



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

9th January 2020

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

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 16th January 2020

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 16th January 2020** commencing at **7.00pm.**

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

Yours sincerely,

David McGifford
Chief Officer

AGENDA

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

2. Minutes of Last Meeting (Enclosed)

To approve the Minutes of the Meeting of the Committee held on 21st November 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@congletontowncouncil.co.uk www.congleton-tc.gov.uk



5. Questions from Members of the Public

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

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

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

7. New Applications for Financial Assistance (Enclosed)

- **Grant ref GR19/1920 – Congleton Unplugged**
- **Grant ref GR20/1920 – Congleton Harriers**
- **Grant ref GR21/1920 – Astbury Mere Trust**
- **Grant ref GR22/1920 – ACT IT OUT CIC**

8. New Grant Activities Monitoring Forms (Enclosed)

- **Congleton U3A Road Cycling Group - Original Grant ref GR13/1819**
- **Congleton Harriers – Half Marathon – Original Grant ref GR02/1920**

9. Letter of thanks from Congleton Guiding (Enclosed)

To receive a letter of thanks from Congleton Guides.

10. Management Accounts (Enclosed)

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

11. Bank Reconciliation (Enclosed)

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

12. Savings Account Balances (Enclosed)

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

13. List of Payments (Enclosed)

To receive and consider the Payments lists between 1st - 30th November 2019.

14. Appointment of Internal Auditor (Enclosed)

To approve the appointment of Auditing Solutions as the internal auditor for 2020/21.

15. Annual review of the Investment Policy and Strategy (Enclosed)

To review and approve the Investment Policy and Investment Strategy.

16. Bad Debt (Enclosed)

To approve writing off a bad debt for Town Hall Bathrooms.

To: Members of the Finance & Policy Committee

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

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

Ccs: Other members of the Council and Honorary Burgesses (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 21st November 2019**

PRESENT Committee members,

Duncan Amies
Robert Douglas (Chair)
Paul Duffy
George Hayes
Rob Moreton
Mark Rogan
James Smith

Non Committee members

Dawn Allen
Denis Murphy (Deputy Mayor)
Sally Ann Holland (Town Mayor)

1. Apologies

Apologies for absence were received from Committee members Russell Chadwick, David Brown and Jean Parry and from Non-Committee members Suzanne Akers Smith, Robert Hemsley and Kay Wesley.

2. Minutes

FAP/27/1920 RESOLVED that the Minutes of the Meeting of the Committee held on 10th October 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.

Cllrs R Moreton, G Hayes, S Holland and D Murphy declared a non-pecuniary interest in all matters relating to Cheshire East Council.

Cllr S Holland declared a non-pecuniary interest in item 7 grant applications.

Cllr D Murphy declared a non-pecuniary interest in item 7 grant applications and 15 Request for a SID device from C,E and S committee.

4. Outstanding Actions

None.

5. Questions from Members of the Public

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

There were no questions from members of the public.

6. Grant Approvals and Commitments 2019/20

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

FAP/28/1920 RESOLVED that the grant statement be received.

7. New Applications for Financial Assistance

FAP/29/1920 RESOLVED that the following grants be approved:

- **Grant ref GR15/1920** – Girlguiding 2020 Eurojamboree Trip (C Ling) £150
- **Grant ref GR16/1920** – Girlguiding 2020 Eurojamboree Trip (A Downing) £150
- **Grant ref GR17/1920** – Girlguiding 2020 Eurojamboree Trip (M Downing) £150
- **Grant ref GR18/1920** – Girlguiding 2020 Eurojamboree Trip (N Scott) £150

It was agreed to write to the Leader of the Cheshire European Jamboree unit to explain that the committee would not be able to accept any more grant applications towards this particular trip and that in future we would ask for one application from the unit rather than individual ones.

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**

FAP/30/1920 RESOLVED to receive the Grant Activities Monitoring Forms.

9. Letter of thanks

FAP/31/1920 RESOLVED to receive a letter of thanks from both Congleton Jazz and Blues Festival and from the leader of Cheshire European Jamboree Unit for the Town Council's support.

10. Management Accounts

FAP/32/1920 RESOLVED to receive the Management Accounts to 30th September 2019.

11. Bank Reconciliation

FAP/33/1920 RESOLVED to receive the bank reconciliation as at 31st October 2019.

12. Savings Account Balances

FAP/34/1920 RESOLVED to receive the Savings Account balances as at 31st October 2019.

13. List of Payments

FAP/35/1920 RESOLVED to receive the List of Payments between 1st September and 31st October 2019.

14. Internal Audit First interim report 2019/20

FAP/36/1920 RESOLVED to receive and approve the first interim Internal Audit report 2019/20 and to note that there were no recommendations therein requiring any action.

15. To receive a recommendation from C, E &S Committee

FAP/37/1920 RESOLVED to purchase a Speed Indicator Device (SID) as discussed and recommended by C,E &S committee at a cost of £1,382 to be taken from the earmarked reserve for traffic calming.

**Cllr Robert Douglas
Chair**

Congleton Town Grant Commitments 2019/20									
Permitted									
Date Grant Approved	To	For	Section	Minute Reference	Approved EMR b/fwd £	Approved 19/20 £	Paid £	Outstanding	Date Paid
	Subsidised Use of Town Hall					4,500.00	5093.85	-593.85	
05/07/2018	SWANS	Funding for counselling sessions	Gpoc	FAP/18/1819	250.00	0.00	250.00	0.00	19/08/2019
10/01/2019	Congleton Unplugged	Support for event	Gpoc	FAP/54/1819	500.00		500.00	0.00	08/04/2019
10/01/2019	230 Squadron Air Cadets	Contribution towards minibus	Gpoc	FAP/54/1819	500.00			500.00	
10/01/2019	U3A cycling group	Contribution towards High V/s shirts	Gpoc	FAP/54/1819	400.00		400.00	0.00	08/04/2019
21/03/2019	Beatown Patchwork & Quilters	contribution towards exhibition 2019	Gpoc	FAP/79/1819	350.00		350.00	0.00	04/07/2019
21/03/2019	Rode Hall Silver Band	support for uniform	Gpoc	FAP/79/1819	600.00		600.00	0.00	30/04/2019
21/03/2019	Friends of Congleton Park	Brass on the grass 2019	Gpoc	FAP/79/1819	300.00		300.00	0.00	13/06/2019
21/03/2019	Ruby's fund	Teddy Bear's picnic	Gpoc	FAP/79/1819	500.00		500.00	0.00	21/08/2019
21/03/2019	Friends for Leisure	support for taking out children	Gpoc	FAP/79/1819	230.00		230.00	0.00	08/04/2019
21/03/2019	Cong Bath House & Physic garden	Support with marketing/advertising	Gpoc	FAP/79/1819	500.00		234.00	266.00	23/07/2019
21/03/2019	Congleton Library	Support for summer reading challenge	Gpoc	FAP/79/1819	150.00		150.00	0.00	10/09/2019
21/03/2019	SOL Theatre School	Summer show 2019 support	Gpoc	FAP/79/1819	600.00		600.00	0.00	02/01/2020
21/03/2019	Bromley Farm CC	Newsletter	Gpoc	FAP/79/1819	400.00			400.00	
21/03/2019	Changling Lanes	flyers, printing	Gpoc	FAP/79/1819	297.00		297.00	0.00	08/04/2019
06/06/2019	Congleton Bowling Club	floor to park bowling club	Gpoc	FAP/03/1920		250.00	250.00	0.00	13/06/2019
06/06/2019	Congleton Harriers	support for Cong Half Marathon	Gpoc	FAP/03/1920		650.00	650.00	0.00	13/06/2019
06/06/2019	Friends of Congleton Park	contribution to equip mover	Gpoc	FAP/03/1920		250.00	250.00	0.00	28/08/2019
11/07/2019	Dane Valley Swimming Club	Contribution to training equipment	Gpoc	CTC/23/1920		415.00		415.00	
11/07/2019	Jazz and Blues Festival	Sponsorship of festival	Gpoc	CTC/23/1920		750.00	750.00	0.00	11/10/2019
11/07/2019	Cong Pentecostal Church	Contribution to chairs	Gpoc	CTC/23/1920		500.00	500.00	0.00	10/09/2019
12/09/2019	Cong URC	Contribution to new kitchen	Gpoc	FAP/13/1920		1,000.00		1000.00	
12/09/2019	Congleton Bowling Club	CCTV contribution	Gpoc	FAP/13/1920		250.00	250.00	0.00	19/09/2019
12/09/2019	Our Gang	Sponsorship of Gang Show	Gpoc	FAP/13/1920		600.00	600.00	0.00	11/11/2019
12/09/2019	CCCU	Membership fee for CVS	Gpoc	FAP/13/1920		45.00	45.00	0.00	19/09/2019
10/10/2019	Girl Guide eurojam (H Todd)	contribution to jamboree	Gpoc	FAP/22/1920		150.00	150.00	0.00	11/11/2019
10/10/2019	Girl Guide eurojam (L Downing)	contribution to jamboree	Gpoc	FAP/22/1920		150.00	150.00	0.00	11/11/2019
10/10/2019	Congleton Musical Theatre	Sponsor King and I	Gpoc	FAP/22/1920		600.00		600.00	
21/11/2019	Girl Guides Eurojam x 4	contribution to jamboree	Gpoc	FAP/28/1920		600.00	600.00	0.00	04/12/2019
Totals					5577.00	10710.00	9754.85	987.15	0.00
	EMR b/fwd		£5,577.00						
	Budget 19/20		£19,500.00	£61,525.00	Total Grant budget				
	Total approved to date		£16,980.85						
	Total money still available for grants		£25,196.15						

Congleton Town Grant Commitments										
		Specific Budgets								
Date Grant Approved	To	For	Section	Minute Referen	EMR b/fwd	Budget	Approved 19/20	Paid £	Outstandin	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	1,000.00	733.00	267.00	30/11/2019
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	38,275.00	38,008.00	267.00	
	Ear marked reserve b/fwd		£0							
	Budget 2019/20		£42,025							
	Total approved to date		£38,275							
	Total awaiting application		£3,750							



Congleton Town Council

Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR19 / 1920
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1.1	Applicant(s):	Vince Cutcliffe
1.2	Representing:	Congleton Unplugged
1.3	Email Address:	vince.cutcliffe@congletonunplugged.com
1.4	Tel No.	0775 500 534
1.5	Project Title:	Congleton Unplugged
1.6	Project Objectives:	<ul style="list-style-type: none"> - Create community spirit in Congleton. - Bring people into town at an otherwise quiet time of year. - Contribute toward sustainability of our town. - Provide a free music and event experience weekend.
1.7	Brief Project Description:	<ul style="list-style-type: none"> - 14 free entry venues. - More than 40 performances. - Showcase events at Visyon and The Pentecostal Church. - Free gigs all weekend March 6, 7, 8. - Run by volunteers (in association with local professionals). - Contribute to town centre sustainability. - Put town on the Tourist map at a quiet time of year. - Continuing an expanded format to increase project offering.
1.8	Details accounts/budgets	Please see attached document; Financial statement and plan 2020.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	Total cost: £20,555, promotion costs; £3670, ie this funding request, see attached doc "SECTION 1.8 of CTC Application for Financial Assistance" for detail.
2.2	Total contribution sought:	£500
2.3	What will the money be spent on?	This funding will go towards programme/leaflets cost which is approximately £955. The size and content of the programme similar to 2019, reflects an increased project offering, which after last year's successful "Unplugged" we have continued to include in the project this year.

2.4	Any ongoing costs:	Ongoing costs excluding office equipment/software £1240. PLI and web costs amount a total of approximately £400. Expansion of workload and office space requirements the project has taken shared office space at the Electric Picture House (Spindle Mill), total cost £840 pa, a local benefactor contributes £390 of this item. The cost of these items is otherwise shared across CJAB and Unplugged.
2.5	Details of <i>confirmed</i> match funding include source <i>Cash:</i> <i>In kind:</i>	Confirmed Income; Lamb Inn £300 Bearown Brewery £350 Venues £1100 Local benefactor £390 Anticipated income; Adverts/supporters £250 Other Funders £700 In kind; Volunteer effort 72 mandays @ £100 pmd £7200 AD Profile (in addition to manday effort) £1500 Music Gofer (discounted value) £800
2.6	Resources needed:	Promotional material (art and design work), advertising, leaflets, programmes, web site and social media content, IT, finance, project management and communication skills (with office space and supporting office equipment and storage). Access to and knowledge of local and regional artists/bands. Stage and sound equipment and providers thereof, professional sound engineers, willing and available local handymen/labour force, tea, biscuits, time, patience and resilience.
2.7	Estimated timescale of project from start to finish:	Start Date September 2019 End Date May 2020

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	<ul style="list-style-type: none"> - A free community spirited event, on March 6, 7 and 8, a weekend packed with over 40 free entry music events/gigs. - A town's people demonstrating its love of community spirit and the opportunity to experience their friends and town in a great light. - Showcase the town and the great venues of all kinds, maybe explore places they have not been to previously. - Experience a variety of mainly acoustic based music, all styles, pop, indie, folk, celtic and classical.
3.2	Are there similar services/projects provided in the area	Yes, Congleton Jazz and Blues (CJAB) which is run by the same group of volunteers, CJAB runs over the Saturday and Sunday of the August bank holiday weekend .

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	The organisers seek feedback via their website and social media. The team also solicit feedback from venues and musicians. Other sometimes adhoc feedback comes from a variety of groups including funders and advertisers and especially attendees either face to face, in writing, via social media or other means.
4.2	Describe how you will promote the Town Council in your project	The town council coat of arms and title will be billed prominently in the thanks to sponsors page of our event programme.

Signature:

Vince Cutcliffe

Date: 21st Nov 2019

Congleton Unplugged Application - November 2019

FINANCE STATEMENT AS AT 20.11.2019

The Unplugged event of 2019 made a profit of £625.

Balance in the account is £920.67, this excludes bills yet to pay; £110 towards PLI and £200 towards office accommodation (subsidised).

This profit was based on the sale of tickets at events leading upto the “free” weekend of 2019 and sales of merchandise (posters). The team will be running the 2020 event in a similar way, 3 ticketed events leading upto the weekend, and a weekend, Friday, Saturday and Sunday of free entry events.

The Unplugged bank balance £920.67, in addition to the approximately £4,400 in the Jazz and Blues account, this and any profits made will go towards making both festivals self-financing, currently both events are bank rolled by a local benefactor.

NOTICE OF ORGANISATIONAL CHANGE

The structure of the organisations running these events will change with the team/organisation becoming a CIC Ltd company. This change is being worked upon with “pro bono” accountancy and legal support from local established businesses. It is anticipated that work will complete before the end of 2019.

The aim of this change is to build on the integrity of the CJAB/Unplugged brand, for the operation of the business to become more formally credible, and financially transparent. It is anticipated that this will enhance the operation and reputation of the organisation and facilitate funding for growing expansion of activities (e.g. community activities introduced in CJAB 2019). It also seen as support for a long term future of the whole operation.

FINANCE PLAN 2020 CONGLETON UNPLUGGED – THIS FUNDING REQUEST

The value of this funding request is £500, it is taken from the promotion costs of £3670 against an anticipated income of £3840, leaving a possible surplus of £170.

The total cost of putting on the event is approx. £20,555 as at 21.11.2019, of this, £9,500 is either volunteer effort or value in kind. A further item of £7,385 is hire costs for bands/artistes. Please see detail below.

SUMMARY COSTS

PROMOTION COSTS			£3,670
BAND COST			£7,385
TOTAL FINANCIAL COSTS			£10,855
VOLUNTEER EFFORT	DAYS	DAY RATE	
	72	£100	£7,200
Gofer Value	(added value)		£800
ADProfile	(Additional value in kind)		£1,500
TOTAL COSTS TO PUT ON FESTIVAL			£20,355

CONGLETON UNPLUGGED 2020 FUNDING REQUEST – CONGLETON TOWN COUNCIL

DETAIL (PROMOTIONAL) COSTS

PROMOTION COSTS					
TITLE	NO	COST	VALUE	SUB-TOTAL	
<i>Programmes</i>	<i>4000</i>	<i>£662</i>	<i>Q</i>	<i>1</i>	<i>£662</i>
<i>A 5 Leaflets(see vc)</i>	<i>6000</i>	<i>£152</i>	<i>Q</i>	<i>1</i>	<i>£152</i>
<i>Town Board posters</i>		<i>£60</i>		<i>1</i>	<i>£60</i>
<i>Chronicle</i>		<i>£200</i>		<i>1</i>	<i>£200</i>
<i>GOFER (inc vat)</i>		<i>£1,200</i>		<i>1</i>	<i>£1,200</i>
<i>PLI contribution</i>		<i>£110</i>		<i>1</i>	<i>£110</i>
<i>Distribution</i>		<i>£180</i>		<i>1</i>	<i>£180</i>
<i>Expenses(inc GJ plastics)</i>		<i>£165</i>		<i>1</i>	<i>£165</i>
<i>Rlwy Stn Posters</i>		<i>£50</i>		<i>1</i>	<i>£50</i>
<i>A4 posters</i>	<i>1000</i>	<i>£91</i>	<i>Q</i>	<i>1</i>	<i>£91</i>
<i>office space</i>		<i>£400</i>		<i>1</i>	<i>£200</i>
<i>BAND top ups</i>		<i>£250</i>		<i>1</i>	<i>£250</i>
<i>Volunteer exp</i>		<i>150</i>		<i>1</i>	<i>£150</i>
TOTAL					£3,670

DETAIL SPONSORSHIP AND OTHER INCOME

SPONSORSHIP AND INCOME			
TITLE	VALUE	RATE	TOT
			£0
Council Grant			£500
Cheshire East			£0
Inclosure Trust			£400
Town Trust			£300
Merchandise	£100	0.75	£75
Sponsors/Ads			£900
Web Monkey (office/do)	340	1	£340
Donated merch	0	1	£0
Venue Income	£1,100	1	£1,100
Ticket Gigs income	£300	0.75	£225
			£0
TOTAL			£3,840

DOCUMENT END



SUBMITTED MEETING:
16th January 2020.



Congleton Town Council Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR20/1920
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1.1	Applicant(s):	Phil Dawson	
1.2	Representing:	Congleton Harriers www.congleton-harriers.co.uk	
1.3	Email Address:		
1.4	Tel No.		
1.5	Project Title:	33rd annual 'Cloud 9 Hill Race' 1st March 2020	
1.6	Project Objectives:	<p>To promote running and health to the people of Congleton and the surrounding area not only club runners but adults of all ages, abilities and experience. To introduce occasional runners to off-road running as a healthier and safer alternative to road running. To recognise achievements and encourage participation we award prizes in all age categories both Male and Female.</p> <p>To use surplus funds to support local charities and not for profit groups.</p>	
1.7	Brief Project Description:	<p>The unique and charismatic 'Cloud 9 Hill Race' is a very popular annual event attracting 350 plus runners every year and ranks highly on the Fell Runners Association calendar. It is one of the largest Fell races in the country taking in Bosley Cloud and the ancient Bridestones along the 9 mile route which starts and finishes in Congleton. Now in its 33rd year and more popular than ever we expect another large turnout.</p> <p>Each year an amount from every entry is donated to local charities.</p>	
1.8	Details accounts/budgets	<p>The event is organised by the members of Congleton Harriers running club who give their time free to marshal, time keep, set up and provide refreshments for runners and spectators. The majority of our costs which we estimate in 2020 to be around £1610.0 are covered by entry fees (see attached provisional budget). However, this is not guaranteed, inclement weather can reduce the number of entrants dramatically or even cause cancellation (as happened in the Foot & Mouth year). So, given this is the club's only fundraising event (out of the three we organise each year), and we also donate part of the proceeds to local charity, we are looking to secure support to cover a portion of the costs and ensure the race continues in the future.</p> <p>By maintaining low club subscriptions we feel confident we are able to attract more runners of all ages and from all walks of life thus providing a relatively inexpensive means of keeping fit and meeting other like minded people. We cater for beginners by ensuring club members</p>	

		accompany them on runs as well as offer transport should they wish to attend races.	
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Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	See attached provisional budget	
2.2	Total contribution sought:	£375 To cover essential Medical costs	
2.3	What will the money be spent on?	See attached provisional budget	
2.4	Any ongoing costs:	Storage of signage, equipment, any stock items £100 per annum. Most of the main costs will be repeated each year except for signage which will likely be replaced every 3-4 years.	
2.5	Details of <i>confirmed</i> match funding include source Cash: In kind:	None to date	
2.6	Resources needed:	Financial support as requested. Plus any other publicity as may be offered in Town council publications, Tourist office etc would be greatly appreciated. We aim to get as many local participants as possible.	
2.7	Estimated timescale of project from start to finish:	Race one day obviously. But approximately 4 months in total. To include planning 3 months and completion / close off 1 month	

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Promotes Congleton as a place to live and set up business to a wider audience. Promotes running as a means to stay fit and healthy for all ages and abilities. Introduces local running clubs to the community and encourages membership. Promotes community participation in the organisation of events Provides support to local charities Promotes local businesses who get involved in the event.	
3.2	Are there similar services/projects provided in the area	No other local events on the same day as far as we are aware and certainly nothing as unique or charismatic as the 'Cloud 9'.	

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Part 4: Evaluation

4.1	<i>How will the project be evaluated?</i>	<p>A full profit and loss account will be prepared</p> <p>A formal post race review meeting will be held</p> <p>A press report will be written</p> <p>From direct emails and feedback that appears on the Fell Runners Association and Runners' World forums, and via various other publications.</p>
4.2	<i>Who will carry out the evaluation?</i>	Congleton Harriers 'Cloud 9' race committee

Signature: *Phil Dawson*

Date: *26th November 2019*

Cloud Nine 2020 - Provisional Budgets.

Receipts

Race Entries	3400.00	3400.00	Race Entries (340 @ £10.00)
Sponsorship	350.00	350.00	Council Sponsorship
Catering Receipts	300.00	300.00	Anticipated Cakes receipts
	<u>4050.00</u>		

Expenditure

Prizes	670.00	150.00	Prizes - Vouchers - Running bear
		190.00	Prizes - Winners' Paintings
		180.00	Bottles of wine (30 @ 6)
		150.00	Chip timing
Jola Medical - Medical Services	375.00	375.00	
Congleton LC Hire	300.00	300.00	Leisure Centre hire
East Cheshire Council Charge for use of BVW	50.00	50.00	
Catering Supplies	110.00	110.00	Cloud 9 Catering Supplies
Sundry Expenditure	10.00	10.00	Printing
Photography	60.00	60.00	Bryan Dale photos
Post Race Survey	35.00	35.00	Post-Race Survey
	<u>1610.00</u>		

Surplus Generated

	2440.00		
Donation to Club Supported Charities - 3 x £100	300.00		
Donation to National Trust - £1 per Runner (260)	260.00		
Potential Addition to Club Funds	<u>1880.00</u>		



Congleton Town Council Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	CR 21 / 1920
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1.1	Applicant(s):	ROBERT MINSHULL vice chair
1.2	Representing:	ASTBURY MERE TRUST REGISTERED CHARITY NO: 1007740
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	ASTBURY MERE ACTIVITY CENTRE (PHASE 3)
1.6	Project Objectives:	TO REFURBISH AND IMPROVE THE TRUST'S PROPERTY TO THE SOUTH OF ASTBURY MERE USED MAINLY AS A CENTRE FOR WATER SPORTS ACTIVITIES
1.7	Brief Project Description:	THE TRUST HAS FOR THE PAST TWO YEARS BEEN ENGAGED IN THE LARGEST PROJECT AT THE ASTBURY MERE COUNTRY PARK EVER AND WE HAVE ALREADY SPENT £60,000 ON IT TO DATE. WE ARE NOW BUYING A PURPOSE BUILT STEEL PORTAL CABIN WITH TOILETS & SHOWERS FOR BOYS & GIRLS PLUS DDA FACILITIES. ALSO CIVIL WORKS AT THE FRONT OF THE MAIN BUILDING
1.8	Details accounts/budgets	SIRCAS 12-METER LONG STEEL PORTAL CABIN £48,581 SITE PREPARATION, SEWERAGE & SERVICES £3,750 REBUILD PAVED AREA, NEW WHEELCHAIR RAMP £5445 PURCHASE OF SAFETY BARRIER £1,365

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£ 59,141
2.2	Total contribution sought:	£ 2,500
2.3	What will the money be spent on?	A CONTRIBUTION TO THE TOTAL COST OF THIS FINAL PHASE OF THE PROJECT

2.4	Any ongoing costs:	
2.5	Details of confirmed match funding include source Cash: in-kind: APPLICATIONS FOR FUNDING. NOT CONFIRMED	ASTBURY MAY DAY £900 WILLIAM DEAN TRUST £2500 FROM OUR RESERVES - ANY SHORTFALL UP TO £30,000 CONGLETON INCLOSURE TRUST £20,000 CEC OUR COMMUNITY BRIGHT IDEAS £10000 CONGLETON TOWN TRUST £5,000
2.6	Resources needed:	
2.7	Estimated timescale of project from start to finish:	WE ARE PLANNING TO START & COMPLETE THIS PROJECT IN MARCH 2020

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	A FIRST CLASS ACTIVITY CENTRE AT THE ASTBURY WERE COUNTRY PARK PROVIDING BOTH WATER AND DRY LAND ACTIVITIES FOR THE LOCAL COMMUNITY.
3.2	Are there similar services/projects provided in the area	NO

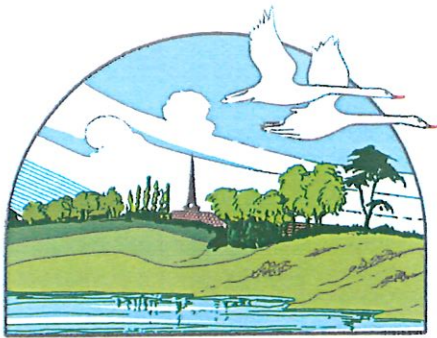
Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	ASTBURY WERE TRUST WILL MONITOR THE USAGE OF THE FACILITIES WITH THE EXPECTATION OF A SIGNIFICANT INCREASE IN USAGE.
4.2	Describe how you will promote the Town Council in your project	THERE WILL BE A PLAQUE IN THE MAIN BUILDING LISTING THE FUNDERS OF THIS PROJECT.

Signature: _____

Date: 17/12/2019.

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.



ASTBURY MERE TRUST

Astbury Mere Trust
Astbury Mere Country Park
Sandy Lane
Congleton Cheshire
CW12 4FP
Tel: Ranger
Office 01260 280720

Congleton Town Council

17/12/2019

Town Hall

High Street

Congleton

CW12 1BN

Attn: Martha Hayes

Dear Martha,

Here is our application for a grant which would be used toward the cost of the Astbury Mere Activity Centre Project phase three. The trust has already undertaken the first two phases of work over the last two years and spent so £60,000 so far. This final phase of this work will be undertaken in March 2020.

If you require further documentation like a copy of our Memorandum of Association or a copy our latest audited accounts, please let me know.

Thank you for your assistance in this matter.


Rob Minshull

Vice Chair

ASTBURY MERE ACTIVITY CENTRE

PHASE THREE WORKS (2020) COST BREAKDOWN

1/. SIBCAS 12-meter-long all steel, purpose built. portal cabin providing shower and toilet facilities for both sexes and a DDA wet room/toilet. Inclusive of additional transport charges, crane hire, surveys Plus additional extra fitments we require (SIBCAS quotation). £48,581

Site preparation, sewerage works and service connections (estimate). £3,750

2/. Renovate and modify the paved area to the front of the building, construct new steps and disabled wheelchair ramp. Install a steel safety barrier (Rowley Bros. quotation). £5,445

Purchase of safety barrier (Barriers Direct quotation). £1,365

PROJECT TOTAL £59,141

SUBMITTED MEETING:
16th January 2019.



Congleton Town Council Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR22/1920
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1.1	Applicant(s):	E. JILL YOUNG
1.2	Representing:	ACT IT OUT CIC
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	"Keep Smiling Through" - A COMMEMORATIVE 75 th ANNIVERSARY OF V.E DAY PROJECT
1.6	Project Objectives:	To commemorate local & national involvement in WWII from outbreak to Victory, developing knowledge of and pride in town and family. To continue the legacy of those lost. To give opportunity for involvement to as many as wish.
1.7	Brief Project Description:	school workshops + rehearsals leading to joint performances - open to public, family and V.I P's - the workshops being cross curricular + education with the performance being bespoke to Congleton, provided by the pupils and supported by professional actors.
1.8	Details accounts/budgets	Funding is being sought from Inclusion Trust, Young Peoples Trust and Town Trust to fund the workshops @ £2,400. We can cover 8 workshops and rehearsal with 2 professional facilitators and all resources if successful + pro

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£2896.
2.2	Total contribution sought:	£296.00
2.3	What will the money be spent on?	Hire of Town Hall performance space 8 hours total - mid week evening as per website

* However we would like to be able to perform at the Town Hall
as with our previous project 'Letters of War', x 2 performances
- 4 hours @ £37 per hour = £148 x 2 = £296.00

(Again if finance allows we could open the opportunity up
to more schools, but at present are budgeting for 8
with 2 performances)

2.4	Any ongoing costs:	No
2.5	Details of <i>confirmed</i> match funding include source Cash: In kind:	None as yet - Pending
2.6	Resources needed:	use of large performance space
2.7	Estimated timescale of project from start to finish:	March - May

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Civic pride and knowledge of WWII inclusion for those not always able to participate in joint school activities + sense of achievement on completion understanding of national V.E. Day events understanding of town history/legacy
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?	By teachers, pupils and audiences via feedback forms
4.2	Describe how you will promote the Town Council in your project	Through verbal and written thanks during pre publicity and during performance

Signature:

Date: 6th Jan 2020

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 U3A Road Cycling Group		
Address:			

2. Grant Information

Grant Reference Number:	Not known	GR13 / 1819	
Total project cost:	£400 in matched funding from CTC		

Receipts Attached? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Receipt Amount:	£
Please list receipts below: The U3A treasurer has been responsible for the routing of the CTC grant through the U3A account to the manufacturer and invoices have been provided to the treasurer. In addition to the CTC grant, sponsorship was successfully obtained from three local companies. A balance sheet can be provided, if required.		

3. Project Information

When did the project commence?	Q1 2019
Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, how will this be used? See discussion below.	
Please explain how the grant money was used: The project was initiated with a bequest from a former U3A road cycling group member. The task of raising sponsorship for the project, and other project organisation, was carried out exclusively by members of this Road Group. For this reason the scope of the project was initially limited to subsidising the cost of the cycling jerseys for U3A Road group members only. Nonetheless members of the other two U3A groups were offered the opportunity to take advantage of our bulk purchase from the manufacturer. Only two people in the other U3A cycling groups took advantage of this offer. A total of over twenty five cycling jerseys was delivered by the project. The jersey artwork has been retained by the manufacturer enabling similar, unsubsidised orders, to be made in the future. Balancing a project like this to the nearest penny is quite a difficult proposition when you do not know exactly how many jerseys will be ordered. A sum was left over after the order was placed. In order to be as even handed as possible with the broader U3A organisation this sum was used give a 'discount' back to these two riders and to provide a suitable souvenir photo to the widow of our benefactor. The project therefore has neither generated a surplus nor made a loss.	

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

The project has enabled the procurement of a customised cycling jersey of good quality for our riders at a discounted price. The jersey has been designed with a bright colourway to make our cyclists visible on the roads. There has been very good takeup within the group giving us a very clear identity for both U3A and CONGLETON.

The jersey has been worn by our riders on a number of cycling outings. Two notable occasions are the 'Manchester 100' sportive in aid of the 'Christie' Hospital (September) and also by a smaller group which visited the Alpes in Summer 2019 to watch some mountain stages of the Tour de France

4. Promotion

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

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

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

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

On web site

The awarding of the grant was acknowledged by the Congleton Chronical after the Grants meeting early in Q1 2019. A further report has been submitted to the Chronicle office following a formal photo at the Town Hall in November 2019.

5. Feedback

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

The project team are very grateful for the generous award and thank the Grants Committee for their support.

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)	N/A			



Town Council Grant

Activities Monitoring Form

SUBMITTED MEETING:
16th January 2020.

1. Contact Details

Organisation name:	Congleton Half Marathon 6th October 2019 (organised by Congleton Harriers)
Address:	Congleton Harriers c/o Congleton Leisure centre, Worrall St. Congleton

2. Grant Information

Grant Reference Number:	GR02/1920		
Total project cost:			

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

Please see attached accounts.

3. Project Information

When did the project commence?	November 2018
--------------------------------	---------------

Did you make a profit from the project? Yes ☒ No ☐

If yes, how will this be used?

Total profit was £6057. Which we are very pleased to say is a record amount since the race began !
It will be distributed evenly amongst our three chosen charities North West Air Ambulance, Visyon, and Friends for Leisure, £2019 each !

Please explain how the grant money was used:

The grant money was used to fund the hire of Congleton High School Hall for use as Race HQ on the day and registration of the runners. After the race it was used as the venue for presentations to the prize winners.

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

A full race report is attached which gives a summary of the race and a flavour of the huge amount of work which goes into organising these events, which, without the support of the Council and local businesses would never take place. Some of our sponsors even went a step further and entered teams in the event !

Apart from the obvious pleasure it gave all participants whether they be runners, volunteers, or spectators, it brought the whole community together and proved what can be achieved through determination and teamwork.

A new feature was the complete involvement on the day of all our three charities who provided Cheerleaders and volunteers around the finish areas and information desks in the registration hall.

The main difference the event makes to the community is promotion of the health benefits physical and mental of not just running, but activity of any sort at any age.... Our oldest runner this year was 81 years old !

As a club our members wholeheartedly get behind the race every year and give up many hours of their free time to put on the race and it gives us a huge amount of satisfaction (and relief) when everybody enjoys the day and goes home safely with a smile on their faces.

Yes, we may gain a few new members, but our main reasons for organizing the event are it's a nice thing to do, promotes Congleton town, and involves the local community and surrounding boroughs.

This year we went the extra mile to further associate the race with Congleton by having a Bear design on the T shirts given to runners and a special Bear medal struck. We even had a few Bears mingling with the Spectators !

The feedback we have had on Social media and by E mail has been hugely positive with many already committing to return next year !

4. Promotion

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

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

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

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

On our race website and during the prizegiving ceremony.

5. Feedback

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

It was fairly straight forward and simple to follow

How did you apply? Online ☒ Email ☐ Post ☐

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

Please rate the following elements:

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

Martha Hayes

To: Philip Dawson
Subject: RE: Feedback from the Congleton Half Marathon 6th October 2019. Thank you for your support !

The 36th Congleton Half Marathon
6 October 2019

What a fantastic morning had by all at the 36th Congleton Half Marathon!



Inspirational sight at the start as 416 runners set off to tackle the 13.1 miles !

Big thank you to everyone - our sponsors, supporters, charity partners, marshals, volunteers and especially the runners for taking part in this wonderful long standing charity road race organised by the members of Congleton Harriers running club.

After the early downpours, the sky cleared(ish) and 416 runners started their half marathon journey around the local villages and hamlets of Somerford Booths, Marton, Lower Withington, Kermincham and Swettenham.

Well done to each and every one of you !

Congratulations to race winner [Carl Moulton](#) from Boalloy Running Club and female winner Hannah Bridger from Macclesfield Harriers.



Race winner Carl Moulton crosses the line just a few seconds outside his own course record !



Hannah Bridger winner of the ladies race crosses the line after a fine run !



Congleton Harriers Dan Gibbs finishes in second place !



A special mention to runners [Colin Pheasant](#) from Chase Harriers, FV75 runner, Rita Banks from Stone Master Marathoners and MV80 runner, Harry Newton from Macclesfield Harriers. Inspirational running!

Photos which are free to download are available at www.racephotos.org.uk/

Thanks to our long time race photographer, Bryan Dale.



Additional photos of the start and finish are on <https://tinyurl.com/y4yhr6lp>

Thanks to [Judie Tingle](#) founder of Congleton Camera Club



Full results can be found
www.congletonhalfmarathon.co.uk
 Thanks to John Schofield, UK Timers



Congleton Town Mayor presented the prizes!

After all costs were accounted for we are very, very pleased to say that this years race raised a record amount of £6057 for our three charities - [Friends for Leisure](#), [North West Air Ambulance Charity](#) and [Visyon](#) and a cheque has been presented to each for £2019 !



Cheque handover night to NWAA, Visyon, and Friends for Leisure.

Finally on behalf of myself, Congleton Half Marathon Race Committee and members of Congleton Harriers, thank you for supporting our race, we hope you've enjoyed it as much as we have and we look forward to seeing you in 2020.

Michelle Stevens - 2019 Race Director



January 2020

FAO: Finance & Policy Committee, Congleton Town Council

We would like to thank Congleton Town Council, through the Finance & Policy Committee for their generous support of young members of Girlguiding in Congleton who will be taking part in the European Guide & Scout Jamboree in Poland in August 2020. The encouragement to the eight young members - Rangers and Guides in Congleton - is very much appreciated.

We would like to apologise that requests for support were sent to the Council individually and somewhat piecemeal. The first girls to apply were very proactive and were unaware themselves that there would ultimately be a group of eight from Congleton taking part in the same event, which is a very unusual situation. Normally, it is just one or two girls from the town who are able to take part in such opportunities, so it's unlikely that such a situation will be repeated. However, we will take care in future that any application for support is made in an appropriate way by a group and not by individual girls and to liaise appropriately with Council officials to ensure the situation that occurred is not repeated.

I would like to add that all the girls taking part in the European Jamboree are very active within the Congleton community. In addition to being involved as Rangers and Guides, several of them are also young leaders with Rainbow or Brownie units in the town, helping on a weekly basis with younger girls. They also contribute to Congleton in Bloom efforts each year. All were involved with the Congleton Gang Show in November, most in the cast and others helping with different aspects of the show.

Taking part in any international opportunity provides excellent chances for getting to know their counterparts in other guiding and scouting organisations across Europe. But there are many valuable life skills gained in terms of personal organisation, time management, gaining confidence, working as part of a team and a sense of commitment. The girls will be happy to make a presentation to the committee about their experiences in Poland. Hopefully a convenient date can be arranged for the autumn with the girls and the group leader, Ali Griffen, who is from Macclesfield.

Yours sincerely

Sue Taylor
Leader, Congleton West Ranger Unit

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	16 th January 2020	LOCATION	Congleton Town Hall
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM REPORT TITLE	10 Management accounts for November 2019		
Background	Variance analysis of the Management Accounts for November 2019 to accompany the spreadsheet.		
Updates	<p>These figures are to 30th November 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 8 show figures largely in line with the budget. 67% 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 is a full year cost • Insurance is a full year cost. • External Audit is a full year cost • Internal Audit – one invoice of 3 has been 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. • Hall and room hire is an internal charge for using the meeting rooms for council business <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 £8,196.</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. 		

	<ul style="list-style-type: none"> • Public Toilets: Repairs carried out on the public toilets (Market Street) and a cleaning company now employed to clean daily. • Crime reduction/CCTV - 2 quarters PCSO invoices received but not yet received the CCTV invoice. <p><u>Streetscape</u></p> <p>Overall the cost centre is slightly under budget at 62% used.</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 52% 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 £68,889 actual expenditure to date is the PWLB (Public Works Loan Board) loan repayment, the final payment of the Cheshire East Council loan 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 November 2019

Congleton Town Council - Management Accounts -November 2019

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
Finance and Policy				
Corp Management				
Staff Costs (re-allocated)	90,526	136,059	45,533	67%
Travel	64	900	836	7%
Training / Conferences	1,583	3,000	1,417	53%
Rent Payable	9,300	13,950	4,650	67%
Reception - TIC	3,375	3,186	-189	106%
Miscellaneous Office Costs	847	450	-397	188%
Telephone/Fax/Internet	398	1,260	862	32%
Postage	1,203	2,900	1,697	41%
Stationery & Printing	1,643	3,000	1,357	55%
Subscriptions & Publications	3,317	3,230	-87	103%
Insurance	8,654	9,180	526	94%
Computer/IT Costs	8,098	10,812	2,714	75%
Photocopy Charges	894	2,600	1,706	34%
Recruitment Advertising	0	500	500	0%
Other Advertising	84	300	216	28%
Bank Charges	603	1,020	517	49%
Audit Fees - External	2,000	2,000	0	100%
Audit Fees - Internal	445	1,290	845	34%
Accountancy Support	2,125	4,500	2,375	47%
Legal & Professional fees	536	2,000	1,464	27%
HR & H&S support	1,732	4,590	2,858	38%
Central Overheads reallocated	-38,636	-58,216	-19,580	66%
Corporate Management:-Expenditure	98,691	148,511	49,820	66%
Interest Receivable	-2,988	-3,000	-12	100%
Corporate Management :- Income	-2,988	-3,000	-12	100%
Net Expenditure over Income	95,703	145,511	49,808	66%
Civic				
Staff Costs (re-allocated)	17,796	26,748	8,950	67%
Training / Conferences	1,134	2,000	866	57%
Stationery & Printing	431	500	69	86%
Marketing/Promotions	563	1,000	437	56%
Council Newsletter	3,182	5,388	2,206	59%
Council Website	700	1,500	800	47%
Mayor's Allowance	3,000	3,000	0	100%
Members Expenses	0	200	200	0%
Civic Expenses	3,354	5,000	1,646	67%
Civic Regatta	0	250	250	0%
Hall & Room Hire	5,550	5,555	5	100%
Civic Artefacts and Treasures	50	500	450	10%
Central Overheads reallocated	1,625	2,448	823	66%
Civic:-Expenditure	37,385	54,087	16,702	69%
Grants Grants	53,387	61,683	8,196	87%
F&P Income - Expenditure Totals	186,475	261,181	74,706	71%
Community, Environment & Services				
Paddling Pool	27,163	27,968	805	97%
Propagation Unit	0	1,000	1,000	0%
Floral Displays	4,040	12,000	7,960	34%
Allotments	1,196	1,250	54	96%
Public Toilets	7,610	8,600	990	88%
Crime Reduction/CCTV	16,640	51,700	35,060	32%
Congleton Partnership	23,052	34,578	11,526	67%
Community Development	52,962	96,186	43,224	55%
Christmas Fayre/lights	5,593	21,000	15,407	27%
Neighbourhood Plan	0	0	0	#DIV/0!
Tourism	932	5,000	4,068	19%
Youth and Young People	128	2,000	1,872	6%
Luncheon Club	4,292	11,000	6,708	39%
	143,608	272,282	128,674	53%

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
Streetscape				
Staff Costs	257,829	421,355	163,526	61%
Agency Staff	13,947	6,000	7,947	232%
Training	477	3,000	2,523	16%
Protective Clothing/H & Safety	3,051	4,500	1,449	68%
Office rent	2,045	3,067	1,022	67%
Cleaning Materials	2,975	5,000	2,025	60%
Telephones	465	700	235	66%
Insurance	5,658	6,000	344	94%
Property maintenance	716	1,030	314	70%
Horticultural etc Supplies	11,960	18,000	6,040	66%
Winter Bedding	1,385	1,000	385	139%
Vehicle maintenance/Serv etc	11,682	10,000	1,682	117%
Vehicle fuel and oil	7,673	15,000	7,327	51%
Vehicle rental charges	23,808	38,000	14,192	63%
Street Cleansing	1,934	3,500	1,566	55%
General expenditure	1,890	4,000	2,110	47%
Central Overheads Reallocated	25,597	38,569	12,972	66%
Rechargeable expenses	863	0	863	#DIV/0!
Streetscape Expenditure	373,953	578,721	204,768	65%
Streetscape - Income	-244,468	-366,702	-122,234	67%
Streetscape - External work income	-6,000	-15,000	-9,000	40%
Streetscape - Other	-575	0	575	#DIV/0!
Streetscape - Misc Income	-450	-900	-450	50%
	-251,493	-382,602	-131,109	66%
Net Expenditure over Income	122,460	196,119	73,659	62%
C,E & S Income - Net Expenditure Totals	266,068	468,401	202,333	57%
<u>Town Hall</u>				
Town Hall - Expenditure	113,113	200,566	87,453	56%
Town Hall - Income	-73,958	-125,800	-51,842	59%
Net Expenditure over Income	39,155	74,766	35,611	52%
<u>Capital</u>	68,889	79,803	10,914	86%
<u>Total Net Expenditure</u>	560,587	884,151	323,564	63%
<u>Personnel</u>				
Staff Costs - Reallocated	474,429	772,034	297,605	61%

Reserves as at 30/11/19

General Reserve	200,901
Capital Equipment Fund	34,344
Capital Contingency Fund	288,221
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	9,189
EMR Marketing	5,000
EMR Congleton Neighbourhood Plan	14,148
EMR Cenotaph	100,000
EMR Rotary Bonfire	5,000
	747,429

Date: 11/12/2019

Congleton Town Council

Page 1

Time: 14:43

Bank Reconciliation Statement as at 30/11/2019
for Cashbook 1 - RBS Current/I Access Acct

User: JP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS Current Account 11411170	29/11/2019	569	38,963.24

38,963.24Unpresented Cheques (Minus)Amount

16/07/2019	008854	JEWSON	68.44
05/11/2019	008906	Ruth Benson Landscape Planning	1,200.00
07/11/2019	008907	D Brown	96.35
21/11/2019	008916	J MacArthur	70.99
26/11/2019	008918	Jewson Limited	53.58
26/11/2019	008919	Linings & Hoses Ltd	41.34
26/11/2019	008920	Water Plus Ltd	535.48
26/11/2019	008921	Roger Willcock	760.00

2,826.18

36,137.06Receipts not Banked/Cleared (Plus)

0.00

0.00

36,137.06

Balance per Cash Book is :-

36,137.06

Difference is :-

0.00



CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE :	Finance and Policy Committee												
MEETING DATE AND TIME	16 th November 2019 7.00pm	LOCATION	Congleton Town Hall										
REPORT FROM	Jackie Potts – Support Manager												
AGENDA ITEM REPORT TITLE	12 Congleton Town Council – Savings account balances												
Background	To inform the Finance and Policy Committee with the location and balances of the Town Council’s savings and investments.												
Updates	<p>Congleton Town Council - Savings account balances</p> <p><u>Balances as at 30th November 2019</u></p> <table><tr><td>Balance per Business Reserve Account (10180876)</td><td>860,284.57</td></tr><tr><td>Cambridge and Counties 1 year fixed deposit</td><td>150,000.00</td></tr><tr><td>CCLA deposit</td><td>150,000.00</td></tr><tr><td></td><td><hr/></td></tr><tr><td></td><td><u>1,160,284.57</u></td></tr></table>			Balance per Business Reserve Account (10180876)	860,284.57	Cambridge and Counties 1 year fixed deposit	150,000.00	CCLA deposit	150,000.00		<hr/>		<u>1,160,284.57</u>
Balance per Business Reserve Account (10180876)	860,284.57												
Cambridge and Counties 1 year fixed deposit	150,000.00												
CCLA deposit	150,000.00												
	<hr/>												
	<u>1,160,284.57</u>												
Decision Requested	To receive the Savings Account balances as at 30 th November 2019												

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/11/2019	BACS P/L Pymnt Page 2278	BACS Pymnt	15,798.10	BACS P/L Pymnt Page 2278
01/11/2019	Prism Solutions	DD	40.74	63166/11008/call charges
01/11/2019	Cheshire East Council	DD	2,696.00	Business rates town hall
01/11/2019	Cheshire East Council	DD	213.00	business rates town toilets
05/11/2019	Ruth Benson Landscape Planning	8906	1,200.00	230919/11071/professional serv
07/11/2019	D Brown	8907	96.35	In Bloom presentation event
08/11/2019	BACS P/L Pymnt Page 2282	BACS Pymnt	6,187.06	BACS P/L Pymnt Page 2282
08/11/2019	Pitney Bowes Ltd	DD	201.46	BG872244/11029/A4 paper
11/11/2019	Our Gang	8908	600.00	Grant - Our Gang
11/11/2019	Girl Guides Cheshire Border	8909	300.00	Grant - Girl Guides Cheshire
11/11/2019	Petty cash	8910	106.42	reimburse Petty cash
11/11/2019	D McGifford	8912	86.05	Prinses Irene Brigade exes
12/11/2019	G H Scaffolding Ltd	8911	612.00	31102019/11065/pavement licenc
12/11/2019	West Mercia Energy	DD	712.33	1632443/11136/T Hall Gas
12/11/2019	West Mercia Energy	DD	277.04	1634465/11015/Pool Electric
12/11/2019	HMRC VAT	DD	1,903.13	HMRC VAT
15/11/2019	BACS P/L Pymnt Page 2286	BACS Pymnt	4,116.18	BACS P/L Pymnt Page 2286
15/11/2019	BACS P/L Pymnt Page 2288	BACS Pymnt	400.00	BACS P/L Pymnt Page 2288
15/11/2019	RBS Bankline	BANKLINE	61.50	RBS Bankline chgs
18/11/2019	payroll November 19	BANKLINE	57,698.24	payroll November 19
19/11/2019	Linings & Hoses Ltd	8914	70.09	CST233724/11093/adblue
19/11/2019	Congleton Community Trans Part	8913	80.00	141/11080/In Bloom tour bus
21/11/2019	RBS	DD	14.58	bank charges
21/11/2019	J MacArthur	8916	70.99	Christmas Lights expenses
22/11/2019	BACS P/L Pymnt Page 2292	BACS Pymnt	13,616.75	BACS P/L Pymnt Page 2292
22/11/2019	Nick Barnes Entertainment	8917	400.00	2307/11115/xmas entertainment
25/11/2019	Prism Solutions	DD	1,087.42	113051/11128/IT support
25/11/2019	EE Ltd	DD	65.26	01285365822/11153/call charges
26/11/2019	Jewson Limited	8918	53.58	0767/00108140/11125/recharge
26/11/2019	Linings & Hoses Ltd	8919	41.34	CST234533/11123/brake fluid
26/11/2019	Water Plus Ltd	8920	535.48	05040147/11134/Water charges
26/11/2019	Roger Willcock	8921	760.00	211119/11139/plastering T Hall
28/11/2019	RBS Credit Card	DD	342.14	03112019/11102/Christmas decorations
28/11/2019	Allpay - Plus Dane	DD	36.28	Allotment garage rental
29/11/2019	BACS P/L Pymnt Page 2298	BACS Pymnt	4,211.27	BACS P/L Pymnt Page 2298
29/11/2019	Suez Recycling and Recovery UK	DD	297.29	31694491/11049/waste recycling

114,988.07

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Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 8
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ACORN Acorn Occupational Health Ltd							
26837/11016/health assessment Authorised: rb	28/10/2019	26837	1	188.40	0.00	188.40	0.00
					0.00	188.40	
Above paid on 01/11/2019 by Online Payment Ref ACORN							
BESTCONNEX The Best Connection Group							
3091240/11017/s scape temp Authorised: rb	25/10/2019	3091240	1	620.27	0.00	620.27	0.00
					0.00	620.27	
Above paid on 01/11/2019 by Online Payment Ref BESTCONNEX							
BOMFORD Bomford Office Products Ltd							
83582/11018/stationary Authorised: mh	18/10/2019	83582	1	40.68	0.00	40.68	0.00
					0.00	40.68	
Above paid on 01/11/2019 by Online Payment Ref BOMFORD							
CITRON Citron Hygiene UK Ltd							
CN30000524/11021/waste disposa Authorised: mjlw	01/10/2019	CN30000524	1	79.24	0.00	79.24	0.00
CN30000525/11022/waste disposa Authorised: mjlw	01/10/2019	CN30000525	1	37.44	0.00	37.44	0.00
					0.00	116.68	
Above paid on 01/11/2019 by Online Payment Ref CITRON							
DCASSIST D C Assist Ltd							
DCAPT015/11023/cleaning toilet Authorised: mjlw	27/10/2019	DCAPT015	1	81.25	0.00	81.25	0.00
DCATH015/11024/t hall toilets Authorised: mjlw	27/10/2019	DCATH015	1	143.75	0.00	143.75	0.00
					0.00	225.00	
Above paid on 01/11/2019 by Online Payment Ref DCASSIST							

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29/10/2019

Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 8
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DCKB DCK Accounting Solutions Ltd							
TPC8833/11020/budget setting Authorised: jp	22/10/2019	TPC8833	1	714.66	0.00	714.66	0.00
					0.00	714.66	
Above paid on 01/11/2019 by Online Payment Ref DCKB							
FOUR Four Oaks Nurseries Ltd							
95753/11025/in bloom plants Authorised: rb	02/10/2019	95753	1	498.00	0.00	498.00	0.00
95875/11027/Winter bedding pla Authorised: rb	11/10/2019	95875	1	3,947.52	0.00	3,947.52	0.00
95924/11026/Plants, general Authorised: rb	15/10/2019	95924	1	359.88	0.00	359.88	0.00
					0.00	4,805.40	
Above paid on 01/11/2019 by Online Payment Ref FOUR							
LANDSCAPE Landscape Supply Company							
87484/11028/s scape PPE Authorised: rb	28/10/2019	87484	1	237.21	0.00	237.21	0.00
					0.00	237.21	
Above paid on 01/11/2019 by Online Payment Ref LANDSCAPE							
PCCC Police & Crime Commissioner for Cheshire							
110720001003/11030/PCSO Authorised: dm	11/10/2019	110720001003	1	8,320.00	0.00	8,320.00	0.00
					0.00	8,320.00	
Above paid on 01/11/2019 by Online Payment Ref PCCC							
SECUR Secur-80 Ltd							
4636/11032/alarm activation vi Authorised: mjlw	25/10/2019	4636	1	48.00	0.00	48.00	0.00
					0.00	48.00	
Above paid on 01/11/2019 by Online Payment Ref SECUR							

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Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 8
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ST St John's Community Centre							
201910/11033/luncheon club	25/10/2019	201910	1	265.50	0.00	265.50	0.00
Authorised: dm							
					0.00	265.50	
Above paid on 01/11/2019 by Online Payment Ref ST							
TALKECHEM Talke Chemical Company Limited							
66044/11034/T H cleaning stock	16/10/2019	66044	1	163.73	0.00	163.73	0.00
Authorised: mjlw							
					0.00	163.73	
Above paid on 01/11/2019 by Online Payment Ref TALKECHEM							
THREADFAST Threadfast Engineers 1984 Ltd							
SIN103143/11035/drill piece	22/10/2019	SIN103143	1	52.57	0.00	52.57	0.00
Authorised: rb							
					0.00	52.57	
Above paid on 01/11/2019 by Online Payment Ref THREADFAST							
Total Purchase Ledger Payments					0.00	15,798.10	

Linked to Cashbook 1

Entered Month 8
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AUDITING Auditing Solutions Ltd							
A6187/11036/internal audit	30/10/2019	A6187	1	534.00	0.00	534.00	0.00
Authorised: jp							
					0.00	534.00	
Above paid on 08/11/2019 by Online Payment Ref AUDITING							
BELMONT Belmont Fabrication (Congleton) Ltd							
15759/11037/control barriers	31/10/2019	15759	1	720.00	0.00	720.00	0.00
Authorised: jm							
					0.00	720.00	
Above paid on 08/11/2019 by Online Payment Ref BELMONT							
CAVERN Cavern Protective Clothing							
18617/11038/S Scape PPE	25/10/2019	18617	1	873.60	0.00	873.60	0.00
Authorised: rb							
					0.00	873.60	
Above paid on 08/11/2019 by Online Payment Ref CAVERN							
CHRONICLE Heads Congleton Limited							
115857/11040/P ship AGM ad	22/08/2019	115857	1	85.68	0.00	85.68	0.00
Authorised: ms							
116180/11041/Wellbeing ad	19/09/2019	116180	1	122.40	0.00	122.40	0.00
Authorised: ms							
116518/11039/greenfayre ad	17/10/2019	116518	1	122.40	0.00	122.40	0.00
Authorised: ms							
116689/11042/xmas advert	31/10/2019	116689	1	134.64	0.00	134.64	0.00
Authorised: jm							
					0.00	465.12	
Above paid on 08/11/2019 by Online Payment Ref CHRONICLE							
FOUR Four Oaks Nurseries Ltd							
96158/11043/bedding plants	31/10/2019	96158	1	91.44	0.00	91.44	0.00
Authorised: rb							
					0.00	91.44	
Above paid on 08/11/2019 by Online Payment Ref FOUR							

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05/11/2019

Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 8
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HIPSWING Hipswing Entertainments Ltd							
9807/11044/xmas stage Authorised: jnm	17/10/2019	9807	1	1,680.00	0.00	1,680.00	0.00
					0.00	1,680.00	
Above paid on 08/11/2019 by Online Payment Ref HIPSWING							
KGLOACH K G Loach							
41497/11045/tools, compost Authorised: rb	23/10/2019	41497	1	409.64	0.00	409.64	0.00
41506/11046/spade, tape Authorised: rb	23/10/2019	41506	1	30.93	0.00	30.93	0.00
					0.00	440.57	
Above paid on 08/11/2019 by Online Payment Ref KGLOACH							
MAC MAC Tool & Plant Hire Ltd							
4192/11048/looth cutter blades Authorised: rb	19/09/2019	4192	1	282.52	0.00	282.52	0.00
4262/11047/throttle lever Authorised: rb	24/09/2019	4262	1	15.62	0.00	15.62	0.00
					0.00	298.14	
Above paid on 08/11/2019 by Online Payment Ref MAC							
SOUTHERN Southern Broadstock Ltd							
0119109606/11051/tambour cupbo Authorised: mjlw	29/10/2019	0119109606	1	369.60	0.00	369.60	0.00
					0.00	369.60	
Above paid on 08/11/2019 by Online Payment Ref SOUTHERN							
SPIRAL Spiral Colour							
33676/11050/correx popples Authorised: rb	31/10/2019	33676	1	386.40	0.00	386.40	0.00
					0.00	386.40	
Above paid on 08/11/2019 by Online Payment Ref SPIRAL							

Continued over page

05/11/2019

Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 8
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TALKECHEM Talke Chemical Company Limited							
66058/11052/cleaning products	28/10/2019	66058	1	39.24	0.00	39.24	0.00
Authorised: rb							
					0.00	39.24	
Above paid on 08/11/2019 by Online Payment Ref TALKECHEM							
TSELECT T & S Electrical Limited							
1949/11053/TIC light repair	29/10/2019	1949	1	288.95	0.00	288.95	0.00
Authorised: mjlw							
					0.00	288.95	
Above paid on 08/11/2019 by Online Payment Ref TSELECT							
Total Purchase Ledger Payments					0.00	6,187.06	

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Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 8
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ANGEL Angel Springs Ltd							
5260802/11054/water & rental Authorised: mjlw	31/10/2019	5260802	1	51.52	0.00	51.52	0.00
					0.00	51.52	
Above paid on 15/11/2019 by Online Payment Ref ANGEL							
ARCHANT Archant Community Media Ltd							
5669010/11056/Cheshire Life Authorised: jm	14/10/2019	5669010	1	30.00	0.00	30.00	0.00
56609011/11055/cheshire life Authorised: jm	14/10/2019	56609011	1	204.00	0.00	204.00	0.00
					0.00	234.00	
Above paid on 15/11/2019 by Online Payment Ref ARCHANT							
CONGLASS Congleton Glass Co. Ltd							
79902/11062/Glass - Spencer Authorised: mjlw	31/10/2019	79902	1	1,086.00	0.00	1,086.00	0.00
					0.00	1,086.00	
Above paid on 15/11/2019 by Online Payment Ref CONGLASS							
CTHEVENTS C T H Events & Parties							
2065/11057/Health mtg Authorised: jm	24/10/2019	2065	1	20.88	0.00	20.88	0.00
2066/11058/pre planning mtg Authorised: dm	24/10/2019	2066	1	111.60	0.00	111.60	0.00
2067/11059/Business plan mtg Authorised: dm	25/10/2019	2067	1	59.16	0.00	59.16	0.00
2068/11060/Partnership Authorised: ms	26/10/2019	2068	1	331.20	0.00	331.20	0.00
2069/11061/Partnership Authorised: ms	28/10/2019	2069	1	8.70	0.00	8.70	0.00
					0.00	531.54	
Above paid on 15/11/2019 by Online Payment Ref CTHEVENTS							

Continued over page

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Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 8
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LANDSCAPE Landscape Supply Company							
87539/11066/S scape PPE	30/10/2019	87539	1	38.75	0.00	38.75	0.00
Authorised: rb							
					0.00	38.75	
Above paid on 15/11/2019 by Online Payment Ref LANDSCAPE							
OFFICE Office Furniture Online							
SN450966/11067/chairs	30/10/2019	SN450966	1	480.00	0.00	480.00	0.00
Authorised: mjlw							
					0.00	480.00	
Above paid on 15/11/2019 by Online Payment Ref OFFICE							
PORTERS Porters Service Station Ltd							
20190001042/11068/vehicle fuel	31/10/2019	20190001042	1	1,226.37	0.00	1,226.37	0.00
Authorised: rb							
					0.00	1,226.37	
Above paid on 15/11/2019 by Online Payment Ref PORTERS							
URC United Reformed Church							
311019/11069/Luncheon Club	31/10/2019	311019	1	468.00	0.00	468.00	0.00
Authorised: dm							
					0.00	468.00	
Above paid on 15/11/2019 by Online Payment Ref URC							
Total Purchase Ledger Payments						0.00	4,116.18

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Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 8
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CCP	Congleton Community Projects						
311019/11070/Partnership	31/10/2019	311019	1	400.00	0.00	400.00	0.00
Authorised: ms							
					0.00	400.00	
				Above paid on 15/11/2019 by Online Payment Ref CCP			
Total Purchase Ledger Payments					0.00	400.00	

19/11/2019

Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 8
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BENSON Ruth Benson Landscape Planning & Design							
05112019/11072/Professional se Authorised: dm	05/11/2019	05112019	1	1,200.00	0.00	1,200.00	0.00
					0.00	1,200.00	
Above paid on 22/11/2019 by Online Payment Ref BENSON							
BESTCONNEC The Best Connection Group							
3095131/11073/S scape temp Authorised: rb	01/11/2019	3095131	1	620.27	0.00	620.27	0.00
3099120/11074/S scpa temp Authorised: rb	08/11/2019	3099120	1	620.27	0.00	620.27	0.00
3102969/11075/S scape temp Authorised: rb	15/11/2019	3102969	1	620.27	0.00	620.27	0.00
					0.00	1,860.81	
Above paid on 22/11/2019 by Online Payment Ref BESTCONNEC							
BEYOND Beyond Results Ltd							
10428/11076/Facilitating Authorised: dm	03/11/2019	10428	1	900.00	0.00	900.00	0.00
					0.00	900.00	
Above paid on 22/11/2019 by Online Payment Ref BEYOND							
CAVERN Cavern Protective Clothing							
18619/11077/S scape PPE Authorised: rb	01/11/2019	18619	1	24.00	0.00	24.00	0.00
18623/11078/S scape PPE Authorised: rb	07/11/2019	18623	1	231.60	0.00	231.60	0.00
					0.00	255.60	
Above paid on 22/11/2019 by Online Payment Ref CAVERN							
CHRONICLE Heads Congleton Limited							
116868/11079/xmas advert Authorised: mh	14/11/2019	116868	1	185.76	0.00	185.76	0.00
					0.00	185.76	
Above paid on 22/11/2019 by Online Payment Ref CHRONICLE							

Continued over page

19/11/2019

Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 8
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DCASSIST D C Assist Ltd							
03112019/11081/T Hall toilets Authorised: mjlw	03/11/2019	03112019	1	131.25	0.00	131.25	0.00
DCAPT016/11082/Public toilets Authorised: mjlw	03/11/2019	DCAPT016	1	81.25	0.00	81.25	0.00
DCAPT017/11083/public toilets Authorised: mjlw	10/11/2019	DCAPT017	1	81.25	0.00	81.25	0.00
DCATH018/11084/T Hall Toilets Authorised: mjlw	10/11/2019	DCATH018	1	131.25	0.00	131.25	0.00
DCAPT018/11085/Public toilets Authorised: mjlw	17/11/2019	DCAPT018	1	81.25	0.00	81.25	0.00
DCATH019/11086/T Hall Toilets Authorised: mjlw	17/11/2019	DCATH019	1	137.50	0.00	137.50	0.00
					0.00	643.75	

Above paid on 22/11/2019 by Online Payment Ref DCASSIST

FOUR Four Oaks Nurseries Ltd							
96176/11087/Recharge works Authorised: rb	01/11/2019	96176	1	114.91	0.00	114.91	0.00
					0.00	114.91	

Above paid on 22/11/2019 by Online Payment Ref FOUR

JANTEX Jantex Furnishing Limited							
15968/11088/window blinds Authorised: mjlw	13/11/2019	15968	1	557.32	0.00	557.32	0.00
					0.00	557.32	

Above paid on 22/11/2019 by Online Payment Ref JANTEX

KGLOACH K G Loach							
41451/11095/compost Authorised: rb	16/10/2019	41451	1	378.00	0.00	378.00	0.00
					0.00	378.00	

Above paid on 22/11/2019 by Online Payment Ref KGLOACH

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Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 8
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LAC LAC Autoparts							
5949041/11090/battery terminal Authorised: rb	12/11/2019	5949041	1	2.75	0.00	2.75	0.00
5949061/11089/battery terminal Authorised: rb	12/11/2019	5949061	1	2.75	0.00	2.75	0.00
					0.00	5.50	
Above paid on 22/11/2019 by Online Payment Ref LAC							
LANDSCAPE Landscape Supply Company							
87831/11091/bungee cor Authorised: rb	12/11/2019	87831	1	119.12	0.00	119.12	0.00
87832/11092/sundries Authorised: rb	12/11/2019	87832	1	128.42	0.00	128.42	0.00
					0.00	247.54	
Above paid on 22/11/2019 by Online Payment Ref LANDSCAPE							
LITE LITE Limited							
931227/11094/filaments Authorised: mh	15/11/2019	931227	1	96.00	0.00	96.00	0.00
					0.00	96.00	
Above paid on 22/11/2019 by Online Payment Ref LITE							
MAC MAC Tool & Plant Hire Ltd							
4585/11096/generator Authorised: rb	07/11/2019	4585	1	27.60	0.00	27.60	0.00
					0.00	27.60	
Above paid on 22/11/2019 by Online Payment Ref MAC							
MOORE R.J. & J. Moore							
51/11097/xmas trees Authorised: mh	12/11/2019	51	1	1,503.50	0.00	1,503.50	0.00
					0.00	1,503.50	
Above paid on 22/11/2019 by Online Payment Ref MOORE							

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 8
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
NICHE Niche Event Hire							
4880/11098/Gazebos etc	13/11/2019	4880	1	688.80	0.00	688.80	0.00
Authorised: jm							
					0.00	688.80	
Above paid on 22/11/2019 by Online Payment Ref NICHE							
RODE Rode Hall Silver Band							
000022/11101/xmas lights	19/11/2019	000022	1	175.00	0.00	175.00	0.00
Authorised: jm							
					0.00	175.00	
Above paid on 22/11/2019 by Online Payment Ref RODE							
SASREFRIGE SAS Refrigeration							
SI735/11103/bottle cooler	16/10/2019	SI735	1	102.00	0.00	102.00	0.00
Authorised: mjw							
SI739/11104/Bottle cooler	17/10/2019	SI739	1	204.00	0.00	204.00	0.00
Authorised: mjw							
					0.00	306.00	
Above paid on 22/11/2019 by Online Payment Ref SASREFRIGE							
SHRED IT Shred-it Ltd							
9503983715/11105/shredding	07/11/2019	9503983715	1	125.21	0.00	125.21	0.00
Authorised: rb							
					0.00	125.21	
Above paid on 22/11/2019 by Online Payment Ref SHREDIT							
SPIRAL Spiral Colour							
33707/11106/5 x banners	11/11/2019	33707	1	290.40	0.00	290.40	0.00
Authorised: mh							
					0.00	290.40	
Above paid on 22/11/2019 by Online Payment Ref SPIRAL							

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 8
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TALKECHEM Talke Chemical Company Limited							
66067/11109/toilet cleaning st Authorised: mjlw	05/11/2019	66067	1	142.12	0.00	142.12	0.00
66069/11111/cable ties Authorised: rb	08/11/2019	66069	1	25.14	0.00	25.14	0.00
66068/11110/T Hall cleaning st Authorised: mjlw	11/11/2019	66068	1	103.90	0.00	103.90	0.00
					0.00	271.16	
Above paid on 22/11/2019 by Online Payment Ref TALKECHEM							
THOMSON Thomson Planning Partnership Ltd							
48/012/AT/016/11112/N/plan Authorised: dm	04/11/2019	48/012/AT/016	1	243.24	0.00	243.24	0.00
					0.00	243.24	
Above paid on 22/11/2019 by Online Payment Ref THOMSON							
THOR PTSG Electrical Services Ltd							
122617/11100/inspection Authorised: mjlw	12/11/2019	122617	1	112.80	0.00	112.80	0.00
					0.00	112.80	
Above paid on 22/11/2019 by Online Payment Ref THOR							
WESTWALLAS West Wallasey Contract Hire							
WAL239606/11113/vehicle lease Authorised: rb	08/11/2019	WAL239606	1	3,427.85	0.00	3,427.85	0.00
					0.00	3,427.85	
Above paid on 22/11/2019 by Online Payment Ref WESTWALLAS							
Total Purchase Ledger Payments					0.00	13,616.75	

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Congleton Town Council

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List of Purchase Ledger Payments

User: ST

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Entered Month 8
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ADPROFILE A D Profile Ltd							
1385/11114/xmas leaflet Authorised: mh	20/11/2019	1385	1	977.00	0.00	977.00	0.00
					0.00	977.00	
Above paid on 29/11/2019 by Online Payment Ref ADPROFILE							
BESTCONNEX The Best Connection Group							
3106790/11116/S scape temp Authorised: rb	22/11/2019	3106790	1	486.16	0.00	486.16	0.00
					0.00	486.16	
Above paid on 29/11/2019 by Online Payment Ref BESTCONNEX							
CONGGARDEN Congleton Garden Machinery Ltd							
30472/11117/trimmer cord etc Authorised: rb	24/10/2019	30472	1	51.04	0.00	51.04	0.00
					0.00	51.04	
Above paid on 29/11/2019 by Online Payment Ref CONGGARDEN							
ELITE Elite Signs							
2849/11118/Elite Signs Authorised: jm	07/11/2019	2849	1	231.00	0.00	231.00	0.00
					0.00	231.00	
Above paid on 29/11/2019 by Online Payment Ref ELITE							
GAULD John Gauld Photography							
19JGP1125/11119/xmas photos Authorised: jm	25/11/2019	19JGP1125	1	50.00	0.00	50.00	0.00
19JGP1126/11120/xmas card pict Authorised: jm	25/11/2019	19JGP1126	1	20.00	0.00	20.00	0.00
					0.00	70.00	
Above paid on 29/11/2019 by Online Payment Ref GAULD							

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Congleton Town Council

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 8
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HOFTON Hofton Entertainment							
507/11121/xmas Entertainment Authorised: jm	23/11/2019	507	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 29/11/2019 by Online Payment Ref HOFTON							
KGLOACH K G Loach							
41663/11122/sand, bark Authorised: rb	20/11/2019	41663	1	139.78	0.00	139.78	0.00
					0.00	139.78	
Above paid on 29/11/2019 by Online Payment Ref KGLOACH							
LANDSCAPE Landscape Supply Company							
88050/11124/events toolbag Authorised: rb	20/11/2019	88050	1	113.92	0.00	113.92	0.00
					0.00	113.92	
Above paid on 29/11/2019 by Online Payment Ref LANDSCAPE							
MAC MAC Tool & Plant Hire Ltd							
4456/11126/2 stroke oil Authorised: rb	23/10/2019	4456	1	84.00	0.00	84.00	0.00
					0.00	84.00	
Above paid on 29/11/2019 by Online Payment Ref MAC							
NORTHRODE North Rode Timber Co. Ltd							
164525/11127/timber spencer su Authorised: mjl	25/10/2019	164525	1	34.20	0.00	34.20	0.00
					0.00	34.20	
Above paid on 29/11/2019 by Online Payment Ref NORTHRODE							
SPIRAL Spiral Colour							
33746/11129/banners Authorised: mh	20/11/2019	33746	1	84.00	0.00	84.00	0.00
33789/11130/Boards Authorised: mh	25/11/2019	33789	1	102.00	0.00	102.00	0.00
					0.00	186.00	
Above paid on 29/11/2019 by Online Payment Ref SPIRAL							

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List of Purchase Ledger Payments

User: ST

Linked to Cashbook 1

Entered Month 8
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
STREETLEV Street Level Distribution							
22112019/11131/leaflet distrib Authorised: jm	22/11/2019	22112019	1	130.00	0.00	130.00	0.00
					0.00	130.00	
Above paid on 29/11/2019 by Online Payment Ref STREETLEV							
STRING Stringing and Frames							
10112019/11108/Princess Irene Authorised: mjw	10/11/2019	10112019	1	35.00	0.00	35.00	0.00
12112019/11107/frames shields Authorised: mjw	12/11/2019	12112019	1	720.00	0.00	720.00	0.00
					0.00	755.00	
Above paid on 29/11/2019 by Online Payment Ref STRING							
TALKECHEM Talke Chemical Company Limited							
66075/11132/green waste sacs Authorised: rb	19/11/2019	66075	1	192.00	0.00	192.00	0.00
					0.00	192.00	
Above paid on 29/11/2019 by Online Payment Ref TALKECHEM							
TRAVIS Travis Perkins Trading Company Ltd							
3640AFW949/11133/recharge Authorised: rb	06/11/2019	3640AFW949	1	11.17	0.00	11.17	0.00
					0.00	11.17	
Above paid on 29/11/2019 by Online Payment Ref TRAVIS							
WONDER Wonderslide Ltd							
0410/11140/xmas entertainment Authorised: jm	12/11/2019	0410	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 29/11/2019 by Online Payment Ref WONDER							
Total Purchase Ledger Payments					0.00	4,211.27	

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	16 th Jan 2020 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Chief Officer		
AGENDA ITEM REPORT TITLE	14 Appointment of Internal Auditor		

Background

The Town Council is required by Regulation 5(1) of the Accounts and Audit regulations 2015 to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes". The Council complied with the requirements in terms of independence from the Council decision making process by appointing Auditing Solutions Ltd to provide this function to the Council.

As the Council's Internal Auditor and under the revised audit arrangements, the Internal Auditor has a duty to complete the internal audit report in the Council's Annual Return, which covers the basic financial systems, activities, operating procedures and requires assurances in separate areas as shown below.

AREA FOR REVIEW	EXPECTED ACHIEVEMENTS	ACHIEVED YES/NO	AREAS COVERED
Scope of internal audit	Terms of reference approved by council	Yes	Internal Audit covers: Risk arrangements, Security of Assets, review of minutes, insurance, security of assets, expenditure, income, accounting records, year-end accounts,
	Internal audit work takes into account risk assessment	Yes	Covered by financial risk assessment review and H & S safety review annually. Insurance risk assessed annually.
	Internal audit work takes into account wider control arrangements	Yes	Project budgeting process in place. Financial Regulations show delegated authority to spend Monthly variance reports in place and considered by F&P committee.
	Internal audit work covers anti-fraud and corruption arrangements	Yes	Cash handling procedures reviewed by internal auditor. Two staff handling all purchasing, and cash transactions.

Independence	Internal audit has direct access to those charged with governance	Yes	Chief Officer and internal audit discuss governance. Interim and annual audit reports discussed at meetings.
	Internal audit has no other role within the council	Yes	
Competence	There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.	Yes	Internal auditor works with other councils.
	Responsibilities for officers and internal audit are defined in relation to internal control, risk management, fraud and corruption by means of a job description, engagement letter.	Yes	Chief Officer's Key Performance Areas show this, as do RFO's.
Audit Planning and Reporting	The annual internal audit plan properly takes account of all risks facing the council and has been approved by council.	Yes	Financial Risk review completed annually. Internal audit monitors against identified risk.
	Internal audit has reported in accordance with the plan	Yes	Internal audit investigation is thorough, and provides sound reports,
	Reports are received by council	Yes	Reports acted upon as shown by minutes.
	Planned internal audit work is based on risk assessment and designed to meet the council's needs	Yes	Largest risks covered by insurance i.e. loss of income.
Understanding the whole organisation, its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.	Yes	Internal Auditor fully updated on any new issues
Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community	Yes	Auditor assessing work done by council on levels of risk.
Adds value	The council makes positive responses to internal audit's recommendations and follows up where action is needed	Yes	Audit reports scrutinised by F&P and acted upon.

Be forward looking	National agenda changes are considered.	Yes	Vision, Asset transfer, neighbourhood plan, growth of council, projects undertaken all indicators of change.
	Internal audit is aware of new developments in council services, risk management and corporate governance arrangements	Yes	Staff constantly update training
Be challenging	Focuses on risks and encourages development of own responses to risk management	Yes	
Right resources	Adequate resources are made available for internal audit's work	Yes	
	Internal audit understand the council	Yes	Internal auditor has been working with the council for a number of years.
Proposal	The current internal audit is provided by Accounting Solutions Ltd. They are a well-established company with extensive experience with Town and Parish Councils. They attend the council offices 3 times per year and have provided good advice. They work with many other councils in providing this service and are familiar with our processes and procedures. The fact that historically our external audit has been consistently good demonstrates that the guidance and support being provided by the Internal auditor is sound.		
Finance	The cost for Accounting Solutions is circa £1300 p.a., the daily cost is £435 which includes travelling.		
Decision Requested	That the F&P Committee resolve to approve continuing with Accounting Solutions for internal audit provision for the next financial year 2020-21		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	16 th January 2020 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM	15		
REPORT TITLE	Investment Policy and Strategy 2020/21		
Background	Congleton Town Council is required by the Local Government Act 2003 to prepare an Investment Policy and Strategy taking into account the Community Investments Guidance notes 1 st April 2010. These policies are contained within the Council's Constitution.		
Updates	The previous Investment Policy and Investment Strategy were approved in February 2019 and it is best practice to review annually.		
Decision Requested	To approve the Investment Policy and Strategy 2020/21		

Congleton Town Council

Investments Policy

I. Introduction

Congleton Town Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

In preparing its Investment Policy the Council is required to comply with the guidance notes issued under Section 15 (1) of the Local Government Act 2003. The current statutory Community and Local Government (CLG) Investments Guidance notes came into force on 1st April 2010.

Town and Parish Councils with a budget larger than £500,000 are not eligible for compensation under the Financial Services Compensation Scheme (FSCS).

2. Objectives

The general policy objective of the Council is prudent investment of its balances in line with the widely recognised investment policy expressed as SLY, Security, Liquidity and Yield. The Council's priorities are:

1. Security of its reserves.
2. The Liquidity of its investments.
3. The Yield of its investments.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

3. Policies

1. All investments will be made in Sterling
2. No one investment shall be for a period longer than 12 months
3. The Town Council shall invest with banks/building societies or institutions with high credit quality ratings from credit agencies such as Standard and Poors; Moody's Investors Services Ltd and Fitch Ratings Ltd.
4. Two councillor signatories in accordance with the Town Council's bank mandate will be required to open any new accounts but day to day operation of moving money between the accounts will be delegated to the RFO and Chief Officer.

This policy is for the financial year 2020/21 and will be reviewed annually.

Congleton Town Council

Investments Strategy

Congleton Town Council has the majority of its General Reserve £150,000 with Cambridge and Counties Bank¹ on a 1 year deposit.

£150,000 of its Ear Marked Reserves is with CCLA Public Sector Deposit fund. This is an instant access account but is a stock market based account with fluctuating interest rates, currently around 0.7%,

The balance of the council's money is with the Royal Bank of Scotland split between a current account and a special interest bearing account which currently pays 0.2%.

Suggested Strategy:

1. To keep the General Reserve with Cambridge and Counties Bank – currently £150,000 @ 1.6% maturing in November 2020 = £2,400 annual interest.
2. To keep £150,000 with CCLA giving approximately £1,000 at current rates.
3. To retain RBS for the current account and the remaining balance in the SIBA account.

¹ Cambridge & Counties Bank is an authorised UK bank which focuses on providing financial products to small and medium sized enterprises (SMEs). We fund our loans using customer deposits. As we do not borrow money from the wholesale markets we do not require a credit rating.

We are owned in equal shares by Trinity Hall, Cambridge, and Cambridgeshire Local Government Pension Fund and regulated by both the Financial Conduct Authority and the Prudential Regulatory Authority. We are a member of the Financial Services Compensation Scheme (FSCS) which protects the deposits of small to medium sized businesses which meet the FSCS criteria; full details of which can be found at www.fscs.org.uk.

Both the management of the Bank and the owners have a conservative approach to risk management and the bank holds levels of capital and liquidity in excess of all regulatory requirements. We see our primary banking responsibility to be to protect our depositors.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	16 th January 2020 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM	16		
REPORT TITLE	Bad Debt		
Background	<p>Section 9.4 of Congleton Town Council's Financial Regulations states:</p> <p>Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.</p> <p>The current debtor's schedule shows an outstanding invoice of £70.00 from Town Bathrooms, High Street. This was for hanging baskets supplied in April 2019. The shop has been closed for some months and all correspondence requesting payment has been unanswered. Companies House lists Town Bathrooms Limited with a proposal to strike off and no documents have been received since 2018. It seems unlikely that any money is going to be received against this invoice so the proposal is to write off the nett sum of £58.33 as a bad debt and recover the output VAT of £11.67.</p>		
Updates			
Decision Requested	To write off the bad debt of £58.33 and recover VAT of £11.67		