



Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford CILCA**

3rd September 2020

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

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 10th September 2020

You are summoned to attend a meeting of the Finance and Policy Committee to be held on **Thursday 10th September 2020** commencing at **7.00pm**.

This will be a virtual meeting which needs to be accessed via Zoom.

Zoom Meeting ID: 810 7758 2545

Password: 007144

- **The Public and Press are welcome to attend the meeting, please note** - There will be 15 minutes at each meeting to receive any questions from Members of the Public, either verbally or at the meeting, including those which have been received in writing 7 days prior to 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.



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

Tel: **01260 270350**

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



2. Minutes of Previous Meetings (Enclosed)

To approve and sign the minutes of the meeting held on 2nd July 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

5. Questions from Members of the Public

There will be 15 minutes at each meeting to receive any questions from Members of the Public, either verbally at the meeting including those which have been received in writing 7 days prior to the meeting.

6. Grant Approvals and Commitments 2020/21 (Enclosed)

To receive a statement showing the current position to 31st July 2020.

7. New Applications for Financial Assistance (Enclosed)

- Grant ref GR02/2021 – St Peter’s Church Clock
- Grant ref GR03/2021 – Age UK - Men in Sheds Congleton
- Grant ref GR04/2021 – Friends for Leisure
- Grant ref GR05/2021 – The Symphonia Verbum Orchestra
- Grant ref GR06/2021 – Gawsforth Girls Brigade
- Grant ref GR07/2021 – Congleton Bath House and Physic Garden
- Grant ref GR08/2021 – Rotary of Congleton
- Grant ref GR09/2021 – Congleton Community Credit Union
- Grant re GR10/2021 – League of Friends Macc & Congleton WM Hospital

8. New Grant Activities Monitoring Forms

None received.

9. Management Accounts (Enclosed)

To receive and consider the Management Accounts to 31st July 2020.

10. Bank Reconciliation (Enclosed)

To receive and consider the bank reconciliation as at 31st July 2020.

11. Savings Account Balances (Enclosed)

To receive and consider the Savings Account balances as at 31st July 2020.

12. List of Payments (Enclosed)

To receive and approve the Payments lists between 1st June – 31st July 2020.

To: Members of the Finance & Policy Committee

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

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

Ex-Officio: Cllr Sally Ann Holland (Town Mayor), Cllr Denis Murphy (Deputy Mayor)

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

CONGLETON TOWN COUNCIL

Minutes of the Finance and Policy Committee Meeting held on Thursday 2nd July 2020

Conducted via Zoom – Meeting ID 851 1863 5580

****Please note** – These are draft minutes and will not be ratified until the next meeting of the Finance & Policy Committee

PRESENT Committee members:

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

Ex-Officio Members Sally Ann Holland (Town Mayor)
Denis Murphy (Deputy Town Mayor)

Non Committee members
Suzie Akers Smith
Martin Amies
Suzy Firkin
Kay Wesley

1. Apologies

No apologies were received.

2. Minutes

The minutes of the meeting held on 19th March 2020 were approved by the COVID-19 Emergency Powers Committee on the 23rd April 2020 and are attached for reference only.

FAP/01/2021 RESOLVED to approve the minutes of the meeting on 19th March 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.

Cllrs Suzanne Akers Smith, David Brown, George Hayes Sally Ann Holland (Town Mayor), Denis Murphy and Rob Moreton declared a non-pecuniary interest in any matters relating to Cheshire East Council.

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 2020/21

To receive a statement showing the current position to 31st May 2020.

FAP/02/2021 RESOLVED that the grant statement be received and It was requested that the RFO contact the ATC to check the situation with the £500 pledged for a new ATC minibus, and to contact the guides who had received money for this summer's Jamboree which will not be going ahead. Also that the press be contacted to publicise Town Council grants and encourage more applicants.

7. New Applications for Financial Assistance

- **Grant ref GR01/2021 – Congleton Bowling Club**

FAP/03/2021 RESOLVED that £200 be granted to the bowling club under GPoC.

8. New Grant Activities Monitoring Forms

None received.

9. Letter of Thanks

FAP/04/1920 RESOLVED to receive a letter of thanks from Astbury Mere Trust.

10. Management Accounts

FAP/05/2021 RESOLVED to receive the management accounts to 31st May 2020.
It was suggested that the Chief Officer should enquire about Government funds to help with the Town Hall lack of income during the Covid-19 crisis.

11. Bank Reconciliation

FAP/06/2021 RESOLVED to receive bank reconciliation as at 31st May 2020.

12. Savings Account Balances

FAP/07/2021 RESOLVED to receive the Savings Account balances as at 31st May 2020.

13. List of Payments

FAP/08/2021 RESOLVED to approve the List of Payments between between 1st – 31st May 2020.

14. Review and Amendments to the Financial Regulations

- (i) To review and approve updates to the Financial Regulations to be recommended to Council to update the Constitution.
- (ii) To approve paying certain items by direct debit and purchase payments by BACs in accordance with 6.6 and 6.7 of the Financial Regulations

FAP/09/2021 RESOLVED to accept the amendments to the Financial Regulations and recommend them to Council and to approve paying certain items by Direct Debit and BACs.

15. Fixed Asset Register and Inventory

FAP/10/2021 RESOLVED to receive the Fixed Asset Register and Inventory for the year ending 31st March 2020.

16. Annual Governance and Accountability Return (AGAR) and Unaudited Financial Statements.

FAP/11/2021 RESOLVED to receive and approve the AGAR and Unaudited Financial Statements and recommend approval and signing by Council on 23rd July to enable submission PKF Littlejohn, the External Auditors by the statutory deadline of 31st July 2020.

17. Flag Flying Policy

FAP/12/2021 RESOLVED to approve the flag flying policy for Congleton Town Council and include in the Constitution.

**Cllr Robert Douglas
Chair**

Congleton Town Grant Commitments 2020/21									
Permitted									
Date Grant Approved	To	For	Section	Minute Reference	Approved EMR b/fwd	Approved 20/21 £	Paid £	Outstanding	Date Paid
	Subsidised Use of Town Hall					4500.00	0.00	4500.00	
10/01/2019	230 Squadron Air Cadets	Contribution towards minibus	Gpoc	FAP/54/1819	500.00			500.00	
11/07/2019	Dane Valley Swimming Club	Contribution to training equipment	Gpoc	CTC/23/1920	415.00			415.00	
12/09/2019	Cong URC	Contribution to new kitchen	Gpoc	FAP/13/1920	1000.00			1000.00	
16/01/2020	Congleton Unplugged	Support for event	Gpoc	FAP/40/1920	500.00		500.00	0.00	01/06/2020
13/02/2020	Friends of Congleton Park	Contrib Brass on the Grass	Gpoc	FAP/52/1920	200.00			200.00	
13/02/2020	Congleton Pride Charitable Trust	Contrib to Pride Event	Gpoc	FAP/52/1920	700.00			700.00	
19/03/2020	Inner Trust CIC	Fund music workshops at Bromley fair	Gpoc	FAP/62/1920	1000.00			1000.00	
19/03/2020	Ruby's fund	Teddy Bear's picnic	Gpoc	FAP/62/1920	500.00			500.00	
19/03/2020	Home-start Cheshire	Paediatric first aid courses	Gpoc	FAP/62/1920	224.00			224.00	
19/03/2020	SOL Theatre School	2 free places at summer school	Gpoc	FAP/62/1920	600.00			600.00	
02/07/2020	Congleton Bowling Club	Contribution to improvements to club	Gpoc	FAP/03/2021		200.00		200.00	
Totals					5639.00	4700.00	500.00	9839.00	
	EMR b/fwd		£5,639.00						
	Budget 20/21		£23,250.00	£61,583.00	Total Grant budget				
	Total approved to date		£5,839.00						
	Total money still available for grants		£23,050.00						

Congleton Town Grant Commitments										
Specific Budgets										
Date Grant Approved	To	For	Section	Minute Referen	EMR b/fwd	Budget	Approved 20/21	Paid £	Outstandi	Date
										Paid
01/04/2020	Congleton Museum	Notional rent	Gpoc			4,500.00	4,500.00	4,500.00	0.00	01/04/2020
01/04/2020	Community Projects	Project support	Gpoc			16,000.00	16,000.00	16,000.00	0.00	09/05/2020
01/04/2020	Congleton Partnership	Rent	Gpoc			1,533.00	1,533.00	1,533.00	0.00	01/04/2020
01/04/2020	Citizens Advice Bureau	annual grant	Gpoc			15,000.00	15,000.00	15,000.00	0.00	01/04/2020
01/04/2020	Royal British Legion	Remembrance Day Parade	Gpoc			1,000.00	1,000.00		1,000.00	
01/04/2020	St Peter's Church	Church clock maintenance	PCA1957 s2			300.00	300.00		300.00	
Totals						38,333.00	38,333.00	37,033.00	1,300.00	
		Ear marked reserve b/fwd								
		Budget 2020/21				£0				
		Total approved to date				£38,333				
		Total awaiting application				£0				



Congleton Town Council

Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR 02/2021
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1.1	Applicant(s):	Pauline Drew
1.2	Representing:	St. Peter's Church
1.3	Email Address:	om
1.4	Tel No.	
1.5	Project Title:	Maintenance of St. Peter's clock
1.6	Project Objectives:	To keep the clock, which can be seen from many areas of the town, in good working order
1.7	Brief Project Description:	Annual maintenance of the clock carried out by Smith of Derby on 2 nd July 2020
1.8	Details accounts/budgets	Church accounts can be supplied if required

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£298.80
2.2	Total contribution sought:	£249 Vat will be reclaimed by us under the Listed Places of Worship Scheme
2.3	What will the money be spent on?	The annual servicing of the tower clock on St. Peter's Church

2.4	Any ongoing costs:	Annual service
2.5	Details of confirmed match funding include source <i>Cash:</i> <i>In kind:</i>	This grade 1 listed civic town church is maintained by direct giving from the congregation. Our vision it to ensure that this heritage building in the heart of Congleton is fit for worship and community activities for future generations Since 2014 the congregation has raised £542000 from grants, fund raising and direct giving to restore the roof and nave ceiling of St. Peter's and spent £2490 on repairs to the tower. We have recently received permission to undertake exploratory work on the best way to restore the cast iron window frames. The costs will be born by the church. Countless hours of volunteers time has been freely given in restoration works and opening the church to the wider community The church will reclaim the VAT on the clock maintenance via the Listed Places of Worship scheme.
2.6	Resources needed:	£249.00 + VAT 49.80
2.7	Estimated timescale of project from start to finish:	Completed

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	The tower and clock face can be seen from many areas of the town. St. Peter's is Congleton's town church. It is used for Civic services throughout the year and attracts visitors to the town. The congregation is pleased to be involved in town events and to offer use of the church wherever possible. St. Peter's clock is used to strike 11am at Remembrance Day parades. St. Peter's is the only grade 1 listed building in the town centre and has been identified as one of 300 major parish churches in England. The efforts of the congregation to ensure its future viability as a place of worship and community building are supported by Historic England, the Church Building Council and the National Churches Trust.
3.2	Are there similar services/projects provided in the area	N/A

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	The clock continues to keep good time. The Bell Tower Captain looks after the clock
4.2	Describe how you will promote the Town Council in your project	We will acknowledge the continuing support of the Town Council in our publicity, displays and grant applications .

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Signature: *Pauline Drew*

Date: *13.07.2020*

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.



112 Alfreton Road, Derby DE21 4AU United Kingdom
+44 (0)1332 345569
smithofderby.com | accounts@smithofderby.com

Invoice

The Church Office
St Peters Church
14 Chapel Street
Congleton, Cheshire
CW12 4AB

Invoice No : 0000114438
Date : 02/07/2020
Account No : C0545J
Our Ref : 12826 /
All Amounts In Pounds
VAT Number: GB 125 6772 59

Terms 30 days from document date

Description	Quantity	Price	VAT	Total
Congleton:St.Peter's Church Clock				
Order No :				
Service visit for the installation detailed below.	1	249.00	Std Rate	249.00
CONGLETON:ST.PETER'S CHURCH CLOCK				
Visit Details:	02/07/2020	Joe Mines		

Please Forward Payment to
HSBC Bank PLC.
Account Name: Smith of Derby Ltd.
Sort Code: 40-19-15. Account Number: 02216418
Please quote the following invoice number with your
payment: 0000114438
Or please ring 01332 345569 to pay by Credit or Debit Card
Thank you.

GOODS TOTAL 249.00
VAT TOTAL 49.80

INVOICE
TOTAL £ 298.80



Company Registration. 01395408
VAT Registration. GB 125 6772 59, IE 9Z54362G
Smith of Derby trades as: John Smith & Sons, J B Joyce & Co, William Potts & Sons,
James Ritchie & Son (Clockmakers) Ltd, John Smith & Sons (Ireland)



Congleton Town Council Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR 03 / 2021
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1.1	Applicant(s)	Damon Taylor
1.2	Representing:	Age UK Cheshire East
1.3	Email Address	<u>.org</u>
1.4	Tel No	
1.5	Project Title	Congleton Men in Sheds
1.6	Project Objectives	To give older men a place to interact with other men of a similar age, try out woodworking projects and to tackle the very serious issue of social isolation and loneliness in older men
1.7	Brief Project Description:	Men in Sheds operates from Lower Park Place in Congleton, and offers space for up to 18 men each week to come together and enjoy each other's company, whilst trying their hand at some woodworking projects. This request is to fund the additional measures we will need to take to make the shed COVID friendly, which will include the purchase of face masks, additional cleaning products, sneeze screens and any other measure which we consider will be necessary to make the shed a safe place to be.
1.8	Details accounts/budgets	The charity usually spends approximately £1.1 million each year supporting local older people. However, due to COVID-19, our income this year will be severely reduced, with an emergency budget forecast estimated that our income will be reduced by at least 21%. Our expenditure in 2020/21 is forecast at £870,985.

Part 2: Cost Details/Resources/Timescale

2.1	Total cost of project	£19,587
2.2	Total contribution sought	£500
2.3	What will the money be spent on?	Additional safety measures to make the Shed 'COVID friendly' when it re-opens in September 2020. These will include (but are not limited to) purchase of plastic sneeze screens; masks; gloves; additional cleaning products and any other safety measure we deem to be necessary once we re-open
2.4	Any ongoing costs:	We are not seeking funding from the Council for any ongoing revenue expenditure. In total, as stated above, the project cost is forecast to be £19,587 in 2020/21, which includes elements for

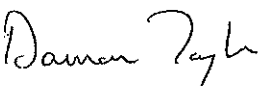
		staffing; rent; heating and lighting; as well as other ad-hoc expenditure, including tools and equipment
2.5	Details of confirmed match funding including sources Cash: In Kind:	We have received £13,638 from Cheshire Community Foundation to pay for the staffing costs of the Shed for a year, on the basis that the Shed re-opens in September.
2.6	Resources needed:	We need additional resources, as detailed in 2.3 above, to enable the shed to operate in a COVID friendly way
2.7	Estimated timescale of project from start to finish:	This funding would help support the project until the end of the current financial year (2020/21)

Part 3: Potential benefits/outputs

3.1	<i>What are the potential benefits/outputs to residents of Congleton</i>	The shed would usually cater for up to 30 older men each week, but in the new COVID friendly environment, this would reduce to 18. We know from our six-monthly satisfaction surveys that attendance at the shed has a significantly positive impact on attendees' mental health and wellbeing, and that the project helps address issues of social isolation and loneliness. The shed gives older men a sense of belonging as well as teaching them some practical woodworking skills.
3.2	<i>Are there similar services/ projects provided in the area</i>	We are not aware of any similar projects in the local area

Part 4: Evaluation/Publicity

4.1	<i>How will the project be evaluated and who will carry out the evaluation?</i>	We carry out six-month satisfaction surveys with all attendees to the Shed.
4.2	<i>Describe how you will promote the Town Council in your project</i>	We would promote the Council's involvement through any social media (Twitter & Facebook) which we issued relating to the project, as well as on our dedicated Shed page on our website and any leaflets that were produced to promote the shed.

Signature: 

Date: 8 July 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)	GR04/2021
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1.1	Applicant(s):	Claire Addis, Fundraising Coordinator
1.2	Representing:	Friends for Leisure
1.3	Email Address:	claire@friendsforleisure.org.uk
1.4	Tel No.	01260 275333
1.5	Project Title:	Friends for Leisure Congleton youth groups post COVID-19
1.6	Project Objectives:	<p>To provide fun activities for disabled children and young people with disabilities across the Congleton area to enjoy, socialise and forget about the worries of COVID-19. Friends for Leisure will do this by providing a range of activities that adhere to social distancing guidelines, both online and face-to-face.</p> <p>Staff will be able to provide unique and creative opportunities for children and young people with disabilities to work together, problem-solve, develop social skills and have fun. It is vital we encourage individuals at risk of isolation to attend activities and continue attendance in order to benefit positively from reduced social isolation, especially after the extended period of lockdown that has impacted massively on our young people's mental wellbeing.</p> <p>We expect at least 30 children and young people with disabilities to benefit from this grant. We have determined this number because of the number of children who have been attending our online activities and groups in 2020. On top of this we also expect at least a further 8 young non-disabled volunteers to benefit from participating in these activities whilst supporting their young disabled 'buddies'.</p>

1.7	Brief Project Description:	<p>During lockdown Friends for Leisure worked quickly to adapt to the circumstances and continue our valued support by moving our youth groups online. We have since provided regular activities for our two Congleton youth groups, CYG and 15 Up using Zoom, Facebook and YouTube, as well as sending out activity packs for families in the post.</p> <p>Now lockdown has been eased we still want to continue a lot of these online activities as many of our children are still nervous to leave their homes or need to continue shielding because of their disability/health condition. However, we also want to start introducing face-to-face activities, adhering to all necessary social distancing and sanitation guidelines. Activities will range from bingo and quizzes to yoga and mindfulness; cooking workshops to talent shows.</p> <p>Friends for Leisure would like to apply for a grant to pay for the sessional staff costs of delivering our youth groups (1 a week, both groups running on a fortnightly basis on different weeks over three months) as well as three months Zoom subscription fees. We consulted with our service users directly to work out what they wanted us to organise and whether to stay with online activities or start reintroducing face-to-face activities. 100% wanted our online groups to continue, but about a third were ready to start meeting up face-to-face again.</p>
1.8	Details accounts/budgets	<p>Annual accounts for period ending 31st March 2019 are attached for the charity as a whole.</p> <p>Project budget:</p> <p>12 CYG and 15Up youth group activity sessions (online or face-to-face depending on each group's preferences specified each month) for 1.5 hours each. Project worker costs per 1.5 hours = £18.27.</p> <p>£18.27 x 12 sessions = £219.24</p>

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£597
2.2	Total contribution sought:	£264
2.3	What will the money be spent on?	<p>Over three months:</p> <ul style="list-style-type: none"> - 3 x £15/month Zoom subscription to facilitate online groups and activities = £45 - sessional staffing costs for 12 youth group sessions (either online or face-to-face) @ 1.5 hours each @ £12.18/hr Project Worker Central cost = £18.27. 12 x £18.27 = £219.24

2.4	Any ongoing costs:	Our project worker works on other family support work in addition to youth group activities. This is funded by other organisations (Cheshire East Council, Cheshire Community Fund)
2.5	Details of confirmed match funding include source Cash: In kind:	Cash - Cheshire East Council - for any tangible costs associated with the activities themselves e.g. venue hire, art materials etc. These vary for each activity and can range from £0 to £100 a session depending on what is going on. This amounts to £1,000 spread over the whole year for the two Congleton youth groups (£333 for 3 months).
2.6	Resources needed:	Zoom subscription, staff, materials for activities if required.
2.7	Estimated timescale of project from start to finish:	From September 2020 onwards for 3 months.

Part 3: Potential Benefits / Outputs

<p>3.1</p>	<p>What are the potential benefits/outputs to residents of Congleton</p>	<p><i>How will local children and young people with disabilities in Congleton benefit specifically?</i></p> <ul style="list-style-type: none"> - Increased participation in their local community - Reduced likelihood of staying at home alone - Having access to wider choice of activities delivered in a safe environment - Making new friends and strengthening existing friendships - Increased levels of confidence and self-esteem - Greater independence - Improved levels of communication - Improved attention and concentration - Improved co-ordination and enhanced memory - Reduced feelings of isolation and loneliness - Development of new skills e.g. problem-solving, creative thinking, multi-tasking - Improvement of existing social and life skills e.g. working as a team, sharing etc. - The opportunity to have fun and relax <p><i>How will local young volunteers benefit in Congleton?</i></p> <ul style="list-style-type: none"> - Increased participation in their local community - Increased understanding of disability issues and the challenges facing young disabled people - Increased skills through accredited training when joining us as volunteers <p>The lasting benefit is that by bringing local disabled children and young people together to play alongside peers (either in person or virtually!) and young volunteers in the Congleton area, they will build genuine and lasting friendships, reducing the likelihood of isolation and loneliness.</p> <p>As one of our families recently told us:</p> <p><i>“FFL has so much to offer for young people and the family. As well as all the groups, activities and Buddy services for Charlotte, we have also been supported by FFL, with support for education and through a CAF. During recent times, FFL have kept in touch, provided activities, and Charlotte has enjoyed quizzes and bingo and chatting with her friends. Charlottes buddy has also kept in touch through video chat and this has been brilliant for Charlotte during this time. We are so pleased that we found FFL, it has been quite an experience for all of us. FFL have given us so much, and continue to do so.”</i></p>
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3.2	<i>Are there similar services/ projects provided in the area</i>	<p>We focus heavily on promoting integration into the community, which is why we deliver so many activities in public spaces rather than private sessions away from the general community which some organisations/services do.</p> <p>Other local charities in the area that offer support to disabled people generally include Cheshire Buddies, Carers Trust 4 All, Ruby's Fund, Cheshire Centre for Independent Living, HANFA, Space4Autism and Everybody Sport and Recreation. Wherever possible we work in partnership with these organisations, or at least coordinate services so that we complement each other or fill gaps in services rather than duplicate them.</p>
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Part 4: Evaluation/Publicity

4.1	<i>How will the project be evaluated and who will carry out the evaluation?</i>	<p>For every child, a comprehensive review is undertaken to establish a baseline from which outcomes achieved from our projects will be measured against during regular distance travelled reviews. All users will also be asked for regular feedback through informal chats, Question of the Week surveys and online polls. Every activity session will be evaluated by the project staff delivering that session on completion. An end of project evaluation will also be written mid-2021 to review the overall impact these activities have had for our disabled children and young people. This will be written by the Activity Co-ordinator in conjunction with the Charity Manager.</p>
4.2	<i>Describe how you will promote the Town Council in your project</i>	<p>We are eager to promote the Town Council's involvement with this project wherever possible. If we receive a grant then we will make a formal announcement and thank you on our website, in our widely distributed newsletter, and we will submit a press release to the local newspaper. We will display your logo on our activities flyer which is sent out termly to all our families. We will display a certificate in our office and can provide a certificate for the Town Council to also display in their offices. Any other suggestions are welcomed and we will facilitate them.</p>



Signature:

Date: 27th July 2020



Congleton Town Council Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)		GR05/2021
1.1	Applicant(s):	Joseph Hearson
1.2	Representing:	The Symphonia Verbum Orchestra
1.3	Email Address:	orchestra.manager@svo.org.uk
1.4	Tel No.	
1.5	Project Title:	Delivering musical outreach projects to schools in Congleton
1.6	Project Objectives:	<ul style="list-style-type: none">- To increase the engagement of the children and young people of Congleton with music; specifically classical and orchestral music- To identify and help nurture future local musical talent- To increase the presence of music more broadly within the town

1.7	Brief Project Description:	<p>As well as giving standard orchestral concerts, the SVO hopes to establish a close connection with the home town of its artistic director, Joseph Hearson. In this capacity, the orchestra aim to deliver some outreach sessions in schools in the form of assemblies or special sessions.</p> <p>Such sessions will follow a structure which is aimed at both introducing young people to music and offering them the opportunity to engage practically with the musicians. Joseph Hearson will lead a small group of musicians (8) who will play a mixture of well-known music from different styles and periods of history. A great emphasis will be placed on how different music makes the young people feel, and demonstrating how music can be used to express oneself.</p> <p>The children will learn the basic instructions given by a conductor so that they can join in musically with percussion instruments as the band play a small piece of music.</p> <p>In addition to the obvious musical benefits, the sessions will also reinforce the importance of teamwork, dedication and enthusiasm, as well as many other skills which are of high value in any place of work.</p> <p>If successful, the funding requested in this application will help us deliver such 45-60 minute sessions in 2-3 different school on the same day.</p>
1.8	Details accounts/budgets	<p>The Symphonia Verbum Orchestra is a newly-established orchestra. Having given its premier performance in November 2019 at the Victoria Hall, Hanley, which was fully sponsored, there is as yet no budget or account for the orchestra.</p>

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£700
2.2	Total contribution sought:	£350
2.3	What will the money be spent on?	<p>£640 will be spent on paying 8 of the SVO's musicians for a rehearsal and the day's sessions.</p> <p>The remaining £60 will be used to purchase some small percussion instruments for the children to use to play along with the band, and also will cover the cost of printing the specially-arranged music for the band.</p>

2.4	Any ongoing costs:	If a second project it pursued, then similar costs will apply. If there are no further outreach projects, then there will be no ongoing costs.
2.5	Details of confirmed match funding include source Cash: £350 In kind: Rehearsal venue	£350 match funding has been confirmed by private sponsors Dave and Lucy Moss, who have supported the orchestra in the past. A rehearsal venue has been offered in kind by Jo Money of the Electric Picture House.
2.6	Resources needed:	<ul style="list-style-type: none"> - Selection of percussion instruments for children - Sheet music for musicians - Space for a 1 hour rehearsal on the morning of the sessions
2.7	Estimated timescale of project from start to finish:	1 day


Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	<p>This project is aimed at the young people of Congleton, and aims to offer a memorable musical experience for them by demonstrating the power and enjoyment of music-making at any level.</p> <p>In an education environment in which music and the arts are often overlooked, and where music budgets in schools are often extremely tight, this project will offer local schools a music session given by current music professionals, who will inspire the next generation of Congleton's musicians.</p>
3.2	Are there similar services/projects provided in the area	Not to my knowledge.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	<p>The project will be evaluated by the SVO's artistic director, Joseph Hearson, and by its Orchestra Manager, Sophie Bell.</p> <p>Feedback will be taken from both the children who take part, and also from the teachers in the partaking schools. Such feedback will be used to mould and develop future SVO outreach projects.</p>
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4.2	Describe how you will promote the Town Council in your project	<p>Outreach is a vital part of any organisation's remit. As such, the SVO's outreach will have a special place on its website (svo.org.uk), and here naturally the Town Council and other sponsors will be acknowledged and thanked.</p> <p>The orchestra's sponsors will also be acknowledged in concert programmes.</p>
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Signature: 

Date: 28/07/2020

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)	GR06/2021
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1.1	Applicant(s):	JOANNE REEVES
1.2	Representing:	1ST CAUSWORTH GIRLS BRIGADE
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	SUPPORTING 1ST CAUSWORTH THROUGH COVID-19
1.6	Project Objectives:	TO PROVIDE INDIVIDUAL PACKS TO EACH MEMBER TO FULFIL SOCIAL DISTANCING ON RETURN TO PHYSICAL GROUP ATTENDANCE.
1.7	Brief Project Description:	TO REDUCE THE RISK OF CROSS-CONTAMINATION, WE WANT TO PROVIDE EACH OF OUR MEMBERS WITH SUFFICIENT STATIONERY, & RESOURCES TO ALLOW THEM TO TAKE PART IN CRAFT/LEARNING ACTIVITIES WHEN WE RETURN TO PHYSICAL GROUPS.
1.8	Details accounts/budgets	WE AVERAGE 30 MEMBERS INCLUDING VOLUNTEERS SO HAVE ALLOCATED £15 PER PERSON TO PURCHASE PENS, PENCILS, FEUT TIP/COLOURING PENCILS, WORKBOOKS, PRINTING, PAPER, STORAGE BAGS TO AVOID CROSS-CONTAMINATION.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£500-00
2.2	Total contribution sought:	£250-00
2.3	What will the money be spent on?	A VARIETY OF RESOURCES AND CONSUMABLES TO ALLOW OUR MEMBERS TO RE-START IN PERSON ACTIVITIES.

2.4	Any ongoing costs:	NO
2.5	Details of confirmed match funding Include source Cash: In kind:	N/A N/A
2.6	Resources needed:	STATIONERY, PAPER, INDIVIDUAL PACKS TO ALLOW SOCIAL DISTANCING IN GROUP
2.7	Estimated timescale of project from start to finish:	3 WEEKS TO SOURCE AND PREPARE PACKS FOR RETURN

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	THE PROJECT WILL ALLOW US TO RE-START PROVIDING SERVICES TO THE FAMILIES IN CONGLETON WHO ATTEND THE GROUP AND GIVE US RESOURCES TO ENABLE US TO TAKE IN MORE YOUNG PEOPLE.
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?	THE PROJECT WILL BE EVALUATED BY THE GROUP LEADER CAROLYN BODEN TO ENSURE WE HAVE PURCHASED SUITABLE ITEMS AND HAVE VALUE FOR MONEY.
4.2	Describe how you will promote the Town Council in your project	WE WILL PROVIDE DETAILS TO LOCAL PRESS, NATIONAL NEWSLETTER, LOCAL NEWSLETTER AND THROUGH OUR SOCIAL MEDIA TO PROMOTE THE TOWN COUNCIL

Signature: Meeves

Date: 18/8/2020

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Congleton Town Council

Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)		GR07 20/20
1.1	Applicant(s):	JOHN COCKELL
1.2	Representing:	CONGLETON BATH HOUSE & PHYSIC GARDEN (Congleton Building Preservation Trust)
1.3	Email Address:	...uk
1.4	Tel No.	
1.5	Project Title:	Promotional literature and visitors' leaflets
1.6	Project Objectives:	The production of an information leaflet and guide for visitors, promoting our site to the community and visitors to the town.
1.7	Brief Project Description:	A professional guide and plan of the Bath House and Physic Garden + Barness for events [for Open Days, Food Fair etc]
1.8	Details accounts/budgets	Attached invoices detail the costings for the project description above.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£ 616
2.2	Total contribution sought:	£ 308
2.3	What will the money be spent on?	Leaflets (copies enclosed) for promotional purposes and visitors.

P.T.O.

2.4	Any ongoing costs:	N/A
2.5	Details of confirmed match funding include source Cash: In kind:	Fundraising events 2019, including Open Days.
2.6	Resources needed:	N/A.
2.7	Estimated timescale of project from start to finish:	N/A

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Improved information for all visitors to our project, which is open every day and much used as an attractive and calm green space. Leaflets will be available on site, at the TIC etc.
3.2	Are there similar services/projects provided in the area	N/A.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	Visitor feedback on Open Days & visitors throughout the year. Reviews by trustees.
4.2	Describe how you will promote the Town Council in your project	Town Council support acknowledged on leaflet. Consistent high profile as part of In Bloom. Attracts visitors as participant in national Heritage Open Day Scheme.

Signature: J R Cockell Date: 30/8/20

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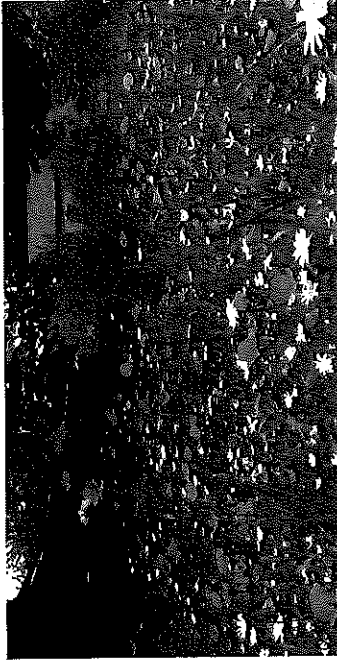
THE BATH HOUSE

Built in the late Georgian period in the spacious grounds of Bradshaw House, this is a rare surviving example of a private plunge pool. There is a neoclassical garden shelter nearby, built around the same time. Together with Bradshaw House, they are all listed buildings, and reflect both the fashions in architecture of the time, and the ideas about physical wellbeing. John Wesley, in *Primitive Physick* (1785), wrote "Cold bathing is of great advantage to health. It prevents abundance of diseases...". The walk up the hill from the house may well have also been part of the regime. The bath chamber is in the lower part of the building, and would have been fed from a nearby spring. The upper room has a fireplace, allowing bathers to get warm and relax after their cold plunge.



THE PHYSIC GARDEN

After the building was restored, and attention turned to the grounds, it was decided to create a Physic Garden of medicinal plants, in keeping with the health enhancing purposes associated with the Bath House. We also include plants that were historically of use in local industry, such as dye plants for textiles.



We wanted to create something educational and unusual, as well as attractive, to inspire interest in the fascinating stories of the properties of plants, and their place in our history. The garden contains both wild and cultivated areas, providing a range of conditions where we can find the right place for each interesting and useful plant – or where they often find a home for themselves!

Congleton Bath House & Physic Garden is maintained by a group of volunteers who formed in the year 2000 to restore the derelict building and save the site for the community. The Bath House can be visited by arrangement, and on regular Open Days. The Physic Garden is open to enjoy at all times, and provides a secluded haven close to the centre of town. Volunteers work there on Monday mornings – do come and meet us, or join the team. **ENTRY IS FREE.**

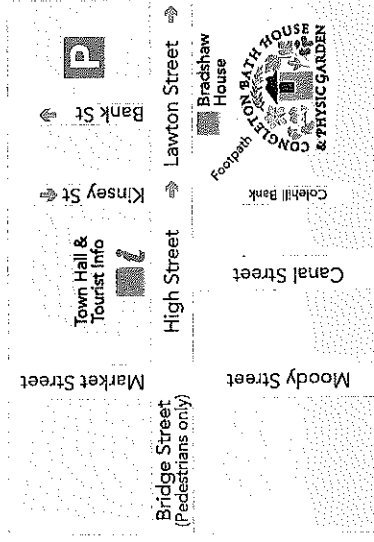


ACCESS

It is a sloping site, with grassed paths and terraces. There are steps leading up from Colehill Bank, also at the lower entrance to the garden, and into the building. There is a pond on site and children must be supervised at all times. No dogs other than assistance dogs, please.

HOW TO FIND US

Nearest parking is on Back Park Street CW12 1EP. Walk along Lawton Street to Colehill Bank. There is a pedestrian archway near the bottom, and access without steps is a little further up.



info@congletonBHPG.co.uk | www.congletonBHPG.co.uk



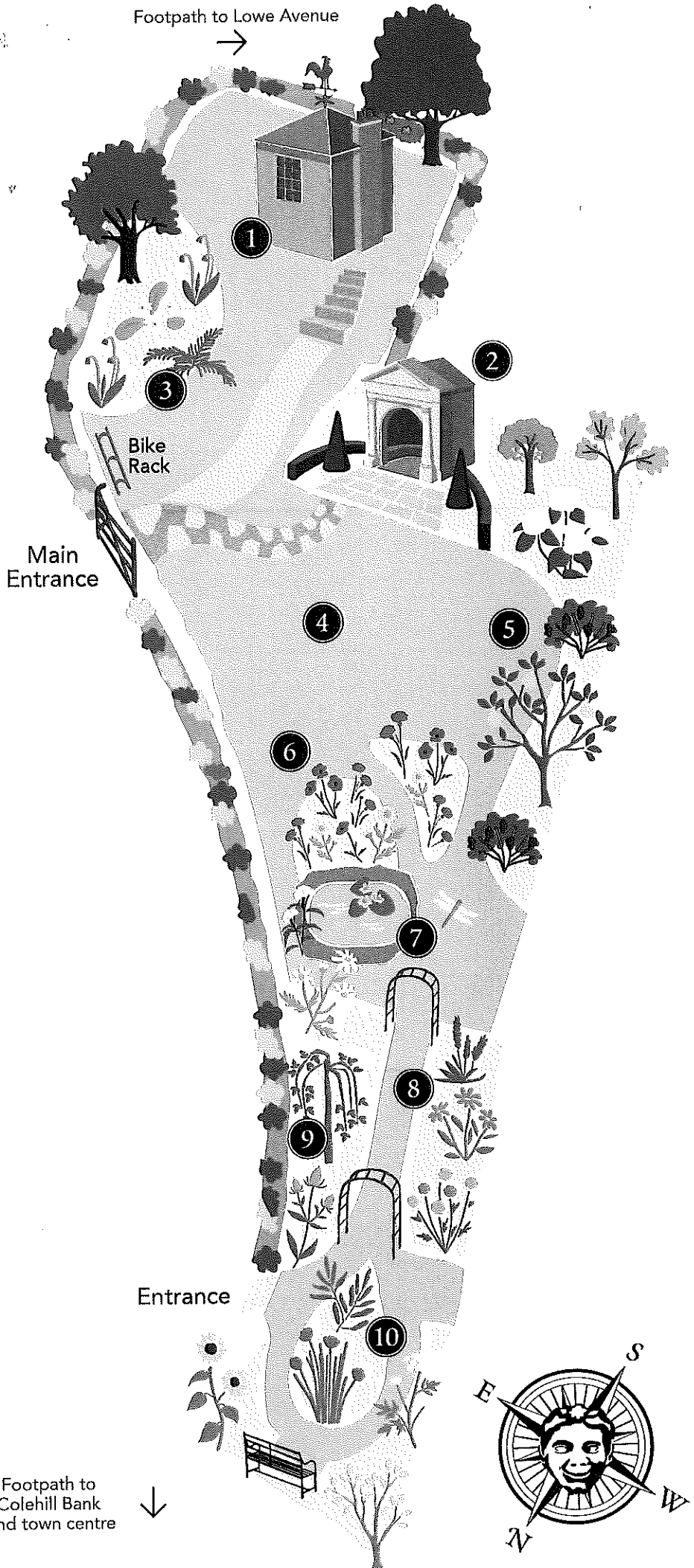
CHARITY NO.
1091137



A hidden gem in the heart of Congleton

CONGLETON BATH HOUSE & PHYSIC GARDEN

- 1 **THE BATH HOUSE**
Built around 1800 for the private use of the occupants of Bradshaw House.
- 2 **GARDEN SHELTER**
Also built around 1800, and reflecting the contemporary fashion in landscape design.
- 3 **WOODLAND AREA**
A home for ferns, and colourful spring flowers, such as Lungwort.
- 4 **LAWNED TERRACE**
Available for Open Days and community events.
- 5 **FRUIT GARDEN**
Containing fan trained fruit trees, as well as raspberry and currant bushes.
- 6 **WILDFLOWER MEADOW**
A haven for wildlife, and the native plants that were our original pharmacy.
- 7 **WILDLIFE POND AREA**
Together with the nearby hedgerow, this provides a wide range of habitats.
- 8 **OFFICINALIS BORDER**
An attractive group of plants, as used in the remedies of medieval apothecaries.
- 9 **PLANTS IN INDUSTRY**
Plants used in dyes, and other aspects of the local textile industry.
- 10 **TEARDROP HERB GARDEN**
This bed contains plants with culinary as well as medicinal uses.





Congleton Town Council Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR 08/2021
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1.1	Applicant(s):	Rod Goodier
1.2	Representing:	Rotary Congleton
1.3	Email Address:	rc@congletonm
1.4	Tel No.	
1.5	Project Title:	Tree of Light
1.6	Project Objectives:	A celebration of life for our community for the bereaved to "Remember" their loved ones and for families who are unable to be together at Christmas.
1.7	Brief Project Description:	A permanent Christmas Tree planted in the Lawton Street Community Garden that will be illuminated annually over the Christmas period. The public will be able to buy "Stars" they can write their message / greeting on. Stars will be on sale from June through to December each year.
1.8	Details accounts/budgets	Christmas Tree 3.5 metres with root ball - £500 Marketing & P.O.S. material £600

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£1,100 – Christmas lights & stars already donated.
2.2	Total contribution sought:	£500
2.3	What will the money be spent on?	Marketing & P.O.S. material

2.4	Any ongoing costs:	Nil
2.5	Details of confirmed match funding include source Cash: In kind:	£500 from Rotary funds. Our current funds are very low due to the severe weather in the run up to our annual bonfire last November. Since then the only fundraising we have been able to do was the Swimathon. 50% of that income has been returned to the teams for donation to a charity of their choice.
2.6	Resources needed:	The main resource needed is marketing to get our community to buy into the Tree of Light.
2.7	Estimated timescale of project from start to finish:	For 2020 – September to December

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	A celebration of life and a permanent Christmas Tree the whole community can see throughout the year with a clear message for all who buy into it at Christmas time. The "Stars" will surround the Christmas Tree over the Xmas period for all to see.
3.2	Are there similar services/projects provided in the area	Only in other towns such as Leek.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	The Rotary community team in conjunction with C.T.C. marketing will continually monitor & motivate star sales
4.2	Describe how you will promote the Town Council in your project	As a joint community event organised overseen by C.T.C. & Rotary. The proceeds after costs will be donated to those in need within our community.

Signature:

R.L. Goodwin

Date:

30/08/20

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The Congleton Tree of Light

What is a Tree of Light - Where is it?

Supported by Congleton Rotary the Tree of Light will be a living Christmas Tree situated in the Lawton Street Community Garden by the cenotaph. In December each year the tree will come alive when it is illuminated by hundreds of fairy lights and surrounded by Stars.

Why do we have a Tree of Light?

The Tree of Light is a year-round celebration of life to:

- 1) Those who have moved on to a higher service.
- 2) For those who are apart at Christmas time.
- 3) Families and friends everywhere.

How does it work?

To celebrate a life or for families apart at Christmas time "Stars" will be hung round the Christmas Tree each December until early January. The tree will be illuminated for four weeks over the Christmas period.

How do I take part and where can I buy a "Star" - How much are they?

Anyone and everyone can buy a Star, they cost £5 each on which you write a message, a poem, a greeting! Alternatively, you can go on line to our "Just Giving" page to donate then email your message to congletonrotarytreeoflight@gmail.com. (example email address.)

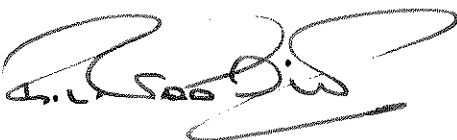
Stars are available from June 1st to December 10th annually from:

- 1 Congleton V.I.C.
- 2 Funeral Service companies
- 3 From Rotary members
- 4 Selective outlets in Congleton

To ensure covid-19 rules are observed I envisage supplying each outlet with two attractive star boxes, one full of stars for the public to pick up then write on and the other as a post box for the stars to be posted in. Payment is then made.

What will happen to the money raised?

After expenses all money will be donated via Congleton Rotary and the Town Council to local charities and good causes.



R Goodier
Congleton Rotary



Congleton Town Council Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR09/2021
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1.1	Applicant(s):	D Murphy
1.2	Representing:	Congleton Community Credit Union
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	
1.6	Project Objectives:	Membership of Cheshire East Community & Voluntary Services Organisation.
1.7	Brief Project Description:	To allow CCCU to access the services of CECVS as a fully paid up Membership Organisation.
1.8	Details accounts/budgets	

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£45.00
2.2	Total contribution sought:	£45.00
2.3	What will the money be spent on?	12 months membership of CECVS 20/21

2.4	Any ongoing costs:	No
2.5	Details of confirmed match funding include source Cash: In kind:	N/A
2.6	Resources needed:	None
2.7	Estimated timescale of project from start to finish:	N/A

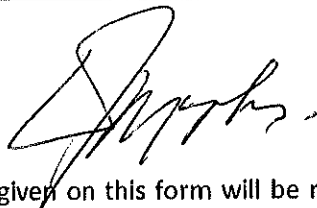
Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	CCCU is a local credit union wholly devoted to providing service to Congleton residents.
3.2	Are there similar services/projects provided in the area	Not in Cheshire East/Congleton areas

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation? ?	
4.2	Describe how you will promote the Town Council in your project	Quarterly Newsletter and ongoing support acknowledgment

Signature: D. Murphy



Date: 03/09/20

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



Congleton Town Council Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR 10/2021
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1.1	Applicant(s):	Dave Johnson
1.2	Representing:	League of Friends of the Macclesfield and Congleton Hospitals
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	Re-opening of Charity Shop under Covid-19 Guidelines & Legislation
1.6	Project Objectives:	To consolidate the reopening of the shop with the aim of continuing to trade and raise funds that will then be available to use in pursuit of our charitable aims and objectives.
1.7	Brief Project Description:	To reopen the shop and fall in line with HSE guidance and our own risk assessments, we have changed the layout, and need provide a number of elements of PPE and information notices, together with COVID-19 related supplies for customer use, and increased storage facilities. Additionally, we are considering moving to a contactless payment system via a chip and pin reader.
1.8	Details accounts/budgets	Our accounts are filed and available to be viewed on the Charity Commission's website. Our latest unpublished accounts will show a trading surplus of £5,478 but with donations of £16,660 this results in a deficit of £11,182. It is our policy to retain a contingency fund for the event of closure, but any trading surplus will be transferred to a separate fund from which we will provide grant funding in line with our charitable aims and objectives. Normal ongoing costs are covered by the turnover from the shop trading account.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£2,460
2.2	Total contribution sought:	£250

2.3	What will the money be spent on?	The reopening project comprises the provision of a sneeze/cough guard; PPE in the form of gloves, masks and hand sanitiser; storage for quarantined donations at a separate facility and a 3G chip and pin reader.
2.4	Any ongoing costs:	The cost of the project includes ongoing rental for the storage unit and estimates the costs incurred for the chip and pin reader.
2.5	Details of confirmed match funding include source <i>Cash:</i> <i>In kind:</i>	£1,500 grant funding approved by Cheshire East Council on 1 September 2020 under the Covid-19 Response and Recovery Grant scheme.
2.6	Resources needed:	As detailed above.
2.7	Estimated timescale of project from start to finish:	Our recovery plan covers the period to 31 March 2021.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	<p>Since the start of our charitable activities the League of Friends has provided funding in the form of cash grants to support our aims and objectives.</p> <p>The main recipients of our funding have been the two hospitals in the geographical area we look to support, Macclesfield General and Congleton War Memorial Hospitals.</p> <p>Our grant funding supports the improvement of services for patients and staff using NHS services in these geographical areas, which would not be funded by the NHS centrally.</p> <p>During the current pandemic we have provided funding to Congleton War Memorial Hospital for the provision of hand cream for nursing staff.</p> <p>Another example would be our grant for the GP's Out-of-Hours team to provide monitors and diagnostic sets that was in particular recognised as being of specific benefit and help in terms of its impact to assist with assessment, advice and treatment required for urgent healthcare problems that could not safely wait until the next time GP surgeries were open.</p> <p>Our organisation also sees a high level of support from the local community in the main through donations for resale in our retail outlet and resulting purchases.</p> <p>The provision of PPE, for example the cough/sneeze guard has been sourced from a supplier in Congleton.</p>
3.2	Are there similar services/projects provided in the area	No

Part 4: Evaluation/Publicity

4.1	<i>How will the project be evaluated and who will carry out the evaluation?</i>	The reopening of the shop is being constantly evaluated by the trustees and the effectiveness will be reflected when the trading results are produced at our year end. The ability to reopen the shop and manage the risks identified in the risk assessment are the determining factors.
4.2	<i>Describe how you will promote the Town Council in your project</i>	Any funding from the council will be acknowledged and publicised in the shop and when up and running publicised on our proposed new website. As a local charity we are committed to working with our local community.

Signature: D A Johnson

Date: 03/09/2020

David Andrew Johnson – Treasurer – League of Friends of the Macclesfield and Congleton Hospitals

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CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	10/09/2020 7pm	LOCATION	Via Zoom
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM REPORT TITLE	9 Management accounts for July 2020		
Background	Variance analysis of the Management Accounts for July 2020 to accompany the spreadsheet.		
Updates	<p>These figures are to 31st July 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 4 show figures largely in line with the budget. 33% of expenditure would be expected to have been used if expenditure was a regular monthly amount. Covid -19 is not expected to have a major impact on CTC's budget figures. The Town Hall is unlikely to meet the budgeted amount of income for this financial year but for the Council's budget in total this will largely be offset by the Paddling Pool being closed and 2 Marketing posts budgeted for a full year unlikely to be filled before November 2020.</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 - is paid in full in October (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.)• Staff working from home has resulted in savings on stationary, postage and misc office costs.• Subscriptions and Publications come in at the beginning of the financial year so 92% of the budget has been used.• The annual building and contents insurance has been paid.• Auditing invoices still to be received. <p><u>Democratic/Civic</u></p> <p>Slightly under budget</p> <ul style="list-style-type: none">• The Mayor's annual allowance has not yet been paid.• The first of four newsletters has been produced• Hall and Room hire is an internal recharge against the Town Hall income but as council meetings are currently being conducted via Zoom there has been no charge for April and May.• As the Annual Council meeting and Civic service have not taken place nothing has been charged against the Civic budget to date. <p><u>Grants</u></p> <p>£23,050 was available for grants for the year in July.</p>		

Community and Environment Committee

Under budget – 17% of the annual budget has been spent to 31/07/20.

- Underspend on Community Development due to 2 budgeted posts not yet filled.
- CCTV invoice for 20/21 from CEC still to be received.
- Very little spent on Tourism, Youth and Young people and the luncheon club to July. This will increase now since lockdown has been eased.

Town Hall, Assets and Services Committee

- Paddling Pool – underbudget as closed for the 2020 season.
- Streetscape - Income on budget, expenditure slightly under budget so 25% of the total budget used to date.
- Town Hall - Expenditure slightly under budget and but income affected by no events in the Town (just essential Blood donating) so overall 47% of budget used to July.

Capital

Capital is shown to enable the management accounts to balance to the budget figure. The £25k actual expenditure to date is for transfers to reserves. Any capital purchases are reflected in the reserves.

Personnel Committee

Staffing costs slightly under budget but there is expected to be a pay award shortly backdated to April.

Decision Requested

To receive the Management Accounts for July 2020

Congleton Town Council - Management Accounts - July 2020

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
<u>Finance and Policy Committee</u>				
<u>Corp Management</u>				
Staff Costs (re-allocated)	45,473	141,048	95,575	32%
Travel	0	900	900	0%
Training / Conferences	140	3,000	2,860	5%
Rent Payable	4,650	13,950	9,300	33%
Reception - TIC	0	3,450	3,450	0%
Miscellaneous Office Costs	64	1,660	1,596	4%
Telephone/Fax/Internet	98	1,020	922	10%
Postage	472	2,900	2,428	16%
Stationery & Printing	218	3,000	2,782	7%
Subscriptions & Publications	3,212	3,500	288	92%
Insurance	6,099	9,180	3,081	66%
Computer/IT Costs	3,661	11,600	7,939	32%
Photocopy Charges	79	2,600	2,521	3%
Recruitment Advertising	0	500	500	0%
Other Advertising	0	300	300	0%
Bank Charges	301	1,000	699	30%
Audit Fees - External	0	2,000	2,000	0%
Audit Fees - Internal	0	1,290	1,290	0%
Accountancy Support	1,028	4,570	3,542	22%
Legal & Professional fees	35	5,000	4,965	1%
HR & H&S support	879	4,590	3,711	19%
Central Overheads reallocated	-18,407	-63,095	-44,688	29%
Corporate Management:-Expenditure	48,002	153,963	105,961	31%
Interest Receivable	-503	-3,000	-2,497.00	17%
			0.00	
Corporate Management :- Income	-503	-3,000	-2,497	17%
Net Expenditure over Income	47,499	150,963	103,464	31%
<u>Civic</u>				
Staff Costs (re-allocated)	9,239	27,664	18,425	33%
Training / Conferences	400	2,000	1,600	20%
Stationery & Printing	0	500	500	0%
Marketing/Promotions	124	1,000	876	12%
Council Newsletter	1,375	5,388	4,013	26%
Council Website	0	1,500	1,500	0%
Mayor's Allowance	0	3,000	3,000	0%
Members Expenses	0	200	200	0%
Civic Expenses	0	5,000	5,000	0%
Civic Regalia	0	250	250	0%
Hall & Room Hire	317	6,000	5,683	5%
Civic Artefacts and Treasures	0	500	500	0%
Central Overheads reallocated	739	2,534	1,795	29%
Civic:-Expenditure	12,194	55,536	43,342	22%
Grants	38,533	61,583	23,050	63%
F&P Income - Expenditure Totals	98,226	268,082	169,856	37%
<u>Community and Environment Committee</u>				
Propogation Unit	0	1,000	1,000	0%
Floral Displays	4,354	12,250	7,896	36%
Allotments	145	1,250	1,105	12%
Congleton Partnership	11,742	35,227	23,485	33%
Community Development	27,955	140,553	112,598	20%
Crime Reduction/CCTV	0	53,650	53,650	0%
Christmas Fayre/ights	598	16,000	15,402	4%
Neighbourhood Plan	0	0	0	#DIV/0!
Covid 19	13,970	0	-13,970	#DIV/0!
Donations and transfer from Covid 19 EMR	-13,970	0	13,970	#DIV/0!
Tourism	447	5,000	4,553	9%
Youth and Young People	0	2,000	2,000	0%
Luncheon Club	372	9,000	8,628	4%
Community and Environment - Expenditure Totals	45,613	275,930	230,317	17%

<u>Town Hall, Assets and Services Committee</u>	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
<u>Paddling Pool</u>	<u>484</u>	<u>27,005</u>	<u>26,521</u>	2%
<u>Streetscape</u>				
Streetscape Expenditure	176,497	596,969	420,472	30%
Streetscape - Income CEC	-122,235	-366,702	-244,467	33%
Streetscape - External work income	-753	-15,000	-14,247	5%
Streetscape - Other	-233	0	233	#DIV/0!
Streetscape - Misc Income	-300	-900	-600	33%
	<u>-123,521</u>	<u>-382,602</u>	<u>-259,081</u>	32%
Net Expenditure over Income	<u>52,976</u>	<u>214,367</u>	<u>161,391</u>	25%
<u>Town Hall</u>				
Town Hall - Expenditure	50,332	201,770	151,438	25%
Town Hall - Income	-14,603	-126,300	-111,697	12%
Net Expenditure over Income	<u>35,729</u>	<u>75,470</u>	<u>39,741</u>	47%
<u>Public Toilets</u>	<u>2,129</u>	<u>16,050</u>	<u>13,921</u>	13%
<u>Town Hall, Assets and Services - Net Expenditure</u>	<u>91,318</u>	<u>332,892</u>	<u>241,574</u>	27%
<u>Capital</u>	<u>25,000</u>	<u>46,770</u>	<u>21,770</u>	53%
<u>Total Net Expenditure</u>	<u>260,157</u>	<u>923,674</u>	<u>663,517</u>	28%
<u>Personnel</u>				
Staff Costs	<u>238,235</u>	<u>829,960</u>	<u>591,725</u>	29%

Reserves as at 31/07/20

General Reserve	218,561
Capital Equipment Fund	37,994
Capital Contingency Fund	319,308
EMR Elections	20,000
EMR Crime Prevention/Traffic calming	7,357
EMR Covid 19 Fund	39,371
EMR Ancient Treasures	3,000
EMR Website	5,151
EMR Training	8,479
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	11,565
EMR Cenotaph	100,000
EMR Rotary Bonfire	5,000
EMR Civic	1,000
	<u>837,438</u>

**Bank Reconciliation Statement as at 31/07/2020
for Cashbook 1 - RBS Current/ Access Acct**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS Current Account 11411170	31/07/2020	673	23,549.29
			<u>23,549.29</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			23,549.29
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			23,549.29
		Balance per Cash Book is :-	23,549.29
		Difference is :-	0.00

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE	Finance and Policy Committee												
MEETING DATE AND TIME	10 th September 2020 7.00pm	LOCATION	Congleton Town Hall										
REPORT FROM	Jackie Potts – Support Manager												
AGENDA ITEM REPORT TITLE	11 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.												
	<p style="text-align: center;">Congleton Town Council - Savings account balances</p> <p style="text-align: center;"><u>Balances as at 31st July 2020</u></p> <table style="width: 100%;"><tr><td style="width: 80%;">Balance per Business Reserve Account (10180876)</td><td style="text-align: right;">776,056.88</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>1,076,056.88</u></td></tr></table>			Balance per Business Reserve Account (10180876)	776,056.88	Cambridge and Counties 1 year fixed deposit	150,000.00	CCLA deposit	150,000.00		<hr/>		<u>1,076,056.88</u>
Balance per Business Reserve Account (10180876)	776,056.88												
Cambridge and Counties 1 year fixed deposit	150,000.00												
CCLA deposit	150,000.00												
	<hr/>												
	<u>1,076,056.88</u>												
Decision Requested	To receive the Savings Account balances as at 31 st July 2020												

Congleton Town Council
RBS Current/I Access Acct

List of Payments made between 01/06/2020 and 31/07/2020

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/06/2020	Prism Solutions	DD	114.29	64127/11646/call charges
01/06/2020	Cheshire East Council	DD	2,739.00	TH business rates
01/06/2020	Cheshire East Council	DD	216.00	Mkt St toilets business rates
05/06/2020	BACS P/L Pymnt Page 2414	BACS Pymnt	1,876.23	BACS P/L Pymnt Page 2414
05/06/2020	BACS P/L Pymnt Page 2416	BACS Pymnt	15,617.35	BACS P/L Pymnt Page 2416
10/06/2020	British Telecom	DD	45.47	Q080DX/11667/internet line
12/06/2020	BACS P/L Pymnt Page 2419	BACS Pymnt	1,310.83	BACS P/L Pymnt Page 2419
12/06/2020	BACS P/L Pymnt Page 2420	BACS Pymnt	1,357.97	BACS P/L Pymnt Page 2420
15/06/2020	rbs bankline	DD	57.10	rbs bankline chgs
18/06/2020	RBS Autopay	BACS	58,997.49	Payroll June 20
19/06/2020	rbs charges	DD	7.77	bank chgs
23/06/2020	EE Ltd	DD	64.96	Mobile phone monthly chgs
25/06/2020	Prism Solutions	DD	1,098.22	123095/11747/IT Support
26/06/2020	BACS P/L Pymnt Page 2421	BACS Pymnt	11,638.30	BACS P/L Pymnt Page 2421
29/06/2020	Suez Recycling and Recovery UK	DD	309.41	31904672/11676/waste recycling
29/06/2020	Allpay - Plus Dane	DD	36.28	Allotment garage rental
01/07/2020	Quartix Ltd	DD	550.44	487593/11705/vehicle tracker
01/07/2020	Prism Solutions	DD	112.80	64263/11704/call charges
01/07/2020	West Mercia Energy	DD	61.62	11007021/11717/P pool elec
01/07/2020	Cheshire East Council	DD	2,739.00	business rates town hall
01/07/2020	Cheshire East Council	DD	216.00	business rates toilets
03/07/2020	BACS P/L Pymnt Page 2425	BACS Pymnt	7,100.17	BACS P/L Pymnt Page 2425
10/07/2020	BACS P/L Pymnt Page 2430	BACS Pymnt	1,656.72	BACS P/L Pymnt Page 2430
10/07/2020	Pitney Bowes Ltd	DD	140.28	BH433768/11844/ink cartridge
10/07/2020	Pitney Bowes Finance LTD	DD	190.05	BL06087198/11845/franking lease
13/07/2020	West Mercia Energy	DD	987.33	11009520/11721/Town Hall Electric & Gas
15/07/2020	RBS bankine	BACS	51.90	RBS bankine charges
17/07/2020	BACS P/L Pymnt Page 2435	BACS Pymnt	18,264.94	BACS P/L Pymnt Page 2435
17/07/2020	West Mercia Energy	DD	2,154.48	11011789/11719/Utilities
17/07/2020	RBS Autopay	BACS	60,367.04	Payroll July 20
21/07/2020	RBS bankcharges	BACS	7.61	bank chgs
23/07/2020	West Mercia Energy	DD	3,033.86	11015874/11741/T Hall Utilities
23/07/2020	EE Ltd	DD	67.20	01285665186/11763/mobilephones
24/07/2020	BACS P/L Pymnt Page 2439	BACS Pymnt	1,184.69	BACS P/L Pymnt Page 2439
27/07/2020	Prism Solutions	DD	1,098.22	124488/11804/it support 030720/11790/Protective Masks; Zoom subscription, Mayoral Covid cards
28/07/2020	RBS Credit Card	DD	408.14	cards
28/07/2020	Allpay - Plus Dane	DD	36.28	garage rental allotments
31/07/2020	BACS P/L Pymnt Page 2440	BACS Pymnt	4,025.15	BACS P/L Pymnt Page 2440
31/07/2020	Suez Recycling and Recovery UK	DD	313.94	31931167/11752/wasteRecycling
		Total Paymer	200,254.53	

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 3
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ACTIVE Active Travel Congleton							
001/11666/Start-up funds Authorised: ms	28/05/2020	001	1	500.00	0.00	500.00	0.00
					0.00	500.00	
Above paid on 05/06/2020 by Online Payment Ref ACTIVE							
CHRONICLE Heads Congleton Limited							
118560/11668/VE Day feature Authorised: mh	30/04/2020	118560	1	120.00	0.00	120.00	0.00
118673/11670/Kindness matters Authorised: mh	14/05/2020	118673	1	60.00	0.00	60.00	0.00
118713/11669/Mental health ad Authorised: mh	21/05/2020	118713	1	60.00	0.00	60.00	0.00
					0.00	240.00	
Above paid on 05/06/2020 by Online Payment Ref CHRONICLE							
EFFECTIVE The Effective Directories Ltd							
13090/11671/Double page ad Authorised: mh	22/05/2020	13090	1	148.80	0.00	148.80	0.00
					0.00	148.80	
Above paid on 05/06/2020 by Online Payment Ref EFFECTIVE							
MAC MAC Tool & Plant Hire Ltd							
5907/11672/rotavator hire Authorised: rb	31/05/2020	5907	1	138.00	0.00	138.00	0.00
5916/11673/trimmer repair Authorised: rb	31/05/2020	5916	1	24.30	0.00	24.30	0.00
5917/11674/trimmer repair Authorised: rb	31/05/2020	5917	1	137.63	0.00	137.63	0.00
					0.00	299.93	
Above paid on 05/06/2020 by Online Payment Ref MAC							
PRISMPARFU Prism Parfums Ltd							
567A/11675/missed VAT Authorised: jp	01/05/2020	567A	1	187.50	0.00	187.50	0.00
					0.00	187.50	
Above paid on 05/06/2020 by Online Payment Ref PRISMPARFU							

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 3
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
UNPLUGGED Congleton Unplugged							
FAP/40/1920/11665/Grant Authorised: jp	28/05/2020	FAP/40/1920	1	500.00	0.00	500.00	0.00
					<u>0.00</u>	<u>500.00</u>	
Above paid on 05/06/2020 by Online Payment Ref UNPLUGGED							
Total Purchase Ledger Payments						<u>0.00</u>	<u>1,876.23</u>

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 3
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ZURICHMUN Zurich Munciple							
44902069/11677/insurance renew Authorised: jp	26/05/2020	44902069	1	15,617.35	0.00	15,617.35	0.00
					0.00	15,617.35	
				Above paid on 05/06/2020 by Online Payment Ref ZURICHMUN			
				Total Purchase Ledger Payments		0.00	15,617.35

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 3
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CAVERN Cavern Protective Clothing							
18701/11678/S <i>scape PPE</i> Authorised: rb	20/05/2020	18701	1	67.20	0.00	67.20	0.00
					0.00	67.20	
Above paid on 12/06/2020 by Online Payment Ref CAVERN							
MAXIGIENE Maxigiene Enviromental Services Ltd							
25413C/11679/ <i>Legionella testin</i> Authorised: mjw	27/05/2020	25413C	1	108.00	0.00	108.00	0.00
					0.00	108.00	
Above paid on 12/06/2020 by Online Payment Ref MAXIGIENE							
NWPLANT Northwest Plant Agri Ltd							
103727/11680/ <i>Mower repair</i> Authorised: rb	28/05/2020	103727	1	168.30	0.00	168.30	0.00
					0.00	168.30	
Above paid on 12/06/2020 by Online Payment Ref NWPLANT							
PORTERS Porters Service Station Ltd							
0000457/11681/ <i>vehicle fuel</i> Authorised: rb	31/05/2020	0000457	1	759.49	0.00	759.49	0.00
					0.00	759.49	
Above paid on 12/06/2020 by Online Payment Ref PORTERS							
WATERLOGIC Waterlogic GB Ltd							
5631545/11682/ <i>rental & cups</i> Authorised: mjw	31/05/2020	5631545	1	207.84	0.00	207.84	0.00
					0.00	207.84	
Above paid on 12/06/2020 by Online Payment Ref WATERLOGIC							
Total Purchase Ledger Payments					0.00	1,310.83	

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 3
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TALKECHEM Talke Chemical Company Limited							
66193/11683/bin bags, gloves Authorised: rb	14/05/2020	66193	1	816.00	0.00	816.00	0.00
66194/11684/cleaning products Authorised: rb	28/05/2020	66194	1	541.97	0.00	541.97	0.00
					0.00	1,357.97	
Above paid on 12/06/2020 by Online Payment Ref TALKECHEM							
				Total Purchase Ledger Payments	0.00	1,357.97	

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 3
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BESTCONNEX The Best Connection Group							
3189108/11685/S scape temp Authorised: rb	05/06/2020	3189108	1	620.27	0.00	620.27	0.00
3190985/11686/S scape temp Authorised: rb	12/06/2020	3190985	1	620.27	0.00	620.27	0.00
3192949/11687/S scape temp Authorised: rb	19/06/2020	3192949	1	620.27	0.00	620.27	0.00
					0.00	1,860.81	
Above paid on 26/06/2020 by Online Payment Ref BESTCONNEX							
BOSTOCK J Bostock Travel Ltd							
230620/11688/reimburse HB Authorised: jm	09/06/2020	230620	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 26/06/2020 by Online Payment Ref BOSTOCK							
CANDA Canda Copying Ltd							
412646/11690/B & W copying Authorised: jp	01/06/2020	412646	1	174.78	0.00	174.78	0.00
412647/11689/colour copying Authorised: jp	01/06/2020	412647	1	135.68	0.00	135.68	0.00
					0.00	310.46	
Above paid on 26/06/2020 by Online Payment Ref CANDA							
CAVERN Cavern Protective Clothing							
18703/11691/S scape PPE Authorised: rb	02/06/2020	18703	1	178.80	0.00	178.80	0.00
					0.00	178.80	
Above paid on 26/06/2020 by Online Payment Ref CAVERN							
CHUBB Chubb Fire & Security Ltd							
8204935/11692/Alarm maint cont Authorised: mjlw	08/06/2020	8204935	1	864.72	0.00	864.72	0.00
8235762/11693/fire extinguishe Authorised: mjlw	16/06/2020	8235762	1	1,038.96	0.00	1,038.96	0.00
					0.00	1,903.68	
Above paid on 26/06/2020 by Online Payment Ref CHUBB							

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 3
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CTHEVENTS C T H Events & Parties							
2217/11694/kitchen clean Authorised: mju	22/06/2020	2217	1	474.00	0.00	474.00	0.00
					0.00	474.00	
Above paid on 26/06/2020 by Online Payment Ref CTHEVENTS							
DCASSIST D C Assist Ltd							
DCATH48/11695/toilet cleaning Authorised: mju	29/05/2020	DCATH48	1	162.50	0.00	162.50	0.00
DCATH49/11696/toilet cleaning Authorised: mju	05/06/2020	DCATH49	1	150.00	0.00	150.00	0.00
DCATH50/11697/toilet cleaning Authorised: mju	12/06/2020	DCATH50	1	187.50	0.00	187.50	0.00
					0.00	500.00	
Above paid on 26/06/2020 by Online Payment Ref DCASSIST							
DCKB DCK Accounting Solutions Ltd							
TPC9152/11698/Year End Account Authorised: jp	16/06/2020	TPC9152	1	774.00	0.00	774.00	0.00
					0.00	774.00	
Above paid on 26/06/2020 by Online Payment Ref DCKB							
GEOXPHERE GeoXphere Ltd							
00EQ043-0003/11699/subscriptio Authorised: jp	19/06/2020	00EQ043-0003	1	450.00	0.00	450.00	0.00
					0.00	450.00	
Above paid on 26/06/2020 by Online Payment Ref GEOXPHERE							
HILLDRUP Frank Hilldrup							
230620/11711/2 x hanging baske Authorised: jm	23/06/2020	230620	1	20.00	0.00	20.00	0.00
					0.00	20.00	
Above paid on 26/06/2020 by Online Payment Ref HILLDRUP							

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 3
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
JEWSON Jewson Limited							
0767/00117610/11701/paint Authorised: mjlw	08/06/2020	0767/00117610	1	199.52	0.00	199.52	0.00
					0.00	199.52	
Above paid on 26/06/2020 by Online Payment Ref JEWSON							
JWPLANT J W Plant The Flag Company							
5291/11703/Church penant Authorised: jm	16/06/2020	5291	1	214.38	0.00	214.38	0.00
					0.00	214.38	
Above paid on 26/06/2020 by Online Payment Ref JWPLANT							
KGLOACH K G Loach							
44581/11702/peat free compost Authorised: rb	09/06/2020	44581	1	47.40	0.00	47.40	0.00
					0.00	47.40	
Above paid on 26/06/2020 by Online Payment Ref KGLOACH							
LESHALMAN Les Halman Nurseries Ltd							
55379/11700/bedding plants Authorised: rb	22/06/2020	55379	1	709.44	0.00	709.44	0.00
					0.00	709.44	
Above paid on 26/06/2020 by Online Payment Ref LESHALMAN							
SLCC Society of Local Council Clerks							
131680/11706/webinar - LM Authorised: jp	19/05/2020	131680	1	84.00	0.00	84.00	0.00
					0.00	84.00	
Above paid on 26/06/2020 by Online Payment Ref SLCC							
THREADFAST Threadfast Engineers 1984 Ltd							
SIN102741/11707/cable ties Authorised: rb	22/06/2020	SIN102741	1	16.78	0.00	16.78	0.00
SIN105762/11708/duct tape etc Authorised: rb	22/06/2020	SIN105762	1	20.38	0.00	20.38	0.00
					0.00	37.16	
Above paid on 26/06/2020 by Online Payment Ref THREADFAST							

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 3
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
VANILLA Vanilla in All Seasons							
110620/11709/meals Authorised: mjw	11/06/2020	110620	1	220.80	0.00	220.80	0.00
180620/11710/meals Authorised: mjw	18/06/2020	180620	1	216.00	0.00	216.00	0.00
					0.00	436.80	
Above paid on 26/06/2020 by Online Payment Ref VANILLA							
WATER Water Plus Ltd							
05620775/11713/Water Plus Ltd Authorised: jp	03/06/2020	05620775	1	204.84	0.00	204.84	0.00
CRN00982449/11712/credit Authorised: jp	03/06/2020	CRN00982449	1	-456.65	0.00	-204.84	-251.81
					0.00	0.00	
No payment due as Credit Notes have been applied							
WATERPLUS2 Water Plus Ltd							
05620795/11715/water charges Authorised: jp	03/06/2020	05620795	1	115.53	0.00	115.53	0.00
CRN00982484/11714/credit Authorised: jp	03/06/2020	CRN00982484	1	-339.42	0.00	-115.53	-223.89
					0.00	0.00	
No payment due as Credit Notes have been applied							
WESTWALLAS West Wallasey Contract Hire							
CH49875/11722/Lease vehicles Authorised: rb	09/06/2020	CH49875	1	3,427.85	0.00	3,427.85	0.00
					0.00	3,427.85	
Above paid on 26/06/2020 by Online Payment Ref WESTWALLAS							
Total Purchase Ledger Payments						0.00	11,638.30

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 4
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BEARVOICE Bear Town Voice Magazine							
<i>BTV00118/11726/Double pg ad</i>	29/06/2020	BTV00118	1	100.00	0.00	100.00	0.00
Authorised: jm							
					0.00	100.00	
Above paid on 03/07/2020 by Online Payment Ref BEARVOICE							
BESTCONNEX The Best Connection Group							
<i>3195080/11723/S scape temp</i>	26/06/2020	3195080	1	620.27	0.00	620.27	0.00
Authorised: rb							
					0.00	620.27	
Above paid on 03/07/2020 by Online Payment Ref BESTCONNEX							
CARTER Mr John K Carter							
<i>250620/11724/Cenotaph works</i>	25/06/2020	250620	1	1,850.90	0.00	1,850.90	0.00
Authorised: ms							
					0.00	1,850.90	
Above paid on 03/07/2020 by Online Payment Ref CARTER							
CAVERN Cavern Protective Clothing							
<i>18706/11725/S scape PPE</i>	16/06/2020	18706	1	271.20	0.00	271.20	0.00
Authorised: rb							
					0.00	271.20	
Above paid on 03/07/2020 by Online Payment Ref CAVERN							
CHRONICLE Heads Congleton Limited							
<i>118865/11727/high street ad</i>	11/06/2020	118865	1	120.00	0.00	120.00	0.00
Authorised: jm							
					0.00	120.00	
Above paid on 03/07/2020 by Online Payment Ref CHRONICLE							
COBUS Cobus							
<i>53600/11742/hand sanitiser dis</i>	24/06/2020	53600	1	780.00	0.00	780.00	0.00
Authorised: mjw							
					0.00	780.00	
Above paid on 03/07/2020 by Online Payment Ref COBUS							

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 4
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DCASSIST D C Assist Ltd							
<i>DCATH0051/11728/toilet cleanin</i> Authorised: mjlw	19/06/2020	DCATH0051	1	187.50	0.00	187.50	0.00
<i>DCA0053/11730/manning P toilet</i> Authorised: mjlw	26/06/2020	DCA0053	1	450.00	0.00	450.00	0.00
<i>DCATH0052/11729/toilet cleanin</i> Authorised: mjlw	26/06/2020	DCATH0052	1	187.50	0.00	187.50	0.00
					0.00	825.00	
Above paid on 03/07/2020 by Online Payment Ref DCASSIST							
LANDSCAPE Landscape Supply Company							
<i>90222/11731/In bloom equip</i> Authorised: rb	13/03/2020	90222	1	333.83	0.00	333.83	0.00
					0.00	333.83	
Above paid on 03/07/2020 by Online Payment Ref LANDSCAPE							
MITTEN Mitten Clarke							
<i>22040/11732/Payroll support</i> Authorised: jp	26/06/2020	22040	1	522.00	0.00	522.00	0.00
					0.00	522.00	
Above paid on 03/07/2020 by Online Payment Ref MITTEN							
PRI Prism Solutions							
<i>124060/11733/2 x adobe softwar</i> Authorised: mh	26/06/2020	124060	1	1,129.97	0.00	1,129.97	0.00
					0.00	1,129.97	
Above paid on 03/07/2020 by Online Payment Ref PRI							
SASREFRIGE SAS Refrigeration							
<i>SI-838/11734/fridge repair</i> Authorised: mjlw	18/06/2020	SI-838	1	60.00	0.00	60.00	0.00
					0.00	60.00	
Above paid on 03/07/2020 by Online Payment Ref SASREFRIGE							

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 4
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
STONEHAMME Stonehammer Music Ltd							
290620/11735/T C entertainment Authorised: jm	29/06/2020	290620	1	400.00	0.00	400.00	0.00
					0.00	400.00	
Above paid on 03/07/2020 by Online Payment Ref STONEHAMME							
TALKECHEM Talke Chemical Company Limited							
66200/11736/disposable gloves Authorised: rb	23/06/2020	66200	1	78.00	0.00	78.00	0.00
					0.00	78.00	
Above paid on 03/07/2020 by Online Payment Ref TALKECHEM							
THREADFAST Threadfast Engineers 1984 Ltd							
SIN105896/11737/cylinder locks Authorised: rb	29/06/2020	SIN105896	1	9.00	0.00	9.00	0.00
					0.00	9.00	
Above paid on 03/07/2020 by Online Payment Ref THREADFAST							
Total Purchase Ledger Payments					0.00	7,100.17	

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 3
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BOMFORD Bomford Office Products Ltd							
86082/11743/June stationery Authorised: mh	30/06/2020	86082	1	204.02	0.00	204.02	0.00
86096/11744/June stationery Authorised: mh	30/06/2020	86096	1	33.36	0.00	33.36	0.00
					0.00	237.38	
Above paid on 10/07/2020 by Online Payment Ref BOMFORD							
GARTSIDE M Gartside							
010720/11745/Webinar Authorised: lm	30/06/2020	010720	1	84.00	0.00	84.00	0.00
					0.00	84.00	
Above paid on 10/07/2020 by Online Payment Ref GARTSIDE							
MAC MAC Tool & Plant Hire Ltd							
6370/11749/spark plug, fuel ad Authorised: rb	30/06/2020	6370	1	13.20	0.00	13.20	0.00
6372/11748/stihl pull cord Authorised: rb	30/06/2020	6372	1	46.80	0.00	46.80	0.00
					0.00	60.00	
Above paid on 10/07/2020 by Online Payment Ref MAC							
PORTERS Porters Service Station Ltd							
20200000557/11746/van fuel Authorised: rb	30/06/2020	20200000557	1	1,067.38	0.00	1,067.38	0.00
					0.00	1,067.38	
Above paid on 10/07/2020 by Online Payment Ref PORTERS							
SLCC Society of Local Council Clerks							
131765/11750/Webinar MJW Authorised: lm	19/05/2020	131765	1	84.00	0.00	84.00	0.00
131861/11751/Webinar LM Authorised: lm	05/06/2020	131861	1	84.00	0.00	84.00	0.00
					0.00	168.00	
Above paid on 10/07/2020 by Online Payment Ref SLCC							

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 3
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WATERLOGIC Waterlogic GB Ltd							
5675914/11753/cooler rental	30/06/2020	5675914	1	39.96	0.00	39.96	0.00
Authorised: mjlw							

0.00	39.96
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Above paid on 10/07/2020 by Online Payment Ref WATERLOGIC

Total Purchase Ledger Payments	0.00	1,656.72
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Linked to Cashbook 1

Entered Month 4
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BESTCONNEX The Best Connection Group							
3197256/11756/s scape temp Authorised: rb	03/07/2020	3197256	1	620.27	0.00	620.27	0.00
3199493/11755/S scape temp Authorised: rb	10/07/2020	3199493	1	620.27	0.00	620.27	0.00
					0.00	1,240.54	
Above paid on 17/07/2020 by Online Payment Ref BESTCONNEX							
BLITZ Blitz Fireworks Ltd							
SI-597/11757/Town bunting Authorised: jm	10/07/2020	SI-597	1	660.00	0.00	660.00	0.00
					0.00	660.00	
Above paid on 17/07/2020 by Online Payment Ref BLITZ							
CAVERN Cavern Protective Clothing							
18712/11758/S scape PPE Authorised: rb	02/07/2020	18712	1	67.20	0.00	67.20	0.00
					0.00	67.20	
Above paid on 17/07/2020 by Online Payment Ref CAVERN							
DCASSIST D C Assist Ltd							
DCATH56/11760/cleaning toilets Authorised: mjw	03/07/2020	DCATH56	1	187.50	0.00	187.50	0.00
DCATH54/11759/Manning Toilets Authorised: MJW	04/07/2020	DCATH54	1	450.00	0.00	450.00	0.00
DCATH57/11762/cleaning toilets Authorised: mjw	10/07/2020	DCATH57	1	187.50	0.00	187.50	0.00
DCA55/11761/manning toilets Authorised: mjw	11/07/2020	DCA55	1	450.00	0.00	450.00	0.00
					0.00	1,275.00	
Above paid on 17/07/2020 by Online Payment Ref DCASSIST							
DCKB DCK Accounting Solutions Ltd							
TPC9042/11785/Year End support Authorised: jp	22/04/2020	TPC9042	1	630.00	0.00	630.00	0.00
					0.00	630.00	
Above paid on 17/07/2020 by Online Payment Ref DCKB							

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 4
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
FOUR Four Oaks Nurseries Ltd							
98689/11764/flowers hanging b Authorised: rb	22/04/2020	98689	1	3,798.00	0.00	3,798.00	0.00
					0.00	3,798.00	
Above paid on 17/07/2020 by Online Payment Ref FOUR							
HAMPSHIRE Hampshire Flag Company							
175483/11765/bunting Authorised: mh	03/07/2020	175483	1	500.39	0.00	500.39	0.00
					0.00	500.39	
Above paid on 17/07/2020 by Online Payment Ref HAMPSHIRE							
JANTEX Jantex Furnishing Limited							
16328/11766/kitchen floor repa Authorised: mjjw	08/07/2020	16328	1	756.00	0.00	756.00	0.00
					0.00	756.00	
Above paid on 17/07/2020 by Online Payment Ref JANTEX							
LANDSCAPE Landscape Supply Company							
93000/11767/S scape PPE Authorised: rb	09/07/2020	93000	1	347.05	0.00	347.05	0.00
					0.00	347.05	
Above paid on 17/07/2020 by Online Payment Ref LANDSCAPE							
MAC MAC Tool & Plant Hire Ltd							
446/11769/mower repairs Authorised: rb	10/07/2020	6446	1	74.70	0.00	74.70	0.00
					0.00	74.70	
Above paid on 17/07/2020 by Online Payment Ref MAC							
MACARTHUR Mrs J MacArthur							
140720/11768/card reader Authorised: dm	14/07/2020	140720	1	17.99	0.00	17.99	0.00
					0.00	17.99	
Above paid on 17/07/2020 by Online Payment Ref MACARTHUR							

Linked to Cashbook 1

Entered Month 4
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
OTIS Otis Ltd							
01393581/11770/lift service Authorised: mjlw	01/07/2020	01393581	1	541.72	0.00	541.72	0.00
					0.00	541.72	
Above paid on 17/07/2020 by Online Payment Ref OTIS							
RBSSOFTWAR Rialtas Business Solutions							
SM21889/11772/omega support Authorised: jp	01/07/2020	SM21889	1	807.60	0.00	807.60	0.00
					0.00	807.60	
Above paid on 17/07/2020 by Online Payment Ref RBSSOFTWAR							
RVW RVW Pugh Ltd							
203971/11771/2 x lawn mowers Authorised: rb	02/07/2020	203971	1	1,620.00	0.00	1,620.00	0.00
					0.00	1,620.00	
Above paid on 17/07/2020 by Online Payment Ref RVW							
SILVERMAZE Silvermaze Ltd							
21977/11773/T C MAs Authorised: mh	07/07/2020	21977	1	306.00	0.00	306.00	0.00
					0.00	306.00	
Above paid on 17/07/2020 by Online Payment Ref SILVERMAZE							
SJS SJS Building Supplies Ltd							
0141873/11776/gravel Authorised: rb	09/07/2020	00141873	1	36.04	0.00	36.04	0.00
					0.00	36.04	
Above paid on 17/07/2020 by Online Payment Ref SJS							
SLCC Society of Local Council Clerks							
MEM229560/11774/membership Authorised: dm	01/06/2020	MEM229560	1	440.00	0.00	440.00	0.00
131902/11775/webinar Authorised: lm	23/06/2020	131902	1	42.00	0.00	42.00	0.00
					0.00	482.00	
Above paid on 17/07/2020 by Online Payment Ref SLCC							

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 4
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SPIRAL Spiral Colour							
34571/11778/correx boards Authorised: mh	11/07/2020	34571	1	86.40	0.00	86.40	0.00
34572/11777/banner Authorised: mh	11/07/2020	34572	1	144.00	0.00	144.00	0.00
					0.00	230.40	
Above paid on 17/07/2020 by Online Payment Ref SPIRAL							
ST St John's Community Centre							
202007/11779/meals on wheels Authorised: dm	10/07/2020	202007	1	550.00	0.00	550.00	0.00
					0.00	550.00	
Above paid on 17/07/2020 by Online Payment Ref ST							
TALKECHEM Talke Chemical Company Limited							
66209/11780/soap, hand towels Authorised: rb	03/07/2020	66209	1	125.69	0.00	125.69	0.00
66211/11781/T H cleaning stock Authorised: mjw	08/07/2020	66211	1	162.76	0.00	162.76	0.00
66212/11782/Toilet cleaning st Authorised: mjw	08/07/2020	66212	1	161.61	0.00	161.61	0.00
					0.00	450.06	
Above paid on 17/07/2020 by Online Payment Ref TALKECHEM							
VANILLA Vanilla in All Seasons							
750620CTH/11783/meals Authorised: mjw	06/07/2020	250620CTH	1	446.40	0.00	446.40	0.00
					0.00	446.40	
Above paid on 17/07/2020 by Online Payment Ref VANILLA							
WESTWALLAS West Wallasey Contract Hire							
CH59260/11784/lease vehicles Authorised: rb	10/07/2020	CH59260	1	3,427.85	0.00	3,427.85	0.00
					0.00	3,427.85	
Above paid on 17/07/2020 by Online Payment Ref WESTWALLAS							
Total Purchase Ledger Payments						0.00	18,264.94

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 4
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ADPROFILE A D Profile Ltd							
1475/11786/Keep it Local ad Authorised: jm	15/07/2020	1475	1	200.00	0.00	200.00	0.00
						0.00	200.00
Above paid on 24/07/2020 by Online Payment Ref ADPROFILE							
BESTCONNEX The Best Connection Group							
3201903/11787/s scape temp Authorised: rb	17/07/2020	3201903	1	620.27	0.00	620.27	0.00
						0.00	620.27
Above paid on 24/07/2020 by Online Payment Ref BESTCONNEX							
LANDSCAPE Landscape Supply Company							
93205/11788/trimmer head/ppp Authorised: rb	17/07/2020	93205	1	284.95	0.00	284.95	0.00
						0.00	284.95
Above paid on 24/07/2020 by Online Payment Ref LANDSCAPE							
WESTWALLAS West Wallasey Contract Hire							
MC60549/11791/replacement tyre Authorised: rb	17/07/2020	MC60549	1	79.47	0.00	79.47	0.00
						0.00	79.47
Above paid on 24/07/2020 by Online Payment Ref WESTWALLAS							
Total Purchase Ledger Payments						0.00	1,184.69

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Entered Month 4
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BESTCONNEX The Best Connection Group							
3204340/11792/s scape temp Authorised: rb	24/07/2020	3204340	1	620.27	0.00	620.27	0.00
					0.00	620.27	

Above paid on 31/07/2020 by Online Payment Ref BESTCONNEX

CHESHEAST Cheshire East Council							
41133867/11795/Annual licence Authorised: jm	21/07/2020	41133867	1	295.00	0.00	295.00	0.00
41133923/11796/f ground carpar Authorised: jm	22/07/2020	41133923	1	256.01	0.00	256.01	0.00
					0.00	551.01	

Above paid on 31/07/2020 by Online Payment Ref CHESHEAST

CITRON Citron Hygiene UK Ltd							
CN30037324/11793/clinical wast Authorised: mjw	01/07/2020	CN30037324	1	84.53	0.00	84.53	0.00
CN30037325/11794/clinical wast Authorised: mjw	01/07/2020	CN30037325	1	39.92	0.00	39.92	0.00
					0.00	124.45	

Above paid on 31/07/2020 by Online Payment Ref CITRON

DCASSIST D C Assist Ltd							
DCATH0056/11797/toilet cleanin Authorised: mjw	17/07/2020	DCATH0056	1	450.00	0.00	450.00	0.00
DCATH0058/11798/cleaning toile Authorised: mjw	17/07/2020	DCATH0058	1	187.50	0.00	187.50	0.00
DCATH0057/11799/public toilets Authorised: mjw	24/07/2020	DCATH0057	1	450.00	0.00	450.00	0.00
DCATH0059/11800/toilet cleanin Authorised: mjw	24/07/2020	DCATH0059	1	187.50	0.00	187.50	0.00
					0.00	1,275.00	

Above paid on 31/07/2020 by Online Payment Ref DCASSIST

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 4
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
JAF JAF Graphics							
30947/11801/covid banners Authorised: jm	23/07/2020	30947	1	312.00	0.00	312.00	0.00
					0.00	312.00	
Above paid on 31/07/2020 by Online Payment Ref JAF							
KGLOACH K G Loach							
45182/11802/compost etc Authorised: rb	16/07/2020	45182	1	769.59	0.00	769.59	0.00
					0.00	769.59	
Above paid on 31/07/2020 by Online Payment Ref KGLOACH							
LININGS Linings & Hoses Ltd							
CST246143/11814/fuses, wd40 Authorised: rb	22/07/2020	CST246143	1	115.15	0.00	115.15	0.00
					0.00	115.15	
Above paid on 31/07/2020 by Online Payment Ref LININGS							
PINTO Mrs P Pinto T/A Eco Learning UK							
270720/11803/travel expenses Authorised: jm	27/07/2020	270720	1	60.70	0.00	60.70	0.00
					0.00	60.70	
Above paid on 31/07/2020 by Online Payment Ref PINTO							
QUINTA The Quinta Primary School							
SO20/11805/room hire Authorised: jm	26/02/2020	SO20	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 31/07/2020 by Online Payment Ref QUINTA							
SPIRAL Spiral Colour							
34594/11806/shopping banner Authorised: mh	19/07/2020	34594	1	79.20	0.00	79.20	0.00
					0.00	79.20	
Above paid on 31/07/2020 by Online Payment Ref SPIRAL							

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 4
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
THREADFAST Threadfast Engineers 1984 Ltd							
SIN106136/11807/Threadfast Eng Authorised: rb	22/07/2020	SIN106136	1	9.65	0.00	9.65	0.00
SIN106137/11808/bit drivers et Authorised: rb	22/07/2020	SIN106137	1	58.13	0.00	58.13	0.00
					0.00	67.78	
Above paid on 31/07/2020 by Online Payment Ref THREADFAST							
Total Purchase Ledger Payments						0.00	4,025.15