



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

13th March 2020

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

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 19th March 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 19th March 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 13th February 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@congleton-tc.gov.uk www.congleton-tc.gov.uk

5. Questions from Members of the Public

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

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

To receive a statement showing the current position to February 2020.

7. New Applications for Financial Assistance (Enclosed)

- **Grant ref GR27/1920 – Inner trust TIC (Re-submission from 13th Feb 2020)**
- **Grant ref GR28/1920 – Ruby's Fund**
- **Grant ref GR29/1920 – Home-Start Cheshire**
- **Grant ref GR30/1920 – SOL Theatre School**

8. New Grant Activities Monitoring Forms (Enclosed)

To receive the Grant Activities Monitoring from Bromley Farm Community Development Trust.

9. Letter of Thanks (Enclosed)

To receive a letter of thanks from Congleton Pentecostal Church.

10. Management Accounts (Enclosed)

To receive and consider the Management Accounts to 29th February 2020.

11. Bank Reconciliation (Enclosed)

To receive and consider the bank reconciliation as at 29th February 2020.

12. Savings Account Balances (Enclosed)

To receive and consider the Savings Account balances as at 29th February 2020.

13. List of Payments (Enclosed)

To receive and consider the Payments lists between 1st February 2020 and 29th February 2020.

14. Training and Development Policy (Enclosed)

To approve the Training and Development Policy for inclusion into the Constitution.

15. Review of Town Hall Hire Charges (Enclosed)

To receive a report from the Chief Officer regarding the Town Hall hire charges 2020/21.

To: Members of the Finance & Policy Committee

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

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

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

CONGLETON TOWN COUNCIL

**Minutes of the Finance and Policy Committee Meeting
held on Thursday 13th February 2020**

PRESENT Committee members,

David Brown
Russell Chadwick (Vice Chair)
Robert Douglas (Chair)
Rob Moreton
Jean Parry
Mark Rogan
James Smith
Paul Duffy
Sally Ann Holland (Town Mayor)

Non Committee members

Martin Amies
Suzy Firkin
Amanda Martin
Kay Wesley
Robert Hemsley

1. Apologies

Apologies for absence were received from Committee member Cllr Duncan Amies and Non-Committee member Cllr Denis Murphy.

2. Minutes

FAP/50/1920 RESOLVED that the Minutes of the Meeting of the Committee held on 16th January 2020 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 matters relating to Cheshire East Council; Cllrs S Holland and K Wesley declared a non-pecuniary interest in Agenda item 7 (ii) grant application for Congleton Pride charitable trust; Cllr A Martin declared a non-pecuniary interest in Agenda item 7(i) grant application for Friends of Congleton Park and Cllr D Brown declared a non-pecuniary interest in Agenda item 7 (iii) grant application for Trinity Methodist Church.

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 January 2020.

FAP/51/1920 RESOLVED that the grant statement be received.

7. New Applications for Financial Assistance

FAP/52/1920 RESOLVED that the following grants be approved:

- **Grant ref GR23/1920 – Friends of Congleton Park**
 - £200
- **Grant ref GR24/1920 – Congleton Pride Charitable Trust**
 - £700
- **Grant ref GR25/1920 – Trinity Methodist Church – Cllr D Brown left the room during the discussion**
 - Deferred until evidence of 2 quotes received
- **Grant ref GR26/1920 – Congleton Park Bowling Club**
 - £200
- **Grant ref GR27/1920 – Inner Trust CIC**
 - Deferred to request more detail of the match funding and to invite them to the next meeting.

8. New Grant Activities Monitoring Forms

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

9. Management Accounts

FAP/53/1920 RESOLVED to receive the Management Accounts to 31st December 2019.

10. Bank Reconciliation

FAP/54/1920 RESOLVED to receive the bank reconciliation as at 31st January 2020.

11. Savings Account Balances

FAP/55/1920 RESOLVED to receive the Savings Account balances as at 31st January 2020.

12. List of Payments

FAP/56/1920 RESOLVED to approve the List of Payments between 1st December 2019 and 31st January 2020.

13. Interim Internal Audit Report

FAP/57/1920 RESOLVED to receive and approve the Interim Internal Audit Report 19/20.

14. Business Risk Assessment

FAP/58/1920 RESOLVED to receive and approve the Business Risk Assessment for 2020/21.

15. Equality & Inclusion Policy

FAP/59/1920 RESOLVED to receive and approve the new Equality and Inclusion Policy.

**Cllr Robert Douglas
Chair**

Completion Town Grant Commitments 2019/20										
Date Grant Approved	To	Permitted For	Section	Minutes	Referenc	Approved EMR	Approved -19/20 £	Paid £	Outstanding	Date Paid
03/07/2018	Subsidised Use of Town Hall						4,500.00	5618.85	-1118.85	
	SWANS	Funding for counselling sessions	Gpcc	FAP/18/1819		250.00	0.00	250.00	0.00	19/08/2019
10/01/2019	Completion Unplugged	Support for event	Gpcc	FAP/5/4/1819		500.00	500.00	500.00	0.00	08/04/2019
10/01/2019	280 Squadron Air Cadets	Contribution towards minibus	Gpcc	FAP/5/4/1819		500.00	500.00	500.00	0.00	08/04/2019
10/01/2019	USA cycling group	Contribution towards High Vis shirts	Gpcc	FAP/5/4/1819		400.00	400.00	400.00	0.00	08/04/2019
21/03/2019	Beestown Patchwork & Quilters	contribution towards exhibition 2019	Gpcc	FAP/7/9/1819		350.00	350.00	350.00	0.00	04/07/2019
21/03/2019	Rode Hall Silver Band	support for uniform	Gpcc	FAP/7/9/1819		600.00	600.00	600.00	0.00	30/04/2019
21/03/2019	Friends of Completion Park	Brass on the grass 2019	Gpcc	FAP/7/9/1819		300.00	300.00	300.00	0.00	13/05/2019
21/03/2019	Ruby's fund	Teddy Bear's picnic	Gpcc	FAP/7/9/1819		500.00	500.00	500.00	0.00	21/08/2019
21/03/2019	Friends for Leisure	support for taking out children	Gpcc	FAP/7/9/1819		230.00	230.00	230.00	0.00	08/04/2019
21/03/2019	Cong Bath House & Physic garden	Support with marketing/advertising	Gpcc	FAP/7/9/1819		500.00	234.00	266.00	230.00	23/07/2019
21/03/2019	Completion Library	Support for summer reading challenge	Gpcc	FAP/7/9/1819		150.00	150.00	150.00	0.00	10/09/2019
21/03/2019	SOL Theatre School	Summer show 2018 support	Gpcc	FAP/7/9/1819		600.00	600.00	600.00	0.00	02/01/2020
21/03/2019	Bramley Farm C.C	Newsletter	Gpcc	FAP/7/9/1819		980.00	980.00	980.00	0.00	11/03/2020
21/03/2019	Changing Lanes	flyers, printing	Gpcc	FAP/7/9/1819		297.00	297.00	297.00	0.00	08/04/2019
06/06/2019	Completion Bowling Club	floor to park bowling club	Gpcc	FAP/03/1920		250.00	250.00	250.00	0.00	13/06/2019
06/06/2019	Conglton Harriers	support for Cong Half Marathon	Gpcc	FAP/03/1920		650.00	650.00	650.00	0.00	28/08/2019
09/06/2019	Friends of Conglton Park	contribution to equip mower	Gpcc	FAP/03/1920		250.00	250.00	250.00	0.00	28/08/2019
11/07/2019	Dane Valley Swimming Club	Contribution to training equipment	Gpcc	CTC/23/1920		415.00	415.00	415.00	0.00	11/10/2019
11/07/2019	Jazz and Blues Festival	Sponsorship of festival	Gpcc	CTC/23/1920		750.00	750.00	750.00	0.00	10/09/2019
11/07/2019	Cong Pentecostal Church	Contribution to chairs	Gpcc	CTC/23/1920		500.00	500.00	500.00	0.00	10/09/2019
12/09/2019	Cong LRC	Contribution to new kitchen	Gpcc	FAP/13/1920		1,000.00	1,000.00	1,000.00	0.00	19/09/2019
12/09/2019	Our Gang	CCTV contribution	Gpcc	FAP/13/1920		250.00	250.00	250.00	0.00	19/09/2019
12/09/2019	CCCU	Sponsorship of Gang Show	Gpcc	FAP/13/1920		600.00	600.00	600.00	0.00	11/11/2019
10/10/2019	Girl Guide euloam (H. Todd)	Membership fee for CVS	Gpcc	FAP/13/1920		45.00	45.00	45.00	0.00	19/09/2019
10/10/2019	Girl Guide euloam (L. Downings)	contribution to lamboree	Gpcc	FAP/22/1920		150.00	150.00	150.00	0.00	11/11/2019
10/10/2019	Completion Musical Theatre	contribution to lamboree	Gpcc	FAP/22/1920		150.00	150.00	150.00	0.00	11/11/2019
21/11/2019	Girl Guides Euloam x 4	Sponsor King and I	Gpcc	FAP/22/1920		600.00	600.00	600.00	0.00	16/01/2019
16/01/2020	Completion Unplugged	contribution to lamboree	Gpcc	FAP/28/1920		600.00	600.00	600.00	0.00	04/12/2019
16/01/2020	Cong Harriers	Support for event	Gpcc	FAP/40/1920		500.00	500.00	500.00	0.00	04/12/2019
16/01/2020	Asbury Merc Trust	Support for Cloud 9 event	Gpcc	FAP/40/1920		375.00	375.00	375.00	0.00	24/01/2020
13/02/2020	Friends of Completion Park	Contrib to Activity Centre Improvements	Gpcc	FAP/40/1920		1,500.00	1,500.00	1,500.00	0.00	25/02/2019
13/02/2020	Completion Friends Charitable Trust	Contrib Brass on the Grass	Gpcc	FAP/52/1920		200.00	200.00	200.00	0.00	02/03/2020
13/02/2020	Cong Park Bowling Club	Contrib to Pride Event	Gpcc	FAP/52/1920		700.00	700.00	700.00	0.00	02/03/2020
13/02/2020	Cong Park Bowling Club	Contrib to Park Bowling Club WC-fied	Gpcc	FAP/52/1920		200.00	200.00	200.00	0.00	02/03/2020
Totals						5557.00	14185.00	15579.85	3952.15	0.00
						55,557.00				
		EMR b/fwd				£19,500.00				
		Budget 19/20				£51,525.00	Total Grant budget			
		Total approved to date				£20,860.85				
		Total money still available for grants				£4,196.15				
		Carnival 2020 not going ahead				£3,790.00				
						£7,946.15				

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	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				



SUBMITTED MEETING
13TH FEBRUARY.
*
RE-SUBMISSION
19TH MARCH 2020

Congleton Town Council
Application for Financial Assistance

Part 1: Applicant(s) and Project Details

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

1.1	Applicant(s):	Spencer Hickson
1.2	Representing:	Inner Trust CIC
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	Musical Minds
1.6	Project Objectives:	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	Brief Project Description:	<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 social behaviour, whilst promoting empowerment that they can achieve and reach their full potential together.</p>
1.8	Details accounts/budgets	Inner Trust Accounts are available via Companies House. Budget for this project is shown below.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£6,480								
2.2	Total contribution sought:	£1,000								
2.3	What will the money be spent on?	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Venue Costs</td> <td style="text-align: right;">£ 180</td> </tr> <tr> <td>Specialist Sessional Workers</td> <td style="text-align: right;">£ 600</td> </tr> <tr> <td>Creative Materials</td> <td style="text-align: right;">£ 120</td> </tr> <tr> <td>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	Any ongoing costs:	None
2.5	Details of confirmed match funding include source Cash: In kind:	Equipment Costs £5,000 Volunteer Time £ 480
2.6	Resources needed:	iPads, DJ controllers, PA System, Lighting, drawing materials.
2.7	Estimated timescale of project from start to finish:	12 Months

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	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	Are there similar services/projects provided in the area	No services offer the engagement we can offer using the Musical Minds Workshops.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	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	Describe how you will promote the Town Council in your project	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 Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR 28/1920
---	------------

1.1	Applicant(s):	RUBY'S FUND
1.2	Representing:	RUBY'S FUND
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	TEDDY BEARS PICNIC
1.6	Project Objectives:	<ul style="list-style-type: none"> - Encourages community participation and cohesion - Provides social opportunity to reduce isolation of young mums/parent/carers - Engage children in recreational activities - Encourage hard to reach families to attend
1.7	Brief Project Description:	Continuation of a well-attended Congleton Annual Event, which has been passed from Congleton Town Council to Ruby's Fund. The event is inclusive and in keeping with Ruby's Fund core objectives.
1.8	Details accounts/budgets	First Aid provision £75 Hire of Park & Leisure Centre £100 Hire of equipment tables, gazebo etc Craft materials £75 PR System, marketing & printing costs £160 Entertainment cost £150

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£500 + £855 = £1355
2.2	Total contribution sought:	£500
2.3	What will the money be spent on?	First Aid provision by qualified staff Hire of Congleton Park/Congleton Leisure Centre PR equipment Craft Materials for the children to participate in and take home Marketing & Printing – will use Congleton High School if possible

2.4	Any ongoing costs:	NO
2.5	Details of confirmed match funding Include source Cash: In kind:	<p>Ruby's Fund will provide:</p> <ul style="list-style-type: none"> • 4 staff on the day at a cost to us of 6hrs x £54pp (wages) = £216 • 1 x staff to plan, book, write policies and risk assessments, co-ordinate volunteers & lead PR of the event 10 hours x £9ph = £90 <p>Total cost of staff wages: £306</p> <p>Ruby's Fund has 6 volunteers who will support us in this event. Their roles will include PR, marketing, event set up and running stalls on the day such as crafts, teddy bears hospital and a refreshment table. We also will have 2 children as little bears and one adult to supervise them.</p> <ul style="list-style-type: none"> • 6 volunteers x 10 hours = 60 hours • 1 adult little bear supervisor = 3 hours • 2 children volunteers little bears = 6 hours (not costed) <p>Volunteer hours value is 63hrs x £8.72ph = £549.36</p> <p>Grand total: £855.36</p>
2.6	Resources needed:	Staff hours, volunteers, equipment to include gazebos, tables, craft materials, printing and marketing. Little bear costumes x 2, the Mayor, Hire of venue both park and leisure centre in case the weather is bad
2.7	Estimated timescale of project from start to finish:	Preparation & planning starts February 2020 until event in June 2020

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	<ul style="list-style-type: none"> - Creates a sense of community cohesion - Provides a social opportunity for families - Reduces social isolation of families, parents and carers - Encourages families to try new recreational activities together - Opportunity for early years organisations to reach hard to reach families - Free event for families so reducing financial barriers and allowing people to come together regardless of their financial situation. - Creating happy memories for families and our community
-----	--	---

3.2	Are there similar services/ projects provided in the area	NO
-----	--	----

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	Evaluation will be carried out by Alison Parr in conjunction with Town Centre Manager looking at attendees, feedback of customers
4.2	Describe how you will promote the Town Council in your project	Acknowledgement of the Town Council support will appear with their logo of our website, posters, social media and in press coverage. The Congleton Chronicle will be invited to attend to cover the event.

Signature: _____

Date: 26/2/2020

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

Application for Financial Assistance

SUBMITTED
19TH MARCH 2020

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR. 29/1920
--	-------------

1.1	Applicant(s):	Sandra Tattton and Kathryn Dewick
1.2	Representing:	Home-Start Cheshire, Wyvern House, The Drumber, Winsford, Cheshire. CW7 1AD.
1.3	Email Address:	frank@home-start-cheshire.org.uk
1.4	Tel No.	01273 820000
1.5	Project Title:	Paediatric First Aid
1.6	Project Objectives:	To educate local parents in basic and life-saving first aid to give them the confidence to know what actions to take if faced with a medical emergency.
1.7	Brief Project Description:	We run our weekly CIRCLE (Community Interest to Raise Confidence, Life skills and Education) group at the United Reformed Church in Congleton. Our Volunteers help the parents to attend and socialise together in a safe and supportive environment while their children engage in various play activities. We often invite guest speakers from various organisations to provide educational and informative sessions on various topics: when asked, our parents said that they would like some first aid training as many of them felt they wouldn't know what actions to take if their child was hurt in an accident or was seriously unwell.
1.8	Details accounts/budgets	We have a small weekly budget to pay for the hire of the hall and refreshments for the children. We require funding to pay for the hire of the trainer (Mini First Aid) and resources (mini first aid kits for every parent).

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£224
2.2	Total contribution sought:	£224
2.3	What will the money be spent on?	Max participants per session = 7 at £20 per head plus £12 per mini first aid kit per family. (7 x £20 + 7 x £12 = £224)

1

2.4	Any ongoing costs:	None
2.5	Details of confirmed match funding include source <i>Cash:</i> <i>In kind:</i>	None – our budget of £40 per week covers hall hire and refreshments. We would like to offer 8 places so would subsidise the 8 th place at £32.00
2.6	Resources needed:	Trainer and mini first aid kits.
2.7	Estimated timescale of project from start to finish:	One 2hr session, delivered within in our regular Thursday morning group.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Local parents will be educated in essential and life-saving first aid skills that they can employ to help their own families as well as others in the wider community if necessary.
3.2	Are there similar services/projects provided in the area	There are various first aid training opportunities in and around Congleton. However, most of our supported families have additional constraints which make attending such sessions difficult or impossible: <ul style="list-style-type: none"> • Social anxiety in new settings or with new people • Lack of funds to pay for a course and/or travel to the venue

		<ul style="list-style-type: none"> • Pre-school children, Home-Start staff/volunteers will provide child care
--	--	--

Part 4: Evaluation/Publicity

4.1	<i>How will the project be evaluated and who will carry out the evaluation?</i> ?	Each attendee will be taught, coached and assessed informally by the qualified Trainer – each will receive a certificate of attendance at the end of the course. At the beginning and end of the training we (Home-Start) will ask every attendee to fill in and return an evaluation form which will help them to gauge their level of skills, knowledge, understanding and confidence before and after attending the course.
4.2	<i>Describe how you will promote the Town Council in your project</i>	Everybody (families, volunteers, First Aid Trainer) will be made aware that the course has been supported financially through the kind and generous funding received from Congleton Town Council and we will publish words to that effect on our social media platforms and website (subject to permission from those involved). With your consent, we will use your logo on any letters and feedback forms, etc. We will also discuss the event and provide feedback to our Scheme Manager, colleagues and Board of Trustees. If the Council are supporting other activities on this theme, we would be happy to promote these.

Signature: Sandra Tatton Date: 5th March 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.

SUBMITTED
19TH MARCH 2020



Congleton Town Council

Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR 30 / 19 20
--	---------------

1.1	Applicant(s):	Joanne Davies
1.2	Representing:	SOL Theatre School
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	SOL Theatre Summer School
1.6	Project Objectives:	<p style="text-align: center;">Statement of Intent</p> <ul style="list-style-type: none">• SOL Theatre School's intention is to train young people in performing and technical skills, relating to the production of a staged theatrical performance. As a direct result of this, young people will gain confidence, social skills, self reliance, communication skills and a sense of accomplishment which they can take forward into their everyday lives.• SOL Theatre School will run a Summer School each year during the first two weeks of August, giving the young people of the area a focus and purpose other than being 'out on the streets' or left alone at home whilst parents go to work.• It is also the intention of SOL Theatre School to foster an interest in live performance thereby increasing the cultural life of the area.• The SOL Theatre School Summer School is open to all people between the age of 7 and 18 regardless of race, gender, religion, sexual orientation, physical/mental disability or offending background.
1.7	Brief Project Description:	Ten days (9.00 – 17.00) training and rehearsals from the 3 rd to 14 th August 20 19 finishing with two public performances of the proposed show 'Bring it on' on the 14 th and 15 th August 20 19 .
1.8	Details accounts/budgets	Please see attached expected expenditure/income sheet

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£25,179.60 estimated (see show budget sheet attached)
2.2	Total contribution sought:	£800.00
2.3	What will the money be spent on?	Last year the Town Council was kind enough to sponsor the 'T' –shirts having the Town Council Logo embroidered on the front that are presented to the children taking part in the summer school and which they keep as a memento. If the Council no longer wishes to have their logo on our T-shirts and would rather sponsor a child the cost of child each is £350 for 1 and £600 for a family of 2, we would be very happy for the Council to do this and will remove the logo from our T-shirts.
2.4	Any ongoing costs:	Purchase of Show License, Music Hire and librettos. Advertising and promotional material. Theatre hire costumes etc.
2.5	Details of <i>confirmed</i> match funding include source <i>Cash:</i> <i>In kind:</i>	We have applied to a number of local organisations, like last year, but have not had any confirmed cash promised at this point of time. We estimate, based on present costing, that the professional team taking part in this exercise and giving their time voluntary would be in the region of £15,000.
2.6	Resources needed:	Rehearsal and performing stage venue, rehearsal materials – music, scores and orchestral arrangements. Sound, lighting, stage set and props. Voluntary people to protect the children under our Child Protection Policy plus a Cheshire East Council Approved Matron. A large number of people to make costumes, staging, props and manage the theatre.
2.7	Estimated timescale of project from start to finish:	Two weeks during the children's summer holiday starting on the 3 rd August 2020 from 9.00hrs to 17.00 hrs each weekday and a member of the Council is more than welcome to come down to any of the rehearsals to see what we do,

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	As stated in our constitution the children will benefit from being part of a happy and enjoyable team that we hope the parents will appreciate. Certainly, the children do. The performance by the children on the two show evenings will enhance the cultural being of the town and make Congleton proud of the young people who take part. Also, the 40 + people who give their time and commitment to such a good cause totally on a voluntary basis.
3.2	Are there similar services/projects provided in the area	Not to our knowledge.

Part 4: Evaluation

4.1	How will the project be evaluated?	SOL Theatre School members will evaluate each child's contribution to the project and are present with a certificate of attendance that they may use for future requirements. We have past members taking part in the stage version of 'Billy Elliot' in Manchester and appearing on television in the John Bishop show plus many take parts in the local youth and senior operatic society productions within the Town. The main evaluation criteria is that the children tell their parents to arrange their family summer holidays around SOL Summer School so that they can take part.
4.2	Who will carry out the evaluation?	We invite a member from the Sponsoring Organizations. Also, local dignitaries are invited who voice the opinion in many ways including congratulating letters and comments in the local paper, the <i>Congleton Chronicle</i> .

Signature: *Joanne N Davies* Dated 12th March 2020

SOL Theatre School's Constitution, Child Protection Policy, Equal Opportunities Statement and Data Protection Policy can be viewed and printed from the web site www.soltheatreschool.co.uk

Income & Expenses (including items already invested)
SOL Theatre accounts

	November 2018 - November 2019	Current Year	Prior Year
<u>Income (42nd St.)</u>			
Fees (from participants)		£17,450.00	£12,875.00
Tickets (net of show fees)		£4,199.60	£2,993.50
Grants & Bursary		£3,220.00	£3,250.00
Refreshments, programmes, raffle, adverts (net of expenses)		£1,310.00	£1,307.90
		<u>£26,179.60</u>	<u>£20,426.40</u>
<u>Expenses (from 42nd St.)</u>			
Hire of theatre		(£3,700.40)	(£3,500.00)
Costumes, props, staging for show		(£11,875.66)	(£6,928.63)
Expenses for team incl. band (petrol, food, clothing etc.)		(£5,843.87)	(£6,850.29)
DBS checks		(£165.00)	(£75.00)
Licence to perform show (Weinbergers)		(£992.22)	(£500.00)
Advertising incl. auditions (local papers/shows etc)		(£457.20)	(£258.00)
Insurance premium		(£316.23)	(£306.43)
Bank charges		£0.00	£0.00
Misc - incl SOL clothing etc.		(£1,864.85)	(£1,095.01)
		<u>(£25,215.43)</u>	<u>(£19,513.36)</u>
Net income from 42nd St		<u>£964.17</u>	
<u>Investment in storage and equipment for future shows</u>			
Container		(£2,252.46)	
Equipment (keyboard, lights, sewing machines)		(£3,385.12)	
		<u>(£5,637.58)</u>	
Net movement from 42nd St		<u>(£4,673.41)</u>	<u>£913.04</u>
Represented by:			
Opening bank balance	5-Nov-18	<u>£10,521.86</u>	<u>£9,608.82</u>
Net income above		<u>(£4,673.41)</u>	<u>£913.04</u>
Closing bank balance	5-Dec-19	<u>£5,848.45</u>	<u>£10,521.86</u>

Reviewed by : C.Carter (ACMA)



Town Council Grant

SUBMITTED
19th MARCH 2020

Activities Monitoring Form



1. Contact Details	
Organisation name:	Bromley Farm Community Development Trust
Address:	Bromley Farm Community Centre Edinburgh Road Congleton CW12 3EN

2. Grant Information			
Grant Reference Number:	FAP/79/1819		
Total project cost:	£1600		

Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£380
Please list receipts below: Invoice from Crewe Colour Printers		

3. Project Information		
When did the project commence?	April 19	
Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
If yes, how will this be used?		

Please explain how the grant money was used:

The money was used towards four editions in a year of the Bromley Farm News. The total cost of production is £1600 and Congleton Town Council financially supported a quarter of this cost.

The newsletter is the main engagement tool we use to update residents of what is going on in their neighbourhood and in the town.

The grant has ensured the continuation of this and it pays for the design work and printing. The content is provided by the Trust and its partners and is edited by the Trust.

The grant enables us to produce a high quality, respected and informative newsletter which has helped to support the positive changes we continue to make within the Bromley Farm neighbourhood.

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

The newsletter is well established having been produced for nearly 12 years. It has made a significant difference to the neighbourhood and its residents who are aware of all the positive changes that continue to take place in a deprived ward. There is greater knowledge and understanding of what is going on within the community and the production of the newsletter has enabled success to follow success. The newsletter has promoted all the positive changes made to everyone, even if they have not taken part in an activity or event.

During 2019 we have communicated details of key achievements of the Trust including great success in North West in Bloom, promoted our Get in Touch campaign to recruit volunteers, projects to protect and enhance environmental areas, plastic free initiatives, helping residents to save money, raise aspiration and support young people, promote groups to reduce social isolation and improve health, demonstrated progress of our connected community centre status, shared project plans for the allotment and future project proposals, how we have promoted and supported town wide initiatives, training that has been completed, investment we have brought into the community, awards that we have received and many articles giving advice.

We continue to evaluate the impact of the newsletter and we very rarely receive any negative comments about it. During the last 12 months we have questioned 55 residents to receive feedback of the newsletter. All of this has been favourable and the newsletter has encouraged new residents to participate in the events and activities we have provided.

The consistent quality of the documents produced has helped to improve the image of the neighbourhood.

It has encouraged five more volunteers to get involved and has enabled greater success of recent projects.

4. Promotion

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

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

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

Please state how (i.e. on your website, event programme, tickets, etc)
The newsletter has the Congleton Town Council logo on each addition indicating it is supported by the council. The text also advises it is financially supported by Congleton Town Council

5. Feedback

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

The process works well in our experience.

How did you apply? Online Email Post

Do you feel that you understood the process? Yes No

Please rate the following elements:

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



Congleton Pentecostal Church

5th March 2020

Dear Martha,

Re: Cross Street Church refurbish and repurpose project

I'm pleased to inform you that the church refurbishment is complete, the new chairs are in use and we are very pleased with the improvements that have been made. The refurbishment has given us more useable space and flexibility for our youth and children's work and work with older people as well as community events.

Prior to the refurbishment this space was only used one day a week for church services but it is now being used four days a week for regular activities plus special events such as Congleton Unplugged this weekend.

I managed to get the chairs at a slightly reduced cost of £6,765.60. I have enclosed copies of the invoices plus before and after photographs.

The grant from Congleton Town Council towards the cost of the chairs for this project is greatly appreciated.

Yours sincerely,

Andrew Calvert

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	19 th March 2020	LOCATION	Congleton Town Hall
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM REPORT TITLE	10 Management accounts for February 2020		
Background	Variance analysis of the Management Accounts for February 2020 to accompany the spreadsheet.		
Updates	<p>These figures are to February 2020. 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 11 show figures largely in line with the budget. 92% of expenditure would be expected to have been used if expenditure was a regular monthly amount.</p> <p><u>Finance and Policy Committee</u></p> <p><u>Corporate Management</u></p> <p>Overall on budget</p> <ul style="list-style-type: none">• Reception – TIC has been paid for the year. (The Tourist Info Centre act as CTC's reception but are Cheshire East staff. Congleton Town Council pays towards the salaries to enable the Centre to stay open during the afternoon in winter.)• Misc Office Costs includes rental of secure document disposal boxes as part of GDPR measures which wasn't budgeted for.• Computer/IT costs will be slightly over budget due to .gov.uk emails set up for all staff and councillors which had not been budgeted for.• Subscriptions and Publications is a full year cost• Insurance is a full year cost.• External Audit is a full year cost• Internal Audit – 2 invoices of 3 have been received.• HR and H&S support – 2 out of 4 quarterly invoices have been received.• Interest received on savings is higher than budgeted for. <p><u>Democratic/Civic</u></p> <p>Overall on budget</p> <ul style="list-style-type: none">• The Mayor has received her annual allowance.• Stationery and Printing includes business cards for councillors.• Hall and room hire is an internal charge for using the meeting rooms for council business. The charge to the Civic budget shows as income in the Town Hall budget. <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 £4,196 plus £3,750 earmarked for the Carnival which will not now take place in 2020.</p>		

	<p><u>Community, Environment and Services Committee</u></p> <p>Overall slightly under budget.</p> <ul style="list-style-type: none"> • Floral displays – still awaiting invoice for town hanging baskets • Propagation unit is a contingency budget in case repairs/maintenance are needed to the polytunnel in the park. • Public Toilets: Overbudget due to repairs carried out on the public toilets (Market Street) and a professional cleaning company now employed to clean the toilets daily. • Crime reduction/CCTV significantly underspent - the funding of the PCSO's has changed since the budget was calculated. • Community Development – underspend on staffing costs as a budgeted part time post is still to be filled. • Christmas Fayre/Lights – the Light Switch On event is on budget – the underspend is on putting up, taking down and storing the lights. The underspend could be used to replace some of the older lights. <p><u>Streetscape</u></p> <p>Overall the cost centre is slightly under budget at 79% used.</p> <ul style="list-style-type: none"> • Agency staff are used for busy periods but taken along with the underspend on Staff costs the total is still within budget. • Insurance is a full year cost. • Vehicle servicing/maintenance is over budget as £6,000 has been spent on mower repairs. <p><u>Town Hall Committee</u></p> <p>Income and Expenditure slightly under budget so overall 86% of budget used.</p> <p><u>Capital</u></p> <p>Capital is shown to enable the management accounts to balance to the budget figure. The £68,889 actual expenditure to date is the PWLB (Public Works Loan Board) loan repayment, the final payment of the Cheshire East Council loan and £40,000 to go into reserves. Any capital purchases are reflected in the reserves.</p> <p><u>Personnel Committee</u></p> <p>Staffing costs slightly under budget</p>
Decision Requested	To receive the Management Accounts to February 2020

Congleton Town Council - Management Accounts - Feb 2020

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
Finance and Policy				
Corp Management				
Staff Costs (re-allocated)	124,443	136,059	11,616	91%
Travel	96	900	804	11%
Training / Conferences	4,521	3,000	-1,521	151%
Transfer from EMR training	-1,521	0	1,521	0%
Rent Payable	12,788	13,950	1,162	92%
Reception - TIC	3,375	3,186	-189	106%
Miscellaneous Office Costs	1,316	450	-866	292%
Telephone/Fax/Internet	501	1,260	759	40%
Postage	2,390	2,900	510	82%
Stationery & Printing	2,006	3,000	994	67%
Subscriptions & Publications	3,317	3,230	-87	103%
Insurance	8,654	9,180	526	94%
Computer/IT Costs	10,981	10,812	-169	102%
Photocopy Charges	1,231	2,600	1,369	47%
Recruitment Advertising	0	500	500	0%
Other Advertising	84	300	216	28%
Bank Charges	825	1,020	195	81%
Audit Fees - External	2,000	2,000	0	100%
Audit Fees - Internal	890	1,290	400	69%
Accountancy Support	2,555	4,500	1,945	57%
Legal & Professional fees	1,168	2,000	832	58%
HR & H&S support	1,732	4,590	2,858	38%
Central Overheads reallocated	-48,529	-58,216	-9,687	83%
Corporate Management:-Expenditure	134,823	148,511	13,688	91%
Interest Receivable	-3,641	-3,000	-641	121%
Misc Income	-100	-100	-100	
Corporate Management :- Income	-3,741	-3,000	-741	125%
Net Expenditure over Income	131,082	145,511	12,947	90%
Civic				
Staff Costs (re-allocated)	24,482	26,746	2,264	92%
Training / Conferences	1,285	2,000	715	64%
Stationery & Printing	504	500	-4	101%
Marketing/Promotions	603	1,000	397	60%
Council Newsletter	5,075	5,388	313	94%
Council Website	1,492	1,500	8	99%
Mayor's Allowance	3,000	3,000	0	100%
Members Expenses	0	200	200	0%
Civic Expenses	3,608	5,000	1,394	72%
Civic Regalia	0	250	250	0%
Hall & Room Hire	6,878	5,555	-1,323	124%
Civic Artefacts and Treasures	50	500	450	10%
Central Overheads reallocated	2,041	2,448	407	83%
Civic:-Expenditure	49,016	54,087	5,071	91%
Grants	53,640	61,583	7,943	87%
F&P Income - Expenditure Totals	233,738	261,181	25,961	89%
Community, Environment & Services				
Padding Pool	26,800	27,968	1,168	96%
Propogation Unit	0	1,000	1,000	0%
Floral Displays	5,566	12,000	6,434	46%
Allotments	1,248	1,250	2	100%
Public Toilets	10,134	8,600	-1,534	118%
Crime Reduction/CCTV	34,460	51,700	17,240	67%
Congleton Partnership	31,697	34,578	2,882	92%
Community Development	71,081	96,186	25,105	74%
Christmas Fayre/Lights	11,126	21,000	9,874	53%
Neighbourhood Plan	0	0	0	#DIV/0!
Tourism	1,015	5,000	3,985	20%
Youth and Young People	128	2,000	1,872	6%
Luncheon Club	6,705	11,000	4,295	81%
	199,960	272,282	72,323	73%

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
Streetscape				
Staff Costs	356,068	421,355	65,287	85%
Agency Staff	16,015	6,000	10,015	267%
Training	477	3,000	2,523	16%
Protective Clothing\H & Safety	3,464	4,500	1,036	77%
Office rent	2,811	3,067	256	92%
Cleaning Materials	4,125	5,000	875	83%
Telephones	627	700	73	90%
Insurance	5,656	6,000	344	94%
Property maintenance	716	1,030	314	70%
Horticultural etc Supplies	11,489	18,000	6,511	64%
Winter Bedding	2,012	1,000	1,012	201%
Vehicle maintenance/Serv etc	16,378	10,000	6,378	164%
Vehicle fuel and oil	10,362	15,000	4,638	69%
Vehicle rental charges	32,837	38,000	5,163	86%
Street Cleansing	2,254	3,500	1,246	64%
General expenditure	3,889	4,000	311	92%
Central Overheads Reallocated	32,152	38,569	6,417	83%
Rechargeable expenses	958	0	958	#DIV/0!
Streetscape Expenditure	<u>602,090</u>	<u>578,721</u>	<u>76,631</u>	87%
Streetscape - Income	-336,144	-366,702	-30,559	92%
Streetscape - External work Income	-10,128	-15,000	-4,872	68%
Streetscape - Other	-691	0	691	#DIV/0!
Streetscape - Misc Income	-825	-900	-75	92%
	<u>-347,788</u>	<u>-382,602</u>	<u>-34,815</u>	91%
Net Expenditure over Income	<u>154,303</u>	<u>196,119</u>	<u>41,817</u>	79%
C,E & S Income - Net Expenditure Totals	<u>354,262</u>	<u>468,401</u>	<u>114,139</u>	76%
<u>Town Hall</u>				
Town Hall - Expenditure	167,363	200,566	33,203	83%
Town Hall - Income	-103,075	-125,800	-22,725	82%
Net Expenditure over Income	<u>64,288</u>	<u>74,766</u>	<u>10,478</u>	86%
<u>Capital</u>	<u>68,889</u>	<u>79,803</u>	<u>10,914</u>	86%
<u>Total Net Expenditure</u>	<u>721,177</u>	<u>884,151</u>	<u>161,492</u>	82%
<u>Personnel</u>				
Staff Costs - Reallocated	<u>649,665</u>	<u>772,034</u>	<u>122,169</u>	84%

Reserves as at 29/02/20

General Reserve	200,901
Capital Equipment Fund	34,344
Capital Contingency Fund	284,879
EMR Elections	20,000
EMR Crime Prevention/Traffic calming	7,357
EMR Ancient Treasures	3,000
EMR Website	2,651
EMR Training	8,470
EMR Toilets	24,012
EMR Public Realm	9,189
EMR Legal Fees	5,292
EMR Christmas Lights	7,990
EMR Tourism	9,169
EMR Marketing	5,000
EMR Congleton Neighbourhood Plan	12,527
EMR Cenotaph	100,000
EMR Rotary Bonfire	5,000
	<u>739,790</u>

Date: 04/03/2020

Congleton Town Council

Page 1

Time: 10:04

**Bank Reconciliation Statement as at 29/02/2020
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	29/02/2020	607	66,246.28
			<i>JP</i> : 66,246.28
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
24/01/2020 008942 Halo Hair		10.00	
25/02/2020 008951 Astbury Mere Trust		1,500.00	
			<u>1,510.00</u>
			64,736.28
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			<i>JP</i> 64,736.28
		Balance per Cash Book is :-	64,736.28
		Difference is :-	0.00

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE	Finance and Policy Committee												
MEETING DATE AND TIME	19 th March 2020 7.00pm	LOCATION	Congleton Town Hall										
REPORT FROM	Jackie Potts – Support Manager												
AGENDA ITEM REPORT TITLE	12 Congleton Town Council – Savings account balances												
Background	To inform the Finance and Policy Committee with the location and balances of the Town Council's savings and investments.												
	Congleton Town Council - Savings account balances <u>Balances as at 29th February 2020</u> <table><tr><td>Balance per Business Reserve Account (10180876)</td><td style="text-align: right;">660,650.31</td></tr><tr><td>Cambridge and Counties 1-year fixed deposit</td><td style="text-align: right;">150,000.00</td></tr><tr><td>CCLA deposit</td><td style="text-align: right;">150,000.00</td></tr><tr><td></td><td style="text-align: right;"><hr/></td></tr><tr><td></td><td style="text-align: right;"><u>960,650.31</u></td></tr></table>			Balance per Business Reserve Account (10180876)	660,650.31	Cambridge and Counties 1-year fixed deposit	150,000.00	CCLA deposit	150,000.00		<hr/>		<u>960,650.31</u>
Balance per Business Reserve Account (10180876)	660,650.31												
Cambridge and Counties 1-year fixed deposit	150,000.00												
CCLA deposit	150,000.00												
	<hr/>												
	<u>960,650.31</u>												
Decision Requested	To receive the Savings Account balances as at 29 th February 2020												

Congleton Town Council
RBS Current/i Access Acct
List of Payments made between 01/02/2020 and 29/02/2020

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
03/02/2020	Cheshire East Council	DD	213.00	Rates Mikt St Toilets
03/02/2020	Prism Solutions	DD	39.80	63566/11325/phone call charges
04/02/2020	SJS Building Supplies Ltd	8946	96.37	00138424/11349/recharge holmes chapel
07/02/2020	BACS P/L Pymnt Page 2343	BACS Pymnt	4,394.51	BACS P/L Pymnt Page 2343
11/02/2020	Cheshlre East Council	8948	11,399.70	41128900/11358/CCTV
11/02/2020	City Plumbing Supplies Holding	8949	23.51	1168ABU340/11359/toilet seat
12/02/2020	HMRC VAT	DD	26,426.68	HMRC VAT
13/02/2020	West Mercia Energy	DD	68.36	1659538/11307/P pool electric
14/02/2020	BACS P/L Pymnt Page 2348	BACS Pymnt	287.07	BACS P/L Pymnt Page 2348
17/02/2020	RBS Bankline	DD	57.90	Bankline chgs
18/02/2020	CTC payroll	DD	58,199.35	CTC payroll
20/02/2020	West Mercia Energy	DD	1,842.88	1662525/11309/T Hall Gas
21/02/2020	BACS P/L Pymnt Page 2350	BACS Pymnt	7,213.45	BACS P/L Pymnt Page 2350
21/02/2020	Bank charges	DD	11.43	rbs chgs
24/02/2020	EE Ltd	DD	64.80	01285491236/11378/mobile charges
25/02/2020	Astbury Mere Trust	8951	1,500.00	Grant Astbury Mere Trust
25/02/2020	Prism Solutions	DD	1,109.02	117305/11406/IT support
25/02/2020	Suez Recycling and Recovery UK	DD	319.09	31787326/11363/waste & Recycling
28/02/2020	BACS P/L Pymnt Page 2354	BACS Pymnt	3,539.55	BACS P/L Pymnt Page 2354
28/02/2020	RBS Credit Card	DD	112.80	03022020/11384/P Shlp flags
28/02/2020	Allpay - Plus Dane	DD	36.28	Allotment garage rental
		Total	<u>116,955.55</u>	

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 11
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BOMFORD Bomford Office Products Ltd							
84770/11330/January Stationery Authorised: mh	31/01/2020	84770	1	45.14	0.00	45.14	0.00
					0.00	45.14	
Above paid on 07/02/2020 by Online Payment Ref BOMFORD							
CAMPEY Campey Turf Care Systems							
106983/11331/mower blades Authorised: rb	10/01/2020	106983	1	32.64	0.00	32.64	0.00
					0.00	32.64	
Above paid on 07/02/2020 by Online Payment Ref CAMPEY							
CHS Congleton High School							
DI101100471/11332/printing Authorised: ms	31/01/2020	DI101100471	1	332.50	0.00	332.50	0.00
					0.00	332.50	
Above paid on 07/02/2020 by Online Payment Ref CHS							
CTHEVENTS C T H Events & Parties							
2139/11333/TC12964 Authorised: st	14/01/2020	2139	1	43.50	0.00	43.50	0.00
2140/11334/partnership Authorised: ms	21/01/2020	2140	1	17.40	0.00	17.40	0.00
2141/11335/partnership Authorised: ms	21/01/2020	2141	1	26.10	0.00	26.10	0.00
2142/11336/pre-council Authorised: dm	23/01/2020	2142	1	111.60	0.00	111.60	0.00
2144/11337/cheshire east Authorised: st	30/01/2020	2144	1	130.50	0.00	130.50	0.00
2145/11338/planning training Authorised: dm	30/01/2020	2145	1	111.60	0.00	111.60	0.00
					0.00	440.70	
Above paid on 07/02/2020 by Online Payment Ref CTHEVENTS							

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 11
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LASER Laser Cutting Services Ltd							
<i>C1151/11341/credit tkd1151</i> Authorised: st	15/12/2019	C1151	1	-495.00	0.00	-495.00	0.00
<i>TKD1151/11340/Laser Cutting Se</i> Authorised: jm	15/12/2019	TKD1151	1	495.00	0.00	495.00	0.00
<i>7269/11339/dog foul stencils</i> Authorised: rb	31/01/2020	7269	1	131.94	0.00	131.94	0.00
					0.00	131.94	
Above paid on 07/02/2020 by Online Payment Ref LASER							
LEAFLET The Leaflet Team							
<i>TKD1151/11342/The Leaflet Team</i> Authorised: jm	15/12/2019	TKD1151	1	495.00	0.00	495.00	0.00
					0.00	495.00	
Above paid on 07/02/2020 by Online Payment Ref LEAFLET							
PORTERS Porters Service Station Ltd							
<i>202000000077/11343/fuel</i> Authorised: rb	31/01/2020	202000000077	1	902.13	0.00	902.13	0.00
					0.00	902.13	
Above paid on 07/02/2020 by Online Payment Ref PORTERS							
SHRED IT Shred-It Ltd							
<i>9504140838/11344/shredding ser</i> Authorised: rb	30/01/2020	9504140838	1	125.21	0.00	125.21	0.00
					0.00	125.21	
Above paid on 07/02/2020 by Online Payment Ref SHREDIT							
SMITH Smith of Derby Ltd							
<i>113146/11345/annual service</i> Authorised: mjw	29/01/2020	113146	1	268.80	0.00	268.80	0.00
					0.00	268.80	
Above paid on 07/02/2020 by Online Payment Ref SMITH							

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 11
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ST St John's Community Centre							
202901/11350/Jan lunch club Authorised: dm	31/01/2020	202901	1	195.00	0.00	195.00	0.00
					0.00	195.00	
Above paid on 07/02/2020 by Online Payment Ref ST							
TALKECHEM Talke Chemical Company Limited							
66127/11351/waste sacks Authorised: rb	29/01/2020	66127	1	384.00	0.00	384.00	0.00
66128/11352/mops Authorised: mjw	29/01/2020	66128	1	36.00	0.00	36.00	0.00
					0.00	420.00	
Above paid on 07/02/2020 by Online Payment Ref TALKECHEM							
THOMSON Thomson Planning Partnership Ltd							
51/012/AT/016/11353/nplan Authorised: dm	31/01/2020	51/012/AT/016	1	269.16	0.00	269.16	0.00
					0.00	269.16	
Above paid on 07/02/2020 by Online Payment Ref THOMSON							
THREADFAST Threadfast Engineers 1984 Ltd							
SIN103958/11354/bolts etc Authorised: rb	17/12/2019	SIN103958	1	26.39	0.00	26.39	0.00
SIN104401/11355/firedoor lock Authorised: mjw	29/01/2020	SIN104401	1	76.76	0.00	76.76	0.00
					0.00	103.15	
Above paid on 07/02/2020 by Online Payment Ref THREADFAST							
TSELECT T & S Electrical Limited							
2054/11356/repairs to sockets Authorised: mjw	31/01/2020	2054	1	249.58	0.00	249.58	0.00
					0.00	249.58	
Above paid on 07/02/2020 by Online Payment Ref TSELECT							

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 11
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WALLASEY Wallasey Panel Beaters							
WPBM199602/11357/van repairs	27/01/2020	WPBM199602	1	383.56	0.00	383.56	0.00
Authorised: rb							
					0.00	383.56	
Above paid on 07/02/2020 by Online Payment Ref WALLASEY							
Total Purchase Ledger Payments						0.00	4,394.51

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 11
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CONGGARDEN Congleton Garden Machinery Ltd							
31724/11360/hedge cutter parts Authorised: rb	28/01/2020	31724	1	33.57	0.00	33.57	0.00
					<u>0.00</u>	<u>33.57</u>	
Above paid on 14/02/2020 by Online Payment Ref CONGGARDEN							
DPSPORTS D P Sportswear Ltd							
12098/11361/events hi-viz Authorised: mjw	31/01/2020	12098	1	98.70	0.00	98.70	0.00
12099/11362/In Bloom hi-viz Authorised: mh	31/01/2020	12099	1	154.80	0.00	154.80	0.00
					<u>0.00</u>	<u>253.50</u>	
Above paid on 14/02/2020 by Online Payment Ref DPSPORTS							
Total Purchase Ledger Payments					<u>0.00</u>	<u>287.07</u>	

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 11
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A U GLOBAL A U Global Management Ltd							
07022020/11364/elec costs xmas Authorised: mh	07/02/2020	07022020	1	16.00	0.00	16.00	0.00
					0.00	16.00	
Above paid on 21/02/2020 by Online Payment Ref AUGLOBAL							
AUDITING Auditing Solutions Ltd							
A6324/11365/Internal Audit Authorised: jp	10/02/2020	A6324	1	534.00	0.00	534.00	0.00
					0.00	534.00	
Above paid on 21/02/2020 by Online Payment Ref AUDITING							
BOMFORD Bomford Office Products Ltd							
84922/11366/Feb stationery ord Authorised: mh	13/02/2020	84922	1	98.02	0.00	98.02	0.00
					0.00	98.02	
Above paid on 21/02/2020 by Online Payment Ref BOMFORD							
CAVERN Cavern Protective Clothing							
18664/11368/s/scape PPE Authorised: rb	05/02/2020	18664	1	247.80	0.00	247.80	0.00
18665/11367/caretaker PPE Authorised: mjw	05/02/2020	18665	1	136.80	0.00	136.80	0.00
					0.00	384.60	
Above paid on 21/02/2020 by Online Payment Ref CAVERN							
CTHEVENTS C T H Events & Parties							
1971/11369/internal meeting Authorised: st	26/07/2019	1971	1	13.92	0.00	13.92	0.00
2118/11370/TC12965 Authorised: st	11/12/2019	2118	1	140.94	0.00	140.94	0.00
2146/11371/TC12975 Authorised: st	31/01/2020	2146	1	174.00	0.00	174.00	0.00
					0.00	328.86	
Above paid on 21/02/2020 by Online Payment Ref CTHEVENTS							

Continued over page

Linked to Cashbook 1

Entered Month 11
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DCASSIST D C Asslst Ltd							
<i>DCAPT031/11375/public toilets</i> Authorised: mjlw	02/02/2020	DCAPT031	1	87.50	0.00	87.50	0.00
<i>DCATH031/11374/Town Hall toilet</i> Authorised: mjlw	02/02/2020	DCATH031	1	137.00	0.00	137.00	0.00
<i>DCAPT032/11372/public toilets</i> Authorised: mjlw	09/02/2020	DCAPT032	1	87.50	0.00	87.50	0.00
<i>DCATH032/11373/Town Hall toilet</i> Authorised: mjlw	09/02/2020	DCATH032	1	137.00	0.00	137.00	0.00
<i>DCAPT033/11376/public toilets</i> Authorised: mjlw	16/02/2020	DCAPT033	1	87.50	0.00	87.50	0.00
<i>DCATH034/11377/Town Hall toilet</i> Authorised: mjlw	16/02/2020	DCATH034	1	137.00	0.00	137.00	0.00
					0.00	673.50	

Above paid on 21/02/2020 by Online Payment Ref DCASSIST

KGLOACH K G Loach							
<i>42226/11379/Moss</i> Authorised: rb	05/02/2020	42226	1	211.14	0.00	211.14	0.00
					0.00	211.14	

Above paid on 21/02/2020 by Online Payment Ref KGLOACH

LANDSCAPE Landscape Supply Company							
<i>89552/11380/fire extinguishers</i> Authorised: rb	14/02/2020	89552	1	92.78	0.00	92.78	0.00
					0.00	92.78	

Above paid on 21/02/2020 by Online Payment Ref LANDSCAPE

MAXIGIENE Maxiglene Enviromental Services Ltd							
<i>24957J/11381/legionella works</i> Authorised: mjlw	11/02/2020	24957J	1	2,880.00	0.00	2,880.00	0.00
					0.00	2,880.00	

Above paid on 21/02/2020 by Online Payment Ref MAXIGIENE

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 11
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SMART S G Manufacturing Ltd							
11/11385/SID speed sign Authorised: rb	13/02/2020	11	1	1,706.40	0.00	1,706.40	0.00
					<u>0.00</u>	<u>1,706.40</u>	
Above paid on 21/02/2020 by Online Payment Ref SMART							
TALKECHEM Talke Chemical Company Limited							
66135/11386/T Hall cleaning su Authorised: mjw	05/02/2020	66135	1	194.67	0.00	194.67	0.00
66139/11387/line marker sprays Authorised: rb	12/02/2020	66139	1	93.48	0.00	93.48	0.00
					<u>0.00</u>	<u>288.15</u>	
Above paid on 21/02/2020 by Online Payment Ref TALKECHEM							
Total Purchase Ledger Payments						<u>0.00</u>	<u>7,213.45</u>

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 11
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CHUBB Chubb Fire & Security Ltd							
7922052/11391/alarm system wrk Authorised: mjlw	30/11/2019	7922052	1	166.86	0.00	166.86	0.00
7972108/11392/intruder alarm w Authorised: mjlw	07/01/2020	7972108	1	185.92	0.00	185.92	0.00
					0.00	352.78	

Above paid on 28/02/2020 by Online Payment Ref CHUBB

CTHEVENTS **C T H Events & Parties**

2166/11394/dementia training Authorised: dm	06/02/2020	2166	1	111.60	0.00	111.60	0.00
2167/11395/TC12981 Authorised: amw	06/02/2020	2167	1	43.50	0.00	43.50	0.00
2165/11393/recharge NHS Authorised: st	07/02/2020	2165	1	278.40	0.00	278.40	0.00
2168/11396/TC12982 Authorised: st	11/02/2020	2168	1	297.00	0.00	297.00	0.00
2169/11397/TC12985 Authorised: st	12/02/2020	2169	1	87.00	0.00	87.00	0.00
2178/11401/cong green mtg Authorised: dm	13/02/2020	2178	1	96.72	0.00	96.72	0.00
2170/11398/TC Ringway jacobs Authorised: st	18/02/2020	2170	1	174.00	0.00	174.00	0.00
2171/11399/partnership Authorised: ms	19/02/2020	2171	1	17.40	0.00	17.40	0.00
2172/11400/TC Cheshire East Authorised: st	20/02/2020	2172	1	83.52	0.00	83.52	0.00
2179/11402/chairs mtg Authorised: dm	20/02/2020	2179	1	89.28	0.00	89.28	0.00
					0.00	1,278.42	

Above paid on 28/02/2020 by Online Payment Ref CTHEVENTS

FOUR **Four Oaks Nurseries Ltd**

96631/11403/shrubs library Authorised: rb	28/11/2019	96631	1	97.20	0.00	97.20	0.00
					0.00	97.20	

Above paid on 28/02/2020 by Online Payment Ref FOUR

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 11
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LANDSCAPE Landscape Supply Company							
89709/11404/watering can, broo Authorised: rb	24/02/2020	89709	1	36.15	0.00	36.15	0.00
					<u>0.00</u>	<u>36.15</u>	
Above paid on 28/02/2020 by Online Payment Ref LANDSCAPE							
PAPER Paper Bag Co (SW) Ltd							
111186/11405/in bloom bags Authorised: mh	20/02/2020	111186	1	522.00	0.00	522.00	0.00
					<u>0.00</u>	<u>522.00</u>	
Above paid on 28/02/2020 by Online Payment Ref PAPER							
SECUR Secur-80 Ltd							
4996/11408/Recharge CTHEP Authorised: mjw	20/02/2020	4996	1	48.00	0.00	48.00	0.00
4997/11407/recharge CTHEP Authorised: mjw	20/02/2020	4997	1	48.00	0.00	48.00	0.00
4998/11409/Alarm activATION Authorised: mjw	20/02/2020	4998	1	48.00	0.00	48.00	0.00
					<u>0.00</u>	<u>144.00</u>	
Above paid on 28/02/2020 by Online Payment Ref SECUR							
TAYLER Stuart Tayler Plumbing							
190220/11410/water heater Authorised: mjw	19/02/2020	190220	1	770.00	0.00	770.00	0.00
					<u>0.00</u>	<u>770.00</u>	
Above paid on 28/02/2020 by Online Payment Ref TAYLER							
URC United Reformed Church							
31012020/11411/Luncheon Club Authorised: dm	31/01/2020	31012020	1	339.00	0.00	339.00	0.00
					<u>0.00</u>	<u>339.00</u>	
Above paid on 28/02/2020 by Online Payment Ref URC							
Total Purchase Ledger Payments						<u>0.00</u>	<u>3,639.55</u>

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	19 th March 2020 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM REPORT TITLE	14 Training and Development Policy		
Background	Congleton Town Council has always encouraged staff and councillors to attend training courses appropriate to their needs and to complete CPD (Continuing Professional Development), however it does not currently have a formal training policy within its constitution. The attached policy has been written to address this omission.		
Decision Requested	To approve the Training and Development Policy for inclusion into the Constitution		

Congleton Town Council

Training and Development Policy

1. Introduction

- 1.1 Training and development are important in ensuring the Town Council meets its corporate aims and objectives. They provide the appropriate skills required to deliver high quality services and the management skills necessary to plan and deliver those services.
- 1.2 The Town Council encourages staff in training and development within its resources and therefore training opportunities will be determined and prioritised by the need to meet service requirements, delivery and aims.
- 1.3 The Town Council is also committed to training and development for employees and Members of the Council, to enable them to carry out their roles effectively.
- 1.4 The Town Council encourages all line managers to fulfil their responsibilities to staff by enabling them to receive adequate training and to support the personal development of staff.

2. Identification of Training Needs

2.1 Employees

- i) Training and Development are the responsibility of each member of staff and therefore all employees are encouraged to be proactive in identifying their training and development needs.
- ii) Induction training is provided for all new employees.
- iii) Managers will be responsible for identifying training needs due to changing circumstances, health and safety issues or new legislation and appropriate training will be given whenever necessary.
- iv) Future training requirements will form part of the annual appraisal for every member of staff.
- v) Additional training may be requested via managers at any time.

2.2 Members

- i) Induction training will be provided for all new Members.
- ii) Individual training requirements will be discussed with Members.
- iii) Members will be given in-house training on an ad-hoc basis.

3. Prioritising Training and Development

3.1 Any personal development training will be prioritised as follows:-

- i) Corporate/Service delivery
- ii) Specialist needs
- iii) Improving existing skills
- iv) Personal development

4. Resourcing Training

- 4.1 Each of the service areas, Corporate Management, Democratic, Town Hall and Streetscape will be provided with a specific budget for training and development. All training will be prioritised, organised, designed and evaluated to ensure that it meets organisational requirements
- 4.2 **Qualification Training** – any member of staff may apply to take qualification training. Authorisation and sponsorship will be dependent upon corporate and service priorities and each application will be considered on this basis.
- 4.3 **CPD** – any training and development key to the Career Personal Development of an individual will be supported.
- 4.4 Members training and development opportunities will be arranged mainly through the Cheshire Association of Local Councils (ChALC) and also in-house.

5. Financial Assistance

- 5.1 Where training is approved, the Town Council will pay and/or assist with expenses incurred which may cover such items as tuition and examination fees. The Town Council will sponsor employees for the examination but any re-sits may be paid by the employee.
- 5.2 Travelling costs will be paid at the discretion of the Chief Officer
- 5.3 Where training is sponsored by the Town Council to enable an employee to acquire a recognised qualification, it is a condition precedent to the granting of such support that the employee will be required to undertake to remain in the

service of the Town Council for a period of two years from the date on which the qualification is obtained. If the employee leaves within the two year period all costs will be reclaimed in full, except in the most exceptional circumstances.

- 5.4 If an employee fails to sit an examination within a reasonable period or fails to show satisfactory progress in studying or discontinues the course, the Town Council will withdraw its support and will require the refunding of the financial assistance received to date.
- 5.5 Any absence from attending any training/courses must be reported as if absent from the workplace. Failure to do so may result in action being taken under the Disciplinary Procedures.
- 5.6 Individual employees are responsible for their own registration on a course, but not before approval has been obtained. The Town Council will not meet a financial commitment where prior approval has not been granted.

6. Evaluation and Training Records

- 6.1 All employees and members who undertake training are expected to complete a training evaluation form upon completion of the training to measure its relevance and effectiveness. A record of all training will be kept on the staff training matrix.
- 6.2 Members training will be recorded in the members' training folder.
- 6.3 An annual record of employee training may be presented to the Personnel Committee if requested.
- 6.4 In certain circumstances an employee may be required to provide a briefing note or discuss the training at a team meeting.
- 6.5 All employees are expected to keep their training record up to date.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	19 th March 2020 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	David McGifford – Chief Officer		
AGENDA ITEM REPORT TITLE	15 Review of Town Hall Charges		
Background	Section 9.3 of the Financial Regulations states that “the Council will review all fees and charges at least annually, following a report of the Chief Officer”		
Updates	<p>Charges for the letting of the Town Hall are initially reviewed through the Town Hall and Assets Committee on an annual basis prior to coming to the Finance and Policy Committee. It has already been proposed that there will be an early review of the overall running of the Town Hall which will include any current contracts such as the agreement with the Commercial Partner, the uses of the Town Hall and ultimately the charges associated to contracts and said uses.</p> <p>The next meeting of the, now named Town Hall Assets and Services Committee is on the 23rd April 2020 where all of these topics will be discussed, but unlikely to be resolved as it is anticipated that there will be a working group set up to draw proposals together. It is worth noting that the current arrangement with the Commercial Partner ends in March 2021.</p> <p>With this in mind, it is proposed that we commence the year with the same room hire charges as 2019/2020. These charges are aligned to our budgeted income for 2020/21, whilst there maybe opportunities to trial new events and activity during the coming year we are in a legal agreement with our Commercial Partner, any significant changes would not come into effect until April 2021/22.</p>		
Decision Requested	To approve the Town Hall hire charges staying the same as current for 2020/21 and to be reviewed by the Town Hall Assets and Services Committee during this year.		