



Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford CiLCA**

21st May 2020

Dear Councillor,

Town Council Meeting – Thursday 28th May 2020

You are summoned to attend a meeting of the Council on **Thursday 28th May 2020** commencing at **7.00pm**. This will be a virtual meeting which needs to be accessed via Zoom.

The Zoom meeting ID is 846 4947 5507

The Public and Press are welcome to attend the meeting. To access the meeting please contact the Chief Officer – David.mcGifford@congleton-tc.gov.uk for the relevant details

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,

D McGifford
Chief Officer

AGENDA

1. Apologies for absence

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

2. Declarations of Disclosable Pecuniary Interest

Members are requested to declare both “non pecuniary” and “pecuniary” interests as early in the meeting as they become aware of it.



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Congleton Town Council, Town Hall, High Street, Congleton, Cheshire CW12 1BN
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Email: info@congletontowncouncil.co.uk www.congleton-tc.gov.uk



3. **Questions from Members of the Public**

To receive any questions from Members of the Public including those received 3 days before the meeting.

4. **Annual Meeting / Mayor Making update** (Enclosed)

To approve the deferment of the Annual Meeting to May 2021.

5. **Comments from the Mayor and the Chief Officer** (Verbal)

To receive updates from the Mayor and the Chief Officer.

6. **Proposed Constitutional Changes** (Enclosed)

To approve the proposed changes to:

- 5.1 The membership of the Planning Committee
- 5.2 The Chair and Vice Chair for the Town Hall Assets and Services Committee

7. **Youth Committee**

To receive Questions from Members of the Youth Committee present at the meeting.

8. **Finance & Policy** (Enclosed)

To receive the following:

- 8.1 The internal Audit report for 2019/20
- 8.2 The payments made for March and April 2020

9. **Social Distancing in the Town Centre** (Enclosed)

To approve recommendations for temporary and experimental changes to make Congleton safer whilst social distancing is required due to COVID 19.

10. **Cenotaph Update** (Verbal)

To receive a verbal update from the Chief Officer on the commencement of the Cenotaph refurbishment.

11. **Town Council meeting schedule** (Enclosed)

To approve an updated meeting schedule.

12. Cheshire East Councillors' Reports

To suspend Standing Orders to allow Councillors from the principal authority to report on relevant issues and to receive questions from members.

To: All Members of the Council

CC: Press 2, Burgesses 3, Congleton TIC, Congleton Library, MP

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	28 th May 2020 7.00pm	LOCATION	Via Zoom
REPORT FROM	Chief Officer		
AGENDA ITEM REPORT TITLE	4 Annual Meeting / Mayor Making update		
Background	<p>The Annual Meeting of the Council is a legal requirement and Congleton Town Councils Annual Meeting was due to take place on the 21st May 2020. Due to the COVID19 Pandemic the legal requirement was relaxed and Councils are given the option to defer the Annual Meeting back to May 2021</p>		
Information	<p>There have been informal discussions with Councillors to discuss this subject and the view was that due to the current situation we should be considering deferring our Annual Meeting to May 2021 for the following reasons</p> <ol style="list-style-type: none">1. Mayor Making is very much a civic event which is a proud moment for both the outgoing and incoming Mayors which is celebrated with other civic dignitaries, family members and interested members of public. Due to social distancing measures it is not possible to effectively hold this event2. On an operational basis, many of the standard civic duties of the Mayor include opening events and fetes, visiting schools and representing the Town and various civic gatherings. Due to the current restrictions in place the incoming mayor would not be enjoying a key part of the role for the foreseeable future.3. Importantly, due to the current crisis it is felt that there is a need for stability at the Council and the Mayor is the figurehead of the Council and has been heavily involved in the work undertaken by officers during this period and continuity during this difficult time is vital for the council and its officers.		
Proposal	To formally approve the deferment of the Annual Meeting through to May 2021		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	28 th May 2020 7.00pm	LOCATION	Conducted Via Zoom
REPORT FROM	Chief Officer		
AGENDA ITEM REPORT TITLE	6 Proposed Constitutional Changes		
Background	<p>Through recent Strategy Group meetings (informal meetings 19.5.20 & 14.5.20) Councillors shared thoughts about whether the Annual Meeting should take place during May 2020 or deferred to May 2021.</p> <p>During this meeting it was discussed that we should take the opportunity to informally review the present positions held by councillors. It was felt that personal circumstances for individuals may have been impacted due to the COVID19 pandemic and could impact on their ability to continue in their elected roles within the council.</p> <p>The outcome of these discussion provided limited proposed changes as it was felt continuity during for the forthcoming year was important both for councillors and officers</p>		
Proposed changes	<p>Planning Committee The Planning Committee currently has 20 voting members and it was felt that this needed to be aligned to the other committee memberships which have 10. Part of the rationale is that, from a voting perspective, the 6 Cheshire East Ward councillors are aligned to planning committees at Cheshire East and therefore cannot vote at our meetings as that will predetermine them when they are voting at Cheshire East Council. It was agreed though that there attendance was important as it would help them understand the Town Councils viewpoint on applications.</p> <p>This change will also release some councillors to become more involved in the increasing amount of working groups which feed through to the committees, the final membership of the Planning Committee will be resolved prior its first meeting. As with every committee councillors are encouraged to attend meetings as non- members to add their valued opinions to the debates.</p> <p>Town Hall Assets and Services Committee, This is a relatively simple proposed change as it was informally agreed by councillors that the Chair, Cllr G Hayes and Vice Chair Cllr S Firkin would swap roles for the forthcoming year</p> <p>Appointments to outside bodies. The only proposed change on the appointment to outside bodies would be that Councillor Moreton would replace Councillor James Smith on the Hilary Avenue Allotments</p>		
Proposal	<ol style="list-style-type: none">1. To approve the reduction of the membership of the Planning Committee from 20 down to 102. To approve Cllr S Firkin as Chair and Cllr G Hayes as Vice Chair of the Town Hall Assets and Services Committee3. To approve Cllr R Moreton as the council representative on Hilary Avenue allotments		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	28 th May 2020 7pm	LOCATION	Virtual meeting via Zoom
REPORT FROM	Jackie Potts – Support Manager & RFO		
AGENDA ITEM REPORT TITLE	8 Finance & Policy – Internal Audit Report		
Background	<p>The statutory instrument of government which is the Accounts and Audit Regulations 2015 Section 5(1) requires the Town Council to 'undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes'.</p> <p>Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps the Town Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the council on whether its systems of financial and other internal controls over its activities and operating procedures are effective.</p> <p>Congleton Town Council has appointed Auditing Solutions Ltd to carry out its internal audit. The internal auditor normally comes to the offices 3 times per year and produces a report each time which must be approved by either F&P or Council.</p>		
Updates	This final report for 19/20 was completed remotely due to the Covid 19 regulations in force. The Internal Auditor has also signed the Annual Governance and Accountability Return (AGAR) which is submitted to the External Auditor.		
Decision Requested	To receive and approve the Internal Audit Report – final 2019/20		



AUDITING SOLUTIONS LTD

Congleton Town Council

Internal Audit Report 2019-20: Final 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 22nd October 2019 and 28th January 2020. Due to the impact of the Covid-19 pandemic, we have undertaken our final review for the year remotely: we wish to thank the Clerk and Support Manager RFO in assisting the process, providing all necessary additional (to that examined at our interim visits) documentation in electronic format to facilitate completion of our review for the year and sign off of the Internal Audit Certificate in the year's AGAR. We have, obviously in the circumstances, reduced the volume of transactions examined, whilst still ensuring governance and financial controls remain effective.

Internal Audit Approach

In undertaking our review for the year, 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, 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.

We have completed and signed the 'Annual Internal Audit Report' in the year's Annual Governance and Accountability Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the 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 and year end March 2020;
- Checked and agreed for the same months, 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 March 2020 and bank accounts as at 31st March 2020 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.

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 completed 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.

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

At the 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 March 2020 agreeing sample detail to the underlying Omega control account.

Conclusions

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

Assessment and Management of Risk

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

Risk assessment registers are in place and they are subject to routine annual review and update. We note that the Business Risk Assessment was formally approved by Finance & Policy Committee in February 2020.

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.

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 March 2020 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.

Petty Cash Account and Credit Card

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

We have by reference to transactions in October 2019: -

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

Conclusions

No matters arise in this area of our review.

Review of Staff Salaries

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

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

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

Conclusions

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

Fixed Asset Registers

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We will check and agree the principles used in the detail, as recorded in the Council's Asset Register using purchase cost values or where that value is unknown at the previous year's Return level or uplifted or decreased to reflect the acquisition or disposal of assets. This register is updated by DCK Accounting Solutions, their accountants and we will review this register along with the year-end figures.

Conclusion

No issues require formal comment or recommendation.

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.

Annual Governance and Accountability Return

The Accounts and Audit Regulations required that all Councils prepare a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council's financial affairs.

As part of our year-end review we have checked the March 2020 cash books and nominal ledgers.

We will extend our review of the accounts once DCK Accounting Solutions have concluded the year-end figures and should the need arise, issue an addendum to our report.

We have also examined the Council's procedures and data in relation to the preparation of the year-end detailed accounts and Annual Governance and Accountability Return data and are satisfied that there are no issues arising.

Conclusions

No issues have arisen in this review area to date and on the basis of work undertaken during the year, we have duly signed off the Internal Audit Report of the Annual Governance and Accountability Return, assigning positive assurances in each relevant area.

Congleton Town Council

List of Payments made between 01/03/2020 and 31/03/2020

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
02/03/2020	BACS P/L Pymnt Page 2372	BACS Pymnt	40.09	BACS P/L Pymnt Page 2372
02/03/2020	Cheshire East Council	DD	213.00	Business rates toilets
02/03/2020	Cong Bowling Club	8952	200.00	Grant Congleton Bowling Club
09/03/2020	Alpha and Street Legal Tyres L	8953	18.00	11662/11417/PUNCTURE REPAIR
11/03/2020	Bromley Farm Trust	8954	380.00	Grant Bromley Farm Trust
12/03/2020	British Telecom	DD	45.47	Q0797T/11418/Internet
12/03/2020	Purchase Power	D D	201.46	BH177394/11436/A4 printer paper
13/03/2020	BACS P/L Pymnt Page 2360	BACS Pymnt	7,570.61	BACS P/L Pymnt Page 2360
13/03/2020	BACS P/L Pymnt Page 2365	BACS Pymnt	246.20	BACS P/L Pymnt Page 2365
13/03/2020	BACS P/L Pymnt Page 2366	BACS Pymnt	1,321.20	BACS P/L Pymnt Page 2366
16/03/2020	RBS Bankline	DD	51.40	RBS Bankline
16/03/2020	West Mercia Energy	DD	67.58	1667732/11389/P pool elec
16/03/2020	Cheshire East Council	8955	187.15	94503028A/11471/roundabout rates
16/03/2020	Mrs P Pinto T/A Eco Learning U	8956	40.55	03022020/11482/in bloom expens
16/03/2020	SJS Building Supplies Ltd	8957	150.12	00139819/11487/Recharge HCPC
18/03/2020	RBS Autopay	BANKLINE	57,231.12	Payroll March 20
19/03/2020	love music trust	BACS	186.60	Refund deposit lovemusictrust
20/03/2020	BACS P/L Pymnt Page 2369	BACS Pymnt	11,113.58	BACS P/L Pymnt Page 2369
20/03/2020	rbs charges	CHGS	10.71	rbs charges
20/03/2020	West Mercia Energy	DD	13,766.45	1671819/11416/T Hall Elec
23/03/2020	EE Ltd	DD	66.00	01285526848/11477/mobile charges
27/03/2020	Cong Choral refund deposit	BACS	50.00	Cong Choral refund deposit
27/03/2020	West Mercia Energy	DD	1,653.45	1672282/11452/T Hall Gas
30/03/2020	BACS P/L Pymnt Page 2373	BACS Pymnt	13,317.00	BACS P/L Pymnt Page 2373
31/03/2020	SDBullion refund deposit	BACS	210.00	SDBullion refund deposit
31/03/2020	Prism Bus Developments	DD	1,098.22	IT support monthly
31/03/2020	Allpay - Plus Dane	DD	36.28	allotment garage rental
31/03/2020	RBS Credit Card	DD	457.74	030320/11485/various
31/03/2020	Suez Recycling and Recovery UK	DD	309.42	31817906/11441/waste Recyclin
31/03/2020	PWLB	DD	10,888.84	PWLB 2nd payment 19/20
Total payments			121,128.24	

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
CATMEDIA Cat Social Media							
0647/11419/Congleton Hydro Authorised: ms	19/02/2020	0647	1	275.00	0.00	275.00	0.00
					0.00	275.00	
Above paid on 13/03/2020 by Online Payment Ref CATMEDIA							
CAVERN Cavern Protective Clothing							
18678/11420/safety boots Authorised: rb	24/02/2020	18678	1	50.40	0.00	50.40	0.00
					0.00	50.40	
Above paid on 13/03/2020 by Online Payment Ref CAVERN							
CTHEVENTS C T H Events & Parties							
2186/11421/TC12994 Authorised: st	25/02/2020	2186	1	130.50	0.00	130.50	0.00
2187/11422/Cheshire East Authorised: st	26/02/2020	2187	1	1,117.20	0.00	1,117.20	0.00
2188/11423/Cheshire East Authorised: st	28/02/2020	2188	1	278.40	0.00	278.40	0.00
					0.00	1,526.10	
Above paid on 13/03/2020 by Online Payment Ref CTHEVENTS							
D S DRAIN A D.S. Drainage							
A0137/11428/clear blockage Authorised: mjw	29/02/2020	A0137	1	60.00	0.00	60.00	0.00
					0.00	60.00	
Above paid on 13/03/2020 by Online Payment Ref DSDRAIN A							
DCASSIST D C Assist Ltd							
DCAPT034/11424/public toilets Authorised: mjw	23/02/2020	DCAPT034	1	87.50	0.00	87.50	0.00
DCATH035/11425/T Hall toilets Authorised: mjw	23/02/2020	DCATH035	1	137.00	0.00	137.00	0.00
DCAPT035/11426/public toilets Authorised: mjw	24/02/2020	DCAPT035	1	87.50	0.00	87.50	0.00

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
DCATH036/11427/T Hall toilets Authorised: <i>mjw</i>	24/02/2020	DCATH036	1	137.00	0.00	137.00	0.00
						0.00	449.00

Above paid on 13/03/2020 by Online Payment Ref DCASSIST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
FOUR Four Oaks Nurseries Ltd 97409/11429/macro shrubs Authorised: <i>rb</i>	20/02/2020	97409	1	69.00	0.00	69.00	0.00
						0.00	69.00

Above paid on 13/03/2020 by Online Payment Ref FOUR

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ILX GROUP ILX Group PLC 296288/11430/Training Authorised: <i>dm</i>	31/01/2020	296288	1	2,810.40	0.00	2,810.40	0.00
						0.00	2,810.40

Above paid on 13/03/2020 by Online Payment Ref ILXGROUP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
JAF JAF Graphics 30767/11431/green fayre Authorised: <i>jm</i>	28/02/2020	30767	1	42.00	0.00	42.00	0.00
30768/11432/Rosettes Authorised: <i>jm</i>	28/02/2020	30768	1	78.00	0.00	78.00	0.00
						0.00	120.00

Above paid on 13/03/2020 by Online Payment Ref JAF

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MAXIGIENE Maxigiene Enviromental Services Ltd 24969C/11433/legionellea test Authorised: <i>mjw</i>	26/02/2020	24969C	1	108.00	0.00	108.00	0.00
						0.00	108.00

Above paid on 13/03/2020 by Online Payment Ref MAXIGIENE

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
NEWTONE Mr Eric Newton 66/11434/xmas lights Authorised: <i>mh</i>	04/02/2020	66	1	50.00	0.00	50.00	0.00
						0.00	50.00

Above paid on 13/03/2020 by Online Payment Ref NEWTONE

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
PEARTECH Pear Technology Services Ltd							
126139/11435/asset manager sup	28/02/2020	126139	1	180.00	0.00	180.00	0.00
Authorised: jp							
					0.00	180.00	
Above paid on 13/03/2020 by Online Payment Ref PEARTECH							
PRI Prism Solutions							
118346/11437/domain name	25/02/2020	118346	1	23.99	0.00	23.99	0.00
Authorised: jp							
					0.00	23.99	
Above paid on 13/03/2020 by Online Payment Ref PRI							
PUREAV Pure Audio Visual Ltd							
4027343/11438/bosch mics	19/02/2020	4027343	1	369.60	0.00	369.60	0.00
Authorised: mjw							
					0.00	369.60	
Above paid on 13/03/2020 by Online Payment Ref PUREAV							
SHRED IT Shred-it Ltd							
9504192752/11439/shredding ser	27/02/2020	9504192752	1	125.77	0.00	125.77	0.00
Authorised: jp							
					0.00	125.77	
Above paid on 13/03/2020 by Online Payment Ref SHREDIT							
ST St John's Community Centre							
202002/11440/Luncheon club	28/02/2020	202002	1	253.50	0.00	253.50	0.00
Authorised: dm							
					0.00	253.50	
Above paid on 13/03/2020 by Online Payment Ref ST							
TALKECHEM Talke Chemical Company Limited							
66143/11442/cleaning stock	19/02/2020	66143	1	48.88	0.00	48.88	0.00
Authorised: mjw							
					0.00	48.88	
Above paid on 13/03/2020 by Online Payment Ref TALKECHEM							

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
THOMSON Thomson Planning Partnership Ltd							
C104657/11445/credit Authorised: st	26/02/2020	C104657	1	-39.00	0.00	-39.00	0.00
SIN104657/11444/pliers, cable t Authorised: rb	26/02/2020	SIN104657	1	39.00	0.00	39.00	0.00
52/012/AT/016/11443/consultanc Authorised: dm	29/02/2020	52/012/AT/016	1	200.04	0.00	200.04	0.00
					0.00	200.04	

Above paid on 13/03/2020 by Online Payment Ref THOMSON

THREADFAST Threadfast Engineers 1984 Ltd							
SIN104648/11447/nuts, bolts et Authorised: rb	25/02/2020	SIN104648	1	61.53	0.00	61.53	0.00
SIN104657/11446/pliers, ties Authorised: rb	26/02/2020	SIN104657	1	39.00	0.00	39.00	0.00
					0.00	100.53	

Above paid on 13/03/2020 by Online Payment Ref THREADFAST

URC United Reformed Church							
022020/11448/luncheon club Authorised: dm	28/02/2020	022020	1	325.50	0.00	325.50	0.00
					0.00	325.50	

Above paid on 13/03/2020 by Online Payment Ref URC

WATER Water Plus Ltd							
05391048/11449/P toilet water Authorised: jp	22/02/2020	05341763	1	147.28	0.00	147.28	0.00
05375819/11450/Pool water Authorised: jp	29/02/2020	05375819	1	222.84	0.00	222.84	0.00
					0.00	370.12	

Above paid on 13/03/2020 by Online Payment Ref WATER

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	
WHITEHURST Whitehursts Agricultural & Builders								
12431/11454/Recharge Authorised: rb	29/02/2020	12431	1	1.44	0.00	1.44	0.00	
12432/11453/hammer, posts Authorised: rb	29/02/2020	12432	1	53.34	0.00	53.34	0.00	
					0.00	54.78		
Above paid on 13/03/2020 by Online Payment Ref WHITEHURST								
Total Purchase Ledger Payments						0.00	7,570.61	

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 12
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BOMFORD Bomford Office Products Ltd							
85063/11455/Feb stationery Authorised: mh	27/02/2020	85063	1	60.89	0.00	60.89	0.00
85111/11457/sticky hooks Authorised: mh	28/02/2020	85111	1	23.94	0.00	23.94	0.00
C8431/11456/credit sellotape Authorised: mh	28/02/2020	C8431	1	-58.15	0.00	-58.15	0.00
					0.00	26.68	
Above paid on 13/03/2020 by Online Payment Ref BOMFORD							
KGLOACH K G Loach							
39432/11459/garden tools Authorised: rb	24/04/2019	39432	1	94.06	0.00	94.06	0.00
39436/11458/compost, rose food Authorised: rb	24/04/2019	39436	1	125.46	0.00	125.46	0.00
					0.00	219.52	
Above paid on 13/03/2020 by Online Payment Ref KGLOACH							
Total Purchase Ledger Payments						0.00	246.20

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 12
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CATMEDIA Cat Social Media							
0656/11460/hydro project Authorised: <i>ms</i>	29/02/2020	0656	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 13/03/2020 by Online Payment Ref CATMEDIA							
LEANDER Leander Architectural							
26404/11461/finger post repair Authorised: <i>ms</i>	03/02/2020	26404	1	181.20	0.00	181.20	0.00
					0.00	181.20	
Above paid on 13/03/2020 by Online Payment Ref LEANDER							
TMC TMC Creative Ltd							
7059/11462/web maint/training Authorised: <i>jm</i>	29/02/2020	7059	1	840.00	0.00	840.00	0.00
					0.00	840.00	
Above paid on 13/03/2020 by Online Payment Ref TMC							
Total Purchase Ledger Payments					0.00	1,321.20	

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 12
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ANGEL Angel Springs Ltd							
5423029/11463/Town Hall water Authorised: <i>mjw</i>	31/01/2020	5423029	1	174.18	0.00	174.18	0.00
5521147/11464/credit 5423029 Authorised: <i>mjw</i>	11/03/2020	5521147	1	-5.94	0.00	-5.94	0.00
					<u>0.00</u>	<u>168.24</u>	
Above paid on 20/03/2020 by Online Payment Ref ANGEL							
CANDA Canda Copying Ltd							
409714/11465/B & W copying Authorised: <i>jp</i>	01/03/2020	409714	1	202.56	0.00	202.56	0.00
409715/11466/colour copying Authorised: <i>jp</i>	01/03/2020	409715	1	230.63	0.00	230.63	0.00
					<u>0.00</u>	<u>433.19</u>	
Above paid on 20/03/2020 by Online Payment Ref CANDA							
CHS Congleton High School							
DI101100490/11472/posters etc Authorised: <i>jm</i>	02/03/2020	DI101100490	1	142.56	0.00	142.56	0.00
					<u>0.00</u>	<u>142.56</u>	
Above paid on 20/03/2020 by Online Payment Ref CHS							
CTHEVENTS C T H Events & Parties							
2189/11473/partnership Authorised: <i>ms</i>	03/03/2020	2189	1	43.50	0.00	43.50	0.00
2190/11474/TC12987 Authorised: <i>st</i>	04/03/2020	2190	1	43.50	0.00	43.50	0.00
					<u>0.00</u>	<u>87.00</u>	
Above paid on 20/03/2020 by Online Payment Ref CTHEVENTS							
DCASSIST D C Assist Ltd							
DCAPT037/11499/public toilets Authorised: <i>mjw</i>	06/03/2020	DCAPT037	1	87.50	0.00	87.50	0.00
DCATH037/11500/T Hall toilets Authorised: <i>mjw</i>	06/03/2020	DCATH037	1	137.00	0.00	137.00	0.00
					<u>0.00</u>	<u>224.50</u>	
Above paid on 20/03/2020 by Online Payment Ref DCASSIST							

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 12
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
KGLOACH K G Loach							
42559/11479/lawn dressibng Authorised: rb	28/02/2020	42559	1	414.90	0.00	414.90	0.00
42597/11478/grass seed Authorised: rb	02/03/2020	42597	1	132.75	0.00	132.75	0.00
					0.00	547.65	
Above paid on 20/03/2020 by Online Payment Ref KGLOACH							
LANDSCAPE Landscape Supply Company							
89994/11480/S scape gloves Authorised: rb	06/03/2020	89994	1	125.19	0.00	125.19	0.00
					0.00	125.19	
Above paid on 20/03/2020 by Online Payment Ref LANDSCAPE							
MATTHEWS A P Matthews Nurseries Ltd							
36301/11481/trees/shrubs Authorised: ms	28/02/2020	36301	1	817.62	0.00	817.62	0.00
					0.00	817.62	
Above paid on 20/03/2020 by Online Payment Ref MATTHEWS							
PORTERS Porters Service Station Ltd							
202000186/11483/vehicle fuel Authorised: rb	29/02/2020	202000186	1	924.64	0.00	924.64	0.00
					0.00	924.64	
Above paid on 20/03/2020 by Online Payment Ref PORTERS							
SECUR Secur-80 Ltd							
5039/11486/alarm activation Authorised: mjw	05/03/2020	5039	1	48.00	0.00	48.00	0.00
					0.00	48.00	
Above paid on 20/03/2020 by Online Payment Ref SECUR							

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 12
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TALKECHEM Talke Chemical Company Limited							
66156/11491/Park toilets Authorised: <i>mjw</i>	02/03/2020	66156	1	310.72	0.00	310.72	0.00
66157/11488/waste sacks Authorised: <i>rb</i>	04/03/2020	66157	1	384.00	0.00	384.00	0.00
66158/11489/T Hall cleaning Authorised: <i>mjw</i>	04/03/2020	66158	1	120.94	0.00	120.94	0.00
66159/11490/public toilets Authorised: <i>rb</i>	04/03/2020	66159	1	109.39	0.00	109.39	0.00
					0.00	925.05	
Above paid on 20/03/2020 by Online Payment Ref TALKECHEM							
TMC TMC Creative Ltd							
7056/11492/website hosting Authorised: <i>jm</i>	01/03/2020	7056	1	358.72	0.00	358.72	0.00
7057/11493/mycongleton renewal Authorised: <i>jm</i>	01/03/2020	7057	1	358.58	0.00	358.58	0.00
					0.00	717.30	
Above paid on 20/03/2020 by Online Payment Ref TMC							
WALLASEY Wallasey Panel Beaters							
WP21014/11494/repairs to van Authorised: <i>rb</i>	05/03/2020	WP21014	1	1,496.21	0.00	1,496.21	0.00
					0.00	1,496.21	
Above paid on 20/03/2020 by Online Payment Ref WALLASEY							
WATER Water Plus Ltd							
05391048/11495/T Hall water ch Authorised: <i>jp</i>	04/03/2020	05391048	1	1,028.58	0.00	1,028.58	0.00
					0.00	1,028.58	
Above paid on 20/03/2020 by Online Payment Ref WATER							

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 12
by user JP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PRI Prism Solutions							
63705/11383/call charges Authorised: jp	31/01/2020	63705	1	40.09	0.00	40.09	0.00
					<u>0.00</u>	<u>40.09</u>	
				Above paid on 02/03/2020 by Online Payment Ref PRI			
				Total Purchase Ledger Payments		<u>0.00</u>	<u>40.09</u>

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 12
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WESTWALLAS West Wallasey Contract Hire							
CH11076/11496/lease vans Authorised: rb	07/02/2020	CH11076	1	3,427.85	0.00	3,427.85	0.00

0.00	3,427.85
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Above paid on 20/03/2020 by Online Payment Ref WESTWALLAS

Total Purchase Ledger Payments	0.00	11,113.58
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List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 12
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ANGEL Angel Springs Ltd							
5483303/11502/bottled water Authorised: mjlw	29/02/2020	5483303	1	196.98	0.00	196.98	0.00
5522947/11503/credit rack Authorised: mjlw	17/03/2020	5522947	1	-5.94	0.00	-5.94	0.00
					0.00	191.04	
Above paid on 30/03/2020 by Online Payment Ref ANGEL							
BEARVOICE Bear Town Voice Magazine							
BTV00069/11504/Double pg adver Authorised: jm	09/03/2020	BTV00069	1	100.00	0.00	100.00	0.00
					0.00	100.00	
Above paid on 30/03/2020 by Online Payment Ref BEARVOICE							
BELMONT Belmont Fabrication (Congleton) Ltd							
15904/11505/bench brackets Authorised: rb	23/03/2020	15904	1	54.00	0.00	54.00	0.00
					0.00	54.00	
Above paid on 30/03/2020 by Online Payment Ref BELMONT							
CATERING The Catering Shop							
230220/11506/ice machine Authorised: mjlw	23/03/2020	230220	1	1,680.00	0.00	1,680.00	0.00
					0.00	1,680.00	
Above paid on 30/03/2020 by Online Payment Ref CATERING							
CAVERN Cavern Protective Clothing							
18687/11508/safety boots T Ha Authorised: mjlw	09/03/2020	18687	1	153.60	0.00	153.60	0.00
18694/11507/safety boots Authorised: rb	20/03/2020	18694	1	52.80	0.00	52.80	0.00
					0.00	206.40	
Above paid on 30/03/2020 by Online Payment Ref CAVERN							

Continued over page

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 12
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CTHEVENTS C T H Events & Parties							
2201/11510/TC13006 Authorised: st	10/03/2020	2201	1	104.40	0.00	104.40	0.00
2202/11511/TC13007 Authorised: st	10/03/2020	2202	1	43.50	0.00	43.50	0.00
2203/11512/Ringway Jacobs TC Authorised: st	11/03/2020	2203	1	87.00	0.00	87.00	0.00
2204/11513/ctc workshop Authorised: dm	14/03/2020	2204	1	27.84	0.00	27.84	0.00
					0.00	262.74	

Above paid on 30/03/2020 by Online Payment Ref CTHEVENTS

KGLOACH K G Loach							
42861/11514/compost/moss Authorised: rb	17/03/2020	42861	1	899.16	0.00	899.16	0.00
42863/11515/moss & osmocote Authorised: rb	18/03/2020	42863	1	649.20	0.00	649.20	0.00
42866/11516/compost Authorised: rb	18/03/2020	42866	1	396.00	0.00	396.00	0.00
					0.00	1,944.36	

Above paid on 30/03/2020 by Online Payment Ref KGLOACH

PCCC Police & Crime Commissioner for Cheshire							
110720001579/11509/PCSO 4th qu Authorised: dm	18/03/2020	110720001579	1	8,320.00	0.00	8,320.00	0.00
					0.00	8,320.00	

Above paid on 30/03/2020 by Online Payment Ref PCCC

PRI Prism Solutions							
119749/11517/Remote working Authorised: jp	19/03/2020	119749	1	430.26	0.00	430.26	0.00
					0.00	430.26	

Above paid on 30/03/2020 by Online Payment Ref PRI

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 12
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TAYLER Stuart Tayler Plumbing							
180320/11518/fix toilet TH	18/03/2020	180320	1	85.00	0.00	85.00	0.00
Authorised: <i>mjw</i>							
					0.00	85.00	
Above paid on 30/03/2020 by Online Payment Ref TAYLER							
THREADFAST Threadfast Engineers 1984 Ltd							
SIN104946/11519/T Hall keys	18/03/2020	SIN104946	1	43.20	0.00	43.20	0.00
Authorised: <i>mjw</i>							
					0.00	43.20	
Above paid on 30/03/2020 by Online Payment Ref THREADFAST							
Total Purchase Ledger Payments					0.00	13,317.00	

Congleton Town Council
RBS Current/I Access Acct

List of Payments made between 01/04/2020 and 30/04/2020

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/04/2020	Quartix Ltd	DD	550.44	472473/11484/vehicle tracker
01/04/2020	Prism Solutions	DD	39.85	63844/11527/call charges
01/04/2020	Cheshire East Council	DD	218.80	business rates mkt st toilets
06/04/2020	BACS P/L Pymnt Page 2391	BACS Pymnt	3,419.94	BACS P/L Pymnt Page 2391
06/04/2020	Cllr Jones Mayors ball refund	BACS	70.00	Cllr Jones Mayors ball refund
07/04/2020	Shaun Radcliffe - food hub	BACS	196.72	dm Shaun Radcliffe - food hub
07/04/2020	Food Hub Imprest	BACS	200.00	dm Food hub imprest
07/04/2020	RBS Credit Card	DD	431.64	Zoom subscriptions
14/04/2020	BACS P/L Pymnt Page 2393	BACS Pymnt	3,326.39	BACS P/L Pymnt Page 2393
14/04/2020	RBS Credit Card	DD	623.04	Aldi Food Hub
15/04/2020	bankline chgs	DD	61.50	bankline chgs
17/04/2020	BACS P/L Pymnt Page 2395	BACS Pymnt	1,456.57	BACS P/L Pymnt Page 2395
17/04/2020	West Mercia Energy	DD	2,001.30	1679793/11535/T Hall gas
17/04/2020	RBS Autopay	BANKLINE	58,364.59	payroll April 2020
17/04/2020	RBS Credit Card	DD	635.66	Aldi purchases May 20 statemen
21/04/2020	bank chgs	BACS	10.08	bank chgs
21/04/2020	S Radcliffe final food hub	BACS	23.96	S Radcliffe food hub
23/04/2020	RBS Credit Card	DD	614.80	Aldi Hub purchases May CC
23/04/2020	EE Ltd	DD	65.40	01285562202/11616/mobile
27/04/2020	BACS P/L Pymnt Page 2396	BACS Pymnt	23,436.34	BACS P/L Pymnt Page 2396
27/04/2020	Prism Solutions	DD	1,098.22	120507/11598/IT Support
27/04/2020	Pitney Bowes Finance LTD	DD	190.05	BL0604996/11583/franking lease
28/04/2020	Allpay - Plus Dane	BACS	36.28	Allotment garage rental
30/04/2020	Suez Recycling and Recovery UK	DD	319.40	31847491/11544/Waste Recycl
Total payments			97,390.97	

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 1
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CATMEDIA Cat Social Media							
0660/11520/981/1920/P/ship Authorised: ms	31/03/2020	0660	1	455.35	0.00	455.35	0.00
0661/11521/981/2020/P/ship Authorised: ms	31/03/2020	0661	1	300.00	0.00	300.00	0.00
					0.00	755.35	
Above paid on 06/04/2020 by Online Payment Ref CATMEDIA							
DCASSIST D C Assist Ltd							
DCAPT038/11522/1020/P toilets Authorised: mjw	20/03/2020	DCAPT038	1	87.50	0.00	87.50	0.00
DCATH039/11523/1021/T H Toilet Authorised: mjw	20/03/2020	DCATH039	1	137.00	0.00	137.00	0.00
					0.00	224.50	
Above paid on 06/04/2020 by Online Payment Ref DCASSIST							
LANDSCAPE Landscape Supply Company							
90409/11524/S Scape masks Authorised: rb	20/03/2020	90409	1	20.28	0.00	20.28	0.00
					0.00	20.28	
Above paid on 06/04/2020 by Online Payment Ref LANDSCAPE							
MAC MAC Tool & Plant Hire Ltd							
5595/11525/2 stroke oil Authorised: rb	20/03/2020	5595	1	84.00	0.00	84.00	0.00
					0.00	84.00	
Above paid on 06/04/2020 by Online Payment Ref MAC							
OLYMPIAN Olympian Sheds Ltd							
1629/11526/914/Storage worksho Authorised: mjw	18/03/2020	1629	1	2,075.00	0.00	2,075.00	0.00
					0.00	2,075.00	
Above paid on 06/04/2020 by Online Payment Ref OLYMPIAN							

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 1
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SHRED IT Shred-it Ltd							
9504246604/11528/shredding ser Authorised: rb	27/03/2020	9504246604	1	125.21	0.00	125.21	0.00
					<u>0.00</u>	<u>125.21</u>	
Above paid on 06/04/2020 by Online Payment Ref SHREDIT							
THOMSON Thomson Planning Partnership Ltd							
53012AT016/11529/1022/ivplan Authorised: dm	25/03/2020	53012AT016	1	113.64	0.00	113.64	0.00
					<u>0.00</u>	<u>113.64</u>	
Above paid on 06/04/2020 by Online Payment Ref THOMSON							
THREADFAST Threadfast Engineers 1984 Ltd							
104661/11530/879/cutting disc Authorised: rb	26/02/2020	104661	1	21.96	0.00	21.96	0.00
					<u>0.00</u>	<u>21.96</u>	
Above paid on 06/04/2020 by Online Payment Ref THREADFAST							
Total Purchase Ledger Payments					<u>0.00</u>	<u>3,419.94</u>	

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 1
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CANAL Canalside Radio							
<i>Purchase Ledger Payment</i>	31/03/2020	ON ACC 11557	1	975.00	0.00	975.00	0.00
					<u>0.00</u>	<u>975.00</u>	

Above paid on 14/04/2020 by Online Payment Ref CANAL

CTHEVENTS C T H Events & Parties							
<i>Purchase Ledger Payment</i>	31/03/2020	ON ACC 11558	1	259.92	0.00	259.92	0.00
					<u>0.00</u>	<u>259.92</u>	

Above paid on 14/04/2020 by Online Payment Ref CTHEVENTS

DCASSIST D C Asslst Ltd							
<i>Purchase Ledger Payment</i>	31/03/2020	ON ACC 11559	1	400.00	0.00	400.00	0.00
					<u>0.00</u>	<u>400.00</u>	

Above paid on 14/04/2020 by Online Payment Ref DCASSIST

EPH Electric Picture House							
<i>Purchase Ledger Payment</i>	31/03/2020	ON ACC 11560	1	39.99	0.00	39.99	0.00
					<u>0.00</u>	<u>39.99</u>	

Above paid on 14/04/2020 by Online Payment Ref EPH

LANDSCAPE Landscape Supply Company							
<i>Purchase Ledger Payment</i>	31/03/2020	ON ACC 11561	1	38.80	0.00	38.80	0.00
					<u>0.00</u>	<u>38.80</u>	

Above paid on 14/04/2020 by Online Payment Ref LANDSCAPE

MITTEN Mitten Clarke							
<i>Purchase Ledger Payment</i>	31/03/2020	ON ACC 11562	1	636.00	0.00	636.00	0.00
					<u>0.00</u>	<u>636.00</u>	

Above paid on 14/04/2020 by Online Payment Ref MITTEN

PORTERS Porters Service Station Ltd							
<i>Purchase Ledger Payment</i>	31/03/2020	ON ACC 11563	1	965.16	0.00	965.16	0.00
					<u>0.00</u>	<u>965.16</u>	

Above paid on 14/04/2020 by Online Payment Ref PORTERS

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List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 1
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SJS		SJS Building Supplies Ltd					
<i>Purchase Ledger Payment</i>	31/03/2020	ON ACC 11564	1	11.52	0.00	11.52	0.00
					<u>0.00</u>	<u>11.52</u>	
					Above paid on 14/04/2020 by Online Payment Ref SJS		
				Total Purchase Ledger Payments	<u>0.00</u>	<u>3,326.39</u>	

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 1
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ANGEL Angel Springs Ltd							
<i>Purchase Ledger Payment</i>	31/03/2020	ON ACC 11565	1	39.84	0.00	39.84	0.00
					<u>0.00</u>	<u>39.84</u>	
Above paid on 17/04/2020 by Online Payment Ref ANGEL							
CHESHEAST Cheshire East Council							
<i>Purchase Ledger Payment</i>	31/03/2020	ON ACC 11566	1	70.00	0.00	70.00	0.00
					<u>0.00</u>	<u>70.00</u>	
Above paid on 17/04/2020 by Online Payment Ref CHESHEAST							
CHUBB Chubb Fire & Security Ltd							
<i>Purchase Ledger Payment</i>	31/03/2020	ON ACC 11567	1	379.33	0.00	379.33	0.00
					<u>0.00</u>	<u>379.33</u>	
Above paid on 17/04/2020 by Online Payment Ref CHUBB							
MATTHEWS A P Matthews Nurseries Ltd							
<i>Purchase Ledger Payment</i>	31/03/2020	ON ACC 11568	1	30.00	0.00	30.00	0.00
					<u>0.00</u>	<u>30.00</u>	
Above paid on 17/04/2020 by Online Payment Ref MATTHEWS							
TALKECHEM Talke Chemical Company Limited							
<i>Purchase Ledger Payment</i>	31/03/2020	ON ACC 11569	1	832.38	0.00	832.38	0.00
					<u>0.00</u>	<u>832.38</u>	
Above paid on 17/04/2020 by Online Payment Ref TALKECHEM							
TRAVIS Travis Perkins Trading Company Ltd							
<i>Purchase Ledger Payment</i>	31/03/2020	ON ACC 11570	1	105.02	0.00	105.02	0.00
					<u>0.00</u>	<u>105.02</u>	
Above paid on 17/04/2020 by Online Payment Ref TRAVIS							
Total Purchase Ledger Payments					<u>0.00</u>	<u>1,456.57</u>	

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 1
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BANCROFT Bancroft Amenities Ltd							
22286/11571/bowling green wks Authorised: <i>rb</i>	10/03/2020	22286	1	258.00	0.00	258.00	0.00
					0.00	258.00	
Above paid on 27/04/2020 by Online Payment Ref BANCROFT							
CHESHWEST Cheshire West and Chester Council							
71197161/11572/DBS - D McGiffo Authorised: <i>jp</i>	09/04/2020	71197161	1	60.00	0.00	60.00	0.00
					0.00	60.00	
Above paid on 27/04/2020 by Online Payment Ref CHESHWEST							
CHRONICLE Heads Congleton Limited							
118428/11575/food hub papers Authorised: <i>jm</i>	07/04/2020	118428	1	330.00	0.00	330.00	0.00
118443/11574/covid19 info line Authorised: <i>jm</i>	09/04/2020	118443	1	72.00	0.00	72.00	0.00
					0.00	402.00	
Above paid on 27/04/2020 by Online Payment Ref CHRONICLE							
CITIZENS Citizens Advice Cheshire East							
170/11573/Bureau Grant Authorised: <i>jp</i>	03/04/2020	170	1	15,000.00	0.00	15,000.00	0.00
					0.00	15,000.00	
Above paid on 27/04/2020 by Online Payment Ref CITIZENS							
CVS CVS Cheshire East							
2436/11576/membership renewal Authorised: <i>dm</i>	25/03/2020	2436	1	375.00	0.00	375.00	0.00
					0.00	375.00	
Above paid on 27/04/2020 by Online Payment Ref CVS							

Continued over page

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 1
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TALKECHEM Talke Chemical Company Limited							
66188/11580/cleaning stock TH Authorised: mjw	07/04/2020	66188	1	149.60	0.00	149.60	0.00
66184/11577/gloves/spray Authorised: mjw	08/04/2020	66184	1	105.36	0.00	105.36	0.00
66186/11578/sanitising wipes Authorised: mjw	08/04/2020	66186	1	96.00	0.00	96.00	0.00
66187/11579/disposable gloves Authorised: mjw	08/04/2020	66187	1	134.68	0.00	134.68	0.00
						0.00	485.64
Above paid on 27/04/2020 by Online Payment Ref TALKECHEM							
WESTWALLAS West Wallasey Contract Hire							
CH21524/11581/Lease vehicles Authorised: rb	06/03/2020	CH21524	1	3,427.85	0.00	3,427.85	0.00
CH32224/11582/Lease vehicles Authorised: rb	09/04/2020	CH32224	1	3,427.85	0.00	3,427.85	0.00
						0.00	6,855.70
Above paid on 27/04/2020 by Online Payment Ref WESTWALLAS							
Total Purchase Ledger Payments						0.00	23,436.34

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	28 th May 2020 7pm	LOCATION	Virtual meeting via Zoom
REPORT FROM	Integrated Transport Working Group – Chair Cllr Suzie Akers Smith and Jackie MacArthur (Town Marketing and Events Manager & Deputy Chief Officer)		
AGENDA ITEM REPORT TITLE	9 Social Distancing in the Town Centre		
Background	<p>As we begin to move beyond the period of lock-down, Cheshire East Council has asked town and parish councils for their views on how best to enable our communities to increase activity whilst preserving safe social distancing.</p> <p>The onus is on identifying local measures to help our communities come out of lockdown safely, ensuring that public health is protected. At the same time, there will be opportunities for people to exercise more and to continue to walk and cycle for those shorter trips to local facilities.</p> <p>Cheshire East Council is being encouraged to introduce temporary or experimental measures to support social distancing as part of the COVID-19 recovery phase. We are advised such measures could include:</p> <ul style="list-style-type: none">• Widening of footways / narrowing of road space to help pedestrians respect social distancing rules• Adjusting traffic restrictions where this can help pedestrian or cycle access e.g. make No Entry rules except cyclists• Suspending parking bays to provide more space for pedestrians / cyclists• Introducing additional cycle lanes where there are high numbers of people cycling. <p>This report contains recommendations from the Town Council’s Integrated Transport Group. There are also some further recommendations from the officers following consultation with local traders on town centre measures.</p> <p>More details on the reasoning for the Integrated Transport Group report can be seen in the notes of the Working Group meeting held on the 21st May. These are included as an Appendix 1 to this paper.</p> <p>Further work is needed to create a plan for potential passing points and this will be sent as an update to this paper ahead of the committee meeting.</p>		

Recommendations

1. 20s Plenty for the Town Centre. Town Centre roads highlighted in Map A – Appendix 2 should be part of a 20mph Town Centre zone to make Congleton town centre a safer and more pleasant environment for all. The pedestrian area is accessible from 4pm – 10am for unloading and loading only and has not been shown as part of the road network.
2. Broadhurst Lane, off Clayton Bypass should become a 10mph zone due to its extreme narrowness and route to a business hub.
3. Recommend that pavements are widened or pedestrian passing points introduced in the following areas
 - a) Mill Street - pavements widened where possible plus loading and disabled bay added in the wide area by the bus stop
 - b) Swan Bank – pedestrian passing points introduced which will mean reducing some of parking bays to provide refuges for pedestrians
 - c) West Street – Highways to explore pavements widening on both sides of the road where possible but to the Waggs Road side if only one side possible - especially from the town centre to the car park.
 - d) High Street - bus stop temporarily moved to the bus station in Market Street. Pedestrian passing points introduced which will mean losing some parking spaces.
 - e) Market Street - widen the footpath running alongside Morrisons and B&M – work with Highways on what would be possible ensuring adequate turning circles for buses and access to the yard by Morrisons for delivery vehicles.
 - f) Lawton Street - create pedestrian passing points, which will need some reduction of the parking space.
4. Mountbatten Way Traffic Lights – introduce advance cyclist stop line (similar to Park Lane) to make it a safer route around the town for cyclists.
5. Introduce appropriate signage throughout the town centre to remind town centre users of social distancing.
6. May need to be some reallocation of space within the pedestrian area – such as recommending to Highways that Victoria Potatoes can have an alternative pitch to Victoria Street to enable social distancing, or alterations to the Alfresco policy. These will be on a case by case basis for officers to discuss with Highways.

NOT RECOMMENDED:

7. 20 mph for residential streets, although considered beneficial in some areas, is not a COVID-19 priority. The emphasis should be on Town Centre roads and so for this reason the Integrated Transport Group did not think this should be taken forward as an immediate priority. It will be considered in the future as a potential longer-term measure.

	<p>8. The proposal to allow cycling in the pedestrian area was not recommended by the group due to safety concerns raised and the emphasis on additional space being needed for pedestrians.</p> <p>9. Considerations to increase time of pedestrianisation to 9am – 5pm were rejected by traders due to the need for both customer and trade deliveries. They also thought that footfall patterns would not warrant increased hours at the current time.</p> <p>Note: The Integrated Transport Group believe that further work is required on traffic modelling of routes around and through the town to help meet Climate Change Emergency pledges, to make the town safer and more welcoming for all users and to reflect opportunities made possible with the opening of the Link Road. The Group will continue this work to create longer-term improvements, in addition to the short-term emergency measures in this proposal.</p>
<p>Decision Required</p>	<p>To inform Cheshire East Highways of the Town Council’s desire to progress as a matter of urgency with points 1-6 above.</p>

Congleton Integrated Transport Working Group

NOTES OF MEETING – TO DISCUSS EMERGENCY MEASURES TO BE CONSIDERED FOR CONGLETON DUE TO COVID-19

Date: Thursday 21st May 2020 **Time:** 11am **Location:** Via Zoom

In Attendance – Cllr Suzie Akers Smith (Chair), Cllr Sally Ann Holland, Cllr Kay Wesley, Cllr Margaret Gartside, Cllr Duncan Amies, Cllr David Brown, Ant Bolding (Active Transport Congleton) David McGifford and Jackie MacArthur

Item	Discussion	Action	By Who
1.	Apologies:	None.	
	Objective: To reach a consensus on the changes temporary and experimental changes to the use of Highways that should be recommended for Congleton. These recommendations will be forwarded to full Council for approval on the 28 th May.	Minutes of meeting to circulate on 21 May. Committee paper to circulate to Councillors for the meeting	JMAc to draft.

DISCUSSIONS AND RECOMMENDATIONS

	What	Where	Why	Recommendation	Comments
1	20 Mph Speed limit Town Centre	Town Centre roads – Market Street, Lawton Street, Canal Street to New Street, Chapel Street, Kinsey Street, Market Square, Bank Street, Mill Street, Swan Bank, West Street, Waggs Road, The Crescent, West Street, Antrobus	To create a safer environment for town centre users needing to social distance and to encourage more walking and cycling within the centre by having a more active travel friendly vibe.	Town centre roads in the area identified in Map A should have a 20mph maximum limited applied. Pedestrian area is not shown as part of the through network of road. Access is for loading and unloading only from 4pm until 10am.	See attached map with highlighted roads.

Agenda Item 9 - Appendix 1

	Street and road leading off Antrobus Street.				
2	10 mph Speed limit Broadhurst Ln	Broadhurst Lane (off Clayton Bypass)	Extremely narrow residential road leading to a busy employment site	This should be an Advisory 10mph zone.	Mill owner agrees and would support. Residents signed petition requesting
3	20 Mph Residential	Residential Areas around Congleton (all non-through routes)	Mentioned in the Government guidance – aimed at encouraging more people to walk and cycle by creating safer streets	This is not an immediate priority – concentrate on the Town Centre first – see if grassroots pressure grows for advisory 20mph. Would be good, but not a COVID-19 priority.	Possibly encourage residential roads to take up ability to close their roads for designated play days http://www.playengland.org.uk/wp-content/uploads/2017/07/StreetPlayReport1web-4.pdf
4.	Cycling in pedestrian area	Consideration given to allow cyclists to share space in the pedestrian area. High Street, Bridge Street, Duke Street.	Part of signed route. Not all cyclists can easily walk with bike.	Not Recommended. May be more people queuing in the pedestrian area, pressure on space for pedestrians social distancing, better to have safe cycle routes that avoid the pedestrian area for those wanting to use as a cut-through.	This idea was not supported by traders working in the town. Cycling into town and using the bike ranks is supported, but not using the pedestrian area as cut through was not. Also concern raised for pedestrians with mobility or sight difficulties.
5.	Widening Pavements	Mill Street -	Very narrow pavements – no space to queue near shops	Recommend pavements widened. Add a disabled bay and loading bay at the wide area near the bus stop at the bottom of Mill Street.	This was outside of the area for the public realm improvements but has been recognised as a need for years
6.	Widening pavements	Swan Bank	Narrow pavements - not easy for the public	Recommend working with highways to create pedestrian passing points	Note: Shops do not believe it is an issue as so little footfall in this road. JMacA and Ant to work on a plan

Agenda Item 9 - Appendix 1

		to wait for shops or pass each other.	by losing some of the parking space	
7.	Widening Pavements	West Street Not very wide pavements to enable passing.	Recommend pavements widened both sides – particularly from West Street Car Park towards the Town Centre	Used as a route for people walking into town. Many businesses more evening economy.
8.	Widening Pavements	High Street Not very wide pavements to enable people to pass. Not practical to only use one side for each direction as hard to cross the road.	Recommend bus stop temporarily moved to the bus station. Pedestrian passing points introduced which will mean losing some spaces – but also spaces for disabled, deliveries,	Jackie and Ant Bolding to look at creating a plan for multi-use of this area. Suggestion to make it all pedestrian was seen as too drastic at current time – but longer term some re-imagining of the High Street should be carried out with the aim of making it better for businesses and people.
9.	Widening Pavements	Market Street Popular route from Morrisons to the Town Centre and Bus Station to Town Centre	Recommend widening the footpath running alongside Morrisons and B&M – work with Highways on what is possible.	Noted that bus turning circle needs to be maintained and access to large delivery lorries to Morrisons
10.	Widening Pavements	Lawton Street Not very wide pavements need crossing points. Conscious that many of the businesses are take aways and rely on quick turn around of spaces	Recommend creating pedestrian passing points, which will need some of the parking space.	Western Power will be using the parking bays for electric cables. Need to manage conflicting needs
11	Safer Routes for Cyclists	Mountbatten Way Junction with Market Street and Worrall Street Make it safer for through cyclists not to cut through town	Recommend adding Advance Cycle Stop Lines so that cyclists are ahead of the traffic at the red lights	Ideally would like to see introduced for all traffic lights at all main junctions in Congleton

Agenda Item 9 - Appendix 1

12	Safer Route for all	Bottom of Canal Street (Albert's Plac)	Concern about how narrow the pavement is next to the music shop	Encourage pedestrians to use the Community Garden route to Canal Street	This junction needs looking at for safety – believe there was section 106 Funding from Seddons for the area (D. McG checking)
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		Original calendar for 20/21					Proposed 3 month Calendar				
May 20		June	July	August		May	June	July	August		
1		1	1	1			1	1	1		
2		2	2 Reserved	2			2	2 Finance	2		
3		3	3	3			3	3	3		
4		4 Finance	4	4			4 Comm E	4	4		
5		5	5	5			5	5	5		
6		6	6	6 Planning			6	6	6 T Hall A/S		
7	7 Informal C	7	7	7			7	7	7		
8	8 Bank Hols	8	8	8			8	8	8		
9	9	9	9 Comm E	9			9	9 Planning	9		
10	10	10	10	10			10	10	10		
11	11	11 Council / Personnel	11	11			11 Planning	11	11		
12	12	12	12	12			12	12	12		
13	13	13	13	13 T Hall			13	13	13 Planning		
14	14 Planning	14	14	14			14	14	14		
15	15	15	15	15			15	15	15		
16	16	16	16 Planning	16			16	16 Reserve	16		
17	17	17	17	17			17	17	17		
18	18	18 Planning	18	18			18 T Hall A/S	18	18		
19	19	19	19	19			19	19	19		
20	20	20	20	20 Reserved			20	20	20 Reserve		
21	21 Mayor m	21	21	21			21	21	21		
22	22 Finance re look 22	22	22	22			22	22	22		
23	23	23	23 Finance	23			23	23 Council	23		
24	24	24	24	24			24	24	24		
25	25 B Hols	25	25 T Hall	25		25 B Hols	25	25 Personnel	25		
26	26	26	26	26		26	26	26	26		
27	27	27	27	27 Reserved		27	27	27	27 Reserve		
28	28 Comm E	28	28	28		28 Council	28	28	28		
29	29	29	29	29		29	29	29	29		
30	30	30	30 Council	30		30	30	30 Comm E	30		
31	31	31	31	31 B Hols		31					