Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford CiLCA**

20th November 2020

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

Dear Councillor,

Finance and Policy Committee Meeting – Thursday 26th November 2020

You are summoned to attend a meeting of the Finance and Policy Committee to be held on **Thursday 26th November 2020** commencing at **7.00pm.**
This will be a virtual meeting which needs to be accessed via Zoom.

Zoom Meeting ID: 845 2612 6663
Password: 041885

Use this link to open the Finance & Policy Committee Meeting via Zoom on Thursday 26th November 2020.

- **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

Congleton beartown
where friends are made

Congleton Town Council, Town Hall, High Street, Congleton, Cheshire CW12 1BN
Tel: **01260 270350**
Email: **info@congleton-tc.gov.uk** **www.congleton-tc.gov.uk**

AGENDA

1. **Apologies for absence**

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

2. **Minutes of Previous Meetings** (Enclosed)

   To approve and sign the minutes of the Finance & Policy Committee held on 10th September 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**

   To review any outstanding actions from previous meetings.

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 October 2020.

7. **New Applications for Financial Assistance** (Enclosed)

   - **Grant ref GR11/2021 –Congleton Park Bowling Club**
   - **Grant ref GR12/2021 –Daneside Community Theatre Trust**

8. **New Grant Activities Monitoring Forms** (Enclosed)

   To receive the Grant Activities Monitoring form from St Peter's Church.

9. **Letters of Thanks** (Enclosed)

   To receive letters of thanks from Rotary Congleton and St Peter's Church for previous grants awarded.

10. **Management Accounts** (Enclosed)

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

11. **Bank Reconciliation** (Enclosed)

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

12. **Savings Account Balances** (Enclosed)

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

13. **List of Payments** (Enclosed)

To receive and approve the Payments lists between 1st August and 31st October 2020.

14. **First Interim Internal Audit Report 2020/21** (Enclosed)

To receive and note the first interim Internal Audit report for 2020/21.

15. **2020/21 Pay Award** (Enclosed)

To receive and approve the 2020-21 National Salary Award as agreed by the National Joint Council for Local Government Services.

16. **Budget and Precept 2021/22** (Enclosed)

To receive and approve the 2021/22 budget and precept for recommendation to Council.

17. **Town Council Office Server Upgrade** (Enclosed)

To approve a potential overspend on the Capital budget for Office Equipment to purchase new laptops for staff and to upgrade the office server as the existing one will not be supported after December 2020.

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

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

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

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 Visitor Information Centre.

CONGLETON TOWN COUNCIL

Minutes of the Finance and Policy Committee Meeting held on Thursday 10th September 2020

Conducted via Zoom – Meeting ID 810 7758 2545

****Please note – These are draft minutes and will not be ratified until the next meeting of the Finance & Policy Committee on 12th November 2020**

PRESENT Committee members:

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

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

Non Committee members
Kay Wesley

1. Apologies

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

Apologies were received from Cllr S Akers Smith

2. Minutes

FAP/13/2021 RESOLVED to approve the minutes of the meeting 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.

- Cllrs David Brown, George Hayes, Sally Ann Holland (Mayor), Rob Moreton and Denis Murphy, declared a non-pecuniary interest in any matters relating to Cheshire East Council.
- Cllr George Hayes declared a non-pecuniary interest in grant application GR04/2021 Friends for Leisure.
- Cllrs George Hayes and Sally Ann Holland (Mayor) declared a non-pecuniary interest in grant application GR05/2021 The Symphonia James Smith declared a non-pecuniary interest in grant application GR08/2021 Rotary Club of Congleton.
- Cllrs Sall Ann Holland (Mayor) and Denis Murphy declared a non-pecuniary interest in grant application GR09/2021 Congleton Community Credit Union (CCCU).
- Cllrs Sally Ann Holland (Mayor) and Denis Murphy declared a non-pecuniary interest in grant application in GR10/2021 League of Friends Macc and Congleton WM Hospitals.

4. Outstanding Actions

There were no outstanding actions.

5. Questions from Members of the Public

None received.

6. Grant Approvals and Commitments 2020/21

FAP/14/2021 RESOLVED that the statement to 31st July 2020 be received.

7. New Applications for Financial Assistance

FAP/15/2021 RESOLVED to award the following grants:

- Grant ref GR02/2021 – St Peter's Church Clock
  - £249 Under the power PCA1957 s2
- Grant ref GR03/2021 – Age UK Men in Sheds Congleton
  - £500
- Grant ref GR04/2021 – Friends for Leisure
  - £264
- Grant ref GR05/2021 – The Symphonia Verbum Orchestra
  - £350
- Grant ref GR06/2021 – Gawsworth Girls Brigade
  - £140
- Grant ref GR07/2021 – Congleton Bath House and Physic Garden
  - £308

- Grant ref GR08/2021 – Rotary of Congleton
    - £500
- Grant ref GR09/2021 – Congleton Community Credit Union
    - £45
- Grant re GR10/2021 – League of Friends Macc & Congleton WM Hospital
    - £250

**Grants GR03 – GR10 were awarded using the General Power of Competence.

8. New Grant Activities Monitoring Forms

None received.

9. Management Accounts

FAP/16/2021 RESOLVED to receive the Management Accounts to 31st July 2020.

10. Bank Reconciliation

FAP/17/2021 RESOLVED to receive the bank reconciliation as at 31st July 2020.

11. Savings Account Balances

FAP/18/2021 RESOLVED to receive the Savings Account balances as at 31st July 2020.

12. List of Payments

FAP/19/2021 RESOLVED to receive and approve the Payments lists between 1st June – 31st July 2020.

Cllr Robert Douglas
Chair

Congleton Town Grant Commitments 2020/21

Date Grant Approved	To	Permitted For	Section	Minute Referenc	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 farm	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 house	Gpoc	FAP/03/2021		200.00	200.00	0.00	31/07/2020
10/09/2020	Age UK Men in Sheds Congleton	Towards Covid PPE to enable reopening	Gpoc	FAP/14/2021		500.00	500.00	0.00	25/09/2020
10/09/2020	Friends for Leisure	To enable Zoom meetings	Gpoc	FAP/14/2021		264.00	264.00	0.00	25/09/2020
10/09/2020	The Symphonia Verbum Orchestra	Support for music in schools	Gpoc	FAP/14/2021		350.00		350.00	
10/09/2020	Gawsworth Girls Brigade	Towards Covid PPE to enable reopening	Gpoc	FAP/14/2021		140.00	140.00	0.00	17/11/2020
10/09/2020	Congleton Bath House and Physic G	Towards advertising literature	Gpoc	FAP/14/2021		308.00	308.00	0.00	25/09/2020
10/09/2020	Rotary of Congleton	Tree of light project	Gpoc	FAP/14/2021		500.00	500.00	0.00	25/09/2020
10/09/2020	Congleton Community Credit Union	Membership of CVS	Gpoc	FAP/14/2021		45.00	45.00	0.00	25/09/2020
10/09/2020	L of Friends Macc & CWM Hospital	Towards Covid PPE to enable reopening	Gpoc	FAP/14/2021		250.00	250.00	0.00	02/11/2020
Totals					5639.00	7057.00	2,707.00	9989.00	

EMR b/fwd	£5,639.00		
Budget 20/21	£23,250.00	£61,583.00	Total Grant budget
Total approved to date	£8,196.00		
Total money still available for grants	**£20,693.00**		

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	249.00	51.00	
Totals					0.00	38,333.00	38,333.00	37,282.00	1,051.00	

Ear marked reserve b/fwd	£0
Budget 2020/21	£38,333
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 11 / 2021

1.1	***Applicant(s):***	MR P. CHARLESWORTH
1.2	***Representing:***	CONGLETON PARK BOWLING CLUB
1.3	***Email Address:***	N/A
1.4	***Tel No.***	
1.5	***Project Title:***	CLUB REFURBISHMENT
1.6	***Project Objectives:***	TO BRING THE CLUB UP TO STANDARD BY PAINTING THE FRONT ELEVATION (OUTSIDE)
1.7	***Brief Project Description:***	SEE ABOVE
1.8	***Details accounts/budgets***	N/A : WE ARE ONLY LOOKING FOR A GRANT OF £250

Part 2: Cost Details / Resources / Timescale

2.1	***Total Cost of Project:***	£820 : SEE QUOTE
2.2	***Total contribution sought:***	£250
2.3	**What will the money be spent on?**	SEE 1.6 . : COMPLETE REDECORATION TO OUTSIDE OF CLUB HOUSE (FRONT ELEVATION ONLY) .

2.4	*Any ongoing costs:*	N/A
2.5	*Details of confirmed match funding include source* *Cash:* NIL *In kind:* NIL	N/A
2.6	*Resources needed:*	N/A.
2.7	*Estimated timescale of project from start to finish:*	1 WEEK

Part 3: Potential Benefits / Outputs

3.1	*What are the potential benefits/outputs to residents of Congleton*	THE OUTSIDE REDECORATION WILL HOPEFULLY ATTRACT MEMBERS AND VISITORS ALIKE TO VISIT THE CLUB
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?* *?*	BY MYSELF AND THE COMMITTE
4.2	*Describe how you will promote the Town Council in your project*	BY HAVING A PHOTOGRAPH TAKEN WITH A PROMINENT MEMBER OF THE COUNCIL ON COMPLETION

q P. Secretary Date: 21.10.20

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.

Andrew Cucyk

Professional Painter and Decorator
Brown Lees Road, Biddulph, Stoke-on-Trent, ST8 6PW

Name: Paul Charlesworth

Address: 52, Sandbach Road, Congleton

Date: 18/10/2020

Estimate

Item, Redecoration of Front of bowling club.

Materials £170.00
Labour £650.00
Total £820.00

Congleton Town Council
Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR12/2021

1.1	***Applicant(s):***	Paul Drage
1.2	***Representing:***	Daneside Community Theatre Trust
1.3	***Email Address:***	
1.4	***Tel No.***	
1.5	***Project Title:***	Cinema equipment installation
1.6	***Project Objectives:***	To install our own cinema projector, screen and ancillary equipment
1.7	***Brief Project Description:***	To install our own equipment so that we can increase our cinema offering from 20 to 95 shows per year
1.8	***Details accounts/budgets***	See attached

Part 2: Cost Details / Resources / Timescale

2.1	***Total Cost of Project:***	£27,674.10
2.2	***Total contribution sought:***	£1,500
2.3	**What will the money be spent on?**	Partial funding of film transport and storage equipment

2.4	***Any ongoing costs:***	The project will be self-funding, and is planned to break even after about 15 months
2.5	***Details of confirmed match funding include source*** *Cash:* *In kind:*	All other funding for this project is confirmed through existing own funds
2.6	***Resources needed:***	A small extra grant, and volunteer help to plan and run the events
2.7	***Estimated timescale of project from start to finish:***	We hope to show the first films at the beginning of 2021

Part 3: Potential Benefits / Outputs

3.1	***What are the potential benefits/outputs to residents of Congleton***	We are currently limited to 20 films per year because of available manpower, available timeslots within the theatre, and available bookings of the mobile cinema equipment. We will be able to greatly increase our offerings.
3.2	***Are there similar services/ projects provided in the area***	Only our existing programme.

Part 4: Evaluation/Publicity

4.1	***How will the project be evaluated and who will carry out the evaluation? ?***	The Daneside Committee will evaluate it, comparing planned and actual audience numbers and profit, as well as audience feedback.
4.2	***Describe how you will promote the Town Council in your project***	We will thank the TC in our printed material, and on-screen before each film.

Signature: Paul Drage *Date:* 30/10/2020

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

Congleton Town Council

Town Council Grant

Activities Monitoring Form

1. Contact Details

Organisation name:	St Peter's Congleton
Address:	Chapel Street, Congleton CW12 4AB

2. Grant Information

Grant Reference Number:	GR02/2021		
Total project cost:	£298.80		

Receipts Attached? Yes [x] No [ ]	Receipt Amount:	£298.80 incl. VAT. £249 ex vat.
Please list receipts below: Smith of Derby – previously submitted		

3. Project Information

When did the project commence?		02/07/2020	
Did you make a profit from the project? Yes [ ] No [x]			
If yes, how will this be used?			
Please explain how the grant money was used: For the servicing of the clock on St. Peter's Church Tower.			

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

The clock, which can be seen from many areas of the town, keeps good time.

All repairs and maintenance work are the responsibility of the congregation and funded by direct giving, or fund raising or grants. A grant is much appreciated.

St. Peter's is the only grade 1 listed building in the centre of Congleton and a building in good condition can be used by both congregation and the community.

Our vision is ensure that St. Peter's is an asset to Congleton for future generations both as a place of worship and community building.

The working of the clock is monitored by the bell tower captain.

4. Promotion

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

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

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

Please state how (i.e. on your website, event programme, tickets, etc)
Information about our grant givers is often displayed in church and on publicity for events.

Letter of thanks sent to the council.

5. Feedback

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

Works very smoothly

How did you apply? Online [x] Email [ ] Post [ ]

Do you feel that you understood the process? Yes [x] No [ ]

Please rate the following elements:

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

President: 2019 - 2020
Rod Goodier

Rotary Congleton

ROTARY CONNECTS THE WORLD

Jackie Potts
Support Manager RFO
Congleton Town Council
Congleton Town Hall
7 High Street
Congleton
CW12 1BN

September 17th 2020

Ref: **Rotary Tree of Light**

On behalf of Rotary Congleton, I write to thank Congleton Town Council and in particular the ~~Planning~~ policy and Finance Committee most sincerely for the generous grant towards the Rotary Tree of Light project. I have every confidence that this permanent initiative will benefit our community for very many years to come.

I will personally keep in contact with CTC's marketing department to jointly develop marketing strategies thus ensuring we spread the good news far and wide to the people of Congleton.

Your support is very much appreciated, thank you.

Yours sincerely,

Rod Goodier
Rotary Congleton
Immediate Past President

St. Peter's Church

Chapel Street

5 October 2020

Dear Councillors

I am writing on behalf of St. Peter's Church to express our thanks for the grant for the servicing of St. Peter's clock. We are always very grateful for any assistance to help us maintain this special building.

We are continuing to move forward with our vision to restore and develop St. Peter's for future generations.

Specialists have just removed for restoration one of the badly worn and damaged gallery windows on the north side. There will be repairs, or replacement where necessary of the iron work and glass.

This will act as a pilot for the restoration of the other 13 gallery windows.

We are currently open for Sunday worship and for funerals and hope that next year, if coronavirus circumstances allow, we will be able to resume our midweek events for the community.

Yours sincerely

Pauline Drew

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	26/11/2020 7pm	**LOCATION**	Via Zoom
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM REPORT TITLE	**10** **Management accounts for October 2020**		
Background	Variance analysis of the Management Accounts for October 2020 to accompany the spreadsheet.		
Updates	These figures are to 31st October 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 total for month 7 show figures largely in line with the budget. 58% 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 January 2021. **Finance and Policy Committee** Corporate Management Overall on budget • Reception (Visitor Information Centre) - is paid in full in October (the Centre act as the Town Council'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 the full budget has been used. • Insurance is a full year cost. • Auditing invoices still to be received. Democratic/Civic Slightly under budget • The Mayor's annual allowance has been paid. • The Council newsletter has had more pages so slightly overspent. • 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 very little expenditure on this. • As the Annual Council meeting and Civic service have not taken place very little has been charged against the Civic budget to date.		

	Grants £20,693 is available for grants for remainder of 20/21. **Community and Environment Committee** Under budget – 35% of the annual budget has been spent to 31/10/20. • Underspend on Community Development due to 2 budgeted posts not yet filled. • The Christmas Fayre budget will be spent on entertainment to encourage shoppers into the Town after lockdown. • Youth and Young people budget is usually used to support primary schools coming into the Town Hall Junior Mayor Making days and Youth Committee support but these have been unable to happen due to Covid 19 restrictions. • The budget for the Luncheon club is underspent but there has been some publicity to increase the number of meals produced so this might be used during the rest of the financial year. **Town Hall, Assets and Services Committee** • Paddling Pool – underbudget as closed for the 2020 season. • Streetscape - Income on budget, expenditure slightly under budget so 52% 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 doning) so overall 98% of budget used to October. **Capital** Capital is shown to enable the management accounts to balance to the budget figure. The £36k actual expenditure to date is for transfers to reserves plus the PWLB repayment. Any capital purchases are reflected in the reserves. **Personnel Committee** Staffing costs slightly under budget due to 2 posts budgeted for but not yet appointed.
Decision Requested	To receive the Management Accounts for October 2020

Congleton Town Council - Management Accounts October 2020

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
Finance and Policy Committee				
Corp Management				
Staff Costs (re-allocated)	82,000	141,048	59,048	58%
Travel	0	900	900	0%
Training / Conferences	1,790	3,000	1,210	60%
Rent Payable	8,138	13,950	5,812	58%
Reception - TIC	0	3,450	3,450	0%
Miscellaneous Office Costs	194	1,660	1,466	12%
Telephone/Fax/Internet	237	1,020	783	23%
Postage	881	2,900	2,019	30%
Stationery & Printing	600	3,000	2,400	20%
Subscriptions & Publications	3,532	3,500	-32	101%
Insurance	8,665	9,180	515	94%
Computer/IT Costs	6,406	11,600	5,194	55%
Photocopy Charges	362	2,600	2,238	14%
Recruitment Advertising	196	500	304	39%
Other Advertising	0	300	300	0%
Bank Charges	508	1,000	492	51%
Audit Fees - External	0	2,000	2,000	0%
Audit Fees - Internal	0	1,290	1,290	0%
Accountancy Support	1,463	4,570	3,107	32%
Legal & Professional fees	1,029	5,000	3,971	21%
HR & H&S support	1,759	4,590	2,831	38%
Central Overheads reallocated	-29,503	-63,095	-33,592	47%
Corporate Management:-Expenditure	**88,257**	**153,963**	**65,706**	57%
Interest Receivable	-576	-3,000	-2,424.00	19%
Corporate Management :- Income	**-576**	**-3,000**	**-2,424**	19%
Net Expenditure over Income	**87,681**	**150,963**	**63,282**	58%
Civic				
Staff Costs (re-allocated)	16,207	27,664	11,457	59%
Training / Conferences	832	2,000	1,168	42%
Stationery & Printing	0	500	500	0%
Marketing/Promotions	124	1,000	876	12%
Council Newsletter	5,760	5,388	-372	107%
Council Website	1,540	1,500	-40	103%
Mayor's Allowance	3,000	3,000	0	100%
Members Expenses	0	200	200	0%
Civic Expenses	30	5,000	4,970	1%
Civic Regalia	0	250	250	0%
Hall & Room Hire	601	6,000	5,399	10%
Civic Artefacts and Treasures	0	500	500	0%
Central Overheads reallocated	1,206	2,534	1,328	48%
Civic:-Expenditure	**29,300**	**55,536**	**26,236**	53%
Grants Grants	**40,890**	**61,583**	**20,693**	66%
F&P Income - Expenditure Totals	**157,871**	**268,082**	**110,211**	59%
Community and Environment Committee				
Propogation Unit	0	1,000	1,000	0%
Floral Displays	5,642	12,250	6,608	46%
Allotments	218	1,250	1,032	17%
Congleton Partnership	20,549	35,227	14,678	58%
Community Development	48,595	140,553	91,958	35%
Crime Reduction/CCTV	17,820	53,650	35,830	33%
Christmas Fayre/lights	202	16,000	15,798	1%
Neighbourhood Plan	0	0	0	#DIV/0!
Covid 19	14,972	0	-14,972	#DIV/0!
Donations and transfer from Covid 19 EMR	-14,972	0	14,972	#DIV/0!
Tourism	1,294	5,000	3,706	26%
Youth and Young People	0	2,000	2,000	0%

Luncheon Club	2,369	9,000	6,631	26%
Community and Environment - Expenditure Totals	**96,689**	**275,930**	**179,241**	35%

Town Hall, Assets and Services Committee	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
Paddling Pool	**1,809**	**27,005**	**25,196**	7%
Streetscape				
Streetscape Expenditure	328,045	596,969	268,924	55%
Streetscape - Income CEC	-213,911	-366,702	-152,791	58%
Streetscape - External work income	-2,827	-15,000	-12,173	19%
Streetscape - Other	-278	0	278	#DIV/0!
Streetscape - Misc Income	-525	-900	-375	58%
	-217,541	-382,602	-165,061	57%
Net Expenditure over Income	**110,504**	**214,367**	**103,863**	52%
Town Hall				
Town Hall - Expenditure	101,201	201,770	100,569	50%
Town Hall - Income	-27,290	-126,300	-99,010	22%
Net Expenditure over Income	**73,911**	**75,470**	**1,559**	98%
Public Toilets	**5,651**	**16,050**	**10,399**	35%
Town Hall, Assets and Services - Net Expenditure	**191,875**	**332,892**	**141,017**	58%
Capital	**35,889**	**46,770**	**10,881**	77%
Total Net Expenditure	**482,324**	**923,674**	**441,350**	52%
Personnel				
Staff Costs	**433,089**	**829,960**	**396,871**	52%

Reserves as at 31/10/20

General Reserve	218,561
Capital Equipment Fund	36,968
Capital Contingency Fund	315,765
EMR Elections	20,000
EMR Crime Prevention/Traffic calmin	7,357
EMR Covid 19 Fund	18,724
EMR Business Recovery Fund	20,000
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 Plar	10,953
EMR Cenotaph	59,056
EMR Rotary Bonfire	5,000
EMR Civic	1,000
	790,666

Bank Reconciliation Statement as at 31/10/2020
for Cashbook 1 - RBS Current/I Access Acct

Bank Statement Account Name (s)	Statement Date	Page No	Balances
RBS Current Account 11411170	30/10/2020	715	38,197.95
			38,197.95

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		38,197.95

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		38,197.95

Balance per Cash Book is :-	**38,197.95**
Difference is :-	**0.00**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE	Finance and Policy Committee		
MEETING DATE AND TIME	26th November 2020 7.00pm	**LOCATION**	Via Zoom
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM **REPORT TITLE**	**12** **Congleton Town Council – Savings account balances**		
Background	To inform the Finance and Policy Committee with the location and balances of the Town Council's savings and investments.		

Congleton Town Council - Savings account balances

Balances as at 31st October 2020

Balance per Business Reserve Account (10180876)	**966079.37**
Cambridge and Counties 1 year fixed deposit	**150,000.00**
CCLA deposit	**150,000.00**
	1,076,056.88

Decision Requested	To receive the Savings Account balances as at 31st October 2020

Congleton Town Council
RBS Current/I Access Acct

List of Payments made between 01/08/2020 and 31/10/2020

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
03/08/2020	BACS P/L Pymnt Page 2457	BACS Pymnt	114.10	BACS P/L Pymnt Page 2457
03/08/2020	Cheshire East Council	DD	2,739.00	Business rates T Hall
03/08/2020	Cheshire East Council	DD	216.00	Business Rates toilets
11/08/2020	BACS P/L Pymnt Page 2443	BACS Pymnt	30,850.75	BACS P/L Pymnt Page 2443
12/08/2020	HM Revenue & Customs PAYE	DD	8,016.52	Vat - 30.06.20
14/08/2020	BACS P/L Pymnt Page 2446	BACS Pymnt	306.58	BACS P/L Pymnt Page 2446
17/08/2020	rbs bankline	DD	62.30	bankline charges
18/08/2020	payroll	BACS	61,491.89	payroll August
21/08/2020	BACS P/L Pymnt Page 2452	BACS Pymnt	19,542.14	BACS P/L Pymnt Page 2452
21/08/2020	bank charges	DD	8.45	bank charges
23/08/2020	EE Ltd	DD	65.10	01285731756/11964/mobile charges
24/08/2020	EE Ltd	DD	66.30	01285698616/11908/mobile chges
25/08/2020	Prism Solutions	DD	1,098.22	125845/11882/I T support
28/08/2020	BACS P/L Pymnt Page 2458	BACS Pymnt	5,770.46	BACS P/L Pymnt Page 2458
28/08/2020	Allpay - Plus Dane	DD	36.28	allotment garage rental
28/08/2020	Suez Recycling and Recovery UK	DD	309.42	32011701/11842/waste recycling
28/08/2020	RBS Credit Card	DD	143.95	030820/11909/luncheon club boxes
01/09/2020	Prism Solutions	DD	116.32	64544/11883/call charges
01/09/2020	Cheshire East Council	DD	2,739.00	Business Rates T Hall
01/09/2020	Cheshire East Council	DD	216.00	Business Rates Toilets
01/09/2020	Petty cash reimbursement	CHQ	148.76	petty cash
04/09/2020	BACS P/L Pymnt Page 2460	BACS Pymnt	2,900.75	BACS P/L Pymnt Page 2460
04/09/2020	West Mercia Energy	DD	1,711.00	11026517/11813/t hall utilities
09/09/2020	British Telecom	DD	45.47	Q081HJ/11892/call charges
10/09/2020	Purchase Power	DD	107.00	BH570523/11899/postage
11/09/2020	BACS P/L Pymnt Page 2464	BACS Pymnt	1,772.77	BACS P/L Pymnt Page 2464
15/09/2020	bankline	BACS	60.70	bankline
16/09/2020	West Mercia Energy	DD	36.95	11029087/11888/toilets electric
17/09/2020	Congleton Bowling club	8960	200.00	Cong bowling club fap/03/2021
18/09/2020	BACS P/L Pymnt Page 2466	BACS Pymnt	30,626.30	BACS P/L Pymnt Page 2466
18/09/2020	bank charges	DD	8.45	bank charges
18/09/2020	payroll Sept	BACS	68,093.24	payroll Sept
21/09/2020	West Mercia Energy	DD	1,917.39	11034664/11907/Town Hall utilities
25/09/2020	BACS P/L Pymnt Page 2471	BACS Pymnt	10,112.92	BACS P/L Pymnt Page 2471
25/09/2020	Prism Solutions	DD	1,098.22	127290/11959/IT Support
25/09/2020	cvs cheshire east	BACS	45.00	grant gr09/2021
25/09/2020	Friends for Leisure	BACS	264.00	GR04/2021
25/09/2020	Bath House	BACS	308.00	GR07/2021
25/09/2020	Rotary Congleton	BACS	500.00	GR08/2021
25/09/2020	Age Concern	BACS	500.00	GR03/2021
28/09/2020	RBS Credit Card	DD	644.33	030920/11938/vehicle fuel, webcam
28/09/2020	allotments	DD	36.28	allotments
30/09/2020	Suez Recycling and Recovery UK	DD	309.42	32040351/11910/wast recycling
30/09/2020	PWLB repayment	DD	10,888.84	PWLB loan half yearly repayment
01/10/2020	Quartix Ltd	DD	550.44	503964/11937/vehicle tracker
01/10/2020	Prism Solutions	DD	113.83	64690/11946/call charges
01/10/2020	Cheshire East Council	DD	2,739.00	business rates T H
01/10/2020	Cheshire East Council	DD	216.00	business rates - toilets
02/10/2020	BACS P/L Pymnt Page 2474	BACS Pymnt	1,321.12	BACS P/L Pymnt Page 2474
02/10/2020	Mrs S Holland	BACS	3,000.00	mayoral allowance
09/10/2020	BACS P/L Pymnt Page 2478	BACS Pymnt	18,756.63	BACS P/L Pymnt Page 2478
09/10/2020	Purchase Power	DD	244.36	BH634549/11963/postage/consuma
09/10/2020	St Peters Church	BACS	249.00	GR02/2021 Grant church clock
15/10/2020	West Mercia Energy	DD	289.50	11039816/11950/Toilet Electric
15/10/2020	Bankline	BACS	59.10	Bankline chgs
16/10/2020	BACS P/L Pymnt Page 2481	BACS Pymnt	21,874.74	BACS P/L Pymnt Page 2481

16/10/2020	RBS Autopay	BACS	64,904.88	payroll
21/10/2020	West Mercia Energy	DD	48.98	11042037/11962/Town Hall elect
21/10/2020	bank charges	BACS	8.87	bank charges
23/10/2020	BACS P/L Pymnt Page 2493	BACS Pymnt	4,532.86	BACS P/L Pymnt Page 2493
23/10/2020	EE Ltd	DD	66.01	01285764634/12001/mobile chrgs
23/10/2020	garage	BACS	159.60	woodlands garages refund
26/10/2020	Prism Solutions	DD	1,098.22	128886/12039/IT Support
28/10/2020	Allpay - Plus Dane	DD	36.28	allotments
28/10/2020	RBS Credit Card	DD	507.67	survey monkey £360; Job Advert £74; covid signs £21; Streetscape £62
30/10/2020	BACS P/L Pymnt Page 2496	BACS Pymnt	4,785.07	BACS P/L Pymnt Page 2496
30/10/2020	Suez Recycling and Recovery UK	DD	309.42	32069039/11965/waste recycling
	Total Payments		392,116.15	

Linked to Cashbook 1 **Entered Month 5 by user ST**

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PRI	**Prism Solutions**							
64402/11789/call charges		30/06/2020	64402	1	114.10	0.00	114.10	0.00
Authorised: jp								
						0.00	**114.10**	
				Above paid on 03/08/2020 by Online Payment Ref PRI				
				Total Purchase Ledger Payments		**0.00**	**114.10**	

Linked to Cashbook 1 **Entered Month 5 by user ST**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ALPHATYRES Alpha and Street Legal Tyres Ltd							
12394/11815/tyre repair	24/07/2020	12394	1	102.00	0.00	102.00	0.00
Authorised: rb							
					0.00	**102.00**	
Above paid on 11/08/2020 by Online Payment Ref ALPHATYRES							
ATHENA Athena Catering Hire Ltd							
111/11816/table numbers/stands	29/07/2020	111	1	96.00	0.00	96.00	0.00
Authorised: rb							
					0.00	**96.00**	
Above paid on 11/08/2020 by Online Payment Ref ATHENA							
BESTCONNEC The Best Connection Group							
3206863/11817/S/scape temp	31/07/2020	3206863	1	536.45	0.00	536.45	0.00
Authorised: rb							
					0.00	**536.45**	
Above paid on 11/08/2020 by Online Payment Ref BESTCONNEC							
CAMPEY Campey Turf Care Systems							
109548/11818/repairs to mowers	31/07/2020	109548	1	1,206.07	0.00	1,206.07	0.00
Authorised: rb							
					0.00	**1,206.07**	
Above paid on 11/08/2020 by Online Payment Ref CAMPEY							
ARTER Mr John K Carter							
300720/11819/cenotaph project	30/07/2020	300720	1	643.39	0.00	643.39	0.00
Authorised: ms							
					0.00	**643.39**	
Above paid on 11/08/2020 by Online Payment Ref CARTER							
CAVERN Cavern Protective Clothing							
18715/11822/s scape PPE	21/07/2020	18715	1	30.60	0.00	30.60	0.00
Authorised: rb							
18716/11821/S scape PPE	26/07/2020	18716	1	99.30	0.00	99.30	0.00
Authorised: rb							

Continued over page

Linked to Cashbook 1 **Entered Month 5 by user ST**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
18718/11820/keep your distance Authorised: rb	30/07/2020	18718	1	360.00	0.00	360.00	0.00
					0.00	**489.90**	

Above paid on 11/08/2020 by Online Payment Ref CAVERN

CHRONICLE Heads Congleton Limited

119050/11825/cong business ad Authorised: mh	02/07/2020	119050	1	124.80	0.00	124.80	0.00
119058/11823/welcome back ad Authorised: mh	02/07/2020	119058	1	124.80	0.00	124.80	0.00
119098/11824/cong business ad Authorised: mh	09/07/2020	119098	1	124.80	0.00	124.80	0.00
					0.00	**374.40**	

Above paid on 11/08/2020 by Online Payment Ref CHRONICLE

CONNECTED Connected Shopping Ltd

9447/11826/schools hol project Authorised: ms	28/07/2020	9447	1	255.00	0.00	255.00	0.00
					0.00	**255.00**	

Above paid on 11/08/2020 by Online Payment Ref CONNECTED

DCASSIST D C Assist Ltd

DCAPT0061/11828/toilet cleanin Authorised: mjw	31/07/2020	DCAPT0061	1	200.00	0.00	200.00	0.00
DCATH0060/11827/covid security Authorised: mjw	31/07/2020	DCATH0060	1	450.00	0.00	450.00	0.00
DCAVIC61/11829/VIC deepclean Authorised: mjw	31/07/2020	DCAVIC61	1	150.00	0.00	150.00	0.00
					0.00	**800.00**	

Above paid on 11/08/2020 by Online Payment Ref DCASSIST

LANDSCAPE Landscape Supply Company

93571/11830/S scape supplies Authorised: rb	29/07/2020	93571	1	658.07	0.00	658.07	0.00
					0.00	**658.07**	

Above paid on 11/08/2020 by Online Payment Ref LANDSCAPE

Continued over page

Linked to Cashbook 1 **Entered Month 5 by user ST**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LININGS **Linings & Hoses Ltd**							
CST246543/11831/jerry cans	31/07/2020	CST246543	1	366.90	0.00	366.90	0.00
Authorised: rb							
					0.00	**366.90**	
Above paid on 11/08/2020 by Online Payment Ref LININGS							
MAC **MAC Tool & Plant Hire Ltd**							
6700/11832/mower repairs	31/07/2020	6700	1	194.11	0.00	194.11	0.00
Authorised: rb							
6701/11833/new ped mower	31/07/2020	6701	1	83.40	0.00	83.40	0.00
uthorised: rb							
					0.00	**277.51**	
Above paid on 11/08/2020 by Online Payment Ref MAC							
MIDLAND **Midland Masonry**							
7457/11834/Cenotaph works	31/07/2020	7457	1	23,995.45	0.00	23,995.45	0.00
Authorised: ms/dm							
					0.00	**23,995.45**	
Above paid on 11/08/2020 by Online Payment Ref MIDLAND							
ONESTOP **One Stop Promotions Ltd**							
17323/11835/NHS Flag	23/06/2020	17323	1	137.94	0.00	137.94	0.00
Authorised: mjw							
					0.00	**137.94**	
Above paid on 11/08/2020 by Online Payment Ref ONESTOP							
TALKECHEM **Talke Chemical Company Limited**							
66216/11836/face masks	23/07/2020	66216	1	34.80	0.00	34.80	0.00
Authorised: rb							
66227/11838/Dog fouling bags	27/07/2020	66227	1	106.74	0.00	106.74	0.00
Authorised: rb							
66221/11837/covid PPE	29/07/2020	66221	1	331.19	0.00	331.19	0.00
Authorised: rb							
66228/11839/street cleansing	29/07/2020	66228	1	438.94	0.00	438.94	0.00
Authorised: rb							
					0.00	**911.67**	
Above paid on 11/08/2020 by Online Payment Ref TALKECHEM							
Total Purchase Ledger Payments					**0.00**	**30,850.75**	

Linked to Cashbook 1

Entered Month 5
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CHESHELECT Cheshire Electrical Supplies Ltd							
596-067528/11841/Cheshire Elec	29/07/2020	596-067528	1	4.58	0.00	4.58	0.00
Authorised: mjw							
					0.00	**4.58**	
Above paid on 14/08/2020 by Online Payment Ref CHESHELECT							
CHUBB Chubb Fire & Security Ltd							
8258027/11840/alarm call out	08/07/2020	8258027	1	259.70	0.00	259.70	0.00
Authorised: mjw							
					0.00	**259.70**	
Above paid on 14/08/2020 by Online Payment Ref CHUBB							
WATERLOGIC Waterlogic GB Ltd							
5722700/11843/cooler rental	31/07/2020	5722700	1	42.30	0.00	42.30	0.00
Authorised: mjw							
					0.00	**42.30**	
Above paid on 14/08/2020 by Online Payment Ref WATERLOGIC							
Total Purchase Ledger Payments					**0.00**	**306.58**	

Linked to Cashbook 1 **Entered Month 5 by user ST**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ALPHATYRES Alpha and Street Legal Tyres Ltd							
13078/11848/replace tyre	17/08/2020	13078	1	98.50	0.00	98.50	0.00
Authorised: rb							
					0.00	**98.50**	
Above paid on 21/08/2020 by Online Payment Ref ALPHATYRES							
ANSA Ansa Environmental Services							
531024631/11849/HR & HS servic	03/08/2020	531024631	1	1,054.96	0.00	1,054.96	0.00
Authorised: jp							
					0.00	**1,054.96**	
Above paid on 21/08/2020 by Online Payment Ref ANSA							
BARNSLEY Barnsley Lock & Safe Co Ltd							
46853/11850/padlocks & keys	12/08/2020	46853	1	146.81	0.00	146.81	0.00
Authorised: rb							
					0.00	**146.81**	
Above paid on 21/08/2020 by Online Payment Ref BARNSLEY							
BEARDLTD R Beard Ltd							
4048500323/11851/painting TIC	07/08/2020	4048500323	1	955.00	0.00	955.00	0.00
Authorised: mjw							
					0.00	**955.00**	
Above paid on 21/08/2020 by Online Payment Ref BEARDLTD							
BESTCONNEC The Best Connection Group							
3209485/11852/S scape temp	07/08/2020	3209485	1	620.27	0.00	620.27	0.00
Authorised: rb							
3212211/11853/S scape temp	14/08/2020	3212211	1	620.27	0.00	620.27	0.00
Authorised: rb							
					0.00	**1,240.54**	
Above paid on 21/08/2020 by Online Payment Ref BESTCONNEC							

Continued over page

Linked to Cashbook 1 Entered Month 5 by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ACORN Acorn Occupational Health Ltd							
28825/11875/Telephone assessm	19/08/2020	28825	1	172.80	0.00	172.80	0.00
Authorised: rb							
					0.00	**172.80**	
Above paid on 28/08/2020 by Online Payment Ref ACORN							
BESTCONNEC The Best Connection Group							
3214977/11876/S scape temp	21/08/2020	3214977	1	620.27	0.00	620.27	0.00
Authorised: rb							
					0.00	**620.27**	
Above paid on 28/08/2020 by Online Payment Ref BESTCONNEC							
CHESHELECT Cheshire Electrical Supplies Ltd							
596-068262/11877/batteries	10/08/2020	596-068262	1	23.39	0.00	23.39	0.00
Authorised: mjw							
					0.00	**23.39**	
Above paid on 28/08/2020 by Online Payment Ref CHESHELECT							
CSG Congleton Sustainability Group							
200801/11889/Virtual CSG proje	25/08/2020	200801	1	500.00	0.00	500.00	0.00
Authorised: ms							
					0.00	**500.00**	
Above paid on 28/08/2020 by Online Payment Ref CSG							
EPH Electric Picture House							
180820/11879/Art workshops	18/08/2020	180820	1	120.00	0.00	120.00	0.00
Authorised: ms							
					0.00	**120.00**	
Above paid on 28/08/2020 by Online Payment Ref EPH							
LININGS Linings & Hoses Ltd							
CST247500/11880/coolant	20/08/2020	CST247500	1	194.32	0.00	194.32	0.00
Authorised: rb							
					0.00	**194.32**	
Above paid on 28/08/2020 by Online Payment Ref LININGS							

Continued over page

Linked to Cashbook 1 Entered Month 5 by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MUSEUM Congleton Museum							
SI768/11878/cong park booklets	21/08/2020	SI768	1	22.50	0.00	22.50	0.00
Authorised: rb							
					0.00	**22.50**	
Above paid on 28/08/2020 by Online Payment Ref MUSEUM							
PHS PHS Group							
67498490/11881/water managemen	01/06/2020	67498490	1	124.01	0.00	124.01	0.00
Authorised: mjw							
					0.00	**124.01**	
Above paid on 28/08/2020 by Online Payment Ref PHS							
SBT SBT Engineering Services Ltd							
24621/11884/ESPA Pump	13/08/2020	24621	1	992.28	0.00	992.28	0.00
Authorised: rb							
					0.00	**992.28**	
Above paid on 28/08/2020 by Online Payment Ref SBT							
THREADFAST Threadfast Engineers 1984 Ltd							
SIN106486/11886/tools	19/08/2020	SIN106486	1	31.76	0.00	31.76	0.00
Authorised: rb							
SIN106553/11885/tools	21/08/2020	SIN106553	1	65.13	0.00	65.13	0.00
Authorised: rb							
					0.00	**96.89**	
Above paid on 28/08/2020 by Online Payment Ref THREADFAST							
TMC TMC Creative Ltd							
7256/11887/E learning course	08/07/2020	7256	1	2,904.00	0.00	2,904.00	0.00
Authorised: jm/ms							
					0.00	**2,904.00**	
Above paid on 28/08/2020 by Online Payment Ref TMC							
Total Purchase Ledger Payments					**0.00**	**5,770.46**	

Linked to Cashbook 1 **Entered Month 6 by user ST**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BEARVOICE Bear Town Voice Magazine							
BTV00209/11890/half page adv	27/08/2020	BTV00209	1	62.50	0.00	62.50	0.00
Authorised: jm							
					0.00	**62.50**	
Above paid on 04/09/2020 by Online Payment Ref BEARVOICE							
BESTCONNEC The Best Connection Group							
3217982/11891/S scape temp	28/08/2020	3217982	1	771.17	0.00	771.17	0.00
Authorised: rb							
					0.00	**771.17**	
Above paid on 04/09/2020 by Online Payment Ref BESTCONNEC							
CARTER Mr John K Carter							
1205/11893/cenotaph works	31/08/2020	1205	1	643.39	0.00	643.39	0.00
Authorised: ms							
					0.00	**643.39**	
Above paid on 04/09/2020 by Online Payment Ref CARTER							
CHESHELECT Cheshire Electrical Supplies Ltd							
596-068869/11894/bulbs	19/08/2020	596-068869	1	7.79	0.00	7.79	0.00
Authorised: mjw							
					0.00	**7.79**	
Above paid on 04/09/2020 by Online Payment Ref CHESHELECT							
JEWSON Jewson Limited							
0767/00122026/11895/recharge	21/08/2020	0767/00122026	1	46.85	0.00	46.85	0.00
Authorised: rb							
					0.00	**46.85**	
Above paid on 04/09/2020 by Online Payment Ref 0767/00122							
KGLOACH K G Loach							
45637/11897/compost	26/08/2020	45637	1	46.20	0.00	46.20	0.00
Authorised: rb							
					0.00	**46.20**	
Above paid on 04/09/2020 by Online Payment Ref KGLOACH							

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Linked to Cashbook 1 Entered Month 6 by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LANDSCAPE Landscape Supply Company							
94161/11896/S scape PPE	27/08/2020	94161	1	417.69	0.00	417.69	0.00
Authorised: rb							
					0.00	**417.69**	
Above paid on 04/09/2020 by Online Payment Ref LANDSCAPE							
MAXIGIENE Maxigiene Enviromental Services Ltd							
25862C/11898/legionella monito	26/08/2020	25862C	1	108.00	0.00	108.00	0.00
Authorised: mjw							
					0.00	**108.00**	
Above paid on 04/09/2020 by Online Payment Ref MAXIGIENE							
RBSSOFTWAR Rialtas Business Solutions							
28257/11900/Training ST	31/08/2020	28257	1	330.00	0.00	330.00	0.00
Authorised: jp							
					0.00	**330.00**	
Above paid on 04/09/2020 by Online Payment Ref RBSSOFTWAR							
SECUR Secur-80 Ltd							
5642/11901/annual keyholder ch	31/07/2020	5642	1	144.00	0.00	144.00	0.00
Authorised: mjw							
					0.00	**144.00**	
Above paid on 04/09/2020 by Online Payment Ref SECUR							
THREADFAST Threadfast Engineers 1984 Ltd							
SIN106598/11902/toilet lock	26/08/2020	SIN106598	1	23.16	0.00	23.16	0.00
Authorised: mjw							
					0.00	**23.16**	
Above paid on 04/09/2020 by Online Payment Ref THREADFAST							
WHITE White Ribbon UK							
1087/11903/year 1 accreditatio	27/08/2020	1087	1	300.00	0.00	300.00	0.00
Authorised: jp							
					0.00	**300.00**	
Above paid on 04/09/2020 by Online Payment Ref WHITE							
Total Purchase Ledger Payments					**0.00**	**2,900.75**	

Linked to Cashbook 1 **Entered Month 6 by user ST**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CHRONICLE Heads Congleton Limited							
119363/11911/p/ship AGM ad	13/08/2020	119363	1	87.36	0.00	87.36	0.00
Authorised: ms							
					0.00	**87.36**	
Above paid on 11/09/2020 by Online Payment Ref CHRONICLE							
DCASSIST D C Assist Ltd							
DCA066/11912/toilet cleaning	28/08/2020	DCA066	1	187.50	0.00	187.50	0.00
Authorised: mjw							
					0.00	**187.50**	
Above paid on 11/09/2020 by Online Payment Ref DCASSIST							
PORTERS Porters Service Station Ltd							
0000692/11913/vehicle fuel	31/08/2020	0000692	1	108.94	0.00	108.94	0.00
Authorised: rb							
					0.00	**108.94**	
Above paid on 11/09/2020 by Online Payment Ref PORTERS							
TALKECHEM Talke Chemical Company Limited							
66241/11915/T H cleaning stock	25/08/2020	66241	1	220.25	0.00	220.25	0.00
Authorised: mjw							
66242/11916/public toilet stoc	25/08/2020	66242	1	70.86	0.00	70.86	0.00
Authorised: mjw							
66245/11914/Talke Chemical Com	26/08/2020	66245	1	406.20	0.00	406.20	0.00
Authorised: rb							
					0.00	**697.31**	
Above paid on 11/09/2020 by Online Payment Ref TALKECHEM							
URC United Reformed Church							
290220/11917/luncheon club	29/02/2020	290220	1	325.50	0.00	325.50	0.00
Authorised: dm							
					0.00	**325.50**	
Above paid on 11/09/2020 by Online Payment Ref URC							

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Linked to Cashbook 1 **Entered Month 6 by user ST**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WATERLOGIC Waterlogic GB Ltd							
5771940/11918/drinking water	31/08/2020	5771940	1	366.16	0.00	366.16	0.00
Authorised: mjw							
					0.00	**366.16**	

Above paid on 11/09/2020 by Online Payment Ref WATERLOGIC

Total Purchase Ledger Payments	**0.00**	**1,772.77**

Linked to Cashbook 1 Entered Month 6 by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BESTCONNEC The Best Connection Group							
3221097/11919/S scape temp	04/09/2020	3221097	1	720.88	0.00	720.88	0.00
Authorised: rb							
3224202/11920/s/scape temp	11/09/2020	3224202	1	486.16	0.00	486.16	0.00
Authorised: rb							
					0.00	**1,207.04**	
Above paid on 18/09/2020 by Online Payment Ref BESTCONNEC							
BROMLEY Bromley Farm Community Development Trust							
120920/11921/Holiday club food	12/09/2020	120920	1	80.00	0.00	80.00	0.00
Authorised: ms							
					0.00	**80.00**	
Above paid on 18/09/2020 by Online Payment Ref BROMLEY							
BROXAP Broxap Ltd							
266369/11922/bin keys	07/09/2020	266369	1	19.80	0.00	19.80	0.00
Authorised: rb							
					0.00	**19.80**	
Above paid on 18/09/2020 by Online Payment Ref BROXAP							
CALC Cheshire Association of Local Councils							
2020/517/11925/cllr training	07/09/2020	2020/517	1	75.00	0.00	75.00	0.00
Authorised: lm							
					0.00	**75.00**	
Above paid on 18/09/2020 by Online Payment Ref CALC							
CANDA Canda Copying Ltd							
415603/11924/B & W copying	01/09/2020	415603	1	176.50	0.00	176.50	0.00
Authorised: jp							
415604/11923/colour copying	01/09/2020	415604	1	163.99	0.00	163.99	0.00
Authorised: jp							
					0.00	**340.49**	
Above paid on 18/09/2020 by Online Payment Ref CANDA							

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Linked to Cashbook 1 **Entered Month 6 by user ST**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CHRONICLE Heads Congleton Limited							
119577/11926/in bloom advert	10/09/2020	119577	1	62.40	0.00	62.40	0.00
Authorised: rb							
					0.00	**62.40**	
Above paid on 18/09/2020 by Online Payment Ref CHRONICLE							
DCASSIST D C Assist Ltd							
DCA0067/11927/toilet cleaning	04/09/2020	DCA0067	1	150.00	0.00	150.00	0.00
Authorised: mjw							
					0.00	**150.00**	
Above paid on 18/09/2020 by Online Payment Ref DCASSIST							
GLASDON Glasdon UK Ltd							
SI801620/11928/banding kit	04/09/2020	SI801620	1	447.24	0.00	447.24	0.00
Authorised: rb							
					0.00	**447.24**	
Above paid on 18/09/2020 by Online Payment Ref GLASDON							
ID2 ID2 Media Ltd							
7640/11929/Town Hall video	10/09/2020	7640	1	1,800.00	0.00	1,800.00	0.00
Authorised: mh							
					0.00	**1,800.00**	
Above paid on 18/09/2020 by Online Payment Ref ID2							
KGLOACH K G Loach							
45806/11932/rakes, clippers et	09/09/2020	45806	1	140.28	0.00	140.28	0.00
Authorised: rb							
					0.00	**140.28**	
Above paid on 18/09/2020 by Online Payment Ref KGLOACH							
LANDSCAPE Landscape Supply Company							
94413/11930/strimmer head etc	10/09/2020	94413	1	72.43	0.00	72.43	0.00
Authorised: rb							
					0.00	**72.43**	
Above paid on 18/09/2020 by Online Payment Ref LANDSCAPE							

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Linked to Cashbook 1 **Entered Month 6 by user ST**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LININGS **Linings & Hoses Ltd**							
CST248555/11931/WD40	10/09/2020	CST248555	1	23.72	0.00	23.72	0.00
Authorised: rb							
					0.00	**23.72**	
Above paid on 18/09/2020 by Online Payment Ref LININGS							
MARSTON **Marston & Grundy LLP**							
20/242/11933/consultancy	28/07/2020	20/242	1	324.00	0.00	324.00	0.00
Authorised: ms							
					0.00	**324.00**	
Above paid on 18/09/2020 by Online Payment Ref MARSTON							
MIDLAND **Midland Masonry**							
7478/11934/Cenotaph works	01/09/2020	7478	1	25,136.60	0.00	25,136.60	0.00
Authorised: dm							
					0.00	**25,136.60**	
Above paid on 18/09/2020 by Online Payment Ref MIDLAND							
MOSSLEY **Mossley CE Primary School**							
310820/11935/kids holiday club	31/08/2020	310820	1	350.00	0.00	350.00	0.00
Authorised: ms							
					0.00	**350.00**	
Above paid on 18/09/2020 by Online Payment Ref MOSSLEY							
PITNEY LTD **Pitney Bowes Ltd**							
105613003/11936/franking machi	09/09/2020	105613003	1	118.80	0.00	118.80	0.00
Authorised: jp							
					0.00	**118.80**	
Above paid on 18/09/2020 by Online Payment Ref PITNEYLTD							
SLCC **Society of Local Council Clerks**							
131927/11939/webinars	26/06/2020	131927	1	84.00	0.00	84.00	0.00
Authorised: lm							
					0.00	**84.00**	
Above paid on 18/09/2020 by Online Payment Ref SLCC							

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Linked to Cashbook 1 **Entered Month 6 by user ST**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WHITE **White Ribbon UK**							
1090/11940/support merchandise	11/09/2020	1090	1	194.50	0.00	194.50	0.00
Authorised: jm							
					0.00	**194.50**	
Above paid on 18/09/2020 by Online Payment Ref WHITE							
Total Purchase Ledger Payments					**0.00**	**30,626.30**	

Linked to Cashbook 1 Entered Month 6 by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BESTCONNEC The Best Connection Group							
3227517/11951/The Best Connect	18/09/2020	3227517	1	620.27	0.00	620.27	0.00
Authorised: rb							
					0.00	**620.27**	
Above paid on 25/09/2020 by Online Payment Ref BESTCONNEC							
BOMFORD Bomford Office Products Ltd							
86798/11952/Sept stationery	21/09/2020	86798	1	150.73	0.00	150.73	0.00
Authorised: mh							
					0.00	**150.73**	
Above paid on 25/09/2020 by Online Payment Ref BOMFORD							
CHRONICLE Heads Congleton Limited							
119662/11941/job advert	17/09/2020	119662	1	146.40	0.00	146.40	0.00
Authorised: jm							
					0.00	**146.40**	
Above paid on 25/09/2020 by Online Payment Ref CHRONICLE							
DCASSIST D C Assist Ltd							
TH0068/11942/toilet cleaning	11/09/2020	TH0068	1	187.50	0.00	187.50	0.00
Authorised: mjw							
TH0069/11943/toilet cleaning	18/09/2020	TH0069	1	187.50	0.00	187.50	0.00
Authorised: mjw							
					0.00	**375.00**	
Above paid on 25/09/2020 by Online Payment Ref DCASSIST							
LANDSCAPE Landscape Supply Company							
94606/11944/bucket, gloves	17/09/2020	94606	1	110.34	0.00	110.34	0.00
Authorised: rb							
					0.00	**110.34**	
Above paid on 25/09/2020 by Online Payment Ref LANDSCAPE							

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Linked to Cashbook 1 **Entered Month 6 by user ST**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LININGS **Linings & Hoses Ltd**							
CST248953/11945/air filter, ca	17/09/2020	CST248953	1	63.65	0.00	63.65	0.00
Authorised: rb							
					0.00	**63.65**	
Above paid on 25/09/2020 by Online Payment Ref LININGS							
MARSHALLS **Marshalls Natural Stone Paving**							
220990/11953/cenotaph stone	18/09/2020	220990	1	8,406.53	0.00	8,406.53	0.00
Authorised: dm							
					0.00	**8,406.53**	
Above paid on 25/09/2020 by Online Payment Ref MARSHALLS							
ST **St John's Community Centre**							
202010/11947/meals on wheels	16/09/2020	202010	1	240.00	0.00	240.00	0.00
Authorised: dm							
					0.00	**240.00**	
Above paid on 25/09/2020 by Online Payment Ref ST							
Total Purchase Ledger Payments					**0.00**	**10,112.92**	

Linked to Cashbook 1 **Entered Month 6 by user ST**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BOMFORD **Bomford Office Products Ltd**							
86862/11955/labels	28/09/2020	86862	1	6.84	0.00	6.84	0.00
Authorised: mh							
86876/11954/masks/bags	28/09/2020	86876	1	248.56	0.00	248.56	0.00
Authorised: mh							
					0.00	**255.40**	
Above paid on 02/10/2020 by Online Payment Ref BOMFORD							
CHUBB **Chubb Fire & Security Ltd**							
8352685/11956/Alarm contract	10/09/2020	8352685	1	829.87	0.00	829.87	0.00
Authorised: mjw							
					0.00	**829.87**	
Above paid on 02/10/2020 by Online Payment Ref CHUBB							
LANDSCAPE **Landscape Supply Company**							
94821/11957/tools	25/09/2020	94821	1	151.85	0.00	151.85	0.00
Authorised: rb							
					0.00	**151.85**	
Above paid on 02/10/2020 by Online Payment Ref LANDSCAPE							
SLCC **Society of Local Council Clerks**							
131905/11960/social media webi	23/06/2020	131905	1	84.00	0.00	84.00	0.00
Authorised: lm							
					0.00	**84.00**	
Above paid on 02/10/2020 by Online Payment Ref SLCC							
Total Purchase Ledger Payments					**0.00**	**1,321.12**	

Linked to Cashbook 1 Entered Month 7 by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BESTCONNEC The Best Connection Group							
3230761/11966/s/scape temp	25/09/2020	3230761	1	670.57	0.00	670.57	0.00
Authorised: rb							
					0.00	**670.57**	
Above paid on 09/10/2020 by Online Payment Ref BESTCONNEC							
CAVERN Cavern Protective Clothing							
18728/11969/S scape PPE	12/09/2020	18728	1	95.40	0.00	95.40	0.00
Authorised: rb							
18733/11967/s scape PPE	18/09/2020	18733	1	16.80	0.00	16.80	0.00
Authorised: rb							
18737/11968/S scape PPE	25/09/2020	18737	1	50.40	0.00	50.40	0.00
Authorised: rb							
					0.00	**162.60**	
Above paid on 09/10/2020 by Online Payment Ref CAVERN							
CHESHEAST Cheshire East Council							
41135601/11972/CCTV contributi	25/09/2020	41135601	1	11,399.70	0.00	11,399.70	0.00
Authorised: jm							
					0.00	**11,399.70**	
Above paid on 09/10/2020 by Online Payment Ref CHESHEAST							
CONGGARDEN Congleton Garden Machinery Ltd							
38071/11973/chainsaw parts	24/09/2020	38071	1	71.10	0.00	71.10	0.00
Authorised: rb							
					0.00	**71.10**	
Above paid on 09/10/2020 by Online Payment Ref CONGGARDEN							
CROLLEY Chris Rolley Associates							
070920/11977/job evaluation	07/09/2020	070920	1	700.00	0.00	700.00	0.00
Authorised: dm							
150920/11978/job evaluation	15/09/2020	150920	1	150.00	0.00	150.00	0.00
Authorised: dm							
					0.00	**850.00**	
Above paid on 09/10/2020 by Online Payment Ref CROLLEY							

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Linked to Cashbook 1 Entered Month 7 by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DCASSIST D C Assist Ltd							
TH0070/11974/toilet cleaning	25/09/2020	TH0070	1	187.50	0.00	187.50	0.00
Authorised: mjw							
					0.00	**187.50**	
Above paid on 09/10/2020 by Online Payment Ref DCASSIST							
KGLOACH K G Loach							
46018/11975/buckets etc	24/09/2020	46018	1	47.52	0.00	47.52	0.00
Authorised: rb							
					0.00	**47.52**	
Above paid on 09/10/2020 by Online Payment Ref KGLOACH							
PCCC Police & Crime Commissioner for Cheshire							
110720002082/11970/pcso	31/07/2020	110720002082	1	8,320.00	0.00	8,320.00	0.00
Authorised: dm							
110720002206/11971/credit pcso	30/09/2020	110720002206	1	-8,320.00	0.00	-8,320.00	0.00
Authorised: dm							
					0.00	**0.00**	
No payment due as Credit Notes have been applied							
PORTERS Porters Service Station Ltd							
000778/11976/vehicle fuel	30/09/2020	000778	1	1,283.27	0.00	1,283.27	0.00
Authorised: rb							
					0.00	**1,283.27**	
Above paid on 09/10/2020 by Online Payment Ref PORTERS							
TALKECHEM Talke Chemical Company Limited							
66250/11980/T H Cleaning stock	16/09/2020	66250	1	237.47	0.00	237.47	0.00
Authorised: mjw							
66251/11981/toilet cleani stoc	16/09/2020	66251	1	137.91	0.00	137.91	0.00
Authorised: mjw							
66252/11982/disposable gloves	16/09/2020	66252	1	331.20	0.00	331.20	0.00
Authorised: rb							
66253/11983/bin bags, bleach	30/09/2020	66253	1	391.25	0.00	391.25	0.00
Authorised: rb							
					0.00	**1,097.83**	
Above paid on 09/10/2020 by Online Payment Ref TALKECHEM							

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Linked to Cashbook 1 **Entered Month 7 by user ST**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TAYLER **Stuart Tayler Plumbing**							
160920/11984/guttering repairs	16/09/2020	160920	1	330.00	0.00	330.00	0.00
Authorised: mjw							
250920/11985/new tap toilets	25/09/2020	250920	1	187.00	0.00	187.00	0.00
Authorised: mjw							
					0.00	**517.00**	
			Above paid on 09/10/2020 by Online Payment Ref TAYLER				
THOR **PTSG Electrical Services Ltd**							
147885/11979/lightning protect	25/09/2020	147885	1	112.80	0.00	112.80	0.00
Authorised: mjw							
					0.00	**112.80**	
			Above paid on 09/10/2020 by Online Payment Ref THOR				
TSELECT **T & S Electrical Limited**							
2161/11986/touch pad repairs	21/09/2020	2161	1	53.29	0.00	53.29	0.00
Authorised: mjw							
2162/11987/floodlights	21/09/2020	2162	1	327.10	0.00	327.10	0.00
Authorised: mjw							
					0.00	**380.39**	
			Above paid on 09/10/2020 by Online Payment Ref TSELECT				
WESTERN **Western Power Distribution**							
20056685/11988/power cenotaph	30/09/2020	20056685	1	1,976.35	0.00	1,976.35	0.00
Authorised: ms							
					0.00	**1,976.35**	
			Above paid on 09/10/2020 by Online Payment Ref WESTERN				
			Total Purchase Ledger Payments		**0.00**	**18,756.63**	

Linked to Cashbook 1 **Entered Month 7 by user ST**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BELMONT Belmont Fabrication (Congleton) Ltd							
16011/11989/sink repairs	14/08/2020	16011	1	276.00	0.00	276.00	0.00
Authorised: mjw							
					0.00	**276.00**	
Above paid on 16/10/2020 by Online Payment Ref BELMONT							
BESTCONNEC The Best Connection Group							
3234001/11990/s scape temp	02/10/2020	3234001	1	620.27	0.00	620.27	0.00
Authorised: rb							
3237269/11991/s scape temp	09/10/2020	3237269	1	620.27	0.00	620.27	0.00
Authorised: rb							
					0.00	**1,240.54**	
Above paid on 16/10/2020 by Online Payment Ref BESTCONNEC							
CALC Cheshire Association of Local Councils							
2020/562/11995/webinar RD	08/10/2020	2020/562	1	25.00	0.00	25.00	0.00
Authorised: lm							
2020/555/11996/webinar JM	12/10/2020	2020/555	1	25.00	0.00	25.00	0.00
Authorised: lm							
					0.00	**50.00**	
Above paid on 16/10/2020 by Online Payment Ref CALC							
CARTER Mr John K Carter							
071020/11992/cenotaph project	07/10/2020	071020	1	643.33	0.00	643.33	0.00
Authorised: dm							
					0.00	**643.33**	
Above paid on 16/10/2020 by Online Payment Ref CARTER							
CAVERN Cavern Protective Clothing							
18739/11993/s scape ppe	01/10/2020	18739	1	52.80	0.00	52.80	0.00
Authorised: rb							
18744/11994/s scape ppe	02/10/2020	18744	1	855.60	0.00	855.60	0.00
Authorised: rb							
					0.00	**908.40**	
Above paid on 16/10/2020 by Online Payment Ref CAVERN							

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Linked to Cashbook 1 **Entered Month 7 by user ST**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CHS Congleton High School							
101100562/11998/printing	14/10/2020	101100562	1	56.40	0.00	56.40	0.00
Authorised: mh							
					0.00	**56.40**	
Above paid on 16/10/2020 by Online Payment Ref CHS							
CLOWES Clowes Developments (NW) Ltd							
2005/11997/water chrgs p toile	21/08/2020	2005	1	173.83	0.00	173.83	0.00
Authorised: jp							
					0.00	**173.83**	
Above paid on 16/10/2020 by Online Payment Ref CLOWES							
DCASSIST D C Assist Ltd							
TH0071/11999/Toilet cleaning	02/10/2020	TH0071	1	187.50	0.00	187.50	0.00
Authorised: mjw							
TH0072/12000/toilet cleaning	09/10/2020	TH0072	1	187.50	0.00	187.50	0.00
Authorised: mjw							
					0.00	**375.00**	
Above paid on 16/10/2020 by Online Payment Ref DCASSIST							
FOUR Four Oaks Nurseries Ltd							
104604/12002/grasses/shrubs	06/10/2020	104604	1	463.44	0.00	463.44	0.00
Authorised: rb							
					0.00	**463.44**	
Above paid on 16/10/2020 by Online Payment Ref FOUR							
FULL Full Media Ltd							
5806/12003/proof reader	08/10/2020	5806	1	85.54	0.00	85.54	0.00
Authorised: jm							
					0.00	**85.54**	
Above paid on 16/10/2020 by Online Payment Ref FULL							

Continued over page

Linked to Cashbook 1 **Entered Month 7 by user ST**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
GH SCAFFOL G H Scaffolding Ltd							
10417/12004/gutter repairs	30/09/2020	10417	1	1,344.00	0.00	1,344.00	0.00
Authorised: mjw							
					0.00	**1,344.00**	
Above paid on 16/10/2020 by Online Payment Ref GHSCAFFOL							
LANDSCAPE Landscape Supply Company							
95112/12007/pressure washer	08/10/2020	95112	1	305.18	0.00	305.18	0.00
Authorised: rb							
95208/12008/bulk bags	09/10/2020	95208	1	53.82	0.00	53.82	0.00
Authorised: rb							
					0.00	**359.00**	
Above paid on 16/10/2020 by Online Payment Ref LANDSCAPE							
LESHALMAN Les Halman Nurseries Ltd							
56644/12005/bulbs	02/10/2020	56644	1	540.00	0.00	540.00	0.00
Authorised: rb							
56645/12006/winter bedding	02/10/2020	56645	1	4,327.78	0.00	4,327.78	0.00
Authorised: rb							
					0.00	**4,867.78**	
Above paid on 16/10/2020 by Online Payment Ref LESHALMAN							
MITTEN Mitten Clarke							
22833/12009/payroll & filing	30/09/2020	22833	1	522.00	0.00	522.00	0.00
Authorised: jp							
					0.00	**522.00**	
Above paid on 16/10/2020 by Online Payment Ref MITTEN							
OTIS Otis Ltd							
01402712/12010/Lift service	01/10/2020	01402712	1	541.72	0.00	541.72	0.00
Authorised: mjw							
					0.00	**541.72**	
Above paid on 16/10/2020 by Online Payment Ref OTIS							

Continued over page

Linked to Cashbook 1 Entered Month 7 by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SHRED IT Shred-it Ltd							
9504463470/12011/shredding ser	08/10/2020	9504463470	1	129.10	0.00	129.10	0.00
Authorised: rb							
					0.00	**129.10**	
Above paid on 16/10/2020 by Online Payment Ref SHREDIT							
THOMSON Thomson Planning Partnership Ltd							
56/012/AT/016/12012/consultanc	02/10/2020	56/012/AT/016	1	342.00	0.00	342.00	0.00
Authorised: dm							
					0.00	**342.00**	
Above paid on 16/10/2020 by Online Payment Ref THOMSON							
THREADFAST Threadfast Engineers 1984 Ltd							
SIN107140/12013/radar lock	05/10/2020	SIN107140	1	296.82	0.00	296.82	0.00
Authorised: mjw							
					0.00	**296.82**	
Above paid on 16/10/2020 by Online Payment Ref THREADFAST							
TMC TMC Creative Ltd							
7414/12014/website amends	28/09/2020	7414	1	1,848.00	0.00	1,848.00	0.00
Authorised: jm							
					0.00	**1,848.00**	
Above paid on 16/10/2020 by Online Payment Ref TMC							
ATER Water Plus Ltd							
05881110/12019/T H water	03/10/2020	05881110	1	408.24	0.00	408.24	0.00
Authorised: jp							
					0.00	**408.24**	
Above paid on 16/10/2020 by Online Payment Ref WATER							
WATERLOGIC Waterlogic GB Ltd							
5822498/12015/water cooler ren	30/09/2020	5822498	1	42.30	0.00	42.30	0.00
Authorised: mjw							
					0.00	**42.30**	
Above paid on 16/10/2020 by Online Payment Ref WATERLOGIC							

Continued over page

Linked to Cashbook 1 **Entered Month 7 by user ST**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WESTWALLAS West Wallasey Contract Hire							
CH79530/12016/leese vans Authorised: rb	08/09/2020	CH79530	1	3,427.85	0.00	3,427.85	0.00
CH90153/12017/Lease vans Authorised: rb	09/10/2020	CH90153	1	3,427.85	0.00	3,427.85	0.00
					0.00	**6,855.70**	
Above paid on 16/10/2020 by Online Payment Ref WESTWALLAS							
WHITEHURST Whitehursts Agricultural & Builders							
16271/12018/postmix - recharge Authorised: rb	01/10/2020	16271	1	45.60	0.00	45.60	0.00
					0.00	**45.60**	
Above paid on 16/10/2020 by Online Payment Ref WHITEHURST							
Total Purchase Ledger Payments					**0.00**	**21,874.74**	

Linked to Cashbook 1 Entered Month 7 by user JP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ACT Associated Calibration & Training Ltd							
48937/12020/calibrate PAT test	14/08/2020	48937	1	96.00	0.00	96.00	0.00
Authorised: mjw							
					0.00	**96.00**	
Above paid on 23/10/2020 by Online Payment Ref ACT							
ARCHER Archer Signs & Panels Ltd							
112376/12021/covid signs	15/10/2020	112376	1	902.28	0.00	902.28	0.00
Authorised: rb							
					0.00	**902.28**	
Above paid on 23/10/2020 by Online Payment Ref ARCHER							
BESTCONNEC The Best Connection Group							
3240567/12022/s scape temp	16/10/2020	3240567	1	620.27	0.00	620.27	0.00
Authorised: rb							
					0.00	**620.27**	
Above paid on 23/10/2020 by Online Payment Ref BESTCONNEC							
CHESHELECT Cheshire Electrical Supplies Ltd							
596-072214/12023/bulbs	12/10/2020	596-072214	1	14.92	0.00	14.92	0.00
Authorised: mjw							
					0.00	**14.92**	
Above paid on 23/10/2020 by Online Payment Ref CHESHELECT							
DCASSIST D C Assist Ltd							
TH0073/12024/toilet cleaning	16/10/2020	TH0073	1	187.50	0.00	187.50	0.00
Authorised: mjw							
					0.00	**187.50**	
Above paid on 23/10/2020 by Online Payment Ref DCASSIST							
KGLOACH K G Loach							
46135/12025/wheelbarrows	06/10/2020	46135	1	98.28	0.00	98.28	0.00
Authorised: rb							
					0.00	**98.28**	
Above paid on 23/10/2020 by Online Payment Ref KGLOACH							

Continued over page

Linked to Cashbook 1 **Entered Month 7 by user JP**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LANDSCAPE Landscape Supply Company							
94733/12026/tools etc	23/09/2020	94733	1	410.97	0.00	410.97	0.00
Authorised: rb							
					0.00	**410.97**	
Above paid on 23/10/2020 by Online Payment Ref LANDSCAPE							
STRINGER Stringer & Pickford							
11020/91/12028/cenotaph projec	13/10/2020	11020/91	1	1,575.00	0.00	1,575.00	0.00
Authorised: ms							
					0.00	**1,575.00**	
Above paid on 23/10/2020 by Online Payment Ref STRINGER							
TALKECHEM Talke Chemical Company Limited							
66260/12029/T Hall toilet roll	14/10/2020	66260	1	113.25	0.00	113.25	0.00
Authorised: mjw							
66261/12030/stock public toile	14/10/2020	66261	1	124.39	0.00	124.39	0.00
Authorised: mjw							
					0.00	**237.64**	
Above paid on 23/10/2020 by Online Payment Ref TALKECHEM							
WHITEIAN Ian White Landscape Supplies							
2631/12031/mushroom compost	15/10/2020	2631	1	390.00	0.00	390.00	0.00
Authorised: rb							
					0.00	**390.00**	
Above paid on 23/10/2020 by Online Payment Ref WHITEIAN							
Total Purchase Ledger Payments					**0.00**	**4,532.86**	

Linked to Cashbook 1 **Entered Month 7 by user ST**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BESTCONNEC The Best Connection Group							
3243972/12032/S scape temp	23/10/2020	3243972	1	620.27	0.00	620.27	0.00
Authorised: rb							
					0.00	**620.27**	
Above paid on 30/10/2020 by Online Payment Ref BESTCONNEC							
CHESHEAST Cheshire East Council							
41136083/12033/parking permits	16/10/2020	41136083	1	270.00	0.00	270.00	0.00
Authorised: rb							
					0.00	**270.00**	
Above paid on 30/10/2020 by Online Payment Ref CHESHEAST							
CLOWES Clowes Developments (NW) Ltd							
1586/12035/water chrges	01/04/2020	1586	1	610.46	0.00	610.46	0.00
Authorised: jp							
1587/12036/water charges	01/04/2020	1587	1	296.05	0.00	296.05	0.00
Authorised: jp							
					0.00	**906.51**	
Above paid on 30/10/2020 by Online Payment Ref CLOWES							
CTM Cheshire Turf Machinery Ltd							
177624/12034/repairs to mower	23/10/2020	177624	1	256.27	0.00	256.27	0.00
Authorised: rb							
					0.00	**256.27**	
Above paid on 30/10/2020 by Online Payment Ref CTM							
LANDSCAPE Landscape Supply Company							
95450/12037/PPE & tools	21/10/2020	95450	1	225.02	0.00	225.02	0.00
Authorised: rb							
					0.00	**225.02**	
Above paid on 30/10/2020 by Online Payment Ref LANDSCAPE							

Continued over page

Linked to Cashbook 1 **Entered Month 7 by user ST**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LEAFLET **The Leaflet Team**							
TKD1345/12038/Dist of BN	15/09/2020	TKD1345	1	540.00	0.00	540.00	0.00
Authorised: jm							
					0.00	**540.00**	
Above paid on 30/10/2020 by Online Payment Ref LEAFLET							
ST **St John's Community Centre**							
202010A/12040/Meals on Wheels	23/10/2020	202010A	1	350.00	0.00	350.00	0.00
Authorised: mjw							
					0.00	**350.00**	
Above paid on 30/10/2020 by Online Payment Ref ST							
VIBRANT **Vibrant Graphics Ltd**							
029737/12041/Bear Necessities	20/10/2020	029737	1	1,617.00	0.00	1,617.00	0.00
Authorised: jm							
					0.00	**1,617.00**	
Above paid on 30/10/2020 by Online Payment Ref VIBRANT							
Total Purchase Ledger Payments					**0.00**	**4,785.07**	

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	26th November 2020 7pm	**LOCATION**	Virtual meeting via Zoom
REPORT FROM	Jackie Potts – Support Manager & RFO		
AGENDA ITEM REPORT TITLE	**14** **First Interim Internal Audit Report 2020/21**		
Background	The statutory instrument of government which is the Accounts and Audit Regulations 2015 Section 5(1) requires the Town Council to 'undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes'. Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps the Town Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the council on whether its systems of financial and other internal controls over its activities and operating procedures are effective. Congleton Town Council has appointed Auditing Solutions Ltd to carry out its internal audit. The internal auditor normally comes to the offices 3 times per year and produces a report each time which must be approved by either F&P or Council.		
Updates	This first interim report for 20/21 was completed remotely due to the Covid 19 regulations in force.		
Decision Requested	To receive and approve the Internal Audit Report – first interim 2020/21		

AUDITING SOLUTIONS LTD

Congleton Town Council

Internal Audit Report 2020-21: First Interim

Adrian Shepherd-Roberts

For and on behalf of
Auditing Solutions Ltd

Background

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

This report sets out the work undertaken in relation to the 2020-21 financial year to date which was completed by 15th November 2020. Due to the impact of the Covid-19 pandemic, we have again undertaken our initial review for the year remotely: we wish to thank the Responsible Finance Officer in assisting the process, providing all necessary documentation in electronic format to facilitate completion of our review for the year to date. We have, in the circumstances, reduced, in some areas, the volume of transactions examined, whilst still ensuring governance and financial controls remain effective.

Internal Audit Approach

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

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

Overall Conclusion

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

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

This report has been prepared for the sole use of Congleton Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely, for any reason whatsoever, on this report, its contents or conclusions.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

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

- Ensured that the ledger remains in balance at the present date;
- Verified the opening trial balance for 2020-21 to the Statement of Accounts and AGAR for 2019-20 to ensure that the closing balances have been brought forward accurately and completely;
- Checked and agreed transactions in the Council's main bank account cashbooks to the relevant RBS Bank statements for April & October 2020;
- Checked and agreed for the same months, inter account "sweep" transfers between the current and high interest bank account; and
- Examined and verified the accuracy of transactions in the Council's mayoral charity bank account cashbooks for the year to October 2020 and bank accounts as at 31st October 2020 to ensure that no long-standing uncleared cheques or other anomalous entries exist.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment. We will undertake further work at our next review.

Review of Corporate Governance

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

We note that the Standing Orders were reviewed and adopted in March 2018 and the Finance regulations were reviewed in July 2020. The Standing Orders are to be reviewed, however, the current restrictions due to Covid 19 have delayed progress.

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

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process. We will undertake further work at our next review.

Review of Expenditure

Our aim here is to ensure that: -

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

We have commenced work in this area examining a sample of payments to 31st October 2020.

Finally, in this area, we have examined the content of the quarterly VAT reclaims to September 2020, submitted to HMRC, with no issues arising.

Conclusions

We are pleased to report that no significant issues have been identified in this area. We will undertake further work at our next review.

Assessment and Management of Risk

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

Risk assessment registers are in place and they are subject to routine annual review and update. We note that the Business Risk Assessment for 20-21 was formally approved by Finance & Policy Committee in February 2020.

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

Zurich Municipal continues to provide the Council's insurance cover: we have examined the current year's schedule (to May 2021) and consider it meets the current needs of the Council appropriately with Employer's liability set at £10 million and Public Liability cover set at £15 million and Fidelity Guarantee cover at £1.0 million.

Conclusions

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

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans. We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

The Council will commence consideration of the 2021-22 budgetary requirements later this year and we shall consider the action taken and outcomes, together with the approved level of precept at a future visit.

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

Conclusions

We have been advised that the Council are to formally consider and finalise its budget and precept requirements for 2021-22 later in the financial year. Consequently, we shall review this area further at our final visit, also examining the year's budget outturn, following up any significant variances and obtaining appropriate explanations: we shall also consider the appropriateness of retained reserves to meet the Council's ongoing revenue spending requirements and any development aspirations.

Review of Income

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

- Examined the "Aged debtors schedule" generated by the accounting software and are pleased to record that there are no significant issues arising with regard to long-standing debts of which officers and members are unaware.

We have also reviewed the nominal ledger detailed transaction reports for income items for the year to October 2020 to ensure that no obvious coding errors or other anomalous entries are apparent and are pleased to record that none are in evidence.

Conclusions

We are pleased to record that there are no significant issues in this area. We will undertake a review of the various income streams at our interim update review.

Petty Cash Account

Our aim in this area is to ensure that appropriate controls are in place; that all expenditure incurred is adequately supported by trade invoices or till receipts; that the expenditure is appropriate for the Council's requirements; that VAT has been separately identified for periodic recovery and that cheque encashments from the main cashbooks are properly recorded.

We have not physically checked the cash but have reviewed the holding from the information that we have been provided. As we are working remotely, we suggest that where possible an independent check is undertaken to confirm that the cash has been checked and the account balances. This should be minuted accordingly.

We have reviewed the vehicle fuel nominal ledger and a sample statement and we are satisfied that this is controlled effectively.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process. We will undertake further work at our interim update review.

Review of Staff Salaries

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

- Ensured that the Council has approved staff pay rates for the financial year, based upon the approved NJC rates:
- Checked and agreed the computation of staff gross and net pay and salary deductions for September 2020, noting the continued use of a local, third party bureau service provider;
- Checked to ensure that appropriate tax codes and national insurance tables are being applied in the year and that the correct deductions / contributions have been deducted and paid over to HMRC in a timely manner;

- Ensured that the appropriate revised superannuation contribution rates have been applied, also ensuring that the deductions have been paid over to the County Council in a timely manner; and
- Examined a sample of the time sheets supporting payments made through the September 2020 payroll to ensure that they have been approved for payment and processed appropriately.

Conclusions

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

Investments & Loans

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

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

We have verified the first half-yearly loan repayment to PWLB by reference to the direct debit advice as part of the aforementioned expenditure testing.

Conclusions

No issues require formal comment or recommendation. We will undertake further work at future reviews.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	26th November 2020	**LOCATION**	Via zoom
REPORT FROM	David McGifford - Chief Officer		
AGENDA ITEM REPORT TITLE	15 2020/21 Pay Award		
Background	Pay scales are agreed annually by the National Joint Council for Local Government Services (NJC) and the Trade Unions. These agreements and announcements are made during the year that they are to be implemented which relies on budget forecasting by Local Councils which are generally set by Councils during December.		
NJC Agreement	When setting the budget for 2020/ 21 the Council agreed within its budget a forecasted 5% increase for lower paid workers (which was based upon a national uplift in pay for those in that category in 2019/20), and a 2% increase for those outside of that category. On the 26th August 2020 the NJC advised that there was an agreed 2.75% increase across all pay scales, payable from 1st April 2020. This increase was within the agreed salary budget and incorporated into staff salaries in September.		
Proposal	To receive and approve the 2020-21 National Salary Award as agreed by the National Joint Council for Local Government Services		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	26.11.2020	**LOCATION**	Via Zoom
REPORT FROM	Chief Officer and Responsible Financial Officer		
AGENDA ITEM **REPORT TITLE**	**16** **Budget and Precept 2021-22**		
Introduction	The Council's budget is quite complex, so it is important for members to be able to understand the format and details to enable them to make informed decisions. This is the covering report that has been produced along with the draft budget, to bring in the main factors influencing its form. The 2021-22 budget is structured to fit alongside this business plan to help deliver the desired outcomes.		
Considerations and process	The first stage in developing the draft budget was to review the current income and expenditure levels for the first 6 months of this financial year on each of the cost codes entries **(appendix.2)** This initial work was undertaken by the Chief Officer and the Responsible Financial Officer following discussions with senior members of staff and provides a forecasted end of year expenditure which will show an indicative overspend or underspend. The next stage was to take into account the considerations listed below to create a draft budget prepared by officers. This was then presented to the Chair, Vice Chair and previous vice Chair of Finance Committee to discuss and analyse the information and propose amendments where applicable. This draft budget now needs to be considered by the Finance and Policy Committee with an agreed budget being recommended to Council on the 10th December 2020 **(appendix 1)** **Considerations** ➢ Impact of COVID 19 ➢ Current expenditure levels ➢ Initial National guidelines on salaries and pensions ➢ Inflation ➢ Delivery of the Councils Business Plan ➢ Town Hall operational and management review ➢ Town hall maintenance requirements following Health and Safety Reviews ➢ Streetscape Development review ➢ Community Initiatives ➢ Capital Investment ➢ Review of current reserves allocation **(appendix 3)**		

	➢ **Staff Salary increases** - Congleton Town Council staff, in line with other town and parish councils nationally, are paid according to pay scales negotiated by the National Joint Council for Local Government Services (NJC) which incorporates NALC (National Association of Local Councils) and the SLCC (Society of Local Council Clerks). The rates for 2021/22 have not yet been agreed – discussions are on-going, so the assumption has been made of an overall increase of 2% payable from the 1st April 2021
Significant variations of 2021/22 budget from 2020/21 budget	➢ Corporate Management – with the current RFO looking to retire in the new financial year – costed for a full time RFO and a 3 month handover period ➢ Town Hall Income forecasted to be lower than budget in 2020/21 due to impact of COVID and potentially a slow uptake in bookings in 2021/22
Budget and Precept	**The total precept for 2020-21 was £923,674** which was based on a precept of **£89.31 per** Band D property, this is calculated by the number of properties which is provided by Cheshire East Council **The proposed budget for 2021-22 is £954,146** It equates to a charge of **£91.09** per Band D property which is an increase of **£1.78 or 1.99%.** per household
Decision requested	To approve the **budget and precept of £954,146 for 2021/22**

Appendix 1

Congleton Town Council

Budget Summary Year Ended 31st March 2022

	2020 21 Projected *1	2020 21 Budgeted*2		2021 22 Proposed*3		Budget Incr/Decr *4	
Finance and Policy							
Corporate Management	144488	155842		178535		22693	
Democratic Rep'n & Mgmt	47836	55450		59435		3985	
Grants (incl S137)	43636	61583		57833		-3750	
	235960	272875		295803		22928	
Community, Amenities and Services							
Propogation Unit	0	1000		1000		0	
Floral Displays	16250	12250		12250		0	
Allotments	1250	1250		1250		0	
Congleton Partnership	32431	35172		35554		382	
Community Development	114765	136827		117351		-19476	
Crime Reduction	38650	53650		48650		-5000	
Christmas Fayre & Lights	16000	16000		16000		0	
Neighbourhood Plan	0	0		0		0	
Tourism	5000	5000		5000		0	
Youth & Young People	1000	2000		2000		0	
Luncheon Club	5000	9000		9000		0	
	230346	272149		248055		-24094	
Town Hall and Assets							
Congleton Pool	6258	27003		27558		555	
Marketing Support		0		26903		26903	
Public Toilets	9300	16050		10250		-5800	
Cenotaph				250		250	
Town Hall							
Congleton Town Hall - Expenditure	186457	202379		203450		1071	
Congleton Town Hall - Income	48250	126300		108100		-18200	
	138207	76079	0	95350		19271	
Streetscape							
Streetscape - Expenditure	583469	595350		591801		-3549	
Streetscape - CEBC income	366702	366702		372702		6000	
Streetscape - Other income	11400	15900		15900		0	
	205367	212748		203199	0	-9549	
Total Town Hall and Assets	359132	331880	0	363510	0	31380	
TOTAL REVENUE EXPENDITURE	825438	876904	0	907368	0	30214	
CAPITAL & PROJECT EXPENDITURE							
Capital Expenditure (General)	5000	5000		5000		0	
Town Hall- Office IT	5000	5000		5000		0	
Streetscape Equipment	5000	5000		5000		0	
From Capital Reserve	-10000	-10000		-10000		0	
From Earmarked Reserves	-5000	-5000		-5000		0	
Town Hall Loan Repayments & Interest	21778	21770		21778		8	
Replenish Streetscape Equipment Reserve	5000	5000		5000		0	
Replenish Capital Reserve	20000	20000		20000		0	
						0	
Capital and Project spend	46778	46770		46778		8	
TOTAL NET EXPENDITURE (Precept)	872216	923674	0	954146		30222	
Projected underspend 20/21		51458	*5				
Recommended General Reserve		219226		226842		7616	
ADJUSTED BASIS							
Band D Equivalents		10342	*6	10475			
Precept per Band D Equivalent (£/annum)		£ 89.31	*7	91.09	£1.78		1.99%
Precept per Band D Equivalent (£/week)		1.71		1.75			

Notes

1. Projected - this is the estimated projection for 31/03/21
2. Budgeted - the 2020/21 budget
3. Proposed - this is the suggested budget for 2021/22
4. Budget Incr/Decr is the difference between this year's budget and next year's proposals
5. Projected underspend - this is the projected underspend at 31/03/2021
6. This is the tax base figure given from Cheshire East Council and is the number of households that the Precept is divided by to give the annual amount per household
7. £89.31 is the current annual cost to a Band D council tax payer to the Town Council
   £91.09 is the proposed amount for 2021/22 so an increase of £ 1.78 per year (1.75p per week)

Congleton Town Council

Annual Budget - By Committee

Note: Budgets 21/22

	2019/20		2020/21						Budget 21/22		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Finance and Policy											
101 Corporate Management											
Total Income	887,152	889,235	0	0	926,674	0	926,674	926,826	955,646	0	0
Overhead Expenditure	148,511	146,361	0	-4,879	158,842	0	153,963	90,963	180,035	0	0
Movement to/(from) Gen Reserve	738,641	742,875			767,832		772,711	835,863	775,611		
102 Civic											
Total Income	0	357	0	0	0	0	0	0	0	0	0
Overhead Expenditure	54,087	52,732	0	86	55,450	0	55,536	29,320	59,435	0	0
Movement to/(from) Gen Reserve	(54,087)	(52,375)			(55,450)		(55,536)	(29,320)	(59,435)		
107 Grants (incl S137)											
Overhead Expenditure	61,583	61,460	0	0	61,583	0	61,583	32,407	57,833	0	0
Movement to/(from) Gen Reserve	(61,583)	(61,460)			(61,583)		(61,583)	(32,406)	(57,833)		
108 Mayor's Fundraising Activities											
Total Income	0	9,906	0	0	0	0	0	715	0	0	0
Overhead Expenditure	0	9,906	0	0	0	0	0	-5,034	0	0	0
Movement to/(from) Gen Reserve	0	0			0		0	5,749	0		
109 Capital and Projects											
Overhead Expenditure	79,803	79,778	0	0	46,770	0	46,770	35,889	46,778	0	0
Movement to/(from) Gen Reserve	(79,803)	(79,778)			(46,770)		(46,770)	(35,889)	(46,778)		

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Congleton Town Council

Annual Budget - By Committee

Note: Budgets 21/22

	2019/20		2020/21						Budget 21/22		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Finance and Policy - Income	887,152	899,499	0	0	926,674	0	926,674	927,541	955,646	0	0
Expenditure	343,984	350,237	0	-4,793	322,645	0	317,852	183,543	344,081	0	0
Movement to/(from) Gen Reserve	543,168	549,262			604,029		608,822	743,997	611,565		

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Congleton Town Council

Annual Budget - By Committee

Note: Budgets 21/22

	2019/20		2020/21						Budget 21/22		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Community, Environment & Serv											
212 Propogation Unit											
Overhead Expenditure	1,000	0	0	0	1,000	0	1,000	0	1,000	0	0
Movement to/(from) Gen Reserve	(1,000)	0			(1,000)		(1,000)	0	(1,000)		
215 Floral Displays											
Total Income	2,500	5,753	0	0	4,000	0	4,000	0	4,000	0	0
Overhead Expenditure	14,500	20,160	0	0	16,250	0	16,250	6,023	16,250	0	0
Movement to/(from) Gen Reserve	(12,000)	(14,407)			(12,250)		(12,250)	(6,023)	(12,250)		
241 Allotments											
Total Income	190	190	0	0	190	0	190	0	190	0	0
Overhead Expenditure	1,440	1,284	0	0	1,440	0	1,440	254	1,440	0	0
Movement to/(from) Gen Reserve	(1,250)	(1,094)			(1,250)		(1,250)	(254)	(1,250)		
301 Congleton Partnership											
Total Income	0	30,996	0	0	0	0	0	10,796	0	0	0
Overhead Expenditure	34,578	63,972	0	55	35,172	0	35,227	-26,244	35,554	0	0
Movement to/(from) Gen Reserve	(34,578)	(32,976)			(35,172)		(35,227)	37,040	(35,554)		
302 Community Development											
Overhead Expenditure	96,186	95,461	0	3,726	136,827	0	140,553	48,595	117,351	0	0
Movement to/(from) Gen Reserve	(96,186)	(95,461)			(136,827)		(140,553)	(48,595)	(117,351)		
303 Crime Reduction											

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Congleton Town Council

Annual Budget - By Committee

Note: Budgets 21/22

		2019/20		2020/21						Budget 21/22		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	51,700	50,780	0	0	53,650	0	53,650	17,820	48,650	0	0
	Movement to/(from) Gen Reserve	(51,700)	(50,780)			(53,650)		(53,650)	(17,820)	(48,650)		
305	**Christmas Fayre -Light Switch**											
	Total Income	0	6,480	0	0	0	0	0	391	0	0	0
	Overhead Expenditure	21,000	26,606	0	0	16,000	0	16,000	74	16,000	0	0
	Movement to/(from) Gen Reserve	(21,000)	(20,126)			(16,000)		(16,000)	317	(16,000)		
310	**Neighbourhood Plan**											
	Overhead Expenditure	0	0	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	0		
315	**Covid - 19**											
	Total Income	0	0	0	0	0	0	0	3,676	0	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	4,057	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	(381)	0		
321	**Tourism**											
	Overhead Expenditure	5,000	4,990	0	0	5,000	0	5,000	1,294	5,000	0	0
	Movement to/(from) Gen Reserve	(5,000)	(4,990)			(5,000)		(5,000)	(1,294)	(5,000)		
341	**Youth and Young People**											
	Overhead Expenditure	2,000	1,211	0	0	2,000	0	2,000	0	2,000	0	0
	Movement to/(from) Gen Reserve	(2,000)	(1,210)			(2,000)		(2,000)	0	(2,000)		
351	**Luncheon Club**											

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Congleton Town Council

Annual Budget - By Committee

Note: Budgets 21/22

	2019/20		2020/21						Budget 21/22		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	11,000	10,705	0	0	9,000	0	9,000	2,369	9,000	0	0
Movement to/(from) Gen Reserve	(11,000)	(10,705)			(9,000)		(9,000)	(2,369)	(9,000)		
Community, Environment & Serv - Income	2,690	43,419	0	0	4,190	0	4,190	14,862	4,190	0	0
Expenditure	238,404	275,168	0	3,781	276,339	0	280,120	54,241	252,245	0	0
Movement to/(from) Gen Reserve	(235,714)	(231,748)			(272,149)		(275,930)	(39,378)	(248,055)		

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Congleton Town Council

Annual Budget - By Committee

Note: Budgets 21/22

	2019/20		2020/21						Budget 21/22		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Personnel											
401 Staffing & Staff Costs											
Overhead Expenditure	0	0	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	0	0			0		0	0	0		
Personnel - Income	0	0	0	0	0	0	0	0	0	0	0
Expenditure	0	0	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	0	0			0		0	0	0		

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Congleton Town Council

Annual Budget - By Committee

Note: Budgets 21/22

	2019/20		2020/21						Budget 21/22		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Town Hall and Assets											
201 Paddling Pool											
Overhead Expenditure	27,968	26,947	0	2	27,003	0	27,005	1,820	27,558	0	0
Movement to/(from) Gen Reserve	(27,968)	(26,947)			(27,003)		(27,005)	(1,820)	(27,558)		
221 Congleton Town Hall											
Total Income	125,800	110,717	0	0	126,300	0	126,300	29,036	108,100	0	0
Direct Expenditure	10,000	8,963	0	0	10,000	0	10,000	0	10,000	0	0
Overhead Expenditure	190,566	175,031	0	-609	192,379	0	191,770	97,830	193,450	0	0
Movement to/(from) Gen Reserve	(74,766)	(73,276)			(76,079)		(75,470)	(68,794)	(95,350)		
225 Marketing Support											
Total Income	0	0	0	0	0	0	0	0	33,000	0	0
Overhead Expenditure	0	0	0	0	0	0	0	0	59,903	0	0
Movement to/(from) Gen Reserve	0	0			0		0	0	(26,903)		
263 Public Toilets											
Overhead Expenditure	8,600	11,059	0	0	16,050	0	16,050	6,027	10,250	0	0
Movement to/(from) Gen Reserve	(8,600)	(11,059)			(16,050)		(16,050)	(6,027)	(10,250)		
270 Cenotaph											
Overhead Expenditure	0	0	0	0	0	0	0	0	250	0	0
Movement to/(from) Gen Reserve	0	0			0		0	0	(250)		
280 CTC Streetscape											

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Congleton Town Council

Annual Budget - By Committee

Note: Budgets 21/22

	2019/20		2020/21						Budget 21/22		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Income	382,602	379,120	0	0	382,602	0	382,602	186,906	388,602	0	0
Direct Expenditure	0	1,172	0	0	0	0	0	327	0	0	0
Overhead Expenditure	578,721	566,518	0	1,619	595,350	0	596,969	333,569	591,801	0	0
Movement to/(from) Gen Reserve	(196,119)	(188,570)			(212,748)		(214,367)	(146,990)	(203,199)		
Town Hall and Assets - Income	508,402	489,838	0	0	508,902	0	508,902	215,942	529,702	0	0
Expenditure	815,855	789,691	0	1,012	840,782	0	841,794	439,573	893,212	0	0
Movement to/(from) Gen Reserve	(307,453)	(299,853)			(331,880)		(332,892)	(223,631)	(363,510)		
Total Budget Income	1,398,244	1,432,755	0	0	1,439,766	0	1,439,766	1,158,345	1,489,538	0	0
Expenditure	1,398,244	1,415,095	0	0	1,439,766	0	1,439,766	677,357	1,489,538	0	0
Movement to/(from) Gen Reserve	0	17,660			0		0	480,988	0		

Earmarked Reserves		31/03/2020	31/03/2021	31/03/2022	31/03/2023	31/03/2024
		(Actual)	(projected)	(available)		
Capital Contingency - General		300,250	300,000	204,568	80,490	-81,337
Capital Equipment fund		34,344	31,284	3,146	-212	-13,306
Others:	Elections	20,000	20,000	20,000		
	Crime Prevention/Traffic Calming	7,357	5,000	5,000		
	Committed Grants	5,639	0	0		
	Congleton Partnership Projects	54,503	30,000	0		
	Covid 19	50,000	15,000	0		
	Business Recovery		20,000	0		
	Civic Treasures	3,000	3,000	3,000		
	Website	5,151	5,151	6,151		
	Training	8,479	8,479	5,000		
	Public Toilets	24,012	24,012	24,012		
	Public Realm	9,189	9,189	9,189		
	Legal Fees	5,292	5,292	5,292		
	Christmas Lights	7,990	0	0		
	Tourism	9,169	9,169	0		
	Marketing	5,000	5,000	0		
	Neighbourhood plan	12,033	0	0		
	Cenotaph	100,000	0	0		
	Rotary Bonfire	5,000	5,000	5,000		
	Civic	1,000	1,000			
		667,408	496,576	290,358		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	26th November 2020 7pm	**LOCATION**	Virtual meeting via Zoom
REPORT FROM	Jackie Potts – Support Manager & RFO		
AGENDA ITEM REPORT TITLE	**17** **Town Council Office Server Upgrade**		
Background	The Town Council has various pieces of IT Equipment on its Fixed Asset Register including desktop PC's; Laptops, and the office server. An annual revenue budget of £5,000 is allowed for a four year replacement programme of the laptops and desktops (which is then taken from the Capital reserve). Due to the Covid 19 situation 4 extra laptops were purchased in July to enable staff that normally worked in the office using a desktop PC to be able to work remotely. These, along with some Adobe software that was purchased leaves a remaining balance to spend for 20/21 of £800.		
Updates	The officer server was purchased in 2013 with an expected life of six years. The warranty was extended for a year in 2019 but it now needs replacing. The recommendation from our IT support is to move to a cloud based system but we will still need a local server to support our accounts package. There will also be a new member of staff starting who will need a laptop purchasing plus one member of staff whose laptop will be 4 years old in January 2021.		
Decision Requested	To increase the Office Equipment capital spend by up to £5,000 to upgrade the server and to purchase 2 laptops.		