financial Assistance

### Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR10/1920
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1.1	<b>Applicant(s):</b>	Sue Taylor
1.2	<b>Representing:</b>	"Our Gang" - Congleton Scout & Guide Gang Show
1.3	<b>Email Address:</b>	
1.4	<b>Tel No.</b>	
1.5	<b>Project Title:</b>	Congleton Scout & Guide Gang Show 2019
1.6	<b>Project Objectives:</b>	To prepare, develop, rehearse and deliver the Scout & Guide Gang Show in Congleton for 2019. This involves a cast of about 120 young members identified in May 2019 and rehearsing from early September to deliver the show at the Daneside Theatre from 23 - 30 November 2019.
1.7	<b>Brief Project Description:</b>	<ul style="list-style-type: none"><li>- a volunteer preparation period of 12 - 18 months</li><li>- forming a cast of Scouts, Guides, Brownies &amp; Cubs, Rangers &amp; Explorers</li><li>- about 120 in total supported by numerous adult volunteers</li><li>- rehearsal period of 3 months</li><li>- 7 full performances in the Daneside Theatre plus preview show</li></ul>
1.8	<b>Details accounts/budgets</b>	2019 budget attached

### Part 2: Cost Details / Resources / Timescale

2.1	<b>Total Cost of Project:</b>	£18,000 - £19,000
2.2	<b>Total contribution sought:</b>	£600
2.3	<b>What will the money be spent on?</b>	Contribution to stage, lighting, sound and musical costs for dress rehearsals and performances in the Daneside Theatre. For example, this amount will cover the cost of two of the five musicians in the band required during the week of the show.

2.4	<b>Any ongoing costs:</b>	Insurance costs approx £900 for 2 years
2.5	<b>Details of confirmed match funding include source</b> Cash:  In kind:	Reserves held in Our Gang bank account  Three other grants applications made and further sponsorship will be sought from previous sponsors and new contacts
2.6	<b>Resources needed:</b>	Rehearsal rooms, theatre time for set up and dress rehearsals, stage lighting, backdrops and sound, choreographer, musical team and production costs
2.7	<b>Estimated timescale of project from start to finish:</b>	Planning begins about 18 months before each Show, so mid 2018 to completion end November 2019.

### Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	The project involves all Scout and Guide groups within Congleton - both young people aged between 7 and 19 and many adult volunteers. The sustained sense of team work, the commitment needed by all involved and the pleasure the final production brings to everyone are of enormous benefit. Family, friends and the wider community of Congleton enjoy the performances and recognise the commitment and effort that goes into the production. The Daneside Theatre is a wonderful community facility in which to hold Our Gang every two years.
3.2	<b>Are there similar services/projects provided in the area</b>	Congleton Amateur Youth Theatre, Centre Stage and Congleton pantomime all provide opportunities for young people to take part in stage productions.

### Part 4: Evaluation/Publicity

4.1	<b>How will the project be evaluated and who will carry out the evaluation?</b>	Evaluation is ongoing through the rehearsal period. After the Show week is completed a detailed review is carried out by the Congleton Scout & Guide Liaison committee. Comments and contributions are sought from cast members and volunteers.
4.2	<b>Describe how you will promote the Town Council in your project</b>	Support from Congleton Town Council is recognised on the website - <a href="http://www.congletongangshow.co.uk">www.congletongangshow.co.uk</a> and in the Daneside Theatre foyer. The Town Council will be named in the Show programme which is sold to many of the approx 2000 people who come to see the Show

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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





3 Longdown Road  
Congleton  
Cheshire  
CW12 4QH

[sue@taylorcrew.demon.co.uk](mailto:sue@taylorcrew.demon.co.uk)  
01260 272295  
07970 416371

30 August 2019

Finance & Policy Committee  
Congleton Town Council

We have really appreciated the support of Congleton Town Council for "Our Gang", the Congleton Gang Show in recent years. Congleton Gang Show started in 1972 as part of the town's charter year anniversary celebrations. It takes place every two years and 2019 will be the 24th show since the original.

The cast of around 120 young people is drawn from Guiding and Scouting groups in Congleton and many of the performers have their first taste of appearing on a public stage with OUR GANG. The show gives them great experience and the chance to develop confidence through their hard work in the 3 month rehearsal period and consistency in performing at seven public performances at The Daneside Theatre. The production is achieved through the dedication and hard work of many volunteers, most of whom are also unit leaders with groups of Scouts, Guides, Brownies and Cubs in the town co-ordinating weekly meetings and provision of fun and adventurous activities. These volunteers provide the teams for wardrobe and costume, makeup, props, back stage team and front of house stewards, lighting, production, sound, dressing room staff and catering. It's a tremendous team effort that everyone is proud to be involved with.

We will, of course, be inviting the Town Mayor, Cllr Sally Holland to attend a performance of the show together with her consort or other guest. I am already in contact with Linda Minshull about this. Tickets are also available from the Ticket Secretary by emailing [tickets@congletongangshow.co.uk](mailto:tickets@congletongangshow.co.uk) or completing a form on the website.

Cheques can be made payable to Our Gang. We can arrange for presentation to a member of the Our Gang team, perhaps at one of the early rehearsals which take place at Dane Valley Scouts headquarters, Rope Walk, Congleton.

Please don't hesitate to contact me if I can provide any further information.

Yours sincerely

Sue Taylor  
Grants & Sponsorship Coordinator  
on behalf of Congleton Gang Show  
[www.congletongangshow.co.uk](http://www.congletongangshow.co.uk)



## OUR GANG 2019 P&L BUDGET

TICKET SALES	£ 11,500.00	
GRANTS	£ -	
SPONSORSHIP	£ 2,500.00	
FOH SALES	£ 2,875.00	
Programmes		£ 855.00
Refreshments		£ 1,225.00
Raffle		£ 795.00
CAST SALES	£ 1,125.00	
Clothing		£ 850.00
DVD / Photos		£ 275.00
Misc Items		£ -
MISC INCOME	£ -	
<b>TOTAL INCOME</b>	<b>£ 18,000.00</b>	
BUILDING RENTAL	£ 5,000.00	
PRODUCTION COSTS	£ 7,665.00	
Theatre Production		£ 3,250.00
Music Production		£ 3,925.00
Misc Production		£ 490.00
	£ 12,665.00	
<b>GROSS PROFIT</b>	<b>£ 5,335.00</b>	
ADVERTISING	£ 535.00	
INSURANCE	£ 500.00	
COSTUMES	£ 1,125.00	
CAST COSTS	£ 1,050.00	
FOH EXPENDITURE	£ 1,525.00	
PRODUCTION TEAM EXPENSES	£ 350.00	
MISC EXPENSES	£ 250.00	
	£ 5,335.00	
<b>NET PROFIT/LOSS</b>	<b>£ -</b>	

### NOTES:

- Figures based on the following assumptions:
- ticket sales for week equate to 2/3 theatre capacity overall
- conservative estimate below 2017 figure
- similar sales to 2017 production
- approx 100 cast members
- based on 2017 figures
- based on 2017 figures
- using knowledge of comparable productions
- based on 2017 figures
- based on 2017 figures
- based on 2017 figures
- allowance for expenses of certain members of production team



SUBMITTED MEETING:  
12<sup>th</sup> September.

## Congleton Town Council Application for Financial Assistance

### Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR11/1920
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1.1	<b>Applicant(s):</b>	D Murphy
1.2	<b>Representing:</b>	Congleton Community Credit Union
1.3	<b>Email Address:</b>	
1.4	<b>Tel No.</b>	
1.5	<b>Project Title:</b>	
1.6	<b>Project Objectives:</b>	Membership of Cheshire East Community & Voluntary Services Organisation.
1.7	<b>Brief Project Description:</b>	To allow CCCU to access the services of CECVS as a fully paid up Membership Organisation.
1.8	<b>Details accounts/budgets</b>	

### Part 2: Cost Details / Resources / Timescale

2.1	<b>Total Cost of Project:</b>	£45.00
2.2	<b>Total contribution sought:</b>	£45.00
2.3	<b>What will the money be spent on?</b>	12 months membership of CECVS 2019/20

2.4	<b>Any ongoing costs:</b>	No
2.5	<b>Details of <i>confirmed</i> match funding include source</b> Cash:  In kind:	N/A
2.6	<b>Resources needed:</b>	None
2.7	<b>Estimated timescale of project from start to finish:</b>	N/A

### Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	CCCU is a local credit union wholly devoted to providing service to Congleton residents.
3.2	<b>Are there similar services/projects provided in the area</b>	Cheshire Neighbours Credit Union

### Part 4: Evaluation/Publicity

4.1	<b>How will the project be evaluated and who will carry out the evaluation?</b>	
4.2	<b>Describe how you will promote the Town Council in your project</b>	Quarterly Newsletter and ongoing support acknowledgment

Signature: D. Murphy

Date: 06.09.2019

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.



# Town Council Grant

## Activities Monitoring Form

SUBMITTED MEETING  
12<sup>th</sup> Sept.

1. Contact Details	
Organisation Name:	Friends of Congleton Park
Address:	[REDACTED]

2. Grant Information			
Grant Reference Number:	GR05/1920		
Total Project Cost:	£1600		

Receipts Attached? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Receipt Amount:	£
Please list receipts below: Receipt sent separately.		

3. Project Information			
When did the project commence?		10/06/19	
Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
If yes, how will this be used? N/A			
Please explain how the grant money was used: The grant money was used to purchase a motor mover to take a trailer with equipment on from the Millennium Store to the park bandstand.			
Please explain what difference the project has made to your organisation/local people: The Friends of Congleton Park support and put on 12 free concerts a year for the residents and visitors of Congleton Park. Equipment such as chairs, PA system have to be taken from the Millennium Store to the park bandstand and back. Not all the Friends are able to tow/push the loaded trailer and the purchase of a motor mover has enabled all the Friends to carry out the support of events. This has enabled the Friends to increase to number of concerts put on in the park for the benefit of the people of Congleton and visitors.			

#### 4. Promotion

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

Will be sent separately

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

#### 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 of applying for a grant was straight forward and well explained.  
Help from the Town Grants Team was forthcoming and excellent.

How did you apply? Online ☐ Email ☐ Post ☒

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

Please rate the following elements:

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









# Town Council Grant

## Activities Monitoring Form

SUBMITTED MEETING:  
12th September.

### 1. Contact Details

Organisation name:	Beartown Patchwork and Quilters
Address:	[REDACTED]

### 2. Grant Information

Grant Reference Number:	GR15/1819		
Total project cost:	£1,400		

Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£ 355.58
--	-----------------	----------

Please list receipts below:

- |                                 |   |
|---------------------------------|---|
| 1) Paper and Laminate: £11.98   | 5) 3 lamps for stage: £59.97                  |
| 2) Covers for catalogues: £7.94 | 6) Quilt stand hire: £81                      |
| 3) Car hire and petrol: £51.10  | 7) Congleton Chronicle – advertising: £122.40 |
| 4) Visitors Book: £7.99         | 8) Bazaar media Group: £13.20                 |

Receipt Amount: £ 355.58

### 3 Project Information

When did the project commence?	Exhibition from 7 <sup>th</sup> to 8 <sup>th</sup> June 2019
--------------------------------	--

Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
---

Please list receipts below:

If yes, how will this be used?

Please explain how the grant money was used:

The grant money was used for advertising events, creating catalogues, stage lighting, hiring quilt stands and car hire/ petrol to collect the stands from Lancashire.

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

This successful event was well received by the local community and the quilting community alike. People visited from afar a way as Liverpool, Manchester and Staffordshire. The footfall was approximately 800+ and we believe it would have been significantly better had it not rained all through the event which may have kept people at home.

Many visitors engaged with members of our group and had lots of questions regarding the 'how of patchwork and quilting'. The 'petting corner' gave visitors an opportunity to touch and feel a wide variety of samples and learn more about textile art. There was an opportunity to watch people stitching and ask questions about processes.

It was great to see new local members recruited and attending our following meeting. It was also good to see our profile raised amongst the quilting community.

In addition, individual group members had worked on a mini quilt challenge of 'Memories of Congleton' which were on display. Some of these small quilts were sold to local businesses such as Davenport's and the sales were put to the British Heart Foundation (our raffle charity).

#### 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** [www.beartownpandq.btck.co.uk](http://www.beartownpandq.btck.co.uk).

[www.ukqu.co.uk/beartown-patchwork-quilters-celebrating-our-35th-anniversary](http://www.ukqu.co.uk/beartown-patchwork-quilters-celebrating-our-35th-anniversary)

On all advertising and fliers including the Congleton Chronicle. Future article in the British Patchwork and Quilters Magazine, August 2019.

#### 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?

We are very grateful for the support of Congleton Town Council. The grant made a big difference to us and to what we could achieve. Many thanks to you all.

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"/>			



# CONGLETON TOWN COUNCIL

## COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Finance and Policy Committee		
<b>MEETING DATE AND TIME</b>	12/09/19 7pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Jackie Potts – Support Manager		
<b>AGENDA ITEM</b>	9		
<b>REPORT TITLE</b>	<b>Management accounts for July 2019</b>		
<b>Background</b>	Variance analysis of the Management Accounts for July 2019 to accompany the spreadsheet.		
<b>Updates</b>	<p>These figures are to 31<sup>st</sup> July 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 4 show figures largely in line with the budget. 33% of expenditure would be expected to have been used if expenditure was a regular monthly amount.</p> <p><b><u>Finance and Policy Committee</u></b></p> <p><u>Corporate Management</u></p> <p>Overall on budget</p> <ul style="list-style-type: none"> <li>• Reception – TIC is paid in full in October (the Tourist Info Centre act as CTC's 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.)</li> <li>• Subscriptions and Publications come in at the beginning of the financial year so 85% of the budget has been used.</li> <li>• Insurance is a full year cost.</li> <li>• Computer/IT costs includes the setting up of Councillor emails.</li> <li>• Auditing invoices still to be received.</li> </ul> <p><u>Democratic/Civic</u></p> <p>Slightly over budget</p> <ul style="list-style-type: none"> <li>• The Mayor has received her annual allowance.</li> <li>• Stationery and Printing includes business cards for councillors.</li> </ul> <p><u>Grants</u></p> <p>£15,000 was available for grant applications for the year in May – the Grants commitments sheet shows the breakdown of the current amount available which is £12,185.</p> <p><b><u>Community, Environment and Services Committee</u></b></p> <p>Overall slightly under budget.</p> <ul style="list-style-type: none"> <li>• Allotments: £885 has been spent on allotment maintenance which only has a small budget.</li> <li>• Public Toilets: Repairs carried out on the public toilets (Market Street)</li> <li>• Crime reduction/CCTV - first quarter PCSO invoice received but not yet received the CCTV invoice.</li> </ul>		

	<p><b><u>Streetscape</u></b></p> <ul style="list-style-type: none"> <li>• Agency staff are used for the busy summer period.</li> <li>• Insurance is a full year cost.</li> <li>• Vehicle servicing/maintenance is over budget as £6,000 has been spent on mower repairs.</li> <li>• Street cleansing includes litter pickers and new lamppost bins.</li> </ul> <p><b><u>Town Hall Committee</u></b></p> <p>Expenditure slightly under budget and but income slightly under budget so overall 31% of budget used.</p> <p><b><u>Capital</u></b></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><b><u>Personnel Committee</u></b></p> <p>Staffing costs slightly under budget</p>
<b>Decision Requested</b>	To receive the Management Accounts to July 2019

# **Congleton Town Council - Management Accounts - July 2019**

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
<b>Finance and Policy</b>				
<b>Corp Management</b>				
Staff Costs (re-allocated)	45,284	136,059	90,775	33%
Travel	0	900	900	0%
Training / Conferences	983	3,000	2,017	33%
Rent Payable	4,650	13,950	9,300	33%
Reception - TIC	0	3,186	3,186	0%
Miscellaneous Office Costs	378	450	72	84%
Telephone/Fax/Internet	181	1,260	1,079	14%
Postage	892	2,900	2,008	31%
Stationery & Printing	1,025	3,000	1,975	34%
Subscriptions & Publications	2,747	3,230	483	85%
Insurance	8,488	9,180	692	92%
Computer/IT Costs	4,476	10,812	6,336	41%
Photocopy Charges	629	2,600	1,971	24%
Recruitment Advertising	0	500	500	0%
Other Advertising	84	300	216	28%
Bank Charges	306	1,020	714	30%
Audit Fees - External	0	2,000	2,000	0%
Audit Fees - Internal	0	1,290	1,290	0%
Accountancy Support	1,031	4,500	3,469	23%
Legal & Professional fees	536	2,000	1,464	27%
HR & H&S support	1,732	4,590	2,858	38%
Central Overheads reallocated	-22,900	-58,216	-35,316	39%
<b>Corporate Management:-Expenditure</b>	<b>50,522</b>	<b>148,511</b>	<b>97,989</b>	<b>34%</b>
Interest Receivable	-835	-3,000	-2,165	28%
<b>Corporate Management :- Income</b>	<b>-835</b>	<b>-3,000</b>	<b>-2,165</b>	<b>28%</b>
<b>Net Expenditure over Income</b>	<b>49,687</b>	<b>145,511</b>	<b>95,824</b>	<b>34%</b>
<b>Civic</b>				
Staff Costs (re-allocated)	8,893	26,746	17,853	33%
Training / Conferences	124	2,000	1,876	6%
Stationery & Printing	411	500	89	82%
Marketing/Promotions	256	1,000	744	26%
Council Newsletter	1,716	5,388	3,672	32%
Council Website	0	1,500	1,500	0%
Mayor's Allowance	3,000	3,000	0	100%
Members Expenses	0	200	200	0%
Civic Expenses	2,295	5,000	2,705	46%
Civic Regalia	0	250	250	0%
Hall & Room Hire	2,547	5,555	3,008	46%
Civic Artefacts and Treasures	0	500	500	0%
Central Overheads reallocated	963	2,448	1,485	39%
<b>Civic:-Expenditure</b>	<b>20,205</b>	<b>54,087</b>	<b>33,882</b>	<b>37%</b>
<b>Grants</b>	<b>49,398</b>	<b>61,583</b>	<b>12,185</b>	<b>80%</b>
<b>F&amp;P Income - Expenditure Totals</b>	<b>119,290</b>	<b>261,181</b>	<b>141,891</b>	<b>46%</b>
<b>Community, Environment &amp; Services</b>				
Paddling Pool	9,640	27,968	18,328	34%
Propogation Unit	0	1,000	1,000	0%
Floral Displays	3,039	12,000	8,961	25%
Allotments	994	1,250	256	80%
Public Toilets	3,934	8,600	4,666	46%
Crime Reduction/CCTV	8,320	51,700	43,380	16%
Congleton Partnership	11,526	34,578	23,052	33%
Community Development	27,523	96,186	68,663	29%
Christmas Fayre/lights	0	21,000	21,000	0%
Neighbourhood Plan	0	0	0	#DIV/0!
Tourism	802	5,000	4,198	16%
Youth and Young People	75	2,000	1,925	4%
Luncheon Club	1,901	11,000	9,099	17%
	<b>67,754</b>	<b>272,282</b>	<b>204,528</b>	<b>25%</b>

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
<b>Streetscape</b>				
Staff Costs	124,591	421,355	296,764	30%
Agency Staff	5,307	6,000	693	88%
Training	320	3,000	2,680	11%
Protective Clothing\H & Safety	1,054	4,500	3,446	23%
Office rent	1,022	3,067	2,045	33%
Cleaning Materials	1,707	5,000	3,293	34%
Telephones	224	700	476	32%
Insurance	5,547	6,000	453	92%
Property maintenance	642	1,030	388	62%
Horticultural etc Supplies	7,811	18,000	10,189	43%
Winter Bedding	0	1,000	1,000	0%
Vehicle maintenance/Serv etc	9,056	10,000	944	91%
Vehicle fuel and oil	4,353	15,000	10,647	29%
Vehicle rental charges	11,923	38,000	26,077	31%
Street Cleansing	1,503	3,500	1,997	43%
General expenditure	622	4,000	3,378	16%
Central Overheads Reallocated	15,172	38,569	23,397	39%
Rechargeable expenses	511	0	511	#DIV/0!
Streetscape Expenditure	<u>191,365</u>	<u>578,721</u>	<u>387,356</u>	33%
Streetscape - Income	-122,234	-366,702	-244,468	33%
Streetscape - External work Income	-2,681	-15,000	-12,319	18%
Streetscape - Misc Income	-225	-900	-675	25%
	<u>-125,140</u>	<u>-382,602</u>	<u>-257,462</u>	33%
Net Expenditure over Income	<u>66,225</u>	<u>196,119</u>	<u>129,894</u>	34%
<b>C,E &amp;S Income - Net Expenditure Totals</b>	<u>133,979</u>	<u>468,401</u>	<u>334,422</u>	29%
<b><u>Town Hall</u></b>				
Town Hall - Expenditure	62,347	200,566	138,219	31%
Town Hall - Income	-39,352	-125,800	-86,448	31%
Net Expenditure over Income	<u>22,995</u>	<u>74,766</u>	<u>51,771</u>	31%
<b><u>Capital</u></b>	<u>40,000</u>	<u>79,803</u>	<u>39,803</u>	50%
<b><u>Total Net Expenditure</u></b>	<u>316,264</u>	<u>884,151</u>	<u>567,887</u>	36%
<b><u>Personnel</u></b>				
Staff Costs - Reallocated	<u>231,661</u>	<u>772,034</u>	<u>540,373</u>	30%

**Reserves as at 31/07/19**

General Reserve	200,901
Capital Equipment Fund	36,616
Capital Contingency Fund	297,610
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	17,457
EMR Cenotaph	100,000
EMR Rotary Bonfire	5,000
	<u>762,399</u>

Date: 01/08/2019

Congleton Town Council

Page 1

Time: 13:45

**Bank Reconciliation Statement as at 31/07/2019  
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	31/07/2019	503	81,029.91
			<u>81,029.91</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
05/07/2019 008851 Beartown Patchworkers	350.00
16/07/2019 008854 JEWSON	68.44
23/07/2019 008857 COMPUSATELLITE	29.90
23/07/2019 008858 JEWSON	50.18
23/07/2019 008856 Cong Building Preserv Trust	233.99
30/07/2019 008860 Mrs R Burgess	96.89
31/07/2019 008861 Chells Building Supplies Ltd	85.00
02/08/2019 BACS Pymnt BACS P/L Pymnt Page 2216	15,468.61

16,383.01

64,646.90

Receipts not Banked/Cleared (Plus)

0.00

0.00

64,646.90

Balance per Cash Book is :-

64,646.90

Difference is :-

0.00

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

COMMITTEE :	Finance and Policy Committee												
MEETING DATE AND TIME	12 <sup>th</sup> 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 July 2019</u></p> <table><tr><td>Balance per Business Reserve Account (10180876)</td><td>584,766.61</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>884,766.61</u></td></tr></table>			Balance per Business Reserve Account (10180876)	584,766.61	Cambridge and Counties 1 year fixed deposit	150,000.00	CCLA deposit	150,000.00		<hr/>		<u>884,766.61</u>
Balance per Business Reserve Account (10180876)	584,766.61												
Cambridge and Counties 1 year fixed deposit	150,000.00												
CCLA deposit	150,000.00												
	<hr/>												
	<u>884,766.61</u>												
Decision Requested	To receive the Savings Account balances as at 31 <sup>th</sup> 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			<u>123,711.52</u>	

## Congleton Town Council

RBS Current/I Access Acct

List of Payments made between 01/06/2019 and 31/07/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
03/06/2019	PRISM	DD	39.72	62522/10406/ phone
03/06/2019	Cheshire East Council	DD	2,696.00	Town Hall business rates
03/06/2019	Cheshire East Council	DD	213.00	Mkt St toilets business rates
04/06/2019	RODE HALL SILVER	8833	250.00	Civic parade band
04/06/2019	Petty cash	8834	160.99	Petty cash
05/06/2019	PRISM	8835	1,122.46	105727/10472/mailbox mlgration
07/06/2019	BACS P/L Pymnt Page 2163	BACS Pymnt	5,078.42	BACS P/L Pymnt Page 2163
07/06/2019	BACS P/L Pymnt Page 2166	BACS Pymnt	80.02	BACS P/L Pymnt Page 2166
10/06/2019	BT	DD	45.47	Q076WY/10455/fax machine
10/06/2019	PITNEY BOWES UK MAIL	DD	158.28	BG440380/10444/ink cartridge
11/06/2019	JS TROPHIES	8836	526.45	JST300519D/10491/trophies
11/06/2019	LININGS	8837	70.17	CST225060/10493/mower parts
11/06/2019	Sally Ann Holland	8838	3,000.00	Mayor's allowance
13/06/2019	Cong Harriers	8839	650.00	Grant - Cong Harriers
13/06/2019	Cong Park Bowling Club	8840	250.00	Grant - Cong Park Bowling Club
14/06/2019	BACS P/L Pymnt Page 2171	BACS Pymnt	2,727.42	BACS P/L Pymnt Page 2171
14/06/2019	TOMTOM	DD	11.88	8097547/10529/vehicle tracker
17/06/2019	RBS bankline	DD	67.10	RBS bankline
17/06/2019	RBS CREDIT CARD	DD	135.01	030619/10555/RBS Credit Card
18/06/2019	ALPHA TYRES	8841	48.00	10065/10496/rotavator tubes
18/06/2019	CONGLETON CARPETS	8842	1,556.00	080619/10508/office carpet
18/06/2019	PITNEY BOWES	8843	312.00	104497201/10520/franking repai
18/06/2019	PRISM	8844	337.50	106949/10523/extra sockets
18/06/2019	Payroll June 2019	BANKLINE	57,750.10	Payroll June 2019
19/06/2019	WMS	DD	33.65	1588781/10532 Mkt st toilet electric
21/06/2019	BACS P/L Pymnt Page 2177	BACS Pymnt	9,748.80	BACS P/L Pymnt Page 2177
21/06/2019	RBS charges June	DD	13.22	RBS charges June
21/06/2019	WMS	DD	88.20	1592117/10453/pool electric
24/06/2019	Parish of Congleton	8845	242.00	Grant St Peter's Clock
24/06/2019	EE	DD	65.26	01284146242/10515/SS phones
25/06/2019	Prism Bus Developments	DD	1,094.48	monthly IT support
25/06/2019	UU	8847	104.24	04566530/10602/p pool water
26/06/2019	WMS	DD	1,350.16	1595392/10479/T Hall Gas
28/06/2019	SUEZ	DD	311.40	Waste collection
28/06/2019	Allpay - Plus Dane	DD	36.28	Garage rental allotments
01/07/2019	PRISM	DD	39.76	62650/10554/call charges
01/07/2019	Cheshire East Council	DD	2,696.00	TH Business rates
01/07/2019	Cheshire East Council	DD	213.00	TH Business Rates
02/07/2019	CTH EVENTS	8849	1,778.88	1945/10545/Civic Service
02/07/2019	PAINTERS	8848	46.24	18933/10552/railing paint
02/07/2019	QUARTIX	DD	550.44	423852/10524/vehicle trackers
04/07/2019	JUDIE TINGLE PHOTO	8850	50.00	Photography
05/07/2019	BACS P/L Pymnt Page 2184	BACS Pymnt	8,894.42	BACS P/L Pymnt Page 2184
05/07/2019	Beartown Patchworkers	8851	350.00	Grant Beartown Patchworkers
10/07/2019	Pitney Bowes Finance PLC	DD	190.05	Franking machine rental
11/07/2019	PITNEY BOWES UK MAIL	DD	331.88	Paper and postage
12/07/2019	BACS P/L Pymnt Page 2188	BACS Pymnt	29,583.81	BACS P/L Pymnt Page 2188
12/07/2019	BACS P/L Pymnt Page 2191	BACS Pymnt	430.78	BACS P/L Pymnt Page 2191
15/07/2019	TOMTOM	DD	10.19	8145764/10636/vehicle tracker
15/07/2019	RBS Autopay	DD	54.30	Bank charges
16/07/2019	WATER PLUS LTD	8855	464.65	04678638/10637/TH waste water
16/07/2019	ALPHA TYRES	8853	18.00	10255/10603/puncture repair
16/07/2019	JEWSON	8854	68.44	0767/00100490/10626/Recharge
17/07/2019	WMS	DD	1,257.26	1598205/10562/Town Hall Gas/Electric
18/07/2019	RBS Autopay	BANKLINE	60,769.36	Payroll July 2019



19/07/2019	BACS P/L Pymnt Page 2200	BACS Pymnt	20,722.91	BACS P/L Pymnt Page 2200
19/07/2019	RBS charges	DD	15.99	RBS charges
23/07/2019	COMPUSATELLITE	8857	29.90	31447/10644/SD Disks
23/07/2019	JEWSON	8858	50.18	0767/00101091/10649/Postcrete
23/07/2019	LININGS	8859	143.43	CST224319/10651/mower parts
23/07/2019	Cong Building Preserv Trust	8856	233.99	Grant Cong Build Pres Trust
23/07/2019	EE Ltd	DD	65.40	S/S mobile phones July 19
25/07/2019	Prism Solutions	DD	1,076.02	107663/10707/IT support
26/07/2019	BACS P/L Pymnt Page 2206	BACS Pymnt	7,617.47	BACS P/L Pymnt Page 2206
26/07/2019	West Mercia Energy	DD	4,417.61	1604492/10587/T H Electricity
29/07/2019	RBS Credit Card	DD	30.00	Credit card charges
29/07/2019	Allpay - Plus Dane	DD	36.28	Allotment garage rental
30/07/2019	Mrs R Burgess	8860	96.89	23072019/10706/in bloom refres
31/07/2019	Suez Recycling and Recovery UK	DD	295.56	31565002/10601/WasteRecycling
31/07/2019	Chells Building Supplies Ltd	8861	85.00	Plum Slate in bloom
Total Payments			<u>233,087.77</u>	

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

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
<b>CTHEVENTS</b> <b>C T H Events &amp; Parties</b>							
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							
<b>GARTEC</b> <b>Gartec Limited</b>							
S007910/10346/lift contract Authorised: mjw	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							
<b>HSSPORTS</b> <b>HS Sports Ltd</b>							
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							
<b>IAF</b> <b>JAF Graphics</b>							
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							
<b>MAC</b> <b>MAC Tool &amp; Plant Hire Ltd</b>							
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							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>3,166.46</b>	

## 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
<b>CONGGARDEN</b> Congleton Garden Machinery Ltd							
26337/10364/safely 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

<b>CUNNINGHAM</b> 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

<b>DCKB</b> 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

<b>KGLOACH</b> 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

<b>PORTERS</b> 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

<b>TALKECHEM</b> 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
<b>TSELECT</b> <b>T &amp; S Electrical Limited</b>							
1813/10373/emergency lights re	30/04/2019	1813	1	100.69	0.00	100.69	0.00
Authorised: mjlw							
					0.00	100.69	
Above paid on 17/05/2019 by Online Payment Ref TSELECT							
<b>URC</b> <b>Unltd Reformed Church</b>							
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							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>5,310.23</b>	

## 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
<b>ADULLAM</b> <b>Adullum Social Enterprises</b>							
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							
<b>AMBEROL</b> <b>Amberol Ltd</b>							
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							
<b>BEARDLTD</b> <b>R Beard Ltd</b>							
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							
<b>BOOTH</b> <b>Chris Booth</b>							
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							
<b>CAVERN</b> <b>Cavern Protective Clothing</b>							
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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## 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
<b>CLOWES J</b> 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							
<b>CONGGARDEN</b> 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							
<b>CROLLEY</b> 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							
<b>CTHEVENTS</b> 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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## 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
<b>CTM</b> <b>Cheshire Turf Machinery Ltd</b>							
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							
<b>D S DRAINAGE</b> <b>D.S. Drainage</b>							
A0051/10394/unblock toilet	14/05/2019	A0051	1	60.00	0.00	60.00	0.00
Authorised: mjlw							
					0.00	60.00	
Above paid on 24/05/2019 by Online Payment Ref DSDRAINAGE							
<b>EUREKA</b> <b>Eurekal</b>							
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							
<b>GARTEC</b> <b>Gartec Limited</b>							
S008059/10397/Annual lift serv	15/05/2019	S008059	1	415.80	0.00	415.80	0.00
Authorised: mjlw							
					0.00	415.80	
Above paid on 24/05/2019 by Online Payment Ref GARTEC							
<b>HUWS</b> <b>Huws Gray Ltd</b>							
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  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>LANDALE</b> 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							
<b>MAC</b> 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							
<b>MEDISKILLS</b> 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							
<b>MITTEN</b> 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							
<b>MUSICAL</b> 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
<b>POOL</b> <b>Pool Tech Services Ltd</b>							
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							
<b>SLCC</b> <b>Society of Local Council Clerks</b>							
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							
<b>ST</b> <b>St John's Community Centre</b>							
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							
<b>STONES</b> <b>Stone's Monumental Masons</b>							
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							
<b>TSELECT</b> <b>T &amp; S Electrical Limited</b>							
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
<b>WASHWARE Washware Essentials Ltd</b>							
22232/10416/water fountain PP Authorised: mjlw	13/05/2019	22232	1	409.20	0.00	409.20	0.00
					0.00	409.20	
Above paid on 24/05/2019 by Online Payment Ref WASHWARE							
<b>WESTWALLAS West Wallasey Contract Hire</b>							
WAL236692/10420/lease vans Authorised: dm	10/05/2019	WAL236692	1	3,427.85	0.00	3,427.85	0.00
WALM190988/10419/tyre Authorised: dm	10/05/2019	WALM190988	1	146.03	0.00	146.03	0.00
					0.00	3,573.88	
Above paid on 24/05/2019 by Online Payment Ref WESTWALLAS							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>23,740.65</b>	

## List of Purchase Ledger Payments

## 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
<b>CANNON</b> 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

<b>TALKECHEM</b> 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

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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
<b>BESTCONNEX The Best Connection Group</b>							
3005401/10423/s scape temp Authorised: dm	24/05/2019	3005401	1	528.78	0.00	528.78	0.00
						<b>0.00</b>	<b>528.78</b>
Above paid on 31/05/2019 by Online Payment Ref BESTCONNEX							
<b>BOMFORD Bomford Office Products Ltd</b>							
81884/10424/may stationery Authorised: mh	22/05/2019	81884	1	159.88	0.00	159.88	0.00
						<b>0.00</b>	<b>159.88</b>
Above paid on 31/05/2019 by Online Payment Ref BOMFORD							
<b>CATMEDIA Cat Social Media</b>							
0586/10426/p ship website Authorised: ms	23/05/2019	0586	1	210.00	0.00	210.00	0.00
						<b>0.00</b>	<b>210.00</b>
Above paid on 31/05/2019 by Online Payment Ref CATMEDIA							
<b>CAVERN Cavern Protective Clothing</b>							
18545/10427/S/scape PPE Authorised: dm	21/05/2019	18545	1	520.20	0.00	520.20	0.00
						<b>0.00</b>	<b>520.20</b>
Above paid on 31/05/2019 by Online Payment Ref CAVERN							
<b>CCA Cheshire Community Action</b>							
310519/10428/annual membership Authorised: dm	21/05/2019	310519	1	100.00	0.00	100.00	0.00
						<b>0.00</b>	<b>100.00</b>
Above paid on 31/05/2019 by Online Payment Ref CCA							
<b>CHESHELECT Cheshire Electrical Supplies Ltd</b>							
596-042510/10430/bulbs ppool Authorised: mjlw	17/05/2019	596-042510	1	20.20	0.00	20.20	0.00
						<b>0.00</b>	<b>20.20</b>
Above paid on 31/05/2019 by Online Payment Ref CHESHELECT							

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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
<b>CHS Congleton High School</b>							
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
					<b>0.00</b>	<b>335.40</b>	

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

<b>CTHEVENTS C T H Events &amp; Parties</b>							
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: mjlw	21/05/2019	1912	1	22.62	0.00	22.62	0.00
					<b>0.00</b>	<b>488.94</b>	

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

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

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

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

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

## 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
<b>MAXIGIENE</b> <b>Maxigiene Enviromental Services Ltd</b>							
23696C/10442/legionella test	28/05/2019	23696C	1	45.00	0.00	45.00	0.00
Authorised: mjlw							
					0.00	45.00	
Above paid on 31/05/2019 by Online Payment Ref MAXIGIENE							
<b>PUREAV</b> <b>Pure Audio Visual Ltd</b>							
4025219/10443/new mics	23/05/2019	4025219	1	1,261.20	0.00	1,261.20	0.00
Authorised: mjlw							
					0.00	1,261.20	
Above paid on 31/05/2019 by Online Payment Ref PUREAV							
<b>TALKECHEM</b> <b>Talke Chemical Company Limited</b>							
65873/10448/streetscape	01/05/2019	65873	1	93.00	0.00	93.00	0.00
Authorised: dm							
					0.00	93.00	
Above paid on 31/05/2019 by Online Payment Ref TALKECHEM							
<b>TAYLER</b> <b>Stuart Tayler Plumbing</b>							
200519/10449/p pool works	20/05/2019	200519	1	160.00	0.00	160.00	0.00
Authorised: mjlw							
					0.00	160.00	
Above paid on 31/05/2019 by Online Payment Ref TAYLER							
<b>THOMSON</b> <b>Thomson Planning Partnership Ltd</b>							
44/012/AT/016/10450/consultanc	27/05/2019	44/012/AT/016	1	487.20	0.00	487.20	0.00
Authorised: dm							
					0.00	487.20	
Above paid on 31/05/2019 by Online Payment Ref THOMSON							
<b>THREADFAST</b> <b>Threadfast Engineers 1984 Ltd</b>							
SIN101194/10451/keys for pool	22/05/2019	SIN101194	1	97.20	0.00	97.20	0.00
Authorised: mjlw							
					0.00	97.20	
Above paid on 31/05/2019 by Online Payment Ref THREADFAST							

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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
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	

## Linked to Cashbook 1

Entered Month 3  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BESTCONNEC</b> The Best Connection Group							
3001677/10454/S Scape temp	17/05/2019	3001677	1	438.13	0.00	438.13	0.00
Authorised: dm							
					0.00	438.13	

Above paid on 07/06/2019 by Online Payment Ref BESTCONNEC

<b>CHELFORD</b> Chelford Farm Supplies Ltd							
412698/10460/sprayer/lance	31/05/2019	412698	1	103.68	0.00	103.68	0.00
Authorised: dm							
					0.00	103.68	

Above paid on 07/06/2019 by Online Payment Ref CHELFORD

<b>CHESHELECT</b> Cheshire Electrical Supplies Ltd							
596-043011/10459/bulbs	28/05/2019	596-043011	1	13.07	0.00	13.07	0.00
Authorised: mjlw							
					0.00	13.07	

Above paid on 07/06/2019 by Online Payment Ref CHESHELECT

<b>CONGGARDEN</b> Congleton Garden Machinery Ltd							
26946/10464/Auto cut	22/05/2019	26946	1	39.50	0.00	39.50	0.00
Authorised: dm							
26949/10463/bulk line	22/05/2019	26949	1	38.50	0.00	38.50	0.00
Authorised: dm							
27075/10462/spool insert	28/05/2019	27075	1	39.60	0.00	39.60	0.00
Authorised: dm							
					0.00	117.60	

Above paid on 07/06/2019 by Online Payment Ref CONGGARDEN

<b>CTHEVENTS</b> C T H Events & Parties							
1918/10466/Acorn Occ Health	31/05/2019	1918	1	212.76	0.00	212.76	0.00
Authorised: st							
1924/10465/TC12672	15/05/2019	1924	1	10.44	0.00	10.44	0.00
Authorised: ST							
					0.00	223.20	

Above paid on 07/06/2019 by Online Payment Ref CTHEVENTS

## Linked to Cashbook 1

Entered Month 3  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CTM</b> <b>Cheshire Turf Machinery Ltd</b>							
167184/10461/mower parts	28/05/2019	167184	1	72.64	0.00	72.64	0.00
Authorised: dm							
					0.00	72.64	

Above paid on 07/06/2019 by Online Payment Ref CTM

<b>FOUR</b> <b>Four Oaks Nurseries Ltd</b>							
93181/10467/plants - park	28/05/2019	93181	1	71.57	0.00	71.57	0.00
Authorised: dm							
					0.00	71.57	

Above paid on 07/06/2019 by Online Payment Ref FOUR

<b>KGLOACH</b> <b>K G Loach</b>							
39627/10469/baskets	03/05/2019	39627	1	292.04	0.00	292.04	0.00
Authorised: rb							
40063/10468/S scape supplies	28/05/2019	40063	1	440.36	0.00	440.36	0.00
Authorised: dm							
					0.00	732.40	

Above paid on 07/06/2019 by Online Payment Ref KGLOACH

<b>MATTHEWS</b> <b>A P Matthews Nurseries Ltd</b>							
71171/10470/willow sticks	30/04/2019	71171	1	35.64	0.00	35.64	0.00
Authorised: jm							
					0.00	35.64	

Above paid on 07/06/2019 by Online Payment Ref MATTHEWS

<b>PORTERS</b> <b>Porters Service Station Ltd</b>							
498/10471/van fuel	31/05/2019	498	1	1,373.19	0.00	1,373.19	0.00
Authorised: dm							
					0.00	1,373.19	

Above paid on 07/06/2019 by Online Payment Ref PORTERS

05/06/2019

## Congleton Town Council

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## List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 3  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TALKECHEM</b> Talke Chemical Company Limited							
65891/10474/T Hall cleaning st Authorised: <i>mjw</i>	20/05/2019	65891	1	250.33	0.00	250.33	0.00
65892/10475/public toilet sund Authorised: <i>mjw</i>	22/05/2019	65892	1	48.42	0.00	48.42	0.00
65893/10476/green bin bags Authorised: <i>mjw</i>	22/05/2019	65893	1	384.00	0.00	384.00	0.00
65897/10473/Pool chemicals Authorised: <i>mjw</i>	23/05/2019	65897	1	164.09	0.00	164.09	0.00
					0.00	846.84	

Above paid on 07/06/2019 by Online Payment Ref TALKECHEM

<b>THOMSON</b> Thomson Planning Partnership Ltd							
42/012/AT/016/10371/consultanc Authorised: <i>dm</i>	01/04/2019	42/012/AT/016	1	1,015.08	0.00	1,015.08	0.00
					0.00	1,015.08	

*paid chg.  
008823.  
3.5.19.*

Above paid on 07/06/2019 by Online Payment Ref THOMSON

<b>THREADFAST</b> Threadfast Engineers 1984 Ltd							
SIN101227/10477/zip ties Authorised: <i>dm</i>	28/05/2019	SIN101227	1	35.38	0.00	35.38	0.00
					0.00	35.38	

Above paid on 07/06/2019 by Online Payment Ref THREADFAST

Total Purchase Ledger Payments

0.00 5,078.42

5078.42  
1015.08  
4063.34

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## Congleton Town Council

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## List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 3  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BOMFORD</b> Bomford Office Products Ltd							
C8246/10457/credit inv81744 Authorised: mh	29/05/2019	C8246	1	-21.24	0.00	-21.24	0.00
81744/10456/stationery Authorised: mh	10/05/2019	81744	1	89.32	0.00	89.32	0.00
81798/10458/staplers Authorised: mh	15/05/2019	81798	1	11.94	0.00	11.94	0.00
						<b>0.00</b>	<b>80.02</b>
Above paid on 07/06/2019 by Online Payment Ref BOMFORD							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>80.02</b>

## Linked to Cashbook 1

Entered Month 3  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ANGEL</b> <b>Angel Springs Ltd</b>							
4991154/10480/Bottled water	31/05/2019	4991154	1	52.80	0.00	52.80	0.00
Authorised: mjlw							
					<b>0.00</b>	<b>52.80</b>	

Above paid on 14/06/2019 by Online Payment Ref ANGEL

<b>CTHEVENTS</b>	<b>C T H Events &amp; Parties</b>						
1898/10481/informal council	09/05/2019	1898	1	80.04	0.00	80.04	0.00
Authorised: mjlw							
1906/10483/Mayor Making	28/05/2019	1906	1	1,184.22	0.00	1,184.22	0.00
Authorised: dm							
1907/10482/Partnership	13/05/2019	1907	1	17.40	0.00	17.40	0.00
Authorised: jm							
1908/10484/Partnership	14/05/2019	1908	1	20.88	0.00	20.88	0.00
Authorised: ms							
1910/10485/Town meeting	16/05/2019	1910	1	186.00	0.00	186.00	0.00
Authorised: dm							
1913/10486/N Plan meeting	22/05/2019	1913	1	34.80	0.00	34.80	0.00
Authorised: dm							
1914/10487/CTC Training	23/05/2019	1914	1	22.62	0.00	22.62	0.00
Authorised: mjlw							
1915/10488/Partnership	28/05/2019	1915	1	13.92	0.00	13.92	0.00
Authorised: ms							
1916/10489/TC12682	29/05/2019	1916	1	348.00	0.00	348.00	0.00
Authorised: st							
1917/10490/CTC Training	30/05/2019	1917	1	41.76	0.00	41.76	0.00
Authorised: mjlw							
					<b>0.00</b>	<b>1,949.64</b>	

Above paid on 14/06/2019 by Online Payment Ref CTHEVENTS

<b>TALKECHEM</b>	<b>Talke Chemical Company Limited</b>						
65904/10494/chemicals for pool	31/05/2019	65904	1	273.48	0.00	273.48	0.00
Authorised: mjlw							
					<b>0.00</b>	<b>273.48</b>	

Above paid on 14/06/2019 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 3  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>URC</b> <b>United Reformed Church</b>							
31052019/10495/Luncheon club	31/05/2019	31052019	1	451.50	0.00	451.50	0.00
Authorised: dm							

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**0.00      451.50**

Above paid on 14/06/2019 by Online Payment Ref URC

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**Total Purchase Ledger Payments      0.00      2,727.42**

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## Linked to Cashbook 1

Entered Month 3  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>AUDITING</b> <b>Auditing Solutions Ltd</b>							
<i>A6081/10499/internal audit</i>	12/06/2019	A6081	1	516.00	0.00	516.00	0.00
Authorised: jp							
					0.00	516.00	

Above paid on 21/06/2019 by Online Payment Ref AUDITING

**BESTCONNEX**     **The Best Connection Group**

<i>3009146/10502/S scape temp</i>	31/05/2019	3009146	1	649.64	0.00	649.64	0.00
Authorised: rb							
<i>3012946/10501/S scape temp</i>	07/06/2019	3012946	1	468.35	0.00	468.35	0.00
Authorised: rb							
<i>3016761/10500/S scape temp</i>	14/06/2019	3016761	1	559.00	0.00	559.00	0.00
Authorised: rb							
					0.00	1,676.99	

Above paid on 21/06/2019 by Online Payment Ref BESTCONNEX

**BOMFORD**     **Bomford Office Products Ltd**

<i>82131/10503/stationery</i>	13/06/2019	82131	1	148.76	0.00	148.76	0.00
Authorised: mh							
					0.00	148.76	

Above paid on 21/06/2019 by Online Payment Ref BOMFORD

**BT PAYPHON**     **BT Payphones**

<i>A15695/1/10504/cenotaph</i>	12/06/2019	A15695/1	1	2,133.60	0.00	2,133.60	0.00
Authorised: jrn							
					0.00	2,133.60	

Above paid on 21/06/2019 by Online Payment Ref BTPAYPHON

**CAVERN**     **Cavern Protective Clothing**

<i>18550/10506/S scape PPE</i>	06/06/2019	18550	1	242.40	0.00	242.40	0.00
Authorised: rb							
<i>18556/10505/S scape PPE</i>	14/06/2019	18556	1	84.00	0.00	84.00	0.00
Authorised: rb							
					0.00	326.40	

Above paid on 21/06/2019 by Online Payment Ref CAVERN

Continued over page

## Linked to Cashbook 1

Entered Month 3  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CHRONICLE</b> <b>Heads Congleton Limited</b>							
115133/10509/Grant FOCP Authorised: jp	13/06/2019	115133	1	146.88	0.00	146.88	0.00
					0.00	146.88	

Above paid on 21/06/2019 by Online Payment Ref CHRONICLE

<b>CHUBB</b> <b>Chubb Fire &amp; Security Ltd</b>							
7616627/10507/Service contract Authorised: mjjw	10/06/2019	7616627	1	864.72	0.00	864.72	0.00
					0.00	864.72	

Above paid on 21/06/2019 by Online Payment Ref CHUBB

<b>CTHEVENTS</b> <b>C T H Events &amp; Parties</b>							
1928/10512/Highways England Authorised: st	03/06/2019	1928	1	174.00	0.00	174.00	0.00
1929/10510/partnership Authorised: ms	04/06/2019	1929	1	41.76	0.00	41.76	0.00
1932/10511/partnership Authorised: ms	05/06/2019	1932	1	12.80	0.00	12.80	0.00
1935/10513/Cheshire East Authorised: st	12/06/2019	1935	1	250.56	0.00	250.56	0.00
1936/10514/Ringway jacobs Authorised: st	12/06/2019	1936	1	87.00	0.00	87.00	0.00
					0.00	566.12	

Above paid on 21/06/2019 by Online Payment Ref CTHEVENTS

<b>KGLOACH</b> <b>K G Loach</b>							
40315/10516/recharge Authorised: rb	11/06/2019	40315	1	36.18	0.00	36.18	0.00
					0.00	36.18	

Above paid on 21/06/2019 by Online Payment Ref KGLOACH

<b>MENDITZ</b> <b>Menditz</b>							
059/10517/Desk plates Authorised: jm	08/06/2019	059	1	450.00	0.00	450.00	0.00
					0.00	450.00	

Above paid on 21/06/2019 by Online Payment Ref MENDITZ

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## Congleton Town Council

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## List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 3

by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>MUSICAL</b> <b>Musical Moments</b>							
2904/10518/dementia choir	02/06/2019	2904	1	50.00	0.00	50.00	0.00
Authorised: ms							
					0.00	50.00	

Above paid on 21/06/2019 by Online Payment Ref MUSICAL

<b>PICKIN</b> <b>John Pickin Carpentry</b>							
110619/10519/paint phone box	11/06/2019	110619	1	770.00	0.00	770.00	0.00
Authorised: jm							
					0.00	770.00	

Above paid on 21/06/2019 by Online Payment Ref PICKIN

<b>POOL</b> <b>Pool Tech Services Ltd</b>							
2973/10521/pool call out	10/06/2019	2973	1	187.20	0.00	187.20	0.00
Authorised: mjlw							
					0.00	187.20	

Above paid on 21/06/2019 by Online Payment Ref POOL

<b>SOUTHERN</b> <b>Southern Broadstock Ltd</b>							
0119065101/10525/Desks	13/06/2019	0119065101	1	313.20	0.00	313.20	0.00
Authorised: mjlw							
					0.00	313.20	

Above paid on 21/06/2019 by Online Payment Ref SOUTHERN

<b>TALKECHEM</b> <b>Talke Chemical Company Limited</b>							
65908/10527/T Hall cleaning st	06/06/2019	65908	1	403.13	0.00	403.13	0.00
Authorised: mjlw							
65914/10526/Nitrile gloves	10/06/2019	65914	1	78.00	0.00	78.00	0.00
Authorised: rb							
					0.00	481.13	

Above paid on 21/06/2019 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 3  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TAYLER</b> <b>Stuart Tayler Plumbing</b>							
12062019/10528/toilet repair	12/06/2019	12062019	1	100.00	0.00	100.00	0.00
Authorised: mjlw							
					0.00	100.00	
Above paid on 21/06/2019 by Online Payment Ref TAYLER							
<b>TOTAL</b> <b>Total Fire Management</b>							
865/10530/fire warden training	03/06/2019	865	1	768.00	0.00	768.00	0.00
Authorised: mjlw							
					0.00	768.00	
Above paid on 21/06/2019 by Online Payment Ref TOTAL							
<b>TSELECT</b> <b>T &amp; S Electrical Limited</b>							
1842/10531/led light fitting	31/05/2019	1842	1	213.62	0.00	213.62	0.00
Authorised: mjlw							
					0.00	213.62	
Above paid on 21/06/2019 by Online Payment Ref TSELECT							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>9,748.80</b>	

## Linked to Cashbook 1

Entered Month 4  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BESTCONNEX The Best Connection Group</b>							
3020589/10533/S scape temp Authorised: dm	21/06/2019	3020589	1	438.13	0.00	438.13	0.00
3024367/10534/S scape temp Authorised: dm	28/06/2019	3024367	1	627.00	0.00	627.00	0.00
					0.00	1,065.13	
Above paid on 05/07/2019 by Online Payment Ref BESTCONNEX							
<b>CAVERN Cavern Protective Clothing</b>							
18558/10535/S scape boots Authorised: dm	17/06/2019	18558	1	50.40	0.00	50.40	0.00
					0.00	50.40	
Above paid on 05/07/2019 by Online Payment Ref CAVERN							
<b>CHESHELECT Cheshire Electrical Supplies Ltd</b>							
596-043788/10536/TIC bulbs Authorised: mjlw	11/06/2019	596-043788	1	14.60	0.00	14.60	0.00
					0.00	14.60	
Above paid on 05/07/2019 by Online Payment Ref CHESHELECT							
<b>CHUBB Chubb Fire &amp; Security Ltd</b>							
7650135/10538/annual contract Authorised: mjlw	19/06/2019	7650135	1	1,038.96	0.00	1,038.96	0.00
					0.00	1,038.96	
Above paid on 05/07/2019 by Online Payment Ref CHUBB							
<b>CONGGARDEN Congleton Garden Machinery Ltd</b>							
27723/10539/S scape sundries Authorised: dm	24/06/2019	27723	1	76.50	0.00	76.50	0.00
					0.00	76.50	
Above paid on 05/07/2019 by Online Payment Ref CONGGARDEN							

## Linked to Cashbook 1

Entered Month 4  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CTM</b> <b>Cheshire Turf Machinery Ltd</b>							
167917/10537/mower parts	25/06/2019	167917	1	4,367.33	0.00	4,367.33	0.00
Authorised: rb							
					0.00	4,367.33	

Above paid on 05/07/2019 by Online Payment Ref CTM

<b>FOUR</b> <b>Four Oaks Nurseries Ltd</b>							
94019/10563/in bloom plants	27/06/2019	94019	1	64.32	0.00	64.32	0.00
Authorised: dm							
					0.00	64.32	

Above paid on 05/07/2019 by Online Payment Ref FOUR

<b>LEAFLET</b> <b>The Leaflet Team</b>							
TKD0981/10547/Bear N distribut	06/06/2019	TKD0981	1	495.00	0.00	495.00	0.00
Authorised: jm							
					0.00	495.00	

Above paid on 05/07/2019 by Online Payment Ref LEAFLET

<b>MAC</b> <b>MAC Tool &amp; Plant Hire Ltd</b>							
3430/10550/2 stroke oil	27/06/2019	3430	1	84.00	0.00	84.00	0.00
Authorised: dm							
3449/10549/drive cable mower	17/06/2019	3449	1	56.22	0.00	56.22	0.00
Authorised: dm							
450/10548/repairs to mower ca	18/06/2019	3450	1	53.10	0.00	53.10	0.00
Authorised: dm							
3451/10551/mower repairs	25/06/2019	3451	1	36.00	0.00	36.00	0.00
Authorised: dm							
					0.00	229.32	

Above paid on 05/07/2019 by Online Payment Ref MAC

<b>PME</b> <b>P M E Maintenance Ltd</b>							
9158/10553/Town bunting	20/06/2019	9158	1	600.00	0.00	600.00	0.00
Authorised: jm							
					0.00	600.00	

Above paid on 05/07/2019 by Online Payment Ref PME

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## Congleton Town Council

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## List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 4  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ST</b> <b>St John's Community Centre</b>							
201906/10556/Luncheon club	30/06/2019	201906	1	201.00	0.00	201.00	0.00
Authorised: dm							
					0.00	201.00	
Above paid on 05/07/2019 by Online Payment Ref ST							
<b>THOMSON</b> <b>Thomson Planning Partnership Ltd</b>							
45/012/AT/016/10557/N Plan	29/06/2019	45/012/AT/016	1	541.86	0.00	541.86	0.00
Authorised: dm							
					0.00	541.86	
Above paid on 05/07/2019 by Online Payment Ref THOMSON							
<b>TOWNHALL</b> <b>Town Hall Studios</b>							
0729/10558/councillor pics	26/06/2019	0729	1	150.00	0.00	150.00	0.00
Authorised: jm							
					0.00	150.00	
Above paid on 05/07/2019 by Online Payment Ref TOWNHALL							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>8,894.42</b>	



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## Congleton Town Council

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## List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 4  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ACL</b> <b>A C &amp; L Training</b>							
<i>EFAW/30/5/19/TH/10564/1st aid</i>	30/05/2019	EFAW/30/5/19/TH	1	320.00	0.00	320.00	0.00
Authorised: mjlw							
					0.00	320.00	
Above paid on 12/07/2019 by Online Payment Ref ACL							
<b>ANGEL</b> <b>Angel Springs Ltd</b>							
<i>5044243/10565/T H water</i>	30/06/2019	5044243	1	52.80	0.00	52.80	0.00
Authorised: mjlw							
					0.00	52.80	
Above paid on 12/07/2019 by Online Payment Ref ANGEL							
<b>CATERING</b> <b>The Catering Shop</b>							
<i>1435/10591/dishwasher repair</i>	01/04/2019	1435	1	324.00	0.00	324.00	0.00
Authorised: mjlw							
					0.00	324.00	
Above paid on 12/07/2019 by Online Payment Ref CATERING							
<b>GEOXPHERE</b> <b>GeoXsphere Ltd</b>							
<i>00EQ043-0002/10590/parish onli</i>	19/06/2019	00EQ043-0002	1	450.00	0.00	450.00	0.00
Authorised: jp							
					0.00	450.00	
Above paid on 12/07/2019 by Online Payment Ref GEOXPHERE							
<b>KGLOACH</b> <b>K G Loach</b>							
<i>40422/10574/compost</i>	25/06/2019	40422	1	286.50	0.00	286.50	0.00
Authorised: dm							
<i>40434/10573/bark chippings</i>	25/06/2019	40434	1	165.24	0.00	165.24	0.00
Authorised: dm							
					0.00	451.74	
Above paid on 12/07/2019 by Online Payment Ref KGLOACH							

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## Congleton Town Council

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## List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 4  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>MITTEN</b> <b>Mitten Clarke</b>							
20189/10575/PAYE, payroll	30/06/2019	20189	1	528.00	0.00	528.00	0.00
Authorised: jp							
					0.00	528.00	
Above paid on 12/07/2019 by Online Payment Ref MITTEN							
<b>MUSICAL</b> <b>Musical Moments</b>							
2916/10576/Partnership	30/06/2019	2916	1	100.00	0.00	100.00	0.00
Authorised: ms							
					0.00	100.00	
Above paid on 12/07/2019 by Online Payment Ref MUSICAL							
<b>PORTERS</b> <b>Porters Service Station Ltd</b>							
201900000608/10577/vehicle fue	30/06/2019	201900000608	1	1,220.74	0.00	1,220.74	0.00
Authorised: dm							
					0.00	1,220.74	
Above paid on 12/07/2019 by Online Payment Ref PORTERS							
<b>STRINGER</b> <b>Stringer &amp; Pickford</b>							
718619/140/10578/Partnership	05/06/2019	718619/140	1	3,150.00	0.00	3,150.00	0.00
Authorised: ms							
					0.00	3,150.00	
Above paid on 12/07/2019 by Online Payment Ref STRINGER							
<b>TALKECHEM</b> <b>Talke Chemical Company Limited</b>							
65912/10580/chemicals/knife	06/06/2019	65912	1	79.63	0.00	79.63	0.00
Authorised: mjlw							
65918/10579/Bin bags	27/06/2019	65918	1	22.58	0.00	22.58	0.00
Authorised: mjlw							
65927/10581/pool chemicals	27/06/2019	65927	1	257.18	0.00	257.18	0.00
Authorised: mjlw							
					0.00	359.39	
Above paid on 12/07/2019 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 4  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TSELECT T &amp; S Electrical Limited</b>							
1870/10583/emergency lighting Authorised: mjlw	30/06/2019	1870	1	1,425.08	0.00	1,425.08	0.00
1871/10582/TIC light repair Authorised: mjlw	30/06/2019	1871	1	181.09	0.00	181.09	0.00
					0.00	1,606.17	
Above paid on 12/07/2019 by Online Payment Ref TSELECT							
<b>URC United Reformed Church</b>							
30062019/10584/Luncheon club Authorised: dm	30/06/2019	30062019	1	385.50	0.00	385.50	0.00
					0.00	385.50	
Above paid on 12/07/2019 by Online Payment Ref URC							
<b>VIBRANT Vibrant Graphics Ltd</b>							
029394/10585/Bear Necessities Authorised: jm	26/06/2019	029394	1	1,221.00	0.00	1,221.00	0.00
					0.00	1,221.00	
Above paid on 12/07/2019 by Online Payment Ref VIBRANT							
<b>WESTWALLAS West Wallasey Contract Hire</b>							
WAL237160/10588/lease vans Authorised: dm	07/06/2019	WAL237160	1	3,427.85	0.00	3,427.85	0.00
					0.00	3,427.85	
Above paid on 12/07/2019 by Online Payment Ref WESTWALLAS							
<b>ZURICHMUN Zurich Municiple</b>							
38030058/10593/annual insuranc Authorised: jp	28/05/2019	38030058	1	15,986.62	0.00	15,986.62	0.00
					0.00	15,986.62	
Above paid on 12/07/2019 by Online Payment Ref ZURICHMUN							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>29,583.81</b>

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## Congleton Town Council

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## List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 4  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CTHEVENTS C T H Events &amp; Parties</b>							
<i>C1932/10566/overpayment 1932</i> Authorised: jp	05/06/2019	C1932	1	-0.62	0.00	-0.62	0.00
<i>1931/10568/Pre F &amp; P mtg</i> Authorised: dm	06/06/2019	1931	1	26.10	0.00	26.10	0.00
<i>1950/10571/TC12691</i> Authorised: st	07/06/2019	1950	1	20.88	0.00	20.88	0.00
<i>1937/10569/TC12694</i> Authorised: st	12/06/2019	1937	1	121.50	0.00	121.50	0.00
<i>1938/10570/Pre council mtg</i> Authorised: dm	13/06/2019	1938	1	133.92	0.00	133.92	0.00
<i>1951/10572/Pre C, E &amp; S mtg</i> Authorised: dm	27/06/2019	1951	1	111.60	0.00	111.60	0.00
<i>1930/10567/Chairs mtg</i> Authorised: dm	04/06/2019	1930	1	17.40	0.00	17.40	0.00

0.00	430.78
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Above paid on 12/07/2019 by Online Payment Ref CTHEVENTS

<b>Total Purchase Ledger Payments</b>	<b>0.00</b>	<b>430.78</b>
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## Congleton Town Council

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## List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 4  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BESTCONNEX The Best Connection Group</b>							
3028183/10604/s scape temp Authorised: rb	05/07/2019	3028183	1	694.94	0.00	694.94	0.00
3032060/10605/s scape temp Authorised: rb	12/07/2019	3032060	1	694.94	0.00	694.94	0.00
					0.00	1,389.88	

Above paid on 19/07/2019 by Online Payment Ref BESTCONNEX

<b>BOMFORD Bomford Office Products Ltd</b>							
32451/10606/staples, pen holde Authorised: mh	09/07/2019	82451	1	42.49	0.00	42.49	0.00
					0.00	42.49	

Above paid on 19/07/2019 by Online Payment Ref BOMFORD

<b>CANDA Canda Copying Ltd</b>							
400235/10597/photocopying Authorised: jp	03/06/2019	400235	1	244.24	0.00	244.24	0.00
400236/10598/photocopying Authorised: jp	03/06/2019	400236	1	510.98	0.00	510.98	0.00
					0.00	755.22	

Above paid on 19/07/2019 by Online Payment Ref CANDA

<b>CANNON Cannon Hygiene Ltd</b>							
CN19941846/10608/sanitary disp Authorised: mjlw	01/07/2019	CN19941846	1	79.24	0.00	79.24	0.00
CN19941847/10607/sanitary disp Authorised: mjlw	01/07/2019	CN19941847	1	37.44	0.00	37.44	0.00
					0.00	116.68	

Above paid on 19/07/2019 by Online Payment Ref CANNON

<b>CCP Congleton Community Projects</b>							
04072019/10611/Food & Drink Ad Authorised: jm	04/07/2019	04072019	1	140.00	0.00	140.00	0.00
15052019/10610/advert boards h Authorised: jm	15/05/2019	15052019	1	60.00	0.00	60.00	0.00
					0.00	200.00	

Above paid on 19/07/2019 by Online Payment Ref CCP

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## Congleton Town Council

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## List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 4  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CONGGARDEN Congleton Garden Machinery Ltd</b>							
28186/10612/trimmer cord Authorised: rb	12/07/2019	28186	1	38.50	0.00	38.50	0.00
						<b>0.00</b>	<b>38.50</b>
Above paid on 19/07/2019 by Online Payment Ref CONGGARDEN							
<b>CTHEVENTS C T H Events &amp; Parties</b>							
1952/10613/P/ship Cenotaph Authorised: ms	02/07/2019	1952	1	17.40	0.00	17.40	0.00
1953/10614/cross party mtg Authorised: jm	02/07/2019	1953	1	13.92	0.00	13.92	0.00
1954/10615/Cheshire East Authorised: st	03/07/2019	1954	1	145.00	0.00	145.00	0.00
1955/10616/chairs meeting Authorised: dm	04/07/2019	1955	1	44.64	0.00	44.64	0.00
1958/10617/Cheshire East Authorised: st	10/07/2019	1958	1	87.00	0.00	87.00	0.00
1959/10618/Ringway Jacobs Authorised: st	12/07/2019	1959	1	87.00	0.00	87.00	0.00
						<b>0.00</b>	<b>394.96</b>
Above paid on 19/07/2019 by Online Payment Ref CTHEVENTS							
<b>CTM Cheshire Turf Machinery Ltd</b>							
168257/10609/mower parts Authorised: rb	04/07/2019	168257	1	26.52	0.00	26.52	0.00
						<b>0.00</b>	<b>26.52</b>
Above paid on 19/07/2019 by Online Payment Ref CTM							
<b>D S DRAINAGE D.S. Drainage</b>							
A0065/10619/P pool drains Authorised: mjlw	01/07/2019	A0065	1	90.00	0.00	90.00	0.00
						<b>0.00</b>	<b>90.00</b>
Above paid on 19/07/2019 by Online Payment Ref DSDRAINAGE							

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## Congleton Town Council

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## List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 4  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>FOUR</b> <b>Four Oaks Nurseries Ltd</b>							
93408/10620/summer bedding Authorised: rb	03/06/2019	93408	1	8,962.32	0.00	8,962.32	0.00
93409/10623/In Bloom Plants Authorised: rb	03/06/2019	93409	1	297.60	0.00	297.60	0.00
93661/10622/In Bloom plnts Authorised: rb	11/06/2019	93661	1	3,972.00	0.00	3,972.00	0.00
93663/10621/In Bloom plants Authorised: rb	11/06/2019	93663	1	389.45	0.00	389.45	0.00
					0.00	13,621.37	
Above paid on 19/07/2019 by Online Payment Ref FOUR							
<b>GLASDON</b> <b>Glasdon UK Ltd</b>							
SI778551/10624/black bins Authorised: rb	10/07/2019	SI778551	1	1,316.62	0.00	1,316.62	0.00
SI778594/10625/barrier keys Authorised: mjlw	10/07/2019	SI778594	1	67.30	0.00	67.30	0.00
					0.00	1,383.92	
Above paid on 19/07/2019 by Online Payment Ref GLASDON							
<b>KGLOACH</b> <b>K G Loach</b>							
40510/10628/wheelbarrows Authorised: jm	30/06/2019	40510	1	863.68	0.00	863.68	0.00
40628/10627/fertilizer Authorised: rb	12/07/2019	40628	1	32.26	0.00	32.26	0.00
					0.00	895.94	
Above paid on 19/07/2019 by Online Payment Ref KGLOACH							
<b>MAC</b> <b>MAC Tool &amp; Plant Hire Ltd</b>							
3105/10599/mower parts Authorised: dm	22/05/2019	3105	1	26.36	0.00	26.36	0.00
3562/10629/mower blade Authorised: rb	08/07/2019	3562	1	32.38	0.00	32.38	0.00
					0.00	58.74	
Above paid on 19/07/2019 by Online Payment Ref MAC							

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## Congleton Town Council

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## List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 4  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>OTIS</b> <b>Otis Ltd</b>							
01355988/10630/Lift service	01/07/2019	01355988	1	522.90	0.00	522.90	0.00
Authorised: mjlw							
					0.00	522.90	
Above paid on 19/07/2019 by Online Payment Ref OTIS							
<b>PICKIN</b> <b>John Pickin Carpentry</b>							
11072019/10631/defib signs	11/07/2019	11072019	1	50.00	0.00	50.00	0.00
Authorised: jm							
					0.00	50.00	
Above paid on 19/07/2019 by Online Payment Ref PICKIN							
<b>RBSSOFTWAR</b> <b>Rialtas Business Solutions</b>							
SM20453/10633/omega support	01/07/2019	SM20453	1	793.20	0.00	793.20	0.00
Authorised: jp							
					0.00	793.20	
Above paid on 19/07/2019 by Online Payment Ref RBSSOFTWAR							
<b>RITHERDON</b> <b>P D Ritherdon</b>							
02072019/10632/p ship dementia	02/07/2019	02072019	1	27.17	0.00	27.17	0.00
Authorised: ms							
					0.00	27.17	
Above paid on 19/07/2019 by Online Payment Ref RITHERDON							
<b>TALKECHEM</b> <b>Talke Chemical Company Limited</b>							
65931/10634/dog bags, jeyes	03/07/2019	65931	1	220.42	0.00	220.42	0.00
Authorised: rb							
					0.00	220.42	
Above paid on 19/07/2019 by Online Payment Ref TALKECHEM							
<b>TAYLER</b> <b>Stuart Tayler Plumbing</b>							
09072019/10635/hot water toilet	09/07/2019	09072019	1	95.00	0.00	95.00	0.00
Authorised: mjlw							
					0.00	95.00	
Above paid on 19/07/2019 by Online Payment Ref TAYLER							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>20,722.91</b>

## Linked to Cashbook 1

Entered Month 4  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ANSA</b> <b>Ansa Environmental Services</b>							
531019352/10639/HR Support Authorised: dm	16/07/2019	531019352	1	1,039.36	0.00	1,039.36	0.00
					0.00	1,039.36	
Above paid on 26/07/2019 by Online Payment Ref ANSA							
<b>BESTCONNEX</b> <b>The Best Connection Group</b>							
3035951/10640/S scape temp Authorised: dm	19/07/2019	3035951	1	695.01	0.00	695.01	0.00
					0.00	695.01	
Above paid on 26/07/2019 by Online Payment Ref BESTCONNEX							
<b>BYC</b> <b>British Youth Council</b>							
M1920028/10641/membership Authorised: lm	01/04/2019	M1920028	1	60.00	0.00	60.00	0.00
					0.00	60.00	
Above paid on 26/07/2019 by Online Payment Ref BYC							
<b>CAVERN</b> <b>Cavern Protective Clothing</b>							
18568/10643/S scape PPE Authorised: dm	15/07/2019	18568	1	46.80	0.00	46.80	0.00
18569/10642/p pool PPE Authorised: mjw	17/07/2019	18569	1	119.40	0.00	119.40	0.00
					0.00	166.20	
Above paid on 26/07/2019 by Online Payment Ref CAVERN							
<b>CHRONICLE</b> <b>Heads Congleton Limited</b>							
115547/10645/In Bloom advert Authorised: jm	18/07/2019	115547	1	97.92	0.00	97.92	0.00
115548/10646/Pride Advert Authorised: jm	18/07/2019	115548	1	85.68	0.00	85.68	0.00
					0.00	183.60	
Above paid on 26/07/2019 by Online Payment Ref CHRONICLE							

## Linked to Cashbook 1

Entered Month 4  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CONGGARDEN</b> Congleton Garden Machinery Ltd							
28336/10647/trimmer parts Authorised: dm	17/07/2019	28336	1	94.35	0.00	94.35	0.00
					0.00	94.35	

Above paid on 26/07/2019 by Online Payment Ref CONGGARDEN

<b>HANDY</b> Handy Cabin							
3544-0/10648/paint & brushes Authorised: dm	22/07/2019	3544-0	1	212.75	0.00	212.75	0.00
					0.00	212.75	

Above paid on 26/07/2019 by Online Payment Ref HANDY

<b>LEA</b> Petra Lea							
170719/10650/play area leaflet Authorised: ms	17/07/2019	170719	1	150.00	0.00	150.00	0.00
					0.00	150.00	

Above paid on 26/07/2019 by Online Payment Ref LEA

<b>MAC</b> MAC Tool & Plant Hire Ltd							
3635/10652/mower blade Authorised: dm	17/07/2019	3635	1	110.59	0.00	110.59	0.00
3636/10653/trimmer head, oil Authorised: dm	17/07/2019	3636	1	110.70	0.00	110.70	0.00
3637/10654/trimmer trigger Authorised: dm	17/07/2019	3637	1	43.58	0.00	43.58	0.00
					0.00	264.87	

Above paid on 26/07/2019 by Online Payment Ref MAC

<b>OLDSAW</b> Old Saw Mill							
170756/10655/In Bloom lunch Authorised: mh	19/07/2019	170756	1	44.00	0.00	44.00	0.00
					0.00	44.00	

Above paid on 26/07/2019 by Online Payment Ref OLDSAW

## Linked to Cashbook 1

Entered Month 4  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SHRED IT</b> <b>Shred-it Ltd</b>							
9503769818/10657/shred service Authorised: dm	19/07/2019	9503769818	1	86.33	0.00	86.33	0.00
9503769819/10658/Shred service Authorised: dm	19/07/2019	9503769819	1	85.93	0.00	85.93	0.00
9503769820/10659/Shred service Authorised: dm	19/07/2019	9503769820	1	85.93	0.00	85.93	0.00
9503769821/10660/Shred service Authorised: dm	19/07/2019	9503769821	1	85.93	0.00	85.93	0.00
9503769822/10661/Shred service Authorised: dm	19/07/2019	9503769822	1	85.54	0.00	85.54	0.00
9503769823/10662/Shred service Authorised: dm	19/07/2019	9503769823	1	85.54	0.00	85.54	0.00
9503769824/10663/Shred service Authorised: dm	19/07/2019	9503769824	1	85.54	0.00	85.54	0.00
9503769825/10664/Shred service Authorised: dm	19/07/2019	9503769825	1	85.54	0.00	85.54	0.00
9503769826/10665/Shred service Authorised: dm	19/07/2019	9503769826	1	85.54	0.00	85.54	0.00
9503769827/10666/Shred service Authorised: dm	19/07/2019	9503769827	1	85.54	0.00	85.54	0.00
9503769828/10667/Shred service Authorised: dm	19/07/2019	9503769828	1	85.54	0.00	85.54	0.00
9503769829/10668/Shred service Authorised: dm	19/07/2019	9503769829	1	85.54	0.00	85.54	0.00

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0.00      1,028.44

Above paid on 26/07/2019 by Online Payment Ref SHREDIT

<b>STS</b> <b>STS Contractors UK Ltd</b>							
0015/10669/partnership Authorised: ms	19/07/2019	0015	1	2,208.00	0.00	2,208.00	0.00

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0.00      2,208.00

Above paid on 26/07/2019 by Online Payment Ref STS

Linked to Cashbook 1

Entered Month 4  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TALKECHEM</b> Talke Chemical Company Limited							
65929/10670/bin bags, gloves Authorised: dm	01/07/2019	65929	1	816.00	0.00	816.00	0.00
65938/10671/pool chemicals Authorised: mjl	08/07/2019	65938	1	246.13	0.00	246.13	0.00
65941/10673/brushes Authorised: dm	11/07/2019	65941	1	6.33	0.00	6.33	0.00
65942/10672/pool chemicals Authorised: mjl	11/07/2019	65942	1	202.49	0.00	202.49	0.00

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0.00 1,270.95

Above paid on 26/07/2019 by Online Payment Ref TALKECHEM

<b>TAYLER</b> Stuart Tayler Plumbing							
170719/10674/hot water thermo Authorised: mjl	17/07/2019	170719	1	65.00	0.00	65.00	0.00

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0.00 65.00

Above paid on 26/07/2019 by Online Payment Ref TAYLER

<b>WESTWALLAS</b> West Wallasey Contract Hire							
WALM193452/10675/new tyre Authorised: dm	19/07/2019	WALM193452	1	134.94	0.00	134.94	0.00

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0.00 134.94

Above paid on 26/07/2019 by Online Payment Ref WESTWALLAS

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**Total Purchase Ledger Payments** 0.00 7,617.47

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# CONGLETON TOWN COUNCIL

## COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Finance and Policy		
<b>MEETING DATE AND TIME</b>	12 <sup>th</sup> September 2019 7.00pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Chief Officer		
<b>AGENDA ITEM REPORT TITLE</b>	<b>Grants and Funding Policy</b>		
<b>Background</b>	<p>At the Finance and Policy meeting on the 6<sup>th</sup> June 2019 it was agreed for officers to undertake a review of the Grants Policy and specifically the to review the level of quotes required for grant application.</p> <p>Whilst undertaking this review historic comments about sponsorship have been discussed particularly for events, the proposed amendments are included in the attached policy</p>		
<b>Amendments</b>	<p><b>Policy item 5</b> - Requests for grant aid will only be considered from the following categories of applicant: <b>change to -</b></p> <p>Requests for grant aid or sponsorship of an event will only be considered from the following categories of applicant:</p> <p><b>Policy item 6</b> -Applications will only be considered when made on a formal application form <b>ADD</b> with all relevant sections completed.</p> <p><b>Policy item 9</b> -The Council will normally require details of the structure and funding of the organisation, and may request copies of budget/accounts and business plans <b>ADD</b> for applications over £250.</p> <p><b>Policy Item 12 NEW</b> Sponsorships - Where there is a request for sponsorship it needs to be clearly demonstrated how the Town Council's support will be recognised.</p> <p><b>Policy Item 13 NEW</b> Grant requests for products or services Quotes are required for grant applications as follows</p> <ul style="list-style-type: none"> <li>• Under £250                      no quotes</li> <li>• £251 - £500                    one quote</li> <li>• £501 - £1,000                   two quotes</li> <li>• £1001 or above                three quotes</li> </ul> <p><b>Policy item 19</b> An evaluation of the project must be provided once the project is complete to provide evidence that the benefits and outputs have been achieved. The evaluation form must be returned to the Council within 4 weeks of the completion of the project. <b>ADD</b> Future Requests for grants will be jeopardised if this is not completed</p> <p><b>Policy item 21 ADD</b> For grants and sponsorship the applicant will acknowledge the contribution made by the Council when arranging promotional activity or literature including press releases relating to the application.</p>		
<b>Proposal</b>	That the committee agree the proposed amendments to the Grants and Funding Policy		

## CONGLETON TOWN COUNCIL

### GRANTS & FUNDING POLICY

1. An award of a grant must give direct benefit to all or some of the inhabitants of the Town, and the size of grant should be commensurate with the benefit delivered.
2. Grant forms will be scrutinized to ensure they meet the criteria set out in the Grants and Funding Policy, before being put forward for decision at the Finance and Policy Committee. Applications which do not meet the criteria will be rejected and returned.
3. The Town Council as a body does not affiliate to any political party and legally cannot provide grant or support to any party political activity.
4. The Town Council does not affiliate to any religious group; however applications will be considered where there is a clear community wide benefit.
5. Requests for grant aid will only be considered from the following categories of applicant:  
**change to -**

Requests for grant aid or sponsorship of an event will only be considered from the following categories of applicant:

- A Congleton Town – based charity
  - An organisation serving the needs of the citizens of Congleton
  - Citizens of Congleton requesting grant aid with a project/event, which will be for the benefit of a wider group in Congleton.
  - A Congleton based club/association/organisation serving specific section of the community or the community as a whole.
6. Applications will only be considered when made on a formal application form ADD **with all relevant sections completed.**
  7. Applicants will need to demonstrate how their activities or the particular project for which financial support is being sought, will benefit the residents of Congleton Town.
  8. The Council will give priority to the projects/organisations which progress one or more of its corporate objectives.
  9. The Council will normally require details of the structure and funding of the organisation, and may request copies of budget/accounts and business plans **\_ADD for applications over £250.**
  10. The Council will require details of any project which is the subject of the application, Including standards to be attained, costs, timescales and how the remainder of the funding will be provided.
  11. The Council will normally only fund the up to a maximum of 50% of a project cost and priority will be given to requests for grants of £250 or less. Any request above £250 will require detailed justification for the project including matched funding as a prerequisite



12. **NEW** Sponsorships - Where there is a request for sponsorship it needs to be clearly demonstrated how the Town Councils support will be recognised.

13. **NEW** Grant requests for products or services  
Quotes are required for grant applications as follows

- Under £250 no quotes
- £251 - £500 one quote
- £501 - £1,000 two quotes
- £1001 or above Three quotes

14. Applicants will be required to state the amount of grant sought from the Council and provide details of other grants or awards applied for or gained, which must be disclosed in full.

15. Where projects cross financial years, the Council may "ring fence" an approved amount of grant. It will reserve the right to withdraw approval where a project does not look likely to go ahead within a 12 month period from the grant approval date.

16. Payment will not normally be made until a project has been completed. Payments will then only normally be made against a formal receipt or invoice. Stage payments may be approved for larger projects.

17. The Council will usually only consider requests for specific projects, not on-going or core costs. The exceptions to this will be "pump-priming" to help organisations get established or organisations which deliver a substantial part of the Council's priorities.

18. The Council may, where it appears to be a more cost effective or efficient use of resources, prefer to act in partnership with another organisation, or provide support "in kind", rather than provide grant assistance.

19. An evaluation of the project must be provided once the project is complete to provide evidence that the benefits and outputs have been achieved. The evaluation form must be returned to the Council within 4 weeks of the completion of the project. **ADD Future Requests for grants will be jeopardised if this is not completed**

20. The Council will advertise its Grant and Financial Assistance Scheme widely to ensure an equitable distribution of resources.

21. **ADD For grants and sponsorship** the applicant will acknowledge the contribution made by the Council when arranging promotional activity or literature including press releases relating to the application.

22. The applicant acknowledges and agrees that all decisions made by the Council for such a grant request are solely a matter for and at the discretion of the Council. The applicant will provide to the Council all such assistance as is reasonably necessary to enable the Council to comply with its requirements under the Freedom of Information Act.

23. Whenever possible, grant applicants and the organisations they represent, should consider what options are available to support the wider community by volunteering for activities such as Congleton in Bloom, litter picking and other activities in the Town requiring volunteer support.