



# Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford CILCA**

7<sup>th</sup> February 2020

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

Dear Councillor,

## **Finance and Policy Committee Meeting – Thursday 13<sup>th</sup> February 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 13<sup>th</sup> February 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 16<sup>th</sup> January 2020.

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](mailto:info@congletontowncouncil.co.uk) [www.congleton-tc.gov.uk](http://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 31<sup>st</sup> January 2020.

7. New Applications for Financial Assistance (Enclosed)

- **Grant ref GR23/1920 – Friends of Congleton Park**
- **Grant ref GR24/1920 – Congleton Pride Charitable Trust**
- **Grant ref GR25/1920 – Trinity Methodist Church**
- **Grant ref GR26/1920 – Congleton Park Bowling Club**
- **Grant ref GR27/1920 – Inner Trust CIC**

8. New Grant Activities Monitoring Forms

There were no New Grant Activities Monitoring Forms to be reviewed.

9. Management Accounts (Enclosed)

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

10. Bank Reconciliation (Enclosed)

To receive and consider the bank reconciliation as at 31<sup>st</sup> January 2020

11. Savings Account Balances (Enclosed)

To receive and consider the Savings Account balances as at 31<sup>st</sup> January 2020

12. List of Payments (Enclosed)

To receive and consider the Payments lists between 1<sup>st</sup> December 2019 and 31<sup>st</sup> January 2020.

13. Interim Internal Audit Report (Enclosed)

To receive and approve the Interim Internal Audit Report 19/20.

14. Business Risk Assessment (Enclosed)

To receive and approve the Business Risk Assessment for 2020/21.

15. Equality and Inclusion Policy (Enclosed)

To receive and approve the new Equality and Inclusion Policy.

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

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

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

**Ccs:** Other members of the Council and Honorary Burgesses (3) for Information; Press (2)  
Congleton Library, Congleton Tourist Information Centre.

CONGLETON TOWN COUNCIL

**Minutes of the Finance and Policy Committee Meeting  
held on Thursday 16<sup>th</sup> January 2020**

PRESENT     Committee members,

Duncan Amies  
David Brown  
Russell Chadwick (Vice Chair)  
Robert Douglas (Chair)  
Paul Duffy  
Rob Moreton  
Jean Parry  
James Smith

Non Committee members

Amanda Martin  
Sally Ann Holland (Town Mayor)  
Kay Wesley

1. Apologies

Apologies for absence were received from Committee member Cllr Mark Rogan and from Non-Committee members Cllrs Suzanne Akers Smith, Margaret Gartside and Denis Murphy.

2. Minutes

**FAP/38/1920 RESOLVED** that the Minutes of the Meeting of the Committee held on 21<sup>st</sup> November 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 D Brown, S A Holland, & R Moreton declared a non-pecuniary interest in matter relating to Cheshire East Council

S A Holland declared a non-pecuniary interest grant application GR22/1920 – ACT IT OUT CIC

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 December 2019.

**FAP/39/1920 RESOLVED** that the grant statement be received.

7. New Applications for Financial Assistance

**FAP/40/1920 RESOLVED** that the following grants be approved:

- **Grant ref GR19/1920 – Congleton Unplugged - £500**
- **Grant ref GR20/1920 – Congleton Harriers - £375**
- **Grant ref GR21/1920 – Astbury Mere Trust - £1,500**
- **Grant ref GR22/1920 – ACT IT OUT CIC - £296 as free use of the Town Hall for 2 V.E. day performances.**

8. New Grant Activities Monitoring Forms

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

**FAP/41/1920 RESOLVED** to receive the Grant Activities Monitoring Forms.

9. Letter of thanks from Congleton Girlguiding

**FAP/42/1920 RESOLVED** to receive a letter of thanks from Congleton Girlguiding for the Town Council's support.

10. Management Accounts

**FAP/43/1920 RESOLVED** to receive the Management Accounts to 30<sup>th</sup> November 2019.

11. Bank Reconciliation

**FAP/44/1920 RESOLVED** to receive the bank reconciliation as at 30<sup>th</sup> November 2019.

12. Savings Account Balances

**FAP/45/1920 RESOLVED** to receive the Savings Account balances as at 30<sup>th</sup> November 2019.

13. List of Payments

**FAP/46/1920 RESOLVED** to receive the List of Payments between 1<sup>st</sup> November and 30<sup>th</sup> November 2019.

14. Appointment of Internal Auditor

**FAP/47/1920 RESOLVED** to approve the appointment of Auditing Solutions as the Internal Auditor for 2020/21.

15. Annual review of the Investment Policy and Strategy

**FAP/48/1920 RESOLVED** to approve the Investment Policy and Investment Strategy.

16. Bad Debt

**FAP/49/1920 RESOLVED** to approve writing off a bad debt for Town Hall Bathrooms.

**Cllr Robert Douglas  
Chair**

Date Approved		Permitted		Congleton Town Grant Commitments 2019/20		Approved		Approved		Date	
To	For	Section	Minutes Reference	EMR b/fwd	19/20 £	Paid £	Outstanding	Paid	Date	Outstanding	Paid
05/07/2018	Subsidised Use of Town Hall				4,500.00	5093.85	-593.85				
10/01/2019	SWANS	Gpoc	FAP/18/1819	250.00	0.00	250.00	0.00	19/06/2019			
10/01/2019	Congleton Unplugged	Gpoc	FAP/54/1819	500.00	500.00	500.00	0.00	08/04/2019			
10/01/2019	290 Squadron Air Cadets	Gpoc	FAP/54/1819	500.00	500.00	500.00	0.00	08/04/2019			
10/01/2019	USA cycling group	Gpoc	FAP/54/1819	400.00	400.00	400.00	0.00	04/07/2019			
21/03/2019	Beartown Patchwork & Quilters	Gpoc	FAP/79/1819	350.00	350.00	350.00	0.00	30/04/2019			
21/03/2019	Rode Hall Silver Band	Gpoc	FAP/79/1819	600.00	600.00	600.00	0.00	13/06/2019			
21/03/2019	Friends of Congleton Park	Gpoc	FAP/79/1819	300.00	300.00	300.00	0.00	21/09/2019			
21/03/2019	Ruby's fund	Gpoc	FAP/79/1819	500.00	500.00	500.00	0.00	08/04/2019			
21/03/2019	Friends for Leisure	Gpoc	FAP/79/1819	230.00	230.00	230.00	0.00	13/06/2019			
21/03/2019	Cong Bath House & Physic garden	Gpoc	FAP/79/1819	500.00	234.00	234.00	266.00	23/07/2019			
21/03/2019	Congleton Library	Gpoc	FAP/79/1819	150.00	150.00	150.00	0.00	10/09/2019			
21/03/2019	SOL Theatre School	Gpoc	FAP/79/1819	600.00	600.00	600.00	0.00	02/01/2020			
21/03/2019	Bromley Farm CC	Gpoc	FAP/79/1819	400.00	400.00	400.00	0.00	08/04/2019			
06/06/2019	Chaining Lanes	Gpoc	FAP/03/1920	297.00	297.00	297.00	0.00	13/06/2019			
05/06/2019	Congleton Bowling Club	Gpoc	FAP/03/1920	250.00	250.00	250.00	0.00	13/06/2019			
05/06/2019	Congleton Hamlets	Gpoc	FAP/03/1920	650.00	650.00	650.00	0.00	28/08/2019			
06/06/2019	Friends of Congleton Park	Gpoc	FAP/03/1920	250.00	250.00	250.00	0.00	415.00			
11/07/2019	Dane Valley Swimming Club	Gpoc	CTC/23/1920	750.00	750.00	750.00	0.00	11/10/2019			
11/07/2019	Jazz and Blues Festival	Gpoc	CTC/23/1920	500.00	500.00	500.00	0.00	10/09/2019			
11/07/2019	Cong Pentecostal Church	Gpoc	FAP/13/1920	1,000.00	1,000.00	1,000.00	0.00	19/09/2019			
12/09/2019	Cong URC	Gpoc	FAP/13/1920	250.00	250.00	250.00	0.00	11/11/2019			
12/09/2019	Congleton Bowling Club	Gpoc	FAP/13/1920	600.00	600.00	600.00	0.00	19/09/2019			
12/09/2019	Our Gang	Gpoc	FAP/13/1920	45.00	45.00	45.00	0.00	11/11/2019			
10/10/2019	Girl Guide eurjam (H Todd)	Gpoc	FAP/22/1920	150.00	150.00	150.00	0.00	11/11/2019			
10/10/2019	Girl Guide eurjam (L Downing)	Gpoc	FAP/22/1920	150.00	150.00	150.00	0.00	16/01/2019			
10/10/2019	Congleton Musical Theatre	Gpoc	FAP/22/1920	600.00	600.00	600.00	0.00	04/12/2019			
21/11/2019	Girl Guides Eurojam x 4	Gpoc	FAP/40/1920	500.00	500.00	500.00	0.00	24/01/2020			
16/01/2020	Congleton Unplugged	Gpoc	FAP/40/1920	375.00	375.00	375.00	0.00	1500.00			
16/01/2020	Cong Harriers	Gpoc	FAP/40/1920	1,500.00	1,500.00	1,500.00	0.00	3987.15			
16/01/2020	Asbury Mere Trust	Gpoc	FAP/40/1920	5577.00	5577.00	5577.00	0.00				
Totals					13086.00	14674.85					
	EMR b/fwd			25,577.00							
	Budget 19/20			£19,500.00							
	Total approved to date			£19,255.85							
	Total money still available for grants			£5,821.15							

Congleton Town Grant Commitments										
Specific Budgets										
Date Grant Approved	To	For	Section	Minute Referen	EMR b/fwd	Budget	Approved 19/20	Paid £	Outstanding	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	809.00	191.00	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	38,084.00	191.00	
		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

SUBMITTED MEETING:  
13<sup>th</sup> February

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

Application Reference Number (office use only)	QR23/1920
--	-----------

1.1	<b>Applicant(s):</b>	ALISOID WILLIAMS
1.2	<b>Representing:</b>	FRIENDS OF CONGLETON PARK.
1.3	<b>Email Address:</b>	
1.4	<b>Tel No.</b>	
1.5	<b>Project Title:</b>	FRIENDS EVENTS 2020
1.6	<b>Project Objectives:</b>	To provide free afternoons of live entertainment for the residents and visitors in Congleton.
1.7	<b>Brief Project Description:</b>	Friends of Congleton Park aim to organise three afternoons of live music with brass and silver bands.
1.8	<b>Details accounts/budgets</b>	21st JUNE - Audley Silver Band - £350 > £550 - Barneton Brass Band - £200 5th JULY - LIONS YOUTH BAND - SPONSORED 2nd AUG - TINTWISTLE BRASS BAND - £250 > £600 - RODE HALL SILVER BAND - £350

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

2.1	<b>Total Cost of Project:</b>	£1150
2.2	<b>Total contribution sought:</b>	£200
2.3	<b>What will the money be spent on?</b>	The grant will go towards the cost of the events

2.4	<b>Any ongoing costs:</b>	Costs for the events
2.5	<b>Details of confirmed match funding include source</b> Cash:  In kind:	None to date.
2.6	<b>Resources needed:</b>	Resources provided by Friends of Congleton Park free of charge.
2.7	<b>Estimated timescale of project from start to finish:</b>	6 months ie - January 2020 to August 2020

### Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	Congleton residents of all ages will be given the opportunity to experience afternoons of high quality live music.
3.2	<b>Are there similar services/projects provided in the area</b>	Not to my knowledge.

### Part 4: Evaluation/Publicity

4.1	<b>How will the project be evaluated and who will carry out the evaluation?</b>	The events will be evaluated by Friends of Congleton Park at their committee meetings and the findings recorded in the minutes of the meetings.
4.2	<b>Describe how you will promote the Town Council in your project</b>	The Town Council will be promoted in advertising materials produced for the events.

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

Date: 21-01-20

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

SUBMITTED MEETING:  
13<sup>th</sup> February



## Congleton Town Council Application for Financial Assistance

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

Application Reference Number (office use only)	GR24/1920.
--	------------

1.1	<b>Applicant(s):</b>	Ronan Clayton
1.2	<b>Representing:</b>	Congleton Pride Charitable Trust
1.3	<b>Email Address:</b>	ronan.clayton@congletonpride.co.uk
1.4	<b>Tel No.</b>	01273 216155
1.5	<b>Project Title:</b>	Congleton Pride 2020
1.6	<b>Project Objectives:</b>	<p>At Congleton pride we have 5 main objectives these include;</p> <ul style="list-style-type: none"><li>• Educating &amp; Engaging – promoting the history of the LGBTQI+ community.</li><li>• Fundraising – For LGBTQI+ related causes.</li><li>• Create – Creating a safe space and environment for individuals of the LGBTQI+ community as well as the community of Congleton.</li><li>• Campaign – To campaign and give a voice to the community.</li><li>• Other – To provide other objects such as events, not only for Congleton Pride 2019/ 2020, but sub events too.</li></ul>
1.7	<b>Brief Project Description:</b>	<p>For Congleton Pride to host it's 2<sup>nd</sup> annual event, by bringing not only the LGBTQI+ community together but also the businesses, community of Congleton and its surrounding areas together.</p> <p>We aim to achieve this goal by hosting our 2<sup>nd</sup> event which will include live acts/ music, market stalls &amp; family activities.</p>
1.8	<b>Details accounts/budgets</b>	*Please find enclosed our proposed budget for Congleton Pride 2020, including our income & expenditure*

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

2.1	<b>Total Cost of Project:</b>	£3,518.82
2.2	<b>Total contribution sought:</b>	£700.00
2.3	<b>What will the money be spent on?</b>	<p>We're hoping the funding from this grant will be used towards our stage (including hire, set up, PA system and advertising)</p> <p>Advertising meaning banners on the main stage thanking Congleton Town Council for the main stage, and helping support us.</p>

2.4	<b>Any ongoing costs:</b>	£120.00 – Website hosting (£10.00 per month x 12). www.congletonpride.co.uk
2.5	<b>Details of confirmed match funding include source</b> Cash: £1,325  In kind: £1,860	<ul style="list-style-type: none"> <li>- So far we've raised £1,325 for pride 2020 from our stall at the Christmas markets, pride events (including. Drag night and RuPaul's Drag Race Viewing party), as well as our guarantee of at least £500.00 from Tesco for the bags of help scheme.</li> <li>- Every month we're planning on hosting an event to help raise funds for the main pride event. Which includes money raised from another drag night (based on ticket sales for the 1<sup>st</sup> one), and stall holders on the day.</li> </ul>
2.6	<b>Resources needed:</b>	As this is a community event, we will rely on volunteers to help set up/ clearing away. Marshalls are also required throughout the day. *But for any other expenditure, please find enclosed our Proposed Budget spreadsheet*
2.7	<b>Estimated timescale of project from start to finish:</b>	We started planning this event in Sep 2019, however the pride event itself will be held on 18 <sup>th</sup> July 2020. We hope to carry the legacy on into the future.

### Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	<p>As we found out from our first pride event in 2019, the feedback we received was that it was 'something the town, the LGBTQI+ community, and the Congleton community needed to bring a new buzz and historic moment into Congleton's History.</p> <p>We also believe it is important for the LGBTQI+ community and Congleton to explore the history &amp; relationships within the LGBTQI+ community.</p> <p>Our event also helped to bring in tourism into the town, along with business growth with heavy foot traffic.</p>
3.2	<b>Are there similar services/projects provided in the area</b>	No, as to the best of our knowledge we are the only pride group in Congleton.

### Part 4: Evaluation/Publicity

4.1	<b>How will the project be evaluated and who will carry out the evaluation?</b>	This will be completed by myself and other volunteers. Gaining feedback from the main pride group, businesses & the general public.
4.2	<b>Describe how you will promote the Town Council in your project</b>	From successfully receiving this grant we will actively promote Congleton Town Council on all social platforms. Also on the day we will also have banners on the main stage, stating the support you've give us and our thanks also.

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

Date: 28/01/2020

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.

**INCOME**

**EXPENDITURE**

Cash in bank	£175	First Aid	£221.00
Tesco	£500	Gazebo Hire	£883.20
Drag Night 1	£500	Event Insurance Costs	£269.62
Drag Night 2	£500	Stage	£700.00
Congleton Town Council Grant	£700	Pride Flyers	£60.00
Food Stall Income	£300	Event Programmes	£85.00
Fairground Income	£400	Road Closures	£350
Bar Income	£100	Advertising (FB/Leaflets/Press)	£200.00
Income From Stall Holders (18x £25)	£450	Contingency	£250.00
Income from Christmas Stalls/YP Event	£150		£3,018.82
Income From Charity Stallholders (6 x £15)	£90		
Income From Merchandise Trader	£20		
<b>Total</b>	<b>£3,885</b>	Max budget for day artists	£500.00
Plus collections on the day ??		Profit carried forward for 2021 (or increased contingency)	£366.18
		<b>Total</b>	<b>£3,385</b>

Plus collections on the day ??

= ' Funding we've got or Guaranteed

SUBMITTED MEETING  
13<sup>TH</sup> FEBRUARY.



## Congleton Town Council Application for Financial Assistance

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

Application Reference Number (office use only)	GR25/1920
--	-----------

1.1	Applicant(s):	AVRIL WAGHORN
1.2	Representing:	TRINITY METHODIST CHURCH WAGG STREET
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	RESURFACING OF PARKING AREAS
1.6	Project Objectives:	TO PROVIDE SAFER AND BETTER PARKING FACILITIES BOTH FRONT AND BACK <sup>ABLE+</sup> <sup>DISABLED</sup>
1.7	Brief Project Description:	REMOVAL OF OLD GARAGE, RESURFACING FRONT + BACK WHITE LINING FOR SAFETY <sup>AND DISABLED</sup>
1.8	Details accounts/budgets	CLOSING BALANCE 31/8/19 £78 K see attached.

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

2.1	Total Cost of Project:	£35 K
2.2	Total contribution sought:	£1000 - or any contribution would be welcome.
2.3	What will the money be spent on?	THE RESURFACING PROJECT ONLY

2.4	Any ongoing costs:	NONE
2.5	Details of <b>confirmed</b> match funding include source Cash:  In kind:	
2.6	Resources needed:	
2.7	Estimated timescale of project from start to finish:	1 MONTH

**Part 3: Potential Benefits / Outputs**

3.1	What are the potential benefits/outputs to residents of Congleton	SAFETY & BETTER UTILISATION AS CURRENTLY THE SURFACE IS BADLY WORN & UNSAFE IN PLACES
3.2	Are there similar services/projects provided in the area	ALL BUILDING ARE HEAVILY UTILISED AND GROUPS HAVE BEEN WITH US MANY YEARS.

**Part 4: Evaluation/Publicity**

4.1	How will the project be evaluated and who will carry out the evaluation?	QUOTATION HAVE BEEN OBTAINED FROM EST. COMPANIES WITH REFERENCES. LOCALLY PROJECT MANAGED.
4.2	Describe how you will promote the Town Council in your project	VIA PRESS - CHRONICLE & ALSO THROUGH OUR MAGAZINE.

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

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

1<sup>ST</sup> FEB 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.

TRINITY METHODIST CHURCH ACCOUNTS 31/8/2019

		INCOME	2019	2018	EXPENDITURE	2019
Bal b/d						
9/1/18 CFB		50408.76				
Current		26854.82	77263.58			
					Assessment	41564.00
BACS Members			26139.00	25999.00	General Maintenance	12897.31
Services			13288.85	12739.62	Heating, Maintenance	545.00
Tax Refund			8967.29	8949.74	Gas/Electricity	8753.16
Lettings			13478.75	12295.00	Water	663.79
User Groups			5099.00	3403.00	Fees	440.73
Donations			1185.20	2190.00	Insurance	2866.88
Fees			600.00	560.00	Organ/Piano	745.20
Coffee Shop			1692.59	1368.46	Photocopier	825.54
Other Income			4530.58	10653.34	Telephone	4.98
Bank Interest			355.61		Donations	1792.00
					Advertising	151.00
			75336.87		From Restricted Funds	676.08
					Other Expenses	1827.43
						73753.10
					Closings Balances	
					CFB	52200.37
					Current	26646.98
						78847.35
			152600.45			152600.45
					current a/c	
					Restricted 6477.91	
					Available 20169.07	





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

RECEIVED  
4 FEB 2020  
RECEIVED

SUBMITTED MEETING  
13th February.

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

Application Reference Number (office use only)	GR26/1920
--	-----------

1.1	<b>Applicant(s):</b>	MR P CHARLES WORTH
1.2	<b>Representing:</b>	CONGLETON PARK BOWLING CLUB
1.3	<b>Email Address:</b>	N/A
1.4	<b>Tel No.</b>	
1.5	<b>Project Title:</b>	NEW FLOORING TO TOILET
1.6	<b>Project Objectives:</b>	NEW FLOOR COVERINGS TO LADIES W.C. TO BRING THEM UP TO STANDARD
1.7	<b>Brief Project Description:</b>	AS ABOVE
1.8	<b>Details accounts/budgets</b>	APPROX COST: SUPPLY + FIX PLYWOOD + FLOOR COVERINGS : £300

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

2.1	<b>Total Cost of Project:</b>	£303 INCL VAT.
2.2	<b>Total contribution sought:</b>	£200
2.3	<b>What will the money be spent on?</b>	SEE ABOVE : 3.6.

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

**Part 3: Potential Benefits / Outputs**

3.1	What are the potential benefits/outputs to residents of Congleton	TO ENCOURAGE MEMBERS AND VISITORS TO USE THE FACILITIES OF THE CLUB WHICH IS A FOCAL POINT OF THE PARK.
3.2	Are there similar services/projects provided in the area	No.

**Part 4: Evaluation/Publicity**

4.1	How will the project be evaluated and who will carry out the evaluation? ?	BY MEMBERS AND VISITORS
4.2	Describe how you will promote the Town Council in your project	BY TAKING A PHOTOGRAPH WITH A PROMINENT MEMBER OF THE COUNCIL ON COMPLETION OF THE WORK.

Si

Date:

5th Feb 2020

(Secretary)

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

SUBMITTED MEETING:  
13<sup>TH</sup> FEBRUARY.



## Congleton Town Council Application for Financial Assistance

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

<b>Application Reference Number (office use only)</b>	GR27/1920
---	-----------

1.1	<b>Applicant(s):</b>	Spencer Hickson
1.2	<b>Representing:</b>	Inner Trust CIC
1.3	<b>Email Address:</b>	
1.4	<b>Tel No.</b>	
1.5	<b>Project Title:</b>	Musical Minds
1.6	<b>Project Objectives:</b>	To engage with hard to reach young people and provide them with new skills, increasing their confidence, building self-belief and showing them that they can achieve, expressing themselves through music and art. We have great results from similar workshops and want to continue this in Congleton. This will significantly reduce anti-social behaviour in the Bromley Farm area, a disadvantaged local area.
1.7	<b>Brief Project Description:</b>	<p>We plan to hold 12 monthly musical mind workshops at Bromley Farm and provide participants with an opportunity to showcase their work at community events in Congleton in the summer (Play Day and Olympics in the Park).</p> <p>Musical minds workshops give the opportunity to make music with other children together in a fun music jam which is held in a colourful, vibrant and safe environment. The young people can experiment with playing, making, recording music and creative drawing ideas in synergy with each other, increasing stimulation and giving a sense of belonging and connectedness. It also develops their ability to work together as a team and utilise the new skills they learn.</p> <p>We know from previous workshops and receiving feedback from over 500 children that our workshops promote creative forms of expression that can be harnessed as a means of connection and communication between all. The changes this will make for the young people will be; to inspire, grow confidence and self-belief, be positively engaged and making new friends. This leads to a sense of belonging which helps to encourage good sociable behaviour, whilst promoting empowerment that they can achieve and reach their full potential together.</p>
1.8	<b>Details accounts/budgets</b>	Inner Trust Accounts are available via Companies House. Budget for this project is shown below.

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

2.1	<b>Total Cost of Project:</b>	£6,480								
2.2	<b>Total contribution sought:</b>	£1,000								
2.3	<b>What will the money be spent on?</b>	<table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">Venue Costs</td> <td style="text-align: right;">£ 180</td> </tr> <tr> <td style="padding-left: 20px;">Specialist Sessional Workers</td> <td style="text-align: right;">£ 600</td> </tr> <tr> <td style="padding-left: 20px;">Creative Materials</td> <td style="text-align: right;">£ 120</td> </tr> <tr> <td style="padding-left: 20px;">Marketing Materials</td> <td style="text-align: right;">£ 100</td> </tr> </table>	Venue Costs	£ 180	Specialist Sessional Workers	£ 600	Creative Materials	£ 120	Marketing Materials	£ 100
Venue Costs	£ 180									
Specialist Sessional Workers	£ 600									
Creative Materials	£ 120									
Marketing Materials	£ 100									

2.4	<b>Any ongoing costs:</b>	None
2.5	<b>Details of <i>confirmed</i> match funding include source</b> Cash:  In kind:	Equipment Costs     £5,000 Volunteer Time       £ 480
2.6	<b>Resources needed:</b>	iPads, DJ controllers, PA System, Lighting, drawing materials.
2.7	<b>Estimated timescale of project from start to finish:</b>	12 Months

**Part 3: Potential Benefits / Outputs**

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	We hope to engage with children who have previously caused anti-social behaviour or bullying and in a very rewarding way give them a number of skills and attributes from the monthly sessions. Benefits include: o Helping to encourage good social behaviour. o Harnessing of enthusiasm and excess energy in a focussed way. o A feeling of belonging where they have expressed themselves through music and art. o Empowerment and Engagement at all levels with all abilities with good team working and increase in resilience. o Increase in confidence and inner self-belief that together they can achieve. The wider community and local residents near to Bromley Farm will also benefit.
3.2	<b>Are there similar services/projects provided in the area</b>	No services offer the engagement we can offer using the Musical Minds Workshops.

**Part 4: Evaluation/Publicity**

4.1	<b>How will the project be evaluated and who will carry out the evaluation?</b>	Bromley Farm and Inner Trust will evaluate the workshops via feedback from the participants using an appropriate format for their age and needs.
4.2	<b>Describe how you will promote the Town Council in your project</b>	We are happy to promote this project through marketing materials to the local area and through our website and social media and through partnerships with local organisations such as the Police and Youth Support Services.

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

Date: 6th February 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.

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy Committee		
<b>MEETING DATE AND TIME</b>	13 <sup>th</sup> February 2020	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Jackie Potts – Support Manager		
<b>AGENDA ITEM REPORT TITLE</b>	9 Management accounts for December 2019		
<b>Background</b>	Variance analysis of the Management Accounts for December 2019 to accompany the spreadsheet.		
<b>Updates</b>	<p>These figures are to 31<sup>st</sup> December 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 9 show figures largely in line with the budget. 75% of expenditure would be expected to have been used if expenditure was a regular monthly amount.</p> <p><b><u>Finance and Policy Committee</u></b></p> <p><u>Corporate Management</u></p> <p>Overall on budget</p> <ul style="list-style-type: none"> <li>• Reception – TIC 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.)</li> <li>• Misc Office Costs includes rental of secure document disposal boxes as part of GDPR measures which wasn't budgeted for.</li> <li>• Subscriptions and Publications is a full year cost</li> <li>• Insurance is a full year cost.</li> <li>• External Audit is a full year cost</li> <li>• Internal Audit – one invoice of 3 has been received.</li> <li>• Interest received on savings is higher than budgeted for.</li> </ul> <p><u>Democratic/Civic</u></p> <p>Overall on budget</p> <ul style="list-style-type: none"> <li>• The Mayor has received her annual allowance.</li> <li>• Stationery and Printing includes business cards for councillors.</li> <li>• Hall and room hire is an internal charge for using the meeting rooms for council business.</li> </ul> <p><u>Grants</u></p> <p>£15,000 was available for community grant applications for the year– the Grants commitments sheet shows the breakdown of the current amount available which is £5,821</p> <p><b><u>Community, Environment and Services Committee</u></b></p> <p>Overall slightly under budget.</p> <ul style="list-style-type: none"> <li>• Floral displays – still awaiting invoice for town hanging baskets</li> </ul>		

	<ul style="list-style-type: none"> <li>• Allotments: £885 has been spent on allotment maintenance which only has a small budget.</li> <li>• Public Toilets: Repairs carried out on the public toilets (Market Street) and a cleaning company now employed to clean daily.</li> <li>• Crime reduction/CCTV - 2 quarters PCSO invoices received but not yet received the CCTV invoice.</li> </ul> <p><u>Streetscape</u></p> <p>Overall the cost centre is slightly under budget at 68% used.</p> <ul style="list-style-type: none"> <li>• Agency staff are used for busy periods but taken along with the underspend on Staff costs the total is still within budget.</li> <li>• Insurance is a full year cost.</li> <li>• Vehicle servicing/maintenance is over budget as £6,000 has been spent on mower repairs.</li> </ul> <p><u>Town Hall Committee</u></p> <p>Income and Expenditure slightly under budget so overall 57% 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>
<b>Decision Requested</b>	To receive the Management Accounts to December 2019

**Congleton Town Council - Management Accounts - December 2019**

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
<b>Finance and Policy</b>				
<b>Corp Management</b>				
Staff Costs (re-allocated)	101,832	136,059	34,227	75%
Travel	96	900	804	11%
Training / Conferences	1,657	3,000	1,343	55%
Rent Payable	10,463	13,950	3,487	75%
Reception - TIC	3,375	3,186	-189	106%
Miscellaneous Office Costs	967	450	-517	215%
Telephone/Fax/Internet	435	1,260	825	35%
Postage	1,411	2,900	1,489	49%
Stationery & Printing	1,666	3,000	1,334	56%
Subscriptions & Publications	3,317	3,230	-87	103%
Insurance	8,654	9,180	526	94%
Computer/IT Costs	9,117	10,812	1,695	84%
Photocopy Charges	1,292	2,600	1,308	50%
Recruitment Advertising	0	500	500	0%
Other Advertising	84	300	216	28%
Bank Charges	586	1,020	434	57%
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	986	2,000	1,014	49%
HR & H&S support	1,732	4,590	2,858	38%
Central Overheads reallocated	-41,607	-58,216	-16,609	71%
<b>Corporate Management:-Expenditure</b>	<b>110,633</b>	<b>148,511</b>	<b>37,878</b>	<b>74%</b>
Interest Receivable	-3,354	-3,000	-354	112%
<b>Corporate Management :- Income</b>	<b>-3,354</b>	<b>-3,000</b>	<b>-354</b>	<b>112%</b>
<b>Net Expenditure over income</b>	<b>107,279</b>	<b>145,511</b>	<b>37,524</b>	<b>74%</b>
<b>Civic</b>				
Staff Costs (re-allocated)	20,025	26,746	6,721	75%
Training / Conferences	1,134	2,000	866	57%
Stationery & Printing	517	500	-17	103%
Marketing/Promotions	578	1,000	422	58%
Council Newsletter	3,182	5,388	2,206	59%
Council Website	772	1,500	728	51%
Mayor's Allowance	3,000	3,000	0	100%
Members Expenses	0	200	200	0%
Civic Expenses	3,521	5,000	1,479	70%
Civic Regalia	0	250	250	0%
Hall & Room Hire	5,909	5,555	-354	106%
Civic Artefacts and Treasures	50	500	450	10%
Central Overheads reallocated	1,750	2,448	698	71%
<b>Civic:-Expenditure</b>	<b>40,438</b>	<b>54,087</b>	<b>13,649</b>	<b>75%</b>
Grants <u>Grants</u>	<b>53,387</b>	<b>61,583</b>	<b>8,196</b>	<b>87%</b>
<b>F&amp;P Income - Expenditure Totals</b>	<b>201,104</b>	<b>261,181</b>	<b>59,369</b>	<b>77%</b>
<b>Community, Environment &amp; Services</b>				
Paddling Pool	28,467	27,968	-499	102%
Propagation Unit	0	1,000	1,000	0%
Floral Displays	4,395	12,000	7,605	37%
Allotments	1,269	1,250	-19	102%
Public Toilets	8,230	8,600	370	96%
Crime Reduction/CCTV	16,640	51,700	35,060	32%
Congleton Partnership	25,934	34,578	8,645	75%
Community Development	59,229	96,186	36,957	62%
Christmas Fayre/lights	10,921	21,000	10,079	52%
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	5,592	11,000	5,408	51%
<b>Community, Environment &amp; Services</b>	<b>161,737</b>	<b>272,282</b>	<b>110,546</b>	<b>59%</b>

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
<b>Streetscape</b>				
Staff Costs	289,574	421,355	131,781	69%
Agency Staff	16,015	6,000	10,015	267%
Training	477	3,000	2,523	18%
Protective Clothing/H & Safety	3,119	4,500	1,381	69%
Office rent	2,300	3,067	767	75%
Cleaning Materials	3,874	5,000	1,126	77%
Telephones	519	700	181	74%
Insurance	5,656	6,000	344	94%
Property maintenance	716	1,030	314	70%
Horticultural etc Supplies	12,038	18,000	5,962	67%
Winter Bedding	1,385	1,000	385	139%
Vehicle maintenance/Serv etc	13,008	10,000	3,008	130%
Vehicle fuel and oil	8,840	15,000	6,160	59%
Vehicle rental charges	27,123	38,000	10,877	71%
Street Cleansing	1,934	3,500	1,566	55%
General expenditure	2,716	4,000	1,284	68%
Central Overheads Reallocated	27,566	38,569	11,003	71%
Rechargeable expenses	935	0	935	#DIV/0!
Streetscape Expenditure	<u>417,795</u>	<u>578,721</u>	<u>160,926</u>	72%
Streetscape - Income	-275,027	-366,702	-91,676	75%
Streetscape - External work Income	-7,599	-15,000	-7,401	51%
Streetscape - Other	-1,000	0	1,000	#DIV/0!
Streetscape - Misc Income	-675	-900	-225	75%
	<u>-284,301</u>	<u>-382,602</u>	<u>-98,302</u>	74%
Net Expenditure over Income	<u>133,495</u>	<u>196,119</u>	<u>62,625</u>	68%
<b>C,E &amp;S Income - Net Expenditure Totals</b>	<u>296,231</u>	<u>468,401</u>	<u>173,170</u>	63%
<b><u>Town Hall</u></b>				
Town Hall - Expenditure	128,434	200,566	72,132	64%
Town Hall - Income	-85,624	-125,800	-40,176	68%
Net Expenditure over Income	<u>42,810</u>	<u>74,766</u>	<u>31,956</u>	57%
<b><u>Capital</u></b>	<u>68,889</u>	<u>79,803</u>	<u>10,914</u>	86%
<b><u>Total Net Expenditure</u></b>	<u>608,034</u>	<u>884,161</u>	<u>275,409</u>	69%
<b><u>Personnel</u></b>				
Staff Costs - Reallocated	<u>532,451</u>	<u>772,034</u>	<u>239,583</u>	69%

**Reserves as at 31/12/19**

General Reserve	200,901
Capital Equipment Fund	34,344
Capital Contingency Fund	284,879
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 Toilets	24,012
EMR Public Realm	9,189
EMR Legal Fees	5,292
EMR Christmas Lights	7,573
EMR Tourism	9,169
EMR Marketing	5,000
EMR Congleton Neighbourhood Plan	12,948
EMR Cenotaph	100,000
EMR Rotary Bonfire	5,000
	<u>742,737</u>



# AGENDA ITEM 10

Date: 04/02/2020

Congleton Town Council

Page 1

Time: 16:18

**Bank Reconciliation Statement as at 31/01/2020  
for Cashbook 1 - RBS Current/ Access Acct**

User: JP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS Current Account 11411170	31/01/2020	594	175,499.56
			175,499.56

*JP*

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
02/01/2020 008934 SOL Theatre school	600.00
16/01/2020 008937 Cong Musical Theatre	600.00
24/01/2020 008940 Cong Harriers	375.00
24/01/2020 008941 Cygnet Club	10.00
24/01/2020 008942 Halo Hair	10.00
24/01/2020 008943 Browns Furniture	13.00
24/01/2020 008944 House to Home	7.00
24/01/2020 008945 W H Smith	9.00
	1,624.00
	173,875.56

<u>Receipts not Banked/Cleared (Plus)</u>	<u>Amount</u>
	0.00
	0.00
	173,875.56
<b>Balance per Cash Book is :-</b>	<b>173,875.56</b>
<b>Difference is :-</b>	<b>0.00</b>

*JP*

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE :</b>	Finance and Policy Committee												
<b>MEETING DATE AND TIME</b>	13 <sup>th</sup> February 2020 7.00pm	<b>LOCATION</b>	Congleton Town Hall										
<b>REPORT FROM</b>	Jackie Potts – Support Manager												
<b>AGENDA ITEM REPORT TITLE</b>	<b>11</b> Congleton Town Council – Savings account balances												
<b>Background</b>	To inform the Finance and Policy Committee with the location and balances of the Town Council's savings and investments.												
	<b>Congleton Town Council - Savings account balances</b>  <b><u>Balances as at 31st January 2020</u></b>  <table><tr><td><b>Balance per Business Reserve Account (10180876)</b></td><td style="text-align: right;"><b>660,548.97</b></td></tr><tr><td><b>Cambridge and Counties 1 year fixed deposit</b></td><td style="text-align: right;"><b>150,000.00</b></td></tr><tr><td><b>CCLA deposit</b></td><td style="text-align: right;"><b>150,000.00</b></td></tr><tr><td></td><td style="text-align: right;"><hr/></td></tr><tr><td></td><td style="text-align: right;"><b><u>960,548.97</u></b></td></tr></table>			<b>Balance per Business Reserve Account (10180876)</b>	<b>660,548.97</b>	<b>Cambridge and Counties 1 year fixed deposit</b>	<b>150,000.00</b>	<b>CCLA deposit</b>	<b>150,000.00</b>		<hr/>		<b><u>960,548.97</u></b>
<b>Balance per Business Reserve Account (10180876)</b>	<b>660,548.97</b>												
<b>Cambridge and Counties 1 year fixed deposit</b>	<b>150,000.00</b>												
<b>CCLA deposit</b>	<b>150,000.00</b>												
	<hr/>												
	<b><u>960,548.97</u></b>												
<b>Decision Requested</b>	To receive the Savings Account balances as at 31 <sup>st</sup> January 2020												

Congleton Town Council  
RBS Current/1 Access Acct

List of Payments made between 01/12/2019 and 31/01/2020

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/12/2019	Prism Solutions	DD	43.19	63300/11099/phone charges
02/12/2019	Cheshire East Council	DD	2,696.00	business rates town hall
02/12/2019	business rates toilets	DD	213.00	business rates toilets
04/12/2019	M Gartside	8922	32.50	M Gartside reimbursed expenses
04/12/2019	Girl Guiding Cheshire Border	8923	600.00	Grant Girl Guiding Cheshire Border
10/12/2019	Cheshire East Council	8924	20.00	LA802/11144/raffle licence
10/12/2019	Linings & Hoses Ltd	8925	116.06	CST234899/11155/hose line, fuse
10/12/2019	Prism Solutions	8926	1,740.32	114151/11158/2 x pcs
10/12/2019	Petty cash reimburse	8927	138.97	Petty cash reimburse
11/12/2019	CSM Window Cleaning	8928	50.00	14112019/11149/window clean TH
11/12/2019	British Telecom	dd	45.47	Q07836/11143/line charges
11/12/2019	J Unsworth	8929	15.00	Reimburse Christmas decoration
12/12/2019	West Mercia Energy	DD	61.42	1638593/11138/P toilet electric
13/12/2019	BACS P/L Pymnt Page 2307	BACS Pymnt	10,241.33	BACS P/L Pymnt Page 2307
16/12/2019	BANKLINE	DD	68.70	BANKLINE
17/12/2019	C Heath	8930	15.00	03122019/11210/xmas voucher
17/12/2019	Water Plus Ltd	8931	592.08	05107255/11224/pool water
17/12/2019	Whitehursts Agricultural & Bui	8932	86.18	11528/11222/tree stakes
18/12/2019	payroll Jan	AUTOPAY	57,723.80	payroll Jan
20/12/2019	BACS P/L Pymnt Page 2315	BACS Pymnt	16,608.37	BACS P/L Pymnt Page 2315
20/12/2019	RBS charges	DD	14.10	bank charges
20/12/2019	West Mercia Energy	DD	1,311.08	1645522/11266/T Hall GAS
23/12/2019	EE Ltd	Dd	64.96	01285416264/11208/mobile charges
27/12/2019	Prism Solutions	DD	1,087.42	114518/11254/IT support 03122019/11217/wireless mouse;
30/12/2019	RBS Credit Card	DD	188.89	stationery, bin
30/12/2019	Allpay - Plus Dane	DD	36.28	Allotment garage rental
31/12/2019	Suez Recycling and Recovery UK	DD	304.49	31728107/11181/Suez Recycling
02/01/2020	Quartix Ltd	dd	550.44	456197/11256/vehicle tracker
02/01/2020	Congleton Carpets	8933	999.00	Spencer Sulte carpet
02/01/2020	Prism Solutions	DD	44.30	63431/11215/phone charges
02/01/2020	Cheshire East Council	DD	2,696.00	Business rates Town Hall
02/01/2020	Cheshire East Council	DD	213.00	Business rates mkt st toilets
02/01/2020	SOL Theatre school	8934	600.00	Grant - SOL Theatre school
07/01/2020	Prism Solutions	8935	135.66	115349/11255/wipe old pcs
07/01/2020	Chris Booth	8936	65.00	114122019/11279/tree of light
10/01/2020	BACS P/L Pymnt Page 2322	BACS Pymnt	14,640.38	BACS P/L Pymnt Page 2322
10/01/2020	Pitney Bowes Ltd	DD	208.00	BH037992/11252/mail charges
10/01/2020	Pitney Bowes Finance PLC	DD	190.05	Franking machine rental
13/01/2020	West Mercia Energy	Dd	1,666.33	1648984/11227/T Hall gas
15/01/2020	West Mercia Energy	DD	69.17	1650168/11265/electric p toilet
15/01/2020	RBS bankline	DD	57.10	bankllne chgs
16/01/2020	Cong Musical Theatre	8937	600.00	Grant Cong musical theatre
17/01/2020	BACS P/L Pymnt Page 2329	BACS Pymnt	1,178.70	BACS P/L Pymnt Page 2329
17/01/2020	Payroll Jan 20	BANKLINE	59,461.05	Payroll Jan 20
21/01/2020	Linings & Hoses Ltd	8938	71.06	CST237148/11294/WD40 etc
21/01/2020	Prism Solutions	8939	40.27	115688/11296/adaptor cable
21/01/2020	rbs bank chgs	DD	13.03	rbs bank chgs
23/01/2020	EE Ltd	dd	64.80	01285454658/11329/call charges
24/01/2020	BACS P/L Pymnt Page 2333	BACS Pymnt	9,792.52	BACS P/L Pymnt Page 2333
24/01/2020	Cong Harriers	8940	375.00	Grant - Cong Harriers
24/01/2020	Cygnat Club	8941	10.00	refund electriclty xmas lights
24/01/2020	Halo Hair	8942	10.00	refund xmas lights electricity
24/01/2020	Browns Furniture	8943	13.00	refund xmas lights electricity
24/01/2020	House to Home	8944	7.00	refund xmas lights electricity
24/01/2020	W H Smith	8945	9.00	refund xmas light electricity
27/01/2020	Prism Solutions	dd	1,087.42	115856/11324/IT service
28/01/2020	Allpay - Plus Dane	DD	36.28	Allotment garage rental
31/01/2020	BACS P/L Pymnt Page 2337	BACS Pymnt	14,331.84	BACS P/L Pymnt Page 2337
31/01/2020	Cong choral refund of Deposit	BACS	50.00	Cong choral refund of Deposit
31/01/2020	Suez Recycling and Recovery UK	DD	293.54	31765870/11258/wast Recycling

203,693.55

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 9  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ANGEL</b> Angel Springs Ltd							
5315011/11167/T Hall water Authorised: mjw	29/11/2019	5315011	1	60.60	0.00	60.60	0.00
					0.00	60.60	
Above paid on 13/12/2019 by Online Payment Ref ANGEL							
<b>BESTCONNEX</b> The Best Connection Group							
3110561/11141/s scape temp Authorised: rb	29/11/2019	3110561	1	670.57	0.00	670.57	0.00
					0.00	670.57	
Above paid on 13/12/2019 by Online Payment Ref BESTCONNEX							
<b>BOMFORD</b> Bomford Office Products Ltd							
84059/11142/Nov stationery Authorised: mh	28/11/2019	84059	1	128.70	0.00	128.70	0.00
					0.00	128.70	
Above paid on 13/12/2019 by Online Payment Ref BOMFORD							
<b>CHESH ELIT</b> Cheshire Elite Laundry							
06885/11145/laundry Authorised: mjw	28/11/2019	06885	1	14.40	0.00	14.40	0.00
					0.00	14.40	
Above paid on 13/12/2019 by Online Payment Ref CHESH ELIT							
<b>CHESHELECT</b> Cheshire Electrical Supplies Ltd							
596-054235/11185/event lights Authorised: mh	18/11/2019	596-054235	1	184.25	0.00	184.25	0.00
					0.00	184.25	
Above paid on 13/12/2019 by Online Payment Ref CHESHELECT							
<b>CHS</b> Congleton High School							
D1101100200/11147/printing var Authorised: mh	27/11/2019	D1101100200	1	571.22	0.00	571.22	0.00
					0.00	571.22	
Above paid on 13/12/2019 by Online Payment Ref CHS							

Continued over page

Linked to Cashbook 1

Entered Month 9  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CTHEVENTS</b> C T H Events & Parties							
2095/11169/TC12910 Authorised: ST	13/10/2019	2095	1	87.00	0.00	87.00	0.00
2064/11168/TC12807 Authorised: st	17/10/2019	2064	1	41.76	0.00	41.76	0.00
2092/11176/pre personnel mtg Authorised: dm	07/11/2019	2092	1	44.64	0.00	44.64	0.00
2074/11148/Princess Irene Authorised: dm	13/11/2019	2074	1	987.60	0.00	987.60	0.00
2096/11175/Pre town hall mtg Authorised: dm	14/11/2019	2096	1	111.60	0.00	111.60	0.00
2098/11174/business planning Authorised: dm	15/11/2019	2098	1	17.40	0.00	17.40	0.00
2099/11170/Cheshire East Authorised: st	20/11/2019	2099	1	52.20	0.00	52.20	0.00
2100/11171/Partnership Authorised: ms	20/11/2019	2100	1	26.10	0.00	26.10	0.00
2101/11172/TC12927 Authorised: st	22/11/2019	2101	1	183.36	0.00	183.36	0.00
2103/11173/business planning m Authorised: dm	29/11/2019	2103	1	17.40	0.00	17.40	0.00
					0.00	1,569.06	

Above paid on 13/12/2019 by Online Payment Ref CTHEVENTS

<b>DCASSIST</b> D C Assist Ltd							
DCAPT019/11150/public toilets Authorised: mjw	22/11/2019	DCAPT019	1	81.25	0.00	81.25	0.00
DCATH020/11151/TH toilets Authorised: mjw	22/11/2019	DCATH020	1	137.50	0.00	137.50	0.00
DCAPT021/11178/p toilets clean Authorised: mjw	29/11/2019	DCAPT021	1	87.50	0.00	87.50	0.00
DCATH021/11177/h hall toilets Authorised: mjw	29/11/2019	DCATH021	1	137.50	0.00	137.50	0.00
					0.00	443.75	

Above paid on 13/12/2019 by Online Payment Ref DCASSIST

Linked to Cashbook 1

Entered Month 9  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>EYRE</b> Anthony Eyre							
02112019/11152/xmas lights	23/11/2019	02112019	1	5.00	0.00	5.00	0.00
Authorised: jm							
					0.00	5.00	
Above paid on 13/12/2019 by Online Payment Ref EYRE							
<b>FESTIVE</b> Festive Lights Ltd							
SO1460850/11179/extra lights	26/11/2019	SO1460850	1	692.52	0.00	692.52	0.00
Authorised: jm							
					0.00	692.52	
Above paid on 13/12/2019 by Online Payment Ref FESTIVE							
<b>HAYMAN</b> Hayman Mechanical Services Ltd							
20705/11154/boller service	28/11/2019	20705	1	502.32	0.00	502.32	0.00
Authorised: mjw							
					0.00	502.32	
Above paid on 13/12/2019 by Online Payment Ref HAYMAN							
<b>JAF</b> JAF Graphics							
30562/11164/giant snowflakes	11/11/2019	30562	1	408.00	0.00	408.00	0.00
Authorised: mh							
					0.00	408.00	
Above paid on 13/12/2019 by Online Payment Ref JAF							
<b>KEELING</b> Danielle Keeling-Jones							
261119/11165/xmas entertainmen	26/11/2019	261119	1	300.00	0.00	300.00	0.00
Authorised: jm							
					0.00	300.00	
Above paid on 13/12/2019 by Online Payment Ref KEELING							
<b>MAXIGIENE</b> Maxigiene Enviromental Servlces Ltd							
24584C/11156/legionella testin	26/11/2019	24584C	1	45.00	0.00	45.00	0.00
Authorised: mjw							
					0.00	45.00	
Above paid on 13/12/2019 by Online Payment Ref MAXIGIENE							

Linked to Cashbook 1

Entered Month 9  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>MOORE</b> R.J.& J. Moore							
59/11157/xmas trees Authorised: mh	28/11/2019	59	1	46.50	0.00	46.50	0.00
					0.00	46.50	
Above paid on 13/12/2019 by Online Payment Ref MOORE							
<b>NINEHUND</b> Ninehundred Communications Group							
629195/11166/xmas radios Authorised: mh	26/11/2019	629195	1	187.20	0.00	187.20	0.00
					0.00	187.20	
Above paid on 13/12/2019 by Online Payment Ref NINEHUND							
<b>RBSSOFTWAR</b> Rlaltas Business Solutions							
27319/11159/MTD support fee Authorised: jp	27/11/2019	27319	1	70.80	0.00	70.80	0.00
					0.00	70.80	
Above paid on 13/12/2019 by Online Payment Ref RBSSOFTWAR							
<b>ST</b> St John's Community Centre							
201911/11180/luncheon club Authorised: dm	29/11/2019	201911	1	343.50	0.00	343.50	0.00
					0.00	343.50	
Above paid on 13/12/2019 by Online Payment Ref ST							
<b>TALKECHEM</b> Talke Chemical Company Limited							
66080/11160/ice melt, disinfec Authorised: rb	21/11/2019	66080	1	197.71	0.00	197.71	0.00
					0.00	197.71	
Above paid on 13/12/2019 by Online Payment Ref TALKECHEM							
<b>THOMSON</b> Thomson Planning Partnership Ltd							
49/012/AT/016/11161/N/plan Authorised: dm	30/11/2019	49/012/AT/016	1	156.84	0.00	156.84	0.00
					0.00	156.84	
Above paid on 13/12/2019 by Online Payment Ref THOMSON							

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 9  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>THREADFAST Threadfast Engineers 1984 Ltd</b>							
SIN103672/11163/xmas decs Authorised: mjlw	28/11/2019	SIN103672	1	196.05	0.00	196.05	0.00
SIN103673/11162/door knob etc Authorised: mjlw	28/11/2019	SIN103673	1	24.05	0.00	24.05	0.00
					0.00	220.10	
Above paid on 13/12/2019 by Online Payment Ref THREADFAST							
<b>TSELECT T &amp; S Electrical Limited</b>							
1994/11182/electrics spencer Authorised: mjlw	21/11/2019	1994	1	2,964.67	0.00	2,964.67	0.00
					0.00	2,964.67	
Above paid on 13/12/2019 by Online Payment Ref TSELECT							
<b>VISION Visyon Ltd</b>							
17286/11183/water charges pool Authorised: mjlw	28/11/2019	17286	1	458.62	0.00	458.62	0.00
					0.00	458.62	
Above paid on 13/12/2019 by Online Payment Ref VISION							
Total Purchase Ledger Payments					0.00	10,241.33	

A. Shephard-Roberts  
For Auditing Solutions Ltd  
28/1/20



## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 9  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BEARDLTD</b> R Beard Ltd							
40485/11186/painting Spencer S Authorised: mjw	13/12/2019	40485	1	1,890.00	0.00	1,890.00	0.00
					0.00	1,890.00	
Above paid on 20/12/2019 by Online Payment Ref BEARDLTD							
<b>BENSON</b> Ruth Benson Landscape Planning & Design							
FEE3/11187/Consultancy NP Authorised: dm	03/12/2019	FEE3	1	1,200.00	0.00	1,200.00	0.00
					0.00	1,200.00	
Above paid on 20/12/2019 by Online Payment Ref BENSON							
<b>BESTCONNEX</b> The Best Connection Group							
3114327/11189/S scape temp Authorised: rb	06/12/2019	3114327	1	620.27	0.00	620.27	0.00
3118100/11188/S scape temp Authorised: rb	13/12/2019	3118100	1	620.27	0.00	620.27	0.00
					0.00	1,240.54	
Above paid on 20/12/2019 by Online Payment Ref BESTCONNEX							
<b>CANDA</b> Canda Copying Ltd							
406542/11190/copies Authorised: jp	01/12/2019	406542	1	201.78	0.00	201.78	0.00
406543/11191/406543 Authorised: jp	01/12/2019	406543	1	276.22	0.00	276.22	0.00
					0.00	478.00	
Above paid on 20/12/2019 by Online Payment Ref CANDA							
<b>CAVERN</b> Cavern Protective Clothing							
18639/11192/S scape PPE Authorised: rb	12/12/2019	18639	1	82.20	0.00	82.20	0.00
					0.00	82.20	
Above paid on 20/12/2019 by Online Payment Ref CAVERN							

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 9  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CHESH ELIT</b> Cheshire Elite Laundry							
596-054235/11146/event lights Authorised: mh	18/11/2019	596-054235	1	184.25	0.00	184.25	0.00
CREDIT/11184/inv 054235 Authorised: st	18/11/2019	CREDIT	1	-184.25	0.00	-184.25	0.00
					0.00	0.00	

No payment due as Credit Notes have been applied

<b>GHS</b> Congleton High School							
DI101100250/11194/mayor flyers Authorised: jm	05/12/2019	DI101100250	1	14.40	0.00	14.40	0.00
					0.00	14.40	

Above paid on 20/12/2019 by Online Payment Ref CHS

<b>CTHEVENTS</b> C T H Events & Parties							
2094/11195/TC12909 Authorised: st	12/11/2019	2094	1	43.50	0.00	43.50	0.00
2097/11196/CEC invoice Authorised: amw	18/11/2019	2097	1	1,188.00	0.00	1,188.00	0.00
2102/11197/business planning Authorised: dm	22/11/2019	2102	1	26.10	0.00	26.10	0.00
2104/11198/CEC invoice Authorised: st	02/12/2019	2104	1	348.00	0.00	348.00	0.00
2105/11199/partnership agm Authorised: ms	03/12/2019	2105	1	41.76	0.00	41.76	0.00
2106/11200/CEC Invoice Authorised: st	04/12/2019	2106	1	417.60	0.00	417.60	0.00
2107/11201/ASB meeting Authorised: jm	04/12/2019	2107	1	17.40	0.00	17.40	0.00
2108/11202/CEC Invoice Authorised: st	05/12/2019	2108	1	26.10	0.00	26.10	0.00
2109/11203/xmas council Authorised: dm	05/12/2019	2109	1	328.92	0.00	328.92	0.00
2110/11204/in bloom celebratio Authorised: rb	11/12/2019	2110	1	282.00	0.00	282.00	0.00

Continued over page

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 9  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
2111/11205/remembrance Authorised: jm	11/12/2019	2111	1	705.60	0.00	705.60	0.00
						0.00	3,424.98

Above paid on 20/12/2019 by Online Payment Ref CTHEVENTS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DCASSIST D C Assist Ltd DCAPT022/11231/public toilets Authorised: mjw	06/12/2019	DCAPT022	1	87.50	0.00	87.50	0.00
DCATH022/11207/T H toilets Authorised: mjw	06/12/2019	DCATH022	1	137.50	0.00	137.50	0.00
						0.00	225.00

Above paid on 20/12/2019 by Online Payment Ref DCASSIST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HCI HCI Data Ltd WEB12249/11209/domain name Authorised: jm	14/12/2019	WEB12249	1	86.40	0.00	86.40	0.00
						0.00	86.40

Above paid on 20/12/2019 by Online Payment Ref HCI

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
JCLOWES Mr John Clowes 02122019/11193/spencer suite w Authorised: mjw	02/12/2019	02122019	1	619.50	0.00	619.50	0.00
						0.00	619.50

Above paid on 20/12/2019 by Online Payment Ref JCLOWES

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
KGLOACH K G Loach 41704/11211/tools Authorised: rb	04/12/2019	41704	1	52.78	0.00	52.78	0.00
						0.00	52.78

Above paid on 20/12/2019 by Online Payment Ref KGLOACH

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MEDISKILLS Mediskills Training Ltd 100887/11212/xmas first aiders Authorised: jm	05/12/2019	100887	1	540.00	0.00	540.00	0.00
						0.00	540.00

Above paid on 20/12/2019 by Online Payment Ref MEDISKILLS

Continued over page

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 9  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>PME</b> <b>P M E Maintenance Ltd</b>							
9302/11213/additional lights Authorised: jm	05/12/2019	9302	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 20/12/2019 by Online Payment Ref PME							
<b>PORTERS</b> <b>Porters Service Station Ltd</b>							
201900001153/11214/Porters Ser Authorised: rb	30/11/2019	201900001153	1	893.89	0.00	893.89	0.00
					0.00	893.89	
Above paid on 20/12/2019 by Online Payment Ref PORTERS							
<b>RODE</b> <b>Rode Hall Silver Band</b>							
000026/11216/tree of light Authorised: jm	09/12/2019	000026	1	175.00	0.00	175.00	0.00
					0.00	175.00	
Above paid on 20/12/2019 by Online Payment Ref RODE							
<b>SHRED IT</b> <b>Shred-It Ltd</b>							
9504036620/11218/shredding ser Authorised: rb	05/12/2019	9504036620	1	125.21	0.00	125.21	0.00
					0.00	125.21	
Above paid on 20/12/2019 by Online Payment Ref SHREDIT							
<b>ST</b> <b>St John's Community Centre</b>							
201912/11219/luncheon club Authorised: dm	13/12/2019	201912	1	159.00	0.00	159.00	0.00
					0.00	159.00	
Above paid on 20/12/2019 by Online Payment Ref ST							
<b>THREADFAST</b> <b>Threadfast Engineers 1984 Ltd</b>							
SIN103869/11220/tools Authorised: rb	13/12/2019	SIN103869	1	24.00	0.00	24.00	0.00
					0.00	24.00	
Above paid on 20/12/2019 by Online Payment Ref THREADFAST							

Continued over page

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 9  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TSELECT</b> T & S Electrical Limited							
2012/11228/install tv screen Authorised: mjw	10/12/2019	2012	1	235.30	0.00	235.30	0.00
2013/11229/repair ring main Authorised: mjw	10/12/2019	2013	1	521.68	0.00	521.68	0.00
2014/11230/foyer tv cable Authorised: mjw	10/12/2019	2014	1	109.64	0.00	109.64	0.00
					0.00	866.62	
Above paid on 20/12/2019 by Online Payment Ref TSELECT							
<b>URC</b> United Reformed Church							
20112019/11221/Luncheon Club Authorised: dm	01/12/2019	30112019	1	483.00	0.00	483.00	0.00
					0.00	483.00	
Above paid on 20/12/2019 by Online Payment Ref URC							
<b>WESTWALLAS</b> West Wallasey Contract Hire							
WAL240097/11225/lease vehicles Authorised: rb	09/12/2019	WAL240097	1	3,427.85	0.00	3,427.85	0.00
					0.00	3,427.85	
Above paid on 20/12/2019 by Online Payment Ref WESTWALLAS							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>16,608.37</b>

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 9  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ACORN</b> Acorn Occupational Health Ltd							
27333/11233/health assessment Authorised: rb	23/12/2019	27333	1	540.00	0.00	540.00	0.00
					0.00	540.00	
Above paid on 10/01/2020 by Online Payment Ref ACORN							
<b>BESTCONNEX</b> The Best Connection Group							
3121904/11234/The Best Connect Authorised: rb	20/12/2019	3121904	1	620.27	0.00	620.27	0.00
3125637/11235/s scape temp Authorised: rb	27/12/2019	3125637	1	620.27	0.00	620.27	0.00
					0.00	1,240.54	
Above paid on 10/01/2020 by Online Payment Ref BESTCONNEX							
<b>CAMPEY</b> Campey Turf Care Systems							
106806/11236/mower winter ser Authorised: rb	19/12/2019	106806	1	249.66	0.00	249.66	0.00
					0.00	249.66	
Above paid on 10/01/2020 by Online Payment Ref CAMPEY							
<b>CHATTY</b> The Chatty Cafe Scheme							
262/11237/Partnership Authorised: ms	30/12/2019	262	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 10/01/2020 by Online Payment Ref CHATTY							
<b>CONGGARDEN</b> Congleton Garden Machinery Ltd							
30902/11238/tyres for mower Authorised: rb	29/11/2019	30902	1	1,167.30	0.00	1,167.30	0.00
31180/11239/filters for mowers Authorised: rb	14/12/2019	31180	1	37.64	0.00	37.64	0.00
31249/11241/blades for mower Authorised: rb	19/12/2019	31249	1	124.58	0.00	124.58	0.00
31260/11240/sleeve for mower Authorised: rb	19/12/2019	31260	1	12.16	0.00	12.16	0.00
					0.00	1,341.68	
Above paid on 10/01/2020 by Online Payment Ref CONGGARDEN							

Continued over page

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 9  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CTHEVENTS</b> <b>C T H Events &amp; Parties</b>							
2119/11242/TC12949 Authorised: st	11/12/2019	2119	1	87.00	0.00	87.00	0.00
2122/11243/TC12953 Authorised: st	18/12/2019	2122	1	261.00	0.00	261.00	0.00
					<u>0.00</u>	<u>348.00</u>	
Above paid on 10/01/2020 by Online Payment Ref CTHEVENTS							
<b>DUTTON</b> <b>Dutton Traffic Management Services</b>							
4965/11244/xmas road closures Authorised: mh	02/12/2019	4965	1	420.00	0.00	420.00	0.00
					<u>0.00</u>	<u>420.00</u>	
Above paid on 10/01/2020 by Online Payment Ref DUTTON							
<b>FOOLS</b> <b>Fool's Paradise Ltd</b>							
16023/11245/xmas entertainment Authorised: jm	23/11/2019	16023	1	468.00	0.00	468.00	0.00
					<u>0.00</u>	<u>468.00</u>	
Above paid on 10/01/2020 by Online Payment Ref FOOLS							
<b>HAV</b> <b>HAV Control Ltd</b>							
10510/11247/HAV testing Authorised: rb	09/12/2019	10510	1	778.80	0.00	778.80	0.00
					<u>0.00</u>	<u>778.80</u>	
Above paid on 10/01/2020 by Online Payment Ref HAV							
<b>HAYMAN</b> <b>Hayman Mechanical Services Ltd</b>							
21089/11246/boiler service Authorised: mjw	31/12/2019	21089	1	1,025.88	0.00	1,025.88	0.00
					<u>0.00</u>	<u>1,025.88</u>	
Above paid on 10/01/2020 by Online Payment Ref HAYMAN							

Linked to Cashbook 1

Entered Month 9  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>MATTHEWS</b> <b>A P Matthews Nurseries Ltd</b>							
36011/11251/plants - library Authorised: rb	30/11/2019	36011	1	94.88	0.00	94.88	0.00
36012/11249/tree Authorised: rb	30/11/2019	36012	1	48.00	0.00	48.00	0.00
36024/11250/memorial tree Authorised: rb	30/11/2019	36024	1	45.60	0.00	45.60	0.00
36025/11248/5 x trees Authorised: rb	30/11/2019	36025	1	144.00	0.00	144.00	0.00
					0.00	332.28	

Above paid on 10/01/2020 by Online Payment Ref MATTHEWS

<b>PME</b> <b>P M E Maintenance Ltd</b>							
9303/11268/xmas tree, lights Authorised: jm	05/12/2019	9303	1	4,668.00	0.00	4,668.00	0.00
904704/11267/Tree of Light Authorised: jm	05/12/2019	904704	1	960.00	0.00	960.00	0.00
					0.00	5,628.00	

Above paid on 10/01/2020 by Online Payment Ref PME

<b>PORTERS</b> <b>Porters Service Station Ltd</b>							
201900001259/11253/fuel Authorised: rb	31/12/2019	201900001259	1	506.47	0.00	506.47	0.00
					0.00	506.47	

Above paid on 10/01/2020 by Online Payment Ref PORTERS

<b>ST</b> <b>St John's Community Centre</b>							
201905/11257/may luncheon club Authorised: dm	31/12/2019	201905	1	333.00	0.00	333.00	0.00
					0.00	333.00	

Above paid on 10/01/2020 by Online Payment Ref ST

<b>TALKECHEM</b> <b>Talke Chemical Company Limited</b>							
66092/11261/Park toilet clean Authorised: rb	09/12/2019	66092	1	1,078.05	0.00	1,078.05	0.00

Continued over page



## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 9  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
66093/11259/toilet rolls Authorised: mjw	09/12/2019	66093	1	84.06	0.00	84.06	0.00
66094/11260/T H cleaning stock Authorised: mjw	09/12/2019	66094	1	215.96	0.00	215.96	0.00
						0.00	1,378.07

Above paid on 10/01/2020 by Online Payment Ref TALKECHEM

THREADFAST Threadfast Engineers 1984 Ltd

SIN103964/11262/bolts etc Authorised: rb	17/12/2019	SIN103964	1	40.00	0.00	40.00	0.00
						0.00	40.00

Above paid on 10/01/2020 by Online Payment Ref THREADFAST

<b>Total Purchase Ledger Payments</b>	<b>0.00</b>	<b>14,640.38</b>
---------------------------------------	-------------	------------------

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 9  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ANGEL</b> Angel Springs Ltd							
5368214/11269/water & cups Authorised: mjlw	31/12/2019	5368214	1	101.34	0.00	101.34	0.00
					0.00	101.34	

Above paid on 17/01/2020 by Online Payment Ref ANGEL

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CTHEVENTS</b> C T H Events & Parties							
2120/11270/s scape meeting Authorised: rb	11/12/2019	2120	1	89.10	0.00	89.10	0.00
2121/11271/TC12962 Authorised: sl	16/12/2019	2121	1	137.76	0.00	137.76	0.00
					0.00	226.86	

Above paid on 17/01/2020 by Online Payment Ref CTHEVENTS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>DCASSIST</b> D C Assist Ltd							
DCAPT023/11273/public toilets Authorised: mjlw	13/12/2019	DCAPT023	1	87.50	0.00	87.50	0.00
DCATH023/11272/town hall toile Authorised: mjlw	13/12/2019	DCATH023	1	137.50	0.00	137.50	0.00
DCAPT024/11275/public toilets Authorised: mjlw	20/12/2019	DCAPT024	1	87.50	0.00	87.50	0.00
DCATH024/11274/Town Hall toile Authorised: mjlw	21/12/2019	DCATH024	1	162.50	0.00	162.50	0.00
DCAPT026/11277/public toilets Authorised: mjlw	27/12/2019	DCAPT026	1	18.75	0.00	18.75	0.00
DCATH026/11276/Town Hall toile Authorised: mjlw	27/12/2019	DCATH026	1	31.25	0.00	31.25	0.00
					0.00	525.00	

Above paid on 17/01/2020 by Online Payment Ref DCASSIST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>URC</b> United Reformed Church							
31122019/11278/luncheon club Authorised: dm	31/12/2019	31122019	1	325.50	0.00	325.50	0.00
					0.00	325.50	

Above paid on 17/01/2020 by Online Payment Ref URC

<b>Total Purchase Ledger Payments</b>	<b>0.00</b>	<b>1,178.70</b>
---------------------------------------	-------------	-----------------

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BOMFORD</b> Bomford Office Products Ltd							
84405/11280/jan stationery Authorised: mh	06/01/2020	84405	1	33.91	0.00	33.91	0.00
					0.00	33.91	
Above paid on 24/01/2020 by Online Payment Ref BOMFORD							
<b>CAMPEY</b> Campey Turf Care Systems							
106803/11282/mower service Authorised: rb	19/12/2019	106803	1	516.85	0.00	516.85	0.00
106804/11283/mower service Authorised: rb	19/12/2019	106804	1	928.39	0.00	928.39	0.00
106805/11284/mower service Authorised: rb	19/12/2019	106805	1	758.29	0.00	758.29	0.00
106807/11281/mower service Authorised: rb	19/12/2019	106807	1	904.24	0.00	904.24	0.00
					0.00	3,107.77	
Above paid on 24/01/2020 by Online Payment Ref CAMPEY							
<b>CATMEDIA</b> Cat Social Media							
0632/11285/Partnership Authorised: ms	20/12/2019	0632	1	75.00	0.00	75.00	0.00
					0.00	75.00	
Above paid on 24/01/2020 by Online Payment Ref CATMEDIA							
<b>CITRON</b> Citron Hygiene UK Ltd							
CN30011080/11286/clinical wast Authorised: mjw	01/01/2020	CN30011080	1	79.24	0.00	79.24	0.00
CN30011081/11287/clinical wast Authorised: mjw	01/01/2020	CN30011081	1	37.44	0.00	37.44	0.00
					0.00	116.68	
Above paid on 24/01/2020 by Online Payment Ref CITRON							
<b>DCASSIST</b> D C Assist Ltd							
DCAPT027/11289/public toilets Authorised: mjw	03/01/2020	DCAPT027	1	25.00	0.00	25.00	0.00

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 10  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>DCATH027/11288/T Hall toilets</i> Authorised: mjlw	03/01/2020	DCATH027	1	25.00	0.00	25.00	0.00
<i>DCAPT028/11291/public toilets</i> Authorised: mjlw	12/01/2020	DCAPT028	1	87.50	0.00	87.50	0.00
<i>DCATH028/11290/T Hall Toilets</i> Authorised: mjlw	12/01/2020	DCATH028	1	137.00	0.00	137.00	0.00
<i>DCAPT029/11293/Public toilets</i> Authorised: mjlw	19/01/2020	DCAPT029	1	87.50	0.00	87.50	0.00
<i>DCATH029/11292/T Hall toilets</i> Authorised: mjlw	19/01/2020	DCATH029	1	137.00	0.00	137.00	0.00

0.00 499.00

Above paid on 24/01/2020 by Online Payment Ref DCASSIST

OTIS	Otis Ltd							
<i>01375019/11295/lift service</i> Authorised: mjlw		01/01/2020	01375019	1	541.72	0.00	541.72	0.00

0.00 541.72

Above paid on 24/01/2020 by Online Payment Ref OTIS

SHRED IT	Shred-It Ltd							
<i>9504085450/11297/shredding ser</i> Authorised: rb		02/01/2020	9504085450	1	125.21	0.00	125.21	0.00

0.00 125.21

Above paid on 24/01/2020 by Online Payment Ref SHREDIT

TALKECHEM	Talke Chemical Company Limited							
<i>66104/11298/floor polish</i> Authorised: mjlw		06/01/2020	66104	1	218.62	0.00	218.62	0.00
<i>66107/11299/T Hall cleaning st</i> Authorised: mjlw		15/01/2020	66107	1	60.84	0.00	60.84	0.00
<i>66108/11300/public toilet stoc</i> Authorised: mjlw		15/01/2020	66108	1	122.28	0.00	122.28	0.00
<i>66113/11301/Litter pickers</i> Authorised: rb		15/01/2020	66113	1	348.00	0.00	348.00	0.00
<i>66116/11302/Park toilet stock</i> Authorised: mjlw		15/01/2020	66116	1	301.05	0.00	301.05	0.00

Continued over page

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
66120/11303/paint & primer Authorised: mjw	15/01/2020	66120	1	30.01	0.00	30.01	0.00
						0.00	1,080.80

Above paid on 24/01/2020 by Online Payment Ref TALKECHEM

TAYLER Stuart Tayler Plumbing	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
160120/11304/repair leak Authorised: mjw	16/01/2020	160120	1	118.00	0.00	118.00	0.00
						0.00	118.00

Above paid on 24/01/2020 by Online Payment Ref TAYLER

WATER Water Plus Ltd	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
05185563/11305/Water charges T Authorised: jp	03/01/2020	05185563	1	469.77	0.00	469.77	0.00
						0.00	469.77

Above paid on 24/01/2020 by Online Payment Ref WATER

WESTWALLAS West Wallasey Contract Hire	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WAL240584/11312/van lease Authorised: rb	08/01/2020	WAL240584	1	3,427.85	0.00	3,427.85	0.00
WALM199275/11310/mirror lamp Authorised: rb	17/01/2020	WALM199275	1	77.60	0.00	77.60	0.00
WALM199276/11311/mirror lamp Authorised: rb	17/01/2020	WALM199276	1	119.21	0.00	119.21	0.00
						0.00	3,624.66

Above paid on 24/01/2020 by Online Payment Ref WESTWALLAS

Total Purchase Ledger Payments	0.00	9,792.52
--------------------------------	------	----------

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CAVERN</b> Cavern Protective Clothing							
18657/11313/PPE fleece Authorised: rb	17/01/2020	18657	1	22.20	0.00	22.20	0.00
					0.00	22.20	
Above paid on 31/01/2020 by Online Payment Ref CAVERN							
<b>CHESHMARS</b> Cheshire Marshalls							
280120/11315/marshaling duties Authorised: jm	28/01/2020	280120	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 31/01/2020 by Online Payment Ref CHESHMARS							
<b>CHS</b> Congleton High School							
D/101100463/11316/table plans Authorised: mh	15/01/2020	DH01100463	1	62.40	0.00	62.40	0.00
					0.00	62.40	
Above paid on 31/01/2020 by Online Payment Ref CHS							
<b>DCASSIST</b> D C Assist Ltd							
DCAPT030/11317/Public toilets Authorised: mjw	26/01/2020	DCAPT030	1	87.50	0.00	87.50	0.00
DCATH030/11318/T Hall toilets Authorised: mjw	26/01/2020	DCATH030	1	137.00	0.00	137.00	0.00
					0.00	224.50	
Above paid on 31/01/2020 by Online Payment Ref DCASSIST							
<b>ELIZABETH</b> Elizabeth's Group							
CEILIDH/11319/Partnership Authorised: ms	22/01/2020	CEILIDH	1	480.00	0.00	480.00	0.00
					0.00	480.00	
Above paid on 31/01/2020 by Online Payment Ref ELIZABETH							

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>HAYMAN</b> Hayman Mechanical Services Ltd							
20455/11320/Boiler works Authorised: mjlw	25/10/2019	20455	1	1,763.15	0.00	1,763.15	0.00
					0.00	1,763.15	
Above paid on 31/01/2020 by Online Payment Ref HAYMAN							
<b>LANDSCAPE</b> Landscape Supply Company							
89090/11321/S Scape equipment Authorised: rb	27/01/2020	89090	1	345.79	0.00	345.79	0.00
					0.00	345.79	
Above paid on 31/01/2020 by Online Payment Ref LANDSCAPE							
<b>MITTEN</b> Mitten Clarke							
21119/11322/PAYroll/PAYE Authorised: jp	20/12/2019	21119	1	516.00	0.00	516.00	0.00
					0.00	516.00	
Above paid on 31/01/2020 by Online Payment Ref MITTEN							
<b>MPH</b> MPH Vehicle Repairs							
749/11323/mower repairs Authorised: rb	22/01/2020	749	1	167.00	0.00	167.00	0.00
					0.00	167.00	
Above paid on 31/01/2020 by Online Payment Ref MPH							
<b>PCCC</b> Police & Crime Commissioner for Cheshire							
110720001344/11314/PCSO Authorised: dm	16/01/2020	110720001344	1	8,320.00	0.00	8,320.00	0.00
					0.00	8,320.00	
Above paid on 31/01/2020 by Online Payment Ref PCCC							
<b>ROYALMAIL</b> Royal Mail Group Ltd							
1802210751/11326/Royal Mail Gr Authorised: jp	23/01/2020	1802210751	1	944.40	0.00	944.40	0.00
					0.00	944.40	
Above paid on 31/01/2020 by Online Payment Ref ROYALMAIL							

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SASDAN</b> <b>SAS Daniels LLP</b>							
163865/11327/Land search Authorised: rb	21/01/2020	163865	1	38.40	0.00	38.40	0.00
					0.00	38.40	
Above paid on 31/01/2020 by Online Payment Ref SASDAN							
<b>VIBRANT</b> <b>Vibrant Graphics Ltd</b>							
029597/11328/bear necessities Authorised: jm	20/01/2020	029597	1	1,398.00	0.00	1,398.00	0.00
					0.00	1,398.00	
Above paid on 31/01/2020 by Online Payment Ref VIBRANT							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>14,331.84</b>	



## **Congleton Town Council**

*Internal Audit Report 2019-20: Interim Update*

---

*Adrian Shepherd-Roberts*

*For and on behalf of  
Auditing Solutions Ltd*

## **Background**

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

This report sets out the work undertaken in relation to the 2019-20 financial year, during our visits on 22<sup>nd</sup> October 2019 and 28<sup>th</sup> January 2020 together with the matters arising and recommendations for action, where appropriate.

## **Internal Audit Approach**

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

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

## **Overall Conclusion**

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

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

## Detailed Report

### Review of Accounting Arrangements & Bank Reconciliations

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

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

#### *Conclusions*

*We are pleased to report that no issues have been identified in this area warranting further comment. We will undertake further work in this area at our financial year end visit.*

### Review of Corporate Governance

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

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

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

### *Conclusions*

*There are no matters requiring formal comment or recommendation in this area of our review process. We will undertake further work in this area at our financial year end visit.*

## **Review of Expenditure**

Our aim here is to ensure that: -

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

We have continued work in this area examining a sample of payments individually in excess of £3,500 plus every 35<sup>th</sup> payment processed in the year to 31<sup>st</sup> December 2019 totalling £206,562 and equating to 40% by value of all non-pay related expenditure.

At this interim update visit we have reviewed the Grants Policy and a sample of the applications and subsequent financial assistance provided. We are satisfied that the Grants Policy is applied in a satisfactory manner and that the issuing and recording of the grants is well managed.

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

### *Conclusions*

*We are pleased to report that no issues have been identified in this area. We will undertake further work at the financial year end visit when we will be reviewing the accounts to enable us to complete the Annual Governance & Accountability Return.*

## **Assessment and Management of Risk**

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

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

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

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

### *Conclusions*

*We are pleased to report that no issues have been identified in this area warranting further comment. We will undertake further work in this area at our financial year end visit.*

## **Precept Determination and Budgetary Control**

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

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

We also note that the Council approved a precept of £923,674 for 2020-21 at its December 2019 meeting.

### *Conclusions*

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

## **Review of Income**

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

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

pleased to report that the process is well managed and that records are maintained in a satisfactory manner.

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

### **Conclusions**

*We are pleased to record that there are no significant issues in this area. We will undertake further work in this area at our financial year end visit.*

## **Petty Cash Account and Credit Card**

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

We have by reference to transactions in October 2019: -

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

### **Conclusions**

*No matters arise in this area of our review.*

## **Review of Staff Salaries**

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

- Ensured that the Council has approved staff pay rates for the financial year, based upon the approved NJC rates:

- Checked and agreed the computation of staff gross and net pay and salary deductions for September 2019, noting the continued use of a local, third party bureau service provider who utilises Sage software for this purpose;
- Checked to ensure that appropriate tax codes and national insurance tables are being applied in the year and that the correct deductions / contributions have been deducted and paid over to HMRC in a timely manner;
- Ensured that the appropriate revised superannuation contribution rates have been applied, also ensuring that the deductions have been paid over to the County Council in a timely manner; and
- Examined a sample of the time sheets and travel expenses supporting payments made through the September 2019 payroll to ensure that they have been approved for payment and processed appropriately.

### *Conclusions*

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

## **Investments & Loans**

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

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

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

### *Conclusions*

*We are pleased to report that no issues have been identified in this area that warrants any further attention by officers or formal recommendation. We will undertake further work in this area at our financial year end visit.*

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy Committee		
<b>MEETING DATE AND TIME</b>	13 <sup>th</sup> February 2020 7.00pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Jackie Potts – Support Manager		
<b>AGENDA ITEM REPORT TITLE</b>	<b>14</b> Business Risk Assessment 20/21		
<b>Background</b>	<p>Risk Management is an essential part of effective corporate governance. The Council has a statutory duty to have in place arrangements for managing risk as stated in the Accounts and Audit regulations 2015:</p> <p><i>“A relevant authority must ensure that it has a sound system of internal control which ensures that the financial and operational management of the authority is effective and includes effective arrangements for the management of risk”</i></p> <p>Congleton Town Council acknowledges that it has a responsibility to manage its risks effectively in order to protect its employees, assets, liabilities and community against potential losses. The Council is aware that not all risks can be eliminated fully, however through correct and careful procedures there will be a focused approach to managing any risks.</p> <p>Congleton Town Council currently adheres to the guidance given by JPAG (Joint panel on Accountability and Governance) in their publication “Governance and Accountability for Smaller Authorities in England” Section 5 for the layout of the Business Risk Assessment. Behind this sits detailed risk assessments for all Streetscape activities; Town Hall activities, Paddling Pool, and events in the town centre.</p>		
<b>Updates</b>	The management team has updated the Business Risk Assessment in its current form for 2020/21.		
<b>Decision Requested</b>	To approve the Business Risk Assessment 2020/21		



## Business Risk Assessment 2020/21

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
<b>ASSETS and SERVICES</b>						
1a	Security of Town Hall Building	1	2	2 Low	Building property insured and reviewed annually. Alarm systems with automatic response for Town Hall. Low crime rate in Congleton. Weekly fire alarm checks and annual servicing. Record all incident Third parties sign a contract re liabilities. CCTV installed throughout the building	Weekly checks of property and actions taken to correct maintenance. CCTV Policy written and adopted - check annually
1b	Security of Town Treasures	1	3	3 Med	Treasures locked in the safe. Keys held by CO and current Mayor. CCTV installed to view door of safe	Regular checks need by Town Hall Manager /CO
1c	Maintenance of Town Hall, Museum	1	3	3 Med	Ensure budget set for maintenance through Town Hall Committee and Council. Town Hall Manager to inspect property on regular basis for maintenance issues	Monitor budgets
1d	Town Hall Car parking area	1	3	3 Med	Lighting, CCTV and sign added and general maintenance	Regular checks by Town Hall Manager
1e	Paddling Pool	2	3	6 High	Staff trained and Paddling Pool supervised when open. COSH Sheets and written procedures in place Detailed lock up procedures Insurance and Public Liability in place Maximum number policy added for busy periods which has been implemented during hot weather since summer 2018	Check procedures annually, make sure staff training is up to date.

## Business Risk Assessment 2020/21

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
1f	Hillary Avenue Allotments –CTC owns the land	1	2	2 LOW	Work closely with the Allotment Association who manage the allotments on a day to day basis. Regular Site inspection. CTC public liability insurance	Review contract and working arrangement
1g	Cenotaph Memorial Sgt Eardley statue Treo memorial	1	3	3 Med	Regular checks of site for vandalism and damage included on our asset register for insurance. Within range of Town CCTV. New uplighters being added summer 2020	Part of Streetscape checks
1h	Community Garden	1	2	2 LOW	Responsible for the site. Regular checks and any hazards made good. On Town Council insurance. Regular volunteers working on site have signed the volunteer register. Volunteer policy updated 2019.	Part of Streetscape checks
1i	Community Polytunnel	1	1	1 LOW	Regular of inspection of site. Extra checks when used. Nothing of value kept here. CTC insurance	Part of Streetscape checks
1j	Christmas Lights Safety of use	1	1	1 LOW	Insured through Town Council and stored securely. Use of professional operator to check, service, install and remove lights. Anchor points checked, tested and certified on rotation as best practice	Contract awarded to PME. Maintenance to cover 2018-2021
1k	Streetscape Services - Operations	1	3	3 Med	Risk Assessments carried out for all procedures and new pieces of work. Staff trained Consideration over implications of contracts e.g. vehicles with potential contract changes	Streetscape Manager to check risk assessments and training annually.

## Business Risk Assessment 2020/21

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
1l	Events	1	3	3 Med	Risk Assessment in place for each event Public liability put in place for events All documentation from third parties checked. Volunteer policy updated	Maintain existing procedures
1m	Licences	1	2	2 LOW	All licences stored on H Drive and in filing cabinets PPL and PRS reviewed annually	Maintain existing procedures
<b>2</b>	<b>Finance and Contracts</b>					
2a	Banking	1	3	3 Med	Funds located in 3 separate banks Policies in place in Financial regulations	RFO continual monitoring
2b	Investments	1	1	1 LOW	Investment policy in place	RFO and Council to review annually
2c	Precept	1	2	2 LOW	Budget and Precept considered by Finance and Policy Committee & Full Council each year. Contingencies in place through reserves.	RFO and Council to review annually
2d	Financial controls and records	1	2	2 LOW	RFO professionally qualified accounting technician. Financial Regulations reviewed annually. Internal and External audits and regular Finance and Policy Committee Meetings	Maintain existing procedures
2e	Petty Cash	1	1	1 LOW	All petty cash payments supported by relevant paperwork. Checked by Internal Audit. Processes in Financial Regulations.	Maintain existing procedures

## Business Risk Assessment 2020/21

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
2f	Cash	1	1	1 LOW	Cash reconciled and banked regularly. Unbanked cash locked in office. Fidelity Guarantee Insurance in place via Zurich.	Maintain existing procedures
2g	Bank Reconciliations	1	1	1 LOW	Bank reconciliations completed monthly and verified by a member of Finance and Policy committee. Checked via Internal Audits and reported to every Finance and Policy Committee	Maintain existing procedures
2h	Budgetary Process	1	1	1 LOW	Budget considered by Finance and Policy Committee and Full Council. Income and expenditure considered at every Finance and Policy Committee. Internal and External audits in place and follow financial regulations.	Maintain existing procedures
2i	Payments	1	3	3 Med	All invoices checked and initialled for accuracy and receipt of goods/services in line with comprehensive financial regulations. List of payments presented to Finance Committee. Clear audit trail of all expenditure and checked via Internal Audit	Maintain existing procedures
2j	Approval of Expenditure	1	3	3 Med	All payment orders authorised by Council as per Financial Regulations.	Maintaining existing procedures
2k	Cheque Books	1	3	3 Med	All cheque books are kept locked in the office. All cheques double signed by 2/6 of the Council signatories and only when matched to a purchase order	Maintaining existing procedures

## Business Risk Assessment 2020/21

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
2l	Credit Card	1	1	1 LOW	No blank cheques signed. To be used in line with Financial Regulations and checked by Internal Audit	
2m	Salaries	1	2	2 LOW	Credit card kept double locked in Council office. Usage set out in the financial regulations. Current credit limit £500. Use external professional team Mitten Clarke to calculate wages monthly. BACs payments checked and signed by 2/6 signatories. Subject to internal audit. Ensuring sufficient trained staff in place to undertake the task.	Maintaining existing procedures Maintaining existing procedures
2n	Annual Return	1	3	3 Med	RFO aware of date and ensures requirements met. Outside external company identified that could perform task if required	Maintaining existing procedures
2o	Streetscape Contract	2	2	4 Med	Keeping standards high. Examination and review of agreed contract 2021. Exploring additional external contracts. Look to align any third-party hire contracts with Service Level Agreement. Review of operating procedures	Review by Chief Officer and Streetscape Manager Record Risk of longer-term contract
2p	Commercial Partner Contract	2	2	4 Med	Service level agreement in place. Regular management checks and reviews in place. A bond	Regular checks on contract

## Business Risk Assessment 2020/21

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
2q	reduction of bookings Handing in notice Leaving without notice	1	3	3 Med	agreed as part of the contacts to cover sudden departure.	
	Competitive in local market to achieve booking costs Bookings cover Bad debts Loss of major client	1	3	3 Med	Check out competition in the market. Cost out bookings in line with agreed policies Advance payment with new clients or one-off bookings. Regular discussions with major clients	Maintain existing bookings procedures and policies as agreed by the Town Hall Committee
<b>3</b>	<b>Legal Liabilities</b>					
3a	Ensuring the Council Acts within its legal powers	1	2	2 Low	Ultra Vires Acts incurring financial liability	Chief Officer and three members of staff CILCA qualified. Use of manuals, advice from NALC and SLCC.
3b	Insurance	1	3	3 Med	Inadequate cover or over insurance increasing costs unnecessarily. Areas not covered. Policy lapsed.	Council covered by Zurich. Review of Policy with company checked annually for relevance and every three years competitively. Insurance approved by Council. Annual update of asset values and checks of contracts and policies.  Maintaining existing procedures Update Asset Register annually

## Business Risk Assessment 2020/21

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
3c	Compliance with Inland Revenue Requirements	1	3	3	Sage Payroll system calculates wages, pension and NI. Liaison with Cheshire Pension Services. Subject to Internal Audit.	Maintaining existing procedures
3d	Health and Safety of Staff, Visitors and Contractors	1	3	3	Council has Health and Safety Policy for employees and protect of the public. Separate Risk Assessments in place for all property and activities carried out. £10million Public Liability Insurance. Regular contact with streetscape staff and Lone Workers.	Risk Assessments reviewed by managers at least annually.
3e	Legal Liability as a consequence of Asset ownership	1	3	3	Buildings and other assets inspected regularly by staff for faults. PAT checks carried out annually or as needed. Appropriate training given.	Under constant review
3f	Computer Records	1	3	3	Back up daily to icloud and local hard drive. Contract with Prism to provide IT services within an hour (office hours) Professional anti-virus software and Firewall. Confidential files password protected	Maintaining existing procedures
3g	Paper records	1	1	1	Where appropriate stored in museum or safe. Reviewing off site storage for documents that need to be kept under document retention policy but not used.	

## Business Risk Assessment 2020/21

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
3h	Tendering Process	1	3	3 Med	Outlined in the Financial Regulations. Tender documents opened in the presence of at least two councillors and Chief Officer	Maintaining existing procedures
3i	Register of Members Interests	1	2	2 Low	Up to date Code of Conduct adopted by Council. Register of Interests filed with CEBC and on CTC web site. Written declarations of interests submitted to the office by councillors.	Maintaining existing procedures
3j	Proper Document Control	1	1	1 Low	Filing system established and updated. Data Protection Act and GDPR requirements in place. Document retention policy in place. Documents stamped with date received and actioned by staff. Councillors' mail available for collection	Maintaining existing procedures
3k	GDPR	1	3	3 Med	Database audit checked annually. Privacy policy written and published. ICO registration checked and paid annually. All data collection sheets state purpose and how stored and used.	Maintain existing procedures



**CONGLETON TOWN COUNCIL**  
**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance & Policy Committee		
<b>MEETING DATE AND TIME</b>	13 <sup>th</sup> February 2020 7pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Cllr Kay Wesley, Cllr Suzy Firkin, Chief Officer David McGifford		
<b>AGENDA ITEM REPORT TITLE</b>	15 <b>New CTC Equality and Inclusion Policy</b>		
<b>CURRENT STATUS</b>	CTC's Equality Policy does not reflect the CTC Core Values as expressed in the Business Plan 2020-2023, and does not fully fit with the CEC Equality and Diversity Strategy. This report suggests an update to create a revised Equality and Inclusion Policy for Congleton Town Council.		
<b>BACKGROUND</b>	<p>Equality, diversity and inclusion case law and practice has moved on significantly in recent years. The Local Government Association has published a new Equality Framework for Local Government in 2018, after the CTC Equality Policy was last updated.</p> <p>The CTC Equality Policy met minimum requirements in terms of mentioning the legal 'protected characteristics' but did not describe many of them in detail. For example, it included a whole page about age discrimination but no practical information about race, illness, sexual orientation or gender discrimination, which are also protected characteristics.</p> <p>Furthermore, the policy had an emphasis on discrimination and what we 'will not tolerate' and protective actions, rather than portraying equality, diversity and inclusion as a positive aspiration that CTC will embrace and promote.</p> <p>We have consulted the LGA guidance, The CEC Equality and Diversity Strategy, national government guidelines, Citizen's Advice documents and the policies and practice of award-winning and highly-praised local authorities, large and small, to develop a new Equality and Inclusion Policy for CTC.</p>		
<b>SUGGESTED POLICY UPDATES</b>	<p>It is not possible to create a line-by-line comparison with the old Policy because the new Policy has a different structure. No principle in the old Policy has been lost although emphasis has changed, and more examples are included so that the new Policy is slightly longer (8 pages instead of 6). Councillors should please read the new Policy.</p> <p>In overview, the new Equality and Inclusion Policy differs from the old in that it:</p> <ul style="list-style-type: none"> <li>• Sets out an ambition that 'no-one is held back' in Congleton due to their specific characteristics</li> <li>• Says we will 'actively tackle' inequalities rather than just punishing them when they are reported</li> </ul>		

	<ul style="list-style-type: none"> <li>• Recognises that including more diverse groups of people will help our decision-making, democracy and the success of our town</li> <li>• Says that CTC will show leadership in equality and inclusion for Congleton</li> <li>• Sets out the legal protected characteristics and identifies additional characteristics that we will protect – these are: people in care/with caring responsibilities and people of different socio-economic groups (we have observed that the ‘best’ equality policies also protect these groups although they are not legally ‘protected characteristics’)</li> <li>• Gives examples of ‘types of discrimination’ using each of the characteristics. These are according to case law and the examples are taken from the Government and Citizen’s Advice documents.</li> <li>• Says we are determined to continually improve and share good equality and inclusion practice.</li> </ul> <p>The sections of the new Policy are:</p> <p><b>Our Equality and Inclusion Ambition</b> – outlining the high standards we expect of ourselves to actively address inequalities</p> <p><b>Diverse Congleton</b> – recognising that our town is becoming more diverse and this can a benefit to our community</p> <p><b>Inclusive Congleton</b> – describes how we will seek to remove barriers that hold people back from participating in the activities of our town and our council.</p> <p><b>Making it Happen</b> – giving examples of how we will ‘lead from the front’ on equality</p> <p><b>Dealing with Discrimination</b> – giving examples of types of discrimination and referring to the CTC Code of Conduct which sets out how it is dealt with.</p> <p><b>Equality and Inclusion as an Employer</b> (recruitment, pay, training, flexible working, redundancy, retirement)</p> <p><b>Equality and Inclusion as a Service Provider</b> – including how we will try to ‘reach out’ to those who are at risk of exclusion</p> <p><b>Equality and Inclusion in our Community</b> – saying we will strive to involve, listen to and learn more about under-represented groups</p> <p><b>Equality and Inclusion in our Democracy</b> – we will try to ensure many different types of people can participate as councillors and community leaders.</p> <p><b>Our Commitment</b> – summarises our approach to continuous improvement and improving outcomes for all the people living in, working in or visiting Congleton</p>
<p><b>REQUESTED DECISION</b></p>	<p>Approve the Draft New Equality and Inclusion Policy for CTC</p>

# **CONGLETON TOWN COUNCIL – DRAFT NEW EQUALITY AND INCLUSION POLICY**

*January 2020*

## **OUR EQUALITY AND INCLUSION AMBITION**

We want Congleton to be a place in which everyone's hopes and aspirations can be made real. We want to ensure that no one is held back or excluded and that our Town's success is shared.

This Equality and Inclusion Policy supports that ambition. Our policy sets our vision: recognising the contributions that people from different backgrounds make, actively tackling inequalities and fostering good relationships across our communities.

We want our Town to be a fair, inclusive and safe place for everyone. We want to remove any barriers that arise from inequality, discrimination and lack of opportunity connected to one or more of the characteristics that are protected under the Equality Act 2010. These are: age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Our aspirations go even further to include equality of opportunity for people in care, people with caring responsibilities and the inequalities resulting from socio-economic disadvantage. We also recognise that not all disabilities are visible.

This policy states our commitment to tackling inequality on all these grounds, not just because it's our legal duty in some cases but also because doing so helps create a more successful Town.

Our policy sets out the high standards we expect of ourselves. It demonstrates efforts we will undertake to build an inclusive culture within our workforce and organisation. It sets out how we will shape services which actively address inequality and exclusion and address the progressive building of good relations between different communities.

## **DIVERSE CONGLETON**

Congleton is becoming ever more diverse. Securing the benefits of Congleton's diversity by being a more inclusive organisation will help the council to:

- be more creative;
- make decisions that are informed by diverse points of view;
- know our communities well and listen to them more closely;
- design, commission and deliver the most effective possible services; and
- make the best use of our resources.

A wealth of evidence from the public, private and voluntary sectors supports our view that greater equality and inclusion will benefit our citizens, our communities, our colleagues and our partners.

## **INCLUSIVE CONGLETON**

To secure the benefits of diversity we are building an inclusive organisation that actively recognises the contribution that people from different backgrounds make to all aspects of the council's work and the Town's communities.

The values and behaviours set out in our plans and strategies will help us build this inclusivity. Being truly inclusive is not just about welcoming different contributions. Inclusion also means actively

tackling inequalities and advancing greater equality, as well as fostering good relations between different people.

Inclusion means removing the barriers – physical, economic or social – that hold people back, so we build a Town in which everyone feels a part. It can also include taking positive action to help those that are disadvantaged to achieve their full potential.

Congleton Town Council is committed to the social model of disability which says that people are disabled by barriers in society not by their impairment or difference, whether that impairment or difference is physical, mental or cognitive. Barriers can be physical, like buildings not having accessible toilets, or they can be caused by people’s attitudes, like assuming disabled people are unable to do certain things.

As a public body we are bound by the Public Sector Equality Duty. This policy sets out how we will meet our statutory obligations under this duty, which is defined within the Equality Act as: “A public authority must, in the exercise of its functions, have due regard to the need to—

- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.”

Our Equality and Inclusion Policy sets out how we will fulfil these obligations, which apply to all the council’s functions.

This Equality and Inclusion Policy applies to the council’s roles as a service provider, as an employer, as a leading agency in the Town and in our work with communities.

Creating a successful inclusive Town also means recognising that there are many causes of inequality or exclusion, often inter-connected and mutually reinforcing. We also recognise that some people may require additional support in order that they can engage with and benefit from the opportunities on offer.

In addition to the Equality Act protected characteristics, people can be excluded because they have low income, are socially isolated, live in poor housing or due to poor health. Those with caring responsibilities or who have been in care are more likely to face inequality or exclusion. Some people facing these issues also face inequality because of their Equality Act protected characteristics.

As well as looking at our statutory duties, as set out under the Public Sector Equality Duty, our approach will also consider wider aspirations, such as reducing inequalities of outcome which result from socio-economic disadvantage.

## **MAKING IT HAPPEN**

In the future we want people and organisations, in Congleton and beyond, to look to the council as a model of good practice in addressing equality and inclusion.

We define this as meaning:

- Actively considering equality and inclusion in very practical ways in all that we do so others can readily see the difference it makes

- Leading from the top of the organisation and holding ourselves to account
- Listening to the experiences of people with lived experience of all forms of inequality and exclusion and taking what they tell us into account when we make decisions
- Consider relevant data on equality when making policy and strategic decisions. are made on the basis of the deepest possible understanding of their implications for equality and inclusion
- Showing that we value diversity in how we all speak and behave every day, not just when we're talking about equality
- Being open and transparent about our progress on equality and inclusion, sharing information with our partners and our communities, celebrating successes and learning from experience, including our mistakes
- Having a workforce and council that is diverse in the widest possible sense and in which diversity of background and thought is valued
- Supporting a workplace where colleagues from different backgrounds work together harmoniously and productively and everyone feels valued
- Using policies and practices that demonstrably enable colleagues to fulfil their potential and progress within our organisation
- Delivering and commissioning services that actively promote equality and inclusion
- Working with communities and neighbourhoods to support equality and inclusion at local levels
- Putting equality and inclusion at the heart of our strategic work with partners

Everyone working for Congleton Town Council has a part to play in achieving the goals of this policy. Councillors and senior officers have a particular responsibility because active, visible leadership is essential, and the organisation's leaders commit themselves to this.

Staff representatives have an important role to play and we are committed to enabling them to make an effective contribution. We will also continue to engage and work with voluntary and community organisations in the Town, particularly through the Congleton Partnership.

### **DEALING WITH DISCRIMINATION**

The Council will not tolerate any form of discrimination against anyone within the organisation or its service provision.

Any employee, councillor, partner, supplier or member of the public who feels they have been discriminated against in contravention of this policy should report this to the Chief Officer.

Discrimination and breaches of this policy will be dealt with quickly, sensitively and effectively using the appropriate procedures within employment/personnel or the council's code of conduct. This may include a disciplinary procedure if required.

### **WHO COULD SUFFER FROM DISCRIMINATION? – THE PERSONAL CHARACTERISTICS**

The following 'types of discrimination' apply to the *protected characteristics* of the Equality Act 2010:

- age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

and for the *additional characteristics* that we apply here in Congleton:

- people in care, people with caring responsibilities and people of different socio-economic groups.

Together, these make up the *Personal Characteristics* for which this Policy applies.

## TYPES OF DISCRIMINATION

- **Direct Discrimination** is when you're treated differently and worse than someone else for certain reasons relating to the characteristics. This can be because of who you are, who the person thinks you are, or who you are associated with.
  - For example, if someone is refused a promotion because they are nearing retirement, that would be direct discrimination based on age
- **Indirect Discrimination** is when there's a policy, practice or rule which applies to everybody in the same way, but it places people who share your characteristic at a disadvantage, and there is not a good reason for it.
  - For example, a job requirement for staff to travel at short notice might be difficult for a woman with young children, and this could be indirect discrimination due to sex because women disproportionately have childcare responsibilities.
- **Harassment** is unwanted behaviour which you find offensive or which makes you feel intimidated or humiliated. It can happen on its own or alongside other forms of discrimination. Harassment on the basis of one of the protected characteristics is illegal, and our Council extends the definition to include harassment on any grounds.
  - Unwanted behaviour could be spoken or written words or abuse, offensive emails, tweets or comments on social networking sites, images, physical gestures, facial expressions or jokes.
- **Bullying** may be defined as the abuse of position or power to coerce others by fear, oppression, persecution or threat. Bullies intend to undermine, humiliate, denigrate or injure the recipient. While harassment is often conducted in public, bullying is more likely to be behind closed doors.
  - Unlike harassment, bullying itself is not illegal but it is a breach of this policy and will be dealt with in the same way.
- **Pregnancy and Maternity Discrimination** is when you're treated unfairly because you're pregnant, breastfeeding or because you've recently given birth.
  - For example, if a councillor is asked to resign her seat due to pregnancy, this would be pregnancy and maternity discrimination.
- **Discrimination arising from disability** is when you're treated unfairly because of something connected to your disability.
  - For example, if a member of the public was not allowed to bring their assistance dog to a Council meeting this would be discrimination arising from disability.
- **Failure to make reasonable adjustments for disability** is a type of discrimination that arises when an organisation does not make changes needed to allow you to access their workplace or services

- These adjustments could be changing the way things are done (e.g. adding toilet breaks to meetings) making physical adjustments (e.g. ramps on stairs for wheelchair users) and adding services (e.g. induction loops for people with hearing aids).
- **Sexual harassment** is defined specifically in the Equality Act 2010 as behaviour that has the effect of violating your dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment due to your sex
  - For example, sexual comments or jokes, physical behaviour, including unwelcome sexual advances, touching and various forms of sexual assault, displaying pictures, photos or drawings of a sexual nature, sending emails with a sexual content
- **Victimisation** is when someone treats you badly or subjects you to a detriment because you complain about discrimination or help someone who has been the victim of discrimination.
  - For example, if an employee complained about harassment due to their gender reassignment and then they were excluded from a pay review, this may be victimisation.

## **EQUALITY AND INCLUSION AS AN EMPLOYER**

The Council is committed to making full use of the talents and resources of all our employees. We will recruit, reward, develop and promote people based on their skills, qualifications, aptitude and performance and not based on any of the Personal Characteristics.

### **Recruitment**

We will hire the most suitable person for the job regardless of their Personal Characteristics. We will ensure that:

- All our job opportunities are open to all applicants and everyone is given equal consideration.
- We recognise that some applicants may require reasonable adjustments to complete the recruitment process.
- Job advertisements will never directly discriminate e.g. we will not use language such as 'applicants should be 25-35 years of age'.
- We will positively encourage applications from a diverse set of people and will always state that the Council is an Equal Opportunities employer.
- We will always state that roles are open to those who may require flexible working arrangements.
- We will craft our job advertisements to avoid bias, for example:
  - It has been shown that certain words such as 'competitive', 'driven' have male bias whilst others, like 'collaborate', 'responsible', have female bias – ads should include a balanced mix or none of these.
  - Phrases such as 'young graduate' or 'highly experienced manager' may imply age bias and will be avoided.
- Where possible, we will remove the Personal Characteristics from application processes and forms so that any subconscious bias is minimised.
- We will select only based on the skills, experience and qualifications needed for the job.
- We will ask successful applicants to complete an employment medical questionnaire irrespective of age, disability, maternity or any other protected or additional characteristic.

We will continuously monitor our recruitment and selection process to ensure it is in line with the letter and the spirit of this Equality and Inclusion Policy.

### **Pay and Promotion**

We will promote and develop the careers of all our staff regardless of age, gender, disability or any other characteristic. In addition, we will conduct staff appraisals based on performance and contribution alone regardless of characteristics.

We may offer specific length of service provisions relating to pay and benefits, but only where this is justified in that the arrangement rewards loyalty, encourages motivation or recognises relevant experience. Access to other benefits including the occupational pension and bonuses will apply equally to all.

### **Training and Development**

We are committed to continuing to develop our people so that they can make the maximum contribution to the Council and achieve their potential. Suitable Training and Development will be provided to everyone to ensure they are all able to achieve their full potential regardless of Personal Characteristics.

Opportunities are open to all those they are relevant for and, whilst priority is given to training and development that is linked to the Council's aims and objectives, we will also support initiatives that go beyond the immediate needs of the job if they will help to grow our breadth of knowledge and experience that will benefit the Council in the longer term.

### **Flexible Working**

The Council provides flexible working practices as a right for all employees. We recognise that people with certain characteristics such as parents, those with caring responsibilities, those with a disability and those undergoing gender reassignment may have a specific need for flexible working and will make all reasonable adjustments to accommodate their needs.

Flexible working encompasses practices such as flexible hours, remote working and job share along with any other practical arrangements that enable the role to be satisfactorily fulfilled.

### **Redundancy and Retirement**

The Council does not have a default age for retirement.

We will never select for redundancy based on maternity leave, gender, disability or any other characteristic (protected or additional). Selection for redundancy will not be based on length of service alone as this is indirectly discriminatory.

Any voluntary redundancy scheme will not be based on age related criteria unless such criteria may be justified and fairly applied.

### **Our Team**

Our Employee Handbook spells out what we expect from our people with regard to equality, inclusion and diversity.

All our team have a responsibility to ensure that this Policy is applied in everything we do. We will train them on this Policy and encourage a culture of awareness and continuous learning about equality, diversity and inclusion.



We will encourage and support our people in implementing the letter and the spirit of this Policy, to identify, disseminate and reward good practice and identify areas for improvement.

### **EQUALITY AND INCLUSION AS A SERVICE PROVIDER**

All the people we serve must have an equal opportunity to receive and participate in our Council services.

We will treat all our clients and partners in a fair, inclusive and non-discriminatory way according to the values set out in this Policy. We will ensure that the Personal Characteristics do not prevent anyone within our remit from fully accessing our services

We will endeavour to reach out to anyone who may be at risk of exclusion and ensure they have full access to the Council and our services. Where they are less able to participate, we will take positive action to ensure they are not excluded.

Where any service is delivered by contractors, partners or volunteers, the Council will ensure they understand and adhere to this Policy.

### **EQUALITY AND INCLUSION IN OUR COMMUNITY**

We recognise that as a Council we have a community leadership role. Our local residents, businesses, community organisations and visitors have the right to expect the highest standards of tolerance, fairness and inclusion in everything we do.

Our councillors and staff are expected to role-model the values set out in this Policy, including celebrating the diversity within our community and seeking the most constructive ways to engage with everyone in it.

We will actively seek out groups, events, activities and information that may help us learn more about those with the Personal Characteristics to help foster improved understanding across our community.

We strive to involve and listen to underrepresented minorities and those with the Personal Characteristics at risk of exclusion and, in doing so, continually learn how to improve our approach to equality, diversity and inclusion.

### **EQUALITY AND INCLUSION IN OUR DEMOCRACY**

We believe that by mirroring the diversity of the community we seek to serve we will serve it better, so we would like our Council to be as diverse as possible.

We will encourage people from underrepresented minorities and with the Personal Characteristics to stand for the Council wherever possible.

When councillors are to be elected, the Council will ensure that local residents are fully aware of the opportunity to stand by making information as widely available as possible.

When the Council seeks a co-opted member, we will advertise the position widely using the same standards as for recruiting members of council staff, to avoid bias and drive diversity and inclusion.

We will do all we can to ensure that councillors who have any of the Personal Characteristics will not be disadvantaged with regard to attending Council meetings, committee meetings or carrying out Council duties.

We will also encourage people from all backgrounds and especially underrepresented minorities and those with the Personal Characteristics to vote in our elections, and ensure they have the opportunity to do so.

## **OUR COMMITMENT**

We commit to fulfilling both the letter and the spirit of this Equality and Inclusion Policy as well as our legal obligations under the Equality Act 2010 and any other subsequent legislation relating to equality. We require our contractors and the organisations that we fund to abide by all the equality legislation that applies to them and to assist the council in upholding its obligations under the Public Sector Equality Duty.

We commit to being a learning organisation about equality and inclusion, always ready to improve our practice and to address new issues as they arise. We will seek to understand and address the root causes of inequality and exclusion in Congleton and to focus our efforts on tackling those root causes. If we make mistakes, we will put things right and learn from our experience.

Wherever it is possible to do so we will promote good equality and inclusion practice amongst our partners in the Town and in our region and seek to learn from their best practice. We will engage with communities and voluntary sector partners, listening to their views and taking them into account when we make decisions.

We commit to continuous improvement, and to deliver this we will:

- Recognise, support and empower those responsible for promoting equality in our organisation
- Listen to and understand the diverse needs of all people to make our information, services and products more accessible and inclusive
- Review the diversity of our workforce in order to identify areas for improvement and set ourselves equality goals
- Ensure that equal opportunities are integral to how we recruit and treat our workforce
- Address all allegations of discrimination, harassment, bullying and victimisation in an effective and timely manner
- Play our part in promoting good relations between people from different backgrounds
- Share good equality practice and improve outcomes for all those living, working, studying in or visiting Congleton
- Measure and share our progress and success.