



Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford CILCA**

15th November 2019

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

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 21st November 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 21st November 2019** commencing at **7.00pm.**

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

Yours sincerely,

David McGifford
Chief Officer

AGENDA

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

2. Minutes of Last Meeting (Enclosed)

To approve the Minutes of the Meeting of the Committee held on 10th October 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.

Congleton
beartown
where friends are made

Congleton Town Council, Town Hall, High Street, Congleton, Cheshire CW12 1BN

Tel: 01260 270350

Email: info@congleton-tc.gov.uk www.congleton-tc.gov.uk



5. Questions from Members of the Public

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

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

To receive a statement showing the current position to 31st October 2019.

7. New Applications for Financial Assistance (Enclosed)

- **Grant ref GR15/1920 – Girlguiding 2020 Eurojamboree Trip (C Ling)**
- **Grant ref GR16/1920 – Girlguiding 2020 Eurojamboree Trip (A Downing)**
- **Grant ref GR17/1920 – Girlguiding 2020 Eurojamboree Trip (M Downing)**
- **Grant ref GR18/1920 – Girlguiding 2020 Eurojamboree Trip (N Scott)**

8. New Grant Activities Monitoring Forms

- **Congleton Jazz & Blues Festival – Original Grant ref GR06/1920**
- **Congleton Scout & Guide Gang Show – Original Grant ref GR10/1920**

9. Letters of Thanks (Enclosed)

- To receive a letter of thanks from Congleton Jazz and Blues festival.
- To receive a letter of thanks from the leader of Cheshire European Jamboree Unit.

10. Management Accounts (Enclosed)

To receive and consider the Management Accounts to 30th September 2019.

11. Bank Reconciliation (Enclosed)

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

12. Savings Account Balances (Enclosed)

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

13. List of Payments (Enclosed)

To receive and consider the Payments lists between 1st September and 31st October 2019.

14. Internal Audit First interim report 2019/20 (Enclosed)

To receive and approve the Internal Audit first interim report for 2019/20 from Auditing Solutions Ltd.

15. To receive a recommendation from C. E &S Committee (Enclosed)

To receive and approve a request from the Community, Environment & Services Committee to purchase a Speed Indicator Device (SID).

To: Members of the Finance & Policy Committee

CIIs: 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 (3) for Information; Press (2) Congleton Library, Congleton Tourist Information Centre.

CONGLETON TOWN COUNCIL

**Minutes of the Finance and Policy Committee Meeting
held on Thursday 10th October 2019**

PRESENT Committee members,

Duncan Amies
Russel Chadwick (Vice Chair)
Robert Douglas (Chair)
Paul Duffy
Rob Moreton
Jean Parry
Mark Rogan
James Smith

Non Committee members

Suzanne Akers Smith
Robert Hemsley
Kay Wesley

1. Apologies

Apologies for absence were received from Committee members David Brown and George Hayes and non-Committee member Sally Ann Holland (Town Mayor).

2. Minutes

FAP/20/1920 RESOLVED that the Minutes of the Meeting of the Committee held on 12th September 2019 be approved and signed by the Chair.

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 Moreton declared a non-pecuniary interest in all matters relating to Cheshire East Council; Cllrs J Smith and P Duffy declared a non-pecuniary interest in Agenda item 7 Grant Ref.13/1920 Congleton Musical Theatre.

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

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

FAP/21/1920 RESOLVED that the grant statement be received.

7. New Applications for Financial Assistance

FAP/22/1920 RESOLVED that

- **Grant ref GR12/1920 – Girlguiding 2020 Eurojam Trip (H Todd)**
Award of £150
- **Grant ref GR13/1920 – Congleton Musical Theatre**
Award of £600
- **Grant ref GR14/1920 – Girlguiding 2020 Eurojam Trip (L Downing)**
Award of £150

8. New Grant Activities Monitoring Forms

There were no new Grant Activities Monitoring Forms.

9. Letter of thanks

A letter of thanks was received from Congleton Bowling Club.

10. Management Accounts

FAP/23/1920 RESOLVED to receive the Management Accounts to 31st August 2019.

11. Bank Reconciliation

FAP/24/1920 RESOLVED to receive the bank reconciliation as at 31st August 2019.

12. Savings Account Balances

FAP/25/1920 RESOLVED to receive the Savings Account balances as at 31st August 2019.

13. List of Payments

FAP/26/1920 RESOLVED to receive the List of Payments between 1st – 1st August 2019.

**Robert Douglas
Chair**

Congleton Town Grant Commitments										
Specific Budgets										
Date Grant Approved	To	For	Section	Minute Referen	EMR b/fwd	Budget	Approved 19/20	Paid £	Outstandil	Date Paid
01/04/2019	Congleton Museum	Notional rent	GpoC			4,500.00	4,500.00	4,500.00	0.00	01/04/2019
01/04/2019	Community Projects	Project support	GpoC			16,000.00	16,000.00	16,000.00	0.00	09/05/2019
01/04/2019	Congleton Partnership	Rent	GpoC			1,533.00	1,533.00	1,533.00	0.00	01/04/2019
01/04/2019	Citizens Advice Bureau	annual grant	GpoC			15,000.00	15,000.00	15,000.00	0.00	01/04/2019
01/04/2019	Royal British Legion	Remembrance Day Parade	GpoC			1,000.00			0.00	
06/06/2019	St Peter's Church	Church clock maintenance	PCA1957	FAP/03/1920		242.00	242.00	242.00	0.00	24/04/2019
01/04/2019	Carnival Committee	2019 bi-annual Carnival	GpoC			3,750.00			0.00	
Totals					0.00	42,025.00	37,275.00	37,275.00	0.00	
						£0				
		Ear marked reserve b/fwd				£42,025				
		Budget 2019/20				£37,275				
		Total approved to date				£4,750				
		Total awaiting application								

SUBMITTED MEETING :
21st November. 2019.



Congleton Town Council Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR15/1920
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1.1	Applicant(s):	CATHERINE LING
1.2	Representing:	CHESHIRE BORDER GUIDES
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	EURO JAMBOREE 2020
1.6	Project Objectives:	BUILD WIDE AWARENESS OF CLIMATE CHANGES. INSPIRE TO REACT EVERYDAY IN ORDER TO SAVE THE PLANET. RAISE AWARENESS OF GLOBAL ISSUES.
1.7	Brief Project Description:	EURO JAMBOREE IS A 10 DAY CAMP IN GDANSK POLAND FOR GIRL GUIDES AND SCOUTS FROM ALL OVER THE WORLD.
1.8	Details accounts/budgets	NOT KNOWN.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£ £1,200
2.2	Total contribution sought:	£150
2.3	What will the money be spent on?	COSTS INCLUDES: FLIGHTS, ALL ACCOMMODATION, ALL MEALS, TRAVEL IN POLAND AND ACTIVITIES.

2.4	Any ongoing costs:	NONE
2.5	Details of confirmed match funding include source Cash: In kind:	NONE
2.6	Resources needed:	NONE
2.7	Estimated timescale of project from start to finish:	FUNDRAISING SEPTEMBER 2019 TO JULY 2020. JAMBOREE JULY 27 th - 8 th AUGUST 2020

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	WHILE IN POLAND I WILL LEARN ABOUT THE ENVIRONMENT AND WAYS TO REDUCE CLIMATE CHANGE I CAN THEN RAISE AWARENESS OF WHAT I'VE LEARNT TO THE PEOPLE OF CONGLETON.
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?	GIRL GUIDING
4.2	Describe how you will promote the Town Council in your project	I WILL TALK ABOUT CONGLETON AND WHAT A GREAT PLACE IT IS.

Signature: _____

Date: 23/10/19

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.

9th October 2019

Dear Sir

My name is Cate Ling, and I am a 14-year-old girl and have lived in Congleton all my life. I am currently planning and fundraising for a trip to the European Girlguiding and Scouting Jamboree in Poland in 2020. I wondered if you would consider making a contribution to my fundraising efforts.

To give you some background, I have been in Girlguiding in Congleton since I joined Rainbows in 2011 and progressed through Brownies and Guides before moving up to Rangers this September. Throughout my guiding experience I have attended many camps, from my first Rainbows sleepover in 2012, through a trip to Disneyland Paris in 2014, to Chamboree 2018 at Cheshire Showground. Most recently, I went on my Baden Powell Adventure - after which I received the Baden Powell award - the highest award in Girlguiding. In my time in guiding I have met many people and made lots of friends from different countries.

As well as travel with guides I enjoy traveling with my family where I experience new environments and cultures and seeing new wildlife that I wouldn't normally see at home. I also enjoy learning new languages from different countries and I am currently studying Spanish for my GCSE's.

It is a great honour to be chosen to go to Jamboree 2020. I am particularly looking forward to going to Poland and learning about the country and meeting people from around the world. One of my favourite parts of Chamboree was meeting the Danish Scouts who were camping near us and trying one of their favourite desserts and playing some of their games from Denmark. The goals of EuroJam 2020 include focus on sustainability and enabling young people to make a difference, they include:

- Build wide awareness of climate changes and inspire to reACT every day in order to save the planet.
- Encourage Scouts & Guides to discover their potential for being changemakers.
- Raise awareness of global issues and responsibility for local communities; gain knowledge on how to ACT as an active citizen of the world.
- Build openness to other cultures and religions and support the sense of brotherhood to live in peace.
- Learn how to embrace challenges, develop self-reliance, build self-confidence and spark the need for continuous self-improvement
- Raise awareness, develop skills and shape attitudes to achieve the goals of the UN 2030 Agenda for Sustainable Development through creating a learning environment for the future young leaders of local communities,

The trip will cost £1,200 and I am busy organising several events to raise money towards it, including cake sales at school, supermarket bag packs, a Christmas wreath-making workshop and carol singing. I would be most grateful if you would also consider making a donation.

I would be happy to give a presentation to the Town Council or write a short report when I return. If you would like further information I shall be happy to supply it.

I look forward to hearing from you.

Yours faithfully,

Cate Ling



Congleton Town Council Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR16/1920
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1.1	Applicant(s):	Amelia Downing
1.2	Representing:	Girlguiding
1.3	Email Address:	
1.4	Tel No.	n
1.5	Project Title:	fundraising for Eurojam 2020
1.6	Project Objectives:	<ul style="list-style-type: none"> - meet new people - experiencing new cultures - discuss world issues and environmental impacts.
1.7	Brief Project Description:	Going to Poland to the European Jamboree where other guides and scouts will be actively talking about the world and how we can help it in the future.
1.8	Details accounts/budgets	<ul style="list-style-type: none"> - flying to and from Poland. - travel across Poland - camp for 10 days

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£ 1200
2.2	Total contribution sought:	£ 150
2.3	What will the money be spent on?	The money will be spent on kit, flights, food and accomodation.

2.4	Any ongoing costs:	no.
2.5	Details of confirmed match funding include source Cash: In kind:	cake sale (church and school) = £59 - car boot sale = £20 - gift (grandad) = £240 - guide collection box = £18.30 - grants (lions, rotary) = £902 - congleton liaison - guides = £60
2.6	Resources needed:	* rucksack - sleeping bag - tent - flight ticket.
2.7	Estimated timescale of project from start to finish:	10 days in Poland.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	When I come back from Poland with the information I have talked about, I can share this with people of my age and younger and encourage them to join guides or scouts, which would lead to people coming off the streets therefore would actively help with anti-social behaviour.
3.2	Are there similar services/projects provided in the area	There are guide and scout units within Congleton. The jamborees however, are held all over the world.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	The world association of girl guides and girl scouts (waggs)
4.2	Describe how you will promote the Town Council in your project	I would be a focal point to promote the town council run activities. Ensuring that where possible guides would volunteer to assist.

Signature: _____

Date: 27 October 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.



Congleton Town Council Application for Financial Assistance

SUBMITTED MEETING:

21st November
2019.



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR17/1920
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1.1	Applicant(s):	Madison Downing
1.2	Representing:	Girlguiding UK
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	Fundraising for Poland Eurojam 2020
1.6	Project Objectives:	<ul style="list-style-type: none">- meet new people- learn new cultures- to learn and promote sustainable living- team building
1.7	Brief Project Description:	fly to Poland to meet like-minded scouts and guides from across the world to discuss and plan action to help our world have a better future for our generation and future generations.
1.8	Details accounts/budgets	<ul style="list-style-type: none">- flight to and from Poland- travel across Poland- camping for 10 days

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£1200
2.2	Total contribution sought:	£150
2.3	What will the money be spent on?	The money will be spent on kit, flights, food and accommodation.

2.4	Any ongoing costs:	no
2.5	Details of confirmed match funding include source Cash: In kind:	<ul style="list-style-type: none"> o Cake sales (church & schools) = £59 o Car boot sale = £20 o Gift (grandad) = £240 o Collection pots from guides = £18.30 o Grants (lions, rotary) = £102 o Congleton guides liaison = £60
2.6	Resources needed:	<ul style="list-style-type: none"> -rucksack -sleepingbags -tent -flight ticket
2.7	Estimated timescale of project from start to finish:	10 days in Poland

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	- Improving my confidence to help the town, as, with gained confidence and leadership, I can speak out and help gain awareness and support for a more eco-friendly, sustainable town.
3.2	Are there similar services/projects provided in the area	The last that Jamboree was over a year ago held in the chestnre showground. However these move around.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	The world association of girl guides and girl scouts (waggygs)
4.2	Describe how you will promote the Town Council in your project	I will happily talk to various groups around Congleton and other districts to widen the knowledge that I will receive.

Signature: _____

Date: 27th October 2019

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

SUBMITTED MEETING:
21st NOVEMBER 2019.



Congleton Town Council Application for Financial Assistance

RECEIVED
04 NOV 2019

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR18/1920
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1.1	Applicant(s):	Natasha Scott
1.2	Representing:	Girlguiding Cheshire Border.
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	Euro Jamboree Poland 2020
1.6	Project Objectives:	I need to fundraise £1200 to be able to attend Eurojam 2020.
1.7	Brief Project Description:	See above
1.8	Details accounts/budgets	

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£1200
2.2	Total contribution sought:	Any contribution towards my trip would be gratefully accepted
2.3	What will the money be spent on?	Travel and subsistence.

2.4	Any ongoing costs:	One off total cost of £1200.
2.5	Details of confirmed match funding include source Cash: In kind:	No match funding obtained.
2.6	Resources needed:	Finance. All resources provided by Girlguiding UK.
2.7	Estimated timescale of project from start to finish:	Fundraising timescale: October 2019 - July 2020

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Attendance is ^a representative of Congleton West Rangers and Girlguiding UK. I intend to share my experiences with Congleton cloud district guiding movements and a local Beaver unit with which I am volunteering.
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? ?	Our attendance will be evaluated by Girlguiding UK who will use it to promote future trips and experiences.
4.2	Describe how you will promote the Town Council in your project	I feel although that I am going with Girlguiding UK, I will also be representing Congleton. I will be happy to share my experiences with you.

Signature: _____

Date: 25/10/19

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



Town Council Grant

Activities Monitoring Form

1. Contact Details	
Organisation name:	Congleton Jazz and Blues Festival
Address:	The Electric Picture House, Spindle St, Congleton CW12 1QN

2. Grant Information				
Grant Reference Number: GR06/1920	Promotion costs (this request)	Artists Costs	Volunteer value	TOTAL PROJECT COST
Total project cost:	*£6,655.00	£13,700.00	£12,000.00	£32,222.00

Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£5847.16
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Please list receipts below:

- £350.00 Advert; Blues In Britain Magazine
- £221.00 PLI; Showtime
- £150.00 Street Level Distribution
- £1868.00 Media; Fullcolour Leaflets, Posters, Programmes
- £15.00 Advert; FACEBOOK
- £84.00 Stusloos
- £22.91 Cable ties (TLC Southern)
- £132.00 Corex/boarding GJ Plastics
- £180.00 Advert; Purple Sprout (Staffs Living magazine)
- £318.00 Advert; Heads (Congleton Chronicle)
- £111.75 Website; Wix (website hosting)
- £420.00 Accommodation; Lamb Inn (for long distant bands Robin Bibi/Ruby&Revelators)
- *£1538.50 T Shirts (Merchandise)
- *£324.00 Fullcolour postcards (Merchandise)
- *£112.00 Wristbands plus (Merchandise/decorative wristbands)
- * Merchandise items were not described in the original funding request.

3. Project Information

When did the project commence?

Work on the project is effectively continuous, we started in Sept 2018, and we are still working on 2019's festival as we go into October we are tidying up various activities, finance and equipment storage.

Did you make a profit from the project? Yes No

If yes, how will this be used?

Based on the operation of the free festival weekend there is a profit (so far) of approx. £425.00, please note that most of this item is due to merchandise sales. It is possible there will be further sales to end of 2019. Merchandise sales are continually reviewed as they are a key contribution both financially and in the awareness campaign for the event.

(Please note that technically the festival did not make a profit if the Friday night ticketed gig and the "FREE" weekend events are held together as a financial package, they were never intended to be combined financially as evidenced by the original funding application. The Friday night celebration gig was part of the Tenth Anniversary efforts to highlight the festival to a wider audience which although reasonably well attended, did not gain enough ticket sales, the loss was in region of £1200, against costs of approx. £3000. A loss was expected although not at this level, this event was bank rolled by a generous local benefactor who has funded the difference.)

The aim of profits is to make the festival self-funding, at the moment it relies on being bank rolled by the team as the items of income and funding all take some time after the festival to arrive whilst all costs for the festival are required to be paid up front.

Once the festival account safely exceed the needs of festival funding, i.e. approximately £6k, it may be possible to look at ways of using any excess cash either for festival kit/services, or other activities; the team will look into this. The balance of the festival bank balance, is approximately £3,900.00, starting balance was £3,475.00 (Jan 2019). This number is obtained after taking into account costs not attributable to the festival and yet to be paid. A detailed copy of the accounts is available to view if required.

It should be noted that with new members joining the team, it will be possible to continue with plans to become a CIC (a Ltd Community Interest Company) in order to build on the integrity and credibility of the organisation, this should be completed by New Year.

Please explain how the grant money was used:

Grant funding contributed toward programme costs.

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

Congleton Jazz and Blues is a very well attended (and anticipated) event which breathes great community spirit into Congleton.

Project key objectives are to contribute to town centre sustainability and the community spirit of local people; anecdotal evidence demonstrates that there is a lot of anticipation in the community before the event; during the event there is anecdotal evidence of large numbers of people promenading the Town Centre enjoying music and the wide selection of venues and their wares, and this accompanied by the well-being of community spirit, a great atmosphere in town, bumping into old friends and making new ones.

This year the enhanced community activities were aimed at widening the audience appeal to those people who may not want to go into crowded pub/bar/cafe venues. These community based events were very well attended this evidenced by the very high attendance at the Umbrella march (at least double the number of people than previous years); Physic Garden events (estimate of approx. 70 people attended the choir event); the 6 week long (join a band) music school held at Stonehammer music was also very well attended.

The festival is enjoyed by people from other local and regional towns.

This year the festival team made a particular effort to recognise the tenth anniversary of Congleton Jazz and Blues, this was most noticeable in updated branding provided free by sponsor AD Profile.

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)

Grant funding was acknowledged in a prominent position inside back page in "thanks to our supporters"

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 appears to be relatively straight forward, the team take the process of fund very seriously, seeing it as an opportunity to maintain credibility and integrity.

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		Y		
Relevance of guidelines		Y		
Length of the process from submitting an application to receiving notification		Y		
Advice given from the Town Council Grants Team (if applicable)	Y			





Town Council Grant

SUBMITTED MEETING:
21st November 19.

Activities Monitoring Form

1. Contact Details	
Organisation name:	Our Gang - Congleton Scout & Guide Gang Show
Address:	c/o

2. Grant Information			
Grant Reference Number:	GR10 / 1920		
Total project cost:	£18,000 - £19,000		

Receipts Attached? Yes No	Receipt Amount:	£640.30
Please list receipts below:		
Warrens (neckers)	= £296.44	
Goldpress (woggles)	= £109.86	
CMJ (necker embroidery)	= £234.00	
Total Invoice amount	= £640.30	

3. Project Information			
When did the project commence?		mid 2018 to completion end November 2019	
Did you make a profit from the project?	No		
If yes, how will this be used?			

Please explain how the grant money was used:

The Gang Show has a large cast - up to 120 individuals, the majority of whom are young people. Gang Show cast members traditionally wear red neckers or scarves and Congleton Gang Show is very proud to wear the embroidered neckers or scarves showing recognition of the show's standard of production.

The embroidered neckers and woggles are a costly item for such a large cast, but a very important one and we were grateful to receive grant money from Congleton Town Council to cover the cost of these items

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

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.

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

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

On web site

On the website www.congletongangshow.co.uk

In the Gang Show programme

On a large banner displayed in the foyer of the Daneside Theatre throughout the show week.

5. Feedback

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

How did you apply? Online Email Post

Do you feel that you understood the process? Yes No

Please rate the following elements:

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

Jackie Potts

To: Martha Hayes
Subject: RE: CJAB 2019 Thanks to Congleton Town Council

Subject: CJAB 2019 Thanks to Congleton Town Council

Hi Martha,

On behalf of Congleton Jazz and Blues (CJAB) festival team, please will you pass my thanks onto Congleton Town Council for the £750 support provided for our tenth anniversary event.

CJAB 2019 was yet again a very successful event, the funding we receive from the Town Council is vital to our work to contribute towards community spirit and Town Centre sustainability. This year we managed to reach out to even more people with our expanded community events work which included Join a Band Music School, the Physic Garden stage activities and an expanded Umbrella March participation. All of this run alongside the established package of more than 60 gigs (70 events in total all Free) we ran over the Saturday and Sunday of the August Bank Holiday weekend.

Again my sincere thanks to Congleton Town Council,

Best regards

Vince

Jackie Potts

To: Jackie Potts
Subject: FW: CTC Grant for European Jamboree

From: Martha Hayes <Martha.Hayes@congleton-tc.gov.uk>
Sent: 30 October 2019 09:06
To: Jackie Potts <Jackie.Potts@congleton-tc.gov.uk>
Subject: FW: CTC Grant for European Jamboree

Sent: 29 October 2019 17:47
To: Martha Hayes <Martha.Hayes@congleton-tc.gov.uk>
Subject: CTC Grant for European Jamboree

Good afternoon Martha,

I would like to thank you, and Congleton Town Council, for awarding Lily Downing and Helena Todd a grant towards their participation in the European Jamboree in Gdansk, Poland in 2020.

Both Lily and Helena are members of the Cheshire unit, made up of 36 Guides and Rangers and 4 adult leaders from Cheshire Border and Cheshire Forest Guide Counties. Each participant has to raise £1200 to attend the Jamboree. The cost covers equipment (e.g. rucksack, day bag, tent) and uniform required, transport to and from the jamboree, food, all activities at the camp and 2 pre-Jamboree information and training camps.

The grant you have awarded will go towards the cost of the Jamboree for Lily and Helena. Each participant has to make staged payments to make the cost more achievable. In Guiding we do not believe anyone should be prohibited from attending any event due to their economic or social situation.

If you need or would like any further information please let me know.
Thank you again

Ali Griffen
Leader Cheshire European Jamboree Unit
Sent from my iPad

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	21/11/19 7pm	LOCATION	Congleton Town Hall
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM REPORT TITLE	10 Management accounts for September 2019		
Background	Variance analysis of the Management Accounts for September 2019 to accompany the spreadsheet.		
Updates	<p>These figures are to 30th September 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 6 show figures largely in line with the budget. 50% of expenditure would be expected to have been used if expenditure was a regular monthly amount.</p> <p><u>Finance and Policy Committee</u></p> <p><u>Corporate Management</u></p> <p>Overall on budget</p> <ul style="list-style-type: none">• Reception – TIC has been paid for the year. (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.)• Misc Office Costs includes rental of secure document disposal boxes as part of GDPR measures which wasn't budgeted for.• Subscriptions and Publications come in at the beginning of the financial year so 85% of the budget has been used.• Insurance is a full year cost.• Auditing invoices still to be received. <p><u>Democratic/Civic</u></p> <p>Overall on budget</p> <ul style="list-style-type: none">• The Mayor has received her annual allowance.• Stationery and Printing includes business cards for councillors. <p><u>Grants</u></p> <p>£15,000 was available for community grant applications for the year in May – the Grants commitments sheet shows the breakdown of the current amount available which is £9,390.</p> <p><u>Community, Environment and Services Committee</u></p> <p>Overall slightly under budget.</p> <ul style="list-style-type: none">• Allotments: £885 has been spent on allotment maintenance which only has a small budget.• Public Toilets: Repairs carried out on the public toilets (Market Street) and a cleaning company now employed to clean daily.		

	<ul style="list-style-type: none"> • Crime reduction/CCTV - first quarter PCSO invoice received but not yet received the CCTV invoice. <p><u>Streetscape</u></p> <ul style="list-style-type: none"> • Agency staff are used for busy periods but taken along with the underspend on Staff costs the total is still within budget. • Insurance is a full year cost. • Vehicle servicing/maintenance is over budget as £6,000 has been spent on mower repairs. <p><u>Town Hall Committee</u></p> <p>Income and Expenditure slightly under budget so overall 40% of budget used.</p> <p><u>Capital</u></p> <p>Capital is shown to enable the management accounts to balance to the budget figure. The £50,889 actual expenditure to date is the PWLB (Public Works Loan Board) loan repayment and £40,000 to go into reserves. Any capital purchases are reflected in the reserves.</p> <p><u>Personnel Committee</u></p> <p>Staffing costs slightly under budget</p>
Decision Requested	To receive the Management Accounts to September 2019

Congleton Town Council - Management Accounts - September 2019

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
Finance and Policy				
Corp Management				
Staff Costs (re-allocated)	67,905	136,059	68,154	50%
Travel	0	900	900	0%
Training / Conferences	983	3,000	2,017	33%
Rent Payable	6,975	13,950	6,975	50%
Reception - TIC	3,375	3,186	-189	106%
Miscellaneous Office Costs	717	450	-267	159%
Telephone/Fax/Internet	290	1,260	970	23%
Postage	1,118	2,900	1,782	39%
Stationery & Printing	1,203	3,000	1,797	40%
Subscriptions & Publications	2,747	3,230	483	85%
Insurance	8,664	9,180	526	94%
Computer/IT Costs	6,273	10,812	4,539	58%
Photocopy Charges	1,116	2,600	1,484	43%
Recruitment Advertising	0	500	500	0%
Other Advertising	84	300	216	28%
Bank Charges	469	1,020	561	45%
Audit Fees - External	0	2,000	2,000	0%
Audit Fees - Internal	0	1,290	1,290	0%
Accountancy Support	1,471	4,500	3,029	33%
Legal & Professional fees	536	2,000	1,464	27%
HR & H&S support	1,732	4,590	2,858	38%
Central Overheads reallocated	-32,599	-58,216	-25,617	56%
Corporate Management:-Expenditure	73,039	148,511	75,472	49%
Interest Receivable	-1,256	-3,000	-1,744	42%
Corporate Management :- Income	-1,256	-3,000	-1,744	42%
Net Expenditure over Income	71,783	145,511	73,728	49%
Civic				
Staff Costs (re-allocated)	13,339	26,746	13,407	50%
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	2,317	5,000	2,683	46%
Civic Regalia	0	250	250	0%
Hall & Room Hire	3,688	5,555	1,867	66%
Civic Artefacts and Treasures	50	500	450	10%
Central Overheads reallocated	1,371	2,448	1,077	56%
Civic:-Expenditure	26,272	54,087	27,815	49%
Grants	52,193	61,583	9,390	85%
F&P Income - Expenditure Totals	150,248	281,181	110,933	58%
Community, Environment & Services				
Paddling Pool	20,029	27,968	7,939	72%
Propogation Unit	0	1,000	1,000	0%
Floral Displays	2,565	12,000	9,435	21%
Allotments	1,123	1,250	127	90%
Public Toilets	6,206	8,600	2,394	72%
Crime Reduction/CCTV	8,320	51,700	43,380	16%
Congleton Partnership	17,289	34,578	17,289	50%
Community Development	40,215	96,186	55,971	42%
Christmas Fayre/Lights	158	21,000	20,842	1%
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	3,215	11,000	7,785	29%
Total	99,997	272,282	172,285	37%

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
Streetscape				
Staff Costs	193,184	421,355	228,171	46%
Agency Staff	9,589	6,000	3,589	160%
Training	320	3,000	2,680	11%
Protective Clothing/H & Safety	1,540	4,500	2,960	34%
Office rent	1,533	3,067	1,534	50%
Cleaning Materials	2,514	5,000	2,486	50%
Telephones	354	700	346	51%
Insurance	5,656	6,000	344	94%
Property maintenance	716	1,030	314	70%
Horticultural etc Supplies	8,026	18,000	9,974	45%
Winter Bedding	759	1,000	241	76%
Vehicle maintenance/Serv etc	10,495	10,000	495	105%
Vehicle fuel and oil	6,523	15,000	8,477	43%
Vehicle rental charges	18,095	38,000	19,905	48%
Street Cleansing	1,934	3,500	1,566	55%
General expenditure	1,200	4,000	2,800	30%
Central Overheads Reallocated	21,598	38,569	16,971	56%
Rechargeable expenses		0	0	#DIV/0!
Streetscape Expenditure	<u>284,036</u>	<u>578,721</u>	<u>294,685</u>	49%
Streetscape - Income	-183,351	-366,702	-183,351	50%
Streetscape - External work income	-3,934	-15,000	-11,066	26%
Streetscape - Other	-575	0	575	#DIV/0!
Streetscape - Misc Income	-450	-900	-450	50%
	<u>-188,310</u>	<u>-382,602</u>	<u>-194,292</u>	49%
Net Expenditure over Income	<u>95,726</u>	<u>196,119</u>	<u>100,393</u>	49%
C,E &S Income - Net Expenditure Totals	<u>195,723</u>	<u>468,401</u>	<u>272,678</u>	42%
<u>Town Hall</u>				
Town Hall - Expenditure	85,429	200,566	115,137	43%
Town Hall - Income	-55,523	-125,800	-70,277	44%
Net Expenditure over Income	<u>29,906</u>	<u>74,766</u>	<u>44,860</u>	40%
<u>Capital</u>	<u>50,889</u>	<u>79,803</u>	<u>28,914</u>	64%
<u>Total Net Expenditure</u>	<u>426,766</u>	<u>884,151</u>	<u>457,385</u>	48%
<u>Personnel</u>				
Staff Costs - Reallocated	<u>358,507</u>	<u>772,034</u>	<u>413,527</u>	46%

Reserves as at 30/09/19

General Reserve	200,901
Capital Equipment Fund	35,994
Capital Contingency Fund	297,550
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	16,969
EMR Cenotaph	100,000
EMR Rotary Bonfire	5,000
	<u>761,229</u>

Date: 13/11/2019

Congleton Town Council

Page 1

Time: 10:07

Bank Reconciliation Statement as at 31/10/2019
for Cashbook 1 - RBS Current/ Access Acct

User: JP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS Current Account 11411170	31/10/2019	549	47,841.02
			<u>47,841.02</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
16/07/2019 008854 JEWSON		68.44	
29/10/2019 008905 Cheshire East Council		18,150.00	
			<u>18,218.44</u>
			29,622.58
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	
			<u>0.00</u>
			29,622.58
		Balance per Cash Book is :-	29,622.58
		Difference is :-	0.00

JP

JP

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE :	Finance and Policy Committee										
MEETING DATE AND TIME	21 st October 2019 7.00pm	LOCATION	Congleton Town Hall								
REPORT FROM	Jackie Potts – Support Manager										
AGENDA ITEM REPORT TITLE	12 Congleton Town Council – Savings account balances										
Background	To inform the Finance and Policy Committee with the location and balances of the Town Council's savings and investments.										
Updates	<p style="text-align: center;">Congleton Town Council - Savings account balances</p> <p style="text-align: center;"><u>Balances as at 31st October 2019</u></p> <table style="width: 100%;"><tr><td style="width: 70%;">Balance per Business Reserve Account (10180876)</td><td style="text-align: right;">860,147.89</td></tr><tr><td>Cambridge and Counties 1 year fixed deposit</td><td style="text-align: right;">150,000.00</td></tr><tr><td>CCLA deposit</td><td style="text-align: right;">150,000.00</td></tr><tr><td></td><td style="text-align: right;"><hr/><u>1,160,147.89</u></td></tr></table>			Balance per Business Reserve Account (10180876)	860,147.89	Cambridge and Counties 1 year fixed deposit	150,000.00	CCLA deposit	150,000.00		<hr/> <u>1,160,147.89</u>
Balance per Business Reserve Account (10180876)	860,147.89										
Cambridge and Counties 1 year fixed deposit	150,000.00										
CCLA deposit	150,000.00										
	<hr/> <u>1,160,147.89</u>										
Decision Requested	To receive the Savings Account balances as at 31 st October 2019										

Payments listing 01/09/19 - 31/10/19

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/09/2019	Grant Friends of Cong Park	8877	427.60	Grant Friends of Cong Park
02/09/2019	Prism Solutions	DD	44.45	62904/10789/telephone charges
02/09/2019	Cheshire East Council	DD	2,696.00	Rates Town Hall
02/09/2019	Cheshire East Council	DD	213.00	Rates Public toilets
03/09/2019	Water Plus Ltd	8879	857.91	04849261/10823/Town Hall water
10/09/2019	Mr Tony Boon	8882	50.00	040919/10832/updating Mayor's board
10/09/2019	Linings & Hoses Ltd	8883	70.82	CST230327/10843/mower parts
10/09/2019	Prism Solutions	8884	474.00	110041/10845/re-cabbling
10/09/2019	Water Plus Ltd	8885	1,382.44	C00796466/10855/water padd pool
10/09/2019	British Telecom	dd	45.47	Q077K/10804/broadband line
10/09/2019	Purchase Power	DD	225.55	BG731385/10816/franking machine top up
10/09/2019	Cong Pentecostal church	8880	500.00	Grant Cong Pent church
10/09/2019	Cong Library	8881	150.00	Grant - Cong Library
13/09/2019	BACS P/L Pymnt Page 2244	BACS Pymnt	21,242.94	BACS P/L Pymnt Page 2244
16/09/2019	West Mercia Energy	DD	558.22	1613800/10802/T Hall Gas
16/09/2019	rbs bankline	DD	62.70	bankline charges
17/09/2019	Albion Stone Plc	8886	810.00	Cenotaph stones delivery
18/09/2019	Payroll September	BACS	63,323.09	Payroll September
19/09/2019	Cong Park Bowling Club	8887	250.00	Grant Cong Park Bowling Club
19/09/2019	CVS for CCCU	8888	45.00	Grant CCCU
20/09/2019	RBS chgs	DD	11.18	RBS bank chgs
23/09/2019	West Mercia Energy	DD	2,603.57	1619888/10922/P pool electric
23/09/2019	EE Ltd	DD	71.86	01285102764/10932/mobile charges
24/09/2019	Congleton Poppy Appeal	8889	72.50	001/10868/4 x poppy wreaths
25/09/2019	Linings & Hoses Ltd	8890	84.75	CST231051/10893/engine oil
25/09/2019	Prism Solutions	DD	1,079.62	110243/10914/I T Support
27/09/2019	BACS P/L Pymnt Page 2251	BACS Pymnt	3,442.57	BACS P/L Pymnt Page 2251
30/09/2019	Suez Recycling and Recovery	DD	293.54	31635654/10859/wast Recycling
30/09/2019	Public Works Loan Board	DD	10,888.84	PWLB -1st repayment 19/20
30/09/2019	Allpay - Plus Dane	DD	36.28	Allpay - garage allotment
01/10/2019	Cheshire East Council	8893	3,375.00	44158667/10904/TIC reception
01/10/2019	Legal & General Assurance S	8894	419.58	20092019/10910/ill health insurance
01/10/2019	Linings & Hoses Ltd	8895	8.34	CST230703/10911/alr filter
01/10/2019	Viking Direct	8896	71.76	532747/10921/glass jugs
01/10/2019	Prism Solutions	DD	41.59	63032/10895/telephone charges
01/10/2019	Cheshire East Council	BACS	2,696.00	Rates town Hall
01/10/2019	Cheshire East Council	BACS	213.00	Rates - public toilets
02/10/2019	Quartix Ltd	DD	550.44	439740/10846/vehicle tracker
04/10/2019	BACS P/L Pymnt Page 2256	BACS Pymnt	3,148.95	BACS P/L Pymnt Page 2256
08/10/2019	City Plumbing Supplles Holdi	8897	6.09	1168ABQ016/10938/toilet repair
10/10/2019	Pitney Bowes Finance PLC	DD	190.05	Franking machine rental
11/10/2019	BACS P/L Pymnt Page 2262	BACS Pymnt	4,336.73	BACS P/L Pymnt Page 2262
11/10/2019	Congleton Jazz & Blues	8898	750.00	Grant Congleton Jazz & Blues
15/10/2019	Flagpole Express Ltd	8899	382.20	38154/10969/Flagpole & fittings
15/10/2019	Prism Solutions	8900	1,456.32	111437/10977/spare laptop etc
15/10/2019	Stringing and Frames	8901	90.00	081019/10981/carnival shields framing
15/10/2019	Water Plus Ltd	8902	469.77	04939881/10987/T H water chgs
15/10/2019	RBS bankline	BACS	55.90	Bankline charges
16/10/2019	West Mercia Energy	DD	3,080.05	1624856/10924/Electricity charges
18/10/2019	BACS P/L Pymnt Page 2268	BACS Pymnt	11,372.82	BACS P/L Pymnt Page 2268
18/10/2019	RVW Pugh Ltd	8903	1,980.00	289072/11007/S scape tools
18/10/2019	RBS Autopay	BANKLINE	59,548.59	Payroll Oct 19

21/10/2019	The Sign Studio	8904	340.00	18296/11009/tree of light star
21/10/2019	RBS bank charges	BACS	12.06	RBS bank charges
23/10/2019	EE Ltd	DD	68.26	01285251354/11063/mobile charges
25/10/2019	BACS P/L Pymnt Page 2275	BACS Pymnt	5,703.88	BACS P/L Pymnt Page 2275
25/10/2019	Prism Solutions	DD	1,103.23	111687/11031/IT support
28/10/2019	RBS Credit Card	DD	320.00	03102019/10978/Survey monkey
28/10/2019	Allpay - Plus Dane	DD	36.28	Allotment garage rental
29/10/2019	Cheshire East Council	8905	18,150.00	41125025/11019/loan repayment
31/10/2019	Suez Recycling and Recovery	DD	293.54	31668072/10941/waste recycling
	Total Payments		232,284.33	

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 6
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ACT Associated Calibration & Training Ltd							
45446/10825/PAT Tester calib Authorised: mjw	28/08/2019	45446	1	90.00	0.00	90.00	0.00
					0.00	90.00	
Above paid on 13/09/2019 by Online Payment Ref ACT							
ANGEL Angel Springs Ltd							
5151978/10826/cleaning service Authorised: mjw	31/08/2019	5151978	1	86.40	0.00	86.40	0.00
					0.00	86.40	
Above paid on 13/09/2019 by Online Payment Ref ANGEL							
BESTCONNEX The Best Connection Group							
3063960/10831/S scape temp Authorised: rb	06/09/2019	3063960	1	637.00	0.00	637.00	0.00
					0.00	637.00	
Above paid on 13/09/2019 by Online Payment Ref BESTCONNEX							
CANDA Canda Copying Ltd							
403365/10833/B & W photocopies Authorised: jp	01/09/2019	403365	1	234.96	0.00	234.96	0.00
403366/10834/colour copying Authorised: jp	01/09/2019	403366	1	528.17	0.00	528.17	0.00
					0.00	763.13	
Above paid on 13/09/2019 by Online Payment Ref CANDA							
CLOWES Clowes Developments (NW) Ltd							
20/16522/10827/water charges Authorised: jp	25/05/2019	20/16522	1	200.12	0.00	200.12	0.00
					0.00	200.12	
Above paid on 13/09/2019 by Online Payment Ref CLOWES							

Continued over page

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 6
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
FOUR Four Oaks Nurseries Ltd							
95103/10858/outside works Authorised: rb	03/09/2019	95103	1	110.70	0.00	110.70	0.00
					0.00	110.70	
Above paid on 13/09/2019 by Online Payment Ref FOUR							
JAF JAF Graphics							
30048/10838/award plaque Authorised: jm	02/04/2019	30048	1	42.00	0.00	42.00	0.00
30195/10840/in Bloom sign Authorised: jm	07/06/2019	30195	1	66.00	0.00	66.00	0.00
30264/10837/in bloom stickers Authorised: jm	31/07/2019	30264	1	48.00	0.00	48.00	0.00
30267/10839/Defib sign Authorised: jm	31/07/2019	30267	1	234.00	0.00	234.00	0.00
30338/10836/P ship dementia Authorised: jm	10/09/2019	30338	1	102.00	0.00	102.00	0.00
					0.00	492.00	
Above paid on 13/09/2019 by Online Payment Ref JAF							
LANDSCAPE Landscape Supply Company							
86397/10841/S scape PPE Authorised: rb	10/09/2019	86397	1	192.53	0.00	192.53	0.00
					0.00	192.53	
Above paid on 13/09/2019 by Online Payment Ref LANDSCAPE							
MERCIA Mercia Tree Care							
1763/10828/strim & weed Cong P Authorised: dm	25/06/2019	1763	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 13/09/2019 by Online Payment Ref MERCIA							
PFK PFK Littlejohn LLP							
SB20191296/10844/external audit Authorised: jp	03/09/2019	SB20191296	1	2,400.00	0.00	2,400.00	0.00
					0.00	2,400.00	
Above paid on 13/09/2019 by Online Payment Ref PFK							

Continued over page

Linked to Cashbook 1

Entered Month 6
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
STONES Stone's Monumental Masons							
1273/10847/P Ship cenotaph Authorised: ms	03/09/2019	1273	1	10,178.45	0.00	10,178.45	0.00
					0.00	10,178.45	
Above paid on 13/09/2019 by Online Payment Ref STONES							
TALKECHEM Talke Chemical Company Limited							
65995/10830/public toilet sund Authorised: mjw	28/08/2019	65995	1	84.06	0.00	84.06	0.00
66000/10829/chemicals for pool Authorised: mjw	29/08/2019	66000	1	93.10	0.00	93.10	0.00
66004/10850/nitrile gloves Authorised: rb	02/09/2019	66004	1	78.00	0.00	78.00	0.00
66008/10848/T Hall sundries Authorised: mjw	05/09/2019	66008	1	62.68	0.00	62.68	0.00
66009/10849/P toilet sundries Authorised: mjw	05/09/2019	66009	1	62.72	0.00	62.72	0.00
					0.00	380.56	
Above paid on 13/09/2019 by Online Payment Ref TALKECHEM							
TMC TMC Creative Ltd							
6570/10851/TMC Creative Ltd Authorised: jm	31/07/2019	6570	1	1,800.00	0.00	1,800.00	0.00
					0.00	1,800.00	
Above paid on 13/09/2019 by Online Payment Ref TMC							
TSELECT T & S Electrical Limited							
1912/10852/light repairs Authorised: mjw	31/08/2019	1912	1	184.20	0.00	184.20	0.00
					0.00	184.20	
Above paid on 13/09/2019 by Online Payment Ref TSELECT							
WESTWALLAS West Wallasey Contract Hire							
WAL238627/10856/lease vans Authorised: rb	06/09/2019	WAL238627	1	3,427.85	0.00	3,427.85	0.00
					0.00	3,427.85	
Above paid on 13/09/2019 by Online Payment Ref WESTWALLAS							
Total Purchase Ledger Payments						0.00	21,242.94

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Entered Month 6
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BESTCONNEX The Best Connection Group							
3067923/10861/S scape temp Authorised: rb	13/09/2019	3067923	1	695.73	0.00	695.73	0.00
3071844/10862/S scape temp Authorised: rb	20/09/2019	3071844	1	544.81	0.00	544.81	0.00
					0.00	1,240.54	
Above paid on 27/09/2019 by Online Payment Ref BESTCONNEX							
BOMFORD Bomford Office Products Ltd							
83113/10863/toner cartridge Authorised: mh	12/09/2019	83113	1	78.67	0.00	78.67	0.00
					0.00	78.67	
Above paid on 27/09/2019 by Online Payment Ref BOMFORD							
CANDA Canda Copying Ltd							
404275/10867/copying costs Authorised: jp	18/09/2019	404275	1	24.40	0.00	24.40	0.00
404276/10866/photocopying cost Authorised: jp	18/09/2019	404276	1	95.48	0.00	95.48	0.00
404277/10864/Photocopier renta Authorised: jp	18/09/2019	404277	1	160.40	0.00	160.40	0.00
C404278/10865/3 months credit Authorised: jp	18/09/2019	C404278	1	-126.28	0.00	-126.28	0.00
					0.00	154.00	
Above paid on 27/09/2019 by Online Payment Ref CANDA							
CHESHELECT Cheshire Electrical Supplies Ltd							
596-048679/10890/light bulb Authorised: rb	03/09/2019	596-048679	1	9.49	0.00	9.49	0.00
					0.00	9.49	
Above paid on 27/09/2019 by Online Payment Ref CHESHELECT							
CHRONICLE Heads Congleton Limited							
116153/10888/Bridal feature Authorised: mh	12/09/2019	116153	1	122.40	0.00	122.40	0.00
					0.00	122.40	
Above paid on 27/09/2019 by Online Payment Ref CHRONICLE							

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 6
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CONGGARDEN Congleton Garden Machinery Ltd							
29518/10889/harness buckle Authorised: rb	10/09/2019	29518	1	6.68	0.00	6.68	0.00
					0.00	6.68	
Above paid on 27/09/2019 by Online Payment Ref CONGGARDEN							
CTHEVENTS C T H Events & Parties							
1999/10869/ASB meeting Authorised: jm	07/08/2019	1999	1	17.40	0.00	17.40	0.00
2000/10870/Partnership Authorised: MS	13/08/2019	2000	1	12.18	0.00	12.18	0.00
2001/10871/TC12740 Authorised: st	14/08/2019	2001	1	87.00	0.00	87.00	0.00
2002/10872/TC12750 Authorised: st	28/08/2019	2002	1	26.10	0.00	26.10	0.00
2003/10873/ASB meeting Authorised: jm	29/08/2019	2003	1	17.40	0.00	17.40	0.00
2015/10874/Wellbeing meeting Authorised: jm	03/09/2019	2015	1	10.44	0.00	10.44	0.00
2016/10875/Partnership Authorised: jm	10/09/2019	2016	1	41.76	0.00	41.76	0.00
2017/10876/TC12756 Authorised: st	11/09/2019	2017	1	137.40	0.00	137.40	0.00
2018/10877/Chairs meeting Authorised: dm	12/09/2019	2018	1	44.64	0.00	44.64	0.00
2019/10878/Partnership Authorised: ms	16/09/2019	2019	1	17.40	0.00	17.40	0.00
2021/10879/partnership Authorised: ms	18/09/2019	2021	1	10.44	0.00	10.44	0.00
2022/10880/strategy working gr Authorised: dm	19/09/2019	2022	1	111.60	0.00	111.60	0.00
2023/10881/business planning Authorised: dm	20/09/2019	2023	1	62.10	0.00	62.10	0.00
					0.00	595.86	

Above paid on 27/09/2019 by Online Payment Ref CTHEVENTS

Linked to Cashbook 1

Entered Month 6
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DCASSIST D C Assist Ltd							
<i>PT008/10883/public toilets</i> Authorised: mjlw	08/09/2019	PT008	1	93.75	0.00	93.75	0.00
<i>TH008/10882/T H toilets</i> Authorised: mjlw	08/09/2019	TH008	1	143.75	0.00	143.75	0.00
<i>PT009/10884/Public toilets</i> Authorised: rb	15/09/2019	PT009	1	93.75	0.00	93.75	0.00
<i>TH009/10885/T H toilets</i> Authorised: rb	15/09/2019	TH009	1	143.75	0.00	143.75	0.00
<i>PT010/10886/public toilets</i> Authorised: rb	22/09/2019	PT010	1	87.50	0.00	87.50	0.00
<i>TH010/10887/T H toilets</i> Authorised: rb	22/09/2019	TH010	1	143.75	0.00	143.75	0.00

0.00 706.25

Above paid on 27/09/2019 by Online Payment Ref DCASSIST

LANDSCAPE Landscape Supply Company							
<i>86507/10891/sharps bins</i> Authorised: rb	13/09/2019	86507	1	42.91	0.00	42.91	0.00

0.00 42.91

Above paid on 27/09/2019 by Online Payment Ref LANDSCAPE

MAXIGIENE Maxigiene Enviromental Services Ltd							
<i>24294J/10894/risk assessment</i> Authorised: mjlw	11/09/2019	24294J	1	360.00	0.00	360.00	0.00

0.00 360.00

Above paid on 27/09/2019 by Online Payment Ref MAXIGIENE

SHRED IT Shred-It Ltd							
<i>9503873842/10896/shredding ser</i> Authorised: rb	12/09/2019	9503873842	1	125.77	0.00	125.77	0.00

0.00 125.77

Above paid on 27/09/2019 by Online Payment Ref SHREDIT

Total Purchase Ledger Payments 0.00 3,442.57

List of Purchase Ledger Payments

Linked to Cashbook 1

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by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BESTCONNEX The Best Connection Group							
3075788/10902/S scape temp Authorised: rb	27/09/2019	3075788	1	486.16	0.00	486.16	0.00
					0.00	486.16	
Above paid on 04/10/2019 by Online Payment Ref BESTCONNEX							
BOMFORD Bomford Office Products Ltd							
83337/10903/sept stationary Authorised: mh	30/09/2019	83337	1	108.24	0.00	108.24	0.00
					0.00	108.24	
Above paid on 04/10/2019 by Online Payment Ref BOMFORD							
CHRONICLE Heads Congleton Limited							
116265/10905/Partnership - dem Authorised: ms	26/09/2019	116265	1	122.40	0.00	122.40	0.00
					0.00	122.40	
Above paid on 04/10/2019 by Online Payment Ref CHRONICLE							
DCASSIST D C Assist Ltd							
DCA.PT011/10907/public toilets Authorised: mjw	29/09/2019	DCA.PT011	1	87.50	0.00	87.50	0.00
DCATH011/10906/town hall toile Authorised: mjw	29/09/2019	DCATH011	1	131.25	0.00	131.25	0.00
					0.00	218.75	
Above paid on 04/10/2019 by Online Payment Ref DCASSIST							
FOUR Four Oaks Nurseries Ltd							
95629/10908/winter planting Authorised: rb	24/09/2019	95629	1	907.20	0.00	907.20	0.00
					0.00	907.20	
Above paid on 04/10/2019 by Online Payment Ref FOUR							

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 7
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LANDSCAPE Landscape Supply Company							
86830/10909/safety gloves Authorised: rb	30/09/2019	86830	1	108.86	0.00	108.86	0.00
					0.00	108.86	
Above paid on 04/10/2019 by Online Payment Ref LANDSCAPE							
NORTHWEST Northwest In Bloom							
IB19/10913/NW in bloom awards Authorised: mh	26/09/2019	IB19	1	180.00	0.00	180.00	0.00
IYN19/10912/IYN in bloom Authorised: mh	30/09/2019	IYN19	1	175.00	0.00	175.00	0.00
					0.00	355.00	
Above paid on 04/10/2019 by Online Payment Ref NORTHWEST							
SASREFRIGE SAS Refrigeration							
S1708/10915/cooler repairs Authorised: mjw	14/08/2019	S1708	1	60.00	0.00	60.00	0.00
					0.00	60.00	
Above paid on 04/10/2019 by Online Payment Ref SASREFRIGE							
ST St John's Community Centre							
201909/10916/luncheon club Authorised: dm	27/09/2019	201909	1	219.00	0.00	219.00	0.00
					0.00	219.00	
Above paid on 04/10/2019 by Online Payment Ref ST							
TALKECHEM Talke Chemical Company Limited							
66019/10918/P toilet stock Authorised: mjw	18/09/2019	66019	1	84.06	0.00	84.06	0.00
66020/10917/T H cleaning stock Authorised: mjw	18/09/2019	66020	1	93.42	0.00	93.42	0.00
					0.00	177.48	
Above paid on 04/10/2019 by Online Payment Ref TALKECHEM							

Linked to Cashbook 1

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
THOMSON Thomson Planning Partnership Ltd							
47/012/AT/016/10919/n plan Authorised: dm	28/09/2019	47/012/AT/016	1	313.86	0.00	313.86	0.00
					<u>0.00</u>	<u>313.86</u>	
Above paid on 04/10/2019 by Online Payment Ref THOMSON							
THREADFAST Threadfast Engineers 1984 Ltd							
SIN102360/10920/lock & keys Authorised: mjw	20/08/2019	SIN102360	1	72.00	0.00	72.00	0.00
					<u>0.00</u>	<u>72.00</u>	
Above paid on 04/10/2019 by Online Payment Ref THREADFAST							
Total Purchase Ledger Payments						<u>0.00</u>	<u>3,148.95</u>

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ANGEL Angel Springs Ltd							
5205009/10925/bottled water Authorised: mjw	30/09/2019	5205009	1	63.14	0.00	63.14	0.00
					<u>0.00</u>	<u>63.14</u>	
Above paid on 11/10/2019 by Online Payment Ref ANGEL							
CHUBB Chubb Fire & Security Ltd							
7747181/10926/security system Authorised: mjw	14/08/2019	7747181	1	166.86	0.00	166.86	0.00
7780845/10927/annual contract Authorised: mjw	10/09/2019	7780845	1	829.87	0.00	829.87	0.00
7815233/10928/security system Authorised: mjw	25/09/2019	7815233	1	369.44	0.00	369.44	0.00
					<u>0.00</u>	<u>1,366.17</u>	
Above paid on 11/10/2019 by Online Payment Ref CHUBB							
CTHEVENTS C T H Events & Parties							
2020/10931/P ship refreshments Authorised: ms	17/09/2019	2020	1	94.80	0.00	94.80	0.00
					<u>0.00</u>	<u>94.80</u>	
Above paid on 11/10/2019 by Online Payment Ref CTHEVENTS							
LANDSCAPE Landscape Supply Company							
86880/10939/hand sanitiser Authorised: rb	30/09/2019	86880	1	151.94	0.00	151.94	0.00
					<u>0.00</u>	<u>151.94</u>	
Above paid on 11/10/2019 by Online Payment Ref LANDSCAPE							
MAC MAC Tool & Plant Hire Ltd							
3849/10936/mower blade Authorised: rb	08/08/2019	3849	1	44.59	0.00	44.59	0.00
3927/10935/Engine oil Authorised: rb	15/08/2019	3927	1	84.00	0.00	84.00	0.00
3930/10934/repair drill Authorised: rb	15/08/2019	3930	1	73.04	0.00	73.04	0.00

List of Purchase Ledger Payments

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by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
4039/10933/combi sleeves Authorised: rb	30/08/2019	4039	1	15.00	0.00	15.00	0.00
						0.00	216.63

Above paid on 11/10/2019 by Online Payment Ref MAC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MITTEN Mitten Clarke 20615/10937/PAYE payroll Authorised: jp	30/09/2019	20615	1	528.00	0.00	528.00	0.00
						0.00	528.00

Above paid on 11/10/2019 by Online Payment Ref MITTEN

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MUSEUM Congleton Museum SI731/10929/P ship Authorised: ms	17/09/2019	SI731	1	13.95	0.00	13.95	0.00
SI732/10930/P ship Authorised: ms	17/09/2019	SI732	1	30.00	0.00	30.00	0.00
						0.00	43.95

Above paid on 11/10/2019 by Online Payment Ref MUSEUM

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PORTERS Porters Service Station Ltd 928/10940/vehicle fuel Authorised: rb	30/09/2019	928	1	1,159.89	0.00	1,159.89	0.00
						0.00	1,159.89

Above paid on 11/10/2019 by Online Payment Ref PORTERS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TALKECHEM Talke Chemical Company Limited 66025/10943/toilet rolls Authorised: mjw	25/09/2019	66025	1	64.56	0.00	64.56	0.00
66034/10942/dust pan & brush Authorised: rb	30/09/2019	66034	1	42.96	0.00	42.96	0.00
						0.00	107.52

Above paid on 11/10/2019 by Online Payment Ref TALKECHEM

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 7
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
THREADFAST Threadfast Engineers 1984 Ltd							
<i>SIN101987/10948/brackets</i> Authorised: mjlw	24/07/2019	SIN101987	1	12.00	0.00	12.00	0.00
<i>SIN101988/10950/keys, nuts</i> Authorised: mjlw	24/07/2019	SIN101988	1	10.20	0.00	10.20	0.00
<i>SIN102377/10944/keys</i> Authorised: rb	21/08/2019	SIN102377	1	22.80	0.00	22.80	0.00
<i>SIN102744/10945/keys</i> Authorised: rb	23/09/2019	SIN102744	1	21.00	0.00	21.00	0.00
<i>SIN102745/10946/socket/screwdr</i> Authorised: rb	23/09/2019	SIN102745	1	88.99	0.00	88.99	0.00
<i>SIN102746/10949/drill, padlock</i> Authorised: mjlw	23/09/2019	SIN102746	1	29.40	0.00	29.40	0.00
<i>SIN102747/10947/keys</i> Authorised: rb	23/09/2019	SIN102747	1	10.80	0.00	10.80	0.00
					0.00	195.19	
Above paid on 11/10/2019 by Online Payment Ref THREADFAST							
URC United Reformed Church							
<i>300919/10951/Luncheon club</i> Authorised: dm	30/09/2019	300919	1	409.50	0.00	409.50	0.00
					0.00	409.50	
Above paid on 11/10/2019 by Online Payment Ref URC							
Total Purchase Ledger Payments					0.00	4,336.73	

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ADPROFILE A D Profile Ltd							
1360/10956/xmas advert Authorised: Jm	08/10/2019	1360	1	108.00	0.00	108.00	0.00
					0.00	108.00	
Above paid on 18/10/2019 by Online Payment Ref ADPROFILE							
BESTCONNEC The Best Connection Group							
3079667/10958/s scape temp Authorised: rb	04/10/2019	3079667	1	620.27	0.00	620.27	0.00
3083611/10957/s scape temp Authorised: rb	11/10/2019	3083611	1	486.16	0.00	486.16	0.00
					0.00	1,106.43	
Above paid on 18/10/2019 by Online Payment Ref BESTCONNEC							
BOMFORD Bomford Office Products Ltd							
83483/10959/Bomford Office Pro Authorised: mh	11/10/2019	83483	1	52.13	0.00	52.13	0.00
					0.00	52.13	
Above paid on 18/10/2019 by Online Payment Ref BOMFORD							
CAVERN Cavern Protective Clothing							
18606/10961/s scape PPE Authorised: rb	01/10/2019	18606	1	88.80	0.00	88.80	0.00
18609/10960/s scape PPE Authorised: rb	08/10/2019	18609	1	127.20	0.00	127.20	0.00
18610/10962/s scape PPE Authorised: rb	08/10/2019	18610	1	132.00	0.00	132.00	0.00
					0.00	348.00	
Above paid on 18/10/2019 by Online Payment Ref CAVERN							
CTHEVENTS C T H Events & Parties							
2028/10963/P ship refreshments Authorised: ms	01/10/2019	2028	1	537.00	0.00	537.00	0.00
2029/10964/Highways Authorised: st	02/10/2019	2029	1	34.80	0.00	34.80	0.00
					0.00	571.80	
Above paid on 18/10/2019 by Online Payment Ref CTHEVENTS							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DCASSIST D C Assist Ltd							
<i>DCAPT012/10966/public toilets</i> Authorised: mjlw	06/10/2019	DCAPT012	1	87.50	0.00	87.50	0.00
<i>DCATH012/10967/Town Hall toilet</i> Authorised: mjlw	06/10/2019	DCATH012	1	131.25	0.00	131.25	0.00
<i>DCAPT013/10965/public toilets</i> Authorised: mjlw	13/10/2019	DCAPT013	1	75.00	0.00	75.00	0.00
<i>DCATH013/10968/T Hall toilets</i> Authorised: mjlw	13/10/2019	DCATH013	1	100.00	0.00	100.00	0.00
					0.00	393.75	

Above paid on 18/10/2019 by Online Payment Ref DCASSIST

FURNITURE Furniture Hire UK Ltd							
<i>120799/10952/beer tables/bench</i> Authorised: jm	16/09/2019	120799	1	237.76	0.00	237.76	0.00
<i>122166/10989/table hire xmas</i> Authorised: jm	03/10/2019	122166	1	57.84	0.00	57.84	0.00
					0.00	295.60	

Above paid on 18/10/2019 by Online Payment Ref FURNITURE

KGLOACH K G Loach							
<i>41285/10971/compost</i> Authorised: rb	01/10/2019	41285	1	280.50	0.00	280.50	0.00
<i>41301/10973/weed killer etc</i> Authorised: rb	02/10/2019	41301	1	752.06	0.00	752.06	0.00
<i>41302/10970/s scape tools</i> Authorised: rb	02/10/2019	41302	1	35.46	0.00	35.46	0.00
<i>41355/10972/spades</i> Authorised: rb	08/10/2019	41355	1	68.36	0.00	68.36	0.00
					0.00	1,136.38	

Above paid on 18/10/2019 by Online Payment Ref KGLOACH

LANDSCAPE Landscape Supply Company							
<i>87076/10974/gardening tools</i> Authorised: rb	10/10/2019	87076	1	256.02	0.00	256.02	0.00
					0.00	256.02	

Above paid on 18/10/2019 by Online Payment Ref LANDSCAPE

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
NORTHRODE North Rode Timber Co. Ltd							
163774/10953/chisel & wood Authorised: mjw	10/09/2019	163774	1	19.98	0.00	19.98	0.00
					0.00	19.98	
Above paid on 18/10/2019 by Online Payment Ref NORTHRODE							
OTIS Otis Ltd							
01365640/10975/lift service Authorised: mjw	01/10/2019	01365640	1	560.55	0.00	560.55	0.00
					0.00	560.55	
Above paid on 18/10/2019 by Online Payment Ref OTIS							
PME P M E Maintenance Ltd							
9287/10976/storage xmas lights Authorised: jm	05/10/2019	9287	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 18/10/2019 by Online Payment Ref PME							
SHRED IT Shred-It Ltd							
9503928892/10979/Shredding ser Authorised: rb	10/10/2019	9503928892	1	125.77	0.00	125.77	0.00
					0.00	125.77	
Above paid on 18/10/2019 by Online Payment Ref SHREDIT							
PIRAL Spiral Colour							
33458/10980/green fayre banner Authorised: mh	09/10/2019	33458	1	58.80	0.00	58.80	0.00
					0.00	58.80	
Above paid on 18/10/2019 by Online Payment Ref SPIRAL							
TALKECHEM Talke Chemical Company Limited							
66022/10954/s scape stock Authorised: rb	30/09/2019	66022	1	816.00	0.00	816.00	0.00
					0.00	816.00	
Above paid on 18/10/2019 by Online Payment Ref TALKECHEM							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance	
TAYLER Stuart Tayler Plumbing								
021019/10986/toilet repairs Authorised: mjw	02/10/2019	021019	1	75.00	0.00	75.00	0.00	
					0.00	75.00		
Above paid on 18/10/2019 by Online Payment Ref TAYLER								
TMC TMC Creative Ltd								
6711/10982/website work Authorised: jm	30/09/2019	6711	1	336.00	0.00	336.00	0.00	
6709/10984/website works Authorised: jm	14/10/2019	6709	1	168.00	0.00	168.00	0.00	
6710/10983/website works Authorised: jm	14/10/2019	6710	1	336.00	0.00	336.00	0.00	
					0.00	840.00		
Above paid on 18/10/2019 by Online Payment Ref TMC								
TSELECT T & S Electrical Limited								
1938/10955/hand dryer Authorised: mjw	23/09/2019	1938	1	475.16	0.00	475.16	0.00	
					0.00	475.16		
Above paid on 18/10/2019 by Online Payment Ref TSELECT								
VIBRANT Vibrant Graphics Ltd								
029486/10985/CTC letterhead Authorised: mh	03/10/2019	029486	1	105.60	0.00	105.60	0.00	
					0.00	105.60		
Above paid on 18/10/2019 by Online Payment Ref VIBRANT								
WESTWALLAS West Wallasey Contract Hire								
WAL239119/10988/van leasing Authorised: rb	08/10/2019	WAL239119	1	3,427.85	0.00	3,427.85	0.00	
					0.00	3,427.85		
Above paid on 18/10/2019 by Online Payment Ref WESTWALLAS								
Total Purchase Ledger Payments						0.00	11,372.82	

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BESTCONNEX The Best Connection Group							
3087462/10990/S scape temps Authorised: rb	18/10/2019	3087462	1	486.16	0.00	486.16	0.00
					0.00	486.16	
Above paid on 25/10/2019 by Online Payment Ref BESTCONNEX							
CALC Cheshire Association of Local Councils							
2019/194/10993/guide books Authorised: dm	17/10/2019	2019/194	1	75.00	0.00	75.00	0.00
2019/240/10992/cllr training Authorised: dm	17/10/2019	2019/240	1	35.00	0.00	35.00	0.00
					0.00	110.00	
Above paid on 25/10/2019 by Online Payment Ref CALC							
CHAINS Chains & Lifting Tackle (Midlands) Ltd							
103908/10991/site visit Authorised: mjw	10/10/2019	103908	1	180.00	0.00	180.00	0.00
					0.00	180.00	
Above paid on 25/10/2019 by Online Payment Ref CHAINS							
CTHEVENTS C T H Events & Parties							
2038/10995/Town centre mtg Authorised: jm	23/09/2019	2038	1	89.28	0.00	89.28	0.00
2039/10996/Chairs meeting Authorised: dm	03/10/2019	2039	1	44.64	0.00	44.64	0.00
2041/10998/TC12781 Authorised: st	08/10/2019	2041	1	43.50	0.00	43.50	0.00
2042/10999/TC12782 Authorised: st	09/10/2019	2042	1	87.00	0.00	87.00	0.00
2040/10997/partnership Authorised: ms	10/10/2019	2040	1	10.44	0.00	10.44	0.00
2043/11000/partnership Authorised: ms	15/10/2019	2043	1	17.40	0.00	17.40	0.00
					0.00	292.26	
Above paid on 25/10/2019 by Online Payment Ref CTHEVENTS							

Linked to Cashbook 1

Entered Month 7
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CTM Cheshire Turf Machinery Ltd							
<i>170777/10994/mower repairs</i> Authorised: rb	21/10/2019	170777	1	793.55	0.00	793.55	0.00
					<u>0.00</u>	<u>793.55</u>	
Above paid on 25/10/2019 by Online Payment Ref CTM							
DCASSIST D C Assist Ltd							
<i>DCAPT014/11002/public toilets</i> Authorised: mjw	20/10/2019	DCAPT014	1	81.25	0.00	81.25	0.00
<i>DCATH014/11001/T H toilets</i> Authorised: mjw	20/10/2019	DCATH014	1	143.75	0.00	143.75	0.00
					<u>0.00</u>	<u>225.00</u>	
Above paid on 25/10/2019 by Online Payment Ref DCASSIST							
ECCE E Cheshire Chamber of Comm & Enterprise							
<i>8442/11003/annual membership</i> Authorised: dm	09/10/2019	8442	1	300.00	0.00	300.00	0.00
					<u>0.00</u>	<u>300.00</u>	
Above paid on 25/10/2019 by Online Payment Ref ECCE							
FESTIVE Festive Lights Ltd							
<i>SO1458466/11004/xmas lights</i> Authorised: jm	14/10/2019	SO1458466	1	555.48	0.00	555.48	0.00
					<u>0.00</u>	<u>555.48</u>	
Above paid on 25/10/2019 by Online Payment Ref FESTIVE							
LEAFLET The Leaflet Team							
<i>TDK1087/11005/delivery service</i> Authorised: jm	25/09/2019	TDK1087	1	495.00	0.00	495.00	0.00
					<u>0.00</u>	<u>495.00</u>	
Above paid on 25/10/2019 by Online Payment Ref LEAFLET							

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 7
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
NORTHWICH Northwich Town Council							
3829/11006/Road closure traini Authorised: jm	21/10/2019	3829	1	720.00	0.00	720.00	0.00
						<u>0.00</u>	<u>720.00</u>
Above paid on 25/10/2019 by Online Payment Ref NORTHWICH							
TALKECHEM Taike Chemical Company Limited							
66028/11010/TH cleaning stock Authorised: mjw	08/10/2019	66028	1	95.34	0.00	95.34	0.00
66042/11011/tape graffiti remo Authorised: rb	14/10/2019	66042	1	94.51	0.00	94.51	0.00
66043/11012/toilet cleaning sl Authorised: mjw	14/10/2019	66043	1	135.58	0.00	135.58	0.00
						<u>0.00</u>	<u>325.43</u>
Above paid on 25/10/2019 by Online Payment Ref TALKECHEM							
VIBRANT Vibrant Graphics Ltd							
029496/11013/Bear Necessities Authorised: jm	16/10/2019	029496	1	1,221.00	0.00	1,221.00	0.00
						<u>0.00</u>	<u>1,221.00</u>
Above paid on 25/10/2019 by Online Payment Ref VIBRANT							
Total Purchase Ledger Payments						<u>0.00</u>	<u>5,703.88</u>

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	21 st November 2019 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM REPORT TITLE	14 Internal Audit Report - First interim 2019/20		
Background	<p>The statutory instrument of government which is the Accounts and Audit Regulations 2015 Section 5(1) requires the Town Council to 'undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes'.</p> <p>Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. The purpose of internal audit is to review and report to the council on whether its systems of financial and other internal controls over its activities and operating procedures are effective.</p> <p>In February 2019 Congleton Town Council reappointed Auditing Solutions to carry out the internal audits for 2019/20. The internal auditor comes to the offices 3 times per year and produces a report each time which must be approved by either F&P or Council. They also sign the Annual Governance and Accountability Return (AGAR) after the final audit in June which is submitted to the External Auditor.</p>		
Updates	This is the first interim internal audit report for the financial year 2019/20 which was carried out on 22/10/2019.		
Decision Requested	To receive and approve the Internal Audit Report – first interim 2019/20		



AUDITING SOLUTIONS LTD

Congleton Town Council

Internal Audit Report 2019-20: First Interim

Adrian Shepherd-Roberts

*For and on behalf of
Auditing Solutions Ltd*

Background

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

This report sets out the work undertaken in relation to the 2019-20 financial year, during our visit 22nd October 2019 together with the matters arising and recommendations for action, where appropriate.

Internal Audit Approach

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

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

Overall Conclusion

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

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

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

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

- Ensured that the ledger remains in balance at the present date;
- Verified the opening trial balance for 2019-20 to the Statement of Accounts and AGAR for 2018-19 to ensure that the closing balances have been brought forward accurately and completely;
- Checked and agreed transactions in the Council's main bank account cashbooks to the relevant RBS Bank statements for September 2019;
- Checked and agreed for the same month, all inter account "sweep" transfers between the current and high interest bank account;
- Examined and verified the accuracy of transactions in the Council's mayoral charity bank account cashbooks for the year to September 2019, bank accounts as at 30th September 2019 to ensure that no long-standing uncleared cheques or other anomalous entries exist.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment. We will undertake further work in this area at future visits.

Review of Corporate Governance

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

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

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

Conclusions

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

Review of Expenditure

Our aim here is to ensure that: -

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

We have continued work in this area examining a sample of payments individually in excess of £3,500 plus every 35th payment processed in the year to 30th September 2019 totalling £158,543 and equating to 44% by value of all non-pay related expenditure.

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

Conclusions

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

Assessment and Management of Risk

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

Risk assessment registers are in place and they are subject to routine annual review and update. We note that the Business Risk Assessment was formally approved by Finance & Policy Committee in February 2019 and will again be reviewed later in this financial year.

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

Zurich Municipal continues to provide the Council's insurance cover: we have examined the current year's schedule (to May 2020) and consider it meets the current needs of the Council appropriately with Employer's liability set at £10 million and Public Liability cover set at £15 million and Fidelity Guarantee cover at £1.0 million.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment. We will undertake further work at future visits.

Precept Determination and Budgetary Control

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

The Council will commence consideration of the 2020-21 budgetary requirements later this year and we shall consider the action taken and outcomes, together with the approved level of precept at a future visit.

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

Conclusions

We have been advised that the Council are to formally consider and finalise its budget and precept requirements for 2020-21 later in the financial year. Consequently, we shall review this area further at our final visit, also examining the year's budget outturn, following up any significant variances and obtaining appropriate explanations: we shall also consider the appropriateness of retained reserves to meet the Council's ongoing revenue spending requirements and any development aspirations.

Review of Income

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

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

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

Conclusions

We are pleased to record that there are no significant issues in this area. We will undertake further work at future visits.

Petty Cash Account and Credit Card

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

We have by reference to transactions in October 2019: -

- Verified that all payments were suitably supported by a traders invoice or till receipt,
- Noted that sound “internal” vouchers, sequentially numbered and signed by the claimant, are attached to the receipts;
- Verified that VAT is correctly identified with a journal entry made to the Omega control account for periodic recovery;
- Verified and balanced the petty cash to the holding of £200; and
- We have also completed a review of the credit card facility to 3rd October 2019 and have checked the receipts and subsequent payments by the bank and we are satisfied that this is managed and controlled effectively.

Conclusions

No matters arise in this area of our review.

Review of Staff Salaries

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

- Ensured that the Council has approved staff pay rates for the financial year, based upon the approved NJC rates:
- Checked and agreed the computation of staff gross and net pay and salary deductions for September 2019, noting the continued use of a local, third party bureau service provider who utilises Sage software for this purpose;

- Checked to ensure that appropriate tax codes and national insurance tables are being applied in the year and that the correct deductions / contributions have been deducted and paid over to HMRC in a timely manner;
- Ensured that the appropriate revised superannuation contribution rates have been applied, also ensuring that the deductions have been paid over to the County Council in a timely manner; and
- Examined a sample of the time sheets and travel expenses supporting payments made through the September 2019 payroll to ensure that they have been approved for payment and processed appropriately.

Conclusions

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

Investments & Loans

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

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

We have verified the half-yearly loan repayment to PWLB by reference to the direct debit advice as part of the aforementioned expenditure testing. We have also confirmed that the final payment for the interest free loan from Cheshire East BC due to be completed in October 2019.

Conclusions

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

CONGLETON TOWN COUNCIL












COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	21 st October 2019 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	CES Committee		
AGENDA ITEM REPORT TITLE	15 A request from CES Committee for Speed Indication Device Approval		
Background	<p>At the Community, Environment and Services Committee members considered a request from Congleton Volunteer Speed Watch group for a Speed Indication Device (SID) and it considered three models of device.</p> <p>The committee recommended the purchase of a transferrable, solar panel device which also stores data which can be used as evidence for future potential speed traffic management measures. The sign from SIDSIGNS.co.uk for £1382.00 + Vat was the preferred (and cheapest) option.</p> <p>CES 36/1920 Resolved:</p> <p>To support the Lower Heath Speedwatch group's request for a Speed Indication Device (SID) as specified above and to recommend to Finance and Policy its approval to procure the SID from SIDSIGNS.co.uk £1382 plus VAT subject to recommendations from current users of this model.</p> <p>Since the committee meeting officers have been in contact with SIDSIGNS and with a purchasing authority. More than 500 of the signs have been sold by this company in the UK and the authority spoken to reported that they were happy with the customer service and product and have since purchased a second device.</p>		
Decision Requested	To approve the spending of £1382 from the Earmarked Reserve (EMR) of £8,779 for traffic calming/crime prevention on the purchase of a SID from SIDSIGNS as recommended by Community, Environment and Service Committee on the 14 th November 2019.		

APPROVAL FOR PURCHASE OF SPEED INDICATION DEVICE

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Community Environment and Services																	
MEETING DATE AND TIME	7 th November 2019 7.00pm	LOCATION	Congleton Town Hall															
REPORT FROM	R Burgess – Streetscape Development Manager and Cllr Margaret Gartside																	
AGENDA ITEM REPORT TITLE	13 SID – Speed Indicator Device																	
Current Situation	<p>There are many types of SIDs in Congleton, below is a table of the type and locations and we wish to make the council aware of the various types and locations :</p> <table border="1"> <thead> <tr> <th><u>Type</u></th> <th><u>Location in Congleton</u></th> <th><u>Image</u></th> </tr> </thead> <tbody> <tr> <td>Fixed Speed Indicators Devices</td> <td>1 x Buxton Road near to Jct of Buxton Old Road – as you travel to Congleton Town 1 x Park Lane side of 32A– as you travel to Congleton Town 1 x Newcastle Road opposite Astbury Garage – as you travel to Congleton Town 2 x Padgbury Lane one in each direction</td> <td></td> </tr> <tr> <td></td> <td>2 x Leek Road one in each direction (Flashing 30)</td> <td></td> </tr> <tr> <td></td> <td>1x Leek Road by Railway Bridge (Slow Down Flashing when going above 30mph)</td> <td></td> </tr> <tr> <td>Speed Cameras</td> <td>1 x Park Lane 1x Buxton Road</td> <td></td> </tr> </tbody> </table>			<u>Type</u>	<u>Location in Congleton</u>	<u>Image</u>	Fixed Speed Indicators Devices	1 x Buxton Road near to Jct of Buxton Old Road – as you travel to Congleton Town 1 x Park Lane side of 32A– as you travel to Congleton Town 1 x Newcastle Road opposite Astbury Garage – as you travel to Congleton Town 2 x Padgbury Lane one in each direction			2 x Leek Road one in each direction (Flashing 30)			1x Leek Road by Railway Bridge (Slow Down Flashing when going above 30mph)		Speed Cameras	1 x Park Lane 1x Buxton Road	
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Fixed Speed Indicators Devices	1 x Buxton Road near to Jct of Buxton Old Road – as you travel to Congleton Town 1 x Park Lane side of 32A– as you travel to Congleton Town 1 x Newcastle Road opposite Astbury Garage – as you travel to Congleton Town 2 x Padgbury Lane one in each direction																	
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